



MINUTES

Parks Tree Citizen Advisory Committee

July 21, 2026 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Cheryl Quinlan (excused)

GUESTS/STAFF PRESENT: City Administrator; Adam Hanks, Planning Director; Megan Winner, 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 5:58 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. June 16, 2026 Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Ms. Mosier approve the June 16, 2026 minutes as presented.

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

COMMITTEE BUSINESS

2. Hazards and Park Issues

Mr. Hanks went through the memo, reviewing the follow-ups including bench maintenance and reinstallation, mulch around the perimeter of Laura Park and lighting at the info shelter.

3. Work Party Recap/Schedule

Ms. Marshall said three volunteers worked at Laura Park, for a combined estimated 4.5 hours. They mentioned some other community volunteers who worked in other areas as well.

They decided not to schedule a work party in August.

4. Park Maintenance and Project Updates

Mr. Hanks reviewed the memo, going over the contract with Rexius for park maintenance, contract with Thompson Landscaping for right of way vegetation, new Public Works staff positions, Public Works maintained FTE, and the monument sign design/template for all parks.

Hanks also reviewed the railing fabrication and installation, major maintenance to rain garden storm water basin, and lighting replacement at Laura Park.

Hanks noted the tree replacement and tree plantings as well as the historic signs update for Johnny Diamond, the grading and clean up, sign repainting, and expansion of native area planting in Jacob Spores, and an update on the veteran's medallions, permanent restroom signage, flagpole repair, water fountain, and memorial sign at the original rose planting area in Norma Pfeiffer Park. Hanks answered any questions from the committee.

5. New Neighborhood Park – Project Updates

Mr. Hanks recapped the previous discussions and presented an update for the engagement plan, stating that staff updated the draft survey, built it on the city website, and it is ready for launch as the Housing Capacity Analysis survey closes in late July. Staff plans to table at one of the concerts in the park to promote both surveys in the coming weeks.

6. Volunteer Program – Next Steps

Mr. Hanks said that staff would like to update the current “work party” volunteer model to support a wider range of community projects now that regular park weeding is no longer needed. This shift will require more planning and coordination with staff and could include seasonal enhancement projects like vegetation clean-ups, repainting, or plantings.

Hanks noted that staff is developing a simple online volunteer form and a dedicated webpage that will outline approved independent activities and allow easy on-site submission via QR code. For independent volunteers, safety vests will be available if desired, and they will be asked to upload photos or locations of vegetation piles for pickup and to report their hours. Volunteers may also opt into an email list for updates and future event information.

They discussed some specifics on how those volunteer events would happen, how they would be managed, staff involvement, community engagement and advertising, and more.

7. Park System Investment Plan (PSIP)

Mr. Hanks reviewed the prior discussions regarding this concept and noted that the committee as well as staff feels that this is an important component for the management and oversight of the park system. Hanks talked about what this plan would look like, its structure, and the types

of projects, improvements, and financial size that this plan would include. The steps would be to create a list for each park, a cost estimate for each item, and to develop the criteria and process to prioritize those items for each park, which would then assist with and feed into the budget development, community expectations, and also function as a wish list for possible donations to the parks system.

Mr. Hanks said that staff will bring the initial PSIP document structure and starter kit forward at the September committee meeting, so they can begin brainstorming, with a plan to finalize the PSIP by February 2027 before the development of the FY28 city budget. The committee had some questions, which Hanks answered.

CITY UPDATES

8. City Administration Report – July 2026

This report was provided. There were no questions.

ADJOURNMENT

Mr. Beatty adjourned the meeting at 7:22pm.

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

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder