



LEBANON CITY COUNCIL REGULAR MEETING AGENDA

April 09, 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

ROLL CALL

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.

1. **AGENDA:** Lebanon City Council Agenda – April 9, 2025
2. **Budget Committee Appointment – Lawrence Martin**
3. **COUNCIL MINUTES:** 2025-03-12 City Council Work Session and Regular Meeting
2025-03-26 City Council and Planning Commission Joint Work Session

PRESENTATION / RECOGNITION

4. Lebanon Public Library Director Kendra Antila, Capital Campaign for the Children's Room

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 April 8, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

5. Ordinance Bill No. 2025-02, Ordinance No. 3033 - A Bill for an Ordinance Amending Chapter 6.16 of the Lebanon Municipal Code Concerning the Keeping of Chickens within the City Limits

6. Resolution No 2025-04 – A Resolution of the City of Lebanon Authorizing the Prepayment and Defeasance of All or a Portion of an Outstanding Special Public Works Fund Loan
7. Resolution No 2025-03 – A Resolution Authorizing an Interfund Transfer to Cover Projected Deficit in the General Obligation Bond Fund
8. **Department Reports:**

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):

April 16, 2025 City and Urban Renewal Agency Budget Committee Meeting at noon.
May 14, 2025 City Council Regular Meeting and Executive Session at 6 PM.

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.



MEMORANDUM

City Recorder

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Committee Appointment – Lawrence Martin

INTRODUCTION: Appointment to the Budget Committee

CURRENT REPORT: There is currently one vacancy on the City of Lebanon Urban Renewal Agency and Budget Committee. Lawrence Martin submitted an application to serve in this capacity. Mr. Martin meets the requirements as he lives within the city boundaries and is a registered voter. His application is attached for review.

RECOMMENDATION: Make a motion to Appoint Lawrence (Larry) Martin to serve a full term on the City of Lebanon's Urban Renewal Agency and Budget Committee by approving the Consent Agenda.



City Recorder's Office
 925 S. Main Street
 Lebanon, OR 97355
 (541) 258.4905
city.recorder@lebanonoregon.gov
www.lebanonoregon.gov

Lebanon

**APPLICATION FOR
 BOARD / COMMITTEE / COMMISSION**

Item # 2.

Applicant Information (Please type/print clearly):

Name: Lawrence Martin		Date: February 22, 2025
Home Address: 620 W. Airway Rd. Lebanon, Oregon 97355		
Mailing Address: Same as home address		
Home Phone: 541-905-1912	Email Address: irishduck36@gmail.com	Business Phone:
Occupation: Disaster Preparedness Planner	Employer: CareOregon	Emergency Contact Phone: 541-905-1934
Preferred method of contact: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Email		

Please mark which one you are interested in serving on:

Ad Hoc Committee _____
 (Print the Ad Hoc Committee Name)

Non-Election Council Vacancy

Budget Committee (Must be Registered Voter) Library Advisory Committee Parks, Trees & Trails Advisory Committee

Planning Commission Senior & Disabled Services Advisory Committee

Are you applying for reappointment: Yes No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)

Describe experience **related** to position applying for:
 From February to November 2024, I stepped in as interim manager, working closely with our Director to create the 2025 budget for Enterprise Resilience. Additionally, I volunteered as the Budget Chairman for the Region 2 Healthcare Coalition. My experience in Emergency Management has equipped me with strategic planning skills, which are invaluable for this committee. On a personal note, I also manage our retirement accounts to ensure we stay aligned with our retirement goals.

List current and/or previous involvement on any government boards/committees/commissions/councils:
 While I have not served on government boards, councils, or committees, I bring valuable experience from my roles in other capacities that are highly relevant. For instance, as the interim manager from February to November 2024, I collaborated with our Director to develop the 2025 budget for Enterprise Resilience. Additionally, I served as the volunteer Budget Chairman for the Region 2 Healthcare Coalition where I oversaw financial planning and I was responsible for the entire grant funding process and I have strengthened my skills in strategic planning. These experiences have equipped me with strong financial oversight skills, strategic planning capabilities, and a collaborative spirit, all of which I believe would be beneficial in a government board or committee role.

Explain why you are interested in serving in this capacity (attach additional sheet if needed):
 I am eager to join the city budget committee because I want to contribute my financial expertise to support the community's fiscal health. With my experience in budget planning and financial oversight, I believe I can help ensure responsible allocation of resources and foster transparency. Serving on the committee would also allow me to collaborate with fellow community members and play a role in the city's strategic planning and financial success.

REDACTED

 FOR OFFICE USE ONLY

Date: February 22, 2025

DATE RECEIVED: ____/____/____	City Council Appointment Date: ____/____/____
DATE SENT TO:	Applicant Notification Date: ____/____/____
Director: ____/____/____ Mayor: ____/____/____	Term Start Date: ____/____/____
Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Term End Date: ____/____/____



LEBANON CITY COUNCIL WORK SESSION AND REGULAR MEETING MINUTES

March 12, 2025 at 5:00 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

PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Dominic Conti (5:28 PM)
- Councilor - Ward 1 Carl Mann
- Councilor - Ward 2 David McClain
- Councilor - Ward 2 Dave Workman
- Councilor - Ward 3 Jeremy Salvage
- Council President - Ward 3 Michelle Steinhebel

STAFF

- City Manager Ron Whitlatch
- Finance Director Brandon Neish
- IT Director Brent Hurst
- Public Works Director Jason Williams
- City Recorder Julie Fisher

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 meeting was called to order at 5:00 PM.

DISCUSSION ITEMS

1. Utility Rate Review

Public Works Director Williams presented the Council with an update on the Utility Systems. The update included water, wastewater, and storm drainage. Finance Director Neish presented the financial updates.

In Water System, it was noted that staff continues to focus on water main replacements projects and priority goes to undersized and leaking mainlines. The Green Peter Reservoir

Drawdowns and impacts to the water treatment plant is a top priority. The water treatment plant produced 528.22 million gallons of water in FY 24/25 through February 2025. Upcoming projects in the Water System were noted.

In the Wastewater System, it was reported the wastewater treatment plant has treated about 835 million gallons of sewage in FY 24/25 through February 2025. The replacement of aeration basin gear boxes is planned in 2025. The City continues to see a substantial increase in sewer lines and laterals that are failing. A report of Infiltration and Inflow (I&I) was given, and it was noted recent heavy rain events have resulted in a 200% increase in flows. Upcoming projects were reviewed. It was reported that DEQ fines have been repealed, and the City will work with the Santiam Watershed Council on a project in lieu of paying fines to DEQ. City Manager Whitlatch stated the Albany Democrat Herald reported that raw sewage had entered the river, which was incorrect. The City did violate our DEQ permit, and proper notification was sent out.

Storm Drainage System has approximately 63 miles of storm drainage mains and 53 miles of open channel drainage ways. Staff maintenance crews spend a large amount of time during the summer mowing drainage ways. A few minor capital projects were reported.

In the Water Fund, Finance Director Neish reported a 5-year forecast for this enterprise fund shows a generation of 6.7 million without a rate increase for water. Operating expenditures, capital projects, interfund transfers out, and appropriated contingency were reviewed; the fund is expected to have an ending fund balance of 1.5 million with no rate increase. However, with the five-year projection, the ending fund balance withers without a rate increase in the projection.

In the Wastewater Fund, Director Neish stated the reason for the proposed increase was for small increases as opposed to a large increase later. The five-year projection shows 2028 and 2029 in a deficit, however with a rate increase that deficit is pushed out to 2030. The City knows the wastewater treatment plant project will become necessary within the next 5 years. The City will need to take an interfund loan of around 15 million for the estimated 30 million project. It was noted that the upgrades are necessary to meet regulations, and it is not the City of Lebanon making these regulations.

Mayor Jackola stated the City is providing testimony to the Capitol on the challenges small cities are having specifically with infrastructure and water issues. Mayor Jackola stated he is confident the City can find some other funding source and acknowledges they don't want to fund with utility rate increases.

City Manager Whitlatch added that the City is planning for long term by seeking grants and with lobbying efforts. He reviewed the Financial mythology and noted it costs one cent per gallon to get water to your faucet, and it costs two cents to treat the gallon of water when it enters back into the system.

A survey on utility fees shows Lebanon is 6th overall. It was noted other cities have capital projects coming as well, and their rates will increase. The City of Lebanon does not have the highest rates in the state as it has been rumored.

Public Works Director Williams extended an invitation to anyone who has questions to please tour the plants to have a firm understanding of what is true.

Finance Director Neish stated the City Services Fee annual review happens along with the Utility rates. The services fee was passed in November 2024 and implemented in January 2025. There is no proposed increase in this fee. Although it does appear on the utility bill, it is not a fee for utilities, but it funds police, library, senior center, planning, parks and municipal court. Projections for general fund for the next five years shows no deficit in funds, which means the fee is working as intended. It was noted that per ORS, money in each fund has to stay in each respective fund; water funds cannot go to the wastewater fund and help fill the general fund.

ADJOURN WORK SESSION

The meeting was adjourned at 5:50 PM.

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 McClain
 Councilor - Ward 2 Dave Workman
 Councilor - Ward 3 Jeremy Salvage
 Council President - Ward 3 Michelle Steinhebel

STAFF

City Manager Ron Whitlatch
 City Attorney Tre' Kennedy (online)
 Public Works Director Jason Williams
 Finance Director Brandon Neish
 IT Director Brent Hurst
 Chief of Police Frank Stevenson
 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 Agenda by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 1 Mann.

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

1. **AGENDA:** Lebanon City Council Agenda – March 12, 2025
2. **APPROVAL TO AWARD:** Willow Drive Storm Drainage Improvement Project
3. **BOARD MINUTES:**
 - Library Advisory Committee - December 10, 2024
 - Parks, Trees & Trails Advisory Committee - January 15, 2025
 - Planning Commission - December 18, 2024
4. **COUNCIL MINUTES:** February 12, 2025 Regular Session
5. **EASEMENT:** Black Rock Apartments
Hickory Lake Apartments
6. **RIGHT-OF-WAY DEDICATION:** Black Rock Apartments

PRESENTATION / RECOGNITION

7. Lebanon Strawberry Festival, Cindy Kerby
 Cindy Kirby Association President and Shyla Malloy, Chair of Strawberry Festival presented an update on the festival with their board and management team present. The event is an

annual community festival, 501 C4 nonprofit association that has been staffed completely by volunteers since 1909. The festival is four days and includes a parade, strawberry shortcake, family land, and carnival. It served 27,000 people in 2024 and many from outside of Lebanon. The festival is an Oregon Heritage event and is a long running tradition. 5 scholarships are given each year for festival princesses. Entek is a large supporter of the scholarships. In 2019, the association gave 100k to the city for park development. Over 700 participants took part in the run/walk fundraiser for East Linn Christian Academy. At the end of the festival, strawberry shortcake is distributed to folks who can't get out and go the festival.

The Council thanked the association for all of their hard work for such a great event that benefits our community in so many ways.

PUBLIC COMMENTS

Steve Smith spoke in opposition to the City Service Fee as well as any increase in Utility Rates. Mr. Smith felt the Council response to an earlier email was inappropriate and also felt the Council does a poor job communicating with the public.

Keith Murphy stated he felt the park rental fees were too high and cited the Cheadle Lake rental fee. He stated he did not receive notifications of the City Services Fee. He was concerned about the City using funds for housing for the homeless.

Jeremy Guenter spoke regarding the Chicken Ordinance and hoped the Council would allow more chickens.

Wyatt King spoke regarding the Chicken Ordinance and was in favor of allowing additional chickens and opposed to current permit processing. Mr. King thought the addition of reasonable care against pests could be added.

Sarah Brown asked how much communication mailings would cost if they were included in the utility bills. Finance Director Neish reported it would cost between \$500 and \$600 each time.

Shellie Jackola, Executive Director, gave a monthly update on the Lebanon Downtown Association. Summer events include a wine walk, car show, pub crawl, 1st Friday, Senior Banners, and a Pow Wow at Boulder Falls. Main Street Revitalization Grant applicants could receive \$450k if their grant is accepted. The association has helped 5 applicants submit their grant.

PUBLIC HEARING(S)

8. Public Hearing - Resolution No. 2025-02, A Resolution Adopting the City of Lebanon's Utility Rates and repealing Resolution No. 2024-05.

The Public Hearing was opened at 6:46 PM.

Public Works Director Williams and City Manager Whitlatch presented the staff report. An overview of the Water Fund was presented. It was reported the water treatment plant produced 528 million gallons of drinking water and has 88 miles of distribution mains. The water system is at a 160-year replacement cycle.

An overview of the Wastewater Fund was presented. It was reported the Wastewater Treatment Plant treated 835 million gallons of sewage and include 70 miles of sanitary sewer mains not including private laterals. The wastewater system is at a 170-year replacement cycle. There has been a 200% increase in flow. The Wastewater Treatment Facility Plan is almost complete. The project has been completely driven by regulatory agencies. The City has 18 million set aside for the project in hopes of not raising rates.

An overview of Stormwater was presented. The system includes 63 miles of drain lines and 55 miles of open ditches.

A 5-year projection for Utility Funds was discussed. It was noted Operations and Capital Funds are fine, but a 2% increase for the future Wastewater Treatment Plant Project is proposed.

A Utility Rate Survey was presented. Last year the City of Lebanon was 3rd highest, and this year are currently 6th as cities have the same infrastructure needs and are also raising rates.

Finance Director Neish spoke regarding Oregon Revised Statutes (ORS) addressing complaints on balances in other funds questioning why we can't use that money for the wastewater fund. State Law requires enterprise funds must stay in their own fund. He further explained when you pay the water portion on your water bill, that money goes to treat the water that ends up at your tap and not to other functions in the city.

Mayor Jackola stated that water treatment and wastewater treatment is an issue statewide. The City has been advocating in Salem for the City of Lebanon and requesting funding for infrastructure. Mayor Jackola reviewed rates with comparable cities. Mayor Jackola stated right now might not be the right time to increase rates.

Councilor McClain and Councilor Workman both agreed with the Mayor that now is not the time for a rate increase. Councilor Salvage noted there are needs to the wastewater treatment plant that are regulatory and asked for an example from staff. City Manager Whitlatch stated the City has a 50-year-old plant, and in order to meet those requirements additional measures are needed such as an additional clarifier. He added the aeration basins cannot be expanded based on the way they were built, in addition, the operation building has a digester that is above the offices, once flooding the offices underneath. Regulations are getting tighter and 50-year-old technology makes it hard to meet those requirements. Public Works Director Williams invited anyone for a tour of the current plant. He noted it is the goal to make water cleaner than it was when it arrived at the plant and be good stewards of the environment.

Mayor Jackola called for Public Comment both in favor and opposition of the Resolution. There was none from the audience. City Recorder Fisher added Public Comment received by email at 4:47 PM and noted additional Public Comment handed out to each councilor as well as Public Comment included in the packet. All were opposed of any increase.

The Public Hearing was closed at 7:11 PM.

Councilor Steinhebel asked about the history of rate increases and noted the City is seeking additional revenue options, grants, legislative asks, and never anything other than serving the citizens. She realizes it is a big ask.

Councilor Steinhebel noted the previous Council chose to not increase rates and not save for the plant. She would choose a 1.5% increase over a double-digit future increase.

City Manager Whitlatch noted the City has 18 million reserved for a 35 million project. He acknowledged a 2% increase doesn't do much but does help toward the need in the case that we don't receive other funding. The City is preparing for a project that is likely necessary within the next 5 years.

Councilor Salvage stated he is leery of kicking the can down the road but does not like raising rates. This rate increase would help build towards paying for the plant. He added 5 years isn't that far out, but it is enough time to hold off.

Carl Mann asked if this is the only option and what would be the deadline. City Manager Whitlatch stated that the current plant is at capacity but there are small ways we can increase capacity. On paper it says we are there, but operationally we have a few years and are able to meet demand. Utility reviews happen every year.

Mayor Jackola stated the staff at the City do their due diligence and work very hard researching information for us to help us understand the issues. This is a hard subject and we have to weigh the balance of the city as a whole. There is not a lot of waste; they are knowledgeable on their systems and processes.

Councilor McClain stated the wastewater treatment plant feels like an older outdated facility, and he commended the staff who work there.

Motion made to not approve Resolution No. 2025-02, A Resolution Adopting the City of Lebanon's Utility Rates and repealing Resolution No. 2024-05, by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage.

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

The Resolution Failed.

REGULAR SESSION

9. Resolution No. 1 for 2025 - A Resolution Eliminating Parking on a Portion of C Street Within the City of Lebanon

City Manager Whitlatch presented the staff report regarding a parking issue on C Street creating a hazard. Staff sent a notice to residents and no comments were received back. The parking only affects one spot.

Motion made to approve Resolution No. 2025-01, a Resolution Eliminating Parking on a Portion of C Street, by Councilor - Ward 1 Mann, Seconded by Council President - Ward 3 Steinhebel.

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

10. Park Reservation Fee Waiver Policy

Public Works Director Williams stated he is not in favor of waiving fees for park rentals and there are other avenues to help those requesting eliminations such as the Chamber of Commerce grants.

Mayor Jackola asked the Public Works Director to explain what the fees are used for. It was reported the city has only two dedicated park staff to take care of all parks, and there are no funding streams to replace shelters, no funds for restrooms, or leaking roofs. Administrative staff is very active in perusing grants through Oregon State Parks, which has allowed some updates to the parks. When 35K people are at an event in a park such as Cheadle Lake and there are food carts, stages, and other equipment, the repairs for the turf, sprinkler heads, etc. cost more than the rental fees.

City Manager Whitlatch stated Cheadle Lake is a large event, and the \$600 daily use fee is not an unreasonable cost for a large event. That reservation causes the park to be unavailable to the public.

Councilor Steinhebel noted the amount of funding the City allocates for the Chamber of Commerce Tourism Grants is 43K and Cheadle Lake is 33.5 acres.

Direction to staff is for a policy to not waive fees but direct those requesting fee waivers to other avenues. Council Consensus was approval of the draft policy provided in the packet.

11. Municipal Code Discussion - LMC Section 6.16.010 Bees, Fowl, and Other Animals

City Manager Whitlatch presented a staff report on procedure to allow chickens. Staff reached out to other cities and chicken ordinances vary in every community. Staff has no recommendation. The current permit process was discussed.

Council consensus was for an amendment to the current code to allow up to 12 chickens (currently 6) and 1 chicken per 1000 square foot (currently 1/2000) and no permit process.

Chief of Police Stevenson stated the six ordinance violations reported in the past were for odor and exceeding maximum allowed.

12. Department Reports

IT Director Hurst updated Council with the accomplishments of the IT Department for the last year. IT staff recently oversaw and implemented a City website upgrade as well as worked on the new Station 31 Fire Department building. Upgrades to the City's server storage have taken place and updates to cyber security and Windows 11. IT staff completed the bulk water dispenser integration with current the financial system. The Systems Engineer has been working at the Senior Center on the LINX dispatch system. The IT department spends a lot of time on support at the Justice Center and is why the department is located there. The Council Chambers relocation is moving along and AARPA Funds will be used for audio and visual upgrades. The Council Chambers relocation should be complete by June. Lebanon staff met with Linn County for a tabletop emergency preparedness exercise. Phishing campaigns continue to go out to staff and Council for training purposes. Water and Wastewater IT infrastructure updates continue. The City's phone system upgrades are a top priority and upgrading the Emergency Operations Center (EOC). The GIS tech continues mapping - water, sewer, storm drainage, and transportation, which aids in locates and integrates with Utility Billing.

City Manager Whitlatch highlighted legislative items all geared towards infrastructure. March 26 is a joint work session with the Planning Commission for housing updates. The Mayor, City Manager, Public Works Director and Community Development Director will be absent for the April meeting; they will be in Washington D.C. advocating for Lebanon and seeking additional revenue streams.

Airport Road will be closed and detours in place starting March 31, 2025, for about four months during construction.

ITEMS FROM COUNCIL

Finance Director Neish reminded the Council that the first Urban Renewal Agency and Budget Committee meeting is scheduled for April 16, 2025, at noon. There is a current vacancy for which an application has been accepted and will be on the next Council agenda for consideration.

Councilor McClain raised his concern whether the minutes were really capturing the story of Lebanon and thought they could be better. City Recorder Fisher stated staff moved from verbatim minutes in 2023 and provide action minutes, however if it is the desire of the Council that could be reviewed. It was noted the Council meetings are recorded and videos are available on the City's website.

PUBLIC/PRESS COMMENTS

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

There were no additional comments from the public or press.

NEXT SCHEDULED COUNCIL MEETING(S)

March 26, 2025 Joint Planning Commission and City Council Work Session at Noon

April 9, 2025 Regular Meeting at 6pm

April 16, 2025 City and Urban Renewal Agency Budget Committee Meeting at Noon.

ADJOURNMENT

The meeting adjourned at 8:21 PM.



LEBANON CITY COUNCIL AND PLANNING COMMISSION WORK SESSION MINUTES

March 26, 2025 at 12:00 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

PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Dominic Conti
- Councilor - Ward 1 Carl Mann
- Councilor - Ward 2 David McClain
- Councilor - Ward 2 Dave Workman

ABSENT

- Councilor - Ward 3 Jeremy Salvage
- Council President - Ward 3 Michelle Steinhebel

PRESENT

- Chair - Don Robertson
- Commissioner - Shyla Malloy (left @ 1:10 PM)
- Commissioner - Regina Thompson (left @ 1:18 PM)
- Commissioner - Lory Gerig-Knorowski

ABSENT

- Commissioner - Don Fountain
- Commissioner - Tina Breshears
- Commissioner - Karisten Baxter
- Commissioner - Mike Miller
- Commissioner - W. Marcellus Angelford

STAFF

- Finance Director Brandon Neish
- Community Development Director Kelly Hart
- City Recorder Julie Fisher
- City Attorney Tre' Kennedy (left at 1:15 PM)

CALL TO ORDER WORK SESSION

The meeting was called to order at 12:00 PM.

DISCUSSION ITEMS

1. Housing Production Strategy Code Updates

Community Development Director Kelly Hart provided a summary of the ongoing Code Updates for the City of Lebanon. The Housing Production Strategy project has been moving through several stages of planning and review. This is the third joint City Council and Planning Commission work session. The project started in March 2024 with MIG Consulting. The project spans 8 years with specific action items.

MIG Consultants Brandon Crawford and Darci Rudzinski summarized the amendments.

Small Lot Single Family Homes: Minimum lot size for small homes will be 2,500 square feet. **Lot Standards revision:** Revised standards for off-street parking, requiring at least 2 spaces per dwelling.

Cottage Clusters: Allowed through the Administrative Review process in each residential zone. New standards around design and green space will align with state model codes. Parking requirements will be at least 2 spaces per dwelling or 1 space for 1-bedroom units.

Manufactured Dwelling Parks: Parks will be allowed in all residential zones with updated standards that are consistent with HB4064 (2022). Manufactured Home language will be updated to Manufactured Dwellings. Manufactured Dwelling Parks will be allowed in the MU Zone with Administrative Review.

Tiny Homes: Tiny homes will be allowed as ADUs, in manufactured dwelling parks, and in cottage clusters. New standards will apply to tiny homes, including skirting and separate utility connections. Tiny homes will be limited to 450 square feet and must meet Oregon Small Home Construction Standards (ORS 455.616).

Concerns about the impact of tiny homes on community livability were addressed by Community Development Director Hart, who emphasized that design standards for tiny homes align with current ADU standards. Director Hart also noted there are other avenues to address any livability issues such as Code Enforcement.

Affordable Housing Density Bonuses: Zoning for affordable housing will be updated to match SB 8 (2021) and other state regulations. Construction of affordable housing will be encouraged through parking reductions, open space reductions, and increased lot coverage for multifamily units.

State Statutes Consistency: The updates will comply with several state laws (e.g., SB8, HB3261, HB3395, HB2984) to provide more flexibility for affordable housing.

Access Easements and Flag Lots: Updates will address access easement and flag lot standards, including unit and lot limitations.

Clean-Up and Consistency Amendments: Various updates will simplify rules for ADU sizes, parking reductions, non-conforming use standards, and update terminology.

Parking Requirements: There was discussion around the appropriateness of parking requirements for the community.

Community Development Director Hart and Consultant Brandon Crawford explained the next steps. Final Review of proposed updates that have already been reviewed by the PAC (Project Advisory Committee). Public Hearings are scheduled for May for the Planning Commission and June for the City Council to consider the Housing Production Strategy and Code Updates and Adoption. Oregon Department of Land Conservation and Development (DLCD) 35-day Notice and local notice requirements will be fulfilled. Policy Revisions in the Comprehensive Plan will be minor and modify language and support the small lot single family home concept.

ADJOURN WORK SESSION

The meeting adjourned at 1:20 PM.



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager / City Engineer
Subject: **Municipal Code - Chickens**

Date: March 31, 2025

I. INTRODUCTION

At the February 12, 2025 City Council Meeting, council asked staff to present a staff report regarding the procedure for allowing chickens. After a brief discussion at the March 12, 2025 Council Meeting, council directed staff to revise the Ordinance to allow one hen (no roosters) per 1,000 square feet with a maximum of 12 hens. The council also asked that the requirement for a permit for chickens be removed.

II. ACTION

Staff recommends that City Council adopt Ordinance Bill No. 2025-02, Ordinance No. 3033, modifying Section 6.16.010 Keeping Restrictions of the Lebanon Municipal Code.

A BILL FOR AN ORDINANCE AMENDING) ORDINANCE BILL NO. 2025-02
CHAPTER 6.16 OF THE LEBANON MUNICIPAL)
CODE CONCERNING THE KEEPING OF)
CHICKENS WITHIN THE CITY LIMITS) ORDINANCE NO. 3033

NOW, THEREFORE, THE LEBANON CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Section 6.16.010 of Lebanon Municipal code Chapter 6.16 is hereby replaced in its entirety with the following new language:

6.16.010 Keeping-Restrictions

Except for dogs, cats, and other household pets, the following regulations shall apply regarding the keeping of animals in the City:

- A. The keeping of domestic chickens shall be allowed subject to the following limitations:
 - 1. General – Chickens shall only be kept upon property containing and occupied by a detached single-family dwelling or duplex.
 - 2. Maximum Number – One hen (no roosters) shall be permitted per one thousand square feet of lot or parcel area, up to a maximum of twelve hens.
 - 3. Containment – Chickens shall either be in an enclosure of fenced area. Chicken enclosures shall not be located in any area between the dwelling and the front property line.
 - 4. Enclosures – An enclosure shall not be located closer than twenty feet to a neighboring dwelling and shall be kept clean, dry, free of noticeable odors, and in good repair.
- B. The keeping of animals, bees or other fowl (not including chickens) shall be allowed through a formal permitting processed established by the City, provide there is no objection by a person residing within one hundred feet of the premises where the animals, bees or fowl are to be kept.

Section 2. Effective Date. This ordinance shall be effective 30 days after passage.

Passed by the Lebanon City Council and executed by the Mayor on this 9th day of April, 2025 by a vote of ____yeas and ____nays.

CITY OF LEBANON, OREGON

 Kenneth E. Jackola, Mayor
 Michelle Steinhebel, Council President

ATTESTED BY:

 Julie Fisher, CMC, City Recorder

A BILL FOR AN ORDINANCE AMENDING) ORDINANCE BILL NO. 2025-02
CHAPTER 6.16 OF THE LEBANON MUNICIPAL)
CODE CONCERNING THE KEEPING OF)
CHICKENS WITHIN THE CITY LIMITS) ORDINANCE NO. 3033

NOW, THEREFORE, THE LEBANON CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Section 6.16.010 of Lebanon Municipal code Chapter 6.16 is hereby replaced in its entirety with the following new language:

6.16.010 Keeping-Restrictions

Except for dogs, cats, and other household pets, the following regulations shall apply regarding the keeping of animals in the City:

- A. The keeping of domestic chickens shall be allowed subject to the following limitations:
 - 1. General – Chickens shall only be kept upon property containing and occupied by a detached single-family dwelling or duplex.
 - 2. Maximum Number – One hen (no roosters) shall be permitted per ~~two~~ one thousand square feet of lot or parcel area, up to a maximum of ~~six~~ twelve hens.
 - 3. Containment – Chickens shall either be in an enclosure of fenced area. Chicken enclosures shall not be located in any area between the dwelling and the front property line.
 - 4. Enclosures – An enclosure shall not be located closer than twenty feet to a neighboring dwelling and shall be kept clean, dry, free of noticeable odors, and in good repair.
- B. ~~keeping of chickens in excess of the requirements in A. above; or,~~ The keeping of animals, bees or other fowl (~~not including chickens~~) shall be allowed through a formal permitting processed established by the City, provide there is no objection by a person residing within one hundred feet of the premises where the animals, bees or fowl are to be kept.

Section 2. Effective Date. This ordinance shall be effective 30 days after passage.

Passed by the Lebanon City Council and executed by the Mayor on this 9th day of April, 2025 by a vote of ____yeas and ____nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:

Julie Fisher, CMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

April 9, 2025

From: Brandon Neish, Finance Director

Subject: Prepayment and Defeasance of Outstanding Special Public Works Fund Loan

I. INTRODUCTION

The City desires to prepay the remaining balance of loan B07002, a special public works fund loan from the State of Oregon's Business Oregon and the Oregon Bond Bank.

II. CURRENT REPORT

In 2009, the City of Lebanon borrowed money to construct infrastructure such as water, sewer and street access for an industrial site near the Airport off Oak Street. The infrastructure build out was part of an economic development incentive meant to lure business to town. In 2018, the City refinanced that debt with the Oregon Bond Bank. Presently, the City pays approximately \$350,000 annually which is split between the City's General Fund and the Northwest Urban Renewal District. As part of the 2025 proposed budget, the Budget Committee approved and the City Council adopted a plan to repay the portion coming from the General Fund to maximize cash flow in the General Fund moving forward and save on some of the long-term costs, specifically the interest expense associated with the loan.

With City Council approval, the City will pay \$464,344 (in addition to the \$124,094 paid in December) to defease (pay in full) a portion of the Special Public Works Fund loan plus additional fees. In the 2025 adopted budget, the City budgeted \$579,637 to pay off the loan. Additional funds will be necessary to comply with Local Budget Law and will come in the form of a transfer resolution reallocating funds from another expense line before the City Council in June 2025.

III. RECOMMENDATION

Move to approve Resolution No. 2025-04 authorizing the prepayment and defeasance of a portion of an outstanding Special Public Works Fund loan.

**A RESOLUTION OF THE CITY OF LEBANON
AUTHORIZING THE PREPAYMENT AND DEFEASANCE
OF ALL OR A PORTION OF AN OUTSTANDING
SPECIAL PUBLIC WORKS FUND LOAN**

RESOLUTION NO. 2025-04

WHEREAS, the City Council of the City of Lebanon, Linn County, Oregon (the "City") finds:

- A. Pursuant to Oregon Revised Statutes Sections 285B.410 through 285B.482 (the "Act"), the City obtained a loan (the "Loan") from the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (the "Department") pursuant to a Special Public Works Fund Loan Agreement dated on or about March 20, 2009 (the "Loan Agreement") for the purpose of financing improvements to the Airport Industrial Site.
- B. The Department funded the Loan, in part, through the issuance of Oregon Bond Bank Revenue Bonds (the "State Bonds").
- C. On or about April 10, 2018, the City executed a Revised Payment schedule, in the amount of \$1,060,952 (the "Amended Note") to its Revised Promissory Note dated May 27, 2009, issued pursuant the Loan Agreement, which is currently outstanding in the approximate principal amount of \$703,243.
- D. The Loan Agreement and Amended Note provide that the Loan may be prepaid at a price of 100% of par on or after January 1, 2026 (the "Optional Loan Prepayment Date") upon not less than ninety days' notice to the Department and Zions Bancorporation, National Association, as successor trustee (the "Trustee") and that the Loan may be prepaid prior to the Optional Loan Prepayment Date if (i) the City obtains prior written approval of the Department, (ii) an opinion of bond counsel is obtained to the effect that the prepayment will not adversely affect the tax-exemption of the Loan and the State Bonds; (iii) cash and United States Treasury obligations are deposited into an escrow account which, in the opinion of an independent certified public account, are sufficient to pay the principal and interest on the Loan or portion to be prepaid, and (vi) the investment of amounts held in escrow are yield restricted to the extent required by Section 148 of the Internal Revenue Tax Code of 1986, as amended.
- E. The City wishes to prepay and/or defease all or a portion of the Loan.

NOW, THEREFORE, THE COUNCIL OF THE CITY RESOLVES AS FOLLOWS:

Section 1. Prepayment and Defeasance Authorized. The City Council authorizes the City Manager or Finance Director, or the designee of either (the "Authorized Representative"), to act on behalf of the City to call, prepay and defease the Loan with the general funds of the City.

The Authorized Representative is authorized to determine if all or a portion of the Loan will be prepaid and/or defeased and negotiate terms and conditions for the repayment and defeasance of all or a portion of the Loan.

Section 2. Escrow Deposit Agreement. The Authorized Representative is authorized to enter into an Escrow Deposit Agreement for the establishment of an Escrow Deposit Fund if deemed necessary or desirable to complete the prepayment and defeasance.

Section 3. Additional Documents and Authorizations. The Authorized Representative is authorized to:

- (i) Appoint and engage the services of an escrow agent, trustee, financial adviser, independent certified public accountant, verification agent, and any other professionals whose services are desirable for the prepayment and defeasance of the Loan;
- (ii) Execute and deliver a certificate specifying the action taken pursuant to this Resolution, and any other documents, agreements or certificates that the Authorized Representative determines are necessary or desirable to prepay and/or defease all or a portion of the Loan and the related State Bonds; and
- (iii) Perform any and all other things or acts necessary for the prepayment and defeasance of all or a portion of the Loan and the related State Bonds.

Such acts of the Authorized Representative are for and on behalf of and are authorized by the Council of the City.

Section 4. Appointment of Special Counsel. The City appoints Foster Garvey P.C. as special counsel to the City for the prepayment and defeasance of the Loan.

Section 5. Effective Date. This resolution takes effect upon adoption by the Council.

Passed by the Lebanon City Council and executed by the Mayor on this 9th day of April, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

 Kenneth E. Jackola, Mayor
 Michelle Steinhebel, Council President

ATTESTED:

 Julie Fisher, MMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

April 9, 2025

From: Brandon Neish, Finance Director

Subject: Interfund Loan and Transfer to cover deficit in General Obligation Bond Fund

I. INTRODUCTION

This memorandum outlines the need for an interfund loan from the General Fund to the General Obligation Bond Fund to address a projected shortfall and ensure timely debt service payments.

II. CURRENT REPORT

The General Obligation Bond Fund was established to account for the revenues and expenditures related to the repayment of the voter-approved general obligation bonds to build the Lebanon Justice Center and Lebanon Library. Revenues in this fund primarily consist of property taxes levied for debt service.

When the budget was built in 2024, the City proposed revenues of \$1,815,301 which included \$1,782,300 in current year property tax levies and \$28,366 in delinquent tax payments. To-date, the fund has recorded revenues of \$1,625,763 in current property taxes and approximately \$25,000 in delinquent tax revenue. Through March 31 annually, property tax revenue has generally totaled 96.5% earned compared to year-end totals (burn rate). If the burn rate holds, the fund will see property tax receipts of \$1,717,215, \$93,451 less than the budgeted amount.

On the expenditure side, debt payments are expected to total \$1,791,500 for the 2025 fiscal year. Oregon Revised Statutes (ORS) does not allow for a fund to fall into a deficit. To prevent this from occurring, staff is proposing an interfund loan using available funds in the General Funds interfund transfers budget to cover the deficit. ORS 294.468 allows for loans from one fund to another for operational needs provided the loan is repaid by the end of the following fiscal year the loan is authorized and a borrowing rate is established either equal to “the rate of return on moneys in the investment pool...or, such other rate as the governing body may determine” (ORS 294.468 (2)(c)(A)-(B)).

III. RECOMMENDATION

Move to approve Resolution No. 2025-03 authorizing an interfund loan of up to \$100,000 from the General Fund to cover the deficit at a rate of 4.60% equal to the rate of return in the investment pool.

**A RESOLUTION AUTHORIZING AN INTERFUND
TRANSFER TO COVER PROJECTED DEFICIT IN THE
GENERAL OBLIGATION BOND FUND**)
)
)

RESOLUTION NO. 2025-03

WHEREAS, ORS 294.468 allows municipal organizations to transfer funds between funds; and,

WHEREAS, an interfund loan made for the purpose of supplementing operating funds must be repaid in the ensuing budget year the funds are borrowed; and,

WHEREAS, the City of Lebanon has an outstanding general obligation bond that is repaid from property taxes annually; and,

WHEREAS, property tax receipts are projected to fall short of the budgeted receipts; and,

WHEREAS, the deficit between the projected revenue and required expenditures is approximately \$53,732; and,

WHEREAS, the current rate of return on moneys invested in the Local Government Investment Pool (LGIP) under ORS 294.805 as reported under ORS 294.875 is 4.60%.

THEREFORE, THE LEBANON CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. An interfund transfer shall be authorized from the General Fund (Fund 100) to the General Obligation Bond Fund (Fund 314) not to exceed \$100,000 at an interest rate of 4.60% to be repaid by June 30, 2026. Additional funds not necessary to cover the projected deficit shall remain in the General Fund and will not incur interest earnings beyond the normal earnings from the LGIP.

Section 2. A payment schedule shall be established as of June 30, 2025, with repayment to begin November 2025 every 30 days until fully repaid.

This resolution shall take effect upon its approval and passage.

Passed by the Lebanon City Council and executed by the Mayor on this 9th day of April, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:

Julie Fisher, MMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council

Date: March 31, 2025

From: Ron Whitlatch, City Manager

Subject: **Administration Update – March 2025**

- Over 3000 individual bills have been submitted for the 2025 Legislative Session. We have briefed most of these (along with help from Tate Public Affairs, the City's Lobbying consultant) and narrowed the number down to approximately 90, which we will be watching and/or providing testimony on.
- On March 12th, I provided oral testimony in support of House Bill 2968. This bill, if passed, would allow cities such as Lebanon to defer SDC payments from developers rather than collecting them during the permitting process. The key to this bill is that the State of Oregon would provide 100% backing to cities taking advantage of the bill should a developer default. We have also provided letters of written testimony this month, which include support for the Transient Lodging Tax reform and opposition to Senate Bill 6 (which would require a faster turnaround of permit review and drawing review for developments).
- We have meetings with congressional representatives set up in Washington, D.C., for the week of April 7th. We will be lobbying for infrastructure funding and reservoir drawdown impacts to the City.
- Staff is still exploring solar possibilities. Once we have determined the costs and details, we will likely enter into a design contract with a solar firm. Due to the freeze in Federal Funding, we may need to consider alternative sources of funding. We will present more information to the City Council as we receive it.
- The relocation of the City Council Chambers to the Library Community Room is moving forward. The audio/visual aspects are currently being installed, and the Dias is being constructed. We think it will be operational by May/June of this year.
- Staff is continuing to work with the Oregon Department of Environmental Quality (ODEQ) to determine the final fine that will be assessed to the City for the permit violations at the Wastewater Treatment Plant. Staff will provide an update as we learn more throughout the process.
- Staff time answering questions/complaints regarding the new City Services Fee has started to drop off. We are continuing to review individual accounts, meter sizes, and door counts for multi-family complexes. With any new billing of this magnitude, we expect changes and corrections to individual accounts will be needed within the first

six months as it is rolled out. Staff will work diligently to ensure that these are handled timely.

- 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.
- The budget for FY 25/26 has been drafted and will be presented to the Budget Committee on April 16th. This initial meeting will be used to read the Budget Message, deliver the budget document to the Committee, elect a Chair, and set the schedule for the remainder of the budget process.
- We are continuing to implement the Five-year Strategic Plan goals for year one. Later this year, we will provide the City Council with an update.
- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- Continue participating 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.
- Kelly Hart and I continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently working on funding opportunities to support 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

		Mar-2025	Feb-2025	
Community Engagement	Subscribers	Agenda Center	642	
		Alert Center	302	
		Bid Postings	21	
		Calendar	217	
		Job	0	
		News Flash	1,497	
		Notify Me	198	
	Website	Total Users	12,280	8,212
		Views	27,913	23,659
		Top Four Searches	Home Payments Library Search	Home Bill Pay Library Search
	Social Media	FB Followers	4,503	4,477
		New Followers	34	23
		Post Reach	*112,883	5,831
Submissions	Contact Us	8	4	
Communication	Outreach	Press Releases	5	6
		Public Meeting Notices	4	6
		Social Media Posts		
Records	Legislative	Ordinances	0	0
		Resolutions	1	0
	Applications	Committee Applications	2	1
		Liquor Licenses	0	0
	Retention	Record Destruction	0	2
		Records added to ORMS	194	174
	Requests	Public Records FOIA	5	5

* Majority from Utility Fee Public Hearing Notice



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

Date: March 2025

Planning:

- Annual Planning Commission recruitments: The annual Planning Commission recruitment is now open. One commissioner, Marcellus Angellford, has indicated that they will be unable to continue serving on the commission. As such, at the end of his term, there will be one open seat on the Commission.
- The regular March Planning Commission was canceled due to a lack of public hearings. A final joint City Council-Planning Commission work session was held on March 26th to discuss the code updates associated with the Housing Production Strategy.
- In March, no applications were approved administratively.
- There are currently six land use applications under review:
 - A-25-01 for right-of-way annexations for portions of Crowfoot Road, Stoltz Hill Road, Wassom Street, and Kees Street (hearings tentatively scheduled in April for the Planning Commission and May for City Council)
 - AR-25-01 for improvements to Cheadle Lake Park (public notice issued on March 18, 2025, notice of decision to be issued at close of comment period)
 - AR-25-02 for the development of a triplex on Hiatt Street and VAR-25-02 for a class III variance for the reduction in setback and property size required for the development of a triplex for a property on Hiatt Street (applications scheduled for public hearing before the planning commission at the April meeting)
 - AR-25-03 and VAR-25-03 for a four-unit apartment complex with a requested class II variance for the rear setback for the property at 310 Elmore Street (public notice issued on March 18, 2025, notice of decision to be issued at close of comment period)
- City Legislative Efforts: On March 10, 2025, Mayor Jackola, City Manager Whitlatch, and Community Development Director Hart met with State Senator Hayden in Salem. The meeting was an introductory session and a comprehensive discussion of Lebanon's needs, including the upcoming wastewater treatment plant project, the USACE drawdown, and the state government's regulatory system for cities. It was a positive meeting, with an invitation for the City to provide testimony from a City perspective on any of Senator Hayden's bills if needed.

Staff has continued to track several bills that could have a significant impact on the city's functions and future growth and development. City Manager Ron Whitlatch provided verbal testimony in support of HB 3031, the governor's housing infrastructure bill, and verbal testimony in support of HB

2968, a state SDC subsidy bill. The city has also taken time to provide written testimony in opposition to SB 6, a bill that would significantly impact processing times for building permits, and SB 916, which would allow striking union workers to receive unemployment benefits, affecting the city's budget. A written testimony in support of HB 3556, the expansion of TLT funding to "tourism impacted services," was also provided.

Staff continue to prepare for Water Week in Washington, DC. A total of eight meetings have been scheduled in addition to the National Water Policy event and the Water Policy Conference. New one-pagers have been developed on topics for the wastewater treatment plant, the USACE drawdown and its impacts, and transportation infrastructure needs.

- Strategic Planning Update: Twelve tasks are currently in progress, three have been completed, and 36 tasks have yet to be initiated in the 5-year strategic plan. The staff has implemented an online project management tool to maintain uniform reporting and progress updates and will utilize the analytics from the project management platform to provide a mid-year update to the Council in the summer.
- Housing Production Strategy Implementation: the final round of code amendments were presented to the Project Advisory Committee on March 25th and a Joint City Council/Planning Commission meeting is scheduled for March 26th. Final comments are being incorporated into the document. Public hearings will be scheduled for May and June before the Planning Commission and City Council.
- Solar Project: The consultants staff has met with are currently reviewing our materials, communicating with Pacific Power, and evaluating granting opportunities. Federal policy decisions have affected grant funding opportunities, which may delay or modify the project. Staff is monitoring the opportunities and continuing to move forward with the project as planned and will identify alternatives as necessary. No new updates in March.
- Grant Administration:
 - Awarded applications: Safe Streets 4 All grant. This is another federally funded grant. Although this grant has been awarded, the OCWCOG awaits the grant agreement.
 - Grant Research: Wastewater Treatment Plant capital grants, solar grants, emergency operations, senior center programming/site improvement grants, parks master plan update grants, and housing infrastructure grants.
 - 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. Phase II report drafting is underway. Report to be submitted to DEQ for review to determine final gap analysis and phased review of site for summer testing.
 - Community Development Director Hart is participating in a Local Infrastructure Hub Grant Writing Bootcamp for Developing Clean Energy & Clean Transportation Projects and Combined Railroad Crossing Elimination and Consolidated Rail Infrastructure and Safety Improvements program. The National League of Cities provides this multi-session program for free. Program is wrapping up in April.
- 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. A final plan draft has been circulated for review and approved

internally by City staff. Depending on county scheduling, the adoption process is likely scheduled for early summer. The city is still awaiting county adopting to move forward with adoption of the plan.

Building:

- The city processed 30 permits in February. The total fees received were \$14,164.96, and the construction valuation was \$616,439.37.
- By comparison, in February 2024, 48 permits were processed. The total fees received were \$32,326.27, and the construction valuation was \$1,191,013.00.
- A current list of the more significant 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)
 - Blackrock Apartments – 12 units (2nd Street and Airport Road)
 - Airport Road Apartments – 60 units (Airport Road and Russell Drive)
 - Gas Station and Convenience Store (911 W Airport)
 - Lane Manufacturing – Industrial Building (Montessa Way)

Economic Development:

- Strategic Plan Initiative 3.15: Business visitation program—The Community Development Director, City Manager, Mayor Jackola, and Councilor McClain from Ward 2 visited Lowe’s Distribution Center for the March Business Visitation program. The meeting included a discussion of workforce needs, community partnerships, and challenges with translation services for a larger Spanish-speaking population. A tour of the facility was also provided. As a follow-up to the meeting, resources were provided with connections to the Willamette Workforce Partnership and their Y-CAN program. Additionally, Colonia Paz facilitated a connection with Evolve Workforce to help provide cultural workforce connections and potential translation services.
- Downtown Building Restoration Program: The new program application was released in early January with a deadline of February 6, 2025. Five applications were received. A selection committee will review the applications, and grants will be awarded based on the criteria established in the program guidelines and the committee rankings. All grant agreements have been distributed to the awardees.
- Rural Economic Alliance (REAL): REAL met in March to discuss a draft job description for an intern and a consultant proposal to assist the group in implementing the marketing plan and furthering the strategic plan. The group authorized the hiring of the consultant. It modified the job description title for the intern to focus more on marketing and media in the hope of attracting more interest.
- Comprehensive Economic Development Strategies (CEDS) Update: The Community Development Director is participating in the regional five-year CEDS update. This strategy document and plan ensures the region and city are eligible for state and federal grants to help accomplish economic development goals.
- Strategic Plan Initiative 3.11: Respond to Business Oregon recruitments based on site availability—the Business Oregon Prospector site is reviewed weekly, and targeted emails from Business Oregon Industrial Lands Specialists are examined to determine whether a recruitment package should be submitted for the competitive bid. Two recruitment packages were submitted in March based on the city’s available site inventory.



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

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Engineering Update – March 2025**

Date: March 31, 2025

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)
 - Sherman Street (Alley to Second Street)
 - Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Pacific Excavation was awarded the contract for the two sections of Grove Street Sanitary Sewer Replacement (Between Carolina & Dodge and between Milton & Elmore). A change order was issued for this project to include a sewer installation on Grove and Ash Streets. This is being done to clean up sewer laterals currently running through backyards. Construction is scheduled to be completed in April.
- Kennedy Jenks Engineering (KJE) and City Staff are continuing to move forward on developing the Wastewater Treatment Plant Master Plan. We are currently waiting for the Oregon Department of Environmental Quality to issue the City a draft of the proposed new NPDES permit. They have indicated the City should receive the draft report in Spring of 2025. Once we have a draft, we expect that the finalization of the Master Plan will ramp up. This process will likely take us into the summer/fall of 2025.
- Trails Update:
 - 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 incorporated into the Stoltz Hill/Airport Road Signal Project.
 - The City has received a Recreational Trails Grant to complete a trail segment adjacent to River Park. The design has been completed, and the project will be advertised for bids in the coming weeks. Construction is scheduled for the summer of 2025.

- The City was not successful in receiving a grant from Philanthropy Northwest to help offset costs for replacing the waterline on Grant Street from Main to Third. We have also received comments from ODOT regarding the design approval of several sidewalk access ramps on Grant Street between Park and Main Streets. Staff is currently working on the project's design in preparation for construction in the spring of 2026.
- 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 to complete (as Staff time allows). Staff will bring the completed document to the City Council for approval sometime in 2025.
- The new Traffic Signal Project at the Airport Road and Stoltz Hill Road intersection is being constructed. Riverbend Construction has begun sidewalk and multi-use path installation. Beginning March 31st, Airport Road will be closed as Riverbend starts installation of sanitary sewer, water line extension, and storm sewer extensions. The closure will likely last through the summer of 2025. We will use message boards, signage, and a press release to inform the public. An extensive detour will be in place during the closure. We will also be working on a Development Agreement with the owner of both Grandpa's Grocery and the new gas station mini-mart going in on the north side of Airport Road at the intersection with Stoltz Hill. This is being done to formalize what lost revenue is associated with the closure of Grandpa's Grocery during construction and the dollar value of the infrastructure (that would be the developer's responsibility) the City will be putting in during construction for the new store. The project is scheduled for completion in the fall of 2025.
- Udell Engineering is under contract to complete the design of the Cheadle Lake Park Improvements Project. A conceptual plan has been completed and design is currently underway. Due to the large scope of construction, the overall project will likely be done in two phases. The first phase is proposed to start in July 2025.
- Udell Engineering is currently under contract to provide the Topographic Survey for the 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 reconstruct 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 the current workload (consultants and City Staff), that has been pushed back to spring 2025. Construction will likely happen in the spring/summer of 2026.
- The Willow Street Storm Drainage Project will begin in April. This project will install storm pipe and catch basins on Willow Drive.
- Lawson Construction has completed most of the HWY 20 North Waterline Extension Project. Once all of the testing of the new line is complete it will be put into service.
- As part of LINX Grant, we will be installing a Mechanics Pit at Public Works. It is currently being designed and based on Engineers Estimate we will either obtain quotes or publicly bid the project.
- Additional Minor Projects include:

- Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
- Wetland Fill Permit for SCIP Pond
- Guardrail Project on Berlin Road
- Safe Streets for All Regional Planning Grant – On hold due to Federal Grant pause.
- Storm Drainage Improvements on Second Street
- Street Patch Contract
- Crack Sealing Contract

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 has been granted temporary occupancy while waiting for dry weather to finalize paving of the street patch..
- Oak St sewer extension plans have been put on hold.
- Subdivision Madelyn Meadows between Walker & Wassom Street is nearing completion, with the contractor completing private street paving and sidewalks. Plat to be signed once public improvements have been accepted.

- Blackrock Apartments corner of Airport & S 2nd has been granted temporary occupancy while the contractor finalizes the illumination plan.
- Mill Race Station RV storage contractor complete onsite hydrants and building construction under construction. Building construction underway once building permits issued.
- Sewer main extension along 12th Street complete contractor working on punch list items.
- Wagon Wheel improvements complete and public improvements have been accepted.
- Plan approval pending for new subdivision off Mazama Way, Cedar Springs for DEQ 1200-C permit.
- Plans approved and pending ROW permit issued for new gas station on the corner of Stoltz Hill & Airport Rd. Contractor started site construction.
- Revisions received from the engineer for N Fifth extension with Hwy 20 access.
- Water main extension complete and public improvements accepted.
- Plans have been approved for the new subdivision along Kees Street, with utility extensions. Project not scheduled.
- Site plan reviewed and returned to engineer for revisions for Honeybee Stamp new building off Beaton Lane.
- Plans approved for offsite public improvements to be constructed as part of the new subdivision on Crowfoot Rd. Permits issued and precon to be scheduled.
- Revisions received from the engineer for a new subdivision off Crowfoot Rd.
- Plans approved and building permit issued for new storage building at Lane Manufacturing.
- Plans approved and permit issued for tri-plex along S 7th Street.
- Plans approved and permit issued for sewer main extension along B Street.
- Plans approved for public improvements and site plan for Tractor Supply location off Burdell Blvd.
- Traffic Impact Analysis in progress for new subdivision off of Stoltz Hill & Twelfth St.



MEMORANDUM

Finance Department

TO: Mayor Jackola and City Council
Ron Whitlatch, City Manager

FROM: Brandon Neish, Finance Director

RE: Department Report – March 2025

- Accounts Payable
 - Payments made in March 2025; 170 checks were processed for payments of \$950,431.98.
 - Christopher Berry was hired to fill the vacant Accounts Payable Clerk role. Christopher comes to the Finance Department from Public Works, and we look forward to having him as a part of the team!
- Audit
 - Auditors were present for the interim field audit on August 15-16.
 - Auditors were present October 21-25 for the final field audit. Staff has a few items left to address, specifically capital assets, outstanding accounts payable, and some questions sent by auditors. Staff is attempting to wrap up all remaining items quickly to ensure a timely delivery of the audit report.
 - Auditors are preparing the draft financial statements, indicating the final steps are near and a published report should be available soon. Target meeting for presentation is May 2025.
- Budget
 - The Fiscal Year 2026 budget development processed kicked off in December with the development of year-end estimates by Department Directors. To-date, year-end estimates, revenue projections, and 2026 budget requests have been completed. The City Manager (Budget Officer) and Finance Director have met with each of the Directors regarding their budgets.
 - The first Budget Committee meeting is scheduled for April 16th at noon. The Committee will receive the 2026 Proposed Budget, the Budget Message delivered by the Budget Officer, elect a chair and vice-chair, and select dates for future presentation & deliberation meetings.
- Payroll
 - Payroll was processed on March 14th and 28th for all employees. In total, 119 employees were paid in March.
- Utility Billing
 - 6,632 billing statements (including electronics) were mailed March 26th for a total of \$1,057,960.85 in utility revenue and \$184,748.10 in city service fee revenue.
 - 48 Owner Lien (past due) notification letters were mailed.
 - On March 14th, 361 phone calls went out to notify customers they have a past due balance.
 - There was a total of 100 lockouts in March.
 - There was a total of 363 service requests in March: 61 move ins, 100 lock-offs, 17 re-read meters, 84 reconnects, 28 move outs, 16 leak checks, 7 changed meters, 24 turn ons, 8 turn offs, 8 meter installations, 4 meter removals, no dead meters, no water quality checks, 1 pressure test, 2 emergency requests, no meter tests, no meter locates and 3 miscellaneous requests.

Utility Billing Data

	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Active Accounts	6,581	6,598	6,614	6,619	6,641	6,641	6,641	6,641	6,645	6,645	6,646	6,639	6,632
Penalty Applied	426	273	159	309	11	246	249	83	225	417	165	220	263
Lock Offs	135	71	118	77	136	72	86	118	82	N/A	158	52	100

Municipal Court Data

	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Charges Filed	132	158	235	148	210	194	151	189	130	125	268	133	166
Show Cause Issued	53	58	58	46	66	41	56	65	66	76	69	66	55
Licenses Suspensions Issued	38	38	52	33	52	47	41	68	47	19	51	42	47
Warrants Issued	164	108	205	166	160	199	171	205	197	115	278	158	145
Charges Disposed	117	122	177	161	177	170	162	186	159	113	208	204	162



Information Technology Services
40 N. 2nd Street
Lebanon, Oregon 97355

TEL: 541.258.4242
brenthurst@lebanonoregon.gov
www.lebanonoregon.gov

INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- Work continues on the AV system at the new Library Council chambers.
- Completed AV upgrades to the Court room.
- 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

- Continued GIS/Utility Billing meter integration and reconciliation.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.
- The Sanitary Sewer System upgrade work continues.



55 Academy Street
Lebanon, Oregon 97355

TEL: 541.258.4926
Kendra.Antila@LebanonOregon.gov
www.LebanonOregon.gov/library

MEMORANDUM

Lebanon Public Library

To: Mayor, City Council, City Manager
From: Kendra Antila, Library Director
Subject: Manager's Report

Date: March 31, 2025

- The library offered 3 Spring Break programs for children, in addition to our regularly scheduled programs. Cumulative attendance totaled 228 children and adults.
- Upcoming special events in April include:
 - Model Train Event with the Oregon Electric O-Gaugers Model Train Club, April 9-12
 - Teen Origami Night (Ages 12-18), April 10
 - 2nd Annual Stuffie Sleepover (after-hours slumber party for stuffed animals) April 26
 - Teen Art Collage Night (Ages 12-18), April 30
- We recently received a \$2000 donation towards our new Spanish collection.

THE CITY THAT FRIENDLINESS BUILT



40 N. 2nd Street, Suite 100
Lebanon, Oregon 97355

TEL: 541.451.1751
FAX: 541.258.4959
www.ci.lebanon.or.us/police

Item # 8.



MEMORANDUM

Police Department

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

Date: March 31st, 2025

- For the month of March 2025, the Patrol Division had approximately 1,289 calls for service, made 82 arrests, issued 65 traffic citations and wrote 106 case reports.
- Recruit Officer Brian Prather began his career as Patrol Officer today. Brian is a certified officer with almost 6 years of experience.
- Recruit Officer Tyler Robinson will begin his career as Patrol Officer beginning April 8th. He is a certified officer with over 3 years of experience.
- We currently have one opening for Communication Specialist and one opening for Police Officer, and are recruiting for both vacancies.
- The Detectives Division remains busy with very involved cases. This month, they were assigned seven (7) new cases. They were able to send two (2) cases to the Linn County DA's office for review and make one (1) arrest. They were able to close out three (3) cases this month and reviewed approximately 58 incoming child abuse referrals from DHS.
- Community Services staff members Albanese and Johnson, along with members of the patrol teams, continue to conduct extra patrol within our parks system to assist in reduction of unwanted activities (ordinance violations and trespassing) and provide outreach. A total of six individuals were trespassed from the parks for City ordinance violations. Staff assisted mental health/crisis teams six times, and gave out nine resource guides to those in need.
- There were a total of two use-of-force instances for the month of March. (1) Officers attempted to contact a wanted subject who had outstanding felony warrants. When the officer approached the subject, they took off running on foot. Officers were able to get caught up with the subject and pointed their tasers at them, giving verbal commands. The subject complied with the commands and was taken into custody without further incident. (2) Officers contacted an intoxicated subject at a business who was refusing to leave after being asked. Upon contact, the subject made verbal threats toward the officers, then picked up a guitar and threatened to assault the officers. One officer tased the subject and placed them in handcuffs; the male subject continued to yell and be physical with the officers as they attempted to place the subject into a police vehicle. The subject was eventually

INTEGRITY, PROFESSIONALISM & TEAMWORK

restrained temporarily using a WRAP device and taken to jail. The subject sustained a puncture wound from one of the taser probes, but no other injuries were reported. All use-of-force incidents are reviewed extensively by a Sergeant, Lieutenant, the Police Captain and finally the Chief. All use-of-force incidents were found to be justified and fell within policy standards.

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



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4918
www.ci.lebanon.or.us

MEMORANDUM

Public Works

Date: March 28, 2025

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – April 2025

A. Collections (Sanitary-Storm):

- Mowing
 - No mowing or weed eating.
 - Started pre-season inspection and maintenance on mowing equipment
- Manholes:
 - Inspecting manholes for I&I.
- Sewer Mains:
 - Responded to one report of a plugged sanitary main.
 - Cleaned 650 feet and video inspected 0 feet of sanitary sewer main line.
 - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
 - Assisted 6 customers with sewer lateral issues.
 - Video inspected 2 laterals for post-construction / warranty review.
 - Video inspected 975-feet of sanitary sewer laterals.
 - Inspected several hundred feet during locates.
 - 0 cleanouts installed.
 - Conducted 3 sewer lateral replacement investigations.
 - 3 -entered program
 - 0 -not eligible or did not require replacement
 - 0 -working with customers to gather more information
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Investigated an unknown storm system on W. Sherman Street.
 - Working with Engineering to develop a plan for repair / replacement.
 - Completed several rounds of catch basin, curb inlet, ditch inlets, and culvert clearings during rain events.
 - Cleaned several catch basins that had slow flow.
- Special projects:
 - Located sewer mains and laterals for Ziplly Fiber
 - Investigated and repaired sink hole by bridge.
 - Monthly equipment checks and maintenance are completed.
 - Checked River Park RV Dump Station holding tank, and operation of the pump.

- Cleared one plug in dump station.
- Checked Gill's Landing Pump Station and pump operation.

B. Parks:

- Opened, closed, and cleaned parks restroom buildings daily.
- 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.
- Completed rebuilding, repairing, and repainting benches and picnic tables for all parks.
- Picnic tables have been returned to all city parks.
- Mowing and maintenance in city parks has begun as the weather allows.
- The pressure washing of parks has begun as the weather permits.
- Assisted with the building of the new washroom at the city maintenance shop.
- Gills Landing
 - There were 43 RV park reservations for the month of March.
 - There was 1 shelter rental for the month of March.

C. Streets:

- 15 – days were spent sweeping.
- Completed the annual tree and shrub trimming in the right-of-way.
- Removed a tree and stump on E. Oak Street, the sidewalk panel was also removed and prepared for replacement.
- Monthly equipment checks and maintenance are completed.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Conducted forklift training and certification.
- Replaced ADA mat for crosswalk at Beaton Lane.
- Responded to garbage clean-ups on the roadway and parks.
 - Cheadle Lake
 - Berlin Road
- Graded gravel roadways, alleys, and shoulders of roads and filled potholes throughout town.
- Assisted water department
 - Repaired two water service leaks

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for February 2025
- Influent flow for the month of February averaged 5.69 MGD with a peak of 12.20 MGD and a total of 159.34 MG
- Clarifier #2 drive motor failed; Work Order created
- Installed rebuilt L-53 Gear box, gear box failed within an hour, waiting on crane to take back to RPM
- Repaired W-3 pump delivered and installed
- 5 bearings failed and replaced on the belt press

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)	64.50 MG
Finish Water Produced	58.16 MG
Water Sent to Cheadle Lake	00.00 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
0.43	1.32	1.07	0.013	0.024	0.017
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.40	7.97	7.69	2.28	63.40	12.28

- Replaced air solenoids on train 1
- Annual maintenance on Cl2 Generator
- Continued membrane maintenance due to drawdown



MEMORANDUM

Senior Services & LINX Transit

Date: April 1, 2025

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

LINX Transit:

To date, LINX Transit has provided almost 55,000 rides and on track to provide up to 75,000 rides this fiscal year.

LINX Transit received six proposals for our scheduling and dispatching software system. We hope to complete the review and selection process in early April. The new software should prove to be helpful for gaining efficiencies, improving accuracy and streamlining communication.

Oregon Department of Transportation (ODOT) announced the FY 2025-27 discretionary grant award recipients for the Statewide Transportation Improvement Fund (STIF) on March 21st, 2025. LINX Transit feels very fortunate to be receiving \$428,794 in funding for transit operations. LINX Transit also received match dollars for a replacement vehicle and expansion vehicle.

Senior Center:

March 2025 brought a lot of college student participation in educational opportunities at the Lebanon Senior Center. Toward the end of their academic year, many college students look for opportunities to present information. We kicked off the month with a presentation from Willamette University Law Program students. Over 100 community members came to hear their presentation that we held on a Saturday morning. Access to generalized information for important life planning options has left many not knowing where to start. This presentation gave a great background of information on wills, trusts, powers of attorney and probate. It will hopefully be a great starting point for community members to pursue getting their matters in order to protect their assets and families.

COMP-NW medical students had several presentations and workshops in March. A group of students focusing on dermatology provided a workshop on preventative skin care and early recognition of common skin ailments. Seniors that attended walked away with important information, handouts and sunscreen samples. Another group of COMP-NW med-students

focusing on diet and nutrition provided their first cooking demo and nutrition talk. Food is always a great motivator and nothing lures folks into to learn about nutrition other than the smells of something good cooking wafting down our halls. We really appreciate the continued partnership with COMP-NW and all of the education opportunities around wellness that they bring to our community. It is also a great opportunity for the most life experienced in our community to help educate and provide real life training and experience to future medical professionals about the aging experience and diverse communication skills.

As spring plays peek-a-boo, gardening education opportunities have once again kicked off.

- All of the 20 Senior Center raised garden bed plots have been adopted.
- The Master Gardeners started their spring and summer community educational workshops and classes in March! They will be offering a six-week series of classes every Saturday, 10-12, through April 26th, as well as a handful of other Saturday workshops through the summer.
- The Lebanon Garden Club will be hosting several community workshops on floral arranging, April and May. C
- Senior Center staff also connected seniors to the Extension Services 10-Minute University garden education series that has been occurring Wednesdays at noon.
- Whether as a long-time hobby/interest or as a new means to try to cut food costs and stay healthy, gardening remains a popular topic in our community across generations. We are glad to be able to have this city facility as a place for all generations to gather on a Saturday to learn and grow.