



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council

Date: December 2, 2024

From: Ron Whitlatch, Interim City Manager

Subject: **Administration Update – November 2024**

- Staff will continue to pursue options for a solar array at the Wastewater Treatment Plant Facility. We will likely enter into a contract with a solar designer and start pinning down additional details, agreement with Pacific Power, and grant opportunities in early 2025.
- We are moving forward with relocating the City Council Chambers to the Library Community Room. We have obtained pricing for the audio/visual aspects that will be needed.
- The City Council reviewed the Five-Year Strategic Action Plan at the November Meeting. The final version of the plan will be recommended for approval at the December Council Meeting. Staff is looking forward to implementing the plan beginning in 2025.
- Over 300 letters were sent out to commercial, residential commercial, and industrial utility customers in November notifying them of the upcoming City Services Fee and what their bills will likely be every month. A flier also went out to all customers in the November Utility Billing.
- Staff spent considerable time preparing billing of the new City Services Fee. This included reviewing individual accounts, checking meter sizes, and determining door counts for multi-family complexes. With any new billing of this magnitude, we expect changes and corrections to individual accounts will be needed within the first six months as it is rolled out. Staff will work diligently to ensure that these are handled timely.
- 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 will be preparing for and attending the next round of State Legislative Days coming up December 10th – 12th.
- A majority of my time was spent this month dealing with the Green Peter Reservoir Drawdown and the associated impacts. Fortunately, that turned out to be time well spent as the U.S. Army Corp of Engineers agreed to halt the reservoir drawdown on November 22nd. This was due to Lebanon, Sweet Home, and Albany all submitting letters requesting a halt of the drawdown due to the impacts it was having on all three

cities drinking water systems. For now, it appears that the drawdown will continue to occur yearly. We will be working with all those involved and encouraging another solution (unknown at this time) as the drawdowns will continue to be very impactful to drinking water systems on the South Santiam River.

- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- Continue participating in the Department of Land Conservation and Development's completion of Linn County's Natural Hazards Mitigation Plan update. This plan includes updates for all cities in Linn County and will be presented to the City Council for approval in 2025.
- We are working on a new agreement with Lebanon Farmers Market to move their location to the Holiday Station at the corner of Park and Oak Streets. The goal is to have this in place by 2025.
- Kelly Hart and I 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 working on funding opportunities to support wastewater plant projects, water service line replacements, street projects, and any other projects that could benefit the city.