



LEBANON CITY COUNCIL REGULAR MEETING, WORK SESSION AND EXECUTIVE SESSIONS MINUTES

August 27, 2025 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 Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

Council President Steinhebel called the meeting to order at 12:00 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

City Manager Ron Whitlatch
Finance Director Brandon Neish
Community Development Director Kelly Hart
Police Chief Frank Stevenson
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 to approve the Consent Calendar 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

1. **AGENDA:** Lebanon City Council Agenda – August 27, 2025
2. **BOARD MINUTES:** 2025-04-16 Senior & Disabled Services Advisory Committee Minutes
3. **COUNCIL MINUTES:** 2025-07-23 City Council Meeting and Work Session
4. **LIQUOR LICENSE:** Le Cirque at the Lebanon Mercantile
5. **GRANT AUTHORIZATION:** On Behalf of the Boys and Girls Club
6. **PARKING RESTRICTION:** E. Oak Street
7. **RIGHT-OF-WAY DEDICATION:** 2010 Stoltz Hill Road

PRESENTATION / RECOGNITION

None

PUBLIC COMMENTS

None

PUBLIC HEARING(S)

None

REGULAR SESSION

8. Approval of Road Transfer Agreement - Wassom and Kees

City Manager Whitlatch presented the staff report stating that the transfer agreement was initiated by the City to alleviate developmental jurisdiction review for the customer and transfer to the City. There are no improvements planned other than regular maintenance. Linn County has already signed off on the agreement.

Motion made to approve the Road Transfer Agreement by Councilor - Ward 2 McClain, 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

9. Ordinance No. 7 for 2025, Ordinance Bill No. 3038, A Bill for an Ordinance Revising Procedures for Selling City Owned Real Estate and Amending Chapter 3.16 of the Lebanon Municipal Code

City Manager Whitlatch presented the staff report noting past practice as the City has traditionally gone above and beyond ORS when deciding on surplus of property. Rules originally established by the Council in 2015 required a bidding process for surplus City-owned property sales. The proposed amendment by ordinance would adopt ORS requirements as City standard. The Council will still have the flexibility to go through a bidding process, direct negotiations, or sale through a realtor. The process still requires Council to declare a property surplus and hold a public hearing.

Motion made to approve Ordinance No. 7 for 2025, Ordinance No. 3038 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

10. Acceptance of the FY2024 Annual Finance Report

Finance Director Neish presented the FY 2024 annual audit beginning with a brief background explaining why the audit was received eight months past the statutory due date, all of which was outside the City's control. The report received gave a clean unmodified opinion and found no issues with internal controls. While most of the funds saw an increase from the prior fiscal

year, the General Fund did show a decrease in \$487,000 which is the second year the fund has spent more than it has brought in. The City holds 51.6 million in outstanding debt and will continue debt payments through 2054. There were a few noted findings for improvement in excess spending in the library fund due to personnel costs and in capital outlay for a replacement copier at City Hall. The Motel Tax fund also noted findings for improvement which was due to Downtown Building Restoration Grants having two fiscal years to spend grant money and that was not included in the budget.

Finance Director Neish noted that the Council had a short time to review the audit and if Council would like to move the approval to the September meeting as well as hear from the auditors, they could table the item.

Motion made to accept the FY 2024 Annual Finance Report made by Councilor - Ward 2 Workman, 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

11. ADJOURNMENT AND CONVENE: *Adjourn as the City of Lebanon City Council and Convene as the Urban Renewal Agency Budget Committee*

Acceptance of the 2024 Urban Renewal Financial Report

Finance Director Neish presented the Urban Renewal Agency Audit Report for FY 2024. Overall finances showed an increase of 2.2 million. It was noted that the City is holding onto cash in the URD to front load debt payments in the NW Urban Renewal District and close out early. There is \$4.5 million overall fund balance.

Motion to accept the Urban Renewal Finance Report for FY 2024 made by Councilor - Ward 1 Mann, 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

ADJOURNMENT AND CONVENE: Adjourn as the Urban Renewal Agency Budget Committee and Reconvene as the City of Lebanon City Council

12. Department Reports

City Manager Whitlatch gave an update on the LUBA appeal. He noted he has access to the record and if any of the Council would like to view it, please let him know. The appeal is in regard to Trails in residential zones and the recently adopted zoning codes.

It was noted there will be two meetings in September.

Finance Director Neish reported that a new revised billing went out to customers in July. The bill provides more information to customers and breaks down rates to include base rate and consumption. Customers have asked good questions and have received the new billing with positivity.

ITEMS FROM COUNCIL

Council President Steinhebel stated that Community Development Director Hart has submitted her notice. She acknowledged the work that Hart has accomplished and stated the City is better because of the work she has done.

PUBLIC/PRESS COMMENTS

None

NEXT SCHEDULED COUNCIL MEETING(S): September 10, 2025 Regular Meeting at 6:00 PM.

CALL TO ORDER WORK SESSION

Council President Steinhebel called the work session to order at 12:45pm

DISCUSSION ITEMS

1. Legislative Platform

Community Development Director Hart and Legislative Affairs Consultant Sean Tate gave the Council a presentation and exercise designed to receive input from the Council to determine their legislative policy priorities so staff's efforts can be effective and aligned with the Council. After confirmation of policy focus, staff will return with a draft legislative policy focus for Council's approval. Top priorities identified through a survey included infrastructure, housing and quality of life, public safety, community health, technology, and tax flexibility.

ADJOURN WORK SESSION

The Work Session was adjourned at 1:26 PM.

EXECUTIVE SESSION

The Executive Session was called to order at 1:31 PM.

1. Per ORS 192.660(2)(e) To Conduct Deliberations with Persons Designated by the Council to Negotiate Real Property Transactions (2)

Finance Director Neish read the Executive Session Announcement.

City Manager Whitlatch and Finance Director Neish presented the Council with two Executive Session items regarding property. There were no decisions made during Executive Session.

ADJOURNMENT

The Executive Session was adjourned at 2:13 PM.