



# LEBANON CITY COUNCIL REGULAR & EXECUTIVE SESSION MEETING MINUTES

May 08, 2024 at 5:30 PM

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

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## MISSION STATEMENT

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

## EXECUTIVE SESSION

*Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.*

The Executive Session was opened at 5:32 PM.

1. Per ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

City Attorney Tre Kennedy read the Executive Session Announcement. The Council presented the annual evaluation for Judge Waite.

The Executive Session was closed at 5:39 PM.

***Mayor: Kenneth Jackola***

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

***Councilor Jeremy Salvage | Councilor Kim Ulfers | Councilor Dave Workman***

## 6:00 PM – CITY COUNCIL REGULAR SESSION

### CALL TO ORDER / FLAG SALUTE

The meeting was Called to Order at 6 PM.

### ROLL CALL

#### PRESENT

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

#### ABSENT

Councilor - Ward 2 Dave Workman

## STAFF

Interim City Manager Ron Whitlatch  
Police Chief Frank Stevenson  
Community and Economic Development Director Kelly Hart  
Public Works Director Jason Williams  
Finance Director Brandon Neish  
City Recorder Julie Fisher  
IT Administrative Assistant Erin Gomez

## MEDIA

Alex Powers, Albany Democrat Herald

## 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 3 Salvage.

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

1. **AGENDA:** Lebanon City Council Agenda – May 8, 2024
2. **BOARD MINUTES:** Library Advisory Committee  
Park, Trees, and Trails Advisory Committee  
Planning Commission
3. **COUNCIL MINUTES:**  
April 10, 2024 Work Session & Regular Session  
April 24, 2024 Work Session  
April 24, 2024 Executive Session
4. **LIQUOR LICENSE:**  
Darkbloom Coffee Company - Limited On-Premises New Outlet

## PRESENTATION / RECOGNITION:

None

## 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](mailto:city.recorder@lebanonoregon.gov) prior to **5:00 p.m. on May 7**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

Jereme Guenthur let the Council know of a new device called the EMP Shield Resistor. The resistor is a protection device from dirty power that Mr. Guenthur highly recommended for City.

Jason Christen with Sleep Trailer LLC, explained to the Council his emergency and mobile shelter which can sleep up to 8 individuals. The Sleep Trailer LLC is looking for property they would be able to park the unit for up to three months as part of a grant for a pilot program. Last year the emergency shelter was available for use due to volunteers who handled the intake and checkout of those who used the emergency shelter. The City provided hand wash stations and porta-potties.

Shellie Jackola, Executive Director of the Lebanon Downtown Association gave an update on the banners for graduating seniors that are hung along Main Street. The Downtown Clean Up event was

discussed. Upcoming events include movies and concerts in the park, a car show in August, and wine walk in July. A new downtown mural has been started.

## **PUBLIC HEARING(S)**

5. Resolution No. 9 for 2024 - A Resolution of the City of Lebanon Calling an Election to Submit to the City Electors the Question of Providing Fluoridation of the Public Water Supply and Adopting a Ballot Title and Explanatory Statement

The Public Hearing was opened at 6:14 PM.

The City Attorney presented the staff report and gave the background on the Council's decision to refer to the voters the question of whether or not the City should continue to fluoridate the City's public water supply. If the Council approves the Resolution, the City Recorder will publish the notice of the receipt of the ballot title and the seven-day challenge period will begin. Any member of the public could challenge the title.

The floor was opened for public comment. There was none.

The Public Hearing was closed at 6:19 PM.

There was Council discussion on the amount of information in the Explanatory Statement regarding the history of fluoridation. It was asked if the current petition that is in the signature gathering process should be included in the Explanatory Statement. It was determined that it was not relevant.

The City Attorney read the title of the resolution.

Motion made to approve Resolution 9 for 2024 - A Resolution of the City of Lebanon Calling an Election to Submit to the City Electors the Question of Providing Fluoridation of the Public Water Supply and Adopting a Ballot Title and Explanatory Statement by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 3 Salvage.

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

Councilor Steinhebel stated that although she voted in favor, she disagrees on moving forward however supports the decision of the Council.

6. Resolution No. 10 for 2024 - A Resolution of the City of Lebanon Referring to the Voters a Measure Proposing a Prohibition on Psilocybin Related Businesses and Adopting a Ballot Title and Explanatory Statement

The Public Hearing opened at 6:23 PM.

City Attorney Tre' Kennedy presented the staff report giving a brief history of the current moratorium on Psilocybin related businesses and the steps taken to prepare the item for the upcoming election.

There was no public comment.

The Public Hearing was closed at 6:29 PM.

During the Council discussion there was a question on why the history of the moratorium was not included in the Explanatory Statement. It was also noted the outcomes of a yes or no vote was not as clear as the Explanatory Statement for Fluoride. Council would like to see more background information in the Explanatory Statement.

Motion made to table Resolution No. 10 for 2024 - A Resolution of the City of Lebanon Referring to the Voters a Measure Proposing a Prohibition on Psilocybin Related Businesses and Adopting a Ballot Title and Explanatory Statement until Juen 12, 2024 by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Dykstra.

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

7. Ordinance Bill No. 2024-04, Ordinance No. 3020 - A Bill for an Ordinance Amending Chapter Eight: Transportation of the Lebanon Comprehensive Plan and Adopt the Amendment to the Transportation System Plan File CPTA-24-01; City of Lebanon.

The Public Hearing was opened at 6:30 PM.

The City Attorney reviewed the Public Hearing process. The Council was asked if there was any Ex Parte', Conflict of Interest, or Bias; there was none. The public was asked if there was any objection to the notice that was sent in this case of to the jurisdiction of this body to hear and consider the case, there was none.

Community and Economic Development Director Kelly Hart presented the staff report stating the proposed ordinance amends the Lebanon Municipal Code Chapter 8 and to also amend the updates to the Transportation Systems Plan or TSP.

There was no Public Comment.

The Public Hearing was closed at 6:35 PM.

Motion made to approve Ordinance Bill No. 2024-04 - Ordinance No. 3020 - An Ordinance Amending Chapter Eight: Transportation of the Lebanon Comprehensive Plan and Adopt the Amendments to the Transportation System Plan File CPTA-24-01, City of Lebanon by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Mann.

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

8. Resolution No.11 for 2024 - Resolution to Amend Fees and Charges for Administration and Enforcement of the Building Code Program.

The Public Hearing was opened at 6:36 PM.

Community and Economic Development Director Kelly Hart presented the staff report and explained the fees for the Building Department have not been updated since 2015. The fees only cover expenses and staff time, and the city does not profit from any fees. The fee schedule is set to automatically update yearly based on CPI. It was noted the Building Inspector is a contractor and not an employee. The increase in the contract fees helped initiate the overall fee schedule update.

There was no Public Comment.

The Public Hearing was closed at 6:41 PM.

Motion made to approve Resolution No. 11 for 2024 - Resolution to Amend Fees and Charges for Administration and Enforcement of the Building Code Program by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Ullfers.

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

## **REGULAR SESSION**

9. Enterprise Fleet Purchasing Agreement

Finance Director Brandon Neish introduced Andrea Biddle and Klye Odle with Enterprise and presented an overview of the benefits of Enterprise managing the City's fleet. The City could utilize Enterprise for 27 vehicles in Public Works, Engineering and IT. The program is not

intended for vehicles in the Police Department due to the amount of equipment needed to suit the vehicle for the department needs. Enterprise is able to secure vehicles using government buying power and determine when the vehicles should be sold to make the best return. Vehicles are usually in service for 2 years and are purchased through Enterprise with a lease agreement. The benefits are cost savings in fuel, maintenance, and the many safety features that new vehicles are equipped with. There was discussion on how to end the contract if the Council decided the program was not a good fit. The City Attorney requested a few legal changes to the contract.

Motion made to approve the contract as amended with Enterprise and authorize the Interim City Manager to sign the contract by Councilor - Ward 3 Salvage, Seconded by Council President - Ward 3 Steinhebel.

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

#### 10. Transparency Portal Demonstration

Finance Director gave a demonstration of the Clear Gov. transparency portal that will be added to the City's website. Through the portal, citizens will be able to view the budget, where their tax dollars are being spent, and view the City's expenditures. The Council liked the transparency and looked forward to it being available to the public.

#### 11. Authorization to Purchase

Public Works Director presented the request to purchase 390 W. Maple which is next to the Public Works yard. The City has been setting aside funds for the eventual purchase of this property. The property will be used for additional staff parking which is needed. The request was for \$110,000.

Motion made to authorize the purchase and for the Interim City Manager to sign all documents by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 3 Salvage.

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

#### 12. Department Report: Administration

*City Recorder*

*Community and Economic Development*

*Engineering*

*Finance*

*Human Resources*

*IT*

*Library*

*Police Department*

*Public Works*

*Senior Center/LINX*

Interim City Manager Ron Whitlatch presented the City Manager's report. Items that were discussed included the City's lobbying efforts in partnership with Consultant Sean Tate. The City has also entered into an IGA with Oregon Cascade West Council of Governments to explore grant opportunities. There will be a Work Session in June to continue the 5 Year Budget Projection discussion.

## ITEMS FROM COUNCIL

Mayor Jackola reported that there was an Executive Session to evaluate Municipal Court Judge Waite. Mayor Jackola stated that the Council wishes to recognize Judge Waite's hard work and acknowledge the good work of the Municipal Court staff. The Council expressed their thanks.

Mayor Jackola stated he appreciated the new sign at Rawlston Park which was put up by volunteers who tend to the rose garden. Mayor Jackola encouraged everyone to go by and view the garden and the new sign.

## PUBLIC/PRESS COMMENTS

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

None

**NEXT SCHEDULED COUNCIL MEETING(S): June 12, 2024 @ 6PM.**

## ADJOURNMENT

With no further business, the meeting was adjourned at 7:21 PM.

CITY OF LEBANON, LINN COUNTY, OREGON

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Kenneth Jackola, Mayor

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Michelle Steinhebel, Council President

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ATTESTED BY:

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Julie Fisher, City Clerk / Recorder