

# LEBANON CITY COUNCIL AGENDA

September 12, 2018 (6:00 p.m.)

Santiam Travel Station  
750 3rd Street, Lebanon, Oregon

*Mayor Paul Aziz*

*Councilor Jason Bolen  
Councilor Robert Furlow*

*Council President Bob Elliott  
Councilor Rebecca Grizzle*

*Councilor Floyd Fisher  
Councilor Wayne Rieskamp*

## 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.*

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## **CALL TO ORDER / FLAG SALUTE**

## **ROLL CALL**

## **APPROVAL OF COUNCIL MINUTES:** August 8, 2018 Regular Session Minutes

**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.*

**AGENDA:** Lebanon City Council Agenda – September 12, 2018  
**APPOINTMENTS:** Trees & Trails Advisory Committee – *City Councilor Grizzle, Rick Barnett, Jan Diamantine, Rod Sell, Ron Whitlatch, and Jason Williams*  
**BOARD MINUTES:** Arts Commission – June 25, 2018  
Historic Museum Ad Hoc Committee – June 28, 2018  
Senior & Disabled Services Advisory Committee – April 18, 2018

## **PROCLAMATION / PRESENTATION / RECOGNITION:**

**Proclamation Readings, by Mayor Aziz:**

- American Legion Day (September 16) Proclamation
- US Constitution Week (September 17-23) Proclamation
- Fire Prevention Week (October 7-13) Proclamation

**PUBLIC COMMENTS:** *The Council welcomes all respectful comments regarding the City's business. Citizens may address the Council by approaching the microphone, signing in, and stating their name and address for the record. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to respond. The City Clerk will accept and distribute written comments at a speaker's request.*

## **REGULAR SESSION:**

### **1) Interfund Loan Transfer – Underdrainage Project**

Presented by: Matt Apken, Finance Director

*Approval/Denial by RESOLUTION NO. 2018-30*

### **2) Report on RV Parks within the City Limits**

Presented by: Walt Wendolowski, Community Development Director

*Discussion*

### **3) Create a Ralston Park Improvement Plan Ad Hoc Committee**

Presented by: Gary Marks, City Manager

*Approval/Denial by RESOLUTION NO. 2018-31*

### **4) City Manager's Report**

Presented by: Gary Marks, City Manager

*DISCUSSION*

## **ITEMS FROM COUNCIL**

**PUBLIC COMMENTS:** *An opportunity for citizens to comment on items of city business.*

**ITEMS FROM PRESS:** *An opportunity for the Press to ask questions pertaining to city business.*

## **NEXT SCHEDULED COUNCIL MEETING(S)**

- October 10, 2018 (6 p.m.) Regular Session
- November 14, 2018 (6 p.m.) Regular Session

## **ADJOURNMENT**



# *Approval of Minutes*

**LEBANON CITY COUNCIL**  
**MINUTES – DRAFT**  
**August 8, 2018**

**Council Present:** Mayor Paul Aziz, Councilors Jason Bolen, Bob Elliott, Robert Furlow, Rebecca Grizzle and Wayne Rieskamp

**Staff Present:** City Attorney Tré Kennedy, City Clerk Linda Kaser, Police Captain Greg Burroughs, Community Development Director Walt Wendolowski and Finance Director Matt Apken

**CALL TO ORDER:** Mayor Aziz called the Regular Session of the Lebanon City Council to order at 6:00 p.m. in the Santiam Travel Station Board Room and led in the Pledge of Allegiance.

**ROLL CALL:** Roll call was taken with Councilor Fisher absent.

**APPROVAL OF COUNCIL MINUTES:** *Councilor Elliott moved, Councilor Bolen seconded, to approve the July 11 Regular Session Minutes as presented. The motion passed unanimously.*

**CONSENT CALENDAR:** *Item 4 was removed from the Agenda as the City did not receive the MOU from Linn County. Councilor Grizzle moved, Councilor Bolen seconded, to approve the Consent Calendar as amended. The motion passed unanimously.*

**AGENDA:** Lebanon City Council Agenda – August 8, 2018

**BOARD MINUTES:** Library Advisory Committee – May 8, 2018

**EASEMENTS:** West River Trail Project – Hill, Roll Tide Properties & Sipos

**PROCLAMATION / PRESENTATION / RECOGNITION:** Mayor Aziz declared September 11 as Patriot Day and September as both Preparedness Month and Senior Center Month.

**PUBLIC COMMENTS**

Dala Johnson, Lebanon Downtown Association, announced that their August carnival-themed “First Friday” was successful. The displayed quirky turkeys are bringing many people downtown. Their last “First Friday” will be a September back-to-school summer blowout. Attendance at Concerts in the Park averages about 200-250.

Mayor Aziz shared that a downtown business owner said that the quirky turkeys have really helped businesses. He also thanked Johnson for her help with National Night Out.

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Ellis Stutzman, Pacific States Realty, representing Don and Linda Gerig, asked whether City staff’s statement that private citizens are not allowed to own RV parks is correct.

Mayor Aziz asked that staff prepare a report for an agenda item discussion at the next Council meeting.

## PUBLIC HEARING(S):

### 1) Development Code Amendment – Chapter 16.20 & 16.28

*Mayor Aziz opened the Public Hearing at 6:13 p.m.*

There were no objections from the audience to the notice sent out in this case or to the jurisdiction of this body to hear and consider this case; and no declarations of ex parte contact, or conflicts of interest by any Council member.

Community Development Director Wendolowski presented a request to amend the Development Code due to new State regulations addressing the need for affordable housing.

1. Establish new processing time limits (100 days) for qualifying affordable housing – this would not affect the City because staff rarely exceeds a 75-day review process.
2. Review the process (for clear and objective standards) for multi-family housing in residential zones – the Administrative Review process will be used to determine compliance with the Development Code. If the number of units is 19 or less, it will be a staff-level decision; if more than 20 units, the matter will be decided by the Planning Commission. This amendment does not alter development requirements for multi-family projects.
3. Review the process for multi-family housing in mixed-use zones – the Administrative Review provisions above would also apply to the mixed-use zone.

DLCD did not have issue with these amendments. The Planning Commission recommended Council approval of this change.

Councilor Rieskamp asked what triggered the State regulations. Wendolowski stated that many cities have development barriers. Since affordability and providing housing are big issues, he feels that the legislature was forced to do something.

*Hearing no public comments, Mayor Aziz closed the Public Hearing at 6:23 p.m.*

Kennedy read the title of ORDINANCE BILL NO. 2018-12, ORDINANCE NO. 2919. ***Councilor Elliott moved, Councilor Rieskamp seconded, to APPROVE ORDINANCE BILL NO. 2018-12, ORDINANCE 2919, A BILL AMENDING THE CITY OF LEBANON DEVELOPMENT CODE. The motion passed unanimously.***

### 2) Revised City Fees Schedule

*Mayor Aziz opened the Public Hearing at 6:24 p.m.*

City Manager Marks briefly reviewed proposed changes to the City Fees Schedule: the required City Park minimum liability insurance coverage was increased to \$1 million; the drug paraphernalia business license annual fee was reduced; Strawberry Plaza can now be rented for shorter periods; easement/ROW dedication process and lien search fees were increased; fees for stop payment/reissue check and senior services building usage were added; and fees for municipal court confinement, alarm permit, and water/wastewater credit check were removed.

There was a brief discussion about the cost difference for the applicant with the increase in liability insurance coverage. City Clerk Kaser pointed out that coverage may need to be raised in the future now that large venues are being held at Cheadle Lake.

*Hearing no public comments, Mayor Aziz closed the Public Hearing at 6:33 p.m.*

Kennedy read the title of RESOLUTION NO. 2018-28. ***Councilor Grizzle moved, Councilor Bolen seconded, to APPROVE RESOLUTION NO. 2018-28, A RESOLUTION AMENDING FEES AND CHARGES FOR CITY SERVICES AND REPEALING EXHIBIT A "FEE SCHEDULE" OF RESOLUTION NO. 2017-29. The motion passed unanimously.***

**REGULAR SESSION:**

**3) Lebanon Downtown Association – Revitalization Agreement**

Marks requested approval of the 2018-19 Lebanon Downtown Association (LDA) Agreement, which will provide \$10,000 of transient room taxes to support a part-time Downtown Manager position.

Councilor Elliott commented that the Downtown Manager is doing a great job. He feels that this should be a full-time position. The Mayor and Council agreed with her performance but recalled that LDA's goal has been to become self-sufficient. Marks stated that the LDA plans to keep Council updated on their projects that will hopefully result in some funding.

***Councilor Furlow moved, Councilor Rieskamp seconded, TO APPROVE THE LEBANON DOWNTOWN ASSOCIATION AGREEMENT. The motion passed unanimously.***

**4) Memorandum of Understanding to Collect Linn County Transient Room Tax Receipts – Postponed**

**5) Contingency Transfer – Police Vehicles**

Finance Director Apken requested approval of a resolution to transfer appropriations from contingencies to Police materials and services since they do not have enough in the current year's budget to purchase two vehicles outright at \$64,808.22. The City has \$21,675 in the current budget to use towards this purchase and would be able to reduce this line item next year by the remaining \$43,134. Marks added that moving from leasing to purchasing results in a bigger outlay upfront, but the City will save about \$7,000 in interest for the two vehicles.

Police Captain Burroughs confirmed for Mayor Aziz that the new detective vehicles will be subject to less wear-and-tear than patrol vehicles. They will also be less equipped so will not be as expensive to outfit.

Councilor Furlow asked how many vehicles the department would be acquiring each year. Apken stated that it would vary depending on the year, but this will get the City out of the continuous cycle of leasing and paying interest. Burroughs added that they could possibly get 80,000-90,000 miles out of a vehicle which would allow them 7-8 years. By using the vehicle beyond a 3 or 4-year lease period, it will free up money to purchase vehicles.

Burroughs confirmed for Mayor Aziz that the purchases are spread out over time not purchased all at once.

Councilor Grizzle stated that she is in favor of moving towards a purchasing situation. Burroughs confirmed that funds will not have to be moved from contingency every year; it will be part of future budgets.

Councilor Rieskamp asked how the department determines what type of vehicle to purchase. Burroughs stated that he takes the less expensive option. There was a brief discussion about models of police vehicles.

Kennedy read the title of RESOLUTION NO. 2018-29. ***Councilor Grizzle moved, Councilor Bolen seconded, to APPROVE RESOLUTION NO. 2018-29, A RESOLUTION AUTHORIZING A TRANSFER OF BUDGETED APPROPRIATIONS IN THE CITY OF LEBANON 2018-19 BUDGET. The motion passed unanimously.***

## 7) City Manager's Report

*Northside Welcome Monument Sign* – Marks and Maintenance Services Director Williams have been working with Stangeland & Associates Architects on a complete landscape concept, which will be reviewed by the committee before bringing it back for Council approval. The hope is to get the monument sign installed by Halloween.

*Urban Renewal Districts* – Budget funds were set aside to look at creating a couple of new URDs. There will be community sessions in preparation of the Downtown District. Any plan that comes together will be brought back to Council in November. The hope is for completion by the end of the calendar year to get it on next year's tax rolls. The Downtown District is key to many things in the Strategic Plan. Some of the more expensive development may take place through the upcoming Ralston Park Improvement process.

*Economic Development Catalyst Position* – The job description was developed and will be advertised this coming Monday. Interviews are anticipated to take place in September with hiring shortly thereafter. This position will play a big role in developing a strategy for development of wetlands properties, helping to promote the Downtown Building Restoration Program, working with the entrepreneurial effort with seven other cities, and enhancing economic development goals in several other areas.

### **ITEMS FROM COUNCIL**

Councilor Elliott expressed dissatisfaction with not receiving a hard copy of the Council packet. Councilor Furlow stated that he does not mind picking up his binder if that was a concern.

Kaser addressed the reasons for the change with the main reason being that staff has time to change or make additions to the packet prior to the meeting, as the binders are now compiled the day of the meeting. Prior to this they were compiled a week prior to the meeting and any change had to be copied, distributed, and then Council would have to replace/place the pages within their own binders which was often confusing. Furlow commented that he was unaware of the reasons; this makes perfect sense and he's okay with the change.

Kaser added that a hard copy is available in Archives prior to the meeting if someone is unable to view the online version of the agenda packet. Councilor Grizzle remarked that she is happy with the way things are.

Mayor Aziz stated that he likes the change and would like to see all Councilors issued a tablet/computer because it is easy to use, and the current version of the packet can always be accessed. He does not like to see staff doing the extra work of putting the binders together.

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Councilor Furlow suggested contacting LOC to receive acknowledgement for the well-received quirky turkeys. Marks stated that he will submit the information to LOC. He would expect it, at the very least, to be included in an upcoming newsletter.

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Mayor Aziz shared his experience visiting Florence for the Oregon Mayors' Conference. He enjoyed the Florence Museum, which is what he pictures Lebanon's museum to be like.

Aziz stated that the Museum Ad Hoc Committee has been visiting museums to learn about their history.

**PUBLIC COMMENTS** – *There were none.*

**ITEMS FROM PRESS** – *There were no questions or comments.*

**NEXT SCHEDULED COUNCIL MEETING(S)**

- September 12, 2018 (6:00 p.m.) Regular Session
- October 10, 2018 (6:00 p.m.) Regular Session

**ADJOURNMENT**

*Mayor Aziz adjourned the Regular Session at 7:00 p.m.*

**EXECUTIVE SESSION:**

*Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

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

**ADJOURNMENT**

*Mayor Aziz adjourned the Executive Session at 8:25 p.m.*

*[Minutes prepared by Donna Trippett and Linda Kaser]*

Minutes Approved by the Lebanon City Council on this 12<sup>th</sup> day of September 2018.

_____	
Paul R. Aziz, Mayor	<input type="checkbox"/>
Bob Elliott, Council President	<input type="checkbox"/>

ATTESTED:

\_\_\_\_\_  
Linda Kaser, City Clerk

# *Consent Calendar*

# *Appointments*



# MEMORANDUM

*City Clerk's Office*

**To:** Mayor Aziz and City Council

**Date:** September 5, 2018

**From:** Linda Kaser, City Clerk

**Subject:** Trees & Trails Advisory Committee Appointments

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## I. BRIEF HISTORY

On June 13, 2018 City Council adopted an ordinance establishing a Lebanon Trees and Trails Advisory Committee. Mayor Aziz and City Manager Marks interviewed a couple applicants.

## II. CURRENT REPORT

Mayor Aziz is excited to nominate the following members to the newly adopted *Trees and Trails Advisory Committee* at the September 12, 2018 City Council Meeting.

- 1) **Rebecca Grizzle**, City Council/Committee Chair (bike enthusiast)
- 2) **Rick Barnett**, applicant (City Forester for City of Albany)
- 3) **Jan Diamantine**, applicant (BLT member since conception)
- 4) **Rod Sell**, applicant (former Lebanon Parks Committee, Oregon Trails Advisory, & BLT)
- 5) **Ron Whitlatch**, Engineering Services Director
- 6) **Jason Williams**, Maintenance Services Director

Non-Voting Members attending the Advisory Committee meetings will be *City Manager Gary Marks and a City Clerk's Office Representative to take notes.*

## III. RECOMMENDATION

Appoint the nominees through the Consent Calendar process.

/lgk

*Board & Committee*  
*Meeting Minutes*



# Lebanon Arts Commission Meeting Minutes

Monday, June 25, 2018 | 5:45 pm  
Lebanon Public Library, 55 Academy Street,  
Community Meeting Room

- Call to Order:
  - Commission members present: Cassie Cruze, Keith Kutch, Jenni, Grove, Sheree Speaks, Ray Hendricks. Leigh Matthews Bock was in attendance as well.
- Approved May 21, 2018 meeting minutes
- Strawberry Plaza Art Boards Update and Jury Submission:
  - Juried and accepted the submission titled Putting on the Ritz.
  - There is one completed art board in storage waiting to be installed in mid-July.
- Noon at the Plaza Discussion:
  - Flyer and posters were handed out to Commission members and they were asked to share them with downtown businesses.
- The Great Quirky Turkey Pageant:
  - All but three turkeys have been picked up by their artist.
  - Leigh shared a picture of the Quirky Turkey stands built by the Maintenance Department.
  - Project Timeline Reminder:
    - Turkey forms available beginning June 6, 2018 at the Linn County Art Guild Store.
    - Turkeys completed and returned to the Linn County Art Guild Store by July 31, 2018.
    - Turkeys will go on display on August 3, 2018. Voting will be available from August 3-27, 2018 by the public for the *Best in Pageant* category.
    - Arts Commission members vote during August 20, 2018 meeting on *Quirkiest Turkey, use of Most Interesting/Unusual Medium, Most Realistic and Most Creative*.
    - The Great Quirky Turkey Pageant awards ceremony will be held on August 31, 2018 at Noon (the last Noon at the Plaza program slot).
    - Turkeys to be auctioned off at the Brewfest on September 29, 2018 and profit to be divided by Lebanon Arts Commission, Greater Santiam Boys and Girls Club, the artist and the Linn County Art Guild.
- Presentation Opportunity.

- Optimist Club, July 19 at Noon.
  - Sheree and Keith will take responsibility for the presentation.
- Next Meeting Date:
  - Monday, July 16, 2018 at 5:45pm, Lebanon Public Library Community Room
  - Commission goals before the next meeting: Help get the word out about Noon at the Plaza - hanging posters, sharing FB posts and schedule flyers.
- Public Comment:
- Meeting adjourned at 6:03 pm



## City of Lebanon Historic Museum Ad Hoc Committee Minutes – June 28, 2018

Committee Members: Mayor Paul Aziz, Councilor Wayne Rieskamp, Library Director Kendra Antila, Jami, Cate, Allen Collins, Thonni Morikawa and Linda Ziedrich

Staff Members: City Manager Gary Marks and Administrative Assistant Donna Trippett

Call to Order: 2:00 p.m. at the Santiam Travel Station

Introductions: The Committee members and Marks introduced themselves.

Nominate Vice-Chair: Morikawa was nominated as Vice-Chair.

Discuss Committee's Mission:

Aziz stated that this committee will be the catalyst to get things going. A Board will need to be created to do the more comprehensive work.

Discussion:

- Museum Tours – The committee decided to tour other museums (Albany, Brownsville, Linn County, Thompson's Mill, Benton County), starting with the Brownsville Historic Pioneer Museum in July. They would also like to tour the genealogical room at the Library. Antila was asked to send a memo to the genealogical society to let them know what the committee is doing.
- Museum Software – Aziz spoke highly about museum software he has worked with. Morikawa added that Past Perfect is a good software and costs about \$800.
- Guest Speakers – Aziz suggested having guest speakers, such as those involved with building a new facility, people familiar with local history (Oscar Holt, a great resource on costumes and history and Tony Fogue, who is knowledgeable about Indian history), the genealogical society, and the Scroggins Mill group.
- Storefront Pop-Up Museum – The idea of a store-front pop-up museum (possibly in the old JC Penney/LBCC building) was discussed to create interest, to raise donations, and to get feedback from the community.
- Climate-Controlled Facility – The committee spoke about the importance of a climate-controlled facility and storing inventory.
- Inventory – There is community interest in the collection displays at the Library and the Hospital. Cate shared that they have had to refuse donations because they do not have an adequate or safe place to

store items. Having authority behind a museum will add a layer of credibility, cultivate trust with items, and will better the chances of receiving collections down the road

- Creating Interest – Other ideas to create interest were discussed:
  - Santiam Road rally – antique car drive between Lebanon and Bend.
  - Involving Willamette Speedway races.
- Community Input – To get an idea of what the community wants to see in a museum, Aziz suggested having a community meeting and doing an online survey (similar, but on a smaller scale, to what was done when creating the City's Vision). The senior center, hospital, library, local residential homes, KGAL, newspaper, and the genealogical society are areas to help get the word out. Inviting input from other groups to ensure support from everyone was suggested. This will be discussed further at the next meeting.
- Location – Pros and cons of a possible location (Cheadle Lake, Downtown, Scroggins Mill, the old Library building, and the area between the Library and Senior Center) were discussed. Marks added that he will check with realtors.
- Funding – It was suggested that money-making facilities be built into the museum, such as an area for school groups. There are many grants available, including a cultural trust grant for \$50,000. Having the City's backing would allow for public and private grants. Tourism funds are also available. An early fundraiser can be used to obtain the museum software and to provide a place to store inventory. Aziz said that he is willing to build and donate a computer.
- Resources – Morikawa shared that the American Association of State and Local History and the Oregon Museum Association are good resources. Members will bring in books to share.

### Public Comments

Pete Boucot, Scroggins Mill President, provided history on their venture to open a museum and their hope to gain the City's blessing. They would love to provide Scroggins Mill as the location for the museum. He suggested getting high school kids or the Boy Scouts to interview elders about Lebanon's history. He suggested also visiting Mission Mill in Salem.

Next Meeting: Future meetings will be held at the Library. The next meeting will be scheduled after sending out a Doodle Poll on availability.

Adjournment: 3:23 p.m.

*[Minutes prepared by Donna Trippett]*



## Senior Services

Senior Center and Dial-a-Bus  
80 Tangent Street  
Lebanon OR 97355  
(541) 258-4919 ~ fax (541) 258-4956  
[www.ci.lebanon.or.us](http://www.ci.lebanon.or.us)

### ADVISORY BOARD MEETING

April 18<sup>th</sup>, 2018

## MINUTES

Members Present: Anita Johnson, Angie Kutsch, Mac McNulty, Marlene Flyer, Sherry Liest, Joan Voss, Hank Chambers, Bob Elliott and Kindra Oliver

#### 1. WELCOME:

Angie opened the meeting at 10:00 a.m.

#### 2. MINUTES:

*Anita moved, Sherry seconded to approve the minutes from the October 18, 2017 Advisory Board meeting. Motion passed unanimously.*

#### 3. REPORTS:

##### Meal Site:

- Tori continues looking for volunteers to help drive for delivering Meals-on-Wheels.
- She is also looking for some volunteers to help in the kitchen.

##### Senior Center:

- Our Dial-a-Bus Dispatcher/Scheduler resigned last week, so that position is currently vacant. Kindra is working with Human Resources to go through the recruitment process to get it filled.
- Tax season has been very busy. We started taking calls in January for making appointments February 1<sup>st</sup> through April 15<sup>th</sup>. Thank you to all the volunteers who helped up front making appointments, greeting people and making reminder phone calls.
- We did a safety walk through of our building with PD and they have a list of things for us to take care of/think about to make the building as safe as possible for the public and staff. Currently staff only has 5-10 minutes at the beginning and end of each day without being open to the public and we need to build in more time on both ends. A couple of doors needed to be marked, we talked about tweaking a couple of processes and some safety precautions for the front office that could be considered in the future.

- NEW Classes –
  - Music and Movement - is being offered twice a month, moving and dancing to music, following along with the instructor at their own pace.
  - Spice of Life - is being offered monthly and we'll have a local chef or individual with culinary skills walk us through a demo and showcase a different spice each month.
  - "Best Life Challenge" series is back, by request! We did an eight-week series at the beginning of 2017 and people enjoyed it so much they asked for a monthly class and now we are doing a new series to kick off 2018! Weekly topics include prioritizing personal goals, home and personal safety, health and wellness topics and guest speakers. Come join us!
  - FUN with R/C cars .... And more.
- Tai Chi and Chair Chi have grown in numbers. We have had up to 20 people and had to hold these classes in the auditorium.
- Samaritan Health Services is holding a free six-week series here at the Lebanon Senior Center for Living Well with Chronic Conditions and they had a great turn out for their first class.
- We have another free six-week series being offered here at the Lebanon Senior Center, called "Caregivers 101," sponsored by Benton County Hospice.
- Our Volunteer Appreciation breakfast is scheduled for Tuesday, April 24<sup>th</sup>, 9:00 am, at the Lebanon Senior Center. We could not do what we do without our volunteers and this is one small way to show our appreciation for all that they do!
- Current events and activities can be found on the City website and the City's Facebook page.

#### Dial-a-Bus:

- We took possession of the new bus a few weeks ago. We had expected 3-4 months prior to start the new service, but we're happy to have it. We will be starting the new deviated fixed route on May 16<sup>th</sup>, 2018.
- Kindra posted the new deviated fixed route map, along with the stopping points and times.
- We received an initial approval from the Oregon Department of Transportation (ODOT) that our grant request for a replacement vehicle made it through the first round of reviews. We should receive final word from ODOT in the next 2-4 weeks.

#### **4. CONTINUING BUSINESS:**

- New and updated policies and procedures, guidelines and program information is mostly ready to go. Kindra handed out some updated information and should have everything ready for binders once we get the vacant position filled.

#### **5. NEW BUSINESS:**

- One of the board members told the group that they have heard lots of great comments about our Senior Center and that it is a positive hub.

- Sherry said her friends were here for a visit and they loved our Senior Center.
- We have had more comments about how warm it is in the auditorium and kitchen and the need for air conditioning in that part of the building. We do have some money saved in our equipment acquisition and outlay fund for this and other building improvements that have been identified. Our maintenance department staff will be doing a walk-through with some HVAC companies to see what can be done to help in that area.
- The board discussed getting the kitchen up to code and having it be a complete working kitchen. There are quite a few things that would need to be updated, including the overhead sprinkler system and replacing lots of kitchen equipment and lines, but we could certainly get a more detailed list of what would be entailed if we think the space would be used more.

**6. PUBLIC COMMENT:**

- None

**7. ADJOURNMENT:**

*Anita moved, Marlene seconded to adjourn.*

*Proclamation/Recognition/*  
*Presentation*



# "American Legion Day"

September 16, 2018

## PROCLAMATION

WHEREAS, the American Legion was chartered by Congress in 1919 on September 16 as a wartime veterans' organization based on the four pillars of Veterans Affairs & Rehabilitation, National Security, Americanism, and Children & Youth; and

WHEREAS, the American Legion is an eminent community service organization with Legion posts worldwide working a variety of programs that support the four pillars and benefit our nation's veterans, its service members, their families, the youth of America and its citizens; and

WHEREAS, Legion members are dedicated to upholding the ideals of freedom and democracy while working to make a difference in the lives of fellow Americans; and

WHEREAS, the 2018 observance of American Legion Day provides an opportunity to recognize **Local Santiam Post #51** and the Legionnaires in our community for their community contributions.

NOW, THEREFORE, I, Paul R. Aziz, Mayor of Lebanon, do hereby proclaim September 16, 2018 as "**AMERICAN LEGION DAY**" in Lebanon.

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Paul R. Aziz, Mayor  
City of Lebanon, Oregon

*In Witness, Whereof, I Hereunto Cause the Great Seal of the City of Lebanon to be affixed on this 12<sup>th</sup> Day of September 2018.*

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Linda Kaser, City Clerk



***September 17 – 23, 2018***

## ***Proclamation***

**WHEREAS**, September 17, 2018, marks the 231<sup>st</sup> anniversary of the framing of the United States Constitution; and

**WHEREAS**, the Constitution defined two axioms for our nation: basic human equality and a right to life, liberty, and the pursuit of happiness; and

**WHEREAS**, the Constitution declared that governing would be upheld by three branches: the executive, the legislative, and the judicial branch; and

**WHEREAS**, through all its changes, the Constitution's foundation has endured and adapted; and

**WHEREAS**, Constitution Week is an opportunity to acknowledge the work of our Founding Fathers and to honor the U.S. Constitution;

**NOW, THEREFORE**, I, Mayor Paul R. Aziz, do hereby proclaim September 17 – 23, 2018 as "**Constitution Week**" in the City of Lebanon and call this observance to the attention of all our citizens.

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*Paul R. Aziz, Mayor  
City of Lebanon, Oregon*

In witness, whereof, I hereunto place the great seal of the City of Lebanon to be affixed on this 12<sup>th</sup> Day of September 2018.

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Linda Kaser, City Clerk



WHEREAS, the City of Lebanon is committed to ensuring the safety and security of all; and

WHEREAS, fire is a serious public safety concern both locally and nationally with homes being the location where people are at greatest risk of fire; and

WHEREAS, home fires killed 2,735 people in the United States and fire departments responded to 352,000 home fires; and

WHEREAS, smoke alarms cut the risk of dying in reported home fires in half. Residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Lebanon’s first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, this year’s theme of “*Look. Listen. Learn. Be Aware. Fire can happen anywhere*” effectively serves to remind us that we need to take personal steps to increase our safety from fire.

THEREFORE, I, Mayor Paul R. Aziz, do hereby proclaim October 7-13, 2018, as “*Fire Prevention Week*” and urge everyone to develop and practice a home fire escape plan with your entire household, and to participate in the public safety activities of Lebanon’s Fire Department during this week.

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*Paul R. Aziz, Mayor  
City of Lebanon, Oregon*

*In witness, whereof, I hereunto place the great seal of the City of Lebanon to be affixed on this 12<sup>th</sup> Day of September 2018.*

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*Linda Kaser, City Clerk*

# Agenda Item 1



925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4214  
www.ci.lebanon.or.us

# MEMORANDUM

*Finance Department*

To: Mayor and City Council  
From: Matt Apken, Finance Director  
Subject: Canal Underdrain Interfund Loan

Date: August 31, 2018

## I. INTRODUCTION

The City has an IGA with the City of Albany that requires us to complete certain projects. One of those projects is the canal underdrain. It was believed that the time this project would cost roughly \$150,000.

## II. CURRENT REPORT

City Council, on June 27, 2018, approved a change order to the water treatment plant project to include this canal underdrain project at \$669,722. This amount was not budgeted in the current year to do this project. At the time of the change order it was mentioned by City Staff to Council that an interfund loan would be needed to finance this project.

A loan of \$400,000 from the Street Improvement SDC fund to the Storm Drain Utility fund, over 10 years and at the current Local Government Investment Pool(LGIP) interest rate of 2.25%. This loan should provide the amount not currently budgeted and provide a contingency of roughly 10% on the project. Any amount at the end of the project not spent would be returned to the Street Improvement SDC fund and the below repayment schedule would be updated appropriately. This schedule would also be updated anytime there is a prepayment.

Year	Payment	Principle	Interest	Outstanding Principle
1	\$46,000.00	\$37,000.00	\$9,000.00	\$363,000.00
2	\$46,000.00	\$37,832.50	\$8,167.50	\$325,167.50
3	\$46,000.00	\$38,683.73	\$7,316.27	\$286,483.77
4	\$46,000.00	\$39,554.12	\$6,445.88	\$246,929.65
5	\$46,000.00	\$40,444.08	\$5,555.92	\$206,485.57
6	\$46,000.00	\$41,354.07	\$4,645.93	\$165,131.50
7	\$46,000.00	\$42,284.54	\$3,715.46	\$122,846.96
8	\$46,000.00	\$43,235.94	\$2,764.06	\$79,611.02
9	\$46,000.00	\$44,208.75	\$1,791.25	\$35,402.27
10	\$36,198.82	\$35,402.27	\$796.55	\$0.00
	\$450,198.82	\$400,000.00	\$50,198.82	

## II. RECOMMENDATION

Staff recommends City Council approve the resolutions to authorize the interfund loan and appropriate the new amounts in the Storm Drain Utility Fund.

**A RESOLUTION AUTHORIZING AN INTERFUND )  
 LOAN AND BUDGET APPROPRIATION FOR )  
 THE CANAL UNDERDRAIN PROJECT )**

**RESOLUTION NO. 2018-30**

**WHEREAS**, Council approved a \$669,772 change order to the canal underdrain project and accepted the staff report that to do so would require borrowing money from another fund; and

**WHEREAS**, ORS 294.468 allows loans from one fund to another; commingling cash balances of funds. states (1) It shall be lawful to loan money from any fund to any other fund of the municipal corporation whenever the loan is authorized by official resolution or ordinance of the governing body; and

**WHEREAS**, ORS 294.463 permits transfers of appropriations from one fund to another.

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** The Council of the City of Lebanon herein authorizes a capital interfund loan of \$400,000, with a 2.25% interest rate, payable over 10 years, from Street Improvement SDC fund 882 to the Storm Drain Utility fund 450 for the construction of the canal underdrain with the payment schedule below:

Year	Payment	Principle	Interest	Outstanding Principle
1	\$46,000.00	\$37,000.00	\$9,000.00	\$363,000.00
2	\$46,000.00	\$37,832.50	\$8,167.50	\$325,167.50
3	\$46,000.00	\$38,683.73	\$7,316.27	\$286,483.77
4	\$46,000.00	\$39,554.12	\$6,445.88	\$246,929.65
5	\$46,000.00	\$40,444.08	\$5,555.92	\$206,485.57
6	\$46,000.00	\$41,354.07	\$4,645.93	\$165,131.50
7	\$46,000.00	\$42,284.54	\$3,715.46	\$122,846.96
8	\$46,000.00	\$43,235.94	\$2,764.06	\$79,611.02
9	\$46,000.00	\$44,208.75	\$1,791.25	\$35,402.27
10	\$36,198.82	\$35,402.27	\$796.55	\$0.00
	\$450,198.82	\$400,000.00	\$50,198.82	

**Section 2.** The interfund loan may be prepaid in whole or in part before the maturity date of the loan, without penalty. In addition, the repayment schedule may be revised to reflect any prepayments, provided that in all such cases such revised schedule shall provide for repayment of the loan over a maximum term of ten years.

**Section 3.** The Council of the City of Lebanon herein authorizes a transfer of appropriations from the Street Improvement SDC fund 882 to the Storm Drain Utility fund 450 to appropriation the funds of the above mentioned interfund loan as follows:

Street Improvement SDC fund

	Existing	Changes	Adjusted
Capital Outlay	3,000,000	(400,000)	2,600,000
Transfers Out	8,452	400,000	408,452
Total	3,008,452	-	3,008,452

Storm Drain Utility fund

	Existing	Changes	Adjusted
Capital Outlay	535,000	400,000	935,000

**Section 4.** This Resolution is effective immediately upon its passage.

Passed by the Lebanon City Council and executed by the Mayor on this 12<sup>th</sup> day of September 2018 by a vote of \_\_\_\_years and \_\_\_\_nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Paul R. Aziz, Mayor   
Bob Elliott, Council President

ATTESTED BY:

\_\_\_\_\_  
Linda Kaser, City Clerk

# Agenda Item 2



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Lebanon, Oregon 97355

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# MEMORANDUM

## *Community Development*

**To:** Paul Aziz, Mayor  
Lebanon City Council

**From:** Walt Wendolowski, AICP  
Community Development Director

**Subject:** Private RV Parks

**Date:** September 5, 2018

### I. Introduction

Finding that private RV parks/campgrounds are not permitted in the City, a private citizen requested the City Council consider a Code amendment to allow the use. The City Council directed staff to return with a memorandum addressing the issue.

### II. Discussion

An RV park and/or campground is an identified use in almost all the City's zones (see Attachment A). In some cases, the use requires Conditional Use approval while other zones allow an Administrative Review (staff decision) if the use is identified in an adopted facility plan. In all cases, however, the RV park and campground must be publicly owned – there are no provisions for private parks.

For the record, the old Zoning Ordinance did not include a definition for RV parks or campgrounds nor did it specifically allow their use in any zone. The closest approximation that *might* permit the activity is found as a Conditional Use in all three Residential zones:

*“Governmental structure or use of land, including but not limited to recreation building, park, playground, fire station, library or museum.”*

Again, the controlling factor is the facility must be “government owned”.

To assist with this memorandum, a message was placed on the Oregon Planning Network asking city planners the following questions: (1) do you allow private RV parks and campgrounds in your city; and, (2) have you had any issues with these facilities? Eight comments were submitted. Of the eight, six allowed RV parks in either a commercial or industrial zone, usually through some type of review process, often a conditional use. Their experiences were mixed, from having no parks in their city, to no apparent issues, to one comment noting the single park in the city is well run.

When allowed, not all comments were positive. One city noted problems with the duration of stay – in effect the RVs become residential units – and compliance with floodplain regulations. Another city planner commented that location may make a difference: no problems when located near a tourist attraction but issues arise when situated in urban areas, to quote: “Nobody ever

leaves.” A planner from a council of governments noted one city did not allow private parks as there is little assessed value and tax revenue, yet there are increased demands on library, park and police services.

My experience mirrors the comments by the council of government planner: once established, the “guests” effectively become “residents” and begin to draw on city services. The real difficulty is enforcing the length of stay. Most codes limit the length of stay of 14-days, which raises the interesting situation whereby a guest can technically stay indefinitely by simply moving from one space to another. Code enforcement will need to constantly monitor the guests to ensure compliance, and since this is a civil issue, “removing” a guest will be time consuming, costly and likely not much of a deterrent.

### III. Summary Comments

There is likely a need for additional campground facilities – both public and private. Placing a private park within a city creates particular challenges. To avoid the park becoming permanent housing requires a limitation on the duration of stay. However, the level of civil enforcement necessary to ensure time limits are enforced may be beyond staff’s capacity.

Finally, to allow private RV parks and campgrounds will require amendments to the Development Code. The process will take anywhere from 60 to 120 days as the Commission prefers a to conduct at least one work session before beginning the adoption process. One key issue will certainly be choosing the appropriate zone or zones.

Staff will proceed based on the direction of the City Council.

ATTACHMENT "A"

Lebanon Development Code:

Section 16.05.070 Class II (Residential Zones)

Other Public Uses such as Parks and, Recreation Facilities, Open Space, Pedestrian Amenities, <b>Publicly owned RV Parks</b>	<b>CU</b>	<b>CU</b>	<b>CU</b>
	<b>AR</b> if Projects Implement the City's Adopted Facilities Plans		

Section 16.06.080 Class II (Mixed Use Zone)

Other Public Uses such as Parks and, Recreation Facilities, Open Space, Pedestrian Amenities, <b>Publicly owned RV Parks</b>	<b>CU</b> [ <b>OP</b> for dedicated wetlands and detention facilities; <b>AR</b> if the Projects Implement the City's Adopted Facilities Plans]
--	--

Section 16.08.080 Class II (Commercial Zones)

Other Public Uses such as Parks and, Recreation Facilities, Open Space, Pedestrian Amenities, <b>Publicly owned RV Parks</b>	<b>N</b>	<b>CU</b>	<b>CU</b>
	<b>AR</b> if Projects Implement the City's Adopted Facilities Plans]		

Section 16.09.080 Class II (Industrial Zone)

Other Public Uses such as Parks and, Recreation Facilities, Open Space, Pedestrian Amenities, <b>Publicly owned RV Parks</b>	<b>CU</b> [ <b>OP</b> for dedicated wetlands and detention facilities; <b>AR</b> if Projects Implement the City's Adopted Facilities Plans]
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Section 16.10.080 Class II (Public Use Zone)

Other Public Uses such as Parks and, Recreation Facilities, Publicly Owned Swimming Pools; Open Space, Pedestrian Amenities, <b>Publicly owned RV Parks</b>	<b>CU</b> [ <b>OP</b> for dedicated wetlands & detention facilities; <b>AR</b> if Projects Implement the City's Adopted Facilities Plans]
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# Agenda Item 3



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# MEMORANDUM

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*Administration*

September 4, 2018

TO: Mayor Aziz and City Councilors

FROM: Gary Marks, City Manager

RE: Request to Create a Ralston Park Improvement Plan Ad Hoc Advisory Committee.

## INTRODUCTION

Action Item 5.5 of the Lebanon 2040 Community Strategic Action Plan calls for the development and implementation of a Ralston Park Improvement Plan. The impetus for this item in the strategic plan was a desire in the community to look at potential improvements for Ralston Park and to create a plan to organize any future projects for the park. During the strategic plan process the common thread in community discussions was that, as a key park located centrally in the community and adjacent to downtown, a plan is needed to assure it continues to serve the community with amenities relevant to current and future generations. Funding for development of a Ralston Park Improvement Plan were included in the FY2018-19 Budget which was adopted by the City Council in June.

## CURRENT REPORT

A resolution creating a Ralston Park Improvement Plan Ad Hoc Advisory Committee has been included in the Council packet. The purpose of the committee is to include the involvement of community representatives, a member of the City Council and appropriate City staff in creating a plan. The committee will include four (4) members of the public residing or working within a four-block radius of the park, one (1) City Councilor, and two City staff members. The mission of the committee is to work with a professional landscape architect to develop the plan. The Committee will complete its work no later than June 2019 by submitting a draft Ralston Park Improvement Plan to the City Council.

## RECOMMENDATION

I respectfully recommend the City Council approve the subject resolution creating a Ralston Park Improvement Plan Ad Hoc Advisory Committee.

**A RESOLUTION OF THE CITY OF LEBANON )  
CREATING A RALSTON PARK IMPROVEMENT )  
PLAN AD HOC ADVISORY COMMITTEE )**

**RESOLUTION NO. 2018-31**

**WHEREAS**, Ralston Park plays a vital role in our community serving as the venue for Concerts in the Park, Holidays in the Park, National Night Out, and many other annual and one-time community events; and

**WHEREAS**, the City previously acquired two lots (a previous gas station and an empty lot) adjacent to Ralston Park with the intent of incorporating them into the overall plans for Ralston Park.

**WHEREAS**, a Ralston Park improvement plan has not been done since acquiring those two parcels; and

**WHEREAS**, Ralston Park is centrally located and on a highly visible main route through town; and

**WHEREAS**, the City Council wishes to improve the overall function and aesthetics of Ralston Park.

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** AD HOC COMMITTEE ESTABLISHED: There is hereby established a Ralston Park Improvement Plan Ad Hoc Advisory Committee, hereinafter “committee.”

**Section 2.** MISSION AND DUTIES: The mission and duties of the committee are to work in consultation with a professional landscape architect designated by the City to develop and recommend a Ralston Park Improvement Plan to the City Council. The committee shall act in an advisory capacity only.

**Section 3.** MEMBERSHIP: The committee shall have not more than seven (7) members. Members shall be nominated by the Mayor and appointed by the City Council. The membership shall consist of one Councilor who will serve as Chair, two staff members, and four citizens who reside or work within an approximate four-block radius (2<sup>nd</sup> to Hiatt Street and Sherman to Elmore Street) of Ralston Park.

**Section 4.** TERMINATION OF THE COMMITTEE: The committee shall submit a draft improvement plan to the City Council no later than June 2019. The Committee shall be disbanded thereafter.

**Section 5.** MEETINGS – RULES AND REGULATIONS: A majority of the appointed members of the committee shall constitute a quorum. Not less than a quorum of the committee may transact any business before the committee. The concurring vote of a simple majority of members present shall be necessary to decide any question or matter before the committee. Meetings will be held monthly and shall be open to the public.

**Section 6.** NO EXPENDITURE AUTHORIZED: The committee shall not have authority to make any expenditures on behalf of the City or disburse any funds provided by the City or to obligate the City for any funds.

Passed by the Lebanon City Council and executed by the Mayor on this 12th day of September 2018 by a vote of \_\_\_\_yeas and \_\_\_\_nays.

CITY OF LEBANON, OREGON

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Paul R. Aziz, Mayor   
Bob Elliott, Council President

ATTESTED BY:

---

Linda Kaser, City Clerk

# Agenda Item 4



## CITY MANAGER REPORT

Reporting period: August 2018

### I. ADMINISTRATION – Gary Marks, City Manager

**Month in Review:** The following provides the highlights of my work during the month of August.

- The work of the Museum Committee advanced during August. I participated with the Committee in a fact-finding tour of the East Linn Museum in Sweet Home on August 17<sup>th</sup> and also a Committee meeting on August 23<sup>rd</sup>.
- The Arts Commission wrapped up its Friday “Noon at the Plaza” program on August 31<sup>st</sup> with the Great Quirky Turkey Pageant Award Ceremony. All 28 turkeys were on display at the Plaza during the event. Awards were given for “Best of Pageant”, “Quirkiest Turkey”, “Most Interesting/Usual Medium”, “Most Realistic”, and “Most Creative”. I served as the master of ceremonies for the event. We also introduced three new art boards into the Plaza. We had a good-sized crowd and a 40’s swing band from Salem provided entertainment after the event concluded.
- I led the annual staff Safety BBQ luncheon at the Maintenance Shop on August 21<sup>st</sup>. I was pleased to announce the City had been awarded its fourth “Gold Safety Award” from the League of Oregon Cities in five years for recording zero loss time hours during FY2017-18. I also presented two safety awards to two deserving staff members for individual acts of safety. We had a record 67 staff members attend the lunch event.
- Mayor Aziz and I interviewed two applicants for positions on the new Trees and Trails Advisory Committee. The Mayor’s appointees have been forwarded to the City Council for ratification.
- Debi Shimmin, Walt Wendolowski and I completed preparations for the new Economic Development Catalyst position during the month of August. The position is now being advertised in several relevant publications. We anticipate interviews on September 18<sup>th</sup> and welcoming our new staff member in early to mid-October.
- Work to advance local entrepreneurship through the 8-city group continued in August. I participated in a meeting of the 8-city group to plan continuation of efforts beyond the current fiscal year and another RAIN meeting in Philomath. I met with Albany City Manager Peter Troedsson and others from the 8-city group to explore including Albany in our efforts, and I participated in a tour of the Corvallis Foundry, an entrepreneurial accelerator (i.e. very similar to a business incubator). The organizer of the Foundry, Brad Attig, has an interest in creating a similar facility in Lebanon. Brad and I are currently looking at steps in that direction.
- Work on the Northside Welcome Sign Monument and adjacent Academy Square landscaping project were advanced in the month of August. I continue to confer with architects and City staff to coordinate the development of construction documents for the monument and the landscaping plan. There is an effort to begin construction on the monument in October, but it is contingent on several other steps falling in place soon. In a worst-case scenario, construction would be pushed to spring of next year. We anticipate the landscaping project happening next spring.
- Staff efforts to create a downtown urban renewal district continued in August. Plans are now in place to conduct an initial project planning session with representatives of the Lebanon Downtown Association on September 6<sup>th</sup>. We anticipate a public hearing at the October City Council meeting with additional meetings of the Lebanon Planning Commission in late October and Urban Renewal Agency Board (City Council) in November. Creating a downtown urban renewal district is a key element in the Lebanon 2040 Strategic Action Plan to advance downtown improvement projects.
- The month of August also included my attendance and participation in a number of meetings. These included providing the welcoming message on August 9<sup>th</sup> at the Northwest Optimist Association Annual Convention held at Boulder Falls Center. The Association represents Optimist International Clubs from Alaska, British Columbia, Washington, Oregon and Idaho. I also attended the Association’s Annual Banquet on August 11<sup>th</sup>. Other meetings included chairing the August 20<sup>th</sup> meeting of the Lebanon Arts Commission, meeting with Kendra Antila and architects to discuss a possible project to expand children’s program space at the library, a meeting with representative of Build Lebanon Trails to continue trail planning efforts, and meetings with Mayor Aziz, Council President Elliott, Councilor Grizzle, and Council candidate Karin Stauder. I also attended weekly meetings of the Lebanon Rotary and Optimist Clubs.

THE CITY THAT FRIENDLINESS BUILT

## B. HUMAN RESOURCES – Debi Shimmin, HR Director

- **Employee Benefits:** Met with the City's insurance broker to review the new rates from MODA for the 2019 year. Another meeting has been scheduled to consider rates from other vendors. Management will then meet with the Health Advisory Committee to review priorities.
- **Employee Safety/Wellness Committee:** The draft of the Employee Emergency Action Plan has been approved by the committee and sent to printer. Copies will be distributed during in-service training on October 8.
  - Flu shots for employees are scheduled for September 20.
  - The Annual Safety BBQ was held on August 21, on a beautiful sunny day, with a record turnout of 67 employees. Employees Theresa Hilton and Rebecca Wirfs were awarded with Safety Commendations for their response to potential safety hazards.
- **Employee Recruitment:** The Water Treatment Supervisor has been hired and begins work on September 10. The Water Treatment Operator III position was posted on August 20 and will close on September 10.
  - The Crew Chief selected for Collections was Scott Wilkerson, a current Senior Maintenance Worker who has been with the City for more than 20 years.
  - Interviews for a part-time clerk for the Senior Center took place on August 29, and the interview panel is considering a second round for the top finalists later in the month.
  - Interviews for a part-time Library Assistant I took place on August 30, and the interview panel is considering their final selection.
  - Recruitments for the Economic Development Catalyst for the Community Development Department opened on August 13 and will close September 10.
  - Recruitments for a Maintenance Worker for the Parks and Water sections opened on August 20.
- **Employee Training:** In-service training for employees is being planned and is scheduled for October 8. Topics includes: Oregon Ethics, Harassment, Lockdowns, Directed Evacuations (Fire drills) and review of the updated Employee Emergency Action Plan.
- **HR News & Notes:** The annual LGPI conference is scheduled for October 2.
  - This year, Labor Day will be observed on September 3 and is a City employee holiday. The US Department of Labor describes the holiday as "a creation of the Labor movement and is dedicated to the social and economic achievements of American workers." Most City employees, except those with essential services such as police services, will be off that day.

## II. LEGISLATIVE / CITY CLERK'S OFFICE – Linda Kaser, City Clerk

- **Advisory Boards:**
  - *Trees and Trails Advisory Board*, Mayor Aziz and Gary Marks interviewed two out of the four applicants with appointments expected to be made at the September 12 City Council Meeting.
  - *Historic Museum Ad Hoc Committee* toured the East Linn Museum (Sweet Home) on August 17 and have another tour scheduled for the Albany Museum on September 26. Their next meeting is tentatively scheduled for September 17, 2018.
  - A new Ad Hoc Committee is being proposed at the September 12 Council Meeting as the Strategic Action Plan calls for the development of a Ralston Park Improvement Plan. A draft resolution was prepared for the City Manager's review.
- **City Council Meetings:** The next Regular Council Meeting will be held on September 12 at 6:00 p.m.
- **City Elections:** I met with the County Clerk to file and review the ballot documentation for certified candidates running for the Lebanon Mayoral or Councilor positions in the November General Election. The following candidates will be listed on the ballots: Mayoral Candidates: Paul Aziz, Bob Elliott, and Tom Gregory  
Councilor, Ward 1: Wayne Rieskamp  
Councilor, Ward 2: Karin Stauder  
Councilor, Ward 3: Duston Denver, Greg Nervino, and Michelle Steinhebel
  - I'm currently in the process of drafting proofs for the candidates to review prior to compiling our local electronic Voter's Pamphlet. It is my hope to have it finalized and on our social media pages by September 15.
  - *Candidate Tours* have been scheduled for *September 13* beginning at *8:30 a.m.* at the Justice Center.
  - The Chamber of Commerce is hosting a *Candidate Forum on September 25* at the River Center (5:30 pm–7:00 pm)

THE CITY THAT FRIENDLINESS BUILT

### III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

#### A. Planning:

- The Planning Commission did not meet in August, and currently, there are no scheduled hearings for September.
- Staff approved Administrative Reviews to construct a tri-plex, construct two duplexes on a single lot, a large accessory building, a church expansion and a modification to a prior approved decision. Adjustments were also granted to reduce a rear yard setback and lot area coverage, and, two Minor Adjustments to fencing requirements.
- Business Oregon officially acknowledged the re-designation of the South Santiam Enterprise Zone.
- Work continues with scanning all prior land use and building permits to assist in future development of our existing Geographic Information System.
- As noted, Department of State Lands reviewed and accepted the wetlands delineation for certain industrial sites. Staff is now working with ECO Northwest to consider wetland mitigation options to allow development of the various sites.
- The City contracted with Elaine Howard Consulting to begin work on the Downtown URD.
- The Department of Land Conservation and Development is paying a consultant to conduct a Housing Needs Analysis. The work will be conducted by the FCS Group and will be completed by the end of June 2019. The purpose of the project is to ensure the City can meet the future housing needs of the community.
- We've completed work on the Transportation System Plan!! The material will be going before the Planning Commission in October with final hearings before the Council in either November or December. As always, periodic updates and a comments map may be found at [www.lebanontsp.org](http://www.lebanontsp.org).

#### B. Building:

- The new fiscal year began in July. The City processed 54 permits in July, down from 72 permits in June. Total fees were \$15,454 on \$769,065 in valuation. By comparison, for the same month in FY 2017/18, the fees were \$47,532 on \$2,916,388 in valuation.

### IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- As of Mid-July, the Oregon Health Authority is requiring all Water Providers who treat surface water for distribution to test for Cyanotoxins and Micro-Toxins every two weeks. This new rule was implemented due to the water issues that the City of Salem was experiencing. Continued testing has revealed that we are well either a non-detect or well below the reporting/action limits. We will be required to test throughout the summer and into the fall.
- Construction of the New Water Treatment Plant (WTP) is continuing. Slayden Constructors (SCI) is currently testing the new intake screens, pumps, and mechanical equipment. They have completed the intake structure itself and are no longer working in the river. At the Water Treatment Plant Site, SCI is continuing to install the racks for the filter membranes, as well as mechanical and electrical work. Training for the new facility and all of its equipment has begun. Currently there are two City Staff assigned to the construction oversight along with intermittent help from Carollo Engineers. The permit for the Canal Under-Drain to Cheadle Lake has been issued. SCI will begin construction of the new pipe under the canal during the week of August 27<sup>th</sup>. This work is likely to take several months to complete. The project is still on schedule for a December start up.
- Udell Engineering is currently performing a topographic survey in the area between Oak and 'A' Street (4<sup>th</sup> to 7<sup>th</sup>) for an upcoming sanitary sewer replacement project. The design for the project will likely start this winter due to current staff workload.
- Staff is continuing to work with Build Lebanon Trails on multiple projects. The West River Trail construction has started. Other trail segments include the Island Loop Trails at Cheadle Lake, 2018 Recreation Trails Grant Application, a proposed bridge over the Santiam Albany Canal (vicinity of Cheadle Lake Boat Ramp – this project is proposed to be funded privately by Thad Nelson and Rick Franklin Corp.), improvements to the trails off of Tennessee Road, and several other minor trail sections.
- Work on the Russell Drive/River Road Project is continuing. Russell Drive was originally scheduled to open by August 24<sup>th</sup>, but due to delays from private utility companies relocating their utilities, we have extended that date to September 14<sup>th</sup>. Currently, Eugene Sand is paving and finalizing sidewalks and driveways. There have been several items eliminated from the contract due to conflict with the Water Treatment Plant Project. They include path construction across the frontage of the WTP site and paving of River Road in the area of the new intake. This work will likely be added to the WTP contract and completed by SCI so as not to interfere with the construction progress of the Water Treatment Plant.

- Staff is working with Linn County and ODOT to realign the intersection of Dewey and Walker Road at Highway 20. Linn County is in possession of the property where the old Hoskins Supply was located. Staff is currently working on funding the project.
- The Pedestrian Activated Crosswalk light at the intersection of Fifth Street and Tangent Street is complete. The new crossing light will be operational for the start of the school year. The project was funded 100% by ODOT.
- There are currently five contracts out for work on Porter Park. We have contractors installing irrigation, electrical/lighting, and grading for concrete sidewalks. Staff will be requesting additional quotes for a parking lot, fencing and planter bed construction in early August. We are anticipating a fall construction completion. There will likely be some elements of the new park that will be constructed in 2019 due to the workload and availability of contractors in the area.
- The 2018 Street Preservation Project has been completed. As part of this project, Wildish Construction was issued a change order to pave the parking lots and alley next to at City Hall. Staff took advantage of the area being re-constructed and issued a contract to RJ Armstrong to install new storm drainage and disconnect the existing storm drainage from the sanitary sewer.
- avid Evans and Associates is under contract with the City to update the existing Westside Interceptor (sanitary sewer) model. The last model update was done 10 years ago and showed that the existing pipe was at capacity. Due to all of the potential for development along the west and south portion of the City, we are updating the model to determine if there are any short-term solutions to allow large developments prior to the new Westside Interceptor being completed.
- Staff is currently working on the next five-year CIP Plan. It is anticipated that this will be brought to City Council in the spring 2019 for review and approval.
- Duplexes are nearing completion at the northwest corner of 7th Street and Airport Road.
- Home construction continues in the Eagle View Subdivision (east of South Main south of Joy), Heather Estates Subdivision (west of South Main Road south of Joy), and Santiam Riverfront Estates (east of Mountain River Drive by the Santiam River). The Gleann Subdivision (formerly known as Santiam River Place 3 along Kokanee Way) is full. Staff continues to review site plans for additional homes for these subdivisions and other home sites throughout the City.
- Plans have been approved for the new Samaritan Treatment and Recovery center located on the Corner of Hwy 20 & Tangent St. (former Teen Challenge building demo) Site work is expected to start soon.
- Stutzman Residential Project plans have been approved for a 5-plex off Second Street. Site work is expected to start soon.
- Plans have been approved for Snook investments for an Industrial Flex Space for 2 tenants. Site work is expected to start soon.
- Extension of public improvements along 9<sup>th</sup> street have been accepted. Building permits issued and duplex construction underway.
- Mill Race Station public improvement permits issues and contractor currently installing new sewer, and storm lines. All outside agencies permit received. Part of the public improvements have been bonded allowing for the plat of storage area. Building department issued building permit with storage units under construction. Waiver from the Fire Department receive to proceed prior to water line installation.
- Plans have been stamped approved for Kate's addition 4 duplexes with a half street improvement along Wasson Street.
- Site plan for Miller's Auto Repair have been approved site work to begin soon.
- Site plan for Veteran's home Parking lot expansion have been approved. All outside agencies permit received and public right a way permit issued.
- Site plan for Cascade Ridge 2 Apartment complex have been stamped approved, site work and building construction underway.
- Entek building expansion site plans have been stamped approved, site work construction underway.
- Site plan review complete and approved of new Maple/Oak Townhouse. Site work in process.
- Site plan for J Street Duplexes approved and building permits issued site work in progress.
- Economy Building Supply Garden Center plans have been approved new garden center building construction underway.
- Quail Meadows Subdivision plan received and under review by staff.
- Paventy & Brown Orthodontics new building site plans received and reviewed. Engineer to complete revisions.

## V. FINANCE SERVICES – Matt Apken, Finance Director

### Accounts Payable:

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- FY17/18 payments made in August 2018, 16 invoices were processed for payments of \$31,908.
- FY18/19 payments made in August 2018, 550 invoices were processed for payments of \$3,491,917.

**Utility Billing for August 2018:**

- 6,013 Billing statements mailed by the end of August = \$1,101,018
- 973 Accounts received a penalty (past due 8/21/18).
- 217 lien letters mailed to property owners.
- 83 accounts were locked off for non-payment on 8/9/18 for bills due 7/15/18.
- 66 accounts were reconnected the same week. 6 Pre-lock off door hanger for multi-family accounts. 1 failed to pay and was locked off.
- 2 accounts called for after-hours reconnect all paid as promised.
- Total of 479 Service orders: 47 read request, 86 Lock offs, 4 Turn offs, 49 Turn on, 61 Move Outs, 76 Move ins, 87 reconnects, 6 Returned Mail, 22 Leak Checks, 4 Pressure Test, 4 Meter Change out, 11 New Meter Installations, 2 Quality Checks, 6 Door Hangers, 3 Dead meters, 11 misc. other.

	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	June 18	July 18	Aug 18
Billing Statement	5,783	6,071	5,799	5,761	6,021	5,739	5,761	6,001	5,760	5,780	6,031	5,793	5,783
Penalty applied	935	1,247	1,277	990	1,318	956	1,118	1,061	1,180	926	1,213	1,169	973
Lock Offs	112	87	109	126	87	138	46	50	84	90	62	85	83

**VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director**

- Work continues with fiber installation to the Water Treatment Plant.
- Coordination of SCADA, IT, and security systems at Water Treatment Plant continues.
- Continued to research Lebanon to Albany network connectivity issues that are causing Lebanon Library to lose connectivity with host Library check-out system in Albany for staff and patrons.
- Camera server replacement work continues.
- Work continues to move all User Profiles to new storage and is nearing completion.
- Assist Police with body camera demo and evaluation.
- Work with network consultant on network architecture.
- Assist LFD and City Electrician with Station 31 Admin area remodel and data wiring.
- Downloaded, reviewed, processed, and coordinated tax lot updates with Community Development staff.
- Coordinated potential Lebanon City Limit boundary discrepancies; created and printed large format boundary map for future review.
- Troubleshoot browsing and browser plug-in issues for web maps.
- Queried and compiled residential housing counts for Ward District Boundaries and coordinated with Administrative staff.
- We have addressed multiple other normal break-fix issues, equipment replacements, and maintenance renewals for IT. During the past month, the IT Department closed 361 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.

**VII. LIBRARY – Kendra Antila, Director**

- We have a pending recruitment for a part-time Library Assistant I position that was vacated in early August. The interview panel is deliberating between three desirable candidates. The two not chosen will be asked to remain in a hiring pool should there be other openings in the future.
- September will be a very busy month with several programs for adults and children. Baby and Preschool Storytimes and Lego Club will resume - new programs including Yoga and SuGO (Show up Geek Out) will begin as well.
- We've been able to purchase materials worth \$13,000 in the past few months thanks to generous grants from Trust Management Services, LLC and the Library Services and Technology Act. I'm currently working on grant reports for each.

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## VIII. MAINTENANCE – Jason Williams, Director

### A. Streets:

- Street sweeping continues including sweeping for the City of Halsey and Brownsville.
- Streets crew worked mainly on the high school softball/baseball turf field installation this month.
- Completed sign maintenance as needed.
- Lowered flags per governor's order.
- Placed banners at two locations for special events.
- Worked on weed/trash removal in the entire downtown core area.
- Mowed/cleared with the excavator along Cheadle Lake to eliminate transient camps.

### B. Collections (Sanitary-Storm):

- Assisted the Water crew with many service line repairs.
- Vehicle maintenance on D-6. Vactor was delivered to Owen equipment for a major rebuild.
- Cleaning and televising sanitary and storm sewer continues.
- Assisted the water crew with water service repairs.
- Repaired failing sewer services.
- Raised flags per governor's order.
- Continuing with ditch mowing and cleaning.
- Located sewer lateral connections for contractors.
- Mowed out at the entrances on each end of the City.
- Attended 3-day certification review for collections level 3 testing.

### C. Water:

- Meter reading has been completed.
- The crew completed water lock offs and reconnects.
- Daily water service orders including, leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
- The crew paved and replaced concrete after new or leaking water services were placed.
- Replaced water meters to touch/radio read as time permitted.
- Changed out failing meter boxes and dead meters.
- Worked on the water maintenance list.
- Vehicle Maintenance.
- Worked daily on service line leaks. Leaks are showing up as ground water levels recede.

### D. Parks:

- Opened, closed and cleaned parks restroom buildings daily.
- Replaced many vandalized sprinkler heads in Ralston Park.
- Set up for special events.
- Completed landscaping rounds in all parks and school district properties including two complete rounds of mowing.
- Chemical applications have been made in parks and school district property for weed control.
- Applied chips in landscape areas as needed to eliminate hand work.
- All Trail mowing and land clearing has been done.
- Trails have all been swept.
- Started repairing and replacing picnic tables as needed.
- Daily vandalism control/repair.
- Completed playground safety inspections.
- Worked on both turf projects with the streets crew.

## IX. POLICE – Frank Stevenson, Chief of Police

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- The Patrol Division had approximately 1,504 calls for service this month, made 107 arrests, issued 110 traffic citations and wrote 253 case reports.
- As of August 22<sup>nd</sup>, 2018, 90 individuals were booked and released, brought to Lebanon Municipal Court or Linn County Court, transported to/from Linn County Jail, or sentenced to Lebanon Municipal Jail. A combined 164 days were served by inmates in the Lebanon Jail.
- The Community Services Division remains busy with various activities. This month, in addition to assisting with the Cadet Academy and Peer Court program, the division put together National Night Out with an estimated 3,000 people in attendance, conducted a meeting with a Neighborhood Watch group, facilitated a Traffic Safety class, finished the Junior Police Academy at the Lebanon Boys and Girls Club with 26 kindergarteners and 1<sup>st</sup> graders, and conducted a meeting with a local Youth Services Team (YST), which is a multidisciplinary team that provides integrated services to students in Linn County, Oregon and coordinates efforts for children and youth who have been referred for services. Community Policing Officer Dala Johnson taught a cell phone distracted-driving class to 17 adults and a seatbelt class to 4 adults, all of which were referred to her by Lebanon Court.
- Peer Court, which is coordinated by Community Policing Officer Dala Johnson and Lieutenant Scott Bressler, heard 1 case this month for possession of marijuana. The Peer Court program remains dedicated to this diversion program in which youth are sentenced by their peers for minor crimes, offenses, and/or violations. Youth Court diversion programs are intended to offer an alternative to the traditional juvenile justice system and school disciplinary proceedings, and work to teach youths accountability and responsibility. We continue to have a partnership with the Lebanon School District and the Linn County Juvenile Department.
- The Detectives Division remains active with several very involved cases including narcotics investigations and child abuse investigations. Detectives deployed the bait car multiple times, worked and met with the DA's office on a very involved investigation surrounding a care facility, received a new sex abuse investigation involving a mentally-handicapped juvenile, testified in court on a sex abuse trial (suspect was found guilty and will be sentenced to life in prison in September), arrested two suspected narcotics dealers who are believed to be dealing heroin and methamphetamine, seized .58lbs of methamphetamine and \$1,200 in cash, and conducted a drug expert evaluation on a suspect who was arrested for driving offenses.
- So far, we have received 37 applications for the Communications Specialist vacancy. We will be conducting the testing portion of the recruitment mid to late September.

#### X. SENIOR SERVICES – Kindra Oliver, Director

- Oregon Department of Transportation has notified us that we have been scheduled for a compliance review of our transportation program on November 6<sup>th</sup> and 7<sup>th</sup>. It will likely only take one day but have scheduled two days. This is a courtesy compliance review.
- We are working on our Request for Proposal (RFP) to start our purchase process for a new replacement bus. We will be using funds from our Oregon Department of Transportation Discretionary Grant for the current fiscal year. The process can take up to six months.
- We conducted interviews for the part-time Senior Center Clerk position on August 29 and should have our new staff member starting in the next few weeks.
- We meet with four first-year medical students from COMP-NW on September 12<sup>th</sup>, to discuss service learning projects they will be doing at the Lebanon Senior Center for 2018-19. This is our third year working with the medical students and we are very grateful for their continued support. Our Senior Center participants enjoy and appreciate their efforts and interests in engaging in our classes, workshops and social activities.
- Our new Parkinson's Support Group started meeting at the Senior Center in August, and they had 14 people in attendance. They will be meeting the third Thursday of each month, from 4:00 to 5:30 pm.
- A complete list of Senior Center events, classes, workshops and activities for September are posted on the City's website and on the City's Facebook page.