

Donna Trippett

From: Julie Fisher
Sent: Tuesday, August 27, 2024 8:58 AM
To: b.imhoff@trileaf.com
Cc: Donna Trippett
Subject: FW: Online Form Submission #285 for Public Records Request

Good morning,

The property you are requesting records from is not in the City limits and we do not have any records. You will need to contact Linn County at this link. [Home | Linn County Oregon](#)

This will complete your public records request.

Thank you,

Julie Fisher, CMC

City Recorder
City of Lebanon | 925 South Main Street | Lebanon OR 97355
Tel: 541.258.4264
Hours: Monday – Thursday 7am-5pm

<http://www.lebanonoregon.gov>

Messages to and from this email may be subject to Oregon Public Records Disclosure and Retention Laws.



From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, August 26, 2024 3:20 PM
To: City Recorder <city.recorder@lebanonoregon.gov>
Subject: Online Form Submission #285 for Public Records Request

Caution! This message was sent from outside your organization.

Public Records Request

Public Records laws are governed by the Oregon Revised Statutes (ORS). The City of Lebanon Public Records Request policy details procedures followed. The City will not accept any other means of public records requests.

For Police or Municipal Court records, see [City of Lebanon Police Public Records Request Form](#)

(Section Break)

Contact Information

Full Name	Brandon Imhoff
Date	8/26/2024
Email	b.imhoff@trileaf.com
Phone	4808500575
Preferred method of contact:	Email

Address

Street Address	2121 West Chandler Boulevard, Suite 108
Address Line 2	<i>Field not completed.</i>
City	Chandler
State/Province/Region	AZ
Postal/Zip Code	85224
Country	United States

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Request

Is this request related to a lawsuit in which the City of Lebanon is a party, or a tort claims notice filed with the City of Lebanon?	No
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If Yes, what is the claimant's name and incident date? *Field not completed.*

Copies may be furnished without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees in the public interest because making the record available primarily benefits and will be distributed to the public at large, not an individual or group. Does this request primarily benefit the general public?

Field not completed.

If Yes, describe the particular or specific public benefit in the Records Requested box below.

Records Requested

Good afternoon, Trileaf is performing a Phase I Environmental Site Assessment for a telecommunications facility located in the Lebanon, OR area. Would you please notify us if there are any environmental records held by your department that are associated with the following sites: • Lebanon South US-OR-5142 12S01W30-1803 Lebanon, OR 97355 Records sought may include (but are not limited to) the following: • Any emergency response (environmental) to the property or environmental violations • Any records pertaining to a confirmed or alleged contamination • Above or Underground Storage Tank registration or removal • Leaking Underground Storage Tank (LUST) reports Thank you for your time and effort on this. Please feel free to contact me if you require additional information. Thank you, and have a great day,

Preferred method of receiving requested records:

Email

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Fee Schedule

Copy Cost

Black/White - letter 8-1/2" x 11" or legal 8-1/2" x 14" (per side)	\$0.25
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Black/White - executive 11" x 17" (per side)	\$0.50
Color (per side)	\$0.50
Records on a Flash Drive	\$6.50 plus staff time

Archived Electronic Information Retrieval

\$100/hour - no charge for the first 30 minutes

If the estimated costs involved in fulfilling your request exceed \$25, the City will advise you of the estimated costs and require your approval before beginning the request. If the fee exceeds \$100, a 50% deposit may be required to begin work. Full payment for costs incurred is required before the public records are inspected or copies are released.

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The City will respond to your request promptly and without undue delay, typically within 15 business days. Requested information can be picked up from Lebanon City Hall, sent to you by email, or mailed to you for an additional fee. All items must be picked up within 30 days after notification that the information is ready, otherwise it will be destroyed, and another request will need to be made.

Requests can be completed in a timely manner if the data you provide is complete and accurate.

<p>I have read and agree to comply with the above conditions, and further agree to pay the cost of fulfilling this Public Records Request per the conditions set forth above. These costs may include the cost of searching for records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records. I agree to pay a maximum of \$25 without further approval.</p>	<p>Brandon Imhoff</p>
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Email not displaying correctly? [View it in your browser.](#)