



LEBANON CITY COUNCIL REGULAR MEETING AGENDA

September 11, 2024 at 6:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE/ MOMENT OF SILENCE IN REMEMBRANCE OF 9/11

ROLL CALL

PRESENTATION / RECOGNITION

1. Medal of Valor Presentation - Officer Travis Boshart and Officer John Trahan

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.

2. **AGENDA:** Lebanon City Council Agenda – September 11, 2024

3. **BOARD MINUTES:**

Library Advisory Committee - April 9, 2024

4. **COUNCIL MINUTES:**

2024-08-14 Joint Planning Commission and City Council Work Session Minutes

2024-08-14 City Council Regular Meeting Minutes

2024-08-28 City Council Work Session Minutes

5. **LIQUOR LICENSE:** *Amazing Thai Cuisine*

6. **APPROVAL TO BID:** LINX Parking Lot Paving

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on September 10th**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

7. Written Public Comments

PUBLIC HEARING(S)

- 8.** North Gateway Urban Renewal Plan Amendment Correction - Ordinance Bill No 2024-08, Ordinance No. 3024 An Ordinance Making Certain Determinations and Findings Relating to and Amending Ordinance Bill No. 2023-07, Ordinance No. 3002 Approving the North Gateway Urban Renewal Plan Amendment to Add Property.
- 9.** *Adjourn as the Lebanon City Council and Reconvene as the Lebanon Urban Renewal Agency*
North Gateway Urban Renewal Plan Amendments - Resolution No. 23 for 2024 - A Resolution of the Lebanon Urban Renewal Agency Amending Resolution No. 2023-020 Authorizing a Council -Approved Amendment to the North Gateway Urban Renewal District's Boundary
Adjourn as the Lebanon Urban Renewal Agency and Reconvene as the Lebanon City Council

REGULAR SESSION

- 10.** Non-Profit Affordable Housing Tax Exemption - Crossroads
- 11.** Town Hall Meetings - Discussion Only
- 12. Department Reports:**
 - Administration
 - City Recorder
 - Community and Economic Development
 - Engineering
 - Finance
 - Human Resources
 - Information Technology
 - Library
 - Police Department
 - Public Works Department
 - Senior Center/LINX

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

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

NEXT SCHEDULED COUNCIL MEETING(S): October 9, 2024 City Council Meeting @ 6PM.

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

Everyone is welcome to attend City Council meetings. If you cannot attend, written testimony must be received by noon prior to the meeting via email to city.recorder@lebanonoregon.gov. Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the City Recorder by email at city.recorder@lebanonoregon.gov by noon prior to the meeting so that the City Recorder can provide instructions.

City Council meetings are recorded and available on the City's YouTube page at:

<https://www.youtube.com/user/CityofLebanonOR/videos>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.



Minutes
 Lebanon Public Library
 Advisory Group Meeting
 April 9, 2024

The meeting was called to order at 4:30 p.m.

Present: Kendra Antila (Director) ,Vandy Roadifer (Friends representative), Denice Lee (Chairperson), Jennifer Moody, Dustin Herb, Jane Turner, Russ Fish

Minutes of the February meeting were approved as presented.

Library Director's Report: Monthly statistics for February and March as well as the cumulative stat report for the current fiscal year including program attendance, were reviewed.. Both February and March stats showed increases over those from last year. The group discussed a report provided by the State Library comparing the Lebanon library to other public libraries in the state with similar service area populations. The report focused on staffing and funding and in both cases, Lebanon was second from last. We also discussed the upcoming budget meetings and how impending cuts will impact the library.

Friends of the Library Report: The Friends now have their own domain name (lebanonlibraryfriends.org) and website. They've raised \$20,623.34 so far this year (over \$5,600 in February alone thanks to a large donation from the Chenoweth family and the Siletz grant for the Summer Reading Program). They anticipate easily reaching their goal of contributing another \$20,000 for the children's room expansion by the end of June. The Friends received a large donation of books from a downtown storefront and anticipate more donations this week. They were also invited to pick up any unsold items left after the Corvallis-Benton County Friends book sale. With these added donations the April 20th sale will be larger than usual and the May 11th sale will be huge. The recent Author Fair was very successful and they plan to make it an annual event.

New Business: With minor edits, the group approved the final draft of the Child Safety & Behavior Policy.

Unfinished Business: None

Public Comments: None

Announcements: None

The meeting was adjourned at 5:03 p.m. The next meeting will be June 11th @ 4:30.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kendra Antila at (541) 258-4232.



JOINT LEBANON CITY COUNCIL AND PLANNING COMMISSION WORK SESSION MINUTES

August 14, 2024 at 5:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Wayne Dykstra
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 Kim Ullfers
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

Commissioner Don Fountain
Commissioner Lory Gerig
Commissioner David McClain
Commissioner Don Robertson
Commissioner Tina Breshears
Commissioner Shyla Malloy
Commissioner Karisten Baxter

Interim City Manager Ron Whitlatch
Community and Economic Development Director Kelly Hart
City Recorder Julie Fisher
IT Administrative Assistant Erin Gomez

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. Housing Production Strategy Code Amendments

Community Development Director Kelly Hart with Darci Rudzinski and Brandon Crawford from Mig Inc. Consulting presented the joint committee of Planning Commission and City Council an update on the Housing Production Strategy. The Housing Production Strategy (HPS) was adopted by Council and acknowledge by the State. The City is now in the implementation stage. The presentation included background, schedule, code review and project discussion, and next steps. It was noted that the HPS will consider many types of housing including large and small single-family homes, cluster cottage type housing, manufactured home parks, and tiny homes on wheels under certain conditions. These various housing types will allow for different levels of affordability. The Project Advisory Committee (PAC) includes members of staff, Planning Commission, City Council, residents, business owners, Lebanon Fire, and the Lebanon School District. The PAC will meet again in October and will propose language, consider feedback, modify, and propose.

ADJOURN WORK SESSION

The Work Session Adjourned at 5:46 PM.

Kenneth E. Jackola, Mayor

Michelle Steinhebel, Council President

Attested:



LEBANON CITY COUNCIL REGULAR MEETING MINUTES

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Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was Called to Order at 6 PM.

ROLL CALL

PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Wayne Dykstra
- Councilor - Ward 1 Carl Mann
- Councilor - Ward 2 Kim Ullfers
- Councilor - Ward 2 Dave Workman
- Councilor - Ward 3 Jeremy Salvage
- Council President - Ward 3 Michelle Steinhebel

Staff

- Interim City Manager Ron Whitlatch
- City Attorney Tre Kennedy
- Finance Director Brandon Neish
- Police Chief Frank Stevenson
- Community and Economic Development Director Kelly Hart
- IT Administrative Assistant Erin Gomez
- Human Resources Manager Angela Solesbee
- City Recorder Julie Fisher

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 to approve the Consent Calendar made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers,

Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – August 14, 2024
2. **BOARD MINUTES:**
Parks, Trees & Trails Advisory Committee - April 17, 2024
Senior & Disabled Services Advisory Committee - April 17, 2024
3. **COUNCIL MINUTES:** *2024-07-10 City Council Executive Session and Regular Meeting*
2024-07-22 City Council Strategic Planning Work Session

PRESENTATION / RECOGNITION

4. Ryan Vogt - Oregon Cascades West Council of Governments

Ryan Vogt with Oregon Cascades West Council of Governments presented the Annual Report to the Council. He announced the Community Services Consortium and Oregon Cascades West Council of Governments will soon both be headed by a single Executive Director. He added there are departments, such as IT, which both entities share. Executive Director Vogt introduced Jacklyn Disney, the new Economic Development Director who spoke to the importance of community readiness and highlighted current projects and programs.

PUBLIC COMMENTS

Linda Newport spoke in favor of eliminating parking on a portion of Elmore Street.

Melinda Rickard spoke concerning a utility billing fee that was from a past tenant. Finance Director Neish stated the fee was removed from her account.

Shelley Jackola gave an update on the Lebanon Downtown Association happenings, including concerts in the park, a car show, and art boards. The LDA also helped welcome Western University students with welcome backs that included coupons and samples from many downtown businesses. It was reported that the totem pole in Strawberry Park would be repaired.

5. Written Public Comment - 2024-07-15 Petition to the City Council

A written public comment was submitted regarding quality-of-life policing. It was included in the packet.

PUBLIC HEARING(S)

There were no Public Hearings scheduled.

REGULAR SESSION

6. Acceptance of the FY2023 Annual Financial Report

Finance Director Neish introduced the Independent Auditor's Report and opinion. Director Neish highlighted the following:

Net position increased 19% from 2022 in governmental activities which is everything in the organization except for water, sewer and storm drainage programs. In simple terms, the net position demonstrates the amount of assets and deferred outflow of resources against liabilities and deferred inflows of resources. We want a positive net position. Net position also increased in the utility programs, noted as Business-Type Activities throughout the report. We will want to monitor the deficit unrestricted net position over time but that did decrease in 2023.

Fees, fines, and charges for service declined for the fiscal year ended June 30, 2023, offset in part by increases in property taxes and franchise fees. As property taxes continue to climb the maximum 3% annually, the City will become more reliant on charges for service. Look for that to maintain or increase in future years.

Long-term debt in business-type activities increased due to the Westside Interceptor project. Total debt outstanding is equal to 130% of total revenues generated. For comparison, the recent federal debt as a percent of GDP was 122%.

General Fund expenditures and transfers out exceeded revenue by \$108k. In 2022, revenue exceeded expenditures and transfers by \$78k.

The City added \$3 million in cash during 2023.

A new Governmental Accounting Standards Board (GASB) rules was implemented with GASB 96, Subscription-Based Information Technology Agreements which records a right-to-use asset and a related liability for the agreement terms and associated implementation costs.

Net pension liability increased for the year ended June 30, 2023. Yields for the PERS program were not as robust as desired in 2022 increasing the unfunded actuarial liability. 2023 did not look any better unfortunately meaning this will get worse over time.

The General Fund has three lines over expended in 2023. These were the Library which exceeded its authorized budget by \$996 due primarily to year-end adjustments in personnel expenditures, capital outlay for non-departmental which overran by \$790 due to cost overruns with a new fire system installation at the Justice Center and the principal debt service line due to the implementation of GASB 96 and subsequent adjustments at year-end.

Brad Bingenheimer, a partner at SingerLewak, and auditor Fierce Catoc, provided the audit opinion to City Council and did not have any policy or procedural changes to recommend.

Motion made to accept the FY2023 Annual Financial Report for the City of Lebanon by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 Ullfers.

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

7. *Adjourn as the Lebanon City Council and Reconvene as the Lebanon Urban Renewal Agency*

Acceptance of the FY2023 Annual Finance Report for the Lebanon Urban Renewal Agency

Adjourn as the Lebanon Urban Renewal Agency and Reconvene as the Lebanon City Council

Adjourn as the Lebanon City Council and Reconvene as the Lebanon Urban Renewal Agency

Finance Director Neish introduced the Independent Auditor's Report and opinion. Director Neish highlighted the following:

Net position increased 28% from 2022. The net position is still a deficit however due to the high long-term debt carried by the URA compared to the total assets. Remember, for assets, the district's only assets are primarily cash and cash equivalents.

Overall revenue increased, driven by property tax increases allowed under Measure 50.

The agency is carrying nearly \$10.5 million in debt. The majority of that is in the Northwest Urban Renewal District which has no new projects in the works and is only working on debt repayment at this point.

Two areas within the Urban Renewal Agency overexpended this year. \$260 was spent on compliance fees in the Northwest URD. This was a payment to the Oregon Government Ethics Commission, an annual payment. However, budget authorization in this fund resided in debt service lines. The other was in the Mill Race District where property values and taxes exceeded the estimates by the agency. As a result, the URA had to pay out additional costs for the economic development agreement in place.

Brad Bingenheimer, a partner at SingerLewak, and auditor Fierce Catoc, provided the audit opinion to City Council and did not have any policy or procedural changes to recommend.

Adjourn as the Lebanon Urban Renewal Agency and Reconvene as the Lebanon City Council

Motion made to accept the FY2023 Annual Finance Report for the Lebanon Urban Renewal Agency by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Dykstra.

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

8. Resolution No. 22 for 2024 - A Resolution Eliminating Parking on a Portion of Elmore Street within the City of Lebanon

Interim City Manager Whitlatch introduced the resolution that would eliminate parking on a portion of Elmore Street. There was a traffic study conducted, and the surrounding property owners were notified; only one response was received in favor of the resolution. Councilor Salvage introduced a photo that showed a driveway partially blocked by parked vehicles.

Motion made to approve Resolution No. 22 for 2024 by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Mann.

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

9. Ordinance Bill No. 2024-07 - Ordinance No. 3023 - A Bill for an Ordinance Amending Lebanon Municipal Code Title 13 - Public Services

Finance Director Neish introduced the draft ordinance that amended language to allow a 7% Franchise Fee in storm drainage instead of the 5% currently in place. This would standardize the Franchise Fees. Additionally, it was recommended to change language that specifies a Utility Rate Review Committee and replace with City Council who does annual review the rates and allows public forum and comment.

City Attorney Kennedy read the title of the ordinance.

Motion made to approve Ordinance Bill No. 2024-07 - Ordinance No. 3023 - A Bill for an Ordinance Amending Lebanon Municipal Code Title 13 - Public Services by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 2 Workman.

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

10. League of Oregon Cities - Legislative Priorities Discussion

Community and Economic Development Director Kelly Hart listed the Legislative Priorities as received from the Council in a Survey Monkey. The priorities were reviewed by staff and one minor change was recommended. The following were identified as priorities: Infrastructure funding, Restoration of Recreational Immunity, 2025 Transportation package, Behavioral Health Enhancements, Full funding and alignment for housing production. There was discussion from council with input from Police Chief Frank Stevenson, Finance Director Brandon Neish, and Legislative Representative Sean Tate.

Motion to approve the identified Legislative Priorities and allow the City Manager to submit them to the League of Oregon Cities made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 Ullfers.

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

11. City Manager Recruitment Discussion

Interim City Manager Ron Whitlatch stated there are several options for recruitment of a permanent City Manager. City staff can post the recruitment through various methods, or the City could hire a recruitment firm. Councilor Steinhebel stated that Interim City Manager Ron Whitlatch has done an excellent job as the Interim City Manager. Ron has lived in the community for 30 years and has worked for the City of Lebanon for the same. Councilor Steinhebel stated she would support Ron Whitlatch as the permanent City Manager. The consensus of the Council was the same. Interim City Manager Ron Whitlatch responded that he appreciated the support and would consider the position. Council directed Human Resources Manager Angela Solesbee and City Attorney Tre Kennedy to negotiate a contract.

12. Department Reports:

Interim City Manager Ron Whitlatch presented the Department Reports. There was an update on the Strategic Plan which will be on the Agenda for the October City Council meeting. There were no questions from Council.

ITEMS FROM COUNCIL

Mayor Jackola noted that he would be out of town for the September 11, 2024 City Council Meeting. Council President Steinhebel will conduct the meeting.

Councilor Ullfers stated he was please at the staffing levels of the Lebanon Police Department and was pleased with the reports received from the department. City Attorney Kennedy stated he contacted the police department as a downtown business owner and was very impressed with the response and handling of the call by the Community Services Officer.

PUBLIC/PRESS COMMENTS

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

There were no comments from the public or press.

NEXT SCHEDULED COUNCIL MEETING(S): August 28, 2024 Work Session
September 11, 2024 Regular Meeting

NEXT SCHEDULED COUNCIL MEETING(S): August 28, 2024 Work Session
September 11, 2024 Regular Meeting

ADJOURNMENT

The meeting adjourned at 7:37 PM.

Kenneth E. Jackola, Mayor

Michelle Steinhebel, Council President

Attested:

Julie Fisher, City Recorder



LEBANON CITY COUNCIL WORK SESSION MINUTES

August 28, 2024 at 12:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ulfers | Councilor Dave Workman

CALL TO ORDER WORK SESSION

The work session was called to order at 12:00 PM.

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Wayne Dykstra
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 Kim Ulfers
Councilor - Ward 2 Dave Workman
Council President - Ward 3 Michelle Steinhebel

ABSENT

Councilor - Ward 3 Jeremy Salvage

STAFF

Interim City Manager Ron Whitlatch
Finance Director Brandon Neish
Community and Economic Development Director Kelly Hart
City Recorder Julie Fisher
City Attorney Tre' Kennedy
IT Director Brent Hurst
IT Administrative Assistant Erin Gomez
HR Director Angela Solesbee

DISCUSSION ITEMS

1. 5-Year Budget Projection Discussion

Councilor Ulfers gave an update on former Mayor Paul Aziz.

Interim City Manager Ron Whitlatch began the 5-Year Budget Projection Discussion with objectives of the work session. The meeting addressed the structural deficit, identify causes, and report what the City has done to mitigate the deficit. The most current 5-year budget

projection was presented which showed the required 17% reserves in the beginning fund balance will not be met in FY 26. Next steps will include discussing the City Services Fee, messaging examples for the webpage, social media and print, and review samples of ordinances and resolutions.

Finance Director Brandon Neish explained the effects that Measures 5 and 50, increased personnel costs, PERS increases, capital maintenance projects, and inflation on good and services has affected the budget. Measure 5 limits property taxes to \$10 while Measure 50 limits growth to 3%. Meanwhile the City is experiencing an increase in expenditures at 8% per year. The distribution of property tax dollars was explained with only 29% going to the City. In 2023 the City spent more than were received in revenue. In response, the City eliminated 9.75 FTE, 8 which had direct impact on general fund dollars. Current staff levels are the minimum needed to be able to manage and maintain current levels of service.

During the City Council Work Session on April 24th, the City Council directed staff to begin researching a City Service Fee. The Council continued discussion on the City Service Fee and what impact that would have on the community. It was discussed 61 accounts are currently enrolled in the low-income utility relief program for a discount on their utility bills. Mayor Jackola stated he would like to see the fee implemented sooner than later and stated Council has had many discussions on the topic and done its due diligence. He stated he does not believe the community is in favor of reducing services such as the library and senior center. He suggested town hall meetings for community input. There was discussion from Council on whether the fee should be \$15 or \$18 per month. The \$15 per month fee would meet the deficit, but the \$18 per month fee would allow for a small amount of growth. It was noted the fee would be reviewed each year by the City Council during the State of the Utilities discussion, and the Budget Committee during the budget process. The fee could be adjusted according to need during those reviews.

It was noted that the City of Lebanon might be the only city that does not have an operation levy or service fee already in place and with the current financial projection, does not have a choice but to move forward with the fee or reduce services. Councilor Steinhebel requested large meter customers be contacted and receive advance notification in addition to the town hall meeting and additional outreach.

The meeting concluded with direction to staff to schedule town hall meetings for community input, send notifications to customers, complete the building structure and financial system set up, and be prepared to implement the City Services Fee January 2025. A work session to review prior to implementation was scheduled for October 23, 2024 at noon.

ADJOURN WORK SESSION

The work session adjourned at 1:30 PM.

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

Attested:

Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

MEMORANDUM

City Recorder's Office

To: Mayor Jackola and City Council
From: Donna Trippett, Deputy City Recorder
Subject: Amazing Thai Cuisine

Date: August 21, 2024

Amazing Thai Cuisine applied for a Full On-Premises, New Outlet Liquor License for their business at 693 S. Main Street.

The Police Chief, Fire Marshal, Building Official and Community Development Director reviewed the application and found no evidence to support a denial of this liquor license application.

Council Action:

Staff recommends that Council authorize a favorable recommendation to OLCC under the City Council Consent Calendar.



Instructions for Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city’s limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city’s limits, the local government is the county.

INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**
- **Section 2: Local government** completes Section 2 to prove acceptance of recommendation form and returns form to the applicant. **Applicant** may upload the accepted form with Sections 1 & 2 filled out to CAMP or wait until recommendation is made before submitting to OLCC via CAMP.
- **Section 3: Once recommendation is determined, local government** completes Section 3 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

Annual Liquor License Types	
Off-Premises Sales	Brewery
Limited On-Premises Sales	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, Caterer	Winery
Full On-Premises, Other Public Location	Wholesale Malt Beverage & Wine
Full On-Premises, For Profit Private Club	Warehouse
Full On-Premises, Non Profit Private Club	
Full On-Premises, Public Passenger Carrier	
Brewery Public House	



Local Government Recommendation – Liquor License

Section 1 – Submission - To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): WILAIRAT MAHASIRICHOKE

Proposed Trade Name: AMAZING THAI CUISINE

Premises Address: 693 S MAIN ST.

Ste:

City: LEBANON

County: LINN

Zip: 97355

Application Type: New License Application Change of Ownership Change of Location

License Type: FULL ON PREMISES SALES Additional Location for an Existing License

Application Contact Information

Contact Name: WILAIRAT MAHASIRICHOKE

Phone: 9715330611

Mailing Address: 17880 SW BRYAN WAY

City: BEAVERTON

State: OREGON

Zip: 97007

Email Address: AMAZINGTHAIPDX@GMAIL.COM

Business Details

Please check all that apply to your proposed business operations at this location:

- Manufacturing/Production at this location
- Retail Off-Premises Sales at this location
- Retail On-Premises Sales & Consumption at this location

If there will be On-Premises Consumption at this location:

- Indoor Consumption Outdoor Consumption
- Malt Beverage/Wine/Cider Consumption Distilled Spirits Consumption
- Proposing to Allow Minors

Section 1 Continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): WILAIRAT MAHASIRICHOKE

Proposed Trade Name: AMAZING THAI CUISINE

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



OREGON LIQUOR & CANNABIS COMMISSION
BUSINESS INFORMATION – LIQUOR LICENSE

Item # 5.

Applicant Name	WILAIRAT MAHASIRICHOKE
Trade Name	AMAZING THAI CUISINE
Premises Street Address	693 S MAIN ST. LEBANON OREGON 97355
License Type	FULL ON PREMISES SALES (OTHER PUBLIC LOCATION)

Business Contact	WILAIRAT MAHASIRICHOKE
Mailing Address	17880 SW BRYAN WAY BEAVERTON OREGON 97007
Phone Number	971 533 0611
Email Address	AMAZINGTHAIPDX@GMAIL.COM

Operating Hours

Day of Week	Open Time	Closed Time	Seasonal Variation	Explanation
MONDAY TO SATURDAY	11.00 AM	9.00 PM	Yes <input type="checkbox"/>	
SUNDAY	CLOSE	CLOSE		

Not open to the public or by appointment only

Seating

Restaurant Seating: 50 Outdoor Seating: NONE Other Seating: NONE

No On-Premises Consumption

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Karaoke
- Coin-operated Games
- Social Gaming
- Pool Tables
- Video Lottery Machines
- Nude Dancing
- Live Entertainment
- Minor Entertainers
- Minor Entertainers in an Area Prohibited to Minors
**Need prior OLCC approval
- Other:



OREGON LIQUOR & CANNABIS COMMISSION
ENTITY STRUCTURE REQUEST FORM

Item # 5.

Application Information:

Applicant Name (Entity)	Entity Type (LLC, Corp, LP, LLP)
AMAZING THAI CUISINE	Limited Liability Company (LLC)
Business Tradename	
AMAZING THAI CUISINE	

Limited Liability Company: Please list contact information for all 20% or more members and any managers of the entity below.

Corporation: Please list contact information for all officers, directors with 3% or more voting stock and individuals or entities holding 20% or more of the issued stock below.

*If an entity has 20% or more membership, or owns 20% or more stock in an entity applicant, they must submit an additional form with their entity structure information.

Entity Structure & Contact Information:

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
WILAIRAT MAHASIRICHOKE	Manager of LLC	80	
Mailing Address: 17880 SW BRYAN WAY	City: BEAVERTON	State: OR	Zip: 97007
Email: TALARAMAHA@GMAIL.COM	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
SIRICHAH MAHASIRICHOKE	Member 20% or more	20	
Mailing Address: 17880 SW BRYAN WAY	City: BEAVERTON	State: OR	Zip: 97007
Email: JEANIDATATA@GMAIL.COM	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
	Choose One or Type Multiple Titles		
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
	Choose One or Type Multiple Titles		
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
	Choose One or Type Multiple Titles		
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
	Choose One or Type Multiple Titles		
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

If you need additional space for your entity structure, please attach additional documentation with the membership and contact information of the persons/entities we are requesting.



INSTRUCTIONS

1. Your floor plan **MUST** be submitted on the Floor Plan Form below
2. Use a separate Floor Plan Form for each level or floor of the building. The floor plan(s) must show the specific areas of your premises.
3. Label areas i.e. dining area, bar, lounge, lottery, outside patio and sidewalk cafe areas.
4. Food Counters should be labeled as such, and not as a Bar. At a Food Counter, food service/consumption is the predominant activity. At a Bar, alcohol service/consumption is the predominant activity. Please label Food Counters and Bars accordingly.
5. Include all tables and chairs. (See Example below)
6. If you have an outdoor area, please show it in reference to the licensed building.
7. If you have sidewalk seating please contact your local government to see if a permit is required for use.
8. If this is a Food Cart Pod please label the floor plan where the alcohol will be served from, where food will be served, where the seating will be and any other food carts that are in the pod.

Please do not use complex architect drawings as your floor plan, unless they are clearly readable and show all the tables and chairs.

RESTAURANT EXAMPLE

OREGON LIQUOR & CANNABIS COMMISSION
FLOOR PLAN FORM

Your floor plan must be submitted on this form

Applicant Name: My Restaurant LLC Trade Name (if any): My Restaurant

Example:

Labels in diagram: KITCHEN, BAR, WAIT STATION, PATIO/DECK, SIDEWALK CAFE.

OLCC USE ONLY
MINOR POSTING ASSIGNMENT(S):

Date: _____ Initials: _____

Rev. 02/22

FOOD CART POD EXAMPLE

OREGON LIQUOR & CANNABIS COMMISSION
FLOOR PLAN FORM

Your floor plan must be submitted on this form

Applicant Name: Food Carts LLC Trade Name (if any): Everyday Food Cart Pod

Entrance

Labels in diagram: Food Cart, Seating, Fire Pit with Seating, Alcohol Cart.

OLCC USE ONLY
MINOR POSTING ASSIGNMENT(S):

Date: _____ Initials: _____

Rev. 02/22



FLOOR PLAN FORM

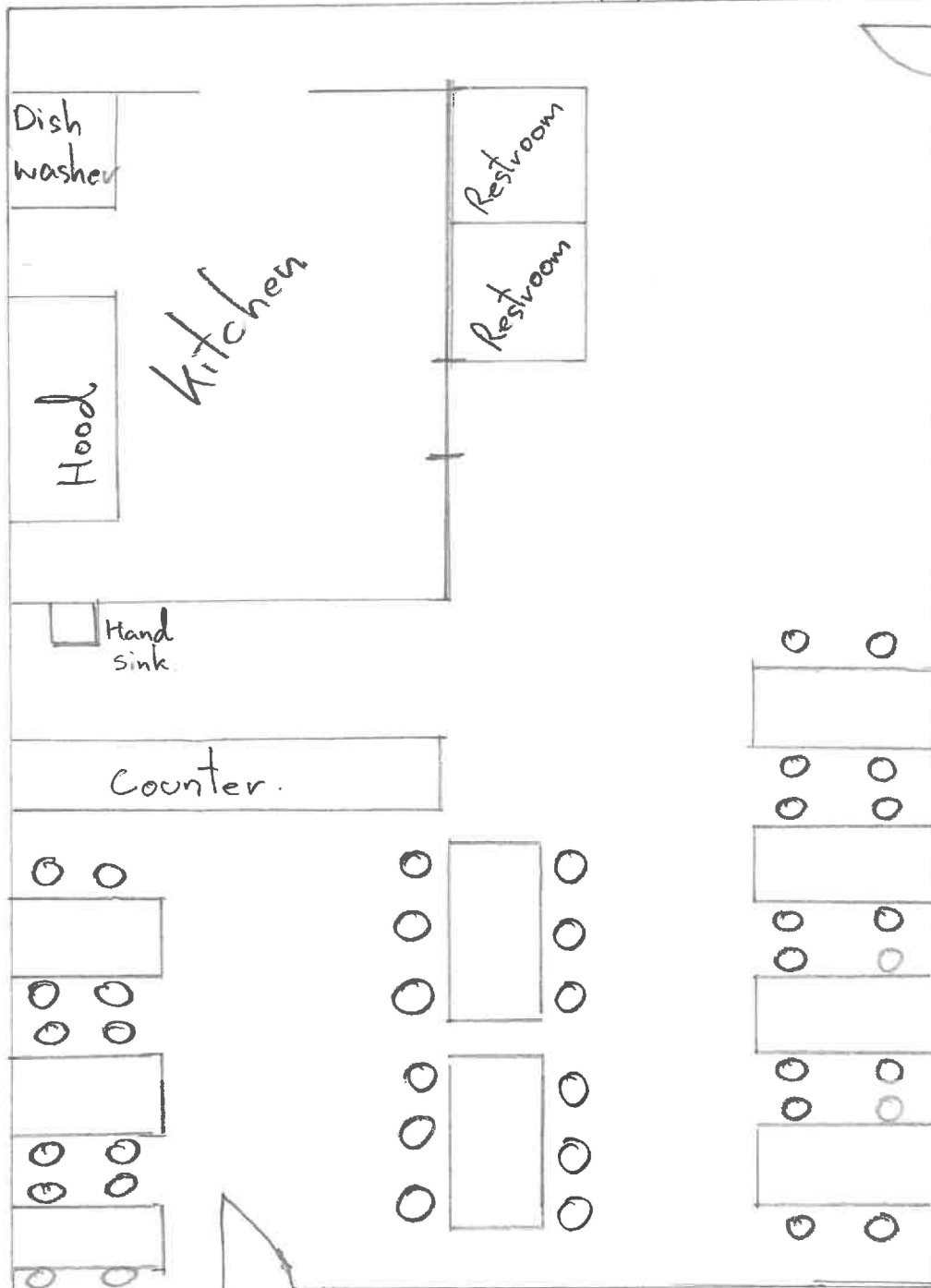
Your floor plan must be submitted on this form

Applicant Name WILAIRAT MAHASIRICHOKE

Trade Name (dba) AMAZING THAI CUISINE

Applicant Name

Trade Name (dba)



.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4923
www.lebanonoregon.gov

MEMORANDUM

Engineering Services

Date: August 30, 2024

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Approval to Advertise Project for Bids**
LINX Parking Lot - Paving
Project No. 23709

I. INTRODUCTION

In 2023, the city was awarded a grant from the Oregon Department of Transportation – Public Transportation Division – Agreement No. 35557 for the LINX Transit Secured Fleet Parking. City crews will be completing most of the work for the project as a match for the grant, with only the paving of the lot going out to bid. The current Engineer’s Estimate for the paving project is approximately \$150,000.00

II. RECOMMENDATION

I recommend that City Council pass a motion authorizing city staff to advertise the LINX Parking Lot Paving Project for bids. Staff will evaluate the bids and bring a recommendation to City Council for award.

Dear Mr. Jackola and Lebanon City Council members,

The American Dental Association (ADA) would like to express our support for continuing water fluoridation for the community of Lebanon, Oregon. The ADA, along with the American Academy of Pediatrics, American Medical Association, Centers for Disease Control and Prevention, World Health Organization, and almost every major health care organization recommend drinking fluoridated water.

Why? Because above and beyond the use of fluoridated toothpaste and rinses, communities with water fluoridation see an additional 25% reduction in tooth decay. Although children get the most benefit from fluoride (especially lower income kids), adults benefit as well. Poor oral health is still a problem in our country and can result in pain, infection, hospitalization, and loss of school and work hours.

In studies from Texas and Louisiana, towns that fluoridate had lower Medicaid dental treatment costs for children than similar towns that didn't. Research shows that fluoridated communities can save up to \$32 per person- per year in dental treatment costs.

Fluoride is a naturally occurring mineral found in soil, air, and all sources of water. In most places in the U.S., water needs just a little extra fluoride to reach a level where it reduces tooth decay (0.7 parts per million water). Over 75 years of research shows that fluoridation is socially equitable, safe, and effective. Most of the studies that opponents of fluoridation cite are from countries like China and India with very high naturally occurring levels of fluoride- many times higher than we find in the U.S.

Oral health is an important part of general health, and we hope that you will consider the health of your community as you make your decision.

I am attaching a copy of ADA's **Fluoridation Facts**, but please feel free to call on me if you have any questions. Thank you.

Sincerely,

Dr. Liz Lense

Elizabeth C. Lense, DDS, MSHA, FAAOMP

Health Equity and Prevention Programs

Council on Advocacy for Access and

Prevention Email: lensee@ada.org

American Dental Association Chicago, IL 60611 www.ada.org

From: Russinof, Hollis <HRussinof@aap.org>
Sent: Tuesday, August 27, 2024 8:24 AM
To: City Councilor Michelle Steinhebel <msteinhebel@ci.lebanon.or.us>
Subject: American Academy of Pediatrics Support for Community Water Fluoridation

Caution! This message was sent from outside your organization.

I am contacting you at the request of local health professionals regarding your upcoming consideration of community water fluoridation in Lebanon, Oregon.

The American Academy of Pediatrics supports community water fluoridation as a cost-effective means of preventing tooth decay throughout the lifespan and joins with other major medical and health organizations in advocating for this common-sense public health policy.

Many people don't realize that tooth decay, although preventable, is the most common chronic childhood disease, 5 times more common than asthma. All too often, it leads to countless hours out of school and work, needless pain and suffering, and costly visits to the emergency room.

We support community water fluoridation because it is backed by a solid base of scientific evidence and over 70 years of practice and because it is safe and effective.

Attached you will find our letter of support. We invite you to visit our website, ILikeMyTeeth.org, for additional information.

Respectfully submitted,

Hollis Russinof, MUPP
[American Academy of Pediatrics](#)
[Campaign for Dental Health](#)
[Section on Oral Health](#)
345 Park Boulevard
Itasca, Illinois 60143
630/626-6483
Pronouns: she/her/hers
My regular days at the Academy are Monday through Thursday.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Lebanon City Council
From: Kelly Hart, Community Development Director
Subject: North Gateway Urban Renewal Plan Amendment Correction

Date: August 20, 2024

I. INTRODUCTION

This is a council-approved amendment Correction to the North Gateway Urban Renewal Plan. The Agency approved this amendment correction by Resolution. It also requires approval by the City Council by ordinance.

II. CURRENT REPORT

In 2023, the Agency and City Council adopted a Council-Approved amendment to the North Gateway Urban Renewal Plan. The acreage added in that amendment was in excess of the amount that can be added through a Council-Approved amendment (one percent of the original acreage of the urban renewal area or 1.44 acres). We have reduced the boundary area to 1.435 acres and prepared an amendment to the Resolution passed by the Agency and an Ordinance passed by the City Council to reflect that reduction in the boundary.

III. RECOMMENDED ACTION

Staff recommends that the Lebanon City Council approve the Ordinance amending the North Gateway Urban Renewal Plan to correct the boundary area.

AN ORDINANCE MAKING CERTAIN) ORDINANCE BILL NO. 2024-8
DETERMINATIONS AND FINDINGS RELATING)
TO AND AMENDING ORDINANCE BILL NO.)
2023-07, ORDINANCE NO. 3002 APPROVING) ORDINANCE NO. 3024
THE NORTH GATEWAY URBAN RENEWAL)
PLAN AMENDMENT TO ADD PROPERTY)

WHEREAS, the Lebanon Urban Renewal Agency (the “Agency”), as the duly authorized and acting urban renewal agency of the City of Lebanon, Oregon, is proposing to undertake certain urban renewal activities in a designated area within the City pursuant to ORS Chapter 457; and

WHEREAS, the Agency amended the Plan via Resolution 2023-02 on April 12, 2023 and Ordinance Bill No. 2023-07 and Ordinance No. 3002 on April 12, 2023 by adding a project and right-of-way to help improve transportation access into and within the Area; and

WHEREAS, the Agency wishes to amend Exhibit A and Exhibit B of the North Gateway Urban Renewal Plan Amendment to reduce the boundary addition to comply with ORS 457.085((2)(i) which provides a limitation for adding acreage without a substantial amendment.

WHEREAS, after consideration of the record presented through this date, the City Council does by this Ordinance desire to amend Ordinance No. 3002.

NOW THEREFORE, THE COUNCIL OF THE CITY OF LEBANON HEREBY ORDAINS THAT:

Section 1. The Plan Amendment complies with all applicable requirements of ORS Chapter 457 and the North Gateway Urban Renewal Plan. The process for the adoption of the Plan Amendment, has been conducted in accordance with the applicable provisions of Chapter 457 of the Oregon Revised Statutes and all other applicable legal requirements.

Section 2. The North Gateway Urban Renewal Plan Amendment is hereby approved based upon review and consideration by the City Council of the Plan Amendment, which is hereby accepted, and the public testimony in the record.

Section 3. The City Manager shall forward forthwith to the Agency a copy of this Ordinance.

Section 4. The Agency shall thereafter cause a copy of the Plan Amendment to be recorded in the Records of Linn County, Oregon.

Adopted by the Lebanon City Council and executed by the Mayor on this 11th day of September, 2024 by a vote of ____yeas and ____nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, City Recorder

Attachments: Exhibit A – North Gateway Urban Renewal Plan Amendment
Exhibit B – Report on the North Gateway Urban Renewal Plan

Exhibit A. North Gateway Urban Renewal Plan Amendment

The North Gateway Urban Renewal Plan (“Plan”) is amended as follows:

The boundary of the Plan is adjusted by adding right of way. The boundary after the amendment is shown in Figure 2. The legal description is shown after the Figures.

Section I. **INTRODUCTION**

Changes to the North Gateway Plan are shown below:

2023 Addition of property and project to allow for Fifth Street improvements and Traffic Signalization. Council Approved Amendment.

Section II. **GOALS AND OBJECTIVES**

No change to this section. Goal 3, Objective 3C covers the added project.

Section III. **OUTLINE OF MAJOR URBAN RENEWAL PROJECT ACTIVITIES**

No change to this section. Transportation improvements covers the added project.

Section IV. **URBAN RENEWAL PROJECTS**

A. Transportation: Streets and Pedestrian Facilities

7. Fifth Street Improvements and Traffic Signal Installation

Re-construction of Fifth Street from Mary Street south (200 feet) of Tangent Street. This project will replace all city utilities (water, sanitary sewer, and storm sewer), failed roadway, curb and gutter, sidewalks, and railroad crossings. A major portion of the failure is attributed to the substantial increase in vehicular traffic associated with the on-going development within the North Gateway Urban Renewal District. This route also serves as the primary roadway to and from Pioneer School, the Lebanon Veterans Home Facility, and numerous additional businesses and residents. As per the City of Lebanon Transportation System Plan, the project will also include a signalized intersection at Fifth Street and Tangent Street (HWY 34).

Section V. **PROPERTY ACQUISITION AND DISPOSITION**

No change to this section.

Section VI. **RELOCATION METHODS**

No change to this section.

Section VII. **TAX INCREMENT FINANCING OF PLAN**

No change to this section.

Section VIII. **FUTURE AMENDMENTS TO PLAN**

No change to this section.

Section IX. **RELATIONSHIP TO LOCAL OBJECTIVES**

The added project is in conformance with the following sections of the Comprehensive Plan that are already cited in the Plan. They are re-cited here for ease of analysis. This section should not be replaced in the Plan as part of this amendment.

Chapter 5 – Population and Economy

Subsection 3.4.5 Transportation.

The transportation project assists with transportation access in the Area.

Chapter 7 – Community Friendly Development

Subsection 2.7.1 Connectivity and Personal Oriented Transportation Systems

“Community Friendly Development principles encourage the provision of safe and convenient ways for people to walk, bike, and connect to transit. A well connected street network provides more than one route between important destinations. Important elements of Community Friendly Development include: routing heavy traffic around residential neighborhoods; slowing traffic in areas of high pedestrian traffic; and, creating

more aesthetically pleasing transportation environments for those who walk or bike.

Compact mixed-use development with highly connective street patterns can provide many

benefits of Community Friendly Development.”

Finding: The transportation project assists with slowing traffic in areas of high pedestrian traffic in the Area.

Chapter 8 – Transportation

G-1: Developing and maintaining a well-planned, comprehensive transportation system that balances the needs of future land development with a system that serves all users.

G-2: Providing a transportation policy plan as a guide for development of a systematic network of traffic ways related to the patterns and needs of community activity.

G-3: Promoting connectivity and efficient multi-modal access within and between developments and neighborhoods.

G-4: Promoting efficient access to land development and maintaining operational levels of traffic flow in terms of safety, capacity, functional classification, and performance standards.

Finding: The transportation project assists with transportation access, management and safety in the Area.

A. Transportation Systems Plan

Goal 1: Transportation System Level of Service

Preserve the function, capacity, level of service, and safety of roadway facilities in the City of Lebanon.

Objectives:

- Improve connectivity throughout the city to reduce traffic demand on major arterials and key collectors.

Finding: The Plan relates to Goal 1 of the TSP as the infrastructure improvements will improve the connectivity in the Area.

Goal 2: Multimodal Transportation System

Integrate automobiles with other transportation modes to develop a multi-modal transportation system.

Objectives:

- Identify areas of conflict between trucks, automobiles, air traffic, bicyclists, rail traffic and pedestrians, particularly in residential areas, and create improvements that reduce those and other potential conflicts.
- Coordinate multimodal system integration between automobiles, trucks, air traffic, rail, transit and non-motorized modes (bicycles and pedestrians).

Finding: The Plan relates to Goal 2 of the TSP as the infrastructure improvements will improve the multi-modal transportation system in the Area.

Goal 3: Mobility and Safety

Enhance transportation mobility and safety on the local street system.

Objectives:

- Improve safety in neighborhoods and locations adjacent to schools and other activity centers.

Finding: The Plan relates to Goal 3 of the TSP. The transportation project assists with transportation access, management and safety in the Area.

EXHIBIT A



AKS ENGINEERING & FORESTRY
 12965 SW Herman Road, Suite 100, Tualatin, OR 97062
 P: (503) 563-6151 F: (503) 563-6152

City of Lebanon Urban Renewal Area Description

A portion of road rights-of-way, located in the Northeast One-Quarter of Section 10, Township 12 South, Range 2 West, City of Lebanon, Linn County, Oregon, and being more particularly described as follows:

Beginning at a point on the east right-of-way line of Fifth Street, which bears North 72.00 feet from the southwest corner of Partition Plat No. 1992-21 (said southwest corner also being the intersection of the north right-of-way line of Tangent Street and the east right-of-way line of Fifth Street) (Assessor's Map 12S.02W.10AB);

1. Thence leaving said east right-of-way line, at a right angle, Westerly 60 feet, more or less, to the west right-of-way line of Fifth Street (Assessor's Map 12S.02W.10AB);
2. Thence along said west right-of-way line, Northerly 1,042 feet, more or less, to the north right-of-way line of Mary Street (Assessor's Map 12S.02W.10AB);
3. Thence along said north right-of-way line, Easterly 60 feet, more or less, to said east right-of-way line of Fifth Street (Assessor's Map 12S.02W.10AB);
4. Thence along said east right-of-way line, Southerly 1,042 feet, more or less, to the Point of Beginning.

The above described tract of land contains 1.435 acres, more or less.

7/24/2024

**REGISTERED
 PROFESSIONAL
 LAND SURVEYOR**

Michael S. Kalina

**OREGON
 JANUARY 12, 2016
 MICHAEL S. KALINA
 89558PLS**

RENEWS: 6/30/25

Exhibit B. Report on North Gateway Plan Amendment 2023

I. INTRODUCTION

No change to this section.

II. EXISTING PHYSICAL, SOCIAL AND ECONOMIC CONDITIONS AND IMPACT ON MUNICIPAL SERVICES

The amendment adds 1.44 acres of public right of way to allow for intersection improvements at Fifth Street and Tangent Street.

III. REASONS FOR SELECTION OF EACH URBAN RENEWAL AREA IN THE PLAN

This information pertains to the right of way added in the 2023 amendment:

Fifth Street is a key entry way into the District. The intersection of Fifth Street and Tangent Street needs to be improved. A major portion of the failure is attributed to the substantial increase in vehicular traffic associated with the on-going development within the North Gateway Urban Renewal District. This route also serves as the primary roadway to and from Pioneer School, the Lebanon Veterans Home Facility, and numerous additional businesses and residents. As per the City of Lebanon Transportation System Plan, the project will also include a signalized intersection at Fifth Street and Tangent Street (HWY 34).

IV. THE RELATIONSHIP BETWEEN URBAN RENEWAL PROJECTS AND THE EXISTING CONDITIONS IN THE URBAN RENEWAL AREA

Project: Fifth Street Improvements and Traffic Signal Installation

Re-construction of Fifth Street from Mary Street south (200 feet) of Tangent Street. This project will replace all City utilities (water, sanitary sewer, and storm sewer), failed roadway, curb and gutter, sidewalks, and railroad crossings.

Existing conditions: A major portion of the failure is attributed to the substantial increase in vehicular traffic associated with the on-going development within the North Gateway Urban Renewal District. This route also serves as the primary roadway to and from Pioneer School, the Lebanon Veterans Home Facility, and numerous additional businesses and residents. As per the City of Lebanon Transportation System Plan, the

project will also include a signalized intersection at Fifth Street and Tangent Street (HWY 34).

V. THE ESTIMATED TOTAL COST OF EACH PROJECT AND THE SOURCES OF MONEYS TO PAY SUCH COSTS

The cost of this project is estimated to be \$4,350,000 in 2023\$.

VI. THE ANTICIPATED COMPLETION DATE FOR EACH PROJECT

The design for this project would begin early 2024, construction start early 2025, and completion early 2026.

VII. THE ESTIMATED AMOUNT OF TAX INCREMENT REVENUES REQUIRED AND THE ANTICIPATED YEAR IN WHICH INDEBTEDNESS WILL BE RETIRED

This project does not impact the financial analysis. No increased maximum indebtedness is being requested.

VIII. FINANCIAL ANALYSIS OF THE PLAN

This project does not impact the financial analysis. No increased maximum indebtedness is being requested.

IX. IMPACT OF THE TAX INCREMENT FINANCING, BOTH UNTIL AND AFTER THE INDEBTEDNESS IS REPAYED, UPON ALL ENTITIES LEVYING TAXES UPON PROPERTY IN THE URBAN RENEWAL AREA

This project does not impact the financial analysis. No increased maximum indebtedness is being requested.

X. RELOCATION REPORT

There is no relocation required with this transportation project.

XI. COMPLIANCE WITH STATUTORY LIMITS ON ASSESSED VALUE AND SIZE OF URBAN RENEWAL AREA

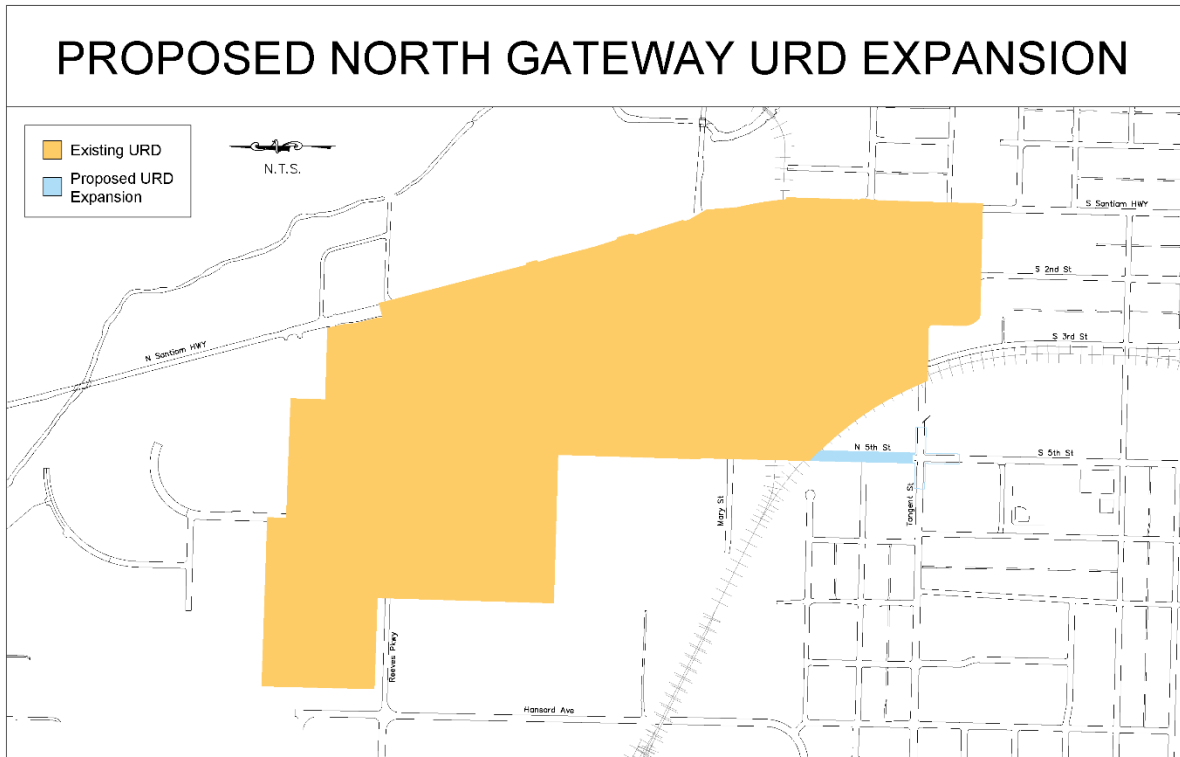
The assessed value and acreage percentage to total Lebanon values is shown in Table 1. The city may have up to 25% of assessed value and acreage in urban renewal areas. This amendment complies with that restriction.

Table 1 - Assessed Value to Acreage

Urban Renewal Area	Frozen Base Assessed Value	Acreage	Excess Value
<i>Mill Race</i>	\$461,679	51.45	\$7,672,282
<i>Northwest Lebanon</i>	\$9,993,375	570.15	\$56,500,000
<i>North Gateway</i>	\$8,365,939	144.16	\$59,426,555
<i>North Gateway added acreage</i>		1.44	
<i>Cheadle Lake</i>	\$23,872,086	295.45	\$28,783,420
<i>Downtown</i>	\$25,048,733	51.3	\$2,754,907
TOTAL: (A)	\$67,741,812	1,114.82	\$155,137,164
<i>City of Lebanon (B)</i>	\$1,523,074,828	4,609.01	
<i>Excess value (C)</i>	\$168,343,720		
<i>City AV minus Excess Value</i>	\$1,354,731,108		
<i>Percentages</i>	5.0%	24.17%	
	A/(B-C)	A/B	

Assessed Value information is from Linn County Assessor FY 2023/24 data. Acreage provided by City of Lebanon.

Figure 1 – North Gateway Urban Renewal Area showing property to be added.



Source: City of Lebanon



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Lebanon Urban Renewal Agency
From: Kelly Hart, Community Development Director
Subject: North Gateway Urban Renewal Plan

Date: August 20, 2024

I. INTRODUCTION

This is a Council-approved amendment to the North Gateway Urban Renewal Plan. The process for a Council Approved Amendment is approval by the Lebanon Urban Renewal Agency (Agency) by resolution and approval by the City Council by an ordinance.

II. CURRENT REPORT

In 2023, the Agency and City Council adopted a Council-Approved amendment to the North Gateway Urban Renewal Plan. The acreage added in that amendment was in excess of the amount that can be added through a Council-Approved amendment (one percent of the original acreage of the urban renewal area or 1.44 acres). We have reduced the boundary area to 1.435 acres and prepared an amendment to the Resolution passed by the Agency and an Ordinance passed by the City Council to reflect that reduction in the boundary.

III. RECOMMENDED ACTION

Staff recommends that the Lebanon Urban Renewal Agency approve the Resolution amending the North Gateway Urban Renewal Plan to correct the boundary area.

A RESOLUTION OF THE LEBANON URBAN RENEWAL AGENCY AMENDING RESOLUTION NO. 2023-02 AUTHORIZING A COUNCIL-APPROVED AMENDMENT TO THE NORTH GATEWAY URBAN RENEWAL DISTRICT’S BOUNDARY) RESOLUTION NO. 2024-23

WHEREAS, the Lebanon City Council adopted the North Gateway Urban Renewal Plan (“Plan”) on September 10, 2008, through Ordinance No. 2759 and Ordinance Bill No. 10 for 2008; and

WHEREAS, the Agency amended the Plan via Resolution 2023-02 on April 12, 2023 and Ordinance Bill No. 2023-07 and Ordinance No. 3002 on April 12, 2023 by adding a project and right-of-way to help improve transportation access into and within the Area; and

WHEREAS, the Agency wishes to amend Exhibit A and Exhibit B of the previously adopted North Gateway Urban Renewal Plan Amendment to reduce the boundary addition to comply with ORS 457.085((2)(i) which provides a limitation for adding acreage without a substantial amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE LEBANON URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. The Agency hereby approves the Amendment to the Council Approved Amendment attached hereto as Exhibit A, and the revised legal description attached hereto as Exhibit B, which amend the North Gateway Urban Renewal Plan.

Section 2. This resolution is effective immediately upon the effective date of Ordinance No. 3024, Ordinance Bill No. 2024-8, approving an amendment to the Council Approved Amendment Correction to the North Gateway Urban Renewal Plan Amendment.

Section 3. This resolution and legal description of the resulting North Gateway Urban Renewal Area will be transmitted to the Linn County Assessor.

Passed by the Lebanon Urban Renewal Agency and executed by the Chair on this 11th day of September, 2024 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Chair
Michelle Steinhebel, Council President

ATTEST:

Julie Fisher, City Recorder

Attachments:

Exhibit A. North Gateway Urban Renewal Plan Amendment

Exhibit B. Report on North Gateway Urban Renewal Plan Amendment

Exhibit A. North Gateway Urban Renewal Plan Amendment

The North Gateway Urban Renewal Plan (“Plan”) is amended as follows:

The boundary of the Plan is adjusted by adding right of way. The boundary after the amendment is shown in Figure 2. The legal description is shown after the Figures.

Section I. **INTRODUCTION**

Changes to the North Gateway Plan are shown below:

2023 Addition of property and project to allow for Fifth Street improvements and Traffic Signalization. Council Approved Amendment.

Section II. **GOALS AND OBJECTIVES**

No change to this section. Goal 3, Objective 3C covers the added project.

Section III. **OUTLINE OF MAJOR URBAN RENEWAL PROJECT ACTIVITIES**

No change to this section. Transportation improvements covers the added project.

Section IV. **URBAN RENEWAL PROJECTS**

A. Transportation: Streets and Pedestrian Facilities

7. Fifth Street Improvements and Traffic Signal Installation

Re-construction of Fifth Street from Mary Street south (200 feet) of Tangent Street. This project will replace all city utilities (water, sanitary sewer, and storm sewer), failed roadway, curb and gutter, sidewalks, and railroad crossings. A major portion of the failure is attributed to the substantial increase in vehicular traffic associated with the on-going development within the North Gateway Urban Renewal District. This route also serves as the primary roadway to and from Pioneer School, the Lebanon Veterans Home Facility, and numerous additional businesses and residents. As per the City of Lebanon Transportation System Plan, the project will also include a signalized intersection at Fifth Street and Tangent Street (HWY 34).

Section V. **PROPERTY ACQUISITION AND DISPOSITION**

No change to this section.

Section VI. **RELOCATION METHODS**

No change to this section.

Section VII. **TAX INCREMENT FINANCING OF PLAN**

No change to this section.

Section VIII. **FUTURE AMENDMENTS TO PLAN**

No change to this section.

Section IX. RELATIONSHIP TO LOCAL OBJECTIVES

A. Comprehensive Plan

The added project is in conformance with the following sections of the Comprehensive Plan that are already cited in the Plan. They are re-cited here for ease of analysis. This section should not be replaced in the Plan as part of this amendment.

Chapter 5 – Population and Economy

Subsection 3.4.5 Transportation.

The transportation project assists with transportation access in the Area.

Chapter 7 – Community Friendly Development

Subsection 2.7.1 Connectivity and Personal Oriented Transportation Systems

“Community Friendly Development principles encourage the provision of safe and convenient ways for people to walk, bike, and connect to transit. A well connected street network provides more than one route between important destinations. Important elements of Community Friendly Development include: routing heavy traffic around residential neighborhoods; slowing traffic in areas of high pedestrian traffic; and, creating more aesthetically pleasing transportation environments for those who walk or bike.

Compact mixed-use development with highly connective street patterns can provide many benefits of Community Friendly Development.”

Finding: The transportation project assists with slowing traffic in areas of high pedestrian traffic in the Area.

Chapter 8 – Transportation

G-1: Developing and maintaining a well-planned, comprehensive transportation system that balances the needs of future land development with a system that serves all users.

G-2: Providing a transportation policy plan as a guide for development of a systematic network of traffic ways related to the patterns and needs of community activity.

G-3: Promoting connectivity and efficient multi-modal access within and between developments and neighborhoods.

G-4: Promoting efficient access to land development and maintaining operational levels of traffic flow in terms of safety, capacity, functional classification, and performance standards.

Finding: The transportation project assists with transportation access, management and safety in the Area.

B. Transportation Systems Plan

Goal 1: Transportation System Level of Service

Preserve the function, capacity, level of service, and safety of roadway facilities in the City of Lebanon.

Objectives:

- Improve connectivity throughout the city to reduce traffic demand on major arterials and key collectors.

Finding: The Plan relates to Goal I of the TSP as the infrastructure improvements will improve the connectivity in the Area.

Goal 2: Multimodal Transportation System

Integrate automobiles with other transportation modes to develop a multi-modal transportation system.

Objectives:

- Identify areas of conflict between trucks, automobiles, air traffic, bicyclists, rail traffic and pedestrians, particularly in residential areas, and create improvements that reduce those and other potential conflicts.
- Coordinate multimodal system integration between automobiles, trucks, air traffic, rail, transit and non-motorized modes (bicycles and pedestrians).

Finding: The Plan relates to Goal 2 of the TSP as the infrastructure improvements will improve the multi-modal transportation system in the Area.

Goal 3: Mobility and Safety

Enhance transportation mobility and safety on the local street system.

Objectives:

- Improve safety in neighborhoods and locations adjacent to schools and other activity centers.

Finding: The Plan relates to Goal 3 of the TSP. The transportation project assists with transportation access, management and safety in the Area.

EXHIBIT A



AKS ENGINEERING & FORESTRY
 12965 SW Herman Road, Suite 100, Tualatin, OR 97062
 P: (503) 563-6151 F: (503) 563-6152

City of Lebanon Urban Renewal Area Description

A portion of road rights-of-way, located in the Northeast One-Quarter of Section 10, Township 12 South, Range 2 West, City of Lebanon, Linn County, Oregon, and being more particularly described as follows:

Beginning at a point on the east right-of-way line of Fifth Street, which bears North 72.00 feet from the southwest corner of Partition Plat No. 1992-21 (said southwest corner also being the intersection of the north right-of-way line of Tangent Street and the east right-of-way line of Fifth Street) (Assessor's Map 12S.02W.10AB);

1. Thence leaving said east right-of-way line, at a right angle, Westerly 60 feet, more or less, to the west right-of-way line of Fifth Street (Assessor's Map 12S.02W.10AB);
2. Thence along said west right-of-way line, Northerly 1,042 feet, more or less, to the north right-of-way line of Mary Street (Assessor's Map 12S.02W.10AB);
3. Thence along said north right-of-way line, Easterly 60 feet, more or less, to said east right-of-way line of Fifth Street (Assessor's Map 12S.02W.10AB);
4. Thence along said east right-of-way line, Southerly 1,042 feet, more or less, to the Point of Beginning.

The above described tract of land contains 1.435 acres, more or less.

7/24/2024

**REGISTERED
 PROFESSIONAL
 LAND SURVEYOR**

Michael S. Kalina

**OREGON
 JANUARY 12, 2016
 MICHAEL S. KALINA
 89558PLS
 RENEWS: 6/30/25**

Exhibit B. Report on North Gateway Plan Amendment 2023

I. INTRODUCTION

No change to this section.

II. EXISTING PHYSICAL, SOCIAL AND ECONOMIC CONDITIONS AND IMPACT ON MUNICIPAL SERVICES

The amendment adds 1.44 acres of public right of way to allow for intersection improvements at Fifth Street and Tangent Street.

III. REASONS FOR SELECTION OF EACH URBAN RENEWAL AREA IN THE PLAN

This information pertains to the right of way added in the 2023 amendment:

Fifth Street is a key entry way into the District. The intersection of Fifth Street and Tangent Street needs to be improved. A major portion of the failure is attributed to the substantial increase in vehicular traffic associated with the on-going development within the North Gateway Urban Renewal District. This route also serves as the primary roadway to and from Pioneer School, the Lebanon Veterans Home Facility, and numerous additional businesses and residents. As per the City of Lebanon Transportation System Plan, the project will also include a signalized intersection at Fifth Street and Tangent Street (HWY 34).

IV. THE RELATIONSHIP BETWEEN URBAN RENEWAL PROJECTS AND THE EXISTING CONDITIONS IN THE URBAN RENEWAL AREA

Project: Fifth Street Improvements and Traffic Signal Installation

Re-construction of Fifth Street from Mary Street south (200 feet) of Tangent Street. This project will replace all city utilities (water, sanitary sewer, and storm sewer), failed roadway, curb and gutter, sidewalks, and railroad crossings.

Existing conditions: A major portion of the failure is attributed to the substantial increase in vehicular traffic associated with the on-going development within the North Gateway Urban Renewal District. This route also serves as the primary roadway to and from Pioneer School, the Lebanon Veterans Home Facility, and numerous additional businesses and residents. As per the City of Lebanon Transportation System Plan, the project will also include a signalized intersection at Fifth Street and Tangent Street (HWY 34).

V. THE ESTIMATED TOTAL COST OF EACH PROJECT AND THE SOURCES OF MONEYS TO PAY SUCH COSTS

The cost of this project is estimated to be \$4,350,000 in 2023\$.

VI. THE ANTICIPATED COMPLETION DATE FOR EACH PROJECT

The design for this project would begin in early 2024, construction would start in early 2025, and completion is projected in early 2026.

VII. THE ESTIMATED AMOUNT OF TAX INCREMENT REVENUES REQUIRED AND THE ANTICIPATED YEAR IN WHICH INDEBTEDNESS WILL BE RETIRED

This project does not impact the financial analysis. No increased maximum indebtedness is being requested.

VIII. FINANCIAL ANALYSIS OF THE PLAN

This project does not impact the financial analysis. No increased maximum indebtedness is being requested.

IX. IMPACT OF THE TAX INCREMENT FINANCING, BOTH UNTIL AND AFTER THE INDEBTEDNESS IS REPAYED, UPON ALL ENTITIES LEVYING TAXES UPON PROPERTY IN THE URBAN RENEWAL AREA

This project does not impact the financial analysis. No increased maximum indebtedness is being requested.

X. RELOCATION REPORT

There is no relocation required with this transportation project.

XI. COMPLIANCE WITH STATUTORY LIMITS ON ASSESSED VALUE AND SIZE OF URBAN RENEWAL AREA

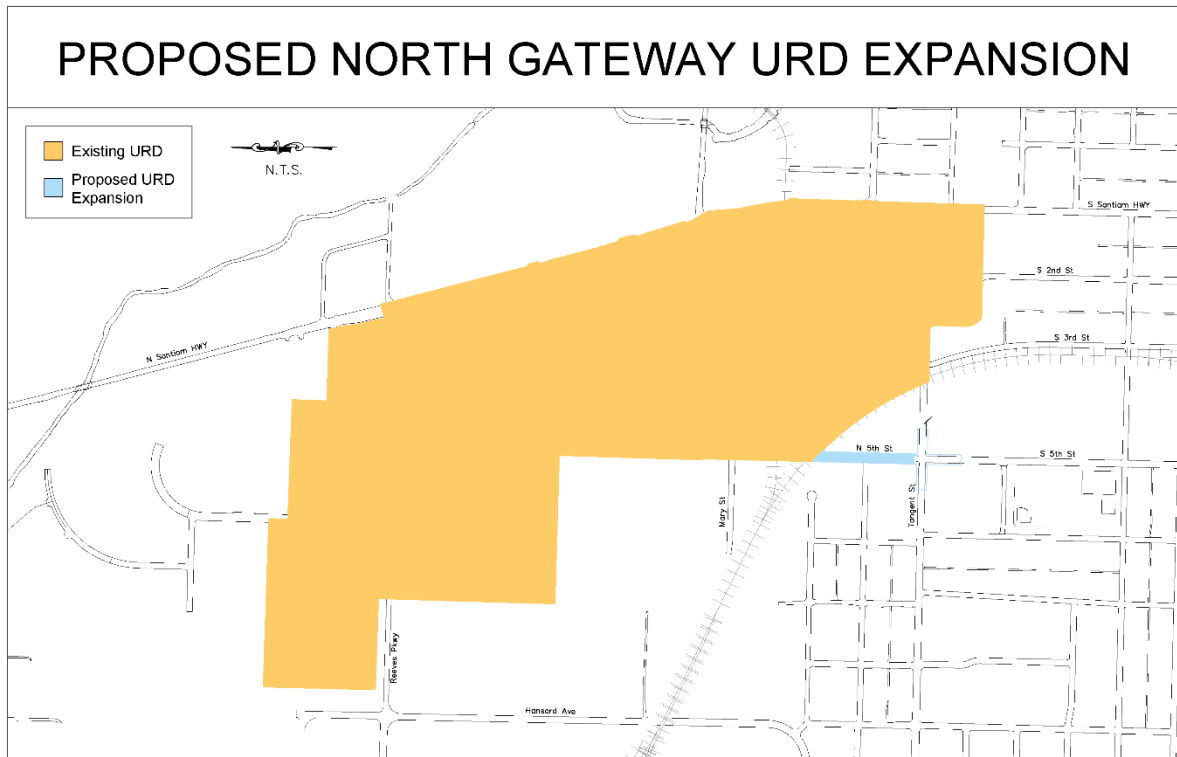
The assessed value and acreage percentage to total Lebanon values is shown in Table 1. The city may have up to 25% of assessed value and acreage in urban renewal areas. This amendment complies with that restriction.

Table 1 - Assessed Value to Acreage

Urban Renewal Area	Frozen Base Assessed Value	Acreage	Excess Value
Mill Race	\$461,679	51.45	\$7,672,282
Northwest Lebanon	\$9,993,375	570.15	\$56,500,000
North Gateway	\$8,365,939	144.16	\$59,426,555
North Gateway added acreage		1.44	
Cheadle Lake	\$23,872,086	295.45	\$28,783,420
Downtown	\$25,048,733	51.3	\$2,754,907
TOTAL: (A)	\$67,741,812	1,114.82	\$155,137,164
City of Lebanon (B)	\$1,523,074,828	4,609.01	
Excess value (C)	\$168,343,720		
City AV minus Excess Value	\$1,354,731,108		
Percentages	5.0%	24.17%	
	A/(B-C)	A/B	

Assessed Value information is from Linn County Assessor FY 2023/24 data. Acreage provided by City of Lebanon.

Figure 1 – North Gateway Urban Renewal Area showing property to be added.



Source: City of Lebanon



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MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Non-Profit Affordable Housing Tax Exemption Discussion

Date: August 29, 2024

I. INTRODUCTION

In March 2024, Crossroads Communities requested the City Council consider adopting an ordinance establishing the non-profit-owned affordable housing tax exemption as established under Oregon Revised Statute (ORS) 307.540 to 307.548. The Council requested that staff provide a report on the number of potential properties that could utilize this exemption and the likely financial impact. A report was provided at the April City Council meeting, and the Council discussed the merits of the request. After the discussion, the Council directed staff to table the discussion for later in the year after the budget process was completed.

II. CURRENT REPORT

Below is the same information included in the previous report provided in April.

There are several different tax abatement programs available for income-restricted affordable housing developments, including but not limited to:

- Low-Income Special Assessment Program, which lowers the tax rate for properties with affordability covenants for income-restricted housing units
- Agricultural Workforce Housing Exemption Program, which lowers or exempts the tax rate based on expenses associated with providing services and operations of an affordable housing development restricted to agricultural workers
- Essential Community Provider Long-Term Care Facility, which exempts the tax rate for facilities that provide assisted living for income-restricted residents
- ORS 307.092 exempts taxes for property owned by a housing authority (Linn-Benton Housing Authority)
- Special Legislative Action providing tax exemption for single property status for some time; and
- *Non-profit tax exemption for affordable housing developments owned by non-profit organizations.*

Some exemptions are authorized by legislative action or State statute, while others require the City to authorize by Ordinance. The requested program would be an additional tool to provide affordable housing tax abatement for Lebanon and is required to be adopted by Ordinance.

Based on research and corroboration with the County, eleven affordable housing developments are known in the city, each utilizing an existing tax abatement program. Three maintain total tax exemption; however, one property’s exemption expires in 2028. Eight properties have a lower tax assessment utilizing one of the abovementioned programs.

Three of the eleven properties would be eligible for property tax exemption utilizing the requested program. One property currently maintains property tax exemption status under a different program and does not pay property taxes, resulting in no additional fiscal impact under the new program. For the remaining two programs, below is the current property tax contribution:

	Property #1	Property #2
Lebanon City	3,327.20	8,432.97
Northwest URD	407.86	1,033.75
Cheadle Lake URD	256.90	651.12
North Gateway URD	442.47	1,121.47
Downtown URD	26.50	67.17
Mill Race URD	71.90	182.23
City Bond	778.07	1,972.07
TOTAL	\$6,010.27	13,460.78

The current fiscal impact to the City across all funds would be approximately \$20,000, with an approximate \$12,000 annual impact to the General Fund. If the program was adopted, it may be available to other non-profit organizations that choose to develop or own income-restricted housing properties.

In a review of other cities, the City of Albany adopted this tax exemption program in 1993. Since its adoption 30 years ago, the program has been utilized for nine properties. Anecdotally, in speaking with the County Assessor’s Office, the requested tax exemption program is not widely used compared to the other tax abatement programs available.

Finally, this action could also count toward implementing the Housing Production Strategy, specifically Action Item 2.1: Evaluate the feasibility of a property tax incentive to support the development of key housing types.

III. RECOMMENDED ACTION

Receive and file the report and provide staff with direction.



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MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, Interim City Manager
Subject: **Administration Update – August 2024**

Date: August 29, 2024

- Mayor Jackola and several Staff members met with a solar consultant to get more information about a potential City Solar Project. The initial findings indicate that a solar project would benefit the City by substantially reducing current power costs. A City Council Work Session is being proposed for October 23rd to provide additional details.
- We are continuing to move forward with possibly relocating the City Council Chambers to the Library Community Room. We are getting pricing for a new dais and the needed IT improvements for the proposed meeting room, and we hope to provide an update to the City Council in October.
- The Five-Year Strategic Action plan is continuing to move forward. A survey was sent to all City Staff to participate in the Strategic Planning Process. We will also be holding multiple small focus groups on September 10th to obtain additional ideas and feedback for the Plan.
- After the City Council Work Session for a City Services Fee, Staff will prepare for the upcoming town Hall Meeting in October. We will also continue to refine the Ordinance, Resolution, and messaging. More discussion about the process will take place at the September City Council Meeting.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.
- Mayor Jackola, Jason Williams, and I attended a virtual meeting with Representatives Helm and Owens (Co-Chairs of the Natural Resources and Water Infrastructure Committee) to discuss the City's need for Wastewater funding to complete several large and expensive projects that the preliminary master planning process has identified. We will continue to engage with our elected officials as they approach the upcoming Legislative Session.
- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- Continue to participate in the Department of Land Conservation and Development's completion of Linn County's Natural Hazards Mitigation Plan update. This plan

includes updates for all cities in Linn County and will be presented to the City Council for approval in 2025.

- We are currently working on a new agreement with Lebanon Farmers Market to move their location to the Holiday Station at the corner of Park and Oak Streets. The goal is to have this in place by 2025.
- Mayor Jackola, Jason Williams, Brandon Neish, and I met with the Governors Regional Solution Team (RST) on August 6th. We toured the Wastewater Plant, Champion Mill Site, and potential solar installation sites. The RST helps local jurisdictions navigate funding opportunities and challenges associated with Capital Projects and regulatory issues.
- Kelly Hart and I meet twice a month with Susan Patterson from the Oregon Cascades West Council of Governments to identify grant opportunities that could benefit the City. To date, we are working on funding opportunities to support the wastewater plant projects, water service line replacements, street projects, and any other projects that could benefit the city.



MEMORANDUM

City Recorder's Office

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Department Report

CURRENT REPORT: August 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for August 14, 2024 City Council meeting and Joint Planning Commission Work Session.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) 2024-22 Parking Restrictions on Elmore Street
- Ordinances: (1) #3023 LMC Chapter 3.04 Code Amendments
- Press Releases: (3) Natural Mitigation Plan Input Requested, Construction Notice
- Public Meeting Notices: (4) City Council Regular Meeting, Library Advisory Committee, Joint CC and PC Work Session, City Council Work Session
- Documents added to ORMS: 211 documents in the last 30 days.
- Public Records Request: (2) lchatar@samrprocure.com, sgmiller@aeiconsultants.com
- Records Destruction Certification: (5) Police Department, Court, City Recorder
- Liquor Licenses Processed: (1) Amazing Thai
- Contact Us Submissions: (4) The City Recorder's office responded to multiple requests from questions regarding parking, noise complaints, road striping and nuisance cats
- Social Media: City Facebook from July 15 – August 14
 Facebook Followers = 4,420
 Facebook New Followers = 21
 Facebook Post Reach = 2.335
- City Website: 8,600 Total Users (visited the website) with 7,700 Views from July 15- August 14
 Top Four Webpages Visited: Home Page, Library, Utility Payment, Search
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring.
- Tracked and archived deeds, easements, and rights of way
- Elections: The Electronic Voters' Pamphlet has been posted on the website and shared to social media.



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MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Community Development Department City Manager Report Updates

Date: July, 2024

Planning:

- The August Planning Commission meeting was canceled due to a lack of agenda items, and the September Planning Commission meeting will include public hearings to consider three applications.
- In August, one project was approved administratively:
 - VAR-24-08 for a Class II Variance to approve a rear yard setback variance for a property on Dodge Street.
- There are currently three land use applications under review:
 - AR-24-05 for the development of a one-story, 28-unit apartment complex for the property at 377 Vaughan Lane (application scheduled for public hearing in September)
 - A-24-02 for the annexation of the property at 785 W B Street, including public right-of-way (application scheduled for public hearings in September and October)
 - S-24-04 for a 35-lot subdivision at 5th Steet and Joy Street (public hearing scheduled in September)
- FEMA Floodplain-Endangered Species Act Updates – Starting in July 2024, FEMA began coordinating with participating National Flood Insurance Program communities (Lebanon included) to identify how to meet the new requirements of the Endangered Species Act. The new requirements are to collectively meet a “no net loss” standard of three critical natural floodplain functions: flood storage, water quality, and riparian vegetation. Simply put, this will add another layer of regulation similar to wetland mitigation to restrict development in the floodplain to preserve habitat for endangered species. In the coming months, once the model ordinance is finalized, the City will need to choose how to implement the program: adoption of the model ordinance or evaluation of each proposal on a permit-by-permit basis. Staff continues to obtain training on the topic and evaluate the impact on staff time and the expertise needed to implement the new program to determine the best path forward.
- City Legislative Efforts: Bi-weekly meetings continue to be held with Sean Tate to discuss strategy. The following are the major legislative initiatives:
 - Developed exhibits for WWTP discussions to demonstrate funding needs in this biennium.

- Identified strategies to leverage funding from federal partners for solar projects and the WWTP funding.
 - Discussed implications of the FEMA floodplain regulations on housing productions and how that impacts our discussions with the legislators.
 - We began discussions in preparation for the September legislative days.
- **Strategic Planning Update:** An organization-wide survey has been sent to all city staff to provide input on the organization's themes, mission, vision, and values. On September 10, 2024, focus groups of city staff will be held with different groupings to obtain feedback on action items to implement the various themes and policy areas identified by the Council and Director team at the July retreat. The five focus group areas include Transportation and Infrastructure, Community Services and Cultural Opportunities, Financial Sustainability and Economy, Community Safety, and Engagement and Connection. Based on the input from the survey and focus groups, SSW Consulting will begin developing the draft of the Strategic Plan document to adopt the plan before the end of the calendar year.
 - **Housing Production Strategy Implementation:** On August 14, 2024, a joint City Council/Planning Commission work session was held to provide an update on the project's status. Based on the input, staff will continue forward with the consultant team to begin drafting code language for the small-lot single-family dwellings, address the infill development standards, develop cottage cluster standards to comply with the state's model ordinance, address manufactured dwelling park and home standards to comply with state law, and address the density bonus section as time permits. Additional work associated with implementing the Housing Production Strategy or general code clean-up items may be incorporated based on the consultant's and staff's capacity.
 - **Solar Project:** Staff and consultants from OSU met in August to discuss a path forward on a potential project, grants, timelines, project costs, and cost recovery options. Two options were considered: net meter or community solar projects. Staff will prepare a City Council work session for October to present potential scenarios and gain feedback from the Council on interests moving forward.
 - **Grant Administration (Oregon Cascade West Council of Governments):**
 - Submitted applications: Safe Streets 4 All grant
 - Grant Research: Wastewater Treatment Plant capital grants, solar grants, senior center programming/staffing
 - Grant Administration: OCWCOG is administering the EPA grant funding the environmental assessment work currently underway for the Champion Mill site and the upcoming reuse planning process.
 - Waterline project: based on CDBG grant submittal deadlines, the waterline project is not ripe for submittal this cycle. City staff will continue to meet regularly with the grant writer to be prepared for application submittal for the next cycle, either spring or summer 2025.
 - Met with the grant writer to discuss a list of city projects from multiple departments to begin compiling a schedule of upcoming grants and prepare project scope and application submittals.

- Continuum of Care (CoC) and Multi-Agency Coordination (MAC) to address homelessness: Staff did not participate in the monthly MAC meeting due to scheduling conflicts with the FEMA training. There are no new updates to report.
- Rules Advisory Committee on Housing: DLCDC has developed draft rules for the committee to review. Director Hart will review them and partner with other RAC members and the League of Oregon Cities to develop comprehensive comments and suggestions for rule amendments.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues participating in the LCSD Facilities Advisory Committee.
- Natural Hazards Mitigation Plan: The City continues to participate in developing the Linn County Natural Hazards Mitigation Plan. Staff continues to work with the project consultants to verify the accuracy of Lebanon's data for the Community Profile. A community survey has been posted to the City's website and social media pages to obtain feedback on the community's perceptions of natural hazards in the area.

Building:

- The city processed 50 permits in July. The total fees received were \$33,042.58, and the construction valuation was \$2,168,103.61.
- By comparison, in July 2023, 78 permits were processed. The total fees received were \$126,045.99, and the valuation of construction was \$13,514,312.96.
- A current list of the larger construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 19-lot subdivision (Walker & Wassom)
 - 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)
 - 450 Weldwood Drive – Self Storage (Weldwood and Cascade Drive)
 - Blackrock Apartments – 12 units (2nd Street and Airport Road)
 - Airport Road Apartments – 60 units (Airport Road and Russell Drive)

Economic Development:

- Business visitation program: No business visits were held in August.
- Downtown Building Restoration Program: This cycle, three projects were awarded grants totaling \$50,000: Papa's Building Façade Restoration (804 Main Street—\$25,000), Wells Fargo Building Façade Restoration (809 Main Street—\$20,000), and Kuhn Signage Additions and Painting (668 Main Street—\$5,000). The projects are underway. 730 S Main Street from the previous grant cycle has completed the work, and funds have been distributed.
- Rural Economic Alliance (REAL): The REAL group met in August to develop the survey questions and finalize the business and community survey work product. JayRay Consulting is developing the survey, which will be distributed region-wide once it is complete.



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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
 From: Ron Whitlatch, Engineering Services Director
 Subject: **Engineering Update – August 2024**

Date: August 26, 2024

CAPITAL IMPROVEMENTS

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Grove Street (between Carolina and Dodge).
 - Grove Street (between Milton and Elmore) – Design underway.
 - Grove Street and Ash Street Sanitary Sewer Extension
 - Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Kennedy Jenks Engineering (KJE) and City Staff are continuing to move forward on the development of the Wastewater Treatment Plant Master Plan. KJE is working with DEQ to determine permit constraints for our new NPDES Permit that is scheduled to be issued in 2025. Staff will be meeting with KJE in early September to begin a refinement (cost, size) of the three top priority projects coming out of the Capital Improvements of the Master Plan. The process has slowed somewhat over the last couple of months as we are waiting to see what the proposed NPDES Permit requirements will look like prior to finalizing the master plan. This process will likely take us into fall/early winter.
- Trails Update:
 - The design of the multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek has been completed and will be incorporated into the Stoltz Hill/Airport Road Signal Project. Originally, PP&L was going to relocate the powerlines underground (At a substantial cost), but after further review, we have determined that the poles can be moved slightly to accommodate the path.
 - The trail to connect the Old Mill Trail and the River Park Trail in the Gills Landing Parking lot is currently under construction. Santiam Canyon Excavating is completing the project and is scheduled to be completed in early fall of 2024. Build Lebanon Trails is funding the construction of the project.

- The City has received a Recreational Trails Grant to complete a segment of trail adjacent to River Park. Design is currently underway, but due to the current workload, the construction will likely happen in the spring of 2025.
- Willamette Valley Excavating continues to make good progress on the Seventh Street Reconstruction Project (Oak to 'F'). A majority of the new utilities have been installed. They will begin roadway excavation followed by curb and gutter installation which is scheduled for mid-September. Due to the amount of non-local traffic continuing to ignore road closed signs and barricades, we will likely jersey barrier several of the cross-streets to mitigate conflicts (close calls) with motorists and construction workers/equipment. The project is scheduled to be completed by the end of the year.
- Staff has received comments back from ODOT for a design approval of several sidewalk access ramps on Grant Street between Park and Second Street. We will be making several revisions in order to satisfy ODOT. As time allows, Staff is designing the waterline replacement and street upgrades on Grant Street between Main Street and Fifth Street. A meeting with Union Pacific Railroad (UPRR) and Albany and Eastern Railroad was held on-site in December. Based on UPRR comments, it appears that the Rail Crossing on W. Grant will need improvements. Staff will be navigating what improvements and the costs associated with them in the coming months to determine the overall financial impacts on the project. With this information and current workloads, the project will likely be delayed until next fiscal year.
- As Staff is available, we are continuing the process to update the City's five year Capital Improvement Projects Plan. This effort will likely take several months (being done as Staff time allows) to complete. Staff will bring the completed document to the City Council for approval sometime in 2024.
- Design for the new Traffic Signal at Airport Road and Stoltz Hill Road intersection is in final review. Staff intends to advertise the project for bids in September or October which will allow for the successful bidder to begin some work going into the winter months and also begin ordering traffic signal components (which have a 4 to 6 month lead time). The timing will also set the contractor up to finish the project (which will require Airport Road to be closed for some time during summer of 2025) immediately after school is out in early summer of 2025. The project also includes waterline extension on Stoltz Hill Road, sanitary sewer extension on Airport Road, storm drainage improvements, sidewalk and driveway installation, and a multi-use path along Airport Road.
- Udell Engineering is working on a conceptual master plan for Cheadle Lake Park, which the Parks, Trees, Trails Committee has reviewed. The cost estimate for the initial conceptual design was substantially more than we have available in funding. Staff and Udell Engineering will come up with an alternate design with a much more pared-down scope, focusing on accessibility improvements, backbone utilities, and hopefully a stage/event area. It is likely construction will take place in 2025.
- Ironhorse Construction was awarded the Third Street Alley Sewer Rehabilitation Project at the July City Council Meeting. They intend to begin construction in September 2024. This will be a Cured In Place Pipe installation, which will eliminate the need for excavation due

to its location in the alley and very little maneuvering room. The existing line has multiple failures and a substantial amount of infiltration.

- Udell Engineering is currently under contract to provide the Topographic Survey for design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will re-construct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We had anticipated starting design early in 2024, but due to current workload (consultants and City Staff) that has been pushed back to fall 2024.
- Staff is currently wrapping up design of the Willow Storm Drainage Extension Project. If staff time allows, we intend to advertise this project for bids this fall.
- K&D Engineering has almost completed the HWY 20 North Waterline Extension Project Drawings. Once an ODOT Permit has been received, Staff will advertise the project for bids.
- As part of the new parking facility for LINX (located at the Maintenance Shops), Engineering Staff will bring a request to advertise for paving bids to the September City Council Meeting. City Crews are currently installing storm drainage, conduits, and aggregate base rock for the parking lot.

ENVIRONMENTAL

- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.
 - Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.

DEVELOPMENT ENGINEERING

- Hickory Lake Apartments water main extension complete with new hydrants online. Contractor working on site utilities and building construction.
- Franklin Grove Subdivision public improvements accepted. Site plans received for single family construction, home construction in process. Most homes have been completed and final.
- Buckmaster Plumbing new storage building with hydrant complete asbuilts received and final.
- Kees Street extension improvements contractor working on final punch list items.
- Weldwood Dr storage fire hydrant extension and passed testing. Final street patch complete, contractor working onsite.
- Oak St sewer extension plans revised, and project has been scheduled.
- Subdivision Madelyn Meadows between Walker & Wassom Street schedule and new public improvement permit to be issued.
- Blackrock Apartments corner of Airport & S 2nd final street patch complete, contractor working on site improvements and building construction.
- Mill Race Station RV storage plans stamped approved for construction; public improvement permit issued contractor working onsite improvements.
- Sewer main extension along 12th Street north of Airport approved, preconstruction completed and permit issued.
- Plans approved for Wagon Wheel ½ street and water main extension. Preconstruction meeting complete and contractor scheduled.
- Harbor Freight asbuilt received, final occupancy granted.
- Plans reviewed and returned to engineer for revisions for Cedar Springs subdivision off of Mazama and Fuji.
- Plans approved and pending permit issued for new gas station on the corner of Stoltz Hill & Airport Rd
- Plans on hold for review payment N Fifth extension with Hwy 20 access.
- Plans received and under review for Seven Oak Middle School storage building and water main extension for a new hydrant.
- Plans received and under review for subdivision along Kees Street.



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Item # 12.

MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, Interim City Manager* Date: *September 1, 2024*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.
 - LINX Driver FT (2 Positions) – One position filled with current PT driver. One position and Employee starting on 9/3
 - Maintenance Worker Distribution (2 positions) – Posting closes 9/2
- Benefits:
 - Communications regarding upcoming open enrollment will be sent to employees. Open enrollment begins 9/30.
- Classification and Compensation:
 - As part of the latest CBA with AFSCME, market reviews will be completed on all classifications with any recommended classification movements being effective on 1/1/2025.
- Training and Development:
 - September Safety training – Personal Protective Equipment (PPE)
 - October Safety training – Blood Born Pathogens (BBP)

 - September All Employee training – Cyber Security Essentials: Stop. Think. Ask.
 - October All Employee training – Better Business Behavior
- Performance Management:
 - 57 evaluations are past due as of 8/31/2024 (49% overall)
 - 5 in Finance (oldest is nearly 3 years past due)
 - 1 in IT (just over 60 days past due)
 - 1 in Comm. Dev. (just over 2 weeks past due)
 - 8 in City Manager’s Office (Director Evals)
 - 17 in Public Works (oldest is over 3 years past due)
 - 16 in Police Department (oldest is over 7 years past due – 8 employees)
 - 6 in SC/LINX (oldest is 1 year past due)
 - 3 in Engineering (just over 30 days past due)
- Other
 - ADP Learning module on hold.
 - Document storage system on hold.



Information Technology Services
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INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- Coordination continues with the Public Works departments to complete additional module installations on the new website.
- Work continues on routine website updates.
- Continued assistance with the Lebanon Fire District on their website upgrade.
- Assisted the Lebanon Fire District with creating and implementing a new phone tree for public use.
- The budgeted SCADA upgrade project continues.
- Staff assisted with Zoom & YouTube Santiam Travel Station (STS) meetings for City Council, Parks, Trees, and Trails, and other staff meetings as requested.
- Assist Public Works and Finance with monthly lock-off process.
- Continuing to work on audio/video bids for City Council chambers move to the library.
- Toured the City of Silverton's City Council chambers.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- City Parks Web Map updates completed.
- Attended the Mid-Willamette Valley Council of Governments GIS meeting.
- Sanitary Sewer Field Update and Web Map Coordination
- Enterprise GIS version upgrade has been completed
- Continued Meter Reconciliation and Field Update Coordination
- Coordinated with multiple departments to complete routine updates on mapping servers.
- Continued GIS/Utility Billing meter reconciliation both virtually and on site.
- Continued web map updates with coordination of GIS and Community Development departments.
- Continued work on the Water Quality Dashboard to be incorporated into the new City web site project in 2024.
- Coordinated new address updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.
- Installed new map boards in City buildings to reflect latest aerial photography.

Summary

During the past month, IT and GIS closed over 250 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.



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MEMORANDUM

Lebanon Public Library

To: Mayor, City Council & Ron Whitlatch, Interim City Manager

Date: August 29, 2024

From: Kendra Antila, Library Director

Subject: Manager's Report

- The 2024 Summer Reading Program has ended. Sign-up levels were on par with last year. Participation at weekly events and the grand finale celebration were very high. We appreciate our volunteers who help make the SRP a success.
- With a generous grant from the Braemer Charitable Trust/Trust Management Services, we were able to purchase a multi-device courtesy charging station for library patrons.
- Due to a staff member being out on medical leave, Baby & Me and Preschool Storytimes are on hiatus until January. Instead, we will host "Stay & Play" (a self-guided opportunity for children/caregivers to explore, read, and play while learning to socialize) every Thursday at 10:00.

THE CITY THAT FRIENDLINESS BUILT



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Item # 12.



MEMORANDUM

Police Department

To: City Council
From: Chief Frank Stevenson
Subject: August Monthly Report

Date: August 29th, 2024

- For August 2024, the Patrol Division had approximately 1,707 calls for service, made 134 arrests, issued 66 traffic citations, conducted 233 traffic stops, and wrote 206 case reports.
- Our agency has received a grant from Oregon Department of Transportation (ODOT). The grant is in the form of a reimbursement for overtime for officers to conduct proactive policing focused on distracted driving.
- We have extended a conditional job offer to a certified Communications Specialist who has successfully passed the background portion. They have transitioned into the psychological and medical portions now that the extensive background evaluation has been completed.
- After 8 years of dedicated service, Officer Ryan Osuna has resigned his position as a police officer with the City of Lebanon. He will be starting his new position as an officer with OSU Police Department.
- Community Services staff members Albanese and Johnson, along with members of the police department, continue to conduct extra patrol within our parks system to assist in reduction of unwanted activities (ordinance violations and trespassing), and provide guidance related to overnight camping. Staff continues to work diligently to provide resources to members of the houseless community and made over 33 contacts this past month.
- Community Services staff also spent time last month attending Live Longer Lebanon meetings, conducting Peer Court, administering traffic safety classes, and took 11 kids school shopping in conjunction with Altrusa. Community Services is working on the coordination of the upcoming 9/11 event also.
- Members of the Lebanon Police Department participated in the annual National Night Out event that drew over 1000 community members in attendance on August 6th.
- Members of the Lebanon Police Department participated in a safety 'Night Out Celebration' held at the Colonial Paz complex on August 28th.

- The Detectives Division remains busy. This month, they were assigned five (5) new cases, reviewed thirty-eight (38) DHS referrals, sent one (1) case to the DA's office for review, and spent time assisting the Linn County Sheriff's Office.
- There were two (2) pursuits to report for the month. (1) Officers attempted to stop a vehicle for no rear license plate light, and the vehicle failed to yield. Officers pursued the vehicle south through town, and the suspect vehicle exceeded 100 MPH on Highway 20. Officers terminated the pursuit due to the high speed and driving conditions, and lost sight of the suspect vehicle. (2) Officers attempted to stop a motorcycle for failing to signal a turn, and the driver of the motorcycle sped away; officers pursued the motorcyclist. Ultimately, the decision was made to end the pursuit due to speed and driving conditions. Every pursuit is reviewed extensively by a Sergeant, Lieutenant, the Captain, and finally the Chief. All incidents were found to be justified and fell within police policy.

Please do not hesitate to ask if you have any questions with regard to this summarization.



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MEMORANDUM

Public Works

Date: August 27, 2024

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – September 2024

A. Collections (Sanitary-Storm):

- Mowing
 - Mowing in collections system R.O.W.'s is down to maintenance as needed.
- Manholes:
 - Working on list for manhole rehabilitation to be completed.
- Sewer Mains:
 - Two sewer mains were found plugged.
 - Cleaned 1050 Feet and Video Inspected 270 Feet of sanitary sewer main line.
 - Identified unmapped sanitary sewer wildcat main line and added it to the mapping system.
 - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
 - Abandoned sanitary lateral at 390 W. Maple Street.
 - Assisted 3 customers with sewer lateral issues.
 - Video inspected 1055-feet of sanitary sewer laterals.
 - Installed 0 cleanouts.
 - Conducted 2 sewer lateral replacement investigations.
 - Located 9 sewer laterals.
- Storm:
 - Cleaned drywells on East side of town.
 - Continued ditch maintenance along Burkhart Creek.
 - Investigated storm line near Safeway that has had continual flooding issues.
 - Worked with contractor on a lateral replacement program job.
 - Assisted engineering with locating a sewer main for planned development.
 - Reviewed pre-plans for two new construction projects.
 - Monthly equipment checks and maintenance completed.
 - Cleaned River Park RV Dump Station holding tank, checked operation of the pump.
 - Checked Gill's Landing Pump Station.
 - Repaired irrigation leak at River Park

B. Parks:

- Opened, closed, and cleaned parks restroom buildings daily.
- Mowing full time.

- Crews continued vegetation management.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleaned weekly of leaves and other debris.
- There has also been an increase in daily vandalism and trash pick-up which has increased the amount of time it takes crews to clean restrooms and complete trash pick-up.
- Gills Landing
 - There were 116 RV park reservations for the month of August.
 - There were 34 shelter rentals for the month of August.

C. Streets:

- 4 – days were spent sweeping.
- Installed and removed street banners for public events.
- Prepared barricades and signs to be picked up by special event holders.
- Sprayed trails, parks, and ROWs for vegetation management.
- Daily watering of hanging baskets and filling of tree bags
- Burned in thermal crosswalks, turn arrows, school zones, and railroad crossings.
- Prepped yellow curbs for repainting.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Installed new “No Parking” signs / posts / v – locks on Elemore Street by Queen Ann Apartments.
- Responded to garbage clean-ups on roadway.
- Graded gravel roadways, alleys, and shoulders of roads and filled potholes throughout town.
- Sawcut and potholed utilities for new traffic light project at Stoltz Hill and Airport Road.
- Mowed alleys and ROW's.
- Assisted additional departments:
 - Responded to 3 - water leaks.
 - Responded to 2 - sewer plugs.

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for July 2024.
- Influent flow for the month of July averaged 1.76 MGD with a peak of 2.06 MGD and a total of 54.65 MG
- Started biosolids field application to Morgan's field (only field this summer) and continued Belt Filter press operations to manage solids with the assumption of no more fields this summer
- Pulled L-53 for rebuild and installed 75hp Hurricane
- Failed VFD on WIPS pump #2 replaced with new VFD
- An operator passed his lv2 Wastewater Certification Exam and promoted to lv2 Operator

E. Water:

- Meter reading was completed.
- Daily water service orders including leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
 - Followed up on water concerns and completed sample testing requested by citizens.

- Completed state water samples.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	197.98 MG
Finish Water Produced	102.68 MG
Water Sent to Cheadle Lake	82.67 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.66	1.37	1.18	0.013	0.025	0.014
Finish pH			Filtrate Fluoride (Average of Each Day)		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.40	8.01	7.71	0.00	0.00	0.00

- Performed recovery cleans with specialize chemicals to help membrane performance
- Prepped for membrane installation
- Pressure washed intake structure



MEMORANDUM

Senior Services & LINX Transit

Date: September 1, 2024

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX & Senior Center Report

LINX Transit:

One of our full-time drivers, Yodi, retired from LINX on August 30th. We did hire a new full-time LINX driver who will be starting with LINX on Tuesday, September 3rd.

LINX Transit has posted a Request for Information (RFI) for scheduling and dispatching software and equipment to assist with increased rider demand and gaining efficiencies with daily operations. Responses to the RFI will be received through Monday, September 23th. A Request for Quote (RFQ) will follow shortly after the RFI process is complete. The RFI process will help guide the scope of work for the RFQ.

LINX Transit will be submitting applications for the STIF (Statewide Transportation Improvement Funds) Discretionary grant applications for capital purchases and a pilot project, which will be submitted by August 5th, 2024.

Senior Center:

In August, our Evidence Based Program, Tai Ji Quan: Move for Better Balance (TJQMBB) wrapped up its 52 sessions. Going forward, we will be merging some of the best practices from this program with our long-time running chair chi class in order to better serve the needs and desires of the participants. We will offer the combined programs two times per week. Bringing the classes together will provide more comradery and support for those in transitional phases of their physical ability.

We started a morning Sun Salutations class three days a week. Participants have been meeting in the gazebo at Academy Square every Monday, Wednesday, and Friday, at 9:00am for a half hour of yoga and stretching. Following the philosophy of yoga, the time encourages participants to connect their mind, body, and spirit to bring the best of themselves into the new day.

The Crochet for a Cause project has been going very well. Watching seniors gather in the library on Tuesday afternoons with their projects has been delightful and colorful! The blocks are piling up

and several lap blankets are already assembled. We hope that they will bring smiles to the hospital infusion patients that receive them.

The Thursday Line Dance group saw 26 seniors dancing away in our auditorium this week! There is so much energy amidst the smiles and laughter that come from that space on Thursday mornings.

An exciting project in progress involves our group that regularly gets together once a week to learn new things they can do with our Ipads. They have started learning about video creation and editing. Sending fun videos to family members is just the start. They have a grand ambition to make a commercial about the Senior Center for Senior Center Month in September. We look forward to seeing what they create and may share it before a Friday movie.

Meals on Wheels numbers for in person dining at the Center continue to increase. We love seeing more tables being set up to accommodate the new faces choosing to come in to eat lunch instead of staying home alone. Our partnership with Meals on Wheels to support their vital work in feeding over 150 seniors a hot meal each day, Monday through Friday, in our community, is made real by the faces we see here socializing enjoying a nutritious meal.

CITY OF LEBANON
Public Testimony / Comment Card

Name: Anolva Salmon
Ward Number: 3 Date: 9-11-24
Address: 742 E. Elmore St #C11
Phone: 541-936-8684
Subject of Testimony: what safty legal issues
Position on Issue: Pro Con
I represent: Myself Other _____
Question for Council: what things how many
things to get arrested - then do
kids

CITY OF LEBANON
Public Testimony / Comment Card

Name: Renee Heggem
Ward Number: 3 Date: 9/11/24
Address: 3011 S. Main Rd
Phone: 806-372-2292
Subject of Testimony: Lack of PD response
Position on Issue: Pro Con
I represent: Myself Other _____
Question for Council: _____

