



*Our Mission: To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.*

**City of Oregon Council Agenda  
Tuesday April 23<sup>rd</sup>, 2024, 5:30 P.M.  
115 N 3<sup>rd</sup> Street**

**Public Option: Join Meeting via Zoom**

**Meeting ID: 841 1626 8063**

**Passcode: 909477**

**One tap mobile**

**+13126266799**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PROCLAMATIONS, COMMENDATIONS, ECT**
  - a. **Motorcycle Awareness Month Proclamation**
  - b. **Introduce Charlene Coulombe – Ogle County Economic Development Executive Director**
5. **PRESENTATIONS**
  - a. **Plaque Presentation to Mayor Ken Williams for Tree City USA designation (Darin DeHaan, City Manager)**
6. **PUBLIC COMMENT**
7. **APPROVAL OF MINUTES**
8. **APPROVAL OF WARRANTS AND PAYROLL**
9. **BUSINESS ITEMS**
  - a. **Approve Comprehensive Plan**
  - b. **Approve Job Description – Public Works Department – Laborer**

The City of Oregon, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the City Manager Darin DeHaan at 815-732-6321 at least 24 hours before a scheduled meeting to allow the City to make reasonable accommodations for these persons.

## **10. DISCUSSION ITEMS**

## **11. COMMITTEE REPORTS**

- a. **PLANNING** – No Meeting this month
- b. **ECONOMIC AND COMMUNITY DEVELOPMENT**
- c. **FINANCE** – City Manager is working on budget justification sheets from each department in preparation for budget consideration.
- d. **SUSTAINABILITY** – Stakeholder meeting was held on Monday. Continuing to work on the Sustainability Plan with Region 1 Planning Council
- e. **TREE BOARD** – Arbor Day Tree planting at the wastewater treatment plant April 26<sup>th</sup> 1:30 p.m.
- f. **PUBLIC ART COMMISSION**
- g. **OTHER**

## **12. DEPARTMENT AND OFFICER REPORTS**

- a. **POLICE**
- b. **PUBLIC WORKS**
- c. **CITY CLERK**
- d. **CITY ATTORNEY**
- e. **CITY MANAGER**

## **13. COUNCIL REPORTS**

- a. **MEMBER WILSON**
- b. **MEMBER SCHUSTER**
- c. **MEMBER COZZI**
- d. **MEMBER KRUG**
- e. **MAYOR WILLIAMS**

## **14. EXECUTIVE SESSION**

- a. **Personnel**

## **15. ADJOURNMENT**

A portion of the meeting maybe closed to the Public, immediately as permitted by 5 ILCS 120/2 (c) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the City of Oregon, and as permitted by 5 ILCS 102/2 (c)(11) to discuss litigation against, affecting, or on behalf of the City which has been filed and is pending in a court or administrative tribunal of which is imminent and as permitted by 5 ILCS (c)(21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2 (c) 2 Collective negotiating matters. **Possible action after executive session**

THE CITY OF OREGON, ILLINOIS, ILLINOIS  
**PROCLAMATION BY THE MAYOR**

**WHEREAS**, safety is the highest priority for the highways and streets of our City and State; and

**WHEREAS**, the great State of Illinois is proud to be a national leader in motorcycle safety, education and awareness; and

**WHEREAS**, motorcycles are a common and economical means of transportation that reduces fuel consumption and road wear, and contributes in a significant way to the relief of traffic and parking congestion; and

**WHEREAS**, it is especially meaningful that the citizens of our city and state be aware of motorcycles on the roadways and recognize the importance of motorcycle safety; and

**WHEREAS**, the members of A.B.A.T.E of Illinois Inc. (A Brotherhood Aimed Toward Education), continually promote motorcycle safety, education, and awareness in high school driver's education programs and to the general public in our City and State, presenting motorcycle awareness programs to over 120,000 participants in Illinois over the past six years; and

**WHEREAS**, the motorcyclists of Illinois have contributed extensive volunteerism and money to national and community charitable organizations; and

**WHEREAS**, during the month of May, all roadway users should unite in the safe sharing of roadways within the City of Oregon, and throughout the great State of Illinois;

**THEREFORE**, I Ken Williams, Mayor of the City of Oregon, in the great state of Illinois, in recognition of 34 years of A.B.A.T.E of Illinois, Inc., and over 352,318 registered motorcyclists statewide, and in recognition of the continued role Illinois serves as a leader in motorcycle safety, education, and awareness,

**DO HEREBY PROCLAIM THE MONTH OF MAY, THIS YEAR 2024 AS**

**MOTORCYCLE AWARENESS MONTH**

In the City of Oregon and urge all motorists to join in an effort to improve safety and awareness on our roadways.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the City of Oregon, to be affixed this 23<sup>rd</sup> day of April, in the year Two Thousand Twenty-Four.

(Seal)

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Ken Williams, Mayor

Chapter: Thunder Rock

## CHARLENE COULOMBE

CEcD EDFP

### QUALIFICATION SUMMARY

Thirty-five years' experience serving government in Economic and Business Development. Work entails all aspects of building, planning, finance, and economic development. Created a positive and diverse economic base in each area I served. Established strong relationships with builders, developers, clients, and local leaders over the last three decades.

County Positions: Winnebago, Il and Chippewa County, Wisconsin.  
Two startup EDC offices  
Two fairly new EDC offices that needed a jump start to maintain viability.

### CONTACT

113 Waterbury Circle  
Oswego, Illinois 60543  
815-703-1338  
EMAIL:  
charfiore@gmail.com

### EDUCATION

**International Development Council**  
Certified CEcD:  
2005-2026-September.  
Highest honor in the field.

**National Development Council**  
Graduated July 1991  
(EDFP) Certified Economic Development  
Finance Professional

Graduated from a 4-year extensive program covering all phases of the development and finance work in government.

**Economic Development Institute- EDI**  
Graduated July 2000  
University of Oklahoma

**DePaul University** Business  
Administration

**College of DuPage** AAS Travel & Tourism  
**Morton College** AAS Marketing

## WORK RELATED EXPERIENCE TO OGLE COUNTY POSITION

### Startup operations:

The town of Cicero and the Winnebago County were two brand new position which I successfully got off the ground and created a successful corporation/department.

**Town of Cicero:** 1988 Created first Economic Development office funded by the Federal Government to assist this economically depressed community:  
Redeveloped several industrial parks and retail centers:  
Reduced 87% vacancy to 89% occupancy:

### Raising Funds for organization:

**Bolingbrook Local Development:** started with 10 Board members and \$300-\$500 commitment each: Increased memberships/sponsorships adding \$250,000 to the operating budget. (7) years

**Montgomery Economic Development Corporation:** 501C6.  
Increased funding through partnerships, membership and sponsors and fundraising.  
Secured Covid Grant for continued operations. Raised \$280,000 annually for operations/salary/programs: (14) years.

### Additional Experience & Strengths:

Addressed **regionalism** throughout my career working with Neighboring Communities, Chambers, NFP, Park Districts, Cities, College & University partners, Towns, State, Federal & State Programs.

### Financial Knowledge: (career started in Finance) 12-years.

Can read financials, handle budgets and work with clients/attorneys on EZ Zones, Banks/Loans/startups, Lending, CDBG Block Grant Program, Sales tax rebates, Tax abatements, Edge, Federal Programs. Budget, TIF Districts, Bonds. I have also done auditing and ran several loan programs.

COUNCIL MEETING MINUTES  
Tuesday April 9<sup>th</sup>, 2024, 5:30 P.M.  
City Hall Council Chambers  
115 N 3<sup>rd</sup> Street

The Council of the City of Oregon met Tuesday April 9<sup>th</sup>, 2024, at 5:30 P.M.

The meeting was held at the City Hall Council Chambers and on Zoom.

Present: Mayor Ken Williams  
Council Member Melanie Cozzi  
Council Member Tim Krug  
Council Member Terry Schuster  
Council Member Kurt Wilson  
City Manager Darin DeHaan  
City Attorney Paul Chadwick  
Deputy Chief of Police Matt Kalnins  
City Clerk Cheryl Hilton

Also Present: Bill Covell, Chris DeSilva, Tracy Greenwalt, Earleen Hinton,  
George Howe, and Chad Ryan.

Present via Zoom: Lynn Baylor-Zies and Council Member Terry Schuster.

Mayor Ken Williams called the meeting to order at 5:30pm.

City Clerk Cheryl Hilton started the pledge of allegiance.

Council Members Cozzi, Krug, Wilson, and Mayor Williams answered roll call. A quorum was present.

**Public Comment**

None.

**Proclamation**

Mayor Ken Williams proclaimed the month of April 2024 as Child Abuse Prevention month. Tracy Greenwalt with Shining Star Children's Advocacy Center thanked Mayor Williams.

**Presentation**

Chad Ryan with Fehr Graham presented options to the City Council regarding potential upgrades to the Headworks at the wastewater treatment plant. The Headworks at the plant works as the initial filtration system in the treatment of wastewater. He said the current system has outlived its life and is creating more work for city employees. He explained the improvements that would be made with the upgrades. In his presentation, he reported the project cost estimates as seven to ten million dollars. Principal forgiveness through the IEPA State Revolving Loan is possible. Mayor Ken Williams asked if the city qualified for other grants to help offset the costs of the project. Chad said he would get clarification on the grants that could be available.

**Approval of Minutes**

Council Member Kurt Wilson moved to approve the March 26<sup>th</sup>, 2024, minutes,  
Seconded by Council Member Tim Krug.

Roll Call: Krug, Wilson, Williams. No Nays. Abstain: Cozzi. Absent: Schuster.

**Approval of Warrants & Payroll**

Council Member Tim Krug moved to approve payroll in the amount of \$59,545.96 and the current warrants as listed:

Ace Hardware & Outdoor Center	\$35.64
Advanced Automation & Controls	\$240.00
AEP Energy	\$6,335.04
Cintas	\$111.24
Comcast	\$248.74
Corey Fry	\$51.13
Envision Healthcare	\$201.00
Epic Insurance Midwest	\$500.00
Ferguson Waterworks #2516	\$239.28
Fidelity Security Life Insurance	\$191.64
Frontier	\$117.58
Hawkins, Inc	\$866.16
Helm	\$14,793.36
Illinois Department of Agriculture	\$120.00
Jacob & Klein, Ltd	\$456.30
Ken Williams	\$27.87
Manheim Solutions	\$2,592.00
MCS	\$145.00
Metropolitan Industries Inc	\$300.00
NAPA	\$170.44
No Stone Unturned Crystals & More LLC	\$225.00
NW Illinois Criminal Justice Commission	\$852.30
Oregon Community Unit School Dist. #220	\$11,558.24
Quill	\$124.16
Ray O'Herron Co	\$93.97
Republic Services #721	\$68.00
Republic Services #721	\$20,489.60
Rochelle Broadcasting Co	\$253.75
Snyders	\$247.23
Subsurface Solutions	\$143.21
Sundog IT	\$2,462.00
The Economic Development Group	\$1,825.20
Tonya Hardy	\$600.00
Uniform Den East, Inc	\$139.16
Village of Progress	\$1,280.00
Vos Marketing & Events	\$1,047.50
White Pine Mercantile LLC	\$395.00
Willett Hofmann & Associates	\$3,871.65
Zoro Tools, Inc	\$364.99
	<b>\$73,783.38</b>

Seconded by Council Member Kurt Wilson.

Roll Call: Cozzi, Krug, Wilson, Williams. No Nays. Absent: Schuster.

### **Business Items**

Council Member Kurt Wilson moved to approve Resolution 2024-03 Electric Municipal Aggregation Program, Seconded by Council Member Melanie Cozzi.

**Discussion:** Mayor Ken Williams said the existing program ends in 2024. This will allow the city to get bids and the best possible rate.

Roll Call: Cozzi, Krug, Wilson, Williams. No Nays. Absent: Schuster.

Council Member Melanie Cozzi moved to approve the Bid for 2024 Seal Coat Streets Project to A.C. Pavement in the amount of \$275,618.88, Seconded by Council Member Tim Krug.

**Discussion:** Fehr Graham opened two bids at the bid opening on April 5<sup>th</sup>. A.C. Pavement submitted the lowest bid. They will complete seal coating on streets submitted by the Public Works Director as well as completing repairs from last year. Public Works Director Bill Covell said a fog coat will be applied to keep the dust down. He also stated the seal coat plan will be modified going forward as there are streets that have structural issues that need to be addressed.

Roll Call: Cozzi, Krug, Wilson, Williams. No Nays. Absent: Schuster.

### **Discussion Items**

**Final Thoughts and Comments on the Comprehensive Plan:** Mayor Ken Williams said the Comprehensive Plan is a living document. The document is used on a regular basis and provides goals for the future growth of the city. The previous plan was completed in 2016 and many of the items on the plan have been accomplished. The new plan includes important items such as sustainability and walkability. He asked the City Council to review the plan, especially properties that are adjoining to the city and the surveys sent out by NIU Center for Government Studies. The surveys provide important information from residents as well as information from local businesses and neighboring homeowners. City Manager Darin DeHaan said this plan started with the Steering Committee and has been seen by members of the Planning Commission as well as the public. This is the seventh version of the plan.

### **Committee Reports**

**Economic and Community Development:** Committee is working on incentives for new homeowners in collaboration with the Oregon School District.

**Finance:** Beginning to work on next year's budget.

**Sustainability:** On April 22<sup>nd</sup>, a Stakeholders Meeting presented by Region One Planning will be held at City Hall to discuss and get input from community representatives.

**Tree Board:** City Manager Darin DeHaan said the city has been accepted as a Tree USA City. Bill Covell will be ordering signs for all entries into the city. An Arbor Day Event will be planned. He thanked the City Council and the Tree Board for all the hard work put into creating the new ordinance.

### **Department Reports**

**Deputy Chief of Police Matt Kalnins:** Along with Child Abuse Prevention month, April is also Distracted Driver month. The department is working with IDOT and ISP to get information out about distracted driving. City officers will be heightening enforcement on those violations.

**Public Works Director Bill Covell:** Public Works employees are attending a training seminar regarding street sweeping. He said within the next few weeks most of the department employees will have their CDL's and licenses for spraying weeds. He commended Scott and Jeff with the water/wastewater department for all their hard work at the treatment plant. He said Jeff has been extremely busy with JULIE locates but is doing an excellent job keeping up.

**City Attorney Paul Chadwick:** He said he has been collaborating with other municipal attorneys on a more efficient way of handling ordinance violations. He said the city may want to explore this as well.

**City Manager Darin DeHaan:** Commended city staff for all their hard work serving citizens and completing projects.

### **Council Reports**

**Mayor Ken Williams:** Thanked everyone. He said it has been one year since the City Manager position was voted on by the residents. He would like to meet with all Council Members to get their input on how the first year went with this position.

Council Member Tim Krug moved to adjourn the meeting, Seconded by Council Member Kurt Wilson.

Roll Call: Cozzi, Krug, Wilson, Williams. No Nays. Absent: Schuster.

Adjourn: 6:16 P.M.

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Ken Williams, Mayor

Attest: \_\_\_\_\_  
Cheryl Hilton, City Clerk



April 23, 2024

Payroll in amount \$59,336.50

Ancel Glink, P.C.	\$1,255.00
Carreno Landscaping	\$1,050.00
Caspers Home Inspector LLC	\$1,500.00
Chicago WGN	\$7,500.00
City of Oregon	\$5,000.00
City of Oregon	\$11,777.81
Comcast	\$847.19
ComEd	\$248.91
ComEd	\$609.67
Constellation	\$5,418.05
Eastern Illinois University	\$70.00
Fehr Graham	\$1,240.00
Fehr Graham	\$41,000.00
Helm Civil	\$39,420.00
I Fiber	\$165.00
ICMA Membership Renewals	\$585.00
Illinois Association of Chiefs of Police	\$121.00
Illinois Department of Agriculture	\$120.00
Ken Williams	\$50.00
LAI, LLC	\$35,986.28
Menards	\$312.64
Northern Illinois University	\$11,500.00
Physicians Immediate Care	\$105.00
Plum Electric, Inc	\$180.00
Polo Cooperative Association	\$5,604.58
Postmaster	\$732.46
Ray O'Herron Co, Inc	\$127.06
Region 1 Planning Council	\$3,871.25
Steve Benesh & Sons	\$7,320.00
Stillman BancCorp	\$2,036.03
Sun life Financial	\$401.08
Terry Schuster	\$25.00
The Police and Sheriffs Press	\$17.60
Tonya Hardy	\$600.00
Trestle Holdings, LLC	\$2,840.62
Verizon	\$528.67
Visa	\$827.53
Visa	\$3,289.37
Waste Water Management of Northern Illinois	\$15,840.00
White Pines Mercantile LLC	\$1,609.79
Wipfli	\$1,500.00
Zions Bank	\$7,033.50
Zions Bank	\$19,010.00
Zoro Tools, Inc	\$879.89
	<b>\$240,155.98</b>

\_\_\_\_\_  
City Manager



<b>Job Title</b>	Laborer
<b>Department</b>	Public Works Department
<b>Employment Status</b>	Full Time/Part Time/Seasonal
<b>Exempt/Nonexempt Status</b>	Non-Exempt

### Scope of Work

This position is responsible for assisting the Director of Public Works with daily duties, maintenance, and repairs of streets, buildings, equipment, snow removal, wastewater treatment plant, and the water department.

### Supervision

<b>Received</b>	Street Department Foreman, Water and Sewer Operators
<b>Exercised</b>	None

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation.

- Performs general maintenance on mowing equipment, including lawn mowers, trimmers, and weed sprayers.
- Conducts monthly water meter readings, meter change-outs, outside readings, and wiring installations.
- Records readings at well sites on weekends as assigned.
- Assists with hydrant flushing and repairs.
- Assists with record-keeping.
- Helps with water main breaks and repairs.
- Assists with valve turning.
- Learns the weekend routine at the Wastewater Treatment Plant.
- Assists with repairs at the Wastewater Treatment Plant.
- Maintains buildings and grounds at the Wastewater Treatment Plant.
- Conducts tree maintenance as needed.
- Operates equipment for the maintenance and construction of streets, storm sewers, sanitary sewers, water mains and services, ditches, and buildings.
- Operates tractors, dump trucks, snowplows, snow-blowers, riding lawnmowers, and street sweepers.
- Operates small equipment such as power tools, concrete saws, paint strippers, and weed cutters.
- Assists in street sweeping, cleaning, and maintenance.
- Assists with painting equipment and buildings.

- Assists and performs the necessary repair and maintenance of all light and heavy equipment, such as cleaning, changing oil and filters, lubricating and making small repairs to broken or malfunctioning equipment, and keeping records of the work.
- Works collaboratively with other City employees to address and resolve concerns, provide assistance, and support the overall functions of the department.
- Communicates with citizens to answer general questions or to address concerns and complaints.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Demonstrate some level of independent judgement and discretion in carrying out job responsibilities and making position related decisions.
- Keeps up to date on industry trends and maintain required training, licensure and/or certification.
- Follows regulations for safe work practices and adhere to policies, procedures, ordinances that have been adopted by the City.

### **Other Job Functions**

- Performs related duties as assigned.
- Ability to obtain certificates for water and wastewater as needed.
- Be available on an on-call basis and respond to weather emergency events.

### **Requirements of Work**

Graduation from high school or GED, including or supplemented by six to twelve months of related experience or any equivalent combination of training and experience that provides the following knowledge, ability, and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Materials, methods, practices, techniques, and equipment used in public works construction and maintenance projects.</li> <li>• The operation of standard light and heavy vehicles and equipment.</li> <li>• Occupational hazards and the proper safety methods and procedures used to avoid or minimize risks.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Read and comprehend simple instructions, short correspondence, and memos.</li> <li>• Understand and carry out instructions.</li> <li>• Perform light to heavy physical tasks under varying weather conditions.</li> <li>• Present information in one-on-one and small group situations to customers, clients, and other employees of the City of Oregon.</li> <li>• Work under direct supervision.</li> <li>• Establish and maintain effective working relationships with City officials, coworkers, residents, community organizations, vendors, and the public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Prompt and courteous interactions with the public.</li> <li>• Operating all types of tools, equipment, and machinery.</li> <li>• Troubleshooting and problem solving.</li> <li>• Public relations.</li> </ul>

## Necessary Special Requirements

- Possession of a valid Illinois Driver's License and ability to obtain Class B CDL license within 1 year of employment.
- Pesticide and/or herbicide application certificate.

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly outdoors; hand-eye coordination is necessary to operate tools, vehicles and various types of construction equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee may frequently be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness, and humidity, dim or bright lights, dust, odors, noise, vibrations, toxic agents, smoke, electrical current, and heavy machinery.
- The employee must frequently lift and/or move up to fifty (50) pounds, and occasionally in excess of fifty (50) pounds.

**The City of Oregon is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.**

**This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Oregon makes hiring decisions based solely on qualifications, merit, and business needs at the time.**



*Our Mission: To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.*

## **CITY OF OREGON**

**115 N. 3rd Street, Oregon, IL 61061**

**Phn: 815-732-6321/ website: [cityoforegon.org](http://cityoforegon.org)**

To: Mayor Ken Williams & Oregon City Council

From: Darin J. DeHaan, City Manager

Re: Bi-monthly Report

**DATE: Apr 23, 2024**

**I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for – Apr 6, 2024 – Apr 19, 2024**

**Submitted by Darin DeHaan - City Manager:**

- A few big projects we are still working to finish up.
  - 1) The Capital Improvement Plan: I hope to have this in front of the City Council for review in the next few weeks. There were a few last minute projects I feel were important to include in the consideration. The plan was created using ArcGIS through a grant provided by Black Hawk Hills Regional Council.
  - 2) The Comprehensive Plan. This will go to the City Council on April 23rd for review and finalization. The projects started with a steering committee, staff review and revisions, then we presented the plan at a public hearing. Finally the City Council will review and recommend any final changes for adoption. Huge thank you to everyone that has been involved in the project including NIU staff of course. This will give us a guide for the future land use in and around our community and will provide areas of focus moving forward.
- The Ogle County Economic Development Corporation continues to work on economic development projects throughout the county. We are getting some interest from the private sector to become members of the corporation. This will add some great areas of expertise for the board of directors. Our Executive Director Charlene Coulumbe is making great strides leading the organization forward.
- We held a Health Insurance Committee meeting as required by the FOP contract and had two new broker firms present their services to the committee. After the presentations the group decided to stay with our current broker. I will be meeting with them soon to look at the renewal cost for our health insurance plan for employees.

- I'm excited to see that Public Works has started replacing our faded street signs. They will be working from the highways inward over a period of time. The new signs look great!



## GREAT TEAM WORK CONTINUES:

- I met with Dep Chief Kalnins, Sgt. Dominski, PW Director Bill Covell and Street Foreman Jordan Plock to begin planning for Autumn on Parade. (Yep can't believe it's already time to start working on that. We have a few new requests from the committee and are working for solutions together. We are also working on a new communication plan with Sheriff Van Vickle. The police department is also going to provide AOP volunteers with Traffic Control training this year.
- Chief Knoup, DC Kalnins and I continue to work on our emergency response resources for the Emergency Operations Center.
- Cheryl and I are working with WIFLI to look at developing both an accounting manual as well as updating some accounting policies for the city. WIFLI has provided two proposals for us to consider.
- Cheryl and I have been working with GOVHR to update our job descriptions for various positions within the City. Thank you Cheryl!
- Big thanks to Office Clerk Lisa Payne for taking over several of the website update jobs for the City.

- Great job to Lynn Baylor-Zies for always keeping up with the various expense accounts for the City and making sure all of our bills are paid on time.
- Liz Vos (Marketing) and I had a super fun day earlier this week with Daytime Chicago on WGN TV promoting Oregon tourism. Take a look at the segment [Explore The City Of Oregon, IL | WGN-TV \(wgntv.com\)](https://wgntv.com/daytime-chicago/explore-the-city-of-oregon-il/)  
<https://wgntv.com/daytime-chicago/explore-the-city-of-oregon-il/>

**I love sharing all of the great things Oregon has to offer! Huge Thank you to Liz for putting this all together!**



I'm excited to work with the Oregon School District, Oregon Police Department and Oregon Fire Protection District for our first Walk, Ride, Roll to school event May 8th.  
\*See the attached brochure.

**City Hall - Cheryl Hilton - City Clerk:**

- Brush pickup is scheduled for April 29th.

**MEETING INFORMATION**

**Tree Board:**

Next meeting: We will be holding a Arbor Day Tree Planting Event at the Wastewater Plant on Friday the 26th at 1:30 p.m.

**Sustainability Committee:**

Next meeting: Monday April 22nd Region 1 will be presenting our plan concepts to key stakeholders for feedback.

**Economic and Community Development Committee:**

Next meeting May 7, 2024 at 5:00 p.m. Oregon City Hall Conference Room

**City Council Meeting:**

Next meeting May 14, 2024 at 5:30 p.m. Oregon City Hall Council Chambers

**Planning & Zoning:**

Next meeting May 21, 2024 at 5:30 p.m. Oregon City Hall Council Chambers

**Public Art Commission:**

Next Meeting TBD

**Submitted by Bill Covell - Director of Public Works:**

**Street Department:**

- Crew completed first city wide brush cleanup of 2024
- Crew began mowing for the 2024 season
- Three crew members attended Elgin Sweeper Mechanical Training for 3 days to get certified in Sweeper Mechanics
- Crew continued street sweeping to clean up leaf debris from the previous year. The crew is doing their best to keep up with the large amount of leaves.
- Crew began updating and replacing worn out parts on the street sweeper
- Skyler Bethel passed his Illinois pesticide applicator exam. Congrats!
- Two crew members continue their work to complete their Illinois CDL
- Street Department Foreman continued with his continuing education classes



- Crew installed new street signs and stop signs along Rt 2 and Rt 64. They are a much needed replacement for the old worn out signs.
- Crew began preparing the old street department garage for demolition. This is a job that we will be completing in house in order to save money.
- Crew did cleanup for minor storm debris after the thunderstorm
- Crew moved and placed 15 stone planters for the Farmers Market
- Street Department Foreman attended meeting on the health insurance committee as well as preparation for the upcoming AOP festival



**Water / Sewer Departments:**

- Daily chores
- Full Testing
- Half Testing
- Pumped Sludge
- Cleaned Rotomat daily- 2 to 3 times a day
- Assisted with Sanitary Sewer project and contractors
- Assisted with blower installation and contractors
- Daily cleaning of headworks due to rain events
- Monthly reporting
- Daily reporting of National weather service recordings
- Lift Station usage recording
- Assisted Water department when needed
- Worked with Scada personnel and blower company due to power issue with blower assembly
- Mowed at the treatment plant
- Independent labs for 503 regulations
- Sludge hauling with Waste Management
- Daily water chores
- Daily water testing
- Repair and Replacement of Chemical feed pump issues as needed
- Large number of Locates due to Frontier Fiber project
- Worked on monthly paperwork
- Assisted Sewer department when needed
- Well #4 has been pulled and awaiting material to reinstall
- Final reads
- Well#5 power issue- Helm came and fixed short in wiring
- Worked on Consumer Confidence report



**Director of Public Works - Bill Covell:**

- Attended meeting on the health insurance committee as well as preparation for the upcoming AOP festival
- Observed sewer and storm work for Trestle Ridge Subdivision.
- Reviewed sidewalks in town to plan for projects this summer and began budgeting for them
- Helped complete blower project
- Worked with Frontier on upcoming fiber work, including sewer and water repair
- Requested final paperwork for demolition project
- Reviewed 1 dumpster, 1 water / sewer and 1 driveway permits
- Worked with Fehr Graham on 2024 MFT, lead service project plan, lead service inventory. Part of that was helping with paperwork for IEPA.
- Requested information from Willett & Hofmann past projects
- Worked on timeline for summer projects
- Reviewed applications for summer employment
- Worked on Capital Improvement Plan and budget items





**Submitted by Deputy Chief Matthew Kalnins: Police Department:**

- On 4-18-2024 Deputy Chief Kalnins attended Leader Armor training presented by Edward Pallas and ILETSB
- Detective Crawford attended a 2 day training on social media investigations.
- The Oregon Police continue to work with IDOT and the Illinois State Police to enforce distracted driving.

It's about that time of year where we need Lawn and Order. You don't need a Special Mowers Unit, or even a lawn that would rival the greens at Silver Ridge. We just need the grass under 6 inches to follow the city ordinance.

If you have any questions about this, or any ordinance, please contact the Oregon Police Department.

**ORDINANCE**  
*spotlight*  
**GRASS AND WEEDS**  
12.16.020

**MUNICIPAL CODE:**  
GRASS OR ANY WEEDS THAT ARE MORE THAN SIX INCHES  
IN HEIGHT ON ANY LOT OR SPACE BETWEEN THE CURBLINE  
AND SIDEWALK IS DECLARED TO BE A NUISANCE

**EXPLANATION :**  
IF ANY PART OF YOUR LAWN  
IS OVER SIX INCHES TALL,  
MOW IT!

# WALK & ROLL TO SCHOOL DAY



Oregon School District 220



is participating in Walk to School Day on



May 8<sup>th</sup>, 2024



Join children and adults around the world to celebrate the benefits of walking and bicycling.

## About our event:

To promote the benefits of biking and walking for a cleaner environment. Regular physical activity helps children build strong bones, muscles, and joints.

The Oregon School district in collaboration with the City of Oregon, Oregon Police Department, and Oregon Fire Protection District and are encouraging you to Bike, Walk, or Roll to school on May 8<sup>th</sup>.

Join us at the Blackhawk Center when you arrive at school:

Trophies will be given to the best decorated bicycle as well as the furthest Rider, Walker, or Roller. Other giveaways will be provided. Please Join Us.

Learn more at [walkbiketoschool.org](http://walkbiketoschool.org)

Walk to School Day is coordinated in the U.S.A. by the National Center for Safe Routes to School.

