



# ADMINISTRATOR'S REPORT

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of council and staff.

## FEATURED ITEMS

November 2025

### 1. Public Works - Wastewater Treatment Plant Training

The City of Coburg's Wastewater Treatment Plant (WWTP) is a highly technical and highly regulated facility. The City is fortunate to have a Public Works Director, Brian Harmon, who is intimately knowledgeable about this particular plant due to being its operator since its early operating days in 2014. With Public Works staff turnover in 2024, a strategic decision was made to add a staff person with similar certifications to Brian's to provide some redundancy in operations and to expand the knowledgebase of the entire Public Works staff in the general operations, maintenance and regulatory oversights for the WWTP. This was accomplished in February of 2025 with the hiring of a level III operator that has now received over six months of orientation to the specific operating characteristics of Coburg's WWTP.

As part of the continuing training efforts, a formal two-day training from the WWTP systems consultant (Veolia, formerly GE) has been created and scheduled for November. The learning objectives are attached to this report to provide Council and the community with an overview of the technical aspects of the work carried out daily by the City's Public Works Department Staff.

### 2. Leaf Collection Program - 2025

Coburg Public Works staff dedicates a significant portion of December for the leaf collection program. City staff have developed an updated map for the planned collection schedule (weather influenced), as well as a number of social media/website posts describing the objectives of the program from the City's operational perspective (storm drainage and safe walking/driving surfaces), as well as some educational information on the value of leaves to the ecosystem. This program outreach information is attached to this report for Council reference.

### 3. Park Restroom – Auto Door Lock System Installation

Automated scheduled door lock systems have recently been installed on all four restroom doors at Pavilion Park and Norma Pheiffer Park. As discussed and recommended by the Parks and Tree Committee, the restrooms will be open between 6:00 AM and 8:00 PM for the winter/spring and 6:00 AM to 10:00 PM in the summer/fall months. Temporary signage will be installed in the coming days with updated signage being designed and fabricated for permanent installation at both facilities. Alternate schedule for specific community events can be easily accommodated by Public Works staff as needed.

The objective is to ensure restrooms are available to park users during the typical, most common park use hours and closed "after-hours" to mitigate vandalism and other problematic behavior.



## 4. LED Street Lights and EV Charging

The City is participating in an energy efficiency program with Pacific Power to replace all existing street lighting with new, energy efficient LED bulbs. Pacific Power manages the program, provides the contractor and facilitates the rebates that result in a four year payback for the City's investment. The goal is improved lighting downtown, lower energy consumption and Street Fund operational utility cost reductions. The LED replacement is scheduled for the week of November 17<sup>th</sup>.

Additionally, staff is working with Pacific Power, the Oregon Department of Energy and Coburg Main Street to pursue grant funds for the installation of an electric vehicle charging station at the IOOF building. An assessment on existing electric service/panel and grant opportunities are underway. If feasible, a grant application will likely be submitted in January for a spring/summer EV charger installation.

## CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	July 2026
Water	Stallings Transmission Line	\$1,000,000	TBD
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	Sept 2026
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000 (\$125k City Match)	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Complete
PW	Storm Water Master Plan	\$60,000	Jan 2025
Water	Water Conservation & Management Plan	\$50,000	Jan 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active - Ongoing
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Park Vegetation Intrusion – Johnny Diamond Park	9/8/25	Active – Plan in place
Rooster Noise – Pearl St	9/10/25	Resolved
Vintage St Bioswale – Unauthorized activities	9/26/25	Resolved - Reactivated



# DEPARTMENT ACTIVITY AND STATISTICS

Staff maintains various activity, work order and case log type records that are utilized for required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some data comes from third party systems and not always in a format that is easily summarized or customized.

## Public Works

### Water System:

Monthly Water sampling

### Wastewater System:

A number of commercial and residential tank pumping completed, including large customer tank (after hours)

### Streets/Storm Drains:

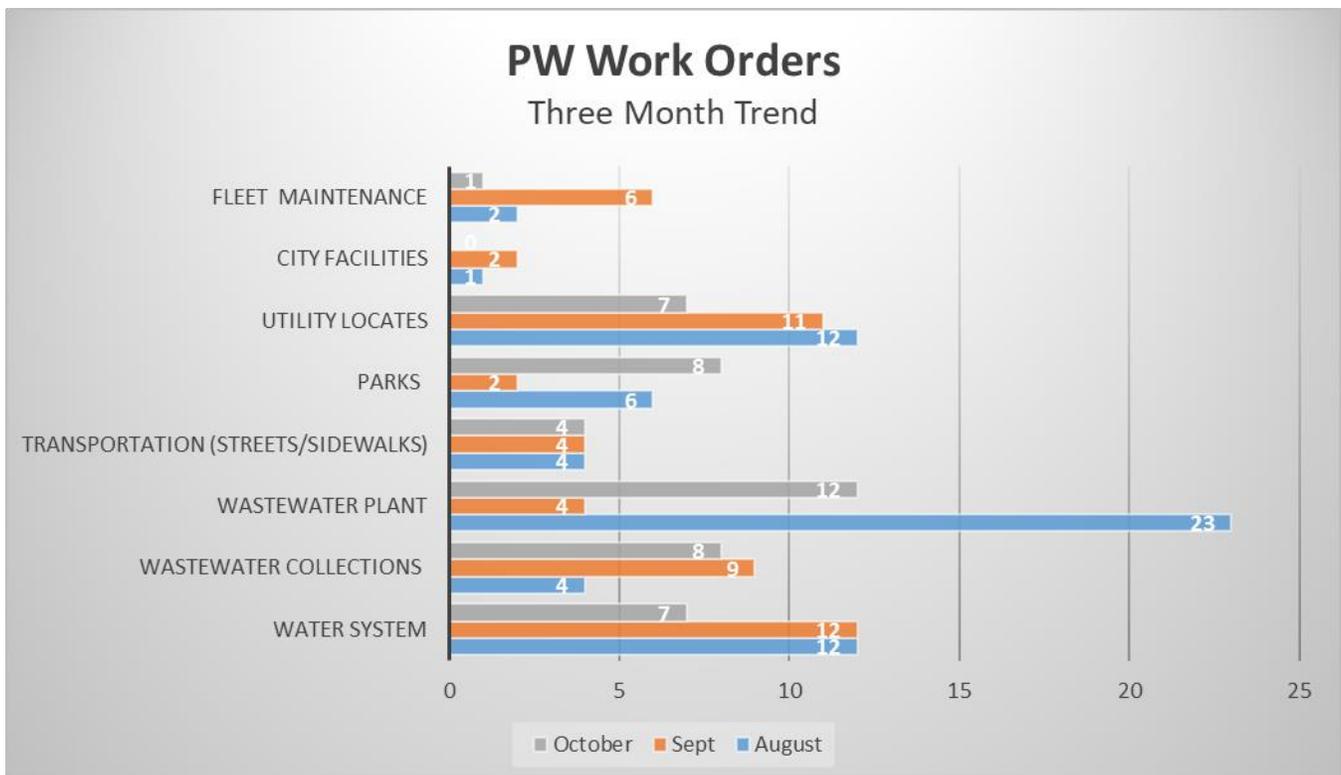
Completed storm drain infiltration project (Christian). Street sweeping for leaf pick up prep. Veterans Banners and Flag installation (with Coburg Fire District). Street light blub replacements

### Parks:

Auto door lock system installations at Norma Pheiffer and Pavilion Parks and vandalism related repairs at Norma Pheiffer restroom.

### Facilities:

City Hall seasonal maintenance and cleaning completed



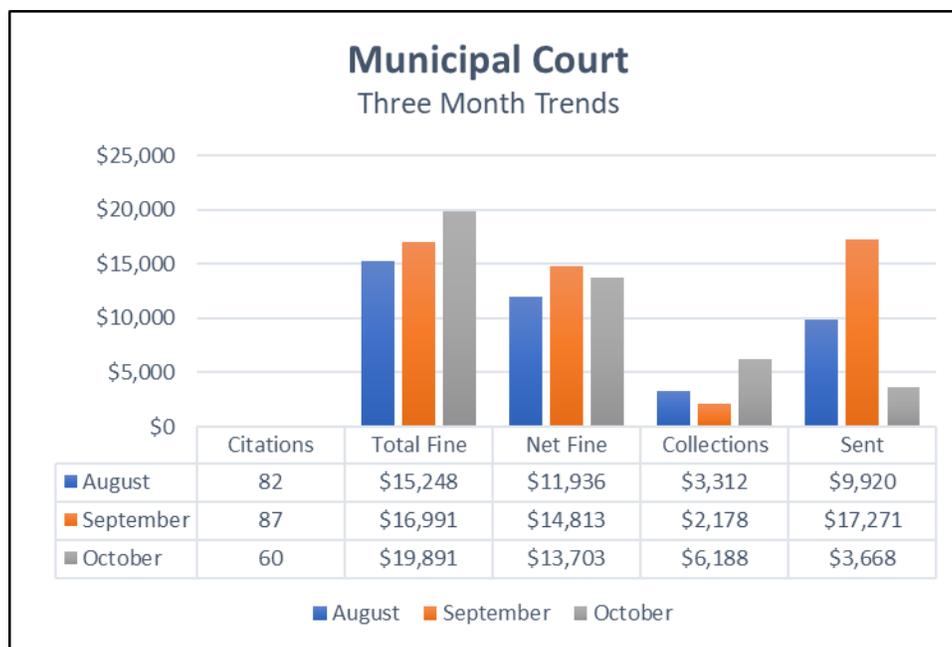
## October Activity Measures

- Citations (Crimes and Violations)
  - New Citations for October 7, 2025 Court Date: 60
  
- Receipts Including Collections
  - **Total Fines:** \$19,890.88 (total monies taken in for the month, nothing deducted), compared to \$6,473.57 in October of 2024
  - **Net Fines:** \$13,703.00 (City share only, NOT including collections), compared to \$5,660.00 in October of 2024
  
- Professional Credit Service Collections
  - **Total Collection Revenue:** \$6,187.88 compared to \$813.57 in October of 2024
  - **Turned over to collection:** \$3,668.00 compared to \$16,760.00 in October of 2024

*Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.*

## Other Information:

- Upcoming Regular Court Session: November 4, 2025
- Court Administrator attended the OACA Court Conference, October 26-28 in Hood River Oregon. A large part of being able to attend was due to a scholarship that was awarded by OACA.



(10/1/2025-10/28/2025)

**MULTIPLE OFFICER RESPONSE**

- Officers responded to a deceased subject at an address on S. Willamette St **Death Investigation**
- Officers responded to a report of an armed subject at Premier RV Park **Gone on Arrival**
- Officers responded to assist LCSO in looking for a runaway on Bottom Loop **Child Found/Returned**
- Officers and deputies responded to a report of shots fired on N. Diamond St. **Unable to Locate**
- Officers responded to a report of a dispute on N. Willamette Street **Gone on Arrival**
- Officers responded with Springfield PD to a stolen vehicle at the Arco Station **Arrest/Assist**

**SINGLE OFFICER RESPONSE**

- Officer responded to a request to cover Oregon State Police at I-5 milepost 189 **Assist**
- Officer responded to a report of illegal parking on Roberts Rd. **Advised**
- Officer responded to a report of a malfunctioning traffic signal on Pearl St. **Resolved**
- Officer responded to a VIN inspection on Roberts Rd. **VIN Inspection**
- Officer responded to a VIN inspection on Roberts Rd. **VIN Inspection**
- Officer registered a sex offender at the Coburg Police Department **Sex Offender Registered**
- Officer responded to a VIN inspection on S. Stuart Way **VIN Inspection**
- Officer responded to a report of found property on Vintage Way **Report**
- Officer responded to a loud noise complaint on N. Industrial Way **Resolved**
- Officer responded to a public assist on Roberts Rd. **Disregarded**
- Officer responded to a parking complaint on Roberts Rd. **Advised**
- Officer responded to a report of a traffic complaint on N. Coburg Rd. **Unable to Locate**
- Officer responded to a report of illegal camping on Roberts Rd. **Advised**
- Officer responded to a report of a suspicious vehicle on Sarah Pl./Rustic Ct. **Resolved**
- Officer responded to a report of illegal parking on N. Willamette Street **Warning**
- Officer responded to a report of a behavioral health problem at Serenity Lane **Resolved**
- Officer responded to a report of two abandoned vehicles on S. Coleman St. **Vehicles Tagged for Removal**
- Officer took an information report on Coburg Creek Dr. **Information**
- Officer responded to a report of illegally parked vehicles on Roberts Rd. **Resolved**
- Officer responded to assist Coburg Fire with a grass fire on N. Skinner St. **Assist**
- Officer responded to E. Lincoln Way for follow-up **Follow Up**
- Officer responded to a report of Criminal Trespass on E. Lincoln Way **Arrest/Criminal Trespass**
- Officer responded to a parking complaint on Roberts Rd. **Patrol Check**
- Officer responded to a report of a dispute on N. Industrial Way **Unable to Locate**
- Officer responded to a report of a dispute at Premier RV **Welfare Check**
- Officer responded to a report of illegal camping on Roberts Rd. **Warning**
- Officer responded to a report of Extortion on Austin St. **Report/No Suspect**

- Officer provided a transport to a subject in need of a ride **Transport**
- Officer responded to a report of illegally parked vehicles on Roberts Rd. **Vehicles Tagged for Removal**
- Officer responded to conduct follow up on W. Dixon St. **Gone on Arrival**
- Officer responded to city hall to take a report of a fraud **Report/No Suspect**
- Officer responded to a report of a trespass at the TA Truck Stop **Resolved**
- Officer responded to a report of Criminal Mischief at Norma Pfeiffer Park **Report**
- Officer responded to a report of an Assault on W. Dixon St. **Report**
- Officer responded to a report of an illegally parked vehicle on Roberts Rd. **Warning**
- Officer responded to a report of a suspicious subject at Fuel 'N Go **Assist**
- Officer responded to a report of a disorderly subject on N. Willamette Street **Report**
- Officer responded to city hall for a citizen contact **Assist**
- Officer responded to a report of illegally parked vehicles on Roberts Rd. **Resolved**
- Officer responded to W. Dixon Street for follow up on an assault call **Gone on Arrival**
- Officer responded to a report of Reckless Driving on Van Duyn Rd. **Unable to Locate**

**Patrol Checks = 48 Alarms = 4**

### **OTHER ACTIVITIES**

- Reserve Officer Woods conducted a presentation at his children's school in Junction City regarding the job of a police officer/safety and provided the students with a tour of a patrol vehicle.
- Sgt. Miller conducted a safety presentation at Iving Elementary School in Eugene and gave the students a tour of his patrol vehicle. Sgt. Miller answered student's questions about careers in law enforcement and provided the students with stickers, candy and bracelets.
- Reserve Officers have been assisting the Lane County Sheriff's Office with security at the home University of Oregon football games. This time is paid to the Coburg Police Department reserves and is utilized to assist and fund their program.
- Sergeant Miller responded to a barricaded subject in Blachly as a member of the Lane County Crisis Negotiation Team (CNT). The barricaded subject had assaulted his brother and sister with edged weapons and then barricaded himself within his residence. After 7 hours of negotiations, the subject set his home on fire while still inside. He eventually ran from the residence where he was detained and arrested for a host of crimes.
- Sergeant Miller responded to a barricaded subject in Florence as a member of the Lane County Crisis Negotiation Team (CNT). The barricaded subject had threatened the life of his neighbor and destroyed his neighbor's truck with a pry-bar. The subject was ultimately removed from his residence by members of the Lane County Sheriff's Office Special Response Team (SRT). The subject was arrested and transported to jail where he was lodged on charges of Menacing, Disorderly Conduct, and Resisting Arrest.
- Sergeant Miller was awarded his Supervisory Certificate from DPSST.
- Officer Wilson participated in the annual "Trunk-R-Treat" held at the Coburg Charter School.
- The October departmental meeting was held on 10/16/25. After a quick business meeting, officers conducted a saturation patrol within the city and wrote a number of citations and warnings for various traffic offenses.

## **UPCOMING ACTIVITIES**

- Officers will participate in firearms training with officers from the Junction City Police Department at the JCPD Range on 11/8 and 11/9.
- Reserve Officers will continue to participate with security at the home University of Oregon football games.
- Chief Larson will attend a conference for the Chiefs of Police for small cities throughout the state of Oregon in Sunriver on 11/3-11/5.

## 2. Learning Objectives:

### 1. Introduction to Biological Nutrient Removal:

Identify and differentiate between membrane performance problems and biological issues in wastewater treatment systems, understand the key factors affecting denitrification and phosphorus removal, and recognize strategies for improving biological performance in wastewater treatment

### 2. Introduction to Membrane Filtration:

This presentation aims to provide a comprehensive understanding of membrane filtration. Participants will learn about its principles, processes, and systems, with a specific focus on ZeeWeed technology. Upon completion, attendees will be able to:

- Explain the fundamentals of membrane filtration.
- Describe ZeeWeed membrane systems.
- Compare membrane bioreactors (MBR) to conventional activated sludge processes in wastewater treatment.

### 3. Membrane Fouling and Control:

Understand the causes and control strategies for membrane fouling in wastewater treatment systems: This section will delve into the various factors contributing to membrane fouling, such as particulate matter, colloidal substances, organic macromolecules, and microbial growth (biofouling). We will explore the mechanisms by which these foulants interact with membrane surfaces and reduce treatment efficiency

### 4. Membrane Testing Procedures:

Upon completion, participants will confidently perform two critical maintenance and repair procedures. They will learn to:

- **Outline manual bubble test steps:** Understand the sequence, equipment, preparation, application, and interpretation for identifying leaks, emphasizing safety and avoiding pitfalls.
- **Describe and demonstrate silicone injection repair:** Articulate principles and practically apply the technique, covering sealant types, surface preparation, injection methods for durable seals, and post-repair inspection through hands-on exercises.

### 5. Membrane Performance Parameters:

Participants will learn to define and calculate Flux, Transmembrane Pressure (TMP), and Permeability, including their temperature-corrected values. The training will also cover the impact of temperature on membrane performance.

# 2025 City Leaf Pick-up Program

## 11/6/25

The City of Coburg has for many years conducted a leaf pick up program for residents and businesses. The program is funded through the City's Street Fund, which collects revenues to maintain, repair and improve local roads, sidewalks, storm drains and trees located on public rights-of-way. The primary reasons the City operates the program include:

- Maintain road and sidewalk surfaces for traffic and pedestrian safety
- Mitigate blockages of curb/gutter storm drain systems that can cause puddling/flooding of roadways, primarily Coburg's larger streets.
- Removal of leaves in areas of the right of way to maximize the effectiveness of infiltration (rock swales) systems, which are the most common storm drain system on Coburg's residential streets

The City encourages the use of leaves as weed suppressant, mulch material and quality habitat for insects, invertebrates and other creatures large and small. This improves the natural environment and also lessens the volume of leaves set out each fall for the City to pick up and dispose of. See the map below for the planned pick up schedule (subject to change based on weather/staffing task priority).

## 11/11/25

Fall is here, and the leaves are starting to fall. The city encourages residents to think about the leaves as a useful resource.

Coburg's public and private landscapes provide a native and diverse habitat for invertebrates and pollinators. The leaves, branches and brush that may be an annoyance for people, serve as an important habitat and natural ecosystem for many creatures, big and small.

- Insects like caterpillars tuck themselves into leaf piles for protection from cold weather and predators.
- Moths and butterflies disguise their cocoons as dried leaves to blend in.
- Bumblebees create nests in cavities below ground, in trees, or within brush piles.
- Some native bees use tiny tunnels in dead wood, hollow stems and brush to nest in for the winter months.

## 11/20/25

Before you rake, mow and blow your leaves away this fall and winter season, think first about what you're actually removing. Insects and invertebrates rely on fallen leaves and organic debris to hide in and shelter themselves from the elements.

- Leaving the leaves doesn't mean sacrificing your yard, and they don't need to be left exactly where they fall. Some more habitat friendly options include raking them into garden beds, around trees, or in other designated areas.
- Too many leaves can kill grass, but in soil they can suppress weeds, retain moisture and boost nutrition.
- Your yard and the natural debris that may be in it, play an important role in the ecosystem.

11/26/25

Right now is a perfect time to adopt some wildlife-friendly fall gardening practices.

“DID YOU KNOW? The fallen leaf layer isn't dead, it's full of life! Wildlife like butterflies, bumble bees, fireflies, and salamanders depend on the leaf layer. When you throw out your leaves in a yard waste bag, you could be throwing away up to half of your springtime butterflies!”

# 2025 LEAF PICK UP

Pick up will occur throughout December

**Leaf piles must be accessible  
on City right-of-ways.**

**NO garbage, tree branches or weeds.**

<b>ZONE #1:</b> Est. Pick up Dec. 1-5	<b>ZONE #2:</b> Est. Pick up Dec. 8-12	<b>ZONE #3:</b> Est. Pick up Dec. 15-19	<b>ZONE #4:</b> Est. Pick up Dec. 22 - Jan 2
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# CITY OF COBURG

## FY 2026 Council Meeting Look Ahead

Updated 11/4/25  
All Dates Tentative

MEETING DATE	ACTION	DEPARTMENT
<b>NOVEMBER 12, 2025</b>		
1 Zoning Ordinance Amendment - CFEC - 2nd Reading	Ordinance	Planning
2 Park & Tree Committee Recommendations	Motion	Parks
3 Wastewater System Capacity Analysis	Presentation	Public Works
4 Capital Improvements Plan - FY25 & FY26 Review	Presentation	Public Works
<b>DECEMBER 9, 2025</b>		
5 Loop Path Master Plan - Refresh - U of O Real World Class	Presentation	Planning
6 Personnel Handbook Updates/Revisions	Resolution	Admin
7 Revenue Options Sub-Committee Report & Recommendations	Staff Direction	Admin
8 Utility Rates Review for 2026	Staff Direction	Admin
<b>JANUARY 13, 2026</b>		
9 Mayor's State of the City	Presentatin	Mayor
10 State Buildings Code Adoption - 1st Reading	Ordinance	Planning
11 Water Conservation & Management Plan Adoption	Resolution	Public Works
12 StormWater Master Plan Adoption	Resolution	Public Works
13 Utility Rate Adjustments	Resolution	Admin
14 General Fund Revenue Implementation Options (Public Safety)	Staff Direction	Admin
<b>JANUARY 27, 2026</b>		
15 Capital Improvements Plan - FY27 Update	Presentation	Public Works
16 Vegetation Management and Maintenance Plan	Presentation	Public Works
17 Park Maintenance Options Review and Discussion	Staff Direction	Parks
<b>JANUARY 31, 2026 - RETREAT</b>		
18 FY27 Council Framework Review & Discussion		
19 Long Range Vision/Outlook	Council	Discussion
20 Financial Review and Outlook		
<b>FEBRUARY 10, 2026</b>		
21 Emerald People's Utility District (EPUD) Franchise Agreement Renewal - 1st Reading	Ordinance	Admin
22 State Buildings Code Adoption - 2nd Reading	Ordinance	Planning
23 Building Permit Fee Adjustment and Building Operating Plan Update	Resolution	Planning
24 Vegetation Management and Maintenance Plan Adoption	Resolution	Public Works
25 Capital Improvements Plan Adoption	Resolution	Public Works
26 FY27 Council Framework Update	Resolution	Admin
<b>FEBRUARY 24, 2026</b>		
34 Land Use/Zoning Fee Schedule Adjustments	Resolution	Planning
32 Cost Allocation Methodology Policy	Presentation	Admin
33 Communications and Community Engagement Plan	Presentation	Admin
<b>MARCH 10, 2026</b>		
29 Emerald People's Utility District (EPUD) Franchise Agreement Renewal - 2nd Reading	Ordinance	Admin
35 Administrative Fee Schedule Update	Resolution	Admin
36 Cost Allocation Methodology Policy Revisions	Resolution	Admin
30 Coleman Collector Street Phase I - Bid Award and Contract Approval	Resolution	Admin
37 General Fund Revenue Approval	Resolution	Admin
<b>MARCH 24, 2026</b>		
23 New Neighborhood Park Development Plan (Coburg Creek Subdivision)	Staff Direction	Parks
<b>APRIL 14, 2026</b>		
<b>APRIL 21, 2026 - BUDGET COMMITTEE</b>		

APRIL 28, 2026

MAY 5, 2026 - BUDGET COMMITTEE

MAY 12, 2026

MAY 26, 2026

JUNE 9, 2026

FY27 Budget Adoption

Resolution

Admin

JUNE 23, 2026