



LEBANON CITY COUNCIL REGULAR MEETING AND WORK SESSION AGENDA

July 23, 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

CALL TO ORDER / FLAG SALUTE

ROLL CALL

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.

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

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 July 22, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

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

REGULAR SESSION

5. Cheadle Lake Park Improvements Project Award

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

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

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

ADJOURNMENT

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.

DISCUSSION ITEMS: Wastewater Treatment Plant

ADJOURN WORK SESSION

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.



LEBANON CITY COUNCIL EXECUTIVE SESSION MINUTES

July 09, 2025 at 6:30 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*

PRESENT

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

ABSENT

Councilor - Ward 2 Dave Workman

Staff

City Manager Ron Whitlatch
City Recorder Julie Fisher
Police Chief Frank Stevenson
Finance Director Brandon Neish
Community Development Director Kelly Hart
IT Director Brent Hurst
City Attorney Tre' Kennedy (Online)

Media

Sarah Brown, Lebanon Local

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 meeting was called to order at 7:02 PM.

City Attorney Tre' Kennedy read the Executive Session Announcement. There was discussion regarding property. No decisions were made in the Executive Session.

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

ADJOURNMENT

The meeting adjourned at 7:15 PM.



CITY COUNCIL WORK SESSION AND REGULAR MEETING MINUTES

July 09, 2025 at 5:00 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

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman (left after work session)
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

Staff

City Manager Ron Whitlatch
City Attorney Tre' Kennedy (online)
Chief of Police Frank Stevenson
Finance Director Brandon Neish
Community Development Director Kelly Hart
IT Director Brent Hurst
IT Administrative Assistant Erin Gomez
City Recorder Julie Fisher
Human Resources Director Angela Solesbee
Police Administrative Assistant Amy Waite
Police Lt. Ryan Padua
Police Lt. Taylor Jackson
Police Cpt. Kimberly Hyde

5:00 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 work session was called to order at 5 PM.

DISCUSSION ITEMS

1. Municipal Jail Feasibility Report - Chief Stevenson

During the meeting, staff provided a broad overview of the Lebanon Municipal Jail, including its history, operational challenges, status, and options for reopening. The presentation acknowledged Councilor Workman's persistent advocacy for the issue and the importance of having a shared understanding before exploring funding options.

The Lebanon Municipal Jail was originally constructed in 2009 with plans for full staffing, but due to funding limitations, it has never operated at full capacity. Patrol officers were used to manage the facility, which led to limited functionality and increased risk for both staff and individuals in custody. The jail handled misdemeanor offenses under the City's jurisdiction, typically with sentences of up to one year. The facility was temporarily closed during the COVID-19 pandemic and permanently shut down at the end of 2022 due to staffing and liability concerns.

The presentation highlighted troubling trends since the jail's closure. Misdemeanor cases and warrant issuances have significantly increased over the last five years, with a 30% rise in charged cases and a 52% increase in warrants. Most notably, failure-to-appear rates have grown steadily—from 68% in 2022 to 72% in 2023. Many of these are repeat offenders, and without the ability to detain individuals, the accountability system is significantly weakened. Staff time is being consumed by repeated paperwork, and there is no effective deterrent to ongoing criminal behavior, particularly for issues like trespassing.

Funding options for reopening the jail were outlined. The most viable appears to be an operations levy, which would require voter approval and cost approximately \$1.2 to \$1.3 million annually. It was recommended this be timed with the expiration of the City's general obligation bonds in 2027, potentially making it more acceptable to voters. Other less desirable options include increasing the City services fee or reducing other City services—both of which come with drawbacks and limited feasibility. The City is currently spending almost nothing on the jail, and a new levy would still cost less than current debt service rates.

Council members discussed the broader implications of jail closure, including impacts on community safety, quality of life, and city staff workload. There was agreement that if the jail is to reopen, it must meet current legal and insurance standards, which requires adequate staffing and resources. Staff emphasized that the former model—using patrol officers to run the jail—is no longer acceptable and exposes the City to liability.

While there are concerns about voter appetite for a new levy, there was strong sentiment that public safety and accountability are worth the cost. Staff committed to continuing work sessions throughout the summer to prepare for upcoming goal setting and to further evaluate priorities and funding strategies.

ADJOURN WORK SESSION

The work session adjourned.

6:00 PM – CITY COUNCIL REGULAR SESSION

The regular meeting was called to order at 6 PM.

CALL TO ORDER / FLAG SALUTE

ROLL CALL

PRESENT

Mayor Kenneth Jackola

Councilor - Ward 1 Dominic Conti

Councilor - Ward 1 Carl Mann

Councilor - Ward 2 David McClain

Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

ABSENT

Councilor - Ward 2 Dave Workman

CONSENT CALENDAR

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

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

1. **AGENDA:** Lebanon City Council Agenda – July 09, 2025
2. **BOARD MINUTES:**
2025-01-15 Senior & Disabled Services Advisory Committee
3. **COUNCIL MINUTES:** 2025-06-11 City Council Work Session and Regular Meeting Minutes
4. Updating Authorized Signers for City Bank Accounts

PRESENTATION / RECOGNITION

5. Presentation of Award - Officer McKinney

Officer Zach McKinney was recognized for his heroic actions on June 10, 2025. On that date, Lebanon Police Dispatch received an urgent call regarding a 32-year-old male who was unconscious. Officer McKinney, who was nearby, responded immediately. Upon arrival, he found the man unresponsive and showing signs of severe oxygen deprivation. He promptly directed medics to the location and began CPR after finding no pulse or breathing. He performed two full rounds of chest compressions before medics arrived. The man began breathing on his own as medics took over, and he later made a full recovery.

Officer McKinney's calm, decisive response and life-saving actions were instrumental in saving the individual's life. In recognition of his efforts, Officer McKinney was awarded the Life Saving Medal.

PUBLIC COMMENTS

Jeff Holland spoke to the Council a positive note on taking care of yourself and being grateful.

Marilyn Belcher spoke to the Council on the importance of and Emergency Alert System and preparedness considering the recent lives lost in the Texas flooding. It was noted Brooke Bingham, a Lebanon graduate and meteorologist, is part of the National Weather Service and has served in the situation room in the White House.

PUBLIC HEARING(S)

6. Consideration of appeal of Planning Commission decision for Code Interpretation CI-24-01.

The public hearing was opened at 6:12 PM.

Community Development Director Hart provided a staff report explaining that the interpretation was prompted by a proposed trail along the Albany Canal near River Park. If the area is annexed into the city, part of the trail would fall within the RL zone.

Staff determined that trails should be permitted in the RL zone based on several guiding documents. The City's Trails Master Plan, which is an addendum to the Parks Master Plan, identifies trails as part of the broader park system. The Comprehensive Plan also supports trail development, prioritizing connectivity for pedestrians and bicycles and integrating park uses with natural features. The municipal code further supports this by including trails within the definition of city parks. Based on these factors, staff concluded that trails should be categorized not as standalone "recreational trails"—a classification that is prohibited in the RL

zone—but rather as “other public uses,” including parks, recreational facilities, open space, and pedestrian amenities.

The applicant disagreed with this interpretation, arguing that the development code explicitly defines recreational trails as a distinct land use and that state law prohibits interpretations that conflict with the code’s express language. They also argued that the scope of the interpretation exceeded what is allowed under the applicable section of the development code. However, staff noted that the code also requires consistency with the comprehensive plan, adopted master plans, and other city standards. Staff cautioned that categorizing trails strictly under “recreational trails” would conflict with adopted policy goals and would prohibit planned trail development in multiple zones.

Staff acknowledged that the development code contains ambiguities and emphasized that the purpose of the code interpretation process is to provide temporary clarity until formal amendments can be adopted. Staff recommended that Council uphold the current interpretation that trails are permitted in the RL zone as part of the park system and initiate a code amendment to formally address the issue and resolve conflicting language in the development code. The interpretation would remain in effect until those amendments are completed.

Laura LaRoque, speaking in favor of the appeal, testified as the original applicant who requested the code interpretation. She explained that the city’s development code clearly lists recreational trails as a land use in the residential zoning table and that this designation should govern their permissibility. She emphasized that the city’s Trails Master Plan and Comprehensive Plan, while supportive of trail development, are aspirational documents and not substitutes for formal zoning allowances. She noted that the allocation of funding for trails by the City Council in 2014 was a policy decision and not a land use approval. According to her review of the Council’s meeting minutes and videos from that time, no zoning maps, parcel-specific plans, or land use analyses were presented when funding was approved—further underscoring her point that this was not intended to change zoning standards.

LaRoque also referenced past trail projects, such as Devil’s Rake Trail, Mill Run Trail, and Fields Landing, which were developed without going through proper land use processes, arguing that staff has a history of bypassing required reviews. She testified that this particular trail proposal came to light because it was located in the urban growth boundary, which is under Linn County’s jurisdiction. Since the County defers to city policy for projects in this area, city staff’s interpretation effectively guided the land use outcome. She noted that in communications with staff, the inconsistency in the code was described as a clerical oversight, but she stressed that any change to development code must follow a formal legislative amendment process—not a simple fix.

LaRoque expressed concern that the code interpretation, if approved, would not serve as a temporary solution, but rather would expose future trail projects to further appeals and extended legal review. She argued that interpretations do not resolve the core conflict in the code and that the correct path forward is a formal code amendment. She shared that she had offered to withdraw her application if staff committed to starting that amendment process and gave a specific timeline, but staff declined, citing workload and staffing limitations. She noted, however, that 210 days had passed since her application was submitted and that other code amendments had been processed during that time—suggesting that the trail-related amendment could have been done simultaneously.

In closing, LaRoque clarified that her position is not anti-trail, but rather a call for clarity and legal consistency. She urged the City to fix the error in the code rather than rely on a flawed interpretation process, pointing out that the city has long supported trails and would likely receive broad community support for a formal amendment. She expressed frustration that despite the issue being evident for many years, staff had not yet taken action to resolve it through the appropriate legal channels.

Rod Sell, President of Build Lebanon Trails, testified in opposition to the appeal. He began by thanking the Mayor, City Council, and staff for their service to the community and expressed his appreciation for their efforts. He stated that Build Lebanon Trails fully supports the staff's interpretation that trails should be allowed in residential zones, noting that Linn County, after reviewing similar information, also unanimously supported the ability to construct trails in those areas.

Sell emphasized that Build Lebanon Trails has been active in the community for 20 years, working to create multi-use trails that connect different parts of the city. He pointed out that many trails have already been built in the residential zones in question, setting a clear precedent for their permissibility. He specifically highlighted the importance of the proposed Georgia Pacific Mill Race Trail, which would provide a critical connection between the southern and northern parts of Lebanon. He noted that this section of town currently lacks access to the trail system, and this connection would link five city parks and extend all the way to Cheadle Lake. The trail would offer an off-street route across the community, significantly enhancing connectivity and accessibility.

In closing, Sell reiterated that Build Lebanon Trails not only builds but also maintains the trail system, demonstrating their ongoing commitment to community service. He expressed confidence that their track record reflects the value they bring to the city and urged the Council to support the continued development of trails within residential zones.

There was no further testimony. The public hearing closed at 6:34 PM.

City Attorney Kennedy acknowledged that the situation involves more than mere ambiguity; it presents a true conflict between the city's adopted plans. He explained that the comprehensive and parks master plans—which have been approved over many years—intentionally routed trails through residential zones. As such, the City Council, being the policy-making body, must weigh which document carries more authority. In this case, the master plan, with its clear intent for trail placement, was seen as the more specific and guiding document. Kennedy emphasized that the interpretation was legally sound and aligned with longstanding city policy. He added that even if the council were to side with the appellant, the end result wouldn't change since the development code is already slated for updates that would support the same conclusion.

Community Development Director Hart, City Manager Whitlatch, and council members echoed this reasoning. They acknowledged the inconsistencies within the development code but pointed out that numerous public bodies—including the Planning Commission and Parks Committee—had reviewed and approved the trails in residential zones. Hart explained that the purpose of the master plan was to create connectivity throughout the city and that, while the trails don't have to follow an exact route, their general placement was approved by previous councils.

Council members expressed general agreement that the development code needs to be updated for clarity and consistency. They stressed the importance of aligning the code with the comprehensive and parks master plans and committed to addressing these discrepancies soon. However, they saw no justification to delay the project or overturn the interpretation, especially given that the existing direction from council supports trail development through residential areas.

In conclusion, while there was consensus that the development code contains conflicting provisions that need to be resolved, both the staff and council agreed that the code interpretation provided was appropriate and consistent with the city's long-standing policy goals.

Motion to uphold the Planning Commission decision for Code Interpretation CI-24-01 made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 3 Salvage,

Council President - Ward 3 Steinhebel
Voting Nay: Councilor - Ward 2 McClain

REGULAR SESSION

7. Department Reports

Angela Solesbee, Human Resources Director reported 28 job postings and nearly 500 applicants over the past fiscal year, resulting in 15 new hires, 5 promotions, 15 separations, and 3 retirements. The City's turnover rate was 12.7%, slightly above the ideal. Job descriptions are being updated for compliance, and 2,260 employee trainings were completed, with a 94% on-time rate. Required trainings cover safety and legal topics, while newer ones focus on cybersecurity.

The department completed 41 performance evaluations, with 40 still pending, and passed an ODOT drug and alcohol compliance review. Exit interview data shows most employees were satisfied with work-life balance, compensation, and feeling valued. Common reasons for leaving included pay, growth opportunities, and commute. Most separations were voluntary, and 68% of exiting employees would recommend the City as an employer.

City Manager Ron Whitlatch reminded the Council of the Council meeting July 23rd at noon and a work session regarding the wastewater treatment plant. It was reported the City received a draft copy of the MPDS permit for review.

ITEMS FROM COUNCIL

There were no items from Council.

PUBLIC/PRESS COMMENTS

Sarah Brown with the Lebanon Local asked if the Council decided to move forward with a bond measure to fund the jail, what would be the back-up plan if the measure failed? City Manager Ron Whitlatch stated the discussion hasn't gotten that far, and although it would be a decision for the Council, if the voter's decided not to fund a jail, it is not likely there would be any continuation on the matter.

NEXT SCHEDULED COUNCIL MEETING(S):

2025-07-23 Regular Meeting and Work Session @ Noon.

2025-08-13 Work Session and Regular Meeting at 5 PM.

ADJOURNMENT

The meeting adjourned at 6:56 PM.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

Item # 3.

MEMORANDUM

City Recorder's Office

Date: July 14, 2025

To: Mayor Jackola and City Council
From: Julie Fisher, City Recorder
Subject: OLCC New License Approval Requests

Lil Bombshell and US Mini Mart 3 have applied for a Full On-Premises, New Liquor License. Lil Bombshell is located at 43 W Grant and US Mini Mart 3 is located at 911 Airport Road.

As part of the licensing process, the OLCC asks for City Council recommendation. The Police Chief, Fire Marshal, Building Official, and Community Development Director reviewed the application and found no evidence to support a denial of this liquor license application.

Council Action:

Staff recommends that Council authorize a favorable recommendation to OLCC for both Lil Bombshell and US Mini Mart 3, under the City Council Consent Calendar.

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**Legal Entity/Individual Applicant Name(s): Get AFTER IT, Lil Bombshell.comProposed Trade Name: Lil BombshellPremises Address: 43 W Grant St

Unit:

City: Lebanon, OR

County:

Zip: 97355Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type:

☐ Additional Location for an Existing License**Application Contact Information**Contact Name: Keena TallmanPhone: 702-300-7134Mailing Address: 701 N 5th StCity: LebanonState: ORZip: 97355Email Address: Keena@lilbombshell.com**Business Details**

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☐ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☐ Indoor Consumption☒ Outdoor Consumption☐ Proposing to Allow Minors

Section 1 continued on next page

**Local Government Recommendation – Liquor License****Section 1 Continued – Submission - To be completed by Applicant:**Legal Entity/Individual Applicant Name(s): Get AFTER It.Proposed Trade Name: Lil Bombshell

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:**Local Government Recommendation Proof of Acceptance**

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Transaction Receipt

Record ID: POS - 86124

Receipt Number: 33111

Receipt Date: 7/14/25

City

Item # 3.

925 S Main Street

Lebanon, OR 97355

541-258-4906

Fax: 541-258-4955

cdc@lebanonoregon.gov

Website: lebanonoregon.gov

Fees Paid

Transaction date	Units	Description	Account code	Fee amount	Paid amount
7/14/25	1.00 Ea	Liquor License (Original Application)	100-000-42650	\$100.00	\$100.00

Payment Method:	Check number: 6778	Payer: Get After It LLC	Payment Amount:	\$100.00
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Cashier: Tammy Dickey	Receipt Total:	\$100.00
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**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): Grand PD LLC

Proposed Trade Name: US Mini Mart 3

Premises Address: 911 Airport Rd

Unit:

City: Lebanon

County: Linn

Zip: 97355

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Off Premises Liquor License ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Darshan Sranna

Phone: 541-905-5380

Mailing Address: 2515 Geary St SE

City: Albany

State: OR

Zip: 97322

Email Address: darshansranna91@gmail.com

Business Details

Please check all that apply to your proposed business operations at this location:

- ☐ Manufacturing/Production
- ☒ Retail Off-Premises Sales
- ☐ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

- ☐ Indoor Consumption ☐ Outdoor Consumption
- ☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Grand PD LLC

Proposed Trade Name: US Mini Mart 3

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Transaction Receipt

Record ID: POS - 86125

Receipt Number: 33112

Receipt Date: 7/14/25

City Item # 3.

925 S Main Street

Lebanon, OR 97355

541-258-4906

Fax: 541-258-4955

cdc@lebanonoregon.gov

Website: lebanonoregon.gov

Fees Paid

Transaction date	Units	Description	Account code	Fee amount	Paid amount
7/14/25	1.00 Ea	Liquor License (Original Application)	100-000-42650	\$100.00	\$100.00

Payment Method:	Check number: 11628	Payer: Grand PD LLC	Payment Amount:	\$100.00
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Cashier: Tammy Dickey	Receipt Total:	\$100.00
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925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4214
www.ci.lebanon.or.us

MEMORANDUM

Finance Department

July 23, 2025

To: Mayor Jackola and City Council
From: Brandon Neish, Finance Director
Subject: Amendment to LMC 3.24 – City Service Fee

Introduction

The Lebanon Municipal Code (LMC) 3.24 currently authorizes the collection of a City Service Fee from *developed 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.

Current Report

Under the current code, only developed properties are assessed the City Service Fee. However, the services funded by this fee—such as police protection, code enforcement activities, and planning oversight—also benefit undeveloped properties by maintaining property values, ensuring compliance with city regulations, and providing for future growth and public safety.

Recommendation

Staff recommends amending LMC 3.24 to remove the limitation to developed properties and apply the City Service 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.

Requested Action

City Council approval to amend LMC 3.24 to include all properties in the assessment of the City Service Fee.

A BILL AMENDING ORDINANCE NO. 3026 AND) ORDINANCE BILL NO. 2025-06
LEBANON MUNICIPAL CODE SECTION 3.24)
CITY SERVICES FEE) ORDINANCE NO. 3037

WHEREAS, In the 1990s, Oregon tax limitation measures capped property tax revenue; and

WHEREAS, City revenue has not kept pace with inflation; and

WHEREAS, Lebanon is growing and so is the demand on City services; and

WHEREAS, The City will not be able to maintain the programs and services that our community has come to expect without additional funding; and

WHEREAS, The City Council has reviewed options for generating revenue and determined that a City Services Fee is vital to supporting valued city services; and

WHEREAS, the City Council solicited public comment and testimony regarding the proposed fee during special Town Hall meetings held on October 10, 2024 and October 15, 2024; and

WHEREAS, The City Services Fee will be used to support staffing, programs, and services in the General Fund.

NOW, THEREFORE, THE LEBANON CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Lebanon Municipal Code (LMC) Section 3.24 City Services Fee, is hereby created as follows:

3.24.010 Title and Purpose

This section shall be known and may be cited as the “City Services Fee Code of the City of Lebanon.” The purpose of this section is to establish a fee to offset the cost of providing city services, and for the administration of such a fee.

3.24.030 Definitions

The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) “City” means the City of Lebanon, a municipal corporation of the State of Oregon.
- (2) “City Manager” means the person chosen by the Lebanon City Council to meet the requirements of Section 21 of the Lebanon Charter or such person as may be designated by the City Manager to act in their name and capacity.
- (3) “Director” means the person designated by the City Manager to supervise the Finance Department and who is charged with certain duties and responsibilities by this title, or the duly appointed representative.
- (4) “Property” means a lot or parcel, or portion thereof, of land within the corporate limits of the city of Lebanon that receives a direct or indirect benefit from city services. It is presumed that a property receives a direct or indirect benefit from city services so long as it is within the corporate limits of the city of Lebanon.

3.24.040 Administration and Rulemaking

The Director shall administer and enforce the provisions of this chapter, have the authority to render written and oral interpretations, conduct audits, and to adopt administrative rules and procedures governing the administration, enforcement, and collection of the city services fee.

3.24.050 Fee Established

A city services fee is hereby created and imposed on the owner, tenant, agent or other authorized representative responsible for property in amounts set forth by City Council resolution. The city services fee is based on the direct and indirect use of or benefit from the provision and use of general city services; it is not a property tax; and it is not subject to the limitation of article XI, section 11 of the Oregon Constitution. The obligation to pay a city services fee arises when a person receives the direct or indirect benefit of city services. It is presumed that the benefit of city services is received whenever there is property. All monies received from the city services fee shall be deposited into the General Fund.

3.24.060 Commencement

The City Services Fee shall be applied to all properties within the city limits on the effective date of this ordinance. For properties annexed into the city after the effective date, the city services fee shall apply upon the approved annexation ordinance.

3.24.070 Fee Amount and Annual Adjustments

(1) The rate for the city services fee shall be established by City Council resolution and shall be applied to utility customer accounts by classification.

(2) Customer account classification shall be determined by the Director or the duly authorized representative. Any appeal of the Director's determination shall be made in writing to the Director in accordance with Council policy. Any request for review of the Director's appeal determination shall be made in writing to the City Manager. The City Manager's determination shall be final.

(3) The rate of the city services fee shall be adjusted annually for inflation as determined by the City Council.

(4) The rate, other charges, or any adjustments to the city services fee shall be set annually by resolution of the City Council.

3.24.080 Billing, Due Date, and Delinquency

(1) A city services fee shall be billed to and collected from the owner, tenant, agent, or other authorized representative responsible for property as defined within this chapter.

(2) Bills for the related fee shall follow the same cycle as defined in 13.04.100.

(3) A city services fee shall be included and separately identified in a utility billing statement for a property account and shall be due and payable on the same schedule as that set forth in the statement. Payments for a city services fee through the utility billing statement shall be applied in a priority consistent as established by the Director.

(4) Unless another person has agreed in writing to pay all or a portion of the city services fee, and a copy of that writing is filed with the Director, the responsible party shall pay the city services fee and all other applicable charges, including any administrative fees.

(5) An Account is delinquent fifteen (15) calendar days after the date of the bill. Delinquent accounts will receive written notice of the delinquency and may be subject to administrative services charges and water service discontinuation until the entire bill balance is paid in full.

3.24.090 Adjustments, back-billing, credits, and refunds

The city may make adjustments, back-bill, pay refunds, or waive fees and charges in accordance with City Council policy. If no Council policy exists, the city may make adjustments where it is deemed necessary on a case-by-case basis as determined by the Director for the proper conduct of the administration of the city services fee. A full explanation of the reason for the adjustment or refund must be filed for the record and, subject to Oregon public records law, will be made available upon request. Refunds are to be made to the party that made the payment.

3.24.100 Exemption and Discount

Single unit residential and multi-unit developments that are 100% income restricted and who have been approved through the City's Low Income Assistance Program shall pay a discounted City Services Fee in accordance with the effective City Council low-income assistance program resolution.

3.24.110 Appeals

Any person who is aggrieved by termination of water service, or who disputes the amount of billing may appeal per the parameters of LMC 13.04.340

3.24.120 Falsification

No person shall knowingly make any false statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained pursuant to this chapter.

3.24.130 Violations

Violation of any provision of this chapter, in addition to any civil penalties, shall be an infraction.

Section 2. Effective Date. This ordinance shall be effective 30 days after passage.

Passed by the Lebanon City Council and executed by the Mayor on this 23rd day of July, 2025 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐

Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder

**A BILL AMENDING ORDINANCE NO. 3026 AND) ORDINANCE BILL NO. 2025-06
LEBANON MUNICIPAL CODE SECTION 3.24)
CITY SERVICES FEE) ORDINANCE NO. 3037**

WHEREAS, In the 1990s, Oregon tax limitation measures capped property tax revenue; and

WHEREAS, City revenue has not kept pace with inflation; and

WHEREAS, Lebanon is growing and so is the demand on City services; and

WHEREAS, The City will not be able to maintain the programs and services that our community has come to expect without additional funding; and

WHEREAS, The City Council has reviewed options for generating revenue and determined that a City Services Fee is vital to supporting valued city services; and

WHEREAS, the City Council solicited public comment and testimony regarding the proposed fee during special Town Hall meetings held on October 10, 2024 and October 15, 2024; and

WHEREAS, The City Services Fee will be used to support staffing, programs, and services in the General Fund.

NOW, THEREFORE, THE LEBANON CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Lebanon Municipal Code (LMC) Section 3.24 City Services Fee, is hereby created as follows:

3.24.010 Title and Purpose

This section shall be known and may be cited as the “City Services Fee Code of the City of Lebanon.” The purpose of this section is to establish a fee to offset the cost of providing city services, and for the administration of such a fee.

3.24.030 Definitions

The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) “City” means the City of Lebanon, a municipal corporation of the State of Oregon.
- (2) “City Manager” means the person chosen by the Lebanon City Council to meet the requirements of Section 21 of the Lebanon Charter or such person as may be designated by the City Manager to act in their name and capacity.
- (3) “Director” means the person designated by the City Manager to supervise the Finance Department and who is charged with certain duties and responsibilities by this title, or the duly appointed representative.
- (4) “Property” means a lot or parcel, or portion thereof, of land within the corporate limits of the city of Lebanon that receives a direct or indirect benefit from city services. It is presumed that a property receives a direct or indirect benefit from city services so long as it is within the corporate limits of the city of Lebanon.

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3.24.040 Administration and Rulemaking

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CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4923
www.lebanonoregon.gov

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager / City Engineer
Subject: **Approval to Award CM/GC Contract**
Cheadle Lake Improvements Project
Project No. 23704

Date: July 16, 2025

I. INTRODUCTION

On May 23, 2025, the Cheadle Lake Improvements Project Request for Proposals (RFP) for qualified CM/GC Contractors was publicly advertised. The city received six qualified/responsive proposals for CM/GC services on June 26, 2025.

City Staff, and Udell Engineering Staff (Design Engineer) reviewed, scored, and ranked the six proposals based on the criteria as defined in the RFP. Upon completion of the scoring, Knife River Corporation of Tangent, Oregon provided the most complete and in-depth proposal. Based on the proposal, staff believes that Knife River is very capable, and the best suited to move the project forward.

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 (\$5.5 to \$6 million), an Amendment (also called the GMP Amendment) will be recommended for approval by the City Council. The current schedule/goal is to have a GMP ready for approval in September 2025.

II. RECOMMENDATION

This memo requests City Council approval by motion, the Contract in the amount of \$34,900.00 for Construction Manager/General Contractor (CM/GC) Services for the Cheadle Lake Park Improvements Project.