



MINUTES

Parks Tree Citizen Advisory Committee

April 22, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty; Vice Chair, Michelle Shattuck; Coleen Marshall, Karen Coury, Mary Mosier

MEMBERS ABSENT: Lonna Meston, Joe Morneau

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Brian Harmon, Public Works Director; Claire Smith, Council Liaison

TRANSCRIBED 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

City Administrator, Adam Hanks called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes made to the agenda.

MINUTES FOR APPROVAL

1. March 18, 2025 Park Tree Committee Meeting minutes

MOTION: Ms. Mosier moved, seconded by Ms. Marshall to approve the March 18, 2025 minutes as presented.

The motion passed unanimously as 5:0, with Beatty, Coury, Marshall, Mosier and Shattuck voting affirmatively, none opposed.

COMMITTEE BUSINESS

2. Hazards and Issues with Parks

Mr. Hanks went over the highlights on the provided memo, including updates on bench maintenance, completed plexiglass replacement on the Booth Kelly sign, completed vandalism repairs at Norma Pfeiffer restrooms, and working on the restroom facilities lock systems.

Ms. Marshall mentioned that there are two dead trees along Loop Path 3 that need removed, and a tree that needs some branches trimmed. Marshall also asked if there was going to be any landscaping work done at Johnny Diamond Park. Mr. Harmon said that they are hoping to be working on Johnny Diamond next week.

3. Work Party Update

Ms. Marshall reported that there was no work party in March, but some committee members recently worked in Norma Pfeiffer Park, pulling weeds and pruning. Ms. Shattuck also said that they worked on cleaning up the Rose Garden.

Mr. Hanks said that the staff's goal is to focus the work parties on Pavilion Park, and he and Mr. Harmon will get the details squared away and organized. The committee scheduled the next work party for May 19th at Pavilion Park at 8am.

4. Arbor Day Event

There is a quick recap in the memo. Mr. Hanks and Harmon noted the areas, and native plants and trees that they will be planting in Jacob Spores. Public Works will be working with the Coburg Charter School, RARE members, and other volunteers, totaling about 50 people.

5. Park Project Updates

Mr. Hanks went through the park updates on the memo, including the final plantings, boulder placements, and mulch at Pavilion Park, the Booth Kelly Path wood chips, and the Loop Path #4 extension project. They also discussed some details regarding the fountain for Pavilion Park.

6. Street Tree Committee Report

Mr. Beatty mentioned the tree placements on the recent and upcoming street reconstruction projects. He also talked about the work on the street tree list and provided a handout of the Eugene-Springfield Friends of Trees 2024-25 Planting List, that they will reference as they update Coburg's Approved Street Tree list.

Hanks also explained the process to follow as they create the new and updated street tree list. They discussed the idea to combine the current street tree list with the Eugene-Springfield Friends of Trees list and decided that would be most efficient.

MOTION: Ms. Marshall moved, seconded by Ms. Koury to combine the current Coburg Street Tree List with the Eugene-Springfield Friends of Trees Planting List to go to council for consideration as a resolution recommendation.

The motion passed unanimously as 5:0, with Beatty, Coury, Marshall, Mosier and Shattuck voting affirmatively, none apposed.

7. FY26 Budget – Parks Program

Mr. Hanks explained and broke down the parks elements of the proposed 2025-26 budget. The first budget committee meeting was April 15th, and the second is on April 29th. They discussed water and sewer rates, utility fees, and possible levy options.

Committee members had some additional questions and concerns, which Hanks answered. He also explained the goals of the council and revenue sub-committee in the coming months to hopefully help change the trajectory of the general fund and overall fund balances.

CITY UPDATES

8. City Administration Report – April 2025

This report was provided to the committee, there were no questions.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:23pm.

APPROVED by the City of Coburg Park Tree Citizen Advisory Committee on this _____ day of _____ 2025.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder