



LEBANON CITY COUNCIL WORK SESSION & REGULAR MEETING AGENDA

April 10, 2024 at 5:00 PM

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

MISSION STATEMENT

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

Mayor: Kenneth Jackola

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

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

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 Systems Update and Rate Discussion

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 – April 10, 2024
2. **AGREEMENT:** Property Acquisition – NW Corner of Stoltz Hill Road & Airport Road
3. **BID AUTHORIZATION:** Gills Landing Project
4. **COUNCIL MINUTES:** March 13, 2024
March 20, 2024 Work Session
March 20, 2024 Executive Session
5. **EASEMENT:** Airport Road Storage
6. **LIQUOR LICENSE:** Hangry Solutions

- 7. Resolution No. 7 for 2024** - A Resolution Recognizing the Importance of Arbor Day and Trees in the City of Lebanon.

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on March 9, 2024**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

- 8. Public Hearing:** Resolution No. 5 for 2024 - A Resolution Adopting the City of Lebanon's Utility Rates.

REGULAR SESSION

- 9.** Resolution No. 6 for 2024 - Private Sewer Lateral Replacement Program Policy and Guidelines Updates
- 10.** Housing Projection Study Code Update - Council Representative Assignment
- 11.** Crossroads Communities -Non-Profit Affordable Housing Tax Exemption Request
- 12.** Ordinance Bill 2024-02, No. 3018 - A Bill for an Ordinance Amending 9.40 of the Lebanon Municipal Code Relating to Civil Trespass.
- 13.** Resolution No. 8 for 2024 – A Resolution by the City of Lebanon Opting in to Recreational Immunity Pursuant to ORS 105.668.
- 14.** Department Report – March 2024

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

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

**NEXT SCHEDULED COUNCIL MEETING(S): April 24, 2024 City Council WS @ Noon
May 8, 2024 Regular Meeting @ 6PM**

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

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

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

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

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

UTILITY SYSTEMS UPDATE

WATER, WASTEWATER AND STORM DRAINAGE UTILITY SYSTEMS

WORK SESSION OBJECTIVES

UTILITY SYSTEMS UPDATE

- WATER
- WASTEWATER
- STORM DRAINAGE

FINANCIAL

- REVENUE / EXPENSE TRENDS
- RATE COMPARISON
- PROPOSED RATE ADJUSTMENT

WATER SYSTEM

- With the completion of the New Water Treatment Plant (WTP) in 2018, City Staff has been focusing on water main replacement projects, demolition of the Old WTP and some minor projects at the New WTP.
- Green Peter Reservoir Drawdown impacts to the Water Treatment Plant have now become an unplanned priority for Staff.
- The WTP has produced over 576.06 million gallons of water in FY 23/24 (through February 2024).
- Increase of approximately 22 million gallons over the same time period for the previous year. Primarily tied to summer months of 2023 and new meters coming online.

WATER SYSTEM

- City Staff maintain 85.46 miles of distribution main throughout Lebanon. There are multiple large and small diameter water mains that are in need of replacement throughout the City.
- Focus on replacing mains with highest priority, which include those with leaks and those that are undersized.
- Additional membranes will be added to the Water Treatment Plant this next fiscal year to ensure ability to meet water demand during times of high turbidity on the South Santiam River. Primarily due to the drawdown.
- Maintenance Distribution Crews spent time repairing leaks, installing new meters and general upkeep of the system.

WATER SYSTEM

- Average yearly funding for line replacement allows for approximately 2500-3000 lineal feet. This depends on size, location and bidding climate.
- Equates to an approximate 160-year replacement cycle.
- Typical life cycles on ductile iron waterline (what the City currently installs) is approximately 75 years.
- Replacement continues to be well below the recommended replacement cycle.

WATER SYSTEM

Upcoming Projects

- **Water Treatment Plant** - addition of filter cartridges to complete buildout on existing racks.
- **Seventh Street Waterline Replacement** (Oak to F Streets). Construction is currently underway and includes street reconstruction, sanitary sewer, and storm drainage replacement.
- **Stoltz Hill Road Waterline Extension** – in conjunction with the Airport Road / Stoltz Hill Traffic Signal Project. Proposed to bid in summer of 2024 pending right of way.
- **Grant Street Waterline Replacement** (Main to 5th Streets) FY 24/25 pending ODOT approval of access ramp design at Main Street (Highway 20) and UPRR Permit.
- **Sherman Street Waterline Replacement** (Main to 5th Streets) FY 25/26

WASTEWATER SYSTEM

- The Wastewater Plant has treated approximately 968 million gallons of sewage in FY 23/24 (through February 2024).
- Replacing pumps in the Westside Interceptor Pump Station.
- Wastewater Treatment Plant Facilities Plan Update. Preliminary findings indicate multiple large projects to complete over the next twenty years. The top two priority projects are estimated to cost \$35 million. Completion of the master plan is scheduled for spring/summer 2024.

WASTEWATER SYSTEM

- Continue to see a substantial increase in sewer lines and laterals that are failing.
- City Maintenance Crews cleaned over 16,000 lineal feet of sanitary mainline and televised almost 13,775 lineal feet over the last year.
- There are approximately 65.05 miles of sanitary sewer main within the collection system.

WASTEWATER SYSTEM

- Current funding on average replaces approximately 2,000 to 2,500 lineal feet of sewer mainline pipe per year. This depends on size, location and bidding climate.
- Equates to a 170-year replacement cycle.
- Typical life cycle for older concrete/clay pipes is 50-75 years. Newer PVC pipe has a lifecycle of approximately 100 years.
- Aging pipes contribute a substantial amount of infiltration and inflow (I&I) increased loading on the Wastewater Treatment Plant. This is driving the priority projects at the WWTP.

WASTEWATER SYSTEM

Upcoming Projects

- **Westside Interceptor** update
- **Third Street Alley Sewer Replacement** FY 24/25
- **Stoltz Hill Road Sanitary Sewer Extension** (part of Airport Road Signal Project) FY 24/25
- **Wastewater Treatment Plant Facility Plan** estimated completion spring/summer 2024
- **Grove Street Sanitary Sewer Project** FY 24/25

STORM DRAINAGE SYSTEM

- There are approximately 62.88 miles of storm drainage mains and 51.93 miles of open channel drainage ways with the collection system.
- Currently drainage mainline replacement is approximately 1,500 lineal feet every two to three years based on the limited funding the Drainage Utility generates (approximately \$250 per year)
- This equates to a very lengthy replacement cycle.
- The Maintenance Collections Crew spends a large amount of summertime months mowing drainage ways.

STORM DRAINAGE SYSTEM

- The new Storm Drainage Master Plan has a Capital Projects section which recommends multiple improvements and upgrades along with the typical life cycle replacements within the storm drainage system.
- All of these factors mentioned above will require additional funding to meet requirements and keep the system operational.

STORM DRAINAGE SYSTEM

Upcoming Projects

- **Willow Street Storm Extension** FY 24/25
- **Minor Capital Projects** replacing drainage pipe, manholes and catch basins.
- **Drainage System** video inspection, cleaning, mowing (natural and ditched drainage ways) and repair.
- **TMDL** Total Maximum Daily Loading

FINANCIAL

REVENUE

All three systems are on track to be at or above projections.

EXPENSES

All three utilities are on track to come in at or slightly under budget.

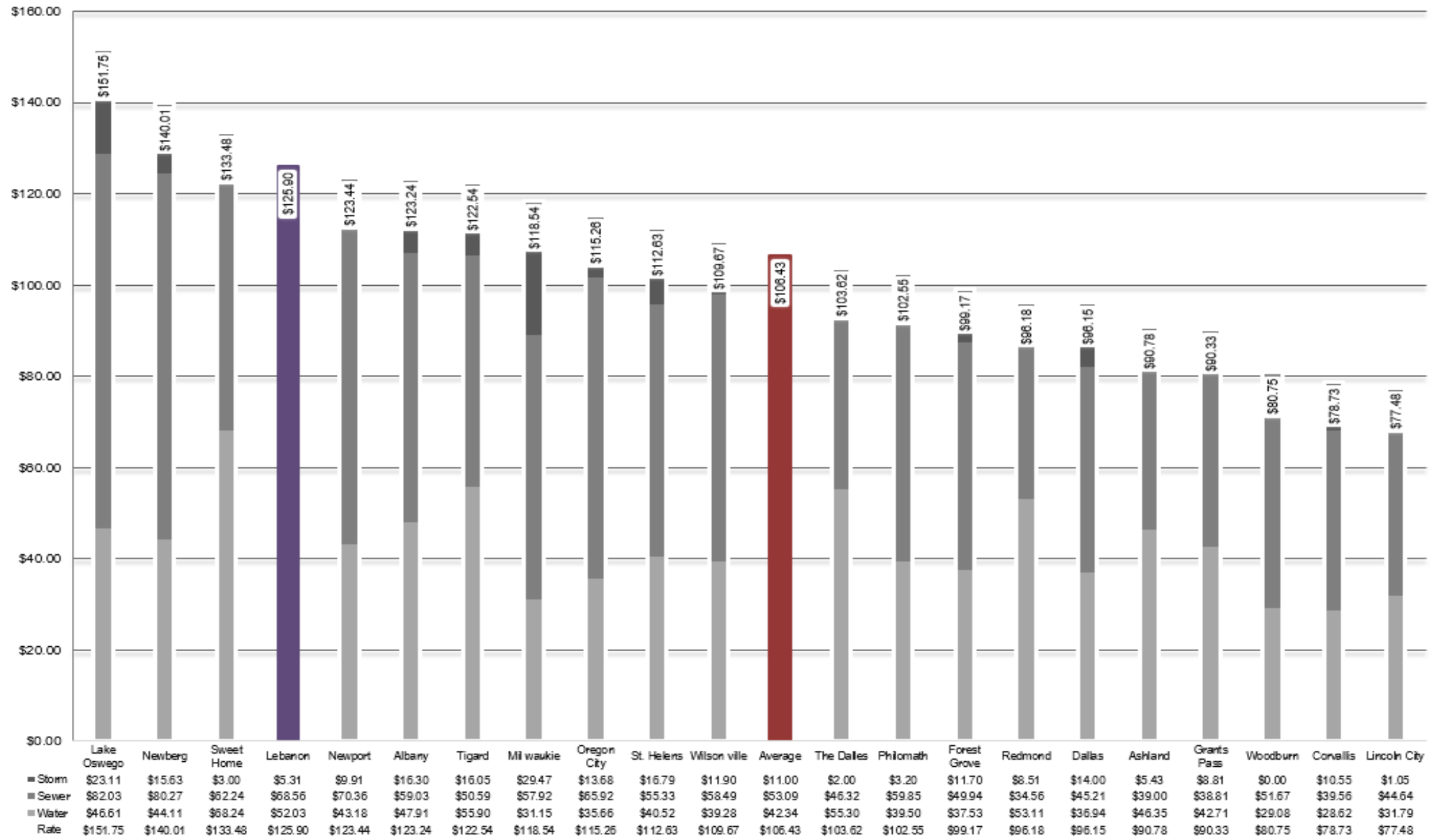
FINANCIAL

Proposed Methodology – Based on 5 units for Water and Wastewater			
Utility	Current Average	Proposed Average	Change
Water	\$51.01	\$52.03	2.00%
Sanitary Sewer	\$66.25	\$68.56	3.50%
Storm Sewer	\$4.82	\$5.30	10.00%
Total	\$122.08	\$125.89	3.03%

The above table shows how rate increases would be completed with a 3.03% bottom-line change and differential changes to each utility.

2024 Utility Rate Comparison - Proposed

Item # 1.



Average Single Family Residential Charges Based on Five Units (3,740 gallons)

QUESTIONS / COMMENTS



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

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: April 1, 2024

From: Ron Whitlatch, Interim City Manager

Subject: Property Acquisition – NW Corner of Stoltz Hill Road & Airport Road

I. INTRODUCTION

City staff is currently designing a traffic signal and other related improvements at the intersection of Airport and Stoltz Hill Roads. The design requires improvements adjacent to and including a portion of the southeast corner of the property located at the northwest corner of Airport and Stoltz Hill Roads (12S02W15BD07300). The improvements will include sidewalks on both Airport Road and Stoltz Hill Road and an ADA ramp at the intersection.

II. CURRENT REPORT

Following the January 10, 2024 City Council Meeting, city staff has negotiated a purchase price of \$23,800.00 with the owner for the entire property located at the northwest corner of Airport and Stoltz Hill Roads (12S02W15BD07300). Exhibit A includes the terms of the agreement.

III. RECOMMENDATION

This memo requests a City Council motion to approve the purchase of said property and appoint Ron Whitlatch, Interim City Manager as an authorized signer on all real estate and financial documents related to the purchase of 12S02W15BD07300.

This document has been approved by the Lebanon City Council and signed on this 10th day of April 2024.

Kenneth E. Jackola, Mayor

Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, CMC, City Recorder

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made the _____ day of _____ 2024 by and between the CITY OF LEBANON, an Oregon Municipal Corporation ("CITY"), and Applegate Homes, LLC, an Oregon Limited Liability Company ("OWNER"), (jointly "the PARTIES"), regarding the purchase of the property located at 12S02W15BD07300.

A. RECITALS

- 1) "CITY" proposes to install a traffic signal at the intersection of Stoltz Hill Road and Airport Road as indicated in the 2018 Transportation System Plan.
- 2) "OWNER" owns the property located at 12S02W15BD07300 also known as Tract A (Exhibit A) needed for above mentioned traffic signal.

Now, therefore, the parties understand and agree as follows:

B. UNDERSTANDING and AGREEMENT:

- 1) The Recitals set forth in this document are a material part of the understanding of the parties, and are, therefore, incorporated by this reference as operative terms.
- 2) The "CITY" will purchase the entire parcel shown in Exhibit A for a total amount of \$23,800.
- 3) The "CITY" will direct the \$23,800 towards System Development Charges owed by the "OWNER" with any remaining balance directed to the "OWNER".
- 4) The "OWNER" will be responsible for any remaining System Development Charges owed.
- 5) The "CITY" will pay all closing, recording, and title fees associated with the purchase.
- 6) The "CITY" will work with the Postmaster to relocate mailboxes located to the east of the subject property along Stoltz Hill Road.
- 7) The "CITY" will maintain on-street parking to the north of the most southern driveway on the east side of Stoltz Hill Road north of Airport Road.
- 8) The "CITY" will attempt to locate the intersection to the as far west as possible to lesson the impact on the current development to the east.
- 9) Notices under this MOU shall be in writing and shall either be (a) mailed by first class mail, postage prepaid, certified or registered with return receipt requested, (b) delivered in person or by nationally recognized overnight courier, or (c) sent by email. The address of each party for purposes of notices under this MOU is set forth below. Either party may change its address for notices by at least five days advance written notice to the other.

To CITY: City of Lebanon
 925 S. Main Street
 Lebanon, OR 97355
 Attention: Ron Whitlatch, Interim City Manager
 Email: ron.whitlatch@lebanonoregon.gov

To OWNER: Applegate Homes, LLC
 39596 Griggs Drive
 Lebanon, Oregon 97355
 Attention: James Lutz, Applegate CPCM
 james.cpcm@outlook.com

- 10) This MOU sets forth the entire understanding of the parties, and no other representations, warranties, statements, or agreements have been made by any of the parties except as expressly set forth in this MOU. The terms of this MOU are contractual and not mere recitals.
- 11) Each of the undersigned represents and warrants that they have carefully read and reviewed the terms of this MOU with their respective counsel, know its contents, and that this MOU is voluntarily accepted after consultation with the parties' respective counsel, and that each has signed this MOU as its own free act. If a party is a corporate entity, it has caused its name to be signed by an officer or other person duly authorized to do so by order of its Council, Managers, Directors, Board or other person or persons with such authority.
- 12) The parties expressly agree- should it be necessary to timely and efficiently consummate the parties' global resolution as described herein- that this MOU may be executed by the parties in two or more counterpart originals, and furthermore, that facsimile and/or email signatures are acceptable.
- 13) In the event suit, action or other legal proceeding is brought to interpret or enforce the terms of this MOU, the prevailing party is entitled to recover from the losing party, in addition to costs and disbursements allowed by law, the prevailing party's reasonable attorney fees prior to and during such suit, action or other legal proceeding, both at trial and on any appeal.
- 14) The parties expressly agree- should it be necessary to timely and efficiently consummate the parties' global resolution as described herein- that this MOU may be executed by the parties in two or more counterpart originals, and furthermore, that facsimile and/or email signatures are acceptable.
- 15) In the event suit, action or other legal proceeding is brought to interpret or enforce the terms of this MOU, the prevailing party is entitled to recover from the losing party, in addition to costs and disbursements allowed by law, the prevailing party's reasonable attorney fees prior to and during such suit, action or other legal proceeding, both at trial and on any appeal.

CITY OF LEBANON

By: _____
Ron Whitlatch, Interim City Manager

APPLEGATE LANDING, LLC

By: _____
James Lutz, Applegate CPCM



925 S. Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Approval to Advertise Project for Bids**
Gills Landing Trail
Project No. 22714

Date: April 1, 2024

I. INTRODUCTION

In 2022, City staff developed a design for a connector trail across the Gills Landing Parking Lot to connect the Old Mill Trail and the River Park Trail. The original concept was to have City Crews do some in-kind work and contract out the trail construction, which was to be funded by Build Lebanon Trails (BLT). Unfortunately, the cost estimate to complete the proposed project as designed was substantially more than anticipated.

A new concept was developed in late 2023 that will reduce the overall project cost. The design is being completed by Udell Engineering and BLT will fund the entire construction of the project. City Staff will advertise the project for bids and complete all the construction management. The current Engineer's Estimate for the project is between \$100,000 and \$150,000.00.

II. RECOMMENDATION

I recommend that City Council pass a motion authorizing City staff to advertise the Gills Landing Trail Project for bids. Staff will evaluate the bids and bring a recommendation to City Council for Award.



LEBANON CITY COUNCIL REGULAR MEETING MINUTES

March 13, 2024 at 6:00 PM

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

MISSION STATEMENT

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

Mayor: Kenneth Jackola

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

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6 PM.

ROLL CALL

PRESENT

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

STAFF

- Interim City Manager Ron Whitlatch
- Finance Director Brandon Neish
- Chief of Police Frank Stevenson
- City Recorder Julie Fisher
- IT Technician Erin Gomez

MEDIA

- Sarah Brown, Lebanon Local

CONSENT CALENDAR

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

Motion made to approve the Consent Agenda by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Ullfers.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers,

Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

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

PRESENTATION / RECOGNITION

8. Crossroads Communities - Executive Director Michael Couch

Michael Couch with Crossroads Community, presented to the Council on the ways the organization supports the needs of the community with low-income housing, workforce education, ADA compliant Transportation services, distribution of space heaters, and addition services to low-income households.

There are current Oregon statues in place that provide fiscal benefits to nonprofits that own and operate affordable housing, exempting organizations like CRC from property taxes on units. Mr. Couch requested Council consider this exemption for Crossroads.

The Council requested staff bring back a staff report with information on the potential impacts on the request.

9. Parks, Trees & Trails Committee

Rick Barnett and Rod Sell with Build Lebanon Trails and Lebanon Parks, Trees, and Trails Committee provided an update on the various projects the committee has been working on. The committee's focus includes Cheadle Lake Accessibility Improvements, the Georgia Pacific Trail, and applications for grand funding. They also provide \$20,000 per year for four years to help fund a Seasonal Trail Maintenance Worker. The committee continues trail development and maintenance in Lebanon with close working relationship with the City of Lebanon.

PUBLIC COMMENTS

Derek LeBlanc, with Kids SAFE, requested Council authorization to set up a fully enclosed BB Gun Range, during Strawberry Festival. Their foundation focuses on teaching gun safety to children. Staff will work with Kids SAFE through the Event Permit process.

KaryAnn Lane with Beauty Temple requested the Council consider moving the Farmers Market from the downtown parking lot to Ralston Park. She gathered signatures of those in support of her petition and shared concerns of safety and parking issues that affect downtown businesses when the market occurs. Staff will reach out to the Farmers Market to discuss options.

Shellie Jackola presented the current Lebanon Downtown Association activities and projects.

REGULAR SESSION

10. Chamber of Commerce Funding Request

The Chamber of Commerce presented during the February meeting the need for funding to complete the remodel and upgrade of the Chamber of Commerce which was damaged by a vehicle collision. The Chamber will receive some funding through insurance as well as a donation by Linn County of \$70,000. The Chamber requested \$100,000 from the City of Lebanon from the Transient Occupancy Tax monies that can only be used towards tourism. The Council supported the request.

Motion made to approve the request of \$100,000 of tourism funds to the Chamber of Commerce for their building fund by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage.

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

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

Interim City Manager Ron Whitlatch explained proposed amendments to the Private Sewer Lateral Replacement Program to improve the process for payable and receivables related to program.

Motion made to approve Resolution No. 2024-03 by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Mann.

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

12. Lebanon Municipal Code Chapter 2.04 Regular Meetings Update

Interim City Manager Ron Whitlatch explained current municipal code states a specific time and date for regular city council meetings. By amending the code to remove specific times and dates for the second meeting, the council will have a new level of flexibility, allowing for adjustments in meeting times to better accommodate the needs of both council members and the community. It also allows for council greater adaptability in responding to unforeseen circumstances. Public Meeting Notices will also be part of the meeting schedule process. The proposed amendments have been vetted by legal counsel.

The Ordinance was read by title only.

Motion made to approve Ordinance No. 3017 by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Workman.

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

13. Department Reports - February 2024

Interim City Manager Ron Whitlatch announced Tyson Keene was named Utility Operator of the Year and public the City of Lebanon received Best Tasting Surface Water and Best Tasting Water overall from the Oregon Association of Water Utilities (OAWU).

A work session for 5-year budget projection is scheduled for March 20th at noon at the Santiam Travel Station.

ITEMS FROM COUNCIL

Councilor Steinhebel reported a representative from the Oregon Governor’s Office will be visiting Twin Cedars Mobile Home Park on March 25, 2024, at 2pm to discuss with residents SB 608. Members of the Council may attend as well. A public notice of a possible quorum of the Council will be published.

PUBLIC/PRESS COMMENTS

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

There were no further comments or questions from the media.

NEXT SCHEDULED COUNCIL MEETING(S) April 10, 2024

The following meetings are scheduled:
City Council Work Session March 20, 2024, at noon.
City Council Work Session April 10, 2024, at 5 PM
City Council Regular Meeting April 10, 2024, at 6 PM.

ADJOURNMENT

The meeting was adjourned at 7:12 PM.

[Minutes prepared by Julie Fisher, City Recorder]

Minutes Approved by the Lebanon City Council on this 10th day of April 2024.

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:

Julie Fisher, City Recorder



LEBANON CITY COUNCIL MEETING -WS MINUTES

March 20, 2024 at 12:00 PM

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

MISSION STATEMENT

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

Mayor: Kenneth Jackola

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

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

PRESENT

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

STAFF

- Interim City Manager Ron Whittlatch
- Finance Director Brandon Neish
- Police Chief Frank Stevenson
- Human Resource Director Angela Solesbee
- Community Development Director Kelly Hart
- City Recorder Julie Fisher
- Transit and Senior Services Director Kindra Oliver
- Library Services Director Kendra Antila
- City Attorney Tre Kennedy
- IT Administrative Assistant Erin Gomez
- IT Director Brent Hurst

MEDIA

None

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.

The meeting was called to order at 12:00 PM.

DISCUSSION ITEMS

1. 5 Year Projection Discussion

Mayor Jackola opened the meeting by explaining the information brought to the Council will be difficult and is an opportunity to find innovative solutions. His desire is for Lebanon to be an economically viable city and continue to provide current service levels.

Interim City Manager Ron Whitlatch and Finance Director Brandon Neish presented the City Council the financial projection for the upcoming five years. The five-year forecast indicates a serious deficit at the end of the projection. The presentation from staff included revenue projections followed by expenditure forecasting. Some of the revenue discussed included property taxes, franchise, and utility fees. Expenditures reviewed included PERS, personnel costs, insurance premiums, and materials and services. The effects of inflation were evident in the projections.

Reserve fund policies were introduced, noting that changing the current 17% reserve fund influences debt sale options.

Staff reported what is currently being done to mitigate the negative impacts of the general fund. Material and services have been reduced and 8.6 FTE in the general fund have been reduced. As vacancies occur, positions will be evaluated to determine whether or not the position should be filled.

Next steps, moving forward, staff requests council establish policy and service decision for priorities moving forward. Staff have made the changes they are able without impacting current services levels.

Additional expenditure reductions or alternative revenue sources are needed to bring the forecasted deficit to meet the reserve policies and comply with state law.

Options staff presented and discussed with the Council, included sales tax, local option levy tax, or service fees. Other items considered PERS buy down. Council was interested in how other cities are handling the same issues. staff will bring back information on comparable and neighboring cities utility fees or levies. An additional work session will be held on April 24, 2024, at noon.

ADJOURN WORK SESSION

The meeting was adjourned at 1:00 PM.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, City Recorder



LEBANON CITY COUNCIL EXECUTIVE SESSION MINUTES

March 20, 2024 at 12:00 PM

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

MISSION STATEMENT

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

Mayor: Kenneth Jackola

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

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

The Executive Session was called to order at 1:10 PM.

ROLL CALL

PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Wayne Dykstra (online)
- Councilor - Ward 1 Carl Mann
- Councilor - Ward 2 Kim Ullfers
- Councilor - Ward 2 Dave Workman
- Councilor - Ward 3 Jeremy Salvage (online until 1:30 PM)
- Council President - Ward 3 Michelle Steinhebel

STAFF

- Interim City Manager Ron Whitlatch
- Finance Director Brandon Neish
- Police Chief Frank Stevenson
- Human Resource Director Angela Solesbee
- City Recorder Julie Fisher
- City Attorney Tre Kennedy
- IT Director Brent Hurst

MEDIA

None

EXECUTIVE SESSION

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

1. Per ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

City Attorney Tre Kennedy read the Executive Session announcement. Staff presented the Council an update regarding the recent bargaining sessions. There were no decisions made during the meeting.

ADJOURNMENT

The meeting adjourned at 2:24 PM.

Minutes Prepared by City Recorder Julie Fisher

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor

Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Engineering Services

To: Ron Whitlatch, PE
Engineering Services Director

Date: March 26, 2024

From: Shana Olson
Project Manager 

Subject: Easement – Airport Rd Storage

The attached easement for public access and dedication is to be presented for City Council approval. This easement is for the access to new construction water main with hydrants through the project.

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

THE CITY THAT FRIENDLINESS BUILT

EASEMENT FOR PUBLIC ACCESS AND UTILITIES

Item # 5.

THIS AGREEMENT, made and entered into this 6th day of March, 2024 by and between Timbermill Self Storage, LLC, (Address): 225 E Airport Rd, Lebanon OR 97355, herein called Grantors, and the CITY OF LEBANON (Address): 925 Main Street, Lebanon, Oregon 97355, a Municipal corporation, herein called "City."

WITNESSETH:

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

This agreement is subject to the following terms and conditions:

- 1. The right-of-way hereby granted is described as follows: SEE "EXHIBIT A" ATTACHED
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 6th day of March, 2024

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

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

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

Timbermill Self Storage LLC by E
Investments LLC by Eric Swanson

By: Ron Whitlatch, Interim City Manager

GRANTOR(S)

GRANTEES

On the 6th day of March, 2024 personally appeared the within named Eric Swanson who acknowledged the foregoing instrument to be a voluntary act and deed.

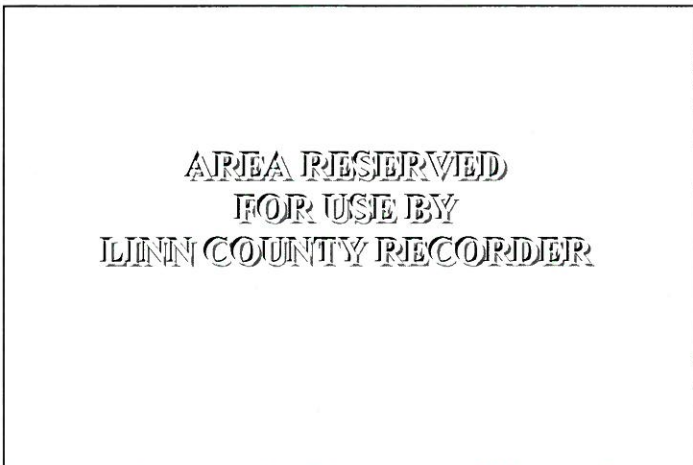
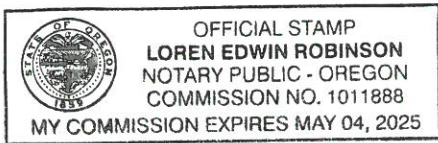
On the ___ day of ___, 2023 personally appeared who being duly sworn, did say that the above is the city Manager for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council,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

BEFORE ME: [Signature]
NOTARY PUBLIC FOR OREGON

Commission Expires: May 4, 2025

BEFORE ME: _____
NOTARY PUBLIC FOR OREGON

Commission expires: _____



AREA RESERVED
FOR USE BY
LINN COUNTY RECORDER

EXHIBIT A

PUBLIC UTILITY EASEMENT

AN AREA OF LAND IN THE EAST HALF OF SECTION 14, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LINN COUNTY, OREGON MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE LAND DESCRIBED IN LINN COUNTY DEED VOLUME 851 PAGE 574; THENCE SOUTH 89°37'35" WEST FOR A DISTANCE OF 62.92 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 89°37'35" WEST FOR A DISTANCE OF 330.31 FEET; THENCE SOUTH 00°22'25" EAST FOR A DISTANCE OF 8.85 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF AIRPORT ROAD; THENCE ALONG THE ARC OF A 437.00 FOOT RADIUS CURVE TO THE LEFT FOR A DISTANCE OF 10.60 FEET (CHORD BEARS NORTH 70°59'57" WEST FOR A DISTANCE OF 10.60 FEET); THENCE, LEAVING SAID RIGHT-OF-WAY, NORTH 00°22'25" WEST FOR A DISTANCE OF 20.34 FEET; THENCE NORTH 89°37'35" EAST FOR A DISTANCE OF 176.32 FEET; THENCE NORTH 00°15'38" WEST FOR A DISTANCE OF 144.75 FEET; THENCE SOUTH 89°44'22" WEST FOR A DISTANCE OF 4.25 FEET; THENCE NORTH 00°15'38" WEST FOR A DISTANCE OF 10.00 FEET; THENCE NORTH 89°44'22" EAST FOR A DISTANCE OF 19.25 FEET; THENCE SOUTH 00°15'38" EAST FOR A DISTANCE OF 154.72 FEET; THENCE NORTH 89°37'35" EAST FOR A DISTANCE OF 148.99 FEET; THENCE SOUTH 00°22'25" EAST FOR A DISTANCE OF 15.00 FEET TO THE TRUE POINT OF BEGINNING.

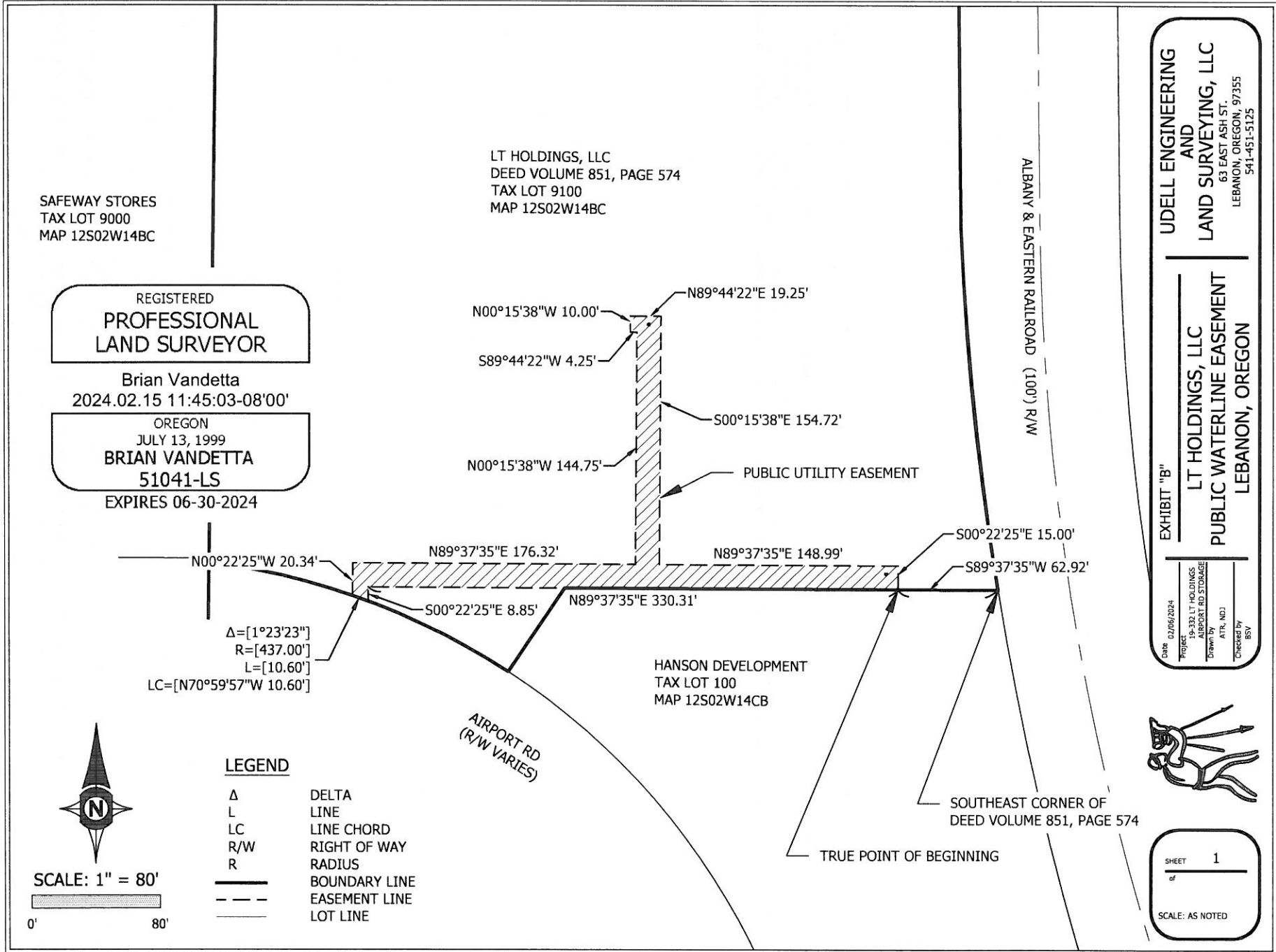
THE ABOVE DESCRIBED AREA CONTAINS ±7,538.89 SQUARE FEET. SEE "EXHIBIT B" FOR A MAP OF THE DESCRIBED AREA.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Brian Vandetta
2024.02.15 11:42:23-08'00'

OREGON
JULY 13, 1999
BRIAN VANDETTA
51041-LS

EXPIRES 06-30-2024





925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

Item # 6.

MEMORANDUM

City Recorder's Office

To: Mayor Jackola and City Council
From: Julie Fisher, City Recorder
Subject: Hangry Solutions

Date: April 10, 2024

Hangry Solutions has applied for a Full On-Premises, New Outlet Liquor License for their business at 945 S. Main Street.

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

Council Action:

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



City Item # 6.

Transaction Receipt
Record ID: POS - 74664

Office: Not Applicable
925 S Main Street
Lebanon, OR 97355
541-258-4906
Fax: 541-258-4955
cdc@ci.lebanon.or.us

Receipt Number: 31964

Receipt Date: 3/27/24

www.ci.lebanon.or.us

Fees Paid

Transaction date	Units	Description	Account code	Fee amount	Paid amount
3/27/24	1.00 Ea	Liquor License (Original Application)	100-000-42650	\$100.00 -	\$100.00

Payment Method: Check number: 789 Payer: Hangry Solutions Payment Amount: \$100.00
Transaction Comment: 940 S Main St

Cashier: Tammy Dickey

Receipt Total: \$100.00

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

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

Select the license type you are applying for.

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

Full On-Premises

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

Winery

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

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

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

- Limited On-Premises
- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

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

Name of City OR County (not both)

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

Date application received:

Optional: Date Stamp Received Below

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

Printed Name
Date

Signature

Hangry Solution

Trade Name

LIQUOR LICENSE APPLICATION

Item # 6.

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Ronda Vinson	Name of entity or individual applicant #2: Marcie Lindley
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): Hangry Solution		
Premises street address (The physical location of the business and where the liquor license will be posted): 940 S. Main St		
City: Lebanon	Zip Code: 97355	County: Linn
Business phone number: 541-619-3568	Business email: hangrysolution@gmail.com	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065(11)): [REDACTED]		
Does the business address currently have an OLCC liquor license? <input checked="" type="radio"/> Yes <input type="radio"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

LIQUOR LICENSE APPLICATION

Page 3 of 4

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

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

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

• Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-006-0362](#) and attests that:

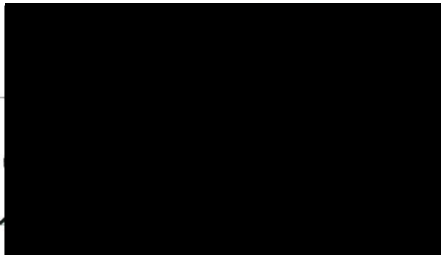
1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

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

Ronda Vinson

Applicant name

Signature



3/20/24

Date

Marcie Lindley

Applicant name

Signature

3/20/24

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

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

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



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

Applicant / Licensee Hangry Solution, LLC

Trade Name of the Business (Name Customers Will See)
Hangry Solution

Business Address 940 S. Main St, Lebanon, OR 97355
(Number, Street Address, City, and Zip Code)

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

I affirm:

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

Name (print) RONDA VINSON Date 3/20/24

Signature [Redacted Signature]



OREGON LIQUOR & CANNABIS COMMISSION
LIQUOR LICENSE APPLICATION

Item # 6.

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city’s limits, the local government is the city.
 - If the premises street address is not within a city’s limits, the local government is the county.
3. You can submit the application to the OLCC if:
 1. You have WRITTEN documentation showing the date the local government received the application or;
 2. The local government has provided you their recommendation.

ALL forms and documents must be a PDF attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
When it’s time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of “applicant” and “licensee” and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

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

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

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the [Authorized Representative Form](#) designating a person/entity to act on your behalf and submit with the application.



OREGON LIQUOR & CANNABIS COMMISSION INDIVIDUAL HISTORY FORM

Item # 6.

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Lindley Last	Marcie First	Michelle Middle
Signature:			Date: 3/20/24

This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



OREGON LIQUOR & CANNABIS COMMISSION

INDIVIDUAL HISTORY FORM

Item # 6.

WHO MUST COMPLETE THIS FORM?

You must complete this form if:

- Your name is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.
- A corporation is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form and you are:
 - President, a Vice President with responsibility over the operation of the business, Secretary, or Treasurer.
 - A Director with 3% or more voting stock.
 - An individual who owns 20% or more of issued stock.
- A limited liability company (LLC) is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form and you are:
 - A Managing Member of the LLC (this is an individual designated to manage the LLC; it may or may not be the same individual designated to manage the business).
 - A Member who owns 20% or more of the membership.
 - An Officer (such as a President or Secretary) with responsibilities over the operation of the business.

You must work with the OLCC to determine who must complete this form if you are:

- Part of an entity *other than* a corporation or LLC that is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form, or
- Part of an entity that owns 10% or more of an entity listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.

IN ADDITION, THE OLCC MAY REQUIRE OTHER PEOPLE TO COMPLETE THIS FORM WHEN THERE IS REASON TO BELIEVE IT MAY HELP THE OLCC IN ITS INVESTIGATION.



OREGON LIQUOR & CANNABIS COMMISSION
INDIVIDUAL HISTORY FORM

Item # 6.

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Vinson Last	Ronda First	Lynn Middle
---------------	----------------	----------------	----------------

Signature:		Date: 3/20/24
------------	--	---------------

This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



OREGON LIQUOR & CANNABIS COMMISSION

INDIVIDUAL HISTORY FORM

Item # 6.

WHO MUST COMPLETE THIS FORM?

You must complete this form if:

- Your name is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.
- A corporation is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form and you are:
 - President, a Vice President with responsibility over the operation of the business, Secretary, or Treasurer.
 - A Director with 3% or more voting stock.
 - An individual who owns 20% or more of issued stock.
- A limited liability company (LLC) is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form and you are:
 - A Managing Member of the LLC (this is an individual designated to manage the LLC; it may or may not be the same individual designated to manage the business).
 - A Member who owns 20% or more of the membership.
 - An Officer (such as a President or Secretary) with responsibilities over the operation of the business.

You must work with the OLCC to determine who must complete this form if you are:

- Part of an entity *other than* a corporation or LLC that is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form, or
- Part of an entity that owns 10% or more of an entity listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.

IN ADDITION, THE OLCC MAY REQUIRE OTHER PEOPLE TO COMPLETE THIS FORM WHEN THERE IS REASON TO BELIEVE IT MAY HELP THE OLCC IN ITS INVESTIGATION.



OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Item # 6.

Please Print or Type

Applicant Name: Ronda Vinson & Marcie Lindley Phone: 541-619-1030

Trade Name (dba): Hangrysolution@gmail.com

Business Location Address: 940 S. Maint St.

City: Lebanon ZIP Code: 97355

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
Monday 7:00 am to 10:00 pm
Tuesday 7:00 am to 10:00 pm
Wednesday 7:00 am to 10:00 pm
Thursday 7:00 am to 10:00 pm
Friday 7:00 am to 12:00 am
Saturday 7:00 am to 12:00 am

Outdoor Area Hours:

Sunday _____ to _____
Monday 11:00 am to 8:00 pm
Tuesday 11:00 am to 8:00 pm
Wednesday 11:00 am to 8:00 pm
Thursday 11:00 am to 8:00 pm
Friday 11:00 am to 8:00 pm
Saturday 11:00 am to 8:00 pm

The outdoor area is used for:

- Food service Hours: 11:00 am to 8:00 pm
- Alcohol service Hours: 11:00 am to 8:00 pm
- Enclosed, how Fencing

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check ALL that apply:

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

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

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 52 Outdoor: 16 Lounge: 26
Banquet: _____ Other (explain): _____ Total Seating: 94

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
Investigator Initials: _____
Date: _____

I understand if my answers are not correct, I will be held responsible for my license application.

Applicant Signature: _____

Date: 3/20/24

Business Name Search

[New Search](#) [Printer Friendly](#) **Business Entity Data** 03-26-2024 20:12

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
1699554-90	DLLC	ACT	OREGON	07-28-2020	07-28-2024	
Entity Name	HANGRY SOLUTION, LLC					
Foreign Name						

[New Search](#) [Printer Friendly](#) **Associated Names**

Type	PPB	PRINCIPAL PLACE OF BUSINESS				
Addr 1	1112 S MAIN ST					
Addr 2						
CSZ	LEBANON	OR	97355	Country	UNITED STATES OF AMERICA	

Please click [here](#) for general information about registered agents and service of process.

Type	AGT	REGISTERED AGENT	Start Date	07-28-2020	Resign Date
Name	RONDA BENNETT				
Addr 1	41974 HIGHWAY 226				
Addr 2					
CSZ	SCIO	OR	97374	Country	UNITED STATES OF AMERICA

Type	MAL	MAILING ADDRESS				
Addr 1	41974 HIGHWAY 226					
Addr 2						
CSZ	SCIO	OR	97374	Country	UNITED STATES OF AMERICA	

Type	MGR	MANAGER			Resign Date
------	-----	---------	--	--	-------------

Name	RONDA		BENNETT		
Addr 1	41974 HIGHWAY 226				
Addr 2					
CSZ	SCIO	OR	97374	Country	UNITED STATES OF AMERICA

[New Search](#) [Printer Friendly](#) **Name History**

Business Entity Name	Name Type	Name Status	Start Date	End Date
HANGRY SOLUTION, LLC	EN	CUR	07-28-2020	

Please [read](#) before ordering [Copies](#).

[New Search](#) [Printer Friendly](#) **Summary History**

Image Available	Action	Transaction Date	Effective Date	Status	Name/Agent Change	Dissolved By
	AMENDED ANNUAL REPORT	07-10-2023		FI		
	AMENDED ANNUAL REPORT	08-13-2022		FI		
	AMENDED ANNUAL REPORT	06-27-2021		FI		
	ARTICLES OF ORGANIZATION	07-28-2020		FI	Agent	

[About Us](#) | [Announcements](#) | [Laws & Rules](#) | [Feedback Policy](#) | [SOS Home](#) | [Oregon Blue Book](#) | [Oregon.gov](#)

For comments or suggestions regarding the operation of this site, please contact : corporation.division@sos.oregon.gov

A RESOLUTION RECOGNIZING THE IMPORTANCE OF ARBOR DAY AND TREES IN THE CITY OF LEBANON.

RESOLUTION NO. 2024-07

)
)
)
)
)
)

WHEREAS, n 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Lebanon as follows: The City of Lebanon recognizes the importance of Arbor Day and trees in our community and urge all citizens to celebrate Arbor Day, to support efforts to protect our trees and woodlands, and urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

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

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, City Recorder



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

MEMORANDUM

Engineering Services

Date: April 1, 2024

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Utility Rate Adjustment**

I. INTRODUCTION

At the April 10, 2024 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 2024 / 2025 is 3.03% for a typical residential customer who pays for Wastewater, Storm Drainage 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 3.03% inflationary index Water, Wastewater and Storm Drainage Utility rate increase beginning July 1, 2024.

**RESOLUTION ADOPTING THE CITY OF
LEBANON'S UTILITY RATES**)
)

RESOLUTION NO. 2024-05

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 April 10, 2024, council work session; and

WHEREAS, a **3.03 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, 2024.

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

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:

Julie Fisher, CMC, City Recorder

EXHIBIT A**WASTEWATER UTILITY**

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

Commercial – meter size

3/4"	\$41.62	\$8.06
1"	\$63.65	\$8.06
1.5"	\$161.19	\$8.06
2"	\$284.82	\$8.06
3"	\$642.35	\$8.06
4"	\$1,554.10	\$8.06

Schools**Per Student**

Middle & High Schools	\$2.92	
Elementary Schools	\$1.81	

Industrial – meter size

3/4"	\$41.62	\$8.06
1"	\$63.65	\$8.06
1.5"	\$161.19	\$8.06
2"	\$284.82	\$8.06
3"	\$642.35	\$8.06
4"	\$1,554.10	\$8.06
Per Pound of TSS, \$/month	\$0.95	
Per Pound of BOD, \$/month	\$4.04	

Domestic

Domestic – low income	\$25.44	\$7.26
Domestic	\$28.25	\$8.06
Domestic – not served by water	\$100.89	

1 unit = 100 cubic feet

STORM DRAINAGE UTILITY

All single-family residential properties both developed and undeveloped within the City limits shall be charged \$5.30 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)	\$19.20 per month
Medium commercial, industrial, multi-family (between ¼ & ½ AC)	\$48.03 per month
Large commercial, industrial, multi-family (½ AC & over)	\$105.63 per month

Undeveloped Tax Lots

Small commercial, industrial, multi-family (¼ AC & under)	\$5.78 per month
Medium commercial, industrial, multi-family (between ¼ & ½ AC)	\$7.68 per month
Large commercial, industrial, multi-family (½ AC & over)	\$9.59 per month

WATER UTILITY

Description	Base Rate	Volumetric Rate \$/Unit			
		Pressure Level 1	Pressure Level 2	Pressure Level 3	Pressure Level 4
<u>Domestic</u>					
3/4" low income	\$21.68	\$5.06	\$5.81	\$6.73	\$7.70
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
<u>Commercial and Industrial</u>					
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
<u>Fire Hydrant Meter</u>					
Deposit \$550					
Installation \$25					
Metered Water	n/a	\$5.59	\$6.45	\$7.42	\$8.51
<u>Private Fire Protection</u>					
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				
<u>Standby Water Service Charge</u>					
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



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: Private Sewer Lateral Replacement Assistance Program
Updated Policy and Guidelines

Date: April 1, 2024

I. INTRODUCTION

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

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

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

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

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

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

II. RECOMMENDATION

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

**A RESOLUTION REPEALING RESOLUTION NO.) RESOLUTION NO. 2024-06
2024-03 AND APPROVING THE PRIVATE SEWER)
LATERAL REPLACEMENT ASSISTANCE)
PROGRAM UPDATED POLICY AND GUIDELINES)**

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

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

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

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

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

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

SECTION 1:

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

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

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:

Julie Fisher, CMC, City Recorder

TABLE OF CONTENTS

Policy Summary 3
Policy Rules 4
Step by Step Guidelines..... 5
Frequently Asked Questions 6

Policy Summary

Outdated and damaged private sewer laterals contribute to surface damage and potholes in the City's streets. These old and failing pipes also add to infiltration in the City's wastewater system. This program has been developed to provide financial incentives to encourage timely replacement of these sanitary sewer laterals.

The Private Sewer Lateral Replacement Assistance Program utilizes wastewater funds budgeted to compensate contractors for the cost of sewer lateral replacements within the public right-of-way. The program only applies to private single family and two-family residential properties and requires laterals to be replaced in their entirety from the public sewer main to the residential structure(s). Homeowners are required to compensate contractors for sewer lateral replacement work on private property. The program will continue each year to the extent that funding is available.

Lebanon Municipal Code 13.04.210 places the responsibility for maintaining private sewer laterals on the owner of the property it serves:

- **13.04.210 - Service Standards.**

The system may furnish and install a service of such size and at such location as the application requests, provided such requests are reasonable. The city shall install and maintain at customer's expense water service from its water distribution main or to the curblineline or property line of the premises which may abut on the street, on other thoroughfares, or on the system right-of-way or easement. **Property owners shall install and maintain at property owners' expense, laterals for collection of wastewater from the premises to the mains.** Service connections shall not be made to those properties which do not lie adjacent to mains or for mains which do not extend the full width of the property until such time as the water main is extended. The director of public works may waive this requirement in cases where the main extension would serve no useful purpose.

(Ord. 2026 § 18 (part), 1987)

Policy Rules

1. The program only applies to private single family and two (2) family residential properties.
2. The property owner is the only person eligible to apply for this program.
3. The assistance program is only in effect when funds are allocated for that purpose within a given budget year.
4. Allocated funds are available on a first come first serve basis until allocated funds are expended.
5. Construction of public sewer mains or new sewer connections will not be funded by this program.
6. The City shall compensate the contractor for the full cost of the lateral replacement within the public right-of-way, including right-of-way permit costs.
7. The property owner of the residential structure which the lateral serves shall compensate the contractor for the full cost of the lateral replacement on private property, including plumbing permit costs.
8. The program does not include the cost of obtaining easements, should an easement(s) be necessary.
9. The program only applies to laterals that are replaced in their entirety from the public sewer main to the residential structure(s). Exceptions to this may be granted by the City Engineer.
10. Proof that lateral pipe failure is located in the public right of way must be submitted to and approved by the City Engineer. In addition to pipe failure, reconstruction of any clay, concrete, and orangeburg laterals in the public right of way are eligible for reimbursement.
11. The program will only fund those improvements necessary to meet the normal costs associated with a private sewer lateral replacement less any rebates or incentives offered by a contractor.
12. Funds will only be reserved once permits have been issued. Permits will expire and reserved funds will be made available to others if construction has not begun within 60 days of permit issuance.

Step by Step Guidelines

- Submit a completed Private Sewer Lateral Replacement Assistance Program Application to the City Engineering Division.
- City Maintenance crews will investigate the sewer lateral to determine if it is eligible for the replacement program. If eligible:
- The City's Engineering Department will create a price quote detail sheet and solicit bids from prequalified contractors who are approved to work within the public right-of-way. Contractors will have approximately three (3) weeks to return their bids once the price quote detail sheet has been distributed.
- Once all three (3) bids are received by the City Engineering Division they will be evaluated, and one will be approved for the replacement program.
- The contractor whose price quote detail sheet was approved by the city must meet with a representative of the City Engineering Division to discuss the project and obtain a plumbing permit from the City Building Department and pay all associated permit fees.
- Scheduling of the sewer lateral replacement shall be between the homeowner and the contractor. The contractor will be required to notify the city of construction at least 48 hours in advance.
- When all work is completed and approved by the City, the contractor will bill the homeowner for work completed on private property. The city will be billed for work completed within the public right-of-way.

Frequently Asked Questions

1. Why is the program limited to residential single-family homes and duplexes?

Some residences have little means to provide repairs, therefore single and two (2) family residential properties are prioritized.

2. What happens if funds run out for this fiscal year?

Your application will remain on file and your sewer lateral replacement will be prioritized should funding be available the following fiscal year, beginning July 1st. No obligation can be made against the following year's budget. The amount of funding allocated for this annual replacement program is determined each year during an annual budget process and can not be guaranteed.

3. What happens if the contractor discovers something that costs more than the "approved detailed quote"?

The contractor is required to keep both the city and homeowner informed. If project costs for the homeowner exceed the approved detailed quote, the contractor shall inform the homeowner before the work is completed and go over potential options.

4. I would like to use a contractor that is not prequalified with the city, can I still use this contractor?

The contractor would need to become a city approved prequalified contractor in order to be eligible to bid the project. City prequalification of contractors provides a review process to determine qualifications and insurance information which seeks to protect the property owner, public, and the City government.



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 Date: March 27, 2024
 From: Kelly Hart, Community Development Director
 Subject: Housing Production Strategy Code Amendment Project Advisory Committee – Council Representative

I. INTRODUCTION

In November 2023, the City was awarded a grant from the Department of Land Conservation and Development (DLCD) to implement development code amendments for new housing types associated with the implementation of the City’s Housing Production Strategy (HPS). In March 2024, the City initiated the project with the assigned consultant MIG Consulting Firm.

II. CURRENT REPORT

As part of the code amendment process, an Advisory Committee will be established to provide guidance to review the Housing Production Strategies to be implemented, discuss impacts and tradeoffs, community character, and review the code proposal to ensure it achieves the goals of the HPS and the City’s Comprehensive Plan. The Advisory Committee is anticipated to convene up to four meetings between June 2024 – May 2025.

As part of the Advisory Committee, up to two City Council representatives are requested to participate. Other members of the Committee would include, up to two Planning Commission representatives, 3-5 members of the development community, a real estate agent, up to two residents, the fire district, police department, and members of staff.

The recommended action would be to appoint up to two Council members to the Advisory Committee.



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: Non-Profit Affordable Housing Tax Exemption Information

Date: April 2, 2024

I. INTRODUCTION

In March 2024, Crossroads Communities requested the City Council consider adopting an ordinance establishing the non-profit-owned affordable housing tax exemption as established under Oregon Revised Statute (ORS) 307.540 to 307.548. The Council requested that staff provide a report on the number of potential properties that could utilize this exemption and the potential financial impact.

II. CURRENT REPORT

There are several different tax abatement programs available for income-restricted affordable housing developments, including but not limited to:

- Low-Income Special Assessment Program which lowers the tax rate for properties with affordability covenants for income-restricted housing units
- Agricultural Workforce Housing Exemption Program which lowers or exempts the tax rate based on expenses associated with providing services and operations of an affordable housing development restricted to agricultural workers
- Essential Community Provider Long-Term Care Facility which exempts the tax rate for facilities that provide assisted living for income-restricted residents
- ORS 307.092 exempts taxes for property owned by a housing authority (Linn-Benton Housing Authority)
- Special Legislative Action providing tax exemption for single property status for a period of time; and
- *Non-profit tax exemption for affordable housing developments that are owned by non-profit organizations.*

Some of these exemptions are authorized by legislative action, or State statute, while others require the City to authorize by Ordinance. The requested program would be an additional tool to provide affordable housing tax abatement for Lebanon and is required to be adopted by Ordinance.

There are eleven known affordable housing developments in the city based on research and corroboration with the County, each utilizing an existing tax abatement program. Three

maintain full tax exemption, however, one property's exemption expires in 2028. Eight properties have a lower tax assessment utilizing one of the programs listed above.

Of the eleven properties, three would be eligible for property tax exemption utilizing the requested program. One property currently maintains property tax exemption status under a different program and does not pay property taxes, resulting in no additional fiscal impact under the new program. For the remaining two programs, below is the current property tax contribution:

	Property #1	Property #2
Lebanon City	3,327.20	8,432.97
Northwest URD	407.86	1,033.75
Cheadle Lake URD	256.90	651.12
North Gateway URD	442.47	1,121.47
Downtown URD	26.50	67.17
Mill Race URD	71.90	182.23
City Bond	778.07	1,972.07
TOTAL	\$6,010.27	13,460.78

The current fiscal impact to the City across all funds would be approximately \$20,000, with an approximate \$12,000 impact to the General Fund annually. Moving forward if the program were adopted, it may be available to be utilized by other non-profit organizations that choose to develop or own income-restricted housing properties.

In a review of other cities, the City of Albany adopted this tax exemption program in 1993. Since its adoption 30 years ago, the program has been utilized for nine properties. Anecdotally, in speaking with the County Assessor's Office, the requested tax exemption program is not widely used in comparison to the other tax abatement programs available.

Finally, this action could also count toward the implementation of the Housing Production Strategy, specifically Action Item 2.1: Evaluate the feasibility of a property tax incentive to support the development of key housing types.

III. RECOMMENDED ACTION

Receive and file the report and provide staff with any direction.

MEMORANDUM

Administration



TO: Mayor Jackola and City Council
FROM: John Kennedy, City Attorney
ITEM TITLE: Civil Trespass Ordinance

INTRODUCTION: Ordinance 2024-02, 3018 adopts Civil Trespass as part of the Lebanon Municipal Code as a Class A Violation.

CURRENT REPORT: The purpose is to allow designated Enforcement Officers to cite individuals for civil trespass. Currently only sworn police officers are permitted to cite for civil trespass.

RECOMMENDATION: Staff recommends Motion to approve Ordinance No. 2024-02 – Ordinance No. 3018, A Bill for an Ordinance Amending 9.40 of the Lebanon Municipal Code Relating to Civil Trespass.

A BILL FOR AN ORDINANCE AMENDING 9.40) ORDINANCE BILL NO. 2024- 2
OF THE LEBANON MUNICIPAL CODE)
RELATING TO CIVIL TRESSPASS)
) ORDINANCE NO. 3018

WHEREAS, Oregon law provides that Municipalities may adopt rules and regulations necessary for the health and safety of its citizens;

WHEREAS, LMC 8.03.050 authorizes the Chief of Police to appoint Enforcement Officers to carry out the provisions of the Lebanon Municipal Code.

WHEREAS, the City of Lebanon desires to prohibit civil trespass consistent with state law to allow the Chief of Police to authorize citations for civil trespass by certain Enforcement Officers.

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

Section 1. Chapter 9.40 within the Lebanon Municipal Code is added to the Lebanon Municipal Code.

Chapter 9.40 – Civil Trespass

- A. For purposes of this section, the definitions found at ORS 164.205 are adopted and incorporated by reference.
- B. A person commits civil trespasses if the person enters or remains unlawfully in or upon premises.
- C. Violation of this provision is a Class A violation.
- D. The civil penalty provided for in subsection C above may be imposed in addition to such other remedy(ies) as the court in the exercise of its reasonable discretion believes appropriate.

Passed by the Lebanon City Council and executed by the Mayor on this 10th day of April, 2024 by a vote of ____yeas and ____nays.

CITY OF LEBANON, OREGON

 Kenneth E. Jackola, Mayor
 Michelle Steinhebel, Council President

ATTESTED BY:

 Julie Fisher, City Recorder



MEMORANDUM

Administration

TO: Mayor Jackola and City Council
FROM: John Kennedy, City Attorney
ITEM TITLE: Resolution No. 8 for 2024 – Recreational Immunity

INTRODUCTION:

The Oregon Legislature passed SB1576 and it was signed by the Governor on March 27, 2024. SB1576 amends ORS 105.668 and clarifies the extent of recreational immunity in response to an Oregon Court of Appeals decision curtailing that immunity.

CURRENT REPORT:

ORS 105.668 applies automatically only to a city with a population of 500,000 or more (Portland). However, 105.668(3) allows a city with a smaller population to “opt in” to recreational immunity. The attached Resolution continues the City of Lebanon’s decision to opt in.

RECOMMENDATION:

Staff recommends a motion to approve Resolution No. 8 for 2024 – A Resolution by the City of Lebanon Opting in to Recreational Immunity Pursuant to ORS 105.668

**A RESOLUTION BY THE CITY OF LEBANON)
OPTING IN TO RECREATIONAL IMMUNITY)
PURSUANT TO ORS 105.668)**

RESOLUTION NO. 2024-8

WHEREAS, ORS 105.668, as amended by SB1576 (2024) provides recreational immunity to cities and counties in Oregon and allows cities with populations of less than 500,000 to opt in; and

WHEREAS, the City of Lebanon wishes to opt in to recreational immunity to the fullest extent possible under ORS 105.668;

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

- 1. The City of Lebanon opts in to recreational immunity pursuant to ORS 105.668(3) and such immunity shall continue indefinitely.

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

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

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

Date: March 27, 2024

- Working with staff to determine feasibility of relocating the City Council Chambers to the Library Community Room. We are currently getting pricing for a new dais and the needed IT improvements for the proposed meeting room.
- Budget process for FY 25 is moving along in preparation for the first committee meeting on April 3rd.
- A consultant has been selected to moderate the City Council 5-year Strategic Plan process. We expect the process to kick off in the next couple of months.
- Continuing to refine the five-year budget projection with the Finance Director. We will be looking at operating levy options and utility fee options for the City Council to consider at the April 24th work session.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.
- Continuing to participate in Linn County's Natural Hazards Mitigation Plan update being completed by Department of Land Conservation and Development. This plan includes updates to all cities located in Linn County and will be presented to City Council for approval in 2025.
- Beginning to look into consulting firms that specialize in grant writing as we head into FY 24/25. The idea would be to have consultant research and apply for applicable grants that would be worthwhile to the City.
- Began discussions with Lebanon Farmers Market to see about moving them to a different location for next year.



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: March 2024

- Compiled and Prepared the City Council Agenda and Packet
- Minutes: March Regular Meeting, Executive Session and Work Session
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (2) 2024-03 Private Sewer Lateral Program, 2024-04 Oregon Parks and Rec Grant
- Ordinances: (1) 3017 – LMC 2.04 Amendments
- Press Releases: (5) South Second Road Closures, Call for Photo Submissions, Unlock Your Potential, Notice of Construction Demolition, Notice of Construction 7th Street.
- Public Meeting Notices: (9)
Documents added to ORMS: NA
- Public Records Request: (1) Code Enforcement Violations
- Records Destruction Certification: (0)
- Liquor Licenses Processed: (1) Sams Place
- Contact Us Submissions: 7 (Permit for Tree Removal, Senior Center Dance, Eagles, Mark's Slough Trail, RV Cancellation, Joy and Dorothy Intersection, and Advertising Opportunities)
- Maintained the City's social media accounts and website updates
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring
- Tracked and archived deeds, easements, and rights of way

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

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

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



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: March 27, 2024

February Report:

Planning:

- The March Planning Commission meeting was canceled.
- In March, three land use applications were approved administratively:
 - PLA-24-02 for a property line adjustment between two parcels on Williams Street and Carolina Street
 - PLA-24-03 for a property line adjustment between two parcels on Elmore Street and Kimber Court
 - MLP-24-02 for a minor land partition to create two parcels from a property on Hansard Avenue
- Staff is currently processing 4 land use applications for 3 projects:
 - Class I Variance request for fencing on Russell Drive (application under staff review)
 - Planned Development and Subdivision application for a 120-lot subdivision on Crowfoot Rd (application is scheduled for public hearing in April)
 - Comprehensive Plan Text Amendment to incorporate a minor amendment to the adopted Transportation System Plan (application is scheduled for public hearings in April and May)
- State Capital Funding Requests: None of the City's capital infrastructure funding requests were included in the budget or infrastructure bills passed this legislative cycle. Staff has already begun the process of developing materials to help garner support for funding in the next legislative cycle and has set up meetings with our State representative in May to continue discussions.
- Housing Production Strategy Implementation: Staff held a kick-off meeting in March with the chosen consultant MIG to begin the code amendment process to implement certain Housing Production Strategies. As part of the code amendment process, a Project Advisory Committee will be formed to help guide the code development.
- Community Development Block Grant (CDBG) Program: Grant agreement documents are forthcoming.
- Continuum of Care (CoC) and Multi-Agency Coordination (MAC) to address homelessness: All agencies with funding allocation are currently ramping up their projects and expending funds. CSC continues the process of developing the regionwide CoC.

- **Rules Advisory Committee on Housing:** The Community Development Director continues to participate in the State's Rules Advisory Committee for Housing to develop the Oregon Administrative Rules associated with House Bill 2001 (2023) and House Bill 2889 (2023). This is a multiple-year appointment that will provide Lebanon a voice at the table in the development of reasonable housing standards for implementation at the rural level.
- **Lebanon Community School District Facilities Advisory Committee:** The Community Development Director continues to participate in the LCSD Facilities Advisory Committee responsible for updating the facilities master plan for the school district, to bring expertise in population growth projections and development projections to the group. The committee is anticipated to be an approximate year appointment.

Building:

- **Building Permit Fees:** The Building Division has not raised fees since 2015. As such, to address the increases in staffing and operating costs, and upcoming contract amendments with the City's Contract Building Official, the Department will be proposing fee increases. These fee increases will be in line with a similar increase expected with the City of Sweet Home who utilizes the same Contract Building Official and will be similar to Linn County building permit fees. At the end of March, the proposed fees were submitted to the Oregon Building Codes Division for review. The fees will be presented to the City Council in May for consideration.
- The city processed 48 permits in February. The total fees received were \$32,326.27 and the valuation of construction was \$1,191,013.00.
- By comparison, in February 2023, 36 permits were processed. The total fees received were \$11,862.91 and the valuation of construction was \$577,851.00.
 - A current list of the larger construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - Seven Oaks Middle School Addition (Cascade Drive)
 - Panda Express (Airport/Hwy 20)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 19-lot subdivision (Walker & Wassom)
 - 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)
 - 450 Weldwood Drive – Self Storage (Weldwood and Cascade Drive)
 - Blackrock Apartments – 12 units (2nd Street and Airport Road)

Economic Development:

- Due to budget reductions, the Economic Development Catalyst position will not be filled. The Economic Development Division functions will be significantly reduced based on capacity constraints, and the Community Development Director will work to identify alternative options to provide targeted economic development services without staffing.
- **Business visitation program:** In March, Mayor Jackola, Councilor Dykstra, and Community Development Director Hart visited two businesses in Ward 1:

- Citizens Bank: The meeting discussed the charitable efforts of Citizens Bank in the community, they serve, and the status of business growth. The company has a low employee turnover rate, but when positions are open, there is difficulty finding quality entry-level candidates. The City introduced the Bank to the Willamette Workforce Partnership Y-CAN program and provided follow-up information to the company about the program and other services that could help with finding quality employees.
- Rife's Furniture: Discussion included how the City of Lebanon differs in comparison to other surrounding communities in terms of ease of work, how we are growing, and the positive business climate the company feels the City portrays. Items of improvement discussed include assisting with cleaning up the area of the canal that has high weeds creating encampment opportunities on the business's property and providing tips on how to modify the exterior of the property to deter overnight use of the property. Employment resources were also provided to help find qualified staff for back-of-house employment opportunities.
- Downtown Building Restoration Program: Three projects were awarded grants this cycle for the total grant allocation of \$50,000: Papa's Building Façade Restoration (804 Main Street - \$25,000), Wells Fargo Building Façade Restoration (809 Main Street - \$20,000), Kuhn Signage Additions and Painting (668 Main Street - \$5,000). Contracts have been submitted for signature and projects will be underway shortly.
- Rural Economic Alliance (REAL): The REAL group did not meet in March due to conflicts with spring break. Work continues on grant implementation for the new round of the Rural Opportunity Initiative grant which will bring entrepreneurial support to the Lebanon community, as well as funding to the REAL group to implement the strategic plan. The April meeting is slated to bring in a consultant to finalize the scope of work for the next project implementation.



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 – March 2024**

Date: March 27, 2024

CAPITAL IMPROVEMENTS

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Main extension along Division Way (this project will serve US Bank who is currently on a septic system). This project has been awarded to Armstron & Associates Construction and is expected to begin in the next few weeks.
 - Udell Engineering is currently working on a design to extend sanitary sewer on Grove Street (between Carolina and Dodge).
 - Grove Street and Ash Street Sanitary Sewer Extension
 - Staff is continuing to receive applications for replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Kennedy Jenks Engineering (KJE) and City Staff are continuing to move forward on the development of the Wastewater Treatment Plant Master Plan. The process has slowed some over the last couple of months as we are waiting to see what our new NPDES Permit requirements from DEQ will be before finalizing the master plan. It is likely this process will take us through the summer months.
- Trails Update:
 - Design of the multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek will be completed with the signal drawings and incorporated into the overall project. This includes taking the existing overhead powerlines and converting them to underground.
 - Udell Engineering is currently developing a design for a trail to connect the Old Mill Trail and the River Park Trail in the Gills Landing Parking lot. Once complete, City Staff will advertise the project for bids (approval request to do so at the April City Council Meeting) and manage the construction. BLT is funding construction of the project.

- The City has received a Recreational Trails Grant to complete a segment of trail adjacent to River Park. Design is currently underway, and we anticipate construction this summer/fall.
- Emery & Sons Construction has completed sanitary sewer pipe installation on Crowfoot Road (from South Main to View Lane) and also the final phase of the project on South Main Road (Crowfoot to Joy). We are still waiting on decent weather to complete the final surfacing (asphalt overlay) on Crowfoot and South Main Roads. Below is the current financial status of the project. This will be updated to reflect changes/additions that occur during construction.

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

- The Seventh Street Reconstruction Project (Oak to 'F') is currently underway. Willamette Valley Excavation is currently installing sanitary sewer and replacing storm drainage along Seventh Street. The project is scheduled to be complete by the end of the year.
- Staff has received comments back from ODOT for a design approval of several sidewalk access ramps on Grant Street between Park and Second Street. We will be making several revisions in order to satisfy ODOT. Staff is actively designing the waterline replacement and street upgrades on Grant Street between Main Street and Fifth Street. A meeting with Union Pacific Railroad (UPRR) and Albany and Eastern Railroad was held on-site in December. Based on UPRR comments, it appears that the Rail Crossing on W. Grant will need improvements. Staff will be navigating what improvements and the costs associated with them in the coming months to determine overall financial impacts to the project. This new information will likely delay the project.
- As Staff is available, we are continuing the process to update the City's five year Capital Improvement Projects Plan. This effort will likely take several months (being done as Staff time allows) to complete. Staff will bring the completed document to the City Council for approval sometime in 2024.
- The City is preparing for a new Traffic Signal at the intersection of Airport Road and Stoltz Hill Road. This project will also extend waterline and sanitary sewer line on Stoltz Hill Road from Antioch Street to Airport Road, sidewalk and driveway installation, and likely a multi-use path along Airport Road. The Project Team (Kittelsohn Engineers, Udell Engineering, and City Staff) are moving forward with the final design for the project in anticipation of a summer bidding. Needed right-of-way acquisition for the project is nearly complete, as we have been able to wrap up negotiations. It is likely that this project will take well over a year to construct as signal pole lead times are currently 6-9 months out.
- Kittelson Traffic Engineers has completed the design (30%) of a round-about at the Cascade Drive/Weldwood Intersection. They have prepared a Tech Memo for the City recommending an update to the current Transportation System Plan (TSP) with this

project. Staff will be presenting this to the Planning Commission in April and City Council in May for approval. The addition of this project to the TSP will be beneficial in applying for future grants to complete the project.

- The Beaton Lane/Tennessee Road Rapid Flashing Beacon Project has been awarded to AB Construction. It is likely that they will begin construction sometime in April. Build Lebanon Trails has also committed \$20,000 to this project in an effort to get it done.
- Udell Engineering is working on a conceptual master plan for the park which has been reviewed by the Parks, Trees, Trails Committee. The cost estimate for the initial conceptual design was substantially more than we have available in funding. Staff and Udell Engineering will come up with an alternate design with a much more paired down scope, with the focus being on accessibility improvements, backbone utilities, and hopefully a stage/event area. It is likely construction will take place of any improvements will be in 2025.
- Udell Engineering is under contract to provide Engineering Design services for a sanitary sewer line replacement on North Third Street. Staff is working with Udell to determine the best approach to replacing the line since it is located in the alley with very little maneuvering room. The existing line has multiple failures and a substantial amount of infiltration. Once design is complete, Staff will advertise the projects for bids, likely spring/summer of 2024.
- Udell Engineering is currently under contract to provide the Topographic Survey for design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will re-construct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We anticipate starting design early in 2024.

ENVIRONMENTAL

- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, there will also be a big push by DEQ to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.

DEVELOPMENT ENGINEERING

- Hickory Lake Apartments Public Improvement Permit issued and contractor working on water main extension for fire hydrants, sewer lateral connections and onsite work.
- Franklin Grove Subdivision public improvements accepted. Site plans received for single family construction, home construction in process.
- Airport Storage public improvements accepted.
- Bate's Storage off Hansard Ave plans returned to engineer for revisions.
- Industrial Way storage plans returned to engineer for revisions.
- Fire Department received temp occupancy for office contractor completing final site items.
- Plans approved for Buckmaster Plumbing new storage building. Contractor working building addition. Fire hydrant extension complete and operational. Final street patch for water trench complete and sewer connection to be completed weather permitting.
- Kees Street extension under construction. Water main passed testing, final paving conference to be scheduled.
- Weldwood Dr storage fire hydrant extension and passed testing. Final street patch complete, contractor working onsite.
- Oak St sewer extension plans approved.
- Plans approved for new Panda Express Building corner of Airport and Hwy 20 contractor working on final site improvements.
- Plans on hold for new subdivision Madelyn Meadows between Walker & Wassom Street. .
- Blackrock Apartments corner of Airport & S 2nd final street patch complete, contractor working on site improvements.
- Mill Race Station RV storage plans stamped approved for construction, developer working on check list for public improvement permit.
- Sewer main extension along 12th Street north of Airport approved.



MEMORANDUM

Finance Department

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

FROM: Brandon Neish, Finance Director

RE: Department Report – March 2024

- Accounts Payable
 - Payments made in March 2024; 197 checks were processed for payments of \$2,069,222.42.
- Payroll
 - Payroll was processed on March 1st, March 15th, and March 29th for all employees. In total, 143 employees were paid during the month of January. Payroll was also processed on February 2nd and February 16th. In total, 129 employees were paid during the month of February.
 - The following adjustments have processed since January 1, 2024 for payroll errors:
 - January 2024:
 - W-2s were initially issued by ADP on January 10, 2024. Wages and taxes were correct, information in box 12 was not. Staff immediately engaged with the vendor and the issue stemmed from coding that was incorrectly applied within the vendor's system at implementation. Corrected W-2s were issued and staff was notified throughout the process. Adjustments which would normally be paid by the City will be covered by the vendor due to their mistakes.
 - A reprinted check was done for an employee with incorrect banking information entered.
 - 14 employees had the wrong FSA amounts withheld in January. The withholding amount was for the prior year. Employees were contacted and the corrections were made either on the next payroll or over the next three pay dates.
 - February 2024:
 - An employee identified that the 2 hour minimum for callback time did not calculate correctly (missed 1.4 hours of additional time at OT rate).
 - March 2024:
 - Time recorded for training days was miscoded during review as "no pay" days. For police employees, if there is a training day on a normally scheduled day off, they attend and take no pay for the day then are awarded an alternately scheduled day to take off as a "training day." The issue was identified by a shift supervisor and reported to Payroll. Checks were cut on the same day as pay day.

- Budget
 - The FY2025 budget process began December 21 with personnel estimates for the remainder of the fiscal year completed by Finance staff.
 - Departments began entering their estimates for 2024 expenditures December 26 and completed on January 19.
 - Departments completed their requested budgets on February 9 with subsequent review by the Interim City Manager and Finance Director completed the following week.
 - Interim City Manager and Finance Director met with each Director February 26 – March 1 to review their requested budgets.
 - The FY2025 Proposed Budget was released April 2nd for public consumption via the City’s new platform in partnership with ClearGov.

- **Utility Billing:**
 - 6,525 billing statements (including electronics) were mailed March 27th for a total of \$1,022,214 in utility revenue.
 - 57 Owner Lien (past due) notification letters were mailed.
 - On March 15th, 287 phone calls went out to notify customers they have a past due balance.
 - There were a total of 135 lockouts in March.
 - There was a total of 428 service requests in March: 66 move ins, 135 lock-offs, 18 re-read meters, 131 reconnects, 22 move outs, 12 leak checks, 4 changed meters, 13 turn ons, 11 turn offs, 9 meter installations, no meter removals, no dead meters, no water quality checks, no pressure tests, 2 emergency requests, no meter tests, no meter locates and 5 miscellaneous requests.

Utility Billing Data

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

Municipal Court Data

	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Charges Filed	134	100	94	129	102	137	166	109	180	102	241	95	132
Show Cause Issued	39	34	43	42	54	48	56	61	55	45	50	55	53
Licenses Suspensions Issued	10	30	22	23	20	38	32	30	20	47	39	51	38
Warrants Issued	159	180	154	144	160	231	203	150	169	141	174	202	164
Charges Disposed	99	168	115	80	137	141	123	121	92	170	163	196	117



925 S. Main Street
Lebanon, Oregon 97355

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

Item # 14.

MEMORANDUM

Human Resources Department

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

- Recruitment:
 - Communications Specialist – Candidate in background.
 - Police Officer – 1 candidate in background.
 - LINX PT Driver – Candidate in background.
 - LINX PT Dispatcher – Position posted open until filled.

- Benefits:
 - Business as usual

- Classification and Compensation:
 - Business as usual

- Training and Development:
 - March Safety training – Workplace Violence Prevention
 - April Safety training – First Aid: Musculoskeletal Injuries

 - March All Employee training – None
 - April All Employee training – Stop Workplace Harassment

- Performance Management:
 - Assessing and testing the electronic performance evaluation tool on hold until after July of 2024 due to Teamster labor negotiations.
 - 34 evaluations are past due as of 3/31/2024
 - 3 in Finance (oldest is over 2 years past due)
 - 8 in City Manager’s Office (Director Evals)
 - 8 in Public Works (oldest is over 2 years past due)
 - 14 in Police Department (oldest is over 6 years past due – 6 employees)
 - 1 in SC/LINX (9 months past due)

- Other
 - Department FTE reduced to 1.0 effective 4/1/2024. Efficiencies will be sought to improve service and prevent delays.
 - Teamster union negotiations ongoing.
 - ADP Learning module on hold.
 - Exploring the functionality of electronic Personal Action (PA) forms. Currently HR uses spreadsheets to track step and longevity dates. This is an imperfect system. The HRIS system has the ability to process employee step and longevity

- transactions electronically so HR is exploring what this process may look like in preparation for a discussion with management.
- Exploring document storage in HRIS system which will allow employees access to personnel files at any time without having to contact HR for a copy.



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

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

INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- The web site upgrade project continues in collaboration with the City Recorder and other departments.
- The budgeted SCADA upgrade project continues.
- Staff assisted with Zoom & YouTube Santiam Travel Station (STS) meetings for City Council, Parks, Trees, and Trails, and other staff meetings as requested.
- Worked on upgrading and migrating file server operating systems.
- Progress continues with Lebanon Fire District on the Station 31 construction project.
- 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 Water System Install Date Attribution Project
- Created hardware maps for City locations to record hardware inventory
- Hydrant Meter Coordination continues with Finance Department
- New World GIS Update Coordination with LPD continues as scheduled
- Continued OHA Lead & Copper Survey Project Coordination.
- Continued work on the Water Quality Dashboard to be incorporated into the new City web site project in 2024
- Cleaned up and coordinated updated web maps with Engineering and Planning.
- Coordinated new address updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.

Summary

During the past month, IT and GIS closed over 250 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.



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 & Ron Whitlatch, Interim City
Manager

Date: March 29, 2024

From: Kendra Antila, Library Director

Subject: Manager's Report

- We had a very busy and successful week during Spring Break with activities for all ages including black light painting, a musical performance by Mo Phillips, and leather crafting.
- Upcoming events in April include an evening presentation on Civil War medicine (co-sponsored by the Lebanon Museum) and an overnight library sleepover for stuffed animals.

THE CITY THAT FRIENDLINESS BUILT



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

TEL: 541.451.1751
FAX: 541.258.4959
www.ci.lebanon.or.us/police



Item # 14.

MEMORANDUM

Police Department

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

Date: April 1, 2024

- For the month of March 2024, the Patrol Division had approximately 1,283 calls for service, made 70 arrests, issued 20 traffic citations, and wrote 106 case reports.
- We had two individuals who accepted conditional job offers for Police Officer positions; one individual passed their background, psychological exam, and the medical portion; the candidate declined employment and instead, accepted an offer made by a neighboring agency. The other applicant passed their background, and we are awaiting results of both the psychological and medical exams. If all screenings are passed successfully, they will be offered a full-time position as a Police Officer.
- Recruit Officers McKinney and Hobbs graduated from the DPSST Academy on March 29th, and both will resume their field training here at the agency on Monday, April 1st.
- Officer Garcia has progressed past the field training portion, and is now working as a solo officer.
- Our Communication Specialist position remains open until filled. On March 5th, a group of applicants were invited to participate in the written testing process for the vacant full-time position. Four (4) ultimately participated in panel and executive interviews on March 19th. A conditional offer was extended to and accepted by one candidate, who is now in the extensive background screening phase.
- Staff continues to fine-tune our updated radio system in an effort to be able to communicate effectively with outside agencies during emergency situations.
- The Community Services Division remains active in the community and is gearing up for another annual 'Walk A Mile For A Child & 5K' event on Saturday, April 5th to support child abuse awareness and prevention.

(continued on next page)

Dala, along with members of the Police Department, continues to conduct extra patrol within our parks system to assist in reduction of unwanted activities (ordinance violations, trespassing, guidance related to overnight camping). Staff continued to provide resources to members of the houseless community and helped, through coordination with Adult Services Team, to get one of our chronic houseless individuals off the street and into treatment. Staff also spent time last month involved with the Peer Court and Neighborhood Watch programs. This past month, members also conducted several presentations.

- The Detectives Division remains busy. This month, they were assigned four (4) new cases, conducted two (2) ABC House interviews, and reviewed 43 DHS referrals. They supported the LINE team with multiple assists and were involved with three (3) illegal indoor marijuana grow incidents. Staff members were able to close three (3) cases this month.
- There were no use-of-force incidents to report during the past month.

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



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

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

Date: March 27, 2024

- Working with staff to determine feasibility of relocating the City Council Chambers to the Library Community Room. We are currently getting pricing for a new dais and the needed IT improvements for the proposed meeting room.
- Budget process for FY 25 is moving along in preparation for the first committee meeting on April 3rd.
- A consultant has been selected to moderate the City Council 5-year Strategic Plan process. We expect the process to kick off in the next couple of months.
- Continuing to refine the five-year budget projection with the Finance Director. We will be looking at operating levy options and utility fee options for the City Council to consider at the April 24th work session.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.
- Continuing to participate in Linn County's Natural Hazards Mitigation Plan update being completed by Department of Land Conservation and Development. This plan includes updates to all cities located in Linn County and will be presented to City Council for approval in 2025.
- Beginning to look into consulting firms that specialize in grant writing as we head into FY 24/25. The idea would be to have consultant research and apply for applicable grants that would be worthwhile to the City.
- Began discussions with Lebanon Farmers Market to see about moving them to a different location for next year.



MEMORANDUM

Senior Services & LINX Transit

Date: April 1, 2024

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly Report

Senior Center:

Gardening is kicking into full swing as the warmer weather of spring appears across the valley. Gardening classes currently have at least 70 people signed up. Therapeutic Gardening Club is meeting one Saturday a month working on various projects. All of the raised garden bed plots at the Senior Center have been adopted and are starting to get cleared out for the season in anticipation for planting.

Having a young volunteer come and mentor the use of iPads on Wednesdays has seen a regular turn out of seniors to learn how to create their own digital images using the Procreate application. Seniors that have never used a computer before are among those participating. Connecting something that they love to do in the “real” world to something they can do in a different way in the “digital” world has helped stir that interest. Seniors are delighted by the idea of getting to share their efforts with their younger family members.

We continue to be impressed by the turn out of participants to some of our exercise classes. Some seeing a regular attendance of more than 20 participants...sometimes pushing 30! That number is beginning to rival the regular turn out to Bingo. If this continues, we will get to claim a new “most popular” activity at the Center: Line Dancing, Easy Cardio, or Strength & Flex (Geri-Fit).

In April, we will be recognizing the wonderful volunteers that help staff accomplish our goals at the Center. These are an incredible group of people with a broad spectrum of talents and skills that they share to enrich our offerings to seniors in our community. We will also be holding an

THE CITY THAT FRIENDLINESS BUILT

afternoon tea. As we continue to bring back larger events, we rely on our volunteer team to help make these happen.

We are also looking ahead to May, National Older Americans Month, which is not surprisingly one of our favorite months. We are holding our first ever sticker contest in April in hopes of having the winning sticker printed for distribution in May. Sticker entries should focus on positive aging messages. We will also be working on some other plans to bring new information, resources and celebration to the month of May to honor the most experienced members of our community.

LINX Transit:

At the end of Q3, LINX has provided 47,158 rides. At the end of last fiscal year, we had provided 47,851 rides. We've provided almost as many rides in nine months this FY, as we did in twelve last FY.

LINX Transit has a new part-time driver starting the training process on April 9th.

LINX Transit is currently recruiting for a part-time dispatcher. As the growth of the LINX program has continued, it has become vital to add another part-time dispatcher to assist the two full-time dispatchers to provide coverage, Monday through Saturday, 7:00 am to 6:00 pm. LINX Transit is funded primarily through state and federal grants. The new part-time dispatcher position will be funded through the Statewide Transportation Improvement Fund (HB2017), which was brought forth for new and enhanced transit service in Oregon.

LINX Transit is working on a grant for a new electric van through a competitive federal grant process for low-no emission vehicles. Grants are due on Monday, April 8th, 2024.