

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Friday Update

DATE: March 26, 2021

COVID 19 Vaccine Clinic

McCoy's Pharmacy is partnering with the City every Friday to provide a COVID -19 vaccination clinic at Bohemia Park from 10:00 am to noon for residents age 65 or older. The number of doses will be limited so registration is required. To register contact Teresa or Jessica at the Community Center at (541) 942-1185. Please bring your Medicare card or insurance card to the COVID-19 vaccine clinic. Watch for announcements on what ages will be accepted at the future clinics.

Please Watch for Kids

As kids return to area schools, the Police Department would like to remind drivers to be extra vigilant in school zones and watch for children who may dart in and out of traffic. Be mindful of crosswalks and school buses too. We will be patrolling the various school zones as well but we need your help to provide safe routes to schools.

Budget Committee Recruitment - Deadline: Friday, April 16, 2021

The City is seeking applications for one open position on the City of Cottage Grove Budget Committee. The appointee will serve the balance of a vacated term which expires December 31, 2023. The Budget Committee reviews the City's financial plans and policies, including the annual budget. The 14-member Committee is comprised of the Mayor and six City Councilors and seven members from the community.

If you have ever wanted to be involved in creating the City Budget, here's your opportunity. The City Council invites registered voters who reside within the city limits of the City of Cottage Grove to apply for participation on the City's Budget Committee. The Budget Committee generally meets twice in the spring of each year to consider the budget proposed by the City Manager for the following fiscal year and can also meet on an "as needed" basis. The committee makes any changes they feel are needed and approves the budget to forward on to the City Council.

An application for the position can be found on-line at www.cottagegroveor.gov or can be picked up in the City Manager's Office at 400 Main Street. Applications will be

received through Friday, April 16, 2021, at 5:00 p.m. It is anticipated a Sub-Committee of the City Council will review the applications received and make recommendations for appointments to the Committee. For more information, contact the Finance Director, Roberta Likens, by email: finance@cottagegrove.org or by phone at 541-942-3346.

Tree City USA Awards and Arbor Month

Cottage Grove received Tree City of the Year this year for the 27th year in a row and the Growth Award for the 4th consecutive year from the Arbor Day Foundation. Arbor Day Foundation in partnership with the U.S. Forest Service and National Association of State Foresters established the Tree City USA program. More than 3,400 communities have made the commitment to becoming a Tree City USA. Cities achieve Tree City USA status by meeting four core standards of sound urban forestry management: maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day.

The Tree City USA Growth Award is presented by the Arbor Day Foundation to participating Tree City USA communities that demonstrate higher levels of tree care and community engagement during the calendar year. The Growth Award recognizes major milestones and annual activities in five categories that combine to build sustainable community forestry programs over the long term. Each activity has a value between 1 and 10 points, and communities must document activities that total at least 10 points, from any of the subcategories, to receive the Growth Award for the calendar year. The subcategories are: building the team, measuring trees and forests, planning the work, performing the work, and the community framework.

City staff, the Urban Forestry Committee, and citizen volunteers work diligently each year to improve the health of trees in our community. Trees are trimmed, new trees are planted, tree assessments are performed, and support for Arbor Day helps in improving the health of trees. April is Arbor month. Staff is preparing a Proclamation for City Council adoption at their April 12, 2021 City Council Meeting.

There are currently two vacancies on the Urban Forestry Committee. If you are interested in participating on this volunteer committee contact Eric Mongan, Assistant Planner, at 541-942-3340 or visit the City's website for a volunteer application at www.cottagegrove.org

"Tree City USA is a great way to get the community involved in green space. A community that feels involved will take better care of their environment." — Alison Litchy, Fort Smith, AR

Virtual Meetings

It has been a year since the City started holding virtual meetings as a result of the COVID-19 pandemic. To help demonstrate the impact that virtual meetings have had on City Councilors, Committees and staff, we have some numbers that summarize our virtual meetings held on our GoTo Meeting platform (the following numbers do not include other meetings on Zoom, Teams

or Google Meet). In the last year, the City held 327 virtual meetings with a total of 2,253 attendees during those meetings. The average meeting had 7 attendees with the largest meeting having 67 attendees. The total number of minutes of our virtual meetings for the year was 19,082.

I-5 Interchange On/Off Ramps Garbage Pickup

Wednesday City staff from the Utility, Maintenance, and Golf Course Divisions worked to pick garbage up at the on and off ramps from I-5 at Exit 174. Late last year Cottage Grove and the Oregon Department of Transportation signed an Intergovernmental Agreement allowing the City to irrigate the interchange with the stipulation that Cottage Grove performs routine maintenance of the interchange. With the grass growing season upon us City staff picked up the garbage ahead of the grass mowing. It is the City's goal to keep the interchange well maintained and green, improving the entrance into our wonderful City. A huge thank you goes out to all the City staff for cleaning up the interchange. They removed over 1,500 pounds of garbage.

"Northwest Neighborhood" Intensive Level Survey Results Presentation

Please join the Cottage Grove Historic Landmarks Commission for a presentation by Evan West, MA on the "Northwest Neighborhood" Intensive Level Survey. This report discusses the National Register nomination potential of 5 houses in the Northwest Neighborhood. They are: 207 N H Street, 138 N H Street, 1010 Birch Avenue, 39 I Street, and 1142 Ash Avenue.

The presentation will be held Monday, April 5, 2021, at 7:00pm, in the City Council Chambers, City Hall. The public can come in person, or join our meeting from your computer, tablet or smartphone. The link is: <https://www.gotomeet.me/RichardMeyers/april-5-2021-historic-landmark-commission-meeting>. You can also dial in using your phone at 1-866-899 4679 or +1 (571) 317-3116, Access Code: 194-378-917.

The final report is available for review on the City's website at:

<https://www.cottagegroveor.gov/cd/page/historic-preservation>. You can also ask for a printed copy by contacting City Planner, Amanda Ferguson, at planner@cottagegrove.org.

New Willamette River Basin Mercury Regulations

On March 5, 2021 the City received notification via certified mail from the Oregon Department of Environmental Quality (DEQ), regarding changes to the Water Quality Management Plan for the Willamette Basin, specifically regarding Mercury. The U.S. Environmental Protection Agency (EPA) adopted new Total Maximum Daily Load (TMDL) limits for Mercury on February 4, 2021 and provided it for DEQ to implement. The notice states Cottage Grove will have until September 3, 2022 to submit a TMDL Implementation Plan meeting the new TMDL requirements set by the EPA. If a plan is not submitted within the required timeline Cottage Grove will be subject to civil penalties that are assessed for each day of the violation. [Click here to view the letter.](#)

New Row River Water Treatment Plant Employees

The City completed a recruitment and hiring process for two entry level Operator-in-Training positions at the Row River Water Treatment Plant. There were 49 applications submitted during the recruitment process. The applications were scored and 5 individuals were interviewed. All 5 individuals interviewed have current or past water treatment training and or experience. The recruitment was initially intended to fill one position. During the interview process the City learned that Sam Haynes is intending to retire on April 29, 2021. With the impending retirement Treatment Plant Staff took advantage of the large pool of applicants and was able to hire a second person. The City would like to welcome Luke Perdue and Jayson Veenker as new operators-in-training at the Water Treatment Plant. We're excited to have them on staff and look forward to their contributions to the City.

Quote of the Week: "Spring is the time of plans and projects."

–Leo Tolstoy