



Coburg Parks | Tree Committee Meeting

May 13, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall

91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Mary Mosier, Chair; Lonna Meston, Coleen Marshall, Joe Morneau, Claire Smith, Karen Coury, Tom Beatty.

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Brian Harmon, Public Works; Megan Winner, Planning and Economic Planning Assistant.

1. Call Meeting to Order

Ms. Mosier called the Park and Tree Committee to order at 6:01 p.m.

2. Roll Call

Ms. Mosier took roll.

3. Agenda Review

Ms. Mosier asked if there were any changes to the agenda.

Ms. Smith wished to add deciding on the replacement spring toys for Pfeiffer Park.

4. Approve Minutes from April 20, 2021

Ms. Mosier asked if any changes were needed on the minutes.

Ms. Coury corrected item I regarding Booth Kelly signs, saying she did not recall suggesting the council type up a blurb about what to say on the signs. She remembered being behind schedule and had not made the signs yet. Ms. Coury suggested striking the entire paragraph from the minutes. Ms. Smith wanted to reflect the talk somewhere in the minutes, recalling that the conversation included Ms. Coury typing up blurbs on the botanicals and Ms. Smith taking them to the Heritage Committee.

Ms. Smith expressed a desire for grammatical accuracy and the need for more professional minutes.

Ms. Mosier noted a grammatical error on page 5, Ms. Coury continued and noted two cases of incorrect pronouns on that page.

MOTION: Ms. Marshall moved, Ms. Coury seconded a motion to approve the minutes from the April 20, 2021 Park and Tree Committee meeting as corrected. The motion passed unanimously.

5. City Updates – City Administrator Monthly Report

There were no city updates.

6. Review Bylaws

There were no bylaws to review.

7. Committee Business

• Budget Review

Mr. Harmon began his presentation. He explained that money had to be put back into the parks department, noting that available spending went from around 9% back up to 30% in the beginning of April.

Mr. Harmon asked the committee if there were any questions on the budget.

Ms. Mosier asked to clarify if this was next year's budget, Mr. Harmon said no, and that next year's budget had not yet gone to the budget committee yet.

Ms. Smith asked how much was left to spend on park toys this fiscal year. Mr. Harmon answered around \$11,900, less about \$5k and possibly more because the pavilion re-roofing project went over estimate as it could not be accessed safely and required a rented man lift. He thought that there would be room in the budget for the new spring toys.

Mr. Harmon shared that he met with Ann Heath regarding next year's budget and on moving forward with a plan to split capital so that both public works and the Parks and Trees Committee would have money for capital improvement projects.

He admitted that the next fiscal year would be tough and described the need for a second mower, explaining that this will allow public works to get all the mowing done in a day. This would free the crew for the more important work of preventative maintenance on water and wastewater systems which had been falling behind. He explained that between the warmer weather and the rains they were struggling with trying to catch up on mowing. He expected to present \$15k in capital for a mower and \$5k for the Parks and Trees Committee to budget. He noted that this was less than discussed previously and explained that he tried to get more, but that he and Ms. Heath had to make tough decisions before it even went to the budget

committee. He expected that the following year's budget would depend on what happened development-wise.

Mr. Beatty asked if system development charges went only to capital gains or if they could be used for capital improvements, if it could be used for maintenance or only for new purposes. Mr. Harmon answered that SDCs were for anything that was a capital improvement or was listed in the master plan. Mr. Harmon added that they would be looking at the capital improvement lists of all departments including wastewater and streets. He and Ms. Heath had discussed possibly revisiting the Parks and Trees capital improvement list this summer and he said this is what SDCs would apply to. He noted that the Johnny Diamond Park development set back the SDC fund significantly.

Mr. Beatty mentioned the addition of ADA ramps and Mr. Harmon responded that they were not an expense to the city. Mr. Harmon was upset about the ADA ramps being unfinished. In response to inquiry, he explained that the new mower would be similar to the walking mower purchased a couple years ago. Mr. Beatty remarked that this would make mowing pretty fast.

Mr. Harmon asked if there were any more questions on the budget for the next 2 years.

Ms. Marshall noted that the increase in the PERS amount this year would be 6% which may affect all funds. Mr. Harmon responded that last year there was more to take in the general fund than other departments. Ms. Smith added that even having \$5k is nice and that they were able to plan and prioritize what to do for the year.

Mr. Harmon projected the purchase of a new parks vehicle in 2024. He explained that a 5 year budget forecast allowed them to plan ahead and added that a substantial amount of new SDCs would be coming in. Ms. Mosier said she would like to have money to buy more area for park if necessary and Mr. Harmon said he and Ms. Heath had been having these conversations.

Ms. Mosier asked if anything more had been heard about the development at the end of Coleman and Dixon. Mr. Harmon said he would meet with the engineer the following day to finalize the public improvement plans and that groundbreaking would likely begin soon after. He noted that construction costs were going through the roof and gave an example of a certain type of pipe rising in price between 5%-9% per day. He said they were having to find alternative materials due to cost but expected the prices would come back down. Mr. Harmon said he added 9% to fuel lines across all departments which had not been done in a long time. Ms. Mosier remarked that it would be nice to do some planning there and noted that they had been able to salvage some dirt from Johnny Diamond Park. She added that a BMX bike track was being considered.

Mr. Beatty asked about the protocol for the flagpole memorial. Mr. Harmon explained that the timeline was still unknown but that grant funds were possibly available. Mr. Smith asked if leftover money from the spring toys could be used to start the project and Mr. Harmon recommended that the council make a decision about the spring toys at Norma Pfeiffer. Ms.

Smith offered that she and Ms. Marshall could meet to pick out the toys and asked how many they should purchase or if they should just not exceed a certain dollar amount. Ms. Marshall said two toys would be fine for the given space. Ms. Smith asked if the group was okay with her and Ms. Marshall choosing which toys to buy. Ms. Mosier asked if the committee agreed, Mr. Morneau agreed and said he was fine with spending up to \$1000. Ms. Mosier suggested shelving this and appointing a committee to come up with a budget.

Ms. Mosier said that the flagpole design was approved last month but that there was still rough work to be done on the sidewalk and on deciding the size of the medallions. She added that any left over in this project must be used before the next fiscal year or will be lost.

Ms. Smith suggested that any extra money be used for a couple new tables made of plastic board. Ms. Mosier asked if tables were the priority and suggested having a discussion about what the committee would like to spend this money on. Ms. Marshall said that people who used the park frequently weren't really excited and offered that maybe this wasn't a priority. She said she would be happy putting the money toward the flagpole memorial and that there should be a committee consensus about what to do with leftover money. Ms. Coury agreed about putting the money towards the flagpole.

Mr. Beatty noted that roses would take 9 or 10 months to order and the order would have to be placed by July. He asked how to proceed. Ms. Mosier said that concrete work would ideally be done before planting so as to not damage the flowers. Ms. Smith suggested that Mr. Beatty and Mr. Harmon decide how much sidewalk and plants will cost and said that it would be better to set a timeline. Ms. Mosier suggested it would be better to put this off to the next fiscal year and apply for a grant then. She noted that there were still funds that needed to be spent this year. Ms. Smith said that a decision had to be made because finance couldn't spend money after a certain point in June. Mr. Harmon said that they tried to get all purchases in by around June 30th and suggested revisiting this in the June meeting.

Ms. Mosier suggested considering kid's equipment for Johnny Diamond and Ms. Smith said she preferred tables as they could be used anywhere in the parks and could be provided to businesses for use in the summer. She noted they could also be bolted to a pad if they wanted the tables to be permanent. Ms. Smith was disappointed that the grant for the pop-up plaza did not go through. Ms. Mosier offered to appoint Ms. Smith and Ms. Marshall to check on the spring toys and pop-up tables and the group agreed.

- **Spores Parking Area**

Ms. Mosier said she would like to see some angled parking in the gravel area at Spores and asked if public works had any plans to level the area for parking. Mr. Harmon said this was possible but that there were no formal plans to. He was unsure if an ADA parking stall would be required and said he would research this, suggesting they could begin marking in June or July. Ms. Mosier said that parking may not be needed there and Mr. Harmon agreed but said that it

may be needed for beautification purposes. Ms. Mosier suggested improving the area around Muddy Creek with a bench and sign that gave the history of the creek. Ms. Smith offered to take the sign idea to the historical committee.

- **Historical Signage**

Ms. Mosier asked if Ms. Smith had talked to anyone at Heritage, Ms. Smith said she was waiting on Ms. Coury to write up the blurb. Ms. Mosier suggested that Ms. Smith also bring up adding historical information to Johnny Diamond Park.

Ms. Coury shared that she created signs for ivy and maple trees. She said she would also mention the licorice ferns even though they were too dry and shriveled to be seen.

Ms. Coury welcomed any edits from the committee.

- **Booth Kelly Signs**

Ms. Mosier said they would have to come up with money for signs and suggested that the heritage committee may have a source, noting that the signs going in Booth Kelly Mill would be a lot different than the ones at Johnny Diamond Park.

Mr. Harmon said that Terry Dawson volunteered to have the signs made.

- **Tree Sub Committee Report**

Mr. Beatty said that there was not much to report but that any pruning for Nora Pfeiffer Park was probably postponed until fall. He suggested spending some budget money for replanting trees around the ponds for shade and bird habitat. Mr. Harmon responded that there was budget money available to purchase and plant trees. Mr. Smith suggested figuring out a water source before planting so the trees weren't lost again. Mr. Beatty asked how to move forward with his ideas and Ms. Mosier said to work with Mr. Harmon to see if they are feasible.

Ms. Mosier asked if anything had been done to the heritage cherry trees. Mr. Beatty said that conversation about this would commence in fall and that there would need to be some wood removal and cleanup.

- **Arbor Day Recap**

Mr. Beatty shared that he planted 2 trees at Jacob Spores and replaced a dead maple tree with a crabapple behind the pavilion. He noted that those trees were growing into overhead utility lines and may need to be trimmed. Ms. Mosier said the trees looked nice and asked if there was any protection from nutria, Mr. Beatty answered that the water bags were serving that purpose and that so far the nutria has not been a problem.

- **Dari Mart Landscaping Project Recap**

Ms. Mosier said it looked like some progress had been made. Mr. Morneau explained that they were still waiting for more product to arrive and that the whole process would be done by the 30th of the month.

- **Recap Pavilion Park Roofing Project**

This was covered in the Budget Review.

- **Work Party Recap from May**

Ms. Marshall shared that between herself, Ms. Mosier, and Mr. Beatty, a total of 8 hours had been spent pulling weeds at the east end of the outside of Johnny Diamond Park but there was still work to do at the other end. She noted that Mr. Beatty found a product that would be safe for the plants to control weeds. Ms. Marshall said she received many positive comments from citizens.

Ms. Marshall suggested advertising on social media for help on the project, noting that people must sign a waiver form first. Ms. Smith suggested posting signs advertising the time and location of work parties and that Ms. Winner could probably take care of this. Ms. Mosier did not think additional signage downtown would be necessary and that an online posting may be more efficient. Ms. Smith suggested posting an ad in the newsletter also.

- **Work Party Plan for June**

Ms. Mosier asked where next month's work party should be. Mr. Beatty suggested the tree circles at Nora Pfeiffer Park. Ms. Smith added that the flower bed would likely need to be cleaned out and Ms. Mosier suggested adding wood chips to slow weed growth. Mr. Beatty said that flowers were needed at Jacob Spores too and volunteered to pick out plants.

Ms. Marshall noted that they would need to physically spread out to cover planting and pulling weeds and suggested meeting at Norma Pfeiffer Park and going from there.

Mr. Morneau asked if the 4 swales on Mill Street would be cleaned out soon, Mr. Harmon answered yes that it will be addressed the following morning.

Mr. Harmon shared that public works would be moving to a 4/10 schedule with a split Monday/Friday crew and would be using Mondays and Fridays for preventative work, giving the city 10 extra hours of work during the week.

- **Committee Work Plan Review (next project)**

Ms. Mosier said that the Jacob Spores playground equipment would be removed as the neighbors did not want it. She suggested Ms. Smith and Ms. Marshall meet to pick out some spring toys and look at tables for Norma Pfeiffer Park. Ms. Mosier thought that toys wouldn't fit with Johnny Diamond Park as it was more of a natural park. She said to look for anything else fun that might fit.

Mr. Morneau wanted the committee to keep in mind that there will be public events coming back to Coburg including concerts in the park, a car classic, and an antique fair. He stressed the need to keep those areas clear and available during the construction projects.

Ms. Coury asked if the bike station would be coming this summer, Mr. Harmon said that the project was still being designed.

Ms. Marshall asked if the June work party would be on the second Monday of the month and said she would be out of town at that time. She suggested moving the party to June 21st at 9 a.m. and the committee agreed.

Mr. Harmon asked if the group had a chance to look at the information kiosk roof and commended the crew's work. He added that some money would likely be needed to revamp the pavilion. He said that if a mower was purchased this year then the pavilion revamp may need to be pushed to the summer of 2022. He planned to come to the committee in July with ideas and costs. He asked how long the summer concerts lasted and Mr. Morneau answered from mid July to the end of August. Ms. Morneau also commended the work on the pavilion roof.

Ms. Mosier asked if anything should be added to the agenda for next month.

8. Adjournment

Hearing no further discussion, Ms. Mosier adjourned the meeting at 7:07 P.M.

DATES TO REMEMBER

June 8 th	City Council Meeting
June 15 th	Parks and Tree Committee Meeting

APPROVED by Park | Tree Committee on this xx day of xx 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Mary Mosier, Chair

(Minutes recorded by Jayson Hayden)