



# COMMITTEE MEMO

**MEETING DATE:** January 20, 2026

**STAFF:** Adam Hanks, City Administrator

Brian Harmon, Public Works Director

## Park | Tree Committee January Meeting Overview

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### Agenda Background Information

The following are highlights of items on the meeting agenda.

#### Item #1 - Minutes

#### Item #2 – Hazards and Park Issues

Follow up list includes:

- Bench maintenance – Booth Kelly Rehab next on list (new bench donation potential)
- Restroom Facilities Remote/scheduled Lock systems – Complete
- Johnny Diamond – Dead tree – noted for replacement
- Pavilion Park – Donated Tree (funds received, will be purchased/planted in spring)
- Norma Phieffer – Thistles in playground area – Complete

#### Item #3 – Work Party Recap

N/A – Nov, Dec Jan off

Veterans Rose Garden trimming?

#### Item #4 - Park Projects Update

##### Pavilion

- Final sign design approved, permit issued. **Complete – Installed and old sign removed**
- Dead trees removed in July - **Replanting complete**
- Fundraising for fountain, benches, light bollards and picnic tables in development
- Maintenance/improvement tasks planned for Winter include:
  - Painting existing light posts
  - Plank replacement on pavilion structure floor (near back)
  - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
  - Lighting replacement for info shelter

##### Johnny Diamond

- Focus on weeding, primarily along west fenceline
- **Historic Signs** - Coburg Main Street sign design/fabrication concept presented to Heritage Committee. Memo summarizing comments/recommendations will be provided to the Committee at the meeting for recommendation of materials, size, installation method for final donation acceptance.

### Jacob Spores

- Grading/clean up to the south of water tank access road scheduled for spring

### Norma Pfeiffer

- Veterans Medallions ordered and funded (donation). City will complete post fabrication and installation upon delivery (see attached for medallion photo)
- Permanent signage at restrooms for camera and open hours to be designed and installed with new door locks
- Flag pole repair and marble base/plaque will be scheduled for deep cleaning in Feb/March

### **Item #5 – Painted Pillars at Pavilion Park**

Staff will work with Coburg Main Street on the project details and the project will be presented back to the Committee at a future meeting for a recommendation on acceptance of the donation. No discussion with Main Street on this topic since last Park/Tree meeting.

### **Item #6 – Community Engagement/Outreach planning for New Neighborhood Park**

The October Committee meeting recommendation of the Committee was to develop the initial project design concepts with the Committee that would result in a 30% project design. This will occur over the next several committee meetings with a target of community feedback on the 30% design in spring of 2026 through the use of surveys, open houses and other engagement tools.

### **30% project design plan**

1. Review Parks and Open Space Master Plan
2. Develop initial list of desired park features/amenities
3. Rank/sort features by importance
4. Lay out features on plat maps for scale/fit
4. Develop phasing plan for feature improvements

PW Director Harmon will discuss initial groundwork needs for the site, preliminary cost estimates. February Committee meeting will be devoted to items 2, 3, 4 on the design plan list above.

### **Item #7 – Vegetation Management and Maintenance Plan Update**

Staff will update the Committee on the plan development that is currently scheduled for initial presentation to Council at its January 27, 2026 Council work session and is scheduled for final review and approval at its February 10, 2026 Council meeting.

### **Item #7 – City Administration Report**

### ***Future Meeting Agenda Items – Items for upcoming meetings include:***

- a. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu*
- b. Vegetation Management and Maintenance Plan Review*
- c. Committee Vacancies – Recruitment/Appointment Process*