



# COMMITTEE MEMO

**MEETING DATE:** November 18, 2025

**STAFF:** Adam Hanks, City Administrator

## Park | Tree Committee November 2025 Meeting Overview

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### Agenda Background Information

The following are highlights of items on the meeting agenda.

#### Item #1 - Minutes

#### Item #2 – Hazards and Park Issues

Follow up list includes:

- Bench maintenance – Booth Kelly Rehab next on list (new bench donation potential)
- Restroom Facilities Remote/scheduled Lock systems – Pavilion Installed, Norma in progress
- Johnny Diamond – Dead tree – noted for fall replacement
- Norma Phieffer – Thistles in playground area – In progress

#### Item #3 – Work Party Recap

N/A – Nov, Dec Jan off

Veterans Rose Garden trimming?

#### Item #4 - Park Projects Update

##### Pavilion

- Final sign design approved, permit issued. Installation in Nov (delay from sign contractor)
- Dead trees removed in July, replanting complete
- Fundraising for fountain, benches, light bollards and picnic tables in development
- Maintenance/improvement tasks planned for Fall/Winter include:
  - Painting existing light posts
  - Plank replacement on pavilion structure floor (near back)
  - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
  - Lighting replacement for info shelter
  - Remote/Scheduled lock system - Installed

##### Johnny Diamond

- Focus on weeding, primarily along west fenceline
- **Historic Signs** - Coburg Main Street sign design/fabrication concept will be presented to Heritage Committee at upcoming Committee meeting with report back to Parks & Tree Committee at a future meeting for final review and recommendation of donation acceptance.

### Jacob Spores

- Grading/clean up to the south of water tank access road scheduled for spring

### Norma Pfeiffer

- Draft design for Veterans Medallion monument to Park & Tree Committee for review in November
- Signage at restrooms for camera and open hours to be designed and installed with new door locks

### **Item #5 – Painted Pillars at Pavilion Park**

Council approved the Committee recommendation to pursue the use of the fountain area for a temporary public art installation. The project will follow the Council approved donation policy. Staff will work with Coburg Main Street on the project details and the project will be presented back to the Committee at a future meeting for a recommendation on acceptance of the donation.

### **Item #6 – Community Engagement/Outreach planning for New Neighborhood Park**

The October Committee meeting recommendation of the Committee was to develop the initial project design concepts with the Committee that would result in a 30% project design. This will occur over the next several committee meetings with a target of community feedback on the 30% design in spring of 2026 through the use of surveys, open houses and other engagement tools.

### **30% project design plan**

1. Review Parks and Open Space Master Plan
2. Develop initial list of desired park features/amenities
3. Rank/sort features by importance
4. Lay out features on plat maps for scale/fit
4. Develop phasing plan for feature improvements

### **Item #7 – Veterans Medalion Project**

In a recent site visit with staff and the donating entity, Coburg Grange, a more flexible approach to the installation was discussed and will be presented to the Committee involving individually posted medallions at the front of each of the five triangle shaped planters with posts similar (but shorter) than the existing rose naming signs/posts.

### **Item #8 – City Administration Report**

#### Council Look Ahead

- Loop Path Review – U of O student presentation to Council
- Revenue Options Council Sub-Committee Recommendations (General Fund)

***Future Meeting Agenda Items – Items for upcoming meetings include:***

- a. Final Veterans Memorial Medalion Design*
- b. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu*
- c. Vegetation Management and Maintenance Plan Review*
- d. Committee Vacancies – Recruitment/Appointment Process*