

Archive

COUNCIL AGENDA



NOVEMBER 13, 1996

LEBANON CITY COUNCIL

November 13, 1996

7:30 p.m.

A G E N D A

Lebanon School District Board Room
485 South Fifth Street

NO NOON SESSION

CALL TO ORDER/FLAG SALUTE

ROLL CALL

APPROVAL OF MINUTES

- 1) Minutes of the October 9, 1996 City Council Meeting

PUBLIC HEARING

- 2) VACATION OF A DRAINAGE EASEMENT

Presented by: Mr. Jim Ruef, Public Works Director

Approval/Denial of ORDINANCE

- 3) LIQUOR LICENSE - DISPENSER CLASS C, GREATER PRIVILEGE

Presented by: Mr. Walt Richmond, Chief of Police

Approval/Denial by MOTION

- 4) ANNEXATION OF SINCLAIR PROPERTY

Presented by: Mr. Doug Parker, City Planner

Approval/Denial by ORDINANCE

LEGISLATIVE ACTION

- 5) LEBANON BUSINESS REDEVELOPMENT DISTRICT BOARD ECONOMIC IMPROVEMENT DISTRICT ENABLING ORDINANCE

Presented by: Mr. Joseph A. Windell, City Administrator

Approval/Denial by ORDINANCE

- 6) SWEEPER PURCHASE

Presented by: Mr. Jim Ruef, Public Works Director

Approval/Denial by MOTION

- 7) DECLARING THE OLD STREET SWEEPER SURPLUS PROPERTY

Presented by: Mr. Jim Ruef, Public Works Director

Approval/Denial of RESOLUTION

- 8) OMI CONTRACT AMENDMENT

Presented by: Mr. Jim Ruef, Public Works Director

Approval/Denial by MOTION

- 9) ESTABLISHING A SURCHARGE ON WATER SERVICE PROVIDED TO WATER USERS OUTSIDE THE CITY LIMITS

Presented by: Mr. Joseph A. Windell

Approval/Denial of RESOLUTION

BOARD MINUTES

- 10) LIBRARY ADVISORY BOARD MEETING MINUTES FOR SEPTEMBER 11, 1996

CITIZEN COMMENTS

ADJOURNMENT

THERE WILL BE NO CITY COUNCIL MEETING ON NOVEMBER 27, 1996

AGENDA ITEM 1

**MINUTES
LEBANON CITY COUNCIL MEETING
OCTOBER 9, 1996**

MEMBERS PRESENT Mayor Bob Smith, Councilors: Ron Miller, Ken Toombs, John Richard, Wayne Rieskamp, Floyd Fisher

STAFF PRESENT Joseph Windell, City Administrator; Tom McHill, City Attorney; Judy Wendland, Finance Director; Walt Richmond, Chief of Police; Doug Parker, City Planner; Jim Ruef, Director of Public Works; Brian Hall, Maintenance Division Manager; Jim Clark, Engineering Services Division Manager.

CALL TO ORDER & FLAG SALUTE

The regular meeting of the City Council of Lebanon was called to order by Mayor Smith at 7:35 P.M., October 9, 1996 in the Lebanon School District Board Room at 485 S. 5th Street. Roll call was taken with five members present.

APPROVAL OF MINUTES

1. **MINUTES OF SEPTEMBER 11, 1996**

The Minutes of the meeting of September 11, 1996 were approved as submitted.

2. **MINUTES OF SEPTEMBER 25, 1996**

The Minutes of the meeting of September 25, 1996 were approved as submitted.

PROCLAMATION

3. **PROCLAIMING OCTOBER AS PUBLIC SAFETY MONTH**

Mayor Smith announced he has been asked to proclaim October as Public Safety Month by Governor Kitzhaber. He stated if there were no objections from Council members he would sign this proclamation. There were no objections.

PUBLIC HEARING

4. **APPEAL OF PLANNING COMMISSION DECISION**

City Attorney McHill stated that this particular proceeding is identified as File No. PD-96-4, an appeal of a preliminary development plan of approval and conditions of approval of Santiam Village North, a manufactured dwelling park. Mr. McHill explained to the audience and members of the Council the proceedings that would be followed. Even though this is an appeal of the Planning Commission decision it is called a hearing de nova. The procedures that were followed generally by the Planning Commission will be followed at the Council meeting. When the public hearing begins, the Mayor will inquire of

members of the Council for conflicts of interest or ex-parte contact with this particular project or parties involved in the project. A Staff report will be given by City Planner Parker followed by questions from the Councilors. Mr. McHill reminded Councilors that in their packets there is a complete Staff report that had been submitted to the Planning Commission as well as the Minutes of the Planning Commission meeting indicating their findings. Mr. Mc Hill stressed that everyone must know that there is a particular, applicable substantive criteria that has been identified by Staff and is contained in the staff report on pages 19-20 of staff report. All testimony and evidence that is presented tonight must be directed toward the criteria that has been described or some other criteria in the land use plan or zoning regulations that the person presenting the testimony believes will apply in this decision. After testimony has been heard the Mayor will close the Public Hearing to allow for deliberations by the Council. At the conclusion of deliberations the Council may make a decision either affirming the decision of the Planning Commission or modifying the decision of the Planning Commission. Mr. McHill asked if there were any questions regarding general procedures or criteria presented in the materials. There were none.

Councilor Toombs declared ex-parte conflict, having had contact with members of both sides of the issue. Attorney McHill explained to Mr. Toombs that the law requires that if you have had ex-parte contact you must disclose it and if you feel that because of the contact you would not be able to render a fair decision, disqualification might be appropriate and if so, Mr. Toombs should leave the Council table during the course of the hearing. Mr. Toombs left the Council table by permission of the Mayor.

City Planner Parker reviewed the preliminary approval granted to a preliminary development plan for the development of a 13.67 acre site into a manufactured dwelling park consisting of 97 spaces, open space areas, and public and private streets. Following the preliminary approval of the Lebanon Planning Commission's decision, there were two notices of appeal received by the City. One was an appeal submitted by the applicant who is requesting that the condition, stating that the proposed private road be a public road, be reversed. They proposed it be a private road and they are appealing the Planning Commission's condition that it be a public road. There was a second appeal received by the City from the Boy's and Girl's Club requesting that the entire development be denied based on the fact that it would landlock Weldwood Park making future expansion impossible, and that the manufactured home park would be an incompatible neighbor with the Weldwood Park activities, particularly the Boy's and Girl's Club baseball activities in the summer. The Planning Commission had considered two previous proposals that had a public road with half street improvements and utility extensions as conditions of approval. Both Santiam Village South, the prior approval from a couple of years ago, as well as ABE's Oak Grove Condominiums, located west of the property had these conditions attached to them. Both were required to provide half street public improvements. The Planning Commission decision to require that the proposed private road be a public road was essentially consistent with those of the two prior decisions. At the time of the public hearing the applicant did not submit as much

information as the Planning Commission believed necessary to change the precedent and the prior decision making, requiring a public road. The applicant, in their appeal material, have subsequently submitted additional reasons explaining why they feel a private road would be in the best interests of the development. Letters from adjacent property owners were submitted as to how they would regard the previous public road becoming a private road. This information is now provided accompanying this appeal.

Mayor Smith opened the meeting to public comment.

Jim Udell, 32388 Berlin Rd, Lebanon, engineer for the applicant, stated there will be a secondary access to development whether it is public or private. Additional information that the applicant has now that they did not have at the Planning Commission hearing is additional letters from property owners along Hwy 20. He feels they have their concurrence that this could be a private road rather than public. Pedestrian access is still provided to S. Main Rd. Regarding school bus traffic, Mr. Udell read from a letter from Bob Thompson of the Lebanon School District stating they will provide transportation to Santiam Village under State and local transportation guidelines. However because school buses operate only on public roadways, the School District will consider busing inside the village through an easement. Bus drivers will not open or close gates. Regarding the second notice of appeal involving Weldwood Park, Mr. Udell stated the applicant has proposed to dedicate a strip along the south edge of the park which constitutes almost an acre to Weldwood Park in lieu of having this required park area within Santiam Village. Also, the applicants will contribute \$10,000.00 of improvements to Weldwood Park. They are proposing a 10' concrete fence, providing holes in the top so that if too many baseballs go over the fence they will install a netting similar to a golf course.

Ken Cameron, representative from Champion stated he is in favor of the private road.

Wayne Robbins, Cascade Drive, spoke in favor of the development.

Mayor Smith asked for testimony from those in opposition.

Randy Graves, 156 2nd Street, Lebanon, director of the Boys and Girls Club, spoke in opposition of the development; concerned that balls hit from Weldwood Park will strike children in the development.

John Brown, 145 Bromil, Lebanon, member of the Planning Commission, wished to clarify the reasons the Planning Commission made their decision regarding the question of a public or private road access by quoting from the information given to the Commissioners.

Mayor Smith asked if there was a rebuttal from the applicant.

Jim Udell stated the applicants are happy to work with the Boys and Girls Club regarding the area adjacent to the park but the property is not for sale. Mr. Udell stated that the sewer inside the park will be private so the city does not have to maintain it.

Mayor Smith closed the Public Hearing at 8:20 P.M.

Councilor Rieskamp asked how the property, proposed to be donated to Weldwood Park, effects the concern of the Boys and Girls Club have about expansion. City Planner Parker responded that he did not believe the area proposed to be donated will provide any adequate baseball diamond expansion. The concern is regarding balls going to the east, whereas this donated area is to the south. It would provide opportunities for expanding parking areas. Councilor Fisher stated he felt that the City should look for additional area for this type of recreation. Councilor Miller stated it "boils down" to either people have private property rights, having a right to develop their property in a justified and zone use, or they don't. He stated he sympathizes with the Boys and Girls Club needs also.

City Attorney McHill informed the Councilors that: 1. They have the option to affirm the Planning Commission, which granted preliminary approval with a public roadway as an additional condition along with other conditions shown in the findings; 2. Can allow for the use and modify the decision of the Planning Commission, the issue being whether or not Weldwood Drive would remain a public road; 3. Or could reverse the decision of the Planning Commission. City Planner Parker stated that tonight was a de nova hearing and there have been three changes as a result of testimony presented. Changes are: Dedication of Weldwood Park, one acre addition on south side; proposal of \$10,000 to help in developing that acre (being offered as a credit against outdoor recreation area required by the Santiam Village Mobile Home Park); and the 10' concrete barrier. The latter two changes were not in the proposal submitted to the Planning Commission.

A motion was made by Councilor Rieskamp, seconded by Councilor Richard and passed unanimously by the four members voting, that:

We affirm the Planning Commission's recommendation with the additions of the evidence presented at the public hearing.

Motion amended to deny the requirement of the public road being the full length of the park.

LEGISLATIVE ACTION

5. ADOPTION OF A CITY OF LEBANON SUPPLEMENTAL BUDGET TO MAKE APPROPRIATIONS FOR FISCAL YEAR 1996-97

Finance Director Wendland stated that in the budget that was approved for the fiscal year included the purchase of an updated computer system for the Police

and Courts. Money was borrowed and it was the Finance Director's understanding that payments to the vendors would be through pass through funds. However, that is not correct, so by passing a supplemental budget it will make the clerical correction that is necessary.

City Attorney McHill read the following resolution be title:

A RESOLUTION ADOPTING THE CITY OF LEBANON'S SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 1996-97.

A motion was made by Councilor Miller, seconded by Councilor Toombs and passed unanimously that:

The Resolution adopting the City of Lebanon's supplemental budget and making appropriations for fiscal year 1996-97 be approved.

6. PROPERTY TRANSFER FROM LINN COUNTY

Brian Hall, Maintenance Division Manager, reported that Linn County has offered two small plots adjacent to the tax lot the City of Lebanon owns on West Oak Street. Linn County would charge \$10 per parcel plus recording and advertising fees. Mr. Hall recommended the City of Lebanon accept these parcels.

City Attorney McHill read the following resolution by title:

A RESOLUTION ACCEPTING CERTAIN PROPERTIES OWNED BY LINN COUNTY WITHIN THE CITY OF LEBANON

A motion was made by Councilor Toombs, seconded by Councilor Rieskamp and passed unanimously that:

The resolution accepting certain properties owned by Linn County within the City of Lebanon be approved as written.

7. TRUCK PARKING RESTRICTION ON OAK STREET

Chief of Police Richmond reported that, at the request of the Council at the meeting of September 9, 1996, the City's Engineering Staff made a study of the possibility of having a truck parking bay on West Oak Street. The final report on this study resulted in a pull-out area accommodating four trucks with a cost of \$90,000 and a second study of a 1,400' bay accommodating 14 trucks at a cost of \$275,000. Councilor Fisher stated he investigated several of the local storage unit facilities and found that they were willing to accommodate trucks at a small nightly or monthly fee.

City Attorney McHill read the following ordinance by title:

A BILL FOR AN ORDINANCE RESTRICTING TRUCK PARKING ON OAK STREET BETWEEN SEVENTH STREET AND THE WEST CITY LIMITS AND DECLARING AN EMERGENCY.

Councilor Toombs made the following amendment to the Ordinance: 10.24.130 Trucks Parking Restrictions. No person shall park a truck described in Section 10.32.020 on a street other than a street designated in Chapter 10.32 of this code as a truck route; except truck parking is allowed on West Oak street from 2nd Street to the west city limits for 10 minutes only. (Next sentence to be stricken) The Title of the ordinance would be changed from Seventh Street to 2nd Street.

A motion was made by Councilor Rieskamp, seconded by Councilor Toombs and passed unanimously by roll call that:

A Bill, as amended, for an ordinance restricting truck parking on Oak Street between 2nd Street to the west city limits and declaring an emergency be approved.

8. AUTHORIZATION OF CERTAIN INTRA-FUND TRANSFERS IN THE 1996-97 BUDGET.

Police Chief Richmond reported there are approximately \$15,000 unspent appropriations from the 1995-96 Police Department budget. Chief Richmond made a request that these funds be used for the following: Building remodel (enlarging office space by remodeling part of the garage) \$5,200; Vehicle equipment and painting \$4,000; Vehicle purchase \$5,800.

City Attorney McHill read the following resolution by title:

A RESOLUTION AUTHORIZING CERTAIN INTRA-FUND TRANSFERS IN THE 1996-97 BUDGET.

A motion was made by Councilor Rieskamp, seconded by Councilor Toombs and passed unanimously that:

The Resolution authorizing certain intra-fund transfers in the 1996-97 budget be approved as written.

9. AWARD OF CITY SIDEWALK (PHASES III AND IV)

Presented by Public Works Director Ruef who reported this is part of the high priority sidewalk construction where the property owners have not installed the sidewalks as requested by the City. Because City Council requested Staff to complete this work, liens to be placed on the individuals' property, along with concrete pads under and around the new bleachers at Weldwood Park, Staff requested three bids. One bid was submitted too late and the other two bids were

much higher than expected. Mr. Ruef recommended that City Council reject all bids and re-advertise for bids when the current construction load slackens.

A motion was made by Councilor Rieskamp, seconded by Councilor Richard and passed unanimously that:

The two submitted bids be rejected and Staff to have bids submitted at a later date.

10. CREATION OF PARK COMMITTEE / TREE BOARD

Brian Hall, Maintenance Division Manager stated the City needs a written tree plan that addresses not only trees that are not allowed in the City but suggestions of trees that are appropriate to plant along streets. This written tree plan is required by Tree City, U.S.A. to become a member of that organization. Also the City needs a Park Committee. The eight committee members will be appointed by the Mayor. Members will serve a four year term and consist of one member of the Boys and Girls Club, the Chamber of Commerce, a member of the community representing those physically challenged, a member of the City Council and four members serving the community at large. Councilor Miller stated he does not want to have the problems that were experienced in Eugene a few of years ago where they were trying to effect some public works and their Tree Ordinance held up the work for three years. Mr. Hall explained that this is an advisory committee only.

City Attorney McHill read the following resolution by title:

A RESOLUTION TO CREATE THE LEBANON PARK COMMITTEE / TREE BOARD.

A motion was made by Councilor Miller, seconded by Councilor Rieskamp and passed unanimously that:

The Resolution to create the Lebanon Park Committee / Tree Board be approved as submitted.

11. NO PARKING ZONE - EAST MILTON STREET WEST OF WILLIAMS STREET

Director of Public Works Ruef reported Staff has received a vision complaint about St. Martin's Church driveway approach onto East Milton Street. Following an investigation of the location Staff recommends adding a 65-foot and 20-foot "no parking" zone on the east and west side of the driveway approach. This will result in removing all street parking back to Williams Street.

City Attorney McHill read the following resolution by title:

A RESOLUTION PROHIBITING STREET PARKING ON A PORTION OF EAST MILTON STREET.

A motion was made by Councilor Richard, seconded by Councilor Rieskamp and passed unanimously that:

The Resolution prohibiting street parking on a portion of East Milton Street be approved as written.

12. LIBRARY ADVISORY BOARD MINUTES

ADVISORY BOARD MEETING, LEBANON PUBLIC LIBRARY, JULY 10, 1996

13. ADDITION TO AGENDA

Mayor Smith introduced a new member of the C.I.P committee, Mr. Robert Elliott.

CITIZENS COMMENTS

There were none.

ADJOURNMENT

There being no further business the Council meeting was adjourned at 9:20 P.M.

Recorded by Dorothy Nicholson, Secretary

Robert G. Smith, Mayor

ATTEST:

Joseph A. Windell, City Recorder

AGENDA ITEM 2



CITY OF LEBANON

MEMORANDUM

TO: Joseph Windell
City Administrator

DATE: November 5, 1996

FROM: James P. Ruef
Director of Public Works

SUBJECT: Vacation of a Drainage Easement

At their November 13th meeting, City Council will conduct a Public Hearing on vacating an existing drainage easement. This old easement once covered a drainage ditch across vacant property. The ditch was filled and the storm water diverted into a culvert system in a new alignment when the Lebanon Plaza was built. As far as city staff is concerned, there is no longer a public need for the old easement.

Subject to any new information which may come out of the Public Hearing, I recommend that City Council vacate the easement.



CITY OF LEBANON

MEMORANDUM

TO: Jim Ruef, Director of Public Works

DATE: October 16, 1996

FROM: Jim Clark, Engineering Services Division Manager

SUBJECT: Vacation of Drainage Easement - Lebanon Plaza Shopping Center

This memo recommends vacating an existing drainage easement at the Lebanon Plaza Shopping Center.

Review

On August 14, 1996 we received a petition requesting vacation of the subject drainage easement (shown on the attached map).

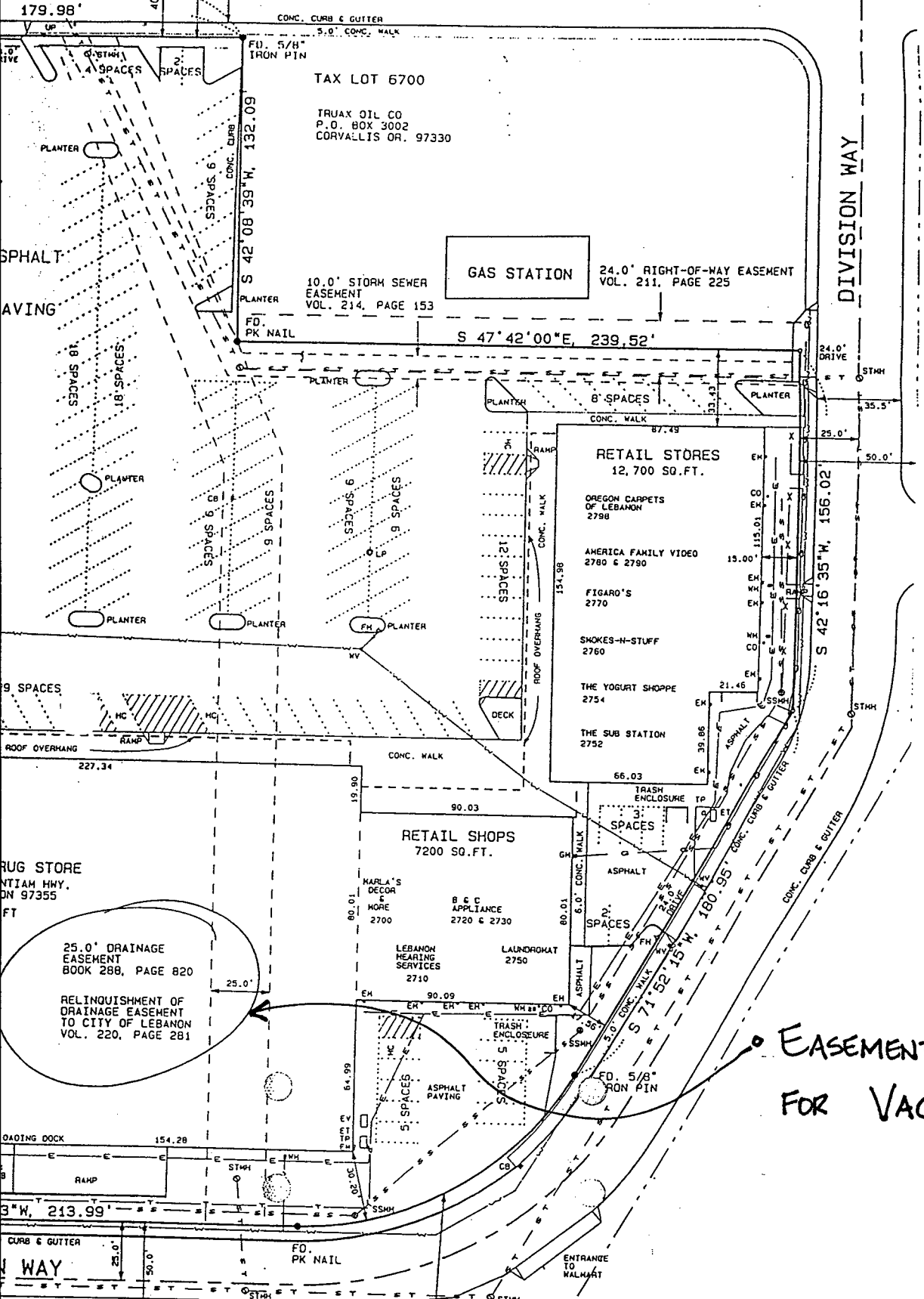
At the September 11, 1996 meeting, city council accepted the petition and scheduled a public hearing for the October 23, 1996 council meeting.

Staff has provided notice of the proposed vacation and the public hearing as required by ORS 271.110. The City Attorney has determined that public easements must be vacated in the same manner as public rights-of-way.

Recommendation

City staff has not identified any immediate or long term public need for this drainage easement. Unless the public hearing reveals further facts or opinions from the surrounding residents, I recommend approval of the attached ordinance vacating the easement.

SLOPE EASEMENT
274, PAGE 746



EASEMENT PROPOSED
FOR VACATION

$R = 133.60'$
 $\Delta = 60^\circ 25' 22''$
 $L = 140.89'$
 $C = 134.45'$
 $N 77^\circ 55' 04'' W$

A BILL FOR AN ORDINANCE VACATING A)	ORDINANCE BILL NO. _____
DRAINAGE EASEMENT BETWEEN THE)	For 1996
SANTIAM HIGHWAY AND DIVISION WAY)	
AND DECLARING AN EMERGENCY.)	ORDINANCE NO. _____

WHEREAS, as a result of petition from abutting property owners, the City of Lebanon has initiated vacation proceedings for a drainage easement between the Santiam Highway and Division Way, more particularly described as follows:

A parcel of land lying in Block 1 and Block 2 of Alvin Subdivision situated in T 12 S, R 2 W, WM, Linn County, Oregon, the said parcel being that portion of said Blocks land 2 included in a strip of land 25 ft. in width, the Easterly line of said strip being described as follows: Beginning at Engineer's Station 837+54.79 on the center line of the Santiam Highway, said Station being 76.35 ft. N and 25.22 ft. W of the most Northerly corner of Lot 6 of said Block 1; thence S 20°08' W, 240.53 ft; the S 42°06' W, 332.91 ft; thence S 29°14" W, 115.61 ft; thence S 58°18' W, 257.97 ft; thence S 74°30' W, 201.76 ft to a point, which point is 33.14 ft. South and 15.78 ft. West of the NW corner of Lot 18 of the Horn Subdivision in T 12 S, R 2 W, WM.

WHEREAS, the Council for the City of Lebanon has conducted a public hearing on October 23, 1996, having duly considered the testimony of interested persons and the general public; and

WHEREAS, the City Council finds that notice has been duly given, that the consent of the owners of the requisite area has been obtained, and

WHEREAS, the City Council has determined that the public interests will not be prejudiced by the vacation of such drainage easement, and

WHEREAS, the City Recording Officer has filed in the office of the City Recording Officer a certificate showing that all city liens and all taxes have been paid on the lands covered by the portion to be vacated;

NOW, THEREFORE, the people of the City of Lebanon do ordain as follows:

Section 1. A portion of a drainage easement between the Santiam Highway and Division Way, more particularly described as follows:

A parcel of land lying in Block 1 and Block 2 of Alvin Subdivision situated in T 12 S, R 2 W, WM, Linn County, Oregon, the said parcel being that portion of said Blocks land 2 included in a strip of land 25 ft. in width, the Easterly line of said strip being described as follows: Beginning at Engineer's Station 837+54.79 on the center line of the Santiam

Highway, said Station being 76.35 ft. N and 25.22 ft. W of the most Northerly corner of Lot 6 of said Block 1; thence S 20°08' W, 240.53 ft; the S 42°06' W, 332.91 ft; thence S 29°14' W, 115.61 ft; thence S 58°18' W, 257.97 ft; thence S 74°30' W, 201.76 ft to a point, which point is 33.14 ft. South and 15.78 ft. West of the NW corner of Lot 18 of the Horn Subdivision in T 12 S, R 2 W, WM.

is hereby declared vacated.

Section 2. A certified copy of this Ordinance vacating the above-described easement on any map in regard thereto shall be filed for record with the County Clerk for Linn County.

Section 3. A certified copy of this Ordinance shall be also filed with the County Assessor and the County Surveyor for the County of Linn.

Section 4. Inasmuch as the provisions of this Ordinance are necessary for the immediate preservation of the peace, health, and safety of the people of the City of Lebanon, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect immediately upon its passage by the Council and approval by the Mayor.

Passed by the Council of the City of Lebanon by a vote of _____ for and _____ against, and approved by the Mayor this _____ day of October 1996.

MAYOR

ATTEST:

CITY RECORDER

AGENDA ITEM 3



CITY OF LEBANON

MEMORANDUM

TO: Joseph A. Windell, City Administrator

DATE: October 29, 1996

FROM: Walter R. Richmond, Chief of Police *WR*

SUBJECT: LIQUOR LICENSE - DISPENSER, CLASS C, GREATER PRIVILEGE
TIN STAR GRILL
OWNERS AND APPLICANTS: CHARLES W. AND LISA E. AGOSTO
380 NORTH MAIN STREET
LEBANON OR 97355

CURRENT CLASSIFICATION: RESTAURANT

The above-listed individuals are applying for a "Greater Privilege" "Dispenser, Class C" liquor license. Their current classification of a "Restaurant" license enables the business to sell beer and wine only. A dispenser license will permit the sale of drinks of hard liquor, beer and wine, and is issued to businesses where food is cooked and served. "Dispenser Class C" licenses are issued to restaurants which do not have separate bars or lounges.

The Police Department does not possess any documented evidence to support the denial of this request.

ref

Liquor License Application Approval/Denial Form
 Lebanon Police Department
 City of Lebanon

Applicant Name: TIN STAR GRILL Date OCTOBER 29, 1996

FOR OFFICE USE ONLY

RECOMMENDATION:	<u>APPROVAL</u>	<u>DENIAL</u>
FIRE DISTRICT <u>Mark Wilson</u>	<u>X</u>	_____
POLICE CHIEF <u>Walt Richmond</u>	<u>X</u>	_____
HEALTH OFFICIAL <u>Rich Portizulo</u>	<u>X</u>	_____
PLANNING OFFICIAL <u>Douglas Parker</u>	<u>X</u>	_____
BUILDING OFFICIAL <u>J. L. [Signature]</u>	<u>X</u>	_____

*NOTE: Recommendation for denial must be accompanied by supporting documentation.

INSURANCE INFORMATION OF LICENSED ESTABLISHMENT:

BERJAK OF OREGON

AGENDA ITEM 4



CITY OF LEBANON

MEMORANDUM

TO: Joseph A. Windell, City Administrator

DATE: November 5, 1996

FROM: Doug Parker, City Planner 

SUBJECT: Annexation and Zoning of a Certain Property

On October 16, 1996, the Planning Commission conducted a public hearing regarding a proposed annexation, initiated per property owner's request and requesting Residential Mixed Density (RM) zoning upon annexation for Tax Lots 1800 and 2000, Assessor's Map 12-2W-15CA. The total area is 37,194 sq. ft. The Planning Commission staff report is included for review including the County Surveyor approved legal descriptions and an annexation map.

Upon conclusion of the public hearing, the Planning Commission recommended to the City Council that the annexation proposal and requested zoning be approved.

At this time it is appropriate for the City Council to conduct a public hearing regarding the proposed annexation and, if approved, adopt a bill for an ordinance annexing and zoning the property.

DP/rw

A BILL FOR AN ORDINANCE ANNEXING AND)
ZONING PROPERTY FOLLOWING HEARING AND)
UPON THE WRITTEN CONSENT FILED WITH)
THE CITY COUNCIL BY LANDOWNERS IN)
SAID AREA PURSUANT TO ORS 222.120 AND)
ORS 222.170)

ORDINANCE BILL NO. _____
for 1996
ORDINANCE NO. _____

WHEREAS, there has been submitted to the City of Lebanon written requests for annexation to the City signed by more than one-half of the landowners who also own more than one-half of the land in the contiguous territory described in Exhibit "A", which real property represents more than one-half of the assessed value of all real property in the contiguous territory to be annexed; and

WHEREAS, City Council has elected to dispense with submitting the question of the proposed annexation to the electors of the City, initiating the annexation of the territory pursuant to ORS 222.120 calling a hearing and directing that notice be given as required by ORS 222.120(3); and

WHEREAS, after conducting the hearing and considering all objections or remonstrances with reference to the proposed annexation, the City Council finds that this annexation is in the best interest of the City and of the contiguous territory;

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. Annexation Area. The following contiguous territory described in Exhibit "A" and incorporated herein by this reference is hereby proclaimed to be annexed to the City of Lebanon and zoned as indicated in accordance with the Lebanon Zoning Ordinance No. 1773, and given the zoning of Residential Mixed Density (RM).

Section 2. Record. The City Recorder shall submit to the Oregon Secretary of State a copy of this Ordinance. The City Recorder shall also send a description by metes and bounds or legal

subdivision, and a map depicting the new boundaries of the City within ten (10) days of the effective date of this annexation to the Linn County Assessor, Linn County Clerk, and the State Department of Revenue.

Passed by the Council by a vote of _____ for and _____ against and approved by the Mayor this _____ of November, 1996.

Robert G. Smith, Mayor

ATTEST:

Joseph A. Windell, City Recorder

JAMES F. UDELL

ENGINEERING & SURVEYING
32388 Berlin Road
LEBANON, OREGON 97355
Phone (503) 451-5125
Fax (503) 451-1366

ENGINEER 8072

SURVEYOR 1366

LEGAL DESCRIPTION FOR ANNEXATION TO THE CITY OF LEBANON

A parcel of land in Section 15, Township 12 South, Range 2 West, of the Willamette Meridian, Linn County, Oregon, more particularly described as follows:

The Westerly one half of Lot 6, together with all of Lot 7 of Arnold Subdivision, in Section 15, Township 12 south, Range 2 West, Willamette Meridian, Linn County, Oregon.

I, Jim Udell hereby certify this closes in accordance with ORS.

Reviewed by Linn County Surveyor

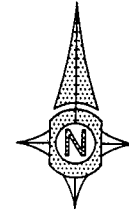
Rodger N. Latham 9/16/96

REGISTERED
PROFESSIONAL
LAND SURVEYOR

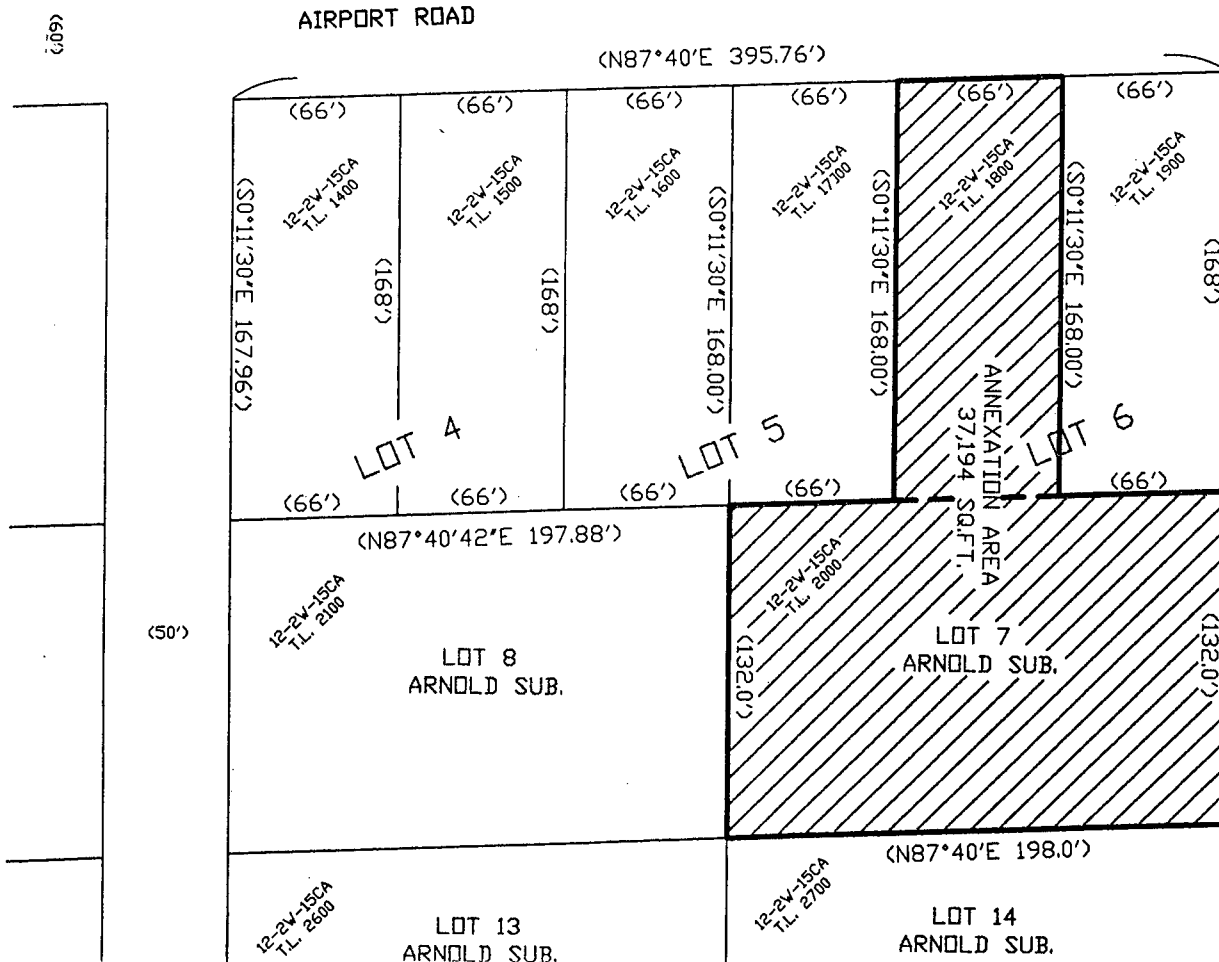
Jim Udell

OREGON
September 23, 1977
JIM UDELL
1366

PROPOSED
ANNEXATION SURVEY
 NW 1/4 SECT. 15, TOWN. 12 SOUTH, RANGE 2 WEST, W.M.
 CITY OF LEBANON, LINN COUNTY, OREGON
 SCALE: 1" = 60' SEPTEMBER 16, 1996



SCALE: 1"=60'



LEGEND:

- MONUMENT FOUND AS NOTED
- F.D. FOUND
- C.S. COUNTY SURVEY
- () DATA OF RECORD
- REFERENCE SURVEY: C.S.2983
C.S.18657

NARRATIVE:

THE PURPOSE OF THIS SURVEY WAS TO IDENTIFY THE BOUNDS OF THE SUBJECT PROPERTY TO BE ANNEXED TO THE CITY OF LEBANON. DISTANCES AND BEARINGS ARE PER RECORD SURVEYS C.S.2983 AND C.S.18657 AS RECORDED IN LINN COUNTY RECORDS.

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

Jim Udell

OREGON
 September 23, 1977
JIM UDELL
 1366
 EXPIRES 06-30-98

ENGINEER 8072 SURVEYOR 1366

JAMES F. UDELL
 ENGINEERING & SURVEYING
 32388 BERLIN ROAD
 LEBANON, OREGON
 97355
 PH. (541) 451-5125
 FAX (541) 451-1366

CITY OF LEBANON
PLANNING COMMISSION STAFF REPORT

ANNEXATION REQUEST

- NATURE OF REQUEST: Proposed annexation of two adjacent, vacant parcels constituting 37,194 sq. ft. intended for future residential development.
- APPLICANT: Rinaldo Sinclair
- PROPERTY LOCATION: Located south of Airport Road and west of 7th Street; across from Cascade Elementary School. Assessor's Map 12-2W-15CA, Tax Lots 1800 and 2000.
- ZONE DESIGNATION: Residential Mixed Density (RM) - upon annexation
- COMP PLAN DESIGNATION: Mixed Density Residential

INTRODUCTION

The applicant proposes to annex this property into the city in support of a future residential development. No development plans have been submitted to the City as of this time, although City staff have met with the property owner regarding different development opportunities.

SITE DESCRIPTION

The subject property is a flat, open grassy meadow-like area with a few scattered trees. Tax Lot 1800, adjacent to Airport Road, is the west half of the originally platted Lot 6 of the Arnold Subdivision. This parcel is 66 feet wide by 168 feet deep, similar in size to a conventional city lot, is vacant and contains various fruit, nut and evergreen trees. Tax Lot 2000, abutting 7th Street, is the originally platted Lot 7 of the Arnold Subdivision. This parcel is 132 feet wide by 198 feet deep, is vacant with mowed grass and bordered by conifer trees on the south lot line.

West of 7th Street, the subject property is bordered by single family dwellings of various ages and upkeep or maintenance. East of 7th Street, Cascade Elementary School is to the southeast and a newer apartment building to the northeast, located at the southeast corner of Airport and 7th Street. Farther to the north across Airport Road is the Lebanon High School athletic field, stands and track.

Airport Road is currently being improved to City standards from Main Street to 7th Street. 7th Street is a poor condition, county standard road with no sidewalks located on the west side of the road. Twelve (12) inch water lines are located along both Airport Road and 7th Street with a recently installed fire hydrant across 7th Street from the subject property. 7th Street has an 18" sewer line while Airport Road has a 21" sewer line. Other than future road improvements (including curb, gutter and sidewalks) along both streets, the infrastructure serving the site is adequate.

PLANNING AND ZONING CONSIDERATIONS

The Comprehensive Plan Map identifies the designation of the subject property as Mixed Density Residential which assigns a Residential Mixed Density zoning upon annexation. City of Lebanon Resolution No. 11 for 1982, Resolution Establishing an Annexation Policy, contains the factors and conditions that the City considers in evaluating an annexation request. Lebanon Zoning Ordinance Section 4.020 lists the development opportunities, standards and requirements for the Residential Mixed Density (RM) zone.

STAFF COMMENTS

1. The legal description and a map describing the entire annexation area has been submitted to and approved by the County Surveyor (attached).
2. A roadway dedication of 7 feet along Airport Road is required to achieve standard right-of-way width.
3. Provide a 7-foot wide Public Utility Easement (PUE) for the full length of the property along 7th Street.
4. A non-remonstrance agreement to participate in future roadway improvements for both Airport Road and 7th Street is required.
5. Driveway road access to Airport Road is discouraged.

RELEVANT CRITERIA

1. City Annexation Policy, Section 1, requires *proof that urban services are available or can be made available to serve the property considered for annexation and that the additional demands that would be placed on those services will not overburden their present capacities.*
2. City Annexation Policy, Section 2, states that *public rights of way necessary for the safe and efficient movement of traffic, bicycles and pedestrians shall be provided with the annexation and without obligation to the City of Lebanon.*
3. City Annexation Policy, Section 3, specifies that *parties involved in seeking the annexation or who may be included in the annexation shall initiate a program to upgrade any urban services and/or public facilities within the area considered for annexation that do not meet standards as may be established by the City of Lebanon.*
4. City Annexation Policy, Section 4, states that *no annexation shall be considered that does not conform with the Lebanon Comprehensive Plan and its goals and policies.*
5. City Annexation Policy, Section 5, states that *it shall be the burden of proof of the applicant that a public need exists for the proposed annexation and that the annexation is in the public's interest.*
6. Urbanization Element of the Comprehensive Plan, Phased Growth Program, Policy #1 (page 4-P-1) states that *. . . the City shall maintain a compact growth pattern that expands the city limits incrementally in an orderly and efficient manner within the service capabilities of the City.*
7. Public Facilities and Services element of the Comprehensive Plan, General Policy #2 (page 8-P-1) states that *the city shall consider impacts on community facilities before . . . annexation requests are approved.*

RECOMMENDATION

Unless the public hearing identifies hitherto unknown reasons why the proposed annexation would be to the detriment of surrounding properties, the neighborhood or the city, staff recommends that the Planning Commission recommend to the City Council that the proposed annexation be approved.

PROPOSED FINDINGS

1. The proposed annexation complies with City Annexation Policy, Section 1, in that urban services are available to serve the property and serving the property will not overburden their capacity.
2. The proposed annexation complies with City Annexation Policy, Section 2, in that existing public right-of-way is provided and additional 7' roadway dedication and public utility easement will be provided.
3. The proposed annexation complies with City Annexation Policy, Section 3, in that city utility lines are installed adjacent to the subject property.
4. The proposed annexation complies with City Annexation Policy, Section 4, in that tentative property development proposals indicate compliance with Zoning Ordinance and Comprehensive Plan policies pertaining to the property and zoning.
5. The proposed annexation complies with City Annexation Policy, Section 5, in that a public need exists for housing.
6. The proposed annexation complies with Comp. Plan Urbanization element, Phased Growth Program, Policy #1, (page 4-P-1) in that it would be an orderly and efficient expansion of city limits within city service capabilities.
7. The proposed annexation complies with Comp. Plan Public Facilities and Services element, General Policy #2, (page 8-P-1) in that the annexation will not result in an adverse impact on community facilities.

DP/rw

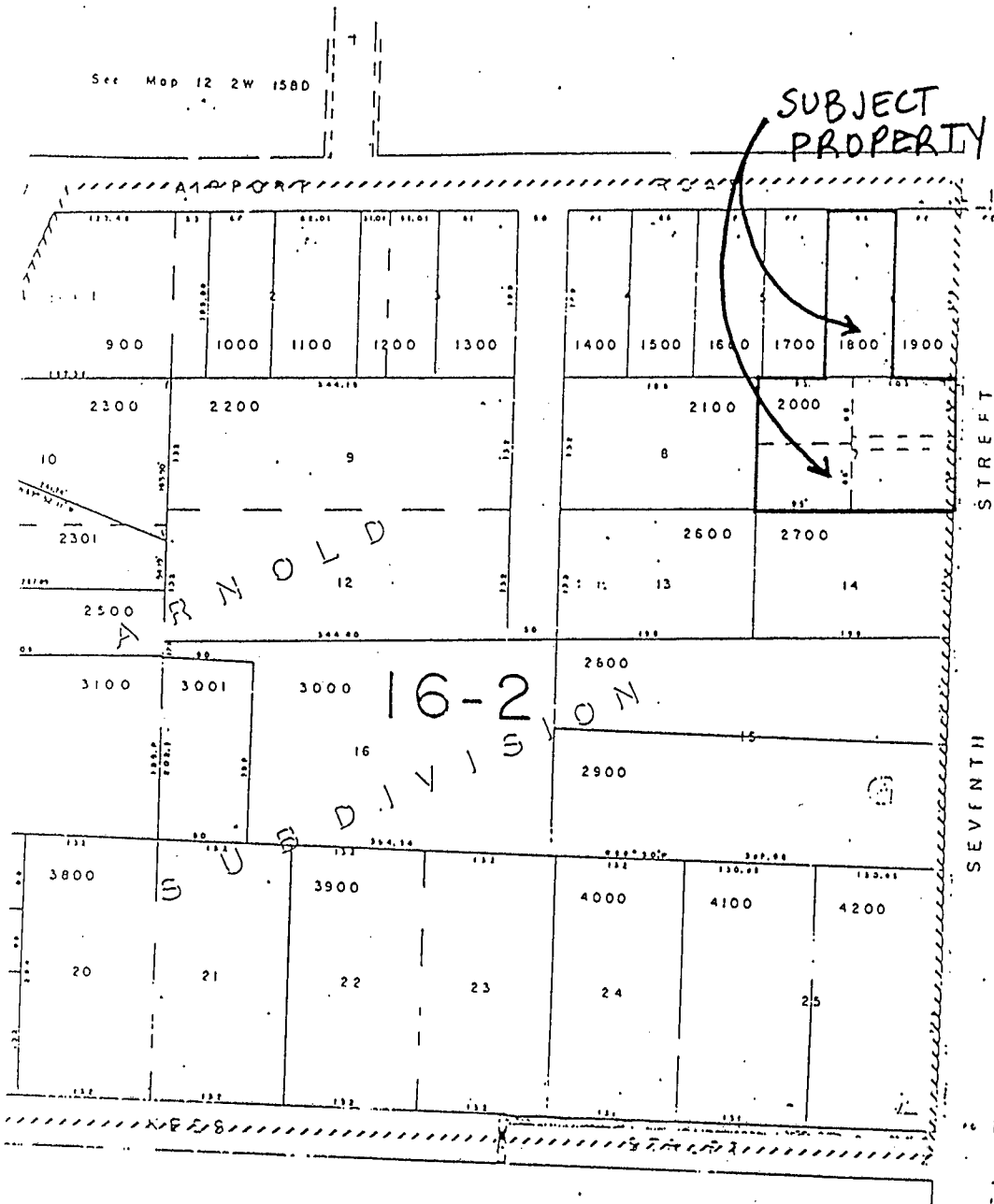
1" = 100'

ASSESSOR'S MAP

12 2W 15CA
LEBANON

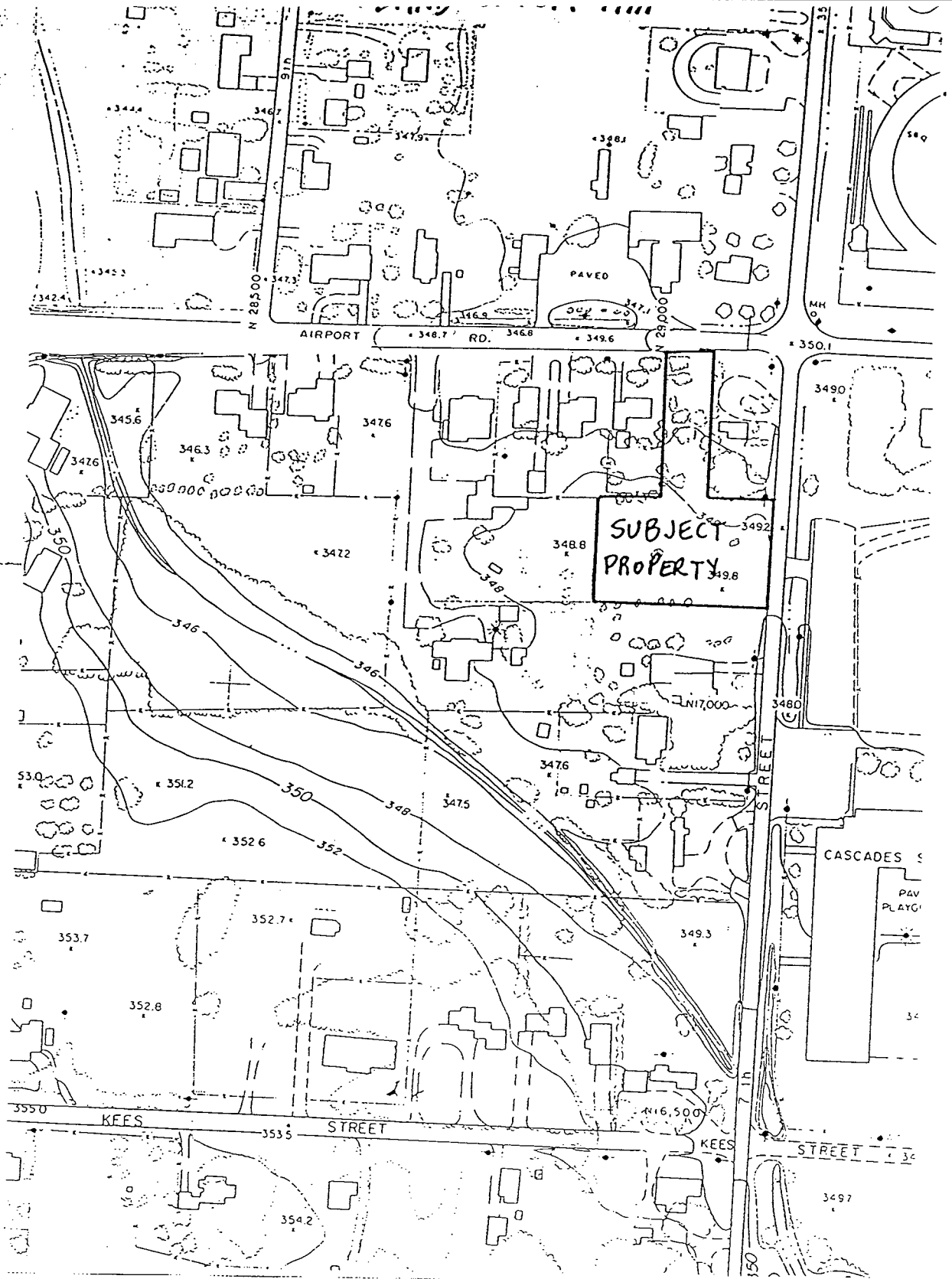
See Map 12 2W 15B D

SUBJECT
PROPERTY



See Map 12 2W 15B D

A-96-5, pg. 4



ENGINEER 8072

JAMES F. UDELL

ENGINEERING & SURVEYING
32388 Berlin Road
LEBANON, OREGON 97355
Phone (503) 451-5125
Fax (503) 451-1366

SURVEYOR 1366

LEGAL DESCRIPTION FOR ANNEXATION TO THE CITY OF LEBANON

A parcel of land in Section 15, Township 12 South, Range 2 West, of the Willamette Meridian, Linn County, Oregon, more particularly described as follows:

The Westerly one half of Lot 6, together with all of Lot 7 of Arnold Subdivision, in Section 15, Township 12 south, Range 2 West, Willamette Meridian, Linn County, Oregon.

I, J. Udell hereby certify this closes in accordance with ORS.

Reviewed by Linn County Surveyor

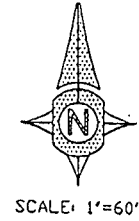
Roger N. Latham 9/16/86

REGISTERED
PROFESSIONAL
LAND SURVEYOR

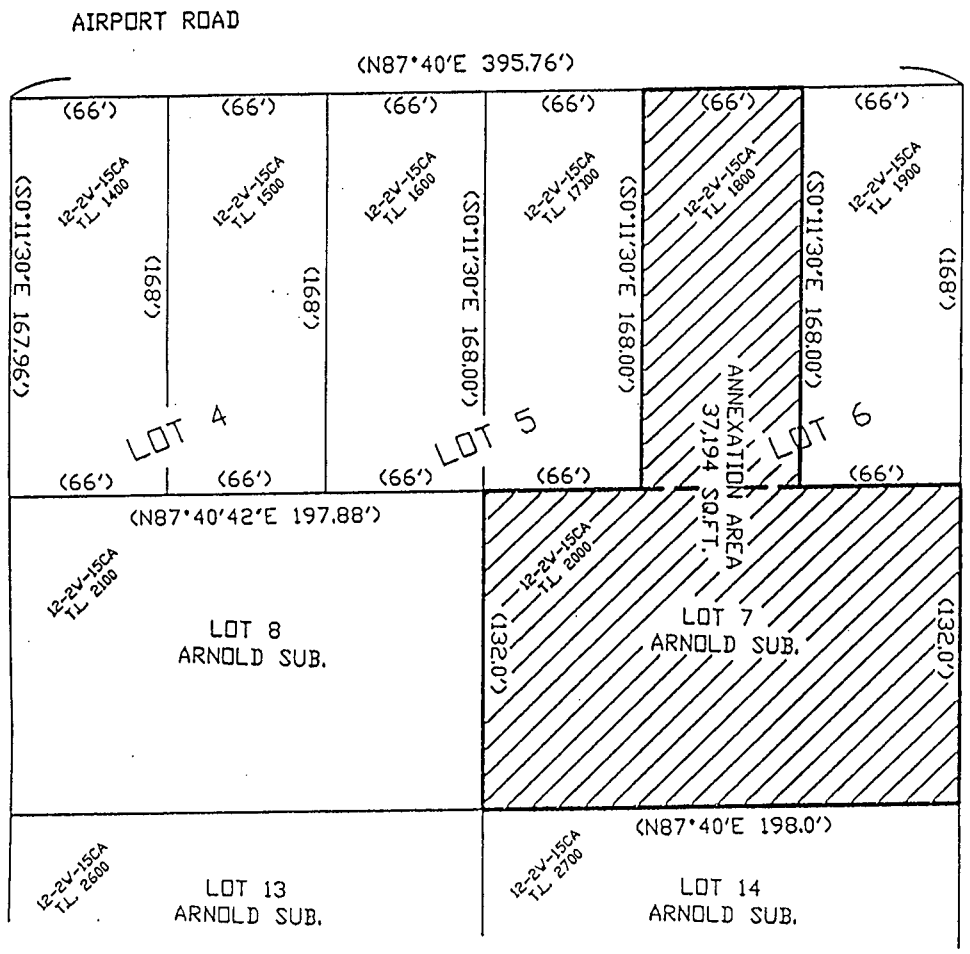
J. Udell

OREGON
September 23, 1977
J.F. UDELL
1366

ANNEXATION SURVEY
 NW 1/4 SECT. 15, TOWN. 12 SOUTH, RANGE 2 WEST, W.M.
 CITY OF LEBANON, LINN COUNTY, OREGON
 SCALE: 1" = 60' SEPTEMBER 16, 1996



A-96-5, pg.8



LEGEND:

- MONUMENT FOUND AS NOTED
- F.D. FOUND
- C.S. COUNTY SURVEY
- () DATA OF RECORD
- REFERENCE SURVEY: C.S.2983
C.S.18657

NARRATIVE:

THE PURPOSE OF THIS SURVEY WAS TO IDENTIFY THE BOUNDS OF THE SUBJECT PROPERTY TO BE ANNEXED TO THE CITY OF LEBANON. DISTANCES AND BEARINGS ARE PER RECORD SURVEYS C.S.2983 AND C.S.18657 AS RECORDED IN LINN COUNTY RECORDS.

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

J. Udell

OREGON
 September 23, 1977
JIM UDELL
 1366
 EXPIRES 06-30-98

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 PH. (541) 451-5125
 FAX (541) 451-1366

SEVENTH STREET

(60')

(50')

(60')

AIRPORT ROAD

(N87°40'E 395.76')

(66') (66') (66') (66') (66') (66')

(S0°11'30"E 167.96')

(S0°11'30"E 168.00')

(S0°11'30"E 168.00')

(S0°11'30"E 168.00')

(S0°11'30"E 168.00')

(S0°11'30"E 168.00')

(66') (66') (66') (66') (66') (66')

(N87°40'42"E 197.88')

(N87°40'E 198.0')

(168')

(168')

(168')

(168')

(168')

(168')

(132.0')

(132.0')

(50')

(60')

AGENDA ITEM 5



CITY OF LEBANON

MEMORANDUM

TO: Mayor and City Council

DATE: November 8, 1996

FROM: Joseph A. Windell, City Administrator

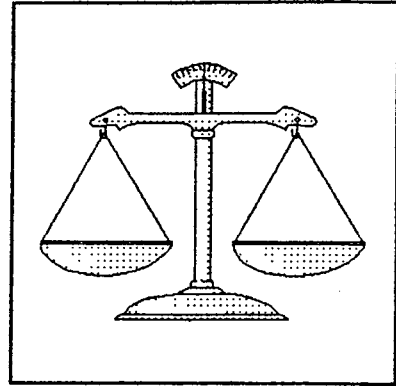
SUBJECT: Economic Improvement District (EID)

I will have more information on this for you before the meeting.

JW/rw

City of Lebanon
Office of the
City Attorney

80 E. Maple St.
Lebanon, OR 97355
(541) 451-7419



MEMORANDUM

TO: JOSEPH A. WINDELL
CITY ADMINISTRATOR

DATE: October 25, 1996

FROM: THOMAS McHILL
CITY ATTORNEY

SUBJECT: ORDINANCE TO CREATE PROCEDURES FOR THE FORMATION OF AN EID

Pursuant to our discussion this morning, I am attaching a corrected copy of a proposed ordinance which would establish the procedures to be followed in possibly creating an Economic Improvement District (EID). As you can tell, this ordinance envisions a process which will require at least two public hearings. In the event that the members of the Council desire to pursue this idea after hearing about it at the November 13, 1996 meeting, the Council should schedule a public hearing on January 8, 1997 to review the ordinance which would provide more details about the District. Notice of the January 8th meeting must be sent to affected property owners no less than 30 days before the hearing.

At the hearing in January, the Council will provide an opportunity for public input into the creation of the District. An ordinance will be proposed which creates the District and orders the City Recorder to prepare assessments on affected properties within the District. Changes can be made to the proposed ordinance as the Council desires, or the Council can decide not to pursue the District.

In the event, after the taking of public testimony, the Council decides to

proceed, it will pass an ordinance at the January 8th meeting which, in addition to approving the general concept of the District and ordering the Recorder to prepare assessments, will also set a second hearing in February 1997. Affected property owners will be notified of the February hearing no less than 30 days before the hearing in the same fashion as notice is given before: by mail or by personal delivery.

At the February meeting, public testimony will be taken concerning the assessments, and an opportunity will again be given to the Council to modify the District or assessments, or in the event that owners of more than 33 percent of the property assessed file written objections, the District would be terminated. If not more than owners of 33 percent of the affected properties do not object, the assessments will be put into place, and the District will continue.

I hope that this general outline is helpful in setting these matters for hearing. Obviously, the creation of this District contains many more details which will be determined as the Council decides how or if it will proceed.

**A BILL FOR AN ORDINANCE ESTABLISH-) ORDINANCE BILL NO. _____
ING PROCEDURES FOR THE CREATION) for 1996
OF AN ECONOMIC IMPROVEMENT)
DISTRICT) ORDINANCE NO. _____**

WHEREAS, ORS 223.112 - ORS 223.161 grants authority to cities to establish procedures for the creation of an economic improvement district; and

WHEREAS, such economic improvement districts are found by the City Council to be valuable tools in the promotion of commercial activities and the economic well-being of the City as a whole;

WHEREAS, the City Council therefor wishes to exercise the authority granted by Statute to adopt such procedures; and

WHEREAS, the City Council for the City of Lebanon has received a Petition to consider and create an economic improvement district, said Petition contains a proposed economic improvement plan;

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1: A public hearing shall be held on the question of the establishment of an economic improvement district on the 8th day of January, 1997, at 7:30 p.m. Notices of the hearing shall be mailed or delivered personally to affected property and business owners and shall announce the intention of the Council to construct or undertake the economic improvement district and to assess benefited properties for a part or all of the costs. Said notice shall state the time and place of the public hearing. Notice shall be mailed or delivered to affected property owners not sooner than thirty (30) days prior to the hearing.

Section 2: If, after the hearing held pursuant to Section 1 herein, the City Council determines that the economic improvement would afford special and peculiar benefit to subject

parcels within the economic improvement district different in kind or degree from that afforded to the general public and that the economic improvement district should be established, then the City Council may adopt an Ordinance stating those findings and establishing the district. The Council then shall determine whether the property benefited shall bear all or a portion of the cost and shall require notice of such proposed assessment to be mailed or personally delivered to the owner of each lot to be assessed, which notice shall state the amount of the assessment proposed on the property of the owner receiving the notice. The notice shall state the time and place of a second public hearing at which affected property owners may appear in support or object to the proposed charge. Said second hearing shall not be held sooner than thirty (30) days after the mailing or personal delivery of the notices.

Section 3: At such hearing, the Council may consider objections, and may adopt, correct, modify or revise the proposed assessments or charges. The Ordinance will also provide that the assessments will not be made and that the economic improvement project will be terminated when written objections are received at the second public hearing from owners of property upon which more than thirty-three per cent (33%) of the total amount of the assessments is levied.

Section 4: If written objections in the requisite thirty-three (33%) are not received as provided above, the City Council may adopt a final Ordinance levying the appropriate assessments. Upon adoption of the final Ordinance, the City Recorder shall enter each such assessment in the docket of City liens. All such assessments shall be collected in the same manner as local improvements according to the Lebanon Municipal Code and Charter. Failure to pay such assessments may result in foreclosure in the same manner as provided for other such assessments.

Section 5: Money derived from assessments levied under the procedures set forth in this

Ordinance shall be spent only for economic improvements set forth in the economic improvement plan and for the cost of City administration of the economic improvement district.

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, 1996.

MAYOR

ATTEST:

City Recorder

MISSION STATEMENT

LEBANON BUSINESS REDEVELOPMENT DISTRICT BOARD

Mission Statement

The Lebanon Business Redevelopment District provides assistance and leadership for the redevelopment of the business district of Lebanon. This involves several components: convert unused and underutilized space into income producing property; invest in the upgrading of existing buildings; retain and expand existing markets; recruit new businesses to provide a balanced commercial mix; promote Lebanon as a exciting place to live, shop and operate a business; and enhance employment opportunities.

The Lebanon Business Redevelopment District understands that a strong commercial sector of the economy is essential to the success of industrial recruitment, job creation and economic diversification.

Organization

To develop a program of work that insures that broad-based business support exists. This support will involve volunteer time, financial resources and programmatic involvement.

Develop and implement a management plan to support the programs approved by the Board; including funding, membership recruitment and communications plans.

Adopt by-laws to govern the operations of the board.

Work with Livable Oregon to develop a program of work that is consistent and manageable for a community our size.

Develop an adequate program budget for approval by the board.

Identify businesses/property owners who are committed to being involved in this program.

Host first general membership meeting.

Participate in the implementation of the Downtown Redevelopment Plan Grant applied for by the City of Lebanon.

Goal - Design

Develop and conduct on-going public awareness and education programs designed to enhance appreciation of Lebanon's architecture and other assets and to foster an understanding of the

Lebanon Business Redevelopment District's goals. Keep the program constantly in the public eye through speaking engagements, radio and newspaper interviews and Chamber of Commerce newsletter.

Assist individual tenants or property owners with physical improvement projects and, when possible, actually participate in construction supervision; provide advice on necessary financial mechanisms.

Develop an overall design concept for the business district. Work with ODDA's architect to develop a theme for the business district.

Identify vacant lots to be developed for further parking, if needed. Develop plans to address need.

Use historic photos to base building renovations on the existing and former historic architecture of Lebanon.

Invite ODDA's architect to provide design advice to property owners on rehab and maintenance issues.

Develop necessary public facilities for visitors and shoppers in the business district; i.e. covered waiting, telephone, restrooms, water, benches, etc.

Encourage sidewalk use by developing a streetscape plan that is user friendly to the pedestrian; i.e. green strips, planters, trees, benches, signage, etc.

Develop and implement programs to tie together the business district; i.e. banners.

Goal 3 - Economic Restructuring

Work to establish a plan for business recruitment, expansion, development, and retention in the Lebanon Business Redevelopment District program.

Conduct a market analysis, compile census data, study of commuters purchasing habits, perceptions of needed services/products in town, and etc.

Develop a computer data base listing business and property owners.

Survey business owners to check the existing customer base and perceptions of the business district.

Work with the City to develop incentives for new commercial and office development to locate in established commercial areas.

Work with the Chamber Board and the City to develop a plan for the area surrounding the Santiam Travel Station.

Develop a business assistance brochure focusing on the needs of businesses within the district.

Pursue transit options that will move customers through the business district.

Work with LBCC to market the downtown site for reoccupancy, if and when that site becomes available for use.

Goal 4 - Promotion

Organize, coordinate, and promote events, such as seasonal festivals, sidewalk sales, etc., with a goal of improving the quality and excitement of events to attract shoppers; work closely with local media to assure maximum coverage; encourage design excellence in all aspects of promotion in order to advance an image of quality, i.e. advertising, uniform store.

Focus the Promotions calendar to a few high-quality events.

Develop a quality logo to consistently sell Lebanon in an on-going image campaign.

Work with existing committees and boards to promote Lebanon based festivals and events; i.e. Strawberry Festival, Founders Day.

Promote business district as the cultural, social and business center of the community; i.e. Concerts in the Park, Annual Christmas Tree Lighting, Strawberry Festival Parade, Historic Walking Tour.

Plan for Lebanon Business Redevelopment District Board

Goal 1 - Organization

1. Develop and implement a management plan to support the programs approved by the Board; including funding, membership recruitment, and communications plans.
 - Review & adopt strategic plan
 - Review funding options
 - Adopt funding plan
 - Calculate financial impact
 - Identify benefits of program: ↑revenue, ↑FTEs, ↑rents
 - Adopt communication plan
 - Adopt recruitment plan
 - Sell program to key leaders
 - Implement funding program
2. Adopt by-laws to govern the operations of the board.
 - Receive by-laws
 - Review by-laws
 - Approve by-laws
3. Work with Livable Oregon to develop a program of work that is consistent and manageable for a community our size.
 - Negotiate contract
 - Receive consultations as needed
4. Develop an adequate program budget for approval by the board.
 - Develop Annual Budget
5. Identify businesses/property owners who are committed to being involved in this program.
 - Develop list of interested businesses/property owners
6. Host first general membership meeting.
 - Introduce management plan to membership
7. Participate in the implementation of the Downtown Redevelopment Plan Grant applied for by the City of Lebanon.
 - Receive grant
 - Complete assessment
8. Hire a business district manager to provide professional support for all volunteer efforts.
 - Develop job description
 - Advertise for position
 - Hire Manager
 - Plan & implement Christmas shopping promotion plan

Goal 2- Design

1. Develop an overall design concept for the business district. Work with ODDA's architect to develop a theme for the business district.
 - Identify needs with architect

- Architect develop concepts
 - Review & select concept
 - Develop program to encourage adoption
2. Use historic photos to base building renovations on the existing and former historic architecture of Lebanon.
 3. Invite ODDA's architect to provide design advice to property owners on rehab and maintenance issues.
 4. Inventory parking needs and develop a map showing recommended employee parking.
 - Conduct assessment of parking
 - Develop map
 - Distribute and publicize
 5. Identify vacant lots to be developed for further parking, if needed. Develop plans to address need.
 - Identify lots
 - Develop plans
 - Work with City/landowners to implement
 6. Develop Public Restrooms for visitors in the business district.
 - Identify sites
 - Develop plan
 - Identify funding
 7. Encourage sidewalk use by including a green strip along the road to shield pedestrians.
 - Develop plan
 - Implement plan
- Develop and produce banners to tie together the business district and help implement the image campaign.
- Develop design
 - Produce banners
 - Distribute & Sell

Goal 3 - Economic Restructuring

1. Conduct a market analysis, compile census data, study of commuters purchasing habits, perceptions of needed services/products town, and etc.
 - Develop questionnaire
 - Conduct Survey
 - Report findings
2. Develop a computer data base listing business and property owners.
 - Review property
 - Gather business list
 - Input into computer
3. Survey business owners to check the existing customer base and perceptions of the business district.
 - Develop questionnaire
 - Conduct Survey
 - Report findings
4. Work with the City to require new commercial and office development to locate in established commercial areas.

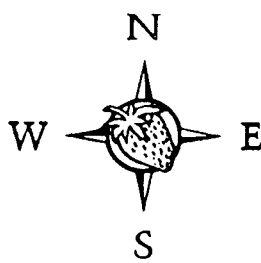
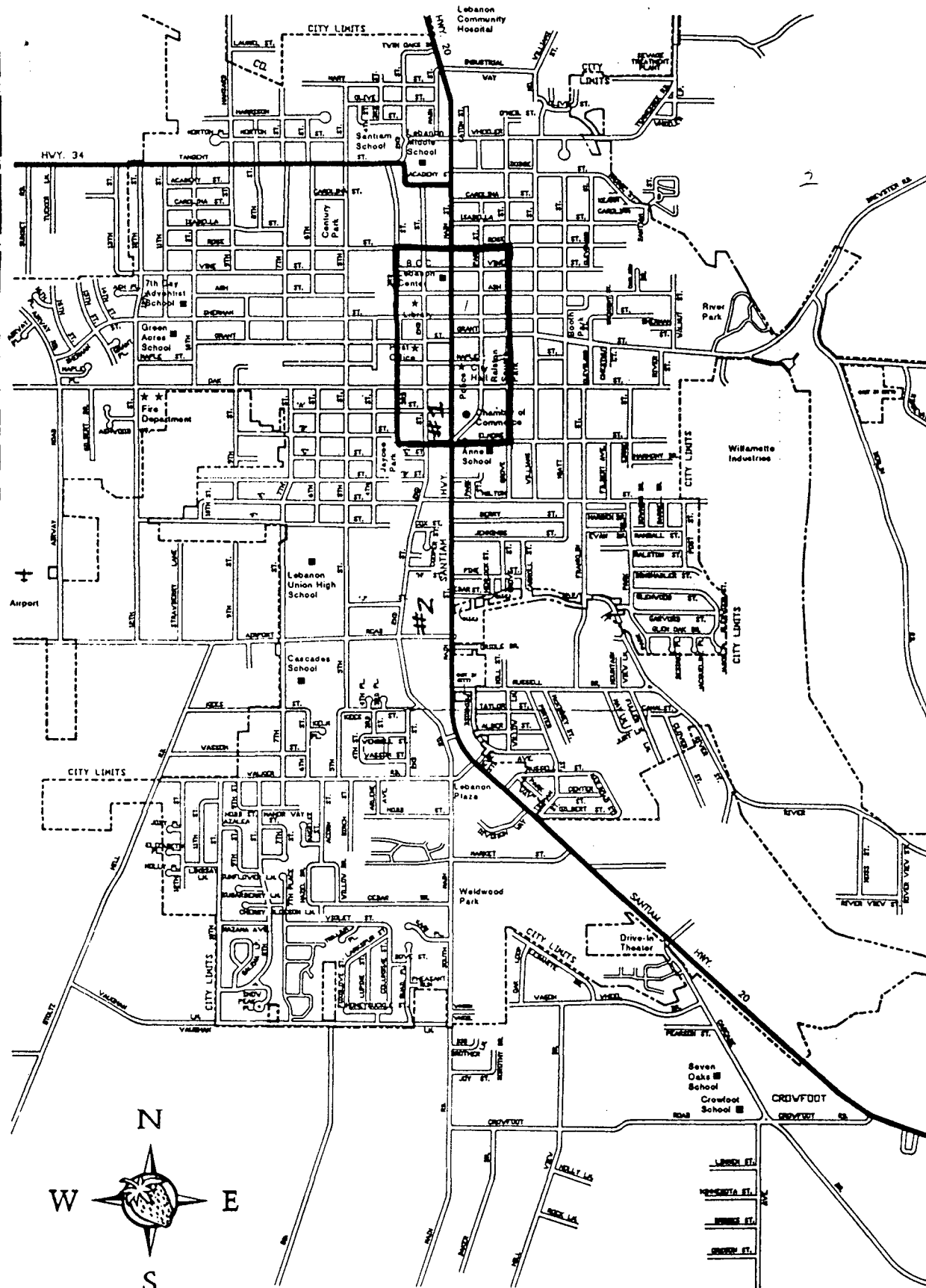
5. Work with the Chamber Board and the City to develop a plan for the area surrounding the Santiam Travel Station.
6. Compile a brochure on resources for business.
 - Identify resources
 - Develop draft brochure
 - Print
 - Distribute
7. Explore transit options that will move customers through the business district.
8. Work with LBCC to market the downtown site for office or light industrial use.

Goal 4 - Promotion

1. Reduce the Promotions calendar to a few high-quality events.
2. Support the Strawberry Festival by helping to find a better site, coordination of advertising and jointly marketing event; provide business information table.
3. Work with the Historic Resource Commission to cooperatively produce the Founders Day celebration.
4. Develop an Historic Attractions brochure to bring in visitors already interested in local history.
 - Identify attractions
 - Work with Tourism
 - Develop draft brochure
 - Print
 - Distribute
5. Develop a quality logo to consistently sell Lebanon in an on-going image campaign.
 - Identify PR Firm
 - Develop evaluation criteria
 - Review draft ideas
 - Review final submissions
 - Select Logo
 - Implement Introduction campaign

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JC Printing
 2175 S. Santiam Hwy.
 Lebanon, OR 97355
 (503) 259-1515

Revised 11/94

- ★ City / Government Offices
- Public Schools and Colleges
- Chamber of Commerce
- ★★ Fire Department

A B C D E F G H I J K

19

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DON'T FORGET!!!!

**THE LEBANON BUSINESS REDEVELOPMENT DISTRICT
BOARD'S (LBRD)
INFORMATIONAL MEETING**

WEDNESDAY, OCTOBER 30, 1996, 7:30 p.m.

LEBANON BOYS & GIRLS CLUB
305 S. 5TH STREET
LEBANON, OR 97355

Come hear about the proposed implementation plans, discuss your concerns, and
have your questions answered! For more information call:

Pat Fahey, Chamber Manager @ 258-7164
or Linda Bahrke, President, LBRD @ 258-3881

**LEBANON BUSINESS REDEVELOPMENT DISTRICT
OCTOBER 30, 1996 PUBLIC MEETING**

ATTENDEES

<u>NAME</u>	<u>ADDRESS</u>	<u>BUSINESS</u>
Pat Fahey	1040 Park St.	Chamber
Kent Haworth	2600 S. Santiam Hwy.	Coldwell Banker
Floyd & Beverly Stopher	38953 Mt. Hope Dr.	Precision Pipe & Plumbing
Sharon Ricke	580 Main St.	Ricke's Sporting Goods
Jill Henderson	37119 Gore Dr.	
John & Norma Norton	P.O. Box 114	Aladdin Lamp Realty
Larry Nelson	2345 S. Santiam Hwy.	Aladdin Lamp Realty
Hank Chambers	P.O. Box 783	
David R. Sitton	48 W. Ash	Solar Modifications
Jennifer Keen	44 W. Ash	Finishing Touch Salon
Oren Swanson	700 Park St.	Gizmoe's
Gene Primasing	1211 Main St.	Primasing Motors
e Dodson	1707 S. Main St.	Jimco Electric
O'Connor	30169 Berlin Rd.	City of Lebanon
Carl & Linda Bahrke	620 S. Main	Landstroms Jewelry
Mark & Terri Burdell	541 Park St.	Family Chiro Clinic
Alan Yordy	30781 Carnelia	Lebanon Hospital
Larry Arnold	36989 Langham Ln.	Lebanon Fire Dist.
Al Barrios	550 Main St.	L.B.C.C
Floyd Fisher	170 S. 2nd St.	City of Lebanon
Rev. M.S. Green	231 E. Grant	
Ron Shanks, Sr.	86 W. Grant	Huston Funeral Home
Martha Schrader	1703 Strawberry Ln.	
Helen Vorderstrasse	30651 Fisher St.	
Lory Tope	101 Industrial Way	Rick Franklin Corp.
Fred Neuenschwznder	101 Industrial Way	Rick Franklin Corp.
Dennis Yocum	1600 S. Main, Suite C	Linn-Benton Bank
SuzanneBean	33821 Brewster Rd.	
Mary & Tom Tucker	35891 Richardson Gap-Scio	
Hal Brayton	P.O. Box 691	Toombs Insurance
Doug Hill	661 Main St.	Douglas Hill Gallery
Dan Wilkerson	1050 W. Oak	LACC/LFD
Dave Kingsberry	1410 S. Main St.	Lebanon Towing
Donna Garret GARRET	681 Main St.	
Janine Thill	693 Main St.	Oldays Antiques

Bonnie Bradley
Stephen Kassis
Rob Oster
Max E. Glen
Bob Smith
Ken Evenhus
Jim Ricke

71 Jennings St.
990 S. 2nd
90 E. Grant St.
170 E. Grant St.
925 Main St.
390 Main St.
580 Main St.

Bear & Bobbins
The Filling Station

First Christian Church
Mayor
State Farm Agent
Ricke's Sporting Goods

AGENDA ITEM 6



CITY OF LEBANON

MEMORANDUM

TO: Joseph Windell
City Administrator

DATE: October 16, 1996

FROM: James P. Ruef
Director of Public Works

SUBJECT: Sweeper Purchase

Our street sweeper's age and mileage means we can no longer rely on it for the heavy sweeping schedule we have subjected it to these past ten years. The 1996-'97 budget contains \$96,000 to replace it. We would like to sell it while it has a little life left in it. The Maintenance Division has investigated the three different regenerative air sweepers which are available (attached). I concur with the recommendation from Brian Hall, Maintenance Services Division Manager, that we purchase a new Tymco Sweeper. I feel that it would be in the best interest of the public to "piggy-back" on the City of Hillsboro's bid for the very competitive price of \$78,846 including trade-in.



CITY OF LEBANON

MEMORANDUM

TO: JAMES P. RUEF, DIRECTOR OF PUBLIC WORKS DATE: OCTOBER 15, 1996

FROM: BRIAN R. HALL, MAINTENANCE DIVISION MANAGER

SUBJECT: PURCHASE OF NEW STREET SWEEPER

We have budgeted to replace our street sweeper this year. In years past we have written specifications and advertised for bids from vendors wishing to supply us with this equipment. This year we are looking at a different approach to purchasing this machine. The common term for it is "piggy-backing". This is tagging along on the bid of another agency. The assumption, allowed by law, is that the other agency has recently gone through the bid process. After talking with Tom McHill about this, we looked at two different recent bids with this in mind.

For 16 years we have been using, with much success, a regenerative air style sweeper and have decided this is the best for the all around sweeping we do here in Lebanon. We have used Tymco brand sweepers for that same length of time. We were asked to look at a Schwarze A7000 which is also a regenerative air type sweeper. The City of Salem has recently ordered 2 of these machines at a cost of a little over \$110,000.00 each. This would allow us to piggyback onto their bid. Bob Robertson has done some background checking on the Schwarze and a copy of his findings is attached. While the opinions of those who own the Schwarze were mixed, the same problems do seem to appear several times throughout the report.

In September the City of Hillsboro bid a new sweeper and Clyde/West of Portland, a Tymco dealer was the successful bidder. They ended up ordering a Tymco Model 600, the same model we use, for \$95,312.00. About 3 weeks ago, Jim Blair of Columbia Equipment in Portland, the Schwarze dealer, told me Schwarze made a smaller model A6000 to compete directly with Tymco's model 600. The cost would also be competitive. To date he has not been able to find a demonstrator of that model or even tell us where we could go to see one in use.

Because of the 16 plus years of satisfaction and the apparent good price of the Tymco, I would recommend that we "piggy-back" the City of Hillsboro's bid for the Tymco model 600. Again their bid was \$95,312.00. After deleting and adding appropriate options, (a list is attached) our price would be \$86,346.00. Clyde/West has offered us approximately \$7,500.00 trade in for our old machine but suggested we might find another city interested in buying it. If we took the \$7,500.00, trade in, our cash out for the new sweeper would be \$78,846.00. This is well within the \$96,000.00 we have budgeted.

**City of Hillsboro bid for Tymco model 600
with Added and Deleted Options**

Clyde/West bid to City of Hillsboro	\$ 95,312.00
Backup option (allows sweeping in reverse)	350.00
Gutter Broom Override	1,500.00
Delete Broom Assisted Head	(3,500.00)
Delete Dual Steering (our operators use only the left hand drive)	(1,800.00)
Delete Strobe Lights (we use a different style)	(400.00)
Delete extra Step	(300.00)
Delete Heated Mirrors	(500.00)
Delete Auxiliary Rear Hose (we use Vactor for catch basin cleaning)	(926.00)
Air Dryer	700.00
Delete Passenger Air Seat	(550.00)
Dump Switch in Cab	200.00
Change to LN7000 Cab	(5,300.00)
Electric Leaf Bleeder Door Control	300.00
Electric Throttle Control	300.00
Right Gutter Broom Extension	75.00
Hour Meter for Chassis Engine	85.00
Front Tow Hooks	250.00
Air Horn	250.00
Truck Parts Manual	75.00
Truck Shop Manual	225.00
	<hr/>
Total	\$86,346.00
Less Trade	(\$7,500.00)
	<hr/>
Grand Total	\$78,846.00



CITY OF LEBANON

MEMORANDUM

TO:

DATE: October 1, 1996

FROM: Robert Robertson
Street Section, Sr. Maintenance Worker

SUBJECT: Evaluation of Schwarze Sweepers

On September 10, 1996, I was assigned the task of gathering information about a Schwarze street sweeper. Using a list provided by Columbia Equipment (our area rep), I contacted several owners. In addition I knew the City of Corvallis and the Port of Portland owned and operated these sweepers, so I contacted them as well. I contacted the Maintenance departments in these areas to request their evaluation of the sweepers. The response from even those who liked their machine and the service they received indicated minor problems. The following report is the findings of those I talked with.

Schwarze Street Sweeper Report

Contacted: Bob Docken, Stayton, OR (541/769-3425)

Lower noise level than Tymco; very satisfied with service and sweeper. Very good in leaf season and heavy gravel. Suggested ordering hydraulic leaf blender and epoxy coating in hopper. Harder on gutter brooms; 40 to 50 hours per set. Already changed water pump and had leaks in water tanks at fittings. Had to make hopper door adjustment with hydraulic press. Sweeper is one year old.

Contacted: Bill Quimbee, Roseburg, OR (541/672-7701)

They bought their two sweepers in 1993. One operates over 40 hours per week; the other gets less hours. They change gutter brooms about every 3 months. These sweepers have the hydraulic broom adjustment from the cab. They use very light setting. They only get 3 months of wear out of sweeper head curtain set. They said they like the head to ride on the curtains not the skids. They said they have very little down time and service from vendor has been good. Operators like the sweepers.

Contacted: Rick Lee, Corvallis, OR (541/757-6916)

They have had problems from the start. Sweeper doors on hopper don't fit properly and are hard to seal. Water pump replacement; water leaks. Right-hand controls do not work properly. Ford chassis built in Brazil; ordered with (World Transmission). Transmission quit and had to be towed to Portland for repairs. They indicated this sweeper has more down time than it should. Downtime was due to small electric and hydraulic problems. Sweeper fan bearings replaced already. The vendor and Schwarze were not customer oriented, but were getting better.

Contacted: Fred Sears, Salem, OR (503/588-6063)

They have received two sweepers but have not used them. They spent 24 hours in-house training for operators and mechanics. Training is in process and very good. They should be in use 10/17/96. They thought Ford chassis with Allison transmission was best.

Contacted: Jerry Snider and Chuck Berry, Port of Portland (503/335-1083 and 335-1096, respectively)

They have had their Schwarze sweeper 2 years and have had trouble from the beginning. Water pump problems, bearings, wiring problem, water tanks replaced, gutter broom hardware problems. These brooms will sweep in front of head. Cab heavy can't lift for service. Curtains take 8 hours to change. Skids only last 2 weeks; Schwarze service people could not adjust for longer life. Port of Portland built their own skids because of cost per set. Coatings would not stay on walls inside hopper. Port of Portland had to hang baffles from ceiling. The two people I spoke with indicated they thought it was very low quality workmanship and low quality parts that cause their problems. Low quality electric and hydraulic parts. This sweeper is used on parking lots and streets and runways. They use two operators and 16 hours per day. They both told me it is parked near the repair shop after swing shift, so it can be repaired and ready for the day shift to use it. Port of Portland had a Tymco sweeper that they kept for a backup when they bought the Schwarze because of the low bid.

Contacted: Harvey Barns, Molalla (503/829-6355)

Have not received sweeper yet. They chose the Schwarze because of the parts availability. They are retiring a FMC.

Contacted: Pete Scavafioti, Pierce County, WA (206/591-7225)

Pierce County has two Schwarze sweepers. One is 1 year old and the other is almost 2 years old. They both have similar problems. Poor routing of hydraulic lines and electric wiring. It seems it was routed in places where it is easily damaged. Electric wires are not in a harness or wrapped. They are routed and tied with wire ties. They said AAPLEX service people did come out from the factory to make repairs. Kent, Washington, sent their Schwarze sweeper over for repairs while the AAPLEX people were at Pierce County shops. Pete felt these machines have poor design and workmanship. He thought it looked like they had been built in some one's backyard.

Contacted: Phil Gytte, Lane County, OR (541/341-8583)

They are still in the bid approval process. They demoed the Schwarze this year and the Tymco a year ago. They are specing around a Schwarze sweeper with a Volvo chassis. They did not give any reasons for the preference. They are retiring broom sweepers.

AGENDA ITEM 7



CITY OF LEBANON

MEMORANDUM

TO: Joseph Windell
City Administrator

DATE: November 5, 1996

FROM: James P. Ruef
Director of Public Works

SUBJECT: Declaring the Old Street Sweeper Surplus

We would like to sell the old Tymco street sweeper and get the most out of it. The dealer we are buying the new sweeper from will give us \$7,500 for it as a trade-in, but we are talking with two small Oregon Cities who want to buy it and use it jointly. We have been talking about selling it to them for around \$10,000. They are eager to purchase it because price is right and the sweeper is still in reasonable condition for the limited amount of use they will give it.

Staff is asking City Council to declare the sweeper surplus so that we can sell it immediately for the best possible price. A resolution is attached for City Council consideration.

A RESOLUTION DECLARING)
CERTAIN CITY OWNED PROPERTY)
SURPLUS AND PROVIDING FOR)
ITS DISPOSAL)

Resolution Number _____
for 1996

WHEREAS, the City of Lebanon owns certain personal property identified as a 1986 Tymco model #600 Regenerative Air Sweeper; and

WHEREAS, the City Council has determined that said item of personal property is no longer needed by the City; and

WHEREAS, the City Council has determined that said property should be sold by negotiated sale which will result in increased revenue to the City to be used for procuring a replacement sweeper;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF LEBANON:

Section 1. The 1986 Tymco model #600 Air Sweeper, Oregon License Number E162347, Vehicle Identification Number 1FDWF70H4GVA39688, is hereby declared to be surplus and no longer needed by the City of Lebanon.

Section 2. The City Council finds that a negotiated sale for the purpose of procuring a replacement street sweeper is in the best interests of the City, and that a negotiated sale will result in increased net revenue to the City by the sale of said property to certain political subdivisions of the State of Oregon.

Passed by the City Council by a vote of _____ in favor and _____ against this 13th day of November, 1996.

Mayor

ATTEST:

City Recorder

AGENDA ITEM 8



CITY OF LEBANON

MEMORANDUM

TO: Joseph Windell
City Administrator

DATE: November 8, 1996

FROM: James P. Ruef
Director of Public Works

SUBJECT: OMI Contract Amendment

Operations Management International (OMI) has proposed an amendment to their contract with the City of Lebanon for operations of Lebanon's Water Treatment Plant and our Wastewater Treatment Plant. This is the eighth year of a ten year contract which will end on June 30, 1998. I have attached a memo from Mark Walter, OMI Project Manager, which outlines the adjustments they are requesting.

The City Council Finance Subcommittee met Wednesday evening to discuss OMI's request. Their unanimous recommendation to City Council was to approve the request. I will bring the proposed contract amendment to City Council's November 13th meeting for their consideration.



OMI, Inc.
33110 Tennessee Road
Lebanon
OR 97355
Tel 541.451.1117
Fax 541.451.1129

September 9, 1996

Jim Ruef
Public Works Director
City of Lebanon

Dear Jim,

The purpose of this letter is to outline the adjustments made to the 1996 contract amendment. This year OMI proposes an increase of 4.8 % for operations and maintenance services of the Lebanon water and wastewater treatment plants.

If operations and maintenance requirements had stayed the same, OMI's increase would have been 2.0%. This increase is lower than the CPI of 2.7 %. The following changes increased OMI's overall operational costs to the 4.8% mentioned above.

In 1996 OMI's scope of work had two significant changes. The wastewater treatment plant repairs budget was increased by \$2000. This increase was due to the increased maintenance requirements of the aging equipment at the wastewater plant and the pump stations. The other significant change was that OMI has assumed responsibility for the purchase of pH adjustment chemicals at the water treatment plant. The increase in chemical costs was \$13,275 per year.

In November of 1995 Pacific Power & Light increased energy rates by 1.5%. According to the contract OMI can request additional funds due to unforeseen increases in energy costs. OMI made adjustments to treatment processes which resulted in a decrease in energy consumption. The adjustments made at the facilities resulted in a minimal increase to OMI's FY 1996 energy budget. During the eight month period from November 1995 to June of 1996 process adjustments made by OMI saved the City over \$1,300 in increased power cost.

Pacific Power & Light increased energy costs by 4% in July of 1996. This increase in energy cost resulted in an addition of \$3,600 to the energy budget.

In July of 1996 OMI replaced an obsolete copier. OMI now uses an professional service company that provides a up to date copier and related maintenance services. This change resulted in an increase of \$1,500 and improves OMI's ability to provide the City with quality services.



OMI, Inc.
33110 Tennessee Road
Lebanon
OR 97355
Tel 541.451.1117
Fax 541.451.1129

OMI has been able to minimize the effect of increases in other areas such as employee benefits by continually improving the operational and maintenance strategies at all of the facilities. We look forward to continuing this effort and in turn passing the savings on to the citizens of Lebanon.

If you have any questions please feel free to give me a call.

Sincerely,

A handwritten signature in black ink that reads "Mark D. Walter". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Walter, Project Manager

cc: Pat Place

AGENDA ITEM 9



CITY OF LEBANON

MEMORANDUM

TO: Mayor and City Council

DATE: November 8, 1996

FROM: Joseph A. Windell, City Administrator

SUBJECT: Surcharge for water users outside the city limits

As you know, the Capital Improvements Committee recommended that a 15% surcharge be added to water rates of those customers who live outside the city limits for the bond payments to purchase the water system, in lieu of property taxes being paid by those living in the city limits. The bond will be paid off in November of 2009 with an annual payment of approximately \$450,000 each year.

The surcharge would affect 54 water users. Based on an estimate of water use, the average increase will be \$50 per year. Willamette Industries will be paying approximately \$1,000 per year. Willamette's estimate was excluded from the average calculation. Property tax payers in the City are paying \$1.60 per thousand of assessed value. The rate varies depending on tax code area.

I have included copies of a letter sent to each affected water customer and the list of those customers. As of Friday morning, November 8, Casey Cole, Finance Operations Manager, and I have been contacted by two individuals (G. R. McCrary and Jan Delong) wanting additional information. Neither of them indicated that they were for or against the surcharge.

The City Attorney has prepared a resolution for your consideration.

JW/rw

A RESOLUTION FOR ESTABLISHING)
A SURCHARGE ON WATER)
SERVICE PROVIDED TO WATER USERS)
OUTSIDE THE CITY LIMITS)

Resolution Number _____
for 1996

WHEREAS, the City of Lebanon provides water service for customers outside of the City limits; and

WHEREAS, water revenue bonds issued for the improvement of the City water system are supported by property taxes paid by residents of the City and said taxes are not paid by customers who reside outside of the City limits; and

WHEREAS, the City Council has determined that in order to equitably spread the financial burden of maintaining the water system throughout all customers of the water system it must establish an extra charge to be paid by customers outside of the City limits who do not pay property taxes levied by the City for the use of said water system; and

WHEREAS, the Lebanon Municipal Code, Section 13.04.390 authorizes the City Council to set rates for water user fees by resolution of the City Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF LEBANON AS FOLLOWS:

Section 1. There is hereby established a surcharge for water users who purchase water from the City of Lebanon for service addresses which are located outside of the City limits of Lebanon. This surcharge shall be paid by the water user in addition to the user's monthly fee. The surcharge shall equal the additional sum of 15% of the monthly charges calculated for the user pursuant to the provisions of the Lebanon Municipal Code, and any Resolutions adopted the City Council of the City of Lebanon pursuant to the Code in setting water rates for water user fees.

Section 2. The surcharge fee established in Section 1 of this Resolution shall be paid on a monthly basis as otherwise required by the Lebanon Municipal Code. The failure of a user to pay said additional surcharge fee shall constitute grounds for the institution of collection procedures and/or termination of water service as otherwise provided by ordinance.

Section 3. This Resolution shall effective upon its passage, shall supersede any previously adopted resolutions which may otherwise contradict the provisions of this

Resolution, and shall remain in effect until further resolution of the City Council.

Section 4. The City Council hereby determines that the surcharge imposed upon water users outside of the Lebanon City Limits is not subject to the Constitutional limitations of Oregon Constitution Article XI, Section 11(b) because such charge is an incurred charge for the purchase of water from the City.

THIS RESOLUTION was passed by the City Council for the City of Lebanon by a vote of _____ for and _____ against this 13th day of November, 1996.

Mayor

ATTEST:

City Recorder

DATE:

**FIELD(SIR NAME) FIELD(FIRST NAME) FIELD(LAST NAME)
FIELD(STREET ADDRESS)
Lebanon, OR 97355**

Dear **FIELD(SIR NAME) FIELD(LAST NAME)**:

According to our records, you are a water customer of the city of Lebanon who lives outside city limits. Since you live outside city limits, you do not pay city property taxes. This year, for the first time, the city is levying property taxes to pay for the purchase of the water system. Therefore, in the interest of fairness, the Capital Improvements Committee will be recommending to the City Council that a 15% surcharge be added to the water rates of those customers who live outside city limits in lieu of property taxes.

The City Council will be considering taking this recommendation at their regular meeting on Wednesday, November 13, 1996 at 7:30 p.m. at the Lebanon Community School District Office, 485 S. Fifth Street, Lebanon, Oregon. If you wish to have input on this issue, you may submit written testimony no later than 5:00 p.m. Wednesday, November 13 to Joseph A. Windell, City Administrator, 925 Main Street, or you may attend the council meeting.

If you have any questions, please don't hesitate to call. I can be reached at work, 451-7422, or at home, 259-3823.

Yours truly,

Joseph A. Windell
City Administrator

G- COUNCIL READ FILE
O-Me

Mr. Gary Adam
37225 James Place
Lebanon, OR 97355

Ms. Grace Bacchetti
840 Nelson Avenue
Lebanon, OR 97355

Mr. Daniel Bailey
1903 Hemlock Street
Lebanon, OR 97355

Mr. & Mrs. Leo Barber
1800 Carroll Street
Lebanon, OR 97355

Mr. William Blake
37244 James Place
Lebanon, OR 97355

Mr. Dave Claussen
2046 River Road
Lebanon, OR 97355

Mr. Ian K. Cople
865 Nelson Avenue
Lebanon, OR 97355

Mr. Ken D. Counts
1870 River Road
Lebanon, OR 97355

Mr. & Mrs. Thomas Crumley
895 Nelson Avenue
Lebanon, OR 97355

Ms. Jane Delong
1810 Carroll Street
Lebanon, OR 97355

Mr. & Mrs. James Dufour
37289 James Place
Lebanon, OR 97355

Mr. Dale Dufur
1945 River Road
Lebanon, OR 97355

Mr. Harnold Dupell
800 Nelson Avenue
Lebanon, OR 97355

Mr. Robert Durkee
801 Nelson Avenue
Lebanon, OR 97355

Mr. & Mrs. Lonnie Froemke
37247 James Place
Lebanon, OR 97355

T) Graham
37261 James Place
Lebanon, OR 97355

Mr. Frank Greenly
1970 River Road
Lebanon, OR 97355

Mr. Douglas Grieve
37252 James Place
Lebanon, OR 97355

Mr. Bill R. Griner
1925 River Road
Lebanon, OR 97355

Mr. & Mrs. Robert Grossman
104 Cedar Street
Lebanon, OR 97355

Ms. Diane Habjan
33103 Berlin Road
Lebanon, OR 97355

Ms. Lois Hardeson
88 Cedar Street
Lebanon, OR 97355

Mr. Arlin Hensley
37277 James Place
Lebanon, OR 97355

Heritage NW
1020 Main Street
Lebanon, OR 97355

Mr. & Mrs. Rick Howard
37870 E. Grant Street
Lebanon, OR 97355

Mr. & Mrs. William Howell
37253 James Place
Lebanon, OR 97355

Mr. Ronald Jordan
33239 Santiam Highway
Lebanon, OR 97355

Mr & Mrs. Robert Jump
16 S. 7th Street
Lebanon, OR 97355

Ms. Carol J. Kemper
33235 Santiam Highway
Lebanon, OR 97355

Ms. Laurel Lachman
990 Nelson Avenue
Lebanon, OR 97355

Mr. & Mrs. Dean Longstreet
830 W. Oak Street
Lebanon, OR 97355

Mr. Albert Lonski
33071 Berlin Road
Lebanon, OR 97355

Ms. Denise Magee
1965 River Road
Lebanon, OR 97355

G R V C Crary
37281 James Place
Lebanon, OR 97355

Mr. & Mrs. Leland McFarlin
PO Box 793
Lebanon, OR 97355

Mr. Rick McReynolds
1922 River Road
Lebanon, OR 97355

Mr. & Mrs. James Murray
37230 James Place
Lebanon, OR 97355

Mr. & Mrs. Sam Parker
37239 James Place
Lebanon, OR 97355

Mr. & Mrs. Eugene Perdue
37288 James Place
Lebanon, OR 97355

Ms. Lynn Perron
835 Nelson Avenue
Lebanon, OR 97355

Mr. William J. Purcell
780 Main Street
Lebanon, OR 97355

Ms. Carolyn A. Rogers
860 Nelson Avenue
Lebanon, OR 97355

Mr. William Sallander
1020 Nelson Avenue
Lebanon, OR 97355

Mr. Daniel Sellers
805 Nelson Avenue
Lebanon, OR 97355

Mr. Stanley Sorenson
PO Box 354
Lebanon, OR 97355

Mr. Starnes
37273 James Place
Lebanon, OR 97355

Mr. David Sumey
1005 Nelson Avenue
Lebanon, OR 97355

Mr. & Mrs. Kyle Sutor
820 Nelson Avenue
Lebanon, OR 97355

Mr. Norman Unruh
1988 River Road
Lebanon, OR 97355

Mr. Don Vanspeybrock
37893 E. Grant Street
Lebanon, OR 97355

Mr. Gary Watson
37897 E. Grant Street
Lebanon, OR 97355

Willamette Industries, Inc.
PO Box 457
Lebanon, OR 97355

Ms. Theresa Wisner
33063 Berlin Road
Lebanon, OR 97355

Mr. Ted Gammill
285 SW Rainbow
Dallas, OR 97338

AGENDA ITEM 10



LEBANON PUBLIC LIBRARY
626 SECOND ST.
LEBANON, OREGON 97355
(503) 451-7461

ADVISORY BOARD MEETING LEBANON PUBLIC LIBRARY September 11, 1996

The Library Advisory Board meeting was called to order by Chairperson Kathleen Blevins at 5:30 p.m. Board members present were: Pat Dunn, Lois Rands, Shirley Foulds, Janice Hotrum, Ash Leppink, and Program Manager Susan Messersmith. Unable to attend were Evon Bergstrom and Lebanon Schools Representative Shirley Kilborn.

Minutes of the July 10, 1996 meeting were approved as written.

PROGRAM MANAGER'S REPORT:

LIBRARY STATISTICS: Susan distributed the new statistical report form available as part of the automated circulation system. This report gives detailed circulation information that will be invaluable as an assessment and planning tool. The circulation for August was 6704.

LIBRARY ACTIVITIES:

NEW HOURS: On September 6, the Library began opening to the public on Fridays. The new hours of operation for Fridays are 10 a.m. - 6 p.m. Patron response has been positive.

FALL PROGRAMMING: **Book Buddies Storytime** will begin sessions Thursday, September 12, from 10:30 - 11:15 a.m. This is for children ages toddler through Kindergarten. **Climate Zone** will begin sessions Wednesday, September 18, from 3:30 - 4:30 p.m. at the Boys and Girls Club. This is for children Kindergarten through 4th grade.

POTLUCK: Messersmiths are having a potluck for Library Staff, Board Members and Volunteers at their home Saturday, September 28. Everyone is welcome to bring a guest.

AUTOMATION: The final step of the automation process was completed with the arrival of the receipt printers in September. These printers provide patrons with a receipt telling them what was checked out by whom, and when the items are due back. To help them keep track of the receipts, the Library is providing each family with a magnet designed with a library logo. The magnets could be used to display receipts on refrigerators. Patrons are very pleased with the efforts made to help them stay current with their library transactions.

FOUNDER'S DAY: The Library had a strawberry shortcake booth at the Founder's Day Celebration, August 10. \$100 was earned for the Library/Senior Center Building Project.

FRIENDS OF THE LIBRARY REPORT:

FOUNDER'S DAY: The Friends of the Library participated in the Founder's Day Celebration at Ralston Park on August 10. They were pleased that they added to their membership through this event.

BOOK SALE: The Friends reported a \$1078 profit from their Book Sale held on Sept 7, 9, and 10.

UNFINISHED BUSINESS:

INTERNET: Susan reported that City Attorney, Tom McHill, approved a draft of the Internet policy. Following discussion, the Library Board made a motion to pass the Internet Policy with one revision. The revision is as follows: if a patron has their Internet privileges terminated, the length of time of the termination will be determined by the Program Manager. With this addition, the Internet Policy was approved.

OTHER INTERNET BUSINESS: Fortress 101 will be added to our Internet computer. This software is a security measure to protect the computer from patron tampering. Although expensive, Susan feels it is a necessary purchase. The Internet will be available to the public beginning October 1.

ADJOURNMENT: The meeting was adjourned at 6:10 p.m.

NEXT MEETING:

October 9, 1996

5:30 p.m.

853 Main Street

City of Lebanon Capital Projects Office