



## Agenda

During the COVID-19 global pandemic, the City of Coburg will be hosting their meetings via webinar. To watch or participate in the public comment portion of the meeting, contact City Recorder to register at [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) or 541-682-7852.

### Coburg Parks |Tree Committee Virtual Meeting January 18<sup>th</sup> 2022

5:30 pm CALL TO ORDER	Mary Mosier
ROLL CALL	Brian Harmon
AGENDA REVIEW	Mary Mosier
APPROVE MINUTES FROM Oct, Oct WS, Nov WS, Dec 2021	Mary Mosier
CITY UPDATES/CITY ADMINISTRATOR REPORT	Brian Harmon
6:15 pm COMMITTEE BUSINESS	
Committee Work Plan, Council Report, and Capital list Review	Mary Mosier
Elections	Mary Mosier
Review of Pavilion Park Plaza Conception	Mary Mosier
Pickle Ball Court (revisit this idea)	Mary Mosier
Upcoming Work Party Plan	Coleen Marshall
Coburg Creek Subdivision Park Sub Committee	Mary Mosier
Tree Donations (make a plan for planting)	Brian Harmon
Children's Table Placement	Mary Mosier
7:00 pm ADJOURNMENT	
DATES TO REMEMBER	
February 8 <sup>th</sup> - City Council Meeting	
February 15 <sup>th</sup> - Parks and Tree Committee Meeting	



## **Coburg Parks | Tree Committee Meeting**

October 19<sup>th</sup>, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall

91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Chair Mary Mosier, Claire Smith, Karen Coury, Lonna Meston, Tom Beatty.

**COMMITTEE MEMBERS ABSENT:** Coleen Marshall, Joe Morneau.

**STAFF PRESENT:** Brian Harmon, Public Works Director; Anne Heath, City Administrator; Councilor Patty McConnell.

**GUESTS:** Marla and John Pagter, local residents.

### **1. CALL MEETING TO ORDER**

Chair Mosier called the Park and Tree Committee to order at 6:02 P.M.

### **2. ROLL CALL**

Mr. Harmon took roll and a quorum was present.

### **3. AGENDA REVIEW**

Chair Mosier asked the guests to introduce themselves and Pagter shared that they were here to float the idea of introducing the sport of pickleball. Chair Mosier added this topic to the agenda.

### **4. APPROVE MINUTES FROM SEPTEMBER 2021**

Ms. Coury commended the minutes and thought that they were well encapsulated and covered all of the right points.

**MOTION:** Ms. Coury moved, Ms. Smith seconded a motion to approve the minutes as presented. Motion passed unanimously.

### **5. CITY UPDATES/CITY ADMINISTRATOR REPORT**

There were no updates.

## **6. PUBLIC TESTIMONY**

Ms. Pagter shared that after having a brain tumor 6 years ago she was able to recover with the help of pickleball. She explained that it bridged the gaps between ages, genders, sexes, and people from different backgrounds and allowed them to come together to play for an hour and a half and have a good time. She noted it seemed to break the barriers in communities and it was physically great for aging people. Ms. Pagter added that the sport promoted no joint replacements and it was a very uplifting positive thing during covid as it was not considered a contact sport. She said it was great for both old and young and also facilitated the handicapped and could also give students something to do outside of school.

Ms. Pagter said she had measured out the basketball courts and said there was room for two pickleball courts. She explained that it could be either an indoor or outdoor sport and suggested teaming with the Emerald Valley Pickleball Club which provides boxes and paddles that are locked up for the community to use. Ms. Pagter added that pickleball was one of the fastest growing sports and was a great stress reliever and would bring in people to local businesses.

## **7. COMMITTEE BUSINESS**

- **Plaza Ideas for Pavilion Park**

Ms. Heath urged the committee to dream but to not take too long as the grant they would like to submit was due in April. She noted that it was up to a \$750,000 grant but added that there was another one due in May for only \$75,000. She said that if they were thinking restrooms it would be at least \$100,000. Ms. Heath explained that they needed at least 30% of a design complete in order to turn something in for funding and she urged the Committee not to leave it till the end. Mr. Harmon said they had talked about taking home paper maps to take notes on.

Ms. Coury asked what the grant was for and what elements they were looking for. Ms. Heath answered it was through the Oregon Park & Recreation and in order to get funding they were looking for strong diversity, equity, and inclusion, which includes people of all demographics such as the handicapped and people in poverty. Ms. Heath added that just about every grant right now had to include talking about these things if they wanted a chance of getting it. She said the other piece was including economic development, or how to get people to order from restaurants and eat in the park or attend summer events. She shared that a local business owner suggested getting bathrooms in the park as theirs were clogged every time an event happened.

Ms. Meston said it seemed like there was a lot to go into a project and suggested putting together a team not only of Parks & Tree members but also City Council reps and people from different areas of the City.

Ms. Heath shared that the Council had given direction to do the land swap and the owner of the land had agreed to make a significant donation with the swap. She added that the owner

requested that the park or plaza be named after his daughter who had passed away last year. She suggested that some representatives meet with him to discuss naming. Ms. Coury asked what defined a plaza and Ms. Heath gave some examples of features including a park with a perimeter sidewalk, benches, trees, chess sets or checkerboards, and possibly a play fountain. Mr. Harmon thought that a fountain would be a great idea and said it could be low-maintenance. Ms. Heath suggested putting a group together to discuss this and Ms. Smith asked who would be part of the group. Ms. Heath answered that local business owners would be good as well as someone from the Heritage Committee or the Main Street group.

Mr. Harmon asked what the match was for the grant and Ms. Heath answered most of the time it was 10.27% but she was not completely sure. She wondered if they could use the donation of the property as a match.

Ms. Pagter asked where this land was that was donated and Ms. Heath answered that it was right up against the old City Hall.

Ms. Meston said it sounded like a budget concept would be helpful fairly soon and Ms. Heath agreed but noted that it would be part of next year's budget. Ms. Heath thought that having a land donation for it, having an economic development aspect, and emphasizing diversity, equity, and including as a major part of the planning would lead to a very good chance of being funded. Mr. Harmon suggested taking the next month to get ideas down, doing another work session, and figuring out who would be on the subcommittee to put a plan together and setting a deadline for the middle of January to go to engineering.

Ms. McConnell thought that Main Street and the mural committee could also help out and Ms. Heath agreed.

- **Work Session Recap**

Chair Mosier ran through some notes from the work session. Topics discussed included the purpose of the park, McKenzie being redone with a sidewalk, the need for ADA parking, circular tables around the light posts, how to shade the audience at concerts, a border of trees around Willamette St, a wind-driven sculpture, replacing older trees on the northwest corner, curved rock walls extension, adding restrooms, elevating the section of the plaza that slopes up towards the buildings, adding lights, and creating shade in the northwest corner.

Ms. Coury added that they had talked about where to add hardscapes and Ms. Heath said her vision was on McKenzie St and wrapping the corner of the park with a wavy path big enough for tables.

Ms. Heath explained that their SDC list included a list of capital projects but said they could adopt a list of capitol projects to use SDCs for as long as they were on the adopted list. She wanted to make sure that whatever they dreamed for the next 5 years was put on the list so they could develop a capitol plan that showed every project they hoped for and have the

Council adopt it. Mr. Harmon said that the idea was to give the committee the list to mull over for the next few weeks and address it in November so they could make a decision in December.

Ms. Heath thought it would be helpful for projects like the Northside Park and Southside Park to have clearer names. She suggested that the committee review the list to see what made sense and come back with the capitol projects they wanted on the list for the next 5 years and added that they would have the resolution be reviewed annually.

Mr. Harmon explained that they would be building in Coburg Creek this year and the next year and if another subdivision came along they would want something on their list ready to go. Ms. Heath said to keep in mind that Johnny Diamond park cost about \$300,000 in the end.

Ms. Meston asked for more clarity on what was meant by diversity, equity, and inclusion in terms of a park and Ms. Heath said she would review the grant information to see what was required.

Ms. Smith asked if SDCs were just for improvements or initial installations and Mr. Harmon explained that the best way to look at SDCs was to think of them as increasing capacity. Ms. Heath added that the new neighborhood going in would have a substantial amount of SDCs from that neighborhood of around \$3,500 for parks per home and she said that the development on the east side would be substantial.

Chair Mosier asked if additional restrooms would have to be in a new development in order for SDCs to cover the expense. Mr. Harmon said not necessarily and Ms. Heath said that if they added wheelchair access to the bathroom they would be able to use SDCs for a portion of it.

Mr. Beatty asked what a future employee minipark was and Ms. Smith thought this was referring to developing an open mini space on the east side for employees to use separate from the actual park.

- **Work Party**

Mr. Beatty shared that Ms. Marshall and he had met at Pavilion Park to clean up the horse trough, weed around the big leaf maple, and trim the crabapples.

- **Upcoming Work Party Plan**

Ms. Smith asked if they needed more chips on Booth Kelly Trail and Mr. Harmon answered that they had just put 4 inches of new chips in.

Ms. Coury thought that the planters by the Dari Mart looked really nice.

Mr. Beatty suggested that they could always fall back to Johnny Diamond as there were always weeds to pull there. He said he would go around to look at what needed attention.

Ms. Meston shared that she had been the caretaker of the binder for work parties and asked if it made sense to keep it at City Hall for whoever was part of the work party to have access to.

Mr. Beatty asked if there was a November date for the work party and Chair Mosier said they had been doing the third Monday.

Mr. Harmon added that from the 22<sup>nd</sup> through the 24<sup>th</sup> Public Works would be decorating the park. Chair Mosier asked if they had extra lights and said they would look awesome around the shelter.

Mr. Beatty noted on the subject of Johnny Diamond that they needed some downspout chinks to run the water away from the pad.

Chair Mosier suggested putting finish on the wood of the swings at Johnny Diamond.

Mr. Harmon shared that they had the lumber to do the rest of the benches along Willamette and said that the upcoming rainy weather would be a good time to take them down to repaint and replace the boards.

- **Committee Work Plan Review**

Chair Mosier asked if the toddler tables had come in and Mr. Harmon said they were being put together in the shop but he was not sure if they had been put out yet. Ms. Smith suggested looking at Johnny Diamond and maybe Pfeiffer to see where the tables could be placed.

Chair Mosier mentioned putting a chessboard stencil on the tables in the park but Ms. Smith suggested holding that until they had the plaza design done.

Chair Mosier asked about the extra bench from Johnny Diamond that could be moved to Spores and Mr. Harmon said they had the bench at the shop and could install it at Spores. Ms. Smith suggested coming up with ideas of where the bench would work.

Chair Mosier asked if anyone wanted to work on the Johnny Diamond historic lamp pole and Ms. Smith said she would check with the Heritage Committee.

Chair Mosier asked about the Bosley memorial tree money but Mr. Harmon said there was some confusion about deciding which tree. Ms. Smith said they had asked Joe Morneau to connect with Anne Heath to know how much money there was and what type of tree was wanted.

Mr. Harmon showed off the signs for Booth Kelly and said they had a couple ideas of how to mount and secure them on the existing posts. He said they were considering making a frame to hold the signs so they did not have to drill through them.

Chair Mosier asked if they had any other donations come through for parks and trees and Mr. Harmon answered no. Ms. McConnell said she had submitted for a tree but had not heard back and Mr. Harmon said he would ask about it.

- **Tree Sub-committee “Trails-End Park”**

Ms. Meston shared some notes to follow up from Mr. Beatty comments from last month. She said they believed it was a two-phase project with the first phase being the entrance to the end of the hard surface path. She said there was an opportunity for 6 mini groves of trees and native shrubs that could be easy to move around and placed on either side. Ms. Meston stressed that the entrance was important and they wanted to see a nice shade tree around the picnic table and bench and would love to plant a Willamette Ponderosa there with another one being at the far end of the park at Trails-End. She added that there would be six groves with from 3-5 trees and 2-3 shrubs in each one and said they would also plant the milkweed patch. Mr. Beatty noted that they needed to find out if there were any off-limit places around the pond for dredging access but Mr. Harmon said they should be able to do whatever they wanted to do there.

Ms. Meston explained that their design offered the opportunity for families and businesses to donate and possibly dedicate groves which would help with the costs. She said they had also talked about signage for the trees and hoped to get started on phase one at some point.

Ms. Smith asked how they would advertise the ability to donate and Mr. Harmon suggested a blurb in the newsletter or website.

Ms. Meston noted that sourcing plant material would be a challenge as they were looking for trees with durability, shade, habitat, and minimal care but thought it would grow as a project.

- **Coburg Creek Subdivision**

Chair Mosier explained that it took longer to come up with ideas and organize and said they needed time to think about and come up with a process. She said that even though the money would come in over time, there were things that were overlooked at Johnny Diamond because they didn't have enough time and thought it wasn't too soon to start thinking about the process on this. She noted that instead of one big area with a large park there were now two areas with probably two open spaces to do. Mr. Harmon added that actually tract A was the park and it was just one large space.

Ms. Smith asked how big tract A was and Mr. Harmon said about the same size as Johnny Diamond. She thought that this area could maybe be the quiet park to look at seating areas and flora features.

Mr. Beatty asked if they should look at ideas for tract B and C and Chair Mosier answered yes, that they needed to consider the whole thing. Chair Mosier thought they should incorporate the list of questions they handed out to the neighborhood to see what they wanted there and suggested presenting alternative ideas to the community if it didn't develop as fast as Coburg Crossroads. She added that they had talked about forming subcommittees to deal with things that came up during the process.

Mr. Beatty asked if the west side would also have street access and Mr. Harmon said they did not know yet. Ms. Smith suggested looking at putting a rock wall there and Mr. Harmon suggested a pickleball court.

Mr. Beatty asked if there was an ordinance against putting up lights in Norma Pfeiffer for evening recreation and Ms. Smith said it seemed like there was an ordinance there. Mr. Harmon said he didn't know of an actual ordinance that restricted lights in the park but there might be in the development code.

- **Report to City Council**

Chair Mosier shared that she had given a report to City Council which briefly went over the things they had completed and things they had in the works. She said the Council was really appreciative and the feedback was good.

## **8. ADJOURNMENT**

Hearing no further discussion, Ms. Mosier adjourned the meeting at 7:37 P.M.

### **DATES TO REMEMBER**

- **November 9<sup>th</sup> – City Council Meeting**
- **November 16<sup>th</sup> – Parks and Tree Committee Meeting**

*(Minutes recorded by Jayson Hayden)*

**APPROVED** by Park | Tree Committee on this 16<sup>th</sup> day of November 2021.

**ATTEST:**

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Sammy L. Egbert, City Recorder

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Mary Mosier, Chair





## **Coburg Parks | Tree Committee Work Session**

October 19<sup>th</sup>, 2021 – 5:00 P.M.

Coburg Pavilion Park  
91136 North Willamette St.

**COMMITTEE MEMBERS PRESENT:** Chair Mary Mosier, Claire Smith, Karen Coury, Coleen Marshall, Tom Beatty.

**COMMITTEE MEMBERS ABSENT:** Joe Morneau, Lonna Meston.

**STAFF PRESENT:** Brian Harmon, Public Works Director.

### **WORK SESSION SUMMARY**

The Committee met at Pavilion Park at 5PM.

Summary:

Looking at the possible inclusion of a plaza in Pavilion Park and what it might include.

Reasons: More use of the park, welcoming visitors, addition of property.

Discussion:

Adding ADA parking south of the bike kiosk

Border of trees along Willamette Street

Planting shade trees to replace those at end of life

Incorporating the additional area to the south with a harder surface for tables, umbrellas, possibly a water feature or wind driven sculpture. The wall of the Ryan Thomas building would be a great place for the proposed mural.

Planting trees along the driveway edge of the Ryan Thomas building to screen the street noise and view.

Priority is to plant trees now that will create shade for when the older trees near Willamette Street are no longer viable. Discussion on how to ensure shade for concert goes.

Creating shade for the pavilion might be achieved by adding a sun shade which would not interfere with viewers.

Documents handed out: Large aerial photo of Pavilion Park

Work Session ended at 5:49. Committee members went to City Hall for the regular scheduled meeting.

*(Recorded by Coleen Marshall)*

**APPROVED** by Park | Tree Committee on this 18<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Mary Mosier, Chair

**ATTEST:**

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Sammy L. Egbert, City Recorder



## **Coburg Parks | Tree Committee**

City Hall, 91136 N. Willamette

November 16, 2021 – 6:00 p.m.

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

**COMMITTEE MEMBERS ABSENT:** Karen Coury.

**STAFF PRESENT:** Brian Harmon, Public Works.

### **1. Call Meeting to Order**

Chair Mosier opened the Park & Tree Committee meeting at 6:03 p.m.

### **2. Roll Call**

Mr. Harmon called roll. A quorum was present.

### **3. Agenda Review**

There were no changes made to the agenda.

### **4. Approve Minutes from October 2021**

**MOTION:** Ms. Meston moved, seconded by Ms. Smith, to approve the October 19, 2021, Park & Tree Committee minutes as presented. The motion passed. Mr. Morneau abstained from the vote.

### **5. City Updates/City Administrator Report**

There were no questions.

### **6. Committee Business**

- McKenzie Street Project

Mr. Harmon shared that they were awarded the grant for the reconstruction. It was proposed to add a sidewalk on East McKenzie and parking stalls along with curbs and a gutter. He was unsure if there would be a meandering path there or not. The sidewalk would extend to the north side of East and West McKenzie. There were no updates on the sidewalk to the south.

Ms. Smith asked if the curb would affect access to the park. Mr. Harmon reassured her that it would not.

Chair Mosier asked if there would be a cutout for a vehicle to enter the park. Mr. Harmon told her that they did not have plans for that at that time. He said that it would not be a problem for them to add a cutout to an existing curb later.

Ms. Smith asked when they would want input on the plans. Mr. Harmon replied that City Council had already approved the plans. Ms. Smith wanted to know if they could still make changes. Mr. Harmon reassured the Committee that the plans were not set in stone.

- Plaza Ideas for Pavilion Park

Ms. Marshall shared the plans for Pavilion Park. The Plaza would come out along the edge of the Ryan Thomas building with pavers. It would come straight out for a while and then angle with a soft path towards a meandering sidewalk. There would be picnic tables with umbrellas in the area with a mural on the wall.

The mural was a pastoral scene that included farm elements. Ms. Marshall said that the mural would be interactive by including park benches and picnic tables in the front. The pathway in the mural would connect with the pathway at the park and include trees and plants. She suggested they include a tribute to Shephard's daughter.

Ms. Smith shared the plans she had put together for the pavilion. She wanted to put low planters along the wall with some low shrubs. It would be nice to include trees in the southwest corner to create some shade. Outside of the pavilion they could have wooden two-by-four benches for people to sit on.

Ms. Meston was thinking about how the pavilion area was a place that people liked to eat food since it was close to restaurants. The area would also be good for concerts and weddings. She thought adding a fountain would be a great idea. She shared plans for a fountain that she had found online that looked like a waterfall. Ms. Meston wanted to add some plants that would fit in with the mural.

Mr. Beatty shared the plans that he had drawn up. He noted that there was an elevation change in the park and proposed having the grade brought up, so it was level with the base of the building. There was a rock wall already there that they could incorporate into their designs as well. For the most part he wanted to keep the area open for events. Mr. Beatty proposed a pathway going to the bike hub, so it was easier for people to get to the businesses to the south of the area. He knew that people did not want to include play equipment, but he thought they should have something for children to play with. He said that if the equipment was under four-feet tall than they did not have to include fall material underneath.

Ms. Mosier asked about the trees in the northwest corner of the park. Mr. Beatty said that they could not plant a tree and see it come to any shape in that area. However, they could prepare for the trees that would need to come down. When that was done, they could remove the Hollies as well. Ms. Meston agreed.

Ms. Smith asked about the trees in front of Sheldon High School. Mr. Beatty replied that they were weeping giant sequoias.

Ms. Meston asked if the access point on Willamette could be changed or removed. Mr. Harmon replied that the decision was up to the County since it was their road. Ms. Meston was worried about that area since it made a lot of noise in a child/family friendly area.

Chair Mosier mentioned that they would need to find a place for a bathroom. They did not need to put in a huge restroom, perhaps just two unisex bathrooms with a toilet and sink each. Ms. Smith brought up the idea of including an outdoor sink on the side of the structure. Chair Mosier was concerned that the outdoor bathroom would be subject to vandalism or repair issues.

Chair Mosier wanted all the structures in the park to have a similar look to them. She wondered if they wanted to use timber or incorporate rock since there was already a rock wall. Chair Mosier wanted the landscaping to tie in as well. They could incorporate native trees and bushes that were easy to maintain.

Mr. Beatty thought that it would be a good idea to include a wall with landscape off the Willamette exit to make the park look nicer. He also thought it would be fun to have a picnic table against the wall with the mural so people could take pictures sitting in front of the mural.

Ms. Smith wanted them to start to narrow in on what were the most important aspects of the park for them. Before that, Mr. Harmon would share some of his concerns. Anne Heath wanted the Committee to know that while the Committee was in charge of the plans, the downtown businesses were going to be able to give feedback on the design. He shared that the grant would be due April 1, 2022. Ms. Meston thought that they had to have 30% of their plan done by the end of January 2022. The previous minutes said they had to have a proposed plan by the middle of January.

Mr. Harmon wanted the Committee to consider the Christmas light display in their plans.

Mr. Beatty said that they should send out the map they created along with their proposals for the park and see what feedback they got from businesses.

Chair Mosier asked if they should go to the Chamber to get input. Mr. Beatty told her that going to the Main Street Committee would probably be a better idea since they were up and meeting. Chair Mosier wanted to go to them and ask what ideas they had for the park, but not present their ideas.

Chair Mosier said that they would need to schedule a work party for the park if they wanted to make sure it was done in time for the grant. Ms. Smith liked when they did work sessions before or after meetings, that way they did take too much staff time.

- Pickle Ball Court

Mr. Harmon measured out the area and they could put two pickleball courts on the basketball court. Someone had an idea to take down one of the basketball hoops and make the court half basketball and half pickleball. The Committee liked that idea.

- Upcoming Work Party Plan

Chair Mosier asked if everyone was okay with skipping the December work party. Everyone was okay with that.

- Work Party

Chair Mosier said that at the last work party they pulled weeds at Johnny Diamond Park.

- Tree Sub-Committee "Trials-End Park"

Ms. Meston said that Mr. Beatty had worked out the pricing of the trees with a local nursey. They came up with a total of 38 trees and shrubs. The most expensive plants would be the ponderosa pine and the crabapple trees. The total for all 38 plants would be \$785. She asked Mr. Harmon if there were funds available for that. Mr. Harmon replied that there were funds available. They were entering the season of tree removal and while they had a lot of pruning and removal to do, there should be funds left over.

Ms. Smith asked how much money they spent on Arbor Day trees. Mr. Harmon replied that it ranged from a couple hundred dollars to \$1,500. The money came from the City budget. He said that they could apply for the Tree City USA grant, but it normally cost more to apply than it did to buy trees.

**MOTION:** Mr. Beatty moved, seconded by Mr. Morneau, to approve the funding for 38 trees at the cost of \$785 from Dove Creek Nursey. The motion passed unanimously.

- Coburg Creek Subdivision Park Sub-Committee

Chair Mosier said they would table this item for now and have a work session for capital improvements later.

- Tree Donations

Mr. Harmon announced that there were two tree donations that had been presented. The Committee needed to look at and approve them.

Mr. Beatty asked where the trees would go. Mr. Harmon replied that the Bosley tree would be planted in Pavilion Park along with the plaque. The other tree could be planted anywhere. Mr. Morneau thought they should keep the Bosley tree in mind when doing their Pavilion plans.

**MOTION:** Ms. Marshall moved, seconded by Mr. Beatty, to accept both tree donations as listed in the proposals. The motion passed unanimously.

**7. Adjournment**

Chair Mosier adjourned the meeting at 7:14 p.m.

*(Minutes recorded by Lydia Dysart)*

**APPROVED** by Park & Tree Committee on this 18th day of January 2022.

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Mary Mosier, Chair

**ATTEST:**

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Sammy L. Egbert, City Recorder

DRAFT



**Coburg Parks | Tree Committee**

City Hall, 91136 N. Willamette

November 16, 2021 – 6:00 p.m.

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

**COMMITTEE MEMBERS ABSENT:** Tom Beatty.

**STAFF PRESENT:** Brian Harmon, Public Works.

**1. Call Meeting to Order**

Chair Mosier opened the Park & Tree Committee meeting at 6:01 p.m.

**2. Roll Call**

Mr. Harmon called roll. A quorum was present.

**3. Agenda Review**

There were no changes made to the agenda.

**4. Approve Minutes from November 2021**

Approval of November 2021 minutes was tabled until January 2022 meeting due to discrepancies on page 3 which not all members had.

**5. City Updates/City Administrator Report**

There were no questions.

**6. Committee Business**

- McKenzie Street Project

Mr. Harmon reported no recent work on the McKenzie Street Project.

- Plaza Ideas for Pavilion Park

Ms. Marshall updated Ms. Smith on the discussion from the previous work session.

Restrooms – Two unisex portables with sink at the SW corner

15' x 15' minimum size with custom siding (historic, rustic, modern), in any color, precast, easy, cheap, low maintenance due to all stainless; no breakage due to concrete composite, pitched



roof, \$25,000 for something plain, including 3' awning and wheelchair access, not visible from Willamette Street.

#### Urban Forest

Eliminate traffic noise, not dense for hiding, include mural that ties in, split rail fence, size dependent on location, coordinating landscaping on SE for balance, possibilities are: white dogwood, native trees, boulders, ADA access and parking, sidewalk (extend current sidewalk to restrooms).

#### Eating

North side, food trucks away from restrooms, farm tables, gaming tables, south side terraced to shop with tables and chairs.

#### Other

Amphitheater and path, tables and chairs by ice cream store, retaining wall. Name path, or art, after Shepherd's Daughter's Grave, water wall/feature, climbing structures for children, close access to vehicles, crosswalk like Mill Street, solid surface sidewalks.

#### Grant

\*Who uses: concerts, weddings, celebrations, out-of-towners, destination events,

\* How it is used: alternate transportation, maps showing park/town layout, play structures for children, walking path, reflection art.

- Budget

Mr. Harmon stated a retreat is scheduled for January 2022 and goals needed to submitted prior to January 14, 2022 so he has them available for the retreat. He added that a temporary employee will be added to the staff working spring to fall. A tentative meeting date of January 12, 2022, 5:00 p.m., was scheduled depending on staff availability.

## 7. Adjournment

Chair Mosier adjourned the meeting at 6:26 p.m.

*(Minutes recorded by Marlene Hockema)*

**APPROVED** by Park & Tree Committee on this 18th day of January 2022.

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Mary Mosier, Chair

#### ATTEST:

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Sammy L. Egbert, City Recorder

# COBURG CITY COUNCIL MONTHLY REPORTS

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## TOPIC: City Administration Report

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Meeting Date: January 11, 2022

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, [anne.heath@ci.coburg.or.us](mailto:anne.heath@ci.coburg.or.us)

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The following is an overview of important activities during the month of December, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

### GENERAL ADMINISTRATION

#### Water Project

- Well under design
- I-5 Bore hookup to west-side water infrastructure under construction
- Mainline replacement – Coleman Street scheduling being move forward
- Reservoir- Construction options being considered

#### Street Projects

- **McKenzie Street Rebuild** – Under design/Summer of 2022 Construction
- **Roberts Road** – Under Design/Summer of 2022 Construction
- **Collector Streets** – Under Design/Summer of 2023 Construction

#### Park Project

- Pavilion Park Update/Design – Park Committee has done preliminary planning for an update to Pavilion Park. The City Engineer will be preparing a first draft design from their ideas and then it will be reviewed by the Committee. The goal is to have a final 60 percent design ready to submit for funding through the Oregon Park & Recreation Department by April 1. Public Comment and input and final design will be completed when the City receives funding for the project.

**Land Swap** – The Shepard family trust legal approved the draft agreement. It is included in this packet for Council approval by resolution. The Trust will also need to adopt the agreement at their next board meeting.

**Zoning code – Ad Hoc Committee** – The draft code outline will be completed and ready to present to the Ad Hoc Committee in Mid-January.

**Copier Services** – New copiers were installed in City Hall on January 7<sup>th</sup>. This is under a new contract with National Photo Copy

**Employee Policy Update** – Recommendations for policy changes were submitted to the City Administrator. A draft policy was created and sent out to the Department Heads for review. The draft policy is in this packet for adoption by resolution.

**Residential UGB** – Phase II of the residential lands within the Urban Growth Boundary are essentially land locked. There will need to be either a small increase in the urban growth boundary to accommodate an access road, or some other form of access planning through planning goal exception. City Administrator is working with other partner agencies to identify the options and solutions to make these lands available for residential development. These properties are owned by Weichart and are considered Phase II of the subdivision now being constructed.

**City Council Goals and Priorities** – As the staff continue to work on the adopted goals and priorities of the City Council, the City Administrator reviews and color codes those projects that are completed, and those that are in process. Attached is a work plan priorities sheet. Boxes marked in Orange are completed, boxes marked in green are in process. Unmarked boxes are either on-going goals or are projects that have not yet began.

**Transportation Discussion Group** – The transportation discussion group continue to meet to discuss concerns regarding transportation in Coburg. The next meeting is January 12<sup>th</sup> in which the discussion will be around regional talking points on the I-5 bridge project and further discussion on local jurisdiction of Willamette Street.

**Upcoming Meetings**

Heritage Committee	1/12
Park Tree Committee	1/18
Planning Commission	1/19
City Council Retreat	2/5
City Council	2/8

**DEPARTMENTS AND OPERATIONS**

**City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert**

**City Recorder**

- December 14<sup>th</sup> to January 11<sup>th</sup> the City held two **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Accepting applications for Budget Committee, Heritage Committee & Finance Audit Committee. These vacancies are posted in Our Town, on Facebook, and at Dari Mart.
- Completed 6 lien searches for properties in the City limits that are selling or refinancing loans.
- Preparing for State of the City and Council Retreat.

- Public Records request follow up was completed.

### **Utility Billing**

- Nov / Dec Utility month end covering 11/11 to 12/10.
  - Billed Water \$63,000 | Sewer \$69,600 | TUF \$12,600
  - Payments Received \$147,166
  - 91 past dues charged
  - 8 collection door hangers posted
  - 2 Active payment plans
  - 6 Change in services
  - 1 Customers water is shut off for non-payment

### **Administration front Office**

- Annual business license renewal invoices are in process. We have received 74 renewal applications and payments. This month we will be reaching out to the 13 business that have not submitted renewal applications.
- Special events and 2022 calendar prep. We received an application for an event in July and have applications in process for weddings in the summer.
- IOOF Rental - LCOG Senior meals using weekly, it was used by Main Streets for the Christmas in Coburg Event, had 2 paid rentals last month.

Prepared the 2022 paper files for City Council, Planning Commission, Park Tree Committee, Finance Audit and Heritage Committee.

### **Finance**

- See Finance Report under separate tab.

### **Planning & Economic Development – Prepared by Megan Winner**

- ANX 01-20 & ZC 01-20: Planning Commission public hearing held in November; City Council public hearing scheduled for December;
- SUB 02-20: Infrastructure improvements have begun for new 26 home subdivision;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd. including sign permits;
- Central Business District form-based code project with Urban Collaborative LLC. is underway. Synthesis of Ad-Hoc Code Review Committee's input will be ready after the first of the year;
- Seven Structural/Plumbing/Mechanical/Electrical Permits issued in December including two new single family dwellings;

- New address issued on Bruce Way;
- Construction on the Bike Hub is nearing completion. Collaboration with Lane County on bicyclist routes near Coburg occurred as part of the County's Bicycle Master Plan process. Grand opening celebration with Lane County, LCOG, GEARS and other partner organizations scheduled for spring;
- Alley analysis project is underway. Inventory and survey research have begun;

### **Main Streets and Economic Development – Prepared by Tracey Pugh**

- Participate in weekly Oregon Main Street zoom meetings
- Facilitated newsletter for January/February 2022
- Coordinated Christmas in Coburg events - Tree Lighting, Snacks with Santa, Holiday Market, Block Party and Light Parade
- Attended City Council meeting and presented Power Point regarding Main Street
- Attended Heritage Committee meeting and discussed possible Art/Wine Walk for May 2022
- Working with Mural Committee on student artwork for the Grange
- Gathering information for grant application from Oregon Main Street for IOOF building
- Working on Bylaws for Coburg Main Street

### **Public Works – Prepared by Brian Harmon**

- **Streets and ROW.**
  - **Street**
    - Trees
      - Storm removal of two large limbs off trees
      - Started removal of Maple Tree at Pavilion Park
    - Leaf Pickup
      - Completed Zone 1 of Leaf Pickup
    - Snow
      - Removed snow from City Hall and Fire Hall parking lots
    - ROW
      - Added rock to Right of Way on E. McKenzie St
    - Pot Holes
      - Fixed one large pot hole on Roberts Rd.
- **Water Utility**
  - **Repairs**
    - Leaks
      - Fixed Leak at Kamping World
      - 2 Leak investigations
- **Sewer Utility**
  - **Collections**
    - **New tank Installations**

- 1 service relocation on Roberts Rd.
    - **Pumping**
      - 3 tank
    - **Inspections**
      - 9
    - **Callouts**
      - 6
  - **Plant Repairs & Major Maintenance**
    - We have finished the plan for the project to reduce the fine from DEQ
- **Parks Dept**
  - **Parks and Tree Committee**
    - Working on a Plaza planning at Pavilion Park.
  - **Park Maintenance**
    - Started removal of Maple Tree at the Pavilion Park
    - Completed Christmas Decorations at Pavilion Park
- **Misc.**
  - **Locates** 22
  - **Work Orders** 62
- **Public Works Director also completed over 200 tasks in last two months. These are mostly separate from the IworQ work order system.**

### Municipal Court

- **December 2021 Activity Measures:**
  - **Citations (Crimes and Violations)**
    - New Citations for December 7, 2021 Court Date: 47
  - **December 2021 Court Receipts Including Collections,**
    - **Total Fines:** \$ 10,697.03 (total monies taken in for the month, nothing deducted), *compared to \$ 6,784.32 in December of 2020*
    - **Net Fines:** \$ 8,229.00 (City share only, NOT including collections), *compared to \$2,512.00 in December 2020*
  - **December 2021 Professional Credit Service Collections:**
    - **Total Collection Revenue:** \$ 2,468.03 *compared to \$4,272.32 in December 2020*
    - **Turned over to collection:** \$ 18,165.46 *compared to \$15,039.00 in December 2020*

***Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.***

### ***Other Information:***

- **Upcoming Court Date: January 19, 2022 Jury Trial  
January 20, 2022 Regular Court Session  
January 25, 2021 Jury Trial**
- **Scanning Project Update/Temporary Staff:**
- **Temporary Employee prepared all violation cases for scanning (batching and counting each document for each case, removing staples/paperclips, & naming individual documents) and was able to start on criminal cases before budgeted time ended**
  - **Scanning is complete on violation cases through the letter “C”**
  - **As of 12/30/21, a total of 5,235 documents have been scanned into the Court software program**
- **Court has 9 boxes of old cases (violations & criminal) that are past the State’s minimum retention requirements and are due to be purged and destroyed (shredded) as soon as paperwork is signed off**
- **87 Business License Renewals for 2022 were sent out in November. Trained Sara on Business License process for her to proceed with project in 2022.**
  - **As of 12/30/21, 74 businesses have sent in their renewals**

### **Police Department**

**Police Department Quarterly Activity report will be presented in February for the last quarter of 2021.**

- Officers took a report for a stolen vehicle taken from E McKenzie Street. We have identified possible suspects out of Eugene
- Officers investigated a possible trespasser at Mill Street Square. The male subject was contacted and advised. Resolved
- Officers contacted three suspicious subjects. The subjects were identified and later committed several crimes in Eugene
- Officers were involved in a vehicle pursuit on Interstate 5. Officers terminated the pursuit at I5 and Glenwood
- Officers investigated a possible burglary on Thomas Street. The burglary was unfounded
- Officers arrested a subject on outstanding misdemeanor warrants
- Officers arrested a male driver for DUII controlled substance, heroin
- Officers took a report for Theft I. This was a bank fraud with multiple victims. It was forwarded to fraud department at bank for additional investigation

- Officers resolved a neighborhood dispute at Van Duyn and Willamette Streets
- Officers took a report of a theft on Diamond Street
- Officers took a case for drug disposal for an accumulation of drugs at Serenity Lane
- Officers investigated a possible Rape case at Serenity Lane. The case is still under investigation
- Officers arrested two drivers for driving while suspended misdemeanor
- Officers were able to resolved a dog at large call on Abby Road
- Officers completed several truck inspections
- Officers investigated a motor vehicle crash between two commercial trucks.
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers are attending SFST refresher training for the ODOT traffic grant
- Christmas in Coburg, Light parade
- Officers attended MILO (Multi Interactive Learning Objective) training (De-escalation)
- Officers contacted two suspicious subjects sleeping at the Fuel N Go. The subjects were later located at the Shell gas station with a loaded 357 pistol. The subjects were on their way back to Washington from attending a Metallica concert in San Francisco. No crime.
- Officers arrested a subject on outstanding warrants
- Officers responded to call of a male with a rifle on I5 at Selby Way. The male left before officer arrived.
- Officers responded to multiple alarm activation at Cummings Northwest. They hired a security company until they could get the alarm fixed.
- Officers responded to a non-injury motor vehicle crash at Coburg Road and North Coburg Road
- Officers investigated a verbal dispute between, male, and female on Emerald Street. It was determined there was no crime
- CHETT Program received six donations for a total of \$1,250.
- Shop with a Cop program received donations from 12 people totaling \$1,825.



**ATTACHED**

At the 2021 City Council retreat the City Council discussed ways to better connect with City Committees and the Planning Commission. Council decided it would be helpful to stay updated monthly on what each committee is working on. They requested that staff provide the minutes from all public meetings in the monthly City Council packets.

- |               |                                  |
|---------------|----------------------------------|
| A. 10/20/2021 | Planning Commission              |
| B. 10/21/2021 | Finance Audit Committee          |
| C. 11/16/2021 | Park Tree Committee              |
| D. 11/17/2021 | Planning Commission              |
| E. 12/8/2021  | Heritage Committee               |
| F. 12/15/2021 | Planning Commission              |
| G. 12/21/2021 | Park Tree Committee Work Session |
| H. 12/21/2021 | Park Tree                        |

# CITY OF COBURG

## CITY COUNCIL GOALS & PRIORITIES WORK PLAN

### Fiscal Year 2021-2022

Livability, Health & Vitality	Utilities, Equipment and Infrastructure	Operational Capacity	Fiscal Stewardship	Strategic Planning	Economic Development	Citizen Committees & Commissions
Continue to Improve Communication to Citizens - <b>Ongoing</b>	Maintenance to Exterior of City Hall <b>Summer, 2022</b>	Complete Salary Analysis – <b>FY 2022</b>	Seek and Secure Long-term Contract with a City Prosecutor <b>FY 2022</b>	Update Council Rules of Order <b>FY2022</b>	Rebranding of City and Community utilizing new Logo <b>FY 2022</b>	Enhance Communications from Committees to Council <b>Ongoing</b>
Continue Staff Training in FEMA <b>Ongoing</b>	Window Replacement in City Hall <b>FY 2022</b>	Review Employee Benefit package <b>FY 2022</b>	Purchase and Implement new Financial Software <b>TBD</b>	Planning for Emergency Drills with City Staff and Partners – <b>Post Covid</b>	Continue to provide leadership and partnership in Oregon Main Streets <b>ongoing</b>	Review and Update Committee Bylaws for consistency for all committees <b>FY2022</b>
Continue Effort to Grow Citizen Response Team <b>FY 2022</b>	Lobby Redesign to create more attractive environment <b>Summer 2021</b>	Anticipate Staff Capacity with projected growth <b>Ongoing</b>	Improve Accounts Payable Processes <b>FY2022</b>	Planning and Implementation for Mutual Support with other Agencies <b>FY2022</b>	Development of a Broadband Plan <b>FY2022</b>	Facilitate Work Parties and planning for projects for Park & Tree Committee <b>Ongoing</b>
Address Transportation Issues such as speed, signage and transportation on roads owned by other jurisdictions <b>FY2022</b>	Upgrade Security System <b>FY 2022 or 2023</b>	Update Job Description for all positions <b>December, 2021</b>	Conduct RFP for Banking Services <b>FY2022</b>	Continue to Plan and implement emergency equipment and supply list - <b>Ongoing</b>	Continued Investments and Partnership with Oregon Rain <b>Ongoing</b>	Education for Planning Commission on Land Use and other issues related to planning in Coburg and the State of Oregon <b>FY2022</b>
Education to Community on Land Use and the Public Process - <b>Ongoing</b>	Improve Utility Billing Policies <b>FY2022</b>	Implement leadership training and team building at every level of City – <b>Summer 2021</b>	Consider Purchase of Capital Project Tracking Software	Plan and Implement General Orders and Standard Court Operations <b>FY 2022</b>	Support Community Economic Development & Planning by Retaining Assistant Position – <b>July, 2022</b>	Support to all Committee and Commission Goals by Staff Representatives <b>FY2022</b>
Create and Monitor a Safe Trade Location <b>FY 2022</b>	Update Utility Billing Website Pages <b>FY2022</b>	Increase Admin Assist to FT 40 hours <b>July, 2021</b>	Discussion of TUF for the Funding of Street Repairs <b>Spring 2021</b>	Update Transportation Plan <b>1<sup>st</sup> – Summer 2021</b> <b>2<sup>nd</sup> – Spring, 2022</b>	Continue to Support Local Businesses through Covid-19 Recovery Opportunities <b>ongoing</b>	Research for the Development of a Park & Recreation District <b>Ongoing</b>
Implement SCRAM Security Camera and Registration Program <b>FY2021 and 2022</b>	Implement on-line Payment Option <b>FY2022</b>	Continued Staff Education in Every Department per specific need of department - <b>Ongoing</b>	Timely and Accurate Process for seeking Reimbursement for Funding Capital Projects <b>ongoing</b>	Complete Storm Water Master Plan <b>Fall, 2022</b>	Continue to Update Website to provide information to Citizens on city Services - <b>ongoing</b>	Create Process for purchase and planning of future park land <b>FY2022</b>

Community Planning for Julia Morneau Heritage Park FY2022-2023	Updates and Repairs to Restrooms In Norma Pfeiffer Park FY2022	Continue Scanning Project in Court Complete FY 2022	Review and Update to All City Contracts as they come due Ongoing	Update to development Code based upon Recommendations of Ad-Hoc Committee FY 2022	Planning and Implementation of Bike Kiosk, and citizens and visitors rest and relaxation areas in downtown 2021-2022	Establish a Tree Sub-Committee 2021
Community Planning for Park to be located in New Subdivision FY2023	Roof and Repair Kiosk and Pavilion in Pavilion Park FY2021	Hire Planning Director FY 2023	Review of SDC Ordinance and recommended amendments to CC FY2022			Establish a community Volunteer Base for the Parks - ongoing
Plan and Establish a Community Museum and safe storage for community artifacts and antiquities 2022-23	Purchase new Patrol Car for Police Department FY2022	Update to Standard Procedures and Processes in Planning Department Ongoing				Enhance Communications between Committees opportunity to share their work plans 2022
Planning for update to Mckenzie Street to improve Pedestrian Safety – FY2022	Lap Top Tough Books for Patrol Cars 2021-22	Hire Crew Member for Public Works July 2022				Update Committees on Council Adopted Goals and Priorities 2021
	Design and Seek Funding for Public Works Operations Building - Ongoing	Project Staff Capacity needed for Future Development of the City in Every Department - ongoing				Seek Funding for Historic Land Mark Projects as addressed in Heritage Committee Goals 2022
	Replace Septic Tanks at Premier RV 2023					Involve Elementary School in Youth Heritage Program 2022
	Planning and design for collector Street Improvements 2023					Training for Heritage Committee and involvement in the CLG Network 2022
	Continue Inspections and planning for tank maintenance and aging ongoing					
	Continue to Complete Water Master Plan Projects 2024					
	Add Emergency and replacement inventory of equipment and supplies - ongoing					

	Alley Survey/Solutions 2022					
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