



# LEBANON CITY COUNCIL SPECIAL MEETING AND EXECUTIVE SESSION MINUTES

October 23, 2024 at 12:00 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***

## CALL TO ORDER / FLAG SALUTE

The meeting was Called to Order at 12:00 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  
Council President - Ward 3 Michelle Steinhebel

### STAFF

Interim City Manager Ron Whitlatch  
Community Development Director Kelly Hart  
City Attorney Tre' Kennedy  
Finance Director Brandon Neish  
City Recorder Julie Fisher  
Police Chief Frank Stevenson  
Permit Technician Josh Bacher

## CONSENT CALENDAR

Motion made 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 – October 23, 2024
- 2. APPROVAL TO AWARD:** Airport Rd/Stoltz Hill Rd Intersection Improvements (Project #20709)

## PRESENTATION / RECOGNITION

## **PUBLIC COMMENTS**

NA

## **REGULAR SESSION**

### **3. Strategic Plan Update and Discussion - SSW Consulting**

Community Development Director Kelly Hart introduced the Strategic Plan topic and gave a brief history of actions to date including staff outreach, focus groups, action items, goal identification, staff review and consideration, and draft mission, vision, and values.

Ashely Sonoff, Associate with SSW Consulting presented an update to Council and will return with a final plan for adoption in December. The update included a project goals review to develop a five-year comprehensive strategic plan, findings, results of engagement work, draft strategic plan framework, and next steps with timeline.

There was a question from Council regarding the implementation process. Goal 3: Financial Sustainability and Economy was discussed and what the desired outcome would be. CED Hart explained that the recent Economic Opportunity Analysis will help to guide Economic Development actions.

### **4. Proposed City Services Fee**

Interim City Manager Ron Whitlatch discussed the recent Town Hall meetings and reviewed with the Council the draft ordinance and resolution. The five-year projection was reviewed for Council consideration of the proposed fee amount of \$18 per month for residential accounts.

A low-income utility assistance program was discussed and how that would be implemented. It was discussed how to apply the discount for a tenant who is part of a complex with a master meter. Council consensus was for a 25-40% discount for those who qualify. The assistance program would cover a percentage of water, sewer, storm and the City Services Fee.

Letters will be sent to customers who will be receiving a large bill prior to the bills being sent in December.

The City Services Fee will be reviewed annually during the normal rate review process. It is not anticipated that the fee will increase in the next five years. Delinquency is tied to water services. The final ordinance and resolution will be in the November packet for vote.

### **5. Solar Discussion**

Community Development Director Kelly Hart introduced the solar discussion stating the City is looking at new ways to reduce cost and potentially increase revenue.

The discussion included background, solar options, funding opportunities, decision points and next steps. The most viable option for the City would be potential ground mounted sites.

The Council reviewed two options. The first is the Cost Offset Approach. This approach would offset most of the City's power utility costs. The second option was the Community Solar Revenue Approach. In this type of approach, most of the City's power utility costs would be offset, and the City could possibly also have an additional revenue from selling green power.

The City currently spends \$850k per year on power utilities. The cost estimates are roughly 1 million to build 1MW (megawatt). There are several grant opportunities and tax credits as well as interfund loan payback from funds other than the general fund.

Consensus of the Council was to pursue the Cost Offset Approach. Staff will further investigate and report the findings back to the Council.

## **ITEMS FROM COUNCIL**

NA

## **PUBLIC/PRESS COMMENTS**

NA

**NEXT SCHEDULED COUNCIL MEETING(S):** November 13, 2024 @ 4:30pm Joint Planning Commission and City Council Work Session  
November 13, 2024 @ 5:30pm City Council Work Session  
November 13, 2024 @ 6:00pm City Council Meeting

## **EXECUTIVE SESSION**

*Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.*

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

Interim City Manager Ron Whitlatch read the Executive Session Announcement. The Executive Session was Called to Order at 1:35 PM. No formal action was taken during the Executive Session. The Executive Session was adjourned at 2:09 PM.

## **REGULAR SESSION**

The Lebanon City Council reconvened into regular session.

## **ADJOURNMENT**

The meeting was adjourned at 2:09 PM.