



**\*REVISED**

**MINUTES**

**Coburg Parks | Tree Committee**

City Hall, 91136 N. Willamette

May 17, 2022 – 6:00 p.m.

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

**COMMITTEE MEMBERS ABSENT:** Karen Coury

**GUESTS:** Councilor Patricia McConnell

**STAFF PRESENT:** Brian Harmon

**1. Call to Order:**

Mary Mosier called the meeting of the Coburg Park | Trees Committee to order at 6:00 pm.

**2. Roll Call:**

Brian Harmon called roll. A quorum was present.

**3. Agenda Review:**

Chair Mosier called for additions to the agenda. Ms. Smith asked to add a question about volunteer hours.

**4. Minutes Review:**

Ms. Marshall pointed out multiple misspellings of the word 'fir' on page two. She further pointed out that on page three, a sentence in the second paragraph referred to Johnny Diamond Park, reading "staff wanted at least one of the projects to get done that year." Ms. Marshall requested clarification of whether 'that year' referred to the current fiscal year or the upcoming fiscal year. Mr. Harmon clarified that it referred to the current year. A correction to 'this year' was requested.

**MOTION:** Ms. Marshall moved, seconded by Ms. , to approve the April 19, 2022, Park & Tree Committee meeting minutes as amended. The motion passed – 4:0:2. Ms. Smith and Mr. Morneau abstained.

## **5. City Administrator Report:**

Ms. Smith commented that she was surprised at how full the rentals were. Ms. Mosier asked Mr. Harmon if staff were able to keep up with park maintenance, considering the volume of rentals. He confirmed that they were. Ms. Mosier inquired if there had been a rise in costs. Mr. Harmon responded that there had not. Ms. Smith expressed concern over whether local residents were able to use the space freely and requested that the committee remain alert to any conflicts of use.

## **6. Committee Business**

### **· Capital Project Options**

Mr. Harmon reminded the committee that at the last meeting, they had discussed whether to use funding for redoing the grass area at Johnny Diamond Park or putting in a pickle ball court. He said that after talking to Mr. Beatty, they may have a low-cost solution for Johnny Diamond Park, leaving funding free for the pickle ball court.

Mr. Harmon said he met with Kathy Emerson and Ms. Pagter at the court for consultation and received contact information for the Emerald Valley Pickle ball Association's president and vice president. Mr. Harmon relayed that the Association would guide the committee through the process of resurfacing the court, laying out the lines and installing the removable net. He confirmed that the court would be multi-use.

Chair Mosier asked if the court needed fencing. Mr. Harmon replied that the current fencing was adequate. Ms. Mosier asked if he had a cost estimate; he responded that he did not. Mr. Harmon went on to say that Emerald Valley might supply equipment, but that he was unsure how that would work financially.

Mr. Morneau praised the Emerald Valley Pickle ball Association. Mr. Harmon stated that he might take a trip to view the Association's courts in Cottage Grove.

Chair Mosier asked if there were questions. Vice Chair Beatty asked Mr. Harmon if he had turned the light on (he had not) and explained that it was off because of neighborhood complaints. Mr. Beatty suggested they consider a timer for the lights.

### **· Johnny Diamond Park Update**

Mr. Harmon reported that he had found a better aerator with a 6-inch plug and that the plan was to aerate the grass area really well, fill the holes with sharp sand and overseed. He mentioned the possibility of putting together a city staff work party day to weed,

reseat the structures and perform general maintenance.

Mr. Harmon indicated that City Administrator, Anne Heath, had suggested hiring a landscaping company to do a one-time cleanup of Johnny Diamond Park. He was of the opinion that the best options were either to hire out the work or to spray for weeds. He mentioned that he had spoken to Jennifer Rhee about spraying.

Ms. Marshall communicated that Ms. Ray had set up a work party which had poor attendance. Therefore, Ms. Ray would be postponing the next one until improvements were made. Ms. Marshall suggested advertising the work parties. Mr. Harmon agreed. Ms. Smith put forth the idea of using sandwich boards to announce volunteer events. Mr. Morneau offered to donate his sandwich boards for use, stating that they were located in the Grange. Ms. Smith asked Mr. Harmon to contact Megan Winner about getting more boards.

Mr. Harmon pointed out that he had added the Parks and Tree Work Party to the agenda under Future Meetings, scheduled for June 20, the day before the June 21st Parks | Tree Committee meeting. He requested clarification that the date was correct, as it had been suggested in a previous meeting. The date was approved. Mr. Harmon advised the committee that if they scheduled a few months out, he could add specific information to the agenda such as the locations, times and goals of each work party.

- Arbor Day

Mr. Harmon gave an update on Arbor Day, saying that it had been a success. Two white firs and their stumps had been removed, and two red oaks were planted.

Mr. Morneau asked if the tree location had been a committee decision. Mr. Harmon replied that yes, it was a tree sub-committee decision. Mr. Morneau asked that future planting decisions be brought before the Parks committee for approval before moving forward. Chair Mosier reminded the committee that they'd had previous opportunities to comment on the sub-committee. Ms. Smith stated that when the sub-committee was formed they were given discretion on tree placement. The topic was shelved.

- Annette Peters Plaque

Mr. Harmon gave an update, saying that the donor was pleased with the placement of the plaque. Ms. Smith suggested sharing the plaque's background in the newsletter or explaining that it was part of a long trail project during the bike path opening ceremony.

Mr. Harmon interjected that there would be a ribbon cutting for the bike trail opening on May 26th from 10 am to noon.. LCOG would hand out helmets, lights, coffee and

scones. Ms. Winner had invited everyone present to attend the ribbon cutting.

Chair Mosier had a question for Ms. Winner about pressure washing versus weathering lumber; Mr. Harmon responded that pressure washing and staining the kiosk and gazebo had been added into the Pavilion plan to avoid spending city funds.

Chair Mosier remarked that the side of the mural without artwork was bland; Ms. Smith reminded the committee that maps would be placed inside and inquired as to the timeline. Mr. Harmon confirmed that wayfinding was part of the grant for the Plaza update, but did not know the timeline.

Chair Mosier acknowledged guest Councilor McConnell. Councilor McConnell said she believed that Main Street was working on the wayfinding project. Mr. Harmon said he would talk to Tracy. Chair Mosier commented that it would be nice if the frames matched. Councilor McConnell said that the art committee had paint, but no funding. Chair Mosier mused that the Parks committee might be able to come up with stain and manpower.

- Upcoming Work Party Date & Location

Ms. Marshall gave an update on the May 16th work party at Norma Pfeiffer Park. Ms. Marshall, Ms. Meston, Ms. Mosier and Mr. Beatty had removed bulbs, pruned roses, pulled weeds and trimmed snowberries. Mulch was spread on planted areas. Public Works would reportedly mulch around the snowberries along Diamond Street.

Chair Mosier interjected that she wanted to talk about the flagpole.

Ms. Marshall said that the work party scheduled for June 20th would pull weeds in Johnny Diamond Park.

Chair Mosier thanked the team and mentioned that she would not be available for the next work party. She suggested adding a second work party in July.

- Coburg Creek Subdivision Park Sub Committee

Ms. Meston reported that the subcommittee needed maps of the area. She went on to say that it seemed to be a simple design, which might be in two stages. She stressed that the area needed shade trees. Corner plantings and a walking path were also suggested.

Vice Chair Beatty suggested that an intern from the University of Oregon work on the design and said he would consult with Ms. Heath.

Ms. Smith wondered if there would be anything unique for children in the design and

suggested a bike trail in the bio swale. Ms. Marshall suggested a community shelter. A barbecue and benches were also proposed.

Vice Chair Beatty mentioned that the demographics of the residents were unknown, in regards to what ages of children should be considered during planning.

After more discussion of a bike trail, it was established that the bio swale was not within the Parks jurisdiction.

- Addition to Agenda: Volunteer Hours

Ms. Smith asked for clarification of what types of volunteer hours count towards matching funds for grants. She stressed the importance of logging all volunteer hours, including travel and research time, and pointed out that showing volunteer hours in the planning stages could affect a grant proposal. She suggested adding volunteer hours to the meeting minutes.

Ms. Meston proposed consulting with Sammy Egbert to find out what documentation was needed. She also asked if they should each keep a volunteer form at home to log hours. Chair Mosier made a note to have the office staff send the committee members volunteer forms.

- Update on Pavilion Grant

Mr. Harmon indicated that the committee could use the total value of the land swap as a match, \$275,000. Therefore, the money budgeted to match from Parks capital would not have to be used, and it would not cost the city anything. He reported that Parks and Rec had sent a note to Ms. Heath which praised the grant application and advised the committee to request more funding.

Chair Mosier reminded the committee that it was time to make a quarterly report to council. She advised a review of the draft work plan goals. She said she would not be able to attend the City Council meeting on June 14th. Presentation options were discussed, including sending printed copies or having Vice Chair Beatty report in person.

Ms. Smith pointed out that it would be nice to let the Council know when projects reach completion. Completed projects included the tree groupings at Trail's End, the children's table and pop-up tables, the planting of a donated tree and the installation of five historical signs.

Mr. Harmon mentioned that the signs still needed some minor work. Ms. Smith suggested sending a 'Thank You' to Terry.

· Veterans' Memorial

Chair Mosier reported that to move forward with Mr. Beatty's design, funding was needed. She proposed contacting the Veterans of Foreign Wars (VFW). Mr. Morneau offered to research a phone number. The American Legion and Coburg VFW were mentioned as possible participants. Ms. Smith suggested community donations and wondered if such donations might be acknowledged in some way, such as bricks, plaques or banners.

Mr. Morneau mentioned that there would be 27 banners by October.

Ms. Smith requested a schematic of Mr. Beatty's design along with a cost analysis to share with the community to encourage donations. Chair Mosier agreed that schematics were necessary and asked Mr. Harmon to get a timeline for drawings from the engineer.

After more discussion of possible ways to acknowledge donors, the topic was shelved.

**7. Adjournment**

Chair Mosier adjourned the meeting at 6:56 p.m.

*(Recorded by Angela Kern)*

**APPROVED** by Park & Tree Committee on this 19<sup>th</sup> day of July 2022.

  
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Tom Beatty, Vice Chair

ATTEST:

  
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Sammy L. Egbert, City Recorder