



Coburg Heritage Committee
August 11, 2021 – 6:00 p.m.
City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Marissa Doyle, Chair; Michelle Shattuck, Vice Chair; Stephen Sheehan; Megan Winner, Planner.

COMMITTEE MEMBERS ABSENT: Shannon Sardell; Marcus Alexander, Council Liaison.

STAFF PRESENT: Megan Winner, Economic Development Coordinator.

1. Call the Meeting to Order

Chair Doyle called the meeting to order at 6:03 P.M.

2. Roll Call

Ms. Winner called roll and a quorum was present.

3. Approval of Minutes

MOTION: Ms. Shattuck moved, Mr. Sheehan seconded a motion to approve the July 14, 2021 Heritage Committee minutes as presented. The motion passed unanimously.

4. Committee Business

- **Preservation Award Plaque Purchasing Discussion and Selection**

Ms. Shattuck noted that they had added some wordage and dates and enlarged it which upped the price. Ms. Winner explained that the logo and first bit of text would be the same and the only thing that would be different was the bottom line with the name of the property and the year it was constructed.

Chair Doyle noted that Coburg was spelled wrong and that the form of the word “it’s” was incorrect.

Ms. Shattuck confirmed that they wanted the historic Coburg Oregon bicycle at the top and asked if there were any other changes.

Mr. Sheehan asked what the cost was and Chair Doyle answered \$450 a piece for bronze plaques. Mr. Sheehan asked if they were local and Ms. Winner answered they were from Portland.

Mr. Sheehan noted there was an out of state source for around \$75 cheaper made of aluminum colored to look like bronze and asked if the Portland source did that. Ms. Shattuck said she had tried to source locally first but could not find one and believed the turnaround was around 4-6 weeks. Ms. Winner noted that they probably would not be available for the antique fair which was the original intent.

Ms. Shattuck said they still needed to check to make sure the people being awarded actually wanted the plaques on their houses.

Mr. Sheehan asked to clarify which houses were being considered and Ms. Shattuck responded the Rebecca Burns house, the Alex Batch house, and the Diamond house. He asked when they were thinking of awarding them considering they wouldn't be ready by the antique fair and Chair Doyle suggested at least presenting certificates at that time.

Ms. Shattuck asked if they had checked with them to see what they wanted and Ms. Winner offered to reach out. She asked how the outreach should be done and Ms. Shattuck suggested a phone call would be nice to explain their plans. Ms. Shattuck added it would be nice to a sample to show.

Ms. Winner asked the committee to read the names of the property they had. Chair Doyle had the Rebecca Burns house, Mr. Sheehan had the Alex Batch house, and Ms. Shattuck had the Diamond house. Ms. Winner said she would prioritize contacting the properties in the morning.

Ms. Shattuck asked if they would be sending them a check in the mail and Ms. Winner said either a check or credit card would be mailed. Ms. Winner offered to ask if they preferred a card or check and said typically they asked for an invoice.

Chair Doyle asked how the awards would be presented and Ms. Winner suggested picking a day of the fair that everyone would be available.

Mr. Sheehan asked for more information about the fair and Ms. Shattuck explained that it was in the central area of the big park and that they closed off the streets for around 300 vendors. She added that for this year it would be two days instead of one. Ms. Shattuck suggested using the stage and Mr. Sheehan said Sunday would be the best day to do this. Ms. Winner said she would also ask when the owners would be available to receive them.

Mr. Sheehan suggested collecting parking fees and applying them to the Heritage Committee and Ms. Winner responded there was a grant to cover these and wondered if there was a committee or organization that might be more in need.

Ms. Shattuck asked if Heritage people should man the station there and Mr. Sheehan said he had employees that could volunteer. Ms. Shattuck suggested the boy scouts but Mr. Sheehan said there wasn't a big boy scout organization in town anymore.

Ms. Winner asked if they had talked to the Coburg Community Foundation and suggested they might be a good fit.

Mr. Sheehan asked who was in charge of the block party and Ms. Winner explained that it was a community partner event and every organization brought something different. She said the Grange and the fire district would handle the food and barbeque and the school and community foundation would bring activities for kids.

Ms. Winner asked if they wanted to stick with Sunday the 12th for the announcement or go with the block party. Mr. Sheehan thought that the antique fair would be more appropriate.

- **Info Share**

Ms. Winner shared that they had hired a new Main Street coordinator Tracy Peters who would start August 2nd and work part time to further develop the Main Street program. She added that Ms. Peters would be invited to the Heritage Committee meetings at some point as there was some overlap between the downtown economic development and historic preservation. Ms. Winner suggested that they should consider beginning planning for the art contest in May. Ms. Winner noted the Governor's new mask mandate order.

Mr. Sheehan shared that the historic tree that had been cut down would potentially be made into a table for the Council.

Ms. Winner said that they had passed the CLG review with flying colors.

Ms. Doyle asked if they were aware of the Scarecrow Festival and Mr. Sheehan said they would be participating in it and every other event this year.

Ms. Shattuck asked about the IOOF and Ms. Winner explained that the City had leased the bottom floor which would be used for various activities but that they were still working on the policy for renting it out.

Chair Doyle asked what some of their long-term goals were and noted getting an inventory of the artifacts they had. She suggested adding a future agenda item to look at other long-term goals.

5. Future Meetings | Dates to Remember

Next Heritage Committee Meeting: September 8th, 2021

6. Adjournment

Chair Doyle adjourned the meeting at 6:43 p.m.

(Minutes recorded by Jayson Hayden)

APPROVED by Heritage Committee on this ____ day of _____ 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Marissa Doyle, Chair

DRAFT