



Minutes

Coburg Parks | Tree Committee
Work Session and Regular Meeting
City Hall, 91136 N. Willamette
November 15, 2016

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

COMMITTEE MEMBER ABSENT: Karen Coury.

STAFF PRESENT: Brian Harmon, Public Works Director.

RECORDED BY: Hannah Parks, LCOG.

CALL TO ORDER:

Chair Smith called the work session of the Coburg Park | Tree Committee at 5:40p.m and was adjourned at 6:55p.m. The regular meeting was called at 7:00p.m.

Roll Call:

Mr. Harmon called role.

AGENDA REVIEW:

Ms. Smith clarified the process for making recommendations to council.

Mr. Morneau commented that communication between staff and the committee had been unclear in the past.

Mr. Harmon assured the committee that he would take the committee's recommendations to council and that he would remain transparent throughout the process.

CITY UPDATES:

City Administrator Monthly Report

Staff Report

Mr. Harmon said that there would be a full-time employee hired by Public Works in December, which would result in four full-time employees and one part-time employee. He said that the staff would be on rotation for weekends and after-hour calls, with one employee present from 8-10 a.m. on weekends. He commented that since the waste-water position was no longer payed, funds were available for over-time work. He said that Public Work's first priority was to ensure the waste water plant and water systems were running effectively. He shared that upcoming projects included filling in the pot-holes on the entrance of Pearl Street and leaf pick-up. He said two vehicles broke down and there was currently no budget to replace the vehicles. He shared that the Spores Park was cleared since last meeting, with the trail being the next project for clearing.

Ms. Smith asked Mr. Harmon to let the committee know if Public Works could use volunteers.

Capital Outlay Plan

Mr. Harmon shared that the left over funds from the line item for Capital Outlay was \$6, 275.

Ms. Marshall asked in which respect the funds could be used.

Mr. Harmon replied that the funds could be used for items listed within the Master Plan and that the committee would made a recommendation to council for the funds.

Ms. Smith asked Mr. Harmon to let the committee know if he wanted a committee member to attend the council meeting with him.

Park Reservation

Mr. Harmon passed out the Park Reservation handout.

Ms. Smith asked the committee to keep the handout in their binders for reference for reevaluation in the next fiscal year.

Mr. Harmon asked how often the committee wanted the packet.

Ms. Smith replied that they would like to receive the packet every six months.

Mr. Morneau recommended they receive the packet every October and April.

COMMITTEE BUSINESS:**Tree Recommendation**

Ms. Smith said they first sent the recommendation in March, and in April voted to send the recommendation to council. She stated that a glitch occurred and the recommendation was not included in the packet to council, so it was not till June that the recommendation was brought to council. She said the council received the recommendation positively and sent the recommendation back for clarification. She said the committee revised the recommendation and waited till the new Public Works director could be part of the process. She read out the recommendation, "The committee has voted to set a policy to maintain the Street-Tree inventory to reflect trees that have been removed, a policy to identify five hazardous trees annually to be considered for removal as budget allows." She shared that the purpose of the recommendation was to create a process for sharing information.

Mr. Morneau commented that most of the maple trees in the town needed removal and that a target of at least five trees a year was a good goal. He said that in a few years it would be necessary to remove 15 trees a year and that funds must be allocated in consideration of city liability.

Ms. Smith gave Mr. Harmon a list of Coburg centennial trees compiled in 1986.

Budget Recommendation for Line Item for tree budget

Ms. Smith shared that in the past they were told that the tree fund money was spent every year, however, they noted that little improvement appeared to have been done with the funds that had been collecting since 2008. She said they asked Ms. Heath for a summary of the tree budget. Ms. Heath responded in July that she had created an analysis that showed the city ideally would have put the balance of the unspent revenues into reserves, but that it had not been the practice of the Finance Department. Ms. Heath had stated that there was

not a reserve line set up specifically for street trees, but that the council could decide to create a reserve based on this analysis. Ms. Smith shared there was approximately \$17,000 in the street fund that was inaccessible since it was not marked as a line item for street trees. She said that Ms. Heath also gave guidance of how to word the committee's recommendation to council. Ms. Smith said they wrote the recommendation in August and voted to send it to council. She commented that Ms. Schuetz attended the September meeting and said that the recommendation was not necessary, however, they decided to put the line item forward for the sake of sharing the information with the council. Ms. Smith read out the line item, "Request a line item in the street fund to create a reserve account for the balance of the historic tree revenues, less expenses per an attached analysis."

Mr. Morneau asked for clarification on whether it was a supplemental budget or a line item.

Ms. Smith responded that they were identifying the line item in the street fund as the money that was collected for trees. She continued saying that the timing of the supplemental budget was up for the council, staff, and Finance Department to decide and would not be part of the committee's recommendation to council.

Mr. Harmon asked if he should recommend to the council to create the line item in the next fiscal year.

Ms. Smith replied that she would prefer it be sooner, however, it would be up to the council.

Ms. Mosier commented that "historic tree revenues" holds the same meaning as "tree maintenance fund".

Mr. Harmon shared that someone asked him to look at a street tree that appeared to be hazardous and Mr. Harmon noted that the tree was not on the list. He asked if all city trees were tagged.

Ms. Smith responded that not all trees were tagged, and that they are not requesting for a survey of all city trees, but instead wished to focus on the trees that they did know about.

Mr. Harmon offered to put something together to bring back for the committee to look at if the council recommended they formalize a policy.

Ms. Smith suggested that someone from the committee attend the council meeting with Mr. Harmon in case there were questions.

Spores Park Improvements

Item was pushed to next agenda.

City Hall Kiosk

Ms. Smith read out Mayor Smith's e-mail request and clarified that the committee was to discuss if the value of the kiosk would be worth the cost of moving the structure, and if so, where it would be moved.

Ms. Marshall suggested looking into the costs of a digital reader board.

Mr. Morneau spoke for the value of a kiosk since it has various compartments.

Ms. Smith suggested they look into the exact costs of moving the kiosk and also considered that the kiosk may not survive the move, but that the panels were in good shape and could be worked into the façade of City Hall.

Mr. Harmon commented that he believed that the plans for City Hall already included panels.

Ms. Smith replied that instead of buying new panels, that the old ones could be refurbished and set up like windows.

Mr. Harmon shared that there was a solid structure by the booster pump station behind Spores Park that was used for the police department that had the potential to be a kiosk. He said he would bring photos to the next meeting. He said he believed the kiosk would survive the move, however, was unaware of the cost. He suggested Pavilion Park would be a good location for a kiosk.

Mr. Moreneau suggested moving the original kiosk to a high traffic area such as Main Street. He suggested that it be placed on the North West side of Pavilion Park, next to Mill Street where the historic water tank was located. He said he believed it could be incorporated into the Main Street design and that Chamber may be willing to help with maintenance.

Mr. Harmon commented that it would be best to avoid placing the kiosk beneath large trees. He asked if there was power at Pavilion Park.

Mr. Moreneau replied that there was a power box on the corner of the park.

Ms. Smith summarized that the group was leaning on moving the existing structure to Pavilion Park if it was more economically feasible than building a new one.

Ms. Mosier suggested the East side of Pavilion Park, beside the pavilion, as a possible location for the kiosk.

Mr. Moreneau replied that if the North West side of Pavilion Park was not feasible, then his second choice would be the South East side, even if a few trees had to be replanted.

Ms. Smith asked Mr. Harmon to present the ideas to Mayor Smith.

Wayfinding Grant

Mr. Harmon said that the grant was going towards signage for the Coburg Loop project. He passed out pictures of informational signs as possible shapes.

Ms. Marshall asked where the money was from.

Mr. Harmon replied that it was a \$5,000 grant from the Healthy Eating Active Living Cities Campaign.

Ms. Smith commented that Ms. Schuetz had asked them to think of some landscape ideas, and that it had been recommended to them by Nancy Johnson that the Nootka Rose be adopted as a theme or symbol for ID and distance markers. She commented that it would make sense for the signs to reflect the plant since the rose was native to Oregon and would be visible on the trail.

Mr. Harmon said he would bring copies of the signage options to the next meeting so the committee could form a suggestion.

Ms. Smith replied that she would also provide a photo of the Nootka rose, a design, and anything else they would like to see on the sign.

Mr. Harmon commented that the decision may be made before the committee's next meeting.

Ms. Smith suggested that the committee choose shapes before the end of the meeting and that she would send

a photo of the rose to Mr. Harmon.

The committee designated their preferred shapes.

Work Session

Ms. Smith reminded the committee that their priority was to focus on creating a community park and asked if someone would be willing to attend the Planning Commission to inform them of the need for property for a community park.

Mr. Morneau volunteered to ask to be put on the Planning Commission's upcoming agenda.

Ms. Marshall recommended that the committee look into a name for Pavilion Park.

Ms. Smith commented that the New Parks Survey should be added to each member's Master Plan. She also suggested that the committee look over the End of the Year Report for their next work session. She said she would send a copy of the edits made to the Master Plan to the committee.

Approval of October 18, 2016 Minutes

Ms. Marshal moved, seconded by Mr. Morneau, to approve the October 18, 2016 minutes as corrected. The motion carried, 6:0.

Dates to Remember

Next Meeting will be held on Tuesday, December 20, 2016 at 7 PM.

The meeting was adjourned at 8:45p.m.

APPROVED by the Park | Tree Committee on this 12th day of December, 2016.

ATTEST: 
Sammy L. Egbert, City Recorder



Claire Smith, Chair