



Agenda

Coburg Parks |Tree Committee
City Hall, 91136 N. Willamette
January 16th 2024

6:00 pm CALL TO ORDER

Mary Mosier

ROLL CALL

Brian Harmon

AGENDA REVIEW

Mary Mosier

APPROVE MINUTES FROM November 21st

Mary Mosier

CITY UPDATES/CITY ADMINISTRATOR REPORT

Brian Harmon

6:15 pm COMMITTEE BUSINESS

Elections

Brian Harmon

Veterans Memorial Project Update

Brian Harmon

Committee Goals/Work Plan

Mary Mosier

Plaza Upgrade Update

Brian Harmon

Trees for Johnny Diamond Park

Tom Beatty

Trails End Mowing

Tom Beatty

7:00 pm ADJOURNMENT

DATES TO REMEMBER

February 13th - City Council Meeting

February 20th - Parks and Tree Committee Meeting



MINUTES

Parks Tree Citizen Advisory Committee

November 21, 2023 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mary Mosier, Chair; Lonna Meston, Joe Morneau, Karen Coury, Tom Beatty, Michelle Shattuck

MEMBERS ABSENT: Coleen Marshall

GUESTS/STAFF PRESENT: Brian Harmon, Public Works Director

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Chair Mary Mosier called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 5:59 pm.

ROLL CALL

Public Works Director, Brian Harmon called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes.

APPROVE MINUTES FROM OCTOBER 17 & OCTOBER 30, 2023

There were no changes to either.

MOTION

Joe Morneau moved, seconded by Karen Coury to approve the October 17, 2023 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed as 5:0.

Joe Morneau moved, seconded by Lonna Meston to approve the October 30, 2023 Parks Tree Citizen Advisory Committee Special meeting minutes as presented.

Motion passed as 5:0.

CITY UPDATES | CITY ADMINISTRATOR REPORT

Ms. Mosier asked if anyone had questions for Brian.

Mr. Harmon mentioned that Adam wanted him to share the handout for recreational immunity, and shared some details on what that is. He also mentioned possible recreational signage.

COMMITTEE BUSINESS

a. Veterans Memorial Project Update

Mr. Harmon said that the paths are almost all done, but they stopped because they can't do the detailed work until after the planting beds are done.

Mr. Beatty asked what the plan was for removing the soil from the beds. Mr. Harmon said they will till it up, remove the material, then bring in new material.

Mr. Beatty mentioned saving some of the daffodil bulbs and putting them somewhere else. Mr. Harmon said they have time to save them if they wanted.

Ms. Coury clarified that the roses would be here January. Mr. Beatty said they usually start shipping around then, but they could be here earlier than that, and they should be able to get them done mid to late winter.

Mr. Harmon said he is waiting for the planting and paths to be done then will try to solicit donations for the medallions. He said he'd talk about medallion placement come spring.

b. Committee Goals/Work Plan

Ms. Mosier asked what their committee goals were.

Ms. Coury mentioned the Coburg Creek Park. Ms. Mosier said they would have to know what funds they have and finish other projects before they could move forward with that. Mr. Harmon recommended the planning for this to go onto next years' work plan. He also said that they ordered two more dog potty stations for that subdivision.

Ms. Coury asked about the grass at Johnny Diamond. Mr. Harmon said that should be on their work plan. Ms. Mosier said that it is an ongoing project, along with the weeds on the outside.

Mr. Beatty asked if they wanted a volleyball court put in. They would have to change the surface to be something people can play on. Ms. Mosier asked why the volleyball net was not put up this summer and Mr. Harmon could not think of a reason.

Ms. Mosier then asked about their accomplishments.

Mr. Beatty said they've made many accomplishments and improvements on the Veterans Memorial and the Pavilion updates with the help of monthly work parties. He also asked about the mowing schedule and clarification on where and when to mow.

Ms. Coury asked if there was something they could put in the places that shouldn't be mowed to mark them so they're more noticeable.

Ms. Mosier mentioned the grass growing up through the pickle ball courts, and Mr. Harmon said someone else took care of that and it is no longer there.

Ms. Mosier said that Coleen Marshall mentioned that the Booth Kelly sign needs to be treated, and Mr. Harmon said all the park signs need to be redone.

Ms. Coury said the Jacob Spores park sign and the flowers around it is an accomplishment.

Ms. Mosier said they would like to do something in Jacob Spores so they could see the creek. She also said they did research on the shade sails and mentioned that Ms. Marshall suggested a tree over the play structure for shade. Until that comes up, they would like to add a sail over it. They will look later on with funds about doing something similar in the Pavilion for concerts.

c. Tree City USA Work Plan Review

Mr. Harmon said this is new and he had to have a work plan for Tree City USA application. Their format is different and he wanted to show them the plan for the 2024 application. He mention they have to apply every December to be in Tree City USA.

Mr. Harmon and the arborists are working on a plan to assess the Big Leaf Maples in city owned right-of-ways because they had some failures. There is not a start date yet, but it will depend on funds and time.

Ms. Meston mentioned the trees on Abby Road, which are not clear if they are on city property. Mr. Harmon said that is a big part of the first step of the assessment; to verify if the tree is in the right-of-way.

d. Plaza Upgrade Update

Mr. Harmon said that ordering the restroom has had its challenges. They have submitted and asked some questions about the stacked rock and have not gotten a definite answer. Mr. Harmon and Adam Hanks decided that if stacked rock is not an option then they will go with the flagstone with the basalt color.

Mr. Harmon said that the plan is to continue the lines to the fountain. He said that he and Adam are planning on starting a plan for the fountain next week. They have to figure out who is going to build it and how much it is going to cost and who is paying for it.

NEXT MEETING

December 19th, 2023

ADJOURNMENT

Ms. Mosier adjourned the meeting at 6:52pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this ____ day of ____ 2023.

Mary Mosier, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



COBURG CITY COUNCIL

ACTION ITEM

Park | Tree Citizen Advisory Committee Appointment

Meeting Date	Staff Contact	Phone	Email
January 9, 2024	Brian Harmon, Public Works Director	541-682-7857	brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Annual appointment of the Park | Tree Citizen Advisory Committee voting members.

Suggested Motion

"I move that Mayor Bell appoint Tom Beatty, Karen Coury, Coleen Marshall, Lonna Meston, Joe Morneau, Mary Mosier and Michelle Shattuck as the seven voting members of the Park | Tree Citizen advisory Committee for the 2024 calendar year."

BACKGROUND

Park | Tree Advisory Committee Bylaws state all terms expire on December 31st. Existing members wishing to continue to serve will automatically be included in the appointments for the upcoming year.

The Committee consists of seven voting committee members that reside within the Coburg Fire District. Current members are:

- Tom Beatty
- Karen Coury
- Coleen Marshall
- Lonna Meston
- Joe Morneau
- Mary Mosier
- Michelle Shattuck

RECOMMENDATION AND ALTERNATIVES

1. Recommendation it to appoint the seven voting committee members.

BUDGET / FINANCIAL IMPACT

This committee meets monthly and is staffed by the Public Works Director and is required to follow Oregon Public meeting law. As with all public meetings, “soft costs” are incurred for staff time for meeting preparation (agenda/packets), meeting posting (website, social media, etc) meeting attendance and meeting minutes preparation. Staff is currently piloting a transition from contract minute taking services to an in-house model that has already shown indications of cost savings and enhanced quality of the product.

PUBLIC INVOLVEMENT

Not required for the annual appointments per bylaws Article IV, Section 4.

NEXT STEPS

At the Park | Tree Citizen Advisory Committee Meeting on January the appointed Committee members will elect a Chair and Vice Chair for 2024.

ATTACHMENTS

1. Park | Tree Citizen Advisory Committee Bylaws.



PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME AND/OR AUTHORITY

The Name of this organization shall be the Parks/Tree Citizen Advisory Committee for the City of Coburg Oregon; hereinafter referred to as Committee.

ARTICLE II – PURPOSE

Utilize the Parks and Open Space Master Plan as a guide to accomplish the goals as set forth within the Plan as adopted by City Council.

Participate in promoting donations for future park improvements.

The Committee will advise City Council on matters pertaining to Parks, Trails, Street Trees and related facilities.

ARTICLE III – DUTIES AND RESPONSIBILITIES

The Committee shall have the ability, as vested by the City Council, and be required to: Recommend to the City Council, after public input, the adoption, amendment or repeal of ordinances, resolutions, or requirements pertaining to the preservation, enhancement and advancement of the viability and attractiveness of the Parks, Street Trees, and related facilities.

Make recommendations to the City Council concerning City policies and decisions relating to Street Trees

Participate in studies in the area of Parks

Act in an advisory capacity to the City Council in matters pertaining to public recreation, including playgrounds

Review and make recommendations to the City Council pertaining to the annual budget of the Parks Fund

Make recommendations to City Council for revisions to the Parks and Open Space Master Plan. Review and make long-range recommendations concerning the planning of a program for parks and recreation. Promote and stimulate public interest and involvement.

Perform other duties as may from time to time be prescribed by City Council.

ARTICLE IV – MEMBERSHIP

Section 1. Membership

The Committee shall consist of a maximum of seven (7) voting Committee Members, hereinafter referred to as Members. And one non-voting staff representative, referred to as Staff, appointed by the City Administrator.

Section 2. Qualifications

The voting Members must reside within the Coburg Fire District with a majority residing within Coburg City limits.

Section 3. Application for Membership

Prospective Members shall file an application with the City Recorder. If the applicant is a minor the application must be co-signed by a parent or guardian.

Section 4. Method of Appointment

All voting Members shall be appointed by City Council. An applicant must have the approval of the Committee prior to appointment by City Council. All existing members wishing to continue to serve will automatically be included in the appointments for the upcoming calendar year.

Section 5. Good Standing and Reporting of Absences

It is the responsibility of Staff to bring serious attendance issues to the attention of City Council.

Section 6. Termination

If a Member accrues three (3) or more consecutive absences with a total lack of participation and/or communication, the Committee may recommend, to the City Council, to remove the Member from the Committee.

The City Council reserves the right to terminate a Member for any reason at any time.

All terms expire on December 31

Section 7. Ex-Officio Membership “Optional”

The Committee may find that, because of the complexity of its work, it is desirable to add member(s) at-large to the Committee to serve as non-voting Ex-Officio Member to lend other opinions or expertise. The Committee shall recommend to City Council such member(s) for temporary appointment as a non-voting Ex-Officio Member.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. Officers

Officers of the Committee shall consist of a Chair and Vice Chair.

Section 2. Election of Officers

In the regular scheduled meeting in January of every year, there shall be an election from among the Members of the Committee to elect a Chair and Vice Chair.

Section 3. Term of Office

The term of office for the Chair and Vice Chair is one calendar year (January-December).

Section 4. Nominations/Voting

In the absent of a Chair or Vice Chair, a Designee will be temporarily appointed by the Committee to chair the nomination process.

The Chair or Designee will open the floor to nominations. Any Member may nominate a candidate including the Designee for the position of Chair or Vice Chair.

Once the nominations are complete, the Chair or Designee will ask for a motion to close the nominations; a second of, and vote on the motion is required.

The Chair or Designee then declares that it has been moved and seconded, that the nominations be closed, and the members proceed to the election.

The candidate who receives a majority of the votes is then declared to be legally elected to fill the office of Chair, and will immediately chair the remainder of the meeting.

The same procedure is followed for the election of Vice Chair.

Section 5. Vacancy of an Officer

Should a vacancy occur, for any reason, in the office of Chair or Vice Chair a special election shall be held to fill the vacant office from among the Members. Refer to Article V.

Section 6. Removal of Elected Officers

The Chair or Vice Chair may be removed by a majority vote of the Committee at a regularly scheduled meeting. In order for the Committee to entertain a motion to remove an officer an agenda item must be placed on the meeting agenda prior to a regular scheduled meeting. Any officer removed ceases to hold the office once the vote has been tallied and announced. If the Chair is removed, the Vice Chair shall become the new Chair. An item to elect a new officer will be placed on the agenda of the next scheduled meeting

Section 7. Duties of the Chair

The Chair shall preside at all regular meetings and may call special meetings. The Chair may amend the agenda and shall use all points of order and procedure during the meeting; the Chair may be overruled by a majority vote of the Committee. The Chair may not make motions, but may second motions. The Chair acts as primary contact for Staff and may represent the Committee before City Council. The Chair and Staff shall jointly set the meeting agenda. The Chair may delegate the recording of the minutes to other Members.

Section 8. Duties of the Vice Chair

The Vice Chair shall assume all duties of the Chair in the absence or disability of the Chair.

Section 9. Duties of the Acting Chair

In case of absence of both the Chair and the Vice Chair from any meeting, an acting Chair shall be elected from among the Members present, to serve only during the absence of the Chair or Vice Chair.

ARTICLE VII – STAFF SUPPORT

Section 1. Staff

Staff support and assistance is provided, but the Committee does not have supervisory authority over City Employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Administrator.

The City Administrator shall designate appropriate staff to act as Staff person(s) to assist and support the Committee. Staff shall attend all regular and special Committee meetings. Staff shall be responsible for coordination of such reports, studies, and recommendations as are necessary to assist the Committee in the conduct of its business according to City Council policy. Staff may enlist the assistance of other departments as required. Staff shall be responsible for all public notification regarding all regular and special Committee meetings and related events. From time to time and/or at the request of the Committee, the City Administrator may appoint additional Staff to assist the Committee.

Staff shall supervise volunteers and interns, shall work closely with the Chair between meetings, shall make recommendations, prepare reports and proposals to the Committee, may represent the Committee at other meetings, presentations, and other public functions as requested, and shall perform administrative tasks.

Staff shall be responsible for the maintenance of proper records and files pertaining to Committee business. Staff shall receive and record all documents or other materials presented to the Committee in support of, or in opposition to, any question before the Committee. Staff shall sign all notices prepared in connection with Committee business, shall attest to all records of actions, transmittals, and referrals as may be necessary or required by law, and shall be responsible for compliance with all Brown Act postings and noticing requirements.

Section 2. Staff Relationship to the Committee

Given limited staff resources, the Chair or individual members shall not make separate requests of Staff without approval of the Committee. The staff's supervisor shall determine whether the request will be granted. If a member has a research or report request, it shall be brought to the Committee for discussion, consideration, and recommendation prior to making the request of staff. If not approved by the Committee, the individual member shall be responsible for his/her own research or report. Staff and the Chair shall jointly set the meeting agenda.

ARTICLE VIII – MEETINGS

Section 1. Time and Location of Meetings

The Committee will meet monthly, time, date and location as posted by the City Recorder.

Section 2. Cancellation

If a majority of the membership deems it necessary or desirable, a scheduled regular meeting may be cancelled or rescheduled upon giving notice to the Staff. This determination may be made via email or phone with members.

Section 3. Special Meetings

The Chair of the Committee, Staff, or a majority of the membership of the Committee may call a special meeting.

ARTICLE IX – CONDUCT OF MEETINGS

Section 1. Compliance with City Council Policies

All regular, special, and adjourned meetings of the Committee shall be open meetings to which the public and the press shall be encouraged. Meetings will be held at City facilities which are accessible to persons with disabilities.

Section 2. General Conduct of Meetings

Points of order and conduct, including those not addressed by these Bylaws, shall be settled by the Chair, unless overruled by a majority vote of the Committee. Points of order should use Robert's Rules of Order. The Chair will consult with staff as necessary.

Section 3. How Items Are Placed on the Agenda

A request to have an item placed for consideration on a future agenda may be made by Staff, Committee Member or a member of the public. The Chair and Staff will consider if that item should be placed on an agenda

Section 4. Quorum

A quorum shall consist of four (4) voting Members, whether or not there are vacancies on the Committee.

Section 5. Absence of a Quorum

In the absence of a quorum at any meeting, no formal recommendations or actions may be taken.

Section 6. Agenda

The Chair and staff shall jointly set the meeting agenda and its format shall conform to any framework set by City Council Policy.

Section 7. Order of Business

The Chair or a majority vote of the Committee may change the order of business. The Chair may be overruled by the majority of the membership.

ARTICLE X – PROCESSING MOTIONS (Robert's Rules of Order)

Section 1. Call for Motion

Upon conclusion of preliminary discussion, any member other than the Chair may place a motion on the floor. The motion shall contain the proposed action.

Section 2. Seconding a Motion

The Chair shall receive all motions and shall call for a second to each motion. The Chair may second a motion.

Section 3. Lack of a Second

If, after a reasonable time, no second has been made, the motion shall be declared dead for lack of a second and the Chair shall state this. This shall not be considered an action of the Committee and shall not be included in the minutes.

Section 4. Discussion/Debate

After a motion has been made and seconded, the Chair shall call for a discussion of the question. All discussion shall be limited to the motion on the floor. At the close of the discussion, the Chair shall put the matter to a vote. The Chair may, at his/her discretion, limit debate of any motion; except that each member shall have the opportunity to speak.

Section 5. Amending a Motion

A motion to amend may be made by any member to revise a motion on the floor; but it cannot be a freestanding motion on its own, nor can it substitute for a main motion. The motion to amend must be voted upon, unless the maker and the second accept it as a friendly amendment, and, if it passes, it then becomes part of the main motion.

Section 6. Withdrawing a Motion

Any motion may be withdrawn by the maker and the second and shall not be included in the meeting minutes.

Section 7. Motion to Table

A motion to table may be made to suspend consideration of an item that appears on a meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another Member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Members will refrain from using a motion to table as a means of capriciously limiting debate among Members, to suppress a minority of the Committee, or to avoid public input on an agenda item under consideration by the Committee.

Section 8. Results of Voting

The Chair shall state the results of each vote, e.g., "The motion passes by a vote of five to two."

ARTICLE XI – VOTING

Section 1. Conflict of Interest

No member shall make or participate in a governmental decision which she/he knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally. Any member who has a

disqualifying interest on a particular matter shall do all of the following:

- 1) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required;
- 2) Recuse himself or herself from discussing and voting on the matter;

Any question regarding conflicts of interest shall be referred to the City Attorney.

Section 2. Voice Vote

All questions shall be resolved prior to the voice vote. Each member shall vote "Yea" or "Nay" and the vote shall be so entered into the minutes. A Member may state the reasons for his or her vote, which reasons shall also be entered into the minutes of the meeting. All members including the Chair shall vote on all matters, except where she/he has a conflict of interest.

ARTICLE XII – REPORTS

Section 1. Agenda Reports to Committee

All agenda items require a written or an oral report. Written reports serve as the analysis, detail, history, and justification for each agenda item. Oral and written reports shall include recommendation(s) and background. Draft reports not submitted in a timely manner shall be placed on a future agenda.

Section 2. Preparation of Committee Generated City Council Agenda Reports

All resolutions and recommendations adopted by the Committee and addressed to the City Council shall be delivered to the City Administrator, generally fourteen days before the Council Meeting. Reports to the City Council from the Committee shall be written reports consistent with content, style, and formatting of City Council agenda reports.

ARTICLE XIII – RECORD KEEPING

Section 1. Maintenance of Records

All records shall be maintained according to the State of Oregon Retention Schedule.

Section 2. Minutes

Minutes shall be reviewed, corrected as appropriate, and or amended and approved by the Committee at a subsequent meeting. Minutes are a permanent document and shall be maintained in hard copy in addition to an electronic version.

ARTICLE XIV – AMENDMENTS

A majority of the full membership of the Committee may amend these Bylaws, subject to the approval of the City Council.

ARTICLE XVI – ADOPTION OF BYLAWS

Upon adoption of the City Council, these Bylaws shall be in full force and effect. Any and all previously adopted Bylaws are hereby superseded.

These Bylaws shall not be considered or construed as superseding any ordinance or directive of the City Council of the City of Coburg, nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Committee may direct its activities.

Adopted by City Council on January 8, 2013
Amended January 13, 2015
Amended September 13, 2016
Amended April 13, 2021

City Administration Report



January 9, 2024

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

1. **Law Enforcement Data System (LEDS) Audit** – Chief Larson and his staff, led by Police Department Technician Jeramiah Rupe, recently completed a required on-site audit for the City’s utilization of LEDS, a statewide program organized and administered by the Oregon State Police (OSP). LEDS is a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government.

Audits are required at least once every three years and includes a review of current user agreements, staff training records, physical access to the system, communication on training, security and operational updates and all agency policies relating to the use of the LEDS system.

Attached to this report is the final audit letter from OSP indicating a successful (in compliance) audit. Chief Larson is currently also in the process of completing two other important third party audits in the Department’s continuing efforts to ensure all minimum standards are met and new best practices are properly incorporated into the complex set of regulations that local law enforcement agencies work within. Results of these audits will be shared when completed.

2. **Utility Billing Online Customer Portal**– The City’s Admin and Utility Billing staff recently launched a new customer facing online utility billing tool that allows customers to sign up and get full access to their account. Customers can review current and prior billing statements, payment history, historical water consumption data, sign up for auto bill-pay, select paperless billing and other account features.

In addition to providing customers with improved access to information and additional payment options, the system improves the operational efficiency of the City’s customer service operations. City Recorder, Sammy Egbert and Utility Billing Specialist Sara Athey are the lead staff on the project and we are all appreciative and excited at the quick “go live” and the initial positive customer response. Attached is a flyer that will be distributed to all customers this month to highlight this new tool.

3. **Police Department CHETT Program Enhancement** – A number of years ago Chief Larson initiated a community assistance program modeled after another police agency in the region called the CHETT (Community Help Easing in Troubled Times) program. The program is donation based and provides a variety of low cost, but often essential assistance to a variety of people that find themselves in challenging situations. Funds have been utilized for motel rooms, gas, bus fare, etc to help people towards solutions to their immediate predicament.

In coordination with Public Works Director Brian Harmon, the CHETT program has recently been expanded to include the purchase of tools to loan out to those needing mechanical assistance to be able to continue their journeys. Additionally, in certain situations, Public Works staff has also assisted with troubleshooting and “hands-on” support to solve the immediate situation. In its short existence, these two CHETT program enhancements have proven to be valuable community tools to help those in need and, in many cases, prevent longer-term and higher cost problems from occurring.

4. **Municipal Court Amnesty Program**– Municipal Court Judge Phillip Williams and Court Administrator Mandy Balcom have developed an amnesty program that will start in early 2024 and run through the month of May. The intent of the program is to provide those with long term, outstanding Court fine balances a financial incentive to settle their accounts and close out their case files. Payment of 50% of the total amount currently owing will be matched with a waiver of the remaining 50% and the case file will be closed.

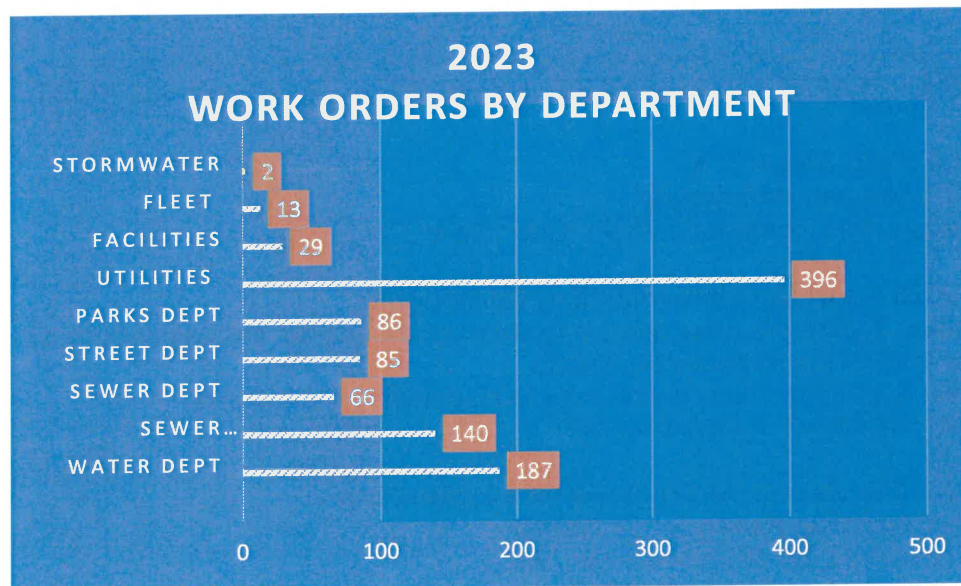
While the 50% waiver is a reduction in anticipated revenue, the potential for 50% payments on balances that may otherwise be required to be written off as bad debt likely equals or exceeds the “lost” revenue. A report on the success of the program will be provided to Council in June or July of this year.

Department Activity & Statistics

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

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

Public Works



December 2023 Highlights

Water:

Leak on N Harrison

Complaint regarding pressure pulsating

Streets:

Leaf pickup continues. Dump Truck is in the shop

Crosswalk Signal at Willamette and McKenzie is operational

Sewer:

We are having issues in the new subdivision with a rash of

bad floats. Working with vendor for resolution on this.

Planning

- SUB 02-20 & SUB 01-22: Public improvements for the first addition are complete. No new dwelling permits issued in December;
- Eight Structural/Plumbing/Mechanical/Electrical permits issued in December;
- Attended regional transportation meetings including a special meeting of the Transportation Planning Committee featuring an ODOT bridge specialist, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Received approval on the zoning determination application to Lane County for the waterline extension application;
- Planning Commission developed 2024 work plan goals;
- Heritage Committee developed 2024 work plan goals.

Municipal Court

- **December 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for December 5, 2023 Court Date: 7
 - **December 2023 Court Receipts Including Collections,**
 - **Total Fines:** \$4,939.64 (total monies taken in for the month, nothing deducted), compared to \$8,853.38 in December of 2022
 - **Net Fines:** \$ 1,234.02 (City share only, NOT including collections), compared to \$4,896.00 in December 2022
 - **December 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$3,705.62 compared to \$3,957.38 in December 2022
 - **Turned over to collection:** \$ 0 compared to \$33,073.00 in December 2022

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 Court Date: January 9, 2024, Regular Court Session
January 23, 2024, Jury Trial

Police

- The department received \$1,050 in donations to the Coburg CHETT program
- The department received \$3,015 in donations to the Coburg Shop with a Cop program
- Officer investigated a missing person who was last seen in Coburg.
- Officer cited a female for multiple misdemeanor warrants.
- Officer cited a male for multiple misdemeanor warrants.
- Officer cited a male for a misdemeanor warrant.
- Officer took a report of a traffic crash and conducted a commercial truck inspection.
- Officers investigated a potential stolen RV and determined it was a civil problem.
- Officer arrested a male for a domestic assault and several warrants.
- Officer jumped two vehicles with dead batteries.
- Officers used the CHETT program to help a stranded citizen.
- Officers changed a tire for a stranded motorist.
- Officers took a report of damage to the Norma Pfeiffer
- Officer used the CHETT funds to purchase fuel for a stranded motorist.
- Officer contacted a sex offender and is pursuing fail to register as a sex offender charges.
- Officer took a report of a stolen bag taken from a car.
- Officers responded to the Coburg Storage for suspicious conditions.
- Officer investigated a bomb threat from out of the area and is working with other agencies to make arrest.
- Officers blocked traffic for the Coburg Light Parade.
- Officers participated in the Annual Shop with A Cop with kids from the Coburg Charter School.

Upcoming Events:

Department Range

SFST training

