



MINUTES

Parks Tree Citizen Advisory Committee

June 17, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: Lonna Meston, Karen Coury

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; 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. Mr. Hanks let the committee know that they should have the draft sign design from the Sheppard family soon but won't have it today.

MINUTES APPROVAL

1. May 20, 2025 Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Mr. Morneau to approve the May 20, 2025 minutes as presented.

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

COMMITTEE BUSINESS

2. Work Party Update

Ms. Marshall said they worked at Jacob Spores Park, the rose garden and the pathway pulling weeds, dead headed roses, and removing blackberry vines. She also mentioned that it would be

nice to add some more bark to Jacob Spores Park for the mound underneath the sign and around the trees, as well as trimming the hedges, which are on Public Works' list.

Mr. Beatty mentioned that Johnny Diamond has been looking really nice and well kept up. Mr. Hanks said that's due to the Public Works temp employee they had but will lose due to him being hired elsewhere.

They scheduled the next work party for July 21st at 8am at Johnny Diamond Park.

3. Hazards and Park Issues

Hanks mentioned that they are working on removing the moss build up on the benches, are close to finishing up the restroom locking systems, are waiting until fall to work on the dead trees on Van Duyn, tree limbing on Pearl street is done and they are still working on the tree pruning on the Loop path, Norma Pfeiffer irrigation is repaired and the branch limb up is in progress, and the dead tree in Johnny Diamond is on the list for replacement in the fall as well.

Ms. Smith also mentioned that the shrubs on N Diamond Street need water and to make sure the irrigation is working properly.

4. Park Project Updates

Mr. Hanks said that Pavilion is nearly complete. Staff is looking at some small updates around the park and will report back if and when they decide anything on that. The ribbon cutting ceremony is on June 30th at 6pm directly preceding the quarterly main street community meeting. Ms. Smith has been asked to speak and mentioned that she would like to introduce the park tree committee and have one of the committee members say something short about the committee and their contributions to the Pavilion Park project. They discussed potential donation opportunities for the park as well.

Ms. Smith mentioned that Coburg Main Streets will be taking advantage of the kiosk in the park, making it a walk-up tourism center for people to go to for information.

The playground equipment at both parks have been inspected and replaced/fixed if needed. The loop path project bid happened last Thursday and came in under the engineers' estimate and is scheduled to begin August 1st with a likely October/November finish.

5. Regulations of Bikes | E-bikes | E-scooters within Park Lands

Mr. Hanks went over the existing ordinance regarding bikes and e-bikes, and the issues they've dealt with recently. This has come up in many cities and police departments. There has now been vandalism in one of the park restrooms where someone did a burnout inside and it needed some repainting. Staff will be putting out some posters on the rules and regulations of motorized bikes and scooters and will work on some signage for the Booth Kelly Trail to help communicate those regulations more clearly.

6. Pavilion Park Renaming and Signage Design & Placement

Mr. Hanks updated them with the status of this design, which they should have soon. The naming is still being discussed as well, with the idea of “Laura Park at the Pavilion”. They have an idea of the sign location but are waiting to make that recommendation until they see the proposed design.

MOTION: Ms. Marshall moved, seconded by Mr. Morneau to recommend to City Council that Pavilion Park be renamed “Laura Park at the Pavilion”.

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

Mr. Morneau asked about the flags that are normally put out for flag day. Mr. Hanks said they did not have the staffing available this year to get to it. They also discussed volunteer opportunities for other and future projects like this.

They also discussed the process of recommendations to council and how those are presented.

CITY UPDATES

7. City Administration Report – June 2025

This report will be emailed to the committee following the meeting. Hanks went over some of the items in the report. There were no questions from the committee.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:15pm.

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