



LEBANON CITY COUNCIL REGULAR MEETING AGENDA

January 10, 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 – January 10, 2024
2. **COUNCIL MINUTES:**
December 13, 2023 Regular & Executive Sessions
3. **EASEMENTS:**
S. 9th Street
River Center Plaza
4. **IRREVOCABLE PETITION:**
S. 9th Street

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 January 9, 2024**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PRESENTATION / RECOGNITION

5. Lebanon Downtown Association - 2023 Annual Report

PUBLIC HEARING(S)

REGULAR SESSION

- [6.](#) Lebanon Downtown Association Funding Request
- [7.](#) 7th Street Bid Award
- [8.](#) Resolution No. 2024-01 - A Resolution for the Acquisition of Real Property by Condemnation by the City of Lebanon.
- [9.](#) City Manager's Report

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): February 14, 2024

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.

**LEBANON CITY COUNCIL
MINUTES - DRAFT
December 13, 2023**

EXECUTIVE SESSION

Council Present Mayor Kenneth Jackola, Council President Michelle Steinhebel, Councilors Wayne Dykstra [via Zoom], Carl Mann, Jeremy Salvage, Kim Ulfers and Dave Workman

Staff Present City Attorney Kennedy, City Recorder Julie Fisher and Human Resources Director Angela Solesbee

Media Present Hans Boyle, Albany Democrat Herald

Mayor Jackola called the executive session to order at 3:30 p.m. in the Santiam Travel Station Board Room. City Attorney Kennedy read the executive session announcement – *Per ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent. (City Manager).*

No Council decisions were made in Executive Session. Mayor Jackola adjourned the executive session at 5:45 p.m.

REGULAR SESSION

Staff Present City Attorney Tré Kennedy, Interim City Manager Ron Whitlatch, City Recorder Julie Fisher, Police Chief Frank Stevenson, Human Resources Director Angela Solesbee, Community Development Director Kelly Hart and Finance Director Brandon Neish

Media Present Hans Boyle, Albany Democrat Herald and Sarah Brown, Lebanon Express

Mayor Jackola called the regular session to order at 6:00 p.m. All Councilors were present. Councilor Wayne Dykstra attended via Zoom.

Consent Calendar *Councilor Steinhebel moved, Councilor Workman seconded, to approve the Consent Calendar as presented. The motion passed unanimously.*

AGENDA	Lebanon City Council Agenda – December 13, 2023
BOARD MINUTES	Planning Commission – October 18, 2023
COUNCIL MINUTES	November 8, 2023 Regular & Executive Sessions
	November 17, 2023 Executive Session
DECLARATION	Arbor Day

Public Comments

Adam Kirkpatrick, dentist, advocated for the retention of water fluoridation based on the large amount of scientific evidence attesting to both its efficacy and safety.

Responding to Councilor Steinhebel's question, Dr. Kirkpatrick said that he has about 2000-3000 patients.

Vanessa Hufnagel, representing many fellow Western University College of Osteopathic Medicine students spoke about the way the homeless are treated and said that a shelter, maintained in part by the City, would

benefit the community much more than a warming shelter.

Corbin Tolen, voiced apprehension regarding fluoride safety and spoke in favor of putting this issue on the ballot for public consideration. Regarding the citizen petition he initiated, he said that his focus turned to electing Council members who would raise the issue.

Presentation

Small Municipalities Advocacy Coalition (SMAC) Membership

Sean Tate, spoke about Small Municipalities Advocacy Coalition (SMAC), which gives small communities a voice at the state level.

Councilor Steinhebel asked Mr. Tate how their group is different from the League of Oregon Cities (LOC). Mr. Tate said that the biggest difference is the advocacy model. LOC hires lobbyists to do the work for their members. They do not have a rural specialist; communities with greater influence receive more attention. SMAC focuses on rural communities' needs and involves small municipalities in the dialogue.

In response to Councilor Steinhebel's comment that Lebanon's population is about 20,000, Mr. Tate said that they consider a rural community to be below 20,000 to 30,000.

Councilor Salvage asked how Lebanon would benefit from being a member. Mr. Tate said that he would not know until discussing Lebanon's strategic needs.

Public Hearing

1) Development Code Amendment to Address RV Parks and RVs as Caretaker Dwellings (DCA-23-01)

Mayor Jackola opened the public hearing at 6:36 p.m. There were no Councilor declarations of ex parte contact, bias or conflicts of interest and no objections to the notice sent out or to the jurisdiction of this body to hear and consider this case.

Community Development Director Hart presented staff's recommendation to adopt the proposed ordinance amending various chapters of the Lebanon Development Code regarding RV Parks and Recreational Vehicles as caretaker dwellings.

There being no comments regarding the application, the public hearing was closed at 6:39 p.m. City Attorney Kennedy read the title of ORDINANCE BILL NO. 2023-21, ORDINANCE NO. 3016. ***Councilor Salvage moved, Councilor Workman seconded, to APPROVE ORDINANCE BILL NO. 2023-21, ORDINANCE NO. 3016, A BILL FOR AN ORDINANCE AMENDING THE LEBANON DEVELOPMENT CODE REGARDING RV PARKS AND RVs AS CARETAKER DWELLINGS. The motion passed unanimously.***

Regular Session

2) Psilocybin Update

Community Development Director Hart provided an update addressing questions posed by the Council at the October work session.

3) Recreational Trails Grant Agreement

Interim City Manager Whitlatch requested approval to accept the Recreational Trails Grant for the West River Trail Extension Project and to appoint him as authorized signer on the agreement and all other documents related to the grant.

City Attorney Kennedy recommended that all City trails be marked with “for recreation purposes only” due to a Oregon Court of Appeals decision.

Councilor Workman moved, Councilor Steinhebel seconded, to ACCEPT THE RECREATIONAL TRAILS GRANT FOR THE WEST RIVER TRAIL EXTENSION PROJECT AND TO APPOINT INTERIM CITY MANAGER WHITLATCH AS AUTHORIZED SIGNER ON THE AGREEMENT AND ALL OTHER DOCUMENTS RELATED TO THE GRANT. The motion passed unanimously.

4) American Rescue Plan Act Funds

Finance Director Neish presented staff’s recommendation to assign the unallocated American Rescue Plan Act (ARPA) funds toward sewer infrastructure and to formally allocate \$75,000 to cybersecurity improvements.

Councilor Ullfers asked for more information about the pumps that need to be replaced. Interim City Manager Whitlatch said that the Westside Interceptor wet well influent pumps need to be replaced at a cost of about \$200,000.

Councilor Salvage moved, Councilor Steinhebel seconded, to AUTHORIZE \$75,000 OF ARPA FUNDS TO BE USED FOR CYBERSECURITY IMPROVEMENTS. The motion passed unanimously.

Councilor Salvage moved, Councilor Steinhebel seconded, to ASSIGN THE UNALLOCATED ARPA FUNDS TOWARDS SEWER INFRASTRUCTURE. The motion passed unanimously.

5) Fluoridation of Municipal Water Supply

Interim City Manager Whitlatch presented several possible options regarding fluoridation of the City’s water supply and requested Council direction.

Councilor Workman moved, Councilor Mann seconded, to AUTHORIZE THE CITY MANAGER TO PLACE AN ITEM ON THE NOVEMBER BALLOT TO REMOVE FLUORIDE FROM THE SURFACE WATER TREATMENT PROCESS.

Councilor Steinhebel stressed that there is an active open petition by Corbin Tolen, Lindsay Pehrson and Sabrina Mann and they have until May 17, 2024 to collect 1,952 signatures.

City Attorney Kennedy said that there will be a financial impact to referring an issue to the voters.

The motion passed with 4 yeas (Dykstra, Mann, Salvage, Workman) and 2 nays (Steinhebel, Ullfers).

6) Property Acquisition (1185 Airport Road)

Interim City Manager Whitlatch requested Council approval to purchase property at 1185 Airport Road and to appoint Interim City Manager Whitlatch as an authorized signer on all real estate and financial documents related to the sale. The Transportation System Plan identifies the 12th Street/Airport Road intersection as a possible location for a traffic signal or roundabout. This property is located at the northeast corner of the intersection.

Responding to Councilor Dykstra’s question, Interim City Manager Whitlatch said that it would cost about \$30,000-\$40,000 to demolish the building. Staff would likely recommend doing that sooner, rather than later.

Interim City Manager Whitlatch explained to Councilor Steinhebel that this will come out of transportation system funds.

Councilor Salvage moved, Councilor Ullfers seconded, to APPROVE THE PURCHASE OF 1185 AIRPORT ROAD AND APPOINT INTERIM CITY MANAGER RON WHITLATCH TO BE AN AUTHORIZED SIGNER ON ALL REAL ESTATE AND FINANCIAL DOCUMENTS RELATED TO 1185 AIRPORT ROAD. The motion passed unanimously.

7) Letter of Support – ENTEK

Interim City Manager Whitlatch presented ENTEK's request to support an exemption to an upcoming Environmental Protection Agency rulemaking under the Toxic Substances Control Act. They indicate that trichloroethylene is essential in its battery separator production.

Interim City Manager Whitlatch confirmed for City Attorney Kennedy that ENTEK meets industrial discharge permit limits.

Councilor Ulfers moved, Councilor Dykstra seconded, to HAVE THE MAYOR SIGN THE ENTEK SUPPORT LETTER. The motion passed unanimously.

8) City Manager's Report – Interim City Manager Whitlatch provided updates:

- The water treatment plant is struggling but continues to meet water quality standards. There would typically be about six inches of sediment in the basins over the course of a year. When cleaning the basins last week, there was about three feet of sediment that accumulated over the last 40-50 days.
- Mayor Jackola said that he was contacted about leasing the billboard outside of town for \$700/month. It could possibly be used to promote Lebanon. Councilor Ulfers suggested that this be done in conjunction with the Chamber of Commerce. Interim City Manager Whitlatch said that he will get more details and speak with the Chamber on ideas of how the billboard could be used.
- City Hall will be closed on December 22, 25 and January 1.

Items from Council

Councilor Steinhebel spoke about how the City of Portland is seeking to ban public drug use hoping that the state legislature will make changes to Measure 110 to give municipalities options. She would like to explore this as it may be something smaller cities can do.

Interim City Manager Whitlatch reported that the Governor has said that there is not much that can be done until the state legislature acts on it. Staff will monitor this and be ready with ordinances that may pave the pathway.

Public/Press Comments

Gamael Nassar said that the tourism brainstorming session came up with using a billboard as a simple way to promote tourism. He also said that landowners along Hwy. 20 may want to work with the City.

Hans Boyle, Albany Democrat Herald and Lebanon Express, asked for clarification between the fluoride options presented.

Nancy Randall, Santiam Excursions, and Rick Franklin, Rick Franklin Corporation, spoke about how much tourism they bring to town. Mr. Franklin said that they are outgrowing their Santiam Travel Station space and asked the Council to move their meetings.

Dr. Adam Kirkpatrick expressed his appreciation to the Council for everything that they do.

Next Scheduled Council Meeting

- January 10, 2024 Regular Session (6:00 p.m.)

Mayor Jackola temporarily adjourned the regular session and called for a 15-minute recess.

EXECUTIVE SESSION

Staff Present City Attorney Kennedy, Interim City Manager Ron Whitlatch, Police Chief Frank Stevenson, Public Works Director Jason Williams, Human Resource Director Angela Solesbee, and City Recorder Julie Fisher

Consultants Present Kerry Shepherd and Allison Rothgeb, Markowitz Herbold PC

Media Present Hans Boyle, Albany Democrat Herald and Sarah Brown Lebanon Express

Mayor Jackola called the executive session to order at 7:45 p.m. City Attorney Kennedy read the executive session announcement – *Per ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

No Council decisions were made in Executive Session. Mayor Jackola adjourned the executive session.

REGULAR SESSION

Mayor Jackola reconvened the regular session.

9) Retaining Legal Services

Councilor Steinhebel moved, Councilor Ullfers seconded, to RETAIN MARKOWITZ HERBOLD PC TO PURSUE LITIGATION REGARDING WATER QUALITY ISSUES RELATING TO THE SOUTH SANTIAM RIVER. The motion passed unanimously.

Mayor Jackola temporarily adjourned the regular session.

EXECUTIVE SESSION

Staff Present City Attorney Kennedy, Interim City Manager Ron Whitlatch, Police Chief Frank Stevenson, Public Works Director Jason Williams, Human Resource Director Angela Solesbee, and City Recorder Julie Fisher

Media Present Hans Boyle, Albany Democrat Herald and Sarah Brown Lebanon Express

Mayor Jackola called the executive session to order.

City Attorney Kennedy read the executive session announcement – *Per ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (City Attorney).*

City Attorney Kennedy read the executive session announcement – *Per ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent. (City Manager)*

No Council decisions were made in Executive Session. Mayor Jackola adjourned the executive session.

REGULAR SESSION

Mayor Jackola reconvened the regular session at 9:05 p.m.

10) City Manager Contract Authorization

Councilor Steinhebel moved, Councilor Mann seconded, to SUSPEND THE CITY MANAGER RECRUITMENT UNTIL JULY 2024. The motion passed with 5 yeas (Mann, Salvage, Steinhebel, Ullfers, Workman) and 1 nay (Dykstra).

The regular session was temporarily adjourned at 9:07 p.m.

EXECUTIVE SESSION

Staff Present City Attorney Kennedy, Interim City Manager Ron Whitlatch, Police Chief Frank Stevenson, Public Works Director Jason Williams, Human Resource Director Angela Solesbee, and City Recorder Julie Fisher

Mayor Jackola called the executive session to order at 9:08 p.m.

City Attorney Kennedy read the executive session announcement – *Per ORS 192.660(2)(d) To conduct deliberations with persons designed by the governing body to carry on labor negotiations.*

No Council decisions were made in Executive Session. Mayor Jackola adjourned the executive session.

ADJOURNMENT – The meeting was adjourned at 9:38 p.m.

[Minutes prepared by Donna Trippett, Deputy City Recorder]

Minutes Approved by the Lebanon City Council on this 13th day of December 2023.

Kenneth E. Jackola, Mayor	<input type="checkbox"/>
Michelle Steinhebel, Council President	<input type="checkbox"/>

ATTESTED:

Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Engineering Services

To: Ron Whitlatch, PE
Engineering Services Director

Date: January 2, 2024

From: Shana Olson
Project Manager

Subject: Easement – S 9th Street

The attached easement for public access and dedication is to be presented for City Council approval. This easement is for the access to Burkhart Creek for maintenance purposes.

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

EASEMENT FOR PUBLIC ACCESS

23 J88

THIS AGREEMENT, made and entered into this 28 day of Nov., 2023 by and between Whitewater Apartments, LLC
(Address): 1784, 1786, 1788, 1790, 1792, 1794, herein called **Grantors**, and the **CITY OF LEBANON**
(Address): 925 Main Street, Lebanon, Oregon 97355, a Municipal corporation, herein called "City."

WITNESSETH:

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

This agreement is subject to the following terms and conditions:

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

SEE "EXHIBIT A" ATTACHED

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

IN WITNESS WHEREOF, we have set our hands hereto this
28 day of Nov., 2023.

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

IN WITNESS WHEREOF, we have set our hands hereto this
_____ day of _____, 2023

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

By: Ron Whitlatch, Interim City Manager

Matthew Edwards
Print Name & Title

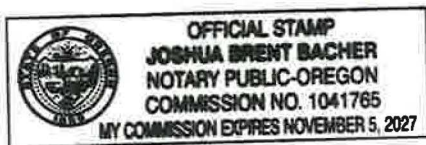
GRANTOR(S)

GRANTEES

On the 28 day of November, 2023 personally appeared the within named Matthew Ray Edwards who acknowledged the foregoing instrument to be a voluntary act and deed.

BEFORE ME: Joshua B Bacher
NOTARY PUBLIC FOR OREGON

Commission Expires: November 5, 2027



On the _____ day of _____, 2023 personally appeared who being duly sworn, did say that the above is the city Manager for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council, which accepted this easement on the _____ day of _____

BEFORE ME: _____
NOTARY PUBLIC FOR OREGON

Commission expires: _____

AREA RESERVED
FOR USE BY
LINN COUNTY RECORDER

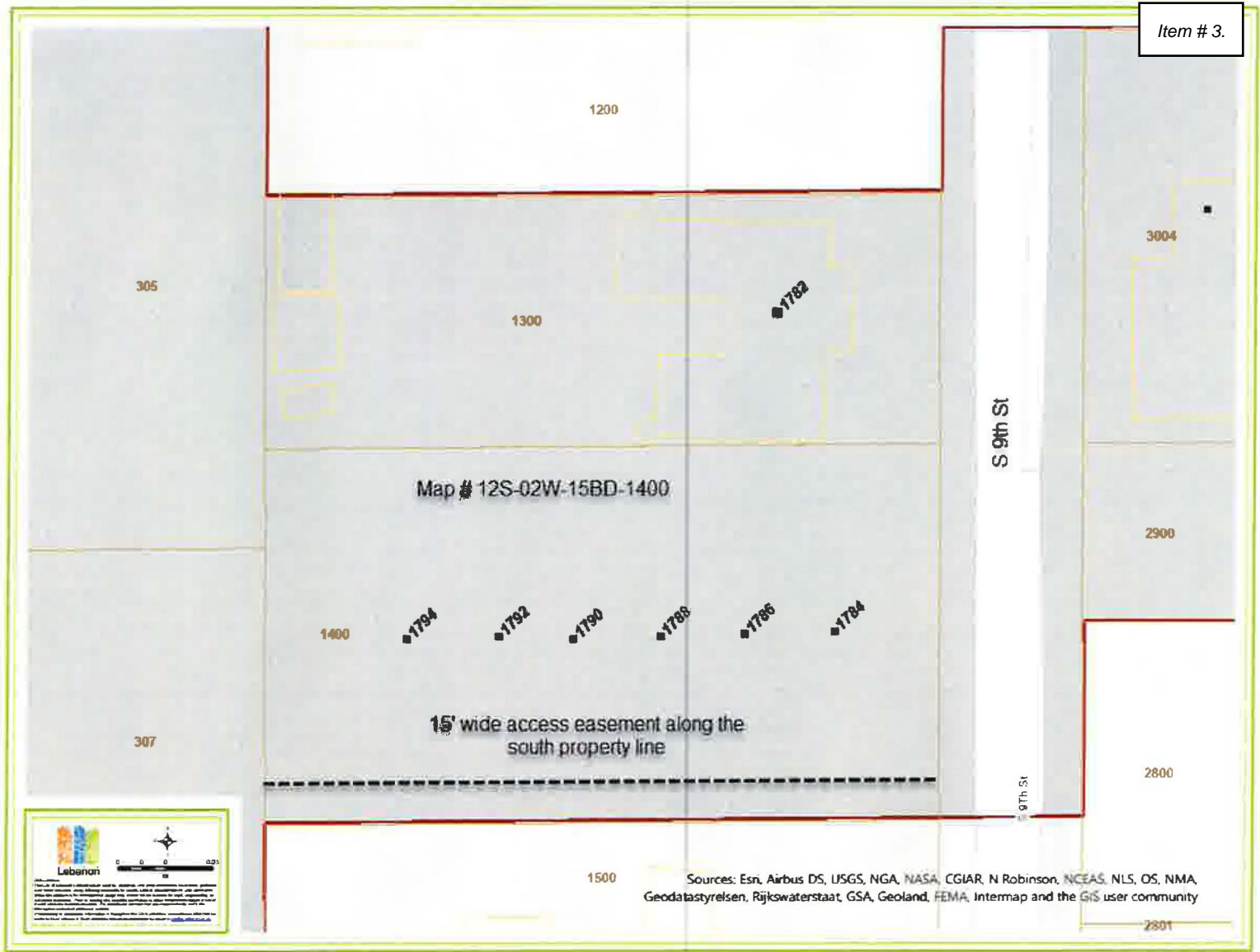


Exhibit A



925 S. Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Engineering Services

To: Ron Whitlatch, PE
Engineering Services Director

Date: January 3, 2024

From: Shana Olson
Project Manager

Subject: Sewer Easement – River Center Plaza

The attached easement for public access and dedication is to be presented for City Council approval. The existing private sewer main will become a public sewer main to serve multiple businesses in this plaza.

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

THE CITY THAT FRIENDLINESS BUILT

EASEMENT FOR PUBLIC ACCESS AND UTILITIES

THIS AGREEMENT, made and entered into this 21 day of December, 2023 by and between Lebanon Chapel Inc (Address): PO Box 2470 Lebanon, OR 97355, herein called **Grantors**, and the **CITY OF LEBANON** (Address): 925 Main Street, Lebanon, Oregon 97355, a Municipal corporation, herein called "**City**."

WITNESSETH:

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

This agreement is subject to the following terms and conditions:

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

SEE EXHIBIT "A" ATTACHED
SEE EXHIBIT "B" ATTACHED

2. The permanent easement described herein grants to the City and to its successors, assigns, authorized agents or contractors, the perpetual right to enter upon said easement at any time that it may see fit for construction, maintenance, evaluation and/or repair purposes.
3. The easement granted is in consideration of \$1.00, the receipt of which is hereby acknowledged, and in further consideration of the public improvements to be placed upon said property and the benefits Grantor may obtain therefrom. Nothing herein shall reduce or limit grantor's obligation to pay any costs or assessments which may result from the improvements.
4. The Grantor does hereby covenant with the City that Grantor is lawfully seized and possessed of the real property above described, has a good and lawful right to convey it or any part thereof, and will forever warrant and defend the title thereto against the lawful claims of all persons whomsoever.
5. Upon performing any maintenance, the City will make reasonable efforts to return the site to its original condition.
6. No permanent structure shall be constructed on this easement.

IN WITNESS WHEREOF, we have set our hands hereto this
21 day of December, 2023.

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

Warren B Stroup, President of Lebanon Chapel, Inc.

IN WITNESS WHEREOF, we have set our hands hereto this
_____ day of _____, 2023

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

By:

Ron Whitlatch, City Manager

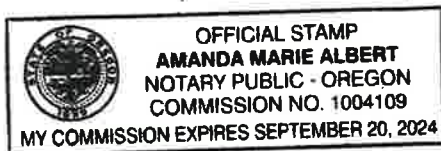
GRANTOR(S)

On the 21 day of December, 2023 personally appeared the within named Warren B. Stroup, president of Lebanon Chapel, Inc. who acknowledged the foregoing instrument to be a voluntary act and deed.

BEFORE ME: Amanda Albert

NOTARY PUBLIC FOR OREGON

Commission Expires: September 20, 2024



GRANTEES

On the _____ day of _____, 2023 personally appeared who being duly sworn, did say that the above is the city Manager for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council, which accepted this easement on the _____ day of _____, 2023, and who acknowledged said instrument to be a voluntary act and deed.

BEFORE ME: _____
NOTARY PUBLIC FOR OREGON

Commission expires: _____

AREA RESERVED
FOR USE BY
LENN COUNTY RECORDER

Legal Description
Exhibit “A”

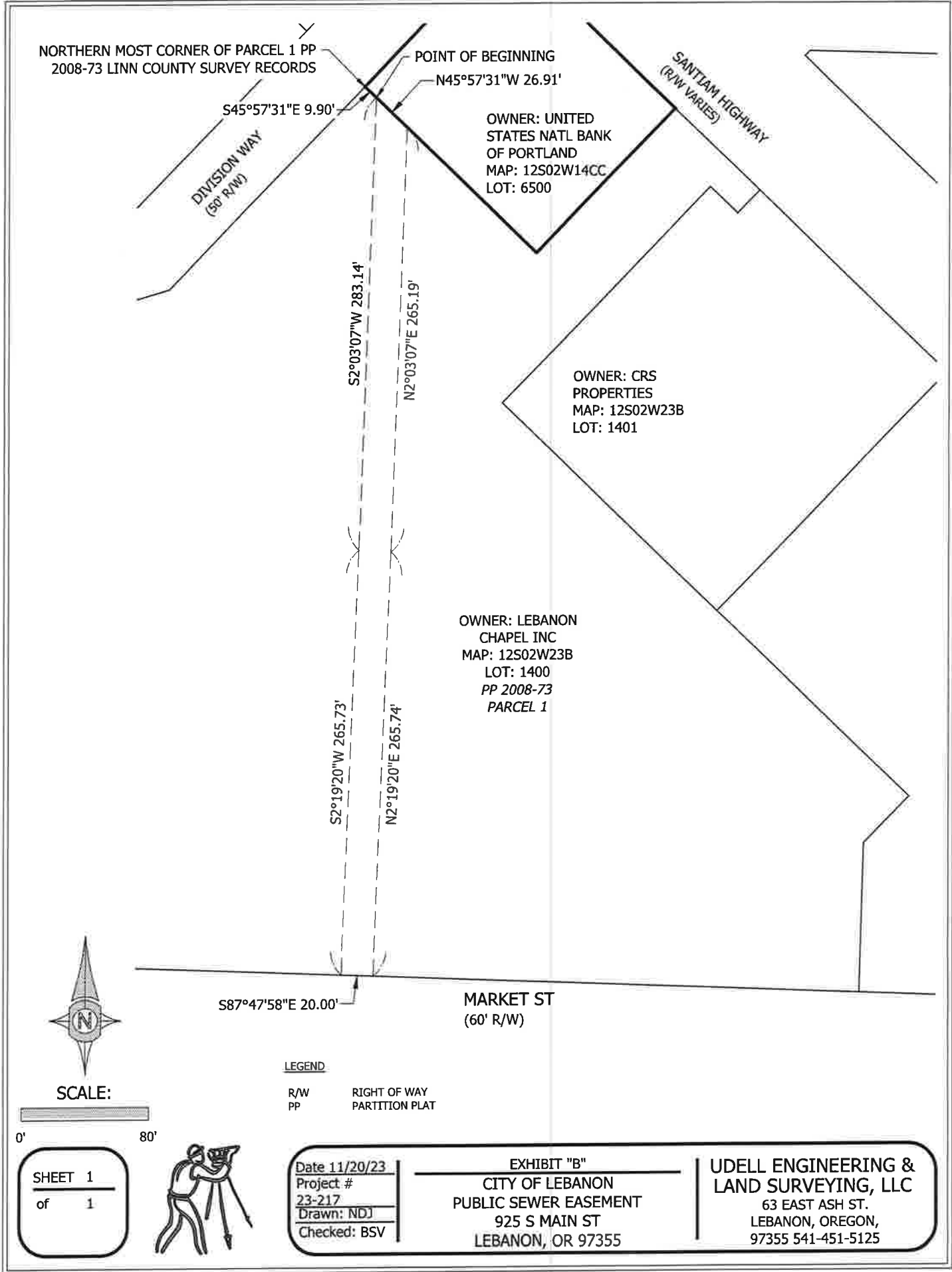
An area of land located in the Northwest 1/4 of the Northwest 1/4 of Section 23, Township 12 South, Range 2 West of the Willamette Meridian in Linn County and being more specifically described as follows:

Beginning at a point that is South 45°57’31” East 9.90 feet from the Northern most corner of Parcel 1 of Linn County Partition Plat 2008-73 along the Southern right-of-way of Division Way; thence South 02°03’07” West 283.14 feet; thence South 02°19’20” West 265.73 feet to a point along the Northern right-of-way of Market St; thence South 87°47’58” East 20.00 feet along said right-of-way; thence leaving said right of way North 02°19’20” East 265.74 feet; thence North 02°03’07” East 265.19 feet; thence North 45°57’31” West 26.91 feet to the point of beginning.

The above-described area contains ±10,798 square feet (0.25 acres). See exhibit “B” for a map of the described area.



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





925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4923
www.ci.lebanon.or.us

MEMORANDUM

Engineering Services

To: Ron Whitlatch, PE
Engineering Services Director

Date: January 2, 2024

From: Shana Olson 
Project Manager – Development, Engineering, Environmental

Subject: Irrevocable Petition for Public Improvements – S 9th Street

The attached irrevocable petition is to be presented for approval at the next City Council meeting. The petition is for the future public street, curb, gutter, and storm drainage improvements for 1784, 1786, 1788, 1790, 1792, 1794 S 9th Street, Map #12S-2W-15BD tax lot 1400.

Staff recommendation is to approve the irrevocable petition and authorize the Interim City Manager to sign it.

THE CITY THAT FRIENDLINESS BUILT

IRREVOCABLE PETITION FOR PUBLIC IMPROVEMENTS

Date 11-28, 2023

PETITIONER(S): Whitewater Apartments, LLC

ADDRESS: PO Box 727 Lyon, Or 97358

Petitioners are the owner of the following described real property:
That property described in deed reference number 2022-15468 Linn County Records, Linn County, Oregon.
See Exhibit "A"

Said property is currently Tax Lot 1400 of Linn County Assessor's map 12S -2W -15BD
Said property is currently assigned the mail address as: 1784,1786,1788,1790,1792,1794 S 9th St
Lebanon, Oregon

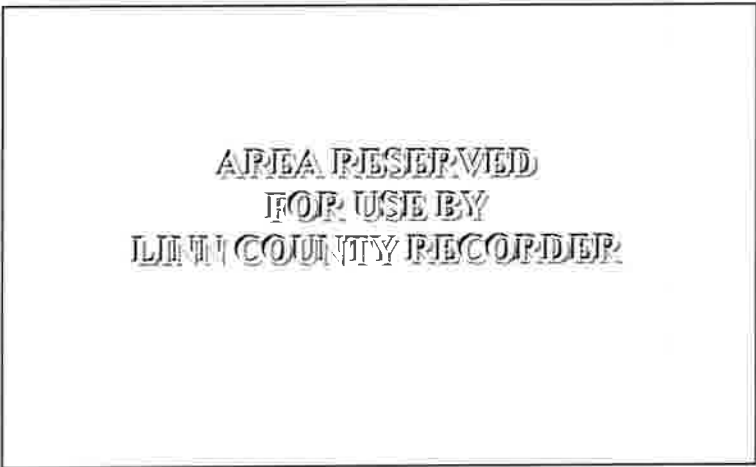
Petitioner hereby irrevocably petitions the City of Lebanon (925 Main St., Lebanon, Oregon) to initiate the following local improvements in accordance with the standard specifications of the City:

City standard public street, curb, gutter, sidewalk, driveway, storm system and water system improvements as detailed in the Lebanon Transportation Plan along with the City's other Master Plans. Improvements may qualify for System Development Credits if identified on the current System Development Project list.

This petition is presented to the City of Lebanon so that Petitioner's property may be developed and receive municipal services from the City which will directly benefit Petitioner's property and shall remain in force and effect for 20 years from the date hereof.


It is understood by Petitioner that:

1. The cost of the improvements shall be borne by the benefited property in accordance with state law, the Charter of the City of Lebanon and its ordinances and policies.
2. The City in its sole discretion may initiate the construction of all or part of the local improvements requested or may join all or part of Petitioner's property with other property when creating a local improvement assessment district.
3. Petitioner and Petitioner's heirs, assigns and successors in interest in the property shall be bound by this irrevocable petition which will run with the property and will be recorded by the City in the deed records of Linn County.
4. Petitioner declares that the public improvements herein sought will directly benefit the described property and will directly benefit the City through improvements to the public way and public utilities serving the property and other properties in the vicinity.
5. Petitioner shall not challenge the formation of a local improvement assessment district by the City and in any proceedings therein will acknowledge this petition of requested to do so by the City.
6. If the City is required to file an action in any court of competent jurisdiction to enforce the language in this petition or to prohibit the violation of any of the covenants contained herein, the prevailing party shall be entitled to recover reasonable attorney fees and costs and disbursements if litigation at trial or on appeal.
7. In construing this petition singular words include the plural.



After recording return to:
City of Lebanon
925 Main St
Lebanon, Or 97355

AFTER RECORDING RETURN TO: CITY OF LEBANON, 925 MAIN STREET, LEBANON, OREGON 97355

PETITIONER(S): 
Matthew Edwards Owner
Print Name & Title

STATE OF OREGON)
)
COUNTY OF LINN)

ss.

On the 28 day of November, 20 23, personally appeared the above
named Matthew Ray Edwards who acknowledged the foregoing
instrument to be his/her voluntary act and deed.



BEFORE ME: 
Notary Public for Oregon
My Commission Expires: November 5, 2027

CITY OF LEBANON

By: _____
Ron Whitlatch, City Manager Interim

STATE OF OREGON)
)
COUNTY OF LINN)

ss.

On the _____ day of _____, 20 _____, personally appeared, who each being
duly sworn, did say that the above is the City of Lebanon, a Municipal Corporation, and that the seal
affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its
City Council, which accepted this irrevocable petition on the _____ day of _____, 2023, and
who acknowledge said instrument to be a voluntary act and deed.

BEFORE ME: _____
Notary Public for Oregon
My Commission Expires: _____

2023 ANNUAL REPORT

PRESENTATION BY : **LEBANON DOWNTOWN BOARD**

THE LDA

Item # 5.



The Lebanon Downtown Association, a 501(C)(3) nonprofit organization works to create a vibrant, and welcoming downtown through marketing initiatives, business support & attraction efforts, beautification, placemaking, cultural events, and more. We are an accredited program of Oregon Main Street and the Main Street America, we work in partnership with the City of Lebanon to sustain and develop Downtown as a vital economic, cultural, recreational, residential, and historic center for our community.

2023 PRIORITIES

Create a thriving and diverse storefront economy that supports the Lebanon downtown business community, excites visitors, and meets the needs of residents. Cultivate a lively and engaging downtown atmosphere that identifies Downtown Lebanon as a destination for locals and tourists alike.

Create a truly welcoming environment that enhances the experience of Downtown Lebanon visitors and residents.

Mission Statement

“Serve the Community by promoting economic vitality, preservation of downtown businesses and our historic heritage.”

OUR VISION & MISSION STATEMENT



Vision

“To promote economic vitality, create social connections, bring art & culture and community pride to downtown Lebanon.”

INTERNAL GROWTH



BOARD OF DIRECTORS

President-Shellie Jackola
Vice President-Shannon Miller
Secretary-Dala Johnson
Treasurer-Cody Zuniga

MEMBERS AT LARGE

Bill Flesher
Christina Poteet
Chris Breshears
Nancy Randall

We elected a completely new board in 2023 and have been working hard to get the organization back in compliance. We filed all necessary taxes for federal and state, we are now in compliance with the DOJ, we got our nonprofit reinstated, and filed our quarterly reports with Oregon Main Street. We have all new chairs for committees and rebuilding our volunteer base.

STRATEGIC PLANNING

We developed the 2024-2025 Downtown Lebanon Strategic Plan. The plan will guide our organization's evolution over the next two years and beyond, and was created by input from the LDA Board of Directors, downtown merchants, the 2040 vision, along with broad community feedback, and current market trends.



OUR CORE VALUES

Striving for a beautiful, clean, safe, and walkable historic downtown.

Believing that supporting small and local businesses builds a strong community.

Knowing the importance & understanding the preservation of our historic buildings.

Building strong & long-lasting relationships with our property and business owners. Valuing our volunteers.

Committing to maintaining a high level of professionalism with our community.

LDA uses a variety of tools to market and promote the many businesses, attractions, amenities, and events in Downtown Lebanon. With an engaging webpage, exciting videos, and informative newsletters, we highlight a downtown experience that entices the community to come and support our local businesses. Thanks to our community that engages with our content, we are able to continue providing helpful information that highlights the downtown experience.

SOCIAL MEDIA ENGAGEMENT

We continue to utilize our social media presence as an essential way of getting information to the community. Throughout 2023, we continued to see a jump in followers, engagement, and video content views on our various platforms. With our social media following, website traffic, and newsletter engagement, there is an opportunity to quickly and effectively promote all things Downtown — including events, new businesses, public art installations, shopping promotions, restaurants, and more.

PROMOTION & MARKETING



BUSINESS OWNER SPOTLIGHTS

Throughout the year, LDA makes it a point to highlight downtown business owners on our social media. This gives us an opportunity to tell their stories and gives our audience a chance to connect with these entrepreneurs, who are ultimately their neighbors, friends, and loved ones. We do this year-round, specifically leading up to Small Business

Saturday.

TASTE OF DOWNTOWN

If you're looking for a taste of downtown Lebanon there are many options to explore. In our monthly newsletter we created a section called taste of downtown to recognize our downtown business owners and chefs by highlighting a variety of restaurants monthly. We want to bring attention to our fantastic downtown restaurants, showcasing the places, the food, and the people behind them.

Another option is to visit downtown Lebanon and explore the local dining scene. Lebanon is home to a range of restaurants offering different cuisines, so you can try something new each month. From cozy cafes to family-owned eateries and fine dining establishments, there's something for every taste.

Remember to keep an eye on local event listings, social media pages, and our monthly newsletter for any upcoming food-related events or dining specials in downtown Lebanon.

DOWNTOWN HISTORIC WALK

Item # 5.

In December 2023, the Lebanon Downtown Association actively participated in the Lebanon downtown historic walk. This event, which took place on December 2, was organized in collaboration with Build Lebanon Trails, the Lebanon Museum Foundation, and other local organizations. The goal of the walk was to provide a free and informative walking tour of our historic downtown area. The walking tour was led by our esteemed mayor, Ken Jackola, who provided valuable insights and anecdotes about the historical significance of each location. The tour covered a total of 12 different historical building locations, offering participants a fascinating glimpse into Lebanon's rich past. Among the notable buildings visited during the tour were the Wells Fargo Building, The Masonic Lodge, The Former Feed and Seed Building, The Lebanon Express Building, the Old Billiards Parlor, The Train Station, The Courtney Building, and The Steam Train. By participating in the Lebanon downtown historic walk, the Lebanon Downtown Association aimed to promote a deeper understanding and appreciation for our city's heritage. This event not only highlighted the historical significance of our downtown buildings but also showcased the collaborative efforts of local organizations in preserving and sharing our community's history. Overall, the Lebanon downtown historic walk served as an engaging and educational experience for participants. By exploring these historical sites and hearing from a knowledgeable guide, attendees gained a greater appreciation for the rich history that shapes Lebanon's identity. The LDA is proud to have played a role in organizing and participating in this event, as it aligns with our mission to create a vibrant and culturally rich downtown environment.





DOWNTOWN FIRST FRIDAYS

Item # 5.

First Fridays in downtown Lebanon is a highly anticipated monthly event that brings the community together to celebrate the local businesses, art, and culture that make the area so vibrant. Taking place on the first Friday of each month, this event offers a plethora of activities and attractions for attendees to enjoy.

First Fridays is the opportunity to explore various local artist, live music performances with diverse range of genres, restaurants offering a wide array of delicious options for attendees to indulge in, and various activities. First Fridays feature special promotions from local shops and restaurants. This provides an excellent opportunity for attendees to support and explore the businesses in the downtown area. The promotions may include discounts, sales, or exclusive offers, incentivizing attendees to shop local and contribute to the economic growth of the community. To ensure that the community is well-informed about each specific First Fridays event, the LDA utilizes various communication channels. Information is consistently shared on their Facebook page, website, newsletter, the school district website, and the Lebanon Chamber of Commerce calendar. By utilizing these platforms, the LDA ensures that locals and visitors alike can stay up to date with the event details and make the most of their First Fridays experience.

First Fridays in downtown Lebanon has become a beloved tradition that locals and visitors look forward to each month. The vibrant atmosphere, combined with the diverse range of activities and attractions, creates an engaging and enjoyable experience for all who attend. It not only showcases the unique charm of the downtown area but also serves as a platform to support and promote local businesses, art, and culture.

This year's First Friday were the Chocolate Walk, Dr Seuss birthday, Shop Small, Cinco De Mayo, Everything Strawberry, Block Party, Classic Car Show, Wine and Art Walk, Harry Potter, Chili Cook Off, Rockin Around the Christmas Tree.



CONCERTS IN THE PARK

Item # 5.

This year, the Lebanon Downtown Association made a significant change by moving their concerts in the park event to the picturesque Academy Square. The decision proved to be a resounding success, with each concert drawing larger crowds and attracting both residents and visitors to spend their evenings in Lebanon.

The concerts in the park event provided an opportunity for people to enjoy live performances by a variety of artists, creating a vibrant and lively atmosphere. Attendees were able to indulge in delicious food and drinks from local downtown restaurants, further supporting the local economy. Additionally, pop-up retail booths added to the overall experience, showcasing the talent and creativity of local artisans and businesses.

Families and friends were able to attend seven different concerts throughout the summer months, ensuring a diverse range of musical genres and performances for everyone to enjoy. This event became a highlight of the summer calendar, bringing people together and fostering a sense of community. The event's popularity was evident as hundreds of visitors flocked to Downtown Lebanon on Tuesday nights during July and August. We were thrilled with the success of the concerts in the park event at Academy Square. This event not only provided entertainment and enjoyment for residents and visitors but also showcased the vibrant and dynamic nature of Downtown Lebanon. By bringing together music, food, and local businesses, this event strengthened community bonds and created lasting memories for all who attended.

The concerts in the park event would not have been possible without the generous support of sponsors. Entek, Nancy's Floral, Barsidious Brewing, Michael Allen, Larry Jordan, Lebanon Chamber of Commerce, Duffy's Irish Pub, Healthy Home Pest, Pacific Sky Northwest, Michael Kosmicki, Sugar Vibes Doughnut Company, Cafe Rock, The Cellar, Ray Jackman, Buckmaster Plumbing, and JR Construction.

MOVIES IN THE PARK



In 2023, the Lebanon Downtown Association organized the much-loved summer tradition of Movies in the Park at Ralston Park. This event became a highlight for visitors and residents alike, drawing in hundreds of people to Downtown Lebanon for the summer movie series.

After careful consideration and deliberation, the Lebanon Downtown Association selected six outstanding movies to be featured during the series. These films included highly anticipated releases such as Top Gun: Maverick, Sing 2, Boss Baby: Family Business, Spider-Man: No Way Home, Minions: The Rise of Gru, and Ghostbusters: Afterlife. These movies provided a diverse range of options to cater to different audiences and ensure an enjoyable experience for all attendees.

One of the remarkable aspects of Movies in the Park was the involvement of the Lebanon High School cheer team. They took charge of running the concession stand during all six movies, raising funds for their upcoming national cheer competition. This collaboration not only provided the cheer team with an opportunity to showcase their skills but also allowed them to contribute to the community and achieve their fundraising goals.

Fortunately, the weather remained cooperative throughout the entire movie series, allowing all six movies to be shown without any interruptions or cancellations. Attendees could enjoy the films under the open sky, creating a unique and memorable cinematic experience.

Movies in the Park would not have been possible without the generous support of sponsors. The Gillott Home Team, Brieese Custom Concrete, Cafe Rock, and the Lebanon Chamber of Commerce



DOWNTOWN TRICK OR TREAT

Item # 5.

Downtown trick or treat in Lebanon this year was spectacular! The streets were filled with over 1500 trick or treaters, turning it into an absolutely wonderful celebration. The downtown was transformed as merchants embraced the spirit of the season, dressing up in costumes and generously distributing candy that brought joy to young and old alike. Not only did the local businesses participate, but even those from outside the downtown area set up vibrant tables and captivating decorations, amplifying the festive atmosphere to new heights.

The Lebanon Police Department and Fire Department joined in the celebration, spreading happiness and ensuring the safety of everyone attending. The air was filled with the beats from KRKT radio station, filling the streets with lively music that kept everyone in the halloween spirit.

And as the grand finale, a costume contest unfolded, with ten fortunate winners proudly walking away with trophies. It was undeniably a day of pure joy for all fortunate enough to be a part of this extraordinary event.



STAY TUNED



DECEMBER 2023

**DISCOVER
DOWNTOWN**

Item # 5.

Mark your calendar for January's First Friday Event!

Fitness, Food and FUN!

Date: January 5, 2024

Location: Downtown Lebanon

Time: 5:30pm- 7:30pm

**EMBRACING
THE HOLIDAYS**



BUSINESS COMMUNICATION

LDA strives to always keep the lines of communication open between our organization and the downtown business owners – providing information that will help them to adapt and succeed in an ever-changing business climate. We do this through consistent email updates, newsletters, direct outreach via social media, and in-person visits throughout the year. This frequent communication allows us to keep a finger on the pulse of small business needs so that we can provide them with tools that will help them succeed.

SMALL BUSINESS MINDSET

Our First Fridays have proven to be an exciting way to drive foot traffic downtown while drawing exposure for our small businesses. Over 30 businesses participate in our monthly First Friday events. For Small Business Saturday (SBS) this year, LDA focused on a variety of different ways to highlight our small businesses and drive foot traffic into their stores during the holiday season. This work included co- op marketing opportunities, physical and digital marketing materials for the businesses, a SBS web page highlighting promotions and deals, and small business owner highlights.

WELCOMING NEW BUSINESSES

Item # 5.

In our continuous efforts to enhance the appeal of Downtown Lebanon, we are thrilled to welcome several new businesses that have recently joined our vibrant community. These establishments not only contribute to the economic growth of our downtown but also add to the charm and diversity of our city.

Beauty Life Spa, with its serene ambiance and array of rejuvenating treatments, invites visitors to pamper themselves and escape the stresses of everyday life. Opa's Gallery and Workshop, on the other hand, showcases the talents of local artists, providing a platform for creativity and artistic expression.

Goldies, a trendy boutique, offers fashion-forward clothing and accessories to style-conscious individuals, while Mudpie and Roses brings a touch of rustic elegance with its unique home decor and gift items. The Hive, a buzzing hub of activity, houses a collective assortment of new and used goods, providing a one-stop-shop for treasures.

For those seeking the perfect fit, The Fitting Parlor offers personalized styling services and a curated selection of clothing, ensuring that customers leave feeling confident and fashionable.

These new businesses not only contribute to the economic vitality of our downtown but also create a welcoming environment for both locals and visitors. Their presence, along with the efforts of the Lebanon Downtown Association (LDA), signifies our commitment to creating a safe and inviting space for everyone.



WELCOMING ENVIRONMENT

Our desire to ensure that every visitor to Downtown Lebanon has a positive experience. We believe that creating a welcoming environment is crucial to achieving this goal. That is why we engage in various activities and initiatives that contribute to the overall appeal and atmosphere of our downtown area.

We enhanced the welcoming atmosphere is by placing benches throughout the downtown area, we provide spaces for visitors to rest and take in the surroundings. These benches not only serve a functional purpose but also add to the aesthetics and charm of our city.

The murals provide vibrant colors and captivating designs bring life and personality to Downtown Lebanon, creating a visually appealing environment that is sure to leave a positive impression on visitors. By decorating our downtown with seasonal decorations that reflect the changing seasons and upcoming holidays, we create a festive and inviting atmosphere.

We play a crucial role in bringing color and beauty to our downtown area. Through the coordination of volunteer cleanups, we ensure that our streets and public spaces are clean and well-maintained. This not only enhances the overall appearance of Downtown Lebanon but also creates a sense of pride and ownership among the community.

Ultimately, our commitment to creating a welcoming environment is rooted in our desire to provide a positive and memorable experience for each and every person who sets foot in Downtown Lebanon. Through our placemaking activities, benches, murals, seasonal decorations, and more, we strive to create a welcoming atmosphere that leaves a lasting impression and encourages people to explore and enjoy all that our downtown has to offer.



JOIN OUR CONTINUED COMMUNITY EFFORT TO CLEAN UP OUR LOCAL NEIGHBORHOODS, SCHOOLS, PARKS, ROADWAYS AND DOWNTOWN LEBANON

COMMUNITY CLEAN UP DAY

MURAL PROJECT

In the early months of 2023, our dedicated design committee embarked on a mission to enhance the allure of Downtown Lebanon through the power of public art, securing four ideal locations to breathe life into the facades of our buildings with vibrant murals. To ignite a wave of creativity, we launched a mural design contest that extended beyond our local borders, reaching out to over 50 colleges and high schools across the state of Oregon. The response was overwhelming, as we received an impressive array of approximately 60 submissions. After careful deliberation, we five extraordinary designs that truly captured the essence of our downtown.

In July, our ambitious mural project commenced, with the painting process unfolding on three different buildings: Hazella's, J&C Bigfoot Grille, and the Lebanon Liquor Store. Each stroke of the brush was a testament to the dedication and passion of our numerous volunteers, who selflessly dedicated hundreds of hours to bring these masterpieces to life.

Adding an interactive touch to our vibrant collection, the fourth mural will grace the corner building of Main St and Sherman, captivating passersby with an enchanting butterfly. This interactive artwork will invite viewers to engage and immerse themselves in its beauty, creating a truly memorable experience. None of this would have been possible without the generous support of our sponsors, Summit Ace Hardware and Benjamin Moore Paint. Their unwavering belief in our vision enabled us to secure the necessary resources and materials to make this grand endeavor a reality.



ART IN THE DOWNTOWN

Item # 5.

In the year 2023, the downtown association's design committee embarked on a mission to revive the art commission, aiming to breathe new life into the community. Tirelessly, they dedicated countless hours to bring forth numerous projects for the delight of all. Their efforts birthed the mesmerizing mural project, a labor of love that unfolded throughout the entire summer. Additionally, they orchestrated the whimsical and unforgettable great quirky turkey pageant, captivating the hearts of all who witnessed it.

Not stopping there, the committee also orchestrated the fall scarecrows on the light pole competition, infusing the streets with a vibrant and festive atmosphere. The creative spirit continued to flourish with the introduction of new art boards in strawberry plaza, becoming a hub of artistic expression and inspiration for all. Furthermore, the committee adorned the light poles along the main street with seasonal flags, casting a colorful and joyous ambiance for everyone to relish.

Understanding the importance of fostering a serene and enjoyable shopping experience, the committee appealed to the city to place additional benches throughout downtown. This thoughtful gesture aimed to provide a haven for relaxation, allowing people to immerse themselves in the bustling energy of the city while indulging in the simple pleasure of observing passersby.

In 2023, the downtown association's design committee proved to be true champions of art and community, igniting a renaissance that would forever be etched in the hearts and memories of all those who revealed in their creations.

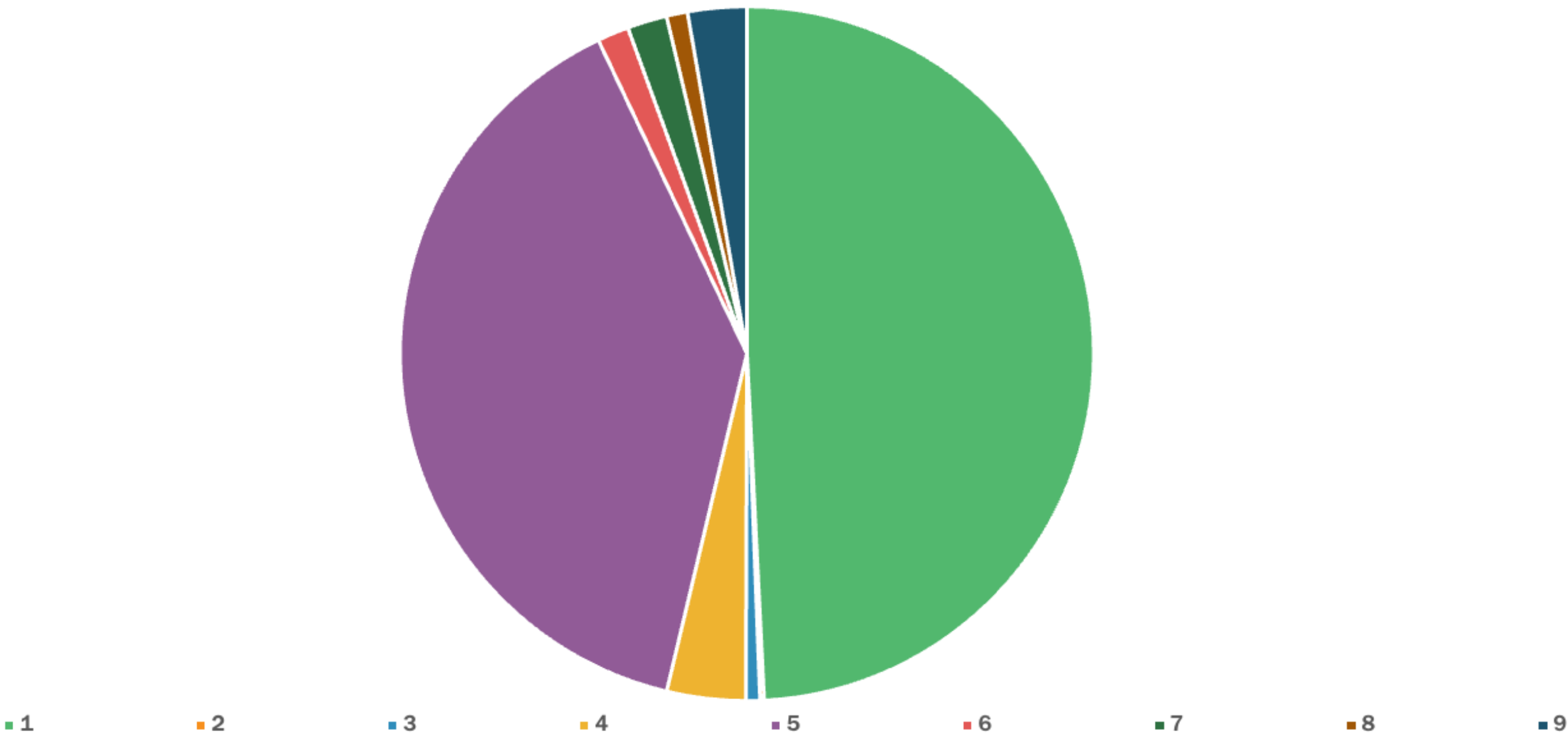
Expenses

- 1. Pay Roll -\$21,818.74
- 2. Bank Fees -\$82.00
- 3. Donation fees -\$290.41
- 4. Marketing -\$1,627.54
- 5. Events -\$17,392.96
- 6. Rent -\$650.00
- 7. Insurance-\$821.99
- 8. Licensing/Fee/Tax-434.70
- 9. Office -\$1,219.70

Revenue

- Starting- \$7,134.07
- Donations/interest-\$20,365.20
- City-\$30,000.00
- Grant RI- \$167,035.20

LDA 2022-2023 Budget





Entek
Barsidious Brewing
Larry Jordan
Duffys Irish Pub
Healthy Home Pest
Pacific Sky Northwest
Gregory Home Team
Michael Kosmicki
Sugar vibes Doughnut Company
The Cellar
Buckmaster Plumbing
JR Construction
Summit Ace Hardware

Nancy's Floral
Michael Allen
Lebanon Chamber of
Commerce
The Gillott Home Team
Briese Custom Concrete
Gateway Imprints
Grocery Outlet
Northwest Apparel
Cafe Rock
Ray Jackman
The Lebanon Liquor Store
Bloom Boutique and Tea
House



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

MEMORANDUM

Administration

To: Mayor Jackola and City Council

Date: January 2, 2024

From: Ron Whitlatch, Interim City Manager

Subject: Release of Budgeted Funds to Lebanon Downtown Association

I. INTRODUCTION

The City's approved budget for FY 23/24 includes \$30,000 for the Lebanon Downtown Association (LDA) operations. As part of the approval process the City Council required language changes to section 2 of the existing agreement with LDA which now provides for quarterly payments and sets requirements for LDA to meet to receive the payments.

A copy of the current agreement with LDA is attached for reference. It should be noted that the LDA has met the requirements as stated in section 2 of the agreement. Short of any additional questions/concerns from the City Council, Staff would recommend releasing the first two quarter payments to the LDA.

II. RECOMMENDATION

This memo requests a City Council motion to approve the release of funds for the first two quarters of FY 23/24 to the Lebanon Downtown Association and release the remaining payments as stipulated by the current agreement.



**STANDARD TERMS AND CONDITIONS FOR
AGREEMENT TO FURNISH CONTRACTED
SERVICES TO THE CITY OF LEBANON,
OREGON**

AGREEMENT

This Agreement is entered into this 5th day of July, 2023 by and between the City of Lebanon, a municipal corporation and political subdivision of the State of Oregon, with its principle office at 925 Main Street, Lebanon, Linn County, Oregon, and hereinafter referred to as "City" and Partners for Progress, Inc., d/b/a Lebanon Downtown Association, a domestic non-profit corporation organized under the laws of the State of Oregon, with its mailing address at PO Box 2612, Lebanon, Linn County, Oregon, 97355 hereinafter referred to as "LDA".

WITNESSETH

WHEREAS, the Lebanon Municipal Code, Chapter 3.12, provides for the imposition of a transit lodging tax on hotel, motel, recreation parks and other persons who provide overnight lodging for remuneration within the City of Lebanon; and

WHEREAS, Section 3.12.160 of the Lebanon Municipal Code provides that all revenues derived from the transient lodging tax shall be spent for tourism promotion, and it is the intent of the City Council that this revenue shall be used to promote Lebanon, Oregon; and

WHEREAS, the LDA desires to undertake and has the ability to support and promote tourism for the City of Lebanon through involvement with the Oregon Main Street Program by revitalizing and expanding Lebanon's Downtown; and

WHEREAS, the City desires to use the services of LDA pursuant to the requirements, limitations and direction of LMC Chapter 3.12;

WHEREAS, Lebanon Strategic Action Plan 5.1 calls for the strengthening of the Lebanon Downtown Association through the Oregon Main Street Program Model and is a current priority.

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and covenants contained herein, the parties agree as follows:

1. The City will provide LDA funding in the amount of \$30,000 out of the Transient Lodging Taxes for fiscal year 2023/2024.
2. Payments shall be made quarterly in the amount of \$7,500, to be paid by July 31, October 31, January 31, and April 30. To be eligible for each payment, the LDA must meet the following requirements:
 - a. Maintain registration with the State of Oregon, completing and submitting all paperwork to maintain registration by January 30, 2024.
 - b. Re-acquire and maintain Internal Revenue Services 501(c)(3) status, filing all required paperwork by the annual deadline each year and provide a copy to the City. The 501(c)(3) status shall be re-acquired, or evidence from the IRS that the required documentation has been filed and is under review, prior to the initial fund disbursement as part of this agreement. The initial payment will be withheld until this criterion is met.
 - c. Be in good standing with the Oregon Department of Justice.
 - d. Provide a pass-through letter approved by the IRS to utilize another non-profit's status, in particular United Way's.
 - e. Develop and provide to the City an annual budget showing expected revenues and expenses for the 2024 fiscal year by September 30, 2023.
 - f. For potential FY 2025 funding, provide the annual budget for FY 2025 by March 31, 2024.
 - g. Develop and provide to the City fiscal year 2023 ending financial statements to include, at a minimum an income statement and a balance sheet by September 30, 2023.
 - h. Provide a quarterly report of activities, participation, and an income statement showing budget to actual comparisons no later than October 15, 2023, January 15, 2024, April 15, 2024, and July 15, 2024.
3. The LDA agrees to use the funding to promote and comply with the Oregon Main Street Program, promote and revitalize Lebanon's Downtown and promote tourism in the City
4. The LDA agrees to maintain records of attendance of events with the purpose of documenting participation from residents outside of the City of Lebanon. The

analysis of the records shall be available upon request of the City Manager, or their delegated staff at any time.

Item # 6.

5. The LDA agrees to maintain books, records, documents, and other evidence of accounting procedures, and to provide an annual report to the City Manager or their delegated staff, that documents evidence of tourism support functions of the LDA and expenditure of city funding. The above-described records shall be subject to the inspection, review or audit by the City Manager, or their delegated staff, quarterly, by appointment.
6. LDA agrees to indemnify, defend, and hold harmless the City, its agents, officers and employees, from and against any and all liability, claims, suits, loss, damages, costs and expenses arising out of or resulting from the negligent or intentional acts, errors or omissions of LDA, its officers, employees or agents.
7. LDA agrees to comply with the provisions of all Federal, State, and local laws and ordinances that are applicable to the performance under this contract. LDA shall comply with ORS 656.017 and provide Worker's Compensation coverage for all its subject workers.
8. The parties mutually agree:
 - a. All funds paid to LDA pursuant to this agreement shall be used only as may be provided in this agreement, or according to law.
 - b. A all times herein, LDA is not an agent of the City. Accordingly, LDA, while providing labor or services, is free from the direction and control over the means and manner of providing the labor or services, subject only to the right of the City to specify the desired results. LDA assumes and continues to have any and all responsibility for paying its employees, withholding federal and state mandated income taxes, and making all necessary reports of the same to the government entities as required by law.
 - c. LDA agrees not to discriminate on the basis of race, religion, sex, color, mental or physical handicap or national origin in the enforcement and execution of this agreement.
 - d. A waiver of any breach of any provision of this agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this agreement

- e. The term of this agreement shall be one (1) fiscal year and shall automatically terminate on June 30, 2024. However, either party, upon written notice to the other party of no less than 30 days may terminate the agreement if either the Board of Directors of the LDA or the Lebanon City Council determines that there has not been faithful performance as required under the terms of this agreement. Upon termination of this agreement, any unused Transient Lodging Tax funds shall be immediately returned to the City. Upon termination, the LDA shall also provide to the City, within thirty days, a current accounting of any and all funds expended pursuant to the Agreement up until the time of termination.

IN WITNESS, WHEREOF, the parties have executed this Agreement on this 5th day of July, 2023.

Signatures on the next page



PARTNERS FOR PROGRESS, INC. D/B/A
LEBANON DOWNTOWN ASSOCIATION

Date: July 05, 2023

By: Shellie Jackola

Print Name: Shellie Jackola

Title: President of Board

Telephone Number: 541-971-1992

CITY OF LEBANON

Date: 7/11/2023

By: Nancy Brewer

Print Name: Nancy Brewer

Title: City Manager

Telephone Number: 541-258-4202

Approved as to Form:

BY: _____

Print Name" John "Tre" Kennedy

Title: City Attorney



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

Replaces Item # Item # 7.

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Approval to Award Project**
Seventh Street Reconstruction
Project No. 22716

Date: January 9, 2024

I. INTRODUCTION

The Seventh Street Reconstruction project was advertised on Friday, December 1, 2023 for bids.

II. CURRENT REPORT

Bids for the project were opened Tuesday, January 9, 2024. There was a total of ten bids received; a comparison of the bids with the Engineer's Estimate is presented below.

Company	Bid Amount	Company	Bid Amount
Emery & Sons Construction	\$3,495,015.00	North Santiam Paving	\$3,776,158.75
K&E Excavating	\$3,673,975.00	Pacific Excavation	\$3,263,102.00
Knife River	\$3,424,103.75	Riverbend Construction	\$3,787,987.50
Lawson Corp	\$3,247,818.00	Trench Line Excavation	\$4,955,403.16
Northcore USA	\$4,408,025.66	Willamette Valley Excavating	\$3,059,934.00
		Engineer's Estimate	\$3,904,870.00

The lowest responsive bid was submitted by Willamette Valley Excavating from Albany, Oregon as indicated above. Their bid is approximately 22% lower than the Engineer's Estimate.

III. RECOMMENDATION

This memo requests a City Council motion to award the Seventh Street Reconstruction Project to Willamette Valley Excavating, of Albany, Oregon on January 16, 2023 barring any unforeseen protest of the bid received.



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

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Condemnation Resolution**
Airport and Stoltz Hill Road Improvements
Project No. 20709

Date: January 2, 2024

I. INTRODUCTION

City staff is currently designing a traffic signal and other related improvements at the intersection of Airport and Stoltz Hill Roads. The design requires improvements adjacent to and including a portion of the southeast corner of the property located at the southwest corner of Airport and Stoltz Hill Roads (12S02W15DB07300). The improvements will include sidewalks on both Airport Road and Stoltz Hill Road and an ADA ramp at the intersection.

As part of the Planning process, the Applegate Development was conditioned to participate in signalizing the intersection of Stoltz Hill Road and Airport Road along with the sidewalks and ADA ramp. This condition was arrived at based on the Traffic Impact Analysis (TIA) that was completed for the Development. The TIA indicated that the intersection would meet signalization warrants in 2022. City staff allowed occupancy of the Applegate Development prior to the signal, sidewalks and ADA ramp being installed as a courtesy to the Developer, as the signal design was still in process.

To meet ADA sidewalk access ramps and placement of the traffic signal pole on the NW corner of the intersection, the city requires 157.29 square feet of right-of-way (shown in Attachment A) from the nondevelopable lot.

- On May 5, 2023, city staff sent the owner of the property a letter requesting contact to discuss options relating to the acquisition of the needed Right-of-Way to complete the improvements. Staff followed up the letter with voicemails.
- On June 2, 2023, after receiving no contact from the owner, staff sent a second letter that included a purchase offer of \$495.46. The offer was based on Linn County Assessor Records Real Market Value.
- On July 19, 2023, at staff's request, the city attorney sent a letter to the owner explaining the project and that the conditions of approval for the Applegate Development included the traffic signal. The city granted occupancy to the Development as a courtesy prior to final design of the traffic signal.

- On October 17, 2023, the city attorney sent a letter to the owner's attorney increasing the offer to \$1,000 for the property and asked for a response within 40 days. The attorney was also notified of the city's intent to pursue condemnation if a resolution could not be reached.

II. CURRENT REPORT

At this time, the city needs to move forward with the signal project. There are no other options available for pole placement and access ramps that would meet ADA requirements and a safe pedestrian crossing.

Further, additional development is occurring at the intersection, currently a convenient store and fueling station on the northwest corner of the intersection. Although a Traffic Impact Study conducted as part of the new development did not result in a conditioned protected left-turn lane from Stoltz Hill Road onto Airport Road, Staff believes a protected left-turn lane is justified and in the best interest of the city. A protected left-turn lane is much safer, more efficient and supports further potential development and increased traffic in the area.

Attachment A identifies the approximate 1,100 square feet of property needed for the protected left-turn lane. The lot in question is not developable and is encumbered by a seven foot private utility easement serving Applegate Landing. The utilities can be easily relocated or worked into the design.

III. RECOMMENDATION

Staff recommends that the City Council pass a resolution to condemn the approximate 1,100 square feet of property at the southwest corner of Airport and Stoltz Hill Roads for a signal pole, ADA ramps and road widening to accommodate a protected left turn lane. The City is of course willing and prepared to pay the owner the fair market value for the property which is currently not being utilized and is not a developable lot.

Attachment A

**A RESOLUTION FOR THE ACQUISITION OF
REAL PROPERTY BY CONDEMNATION BY
THE CITY OF LEBANON.**

RESOLUTION NO. 2024-1

WHEREAS, by virtue of the laws of the State of Oregon and the City of Lebanon, the City of Lebanon is duly authorized and empowered to locate, acquire, construct, alter, enlarge, renew, replace, and/or maintain public streets, utilities, roads, and water and storm systems within the City of Lebanon as the City Council deems it necessary and proper for the safety of vehicular and pedestrian traffic and the flow of public utilities: and

WHEREAS, by virtue of the laws of the State of Oregon and the City of Lebanon, the City of Lebanon may acquire by purchase, gift, devise, condemnation proceedings, or otherwise, such real and personal property, interest therein, easements, and rights of ways, either within or without the limits of the City, as the City Council deems necessary or appropriate to exercise its power; and

WHEREAS, for the purpose of constructing streets, roadways, water and storm systems, and providing safety for vehicular and pedestrian traffic, and to protect the transportation and flow of public utilities, and for the health, safety, benefit, and general welfare of the public, the City of Lebanon plans to locate, construct, operate, and maintain certain streets and roadways and their systems in Lebanon, Linn County, Oregon;

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

1. The City of Lebanon does hereby find and declare that there is needed and required for the safety of the citizens of the City of Lebanon, for water and storm systems, for the free flow of public utilities, and for vehicular and pedestrian traffic thereof, and for the location, construction, operation, maintenance, repair, and improvement of traffic signaling, and access ramps that would meet ADA requirements for safe pedestrian crossing as identified in the Traffic Impact Analysis (TIA) for the benefit of the citizens of the City of Lebanon, more particularly set forth and described in Exhibit "A" attached hereto and by reference incorporated herein.
2. The location, construction, maintenance, repair, and improvement of the public utility system for which the real property and interest therein described in Exhibit "A", attached hereto and by reference incorporated herein, is required and is being taken as necessary in the public interest, and that the public utility improvements, including signalization and placement of a traffic signal pole, and additional right-of-way and ADA access ramps, has been planned, designed, located, and will be constructed in a manner that will be most compatible with the greatest public benefit and the least private injury or damage.

3. The City of Lebanon, through its City Administrator, or designate, and the City Attorney be, and they hereby are, authorized and directed to attempt to agree with the owner and other persons with an interest in said real property described in Exhibit "A" as to the compensation to be paid for the appropriation of the property, and, in the event that no satisfactory agreement can or has been reached, then the City Attorney is hereby authorized and directed to commence and prosecute such proceedings as may be necessary to acquire the real property or any interest therein as described in attached Exhibit "A"
4. Upon the trial of any suit or action instituted to acquire the real property or any interest therein, the attorney or attorneys acting for and on behalf of the City of Lebanon are hereby authorized to make such stipulation, agreement, or admission as in their judgement may be for the best interests of the City of Lebanon.

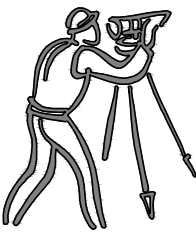
Passed by the Lebanon City Council and executed by the Mayor on this 10th day of January, 2024 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

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

ATTESTED BY:

 Julie Fisher, City Recorder



CLIENT:
CITY OF LEBANON
C/O RON WHITLATCH
925 MAIN STREET
LEBANON, OREGON 97355
541-258-4269

UDELL ENGINEERING
AND
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON 97355
(541) 451-5125 PH.
(541) 451-1366 FAX

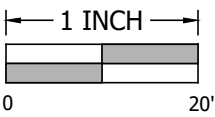
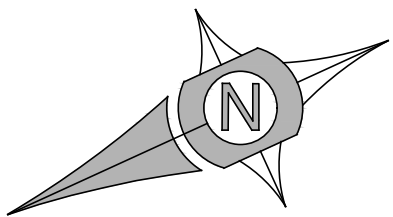
STOLTZ HILL RD STRIPING PLAN
75% DESIGN
AIRPORT RD-STOLTZ HILL RD
INTERSECTION IMPROVEMENTS
LEBANON, OREGON

DATE: JANUARY 2, 2024
PROJECT: 20-196 COL AIRPORT SIGNAL
DRAWN BY: BSV & MLM
CHECKED BY: BSV

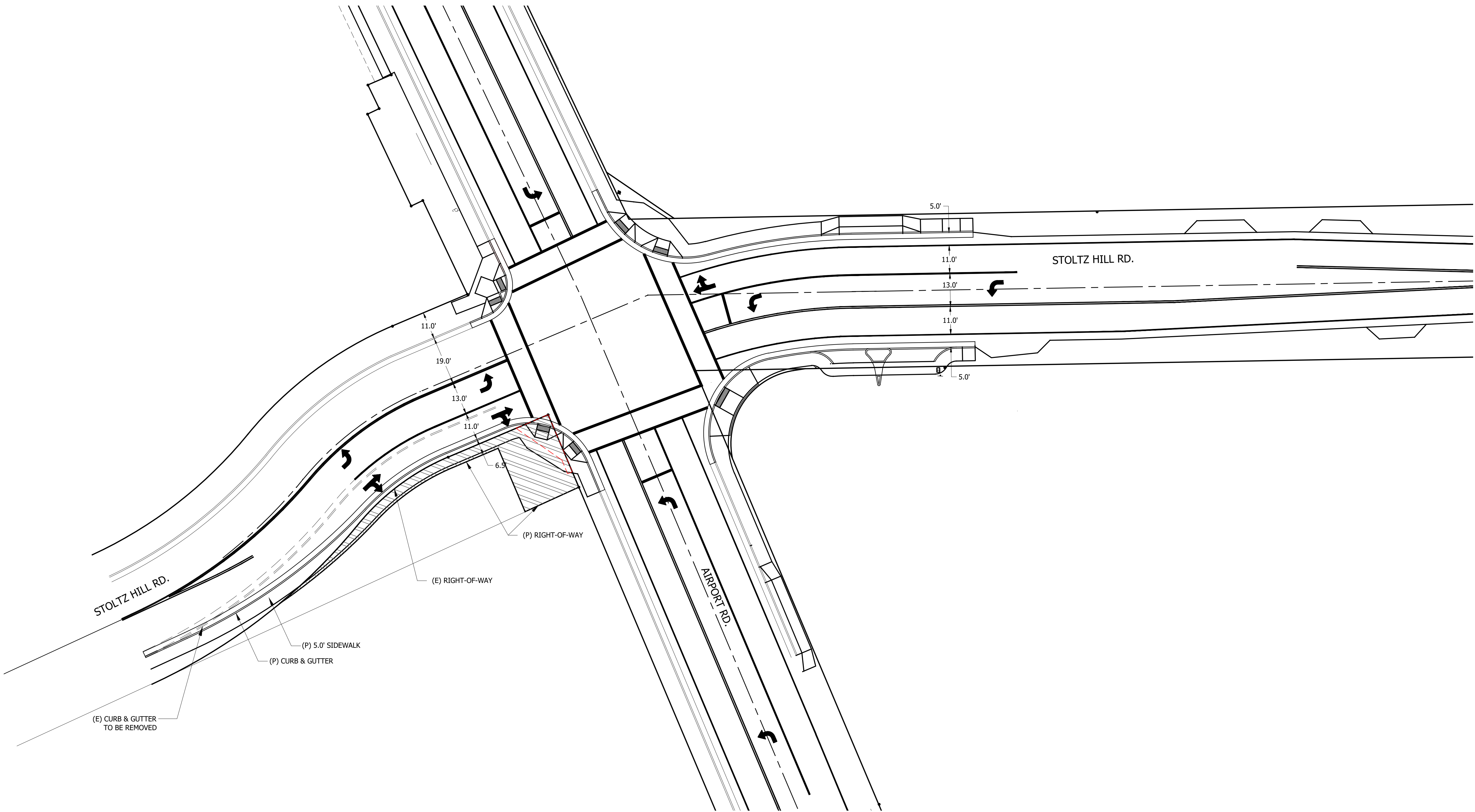
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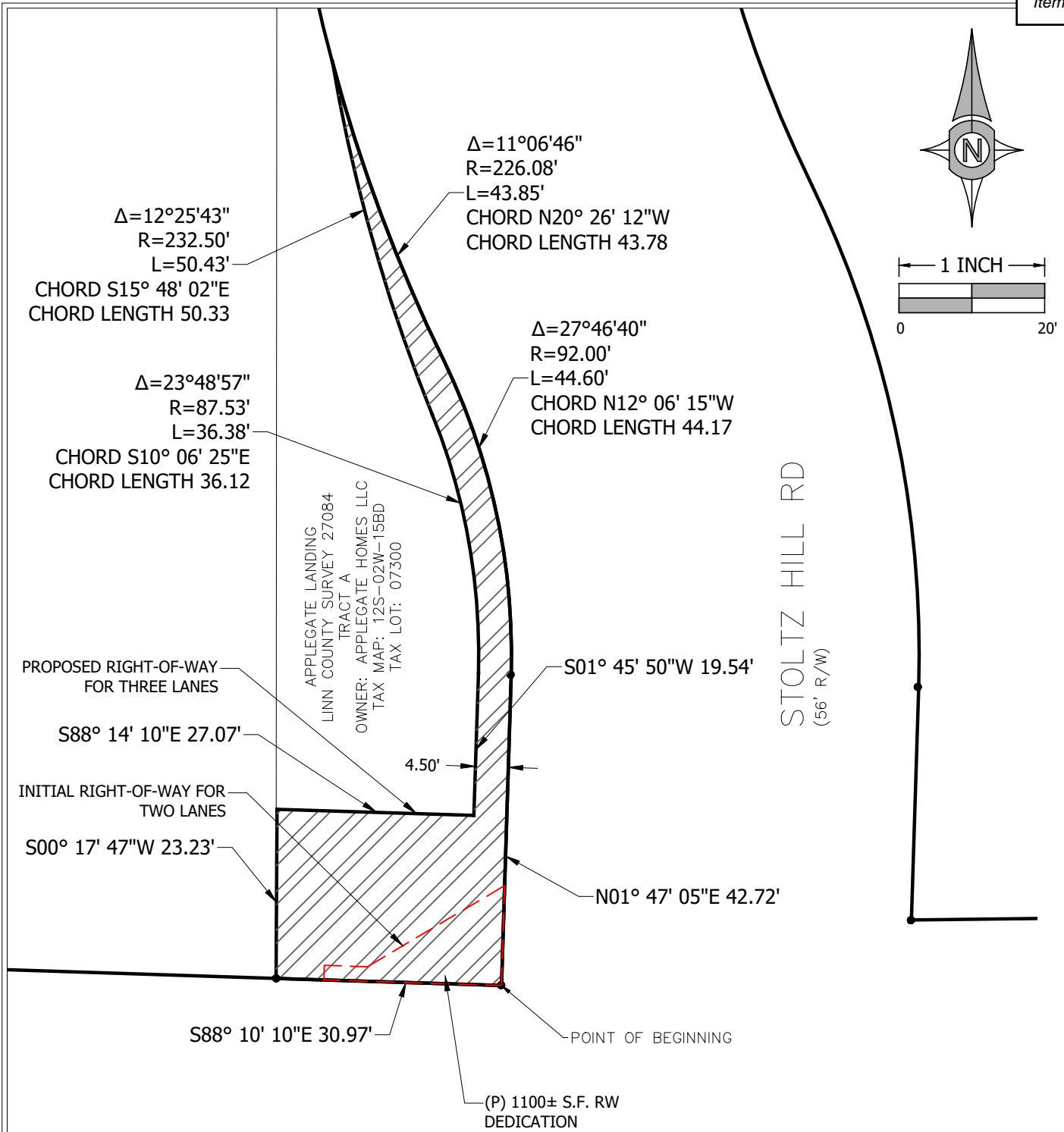
Sheet **C4.1**

SCALE: SEE BARSCALE



PLAN REVISIONS	DATE





LEGEND

R/W RIGHT OF WAY
RD ROAD

Date: JANUARY 2, 2024
Project: 20-196 COL AIRPORT RD
Drawn by: MLM
Checked by: BSV

EXHIBIT B - RIGHT-OF-WAY MAP
AIRPORT ROAD PROJECT
TL 7300 RIGHT-OF-WAY DEDICATION
LEBANON, OREGON

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



SHEET 1
of 1
SCALE: AS NOTED



CITY MANAGER'S REPORT

Reporting period: December 2023

I. A. ADMINISTRATION – Ron Whitlatch, Interim City Manager

- Attended multiple meetings with City Attorney and outside legal counsel for the issues related to the Green Peter Drawdown.
- Met with Albany Eastern Railroad to discuss multiple topics which included the use of the Santiam Travel Station, the Lebanon Reload Facility, and various rail crossings.
- Working with the Finance Department to get the 24/25 budget process kicked off.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.
- Had a meeting with Build Lebanon Trails to discuss options for the Gills Landing Parking Lot Trail.
- Working with the League of Oregon Cities and several State Legislators to identify shovel ready infrastructure projects for housing. The Legislature will be meeting in early 2024 to discuss the possibility of providing cities with grants to complete infrastructure for housing.

B. HUMAN RESOURCES – Angela Solesbee, HR Director

- Recruitment:
 - Library Assistant On-Call – New employee starting 1/2/2024
 - Accountant – Interviews scheduled for 1/4/2024
 - Maintenance Worker Water/Distribution – Applicants under review
 - Communications Specialist – Applicants under review
 - Police Officer – Applicants under review
- Benefits:
 - End of year benefit audits/reconciliation complete. Minor adjustments made. Some employees received a small credit (in the form of a reduction of benefit premiums on their 12/9/23 paystub) for overpayment of benefit costs over the course of the year and the change in pay periods. No employee had to pay additional costs as a result of the audit/reconciliation.
 - ACA forms (1095-C) are prepared and ready to send to employees for tax season.
- 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.
- Training and Development:
 - December Safety training – Slips, Trips, Falls
 - January Safety training – Fire Extinguisher
 - December All Employee training – Resilience and Stress Management
 - January All Employee training – None
- Performance Management:
 - Assessing and testing the electronic performance evaluation tool under way. Process on hold until after July of 2024 due to upcoming Teamster labor negotiations.
 - 35 evaluations are past due as of 12/28/2023
 - 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)
- 16 in Police Department (oldest is over 6 years past due – 7 employees)
- 1 in SC/LINX (3 months past due)
- Other:
 - 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.
 - Preparations are underway for upcoming Teamster union negotiations for a new contract. Current contract expires 6/30/2022

II. CITY RECORDER – Julie Fisher, City Recorder

- Resolutions: 0
- Ordinances: 1 (Ordinance No. 3016)
- Press Releases: 16
- Public Meeting Notices: 3
- Documents added to ORMS: 115 for a total of 20,233
- Public Records Request: 1
- Records Destruction Certification: 1
- Liquor Licenses Processed: 0
- Contact Us Submissions: 17

III. COMMUNITY DEVELOPMENT – Kelly Hart, Director

A. Planning:

- The December Planning Commission (PC) meeting was cancelled.
- In December, three projects were approved administratively.
 - PLA-23-04 to adjust property lines between two properties on N 5th Street
 - AR-23-07 to authorize an extension of the personal storage facility and include covered RV storage for the property in the Mill Race development on N 5th Street.
 - MR-23-01 to permit phases I & II for a personal storage facility on E Airport Road
- Staff is currently processing 1 planning application for 1 project:
 - A-23-02 to annex a portion of the property at 1880 Gilbert Street (application on hold per applicant to redefine the annexation boundary)
- **Housing Production Strategy:** MIG has been assigned as the consultant for the code implementation associated with the HPS. Contracts are currently being drafted. The public notification for the DLCD review of the HPS has closed. Two public comments were provided. DLCD will review the comments as part of the final review, with final decision on the HPS anticipated by February 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.
- **Psilocybin:** Staff will begin developing the ordinance language for the time, place and manner ordinance and coordinate with the City Attorney's office and the Clerk Recorder to develop the required ballot language to present the opt-out option to the voters for the November 2024 general election.
- **Continuum of Care (CoC) and Multi Agency Coordination (MAC) to address homelessness:** Community Services Consortium continues to work on developing the Continuum of Care. The MAC group is working on providing the grant allocation to the different recipient organizations. Crossroads Communities along with partner agencies is working on a 100 day challenge to address needed housing in the City of Lebanon.

- **Governor's Office Housing Production Framework:** Meetings continue with the Governor's office to stress the importance of infrastructure funding.
- **Rules Advisory Committee on Housing:** The Community Development Director has been selected 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.

B. Building:

- The city processed 60 permits in November. Total fees received 57,293.92 and valuation of construction was \$4,435,902.50.
- By comparison, in November 2022, 41 permits were processed. Total fees received were \$8,138.83 and valuation of construction was \$306,808.35.
- A current list of the larger construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - 78-unit multifamily development (Russell Drive)
 - Lebanon Fire District property (Oak Street)
 - 28-single family dwelling lots - Cheadle Lake Estates (River Road)
 - 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)
 - 12-lot subdivision (Walker & Wassom)
 - 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)

C. Economic Development:

- **Economic Opportunities Analysis (EOA):** The Economic Development Catalyst, with the Community Development Director has begun the process of implementation of the EOA:
 - **Business visitation program:** In October, the business visitation program was initiated. In November Councilor Salvage and Steinhebel, with the Economic Development Catalyst and the Community Development Director visited Schmizza Public House, and Les Schwab Tires. There were no visits in December due to the holidays, but there will be two visits in January, the visits will be for wards 1 and 2:
 - From the initial business visit in October with Boulder Falls, a group of stakeholders interested in promoting tourism in Lebanon through business connection and support has started meeting monthly. The group consists of the Chamber of Commerce, Lebanon Downtown Association, Boulder Falls Management and City representation, soon to be joined by the owner of Schmizza Public House. The group has identified the need of a map to be able to hand out to guests of the hotel for easy directions to entertainment, food and activities. The Economic Development Catalyst has contacted a consultant to get quotes and discuss the scope of the project. The group will work together to decide on the icons, layout, and categories of the map for the City of Lebanon and will use Transient Lodging Taxes to fund the creation of the map.
 - The business visitation program is anticipated to be a monthly program. . At the direction of the Mayor, each month, the business visits will be scheduled based on Ward boundary, and the Councilor representatives for the Ward will be invited to join.
- **Industrial Site Readiness:** The Economic Development Catalyst is working with a local commercial broker to contact Industrial property owners to identify interest in promoting their site for business recruitment nationally, and to advertise their properties on Oregon Prospector. Multiple property owners have responded to outreach by the Economic Development Catalyst and have agreed to advertise their

properties with adjacent properties to create a more marketable site. Newly contacted industrial sites be added to the State's recruitment site, Prospector, by the end of the month.

- New EOA action items are being identified for the coming calendar year.
- **Downtown Building Restoration Program:** The Downtown Building Restoration (DBR) Program has been updated for the 2023-2024 FY and applications are available for submission. All applications are due by February 1st for review. There are two remaining grants open from the previous FY.
- The Economic Development Catalyst continues to attend Linn County Commissioner meetings in an effort to be more visible to the county and to represent the interests of Lebanon and the REAL group.
- **Workforce Development Initiative:** The Economic Development Catalyst is working to organize a meeting between major employers in Lebanon that share childcare related challenges and potentially brainstorm solutions that would be grant eligible. Business Oregon did get additional Childcare funds, but the parameters of the program are not established yet. The Regional Development Officer with Business Oregon will send information as it becomes available.
- **Business Registration Initiative:** The Director of the Oregon Economic Development Association (OEDA) will be meeting with the Lobbyist for OEDA and State Representative Bynum to discuss the Business Registry Data Bill that was proposed in the 2023 long session but was unable to be brought forward. The goal is to resubmit the bill for the 2024 short session. In the meantime, the Economic Development Catalyst is refining the list of businesses in the 97355 area code for outreach and support purposes.
- **Rural Economic Alliance (REAL):** A new Rural Opportunity Initiative (ROI) grant cycle from Business Oregon was open for applications, REAL was included in an application with RAIN and was successful, this grant will allow to continue having rural entrepreneur support in the 9 member communities and allow REAL to progress initiatives identified in their recently revised Strategic Plan.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- 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. 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 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.
- **Trails Update:** 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. 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 will be receiving a Recreational Trails Grant to complete a segment of trail on the Albany Property next to River Park. Design will begin the first part of 2024, as we were issued Notice to Proceed in December. Construction for the Cheadle Lake Extension Trail project is complete. The project was funded by a grant from the State of Oregon.
- 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 not sure when the

final surfacing (asphalt overlay) will be performed due to weather. Below is the current financial status of the project. This will be updated to reflect changes/additions that occur during construction.

Item # 9.

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	\$88,608.34
Total GMP Approved	\$21,324,830.88	Dewatering	\$354,309.11

- 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.
- The Seventh Street Reconstruction Project (Oak to 'F') is currently out to bid. Staff will bring a recommendation to award to the January City Council Meeting. The project is estimated to cost \$3.6 million and will take at least 9 months to complete. Prior to construction, Staff will hold a neighborhood meeting for residents living along Seventh Street to inform them of what to expect, length of construction, and inconveniences associated with it.
- Engineering Staff is currently working on several small projects which include design for drainage pipe replacement on Airport Road at Safeway (existing pipe is undersized leading to flooding in heavy rain events), Sanitary Sewer Extension at US bank/River Center, drainage pipe replacement on Leonard Street, Rapid Flashing Beacon Pedestrian Crossing on South main, updating of our Pre-Treatment Ordinances, multiple sewer lateral replacements, and updating the City's Engineering Design Standards for Development as time and staffing availability allows.
- 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 (Kittelson Engineers, Udell Engineering, and City Staff) are moving forward with the final design for the project. 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. With the approval of a new Gas Station/Mini-Market on the NW corner of the intersection (along with the removal of the existing Grandpa's Grocery on the SW Corner) staff and consultants will be modifying the design to provide

THE CITY THAT FRIENDLINESS BUILT

better traffic flow on the SW corner by increasing the radius size. The Project Team will begin finalizing the design so it is ready to advertise for bids as soon as right of way is obtained and a timeframe for the demolition of Grandpa's Grocery.

- Kittelson Traffic Engineers has completed the design (30%) of a round-about at the Cascade Drive/Weldwood Intersection. We may be asking them to look at granting opportunities for completion of the project in the near future.
- Staton Companies has completed the demolition of the Old Water Treatment Plant. The next step will be to determine use of the property.
- ODOT and City Staff are continuing the study of pedestrian/bicycle safety along HWY 20 and HWY 34 through Lebanon. We have held multiple meetings to discuss bike routes along the highways and alternate routes using City streets. The project is also looking at various intersections and mid-block locations to determine what safety projects could be completed to improve pedestrian and bicycle movements on the highways through Lebanon. Funding for improvements will likely come from ODOT. The final report is now scheduled to be done early 2024.
- Bids for the Rapid Flashing Beacon Project on Tennessee Road (At Beaton Lane) were received in August 2022 with the lowest being over \$100,000, which is double the amount that staff had planned for the project. Staff will be preparing the project to advertise for bids again and also adding the Rapid Flashing Beacon to South Main Road for a combined project. Udell Engineering is currently under contract to design the crossing on South Main in the vicinity of Cedar Drive. It is likely this project will be bid in spring of 2024 due to current workload in the Engineering Department. 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 underway. Northcore USA has finished working nights to install sanitary sewer. This was done in order to maintain business access during the day along Weirich Road. They have finished installation of waterline on Cascade Drive and Crowfoot Road and have a good share of the waterline installed on Weirich Drive. The project is scheduled to be complete in January 2024.
- 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 if 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). 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.

Development:

- Paventy & Brown Orthodontics plans approved for construction. ODOT permit approved. Building interior design modifications are underway.
- McKinney II public improvements complete and accepted. Contractor completing onsite buildings and community room.
- South Main Apartments improvements complete and contractor completing final buildings.
- Dairy Queen site plan approved for construction. Building permits issued to start construction. Developer currently getting bids for the project.
- Plans approved for Hickory Lake Apartments off of Airport Road. Developer waiting on erosion control permit approval.
- Cheadle Lake Estates subdivision public improvements accepted, several homes remaining still under construction.
- New subdivision at Franklin & Russell Streets currently under construction. Subdivision plat signed and approved; contractor bonded public improvements punch list items.

THE CITY THAT FRIENDLINESS BUILT

- Plans approved 3-duplexes off 9th Street. Water line extension complete and online. Buildings under construction. Private storm drainage under review with design engineer for modifications. Punch improvement and site punch list provided to the contractor.
- Plans received for Airport Storage of temporary pods to construction a fire water line.
- Plans returned to engineer for revisions for Bate's storage facility on Hansard Ave.
- Plans returned to engineer for revisions for storage facility off of Industrial Way.
- Site and public improvements for new Fire Station approved. Utility crossing on 12th Street complete contractor working onsite. Building under construction and additional off-site work being complete along Oak Street.
- Plans approved for Buckmaster Plumbing new storage building. Contractor working building addition. Improvements schedule for later this year.
- Plans pending approved for half street and utility extension on the corner of Stoltz Hill & Kees Streets. Plans stamped approved and bonded for builder to start home construction.
- Weldwood Dr storage water extension with hydrant constructed and passed testing. Contractor to complete onsite work and final street patch.
- Chipotle Restaurant complete and final occupancy granted.
- Plans approved for new sewer extension along Oak St.
- Plans approved for new Panda Express Building corner of Airport and Hwy 20. All utility crossing complete, final street paving scheduled for night work last week of November.
- Plans approved for new subdivision Madelyn Meadows between Walker & Wassom Street. Contractor working on sewer main extension and excavation of new private street.
- Plans approved for a new apartment complex on the corner of Airport & S 2nd Street. Public improvement permit issued for water extension and hydrant crossing.
- Traffic Impact Analysis for Crowfoot Subdivision under Engineering Service Agreement contract. Traffic counts to be collected once S Main Road & Crowfoot open to traffic.
- Plans received and under review for RV storage facility at Mill Race Station.
- Plans received and under review for sewer main extension for 12th Street for several tax lots north of Airport Rd.

V. FINANCE SERVICES – Brandon Neish, Finance Director

- **Accounts Payable:**
 - Payments made in December 2023; 261 checks were processed for payments of \$3,477,116.65.
- **Payroll:**
 - December 8th and December 22nd for all employees. In total, 133 employees were paid during the month of November.
 - There have been ten (10) adjustments processed since July 1, 2023 for payroll errors:
 - July 2023:
 - Direct deposit returned (employee entered wrong deposit information).
 - Cash out missed during payroll entry (paperwork was delivered timely).
 - August 2023:
 - Next step of longevity pay delayed for employee due to paperwork. PA started after original date while City worked with Union on application.
 - Longevity increases (x2) missed due to late paperwork. Original due date 7/2/23.
 - Retro pay for missed COLA due to late paperwork. Original due date 7/1/23.
 - September 2023:
 - Team leader pay missed. Team Leader due to configuration error with calculation (same issue from May 2023 but missed one individual when fixed then).
 - Corrected pay adjustment received for acting-in-capacity employee based on application to Union contract. Retro pay done back to August 26.

- Wrong rate included for PERS voluntary contribution (two people). Returned excess withheld to employees on 10/13/23 paycheck).
- October 2023:
 - No payroll errors identified in October 2023.
- November 2023:
 - Employee overpaid due to change in application of longevity pay mid-payroll.
- December 2023:
 - Significant issues arose stemming from lunches for AFSCME employees. Changes made in ADP to accommodate department impacted other departments. A solution is pending discussion with management team to mitigate the calculation issues
- **Budget:**
 - The FY2025 budget process began December 21 with personnel estimates for the remainder of the fiscal year completed by Finance staff.
 - Departments will begin entering their estimates for 2024 expenditures December 26 and will complete by January 19.
 - A budget calendar is included at the end of the City Manager's Report. Staff, Budget Committee and City Council comments have been considered in the development of this calendar with more time afforded to the overall process
- **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 expects the necessary paperwork to be submitted in January to rectify the issue.
 - The Governor remitted fines for 74 Lebanon Municipal Court defendants with traffic violations/fines resulting in lost revenue of \$100,382. These cases ranged anywhere from years 2009 to 2023 with varying balances outstanding and had active license suspensions. The waiver stems from action taken by former Governor Kate Brown and precedes the enactment of HB 4210 which eliminated license suspensions as a tool for compliance with Court actions for traffic related infractions.
 - The recruitment for a new Accountant is moving forward. Staff completed phone screenings on December 21st and will interview selected applicants on January 4th.
 - 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. An extension request has been filed with the Oregon Secretary of State.
 - Staff continues to work with Library personnel on the new point of sale system. Target launch of the new system is slated for January 2, 2024.
- **Utility Billing for December 2023:**
 - 6,519 billing statements (including electronics) were mailed December 21st for a total of \$1,018,922 in utility revenue.
 - 97 Owner Lien (past due) notification letters were mailed.
 - On December 17th, 226 phone calls went out to notify customers they have a past due balance.
 - The City did not lock out past due accounts in December due to the holidays. This has been done in previous years and lock outs will resume in January 2024. Calls to would-be locked out customers were made to encourage them to pay the past due amounts to avoid falling further behind.
 - There was a total of 132 service requests: 47 move ins, no lock-offs, 19 re-read meters, 3 reconnects, 20 move outs, 6 leak checks, 9 changed meters, 13 turn ons, 4 turn offs, 1 meter installation, no meter removals, no dead meters, no water quality checks, no pressure tests, no emergency requests, no meter tests, 1 meter locate and 9 miscellaneous requests.

Utility Billing Data														Item # 9.
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	
Active Accounts	6,442	6,445	6,448	6,459	6,459	6,459	6,459	6,459	6,516	6,516	6,555	6,582	6,581	
Penalty Applied	976	883	711	953	721	N/A	296	236	265	280	365	234	426	
Lock Offs	N/A	118	56	68	68	83	71	74	0	100	73	114	N/A	
Municipal Court Data														
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	
Charges Filed	45	135	94	134	100	94	129	102	137	166	109	180	102	
Show Cause Issued	42	43	43	39	34	43	42	54	48	56	61	55	45	
Licenses Suspensions Issued	9	23	17	10	30	22	23	20	38	32	30	20	47	
Warrants Issued	102	186	105	159	180	154	144	160	231	203	150	169	141	
Charges Disposed	52	114	157	99	168	115	80	137	141	123	121	92	170	

VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

A. 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.
- Progress continues with Lebanon Fire District on the Station 31 construction project.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

B. GIS:

- Continued GIS updates for the Sanitary Sewer GIS system upgrade project. This will be a multi-month project like the Water GIS system update completed Spring 2023.
- Work continues with Finance and Public Works to update meter reading routes for City water services.
- Continued Lead & Copper Survey Project Coordination.
- Water Quality Dashboard to be incorporated into the new City web site project Spring 2024 work continues.
- 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 220 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.

VII. LIBRARY – Kendra Antila, Director

- After a 2-week break at the end of December, storytimes will resume the first week of January. Gentle Dental will be our special guest on January 18th. There will be stories, a puppet show, free toothbrushes and a fun craft for all children in attendance.

- Corvallis artist Peter Erskine has offered to do a free art installation at the library. Peter does “solar rain paintings” using prisms. He has permanent installations in 5 countries and his latest goal is to do 100 libraries throughout Oregon. <https://erskinesolarart.net/>

Item # 9.

VIII. POLICE – Frank Stevenson, Chief of Police

- For the month of December 2023, the Patrol Division had approximately 864 calls for service, made 38 arrests, issued 19 traffic citations, and wrote 48 case reports.
- We continue to be very busy surrounding the recruitment and hiring of new officers and support staff. We conducted interviews of four (4) individuals for the position of Police Officer and selected all four to move forward to the extensive background check portion. Since receiving the conditional offer, we had one withdraw from the process. If the remaining candidates pass the background, they will move forward to the psychological and medical exam portions. One additional Police Officer candidate is scheduled to undergo a psychological examination early next month.
- We conducted testing this week to fill a remaining Communications Specialist position. We will be holding panel/executive interviews during the second week of January to determine the final candidate.
- Dispatcher Heather Means began her career with Lebanon Police as a Communication Specialist this month. She filled one of two vacancies.
- The Detectives Division remains busy with very involved cases. This month they were assigned four (4) new cases. They sent one case to the DA for review and were able to close two (2) cases. They continue to work child abuse cases coming into the unit, as well as fielding ICAC cyber tips being added to their files for investigation. Staff reviewed fifty-nine (59) DHS referrals over the course of the month and attended two (2) ABC House forensic interviews.
- The Community Policing Division continues to be a presence and handles varying tasks. They have been busy patrolling the parks and addressing behavioral issues with the unhoused and helping to provide resources to those in need. Among these tasks, Community Policing also coordinated another successful Shop-With-A-Cop event where over 70 local children were served. They spent hours arranging the festive Holidays in the Park Event and assisted with a toy drive.
- Lebanon Police Peer Court heard one case this month.
- There were no use-of-force incidents to report during the past month.

IX. PUBLIC WORKS – Jason Williams, Director

A. Collections (Sanitary-Storm)

- Mowing:
 - Maintenance mowing and weed eating as weather allow.
- Manholes:
 - Inspected existing manholes for condition and I&I
- Sewer Mains:
 - Cleaned 2350 feet and video inspected 1925 Feet of sanitary sewer main line.
 - Installed 17-feet of 6" sewer main as part of In-house Lateral replacement program public side only.
 - Cleaned 100-feet and video inspected 75-feet of sanitary sewer main line.
 - Flushed low flow, dead end sewer mains
- Sewer Laterals:
 - Replaced 90-feet of 4" sewer lateral as part of In-house Lateral Replacement Program public side only.
 - 3 laterals
 - Separated a shared lateral to meet current code.
 - Assisted 3 customers with sewer lateral issues.
 - Video inspected 220-feet of sanitary sewer laterals.
 - Installed 2 cleanouts.

- Conducted one sewer lateral replacement investigation.
 - 1 -entered program
 - 0 -not eligible or did not require replacement
 - 0 -working with customer to gather more information
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Responded to one storm issue that we were unaware.
 - Found catch basins to be slow draining and cleaned them.
 - Determined these catch basins have no identified outfall,
 - Working on further investigation and resolution
 - Cleaned 1100-feet and video inspected 900-feet of storm line.
 - Cleaned catch basins on truck routes.
 - Completed several rounds of catch basin/curb inlet, ditch inlets and culverts clearing during rain events.
- Identified and investigating several sanitary and storm mapping discrepancies.
- Reviewed plans for LINX bus parking lot project
- Found issue with storm and submitted to Ron Whitlatch
- Monthly equipment checks and maintenance completed.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Repaired float system
- Checked Gill's Landing Pump Station and pump operation.
- Provided Vactor and crew assistance for Westside Interceptor project for 2 days.
- Assisted streets/parks with vandalism at Ralston Park.
- Provided Vactor and crew to assist on old water plant demolition.
- Assist with water meter reads.

B. Parks

- Began hanging door hangers for annual right-of-way tree trimming.
- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- Completing daily leaf removal and mulching.
- 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.
- Making necessary repairs to all city playground equipment.
- Cleaned and repaired roof leak at Ralston Park restroom.
- Crews began repainting the floors and walls in all park restrooms.
- Gills Landing:
 - There were 14 RV park reservations for the month of December.
 - There were no shelter rentals for the month of December.

C. Streets

- Continued annual leaf pickup.
- 9 – days were spent sweeping.
- Installed downtown holiday banners, snowflakes, and lights on trees.
- Hung street banners for public events.
- Crews graded alley ways and filled potholes throughout town.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Placed and removed barricades / stop signs for internal / external projects, and public events.
- Completed vehicle repairs and maintenance.

- Delivered sand and sandbags to Sherriff's office for public use.
- Removed tree located between City Hall and neighboring business.
- Responded to 5 garbage clean-ups on roadway.
- Prepared equipment for winter weather.
- Rocked driveway at Cheadle Lake Park Fairgrounds.
- Started grading gravel roadways, alleys, and shoulders of roads.
- Assisted Wastewater Treatment Plant with cleaning of basin.
- Completed a sewer lateral repair.

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 7.9 MGD.
- During the "atmospheric river" event from the 7th to the 12th flows averaged 10.2 MGD and the plant remained in full NPDES compliance.
- We are in our 24th out of 24 months of permit renewal sampling now and going well. We believe we are done with permit renewal testing but have not gotten conformation from DEQ.

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.
 - Repaired 3 broken water services.
 - 87 locates were completed throughout Lebanon for the month of November.
 - Followed up on water concerns and completed sample testing requested by citizens.
 - Replaced 12 water meters meters and installed 32 radio readers.
 - Changed out 4 angle stops
- Changed out failing meter boxes and dead meters.
- Worked on the water maintenance list.
- Vehicle Maintenance.

F. Water Treatment Plant

Production	
Monthly Water Use (Intake Flow Meter)	72.76 MG
Finish Water Produced	57.84 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
0.65	1.74	1.21	0.024	0.247	0.072
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
7.62	8.09	7.79	0.00	0.00	0.00

Maintenance/Operations:

- Turbidity events this month had a peak of 317 ntu and an avg of 150 ntu. Finished water quality has not been affected. We have produced 0.016 ntu out of the filters.
- We had issues with the filters plugging up, with direction from H2O & the Carollo process engineers we made changes to our back wash programming and Maintenance / Recovery Clean process to keep the plant operational.
- Both settling ponds were cleaned.

X. SENIOR SERVICES and LINX – Kindra Oliver, Director

- At the mid-point of the fiscal year, LINX Transit has provided approximately 30,000 rides, on track for 60,000 rides by the end of the fiscal year. Just a few years ago, our average ridership for ten years running was just over 20,000. Our team continues to help meet the growing transportation needs in our community.
- Over the holiday season the last couple of months, we have had many opportunities at the Senior Center to remind seniors how much the community cares for them. We have had lots of social engagement opportunities in November and December.
- In November, we held our first in person Thanksgiving Banquet since 2019. It was a great opportunity to reconnect with community partners to provide a free meal to over 200. We had entertainment from the Parks family and their friends from the Oregon Fiddlers Association. The Lebanon High School Cheerleaders helped serve the meal and socialize with our senior that attended.
- December 13th, several members of the LHS choir came in to join our very own Santa in leading carols and enjoy a hot cocoa bar! This intergenerational activity allowed seniors and students to connect over holiday traditions and favorite songs.
- December 22nd, we held a holiday party with social games, get to know each other activities, an improv skit put on by two staff with input from the seniors present, and some treats, of course. Seniors were laughing and connecting, while also working eye hand coordination with several of the games.
- This year, our Tree of Giving provided 44 seniors in our community with a gift to brighten their holidays. Every tag on the tree was adopted. Several donations allowed us to add to some of the gifts to ensure a very merry Christmas was had by recipients. Tree of Giving recipients are nominated by area agencies, staff and LINX drivers. Recipients are 50 years or older and have a financial need, experience isolation or have been experiencing a major life struggle (such as cancer or loss of a spouse).
- Adding to our educational programs, we have opened up our I-Pad program. Seniors can check out an I-pad from the office to use in our library during their visit. The I-pads have educational and resourceful apps and bookmarks that will assist seniors during their use. We also have a list of I-pad classes to offer each month.
- We had a Behavioral Health Specialist from Lane, Linn & Benton County come in to provide some information about the power of connection for older adults' overall wellbeing. The specialist will be coming in quarterly to speak on different topics.
- We have lots of programming planned for January. More details can be found in our monthly newsletter, which is posted on the City website and on the Lebanon Senior Center Facebook page.

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 22 - Feb 9	Departments compile FY25 requested budget / Finance completes personnel projections
Feb 12 - 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