



LEBANON CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSION AGENDA

May 14, 2025 at 5:30 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community,
strengthened by our community connections*

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

EXECUTIVE SESSION

Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.

1. Per ORS 192.660(2)(I) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

CALL TO ORDER / FLAG SALUTE

ROLL CALL

6:00 PM – CITY COUNCIL REGULAR SESSION

CONSENT CALENDAR

The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.

1. **AGENDA:** Lebanon City Council Agenda – May 14, 2025
2. **BOARD MINUTES:**
2025-02-25 Library Advisory Committee Minutes
2025-02-19 Planning Commission Minutes
2024-10-16 Senior & Disabled Services Advisory Committee Minutes
3. **COUNCIL MINUTES:** 2025-04-09 City Council Meeting
4. **EASEMENT:** Seven Oak Middle School

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept

and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on May 13, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.

PUBLIC HEARING(S)

- 5.** Public Hearing - Exemption to Competitive Bidding (CM/GC) - Cheadle Lake Park Improvements Project
- 6.** Public Hearing - Ordinance Bill No. 2025-03 - Ordinance No. 3034 - A Bill for an Ordinance Annexing Certain Street Segments into the City Filed with the City Council by the City of Lebanon Pursuant to ORS 222.120 and ORS 222.170 File A-25-01; City of Lebanon
- 7.** Public Hearing - Resolution No. 2025-05 - A Resolution Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2024-19

REGULAR SESSION

- 8.** Lebanon Public Library Policy Changes
- 9.** FY2025 3rd Quarter Financial Update
- 10.** Department Reports

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

An opportunity for citizens and the press to comment on items of city business.

EXECUTIVE SESSION

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- 11.** Per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

REGULAR SESSION

Council may reconvene into open session should action be required.

NEXT SCHEDULED COUNCIL MEETING(S) City Council Meeting June 11, 2025

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

Everyone is welcome to attend City Council meetings. If you cannot attend, written testimony must be received by noon prior to the meeting via email to city.recorder@lebanonoregon.gov. Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the City Recorder by email at city.recorder@lebanonoregon.gov by noon prior to the meeting so that the City Recorder can provide instructions.

City Council meetings are recorded and available on the City's YouTube page at:

<https://www.youtube.com/user/CityofLebanonOR/videos>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.



**Minutes
Lebanon Public Library
Advisory Group Meeting
February 11, 2025**

The meeting was called to order at 4:30

Present: Kendra Antila (Director), Denice Lee (Chairperson), Jane Turner, Russell Fish, Kristine Hunt, Jennifer Moody, Vandy Roadifer (Friends Representative)

Minutes of the December meeting were approved as presented.

Library Director's Report: Kendra shared stats for December and January and discussed the slight decrease in overall circulation this year, attributed to the decrease in hours of operation. Removing test proctors from the statistical report in favor of meeting room usage was discussed and agreed to. This change will take place in the new fiscal year. Additionally, Kendra shared efforts underway to decrease inter-library loan costs, these efforts have yet to be finalized. Finally, upcoming events including a model train expo in April, minor construction in the meeting room to accommodate the new Council dais, and free tax help courtesy of the Oregon Department of Revenue for library patrons on March 5th were discussed.

Friends of the Library Report: The friends have raised a record-breaking \$24,980.25 since July of this year. They contributed over \$8000 to the library (\$4500 for the Summer Reading Program and \$2000 for the Spanish collection). They have raised \$14,575 toward their next contribution for the children's meeting room expansion. Their goal is to present \$75,000 on their 75th anniversary in 2028 (but hope to donate as much as \$100,000). Their next event is the Oregon Author Fair on Saturday, February 22nd. There will be 42 authors, 12 featured speakers, and 2 food trucks. They will be at Tallman Brewing for Bingo on Sunday, March 9th from 3pm-5pm, bingo cards are \$2 each or 3 for \$5. Their next book sale is Saturday, March 15th from 9am-3pm, and they will have a booth at the Linn County flea market on Saturday, March 29th.

New Business: None

Unfinished Business: Members finalized changes to the Prohibited Behavior list in the Patron Conduct Policy.

Public Comments: None

Announcements: None

The meeting was adjourned at 5:29 p.m. The next meeting will be April 8th @ 4:30.



LEBANON PLANNING COMMISSION MEETING MINUTES

February 19, 2025 at 6:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

6:00 PM – REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

PRESENT

Chair Don Robertson
Vice-Chair Lory Gerig-Knurowski
Karisten Baxter
Kristina Breshears
Alternate Michael Miller
Alternate Regina Thompson

ABSENT

Alternate W. Marcellus Angellford
Don Fountain
Alternate Shyla Malloy

STAFF

Community Development Director Kelly Hart
City Manager Ron Whitlatch
City Attorney Tre Kennedy

MINUTES

1. December 18, 2024 Planning Commission Meetings

The minutes were approved as submitted.

COMMISSION REVIEW

2. Public Hearing – Planning File CI-24-01

A Code Interpretation to clarify whether recreational trails are permitted in the Low-Density Residential (Z-RL) zone.

The public hearing was opened.

Community Development Director Hart presented the staff report. Staff reviewed the Lebanon Municipal Code, Lebanon Development Code, adopted Parks and Trails Master Plans, and relevant Land Use Board of Appeals cases. They interpreted recreational trails to be classified

as parks and recreational facilities, open space, and pedestrian amenities, which are permitted in the Low-Density Residential zone.

Chairman Robertson asked if there are any objections to the process or to the notice provided.

Applicant Laura LaRoque asked why the request was changed to legislative instead of administrative or quasi-judicial. City Attorney Kennedy said that he feels this should be considered legislative because the application applies to multiple properties. He confirmed that notice for a legislative hearing was provided. In response to Chairman Robertson's question as to whether this was acceptable, Ms. LaRoque said the change to legislative was unexpected, and she has not yet considered the implications. However, she does not have any objections at this moment and is fine with proceeding with her testimony.

City Attorney Kennedy clarified the distinction between legislative and quasi-judicial actions.

Applicant's Testimony:

Ms. LaRoque gave an overview of her request expressing opposition to City staff's interpretation that reclassifies recreational trails as parks through an administrative interpretation, instead of through a formal zone code amendment. She reviewed the reasons for her disagreement with the City's position.

Scott LaRoque said that they are not opposed to trails but would just like the code updated.

Testimony Agreeing with Applicant's Interpretation: None

Testimony Agreeing with the City's Interpretation:

Rod Sell, Build Lebanon Trails Board President, distributed trail maps and provided a brief history on Linn County Planning Department's approval of the conditional use permit for the Georgia Pacific Mill Race Trail (GPMRT), which prompted the request for clarification of Lebanon's review process.

Commissioner Baxter asked about the long-term impact of this code interpretation on development. Community Development Director Hart stated that sections identified by the applicant list recreational trails similarly to open space, which staff believes aligns with park use. As a result, she does not anticipate a major impact on development.

She also explained that code interpretations clarify current code until they can be amended. The applicant could have applied for a code amendment, but the City has not had the capacity or need to modify the code. Inconsistencies and interpretations are common, with regular updates being made. City Attorney Kennedy added that as guiding documents change, inconsistencies may arise. As long as there is no obvious intention to violate the law or no clear conflict in interpretation of a code, higher courts will generally allow local governments the freedom to interpret and apply their own codes. Elected bodies dictate policy. Staff provides their best interpretation of the policy's intent.

There was discussion about different classes of use related to impacts and considerations.

City Attorney Kennedy confirmed for Chairman Robertson that the LUBA case referenced was specific to that city's code. He clarified that while it is not binding precedent, it is instructive for analyzing and evaluating the code interpretation presented. There was discussion about using the most restrictive or applying the higher standard when interpreting the code.

Applicant's Rebuttal:

Responding to Commissioner Baxter's question about long-term implications, Ms. LaRoque referenced her Exhibit A, which highlights all instances of recreational trails in the development code. She pointed out that trails and parks are listed separately, allowing them to be used

interchangeably. The main impact would be permitting recreational trails in areas where they were previously not allowed.

City Attorney Kennedy asked Ms. LaRoque if she would still have an argument if the City Council amended the parks ordinance to specifically include the Lebanon trails system as part of the Lebanon parks system. Ms. LaRoque replied that she is unsure as this had not been presented and she has not thought it through.

In response to staff's comment about a discrepancy in the code, she believes it is very clear and there is no inconsistency. She feels that staff is not reading the land use tables or definitions correctly, as they clearly state where recreational trails are permitted.

City Attorney Kennedy asked about the impact of the parks master plan creating ambiguity. Ms. LaRoque responded that the development code should be updated if the City wants to implement the goals and policies of the master plan.

A commissioner asked if the applicants opposed a specific trail near their property. Ms. LaRoque clarified that the development-specific project by the group supporting the City's position is not part of this application. She is not opposed to the trail proposed near her property in Linn County's jurisdiction. Trails may be appropriate in a low- density zone, but she believes they should not be approved based on creative interpretation of the code.

City Attorney Kennedy asked if, assuming Ms. LaRoque is correct and the Council's policy aligns with staff's code interpretation, the issue is merely delaying the implementation of trails rather than stopping them. If a code amendment is needed and there is support for including the trails system, he questioned the ultimate outcome. Ms. LaRoque responded that no active trails are currently affected, so she doesn't believe there would be any delay. A code amendment would be more appropriate.

In response to City Attorney Kennedy's question about whether the master plan, comprehensive plan and zoning ordinance are inconsistent, Ms. LaRoque stated that the master plan may not be in conflict; it could be that the zone map or the comprehensive plan has not been updated, or the alignment not clearly defined.

City Attorney Kennedy stated that the City has never intended for discrepancies between the master plan and zoning interpretations. Staff appreciates the issue being raised and aims to provide interpretations that can be presented to policymakers. His role is to assist staff in offering legally sound interpretations with proper legal implications.

The public hearing was closed.

Commissioner Baxter asked about the application process for developing other recreational trails. Community Development Director Hart explained that they would be classified as open-space parks and recreational amenities, requiring a conditional use permit. If part of the master plan, it would undergo an administrative review. Code interpretations serve to clarify the code temporarily until it can be amended to formalize the changes and eliminate ambiguity.

After commissioner discussion, a motion to approve staff's written code interpretation CI-24-01, was made by Commissioner Baxter, seconded by Commissioner Miller.

Voting Yea: Chair Robertson, Vice-Chair Gerig-Knurowski, Commissioners Baxter, Breshears and Miller. The motion passed 5-1 (Commissioner Thompson dissent vote).

CITIZEN COMMENTS – None

COMMISSION BUSINESS AND COMMENTS

Community Development Director Hart said that there is nothing on the agenda for March, but one application is scheduled for April. The City Council/Planning Commission joint work session will be held on March 26 at noon.

She provided a quick update on SB1537. More information will be presented in April.

There was discussion regarding options for development code text amendments, the process for reviewing master plans, and the Build Lebanon Trails' contribution to the City's trails.

ADJOURNMENT – The meeting adjourned at 7: 32 PM.

Link to YouTube recording - <https://www.youtube.com/watch?v=sycPp6bv0PA>



Senior Center and LINX Transit

80 Tangent Street
Lebanon OR 97355
(541) 258-4919

www.ci.lebanon.or.us

ADVISORY BOARD MEETING

October 16, 2024

MTG REPORT

Members Present: Joli Root, Cody Wack, Linda Meredith, Barbara Hemnes, Marlene Flyer, Sherry Leist

Excused Absence: Dorrie Board

Staff Present: Rebecca Wirfs and Kindra Oliver

1. WELCOME:

Rebecca opened the meeting at 10:00 a.m. Kindra had a meeting conflict and would join the group a bit late.

2. MINUTES:

Marlene moved to approve the minutes from the June 26th, 2024 Advisory Board meeting; Linda seconded; motion passed unanimously.

3. REPORTS:

Meal Site:

- Andy is back in town for a couple of months and currently volunteering to help in the kitchen every Tuesday, Wednesday and Thursday.
- Tori has a new volunteer, Devon, helping in the kitchen every Monday, as well.
- Tori continues to look for additional volunteers to drive and help in the kitchen. Tori can utilize volunteers who can drive once a month up to every day of the week.

Senior Center:

- The Senior Center added the following programs and classes since our last meeting:
 - Game Night: We have added a monthly evening Game Night and have had a great turn out. Thank you to Willamette Manor for providing the charcuterie board and thank you to Dorrie for volunteering to help Rebecca to make the evening fun for all.
 - Sun Salutations: We started an early morning class (9:00am), three days a week, in the Academy Square gazebo. We liked the idea of a quick yoga inspired, meditative time for participants to connect their mind, body and spirit to bring the best of themselves for the day. We did have quite a few seniors try it out, but

attendance wasn't consistent for most. The earlier time might not appeal to some and the gazebo didn't offer quite the ambiance of the lovely park setting we had hoped for. We will try for a park setting exercise class of some sort when things warm up again.

- The Senior Center has had some stand-alone policies for the last 20 years, some which have overlap with each other. We decided it would be a good idea to merge the policies into one Senior Center Policy and Operations Manual, as we reviewed and updated the policies that needed to be revised.

We have aligned our Senior Center policy with other City buildings and now allow service animals only, as defined by ADA guidelines.

We have added some other language to address some safety concerns and our ability to provide a welcoming, safe and appealing environment for all visitors and users of the Senior Center.

- The Crochet for a Cause project has been going very well. We've had a consistent number of seniors helping and they've completed 30 blankets to donate! The group is continuing with a volunteer to lead and continue their efforts.
- Senior Center staff shared the following annual stats with the group:
 - The Senior Center had 35,430 connections last fiscal year; 28% were led by Senior Center staff (exercise classes, crafts, events, etc.), 17% were led by volunteers (bingo, card groups, etc.), 29% were self-led by seniors (exercise room, computer use, puzzles, etc.), 11% facilitated by an outside agency (LBCC exercise classes, AARP, SHIBA, OSU Extension, etc.) and 15% required Senior Center staff to lead or assist (information and referral inquiries, tours, etc.).
 - Cascades West Council of Governments provided hot nutritious meals to 44,689 seniors, 4,474 at the congregational meal site at the Senior Center and 40,215 were delivered to homebound seniors in the community through their Meals-on-Wheels program.
 - We had 129 rentals/requests for room usage, resulting in 9,040 visitors associated with those requests.
- The group had discussion about other ideas for programming, which included a spa day, progressing dinner, music during evening hours, celebration of trees (as a fund raiser idea) and others.

LINX Transit:

- LINX Transit continues to bring see increases in ridership:
 - FY24-25 – currently at 21,000 rides (as of 10/15/24); projecting 72,000-75,000 this year
 - FY23-24: 63,948 rides
 - FY22-23: 47,851 rides
 - FY21-22: 30,021 rides
 - Prior 10-year average was approximately 20,000 rides each FY
- We currently have a FULLTIME Driver recruitment open and hope to conduct interviews in the next week or so.

- LINX Transit Grant Application Update:
 - Federal 5310 funds – submitted application for preventative maintenance and requested a new van with more capacity
 - Statewide Transportation Improvement Funds (STIF)
 - Submitted applications to Linn County for STIF Payroll and Population funds for ongoing LINX operations
 - STIF Discretionary ----
 - Submitted application for PILOT Project for expanded Loop service and FTE --- in response to our significant increase in rides --- (there is not enough revenue for LINN County STIF)
 - Submitted application for 10.27% match for replacement vehicle through STBG funds
 - Submitted application for 15% match for new vehicle through 5339 funds
 - Federal 5311 funds for operations are due to Oregon Department of Transportation on November 20th, 2024
- LINX Transit Project Updates:
 - LINX Fleet Parking: Our Maintenance Department is working on site improvements to prep the lot for paving; The City went out for bid for paving; The lot should be ready for parking the buses in the next few months. .
- LINX Transit bus stop improvements at Park & Oak Street:
 - Staff is still working with ODOT and FTA on the environmental NEPA process. We learned yesterday that we now need to do a cultural assessment on the property. The property was looked at in 2013 and deemed it was not a historical property. However, FTA indicates we have to conduct a new assessment if its been over 5 years since the last one. The cultural assessment shouldn't cost too much and will come out of the funds slated for the project.
- LINX Transit scheduling and dispatching software:
 - We received seven responses to our Request for Information (RFI) for the scheduling and dispatching software. We have gone through one demo and working on scheduling the others. We hope to publish the Request for Proposal (RFP) in January.

4. CONTINUING BUSINESS:

Senior Center staff has translated our LINX Transit and Senior Center brochures into Spanish. We will work on translating policies into Spanish, as well.

Senior Center staff have been looking into options for improving social media presence for the Senior Center and LINX Transit. We're looking into some free programs for staff to utilize in order to sharpen up the look of our posts to be more eye catching and professional.

5. DISCUSSION / NEW BUSINESS:

- Next Advisory Board Meetings scheduled:
 - January 15th, 10:00 am
 - April 16th, 10:00 am

6. ADJOURNMENT



LEBANON CITY COUNCIL REGULAR MEETING MINUTES

April 09, 2025 at 6:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community,
strengthened by our community connections*

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6:00 PM.

ROLL CALL

PRESENT

Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

ABSENT

Mayor Kenneth Jackola

Staff

Finance Director Brandon Neish
City Attorney Tre Kennedy
IT Director Brent Hurst
Library Director Kindra Antila
Police Chief Frank Stevenson
City Recorder Julie Fisher

CONSENT CALENDAR

The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.

Motion made to approve the Consent Agenda by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage

- 1. AGENDA:** Lebanon City Council Agenda – April 9, 2025

2. Committee Appointment – Lawrence Martin

- 3. COUNCIL MINUTES:** 2025-03-12 City Council Work Session and Regular Meeting
2025-03-26 City Council and Planning Commission Joint Work Session

PRESENTATION / RECOGNITION

4. Lebanon Public Library Director Kendra Antila, Capital Campaign for the Children's Room

Library Director Kendra Antila presented the Council with a PowerPoint regarding the Capital Campaign for the Children's Room. Director Antila noted the update may be an introduction for many of the Council who were not in office when the campaign began. The presentation included issues with the current space and why additional space is needed. Concept drawings for the new space were shown in the presentation. The presentation wrapped up with a summary of where the project is currently. Construction costs could be \$750,000 - \$800,000. There is a donation box inside the library and the Friends of the Library have donated \$20,000 per year for the last two years and currently working towards a \$100,000 donation. Director Antila reported she is actively perusing grant opportunities. Total funds raised to date is \$45,389.11.

PUBLIC COMMENTS

Bradley Pozder, owner of Aerostar towing and Trevor Lee, owner of AA towing were opposed to Roger's towing being allowed in the Police Department towing rotation. They were concerned that Roger's towing takes vehicles to an impound lot in Corvallis, which can be problematic for owners to pick up their vehicles at such a distance. Both Mr. Pozder and Mr. Lee stated they are working under the guidelines for OSP and are included in the Lebanon location. Both companies do take RV's. They are requesting that Lebanon only consider towing companies that are located within the City limits. Chief of Police Frank Stevenson stated that he would review the rotation. He stated at the time, Roger's was the only company that would pick up RV's and believes that is how they were included in the rotation.

Council President Steinhebel requested that the item be brought back with additional information to be considered.

Kay Cortez presented the Council with photos of North Second and Mary Steet and requested that staff paint the curbs yellow to prevent cars from parking in those areas which blocks the view of the oncoming vehicles. Councilor McClain added that a parked car on that intersection blocks access for larger vehicles to be able to traverse the intersection. Finance Director Neish (filling in for City Manager Whitlatch) stated engineering staff can go out and evaluate the intersection. Staff will bring back a report for Council.

PUBLIC HEARING(S)

REGULAR SESSION

5. Ordinance Bill No. 2025-02, Ordinance No. 3033 - A Bill for an Ordinance Amending Chapter 6.16 of the Lebanon Municipal Code Concerning the Keeping of Chickens within the City Limits

Finance Director Neish introduced the draft ordinance related to the keeping of chickens within the city limits. During the March 12th City Council meeting, Council consensus was for an amendment to the current code to allow up to 12 chickens (currently 6) and 1 chicken per 1000 square foot (currently 1/2000) and no permit process.

Motion made to approve Ordinance No. 3033 by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 2 McClain.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage

6. Authorize Prepayment and Defeasance of Outstanding Loan

Finance Director Neish introduced the request to authorize the prepayment and defeasance of a portion of an outstanding Special Public Works Fund loan. As part of the 2025 proposed budget, the Budget Committee approved and the City Council adopted a plan to repay the portion coming from the General Fund to maximize cash flow in the General Fund moving forward and save on some of the long-term costs, specifically the interest expense associated with the loan. The City will pay \$464,344 (in addition to the \$124,094 paid in December) to defease (pay in full) a portion of the Special Public Works Fund loan plus additional fees. In the 2025 adopted budget, the City budgeted \$579,637 to pay off the loan.

Motion made to approve Resolution No. 4 for 2025 by Councilor - Ward 2 Workman,
Seconded by Councilor - Ward 3 Salvage.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain,
Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage

7. Authorization of Short-Term Borrowing and Interfund Loan

Finance Director Neish explained the request for an interfund loan. In 2024, the City planned to collect \$1,815,301 in revenue, including \$1,782,300 from current property taxes and \$28,366 from overdue taxes. So far, the fund has received \$1,625,763 from current property taxes and about \$25,000 from overdue taxes. Historically, by the end of March, the fund usually collects 96.5% of the total property tax revenue expected for the year. If this trend continues, the fund will end up with \$1,717,215 in property tax revenue, which is \$93,451 less than expected.

On the spending side, debt payments for 2025 are estimated at \$1,791,500. By law (Oregon Revised Statutes), funds cannot end the year with a deficit. To avoid this, staff propose borrowing money from the General Fund through an interfund loan. According to ORS 294.468, these loans are allowed for operational needs as long as they're paid back by the end of the following fiscal year and include a set borrowing rate based on investment returns or another rate decided by the governing body.

Motion made to authorize Resolution No. 3 for 2025 by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain,
Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage

8. Department Reports:

Library Director Antila gave an update on what's coming for the library. Many programs, upcoming classes, and volunteer opportunities were discussed. While staffing levels and hours have decreased, there has been no decline in patron usage. Council thanked Director Antila for the services that the library offers to our community. Finance Director Neish stated that the library was especially busy during Spring Break.

Finance Director Brandon Neish presented the Director Reports. Mayor Jackola, City Manager Whitlatch, Community Development Director Hart, and Public Works Director Williams are in Washington D.C. advocating for funding for the City of Lebanon.

The City welcomes two additional police officers; Brian Prather and Tyler Robinson have both been sworn in as officers of the Lebanon Police Department.

Stoltz Hill and Airport Road construction continues. The City has heard frustrations from citizens who live in the area. Detours are in place. Staff has created a project page on the website with information and timelines.

The SEI deadline is April 15th. Any Councilor who needs help may reach out to the Oregon Ethics Commission or to City Recorder Julie Fisher.

The Municipal Court Judge evaluation is set for an Executive Session in May. Council was encouraged to return their evaluation forms.

A reminder was given for the first Budget Committee meeting which will be held next Wednesday at noon.

ITEMS FROM COUNCIL

NA

PUBLIC/PRESS COMMENTS

An opportunity for citizens and the press to comment on items of city business.

NA

NEXT SCHEDULED COUNCIL MEETING(S): April 16, 2025 City and Urban Renewal Agency Budget Committee Meeting at noon.

May 14, 2025 City Council Regular Meeting and Executive Session at 6 PM.

ADJOURNMENT

The meeting adjourned at 6:50 PM.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4918
www.ci.lebanon.or.us

MEMORANDUM

Engineering Services

To: Ron Whitlatch, PE
City Manager

Date: April 30, 2025

From: Shana Olson
Project Manager

Subject: Easement – Seven Oak Middle School

The attached easement for public access and dedication is to be presented for City Council approval. It is for the newly constructed water main with a fire hydrant and access located on the west side of Seven Oak Middle School for the newly constructed storage building.

Staff recommendation is to approve the easement dedication and authorize the City Manager to sign it.

EASEMENT FOR WATERLINE

THIS AGREEMENT, made and entered into this 1st day of March, 2025 by and between Lebanon Community School District 9, (Address): 585 S 5th St Lebanon, OR, herein called **Grantors**, and the **CITY OF LEBANON** (Address): 925 Main Street, Lebanon, Oregon 97355, a Municipal corporation, herein called "**City**."

WITNESSETH:

That for and in consideration of the total compensation to be paid by the City, the Grantor does bargain, sell, convey and transfer unto the City of Lebanon, a perpetual and permanent easement and right-of-way, including the right to enter upon the real property hereinafter described and to maintain and repair public utilities for the purpose of conveying public utilities services over, across, through and under the lands hereinafter described, together with the right to excavate and refill ditches and/or trenches for the location of the said public utilities and the further right to remove trees, bushes, under-growth and other obstructions interfering with the location and maintenance of the said public utilities.

This agreement is subject to the following terms and conditions:

1. The right-of-way hereby granted is described as follows:

SEE "EXHIBIT A" ATTACHED
SEE "EXHIBIT B" ATTACHED
THE PROPERTY GRANTING SAID RIGHT-OF-WAY IS DESCRIBED IN LINN COUNTY DEED VOL 1356 PAGE 666
PARCEL XXXI

2. The permanent easement described herein grants to the City and to its successors, assigns, authorized agents or contractors, the perpetual right to enter upon said easement at any time that it may see fit for construction, maintenance, evaluation and/or repair purposes.
3. The easement granted is in consideration of \$0.00, the receipt of which is hereby acknowledged, and in further consideration of the public improvements to be placed upon said property and the benefits Grantor may obtain therefrom. Nothing herein shall reduce or limit grantor's obligation to pay any costs or assessments which may result from the improvements.
4. The Grantor does hereby covenant with the City that Grantor is lawfully seized and possessed of the real property above described, has a good and lawful right to convey it or any part thereof, and will forever warrant and defend the title thereto against the lawful claims of all persons whomsoever.
5. Upon performing any maintenance, the City will make reasonable efforts to return the site to its original condition.
6. No permanent structure shall be constructed on this easement.

IN WITNESS WHEREOF, we have set our hands hereto this 17th day of March, 2025.

STATE OF OREGON)
County of Linn)ss.
City of Lebanon)

STATE OF OREGON)
County of Linn)ss.
City of Lebanon)

William Lewis, Chief Operations Officer

By: Ron Whitlatch, City Manager

GRANTOR(S)

On the 17th day of March, 2025 personally appeared the within named William Lewis, Chief Operations Officer who acknowledged the foregoing instrument to be a voluntary act and deed.

On the ____ day of _____, 2025 personally appeared _____ who being duly sworn, did say that the above is the city Manager for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council, which accepted this easement on the ____ day of _____

BEFORE ME: Notary Public 7202
NOTARY PUBLIC FOR OREGON

NOTARY PUBLIC FOR OREGON

Commission Expires: 01/18/2026

01/18/2022

BEFORE ME: _____
NOTARY PUBLIC FOR OREGON

Commission expires:

Item # 4.



OFFICIAL STAMP

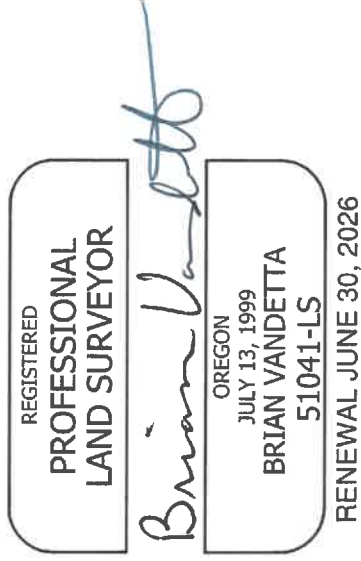
ARTS REGISTERED

Legal Description
Exhibit "A"
Waterline Easement

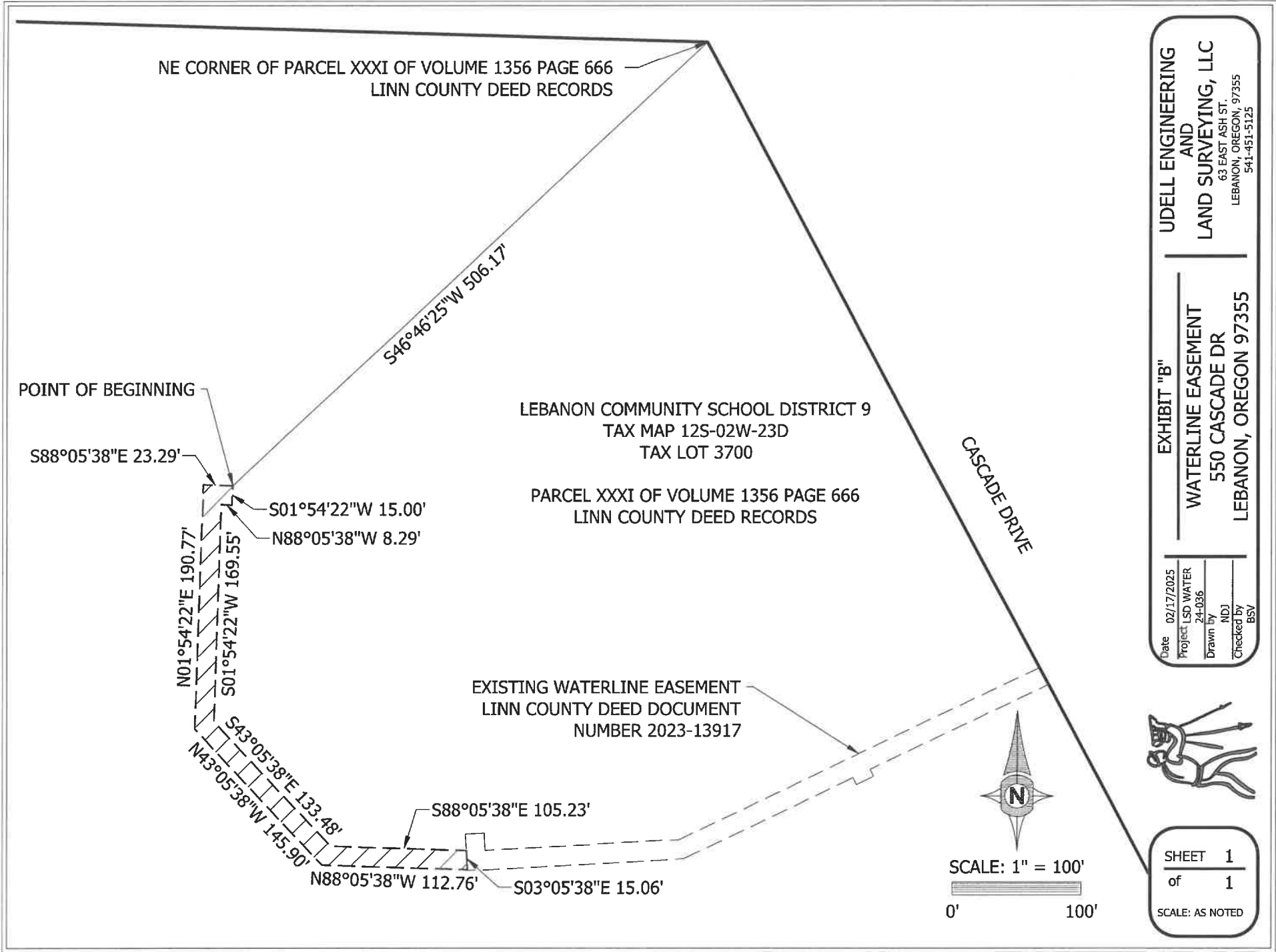
An area of land located in the Southeast 1/4 of Section 23, Township 12 South, Range 2 West of the Willamette Meridian in Linn County and being more specifically described as follows:

Beginning at a point that is South 46°46'25" West 506.17 feet from the Northeast corner of Parcel XXXI of Volume 1356 Page 666 Linn County Deed Records; thence South 01°54'22" West 15.00 feet; thence North 88°05'38" West 8.29 feet; thence South 01°54'22" West 169.55 feet; thence South 43°05'38" East 133.48 feet; thence South 88°05'38" East 105.23 feet to a point along the Westerly most line of an existing waterline easement described in Linn County deed document number 2023-13917; thence along said easement South 03°05'38" East 15.06 feet; thence leaving said easement North 88°05'38" West 112.76 feet; thence North 43°05'38" West 145.90 feet; thence North 01°54'22" East 190.77 feet; thence South 88°05'38" East 23.29 feet to the point of beginning.

The above-described area contains 6.670 square feet (0.15 acres). See exhibit "B" for a map of the described area.



Udell Engineering & Land Surveying, LLC
63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366





925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4918
www.ci.lebanon.or.us

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: May 1, 2025

From: Ron Whitlatch, City Manager / City Engineer

Subject: **Public Hearing to Exempt from Competitive Bidding – CM/GC**
Cheadle Lake Park Improvements Project
Project No. 23704

I. INTRODUCTION

Attached are the Draft Findings for Exemption from Competitive Bidding for the Cheadle Lake Park Improvements Project. The project includes paved and lighted accessible pathways throughout the park, parking lot enhancements that include a paved lot with defined circulation and ADA-compliant stalls, and an amphitheater equipped with accessible restrooms and concession stand.

Due to the complexity of the project, Staff is proposing to have the Contract Review Board (City Council) exempt the project from standard competitive bidding and use a Construction Manager/General Contractor (CM/GC) form of bid delivery.

The CM/GC bid delivery option allows for qualified contractors to submit a proposal for the project that will then be reviewed and scored by City Staff and the Design Engineer (Udell Engineering). This process allows for the city to select the most qualified contractor (based on pre-set criteria listed in the Request for Proposals) for the project.

ORS 279C.335(2)(A-N) requires that the local Contract Review Board (City Council) approve the attached findings prior to exemption from competitive bidding. The findings have been published and made available to any interested party as well as notice of the Public Hearing as required by ORS 279C.335.

A brief Staff report will be given during the Public Hearing as well as time for interested parties to ask questions and/or comment.

II. RECOMMENDATION

Staff recommends that City Council pass a motion to exempt the City from competitive bidding for the Cheadle Lake Park Improvements Project and proceed with using a CM/GC to deliver the project.

DRAFT FINDINGS FOR EXEMPTION FROM COMPETITIVE BIDDING

City of Lebanon Oregon

For Proposed

Cheadle Lake Park Improvements Project Project No. 23704

Linn County

May 2025



Oregon Revised Statue (ORS) 279C.300 requires competitive bidding of public works improvement contracts unless specifically excepted or exempted from competitive bidding as provided under ORS 279C.335. Under ORS 279C.335, the City of Lebanon Local Contract Review Board may exempt a contract from competitive bidding based on approval of two findings:

1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of Lebanon.

In approving the finding under ORS 279C.335(2)(b), the Local Contract Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract, all items outlined in ORS 279C.335(2)(b)(A-N).

This document presents information the City of Lebanon Local Contract Review Board will consider in its approval of the findings to exempt the Cheadle Lake Park Improvements Project from competitive bidding and use a CM/GC method of delivery.

BACKGROUND

In an effort to meet ADA Transition Plan Goals, the Lebanon Parks Master Plan Goal of developing Cheadle Lake Park into a multi-use regional park, and the 2040 Vision and Community Strategi Action Plan Goals for a Healthy and Safe Community, the City of Lebanon is undertaking the Cheadle Lake Parks Improvement Project. The project includes installation of an ADA accessible restroom and concession stand, amphitheater, 238 parking spaces that include 18 ADA spaces, water and sewer extensions into the park and ADA paved multi-use pathways that will connect to the existing trail system.

SUMMARY OF FINDINGS

In regards to, ORS 279C.335, the City of Lebanon Local Contract Review Board has considered the following two findings in its decision to exempt from the Cheadle Lake Park Improvements Project from competitive bidding:

1. *The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.*

Analysis: The City will select the CM/GC firm through a competitive selection process. The City will issue a Request for Proposals (RFP) in a manner that will attract competition from qualified firms through advertisement in the Daily Journal of Commerce and posting on the City's web site.

The Request for Proposals will attract proposers having the specialized knowledge, capacity, and skills for the project from within the state and the Pacific Northwest. A sufficient number of CM/GC firms are available to respond to the RFP.

Pre-defined scoring criteria will be included in the RFP. Scoring criteria will be based on qualifications and experience of the firm related to the project components, complexity, and size; qualifications and experience of the proposed CM/GC team related to performance on similar recent projects; project understanding and approach; ability to achieve cost- reduction through value engineering; ability to self-perform portions of the work; safety record; financial standing; and pricing of services for the project. Review of proposals and scoring will be performed by City staff with the assistance of the design engineer. Reviewers will follow the pre-defined scoring criteria.

Additionally, the contract between the City and the CM/GC firm will require portions of the work to be contracted by the CM/GC firm through receipt of competitive proposals. The CM/GC firm will be required to comply with the provisions of ORS 279C.337 for selection of subcontractors.

Finding: The process used by the City to select the CM/GC firm and the number of firms available to propose makes the exemption unlikely to encourage favoritism in the awarding of the public improvement project or substantially diminish competition for the public improvement contract.

2. *Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of Lebanon.*

Analysis: The project includes utility extensions, pathways, parking area and structures, the City will need a contractor that has multiple experiences for these conditions.

Awarding a contract to a qualified CM/GC contractor provides opportunity for the City to employ a contractor-led value engineering review of the original design. The RFP procurement approach allows the City to select a CM/GC firm most capable of achieving the scope and any cost reductions and deliver high quality project within an agreed upon guaranteed maximum price and schedule.

The CM/GC contractor can provide realistic determination of costs and constructability issues that will allow cost-benefit decisions to be made by the City. The contracting method will allow alternatives to be reviewed in a team environment of City staff, design engineer, and contractor working in a partnership. During the process, the CM/GC's construction experience and knowledge will aid in early identification of effective measures to minimize risks. This partnering approach will likely reduce the need for change orders, claims, and delays, resulting in significant cost savings and delivery of quality facilities on time.

Using CM/GC delivery for the New Water Treatment Plant and the Westside Interceptor Project, the City realized significant advantages to the qualifications-based selection through early collaboration between the design team and the contractor, and the ability to reduce costs/risks through contractor input into the construction methods. It is likely that there will be a lower chance of disruption to the schedule, cost overruns, and delays by using the CM/GC approach.

Finding: Awarding the project to a CM/GC contractor under the exemption provides opportunity to achieve potential cost savings and other substantial benefits to the City. The City will be able to employ a contractor led value engineering review of the design; take advantage of collaboration between the City, design engineer, and the contractor; and take advantage of the contractor's knowledge and experience to manage risks and possibly reduce costs.

RESPONSE TO ITEMS UNDER ORS 279C.335(2)(b)

In approving the finding under ORS 279C.335(2)(b), the Local Contracting Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract items outlined in ORS 279C.335(2)(b)(A-N). Information considered by the Local Contract Review Board related to each of these requirements follows:

(A) *How many persons are available to bid:*

Information considered by the Local Contract Review Board: The City will select the CM/GC firm through a competitive selection process. The City will issue a Request for Proposals (RFP) in a manner that will attract competition from qualified firms through advertisement in the Daily Journal of Commerce and posting on the City's website.

The Request for Proposals will attract proposers having the specialized knowledge, capacity, and skills for the project from within the state and the Pacific Northwest. A sufficient number of CM/GC firms are available to respond to the RFP.

Some of the qualified CM/GC firms in the Pacific Northwest that may respond the City's RFP are listed below:

- Emery & Sons Construction
- Fowler Construction
- Knife Rover
- Slayden Constructors
- North Santiam Paving
- Pacific Excavation
- Wildish

(B) *The construction budget and the projected operating costs for the completed public improvement:*

Information considered by the Local Contract Review Board: The Engineer's Estimate values the cost of the project at \$4,500,000.00 to \$5,000,000.00. Operating costs shall be incorporated into the City's yearly budget and will be paid through Park System Development Fees and the \$1,000,000.00 Local Government Grant. The projected overall operation/maintenance costs of the proposed public improvements are approximately \$50,000 per year.

(C) *Public Benefits that may result from granting the exemption:*

Information considered by the Local Contract Review Board: The City received a General Fund Grant for Park Accessibility from the State in the amount of \$2,600,000.00 and a Local Government Grant from the State in the amount of \$1,000,000.00 to assist in the development of Cheadle Lake Park Improvements. The city will use matching funds from the Park System Development Fund to complete the improvements. The Cheadle Lake Improvements Project includes public improvements and structures that will require a qualified contractor to construct due to the complexity of the project. The Exemption will allow the City, selected Contractor, and Design Engineer to address materials costs and

constructability issues prior to beginning construction.

- (D) Whether value engineering techniques may decrease the cost of the public improvement:

Information considered by the Local Contract Review Board: Granting the exemption will allow the City to select a qualified CM/GC firm to lead a value engineering effort using real-time pricing to determine best overall product and pricing to provide information needed to determine cost of the project.

The CM/GC can provide realistic determination of costs and constructability issues that will allow cost-benefit decisions to be made by a team of City staff, design engineer, and contractor working in a partnership. Contractor led value engineering will decrease the cost of the project.

- (E) *The cost and availability of specialized expertise that is necessary for the public improvement:*

Information considered by the Local Contract Review Board: Construction the park improvements will require a specialized contractor with multiple experiences.

- (F) *Any likely increases in public safety:*

Information considered by the Local Contract Review Board: It is important to build the project with safety foremost in the contractor's approach to ensure safe working conditions for the contractor, neighbors, and traveling public that could be affected by the project.

The CM/GC procurement method allows actual safety performance and work on similar projects to be considered as a selection criterion. It also permits the City to work closely with the contractor to ensure that the design permits appropriate safety measures, that the contractor understands the City's safety concerns, and that the contractor will take appropriate steps to address them.

- (G) *Whether granting the exemption may reduce risks to the contracting agency or the public that are related to the public improvement:*

Information considered by the Local Contract Review Board: CM/GC contracting will allow the construction team to work together to determine the best means and methods to construct the project thus minimizing the need for a significant change order and minimize risk during construction.

Strict adherence to safety measures will be needed to protect the public and workers as this project is being constructed. The partnering relationship provided through a CM/GC delivery will provide opportunity for the City to work with the Contractor to ensure safety measures are followed and revised if needed to reduce the risk to the public.

- (H) *Whether granting the exemption will affect the sources of funding for the public improvement:*

Information considered by the Local Contract Review Board: TH CM/GC Procurement method of Contracting is allowed through Oregon Revised Statute. Funding for this project is expected to be through the Local Government Grant Program and Parks System Development Funds. All the above mentioned funds allow for the CM/GC Procurement method to be used.

- (I) *Whether Granting the exemption will better enable the City to control the impact that market conditions may have of the cost of and the time necessary to complete the public improvements:*

Information considered by the Local Contract Review Board: CM/GC Contracting has the benefit of allowing the selected contractor to solicit competitive bids for various aspects of the work (materials, labor, etc.) early in the project and coordinate construction activities among all resources to minimize construction risks and delays. The CM/GC contracting method will also provide increased opportunity to identify and reach out to qualified small businesses that may otherwise not have an opportunity to participate in the project.

- (J) *Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvements:*

Information considered by the Local Contract Review Board: The technical complexity of the project requires a contractor that can integrate work throughout entire Park and be able to manage all aspects of it. The CM/GC process will allow the City to acquire a highly qualified contractor with adequate staffing for the site supervision needed. As a result, it is more likely that the CM/GC firm can address the technical complexities and size of the project more effectively, in part because of their qualifications and adequate staffing.

- (K) *Whether the public improvement involves new construction or renovates or remodels an existing structure:*

Information considered by the Local Contract Review Board: A majority of the project includes installation of ADA pathways and parking areas, construction of an amphitheater and concession stand along with new water and sewer mains.

- (L) *Whether the public improvement will be occupied or unoccupied during construction:*

Information considered by the Local Contract Review Board: The public improvements included in this exemption include the Cheadle Lake Park Improvements.

- (M) *Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions:*

Information considered by the Local Contract Review Board: Construction of the project is expected to be done in one phase. It is likely, that due to the length and complexity of the project it will take one to complete.

- (N) *Whether the City has, or has retained under contract, and will use city personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the City will use to award the public improvement contract and to help*

negotiate, administer and enforce the terms of the public improvement contract.

Information considered by the Local Contract Review Board: The City recently constructed a New Water Treatment Plant and the Westside Interceptor Project using the CM/GC method. The projects were successfully completed within budget and schedule. Further, through the CM/GC method the City was able to partner with the contractor to perform a substantial Value Engineering, address risks, reduce change orders, all which benefited the community. Through the recent successful project, the City has reasonable experience in using the CM/GC delivery method.

To support the City in the process, the City under contract with Udell Engineering (Project Design) and Branch Engineering (Project Design).

DRAFT

CONCLUSION

The City of Lebanon Contract Review Board can meet the requirements for allowing an exemption to the competitive bidding process as identified in ORS 279C.335 (2) for the project. Use of the CM/GC alternative delivery method for the project allows:

- Use of the contractor led value engineering of the design with real-time construction pricing for the City to make judicious decisions that truly benefit the City.
- Use of a delivery method that allows decisions to be made through a partnership between the City, design engineer, and contractor.
- A guarantee of the maximum price for construction.
- Competitive selection of suppliers, equipment, materials, and subcontractors with solicitations managed by a contractor knowledgeable of the marketplace and market conditions.
- Sufficient and qualified staff to manage the work site and subcontractors
- Coordinated responsibility for worker safety
- CM/GC assumption of some risk (i.e., cost, schedule, safety, maintaining service, and constructability).



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart
Community Development Director
Subject: Annexation of various street segments
Planning File No.: A-25-01
Applicant: City of Lebanon

Date: April 25, 2025

This is a request to annex various street segments into the City. The purpose and intent behind the proposed annexations are to organize the City's jurisdictional boundaries. This will assist in the enforcement action for the police and sheriff's departments and allow our local police department to enforce parking restrictions better throughout the city. As streets are not assigned a zoning designation, the only action under consideration is the land annexation. There is no assignment of initial zoning associated with this procedure.

The various street segments proposed to be annexed into the City include portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road.

The Planning Commission conducted a public hearing on April 16, 2025, and found the application complied with the decision criteria contained in the Lebanon Development Code. The commission voted unanimously to recommend City Council approval of the application. Exhibit "B" of the attached Ordinance contains the Planning Commission findings in support of the request. Staff will review the material at the public hearing.

The Planning Commission recommends that the City Council approve the application to Annex the various street segments.

**A BILL FOR AN ORDINANCE ANNEXING
CERTAIN STREET SEGMENTS INTO THE CITY
FILED WITH THE CITY COUNCIL BY
THE CITY OF LEBANON PURSUANT TO
ORS 222.120 AND ORS 222.170
File A-25-01; CITY OF LEBANON**

) **ORDINANCE BILL NO. 2025-3**
)
)
) **ORDINANCE NO. 3034**
)
)

WHEREAS, the City of Lebanon has the intent for the annexation of various public street segments to the City of Lebanon, herein described in Exhibit “A”; and,

WHEREAS, on April 16, 2025, the Planning Commission for the City of Lebanon conducted a hearing on Planning File No. A-25-01, making findings recommending annexation of the subject areas; and,

WHEREAS, after conducting the hearing and considering all objections or remonstrance regarding the proposed annexation, and further considering the recommendation of the Lebanon Planning Commission, the City Council finds that this annexation is in the best interest of the City and of the contiguous territory.

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. Findings. In addition to the findings referred to above, the City Council further adopts and finds those matters contained in Exhibit “B” which is incorporated herein by this reference as if fully set forth at this point.

Section 2. Annexation Area. Based upon the findings contained above and in Exhibit “B”, the contiguous territory described in Exhibit “A” and incorporated herein by this reference as if fully set forth is hereby proclaimed to be annexed to the City of Lebanon.

After Recording Return to:
City Clerk’s Office
City of Lebanon
925 S. Main Street
Lebanon, OR 97355

Reserved for Recording

Section 3. Record. The City Recorder shall submit to the Oregon Secretary of State a copy of this Ordinance. The City Recorder is further ordered to send a description by metes and bounds, or legal subdivision, and a map (Exhibit "A") depicting the new boundaries of the City of Lebanon within ten (10) days of the effective date of this annexation ordinance to the Linn County Assessor, Linn County Clerk and the Oregon State Department of Revenue.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and approved by the Mayor this 14th day of May 2025.

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

Attested:

Julie Fisher, City Recorder

EXHIBIT "A"

ANNEXATION LEGAL DESCRIPTION & MAP

CR 717 (Crowfoot Road) T12S, R2W, Section 23

A variable width strip of land, the centerline of which is more particularly described as follows:

Beginning at Engineer's centerline station 9+78.28, which bears South 89° 58' 30" West, 206.00 feet from the Northeast Corner of the Reuben S. Coyle Donation Land Claim No. 63 (Engineer's centerline station 7+72.28), in Section 23, Township 12 South, Range 2 West, of the Willamette Meridian, in Linn County, Oregon, being the centerline of CR 717 (Crowfoot Road); thence South 89° 58' 30" West, 761.30 feet, along the North line of the said DLC 63; thence along the arc of a 358.09 foot radius curve to the left 173.17 feet, (the long cord of which bears South 76° 07' 15" West, 171.49 feet.); thence South 62° 16' 00" West, 48.65 feet, thence along the arc of a 358.09 foot radius curve to the right 102.04 feet, (the long cord of which bears South 70° 25' 50" West, 101.70 feet.); to the intersection of the centerline with the West line of Reuben S. Coyle Donation Land Claim 63, at centerline Engineer's station 20+63.46, and the terminus of this description, said point being South 17° 38' 15" West, 102.54 feet from the North Northwest Corner of the Reuben S. Coyle Donation Land Claim No. 63, in Section 23, Township 12 South, Range 2 West, of the Willamette Meridian, in Linn County, Oregon.

The widths in feet to the left of centerline of the above described strip of land are as follows:

Station to Station	Left of Centerline
9+78.28 to 17+39.59	20.00 ft.
17+39.59	20.00 ft. in a straight line to 25.00 ft.
17+39.59 to 20+76.31	25.00 ft.
20+76.31 to 20+63.46	25.00ft. in a straight line to 0.00 ft.

The widths in feet to the right of centerline for the above described parcel of land are as follows:

Station to Station	Right of Centerline
9+78.28 to 17+39.59	20.00 ft.
17+39.59 to 19+79.18	20.00 ft. in a straight line to 100.91 ft.
19+79.18 to 20+63.46	100.91 ft. in a straight line to 0.00 ft.

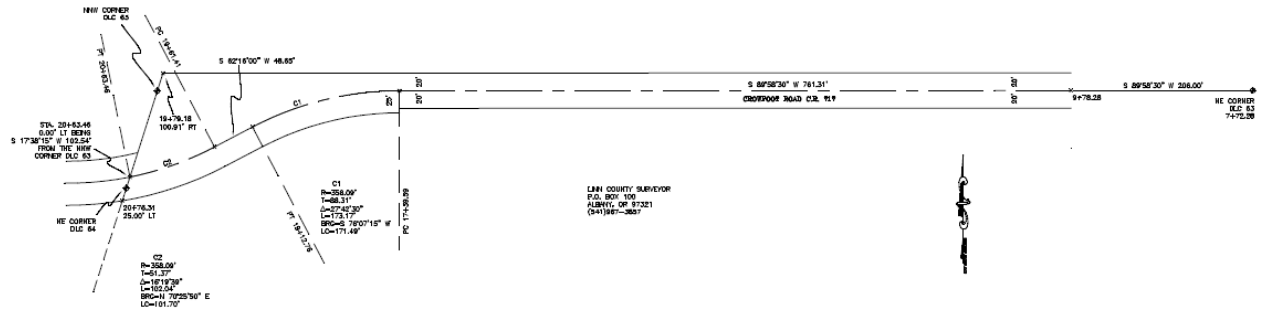
REGISTERED
PROFESSIONAL
LAND SURVEYOR

Kyle W. Latimer

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

EXPIRES: 12-31-2026

EXHIBIT B
LINN COUNTY
CROWFOOT ROAD, C.R. 717
SECTION 23, T. 12 S., R. 2 W., W.M.
LINN COUNTY, OREGON



A PORTION OF KEES STREET ANNEXATION DESCRIPTION

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH RIGHT OF WAY OF KEES STREET, BEING THE NORTHEAST CORNER OF LOT 6, BLOCK 3, HARMONY SUBDIVISION, THENCE ALONG SAID RIGHT OF WAY NORTH 89°50'00" WEST 591.70 FEET TO THE EASTERLY RIGHT OF WAY OF STOLZ HILL ROAD (CR. NO. 739); THENCE NORTH 22°04'27" EAST 53.89 FEET TO THE INTERSECTION OF THE NORTH RIGHT OF WAY OF SAID KEES STREET; THENCE ALONG SAID NORTH RIGHT OF WAY, SOUTH 89°50'00" EAST 571.59 FEET TO CITY OF LEBANON LIMITS; THENCE LEAVING SAID RIGHT OF WAY SOUTH 00°10'00" WEST 50.00 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026



A PORTION OF STOLTZ HILL ROAD ANNEXATION DESCRIPTION
(AT ANTIOCH STREET)

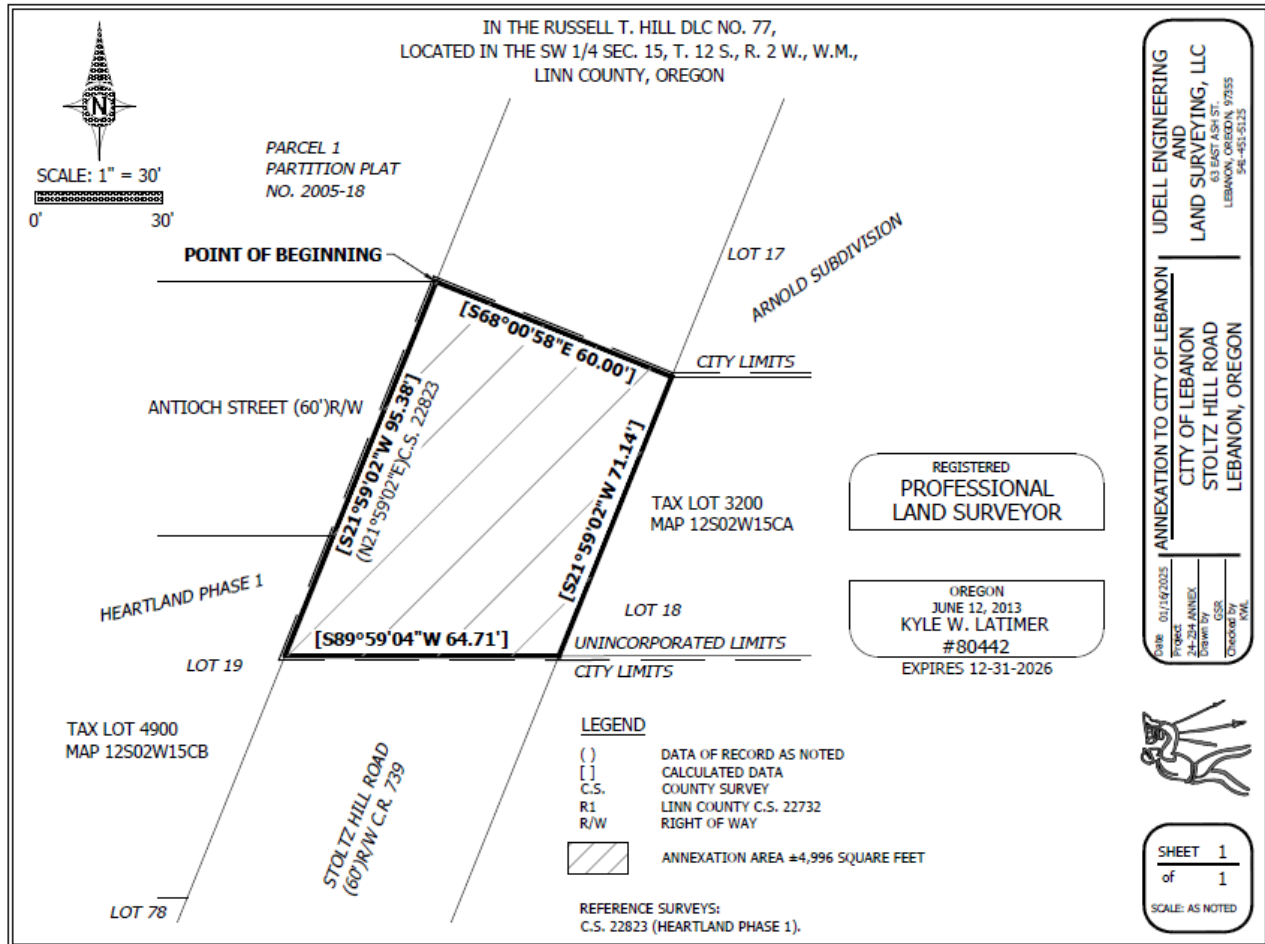
AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF PARCEL 1, PARTITION PLAT NO. 2005-18, CITY OF LEBANON, LINN COUNTY, OREGON; THENCE SOUTH $68^{\circ}00'58''$ EAST 60.00 FEET TO THE EASTERLY RIGHT OF WAY OF STOLTZ HILL RD. (C.R. 739); THENCE ALONG SAID RIGHT OF WAY SOUTH $21^{\circ}59'02''$ WEST 71.14 FEET TO THE LEBANON CITY LIMITS; THENCE LEAVING SAID RIGHT OF WAY SOUTH $89^{\circ}59'04''$ WEST 64.71 FEET TO THE WESTERLY RIGHT OF WAY; THENCE NORTH $21^{\circ}59'02''$ WEST 95.38 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026



A PORTION OF STOLTZ HILL ROAD ANNEXATION DESCRIPTION
(AT AIRPORT RD)

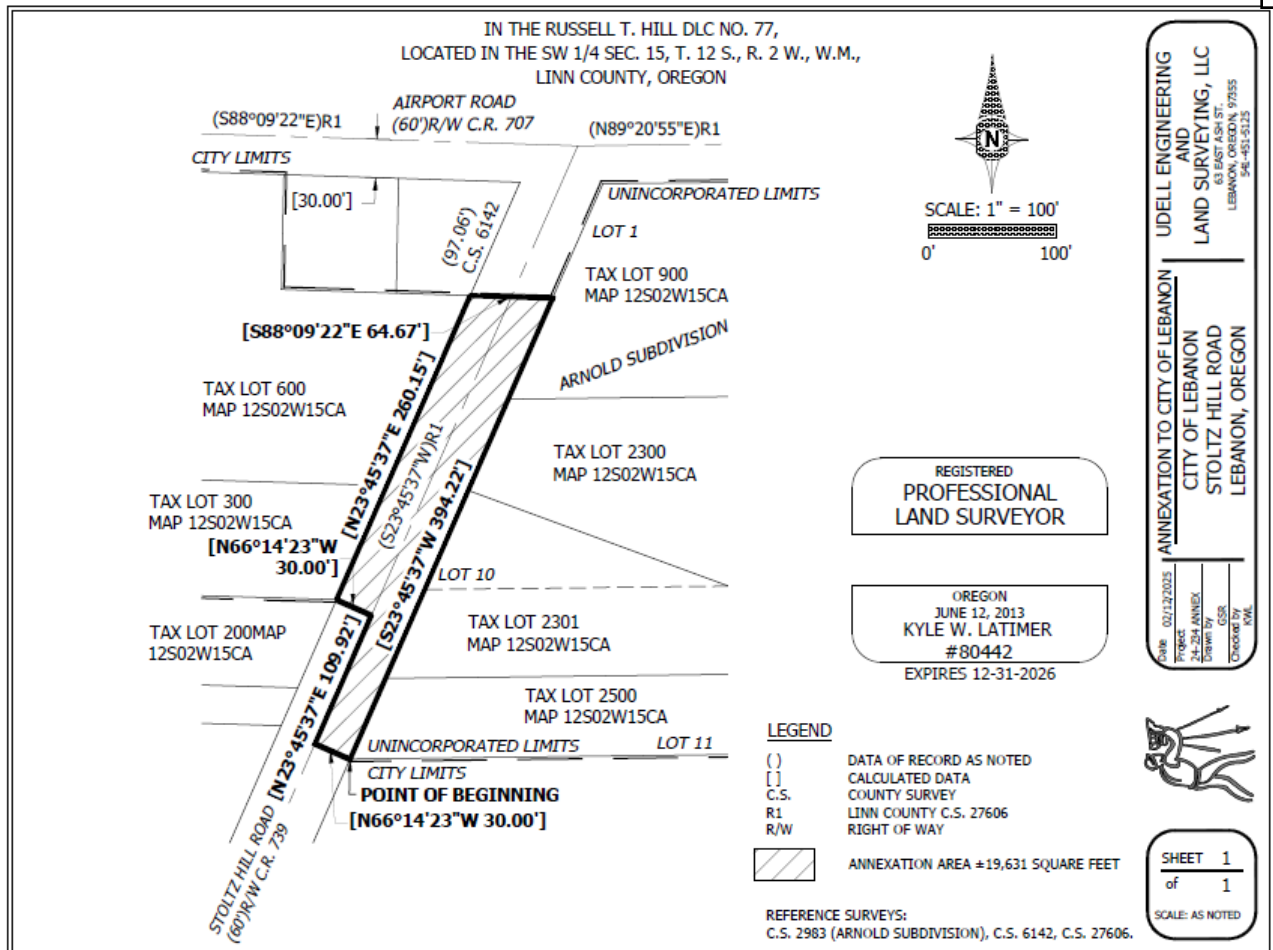
AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 11, ARNOLD SUBDIVISION ON THE EASTERLY RIGHT OF WAY OF STOLTZ HILL ROAD (C.R. 739); THENCE NORTH $66^{\circ}14'23''$ WEST 30.00 FEET; THENCE NORTH $23^{\circ}45'37''$ EAST 109.92 FEET; THENCE NORTH $66^{\circ}14'23''$ WEST 30.00 FEET TO THE WESTERLY RIGHT OF WAY OF SAID ROAD; THENCE NORTH $23^{\circ}45'37''$ EAST 260.15 FEET; THENCE SOUTH $88^{\circ}09'22''$ EAST 64.67 FEET TO SAID EASTERLY RIGHT OF WAY; THENCE SOUTH $23^{\circ}45'37''$ WEST 394.22 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026



A PORTION OF STOLTZ HILL ROAD ANNEXATION DESCRIPTION
(WALKER RD. TO KEES ST.)

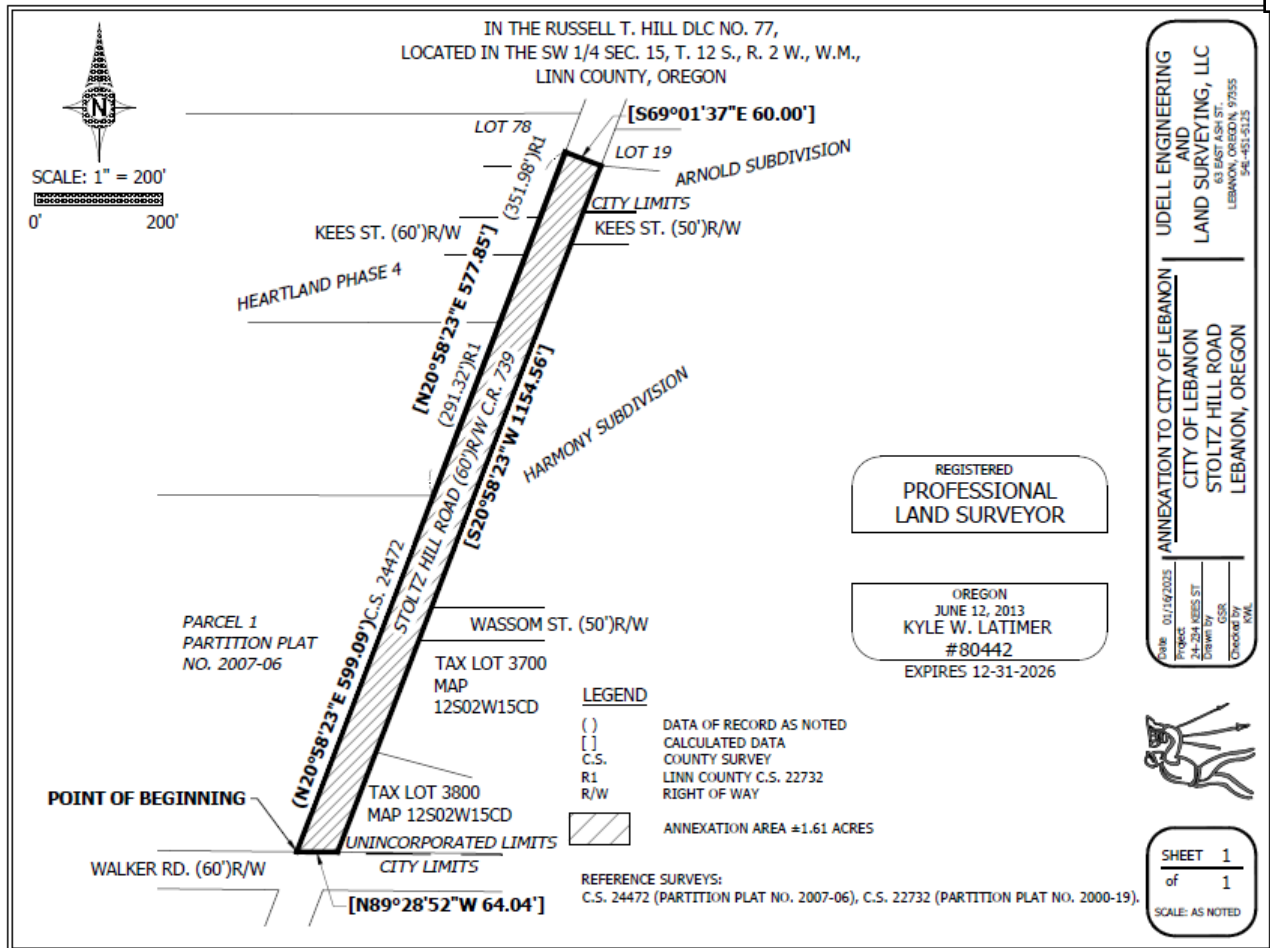
AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF PARCEL 1, PARTITION PLAT NO. 2007-06 BEING ON THE WESTERLY RIGHT OF WAY OF STOLTZ HILL ROAD (C.R. 739); THENCE ALONG SAID RIGHT OF WAY NORTH 20°58'23" EAST 599.09 TO THE NORTHEAST CORNER OF SAID PARCEL 1; THENCE NORTH 20°58'23" EAST 577.85 FEET TO THE CITY OF LEBANON LIMITS; THENCE SOUTH 69°01'37" EAST 60.00 FEET TO THE WESTERLY LINE OF LOT 19, ARNOLD SUBDIVISION ON THE EASTERLY LINE OF SAID RIGHT OF WAY; THENCE SOUTH 20°58'23" WEST 1154.56 FEET TO THE INTERSECTION OF THE NORTH RIGHT OF WAY OF WALKER STREET AND SAID EAST RIGHT OF WAY; THENCE NORTH 89°28'52" WEST 64.04 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026



A PORTION OF WASSOM STREET ANNEXATION DESCRIPTION

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH RIGHT OF WAY OF WASSOM STREET MARKING THE SOUTHWEST CORNER OF PARCEL 1, PARTITION PLAT NO. 2007-18; THENCE NORTH 90°00'00" WEST 325.89 FEET TO THE EASTERLY RIGHT OF WAY OF STOLTZ ROAD (CR. NO. 739); THENCE SOUTH 22°04'00" WEST 53.95 FEET TO THE SOUTH RIGHT OF WAY OF SAID WASSOM STREET; THENCE NORTH 90°00'00" EAST 346.16 FEET TO CITY OF LEBANON LIMITS; THENCE NORTH 0°00'00" EAST 50.00 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026

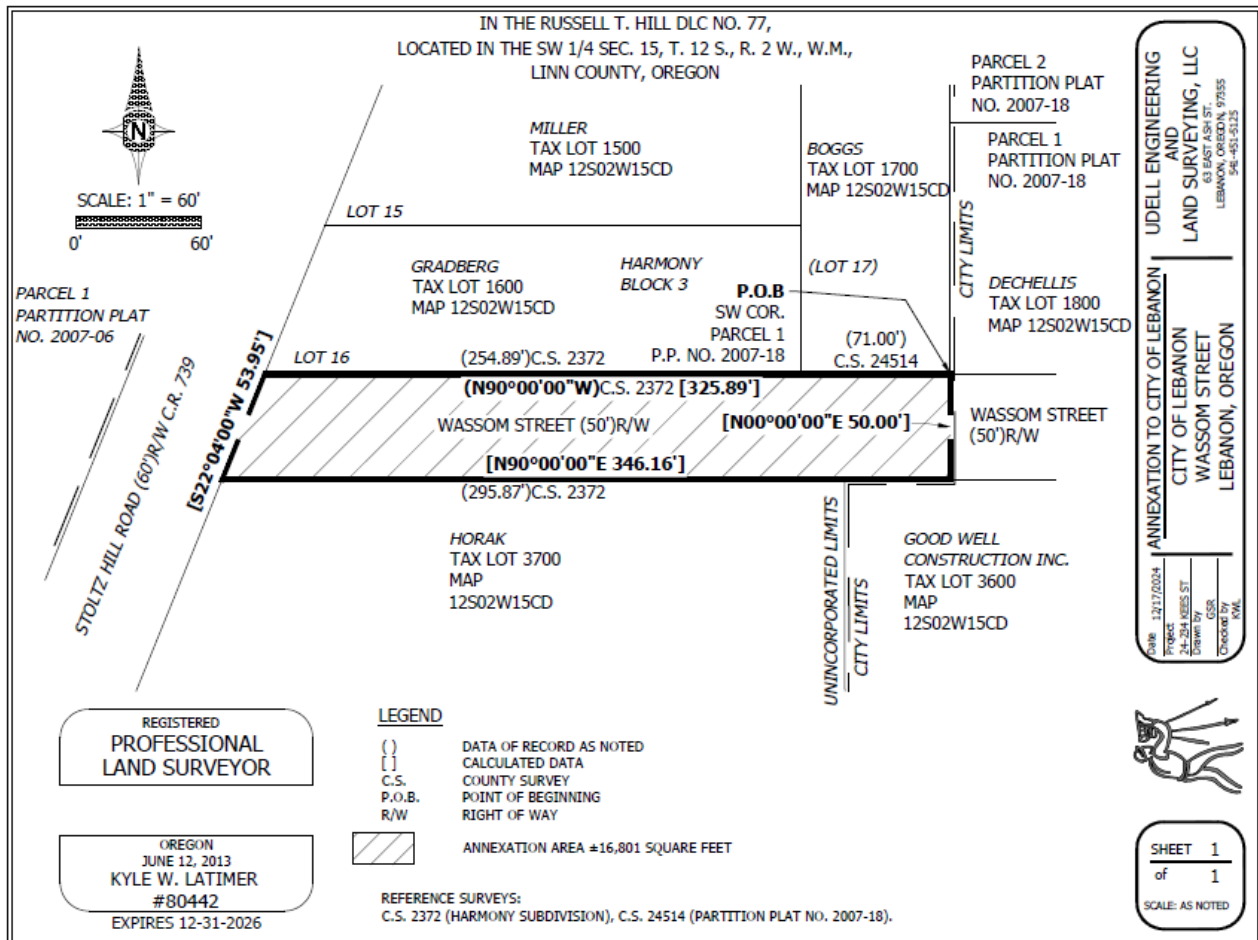


EXHIBIT B LEBANON CITY COUNCIL FINDINGS

I. NATURE OF THE APPLICATION

This matter comes before the Lebanon City Council on the City of Lebanon's application to annex various street segments within the Urban Growth Boundary (UGB) into the City.

II. GENERAL INFORMATION

A. Site Location

Various street segments throughout the city, including portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road.

B. Site Development and Zoning

All areas under consideration for annexation are street segments within the public right-of-way. There is no assignment of zoning.

C. Adjacent Zoning and Land Uses

All street segments to be annexed are adjacent to properties within the City limits and are an extension of other street segments currently within City limits.

D. Proposal

Under consideration is the proposed annexation of various street segments within the UGB into the City.

III. PUBLIC HEARING

A. Planning Commission Action

On April 16, 2025, the Lebanon Planning Commission held a public hearing on this application. At the hearing, Planning File A-25-01 was made a part of the record. The city noticed the hearing pursuant to Chapter 16.20 of the Lebanon Development Code. No objection was raised as to jurisdiction, evidence or testimony presented at the hearing. At the end of the hearing, the Planning Commission deliberated on the issue and voted to recommend the City Council approve the proposed Annexation and corresponding zoning designation. The Commission found the proposal consistent with the applicable decision criteria.

B. City Council Action

A public hearing was held before the City Council on May 14, 2025. The City noticed the hearing pursuant to Chapter 16.20 of the Lebanon Development Code. No objection was raised as to jurisdiction, evidence or testimony presented at the hearing. At the end of the hearing, the City Council deliberated on the issue and found the proposal consistent with the applicable decision criteria.

IV. FINDINGS OF FACT-GENERAL

The Lebanon City Council, after careful consideration of the testimony and evidence in the record, adopts the following General Findings of Fact:

- A. The applicant is the City of Lebanon.
- B. The subject area is comprised of various street segments throughout the City, including portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road.
- C. All areas under consideration for annexation are street segments within the public right-of-way. There is no assignment of zoning.
- D. All street segments to be annexed are adjacent to properties within the City limits and are an extension of other street segments currently within City limits.
- E. Under consideration is the proposed annexation of various street segments within the UGB into the City.
- F. The decision to approve or deny shall be based on criteria contained in the Lebanon Development Code, Chapter 16.26 – Annexations.

V. APPLICATION SUMMARY

- A. The subject area is comprised of various street segments throughout the City, including portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road. The purpose and intent behind the proposed annexations are to organize the jurisdictional boundaries of the City. This will assist the police and sheriff's departments in enforcement actions and enable our local police department to enforce parking restrictions throughout the City more effectively. As streets are not assigned a zoning designation, the only action under consideration is the land annexation. There is no initial zoning assignment associated with this procedure.
- B. The Department contacted the Department of Land Conservation and Development, affected agencies and area property owners regarding the application. No comments were submitted.

VI. CRITERIA AND FINDINGS

The subject property is located within the City's Urban Growth Boundary (UGB) and is eligible for annexation into the City limits. Annexation application and review requirements are contained in Chapter 16.26 of the Lebanon Development Code. Annexations require a hearing before the Planning Commission and City Council. The purpose of the Commission hearing is to review the request and recommend whether the Council should approve or deny the Annexation.

Section 16.26.060 contains the decision criteria for an annexation with specific requirements in Section 16.26.060.A. This Section requires compliance with provisions in the City

Annexation Ordinance and Lebanon Comprehensive Plan, Chapter 3 – Urbanization. Essentially, the Annexation Ordinance and Comprehensive Plan decision criteria are the same. The findings are combined to avoid duplication:

1. Annexation Ordinance Section 2. - All Annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance (i.e., Development Code), City of Lebanon/Linn County Urban Growth Management Agreement and shall be consistent with applicable State law.

Comprehensive Plan Annexation Policy #P-19: [The City shall] recognize and act on the basis that all annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance, City of Lebanon/Linn County Urban Growth Management Agreement (UGMA), and shall be consistent with applicable State law.

FINDING: The application sites include public street segments located within the City of Lebanon Urban Growth Boundary and are contiguous with city limits; therefore, they are eligible for annexation, as per the Annexation Ordinance and the Municipal and Development Codes. The annexation does not include a Comprehensive Plan Map Amendment, as no zoning has been assigned to public rights-of-way. As the street segments are existing, it is determined that the annexation has already been accounted for in the City's Facilities Plan, including the Transportation System Plan. The proposal complies with the Annexation requirements.

2. Annexation Ordinance Section 3. - All Annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

Comprehensive Plan Annexation Policy #P-20: [The City shall] recognize and act on the basis that all annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

FINDING: The Annexation Ordinance policies are consistent with, and often mirror, the Comprehensive Plan Annexation Policies. The State acknowledges that the City's Comprehensive Plan complies with all applicable Statewide Planning Goals and statutes, recognizing the consistency of the Plan goals and policies. Therefore, compliance with the applicable Comprehensive Plan policies ensures compliance with the Annexation Ordinance. Findings in the following Sections detail this proposal's compliance with all applicable policies.

3. Annexation Ordinance Section 4. - All lands included within the Urban Growth Boundary are eligible for annexation and urban development. Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space and related uses.

Comprehensive Plan Annexation Policy #P-21: [The City shall] recognize and act on the basis that all lands included within the Urban Growth Boundary are eligible for annexation and urban development. (Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space and related uses.)

FINDING: All lands included in the annexation proposal are improved public rights-

of-way. There are no identified environmental constraints, and no development would occur within the annexation areas.

4. Annexation Ordinance Section 5. - The City shall only annex land that is contiguous to the existing City limits and is within the City's UGB.

Comprehensive Plan Annexation Policy #P-22: [The City shall] only annex land that is contiguous to the existing City limits and is within the City's UGB.

FINDING: All right-of-way segments included in the annexation proposal are contiguous with properties within city limits.

5. Annexation Ordinance Section 6. - An annexation shall be deemed orderly if the annexation territory is contiguous to the existing City limits. An annexation is efficient if the annexation territory can be developed or redeveloped to an urban use. Urban uses may include wetlands, parks, open space and related uses.

Comprehensive Plan Annexation Policy #P-23: [The City shall] deem an annexation orderly if the annexation territory is contiguous to the existing City Limits, and deem an annexation efficient if the annexation territory can be developed or redeveloped to an urban use (urban uses may include functional wetlands, parks, open space and related uses).

FINDINGS: All land included in the annexation proposal is improved public rights-of-way. No zoning will be designated for the property, as it is land reserved for public rights-of-way. The annexation of these street segments is orderly, as they are contiguous to existing city limits. The annexation would allow for orderly development and redevelopment of properties within the City, as the City would have jurisdiction over any required improvements to the public rights-of-way as development occurs.

6. Annexation Ordinance Section 7. - Development proposals are not required for annexation requests.

Comprehensive Plan Annexation Policy #P-24: [The City shall] recognize and act on the basis that development proposals are not required for annexation requests.

FINDING: The application does not include a development proposal, and therefore, no development is anticipated in the future due to the existing use and nature of the annexed land, as well as the public rights-of-way.

7. Annexation Ordinance Section 8. - As part of the annexation process of developed property or properties, the City shall consider the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

Comprehensive Plan Annexation Policy #P-25: [The City shall] consider as part of the annexation process of developed property or properties, the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

FINDING: The annexation proposal would not create a demand on utility services as

the land is identified as public right-of-way, and no development could occur on the land that would make a demand on utilities.

8. Annexation Ordinance Section 9. - As part of the annexation process of developed property or properties, the City shall consider the impacts on key City-provided urban utility services needed to serve these properties, which are water, storm drainage, sanitary sewer, and streets.

Comprehensive Plan Annexation Policy # P-26: [The City shall] Consider as part of the annexation process of developed property or properties, the impacts on the capacities of key City-provided urban utility services needed to satisfy the anticipated demands of the properties discussed in P-25 above.

FINDING: The annexation proposal would have a positive impact on the street system by providing the city with jurisdiction to plan the street network effectively. There would be no impact on other utilities, as no development would occur within the land annexation area, as it is limited to public rights-of-way.

9. Annexation Ordinance Section 10. - Needed Public rights-of-way, as identified in adopted transportation plans as necessary for the safe and efficient movement of traffic, bicycles and pedestrians, shall be dedicated to the City either with annexation or when the property develops and/or redevelops and creates an increased demand for the benefits provided by additional rights-of-way dedication.

FINDING: The annexation proposal addresses previous property annexations that did not include the portion of public right-of-way associated with the annexation. This action provides conformance of previous annexations.

10. Annexation Ordinance Section 11. - Upon annexation, the annexation territory shall be assigned zoning classifications in accordance with the adopted Comprehensive Plan Map, as shown in the City's Annexation Zoning Matrix. Such zoning assignments in and of themselves are not a zoning map change and shall not require approval of a zoning map amendment, or a separate proceeding.

FINDING: All lands associated with the annexation proposal include public rights-of-way, which are not assigned a zoning designation. As such, this finding is not applicable.

11. Annexation Ordinance Section 12. - If a zoning designation other than one in accordance with the Comprehensive Plan Map (shown in the Annexation Zoning Matrix) is requested by an applicant, the zoning requested shall not be granted until the Comprehensive Plan Map is appropriately amended to reflect concurrence. Such an amendment shall require a separate application, hearing and decision, which may be held concurrently with an annexation hearing and will not become effective until the annexation is complete.

FINDING: All lands associated with the annexation proposal include public rights-of-way, which are not assigned a zoning designation. As such, this finding is not applicable.

12. Annexation Ordinance Section 13. - The areas within the Urban Growth Boundary with designated environmental constraints may be annexed and developed as functional wetlands, parks, open space and related uses.

FINDING: All lands associated with the annexation proposal include public rights-of-way and do not have any designated environmental constraints.

13. Annexation Ordinance Section 14. - An “urban use” is hereby defined as any land use that is authorized under the terms and provisions of the land use regulations, Zoning Ordinance (i.e., Development Code), Subdivision Ordinance, Comprehensive Plan, and other related documents of the City of Lebanon.

FINDING: This Section does not apply as the provisions in this Section provide a definition and not a decision criterion.

14. Annexation Ordinance Section 15. - At the applicant’s discretion and with the City’s concurrence, a development or redevelopment proposal for an annexation territory may be acted upon by the Planning Commission immediately following the Commission’s hearing on the annexation proposal and a decision of recommendation of approval to the City Council. However, any approval of the Planning Commission of such a development or redevelopment proposal must be contingent upon subsequent approval of the annexation by City Council.

FINDING: The request does not contain a concurrent development request.

15. Comprehensive Plan Annexation Policy # P-27: Expand the City Limits as necessary to accommodate development, including housing, commercial, industrial, and services (that will in turn accommodate population growth).

FINDING: This Policy does not directly apply as the proposal incorporates existing public rights-of-way into the City limits.

VII. CONCLUSION

The City Council concludes the proposed Annexation complies with the applicable decision criteria.



PLANNING COMMISSION MEETING AGENDA

Santiam Travel Station – 750 S 3rd Street, Lebanon, OR 97355

April 16, 2025

Chair:
Don Robertson

Vice Chair:
Lory Gerig-Knurowski

Commissioners:
Kristina Breshears
Karisten Baxter
Don Fountain
Marcellus Angellford
Shyla Malloy
Mike Miller
Regina Thompson

Community
Development Director
Kelly Hart

Regular Meeting:
6:00 p.m.

6:00 PM - REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

MINUTES

February 19, 2025

COMMISSION REVIEW

1. Public Hearing – Planning File AR-25-02, VAR-25-02
Development proposal for a three-unit multifamily property (AR-25-02) including a Class III Variance request for lot size, setback reduction, and reverse vehicle maneuver authorization onto a public street (VAR-25-02). 1008 Hiatt Street (12S 02W 11CD, tax lot 5600)
2. Public Hearing – Planning File A-25-01
Annexation of various street segments, including portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road.

PLANNING COMMISSION REORGANIZATION – election of a new Chair and Vice-Chair

Section 2.24.070 of the Lebanon Municipal Code requires the Planning Commission to annually, at its regular meeting in April, choose a chairperson and vice-chairperson to preside over the meetings of the planning commission. No officer shall serve a term as such officer for more than four consecutive years; however, such member may be re-elected to such office after an interval of two years.

CITIZEN COMMENTS – restricted to items not on the agenda

COMMISSION BUSINESS AND COMMENTS

ADJOURNMENT

Planning Commission meetings are recorded and available on the City's YouTube page at <https://www.youtube.com/user/CityofLebanonOR>. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Community Development Center at 541.258.4906



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Lebanon Planning Commission
From: Kelly Hart, Community Development Director
Subject: Planning File No. A-25-01 – Annexation of various street segments

Date: April 16, 2025

I. BACKGROUND

Under consideration is the proposed annexation of various street segments within the UGB into the City, including portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road. As annexations have occurred throughout the City, some applications included annexation of the public right-of-way along the length of the property segment, while others have not. This has resulted in a patchwork of city and county jurisdiction throughout the street network.

II. CURRENT REPORT

The purpose and intent behind the proposed annexations are to organize the jurisdictional boundaries of the City. This will assist the police and sheriff's departments in enforcement actions and enable our local police department to enforce parking restrictions throughout the City more effectively. As streets are not assigned a zoning designation, the only action under consideration is the land annexation. There is no initial zoning assignment associated with this procedure.

III. REVIEW CRITERIA AND RECOMMENDED FINDINGS

All of the proposed street segments are located within the City's Urban Growth Boundary (UGB) and are eligible for annexation into the City limits. Annexation application and review requirements are contained in Chapter 16.26 of the Lebanon Development Code. Annexations require a hearing before the Planning Commission and City Council. The purpose of the Commission hearing is to review the request and recommend whether the Council should approve or deny the Annexation.

Section 16.26.060 outlines the decision criteria for annexation, including specific requirements outlined in Section 16.26.060.A. This Section requires compliance with provisions in the City Annexation Ordinance and Lebanon Comprehensive Plan, Chapter 3 – Urbanization. Essentially, the Annexation Ordinance and Comprehensive Plan decision criteria are the same. The findings are combined to avoid duplication:

1. Annexation Ordinance Section 2. - All Annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance (i.e., Development Code), City of Lebanon/Linn County Urban Growth Management Agreement and shall be consistent with applicable State law.

Comprehensive Plan Annexation Policy #P-19: [The City shall] recognize and act on the basis that all annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance, City of Lebanon/Linn County Urban Growth Management Agreement (UGMA), and shall be consistent with applicable State law.

RECOMMENDED FINDING: The application sites include public street segments located within the City of Lebanon Urban Growth Boundary and are contiguous with city limits; therefore, they are eligible for annexation, as per the Annexation Ordinance and the Municipal and Development Codes. The annexation does not include a Comprehensive Plan Map Amendment, as no zoning has been assigned to public rights-of-way. As the street segments are existing, it is determined that the annexation has already been accounted for in the City's Facilities Plan, including the Transportation System Plan. The proposal complies with the Annexation requirements.

2. Annexation Ordinance Section 3. - All Annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

Comprehensive Plan Annexation Policy #P-20: [The City shall] recognize and act on the basis that all annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

RECOMMENDED FINDING: The Annexation Ordinance policies are consistent with, and often mirror, the Comprehensive Plan Annexation Policies. The State acknowledges that the City's Comprehensive Plan complies with all applicable Statewide Planning Goals and statutes, recognizing the consistency of the Plan goals and policies. Therefore, compliance with the applicable Comprehensive Plan policies ensures compliance with the Annexation Ordinance. Findings in the following Sections detail this proposal's compliance with all applicable policies.

3. Annexation Ordinance Section 4. - All lands included within the Urban Growth Boundary are eligible for annexation and urban development. Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space and related uses.

Comprehensive Plan Annexation Policy #P-21: [The City shall] recognize and act on the basis that all lands included within the Urban Growth Boundary are eligible for annexation and urban development. (Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space and related uses.)

RECOMMENDED FINDING: All lands included in the annexation proposal are improved public rights-of-way. There are no identified environmental constraints, and no development would occur within the annexation areas.

4. Annexation Ordinance Section 5. - The City shall only annex land that is contiguous to the existing City limits and is within the City's UGB.

Comprehensive Plan Annexation Policy #P-22: [The City shall] only annex land that is contiguous to the existing City limits and is within the City's UGB.

RECOMMENDED FINDING: All right-of-way segments included in the annexation proposal are contiguous with properties within city limits.

5. Annexation Ordinance Section 6. - An annexation shall be deemed orderly if the annexation territory is contiguous to the existing City limits. An annexation is efficient if the annexation territory can be developed or redeveloped to an urban use. Urban uses may include wetlands, parks, open space and related uses.

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RECOMMENDED FINDINGS: All land included in the annexation proposal is improved public rights-of-way. No zoning will be designated for the property, as it is land reserved for public rights-of-way. The annexation of these street segments is orderly, as they are contiguous to existing city limits. The annexation would allow for orderly development and redevelopment of properties within the City, as the City would have jurisdiction over any required improvements to the public rights-of-way as development occurs.

6. Annexation Ordinance Section 7. - Development proposals are not required for annexation requests.

Comprehensive Plan Annexation Policy #P-24: [The City shall] recognize and act on the basis that development proposals are not required for annexation requests.

RECOMMENDED FINDING: The application does not include a development proposal, and therefore, no development is anticipated in the future due to the existing use and nature of the annexed land, as well as the public rights-of-way.

7. Annexation Ordinance Section 8. - As part of the annexation process of developed property or properties, the City shall consider the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

Comprehensive Plan Annexation Policy #P-25: [The City shall] consider as part of the annexation process of developed property or properties, the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

RECOMMENDED FINDING: The annexation proposal would not create a demand on utility services as the land is identified as public right-of-way, and no development could occur on the land that would make a demand on utilities.

8. Annexation Ordinance Section 9. - As part of the annexation process of developed property or properties, the City shall consider the impacts on key City-provided urban utility services needed to serve these properties, which are water, storm drainage, sanitary sewer, and streets.

Comprehensive Plan Annexation Policy # P-26: [The City shall] Consider as part of the annexation process of developed property or properties, the impacts on the capacities of key City-provided urban utility services needed to satisfy the anticipated demands of the properties discussed in P-25 above.

RECOMMENDED FINDING: The annexation proposal would have a positive impact on the street system by providing the city with jurisdiction to plan the street network effectively. There would be no impact on other utilities, as no development would occur within the land annexation area, as it is limited to public rights-of-way.

9. Annexation Ordinance Section 10. - Needed Public rights-of-way, as identified in adopted transportation plans as necessary for the safe and efficient movement of traffic, bicycles and pedestrians, shall be dedicated to the City either with annexation or when the property develops and/or redevelops and creates an increased demand for the benefits provided by additional rights-of-way dedication.

RECOMMENDED FINDING: The annexation proposal addresses previous property annexations that did not include the portion of public right-of-way associated with the annexation. This action provides conformance of previous annexations.

10. Annexation Ordinance Section 11. - Upon annexation, the annexation territory shall be assigned zoning classifications in accordance with the adopted Comprehensive Plan Map, as shown in the City's Annexation Zoning Matrix. Such zoning assignments in and of themselves are not a zoning map change and shall not require approval of a zoning map amendment, or a separate proceeding.

RECOMMENDED FINDING: All lands associated with the annexation proposal include public rights-of-way, which are not assigned a zoning designation. As such, this finding is not applicable.

11. Annexation Ordinance Section 12. - If a zoning designation other than one in accordance with the Comprehensive Plan Map (shown in the Annexation Zoning Matrix) is requested

by an applicant, the zoning requested shall not be granted until the Comprehensive Plan Map is appropriately amended to reflect concurrence. Such an amendment shall require a separate application, hearing and decision, which may be held concurrently with an annexation hearing and will not become effective until the annexation is complete.

RECOMMENDED FINDING: All lands associated with the annexation proposal include public rights-of-way, which are not assigned a zoning designation. As such, this finding is not applicable.

12. Annexation Ordinance Section 13. - The areas within the Urban Growth Boundary with designated environmental constraints may be annexed and developed as functional wetlands, parks, open space and related uses.

RECOMMENDED FINDING: All lands associated with the annexation proposal include public rights-of-way and do not have any designated environmental constraints.

13. Annexation Ordinance Section 14. - An “urban use” is hereby defined as any land use that is authorized under the terms and provisions of the land use regulations, Zoning Ordinance (i.e., Development Code), Subdivision Ordinance, Comprehensive Plan, and other related documents of the City of Lebanon.

RECOMMENDED FINDING: This Section does not apply as the provisions in this Section provide a definition and not a decision criterion.

14. Annexation Ordinance Section 15. - At the applicant’s discretion and with the City’s concurrence, a development or redevelopment proposal for an annexation territory may be acted upon by the Planning Commission immediately following the Commission’s hearing on the annexation proposal and a decision of recommendation of approval to the City Council. However, any approval of the Planning Commission of such a development or redevelopment proposal must be contingent upon subsequent approval of the annexation by City Council.

RECOMMENDED FINDING: The request does not contain a concurrent development request.

15. Comprehensive Plan Annexation Policy # P-27: Expand the City Limits as necessary to accommodate development, including housing, commercial, industrial, and services (that will in turn accommodate population growth).

RECOMMENDED FINDING: This Policy does not directly apply as the proposal incorporates existing public rights-of-way into the City limits.

IV. CONCLUSION AND RECOMMENDATION

Staff finds the proposal complies with the decision criteria for an Annexation. Therefore, staff recommends the Planning Commission recommend the City Council approve the Annexation of the subject area for an orderly organization of the city's public rights-of-way.

V. PLANNING COMMISSION ACTION - ANNEXATION

A. The Planning Commission may either:

1. Recommend City Council approval of the proposed annexation, adopting the written findings for the decision criteria contained in the staff report; or
2. Recommend City Council approval of the proposed annexation, adopting modified findings for the decision criteria; or
3. Recommend City Council denial of the proposed annexation, specifying reasons why the proposal fails to comply with the decision criteria; and
4. Direct staff to prepare an Order of Recommendation for the Chair or Vice Chair's signature incorporating the adopted findings as approved by the Planning Commission.



NOTICE OF PUBLIC HEARING

LEBANON PLANNING COMMISSION

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Lebanon Planning Commission on **April 16, 2025, at 6:00 p.m.** in the Santiam Travel Station located at 750 S 3rd Street, to afford interested persons and the general public an opportunity to be heard and give testimony concerning the following matter:

Planning Case No.:	A-25-01
Applicant:	City of Lebanon
Location:	Crowfoot Road
Map No.:	12S02W23C
Request:	Annexation
Decision Criteria:	Lebanon Development Code Chapters: 16.20 & 16.26

Request: The applicant is requesting Annexation of approximately 27,360 square feet of street right-of-way on Crowfoot Road.

Providing Comments: The city will be accepting public comment on this item in several ways to afford interested persons and the public an opportunity to give testimony on the subject matter. Written and verbal testimony will be accepted upon issuance of this notice, **until 5:00pm on Tuesday, April 15, 2025.** Written testimony may be emailed to kelly.hart@lebanonoregon.gov or mailed to the City of Lebanon at 925 S. Main Street, Lebanon, OR 97355, or delivered and dropped in the white mailbox in front of City Hall.



The public is invited to either participate in person at the Santiam Travel Station or watch the meeting virtually on **April 16, 2025.**

If you wish to address the Commission under Public Comments or for a Public Hearing, click: <https://zoom.us/meeting/register/fkwaS4NNQjWt5y6FaRm4xA> to register in advance for the meeting. You will receive a confirmation email containing information about joining the meeting. Attendees will need to register to receive the link to the meeting.

Please register **ONLY** if you wish to address the Commission. If you want to watch or listen to the meeting, please click this link to do so on YouTube: <https://youtube.com/live/3nVAD4STCog?>. The agenda and application materials will be available for review on the City's website at <https://www.lebanonoregon.gov/meetings> seven days prior to the hearing.

CITIZENS ARE INVITED TO PARTICIPATE in the public hearing and give written or oral testimony as described above that address applicable decision criteria during that part of the hearing process designated for testimony in favor of, or opposition to, the proposal. If additional documents or evidence are provided in support of the application subsequent to notice being sent, a party may, prior to the close of the hearing, request that the record remain open for at least seven days so such material may be reviewed.

Action of the Planning Commission and Appeals: The role of the Commission is to review the proposal and make a recommendation to the Lebanon City Council. A public hearing before the Council will be subsequently scheduled and notice provided. The Council decision is the final decision unless appealed to the Land Use Board of Appeals (LUBA). Failure to raise an issue in the hearing, orally or in writing, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue precludes appeal to LUBA based on that issue.

Obtain Information: A copy of the application, all documents and evidence relied upon by the applicant, and applicable criteria are available for inspection at no cost and will be provided at the cost of 25 cents per single-sided page. If you have questions or would like additional information, please contact City of Lebanon Community Development Department, 925 Main Street; phone 541-258-4906; email cdc@lebanonoregon.gov.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 541-258-4906.



NOTICE OF PUBLIC HEARING

LEBANON PLANNING COMMISSION

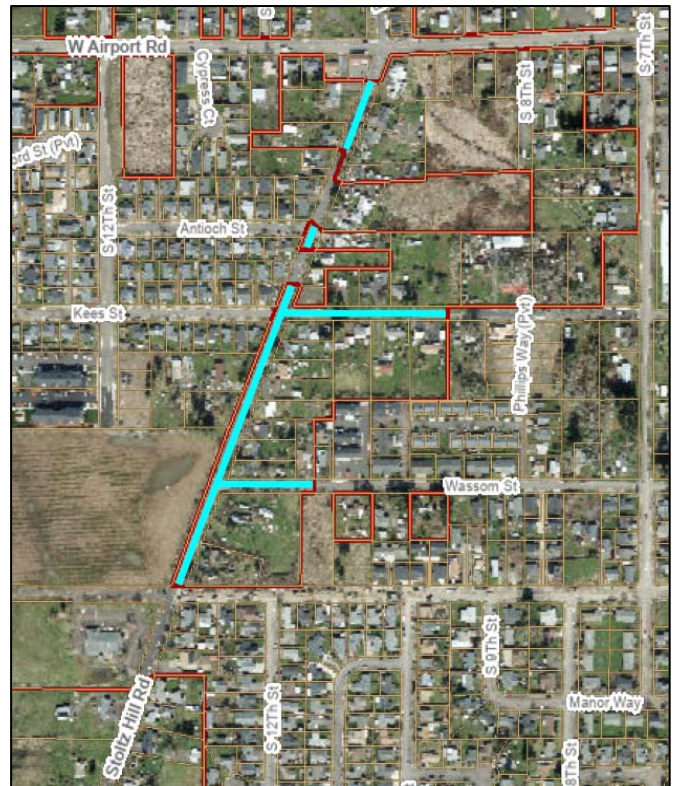
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Planning Case No.:	A-25-01
Applicant:	City of Lebanon
Location:	Kees Street, Wassom Street & Stoltz Hill Road
Map No.:	12S02W15CA & 15CD
Request:	Annexation
Decision Criteria:	Lebanon Development Code Chapters: 16.20 & 16.26

Request: The applicant is requesting Annexation of approximately 29,082 square feet of street right-of-way on Kees Street, 16,801 square feet on Wassom Street, and 94,760 square feet on Stoltz Hill Road.

Providing Comments: The city will be accepting public comment on this item in several ways to afford interested persons and the public an opportunity to give testimony on the subject matter. Written and verbal testimony will be accepted upon issuance of this notice, **until 5:00pm on Tuesday, April 15, 2025.** Written testimony may be emailed to kelly.hart@lebanonoregon.gov or mailed to the City of Lebanon at 925 S. Main Street, Lebanon, OR 97355, or delivered and dropped in the white mailbox in front of City Hall.

The public is invited to either participate in person at the Santiam Travel Station or watch the meeting virtually on **April 16, 2025.**



If you wish to address the Commission under Public Comments or for a Public Hearing, click: <https://zoom.us/meeting/register/fkwaS4NNQjWt5y6FaRm4xA> to register in advance for the meeting. You will receive a confirmation email containing information about joining the meeting. Attendees will need to register to receive the link to the meeting.

Please register ONLY if you wish to address the Commission. If you want to watch or listen to the meeting, please click this link to do so on YouTube: <https://youtube.com/live/3nVAD4STCog?>. The agenda and application materials will be available for review on the City's website at <https://www.lebanonoregon.gov/meetings> seven days prior to the hearing.

CITIZENS ARE INVITED TO PARTICIPATE in the public hearing and give written or oral testimony as described above that address applicable decision criteria during that part of the hearing process designated for testimony in favor of, or opposition to, the proposal. If additional documents or evidence are provided in support of the application subsequent to notice being sent, a party may, prior to the close of the hearing, request that the record remain open for at least seven days so such material may be reviewed.

Action of the Planning Commission and Appeals: The role of the Commission is to review the proposal and make a recommendation to the Lebanon City Council. A public hearing before the Council will be subsequently scheduled and notice provided. The Council decision is the final decision unless appealed to the Land Use Board of Appeals (LUBA). Failure to raise an issue in the hearing, orally or in writing, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue precludes appeal to LUBA based on that issue.

Obtain Information: A copy of the application, all documents and evidence relied upon by the applicant, and applicable criteria are available for inspection at no cost and will be provided at the cost of 25 cents per single-sided page. If you have questions or would like additional information, please contact City of Lebanon Community Development Department, 925 Main Street; phone 541-258-4906; email cdc@lebanonoregon.gov.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 541-258-4906.

EXHIBIT 'A'

A PORTION OF KEES STREET ANNEXATION DESCRIPTION

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH RIGHT OF WAY OF KEES STREET, BEING THE NORTHEAST CORNER OF LOT 6, BLOCK 3, HARMONY SUBDIVISION, THENCE ALONG SAID RIGHT OF WAY NORTH 89°50'00" WEST 591.70 FEET TO THE EASTERLY RIGHT OF WAY OF STOLZ HILL ROAD (CR. NO. 739); THENCE NORTH 22°04'27" EAST 53.89 FEET TO THE INTERSECTION OF THE NORTH RIGHT OF WAY OF SAID KEES STREET; THENCE ALONG SAID NORTH RIGHT OF WAY, SOUTH 89°50'00" EAST 571.59 FEET TO CITY OF LEBANON LIMITS; THENCE LEAVING SAID RIGHT OF WAY SOUTH 00°10'00" WEST 50.00 FEET TO THE POINT OF BEGINNING.

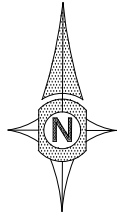
REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

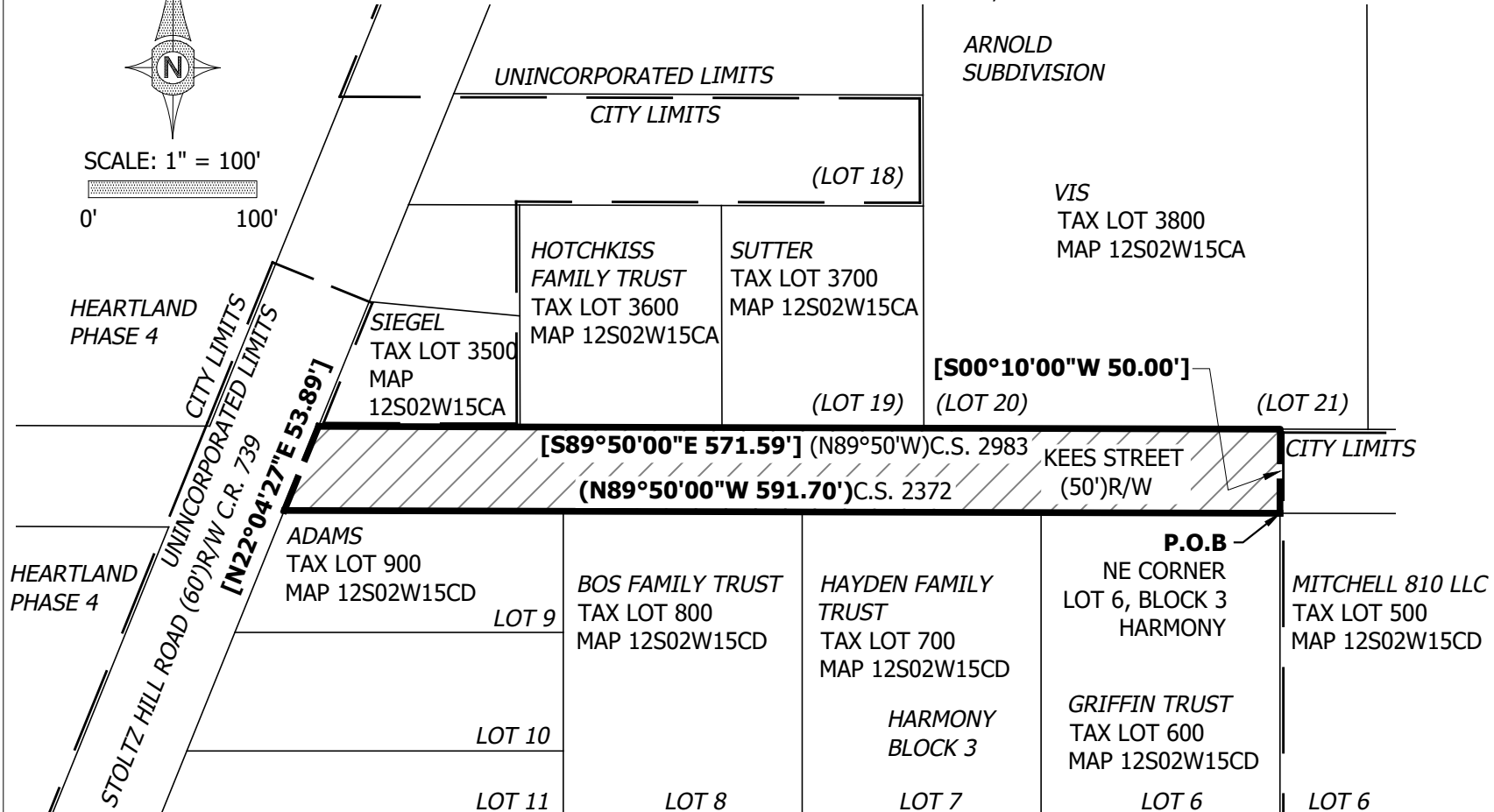
RENEWS: 12/31/2026

Udell Engineering & Land Surveying, LLC
63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366

IN THE RUSSELL T. HILL DLC NO. 77,
LOCATED IN THE SW 1/4 SEC. 15, T. 12 S., R. 2 W., W.M.,
LINN COUNTY, OREGON



SCALE: 1" = 100'



REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
#80442
EXPIRES 12-31-2026

LEGEND

() DATA OF RECORD AS NOTED
[] CALCULATED DATA
C.S. COUNTY SURVEY
P.O.B. POINT OF BEGINNING
R/W RIGHT OF WAY



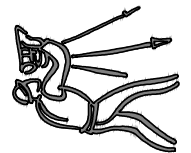
ANNEXATION AREA ±29,082 SQUARE FEET

REFERENCE SURVEYS:
C.S. 2372 (HARMONY SUBDIVISION), C.S. 2983 (ARNOLD SUBDIVISION).

UDELL ENGINEERING
AND
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125

ANNEXATION TO CITY OF LEBANON
CITY OF LEBANON
KEES STREET
LEBANON, OREGON

Date 12/17/2024
Project 24-234 KEES ST
Drawn by GSR
Checked by KWL



SHEET 1
of 1
SCALE: AS NOTED

EXHIBIT 'A'

A PORTION OF STOLTZ HILL ROAD ANNEXATION DESCRIPTION
(AT ANTIOCH STREET)

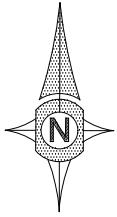
AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF PARCEL 1, PARTITION PLAT NO. 2005-18, CITY OF LEBANON, LINN COUNTY, OREGON; THENCE SOUTH $68^{\circ}00'58''$ EAST 60.00 FEET TO THE EASTERLY RIGHT OF WAY OF STOLTZ HILL RD. (C.R. 739); THENCE ALONG SAID RIGHT OF WAY SOUTH $21^{\circ}59'02''$ WEST 71.14 FEET TO THE LEBANON CITY LIMITS; THENCE LEAVING SAID RIGHT OF WAY SOUTH $89^{\circ}59'04''$ WEST 64.71 FEET TO THE WESTERLY RIGHT OF WAY; THENCE NORTH $21^{\circ}59'02''$ WEST 95.38 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026



SCALE: 1" = 30'
0' 30'

IN THE RUSSELL T. HILL DLC NO. 77,
LOCATED IN THE SW 1/4 SEC. 15, T. 12 S., R. 2 W., W.M.,
LINN COUNTY, OREGON

PARCEL 1
PARTITION PLAT
NO. 2005-18

POINT OF BEGINNING

ANTIOCH STREET (60')R/W

HEARTLAND PHASE 1

LOT 19

TAX LOT 4900
MAP 12S02W15CB

LOT 78

STOLTZ HILL ROAD
(60')R/W C.R. 739

[S68°00'58"E 60.00']

[S21°59'02"W 95.38']
(N21°59'02"E) C.S. 22823

[S21°59'02"W 71.14']

[S89°59'04"W 64.71']

LOT 17

ARNOLD SUBDIVISION

CITY LIMITS

TAX LOT 3200
MAP 12S02W15CA

LOT 18

UNINCORPORATED LIMITS

CITY LIMITS

LEGEND

- () DATA OF RECORD AS NOTED
- [] CALCULATED DATA
- C.S. COUNTY SURVEY
- R1 LINN COUNTY C.S. 22732
- R/W RIGHT OF WAY

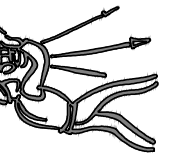


ANNEXATION AREA ±4,996 SQUARE FEET

REFERENCE SURVEYS:
C.S. 22823 (HEARTLAND PHASE 1).

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
#80442
EXPIRES 12-31-2026



SHEET 1
of 1

SCALE: AS NOTED

DATE 01/16/2025
PROJECT ANNEXATION TO CITY OF LEBANON
24-234
DRAWN BY ANNEX
GSR
CHECKED BY KWL

UDELL ENGINEERING
AND
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125

EXHIBIT 'A'

A PORTION OF STOLTZ HILL ROAD ANNEXATION DESCRIPTION
(AT AIRPORT RD)

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 11, ARNOLD SUBDIVISION ON THE EASTERLY RIGHT OF WAY OF STOLTZ HILL ROAD (C.R. 739); THENCE NORTH $66^{\circ}14'23''$ WEST 30.00 FEET; THENCE NORTH $23^{\circ}45'37''$ EAST 109.92 FEET; THENCE NORTH $66^{\circ}14'23''$ WEST 30.00 FEET TO THE WESTERLY RIGHT OF WAY OF SAID ROAD; THENCE NORTH $23^{\circ}45'37''$ EAST 260.15 FEET; THENCE SOUTH $88^{\circ}09'22''$ EAST 64.67 FEET TO SAID EASTERLY RIGHT OF WAY; THENCE SOUTH $23^{\circ}45'37''$ WEST 394.22 FEET TO THE POINT OF BEGINNING.

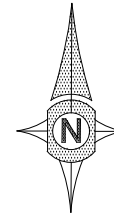
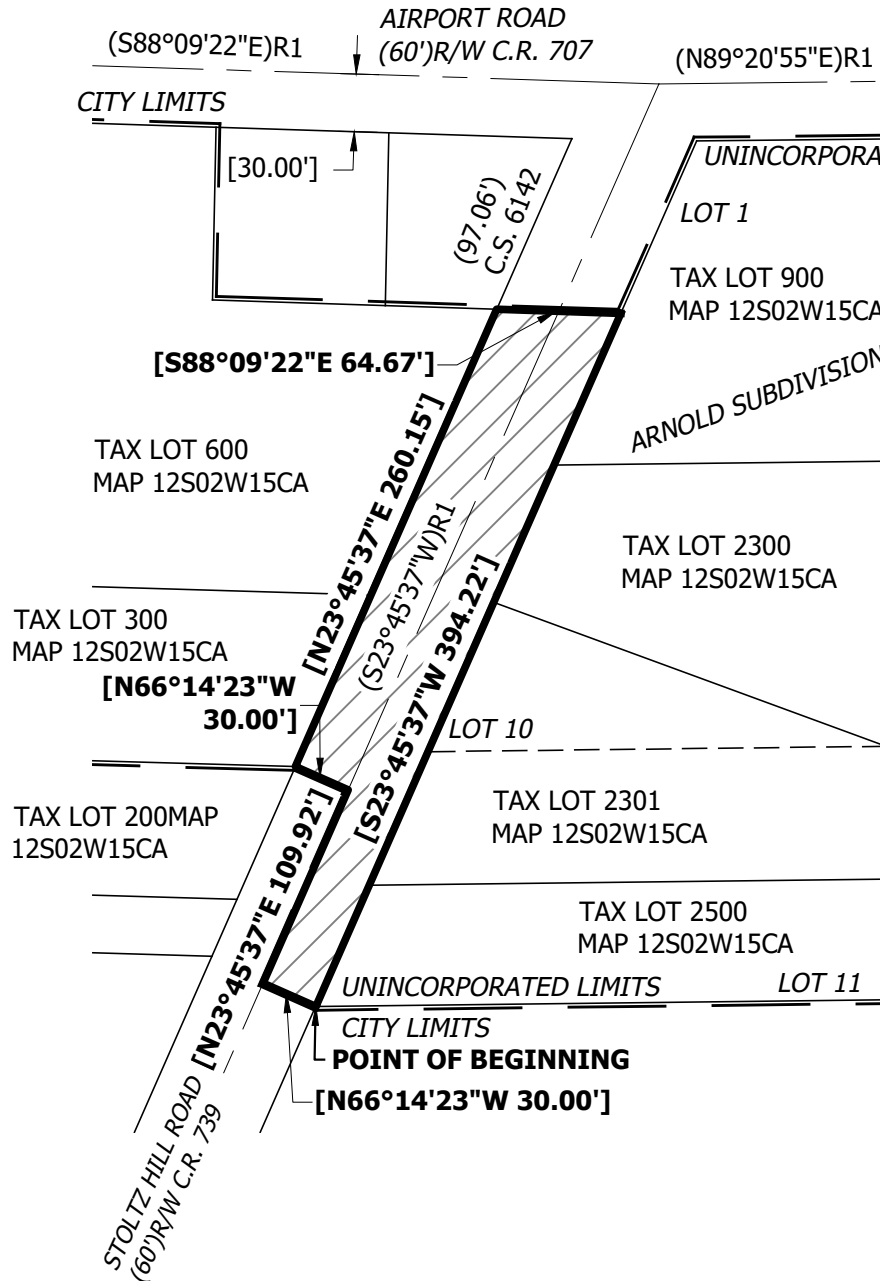
REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026

Udell Engineering & Land Surveying, LLC
63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366

IN THE RUSSELL T. HILL DLC NO. 77,
LOCATED IN THE SW 1/4 SEC. 15, T. 12 S., R. 2 W., W.M.,
LINN COUNTY, OREGON



SCALE: 1" = 100'
0' 100'

REGISTERED
**PROFESSIONAL
LAND SURVEYOR**

OREGON
JUNE 12, 2013
KYLE W. LATIMER
#80442
EXPIRES 12-31-2026

LEGEND

() DATA OF RECORD AS NOTED
[] CALCULATED DATA
C.S. COUNTY SURVEY
R1 LINN COUNTY C.S. 27606
R/W RIGHT OF WAY



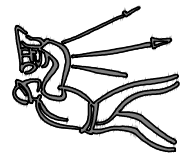
ANNEXATION AREA ±19,631 SQUARE FEET

REFERENCE SURVEYS:
C.S. 2983 (ARNOLD SUBDIVISION), C.S. 6142, C.S. 27606.

**UELLE ENGINEERING
AND
LAND SURVEYING, LLC**
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125

ANNEXATION TO CITY OF LEBANON
CITY OF LEBANON
STOLTZ HILL ROAD
LEBANON, OREGON

Date 02/12/2025
Project 24-234 ANNEX
Drawn by GSR
Checked by KWL



SHEET 1
of 1

SCALE: AS NOTED

EXHIBIT 'A'

A PORTION OF STOLTZ HILL ROAD ANNEXATION DESCRIPTION
(WALKER RD. TO KEES ST.)

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

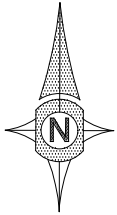
BEGINNING AT THE SOUTHEAST CORNER OF PARCEL 1, PARTITION PLAT NO. 2007-06 BEING ON THE WESTERLY RIGHT OF WAY OF STOLTZ HILL ROAD (C.R. 739); THENCE ALONG SAID RIGHT OF WAY NORTH 20°58'23" EAST 599.09 TO THE NORTHEAST CORNER OF SAID PARCEL 1; THENCE NORTH 20°58'23" EAST 577.85 FEET TO THE CITY OF LEBANON LIMITS; THENCE SOUTH 69°01'37" EAST 60.00 FEET TO THE WESTERLY LINE OF LOT 19, ARNOLD SUBDIVISION ON THE EASTERLY LINE OF SAID RIGHT OF WAY; THENCE SOUTH 20°58'23" WEST 1154.56 FEET TO THE INTERSECTION OF THE NORTH RIGHT OF WAY OF WALKER STREET AND SAID EAST RIGHT OF WAY; THENCE NORTH 89°28'52" WEST 64.04 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026

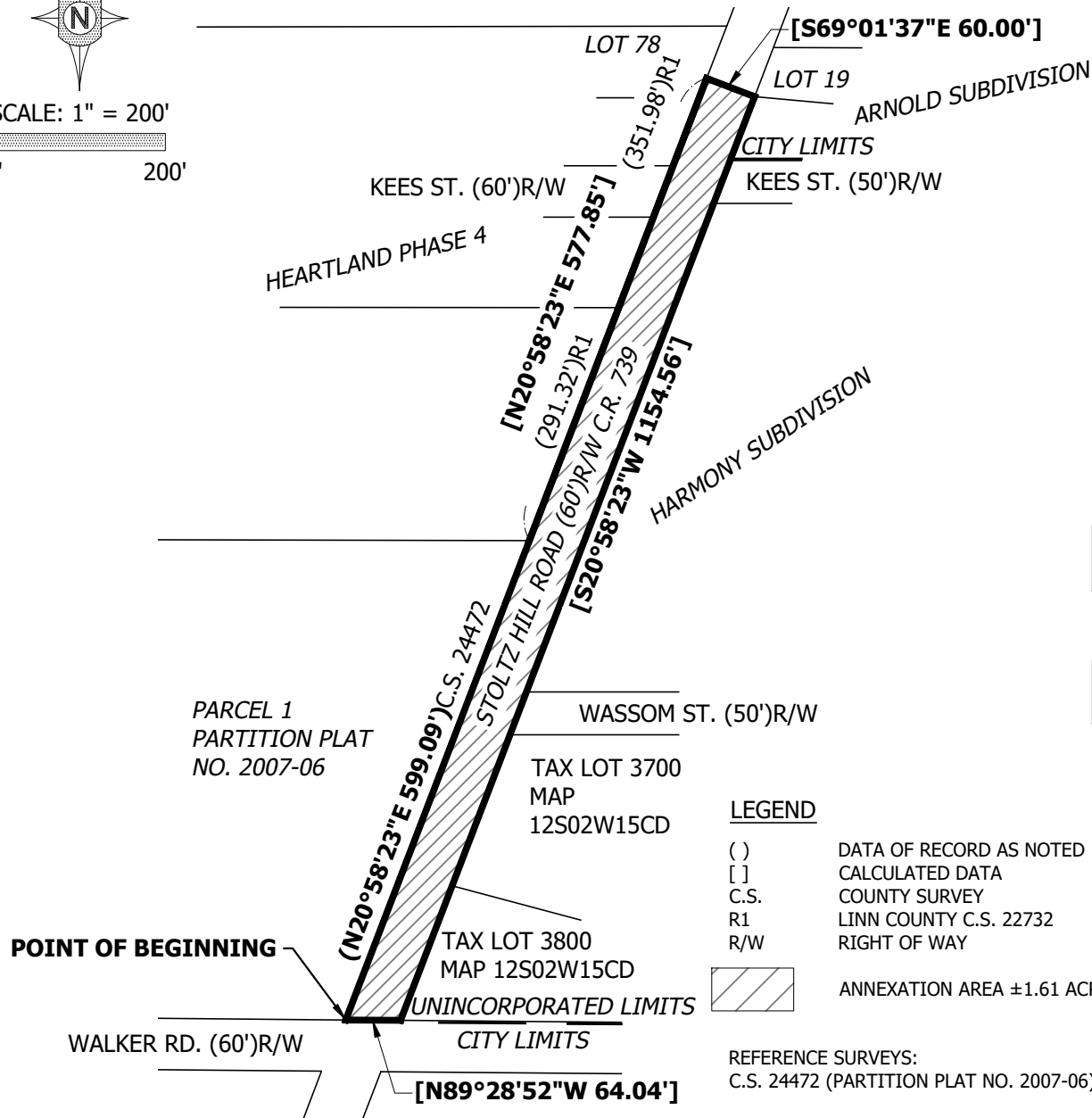
Udell Engineering & Land Surveying, LLC
63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366



SCALE: 1" = 200'




IN THE RUSSELL T. HILL DLC NO. 77,
LOCATED IN THE SW 1/4 SEC. 15, T. 12 S., R. 2 W., W.M.,
LINN COUNTY, OREGON



REGISTERED
**PROFESSIONAL
LAND SURVEYOR**

OREGON
JUNE 12, 2013
KYLE W. LATIMER
#80442
EXPIRES 12-31-2026

LEGEND

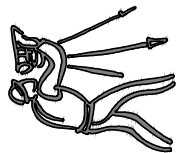
- () DATA OF RECORD AS NOTED
- [] CALCULATED DATA
- C.S. COUNTY SURVEY
- R1 LINN COUNTY C.S. 22732
- R/W RIGHT OF WAY
-  ANNEXATION AREA ±1.61 ACRES

REFERENCE SURVEYS:
C.S. 24472 (PARTITION PLAT NO. 2007-06), C.S. 22732 (PARTITION PLAT NO. 2000-19).

**UELLE ENGINEERING
AND
LAND SURVEYING, LLC**
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125

ANNEXATION TO CITY OF LEBANON
CITY OF LEBANON
STOLTZ HILL ROAD
LEBANON, OREGON

Date 01/16/2025
Project 24-234 KEES ST
Drawn by GSR
Checked by KWL



SHEET 1
of 1
SCALE: AS NOTED

EXHIBIT 'A'

A PORTION OF WASSOM STREET ANNEXATION DESCRIPTION

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

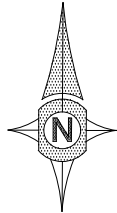
BEGINNING AT A POINT ON THE NORTH RIGHT OF WAY OF WASSOM STREET MARKING THE SOUTHWEST CORNER OF PARCEL 1, PARTITION PLAT NO. 2007-18; THENCE NORTH 90°00'00" WEST 325.89 FEET TO THE EASTERLY RIGHT OF WAY OF STOLTZ ROAD (CR. NO. 739); THENCE SOUTH 22°04'00" WEST 53.95 FEET TO THE SOUTH RIGHT OF WAY OF SAID WASSOM STREET; THENCE NORTH 90°00'00" EAST 346.16 FEET TO CITY OF LEBANON LIMITS; THENCE NORTH 0°00'00" EAST 50.00 FEET TO THE POINT OF BEGINNING.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026

IN THE RUSSELL T. HILL DLC NO. 77,
LOCATED IN THE SW 1/4 SEC. 15, T. 12 S., R. 2 W., W.M.,
LINN COUNTY, OREGON



SCALE: 1" = 60'
0' 60'

PARCEL 1
PARTITION PLAT
NO. 2007-06

STOLTZ HILL ROAD (60')R/W C.R. 739
[S22°04'00"W 53.95']

LOT 15

MILLER
TAX LOT 1500
MAP 12S02W15CD

BOGGS
TAX LOT 1700
MAP 12S02W15CD

PARCEL 2
PARTITION PLAT
NO. 2007-18

PARCEL 1
PARTITION PLAT
NO. 2007-18

DECHELLIS
TAX LOT 1800
MAP 12S02W15CD

WASSOM STREET
(50')R/W

GOOD WELL
CONSTRUCTION INC.
TAX LOT 3600
MAP
12S02W15CD

GRADBERG
TAX LOT 1600
MAP 12S02W15CD

HARMONY
BLOCK 3

P.O.B.
SW COR.
PARCEL 1
P.P. NO. 2007-18

LOT 16

(254.89')C.S. 2372

P.P. NO. 2007-18

(LOT 17)

(71.00')
C.S. 24514

[N90°00'00"W]C.S. 2372 [325.89']

WASSOM STREET (50')R/W

[N00°00'00"E 50.00']

[N90°00'00"E 346.16']

(295.87')C.S. 2372

HORAK
TAX LOT 3700
MAP
12S02W15CD

UNINCORPORATED LIMITS
CITY LIMITS

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
#80442
EXPIRES 12-31-2026

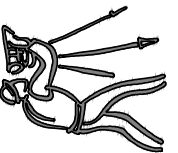
LEGEND

() DATA OF RECORD AS NOTED
[] CALCULATED DATA
C.S. COUNTY SURVEY
P.O.B. POINT OF BEGINNING
R/W RIGHT OF WAY



ANNEXATION AREA ±16,801 SQUARE FEET

REFERENCE SURVEYS:
C.S. 2372 (HARMONY SUBDIVISION), C.S. 24514 (PARTITION PLAT NO. 2007-18).



SHEET 1
of 1

SCALE: AS NOTED

DATE 12/17/2024
PROJECT 24-234 KEES ST
DRAWN BY GSR
CHECKED BY KWL
ANNEXATION TO CITY OF LEBANON
CITY OF LEBANON
WASSOM STREET
LEBANON, OREGON
UDELL ENGINEERING
AND
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125

A variable width strip of land, the centerline of which is more particularly described as follows:

Beginning at Engineer's centerline station 9+78.28, which bears South 89° 58' 30" West, 206.00 feet from the Northeast Corner of the Reuben S. Coyle Donation Land Claim No. 63 (Engineer's centerline station 7+72.28), in Section 23, Township 12 South, Range 2 West, of the Willamette Meridian, in Linn County, Oregon, being the centerline of CR 717 (Crowfoot Road); thence South 89° 58' 30" West, 761.30 feet, along the North line of the said DLC 63; thence along the arc of a 358.09 foot radius curve to the left 173.17 feet, (the long cord of which bears South 76° 07' 15" West, 171.49 feet.); thence South 62° 16' 00" West, 48.65 feet, thence along the arc of a 358.09 foot radius curve to the right 102.04 feet, (the long cord of which bears South 70° 25' 50" West, 101.70 feet.); to the intersection of the centerline with the West line of Reuben S. Coyle Donation Land Claim 63, at centerline Engineer's station 20+63.46, and the terminus of this description, said point being South 17° 38' 15" West, 102.54 feet from the North Northwest Corner of the Reuben S. Coyle Donation Land Claim No. 63, in Section 23, Township 12 South, Range 2 West, of the Willamette Meridian, in Linn County, Oregon.

The widths in feet to the left of centerline of the above described strip of land are as follows:

Station to Station	Left of Centerline
9+78.28 to 17+39.59	20.00 ft.
17+39.59	20.00 ft. in a straight line to 25.00 ft.
17+39.59 to 20+76.31	25.00 ft.
20+76.31 to 20+63.46	25.00ft. in a straight line to 0.00 ft.

The widths in feet to the right of centerline for the above described parcel of land are as follows:

Station to Station	Right of Centerline
9+78.28 to 17+39.59	20.00 ft.
17+39.59 to 19+79.18	20.00 ft. in a straight line to 100.91 ft.
19+79.18 to 20+63.46	100.91 ft. in a straight line to 0.00 ft.

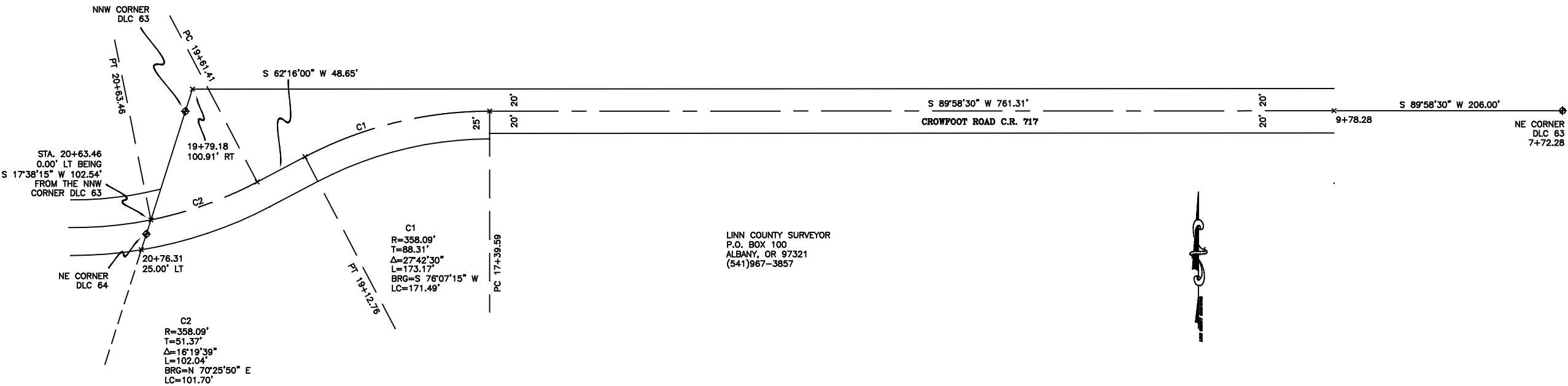
REGISTERED
PROFESSIONAL
LAND SURVEYOR

Kyle W. Latimer

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

EXPIRES: 12-31-2026

EXHIBIT B
LINN COUNTY
CROWFOOT ROAD, C.R. 717
SECTION 23, T. 12 S., R. 2 W., W.M.
LINN COUNTY, OREGON





925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

May 14, 2025

From: Brandon Neish, Finance Director

Subject: Proposed Amendment to City Fee Schedule

I. INTRODUCTION

ORS 294.160 states “the governing body of a city, county or other unit of local government shall provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated.”

II. CURRENT REPORT

The last fee schedule was adopted June 12, 2024 after a public hearing. The attached fee report includes updates in Engineering and Planning fees. All changes are included in the report with red text to highlight.

Engineering – the following fees were updated in engineering:

- Engineered Site Plan Review – base rate remains the same but per acre charge moves from \$350 to \$500

Planning – the following fees were updated for the planning division:

- Code Interpretation - \$250 to \$750 for staff reviews, \$1,500 if request is escalated to the Planning Commission at applicant request

III. RECOMMENDATION

Move to adopt Resolution No. 2025-05 to amend the City Fee Schedule. If adopted, the new schedule would be effective July 1, 2025, to coincide with the fiscal year.

EXHIBIT "A" CITY OF LEBANON FEES AND CHARGES

Item # 7.

Effective July 1, 2025 - Supercedes All Previous Schedules
All card transactions are subject to a third party transaction fee

TYPES OF FEES	CURRENT FEES	UPDATED FEES
ADMINISTRATIVE FEES (CITY RECORDER'S OFFICE)		
Copies:		
Black/White - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	\$0.25	\$0.25
Black/White - Executive 11" x 17" (per side)	\$0.50	\$0.50
Color copies (each side)	\$0.50	\$0.50
Records on a Flash Drive	\$6.50 plus staff time	\$6.50 plus staff time
Liquor License (original application)	*\$100.00	*\$100.00
Annual Renewal of a Liquor License	*\$35.00	*\$35.00
Change Application (in ownership, location, or privilege)	*\$75.00	*\$75.00
OLCC Temporary Sales Application per Event	\$15.00	\$15.00
	*not to exceed per ORS 471.166	*not to exceed per ORS 471.166
Notary Services (Municipal Court Personnel):		
An acknowledgement; verification upon an oath or affirmation; certifying a copy of a document; witnessing or attesting a signature; and protesting commercial paper, except a check drawn on insolvent financial institution in which case the fee is \$0.	(not to exceed) \$5.00	(not to exceed) \$5.00
Administering an oath or affirmation without a signature; taking a deposition, each page; and all other notarial acts not specified.	(not to exceed) \$1.00	(not to exceed) \$1.00
Public Records Request: (all requests must be made on a City Public Records Request Form)		
If request exceeds \$25.00, the requester's authorization is required to proceed with request. If request exceeds \$100.00, a deposit may be required before commencing work.	May require 50% deposit	May require 50% deposit
Archived Electronic Information Retrieval (first 30 minutes no charge)	\$100.00/hr	\$100.00/hr
City Candidate Filing Fee	\$25.00	\$25.00
BUSINESS LICENSES & MISC. PERMITS		
Animal Keeping Permit	\$35.00	\$35.00
Banner Permit (\$50 permit + \$100 installation)	\$150.00	\$150.00
Business License Fees* (after July 1 prorated):		
Auctions	\$150.00/year, \$25.00/each	\$150.00/year, \$25.00/each
Drug Paraphernalia Sales Annual Fee	\$75.00	\$75.00
Marijuana Dispensary Licenses - Annual Operator License	\$250.00	\$250.00
Secondhand Buyers and Sellers Annual Fee	\$75.00	\$75.00
Gambling License - Annual License	\$200.00	\$200.00
License for One-day Special Event (City property only)	\$50.00	\$50.00
License for One-day Special Event / Non-profit Organization	\$20.00	\$20.00
Non-Profit Organizations	N/A	N/A

TYPES OF FEES	CURRENT FEES	UPDATED FEES	Item # 7.
BUSINESS LICENSES & MISC. PERMITS (continued)			
Parking Permit (per ORS 10.24.142):			
Daily / Annual Residential	\$15.00 / \$75.00	\$15.00 / \$75.00	
Peddler and Solicitors One-Year Permit	\$50.00	\$50.00	
Public Event Applications:			
1-Day Event	\$100.00	\$100.00	
2-3 Day Event	\$150.00	\$150.00	
Master Permit	\$250.00	\$250.00	
Transfer of Ownership/Change of Location or Name	\$10.00	\$10.00	
Non-Profit Organizations	N/A	N/A	
RV Permit (1 - 15 days)	\$35.00	\$35.00	
Renewal Periods - 15 Days (no more than two renewals)	\$25.00/each	\$25.00/each	
Temporary Occupancy Permit, 30-day permit	\$150.00	\$150.00	
ENGINEERING FEES			
Bid Document	\$60.00	\$60.00	
Contractor Pre-qualification (valid for three years)	\$50.00	\$50.00	
Deferral of Improvements	\$200.00	\$200.00	
Easement/ROW Dedication Process Fee	\$165.00/each	\$165.00/each	
Engineering Fees:			
Developer Assurance Agreement	\$100.00	\$100.00	
Engineered Site Plan Review (Engineering)	\$500.00 + \$350.00/acre	\$500.00 + \$500.00/acre	
Reapplication Fee (for up to "2" resubmittals)	33% of original fee	33% of original fee	
New Residential Site Plan Review (Engineering)	\$75.00	\$75.00	
Street/Alley Vacation (Engineering)	\$1,200.00	\$1,200.00	
Easement Vacation (Engineering)	\$750.00	\$750.00	
Public Improvement Drawing Review (for up to "2" resubmittals)	\$260 + 2% of cost up to \$1 million \$260 + 1% of cost \$1 million-\$4 million \$260 + 0.5% of cost \$4 million+	\$260 + 2% of cost up to \$1 million \$260 + 1% of cost \$1 million-\$4 million \$260 + 0.5% of cost \$4 million+	
Public Improvement Permit:			
First \$50,000 of Construction Cost	\$260 + 4% of cost up to \$50,000	\$260 + 4% of cost up to \$50,000	
Amount above \$50,000	\$260 + 3% of cost above \$50,000	\$260 + 3% of cost above \$50,000	
Water Retest Fee	\$200-\$300/linear foot	\$200-\$300/linear foot	
Right-of-Way Encroachment Surcharges:			
Basic Right-of-Way Encroachment Fee (includes two inspections)	\$85.00	\$85.00	
Private Street Inspection (includes two inspections)	\$85.00	\$85.00	
Reinspect Fee (after two inspections)	\$85.00	\$85.00	
Curb Cut	\$20.00	\$20.00	
Street Pavement Cut	\$30.00	\$30.00	
Street Moratorium Surcharge Fee (First 5 Years)	\$250.00 per sq. ft.	\$250.00 per sq. ft.	

TYPES OF FEES	CURRENT FEES	UPDATED FEES	Item # 7.
ENGINEERING FEES (continued)			
4" Sanitary or Storm Connection	\$75.00	\$75.00	
6" or greater Sanitary or Storm Connection	Public Imp. Fee Schedule min. \$110.00	Public Imp. Fee Schedule min. \$110.00	
Utility Boring Fee	\$1.00 per linear foot	\$1.00 per linear foot	
Standard Drawings	\$20.00	\$20.00	
FINANCE FEES			
Audit Report (available at no charge online or at the Library)	see copies below	see copies below	
Budget Document (available at no charge online or at the Library)	see copies below	see copies below	
Collection Fee (accounts turned over to Linn Co. or collection agency)	\$100.00	\$100.00	
Fax Service (for public)	\$2.00 first page / .75 each add'l	\$2.00 first page / .75 each add'l	
Foreclosures Notice	\$100.00	\$100.00	
Housing Rehab Payoff and Reconveyance	\$50.00	\$50.00	
Lien Search (online)	\$32.00	\$32.00	
Non Sufficient Funds (NSF) (charge back fees for debit/credit card & returned checks)	\$40.00	\$40.00	
Stop Payment & Reissue Check Fee	\$30.00	\$30.00	
Tall Weeds & Grass or Nuisance Abatement	Actual cost + \$200 admin. fee	Actual cost + \$200 admin. fee	
Tall Weeds & Grass or Nuisance Abatement (abatement over \$1000)	Actual cost varies + 20% admin. fee	Actual cost varies + 20% admin. fee	
LIBRARY FEES			
Collection Fee (accounts turned over to collection agency)	\$15.00	\$15.00	
Community Meeting Room Rental Fees:			
Rental per Hour - (2-hour minimum) (depending on time and entity)	\$10.00 - \$25.00	\$10.00 - \$25.00	
Refundable Deposit (depending on time and entity)	\$100.00 or \$250.00	\$100.00 or \$250.00	
Refundable key deposit, after hours use	\$200.00	\$200.00	
Non-refundable After Hours Use	\$35.00	\$35.00	
Non-Refundable Weekend use	\$50.00	\$50.00	
PA System	\$10.00	\$10.00	
AV System	\$20.00	\$20.00	
Copies (self-serve, per page):			
B/W Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.10	\$0.10	
B/W Executive 11x17	\$0.20	\$0.20	
Color Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.50	\$0.50	
Color Executive 11x17	\$1.00	\$1.00	
Interlibrary Loan (per item)	\$5.00	\$5.00	
Lost Library Card Replacement Fee	\$1.00	\$1.00	
Non-resident Cards:			
Household (12-month)	\$50.00	\$50.00	
Household (6-month)	\$30.00	\$30.00	
Senior Citizen (60+ years) Household (12-month)	\$40.00	\$40.00	

TYPES OF FEES	CURRENT FEES	UPDATED FEES	Item # 7.
LIBRARY FEES (continued)			
Overdue Items per Day per Item (up to a maximum of \$5.00)	\$0.20	\$0.20	
Overdue (cumulative fines up to a maximum of \$25.00)	\$25.00	\$25.00	
Hold Reshelving Fee (per item - if not cancelled or checked out)	\$0.50	\$0.50	
MUNICIPAL COURT FEES			
Appeal to Linn County Circuit Court	\$25.00 plus certified copy cost	\$25.00 plus certified copy cost	
Certified Copy (\$6.00 for certification/\$.25 per sheet)	\$6.25 minimum	\$6.25 minimum	
Court Costs:			
Cite or Arrest Warrant	\$50.00	\$50.00	
Notice of Court Action of Driving Privileges to DMV	\$15.00	\$15.00	
Court Costs (per Trial):			
Criminal (non-jury - if convicted)	\$20.00	\$20.00	
Jury trial (if convicted)	\$50.00	\$50.00	
Traffic (if convicted)	\$15.00	\$15.00	
DUII Diversion Extension Fee	\$25.00	\$25.00	
Expungement Packet Fee	\$5.00	\$5.00	
Fee for Turning to Collection (customer pays directly to collection agency)	40% of the principal balance	40% of the principal balance	
Jury Fee (if canceled after arrival of jurors)	\$10.00/juror	\$10.00/juror	
Late Payments	\$20.00	\$20.00	
Non Sufficient Funds (NSF) (charge back fees for debit/credit card & returned checks)	\$30.00	\$30.00	
Payment Extension Fee	\$30.00	\$30.00	
Payment Extension Interest	(9% per annum)	(9% per annum)	
Suspension Packet Administration Fee (if convicted)	\$12.00	\$12.00	
PARK FEES - SHELTER & CAMPING FEES			
Electrical Fee for Shelter Rental	\$20.00	\$20.00	
Shelters:			
Academy Square Gazebo	\$75.00	\$75.00	
Booth Park Shelter	\$15.00	\$15.00	
Century Park Shelter (Small)	\$30.00	\$30.00	
Century Park Shelter (Large)	\$50.00	\$50.00	
Cheadle Lake Park South			
Daily Fee	\$600.00	\$600.00	
Electrical Daily Fee	\$500.00	\$500.00	
Water Daily Fee	\$50.00	\$50.00	
Christopher Columbus Park Shelter	\$30.00	\$30.00	
Porter Park Community Gardent Plot (per calendar year)	\$25.00	\$25.00	
Ralston Park Gazebo	\$55.00	\$55.00	
River Park Main Shelter	\$50.00	\$50.00	

TYPES OF FEES	CURRENT FEES	UPDATED FEES	Item # 7.
PARK FEES - SHELTER & CAMPING FEES (continued)			
River Park Horseshoe Area Picnic Table Shelter	\$20.00	\$20.00	
Strawberry Plaza			
Dawn to 3:00 p.m.	\$30.00	\$30.00	
3:00 p.m. to Dusk	\$30.00	\$30.00	
All Day	\$60.00	\$60.00	
Wynn Mill	\$25.00	\$25.00	
City Park Liquor Permit per Event - must provide proof of liability insurance (min. \$1 million)	\$35.00	\$35.00	
Camping:			
Daily Rate:	\$40.00	\$40.00	
Senior/Military Discount	\$35.00	\$35.00	
Group Discount (3 or more sites)	\$35.00	\$35.00	
Weekly Rate:	\$230.00	\$230.00	
Senior/Military Discount	\$200.00	\$200.00	
Monthly Rate:	\$800.00	\$800.00	
Construction Workers in the City of Lebanon	\$700.00	\$700.00	
Extra Vehicle (per night)	\$5.00	\$5.00	
Cancellation Fee	\$15.00	\$15.00	
Sewage Dump Station Fee	\$5.00	\$5.00	
PLANNING / LAND USE FEES			
Note: For land use applications that require more than one approval, the applicant shall be charged the highest individual application fee with all subsequent applications charged at half-price.			
Administrative Review	\$750.00	\$750.00	
Administrative Review (Planning Commission)	\$1,500.00	\$1,500.00	
Annexation	\$2,500.00	\$2,500.00	
Appeal	Minimum \$250 or 50% of Original fee (whichever is greater)	Minimum \$250 or 50% of Original fee (whichever is greater)	
Code Interpretation (staff review / Planning Commission review)	\$250.00	\$750.00 / \$1,500.00	
Comprehensive Plan Map Amendment	\$2,500.00	\$2,500.00	
Conditional Use Permit	\$1,500.00	\$1,500.00	
Extension of Time Request	25% of original fee	25% of original fee	
Fire District Plan Review Fee	\$100.00	\$100.00	
Historic Reviews and Register Updates:	\$750.00 / \$1,500.00 / \$2,500.00	\$750.00 / \$1,500.00 / \$2,500.00	
Home Occupation	\$75.00	\$75.00	
Lot Line Adjustment	\$250.00	\$250.00	
Measure 56 Mailing	Actual Cost	Actual Cost	
Ministerial Review	\$250.00	\$250.00	
Non-Conforming Uses and Developments	\$750.00	\$750.00	
Partition	\$750.00	\$750.00	

TYPES OF FEES	CURRENT FEES	UPDATED FEES	Item # 7.
PLANNING / LAND USE FEES (continued)			
Planned Development - Preliminary	\$2,500.00	\$2,500.00	
Planned Development Final Plan - Ministerial / Administrative / Quasi-Judicial	\$250.00 / \$750.00 / \$1,500.00	\$250.00 / \$750.00 / \$1,500.00	
Residential Plot Plan Review	\$75.00	\$75.00	
Sign Review	\$75.00	\$75.00	
Subdivision: Tentative Plat / Final Plat	\$1,500.00 / \$750.00	\$1,500.00 / \$750.00	
Tree Felling (steep slopes)	\$150.00 + \$5.00/tree	\$150.00 + \$5.00/tree	
Zoning Confirmation Letter	\$35.00	\$35.00	
Temporary Use	\$75.00	\$75.00	
UGB Amendment	Actual Cost	Actual Cost	
Variance: Minor Adjustment / Adjustment / Variance	\$250.00 / \$750.00 / \$1,500.00	\$250.00 / \$750.00 / \$1,500.00	
Zone Change	\$2,500.00	\$2,500.00	
POLICE DEPARTMENT FEES			
Abandoned Vehicle Abatement (if not abated within 10 days)	\$50.00	\$50.00	
Crash Report	\$2.00/page	\$2.00/page	
Information Exchange Only	No Charge	No Charge	
Deferral Classes, Other (\$35 to \$50 maximum) (seatbelt/cell phone)	\$50.00	\$50.00	
False Alarm Billing - 1st Alarm	\$0.00	\$0.00	
2nd Alarm and Each Subsequent Alarm	\$25.00	\$25.00	
Incident	\$2.00/page	\$2.00/page	
Letter of Clearance (includes the required local records check)	\$20.00	\$20.00	
Local Records Check (waive fee for Armed Forces, includes address or person checks)	\$15.00	\$15.00	
Ordinance Copy	\$2.00/page	\$2.00/page	
Photographs (per sheet or email)	\$5.00	\$5.00	
via disc	\$10.00/disc	\$10.00/disc	
Public Fingerprinting	\$20.00	\$20.00	
Non-Lebanon resident	\$35.00	\$35.00	
Additional cards	\$5.00	\$5.00	
Redacted Video	at City cost + staff time	at City cost + staff time	
Reports:			
Research fee (non-refundable, to be applied to actual report charge below if located)	\$10.00	\$10.00	
Archived reports (1956-2012)	\$20.00	\$20.00	
Current case reports (2013-current)	\$15.00	\$15.00	
Additional pages	\$2.00/page	\$2.00/page	
Vehicles:			
Impounded Vehicle Release (Admin. Fee)	\$50.00	\$50.00	

TYPES OF FEES	CURRENT FEES	UPDATED FEES
LINX TRANSIT FEES		
Bus Transportation:		
Seniors (60 and older) and Disabled Persons (one-way)	\$1.00	\$1.00
Public (one-way)	\$2.00	\$2.00
12 years of Age and Under (adult must accompany)	No Charge	No Charge
Students: Grades 9-12 and in College	No Charge	No Charge
SENIOR CENTER FEES		
Copies:		
Letter 8-1/2" x 11" or Legal 8-1/2" x 14"	\$0.25	\$0.25
Color Copies (Letter or Legal)	\$0.50	\$0.50
Facility Rental (dependent on space, time and entity renting)	\$10.00-\$35.00/hr/room	\$10.00-\$35.00/hr/room
Refundable Deposit - Non-Profit, Government or Public Group	\$100.00	\$100.00
Refundable Deposit - Private Groups	\$250.00	\$250.00
Building Usage for Senior Services	20% of fees charged	20% of fees charged
Non-refundable After Hours Use	\$35.00	\$35.00
Non-refundable Fee for Weekend Cleanup (Functions over 100 People)	\$50.00	\$50.00
Open/Close Partitions in Auditorium or Between Classrooms 1 & 2	\$35.00	\$35.00
PA System, Slide Projector or TV/VCR	\$10.00	\$10.00
Audio/Visual System (including Projector)	\$20.00	\$20.00
WATER / WASTEWATER SPECIAL SERVICE FEES		
Backflow Prevention Devices Inspection Fee		
Backflow Prevention - Residential Contract	\$24.50	\$24.50
Backflow Prevention - City Issued Non-Compliance Testing	\$50.00	\$50.00
Fire Hydrant Charges:		
Deposit	\$500.00	\$500.00
Deposit - Santiam Canal Industrial Park	\$50.00	\$50.00
Meter Installation	\$25.00	\$25.00
Industrial Pretreatment Program Fees	\$500.00	\$500.00
Initial Issue for 1 to 5 Years	\$250.00	\$250.00
Annual Monitoring & Compliance Review	.085/gallon	.085/gallon
IPP Hauled Waste Dump Fee - per gallon	\$250.00	\$250.00
IPP Wastewater Discharge Permit Application	\$250.00	\$250.00
IPP Contaminated Waste Discharge Permit: Issued for < or less	\$25.00	\$25.00
Meter Charges:		
5/8" x 3/4" Water Meter Service Connection Fee	\$1,500.00	\$1,500.00
1", 1 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Actual Cost	Actual Cost
Installing a 5/8" x 3/4" Meter to an Existing Service	\$325.00	\$325.00
Installing a 3/4" Meter to an Existing Service	\$375.00	\$375.00

Item # 7.

TYPES OF FEES	CURRENT FEES	UPDATED FEES	Item # 7.
WATER / WASTEWATER SPECIAL SERVICE FEES (continued)			
Meter Charges:			
Installing a 1" Meter to an Existing Service	\$425.00	\$425.00	
Installing a 1 1/2 " Meter to an Existing Service	\$1,550.00	\$1,550.00	
Installing a 2" Meter to an Existing Service	\$1,775.00	\$1,775.00	
WATER / WASTEWATER SPECIAL SERVICE FEES Finance/Utility Billing Department Functions			
Customer Service Charges:			
After Hours Meter Turn On	\$100.00	\$100.00	
Deposit (Renter/Non-owner) (non-refundable until account reconciled/closed)	\$200.00	\$200.00	
Deposit (Renter/Non-owner with bad payment history) (non-refundable until account reconciled and closed)	\$300.00	\$300.00	
Late Payment Fee/Utility Bill (added to late payment notice)	\$5.00 + 2% delinquent amount	\$5.00 + 2% delinquent amount	
Non Sufficient Funds (Charge Back Fees for debit/credit card & returned checks)	\$40.00	\$40.00	
Meter Equipment/Service Charges:			
Hand Valve - 3/4"	\$35.00	\$35.00	
Lock-Off (Meter)	\$50.00	\$50.00	
Lower or Raise Water Meter	Actual Cost Varies (\$50 minimum)	Actual Cost Varies (\$50 minimum)	
Move Water Meter Location	Actual Cost Varies (\$50 minimum)	Actual Cost Varies (\$50 minimum)	
Remove an Existing and Replace a Water Meter Box	Actual Cost Varies	Actual Cost Varies	
Remove Meter due to Tampering	\$100.00	\$100.00	
Replace a Damaged Meter Box Lid	\$45.00	\$45.00	
Replace a Damaged Meter Lock	\$50.00	\$50.00	
Replace a Damaged Meter Locking Cap	\$50.00	\$50.00	
Replace a Damaged Meter (by customer tampering)	\$500.00	\$500.00	
Replace a Damaged Meter Resetter	\$60.00	\$60.00	
Repair a Broken Angle Stop	\$200.00	\$200.00	
Test Water Meter (refund when test indicates meter runs fast)	\$25.00	\$25.00	
Test Water Meter - if an independent agency is requested	\$100.00	\$100.00	
Water Meter Box	\$70.00	\$70.00	
Tampering with City Property:			
First Violation within a 24-month Period	\$25.00	\$25.00	
2nd Violation	\$50.00	\$50.00	
3rd Violation and each Subsequent Violation	\$250.00	\$250.00	

**A RESOLUTION AMENDING FEES AND CHARGES) RESOLUTION NO. 2025-05
FOR CITY SERVICES AND REPEALING EXHIBIT A)
“FEE SCHEDULE” OF RESOLUTION NO. 2024-19)**

WHEREAS, Oregon Revised Statutes (ORS) 192.440(3) authorizes the City to charge fees associated with public records requests; and

WHEREAS, it remains the policy of the City of Lebanon to require that city fees charged reimburse the City for the actual costs associated with the requested city services, products or information; and

WHEREAS, the City Manager has caused a review of city fees and charges in order to fully recover all reasonable fees calculated to reimburse the City for the actual cost of providing city services, products and public information requests and recommends such adjustments to the City Council; and

WHEREAS, said review of all city fees and charges, as well as necessary and appropriate revisions are as provided in EXHIBIT A; and

WHEREAS, the City Council has reviewed the basis for establishing such fees as described in EXHIBIT A; and

WHEREAS, it is the City’s policy to conserve city resources so that city staff time, copying expenses and other related expenses are not exhausted on unspecified or unclear public information requests or with performing information requests that are not retrieved by the requester.

THEREFORE, THE LEBANON CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The following fees amendment attached hereto as EXHIBIT A and incorporated herein by this reference are adopted by the City and shall become effective immediately.

Section 2. The City Council hereby determines that the fees, rates and charges hereby adopted are not subject to the limits of Section 11 or 11b, Article XI of the Oregon Constitution.

Section 3. The City Council hereby finds that the fees proposed in EXHIBIT A are reasonably calculated and represents the City of Lebanon’s true, reasonable and actual cost of making public records available including costs for summarizing or compiling public records in response to public information requests.

This resolution shall be effective July 1, 2025.

Passed by the Lebanon City Council and executed by the Mayor on this 14th day of May, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED:

Julie Fisher, MMC, City Recorder

EXHIBIT "A" CITY OF LEBANON FEES AND CHARGES

Item # 7.

Effective July 1, 2025 - Supercedes All Previous Schedules

All card transactions are subject to a third party transaction fee

TYPES OF FEES	CURRENT FEE
ADMINISTRATIVE FEES (CITY RECORDER'S OFFICE)	
Copies:	
Black/White - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	\$0.25
Black/White - Executive 11" x 17" (per side)	\$0.50
Color copies (each side)	\$0.50
Records on a Flash Drive	\$6.50 plus staff time
Liquor License (original application)	*\$100.00
Annual Renewal of a Liquor License	*\$35.00
Change Application (in ownership, location, or privilege)	*\$75.00
OLCC Temporary Sales Application per Event	\$15.00
	<i>*not to exceed per ORS 471.166</i>
Notary Services (Municipal Court Personnel):	
An acknowledgement; verification upon an oath or affirmation; certifying a copy of a document; witnessing or attesting a signature; and protesting commercial paper, except a check drawn on insolvent financial institution in which case the fee is \$0.	(not to exceed) \$5.00
Administering an oath or affirmation without a signature; taking a deposition, each page; and all other notarial acts not specified.	(not to exceed) \$1.00
Public Records Request: (all requests must be made on a City Public Records Request Form)	
<i>If request exceeds \$25.00, the requester's authorization is required to proceed with request. If request exceeds \$100.00, a deposit may be required before commencing work.</i>	May require 50% deposit
Archived Electronic Information Retrieval (first 30 minutes no charge)	\$100.00/hr
City Candidate Filing Fee	\$25.00
BUSINESS LICENSES & MISC. PERMITS	
Animal Keeping Permit	\$35.00
Banner Permit (\$50 permit + \$100 installation)	\$150.00
Business License Fees* (after July 1 prorated):	
Auctions	\$150.00/year, \$25.00/each
Drug Paraphernalia Sales Annual Fee	\$75.00
Marijuana Dispensary Licenses - Annual Operator License	\$250.00

TYPES OF FEES	CURRENT FEE
BUSINESS LICENSES & MISC. PERMITS (continued)	
Business License Fees* (after July 1 prorated):	
Secondhand Buyers and Sellers Annual Fee	\$75.00
Gambling License - Annual License	\$200.00
License for One-day Special Event (City property only)	\$50.00
License for One-day Special Event / Non-profit Organization	\$20.00
Non-Profit Organizations	N/A
Parking Permit (per ORS 10.24.142):	
Daily / Annual Residential	\$15.00 / \$75.00
Peddler and Solicitors One-Year Permit	\$50.00
Public Event Applications:	
1-Day Event	\$100.00
2-3 Day Event	\$150.00
Master Permit	\$250.00
Transfer of Ownership/Change of Location or Name	\$10.00
Non-Profit Organizations	N/A
RV Permit (1 - 15 days)	\$35.00
Renewal Periods - 15 Days (no more than two renewals)	\$25.00/each
Temporary Occupancy Permit, 30-day permit	\$150.00
ENGINEERING FEES	
Bid Document	\$60.00
Contractor Pre-qualification (valid for three years)	\$50.00
Deferral of Improvements	\$200.00
Easement/ROW Dedication Process Fee	\$165.00/each
Engineering Fees:	
Developer Assurance Agreement	\$100.00
Engineered Site Plan Review (Engineering)	\$500.00 + \$500.00/acre
Reapplication Fee (for up to "2" resubmittals)	33% of original fee
New Residential Site Plan Review (Engineering)	\$75.00
Street/Alley Vacation (Engineering)	\$1,200.00
Easement Vacation (Engineering)	\$750.00

Item # 7.

TYPES OF FEES	CURRENT FEE
ENGINEERING FEES (continued)	
Public Improvement Drawing Review (for up to "2" resubmittals)	\$260 + 2% of cost up to \$1 million \$260 + 1% of cost \$1 million-\$4 million \$260 + 0.5% of cost \$4 million+
Public Improvement Permit:	
First \$50,000 of Construction Cost	\$260 + 4% of cost up to \$50,000
Amount above \$50,000	\$260 + 3% of cost above \$50,000
Water Retest Fee	\$200-\$300/linear foot
Right-of-Way Encroachment Surcharges:	
Basic Right-of-Way Encroachment Fee (includes two inspections)	\$85.00
Private Street Inspection (includes two inspections)	\$85.00
Reinspect Fee (after two inspections)	\$85.00
Curb Cut	\$20.00
Street Pavement Cut	\$30.00
Street Moratorium Surcharge Fee (First 5 Years)	\$250.00 per sq. ft.
4" Sanitary or Storm Connection	\$75.00
6" or greater Sanitary or Storm Connection	Public Imp. Fee Schedule min. \$110.00
Utility Boring Fee	\$1.00 per linear foot
Standard Drawings	\$20.00
FINANCE FEES	
Audit Report (available at no charge online or at the Library)	see copies below
Budget Document (available at no charge online or at the Library)	see copies below
Collection Fee (accounts turned over to Linn Co. or collection agency)	\$100.00
Fax Service (for public)	\$2.00 first page / .75 each add'l
Foreclosures Notice	\$100.00
Housing Rehab Payoff and Reconveyance	\$50.00
Lien Search (online)	\$32.00
Non Sufficient Funds (NSF) (charge back fees for debit/credit card & returned checks)	\$40.00
Stop Payment & Reissue Check Fee	\$30.00
Tall Weeds & Grass or Nuisance Abatement	Actual cost + \$200 admin. fee
Tall Weeds & Grass or Nuisance Abatement (abatement over \$1000)	Actual cost varies + 20% admin. fee

Item # 7.

TYPES OF FEES	CURRENT FEE
LIBRARY FEES	
Collection Fee (accounts turned over to collection agency)	\$15.00
Community Meeting Room Rental Fees:	
Rental per Hour - (2-hour minimum) (depending on time and entity)	\$10.00 - \$25.00
Refundable Deposit (depending on time and entity)	\$100.00 or \$250.00
Refundable key deposit, after hours use	\$200.00
Non-refundable After Hours Use	\$35.00
Non-Refundable Weekend use	\$50.00
PA System	\$10.00
AV System	\$20.00
Copies (self-serve, per page):	
B/W Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.10
B/W Executive 11x17	\$0.20
Color Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.50
Color Executive 11x17	\$1.00
Interlibrary Loan (per item)	\$5.00
Lost Library Card Replacement Fee	\$1.00
Non-resident Cards:	
Household (12-month)	\$50.00
Household (6-month)	\$30.00
Senior Citizen (60+ years) Household (12-month)	\$40.00
Overdue Items per Day per Item (up to a maximum of \$5.00)	\$0.20
Overdue (cumulative fines up to a maximum of \$25.00)	\$25.00
Hold Reshelving Fee (per item - if not cancelled or checked out)	\$0.50
MUNICIPAL COURT FEES	
Appeal to Linn County Circuit Court	\$25.00 plus certified copy cost
Certified Copy (\$6.00 for certification/\$.25 per sheet)	\$6.25 minimum
Court Costs:	
Cite or Arrest Warrant	\$50.00
Notice of Court Action of Driving Privileges to DMV	\$15.00
Court Costs (per Trial):	
Criminal (non-jury - if convicted)	\$20.00
Jury trial (if convicted)	\$50.00

Item # 7.

TYPES OF FEES	CURRENT FEE
MUNICIPAL COURT FEES	
Court Costs (per Trial):	
Traffic (if convicted)	\$15.00
DUII Diversion Extension Fee	\$25.00
Expungement Packet Fee	\$5.00
Fee for Turning to Collection (customer pays directly to collection agency)	40% of the principal balance
Jury Fee (if canceled after arrival of jurors)	\$10.00/juror
Late Payments	\$20.00
Non Sufficient Funds (NSF) (charge back fees for debit/credit card & returned checks)	\$30.00
Payment Extension Fee	\$30.00
Payment Extension Interest	(9% per annum)
Suspension Packet Administration Fee (if convicted)	\$12.00
PARK FEES - SHELTER & CAMPING FEES	
Electrical Fee for Shelter Rental	\$20.00
Shelters:	
Academy Square Gazebo	\$75.00
Booth Park Shelter	\$15.00
Century Park Shelter (Small)	\$30.00
Century Park Shelter (Large)	\$50.00
Cheadle Lake Park South	
Daily Fee	\$600.00
Electrical Daily Fee	\$500.00
Water Daily Fee	\$50.00
Christopher Columbus Park Shelter	\$30.00
Porter Park Community Gardent Plot (per calendar year)	\$25.00
Ralston Park Gazebo	\$55.00
River Park Main Shelter	\$50.00
River Park Horseshoe Area Picnic Table Shelter	\$20.00
Strawberry Plaza	
Dawn to 3:00 p.m.	\$30.00
3:00 p.m. to Dusk	\$30.00
All Day	\$60.00
Wynn Mill	\$25.00

Item # 7.

TYPES OF FEES	CURRENT FEE
PARK FEES - SHELTER & CAMPING FEES (continued)	
City Park Liquor Permit per Event - must provide proof of liability insurance (min. \$1 million)	\$35.00
Camping:	
Daily Rate:	\$40.00
Senior/Military Discount	\$35.00
Group Discount (3 or more sites)	\$35.00
Weekly Rate:	\$230.00
Senior/Military Discount	\$200.00
Monthly Rate:	\$800.00
Construction Workers in the City of Lebanon	\$700.00
Extra Vehicle (per night)	\$5.00
Cancellation Fee	\$15.00
Sewage Dump Station Fee	\$5.00
PLANNING / LAND USE FEES	
Note: For land use applications that require more than one approval, the applicant shall be charged the highest individual application fee with all subsequent applications charged at half-price.	
Administrative Review	\$750.00
Administrative Review (Planning Commission)	\$1,500.00
Annexation	\$2,500.00
Appeal	Minimum \$250 or 50% of Original fee (whichever is greater)
Code Interpretation (staff review / Planning Commission review)	\$750 / \$1,500
Comprehensive Plan Map Amendment	\$2,500.00
Conditional Use Permit	\$1,500.00
Extension of Time Request	25% of original fee
Fire District Plan Review Fee	\$100.00
Historic Reviews and Register Updates:	\$750.00 / \$1,500.00 / \$2,500.00
Home Occupation	\$75.00
Lot Line Adjustment	\$250.00
Measure 56 Mailing	Actual Cost
Ministerial Review	\$250.00
Non-Conforming Uses and Developments	\$750.00
Partition	\$750.00

Item # 7.

TYPES OF FEES	CURRENT FEE
PLANNING / LAND USE FEES (continued)	
Planned Development - Preliminary	\$2,500.00
Planned Development Final Plan - Ministerial / Administrative / Quasi-Judicial	\$250.00 / \$750.00 / \$1,500.00
Residential Plot Plan Review	\$75.00
Sign Review	\$75.00
Subdivision: Tentative Plat / Final Plat	\$1,500.00 / \$750.00
Tree Felling (steep slopes)	\$150.00 + \$5.00/tree
Zoning Confirmation Letter	\$35.00
Temporary Use	\$75.00
UGB Amendment	Actual Cost
Variance: Minor Adjustment / Adjustment / Variance	\$250.00 / \$750.00 / \$1,500.00
Zone Change	\$2,500.00
POLICE DEPARTMENT FEES	
Abandoned Vehicle Abatement (if not abated within 10 days)	\$50.00
Crash Report	\$2.00/page
Information Exchange Only	No Charge
Deferral Classes, Other (\$35 to \$50 maximum) (seatbelt/cell phone)	\$50.00
False Alarm Billing - 1st Alarm	\$0.00
2nd Alarm and Each Subsequent Alarm	\$25.00
Incident	\$2.00/page
Letter of Clearance (includes the required local records check)	\$20.00
Local Records Check (waive fee for Armed Forces, includes address or person checks)	\$15.00
Ordinance Copy	\$2.00/page
Photographs (per sheet or email)	\$5.00
via disc	\$10.00/disc
Public Fingerprinting	\$20.00
Non-Lebanon resident	\$35.00
Additional cards	\$5.00
Redacted Video	at City cost + staff time
Reports:	
Research fee (non-refundable, to be applied to actual report charge below if located)	\$10.00
Archived reports (1956-2012)	\$20.00

Item # 7.

TYPES OF FEES	CURRENT FEE
POLICE DEPARTMENT FEES (continued)	
Reports:	
Current case reports (2013-current)	\$15.00
Additional pages	\$2.00/page
Vehicles:	
Impounded Vehicle Release (Admin. Fee)	\$50.00
LINX TRANSIT FEES	
Bus Transportation:	
Seniors (60 and older) and Disabled Persons (one-way)	\$1.00
Public (one-way)	\$2.00
12 years of Age and Under (adult must accompany)	No Charge
Students: Grades 9-12 and in College	No Charge
SENIOR CENTER FEES	
Copies:	
Letter 8-1/2" x 11" or Legal 8-1/2" x 14"	\$0.25
Color Copies (Letter or Legal)	\$0.50
Facility Rental (dependent on space, time and entity renting)	\$10.00-\$35.00/hr/room
Refundable Deposit - Non-Profit, Government or Public Group	\$100.00
Refundable Deposit - Private Groups	\$250.00
Building Usage for Senior Services	20% of fees charged
Non-refundable After Hours Use	\$35.00
Non-refundable Fee for Weekend Cleanup (Functions over 100 People)	\$50.00
Open/Close Partitions in Auditorium or Between Classrooms 1 & 2	\$35.00
PA System, Slide Projector or TV/VCR	\$10.00
Audio/Visual System (including Projector)	\$20.00
WATER / WASTEWATER SPECIAL SERVICE FEES	
Backflow Prevention Devices Inspection Fee	
Backflow Prevention - Residential Contract	\$24.50
Backflow Prevention - City Issued Non-Compliance Testing	\$50.00
Fire Hydrant Charges:	
Deposit	\$500.00
Deposit - Santiam Canal Industrial Park	\$50.00

Item # 7.

TYPES OF FEES	CURRENT FEE
WATER / WASTEWATER SPECIAL SERVICE FEES (continued)	
Fire Hydrant Charges:	
Meter Installation	\$25.00
Industrial Pretreatment Program Fees	\$500.00
Initial Issue for 1 to 5 Years	\$250.00
Annual Monitoring & Compliance Review	.085/gallon
IPP Hauled Waste Dump Fee - per gallon	\$250.00
IPP Wastewater Discharge Permit Application	\$250.00
IPP Contaminated Waste Discharge Permit: Issued for < or less	\$25.00
Meter Charges:	
5/8" x 3/4" Water Meter Service Connection Fee	\$1,500.00
1", 1 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Actual Cost
Installing a 5/8" x 3/4" Meter to an Existing Service	\$325.00
Installing a 3/4" Meter to an Existing Service	\$375.00
Meter Charges:	
Installing a 1" Meter to an Existing Service	\$425.00
Installing a 1 1/2 " Meter to an Existing Service	\$1,550.00
Installing a 2" Meter to an Existing Service	\$1,775.00
WATER / WASTEWATER SPECIAL SERVICE FEES Finance/Utility Billing Department Functions	
Customer Service Charges:	
After Hours Meter Turn On	\$100.00
Deposit (Renter/Non-owner) (non-refundable until account reconciled/closed)	\$200.00
Deposit (Renter/Non-owner with bad payment history) (non-refundable until account reconciled and closed)	\$300.00
Late Payment Fee/Utility Bill (added to late payment notice)	\$5.00 + 2% delinquent amount
Non Sufficient Funds (Charge Back Fees for debit/credit card & returned checks)	\$40.00
Meter Equipment/Service Charges:	
Hand Valve - 3/4"	\$35.00
Lock-Off (Meter)	\$50.00
Lower or Raise Water Meter	Actual Cost Varies (\$50 minimum)
Move Water Meter Location	Actual Cost Varies (\$50 minimum)
Remove an Existing and Replace a Water Meter Box	Actual Cost Varies

Item # 7.

TYPES OF FEES	CURRENT FEE
WATER / WASTEWATER SPECIAL SERVICE FEES (continued) Finance/Utility Billing Department Functions	
Remove Meter due to Tampering	\$100.00
Replace a Damaged Meter Box Lid	\$45.00
Replace a Damaged Meter Lock	\$50.00
Replace a Damaged Meter Locking Cap	\$50.00
Replace a Damaged Meter (by customer tampering)	\$500.00
Replace a Damaged Meter Resetter	\$60.00
Repair a Broken Angle Stop	\$200.00
Test Water Meter (refund when test indicates meter runs fast)	\$25.00
Test Water Meter - if an independent agency is requested	\$100.00
Water Meter Box	\$70.00
Tampering with City Property:	
First Violation within a 24-month Period	\$25.00
2nd Violation	\$50.00
3rd Violation and each Subsequent Violation	\$250.00

Item # 7.



55 Academy Street
Lebanon, Oregon 97355

TEL: 541.258.4232
kantila@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Lebanon Public Library

To: Mayor, Council & City Manager
From: Kendra Antila, Library Director
Subject: Policy Manual Updates

April 30, 2025

I. INTRODUCTION

The Lebanon Public Library Advisory Committee recently voted to amend policies related to unattended children, prohibited behaviors, and lost or damaged items.

II. CURRENT REPORT

Child Safety and Behavior Policy: Revised for improved clarity. Additionally, the timeframe staff will wait with an unattended child after closing has been reduced from 30 to 15 minutes.

Patron Conduct Policy (Prohibited Behaviors): Clarified policies regarding service animals and smoking. Added new prohibitions related to:

- Restroom use
- Bedding or bedrolls inside the library
- Sleeping within the library
- Unattended personal belongings

Lost or Damaged Items Policy: Updated to allow the library discretion to refuse the return of significantly overdue items under certain circumstances.

(Full copies of the amended policies are attached. The complete policy manual is available online at [Policies-PDF](#))

III. RECOMMENDATION

Staff recommends motion to approve the additions and amendments to the Lebanon Public Library policy manual as approved by the Library Advisory Committee.

Child Safety and Behavior

The Lebanon Public Library welcomes children and families. However, the library is a public building and not a secure place for children to be left alone. Parents and legal guardians need to exercise responsible care and supervision over their minor children in order to protect them and to make the library pleasant for everyone.

Children 7 years of age and under must be accompanied by an adult or responsible sibling age 12 or older who remains in the immediate vicinity of and in visual contact with the child unless the child is participating in a library program.

Children age 8 and older may use the library on their own for an amount of time appropriate to their age and maturity. Parents are still responsible for the actions of their children.

All children should have the telephone number of someone who can assist them in an emergency. Library staff will not take responsibility for the care of any child.

Children using inappropriate behavior will be informed of the rules. If inappropriate behavior continues, the child may be asked to leave the library.

Unattended Children in Library

The staff will follow the directions below for children found on library premises without a parent or caregiver:

1. Attempt to locate the guardian/caregiver in the library and explain the Child Safety Policy.
2. If the guardian/caregiver of a child age 7 or younger is not on the premises, attempt to contact him/her to come get the unattended child.
3. Contact the Lebanon Police Department if the parent/caregiver of a child age 7 or younger cannot be located within 30 minutes or sooner, depending on the cooperation of the child.

Within 15 minutes of closing, encourage children who need a ride to contact parents/guardians.

Closing Time

It is the responsibility of the adult caregiver to be aware of the library's hours of operation and to also be aware that those hours are subject to change during holidays, inclement weather, or other unforeseen circumstances/emergencies. If a child aged 13 or under has not been picked up by closing, two library staff members will stay with the child for a maximum of 15 minutes. If unable to reach a responsible guardian by telephone, or said guardian is unable to pick up the child within 15 minutes, staff will call the Lebanon Police Department to take custody of the child. Under no circumstances will library staff transport a minor child.

Staff will also post a notice on the door reading, "Unattended child is in custody of the Lebanon Police Department, Justice Center, 40 N. 2nd Street, (541) 451-1751." Names are not to be stated on the sign.

Behavior Policy:

The library reserves the right to contact parents or proper authorities if a child's behavior is unacceptable.

Some behaviors that may be cause for staff intervention include:

- Fighting
- Vandalism
- Rough play
- Excessive noise
- Running
- Misuse of library equipment or materials

Parents or a responsible adult or sibling are responsible for their children's behavior while in the library. Should a child be left unsupervised while a parent uses the library (including the computers), the library staff reserves the right to intervene and address the behavior themselves or to alert the child's parent/caregiver to the behavior.

Should the child continue to disrupt and the parent/caregiver not respond, both may be asked to leave the library.

If an unattended child of any age is disruptive or interferes with the operation or use of the library, the library staff will ask the child to stop the disruptive behavior. Should the behavior persist, the parent/caregiver will be notified, if possible, and asked to remove the child from the library immediately.

Lebanon police will be called for officer assistance if the parent/guardian cannot be located

or refuses to come for the child within 30 minutes, or sooner if deemed necessary for the welfare of the child or others.

Approved by the Lebanon Public Library Advisory Committee April 11, 2012
Last date amended by the Lebanon Public Library Advisory Committee April 10, 2024

Patron Conduct Policy

The City of Lebanon has the responsibility of ensuring that the most pleasant environment possible is maintained at the library. This policy affirms the right and responsibility of library staff to take appropriate actions to maintain such an atmosphere.

The Library Director bears first responsibility for dealing with prohibited behavior. In the absence of the Library Director, the following department personnel are authorized to deal with the problem in the order listed: Library Assistant II, Library Assistant I.

All library staff members have full authority to enforce this policy. Patrons who fail to respond to this policy will be asked to leave the library.

Prohibited Behavior:

No person on library property shall:

- Engage in any illegal activity, including (but not limited to) theft or vandalism of library materials and property;
- Bring firearms or other weapons inside the building, as per ORS 166.370;
- Bring animals inside the building except *ADA-defined service animals as permitted by law;
 ADA guidelines specify that service animals can be excluded from public accommodation if:
 - your animal poses a direct threat to the health and safety of others (for example, aggressively barking/snapping at other patrons);
 - your animal isn't housebroken, or;
 - your animal is out of control and you're unable (or unwilling) to effectively control it.
- Smoke, use tobacco products, or use any inhalant delivery systems, including e-cigarettes, vape pens, e-hookahs and other devices to deliver nicotine, cannabinoids or other substances in the form of vapor or aerosol anywhere in the building or grounds;
- Use or be under the influence of intoxicants;
- Engage in fighting, violent or threatening behavior;
- Subject another person to offensive or unwanted verbal or physical contact
- Use profane language or obscene gestures;
- Display sexually explicit materials on the public access computers or personal portable devices;
- Bring or consume food or drink in the building;
- Enter the library without shoes and/or shirt;
- Make unreasonable noise;
- Talk on cell phones in the library;
- Intentionally or recklessly obstruct access to or within the library building;
- Tamper or interfere with the property of another;
- Refuse to immediately leave the staff work areas if requested to do so;

- Tamper with the arrangement of library materials;
- As an adult (18 or older), occupy the children's or young adult areas unless accompanying a child or checking out materials from those areas;
- Refuse the library the right to inspect all bags, purses, briefcases, etc.;
- Abandon or leave children (age 7 or younger) unattended (see "Child Safety and Behavior").
- Use restrooms for bathing, shaving, washing clothes;
- Bring bedrolls or bedding into the library;
- Leave personal belongings unattended (abandoned belongings will be turned over to the Lebanon Police Department);
- Sleep on floor or furniture

Note: This list is not all inclusive and other behaviors judged inappropriate by library staff may be cause for consequences.

Consequences

Any person violating any of the above provisions shall be subject to immediate removal from the library and, if removed shall not be permitted to re-enter the library for a continuous period of thirty (30) days from the date of said removal.

Upon a second or subsequent violation within any twelve (12) month period, the person shall not be permitted to re-enter the library for a continuous period of six (6) months.

Any person re-entering the library during a period when that person is not permitted to do so pursuant to the terms of this policy shall be subject to criminal prosecution for trespass.

Any suspected illegal activity will immediately be reported to the Lebanon Police Department for investigation and potential criminal prosecution.

Right to Hearing

Any person alleged to have violated any of the provisions of this policy shall be entitled to a hearing before the Library Advisory Board. A request for a hearing pursuant to this section must be made within ten (10) days of the date of the removal of the person from the library and must be submitted in writing to the Chairperson of the Library Advisory Board. The request for a hearing shall not postpone the start of the period during which the person is not entitled to re-enter the library. The hearing shall be scheduled within ten (10) days of the date the request for hearing is received.

At the hearing the City or complaining witness will have the burden of presenting evidence, with the person requesting the hearing having the right to question witnesses or put on evidence. The formal rules of evidence, as defined by the Oregon Evidence Code, shall not apply. The Advisory Board will be allowed to rely upon any evidence it deems relevant so long as such evidence is the type which persons of normal understanding would rely upon in making decisions. The decision of the Lebanon Public Library Advisory Board shall be final.

Approved by the Lebanon Public Library Advisory Board March 18, 1987.
Amended by the Lebanon Public Library Advisory Board November 10, 2015
Amended by the Lebanon Public Library Advisory Board April 8, 2025

Delinquencies/Fines

By checking library materials out, the borrower enters into an agreement with the Library to return the items on or before the due date as indicated on the checkout receipt.

Materials returned after the due date are subject to overdue fines of \$.20 per item per day, up to a maximum of \$5.00 per item.

The object of fining patrons for materials returned overdue is twofold:

1. To encourage the prompt return of library materials so that they may be made available to other borrowers.
2. To recoup a portion of the costs incurred by the library in the attempt to secure the return of library property.

However, in order to eliminate barriers that may prevent children from accessing library materials, we do not charge late fees on Easy (E), Junior (J) or Young Adult (YA) items. Payment for lost or damaged E, J and YA items and suspension of borrowing privileges until lost/damaged items are paid in full (detailed below) still apply.

Notices:

Patrons who provide an e-mail address will be sent a courtesy reminder by e-mail three (3) days before materials are due.

A late notice will be sent by e-mail when library materials are one (1) week overdue.

A final notice with replacement costs will be sent when items are four (4) weeks overdue. Materials not returned at that point will be considered "Lost," and the patron will be blocked until lost items are returned and fines paid, or the lost items are paid for. (Please note, under certain circumstances, the Library may refuse to accept the return of lost items. See policy details under "Payment for Lost/Damaged Items.")

Payment for Lost/Damaged Items

Library patrons are responsible for the replacement cost of any items lost, or damaged to the point of being unusable by subsequent patrons, while checked out on their library card. (Determination of damages will be made by the Library Director or designee.) When a patron pays for a lost or damaged item, they will not be charged overdue fines for that item.

If a lost item is returned within 90 days of final notice (detailed under "Delinquencies/Fines"), replacement charges will be waived. However, the library retains the right to NOT accept the return of lost items under the following circumstances:

- The items has been damaged;
- The item has been withdrawn from the collection;
- The library has already purchased a replacement.

Should a lost item be found after it is paid for, no refund will be given. Rather, the item will belong to the patron.

Suspension of Borrowing Privileges

Patrons who accrue fines in excess of \$5.00 will have their borrowing privileges suspended (will be “blocked”) until payment is made to reduce the amount to no more than \$5.00.

Where circumstances warrant, the Library Director or designee may also suspend the borrowing privileges of household members (family or other individuals residing at the same address). Borrowing privileges for household members will be reinstated when the delinquent patron again becomes eligible to borrow.

A patron who owes in excess of \$25.00 in fines may make a one-time payment of \$25.00 to clear off all fines under his/her name. Lost and/or damaged items are excluded. Any lost/damaged items must be paid for in full.

Referral to Collection Agency

The Library may contract with a collection agency and/or take legal action, including credit reporting, to resolve long-overdue accounts. In those cases, a non-refundable fee for collection costs will be added to the total bill. Minors are not credit reported.

Approved by the Lebanon City Council April 26, 1978.

Approved by the Lebanon Public Library Advisory Board April 27, 1978.

Last Date Amended by the Lebanon Public Library Advisory Committee March 14, 2017

Last date amended by the Lebanon Public Library Advisory Committee February 8, 2022

Approved by the Lebanon City Council May 11, 2022

Last date amended by the Lebanon Public Library Advisory Committee February 13, 2024



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

May 14, 2025

From: Brandon Neish, Finance Director

Subject: FY2025 Financial Update

As the governing body responsible for overseeing the financial health of the City, it is essential that the City Council is regularly informed of our financial status and ongoing fiscal matters. These updates provide transparency, support sound decision-making, and ensure alignment with our strategic goals and responsibilities, specifically action item 3.3: Develop and deliver communication tools to inform community on financial position and funding options to maintain service levels.

For the current fiscal year, this update contains projections using data through April 2025. To-date, the City has brought in \$34,634,484 in new revenue and has spent \$31,078,392. This report will focus primarily on the revenue side of the City's operations as expenditure estimates have been provided as part of the Proposed Budget which can be found on the City's website. This report will also follow the major categories as outlined in the annual budget document beginning on page 35 consisting of Utility Charges for Service, Property Taxes, Intergovernmental revenue, Franchise Fees, Interest, and Other Revenue.

Utility Charges for Service

Budgeted at \$13.79 million for 2025, the City has collected \$11.94 million in utility fees. Based on historical trends, the current projection estimates the City will collect \$14.24 million. The increases are being driven primarily by increased water consumption across utility accounts and an increase in bulk water purchasing. Sewer revenue has held relatively stable compared to budget but may increase for the final three months of the fiscal year as winter average changes have just been completed. Winter averages for sewer use are based on water usage between October and March annually which is then used to establish a 12-month sewer usage or "consumption." With increased water usage this fiscal year, sewer will likely climb as well.

Property Taxes

Property tax revenue is projected to total nearly even with budgeted figures for FY2025. The City budgeted \$8,534,769 and estimates show projected revenue totaling \$8,579,986, \$45k (.53%) above budgeted figures. While taxes are nearly balanced, fund-by-fund the variances differ. In the General Fund, the City projects an extra \$140k in property tax revenue while in the General Obligation Bond Fund, tax revenue is projected to fall \$94k short of the original budget. This will result in an inter-fund loan to cover necessary debt service payments which will need to be repaid in the 2026 fiscal year. The City Council approved this inter-fund loan during their April 2025 council meeting.

Intergovernmental

Intergovernmental revenue includes revenue from other government organizations such as the school district, fire district, county, state, or federal government. Overall, intergovernmental revenue is projected to fall short of the adopted budget by nearly 20%, excluding state grant funds for work at Cheadle Lake Park. Driving this reduction is a significant deficit seen in state revenue sharing, impacting the General Fund. State liquor taxes have recovered slightly and are projected to fall nearly 20% instead of the 40% projected earlier this year. Cigarette revenue continues to fall year-over-year. Falling short of the budgeted amount by \$75k this year, the state liquor tax will need to be monitored moving forward as it once was a stable source of revenue for the City. Peaking at \$381k in 2023, liquor taxes are projected to be \$357k this year and the state's projection shows \$317k for Lebanon next year, a decrease from 2023 of over 15%.

Franchise Fees

Franchise and contribution revenues for FY2025 are projected to slightly exceed budgeted expectations, with total collections estimated at approximately \$3.34 million - about \$300k more than the \$3.03 million budgeted. This positive variance is driven primarily by higher-than-expected receipts from Pacific Power and NW Natural, which together account for more than the overall increase. Rate increases across these two utilities are likely driving the significant increases. While a few categories—such as Comcast and Consumer Power - are projecting slightly lower returns than budgeted, these shortfalls are more than offset by gains in other areas. The strong performance in key utility sectors provides a modest boost to the City's General Fund and reflects stable or increasing utility activity within the community.

Interest

Interest revenue is once again a high performer in outpacing the adopted budget. While interest rates have started to fall, the Federal Reserve has held off on rate increases recently which is driving higher revenues. For 2025, the City projects \$2.85 million in interest earnings, more than 1.25 times the adopted budget. As the City continues to spend more money held in reserve for capital projects, this will begin to fall again alongside falling rates which is widely expected. Staff expects this to occur after the current fiscal year.

Other Revenue

Other revenue city-wide is projected to increase 41.90% from the adopted budget or \$1.21 million. This includes not only surprising increases in court fees (\$83k) and motel tax revenue (\$88k) based on year-to-date receipts but also the City Services Fee which is estimated to bring in \$1.03 million this year. Remove the service fee and the increase is \$414k for 2025. Budgeted at just 11.61% of the City's total revenue, the overall impact to the organization is nominal but noteworthy given the projected increases. Since this category is driven often by customer interactions and projects, the revenue here is harder to project as it can swing at any given moment, but staff is confident that this will remain a significant contribution to the city operation.

General Fund

Revenue generation in the General Fund has increased since the last financial update in January. Revenue estimates for 2025 have increased nearly $\frac{3}{4}$ of a million with increases seen in state revenue sharing and a rebound in franchise fee revenue. As a result, the five-year forecast shows a much better picture though still shows a need for the newly minted City Services Fee throughout all five-years and an increase of approximately 1% annually to maintain ~\$2 million in one-time, expendable fund balance. The five-year forecast is included with this update for Council and public consumption.

	FY 2021 Audited	FY 2022 Audited	FY 2023 Audited	FY 2024 Unaudited	FY 2025 Estimated	FY 2026 Budget	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected
Beginning Balance	4,041,140	4,879,593	4,957,698	4,854,132	4,461,942	4,670,718	4,697,985	3,939,079	4,616,835	4,978,537
Revenue:										
Property taxes	5,935,641	6,208,560	6,475,646	6,709,441	6,891,548	6,967,890	7,173,410	8,223,010	8,466,120	8,716,500
Other taxes	206,294	201,447	230,209	198,148	226,182	200,500	204,510	208,600	212,770	217,030
Franchise fees	2,381,699	2,554,314	2,747,904	2,834,023	3,396,995	3,337,861	3,415,500	3,495,370	3,577,490	3,661,920
Licenses and permits	65,165	61,335	57,776	46,941	47,582	41,645	41,840	42,040	42,240	42,440
Fines, forfeitures, and penalties	410,775	413,357	266,666	265,595	381,338	370,750	360,270	350,110	340,250	330,680
Intergovernmental	967,973	1,092,953	1,199,759	787,174	941,952	1,095,876	1,084,810	1,074,940	1,066,250	1,058,690
Charges for Service	16,977	97,437	69,251	81,186	1,331,562	2,281,638	2,305,238	2,329,120	2,353,280	2,377,730
Interest	37,972	36,530	171,485	242,777	227,582	221,890	216,340	210,930	205,660	200,520
Miscellaneous	110,316	41,615	155,869	168,324	243,802	185,000	185,000	185,000	185,000	185,000
Subtotal Operating Revenue	10,132,811	10,707,548	11,374,564	11,333,608	13,688,542	14,703,050	14,986,918	16,119,120	16,449,060	16,790,510
Transfers In	760,493	-	-	-	-	-	-	-	-	-
Pass-Throughs	147,070	490,651	150,586	328,113	310,000	310,000	310,000	310,000	310,000	310,000
Subtotal Non-Operating Revenue	907,563	490,651	150,586	328,113	310,000	310,000	310,000	310,000	310,000	310,000
Total Revenue	11,040,374	11,198,199	11,525,150	11,661,722	13,998,542	15,013,050	15,296,918	16,429,120	16,759,060	17,100,510
Total Resources (Rev. + Fund Balance)	15,081,514	16,077,792	16,482,848	16,515,854	18,460,484	19,683,768	19,994,903	20,368,199	21,375,895	22,079,047
Operating Expenditures:										
Salaries	4,219,785	4,113,590	4,368,413	4,741,482	5,418,004	5,374,431	5,550,089	5,722,534	5,887,818	6,032,388
Soc. Security & Medicare	327,902	314,831	324,022	373,905	412,629	410,442	411,731	424,787	437,356	448,284
State Taxes	38,570	63,188	89,478	78,128	87,699	101,812	106,149	109,667	113,056	116,037
PERS	1,012,519	1,066,044	1,041,260	1,310,573	1,503,492	1,665,378	1,738,775	2,067,779	2,123,249	2,462,351
Health Insurance/HRA	1,023,331	949,321	917,112	1,007,235	1,156,433	1,189,854	1,294,013	1,469,971	1,744,342	2,162,876
Other Payroll Expenses	180,518	65,486	59,785	68,678	166,454	138,516	76,613	76,777	76,915	76,988
Total Payroll Expenditures	6,802,625	6,572,460	6,800,071	7,580,001	8,744,711	8,880,433	9,177,370	9,871,515	10,382,736	11,298,924
Materials & Services	1,702,262	1,454,519	1,413,450	1,208,288	1,810,421	2,587,997	3,264,474	2,147,375	2,179,586	2,212,280
Capital Projects	129,470	60,292	164,216	135,541	146,918	168,500	72,000	72,000	72,000	72,000
Non-Operating Expenditures:										
Debt Service - Principal	79,578	117,286	90,919	91,715	546,248					
Debt Service - Interest	43,613	42,160	37,383	31,180	42,189					
Interfund Transfers Out	1,379,365	2,406,145	2,970,572	2,677,971	2,189,279	2,512,136	2,673,017	2,790,317	2,866,351	3,146,681
Pass-Throughs	65,008	467,232	152,106	329,216	310,000	310,000	310,000	310,000	310,000	310,000
Appropriated Contingency						526,717	558,962	560,157	586,685	633,474
Total Non-Operating Expenditures	1,567,564	3,032,822	3,250,979	3,130,081	3,087,716	3,348,853	3,541,979	3,660,474	3,763,036	4,090,155
Total Expenditures	10,201,921	11,120,094	11,628,716	12,053,912	13,789,766	14,985,783	16,055,823	15,751,364	16,397,358	17,673,359
Total Revenue Less Expenditures	838,453	78,105	(103,566)	(392,190)	208,776	27,267	(758,906)	677,756	361,702	(572,849)
Ending Fund Balance	4,879,593	4,957,698	4,854,132	4,461,942	4,670,718	4,697,985	3,939,079	4,616,835	4,978,537	4,405,688
Less Working Capital	1,445,831	1,364,587	1,396,299	1,494,009	1,794,372	1,978,278	2,127,353	2,055,451	2,147,835	2,309,145
Ending Balance for Appropriations	3,433,762	3,593,111	3,457,833	2,967,933	2,876,346	2,719,707	1,811,726	2,561,384	2,830,702	2,096,543



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: **Administration Update – April 2025**

Date: May 5, 2025

- As the Legislative Session has begun, we continue to monitor (and provide testimony when appropriate) Bills moving through the House of Representatives and Senate.
- During the week of April 7th, Mayor Jackola, Kelly Hart, Jason Williams, and I were in Washington, D.C. for meetings with Senator Merkley, staff from Senator Wyden's office, Representative Bynum, and staff from Representatives Bonamici, Hoyle, and Dexter's offices. We also met with the National League of Cities and a Subcommittee on Water Resources and Environment. Most of our discussions centered around the need for infrastructure funding, the drawdown, and regulations impacting small communities. The introductory meetings in Washington, D.C have led to several follow-up meetings with field representatives since we have returned. The overall experience was good exposure for the City of Lebanon, and we will continue to engage with our Federal Legislators to advocate for the City.
- Mayor Jackola, Kelly Hart, and I attended the State of Linn County presentation by Commissioner Sprenger at the Lebanon Chamber Forum Lunch on April 25th.
- Staff is still exploring solar possibilities. Once we have determined the costs and details, we will likely enter into a design contract with a solar firm. Due to the freeze in Federal Funding, we may need to consider alternative funding sources. We will present more information to the City Council as we receive it.
- The relocation of the City Council Chambers to the Library Community Room is moving forward. The audio/visual aspects are currently being installed, and the Dias is being constructed. We think it will be operational by June of this year.
- Staff is continuing to work with the Oregon Department of Environmental Quality (ODEQ) to determine the final fine that will be assessed to the City for the permit violations at the Wastewater Treatment Plant. Staff will provide an update as we learn more throughout the process.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.

- A big thanks to Brandon and the Director Team for all the work put into the FY 25/26 Budget. The first budget meeting was held on April 16th. The Budget Presentations will begin on May 6th and continue on May 7th if needed.
- We are continuing to implement the Five-year Strategic Plan goals for year one. Later this year, we will provide the City Council with an update.
- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- Continue participating in the Department of Land Conservation and Development's completion of Linn County's Natural Hazards Mitigation Plan update. This plan includes updates for all cities in Linn County and will be presented to the City Council for approval in 2025.
- Kelly Hart and I continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently working on funding opportunities to support wastewater plant projects, water service line replacements, street projects, and any other projects that could benefit the city.



MEMORANDUM

City Recorder's Office

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Department Report

			Apr-2025	Mar-2025
Community Engagement	Subscribers	Agenda Center	628	642
		Alert Center	296	302
		Bid Postings	19	21
		Calendar	208	217
		Job	0	0
		News Flash	1464	1,497
		Notify Me	197	198
	Website	Total Users	9,958	12,280
		Views	25,908	27,913
		Top Four Searches	Home Library Payments Search	Home Payments Library Search
	Social Media	FB Followers	4,505	4,503
		New Followers	15	34
		Post Reach	57,470	*112,883
YouTube	Council Video Views	58	81	
Submissions	Contact Us	0	8	
Communication (Started Tracking Social Media Posting 03/24/2025)	Outreach	Press Releases	3	5
		Public Meeting Notices	8	4
		Social Media Posts	4	
Records	Legislative	Ordinances	0	0
		Resolutions	2	1
	Applications	Committee Applications	10	2
		Liquor Licenses	0	0
	Retention	Record Destruction	76	0
		Records added to ORMS	189	194
	Requests	Public Records FOIA	6	5

* Majority from Utility Fee Public Hearing



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Community Development Department City Manager Report Updates

Date: April 2025

Planning:

- The regular April Planning Commission included two public hearings. Both applications were approved unanimously:
 - AR-25-02 for the development of a triplex on Hiatt Street and VAR-25-02 for a class III variance for the reduction in setback and property size required for the development of a triplex for a property on Hiatt Street (applications scheduled for public hearing before the planning commission at the April meeting)
 - A-25-01 for right-of-way annexations for portions of Crowfoot Road, Stoltz Hill Road, Wassom Street, and Kees Street (hearings tentatively scheduled in April for the Planning Commission and May for City Council)
- In April, three land use applications were approved administratively:
 - AR-25-03 and VAR-25-03 for a four-unit apartment complex with a requested class II variance for the rear setback for the property at 310 Elmore Street (public notice issued on March 18, 2025, notice of decision to be issued at close of comment period)
 - AR-25-01 for improvements to Cheadle Lake Park (public notice issued on March 18, 2025, notice of decision to be issued at close of comment period)
- There are currently two land use applications under review:
 - A-25-01 for right-of-way annexations for portions of Crowfoot Road, Stoltz Hill Road, Wassom Street, and Kees Street (hearings are scheduled in April for the Planning Commission and May for City Council)
 - DCA-25-01 for the adoption of development code amendments associated with new housing opportunities identified in the Housing Production Strategy (hearings scheduled in May for the Planning Commission and June for the City Council)
- City Legislative Efforts: At the beginning of April, the Mayor, City Manager, Public Works Director, and Community Development Director attended Water Week in Washington, DC. Eight meetings were conducted with both senators' offices, all House representatives, except Cliff Bentz's office, the Subcommittee on Water Resources and Environment, and the National League of Cities. Topics of discussion included the city's wastewater treatment plant capital improvement needs, impacts of PFAS/PHAS regulations, the effects of the USACE drawdown on the South Santiam River, and the cumbersome federal granting system and requested modifications to the system. Follow-up meetings have already resulted from the trip with the Rural Community Assistance Corporation and connections with the regional offices of Senator Wyden.

For the State legislative updates, we started tracking over 100 bills that could impact the City. By April 9, the bills needed a first chamber work session, or they will no longer move forward for consideration. Of all the bills we were tracking, 42 did not meet the April 9th deadline. Of the bills we are continuing to track, the following may be of interest to the Council:

- HB 3054 creates rent control specific to manufactured home parks
- HB 3209 establishes a fee on recreational vehicle registrations to create an RV disposal fund to help pay for the disposal of RVs.
- HB 3104 establishes a statewide rural community resource center to help rural cities with capacity and technical assistance to apply for grants and grant management.
- Strategic Planning Update: A mid-year report will be provided in June or July. Staff will re-engage with SSW Consulting this summer to schedule a Council goal-setting session for late fall/early winter.
- Housing Production Strategy Implementation: Public hearings are scheduled for May and June before the Planning Commission and City Council for the development code updates. Once adopted, informational flyers and website updates will be prepared to disseminate the information. Staff is evaluating the housing production strategy to identify the next round of implementation.
- Solar Project: Staff is meeting with a new set of consultants to scope the project.
- Grant Administration:
 - Awarded applications: Safe Streets 4 All grant. This is another federally funded grant. Although this grant has been awarded, the OCWCOG awaits the grant agreement. It is being evaluated whether to apply for the next round of funding, which will be released in June, as we have yet to receive a contract from last year.
 - Grant Research: We are working on grants for Wastewater Treatment Plant capital improvements, solar grants, emergency operations, senior center programming/site improvement grants, parks master plan update grants, and housing infrastructure grants. We are also working on grants for the library capital improvements and the capital fundraising campaign.
 - Grant Administration: OCWCOG administers the EPA grant funding for the environmental assessment work underway for the Champion Mill site and the upcoming reuse planning process. Phase II report drafting is underway. OCWCOG participated in the Chamber Biz Expo in April to receive community feedback on possible reuse ideas for the Champion Mill site. Although a final report has not been provided, at the time of the visit to the booth, mid-afternoon, the overwhelming desire was to provide housing on the site. The EPA grant will also pay for site reuse planning. Staff will work with the consultants to identify the scope and when to initiate the project.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues participating in the LCSD Facilities Advisory Committee.
- Natural Hazards Mitigation Plan: The City continues to participate in developing the Linn County Natural Hazards Mitigation Plan. A final plan draft has been circulated for review and approval internally by City staff. Depending on county scheduling, the adoption process is likely scheduled for early summer. The city is still awaiting the county's approval to move forward with the plan's adoption.

Building:

- The city processed 44 permits in March. The total fees received were \$21,254.35, and the construction valuation was \$1,028,599.53.
- By comparison, in March 2024, 96 permits were processed. The total fees received were \$66,942.59, and the construction valuation was \$5,321,316.40.
- A current list of the more significant construction sites include:
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 19-lot subdivision (Walker & Wassom)
 - Airport Road Apartments – 60 units (Airport Road and Russell Drive)
 - Gas Station and Convenience Store (911 W Airport)
 - Lane Manufacturing – Industrial Building (Montessa Way)
 - Tractor Supply (Burdell Boulevard)

Economic Development:

- Strategic Plan Initiative 3.15: Business visitation program—Due to scheduling conflicts and the Washington, DC trip, business visitations were canceled for April. They will resume in May.
- Downtown Building Restoration Program: All five grant agreements have been signed. One project is currently under construction. One project from the previous fiscal year, Kuhn Theater, is potentially moving forward if it can be completed by the end of this fiscal year.
- Rural Economic Alliance (REAL): Negotiating a new contract with RAIN Catalysts to provide entrepreneurial support to the region for the next two years. Completing closeout procedures for the ROI grant. Continuing to negotiate a contract for a consultant to implement the marketing plan and advertising for a summer intern.
- Comprehensive Economic Development Strategies (CEDS) Update: The Community Development Director is participating in the regional five-year CEDS update. This strategy document and plan ensure the region and city are eligible for state and federal grants to help accomplish economic development goals.
- Strategic Plan Initiative 3.11: Respond to Business Oregon recruitments based on site availability—the Business Oregon Prospector site is reviewed weekly, and targeted emails from Business Oregon Industrial Lands Specialists are examined to determine whether a recruitment package should be submitted for the competitive bid. No recruitment packages were submitted in April based on the city's available site inventory. There has been no follow-up on the recruitment packages sent this year.
- Strategic Plan Initiative 5.4: Collaborate with community partners – the Mayor, City Manager, and Community Development Director attended the Chamber of Commerce Biz Expo and the Chamber Forum Luncheon in April.



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4923
www.lebanonoregon.gov

Item # 10.

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Engineering Update – April 2025**

Date: May 5, 2025

CAPITAL IMPROVEMENTS

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Sherman Street (Alley to Second Street)
 - Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Pacific Excavation was awarded the contract for the two sections of Grove Street Sanitary Sewer Replacement (Between Carolina & Dodge and between Milton & Elmore). A change order was issued for this project to include a sewer installation on Grove and Ash Streets. This is being done to clean up sewer laterals currently running through backyards. Construction of the new mainlines is close to being complete. Staff will request quotes from contractors to complete the lateral replacements (private side) for this project in the coming weeks.
- Kennedy Jenks Engineering (KJE) and City Staff are continuing to move forward on developing the Wastewater Treatment Plant Master Plan. We are currently waiting for the Oregon Department of Environmental Quality to issue the City a draft of the proposed new NPDES permit (this has stalled completion of the Master Plan). They have indicated the City should receive the draft report in Spring of 2025. Once we have a draft, we expect that the finalization of the Master Plan will ramp up. This process will likely take us into the summer/fall of 2025.
- Trails Update:
 - The multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek has been incorporated into the Stoltz Hill/Airport Road Signal Project.
 - The City has received a Recreational Trails Grant to complete a trail segment adjacent to River Park. The design has been completed, and the project will be

advertised for bids in the coming weeks. Construction is scheduled for the summer of 2025.

- Udell Engineering is currently working on the Grant Street Waterline Replacement and Street Re-Hab Project (from Park to Fifth Street). City Staff had started the design, but due to current workloads, Udell will finish over the summer. We will likely bid the project in the winter of this year and begin construction in early 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff time allows). Staff will bring the completed document to the City Council for approval sometime in 2025.
- The new Traffic Signal Project at the Airport Road and Stoltz Hill Road intersection is being constructed. Riverbend Construction has begun sidewalk, multi-use path installation, sanitary sewer, and storm drainage installation. Airport Road has been closed since March 31st. We have had multiple complaints, most of which we have been able to address. This has also increased the traffic volume on Oak Street quite a bit. The closure will likely last through the summer of 2025. We continue to use message boards, signage, and press releases (when needed) to inform the public. The project is scheduled for completion in the fall of 2025.
- Udell Engineering is under contract to complete the design of the Cheadle Lake Park Improvements Project. A conceptual plan has been completed and design is currently underway. A recommendation to exempt the project from normal bidding processes will be requested at the May City Council Meeting. Staff is proposing to use an alternative bidding process, Construction manager/General Contractor (CM/GC) due to the large scope. Additional information about the process will be presented at the May meeting.
- Udell Engineering is currently under contract to provide the Topographic Survey for the design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will reconstruct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We had anticipated starting design early in 2024, but due to the current workload (consultants and City Staff), that has been pushed back to spring 2025. Construction will likely happen in the spring/summer of 2026.
- The Willow Street Storm Drainage Project will begin in May. Staff completed a minor re-design after determining that a private retaining wall would conflict with the storm pipe.
- Lawson Construction has completed the HWY 20 North Waterline Extension Project.
- As part of LINX Grant, we will be installing a Mechanics Pit at Public Works. It is currently being designed and based on Engineers Estimate we will either obtain quotes or publicly bid the project.
- Additional Minor Projects include:

- Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
- Wetland Fill Permit for SCIP Pond
- Safe Streets for All Regional Planning Grant – Moving forward after Federal Grant pause.
- Storm Drainage Improvements on Second Street
- Crack Sealing Contract

ENVIRONMENTAL

- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.
 - Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.

DEVELOPMENT ENGINEERING

- Hickory Lake Apartments has been granted temporary occupancy while waiting for dry weather to finalize paving of the street patch.
- Oak St sewer extension plans have been put on hold.
- Subdivision Madelyn Meadows between Walker & Wassom Street final punch list provided to contractor. Public improvements have been bonded and plat signed.
- Blackrock Apartments corner of Airport & S 2nd has been granted temporary occupancy while the contractor finalizes the illumination plan.
- The Mill Race Station RV storage contractor has completed the onsite hydrants and is under construction. Construction will begin once building permits are issued.

- Sewer main extension along 12th Street complete final accepted of the sewer main.
- Wagon Wheel improvements are complete, and public improvements have been accepted.
- Plan approval pending for new subdivision off Mazama Way, Cedar Springs for DEQ 1200-C permit.
- Plans approved and pending ROW permit issued for new gas station on the corner of Stoltz Hill & Airport Rd. Contractor started site construction.
- Revisions received from the engineer for N Fifth extension with Hwy 20 access.
- Plans have been approved for the new subdivision along Kees Street, with utility extensions. Project not scheduled.
- Revisions received from the engineer for revisions for Honeybee Stamp new building off Beaton Lane.
- Plans approved for offsite public improvements to be constructed as part of the new subdivision on Crowfoot Rd. Permits issued and precon to be scheduled.
- Review comments returned to the engineer for a new subdivision off Crowfoot Rd.
- Plans approved and building permit issued for new storage building at Lane Manufacturing.
- Plans approved and permit issued for tri-plex along S 7th Street.
- B Street sewer extension complete, contractor working on final punch list of items.
- Plans approved for public improvements and site plan for Tractor Supply location off Burdell Blvd. Contractor working on site improvements building permits issued.
- Traffic Impact Analysis is on hold for new site layout for the new subdivision off of Stoltz Hill & Twelfth St.
- Plans received and under review for a subdivision off S 5th Street, north of Joy



MEMORANDUM

Finance Department

TO: Mayor Jackola and City Council
Ron Whitlatch, City Manager

FROM: Brandon Neish, Finance Director

RE: Department Report – April 2025

- Accounts Payable
 - Payments made in April 2025; 262 checks were processed for payments of \$2,513,404.13.
- Audit
 - Auditors were present for the interim field audit on August 15-16, 2024.
 - Auditors were present October 21-25, 2024 for the final field audit. Staff had a few items left to address, specifically capital assets, outstanding accounts payable, and some questions sent by auditors. Staff wrapped up all remaining items quickly to ensure a timely delivery of the audit report.
 - Auditors are preparing the draft financial statements, indicating the final steps are near and a published report should be available soon.
- Budget
 - The Fiscal Year 2026 budget development processed kicked off in December with the development of year-end estimates by Department Directors. To-date, year-end estimates, revenue projections, and 2026 budget requests have been completed. The City Manager (Budget Officer) and Finance Director have met with each of the Directors regarding their budgets.
 - The first Budget Committee meeting was held on April 16th at noon. The Committee received the 2026 Proposed Budget, the Budget Message delivered by the Budget Officer, elect a chair and secretary, and selected dates for future presentation & deliberation meetings. The Committee met again on May 6th with May 7th being held for continued discussions.
- Payroll
 - Payroll was processed on April 11th and April 25th for all employees. In total, 123 employees were paid in April.
- Utility Billing
 - 6,324 billing statements (including electronics) were mailed April 28th for a total of \$1,064,422.87 in utility revenue and \$166,931.88 in city service fee revenue.
 - 11 Owner Lien (past due) notification letters were mailed.
 - On April 10th, 431 phone calls went out to notify customers they have a past due balance.
 - There was a total of 138 lockouts in February.
 - There was a total of 425 service requests in April: 59 move ins, 138 lock-offs, 1 re-read meters, 100 reconnects, 30 move outs, 23 leak checks, 29 changed meters, 25 turn ons, 5 turn offs, 3 meter installations, 1 meter removal, no dead meters, 1 water quality check, no pressure tests, 2 emergency requests, no meter tests, no meter locates and 8 miscellaneous requests.

Utility Billing Data

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Active Accounts	6,598	6,614	6,619	6,641	6,641	6,641	6,641	6,645	6,645	6,646	6,639	6,632	6,636
Penalty Applied	273	159	309	11	246	249	83	225	417	165	220	263	87
Lock Offs	71	118	77	136	72	86	118	82	N/A	158	52	100	138

Municipal Court Data

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Charges Filed	158	235	148	210	194	151	189	130	125	268	133	166	159
Show Cause Issued	58	58	46	66	41	56	65	66	76	69	66	55	53
Licenses Suspensions Issued	38	52	33	52	47	41	68	47	19	51	42	47	50
Warrants Issued	108	205	166	160	199	171	205	197	115	278	158	145	180
Charges Disposed	122	177	161	177	170	162	186	159	113	208	204	162	174

Accounts Payable

Checks by Date - Summary by Check Date

User: bneish@ci.lebanon.or.us
 Printed: 5/5/2025 2:08 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	075781	SPRINGBROOK HOLDING COMPANY I	04/03/2025	3,859.00
Total for 4/3/2025:				3,859.00
ACH	007044	ANALYTICAL LABORATORY & CONSU	04/04/2025	743.00
ACH	040152	KITTELSON & ASSOCIATES INC	04/04/2025	5,915.00
ACH	057914	ODP BUSINESS SOLUTIONS LLC	04/04/2025	229.85
ACH	065280	PLATT	04/04/2025	185.23
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	04/04/2025	800.86
ACH	088900	RON WHITLATCH	04/04/2025	167.01
ACH	089050	JASON WILLIAMS	04/04/2025	167.01
ACH	1000036	KELLY HART	04/04/2025	223.56
ACH	1000212	BRANDON NEISH	04/04/2025	115.00
ACH	1000601	HOH ENTERPRISES	04/04/2025	233.85
ACH	990064	KENNETH JACKOLA	04/04/2025	235.61
76196	007035	ARCHAEOLOGICAL INVESTIGATIONS	04/04/2025	6,500.00
76197	008500	BEST POTS	04/04/2025	149.52
76198	081444	BETTER PORTABLE TOILETS INC	04/04/2025	1,022.00
76199	1000695	BLACKSTONE PAVING & EXCAVATION	04/04/2025	7,700.00
76200	1000692	TONI BOLANDER	04/04/2025	1,250.00
76201	016028	CASCADE OUTDOOR POWER EQUIPM	04/04/2025	49.95
76202	027123	FASTENAL COMPANY	04/04/2025	93.95
76203	027122	G & S CRUSHING LLC	04/04/2025	195.00
76204	029012	GATEWAY IMPRINTS INC	04/04/2025	125.00
76205	1000192	GIDEONS INTERNATIONAL ZONE 1 LI	04/04/2025	100.00
76206	1000439	HEMPEL BACKFLOW TESTING LLC	04/04/2025	2,993.50
76207	037021	INGRAM LIBRARY SERVICES INC	04/04/2025	1,218.52
76208	038001	INTERTECH	04/04/2025	1,648.50
76209	1000597	I-SECURE INC	04/04/2025	283.70
76210	044449	LEBANON COMMUNITY SCHOOL DIS	04/04/2025	16,376.00
76211	046020	LINN COUNTY CLERK	04/04/2025	16.50
76212	048532	MARKOWITZ HERBOLD PC	04/04/2025	504.00
76213	052009	NELSON TIRE INC	04/04/2025	238.07
76214	010955	OREGON BUREAU OF LABOR & INDU	04/04/2025	250.00
76215	UB*05119	KRISTYN SHREVE	04/04/2025	40.94
76216	1000691	SIMPLY PEST MANAGEMENT	04/04/2025	265.00
76217	025000	SUMMIT ACE HOME & GARDEN	04/04/2025	862.59
76218	081500	TRAFFIC SAFETY SUPPLY CO	04/04/2025	3,935.22
76219	082065	TWGW INC	04/04/2025	513.96
76220	082099	UDELL ENGINEERING & SURVEYING	04/04/2025	28,078.55
Total for 4/4/2025:				83,426.45
76221	106338	CENTURYLINK COMMUNICATIONS L	04/07/2025	1,681.78
76222	1000092	LEVEL 3 FINANCING INC	04/07/2025	960.89
Total for 4/7/2025:				2,642.67

Check No	Vendor No	Vendor Name	Check Date	Che	Item # 10.
ACH	018260	COMCAST	04/08/2025		581.96
ACH	018500	CONSUMERS POWER INC	04/08/2025		2,138.78
ACH	030822	GREYSTONE TACTICAL	04/08/2025		99.20
ACH	063000	PACIFIC POWER	04/08/2025		37,302.60
ACH	1000533	SANTIAM CANYON EXCAVATING LLC	04/08/2025		36,181.82
76223	007249	AT&T MOBILITY NATIONAL ACCOUN	04/08/2025		80.08
Total for 4/8/2025:					76,384.44
ACH	007094	APPLICATION SOFTWARE INC	04/11/2025		686.21
ACH	036510	MISSION SQUARE RETIREMENT	04/11/2025		607.72
ACH	083848	NATIONWIDE RETIREMENT SOLUTIO	04/11/2025		1,619.27
ACH	085300	VALIC	04/11/2025		6,501.60
ACH	1000141	Payroll Processor ADP	04/11/2025		249,503.17
ACH	007044	ANALYTICAL LABORATORY & CONST	04/11/2025		269.00
ACH	016104	CASCADE CENTERS INC	04/11/2025		96.25
ACH	027227	FERGUSON WATERWORKS #3011 & 30	04/11/2025		195.46
ACH	048946	MOONLIGHT BPO LLC	04/11/2025		523.57
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	04/11/2025		800.86
ACH	1000380	KNIGHT TECHNOLOGY GROUP	04/11/2025		1,202.40
ACH	1000609	WS2 INC	04/11/2025		18,146.86
76225	016028	CASCADE OUTDOOR POWER EQUIPM	04/11/2025		1,097.45
76226	016646	CHAVES CONSULTING INC	04/11/2025		499.27
76227	1000705	CRES, LLC	04/11/2025		18,500.00
76228	023428	STATE OF OREGON DCBS - FISCAL SE	04/11/2025		6,835.56
76229	1000682	DAVID ETZEL	04/11/2025		35.00
76230	027123	FASTENAL COMPANY	04/11/2025		360.71
76231	029012	GATEWAY IMPRINTS INC	04/11/2025		557.50
76232	1000413	RIKKI HARVILL	04/11/2025		100.00
76233	085077	HD SUPPLY INC	04/11/2025		89.21
76234	032012	HEALTHY HOME PEST CONTROL	04/11/2025		80.00
76235	037021	INGRAM LIBRARY SERVICES INC	04/11/2025		300.74
76236	1000628	BOBBI JOHNSON	04/11/2025		35.00
76237	040011	CIARRA KEENE	04/11/2025		49.98
76238	1000696	LAWSON CORP	04/11/2025		263,645.75
76239	043918	LEBANON FIRE DISTRICT	04/11/2025		36.00
76240	046901	LINN COUNTY TREASURER	04/11/2025		971.60
76241	051545	NATIONAL BUSINESS SOLUTIONS	04/11/2025		1,345.79
76242	052009	NELSON TIRE INC	04/11/2025		1,776.94
76243	052030	NET ASSETS	04/11/2025		570.00
76244	053410	NORTHSTAR CHEMICAL INC	04/11/2025		17,776.25
76245	058505	OREGON BREAKERS INC	04/11/2025		905.00
76246	062720	OWEN EQUIPMENT COMPANY	04/11/2025		100.88
76247	062814	PACIFIC EXCAVATION INC	04/11/2025		171,355.13
76248	064199	PETERSON TRUCKS	04/11/2025		73.26
76249	1000522	WILLIAM PUFALL	04/11/2025		200.00
76250	1000414	JESUS & CATHERINE RAMOS	04/11/2025		200.00
76251	1000704	ROBERT RODGERS	04/11/2025		580.00
76252	070407	SAFEWAY	04/11/2025		11.99
76253	025000	SUMMIT ACE HOME & GARDEN	04/11/2025		454.90
76254	048851	THE BUILDING DEPARTMENT LLC	04/11/2025		73,222.11
76255	1000502	TRISTAN NICHOLS TRADE COMPANY	04/11/2025		14,443.23
76256	082065	TWGW INC	04/11/2025		1,285.55
76257	082099	UDELL ENGINEERING & SURVEYING	04/11/2025		10,622.00
76258	999631	US MINI MART	04/11/2025		7.95
76259	085393	VALLEY ATHLETICS FEILD SOLUTION	04/11/2025		897.50

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 10.
76260	999134	CHARLES VAN DETTA	04/11/2025		20.00
76261	1000685	WALMART	04/11/2025		540.51
76262	089200	WILCO	04/11/2025		94.37
76263	999408	WILCO	04/11/2025		78.97
Total for 4/11/2025:					869,908.47
76264	1000169	JAMES FORTENBERRY	04/15/2025		2,907.70
Total for 4/15/2025:					2,907.70
ACH	018260	COMCAST	04/16/2025		160.80
ACH	054000	NW NATURAL	04/16/2025		6,510.88
ACH	063000	PACIFIC POWER	04/16/2025		29,285.51
Total for 4/16/2025:					35,957.19
ACH	007044	ANALYTICAL LABORATORY & CONSU	04/18/2025		2,732.00
ACH	027227	FERGUSON WATERWORKS #3011 & 30	04/18/2025		5,265.00
ACH	040105	KENNEDY/JENKS CONSULTANTS INC	04/18/2025		11,063.74
ACH	048932	ERIK JD MOELLER, ATTORNEY PC	04/18/2025		2,166.00
ACH	048946	MOONLIGHT BPO LLC	04/18/2025		5,129.67
ACH	048993	MORLEY THOMAS LAW FIRM	04/18/2025		17,557.50
ACH	058015	ONE CALL CONCEPTS INC	04/18/2025		489.72
ACH	065280	PLATT	04/18/2025		1,176.11
ACH	071151	SANISTAR LLC	04/18/2025		320.00
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	04/18/2025		1,543.94
ACH	075781	SPRINGBROOK HOLDING COMPANY I	04/18/2025		4,144.00
ACH	079449	SUMMIT ENERGY TECH CORP	04/18/2025		906.46
ACH	021010	CUMMINS SALES & SERVICE	04/18/2025		14,524.27
76265	000500	A A TOWING	04/18/2025		369.80
76266	007095	APPLIED CONCEPTS	04/18/2025		2,481.00
76267	007185	ARPC	04/18/2025		440.00
76268	008500	BEST POTS	04/18/2025		80.14
76269	081444	BETTER PORTABLE TOILETS INC	04/18/2025		1,467.00
76270	1000688	BRANCH ENGINEERING INC	04/18/2025		3,612.50
76271	1000644	PAUL BRYANT	04/18/2025		425.00
76272	016302	CASCADE COLUMBIA DISTRIBUTION	04/18/2025		1,384.76
76273	016028	CASCADE OUTDOOR POWER EQUIPM	04/18/2025		35.90
76274	018611	CORVALLIS CLINIC PC	04/18/2025		330.00
76275	058911	DEPARTMENT OF TRANSPORTATION	04/18/2025		6.35
76276	027123	FASTENAL COMPANY	04/18/2025		181.87
76277	1000714	GRAND P.D. LLC	04/18/2025		75,199.53
76278	028435	HD FOWLER COMPANY	04/18/2025		2,409.58
76279	085077	HD SUPPLY INC	04/18/2025		816.09
76280	037959	INSTRUMENT TECHNOLOGY CORP	04/18/2025		426.61
76281	040719	LANGUAGE LINE SERVICES	04/18/2025		28.14
76282	1000268	ZACHARY MCKINNEY	04/18/2025		258.00
76283	049519	MOTION INDUSTRIES INC	04/18/2025		1,901.08
76284	052009	NELSON TIRE INC	04/18/2025		609.00
76285	053410	NORTHSTAR CHEMICAL INC	04/18/2025		3,572.38
76286	063673	PEAK INTERNET	04/18/2025		100.00
76287	1000364	POLY-CORR INDUSTRIES INC	04/18/2025		1,437.07
76288	075385	ANGELA SOLESBEE	04/18/2025		49.00
76289	025000	SUMMIT ACE HOME & GARDEN	04/18/2025		311.85
76290	081500	TRAFFIC SAFETY SUPPLY CO	04/18/2025		352.31

Check No	Vendor No	Vendor Name	Check Date	Che	Item # 10.
76291	082065	TWGW INC	04/18/2025		399.82
76292	082099	UDELL ENGINEERING & SURVEYING	04/18/2025		619.90
76293	083010	UNIQUE MANAGEMENT SERVICES IN	04/18/2025		34.95
76294	086000	VALLEY FIRE CONTROL INC	04/18/2025		1,132.00
76295	020850	WATERCO OF THE PACIFIC NW INC	04/18/2025		32.95
76296	029012	GATEWAY IMPRINTS INC	04/18/2025		195.00
76297	085077	HD SUPPLY INC	04/18/2025		123.36
Total for 4/18/2025:					167,841.35
ACH	048926	PERS	04/20/2025		465.82
Total for 4/20/2025:					465.82
ACH	001505	ADP INC	04/22/2025		852.30
ACH	003565	REPUBLIC SERVICES #450	04/22/2025		8,231.24
ACH	018260	COMCAST	04/22/2025		2.10
ACH	054000	NW NATURAL	04/22/2025		5,075.63
ACH	058860	OREGON DEPARTMENT OF REVENUE	04/22/2025		4,402.14
ACH	063000	PACIFIC POWER	04/22/2025		36,506.74
ACH	1000533	SANTIAM CANYON EXCAVATING LLC	04/22/2025		9,008.63
ACH	1000697	BRADLEY WERNER, LLC	04/22/2025		1,622.50
ACH	1000679	RIVERBEND CONSTRUCTION INC	04/22/2025		172,950.69
76298	018058	COFFIN BUTTE LF C/O VALLEY LAND	04/22/2025		13,287.29
Total for 4/22/2025:					251,939.26
76299	UB*05137	SUPORIA BRADBURY	04/24/2025		126.66
76300	UB*05147	MICHAEL BROWN	04/24/2025		395.63
76301	UB*05126	BRENDA & DONALD CAGLE	04/24/2025		15.54
76302	UB*05134	BERNADETTE CARLIN	04/24/2025		91.36
76303	UB*05143	DANIKA CHILDRESS	04/24/2025		63.28
76304	UB*05130	MONICA & RYAN CLAFLIN	04/24/2025		397.86
76305	UB*05145	EMMA CLAUSSEN	04/24/2025		11.48
76306	UB*05132	MARY COOKE	04/24/2025		253.13
76307	UB*05139	KAREN & NATHANIEL DELLELO	04/24/2025		231.03
76308	UB*05141	AARON FALOTICO	04/24/2025		88.35
76309	UB*05150	TREVOR FITCHA &	04/24/2025		154.01
76310	UB*05127	KRISTOFFER GARY	04/24/2025		78.48
76311	UB*05148	GENE S. MCMURRIN, LLC	04/24/2025		454.94
76312	UB*05131	TASSAY & JABIN GILLISPIE	04/24/2025		495.86
76313	UB*05144	GOOD WELL CONSTRUCTION, INC	04/24/2025		375.65
76314	1000723	GOOD WELL CONSTRUCTION, INC.	04/24/2025		56,020.00
76315	UB*05146	BILLY HUNT	04/24/2025		103.09
76316	UB*05149	CALIE JUDKINS	04/24/2025		93.40
76317	UB*05140	MASON LAU	04/24/2025		119.00
76318	1000158	LEBANON CHAMBER OF COMMERCE	04/24/2025		66.00
76319	UB*05136	KAREN MCNATT	04/24/2025		63.99
76320	UB*05151	ALEX PERKINS	04/24/2025		222.77
76321	UB*05135	SEAN ROBBINS	04/24/2025		106.33
76322	UB*05142	DIANA & CODY ROSCOE	04/24/2025		97.93
76323	UB*05129	SAGE VALLEY INVESTMENTS LLC	04/24/2025		7.25
76324	UB*05138	THOMAS & VIRGINA THURMAN	04/24/2025		67.30
76325	1000722	TONY KEELER	04/24/2025		712.80
76326	UB*05128	NORMAN WILLIAMS	04/24/2025		400.96
76327	UB*05133	DAWSON WU	04/24/2025		82.62

Check No	Vendor No	Vendor Name	Check Date	Che	Item # 10.
Total for 4/24/2025:					61,396.70
ACH	007094	APPLICATION SOFTWARE INC	04/25/2025		411.61
ACH	024555	CIS TRUST	04/25/2025		115,267.50
ACH	036510	MISSION SQUARE RETIREMENT	04/25/2025		617.76
ACH	083848	NATIONWIDE RETIREMENT SOLUTIO	04/25/2025		2,032.14
ACH	085300	VALIC	04/25/2025		3,602.01
ACH	1000141	Payroll Processor ADP	04/25/2025		150,362.73
ACH	002300	AFSCME COUNCIL 75	04/25/2025		1,245.91
ACH	007094	APPLICATION SOFTWARE INC	04/25/2025		686.21
ACH	036510	MISSION SQUARE RETIREMENT	04/25/2025		607.72
ACH	061918	OREGON TEAMSTERS EMPLOYEE TR	04/25/2025		60,101.25
ACH	079603	OREGON TEAMSTER EMPLOYERS TR	04/25/2025		3,356.00
ACH	083848	NATIONWIDE RETIREMENT SOLUTIO	04/25/2025		1,619.27
ACH	085300	VALIC	04/25/2025		6,501.60
ACH	1000141	Payroll Processor ADP	04/25/2025		236,844.48
ACH	065900	POLICE ASSOCIATION	04/25/2025		2,376.00
ACH	066385	LEGALSHIELD	04/25/2025		607.95
ACH	007249	AT&T MOBILITY NATIONAL ACCOUN	04/25/2025		80.08
ACH	018260	COMCAST	04/25/2025		130.80
ACH	063000	PACIFIC POWER	04/25/2025		22,189.72
ACH	086400	VERIZON	04/25/2025		5,027.50
ACH	018639	CORVALLIS NEIGHBORHOOD HOUSIN	04/25/2025		138,712.48
ACH	027227	FERGUSON WATERWORKS #3011 & 30	04/25/2025		5,726.78
ACH	040152	KITTELSON & ASSOCIATES INC	04/25/2025		4,691.25
ACH	057914	ODP BUSINESS SOLUTIONS LLC	04/25/2025		229.85
ACH	063646	PAYMENTUS CORPORATION	04/25/2025		9.95
ACH	065280	PLATT	04/25/2025		251.76
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	04/25/2025		812.47
ACH	1000266	COMPUTERSHARE TRUST COMPANY	04/25/2025		24,146.25
ACH	1000601	HOH ENTERPRISES	04/25/2025		88.45
ACH	1000719	ALUMICHEM	04/25/2025		6,141.00
76337	081444	BETTER PORTABLE TOILETS INC	04/25/2025		1,022.00
76338	010583	BUCKMASTER PLUMBING & HEATING	04/25/2025		275.00
76339	016028	CASCADE OUTDOOR POWER EQUIPM	04/25/2025		37.95
76340	106338	CENTURYLINK COMMUNICATIONS L	04/25/2025		1,859.06
76341	027123	FASTENAL COMPANY	04/25/2025		1,053.62
76342	028002	FISHER'S RPM ELECTRIC MOTORS IN	04/25/2025		1,504.50
76343	027122	G & S CRUSHING LLC	04/25/2025		3,393.75
76344	028435	HD FOWLER COMPANY	04/25/2025		2,248.49
76345	032012	HEALTHY HOME PEST CONTROL	04/25/2025		70.00
76346	037021	INGRAM LIBRARY SERVICES INC	04/25/2025		640.99
76347	1000597	I-SECURE INC	04/25/2025		443.50
76348	038322	JANO'S TROPHIES	04/25/2025		120.00
76349	1000557	K & D ENGINEERING INC	04/25/2025		2,702.00
76350	044562	LEBANON TOWING	04/25/2025		163.00
76351	042100	LEBANON, CITY OF	04/25/2025		9.00
76352	042400	LEBANON, CITY OF	04/25/2025		257.28
76353	045005	LEHR	04/25/2025		4,165.43
76354	1000092	LEVEL 3 FINANCING INC	04/25/2025		919.34
76355	048532	MARKOWITZ HERBOLD PC	04/25/2025		9,687.08
76356	049519	MOTION INDUSTRIES INC	04/25/2025		1,909.44
76357	051545	NATIONAL BUSINESS SOLUTIONS	04/25/2025		1,704.31
76358	052009	NELSON TIRE INC	04/25/2025		66.42
76359	1000476	ONSET COMPUTER CORPORATION	04/25/2025		1,122.60
76360	058517	OREGON CASCADES WEST COUNCIL	04/25/2025		6,200.00

Check No	Vendor No	Vendor Name	Check Date	Che	Item # 10.
76361	059556	OREGON DEPT OF TRANSPORATION	04/25/2025		26.25
76362	066561	PROFESSIONAL SEC ALARM CO	04/25/2025		1,407.00
76363	1000666	QUADIENT FINANCE USA, INC	04/25/2025		1,500.00
76364	1000228	ROGERS TOWING & TRANSPORT INC	04/25/2025		12,968.46
76365	070444	SAMARITAN OCCUPATIONAL MEDICI	04/25/2025		154.00
76366	991006	SHARI'S RESTAURANT	04/25/2025		25.00
76367	1000339	SEAN MATTHEW SIGGINS	04/25/2025		600.00
76368	079094	STAR ELECTRIC MOTOR SERVICE	04/25/2025		15.00
76369	025000	SUMMIT ACE HOME & GARDEN	04/25/2025		259.14
76370	048851	THE BUILDING DEPARTMENT LLC	04/25/2025		15,773.70
76371	1000502	TRISTAN NICHOLS TRADE COMPANY	04/25/2025		3,849.00
76372	082065	TWGW INC	04/25/2025		844.58
76373	082099	UDELL ENGINEERING & SURVEYING	04/25/2025		48,691.50
76374	082103	ULINE	04/25/2025		4,473.98
76375	083793	UNITED RENTALS	04/25/2025		3,078.56
76376	1000720	PAULINA WEINTRAUB	04/25/2025		250.00
76377	089130	WILLAMETTE VALLEY UNDERGROU	04/25/2025		1,532.00
76378	090545	REBECCA WIRFS	04/25/2025		173.87
Total for 4/25/2025:					931,675.28
ACH	001505	ADP INC	04/28/2025		791.16
ACH	1000402	BLUEFIN PAYMENT SYSTEMS	04/28/2025		11,307.26
Total for 4/28/2025:					12,098.42
ACH	048007	LIGHTSPEED NETWORKS INC	04/30/2025		382.26
ACH	1000623	ENTERPRISE FLEET MANAGEMENT	04/30/2025		12,519.12
Total for 4/30/2025:					12,901.38
Report Total (262 checks):					2,513,404.13



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4261
Angela.Solesbee@LebanonOregon.gov
www.LebanonOregon.gov

Item # 10.

MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, City Manager* Date: *May 1, 2025*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.

 - Engineering Director – Position posted open until filled
 - Maintenance Worker Collections – Employee Hired 4/21/25
- Benefits:
 - Business as usual.
- Classification and Compensation:
 - Business as usual.
- Training and Development:
 - May All Employee training – Viruses and Malware
 - June All Employee training – Drugs & Alcohol in the Workplace

 - May Safety training – Hazzard Communications
 - June Safety training – Accident – Incident Analysis
- Performance Management:
 - Discussions paused to potentially establish a new Performance Evaluation process/form but will resume after the beginning of the fiscal year.
 - 49 evaluations are past due as of 4/30/2025 (43% overall)
 - 5 in Finance (oldest is over 2 and a half years past due)
 - 1 in IT (2 months past due)
 - 9 in City Manager's Office (Director Evals)
 - 2 in Engineering (5 months past due)
 - 16 in Public Works (oldest is 3 years past due)
 - 2 in Comm. Dev. (oldest is 9 months past due)
 - 4 in SC/LINX (oldest is over 9 months past due)
 - 10 in Police Department (oldest is 7 years past due)
- Other
 - ADP Learning module on hold.
 - Document storage system on hold.



Information Technology Services
40 N. 2nd Street
Lebanon, Oregon 97355

TEL: 541.258.4242
brenthurst@lebanonoregon.gov
www.lebanonoregon.gov

INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- Work continues on the AV system at the new Library Council chambers.
- Completed additional AV upgrades to the Court room for the City Attorney.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Continued GIS/Utility Billing meter integration and reconciliation.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- The Sanitary Sewer System upgrade work continues.
- OHA Lead and Copper Survey work continues with assistance of Public Works.
- The monthly tax lot updates from Linn County were completed.



55 Academy Street
Lebanon, Oregon 97355

TEL: 541.258.4926
Kendra.Antila@LebanonOregon.gov
www.LebanonOregon.gov/library

MEMORANDUM

Lebanon Public Library

To: Mayor, City Council, City Manager
From: Kendra Antila, Library Director
Subject: Manager's Report

Date: April 29, 2025

- Information about the Children's Room Expansion Capital Campaign is now live on the website [Library Children's Room Capital Campaign | Lebanon, OR](#) along with an external link to an online donation portal.
- The model train event with the Oregon Electric O-Gaugers Model Train Club was a huge success and the club expressed interest in making it an annual event.
- The Friends were awarded a \$500 grant on behalf of the library from Penguin Random House.

THE CITY THAT FRIENDLINESS BUILT



40 N. 2nd Street, Suite 100
Lebanon, Oregon 97355

TEL: 541.451.1751
www.lebanonoregon.gov



Item # 10.

MEMORANDUM

Police Department

To: City Council
From: Chief Frank Stevenson
Subject: April Monthly Report

Date: April 30, 2025

- For the month of April 2025, the Patrol Division had approximately 1,388 calls for service, made 105 arrests, issued 63 traffic citations and wrote 159 case reports.
- Recruit Officer Tyler Robinson began his career as Patrol Officer beginning April 8th. He is a certified officer with over 3 years of experience.
- We currently have one opening for Communication Specialist and one opening for Police Officer, and are actively recruiting for both vacancies.
- The Detectives Division remains busy with very involved cases. This month, they were assigned two (2) new cases. They were able to send six (6) cases to the Linn County DA's office for review and make three (3) arrests for various major crimes; they were able to close out three (3) cases this month. Staff reviewed approximately 62 incoming child abuse referrals from DHS.
- Community Services staff members Albanese and Johnson, along with members of the patrol teams, continue to conduct extra patrols within our parks system to assist in reducing unwanted activities (ordinance violations and trespassing) and provide outreach. A focus has been placed on all parks, especially Ralston Park, with a zero-tolerance approach in place to help curb bad behavior. Sixteen (16) individuals were trespassed from the parks for City ordinance violations. Staff assisted mental health/crises teams eight (8) times, and gave out seven (7) resource guides to those in need.
- There were three (3) use-of-force incidents for April. (1) K9 Oak and his handler were summoned to assist the Linn County Sheriff's Office and Oregon State Police in tracking down subjects who abandoned a vehicle after firing a rifle from the vehicle and driving at high rates of speed. The suspect vehicle crashed into another vehicle before the occupants of the vehicle fled. K9 Oak successfully tracked and apprehended a non-compliant male suspect, who sustained minor injuries and was subsequently treated by a medic before being taken to Linn County Jail. (2) In an attempt to avoid being arrested, a subject with outstanding warrants out for his arrest fled from officers on foot. As the officers caught up to the subject, he continued to resist and was taken to the ground; he was subsequently taken into custody

INTEGRITY, PROFESSIONALISM & TEAMWORK

without further incident. The male subject arrested sustained minor scrapes, and one officer twisted his knee and was evaluated at Lebanon Hospital. (3) A driver fled on foot from a vehicle during a pursuit; K9 Oak was deployed and was able to track the driver, who attempted to run; the male subject was quickly apprehended by K9 Oak and was taken into custody without further incident. He sustained a laceration to his leg from Oak's bite and was evaluated at Lebanon Hospital for fentanyl ingestion in addition to the bite. All use-of-force incidents are reviewed extensively by a Sergeant, a Lieutenant, the Police Captain, and finally the Chief. All use-of-force incidents were found to be justified and fell within policy standards.

- There were three (3) pursuits this month. (1) A vehicle fled after the officer attempted to conduct a traffic stop for no headlights; the driver went the wrong way on Main Street and continued driving north, out of town. For unknown reasons, the driver turned around and drove back into town, pulling into a local automotive dealer parking lot. He then fled from the vehicle, only to be apprehended by K9 Oak. (2) An officer attempted to stop a vehicle for expired registration when the driver of the vehicle took off at a high rate of speed, driving south out of town; another patrol officer was able to set up spike strips successfully. The suspect driver drove the vehicle into Waterloo Park, where he decided to give up, and was taken into custody without incident. The driver was found to have multiple warrants out for his arrest. (3) An officer attempted to conduct a traffic stop for speeding; the driver of the suspect vehicle fled out of the city and into Albany. The driver was unfamiliar with the Albany area as he drove onto a dead-end road and turned around, ramming a Lebanon Police patrol vehicle, causing damage. The driver then decided to drive back to Lebanon, where additional officers awaited. Lebanon officers set up spike strips and were successful, causing the tires of the suspect vehicle to deflate and eventually stop. The driver then fled on foot, but didn't get very far, and was taken into custody without further incident. All pursuits were reviewed extensively by LPD administration and were found to be justified and within policy standards.
- We had one incident of successful NARCAN deployment this month. An adult male ingested fentanyl in an attempt to avoid arrest. Three doses of NARCAN were administered successfully, and the male was transported to Lebanon Hospital for evaluation.

Please do not hesitate to ask if you have any questions with regard to this summarization.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4918
www.ci.lebanon.or.us

MEMORANDUM

Public Works

Date: April 15, 2025

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – May 2025

A. Collections (Sanitary-Storm):

- Mowing
 - Started mowing in collections system R.O.W.'s as ground conditions allowed.
- Manholes:
 - Inspecting manholes for I&I.
- Sewer Mains:
 - Responded to two reports of a plugged sanitary main.
 - Cleaned main and found large quantity of roots and "flushable" wipes.
 - Cleaned 2500 feet and video inspected 1450 feet of sanitary sewer main line.
 - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
 - Assisted 5 customers with sewer lateral issues.
 - Investigated a plugged lateral in a downtown business, video inspected to determine if another business was tied into the same lateral. Created spot to allow camera access and get lateral in working condition.
 - Video inspected 600-feet of sanitary sewer laterals.
 - 0 cleanouts installed.
 - Conducted 4 sewer lateral replacement investigations.
 - 3 -entered program
 - 0 -not eligible or did not require replacement
 - 1 -working with customers to gather more information
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Continued investigation of unmapped and incorrectly mapped Storm lines.
 - Responded to 2 plugged catch basin and cleared lines
 - Cleaned 50 Feet and Video Inspected 50 Feet of storm line.
- Special projects:
 - Completed utility locates
 - Completed spring well meter reads.
 - Assisted water crew with several water leaks.
 - Monthly equipment checks and maintenance are completed.
 - Checked River Park RV Dump Station holding tank, and operation of the pump.

- Cleared one plug in dump station.
- Checked Gill's Landing Pump Station and pump operation.
- Post construction walkthrough on one project and several lateral inspections following replacement program jobs.

B. Parks:

- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleaned weekly of leaves and other debris.
- There has also been an increase in daily vandalism and trash pick-up which has increased the amount of time it takes crews to clean restrooms and complete trash pick-up.
- Picnic tables have been returned to all city parks.
- Mowing and maintenance in city parks has begun as the weather allows.
- The pressure washing of parks has begun as the weather permits.
- Gills Landing
 - There were 40 RV park reservations for the month of March.
 - There were 2 shelter rentals for the month of April.

C. Streets:

- 9 – days were spent sweeping.
- Installed and removed street / downtown banners.
- Cut and removed leaning trees on Berlin Road.
- Cleaned moss off bridges in town.
- Monthly equipment checks and maintenance are completed.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Responded to animal and garbage clean-ups on the roadway and parks.
 - 3 – Animals
 - 1 – Traffic Collision
 - 1 – Unhoused Camp
 - 3 – Trash Dumps
- Graded gravel roadways, alleys, and shoulders of roads and filled potholes throughout town.
- Assisted water department

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for March 2025
- Influent flow for the month of March averaged 7.45 MGD with a peak of 13.71 MGD and a total of 231.04 MG
- Brackets on Belt Filter Press upper tracking motor mount broke and needed rewelding
- Aeration motor L-52 motor bearing failed, pulled motor and replaced with spare
- Both batteries on WWTP Generator failed and replaced
- Retrieved reel spool and gun from Sommers field for the season
- Found and replaced 4 bearings on belt press which had failed

E. Water:

- Meter reading was completed.
- Daily water service orders including leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
 - Followed up on water concerns and completed sample testing requested by citizens.
 - Completed state water samples.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	64.41 MG
Finish Water Produced	57.10 MG
Water Sent to Cheadle Lake	00.00 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.49	1.38	1.06	0.013	0.031	0.018
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.45	8.23	7.80	1.87	73.56	11.88

- Spring Outside cleanup
- Pinned 3 modules on train 3
- Continued membrane maintenance due to drawdown



MEMORANDUM

Senior Services & LINX Transit

Date: May 5, 2025

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

LINX Transit:

To date, LINX Transit has provided over 64,000 rides, which is the total number of rides we had provided in all of FY23/24.

LINX Transit is happy to announce that we have selected a vendor and have an official contract in place for our new scheduling and dispatching software, Trip Master! The new system will have a dashboard for dispatchers to schedule rides, ability to view mapping of LINX vehicles in real time and view bus cameras, all on one platform. Drivers will have tablets on their buses that list their next pick-ups and drop-offs, in necessary order. The tablets include Bluetooth to provide turn-by-turn directions to the next stop(s). The tablets will also provide any useful information about riders, such as mobility devices needed, narrow driveway, any assistance that might be needed, etc.. Dispatchers and drivers will have the ability to send messages through the dispatch dashboard and the driver tablets. We will still use two-way radios, but the radio communication will lighten up quite a bit. The new system also includes a rider app where riders can schedule their own rides and dispatchers can approve and adjust, as needed. There are many other great features, just wanted to name a few so you can start to visualize how it will work. With the contract in place, equipment will be ordered and likely installed in early June. We will likely have in-person training and go live in mid-June. This project will be funded through a grant award through Oregon Department of Transportation for 80% of the project and the other 20% match through a grant award through Linn County Statewide Transportation Improvement Funds.

Senior Center:

April was national afternoon tea month, so how could the Senior Center not host a tea? "Make Time for Tea" was our theme and we connected slowing down to make and enjoy a cup of tea as an example of making sure we take care of ourselves. The Senior Center has up to 100 beautiful, unique, assorted tea cups and saucers, as well as some tea pots, that spark wonderful conversations among those in attendance. Barbara Brown, who used to own Mrs. B's Special-Teas Teashop, downtown, presented some wonderful historical and social significance of teatime. A

junior from a local high school came and played piano for us. The seniors in attendance were very impressed by their experience and the event brought in quite a few new people for the first time. Sometimes, it is special events like this that draw people in so they can meet us and then they come back after they learn all we have to offer.

We couldn't do some of what we accomplish without our amazing volunteers. Our volunteers help host some of our regular activities, lead craft groups, provide extra hands for bigger events and newsletter folding. We hosted a Volunteer Appreciation luncheon for our Senior Center volunteers on April 22nd, as another way to thank them for all their help to provide the wonderful programs, events and activities for our community.

Senior Center staff held an Earth Day activity on Saturday, April 26th. Participants participated in pulling a few weeds around the building and spent some time outdoors in the nice weather together. Thank you to Summit Ace Hardware, who donated 25 flowers to those who participated in the event.