



MINUTES

Parks Tree Citizen Advisory Committee

September 17, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty; Vice Chair, Michelle Shattuck; Colleen Marshall, Mary Mosier, Karen Coury

MEMBERS ABSENT: Joe Morneau, Lonna Meston

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Dax Wilson, Public Works; Claire Smith, Coburg City Council Liaison

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 6:02 pm.

ROLL CALL

City Administrator, Adam Hanks called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes made to the agenda.

APPROVE MINUTES FROM JULY 16, 2024

MOTION

Ms. Marshall moved, seconded by Ms. Mosier to approve the July 16, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed – 5:0.

COMMITTEE BUSINESS

a. Hazards and Issues with Parks

Mr. Hanks provided an additional memo regarding the agenda. This item will be consistently on the agenda for committee members to communicate their concerns or thoughts on what they might see at the parks to each other and city staff.

Ms. Marshall asked if mowing and blackberry vine cleanup has happened on the path behind Serenity Lane. Mr. Wilson said they do try to keep things cleaned up and he will make sure to mention that and see if they can get it on their schedule and taken care of soon.

Ms. Mosier mentioned that Public Works did tighten the bolt on the bench at Pavilion Park, and Mr. Wilson said they are also working on getting the faceplate for it as well.

Mr. Beatty mentioned that the 5 dead Red Maple trees on the south side of Van Duyn need to come out so they can replace them with new trees.

b. Work Parties

Ms. Mosier noted that they had two work parties in August, one at Jacob Spores and the other at Pavilion Park. They weeded in both areas and also cleaned up the roses in Norma Pfeifer.

Ms. Marshall and Mr. Beatty also went back to Jacob Spores on Monday to clean up more of the wild grass that keeps coming up, pull weeds, and do some planting.

They scheduled the next work party for October 21st at 9am at Pavilion Park.

c. Update on Major Maintenance at Johnny Diamond park

Mr. Hanks recapped the work that has been done. He explained that they would like to have a system where about every three years, the parks get a major maintenance update. As far as the Johnny Diamond work goes, they have put a lot of material on it, including the use of pesticides.

Mr. Beatty mentioned the importance of the timing of pesticide use, and that it is more efficient to use it before they begin to flower or they will continue to grow. Mr. Hanks said that it is challenging to use those maintenance funds at certain times because of budgetary compliance issues.

They all agreed that the final product looked really good, and had gotten lots of compliments. Mr. Wilson said they spent about 93 hours as a crew on the Johnny Diamond maintenance, and are hoping to keep it more consistently maintained so it does not get to that point again.

Mr. Hanks said that unfortunately, the added work at one park can take away from work on another park or path, so they are trying their best to balance those out and really track their time and resources spent in certain areas, to create a formal vegetation management plan.

Mr. Wilson went over some of the weed management techniques they have tried, and what has worked and what hasn't. Mr. Hanks said that the City did receive a grant from DEQ for a RARE Fellow, to help specifically with the TMDL program, which the pesticide policy also falls into.

Ms. Shattuck asked if there was going to be landscaping done on Harrison Street with the new road and sidewalk improvements. Mr. Hanks said there will be some areas that will have landscaping, but some areas will be just infiltration, including the use of rain gardens and addition of trees. Hanks also mentioned that road paving for that project will begin next week, then speed cushions the following, and final touches like striping and signage in the third week.

d. Volunteer Hours

Mr. Hanks mentioned that the City has a required reporting of volunteer hours for workers compensation. The City collects volunteer hour reports and they are logged and tracked. Ms. Mosier asked how the community volunteers should report and Mr. Hanks said they can email them into the City or add it to someone else's log if that is most convenient.

e. Volunteer Policy | Donation and Expectations

Mr. Hanks said that donations are general fund revenue, and there is not a separate fund for them. They can, however, try and track them so they can keep note of how it's spent. When it rolls over at the end of the year, it becomes general fund revenue. A lot of parks donation policies allow someone to donate an item, like a tree, a bench or a memorial, but often times with money donations they cannot choose what the donation be used for specifically. It is also different when supplies or labor are donated by someone for a specific project. Mr. Hanks said that there are probably 4-6 different categories and tiers of donation policies depending on what and how it's being donated. Mr. Hanks mentioned the idea of a parks foundation.

f. Pavilion Park Construction

Mr. Hanks explained that the Phase II bid for Pavilion Park came in higher than they originally allocated for the project. They removed a few things from the bid that will be done by City staff instead, to take the overall bid down. The next step is for Council to approve the bid award after those items were removed, then the City will have to figure out how to fund the items they pulled. They may consider a community campaign for certain items.

They will continue this conversation at next month's meeting.

Mr. Beatty reminded the committee that he will not be at October's meeting, and Ms. Shattuck will be taking over for him.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:36pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this 15th day of October 2024.

Michelle Shattuck, Vice Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT