LEBANON CITY COUNCIL SPECIAL MEETING MINUTES

June 24, 2026 at 12:00 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

CALL TO ORDER / FLAG SALUTE

The meeting was Called to Order at 12:00 PM.

ROLL CALL

PRESENT
Mayor Kenneth Jackola
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

ABSENT
Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Marcellus Angellford

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 2 Workman.
Voting Yea: Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. ***AGENDA:*** Lebanon City Council Agenda – June 24, 2026
2. ***BOARD MINUTES:*** *Library Advisory Board Minutes, April 14, 2026*
3. ***COUNCIL MINUTES:*** *City Council Work Session and Regular Meeting June 10, 2026*

PRESENTATION / RECOGNITION

None

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 June 23, 2026****. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

None

REGULAR SESSION

4. Resolution No. 13 for 2026 – A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2025-2026 Budget

   Finance Director Brandon Neish presented Resolution No. 13 for 2026, authorizing transfers of appropriations for the City of Lebanon for the 2025-26 fiscal year. Director Neish explained that the resolution was part of the year-end budget cleanup process to align budget appropriations with anticipated actual expenditures. He noted that all adjustments were transfers from existing appropriations, primarily contingency funds, into specific expenditure categories.

   Director Neish reviewed adjustments within several General Fund departments, including Municipal Court, Library, and Police. He explained that personnel contingency funds are budgeted each year to address unanticipated personnel-related costs, such as vacation or sick leave cash-outs, retirements, final payroll expenses, and other payroll-related adjustments. The Library adjustment was related to higher-than-anticipated part-time employee costs.

   Additional General Fund adjustments included the Non-Departmental budget for expenditures related to evaluating potential City Hall options and the Parks budget to address increased contract service costs, including items such as portable restrooms and temporary staffing support at City facilities.

   Director Neish also reviewed adjustments within the Administrative Internal Service Funds, including Human Resources, City Recorder, and City Attorney budgets. He explained that the Human Resources adjustment was related to employee cash-outs. The City Recorder adjustment was due to increased use of the Deputy City Recorder's services for records retention and digitization efforts supporting multiple departments. The City Attorney adjustment was related to additional legal service costs associated with an appeal filed with the Land Use Board of Appeals (LUBA) that was outside the scope of the City Attorney's contract.

   Additional adjustments included the Custodial Internal Service Fund to move funding from contingency into the appropriate personnel lines following the hiring of an additional custodian position; Water Fund adjustments related to personnel changes and payroll expenses; Wastewater Fund adjustments related to temporary employee costs; Building Fund adjustments related to employee cash-outs and the hiring of a new director; and LINX Transit Fund adjustments related to increased ridership and additional part-time employee support.

   Director Neish also provided an update on the General Fund contingency balance, noting that the City had used approximately $266,000 of the contingency allocation this year compared to using the full contingency amount of approximately $500,000 in the prior year. He stated that departments have improved monitoring of expenditures throughout the year, resulting in better budget management. Remaining contingency funds would remain available within the General Fund for future one-time expenditures and to support the City's financial position.

   City Attorney Tre' Kennedy read the title of Resolution No. 13 for 2026.

   Motion made for approval by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage.
   Voting Yea: Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

5. Resolution No. 14 for 2026 - A Resolution Authorizing a Supplemental Budget for the City of Lebanon

   Finance Director Brandon Neish presented Resolution No. 14 for 2026, authorizing a supplemental budget for the City of Lebanon for the 2025-26 fiscal year. Director Neish explained that, unlike the previous resolution involving transfers of existing appropriations, this supplemental budget was necessary to recognize new revenue received during the fiscal year and to appropriate the related expenditures, thereby increasing the City's expenditure authority.

   Director Neish stated that the first supplemental budget adjustment was related to grant funding received for a wetlands delineation plan. The proposed adjustment would appropriate approximately $90,000 in grant revenue and the corresponding expenditure authority within the Economic Development Department to complete the wetlands planning work.

   The second adjustment involved the LINX Transit Fund. Director Neish explained that transit ridership had increased significantly during the year, resulting in greater use of part-time employees to maintain service levels and provide coverage during employee absences. Additional Statewide Transportation Improvement Fund (STIF) revenues received during the fiscal year exceeded budgeted amounts, and staff proposed appropriating approximately $19,000 in additional revenue and a corresponding increase in the part-time salary budget.

   City Attorney Tre' Kennedy read the title of Resolution No. 14 for 2026

   Motion made for approval by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.
   Voting Yea: Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

6. Temporarily adjourn as the Lebanon City Council and convene as the Urban Renewal Agency

   Resolution No. 15 for 2026 - A Resolution Authorizing a Transfer of Appropriations for the Lebanon Urban Renewal Agency 2025-2026 Budget

   Adjourn as the Urban Renewal Agency and reconvene as the Lebanon City Council

   The City Council temporarily adjourned and convened as the Lebanon Urban Renewal Agency to consider Resolution No. 15 for 2026.

   Finance Director Brandon Neish presented Resolution No. 15 for 2026, authorizing a transfer of appropriations for the North Gateway Urban Renewal District. Director Neish explained that the adjustment was a transfer of existing appropriations within the Urban Renewal Agency budget to address additional expenditures identified during the fiscal year.

   Director Neish stated that, as part of the adopted budget, the North Gateway Urban Renewal District anticipated funding an Assistant City Engineer position to support projects within the district. Due to staffing changes during the year, the position transitioned to City Engineer, resulting in additional salary costs. The proposed transfer included $21,000 to cover the related salary adjustments.

   Director Neish also explained that the budget did not include the district's annual contribution toward Public Employees Retirement System (PERS) bond obligations. Because payroll-related expenses are allocated among funds based on payroll expenditures, the North Gateway Urban Renewal District needed an additional $1,579 appropriation to cover its portion of the PERS bond payment.

   An additional $10,000 adjustment was requested for contract services related to consultant work regarding potential Urban Renewal District plan amendments. Director Neish noted that while no plan amendment had moved forward, expenses had been incurred for consultant services and required budget authority.

The total requested transfer was $31,579, which would be moved from the improvement line item to the appropriate expenditure categories.

City Attorney Tre' Kennedy read the title of Resolution No. 15 for 2026

Motion made for approval by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage.
Voting Yea: Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

The City Council adjourned as the Lebanon Urban Renewal Agency and reconvened as the Lebanon City Council.

7. Library Expansion Community Development Block Grant Application - Matching Funds

City Manager Ron Whitlatch presented an update regarding the Lebanon Library Expansion Community Development Block Grant (CDBG) application and requested Council direction regarding the amount of local matching funds to include with the grant application.

City Manager Whitlatch explained that the CDBG funding available for the current grant cycle was anticipated to be less than originally expected. He stated that the grant scoring criteria awards additional points for projects providing a higher local match; however, the City did not know the final grant award amount at this stage. Staff presented several options for Council consideration, including using proceeds from the Santiam Travel Station property sale as match, combining City funds with Library funds, using available Library funds, or submitting the application without a local match.

Library Director Kendra Antila provided information regarding available Library funds. She explained that the Library currently had approximately $47,217 specifically donated for the project, and the Friends of the Library had raised approximately $38,453, with an intention to continue fundraising toward $75,000. She noted that the Friends group was willing to provide those funds earlier if needed. The remaining contribution from the Library would come from the Library Trust Fund.

Director Antila expressed concern regarding using the full amount available from the Library Trust Fund, explaining that the fund has historically provided support for library needs, including materials and services during times when City funding was limited. She stated she would be more comfortable contributing approximately $200,000 from Library funds rather than $250,000.

Council discussed the use of one-time funds, including proceeds from the Santiam Travel Station sale, and whether those funds should be directed toward a one-time capital project. Council members discussed the importance of maintaining flexibility for future needs, including infrastructure projects and other unforeseen expenses. Finance Director Brandon Neish clarified that the Santiam Travel Station proceeds are one-time funds and cautioned against using one-time revenue to support ongoing expenses. He also explained that the City's required 17% reserve remains intact and that the working contingency is separate from the reserve requirement.

City Manager Whitlatch explained that the City is not committing the funds at this stage, but rather identifying a potential match amount for the grant application. If awarded, the grant would return to Council for consideration and acceptance. He noted that the City would have the opportunity to evaluate the final grant amount and project funding before making a final commitment.

Council discussed the benefit of including a larger match amount to improve the grant application's scoring while balancing the desire to retain available funds. Following discussion, a motion was made to appropriate $300,000 from the Santiam Travel Station sale proceeds toward the Library Expansion CDBG grant match.

Motion made by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 2 Workman.
Voting Yea: Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

8. Enterprise Resource Planning (ERP) System Replacement

Finance Director Brandon Neish presented an update regarding the City's Enterprise Resource Planning (ERP) system replacement project and requested Council authorization for the City Manager to execute a contract with OpenGov for implementation of a new ERP system.

Director Neish provided background on the evaluation process, explaining that staff reviewed seven ERP system demonstrations and narrowed the options to four finalists. A team consisting of representatives from various City departments, department directors, and the project implementation team evaluated the remaining options and selected OpenGov as the preferred ERP solution.

Director Neish explained that the City's current ERP system, Springbrook, has been in use for approximately 20 years. He noted that while Springbrook has provided service over that time, the system has limitations related to reporting capabilities, data access, and integration with other City software systems. He explained that over time the City has moved several functions into separate systems, including payroll and work order management, resulting in manual processes, duplicate data entry, and increased opportunities for errors.

Director Neish stated that the OpenGov platform would provide a more integrated solution by bringing multiple City functions together into one system, including financial management, budgeting, reporting, and permitting functions. He explained that the evaluation process included input from staff throughout the organization and that departments expressed interest in having a more centralized and accessible system. He also noted that the current project does not include replacing the City's payroll system, as the City recently transitioned to ADP and staff does not recommend another payroll conversion at this time.

Council members discussed the importance of measuring the benefits of the new system, including identifying efficiencies gained through improved processes and reduced manual work. Director Neish stated that staff would develop performance measures and track improvements after implementation to evaluate the value and effectiveness of the new system.

Representatives from OpenGov, Brenda and Brandon, introduced themselves and provided additional information regarding the company and implementation process. Brenda explained that OpenGov had worked closely with City staff through pricing and contract negotiations and recognized Director Neish's efforts during the process. She noted that negotiations resulted in significant concessions and that the teams worked through detailed legal review.

OpenGov representatives addressed Council questions regarding system reliability, customer support, disaster recovery, cybersecurity, and data protection. They explained that the platform is hosted through Amazon Web Services with redundant data centers and includes security measures such as compliance reviews, penetration testing, and ongoing monitoring to protect customer data. They also provided background on OpenGov, noting the company was founded in 2012 and serves government organizations nationwide.

A motion was made to approve the contract with OpenGov and authorize City Manager Ron Whitlatch to execute the agreement.

Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 McClain.
Voting Yea: Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

9. Information Only - Mayor and Council Candidate Filing Period - July 1 - July 31, 2026

City Recorder Julie Fisher presented information regarding the upcoming candidate filing period for the November 3, 2026 General Election. Recorder Fisher explained that the candidate filing period would open July 1, 2026, and close at 4:00 p.m. on July 31, 2026.

Recorder Fisher provided an overview of the offices that will be up for election, including the Mayor position for a two-year term and Council positions representing Wards 1, 2, and 3. She noted that the City recently updated its municipal code related to candidate filing procedures to provide clearer filing requirements and align the process with current practices.

Recorder Fisher explained that recent amendments established a dedicated chapter for candidate nominations, clarified filing timelines and procedures, and provided that filings may be submitted electronically. She also noted changes related to incumbent filing requirements, including the requirement that incumbents file seven days prior to the non-incumbent filing deadline.

ITEMS FROM COUNCIL

Councilor Workman raised a concern he had been hearing from the public regarding a child on an electric bike causing issues for park visitors. Councilor Workman wanted to look into rules regarding e-bikes and scooters. City Attorney Kennedy stated regulations are established in (ORS) Oregon Revised Statutes.

PUBLIC/PRESS COMMENTS

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

None

NEXT SCHEDULED COUNCIL MEETING(S): Regular City Council meeting July 8, 2026 at 6:00 PM

ADJOURNMENT

The meeting Adjourned at 1:10 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.