



CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSION MINUTES

May 14, 2025 at 5:30 PM

Santiam Travel Station
750 S. 3rd 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

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.

1. Per ORS 192.660(2)(I) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Executive Session was called to order at 5:30 PM. The full Council was in attendance as well as one member of the media, Sarah Brown with the New Era/Lebanon Local. Also attending were Municipal Court Judge Waite, City Manager Ron Whitlatch, City Attorney Tre' Kennedy, City Recorder Julie Fisher, and IT Director Brent Hurst. The City Attorney read the Executive Session Announcement. The City Council reviewed the Performance Evaluation of the Municipal Judge. There were no decisions made during the Executive Session. The Executive Session was adjourned at 5:46 PM.

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 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
Finance Director Brandon Neish

City Attorney Tre' Kennedy
IT Director Brent Hurst
Community Development Director Kelly Hart
Library Director Kendra Antila
Police Lieutenant Ryan Padua
City Recorder Julie Fisher

6:00 PM – CITY COUNCIL REGULAR SESSION

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, Council President - Ward 3 Steinhebel

- 1. AGENDA:** Lebanon City Council Agenda – May 14, 2025
- 2. BOARD MINUTES:**
 - 2025-02-25 Library Advisory Committee Minutes*
 - 2025-02-19 Planning Commission Minutes*
 - 2024-10-16 Senior & Disabled Services Advisory Committee Minutes*
- 3. COUNCIL MINUTES:** 2025-04-09 City Council Meeting
- 4. EASEMENT:** Seven Oak Middle School

PRESENTATION / RECOGNITION

None

PUBLIC COMMENTS

None

PUBLIC HEARING(S)

5. Exemption to Competitive Bidding (CM/GC) - Cheadle Lake Park Improvements Project

The Public Hearing was opened at 6:02 PM.

City Manager Ron Whitlatch stated that ORS allows for Public Improvement Alternative Contracting Method which deviates from the competitive bidding process. This enables the City to use alternate bidding methods such as Design-Build or Construction Manager/General Contractor (DM/GC) types. Alternative methods provide options for complex projects. the City is afforded flexibility in contract negotiations which can result in substantial cost savings and other benefits. It was reported that Alternative Contracting saved 2 million in the Northside Interceptor Project. City Manager Whitlatch stated this will not create any unfair bid climate.

The Mayor asked for testimony in favor, there was none.

The Mayor asked for testimony in opposition, there was none.

The Public Hearing was closed at 6:06 PM.

Motion to approve the Exemption to Competitive Bidding (CM/GC) made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Workman.

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. Ordinance Bill No. 2025-03 - Ordinance No. 3034 - A Bill for an Ordinance Annexing Certain Street Segments into the City of Lebanon Pursuant to ORS 222.120 and ORS 222.170 File A-25-01; City of Lebanon

The Public Hearing was opened at 6:07 PM.

City Attorney Tre' Kennedy went over the Public Hearing procedures.

It was asked if any Council members had any Ex Parte' Contact, Conflict of Interest, or Bias; there was none.

There was no one in the audience who opposed to the notice that was sent or to the jurisdiction of the body to hear and consider the case.

Community Development Director Hart presented the staff report noting that the proposed annexation is for street and right-of-way only and not for real property. The proposed annexation areas are within the Urban Growth Boundary. This action does not require any property owner to annex into the City of Lebanon; however, it does make property owners abutting the annexed areas eligible if they would like to do so. The annexation is a jurisdictional transfer of road and right-of-way. The Planning Commission held a Public Hearing in April, and their findings are included in the packet.

There was a question regarding which jurisdiction would respond in the event of an emergency, and it was reported there would be no change, whoever is closest would respond first. A question was also asked if there would be any impact to any property taxes, and it was reported this annexation will not impact property taxes.

The Mayor asked for testimony in favor, there was none.

The Mayor asked for testimony in opposition, there was none.

The Public Hearing was closed at 6:13 PM.

City Attorney Kennedy read the title of the Ordinance.

Motion made to approve Ordinance Bill No. 2025-03, Ordinance No. 3034 by Councilor - Ward 2 McClain, 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

7. Public Hearing - Resolution No. 2025-05 - A Resolution Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2024-19

The Public Hearing was opened at 6:14 PM.

Finance Director Neish presented the updated fee schedule and noted that fees reflect staff time and material costs only. The fees are reviewed yearly and last reviewed in June of 2024. There were only two fees that were identified this year as needed updates. The fees per acre for large site plan reviews were increased \$150 per acre. The fees for the Planning Commission Code Interpretation increased to \$1500, to help accurately cover the cost of notification, printing, research and analysis. The cost of a Planning Commission review of the Code was unknown until recently when one was requested. The process led to the increase to cover the costs.

The Mayor asked for testimony in favor, there was none.

The Mayor asked for testimony in opposition, there was none.

The Public Hearing was closed at 6:25 PM.

City Attorney Kennedy read the title of the Resolution.

Motion to approve Resolution No. 2025-05 was made 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, Council President - Ward 3 Steinhebel

REGULAR SESSION

8. Lebanon Public Library Policy Changes

Library Director Kendra Antila presented updates to the Lebanon Public Library Policies. The updates were recommended by the Library Advisory Board and contained language clean-up. Some of the changes included reducing the time a staff member would stay with a minor after hours from 30 minutes to 15. When asked how often this happens, it was reported three times in the past 10 years. Language was added regarding ADA guidelines for service animals, which also matches Senior Center policies. An update was made to overdue books returns. Since Academy Square was adopted as a park, the outdoor space surrounding the library were updated to align with park policies, which includes smoking restrictions. The last policy discussed was an update on bringing bedding into the library, which is proactive after other libraries experienced a bug infestation due to infected bedding being left in the library.

City Manager Whitlatch asked the Council what their preference was to internal policy changes coming before Council. Most policy changes are made internally; however, the library policies have always come before Council for approval. Consensus of the Council was to have policies come before Council as it is a great way for the Council to learn of issues departments are dealing with and stay in the loop on department updates.

Motion made to approve the Library Policy Changes by Councilor - Ward 3 Salvage,
Seconded by Councilor - Ward 2 Workman.

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

9. FY2025 3rd Quarter Financial Update

Finance Director Neish presented a FY 2025 update and highlighted how the future forecast is affected. As of April, 34.6 million in revenue and 31.1 million in expenditures were reported. Increases over what was forecasted were reported in franchise fees, interest revenue, water fund utility, motel tax revenue, and a small increase of \$45,000 in property tax revenue. A decline in State Shared Tax revenue was noted and discussed.

The General Fund updated forecast shows a one-time available resource of 2 million by 2030 with the continuation of the City Services Fee.

10. Department Reports

City Manager Whitlatch announced this will be the last Council meeting in the Santiam Travel Station as the move to the Library Community Room has almost been completed. The June City Council meeting will be held at the library, 55 Academy Street. City Manager Whitlatch and Public Works Director Williams recently testified along with 257 others, regarding capitol requests for the Water Treatment Plant.

The City did receive \$100,000 in grant funding from Biz Oregon to be used for sewer capacity and transportation needs on the former Champion Mill site.

There will be a work session in June for a legislative update, and for a strategic plan update in July. City Manager Whitlatch asked the Council if they would like to schedule a goal setting session with Sarah Wilson of SWS Consultants. The goal session is budgeted as part of the strategic planning work. The Council agreed that an update goal setting would be good. Staff is working to correct behavior in city parks and have had to lock restroom doors open after vandalism caused damage at Ralston Park. The Police Department is assisting by visiting parks often. It was noted that as parks become more visited by regular park goers, the people who cause damage and other issues leave the parks.

A clean-up effort under Park Street bridge was conducted by ODOT. The City appreciates the efforts of ODOT and Linn County for areas of their jurisdictions within the city. City Attorney noted the efforts of Linn County Commissioner Sprenger.

Finance Director reported on the Enterprise Fleet Program and how it has benefited the City and saved in long term fleet maintenance costs.

ITEMS FROM COUNCIL

Councilor Workman stated he would like to see a staff report on what it would take to open the jail. City Attorney Kennedy stated there were some ideas being considered. City Manager Whitlatch will bring back a staff report with some statistics and menu of options at the July meeting.

Councilor Steinhebel reported a Facebook post regarding the closure of the Girod Birth Center at the Lebanon Community Hospital. Councilor Steinhebel reached out to CEO Marty Cahill who commented that it has not been confirmed. Councilor Steinhebel stated she opposed the closure as a birthing center is needed and marks a healthy and thriving community. Council agreed.

Councilor McClain reported that while at City Hall during a rain event, water had entered into the building and flooded the back hallway. He stated the safety and workplace of city employees is an important discussion to have. Councilor McClain expressed his appreciation for city staff.

PUBLIC/PRESS COMMENTS

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

None

NEXT SCHEDULED COUNCIL MEETING(S) City Council Meeting June 11, 2025

ADJOURNMENT

The meeting was adjourned at 7:11 PM.

EXECUTIVE SESSION

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

The Executive Session was opened at 7:15 PM. City Attorney Kennedy read the Executive Session Announcement. The full Council was in attendance as well as one member of the media, Sarah Brown with the New Era/Lebanon Local. Also attending were City Manager Ron Whitlatch, City Attorney Tre' Kennedy, Community Development Director Kelly Hart, Finance Director Brandon Neish, Police Lieutenant Ryan Padua, City Recorder Julie Fisher, and IT Director Brent Hurst. The City Attorney read the Executive Session Announcement. The City Council discussed a real property transaction. There were no decisions made during the Executive Session. The Executive Session was adjourned at 7:45 PM.