



# CITY COUNCIL WORK SESSION AND REGULAR MEETING MINUTES

June 11, 2025 at 5:00 PM

Library Community Meeting Room  
55 Academy Street, Lebanon, Oregon

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## MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community,  
strengthened by our community connections*

**Mayor: Kenneth Jackola**

**Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann**

**Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman**

## 5:00 PM – CALL TO ORDER WORK SESSION

*City of Lebanon Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Like regular Council meetings, citizens are encouraged to attend and observe work sessions. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.*

The work session was called to order at 5:00 PM.

## DISCUSSION ITEMS

### 1. Strategic Plan and Legislative Affairs Update

Community Development Director Hart and City Manager Ron Whitlatch provided an update on the City's Strategic Plan implementation, outlining 51 action items organized into five focus areas: Community Safety, Community Services & Cultural Opportunities, Engagement & Connection, Fiscal Sustainability & Economy, and Transportation & Infrastructure. While all departments are involved either directly or through committee work, particular emphasis is on fiscal sustainability and transportation. The City follows a five-year implementation plan tracked with integrated project management software. At the six-month mark, 3 tasks have been completed, 21 are underway, and 27 remain to start, with some Year 2 and 3 initiatives already beginning early.

In Transportation and Infrastructure, ongoing work includes upgrades to the wastewater treatment plant, efforts to secure grant funding, and exploring regional solutions. The City has received a \$100,000 grant for redevelopment studies at the Champion Mill site and a regional Safe Streets For All federal grant, with final agreements pending. Other efforts include collaboration on wetland regulatory reform and integrating infrastructure projects into the GIS system—currently awaiting next steps.

Community Safety initiatives focus on enhancing emergency preparedness with basic and advanced training for staff and tabletop exercises. The feasibility of reopening the municipal jail is under evaluation, with Council options expected in July. Police continue to collaborate

with local crisis teams and community organizations, leveraging resources like a new alcohol and drug counselor. The Safety Committee has been reorganized with expanded membership, a staff liaison, and a formal charter to improve safety practices across City facilities.

In Community Services & Cultural Opportunities, progress continues with grant applications, notably the Library Capital Campaign to expand the reading room and patio. Although not originally part of the strategic plan, this project is actively funded and may be integrated into future updates.

Engagement & Connection progress includes establishing a communications committee that will launch a public survey to gather resident feedback on City communications. The Branding Committee is standardizing email signatures, memos, and letterhead to improve consistency and reduce fraud risks. Partnerships with community organizations continue to strengthen outreach and engagement efforts.

Fiscal Sustainability & Economy work emphasizes strong collaboration with community stakeholders through monthly coordination meetings with entities such as the Chamber of Commerce, Downtown Association, university, fire department, and school districts. Of 15 action items, 7 are in progress and 2 completed. Key accomplishments include planning the sunset of the Northwest Urban Renewal District in 2028 and evaluating potential closure of the downtown district to free funds for the general fund. The City is also reviewing future use of facilities, including City Hall and library properties, exploring consolidation to improve efficiency.

Organizationally, Community Development and Engineering departments merged under one supervisor to enhance collaboration without increasing staff. Directors are tasked with identifying efficiencies and addressing service gaps within existing budgets.

Regarding sustainability, solar energy projects face challenges due to virtual net metering limitations at the wastewater plant. Alternatives like site-specific solar with battery storage and backup generators are being considered, with further recommendations forthcoming.

The City remains active in Business Oregon recruitment, consistently evaluating available sites via Prospector Oregon despite limited results. Redevelopment planning for the Champion Mill site is progressing with environmental testing supported by two grants, possibly a third. A detailed work session on this topic is planned for summer.

The business visitation program is restarting after recent interruptions, with two action items completed: implementation of the city services fee and an associated public information campaign.

For regional Safe Streets planning, the City participates in a collaboration securing a \$125,000 grant, matched locally, to fund a consultant for intersection safety improvements.

Environmental testing at Champion Mill's phase two has found manageable contamination; further rounds of testing and a comprehensive council discussion are planned. Concerns about environmental impacts on nearby fish were addressed with no known safety issues. Follow-up information on local alcohol and drug counseling resources will be provided.

The team recognized significant progress balancing strategic plan efforts with day-to-day responsibilities, highlighting Julie and department directors for their leadership. Five upcoming work sessions over the next three months will prepare Council for a goal-setting meeting on October 8th, scheduled from noon to 5:30 PM on a council day to maximize efficiency. These sessions will focus on prioritizing capital projects, expenses, timing, and staffing capacity, ensuring informed Council decisions on future priorities. Staff encouraged questions and underscored continued momentum as preparations continue for a busy summer of work sessions.

The Government Affairs program initially started to secure funding for the city's wastewater treatment plant but has since expanded to address a broader range of policy issues affecting

city operations. Recognizing the complexity of the legislative process, the city brought on lobbyist Sean to help build a legislative platform and government affairs program. Sean's political expertise, combined with the city staff's technical knowledge, has helped the city make significant progress in advocacy and relationship-building with legislators and the governor's office. This year, the city collaborated directly with the governor's office, providing input on draft bills before they were introduced, and actively advocated for direct appropriations, particularly related to wastewater treatment funding.

The city's advocacy has focused on Council's top priorities established last summer, including infrastructure funding, transportation packages, recreational immunity, behavioral health enhancements, and housing production. Notably, the city influenced House Bill 3031, securing a provision that allows wastewater and water treatment plants to be considered for infrastructure funding if linked to housing production. The city also supported the 2025 transportation package and a permanent fix to recreational immunity, both of which have made strong progress through the legislature. Although behavioral health was less of a focus due to limited prior knowledge, the city provided extensive testimony on housing bills to ensure alignment with Council's priorities and preserve home rule.

Throughout the legislative session, the city maintained a strong presence, participating in over 20 meetings with state representatives during City Days, tracking more than 100 bills, and providing verbal testimony and written letters on various issues. The city also undertook a focused trip to Washington D.C., where in just two and a half days, the team held eight meetings with federal legislators and agencies. Key discussions centered on the impacts of river water drawdown and Army Corps of Engineers activities on local water treatment plants, as well as infrastructure funding challenges. The team also raised concerns about the difficulty small cities face in applying for and managing federal grants, contributing to ongoing efforts to streamline these processes. The trip resulted in valuable follow-ups and connections, and the city plans further engagement post-legislative session. Overall, the program has exceeded expectations in its first year, building important relationships and setting the stage for a more extensive legislative platform to be presented to Council later this year.

Sean Tate, Legislative Affairs Representative, provided an update on the city's legislative efforts. His objectives for the session were to increase visibility, build connections, and strengthen local advocacy—all of which were successfully achieved. He commended the availability and engagement of city directors in traveling to Salem and participating in legislative meetings, noting that such direct involvement is uncommon and highly effective. Tate highlighted the growing recognition of Lebanon by state officials, including the Governor's office, which has begun reaching out for input on how proposed legislation would impact the city. While much of the recent work has been defensive—tracking and responding to proposed bills—he encouraged a shift toward playing offense by identifying practical, non-political policy changes the city could proactively propose. As an example, he shared House Bill 3654, a bill developed with a coalition of small cities to lower matching fund requirements for state grants. If passed, it would reduce Lebanon's match on some grants from 20% to 12%, making funding more accessible. The bill passed the House overwhelmingly and is now in the Senate, with support from 52 cities. Looking ahead, Tate emphasized that now is the time to start developing proactive legislative ideas for future sessions, particularly 2026 and 2027. He noted that the 2026 session is expected to focus on behavioral health and budget rebalancing, and mentioned ongoing discussions about limiting the number of bills legislators can introduce. He concluded by reiterating the importance of being engaged in the legislative process, and a legislative platform work session will be scheduled to gather council input on a broad set of city priorities. A more detailed legislative update will be provided toward the end of the session, and advocacy for funding and appropriations will continue.

## **ADJOURN WORK SESSION**

With no further questions, the work session was adjourned at 5:58 PM.

## **6:00 PM – CITY COUNCIL REGULAR SESSION**

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

The City Council meeting was called to order at 6:05 PM.

### **ROLL CALL**

#### **PRESENT**

Councilor - Ward 1 Dominic Conti  
Councilor - Ward 1 Carl Mann  
Councilor - Ward 2 David McClain  
Councilor - Ward 2 Dave Workman  
Council President - Ward 3 Michelle Steinhebel

#### **ABSENT**

Mayor Kenneth Jackola  
Councilor - Ward 3 Jeremy Salvage

#### **STAFF**

City Manager Ron Whitlatch  
City Attorney Tre' Kennedy  
Community Development Director Kelly Hart  
Police Chief Frank Stevenson  
City Recorder Julie Fisher  
IT Director Brent Hurst  
IT Administrative Assistant Erin Gomez  
IT Systems Engineer Andy Roy  
Finance Director Brandon Neish (online)

### **CONSENT CALENDAR**

*The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.*

Motion made to approve the Consent Agenda by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

1. **AGENDA:** Lebanon City Council Agenda – June 11, 2025
2. **APPOINTMENTS:** Budget Committee, Library Advisory Committee, Parks, Trees and Trails Advisory Committee, Planning Commission, Senior and Disabled Services Advisory Committee
3. **APPROVAL TO AWARD:** West River and River Park Trails (Project 22713)
4. **BOARD MINUTES:**  
2025-02-19 Parks, Trees & Trails Advisory Committee  
2025-04-16 Planning Commission
5. **COUNCIL MINUTES:** 2025-05-14 City Council Regular Meeting and Executive Session Minutes

### **PRESENTATION / RECOGNITION**

NA

#### **6. Municipal Court Judge Contract Update**

City Council President Steinhebel moved the agenda forward to address Judge Waite's contract update, with no objections from the Council.

President Steinhebel noted that the recent evaluation of Judge Waite reaffirmed his fairness, consistency, and dedication to justice. These qualities were echoed in both Council feedback and staff input from the Justice Center and Municipal Court.

City Attorney Tre' Kennedy summarized the updates to Judge Waite's new two-year contract. The primary changes included simplified language regarding Pro Tem judges. The prior requirement of always having two Pro Tem judges was removed, as Judge Waite rarely requires coverage due to strategic scheduling. The only other change was a cost-of-living adjustment (COLA).

Judge Waite addressed the Council briefly, expressing his availability for any questions and his appreciation for the opportunity to continue serving. He viewed the contract renewal as a vote of confidence in both him and his staff.

Motion made to approve the updated contract for the Municipal Court Judge by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

## **PUBLIC COMMENTS**

Shawn Rucker of Rogers Towing addressed the Council to clarify a statement made during public comments at the May meeting. He stated that the claim their current tow yard was located in Corvallis was inaccurate. The yard is within the Lebanon Police Department's required distance and is actually located in Albany. Additionally, he reported that Rogers Towing has acquired a secure yard in Lebanon. Fencing work has been completed, and they are now awaiting final security approval before the yard can open. He expressed appreciation for working with LPD, noting the department has been exceptional in their communication and coordination. In response to a question from Council about the cost to the City related to towing RVs, Mr. Rucker explained that the situation is complex due to state-mandated hazmat procedures, which vary depending on the condition and contents of each RV. Initially, Rogers Towing was the only company accepting RVs in the area and often absorbed the costs themselves in support of the community. They later learned that other companies were declining to tow RVs, likely due to the high costs involved. While some funding has since been approved to help with these efforts, the costs remain difficult to control due to state regulations and the variable nature of the hazmat requirements. Roger's Towing reiterated their commitment to the community, noting that they and several of their drivers live in Lebanon or nearby.

Sarah Anderson addressed the Council in support of allowing residents to place chairs and blankets along the parade route, so long as it occurs no more than 72 hours prior to the event. It was shared that for many in the community, the act of setting up chairs early has become a meaningful tradition that reflects excitement for the parade and provides an opportunity to gather with friends and family to celebrate fellow community members. Concerns online related to fairness, sidewalk accessibility, and public safety were acknowledged. In response, it was proposed the establishment of a clear and codified rule to provide consistency and address these issues without eliminating the tradition. The recommendation included a 72-hour placement window beginning at 11:00 a.m. on the Wednesday before the parade, with placement in grassy areas where possible and emphasized the importance of not obstructing the full width of sidewalks with blankets or tarps. This approach would help preserve the community spirit of the parade while protecting shared public space and minimizing conflict.

Lewis Rucker, owner of Rogers Towing, addressed the Council to follow up on previous comments made at the May meeting, clarifying that his company's tow yard is located at 33933 Texas Street SW in Albany and is fully compliant with the Lebanon Police Department's towing rotation parameters. He noted that Rogers Towing, a family-owned business operating since 1969, is not a transient company and provides services to multiple communities across the region, including Lebanon, Corvallis, Springfield, Eugene, and most recently along the Hwy 101 corridor from Waldport to Lincoln City. Mr. Rucker emphasized that his company was the only one willing to handle the towing and cleanup of abandoned RVs in the Lebanon area before City funding became available, absorbing significant costs themselves as part of their commitment to the community. He described a specific instance in which his

team responded to a burned RV, providing cleanup services when no other companies would. He also highlighted Rogers Towing's broader community involvement, including being named Business of the Year in Veneta in 2022, supporting local veterans, and maintaining business relationships with vendors in Lebanon and surrounding areas. He elaborated on the complex and costly process of properly handling derelict RVs, including state-mandated hazmat procedures. RVs manufactured before 2006 often require asbestos testing and abatement before they can be dismantled or disposed of, in addition to managing freon, sewage, and other hazardous materials. Mr. Rucker clarified that Rogers Towing contracts with licensed facilities to ensure all environmental and legal standards are met. He stressed the importance of the City verifying that all towed RVs are being properly and legally disposed of, regardless of which company performs the tow. Additionally, he shared an example of the company's expertise and public safety efforts, describing a high-risk semi-truck recovery near Green Peter Reservoir, where his team successfully recovered a vehicle carrying hazardous material without any environmental contamination or injury. He provided the Council with letters of commendation from the U.S. Forest Service and other agencies, including Linn Benton Community College and the Tangent Fire Department, to illustrate Rogers Towing's continued partnership and support in public safety, training, and emergency response efforts.

Council thanked Mr. Rucker for his time and acknowledged Rogers Towing's place on the current tow rotation list. It was noted that a report to Council on the towing rotation would be given by the Chief of Police later in the meeting.

## **PUBLIC HEARING(S)**

7. Ordinance Bill No. 2025-04 - Ordinance 3035 - A Bill for an Ordinance Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 and ORS 222.170 File A-25-02; Stockard and Brown (31666 SW 5th Street)

The Public Hearing was opened at 6:29 PM.

The Lebanon City Council considered Ordinance Bill No. 2025-04 (Ordinance No. 3035), which proposed the annexation and zoning of a 4.82-acre property located at 31666 SW 5th Street. The annexation was initiated by the property owners and the land falls within the city's Urban Growth Boundary. It is contiguous to existing city limits on both the west and east sides and can be served by existing city utilities, making it eligible for annexation.

Community Development Director Kelly Hart presented the staff report, explaining that the property is designated for residential mixed density zoning, which the applicants have accepted. The Planning Commission previously held a public hearing on May 21 and unanimously recommended approval, having found the proposal consistent with the City's development code and comprehensive plan. No councilors declared ex parte contact or bias, and no objections were raised regarding the notice or jurisdiction. Dan Watson of KD Engineering, representing the applicants, spoke briefly in favor of the annexation, agreeing with the staff report and noting a minor correction to the case number. No one spoke in opposition.

The public hearing was closed at 6:33 PM.

Motion made to approve Ordinance Bill No. 2025-04, Ordinance No. 3035 by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 McClain.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

8. Ordinance Bill No. 2025-05 - Ordinance 3036 - A Bill for an Ordinance Amending the City of Lebanon Development Code Regarding Implementing New Housing Opportunities

The Public Hearing was opened at 6:34 PM.

Community Development Director Kelly Hart presented the final staff report on proposed amendments to the City of Lebanon's development code. These amendments are the result of a year-and-a-half-long process to implement the City's Housing Production Strategy (HPS), a policy document previously adopted by the City Council to guide housing development. The

proposed code changes aim to support a range of housing types and affordability options, including allowances for small-lot single-family homes, updates to cottage cluster standards, removal of outdated infill design requirements, clarification of manufactured dwelling park regulations, and the inclusion of tiny homes on wheels as accessory or primary dwellings. Affordable housing incentives were also revised to allow increased density, height, or parking reductions when certain thresholds are met. MIG consultant Darcy Rudzinski summarized these key points and noted that the advisory committee and Planning Commission had both reviewed and recommended the changes for adoption.

Councilor David McClain voiced strong opposition to the proposal, arguing that the changes would lead to overcrowded housing, reduced green space, limited parking, and increased crime, while failing to meaningfully address affordability or homelessness. He stated that Lebanon should control its own future and prioritize homeownership over rental density, suggesting that the community would reject these changes if given a vote. Councilor Workman expressed sympathy for McClain's concerns but acknowledged that the City was under significant pressure to comply with state housing mandates and that the decision window had largely passed.

After no public comments for or against the proposal, the public hearing was closed at 6:47 PM.

The ordinance, titled Ordinance Bill No. 2025-05 (Ordinance No. 3036), was then brought to a vote. The motion initially resulted in a tie, with Council President Steinhebel casting the deciding vote in favor. In her explanation, she emphasized the importance of creating entry points to housing for younger generations, noting that while the plan might differ from past models of homeownership, it represents opportunity for the future.

Motion made to approve Ordinance Bill No. 2025-05, Ordinance 3036 by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Mann, Councilor - Ward 2 Workman, Council President - Ward 3 Steinhebel

Voting Nay: Councilor - Ward 1 Conti, Councilor - Ward 2 McClain

9. Resolution No. 6 for 2025 - A Resolution Authorizing a Supplemental Budget for the City of Lebanon

The Public Hearing was opened at 6:49 PM.

Finance Director Neish, appearing remotely, presented Resolution 6 for the 2025 fiscal year, which authorizes a supplemental budget for the City of Lebanon. He explained that the resolution adjusts expenditure authority in two funds. The first adjustment is in the General Fund, where a trail project at Gill's Landing—originally not planned for this fiscal year—was able to proceed after Build Lebanon Trails secured and donated funding. The supplemental budget reflects those donated funds and authorizes the related expenditures before the fiscal year ends. The second adjustment is in the Storm Drainage Fund, where unspent funds from incomplete projects in the 2024 fiscal year rolled into the current year. To use those funds, they must be included in the current year's budget.

Because the proposed adjustments exceed 10% of the original authorized expenditures in each fund, a public hearing and proper notice were required and completed, with notice published in the *Democrat-Herald*.

With no questions from Council or comments from the public, the Public Hearing was Closed at 6:52 PM.

Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

10. Resolution No. 7 for 2025- A Resolution Certifying its Eligibility and Declaring the City of Lebanon's Election to Receive State Revenues

The Public Hearing was opened at 6:53 PM. Finance Director Neish presented the staff report on Resolution 7 for the 2025–2026 fiscal year, which certifies the City of Lebanon's eligibility and declares its election to receive state-shared revenues. He noted that this is the first in a series of resolutions required to begin the new fiscal year on July 1. In accordance with state law, a public hearing is required to discuss the City's intended use of shared revenues from sources such as cigarette taxes, marijuana taxes, general state revenue sharing, and, most significantly, liquor taxes. For the upcoming fiscal year, the City has budgeted \$552,320 in shared revenue, which will be placed in the General Fund and used for general purposes, with a traditional focus on supporting police services due to the nature of the revenue sources.

During the public hearing, Steve Smith, a Lebanon resident, inquired whether these funds could be used to reduce the City's current budget gap. Neish clarified that these revenues are already included in the City's planned budget and are not new or unexpected funds. While not earmarked for any specific purpose, the money helps sustain overall General Fund operations, of which approximately 72% support police services. No further public comment or Council discussion followed.

The Public Hearing was closed at 6:57 PM.

Motion made to approve Resolution No. 7 for 2025 by Councilor - Ward 2 Workman,  
Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain,  
Councilor - Ward 2 Workman

11. Resolution No. 8 for 2025 - A Resolution Certifying the City Complies with Sections of ORS 475C Related to Marijuana Sales Inside City Limits

The Public Hearing was opened at 6:57 PM.

Finance Director Neish presented the staff report on Resolution 8 for the 2025 fiscal year, which certifies that the City of Lebanon complies with sections of ORS 475C related to the legal sale of marijuana within city limits. He explained that this certification is necessary for the City to continue receiving its share of state marijuana tax revenue. Although the revenue has declined in recent years, the City still receives just under \$30,000 annually, which is deposited into the General Fund and generally used to support police operations, including tools like Narcan for overdose intervention. Neish emphasized that this is a routine part of the budget process and a condition of eligibility for the funds. He clarified that while the City could choose to reject the revenue, doing so would only worsen existing financial challenges, and there are no additional obligations attached to accepting the funds beyond confirming compliance. With no questions or public comment, the hearing was closed at 7:00 PM.

Motion made to approve Resolution No. 8 for 2025 by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain,  
Councilor - Ward 2 Workman

12. Resolution No. 9 for 2025 - A Resolution Adopting the City of Lebanon's Budget and Making Appropriations for Fiscal Year 2025-2026

The Public Hearing opened at 7:01 PM. Finance Director Neish presented the staff report on Resolution 9 for the 2025–2026 fiscal year, describing it as the most important resolution of the evening since, without its adoption, the City would have no legal authority under state law to spend money in the upcoming fiscal year. He explained that the budget process began in April when the budget officer and City Manager delivered the proposed budget and message to the Budget Committee, which then held a meeting on May 6 to deliberate on expenditures and recommend taxes necessary to support both general operations and debt service obligations for the Justice Center and Library. The resolution adopts a total expenditure budget of \$66,738,962, which reflects a modest increase of just under \$16,000 compared to the previous year. Neish emphasized that this small increase signals the City is doing as much as



possible with its current resources but also suggests financial constraints that may require careful consideration moving forward.

He clarified that while this resolution adopts the overall budget, a related resolution (Resolution 10) formally levies the associated taxes, including the City's permanent tax rate, general obligation bond debt, and charges related to delinquent sewer and storm drainage bills, which are submitted annually to the county for recovery through property tax collections. Neish also noted a discrepancy in the general obligation bond table within the resolution document, where the narrative correctly stated \$2.1 million, but the table still reflected the previous year's amount of \$1.78 million. After confirming with legal counsel that the language in the resolution itself governs and no amendment was necessary, the Council proceeded.

There were no questions from Council or public comments.  
The Public Hearing was closed at 7:05 PM.

Motion made to approve Resolution No. 9 for 2025 by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 1 Conti.  
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

13. Resolution No. 10 for 2025 - A Resolution Levying Taxes for the City of Lebanon's Budget for Fiscal Year 2025-2026

The Public Hearing was opened at 7:06 PM.

Finance Director Neish presented the staff report on Resolution 10 for the 2025–2026 fiscal year, which authorizes the levying of taxes necessary to fund the City of Lebanon's adopted budget. He explained that although this resolution is closely related to the overall budget adoption, it is presented separately for transparency. This resolution specifically certifies the tax levy required to collect property taxes for the City's General Fund, as permitted under Oregon Measures 5 and 50 and in accordance with Section 11B, Article XI of the Oregon Constitution. The certified tax rate is \$5.1364 per \$1,000 of assessed value, along with an additional \$2,100,000 to cover general obligation bond payments.

There were no questions from Council or public Comment.  
The Public Hearing was closed at 7:07 PM.

Motion made to approve Resolution No. 10 for 2025 by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 2 McClain.  
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

14. Adjourn as the City of Lebanon Budget Committee and Convene as the Urban Renewal Agency Budget Committee

Resolution No. 11 for 2025 - A Resolution Adopting the Lebanon Urban Renewal Agency's Budget and Making Appropriations for Fiscal Year 2025-2026

The Public Hearing was opened at 7:08 PM.

Finance Director Neish presented the staff report for Resolution 11 for the 2025–2026 fiscal year, which adopts the Lebanon Urban Renewal Agency's budget and makes the necessary appropriations. He explained that the urban renewal agency budget process mirrors that of the city's general budget and involves both the seven City Council members and seven appointed members of the public serving as the Urban Renewal Agency Budget Committee. The committee previously approved a total proposed budget of \$8,469,526, which includes all expenditures, ending fund balances, and contingencies. The resolution before the Council formally adopts an expenditure budget of \$7,366,132 to support the planned activities of the city's urban renewal districts in the upcoming fiscal year.

There were no questions from Council and there were no public comments.  
The Public Hearing was closed at 7:09 PM.

Motion made to approve Resolution No. 11 for 2025 by Councilor - Ward 2 Workman,  
Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain,  
Councilor - Ward 2 Workman

15. Resolution No. 12 for 2025 - A Resolution Levying Taxes for the Lebanon Urban Renewal Agency's Budget for Fiscal Year 2025-2026

The Public Hearing was opened at 7:10 PM.

Finance Director Neish presented the staff report for Resolution 12 for the 2025–2026 fiscal year, which authorizes the levying of taxes for the Lebanon Urban Renewal Agency. He explained that, similar to the City's general budget, this resolution proposes the collection of 100% of the allowable taxable value within the urban renewal districts. However, for the Northwest Lebanon Urban Renewal District, the agency will continue its practice of under-levying, as most major projects in that area have been completed and the focus is now on repaying existing debt. Neish noted that the requested increment property value of \$141,651,029 is significantly higher than in previous years, yet still allows a substantial amount of property value to remain untaxed, benefiting other taxing districts within the area. He recommended that the Council adopt the resolution.

There were no questions from Council and no Public Comments.

The Public Hearing was closed at 7:12 PM.

Motion made to approve Resolution No. 12 for 2025 by Councilor - Ward 1 Conti, Seconded  
by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain,  
Councilor - Ward 2 Workman

Adjourn as the Urban Renewal Agency Budget Committee and Reconvene as the City of  
Lebanon City Council.

## **REGULAR SESSION**

16. Resolution No. 13 for 2025 – A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2024-2025 Budget

Finance Director Neish presented a resolution authorizing the transfer of appropriations within the City of Lebanon's 2024–2025 budget to reconcile various line items as the fiscal year nears its June 30 close. The requested transfers involve reallocating already authorized funds to support departments and programs that experienced higher-than-anticipated costs. In the General Fund, adjustments are needed to cover the purchase of a City Hall vehicle, a \$75,000 shortfall in insurance costs, increased utility expenses at the wastewater treatment plant, and higher-than-planned loan interest payments following an early payoff. All of these adjustments will be funded through the General Fund contingency.

Additional reallocations are needed in the Administrative Internal Service Fund to address salary overruns in the Human Resources and Finance departments, resulting from contract changes and employee cashouts, again to be covered by contingency. Similar issues in the Water Fund—such as contract changes, standby and callback time, and additional salary costs in Engineering—require contingency transfers. In the Motel Tax Fund, a budgeting oversight led to a need for \$50,000 to cover grant commitments under the Downtown Building Restoration Program, which will be shifted from capital improvement funds. Finally, in the Building Fund, minor adjustments are needed to ensure Development Services does not exceed its authorized spending, also to be covered by contingency. Neish noted that all of these reappropriations remain within existing budget authority and are typical year-end adjustments. No questions were raised by Council, and the resolution was unanimously approved.

Motion made to approve Resolution No. 13 for 2025 by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 1 Conti.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

#### 17. Discussion Only - Vehicle Towing

Chief Stevenson presented a detailed report to the City Council regarding the Lebanon Police Department's vehicle towing policy, specifically the process for handling non-preference tows. He explained that Rogers Towing was added to the rotation around 2020 in response to a surge in abandoned RVs, trailers, and boats, which existing tow companies were often unable to address promptly. The department's internal policy requires tow companies to be within a certain radius of the city, and Rogers met that requirement. Currently, four companies—Lebanon Towing, A Towing, Aerostar Towing, and Rogers Towing—are on the non-preference tow rotation. Stevenson emphasized that the purpose of the rotation is to ensure equitable distribution of impound work and to provide adequate resources during multi-vehicle accidents or when clearing abandoned vehicles from the roads.

He noted that the department conducted 196 non-preference tows in the past year and praised all four companies for their responsiveness and professionalism. Stevenson added that the rotation system has been in place for the 28 years he has served with the department and has not generated complaints. He highlighted a period in which no companies would tow RVs or trailers, causing significant issues, including officers using their own vehicles to clear roadways. That situation has improved now that companies have begun accepting those types of tows. He clarified that the rotational list only applies when vehicle owners do not have a preference and stressed the importance of the tow companies' work, especially in challenging conditions. Chief Stevenson concluded by stating that the internal towing policy was included in the staff report and closely mirrors the details discussed.

#### 18. Department Report

City Manager Whitlatch reminded the Council of upcoming work sessions and mentioned that there may be a need for two sessions in some months unless a more efficient scheduling solution can be found. He also announced that City buildings would be closed on June 19th in observance of Juneteenth. Whitlatch congratulated Angela Solesbee, Human Resources Director, on graduating from the Northwest Women's Leadership Academy. He extended appreciation to the IT and Operations staff for their hard work in preparing the meeting room, noting the success of the setup. Finally, he thanked the library staff, particularly Kendra and her team, for accommodating the City Council's use of their space and acknowledged the adjustments this change may require. No questions were raised by the Council following his comments.

#### ITEMS FROM COUNCIL

Councilor Workman shared concerns regarding a recent fatal explosion near his residence, noting that he lives just three houses down from the site. He acknowledged being contacted by a citizen about the incident and emphasized that his family has lived on that street since 1965. The homeowner has lived in the affected house for many years, and Councilor Workman expressed empathy for his situation. While recognizing neighbors' concerns, he stated that he has not personally experienced threatening behavior from the household and does not believe the home is involved in drug trafficking. Instead, he believes the situation reflects a broader issue of homelessness and vulnerability, suggesting that the homeowner is often taken advantage of by those attempting to help him. He also acknowledged that the residence may be substandard but expressed uncertainty about what assistance could be offered, given the limited options available to the resident. Councilor Workman noted that the explosion appeared to have been caused by oxygen tanks and possibly cooking with propane, not by drug manufacturing.

He also briefly addressed concerns related to parade seating practices, referencing a resident complaint involving reserved spots. He appreciated the tradition but agreed that some guidelines may

be necessary to avoid confusion and disputes. Chief Stevenson noted that if any seats or blankets block the sidewalk, the PD will move them out of the way, but generally it is not an issue.

Council President Steinhebel thanked first responders, particularly the Lebanon Police Department for their presence during the Annual Strawberry Festival parade and activities. The ongoing committee from the department to our community was noted in the long hours and extra care.

#### **PUBLIC/PRESS COMMENTS**

*An opportunity for citizens and the press to comment on items of city business.*

NA

**NEXT SCHEDULED COUNCIL MEETING(S):** City Council Work Session and Regular Meeting July 9, 2025 at 5:00 PM.

#### **ADJOURNMENT**

The meeting was adjourned at 7:30 PM.