



## **MINUTES**

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

February 20, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Chair, Tom Beatty, Vice Chair; Michelle Shattuck, Lonna Metson, Colleen Marshall, Joe Morneau, Karen Coury, Mary Mosier

**MEMBERS ABSENT:** None

**GUESTS/STAFF PRESENT:** Nancy Bell; Mayor, Claire Smith; Coburg City Council, Anne Heath; City Administrator, Brian Harmon; Public Works Director

**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.

#### **APPROVE MINUTES FROM JANUARY 21, 2024**

##### **MOTION**

Mr. Morneau moved, seconded by Ms. Marshall to approve the January 21, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

*Motion passed as 4:0 – Ms. Mosier abstained due to prior absence.*

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

Mr. Harmon asked if anyone had any questions about the City Administrator Report.

Ms. Marshall asked about the number of Public Works' work orders and their relation to the storm. Mr. Harmon said that one work order had to do with both the water department and the storm event, but all others were separate work orders.

Mr. Beatty asked who gets to drive the new service truck. Mr. Harmon said that it's Jacob's new service truck, and the utility box for the back will be ordered come July.

## **COMMITTEE BUSINESS**

### **a. Thank you to Mary Mosier**

Mr. Beatty and committee members thanked Mary Mosier for her years of service and dedication to the city and the committee.

### **b. Trees for Johnny Diamond Park**

Mr. Beatty said they were thinking of a Japanese Maple, 5 Kousa Dogwood trees, possibly a Big Leaf Maple, and a couple Magnolia trees. Beatty said he would get them more details via email when he knows more.

### **c. Planting at Veterans Memorial**

Mr. Beatty said it is down to having the site prepped and measured for the roses. Mr. Harmon said it should be ready tomorrow but Mr. Beatty said he'd like to wait to lay it out before getting the roses. He and Ms. Shattuck are meeting on Thursday at 9am to go over the layout. They will start planting on Saturday at 9am. There are going to be 55 roses, with 11 in each section. Public Works will pick up the alfalfa pellets and other supplies for planting.

Mr. Morneau asked if there were any updates on the medallions. Mr. Harmon said he had not looked into it any further, and hadn't planned on it until all the planting is done.

Ms. Marshall mentioned that she was recently in Warrenton and they had a veterans memorial. She said that she could call their city hall and ask about where they got their medallions.

### **d. Trails End and Booth Kelly Signs**

Mr. Harmon directed them to the last page of the packet, which are the park signs that will go up on the soft trails. One will go on the post with the loop path medallion, another post will be planted on the other side, and they will plant another at trails end where the soft trail begins.

## **UPDATE ON PAVILION**

Ms. Mosier asked if there is any updates on Pavilion Park. Mr. Harmon said the restroom is being built right now and they're on schedule for delivery in May.

Ms. Mosier asked if there has been any progress on the fountain. Mr. Harmon said no, he is hoping to get back on that soon, between the Council Retreat and Budget events.

#### **NEXT WORK PARTY**

They have a work party scheduled for Monday, February 26<sup>th</sup> at 9am, at Jacob Spores Park.

They scheduled the next work party for Monday, March 18<sup>th</sup> at 9am, Pavilion Park.

#### **COUNCIL LIAISON COMMENTS**

Ms. Smith had a few things to report from Council. Mayor Bell requested that the committee liaisons bring back a report about what the committee is working on or what they'd like council to know. In return, the liaison would bring back the same from the Council to the committee.

Mr. Beatty said the two important things to report back would be the planting of the roses in the Veterans Memorial and the planting of trees at Johnny Diamond. They would also like to have some sort of dedication or grand opening down the road for the veterans memorial.

Ms. Mosier asked if there were any updates or feedback from council on the committee's goals. Ms. Smith said they did look at them and prioritize them into short-term, medium and long-term goals at the retreat. Adam Hanks should come back with those by the April meeting.

Mr. Harmon mentioned a long-term goal that was not mentioned was looking at the Parks & Open Space masterplan which will be coming up again soon.

Ms. Marshall asked if there were any comments on formulating a park district. Ms. Smith said it was talked about but will need to be looked into further.

Ms. Coury asked if they approved the mural. Ms. Smith said yes, it was approved at council.

#### **ADJOURNMENT**

Mr. Beatty adjourned the meeting at 6:34pm.

**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