



925 S. Main Street  
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# MEMORANDUM

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## *Administration*

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

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Date: January 29, 2024

- Attended multiple meetings with City Attorney and outside legal counsel for the issues related to the Green Peter Drawdown.
- Working with staff to determine feasibility of relocating the City Council Chambers to the Library Community Room.
- Budget process for FY 25 is moving along. So far, we are still on track for a completed document by first part of April.
- Working on identifying consultant firms to moderate the City Council 5-year Strategic Plan process. It is likely we will not go through a Request for Proposals process, but rather get proposals from several firms for the City Council to review. More information will be shared once we have it.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.
- Continuing to work with the League of Oregon Cities and several State Legislators to identify shovel ready infrastructure projects for housing. The Legislature will be meeting in early 2024 to discuss the possibility of providing cities with grants to complete infrastructure for housing.



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# MEMORANDUM

*Human Resources Department*

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

- Recruitment:
  - Communications Specialist – Recruitment on hold
  - Police Officer – 2 candidates in background. 1 lateral officer hired 2/5/24
  - LINX PT Dispatcher – Applicants in review
  - LINX PT Driver – Applicants in review
  - Water/Wastewater Plant Manager – Interview pending
  - Sr. Maintenance Worker Rover – Posted on 1/31/2024
- Benefits:
  - Business as usual
- Classification and Compensation:
  - Ongoing - Work has begun on adding/expanding the working conditions/physical requirements to the JD's. JD's are actively being updated as changes/updates are identified.
  - Market reviews for non-union positions to be completed by end of February. Last completed in 2020.
- Training and Development:
  - January Safety training – Fire Extinguisher
  - February Safety training – Why Sitting is Bad for You
  
  - January All Employee training – None
  - February All Employee training – Myth of Multitasking
- Performance Management:
  - Assessing and testing the electronic performance evaluation tool under way. Process on hold until after July of 2024 due to upcoming Teamster labor negotiations.
  - 34 evaluations are past due as of 1/31/2024
    - 3 in Finance (oldest is over 2 years past due)
    - 9 in City Manager's Office (Director Evals)
    - 7 in Public Works (oldest is over 2 years past due)
    - 14 in Police Department (oldest is over 6 years past due – 6 employees)
    - 1 in SC/LINX (3 months past due)

- Other
  - ADP Learning module on hold.
  - Exploring the functionality of electronic Personal Action (PA) forms. Currently HR uses spreadsheets to track step and longevity dates. This is an imperfect system. The HRIS system has the ability to process employee step and longevity transactions electronically so HR is exploring what this process may look like in preparation for a discussion with management.
  - 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.
  - Preparations are underway for upcoming Teamster union negotiations for a new contract. Current contract expires 6/30/2024



# MEMORANDUM

City Recorder's Office

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

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## CURRENT REPORT: January 2024

- Compiled and Prepared the City Council Agenda and Packet
- Minutes: January Regular Meeting & Work Session
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) 2024-01
- Ordinances: 0
- Press Releases: 7
- Public Meeting Notices: 3
- Documents added to ORMS: 332 for a total of 20,565
- Public Records Request: 2
- Records Destruction Certification: 3
- Liquor Licenses Processed: 0
- Contact Us Submissions: 13
- 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

**Donna Trippett, CMC of City of Lebanon**, has earned the designation of Certified Municipal Clerk (CMC), which is awarded by the International Institute of Municipal Clerks (IIMC), Inc.

IIMC grants the CMC designation only to municipal clerks who complete demanding education requirements; and have a record of significant contributions to their local government, community, and state. Lifelong learning is not only desirable, it is necessary for all in local government to keep pace with the growing demands and changing needs of the citizens we serve. It is with immense pride I announce Donna's educational accomplishments and achievement of this milestone.

**Public Meeting Laws Updates:** The City Records' Office has been training on updates to the Public Meeting Laws (HB 2805) which will require Public Meeting Law training to each member of advisory committees and boards per term. In addition, the City Recorder's office will make sure the City has the

required grievance to public body process in place. HB 2805 also has two new provisions to meet in Executive Session; (o) and (p) allow to meet for matters related to safety and cyber security.

**New Regulations for SEI Filings:** effective this year will require that anyone who owns a business or anyone in the household who owns a business, report any client or customer who makes up 10% or more of their business income.



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# MEMORANDUM

## *Community Development*

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

Date: January 29, 2024

2023 Year End Update: The Planning Division's major focus was the development and completion of the City's Housing Production Strategy which Council adopted in September 2023 and is awaiting final DLCD acknowledgment anticipated February 2, 2024. Planning staff also applied for and received a DLCD grant to begin the process of implementing the Housing Production Strategy.

In terms of land use applications, the Planning Division processed 45 land use applications, a reduction of six applications from the previous calendar year. Most application were related to housing development, land divisions and subdivisions, with only one apartment development processed. As the Westside Interceptor construction has increased the number of inquiries for development opportunities along its route of installation, as anticipated.

The Planning Commission met for 11 out of 12 scheduled meetings and have maintained a full panel of commissioners with one pre-screened applicant waiting upon any future vacancy.

The Building Division saw a minor increase in permits issued (2), with a minor increase in fee collection and project valuation.

	2022	2023
Permit	691	693
Fees	\$458,154.64	\$520,679.25
Project Valuation	\$40,680,114.10	\$45,830,818.64

For the Economic Development Division, 2023's focus was developing and adopting the City's Economic Opportunity Analysis (EOA), which Council adopted in September 2023, and implementing a number of the action items identified within the plan. The EOA included over 30 action items to be implemented over the planning period, which the Economic Development Division developed a work plan for implementation. The first year of implementation included:

- Participation in a feasibility study conducted by the Oregon Cascade West Council of Governments about development of high-speed broadband internet availability in the region.
- Development of a workplan for business outreach to understand the unmet workforce needs and identify opportunities for workforce development to meet those needs. A business visitation program was developed to include the Mayor and is now organized to rotate through each ward once a month to invite councilors to join. From each visit, resources are identified that may assist the business in job placement, grants, or business development which economic development staff follows up on after each meeting with direct communication and facilitates connections with organizations that may further assist the business.
- Industrial land business recruitments. The Economic Development Division submitted to Business Oregon an Industrial Business Recruitment package for a possible business based on identified business parameters. In addition, all industrially zoned businesses which property owners identified a willingness to sell their properties were uploaded onto the Oregon Prospector website as a recruitment tool.

The Economic Development Division has also been working with Linn Benton Community College, Oregon Cascade West Council of Governments, and several private businesses to address the ongoing childcare shortage in the Linn County area, and Lebanon specifically. This was a focus in 2023 and will continue forward in 2024.

### January Report:

#### **Planning:**

- The January Planning Commission (PC) meeting was cancelled.
- In January, one project was approved administratively:
  - VAR-24-01 to adjust the fence height for a property on South Fifth Street
- Staff is currently processing 5 planning applications for 1 project:
  - AR-24-01, S-24-01, VAR-24-02, 03, 04 for a 19-lot subdivision and development of a townhome and zero-lot-line development with variances to the number of dwelling units allowed on a private street, the minimum lot size of a corner lot, and the rear yard required for two lots for project area between Walker and Wassom east of Stoltz Hill Road.
- State Capital Funding Requests: As part of the current legislative session, the City submitted three funding requests through Representative Cate and Senator Hayden's Offices for capital funding projects including an infrastructure project for the development of housing, funding for the pre-treatment needs of the water treatment plant due to the effects of the draw down of the Green Peter Dam, and funding for the needed capacity improvements at the wastewater treatment plant.
- Housing Production Strategy: DLCD has officially acknowledged the City's Housing Production Strategy! A formal letter of acknowledgement was submitted to the City on February 2, 2024.
- Community Development Block Grant (CDBG) Program: The City received notice that the CDBG grant was approved by the State to support the Linn County Housing Rehabilitation Program. Grant agreement documents are expected and program to be initiated in spring.
- Continuum of Care (CoC) and Multi Agency Coordination (MAC) to address homelessness: The Community Development Director attended Crossroads Communities housing forum on Monday January 15, 2024 (online due to the ice storm) as part of the 100 day housing challenge to discuss how to increase affordable housing opportunities in the City of Lebanon. As part of the forum, the goal was set to house 15 individuals in 100 days
- Governor's Office Housing Production Framework: Meetings continue with the Governor's office to stress the importance of infrastructure funding. Funding is currently included in the draft framework, although the process to obtain funding would be cumbersome and require developers to work through multiple layers of government to obtain.
- Rules Advisory Committee on Housing: The Community Development Director has been selected to participate in the State's Rules Advisory Committee for Housing to develop the Oregon Administrative Rules associated with House Bill 2001 (2023) and House Bill 2889 (2023). This is a multiple year appointment which will provide Lebanon a voice at the table in the development of reasonable housing standards for implementation at the rural level.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director has been requested to participate on the LCSD Facilities Advisory Committee responsible for updating the facilities master plan for the school district, with the goal of bringing expertise in population growth projections and development projections to the group. The committee is anticipated to be an approximate year appointment.

#### **Building:**

- The city processed 39 permits in December. Total fees received were \$33,183.38 and valuation of construction was \$3,363,417.78.
- By comparison, in December 2022, 33 permits were processed. Total fees received were \$113,955.74 and valuation of construction was \$12,628,424.00.
  - A current list of the larger construction sites include:

- Riverside Banks Subdivision and Duplexes (Williams Street)
- 78-unit multifamily development (Russell Drive)
- Lebanon Fire District property (Oak Street)
- 28-single family dwelling lots - Cheadle Lake Estates (River Road)
- Chipotle interior renovations and façade improvements (S Santiam Highway)
- Seven Oaks Middle School Addition (Cascade Drive)
- Anderlik Manor Renovation (W Grant Street)
- Panda Express (Airport/Hwy 20)
- 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
- Weldwood Storage (Weldwood Drive)
- 12-lot subdivision (Walker & Wassom)
- 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)
- 450 Weldwood Drive – Self Storage (Weldwood and Cascade Drive)

#### **Economic Development:**

- Economic Opportunities Analysis (EOA): The Economic Development Catalyst, with the Community Development Director has begun the process of implementation of the EOA:
  - Business visitation program: In January there were two sets of business visits conducted, Councilor Ullfers and Mayor Jackola, with the Community Development Director visited ENTEK, and Summit Ace Home & Garden. Then Councilor Dykstra and Mayor Jackola, with the Community Development Director visited Lane Manufacturing.
    - ENTEK: Was connected with the Willamette Workforce Partnership to help with their employee recruitment and retention. The conversation regarding childcare also was discussed and they are keen on getting more information and participating in a roundtable discussion. A meeting of interested stakeholders throughout the community will be held in the coming weeks to discuss childcare options.
    - Summit Ace Home & Garden: The Community Development Director connected the manager with the Lebanon School District CTE representative to see if they can work together to have students gain experience by working on some projects with the business. They were also given information for the Willamette Workforce Partnership.
    - Lane Manufacturing: They also had a similar experience as ENTEK and needed additional support with workforce needs. The Community Development Director sent a follow-up email with information from the Willamette Workforce Partnership.
    - From the initial business visit in October with Boulder Falls, a group of stakeholders interested in promoting tourism in Lebanon through business connection and support has started meeting monthly. The group consists of the Chamber of Commerce, Lebanon Downtown Association, Boulder Falls Management and City representation, soon to be joined by the owner of Schmizza Public House and the Manager of the Santiam Excursion Train. The group has identified the need of a map to be able to hand out to guests of the hotel for easy directions to entertainment, food and activities. The Economic Development Catalyst has contacted a consultant to get quotes and discuss the scope of the project. The group will work together to decide on the icons, layout, and categories of the map for the City of Lebanon and will use Transient Lodging Taxes to fund the creation of the map. An additional Tourism meeting with the Albany Visitors Association will be held on February 26<sup>th</sup> at Boulder Falls, all interested parties from rural Linn County are invited to attend and be part of the conversation.
  - Industrial Site Readiness: The Economic Development Catalyst is working with a local commercial broker to contact Industrial property owners to identify interest in promoting their site for business recruitment nationally, and to advertise their properties on Oregon Prospector. Multiple property owners have responded to outreach by the Economic Development Catalyst and have agreed to advertise their properties with adjacent properties to create a more marketable site. Unfortunately, one property owner with multiple industrial greenfield industrial properties in the city has identified a desire to not market their properties for sale or recruit industrial businesses for their sites.

- Downtown Building Restoration Program: The Downtown Building Restoration (DBR) Program has been updated for the 2023-2024 FY and applications are available for submission. All applications are due by February 1<sup>st</sup> for review. There are two remaining grants open from the previous FY.
- The Economic Development Catalyst continues to attend Linn County Commissioner meetings in an effort to be more visible to the county and to represent the interests of Lebanon and the REAL group.
- Workforce Development Initiative: The Economic Development Catalyst is working with the Business Liaison at the Early Learning Hub to organize a meeting between major employers in Lebanon that share childcare related challenges and discuss the potential solutions, both immediate and long term.
- Business Registration Initiative: The Director of the Oregon Economic Development Association (OEDA) will be meeting with the Lobbyist for OEDA and State Representative Bynum to discuss the Business Registry Data Bill that was proposed in the 2023 long session but was unable to be brought forward. The goal is to resubmit the bill for the 2024 short session. In the meantime, the Economic Development Catalyst is refining the list of businesses in the 97355 area code for outreach and support purposes.
- Rural Economic Alliance (REAL): A new Rural Opportunity Initiative (ROI) grant cycle from Business Oregon was open for applications, REAL was included in an application with RAIN and was successful, this grant will allow to continue having rural entrepreneur support in the 9 member communities and allow REAL to progress initiatives identified in their recently revised Strategic Plan. REAL was awarded \$12,000 of the initial \$18,000 that was asked for.



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# MEMORANDUM

*Engineering Services*

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

Date: January 29, 2024

## CAPITAL IMPROVEMENTS

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

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

- The Seventh Street Reconstruction Project (Oak to 'F') was awarded to Willamette Valley Excavation at the January City Council Meeting. Staff will holding a neighborhood meeting on February 8<sup>th</sup> to inform residents impacted by construction what to expect and for how long. Construction is scheduled to begin shortly thereafter with a projected finish date by year end.
- 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. The project has been delayed for over a year now due to right-of way needs and ongoing negotiations with a property owner. Linn County is currently in the process of obtaining the needed right-of-way (which is going through eminent domain), while the City is negotiating with the property owner on the north leg of the intersection for a small portion of right-of-way. With the approval of a new Gas Station/Mini-Market on the NW corner of the intersection (along with the removal of the existing Grandpa's Grocery on the SW Corner) staff and consultants will be modifying the design to provide better traffic flow on the SW corner by increasing the radius size. The Project Team will begin finalizing the design, so it is ready to advertise for bids as soon as right of way is obtained and a timeframe for the demolition of Grandpa's Grocery.
- Kittelson Traffic Engineers has completed the design (30%) of a round-about at the Cascade Drive/Weldwood Intersection. They are currently preparing a Tech Memo for the City recommending an update to the current Transportation System Plan (TSP) with this project. Staff intends to bring the proposed update to the City Council in the near future. The addition of this project of this project to the TSP will be beneficial in applying for future grants to complete the project.
- ODOT and City Staff are continuing the study of pedestrian/bicycle safety along HWY 20 and HWY 34 through Lebanon. We have held multiple meetings to discuss bike routes along the highways and alternate routes using City streets. The project is also looking at various intersections and mid-block locations to determine what safety projects could be completed to improve pedestrian and bicycle movements on the highways through Lebanon. Funding for improvements will likely come from ODOT. The final report is now scheduled to be done early 2024.

- Staff will be advertising the Beaton Lane/Tennessee Road Rapid Flashing Beacon Project in February. Build Lebanon Trails has also committed \$20,000 to this project in an effort to get it done.
- Cheadle Lake Park Utility Extension Project is complete other than final paving which is being delayed by weather. As soon as we get a good window of suitable paving weather, Northcore will wrap the project up.
- Udel 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 Udel 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.
- Udel Engineering is under contract to provide Engineering Design services for a sanitary sewer line replacement on North Third Street. Staff is working with Udel 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.
- Udel 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**

- Paventy & Brown Orthodontics plans have expired letter sent to engineer and developer.
- Dairy Queen plans have expired letter sent to engineer and developer.
- Hickory Lake Apartments preconstruction complete contractor to start construction mid-February.
- Franklin Grove Subdivision public improvements accepted. Site plans received for single family construction.
- 9<sup>th</sup> Street Duplexes public improvements accepted.
- Airport Storage water main extension passed testing and contractor working on final punch list items.
- Bate's Storage off Hansard Ave plans returned to engineer for revisions.
- Industrial Way storage plans returned to engineer for revisions.
- Fire Department contractor completing utilities extension along with new fire water suppression.

- Plans approved for Buckmaster Plumbing new storage building. Contractor working building addition. Fire hydrant extension complete and operational. Final street patch and site work to be completed weather permitting.
- Kees Street extension preconstruction meeting complete and contractor to start with sewer connection and partial road closure 2/1/24 -2/5/24. Kees Street will remain closed during construction.
- Weldwood Dr storage fire hydrant extension and passed testing. Contractor to complete onsite work and final street patch.
- Oak St sewer extension plans approved.
- Plans approved for new Panda Express Building corner of Airport and Hwy 20. All utility crossing complete, contractor working on final site work and building construction.
- Plans approved for new subdivision Madelyn Meadows between Walker & Wassom Street. Contractor working on sewer main extension and excavation of new private street.
- Blackrock Apartments corner of Airport & S 2<sup>nd</sup> Street fire hydrant extension complete and passed testing. Final street patch schedule for weather permitting. Contractor working on site improvements and building construction.
- Traffic Impact Analysis for Crowfoot Subdivision under Engineering Service Agreement contract. Traffic counts to be collected once S Main Road & Crowfoot open to traffic.
- Mill Race Station RV storage plans returned to engineer for revisions.
- Sewer main extension along 12<sup>th</sup> Street north of Airport approved.



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## INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

### IT

- The web site upgrade project continues in collaboration with the City Recorder and other departments.
- The budgeted SCADA upgrade project continues.
- Meet with Linn County IT to discuss how we can better coordinate with other agencies' IT departments for mutual assistance and support.
- 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

- Completed the Flush 2023 downloaded data review and completed necessary updates.
- Held a water meter review meeting with IT, Public Works, and Planning departments.
- Work continues with Finance and Public Works to update meter reading routes for City water services.
- Coordinated with IT and LFD staff regarding Station 31 access control project; coordinated with IT staff for mapping.
- Continued Lead & Copper Survey Project Coordination.
- Continued work on the Water Quality Dashboard to be incorporated into the new City web site project Spring 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 506 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.



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# MEMORANDUM

*Lebanon Public Library*

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

Date: January 30, 2024

From: Kendra Antila, Library Director

Subject: Manager's Report

- Statistics for the month of January are on par with previous years, despite weather-related closures.
- We received a \$3,298 grant from the State Library of Oregon. The grant will fund early literacy initiatives and the Summer Reading Program.
- The Teen Advisory Group will debut two new clubs this month, Coding for Teens and ASL (American Sign Language).
- Members of the Lebanon Police Department will be guest readers at Preschool Storytime on Thursday, February 22<sup>nd</sup>.



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## MEMORANDUM

### *Police Department*

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

Date: January 31, 2024

- Looking at year 2023 totals, Lebanon Police Dept. handled a total of 16,620 calls for service, made 1,061 arrests, issued 293 traffic citations, conducted 1,396 traffic stops and wrote 2,004 case reports.
- For the month of January 2024, the Patrol Division had approximately 1,328 calls for service, made 91 arrests, issued 34 traffic citations and wrote 138 case reports.
- Recruit Garcia graduated from the Department of Public Safety Standards and Training (DPSST) and will be finishing up his field training portion that requires him to be with a certified officer. Recruit Officers Belknap, McKinney and Hobbs are still in training at DPSST, but are all doing well and all on track to graduate.
- Applicant Jason Van Eck has successfully passed all phases of pre-employment screening and has accepted a full-time position as a police officer. Jason comes to us with 20-plus years of law enforcement experience.
- We will be conducting testing on February 9<sup>th</sup> for police officer in an effort to continue filling remaining vacancies.
- Psychological evaluation results are pending for another police officer candidate. If he successfully passes, he will be offered a full-time officer position.
- Our Communication Specialist position remains open until filled. Unfortunately, the candidate that had been selected to move forward has failed the background phase. We will test again in late February or early March.
- We had one use-of-force incident to report for last month. Officers located a subject who was wanted on several felony warrants, and had also been involved with multiple thefts around town. As officers approached, the suspect tried to flee the parking lot in a lifted pickup. The suspect crashed into several vehicles, and then drove into the driver's side of a Lebanon patrol vehicle, becoming stuck on it. Officers approached the subject and ordered him out of the vehicle, while pointing their firearms in his direction. The subject was then taken into custody without further incident (continued on next page.)

- It was determined that the suspect had a firearm in his possession. The patrol vehicle was totaled and the officer that was operating it sustained a minor injury to his forehead. The wanted suspect did not have any injuries and was lodged in the Linn County Jail, where he currently remains. Every use-of-force incident is reviewed extensively by a Sergeant, Lieutenant, the Captain and finally the Chief. This incident was found to be a justified use-of-force case and fell within policy.
- There were three (3) pursuits this month. (1) A vehicle failed to obey a traffic control device (stop sign), and then eluded when the officer attempted to stop the fleeing vehicle. Officers pursued the vehicle north of the city, and ultimately on I-5, almost to Salem. Officers terminated the pursuit once they lost radio communications. Several days later, the vehicle was located, but the suspect still remains at large. (2) While on patrol, an officer witnessed a reckless driver riding a three-wheeler on city streets. The driver failed to stop, and eluded the officer north of the city, ultimately driving into a field. The driver then fled on foot, and officers were unable to locate him. (3) An officer attempted to stop a vehicle for no license plate, and the vehicle eluded. Officers pursued the vehicle south of the city, and the vehicle crashed into a fence while negotiating a turn. The driver then fled on foot, but was shortly taken into custody after a short foot pursuit. Each pursuit was reviewed separately by a review board that included the Chief, Captain, Sergeant and Lieutenants, and each were found to be within policy.
- There was one incident of successful NARCAN deployment this month. An adult male overdosed on an unknown substance; a witness was performing CPR when the officer arrived and deployed NARCAN, successfully saving the subject's life.
- We had one drug overdose this past month that resulted in the death of the subject. Detectives are actively working the case to determine where the narcotics came from.

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



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# MEMORANDUM

*Public Works*

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

Date: January 26, 2024

## A. Collections (Sanitary-Storm):

- Mowing
  - No maintenance mowing and weed eating as weather did not allow.
- Manholes:
  - Inspected existing manholes for condition and I&I.
- Sewer Mains:
  - Cleaned 1400-feet and video inspected 1400-feet of sanitary sewer main line.
  - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
  - Assisted 5 customers with sewer lateral issues.
  - Video inspected 575-feet of sanitary sewer laterals.
  - Installed 0 cleanouts.
  - Conducted one sewer lateral replacement investigation.
    - 1 - entered program
    - 0 - not eligible or did not require replacement
    - 0 - working with customer to gather more information
    - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
  - Assisted 1 Facility with Storm drain issue.
  - Cleaned 240 Feet and Video Inspected 40 Feet of storm line.
  - Cleaned catch basins on part of Academy St.
  - Completed several rounds of catch basin/curb inlet, ditch inlets and culverts clearing during rain events.
- Identified and investigated several sanitary and storm mapping discrepancies.
- Assisted Ice/Snowstorm Sanding
  - Responded to one private water service line that froze.
- Reviewed one set of pre-construction plans for Engineering.
- Performed (3) One Year Warranty inspections on completed projects.
- Monthly equipment checks and maintenance completed.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.

- Provided Vactor and crew to assist Crowfoot Rd. Improvement Project
- Assist with water meter reads.

#### **B. Parks:**

- Completed hanging door hangers for annual right-of-way tree trimming.
- Opened, closed, and cleaned parks restroom buildings daily.
- Crews began applying casoron at schools and parks where applicable for vegetation management.
- All parks and trails system garbage's checked daily and emptied.
- Completing daily leaf removal and mulching.
- The trail system is cleaned weekly of leaves and other debris.
- There has also been an increase in daily vandalism and trash pick-up which has increased the amount of time it takes crews to clean restrooms and complete trash pick-up.
- Made necessary repairs to park restrooms.
- Making necessary repairs to all city playground equipment.
- Cleaned and repaired roof leak at Gills Landing restroom.
- Gills Landing
  - There were 23 RV park reservations for the month of January.
  - There was one shelter rental for the month of January.

#### **C. Streets:**

- 8 – days were spent sweeping.
- Swept school parking lots and district office.
- Removed downtown holiday banners, snowflakes, and lights on trees.
- Crews graded alley ways and filled potholes throughout town.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Placed and removed barricades / stop signs for internal / external projects, and public events.
- Completed vehicle repairs and maintenance.
- Replaced flags on 25mph near 2<sup>nd</sup> and Mary Street.
- Delivered sand and sandbags to Sherriff's office for public use.
- Completed intermittent leaf pickup through town and at local schools.
- Marked out locates for tree removal.
- Responded to two garbage clean-ups on roadway.
- Installed sanders on trucks in preparation for snow and ice storm.
- Sanded city roads during snow and ice storm.
- Installed part of the new fence at the skate park.
- Graded gravel roadways, alleys, and shoulders of roads.
- Completed a sewer lateral repair that a contractor damaged.

#### **D. Wastewater Treatment Plant:**

- The Lebanon WWTP is in full compliance with our NPDES permit month to date.

- Influent flow for the month is averaging 8.3 MGD.
- Plant came through the ice storm very well. Plant average flow 1-18-24 to date 12.0 MGD, peaking at 15.2 MGD on 1-19-24.
- We have begun staging biosolids hauling and, weather permitting, we will begin the first week of February.

#### E. Water:

- Meter reading was completed.
- Daily water service orders including leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
  - 76 locates were completed throughout Lebanon for the month of December.
  - Followed up on water concerns and completed sample testing requested by citizens.
  - Replaced 18 water meters and installed 36 radio readers.
- Began working with IT to update the GIS mapping for water service locations and sizes.
- Changed out failing meter boxes and dead meters.

#### F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	80.15 MG
Finish Water Produced	56.85 MG
Water Sent to Cheadle Lake	00.00 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.95	1.35	1.15	0.027	0.045	0.034
Finish pH			Filtrate Fluoride (Average of Each Day)		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.41	8.85	7.64	0.00	0.00	0.00

- Raw Water NTU has been doing a lot better running between 25-50 NTU.
- The added cleans have helped deal with the plugging issues in the filters caused by the extremely high NTU. We are no longer plugging at lower flows.
- After cleaning out the basins last month the sludge levels are just under a foot.



# MEMORANDUM

## *Senior Services & LINX Transit*

Date: January 31, 2024

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly Report

The flipping of the calendar to a new year has brought in an influx of seniors to participate in our exercise programs. We had 32 seniors join us in a single class, which was a record number for just one class. We have some core groups that come in to exercise and socialize with one another. We have maintained some larger than usual class sizes throughout the month in all of our exercise programs, as well.

One of our staff members has completed their certification to be a community instructor of a new Evidence Based exercise class that we will begin mid-February. Tai Ji Quan: Moving for Better Balance (TJQMBB) adds another type of exercise to our offerings. Our seated Chair Chi class has always seen lots of seniors getting referred from the hospital after graduating from their physical therapy programs. As seniors continue to get stronger, they sometimes look for another opportunity to continue to improve past the focus of the seated class. TJQMBB is led from a standing position but does offer some seated and assisted opportunities. We are excited to give our Monday group of Tai Chi fans, that currently follow a video, a chance to gather with an in-person instructor. TJQMBB is a 52-session course that focuses on improving balance, core strength and fall prevention recovery techniques. The Senior Center is able to offer this TJQMBB class, along with the three other evidence-based programs, through a Cascades West Council of Government grant.

We had a great turn out for our Pizza and Pool social. We had some new faces join us for an opportunity to meet other pool players. We plan to use this model over the winter to connect seniors through a social game and snack combo. In February, we will have fun with our shuffleboard.

Our Pancakes with the Lebanon Police Department event, in January, was a huge hit! We have had lots of feedback from seniors that really enjoyed this opportunity to mingle with some of Lebanon's finest. The Chief also let us know how much they enjoyed the opportunity. Thank you to LPD for taking the time to chat with us at the Senior Center, and for all that you do for our community.

LINX Transit is currently recruiting for two part-time positions. The part-time driver position will fill a vacancy and the part-time dispatcher will assist with coverage in the front office. 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.