



# LEBANON CITY COUNCIL REGULAR MEETING AND WORK SESSION MINUTES

July 23, 2025 at 12:00 PM

Library Community Meeting Room  
55 Academy 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 12:00 PM.

## ROLL CALL

### PRESENT

Mayor Kenneth Jackola  
Councilor - Ward 1 Dominic Conti  
Councilor - Ward 1 Carl Mann  
Councilor - Ward 2 David McClain  
Council President - Ward 3 Michelle Steinhebel

### ABSENT

Councilor - Ward 2 Dave Workman  
Councilor - Ward 3 Jeremy Salvage

### STAFF

City Manager Ron Whitlatch  
City Attorney Tre' Kennedy  
Chief of Police Frank Stevenson  
Finance Director Brandon Neish  
Community Development Director Kelly Hart  
Public Works Director Jason Williams  
Plant Manager Steven Haney  
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 Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 1 Mann.

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

1. **AGENDA:** Lebanon City Council Agenda – July 23, 2025
2. **COUNCIL MINUTES:** 2025-07-09 Executive Session Minutes; 2025-07-09 Work Session and Regular Meeting Minutes.
3. **OLCC LICENSE REQUESTS:** Lil Bombshell and US Mini Mart 3

## **PRESENTATION / RECOGNITION**

None

## **PUBLIC COMMENTS**

None

## **PUBLIC HEARING(S)**

4. Ordinance Bill No. 2025-06 - Ordinance No. 3037 - A Bill Amending Ordinance No. 3026 and Lebanon Municipal Code Section 3.24 City Services Fee

The Public Hearing was opened at 12:02 PM.

Finance Director Brandon Neish presented the staff report noting that the Lebanon Municipal Code (LMC) 3.24 currently authorizes the collection of a City Services Fee from development properties within the city limits. This fee helps fund essential services including police, code enforcement, planning and municipal court operations. These services benefit the entire community and contribute to the safety, livability and orderly development of the City. Finance Director Neish recommended amending LMC 3.24 to remove the limitation to developed properties and apply the fee to all properties within the city limits. This change ensures equitable contribution from all property owners who benefit from the City's core services.

There was no testimony in favor or opposition.

The public hearing was closed at 12:06 PM.

City Attorney Kennedy read the title of Ordinance Bill No. 2025-06, Ordinance No. 3037 - A Bill Amending Ordinance No. 3026 and Lebanon Municipal Code Section 3.24 City Services Fee.

Motion made 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, Council President - Ward 3 Steinhebel

## **REGULAR SESSION**

5. Cheadle Lake Park Improvements Project Award

City Manager Ron Whitlatch reported on May 23, 2025, The Cheadle Lake Improvements Project Request for Proposals (RFP) for qualified CM/GC (Construction Manager/General Contractor) Services was publicly advertised. The City received six qualified proposals.

City staff, and Udell Engineering staff (design engineer) reviewed, scored, and ranked the six proposals based on the criteria as defined in the RFP. Knife River provided the most complete, in-depth proposal.

The initial phase of the contract is for Pre-Construction Services which will include Value Engineering, final design recommendations, and cost estimating, to arrive at a Guaranteed Maximum Price (GMP). If the GMP can be negotiated to construct the project within the allocated budget of \$5.5 - 6 million, an amendment known as the GMP Amendment will be recommended for approval by the City Council.

Motion made to approve the contract in the amount of \$34,900 for Construction Manager/General Contractor (CM/GC) Services for the Cheadle Lake Park Improvement Project 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,  
Council President - Ward 3 Steinhebel

## **ITEMS FROM COUNCIL**

Councilor McClain stated he was unhappy with the decision to discontinue the Council Stipend stating he felt devalued.

## **PUBLIC/PRESS COMMENTS**

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

None

## **NEXT SCHEDULED COUNCIL MEETING(S): August 13, 2025**

City Manager Whitlatch stated that the agenda for the regular meeting in August is light, however there will be a second meeting the fourth week of August. Staff will review the agenda and may recommend combining both meetings into one for August 27th.

## **ADJOURNMENT**

The meeting adjourned at 12:15 PM.

## **CALL TO ORDER WORK SESSION**

*City of Lebanon Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Like regular Council meetings, citizens are encouraged to attend and observe work sessions. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.*

The meeting was called to order at 12:16 PM.

## **DISCUSSION ITEMS: Wastewater Treatment Plant**

City Manager Ron Whitlatch, Public Works Director Jason Williams, and Plants Manager Steven Haney reported to the Council on updates regarding the Wastewater Treatment Plant.

The NPDES Permit has been issued, and staff has been reviewing all changes. It was noted that the DEQ amendments in the permit have become more restrictive and will require a change in current processes such as sampling.

There was discussion regarding a DEQ Ruling related to PFAS (polyfluoroalkyl substances) and field applications, which are currently being hauled to landfills.

The City of Lebanon WWTP Master Plan will be completed this summer. The existing plant is at or near capacity on the liquid stream side, however with the PFAS uncertainty, elevated solids have become the priority.

The priority construction projects include the liquid stream, solid stream, and operations, and is estimated to cost approximately 70 million. The projects are all driven by increased regulations. Staff reported on a wastewater reserve fund of 20 million, which leaves a funding gap of 50 million. It was noted that the project is necessary to continue providing services and funding is the critical path. Discussion ensued on possible rate increases. City Manager Whitlatch stated it was necessary for Council to understand why rate increases may be necessary. A resolution for automatic increases was discussed by Council. City Manager Whitlatch stated communication with the public during the entire process is important.

## **ADJOURN WORK SESSION**

The meeting was adjourned at 12:49 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](mailto: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](mailto: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.*