



**Coburg Parks | Tree Committee**  
Regular Meeting  
December 18, 2018 – 6 P.M.  
Coburg City Hall  
91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Mary Mosier, Chair; Coleen Marshall, Vice Chair; Lonna Meston, Claire Smith, Joe Morneau

**COMMITTEE MEMBERS ABSENT:** Karen Coury

**STAFF PRESENT:** Burke Hansen, Public Works Department

**STAFF ABSENT:** Brian Harmon, Public Works Department Director

**RECORDED BY:** Raymond Stevenson, Administrative Assistant

**CALL TO ORDER**

Ms. Mosier called the meeting of the Coburg Parks & Tree Committee to order at 6:03 pm.

**ROLL CALL**

Ms. Mosier took roll

**MINUTES APPROVAL**

The Committee requested changes to the November 20, 2018 meeting minutes as follows:

Page 1, last paragraph strike ~~unanimously~~ and replace 5:0 with 5:0:1

Page 3, seventh paragraph, first sentence - strike ~~Park~~ and replace with ground

Page 3, last paragraph, second sentence– strike ~~So that~~ capitalizing "A"

Page 4, last paragraph, third sentence– strike ~~So the shrubs were removed and the new trees were planted.~~

*Ms. Marshall moved to approve the November 20, 2018 minutes as corrected.*

*Ms. Smith seconded the motion.*

*The November 20, 2018 meeting minutes were approved with corrections unanimously 5:0*

*Mr. Morneau moved to approve the November 20, 2018 work session.*

*Ms. Marshall seconded the motion.*

*The November 20, 2018 work session minutes were approved unanimously 5:0*

## **CITY ADMINISTRATION REPORT**

Mr. Hansen went over the monthly report from the city administrator with the Parks and Tree committee.

## **GATEWAY SIGN PROPOSAL**

Ms. Mosier introduced the topic for the gateway sign proposal. Mr. Hansen highlighted how the sign would be constructed.

## **MASTER PLAN RECAP**

Ms. Mosier asked Mr. Hansen about the parks and tree master plan changes that had been submitted to City Council.

Mr. Hansen advised that the City Council had approved all of the changes that the committee had requested to the parks and trees master plan. Mr. Hansen explained how the changes would be included into the comprehensive plan, however the decision was made to hold off making the changes to the parks and trees master plan. Instead the City Council would like to do all of the changes at the same time that the comprehensive plan is updated in order to save money.

Ms. Mosier asked if the park and tree committee would have the opportunity to meet and have a work session with the planning commission prior to the updates being made.

Mr. Hansen advised that he would double check with Brian (Harmon) about the possibility of arranging that work session, but did not think it should be a problem.

## **MEMBER APPOINTMENT PROCESS**

Ms. Mosier asked the committee if they had been able to come up with anybody to fill the vacant seat on the committee.

Ms. Smith advised that she had come up with the name of a possible new member. His name was Rob Villa and he lives on East McKenzie Street. The committee discussed the possibility of providing Mr. Villa an application for the parks and tree committee position when they were distributing the Johnny Diamond Park survey to the neighborhood

Mr. Hansen suggested to the committee that they send out an advertisement for the open committee member position along with the Johnny Diamond Park survey when the committee is distributing the surveys to the neighborhood.

After discussion the committee decided that the best method would be to publish the open committee member position online.

## **JOHNNY DIAMOND PARK**

Mr. Hansen went over the updated status and outlook for Johnny Diamond Park with the committee.

Ms. Mosier went over the two handouts (attached) from the December 3<sup>rd</sup> meeting that Brian Harmon, Public Works Director; Anne Heath, City Administrator; Ms. Meston and herself had in regards to Johnny Diamond Park. The handouts passed out consisted of a timeline for the committee in regards to the park as well as items that the committee would like to see included in the new park. These handouts were submitted and scanned to be included as an addendum to the December 18<sup>th</sup> Minutes.

#### **HAYDEN HOMES SURVEY**

The committee decided as a group that they would get together on 1/2/19 at 10:30 am to walk the new Hayden Homes neighborhood and distribute the survey.

#### **SUBCOMMITTEE FOR SURVEY REVIEW**

Ms. Mosier decided that the topic of the subcommittee for the survey review would be postponed until the January meeting.

#### **YEAR END REPORT FOR COUNCIL**

The committee discussed the goals for 2019 and beyond to be presented to City Council:

- Ms. Smith brought up the chess tables in Pfeiffer park and the restroom upgrades.  
Mr. Hansen advised the committee that the Public Works Department is still working on both projects.
- Ms. Smith mentioned putting a park bench as well as a toddler park in Jacob Spores Park.  
Ms. Marshall and Ms. Mosier agreed that both should be included in the report.
- Mr. Morneau brought up the Wetlands Project and the grant.
- Ms. Marshall discussed her idea of a volunteer group called “The Friends of Coburg Parks” that could be organized and coordinated with the Public Works Department to help with various park projects in Coburg.
- Ms. Marshall also brought up the improvements that are needed for Booth Kelly Mill Pond Trail in particular replacing the botany signs.

Ms. Mosier asked about the sign to designate where the Trail is.

Mr. Hansen stated that the last time the sign had been discussed it had been decided that a committee member would talk to the homeowner about the possibility of putting a sign up.

Ms. Marshall advised that she had talked to the homeowner who was ok with a small sign at the street to show where the path is.

- Ms. Meston brought up the idea of “park watch” signs. These would be signs that would give visitors of the parks contact information so if they see something (suspicious, out of the ordinary, damaged, etc.) they have a way to report it.
- Ms. Meston wanted to include the landscaping for Spores park. Ms. Marshall suggested that the landscaping should be inclusive of all of the parks.
- Ms. Smith brought up the painting of the light posts as a project that is still needed.
- Ms. Marshall suggested identifying the locations of all pocket parks.
- Ms. Mosier mentioned the opening of Johnny Diamond Park on June 30<sup>th</sup> 2019.
- The Committee also discussed improving and replacing planters in the parks.

The Committee also discussed all of the accomplishments that the committee was responsible for in 2018 to be presented to City Council.

Ms. Smith suggested that the committee begin tracking volunteer hours in 2019.

The committee agreed to have Ms. Mosier prepare the report of accomplishments, goals and the thank you list for the committee. The committee decided in order for the report to be given to City Council prior to the Council retreat, that Ms. Mosier would submit the report to Mr. Harmon once completed.

#### **JANUARY MEETING**

Ms. Meston wanted to discuss the pruning of the crab apple trees.

Ms. Marshall wanted to discuss “The Friends of Coburg Parks.”

The Committee agreed to a 6:00 pm start time for the January 15<sup>th</sup> 2019 meeting.

#### **ADJOURNMENT**

Ms. Mosier adjourned the meeting at 7:40 pm.

APPROVED by the Parks & Tree Committee of Coburg this 15th day of January 2019.



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Vice Chair, Coleen Marshall

ATTEST:



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Sammy L. Egbert, City Recorder