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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: July 31, 2025

From: Ron Whitlatch, City Manager/City Engineer

Subject: **Capital Improvements & Development Services – July 2025**

CAPITAL IMPROVEMENTS:

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Sherman Street (Alley to Second Street)
 - Second Street (Elmore Alley)
- Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Staff will be issuing several Request for Quotes for the multiple private side laterals that need to be connected to the new mainlines as part of the Grove Street Sanitary Sewer Replacement Project that was completed recently. This is typically the responsibility of the homeowner; however, in this case, due to the current location of the laterals, we will be replacing the private side of the laterals and making the connections to the new mainline.
- Kennedy Jenks Engineering (KJE) is beginning to wrap up the Wastewater Treatment Plant Master Plan now that we have seen the draft NPDES Permit. We hope to have this complete sometime in the fall.
- The West River Trail (adjacent to River Park) has been awarded to Mid Valley Excavation. They intend to begin construction later this summer.
- Udell Engineering is currently working on the Grant Street Waterline Replacement and Street Re-Hab Project (from Park to Fifth Street). City Staff had started the design, but due to current workloads, Udell will finish over the summer. We will likely bid the project in the winter of this year and begin construction in early 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff time allows). Staff will bring the completed document to the City Council for approval sometime in 2025.
- The new Traffic Signal Project at the Airport Road and Stoltz Hill Road intersection is being constructed. Riverbend Construction has completed a majority of the utility work and sidewalk installation. Signal poles will be installed within the next couple of weeks. The project is scheduled for completion in the fall of 2025.
- City Council awarded the Construction Manager/General Contractor Contract for the Cheadle Lake Park Project to Knife River. The Project Team has started working through the final design and Value Engineering ideas. A Guaranteed Maximum Price will be

presented to the City Council for approval in the next month or two, with construction to begin in October and continue through 2026.

- Udell Engineering is currently under contract to provide the Topographic Survey for the design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will reconstruct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We had anticipated starting design early in 2024, but due to the current workload (consultants and City Staff), that has been pushed back to spring 2025. Construction will likely happen in the spring/summer of 2026.
- As part of LINX Grant, a Mechanics Pit at Public Works has been completed. The Contract for construction was awarded to Armstrong & Associates construction as they submitted the lowest quote.
- Additional Minor Projects include:
 - Review parking on Second Street between Mary Street and Tangent Street.
 - Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
 - Wetland Fill Permit for SCIP Pond
 - Safe Streets for All Regional Planning Grant – Moving forward after Federal Grant pause.
 - Waterline Replacement Project on Airway Place
- A Request for Quotes has been issued for Storm Drainage Improvements on Second Street. This project will alleviate some of the flooding issues during heavy rain events around the Second and 'E' Street intersection.
- A Request for Quotes has been issued for the 2025 Crack Sealing Project. The project will focus on Oak Street between the RR Tracks and Airway Road.
- In preparation for several upcoming projects, Staff has contracted with Udell Engineering to complete the topographic surveys for the following:
 - Elmore/Grove Sanitary Sewer Replacement Project
 - Vine Street Waterline Replacement – Fifth to Ninth Streets.
 - Cedar Drive – Utility and roadway reconstruction
- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.
 - Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected

in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.

DEVELOPMENT SERVICES:

Staff continue to manage customer inquiries related to general engineering, building permits, and administrative planning. The team provides guidance and support to residents, developers, and stakeholders to facilitate the permitting process, address planning-related questions, and ensure compliance with applicable regulations. Their efforts aim to deliver efficient service and clear communication to support sustainable community development.

Planning

- Reviewed and Approved
 - Ministerial Review – 225 E Airport Road
- In Review
 - Class II Variance – 3355 Snow Peak Place
 - Comp Plan Map Amendment – 3275 S Santiam Highway
 - Zone Map Amendment – 3275 S Santiam Highway
 - Conditional Use – 3275 S Santiam Highway
 - Property Line Adjustment – 3275 S Santiam Highway
 - Land Partition – Park Street (just south of 57 Park Street)
 - Administrative Review – 925 Cleveland Street

Building

- The city processed 56 permits in June. The total fees received were \$16,779.73, and the construction valuation was \$606,182.55.
- By comparison, in June 2024, 67 permits were processed. The total fees received were \$46,089.29 and the construction valuation was \$3,350,773.54.
- A current list of the more significant construction sites include:
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 10-lot subdivision – Phillips Estates (Phillips Way)
 - 19-lot subdivision (Walker & Wassom)
 - Gas Station and Convenience Store (911 W Airport)
 - Tractor Supply (Burdell Boulevard)
 - RV Storage (Laredo Way)

Engineering Public Improvement and Site Plan Projects

- **In Review / Pending Construction**
 - Honeybee Stamps – site plans approved, pending permit approval
 - Villalobos Real Estate – site plan approved, pending permit approval
 - Bates Storage off Hansard Ave stamped approved pending permits.
 - Mill Race Station Phase II, extension of 5th Street to Hwy 20, and Laredo Way, with regional pump station, comments returned to engineer for revision.
 - Traffic Impact Analysis amended for new site layout for the new subdivision off of Stoltz Hill & Twelfth St.
 - Cedar Ridge Subdivision- off S 5th Street north of Joy St, comments returned to Engineer for revisions.
 - Airport Rd Storage Phase III – plans returned to engineer for revisions.

- Maple Street sewer extension plans returned to engineer for revisions.
- Elmore Townhomes plans returned to engineer for revisions.

- **Under Construction**

- Franchise Permit issued to Ziply Fiber, city wide fiber internet infrastructure construction.
- Four Square Church site plan for improvement parking lot and ADA sidewalk approved, permit issued.
- Subdivision Madelyn Meadows between Walker & Wassom Street final punch list provided to contractor. Public improvements have been bonded and plat signed.
- The Mill Race Station RV storage contractor has completed the onsite hydrants and is under construction. Building permit in compliance and under construction. Hydrants online and pending final acceptance.
- Plans approval for new subdivision off Mazama Way, Cedar Springs Estates preconstruction meeting schedule and Public Improvement Permit issued.
- Plans approved and permitted for new gas station on the corner of Stoltz Hill & Airport Rd.
- Plans approved and permit issued for tri-plex along S 7th Street.
- Plans approved for public improvements and site plan for Tractor Supply location off Burdell Blvd. Contractor working on site improvements, Public Improvement Permit issued.
- Herman's Subdivision – Crowfoot Rd, plans approved for both onsite and offsite, permits issued and construction underway.
- Plans approved for new subdivision off Kees Street, permit pending bond requirements

- **Complete**

- Blackrock Apartments corner of Airport & S 2nd finalized illumination plan and granted final occupancy.
- Water Main Extension along Hwy 20 as part of Mill Race Phase II pending asbuilts.