

To: Mayor Ken Williams & Oregon City Council
From: Darin J. DeHaan, City Administrator
Re: Bi-monthly Report

Date: January 11th, 2022

I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for – November 24th, 2021 – January 7th, 2022.

HAPPY NEW YEAR!

City Administrator:

- I coordinated the required year end training for staff. Cybersecurity training went well this year, and I will continue to require this type of training to keep staff abreast of the latest cyber security threats.
- I continue to work on facilitating the economic development activities happening in our community. From the Trestle Ridge Planned Unit Development, Merlin's Wedding & Convention Center Project, the Oregon Theater, The Eagles Nest as well as various meetings and discussion on other potential projects in the city. Mayor Williams, Chris Manheim and Comm Schuster and I have had great conversations to strategically encourage development the old theater. Those efforts continues Its fantastic to see all the vibrant activity going on in Oregon.
- The Feral Cat program organized a third event in new locations. I have received a lot of positive feedback on this program, and I am thankful for Dr. Champley's continued efforts. The program has been paused for the winter and will start back up this Spring.
- I am collaborating with Attorney Chadwick on some several agreements for various entities. Those agreements will come to the Council in the next few meetings for review and approval.
- Continue to monitor several projects that are ongoing. Generator updates for 10th Street Lift Station and City Hall, WH are conducting a survey so we can better assess parking issues along south 1st street.
- I am starting to coordinate the ComEd energy efficiency program for the rest of our municipal buildings. Once I have the initial phone conference next week, I will have more information on timing and cost savings for the council.
- I met with department heads this week and we began working on the transfer of our city handbook into Lexipol as a policy manual. I brought in Lexipol for the Police department several years ago as a more efficient way to keep up with law changes, court cases and best practices for our policy manual. Lexipol allows employees to access the policy manual from any web browser or from mobile devices via an app. Again, these policy updates are vetted by attorneys and experts before updates are pushed out to us to accept.

Street Department

- The Street Department conducted a special brush cleanup for the community on 12/20/21 due to the windstorms we experienced. The first two snow removals went very well. I had several compliments on the snow removal.

Water Department:

- The water department spent several days working on the north clarifier because of plugged nozzles at the bottom of the tank. They have worked to coordinate the repair several water leaks during the colder weather on top of all their other daily tasks.

Recreation Paths:

- I have continued some conversations and planning for the Riverside Path behind the Fire Department. I hope to bring a final plan to council in the next month for review and award the contract for construction for this spring.

Coliseum:

- I continue to coordinate the ADA ramp project with Sjostrom & Sons Inc and McCloud and Associates. The foundation has been completed, brick work and cement work has been completed. They will be installing the railing soon. *The railing will need to be painted next Spring. I am meeting with McCloud next week for a visual inspection of the ramp. The ADA door has been installed. I am in search of an electrician to finish the wiring for the new door. Once that has been completed, we will have a mason finish the door surrounds.
- I met with CMAAA and discussed the lighting improvement and energy assessment through the COMED incentive program. It was mutually agreeable that these improvements are important to complete for the future of the building. The contractor believes they will begin the lighting project in the next month or so.

I want to make a special mention of our downtown sidewalk clean up this year. We bid this out and received one bid back. I am incredibly happy with the work by the contractor. In checking with the Supt. Plemmons, the contractor follows the snow removal directions we provided. The contractor was timely and removed snow and salted within the parameters of the city ordinance requirements. I asked Chief Melville to follow up with any downtown business that did not follow the ordinance. I hope these efforts make a safer and encourages pedestrian friendly access to our downtown businesses and service industries.

