



LEBANON CITY COUNCIL WORK SESSION & REGULAR MEETING MINUTES

April 10, 2024 at 5:00 PM

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

MISSION STATEMENT

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

Mayor: Kenneth Jackola

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

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

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 City Council Work Session was Called to Order at 5:00 PM.

DISCUSSION ITEMS

1. Utility Systems Update and Rate Discussion

Interim City Manager Ron Whitlatch and Public Works Director Jason Williams presented the City Council with the Utility Systems Update for the Water, Wastewater, and Storm Drainage systems.

The Water System discussion highlighted water main replacements, leak detection, and repair of water main pipes. In the Water Treatment Plant, additional maintenance and earlier than scheduled replacement of membranes due to additional strain during high turbidity caused by to the South Santiam River drawdown. Routine maintenance including new meters and general upkeep were noted as well as upcoming projects.

The Wastewater Fund treats 968 million gallons of sewage annually. Pump replacement of the Westside Interceptor Pump Station was noted and facility plan update for the Wastewater Treatment Plant discussed.

The Master Plan Update and capital improvement needs were identified during the Storm drainage discussion.

The overall financials of revenue and expenses were discussed. Staff recommended and proposed a methodology resulting in a 3.03% increase in utility fees.

Staff and Council reviewed utility rates in comparison with comparable cities. Lebanon is about 4th highest overall, but not far ahead of most other cities.

ADJOURN WORK SESSION

The Work Session Adjourned at 5:32 PM.

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The City Council Regular 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
Councilor - Ward 3 Jeremy Salvage (online)

ABSENT

Council President - Ward 3 Michelle Steinhebel

STAFF

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

CONSENT CALENDAR

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

Motion to Approve the Consent Calendar made by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage (Steinhebel Absent)

1. **AGENDA:** Lebanon City Council Agenda – April 10, 2024
2. **AGREEMENT:** Property Acquisition – NW Corner of Stoltz Hill Road & Airport Road
3. **BID AUTHORIZATION:** Gills Landing Project
4. **COUNCIL MINUTES:** March 13, 2024
March 20, 2024 Work Session
March 20, 2024 Executive Session
5. **EASEMENT:** Airport Road Storage
6. **LIQUOR LICENSE:** Hangry Solutions

- 7. Resolution No. 7 for 2024** - A Resolution Recognizing the Importance of Arbor Day and Trees in the City of Lebanon.

PRESENTATION / RECOGNITION

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 March 9, 2024**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

Keith Murphy spoke regarding increased trash rates.

James Goble spoke about an upcoming event on Sherman Street which proceeds will benefit veterans. Staff encouraged Mr. Goble to fill out an Event Permit.

Genny Lynch spoke concerned with an increase in utility rates.

Rod Sell, with Build Lebanon Trails, requested funding from Tourism Funds for development of the Georgia Pacific Trail which will be a connector trail to the rest of the system. Council requested staff return with a staff report of the request for consideration.

Alicia VanDriel spoke regarding possible increases in utility rates

PUBLIC HEARING(S)

- 8. Public Hearing:** Resolution No. 5 for 2024 - A Resolution Adopting the City of Lebanon's Utility Rates.

The Public Hearing was opened at 6:31 PM.

Interim City Manager Ron Whitlatch presented the Staff Report which included a resolution adopting Utility Rate's at a 3% increase. Rates were compared to cities with similar populations and budgets and the proposed rates were in line with other comparable cities. It was noted by the Council programs like the Community Services Consortium are available with utility assistance.

Mayor Jackola opened the floor for public comment, there was none.

The Public Hearing was closed at 6:33 PM.

City Attorney Tre Kennedy read the title of Resolution No. 5 for 2024 - A Resolution Adopting the City of Lebanon's Utility Rates.

Motion made to adopt Resolution No. 5 for 2024 by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage (Councilor Steinhebel was absent.)

REGULAR SESSION

- 9. Resolution No. 6 for 2024** - Private Sewer Lateral Replacement Program Policy and Guidelines Updates

Interim City Manager Ron Whitlatch presented the updated policy for the Private Sewer Lateral Replacement Program and Guidelines Update. Whitlatch explained at the last Council

meeting the wrong version of the program was adopted which the updates were not included. The corrected version is attached to Resolution No. 6 for 2024.

Motion made to approve Resolution No. 6 for 2024 - Private Sewer Lateral Replacement Program Policy and Guidelines Updates, by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 Ullfers.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage (Steinhebel was absent)

10. Housing Projection Study Code Update - Council Representative Assignment

Community and Economic Development Director Kelly Hart stated a Council representative is needed as part of the advisory committee to review the Housing Projection Study for Code Updates. Councilor Workman and Councilor Ullfers both volunteered.

11. Crossroads Communities -Non-Profit Affordable Housing Tax Exemption Request

Community and Economic Development Director Kelly Hart presented the Council with a staff report outlining the properties that could potentially apply for tax exemption due to non-profit status and the monetary effects an exemption could have on the City. After review, the Council requested the request be revisited for a decision by vote prior to January 2025 so any policy would be in place by March 2025.

12. Ordinance Bill 2024-02, No. 3018 - A Bill for an Ordinance Amending 9.40 of the Lebanon Municipal Code Relating to Civil Trespass.

City Attorney Tre Kennedy presented an ordinance that if passed would allow Resources Offices to be able to site for Criminal Trespass in addition to Sworn Officers.

Motion made to adopt Ordinance Bill No. 2 for 2024, 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, Councilor - Ward 3 Salvage (Steinhebel was absent)

13. Resolution No. 8 for 2024 – A Resolution by the City of Lebanon Opting in to Recreational Immunity Pursuant to ORS 105.668.

City Attorney Tre Kennedy introduced the Resolution for Opting in to Recreational Immunity stating that any city with a population of 500,000 or less must opt in by Resolution per ORS.

Motion made to approve Resolution No. 8 for 2024 by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Dykstra.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage (Steinhebel was absent)

14. Department Report – March 2024

Interim City Manager Ron Whitlatch reported an auction set for April 20th from 10am - 3pm at the Public Works yard. There will be a preview on April 19th.

Interim City Manager Whitlatch reminded the Council of a Work Session on April 24th at noon to discuss the Council Chambers and the 5 Year Budget Projections.

The Budget Committee meetings are scheduled for April 29th and April 30th both at noon. Staff presentations will be on April 29th.

ITEMS FROM COUNCIL

Councilor Salvage reported an issue with RVs parking along E. Elmore Street. With the street already narrow, only 33' wide, the parking has caused traffic flow issues. Councilor Salvage suggested yellow

curb painting. City Attorney Tre Kennedy suggested the Council review an RV Ordinance. Staff will send letters to residents regarding the curb painting and the City Attorney will bring an RV Ordinance back to the Council for consideration.

PUBLIC/PRESS COMMENTS

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

Mary Voight asked if the Council voted to increase the Utility Rates, which the Mayor affirmed.

**NEXT SCHEDULED COUNCIL MEETING(S): April 24, 2024 City Council WS @ Noon
May 8, 2024 Regular Meeting @ 6PM**

ADJOURNMENT

The meeting was adjourned at 7:20 PM.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐

Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, City Recorder