



# LEBANON CITY COUNCIL WORK SESSION & REGULAR MEETING MINUTES

May 13, 2026 at 5:00 PM

Library Community Meeting Room  
55 Academy Street, Lebanon, Oregon

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## 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**

## 5:00 PM – CALL TO ORDER WORK SESSION

*City of Lebanon Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Like regular Council meetings, citizens are encouraged to attend and observe work sessions. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.*

The meeting was called to order at 5:00 PM.

## DISCUSSION ITEMS

### 1. Municipal Jail Operations Levy

The Council met with consultants Betsy Schultz and Sean Tate to discuss informational materials and public outreach related to the proposed municipal jail operational levy.

Council reviewed draft informational flyers intended for distribution in City buildings and on the City website. Discussion focused on simplifying the flyer content, improving readability, adding a QR code linking to additional information online, and ensuring the materials remained factual and neutral. Council members also discussed including information related to the expiration of existing jail debt, warrant increases, repeat offenders, and impacts resulting from the jail closure. More detailed statistical information was recommended for the website rather than the flyer itself.

The consultants and staff reviewed the legal distinction between factual City-provided information and campaign advocacy, as well as public meeting and quorum considerations for future outreach activities. Council discussed the importance of maintaining consistent messaging while remaining within legal guidelines governing the use of City resources.

Staff and consultants recommended launching the informational website and materials in early June to allow time for additional data collection, legal review, and revisions. Council expressed support for bringing the finalized flyer back for review at the June 10 Council meeting. Possible outreach efforts discussed included telephone town halls, community town halls, and a

potential jail open house event. Staff was directed to continue refining the materials and website content for future Council consideration.

## **ADJOURN WORK SESSION**

The meeting adjourned at 5:37 PM.

## **6:00 PM – CITY COUNCIL REGULAR SESSION**

### **CALL TO ORDER / FLAG SALUTE**

The meeting was called to order at 6:00 PM.

### **ROLL CALL**

#### **PRESENT**

Mayor Kenneth Jackola  
Councilor - Ward 1 Dominic Conti  
Councilor - Ward 1 Marcellus Angellford  
Councilor - Ward 2 David McClain  
Councilor - Ward 2 Dave Workman  
Councilor - Ward 3 Jeremy Salvage (6:07 PM)  
Council President - Ward 3 Michelle Steinhebel

### **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 Council President - Ward 3 Steinhebel.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

- 1. AGENDA:** Lebanon City Council Agenda – May 13, 2026
- 2. APPOINTMENTS:**
  - \* Library Advisory Committee - Lorelai Fosselman (appointment), Kristine Hunt & Jennifer Moody (reappointments)
  - \* Parks, Trees & Trails Advisory Committee - Brian Danner (appointment) & Jan Diamantine (reappointment)
- 3. BOARD MINUTES:** Library Advisory Committee - February 10, 2026
- 4. COUNCIL MINUTES:** 2026-04-08 City Council Regular and Executive Session
- 5. EASEMENT:** 1300 S. Main Street
- 6. RIGHT-OF-WAY DEDICATION:** Conser Stoltz Hill Subdivision

### **PRESENTATION / RECOGNITION**

7. Medal of Valor - Officer Wyatt Belknap and Officer Wesley Parker  

The Chief of Police awarded the Medal of Valor to Wyatt Belknap and Wesley Parker in recognition of their lifesaving actions during a recent emergency response. The Medal of Valor is presented to officers who demonstrate exceptional courage, professionalism, and decisive action in situations involving significant risk to the safety or life of another person. Chief officials noted the officers' quick response and immediate medical intervention helped preserve the individual's life until paramedics arrived.
8. Lebanon Museum Foundation - Project 150 Presentation

Former Mayor Paul Aziz and Gary Marks presented information on behalf of the Lebanon Museum Foundation regarding “Project 150,” a proposed community-wide celebration commemorating the 150th anniversary of the incorporation of Lebanon in October 2028. The presenters shared historical background on the founding of Lebanon, noting that Jeremiah Ralston settled in the area in 1847 after traveling the Oregon Trail and named the community after his birthplace and the cedar trees along the South Santiam River. They explained that Lebanon was officially incorporated in 1878 through an act of the Oregon Legislature followed by adoption of a city charter by local voters.

The presenters explained that the museum foundation plans to coordinate events and activities throughout 2028 to celebrate Lebanon’s sesquicentennial, culminating in a major Founder’s Day celebration in October 2028. They stated the goal is to bring the community together to recognize Lebanon’s history, heritage, and community spirit. A proposed “Project 150 Committee” would include representatives from the downtown business community, the school district, the Strawberry Festival, City Council, the public at large, and the museum board. The presenters emphasized the importance of involving students and schools through educational activities, contests, and historical projects.

The foundation requested that the City Council designate the Lebanon Museum Foundation as the primary coordinator and central clearinghouse for Project 150 planning and information. They also requested a volunteer from the Council to serve on the committee and stated that regular updates would be provided to Council throughout the planning process. Councilor Conti volunteered.

The presenters also discussed the continuing need for a permanent museum location to preserve and share Lebanon’s history. They noted that the former hospital and library properties could provide opportunities consistent with the museum’s mission and the city’s historic preservation goals. Additional discussion occurred regarding possible museum locations and previous efforts to acquire properties for museum use, including the LBCC annex building, the Lebanon Express building, the Elks building, and other downtown properties.

Staff indicated the request for designation would be placed on a future Council agenda for consideration

## **PUBLIC COMMENTS**

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker’s request. Public comments can also be submitted by email to [city.recorder@lebanonoregon.gov](mailto:city.recorder@lebanonoregon.gov) prior to **5:00 p.m. on May 12, 2026**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

During public comments, Wendy Fierro, Debbie Chafin, and Kenneth Denny spoke regarding ongoing neighborhood concerns on West Vine Street between 12th and 14th Streets. The speakers stated that the area has experienced a decline in neighborhood conditions over recent years, citing concerns related to excessive on-street parking, vehicles parked on curbs and sidewalks, speeding traffic, garbage accumulation, loose and aggressive dogs, children playing unsupervised in the street, and general safety concerns for residents and pedestrians. The speakers expressed frustration regarding what they described as insufficient property maintenance and management by rental property owners and requested additional enforcement and assistance from the City.

Residents also expressed concern regarding visibility and traffic safety due to parked vehicles obstructing views near intersections and along curbs. Suggestions included repainting curbs, adding additional traffic or parking signage, and increased enforcement of parking and nuisance violations. Concerns were also raised regarding reported dog bite incidents and the overall livability of the neighborhood.

City staff and the Chief of Police responded to the concerns, noting that staff had previously discussed some of the issues with residents and that plans were underway to repaint curbs and install additional signage in the area. The Police Chief stated that officers had responded to complaints and would continue monitoring the area within the limits of city code and enforcement authority. The Mayor and Council acknowledged the concerns and indicated the matter would receive additional attention from staff and Council representatives.

## **PUBLIC HEARING(S)**

### **9. Public Hearing for Community Development Block Grant - Library Capital Improvements**

The Mayor opened the public hearing at 6:41 p.m. regarding the City's proposed 2026 Community Development Block Grant application for capital improvements to expand the children's area at the Lebanon Public Library. The Library Director presented the staff report and read the required public hearing notice into the record, outlining the proposed project to add approximately 1,200 square feet to the library to provide expanded space for children's programming, story time, STEM activities, crafts, book clubs, and other youth activities. The public hearing notice was also read into the record in Spanish in compliance with grant requirements. Staff noted the project was estimated to benefit approximately 66,156 persons, including a majority identified as low- to moderate-income residents.

Written testimony in support of the grant application was submitted by Dr. Barbara Moody, who expressed support for the expansion and emphasized the importance of promoting reading and learning opportunities for children.

During public testimony, Laurelia Fosselman, Benjamin Fosselman, Heleen Rounsavell, and Cass Dunn spoke in favor of the proposed project. The speakers shared personal experiences regarding the positive impact the library had on their childhood development, education, creativity, and access to learning opportunities. Testimony highlighted the value of the library as a safe and accessible community resource that supports reading, educational programs, arts and crafts activities, and youth engagement. Speakers also noted the need for additional space to accommodate children's and teen programming and expressed support for expanding the children's area to better serve families and students in the community.

Following public testimony, the public hearing was closed at 6:54 p.m. Council subsequently approved the Community Development Block Grant application for the proposed capital improvements to the library children's area.

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

## **REGULAR SESSION**

### **10. Ordinance No. 2026-05, Ordinance No. 3047 - A Bill for an Ordinance Amending Section 2.13 of the Lebanon Municipal Code Titled Candidate Nominations for Elective Office and Creating a New Section 2.13.025 Titled Candidate Filing Period and Hours**

City Recorder Fisher, presented Ordinance No. 2026-05, describing the proposed amendment as a housekeeping update to the City of Lebanon Municipal Code related to candidate filing procedures for elective office. The proposed amendment reorganizes existing provisions by creating a dedicated section within Chapter 2 to consolidate candidate filing timelines and requirements into one location.

Staff explained the amendment was prompted by recent changes to state law requiring incumbents to file for office seven days prior to non-incumbent candidates. Under the current city filing schedule, incumbents would have a shorter filing period than non-incumbents. The proposed amendment expands the filing period to begin on the first business day of July and end on the last business day of July. The ordinance also establishes filing hours of 8:00 a.m.

to 5:00 p.m., Monday through Friday excluding legal holidays, clarifies standards for in-person and electronic filings, and specifies that individuals appointed to fill an elective office are not considered incumbents for filing purposes.

The City Attorney read the title of the ordinance into the record as an ordinance amending Section 2.13 of the Lebanon Municipal Code related to candidate nominations for elective office and creating a new section related to candidate filing procedures. A motion was made and seconded to approve the ordinance amendment. Following Council discussion, the motion passed unanimously.

Motion made by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 2 Workman.  
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

11. Resolution No. 2026-06 - A Resolution Accepting Oregon Lottery Revenue Bond Proceeds District Legislative Award for the City of Lebanon Wastewater Treatment Plant Biosolids Project and Authorizing the City Manager to Execute the Associated Documents.

Ron Whitlatch presented Resolution No. 2026-06 regarding acceptance of Oregon Lottery Revenue Bond proceeds for the City's wastewater treatment plant biosolids project. Staff explained that through Senate Bill 5701, the Oregon Legislature awarded the City approximately \$11.2 million for the wastewater treatment plant project. The resolution authorizes acceptance of the funding and authorizes the City Manager to execute the required contract and associated documents necessary to begin the contracting process with the state.

During Council discussion, questions were asked regarding requirements attached to the funding. Staff explained the project would be subject to state and federal environmental and funding requirements similar to other state revolving fund loan programs already utilized by the City and noted the award had previously been approved by the Legislature and was not a new funding request. The Mayor also noted that many of the project discussions and supporting materials had previously been reviewed by Council during earlier meetings and were available as part of the public record.

The City Attorney read the title of the resolution into the record as a resolution accepting Oregon Lottery Revenue Bond proceeds for the City of Lebanon Wastewater Treatment Plant Biosolids Project and authorizing the City Manager to execute associated documents. A motion was made and seconded to approve the resolution. The motion passed unanimously.

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

12. City Attorney Contract Renewal

Ron Whitlatch presented a proposed amendment and renewal of the professional services contract for Tre' Kennedy. Staff explained that the current contract expires June 30, 2026, and the proposed amendment would establish a new three-year term with Mr. Kennedy continuing to serve as the City's primary contract attorney.

The City Manager reviewed several proposed updates to the agreement, including revisions related to backup legal coverage, continuity of service, attendance at additional meetings, consistency with Oregon professional standards, and legal services provided outside the monthly retainer. Staff explained the contract would continue to include attendance at City Council meetings, Planning Commission meetings, legal advice and consultation, document preparation, municipal court services, and general legal support to City staff. The hourly rate for work outside the retainer would increase from \$200 to \$250 per hour, with outside work requiring written approval. Staff also clarified that the monthly retainer would begin at \$18,500

and include annual adjustments based on the Consumer Price Index during the term of the agreement.

Council discussion included comments regarding Mr. Kennedy's years of service to the City. Following discussion, a motion was made and seconded to approve the contract amendment and renewal. The motion passed unanimously.

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

### **13. Department Reports**

The City Manager reported several updates during the department reports. He announced that the City has switched insurance agents from HUB to WHA while continuing coverage through CIS. Staff noted that WHA was selected after presentations and evaluation of services, including their expertise in municipal jail coverage and risk management. The change is expected to result in a modest increase in cost of approximately \$2,000 annually.

The City Manager also reported that the City has completed the closing on the Santiam Travel Station property, with proceeds of approximately \$514,000 received after associated fees. He indicated that staff will bring forward recommendations to the Budget Committee on potential uses for those funds, with discussion expected during upcoming budget committee meetings.

Finally, he reminded Council that the Budget Committee meeting is scheduled for the following Monday at noon, with a potential additional meeting on Wednesday at noon.

### **ITEMS FROM COUNCIL**

NA

### **PUBLIC/PRESS COMMENTS**

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

NA

**NEXT SCHEDULED COUNCIL MEETING(S):** June 10, 2026

### **ADJOURNMENT**

The meeting adjourned at 7:09 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](mailto: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](mailto: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.*