



Agenda

Coburg Parks |Tree Committee June 21st 2022

6:00 pm CALL TO ORDER	Mary Mosier
ROLL CALL	Brian Harmon
AGENDA REVIEW	Mary Mosier
APPROVE MINUTES FROM MAY 17 th	Mary Mosier
CITY UPDATES/CITY ADMINISTRATOR REPORT	Brian Harmon
 6:15 pm COMMITTEE BUSINESS	
Pickle Ball Court Plan Update	Brian Harmon
Upcoming Work Party Date & Location	Coleen Marshall
Coburg Creek Subdivision Park Sub Committee	Tom Beatty
 7:00 pm ADJOURNMENT	
FUTURE MEETINGS	
July 4, 2022	City Hall Closed - Independence Day
July 12, 2022	City Council
July 13, 2022	Heritage Committee
July 18, 2022	Parks & Tree Work Party
July 19, 2022	Parks & Tree Committee
July 20, 2022	Planning Commission



***REVISED**

MINUTES
Coburg Parks | Tree Committee
City Hall, 91136 N. Willamette
~~May 17, 2022~~ April 19, 2022 – 6:00 p.m.

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

Formatted: Font: Bold

COMMITTEE MEMBERS ABSENT: Karen Coury

Formatted: Font: Bold

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~~ Chair Mosier moved, seconded by Ms. ~~Marshall~~, to approve the ~~April 19~~ March 17, 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, reseal 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 Ray 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. ~~An unknown Claire from LCOG was slated to be in attendance.~~ 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 21st day of June 2022.

Mary Mosier, Chair

ATTEST:

Sammy L. Egbert, City Recorder

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: June 14, 2022

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

The following is an overview of important activities during the month of May, 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
- Thomas Street Intertie – Bid Awarded – Contract in Council packet under different tab
- Reservoir Feasibility Study- In process
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Out for bid
- **Roberts Road** – Bid Awarded – Contract will be in Council **red folder**
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding options** – OTIB funding has been approved. Commitment letter and resolution under a different tab.

Noxious Weed Enforcement – Noxious Vegetation enforcement started on June 1 – October. City staff accept citizen complaints as well as try to identify properties that are out of compliance and notify the property owners with a compliance letter.

Douglas Fast Net (DFN) – Is coming to town. They will offer high speed internet for local businesses and residents. They have requested a location to place a control hut much like the City has granted Hunter on the City Hall Property. Douglas Fast Net will be placing their hut on the site of the Water Reservoirs on Sarah Lane. A lease agreement with DFN for the location will secure free internet service to City Hall in exchange for placing their hut. It is anticipated they will begin their work this summer. In addition to providing high speed to the City, DFN will also be mapping the City for service which is normally a report that communities will pay for. There will be no charge for this to Coburg. This allows us to know where service can go on existing lines, underground, and where there will need to be trenching in order to provide service. DFN is treating Coburg as their test City for conducting this service for small cities in

Lane County. The lease agreement between the City and DFN will be in the July City Council Packet.

League of Oregon Cities Elected Essentials Workshops – LOC has released their “Save the Date” for the Elected Essentials Workshops that will take place in the fall months. There are several dates and locations to choose from. Councils who wish to participate in a workshop should reserve the date and then may register in the fall. An information sheet is attached to this packet.

Auditor RFP – The City issued a Request for Proposals for audit services in early April. We received only one response which came from our current auditor Umpqua Financial. The Finance/Audit Committee conducted an interview with Steve Tuchscherer in late April. After discussion, the committee made the recommendation to continue our relationship with the current auditor Umpqua Financial. The contract for audit services will come before the City Council in the July Council packet.

Bypass Feasibility Study – City staff, the Mayor and City Engineer have held several meetings concerning the bypass road listed on the transportation plan that would serve as a freight route to the north of Coburg and thus reducing the traffic on Willamette Street. This is a long range plan that would require a feasibility study. The feasibility study was long ago placed in the regional transportation project list through the MPO (Metropolitan Planning Organization) which funds transportation projects for Lane County, Springfield, Eugene, Lane Transit and Coburg. City staff are working on a grant for \$250,000 that would fund this feasibility study and will turn it in by the deadline of July 1. If funded the study would take place between 2025-2027.

Zoning Code Update – The Ad-Hoc Committee has finished its work and will meet on June 9th to form their recommendation for the changes they would like to see in the zoning code (development code). Once their recommendation has been made, the changes to the code will be made and reviewed by the City Attorney. There is then a required notification to the community regarding the changes that must sent prior to going to Planning Commission. It is anticipated that it will come to Planning Commission in July, and then to City Council in August or September (depending if an August meeting is held).

Goodbye to faces in City Hall – This month the City said goodbye to two employees. David Gregory, who was serving as the Police Evidence Tech, is leaving the City as his family is relocating to another state. Erin Brown has accepted a position in private industry. We will miss them both and wish them the best.

Upcoming Meetings

Planning Commission	6/14
Park Tree Committee	6/21
City Council	7/12

DEPARTMENTS AND OPERATIONS

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

City Recorder

- May 10th to June 14th managed eight Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 8 lien searches.
- Published the legal budget hearing notices for City and Urban Renewal Agency.
- Utility Billing Specialist position became vacant as of June 1, 2022 with Erin taking another job. Working with staff review and identify if restructuring this position is necessary. We have shifted tasks and Sara Athey is taking the lead on Utility Billing while needed.
- Review and updating the administration and utility billing process and task sheets for staff. Including annual budget committee administrative process, special events, Utility Billing and more.

Administration Front Desk

- Budget Binders prepared and distributed to Budget Committee
- Special Events two special events were held in May and we are currently working on applications for one in June and two in July.
- Worked with the Coburg Community Charter School to move the monthly board meeting back to City Hall. Was able to accommodate eleven meetings for the 2022-23 school year.

Utility Billing

- May Utility bills covering 4/13 to 5/11
 - Billed Water \$59,300 | Sewer \$70,000 | TUF \$12,375
 - Cash Receipts or Payments Received \$138,900
 - Past dues charged 63
 - 2 Active payment plans
 - 1 change in service

- We are currently accepting applications for the Annual Limited Income Assistance (LIA) program June 1, 2022 to June 30, 2022. Information on this program is attached to this report.
- Will be training Finance Director as we do utility billing monthly bills and month end reconciliation for Utility Billing over the next 3 billing cycles.

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

- SR 01-22 & CUP 01-22: Application for site review and conditional use permit for restaurant and brewery at 91032 S Willamette (old Primrose Lane Antique) submitted;
- SR 02-22: Application for site review for industrial park at 90950 Roberts Rd submitted;
- SUB 02-20: Weichart Homes - Construction continues. Final approval letter pending. Building permits issued for first two homes;
- PA 01-22: Development Code update including the Central Business District form-based code project with Urban Collaborative LLC. is underway;
- Ten Structural/Plumbing/Mechanical/Electrical Permits issued in May including three new single family dwellings;
- New Transportation Options Specialist, Kelsey Moore, hired by LCOG to support Springfield and Coburg;
- Bike Hub ribbon cutting was a success. Members of partner agencies and organizations such as LCOG, LTD, GEARS and BEST participated;
- Planning Commission received information on the proposed Development Code updates at May meeting;
- Heritage Committee selected next round of Preservation Plaque recipients and award ceremony/distribution is being planned

Main Streets and Economic Development – Prepared by Tracey Pugh

- Working on Our Town newsletter for July/August 2022
- Finalized Coburg Main Street Bylaws
- Planted flowers in flower pots and distributed to downtown businesses
- Participated in UWLC Emergency Preparedness Trainings for Rural Community organizations
- Working on City of Coburg website - updating information, fixing broken links
- Working with designer on Coburg Business Map/Directory
- Working with designer to create logo for Coburg Main Street
- Working with Oregon RAIN to host a Business After Hours mixer in June
- Redesigning Chamber website for Main Street
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Assisting Coburg Antique Fair Director

- Participated in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Tree Removal**
 - Finished removing what crews could safely remove of the large Cottonwood Trees off of Booth Kelly Trail
 - **Projects**
 - Put out to bid the Roberts Road Project. This will close on the 8th of June.
 - Water Utility**
 - **New Service**
 - 3 new meters in the Coburg Creek Subdivision
 - **Projects**
 - Received bids for Thomas St Waterline Replacement Project
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**
 - 13
 - **Callouts**
 - 15
 - **Tanks Pumped**
 - 1
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party worked on Veterans area at Norma Pfeiffer Park. Started gathering ideas for the new park at Coburg Creek.
 - **Park Maintenance**
 - Started working on the lawn at Johnny Diamond Park. Also getting quotes for cleaning up the flower beds and planter areas. Working on Pickle ball court design.
 - Installed Booth Kelly Historical signs. Still have some detail work to do on these.
- **Misc.**
 - **Locates 14**
 - **Work Orders 58**

Municipal Court - Prepared by Mandy Balcom

- **May 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**

- New Citations for May 3, 2022 Court Date: 51
- **May 2022 Receipts Including Collections,**
 - **Total Fines:** \$15,481.90 (total monies taken in for the month, nothing deducted),
compared to \$23,366.82 in May of 2021
 - **Net Fines:** \$14,013.00 (City share only, NOT including collections),
compared to \$12,212.00 in May of 2021
- **May 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 1,468.90
compared to \$11,154.82 in May of 2021
 - **Turned over to collection:** \$ 25,705.00
compared to \$7,210.00 in May of 2021

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 Dates: Tuesday, June 7, 2022
Tuesday, July 12, 2022**
- **Reviewed & Submitted City Prosecutor Contract for renewal**
- **Next Jury Trial Scheduled for September 20, 2022**

Police Department – Prepared by Chief Larry Larson

- Officer investigated an Safety harassment complaint.
- Officer investigated a DHS referral regarding a sexual assault.
- Officer investigated a DHS referral regarding physical abuse.
- Officer investigated a DHS referral for child neglect and determined it was unfounded.
- Officer investigated a DHS referral for sexual abuse and determined it was unfounded.
- Officer investigated a DHS referral regarding child endangerment.
- Officer investigated family dispute and seized paraphernalia; information sent to DHS.
- Officer investigated theft of heavy equipment and criminal mischief on Roberts Road
- Officer investigated an ID theft; suspect opened up an ATT account.
- Officer investigated a failure to register as a sex offender; suspect was cited for felony and misdemeanor.
- Officer investigated a failure to register as a sex offender; suspect was lodged for a felony.
- Officer investigated a failure to register as a sex offender; suspect was cited for a misdemeanor.
- Officer investigated a failure to register as a sex offender; suspect was lodged for a misdemeanor and misdemeanor warrant.

- Officer investigated a DUI; officer lodged the suspect at the jail for DUI-controlled substance.
- Officer investigated a Hit and Run MVA trails end; suspect was lodged for violation of a No Contact Order, hit and run, stolen car and reckless driving.
- Officer cited a female for a misdemeanor warrant.
- Officer investigated a suspicious person; suspect was lodged on three misdemeanor warrants and giving false information to a police officer.
- Officer investigated a theft of multiple catalytic converters.
- Officer investigated counterfeit money; suspect deemed to have dementia.
- Officer investigated theft of a rented vehicle; suspects later arrested in Douglas County.
- Officer investigated criminal mischief of City owned trees.
- Officers assisted the Sheriff's Office with searching for suspects.
- Officer attended and finished firearm instructed course.
- Officers conducted special speed and distracted driving enforcement.
- Officers returned a loose dog several times to the same owner.
- Officers provided security for the circus.
- Officers pulled an information report to destroy the 40 pounds of prescription drugs for the take back drop box
- Officers arrested a male for failing to register as a sex offender
- Officer worked several city ordinance violations
- Officers completed truck inspector training for the ODOT
- Officers worked bailiff duties at Coburg Municipal Court
- Officers investigate a motor vehicle crash on N Industrial road at Trails End Park. A female was located and arrested for violation of a restraining order, reckless driving and hit and run
- Officers responded to several alarm calls
- Officers received training on new legislative updates
- Officers investigated two DHS referrals regarding possible child abuse
- Officers worked bailiff duties at Harrisburg Municipal Court
- Officers completed their LEDS certification
- Officers arrested a male subject on outstanding warrants
- Officers completed several vehicle vin inspections
- Officers worked the ODOT grant for speed enforcement
- Officers work with the United States Marshals Service doing sex offender compliance checks
- Officers attended a Safety Team meeting with the Coburg Community Charter School
- Officer taught the "I Love U Guys" Standard Response Protocol to Coburg Community Charter School staff

Upcoming Events:

- Coburg Community Charter School Ice Cream Social event June 15th and 16th
- ODOT traffic grant enforcement pedestrian crosswalk safety in June
- ODOT traffic grant enforcement blitz for seatbelts in June
- United States Marshals Service Operation Oregon Nights 2 sex offender compliance checks

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. | 5/11/2022 | Heritage Committee |
| B. | 5/17/2022 | Park Tree Committee |
| C. | 5/18/2022 | Planning Commission |
| D. | 5/24/2022 | Budget Committee |
| E. | 5/31/2022 | URA Budget Committee |
| F. | 5/31/2022 | Budget Committee |