



## **Coburg Parks | Tree Committee Meeting**

July 20, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall  
91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Lonna Meston, Colleen Marshall, Joe Morneau, Tom Beatty, Karen Coury.

**COMMITTEE MEMBERS ABSENT:** Chair Mary Mosier, Claire Smith.

**STAFF PRESENT:** Anne Heath, City Administrator.

**GUESTS:** Jennifer and Jean Rhea, Residents.

### **1. CALL TO ORDER**

Ms. Mosier called the Park and Tree Committee to order at 6:00 p.m.

### **2. ROLL CALL**

Ms. Heath took roll and a quorum was present.

### **3. AGENDA REVIEW**

Mr. Beatty asked if there was anything to be added to the agenda.

Karen Coury joined the meeting at 6:03 P.M.

Joe Morneau noted that the plants on the outside of the fence at Johnny Diamond Park were not visible because the weeds were so bad.

### **4. APPROVE MINUTES FROM June 15<sup>th</sup> 2021**

Ms. Marshall noted in the last paragraph about collecting \$300 for a funeral that she did not see this issue in the agenda. Mr. Morneau answered that Mr. Harmon had looked into this but was not ready yet. Ms. Marshall also wished to correct the spelling of McKenzie St.

**MOTION:** Mr. Morneau moved, Ms. Meston seconded a motion to approve the minutes as amended. Motion passed unanimously.

## **5. CITY UPDATES**

There were no City updates.

## **6. COMMITTEE BUSINESS**

- **Historical Signage**

Ms. Smith was not present to give an update on the historical signage.

- **Booth Kelly Botanical Signs**

Mr. Morneau shared that Ms. Smith was working with Mr. Harmon and Terry Dawson to put this together.

- **Work Party Plan for August**

Mr. Morneau noted that trees needed to be trimmed and that it hadn't been done as they were too busy.

Mr. Beatty asked for any suggestions for the work party. Mrs. Rhea wanted to see a work party for Johnny Diamond Park and thought that their neighbors might be interested in volunteering but hadn't seen any advertisement for the work party. Ms. Marshall said there was an article in the newsletter. Mrs. Rhea said that Johnny Diamond Park wasn't mentioned and Ms. Marshall answered that the party was originally for Norma Pfeiffer. Ms. Heath offered to post on social media and Mr. Morneau suggested putting up an ad on the notice board to get attention.

Mrs. Rhea asked if volunteers could sign up the day of the party and if children were welcome. Ms. Meston said they hadn't thought of specific ages and noted that some tool use was needed. Ms. Heath added that there was a minor child waiver form.

Mr. Rhea asked where the ads would be posted and Mr. Morneau answered at the kiosk next to Pavillion Park. Ms. Heath offered to make flyers to hand out.

Mr. Beatty asked if weekend work parties would be easier for new members and Mr. Morneau suggested a trial work party on a Saturday. Ms. Marshall suggested Saturday the 14<sup>th</sup> at 9 A.M.

- **Work Party Recap from July**

Mr. Beatty noted that this was already discussed.

- **Spring Toys at Norma Pfeiffer Park and Toddler Tables**

Ms. Heath shared that these would be delivered the next day and assumed that they would be installed as soon as possible.

Ms. Marshall asked what kind of tables and how many there were, Ms. Heath answered that they were portable picnic tables and thought there were two tables and two toys.

- **Flag Pole Project**

Mr. Beatty shared that there was nothing new on this project, that they were just waiting for the City to get the plans together.

Ms. Heath asked if they were waiting on the grant and Mr. Morneau said the budget was short so they were waiting to see if there was a grant. Mr. Beatty added that the sidewalk and bench placement were discussed but the design on the flagpole was still in rough draft. Ms. Heath said there may be a grant that aligned with this but a rough engineer drawing was needed. Mr. Beatty said there was talk of meeting with the local VFW and Mr. Morneau said Mr. Harmon would contact them. Ms. Heath noted that they were moving their meetings to the IOOF starting in August and Mr. Harmon could ask them then.

- **Update on Donation Policy**

Ms. Heath shared that Ms. Smith had a rough draft that she had put in policy form and drafted a resolution but said that the July Council meeting agenda was too full to hear it. She said she had tried to make Ms. Smith's notes usable as a draft for other projects. Ms. Heath noted that it was a pretty simple policy which covered tree and plant materials and made sure donations aligned with the design of the park area and created an asset rather than more work for the City. She added a form to fill out asking where the donation would be placed which would be passed to the department head and appropriate committees. She said Mr. Harmon was taking this to City Council and would need comments from the Committee.

Ms. Coury asked if this was a resolution to adopt a policy and Mr. Morneau answered that the Council could not adopt a policy without a resolution and Ms. Heath said she was pushing for a resolution.

Ms. Marshall asked if a group email could be sent to Mr. Harmon and Ms. Heath noted that the meeting could not be conducted online but the document could be sent out.

Ms. Coury asked the time frame and Ms. Heath said there would be a quick turnaround and feedback would be needed by July 28<sup>th</sup>.

Mrs. Rhea asked about putting in a free community library and offered to put one up on their property. Ms. Heath said to wait for the City Council to adopt the donation system and to fill out a form to donate a library and then Mr. Harmon would bring this to committee and respond back. Ms. Coury noted that this would be a very popular idea and Ms. Heath hoped to take the donation policy to council on August 10<sup>th</sup>.

- **Committee Work Plan Review**

Mr. Morneau said this had pretty much been covered and Mr. Beatty added that a resident on Van Duyn St. was interested in planting trees but they were under power lines and they would have to refer to the tree acceptance handout.

Mr. Beatty hoped they would come up with the types of trees tonight but Mr. Morneau said this could wait a couple months. Ms. Heath asked which Van Duyn and noted that it might have to go through the county if it was in their right of way.

Ms. Meston wished to come back to the work party process and said it was important for the committee to make work parties interesting and enjoyable for everyone which meant being prepared and coordinating with Mr. Harmon. She suggested offering water to volunteers and wanted to make sure at least two committee members could commit to the party.

Ms. Marshall suggested requesting an RVSP and sending out reminders to volunteers. Mr. Beatty asked how tools would be provided and Ms. Marshall said to notify volunteers that planting and weed pulling would be done and to bring their own tools and work gloves.

Ms. Meston suggested implementing ways to encourage volunteers and suggested offering coupons for attendance.

Mrs. Rhea mentioned a Facebook page which might be used for advertising work parties but Mr. Morneau said the page was more of a classified ad.

Ms. Heath noted that a new employee would be coming on as Main Street Coordinator which could help with planning work parties.

Ms. Marshall suggested adding anything not covered tonight to the agenda for the next month. Mr. Beatty mentioned discussing trees for Trail's End and Ms. Marshall offered to send these ideas to Mr. Harmon.

## **7. ADJOURNMENT**

Hearing no further discussion, Mr. Beatty adjourned the meeting at 6:42 P.M.

**APPROVED** by Park | Tree Committee on this xx day of xx 2021.

**ATTEST:**

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

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Mary Mosier, Chair

*(Minutes recorded by Jayson Hayden)*

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