



LEBANON CITY COUNCIL REGULAR MEETING AGENDA

March 13, 2024 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.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

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 – March 13, 2024
2. **APPOINTMENTS:**
 - Budget Committee - Jeffrey King
 - Senior & Disabled Services Advisory Committee - Dorrie Board & Barbara Hemnes
3. **APPROVAL TO AWARD:** Beaton Lane & Tennessee Road RRFB Pedestrian Crossing Signs (Project 22706)
4. **BOARD MINUTES:**
 - Library Advisory Committee - December 12, 2023
 - Parks, Trees & Trails Committee - October 18, 2023
 - Planning Commission - November 15, 2023
 - Senior & Disabled Services Advisory Committee - October 18, 2023
5. **COUNCIL MINUTES:**
 - February 14, 2024 Regular Session
6. **LIQUOR LICENSE:** Sam's Place on Sherman - Full-On Premises, New Outlet
7. **Local Government Grant:** Authorization to Apply for a Local Government Grant from the OPRD and Authorizing the City Manager Sign All Appropriate Documents

PRESENTATION / RECOGNITION

8. Crossroads Communities - Executive Director Michael Couch
9. Parks, Trees & Trails Committee

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 March 12**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

10. Chamber of Commerce Funding Request

11. Private Sewer Lateral Replacement Program Policy and Guidelines Updates - Resolution No. 2024-03

12. Lebanon Municipal Code Chapter 2.04 Regular Meetings Update

13. Department Reports - February 2024

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

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

NEXT SCHEDULED COUNCIL MEETING(S) April 10, 2024

REGULAR SESSION

Council may reconvene into open session should action be required.

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.



925 S Main Street
Lebanon, Oregon 97355

TEL: 541.258.4913
Brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

March 13, 2024

To: Mayor, City Council &
Ron Whitlatch, Interim City Manager
From: Brandon Neish, Finance Director
Subject: Advisory Committee Appointments

I. INTRODUCTION

The Lebanon Budget Committee currently has two vacant positions.

II. CURRENT REPORT

The Budget Committee consists of fourteen members – each member of the Council, including the Mayor, and seven electors (registered voters) of the City. Members must live within Lebanon city limits.

Jeffrey King applied to serve on the Budget Committee. He has a business degree from University of Oregon, prior budget experience, and is well qualified for the position.

Mayor Jackola reviewed the application and recommends appointment to a three-year term.

III. RECOMMENDATION

Staff recommends Jeffrey King be appointed to the Lebanon Budget Committee.



City Recorder's Office
 925 S. Main Street
 Lebanon, OR 97355
 (541) 258.4905
city_recorder@lebanonoregon.gov
www.lebanonoregon.gov

APPLICATION FOR BOARD / COMMITTEE / COMMISSION

Item # 2.

Applicant Information (Please type/print clearly):

Name: <u>JEFFREY KING</u>		Date: <u>1-23-24</u>
Home Address: <u>260 GROVE ST LEBANON OR</u>		
Mailing Address: <u>SAME</u>		
Home Phone: [REDACTED]	Email Address: [REDACTED]	Business Phone:
Occupation: <u>RETIRED</u>	Employer:	Emergency Contact Phone: [REDACTED]
Preferred method of contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Email		
Please mark which one you are interested in serving on:		
<input type="checkbox"/> Ad Hoc Committee _____ <small>(Print the Ad Hoc Committee Name)</small>	<input type="checkbox"/> Non-Election Council Vacancy	
<input checked="" type="checkbox"/> Budget Committee <small>(Must be Registered Voter)</small>	<input type="checkbox"/> Library Advisory Committee	<input type="checkbox"/> Parks, Trees & Trails Advisory Committee
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Senior & Disabled Services Advisory Committee	
Are you applying for reappointment: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)		
Describe experience related to position applying for: <u>- BUSINESS DEPT. - UNIVERSITY OF OREGON 1976</u> <u>- SCHOOL BOARD - LEBANON</u> <u>- FIRE BOARD - LEBANON</u> <u>- BUDGET COMMITTEE LEBANON SCHOOLS</u> <u>- BUDGET COMMITTEE - LEBANON FIRE DISTRICT</u>		
List current and/or previous involvement on any government boards/committees/commissions/councils: <u>PLANNING COMMISSION LEBANON</u> <u>LEBANON FIRE DISTRICT</u> <u>LEBANON FIRE DISTRICT PERSONNEL COMMITTEE</u> <u>LYNN BENTON MEDIATION SERVICES</u>		
Explain why you are interested in serving in this capacity (attach additional sheet if needed): <u>SERVING MY COMMUNITY</u>		

Applicant's Signature: _____ Date: 1-23-24

FOR OFFICE USE ONLY

DATE RECEIVED: ___/___/___	City Council Appointment Date: ___/___/___
DATE SENT TO:	Applicant Notification Date: ___/___/___
Director: ___/___/___ Mayor: ___/___/___	Term Start Date: ___/___/___
Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Term End Date: ___/___/___



MEMORANDUM

Senior Services & LINX Transit

Date: March 4th, 2024

To: Mayor Jackola and City Council

From: Kindra Oliver, LINX & Senior Services Director

Subject: Recommendation for Senior Services and Disabled Advisory Board

Members of the Senior Services and Disabled Advisory Board meet four to six times a year to discuss programs and areas of interest for older adults in our community. Research shows that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being. The Lebanon Senior Center endeavors to offer programming in seven focus areas to provide a wide array of opportunities for our community.

The Advisory Board also provides input surrounding the transportation needs of our community and advocates for accessible, convenient, efficient and safe transportation options. Approximately 51% of our ridership are seniors (age 60 and above), 23% are disabled and 26% are 59 and younger, including high school and college students.

The Advisory Board met on Wednesday, February 21st, 2024, and reviewed applications for those interested in serving on the board. Please see the enclosed applications for Dorrie Board and Barbara Hemnes, which the Advisory Board is recommending to be appointed to fill the two vacancies.

Dorrie Board will be graduating from Portland Community College this spring, with a degree in Gerontology. Dorrie is passionate about the Lebanon Senior Center and would like to have an opportunity to help enhance programs. She is currently a volunteer and has had prior discussions with staff about potential areas for growth.

Barbara Hemnes is an active participant in a wide variety of classes and programs at the Lebanon Senior Center. She is also an active volunteer, helping to lead classes at the Senior Center, as

needed. She is an advocate for the Senior Center and the programs we offer. She helps to spread awareness about programs and classes being offered and encourages on-going participation.

The Senior Services and Disabled Advisory Board is eager to recommend the appointments of Dorrie and Barbara to help serve the community.



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www.lebanonoregon.gov

APPLICATION FOR BOARD / COMMITTEE / COMMISSION

Item # 2.

Applicant Information (Please type/print clearly):

Name: Dorrie Board		Date: 10/19/23
Home Address: 450 1/2 South 12th Street Lebanon, OR 97355		
Mailing Address: Same		
Home Phone: [REDACTED]	Email Address: [REDACTED]	Business Phone: [REDACTED]
Occupation: Community Resource Advisor	Employer: Oregon Charter Academy	Emergency Contact Phone: n/a
Preferred method of contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email		
Please mark which one you are interested in serving on:		
<input type="checkbox"/> <i>Ad Hoc Committee</i> _____ <small>(Print the Ad Hoc Committee Name)</small>		<input type="checkbox"/> <i>Non-Election Council Vacancy</i>
<input type="checkbox"/> <i>Budget Committee</i> <small>(Must be Registered Voter)</small>	<input type="checkbox"/> <i>Library Advisory Committee</i>	<input type="checkbox"/> <i>Parks, Trees & Trails Advisory Committee</i>
<input type="checkbox"/> <i>Planning Commission</i>	<input checked="" type="checkbox"/> <i>Senior & Disabled Services Advisory Committee</i>	
Are you applying for reappointment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)		
Describe experience related to position applying for: I have been studying Gerontology, and I will be graduating from PCC in Spring with my Certificate in Gerontological Studies with an emphasis on advocacy. My eventual path, once I retire from education, is to become an older-adult advocate, then a lobbyist for older-adult issues. When I saw this position was open, I felt an immediate connection; not only because of my studies, but I have been advocating for older adults for years, just as favors to friends; also in my own family.		
List current and/or previous involvement on any government boards/committees/commissions/councils: I was on the Kingman, Arizona Cultural Arts Commission for one year. This is the only government-related organization I have been involved with. All other organizations here in Lebanon (Partners for Progress Board, two years; Scroggin's Mill volunteer and fundraising committee, two years; Build Lebanon Trails volunteer, one year; emcee'd Holidays in the Park and Concerts in the Park multiple times) were merely volunteer positions.		
Explain why you are interested in serving in this capacity (attach additional sheet if needed): I feel very passionate about our local Senior Center, and I would like the chance to see it grow even bigger and better than it already is. For the record? I absolutely enjoy participating in the activities at the Center on my breaks from school, and I am forever touting the programs and prowess of the staff any time and place I can.		

DocuSigned by:

[REDACTED]
2D8FBE44FD6A450...

Applicant's Signature: _____

Date: 10/19/23

FOR OFFICE USE ONLY

<p>DATE RECEIVED: ____ / ____ / ____</p> <p>DATE SENT TO:</p> <p>Director: ____ / ____ / ____ Mayor: ____ / ____ / ____</p> <p>Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>City Council Appointment Date: ____ / ____ / ____</p> <p>Applicant Notification Date: ____ / ____ / ____</p> <p>Term Start Date: ____ / ____ / ____</p> <p>Term End Date: ____ / ____ / ____</p>
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Print Form

Reset Form



City Recorder's Office
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Lebanon, OR 97355
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www.lebanonoregon.gov

APPLICATION FOR
BOARD / COMMITTEE / COMMISSION

Applicant Information (Please type/print clearly):

Name: BARBARA LYNN HEMNES Date: 10-24-2023
Home Address: 2387 Robbins Way, Lebanon, OR 97355
Mailing Address:
Home Phone: Email Address: Business Phone:
Occupation: Retired Employer: Emergency Contact Phone:
Preferred method of contact: [] Mail [] Phone [X] Email

Please mark which one you are interested in serving on:
[] Ad Hoc Committee (Print the Ad Hoc Committee Name) [] Non-Election Council Vacancy
[] Budget Committee (Must be Registered Voter) [] Library Advisory Committee [] Parks, Trees & Trails Advisory Committee
[] Planning Commission [X] Senior & Disabled Services Advisory Committee
Are you applying for reappointment: [] Yes [X] No If so, how long did you serve in this capacity: ___ Year(s) ___ Month(s)

Describe experience related to position applying for: The senior center is doing a wonderful job of promoting physical + mental health. I have an interest in both and enjoy many classes. I bring new people in to attend classes. I hope that I can assist in the continual success of the Senior Center

List current and/or previous involvement on any government boards/committees/commissions/councils:
Belong to the Friends of the Boardman Library for 25 years. Holding office as treasurer for most of those years. Was on the library District board for a short time. Belonged to the Boardman Tellico Club, women's organization, raising money for scholarships + putting on the annual Easter Egg Hunt.

Explain why you are interested in serving in this capacity (attach additional sheet if needed):
As a caregiver for my husband I have empathy for people in different stages of health that are looking to improve their lives, make friendships + build a community of friends.

Applicant's Signature: [Redacted] Date: 10-24-2023

FOR OFFICE USE ONLY

DATE RECEIVED: ___/___/___ City Council Appointment Date: ___/___/___
DATE SENT TO: Applicant Notification Date: ___/___/___
Director: ___/___/___ Mayor: ___/___/___ Term Start Date: ___/___/___
Applicant Appointed: [] Yes [] No Term End Date: ___/___/___



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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: March 12, 2024

From: Ron Whitlatch, Engineering Services Director

Subject: **Replacement Memo (03/12/2024) Approval to Award Project**
 Beaton Lane & Tennessee Road – RRFB Pedestrian Crossing Signs
 Project No. 22706

I. INTRODUCTION

The Beaton Lane & Tennessee Road RRFB Pedestrian Crossing Signs project was advertised on Monday, February 12, 2024 for bids.

II. CURRENT REPORT

Bids for the project were opened Tuesday, March 12, 2024. There was a total of 8 bids received; a comparison of the bids with the Engineer’s Estimate is presented below. (Those identified in red were rejected due to not being on the official Plan Holders List)

Company	Bid Amount	Company	Bid Amount
AB Utility Contractors	\$95,834.00	Wildish Construction	\$106,321.00
Knife River	\$115,936.00	Brown Construction	\$123,138.00
North Santiam Paving	\$123,281.00	Willamette Valley Ex, (disq)	\$102,561.41
Pacific Excavation (disq)	\$111,429.00	Aaken Corporation (disq.)	\$147,671.00
		Engineer’s Estimate	\$97,250.00

The lowest responsive bid was submitted by **AB Utility Contractors** from **Harrisburg**, Oregon as indicated above. Their bid is approximately **1.4%** lower than the Engineer’s Estimate.

III. RECOMMENDATION

This memo requests a City Council motion to award the Beaton Lane & Tennessee Road – RRFB Pedestrian Crossing Project to **AB Utility Contractors**, of **Harrisburg**, Oregon on March 15, 2024 barring any unforeseen protest of the bid received.



Minutes
 Lebanon Public Library
 Advisory Group Meeting
 December 12, 2023

The meeting was called to order at 4:29 p.m.

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

Minutes of the October meeting were approved as presented.

Library Director's Report: Kendra shared statistical reports for October and November and discussed upcoming staffing changes. A full-time staff member is moving away in February, and we will not fill the vacancy – at least not this fiscal year. However, we have an open recruitment for another on-call staff member. Several books that were so overdue they had been marked lost in our database were recently returned. Most of the titles had already been replaced, which prompted Kendra to ask Advisory members to consider amending our current lost item policy.

Friends of the Library Report: Vandy shared the most recent Friends newsletter and detailed their significant fundraising efforts of late. The Friends hope to donate another \$20,000 towards the children's room capital campaign this year. They also have a Linktree page and have set up an account with the online fundraising platform GiveButter. Additionally, they will be hosting an author's fair on February 24th.

New Business: Advisory members scrutinized our current policy on payment for lost/damaged items with the intent of limiting the timeframe in which a patron could return a lost book to avoid replacement charges. Kendra will follow their recommendations and tweak the existing draft for further discussion.

Unfinished Business: Members continued to debate amendments to the Child Safety Policy. Kendra will follow up with the City Attorney and Police Chief to discuss possible liability and whether specific laws regulate what age a child can legally be left "unattended".

Public Comments: None

Announcements: None

The meeting was adjourned at 5:23 p.m. The next meeting will be February 13th @ 4:30.

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 Kendra Antila at (541) 258-4232.



**Parks, Trees, and Trails Advisory
Committee
Meeting Minutes
October 18, 2023**

Committee Present Jan Diamantine, Linda Ziedrich, Rick Barnett, Cindy Kerby, Anna Creel, and Rodney Sell.

Committee Absent City Councilor, Dave Workman

Staff Present Interim City Manager Ron Whitlatch, and Public Works Operations Manager, Jason Rush.

Call to Order Chair Barnett called the meeting to order at 2:00 p.m. in the Santiam Travel Station Board Room.

Approval of Minutes The committee approved the meeting minutes from July 19, 2023.

Discussion

- City of Lebanon Update

Ciarra Keene and Jason Rush provided the City of Lebanon update:

- Completed a tree removal at 7th and Sherman, it had been trimmed by the power company which caused it to rot from the inside out. There will be no replacement of the tree due to utilities.
- A maple tree was removed from city property on the corner of Russell and Porter Street. This tree was hollowed, and a large branch had fallen, the remainder of the tree was hanging over the neighboring property causing concern for property damage. No replacement has been made.
- Park and trail garbage's are emptied daily, but due to the influx of household and houseless trash being dumped we are seeing the cans get fuller quicker and will be completing garbage rounds twice a day during the winter months.
- Signs with the new park rules have been installed at all city parks to help the Police Department enforce the current and new rules.
- A new sign was installed at Christopher Columbus Park, the old one was damaged.
- The Adopt-A-Park program has been updated and a new web page has been created.
- A rough draft of the Memorials Program was provided for review.

- Spraying of Blackberries

The city sprays blackberries to assist with the upkeep of all city grounds. The city will do what it can to not spray during the summer months when citizens would like to actively pick the berries. We can also investigate putting up permanent signage about the spraying of

the berries, product, and when they are available for picking.

- Pioneer Cemetery

The Lebanon Garden Club would like to place a dogwood tree in the cemetery, but there is currently no above ground water source. The city will determine if a service can be placed there and how to keep it locked up for only watering usage.

- Cheadle Lake Tree Damage

During brush clearing at Cheadle Lake, there was a tree that received minor damage. The tree should not be affected by this damage and will be able to recover from the damage. The departments will be talked to about being more careful while brush clearing with large machines. Large machinery is used in clearing brushes around trails to ensure we keep the trails clear in a timely manner. If individual volunteers or groups would like to trim by hand the city would welcome that.

- Cheadle Lake Project

A drawing by Udell was provided to the committee with a cost estimate that totals \$11,500,000 for the updates on the drawing. It has been requested by the city that the committee follow the intent of the grant which is accessibility improvements. There will be some SDC funds available, so there will only be approximately \$3,000,000 to \$3,500,000 available.

The funding available should focus on the development of ADA accessibility, trail frontage, stage, and parking. Once the primary requirements are met the committee can determine the best use of the remaining grounds and what is the most beneficial to the city and community.

- BLT Update – Rod / Jan

1. The Linn County Juvenile Department will be assisting BLT with a River Road clean-up on November 12th, there is no fee for BLT because they are a non-profit.
2. The Cheadle Lake Fun Run / Walk was approved for 2024.
3. Dave Workman and Linn Co. Federal Credit Union adopted the Eagle Scout Trail. They will complete work on the soft surface trail quarterly.
4. BLT has applied for several grants to assist with local project, one they have been awarded is the Lebanon Tourism Grant in the amount of \$2,500.

Next Scheduled Meeting

January 17, 2024 (2:00 – 3:30 p.m.)

Adjournment

Barnett Adjourned the meeting at 3:33 p.m.



City of Lebanon
Planning Commission
Meeting Minutes
November 15, 2023

Members Present: Vice-Chair Gerig-Knurowski, Commissioners Dave McClain, Tina Breshears, Mike Miller, Shyla Malloy and Don Fountain.

Staff Present: Community Development Director Kelly Hart and City Attorney Tre Kennedy.

1. CALL TO ORDER/FLAG SALUTE

Vice-Chair Gerig-Knurowski called the meeting of the Lebanon Planning Commission to order at 6:00pm at the Santiam Travel Station. The meeting was also provided on Zoom for a virtual platform, and live streamed on YouTube.

2. ROLL CALL

Roll call was taken. Chair Robertson and Commissioners Baxter and Angellford were excused.

3. APPROVAL OF MEETING MINUTES

October 18, 2023 – approved as written

4. CITIZEN COMMENTS – None

5. COMMISSION REVIEW

A. Planning File DCA-23-01 – Proposed amendment of the development code to prohibit the operation of tourist recreational vehicle parks as defined by ORS 446.310 in the city, and to permit recreational vehicles as caretaker dwellings when associated with open air self-serve storage facilities with no permanent structures intended for occupancy.

Vice-Chair Gerig-Knurowski opened the public hearing and asked whether any Commissioners needed to report conflict of interest, ex parte communication, or bias. Seeing none, the Community Development Director was asked to provide the report.

Director Hart provided a summary of the report, the overall decision criteria and the

proposed actions to be taken by the Planning Commission.

Vice-Chair Gerig-Knurowski asked if there were any comments or questions from the commission.

Commissioners Malloy, Breshears and McClain asked about a property on Main Street that appears to operate an RV park and whether that business is permitted. Director Hart indicated preliminary research of the property did not identify any permits, but that the research was incomplete. An explanation on the creation of a legal nonconforming use or property was provided. Director Hart also reiterated that the proposed prohibition is related to tourist recreation parks, not the residential use.

Seeing no additional comments, Vice-Chair Gerig-Knurowski opened the hearing to the public to speak in favor or against the proposal.

Regina Thompson, city resident, spoke in opposition to the prohibition of recreational vehicle parks in the City, identified that she does not see the same issues in the existing parks in the region that Council identified regarding trash and code enforcement. It was also noted that the use could be helpful to address a need for people such as traveling nurses.

Seeing no additional comments, the public hearing was closed. All discussion was left to the commission and staff.

Commissioner McClain indicated he believed the City Council had it right when directing the prohibition of recreational vehicle parks, as well as the caretaker dwelling and was pleased to see the items moving forward.

Commissioner Malloy indicated she could understand the need for recreational vehicle residency to assist traveling nurses.

Vice-Chair Gerig-Knurowski asked whether there were any additional questions. Seeing no questions or concerns, Vice-Chair Gerig-Knurowski asked for a motion.

Commissioner McClain moved to recommend approval of the Development Code Amendments, based on the written findings and conditions.

Commissioner Miller seconded the motion.

The motion passed 6-0.

6. COMMISSION BUSINESS & COMMENTS

Director Hart indicated there were currently no applications planned for the December meeting, however, a meeting may still be scheduled.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:37 pm.
[Meeting minutes prepared by Kelly Hart, Community Development Director]



Senior Center and LINX Transit

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

www.ci.lebanon.or.us

ADVISORY BOARD MEETING OCTOBER 18, 2023

MINUTES

Members Present: Marlene Flyer, Sherry Liest, Linda Meredith, Cody Wack, Joli Root & Kindra Oliver

1. WELCOME:

Kindra opened the meeting at 10:00 a.m.

We still have two vacancies on the board. .

2. MINUTES:

Linda moved to approve the minutes from the August 16th, 2023 Advisory Board meeting; Marlene seconded; motion passed unanimously.

3. REPORTS:

Meal Site:

- Tori is always looking for substitute drivers to help deliver meals in the community.
- Cascades West Council of Governments (COG) has been working on revamping the congregate meal sites and rolling out a new concept to encourage more seniors to partake in the senior meals program. The congregate meal site is now called CONNECTION CAFÉ, as it most accurately reflects the intended spirit of the program. Once the design team has created a new brand and logo, they will be doing additional marketing and outreach in the communities.

Kindra has been working with the COG Meals-on-Wheels (MOW) Regional Supervisor to discuss how the Senior Center (SC) can help. We're thrilled with the new concepts and creating a more inviting and welcoming atmosphere for the community. The SC can help to find volunteers to play the piano or provide some background entertainment during meals, from time to time. Meals will now be served at 12:00, not before, as advertised in marketing materials. Meals would often be served much earlier and conflict with other SC programs and diners wouldn't be able to eat together.

Senior Center:

- We have several programs this morning and had to get creative with our space to accommodate everything, which hasn't been an issue since Pre-Covid. Activities this morning included a scams/fraud presentation, LBCC Tai Chi, Wood Carving,

Scrabble and Social Games. This is a good “problem” to have and just requires some juggling.

- Our Senior Center Falls Prevention Workshop and luncheon, in September, was a great success. Thank you to COMP-NW Physical Therapy and COMP-NW medical students for partnering to offer this great program and for providing balance assessments to seniors in our community. Statistics show that one in four seniors have a significant fall each year and we were able to help increase awareness about the impacts of falls on long term well-being and quality of life, as well as present some proactive measures to minimize falls.
- We are hearing feedback that seniors would like to see more in-person events, so we will start to add some larger events, as we are able to.
- We are planning our Veterans Recognition Reception for Thursday, November 9th. Our program includes students from Seven Oaks’ leadership class sharing some cards and short presentations of gratitude, the JROTC posting and retiring the colors, and more! The Linn County Veterans Services will also have an information table available during this time. It is a privilege to get to honor veterans and their families from our community every year.
- Our biggest event of the year is our Thanksgiving Banquet, which we will be holding in person this year, on Thursday, November 16th. During the COVID pandemic, we provided a remote banquet by delivering Thanksgiving meals to hundreds of seniors in 2021, 2022, and 2023. This year, we are happy to be reconnecting with community partners, old and new to hold the banquet in person. We are bolstering volunteer numbers to get the help needed to feed 250 seniors. This year we will have some entertainment from the Parks family and their friends from the Oregon Fiddlers Association. The Lebanon High School Cheerleaders will be helping to serve the meal. Thank you to all for helping to make this wonderful event happen.
 - Senior Center staff and volunteers will be opening the partitions in the two back rooms and setting up tables in the auditorium on Wednesday afternoon, the 15th. Thank you for helping to prep for the large event.
- Thank you to Cascades West Council of Governments and Older Americans Act funding, the Lebanon Senior Center has ten new I-pads to implement technology programs and have available for use at the Senior Center. We plan to offer an I-Pad 101 class in November and December to help seniors get familiar with the I-pads and will be offering to check them out to use in our library during our hours of operation. Programming is aimed to help address isolation and loneliness by helping to stay connected with family and friends, access resources on the internet, engage in healthy brain activities, participate in technology programs and help keep seniors engaged in social groups. One of our regular tech volunteers has offered his time to facilitate the introductory class and offer one-on-one assistance, by appointment.
- The Lebanon Square Circlers have expanded their classes at the Senior Center. In addition to their free lessons every Tuesday, they are holding their Sunday evening classes and every other Saturday dances here as well.

LINX Transit:

- LINX Transit continues to see increases in ridership and call volume in the office. We ended the first quarter of FY23-24 just over 15,000 rides. Below are ridership figures for years prior to outline growth over the years:
 - FY23-24: up to 60,000 rides estimated for current FY
 - FY22-23: 47,851 rides, 58% increase over prior FY
 - FY21-22: 30,021 rides, 36% increase over highest other count in FY18-19

- FY11-12 through FY20-21: average of 19,977 rides each FY, during these 10 years (low of 18,655 and high of 22,001)
 - Prior five FY's: average of 14,800 rides per FY (low of 13,719 and high of 16,149)
- LINX Transit has a draft engineering design for the LINX fleet parking, at the Maintenance Shops, on Oak Street. Site improvements should start in the next couple of months.
 - LINX staff is working with our Maintenance Department for the Park and Oak Street bus stop improvements, as well.

4. CONTINUING BUSINESS:

- The group talked about some additional programming ideas:
 - Invite speakers for a series or various topics (history, wellness, homesteading, etc..)
 - Tea events with our vintage tea cups and saucers (Mother's Day Tea, Tea and Fashion Show or a speaker, etc)
 - Wellness – speakers from Samaritan (diabetes, heart health, grief counseling, etc.)
 - Elder Law information
 - BP checks
 - Oregon Care Partners (free online classes)

5. NEW BUSINESS:

- The group talked about the idea of having a volunteer greeter at the front counter or lobby area during our busy times of the day when Senior Center staff is not available. Our Senior Center staff is often facilitating classes and assisting other groups the majority of their work day. We used to have a few volunteers that would come in for a few hours most days of the week to greet people coming into the Senior Center and providing information and tours to newcomers.
- Marlene shared some feedback from our Walk with Ease Evidence Based Program about walking locations and other information to consider with our next walking session.

Michelle had provided Kindra with similar feedback from facilitating the group, including:

- Most participants wanted a variety of walking locations and didn't care for walking the track.
- The group enjoyed walking as a group; it would be ideal to have Michelle and another trained volunteer to help facilitate the group, so there is a leader with those that walk faster and further and those that are just getting started.
- The group liked stretching, but didn't always care for the lesson before or as they walked. The stretching and short informative lesson is a requirement for the Evidence Based Program, but we'll consider other options for presenting the information.
- Overall, the group felt they made improvements with their endurance by participating in a regular walking group.

6. ADJOURNMENT



LEBANON CITY COUNCIL REGULAR MEETING - MINUTES

February 14, 2024 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.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

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

ROLL CALL

PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Wayne Dykstra
- Councilor - Ward 1 Carl Mann
- Councilor - Ward 2 Kim Ullfers
- Councilor - Ward 3 Jeremy Salvage
- Council President - Ward 3 Michelle Steinhebel

ABSENT

- Councilor - Ward 2 Dave Workman

STAFF

- Interim City Manager Ron Whitlatch
- City Attorney Tre' Kennedy
- City Recorder Julie Fisher
- Finance Director Brandon Neish
- Police Chief Frank Stevenson
- IT Administrative Assistant Erin Gomez

CONSENT CALENDAR

Motion made to approve the consent agenda by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 3 Salvage.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – February 14, 2024
2. **APPOINTMENT:** Budget Committee - Dominic Conti and Robert Waterhouse

3. COUNCIL MINUTES:

2024-01-10 Regular & Executive Session Minutes
2024-01-24 Work Session Minutes

4. EASEMENT: Easement for Utilities - US Bank**PRESENTATION / RECOGNITION****5. Lebanon Chamber of Commerce**

Rebecca Grizzle and Angie Kutsch both representing the Lebanon Chamber of Commerce and Visitor's Center shared with the Council the vision of the Visitors Center Rebuild 2024. They requested \$100,000 from the tourism fund for help with the cost.

There was Council consensus to consider the Chamber's request at the next meeting.

PUBLIC COMMENTS

None

PUBLIC HEARING(S)

None

REGULAR SESSION**6. Authorizing a Supplemental Budget for the 2023-2024 Budget (Resolution No. 2024-02)**

Finance Director Brandon Neish explained the need for the Supplemental Budget. Councilor Steinhebel questioned a vote by the Councilors who are currently in PERS, to which the City Attorney responded the vote was on policy and no different than a vote on the budget.

Motion made by Councilor - Ward 1 Dykstra, Seconded by Councilor - Ward 2 Ullfers.
Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

7. Public Defender Contract Renewal

Finance Director Neish presented the updated Public Defender Contract which is a two year contract and includes a \$4,000 annual increase. City Attorney Tre' Kennedy added the Public Defender is doing a good job and is very reliable.

Motion made by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Dykstra.
Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

8. Lebanon School District Outdoor Maintenance Agreement

Interim City Manager Ron Whitlatch requested approval of the Lebanon School District Outdoor Maintenance Agreement. It was noted the School District will no longer contract with the City and will begin completing their own maintenance.

Motion made by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Dykstra.
Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

9. City Manager's Report

Interim City Manager Ron Whitlatch reported to the Council that proposals are being sought for a Strategic Plan Consultant and expected back at the end of March. Upcoming work sessions include Council Goals, Utility Updates, 5 Year Strategic Plan and Budget discussion.

ITEMS FROM COUNCIL

Councilor Ullfers stated the Code Enforcement and Community Resource Officers are doing a great job as well as the Police Department.

PUBLIC/PRESS COMMENTS

None

ADJOURNMENT

The meeting adjourned at 6:38 PM.

Minutes Approved by the Lebanon City Council on this 13th day of March 2024.

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:

Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

Item # 6.

MEMORANDUM

City Recorder's Office

To: Mayor Jackola and City Council
From: Donna Trippett, Deputy City Recorder
Subject: Sam's Place on Sherman

Date: February 29, 2024

Sam's Place on Sherman has applied for a Full On-Premises, New Outlet Liquor License for their business at 25 & 45 W. Sherman Street.

The Fire Marshal, Police Chief, Building Official and Community Development Director have reviewed the application and found no evidence to support a denial of this liquor license application.

Council Action:

Staff recommends that Council authorize a favorable recommendation to OLCC under the City Council Consent Calendar.

LIQUOR LICENSE APPLICATION

Item # 6.

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Lebanon

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: 2/28/24

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Trade Name

Sams Place on Sherman

LIQUOR LICENSE APPLICATION

Item # 6.

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <i>Lannette Cole</i>	Name of entity or individual applicant #2: <i>Samuel P. Cole</i>
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): <i>Sams Place on Sherman</i>		
Premises street address (The physical location of the business and where the liquor license will be posted): <i>25 & 45 W Sherman St</i>		
City: <i>Lebanon</i>	Zip Code: <i>97355</i>	County: <i>Linn</i>
Business phone number: <i>don't have one yet</i>		Business email: <i>samsplace2024@gmail.com</i>
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065(11)): <i>34931 Ede Rd</i>		
City: <i>Lebanon</i>	State: <i>OR</i>	Zip Code: <i>97355</i>
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>-Dragon Lair</i>	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: <i>Lannette Cole</i>	
Phone number: 	Email: <i>samsplace2024@gmail.com</i>

LIQUOR LICENSE APPLICATION

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:
 1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
 2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Lanette Cole
Applicant name

02/27/2024
Date

Samuel Cole
Applicant name

02/27/2024
Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.



OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Item # 6.

Please Print or Type

Applicant Name: Samuel & Lannette Cole Phone: [REDACTED]

Trade Name (dba): Sams Place on Sherman

Business Location Address: _____

City: _____ ZIP Code: _____

DAYS AND HOURS OF OPERATION

Business Hours:	Outdoor Area Hours:	The outdoor area is used for:
Sunday <u>7am</u> to <u>2:30am</u>	Sunday <u>N/A</u> to _____	<input type="checkbox"/> Food service Hours: <u>N/A</u> to _____
Monday <u>7am</u> to <u>2:30am</u>	Monday _____ to _____	<input type="checkbox"/> Alcohol service Hours: _____ to _____
Tuesday <u>7am</u> to <u>2:30am</u>	Tuesday _____ to _____	<input type="checkbox"/> Enclosed, how _____
Wednesday <u>7am</u> to <u>2:30am</u>	Wednesday _____ to _____	The exterior area is adequately viewed and/or supervised by Service Permittees.
Thursday <u>7am</u> to <u>2:30am</u>	Thursday _____ to _____	
Friday <u>7am</u> to <u>2:30am</u>	Friday _____ to _____	
Saturday <u>7am</u> to <u>2:30am</u>	Saturday _____ to _____	_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check ALL that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing Nude Dancing
- Live Entertainment
- Minor Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

*Minor Entertainers in an area prohibited to minors need prior approval from the OLCC

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday 8pm to 2:30am
Monday 8pm to 2:30am
Tuesday 8pm to 2:30am
Wednesday 8pm to 2:30am
Thursday 8pm to 2:30am
Friday 8pm to 2:30am
Saturday 8pm to 2:30am

SEATING COUNT

Restaurant: 117 Outdoor: _____ Lounge: w/Rest.
Banquet: _____ Other (explain): _____ Total Seating: 117

OLCC USE ONLY
Investigator Verified Seating: _____ (Y) _____ (N)
Investigator Initials: _____
Date: _____

I understand if my answer is incorrect, I will be responsible for the license application.
Applicant Signature: [REDACTED] Date: 02/27/2024



**FULL ON-PREMISES, COMMERCIAL (F-COM)
FULL ON-PREMISES, FOR-PROFIT PRIVATE CLUB (F-FPC)
FOOD SERVICE AFFIRMATION**

Applicant / Licensee Samuel & Lannette Cole

Trade Name of the Business (Name Customers Will See)
Sams Place on Sherman

Business Address 25 & 45 W Sherman St, Lebanon, OR 97355
(Number, Street Address, City, and Zip Code)

I affirm that I have read [OAR 845-006-0459](#), [OAR 845-006-0460](#), and [OAR 845-006-0466](#) and

I affirm:

- I understand that "meal" means a food item, or combination of food items, prepared or cooked on the licensed premises that the Commission determines is a main course and is a serving of food sufficient to satisfy the appetite of one individual. Food items that are appetizers, snacks, and desserts do not qualify as a meal. Examples include, but are not limited to, popcorn, peanuts, chips, a serving of food that is not sufficient to satisfy the appetite of one individual, and food items offered by the licensee as other than a meal.
- I understand that "dining seats" means seating at tables or food counters as defined in OAR 845-006-0340(2)(j) located in areas of the licensed premises regularly open to the public where the Commission determines that each table top or seating area provides a minimum space that will accommodate a place setting consisting of a plate or dish, glassware, napkin and utensils for each seat. Seats at counters in entertainment areas and at bars as defined in OAR 845-006-0340 do not qualify as dining seating.
- I will have at least 30 dining seats during a time period which must last at least two hours prior to 10:00 p.m.
- I will make at least five different meals available at all times and in all areas where alcohol service is available. However, I may make fewer than five different meals available if the OLCC has determined that the clearly dominant emphasis in the areas with alcoholic beverage service is food service.
- I will always have a food preparation area and equipment on my licensed premises that are adequate to meet the food service requirements of this license.
- I am authorized to sign this form on behalf of the applicant or licensee.

Name (print) Lannette Cole

Date 02/27/2024

Signature 



FLOOR PLAN FORM

Item # 6.

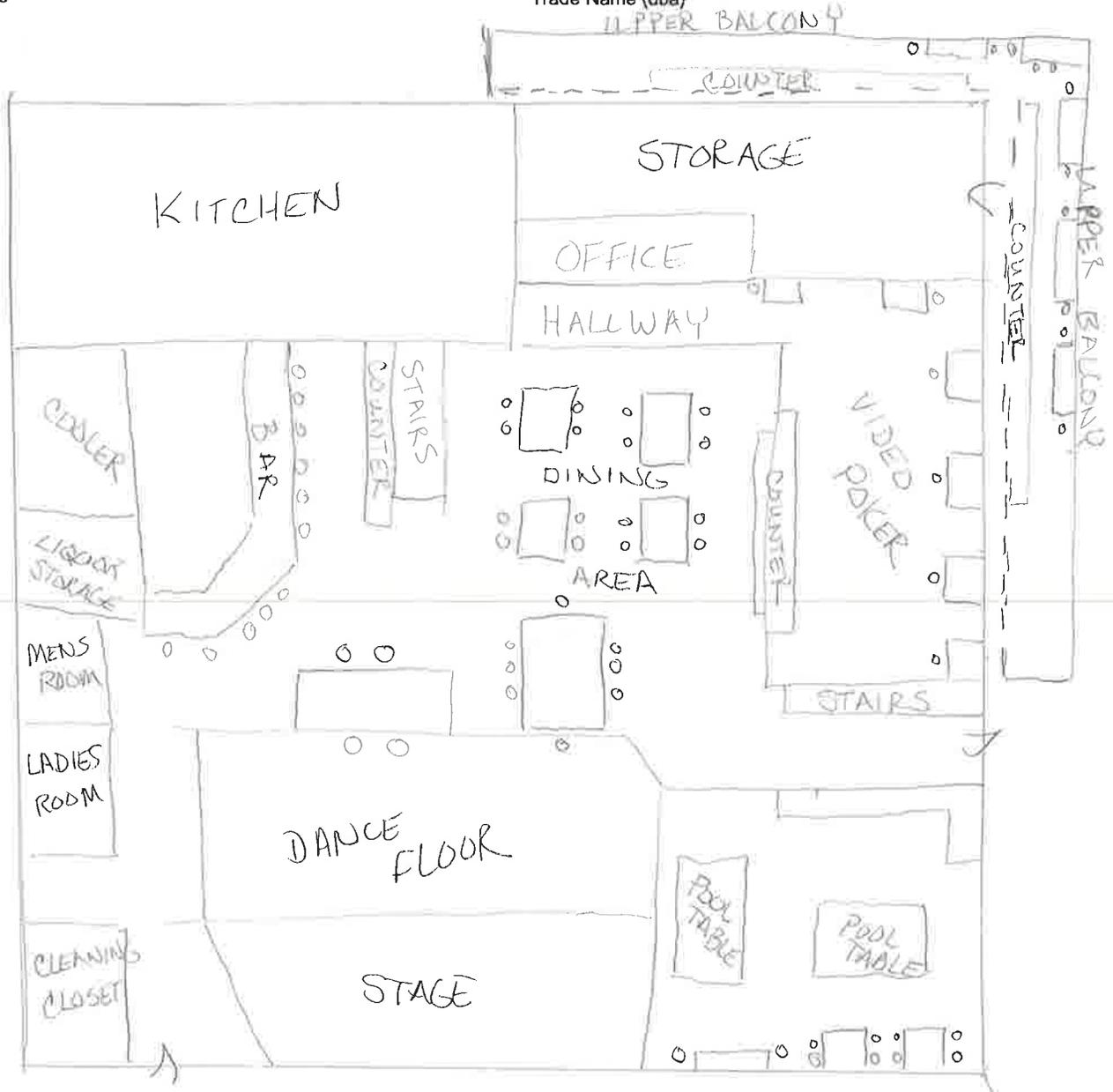
Your floor plan must be submitted on this form

Samuel & Lannette Cole

Applicant Name

Sams Place on Sherman

Trade Name (dba)



.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____

Initials: _____



Oregon Liquor & Cannabis Commission

LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

LLC Name Sams Place on Sherman

Trade Name of Business (Name Customers Will See) Same

The LLC named in this document is a (see page 1 for definitions): Manager-Managed LLC Member-Managed LLC

This section is ONLY for a manager-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)
<u>Lannette Cole</u>	<u>Samuel Cole</u>

This section is for BOTH a manager-managed LLC and a member-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held
<u>Lannette Cole</u>	<u>50%</u>
<u>Samuel Cole</u>	<u>50%</u>

This section is ONLY for an LLC with the listed officers. (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	<u>N/A</u>
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

SERVER EDUCATION DESIGNEE (Directions on page 1)

Name (please print)	Date of Birth
<u>Lannette Cole</u>	<u>01/20/1971</u>

SIGNATURE (Directions on page 1)

 Lannette Cole
 DATE 02/27/2024

This box for OLCC use ONLY

Does the entity hold, or has it ever held, an OLCC-issued liquor license? _____



LAW ORIENTATION AFFIRMATION

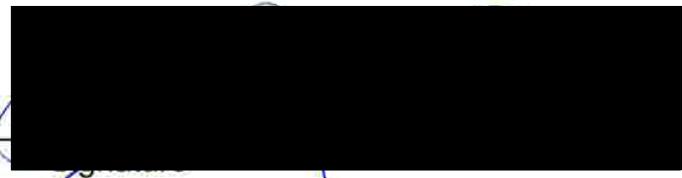
Trade Name of Business Sams Place on Sherman

Business Location 25 & 45 Sherman St Lebanon 47355
(number, street) (city) (zip code)

I have read the Commission's "Law Orientation for Retailers" booklet.

Today's Date 02/28/2024.

Lanette Cole
Name (print)



Name (print)

Signature

Name (print)

Signature

Name (print)

Signature



925 S. Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Maintenance Operations

Date: February 28, 2024

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director 
Subject: 2024 Local Government Grant Program

I. INTRODUCTION

The Oregon Parks and Recreation Department (OPRD) has come out with its 2024 grant funding information and there are several city projects that could benefit from this funding opportunity.

II. CURRENT REPORT

The City of Lebanon intends to submit a grant application for the 2024 Local Government Grant Program. The funding is expected to award up to \$1,000,000 and would be utilized for the continued development of Cheadle Lake. The development of Cheadle Lake will consist of a new accessible restroom, parking lot development, and lighting. The deadline for the grant application to be submitted to the OPRD is April 1, 2024, and the expected award date is October 2024.

III. RECOMMENDATION

Staff requests City Council to consider and approve by Resolution for the City of Lebanon to participate in the Oregon Parks and Recreation Department's (OPRD) Local Government Grant Program.

A RESOLUTION AUTHORIZING THE CITY OF)
LEBANON TO APPLY FOR A LOCAL GOVERNMENT)
GRANT FROM THE OREGON PARKS AND)
RECREATION DEPARTMENT AND AUTHORIZING)
THE CITY MANAGER SIGN ALL APPROPRIATE)
DOCUMENTS ASSOCIATED WITH IT)

RESOLUTION NO. 2024-04

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Lebanon desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the City Council has identified improvements at Cheadle Lake as a high priority need in the City of Lebanon; and

WHEREAS, the project will consist of a new accessible restroom, parking lot development and lighting; and

WHEREAS, the City of Lebanon has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Lebanon will provide adequate funding for ongoing operations and maintenance of this park and recreation facility should the grant funds be awarded.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Lebanon as follows:

SECTION 1. The Lebanon City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for development of Cheadle Lake.

SECTION 2. This Resolution shall be effective following its adoption by the Lebanon City Council.

Passed by the Lebanon City Council and executed by the Mayor on this 13th day of March 2024 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor
Michelle Steinhebel, Council President

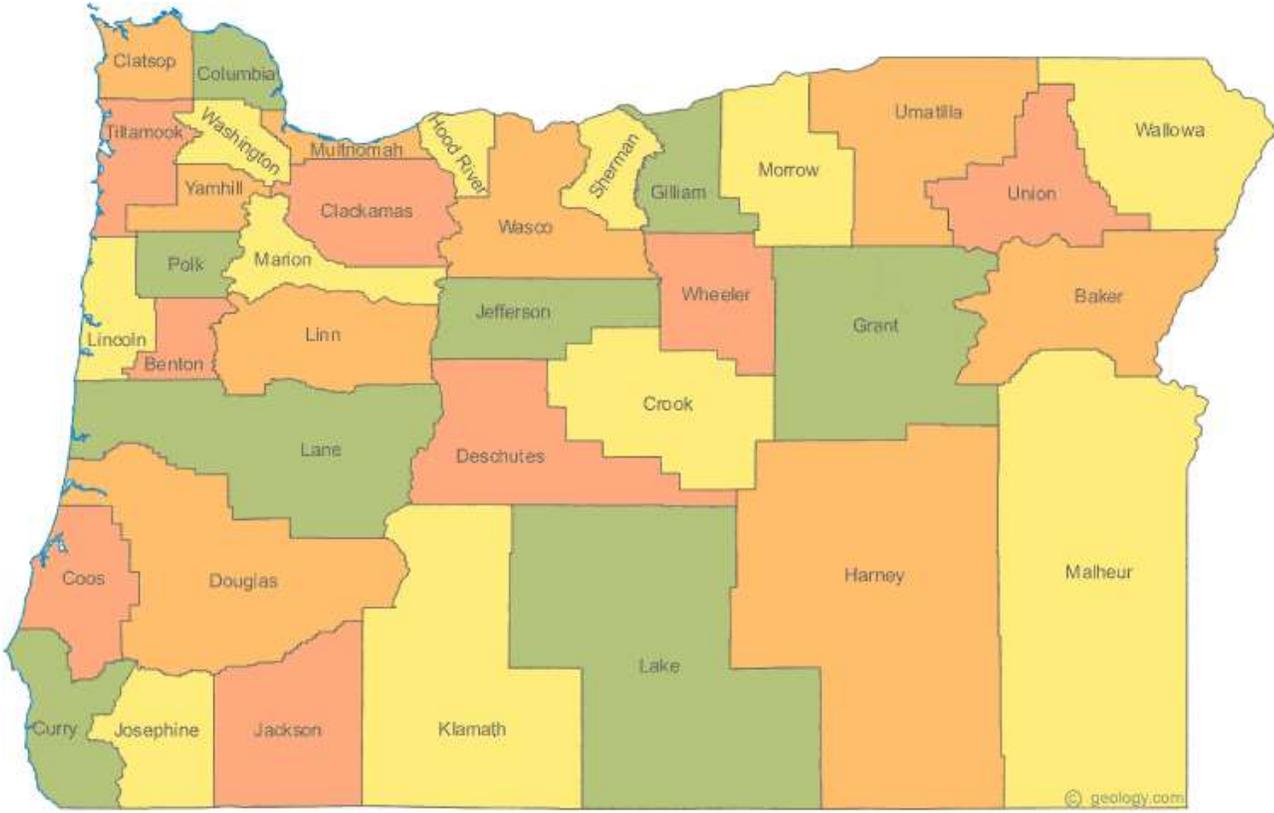
ATTESTED BY:

Julie Fisher, City Recorder

CROSSROADS COMMUNITIES (CRC)



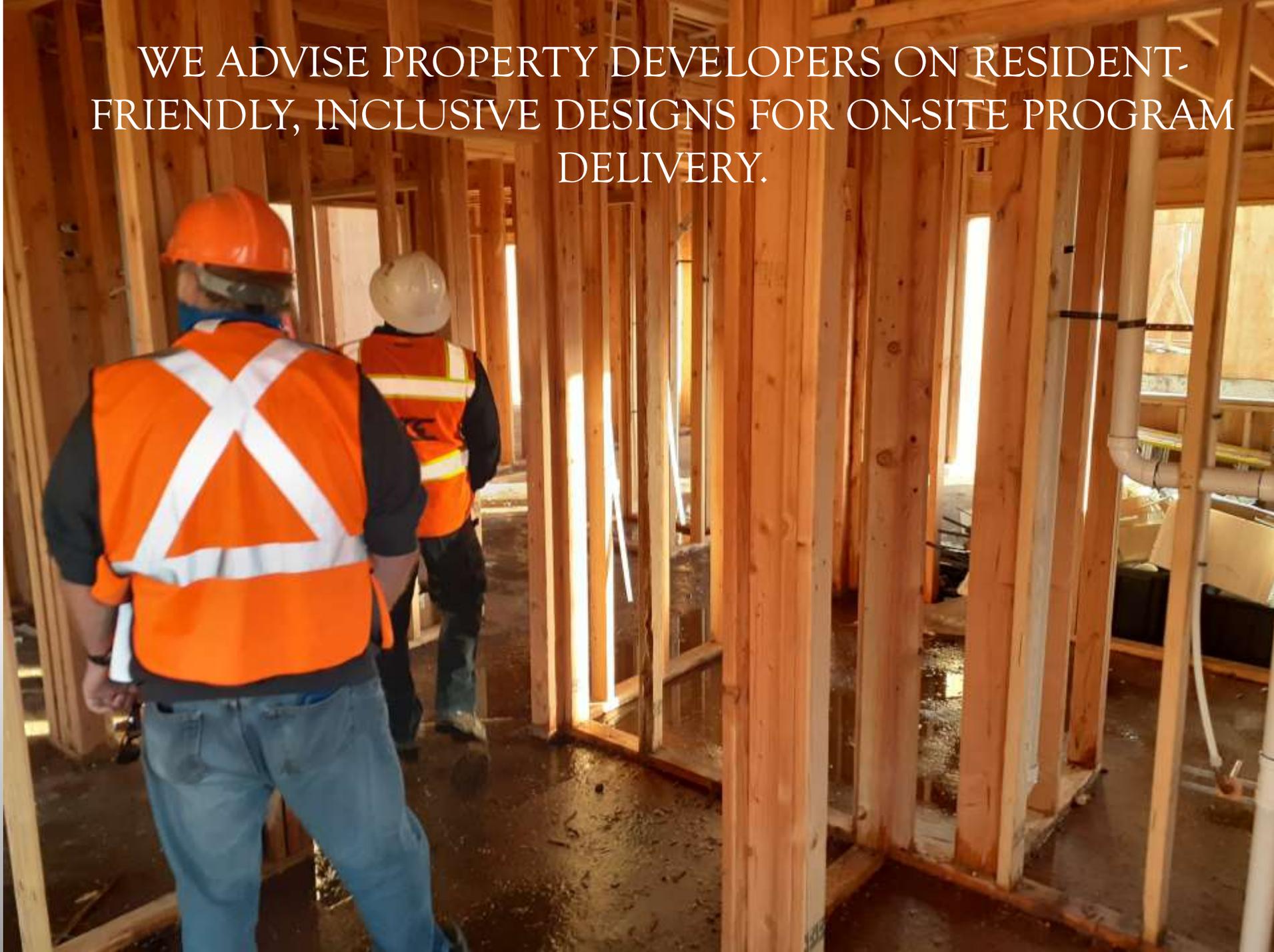
We help others do good well.
We are where do-gooders and do-wellers cross paths.



WE COLLABORATE WITH RURAL CITIES AND COUNTIES TO ADDRESS THE HOUSING SHORTAGE AND HOMELESS PROBLEMS FACED IN OREGON.

WE ADVISE PROPERTY DEVELOPERS ON RESIDENT-FRIENDLY, INCLUSIVE DESIGNS FOR ON-SITE PROGRAM DELIVERY.

Item # 8.



WE CHAMPION THE CONSTRUCTION OF AFFORDABLE HOUSING FOR RURAL OREGON.



WE HOST AND COORDINATE ON-SITE SERVICES FOR AFFORDABLE HOUSING RESIDENTS.



CURRENT LEBANON PROJECTS

- On Site Housing Advocacy, Stabilization & Support in Lebanon for 48 units since Aug 2021.
- Operation of a CRC owned 20-unit permanent housing facility in Lebanon since May 2023.
- Lebanon Community Services Center (LCSC) acquisition federally funded (\$1.75M).
- Y-CAN Youth Workforce education and job placement program.
- Operation of a federally ADA compliant transport van service.
- Winter Heater Program (we shared 2060 space heaters with 8 counties- and have a few left!)
- Expanding projects and activities
 - Free/Reduced Dental Care Services for low-income households
 - Domestic Well Water Education/Testing (For Free)
 - Community Emergency Preparedness Classes
 - Disease Prevention & Living With Chronic Disease Classes

WHY ARE WE PRESENTING TODAY?

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- Crossroads Communities is dedicated to working with program partners including the City of Lebanon to address the housing needs of rural Oregon communities.

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- Lebanon needs more housing.

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- Crossroads Communities is dedicated to working with program partners including the City of Lebanon to address the housing needs of rural Oregon communities.
- Lebanon needs more housing.
- We advocate for all housing and, since affordable housing is not as profitable, developers are less likely to make it a priority.

WHY ARE WE PRESENTING TODAY?

- Crossroads Communities is dedicated to working with program partners including the City of Lebanon to address the housing needs of rural Oregon communities.
- Lebanon needs more housing.
- We advocate for all housing and, since affordable housing is not as profitable, developers are less likely to make it a priority.
- As a non-profit, we are focused on the end goal of affordable housing and not on the fiscal return on investment.

WHY ARE WE PRESENTING TODAY?

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- Lebanon needs more housing.
- We advocate for all housing and, since affordable housing is not as profitable, developers are less likely to make it a priority.
- As a non-profit, we are focused on the end goal of affordable housing and not on the fiscal return on investment.
- Unfortunately, affordable housing (especially the model we champion which includes supportive services) is not cheap.

WHY ARE WE PRESENTING TODAY?

- Crossroads Communities is dedicated to working with program partners including the City of Lebanon to address the housing needs of rural Oregon communities.
- Lebanon needs more housing.
- We advocate for all housing and, since affordable housing is not as profitable, developers are less likely to make it a priority.
- As a non-profit, we are focused on the end goal of affordable housing and not on the fiscal return on investment.
- Unfortunately, affordable housing (especially the model we champion which includes supportive services) is not cheap.
- We look for opportunities to reduce our expenses where we can so we can focus on using the donations, grants, and funding revenue we receive to best effect.

OUR REQUEST FROM THE CITY

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There are current Oregon statutes in place that provide meaningful fiscal benefit to nonprofits that own and operate affordable housing, exempting organizations like CRC from property taxes on units we own and service.

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There are current Oregon statutes in place that provide meaningful fiscal benefit to nonprofits that own and operate affordable housing, exempting organizations like CRC from property taxes on units we own and service.

These statutes have been adopted by Linn County, but cities within the county must also adopt them.

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These statutes have been adopted by Linn County, but cities within the county must also adopt them.

Lebanon has yet to do so, and Crossroads Communities is requesting that the city council review these statutes, as the benefits to the community outweigh the costs (perceived and fiscal) of adopting them.

OUR REQUEST FROM THE CITY

There are current Oregon statutes in place that provide meaningful fiscal benefit to nonprofits that own and operate affordable housing, exempting organizations like CRC from property taxes on units we own and service.

These statutes have been adopted by Linn County, but cities within the county must also adopt them.

Lebanon has yet to do so, and Crossroads Communities is requesting that the city council review these statutes, as the benefits to the community outweigh the costs (perceived and fiscal) of adopting them.

The statutes in question are:

ORS 307.541: nonprofit corporation ownership of low-income housing.

ORS 308.701: provides clarification regarding the use of qualified income housing.

CONCLUSION

We are proud to call Lebanon our home, and we know you are too. Allowing nonprofit affordable housing providers to be exempt from property taxes will further empower us by allowing the funds we have to go to serving the residents of Lebanon who need it the most. It can also generate additional interest in nonprofits partnering with developers to bring more affordable housing to Lebanon.

CONCLUSION

We are proud to call Lebanon our home, and we know you are too. Allowing nonprofit affordable housing providers to be exempt from property taxes will further empower us by allowing the funds we have to go to serving the residents of Lebanon who need it the most. It can also generate additional interest in nonprofits partnering with developers to bring more affordable housing to Lebanon.

By foregoing the taxable income on the properties providing service to households with a fixed income, the working poor of, and those attempting to overcome generational poverty, the social (and financial) benefits to the community will outweigh the dollars lost in tax revenue.

CONCLUSION

We are proud to call Lebanon our home, and we know you are too. Allowing nonprofit affordable housing providers to be exempt from property taxes will further empower us by allowing the funds we have to go to serving the residents of Lebanon who need it the most. It can also generate additional interest in nonprofits partnering with developers to bring more affordable housing to Lebanon.

By foregoing the taxable income on the properties providing service to households with a fixed income, the working poor of, and those attempting to overcome generational poverty, the social (and financial) benefits to the community will outweigh the dollars lost in tax revenue.

As a nonprofit, our goal is not to make money; our goal is to change lives, and we can do even more with those tax dollars going to our efforts.

THANK YOU FOR YOUR TIME

Michael Couch

541-220-0049

michael.couch@crossroadsc.org

Crossroads Communities

541-405-4210

info@crossroadsc.org

Questions?



925 S. Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Maintenance Operations

Date: March 5, 2024

To: Mayor Jackola and City Council
From: Lebanon Parks, Trees, and Trails Committee
Subject: 2024 City Council Update

I. INTRODUCTION

The Lebanon Parks, Trees, and Trails Committee will be providing an update on the various projects the committee has been working on. The committee's focus as of recently includes the Cheadle Lake Accessibility Improvements and application for grant funding. The committee continues to have a primary focus of trail development and maintenance in Lebanon and maintains a close working relationship with Build Lebanon Trails to accomplish goals set forth.

Build Lebanon Trails Update:

1. GP Mill Race Trail (Parks, Trees and Trails, Committee (PTTC) - Recommended to City Council)
 - BLT has been working for 18 years to connect Our Community via a continuous, fully accessible trail that connects the North of Lebanon to the South City Limits.
 - The Mill Race Trail is listed in the City Council Adopted Lebanon Trails Plan as Trail #4 (map attached).
 - The Mill Race Trail will fill the missing trail gap between River Park and the Santiam Street neighborhood.
 - BLT took ownership of 5 tax lots on 12/12/23.
 - Property will be donated to the City of Lebanon.
 - BLT is developing a funding strategy with the goal of building the trail in 2024/25.
 - BLT is considering funding the construction of the gravel trail base and, depending on available funding, may be able to pave the trail before donating the property to the City. This method of trail development results in significant cost and time savings.
 - BLT would employ a similar model as used for constructing the Old Mill Trail.
 - Trail and bridge designs will be reviewed and approved by City staff before construction (pictures of the property are attached).
2. The South Shore Trail Connection to the Soccer Fields (See attached: Lebanon Trails Plan, Cheadle Lake Trail Phase 2)
 - BLT is soliciting an agreement with the property owners for a trail easement across the property.
 - The easement may be contingent on BLT building the trail base and retaining ownership with the goal of donating the property in the future.
 - The trail design will be approved by the City.
3. Gill's Landing Connector Trail
 - This project creates a continuous, fully accessible, trail across Gill's Landing.
 - Like the Old Mill Trail, the new trail will be built with concrete containing fiber reinforcement.
 - The project realigns and replaces the failing asphalt trail.
 - BLT has worked with the City and signed a contract with Udell Engineering to provide final design plans for construction in 2024.
 - This project is funded by donations from Build Lebanon Trails, The Heatherington Foundation, The Ford Family Foundation and the Lebanon Tourism Committee.
4. River Park, West River Trail Extension
 - RTP Grant awarded.
 - Construction in 2024.
5. Trail Activities
 - Ongoing trail maintenance.
 - BLT is providing \$20,000 per year for 4 years to help fund a Seasonal Trail Maintenance Worker.
 - Regularly scheduled trail workdays.
 - Graffiti removal (The Wipe Outs).
 - Cheadle Lake gravel trail rehab.
 - Old Mill Trail tree plantings (replace dead and damaged and adding new trees).
6. BLT Goals 2024 to 2034 (see attached full goals document) (Highlights)
 - Build the Burkhart Creek Trail between Tangent Street and Bob Smith Memorial Park.
 - Complete the planned trail around Cheadle Lake.
 - Fully fund the Trail Endowment Fund, set up in 2022, to provide trail-related activities.

Content follows:

Lebanon Trails Map (dotted yellow lines showing future trail connections)

Pictures of the Georgia Pacific Property

BLT Goals document (located after the GP pictures)

Trail 4 Section 2

1202 feet



Scale
0 100 200 Feet

Legend
----- Proposed Trail 4 Section 2

Note: Located mostly within the narrow Fort James Operating Company taxlot.

*2005 Airphoto



Georgia Pacific Connector Trail Property. Midway looking East towards River Park (deer in the distance).



Georgia Pacific Connector Trail Property. Midway looking West towards Santiam Street.



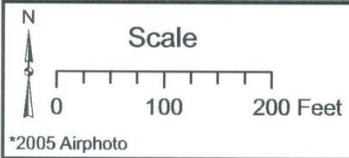
In River Park, along the river, at the connection to the West River Trail Extension Project to be built in 2024.



Georgia Pacific Connector Trail Property. Looking West at Santiam Street (proposed bridge location)

Cheadle Lake Trail Phase 2

1577 feet



Legend
----- Proposed Cheadle Lake Trail Phase 2

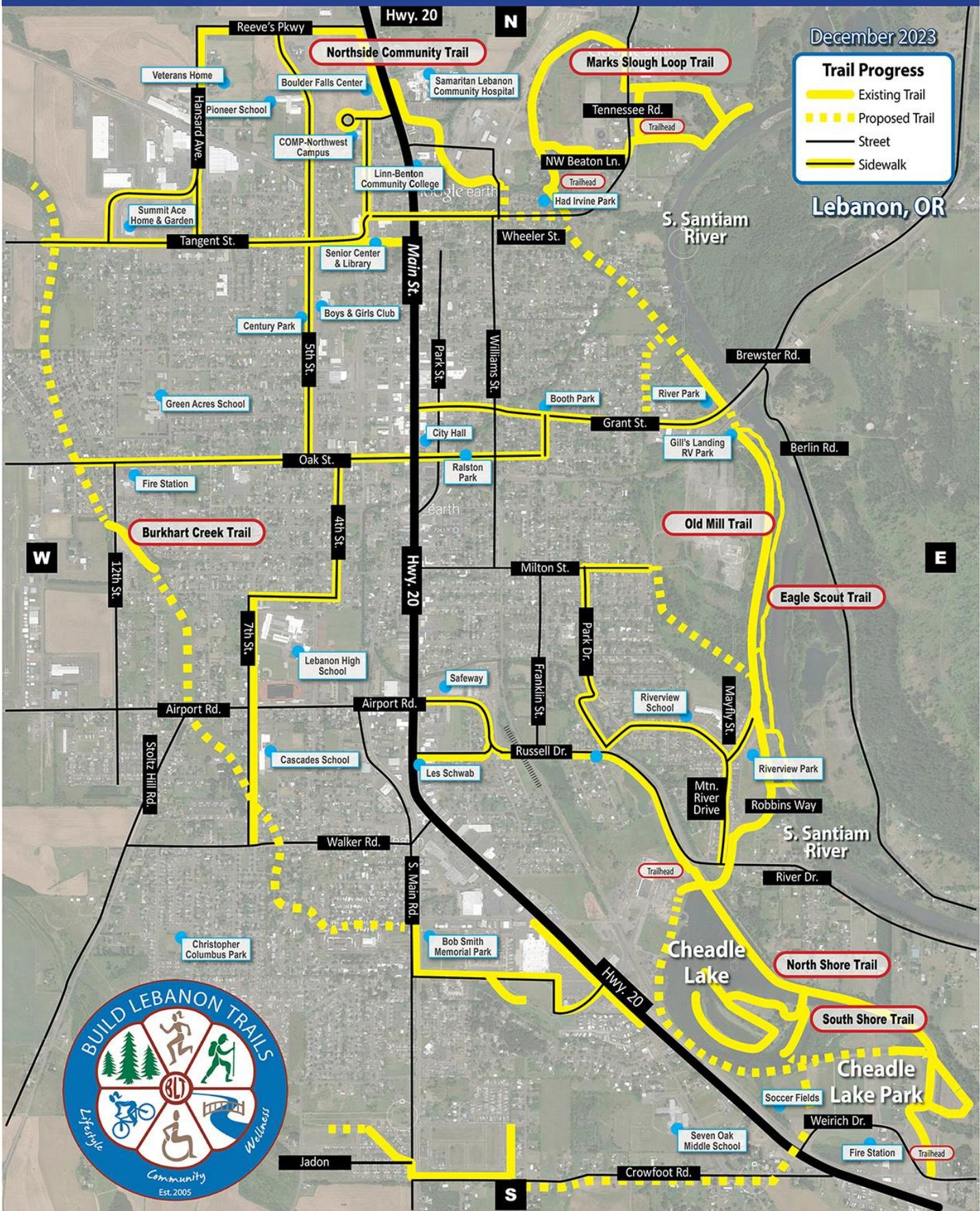
Note: Cheadle Lake Trail Phase 2 connects the Phase 1 trail to the Cheadle Lake Trail, to create a loop around the entire lake.

Building more than 50 miles of hiking, walking and biking trails in and around Lebanon, Oregon

December 2023

Trail Progress

- Existing Trail (Solid yellow line)
- Proposed Trail (Dashed yellow line)
- Street (Black line)
- Sidewalk (Thick black line)



Check our website or facebook for event schedule, trail directions, and all other BLT news!

buildlebanontrails.com facebook.com/buildlebanontrails

BUILD LEBANON TRAILS

Goals Established by the BLT Board in November 2023

1-year goals

- Work in cooperation with the City on developing a detailed plan to build a multiple-use trail between River Park and Bromil Street, including the potential acquisition of easements or property as needed. Also begin exploring options for funding.
- Explore the acquisition of properties and easements needed to construct a connecting trail from Bromil Street to Had Irvine Park. Our goal is to complete this section of trail by the end of 2025.
- Support the City in expediting the development of a paved multi-use connector trail between Had Irvine Park and the Dr. Thad Nelson Trail on North Williams Street.
- Work with the City to complete the West River Trail extension and loop, north of River Park, as planned.
- Explore possible ways to complete structural repairs to the Northshore Trail, north of Cheadle Park.
- Continue to remind the City of the importance of the connection of the Russell Drive Trail, along Primrose Street, to the proposed realignment of Dewey Street between Primrose and Main Street.
- Plant 10 new trees (includes replacing 4 dead trees) along the OMT and continue the weekly, summertime, watering of all the planted trees along the OMT.
- Continue oversight efforts of new developments to be sure they comply with the City's adopted, Trails Master Plan. Our goal is that with any new high-density, multi-family housing, we explore and recommend appropriate connections to the City's trail system.
- Complete the Gills Landing connector trail.
- Explore the possibility of a trail easement with Al Sullivan and Rick Franklin across their property at Cheadle Park.
- Collaborate with the City to continually have 1-2 shovel-ready trail projects ready to go.
- Continue efforts to identify and recruit one or two additional, high-quality BLT Board members.
- Continue to expand volunteer opportunities.
- Contribute to the Endowment Fund on a regular basis, as able.

3-year goals

- Construct the Southshore Trail between Cheadle Park and the soccer fields.
- Complete the connecting trail between North Williams St. and Had Irvine Park.
- Complete the design work, funding and building of the Burkhart Creek Trail between Airport Road and F Street.
- Work to secure a trail right-of-way to enable construction of the Burkhart Creek Trail south of the intersection of Airport Road and Stoltz Hill Road.
- Encourage the City to complete the proposed wide walkway between Stoltz Hill Road and the existing 7th Street Trail near LHS.
- Explore a way to recreate a west boundary trail since the original version was eliminated when the transportation plan was updated.

5-year goals

- Design and complete the acquisition of the properties and easements needed to start construction of the next phase of the Burkhart Creek Trail.
- Pave the thumb and 3rd finger segments of the Island Loop Trails.
- Build a connecting bridge between the thumb at Cheadle Lake and the Southshore Trail. This bridge project will have a higher priority if the discussed emergency repairs fail on the North Shore Trail between the Island Loop Trails and Cheadle Park.

10-year goals

- Build a bridge between the tips of the 1st and 3rd finger at Cheadle Lake.
- Complete the loop trail around the perimeter of Cheadle Lake between the soccer field and the boat launch trailhead.
- Complete the Burkhart Creek Trail.



MEMORANDUM

City Manager's Office

TO: Mayor Jackola and City Council
FROM: Ron Whitlatch, Interim City Manager
ITEM TITLE: Chamber of Commerce Funding Request

INTRODUCTION:

In June 2023, the Lebanon Chamber of Commerce & Visitors' Center was damaged after being struck by a vehicle. The structural integrity of the building was compromised and the Chamber has been operating out of a secondary location while the insurance process and renovations are completed. During the February 14, 2024 City Council Meeting, President/CEO of the Lebanon Chamber of Commerce, Rebecca Grizzle and Board Member Angie Kutsch presented to the City Council the plan for an updated building which included ADA access, updates to the façade, an open floor plan more appropriate for the Chamber and visitor center, and a patio area. As a result of the changes, the insurance proceeds are not enough to complete the renovation and the Chamber requested funds from the City's Motel Taxes to complete the structure.

CURRENT REPORT:

During the 2023 fiscal year, the City received \$289,031 in motel tax revenue formally called transient lodging taxes (TLT). The fund also earns some interest annually and added \$156,739 to the fund balance that year. The funds generated from TLT are allocated to the Lebanon Chamber of Commerce for operation of the Visitors' Center (\$42,000 for 2024) and for tourism grants (\$43,000 for 2024) to support events that bring "heads to beds." Additionally, the TLT are also distributed to the Lebanon Downtown Association to support the Association's Main Street Manager (\$30,000 for 2024). The City also uses \$50,000 for the Downtown Building Restoration Program which distributes funds annually to businesses to improve their facades. This leaves approximately \$125,000 in unallocated funds.

The Chamber of Commerce is requesting \$100,000 to be used on the renovation of the Chamber & Visitors' Center building. Per the presentation to the City Council, the Chamber believes these funds will benefit tourism activities as the building will transform into a site that can host events with the covered patio (paid for in part by a T-Mobile grant) and the new facility will be more inviting for visitors passing through during events such as the Strawberry Festival, Fourth of July, and more. Following the presentation, Councilors expressed an interest in support the Chamber in its endeavors.

Options for available of funding include:

1. The Council could authorize the full grant amount request of \$100,000.
2. City Council could match the grant amount committed by Linn County up to but not to exceed \$100,000.

In addition, with the approval of this funding request, additional organizations and businesses may also solicit requests of Council to fund tourism related projects from this fund. At this time, the City does not have a policy or procedure on how to address these requests or maximum distribution of funds. Moving forward, it may be appropriate to consider how Council would like to address these requests in the future and develop a policy or program.

RECOMMENDATION:

Discuss the funding request and provide staff direction for potential future policy or requests.



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Lebanon, Oregon 97355

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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: Private Sewer Lateral Replacement Assistance Program
Updated Policy and Guidelines

Date: March 1, 2024

I. INTRODUCTION

In accordance with Lebanon Municipal Code 13.04.210, property owners are required to install and maintain, at their own expense, laterals for wastewater collection from their premises to the mains.

In 2008, the City introduced the Private Sewer Lateral Replacement Assistance Program to assist property owners in covering expenses related to replacing damaged or failed sanitary sewer laterals.

Under this program, the City would reimburse owners of single- and two-family residential properties for the sewer lateral replacement costs within the public right-of-way. Property owners remained responsible for the costs associated with lateral replacement from the right-of-way to their residential structure(s).

In recent years, the escalating costs of sewer lateral replacements have made it impractical to expect homeowners to front the full expense and await City reimbursement.

To address this issue, the City has revised the payment process to contractors. Homeowners will now be billed solely for lateral replacement work on private property, while the City will be billed directly for work conducted in the public right-of-way.

The Policy and Guidelines for the Private Sewer Lateral Replacement Assistance Program have been updated to reflect these modifications.

II. RECOMMENDATION

Staff recommends that City Council pass a resolution approve the updated Policy and Guidelines for the Private Sewer Lateral Replacement Assistance Program.

A RESOLUTION REPEALING RESOLUTION NO. 2008-11 AND APPROVING THE PRIVATE SEWER LATERAL REPLACEMENT ASSISTANCE PROGRAM UPDATED POLICY AND GUIDELINES) RESOLUTION NO. 2024-03

WHEREAS, the Lebanon Municipal Code Chapter 13.04.210 places the responsibility for maintaining private sewer laterals on the owner of the property it serves; and

WHEREAS, old collapsing and leaky private sewer laterals contribute to the inflow and infiltration problem in the Lebanon Wastewater system; and

WHEREAS, old collapsing and leaky private sewer laterals contribute to surface damage, sink holes, and potholes in Lebanon’s street system; and

WHEREAS, the City of Lebanon would like to encourage the timely repair and replacement of private sewer laterals; and

WHEREAS, the City of Lebanon would like to update the policies and guidelines of the Private Sewer Lateral Replacement Assistance Program,

NOW, THEREFORE, BE IT RESOLVED that the Lebanon City Council approved the Private Sewer Lateral Replacement Assistance Program updated Policies and Guidelines as shown in Exhibit “A”.

SECTION 1:

The Private Sewer Lateral Replacement Assistance Program updated Policies and Guideline in Exhibit “A” shall be effective immediately.

Passed by the Lebanon City Council and executed by the Mayor on this 13th day of March 2024, by a vote of ___ yeas and ___ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:

Julie Fisher, CMC, City Recorder

PRIVATE SEWER LATERAL REPLACEMENT ASSISTANCE PROGRAM



Policy and Guidelines

March 2024

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Frequently Asked Questions5
Replacement Assistance Application6
Price Quote Detail Sheet.....7

Policy Summary

Old collapsing and leaky private sewer laterals contribute to surface damage, sink holes, and potholes in the City's streets. These old and failing pipes also contribute to the inflow and infiltration problem that ground water has on the City wastewater system. The City has developed this program to provide financial incentives to encourage timely replacement of these sanitary sewer laterals.

The Private Sewer Lateral Replacement Assistance Program utilizes wastewater funds budgeted to provide reimbursement of failed sanitary sewer lateral replacement within the public right of way. The program will continue each year to the extent that funding is available. The program only applies to private single family and two family residential properties. This program only applies to those laterals which are replaced in their entirety from the public sewer main to the residential structure(s).

Lebanon Municipal Code 13.04.210 places the responsibility for maintaining private sewer laterals on the owner of the property it serves. Old collapsing and leaky private sanitary sewer laterals contribute to surface damage, sink holes, and potholes in the public streets and sidewalks. These failing pipes also contribute to the inflow and infiltration problem in the Lebanon wastewater system.

Policy Rules

1. The program is effective as of July 1, 2008.
2. The program only applies to private single family and two (2) family residential properties.
3. The assistance program is only in effect when funds are allocated for that purpose within a given budget year.
4. Allocated funds are available on a first come first serve basis until allocated funds are expended.
5. Construction of public sewer mains or new sewer connections will not be funded by this program.
6. The property owner of the residential structure which the lateral serves shall be reimbursed for the full cost of the lateral replacement within the right of way including right of way permit costs.
7. Reimbursement shall not include the cost of work associated with lateral replacement on private property.
8. Reimbursement shall not include the cost of obtaining easements.
9. Reimbursement only applies to those laterals that are replaced in their entirety from the public sewer main to the residential structure(s). Exceptions to this may be granted by the City Engineer.
10. Proof that lateral pipe failure is located in the public right of way must be submitted and approved by the City Engineer. In addition to pipe failure, reconstruction of any clay, concrete, and orangeburg laterals in the public right of way are eligible for reimbursement.
11. The program will only fund those improvements necessary to meet the normal costs associated with a private sewer lateral replacement less any rebates or incentives offered by a contractor.
12. All private sewer lateral replacement assistance program applications must include three (3) detailed price quotes from different contractors prequalified with the City to perform this work in the public right of way. A list of prequalified contractors is available from the City Engineering Division. The application and a price quote detail sheet are shown on pages 6 and 7. The three (3) quotes will be evaluated by the City and one of them will be approved for potential reimbursement. Lump sum quotes will not be accepted. The City reserves the right to refuse approval of any quote. The program will only reimburse the amount indicated in the approved price quote detail sheet unless otherwise approved by the City Engineer.

13. Funds will only be reserved once permits have been issued. Permits will expire and reserved funds will be made available to others if construction has not begun within 60 days of permit issuance.
14. **PLEASE NOTE:** Reimbursement only applies to those property owners that acquired all applicable permits, complied with all City, State, and Federal standards, have obtained final inspection approval, and have returned a complete “proof of contractor payment” form to the City (see form on page 9) within 30 days from final inspection.
15. The property owner is the only person eligible to apply for this program and the funds will only be released to the property owner of record.

Step by Step Guidelines

1. Thoroughly review the Private Sewer Lateral Replacement Reimbursement Program Policy and Guide document.
2. Provide verification to the City Engineering Division that the sewer lateral is damaged in the public right of way. This may be a recorded CD, DVD, or VHS of an internal pipe inspection; or it may be a detailed description provided by the individual “snaking” the line.
3. Submit a completed Sewer Lateral Replacement Reimbursement application to the City Engineering Division.
4. Meet with a representative of the City Engineering Division to discuss options to replace the sewer lateral.
5. Submit completed price quote detail sheets from three (3) different contractors prequalified with the City to perform this work in the public right of way. DO NOT contract with any contractor unless the City has approved that contractor’s price quote detail sheet. The three (3) quotes will be evaluated by the City and one of them will be approved for potential reimbursement. The program will only reimburse the amount indicated in the approved price quote detail sheet. A list of prequalified contractors is available from the City Engineering Division. Additional contractors may become prequalified with the City by completing a prequalification form and paying an annual fee at the City Engineering Division.
6. Provide verification to the City Engineering Division that any necessary easements have been obtained and are recorded with Linn County Records Office.
7. Provide verification to the City Engineering Division that any necessary permits have been obtained from other government agencies.
8. The contractor whose price quote detail sheet was approved by the City must meet with a representative of the City Engineering Division to discuss the project, and the reimbursement process.
9. Obtain a right of way permit from the City Engineering Division and pay permit fee.
10. Obtain a building permit from the City Building Department and pay permit fee.
11. Contractor must begin work within 60 days of permit issuance.
12. Submit a completed “proof of contractor payment” form to the City Engineering Division within 30 days of final inspection.

Frequently Asked Questions

Q1: Why is the program limited to residential single family homes and duplexes?

A1: The City has been concerned about the residences that have ongoing trouble and complaints about sewer service. Some residences have little means to provide repairs.

Q2: If funds run out for this year, can I save my “proof of contractor payment” and submit it for the next year’s funding?

A2: Return a complete “proof of contractor payment” form to the City within 30 days from final inspection. If approved by the City Engineer, “proof of contractor payment” forms may be held pending budget approval when further funds are allocated for the next fiscal year beginning July 1. No obligation can be made against next year’s budget. The amount of funding allocated for this annual replacement program is determined each year during an annual budget process and can not be guaranteed.

Q3: If my contractor discovers something that costs more than the “approved detailed quote”, will I get reimbursed for that too?

A3: To keep contracts from under bidding projects to get work then asking for more money during actual construction, the program will only reimburse the amount indicated in the approved price quote detail sheet unless otherwise approved by the City Engineer.

Q4: My contractor is not from this area and gave me a lump sum bid. Can I use this contractor?

A4: Only itemized quotes submitted to the City on the “price quote detail sheet” will be considered for approval. Lump sum quotes can not be accepted because they do not provide any basis for evaluating how costs were distributed in public right of way versus private property. The contractor would need to become a City approved prequalified contractor before the price quote detail sheet could be considered for approval. City prequalification of contractors provides a review process to determine qualifications and insurance information which seeks to protect the property owner, public, and the City government.



MEMORANDUM

City Recorder's Office

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Lebanon Municipal Code Chapter 2.04 Regular Meetings Update

INTRODUCTION: Review of proposed amendments to LMC Chapter 2.04, Regular Meetings.

CURRENT REPORT: The City Council meets the second Wednesday at 6pm and holds a work session at noon when needed. There has been Council discussion on the difficulty attending a noon meeting for some of the Councilors. The ability to notice and hold a meeting at a time other than noon is possible with provisions of the code as long as there is a vote of four or more Councilors.

Staff is proposing amendments that would remove language specifying the time and date of a second City Council meeting. This gives the Council the ability to set meeting times that work for the Council. Public Meeting Notices will be published for every public meeting.

The proposed ordinance has been reviewed by legal counsel.

RECOMMENDATION: Motion and approval of Ordinance 3017.

**A BILL FOR AN ORDINANCE AMENDING
SECTION 2.04.060 OF THE LEBANON
MUNICIPAL CODE**

) ORDINANC
) E BILL NO.
) 2024-XX
)
)
)
)
)
**ORDINANC
E NO. XXXX**

WHEREAS, current procedures for regular meetings are detailed in the Lebanon Municipal Code under a section for Regular Meetings; and

WHEREAS, the procedures state meetings will be held on the second Wednesday at 6pm and fourth Wednesday at noon.

WHEREAS, the City desires the ability to hold a second meeting, when necessary, at a time that works for the majority of the Council.

NOW, THEREFORE, THE CITY OF LEBANON ORDAINS AS FOLLOWS:

Section 1. Chapter 2.04.060 REGULAR MEETINGS, and is hereby amended to read as follows:

- A. The city council ~~shall~~ ordinarily hold ~~its one~~ regular meetings at six p.m. on the second ~~Wednesday and at noon on the fourth Wednesday, if needed, of Wednesday~~ of each calendar month in Lebanon, Oregon. ~~with a second meeting scheduled if needed as called by the Mayor or any five members of the council, and upon notice given to the city council and public at least twenty four hours prior to the scheduled starting time and date, and/or at such place and time as shall be designated by vote of four or more city council members, with public notice given, and such meetings located within the city limits of Lebanon, Linn County, Oregon; provided, that the city council shall meet in public session at least once every month.~~
- B. ~~It is the responsibility of each city councilor to notify the city clerk's office orally or in an email~~ if unable to attend a regular or special meeting as far in advance as possible to assure a quorum. Unexcused absences will become part of the record by the city clerk as roll call is taken.
- C. ~~Upon notice from four or more members of the city council that they are unable to attend a regular or special meeting, the city clerk will immediately notify the mayor and city manager of lack of a quorum. The mayor or city manager may cancel said meeting. Notice of the cancellation will be provided to the Council, public and media as soon as practical. provided that notice is given to the city council and public at least twenty four hours prior to the scheduled starting time and date of a~~

Commented [KH1]: Can keep this to say more than two meetings could occur....or leave out since ORS allows for the calling of special meetings.

Commented [JK2R1]: I would suggest one regular meeting on second Wednesday. Why not just call any other meetings "special meetings" under 2.04.070. Seems to have more flexibility and simplified.

Commented [KH3]: Do we want to remove this? There has been talk previously about Council not holding a meeting in August, and sometimes the December meeting doesn't have anything on the agenda so we might be able to cancel the meeting....

Commented [JK4R3]: Charter, chapter IV section 13 requires one meeting per month. Probably get away with cancelling a meeting without consequences. I would delete the sentence since it is in Charter but recognize what Charter says when we makes decisions about cancelling a meeting.

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~~regular or special meeting. Notice to the public is sufficient by notifying local media and posting a notice at the meeting room where the council meeting was to have been held.~~

Commented [JK5]: The way it was written seems to indicate that cancellation is not allowed within 24 hours. Seems situations could occur that require cancellation on less than 24 hours notice.

Passed by the Lebanon City Council and executed by the Mayor on this on this 13th day of March 2024 by a vote of ____yeas and ____nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, CMC, City Recorder

A BILL FOR AN ORDINANCE AMENDING)
 SECTION 2.04.060 OF THE LEBANON)
 MUNICIPAL CODE)
)
) ORDINANCE BILL NO. 2024-01
)
) ORDINANCE NO. 3017
)

WHEREAS, current procedures for regular meetings are detailed in the Lebanon Municipal Code under a section for Regular Meetings; and

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- B. It is the responsibility of each city councilor to notify the city clerk's office if unable to attend a regular or special meeting as far in advance as possible to assure a quorum. Unexcused absences will become part of the record by the city clerk as roll call is taken.
- C. Upon notice from four or more members of the city council that they are unable to attend a regular or special meeting, the city clerk will immediately notify the mayor and city manager of lack of a quorum. The mayor or city manager may cancel said meeting. Notice of the cancellation will be provided to the Council, public and media as soon as practical.

Passed by the Lebanon City Council and executed by the Mayor on this on this 13th day of March 2024 by a vote of ____yeas and ____nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, CMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

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MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, Interim City Manager
Subject: **Administration Update – February 2024**

Date: February 28, 2024

- Attended meeting with multiple State Reps, City Managers, and Mayors from mid-valley to discuss the issues related to the Green Peter Drawdown.
- Working with staff to determine feasibility of relocating the City Council Chambers to the Library Community Room. We are currently getting pricing for a new dais and the needed IT improvements for the proposed meeting room.
- Budget process for FY 25 is moving along. So far, we are still on track for a completed document by first part of April to deliver to the Budget Committee.
- We have met with several consulting firms to moderate the City Council 5-year Strategic Plan process. We expect to have proposals back in the next several weeks.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.
- Continuing to work with the League of Oregon Cities and several State Legislators to identify shovel ready infrastructure projects for housing.
- Participating in Linn County's Natural Hazards Mitigation Plan update being completed by Department of Land Conservation and Development. This plan includes updates to all cities located in Linn County and will be presented to City Council for approval in 2025.
- In an effort to close out the Northwest Urban Renewal District in 2028 (rather than the current projection of 2032) we have been contacting all taxing districts to let them know we will not be under levying the district as in years past. This will require full levy of taxes to the district in order to pay off the debt service by 2028. This is being done to bring funding back to the General Fund sooner (and all other taxing districts).



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: February 2024

- Compiled and Prepared the City Council Agenda and Packet
- Minutes: February Regular Meeting
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) 2024-02 Budget Adjustment
- Ordinances: 0
- Press Releases: 2
- Public Meeting Notices: 3
- Documents added to ORMS: 223 for a total of 20,788
- Public Records Request: 5
- Records Destruction Certification: 6
- Liquor Licenses Processed: 0
- Contact Us Submissions: 25
- Maintained the City's social media accounts and website updates
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring
- Tracked and archived deeds, easements, and rights of way

Elections: At the 2024 General Election on November 5th, the positions for Mayor and three City Councilors will appear on the ballot.

Mayor	Currently held by Ken Jackola	Two-Year Term
City Councilor – Ward 1	Currently held by Wayne Dykstra	Four-Year Term
City Councilor – Ward II	Currently held by Kim Ullfers	Four-Year Term
City Councilor – Ward III	Currently held by Jeremy Salvage	Four-Year Term

The City Recorder's office will have a complete candidate packet available by May 2024.



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Item # 13.

MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, Interim City Manager* Date: *March 1, 2024*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

- Recruitment:
 - Communications Specialist – Offer declined. Pulling from pool, interviews pending.
 - Police Officer – 2 candidates in background.
 - LINX PT Driver – Offer declined. Relaunched. Posting open and receiving applications.
 - Water/Wastewater Plan Manager – Employee DOH 3/11
 - LINX PT Dispatcher – Employee DOH 3/12
 - Sr. Maintenance Worker Rover – Internal hire effective 2/25
- Benefits:
 - Business as usual
- Classification and Compensation:
 - Ongoing - Work has begun on adding/expanding the working conditions/physical requirements to the JD's. JD's are actively being updated as changes/updates are identified.
 - Market reviews for non-union positions completed. Results are with the Interim City Manager for review.
- Training and Development:
 - February Safety training – Why Sitting is Bad for You
 - March Safety training – Workplace Violence Prevention

 - February All Employee training – Myth of Multitasking
 - March All Employee training - None
- Performance Management:
 - Assessing and testing the electronic performance evaluation tool on hold until after July of 2024 due to Teamster labor negotiations.
 - 33 evaluations are past due as of 2/29/2024
 - 3 in Finance (oldest is over 2 years past due)
 - 8 in City Manager's Office (Director Evals)
 - 7 in Public Works (oldest is over 2 years past due)
 - 14 in Police Department (oldest is over 6 years past due – 6 employees)
 - 1 in SC/LINX (8 months past due)
- Other
 - Teamster union negotiations begin on 3/7/2024.
 - ADP Learning module on hold.
 - Exploring the functionality of electronic Personal Action (PA) forms. Currently HR uses spreadsheets to track step and longevity dates. This is an imperfect system. The HRIS system has the ability to process employee step and longevity transactions electronically so HR is exploring what this process may look like in preparation for a discussion with management.
 - Exploring document storage in HRIS system which will allow employees access to personnel files at any time without having to contact HR for a copy.



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MEMORANDUM

Community Development

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

Date: January 29, 2024

February Report:

Planning:

- The February Planning Commission (PC) meeting included consideration of one public hearing:
 - AR-24-01, S-24-01, VAR-24-02, 03, 04 for a 19-lot subdivision and development of a townhome and zero-lot-line development with variances to the number of dwelling units allowed on a private street, the minimum lot size of a corner lot, and the rear yard required for two lots for project area between Walker and Wassom east of Stoltz Hill Road.
 - The Planning Commission approved the project.
- In February, no projects were approved administratively:
- Staff is currently processing 7 planning applications for 5 project:
 - Minor Land Partition and Property Line Adjustment between 163-177 W C Street (application under public comment period)
 - Class I Variance request for fencing on Russell Drive (application under staff review)
 - Property Line Adjustment between two parcels on Carolina St and Williams St (application under staff review)
 - Planned Development and Subdivision application for a 120-lot subdivision on Crowfoot Rd (application is under staff review)
 - Comprehensive Plan Text Amendment to incorporate a minor amendment to the adopted Transportation System Plan (materials being developed)
- State Capital Funding Requests: As part of the current legislative session, the City submitted three funding requests through Representative Cate and Senator Hayden's Offices for capital funding projects including an infrastructure project for the development of housing, funding for the pre-treatment needs of the water treatment plant due to the effects of the draw down of the Green Peter Dam, and funding for the needed capacity improvements at the wastewater treatment plant. Once the legislative session is complete with the funding bills passed, an update will be provided on funding status.
- Housing Production Strategy: DLCD has officially acknowledged the City's Housing Production Strategy! A formal letter of acknowledgement was provided to the City on February 2, 2024.
- Community Development Block Grant (CDBG) Program: The City received notice that the CDBG grant was approved by the State to support the Linn County Housing Rehabilitation Program. Grant agreement documents are expected and program to be initiated in spring.

- Continuum of Care (CoC) and Multi Agency Coordination (MAC) to address homelessness: All agencies with funding allocation are currently ramping up their projects and expending funds. CSC continues the process to develop the regionwide CoC.
- Rules Advisory Committee on Housing: The Community Development Director continues to participate in the State's Rules Advisory Committee for Housing to develop the Oregon Administrative Rules associated with House Bill 2001 (2023) and House Bill 2889 (2023). This is a multiple year appointment which will provide Lebanon a voice at the table in the development of reasonable housing standards for implementation at the rural level.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues to participate on the LCSD Facilities Advisory Committee responsible for updating the facilities master plan for the school district, with the goal of bringing expertise in population growth projections and development projections to the group. The committee is anticipated to be an approximate year appointment.

Building:

- Building Permit Fees: The Building Division has not raised fees since 2015. As such, to address increase in staffing and operating costs, and upcoming contract amendments with the City's Contract Building Official, the Department will be proposing fee increases. These fee increases will be in line with a similar increase expected with the City of Sweet Home who utilizes the same Contract Building Official and will be similar to Linn County building permit fees. Once the fees are finalized, they will be presented to Council for consideration and adoption.
- The city processed 56 permits in January. Total fees received were \$38,697.04 and valuation of construction was \$3,086,926.00.
- By comparison, in January 2023, 33 permits were processed. Total fees received were \$11,998.16 and valuation of construction was \$260,141.00.
 - A current list of the larger construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - Chipotle interior renovations and façade improvements (S Santiam Highway)
 - Seven Oaks Middle School Addition (Cascade Drive)
 - Anderlik Manor Renovation (W Grant Street)
 - Panda Express (Airport/Hwy 20)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - Weldwood Storage (Weldwood Drive)
 - 19-lot subdivision (Walker & Wassom)
 - 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)
 - 450 Weldwood Drive – Self Storage (Weldwood and Cascade Drive)

Economic Development:

- Alysia Rodgers, Economic Development Catalyst has left her position after 5 years with the City on February 14, 2024. Alysia's outstanding work over the years brought over \$500,000 into the community for business assistance, helped businesses grow, solidified our regional economic development reach with the Rural Economic Alliance, and furthered the City's goals on economic development with the adoption of the Economic Opportunity Analysis. She was an absolute asset to the Community Development Department team and will be missed.

- Due to budget reductions, the Economic Development Catalyst position will not be filled. The Economic Development Division functions will be significantly reduced based on capacity constraints, and the Community Development Director will work to identify alternative options to provide targeted economic development services without staffing.
- Business visitation program: In February, Mayor Jackola, Councilor Salvage, and Community Development Director Hart visited two businesses in Ward 3:
 - Grocery Outlet: The meeting informed the City about how Grocery Outlet operates, the benefits it provides to its employees, and how business has been in the economic climate of high interest rates. The store specifically requested the City lobby the state into bringing a Bottle Drop to Lebanon. In addition, conversation regarding shopping cart retrieval and how the City plans to amend the process was discussed. As a follow-up, direct contact for the Community Service Officers was provided.
 - Hometown Comfort Station: Discussion included updates on how the business was fairing after the relocation to the current location, the history of the business development, ongoing marketing efforts, and how the business owners wish for the business to grow. Resources were provided to the business including connection to RAIN, and SBDC to help with business development plans and social media marketing.
- Downtown Building Restoration Program: Three projects were awarded grants this cycle for the total grant allocation of \$50,000: Papa's Building Façade Restoration (804 Main Street - \$25,000), Wells Fargo Building Façade Restoration (809 Main Street - \$20,000), Kuhn Signage Additions and Painting (668 Main Street - \$5,000). Contracts have been submitted for signature and projects will be underway shortly.
- Rural Economic Alliance (REAL): The REAL meeting in February included a presentation from SBDC to discuss the scope of services provided to the region and how to further solidify partnership with the REAL cities. Additional discussion included how to move forward with the reduced capacity from the loss of the economic development catalyst from Lebanon, and how to proceed with the survey and business resource project in the pipeline.



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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Engineering Update – February 2024**

Date: February 26, 2024

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), and main extension along Division Way (this project will serve US Bank who is currently on a septic system). Udell Engineering is currently working on a design to extend sanitary sewer on Grove Street (between Carolina and Dodge). Once the design is complete, Staff will get three quotes to extend the mainline. Laterals on this block of Grove Street were originally constructed through backyards and all connect on Carolina Street. Staff is continuing to receive applications for replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Kennedy Jenks Engineering (KJE) and City Staff are currently scheduling several site tours of other wastewater plants in March to look at the processes they use. We will be visiting wastewater plants that are currently using the preferred alternatives that we have chosen to get actual operator input and see them work firsthand. Staff has completed the additional testing for the new NPDES Discharge Permit. The Masterplan is scheduled for completion in late spring of 2024. We received word from DEQ that the new NPDES Discharge Permit is now scheduled to be complete in 2025. This is part of the reasoning for slowing the progress on the Master Plan so that we can discuss permit parameters prior to finalization of the Master Plan.
- Design of the multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek will be completed with the signal drawings and incorporated into the overall project. This includes taking the existing overhead powerlines and converting them to underground. Staff has completed a design for a trail to connect the Old Mill Trail and the River Park Trail in the Gills Landing Parking lot. BLT is currently looking for grants along with donations to complete this project. The City has submitted and received a Recreational Trails Grant to complete a segment of trail on the Albany Property next to River Park. Design is currently underway, and we anticipate construction early this summer.
- Emery & Sons Construction has completed sanitary sewer pipe installation on Crowfoot Road (from South Main to View Lane) and also the final phase of the project on South Main Road (Crowfoot to Joy). We are still waiting on decent weather to complete the final surfacing (asphalt overlay) on Crowfoot and South Main Roads. Below is the current financial status of the project. This will be updated to reflect changes/additions that occur during construction.

Approved GMP Values		Contingencies Used to Date	
Construction Cost	\$18,029,671.95	Contractor Contingency	\$254,900.97
Contractor Contingency	\$398,026.75	City Contingency	\$692,179.00
City Contingency	\$995,066.86	Allowances Spent to Date	
Contractor Allowances	\$1,902,065.32	Trench Foundation	\$107,733.78
Total GMP Approved	\$21,324,830.88	Dewatering	\$429,579.64

- The Seventh Street Reconstruction Project (Oak to 'F') was awarded to Willamette Valley Excavation at the January City Council Meeting. Construction is scheduled to begin on March 4th and expected to be complete by the end of the year.
- Staff has received comments back from ODOT for a design approval of several sidewalk access ramps on Grant Street between Park and Second Street. We will be making several revisions in order to satisfy ODOT. Staff is actively designing the waterline replacement and street upgrades on Grant Street between Main Street and Fifth Street. A meeting with Union Pacific Railroad (UPRR) and Albany and Eastern Railroad was held on-site in December. Based on UPRR comments, it appears that the Rail Crossing on W. Grant will need improvements. Staff will be navigating what improvements and the costs associated with them in the coming months to determine overall financial impacts to the project. This new information will likely delay the project.
- 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 (being done as Staff time allows) to complete. Staff will bring the completed document to the City Council for approval sometime in 2024.
- The City is preparing for a new Traffic Signal at the intersection of Airport Road and Stoltz Hill Road. This project will also extend waterline and sanitary sewer line on Stoltz Hill Road from Antioch Street to Airport Road, sidewalk and driveway installation, and likely a multi-use path along Airport Road. The Project Team (Kittelsohn Engineers, Udell Engineering, and City Staff) are moving forward with the final design for the project in anticipation of a summer bidding. The project has been delayed for over a year now due to right-of way needs and ongoing negotiations with a property owner. Linn County is currently in the process of obtaining the needed right-of-way (which is going through eminent domain), while the City is negotiating with the property owner on the north leg of the intersection for a small portion of right-of-way. It is likely that this project will take well over a year to construct as signal pole lead times are currently 6-9 months out.
- Kittelson Traffic Engineers has completed the design (30%) of a round-about at the Cascade Drive/Weldwood Intersection. They are currently preparing a Tech Memo for the City recommending an update to the current Transportation System Plan (TSP) with this project. Staff intends to bring the proposed update to the City Council in the near future. The addition of this project to the TSP will be beneficial in applying for future grants to complete the project.

Staff will be advertising the Beaton Lane/Tennessee Road Rapid Flashing Beacon Project in February. A recommendation to award will be requested at the March City Council Meeting. Build Lebanon Trails has also committed \$20,000 to this project in an effort to get it done.

- Cheadle Lake Park Utility Extension Project is complete other than final striping.
- Udell Engineering is working on a conceptual master plan for the park which has been reviewed by the Parks, Trees, Trails Committee. The cost estimate for the initial conceptual design was substantially more than we

have available in funding. Staff and Udell Engineering will come up with an alternate design with a much more paired down scope, with the focus being on accessibility improvements, backbone utilities, and hopefully a stage/event area. It is likely construction will take place of any improvements will be in 2025.

- Udell Engineering is under contract to provide Engineering Design services for a sanitary sewer line replacement on North Third Street. Staff is working with Udell to determine the best approach to replacing the line since it is located in the alley with very little maneuvering room. The existing line has multiple failures and a substantial amount of infiltration. Once design is complete, Staff will advertise the projects for bids, likely spring/summer of 2024.
- Udell Engineering is currently under contract to provide the Topographic Survey for 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 re-construct 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 anticipate starting design early in 2024.

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, there will also be a big push by DEQ 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.

DEVELOPMENT ENGINEERING

- Hickory Lake Apartments preconstruction complete contractor to start construction March 4.
- Franklin Grove Subdivision public improvements accepted. Site plans received for single family construction, home construction in process.
- Airport Storage water main extension passed testing and contractor working on final punch list items.
- Bate's Storage off Hansard Ave plans returned to engineer for revisions.
- Industrial Way storage plans returned to engineer for revisions.
- Fire Department received temp occupancy for office contractor completing final site items.
- Plans approved for Buckmaster Plumbing new storage building. Contractor working building addition. Fire hydrant extension complete and operational. Final street patch and site work to be completed weather permitting.
- Kees Street extension preconstruction meeting complete and contractor to start with sewer connection and partial road closure 2/1/24 -2/5/24. Kees Street will remain closed during construction.

- Weldwood Dr storage fire hydrant extension and passed testing. Contractor to complete onsite work and final street patch.
- Oak St sewer extension plans approved.
- Plans approved for new Panda Express Building corner of Airport and Hwy 20. All utility crossing complete, contractor working on final site work and building construction.
- Plans approved for new subdivision Madelyn Meadows between Walker & Wassom Street. Contractor working on sewer main extension and excavation of new private street.
- Blackrock Apartments corner of Airport & S 2nd Street fire hydrant extension complete and passed testing. Final street patch schedule for weather permitting. Contractor working on site improvements and building construction.
- Mill Race Station RV storage plans returned to engineer for revisions.
- Sewer main extension along 12th Street north of Airport approved.



MEMORANDUM

Finance Department

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

FROM: Brandon Neish, Finance Director

RE: Department Report – February 2024

- Accounts Payable
 - Payments made in January 2024; 157 checks were processed for payments of \$2,317,629.90. Payments made in February 2024; 235 checks were processed for payments of \$2,095,722.17.
- Payroll
 - Payroll was processed on January 5th and January 19th for all employees. In total, 143 employees were paid during the month of January. Payroll was also processed on February 2nd and February 16th. In total, 129 employees were paid during the month of February.
 - The following adjustments have processed since January 1, 2024 for payroll errors:
 - January 2024:
 - W-2s were initially issued by ADP on January 10, 2024. Wages and taxes were correct, information in box 12 was not. Staff immediately engaged with the vendor and the issue stemmed from coding that was incorrectly applied within the vendor's system at implementation. Corrected W-2s were issued and staff was notified throughout the process. Adjustments which would normally be paid by the City will be covered by the vendor due to their mistakes.
 - A reprinted check was done for an employee with incorrect banking information entered.
 - 14 employees had the wrong FSA amounts withheld in January. The withholding amount was for the prior year. Employees were contacted and the corrections were made either on the next payroll or over the next three pay dates.
 - February 2024:
 - An employee identified that the 2 hour minimum for callback time did not calculate correctly (missed 1.4 hours of additional time at OT rate).
- Budget
 - The FY2025 budget process began December 21 with personnel estimates for the remainder of the fiscal year completed by Finance staff.
 - Departments began entering their estimates for 2024 expenditures December 26 and completed on January 19.
 - Departments completed their requested budgets on February 9 with subsequent review by the Interim City Manager and Finance Director completed the following week.
 - Interim City Manager and Finance Director met with each Director February 26 – March 1 to review their requested budgets.

- A draft of the budget book is expected around March 12th with a final draft completed March 20th.
- A budget calendar is included below for information

- **Additional**

- The City received notice from the IRS that Affordable Care Act (ACA) forms (1095-C) were not submitted in January 2022 for tax year 2021. Staff submitted the necessary paperwork in February to rectify the issue.
- Staff was alerted by employees that W-2 information for 2022 was not submitted to the Social Security Administration and the IRS. No notification has been received from these governmental agencies. Staff gained access to the SSA's Business Services Online system and filed the required reports.
- Sarah Campbell was selected to fill the vacant Accountant role. Duties within Finance will be redistributed to reduce 1.0 FTE from the Finance Office in accordance with a cost reduction proposal submitted during budget reviews.
- Staff continues to work with the auditors to finalize our 2023 fiscal year audit. Additional requests for documentation have been sent over the past month and it has been determined that additional time will be necessary to complete the annual document. Auditors have requested additional information as recently as February 28th regarding Capital Assets.
- The new point of sale (POS) system at the Library launched in January with minimal issues. Staff at the Library are enjoying the ease of use and functionality of the new POS.

- **Utility Billing:**

- 6,287 billing statements (including electronics) were mailed January 26th for a total of \$1,035,245 in utility revenue. 6,258 billing statements (including electronics) were mailed February 23rd for a total of \$1,086,117.
- 49 Owner Lien (past due) notification letters were mailed.
- On February 15th, 313 phone calls went out to notify customers they have a past due balance.
- There were a total of 107 lockouts in January and 79 in February.
- There was a total of 323 service requests in February: 52 move ins, 79 lock-offs, 26 re-read meters, 81 reconnects, 26 move outs, 13 leak checks, 1 changed meter, 16 turn ons, 8 turn offs, 5 meter installations, 5 meter removals, no dead meters, 1 water quality check, no pressure tests, 2 emergency requests, 1 meter test, 1 meter locate and 6 miscellaneous requests.

Utility Billing Data

	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Active Accounts	6,448	6,459	6,459	6,459	6,459	6,459	6,516	6,516	6,555	6,582	6,581	6,581	6,581
Penalty Applied	711	953	721	N/A	296	236	265	280	365	234	426	426	426
Lock Offs	56	68	68	83	71	74	0	100	73	114	N/A	N/A	N/A

Municipal Court Data

	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Charges Filed	94	134	100	94	129	102	137	166	109	180	102	241	95
Show Cause Issued	43	39	34	43	42	54	48	56	61	55	45	50	55
Licenses Suspensions Issued	17	10	30	22	23	20	38	32	30	20	47	39	51
Warrants Issued	105	159	180	154	144	160	231	203	150	169	141	174	202
Charges Disposed	157	99	168	115	80	137	141	123	121	92	170	163	196

Lebanon Budget Calendar for FY 2024-25

	City Recorder's Office reviews Budget Committee terms and advertises accordingly
Dec 21	Finance to complete payroll projections through end of FY24
Dec 26 - Jan 19	Departments input year-end expenditure and department focused grants/donation projections
Jan 5	Revenue projections for FY25 complete
Jan 12	New personnel requests due to Finance
Jan 17	Five-year Capital Plan review with Department Directors Review personnel requests with Department Directors
Jan 22	Admin, IT/GIS, Custodial/Maintenance Services, Mechanic, PW Admin FY25 requested amounts entered with transfers
Jan 24 - Feb 16	Departments compile FY25 requested budget / Finance completes personnel projections
Feb 16 - 23	City Manager and Finance Director review budget requests
Feb 26 - Mar 1	Directors meet with Finance Director and City Manager
Feb 28 - Mar 27	Department Director's review pre-proposed budget
Mar 1	Directors submit graphics / data / text for department summaries in budget book
Mar 3	Publish notice of Budget Committee meeting (submit to DH by 2/27)
Mar 12	Draft FY25 Proposed Budget complete
Mar 20	FY25 Proposed Budget available for public review
Apr 3	First Proposed Budget Committee Meeting (public comment due Mar 29) Budget Committee: Deliver proposed budget / Deliver budget message / Elect chair / Set meeting calendar
May 1 - 10	Budget Committee: Department review / budget changes / five-year capital plan / five-year forecast for utility funds / review of internal service funds / public hearing (multiple meetings possible)
May 15	Approved budget compiled / LB-1 sent to DH for publication
June 7	Last day for public to submit testimony on proposed uses of State Revenue Sharing Funds to the City Manager
June 12	Regularly scheduled City Council meeting / Public hearing on approved uses of State Revenue Sharing / Resolution to accept Approved Budget and State Shared Revenue adopted by Council



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INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- The web site upgrade project continues in collaboration with the City Recorder and other departments.
- The budgeted SCADA upgrade project continues.
- Staff assisted with Zoom & YouTube Santiam Travel Station (STS) meetings for City Council, Parks, Trees, and Trails, and other staff meetings as requested.
- Worked on upgrading and migrating file server operating systems.
- Progress continues with Lebanon Fire District on the Station 31 construction project.
- Successfully moved Lebanon Fire Administration offices to the new Station 31 location.
- 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

- Assisted with LFD Building Migration and Access Control Coordination for Station 31.
- Annual Census Boundary and Annexation Survey (BAS) Project continues.
- Work continues with Finance and Public Works to update meter reading routes for City water services.
- Attended Quarterly Willamette Valley GIS User Group (WVGISUG) remote web conference meeting.
- New World GIS Update Coordination with LPD continues as scheduled.
- Continued OHA Lead & Copper Survey Project Coordination.
- Continued work on the Water Quality Dashboard to be incorporated into the new City web site project in 2024.
- Cleaned up and coordinated updated web maps with Engineering and Planning.
- Coordinated new address updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.

Summary

During the past month, IT and GIS closed 350 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.



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MEMORANDUM

Lebanon Public Library

To: Mayor, City Council & Ron Whitlatch, Interim City Manager

Date: February 27, 2024

From: Kendra Antila, Library Director

Subject: Manager's Report

- A crowd of 107 (children and their caregivers) attended a special Storytime with the Lebanon Police Department this month.
- The Friends of the Library, with help from a Siletz Tribal Charitable Contribution Fund grant, donated \$4500 for this year's Summer Reading Program.
- The Teen Advisory Group held a bake sale fundraiser at the Friends of the Library Author Fair and raised \$340 for future teen programming.
- We registered 101 new patrons in January, the highest number we've seen outside of the summer months since January 2020.

THE CITY THAT FRIENDLINESS BUILT



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Item # 13.



MEMORANDUM

Police Department

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

Date: February 28, 2024

- For the month of February 2024, the Patrol Division had approximately 1,245 calls for service, made 91 arrests, issued 34 traffic citations and wrote 135 casereports.
- Recruit Garcia graduated from the Department of Public Safety Standards and Training (DPSST) and will be finishing up his field training portion that requires him to be with a certified officer; he has approximately one more week to go, and then he will be released to be on his own. Recruit Officers Belknap, McKinney and Hobbs are still in training at DPSST, but are doing well and all are on track to graduate.
- Recruit Belknap is scheduled to graduate Friday, March 1st. He will resume his field training here at the agency on Monday, March 4th.
- Officer Jason Van Eck has progressed past the field training portion, and is now working as a solo officer.
- We conducted interviews for Police Officer on February 28th. We have five (5) remaining vacancies to be filled at the Police Dept., including three (3) officer positions.
- Kolton Kuhns passed all phases of pre-employment screening and started his career as a Police Officer with us on February 12th. He is currently in the field training phase and is set to attend the Police Academy in April.
- Our Communication Specialist position remains open until filled. We will be conducting the written test portion of the process in March.
- The Detectives Division remains busy with very involved cases. This month, they were assigned seven (7) new cases. They have been able to send three (3) cases to the Linn County DA's office for review and have made three (3) arrests. In all, eleven (11) cases have been closed this month.

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



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MEMORANDUM

Public Works

Date: February 27, 2024

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – March 2024

A. Collections (Sanitary-Storm):

- Mowing
 - No maintenance mowing and weed eating as weather did not allow.
- Manholes:
 - Inspected existing manholes for condition and I&I.
 - The primary location for investigation was Southwest area of town.
- Sewer Mains:
 - Responded to two reports of plugged sanitary sewer mains.
 - The flow was restricted by roots at location one, root control was placed, and line is flowing.
 - Heavy debris was found at the second location, line was cleaned and is flowing.
 - Cleaned 2330-feet and video inspected 1660-feet of sanitary sewer main line.
 - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
 - Assisted 4 customers with sewer lateral issues.
 - Video inspected 805-feet of sanitary sewer laterals.
 - Installed 0 cleanouts.
 - Conducted 6 sewer lateral replacement investigation.
 - 3 - entered program
 - 3 - not eligible or did not require replacement
 - 3 - working with customer to gather more information
 - Note: We were able to get all private laterals to at least a temporary working condition
 - Abandoned lateral at 1185 W. Airport Road.
- Storm:
 - Investigated flood issue on W. Airport Road.
 - Found no issues within the storm system.
 - Determined to be an overload due the extreme amount of rain.
 - Found and investigated unmapped storm line and manhole in alley.
 - The source has been determined but the outfall is still unknown.
 - Cleaned 400 feet and video inspected 175 feet of storm line.
 - Cleaned several catch basins and manholes around Park Drive / Mountain River Drive.

- Completed several rounds of catch basin/curb inlet, ditch inlets and culverts clearing during rain events.

- Cleaned maintenance yard wash rack pit.
- Reviewed one set of pre-construction plans for Engineering.
- Monthly equipment checks and maintenance completed.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.
- Assisted with water meter reads.
- Assisted water department with residential water leaks.

B. Parks:

- Crews started tree trimming.
- Opened, closed, and cleaned parks restroom buildings daily.
- Managed large clean up at Wynn Mill Park restroom.
- Crews began applying casoron at schools and parks where applicable for vegetation management.
- All parks and trails system garbage's checked daily and emptied.
- Trimmed shrubs at school district office and other school facilities as needed.
- Started mowing as weather allows.
- 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.
- Repaired and repainted permanent benches at all city parks and trails.
- Finished repairing and repainting all picnic tables for city parks and public events.
- Completed the following maintenance at Century Park Shelter A; rebuilt permanent picnic tables, cleaned gutters, and repainted the shelter.
- Pressure washed playground equipment at Century Park.
- Cleaned tennis and basketball courts at Century Park and Christopher Columbus Park.
- Gills Landing
 - There were 31 RV park reservations for the month of February.
 - There were two shelter rentals for the month of February.

C. Streets:

- 13 – days were spent sweeping.
- Installed and removed street banners for public events.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Installed (6) new no parking signs on Ralston Drive.
- Repaired flashing light on Berlin Road, damage was due to attempted theft.
- Completed vehicle repairs and maintenance.
- Rocked and graded trail for BLT and dug holes for trees to be planted during BLT event.
- Completed intermittent leaf pickup through town.
- Responded to two garbage clean-ups on roadway.
- Installed more of the new fence panels at the skate park.
- Graded gravel roadways, alleys, and shoulders of roads and filled potholes throughout town.

- Responded to two sewer lateral plugs.
- Assisted water department with residential water leaks.

D. Wastewater Treatment Plant:

- The Lebanon WWTP is in full compliance with our NPDES permit month to date.
- Influent flow for the month is averaging 6.4 MGD.
- We have begun hauling biosolids to our spring field.

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.
 - 73 locates were completed throughout Lebanon for the month of February.
 - Followed up on water concerns and completed sample testing requested by citizens.
 - Completed 20 state required water distribution samples.
 - Completed Cheadle Lake well samples.
 - Installed 7 water meters.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	78.28 MG
Finish Water Produced	60.33 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
0.73	1.46	1.03	0.010	0.039	0.015
Finish pH			Filtrate Fluoride (Average of Each Day)		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.42	7.92	7.41	0.00	0.00	0.00

- Raw Water NTU has improved and has been running between 10-20 NTU.
- We replaced both reservoir valves mother boards; they are both operational again.
- Higher flows are causing trans membrane pressure (TMP) and pounds per square inch (PSI) issues with the trains, we are currently working with Carollo and H2O to fix the issues.



MEMORANDUM

Senior Services & LINX Transit

Date: February 29, 2024
 To: Mayor Jackola and City Council
 From: Kindra Oliver, Senior Center & LINX Transit Director
 Subject: Monthly Report

LINX Transit has provided 41,000 rides, as of yesterday. For the month of February, we averaged 261 rides during the weekdays and 129 rides on Saturdays. We will likely end the year with over 60,000.

LINX Transit is applying for a new bus through the Oregon Department of Transportation (ODOT) 5339 Bus Discretionary Grant Program for 2024-2026. The federal grant provides funding for 85% of the cost of the vehicle. These applications are due to ODOT by March 12, 2024. LINX Transit will be applying for the 15% match through the 2025-2027 Statewide Transportation Improvement Funds (STIF) grant process. The STIF applications will be due in November or December of 2024. If awarded, the purchase is planned for the FY 2025-26 budget year.

LINX Transit had a successful recruitment for a part-time dispatcher. Our new part-time dispatcher will start the training process mid-March.

LINX Transit is currently recruiting for a part-time driver position to fill a vacant position.

The Lebanon Senior Center has been experiencing increased participation with programming and classes. Our evidence-based programs and social opportunities have encouraged many to come see what we have to offer and continue coming in to participate. Our counts for participation this fiscal year will surpass prior years, including pre-Covid years.

Sheryl Casteen, Certified Master Gardener, will be sharing her gardening knowledge with a 6-week food garden class. The class is great for beginning and experienced gardeners. The series starts on Saturday, March 30th, 10:00 to 12:00 and will run for six consecutive Saturdays, at the Senior Center.

We have another gardening volunteer that comes in once a month sharing inspirational gardening projects through Therapeutic Horticulture. This month we will learn about making nesting bundles for our feathered friends, Saturday, March 9th, from 1:00 to 3:00 pm.

We have a new volunteer working with seniors to discover and create using the Procreate app on our Senior Center i-pads. The capabilities for creating different projects are vast. This class is scheduled each Wednesday in March, from 11:00 to 11:45 am.