



## MINUTES

### Parks Tree Citizen Advisory Committee

May 19, 2026 at 6:00 P.M.  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Chair; Tom Beatty, Coleen Marshall, Joe Morneau, Karen Coury, Cheryl Quinlan

**MEMBERS ABSENT:** Michelle Shattuck, Mary Mosier

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

**TRANSCRIBED BY:** Administrative Assistant; Madison Balcom

#### CALL TO ORDER

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 to the agenda.

#### MINUTES APPROVAL

##### 1. April 28, 2026 Park Tree Committee Minutes

Ms. Marshall noted a spelling error in the guest speakers name, Barbara Guignard.

**MOTION:** Ms. Marshall moved, seconded by Mr. Morneau to approve the April 28, 2026 minutes as presented.

***The motion passed as 5:0, with Beatty, Coury, Marshall, Morneau, and Quinlan voting affirmatively, none opposed.***

#### COMMITTEE BUSINESS

##### 2. Hazards and Park Issues

Mr. Hanks went through the memo, reviewing the bench maintenance, and the dead tree at Johnny Diamond noted for replacement. They also discussed recent mowing in city properties,

though some areas still need some follow-up, the Veterans Memorial weeding, possible tree circles throughout the park system with priority being the trees at Jacob Spores and the magnolia trees near the Johnny Diamond pavilion. Hanks noted that maintenance progress is limited by a staffing vacancy and ongoing vegetation management demands, but they are doing their best to keep up.

### **3. Work Party Recap**

Ms. Marshall said they had a successful work party at Laura Park. They talked about having a whiteboard out in the park to advertise the upcoming work party in the few days prior, which Ms. Smith will keep and coordinate. They also discussed the possibility of community members being able to volunteer on their free time, not necessarily in the scheduled work party times.

The next work party will be on June 15<sup>th</sup> at Norma Pfeiffer at 8:30am.

### **4. Park Project Updates**

Mr. Hanks provided updates on ongoing park projects, including seasonal maintenance staffing being supplemented with a temporary employee, recruitment is underway to fill a vacant public works position, tree replacement at Johnny Diamond Park remains pending, historic sign discussions continue with Main Street partners, fence, grading, and cleanup issues between Jacob Spores and the Loop Path, Norma Pfeiffer Park improvements, including signage, post installation, flagpole repair, and memorial plaque development.

Hanks also noted that the Loop Path survey closed recently, and they received 87 responses. The final presentation will be provided to the committee once it is received.

### **5. Community Engagement/Outreach planning for New Neighborhood Park**

Mr. Hanks discussed community engagement for the future neighborhood park, including an online public survey, social media promotion, a-frame signs and QR-codes at parks and City Hall, participation at community events, and future pop-up community meetings after survey results are reviewed. They also talked about the survey including public input about desired park features and priorities, and potential phased development.

Community guests asked if there was any update on the Norma Pfeiffer drinking fountain. Hanks said he did not have any update at this time and doesn't know if they will be able to get to that this season. They also talked about the possibility of replacing it with a bottle filling station and water fountain combo in the future.

Hanks encouraged the committee to think about the smaller and lower cost projects within the park system that they would like to see get done, and ways they could prioritize and help budget for those that don't always end up on the large-scale capital improvements plan.

Mr. Hanks also gave a brief overview and update of the Coleman Collector Street reconstruction project.

### **6. Volunteer Program Re-Structuring Discussion**

Ms. Marshall suggested organizing community work parties on Saturday mornings to encourage greater volunteer participation and potentially support work in all four parks each month rather than focusing on a single park. Ms. Marshall also proposed allowing residents to volunteer in the parks whenever they have extra time, provided they notify Public Works and the City in advance. Mr. Hanks noted that these ideas align with the upcoming vegetation management plan and will work into the City's communication efforts.

The discussion also highlighted volunteer liability concerns and considered organizing volunteers into groups based on specific park areas or project types to improve coordination and effectiveness. This will require extra communication efforts, possible participation from businesses, volunteer coordination with this committee, staff involvement and administrative work to create a program like this.

They will continue this discussion at the next meeting and possibly plan a Saturday morning work party to see if they can get more volunteers, and test out the idea.

#### **CITY UPDATES**

##### **7. City Administration Report – April 2026**

This report was provided. There was no discussion.

#### **ADJOURNMENT**

Mr. Beatty adjourned the meeting at 7:36pm.

**APPROVED** by the City of Coburg Park Tree Citizen Advisory Committee on this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Tom Beatty, Chair

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