



CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSIONS MINUTES

October 08, 2025 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 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 1 Carl Mann
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
Finance Director Brandon Neish
Police Chief Frank Stevenson
City Recorder Julie Fisher
IT Director Brent Hurst
IT Administrative Assistant Erin Gomez

MEDIA

Sarah Brown, Lebanon Local

CONSENT CALENDAR

Motion made to approve the Consent Agenda by Councilor - Ward 1 Mann, Seconded by Council President - Ward 3 Steinhebel.

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

1. **AGENDA:** Lebanon City Council Agenda – October 8, 2025
2. **COUNCIL MINUTES:** 2025-09-24 City Council Regular Meeting and Work Session

PRESENTATION / RECOGNITION

3. Republic Services - Julie Jackson

Julie Jackson from Republic Services presented the annual rate adjustment to the Council, explaining that the calculation is based on the Refuse Rate Index. Sixty-five percent of the adjustment is tied to the Consumer Price Index, which reflected a 2.2% increase over the past year, resulting in a 1.4% weighted increase. Fuel costs remained flat with no increase, and disposal costs at Coffin Butte Landfill rose 3.9%, weighted at 25%, resulting in a 1% increase. The total rate adjustment is 2.4%, effective January 1, 2026. The monthly increase will range from \$0.54 for a 32-gallon low-income cart to \$1.00 for a 90-gallon cart. Jackson noted the continued partnership with the City to offer discounted rates for low-income customers, using the City's eligibility list.

She also provided an update on Republic Services' recycling events. The company has been holding four small recycling events annually, including the long-standing spring recycle roundup and a hazardous waste event. Two additional smaller events were added but have not been well attended, averaging only about five participants per event. Republic Services proposed consolidating to two annual events—the recycle roundup and the hazardous waste event—while expanding the range of materials accepted. This could include mattresses through the state's extended producer responsibility program and potentially large cardboard or plastic film, depending on City input.

Jackson highlighted Republic Services' ongoing community contributions, including donations of services to the Lebanon Soup Kitchen, the Boys & Girls Club, and the Strawberry Festival, as well as assistance with cleanup projects in the community.

She also discussed the state's new recycling modernization program, which took effect July 1, 2025. The new guidelines allow for more materials in curbside recycling, including plastic tubs and buckets up to five gallons, plastic lids left on containers, scrap metal up to 10 pounds, and gable-top milk cartons. Expanded recycling depots are expected in the region by early 2027.

During Council discussion, members agreed that scaling back to two well-attended recycling events made sense given the low turnout at the additional events. Jackson welcomed input on additional materials to accept or possible community cardboard collection sites.

In response to a question, Jackson also stated her support for the proposed Coffin Butte Landfill expansion, explaining that the current landfill has an estimated 10 years of capacity remaining, and the expansion would add approximately six years, allowing time to develop a regional solid waste plan. She noted that the expansion would not be expected to increase customer rates since ongoing cell construction is already accounted for in the company's operational budget.

PUBLIC COMMENTS

None

PUBLIC HEARING(S)

None

REGULAR SESSION

4. Resolution No. 2025-18 - A Resolution Repealing Resolution No. 2024-19 and Approving Republic Services Rate Increases

The Council considered Resolution 2025-18, repealing Resolution 2024-19 and approving a 2.4% rate increase for Republic Services. The City Manager explained that the municipal code and franchise agreement require a Council resolution whenever Republic Services raises

rates. He noted that the details of the rate adjustment had been previously presented and offered to answer any additional questions. The City Attorney read the resolution title.

Motion made to approve Resolution No 2025-18 by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage.

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

5. Resolution No. 2025-17 - A Resolution Adopting the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan

The Council considered Resolution 2025-17 adopting the Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan. The City Manager explained that adoption of the plan is required by FEMA in order for the City to be eligible for federal reimbursement following a natural disaster. Lebanon participated in the countywide effort, which was coordinated by the Department of Land Conservation and Development through a state grant. City staff attended multiple meetings to identify and assess hazards relevant to Lebanon, with flooding, wildfire, smoke and air quality, extreme heat, winter storms, and earthquakes identified as key concerns.

The plan outlines mitigation strategies such as improving stormwater infrastructure, enhancing public communication systems during emergencies, considering seismic retrofitting of public buildings, and incorporating mitigation measures into planning and capital projects. The City Manager noted that the plan positions Lebanon for future FEMA assistance and requires renewal every five years. When asked about the City's time commitment, he explained that participation required approximately ten hours of staff time across several meetings, with the report itself prepared by the county and consultants.

Motion made to approve Resolution No. 2025-17 by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 1 Mann.

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

6. Cheadle Lake Park Improvements Project - Approval to Award GMP Amendment No. 1

City Manager Whitlatch presented Guaranteed Maximum Price (GMP) Amendment #1 for the Cheadle Lake improvement project. He explained that the original project estimate was approximately \$7.4 million, but the City has \$5.2 million available. To begin construction, staff identified priority components for the first phase.

GMP Amendment #1, totaling approximately \$1.212 million, covers the Weirich Drive and park frontage improvements, including a multi-use path, road widening, storm drainage, utility stubs, power work, and final paving. A second GMP amendment will follow, and will include park amenities such as restrooms, seating area preparation for the future stage, lighting, additional paving, and infrastructure for the stage area.

Because the stage construction cost is estimated at \$2.5 million, only basic infrastructure (power, water, access road, and gravel parking) will be completed at this time, with full stage construction deferred until additional funding is secured. Construction for Amendment #1 is planned to begin in early November.

Motion to approve the GMP Amendment No. 1 for Cheadle Lake Park Improvements made by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.

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

7. Ordinance No. 2025-09 - Ordinance No. 3040 - A Bill for an Ordinance Amending Lebanon Municipal Code Chapter 3.04 - Public Contracts

The Finance Director presented Ordinance 2025-09 (Ordinance 3040), proposing changes to the City's purchasing limits outlined in Lebanon Municipal Code Chapter 3.04. Currently, small procurements are defined as purchases under \$10,000, intermediate procurements between \$10,000 and \$150,000 (requiring three informal quotes), and large procurements over \$150,000 (requiring formal bids).

The proposed ordinance would eliminate specific dollar amounts from the code and instead align the City's purchasing thresholds with state law under ORS 279B. The updated thresholds would be small procurements: up to \$25,000 (direct purchase), intermediate procurements: \$25,000–\$250,000 (three informal quotes), and large procurements: over \$250,000 (formal bid process).

The Finance Director explained that this change would allow the City's policy to automatically update as state thresholds change, improve efficiency, and better reflect current costs. The City Manager's approval would still be required for intermediate procurements, maintaining oversight.

Council discussed the impacts on daily operations, including increased flexibility for routine and emergency purchases, such as pump replacements at utility facilities. Staff emphasized that budget controls and internal review processes remain in place, and this update does not remove oversight or accountability.

The City Attorney read the title of the ordinance.

Motion made to approve Ordinance No 3040 by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 2 McClain.

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

8. Resolution No. 2025-19 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2024-2025 Budget

The Finance Director presented Resolution 2025-19, an end-of-year budget adjustment for Fiscal Year 2025, which ended June 30, 2025. These adjustments are part of the year-end cleanup process before submitting final figures to the auditors.

Adjustments include salary line changes for the Municipal Court and Library to cover contract modifications made during the year, as well as healthcare adjustments tied to recently settled contracts. For the Police Department, the adjustment accounts for additional salary and retirement costs stemming from the late ratification of the collective bargaining agreement. These expenditures are funded from the General Fund contingency line, not the City's 17% reserve.

In the Water and Wastewater funds, a personnel cost adjustment of \$1,800 each is needed to cover healthcare cost changes resulting from new state insurance requirements.

The Finance Director explained that contract settlements occurred after budget adoption, making it impossible to adjust department budgets in advance. Contingency funds were set aside for this purpose, and this resolution formalizes their use.

The City Attorney read the title of the resolution.

Motion made to approve Resolution No. 2025-19 by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 1 Mann.

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

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

9. Resolution No. 2025-20 - A Resolution Authorizing a Transfer of Appropriations

The Finance Director presented Resolution 2025-20, the final budget adjustment for the fiscal year on the Lebanon Urban Renewal Agency side, specifically for the North Gateway Urban Renewal District. The adjustment is required to align the budget with expenditure categories as defined by ORS 294, which mandates budgeting at specific levels such as personnel, materials and services, and capital outlay.

The Director explained that \$77,494 originally allocated to contract services was intended for personnel expenditures but was temporarily placed in that line due to a new budget system's account code setup. This resolution moves those funds from contract services to salaries. Additional adjustments move unspent capital outlay funds into materials and services to cover URD amendment review and small expenditures that were coded differently than planned.

The changes remain within the overall fund appropriation and do not impact contingency reserves.

The City Attorney read the title of the resolution.

Motion made to approve Resolution No. 2025-20 by Councilor - Ward 1 Mann, Seconded by Council President - Ward 3 Steinhebel.

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

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

10. Department Reports

City Recorder Julie Fisher presented the City Recorder Department Report to the Council highlighting how the department supports City operations, outlines the legislative role, summarized public records management and commitment to transparency. The report concluded with upcoming department goals of public record staff training and improvements to the website.

City Manager Ron Whitlatch provided several updates. Council members were reminded to schedule an interview with Sarah Wilson of SSW in preparation for the upcoming goal-setting session on November 12 at noon in the Council Chambers. This will be a half-day session followed by the regular Council meeting.

Recruitment is open for the Community Development Director position. Interview panels are being formed, with Councilor McClain and the Mayor already participating. Additional Council members may join one of the two panels. Interviews are tentatively scheduled for October 28 or 30, with four to five candidates expected.

Staff is also implementing a new Zoom phone system, with installation and training currently underway.

In response to a Council question regarding the Corps of Engineers' annual drawdown at Green Peter Reservoir, the City Manager noted it is expected to begin December 1 for approximately two weeks. Staff has been coordinating with the Oregon Health Authority, and current NTU limits are not anticipated to affect operations. Because of improved communication with the state, declaring a local state of emergency does not appear necessary at this time, though staff will continue monitoring the situation

ITEMS FROM COUNCIL

Mayor Jackola commended the School District and Councilor Steinhebel on the efforts to promote the Friday Night Lights contest. Lebanon is the only school district in Oregon in the finals for the one-million-dollar football stadium renovation prize through T-Mobile. The Mayor encouraged everyone to get involved and vote.

PUBLIC/PRESS COMMENTS

None

NEXT SCHEDULED COUNCIL MEETING(S) 2025-11-12 Council Goal Setting Work Session at Noon followed by the Regular City Council meeting at 6M.

ADJOURNMENT

The meeting adjourned at 6:57 PM.

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.

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

Council President Steinhebel opened the Executive Session at 7:04 PM. The City Attorney read the Executive Session Announcement. The City Manager led discussion regarding a real property transaction. There were no decisions made during the Executive Session.

Per ORS 192.660(2)(h) To consult with legal counsel concerning legal rights and duties of the Council regarding current litigation or litigation likely to be filed.

Mayor Jackola opened the Executive Session at 7:13 PM. The City Attorney read the Executive Session Announcement. The Council was given information regarding current litigation or litigation likely to be filed. There were no decisions made during the Executive Session.

ADJOURNMENT

The Executive Sessions were adjourned at 7:32 PM.