



MINUTES

Parks Tree Citizen Advisory Committee

October 16, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Vice Chair, Michelle Shattuck; Coleen Marshall, Karen Coury, Joe Morneau

MEMBERS ABSENT: Chair, Tom Beatty; Lonna Meston, Mary Mosier

GUESTS/STAFF PRESENT: Brian Harmon, Public Works Director; Claire Smith, Coburg City Council Liaison

RECORDED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Vice Chair, Michelle Shattuck called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:07 pm.

ROLL CALL

Public Works Director, Brian Harmon called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes made to the agenda.

APPROVE MINUTES FROM SEPTEMBER 17, 2024

MOTION

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

Motion passed – 4:0.

COMMITTEE BUSINESS

a. Hazards and Issues with Parks

Mr. Harmon went through the items on the provided memo, and asked that if anyone sees or notices any issues, to let him know and Public Works will try to address them.

Ms. Marshall mentioned that the Booth Kelly Trail needs more chips and has a broken sign, and asked about replacing the cone where the old drinking fountain was at the corner of McKenzie and Willamette with a fake rock.

Mr. Harmon also mentioned some citizen and staff identified issues, and how they have addressed them, including how the pickle ball court gets slippery when it rains, and a hazard tree that was identified on Skinner and will be addressed this week.

b. Pavilion Park Update

Mr. Harmon mentioned that the bid for this project came in high, so they had to remove a few items from the bid and move those tasks to be done internally within Public Works. Harmon went over the tasks and concerns that they have taken care of so far, including the removal of the conflicting light pole. The Holly tree will be coming tomorrow, then they will have to relocate the concrete planter, most likely to the Stallings property.

c. Public Works & Parks Reorganization

Mr. Harmon briefly mentioned that they have not had much discussion with Council on this topic yet, but he wanted to let everyone know that there will be some changes. With the changes in staffing for Public Works, Adam will begin doing the Parks and Tree meetings and taking over the Parks management as well.

d. Coburg Creek Neighborhood Meeting

Mr. Harmon said that the Mayor, City Administrator, Planner, and himself did a pop-up meeting with Coburg Creek to hear their thoughts and concerns for their neighborhood and the Coburg Creek park. They discussed where and how funds were being spent, along with the lack of funds for those park developments. It was a good meeting with lots of feedback.

e. Volunteer Hours

Ms. Smith, Council Liaison, mentioned that they could report their volunteer hours for each month to her, which she can then take to Council in her Liaison report. They decided to add an agenda item for the next meeting to discuss exactly how and when they want to report and return their volunteer hour forms to the city.

f. Work Parties

Ms. Marshall noted that she and Mr. Beatty worked at Jacob Spores again. They pulled more weeds and planted two flowers.

The next work party is scheduled for October 21st at 9am at Pavilion Park. Mr. Harmon did let them know that Pavilion Park will be under construction at that time. They decided to cancel this one, and they will discuss future ones later.

CITY UPDATES

g. October 2024 City Administration Report

Ms. Marshall asked if the illegal camping instances mentioned in the Police Report involved the parks. Mr. Harmon said not necessarily, the police department tries to help those in that situation get to where they are going or find a better solution, but they do not forcibly remove.

Ms. Coury asked about the Loop Path #4 update. Mr. Harmon said they are trying to work with property owners on getting some temporary and permanent easements for construction, which is holding up the project a little bit. However, the project is still funded and council still wants to move forward with it. The design team had to redo some designs to eliminate those easements, and they are looking to go into construction next summer.

They discussed more on the Pavilion Park bid, and distribution of tasks and projects, and how those extra tasks for Public Works would be done with the loss of two staff members. Mr. Harmon said that Public Works will be doing the light pole removal, which has already been done, removal of the Holly tree and planter, the top soil in the urban forest area, repairing the irrigation on the north end of the park, ADA striping, and the total restoration of the site.

Mr. Hanks wanted everyone to know that if there are certain things they want on the next agenda, now is the time to start that process and letting staff know.

Ms. Marshall asked about having a dedication for the veterans memorial even without the plaques. The group is going to work on contacting the American Legion group to do the dedication and figure out their availability.


ADJOURNMENT

Vice Chair, Michelle Shattuck adjourned the meeting at 6:46pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this 19th day of November 2024.



Tom Beatty, Chair

ATTEST: 

Sammy L. Egbert, City Recorder