



## MINUTES

### Parks Tree Citizen Advisory Committee

May 21, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

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

**MEMBERS ABSENT:** Lonna Metson

**GUESTS/STAFF PRESENT:** Brian Harmon; Public Works Director, 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

They added a Liaison Update and a Donation Process update by Ms. Smith.

#### APPROVE MINUTES FROM APRIL 16, 2024

##### MOTION

Mr. Morneau moved, seconded by Ms. Marshall to approve the April 16, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

*Motion passed as 5:0.*

## COMMITTEE BUSINESS

### a. Johnny Diamond Maintenance

Mr. Beatty mentioned their previous discussion on using an herbicide to help control the weeds, and wants to entertain a motion to evaluate and come up with some alternatives before making a decision, possibly using a hybrid to incorporate turf and various ground covers.

#### MOTION

Mr. Morneau moved, seconded by Ms. Coury to evaluate some alternatives for weed control in Johnny Diamond Park.

*This motion was resented.*

They will put a group together to discuss the possibilities of how to proceed with the issue.

Ms. Smith mentioned that she had a meeting with Mr. Hanks and Mayor Bell to get some input of the recommendation process, and they had some ideas. They discussed reviewing the role of the committee, which she met with Mr. Beatty and Ms. Shattuck about. The committee is appointed by council, their job is to make recommendation to council, and not to direct staff.

In their meeting, Mayor Bell suggested that she would like the committee to ask for an ideal when making a recommendation, and also that the committee define the wording of their recommendation. Then Ms. Smith, as Councilor Liaison, would report to council on what recommendations are being considered.

Mr. Hanks' concerns were budget, staff workload, and meetings which is all out there for discussion and is being looked at further. Hanks' suggestion for making recommendations were for the committee to define the issue, the objective and the goal of the recommendation. His hope is that it will pull it from being a little recommendation or task to being a bigger umbrella or bigger picture that can have more potential for long term solutions. Hanks also thought it was important that staff have input on the recommendation, especially if they see a conflict. It is also important that when a recommendation is brought to council, there are committee members there to answer questions council may have. The timing of the staff input is important in the recommendation process, which is a committee decision on what works best.

Ms. Coury asked about having a committee mission statement. Mr. Harmon said they do have one. Harmon explained that Mr. Hanks is just getting through his first full year as City Administrator and also his first budget season. After the council retreat and budget season is over, council has made a clear set of goals. They went with a framework method this year, and a lot of the Parks and Tree Committee and Parks Department's jobs fall under many of those framework items. Meaning, almost all items have something to do with the parks.

Mr. Harmon said that Mr. Hanks is planning to come to the July Park and Tree meeting, which will be mostly dedicated to the budget, framework document, and future ideas.

Harmon suggested they figure out exactly what they are wanting before bringing it to Council. They do have a temporary plan and are working internally on a weed management program for the open spaces in parks. This could be a long term conversation, and Harmon suggests that they discuss exactly what they want to recommend, and take it to council in September. In the meantime, Public Works will still be working on some weed abatement.

They decided to make the recommendation now and possibly have it on council's June agenda.

## **MOTION**

Ms. Mosier moved, seconded by Ms. Coury to recommend improving the aesthetics of the parks in Coburg through the use of ground covers, turf, mulch and other alternatives that would improve the aesthetics.

*Motion passed as 6:0.*

### **b. Pavilion Park Phase I Update**

Mr. Harmon said that the restroom was delivered. Mr. Hanks and Mr. Harmon are discussing the color of the restroom with the manufacturer. There was lots of discussion on what the distressed wood would look like on the upper 2/3 of the restroom. The order form said distressed wood, no color, and they wanted to know what that would actually look like. They were sent some pictures with what it should look like, and when it was delivered it did not look like they said it should. They have let CTX know they weren't pleased with it, and they should be getting their recommendation on how the city and the manufacturers will go about fixing it.

Phase II is the fountain. They have not found someone to build it yet, but are going to work with a building official. They might have to navigate some ADU compliance issues.

### **c. Rose Garden Irrigation**

Mr. Harmon said the irrigation system is up and running. Mr. Harmon is in communication with the City of Halsey who has a nice marble set of medallions that has all the colored ones in it. Their city administrator was trying to find the documents to get Mr. Harmon the information.

### **d. Cherry Tree Planting**

Mr. Harmon said that the trees have not been picked up yet. It will probably be about a week out before they can get to it. He will get an idea of the cost for all the donors, by next week.

### **e. Arbor Day recap**

Mr. Harmon said that Arbor Day went well and he finalized the Arbor Day grant last week which paid for the t-shirts. It was a rainy day but they got a lot of work done and the trees are doing well. All the trees are in irrigated areas, and if not they will do water bags or buckets for them.

**f. Work Parties**

Ms. Marshall said they have continued to do the 3<sup>rd</sup> Monday, which makes the next one on June 17<sup>th</sup>. Last time 6 of them worked at Jacob Spores Park to get lots of weeds out.

They scheduled the next work party for June 17<sup>th</sup> at 8am at Jacob Spores Park.

Ms. Smith also mentioned that it would be helpful if they took a standing agenda item or report of volunteered hours for work parties to Council that she can report as a liaison.

**CITY UPDATES | City Administration Report from May 2024**

Mr. Beatty asked about the Business Organ Grant Update grant/forgivable loan, and if it was a federal loan. Mr. Harmon said that grant is tailored for semi-conductor businesses but not specifically tied to them. The way they disperse those funds is up to the land owner and developer. Mr. Harmon did not know if it was a federal loan but stated that it has nothing to do with the City. The City only pointed the developer in the direction of applying for the grant.

Regarding the added discussion about donations, Mr. Harmon stated that he and Mr. Hanks have not had a chance to meet about the donation policy yet. They are not looking to necessarily change the donation policy, just to possibly restructure it, and make it less cumbersome of a process for future donors.

Mr. Harmon mentioned that the City has many different projects going on, which are listed on page 9 of the City Administration Report, so everyone’s schedules are pretty busy.

**ADJOURNMENT**

Chair, Tom Beatty adjourned the meeting at 7:06pm.

**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