

MEMORANDUM

TO: Mayor and City Council  
FROM: Richard Meyers, City Manager  
SUBJECT: Friday Update  
DATE: December 4, 2020

**COVID-19 Update**

With the creation of the new Risk Level Framework from the State, City of Cottage Grove Public Buildings will remain closed to public access until Monday, January 4, 2021. City Staff will be available for assistance or appointments. For assistance with:

- Utility Bills or Finance questions call: (541) 942-3346;
- Building Permits/Planning or Public Works call (541) 942-3340;
- City Manager/City Recorder or City Council questions call: (541) 942-5501.

During the weekly League of Oregon Cities conference call with state and federal officials, we learned the schedule of the new Risk Level Framework. Oregon Health Authority will be reviewing data from the previous week every Monday. Every other Friday, beginning December 18<sup>th</sup>, the state will announce any changes to the County Risk Levels. Currently Lane County is included in the Extreme Risk Level with 24 other counties. Specific guidance for the Risk Level Framework is available on the Oregon Health Authority webpage at: <https://govstatus.egov.com/OR-OHA-COVID-19> or on the Governor’s COVID-19 webpage at: <https://govstatus.egov.com/or-covid-19>. Additional local information from Lane County Public Health is available at: <http://www.lanecountyor.gov/coronavirus>.

Curbside and Homebound Delivery services continue at the Library. Please visit the Library webpage for more information how to use those services. We have seen a significant increase in the curbside materials requested. Today 84 items in 17 requests. The increase is due to additional promotion of the service included in the December City Utility bills. We also received a very nice “thank you” letter for providing the service.

We have also heard from individuals that are not so kind, converting all the sides of the debates surrounding the various minutia and theories regarding COVID-19. We are sincerely concerned



about the impact on our local businesses. We are encouraging everyone to visit our local businesses and continue to look for additional opportunities to assist them. Be sure to check out Jingle the Elf on the Chamber's Facebook page.

We are also concerned about the health of everyone in the community. This week we experienced two City employees going into isolation because a household member was exposed or a friend that had been exposed then had contact with our employee. Our thoughts are with them and hope that they will avoid infection. Regardless of our personal opinions, we support the common sense hygiene efforts to "Follow the Four":

- Wear a mask, (yes, we have heard all the arguments – and they are not 100% effective – but they are better than wearing nothing - offering some protection to the wearer and even more protection to others) Part of wearing a mask is also making sure coughs and sneezes are covered.
- Wash your hands - I have always wondered during flu season how my doctor or dentist stays well after visiting so many people. See the first comment on masks but more importantly they wash their hands – constantly – after each patient – then again before the next patient. If you can't wash use hand sanitizer.
- Distance – maintain a safe physical distance from others.
- Avoid large groups. This is the really hard one, but we need to seriously think about reducing the number of people we directly interact with.

Thank you to LTD for sharing the "Don't Invite COVID" publicity information (see graphic above). We will be using the graphics and messaging in partnership with their efforts. Watch for more of the theme messages that will be shared by many partners throughout the County.

### **Tree Lighting Ceremony**

Speaking about avoiding large groups, please join us Saturday, December 5<sup>th</sup> at 5:00 pm on the City's or Chamber of Commerce's Facebook pages for the annual tree lighting ceremony. Santa and Mrs. Claus will be here with the Mayor to throw the switch but it will only be happening on Facebook. We must keep Santa safe to not jeopardize Christmas – so everyone is invited to watch on Facebook at 5:00 pm Saturday.

### **Lane County Small Business Grants**

Lane County opened the portal for applications from small businesses for Emergency Grants on Thursday evening and will be open through Sunday, December 13<sup>th</sup>. There is \$3.6 million set aside for grants. Businesses are encouraged to get their application submitted as soon as possible. The application has been streamlined and should take about five minutes. Apply by going to: [www.communitylendingworks.org](http://www.communitylendingworks.org).

After the application period closes, there will be a two-phase lottery system to ensure an equitable and fair distribution. Grants will be distributed in the following amounts, based on number of Full-Time Equivalent (FTE) employees:

#### **Grant Amounts**

Sole proprietor	\$7,500
1-5 FTE	\$15,000

6-15 FTE	\$20,000
16-25 FTE	\$25,000

**General Eligibility Requirements**

The business was adversely affected in either one of the following two ways:

- The business was prohibited from operating as directed by Executive Orders 20-12 or 20-65; or
- The business can demonstrate a one-month decline in sales of 25% or more, incurred by the COVID-19 pandemic, between March 1, 2020 and November 30, 2020, as compared against the same period of time in 2019.

Be located within Lane County, is headquartered in Oregon and has its principal operations in Oregon.

If required by Oregon law to be registered with the Oregon Secretary of State to do business in Oregon, the business is so registered.

Businesses who have received federal dollars, through the Paycheck Protection Program or the Economic Injury Disaster Loan, are able to apply for and receive these grant funds  
501(c)(3) Nonprofits are eligible.

501(c)(6) entities are NOT eligible.

The business had 25 Full-Time Employees (FTE) or less, as of December 31, 2019.

**1st Lottery for Priority-Eligible Businesses, 75% of funding (\$2,744,317)**

Includes businesses who meet the General Eligibility requirements above AND any of the following criteria:

- Those businesses in the tourism, hospitality, and event sectors including (defined as restaurants, bars, wineries, breweries, lodging, caterers, and event rental companies)
- Those that had to close due to either of the Governor’s ordered Freezes (gyms/fitness, indoor recreation, museums, indoor/outdoor entertainment, indoor/outdoor pools, sports courts, event venues, zoos, gardens, aquariums)
- Businesses that identify as minority-owned, women-owned, service-disabled, or veteran-owned, for 51% or more ownership
- Rural businesses (those outside of the Eugene and Springfield city limits)

**2nd Lottery, 25% of funding (\$914,772)**

Businesses must meet the General Eligibility requirements above. Any priority-eligible businesses who are not selected in the 1st lottery will be included in this lottery as well.

Community LendingWorks anticipates that businesses will receive funds the last week of December through mid-January.

### **Cold Weather Shelters**

The Cold Weather Shelters have been installed onsite and final preparations are being made on the setup. Once the setup is complete and the volunteers have been trained and prepared, the shelters will be opened on evenings when the temperatures drop below freezing.

### **Electric Vehicle Charging Stations**

Earlier this year the City of Cottage Grove through a grant from Pacific Power installed two Electric Vehicle Charging Stations. Each station is capable of charging two vehicles. Even amid the COVID-19 restrictions we have had use at the stations. From July 1<sup>st</sup> through October 31<sup>st</sup> we have had 15 transactions at the stations. We can only expect the use of the stations to increase.

### **Population Estimate**

The City received the July 1, 2020 Preliminary Population Estimate of 10,155 from Portland State University. The population estimates will be certified at the close of business on December 15, 2020. Population estimates for all Oregon cities and counties are prepared by PSU each year and they can be found on the Portland State University Population Research website at: <https://www.pdx.edu/population-research/population-estimates> . The estimates are recognized as the official population numbers for Oregon cities and counties in calculating revenue or functions (unless a special count is performed). When the U.S. Census numbers are available the estimates will be adjusted. For more information about the Population Estimates and how they are prepared; visit the PSU webpage.

### **Youth Advisory Council**

The Cottage Grove Youth Advisory will be meeting virtually on Monday, December 7<sup>th</sup>. They will be discussing the Oregon Mayors Association's "If I Were Mayor" contest and the upcoming 4<sup>th</sup> Annual Oregon Youth Summit which will be held virtually in February.

### **Low Income Home Repair Loans**

The Rural Housing Rehabilitation Program in Lane County announced they have loan funding available for home repairs to qualifying low income owners. St. Vincent de Paul Society of Lane County manages the program. The funding can be used for roofs, foundations, dry rot, plumbing, siding, heating systems, windows, doors, insulation, paint, and much more. For more information please contact Andy Clay at (541) 743-7128 and see the attached flyer. Please share the information with homeowners that you may know in need of making home repairs.

### **Driver Education Trainers Needed**

Lane Education Service District is in need of individuals interested in becoming Oregon Department of Transportation Certified Driving Instructors. If you're interested in pursuing becoming a certified trainer please go to <http://triwou.org/projects/tse>. The winter training course starts this Saturday, December 5, 2020. Driving schools in Lane County offer competitive wages for Driving Instructors. This is a much needed service in our community to train new drivers the skill to operate vehicles safely.

### **Leaf Pickup Update**

Utility staff has completed the first round throughout the City picking up leaf piles. Next week they will continue picking up leaves using the vacuum trailer cleaning areas that have new leaf piles and left over leaves from the first round throughout town. The final leaf pickup is scheduled from December 14<sup>th</sup> through the 18<sup>th</sup>. Please have your leaves out in approved locations by the end of the day December 13<sup>th</sup>. The leaf drop off location at 3300 Row River Road will remain open until December 18, 2020 for self-haul leaf drop off. For questions regarding the leaf pickup program please call (541) 767-4100.

### **Cottage Grove Employee Years of Service Recognition**

The City annually recognizes employees for every five years of service to the City by having a picnic at Middlefield Golf Course. Due to COVID-19 this year we were unable to hold the picnic but we would like to recognize the following employees for their years of service to the City. Congratulations to employees with 5 years with the City: Chad Reel ((PW Maintenance), Steven Biehler (PD), Michelle Rounsaville (Municipal Court), Jennifer Violette (Finance), Janice Cramer (PD) and Leesa Ferrill (Finance). Congratulations also to Teresa Cowan (Community Center) for 15 years with the City and Conrad Gagner (PD) for 25 years with the City.

### **Payments Received by Cash and Check Reduced During Pandemic**

Since March of 2020, the Finance Department has seen a reduction in cash and check payments as well as a reduction in acceptance of credit cards at the front counter. On average per month over the course of the past 9 months, we have experienced a decline of 124 fewer check payments; 361 fewer cash payments; 76 fewer credit card payments at the front counter; and an increase of 337 online/phone payments. We currently have approximately 1,620 utility accounts paying online which equates to 42% of billed accounts.

### **Recycled Water Storage and Pump Station Project**

R&G Excavation has made good progress over the last few weeks on the effluent pump station despite heavy Fall rains, and their next steps include the completion of motor control centers and the recycled water pump station.

The Contractor remains on schedule for the project's completion by the end of January, 2021. Once this project is completed, millions of gallons of treated effluent will be stored in the new storage pond because discharge to the Willamette River is extremely limited during the warm months of the year to protect the environment. The City will also be able to pump treated water to the City's golf course, ODOT's I-5 interchange and various City parks. Construction on transmission pipes will begin in 2021.

### **Water Treatment Expansion Project**

The 7-day Commissioning Test, which is intended to test the maximum capacity of the new microfiltration Rack #3, will be complete on Sunday, December 6.

Beginning December 8, the 30-day Operational Test is intended to test the reliability of Rack #3, along with the other two racks, under normal operating conditions. The project is expected to be complete by Pacific Excavation by mid-January, 2021.

To recap, the City's ability to provide clean, safe water will be expanded by 2 million gallons per day, for a total of 6 million gallons per day. The bottom line is that water supplies from the Water Treatment Plant will match increasing growth and demand, as well as increase our capacity to provide fire protection, for years to come.

### **Weekly Update # 8 Southmayd Family (by Jason Bush)**

I have yet to hear back from the Simpson Strong-Tie Company, Seneca Sawmill Company, or the Home Depot. I plan on touching base with them again either today or first thing next week. I stopped in at Parr Lumber in Springfield, and they are seeing what they can do. It sounds like they may be able to donate the beams and headers, as Seneca only cuts 2x lumber. I need to determine the lumber needed for the under-floor framing as that will be separate from the main lumber package. I have approached the Truss Company for the roof trusses, but have not heard back from them at this time.

Willamette Greystone finally got back to me with the news that they will deliver a new 1500 gallon, dual stage, septic tank free of charge whenever we need it. Ken, the owner of McKenzie Excavation is in the process of visiting the site in order to design the system. Then I will have a list of materials that I can approach some companies for materials.

Our design team has revised the plan review issues and included the design of the roof trusses for the final plan review approval. That will allow us to buy the permits from the County, post them, and be ready to mobilize the foundation crew upon final donations.

Northwest Code Professionals, CEO, Jack Applegate, put me in touch with ICC (International Code Council) Region II folks who operate a military veteran rehabilitation program that helps veterans learn a new career in the Building Inspection Technology field. They had a somewhat stagnant year, have some funds that need to be used, and appear very interested in helping us with some financial donations. Jack also indicated that Northwest Code Professionals will pay for our Lane County permits up to \$4,500, which is a big relief!

I plan on contacting the KPNW "Wake Up Call" and KNND 1400 radio stations again to entertain the thoughts of going on the air for an update....

Lastly, I had a phone consultation with David Atkins with the Center for Nonprofit Law, PC, in order to investigate the possibility of setting up a 501 C 3. That is too complicated and time consuming at this point, and he suggested another route of piggy-backing with a current 501 C 3 organization, called an FSA (Fiscal Sponsor Agreement). This can be set up in a few hours, cost about \$500.00 and can be disbanded upon the completion of our project. That will allow us to issue tax deductible receipts for those that donate cash.

### *Quote of the Week:*

*Significant anniversaries are solemnly commemorated - Japan's attack on the U.S. naval base at Pearl Harbor, for example.*

*~Noam Chomsky~*