



CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSIONS MINUTES

December 10, 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

ROLL CALL

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Dominic Conti
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 Carl Mann

STAFF

City Manager Ron Whitlatch
City Attorney Tre' Kennedy
Police Chief Frank Stevenson
Public Works Director Jason Williamson
IT Administrative Assistant Erin Gomez
City Recorder Julie Fisher

MEDIA

Jennifer Moody

CONSENT CALENDAR

Motion made to approve the Consent Calendar by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.

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

1. **AGENDA:** Lebanon City Council Agenda – December 10, 2025

2. **COUNCIL MINUTES:** 2025-11-12 City Council Goal Setting Work Session
2025-11-12 City Council Minutes

3. **GRANT SUBMITTAL:** Resolution No. 23 for 2025 - Business Oregon Grant Application for Wetland Delineation

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

Keith Murphy spoke in opposition of Linn County 2022 Pride Month Proclamation. Mr. Murphy was also concerned about an easement on his property for utilities. Staff will meet with Mr. Murphy to review the easement with him.

Ken and Miranda Justus spoke with concerns about camps on private property and along the roadside on Berlin Road. Lebanon Police Chief will reach out to the property owner to begin the trespass process. Council encouraged the Justus' to return to Council to keep their issue at the forefront.

PUBLIC HEARING(S)

REGULAR SESSION

4. Resolution No. 22 for 2025 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon FY 25-26 Budget

Public Works Director Williamson presented Resolution No. 2025-22, requesting a transfer of appropriations to authorize the purchase of a sanitary sewer camera with a lateral launch system. He explained that extensive directional drilling and fiber-optic installation in the right-of-way have made it increasingly difficult to locate private sewer laterals using current methods, which require staff to access customer roofs with a Jamison reel, hire a contractor, or perform significant excavation. The new equipment will allow staff to identify and locate laterals directly from the sewer main during routine cleaning and inspection, improving efficiency and reducing risk. Williamson noted that other cities use similar technology, and that the equipment is expected to quickly pay for itself, citing a recent \$9,000 contractor cost for a single small project.

The Council asked clarifying questions and expressed support for safer and more efficient practices.

City Attorney Kennedy read the title of the resolution.

Motion made to approve Resolution No. 22 for 2025 by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 3 Salvage.

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

5. City of Lebanon 2026-2027 Legislative Policy Platform Adoption

Legislative Consultant Sean Tate (Tate Public Affairs) presented the proposed 2025–2027 Legislative Policy Platform. He noted the platform was developed through a thorough, collaborative process with input from multiple stakeholders and is intended to be a practical guiding document for the City's advocacy efforts. Tate emphasized that the platform should remain a "living document" to ensure it continues to reflect evolving policy priorities and political conditions.

City Manager Whitlatch added that the platform provides clear direction and guardrails for staff and the City's lobbyist and will be available to the public on the City's website.

Motion made to adopt the 2026-2027 Legislative Policies Platform by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Conti.

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

6. Purchase Authorization for LINX Transit

City Manager Whitlatch presented a request for authorization to purchase two buses for the LINX Transit system. He explained that although the current budget included \$200,000 for one bus, the City was able to secure state and federal grant funding to cover two buses—one for service expansion and one as a replacement for a vehicle at the end of its lifecycle.

Procurement was conducted through the state process, and quotes were obtained from Northwest Bus Sales: \$137,000 for one unit and \$144,000 for the second, with additional costs for cameras, graphics, and interior equipment. The City Manager noted that the purchases are fully grant-funded, though a future budget amendment may be needed if expenditures exceed the currently appropriated amount.

Council confirmed the buses are fully funded through grant reimbursements.

Motion made to authorize the purchases by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 3 Salvage.

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

7. Resolution No. 2025-24 - A Resolution Authorizing the City of Lebanon to Declare Vacant the Ward 1 City Council Seat Held by Councilor Carl Mann

City Recorder Fisher explained that Councilor Mann submitted his resignation, and under the City Charter the Ward 1 seat becomes vacant the following day. Because the term runs through December 31, 2026, the Council will need to appoint someone to serve the remainder of the term.

Once the resolution is approved, the City will advertise the vacancy and accept applications. The proposed plan is to hold applicant interviews at the noon Council meeting on January 28, with an appointment made at that meeting if Council chooses. The new appointee would be sworn in at the first meeting in February. If the position remains vacant after six weeks, the Charter allows the Council to appoint an at-large resident to fill the seat.

The City Attorney read the title of Resolution 2025-24

Motion made to approve Resolution No. 2025-24 by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Workman.

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

8. Department Reports:

The City Manager reported on two primary items:

Communications Survey:

The City recently completed a three-month communications survey and received 94 responses. Most respondents—primarily individuals age 55 and older—report using the City's website as their main source of information. Based on the feedback, staff will continue strengthening the website and increasing social media outreach. While some respondents requested a newsletter, past monthly newsletters proved difficult to sustain due to limited content; however, staff will explore the possibility of a quarterly format similar to the Senior Center's newsletter. The goal is to improve communication and encourage more public engagement, including attendance at Council meetings.

Champion Mill Property – Abatement Plan:

The City Manager provided an update on ongoing issues at the Champion Mill property, where repeated trespassing, criminal activity, and accumulated debris have required frequent Police Department response. After meeting with the property owners, the City will move forward with an abatement process. City crews will clear the site, and the owners will pay for dumpsters; the City will recover labor and related costs either through direct payment or a lien on the

property if necessary. The cleanup will improve visibility and help reduce illegal activity. Police will continue enforcing trespass laws and will bring service providers during each contact to offer resources and shelter options, though uptake has been limited. Council briefly discussed access points to the property and affirmed support for the strategy.

No further questions or comments were raised

ITEMS FROM COUNCIL

Councilor Workman asked about two large payments in the Finance Report and who received them (Michael Nelson), it was later answered those payments were to Mid Valley Excavation.

PUBLIC/PRESS COMMENTS

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

Keith Murphy spoke regarding possible solutions for the houseless.

Jose' Amaton spoke regarding concerns at Fir Grove Manufactured Home Park specifically regarding vacant homes and drug activity. He stated Linn County Sherriff and Lebanon Police Department do a good job, but says the problems remain. Council encouraged him to reach out to Linn County Commissioners and stated they understood his concerns.

NEXT SCHEDULED COUNCIL MEETING(S): January 14, 2026 @ 6PM and January 28, 2026 @ Noon

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.

The Executive Sessions were Called to Order at 7:10 PM

9. 1. 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 (City Attorney)

2. 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 (City Manager)

City Attorney Tre' Kennedy read the Executive Session announcement and reported that Jennifer Moody attended both sessions. The Council reviewed the evaluations of the City Attorney and the City Manager in two separate Executive Sessions. No decisions were made during either session.

REGULAR SESSION

Council may reconvene into open session should action be required.

ADJOURNMENT

The meeting adjourned at 7:31 PM