

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

DATE: April 12, 2022

I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for – March 18<sup>th</sup>, 2022 – April 12<sup>th</sup>, 2022.

City Administrator:

- We held our first Commercial Lease grant review on 03/24/2022. We had two businesses that applied. Mutt and Cuts which is looking to go into the old TNT building and The Hunt Club. The committee recommendation will go to ECDC and if they vote in favor those will go to City Council.
- I completed our 1<sup>st</sup> Qtr. Tree Inventory Grant report and held my one on one with the grant coordinator. They are happy with our vendor. I think our tree inventory will begin in June or July.
- Mayor Williams, Chris Manheim, and I held a zoom meeting with a CEO of a local movie theater chain to try and elicit interest in rehabilitating our theater. We continue to strategize on that key location.
- We presented Stephanie Nissen (Oregon Library Director) with their ARPA check for the computer lab.



- I attended a US Treasury webinar on Covid State and Local Fiscal Recovery.
- Chris Manheim and I met with Golden Shovel, they provided a presentation on what they could do for our community as it relates to economic growth and marketing. This information was presented to the ECDC committee for review and consideration.
- I met with and updated our Knowb4 training for the upcoming quarter.
- I met with Chamber Director Liz Vos and potential new business owners. We worked collaboratively to provide them information and guide them through their questions and concerns. I am hopeful to see this unique business make Oregon it's home.
- I met with another potential new business owner. I provided her guidance on where to get help to develop her business plan as well as provide her with a list of incentives that the City is willing to work with her on.

- Attended a Professional Development webinar hosted by ILCMA on Organization Climate on Climate change. I will share insights with our Sustainability Committee.
- Chris Manheim and I met with Colleen Walton from Brand Acceleration as an initial discussion of what additional marketing and branding opportunities are available for our community. This will be an ongoing consideration for the future.
- City Attorney Paul Chadwick and I attended the virtual seminal on Prevailing Wage.
- On April 1, I asked staff to wear blue to bring awareness and education about Child Abuse. April is Child Abuse Awareness month. Staff and family members wore blue shirts or placed blue ribbons on their shirts in solidarity with this. We took the opportunity to gather for a quick picture that morning. Thank you, Mayor Williams, staff, and family members for showing your support.



- I continue to facilitate various virtual conference sessions for staff.
- I held budget meetings with department heads to go over 4<sup>th</sup> quarter transactions and review where they are at with expenditures and final FY 22 project. We held brief discussions on FY 23 planning.
- We held the bid opening for the City Hall and 10<sup>th</sup> Street generator projects. We did not receive any bids. Willett, Hoffmann & Associates will see what kept the contractors from bidding to see if we need to adjust something. Both these projects are vitally important, so I look forward to finding a resolution and moving forward.
- I am working with Homeserve (water/sewer line insurance company) on a few issues we have seen over the past year. I have been promised that they will find a successful resolution.
- I had a meeting on Community Solar Power incentives. I have some work to do with the group and then we will make a presentation to Council.
- Worked with Jacob & Klien on TIF incentives for the Commercial Lease program. Those agreements will be presented at the April 26<sup>th</sup> Council Meeting.

- I am currently working on recommendations for Grant Writing resources. I will have those ready for the council soon.
- I met with a few Citizens with questions on the UTV ordinance. Their comments will be provided at the meeting tonight.

#### Sustainability Committee:

- At our last meeting we began working through the creation of our sustainability plan.
- Commissioner Cozzi is working on a (possible) rain barrel project for the downtown.

#### Tree Board:

- We held our first Tree Board meeting last week. I am excited to work with this newly created board comprised of:  
Mark Herman – Chair  
Rachel Brunner – Secretary  
Kayse Rushford  
Grant Afflerbaugh  
Tyler Hagemann
- We held our second meeting on 4-6-22. The board reviewed a tree permit and provided great guidance for the city on the type of tree that was being requested. The board make the 1<sup>st</sup> pass through review of the tree preservation ordinance which will come to council once completed.

#### Street Department:

- By Tuesday, all city streets will have been swept for the first time this season.
- Cleaned and inspected 91 more catch basins.
- Winter banners and holiday decorations will come down, summer banners and directional banners will go up. (This was delayed a bit due the need for the purchase of some replacement banners.
- Fridays will be sweeping municipal parking lots as well as downtown.
- They have begun servicing all the trucks and heavy equipment.

#### Water Department:

- Daily process/control of water and sewer processes.
- Locates, meter repairs, final reads. Only had 3 no-reads on April 1<sup>st</sup>.
- Water shutoffs

Police Department: Nothing to report.

#### City Hall:

- Finalized the updates to our Liquor License Application. Renewals are being processed. Thanks Lynn and Cheryl for working on this.

#### Recreation Paths:

- No updates

#### Coliseum:

- Completed the Nicor energy assessment of the Coliseum.
- I am working on Internet and Phone service contracts for the building.
- Green Energy completed the lighting upgrades the main floor lights can be dimmed via a cell phone app. Again, this was done with incentives from ComEd energy savings program.

