



COMMITTEE MEMO

MEETING DATE: March 18, 2025

STAFF: Adam Hanks, City Administrator

Park | Tree Committee March 2025 Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #1 – Hazards and Park Issues

Follow up list includes:

- Bench maintenance – moss build up (Spring)
- Plexiglass replacement on Booth Kelly sign
- Vandalism repairs at Norma Pheiffer restrooms

Item #2 – Work Party Recap

Staff is interested in soliciting work party assistance at Pavilion Park in the months of May and June. Work party support may also be beneficial in April for the Spores Park Project (presentation on agenda)

Item #3 – Park Projects Update

Pavilion Park – Base level earthwork has been completed. Irrigation installation for the expanded/new areas currently in process. City staff will be repairing existing irrigation system to enable final overall system integration and operation. City staff will be applying topsoil to site in late March. Plantings expected to begin in mid-April, with grass seed application in late April or early May.

Booth Kelly Path – PW staff met with the volunteer group interested in applying wood chips to the entirety of the Booth Kelly path and a specific date is being developed and will be provided to the Committee upon finalization, likely in late April to early May.

Pheiffer Park Rose ID Signs – Staff has ordered eight post/frames from the same fabrication shop utilized by the City of Eugene Owen Rose Garden. Staff will then order the fabrication of the plant specific identification placards that are placed on the posts. Staff will need Committee member assistance in collecting both the species and common name of each of the five rose types planted.

Veterans Memorial Medallions – Staff is working on preliminary design and cost estimates to present back to the Committee at a future meeting, potentially in April.

Item #4 – Arbor Day 2025

PW Staff is coordinating with the Coburg Community Charter School for the Arbor Day event in April and is anticipating the event connecting with either the Pavilion Park plantings or the Spores Park project depending on the project timing of each project.

Item #5 – Jacob Spores Park Project Concept

Staff is working on developing a riparian area rehabilitation project as a component of the City's required TMDL regulations, which are water quality requirements that all jurisdictions must comply with. The City received grant funding for a RARE fellowship staff to support the City's TMDL work. A part of the grant requirement includes a water quality improvement project. With Muddy Creek traversing the east and north boundaries of Spores Park, along with the Loop Path and the City Water Booster station and storage facility bordering Muddy Creek, this site has excellent potential for streambank and vegetation rehabilitation to benefit the creek while also benefitting the aesthetic of Spores Park with an added potential for educational opportunities.

City of Coburg Water Quality RARE Fellow David "Dabeat" Nieto will present the project concept, groups involved and proposed schedule.

Item #6 – Street Tree Sub-Committee Formation

With prior interest from the Committee to conduct a review and update to the City's Street Tree list, along with several staff related street tree tasks, the timing may be right to create a street tree sub-committee that can provide recommendation level support to both the full Committee on the street tree list project and to staff specific tasks. Current staff assistance would include a recommendation on species of trees for the upcoming Collector Street Project (N Coleman and Mill Streets) and street tree species and suggested placement locations for the recently completed N Willamette/E Macy/N Harrison Street Reconstruction project.

The sub-committee would be two to three interested committee members and would require occasional meetings and work outside of the current Park & Tree Committee schedule and would also include site visits to staff requested project locations. The committee could remain as an on-going, "on-call" sub-committee or could disband after the tasks are completed.

Item #7 – Park and Open Space Fee Recommendations

This committee recently completed phase II of its charge, which centered on a review and recommendation of general fund revenue options. The resulting recommendations are contained in the attached memo and since they contain fees relating to both the parks system and the existing tree fee, the Parks | Tree Committee should provide either its own recommendation or a comment/recommendation on the Sub-Committee's recommendation for consideration by Council where the fee resolution will be on its April agenda.

As noted in prior revenue discussions, a \$1 fee per month generates approximately \$10,000 per year. The intent and justification for the fee increase includes the rising costs to provide a similar/same level of service for the growing Coburg Parks System with an overall general fund that continues to have declining fund balances each year.

Item #8 – Future Meeting Agenda Items – Items for the January and potentially February meeting include:

- a. Revenue recommendation for Parks funding (Parks and Open Space Fee)
- b. Review of Community Survey
- c. Community engagement plan for Coburg Creek Park development
- d. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu
- e. Vegetation Management and Maintenance Plan Review
- f. Committee Vacancies – Recruitment/Appointment Process