

# COUNCIL AGENDA



Nov. 8, 1989

1 9 8 9 C I T Y C O U N C I L G O A L S

DEVELOP A FUNDING BASE THAT ENSURE CONTINUED STABILITY AND ALSO ALLOWS FOR  
PLANNED GROWTH

CONTINUE EFFORTS TO IMPROVE COMMUNICATIONS WITH THE COMMUNITY

ENCOURAGE ECONOMIC DEVELOPMENT

IMPROVE UTILITY AND TRANSPORTATION SYSTEMS

CONTINUE TO EVALUATE SERVICE DELIVERY SYSTEMS TO BETTER MEET THE EXPECTATIONS  
OF THE COMMUNITY

ENCOURAGE DOWNTOWN REVITALIZATION

FOSTER NEIGHBORHOOD PRIDE

PROMOTE POSITIVE INTERGOVERNMENTAL RELATIONS

BROADEN CULTURAL AND RECREATIONAL OPPORTUNITIES

S T A T E M E N T O F E M P L O Y E E S ' V A L U E S

WE TAKE PRIDE IN A JOB WELL DONE

WE WORK AS A TEAM

EMPLOYEES ARE OUR MOST VALUABLE RESOURCE

WE VALUE COURTEOUS AND HONEST INFORMATION

WE TAKE PRIDE IN PROMOTING A POSITIVE COMMUNITY IDENTITY

WE BELIEVE IN DEDICATION AND PERSONAL INTEGRITY

WE SUPPORT AND PARTICIPATE IN LOCAL ACTIVITIES

OUR GOAL:

TO FULFILL COMMUNITY NEEDS AND SERVICES EFFICIENTLY AND COST EFFECTIVELY

LEBANON CITY COUNCIL  
NOVEMBER 8, 1989  
7:30 P.M.

AGENDA

NO NOON SESSION

SPECIAL PRESENTATION

- 1) 911 Update - Presentation by Dick Slinger, 911 Agency Director

LEGISLATIVE ACTION

- 2) Proposed rate increase in collection fees for Albany-Lebanon Sanitation
- 3) Storm Drainage Master Plan Consultant Selection
- 4) Resubmission of Parks Grant application
- 5) Make hotel/motel or destination resort property located in Enterprise Zone eligible for enterprise zone benefits
- 6) Acceptance of 1988-89 Audit

ADJOURNMENT

**LEBANON CITY COUNCIL**  
**November 8, 1989**  
**7:30 p.m.**

**A G E N D A**

**No Noon Session**

**Call To Order/Flag Salute**

**Roll Call**

**Approval of Minutes**

- 1) Minutes of the October 25, 1989 City Council meeting

**Citizen Comments**

**Special Presentation**

- 2) 911 UPDATE - Introduction of Dick Slinger, 911 Agency Director by  
Police Chief Walt Richmond

**Legislative Action**

- 3) PROPOSED RATE INCREASE IN COLLECTION FEES FOR  
ALBANY-LEBANON SANITATION

Presentation by: City Administrator Joseph Windell

Slide presentation by Bill Webber, Valley Landfill, Inc. and Jeff  
Andrews, Albany-Lebanon Sanitation

Recommend approval of collection fee rates by MOTION

4) STORM DRAINAGE MASTER PLAN CONSULTANT SELECTION

Presented by: Director of Public Works Jim Ruef

Authorize Mayor and City Administrator to enter into contract with David J. Newton & Associates for Lebanon Storm Drainage Master Plan by MOTION

5) RESUBMISSION OF PARKS GRANT

Presentation by: Director of Public Works Jim Ruef

Approve resubmission of parks grant application by MOTION

6) MAKING HOTEL/MOTEL OR DESTINATION RESORT PROPERTY LOCATED IN ENTERPRISE ZONE ELIGIBLE FOR ENTERPRISE ZONE BENEFITS

Presented by: City Attorney Tom McHill

Adoption of RESOLUTION making hotel/motel or destination resort property located in enterprise zone eligible for enterprise zone benefits

7) 1988-89 AUDIT

Presented by: Finance Director Judy Wendland

Acceptance of 1988-89 Audit by MOTION

Other Matters

8) Sludge Management Update - Presented by: Director of Public Works Jim Ruef

**Minutes/Monthly Reports**

- 9) November 1989 Sidewalk Incentive Program Status Report
- 10) October 1989 Building Summary

**ADJOURNMENT**

# AGENDA ITEM 1

## *MINUTES OF THE OCTOBER 25, 1989 LEBANON CITY COUNCIL MEETING*

*The Lebanon City Council met in regular session on October 25, 1989. The meeting was called to order by Mayor Bob Smith at 7:30 p.m. in the Council Chambers of City Hall. Present in addition to Mayor Smith were Councilors Lyle Winters, John Richard, Gerald Lynch, Ken Toombs and Diane Branson. Also present were City Attorney Tom McHill, City Administrator Joseph Windell, Director of Public Works Jim Ruef, Finance Director Judy Wendland and Police Lieutenant Leonard Zucker.*

*The minutes of the October 11, 1989 Lebanon City Council meeting were approved as submitted.*

*B.J. Schwegman, 1083 "F" Street addressed the City Council regarding the contact he has with the Police Department and drug activity in his neighborhood.*

*Jean Hale, 786 S. 5th Street appeared before the Council and commended the Lebanon Express for a well written article on how to present citizen viewpoints before City Council meetings. She also addressed the Council regarding a request from a citizen, Helen Lonski who would like to see the City have additional walks installed along the portion of Grant Street that would connect the Circle K walkway and Walnut Street. Mrs. Hale also stated that Mrs. Lonski also suggested that a permanent walkway or ramp be constructed at the end of the Grant Street bridge that would connect the bridge with River Park. Mrs. Hale suggested that directional signs be put up that identifies the location of the new Oaks Retirement facility on Oak Street. She stated that signs would not only benefit drivers but a number of residents from The Oaks walk in the area and become confused or lost and cannot find their way back to the facility.*

*Mrs. Hale also commented that the condition of the road on Oak Street near George's Market is in very poor shape. She mentioned that two potholes on Twin Oaks Street are becoming quite hazardous and are in need of repair.*

*Director of Public Works Jim Ruef addressed the Council regarding a request from a citizen for the installation of a yield sign at Dove and Columbine Streets. Mr.*



*MINUTES OF THE OCTOBER 25, 1989 LEBANON CITY COUNCIL MTG. PG 2*

*Ruef stated that this intersection is in a residential neighborhood and that drivers headed straight on Columbine do not yield to traffic coming out of Dove Street. It is his recommendation that a yield sign be installed on Dove Street at Columbine by Resolution.*

*RESOLUTION NO. 27, A RESOLUTION REGARDING TRAFFIC IN THE CITY OF LEBANON RELATING TO A YIELD SIGN ON DOVE STREET AT COLUMBINE STREET was read by title only. Motion by Councilor Branson, seconded by Councilor Toombs to adopt the Resolution. Motion passed unanimously.*

*Director of Public Works Ruef also addressed the Council regarding the completed traffic study from Oregon Traffic Safety Commission. Mr. Ruef explained that the study which began in 1987, funded by a grant from the Oregon Traffic Safety Commission identified three areas of priority: establishment of a traffic accident and traffic flow data base that can be used in assisting the City in traffic safety issues; identification of five locations of highest accident rates and make recommended changes to reduce those accidents; establishment of a program to assist staff to continue to add to the traffic flow data base.*

*Mr. Ruef stated that the computerized data base on accidents was not fully completed due to changes taking place at the state level with their data base program. Mr. Ruef also identified the five intersections having the highest ratio of accidents. They are as follows: Oak Street and 5th Street; Oak Street and Williams Street; Airport Road and 5th Street; Airport Road and 2nd Street; South Main Street and Walker Road. He noted that state intersections were not identified in this study.*

*Councilor Winters addressed the Council regarding the building of sidewalks along the section of Highway 20 between the Lebanon Community Hospital and the railroad tracks. Councilor Winters stated that this is the area owned by James River Corporation and he believes that sidewalks should be installed.*

MINUTES OF THE OCTOBER 25, 1989 LEBANON CITY COUNCIL MTG. PG.3

*City Administrator Windell stated that he has had a conversation with DEQ about the installation of walks along the Highway but until they (DEQ) completes and releases the information on their testing on the ground soil contamination in the area that they will not disturb the soil in the area. He added that he will contact the DEQ in writing about this matter and will bring the information back to the Council.*

---

*Mayor*

*ATTEST:*

---

*City Administrator*

# AGENDA ITEM 2

911 UPDATE

PRESENTATION BY Dick Slinger, 911 Agency Director

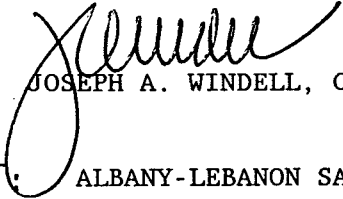
# AGENDA ITEM 3



CITY OF LEBANON  
M E M O R A N D U M

TO: MAYOR & CITY COUNCIL

DATE: NOV. 2, 1989

FROM:  JOSEPH A. WINDELL, CITY ADMINISTRATOR

SUBJECT: ALBANY-LEBANON SANITATION (A.L.S.) RATE INCREASE PROPOSAL

On October 17, the Finance Committee met with Jeff Andrews, General Manager of Albany-Lebanon Sanitation and Gary Barton, Controller for Valley Landfill, Inc.

After reviewing the proposal the committee decided to recommend to the full Council approval of the request.

The attached materials are those documents related to A.L.S.'s proposal as well as documentation relating to the rate increase at Valley Landfill

JAW/km

# ALBANY-LEBANON SANITATION CO.

1214 Montgomery St. South  
Albany, OR 97321  
Phone 928-2551 Albany 451-1490 Lebanon



October 5, 1989

Mayor Smith and Members of the City Council  
City of Lebanon  
P.O. Box 247  
Lebanon, OR 97355

Dear Mayor Smith and Members of the City Council,

Enclosed is an application for a rate increase in the collection fees charged by Albany-Lebanon Sanitation. The current rates have been in effect since August 1, 1985.

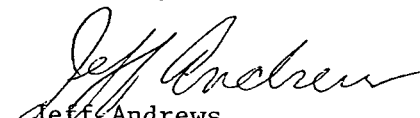
This request represents a 30% increase in collection rates. Of this amount 22-1/2% is attributed to a scheduled disposal fee increase at the Coffin Butte Landfill. The remaining 7-1/2% increase is a result of our increased operating costs over the last four years.

Landfill disposal fees are increasing throughout Oregon to allow these landfills to comply with newly imposed state and federally mandated programs.

I feel that this collection fee increase request is reasonable given the period of time that has elapsed since our last rate increase and the impending landfill cost increase. I welcome the opportunity to answer your questions.

Thank you for your consideration of this request.

Sincerely,

  
Jeff Andrews  
General Manager

ALBANY-LEBANON SANITATION

EXISTING AND PROPOSED RATES

ALBANY-LEBANON-MILLERSBURG

<u>Residential/Commercial Service (weekly)</u>	<u>Existing Rate</u>	<u>Proposed Rate</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
One can per week	\$ 5.25	\$ 6.70	\$ 1.45	28%
Each additional can per week	3.50	4.50	1.00	29%
90 Gallon cart	8.75	10.50	1.75	20%

Special Service

Three yard container (3 days)	18.00	23.00	5.00	28%
Two can special pickup on route	2.90	3.70	.60	28%

Drop Box Service - Loose Rates

Existing Rates:

<u>Box Size</u>	<u>Total</u>	<u>Haul</u>	<u>Disposal</u>
20-yard	\$ 80.00	\$ 59.60	\$ 20.40
30-yard	101.00	70.40	30.60
40-yard	134.00	93.20	40.80
Box Rental	46.00		

Proposed Rates:

<u>Box Size</u>	<u>Total Charge</u>	<u>Total</u>		<u>Haul</u>			<u>Disposal</u>		
		<u>Dollar Inc.</u>	<u>Percent Inc.</u>	<u>Charge</u>	<u>Dollar Inc.</u>	<u>Percent Inc.</u>	<u>Charge</u>	<u>Dollar Inc.</u>	<u>Percent Inc.</u>
20-yard	\$119.00	\$39.00	49%	\$70.00	\$10.40	17%	\$ 49.00	\$ 28.60	240%
30-yard	153.50	52.50	52%	80.00	9.60	14%	73.50	42.90	240%
40-yard	193.00	59.00	44%	90.00	( 3.20)	( .04%)	98.00	57.20	240%
Box Rental	55.00	9.00	20%						

Drop Box Service - Compacted Rates

<u>Box Size</u>	<u>Existing Rate</u>	<u>Proposed Rates</u>				
		<u>Haul</u>	<u>Disposal</u>	<u>Total</u>	<u>Dollar Inc.</u>	<u>Percent Inc.</u>
20-yard	\$160.00	\$105.00	\$118.40	\$223.40	\$ 63.40	40%
30-yard	202.00	120.00	177.60	297.60	95.60	47%
40-yard	268.00	135.00	236.80	371.80	103.80	39%

ALBANY LEBANON SANITATION  
EXISTING AND PROPOSED RATES

---

ALBANY-LEBANON-MILLERSBURG

CONTAINER SERVICE

1 1/2 CUBIC YARD

2 CUBIC YARD

STOPS PER WEEK	EXISTING RATE	PROPOSED RATE	DOLLAR INCREASE	PERCENT INCREASE	EXISTING RATE	PROPOSED RATE	DOLLAR INCREASE	PERCENT INCREASE
ONE	36.25	46.40	10.15	28%	44.25	56.95	12.70	28%
TWO	65.70	84.10	18.40	28%	80.50	103.05	22.55	28%
THREE	95.05	121.65	26.60	28%	116.75	149.45	32.70	28%
FOUR	124.40	159.25	34.85	28%	153.00	195.85	42.85	28%
FIVE	153.75	196.80	43.05	28%	189.25	242.25	53.00	28%

3 CUBIC YARD

4 CUBIC YARD

STOPS PER WEEK	EXISTING RATE	PROPOSED RATE	DOLLAR INCREASE	PERCENT INCREASE	EXISTING RATE	PROPOSED RATE	DOLLAR INCREASE	PERCENT INCREASE
ONE	53.05	67.90	14.85	28%	63.40	81.15	17.75	28%
TWO	98.10	125.60	27.50	28%	118.80	152.05	33.25	28%
THREE	143.15	183.25	40.10	28%	174.20	223.00	48.80	28%
FOUR	188.20	240.90	52.70	28%	229.60	293.90	64.30	28%
FIVE	233.25	298.55	65.30	28%	285.00	364.80	79.80	28%

6 CUBIC YARD

8 CUBIC YARD

STOPS PER WEEK	EXISTING RATE	PROPOSED RATE	DOLLAR INCREASE	PERCENT INCREASE	EXISTING RATE	PROPOSED RATE	DOLLAR INCREASE	PERCENT INCREASE
ONE	87.45	112.00	24.55	28%	107.20	137.20	30.00	28%
TWO	162.90	208.50	45.60	28%	206.40	264.20	57.80	28%
THREE	238.35	305.10	66.75	28%	305.60	391.15	85.55	28%
FOUR	313.80	401.65	87.85	28%	404.80	518.15	113.35	28%
FIVE	389.25	498.25	109.00	28%	504.00	645.10	141.10	28%

---



ALBANY-LEBANON SANITATION

COMPARATIVE RESIDENTIAL RATES

<u>CITY</u>	<u>EFFECTIVE DATE</u>	<u>WEEKLY PICKUP</u>		
		<u>1 CAN</u>	<u>2 CANS</u>	<u>90 GALLON CART</u>
ALBANY				
LEBANON	8/1/85	5.25	8.75	8.75
MILLERSBURG	PROPOSED 1/1/90	6.70	11.20	10.50
BEAVERTON	11/1/88	8.90	16.77	N/A
BEND	9/1/85	7.45	12.55	12.75
CANBY	1/1/87	7.90	13.15	N/A
EUGENE	6/1/89	7.50	12.35	11.05
GRESHAM	11/1/88	10.00	19.04	N/A
MC MINNVILLE	2/1/89	6.28	10.33	9.25
PORTLAND	1/1/89	11.00	18.00	13.95
SALEM	11/1/89	7.95CURB	12.45	11.90
SPRINGFIELD	6/1/89	6.88	10.84	10.75
TUALATIN	11/1/89	10.10	19.40	14.50

ALBANY-LEBANON SANITATION

COMPARATIVE CONTAINER RATES  
(BASED ON 1 1/2 CUBIC YARD)

CITY	EFFECTIVE DATE	STOPS PER WEEK				
		ONE	TWO	THREE	FOUR	FIVE
ALBANY						
LEBANON	8/1/85	38.25	65.75	95.05	124.40	153.75
MILLERSBURG	PROPOSED 1/1/90	46.40	94.20	121.65	159.25	196.80
BEAVERTON	11/1/88	77.30	151.79	221.20	286.66	351.60
BEND	9/1/85	46.75	83.80	94.40	183.05	194.95
CANBY	1/1/87	50.75	94.40	138.05	181.70	225.35
EUGENE	6/1/89	51.19	96.53	141.91	187.24	232.59
GRESHAM	11/1/88	66.80	126.92	187.04	247.16	307.28
MC MINNVILLE	2/1/89	48.09	86.82	125.55	164.28	203.01
PORTLAND	1/1/89	59.95	119.90	179.85	239.80	299.75
SALEM	11/1/89	73.30	134.20	195.30	256.40	317.50
SPRINGFIELD	6/1/89	49.50	94.41	139.37	184.22	229.08
TUALATIN	11/1/88	78.75	153.45	222.45	286.40	349.80

ALBANY-LEBANON SANITATION

COMPATATIVE DROP BOX RATES

<u>CITY</u>	<u>EFFECTIVE DATE</u>	<u>COST PER 30 YD DROP BOX</u>
ALBANY		
LEBANON	8/1/85	101.00
MILLERSBURG	PROPOSED 1/1/90	153.50
BEAVERTON	11/1/88	247.08
BEND	9/1/85	102.50
CANBY	1/1/87	164.45
EUGENE	6/1/89	168.75
GRESHAM	11/1/88	294.93
MC MINNVILLE	2/1/89	137.10
FORTLAND	1/1/89	258.13
SALEM	11/1/89	336.00
SPRINGFIELD	6/1/89	161.63
TUALATIN	11/1/88	266.63

ALBANY-LEBANON SANITATION, INC.  
SUMMARY STATEMENT OF INCOME

CENT OF SALES: 15.30%

CITY OF LEBANON

	ACTUAL 1987-88	%	ACTUAL 1988-89	%	PROFORMA 1989-90	%
es	496,696	100.00%	552,200	100.00%	750,963	100.00%
ect operating costs	379,392	76.38%	440,571	79.78%	581,464	77.43%
ss profit	117,303	23.62%	111,630	20.22%	169,499	22.57%
eral & administrative expenses	100,823	20.30%	114,159	20.67%	123,146	16.40%
rating profit	16,480	3.32%	(2,529)	-0.46%	46,353	6.17%
er income	14,226	2.86%	15,423	2.79%	12,240	1.63%
fit before taxes	30,706	6.18%	12,894	2.33%	58,593	7.80%
ome taxes	11,635	2.34%	4,838	0.88%	22,500	3.00%
income	19,071	3.84%	8,055	1.46%	36,093	4.81%

ALBANY-LEBANON SANITATION, INC.  
 SCHEDULE OF DIRECT COSTS

CITY OF LEBANON

	ACTUAL 1987-88	ACTUAL 1988-89	PROFORMA 1989-90
<b>COLLECTION:</b>			
roll taxes & benefits	105,389	125,145	131,402
contractors	30,920	34,400	36,120
fuel & oil	7,882	7,029	7,381
licenses & fees	18,380	21,229	23,352
equipment rent	6,138	6,694	7,029
forms & laundry	207	271	285
franchise fees	1,608	1,674	1,757
printing charges	19,868	22,088	30,039
depreciation	68,045	75,402	205,942
charges for recycling	53,965	70,549	59,824
	588	2,431	2,552
<b>Total Direct Collection Costs</b>	<b>312,991</b>	<b>366,911</b>	<b>505,681</b>
<b>MAINTENANCE:</b>			
roll taxes & benefits	14,710	17,783	18,673
tires & tire repair	4,182	5,170	5,428
equipment repairs & maint.	9,218	8,778	9,217
supplies	24,857	30,317	31,833
equipment rent	2,021	838	880
repairs	6,633	6,891	7,160
utilities	1,430	341	358
depreciation	1,112	1,357	1,425
	2,239	2,186	810
<b>Total Direct Maintenance Costs</b>	<b>66,402</b>	<b>73,660</b>	<b>75,782</b>
<b>Total Direct Operating Costs</b>	<b>379,392</b>	<b>440,571</b>	<b>581,464</b>

ALBANY-LEBANON SANITATION, INC.  
 SCHEDULE OF GENERAL & ADMIN. EXPENSES

CITY OF LEBANON

	ACTUAL 1987-88	ACTUAL 1988-89	PROFORMA 1989-90
Office salaries	27,983	31,793	35,677
Roll taxes & benefits	6,870	6,775	7,113
Advertising	3,582	1,195	2,295
Portization	162	162	162
Debts	3,144	4,300	5,847
Contributions	233	278	292
Depreciation	3,089	3,205	2,953
News & subscriptions	2,205	1,200	1,260
Insurance & damages	6,897	9,875	10,369
Interest expense	8,157	15,939	15,806
Management services	19,508	20,655	21,688
Miscellaneous	601	1,051	1,104
Office supplies	2,163	1,601	1,681
Postage	2,330	2,722	2,859
Professional services	688	343	360
Property taxes	2,962	3,325	3,491
Rent	3,321	3,446	3,580
Equipment rent	367	308	323
Repairs	1,363	1,061	1,114
Equipment repairs	914	816	857
Telephone	1,641	1,377	1,446
Travel & entertainment	2,023	1,713	1,799
Utilities	622	1,021	1,072
<b>Total General &amp; Admin. Expenses</b>	<b>100,823</b>	<b>114,159</b>	<b>123,146</b>

OVERVIEW OF RATE PROPOSAL

RATE REQUEST

The following is our present and proposed rate schedule:

	EXISTING RATES		PROPOSED RATES		PERCENT INCREASE
	PER CUBIC YARD	PER TON	PER CUBIC YARD	PER TON	
Loose	\$1.02	\$6.80	\$2.45	\$16.32	140.20%
Compacted	1.70	4.69	5.92	16.32	248.24%
Public	2.61	17.11	4.00	26.70	53.26%

WHY THE PROPOSED RATES ARE NECESSARY

Below are categories of costs which contribute to the need to increase rates at Coffin Butte. The column to the right is the percent that each category is contributing to the proposed rate increase.

closure of cell I	59%
Operating costs associated with volume reduction program	15%
New DEQ fee	5%
Pollution trust fund	9%
All other costs and profit	12%
<b>Total</b>	<b>100%</b>

The following is a brief discussion on each of the above categories:

CLOSURE OF CELL I

Cell I is our present active landfill site. New EPA and DEQ regulations now require sites which are permanently closing, to cover the sites with a synthetic liner. The purpose of this regulation is to decrease the potential for groundwater contamination from the leaching of the waste during decomposition. In addition to the synthetic cover, a gas collection and venting system will be necessary.

The size of cell I is approximately 30 acres. We estimate that this site will be closed in 1993 with the synthetic cover being completed in that year. In 1994 all closure work should be completed at a total estimated cost of \$4,133,700. Annual post-closure maintenance costs will be necessary for approximately 30 years after closure. We anticipate paying for these post-closure costs from our post-closure fund.

## VOLUME REDUCTION PROGRAM

To reduce the volume of waste being landfilled and extend the life of the landfill, we are planning a major comprehensive program. This program involves building a facility which will pull-out yard debris, woodwaste and other recyclable materials from the waste stream going to the landfill.

Studies have shown that yard debris and other woodwaste makeup 15% to 25% of the total waste volume, depending on the time of year. Included in the waste which the public brings to the landfill are materials such as cardboard, newspapers, metal, and glass which are not presently being recycled. Our goal is to separate these materials from the waste stream going to the landfill.

The yard debris will be processed through a shredder and composted. The compost will be used at the landfill as a top soil amendment. The woodwaste would also be processed through the shredder. The resulting chips will then be sold to other firms to be used in a product or as hog fuel. The recyclable materials will be separated from the public waste, sorted, and sold.

The capital costs associated with this facility, including the shredder, is estimated to be \$690,000. First year operating costs for the facility is estimated to be \$310,000, including depreciation and the cost to haul the remaining waste to the landfill.

## NEW DEQ FEE

The 1989 State Legislature passed a bill which will assess each landfill site \$.50 per ton. This new fee will be paid directly to DEQ and will be used to promote recycling in the state of Oregon.

## POLLUTION TRUST FUND

With any landfill site there is always the potential for a serious environmental problem to occur. They can also be very expensive to correct. In past years we have not been able to obtain insurance to protect ourselves and Benton County against this possibility. In an effort to reduce this risk, we have acquired parcels of land surrounding the landfill site. While this does reduce the risk and enhance the overall future of the landfill area, it does not eliminate the risk. The potential for serious environmental problems still exists, even though it is unlikely.

To eliminate the financial risk to the landfill owner and Benton County over the long-term, we are proposing the establishment of a trust fund for the sole purpose of paying for an environmental problem. Our goal is to accumulate \$2.5 million (including earnings on the fund) by the year 1998. The \$1.00 per ton is our estimate of the level of contributions to the fund necessary to accumulate the target amount.

The trust would be managed and controlled by independent trustees to be named jointly by Valley Landfills, Inc. and Benton County. The terms and conditions of the trust document will be negotiated jointly by Valley Landfills Inc., Benton County, and the named trustees.



OTHER COSTS AND PROFIT

The remainder of the proposed rate increase (12%) consists of projected increased operating costs and some increase in profit. The major cost increases are associated with labor, repairs and maintenance, depreciation, and income taxes. The attached forecasted statement of income provides details on these and other costs of operation.

Franchise Fee To Benton County - \$500.<sup>00</sup>/year

LANDFILL RATE SURVEY AND COMPARISON

	BENTON COUNTY	LANE COUNTY	YAMHILL COUNTY	JACKSON COUNTY	PORTLAND- METRO	MARION COUNTY
Effective date of most recent approved rates	PROPOSED	10/1/89	7/1/89	9/1/89	11/1/88	11/1/89
Rate - Commercial	\$16.32	\$27.00	\$20.82	\$19.25	\$41.25	\$55.00
% increase	194%	50%	178%	100%	147%	112%
Rate - Public	\$26.70	\$49.20	\$44.67	\$32.80	\$14/load	\$68.00
% increase	56%	50%	78%	100%	75%	70%

Note: All rates are per ton

VALLEY LANDFILLS, INC.

Coffin Butte Sanitary Landfill Site  
 Forecasted Statement of Income  
 For The Five Years July 1, 1989 to June 30, 1994

	FORECASTED					
	ACTUAL 6/30/89	6/30/90	6/30/91	6/30/92	6/30/93	6/30/94
SALES (Schedule 1)	\$1,380,646	\$3,515,963	\$3,681,699	\$3,855,721	\$4,038,445	\$4,265,305
<b>EXPENSES</b>						
Wages, taxes, and benefits:						
Operators & cashiers	173,119	316,136	331,944	348,542	365,970	384,266
Office & admin.	53,501	63,914	67,110	70,466	73,990	77,689
Equipment operating costs:						
Fuel, oil & lubricants	47,782	55,171	57,930	60,827	63,867	67,061
Repairs & maint.	77,283	106,148	111,454	117,028	122,879	129,022
Landfill maintainance:						
Subcontractors	111,471	142,044	149,147	156,604	164,435	172,656
Post closure costs	86,207	124,224	127,347	130,579	133,924	137,386
Taxes & licenses	16,064	17,040	17,892	18,787	19,726	20,712
Engineering & survey	20,919	21,965	23,063	24,216	25,427	26,699
Materials & supplies	8,675	9,109	9,564	10,042	10,545	11,072
Depreciation	181,975	331,663	416,842	439,031	534,427	755,034
Office expenses	7,805	9,325	9,790	10,280	10,791	11,333
Management services & prof. fees	74,463	85,122	89,378	93,848	98,540	103,467
Liability insurance	56,017	66,919	70,265	73,779	77,468	81,341
Interest	114,521	188,291	191,117	149,024	102,356	65,790
Travel & training	10,201	11,877	12,471	13,095	13,749	14,437
Utilities	3,364	3,532	3,709	3,894	4,089	4,293
Telephone	3,597	4,004	4,205	4,415	4,636	4,867
Franchise & DEQ fees	36,064	125,839	130,366	135,119	140,110	148,851
Uniforms & laundry	2,140	3,247	3,409	3,580	3,759	3,947
Cover costs & gas system - cell I	0	1,230,000	1,230,000	1,230,000	404,000	39,700
Insurance trust fund	0	188,078	197,132	206,638	216,620	227,101
Hauling costs	0	60,602	63,632	66,814	70,155	73,662
<b>Total Expenses</b>	<b>1,085,168</b>	<b>3,164,253</b>	<b>3,317,768</b>	<b>3,366,606</b>	<b>2,661,464</b>	<b>2,560,387</b>
<b>OPERATING INCOME</b>	<b>295,478</b>	<b>351,710</b>	<b>363,931</b>	<b>489,115</b>	<b>1,376,981</b>	<b>1,704,918</b>
Other income	44,287	40,000	40,000	40,000	40,000	40,000
Income taxes	129,111	148,850	153,494	201,064	538,453	663,069
<b>NET INCOME</b>	<b>\$210,654</b>	<b>\$242,860</b>	<b>\$250,437</b>	<b>\$328,051</b>	<b>\$878,528</b>	<b>\$1,081,849</b>
<b>CASH FLOW:</b>						
Net Income	\$210,654	\$242,860	\$250,437	\$328,051	\$878,528	\$1,081,849
Plus: Depreciation	181,975	331,663	416,842	439,031	534,427	755,034
Interest	114,521	188,291	191,117	149,024	102,356	65,790
Less: Debt payments	(310,978)	(544,745)	(655,853)	(632,319)	(480,595)	(452,413)
Capital spending (over), under loan proceeds	(136,733)	0	0	0	(446,000)	(1,101,000)
<b>Net Cash Flow</b>	<b>\$59,439</b>	<b>\$218,070</b>	<b>\$202,544</b>	<b>\$283,787</b>	<b>\$588,716</b>	<b>\$349,261</b>

VALLEY LANDFILLS, INC.

Coffin Butte Sanitary Landfill Site  
 Forecasted Capital Spending  
 For the Years Ending June 30, 1990 through June 30, 1994

	6/30/90	6/30/91	6/30/92	6/30/93	6/30/94	5 YEAR TOTAL
Operating Equipment	\$325,000	\$275,000	\$10,000	\$30,000	\$51,000	\$691,000
Volume Reduction Program	590,000	100,000				690,000
Landfill Development:						
Relocation of entrance		50,000	100,000			150,000
Final preparation of cell II				72,000		72,000
Cell III				374,000	198,000	572,000
Cell IV (partial cost)					903,000	903,000
<b>TOTAL CAPITAL SPENDING</b>	<b>\$915,000</b>	<b>\$425,000</b>	<b>\$110,000</b>	<b>\$476,000</b>	<b>\$1,152,000</b>	<b>\$3,078,000</b>

NOTE: Above costs do not include cost to close cell I

VALLEY LANDFILLS, INC.

Coffin Butte Sanitary Landfill Site  
 Forecasted Debt Payment Schedule  
 For the Years Ending June 30, 1990 through June 30, 1994

	6/30/90	6/30/91	6/30/92	6/30/93	6/30/94	5 YEAR TOTAL
Equipment	\$179,033	\$250,553	\$214,101	\$188,108	\$182,344	\$1,014,139
Volume Reduction Program	155,712	182,100	182,100	182,100	182,071	884,083
Landfill Development	157,428	170,628	183,546	61,096	39,588	612,286
Land Purchases	52,572	52,572	52,572	49,291	48,410	255,417
<b>TOTALS</b>	<b>\$544,745</b>	<b>\$655,853</b>	<b>\$632,319</b>	<b>\$480,595</b>	<b>\$452,413</b>	<b>\$2,765,925</b>

VALLEY LANDFILLS, INC.

Coffin Butte Sanitary Landfill Site  
 Schedule of Operating Expenses for Volume Reduction Project  
 For the Years Ending June 30, 1990 through June 30, 1994

	6/30/90	6/30/91	6/30/92	6/30/93	6/30/94
Direct labor, taxes & benefits	\$100,771	\$105,810	\$111,101	\$116,657	\$122,488
Fuel & oil	5,000	5,250	5,513	5,788	6,078
Equipment repairs & maintainance	25,000	26,250	27,563	28,941	30,388
Uniforms & laundry	1,000	1,050	1,103	1,158	1,216
Depreciation	118,000	138,000	138,000	138,000	138,000
Hauling costs	60,602	63,632	66,814	70,155	73,662
<b>TOTAL DIRECT OPERATING EXPENSES</b>	<b>\$310,373</b>	<b>\$339,992</b>	<b>\$350,094</b>	<b>\$360,699</b>	<b>\$371,832</b>

VALLEY LANDFILLS, INC.

Coffin Butte Sanitary Landfill Site  
Summary of Key Forecast Assumptions

REVENUE ASSUMPTIONS

Revenue is projected based on the following volumes and rates for each source. Volume is projected to grow at 5% per year, except for waste from Tillamook County. In addition, the volume reduction program is projected to produce revenue from the sale of woodchips. Tillamooks' rate is projected to increase in 1993 to \$30 per ton.

YEAR	SOURCE	VOLUME IN C.Y.	RATE/ C.Y.	TOTAL REVENUE
1989-90	Loose	609,313	2.45	\$1,492,816
	Compacted	220,292	5.92	1,304,130
	Public	127,215	4.07	517,767
	Tillamook (Loose)	46,667	3.75	175,000
	Woodwaste/Recycling			26,250
TOTAL FOR 1989-90		1,003,487		\$3,515,963
1990-91	Loose	639,778	2.45	\$1,567,457
	Compacted	231,307	5.92	1,369,337
	Public	133,576	4.07	543,655
	Tillamook (Loose)	46,667	3.75	175,000
	Woodwaste/Recycling			26,250
TOTAL FOR 1990-91		1,051,328		\$3,681,699
1991-92	Loose	671,767	2.45	\$1,645,830
	Compacted	242,872	5.92	1,437,803
	Public	140,255	4.07	570,838
	Tillamook (Loose)	46,667	3.75	175,000
	Woodwaste/Recycling			26,250
TOTAL FOR 1991-92		1,101,561		\$3,855,721
1992-93	Loose	705,356	2.45	\$1,728,122
	Compacted	255,016	5.92	1,509,694
	Public	147,268	4.07	599,380
	Tillamook (Loose)	46,667	3.75	175,000
	Woodwaste/Recycling			26,250
TOTAL FOR 1992-93		1,154,306		\$4,038,446
1993-94	Loose	740,624	2.45	\$1,814,528
	Compacted	267,767	5.92	1,585,178
	Public	154,631	4.07	629,349
	Tillamook (Loose)	46,667	4.50	210,000
	Woodwaste/Recycling			26,250
TOTAL FOR 1993-94		1,209,688		\$4,265,305

## EXPENSE ASSUMPTIONS

---

### Inflation:

Most expenses include a 5% annual inflation factor

### Closure of Cell I:

Based on extensive consultations with engineers and regulatory officials, the estimated cost to close the existing cell I is \$4,133,700. This cost includes a synthetic liner, cover material, gas collection & venting system and annual monitoring costs through June 30, 1994.

Because these costs are associated with a cell which will not generate any revenue after closure, they are treated as an operating expense rather than a capital expenditure which would be depreciated over future periods. Cell I is projected to close in the 1992-93 fiscal year.

### Volume Reduction Program:

The annual operating costs associated with operating the woodwaste and recycling facility are based on information provided by operators of similar projects and not on actual historical costs. Actual costs will probably vary from these estimates.

### Pollution Trust Fund:

The projected contributions to the pollution trust fund are based on \$1.00 per ton. Since these funds will be turned over to a trust fund on at least an annual basis, and since the use of the funds will be restricted to the stated purposes to be outlined in the trust document, this cost has been treated as an annual operating expense.

### Franchise and DEQ Fees:

Franchise fee paid to Benton County on Tillamook funds in fiscal 1989 was for 6 months. The forecast is based on 12 months fee. In addition to existing DEQ fees, a new recycling fee of \$.50 per ton will be assessed by DEQ.

### Income Taxes:

Annual income taxes are based on current laws and rates. Higher than projected taxes may be realized if laws and rates change in the future.



## Department of Environmental Quality

811 SW SIXTH AVENUE, PORTLAND, OREGON 97204-1390 PHONE (503) 229-5698

September 26, 1989

Mr. Bill Webber  
Valley Landfills  
PO Box 807  
Corvallis, OR 97330

Re: Financial Assurance  
Coffin Butte Landfill  
S. W. Permit No. 306  
Benton County

Dear Mr. Webber:

On September 21, 1989, Gary Barton of Waste Control Systems, Inc., reviewed with me your financial assurance plans for the Coffin Butte Regional Landfill. The purpose of the meeting was to determine how Valley Landfills can best satisfy the Department's new financial assurance rules for regional landfills.

You currently have a Post-Closure Maintenance Fund which is accruing money for monitoring and maintenance of on-site facilities after the landfill has reached ultimate capacity and closed. This fund is not intended to cover cost of closure. Mr. Barton projects that this fund will accumulate \$1,000,000 in approximately eight years from July 1, 1989.

You are proposing to create an additional Environmental Impairment Trust Fund, the purpose for which is to provide financial resources to indemnify the beneficiaries from a variety of damages and losses, including those arising from the escape and/or cleanup of pollutants. The Department of Environmental Quality is not proposed as a party to this fund. The fund is expected to accrue \$2.5 million in 8-9 years.

The Department's financial assurance rules for regional landfills are found in OAR 340-61-029 and 61-034. In general terms, they require the financial assurance to be:

- (1) Sufficient to cover cost of closing the landfill, either when it reaches ultimate capacity or if it closes prematurely, due to unforeseen circumstances.
- (2) Based upon an engineered closure plan and estimated costs of closure approved by the Department. (OAR 340-61-033)
- (3) An amount which is the greater of the sum of closure and post-closure estimated costs, or \$1,000,000.



Mr. Bill Webber, Valley Landfills  
September 26, 1989  
Page 2

- (4) Accumulated within five (5) years of renewal of the permit, if the financial assurance plan provides for accumulation over a period of time.
- (5) Executed in favor of the Department of Environmental Quality and shall provide that the Department may use the financial assurance to cover study/repair and remedial action of address pollution of air or water off of the landfill site.

As you know, the current financial assurance for Coffin Butte does not meet all the above requirements. However, if the proposed Environmental Impairment Trust is added, it appears that a combination of the two funds could be altered to completely satisfy the Department's rules. The following major additions or changes would be required:

- (1) Add the closure circumstance to the Post-Closure Maintenance Fund.
- (2) Submit to the Department for approval a closure plan for both planned and premature closure, including estimated closure and post-closure costs.
- (3) Accrue the approved amount of financial assurance within five years of permit renewal.
- (4) Execute the fund in favor of the Department.

In addition to these major items, there are other details of the financial assurance rules which remain to be worked out. The Department appreciates the past initiative you have shown to fund long-term maintenance of the landfill and look forward to working with you to now develop a full financial assurance program.

Sincerely,



Ernest A. Schmidt, P.E.  
Sr. Environmental Engineer  
Solid Waste Section  
Hazardous and Solid Waste Division

EAS:k  
SW\SK2291

cc: Gary Barton, Waste Control Systems  
Gary Messer, Willamette Valley Region, DEQ  
Steve Greenwood, Solid Waste Section, DEQ

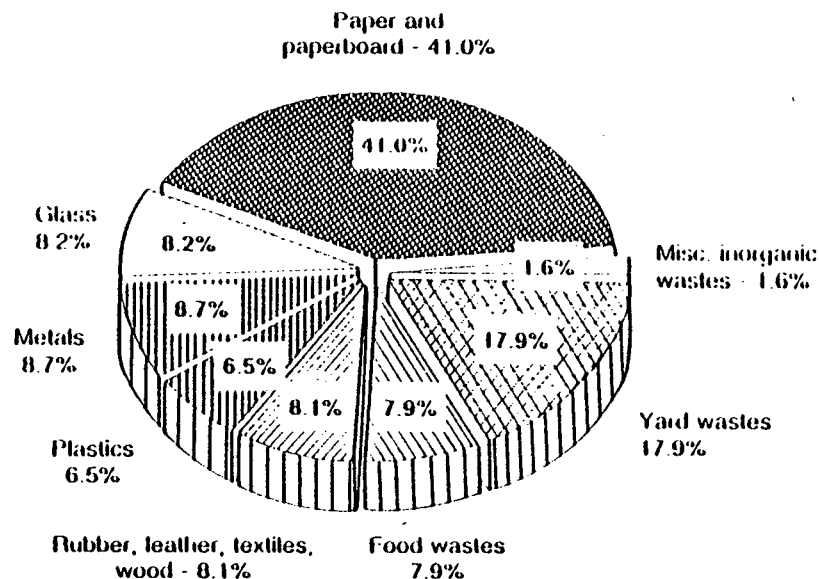
# I.

## OVERVIEW OF MUNICIPAL SOLID WASTE DISPOSAL

Municipal solid waste (MSW) is constituted from household, commercial, institutional, light industrial (including a slight amount of hazardous waste), and small quantities of special wastes, such as from hospitals and laboratories. This document will focus on waste from household, commercial and institutional sources and does not attempt to deal with the medical waste issue.

In a 1988 study conducted for the U.S. Environmental Protection Agency by Franklin Associates, Ltd., it was estimated that we produce 157.7 million tons of municipal solid waste per year. This figure breaks down to the equivalent of 3.5 pounds of trash produced daily by every man, woman, and child in the U.S. The same study predicts that the total amount of MSW generated annually will grow to 192.7 million tons by the year 2000 as the population increases.

As the quantity of garbage increases, landfill capacity is diminishing. Major cities including New York and Los Angeles will exhaust their landfill space in just a few years—Philadelphia and others are already out of space.



GROSS DISCARDS, BY WEIGHT, OF MSW MATERIALS, 1986  
(Source: *Characterization of Municipal Solid Waste in the United States, 1960 to 2000*; Franklin Associates, Ltd., 3/30/88)

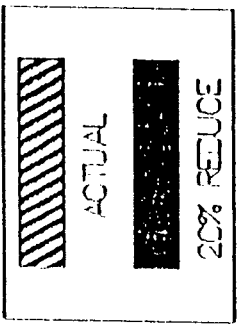
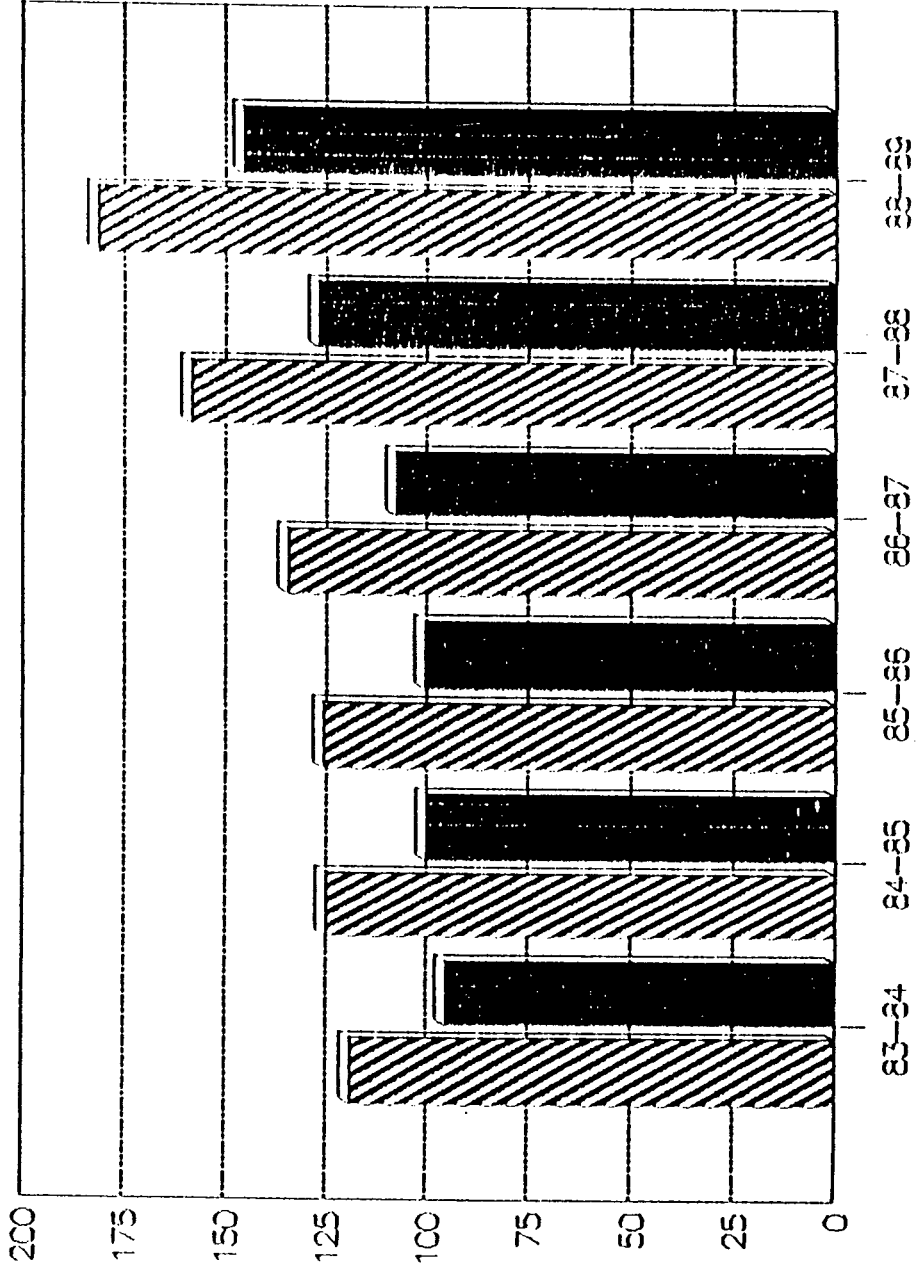
Today the U.S. is recycling approximately 11% of its trash, another 13% is incinerated for energy recovery and the remainder is being disposed of in landfills. Yet the U.S. Conference of Mayors predicts that over half of the nation's 9,300 landfills will face closure in ten years.

Historically, managing MSW has been the responsibility of local governments to protect public health and community livability standards. The federal government has attempted to provide guidance through the 1965 Solid Waste Disposal Act, the 1970 Resource Recovery Act and the 1976 Resource Conservation and Recovery Act (RCRA). RCRA amends the preceding bills to provide a program to regulate hazardous waste, to eliminate open dumping, to promote solid waste management programs and to further solid waste management options in rural communities through grants. It is the states' responsibility to carry out these laws.

Many federal regulations and the reauthorization of RCRA, that will play a vital role in future waste management decisions, are currently in a state of transition. These laws will affect standards for landfilling, waste to energy ash management and air emissions.

In order to deal with the waste this nation produces we can not look to a single solution. Effective management requires an integrated approach— the consideration of a number of technologies working compatibly— including reducing the amount of waste produced, recycling, composting, waste-to-energy incineration and sanitary landfilling. ■

# COFFIN BUTTE WASTE VOLUME VOL REDUCTION COMPARISON

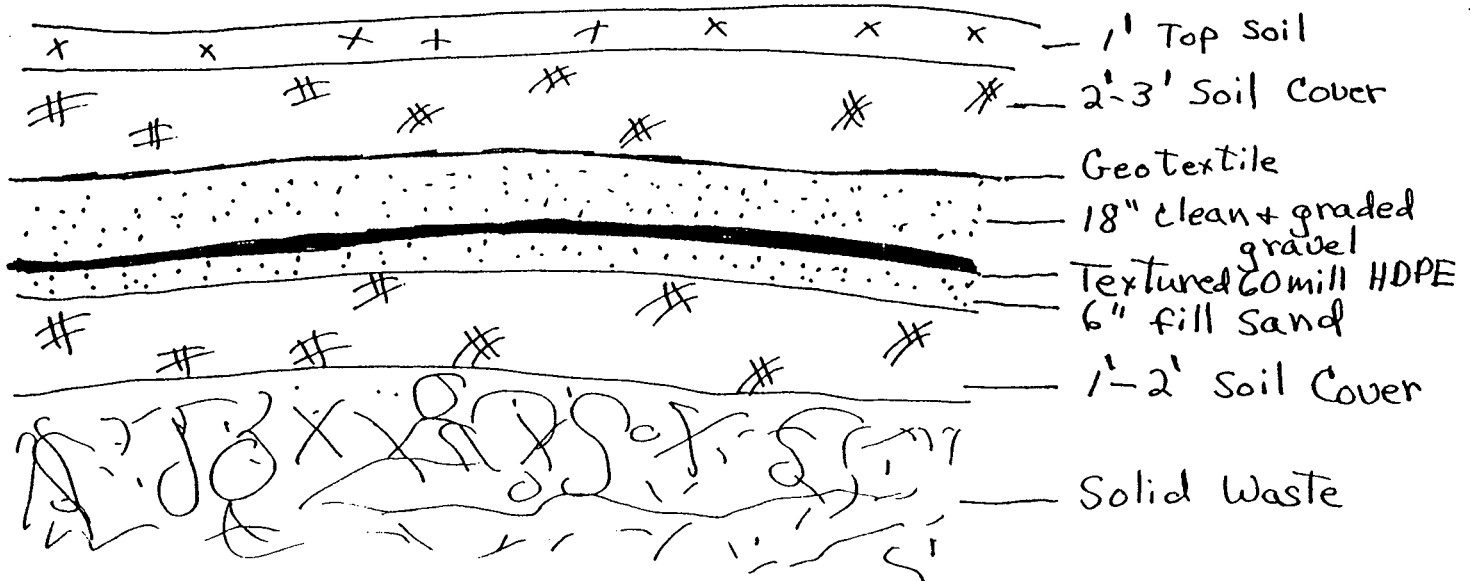


TONS  
(Thousands)

Cost Summary

For Top Cover and Cap for Cell I

Item	Unit	Quantity	Unit Price	Cost
Soils (soil cover)	Cy	164,700	\$ 3.00	\$ 494,100.00
Sand (fill)	Cy	54,900	\$ 5.10	\$ 279,990.00
Gravel (cleaned & graded)	Cy	164,700	\$ 8.79	\$1,448,700.00
Geomembrane	SF	1,483,050	\$ 0.75	\$1,112,290.00
Geotextile	SF	1,483,050	\$ 0.21	\$ 314,720.00
Soils (top soil)	Cy	109,800	\$ 3.00	\$ 329,400.00
Landfill Gas Collection System (Passive)	Ac	15	\$10,300	\$ 154,500.00
				-----
				\$4,133,700.00



## Landfill Rate Survey

### Lane County @ Glenwood Receiving Station -

existing or old fee	effective 10/1/89	new fee
\$18.00/ton	Commercial	\$27.00/ton
5.00/(up to 3 cy.)	Public	\$ 7.50/(up to 3 cy.)

### Yamhill County @ Riverbend Landfill -

existing or old fee	effective 7/1/89	new fee
\$ 7.50/ton	Commercial	\$20.82/ton
3.82/first cy. 2.32/ea. add. cy.	Public	6.81/first cy. 5.41/ea. add. cy.

### Jackson County @ Jacksonville Landfill -

existing or old fee	effective 9/1/89	new fee
\$ 3.50/cy-compacted 2.50/cy-loose	Commercial	\$ 7.00/cy-compacted 5.00/cy-loose
2.50/cy.	Public	5.00/cy.

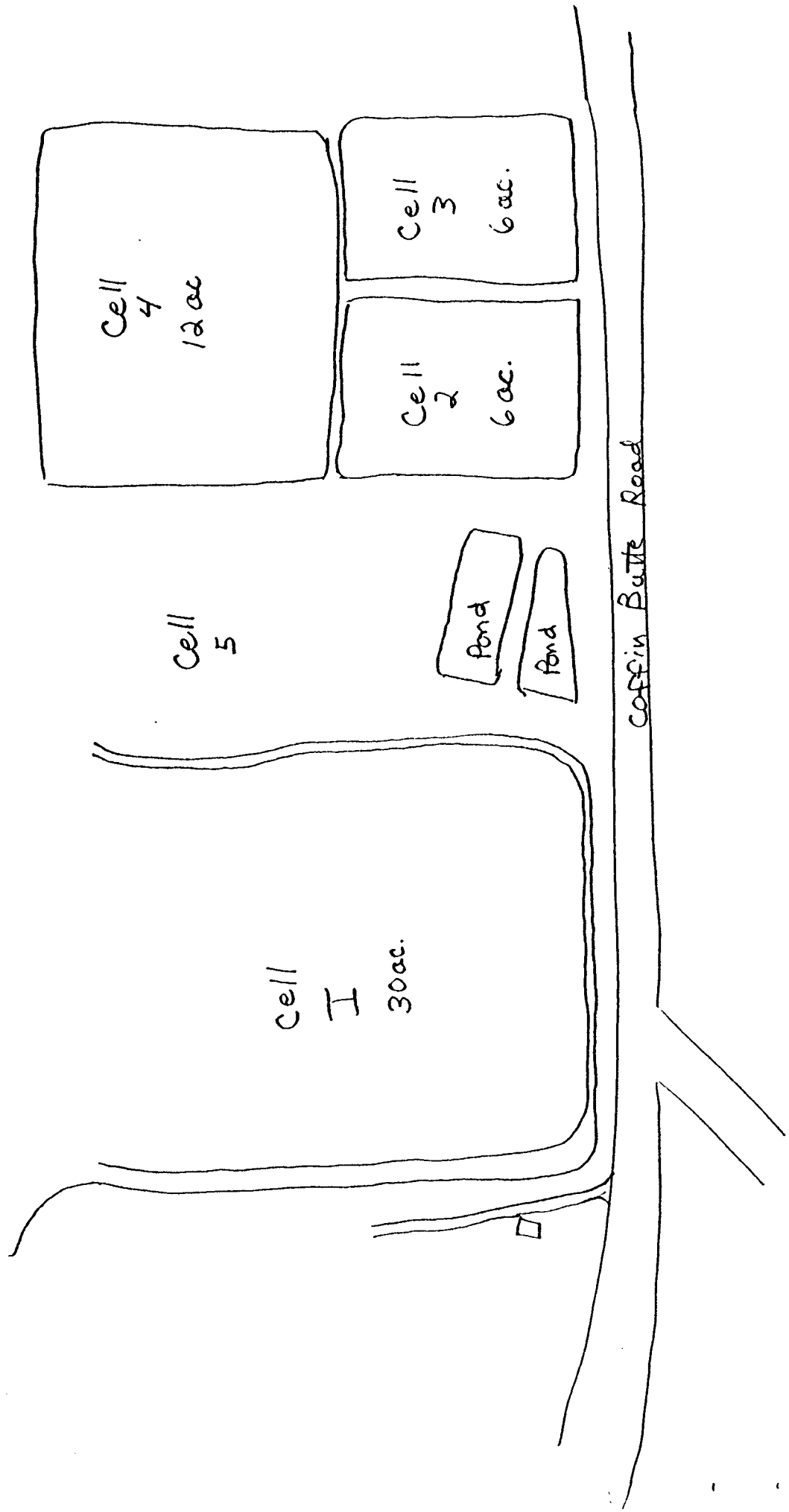
### Portland - Metro @ St. Johns Landfill -

existing or old fee	effective 11/1/89	new fee
\$16.70/ton	Commercial	\$41.25/ton
8.00/load (flat fee)	Public	14.00/load (flat fee)

### Marion County @ Incinerator -

existing or old fee	effective 11/1/89	new fee
\$26.00/ton	Commercial	\$55.00/ton
40.00/ton	Public	68.00/ton

Landfill expansion  
Sequence



# AGENDA ITEM 4





# AGENDA ITEM 5



CITY OF LEBANON  
M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

DATE: NOVEMBER 2, 1989

FROM: JAMES P. RUEF, DIRECTOR OF PUBLIC WORKS

*JPR*

SUBJECT: 1991 PARKS GRANT

Staff is now preparing to make an application for the annual Land and Water Conservation Fund Grant. The attached information is from last year's grant application which was successfully approved but not successfully funded. In our discussions with staff from the State Parks Department who administer the grant, we can find no rhyme or reason why some projects were placed near the top of the list and why ours was in the middle.

Lebanon's park system has many pressing needs, many I am sure would be found to be eligible for this grant. The need for restrooms at Ralston Square is widely supported in the community. Last year's grant application brought many favorable comments from the public. For these reasons, I feel the project should remain a high priority and should be resubmitted to the state for funding in 1991.

arg



CITY OF LEBANON

M E M O R A N D U M

TO: Jim Ruef  
Director of Public Works

FROM: Brian R. Hall *Brian*  
Division Manager, Maintenance Services

SUBJECT: 1991 Park Grant

DATE: October 25, 1989

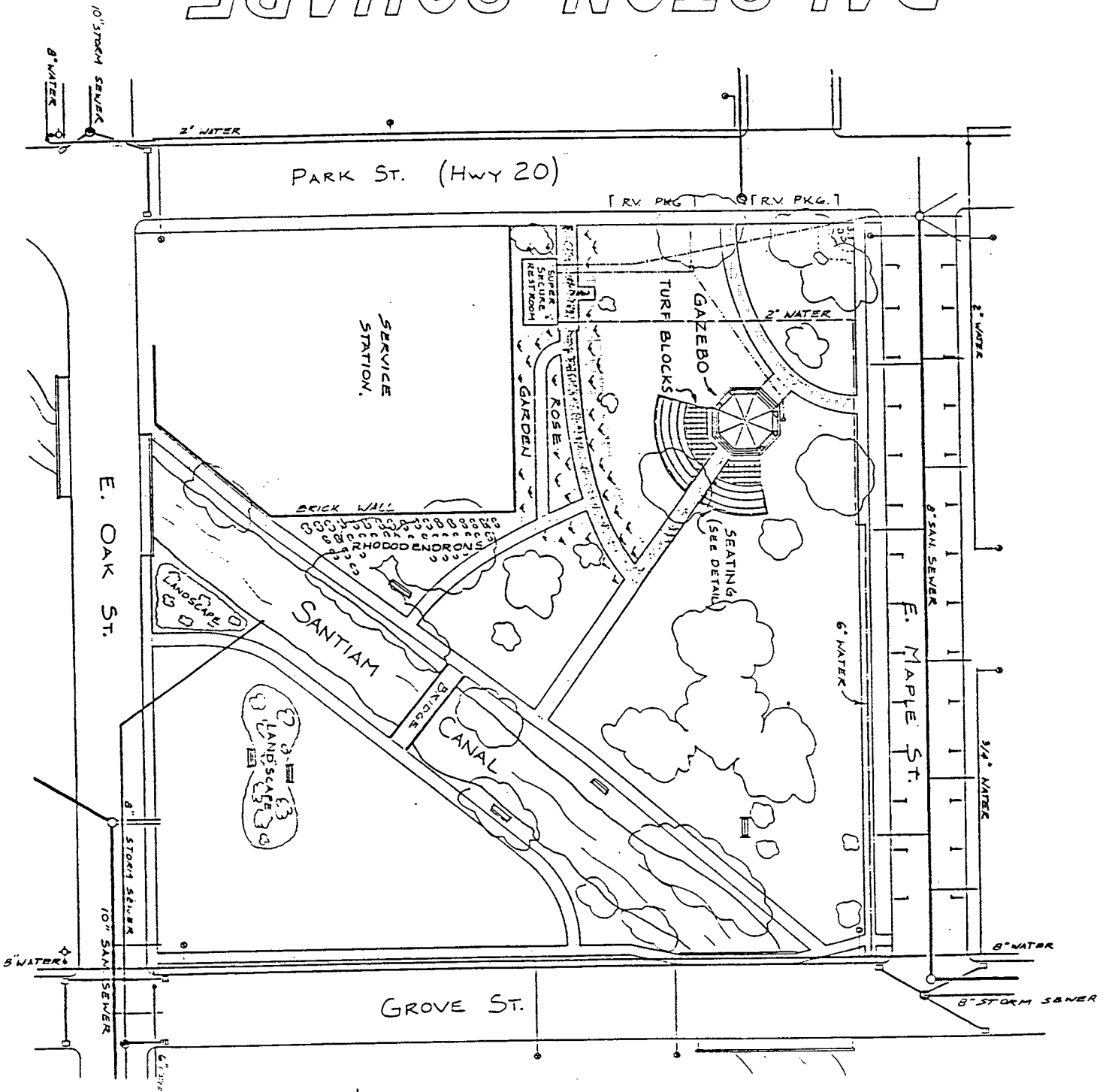
It is again time to prepare an application for a Land and Water Conservation Fund Grant. As you are aware, last year we submitted a proposal for improvements to Ralston Square which included a rest room and bleachers for the gazebo. Scott Wroot and I went to Silver Falls State Park last April and presented our project to a state grant committee. Our project was rated number 25 of 50 that were presented from around the state. Although our's was judged a fundable project, money received from the National Park Service was only sufficient to fund the first eight applications on the list.

I talked with Marilyn Almero the Grant Project Officer from State Parks to get a better idea why we placed in the standings where we did. She told me that all the raters notes were destroyed after the initial ranking of the fifty applicants. I did find out from her however, that those projects funded were varied and ours was not out of line with those applications that were successful. Those funded projects included two new parks, playgrounds, tennis courts, rest rooms, a trail system and a bandstand.

It is my recommendation that we re-submit last years project. I intend to look closely at the oral presentation and make changes where appropriate, to enhance the attractiveness of the program.

# RALSTON SQUARE

## MASTER PLAN



LAND AND WATER CONSERVATION FUND  
GRANT APPLICATION  
PARK ACQUISITION AND DEVELOPMENT

PROJECT NAME: Ralston Square AGENCY NAME: City of Lebanon

Name, address, and phone number of contact person: Brian Hall

Brian L. Hall  
Signature of contact person 925 Main St.  
Lebanon, OR 97355

Phone Number: (503) 451-7437

BRIEF DESCRIPTION OF WORK: Installation of rest rooms, walkways, seating  
for a gazebo and signing in a downtown park

ESTIMATE OF COST OF THE WORK:

Design and engineering work done prior to project approval	\$ <u>0</u>
Design, engineering and inspection work done after project approval	<u>Included in force account for ea. phase</u>
Work Elements: <u>Utilities &amp; Rest Rooms</u>	\$ <u>33,277</u>
<u>Bleachers &amp; Backfill</u>	<u>6,950</u>
<u>Walks</u>	<u>4,775</u>
<u>On Street Traffic &amp; Parking Changes</u>	<u>730</u>
TOTAL COST	\$ <u>45,732</u>

SOURCE OF FUNDS:

NPS (Land and Water Conservation Fund - 50% maximum)	\$ <u>22,866</u>
State GIA	<u>0</u>
Other State sources (identify) _____	<u>0</u>
Local budget (cash purchases, contracts, etc.)	<u>19,156</u>
Local Force Account (agency forces, equipment, etc.)	<u>3,710</u>
Other sources or revenue sharing (identify) _____	<u>0</u>
Donations (identify) _____	<u>0</u>
TOTAL COST	\$ <u>45,732</u>

## PROGRAM NARRATIVE

Project: Raiston Square  
Sponsor: City of Lebanon

Ralston Square is a beautiful setting on 1.4 acres near downtown Lebanon. It is one of our more unique parks, with the Santiam Canal running diagonally through it. The theme in past years has been toward a picturesque and cultural environment. We would like to enhance this theme and continue toward these goals with this years project and grant request.

This project was selected primarily by the Director of Public Works who has been working with a newly established park ad-hoc committee. The committee pointed out several needs in the community and the rest room facility near the downtown area was one of the major needs listed.

There has been a major effort in the past two years to beautify the downtown area. We have seen more community pride and recognition of the need to improve the appearance of our core area. The desire to promote economic development by putting our best foot forward to be viewed by potential investors has been evident. Since this park is on the skirt of the targeted area, past improvements have been and future improvements will be recognized and appreciated.

Last year a gazebo, donated and constructed by the community, was completed in the northwest corner of the park. This provides us an excellent attribute to build on. Our project includes walkways leading to and from this facility and a simple concrete bleacher system for audiences, when programs are presented in the gazebo. As the details on the drawing show, the area behind these bleachers will be built up with loam and seeded. This creates a lawn area even with the top edge of the bleachers which will not only be easily maintained but also contains a certain safety factor. The lower step on the bleacher will be even with the sidewalk and lawn area for easy wheelchair access.

This is Lebanon's only permanently defined outside entertainment area and as such has hosted several musical and cultural performances to date. It is also a favorite spot for outdoor weddings. In future projects we plan to enhance this use with more rose gardens and other landscape to crate a more serene setting. It has been used for charity fund raisers, band performances, the first annual Founders Day celebration, annual Strawberry Festival and as a general gathering place for the citizens of Lebanon and surrounding area. It has been used for company picnics, a retirement party and even a baby shower. It has proved to be an important asset of the community and it is felt that with more development it will prove even more valuable.

The second major portion of the project is the installation of a prefabricated rest room facility. This is manufactured by Super Secur and is not only aesthetically pleasing but vandal and fire resistant. These rest rooms are also fully accessible to the disabled. The park is bordered on the west side by north bound Oregon State Highway # 20. By creating two R.V. parking spaces along the highway and establishing more parking along Maple St. as the map indicates, the rest rooms could be used as a rest stop by travelers as well as local park users. Signs would also be erected one block away on Highway # 20 south bound to indicate the

Program Narrative Page 2  
Project: Ralston Square  
Sponsor: City of Lebanon

also be erected one block away on Highway # 20 south bound to indicate the location of the rest stop.

City crews will be involved in a portion of the project but because of a limitation in manpower the majority of the work will be contracted. Our intention is to install the water service ourselves because it involves a water main line extension. A six inch main will be taken from Grove Street on the east side of the park and run about half way across the northern edge of the park. From that point a two inch water line will be run to the rest rooms. Our crew will also trench in the main power cable and then an electrician will be involved in the hook up and wiring of the rest room facility. This facility will be purchased by the city but the plumbing, concrete work and erection will be accomplished by a contractor. The sewer lateral will also be installed by contract. All other concrete work including walks and the concrete bleachers at the gazebo will be completed by a contractor. The loam fill behind the bleachers will be hauled in and leveled and a city crew will then finish rake and seed to reestablish the lawn area.

# AGENDA ITEM 6






CITY OF LEBANON

M E M O R A N D U M

TO: Lebanon City Council

DATE: November 1, 1989

FROM: Thomas A. McHill  
City Attorney 

SUBJECT: Oregon Enterprise Zone Act of 1989

As you may know, the recent Legislature made some amendments with respect to the Enterprise Zone Act and adopted the Oregon Enterprise Act of 1989. Probably the most specific change in the statute that requires the City's attention is the requirement under Section 18A to exempt business properties which are used as hotels, motels or destination resorts as exempt from taxation under the Enterprise Zone Act. The legislation requires this option to be taken and for the Department of Economic Development to be notified on or before December 1, 1989, of such option.

Should it be the Council's desire to include hotel, motel or destination resort properties as being within the Enterprise Zone, I recommend that the attached resolution be adopted, and furthermore that the Economic Development Department of the State of Oregon be promptly notified of the exercise of that option.

enc.

cc: Joseph A. Windell  
TAM/sz

A RESOLUTION REGARDING THE )  
EXEMPTION OF HOTEL, MOTEL, )  
OR DESTINATION RESORT )  
PROPERTY LOCATED WITHIN )  
THE ENTERPRISE ZONE )

RESOLUTION NO. \_\_\_\_\_  
for 1989

WHEREAS, the City of Lebanon has heretofore qualified as an Enterprise Zone, pursuant to Chapter 284 of the Oregon Revised States, the boundaries of which have been designated by previous resolution; and,

WHEREAS, the City of Lebanon sponsors and administrates said Enterprise Zone; and,

WHEREAS, it is deemed that there is property owned or leased and operated by business firms as hotels, motels, or destination resorts within the City of Lebanon; and,

WHEREAS, the City of Lebanon desires to exercise its option to exempt such property within the Enterprise Zone from taxes as provided by Section 14 of the Oregon Enterprise Zone Act of 1989; and,

WHEREAS, the purpose of such declaration is to stimulate employment, business and industrial growth with the use of tax incentives for such properties as are located within the Enterprise Zone; and,

WHEREAS, it is deemed to be in the best public interest to make such declaration;

NOW, THEREFORE, pursuant to Chapter 1015 of the Oregon Session Laws of 1989, known as the Oregon Enterprise Act of 1989, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

The City of Lebanon, as sponsor of the Enterprise Zone, does hereby exercise its option to exempt from taxes property owned or leased within the City of Lebanon which is operated by any business firm as a hotel, motel or destination resort which shall be exempt within the Enterprise Zone as allowed and required by Section 18A of the Oregon Enterprise Zone Act of 1989.

IT IS FURTHER RESOLVED that the City Administrator, or his designate, is directed to notify the Economic Development Department of the State of Oregon on or before December 1, 1989, of the City's option to exempt from taxes such hotel, motel or destination resort property within the City limits as being a part of the Enterprise Zone.

Passed by the Council of the City of Lebanon by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, and approved by the Mayor this \_\_\_\_\_ day of November, 1989.

\_\_\_\_\_  
Mayor

ATTEST:


\_\_\_\_\_  
City Administrator

# AGENDA ITEM 7



CITY OF LEBANON  
MEMORANDUM

TO: Joseph A. Windell, City Administrator      DATE: November 2, 1989

FROM: Judy Wendland, Finance Director 

SUBJECT: Completion of Audit for 1988-89

The audit of the financial statements is complete. The completion of the audit in a timely fashion, with no audit adjustments, is the result of major improvements in our internal accounting processes and the policy decision to prepare the workpapers internally.

I feel it is very important for the City to have control over the preparation of the workpapers and the final product, the financial statements, because proper, fair presentation can effect, among other things, our Bond Rating and our review by the Secretary of State's office for compliance with Budget Law.

Internal preparation of the statements and the cooperation of the new auditor have given us much better control over the details of our financial reporting. Because we understand the details better, we understand how and why all the pieces fit together. Therefore we understand broader significance of the audit and can be concerned with more than amount of cash carry forward balances or adherence to budget law.

For example, the successful conclusion of the contract with the Housing Authority on the Aspen Park lots is a significant financial event. It shows that the City is behaving responsibly and allows an opportunity for disclosure of this information. Because of the timing of the sale and contract signing, we would not be required to report any transactions until our 1989-90 audit. We are planning to sell Bancroft Bonds in January, 1990, however, and the audit used as information to set interest rates is 1988-89. With the support of the auditor, bond counsel and our financial advisor, I exercised the option to report this event in 1988-89 in order to secure the lowest interest rate possible.

ITEMS TO NOTE

Completion Date:

While the appearance of the statements is about the same as last year, there are some differences. The most obvious is the completion date, November 1, 1989. We set this date as our goal in order to be sure our statements were complete before we started our budgeting process. Last year we were not able to meet our goal due to the condition of the accounting records from the prior auditor.

Management Letter:

The auditor did not feel the need to prepare a letter because there were no significant improvements that needed to be mentioned.

No Audit Adjustments:

Another important change this year was that there were no audit adjustments. These adjustments are made when there are errors in our statements that the auditor needed to correct. All corrections were made prior to commencement of the auditor's work.

Budget Over Expenditures:

General Fund, Legislative Department was over expended \$9.00.

Cash Carry Forward Balances:

General Fund exceeds the budget projection by \$77,874. This is due to unanticipated revenue (mostly tax collections) of \$46,798 (1.61% of total revenues) and \$31,076 (1.3% of total expenditures) of projected expenditures not made.

Water Fund exceeds the projection by \$22,169. Most of the difference is attributable to unexpended funds. While the carry forward exceeds the projection, it should be noted that we are using up our cash reserves to fund the system. They dropped from \$288,957 last year to 168,269 this year. Part of this reduction is due to reduced revenues due to the cooler weather in the spring and early summer.

Wastewater Fund exceeds the projection by \$5,664, also due mostly to unused expenditures. Again, as in water, we are using up the cash reserves. Our sewer carry forward dropped by over \$100,000 from \$198,679 to \$93,664.

The Other Funds generally met or exceeded the anticipated amounts. Those that were less than anticipated were due to collections that should appear as extra revenue this year, rather than in the cash carry forward. Examples are the OTSC Grant and some SDC's.

New Procedures:

As a result of what we learned last year, we instituted procedures (generally monthly reconciliations) intended to improve the accuracy of our monthly statements and reduce the volume of work at year end. To do this we made extensive use of our Lotus spreadsheet program.

The areas we focused on were payroll, fixed assets, and revenue analysis, which were very time consuming last year. Of those three areas, both payroll and fixed asset reconciliations were complete when the books were closed in July.

Completion of Audit  
November 2, 1989  
Page 3

Completion of the revenue analysis continued after closing the books, but was well started before year end.

This year, the most time was consumed in preparing twelve month summaries of the various accounts required by the auditor. This need will be eliminated by the new software which will automatically provide us with the required listings. Another time consumer was the type of analysis that required us to summarize (write down or print out) all the transactions in a certain type of account, line insurance or contract services for the year. We had to check for an expenditure in that line item in every fund and department each month. Again, the system will produce this data for us on demand.

The third area that took considerable time was in the general area of receivables reconciliation. Receivables are money that is owed to the City. Reconciling them means that we need to be sure that what is shown as payments received in each account is the same as we show on our main set of books. This can be difficult for several reasons, but the biggest difficulty is that the software, especially the software we use for SDC and Assessment liens, could not be changed or posted to in a way that easily and clearly could be transferred to our main set of books. Again, the new software should significantly help our difficulty here. In addition, additional monthly reconciliations, such as instituted in other areas last year, should reduce our year end work.

Conclusions:

In reviewing the audit process as a whole, the Accounting Staff has much to be proud of. Goals set last year for correcting major difficulties were met. We have already implemented the suggestions that arose from this year's audit for improving our record keeping. In addition, we developed new ways of using Lotus which streamlined the process for us this year, and will be very useful in the future.

A letter from the auditor is attached for your information.

JW/lgk

WARNER, PRICE, KOONTZ & CO., P.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
920 Elm St., S.W. — P.O. Box 605  
Albany, Oregon 97321  
(503) 926-5543 — FAX (503) 967-9460

October 30, 1989

Judy Wendland, Finance Director  
City of Lebanon  
925 S. Main  
Lebanon, OR 97355

Dear Judy,

Now that the audit is complete I wanted to discuss briefly with you some of the areas noted during our work. None of the items are significant enough to constitute a weakness in internal accounting controls that would require mention in a management letter. And, in all cases, supervisory personnel have already instituted appropriate corrective actions.

1. Fixed asset accounting

In some instances assets sold or traded in were not removed from the fixed asset listing. This was brought to Casey's attention and he is aware of the steps necessary to prevent reoccurrences in the future. I noted that, even though the assets had not been removed from the fixed asset listing, they had been removed from the insurance schedule, so that the City was not paying insurance on assets no longer owned.

2. Utility billings software

During the year certain problems had developed with the software used for utility billings. Finance department personnel detected and corrected these problems prior to our audit. Based on our review of their work it appears all discrepancies were adequately resolved.

3. SDC receivables

Some problems were encountered by City personnel in reconciling SDC transactions for the year. Based on the information available to us it appears all problems were adequately resolved prior to the commencement of our audit work in this area. Procedures to prevent similar problems in the future have been discussed and implemented.

I would also like to mention the progress that has been made in the accounting department this year. It was not necessary for us to make any audit adjustments this year, and the schedules prepared by the accounting staff were much improved over last year. This enabled the audit to proceed much more smoothly, as evidenced by the delivery date. It also appears that the overall

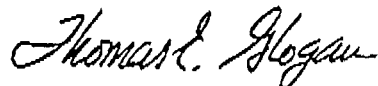


Judy Wendland  
October 30, 1989  
page 2

transaction processing has improved, that monthly reconciliations are generally being done on a timely basis, and that the finance department in general has improved its efficiency.

Yours very truly,

Warner, Price, Koontz, & Co., P.C.



Thomas E. Glogau, CPA

# AGENDA ITEM 8



CITY OF LEBANON  
M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

DATE: NOVEMBER 2, 1989

FROM: JAMES P. RUEF, DIRECTOR OF PUBLIC WORKS *JPR*

SUBJECT: UPDATE ON SLUDGE MANAGEMENT

The attached report from Terry Price of OMI outlines in great detail a significant problem Lebanon is facing in disposal of its wastewater sludge. The sludge is not the odoriferous stuff one thinks of when talking about human waste. Rather, it is a by-product of the wastewater treatment plant which has some beneficial uses (and is quite sought after) in agriculture. And yes, it does smell a little.

The real problem for Lebanon lies in the months with high rainfall (which is about seven months of the year) when, due to EPA/DEQ restrictions, we are very limited to which fields we can spread the sludge on. As we speak, we have one field for this winter which will meet our needs through the first half of the winter. We also have the drying beds which will be filled in about six weeks (and lead to odor complaints when they dry next spring). We are still looking for a site we can use in the spring for at least two months.

The problem does not exist in the summer since the lowering of the groundwater table that accompanies reduced rainfall amounts opens up numerous farm sites for disposal. This is also a time of year best suited for the farmers for application on their fields.

The possible solutions to the problem have been identified by KCM in the Wastewater Facility Study and investigated further by Terry Price and myself. They are listed on page 5 of Terry Price's report. We will be researching them further and bringing a recommended solution to City Council in the future.

arg



OPERATIONS MANAGEMENT  
INTERNATIONAL, INC.

October 31, 1989

James Ruef, Public Works Director  
City of Lebanon  
925 Main St.  
Lebanon, OR 97355

RE: LEBANON WASTEWATER TREATMENT SLUDGE MANAGEMENT

Dear Jim:

During this last year we have been involved in the development of a short and long term plan to address the City of Lebanon's Wastewater Treatment Plant's sewage sludge disposal requirements. In the report that follows I have provided a brief description of the present Sludge Disposal Program at the treatment plant and, based on current and future Federal and State Regulations, a recommendation to purchase land and construct a sewage sludge storage lagoon. This recommendation has been endorsed by Kramer, Chin, and Mayo, Inc. Engineering firm in the recently completed Facility Study for the City of Lebanon, and has also been recommended by the Department of Environmental Quality.

BACKGROUND - WHAT IS SLUDGE?

The City of Lebanon's Wastewater Treatment Plant or "POTW" (Publically Owned Treatment Works) is responsible for the removal and treatment of the solid material found in over 95% of the wastewater entering the treatment facility.

The system used to accomplish this is called the Activated Sludge Process. In this system, bacteria are grown and controlled in an aerobic (oxygenated) environment to convert the settleable, suspended and dissolved solids in the wastewater through metabolic activity to an active biomass called activated sludge.

This sludge is then collected and concentrated in clarifier tanks where a certain percentage is returned to the process, and a certain amount is "wasted" or removed from the system for further treatment and ultimate disposal.

This "waste activated sludge" undergoes further aeration in an aerobic digester, only now without an incoming food source (raw wastewater). The "bugs", as they are fondly referred to in the

Lebanon Wastewater Treatment Sludge Management

industry, undergo what is known as endogenous respiration and begin breaking down their own organic material in an effort to sustain themselves. This cannibalistic activity can be measured through laboratory analysis, and continues until other factors, such as the acidity of the water (pH), residence time in the digester, and even water temperature cause a cessation of further metabolism by the bugs.

At this point, further lab analysis is performed to measure how much endogenous respiration has occurred (Volatile Solids Reduction (VSR)), and the aeration is discontinued in the digester to allow concentration of the sludge. Finally, the sludge is pumped to a 4000 gallon sludge truck, and the sludge is disposed of on local agricultural land approved by the Department of Environmental Quality (DEQ).

Lebanon's plant also has sludge drying beds that are capable of accepting up to two month's worth of sludge produced by the plant.

These drying beds are designed to allow the sludge to air dry (an under drain system is also provided) to a cake-like material, and then be applied by a manure spreader to acceptable sites. Use of these beds is necessary during very inclement weather however, they are very odoriferous during the early summer and the nearby neighbors have complained every year. Masking agents have not been that effective in reducing the odors and the use of these beds in the future should be discouraged, except during emergency situation.

The total amount of solids entering the POTW and the total amount of activated and digested sludge produced will, of course, vary depending on many factors. Generally, the volume and weight unit of measurement used is expressed metrically, but can also be expressed in gallons or pounds.

In Lebanon's case, over 300,000 pounds (150 tons) of sludge was applied to agricultural pasture land in 1988.

#### SLUDGE DISPOSAL

The Department of Environmental Quality must approve each site that sludge is to be applied on and takes into account many factors that affect their decision.

Prior to submitting an Agricultural Application Request for Municipal Sludge Disposal to the DEQ, laboratory analysis is first performed on the digested sludge to determine the following:

- \* pH
- \* Total and Volatile Solids

Lebanon Wastewater Treatment Sludge Management

- \* % Volatility
- \* Nutrient levels expressed in Nitrogen forms (ammonia, nitrite and nitrate)
- \* Phosphate
- \* Metals (cadmium, lead, copper, zinc, etc.)

These results are used in first determining Agronomic Loading for the disposal site, depending on what the owner grows on the land. For example, pasture grass generally requires 100 pounds of nitrogen per acre, therefore, the owner must agree to reduce the amount of fertilizer he applies per acre by the amount of nitrogen in the sludge that will be applied annually.

Secondly, the lab results for metals' contents are used to determine the "Ultimate Site Life" calculation.

Since metals are not organic and subsequently do not break down, they either build up in the soil or are taken up in the plant, according to the Cationic Exchange Capacity (C.E.C.) of the soil.

The C.E.C. of the soil is the soils capacity to retain certain metals and varies depending upon the type of soil, the pH of the soil, etc.

Depending on the C.E.C. value (expressed in Milliequivalent per 100 grams, (Meq/100 g)), sludge may be applied to any given site for an ultimate number of years. After that the soil will not accept any additional metals and a new site must be found.

Since the City of Lebanon doesn't have major industries contributing high amounts of metals to the sewage, Ultimate Site Lives are relatively high.

Identification of soil type is also necessary as part of getting a site approved. If a certain soil is very porous, such as a sandy loam (river bottom), its considered well-drained and less subject to high water tables and subsequent standing water during the winter than a non-porous clay-type soil.

The Soil Conservation Service (SCS) located in Tangent has mapped all the different soil types in Linn County and has them published in the SOIL SURVEY OF LINN COUNTY AREA OREGON booklet. In Linn County alone there are 108 different soil types identified of which many have subcategories from A through H. Site soil types (found on SCS Maps) are enclosed of the current approved disposal sites for Lebanon as an example, and are required when submitting for Sludge Application Approval.

Since sludge cannot be applied to land with standing water on it but of which the land may otherwise meet the DEQ's requirements, the site would be considered a "summer site", with sludge application allowed during the summer months only.

In the Willamette Valley, much of the soil is non-porous, clayey-type plastic soil and is not conducive to sludge application

during the winter months.

Acceptable type soils for winter application such as Chehalis, Chapman, or Newberg soils are well-drained river bottom soils and are considerably more difficult to find. These soils are often used for row crops, such as corn, beans and other food chain vegetables, and sludge cannot be applied for obvious reasons.

Typical farmland that Lebanon sludge is applied to is pasture land or land dedicated to grass seed farming.

Sites approved for summer application are easier to find and be approved by the Department. Emphasis on soil type, although identified in the permit, is not as important a factor as with winter sites. Also, the land is more readily available, and the farmers have generally completed harvesting by August and are less reluctant to have sludge applied to their ground. Lebanon has an adequate number of summer disposal sites.

Winter approved sites, on the other hand, are much more difficult to find and Lebanon has only one twenty-five acre site permitted for sludge disposal during the wet season.

Additionally, sludge disposal sites must be located no further than six (6) miles away from the plant. With the existing sludge truck (and staffing plan) and the amount of sludge that must be hauled each week, the fields must be located within this radius to ensure the disposal requirements are met.

#### FEDERAL SIGNIFICANT PATHOGEN REDUCTION CRITERIA

When the Lebanon Wastewater Plant was upgraded in 1977, the Aerobic Digester was constructed to accomplish sludge stabilization and volume reduction. At the time of construction aerobic digesters were commonly used at smaller POTW's in the Northwest due to their lower capital costs and simplicity of operation.

Recently however, more emphasis has been placed on Volatile Solids Reduction (VSR) of sludge to reduce pathogens in the digested sludge.

Current Federal regulations require that to ensure significant pathogen reduction aerobically digested sludge must have a VSR of at least 38%. That is, at least 38% of the volatile solids must be oxidated or used up through endogenous respiration prior to disposal.

The calculation is expressed as:

$$\frac{\text{In} - \text{Out}}{\text{In} - (\text{In} \times \text{Out})} \times 100 = \text{VSR} \%$$

Where:

In = % volatile sludge entering aerobic digester  
Out = % volatile sludge pumped to the truck  
(% volatile solids expressed as a decimal)

Example:

In = 80% Volatile Solids (0.80)  
Out = 74% Volatile Solids (0.74)

Therefore: 
$$\frac{0.80 - 0.74}{0.80 - (0.80 \times 0.74)} \times 100 = 28.85\% \text{ VSR}$$

Historically, Lebanon's aerobically digested sludge has averaged approximately 27% VSR and does not meet the 38% VSR criteria for significant pathogen reduction.

Regulatory requirements also call for the POTW to have the capacity to store sludge on site during adverse weather conditions. This length of time varies depending on the regional area.

Since Lebanon has only one winter permitted site, should this site be unavailable for any reason, the drying beds would be insufficient for sludge storage.

#### LEBANON'S SLUDGE DISPOSAL PROBLEMS

In January 1989, Tom Fisher of the DEQ performed an annual facility inspection at which time Lebanon had no winter sludge disposal site permitted by the Department.

In his following letter to the City, Mr. Fisher outlined the Sludge Handling Requirements needed for the City of Lebanon to ensure compliance with current Regulations.

1. Since Lebanon's aerobically digested sludge does not meet federal criteria for significant pathogen reduction three options were provided by the DEQ for compliance:
  - a) Lime stabilization, whereby lime is added to the sludge to bring the pH up to 12.0 for two hours. This kills all pathogens.
  - b) Air drying, i.e., expand the existing drying beds to accommodate all sludge generated at the plant.
  - c) Limit sludge application to isolated sites where access is controlled and animal grazing is restricted. Access is assumed to be controlled if the site is located on rural private land.
2. Develop additional flexibility in the winter sludge handling



program to eliminate sludge applications during adverse weather conditions. Alternatives would include:

- a) Installation of a sludge thickening/storage facility (such as a Facultative Sludge Lagoon), which would eliminate the need for winter sludge applications.
- b) Locate and obtain DEQ approval for winter sludge disposal sites.

### RECOMMENDATIONS

In 1989 the Engineering firm of Kramer, Chin, and Mayo, Inc. completed a Facilities Study for the City of Lebanon. Among the Short Term (0 - 5 years) Capital Improvements recommended for the Wastewater Facilities was the construction of a Sludge Storage Lagoon.

A sludge storage lagoon would provide storage capacity for up to one year's worth of sludge generated at the facility.

Construction of a sludge storage lagoon would accomplish both objectives outlined by the DEQ. If the facility had enough storage capacity sludge application on isolated sites, such as grass seed farmland, could occur during late summer, after the farmers have completed harvesting.

By applying sludge to isolated sites the current practice of sludge stabilization would not have to be changed by adding lime, or heating in an anaerobic digester.

Secondly, the storage capacity of a sludge lagoon would satisfy the contingency criteria of being able to store sludge on site and avoid the need to dispose of sludge during adverse weather conditions.

Another advantage to the construction of sludge lagoons would be to eliminate the need for sludge drying beds and the subsequent odors. Sludge lagoons emit no odors due to the water cap that covers them.

Additionally, sludge lagoons tend to thicken sludge through settling and fewer loads would need to be hauled to disposal sites, reducing wear and tear on the truck.

### COMMENTS

The Federal Regulations regarding the stabilization and disposal of Municipal Sewage Sludge are currently being proposed in what is known as the "40 CFR 503 Regulations" of the Federal Register. This complex and far-reaching document will impact virtually all U.S. Municipalities in the way they design for and approach the disposal of sewage sludge.

This document is still in the planning and comment phase

Page 7

Lebanon Wastewater Treatment Sludge Management

however, nothing in the document precludes the use of a sludge storage lagoon in a situation such as Lebanon's. A sludge storage lagoon or a Facultative Sludge Lagoon (FSL), a lagoon that contains both aerobic and anaerobic bacteria, would facilitate the current and future sludge management plan for the City of Lebanon, and should adequately meet the criteria outlined in 40 CFR.

Since land adjacent to the Lebanon Wastewater Plant is available for purchase, and since the KCM Facilities Study recommends construction of a sludge lagoon in its Short Term Capital Improvements Recommendation, strong consideration should be given to construction of a Sludge Storage Lagoon.

Jim, if you have any questions regarding this, please don't hesitate to give me a call.

Sincerely,

Terry A. Price  
Project Manager  
O.M.I., Inc.

Sludge

# AGENDA ITEM 9

SIDEWALK INCENTIVE PROGRAM

STATUS REPORT

NOVEMBER 2, 1989

	<u>NUMBER</u>	<u>FUNDS</u>
Applications distributed to date (From 5/12/88)	133	N/A
Applications pending as of 10/19/89 (no permit issued)	7	N/A
Commitment letters in effect	2	\$ 195.00
Completed Sidewalks as of 10/19/89	23	\$3,095.30

	<u>Installation</u>	<u>Repair/Replace</u>
Funds Available (1989-90 Budget)	\$ 7,000.00	\$ 3,000.00
Funds Committed	< - 0 - >	< 195.00>
Funds Paid Out	< <u>2,152.00</u> >	< <u>1,891.30</u> >
Remaining Available Funds	\$ 4,848.00	\$ 913.70

On October 30, 1989 approximately 100 Sidewalk Incentive Program information packets were mailed to property owners who own property in the designated high priority areas, but do not residence there. There have been approximately five inquiries in response to this mailing, but no applications have been completed.

arg

# **AGENDA ITEM 10**

BUILDING SUMMARY

OCTOBER 1989

	<u>Number of Permits Issued</u>	<u>Valuation</u>
Single-family Dwelling	1	\$ 53,473.00
Two-family Dwelling	0	
Multi-family Dwelling	0	
Residential Addn/Remodel	4	9,500.00
Garage/Carport/Storage	3	3,725.00
Commercial/Industrial	0	
Commercial Addn/Remodel	0	
Church/Church Addition	0	
Mobile Home Installation	0	
Public Buildings	0	
Demolition	2	
Signs	0	
Moving	0	
Mechanical	16	
Plumbing	2	
Electric (MH)	0	
Special Inspection	<u>0</u>	
 TOTAL	 28	 <u>\$ 66,698.00</u>

Fees Collected

Building Permits	\$ 593.00
Mobile Home	0
Mechanical	287.00
Plumbing	255.20
Electric	0
Special Inspection	0
Demolition	20.00
Plan Check	249.61
State Surcharge	<u>57.85</u>
 TOTAL	 \$ 1,462.66

Valuation		Same Period	
January 1st to Date:	<u>\$3,230,208.90</u>	Last Year:	<u>\$1,249,326.80</u>


Total Fees		Same Period	
January 1st to Date:	<u>\$ 29,225.72</u>	Last Year:	<u>\$ 15,990.13</u>



# CITY OF LEBANON

## M E M O R A N D U M

TO: Joseph A. Windell, City Administrator      DATE: November 8, 1989

FROM: Judy Wendland, Finance Director 

SUBJECT: County Sale of Lot with City Lien

Linn County has notified us that they have received an offer on a lot at 370 11th Street. The City has drainage and sewer connection fees of \$1817.19 and interest of \$2787.41 (total \$4604.60) owing on the lot. We have twenty days from November 2 to decide to exercise the option to pay the taxes and receive title to the property.

The lot (#1100) was included with the lot next to it (#1000) as one parcel in the county sale. The bid on both lots was \$503.67. The market value of both lots combined is \$3,000, according to the assessor's estimate at the time of advertising the sale. I have included a map that shows the location of the lot. 11th Street is a gravel street where it passes the lots. Most of the lots in the immediate area have houses or duplexes on them, as you can see from the map. Both lots have sewer and drainage. The closest water line is at the end of Isabella Street. No line runs between Isabella and Rose Street.

The County has not let us know how much the taxes are. Our records from a year ago show almost \$900.00 owing that the City might have to pay in order to save the property. However, ORS 312.280 appears to indicate that the City will only be required to pay \$503.67.

There are several issues that need to be resolved regarding the property:

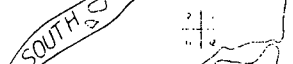
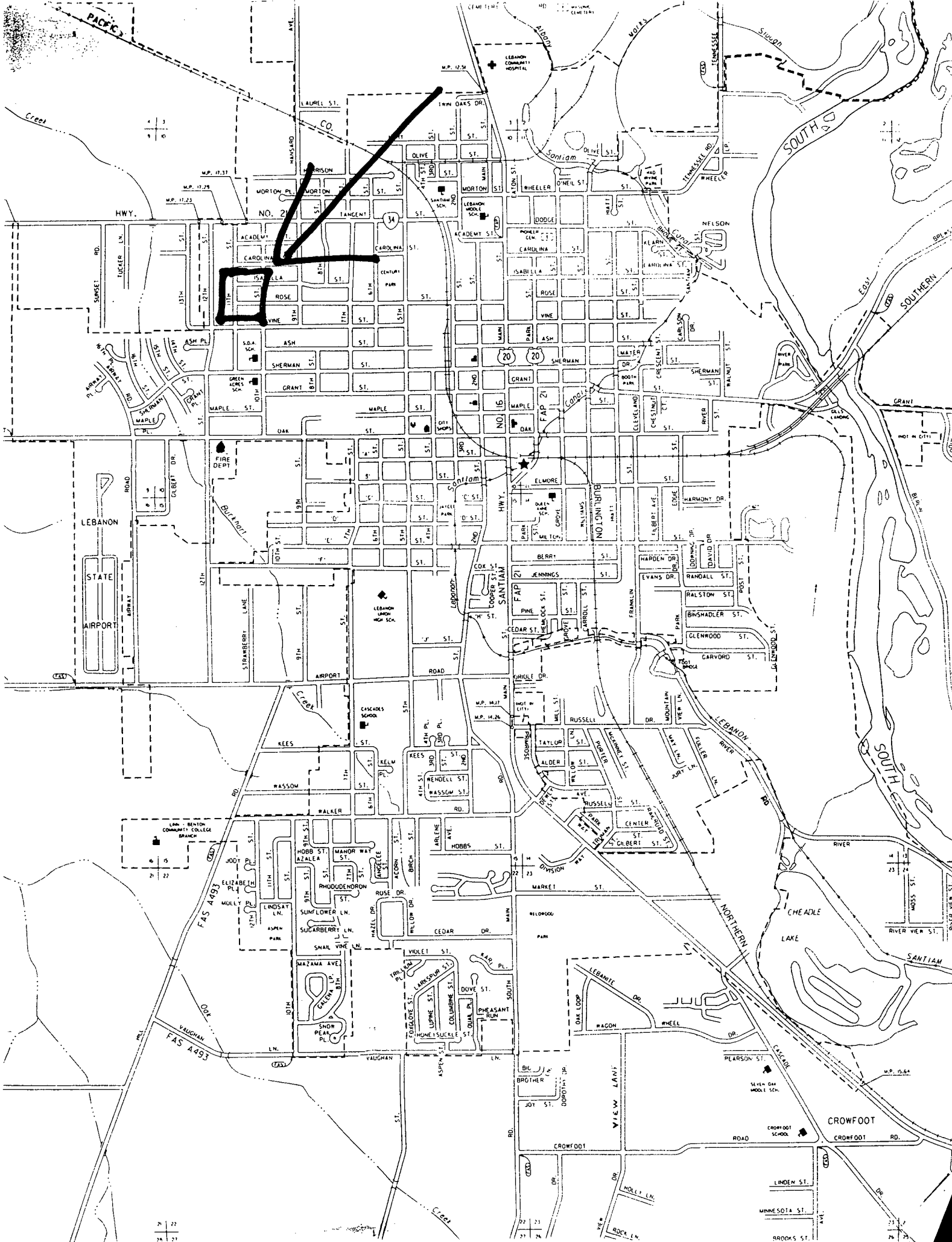
1. Do we wish to try to receive some payment from the purchasers or should we just let the lots go? If we decide to ask for payment, I suggest we forgive the interest, and try to collect the principal.
2. If we ask for payment to compensate the city for not exercising the option, how much should we ask?
3. Must we pay the county the full amount of taxes of \$900 or may we pay only the \$503.67? If we pay the \$503.67, can we/should we simply pay the county \$250 for one lot in the parcel, or should we pay the full \$503.67 and take title to both pieces if this is allowed. Allison Smith, Assistant County Counsel, is out of town until Monday, November 13, and unable to answer our questions on this.

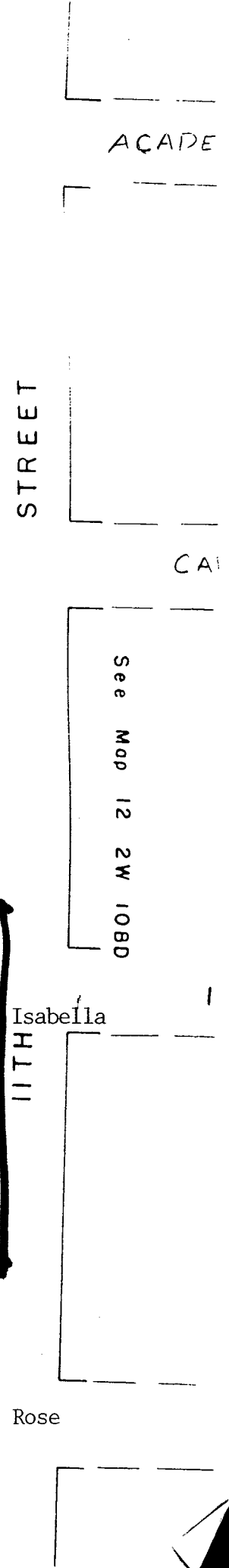
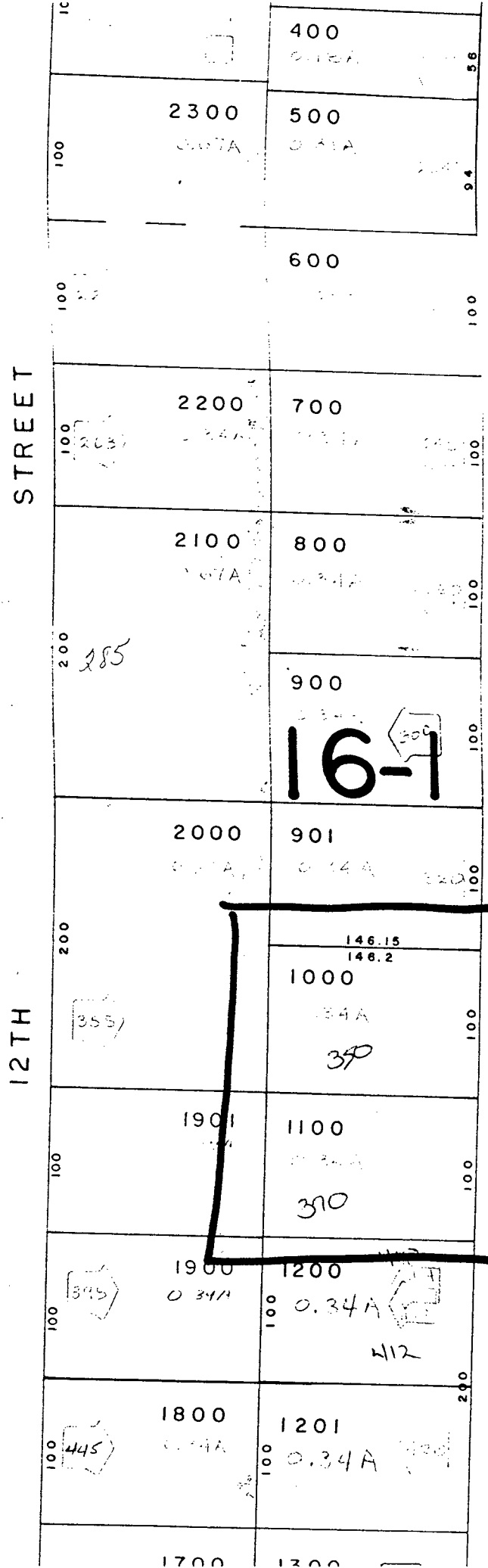
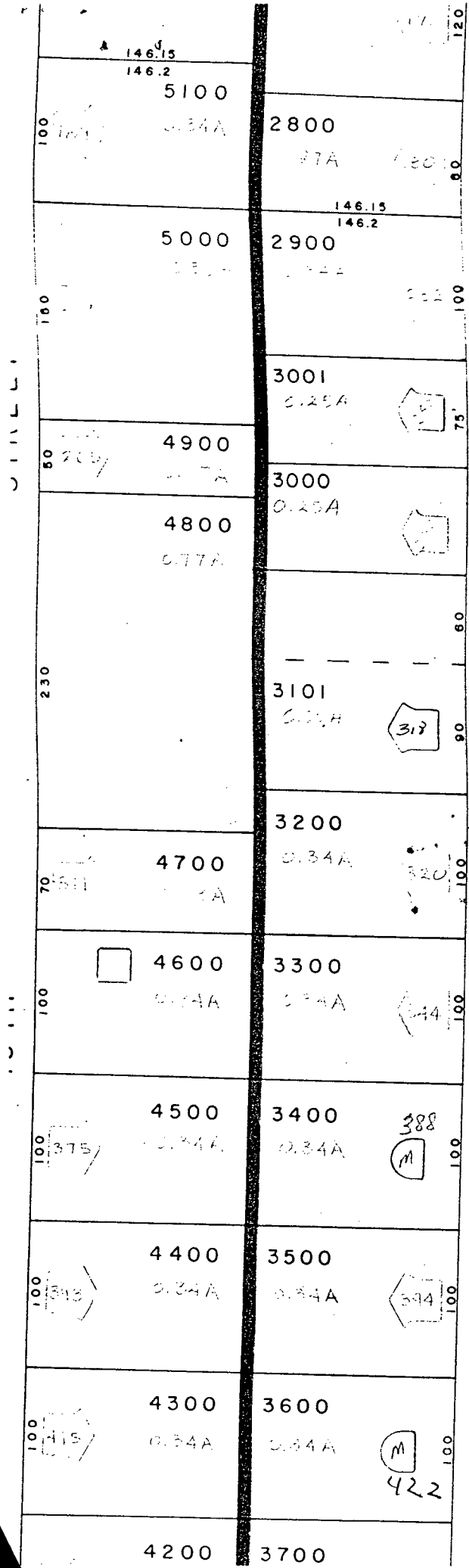
County Sale of Lots  
November 8, 1989  
Page 2

The Council is not scheduled to meet again until after the 20 day period has expired. I recommend that the Council provide the City Attorney and me with guidelines and allow us to negotiate with the property purchasers when we have all the information.

JW/lgk







ACADE

CAI

See Map 12 2W 108D

Isabella

Rose

16-1

