LEBANON CITY COUNCIL WORK SESSION AND REGULAR MEETING MINUTES

June 10, 2026 at 5:15 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

We provide services that foster a resilient, safe, and growing community, strengthened by our community connections

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Marcellus Angellford

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

5:15 PM – CITY COUNCIL WORK SESSION

DISCUSSION ITEMS: *Enterprise Resource Planning System Change*

Finance Director Brandon Neish presented an overview of the City's evaluation of a new Enterprise Resource Planning (ERP) system to replace and consolidate several existing software platforms. He explained that the City currently relies on multiple disconnected systems for financial management, budgeting, utility billing, permitting, payroll, asset management, and other functions, resulting in manual data transfers, duplicate data entry, inefficiencies, and increased staff time. He also noted concerns regarding the City's current financial software, Springbrook, including limited system updates, integration challenges, declining customer support, and uncertainty regarding the company's long-term direction.

Neish stated that staff reviewed seven ERP software options and conducted extensive demonstrations before narrowing the list to four finalists. An ERP Build Team, consisting of representatives from multiple departments across the organization, evaluated the remaining options and ultimately recommended OpenGov and one other finalist for further consideration. Following additional demonstrations involving department directors, both the ERP Build Team and management team unanimously recommended OpenGov as the preferred vendor.

Neish explained that OpenGov would provide a single, integrated platform for financial management, budgeting, utility billing, permitting, licensing, and enterprise asset management. He stated that the system would improve operational efficiency by reducing manual processes, creating a single source of data across departments, enhancing reporting capabilities, strengthening financial controls, and providing real-time access to information. Additional benefits would include improved customer service through enhanced utility billing and permitting portals, greater transparency for residents, improved cybersecurity protections, and the ability to expand the system in the future as organizational needs evolve.

The proposed agreement with OpenGov would span seven years at a cost of approximately $1.8 million, plus one-time implementation costs estimated at $388,000. Neish reviewed the annual costs associated with each module and explained that some of the increased expenses would be offset by replacing several existing software systems. He highlighted improvements that would benefit utility customers, including expanded online payment options, flexible automatic payment scheduling, electronic notifications by text or email, and enhanced account security. He also discussed improvements to permit processes and asset management functions, including integration with the City's GIS system and enhanced maintenance tracking capabilities.

Neish reported that staff conducted reference checks with four organizations currently using OpenGov. All references spoke positively about the system, citing strong customer support, operational efficiencies, continuous product improvement, and enhanced cybersecurity protections. Each organization indicated they would select OpenGov again if given the opportunity.

Council members asked questions regarding implementation, security, customer access, payroll integration, asset management capabilities, cost comparisons, and anticipated efficiencies. Neish explained that payroll and human resources functions would remain with the City's current provider, ADP, for the foreseeable future, as staff preferred to focus on the ERP implementation before considering additional system changes. He stated that implementation is expected to begin in July if approved by the Council and could take approximately 12 months to complete. Neish noted that OpenGov representatives would attend the June 24 Council meeting, where the proposed contract would be presented for formal consideration. No Council action was taken during the work session.

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was Called to Order at 6:05 PM

ROLL CALL

PRESENT
Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Marcellus Angellford
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman
Council President - Ward 3 Michelle Steinhebel

ABSENT
Mayor Kenneth Jackola
Councilor - Ward 3 Jeremy Salvage

STAFF
City Manager Ron Whitlatch
City Attorney Tre' Kennedy
Finance Director Brandon Neish
Chief of Police Frank Stevenson
City Recorder Julie Fisher
Development Director Shana Olson

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 Calendar by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 McClain.
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

1. ***AGENDA:*** Lebanon City Council Agenda – June 10, 2026
2. ***APPOINTMENTS:*** *Planning Commission: Darla Bulmer Alternate, Don Robertson Re-Appointment*

3. ***COUNCIL MINUTES:*** *2026-05-13 City Council Work Session and Regular Meeting*
4. ***IRREVOCABLE PETITIONS:*** *69,71, & 73 Park Street; 2645 Birch Street*
5. ***LIQUOR LICENSE:*** *Kahn Development LLC*
6. **LEBANON MUSEUM REQUEST:** *Project 150 Sesquicentennial Celebration Coordination Request*

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

Melody Wallace, a Ward 3 resident, expressed concerns regarding the use of the small dog area at the dog park. She stated that some visitors have been bringing large dogs into the small dog enclosure, causing owners of smaller dogs to leave the area because they do not feel comfortable remaining there. Wallace requested that the City consider adding signage to clearly define the small dog area by weight, suggesting a limit of 25 pounds or less, in order to better distinguish between the large and small dog sections and reduce conflicts among park users.

Wallace also thanked Public Works Supervisor Jason Rush for his efforts to address a weed issue in the small dog area, noting that prickly weeds had become a concern. She expressed appreciation for the overall quality of the park, commenting that it is well used by residents and youth sports participants and serves as a valuable community asset.

Jerry Prebe raised concerns regarding requirements and costs associated with placing a shipping container on his property. He questioned the necessity of permit requirements, anchoring standards, and related fees, stating that the requirements seemed excessive compared to similar containers he had observed elsewhere in the community. He also expressed concerns regarding code enforcement consistency and the cost of maintaining off-site storage.

City Manager Ron Whitlatch responded that the requirements are based on applicable state building and fire codes and offered to have staff review the matter with Mr. Prebe. Whitlatch invited him to visit City Hall to discuss the requirements in greater detail and assured him that staff would help clarify the applicable regulations and fees. Council requested that staff also provide information regarding the relevant code requirements for future reference.

City Recorder Julie Fisher read a written comment submitted by H. Joy West into the record. West expressed concerns regarding the City's policy of holding property owners responsible for unpaid utility bills incurred by tenants. She stated that she was unaware of the policy when she purchased her property and did not recall agreeing to assume responsibility for a tenant's unpaid utility charges. West argued that it should be the City's responsibility to collect delinquent utility accounts rather than placing that obligation on property owners, particularly when owners are not notified of unpaid balances until a property transaction occurs. She requested that the Council revisit the policy, review how frequently property owners have been charged for tenants' unpaid utility bills since the policy was adopted and consider whether the practice remains appropriate. West stated that she pays the taxes and insurance associated with her property but does not believe she should be responsible for utility debts incurred by others. The written comment was received and included in the meeting record

PUBLIC HEARING(S)

7. Resolution No. 7 for 2026- A Resolution Certifying its Eligibility and Declaring the City of Lebanon's Election to Receive State Revenues

   The public hearing was opened at 6:24 PM.

   Finance Director Brandon Neish presented the staff report. He explained that Oregon law requires cities to annually certify that they provide at least four qualifying municipal services in order to receive state shared revenues. Neish reported that the City currently provides six qualifying services: police services, water utility service, sanitary sewers, storm sewers, street construction, maintenance and lighting, and planning, zoning, and subdivision control. He stated that the City has budgeted approximately $330,589 in state shared revenues for FY 2026-27.

The floor was opened for public comment. No testimony was received.

The public hearing was closed at 6:26 PM.

There was no Council discussion.

City Attorney Tre' Kennedy read the title of Resolution No. 2026-07, a resolution certifying eligibility and declaring the City of Lebanon's election to receive state revenues.

Upon a motion and second, the Council voted unanimously to approve the resolution.

Motion made by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 1 Angellford.
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

8. Resolution No. 8 for 2026 - A Resolution Certifying the City Complies with Sections of ORS 475C Related to Marijuana Sales Inside City Limits

   The public hearing was opened at 6:26 PM.

   Finance Director Brandon Neish presented the staff report. He explained that the resolution certifies the City's compliance with state requirements allowing licensed marijuana production, wholesale, and retail sales within the city limits. He noted that the certification is required in order for the City to continue receiving marijuana tax revenues, including distributions from the State. Neish reported that the City receives approximately $105,000 to $106,000 annually from marijuana-related revenues.

   The floor was opened for public comment. No testimony was received.

   The public hearing was closed at 6:28 PM.

   There was no Council discussion.

   City Attorney Tre' Kennedy read the title of Resolution No. 2026-08, a resolution certifying compliance with ORS 475C related to marijuana sales inside city limits.

   Upon a motion and second, the Council voted unanimously to approve the resolution.

   Motion made by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 1 Conti.
   Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

9. Resolution No. 9 for 2026 - A Resolution Adopting the City of Lebanon's Budget and Making Appropriations for Fiscal Year 2026-2027

   The public hearing was opened at 6:28 PM.

   Finance Director Brandon Neish presented the staff report. He reviewed the budget process required under Oregon law, including the appointment of the Budget Committee, presentation of the proposed budget by the Budget Officer, and Budget Committee approval of the budget. Neish reported that the Budget Committee approved a total budget of $94,684,265 and recommended adoption by the City Council. He explained that Resolution No. 2026-09 would appropriate $94,654,962 for Fiscal Year 2026-27. Neish noted that the significant increase over prior years was primarily attributable to approximately $30 million budgeted for wastewater treatment plant capital construction projects.

   The floor was opened for public comment. No testimony was received.

   The public hearing was closed at 6:30 PM.

   There was no Council discussion.

City Attorney Tre' Kennedy read the title of Resolution No. 2026-09, a resolution adopting the City of Lebanon budget and making appropriations for Fiscal Year 2026-27.

Upon a motion and second, the Council voted unanimously to approve the resolution.

Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Angellford.
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

10. Resolution No. 10 for 2026 - A Resolution Levying Taxes for the City of Lebanon's Budget for Fiscal Year 2026-2027

    The public hearing was opened at 6:33 PM.

    Finance Director Brandon Neish presented the staff report. He explained that the resolution levies the City's permanent property tax rate of $5.1364 per $1,000 of assessed value and includes the amount necessary to pay the final year of debt service on the general obligation bonds that financed the Justice Center and City Hall. Neish also reviewed the delinquent sewer and storm drainage assessments that would be submitted to Linn County for collection through the property tax process. He reported that the delinquent assessments totaled approximately $48,300 for sewer charges and $12,700 for storm drainage charges.

    The floor was opened for public comment. No testimony was received.

    The public hearing was closed at 6:37 PM.

    Council members asked clarifying questions regarding delinquent utility assessments and the collection process for sewer and storm drainage charges.

    City Attorney Tre' Kennedy read the title of Resolution No. 2026-10, a resolution levying taxes for the City of Lebanon budget for Fiscal Year 2026-27.

    Upon a motion and second, the Council voted unanimously to approve the resolution.

    Motion made by Councilor - Ward 1 Conti, Seconded by Councilor - Ward 1 Angellford.
    Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

11. Adjourn as the City of Lebanon Budget Committee and Convene as the Urban Renewal Agency Budget Committee

    Resolution No. 11 for 2026 - A Resolution Adopting the Lebanon Urban Renewal Agency's Budget and Making Appropriations for Fiscal Year 2026-2027

    The public hearing was opened at 6:38 PM.

    Finance Director Brandon Neish presented the staff report. He explained that the Lebanon Urban Renewal Agency is required to follow the same local budget laws as the City. Neish stated that the Agency Manager presented the proposed budget on April 16, 2026, and that an opportunity for public comment was provided during the May 18, 2026 Budget Committee meeting. Following its review, the Urban Renewal Agency Budget Committee approved a budget totaling $8,582,633 and recommended that the Agency Board adopt the budget for Fiscal Year 2026-27.

    The floor was opened for public comment. No testimony was received.

    The public hearing was closed at 6:39 PM.

    There was no Agency Board discussion.

    City Attorney Tre' Kennedy read the title of Resolution No. 2026-11, a resolution adopting the Lebanon Urban Renewal Agency budget and making appropriations for Fiscal Year 2026-27.

    Upon a motion and second, the Agency Board voted unanimously to approve the resolution.

Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Angellford.
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

12. Resolution No. 12 for 2026 - A Resolution Levying Taxes for the Lebanon Urban Renewal Agency's Budget for Fiscal Year 2026-2027

    Adjourn as the Urban Renewal Agency Budget Committee and Reconvene as the City of Lebanon Budget Committee

    The public hearing was opened at 6:40 PM.

    Finance Director Brandon Neish presented the staff report. He explained that urban renewal tax revenues are generated through tax increment financing, whereby increases in assessed property values within urban renewal districts are allocated to the districts to fund infrastructure improvements and development projects. Neish stated that the resolution would authorize the maximum tax increment revenues available to the Agency's urban renewal districts. He noted that the Northwest Lebanon Urban Renewal District tax increment value had decreased significantly as the district nears completion and the Agency continues efforts to retire its remaining debt obligations and ultimately dissolve the district.

    The floor was opened for public comment. No testimony was received.

    The public hearing was closed at 6:42 PM.

    There was no Agency Board discussion.

    City Attorney Tre' Kennedy read the title of Resolution No. 2026-12, a resolution levying taxes for the Lebanon Urban Renewal Agency Budget for Fiscal Year 2026-27.

    Upon a motion and second, the Agency Board voted unanimously to approve the resolution.

    Motion made by Councilor - Ward 1 Angellford, Seconded by Councilor - Ward 1 Conti.
    Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

REGULAR SESSION

13. Approval - Proposed Local Option Levy Informational Page

    City Recorder Julie Fisher presented a request for Council approval of the proposed municipal jail informational flyer and authorization for staff to continue developing related informational content for the City's website. Fisher explained that during the May 13, 2026 work session, the Council reviewed two flyer drafts and directed staff to create a simplified one-page flyer that included a QR code directing residents to the City's website for additional information. Staff revised the flyer accordingly and began developing supporting website content.

    To ensure compliance with Oregon election laws regarding the use of public resources, Fisher reported that the proposed flyer was submitted to the Oregon Secretary of State Elections Division for review. The Elections Division provided suggested revisions, which staff incorporated into the final version presented to the Council. Fisher noted that the Elections Division subsequently granted the flyer a "safe harbor" approval, meaning that any complaint challenging the flyer's language would be dismissed because it had already been reviewed and approved by the Secretary of State. She also advised that the website content had not yet been submitted for review but would be provided to the Elections Division prior to publication. Fisher requested Council approval of the flyer and authorization for staff to continue developing the website content. Council members expressed appreciation for staff obtaining the Secretary of State's review and emphasized the importance of ensuring compliance with all applicable election laws.

Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 McClain.
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

14. Approval to Award Project - Grant and Sherman

City Manager Ron Whitlatch presented a request to award the Grant Street and Sherman Street Utility Reconstruction Project. Whitlatch reported that the City received nine bids for the project and the low bid from MBG Construction of Philomath, Oregon, was significantly below the engineer's estimate of approximately $3.1 million. He explained that the project includes extensive street reconstruction, sidewalk accessibility improvements, curb and gutter replacement, drainage improvements, and water line upgrades along Grant Street and Sherman Street.

Whitlatch stated that construction would be completed in phases to minimize disruption to downtown traffic and businesses. Only one block of Grant Street would be closed at a time, and work on Sherman Street would not occur simultaneously with the Grant Street closures. He noted that although staff had initially hoped to complete the project during the current construction season, weather conditions would likely extend the project into the spring of 2027, with completion anticipated around May or June.

Council members asked questions regarding the scope of the street reconstruction and project schedule. Whitlatch confirmed that the streets would receive full reconstruction and paving rather than patchwork repairs. Following discussion, the Council approved awarding the contract, including the Sherman Street additive alternate, to MBG Construction in the amount of $2,836,147.06.

Motion made by Councilor - Ward 1 Conti, Seconded by Councilor - Ward 2 Workman.
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman

15. Department Report

City Manager Ron Whitlatch reported that staff had recently learned that funding available through the Community Development Block Grant (CDBG) program would be substantially less than previously anticipated, which could affect the City's proposed library expansion project. He explained that the estimated project cost is approximately $1.6 to $1.7 million and discussed the possibility of using proceeds from the sale of the Santiam Travel Station property, approximately $514,000, as matching funds for the grant application. Whitlatch noted that providing a local match could improve the City's competitiveness for grant funding, although it was uncertain whether the project would receive sufficient funding to move forward.

Council members discussed the proposal and expressed interest in further considering the use of the sale proceeds as a grant match. Questions were raised regarding the likelihood of receiving grant funding, alternative uses for the funds, and the overall project timeline. Following discussion, Council directed staff to return at a future meeting with additional information before a decision is made regarding the use of the Santiam Travel Station proceeds.

Whitlatch also informed the Council that he would be out of the office the following week and that Finance Director Brandon Neish would serve as Acting City Manager during his absence. He concluded by reminding Council members of the June 24, 2026 Council meeting scheduled for noon.

ITEMS FROM COUNCIL

Finance Director Brandon Neish clarified the City's process for collecting unpaid utility charges. He explained that water service can be discontinued for nonpayment, but sewer and storm drainage charges cannot, so those charges may be collected through a lien or county collection process. Neish noted that the current process was established by Municipal Code amendments adopted in 2013 and was selected as the City's method for ensuring collection of unpaid utility charges. Council acknowledged that the process can be unexpected for property owners but confirmed it is the City's established practice.

PUBLIC/PRESS COMMENTS

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

None

NEXT SCHEDULED COUNCIL MEETING(S): Regular Meeting 06-24-2026 @ Noon; Regular Meeting 07-08-26 @ 6 PM

ADJOURNMENT

The meeting adjourned at 7:00 PM

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

Everyone is welcome to attend City Council meetings. If you cannot attend, written testimony must be received by noon prior to the meeting via email to city.recorder@lebanonoregon.gov. Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the City Recorder by email at city.recorder@lebanonoregon.gov by noon prior to the meeting so that the City Recorder can provide instructions.

City Council meetings are recorded and available on the City's YouTube page at:

https://www.youtube.com/user/CityofLebanonOR/videos

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.