



# LEBANON CITY COUNCIL EXECUTIVE SESSION AND REGULAR MEETING MINUTES

June 12, 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 Ullfers | Councilor Dave Workman**

## 5:30 PM – CITY COUNCIL EXECUTIVE SESSION

### 1. Executive Session Announcement:

Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the Council to negotiate real property transactions.

The Executive Session was opened at 5:30 p.m. City Attorney Kennedy read the Executive Session Announcement.

The Executive Session adjourned at 5:45 p.m. There was no official decision made during the Executive Session.

## 6:00 PM – CITY COUNCIL REGULAR SESSION

### CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6:00 p.m.

### 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  
Council President - Ward 3 Michelle Steinhebel

#### STAFF

Interim City Manager Ron Whitlatch  
Community and Economic Development Director Kelly Hart  
Finance Director Brandon Neish  
City Recorder Julie Fisher  
Police Chief 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 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 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – June 12, 2024
2. **AGREEMENTS AND CONTRACTS:** *NW Code Professionals LLC  
Lebanon Fire District Contract*
3. **APPOINTMENTS:**
  - Budget Committee - Shantel Schroeder (appointment) and Tom Wells (reappointment)
  - Library Advisory Committee - Dr. Dustin Herb (reappointment) and Denice Lee (reappointment)
  - Parks, Trees & Trails Advisory Committee - Rick Barnett (reappointment) and Rod Sell (reappointment)
  - Planning Commission - Dave McClain (reappointment) and Michael Miller (reappointment)
4. **BOARD MINUTES:**
  - Planning Commission - April 17, 2024
5. **COUNCIL MINUTES:** *May 8, 2024, Executive Session and Regular Meeting*
6. **IRREVOCABLE PETITION:**
  - Public Improvements - 985 W. Rose Street
7. **COMMUNITY DEVELOPMENT BLOCK GRANT:** *Resolution No. 2024- 18 - A Resolution to Notify All Citizens that Discrimination is Prohibited by Title VIII of the Federal Fair Housing Amendments Act of 1988.*

## PRESENTATION / RECOGNITION

8. Build Lebanon Trails Funding Request

Rod Sells with the Build Lebanon Trails presented the request to Transient Lodge Tax Funds for the completion of the Georgia Pacific trail connector.

## PUBLIC COMMENTS

There were no public comments.

## PUBLIC HEARING(S)

9. Public Hearing - Ordinance Bill No. 2024-05, Ordinance No. 3021 - 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 A21-01 Josh Mitchell

The Public Hearing was opened at 6:04 p.m.

The Mayor asked of each Councilor if there was any ex parte' contact, conflict, or bias; there was none.

They Mayor asked if any member of the audience objected to the notice that was sent in this case or to the jurisdiction of this body to hear and consider this case; there was none.

The Community Development Director Hart presented the staff report which included the criteria to be considered. The Planning Commission has recommended approval.

There were no questions of staff.

The Mayor opened the hearing for Public Comment; there was none.

The Public Hearing was closed at 6:08 p.m.

The City Attorney read the title of Ordinance Bill No. 2024-05, Ordinance No. 3021 - 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 A21-01 Josh Mitchell.

**Motion to approve Ordinance Bill No. 2024-05, Ordinance No. 3021 - 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 A21-01 Josh Mitchell 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 Ulfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel**

10. Public Hearing - Resolution No. 2024 -10, 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 was opened at 6:09 p.m.

City Attorney Kennedy present the staff report explaining the changes to the Explanatory Statement to include additional information and give uniformity to the messaging on both Fluoride and Psilocybin information.

There were no questions of staff.

The Mayor opened the hearing to Public Comment; there was none.

The Public Hearing was closed at 6:10 p.m.

The City Attorney read the title of Resolution No. 2024 -10, 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

**Motion to approve Resolution No. 2024 -10, 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 by Councilor - Ward 2 Ulfers, Seconded by Councilor - Ward 1 Dykstra.**

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

11. Public Hearing - Resolution No 2024-12, A Resolution Certifying Its Eligibility and Declaring the City of Lebanon's Election to Receive State Revenues.

The Public Hearing opened at 6:11 p.m.

Finance Director Neish presented the staff report and explained the State Shared Revenues. The State Shared Revenue Report from the League of Oregon Cities was reviewed.

There was a question on why a city wouldn't want to accept the State Shared Revenues.

The Mayor opened the hearing for Public Comment, there was none.

The Public Hearing was closed at 6:14 p.m.

The City Attorney read the title of Resolution No 2024-12, A Resolution Certifying Its Eligibility and Declaring the City of Lebanon's Election to Receive State Revenues.

**Motion to approve Resolution No 2024-12, A Resolution Certifying Its Eligibility and Declaring the City of Lebanon's Election to Receive State Revenues by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 2 Ulfers.**

**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. Public Hearing - Resolution No. 2024-13 - A Resolution Certifying the City Complies with Sections of ORS 475 C Related to Marijuana Sales Inside City Limits

The Public Hearing opened at 6:15 p.m.

Finance Director Neish presented the staff report.

There was a question on how many marijuana retail stores could be within the City. Staff reported zoning and code requirements would be the only limitations.

The Mayor opened the hearing for Public Comment, there was none.

The Public Hearing was closed at 6:17 p.m.

City Attorney Kennedy read the title of Resolution No. 2024-13 - A Resolution Certifying the City Complies with Sections of ORS 475 C Related to Marijuana Sales Inside City Limits.

**Motion to approve Resolution No. 2024-13 - A Resolution Certifying the City Complies with Sections of ORS 475 C Related to Marijuana Sales Inside City Limits 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**

13. Public Hearing - Resolution No. 2024-14 - A Resolution Adopting the City of Lebanon's Budget and Making Appropriations for Fiscal Year 2024-2025. Resolution No. 2024-15 - A Resolution Levying Taxes for the City of Lebanon's Budget for Fiscal Year 2024-2025.

The Public Hearing opened at 6:18 p.m.

Finance Director Neish presented the staff report. The Budget Committee met during three separate public meetings to discuss the proposed budget. The Budget Committee approved the Budget on April 30th. Finance Director asked for adjustments in Engineering, Streets, Capital Projects, and Transfers Out. The total budget for 2024-25 is \$66,722,992.

There were no questions of staff.

The Mayor opened the hearing for Public Comment, there was none.

The Public Hearing was closed at 6:22 p.m.

City Attorney Kennedy read the title of Resolution No. 2024-14 - A Resolution Adopting the City of Lebanon's Budget and Making Appropriations for Fiscal Year 2024-2025.

**Motion to approve Resolution No. 2024-14 - A Resolution Adopting the City of Lebanon's Budget and Making Appropriations for Fiscal Year 2024-2025. Resolution No. 2024-15 - A Resolution Levying Taxes for the City of Lebanon's Budget for Fiscal Year 2024-2025 by Councilor - Ward 3 Salvage, 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**

The Public Hearing was reopened for public comment on Resolution No. 2024-15 - A Resolution Levying Taxes for the City of Lebanon's Budget for Fiscal Year 2024-2025. There was none. The City Attorney read the title of the resolution.

**Motion to approve Resolution No. 2024-15 - A Resolution Levying Taxes for the City of Lebanon's Budget for Fiscal Year 2024-2025. by Councilor - Ward 3 Salvage, 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**

14. Public Hearing - Resolution No. 2024-19 - A Resolution Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2022-18.

The Public Hearing opened at 6:25 p.m.

Finance Director Neish presented the staff report and reviewed all proposed changes. It was explained the City is not for profit and the fees are structured to cover the cost of the service. There was a question regarding what a Street Moratorium Service Fee and Reinspection Fee was.

The Mayor opened the hearing for Public Comment, Sean Eaton spoke regarding the Reinspection Fee and was in support of the fee.

The Public Hearing was closed at 6:31 p.m.

City Attorney Kennedy read the title of Resolution No. 2024-19 - A Resolution Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2022-18.

**Motion to approve Resolution No. 2024-19 - A Resolution Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2022-18 by Councilor - Ward 1 Mann, 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**

15. *Temporarily adjourn as the Lebanon City Council and convene as the Urban Renewal Agency Committee*

Public Hearing - Resolution No. 2024- 16 - A Resolution Adopting the Lebanon Urban Renewal Agency's Budget and Making Appropriations for Fiscal Year 2024-2025. Resolution No. 2024-17 A Resolution Levying Taxes for the Lebanon Urban Renewal Agency's Budget for Fiscal Year 2024-2025.

The public hearing opened at 6:33 p.m.

Finance Director Neish presented the staff report. Total Appropriations for 2024-25 is \$2,839,366.

There were no questions of staff.

The Mayor opened the hearing for Public Comment, there was none.

The Public Hearing was closed at 6:36 p.m.

City Attorney Kennedy read the title of Resolution No. 2024- 16 - A Resolution Adopting the Lebanon Urban Renewal Agency's Budget and Making Appropriations for Fiscal Year 2024-2025. City Attorney Kennedy also read by title only Resolution No. 2024-17 A Resolution Levying Taxes for the Lebanon Urban Renewal Agency's Budget for Fiscal Year 2024-2025.

**Motion to approve Resolution No. 2024- 16 - A Resolution Adopting the Lebanon Urban Renewal Agency's Budget and Making Appropriations for Fiscal Year 2024-2025 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 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel**

**Motion to approve Resolution No. 2024-17 A Resolution Levying Taxes for the Lebanon Urban Renewal Agency's Budget for Fiscal Year 2024-2025 by Council President - Ward 3 Steinhebel, 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, Council President - Ward 3 Steinhebel**

## REGULAR SESSION

16. Resolution No. 2024-20 - A Resolution Authorizing a Transfer of Appropriations for the Lebanon Urban Renewal Agency 2023-2024 Budget.

***Adjourn as the Urban Renewal Agency Committee and reconvene as the Lebanon City Council.***

Finance Director Neish presented the staff report. There is one adjustment to the Mill Race Urban Renewal District due to an increase in assessed value for property within the URD. Staff is requesting an adjustment from the contingency line to comply with ORS 294.456(6).

There were no questions of staff.

**Motion to approve Resolution No. 2024-20 - A Resolution Authorizing a Transfer of Appropriations for the Lebanon Urban Renewal Agency 2023-2024 Budget by Councilor - Ward 3 Salvage, 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**

17. Resolution No. 2024-21 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2023-2024 Budget.

Finance Director Neish presented the staff report and requested the following adjustments; to the finance budget in the General Fund to cover additional costs associated with appeals and the contract for the defense attorney, and in the Water and Wastewater funds to cover additional health reimbursement account expenditures incurred.

There were no questions of staff.

**Motion to approve Resolution No. 2024-21 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2023-2024 Budget 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 2 Workman, Councilor - Ward 3 Salvage**

18. Build Lebanon Trails Request for Transient Lodge Tax Funds

Interim City Manager Ron Whitlatch introduced the request for Build Lebanon Trails to receive Transient Lodge Tax Funds which are designated for tourism purposes. The Council consensus was that the trails do have an impact on tourism and impact tourist activities and the request was determined to be in compliance with ORS 320.

**Motion to approve \$23,500 to Build Lebanon Trails for the construction costs related to the Georgia Pacific Mill Race Trail 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**

Councilor Steinhebel expressed concerns on staff availability once the trails are built and maintenance becomes the responsibility of the city as it adds additional responsibilities to an already short staff.

19. Gill's Landing Trail Award

Interim City Manager Whitlatch presented the request for the Gill's Landing Trail Award. Six bids were received. Santiam Canyon Excavating was the lowest bid. The City Attorney reviewed the proposal.

**Motion made to approve the Gill's Landing Trail Award by Councilor - Ward 3 Salvage, 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**

20. **Department Reports:**

Written reports were submitted in the packet from each department.

Interim City Manager Ron Whitlatch gave an update on Airport Road traffic signal.

There was discussion on the Elmore parking concern. Discussion ensued on removing parking from the south side of the street. A Traffic Study was completed, and those findings reported to Council. Surrounding Property Owner and residents will be notified of the process moving forward.

A reminder of the Strategic Planning Session on July 22 at Boulder Falls was giving to the Council.

A Work Session will be held in August on Utility Service Fees.

Community and Economic Development Director Hart, Consultant Shawn Tate, Interim City Manager Ron Whitlatch, and Representative's from Lori Chavez DeRemer's office visited the Wastewater Treatment Plant to explore possible funding options. Mayor added the City will more aggressively seek every asset and be sure we have a voice at the table for policy making decisions that impact Lebanon.

**ITEMS FROM COUNCIL**

Councilor Steinhebel reported on the Strawberry Festival and acknowledged the many volunteers and staff that make it a success.

**PUBLIC/PRESS COMMENTS**

Connie Strupund asked if there were any plans for a bottle drop in Lebanon. Staff responded that they had reached out before but can reach out again. Ms. Strupund also questioned the plans for a roundabout on Cascade Drive as identified in the TSP.

**NEXT SCHEDULED COUNCIL MEETING(S): July 10, 2024 Regular Meeting**

**July 22, 2024 Strategic Planning Session**