



LEBANON CITY COUNCIL REGULAR MEETING MINUTES

February 12, 2025 at 6:00 PM

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

MISSION STATEMENT

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

Mayor: Kenneth Jackola

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

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6:00 PM.

ROLL CALL

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 David M. McClain
Councilor - Ward 2 Dave Workman
Council President - Ward 3 Michelle Steinhebel

ABSENT

Councilor - Ward 3 Jeremy Salvage

STAFF

City Manager Ron Whitlatch
Community Development Director Kelly Hart
Police Chief Frank Stevenson
IT Director Brent Hurst
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 made to approve the Consent Calendar by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Mayor Jackola, Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – February 12, 2025

2. **APPROVAL TO AWARD:** N. Santiam Highway Waterline Extension Project
Grove Street Sanitary Sewer Extension Project
3. **BOARD MINUTES:** 2024-10-16 & 2024-12-18 Parks, Trees & Trails Advisory Committee
4. **COUNCIL MINUTES:** 2025-01-08 City Council Regular and Executive Sessions Meeting

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

Wyatt King requested the Council consider amending the current ordinance to increase the maximum number of chickens allowed to 10 and add "reasonable care".

Andy and Marily Belcher spoke regarding emergency preparedness especially during the climate crisis.

Steven Patterson spoke in support of Wyatt King's proposal increasing the maximum number of chickens allowed.

Police Chief Stevenson reported only 4 complaints regarding chickens have been received.

PUBLIC HEARING(S) None

REGULAR SESSION

5. Build Lebanon Trails Fee Waiver

City Manager Ron Whitlatch introduced the request from Build Lebanon Trails to waive fees for the use of Cheadle Lake for their yearly event. The fees would be \$1750 for facility use and park set up (per the Lebanon Fee Schedule). Build Lebanon Trails requested the waiver during the application process, and staff denied the request due to the amount of staff time associated with the event. The request is now coming to Council. City Manager Whitlatch stated there is not a policy in place for these types of waiver requests and for an appeal process. Council directed staff to create a policy for funding/waiver requests. They wanted a policy that would allow for a fair and consistent decision and would not seem like the Council was favoring one group over another. They noted the hard work and the good that Build Lebanon Trails has done for the City. Councilor Steinhebel noted that the City allocates funds to the Chamber for these types of events using tourism funds, specifically Transient Lodging Tax funds. City Manager Whitlatch reported that Build Lebanon Trails does provide the City with \$20,000 for trail maintenance.

Rod Sell with Build Lebanon Trails reported in the 20 years that BLT has operated; they have invested 2.6 million in the parks trail system. He noted that the Council has a difficult decision to make and there has been good conversation.

Councilor Steinhebel acknowledged the great work and contribution BLT has made, and suggested they seek grant funding through the Chamber.

By consensus, the Council decision was to not waive fees and requested a policy from staff for funding requests. Mayor Jackola stated this was a difficult decision, however the Council wants to make sure decisions are fair and equitable.

6. **Department Reports**

Community Development Director Kelly Hart presented the Council with a 2024 Year in Review update for Planning and Building, and Economic Development. It was reported that the department lost one staff due to budget cuts, however Economic Development work continues. The City is working with Business Oregon for continual business recruitment and is continuing the Business Visitation Program. The City is also part of the Rural Economic Alliance which focuses on regional economic development. Work continues on the Housing Production Strategy. Statistics were reported on building permits and planning applications.

City Manager Ron Whitlatch presented the City Manager's Report. A City Council Work Session for the annual utilities review is scheduled for 5pm on March 12, 2025, and a joint City

Council and Planning Commission Work Session for the Housing Production Strategy is scheduled for April. The first Budget Committee meeting is also scheduled for April. Mayor Jackola, City Manager Ron Whitlatch, Community Development Director Kelly Hart, and Public Works Director Jason Williams will attend Water Week in Washington D.C. in April to meet with Legislators and work to get funding for Lebanon's Water and Wastewater Capitol Project needs. The Mayor and City Manager together with two Department Heads attended City Day in Salem advocating for Federal Funds for Lebanon for infrastructure for the Wastewater Treatment Plan and costs associated with the Green Peter Reservoir Drawdowns.

ITEMS FROM COUNCIL

Councilor Steinhebel requested staff review the Ordinance regarding chickens and bring information to the Council for review as an agenda item.

7. Lebanon Library Advisory Board Liaison

Mayor Jackola stated the Lebanon Library Advisory Board needs a new Council liaison. Both Councilor Conti and Councilor Steinhebel expressed interest. Councilor Steinhebel stated she would really like to take this role and Councilor Conti agreed. Mayor Jackola appointed Councilor Steinhebel as the Council liaison for the Lebanon Library Advisory Committee.

PUBLIC/PRESS COMMENTS

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

City Manager Ron Whitlatch added that the City is prepared for freezing rain and may close City Facilities if it is not safe. The police department and public works will respond and maintain safety routes.

NEXT SCHEDULED COUNCIL MEETING(S) March 12, 2025

City Council Work Session March 12, 2025 at 5pm.

City Council Regular Meeting March 12, 2025 at 6pm.

ADJOURNMENT

With no further business, the meeting adjourned at 7:09 PM.