



MINUTES

Parks Tree Citizen Advisory Committee

March 17, 2026 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: none

GUESTS/STAFF PRESENT: City Administrator; Adam Hanks, Council Liaison; Claire Smith

TRANSCRIBED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 5:59 pm.

ROLL CALL

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

AGENDA REVIEW

There were no changes to the agenda.

MINUTES APPROVAL

1. February 17, 2026 Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Mr. Morneau to approve the February 17, 2026 minutes as presented.

The motion passed as 6:0, with Coury, Marshall, Morneau, Mosier, Quinlan and Shattuck voting affirmatively, none opposed, Beatty abstained due to absence.

COMMITTEE BUSINESS

2. Overview Memo

Mr. Hanks went through the memo, going over the hazards and park issues, including bench maintenance, Johnny Diamond and Pavilion Park trees and trees for Arbor Day, the lighting at Pavilion, and the rose garden fertilizer and medallions.

Ms. Marshall noted they had a work party on March 16 at Johnny Diamond Park, pulling weeds and blackberry bushes. They scheduled the next work party at Jacob Spores Park on April 20 at 9am.

Mr. Hanks went through the park project updates including;

- Pavilion Park - light posts, pavilion structure, rear bridge, and lighting maintenance.
- Johnny Diamond Park - weeding, vegetation trimming, and historic signage.
- Jacob Spores Park - grading and clean up.
- Norma Pfeiffer Park - veterans' medallions, restroom signage, and flagpole repair.

Hanks also mentioned that they are going to bid for mowing and trimming work on parks only, to see what they get back and compare if it is more cost effective than using staff time.

3. Arbor Day

Mr. Hanks went over the arbor day plans. Arbor Day is April 24th, but staff is coordinating with Coburg Charter School to pick a date and time for the tree plantings. There will be two locations this year for plantings, on Van Duyn and the Austin/Abby Bioswale. Committee members gave some input on tree species for plantings, choosing the best options for the space size and adaptability to conditions, noting the desire to have multiple species instead of all the same.

4. Monarch Pledge/Survey

Mr. Beatty said this is important to help the insect population and the environment. He has tried many times to get milkweed started on Trails End, and at Green Island for McKenzie River Trust, with no success. There are some other places in Coburg where they can try.

Mr. Hanks noted that a Mayors Pledge is a commitment, and there are existing and proposed items in the works that check a lot of the boxes already, so it wouldn't be too far out of the scope to achieve. Hanks said that Mayor Bell feels comfortable with it and wants to hear input from the committee as well. Hanks went through the checkboxes on the survey included in the packet, noting the ones that would be nearly completed with the items already in the works, and the possibilities for the others. The committee supported the Mayor doing the pledge.

5. Community Engagement/Outreach planning for New Neighborhood Park

Mr. Hanks stated that this committee is shooting for a 30% design plan.

Ms. Quinlan brought a mock-up photo with some visuals and concept ideas for the park. Ms. Coury mentioned planting trees before adding other structures, that way they have as much time to grow and provide tree coverage before anything else is added, but there is groundwork that would need to be done first.

Hanks encouraged the committee to think about the features that already exist within Coburg's park system, and what similarities and differences they would like, given the smaller park space. They discussed the use of native and pollinator friendly plants, open free space, teen and kid friendly spaces, ADA access, pathways, tree coverage and placement, active areas or play structures, the size of the space, and the cost and timeline.

CITY UPDATES

6. City Administration Report – March 2026

This report was provided. There was no discussion.

ADJOURNMENT

Mr. Beatty adjourned the meeting at 7:44pm.

APPROVED by the City of Coburg Park Tree Citizen Advisory Committee on this _____ day of _____ 2026.

ATTEST: _____
Sammy L. Egbert, City Recorder

Tom Beatty, Chair

DRAFT