LEBANON CITY COUNCIL REGULAR MEETING - AMENDED MINUTES

September 09, 2026 at 6:00 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

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
Council President - Ward 3 Michelle Steinhebel

STAFF
City Manager Ron Whitlatch
City Attorney Tre' Kennedy
Chief of Police Frank Stevenson
Finance Director Brandon Neish
Development Director Shana Olson
Library Services Director Kendra Antilia
City Recorder Julie Fisher
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 made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage. 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 – September 9, 2026
2. ***BOARD MINUTES:*** *Library Advisory Committee - June 9, 2026*
3. ***COUNCIL MINUTES:*** *Work Session, Regular Session and Executive Session - August 12, 2026*
4. ***EASEMENT:*** Public Access and Utility Easement for City of Lebanon Waterline and Fire Hydrant - 50 Market Street

PRESENTATION / RECOGNITION

There were no presentations.

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 prior to ***5:00 p.m. on September 8, 2026****. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

Darlene Nielsen spoke in support of the former hospital/library building being used as a museum for Lebanon. She said a museum would provide an opportunity to preserve and share the history and culture of the Lebanon area and could serve as a destination for visitors. Nielsen said she would be willing to volunteer to teach classes at the museum and expressed her support for the City pursuing the idea if it could be accomplished at a reasonable cost.

Dr. Wilder, representing the Lebanon Aquatic District, provided an update on improvements to the Lebanon Community Pool. She explained that the original $1.8 million improvement plan was reduced to approximately $1.2 million after the school district lost funding and was unable to provide approximately $500,000 that had been anticipated. The district has continued working on repairs and improvements with assistance from volunteers and expects the pool to remain closed until approximately October 1, when a grand reopening is planned. Wilder highlighted plans for online registration and the continuation of third-grade swim lessons, emphasizing the importance of swimming and water safety for children and adults. She said she was excited about the improvements being made to the pool and invited Council members to see the completed work.

PUBLIC HEARING(S)

5. *Ordinance Bill No. 2026-08, Ordinance No. 3050 - A Bill for an Ordinance Vacating Public Right-of-Way on Walker and Airway Roads*

   The Public Hearing was opened at 6:06 PM.

   Development Director Shana Olson presented a request to vacate unimproved right-of-way along portions of Walker Road and Airway Road. The rights-of-way were originally dedicated in anticipation of a future street system but were never constructed and no longer align with the anticipated street network associated with planned development in the area. The vacation would remove the outdated alignments and allow the future street system to be established through the development process. Olson explained that the vacation would not eliminate legal access to any property, as access would continue through public streets and recorded easements. Existing public utilities would also be protected, including a 20-foot public utility easement over the existing West Side Interceptor sewer. The required notice and posting had been completed, and staff had obtained the required consent from property owners representing at least two-thirds of the affected properties.

Public Testimony: Brian Vendetta, representing the property owner requesting the vacation, spoke in support of the request and said the applicant agreed with the staff report.

Following the public hearing, which was closed at 6:09 p.m., Council approved the ordinance vacating the unimproved Walker Road and Airway Road rights-of-way.

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

REGULAR SESSION

6. Resolution No. 2026-19 - A Resolution Authorizing an Application for the 2026 Business Oregon Community Development Block Grant for the Library Children's Room Expansion, Committing Matching Funds, and Delegating Authority to the City Manager to Sign Related Documents

   Library Director Kendra Antilia presented Resolution 2026-19, which authorizes the City to apply for approximately $1.1 million in 2026 Community Development Block Grant funding through Business Oregon for the planned expansion of the Lebanon Public Library children's area. The project would add dedicated programming and meeting space to accommodate the growing demand for library programs and services for children and families. The resolution commits $500,000 in matching funds, consisting of $300,000 in City funds and $200,000 from the Library Foundation, and authorizes acceptance of grant funds and delegates authority to the City Manager to execute documents necessary for the application and grant administration. In response to a Council question regarding the likelihood of receiving the grant, staff explained that approximately seven projects were competing for the available funding and that Lebanon appeared to be the only shovel-ready project. Staff noted that the project would receive significant points for being ready to proceed and that the majority of competing projects were located in Eastern Oregon.

   Motion made by Council President - Ward 3 Steinhebel, 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

7. Resolution No. 2026-20 - A Resolution Authorizing the Application for the 2026 Business Oregon Regional Infrastructure Fund Grant for Public Infrastructure Improvements Supporting the Western University of Health Sciences Oregon Campus Expansion in Lebanon, OR.

   City Manager Ron Whitlatch presented Resolution 2026-20, authorizing the City to apply for a Business Oregon Regional Infrastructure Fund grant to support public infrastructure associated with the Western University of Health Sciences Oregon campus expansion. Staff identified the project after reviewing potential projects that met the grant requirements, including environmental and archaeological readiness. The proposed project would construct a roadway and utilities along E. Grant Street to the north side of the railroad tracks, providing the first step in establishing access to the university site. The project would not construct the railroad underpass. Whitlatch reported that the project estimate had recently increased from approximately $1.449 million to $1.575 million. The project is eligible for transportation funding, with approximately $729,000 identified as the City's match and approximately $846,000 requested from Business Oregon. Staff explained that the project could be scaled depending on the amount of grant funding awarded, although the City would evaluate whether a reduced project would remain practical before proceeding. Whitlatch also explained that the required right-of-way has been addressed with the property owners and would be transferred to the City as the project moves forward.

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, Councilor - Ward 3 Salvage
Voting Abstaining: Council President - Ward 3 Steinhebel

8. Resolution No. 2026-21 – Adopting an Updated Public Records Policy, Including Reasonable Measures for Public Records Requests

   City Recorder Julie Fisher presented an update to the City's Public Records Policy, which was originally adopted in 2019. Fisher reported that public records requests have increased significantly, from 20 requests in 2024 to 56 in 2025 and 71 requests so far in 2026. She explained that the City is also receiving more complex requests involving multiple departments, multiple years of records, significant staff time, and related or recurring requests from the same requesters. Fisher emphasized that the purpose of the policy update is not to make public records less accessible, but to establish a clearer and more consistent process for handling requests while recognizing the staff time and resources required to fulfill them. The proposed policy eliminates the existing Level 1, 2, and 3 request system and provides one consistent process for all public records requests. It also reduces the amount of staff time provided without charge from 30 minutes to 15 minutes, after which staff time may be charged in accordance with the City's adopted fee schedule. The policy adds provisions addressing related and recurring requests, allowing related requests made during the same calendar year to be considered together when they involve the same matter, seek the same or similar records, continue a prior request, divide a larger request, or recur for the same type of records. Fisher explained that the provision is intended to prevent larger requests from being divided into smaller requests simply to obtain additional periods of free staff time. The policy also clarifies the City's process for reviewing and redacting records and when legal review may be necessary. Fisher provided examples of simple requests, such as bid tabs available online, that can be completed in a few minutes, compared with complex requests involving multiple departments that require significant staff time and legal review. She explained that most requests are completed without a fee and that charges generally arise only with larger, more complex requests.

   Motion made by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 3 Salvage.
   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

9. Resolution No. 2026-22 - A Resolution Authorizing an Interfund Transfer to Cover Streetlight Replacement Project

   Finance Director Brandon Neish presented Resolution 2026-22, requesting a $50,000 transfer from the Street Fund contingency budget to the contract expense line to support a streetlight replacement project. Pacific Power has offered the City an opportunity to replace approximately 635 older streetlight fixtures with LED fixtures. The estimated initial project cost is $165,651, with an Energy Trust of Oregon incentive of approximately $116,412, reducing the City's estimated cost to approximately $48,320. The improved LED fixtures are expected to save the City approximately $24,000 per year in electricity costs, resulting in an anticipated payback period of approximately two years. Neish explained that Pacific Power would continue to replace failed streetlights under the City's franchise agreement and that the proposed project would accelerate the replacement process and allow the City to realize energy savings sooner. Council discussed the expected life of the existing fixtures, the scalability of the project, potential LED fixture durability, lighting levels, and the Energy Trust incentive.

   Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage.
   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

10. Ordinance Bill No. 2026-07 - Ordinance No. 3049 - A Bill for an Ordinance Amending Chapter 8.10 of the Lebanon Municipal Code Titled "Noise Regulations" by Restricting the Use of Refrigeration Units in Residential Areas.

    City Attorney Tre' Kennedy presented Ordinance Bill 2026-07, which was drafted following previous Council discussion regarding the operation of refrigeration units on trucks parked in a designated parking area. Kennedy explained that the ordinance does not change the parking regulations but restricts the operation of refrigeration units and other mechanical engines on the trucks during designated nighttime hours, from 9:00 p.m. to 7:00 a.m., in residential areas. Council discussed enforcement and how the ordinance would apply in circumstances such as a power outage. Kennedy explained that the ordinance specifically addresses refrigeration units on trucks and that general noise regulations would continue to apply to unreasonable noise during designated hours. He also noted that compliance would be the City's first goal and that violations would be addressed before a fine was imposed.

    Motion made by Councilor - Ward 3 Salvage, 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

11. Old Library Building - Future Use and Long-Term Lease Option

    City Manager Ron Whitlatch presented options for the future use of the City's former library building. He explained that the City has been reviewing its property holdings to determine which properties continue to serve a municipal purpose and that the former library building is not currently being used by the City and is not anticipated to have a future municipal use. The building is currently leased to the Lebanon School District for approximately $12,000 per year, with the existing lease running through June 2029 and allowing termination with six months' notice. Whitlatch explained that the Lebanon Museum Foundation has expressed interest in the building and that one option would be a long-term lease that allows the City to retain ownership while providing the Foundation with the stability needed to establish a museum. A long-term lease would address terms including rent, maintenance, capital improvements, and insurance, which would be brought back to Council for consideration at a later date. Other options included selling the property or maintaining the existing school district lease. Whitlatch explained that the City had considered donating the building but that state law did not provide a legal path for the proposed donation. The Council discussed the potential benefits of a long-term lease, including the Foundation's ability to pursue grants for improvements such as accessibility, shelving, displays, and lighting. Representatives of the Lebanon Museum Foundation reported that the Foundation currently has slightly more than $25,000 and plans to conduct fundraising and pursue grants if a lease is secured. The Foundation indicated that it would assume responsibility for upkeep and would like a lease structure that allows it to invest in improvements to the building. Staff also reported that the School District had requested that any change be delayed until the end of the 2026-27 school year to allow time to relocate the approximately dozen students currently using the building for alternative education. Council directed staff to proceed with Option 1, pursuing a long-term lease with the Lebanon Museum Foundation, with termination of the School District's lease effective June 30, 2027. Representatives of the Museum Foundation thanked the City and Council for supporting the effort to establish a museum that would preserve and share Lebanon's history and culture.

    Motion made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 McClain.
    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. Legislative Priorities FY 2027-2028

City Manager Ron Whitlatch presented the results of the Council's ranking of the League of Oregon Cities' proposed legislative priorities. The five highest-ranked priorities were Infrastructure Funding, Land Availability and Land Use Streamlining, the 2027 Transportation Package, Full Funding and Streamlining for Housing Production, and Administrative Procedures Act Reform. Infrastructure Funding received unanimous support, while the remaining four priorities received four or more votes. Council discussed other issues that were not among the top five, including maintaining affordable energy and addressing wetlands regulations. Legislative Affairs Consultant Sean Tate explained that issues receiving fewer votes may still be pursued by the League of Oregon Cities and that the City's separate legislative priorities would continue to be addressed independently. Tate also discussed ongoing legislative activity related to wetlands, mitigation, and land-use streamlining, noting that these issues are viewed as significant barriers to housing and economic development.

A motion was made to adopt the following five legislative priorities for the 2027 legislative session: Infrastructure Funding; Land Availability and Land Use Streamlining; 2027 Transportation Package; Full Funding and Streamlining for Housing Production; and Administrative Procedures Act Reform.

Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage. 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. FY26 Year End Status Update

Finance Director Brandon Neish presented a year-end financial status update for fiscal year 2026, noting that the figures remain subject to audit adjustments but that no material changes are anticipated. The City generated approximately $47.6 million in new revenue and had approximately $40.2 million in expenditures, resulting in an overall increase in fund balances of approximately $7.3 million. The General Fund increased by approximately $127,841, although Neish noted that the City Services Fee generated approximately $2.1 million and, without that revenue, the General Fund would have experienced a deficit of approximately $2 million. Utility revenues totaled approximately $14.6 million compared with a budget of $14.1 million, and the utility funds collectively increased by approximately 2.1 percent over the prior year. The utility funds added approximately $2.5 million to fund balances, with the wastewater funds ending the year with approximately $18 million, much of which is planned for wastewater treatment facility improvements and projects identified in the master plan. Property tax revenue totaled approximately $8.9 million, within approximately 0.02 percent of the adopted budget. Intergovernmental revenue totaled approximately $6 million, approximately $2.1 million below budget, primarily due to timing of grant reimbursements and declines in state-shared revenues. Liquor revenue was approximately 21.7 percent below budget, while other state-shared revenues were approximately 20.4 percent below budget, creating additional pressure on the General Fund. Franchise fee revenue totaled approximately $3.3 million, exceeding the adopted budget by approximately $4,401, and interest earnings totaled approximately $2.7 million. Neish noted that interest earnings are expected to decline as the City spends down fund balances for major capital projects. Personnel expenditures totaled approximately $16.7 million, approximately $137,000 over budget and about 5 percent higher than the prior year, with future increases anticipated in healthcare, salaries, and PERS costs. Materials and services expenditures totaled approximately $9.29 million compared with a $10.25 million budget, with some unspent funds remaining available for future use. Capital expenditures were significantly below budget, with approximately $7 million spent compared with a $25.7 million budget. Neish explained that the difference was largely related to project timing and that funds for projects not completed during the fiscal year remain available for future years. He noted that the City had budgeted approximately $32 million for the wastewater treatment plant project but would not spend the full amount during the fiscal year due to project timing. In response to Council questions, Neish explained that declining state-shared revenues also include reductions in cigarette tax and marijuana tax revenues and that

the City now receives approximately $10,000 or less annually in cigarette tax revenue and approximately $25,000 to $30,000 annually in state marijuana tax revenue.

14. Department Report

City Manager Ron Whitlatch reported that he, Mayor Jackola, and Council President Steinhabel met with a field representative from Senator Merkley's office to discuss issues affecting Lebanon and the federal legislative landscape. He said the City continues to meet with its legislative representatives and plans to schedule a meeting with Representative Bynum. Whitlatch also reminded Council that the November Council meeting has been moved from November 11 to November 4, 2026, and that additional notice will be provided.

ITEMS FROM COUNCIL

Councilor Workman encouraged members of the community and City officials to attend the September 11, 2026, 10:00 a.m. event at the Lebanon Fire Station commemorating the 25th anniversary of September 11th.

PUBLIC/PRESS COMMENTS

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

There were no additional comments from the press or written or digital public comments.

NEXT SCHEDULED COUNCIL MEETING(S) *October 14, 2026. A reminder that the November meeting will be held on November 4, 2026.*

ADJOURNMENT

The meeting adjourned at 7:28 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.