



MINUTES

Parks Tree Citizen Advisory Committee

September 15, 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, Cheryl Quinlan

MEMBERS ABSENT: Karen Coury (excused/unexcused)

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 6:00 pm.

ROLL CALL

City Administrator, Adam Hanks called roll. There was a quorum.

AGENDA REVIEW

Mr. Hanks noted that an old memo was attached in the packet. The correct one was provided.

MINUTES APPROVAL

1. July 21, 2026 Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Mr. Morneau to approve the July 21, 2026 minutes as presented.

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

COMMITTEE BUSINESS

2. Hazards and Park Issues

Mr. Hanks let the committee know that the leftover items, bench maintenance and re-installation, in this category will be moved to the Park Project updates agenda item to discuss further. Ms. Quinlan had some questions about the park bench material and maintenance, which Mr. Hanks answered.

3. Work Party Recap

Members reported their volunteer hours since the last meeting:

- Tom Beatty — ~4 hours
- Coleen Marshall — ~1 hour
- Michelle Shattuck — ~2 hours
- Cheryl Quinlan — ~1 hour
- Denise Clark — ~1 hour

No work party was held in August due to contract maintenance.

4. Park Project Updates

Mr. Hanks reviewed the memo, going over the mulch around tree wells in the parks, fundraising and ongoing maintenance in Laura Park, and tree replacements and historic signs in Johnny Diamond. They also discussed the clean-up, repairs, repainting, and native planting area in Jacob Spores, as well as the restroom signage, irrigation repair, vegetation upkeep, flagpole repair and the memorial sign in Norma Pfeiffer. The committee discussed some additional maintenance and planting areas, as well as the John Bosley tree and plaque. Hanks answered any questions from the committee.

5. Fall Leaf Collection – Park System

Mr. Beatty proposed using fallen leaves as on-site mulch around tree wells and planting beds rather than removing them. Mr. Hanks noted that the city's leaf pick-up program is funded by the street fund and organized by quadrant starting mid-November through the holidays. The program usually focuses on the leaves in rights-of-way's and primarily serves storm drain clogging prevention.

Hanks mentioned that the leaves in parks are minimal and most are blown away or mowed. The city does promote educational material prior to the program start, which primarily focuses on the residential scale, and how yard leaves can be reused instead of put out for Public Works to pick up.

Hanks said the scale of park-generated leaves is insufficient to meaningfully replace purchased mulch, and Rexius will mulch-mow parks this season.

Ms. Quinlan mentioned the idea of posters, mailings and other ways to promote educational information. Mr. Hanks said that Mayor Bell does mention it in her monthly update letter, but staff can put something together.

6. New Neighborhood Park Community Engagement – Survey Report

Mr. Hanks and Ms. Winner presented the results of the community survey for the new neighborhood park. The survey received 78 responses, which is an excellent turnout for a community of Coburg's size. There was strong representation from residents in the immediate neighborhood where the park will be located. The survey demographics closely mirrored the city's housing survey profile. Staff and committee members felt that the survey results aligned closely with their original ideas and amenity recommendations.

7. New Neighborhood Park – Design and Development Next Steps

Hanks noted that the committee's conceptual work combined with the survey results advances the project to roughly the 40% mark. The next step is to hire a landscape designer over the winter to develop 2–3 alternative design layouts. The pre-development work (soil removal, rock, topsoil, grading) is budgeted for this fiscal year, with grass seeding targeted for spring 2027. Phase 1 construction would likely be spring 2028, and whether the project will require phasing will be determined after final design and bidding, considering general fund capacity.

Council liaison, Claire Smith, and many committee members noted the importance of the committee working closely with the landscape designer on plant and tree selections. Hanks confirmed all planting decisions occur before the project goes out to bid, and the committee will be involved in reviewing design plans.

8. Park System Investment Plan (PSIP)

Mr. Hanks introduced the Park System Investment Plan (PSIP) as a new recurring document, briefly going over the draft layout. Hanks noted that the PSIP will consolidate and prioritize all park projects and distinguish between operational/maintenance items and enhancement/capital projects. The projects will be ranked by safety, maintenance need, and community enhancement value.

Mr. Hanks said this document will be attached to every future meeting packet, and many items currently discussed under individual park updates will migrate into the PSIP for systematic budgeting and prioritization. Staff will integrate all current agenda items into the PSIP draft for the October meeting.

CITY UPDATES

9. City Administration Report – September 2026

This report was provided. There were no questions.

ADJOURNMENT

Mr. Beatty adjourned the meeting at 7:34pm.

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

DRAFT