



MINUTES

Parks Tree Citizen Advisory Committee

November 19, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty; Vice Chair, Michelle Shattuck; Lonna Meston, Coleen Marshall, Karen Coury, Joe Morneau

MEMBERS ABSENT: Mary Mosier

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

RECORDED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Chair, Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:00 pm.

ROLL CALL

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

AGENDA REVIEW

There were no changes made to the agenda.

APPROVE MINUTES FROM OCTOBER 15, 2024

Ms. Marshall noted that her first name was misspelled, and also an error on page 4 under work parties, that it was Ms. Marshall and Mr. Beatty that worked at Jacob Spores, not Ms. Mosier.

MOTION

Mr. Morneau moved, seconded by Ms. Marshall to approve the September 17, 2024 Parks Tree Citizen Advisory Committee meeting minutes as corrected.

Motion passed – 5:0.

COMMITTEE BUSINESS

1. Hazards and Issues with Parks

Ms. Shattuck mentioned that they had talked about working at the veterans memorial rose garden at the last meeting, which she and Ms. Marshall did do, and also noted the broken sign on Booth Kelly trail. They also discussed the veterans memorial flags and possible insignias, and Mr. Morneau mentioned that the Coburg Grange has offered to help finance them.

Ms. Marshall brought up the dedication of the Veterans Memorial. She tried to contact the American Legion and has not been able to get ahold of anyone. Mr. Morneau said that they could put together a group to do a nice dedication when time comes as well, possibly around spring time when weather is better. Mr. Beatty also noted the signage for identifying the roses, which they will get a quote on and decide the verbiage for.

2. Work Party Recap & Next Location

Ms. Marshall mentioned again, that she and Ms. Shattuck worked at the veterans memorial rose garden, dead headed, trimmed, and cleaned up the area. They are going to hold off on scheduling any further work parties, unless weather improves enough.

3. Pavilion Park Update

Mr. Hanks said that the Pavilion Park Project is in progress, and things are going well. Some utility work is done and the next piece that the City is responsible for is topsoil which will happen in the spring. The rough pathways are in so you can see the shape, and ADA parking and concrete will begin soon on the Harrison side. They are working with Coburg Main Street on Christmas decorations and lighting to fill a blank spot where construction is happening.

Mr. Morneau mentioned that the Coburg Grange is going to donate a Dogwood Tree in memory of John Bosley, and also a donation by Clay Meyers for an Evergreen Tree with plaques to go with them and a dedication ceremony.

Mr. Beatty had mentioned having an overview of what the park will look like when it is finished inside the information booth for people to refer to. Mr. Hanks said he will check on that.

Hanks also touched on the timeline of the irrigation and ground moving. They will look at fundraising and donation possibilities for any auxiliary items like the fountain and benches. They will also have to look into the naming of the park. Their goal is to have all the large and main construction pieces done by Memorial Day.

4. Booth Kelly path

Mr. Hanks said that Booth Kelly is due for some major maintenance. They are looking further into that and are hoping to start some improvements in late spring-early summer. It would probably be in the \$5,000-8,000 range.

5. Volunteer Hours

Mr. Hanks noted down the extra volunteer hours of the committee. They clarified the volunteer hour reporting process.

6. Tree Maintenance on 3 Trees

Mr. Hanks noted that there were two citizen inquiry forms that came in about tree trimming, and another tree that was in a travel lane. They had the arborist come out and look at the two citizen trees, and got the one in the road cleaned up and are waiting for further direction. They also discussed the updates of the vegetation management plan and street tree list.

CITY UPDATES

7. October 2024 City Administration Report

Mr. Hanks noted the staff liaison changes, and mentioned some other large items that are in progress between staff and council, and the changes that will be seen in Public Works.

Mr. Hanks briefly mentioned the funds balances and revenue shortages for the city, as well as some prioritization efforts the city is currently working on. Hanks also mentioned the use of the RARE member to help with certain things, including in some Public Works areas.

They discussed the donations policy and process, and what part the committee takes in that.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:03pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this _____ day of _____ 2024.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder