



## MINUTES

### Parks Tree Citizen Advisory Committee

June 18, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Chair, Tom Beatty, Vice Chair; Michelle Shattuck, Colleen Marshall, Lonna Meston, Mary Mosier

**MEMBERS ABSENT:** Joe Morneau, Karen Coury

**GUESTS/STAFF PRESENT:** Brian Harmon; Public Works Director, Adam Hanks; City Administrator, Nancy Bell; Mayor of Coburg, Claire Smith; Coburg City Council Liaison

**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 made to the Agenda.

#### APPROVE MINUTES FROM MAY 21, 2024

Ms. Marshall noted a grammatical error on page 2, changing "resent" to "rescinded", and a spelling error on page 2 paragraph 5, changing "ideal" to "idea". She noted one other spelling error on page 3 under Pavilion Park Update, changing ADU to ADA.

#### MOTION

Ms. Marshall moved, seconded by Ms. Mosier to approve the May 21, 2024 Parks Tree Citizen Advisory Committee meeting minutes as amended.

*Motion passed as 4:0.*

## **COMMITTEE BUSINESS**

### **a. Budget**

Adam Hanks, City Administrator said that they are doing an overview of the budget with all committees. The 2024-25 budget was adopted by Council at the beginning of June. Mr. Hanks went through the outline of the 2024-25 budget packet. He mentioned the lack of funds, especially in the general fund, and what each funds are driven by, along with the major revenue streams. Other topics in the packet include departmental highlights, detailed budget pages, the framework document, and capital improvement plan.

Ms. Marshall asked about the added City Council meeting for a supplemental budget. Mr. Hanks explained that the supplemental budget is for this current year ending June 30<sup>th</sup>, 2024, not the newly adopted budget beginning July 1, 2024.

Mr. Harmon mentioned that beyond 2024-25, the estimated costs are strictly estimates and may not end up being very accurate when that time comes. Mr. Hanks said that the funding source for parks are mostly undetermined revenues without constant revenue streams. Coburg has been able to get some grant funds to help with some parks projects, but he explained that they will likely go over the grant amount for the Pavilion Park upgrades. Phase II will be bid in end of July, then will go in front of council in September, with hopes of beginning work mid-October, with a target finish in February, and completely wrapped up in March. When phase II bids come back, they will have a much better idea of where they stand with the grant amount. Currently, they are sitting at a total of around \$250,000 spent on this project.

Ms. Smith asked about the details of the grant requirements and what will be covered by the grant funds. Mr. Harmon discussed some of the details of the grant requirements, but currently there are still some unknowns until the Phase II bid comes back.

### **b. City Framework Document**

Mr. Hanks said the City Framework document is the guiding work plan document for staff and council, which involves 20 large objectives that they will focus on, including topics in the community, natural resources, government, utility systems, and financial resources. They will be adding another layer of detail to each item and asking Council to help prioritize them. He explained that the natural resources category has the closest link to the Park Tree committee, dealing with many parks, land use, tree maintenance, and vegetation management issues.

Mr. Hanks mentioned that they have started on the vegetation management and maintenance plan. Mr. Harmon and Mr. Hanks are looking at how to formalize the plan and make sure everyone is clear on how, what, why, and when they are doing it. Mr. Harmon said they want to have this portion back to council for further recommendation by February/March 2025. Mr. Harmon said that there are lots to do in the parks and right-of-ways, but currently there is only one person doing that job. He explained the setup of department splits and coverage rotation for public works employees, and how the departments are operated.

Mr. Hanks said that the tree management maintenance plan is very similar, but not as constant of a component. They have some emergency management funding that might be available, and they currently have some reimbursement from the January storm in progress. The parks and open space master plan review is more connected to the CIP. There will be more details on this plan after meeting with council, but it is an appendancy to the cities comp plan and is the guiding document for long-term development. These 3 items will be coming from staff as agenda items in the next 12-24 months.

### **c. Capital Improvements Plan**

Mr. Hanks also mentioned that the Capital Improvements Plan was approved by council prior to the budget and is then embedded into the budget. He explained that the revenue conversations are about operations and maintenance abilities, and the ability to do capital projects. He explained that the most useful part of the plan to this committee starts on page 42, which is the complete list of capital projects.

### **d. Vegetation Management Plan**

Mr. Harmon added that all committees and council are recessing in August and he will be gone in September, so it gives this committee July, October and November to hone in on things as a group. He hopes to have a very rough draft done by the September meeting, and in October they can discuss it further. Mr. Hanks said the goal is to provide a rough sketch of this plan, then begin to narrow it down and get more specific as they go.

Ms. Smith asked about what the committee can do, like adding or removing plants from certain spots in the parks, to try to lower the maintenance costs for vegetation. Ms. Shattuck said that the weeds in Johnny Diamond are out of control and very hard to manage, and that the few volunteers at the parks work parties can hardly make a dent.

Mr. Harmon explained the importance of having a plan in place for when the main volunteer group can't or no longer wants to participate in the weeding and maintenance at work parties. That consideration will in some way be built into that plan. Mr. Hanks also mentioned the importance of being able to scale up and also take into consideration the design maintenance implications for the future.

Mr. Harmon notified the committee that Johnny Diamond Park will be closed for a week in July, the specific dates are still unknown at the moment. They are going to weed eat, spray everything out, then use some pre-emergent. They have not decided on the kind of chemicals they will use yet, but are trying to find some glyphosate-free spray. They will also sand down and re-stain the structures. If they can fit it in, they would like to fill in the areas with new fresh bark chips as well. They will also be trimming down the Laurel Hedges at Jacob Spores Park, a little lower than usual to allow the newly planted ones a chance to grow to the same height.

Mr. Harmon said he also heard back from the City of Halsey about where they purchased the stone for their Veterans Memorial. It is from OM Stone and is estimated to be about \$8,000. It

is very similar to what they want with colored emblems for each branch, verbiage, and names of service members from that county that passed away.

Ms. Smith asked if there is any way they could buy the seals and attach them to the flagpole base. Mr. Harmon said it is possible, but he believes there is someone who wants to donate to the project. If they do one monument stone it would be on the North end of the circle. He will try to get ahold of them and bring that estimate back in July.

Mr. Hanks also said they are trying to deal with vandalism in the parks and facilities, which interrupts other processes and takes up time and money for the city. Mr. Harmon said they are discussing some alternatives for trash cans in the parks to prevent vandalism.

#### **e. Work Parties**

Ms. Marshall said they had 4 committee members and 3 community members at the last work party at Jacob Spores Park. Mr. Harmon said they will bring bark out to put down to hopefully help with the weed problem. Ms. Shattuck also said some of them went to the Veterans Memorial to rake and clean it up.

They scheduled the next work party for July 8<sup>th</sup> at 8am at Johnny Diamond Park, and a second one for July 15<sup>th</sup> at 8am at Pavilion Park. Mr. Harmon let them know of a couple places in Johnny Diamond Park where they could focus on.

Mr. Harmon noted that the Concerts in the Park will be at Pavilion Park. The restrooms will be available and the path will be temporarily ADA compliant for the events. Vehicles will not be allowed to drive or park in the park for the market and concerts. The committee will also be thinking about if they would like to have a booth at the market again this year.

Mr. Harmon also stated that the fountain will most likely not go in before phase II upgrades. However, the tree planting will happen during phase II.

#### **CITY UPDATES | City Administration Report from June 2024**

There were no questions or comments regarding the report.

Ms. Smith will let Council know, in her next liaison report, that the committee is going to begin having 2 work parties a month, and will also be working with public works to come up with ideas for the park maintenance plan. They also planted 3 trees at Norma Pfeiffer Park recently.

#### **ADJOURNMENT**

Chair, Tom Beatty adjourned the meeting at 7:42pm.

**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

DRAFT