



MINUTES

Parks Tree Citizen Advisory Committee

January 21, 2025 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Vice Chair; Lonna Meston, Karen Coury

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

Council Liaison Smith noted that the agenda did not include the appointment of Chair/Vice Chair and should be added to the meeting consistent with the Committee's by-laws.

APPROVE MINUTES FROM DECEMBER 17, 2024

MOTION

Ms. Marshall moved, seconded by Mr. Morneau to approve the December 17, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed – 5-0 (Ms. Mosier abstained)

COMMITTEE BUSINESS

Election of Officers (added agenda item)

Ms. Shattuck nominated Tom Beaty for Committee Chair for 2025 as well as Ms. Marshall for Vice-Chair. Both indicated their agreement to serve. Motion unanimously approved 6-0

1. Hazards and Issues with Parks

Hanks reminded the committee of the objective of this standing agenda item is to ensure that issues observed/noted by individual Committee members are brought forward formally in the meeting to be addressed at that time or recorded for follow up and reporting back at a following meeting. Hanks noted that several of the follow up items are highlighted in the Committee Memo document in the packet with the primary issue of park restroom vandalism highlighted in the City Administration Report presented to Council on January 14, 2025 with a copy provided in the Park | Tree Committee packet.

Hanks noted that vandalism is a common and unfortunately accepted component of operating and maintaining a parks system. Most are occasional and minor and are routinely addressed by Parks Staff. This recent vandalism was more significant in its damage and cost and staff is proposing a change in operations to mitigate future similar situations and would like committee input.

Remote access door lock systems have been discussed prior for both restroom facilities (Norma Pheiffer and Pavilion) and staff will be selecting a system that will be expandable for use at other City facilities (WWTP, water tank/booster pump station, well sites, etc). Staff is recommending the restrooms be locked between the hours of 10:00 PM and 6:00 AM. Committee members discussed different time options and agreed that a specific and consistent time, regardless of season is a prudent way to move forward and agreed with staff's recommended closure times. Hanks noted that staff will provide a update when the system is purchased and installed.

Moss build up on benches, plexiglass sign cover at Booth Kelly are both still on the Staff list to address.

2. Work Party Report

Reported out that no work party occurred in December. A February work party is scheduled for February 17th at 9:00 AM at the Veterans Memorial at Norma Pheiffer Park and will focus on rose pruning and fertilizing.

3. Park Project Updates

a. Pavilion Park

Mr. Hanks referred to the committee memo and noted that a fundraising plan will be developed and brought forward to the committee at either the February or March meeting for some of the accessory items that were not part of the current contractor bid work. Hanks also noted that the project is expected to be completed and available for full public use by the Memorial Day weekend.

b. Norma Pfeiffer Park – Medallions

Mr. Hanks requested that the committee provide clarity on the scope/scale of the project as the prior discussions have led the project to expand beyond Staff's original understanding. The Committee discussed various medallion types, need for electrical service extension vs. solar, rock base options, utilization of the existing flagpole base among other ideas.

Hanks cautioned against a number of the options due to durability/vandalism issues, project costs and the scale of the project vs. the size of the memorial area. Hanks suggested, with committee agreement, that staff develop two options for the Committee to consider at the February meeting so that the plan can be finalized and executed in the spring/summer of 2025.

c. Norma Pfeiffer Park – Rose ID Signs

The Committee discussed this item in conjunction with the medallions project and Mr. Hanks will incorporate the rose ID signage into the two medallion options to be developed and presented.

d. Booth Kelly Path – Chip Trail Surface

Mr. Hanks indicated that a community group is interested in providing volunteer labor to spread the wood chips throughout the entire path surface. Staff will update the committee once details have been confirmed. The objective is to have the work done in the April/May timeframe.

4. Council Revenue Sub-Committee Update

Mr. Hanks provided a brief update on the work of the Revenue Sub-committee and highlighted the sub-committee's upcoming work on general fund revenue options that may include a Parks and Open Space fee on utility bills to adequately fund the maintenance and operation of the Parks system as that is contained within the City's general fund, which has a declining fund balance. Hanks noted that a \$1 a month fee on utility bills generate approximately \$20,000 per year in additional revenue and added that the staff recommendation for revenue needs for the general fund would necessitate a \$5 per month fee. Committee members asked about how the funds would

be dedicated and utilized and Hanks noted that the fee resolution can specify/limit use of the revenue for dedicated activities, programs or departments. Hanks stated that revenue sub-committee updates will be on all future committee agendas.

5. Community Survey – Parks Topics/Issues

Mr. Hanks informed the committee of an upcoming survey being conducted in partnership with a U of O Public Policy class. The goal is to gain general insights into community values, priorities of City services, missing services and facilities, quality of current services, etc, rather than specific programmatic questions of particular Departments or activities. The survey will be released in mid-February, and a report from the class will occur at the March 11 City Council meeting. Liaison Smith noted that the prior survey from 2019 would also be a valuable document for the Committee and Council to review along with the new survey results.

CITY UPDATES

6. City Administration Report – January 2025

7. Future Meeting Topics


Mr. Hanks noted that the medallion options, revenue sub-committee, and survey update would all be on the February meeting agenda.

ADJOURNMENT

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

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this 18th day of February, 2025.


Tom Beatty, Chair

ATTEST: 
Sammy L. Egbert, City Recorder