

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Friday Update

DATE: September 14, 2018

Yard of the Week

This week the Yard of the Week is located at 1302 North 19th Street. Only two more weeks left in the 2018 Yard of the Week season. Last chance to nominate those yards that deserve recognition.

Youth Advisory Council Kickoff Meeting

On Monday, September 17th at 7:00 pm the Cottage Grove Youth Advisory Council will be holding their 2018-19 YAC Kickoff meeting. The meeting will be held to accept applications from youth interested in joining the YAC. The Mayor and City Council are also invited to attend to introduce themselves to the new and returning YAC members. The youth will have a brief discussion about issues in the community impacting youth. All youth, 7th to 12th grade age are welcome to attend and learn more about the YAC. There will be food.

Main Street Coordinator Meet and Greet

Jared Sidman, the new Cottage Grove Main Street Coordinator, started this week. Monday evening he was introduced to the City Council by Ruth Linoz, President of the Main Street Board. On Tuesday, September 18th from 5:30 to 6:30 pm everyone is invited to stop in at Stacy's Covered Bridge Restaurant to meet Jared and get to know him.

Habitat for Humanity

On Saturday, September 15th from 10:00 to 11:00 am Habitat for Humanity will be holding the kickoff ceremony for the home that is being built at 1505 Harvey. Everyone is invited to come and join in the ceremony and celebrate moving forward on this project.

In related news about Habitat for Humanity, there will be a Habitat Benefit at Shady Oaks on Thursday, October 25th from 6:00 to 7:30 pm. The event is free but a request for donations will be made. An anonymous donor has offered to match all gifts over \$100 (or \$10 a month) up to a maximum of \$5,000.

Mayor's Ball

Be sure to dust off your dancing shoes to get ready for the 3rd Annual Mayor's Ball to be held on Saturday, October 6th at 5:30 pm in the Cottage Grove Armory. The Mayor's Ball is an opportunity for the members of the community to come together in support of the renovation efforts at the Armory and provide further support to continue to improve the building. A number

of projects have been completed in the building during the last year due to the generous contributions. Anyone that is interested and wishes, can attend this spectacular even. For more information or to reserve your seat visit the City Manager's office or call (541)942-2441 or email cgarmory@cottagegrove.org.

New Police Department Employees

It has been an exciting week for the Police Department with two new employees starting. The department welcomes Officer Wendie Jackson to the patrol team, who was formerly a Communications Specialist with the Department, and Becky Erbes who has been hired to replace Wendie as a Communications Specialist. Erbes is the daughter of former Communication Specialist Ken Erbes who retired several years ago from the Department. There must be something in their DNA to have daughter fall into her father's footsteps and work for the same department. We are honored to welcome both Jackson and Erbes to the team!

Next week, new officer Harry Sullivan III will start his career which leaves one remaining patrol vacancy to fill for the patrol team to be fully staffed.

The police department has signed up for the National Testing Network for all future police officer and dispatch openings. <https://nationaltestingnetwork.com/publicsafetyjobs/>

New Manhole Cover

The area around a manhole cover at the intersection of North Thornton and Mosby Creek Roads had become very rough. On Thursday, the Utility Crew removed the damaged pavement and installed a new manhole cover. The crew installed a new cover made from a strong composite material which weighs 35 pounds and locks in place. The old steel cover weighs 90 pounds. The new cover comes with a gasket, sealing storm water out of the sanitary sewer system. This will help the Waste Water Treatment Plant reduce the amount of material it needs to treat. The Utility Division will monitor the new cover to ensure it performs as expected and can handle the heavy vehicle traffic in that location.

Water Line Replacement

Next Week the Utility Crew will begin replacing 600 feet of 8 inch water line on Chestnut Street between J and L Streets. The project will take several weeks to complete and will start by lowering the lateral sewer line connections from each home. Once the sewer lines are moved it will allow for the new 8 inch water line to be installed. The Utility Crew will communicate with the home owners about the project and any disruption of water and sewer service to their homes.

Water Treatment Plant Project

On Thursday, staff from the Public Works & Development Department met with members of West Yost Associates to discuss the scope of work to design and engineer a 2 million gallon per day expansion of the water treatment plant. Once a contract is approved for the work, West Yost Associates will have a preliminary design for review in 3 to 4 months with construction documents completed in the summer of 2019.

August Building Inspection Services Report

For the month of August, the Building Division of the Public Works & Development Department issued 46 permits, 3 for new homes, and performed 99 inspections in Cottage Grove. Staff issued 24 permits, and performed 63 inspections for the City of Creswell. In Veneta, 31 permits were issued, 3 for new homes, and they performed 96 inspections. Staff reviewed and completed 13 plan sets in August and 13 plan sets are on hold for additional information from the applicants.

Job Opportunities

The Public Works & Development Department has two job openings. The first is an Administrative Aide position for the Planning and Building Divisions. This position provides administrative and clerical support to the Planning and Building Divisions of the Public Works & Development Department. It performs a variety of secretarial, administrative and/or technical duties and other related work as required.

The second is the Utility Maintenance Supervisor Position. The City of Cottage Grove is now accepting applications for the Utility Maintenance Supervisor position. The supervisor prepares the general work plans including budget proposals for the maintenance and operation of the water, wastewater, storm drainage, and street infrastructure. Cottage Grove has just over 50 miles of streets, 3,897 metered water services, 3,609 sewer connections, and just over 30 miles of storm drainage lines. The Position oversees 9 full-time employees to make sure this critical infrastructure is maintained and operational.

Please go to <http://www.cottagegrove.org/jobs> to see the job descriptions and announcements. The Administrative Aide Position closes on September 26th and the Utility Maintenance Supervisor closes on October 12th.

Planning Commission

The City of Cottage Grove Planning Commission has one vacancy. The Commissioner is appointed to this volunteer body by the City Council. The successful applicant will hold the position for the remainder of a three year term that started in January 2018 and ends in December 2020.

The Planning Commission is scheduled to meet monthly for a Work Session on the 2nd Wednesday and for a Regular Meeting on the 3rd Wednesday of each month at 7:00 pm, in the City Hall Council Chambers. The Commission is a seven-member, City Council appointed body, that takes action and makes recommendations to the City Council on a variety of current and long-range land use matters. Five of the seven members must live within the City. Commissioners serve a four-year term of appointment.

To apply for the Planning Commission please go to <http://www.cottagegrove.org/jobs> for an application.

Housing Needs Analysis Open-House

Community Development staff and our consultant from ECONorthwest hosted an open-house on Thursday night with a brief presentation by Beth Goodman of ECONorthwest. The open-house marks the beginning of the City's effort to bring the draft policies, actions, and findings to the community for discussion prior to public hearings in front of the Planning Commission and City

Council. The draft documents are available on the City's website or paper copies may be obtained from the Public Works & Development office in City Hall. If you have any questions please contact Amanda Ferguson, City Planner.

South 4th Street Safe Routes to School Project

Staff from the Engineering and Planning Divisions of the Public Works & Development Department met with Branch Engineering to discuss the South 4th Street Sidewalk Improvement Project. Branch Engineering is currently designing sidewalk and infrastructure improvements to improve safety for children walking to Harrison Elementary and Lincoln Middle Schools. City staff is preparing a Safe Routes to School Grant application to the Oregon Department of Transportation (ODOT) which is due October 15, 2018. The meeting helped staff gather cost estimates and construction documents necessary for the application. The cost of the sidewalk improvement portion of the project is close to \$1 million. If the City is awarded the grant, it could pay for up to 80% of the costs for sidewalk and crosswalk improvements. ODOT expects to make the award announcements this December.

Natalie Tichenor, Engineering Aide, met with Vice Principal Emily Wren Gerot to establish a Safe Routes to Schools Project Team and outline the tasks required for the grant. Look for Natalie next week as she conducts pedestrian and bicycle counts around the school at drop-off and pick-up. Part of Natalie's work also includes collecting letters of support for improving the sidewalks around Lincoln. If you would like to express your support please email your letters to planningintern@cottagegrove.org. If you have any questions about the Safe Routes to Schools Grant contact Faye Stewart, Public Works & Development Director.

Tall Grass Enforcement

During the recent high and extreme fire danger restrictions, tall grass and weeds enforcement was temporarily suspended. With the recent damp weather, fire danger restrictions have been lowered and that means tall grass enforcement has resumed. This means that grasses must be kept below 12 inches in height. Tall grass enforcement runs through November 1st.

Roosters

Just a friendly reminder, roosters are not allowed within City limits per Municipal Code Subsection 14.22.200(L). If you have accidentally ended up with a rooster please make arrangements to find a new home for the rooster outside the City. The penalty for not removing a rooster from the City can be as high as \$500 per day. Give your neighbors a break and find our loud feathered friends a new home outside the City. If you have any questions please call Eric Mongan in Public Works at (541) 942-3340.

Quote of the Week

"A warm smile is the universal language of kindness."

~William Arthur Ward~