



MINUTES

Parks Tree Citizen Advisory Committee

November 18, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Vice Chair, Michelle Shattuck; Coleen Marshall, Joe Morneau, Mary Mosier

MEMBERS ABSENT: Chair, Tom Beatty; Karen Coury

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

TRANSCRIBED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Coleen Marshall 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.

COMMITTEE BUSINESS

1. Hazards and Park Issues

Mr. Hanks said that the remote door locks installation for the restrooms at Norma and Pavilion are in progress and should be finished within the week, with temporary signs being put up as well.

Ms. Marshall asked if the benches in front of Chiefs are still being rehabbed. Mr. Hanks said yes. She also asked about the Booth Kelly benches, and the mentioned bench donation. Hanks said they narrowed the location of the donated bench to be at Booth Kelly or Jacob Spores Park but have not heard back from them yet. He explained that the style is different than the rest of the park benches, so they are trying to find the best spot for it without clashing with the other styles.

Ms. Mosier asked if there was a policy about the bench types, and how they have to match with the other benches. Mr. Hanks said that as a donation, it comes to the committee for

recommendation. Hanks also explained the donation policy and said that the bench was built before the donation was offered, so they could not decide the style of the bench.

Mr. Morneau asked about the tree by the fire station. Mr. Hanks said that it is not a city tree, so it would be up to the property owner to take care of it, and they were notified.

2. Work Party Update

Ms. Marshall said they did not schedule any work parties for November through January. Mr. Hanks asked about how and when they usually do the rose trimming. The committee mentioned that the volunteer group usually trim the roses in February, unless there are any random ones that need trimmed before then. Ms. Shattuck noted that Public Works did a great job of cleaning up the Veterans Memorial for Veterans Day.

3. Park Project Updates

Mr. Hanks went through the park project updates at Pavilion Park. He mentioned that the sign installation was delayed by the sign contractor but should be installed in November. The replanting of the removed dead trees has been completed. Hanks also noted a small list of maintenance tasks for Pavilion that are planned for Fall/Winter.

Hanks then went through the Johnny Diamond park updates. They are focusing on the weeding along the west fence line, and the historic signs will be discussed at the next Heritage Committee meeting to talk about the content which will then come back to Park & Tree for final review and recommendation.

Hanks said that grading and clean-up of Jacob Spores is scheduled for spring. He mentioned they will have a conversation about the committee's ideas for the park at a future meeting. Mr. Morneau and Hanks also briefly explained the draft design ideas and possible placement for the Veterans Medallions monument at Norma Pfeiffer.

4. Painted Pillars at Pavilion Park

Mr. Hanks said that the committee's recommendations for the painted pillars were discussed and formalized at the council meetings. Council liked the concept and the use of space. Hanks noted that they will need to meet with the Arts Committee and Coburg Main Street to finalize the design and installation process.

Ms. Marhsall asked about the timeline for meeting the grant, given that this is a placeholder for the fountain that was supposed to close it out. Mr. Hanks said they will move forward with closing out the grant before the end of the calendar year. The grant is a 60% match so staff will be pulling together invoices that maximize the reimbursement. It is possible that the pavers will be grant eligible as a component of the fountain, and if they are the city will have to at least purchase them in order for it to be eligible.

5. Community Engagement | Outreach Planning for New Neighborhood Park

Mr. Hanks went over some parts of the Parks & Open Space Masterplan that are the most relevant for the beginning stages of this neighborhood park planning. He mentioned that the

masterplan was created before the new wastewater system, but with it in mind. At that time, they expected the population to jump when the new system came into play, however, it did not jump as they expected. The estimated population then was 3,322 for 2025, but currently Coburg is only at an estimated 1,456. Hanks also mentioned the inventory of existing city parks and facilities, park classifications, and location of all the parks. All parks currently lie on the north side of Pearl Street. They talked about some possible future development options for a park on the south side of Coburg, and some of the land use laws that constrain certain usage.

Mr. Hanks mentioned that every year, the city does community days with the 8th graders from Coburg Community Charter School. They come to city hall for 3 Fridays in October and talk to the different departments about their role in the city. The first one this year, they talked with Mr. Hanks about Coburg's Park System and were able to create their own park plan for the new neighborhood park. They came up with a list of what amenities belong in a park, and from there created their own site plan. Hanks said the committee would likely do something similar to create their beginning concept plan as a group, likely within the next few meetings.

6. Veterans Medallion Project

Mr. Hanks and Morneau briefly talked about the draft design ideas for the Veterans Medallion Project earlier in the meeting, under park project updates. More details will come soon.

CITY UPDATES

7. City Administration Report – November 2025

This report was provided. There were no questions from the committee.

ADJOURNMENT

Ms. Marhsall adjourned the meeting at 7:35pm.

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