



Minutes

Coburg Parks |Tree Committee
Regular Meeting
City Hall, 91136 N. Willamette
November 21, 2017

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

COMMITTEE MEMBERS ABSENT: Karen Courey, Rhett Sunia, Mary Mosier.

STAFF PRESENT: Brian Harmon, Public Works Director.

RECORDED BY: Marina Brassfield, LCOG.

CALL TO ORDER:

Ms. Smith called the meeting of the Coburg Park |Tree Committee to order at 7:03 p.m.

Roll Call:

Mr. Harmon called role and announced a quorum.

AGENDA REVIEW

A Hayden Homes Park Update replaced the Signage Update on the agenda. Signage Update was moved to the following meeting's agenda.

CITY UPDATES:

City Administrator Monthly Report

Mr. Harmon said there nothing under the parks department included in the City Administrator's report, other than the City was starting to winterize things. It was a good time for the City to evaluate what needs fixed to get ready for the spring push and summer usage. Ms. Smith said January 2018 would be a good time for the committee to start recruiting volunteers for springtime work.

Loop Path Trail Update

Mr. Harmon said the current phase, Phase II, was from Sarah Lane, out to Industrial Way, then to Pearl Street. He said concrete was laid. Mr. Harmon said he was not seeing eye to eye with Oregon Department of Transportation (ODOT) and Jeff Kernen City Planner on certain issues, such as the frontage along Industrial Way, which was in front of Serenity Lane. He explained ODOT put a lot of landscaping in along Serenity Lane, even though it was in the City's Right of Way (ROW). The irrigation was dug up everyone assumed they would pay to replace it; however, they were not, and it was now up to the City to pay for replacement.

Ms. Smith asked whether the contractors putting in the loop path trail would fix the irrigation. Mr. Harmon responded that it was not the contractor's fault, it was up to ODOT to pay for the conflict. Mr. Harmon did not think these type of issues would happen during the next phase, Phase III. He noted the City of Eugene engineering was totally different than ODOT's, and the City of Eugene was way easier to work with so far. The City's input was taken into consideration for Phase III.

Mr. Harmon said during Phase II, citizens were not even asked to provide input. Mr. Harmon said one thing done differently to the Loop Trail than other areas, was that the contractor went with a different finish on the concrete – they used tool joints instead of a saw cut. Ms. Smith asked if they connect, and Mr. Harmon said it was a difference in how the concrete was laid. Mr. Harmon explained the difference between a tool joint and a saw cut. He added the choice was made to ensure the trail matched what was already laid on Industrial Way.

Ms. Smith asked whether Phase IV had gone to bid. Mr. Harmon said Phase IV had not been designed yet. Ms. Marshall asked whether the City had been awarded funds. Mr. Harmon responded that to his knowledge, Phase IV had not yet been funded. Ms. Smith had a few questions for Mr. Harmon. First, she wanted to know what happened to the trail if it did not continue beyond Phase III or IV. She also wondered how it would impact land acquisition for public uses other than the path, if the committee discontinued the Loop Trail Plan. Ms. Smith asked what the availability of System Development Charges were. Ms. Smith said the committee needed to know as they moved forward, whether they would continue to have money to maintain what has already been constructed. Finally, she wondered if the Loop Path placed encumbrances on current and future SDCs.

Mr. Harmon said he was unsure. Ms. Smith thought the City and the Parks Department needed to know if the City was committed to loop path after loop path, or if what City currently had satisfied the Master Plan requirement that said Coburg would have connected neighborhoods and sites. She wondered how the Loop Path would be maintained if the Loop Path continued, and if would it take away land that could be used for a community park.

Mr. Harmon said the Loop Path would not continue after Phase IV. Ms. Smith asked if they wanted to pursue Phase IV. Mr. Morneau explained the Loop Path was a “pet” project. He said it was picked out of the Master Plan, and money and land was allocated to it because there was someone who prioritized the project. Mr. Morneau said the City was no longer in that position. He thought City should table Phase IV, and put it on priority list; however, there were other important things that needed attention.

Mr. Harmon would ask City staff the financial implications of the Loop Path. He noted Phase III was paid for. Phase IV was much farther in the future. As of now, there was no funding, and it went beyond the Urban Growth Boundary (UGB). Ms. Smith said before CPTC decided whether wanted it or not.

Mr. Morneau said the grant obtained funded the first three phases. The grant did not fund Phase IV. Ms. Smith asked where Phase I was. Mr. Harmon referenced a map and explained the route. It started at the wetlands and tied into the school. Mr. Harmon clarified that Phase I was considered complete from Pearl Street out to Roberts Road; however, Phase I of the Loop Trail would go out to Coburg Community Charter School and that had not been done yet. There was no phase for that section yet. Ms. Smith said that seemed like a priority segment, as students had to cross a busy street in the area. She thought it was a good idea to connect the wetlands, and wondered if it would be possible.

Mr. Harmon would find out financial implications of the Loop Path. Until then, the committee recommended slowing down and taking a pause on construction of the Loop Path for subsequent phases.

Mr. Harmon wanted to bring a few items to the committee’s attention, although they were not on the agenda. Mr. Harmon noted the person who took responsibility for putting up holiday lights would not be doing so that year; so, Mr. Harmon thought of a new tradition where the Public Works, Fire, and the Police Departments set up lights on the 7th and 8th of December. He said all department heads were on board, and he thought it would be neat for the community to see those divisions working together. Ms. Smith asked if the departments needed anything from the

committee. Mr. Harmon said volunteers were welcome, perhaps to bring hot chocolate and snacks to the workers.

Mr. Morneau said the departments would need someone to buy replacement lights or bulbs while people were setting up. He noted the Chamber and other organizations had put some money aside to replace or add to the decorations. There was around \$300 to buy replacement supplies.

Mr. Harmon said City Hall would also be decorated for the holidays. Ms. Smith was thinking of bigger trees in parks, and said some cities use a projector to put "lights" on those taller trees. She wondered if the committee could do that near the kids' playground. Mr. Harmon said he considered trying projector lights at City Hall. Mr. Harmon said there has been vandalism in past, and he was worried about that for the holiday season. Mr. Morneau said people setting up were free to sort through decorations and toss ones that could no longer be used; he worried about storage space for decorations. Mr. Harmon said Public Works would sort through the decorations and the department would store them.

Mr. Harmon told the committee that the McKenzie and Harrison project would go forward. He noted the intersection would get revamped, and would address many of the drainage issues. Ms. Marshall asked if the project would begin during FY18. Mr. Harmon said a bid would be open in February or March 2018, with construction to start between April and May 2018.

The other issue Mr. Harmon wanted to discuss was a flag pole at the park. He said he did not have contact with anyone in charge of the Veterans' memorial flag pole. Mr. Harmon noted no one came to change the flag during Veterans' Day, it had never been lowered to half-staff, and it was never taken down. He could not find who to contact. Mr. Morneau said the Odd Fellows (the group in charge) had always been proactive up until that year; however, a new group had taken reigns. He provided Mr. Harmon with two contacts to try. Mr. Harmon said he wanted to ask the new group to give him a pair of keys, as he would maintain the flagpole if he had access. Mr. Morneau said he would make contact. He added the committee needed to purchase a new flag for the memorial, as well as add lighting. Mr. Harmon was very disappointed that people were not honoring veterans at the memorial. Ms. Smith thought for Memorial Day, the committee should clean up the area and plant petunias or some type of red, white, and blue flower. Ms. Meston agreed the space could use renovating and landscaping. She thought the roses were okay, and noted daffodils came up, but it needed a little more. Ms. Smith reiterated that petunias were low maintenance and lasted throughout the summer.

Mr. Harmon had a few ideas for Pavilion Park. He said when the kiosk was installed, he found the planter area by the park bench had its own irrigation. Mr. Harmon said the committee could put whatever kind of landscaping there. Ms. Meston asked the size of the space, and Mr. Harmon responded there was around 25 feet of space. Ms. Smith and Ms. Meston thought a perennial, low maintenance garden would be best. In addition, Mr. Harmon wanted to take time to paint the lamp posts in the parks during the springtime, if funds were available. The consensus was to keep the posts dark green.

Ms. Smith asked if it was possible to create a donut area around the lamp posts before they were painted, so that it was easier to mow around them. She wondered if pavers could be possible, or some edging around the lamp posts. Mr. Harmon said the committee could do whatever was wanted, if there were funds available.

COMMITTEE BUSINESS:

Prioritize Projects for Park Improvements

Ms. Smith said the committee needed to pick a few of the prioritized projects for park improvements and set a timeline. Ms. Marshall said the list of projects was included in the September 2017 minutes.

Ms. Smith said the committee wanted to install playground equipment in the Jacob Spores park. The play structure chosen cost \$5,000. Ms. Marshall said it was wise to double the cost for a piece of equipment for extra costs.

Mr. Harmon suggested the committee prioritize restrooms at Norma Pfeiffer Park were in very poor condition. He thought before adding play equipment at a park, the focus and energy should be on restrooms and getting them to a good condition. Mr. Harmon noted maintenance on the restrooms had been very poor in prior years. Mr. Morneau asked why last year, through a past public works director, the City was paying for a business to clean the restrooms.

Mr. Harmon said that was the cleaning they were getting for the paid service; he thought the company focused on cleaning City Hall, and were focused on ensuring the parks had toilet paper and that was about it.

During the September meeting, Ms. Marshall suggested the committee paint the outside and inside of the restrooms, clean roof, install new stainless steel rest area sink, and install toilets. The committee members agreed the priority was the Norma Pfeiffer Park.

MOTION: *Mr. Morneau moved, seconded by Ms. Marshall, that Norma Pfeiffer Park be first-priority in beautification efforts. The motion moved unanimously.*

Mr. Harmon wanted to put a hot water heater in the Chase Room for Public Works employees. Ms. Smith thought that would be helpful for the department, as well as CPTC volunteers. She thought it would be best to make the restrooms like those along I-5, so they could not be easily vandalized. Ms. Smith asked if there was a motion detector light inside the restroom. She thought it would be helpful, for people outside the restroom to know if someone else was in there. Mr. Harmon said there was, as well as two lights on the outside of the facilities.

Ms. Smith asked about the Trails End Wetlands project. Mr. Harmon said the City could help, but the project needed additional funding options. Ms. Smith said a priority project could be researching applicable grants for the Trails End project, and trying to obtain a grant. Mr. Harmon thought the entrance could be made into a very grand, barked trail. He wanted it to be ADA (Americans with Disabilities Act) accessible. Mr. Morneau thought a trail was needed, as well as an educational and interpretive kiosk at the wetlands. Mr. Harmon would discuss possible grants with Mr. Boydell.

Ms. Marshall said an easier project might be signage for parks. Specifically, one for Pavilion Park and one for Booth Kelly. The committee prioritized Trails End Wetlands project as number two, after Pfeiffer Park. The committee wanted simple signage like the ones already installed. The signs needed were for Pavilion Park, Booth Kelly, and Mill Pond Trail. Other projects included cleaning up the path around the park edge, and repainting the blue swings, which had already been done. Mr. Harmon noted there was a new basketball hoop to be installed. Ms. Smith clarified these were yearly park improvement goals, so they should not feel pressed for time, as the committee would revisit them in November 2018.

Ms. Meston brought up basic landscaping projects around the community as other park improvement projects. She wanted to revisit Spores Park as an Arbor Day project, and incorporate planting beds and a grape arbor. Mr. Harmon did not mind having Sporks Park as an Arbor Day project two years in a row. Mr. Morneau said he was concerned about focusing on Spores Park first, because more people visited Pavilion Park and Pfeiffer Park. He thought the number of people impacted needed to be considered. Ms. Smith noted the impact would go up as the new housing developments near Spores Park were completed. Ms. Meston agreed to help Mr. Harmon plan the Arbor Day Celebration. He said the proclamation for the event had to be read in February 2018, so Ms. Smith would add it to the January 2018 agenda.

Ms. Marshall said the drain along the road at Spores Park could be improved with a bio-swale. She noted it was down the road. Ms. Meston said the committee could create a long-term landscaping plan to prioritize funds over phases. Ms. Meston noted Pavilion Park was very central. Mr. Morneau leaned toward focusing on Pavilion Park, due to the current visioning project going on for main street. Ms. Smith thought bulbs or baskets would look good around the kiosk in Pavilion Park. Ms. Smith asked about the pocket park and whether irrigation could continue from that area, and Mr. Harmon responded yes. Mr. Morneau thought the lights should be dimmed in the kiosk, perhaps at a different wattage, especially during the holiday season. Ms. Smith said the committee previously talked about a thank you plaque to Ryan Thomas; she thought that project should be prioritized. Ms. Smith added a discussion about the plaque to the agenda for the next meeting.

Update on Signage

Ms. Smith moved this item to the December agenda. Ms. Mosier would provide a report. Mr. Harmon said the blackberry bushes needed to be trimmed where the sig would be installed. Ms. Smith thought they made a good barrier, however, she did not want them so dense that people could live in them. Ms. Meston had notes on ideas for the Hayden Homes Park.

Update on Hayden Homes

Ms. Meston noted her ideas were from conversations with Ms. Mosier, Ms. Smith, and the engineer. She said the first three bullet points were things they already knew about the park, such as final dimensions. Ms. Meston said that access to the park was a concern; the committee had to figure out whether it would be some sort of driveway. She noted access to water and power were concerns, and Mr. Harmon added sewer to the list of concerns. He said there was no plan at present for restrooms, but it was important to be able to add bathrooms in the future.

Ms. Meston asked what the general timeline was for Hayden Homes. Mr. Harmon said the first 40 homes would be built through Spring 2018. The rest would be built in the second phase. Mr. Harmon said this was a unique Hayden Homes project. There was a lot more criteria the company had to meet, compared to other subdivisions.

Ms. Meston said the notes focused on what the committee would be doing for the design, and then who the partners could be. Ms. Smith said the committee was trusted to come up with a plan and design to provide for City Council. They thought pulling in people from the Landscape Architecture Program at the University of Oregon could be helpful.

Ms. Smith said Phase I could be completed before the houses were, and then subsequent phases could occur after. Ms. Meston said she felt comfortable having an intern from the University of Oregon, but to post for an internship, the committee had to be very clear about the project. She noted the intern would only be able to help with schematic design. The most expensive part of the design for the park would be engineering. Ms. Meston thought the committee should look at this park as an award winning one in terms of innovation and design.

Ms. Meston said the Eugene Parks and Open Space website was a useful resource. She noted some designs were posted, such as ones for Charnel Mulligan and 10th and Monroe. She said as the committee began to pull a plan together, they should look at other park plans for inspiration. Mr. Harmon said it would be important to explain to the intern that the City was on a very fixed income, and the design must use materials the City already had, incorporate low cost maintenance, and suggest structures that the City could include later. Ms. Smith said the committee was considering having the park somewhat useable for the first phase, and then work toward additional phases and perhaps look for grants. Mr. Harmon said this project may be a high priority project. He said something needed to be there when the homes were ready if the park was not, because he did not want there to be a vacant lot full of weeds.

Mr. Harmon said with so much emphasis on the welcome sign in front of the park, the committee needed to ensure whatever was behind the sign looked good. Ms. Smith asked Mr. Harmon to return next meeting with a ballpark estimate for a budget. Ms. Meston offered to work on ideas for the park and the posting for an intern, via email with Mr. Boydell and Mr. Harmon. She would provide an overview to Mr. Boydell, and continue working on the plan with Ms. Mosier. Ms. Meston asked whether a fence would be constructed around the park. Ms. Smith said Hayden Homes would fund building the fence.

Annual Report to Council

Ms. Smith said she would draft an annual report to council. Mr. Harmon said the report would be given in February 2018.

Ms. Marshall asked to table the rest of the agenda items for the next meeting.

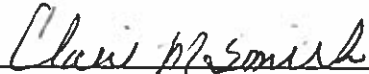
ADJOURNMENT

Mr. Morneau moved, seconded by Ms. Marshall, to adjourn the Coburg Park |Tree Committee meeting. The motion moved unanimously.

The meeting was adjourned at 8:21 p.m.

APPROVED by the Park | Tree Committee on this 16th day of January, 2018.





Claire Smith, Chair

ATTEST: 
Sammy L. Egbert, City Recorder