



MINUTES

Parks Tree Citizen Advisory Committee

December 17, 2024 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty; Coleen Marshall, Karen Coury, Joe Morneau

MEMBERS ABSENT: Vice Chair, Michelle Shattuck; Lonna Meston, Mary Mosier

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

RECORDED 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. However, Ms. Marhsall did point out that the next meeting was listed on the agenda as Saturday, January 25th, when it should be Tuesday, January 21st.

APPROVE MINUTES FROM NOVEMBER 19, 2024

Mr. Beatty noted that the minutes should state, under roll call, that Adam Hanks called roll, not Brian Harmon.

Ms. Coury also pointed out an error in the second paragraph under Pavilion Park update, where it should state "Mr. Morneau mentioned that the Coburg Grange is going to donate a Dogwood Tree *in* memory of John Bosley..." instead of "is memory".

MOTION

Ms. Marshall moved, seconded by Ms. Coury to approve the November 19, 2024 Parks Tree Citizen Advisory Committee meeting minutes as amended.

Motion passed – 4:0.

COMMITTEE BUSINESS

1. Hazards and Issues with Parks

Ms. Marshall mentioned that a lot of moss grows underneath the benches in the parks. She offered for that to be done at one of the work parties, or mentioned public works taking care of it in the spring.

Mr. Hanks provided a brief follow up to last months concerns, for the Booth Kelly sign damage. He and Brian Harmon did take a look at it, and there is a work order in for the Plexi glass to be replaced.

Mr. Hanks also mentioned that he looked into the veterans' memorial medallions, and provided the committee with a memo that included the options and further considerations. Mr. Morneau described how they were thinking it would look, and that the Grange is happy to donate some funds to help complete this project. Mr. Hanks said that they will need to further pin point, as a committee and with staff, exactly what they want to do and how they want them displayed. They also briefly discussed the rose garden identification signs.

2. Work Party Report

Mr. Beatty said they did not have a work party this month. They will not be having one in January either.

3. Pavilion Park Update

Mr. Hanks said that the progress in Pavilion Park is looking good. He included a brief update in the memo as well as a recent work schedule provided by the contractor. Hanks explained that the larger items, that make the park usable, should be completed by memorial day.

Mr. Morneau thanked the city for the constant updates on social media and in the meetings and explained that it has really helped people see progress and understand the project. Mr. Hanks explained that he will continue to provide monthly updates in the meetings until the project is completed.

4. Capital Improvements Plan (CIP) - Parks

Mr. Hanks explained that this will be going to council in January and approved in February, as a precursor to the budget. The Fiscal Year 2024-25 adopted CIP is included in the packet. Hanks explained the purpose of the CIP, and what this committee's focus would be.

Hanks reviewed the Parks category of the CIP and asked for any notes and/or recommendations from the committee. Hanks also briefly went through the City Framework document, which ties into the CIP. He explained that in 2025, they will spend one or two meetings to review the Parks and Open Space Master Plan and try to match it up with the CIP and financials. Currently, there is a big disconnect between what the city wants to accomplish and what it financially is able to.

Mr. Morneau suggested that they have a Saturday meeting to review the master plan, instead of rushing through it in a regular meeting. Mr. Hanks agreed and penciled it in around the May/June time. They discussed the use of SDC funds for projects, some of the future projects listed in the CIP up to 2030+, as well as the land use and state requirements for parks.

Ms. Marshall left the meeting at 7:00pm.

5. Donation Policy Review

Mr. Hanks mentioned that he included the donation policy in the packet for everyone to look over. Mr. Hanks said to let him know if they have any feedback, and he will create a follow-up for the next meeting.

6. Approved Street Tree List Review

Mr. Hanks also included the approved street tree list in the packet, as well as Ordinance 207, which allows the city to have a street tree list, and regulates all the planting, maintenance and removal of trees that goes along with it.

Mr. Hanks also mentioned that items 1, 3 & 4 of the Natural Resources part of the Framework Document really relate to this committee, and briefly went over those items. He explained that they will need to find revenue streams just for operations and maintenance of what the city already has.

They also discussed some agenda items for next time, including more street tree information, a tree fee review, and potential parks and open space fee.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:25pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this _____ day of _____ 2024.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder