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MEMORANDUM

Administration

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

Date: November 3, 2025

- On September 30th, Mayor Jackola, Brandon Neish, Kelly Hart, Sean Tate (City's lobbyist), and I attended Legislative Days at the State Capitol. We met with eight different Representatives to discuss infrastructure needs and a variety of other topics impacting the City. The Representatives are aware of the infrastructure needs throughout the State, but don't have a clear mechanism to help local jurisdictions pay for them. We will continue to engage with our elected leaders to keep this and other hot topics at the forefront.
- We have been working 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. Staff presented to the business owner on October 16th. We received a lot of positive feedback regarding the presentation from both Business Oregon and the owner.
- Staff has submitted written comments to Oregon DEQ regarding the draft NPDES Discharge Permit for the Wastewater Plant and the associated impacts.
- 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.
- We are continuing to prepare for the Goal Setting Session on November 12th. Sara Wilson of SSW Consulting will be leading the meeting as we drill down into the goals and priorities for the upcoming year.
- 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.

- We are continuing to implement the Five-Year Strategic Plan goals for year one. We are now preparing for the Goal Setting Session in November.
- Interviews for the Community Development Director were held on October 28th. Each candidate was interviewed by two panels that consisted of City Staff, Planning Commissioners, the Mayor, and Councilor McClain. All interviewers met and discussed the candidates, unanimously selecting Shana Olson as the new Community Development Director. Shana has been with the City for 20 years, most recently as the Development Services Supervisor.
- We were notified by the Land Use Board of Appeals (LUBA) that the appeal filed by Laura LaRoque regarding the Code Interpretation of Trails in the RL Zone has been dismissed. At this time, no further action has been taken by Mrs. LaRoque or the City of Lebanon.
- 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 currently writing a DLCD Technical Assistance Grant on behalf of the City to update the Parks and Trails Master Plan. The City Council approved the Resolution to apply for the grant on September 24th. 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.
- The Communications Committee has reviewed the results of the on-line survey put out by the City to get feedback on our communications. This will be presented to the City Council in December.
- We will be bringing back the City Holiday Party in December for City Staff. 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.
- I have started to attend Optimist Club Meetings and plan to become a member in the coming months.

