



## NORTH BEND CITY ADMINISTRATOR'S REPORT | OCTOBER 14, 2025

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### CITY RECORDER/HUMAN RESOURCES (MAYCIE JAEHNIG – 541-756-8178)

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#### Personnel Updates

- The Ice Rink Attendant position received six applications, and the Temporary Parks Maintenance Worker position received two. Candidate interviews began this week.
- The City Recorder participated in interviews for the Janitorial and Maintenance Technician position at the North Bend Swimming Pool. A candidate has been selected for the role.

The City's **Charter Review Committee** meeting, originally scheduled for October 8, 2025, was cancelled due to member absences. The meeting will be rescheduled for a later date.

(North Bend Strategic Plan: Policy Review)

**CloudPermit Licensing Software:** The City Recorder created a new consent form for criminal background checks, which will be used for Marijuana Annual Retailer Dispensary Permits, Oregon Liquor and Cannabis Commission (OLCC) Licensing, and Vehicle for Hire Services. Consolidating these into a single form will streamline the process once the new CloudPermit licensing software is implemented.

(North Bend Strategic Plan: Financial Sustainability; Policy Review)

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### COMMUNITY DEVELOPMENT (STEPHANIE WILSON – 541-756-4613)

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#### Visitor Information Center

The North Bend Ice Skating Rink will open for its fourth season on **November 15th**, running through the end of **January 2026**. November's schedule is now available at [www.northbendoregon.gov/iceskatingrink](http://www.northbendoregon.gov/iceskatingrink). This popular winter attraction offers opportunities for **sponsorships, private rentals, and birthday party bookings**, making it a wonderful addition to our community each year.

(North Bend Strategic Plan: Economic Development)

#### North Bend Main Street

🏆 North Bend shines at the 2025 Oregon Main Street “Excellence on Main” Awards!

We're thrilled to share that [Wildflour Public House](#) was named Business of the Year and the [North Bend Main Street Community Art Walk](#) earned Outstanding Promotional Event. Plus, a big congratulations to [Barb Dunham of North Bend Main Street](#)—recognized as a Standout Volunteer for her above-and-beyond service. 🍌 These honors celebrate the people and partners who make our historic downtown welcoming, creative, and vibrant. Thank you to Oregon Main Street and to everyone—business owners, artists, volunteers, and neighbors—who invests time and heart in North Bend. 💙

Business of the Year: <https://www.youtube.com/watch?v=pl3Oreo1fVA>

Outstanding Promotion: <https://www.youtube.com/watch?v=ge66iTVZaj8>

Standout Volunteer: <https://youtu.be/hKuSu2gxFLA?t=172>

Additionally, the program is proud to announce that **North Bend will host the 2027 Oregon Main Street Conference**. To learn more about the Main Street Program and upcoming events, visit [northbendoregon.gov/mainstreet](http://northbendoregon.gov/mainstreet).

#### **Upcoming Event Dates:**

- **October 25:** Halloween Extravaganza
- **November 29:** Small Business Saturday
- **December 6:** Christmas on Main and Tree Lighting

(North Bend Strategic Plan: Economic Development)

#### **Urban Renewal Agency**

A **Request for Proposals (RFP)** will soon go out to complete improvements to the **Bay Cleaners Building at 1858 Union Ave**. The project scope of work will include a new roof, façade upgrades, and selected interior work with some additional work included. Additional details about the RFP and submission process will be available at <https://www.northbendoregon.gov/bids>

(North Bend Strategic Plan: Economic Development)

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### **FINANCE (JEFF BRIDGENS, CPA – 541-756-8529)**

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#### **Audit Preparation and Year-End Close**

We've been hard at work preparing for the annual audit and closing out the fiscal year. A major focus has been implementing Governmental Accounting Standards Board (GASB) Statement 101 related to compensated absences. This involved analyzing employee leave types—such as sick leave—and usage trends over the past five years. We also calculated the City's government-wide liability and broke it down by fund. Supporting notes have been prepared for the auditors.

(North Bend Strategic Plan: Financial Sustainability; Policy Review)

#### **Fixed Asset Records and Depreciation Updates**

Our team updated the City's fixed asset records, which include long-term assets such as equipment, buildings, and infrastructure. We reviewed additions, disposals, and asset transfers from construction-in-progress to active use. Depreciation records were also updated, and documentation for disposals was gathered to meet audit requirements. We ensured purchase records for new assets were obtained and recorded properly.

(North Bend Strategic Plan: Financial Sustainability; Infrastructure Improvement)

#### **Leasing Analysis**

As part of the fixed asset review, we analyzed new and existing lease agreements to properly record right-to-use assets in accordance with current accounting standards.

(North Bend Strategic Plan: Financial Sustainability)

#### **Credit Card Deposit Analysis**

The City continues to expand credit card payment options for services like pool admissions, public records

requests, K9 program donations, business licensing, and permits. Multiple platforms are in use, with more transactions now processed through Stripe. To support this transition, we are developing new procedures to accurately capture daily transactions and ensure they match our financial records.

(North Bend Strategic Plan: Financial Sustainability; Economic Development)

### **Paperless Accounts Payable System**

We are transitioning to a paperless system for accounts payable to improve efficiency and reduce waste. While the change has been positive, it has required thoughtful problem-solving to address new challenges as they arise.

(North Bend Strategic Plan: Financial Sustainability)

### **Open Enrollment**

Open enrollment for employee benefits is currently underway and will conclude at the end of the month.

(North Bend Strategic Plan: Policy Review)

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## **FIRE DEPARTMENT (CHIEF JIM BROWN – 541-756-8581)**

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One of our shifts recently repainted the floors and completed a deep cleaning at **Fire Station #2**. The crew also performed several touch-up repairs in the engine room, where our fire engines are housed. Their pride and professionalism reflect the dedication of our entire team. In addition, an outside contractor completed exterior repairs to the building, and one of our crews followed up by painting the exterior. The North Bend Fire Department takes great pride in maintaining City infrastructure and assets valued at more than \$10 million, including our facilities and equipment.

(North Bend Strategic Plan: Infrastructure Improvement; Financial Sustainability)

The department participated in the **Coos County Preparedness Fair** at Pony Village Mall, joining other first responders to share safety information and connect with community members. We appreciated the strong interest from residents eager to learn more about how North Bend Fire serves during emergencies.

(North Bend Strategic Plan: Public Safety; Community Engagement)

Our crew also joined Coos Bay Fire for the annual **Bus Jam** canned food sculpture contest. The creative displays and friendly competition made for a fun and memorable event, thanks to sponsor NW Natural. Most importantly, all donated canned goods will go to local families in need later this month.

(North Bend Strategic Plan: Public Safety; Community Engagement)

Finally, we attended the **Career Trade Day at Umpqua Community College**, where we met with high school students from across Oregon and Northern California, including North Bend High School. Our firefighters shared information about career opportunities in the fire service and made hundreds of meaningful connections with future recruits.

(North Bend Strategic Plan: Public Safety; Economic Development)

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## **POLICE DEPARTMENT (CHIEF CAL MITTS – 541-756-8165)**

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In September, the North Bend Police Department responded to **1,850 calls for service**. This included:

- 41 vehicle collisions
- 79 reports of criminal trespass

- 2 stolen vehicles
- 37 reports of disorderly conduct

Officers made **19 warrant arrests**, issued **10 citations** for driving while suspended, and conducted **243 traffic stops**.

The department continues to grow its **Reserve Police Officer Program**. Recruitment efforts are ongoing, with two candidates currently in the final phase of the selection process.

Police also supported the **BAH Cancer Center’s fundraising 5K run/walk** at John Topits Park. Using the city’s utility terrain vehicle (UTV), Chief Mitts helped set up and clean up the course and patrolled the event to assist participants. The fundraiser was a success, raising nearly **\$20,000** to support cancer patients with transportation, lodging, and other essential services.

Additionally, the department received **two handheld LIDAR (Light Detection and Ranging) units** for speed enforcement. These devices use laser technology to measure vehicle speeds and were purchased with a grant from the **Oregon Department of Transportation (ODOT)**, with a total value of **\$3,500**.

(North Bend Strategic Plan: Public Safety)

## **PUBLIC WORKS (RALPH DUNHAM, PE, PLS – 541-756-8586)**

### **PUBLIC WORKS / BUILDING CODES / PLANNING**

**EPA Grant Projects** – Three major infrastructure projects are now complete: the in-situ sanitary sewer lining, Pump Station #4 upgrades, and the Pony Slough Road Reconstruction. The final project—slip-lining the storm sewer on Broadway between Public Square Court and Pony Creek—began October 13 and is scheduled for completion by October 28.

(North Bend Strategic Plan: Public Safety; Infrastructure Improvement)

**Cloud Permit Conversion** – Staff continue weekly training on the City’s new cloud-based permitting software. Business license conversion is planned for November, building permits in January, and public works/planning permits in February.

(North Bend Strategic Plan: Financial Sustainability)

**Virginia Avenue Repairs** – A repair project on Virginia Avenue is tentatively scheduled for the third week of October.

(North Bend Strategic Plan: Infrastructure Improvement)

**Highway 101 at Newmark** – Staff continue to work with the Oregon Department of Transportation (ODOT) regarding a sinkhole located over a broken storm mainline. The City has no record of owning this system, which appears to be part of an old Weyerhaeuser (now Ko-Kwel property) and highway drainage network dating back before 1953. While the estimated repair cost is about \$35,000, replacing the entire system could cost approximately \$1.3 million. The City maintains that this system is not part of its infrastructure.

(North Bend Strategic Plan: Policy Review; Financial Sustainability)

**Grant Applications** – The City received a Housing Planning Assistance grant from the Oregon Department of Land Conservation and Development to update its Urban Growth Boundary and Housing Needs Analysis. On October 13, staff also applied for an urban forestry grant to support landscaping improvements along Virginia

Avenue.

(North Bend Strategic Plan: Infrastructure Improvement; Economic Development)

## WASTEWATER TREATMENT SYSTEM

**New Diffuser Installation** – Crews are rotating treatment basins this month, taking one offline at a time to install new diffusers. Work will continue through October.

(North Bend Strategic Plan: Infrastructure Improvement)

**Biosolids Site** – Grading of the fill site is complete. Rock stockpiling and roadway maintenance using part of that material are expected to begin this month.

(North Bend Strategic Plan: Infrastructure Improvement; Environmental Sustainability)

## STREET DIVISION

**Drainage Basin Cleaning** – Crews are midway through cleaning all 1,200 City-maintained catch basins to prepare for the fall rainy season.

(North Bend Strategic Plan: Infrastructure Improvement; Public Safety)

**Fleet Maintenance** – A new street sweeper is scheduled for delivery in December. In the meantime, the existing sweeper—slated for trade-in—is being evaluated for mechanical issues. Depending on the outcome, staff may explore temporary alternatives to maintain operations through the heavy leaf season.

(North Bend Strategic Plan: Financial Sustainability)

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## PUBLIC LIBRARY (HALEY LAGASSE, MLIS – 541-756-5442)

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### Strategic Planning Community Survey

As part of its strategic planning process, the North Bend Public Library is seeking community input to help shape future programs and services. The **Community Survey** takes about 10 minutes to complete and will help identify local needs and priorities. Share your feedback at <https://s.surveypal.com/trs4cctt>

Thank you for helping make the North Bend Public Library the best it can be!

(North Bend Strategic Plan: Policy Review; Economic Development)

### Youth Librarian Recruitment

The library received 24 applications for the Youth Librarian position, and the first review of applications began last week. Interviews are anticipated for mid-October, with the goal of hiring before the Thanksgiving holiday.

(North Bend Strategic Plan: Economic Development)

### Volunteer Fair

Looking for a way to meet new people, learn new skills, and make a difference in your community? The North Bend Public Library invites the public to its **Volunteer Fair on Saturday, October 18 from 1:00–4:00 PM.**

This free event offers the chance to connect with local organizations seeking volunteers. Attendees can explore opportunities, talk directly with organization representatives, and discover ways to share their talents while giving back to the community.

### Organizations Attending:

- American Council for the Blind
- Bay Area Hospital Auxiliary

- CASA of Coos and Curry Counties
- Citizen Review Board
- City of Coos Bay Adopt-A-Park Pilot Program
- Coos Curry Foster Parents
- Coos Elderly Service
- Hearts With A Mission
- Safe Families for Children
- Hearts for Seniors
- Lions Club of Coos Bay
- Money Wise Oregon
- Oregon Bay Area Beautification
- Oregon Judicial Department
- Oregon’s Adventure Coast
- Rogue Climate
- SMART Reading
- South Coast Hospice
- Waterfall Community Health Center
- Zonta Club of Coos Bay Area
- Office of the Long-Term Care Ombudsman

(North Bend Strategic Plan: Economic Development; Public Safety)

### **Teen Caramel Apple Bar**

On **Tuesday, October 21 at 4:00 PM**, teens ages 13–18 are invited to create their ultimate caramel apple masterpiece. From classic sprinkles to crushed candy bars, a wide variety of toppings will be available.

(North Bend Strategic Plan: Economic Development)

### **Free Concert: Lisa Lynne and Aryeh Frankfurter**

The library is delighted to welcome back acclaimed harpists **Lisa Lynne** and **Aryeh Frankfurter** for a **free concert** on **Friday, October 24 at 6:00 PM**. This celebrated duo brings a rich blend of Celtic harps, Swedish Nyckelharpa, Ukrainian bandura, bouzouki, cittern, and more. Based in Oregon, Lynne and Frankfurter have built international careers, selling over a million albums and performing with some of the biggest names in folk music. Their performances combine traditional and original music with storytelling and humor for a warm, memorable evening. More information about the artists can be found at [www.lisalynne.com](http://www.lisalynne.com).

(North Bend Strategic Plan: Economic Development)

### **Library Closure**

The library will be **closed on Monday, October 27** for staff development. In the morning, staff will complete Red Cross CPR and First Aid training. In the afternoon, they will participate in strategic planning workshops.

(North Bend Strategic Plan: Public Safety; Policy Review)

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## **PARKS, FACILITIES, POOL OPERATIONS (AARON BIXLER – 541-756-2656)**

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### **Pool Operations**

#### **Free Public Swims Wrap-Up**

We wrapped up our last of four Free 2:00–4:00 PM Public Swims for September, with a total of 164 patrons participating over the four Saturdays. Thank you to Advanced Health for sponsoring these popular community

swim days.

(North Bend Strategic Plan: Public Safety; Economic Development)

### **Fall Open Swim Schedule**

We launched weekday open swim sessions from 4:30 PM to 5:30 PM, Monday through Thursday. These will continue until the high school swim season begins in November.

(North Bend Strategic Plan: Public Safety)

### **October Special Open Swims**

- Thursday and Friday, October 9–10: Open swim from 2:00 PM to 5:30 PM while Southwestern Oregon Community College is away at a swim meet in Santa Cruz, California.
- Friday, October 24: Open swim from 2:00 PM to 5:30 PM.

(North Bend Strategic Plan: Public Safety; Economic Development)

### **Community and Partner Programming**

- Special Olympics continues its Saturday swim practices from 10:00 AM to 12:00 PM, with strong attendance and community engagement.’
- The U.S. Coast Guard will hold an All Base Swim Test on October 14, 9:00–11:00 AM at our pool. Many active rescue swimmers have been training here over the past two weeks in preparation.

(North Bend Strategic Plan: Public Safety; Economic Development)

### **Staffing Updates**

We welcomed two new hires to the pool staff this week. In addition, our new custodian and maintenance team member is scheduled to begin Thursday at 2:00 PM.

(North Bend Strategic Plan: Infrastructure Improvement; Financial Sustainability)

### **Parks & Facilities**

#### **Restroom Deep Cleaning**

All park restrooms received a thorough deep cleaning to maintain sanitation and improve the visitor experience.

(North Bend Strategic Plan: Public Safety; Infrastructure Improvement)

#### **Facility and Structure Maintenance**

- Removed the Salon Bella deck.
- Performed trail widening and maintenance at Ferry Park to improve accessibility.
- Completed electrical and plumbing maintenance at the Community Center and City Hall.
- Repaired the Ferry Park lower gazebo and addressed pool toilet issues.
- Installed new Visitor Information Center lighting and a locking door knob for improved security.

(North Bend Strategic Plan: Infrastructure Improvement; Public Safety)

#### **Landscaping and Vegetation Management**

- Pulled weeds and trimmed hedges in the downtown parking lot.
- Pressure washed Oak Street Park and began cleaning at State Street Park and the Visitor Information Center mailbox area.
- Removed grape vines and jasmine from Salon Bella planter boxes.

- Completed library landscaping and weed pulling.
- Performed leaf removal and event tent cleaning at Simpson Park.

(North Bend Strategic Plan: Infrastructure Improvement; Economic Development)

### **Ongoing Projects**

- Continued pressure washing at multiple park locations.
- Advanced seasonal leaf removal and landscaping at Simpson Park to keep public spaces clean and welcoming.

(North Bend Strategic Plan: Infrastructure Improvement)

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Each update in this report aligns with the North Bend Strategic Plan—a roadmap adopted by City Council to guide decision-making, prioritize investments, and ensure accountability as we work toward a stronger, safer, and more sustainable community. A copy of the [2025-2028 Adopted City Council Goals and Strategic Plan](#) is available online.