

To: Mayor Ken Williams & Oregon City Council

From: Darin J. DeHaan, City Administrator

Re: Bi-monthly Report

Date: June 23, 2020

**I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for June 9<sup>th</sup> – June 22<sup>nd</sup>, 2020.**

**City Administrator –**

Met with Park District to allocate space at the drive up for the Farmer's Market. Street Department provided temporary signs for parking for the event.

Met with Mayor and discussed future for Drive up, discussed needs for building improvements in the future.

Met with CMAAA to discuss director's job description for the City Portion. Began to establish job description for the City's portion of the CMAAA director.

Handled two minor citizens' complaints.

Met with Chamber to discuss City Wide opening event for June 27<sup>th</sup>. Coordinated the effort with the Street Dept and Police Department. Liz Vos is organizing a ribbon cutting for our local businesses in front of City Hall. This is a great way to open the community to the Phase 4. We are excited to see our businesses doors open and begin serving our citizens and visitors.

Met with Fire Chief, Mayor and Building Inspector to discuss protocol for building inspections before occupancy. (Ongoing)

Attended Phase II Water project pre-construction meeting. (Discussed minimizing impact of project on school traffic when school opens.) I was glad to join this group discussion to better understand the process for these large water projects in our community.

Continue work with USDA on Shaffner Grant/Worked on Health Insurance renewals/Continued work on Block Grant/Continued to work on Water/Sewer billing, notifications, and other issues.

I responded to several citizen emails concerning the Mosquito Abatement I was able to answer some questions that they had. (Citizen comments have been added to the council packet).

Worked on some minor phone issues at City Hall. Looking into a solution for the future.

Followed up on Sewer Issue.

Began working with Attorney Chadwick on an easement issue for the water department.

**CITY HALL –** City Hall lobby remains closed, but we have been able to provide services to our citizens and continue operations throughout Covid-19. We are researching the appropriate safety protocol for re-opening in the future. Cheryl and Darin met with insurance brokers to look at comparable products and services.