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MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: **Administration Update – November 2025**

Date: December 1, 2025

- Lebanon was one of three cities invited to participate in a discussion about the challenges of infrastructure funding with the Governor's Regional Solutions Team on November 13th. This is part of an ongoing effort to advocate for additional State funding for local jurisdictions.
- We are continuing to work with Business Oregon on a potential Industrial Economic Development where the company is looking to expand on the West Coast. Lebanon is one of two sites being considered in Oregon. Business Oregon has asked the City to apply for a grant to provide an updated Wetlands Delineation for the properties under consideration.
- Staff is continuing to work with the Oregon Department of Environmental Quality (ODEQ) to determine the final fine that will be assessed to the City for the permit violations at the Wastewater Treatment Plant. Staff will provide an update as we learn more throughout the process.
- Staff will present the updated Strategic Plan and Priorities list to the City Council in January for adoption. We are currently working with Sara Wilson of SSW Consulting to complete the changes to the document based on the Goal Setting Session held on November 12th.
- We are continuing to work with our outside legal counsel for claims against the Army Corps of Engineers (USACOE). The claim will be filed with the Federal District Court in the coming weeks. This is likely to be a lengthy process, and we will provide more information as it becomes available.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.
- As discussed at the November 12th City Council Meeting, we are navigating the re-organization of the Development and Engineering Departments and getting everyone up to speed.
- Staff is continuing to work on the sale of the Santiam Travel Station. Staff will be working with Udell Engineering to vacate a portion of the Third Street Right-of-Way

and to draft easements for recording. We are also working with outside legal counsel to develop the final sales agreement. This process will likely be complete in January.

- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- We continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently exploring funding opportunities to support wastewater plant projects, water service line replacements, street projects, and other initiatives that will benefit the city. Susan is submitted a DLCD Technical Assistance Grant on behalf of the City to update the Parks and Trails Master Plan. We will be notified if it is successful in the next couple of months.
- We have received a Planning Grant for a sanitary sewer analysis and transportation analysis of the Champion Mill site. We are currently under contract with Kittleson Engineers to complete the transportation aspect of the grant. We will engage a consulting firm to initiate the analysis for the off-site sanitary sewer improvements required for the future redevelopment of Champion Mill.
- Over the next couple of months, Staff will be reviewing all city-owned properties in an effort to identify properties no longer needed. Once the list has been updated, Staff will engage the City Council to recommend any that should be declared surplus.
- Thanks to the members of the City's Communications Committee for all of the work they have done to get prepared for the City's Holiday Party on December 12th. This is the time for staff to come together, socialize, and get to know employees from other Departments. We will also be recognizing Staff with "Years of Service" awards.
- Mayor Jackola, Finance Director Brandon Neish, and I gave the State of the City presentation for the Lebanon Chamber Forum Lunch on December 5th. This is a presentation we give every year, and it is an excellent opportunity to engage community members and provide them with an update on the City Government.