



COMMITTEE MEMO

MEETING DATE: September 16, 2025

STAFF: Adam Hanks, City Administrator

Park | Tree Committee September 2025 Meeting Overview

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
- Restroom Facilities Remote/scheduled Lock systems – In Progress
- Dead trees - Van Duyn parkrow – Removed
- Norma Pfeiffer branch limb up – Completed
- Johnny Diamond – Dead tree – noted for fall replacement
- Blackberries extending onto loop path – Completed

Item #3 – Work Party Recap

Item #4 - Park Projects Update

Pavilion

- Final sign design approved, permit issued. Installation in Sept/Oct
- Fountain design and cost estimates in progress. Dead trees removed in July, replanting scheduled for in Oct/Nov (under warrantee) - See agenda item #5
- Fundraising for fountain, benches, light bollards and picnic tables in development
- Maintenance/improvement tasks planned for Sept/Oct include:
 - Painting existing light posts
 - Plank replacement on pavilion structure floor (near back)
 - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
 - Open pedestrian “lane” at info shelter – Complete
 - Lighting replacement for info shelter
 - Painting and new signage for Bike Hub – In Progress

Johnny Diamond

- Focus on weeding, primarily inside fenceline

Jacob Spores

- Monitoring water needs for new tree and native plantings – healthy as of Sept
- Hedge trimming scheduled for August - Complete

Norma Pfeiffer

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

Item #5 – Fountain Design Alternatives

Staff would appreciate open discussion with the Committee for feedback on a phased approach for the fountain design/installation that would also include the removal of water from the project resulting in more of a landscape feature or public art at the currently proposed fountain location. Staff will present several ideas for phased approach that includes some short-term improvements intended to be useful/applicable for future alternative designs/solutions.

Item #6 – Future Meeting Agenda Items – Items for upcoming meetings include:

- a. Final Veterans Memorial Medalion Design
- b. Community engagement plan for Coburg Creek Park development
- c. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu
- d. Vegetation Management and Maintenance Plan Review
- e. Committee Vacancies – Recruitment/Appointment Process

Item #7 – City Administration Report