

City Manager's Weekly Report

Date: February 27, 2020

To: Mayor Axelrod and City Council, City staff, and West Linn community

From: John R. Williams, Interim City Manager *JRW*

The City Manager memo is back after a short break due to the huge workload for everyone in the past couple of weeks...I appreciate your patience.

Calendar notes

- **Council Work Session 6 PM Monday March 2.** I've requested direction from Council on the agenda for this meeting but have not heard from a majority of Councilors. Based on feedback we did receive an agenda has been prepared that has time for Council discussion of next steps related to Mr. Fesser's case and related items. Note that the agenda also includes one zoning project item that has been delayed multiple times and should be pretty simple. Either item can be adjusted or delayed during Council approval of the agenda if Council so directs.
- **Council Special Meeting Tuesday, March 3.** HR Director Elissa Preston is preparing materials for Council discussion of the City Manager recruitment. In keeping with previous Council direction about me not being involved in this matter, I am not planning on attending this meeting. Elissa and Tim Ramis will be attending.
- **Teambuilding Retreat Scheduling.** With the responses received so far, there is not a date in March with more than two Councilors available. We will check with County staff for dates in April and do another poll, unless Councilors are able to change their responses and find a time in March.

Informational updates

- **Highway 43 funding Update.** Lance Calvert and I presented the Highway 43 Multimodal Improvement Project to [Metro's Transportation Task Force](#) on Wednesday, February 19. The staff presentations at this meeting provided information on the four "Tier 2" projects being considered for funding in the regional 2020 funding package. Our presentation went well and Task Force members seemed to be aware of the need for improvements to Highway 43. The Task Force will be agreeing on their final recommendations at their [March 18 meeting](#), after which the Metro Council will make final decisions. We will be providing information to the City Council and community about how and when to send letters of support.
- **Vista Ridge Street Tree Removal.** We've received a few inquiries about the removal of about 45 street trees on Vista Ridge. Unfortunately these maples were unsafe from a variety of perspectives. Street trees do have a lifespan that reflects the particular demands we place upon them. Having been a beautiful part of the neighborhood for probably 20+ years, these trees were starting to die (some had been dead for several years, and many others were infected with



Verticillium wilt and headed in the same direction). The trees had also created significant sidewalk damage. The removal project was done in partnership with the homeowners association, and was approved by Council through the [2020-2025 Capital Improvement Plan](#). We're working with the homeowners to identify new trees and recondition the soil prior to re-planting.

- **Removal of trees adjacent to Highway 43 in front of Mary S. Young Park.** Several large Douglas Firs in this area are leaning toward the road with root upheaval on the opposite side, which is an indication that the entire tree is shifting and the anchoring roots are likely starting to fail. These firs are around 100 feet tall and several are showing crown thinning and loss of vigor. Due to the amount of traffic on 43 and the potential hazard should such large trees fall into the road, we've identified their removal as a high priority and work is starting. A few other smaller trees with defects and decay will be removed as well, and weight reduction will be performed on some oaks overhanging the road. Thanks to a citizen who first called in concerns with the fir trees. We can't be everywhere all the time and always appreciate tips.

- **Recreation staffing update.** After more turnover in the last 7 months than the recreation staff has had in 19 years, our Recreation section is finally back to a full staffing level. We have some new staff, and other folks have new roles. Please join me in welcoming everyone and thanking them for the work they do in providing some of the City's best-loved services. Here they are, from left to right:



- Alissa Meis, Recreation Coordinator
- Tarra Wiencken, Rec. Supervisor
- Tiffany Carlson, Rec. Coordinator
- Dawn Kolb, Rec. Coordinator
- Meghan Matthies, Rec. Coordinator

- **Outstanding Water System Performer Award.** The Oregon Health Authority conducts a water system evaluation for each water system on a 3 year cycle or every 5 years for outstanding performers, this evaluation is to identify potential and existing hazards that may influence the quality of the drinking water supply and to evaluate the operational and maintenance procedures. One of the main parts of the survey is to identify significant deficiencies that require correction under Oregon Administrative Rules. OHA ensures our Water Operation and Maintenance manual, emergency response plan, cross connections control plan, backflow management program as well as all other documents are up to date and include all new local and federal laws. The system evaluation also includes a visit to each site checking for proper maintenance of each reservoir including all hatches are water tight, all vents are screened, all overflow pipes have vents or flapper valves installed, etc. West Linn's inspection was recently completed and no deficiencies were found. West Linn will be awarded the Outstanding Performer Award which will keep our evaluations to once every 5 years. Thanks to all our staff in the Water Division for their great work year-round!

- **Library School District Outreach.** In addition to book drops inside all six West Linn primary schools, we have expanded this service to both middle schools to offer a convenient place to return public library resources in a location commonly frequented by families. Our Teen/Tween Librarian Rebecca Mayer visits on a weekly basis to pick up materials, drop off promotional

posters for upcoming library activities and communicate with school staff. In addition Rebecca offers monthly programs at Rosemont Ridge to reach students who are not able to regularly visit the Library. While teaching how to make duct tape wallets or paracord bracelets, she is able to get to know students individually and advertise the variety of educational and recreational resources the Library offers. Rebecca recently participated in the Rosemont Ridge Career Fair where she was able to share the fulfilling career of librarianship.



Our Youth Librarians welcome opportunities to host or visit preschools and K-12 schools to build awareness of Library services and how to access them as well as encourage reading for pleasure and as a means of self-development. In February Library staff were pleased to host the West Linn Community Preschool and visit Willamette Primary to participate in Read to Us week with 1st and 5th grade students. For more information on these services, including how to schedule them, visit <https://westlinnoregon.gov/library/class-visits>