



MINUTES

Parks Tree Citizen Advisory Committee

May 20, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: Mary Mosier, Lonna Meston

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Claire Smith, Council Liaison

TRANSCRIBED 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

City Administrator, Adam Hanks called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes made to the agenda.

COMMITTEE BUSINESS

1. Hazards and Issues with Parks

Mr. Hanks went over the few things that public works have been working on in the parks, including rehabbing multiple benches, cleaning, garbage's, restroom locking mechanisms, tree maintenance, mowing, and more.

Ms. Marshall brought up someone using a motorized bike on the Booth Kelly trail and around town, creating tracks in the trails and grass. Mr. Hanks said that they are looking at it from multiple standpoints, including safety and maintenance. There are some regulations that can be set in place, but Hanks recommended looking at it more at the next meeting as its own agenda item. Ms. Shattuck also mentioned some spots in Pavilion Park that need weeded.

2. Work Party Update

Mr. Beatty said they worked at the entry way and around the new plantings in Pavilion Park. They also weeded in the rose garden. Mr. Hanks mentioned many spots that Public Works has been weeding and that they are working on coordinating signage for some areas.

Mr. Beatty mentioned some dead trees in Pavilion and Johnny Diamond, that Hanks said they are looking into and taking care of. Mr. Morneau mentioned that some trees in Norma Pfeiffer Park need trimming. Ms. Smith also asked if they could rake in some pre-emergent into those tree wells to help with some of the weed growth.

They scheduled the next work party for June 16th at 8am at Jacob Spores Park.

3. Park Project Updates

Mr. Hanks said that the city is working with Coburg Main Street to put together a ribbon cutting ceremony for Pavilion Park on June 5th.

Hanks mentioned that the Pavilion Park sign has been agreed upon by the Shepard family to pay for and design a new sign, and to rename the park to “Laura’s Park”. That design and paperwork will come to the committee next month.

Hanks noted that the Coburg Loop Path project is getting ready for bid in June and probably ready for construction in July or August. The path should be completed around October.

Mr. Hanks also mentioned that CIS recently did a safety test for the playground equipment. There were two very minor notes but was a great assessment overall with no major issues.

4. Street Tree Sub Committee Report

Mr. Hanks said that the Friends of Trees list was approved to be the basis for Coburg’s resolution for approved street trees, which he is working on putting together.

Mr. Beatty listed a variety of 5 different tree species that could be planted in the six spots along North Willamette Street. The committee recommended using one species for all four spots without powerlines, and another species for the two spots with powerlines.

5. FY26 Budget – Parks Program

Mr. Hanks updated them with the status of the budget process, which has been approved and will now go to council for adoption. Council also approved the first reading of the Parks & Open Space fee. The resolution will establish the actual amounts when it goes for a second reading in the June meeting.

Hanks mentioned that the Rose ID plaques are ordered and on the way, and they are hoping to have them installed by the June meeting.

Ms. Smith asked if there was any update on the Pavilion fountain. Mr. Hanks said they are working on that but there is no new update at this time. They are taking many different components into consideration.

CITY UPDATES

6. City Administration Report – May 2025

This report, along with Mayor Bell's May Update, was provided to the committee. There were no questions.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:31pm.

APPROVED by the City of Coburg Park Tree Citizen Advisory Committee on this _____ day of _____ 2025.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder