



# LEBANON CITY COUNCIL REGULAR MEETING MINUTES

March 13, 2024 at 6:00 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 Ullfers | 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 (online)  
Councilor - Ward 1 Carl Mann  
Councilor - Ward 2 Kim Ullfers  
Councilor - Ward 2 Dave Workman  
Councilor - Ward 3 Jeremy Salvage  
Council President - Ward 3 Michelle Steinhebel

#### STAFF

Interim City Manager Ron Whitlatch  
Finance Director Brandon Neish  
Chief of Police Frank Stevenson  
City Recorder Julie Fisher  
IT Technician Erin Gomez

#### MEDIA

Sarah Brown, Lebanon Local

### 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 2 Ullfers.

Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers,

Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – March 13, 2024
2. **APPOINTMENTS:**
  - Budget Committee - Jeffrey King
  - Senior & Disabled Services Advisory Committee - Dorrie Board & Barbara Hemnes
3. **APPROVAL TO AWARD:** Beaton Lane & Tennessee Road RRFB Pedestrian Crossing Signs (Project 22706)
4. **BOARD MINUTES:**
  - Library Advisory Committee - December 12, 2023
  - Parks, Trees & Trails Committee - October 18, 2023
  - Planning Commission - November 15, 2023
  - Senior & Disabled Services Advisory Committee - October 18, 2023
5. **COUNCIL MINUTES:**
  - February 14, 2024, Regular Session
6. **LIQUOR LICENSE:** Sam's Place on Sherman - Full-On Premises, New Outlet
7. **Local Government Grant:** Authorization to Apply for a Local Government Grant from the OPRD and Authorizing the City Manager Sign All Appropriate Documents

#### **PRESENTATION / RECOGNITION**

8. Crossroads Communities - Executive Director Michael Couch  

Michael Couch with Crossroads Community, presented to the Council on the ways the organization supports the needs of the community with low-income housing, workforce education, ADA compliant Transportation services, distribution of space heaters, and addition services to low-income households.

There are current Oregon statues in place that provide fiscal benefits to nonprofits that own and operate affordable housing, exempting organizations like CRC from property taxes on units. Mr. Couch requested Council consider this exemption for Crossroads.

The Council requested staff bring back a staff report with information on the potential impacts on the request.
9. Parks, Trees & Trails Committee  

Rick Barnett and Rod Sell with Build Lebanon Trails and Lebanon Parks, Trees, and Trails Committee provided an update on the various projects the committee has been working on. The committee's focus includes Cheadle Lake Accessibility Improvements, the Georgia Pacific Trail, and applications for grand funding. They also provide \$20,000 per year for four years to help fund a Seasonal Trail Maintenance Worker. The committee continues trail development and maintenance in Lebanon with close working relationship with the City of Lebanon.

#### **PUBLIC COMMENTS**

Derek LeBlanc, with Kids SAFE, requested Council authorization to set up a fully enclosed BB Gun Range, during Strawberry Festival. Their foundation focuses on teaching gun safety to children. Staff will work with Kids SAFE through the Event Permit process.

KaryAnn Lane with Beauty Temple requested the Council consider moving the Farmers Market from the downtown parking lot to Ralston Park. She gathered signatures of those in support of her petition and shared concerns of safety and parking issues that affect downtown businesses when the market occurs. Staff will reach out to the Farmers Market to discuss options.

Shellie Jackola presented the current Lebanon Downtown Association activities and projects.

## **REGULAR SESSION**

### **10. Chamber of Commerce Funding Request**

The Chamber of Commerce presented during the February meeting the need for funding to complete the remodel and upgrade of the Chamber of Commerce which was damaged by a vehicle collision. The Chamber will receive some funding through insurance as well as a donation by Linn County of \$70,000. The Chamber requested \$100,000 from the City of Lebanon from the Transient Occupancy Tax monies that can only be used towards tourism. The Council supported the request.

Motion made to approve the request of \$100,000 of tourism funds to the Chamber of Commerce for their building fund by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage.

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

### **11. Private Sewer Lateral Replacement Program Policy and Guidelines Updates - Resolution No. 2024-03**

Interim City Manager Ron Whitlatch explained proposed amendments to the Private Sewer Lateral Replacement Program to improve the process for payable and receivables related to program.

Motion made to approve Resolution No. 2024-03 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 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

### **12. Lebanon Municipal Code Chapter 2.04 Regular Meetings Update**

Interim City Manager Ron Whitlatch explained current municipal code states a specific time and date for regular city council meetings. By amending the code to remove specific times and dates for the second meeting, the council will have a new level of flexibility, allowing for adjustments in meeting times to better accommodate the needs of both council members and the community. It also allows for council greater adaptability in responding to unforeseen circumstances. Public Meeting Notices will also be part of the meeting schedule process. The proposed amendments have been vetted by legal counsel.

The Ordinance was read by title only.

Motion made to approve Ordinance No. 3017 by Council President - Ward 3 Steinhebel, 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, Council President - Ward 3 Steinhebel

### **13. Department Reports - February 2024**

Interim City Manager Ron Whitlatch announced Tyson Keene was named Utility Operator of the Year and public the City of Lebanon received Best Tasting Surface Water and Best Tasting Water overall from the Oregon Association of Water Utilities (OAWU).

A work session for 5-year budget projection is scheduled for March 20th at noon at the Santiam Travel Station.

**ITEMS FROM COUNCIL**

Councilor Steinhebel reported a representative from the Oregon Governor's Office will be visiting Twin Cedars Mobile Home Park on March 25, 2024, at 2pm to discuss with residents SB 608. Members of the Council may attend as well. A public notice of a possible quorum of the Council will be published.

**PUBLIC/PRESS COMMENTS**

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

There were no further comments or questions from the media.

**NEXT SCHEDULED COUNCIL MEETING(S) April 10, 2024**

The following meetings are scheduled:

City Council Work Session March 20, 2024, at noon.

City Council Work Session April 10, 2024, at 5 PM

City Council Regular Meeting April 10, 2024, at 6 PM.

**ADJOURNMENT**

The meeting was adjourned at 7:12 PM.

*[Minutes prepared by Julie Fisher, City Recorder]*

Minutes Approved by the Lebanon City Council on this 10<sup>th</sup> day of April 2024.

  
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 Kenneth E. Jackola, Mayor   
 Michelle Steinhebel, Council President

ATTESTED:

  
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 Julie Fisher, City Recorder