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# MEMORANDUM

*Engineering Services*

To: Mayor Jackola and City Council

Date: June 2, 2025

From: Ron Whitlatch, City Manager/City Engineer

Subject: **Capital Improvements & Development Services – May 2025**

## **CAPITAL IMPROVEMENTS:**

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
  - East Ash (between Carlson and Creswell)
  - Fourth Street (between Maple and Grant)
  - Sherman Street (Alley to Second Street)
- Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Pacific Excavation was awarded the contract for the two sections of Grove Street Sanitary Sewer Replacement (Between Carolina & Dodge and between Milton & Elmore). A change order was issued for this project to include a sewer installation on Grove and Ash Streets. This is being done to clean up sewer laterals currently running through backyards. Construction of the new mainlines is complete. There are multiple private side laterals that need to be connected to the new mainlines. This is typically the responsibility of the homeowner; however, in this case, due to the current location of the laterals, we will be replacing the private side of the laterals and making the connections to the new mainline. Staff will be requesting quotes from contractors to complete the lateral replacements (private side) for this project in the coming weeks.
- Kennedy Jenks Engineering (KJE) and City Staff are waiting to finalize the Wastewater Treatment Plant Master Plan until the Oregon Department of Environmental Quality issues the City a draft of the proposed new NPDES permit (this has stalled completion of the Master Plan). They have indicated the City should receive the draft report in Spring of 2025. Once we have a draft, we expect that the finalization of the Master Plan will ramp up. This process will likely take us into the summer/fall of 2025.
- The multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek has been incorporated into the Stoltz Hill/Airport Road Signal Project.
- The City has received a Recreational Trails Grant to complete a trail segment adjacent to River Park. A recommendation to award the project will be requested at the June City Council Meeting. Construction is scheduled for the summer of 2025.
- Udell Engineering is currently working on the Grant Street Waterline Replacement and Street Re-Hab Project (from Park to Fifth Street). City Staff had started the design, but due to current workloads, Udell will finish over the summer. We will likely bid the project in the winter of this year and begin construction in early 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff

time allows). Staff will bring the completed document to the City Council for approval sometime in 2025.

- The new Traffic Signal Project at the Airport Road and Stoltz Hill Road intersection is being constructed. Riverbend Construction has completed a majority of the utility work and sidewalk installation. Airport Road will be open to traffic for Strawberry Festival weekend and then closed to through traffic again on the following Monday. Signal pole bases and conduit work have begun, and it is likely due to supply chain issues, the signal poles and controller will not be up and operational until this fall. Airport Road will be opened to traffic prior to signal installation to alleviate traffic on Oak Street. The project is scheduled for completion in the fall of 2025.
- Udell Engineering is under contract to complete the design of the Cheadle Lake Park Improvements Project. Currently, Staff is advertising a Request for Proposals for a CM/GC Contractor. An award recommendation will be requested at the July Meeting. Once a CM/GC Contractor is on board, we will begin Value Engineering and final design to achieve a Guaranteed Maximum Price for the construction. Construction is expected to begin in October and continue through 2026.
- Udell Engineering is currently under contract to provide the Topographic Survey for the design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will reconstruct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We had anticipated starting design early in 2024, but due to the current workload (consultants and City Staff), that has been pushed back to spring 2025. Construction will likely happen in the spring/summer of 2026.
- Construction has started on the Willow Street Storm Drainage Project. Staff completed a minor re-design after determining that a private retaining wall would conflict with the storm pipe. The project should be wrapped up in a couple of weeks.
- As part of LINX Grant, we will be installing a Mechanics Pit at Public Works. The Contract for construction was awarded to Armstrong & Associates construction as they submitted the lowest quote.
- Additional Minor Projects include:
  - Review parking on Second Street between Mary Street and Tangent Street.
  - Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
  - Wetland Fill Permit for SCIP Pond
  - Safe Streets for All Regional Planning Grant – Moving forward after Federal Grant pause.
- Storm Drainage Improvements on Second Street
- Crack Sealing Contract
- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in

future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.

- Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.

### **DEVELOPMENT SERVICES:**

Staff continue to manage customer inquiries related to general engineering, building permits, and administrative planning. The team provides guidance and support to residents, developers, and stakeholders to facilitate the permitting process, address planning-related questions, and ensure compliance with applicable regulations. Their efforts aim to deliver efficient service and clear communication to support sustainable community development.

### **Planning**

- Reviewed and Approved  
Administrative Review – 12-Unit Multi-Family located at Market St and South Main Rd

### **Building**

- The city processed 50 permits in April. The total fees received were \$101,741.81, and the construction valuation was \$7,203,760.40.
- By comparison, in April 2024, 85 permits were processed. The total fees received were \$128,849.98 and the construction valuation was \$12,218,511.46.
- A current list of the more significant construction sites include:
  - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
  - 19-lot subdivision (Walker & Wassom)
  - Gas Station and Convenience Store (911 W Airport)
  - Tractor Supply (Burdell Boulevard)
  - RV Storage (Laredo Way)

### **Engineering Public Improvement and Site Plan Projects**

- **In Review / Pending Construction**
  - Honeybee Stamps – site plans for new building off Beaton Lane revisions under review.
  - Villalobos Real Estate – site plan for new apartments on the corner of Market & S Main St.
  - Herman's Subdivision – Crowfoot Rd, Engineer working on review comments. Offsite improvement plans approved pending construction to be schedule.
  - Oak St sewer extension plans have been put on hold.
  - Bates Storage off Hansard Ave stamped approved pending permits.
  - Mill Race Station Phase II, extension of 5<sup>th</sup> Street to Hwy 20, and Laredo Way, with regional pump station, comments returned to engineer for revision.
  - Plans have been approved for the new subdivision along Kees Street, with utility extensions. Project not scheduled.

- Traffic Impact Analysis is on hold for new site layout for the new subdivision off of Stoltz Hill & Twelfth St.
- Cedar Ridge Subdivision- off S 5<sup>th</sup> Street north of Joy St, comments returned to Engineer for revisions.
- **Under Construction**
  - Franchise Permit issued to Ziply Fiber, city wide fiber internet infrastructure construction.
  - Four Square Church site plan for improvement parking lot and ADA sidewalk approved.
  - Subdivision Madelyn Meadows between Walker & Wassom Street final punch list provided to contractor. Public improvements have been bonded and plat signed.
  - Blackrock Apartments corner of Airport & S 2<sup>nd</sup> has been granted temporary occupancy while the contractor finalizes the illumination plan.
  - The Mill Race Station RV storage contractor has completed the onsite hydrants and is under construction. Building permit in compliance and under construction. Hydrants online and pending final acceptance.
  - Water Main Extension along Hwy 20 as part of Mill Race Phase II offsite improvements.
  - Plans approval for new subdivision off Mazama Way, Cedar Springs Estates preconstruction meeting schedule and Public Improvement Permit issued.
  - Plans approved and permitted for new gas station on the corner of Stoltz Hill & Airport Rd.
  - Plans approved and permit issued for tri-plex along S 7<sup>th</sup> Street.
  - Plans approved for public improvements and site plan for Tractor Supply location off Burdell Blvd. Contractor working on site improvements, Public Improvement Permit issued.
- **Complete**
  - Hickory Lake Apartments has been granted final project acceptance and occupancy.
  - Sewer main extension along 12<sup>th</sup> Street complete final accepted of the sewer main.
  - Wagon Wheel improvements are complete, and public improvements have been accepted.
  - B Street sewer extension complete, contractor working on final punch list of items.