



# LEBANON CITY COUNCIL REGULAR MEETING MINUTES

April 09, 2025 at 6:00 PM

Santiam Travel Station – 750 3rd 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**

## CALL TO ORDER / FLAG SALUTE

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

## ROLL CALL

### PRESENT

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

### ABSENT

Mayor Kenneth Jackola

### Staff

Finance Director Brandon Neish  
City Attorney Tre Kennedy  
IT Director Brent Hurst  
Library Director Kindra Antila  
Police Chief Frank Stevenson  
City Recorder Julie Fisher

## 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 Agenda by Councilor - Ward 2 Workman, 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

1. **AGENDA:** Lebanon City Council Agenda – April 9, 2025

**2. Committee Appointment – Lawrence Martin**

- 3. COUNCIL MINUTES:** 2025-03-12 City Council Work Session and Regular Meeting  
2025-03-26 City Council and Planning Commission Joint Work Session

**PRESENTATION / RECOGNITION**

4. Lebanon Public Library Director Kendra Antila, Capital Campaign for the Children's Room

Library Director Kendra Antila presented the Council with a PowerPoint regarding the Capital Campaign for the Children's Room. Director Antila noted the update may be an introduction for many of the Council who were not in office when the campaign began. The presentation included issues with the current space and why additional space is needed. Concept drawings for the new space were shown in the presentation. The presentation wrapped up with a summary of where the project is currently. Construction costs could be \$750,000 - \$800,000. There is a donation box inside the library and the Friends of the Library have donated \$20,000 per year for the last two years and currently working towards a \$100,000 donation. Director Antila reported she is actively perusing grant opportunities. Total funds raised to date is \$45,389.11.

**PUBLIC COMMENTS**

Bradley Pozder, owner of Aerostar towing and Trevor Lee, owner of AA towing were opposed to Roger's towing being allowed in the Police Department towing rotation. They were concerned that Roger's towing takes vehicles to an impound lot in Corvallis, which can be problematic for owners to pick up their vehicles at such a distance. Both Mr. Pozder and Mr. Lee stated they are working under the guidelines for OSP and are included in the Lebanon location. Both companies do take RV's. They are requesting that Lebanon only consider towing companies that are located within the City limits. Chief of Police Frank Stevenson stated that he would review the rotation. He stated at the time, Roger's was the only company that would pick up RV's and believes that is how they were included in the rotation.

Council President Steinhebel requested that the item be brought back with additional information to be considered.

Kay Cortez presented the Council with photos of North Second and Mary Steet and requested that staff paint the curbs yellow to prevent cars from parking in those areas which blocks the view of the oncoming vehicles. Councilor McClain added that a parked car on that intersection blocks access for larger vehicles to be able to traverse the intersection. Finance Director Neish (filling in for City Manager Whitlatch) stated engineering staff can go out and evaluate the intersection. Staff will bring back a report for Council.

**PUBLIC HEARING(S)**

**REGULAR SESSION**

5. Ordinance Bill No. 2025-02, Ordinance No. 3033 - A Bill for an Ordinance Amending Chapter 6.16 of the Lebanon Municipal Code Concerning the Keeping of Chickens within the City Limits

Finance Director Neish introduced the draft ordinance related to the keeping of chickens within the city limits. During the March 12th City Council meeting, Council consensus was for an amendment to the current code to allow up to 12 chickens (currently 6) and 1 chicken per 1000 square foot (currently 1/2000) and no permit process.

Motion made to approve Ordinance No. 3033 by Councilor - Ward 1 Mann, 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

6. Authorize Prepayment and Defeasance of Outstanding Loan

Finance Director Neish introduced the request to authorize the prepayment and defeasance of a portion of an outstanding Special Public Works Fund loan. As part of the 2025 proposed budget, the Budget Committee approved and the City Council adopted a plan to repay the portion coming from the General Fund to maximize cash flow in the General Fund moving forward and save on some of the long-term costs, specifically the interest expense associated with the loan. The City will pay \$464,344 (in addition to the \$124,094 paid in December) to defease (pay in full) a portion of the Special Public Works Fund loan plus additional fees. In the 2025 adopted budget, the City budgeted \$579,637 to pay off the loan.

Motion made to approve Resolution No. 4 for 2025 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

#### 7. Authorization of Short-Term Borrowing and Interfund Loan

Finance Director Neish explained the request for an interfund loan. In 2024, the City planned to collect \$1,815,301 in revenue, including \$1,782,300 from current property taxes and \$28,366 from overdue taxes. So far, the fund has received \$1,625,763 from current property taxes and about \$25,000 from overdue taxes. Historically, by the end of March, the fund usually collects 96.5% of the total property tax revenue expected for the year. If this trend continues, the fund will end up with \$1,717,215 in property tax revenue, which is \$93,451 less than expected.

On the spending side, debt payments for 2025 are estimated at \$1,791,500. By law (Oregon Revised Statutes), funds cannot end the year with a deficit. To avoid this, staff propose borrowing money from the General Fund through an interfund loan. According to ORS 294.468, these loans are allowed for operational needs as long as they're paid back by the end of the following fiscal year and include a set borrowing rate based on investment returns or another rate decided by the governing body.

Motion made to authorize Resolution No. 3 for 2025 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

#### 8. Department Reports:

Library Director Antila gave an update on what's coming for the library. Many programs, upcoming classes, and volunteer opportunities were discussed. While staffing levels and hours have decreased, there has been no decline in patron usage. Council thanked Director Antila for the services that the library offers to our community. Finance Director Neish stated that the library was especially busy during Spring Break.

Finance Director Brandon Neish presented the Director Reports. Mayor Jackola, City Manager Whitlatch, Community Development Director Hart, and Public Works Director Williams are in Washington D.C. advocating for funding for the City of Lebanon.

The City welcomes two additional police officers; Brian Prather and Tyler Robinson have both been sworn in as officers of the Lebanon Police Department.

Stoltz Hill and Airport Road construction continues. The City has heard frustrations from citizens who live in the area. Detours are in place. Staff has created a project page on the website with information and timelines.

The SEI deadline is April 15th. Any Councilor who needs help may reach out to the Oregon Ethics Commission or to City Recorder Julie Fisher.

The Municipal Court Judge evaluation is set for an Executive Session in May. Council was encouraged to return their evaluation forms.

A reminder was given for the first Budget Committee meeting which will be held next 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):** April 16, 2025 City and Urban Renewal Agency Budget Committee Meeting at noon.

May 14, 2025 City Council Regular Meeting and Executive Session at 6 PM.

**ADJOURNMENT**

The meeting adjourned at 6:50 PM.