



# CITY COUNCIL REGULAR MEETING MINUTES

November 12, 2025 at 6:00 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 Carl Mann***

***Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman***

## 6:00 PM – CITY COUNCIL REGULAR SESSION

### CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6 PM.

### ROLL CALL

#### PRESENT

Mayor Kenneth Jackola  
Councilor - Ward 1 Dominic Conti  
Councilor - Ward 2 David McClain  
Councilor - Ward 3 Jeremy Salvage  
Council President - Ward 3 Michelle Steinhebel

#### ABSENT

Councilor - Ward 1 Carl Mann  
Councilor - Ward 2 Dave Workman

#### STAFF

City Manager Ron Whitlatch  
Finance Director Brandon Neish  
City Attorney Tre' Kennedy  
City Recorder Julie Fisher  
Police Chief Frank Stevenson  
IT Director Brent Hurst  
IT Admin Erin Gomez  
Development Services Director Shana Olson

#### MEDIA

Sarah Brown, Lebanon Local

### CONSENT CALENDAR

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Motion made to approve the consent agenda by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 McClain.

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

1. **AGENDA:** *Lebanon City Council Agenda – November 12, 2025*
2. **BOARD MINUTES:** *2025-08-25 Library Advisory Board Meeting  
2025-06-18 Senior Center and LINX Transit*
3. **COUNCIL MINUTES:** *2025-10-08 City Council Regular and Executive Session Meeting  
2025-10-29 City Council Executive Session Meeting*
4. **LIQUOR LICENSE:** *The Landing at Tallman Brewing, Afterglow Arcade, and Darkbloom Coffee*

## **PRESENTATION / RECOGNITION**

NA

## **PUBLIC COMMENTS**

NA

## **PUBLIC HEARING(S)**

5. **Public Hearing** - *To Consider the Sale of City Owned Surplus Property – Santiam Travel Station, 750 S. 3rd Street*

Mayor Jackola excused himself from the following Public Hearing and Council President Steinhebel conducted.

The Public Hearing regarding the Santiam Travel Station located at 750 S. 3rd Street was opened at 6:02 PM.

City Manager Ron Whitlatch presented the staff report for the public hearing to consider the sale of the City-owned Santiam Travel Station, located at 750 S. 3rd Street. He explained that Oregon Revised Statutes require a public hearing following the Council's declaration of the property as surplus, which occurred on September 10, 2025, through Resolution No. 2025-14. The property is zoned Central Business Commercial within the downtown district and was originally acquired from the Southern Pacific Railroad in July 1996. The building remains listed on the local historic register, requiring that its historic character and features be preserved. Council and committee meetings previously held in the facility were relocated to the Library in June 2025, and the Lebanon Community School District also makes use of the space.

An appraisal conducted by The Jackson Group in November 2024 valued the property at \$560,000, while the Linn County real market value is listed at \$609,390. The City has received a letter of intent from RB Acquisitions LLC, associated with Rick Franklin, offering to purchase the property for \$525,000. The proposed terms include shared closing costs, with the buyer paying half of escrow and recording fees, and the seller covering title insurance and brokerage costs of 3%. Public notice of the proposed sale was issued on October 30 and November 4, in compliance with ORS 221.725 and Lebanon Municipal Code 3.16. Sale proceeds will be managed according to City financial policies and applicable legal requirements.

Whitlatch recommended that the Council conduct the hearing, consider testimony, and provide direction on how to proceed. Options include authorizing the sale to RB Acquisitions LLC for \$525,000, directing staff to solicit additional offers, or taking alternative action as deemed appropriate. He further noted that staff is reviewing the inclusion of 3rd Street within the sale boundaries, as referenced in the appraisal. Based on current research, the western half of the street will need to be vacated, with ownership reverting to the adjacent property, while the eastern portion remains deeded to the City and does not require vacation. Prior to completing the sale, access easements will be recorded for the two neighboring properties with driveways

on 3rd Street, and a public utility easement will be established to accommodate an existing stormwater pipe. Whitlatch concluded by offering to answer any questions from the Council. The question was asked if the property would return to the tax rolls, and it was affirmed.

There was no testimony either in favor or in opposition of the issue.

The public hearing was closed at 6:07 PM.

Motion made to approve the sale of the Santiam Travel Station to RB Acquisitions LLC with the terms stated in the Public Hearing by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 3 Salvage.

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

**6. *Public Hearing - Ordinance Bill No. 2025-10, Ordinance No. 3041 A Bill for an Ordinance Amending the City of Lebanon Development Code Regarding Changes to Code Interpretation Procedures and Park and Recreational Trail Land Use Categorization and Permitting.***

Mayor Jackola called the public hearing to order at 6:08 PM.

City Attorney Tre' Kennedy presented the staff report for Ordinance Bill No. 2025-10, which proposed amendments to the City's Development Code. He explained that the changes addressed two primary issues: code interpretation procedures and updates to definitions related to parks and recreational trails. Kennedy noted that the staff report had originally been prepared by Kelly Hart prior to her departure, with review by both himself and City Manager Ron Whitlatch.

He stated that while reviewing a recent code interpretation, staff discovered that the City had not previously adopted a formal interpretation process. After researching other jurisdictions, they modeled the proposed amendments largely after the City of Salem's code, which provided a more comprehensive and clear process for interpreting ambiguous terms and handling appeals. Kennedy emphasized that the revisions offered a cleaner and more transparent procedure without making drastic changes to existing practice.

The second component of the amendment dealt with clarifying terminology regarding recreational trails. The definition of "recreational trails" was removed and replaced with a broader category of "recreational areas," which encompasses both public and private trails as well as parks. This change was intended to make the code more consistent and user-friendly for future projects, including those related to Build Lebanon Trails and other public recreational developments.

Kennedy concluded by commending the work done by staff, noting that the amendments improved organization and usability within the code.

The Council had no questions, and no members of the public spoke in favor or opposition.

The public hearing was closed at 6:11 p.m.

Motion made to approve Ordinance Bill No. 2025-10, Ordinance No. 3041, amending the City's Development Code to revise procedures for code interpretations and update the categorization and permitting of parks and recreational areas by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage.

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

**7. *Public Hearing: Ordinance Bill No. 2025-11, Ordinance No. 3042 - A Bill for An Ordinance Vacating Public Right-of-Way on Crowfoot Road***

The public hearing for Ordinance Bill No. 2025-11 was opened at 6:13 PM.

Development Services Director Shana Olson presented her first staff report to the Council, explaining the proposed vacation of a portion of the Crowfoot Road right-of-way. Olson stated that the City no longer requires the large parkway-sized right-of-way originally dedicated in 2011 as part of annexation requirements, since the current Regional Transportation System Plan (RTSP) no longer calls for a parkway in that area. Instead, the City will vacate the unnecessary portion and dedicate an appropriate right-of-way width for half-street improvements along Crowfoot Road. The area affected is on the south side of Crowfoot Road where a new subdivision is being developed, and additional right-of-way vacations will occur as future development proposals come forward.

Following brief clarifying questions from the Council, no public testimony was offered in favor or opposition.

The public hearing was closed at 6:14 PM.

Motion made to approve Ordinance No. 3042, vacating the identified portion of the Crowfoot Road right-of-way by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 McClain.

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

## **REGULAR SESSION**

8. Resolution No. 21 for 2025 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2025-2026 Budget

Library Services Director Kendra Antila presented an updated proposal for the library expansion project, explaining that recent community feedback and program growth prompted an increase in the project's size and scope. The original 2018 plan envisioned a 746-square-foot addition, primarily for story time, but programming has since expanded to include after-school and teen activities, requiring a larger, more flexible space. The new proposal includes a 1,600-square-foot addition—approximately 1,000 square feet for a multipurpose room and the remainder for a large vestibule and storage area. The expanded design aims to better serve the City's growing population, provide safe and appropriate space for youth programming, and reduce disruption to other library functions.

Antila noted that construction costs have increased from \$825 to \$950 per square foot, bringing the total project estimate to approximately \$1.5 million—roughly double the original size and cost. She emphasized that the project will not require new City funding, as the library plans to pursue Community Development Block Grant (CDBG) funding, community fundraising, and partnerships. Completing environmental and archaeological assessments internally and using library trust funds to finalize design and construction documents, will help improve competitiveness for grant scoring. The project aligns with City goals for youth and family engagement, equitable access, and community well-being, and could move forward quickly once funding is secured.

Finance Director Brandon Neish then explained the accompanying budget resolution, clarifying that it authorizes a transfer of expenditure authority rather than actual cash. The transfer moves unused budget capacity from the Wastewater System Development Charge Improvement Fund—originally earmarked for capital projects not proceeding this year—to the Library Special Revenue Fund. This provides the library with authority to use its own existing funds for design and grant preparation without borrowing or affecting wastewater funds. Neish confirmed the legality of this structure under state budget law and that auditors had verified the approach.

Following discussion, the Council expressed strong support for the project and appreciation for the library's community impact.

Motion made to approve Resolution No. 2025-21, authorizing the appropriation transfer for the library expansion project by Council President - Ward 3 Steinhebel, Seconded by Councilor -

Ward 2 McClain.

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

## **10. Department Report**

City Manager Ron Whitlatch provided an update on recent departmental changes and staffing at City Hall. He formally introduced Shana Olson as the new Development Services Director, noting she will oversee development and general engineering functions. Kolson Shanks previously handling capital projects, has moved to the development side as a project manager, taking over Shana's former responsibilities. Mike Trippett, a long-time city employee, has agreed to serve as City Engineer, with the engineering team now reporting to Director Jason Williams. The City is eliminating the Engineering Director position and may hire an assistant city engineer as part of succession planning, anticipating Mike Trippett's eventual retirement. Whitlatch emphasized that these changes place the right personnel in the right roles and provide some cost savings. He also reminded the Council of the State of the City Chamber lunch on December 5th, where he and the Mayor will present the State of the City address, and offered to answer any questions.

## **ITEMS FROM COUNCIL**

Councilor McClain asked if any of the funds from the purchase of the Santiam Travel Station could be used toward the Library Expansion Project. Finance Director Neish stated that the Council could choose what to do with those funds as they were not from any enterprise or dedicated fund.

## **PUBLIC/PRESS COMMENTS**

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

Sarah Brown with the Lebanon Local had questions regarding the sale of the Santiam Travel Station specifically on the sale amount and the buyer. It was noted the details are listed in the Council packet.

**NEXT SCHEDULED COUNCIL MEETING(S):** 2025-12-10 City Council Regular Meeting

## **ADJOURNMENT**

The meeting adjourned at 6:37 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.*