



## **MINUTES**

### **Parks Tree Citizen Advisory Committee**

#### **Regular Meeting**

July 18, 2023 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

Hybrid Meeting in-person or via ZOOM

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

**MEMBERS ABSENT:** None

**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.

#### **AGENDA REVIEW**

No changes.

#### **APPROVE MINUTES FROM JUNE 20, 2023**

Page 1, under City Updates/Administrator Report, Coleen Marshall clarified that the Loop 4 Bike Path project cost had increased by \$600,000. Mr. Harmon confirmed.

Page 3, under Approved signatures, change "Ray Smith, Mayor of Coburg" to "Chair, Mary Mosier".

Page 2, paragraph 3, correct Mr. ~~Mosier~~ to Harmon.

**Ms. Marshall moved, seconded by Lonna Meston, to approve the minutes from June 20, 2023.**

**The June 20, 2023 minutes were approved unanimously as 7:0**

## **CITY UPDATES | CITY ADMINISTRATOR REPORT**

No questions or comments.

## **COMMITTEE BUSINESS**

### **a. Donation List and tables at Concerts in the Park:**

Tom Beatty said that they haven't gotten very far with donations since the previous month. He thinks there needs to be something at the table to show people where their donations will be going. Mr. Beatty also asked what improvements they should focus on for fundraising and how they should pursue people about it. He voiced his concern about doing this at the concerts.

Joe Morneau stated that he believes that the Concerts in the Park or the Car Show are great places to do this.

Karen Coury asked if the things that were not covered under the Pavilion updates will be funded separately.

Ms. Mosier clarified what the City and the Committee is responsible for. She also briefly explained what the grant can and will be used for, and some of the needed upgrades on the Pavilion.

Ms. Mosier asks if they should concentrate on fundraising for the Pavilion, and where they should promote or advertise it, mentioning the ideas of Concert intermissions or the Newsletter. She states that she is not comfortable having a table for fundraising when they have nothing to show for it at the moment.

Ms. Mosier mentioned having a donation list for people to refer to, with things like trees and shrubs, restrooms, play structure, chess table, picnic tables and benches, and how they could go to businesses for donations. She also reported that the benches with backs were \$500 and that she would like to put a few benches without backs around the fountain.

Mr. Harmon mentioned how one bench has already been donated by Jim Broughton's family in his honor.

Ms. Mosier talked about cleaning up the information kiosk, and possibly staining the wood to better match.

Mr. Morneau supported Ms. Mosier's idea about going to the businesses for donations, however he stated the businesses are getting hit hard and it may not be easy to get donations

from them. He stated they would be missing out if they do not have a table there to show people what they are working on.

Ms. Mosier did not think they get enough traffic at the table and thinks it would be beneficial to tell people about it during intermission while being there to answer questions if needed.

Ms. Meston asked if anyone on staff has experience with donations procedures and concepts and Mr. Harmon says he will ask.

Ms. Mosier asked Mr. Harmon if he knows when they will receive something from Cameron McCarthy to be able to show people. She also asks about some details on the fountain and restrooms, and their costs, which Mr. Harmon clarifies.

Ms. Mosier wanted there to be something concrete for people to donate to.

Mr. Harmon clarified some details asked by Ms. Marshall, about how donations will affect the bid, the City and the contractors. He mentions how the bids can come back lower than the estimates, and that there are still some variables that are not yet clear.

Ms. Mosier mentioned how a safer option might be to focus on the trees and shrubs for donations.

They discussed how they could reduce the restrooms down to one stall to save money.

Ms. Marshall voiced her opinion on the table and how having more information to give people might help.

Mr. Harmon told them about other possible grant opportunities.

Ms. Mosier took a poll asking who would be in favor of having an information table and sheets at Concerts in the Park. She receives a mix of replies and opinions.

Mr. Beatty volunteered to be at the table the next day for Concerts in the Park and Mr. Harmon tells him he will try to get him the information he needs for it by the morning.

**b. Sail for Pavilion:**

Ms. Mosier said it might be off the table.

Mr. Harmon talked about the pricing and materials for this.

**c. Update on End of Year Purchases:**

Mr. Harmon spoke on the capital funds at the end of the fiscal year. He talked about the changes in the budget for the new fiscal year.

Mr. Harmon mentioned getting donations to help fund the Veterans Memorial project and the basic layout of the memorial.

**d. Work Party:**

Ms. Mosier said the Pavilion Park work party went well. Expressed concern on the slippery slate.

Mr. Harmon responded saying that when they get wet it gets slippery. He also ensured the committee that the irrigation system was malfunctioning and will be fixed soon.

**e. Johnny Diamond Grass Update:**

Mr. Harmon talked about the process it would take and the steps toward fixing it completely.

**f. Veterans Memorial Update:**

This was discussed under Update on End of Year Purchases.

**g. Update on Pavilion:**

Ms. Mosier and Mr. Harmon discussed that they are waiting to hear back from Cameron McCarthy and engineers.

Mr. Harmon mentioned how they messed up on the planting bed.

Ms. Marshall asked about the 4ft wall to which Ms. Mosier clarifies the details on that.

Mr. Beatty mentioned how they can't have a water receptacle on the backside of the wall.

Mr. Harmon added on that it is not an interactive fountain because that would create much more upkeep.

Ms. Mosier mentioned Loop 4.

Ms. Marshall asked to revisit the \$600,000 increase in the project.

Mr. Harmon talked about the changes that were made to the design and the changes to the price. He also clarified the incoming questions about the new design.

**NEXT WORK PARTY**

They discussed the scheduling for the August 21, 2023 work party and move it to August 14, 2023 at Booth-Kelly.

Ms. Marshall and Mr. Harmon discussed the blackberry bushes on Loop 3.

Ms. Mosier clarified that the City takes a break in City Council meetings for August.

**NEXT MEETING**

The next meeting is scheduled for August 15<sup>th</sup>, 2023.

**ADJOURNMENT**

Ms. Mosier adjourned the meeting at 7:09 pm.

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

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder

\_\_\_\_\_  
Mary Mosier, Chair