



# LEBANON CITY COUNCIL WORK SESSION AND REGULAR MEETING MINUTES

November 13, 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.*

**Mayor: Kenneth Jackola**

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

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

## PRESENT

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

## ABSENT

Councilor - Ward 3 Jeremy Salvage

## STAFF

Interim City Manager Ron Whitlatch  
Community Development Director Kelly Hart  
Finance Director Brandon Neish  
Police Chief Frank Stevenson  
IT Director Brent Hurst  
City Attorney Tre' Kennedy  
City Recorder Julie Fisher

## 5:30 PM – CALL TO ORDER WORK SESSION

The Work Session was Called to Order at 5:30 PM.

## DISCUSSION ITEMS

### 1. Strategic Plan Update - SSW Consulting

Sarah Wilson with SSW Consulting presented Council with a draft Strategic Plan and reviewed each section of the draft plan. The plan will return to Council on the December Agenda for approval and adoption. Staff will conduct a progress report every 6 months and a yearly review and update. Every 5 years a comprehensive update to the plan should be conducted.

## ADJOURN WORK SESSION

The Work Session was Adjourned at 5:50 PM.

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

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

The Regular City Council meeting was Called to Order at 6:00 PM.

### **ROLL CALL**

#### **PRESENT**

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

#### **ABSENT**

Councilor - Ward 3 Jeremy Salvage

#### **STAFF**

Interim City Manager Ron Whitlatch  
Community Development Director Kelly Hart  
Finance Director Brandon Neish  
Police Chief Frank Stevenson  
IT Director Brent Hurst  
City Attorney Tre' Kennedy  
City Recorder Julie Fisher

### **CONSENT CALENDAR**

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

Motion to approve the Consent Agenda made 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 2 Workman, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – November 13, 2024
2. **AGREEMENT:** Irrevocable Petition for Future Street Improvements - W Sherman St.
3. **APPOINTMENTS:** Planning Commission: Regina Thompson
4. **BOARD MINUTES:**  
June, 26, 2024 & September 18, 2024 Planning Commission  
June 26, 2024 Senior & Disabled Services Advisory Committee
5. **COUNCIL MINUTES:**  
September 11, 2024 City Council Meeting \*Amended  
October 9, 2024 City Council Meeting  
October 10, 2024 City Council Town Hall

October 15, 2024 City Council Town Hall  
October 23, 2024 City Council Special Meeting

6. **EASEMENT:** Weldwood Storage
7. **ORDINANCE NO. 3027** - Ordinance Bill No. 2024-11, A Bill for an Ordinance Amending the Lebanon Municipal Code Title 13- Public Services by Deleting Chapter 13.25.120 Discount for Low Income Senior Citizens and Disabled.

## PRESENTATION / RECOGNITION

NA

## PUBLIC COMMENTS

Shellie Jackola, Executive Director of the Lebanon Downtown Association, presented the Council with an update of activities for the past month and announced upcoming events. It was reported a small business workshop was held to learn how to maximize online presence. Upcoming events include a tree lighting, parade and historic tour. A Downtown Restoration Grant through Oregon Parks and Recreation could award a business up to \$400K. The Lebanon Downtown Association will apply on behalf of the business they feel is the most likely to be awarded the grant.

## PUBLIC HEARING(S)

8. Ordinance Bill No. 2024-10, Ordinance No. 3026 - A Bill for an Ordinance Creating Section 3.24 - City Services Fee to the Lebanon Municipal Code.

The public hearing was opened at 6:08 PM.

Interim City Manager Whitlatch presented the staff report. The City Services Fee is the solution to General Fund deficiencies, along with reduction of materials and services and 9.75 FTE. Discussion regarding the fee began April 2024. The City has dedicated a webpage with information regarding the fee and frequently asked questions, held two town hall meetings, and a special meeting to receive public comment. Council added that they have done their due diligence in consideration of the fee.

There were no questions from Council.

The Mayor asked for testimony in favor. There was none.

The Mayor asked for testimony in opposition. There was none.

The public hearing was closed at 6:10 PM.

City Attorney Kennedy read the ordinance by title only.

Motion to approve Ordinance Bill No. 2024-10, Ordinance No. 3026 - A Bill for an Ordinance Creating Section 3.24 - City Services Fee to the Lebanon Municipal Code made by Councilor - Ward 2 Ulfers, Seconded by Councilor - Ward 2 Workman.

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

9. Resolution No 2024-27 - Resolution Setting Rates for a City of Lebanon Services Fee

The public hearing was opened at 6:11 PM.

Interim City Manager Whitlatch presented the staff report. On October 23, 2024 the City Council held a special meeting to discuss rates. Consensus of the Council was am \$18 fee per residential single-family door. This closes the deficit based on a 5-year projection. The fee will be reviewed annually as part of the budget process.

There were no questions from Council.  
The Mayor asked for testimony in favor. There was none.  
The Mayor asked for testimony in opposition. There was none.  
The public hearing was closed at 6:12 PM.

City Attorney Kennedy read the resolution by title only.

Motion made to approve Resolution No. 2024-27 - A Resolution Setting Rates for a City of Lebanon Services Fee by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.

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

10. Ordinance Bill No. 2024-12 - Ordinance No. 3028. A Bill for an Ordinance Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 and ORS 222.170 File A24-03: Christy Kester

The public hearing was opened at 6:15 PM.

City Attorney Kennedy explained the hearing procedures. There was no Exparte', Conflict of Interest, or Bias reported by the Council.

Community Development Director presented the staff report. The property consists of .046 acres and is located at 1021 W. Airport Road. The zoning is identified as Residential Mix Density in the Comprehensive Plan. Utilities are available for connection. The application meets all criterial and was reviewed by the Planning Commission on October 16, 2024 and they recommend approval.

There were no questions from Council.

The applicant was not in attendance.

The Mayor asked for testimony in favor. There was none.

The Mayor asked for testimony in opposition. There was none.

The public hearing was closed at 6:18 PM.

City Attorney Kennedy read the ordinance by title only.

Motion made to approve Ordinance Bill No. 2024-12 - Ordinance No. 3028 by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Dykstra.

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

11. Ordinance Bill No. 2024-13 - Ordinance No. 3029. A Bill for an Ordinance Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 and ORS 222.170 File A24-04: Linn County

The public hearing was opened at 6:19 PM.

City Attorney Kennedy explained the hearing procedures. There was no Exparte', Conflict of Interest, or Bias reported by the Council.

Community Development Director presented the staff report. The property consists of 0.2 acres and is located at 2187 Mill Street. The zoning is identified as Mixed Use in the Comprehensive Plan. Utilities are available on Russell Street and can be extended. The application meets all criterial and was reviewed by the Planning Commission on October 16, 2024 and they recommend approval.

A Representative from Linn County was present.

There were no questions from Council.

The Mayor asked for testimony in favor. There was none.

The Mayor asked for testimony in opposition. There was none.  
The public hearing was closed at 6:23 PM.

City Attorney Kennedy read the ordinance by title only.

Motion made to approve Ordinance Bill No. 2024-13, Ordinance No. 3029 by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 1 Dykstra.

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

12. Ordinance Bill No. 2024-14 - Ordinance No. 3030. A Bill for an Ordinance Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 and ORS 222.170 File A24-05: Kaytlynn Libra

The public hearing was opened at PM.

City Attorney Kennedy explained the hearing procedures. There was no Exparte', Conflict of Interest, or Bias reported by the Council.

Community Development Director presented the staff report. The property consists of 0.17 acres and is located at 148 Russell Drive. The zoning is identified as Residential Mixed Density in the Comprehensive Plan. Utilities are available on Russell Drive. The application meets all criterial and was reviewed by the Planning Commission on October 16, 2024 and they recommend approval.

There were no questions from Council.

The applicant was not present.

The Mayor asked for testimony in favor. There was none.

The Mayor asked for testimony in opposition. There was none.

The public hearing was closed at 6:27 PM.

City Attorney Kennedy read the ordinance by title only.

Motion made to approve Ordinance Bill No. 2024-14, Ordinance No. 3030 by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 Ullfers.

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

## **REGULAR SESSION**

13. Resolution No. 2024-28 - A Resolution Authorizing the City of Lebanon to Adopt a Low-Income Utility Rate Relief Program.

Finance Director Neish introduced the proposed resolution that would establish policy for a low-income discount rate. Several Oregon cities have a similar policy that ranges from 30% to 50% discount for qualified accounts. Resolution No. 2024-28 proposes a 30% discount. Applications are submitted through a third-party vendor and the discount would include all utility fees including the City Services Fee.

Motion made to approve Resolution No. 2024-28 by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 2 Ullfers.

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

14. New FEMA Limitations on Development in the Floodplain.

Community Development Director introduced the new FEMA limitations on development in the floodplain. The Nation Flood Plain Insurance Program did not evaluate the Endangered Species Act and litigation resulted in pre-implementation compliance measures to which the

City will have to participate. The City currently has 236 properties that are in the 100-year flood plain area. In order for those properties to be qualified for flood plain insurance, the City must follow new FEMA regulations. CDD Hart explained three options the City could take. The first, a moratorium on any development in the 100-year flood plain. This option would require the City to send Measure 56 Notices to all 236 properties and could be subject to Measure 49 claims. Staff did not recommend this option. The second was to adopt a model code by ordinance that was created by FEMA. Staff has not seen this code, and noted this option has potential takings implications. Staff did not recommend this option either. The third and recommended option, was the permit-by-permit option. This option removes any taking liability and allows case by case review where habitat assessment is required for development within the project area. Consensus of the Council was the permit-by-permit option.

#### **15. Department Reports:**

Interim City Manager Ron Whitlatch gave an update on the drawdown. The City requested a halt to the drawdown from the Oregon Health Authority and requests were denied. The City water treatment plant is still able to meet permit limits, however, is exceeding the manufactures recommendations for the membranes. There will be an additional request to halt the drawdown when the 200 NTU occurs at the plant.

The City received a grant for Cheadle Lake for 1 million. The Parks, Trees, and Trails Committee is currently working on a design.

Academy Square will have additional signage to add the Library and Senior Center to the park system.

The City Council Chambers move to the Library will continue using AARPA funds for the AV system.

#### **ITEMS FROM COUNCIL**

There were no items from Council.

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

There were no comments from press or the public.

**NEXT SCHEDULED COUNCIL MEETING(S):** December 11, 2024

The next scheduled City Council meeting is scheduled for December 11, 2024 at 6 PM.

#### **ADJOURNMENT**

The meeting was adjourned at 6:54 PM.