



# LEBANON CITY COUNCIL WORK SESSION AND REGULAR MEETING AGENDA

March 12, 2025 at 5:00 PM

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

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## MISSION STATEMENT

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

**Mayor: Kenneth Jackola**

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

**Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman**

## 5:00 PM – CALL TO ORDER WORK SESSION

*City of Lebanon Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Like regular Council meetings, citizens are encouraged to attend and observe work sessions. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.*

## DISCUSSION ITEMS

1. Utility Rate Review

## ADJOURN WORK SESSION

## 6:00 PM – CITY COUNCIL REGULAR SESSION

### CALL TO ORDER / FLAG SALUTE

### ROLL CALL

### CONSENT CALENDAR

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

1. **AGENDA:** Lebanon City Council Agenda – March 12, 2025
2. **APPROVAL TO AWARD:** Willow Drive Storm Drainage Improvement Project
3. **BOARD MINUTES:**
  - Library Advisory Committee - December 10, 2024
  - Parks, Trees & Trails Advisory Committee - January 15, 2025
  - Planning Commission - December 18, 2024
4. **COUNCIL MINUTES:** February 12, 2025 Regular Session
5. **EASEMENT:** Black Rock Apartments  
Hickory Lake Apartments

**6. RIGHT-OF-WAY DEDICATION:** Black Rock Apartments

**PRESENTATION / RECOGNITION**

7. Lebanon Strawberry Festival, Cindy Kerby

**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](mailto:city.recorder@lebanonoregon.gov) prior to **5:00 p.m. on March 11, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

**PUBLIC HEARING(S)**

8. Public Hearing - Resolution No. 2025-02, A Resolution Adopting the City of Lebanon's Utility Rates and repealing Resolution No. 2024-05.

**REGULAR SESSION**

9. Resolution No. 1 for 2025 - A Resolution Eliminating Parking on a Portion of C Street Within the City of Lebanon
10. Park Reservation Fee Waiver Policy
11. Municipal Code Discussion - LMC Section 6.16.010 Bees, Fowl, and Other Animals
12. Department Reports

**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)**

March 26, 2025 Joint Planning Commission and City Council Work Session at Noon

April 9, 2025 Regular Meeting at 6pm

April 15, 2025 City and Urban Renewal Agency Budget Committee Meeting at Noon.

**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](mailto: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](mailto:city.recorder@lebanonoregon.gov) by noon prior to the meeting so that the City Recorder can provide instructions.*

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

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

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



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

# MEMORANDUM

*Engineering Services*

To: Mayor Jackola and City Council  
From: Ron Whitlatch, Engineering Services Director  
Subject: **Approval to Award Project**  
Willow Drive Storm Drainage Improvements Project  
(Rose Drive to Cedar Drive)  
Project No. 24702

Date: March 11, 2025

## I. INTRODUCTION

The Willow Drive Storm Drainage Project was advertised on Friday, February 14, 2025 for bids.

## II. CURRENT REPORT

Bids for the project were opened Tuesday, March 11, 2025. There was a total of fifteen bids received; a comparison of the bids with the Engineer's Estimate is presented below.

<b>Company</b>	<b>Bid Amount</b>	<b>Company</b>	<b>Bid Amount</b>
AB Hinderlie Construction	\$235,730.00	Premier Property Dev	\$184,376.00
Blackstone Paving & Ex	\$221,369.00	RJ Armstrong & Assoc	\$198,969.50
Civil West Construction	<b>\$141,896.00</b>	Riverbend Construction	\$224,832.00
Crover's Dirt Works	\$269,321.00	Santiam Canyon Ex	\$228,475.00
D & I Excavating	\$184,278.00	Turney Excavating	\$206,341.75
Emery & Sons Const	\$225,469.00	Wickwire Contracting	\$233,058.00
K & R Plumbing Const	\$186,737.00	Wildish Construction Co	\$194,290.00
Mars Construction	\$221,834.00	<b>Engineer's Estimate</b>	<b>\$277,248.00</b>

The lowest responsive bid was submitted by Civil West Construction from Salem, Oregon as indicated above. Their bid is approximately 49% lower than the Engineer's Estimate.

## III. RECOMMENDATION

This memo requests a City Council motion to award the Willow Drive Storm Drainage Improvements Project to Civil West Construction, of Salem, Oregon.



**Minutes  
Lebanon Public Library  
Advisory Group Meeting  
December 10, 2024**

The meeting was called to order at 4:32

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

Minutes of the August meeting were approved as presented.

**Library Director's Report:** Kendra presented statistical reports for August, September and October. November stats are not complete due to a hardware issue on our security gates. Stats for new registrations and monthly checkouts remain steady despite the decrease in hours. The library received two grants and two personal donations last month totalling \$3,440. Signage will soon be in place for the new Spanish collection. Additionally, the library is part of Academy Square, a designated City of Lebanon park, and signage stipulating that park rules apply will soon be posted.

**Friends of the Library Report:** The Friends raised a record \$7,264.58 in November and a total of \$15,708.54 since July. They've donated \$6,000 to the library for various programs so far this year. Their 2<sup>nd</sup> Annual Author Fair will be Saturday, February 22<sup>nd</sup> and the next book sale will be Saturday, December 14<sup>th</sup>.

**New Business:** Members were asked to compare library and senior center conduct policies. At our February meeting we will discuss aligning the policies of both facilities as closely as possible.

**Unfinished Business:** None

**Public Comments:** None

**Announcements:** None

The meeting was adjourned at 5:19 p.m. The next meeting will be February 11th @ 4:30.

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kendra Antila at (541) 258-4232.*



# Parks, Trees, and Trails Advisory Committee Meeting Minutes January 15, 2025

**Committee Present** Jan Diamantine, Linda Ziedrich, Rodney Sell, Cindy Kerby, and City Councilor Dave Workman

**Committee Absent** Rick Barnett and Anna Creel

**Staff Present** Public Works Director, Jason Williams and Public Works Operations Manager, Jason Rush.

**Call to Order** Co - Chair Kerby called the meeting to order at 1:59 p.m. in the Santiam Travel Station Board Room.

**Approval of Minutes** The committee approved the meeting minutes from October 16, 2024, and December 18, 2024

### **Discussion**

- City of Lebanon Update  
Jason Rush provided the City of Lebanon update:
  - Trees will be removed at the following locations:
    - N Williams (Birch Tree)
    - 2<sup>nd</sup> and Mary Street
    - Cheadle Lake clean-up has not happened yet.
  - The city's annual tree trimming has begun.
- BLT Update – Rod / Jan
  - The Linn County Planning Commission approved BLT's conditional use permit for the Georgia Pacific Old Mill Trail, appeals are still possible.
  - BLT has noticed an increase in camping along the trails and near parks along with vandalism.
  - BLT had a successful workday removing ivy from approximately 30 trees along where the West River Trail Extension will be going.
  - Another workday will be taking place on the second Saturday in February. This will be a cleanup day along with tree planting and sign installation at Gills Landing.
  - Ziedrich asked for an update regarding BLT's recent request to have fees waived for their event at Cheadle Lake, Williams stated all appeals must go to City Council during public comment.
- Cheadle Lake Park Development

Brian Vandetta created an updated drawing which included feedback received from the last few Parks, Trees, and Trails Committee meetings. Williams stated there is still additional refinement that needs to be completed, and Vandetta would like additional input from the committee. The current focus is the stage, roadway built out on Weirich Drive, the multi-use path, access road, utilities, and the restroom in the front of park. The cost estimate is being completed so we can determine how many parts of the project can be completed in this phase. Currently it is planned for construction to begin immediately following the Strawberry Festival, no reservations will be available for the remainder of the year.

Comments included:

- Removal of bushes lining the back of the seating area
  - Pads for concession stands have power
  - Lighting along paths.
  - Camp host location, possibly by storage containers
- **Public Comments**

Public comments were made by Thad Nelson, but the audio system did not pick up the questions that were asked.

### **Next Scheduled Meeting**

February 19, 2025 (2:00 – 3:30 p.m.)

### **Adjournment**

Cindy Kerby Adjourned the meeting at 2:25 p.m.



# LEBANON PLANNING COMMISSION MEETING MINUTES

December 18, 2024 at 6:00 PM  
Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

## 6:00 PM – REGULAR SESSION

### CALL TO ORDER / FLAG SALUTE

### ROLL CALL

#### PRESENT

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

#### ABSENT

Alternate W. Marcellus Angellford  
Alternate Shyla Malloy

#### STAFF

Community Development Director Kelly Hart  
City Attorney Tre Kennedy

### MINUTES

1. May 15, 2024 and October 16, 2024 Planning Commission Meetings  
The minutes were approved as submitted.

### COMMISSION REVIEW

#### 2. Public Hearing – Planning File CPMA-24-01, ZMA-24-01

A proposed Comprehensive Plan Map and Zoning Map Amendment to change the comprehensive plan designation from Residential Low Density to Residential Mixed Density and to change the zoning designation from Residential Low Density to Residential High Density for the block bounded by Oak Street to the north, E. A Street to the south, an alley to the west, and Hiatt Street to the east, with property addresses 1008, 1030, 1050 and 1070 Hiatt Street, including a city-owned parcel dedicated for right-of-way. (12S02W11CD, tax lots 5600, 5601, 5700, 5800, and 5900)

City Attorney Kennedy reviewed the public hearing process. The public hearing was opened. There was no ex parte, conflict of interest, or bias declared by the Commissioners.

Community Development Director Hart presented the staff report, noting that no development proposal is part of this application review. The public comment submitted before the packet was published was included. She also read out loud the public comment received today.

Chair Robertson inquired about the purpose of the application. Hart responded that the applicant's representative would be best suited to provide an answer.

In response to a Commissioner's question about who is requesting this change, Hart explained that the request originally came from a single property owner. The comprehensive plan specifies that zones should be defined by clear block areas, so the city asked the property owner to obtain the neighbors' agreement to change the entire block to align with the plan's intent.

Applicant's Testimony: Laura LaRoque, Udell Engineering and Land Surveying, the applicant's representative, summarized the proposal. Property owners Kresta and Harry Wallace explained that the main reason for their request is to make their existing accessory dwelling unit, currently a studio apartment, into two units.

Ms. LaRoque confirmed for Commissioner Fountain that the application is consistent with the statewide planning goals and the comprehensive plan.

Testimony in Favor: None

Testimony in Opposition: None

The public hearing was closed.

A brief discussion took place regarding the surrounding property uses. Hart said that, aside from the property to the west (which is zoned for high-density residential), none exceed 9,000 square feet, making them ineligible for apartment development. However, they could potentially be expanded to duplexes or an additional dwelling unit.

Hart confirmed for Kennedy that each of those lots could be made smaller and grouped together to make a larger lot out of each of their backyards. This could change what that lot could create.

Hart also confirmed to Chair Robertson that the city right-of-way is part of this application to maintain zoning consistency, although it will remain as right-of-way. She added that the city-owned alley is a dedicated right-of-way rather than a tax lot, so it is not assigned any zoning.

Motion to approve by Commissioner Breshears, seconded by Commissioner Baxter.

Voting Yea: Chair Robertson, Vice-Chair Gerig-Knurowski, Commissioners Baxter, Breshears, Fountain, Miller and Thompson. The motion passed unanimously.

**CITIZEN COMMENTS** – None

### **COMMISSION BUSINESS AND COMMENTS**

The Commissioners welcomed Regina Thompson.

Chair Robertson raised the topic of development code updates for the Housing Production Strategy. The discussion covered general policy direction and housing goals.

There is no meeting scheduled for January.

Hart said that information on HB1537 will be brought back in February.

**ADJOURNMENT** – The meeting adjourned at 6:54 PM.





# LEBANON CITY COUNCIL REGULAR MEETING MINUTES

February 12, 2025 at 6:00 PM

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

## MISSION STATEMENT

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

**Mayor: Kenneth Jackola**

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

**Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman**

## 6:00 PM – CITY COUNCIL REGULAR SESSION

### CALL TO ORDER / FLAG SALUTE

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

### ROLL CALL

#### PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Dominic Conti
- Councilor - Ward 1 Carl Mann
- Councilor - Ward 2 David M. McClain
- Councilor - Ward 2 Dave Workman
- Council President - Ward 3 Michelle Steinhebel

#### ABSENT

- Councilor - Ward 3 Jeremy Salvage

#### STAFF

- City Manager Ron Whitlatch
- Community Development Director Kelly Hart
- Police Chief Frank Stevenson
- IT Director Brent Hurst
- City Recorder Julie Fisher

### CONSENT CALENDAR

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

Motion made to approve the Consent Calendar by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Mayor Jackola, Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – February 12, 2025

2. **APPROVAL TO AWARD:** N. Santiam Highway Waterline Extension Project  
Grove Street Sanitary Sewer Extension Project
3. **BOARD MINUTES:** 2024-10-16 & 2024-12-18 Parks, Trees & Trails Advisory Committee
4. **COUNCIL MINUTES:** 2025-01-08 City Council Regular and Executive Sessions Meeting

## PRESENTATION / RECOGNITION

### PUBLIC COMMENTS

Wyatt King requested the Council consider amending the current ordinance to increase the maximum number of chickens allowed to 10 and add "reasonable care".

Andy and Marily Belcher spoke regarding emergency preparedness especially during the climate crisis.

Steven Patterson spoke in support of Wyatt King's proposal increasing the maximum number of chickens allowed.

Police Chief Stevenson reported only 4 complaints regarding chickens have been received.

**PUBLIC HEARING(S)** None

### REGULAR SESSION

5. Build Lebanon Trails Fee Waiver

City Manager Ron Whitlatch introduced the request from Build Lebanon Trails to waive fees for the use of Cheadle Lake for their yearly event. The fees would be \$1750 for facility use and park set up (per the Lebanon Fee Schedule). Build Lebanon Trails requested the waiver during the application process, and staff denied the request due to the amount of staff time associated with the event. The request is now coming to Council. City Manager Whitlatch stated there is not a policy in place for these types of waiver requests and for an appeal process. Council directed staff to create a policy for funding/waiver requests. They wanted a policy that would allow for a fair and consistent decision and would not seem like the Council was favoring one group over another. They noted the hard work and the good that Build Lebanon Trails has done for the City. Councilor Steinhebel noted that the City allocates funds to the Chamber for these types of events using tourism funds, specifically Transient Lodging Tax funds. City Manager Whitlatch reported that Build Lebanon Trails does provide the City with \$20,000 for trail maintenance.

Rod Sell with Build Lebanon Trails reported in the 20 years that BLT has operated; they have invested 2.6 million in the parks trail system. He noted that the Council has a difficult decision to make and there has been good conversation.

Councilor Steinhebel acknowledged the great work and contribution BLT has made, and suggested they seek grant funding through the Chamber.

By consensus, the Council decision was to not waive fees and requested a policy from staff for funding requests. Mayor Jackola stated this was a difficult decision, however the Council wants to make sure decisions are fair and equitable.

6. **Department Reports**

Community Development Director Kelly Hart presented the Council with a 2024 Year in Review update for Planning and Building, and Economic Development. It was reported that the department lost one staff due to budget cuts, however Economic Development work continues. The City is working with Business Oregon for continual business recruitment and is continuing the Business Visitation Program. The City is also part of the Rural Economic Alliance which focuses on regional economic development. Work continues on the Housing Production Strategy. Statistics were reported on building permits and planning applications.

City Manager Ron Whitlatch presented the City Manager's Report. A City Council Work Session for the annual utilities review is scheduled for 5pm on March 12, 2025, and a joint City

Council and Planning Commission Work Session for the Housing Production Strategy is scheduled for April. The first Budget Committee meeting is also scheduled for April. Mayor Jackola, City Manager Ron Whitlatch, Community Development Director Kelly Hart, and Public Works Director Jason Williams will attend Water Week in Washington D.C. in April to meet with Legislators and work to get funding for Lebanon's Water and Wastewater Capitol Project needs. The Mayor and City Manager together with two Department Heads attended City Day in Salem advocating for Federal Funds for Lebanon for infrastructure for the Wastewater Treatment Plan and costs associated with the Green Peter Reservoir Drawdowns.

### **ITEMS FROM COUNCIL**

Councilor Steinhebel requested staff review the Ordinance regarding chickens and bring information to the Council for review as an agenda item.

#### 7. Lebanon Library Advisory Board Liaison

Mayor Jackola stated the Lebanon Library Advisory Board needs a new Council liaison. Both Councilor Conti and Councilor Steinhebel expressed interest. Councilor Steinhebel stated she would really like to take this role and Councilor Conti agreed. Mayor Jackola appointed Councilor Steinhebel as the Council liaison for the Lebanon Library Advisory Committee.

### **PUBLIC/PRESS COMMENTS**

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

City Manager Ron Whitlatch added that the City is prepared for freezing rain and may close City Facilities if it is not safe. The police department and public works will respond and maintain safety routes.

### **NEXT SCHEDULED COUNCIL MEETING(S) March 12, 2025**

City Council Work Session March 12, 2025 at 5pm.

City Council Regular Meeting March 12, 2025 at 6pm.

### **ADJOURNMENT**

With no further business, the meeting adjourned at 7:09 PM.



925 S. Main Street  
Lebanon, Oregon 97355

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

# MEMORANDUM

*Engineering Services*

To: Ron Whitlatch, PE  
City Manager &  
Engineering Services Director

Date: March 3, 2025

From: Shana Olson   
Project Manager

Subject: Easement – Black Rock Apartments

The attached public utility easement for public access and dedication is to be presented for City Council approval. This easement is for the newly constructed franchise utilities.

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

EASEMENT FOR PUBLIC ACCESS AND UTILITIES

Item # 5.

THIS AGREEMENT, made and entered into this 31 day of October, 2024 by and between Quality Plus Interiors, LLC C/O Lazar Kalugin, (Address): 1802 Centennial St Woodburn, OR 97071, 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 \$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 31 day of October, 2024.

IN WITNESS WHEREOF, we have set our hands hereto this \_\_\_ day of \_\_\_, 2024

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

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

[Handwritten signature of Lazar Kalugin]

By: Ron Whitlatch, City Manager

Lazar Kalugin
President of Quality Plus Interior, LLC
GRANTOR(S)

GRANTEES

On the 31 day of October, 2024 personally appeared the within named Lazar Kalugin who acknowledged the foregoing instrument to be a voluntary act and deed.

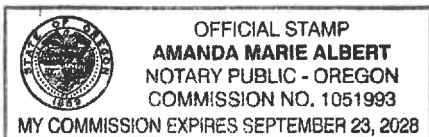
On the \_\_\_ day of \_\_\_, 2024 personally appeared who being duly sworn, did say that the above is the city Manager for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council, which accepted this easement on the \_\_\_ day of \_\_\_

BEFORE ME: [Handwritten signature of Amanda Albert]
NOTARY PUBLIC FOR OREGON

BEFORE ME: \_\_\_\_\_
NOTARY PUBLIC FOR OREGON

Commission Expires: September 23, 2028

Commission expires: \_\_\_\_\_



Legal Description  
Exhibit "A"

An area of land located in the Southeast ¼ of Section 15, Township 12 South, Range 2 West, of the Willamette Meridian in City of Lebanon, Linn County, State of Oregon and being more specifically described as follows:

Beginning at the Southeast corner of Area A, Linn County survey 27566 along the westerly right-of-way of Second St; thence Northerly along said right-of-way North 07°01'17" West 10.02 feet; thence leaving said right-of-way, South 86°21'13" West 160.79 feet; thence North 03°27'07" West 72.00 feet; thence South 86°21'13" West 10.00 feet; thence South 03°27'07" East 82.00 feet to the Southerly line of said Area A; thence along said Southerly line North 86°21'13" East 171.42 feet to the point of beginning.

The above-described area contains 2431 square feet. See exhibit "B" for a map of the described area.

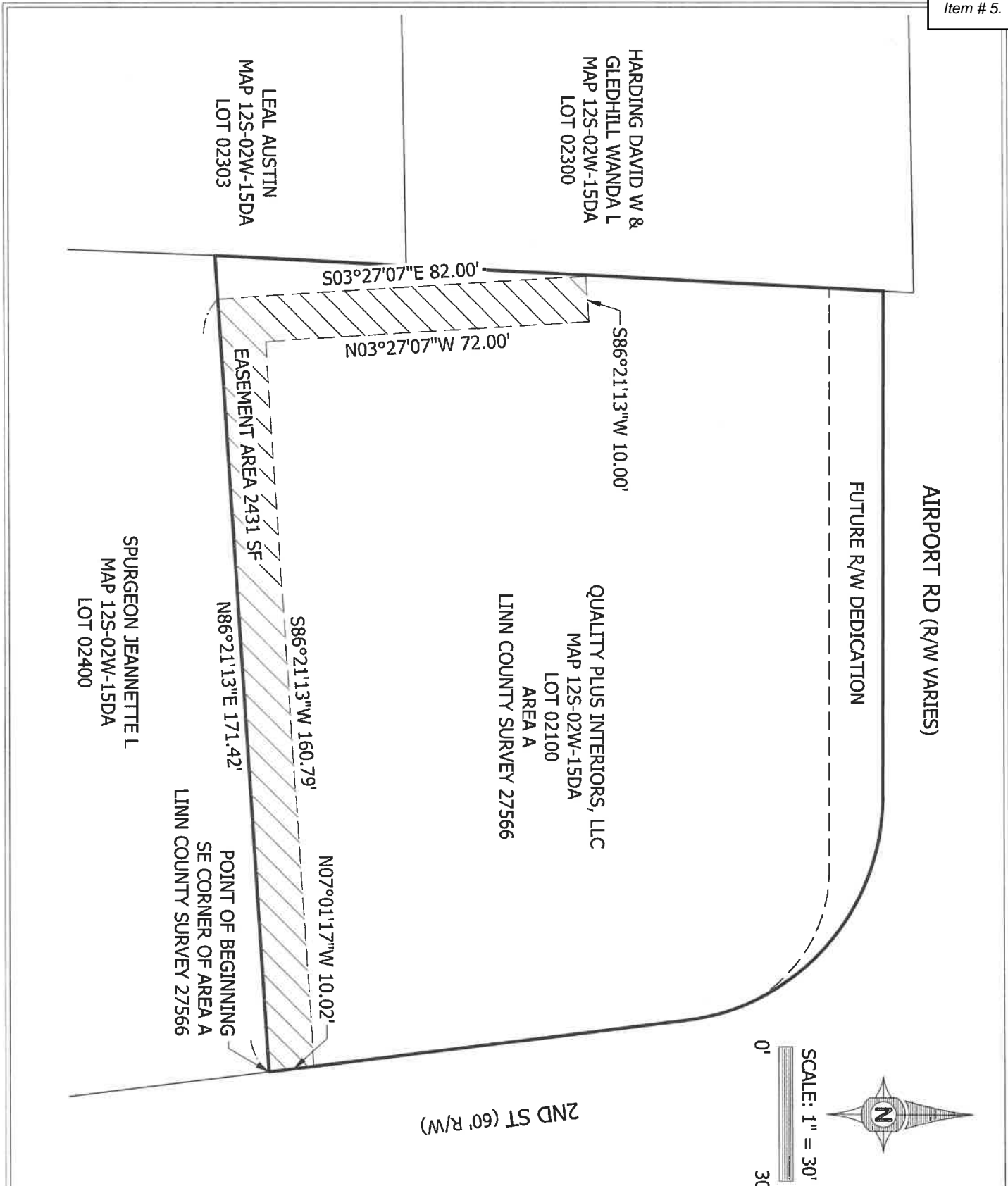
REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Brian Vanetta*

OREGON  
JULY 13, 1999  
BRIAN VANETTA  
51041-LS

RENEWAL JUNE 30, 2026

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



AIRPORT RD (R/W VARIES)

FUTURE R/W DEDICATION

HARDING DAVID W &  
GLEDHILL WANDA L  
MAP 12S-02W-15DA  
LOT 02300

LEAL AUSTIN  
MAP 12S-02W-15DA  
LOT 02303

QUALITY PLUS INTERIORS, LLC  
MAP 12S-02W-15DA  
LOT 02100  
AREA A  
LINN COUNTY SURVEY 27566

SPURGEON JEANNETTE L  
MAP 12S-02W-15DA  
LOT 02400

POINT OF BEGINNING  
SE CORNER OF AREA A  
LINN COUNTY SURVEY 27566



SCALE: 1" = 30'  
0' 30'

2ND ST (60' R/W)

SHEET	1
of	1

SCALE: AS NOTED



Date	09/24/2024
Project	22-197 QPI APARTMENT
Drawn by	NDJ
Checked by	BSV

EXHIBIT "B" PUE MAP  
QPI BLACKROCK APARTMENTS  
12S-02W-15DA 2100  
LEBANON, OREGON

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



925 S. Main Street  
Lebanon, Oregon 97355

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

# MEMORANDUM

*Engineering Services*

To: Ron Whitlatch, PE  
City Manager &  
Engineering Services Director

From: Shana Olson  
Project Manager 

Subject: Easement – Hickory Lake Apartments

Date: March 3, 2025

The attached public utility easement for public access and dedication is to be presented for City Council approval. This easement is for the newly constructed hydrant and water main extension as part of the requirements for Hickory Lake Apartments.

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



EASEMENT FOR PUBLIC ACCESS AND UTILITIES

Item # 5.

THIS AGREEMENT, made and entered into this 25 day of February, 2025 by and between Hickory Lake Apartments, LLC, (Address): 3625 River Rd North, Suite 250, Keizer, OR 97303, 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 \$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 25 day of February, 2025.

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

By: Logan deVos, Manager
SMI Fund Management, LLC, Manager
of Hickory Lake Apartments, LLC

IN WITNESS WHEREOF, we have set our hands hereto this \_\_\_ day of \_\_\_, 2025.

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

By: Ron Whitlatch, City Manager

GRANTOR(S)
On the 25 day of February, 2025 personally appeared the within named Logan deVos, Manager, SMI Fund Management, LLC Manager of Hickory Lake Apartments, LLC who acknowledged the foregoing instrument to be a voluntary act and deed.

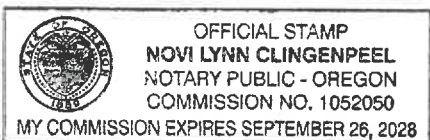
BEFORE ME: [Signature]
NOTARY PUBLIC FOR OREGON

Commission Expires: September 26, 2028

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

BEFORE ME: \_\_\_\_\_
NOTARY PUBLIC FOR OREGON

Commission expires: \_\_\_\_\_



Legal Description  
Exhibit "A"

An area of land located in the Northwest ¼ of the Southwest ¼ of Section 14, Township 12 South, Range 2 West of the Willamette Meridian in City of Lebanon, Linn County, State of Oregon and being more specifically described as follows:

Area 1

Beginning at a point on the easterly right-of-way of Airport Rd that is South 00°32'41" West 79.24 feet from the Northwest corner of Parcel 1 of Linn County Partition Plat 2022-63; thence along said right-of-way South 02°10'54" West 40.23 feet; thence leaving said right-of-way South 88°19'53" East 14.04 feet; thence North 01°40'07" East 40.23 feet; thence North 88°19'53" West 13.68 feet to the point of beginning.

The above-described area contains 558 square feet. See exhibit "B" for a map of the described area.

Together with

Area 2

Beginning at a point on the easterly right-of-way of Airport Rd that is North 16°41'42" West 197.23 feet from the Northwest corner of Parcel 1 of Linn County Partition Plat 2022-63; thence along said right-of-way along the arc of a 437.00 foot radius curve to the left 12.15 feet (chord bears North 30°32'02" West 12.15 feet); thence leaving said right-of-way North 59°59'55" East 13.63 feet; thence South 25°58'53" East 13.07 feet; thence South 64°01'07" West 12.63 feet to the point of beginning.

The above-described area contains 165 square feet. 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



SCALE:



$\Delta=1^{\circ}35'37''$   
 $R=437.00'$   
 $L=12.15'$   
 $LC=N30^{\circ}32'02''W 12.15'$

N59°59'55"E 13.63'

S25°58'53"E 13.07'

AREA 2 WATERLINE EASEMENT: 165 SF

S64°01'07"W 12.63'

ALBANY AND EASTERN  
RAILROAD  
(100' R/W)

N16°41'42"W 197.23'

AIRPORT RD  
(R/W VARIES)

HICKORY LAKE  
APARTMENTS LLC  
MAP 12S-02W-14CB  
TAX LOT 00101  
LINN CO P.P. 2022-63  
PARCEL 2

POINT OF BEGINNING  
NORTHWEST CORNER OF PARCEL 1  
LINN COUNTY P.P. 2022-63

S0°32'41"W 79.24'

HICKORY LAKE  
APARTMENTS LLC  
MAP 12S-02W-14CB  
TAX LOT 00100  
LINN CO P.P. 2022-63  
PARCEL 1

S2°10'54"W 40.23'

AREA 1 WATERLINE EASEMENT: 558 SF

N88°19'53"W 13.68'

N1°40'07"E 40.23'

S88°19'53"E 14.04'

LEGEND

- R/W RIGHT OF WAY
- CO COUNTY
- P.P. PARTITION PLAT
- RD ROAD

SHEET 1  
of 1



Date 1/15/25  
Project #  
21-318  
Drawn: NDJ  
Checked: BSV

EXHIBIT "B"  
WATERLINE EASEMENT  
305 E AIRPORT RD  
LEBANON, OR 97355

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



925 S. Main Street  
Lebanon, Oregon 97355

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

# MEMORANDUM

*Engineering Services*

To: Ron Whitlatch, PE  
City Manager &  
Engineering Services Director

Date: March 3, 2025

From: Shana Olson   
Project Manager

Subject: Right of Way Dedication – Black Rock  
Apartments

The attached right-of-way dedication is to be presented for City Council approval. This dedication is intended for future street improvements, specifically future construction of an eastbound right turn lane in response to the Traffic Impact Analysis completed as part of the Black Rock Apartments conditions of approval.

While the addition of a right-turn lane would result in improved intersection operations, it is not currently necessary to address any existing or near-term delay or capacity deficiencies. Therefore, there is no apparent rational nexus for requiring the construction of the eastbound right-turn lane to mitigate the traffic impacts of the proposed Black Rock Apartments project. Consequently, a formal acquisition of the necessary right-of-way along the project's frontage to accommodate a full eastbound right-turn lane, in accordance with Minor Arterial roadway, is warranted. The area to be dedicated is 1,662 square feet, and based on real market value, the total compensation is \$10,934.53.

Staff's recommendation is to approve the right-of-way dedication and authorize the City Manager to sign it.

RIGHT-OF-WAY DEDICATION

Item # 6.

KNOW ALL MEN BY THESE PRESENTS that for and in consideration of the sum of \$ 10,934.53, receipt of which is hereby acknowledged, the undersigned, Quality Plus Interiors, LLC, address: 1802 Centennial St Woodburn, OR 97071, County of Linn, State of Oregon, owner of the land below described, hereinafter called Grantor, hereby grants, bargains, sells and conveys to the CITY OF LEBANON, a Municipal Corporation located within Linn County, Oregon, hereinafter called Grantee, its successors and assigns, a perpetual municipal right-of-way in, over and upon property situated in Linn County, Oregon, more fully described as follows:

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

The purpose of this right-of-way is to provide property for Right-of-way on the above-described property.

This right-of-way includes the rights of ingress and egress at any time over and upon the above-described land of the Grantor, and other land of the Grantor adjoining said right-of-way that is necessary to exercise the rights of ingress and egress.

There is reserved to Grantor, their heirs and assigns, the right and privilege to use the above-described land of the Grantor at any time, in any manner, and for any purpose not inconsistent with the full use and enjoyment by the Grantee, its successors and assigns, of the rights and privileges herein granted.

Grantee shall be responsible for the construction, maintenance, operation, and replacement of the right-of-way for which the granting of this right-of-way dedication has been given.

IN WITNESS WHEREOF, we have set our hands hereto this 25 day of February, 2025.

IN WITNESS WHEREOF, we have set our hands hereto this \_\_\_ day of \_\_\_, 2025.

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

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

[Handwritten signature of Lazar Kalugin]

By: Ron Whitlatch, City Manager

Lazar Kalugin, President of Quality Plus Interior, LLC
Print Name & Title

GRANTEES

GRANTOR(S)

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

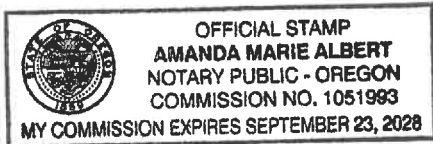
On the 25 day of February, 2025 personally appeared the within named Lazar Kalugin, President of Quality Plus Interior, LLC who acknowledged the foregoing instrument to be a voluntary act and deed.

BEFORE ME: [Handwritten signature of Amanda Albert]
NOTARY PUBLIC FOR OREGON

BEFORE ME:
NOTARY PUBLIC FOR OREGON

Commission Expires: September 23, 2028

Commission expires: \_\_\_\_\_



Legal Description  
Exhibit "A"

An area of land located in the Southeast 1/4 of Section 15, Township 12 South, Range 2 West, of the Willamette Meridian in City of Lebanon, Linn County, State of Oregon and being more specifically described as follows:

Beginning at a 5/8-inch iron rod at the Northwest corner of Area A, Linn County survey 27566 along the southerly right-of-way of Airport Road; thence along said old right-of-way for the following two calls, South 89°47'37" East 112.50 feet to a 5/8-inch iron rod; thence along the arc of a 50.00 foot radius curve to the right 61.28 feet (chord bears South 54°22'38" East 57.52 feet) to a 5/8-inch iron rod; thence along the new southerly right-of-way of Airport Road for the following three calls, along the arc of a 32.00 foot radius curve to the left 39.39 feet (chord bears North 54°31'45" West 36.95 feet) to a 5/8-inch iron rod; thence North 89°47'37" West 129.54 feet to a 1-inch brass plug; thence North 03°01'13" East 12.01 feet to the point of beginning.

The above-described area contains 1,662 square feet. See exhibit "B" for a map of the described area.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

Brian Vandetta

2025.02.11 16:27:17-08'00'

OREGON  
JULY 13, 1999  
BRIAN VANDETTA  
51041-LS

RENEWAL JUNE 30, 2026

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

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

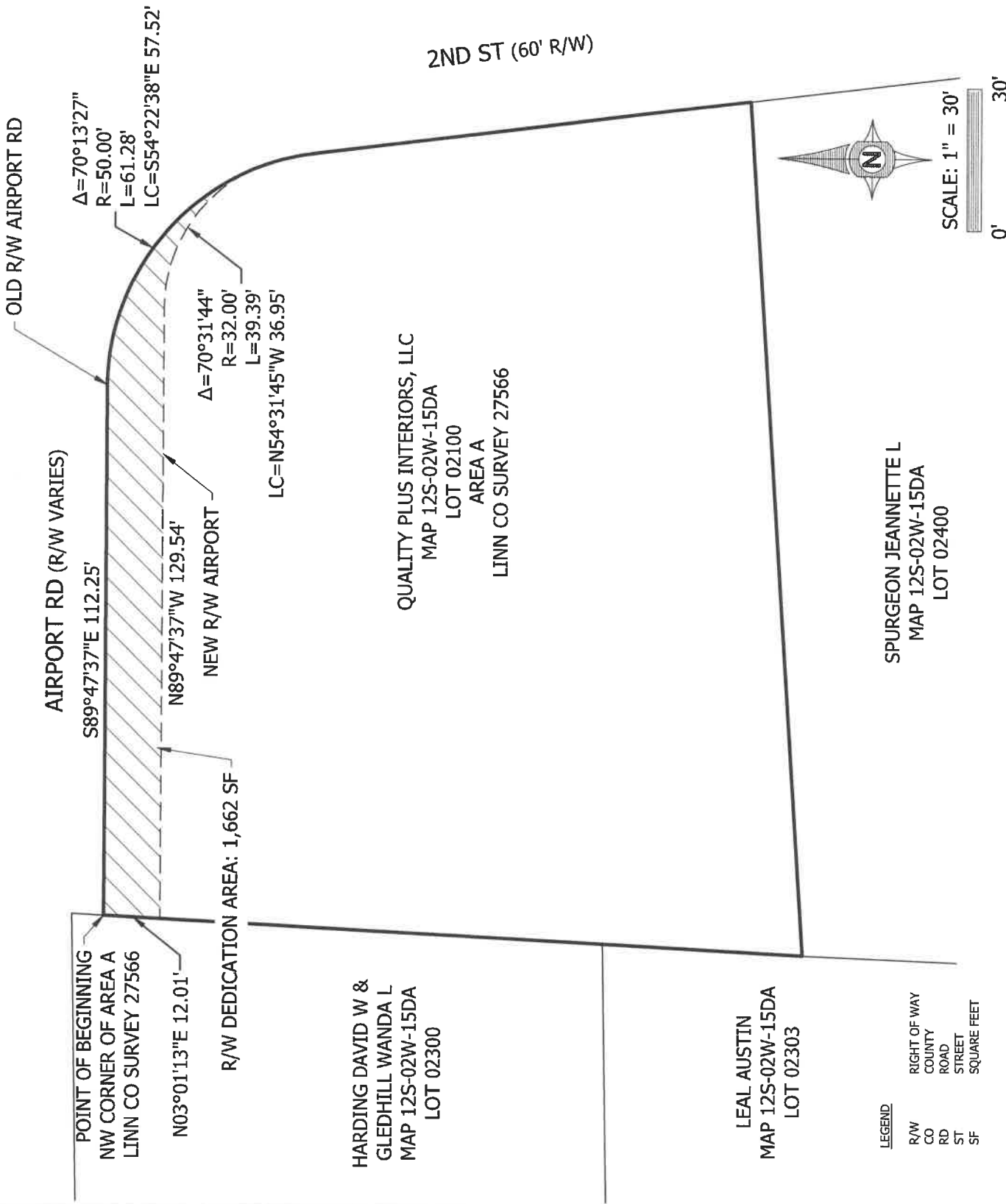
EXHIBIT "B"  
R/W DEDICATION  
1900 S 2ND STREET  
LEBANON, OREGON

Date 01/23/2025  
Project QPI APARTMENT  
22-197  
Drawn by NDJ  
Checked by BSV



SHEET 1  
of 1  
SCALE: AS NOTED

2ND ST (60' R/W)





925 S. Main Street  
Lebanon, Oregon 97355  
TEL: 541.258.4918  
www.lebanonoregon.gov

# MEMORANDUM

*Public Works*

To: Mayor Jackola and City Council  
From: Jason Williams, Public Works Director  
Subject: **Utility Rate Adjustment**

Date: March 3, 2025

## I. INTRODUCTION

At the March 12, 2025 City Council Work Session, City Staff provided an update/status of the Water, Wastewater and Storm Drainage Utilities. The update provided financial status, current and future capital projects, water production statistics and wastewater treatment statistics.

The proposed utility rate adjustment for fiscal year 2025 / 2026 is 1.50% for a typical residential customer who pays for Storm Drainage, Wastewater and Water. As discussed during the work session, the proposed rate adjustment will cover increase in operational costs and help offset the increased cost for constructing Capital Projects.

## II. RECOMMENDATION

Staff recommends City Council approve by the attached resolution, a 1.50% inflationary index for Storm Drainage, Wastewater and Water Utility rate increase beginning July 1, 2025.



**RESOLUTION ADOPTING THE CITY OF  
LEBANON'S UTILITY RATES REPEALING  
RESOLUTION 2024-05** )  
)  
)

**RESOLUTION NO. 2025-02**

**WHEREAS**, on August 14, 1996, the Lebanon City Council adopted Section 13.04.580 of the Municipal Code and determined that Utility Rates be established by Resolution; and

**WHEREAS**, the rate structure should be designed to generate revenues adequate to properly operate and maintain the wastewater and water systems, to comply with regulatory requirements, to fund system capital projects, and to meet debt service requirements; and

**WHEREAS**, the Lebanon City Council reviews utility rates annually, with this year's evaluation being completed at the March 12, 2025, council work session; and

**WHEREAS**, a **1.50 percent** increase on the customer's total bill is recommended to cover debt and operating expenses and meet annual revenue targets for capital projects.

**NOW, THEREFORE**, be it resolved by the Lebanon City Council that the Utility Rates shall be as specifically described in Exhibit "A" (attached hereto) are hereby adopted; and shall be effective July 1, 2025.

Passed by the Lebanon City Council and executed by the Mayor on this 12<sup>th</sup> day of March 2025, by a vote of \_\_\_ yeas and \_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Kenneth E. Jackola, Mayor   
Michelle Steinhebel, Council President

ATTESTED:

\_\_\_\_\_  
Julie Fisher, CMC, City Recorder

**EXHIBIT A****WASTEWATER UTILITY**

Description	Base Rate \$/month	Volumetric \$/Unit
-------------	--------------------	--------------------

**Commercial – meter size**

3/4"	\$42.45	\$8.22
1"	\$64.92	\$8.22
1.5"	\$164.41	\$8.22
2"	\$290.52	\$8.22
3"	\$655.20	\$8.22
4"	\$1,585.18	\$8.22

**Schools**Per Student

Middle & High Schools	\$2.98	
Elementary Schools	\$1.85	

**Industrial – meter size**

3/4"	\$42.45	\$8.22
1"	\$64.92	\$8.22
1.5"	\$164.41	\$8.22
2"	\$290.52	\$8.22
3"	\$655.20	\$8.22
4"	\$1,585.18	\$8.22
Per Pound of TSS, \$/month	\$0.97	
Per Pound of BOD, \$/month	\$4.12	

**Domestic**

Domestic – low income	\$20.17	\$5.75
Domestic	\$28.82	\$8.22
Domestic – not served by water	\$102.91	

1 unit = 100 cubic feet

**STORM DRAINAGE UTILITY**

All single-family residential properties both developed and undeveloped within the City limits shall be charged \$5.83 per tax lot.

All commercial, industrial and multi-family properties including duplexes & triplexes within the City limits shall be charged at the following rates depending upon if the property is developed or undeveloped.

**Developed Tax Lots**

Small commercial, industrial, multi-family (¼ AC & under)	\$21.12 per month
Medium commercial, industrial, multi-family (between ¼ & ½ AC)	\$52.83 per month
Large commercial, industrial, multi-family (½ AC & over)	\$116.19 per month

Undeveloped Tax Lots

Small commercial, industrial, multi-family (¼ AC & under)	\$6.36 per month
Medium commercial, industrial, multi-family (between ¼ & ½ AC)	\$8.45 per month
Large commercial, industrial, multi-family (½ AC & over)	\$10.55 per month

**WATER UTILITY**

Description	Base Rate	Volumetric Rate \$/Unit			
		Pressure Level 1	Pressure Level 2	Pressure Level 3	Pressure Level 4
<b><u>Domestic</u></b>					
3/4" low income	\$16.86	\$3.91	\$4.52	\$5.19	\$5.96
3/4"	\$24.08	\$5.59	\$6.45	\$7.42	\$8.51
1"	\$32.50	\$5.59	\$6.45	\$7.42	\$8.51
1 ½"	\$72.64	\$5.59	\$6.45	\$7.42	\$8.51
2"	\$129.63	\$5.59	\$6.45	\$7.42	\$8.51
<b><u>Commercial and Industrial</u></b>					
3/4"	\$24.08	\$5.59	\$6.45	\$7.42	\$8.51
1"	\$32.50	\$5.59	\$6.45	\$7.42	\$8.51
1 ½"	\$72.64	\$5.59	\$6.45	\$7.42	\$8.51
2"	\$129.63	\$5.59	\$6.45	\$7.42	\$8.51
3"	\$237.59	\$5.59	\$6.45	\$7.42	\$8.51
4"	\$410.57	\$5.59	\$6.45	\$7.42	\$8.51
6"	\$730.76	\$5.59	\$6.45	\$7.42	\$8.51
<b><u>Fire Hydrant Meter</u></b>					
Deposit \$550					
Installation \$25					
Metered Water	n/a	\$5.59	\$6.45	\$7.42	\$8.51
<b><u>Private Fire Protection</u></b>					
Privately Owned and Maintained Hydrants: Connection Size		No Volumetric Rate Charge For Private Fire Protection			
2" or smaller	\$16.80				
4"	\$22.65				
6"	\$37.04				
8"	\$61.89				
10"	\$96.80				
12"	\$156.82				
<b><u>Standby Water Service Charge</u></b>					
3/4"	\$24.08	No Volumetric Rate Charge For Standby Water Service			
1"	\$32.50				
1 ½"	\$72.64				
2"	\$129.63				
3"	\$237.59				
4"	\$410.57				
6"	\$730.76				

1 unit = 100 cubic feet

**RESOLUTION ADOPTING THE CITY OF  
LEBANON'S UTILITY RATES REPEALING  
RESOLUTION 2024-05**

**RESOLUTION NO. 2025-02**

**WHEREAS**, on August 14, 1996, the Lebanon City Council adopted Section 13.04.580 of the Municipal Code and determined that Utility Rates be established by Resolution; and

**WHEREAS**, the rate structure should be designed to generate revenues adequate to properly operate and maintain the wastewater and water systems, to comply with regulatory requirements, to fund system capital projects, and to meet debt service requirements; and

**WHEREAS**, the Lebanon City Council reviews utility rates annually, with this year's evaluation being completed at the March 12, 2025, council work session; and

**WHEREAS**, a **1.50 percent** increase on the customer's total bill is recommended to cover debt and operating expenses and meet annual revenue targets for capital projects.

**NOW, THEREFORE**, be it resolved by the Lebanon City Council that the Utility Rates shall be as specifically described in Exhibit "A" (attached hereto) are hereby adopted; and shall be effective July 1, 2025.

Passed by the Lebanon City Council and executed by the Mayor on this 12<sup>th</sup> day of March 2025, by a vote of \_\_\_ yeas and \_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Kenneth E. Jackola, Mayor   
Michelle Steinhebel, Council President

ATTESTED:

\_\_\_\_\_  
Julie Fisher, CMC, City Recorder

**EXHIBIT A****WASTEWATER UTILITY**

Description	Base Rate \$/month	Volumetric \$/Unit
-------------	--------------------	--------------------

**Commercial – meter size**

3/4"	\$42.45 <del>\$41.62</del>	\$8.22 <del>\$8.06</del>
1"	\$64.92 <del>\$63.65</del>	\$8.22 <del>\$8.06</del>
1.5"	\$164.41 <del>\$161.91</del>	\$8.22 <del>\$8.06</del>
2"	\$290.52 <del>\$284.82</del>	\$8.22 <del>\$8.06</del>
3"	\$655.20 <del>\$642.35</del>	\$8.22 <del>\$8.06</del>
4"	\$1,585.18 <del>\$1,554.10</del>	\$8.22 <del>\$8.06</del>

**Schools**

Per Student

Middle & High Schools	\$2.98 <del>\$2.92</del>	
Elementary Schools	\$1.85 <del>\$1.81</del>	

**Industrial – meter size**

3/4"	\$42.45 <del>\$41.62</del>	\$8.22 <del>\$8.06</del>
1"	\$64.92 <del>\$63.65</del>	\$8.22 <del>\$8.06</del>
1.5"	\$164.41 <del>\$161.91</del>	\$8.22 <del>\$8.06</del>
2"	\$290.52 <del>\$284.82</del>	\$8.22 <del>\$8.06</del>
3"	\$655.20 <del>\$642.35</del>	\$8.22 <del>\$8.06</del>
4"	\$1,585.18 <del>\$1,554.10</del>	\$8.22 <del>\$8.06</del>
Per Pound of TSS, \$/month	\$0.97 <del>\$0.95</del>	
Per Pound of BOD, \$/month	\$4.12 <del>\$4.04</del>	

**Domestic**

Domestic – low income	\$20.17 <del>\$25.44</del>	\$5.75 <del>\$7.26</del>
Domestic	\$28.82 <del>\$28.25</del>	\$8.22 <del>\$8.06</del>
Domestic – not served by water	\$102.91 <del>\$100.89</del>	

1 unit = 100 cubic feet

**STORM DRAINAGE UTILITY**

All single-family residential properties both developed and undeveloped within the City limits shall be charged \$5.83 ~~\$5.30~~ per tax lot.

All commercial, industrial and multi-family properties including duplexes & triplexes within the City limits shall be charged at the following rates depending upon if the property is developed or undeveloped.

**Developed Tax Lots**

Small commercial, industrial, multi-family (¼ AC & under)	\$21.12 <del>\$19.20</del> per month
Medium commercial, industrial, multi-family (between ¼ & ½ AC)	\$52.83 <del>\$48.03</del> per month
Large commercial, industrial, multi-family (½ AC & over)	\$116.19 <del>\$105.63</del> per month

Undeveloped Tax Lots

Small commercial, industrial, multi-family (¼ AC & under) \$6.36 ~~\$5.75~~ per month  
 Medium commercial, industrial, multi-family (between ¼ & ½ AC) \$8.45 ~~\$7.68~~ per month  
 Large commercial, industrial, multi-family (½ AC & over) \$10.55 ~~\$9.59~~ per month

**WATER UTILITY**

Description	Base Rate	Volumetric Rate \$/Unit			
		Pressure Level 1	Pressure Level 2	Pressure Level 3	Pressure Level 4
<b><u>Domestic</u></b>					
3/4" low income	\$16.86 <del>\$21.68</del>	\$3.91 <del>\$5.06</del>	\$4.52 <del>\$5.81</del>	\$5.19 <del>\$6.73</del>	\$5.96 <del>\$7.70</del>
3/4"	\$24.08	\$5.59	\$6.45	\$7.42	\$8.51
1"	\$32.50	\$5.59	\$6.45	\$7.42	\$8.51
1 ½"	\$72.64	\$5.59	\$6.45	\$7.42	\$8.51
2"	\$129.63	\$5.59	\$6.45	\$7.42	\$8.51

<b><u>Commercial and Industrial</u></b>					
3/4"	\$24.08	\$5.59	\$6.45	\$7.42	\$8.51
1"	\$32.50	\$5.59	\$6.45	\$7.42	\$8.51
1 ½"	\$72.64	\$5.59	\$6.45	\$7.42	\$8.51
2"	\$129.63	\$5.59	\$6.45	\$7.42	\$8.51
3"	\$237.59	\$5.59	\$6.45	\$7.42	\$8.51
4"	\$410.57	\$5.59	\$6.45	\$7.42	\$8.51
6"	\$730.76	\$5.59	\$6.45	\$7.42	\$8.51

<b><u>Fire Hydrant Meter</u></b>					
Deposit \$550					
Installation \$25					
Metered Water	n/a	\$5.59	\$6.45	\$7.42	\$8.51

<b><u>Private Fire Protection</u></b>					
Privately Owned and Maintained Hydrants: Connection Size		No Volumetric Rate Charge For Private Fire Protection			
2" or smaller	\$16.80				
4"	\$22.65				
6"	\$37.04				
8"	\$61.89				
10"	\$96.80				
12"	\$156.82				

<b><u>Standby Water Service Charge</u></b>					
3/4"	\$24.08	No Volumetric Rate Charge For Standby Water Service			
1"	\$32.50				
1 ½"	\$72.64				
2"	\$129.63				
3"	\$237.59				
4"	\$410.57				
6"	\$730.76				

1 unit = 100 cubic feet

**From:** [Michelle Boyd](#)  
**To:** [City Recorder](#)  
**Subject:** Raise in rates  
**Date:** Tuesday, February 25, 2025 7:39:19 AM

---

Caution! This message was sent from outside your organization.

Electric, home & car insurance, water & sewer, city utility fee, cable, health insurance, taxes and groceries going up. Yet they say inflation is under 3%. The math doesn't add up.

When does the madness end? Are they purposely trying to cause more homelessness?

Where are all the taxes we pay going?

When does the madness end?

[Yahoo Mail: Search, Organize, Conquer](#)

**From:** [Keyanna Poos](#)  
**To:** [City Recorder](#)  
**Subject:** Water Increase  
**Date:** Tuesday, February 25, 2025 10:19:52 AM

---

Caution! This message was sent from outside your organization.

Do not increase utilities, the towns people are already struggling enough to pay their bills and the water utility is already ridiculously high. If this continues to increase we will move from this town to somewhere cheaper. This is insane.



**From:** [Cody Belknap](#)  
**To:** [City Recorder](#)  
**Subject:** Rate adjustments  
**Date:** Tuesday, February 25, 2025 5:40:49 AM

---

Caution! This message was sent from outside your organization.

I'm wondering how you guys can keep upping rates and think it's ok? 18 charge for water for you to use how you see fit. The negative impact your doing to our community especially the low income families scraping there way through a horrible economy and you thing it's ok to raise rates and kick them when there down. Your about as bad as the teachers board

Sent from my iPhone

**From:** [Jennifer Becker](#)  
**To:** [City Recorder](#)  
**Subject:** Comment on Proposed Water Rate Increase  
**Date:** Tuesday, February 25, 2025 11:03:50 AM

---

Caution! This message was sent from outside your organization.

Hello,

My name is Jennifer Becker. I have lived in Lebanon for nearly 12 years now. I have 3 kids, 8, 6 and 4. Our bill, before the \$18 fee, sat at \$125 on average. We aren't extravagant with our usage, showers are less than 5 minutes a person. The dishwasher is strategically loaded to wash the maximum dishes and handwashing is done with care to reuse water the best we can. But we have to use water. Our most recent bill was just shy of \$150. From discussions I have seen on public forums, this isn't abnormal. The average income in Lebanon is less than \$40,000 a year (per US Census Bureau). Taking out 20% in taxes leaves \$32,000 a year. Breaking that into 12 months leaves \$2,667 a month. Median Rent in Lebanon is \$1,274 (per US Census Bureau). Which leaves people with \$1,393 for food, clothes, vehicle, insurance, power bill and water bill. For transparency, my power bill with CPI is on the budget pay plan at \$150 a month and our family of 5 spends an average of \$125 a week on groceries (and most people are shocked we have such a low cost). Our car insurance is \$153 with full coverage because protecting my children while driving is a high priority to me. Our gas bill is \$50 a week for our school and work transportation. So our main bills total to  $150+150+500+153+200=1153$ . Using our model of averages, this leaves a person with \$240. Please note this example does NOT include: health insurance, prescriptions, vehicle maintenance, clothing, school supplies, internet, phone, hobbies, school fundraiser donations, church tithing, non-profit donations, savings, retirement planning, vacations, birthday gifts/celebrations, holidays, ect.

Last year, the citizens voted to remove fluoride from the city's water supply. The text presented to the public claimed it would save \$25,000 yearly to remove it from the water supply. From chatter I heard, this cost saving was a pushing factor in removing it for many voters. Particularly, because of the impending \$18 fee pushed through, despite massive public outcry. Continuing to raise the cost of living in Lebanon puts strain on families that doesn't need to be there. Our town's mayor has struggled to pay his own property taxes, as has our family, due to economic strains. The above mathematical breakdown shows that the average Lebanon citizen is negatively impacted by the exponentially growing utility bills. On top of the household bills rising, the utility costs rising would also raise costs to small businesses, which would be forced to be passed on to the community if the small business wishes to survive in our town.

I am greatly disappointed in the leadership of our community as they continually seem to be making decisions that put low income families and small businesses at further disadvantage in this strained economy.

Jennifer Becker

**From:** [Adrienne Strunk](#)  
**To:** [City Recorder](#)  
**Subject:** Fw: Opposition to Proposed Utility Rate Adjustment for Storm Water Drainage and Water/Wastewater  
**Date:** Tuesday, February 25, 2025 2:21:08 PM

---

Caution! This message was sent from outside your organization.

Dear Lebanon City Counsel,

I hope this message finds you well. I am writing to express my concern regarding the proposed utility rate adjustment for storm water drainage and water/wastewater services.

As a resident of Lebanon, I understand the importance of maintaining and improving our infrastructure. However, I believe that this rate adjustment may place an undue financial burden on many households within our community, particularly those already struggling with the rising cost of living.

I strongly urge the council to consider alternative funding mechanisms or cost-saving measures that do not involve increasing utility rates. It is crucial that we explore all possible options to balance our budget without disproportionately affecting our residents.

Thank you for your attention to this matter. I appreciate your consideration and look forward to your response.

---

Dear Lebanon City Counsel,

I hope this message finds you well. I am writing to express my concern regarding the proposed utility rate adjustment for storm water drainage and water/wastewater services.

As a resident of Lebanon, I understand the importance of maintaining and improving our infrastructure. However, I believe that this rate adjustment may place an undue financial burden on many households within our community, particularly those already struggling with the rising cost of living.

I strongly urge the council to consider alternative funding mechanisms or cost-saving measures that do not involve increasing utility rates. It is crucial that we explore all possible options to balance our budget without disproportionately affecting our residents.

Thank you for your attention to this matter. I appreciate your consideration and look forward to your response.

Best Regards,

Adrienne Strunk  
2834 Molly Place, Lebanon Oregon 97355  
541-905-9954  
strunk.adrienne@yahoo.com

**From:** [frankie bryson](#)  
**To:** [City Recorder](#)  
**Subject:** Opposition to Proposed Utility Rate Adjustment for Storm Water Drainage and Water/Wastewater  
**Date:** Tuesday, February 25, 2025 2:32:22 PM

---

Caution! This message was sent from outside your organization.

Dear Lebanon City Counsel,

I hope this message finds you well. I am writing to express my concern regarding the proposed utility rate adjustment for storm water drainage and water/wastewater services.

As a resident of Lebanon, I understand the importance of maintaining and improving our infrastructure. However, I believe that this rate adjustment may place an undue financial burden on many households within our community, particularly those already struggling with the rising cost of living.

I strongly urge the council to consider alternative funding mechanisms or cost-saving measures that do not involve increasing utility rates. It is crucial that we explore all possible options to balance our budget without disproportionately affecting our residents.

Thank you for your attention to this matter. I appreciate your consideration and look forward to your response.

Best Regards,  
Frankie Bryson  
2834 Molly Place, Lebanon Oregon 97355  
541-409-6812  
[frankiebryson97@yahoo.com](mailto:frankiebryson97@yahoo.com)

**From:** [Diane Van Dyke](#)  
**To:** [City Recorder](#)  
**Subject:** Proposed increase to water bill  
**Date:** Tuesday, February 25, 2025 4:14:42 PM

---

Caution! This message was sent from outside your organization.

I am writing regarding the newly proposed increase to Lebanon's water bill ( storm water, Drainage, and wastewater)

I am ABSOLUTELY AGAINST this increase. You already levied an \$18 a month tax in Jan. 2025 enough is enough.

I am a 70yr Olds senior on a fixed income. I live alone. I DON'T DRINK, COOK OR USE WATER FOR ANYTHING OTHER THAN SHOWERS AND LAUNDRY. I was clothes 1 load every 3 weeks and yet my bill was \$97.34 for January 2025. OUTRAGEOUS!!!! In addition I spent \$40 on bottled water to drink and cook with.

I feel like the City of Lebanon is lucky that there has not been a Lawsuit over not notifying the public of a massive sewer spill last year 2023. Reported recently to the public in the Democrat Herald. This caused Lebanon a massive fine. I believe it was \$38,000. I guess now you expect the rate payers here in Lebanon to pay for the fine. Not informing the Public of the spill was OUTRAGEOUS. Having to hear about it over a year after the fact from the Democrat Herald and not from the City Government is beyond tolerable. I think I speak for most folks in Lebanon that we NO LONGER TRUST OUR CITY OFFICIALS. This was just one of the issues with Lebanon water over the past few years. Lead, Cryptosporidium and countless other problems have plagued our water supply here. NOT ACCEPTABLE!!!

The \$18 tax you imposed was because these same officials were unable to handle a huge budget crisis. Which instead of figuring out how to stay within your budget like the rest of us, you passed onto the Public in a Utility tax. Maybe the city officials need to be recalled and held accountable.

I am furious!!! Diane Van Dyke

**From:** [Jennifer Knight](#)  
**To:** [City Recorder](#)  
**Subject:** Utility bills  
**Date:** Tuesday, February 25, 2025 5:08:07 PM

---

Caution! This message was sent from outside your organization.

To whom this may concern:

Please stop taxing the utility bills, as soon we will not be able to afford to even live. It's ridiculous

**From:** [Christopher Deckert](#)  
**To:** [City Recorder](#)  
**Subject:** Opposition to Proposed 1.5% Utility Rate Adjustment  
**Date:** Wednesday, February 26, 2025 9:29:00 AM

---

Caution! This message was sent from outside your organization.

To the City council of Lebanon:

I am writing to express my strong opposition to the proposed 1.5% utility rate adjustment for stormwater drainage, water, and wastewater services. While the average increase of \$1.89 per month may seem minimal on the surface, it is important to consider the broader context of economic hardships currently affecting our community.

Many residents of Lebanon are already grappling with the financial impacts of rising living costs, including skyrocketing housing prices, increased grocery bills, and inflation that has affected everyday expenses. The cumulative effect of these economic pressures has left many families struggling to make ends meet. Adding even a small increase to utility bills could exacerbate these challenges for vulnerable households.

Furthermore, it is crucial to recognize that this proposed increase is not occurring in isolation. In recent years, Lebanon has already seen several adjustments to utility rates. For instance, the water and wastewater rates were increased by 3.03% last year, and there have been prior hikes in stormwater fees as well. These repeated increases place a substantial burden on residents, particularly those with fixed incomes or lower wages.

Furthermore, at last year's city council meeting regarding this very subject, a staff report indicated that the "rate adjustment will cover increases in operational costs and help offset the increased cost for constructing capital projects." Yet here we are again, being "told" we need to pay more.

Additionally, consider the impact of rising costs in other utility sectors. For example, in January 2024, the average retail price of electricity in Oregon was \$11.40 cents per kilowatt-hour, reflecting a staggering 26% increase since January 2020.

I don't think I need to elaborate on the fluctuating costs of fuel or again the significant rise in grocery prices that families are facing daily. These factors further highlight the financial strain on our community and underscore the need for careful consideration before implementing any additional utility rate increases.

Given the current economic climate and the financial strain many families are experiencing, I urge you to reconsider the necessity of this rate adjustment. Instead, I encourage exploring alternative solutions that do not further burden our community members during these challenging times.

If alternative solutions are being explored, myself and the community would appreciate a better understanding of what alternatives you have explored, and how they may impact this decision.

Thank you for considering my perspective. I hope we can work together as a community to find a more equitable approach to managing our utility needs without imposing additional financial strain on the residents of Lebanon, Oregon.

Sincerely,

Christopher Deckert and family.  
A life long Lebanon community family.



**From:** [Richard Joyce](#)  
**To:** [City Recorder](#)  
**Subject:** No vote against...  
**Date:** Wednesday, February 26, 2025 12:40:30 PM

---

Caution! This message was sent from outside your organization.

...new proposed increase to our water bill.

We should not need to pay for mistake made by our city government. You all should put the burden on the new buildings demanding more water and treatment.

**From:** [Sarah Fry](#)  
**To:** [City Recorder](#)  
**Subject:** Comments for Proposed 1.5% Utility Rate Increase  
**Date:** Wednesday, February 26, 2025 7:39:39 PM

---

Caution! This message was sent from outside your organization.

Hello,

I am a resident of the City of Lebanon, and I strongly believe this utility rate increase is unnecessary. Lebanon already has the highest utilities out of the entire state of Oregon, which based on population is absolutely absurd. Speaking personally, my family can barely afford our current water bill, let alone our other utilities combined. To propose yet another increase is ridiculous. To what end? To put more money in the pockets of the people running our City into the ground?

I moved out of Portland, Oregon to move down here to be with my now husband, and it's astonishing the price differences between moving from a bigger city to a significantly smaller town. I cannot wrap my head around the utility prices this city has. I could afford my utilities in Portland much easier than I can in Lebanon. It's becoming very hard to not feel that the leadership running our city is misusing the funds that they pull from Lebanon's residents.

I object to this increase and hope that the Leadership of Lebanon can find it in their hearts to set it aside and see that it is not what's best for this community. I think that the City of Lebanon should look into why all of our utilities are so high in the first place. If the prices keep increasing my family may have no choice but to move to a different town. Many of our friends and family are considering doing the same if something doesn't change.

Thank you for your time,  
Sarah Fry

**From:** [david fry](#)  
**To:** [City Recorder](#)  
**Subject:** Comments for Proposed 1.5% Utility Rate Increase  
**Date:** Wednesday, February 26, 2025 7:39:41 PM

---

Caution! This message was sent from outside your organization.

Hello,

I object to this increase.

Thank you for your time,  
David Fry

**From:** [Jennifer Becker](#)  
**To:** [Julie Fisher](#)  
**Subject:** Re: Comment on Proposed Water Rate Increase  
**Date:** Thursday, February 27, 2025 10:06:02 AM  
**Attachments:** [image001.png](#)  
[Feb CSC website.png](#)

---

Caution! This message was sent from outside your organization.

I would like to add this screenshot to be presented to the Council as well. It's a grab from the CSC website. There have been so many applications to them that they actually did not even open their applications for the month of February. Citizens of Lebanon have NO way of requesting assistance for the utility bill right now. And Salvation Army and FISH are once per year assistance. The River Center was out of funds when I spoke to them in December as well. Thank you,  
Jennifer Becker

On Tue, Feb 25, 2025 at 2:36 PM Jennifer Becker <[jensspot@gmail.com](mailto:jensspot@gmail.com)> wrote:

Thank you for the information on CSC. Their application is only available the 3rd week of the month unfortunately.

Jennifer Becker

On Tue, Feb 25, 2025, 11:25 AM Julie Fisher <[jfisher@ci.lebanon.or.us](mailto:jfisher@ci.lebanon.or.us)> wrote:

Jennifer,

Thank you for taking the time to submit public comment. I will be sure that your message is heard by the Council and will be part of the public hearing.

I also wanted to give you some information that might help with the utility bills. There is utility payment assistance thru the [Community Services Consortium](#). I am not sure if this is something that would benefit your family but wanted to share that it is a resource that is out there.

The Council will review the utilities during a work session prior to the regular meeting at 5pm. If you would like, you can absolutely come in person, or if that is difficult with little ones, you can watch the meeting live on our YouTube channel and hear the discussion.

Thank you again for submitting the comments and please reach out if you have any questions.

**Julie Fisher, MMC**

City Recorder

City of Lebanon | 925 [South Main Street](#) | [Lebanon OR 97355](#)

Tel: 541.258.4264

Hours: Monday – Friday 7am-3pm

<http://www.lebanonoregon.gov>

Messages to and from this email may be subject to Oregon Public Records Disclosure and Retention Laws.



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**From:** Jennifer Becker <[jensspot@gmail.com](mailto:jensspot@gmail.com)>  
**Sent:** Tuesday, February 25, 2025 11:03 AM  
**To:** City Recorder <[city.recorder@lebanonoregon.gov](mailto:city.recorder@lebanonoregon.gov)>  
**Subject:** Comment on Proposed Water Rate Increase

Caution! This message was sent from outside your organization.

Hello,

My name is Jennifer Becker. I have lived in Lebanon for nearly 12 years now. I have 3 kids, 8, 6 and 4. Our bill, before the \$18 fee, sat at \$125 on average. We aren't extravagant with our usage, showers are less than 5 minutes a person. The dishwasher is strategically loaded to wash the maximum dishes and handwashing is done with care to reuse water the best we can. But we have to use water. Our most recent bill was just shy of \$150. From discussions I have seen on public forums, this isn't abnormal. The average income in Lebanon is less than \$40,000 a year (per US Census Bureau). Taking out 20% in taxes leaves \$32,000 a year. Breaking that into 12 months leaves \$2,667 a month. Median Rent in Lebanon is \$1,274 (per US Census Bureau). Which leaves people with \$1,393 for food, clothes, vehicle, insurance, power bill and water bill. For transparency, my power bill with CPI is on the budget pay plan at \$150 a month and our family of 5 spends an average of \$125 a week on groceries (and most people are shocked we have such a low cost). Our car insurance is \$153 with full coverage because protecting my children while driving is a

high priority to me. Our gas bill is \$50 a week for our school and work transportation. So our main bills total to  $150+150+500+153+200=1153$ . Using our model of averages, this leaves a person with \$240. Please note this example does NOT include: health insurance, prescriptions, vehicle maintenance, clothing, school supplies, internet, phone, hobbies, school fundraiser donations, church tithing, non-profit donations, savings, retirement planning, vacations, birthday gifts/celebrations, holidays, ect.

Last year, the citizens voted to remove fluoride from the city's water supply. The text presented to the public claimed it would save \$25,000 yearly to remove it from the water supply. From chatter I heard, this cost saving was a pushing factor in removing it for many voters. Particularly, because of the impending \$18 fee pushed through, despite massive public outcry. Continuing to raise the cost of living in Lebanon puts strain on families that doesn't need to be there. Our town's mayor has struggled to pay his own property taxes, as has our family, due to economic strains. The above mathematical breakdown shows that the average Lebanon citizen is negatively impacted by the exponentially growing utility bills. On top of the household bills rising, the utility costs rising would also raise costs to small businesses, which would be forced to be passed on to the community if the small business wishes to survive in our town.

I am greatly disappointed in the leadership of our community as they continually seem to be making decisions that put low income families and small businesses at further disadvantage in this strained economy.

Jennifer Becker

In regards to the executive order to freeze federal grants, we are still operating all offices and services as usual. No walk-in appointments on Wednesdays or after 4pm.

Contact Us Donate Today!

English

Search...



WHO WE ARE GET HELP GET INVOLVED CAREERS NEWS & EVENTS

# Utility Assistance

## WHAT WE DO

CSC provides utility assistance to help our neighbors with basic life essentials that everyone deserves. We partner with local utility providers to keep lights on and your home comfortable year-round!

Due to high volume, we will **not be making applications available in February**. Per usual, completed apps (including required docs) can be returned any time. Applications should be available again in March.

DONATE TODAY

HOW TO APPLY

**From:** [Cori Kingery](#)  
**To:** [City Recorder](#)  
**Subject:** Utility rate adjustment opposition  
**Date:** Thursday, February 27, 2025 9:57:30 AM

---

Caution! This message was sent from outside your organization.

## WE ARE OPPOSING THE LEBANON WATER RATE ADJUSTMENT

Dear Lebanon City Counsel,

I hope this message finds you well. I am writing to express my concern regarding the proposed utility rate adjustment for storm water drainage and water/wastewater services. As a resident of Lebanon, I understand the importance of maintaining and improving our infrastructure. However, I believe that this rate adjustment may place an undue financial burden on many households within our community, particularly those already struggling with the rising cost of living, I

strongly urge the council to consider alternative funding mechanisms or cost-saving measures that do not involve increasing utility rates. It is crucial that we explore all possible options to balance our budget without disproportionately affecting our residents. Thank you for your attention to this matter. I appreciate your consideration and look forward to your response.

Sincerely,  
Cori & Crystal Kingery  
216 N 3rd St, Lebanon, OR 97355  
[rangerboy2788@gmail.com](mailto:rangerboy2788@gmail.com)  
(541)570-0748



**From:** [Joshua Bacher](#)  
**To:** [City Recorder](#)  
**Subject:** Proposed 1.5% Utility Rate Increase - testimony  
**Date:** Saturday, March 1, 2025 2:12:05 PM

---

Caution! This message was sent from outside your organization.

Testimony for proposed 1.5% Utility Rate Increase

Good afternoon City Council,

Today I am submitting my testimony in opposition of the proposed 1.5% Utility Rate Increase.

To be transparent, it is not the \$1.89 increase that bothers me or will affect my household too negatively. What bothers me is the fact that we were just levied an \$18.00 "City Service Fee". As a long-time resident of the City of Lebanon, I am dissatisfied with these methods.

Any Utility / Fee increases should be levied annually, instead of whenever the City sees fit due to lack of resources / poor financial planning.

Thank you for your time,

Josh Bacher  
940 River St  
(541) 554-4900

**From:** [5415702119@mypixmessages.com](mailto:5415702119@mypixmessages.com)  
**To:** [City Recorder; 5415702419@mypixmessages.com](mailto:City Recorder; 5415702419@mypixmessages.com)  
**Date:** Tuesday, March 4, 2025 12:06:52 PM  
**Attachments:** [ATT00001.txt](#)

---

Caution! This message was sent from outside your organization.

Good morning..

We purchased our home in 1997. We have a well with city sewer. At that time we started a continuing agreement of 2 water meter readings a year to best cover the difference of our usage of sewage water and vegetable crop water: 1st reading on or about April and the other in late September.

The last billing that I believe reflected actual 'usage' showed:

3/19/2023 to 4/18/2023

Sewer Metered Well \$22.92

Sewer RESIDENCIAL SEWER \$26.76

Stormwater S/F STORMWATER \$4.77

Total: \$54.45

On May of 2023, our Granddaughter and 2 other individuals lived with us until late September of 2024.

Most recent billing:

1/19/2025 to 2/17/2025

City Service SVC FEE - Single Unit RES (Added on fee discussed on previous City Council meeting refering to insufficient funds in City accounts- - meanwhile apartments/duplexes 'exploded' in this community).

\$18.00

Sewer: Metered Well \$64.48 (should show reduction post April Metered reading)

Sewer: RESIDENCIAL SEWER: \$28.25 (should show reduction post April Metered reading)

Stormwater S/F STORMWATER: \$5.30

Total: \$116.03

I was under the impression that the 'Stormwater S/F STORMWATER' was part of either our RESIDENCIAL SEWER or Metered Well bill.

Question: Are any of these charges attached to our Well water usage aside from Sewer usage??

And now your request for another increase of 1.5% is needed to supplement the City Water budget??

With all the 'quick \$\$\$' income garnered from these 'temporary' bedroom communities to sustain the water budget - indicates poor money management.

**From:** [Elisabeth Rankin](#)  
**To:** [City Recorder](#)  
**Subject:** Utility rate increase  
**Date:** Tuesday, March 4, 2025 11:24:04 PM

---

Caution! This message was sent from outside your organization.

Another water bill increase. This house hold is definitely against the increase. We are very cautious with our water usage anyways especially since it's so expensive and we just got another increase forced on us recently. Lebanon has some of the highest water prices in the state. That's nothing to be proud of especially since it's over treated. Adding another increase just for the stuff that's going down the drain and storm water is ridiculous. We shouldn't have to pay for that in the first place. Please do not put more financial burdens on the residents of Lebanon.

**RESOLUTION ELIMINATING PARKING ON A )  
PORTION OF C STREET WITHIN THE CITY OF )  
LEBANON )**

**RESOLUTION NO. 2025-01**

**WHEREAS**, City Council being duly authorized by the Municipal Code to designate where traffic control devices shall be placed pursuant to LMC Chapter 10.16.060; and

**WHEREAS**, such regulation is deemed be reasonable and necessary.

**NOW, THEREFORE**, be it resolved by the Lebanon City Council that:

**SECTION 1:**

Parking shall be eliminated along the north side of C Street, beginning at the southwest corner of 12S02W10DD04300, extending approximately thirty feet east to the southwest corner of driveway for 12S02W10DD04300.

Suitable signs shall be erected and/or markings painted. Such designation shall be a part of the traffic regulations of the City of Lebanon.

**SECTION 2:**

This Resolution supersedes and replaces any conflicting portions of previous Resolutions governing parking at this location.

Passed by the Lebanon City Council and executed by the Mayor on this 12<sup>th</sup> day of March 2025, by a vote of \_\_\_ yeas and \_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Kenneth E. Jackola, Mayor   
Michelle Steinhebel, Council President

ATTESTED:

\_\_\_\_\_  
Julie Fisher, CMC, City Recorder



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, City Manager / City Engineers  
Subject: **Resolution for Restricting Parking on C Street**

Date: March 3, 2025

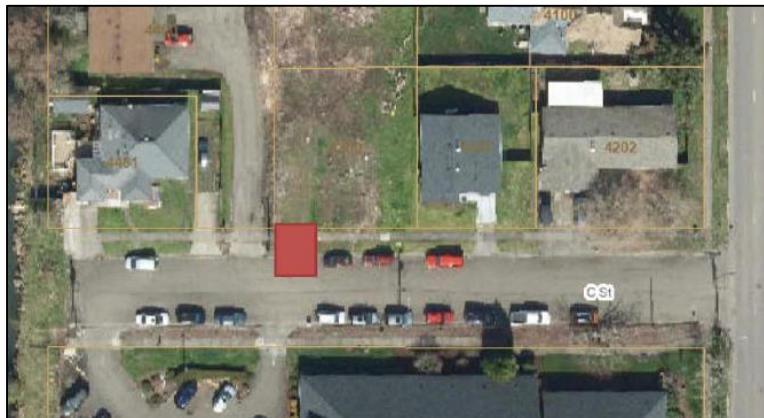
## I. INTRODUCTION

Republic Services approached the City of Lebanon with a request to paint the curbs on a portion of C Street (as highlighted below). The location of the new driveway approach for the recently constructed duplex on the north side of the street allows parking between the apartment driveway and the new duplex driveway. The old configuration of driveways didn't allow room for parking in between the two driveways. This new parking spot interferes with the turn-around movements for Republic Services and forces them to back out on to 2<sup>nd</sup> Street, which creates additional safety concerns.

On February 5, 2025, notice was sent to surrounding property owners asking for comments or concerns regarding this change. No comments were received.

## II. RECOMMENDATION

Staff recommends that City Council pass the resolution to restrict parking on a portion of C Street.





925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4918  
pw@ci.lebanon.or.us  
www.lebanonoregon.gov

# MEMORANDUM

*Public Works*

To: Mayor Jackola and City Council  
From: Jason Williams, Public Works Director  
Subject: Park Reservation Fee Waiver Request Policy

Date: February 26, 2025

## I. INTRODUCTION

During the course of this year, several organizations have requested fee waivers for park rentals. These requests were denied based on the direction received from the City Council after review of the annual budget and deficit in the city’s general fund.

The revenue received from these fees goes to staff review costs, park operations and maintenance, including visitor amenities, safety, and infrastructure improvements.

Park Reservation Fees as adopted by Resolution No. 2024-19 “Fee Schedule”:

- **Cheadle Lake Park:**

Daily Rental Fee	\$600.00
Electrical Fee Daily	\$500.00
Water Fee Daily	\$50.00
  
- **Park Shelters:**

Academy Square	\$75.00
Strawberry Plaza (All Day)	\$60.00
Ralston Park	\$55.00
Century (Large) / River (Large)	\$50.00
Century (Small) / Christopher Columbus / Strawberry Plaza ½ Day	\$30.00
Wynn Mill	\$25.00
River Park (Small) / Shelter Electrical Fee	\$20.00
Booth Park	\$15.00

## II. CURRENT REPORT

City staff have evaluated current park rental rates and determined we are below market compared to other municipalities.

- Compared City:

---

Albany	\$117.00 average
Corvallis	\$58.00 - \$90.00 per hour
Salem	\$36.00 - \$45.00 per hour
Linn County	\$100.00 - \$200.00

---

With the continued need for maintenance and the daily cost of operation increasing for each park location it is proposed that no waivers are granted.

III. RECOMMENDED ACTION

Staff recommends that all park fee waiver requests be submitted to the Chamber of Commerce through the existing tourism grant program.



## City of Lebanon Administrative Policies

Department:	Public Works	Policy #:	XX100
Title:	Park Reservation Fee Waiver Request Policy	Procedure #:	XX100.A
Adopted:		Next Review:	

**Purpose:** The purpose of this policy is to establish decision criteria and application process for requests to waive or reduce Park Reservation fees

**Authority:** The City of Lebanon City Manager or designee.

**General Policy:** The City of Lebanon Park Reservation Fee Waiver Request Policy

**Policy Guidelines:** No fee waivers shall be granted by the City of Lebanon for park reservations due to the continued need for maintenance and the daily cost of operation increasing for each park location.

Requestors will be directed to the Lebanon Chamber of Commerce for any park rental fee waiver requests.

Replaces:			
Reviewed:		Revised:	
City Manager Approval:		XX Director Approval:	
Reviewed:		Revised:	
City Manager Approval:		XX Director Approval:	
Reviewed:		Revised:	
City Manager Approval:		XX Director Approval:	





# MEMORANDUM

*Administration*

To: Mayor Jackola and City Council  
 From: Ron Whitlatch, Interim City Manager  
 Subject: **Municipal Code - Chickens**

Date: March 3, 2024

## I. INTRODUCTION

At the February 12, 2025 City Council Meeting, council asked staff to present a staff report regarding the procedure for allowing chickens.

## II. BACKGROUND

At the September 10, 2014, City Council meeting there was a discussion regarding modifying Section 6.16.010 of the Municipal Code to simplify the process to obtain a permit to keep chickens. The discussion was brought to the attention of City Council from a citizen at an earlier meeting in 2014 during public comment.

At that time, the code required a permit for keeping chickens and approval from all property owners within 300-feet, and if one neighbor objected the permit was denied. The code did not limit the number of chickens.

In 2014, city staff reviewed these concerns against other city ordinances in Oregon. The number of chickens allowed in other cities ranged anywhere from two chickens to a maximum of six to an unlimited number. One city related the number of chickens to a specific square footage, which led to the proposal of one hen per 2,000 square feet of lot area, with a maximum of six hens allowed outright. An owner still has the option of obtaining a permit if the number of chickens would exceed the allowable capacity. The new proposal also changed the requirement for properties within 100-feet to sign a petition agreeing to chickens when a permit is requested.

At the November 12, 2014, City Council meeting, staff presented a revised Ordinance (current code) allowing the keeping of chickens outright and reducing the distance to 100-feet for permits.

## III. CURRENT INFORMATION

City staff reviewed other ordinance in Oregon, a comparison is attached.

THE CITY THAT FRIENDLINESS BUILT

### III. ACTION

City staff will proceed based on the City Council’s direction.

City	Max # of Chickens	Min Lot Size	Additional	Roosters	Notes
Albany	2	less than 7,000 sq ft.	3,000 sq ft for each additional chicken		City Manager can approve more with written approval obtained from neighbors
Banks	12	5,000 sq ft (up to 4 allowed)	1 additional per 2,000 sq ft	No	Must be contained in back yard and 20 ft setbacks
Brownsville				Admin Review	No Max listed. Chickens allowed within City limits.
Corvallis					Chickens require a permit from the Animal Control Officer
Cottage Grove	15		1 chicken per 1,000 sq ft		Must be contained on property
Dallas	5			No	10' setback/15' setback from dwellings
Glendale	10				Entire contained yard may be free range, coops must meet 10' setback. All broods must be registered with the City
Lebanon	6		1 chicken per 2,000 sq ft	No	City Manager can approve more with written approval obtained from neighbors
Lowell			10 chickens per 20,000 sq ft	No	May apply for CU for smaller lot or additional fowl
Lyons					No code, complaints are handled as nuisance
Millersburg	5	10,000		No	
Milwaukie	50	1 Acre			
Monmouth	5			No	5' setbacks/ 15' setback from dwellings
Sweet Home	12	properties 1/4 to 1/2 Acre	Max of 6 for properties less than 1/4 acre	No	



925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4900  
www.lebanonoregon.gov

# MEMORANDUM

## *Administration*

To: Mayor Jackola and City Council

Date: March 3, 2025

From: Ron Whitlatch, City Manager

Subject: **Administration Update – February 2025**

- Over 2000 individual bills have been submitted for the 2025 Legislative Session. We have briefed most of these (along with help from Tate Public Affairs, the City's Lobbying consultant) and narrowed the number down to approximately 90, which we will be watching and/or providing testimony on.
- On February 26<sup>th</sup>, Jason Williams and I provided in-person testimony on House Bill 3031 at the State capital. This bill concerns infrastructure funding for continued housing growth. We aim to have the legislation include treatment plant projects in the infrastructure funding, as they directly relate to housing as much as or more than on-site infrastructure. We will continue to monitor this bill as it moves through the legislature.
- In preparation for our trip back to Washington D.C., we have been reaching out to Oregon's Congressional Delegates to set up meetings. We will also be requesting meetings with several Regulatory Agencies while we are there during the week of April 7<sup>th</sup>.
- On February 24<sup>th</sup>, Mayor Jackola, Tre' Kennedy, and I met with the Mayors, City Managers, and City attorneys from Albany and Sweet Home to discuss the impacts of the drawdown over the last two years. We will be drafting a one-page document with all three cities' logos to give to legislators as we meet with them in the future. The goal of this group is to put political and media pressure on the Army Corps of Engineers to either find another solution to get salmon out of the reservoirs other than the drawdowns or provide funding for pre-treatment for our water treatment facilities.
- Staff met with a Solar Contractor several weeks ago and are waiting for a proposal to provide additional information regarding feasibility, grant opportunities, and preliminary costs. Once we have determined the costs and details, we will likely enter into an additional design contract. Due to the freeze in Federal Funding, we may need to look at alternative sources to fund the project. More information will be presented to the City Council as we receive it.
- We are moving forward with relocating the City Council Chambers to the Library Community Room. The audio/visual aspects are currently being installed and the Dias

is being constructed. Tentatively, we think it will be operational by May/June of this year.

- Staff is continuing to work with the Oregon Department of Environmental Quality (ODEQ) to determine the final fine that will be assessed to the City for the permit violations at the Wastewater Treatment Plant. Staff will provide an update as we learn more throughout the process.
- Staff continues to spend considerable time answering questions/complaints regarding the new City Services Fee. We are also continuing to review individual accounts, meter sizes, and door counts for multi-family complexes. With any new billing of this magnitude, we expect changes and corrections to individual accounts will be needed within the first six months as it is rolled out. Staff will work diligently to ensure that these are handled timely.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.
- The budget process is in full swing, and, as always, it requires a substantial amount of staff time to put together. We are on track to have the budget document to the Budget Committee in mid-April.
- We (Kelly Hart) have developed a website for implementing the Five-year Strategic Plan. Staff will use this site to document progress on the plan's items. An update will be provided to the City Council later this year.
- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- Continue participating in the Department of Land Conservation and Development's completion of Linn County's Natural Hazards Mitigation Plan update. This plan includes updates for all cities in Linn County and will be presented to the City Council for approval in 2025.
- We are working on a new agreement with Lebanon Farmers Market to move their location to the Holiday Station at the corner of Park and Oak Streets. The goal is to have this in place by 2025.
- Kelly Hart and I continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently working on funding opportunities to support wastewater plant projects, water service line replacements, street projects, and any other projects that could benefit the city.



# MEMORANDUM

City Recorder's Office

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

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## CURRENT REPORT: February 2025

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for February 12, 2025 City Council meeting.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (0)
- Ordinances: (0)
- Press Releases (Listserv@civicplus): (6) Delayed Start, Facilities Closed, Porter Park Garden Rental, Utility Public Hearing, Notice of Construction
- Public Meeting Notices (Listserv@civicplus): (6) City Council, Park and Tree Committee, Planning Commission, Library Advisory Committee
- Documents added to ORMS: 174
- Public Records Request: (5)
- Records Destruction Certification: (2) Police Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (4) Low income assistance, Pioneer Cemetery Cleanup, Event Volunteers, Sinkhole on Hiatt Street
- Social media: (January 15 – February 14) Facebook followers = 4,477, new followers = 23, post reached = 5,831
- City Website: 8,212 Total Users (visited the website) with 23,659 Views from January 15 – February 14. Top Four Webpages Visited: Home Page, Utility Payments, Library, Search
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring.
- Tracked and archived deeds, easements, and rights of way



925 S. Main Street  
Lebanon, Oregon 97355

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

# MEMORANDUM

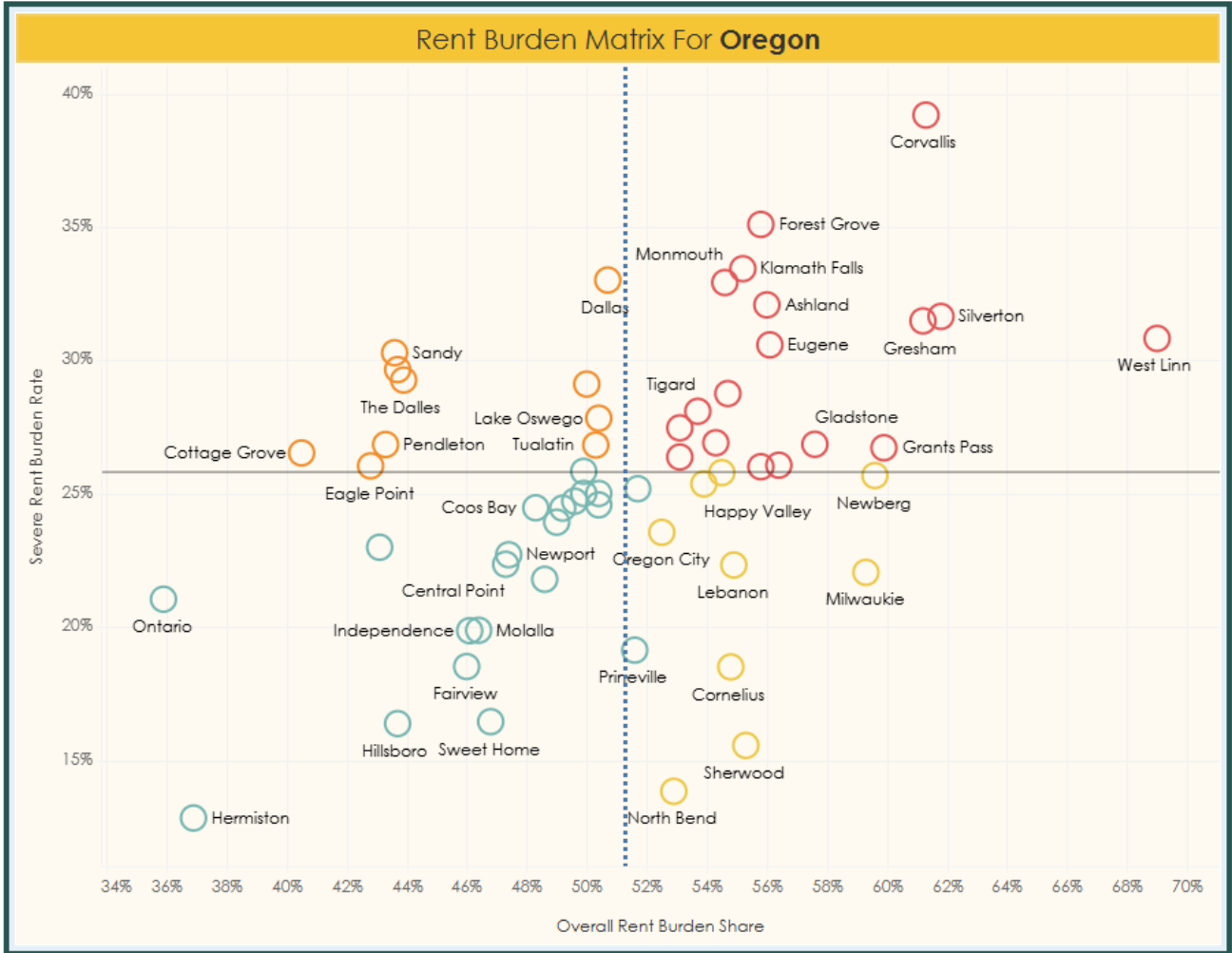
## *Community Development*

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

Date: February 2025

### Planning:

- The February Planning Commission meeting included a public hearing to consider CI-24-01 for a code interpretation to determine whether trails were permitted in the Low-Density Residential zone. The Planning Commission concurred with staff's interpretation that trails were permitted in the RL zone, subject to an AR if implementing a trail identified in a Master Plan.
- In February, one application was approved administratively:
  - VAR-25-01 for a fence variance for the property at 1010 Turtledove Loop
- There are currently four land use applications under review:
  - A-25-01 for right-of-way annexations for portions of Crowfoot Road, Stoltz Hill Road, Wassom Street, and Kees Street (hearings tentatively scheduled in February for Planning Commission and March for City Council)
  - AR-25-01 for the operation of a group home on Harrison Street (application under staff review)
  - AR-25-02 for the development of a triplex on Hiatt Street (application under staff review)
  - VAR-25-02 for a class III variance for the reduction in setback and property size required for the development of a triplex for a property on Hiatt Street (application under staff review)
- Severe Rent Burden Annual Designation Reporting: Every March 1<sup>st</sup>, since 2019, Oregon Housing and Community Services has been tasked with identifying severely rent-burdened cities. The definition of severely rent-burdened is when a household is paying more than 50% of their income towards rent/utilities, and severely rent-burdened cities are cities with more than 25% of their households designated as severely rent-burdened. In 2019, Lebanon was among the highest percentages in the state, with 35.8% of the community being designated as severely rent-burdened. Each year since, with the help of the significant housing boom, the rate has steadily declined. This year, the number of renter households experiencing severe rent-burdened status is 22.3%, the city's second year not identified as a severely rent-burdened community. A secondary stat is the overall rent burden when a renter pays more than 30% of their income towards rent/utilities. For Lebanon, 55% of all renters are considered cost-burdened. This year, a Housing Dashboard was created by OHCS to provide statewide information on the different housing data. The matrix provided identifies the rent burden status of cities over 10,000 and where they fall in the rent burden status.



- **City Legislative Efforts:** The last week of February, Director Hart was in Washington, D.C., for her Master’s program, meeting with federal representatives, agencies, non-profits, and federal committees. A number of connections were made that will benefit Lebanon, including securing a meeting with Senator Wyden’s office for the April visit and several others that will help schedule meetings for the April trip to D.C.
  - On February 26, 2025, City Manager Whitlatch, Public Works Director Williams, and City Lobbyist Sean Tate attended a public hearing for the Governor’s proposed infrastructure bill HB 3031 and testified to support the bill.
  - Staff is preparing for the National Water Week in Washington DC.
  - Staff continues to monitor the legislative bill tracker for public hearings on priority bills. The Directors have identified bills to prepare talking points and pre-drafted testimony for hearings, and the Community Development Director is working with the lobbying consultant to help prepare testimony.
- **Strategic Planning Update:** Twelve tasks are currently in progress, three have been completed, and 36 tasks have yet to be initiated in the 5-year strategic plan. The staff has implemented an online project management tool to maintain uniform reporting and progress updates and will utilize the

analytics from the project management platform to provide a mid-year update to the Council in the summer.

- **Housing Production Strategy Implementation:** the final round of code amendments will be presented to the Project Advisory Committee on March 25<sup>th</sup> and a Joint City Council/Planning Commission meeting is scheduled for March 26<sup>th</sup>. Once final comments are received on the final round of amendments, a public hearing package will be developed, and public hearings will be scheduled for April and May before the Planning Commission and City Council.
- **Solar Project:** The consultants staff has met with and are currently reviewing our materials, communicating with Pacific Power, and evaluating granting opportunities. Federal policy decisions have affected grant funding opportunities, which may delay or modify the project. Staff is monitoring the opportunities and continuing to move forward with the project as planned and will identify alternatives as necessary.
- **Grant Administration:**
  - **Awarded applications:** Safe Streets 4 All grant. This is another federally funded grant. Although this grant has been awarded, the OCWCOG awaits the grant agreement.
  - **Not selected:** The Thriving Communities grant. The grant was submitted for \$350,000 to help fund the waterline replacement project on Grant Street between Park Street and 3rd Street. The Thriving Communities Grant is a federally funded program. On February 28<sup>th</sup>, an email was received informing the city that our grant application was not selected for funding. Additional grant cycles were available for potential funding opportunities, but based on the timing of the project, it was determined to move forward without the grant funding.
  - **Grant Research:** Wastewater Treatment Plant capital grants, solar grants, emergency operations, and water line replacements.
  - **Grant Administration:** OCWCOG is administering the EPA grant funding the environmental assessment work currently underway for the Champion Mill site and the upcoming reuse planning process. The consultants were on site the week of March 3-5 to conduct Phase II environmental analysis for the project site.
  - **Community Development Director Hart** is participating in a Local Infrastructure Hub Grant Writing Bootcamp for Developing Clean Energy & Clean Transportation Projects and Combined Railroad Crossing Elimination and Consolidated Rail Infrastructure and Safety Improvements program. The National League of Cities provides this multi-session program for free.
- **Lebanon Community School District Facilities Advisory Committee:** The Community Development Director continues participating in the LCSD Facilities Advisory Committee, which is on hiatus until spring.
- **Natural Hazards Mitigation Plan:** The City continues to participate in developing the Linn County Natural Hazards Mitigation Plan. A final plan draft has been circulated for review and approved internally by City staff. Depending on county scheduling, the adoption process is likely scheduled for early summer.
- **Multiagency Coordination on Homelessness (MAC) group:** The 2025 Point-In-Time Count occurred Wednesday, January 29, 2025, through February 5, 2025. Community Services Consortium took the lead in coordinating volunteers and community resources to help with the regional count of



unhoused individuals. The preliminary numbers are expected in late spring, and the final report will be released in summer 2025.

#### **Building:**

- The city processed 48 permits in January. The total fees received were \$68,784.99, and the construction valuation was \$4,648,421.18.
- By comparison, in January 2024, 74 permits were processed. The total fees received were \$38,697.04, and the construction valuation was \$3,086,926.00.
- A current list of the more significant construction sites include:
  - Riverside Banks Subdivision and Duplexes (Williams Street)
  - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
  - 19-lot subdivision (Walker & Wassom)
  - Blackrock Apartments – 12 units (2<sup>nd</sup> Street and Airport Road)
  - Airport Road Apartments – 60 units (Airport Road and Russell Drive)
  - Gas Station and Convenience Store (911 W Airport)
  - Lane Manufacturing – Industrial Building (Montessa Way)

#### **Economic Development:**

- Strategic Plan Initiative 3.15: Business visitation program—The Community Development Director, City Manager, and Councilor Steinhebel from Ward 3 visited Wilco for the February Business Visitation program. The meeting included a discussion of workforce needs, community partnerships, and incoming trade competition and how they may affect business.
- Downtown Building Restoration Program: The new program application was released in early January with a deadline of February 6, 2025. Five applications were received. A selection committee will review the applications, and grants will be awarded based on the criteria established in the program guidelines and the committee rankings.
- Rural Economic Alliance (REAL): REAL met in February to discuss a draft job description for an intern and consultant position to assist the group in implementing the marketing plan and furthering the strategic plan. The group identified a tentative budget to propose to each council for adoption to fund the program and positions for the next fiscal year.
- Comprehensive Economic Development Strategies (CEDS) Update: The Community Development Director is participating in the regional five-year CEDS update. This strategy document and plan ensures the region and city are eligible for state and federal grants to help accomplish economic development goals.
- Strategic Plan Initiative 3.11: Respond to Business Oregon recruitments based on site availability—the Business Oregon Prospector site is reviewed weekly, and targeted emails from Business Oregon Industrial Lands Specialists are examined to determine whether a recruitment package should be submitted for the competitive bid. One recruitment package was submitted in February based on the city's available site inventory.



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: **Engineering Update – February 2025**

Date: March 3, 2025

## **CAPITAL IMPROVEMENTS**

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
  - East Ash (between Carlson and Creswell)
  - Fourth Street (between Maple and Grant)
  - Grove Street and Ash Street Sanitary Sewer Extension
  - Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Pacific Excavation was awarded the contract for the two sections of Grove Street Sanitary Sewer Replacement (Between Carolina & Dodge and between Milton & Elmore). Construction is scheduled to begin during the first week of March.
- Kennedy Jenks Engineering (KJE) and City Staff are continuing to move forward on developing the Wastewater Treatment Plant Master Plan. We are currently waiting for the Oregon Department of Environmental Quality to issue the City a draft of the proposed new NPDES permit. They have indicated the City should receive the draft report in March 2025. Once we have a draft, we expect that the finalization of the Master Plan will ramp up. This process will likely take us into the summer/fall of 2025.
- Trails Update:
  - The multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek has been incorporated into the Stoltz Hill/Airport Road Signal Project.
  - The City has received a Recreational Trails Grant to complete a trail segment adjacent to River Park. Design is underway, and construction is scheduled for spring/summer of 2025.
- Willamette Valley Excavating has completed the Seventh Street Reconstruction Project (Oak to 'F'). The final payment has been issued. At the request of several residents, staff completed a 4-way Stop Sign Analysis at the intersection of Seventh and 'D' Streets. The study revealed that the intersection does not meet the warrants for a 4-way stop.

- Staff has applied for a Philanthropy Northwest Grant to help offset costs for replacing the waterline on Grant Street from Main to Third. We have also received comments from ODOT regarding the design approval of several sidewalk access ramps on Grant Street between Park and Main Street. Staff is currently working on the project's design in preparation for construction in 2025 or spring of 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff time allows). Staff will bring the completed document to the City Council for approval sometime in 2025.
- The new Traffic Signal at the Airport Road and Stoltz Hill Road intersection was awarded to Riverbend Construction at the October 23<sup>rd</sup> City Council Meeting. Riverbend plans to begin sidewalk and multi-use path construction on Airport Road, west of Stoltz Hill Road as soon as the private utility (Lumen and Comcast) relocations have been done. Beginning April 1, 2025, Airport Road will be closed to through traffic so that construction of the project can begin. The closure will likely last through the summer of 2025. We will use message boards, signage, and a press release to inform the public. An extensive detour will be in place during the closure. We will also be working on a Development Agreement with the owner of both Grandpa's Grocery and the new gas station mini-mart going in on the north side of Airport Road at the intersection with Stoltz Hill. This is being done to formalize what lost revenue is associated with the closure of Grandpa's Grocery during construction and the dollar value of the infrastructure (that would be the developer's responsibility) the City will be putting in during construction for the new store. The project is scheduled for completion in the fall of 2025.
- Udell Engineering is under contract to complete the design of the Cheadle Lake Park Improvements Project. A conceptual plan has been completed and design is currently underway. Due to the large scope of construction, the overall project will likely be done in two phases. The first phase is proposed to start in July 2025.
- Udell Engineering is currently under contract to provide the Topographic Survey for the design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will reconstruct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We had anticipated starting design early in 2024, but due to the current workload (consultants and City Staff), that has been pushed back to spring 2025. Construction will likely happen in the spring/summer of 2026.
- A recommendation to award the Willow Street Storm Drainage Project will be presented at the March City Council Meeting. This project will install storm pipe and catch basins on Willow Drive.
- Lawson Construction has been awarded the HWY 20 North Waterline Extension Project. Construction is scheduled to begin in a couple of weeks.
- As part of LINX Grant, we will be installing a Mechanics Pit at Public Works. It is currently being designed and based on Engineers Estimate we will either obtain quotes or publicly bid the project.

- Additional Minor Projects include:
  - Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
  - Wetland Fill Permit for SCIP Pond
  - Guardrail Project on Berlin Road
  - Safe Streets for All Regional Planning Grant – On hold due to Federal Grant pause.
  - Storm Drainage Improvements on Second Street
  - Street Patch Contract
  - Crack Sealing Contract

## **ENVIRONMENTAL**

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

## **DEVELOPMENT ENGINEERING**

- Hickory Lake Apartments is nearing completion, contractor is working on punch list items for temporary occupancy to 3 buildings.
- Oak St sewer extension plans revised, and project has been scheduled.

- Subdivision Madelyn Meadows between Walker & Wassom Street is nearing completion with contractor completing final pave the last week of February. Roadside restoration is underway.
- Blackrock Apartments corner of Airport & S 2<sup>nd</sup> contractor completed final traffic median and working on building punch list items for a temporary occupancy.
- Mill Race Station RV storage contractor complete onsite hydrants and building construction under construction. Building construction underway once building permits issued.
- Sewer main extension along 12<sup>th</sup> Street complete contractor working on punch list items.
- Wagon Wheel improvements under construction after permits received for road closure from County. Final paving schedule for 1<sup>st</sup> week in March.
- Plan approval pending for new subdivision off Mazama Way, Cedar Springs for DEQ 1200-C permit.
- Plans approved and pending ROW permit issued for new gas station on the corner of Stoltz Hill & Airport Rd. Contractor started site construction.
- Review comments returned to the engineering for revisions for N Fifth extension with Hwy 20 access.
- Water main extension complete and contractor working on final punch list items for Seven Oak storage building.
- Plans approved for the new subdivision along Kees Street with utility extensions. Project not scheduled.
- Site plan reviewed and returned to engineer for revisions for Honeybee Stamp new building off Beaton Lane.
- Plans approved for offsite public improvements to be constructed as part of the new subdivision on Crowfoot Rd.
- Review comments return to engineer for revisions for a new subdivision off Crowfoot Rd.
- Plans approved and building permit issued for new storage building at Lane Manufacturing.
- Plans received with revisions and under review for tri-plex along S 7<sup>th</sup> Street.
- Review comments returned to engineer for revisions for public improvements and site plan for Tractor Supply location off Burdell Blvd.
- Traffic Impact Analysis in progress for new subdivision off of Stoltz Hill & Twelfth St.



# MEMORANDUM

Finance Department

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

**FROM: Brandon Neish, Finance Director**

**RE: Department Report – February 2025**

- Accounts Payable
  - Payments made in February 2025; 153 checks were processed for payments of \$325,661.09.
- Audit
  - Auditors were present for the interim field audit on August 15-16.
  - Auditors were present October 21-25 for the final field audit. Staff has a few items left to address, specifically capital assets, outstanding accounts payable, and some questions sent by auditors. Staff is attempting to wrap up all remaining items quickly to ensure a timely delivery of the audit report.
  - Auditors are preparing the draft financial statements, indicating the final steps are near and a published report should be available soon. Target meeting for presentation is April 2025.
- Budget
  - The Fiscal Year 2026 budget development processed kicked off in December with the development of year-end estimates by Department Directors. To-date, year-end estimates, revenue projections, and 2026 budget requests have been completed. The City Manager (Budget Officer) and Finance Director have met with each of the Directors regarding their budgets.
  - The first Budget Committee meeting is scheduled for April 16<sup>th</sup> at noon. The Committee will receive the 2026 Proposed Budget, the Budget Message delivered by the Budget Officer, elect a chair and vice-chair, and select dates for future presentation & deliberation meetings.
- Payroll
  - Payroll was processed on February 14<sup>th</sup> and February 28<sup>th</sup> for all employees. In total, 121 employees were paid in February.
- Utility Billing
  - 6,320 billing statements (including electronics) were mailed February 28<sup>th</sup> for a total of \$1,066,492.47 in utility revenue and \$167,842.18 in city service fee revenue.
  - 37 Owner Lien (past due) notification letters were mailed.
  - On February 20<sup>th</sup>, 176 phone calls went out to notify customers they have a past due balance.
  - There was a total of 52 lockouts in February.
  - There was a total of 258 service requests in February: 57 move ins, 52 lock-offs, 20 re-read meters, 44 reconnects, 19 move outs, 12 leak checks, 2 changed meters, 25 turn ons, 10 turn offs, 7 meter installations, 3 meter removals, no dead meters, no water quality checks, 1 pressure test, 1 emergency request, no meter tests, 1 meter locate and 4 miscellaneous requests.

**Utility Billing Data**

	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Active Accounts	6,581	6,581	6,598	6,614	6,619	6,641	6,641	6,641	6,641	6,645	6,645	6,646	6,639
Penalty Applied	426	426	273	159	309	11	246	249	83	225	417	165	220
Lock Offs	77	135	71	118	77	136	72	86	118	82	N/A	158	52

**Municipal Court Data**

	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Charges Filed	95	132	158	235	148	210	194	151	189	130	125	268	133
Show Cause Issued	55	53	58	58	46	66	41	56	65	66	76	69	66
Licenses Suspensions Issued	51	38	38	52	33	52	47	41	68	47	19	51	42
Warrants Issued	202	164	108	205	166	160	199	171	205	197	115	278	158
Charges Disposed	196	117	122	177	161	177	170	162	186	159	113	208	204

# Accounts Payable

## Checks by Date - Summary by Check Date

User: bneish@ci.lebanon.or.us  
 Printed: 3/4/2025 2:55 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
75939	1000615	DAVE WAGONER	02/03/2025	1,787.32
Total for 2/3/2025:				1,787.32
ACH	1000601	HOH ENTERPRISES	02/04/2025	641.00
ACH	065900	POLICE ASSOCIATION	02/04/2025	2,340.00
ACH	066385	LEGALSHIELD	02/04/2025	578.05
Total for 2/4/2025:				3,559.05
ACH	002300	AFSCME COUNCIL 75	02/07/2025	1,185.27
ACH	029524	GILMOUR & COMPANY INC	02/07/2025	7,080.00
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	02/07/2025	781.31
ACH	1000270	VALLEY MERCHANT POLICE INC	02/07/2025	3,200.00
75940	007426	ALAN BAKER	02/07/2025	128.67
75941	074214	KLINTON SHEETS	02/07/2025	129.09
75942	007044	ANALYTICAL LABORATORY & CONSI	02/07/2025	617.00
75943	007249	AT&T MOBILITY NATIONAL ACCOUN	02/07/2025	105.56
75944	008500	BEST POTS	02/07/2025	149.52
75945	1000446	MARCUS BLAS	02/07/2025	860.00
75946	015500	CANAGA POINT S TIRE & AUTOMOTT	02/07/2025	262.00
75947	016028	CASCADE OUTDOOR POWER EQUIPM	02/07/2025	335.84
75948	018611	CORVALLIS CLINIC PC	02/07/2025	330.00
75949	021010	CUMMINS SALES & SERVICE	02/07/2025	5,962.85
75950	021480	DAILY JOURNAL OF COMMERCE	02/07/2025	314.60
75951	023101	DISCOUNT PAPER PRODUCTS INC	02/07/2025	78.95
75952	029012	GATEWAY IMPRINTS INC	02/07/2025	20.00
75953	031421	HACH COMPANY	02/07/2025	1,672.95
75954	028435	HD FOWLER COMPANY	02/07/2025	6,154.72
75955	085077	HD SUPPLY INC	02/07/2025	498.55
75956	036792	IMPRINT ENTERPRISES INC	02/07/2025	1,461.00
75957	003543	INDUSTRIAL PIPE & SUPPLY CO INC	02/07/2025	215.57
75958	037021	INGRAM LIBRARY SERVICES INC	02/07/2025	2,293.57
75959	038001	INTERTECH	02/07/2025	12,122.47
75960	1000604	IRON HORSE LLC	02/07/2025	42,800.00
75961	040625	KNIFE RIVER CORPORATION - NORTH	02/07/2025	1,368.60
75962	048532	MARKOWITZ HERBOLD PC	02/07/2025	1,228.15
75963	049519	MOTION INDUSTRIES INC	02/07/2025	1,909.44
75965	1000646	NEW FLO PLUMBING, INC.	02/07/2025	633.00
75966	053410	NORTHSTAR CHEMICAL INC	02/07/2025	4,196.80
75967	057914	ODP BUSINESS SOLUTIONS LLC	02/07/2025	321.61
75968	1000364	POLY-CORR INDUSTRIES INC	02/07/2025	1,482.10
75969	070444	SAMARITAN OCCUPATIONAL MEDICI	02/07/2025	409.00
75970	075410	SOUTH FORK INDUSTRIES INC	02/07/2025	20.16
75971	025000	SUMMIT ACE HOME & GARDEN	02/07/2025	449.56
75972	081500	TRAFFIC SAFETY SUPPLY CO	02/07/2025	112.79
75973	1000502	TRISTAN NICHOLS TRADE COMPANY	02/07/2025	6,132.72



Check No	Vendor No	Vendor Name	Check Date	Che	Item # 12.
75974	082065	TWGW INC	02/07/2025		1,228.26
75975	082099	UDELL ENGINEERING & SURVEYING	02/07/2025		11,216.69
75976	020850	WATERCO OF THE PACIFIC NW INC	02/07/2025		222.50
Total for 2/7/2025:					119,690.87
ACH	079167	ERIC STEIN	02/14/2025		267.00
Total for 2/14/2025:					267.00
ACH	007044	ANALYTICAL LABORATORY & CONSU	02/18/2025		838.00
ACH	016104	CASCADE CENTERS INC	02/18/2025		96.25
ACH	018433	COMPUNET INC	02/18/2025		5,617.20
ACH	048946	MOONLIGHT BPO LLC	02/18/2025		4,892.21
ACH	057914	ODP BUSINESS SOLUTIONS LLC	02/18/2025		35.08
ACH	065280	PLATT	02/18/2025		174.88
ACH	071151	SANISTAR LLC	02/18/2025		160.00
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	02/18/2025		918.20
ACH	075781	SPRINGBROOK HOLDING COMPANY 1	02/18/2025		3,863.00
ACH	079449	SUMMIT ENERGY TECH CORP	02/18/2025		906.46
ACH	1000609	WS2 INC	02/18/2025		33,818.81
75977	007035	ARCHAEOLOGICAL INVESTIGATIONS	02/18/2025		582.50
75978	016646	CHAVES CONSULTING INC	02/18/2025		499.77
75979	022500	DEMCO INC	02/18/2025		359.76
75980	027123	FASTENAL COMPANY	02/18/2025		408.42
75981	029012	GATEWAY IMPRINTS INC	02/18/2025		140.00
75982	085077	HD SUPPLY INC	02/18/2025		464.16
75983	032012	HEALTHY HOME PEST CONTROL	02/18/2025		140.00
75984	036298	IACP	02/18/2025		110.00
75985	037021	INGRAM LIBRARY SERVICES INC	02/18/2025		190.35
75986	1000597	I-SECURE INC	02/18/2025		176.00
75987	039954	KAPCO	02/18/2025		284.16
75988	040689	LAKESHORE LEARNING MATERIALS	02/18/2025		260.95
75989	040719	LANGUAGE LINE SERVICES	02/18/2025		26.56
75990	052009	NELSON TIRE INC	02/18/2025		870.96
75991	052030	NET ASSETS	02/18/2025		675.00
75992	052410	NO-D-LAY SHOE SHOP INC	02/18/2025		206.96
75993	057611	OACWA	02/18/2025		1,110.00
75994	057618	OAWU	02/18/2025		390.00
75995	058517	OREGON CASCADES WEST COUNCIL	02/18/2025		840.00
75996	063673	PEAK INTERNET	02/18/2025		100.00
75997	064199	PETERSON TRUCKS	02/18/2025		266.07
75998	075410	SOUTH FORK INDUSTRIES INC	02/18/2025		2,398.00
75999	079094	STAR ELECTRIC MOTOR SERVICE	02/18/2025		468.00
76000	079388	STUTZMAN SERVICES INC.	02/18/2025		350.00
76001	025000	SUMMIT ACE HOME & GARDEN	02/18/2025		327.44
76002	1000502	TRISTAN NICHOLS TRADE COMPANY	02/18/2025		4,838.00
76003	082065	TWGW INC	02/18/2025		1,092.32
76004	082099	UDELL ENGINEERING & SURVEYING	02/18/2025		13,961.50
76005	020850	WATERCO OF THE PACIFIC NW INC	02/18/2025		70.00
Total for 2/18/2025:					82,926.97
76006	007180	ADAM ARCHER	02/19/2025		585.36
76007	1000669	CARLOS ROLANDO GARCIA ZAMUDI	02/19/2025		925.33

Check No	Vendor No	Vendor Name	Check Date	Che	Item # 12.
Total for 2/19/2025:					1,510.69
76008	UB*05111	JOSEPHINE ANDERSEN	02/25/2025		149.06
76009	UB*05101	ALLIE COLLINS	02/25/2025		78.19
76010	UB*05105	CANDICE DIERKSEN	02/25/2025		38.13
76011	UB*05108	LONNIE FIELDS	02/25/2025		75.97
76012	UB*05102	CAROL GOGGIN	02/25/2025		47.09
76013	UB*05095	TYLER HENRY	02/25/2025		24.08
76014	UB*05113	CRAIG HORRELL	02/25/2025		12.63
76015	UB*05085	TREVOR JANTZER	02/25/2025		134.72
76016	UB*05084	JERRY KELLY	02/25/2025		118.05
76017	UB*05100	KENDRA KOMMER	02/25/2025		134.72
76018	UB*05088	RUSSELL LA ROSA SNYDER	02/25/2025		574.95
76019	UB*05112	ESTATE OF HERBERT LALLEY	02/25/2025		0.10
76020	UB*05107	BRENNON LEACH	02/25/2025		5.89
76021	UB*05099	MARK LOZON	02/25/2025		83.12
76022	UB*05106	CAMERON MARTIN	02/25/2025		163.74
76023	UB*05091	CHRISTOPHER MONROY-CARSON	02/25/2025		27.02
76024	UB*05098	LOREN NESS	02/25/2025		397.17
76025	UB*05103	LOREN NESS	02/25/2025		518.10
76026	UB*05089	PAULA NEWMAN	02/25/2025		664.79
76027	UB*05110	QUALITY PLUS INTERIORS INC	02/25/2025		3,124.81
76028	UB*05104	R & D GRAY INC	02/25/2025		184.49
76029	UB*05087	RAUCH & BENNETH	02/25/2025		91.17
76030	UB*05093	KRYSTAL SAUL	02/25/2025		73.50
76031	UB*05096	NICHOLAS & JANELL STEWART	02/25/2025		51.16
76032	UB*05086	TS WEST LLC	02/25/2025		13.36
76033	UB*05097	CAROLINE URBAN	02/25/2025		57.78
76034	UB*05090	JOHN VANDEHEY	02/25/2025		136.50
76035	UB*05109	KERRY WHITLATCH	02/25/2025		146.34
76036	UB*05092	DANA YOUNG	02/25/2025		356.33
76037	UB*05094	JIM YOUNG	02/25/2025		123.61
Total for 2/25/2025:					7,606.57
76038	040114	JEFF KENT	02/26/2025		9,162.75
76039	1000533	SANTIAM CANYON EXCAVATING LLC	02/26/2025		40,831.97
Total for 2/26/2025:					49,994.72
ACH	007044	ANALYTICAL LABORATORY & CONSU	02/28/2025		1,394.00
ACH	048932	ERIK JD MOELLER, ATTORNEY PC	02/28/2025		2,166.00
ACH	048993	MORLEY THOMAS LAW FIRM	02/28/2025		17,500.00
ACH	057576	OR-TEC INC	02/28/2025		1,439.25
ACH	057914	ODP BUSINESS SOLUTIONS LLC	02/28/2025		509.08
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	02/28/2025		781.31
76040	007108	APWA	02/28/2025		795.00
76041	009316	BLACKSTONE PUBLISHING	02/28/2025		297.28
76042	016302	CASCADE COLUMBIA DISTRIBUTION	02/28/2025		584.76
76043	018405	COMPLETE WIRELESS SOLUTIONS	02/28/2025		775.00
76044	018460	CONSOLIDATED SUPPLY CO INC	02/28/2025		80.89
76045	027123	FASTENAL COMPANY	02/28/2025		53.16
76046	030927	GROUNDWATER SOLUTIONS INC	02/28/2025		1,720.00
76047	037959	INSTRUMENT TECHNOLOGY CORP	02/28/2025		5,541.90
76048	037306	INTEGRATED POWER SYSTEMS	02/28/2025		7,547.57

Check No	Vendor No	Vendor Name	Check Date	Che	Item # 12.
76049	041500	LEAGUE OF OREGON CITIES	02/28/2025		25.00
76050	083811	TONY LOPEZ	02/28/2025		1,260.00
76051	052009	NELSON TIRE INC	02/28/2025		184.00
76052	053410	NORTHSTAR CHEMICAL INC	02/28/2025		6,141.00
76053	1000677	MARLENE PETE	02/28/2025		225.00
76054	064199	PETERSON TRUCKS	02/28/2025		221.58
76055	1000675	DAVID PINYERD	02/28/2025		4,280.00
76056	1000664	Elizabeth Pointer	02/28/2025		250.00
76057	1000666	QUADIENT FINANCE USA, INC	02/28/2025		1,500.00
76058	1000631	QUADIENT LEASING USA INC	02/28/2025		518.73
76059	1000667	Rick Huddle	02/28/2025		530.00
76060	070444	SAMARITAN OCCUPATIONAL MEDICI	02/28/2025		300.00
76061	025000	SUMMIT ACE HOME & GARDEN	02/28/2025		298.01
76062	1000665	DANAE THOMAS	02/28/2025		122.50
76063	082065	TWGW INC	02/28/2025		74.05
76064	083010	UNIQUE MANAGEMENT SERVICES IN	02/28/2025		93.20
76065	089200	WILCO	02/28/2025		760.31
76066	1000359	DEENA WOMACK	02/28/2025		130.00
76067	1000169	JAMES FORTENBERRY	02/28/2025		219.32
				Total for 2/28/2025:	58,317.90
				Report Total (153 checks):	325,661.09





Information Technology Services  
 40 N. 2<sup>nd</sup> Street  
 Lebanon, Oregon 97355

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

## INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

### IT

- Started work on the AV system at the new Library Council chambers.
- Upgraded network hardware to address security vulnerabilities and keep systems current.
- The IT Director is mid-way through a Cyber Resilience for Local Governments class at Portland State University, a cyber risk assessment program offered to local agencies in Oregon and Washington.
- Worked with the City Manager and Finance Director on proposed budget for FY2026.
- Participated in Cyber Security Tabletop exercise with Linn County IT.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

### GIS

- Continued GIS/Utility Billing meter integration and reconciliation.
- Migrate Lead and Copper project to Oregon Health Authority schema.
- Work with Public Work on improving functionality and consistency of locate maps for staff.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- Impervious Surface data review and update.
- The monthly tax lot updates from Linn County were completed.



55 Academy Street  
Lebanon, Oregon 97355

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

# MEMORANDUM

*Lebanon Public Library*

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

Date: February 24, 2025

- Our new grant-funded Spanish collection is now circulating.
- Members of the Lebanon Police Department were special guests at Preschool Storytime this month.
- Volunteers from the Oregon Department of Revenue will be at the library Wednesday, March 5<sup>th</sup> to help members of the public file their taxes.

THE CITY THAT FRIENDLINESS BUILT



40 N. 2<sup>nd</sup> Street, Suite 100  
Lebanon, Oregon 97355

TEL: 541.451.1751  
[www.lebanonoregon.gov](http://www.lebanonoregon.gov)



Item # 12.

# MEMORANDUM

*Police Department*

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

Date: February 28<sup>th</sup>, 2025

- For February 2025, the Patrol Division had approximately 1,403 calls for service, made 98 arrests, conducted 307 traffics stops, wrote 71 citations for various traffic violations, and wrote 139 case reports.
- Looking at year 2024 totals, Lebanon Police Dept. handled a total of 17,766 calls for service, made approximately 1,284 arrests, issued 708 traffic citations, conducted 2,417 traffic stops and wrote 2,100 case reports.
- For the calendar year of 2024, officers of the Lebanon Police Department reported using force in 24 separate incidents while attempting to control a violent situation or affect an arrest. Some of these incidents involved multiple officers, multiple suspects and multiple levels of force including physical takedowns, displaying and pointing the taser, firing the taser, and displaying a firearm. All reported uses of force were extensively reviewed and found to be in compliance with operational guidelines.
- For the calendar year of 2024, K-9 Oak was deployed a total of 61 times and has apprehended 18 individuals, biting three violent offenders who were resisting apprehension. K-9 Oak has also aided in tracking suspects who have attempted to run from officers and assisted in high-risk vehicle stops and building searches. All deployments and uses of force from K-9 Oak are also put through an extensive review process for proper application of procedures and compliance with the operational guidelines of this agency.
- There were four (4) uses of force for February. (1) Officers contacted a subject in an apartment who had recent resistive/violent contact with officers; officers contacted the subject regarding a warrant for his arrest and for violation a stalking order. Upon contact, due to the potential for volatility, the officer pointed their taser at the subject, who then complied and was taken into custody without incident. (2) An officer contacted a subject who was found to be in a stolen vehicle. The officer pointed his firearm at the subject and ordered him out of the vehicle; the subject got out and began to run away from the officer, who holstered his firearm and chased the subject. The officer caught up to the subject and tackled him to the ground; the subject was then taken into custody with no further incident, and no injuries were reported.

INTEGRITY, PROFESSIONALISM & TEAMWORK

(continued from page 1)

(3) Lebanon officers aided another agency on a high-risk traffic stop involving individuals who had outstanding warrants for their arrest. Officers pointed their firearms at the subjects, who all complied and were taken into custody without incident. (4) Officers contacted a subject who was violating a restraining order that was actively under the influence of narcotics. The subject yelled at the officers to shoot him as they arrived on scene. Officers quickly grabbed ahold of the subject's arms and wrists; the subject then tensed and fell to the ground, and tried to keep his arms tucked underneath his body. Officers were finally able to get the subject's arms out from underneath him and to his back. The subject was taken into custody without further incident. Both involved officers sustained abrasions to their hands and the subject had an abrasion on his hand, but no medical attention was requested or needed. All use-of-force incidents are reviewed extensively by a Sergeant, Lieutenant, the Police Captain, and finally the Chief. All use-of-force incidents were found to be justified and fell within policy and standards.

- Community Services staff members Albanese and Johnson, along with members of the patrol teams, continue to conduct extra patrol within our parks system to assist in reduction of unwanted activities (ordinance violations and trespassing) and provide outreach. A total of 11 individuals were trespassed from the parks for City ordinance violations.
- The Detectives Division remains busy. This month, they were assigned four (4) new cases, reviewed thirty-eight (38) DHS referrals, and were able to close out one (1) case. They conducted interviews at the ABC House, and also spent time aiding neighboring agency groups with warrant execution and drug interdictions.





925 S. Main Street  
Lebanon, Oregon 97355

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

# MEMORANDUM

*Public Works*

Date: February 28, 2025

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

## A. Collections (Sanitary-Storm):

- Mowing
  - No mowing or weed eating.
- Manholes:
  - Inspecting manholes for I&I.
- Sewer Mains:
  - Responded to one report of a plugged sanitary main.
  - Cleaned 560 feet and video inspected 300 feet of sanitary sewer main line.
  - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
  - Assisted 6 customers with sewer lateral issues.
  - Video inspected 500-feet of sanitary sewer laterals.
    - Inspected several hundred feet during locates.
  - 0 cleanouts installed.
  - Conducted 2 sewer lateral replacement investigations.
    - 2 -entered program
    - 0 -not eligible or did not require replacement
    - 0 -working with customers to gather more information
  - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
  - Investigated an unknown storm system on W. Sherman Street.
    - Working with Engineering to develop a plan for repair / replacement.
  - Completed several rounds of catch basin, curb inlet, ditch inlets, and culvert clearings during rain events.
  - Cleaned 775 feet and video inspected 775 feet of storm line.
  - Cleaned several catch basins that had slow flow.
- Special projects:
  - Located sewer mains and laterals for Ziplly Fiber
  - Assisted with several water leaks and sewer issues from boring.
  - Reviewed preconstruction plans for Engineering.
  - Monthly equipment checks and maintenance are completed.
  - Checked River Park RV Dump Station holding tank, and operation of the pump.

- Cleared one plug in dump station.
- Checked Gill's Landing Pump Station and pump operation.

#### B. Parks:

- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleaned weekly of leaves and other debris.
- There has also been an increase in daily vandalism and trash pick-up which has increased the amount of time it takes crews to clean restrooms and complete trash pick-up.
- Rebuilding, repairing, and repainting benches and picnic tables for all parks began.
- The pressure washing of parks has begun as the weather permits.
- Shrub and tree trimming.
- Gills Landing
  - There were 29 RV park reservations for the month of February.
  - There were no shelter rentals for the month of February.

#### C. Streets:

- 13 – days were spent sweeping.
- Continued the annual tree and shrub trimming in the right-of-way.
- Removed trees from two locations and ground stumps at five previous tree removals.
- Monthly equipment checks and maintenance are completed.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Removed sidewalk and curb so new ADA ramps could be installed at Williams Street and Sherman Street.
- Sanded roads during the ice storm.
- Responded to garbage clean-ups on the roadway.
  - Cheadle Lake
  - Shopping carts (12)
- Graded gravel roadways, alleys, and shoulders of roads and filled potholes throughout town.
- Swept asphalt trails, removed debris, and removed downed tree limbs.
- Assisted water department
  - Repaired two water service leaks

#### D. Wastewater Treatment Plant:

- Influent flow for the month of January averaged 6.94 MGD with a peak of 11.89 MGD and a total of 215.21 MG
- Headworks screw auger failed, pulled for repairs.
- W3 pump failed, pulled and taken to RPM for repairs
- Installed new WAS pump on Clarifier #4, pulled pump in service and sent to RPM for cord repair
- Anoxic Mixer L-41 failed, spare on site will replace and evaluate for repair/replace
- Installed repaired headworks screw auger
- Installed repaired Clarifier #4 Scum pump

**E. Water:**

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

**F. Water Treatment Plant:**

Production	
Monthly Water Use (Intake Flow Meter)	68.78 MG
Finish Water Produced	59.55 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
0.76	1.33	1.05	0.011	0.029	0.016
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.33	7.97	7.77	3.14	37.56	10.19

- Replaced air solenoids on train 4
- Replaced ARV on CIP system
- Continued membrane maintenance due to drawdown



# MEMORANDUM

## *Senior Services & LINX Transit*

Date: March 3 2025

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

### LINX Transit:

To date, LINX Transit has provided almost 50,000 rides and on track to provide up to 75,000 rides this fiscal year.

IT has been pulling reports for call volume for LINX Transit for the last couple of years. The last few months, the front office for LINX Transit has been averaging 350 calls received and placed each day. The report also indicated that approximately 92 hours were spent on the phone for the month, for scheduling rides. The six months prior to that we were averaging 290 calls each day and approximately 78 hours on the phone each month.

LINX Transit did post a Request for Proposal (RFP) for our scheduling and dispatching software system and responses are due by March 28<sup>th</sup>, 2025. Some of the features for vendors responding to the RFP should prove to be helpful for gaining efficiencies, improving accuracy and streamlining communication. The new system should also help with the call volume the LINX front office is currently experiencing. We received funding through Oregon Department of Transportation (ODOT) for 80% of the cost and Linn County Statewide Transportation Improvement Funds (STIF) for the 20% match. Thank you to Andy, and other IT staff for all of their assistance with this project.

LINX Transit moved the bus fleet from the Justice Center parking lot to the newly paved lot, at the Maintenance Shops, on Oak Street. Thank you to the City Maintenance Department for all of their work on this project. Maintenance is still working on building a 10\*20-foot storage shed and various other shop improvements to work on the buses. The project will be completed by June 30, 2025. We received a STIF grant through ODOT for 80% of the cost of the project, 20% through Linn County and the City Maintenance Department has provided some in-kind for helping to complete the project.

Senior Center:

We celebrated Random Acts of Kindness the week of February 10<sup>th</sup>-14<sup>th</sup>. This has become an annual tradition that encourages patrons to look for opportunities to spread some kindness in the world. Our simple acts help demonstrate how even small things, like a little sticky note with an encouraging message, can make a big difference.

The first of our behavioral health programs presented by Chris Eihlers, from Lane County COG, drew a large crowd. The Senior Center is more than a place for entertainment and hobbies. One of the most important things we do is connect older members of our community with resources to help them create their best aging experience possible with accurate and up to date information. Chris' information on end-of-life planning is vital to provide people with the peace of mind that they have their wishes met and are not a "burden" on family. This will lead nicely into the March presentation on wills, trust and powers of attorney being presented by Willamette University Law Program students, on March 8<sup>th</sup>, at 10:00am. The presentation is open to the public of all ages.

March is going to be highlighted with some presentations and activities from COMP-NW medical students. Medical students will be doing a nutrition and cooking demo, on March 4<sup>th</sup> and a workshop on skin care, on March 11<sup>th</sup>. The programs facilitated by the medical students provide valuable information to the seniors in our community and offer an opportunity for the students and seniors to engage in intergenerational conversation.