

**LEBANON CITY COUNCIL**  
**MINUTES**  
**September 12, 2018**

**Council Present:** Mayor Paul Aziz, Councilors Jason Bolen, Bob Elliott, Floyd Fisher, Robert Furlow and Rebecca Grizzle

**Staff Present:** City Attorney Tré Kennedy, City Clerk Linda Kaser, Police Chief Frank Stevenson, Finance Director Matt Apken and Community Development Director Walt Wendolowski

**CALL TO ORDER:** Mayor Aziz called the Regular Session of the Lebanon City Council to order at 6:00 p.m. in the Santiam Travel Station Board Room and led in the Pledge of Allegiance.

**ROLL CALL:** Roll call was taken with Councilor Rieskamp absent.

**APPROVAL OF COUNCIL MINUTES:** *Councilor Grizzle moved, Councilor Bolen seconded, to approve the August 8, 2018 Regular Session Minutes as presented. The motion passed unanimously.*

**CONSENT CALENDAR:** *Councilor Elliott moved, Councilor Bolen seconded, to approve the Consent Calendar as presented. The motion passed unanimously.*

**AGENDA:** Lebanon City Council Agenda – September 12, 2018  
**APPOINTMENTS:** Trees & Trails Advisory Committee – City Councilor Grizzle, Rick Barnett, Jan Diamantine, Rod Sell, Ron Whitlatch and Jason Williams  
**BOARD MINUTES:** Arts Commission – June 25, 2018  
Historic Museum Ad Hoc Committee – June 28, 2018  
Senior & Disabled Services Advisory Committee – April 18, 2018

**PROCLAMATION / PRESENTATION / RECOGNITION:** Mayor Aziz declared September 17-23 as Constitution Week. He presented the proclamation declaring September 16 as American Legion Day to Post 51 Commander Larry Williams and the proclamation declaring October 7-13 as Fire Prevention Week to Councilor Bolen. Mayor Aziz thanked the Fire Department, Police Department and volunteers for helping with the 9/11 ceremony. Councilor Bolen thanked City Manager Marks for the coins he designed.

**PUBLIC COMMENTS**

Alysia Rodgers, Lebanon Downtown Association Main Street Manager, shared that First Fridays will be extended through the end of the year. There will be a pumpkin painting contest in October. They have been contacting businesses to fill downtown vacancies for trick-or-treating on October 31 from 2:00-4:00 p.m. The LDA will also be holding a one-mile walk and 5K Jingle Bell Run on the morning of the December 1<sup>st</sup> Holidays in the Park.

**REGULAR SESSION:**

**1) Interfund Loan Transfer – Underdrainage Project**

Finance Director Apken stated that the canal underdrain project was originally roughly estimated at \$150,000 but it was determined to cost \$669,722. He requested approval of a resolution for an interfund transfer of \$400,000 from the Street Improvement SDC fund to the Storm Drain Utility fund over 10 years at the current LGIP interest rate of

2.25%. The amount also includes an approximate 10% contingency. Any remaining funds would be returned to the Street Improvement SDC fund.

Councilor Bolen asked for reasoning behind the price difference. Apken recalled that a rough estimate was made during communications with the City of Albany regarding the intergovernmental agreement. There were no estimates done.

He confirmed for Mayor Aziz that this project must be done while the water treatment plant is being built.

City Attorney Kennedy read the title of RESOLUTION NO. 2018-30. ***Councilor Grizzle moved, Councilor Fisher seconded, to APPROVE RESOLUTION NO. 2018-30, A RESOLUTION AUTHORIZING AN INTERFUND LOAN AND BUDGET APPROPRIATION FOR THE CANAL UNDERDRAIN PROJECT. The motion passed unanimously.***

## **2) Report on RV Parks within the City Limits**

Community Development Director Wendolowski provided a report on private RV parks within City limits, at the request of Council, based on a private citizen's request for a Code amendment. The City does allow RV parks and campgrounds (approval is required in some cases) but only if they are publicly owned.

Questions regarding RV parks and campgrounds were sent to other city planners. Of the eight responses received, six said that their cities allow them, either through a conditional use application or a site plan review, and they are usually placed in the commercial or industrial zone. The responses were mixed regarding their experiences. One city noted problems with enforcement of duration of stay; they sometimes become residential units. The level of civil enforcement necessary to ensure time limits are enforced may be beyond staff's level. A planner said that one city does not allow private parks because there is little assessed value and tax revenue but there is increased demand on City services.

Allowing RV parks and campgrounds would require Development Code approval. The Planning Commission process would take about 3-5 months. A key issue would be choosing the appropriate zone(s).

Councilor Grizzle stated that she would like to get input from the Planning Commission on possible ramifications and the Police Department on possible enforcement issues. Wendolowski stated that he can bring it up to the Planning Commission in October.

Councilor Bolen stated that he has experienced private RV park issues and is not interested in going forward with this and would hate to waste staff/Planning Commission time. There are beautiful private RV parks, but they are designed for expensive RVs and charge \$200-\$300 per night. He does not see a demographic like this in Lebanon. His concern is that those RVs parked around town may end up in a private park semi-permanently and possibly evicting someone would become an issue for the property owner.

Councilor Furlow expressed similar reservations. Private parks tend to quickly deteriorate, become an eyesore, and require a great deal of constant enforcement, which would drain resources. Councilors Elliott and Fisher and Mayor Aziz agreed.

***Council reached consensus to maintain current Municipal Code language in which privately owned RV Parks are not permitted within City limits.***

Mayor Aziz stated that he would contact the person requesting that this Code be amended.

### 3) Create a Ralston Park Improvement Plan Ad Hoc Committee

Marks recommended approval of a resolution to create a Ralston Park Improvement Plan Ad Hoc Committee as Strategic Plan Action Item 5.5 calls for development of a Ralston Park improvement plan. The current budget includes funds to move forward with the development of the plan. The committee is proposed to include four members of the public who reside/work within a four-block radius of the block, one Council member (who will also act as Chair) and two City staff members. The committee would have their work completed by the end of June 2019.

Kennedy read the title of RESOLUTION NO. 2018-31. ***Councilor Elliott moved, Councilor Bolen seconded, to APPROVE RESOLUTION NO. 2018-31, A RESOLUTION OF THE CITY OF LEBANON CREATING A RALSTON PARK IMPROVEMENT PLAN AD HOC ADVISORY COMMITTEE. The motion passed unanimously.***

At Councilor Furlow's suggestion, Councilor Bolen agreed to be on the ad hoc committee.

### 4) City Manager's Report – Marks provided updates:

*Economic Development Catalyst Position* – Marks reviewed the candidate pool of applications received so far. They are not as strong as he would like so the position may be reopened. This may put us behind schedule, but the goal is to get the best possible person into the position.

Councilor Elliott asked Marks when he feels someone is needed on board. Marks stated nothing will be jeopardized in the long run, so we will do our best to get a quality person in the position.

He confirmed for Councilor Furlow that the salary range is competitive. With a growing economy and shrinking pool of qualified applicants nationwide, it is almost expected to go out for recruitments twice.

Councilor Bolen asked what the plan is if the second recruitment does not bring in the desired person. His concern is, how long do we keep recruiting? Marks stated that he is an optimist; we will keep recruiting until we land the right person. If we do not find someone several months down the line, we may need to review the job description.

### ITEMS FROM COUNCIL

Mayor Aziz asked Council to send comments, changes or additions to the City Manager's evaluation topics to City Clerk Kaser.

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The Council agreed that they liked the electronic Council Read File sent out by Kaser so that they can receive their mail quicker.

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Councilor Grizzle shared that she is excited about the Cheadle Lake Trail bench dedication for Rod Sell on Monday at 10:00 a.m. He has put in a lot of time and dedication to our trail system. She thanked the committee for their work.

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Councilor Bolen thanked David Dominy and those from the Police Department who helped with another great 9/11 ceremony.

**PUBLIC COMMENTS**

Jason Cripe, Guitars Under the Stars, reported that he will be back at the next Council meeting with budgets for last year's and next year's Guitars Under the Stars event. The proposed date for 2019 is July 26 and 27 and they are hoping to find a sponsor for a free community concert Thursday. He thanked the Council for their support and stated that they can decide what contributions make sense. He asked that the City consider what things it can do now that they have stirred up interest in Lebanon becoming a destination for something nice.

There were over 4,000 attendees (compared to the previous two years of 1,200 and 800) from 11 states. They will be making improvements based on feedback about the show itself and on the impact to the community; It was a zero-incident event other than the woman who called about the noise.

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Wyatt King, PO Box 157, gave a progress update on the Tremi's building restoration, which is part of the Downtown Building Restoration Program. The LDA was crucial in helping them to receive the Diamonds in the Rough grant.

If the second round of applications for the Economic Development Catalyst position does not go as planned, he offered the services of Alysia Rodgers to help with downtown items until the position is filled.

He requested consideration for a position on the Ralston Park Ad Hoc Committee as both a local business owner and a member of the LDA.

**ITEMS FROM PRESS** – *There were no questions or comments.*

**NEXT SCHEDULED COUNCIL MEETING(S)**

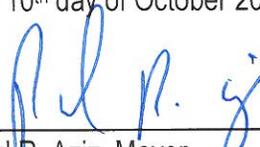
- October 10, 2018 (6:00 p.m.) Regular Session
- November 14, 2018 (6:00 p.m.) Regular Session

**ADJOURNMENT**

*Mayor Aziz adjourned the Regular Session at 6:48 p.m.*

*[Minutes prepared by Donna Trippett and Linda Kaser]*

Minutes Approved by the Lebanon City Council on this 10<sup>th</sup> day of October 2018.

  
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Paul R. Aziz, Mayor  
Bob Elliott, Council President

ATTESTED:

  
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Linda Kaser, City Clerk