



AGENDA

PARK | TREE COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, December 17, 2024 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

1. November 19, 2024 Park | Tree Committee Minutes

COMMITTEE BUSINESS

2. Hazards and Parks Issue - New and Follow ups
3. Work Party Report Out and Scheduling
4. Pavilion Park Project Update
5. Capital Improvement Plan (CIP) - Parks
6. Donation Policy Review
7. Approved Street Tree List Review

CITY UPDATES

8. City Administration Report - December 2024

FUTURE MEETINGS

January 14 City Council | State of the City
January 25 Park Tree Committee

ADJOURNMENT

Coburg City Hall is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact City Hall at 541-682-7850.



MINUTES

Parks Tree Citizen Advisory Committee

November 19, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty; Vice Chair, Michelle Shattuck; Lonna Meston, Coleen Marshall, Karen Coury, Joe Morneau

MEMBERS ABSENT: Mary Mosier

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator

RECORDED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Chair, Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:00 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 OCTOBER 15, 2024

Ms. Marshall noted that her first name was misspelled, and also an error on page 4 under work parties, that it was Ms. Marshall and Mr. Beatty that worked at Jacob Spores, not Ms. Mosier.

MOTION

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

Motion passed – 5:0.

COMMITTEE BUSINESS

1. Hazards and Issues with Parks

Ms. Shattuck mentioned that they had talked about working at the veterans memorial rose garden at the last meeting, which she and Ms. Marshall did do, and also noted the broken sign on Booth Kelly trail. They also discussed the veterans memorial flags and possible insignias, and Mr. Morneau mentioned that the Coburg Grange has offered to help finance them.

Ms. Marshall brought up the dedication of the Veterans Memorial. She tried to contact the American Legion and has not been able to get ahold of anyone. Mr. Morneau said that they could put together a group to do a nice dedication when time comes as well, possibly around spring time when weather is better. Mr. Beatty also noted the signage for identifying the roses, which they will get a quote on and decide the verbiage for.

2. Work Party Recap & Next Location

Ms. Marshall mentioned again, that she and Ms. Shattuck worked at the veterans memorial rose garden, dead headed, trimmed, and cleaned up the area. They are going to hold off on scheduling any further work parties, unless weather improves enough.

3. Pavilion Park Update

Mr. Hanks said that the Pavilion Park Project is in progress, and things are going well. Some utility work is done and the next piece that the City is responsible for is topsoil which will happen in the spring. The rough pathways are in so you can see the shape, and ADA parking and concrete will begin soon on the Harrison side. They are working with Coburg Main Street on Christmas decorations and lighting to fill a blank spot where construction is happening.

Mr. Morneau mentioned that the Coburg Grange is going to donate a Dogwood Tree in memory of John Bosley, and also a donation by Clay Meyers for an Evergreen Tree with plaques to go with them and a dedication ceremony.

Mr. Beatty had mentioned having an overview of what the park will look like when it is finished inside the information booth for people to refer to. Mr. Hanks said he will check on that.

Hanks also touched on the timeline of the irrigation and ground moving. They will look at fundraising and donation possibilities for any auxiliary items like the fountain and benches. They will also have to look into the naming of the park. Their goal is to have all the large and main construction pieces done by Memorial Day.

4. Booth Kelly path

Mr. Hanks said that Booth Kelly is due for some major maintenance. They are looking further into that and are hoping to start some improvements in late spring-early summer. It would probably be in the \$5,000-8,000 range.

5. Volunteer Hours

Mr. Hanks noted down the extra volunteer hours of the committee. They clarified the volunteer hour reporting process.

6. Tree Maintenance on 3 Trees

Mr. Hanks noted that there were two citizen inquiry forms that came in about tree trimming, and another tree that was in a travel lane. They had the arborist come out and look at the two citizen trees, and got the one in the road cleaned up and are waiting for further direction. They also discussed the updates of the vegetation management plan and street tree list.

CITY UPDATES

7. October 2024 City Administration Report

Mr. Hanks noted the staff liaison changes, and mentioned some other large items that are in progress between staff and council, and the changes that will be seen in Public Works.

Mr. Hanks briefly mentioned the funds balances and revenue shortages for the city, as well as some prioritization efforts the city is currently working on. Hanks also mentioned the use of the RARE member to help with certain things, including in some Public Works areas.

They discussed the donations policy and process, and what part the committee takes in that.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:03pm.

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

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

COMMITTEE MEMO

MEETING DATE: December 17, 2024
STAFF: Adam Hanks, City Administrator

Park | Tree Committee December 2024 Meeting Overview

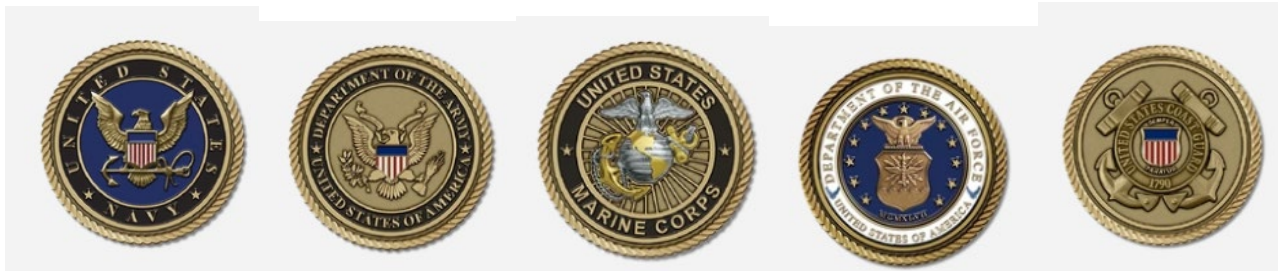
Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #2 - Hazards and Park Issues

Booth Kelly Sign Damage - Staff conducted a site visit to the Booth Kelly trail and verified the damage to the information sign and will be replacing the plexiglass exterior covering of the metal frame in the coming weeks. Schedule is dependent on whether the plastic is in stock or needs to be ordered.

Military Branch medallions.



There are a number of options available for staff to select from. Committee input is needed on medallion size (commonly offered in diameters between 2-4 inches) and color (full, partial, non). Other considerations to recommend?

Veterans Rose Garden Identification Signs – Below are vendor screen shots for an option similar to the Owen Rose Garden example, as well as an initial draft sign template for Committee review and mock up. Staff has reached out to Owen Rose Garden staff to source additional sign stands, but have not yet received a response.



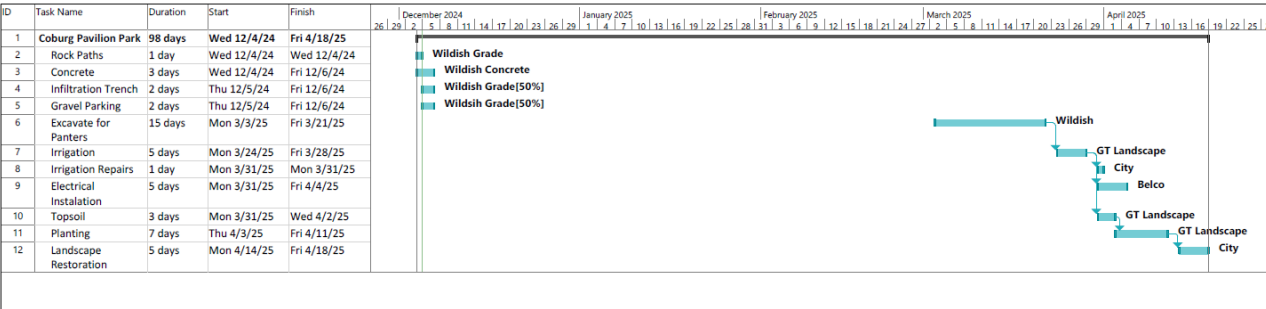
Rose Type

Name

In house draft template

Item #4 – Pavilion Park Project Update

Concrete has been poured for the ADA parking and accessible pathways along Harrison Street and to the restrooms. Limited work will be done on site over the next 8-10 weeks and will resume in earnest in March with both contractor and City staff assigned tasks. Below is the most recent work schedule provided by the contractor.



Item #5 – Capital Improvements Plan (CIP) – Parks – Attached is the FY25 Council Adopted CIP. The focus of the Park/Tree Committee will be the Parks section. Staff is preparing an updated CIP for Council review and potential approval for the January 14, 2025 Council meeting and would like to include Park | Tree Committee input on the Parks section of the CIP. Staff will be expanding the CIP tables to break out the design/engineering costs and timeline from the construction component to provide a higher level of accuracy of project cost per fiscal year (most projects functionally span multiple fiscal years).

The Parks CIP list validates the need for the Park | Tree Committee to allocate time in 2025 to conduct a review of the Coburg Parks and Open Space Plan as described in the FY25 Council Adopted Goals Framework document (Attached, pg 3) to potentially update and prioritize existing, but currently unfunded park capital projects.

Item #6 – Donation Policy Review – Councilor Smith suggested that the Committee receive, review and discuss the current Council adopted Donation Policy (attached). No formal recommendations or actions are required or expected at this time. Discussion may lead to suggested edits or additions to the policy at a future Parks | Tree Committee meeting for future Council consideration.

Item #7 – Approved Street Tree List Review – Chair Beatty suggested the Committee review the street tree list to potential alter the current list in light of current and future climate trends that could impact the health and viability of certain tree species. The Street Tree list as well as the Tree Ordinance that establishes the authority and use of the Street Tree list is attached.

Item #9 – Future Meeting Agenda Items – Items for the January and potentially February meeting include:

- Revenue recommendations for Parks funding
- Community engagement plan for Coburg Creek Park development
- Land Use Code Change discussion for park land dedication vs. payment in lieu for subdivision development
- Vegetation Management and Maintenance Plan Review



CITY OF COBURG CAPITAL IMPROVEMENT PROJECT PLAN

Spring 2024
Update

INTRODUCTION

The City of Coburg’s Capital Improvement Plan (CIP) is a multi-year citywide infrastructure financial planning document that lists and describes scheduled improvements to the City of Coburg’s general government and utility infrastructure across all City departments. More detailed and technical analysis, project objectives and scheduling can be found in specific master plan documents for the City’s water and wastewater utilities.

The CIP provides the Council, staff and community with a clear understanding of the timing, costs and funding sources and guides financial planning decision making to ensure adequate funds are available or obtained to ensure the successful completion of the project. Because of the significant costs of many infrastructure projects, the use of debt service impacts not only the individual project but the ability for future projects to be funded, further highlighting the importance and need for a comprehensive and regularly updated CIP document.

Annual review and updating of the CIP occur prior to the budget development process then integrated into the current proposed budget as well as the future years budget forecasts. Capital project budgets are shown in their associated funds where the revenues utilized to fund the project are located. Projects are typically funded in one or more ways, including “cash-funding” with prior year savings and/or annual revenues, grants, debt service (loans) and systems development charges (SDC’s)

In order to ensure that priority projects are planned, funded and constructed in a timely manner, this document provides for projected years of engineering and construction completion. When possible, specific revenue sources are attached to the projects so that planning and facilitation can take place for grant and loan applications well in advance of beginning the project. Therefore, there may be engineering costs associated with projects prior to the actual construction schedule.

CAPITAL IMPROVEMENT PROGRAM GOALS

Goals of this CIP Program include:

1. Responsible and efficient financial planning
2. Clear and inclusive planning, engineering and construction timelines
3. Establishment of funding mechanisms for Capital projects and planning for funding applications
4. Local economic development support

- 5. Planning and providing for community growth
- 6. Enhanced safety, access and increased mobility of transportation modes
- 7. Consideration and compliance with environmental standards and improving environmental quality
- 8. High quality and cost-effective maintenance and improvements to existing infrastructure
- 9. Protect Public Health and Safety through regulatory compliance and industry best practices

CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT PROCESS

- December/January: Staff Review and Update to Prior Year CIP
- January/February: CIP Draft Document Provided to Council (retreat or work session)
- March: Adopted by City Council – Public Comment is available
- May/June: CIP incorporated into the Budget Document and Presented

Spending authority (appropriations) occurs only through the budget review/approval process. The prior approval and adoption of the CIP does not convey spending authority. Although the CIP is a starting point for the annual Capital Budget, the projects budgeted each year can vary somewhat in timing and costs from those proposed in the CIP, due to engineering, permitting, contract bidding, seasonal scheduling, grant requirements, etc.

PROJECT CATEGORIZATION

Projects in the CIP are grouped by infrastructure system including:

○ Administration	○ Water
○ Parks/Trails/Open Space	○ Wastewater
○ Street	○ <i>Equipment/Fleet (future category)</i>

Project funding is listed as a category column in the project lists. Funding streams include:

○ User Fees	○ Grants
○ Tax Revenues (property, gas tax)	○ Loans (Debt Service)
○ Special Assessments	○ Systems Development Charges

In some instances, funding may be listed as TBD or “to be determined”. Any project scheduled within the two-year budget should have a funding source listed.

GUIDING DOCUMENTS

This document is supported by multiple guiding documents of the City as follows:

1. **Coburg Comprehensive Plan – Dated 5/8/2018**

Comprehensive planning is a process that determines community goals and aspirations in terms of community development. The result is called a comprehensive plan, and expresses and regulates public policies on transportation, utilities, land use, recreation, and housing. Comprehensive plans typically encompass large geographical areas, a broad range of topics, and cover a long-term time horizon.

Comprehensive Plan Amendments take place when the City anticipates a change in zoning, or any form of change in development regulations either mandated by the State or determined by the City as necessary for the future progress of the City.

2. **Coburg Community Vision – Dated 7/3/2017**

The Community vision statement describes the current and future objectives of the City. The vision statement is a guide to help the City make decisions that align with its philosophy and declared set of goals.

3. City of Coburg Development code – 11, 2019

The Coburg Development Code contains detailed descriptions of zoning districts and specifies what uses are allowed, prohibited, and conditional in each zone. The Development Code is intended to cover almost all types of land use issues which may arise, but in cases where a land use is not listed, a process for interpretation of the code is provided.

4. Master Plans

Master plans represent the long range (10 years or more) plan for the City's development of infrastructure. The master plan, and the facilities shown on it, may be built over a period of many years. Therefore, what is shown in a plan may not yet exist in the City. A lot of time and resource is needed to update a master plan. Therefore, adopted capital project lists can serve as the approved projects for the City. Projects can be updated when the master plans are updated. At the City of Coburg, the following Master Plans exist:

- Park and Open Space Master Plan
- Transportation System Plan
- Water Master Plan
- Wastewater Management Plan

Copies of any of the documents listed below are available on the City of Coburg website and can also be obtained by request of the City Administration office.

CITY OF COBURG

Capital Improvements Plan

2025 to 2030 Planning Period



Administration/General Government						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1 - City Hall Improvements - HVAC	System Replacement (including ducting)	General Fund Taxes/Fees*	\$ 125,000	2025-26		
2 - City Hall Improvements - Flooring	Full carpet replacement (upstairs/downstairs)	General Fund Taxes/Fees*	\$ 25,000	2025-26		\$ 150,000
3 - City Hall Improvements - Façade	Willamette frontage and parking/landscaping	General Fund Taxes/Fees*	\$ 50,000	2026-27		
4 - Network/Facilities Security Systems Integration		General Fund Taxes/Fees*	\$ 75,000	2026-27		\$ 125,000
TOTAL			275,000			

* Portion of project costs will be allocated to enterprise funds based on approved Cost Allocation Methodology

Parks						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1 - Pavilion Park Expansion & Improvements	New Restrooms, fountain, irrigation, lighting	Oregon Parks Grant + General Fund	\$ 400,000	2024-25		
2 - Coburg Loop Path #4	Industrial Wy - Sarah path to Trails End Park	Gas Tax, TUF, SDC, MPO	\$ 600,000	2024-25		\$ 1,000,000
3 - Cobug Creek Park	New Park Facility	Undetermined Grant + Park SDC	\$ 250,000	2026-27		\$ 250,000
4 - Trails End Park - Phase II	Viewing platforms, paths, benches, signage	Undetermined Grant + Park SDC	\$ 250,000	2029-30		\$ 250,000
5 - Julia Morneau Heritage Park	New park (no land purchase)	Undetermined Grant + Park SDC	\$ 250,000	2030 +		
6 - Southside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 350,000	2030 +		
7 - Northside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 350,000	2030 +		
8 - Westside Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 150,000	2030 +		
9 - Southwest Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	\$ 150,000	2030 +		
10 - Coburg Loop 5	Path extension south to Eugene	Undetermined Grant + Park/Trans SDC	\$ 1,500,000	2030 +		\$ 2,750,000
TOTAL			4,250,000			

Transportation						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 48,000	2024-25		
2 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 25,000	2024-25		
3 - Industrial Way	Two Inch Overlay/Dig out	Gas Tax, TUF, SDC, MPO	\$ 300,000	2024-25		
4 - N Willamette/Macy/Harrison	Street Reconstruction	Gas Tax, TUF, SCA, SDC	\$ 700,000	2024-25		
5 - Collector Street Project - Phase I (N Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	\$ 500,000	2024-25		
6 - PW Operations Building	Multi-Dept Operations/Storage Building	Gas Tax, TUF	\$ 100,000	2024-25		
7 - PW Operations Center	Citywide Fuel Storgae/Pump System	Gas Tax, TUF	\$ 50,000	2024-25		\$ 1,723,000
8 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 27,000	2025-26		
9 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 21,000	2025-26		
10 - Harrison St - Mill to Locust	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 250,000	2025-26		
11 - Locust St - Diamond to Skinner	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 125,000	2025-26		
12 - Mill St- Emerald to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 150,000	2025-26		\$ 573,000

13 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 14,000	2026-27	
14 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 98,000	2026-27	
15 - Locust St - Willamette to Harrison	Street Reconstruction, curb, sidewalk	Gas Tax, TUF, SCA, SDC	\$ 250,000	2026-27	
16 - Lincoln St - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	
17 - Mckenzie - Harrison to Diamond	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	
18 - Mckenzie - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	
19 - Mckenzie - Coleman to Miller	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2026-27	\$ 762,000
20 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 77,000	2027-28	
21 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 77,000	2027-28	
22 - Roberts Rd - South end to Roberts Ct	Two Inch Overlay	Gas Tax, TUF	\$ 150,000	2027-28	
23 - Roberts Ct - Huntly Ct to west dead end	Two Inch Overlay/Leveling	Gas Tax, TUF	\$ 150,000	2027-28	\$ 454,000
24 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 96,000	2028-29	
25 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 16,000	2028-29	
26 - Collector Street Project - Phase II (S Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	\$ 900,000	2028-29	\$ 1,012,000
27 - Street Preservation	Crack Sealing	Gas Tax, TUF	\$ 32,000	2029-30	
28 - Street Preservation	Seal Coating	Gas Tax, TUF	\$ 16,000	2029-30	
29 - Skinner St - Pearl to Lincoln	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2029-30	
30 - Skinner St - Mckenzie to Mill	Two Inch Overlay/Dig out	Gas Tax, TUF	\$ 100,000	2029-30	
31 - Skinner St - Maple to Dixon	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2029-30	
32 - Skinner St - Delaney to Pearl	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2029-30	
33 - Skinner St - Lincoln to Mckenzie	Street Reconstruction	Gas Tax, TUF	\$ 100,000	2029-30	\$ 548,000
TOTAL			\$ 5,072,000		

Water

						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	
1 - Stallings Lane Water Supply	Well #3 Treatment systems & SCADA	Water Debt Service (rate revenues)	\$ 250,000	2024-25		
2 - PW Operations Building	Multi-Dept Operations/Storage Building	Water Rate Revenues	\$ 200,000	2024-25		
3 - PW Operations Center	Citywide Fuel Storgae/Pump System	Water Rate Revenues	\$ 50,000	2024-25	\$ 500,000	
4 - Stallings Lane Water Supply	Transmission line (connection to existing system)	Water Debt Service (rate revenues)	\$ 500,000	2025-26		
5 - Coburg Industrial Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 160,000	2025-26		
6 - Pioneer Valley Estates Distribution System	Replacement of existing distribution system	Fed Grant/Water Revenues	\$ 750,000	2025-26		
7 - E Dixon St Waterline Replacement	Diamond St to East End - Waterline Replacement	Water Debt Service (rate revenues)	\$ 650,000	2025-26	\$ 2,060,000	
8 - Water Supply Wells #1, #2 Rehabilitation	System upgrades and rehab to existing wells	Water Rate Revenues	\$ 100,000	2026-27		
9 - Christian Wy Waterline Replacement	6 Ince pipeline replacement	Water Debt Service (rate revenues)	\$ 300,000	2026-27		
10 - Delaney St Waterline Replacement	Willamette St to Stuart St - Waterline Replacement	Water Debt Service (rate revenues)	\$ 100,000	2026-27	\$ 500,000	
11 - Existing Water Storage Tanks Rehab	Replace/Retrofit (seismic) existing (2) 500k/gl tanks	Grant/Loan (rate revenues)	\$ 3,000,000	2027-28		
12 - Maple St Waterline Replacement	Coleman St to East End - Waterline Replacement	Water Debt Service (rate revenues)	\$ 250,000	2027-28	\$ 3,250,000	
13 - New Water Reservoir	750,000 Gallon elevated Reservoir	Grant/Loan (rate revenues)	\$ 7,000,000	2028-29	\$ 7,000,000	
14 - Van Duyn St Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 175,000	2030 +		
15 - Vintage St Waterline	12 inch waterline intertie	Water Rate Revenues	\$ 175,000	2030 +		
16 - Waterline Pipeline Replacements	6 inch pipeline replacements in various locations	Grant/Loan (rate revenues)	\$ 1,000,000	2030 +		
17 - I-5 Transmission Line (new)	East/West Transmission Loop Line - North of Exit 199	Grant/Loan (rate revenues)	\$ 2,500,000	2030 +	\$ 3,850,000	
TOTAL			\$ 17,160,000			

WasteWater

						TOTAL
PROJECT TITLE/LOCATION	DESCRIPTION	FUNDING SOURCE	EST COST	FISCAL YEAR	PER FY	

1 - PW Operations Building	Multi-Dept Operations/Storage Building	WW Rate Revenues	\$ 350,000	2024-25	
2 - PW Operations Center	Citywide Fuel Storage/Pump System	WW Rate Revenues	\$ 50,000	2024-25	\$ 400,000
3 - Premier RV Septic Tank Improvement	Replacement of existing (aged/mis-sized) Septic Tank	WW Rate Revenues	\$ 450,000	2025-26	\$ 450,000
4 - Wastewater Master Plan Update	Complete Update of 20 Year Infrastructure Plan	WW Rate Revenues	\$ 100,000	2026-27	\$ 100,000
5 - WW Treatment Plant - Facilities Improvements	Headworks Structure	Grant/Loan (rate revenues)	\$ 120,000	TBD *	
6 - WW Treatment Plant - Facilities Improvements	Additional Membrane(s)	Grant/Loan (rate revenues)	\$ 600,000	TBD *	
7 - WW Treatment Plant - Facilities Improvements	Additional Treatment Basin	Grant/Loan (rate revenues)	\$ 900,000	TBD *	
8 - WW Treatment Plant - Facilities Improvements	Bridge Crane (Membrane maint)	Grant/Loan (rate revenues)	\$ 175,000	TBD *	
9 - WW Treatment Plant - Facilities Improvements	Effluent Storage/Holding Pond	Grant/Loan (rate revenues)	\$ 250,000	TBD *	
10 - WW Treatment Plant - Facilities Improvements	Effluent Cooling Systems	Grant/Loan (rate revenues)	\$ 150,000	TBD *	\$ 2,195,000
TOTAL			\$ 3,145,000		

* Timing/order of improvements dependent on final recommendations of capacity and facilities study currently underway

CITY OF COBURG

Capital Improvements Plan



Projects By Fiscal Year

Fund	Project Title/Location	Description	Funding Source	FY	Est Cost
Parks	Pavilion Park Expansion & Improvements	New Restrooms, fountain, irrigation, lighting	Oregon Parks Grant + General Fund	2024-25	\$ 400,000
Parks	Coburg Loop Path #4	Industrial Wy - Sarah path to Trails End Park	Gas Tax, TUF, SDC, MPO	2024-25	\$ 600,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2024-25	\$ 48,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2024-25	\$ 25,000
Street	Industrial Way	Two Inch Overlay/Dig out	Gas Tax, TUF, SDC, MPO	2024-25	\$ 300,000
Street	N Willamette/Macy/Harrison	Street Reconstruction	Gas Tax, TUF, SCA, SDC	2024-25	\$ 700,000
Street	Collector Street Project - Phase I (N Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	2024-25	\$ 500,000
Street	PW Operations Building	Multi-Dept Operations/Storage Building	Gas Tax, TUF	2024-25	\$ 100,000
Street	PW Operations Center	Citywide Fuel Storgae/Pump System	Gas Tax, TUF	2024-25	\$ 50,000
Water	Stallings Lane Water Supply	Well #3 Treatment systems & SCADA	Water Debt Service (rate revenues)	2024-25	\$ 250,000
Water	PW Operations Building	Multi-Dept Operations/Storage Building	Water Rate Revenues	2024-25	\$ 200,000
Water	PW Operations Center	Citywide Fuel Storgae/Pump System	Water Rate Revenues	2024-25	\$ 50,000
Sewer	PW Operations Building	Multi-Dept Operations/Storage Building	WW Rate Revenues	2024-25	\$ 350,000
Sewer	PW Operations Center	Citywide Fuel Storage/Pump System	WW Rate Revenues	2024-25	\$ 50,000
TOTAL for FY 2024-25					\$ 3,623,000
Admin	City Hall Improvements - HVAC	System Replacement (including ducting)	General Fund Taxes/Fees*	2025-26	\$ 125,000
Admin	City Hall Improvements - Flooring	Full carpet replacement (upstairs/downstairs)	General Fund Taxes/Fees*	2025-26	\$ 25,000
Streets	Street Preservation	Crack Sealing	Gas Tax, TUF	2025-26	\$ 27,000
Streets	Street Preservation	Seal Coating	Gas Tax, TUF	2025-26	\$ 21,000
Streets	Harrison St - Mill to Locust	Two Inch Overlay/Dig out	Gas Tax, TUF	2025-26	\$ 250,000
Streets	Locust St - Diamond to Skinner	Two Inch Overlay/Dig out	Gas Tax, TUF	2025-26	\$ 125,000
Streets	Mill St- Emerald to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2025-26	\$ 150,000
Water	Stallings Lane Water Supply	Transmission line (connection to existing system)	Water Debt Service (rate revenues)	2025-26	\$ 500,000
Water	Coburg Industrial Waterline	12 inch waterline intertie	Water Rate Revenues	2025-26	\$ 160,000
Water	Pioneer Valley Estates Distribution System	Replacement of existing distribution system	Fed Grant/Water Revenues	2025-26	\$ 750,000
Water	E Dixon St Waterline Replacement	Diamond St to East End - Waterline Replacement	Water Debt Service (rate revenues)	2025-26	\$ 650,000
Sewer	Premier RV Septic Tank Improvement	Replacement of existing (aged/mis-sized) Septic Tank	WW Rate Revenues	2025-26	\$ 450,000
TOTAL for FY2025-26					\$ 3,233,000
Admin	City Hall Improvements - Façade	Willamette frontage and parking/landscaping	General Fund Taxes/Fees*	2026-27	\$ 50,000
Admin	Network/Facilities Security Systems Integration		General Fund Taxes/Fees*	2026-27	\$ 75,000
Parks	Cobug Creek Park	New Park Facility	Undetermined Grant + Park SDC	2026-27	\$ 250,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2026-27	\$ 14,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2026-27	\$ 98,000
Street	Locust St - Willamette to Harrison	Street Reconstruction, curb, sidewalk	Gas Tax, TUF, SCA, SDC	2026-27	\$ 250,000

Street	Lincoln St - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Street	Mckenzie - Harrison to Diamond	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Street	Mckenzie - Skinner to Coleman	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Street	Mckenzie - Coleman to Miller	Two Inch Overlay/Dig out	Gas Tax, TUF	2026-27	\$	100,000
Water	Water Supply Wells #1, #2 Rehabilitation	System upgrades and rehab to existing wells	Water Rate Revenues	2026-27	\$	100,000
Water	Christian Wy Waterline Replacement	6 Ince pipeline replacement	Water Debt Service (rate revenues)	2026-27	\$	300,000
Water	Delaney St Waterline Replacement	Willamette St to Stuart St - Waterline Replacement	Water Debt Service (rate revenues)	2026-27	\$	100,000
Sewer	Wastewater Master Plan Update	Complete Update of 20 Year Infrastructure Plan	WW Rate Revenues	2026-27	\$	100,000
TOTAL for FY2026-27					\$	1,737,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2027-28	\$	77,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2027-28	\$	77,000
Street	Roberts Rd - South end to Roberts Ct	Two Inch Overlay	Gas Tax, TUF	2027-28	\$	150,000
Street	Roberts Ct - Huntly Ct to west dead end	Two Inch Overlay/Leveling	Gas Tax, TUF	2027-28	\$	150,000
Water	Existing Water Storage Tanks Rehab	Replace/Retrofit (seismic) existing (2) 500k/gl tanks	Grant/Loan (rate revenues)	2027-28	\$	3,000,000
Water	Maple St Waterline Replacement	Coleman St to East End - Waterline Replacement	Water Debt Service (rate revenues)	2027-28	\$	250,000
TOTAL for FY2027-28					\$	3,704,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2028-29	\$	96,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2028-29	\$	16,000
Street	Collector Street Project - Phase II (S Coleman)	Street Reconstruction	Gas Tax, TUF, SDC, MPO	2028-29	\$	900,000
Water	New Water Reservoir	750,000 Gallon elevated Reservoir	Grant/Loan (rate revenues)	2028-29	\$	7,000,000
TOTAL for FY2028-29					\$	8,012,000
Parks	Trails End Park - Phase II	Viewing platforms, paths, benches, signage	Undetermined Grant + Park SDC	2029-30	\$	250,000
Street	Street Preservation	Crack Sealing	Gas Tax, TUF	2029-30	\$	32,000
Street	Street Preservation	Seal Coating	Gas Tax, TUF	2029-30	\$	16,000
Street	Skinner St - Pearl to Lincoln	Two Inch Overlay/Dig out	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Mckenzie to Mill	Two Inch Overlay/Dig out	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Maple to Dixon	Street Reconstruction	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Delaney to Pearl	Street Reconstruction	Gas Tax, TUF	2029-30	\$	100,000
Street	Skinner St - Lincoln to Mckenzie	Street Reconstruction	Gas Tax, TUF	2029-30	\$	100,000
TOTAL for FY2029-30					\$	798,000
Parks	Julia Morneau Heritage Park	New park (no land purchase)	Undetermined Grant + Park SDC	2030 +	\$	250,000
Parks	Southside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	350,000
Parks	Northside Neighborhood Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	350,000
Parks	Westside Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	150,000
Parks	Southwest Mini-Park	New Park (land + improvements)	Undetermined Grant + Park SDC	2030 +	\$	150,000
Parks	Coburg Loop 5	Path extesion south to Eugene	Undetermined Grant + Park/Trans SDC	2030 +	\$	1,500,000
Water	Van Duyn St Waterline	12 inch waterline intertie	Water Rate Revenues	2030 +	\$	175,000
Water	Vintage St Waterline	12 inch waterline intertie	Water Rate Revenues	2030 +	\$	175,000
Water	Waterline Pipeline Replacements	6 inch pipeline replacements in various locations	Grant/Loan (rate revenues)	2030 +	\$	1,000,000
Water	I-5 Transmission Line (new)	East/West Transmission Loop Line - North of Exit 199	Grant/Loan (rate revenues)	2030 +	\$	2,500,000

Sewer	WW Treatment Plant - Facilities Improvements	Headworks Structure	Grant/Loan (rate revenues)	TBD *	\$	120,000
Sewer	WW Treatment Plant - Facilities Improvements	Additional Membrane(s)	Grant/Loan (rate revenues)	TBD *	\$	600,000
Sewer	WW Treatment Plant - Facilities Improvements	Additional Treatment Basin	Grant/Loan (rate revenues)	TBD *	\$	900,000
Sewer	WW Treatment Plant - Facilities Improvements	Bridge Crane (Membrane maint)	Grant/Loan (rate revenues)	TBD *	\$	175,000
Sewer	WW Treatment Plant - Facilities Improvements	Effluent Storage/Holding Pond	Grant/Loan (rate revenues)	TBD *	\$	250,000
Sewer	WW Treatment Plant - Facilities Improvements	Effluent Cooling Systems	Grant/Loan (rate revenues)	TBD *	\$	150,000
TOTAL for 2030+					\$	8,795,000



City of Coburg

Framework for Continued Progress

The Coburg City Council exists to support the needs and desires of the community by providing critical core services such as clean drinking water, wastewater treatment, public safety and transportation and parks systems. The Council is responsible for ensuring all operations and infrastructure funds are maximized to meet the current and future needs of the community.

To meet these objectives, the 2024 City Council has organized the City's work into the following categories and intends to develop a measurement and reporting system to track and communicate the effectiveness of Council, staff, community and regional partners in its progress over this year and beyond.

Our Community

Community Safety, Economy, Livability & Engagement

Our Natural Resources

Water, Trees & Hazard Mitigation

Our Government

Organizational Health, Development & Effectiveness

Our Utility Systems

Infrastructure Planning, Investment & Management

Our Financial Resources

Financial Planning & Management

I. Our Community

Community Safety, Economy, Livability & Engagement

1) Emergency Management & Response

Continued and ongoing education, training and acquisition of tools, equipment and technology is critical to ensure City staff are as prepared and equipped to respond both directly and in a support role to all types and scales of emergencies that occur and impact residents and businesses of Coburg. A review of the City's existing Emergency Operations Plan and Continuity of Operations Plan along with the development and implementation of a schedule of event scenario trainings should be prioritized.

2) Community Communication & Engagement Plan

Effective communication and community engagement is an ever-evolving objective. The development of an updated comprehensive communication plan provides a review of existing communication channels (website, social media, etc), identifies inconsistency in the use of the channels and the tools used to develop and distribute content (document templates, videos, signage, etc. Engagement techniques to be reviewed and developed include community surveys, town halls, recognition/appreciation events, City committee structure, scope and duration.

3) Code Compliance Review and Strategy

The development of an agreed upon strategy and structure to equitably, efficiently and effectively achieve compliance with various City ordinances will provide City Council and the community with clarity on the process utilized to prioritize compliance efforts, differentiate proactive vs. reactive (complaint based) compliance and clearly label when efforts transition from compliance to enforcement. The review and resulting strategy will also identify the resources needed to operate the program based on the level of service determined by Council.

4) Economic Support and Development Strategy

Coburg benefits greatly from the economic development efforts of its regional and state-level partners. Development of a local staff level strategy provides base level support for existing and future Coburg businesses and gives Council and staff a clear understanding of its role as well as the level of staff resources required to implement the program at the level selected by Council. The recent establishment of Coburg Main Street provides renewed opportunity for engagement and programming to support and expand retail, food service and other business sectors. The recently annexed 107acre light industrial lands to the east of I-5 provide an opportunity to examine and plan for water and wastewater infrastructure expansion to support valuable job and valuation growth in Coburg's light industrial sector.

II. Our Natural Resources

Water, Trees & Hazard Mitigation

1) Parks and Open Space Master Plan Review

Coburg has developed and utilized a Parks and Open Space Master Plan to guide the development of its existing and future park and open space lands. The full plan was adopted in 2005 and was most recently updated in 2019. Continued success, support and enjoyment of Coburg's park system requires periodic review of the master plan to evaluate policy outcomes, management/maintenance discoveries and issues to resolve, prior and future demographic forecasts, regulatory changes and funding/resources required to maintain the level of service desired and expected from the Council and the community. Options available to Council and the community for continued investment in the care, maintenance and desired expansion of the park system should also be a component of this review.

2) Long Range Planning – Land Use and Transportation

Coburg must soon resolve its current state land use challenges relating to its availability of lands, primarily residential, for future growth. All local jurisdictions in Oregon must plan for and maintain lands available for inclusion into their city limits via annexation through the use of an urban growth boundary. Coburg does not currently have any lands designated for future urban growth (city limits boundary line = urban growth boundary line). The first step in determining the need, scale and type of land needed is by completing a Buildable Lands Inventory (BLI). This analysis examines the full build-out potential for lands already within the City limits and calculates the amount of residential, commercial and/or industrial land that must be created within the urban growth boundary.

The BLI analysis feeds into the transportation future planning needs of the City, culminating in the Transportation System Plan (TSP). Future growth and its impact on transportation, water/wastewater infrastructure, public safety and parks systems all converge in the City's Comprehensive Plan, a state mandated long range planning tool that both Staff and the Planning Commission will be reviewing with the objective of prioritizing potential revisions and updates that it will recommend Council consider undertaking in future years.

3) Tree Management and Maintenance Plan – Public and Private Property

Short- and long-term community impacts of wind and ice weather events are heavily influenced and affected by tree related damage. Downed trees and major tree limbs cause power and internet outages, obstruct travel lanes for emergency vehicles and pose significant risk to human life. An action plan and funding to evaluate, remove and trim the tree canopy throughout the community is a valuable community risk reduction opportunity. Emergency management/Risk Reduction Grant funding may be a potential source of funds.

4) Vegetation Management and Maintenance Plan

Significant resources are expended to manage vegetation within all public lands in Coburg, primarily in three categories; formal, landscaped park lands, open space (wetlands, trails) and unimproved rights of way and natural storm water areas. To maintain current desired service levels for vegetation management, a different approach and deployment of resources will need to be developed. A management and maintenance plan examines current conditions, develops options for physical alterations that improves the efficiency of maintenance operations while maintaining or enhancing an areas visual and functional appeal and establishes schedules, costs and priorities for whatever level of resources are allocated to this program.

III. Our Government

Organizational Health, Development & Effectiveness

1) Technology Assessment and Action Plan

While not typically seen by Council or the community, the operations of the City rely heavily on technology. A technology assessment and action plan provides for a comprehensive review of the existing software, hardware and associated equipment currently in use, its lifecycle value and replacement cost and ongoing service/subscription/maintenance fees.

Assessment categories include: Network and workstation hardware/software, mobile/field devices, financial systems software, Water and Wastewater system SCADA (Supervisory control and data acquisition), software PD body cameras, communications systems, facilities monitoring (alarm, camera, locks). Action plan includes evaluation and budget strategy of alternative technologies, new tech implementation, replacement schedules, etc

2) Codification of Ordinances

Coburg is one of a relatively small number of local municipal governments in Oregon that has not assembled its ordinances and regulations into a formal, unified Municipal Code. The ordinances, resolutions, contracts and other foundational documents that set and guide the operations of the City and regulate a variety of matters throughout the community are all currently properly maintained, stored and retained consistent with state law. The purpose of codification is to organize the disparate ordinances under a cohesive, logical framework of chapters and sections bringing uniformity, ease of access and further transparency of local governance.

3) Human Resources Assessment and Action Plan

Human capital, i.e. City Staff, is the single largest annual financial investment in the annual operating budget. An HR Assessment and Action Plan involves a review and proposed updates to the Employee Handbook, compensation plan, job descriptions, performance review program, as well as the development of an employee wellness program. The Action Plan will include recommendations for both administrative and Council policy level decision making and implementation.

4) Strategic Planning

The annual Council goal setting and workplan retreat and document adoption form a solid base to move the organization and community forward to the development of a Strategic Plan. Formally connecting vision, goals, objectives and actions over a multi-year timeframe that includes measurable benchmarks for tracking progress, cost and outcome is a natural next step in effectively delivering high levels of service that support, protect and enhance the livability of Coburg.

IV. Our Utility Systems

Infrastructure Planning, Investment & Management

1) Capital Improvements Plan (CIP)

A strong Capital Improvements Plan is a foundational financial planning document for all nonoperating investments made by the City for the benefit of the community. The CIP is a multi-year (typically 5-year) plan for any capital infrastructure investments above and beyond operational repair and maintenance. CIP projects typically come from utility infrastructure master plans and other similar long-range system analysis documents. CIP categories include Water System, Wastewater System, Transportation (Streets) System, Storm Drain System, Parks and Open Space, Facilities and major equipment/technology.

A CIP provides Council and the community with a clear understanding of the major investments, timing, costs and reasons for the projects that impact the rates and fees charged to maintain, upgrade and/or replace infrastructure the community relies on as part of their daily lives. The CIP is presented to Council each spring prior to the annual budget process to shape the proposed annual budget presented by the City Administrator to the Budget Committee and ultimately City Council.

2) Wastewater Facility Plan

An update to the full Wastewater System Plan will commence in the spring of 2024 and will continue into the coming fiscal year. This facility plan update will provide staff and Council with a review of the condition of the treatment plant, its current excess capacity, its expected upcoming necessary capital investments and an estimate of it reaching its full capacity requiring an expansion of the plant to add new capacity. This will directly connect with the FY25-26 CIP as a key component of long-term utility infrastructure planning.

3) Storm Water Master Plan

Currently in development, the Storm Water Master Plan will provide similar data and planning forecasts as the above-mentioned Wastewater Plan. The plan will also contain plans for maintaining compliance with increasing state and federal levels of storm drain system regulations. Future infrastructure improvement projects will require funding sources that do not currently exist and this plan will provide baseline costs and will inform rate making decisions that will need to be discussed and determined within the next 18-24 months.

4) Street Preservation and Improvement Strategy Plan

With the successful creation of two local funding sources, the transportation utility fee and the local gas tax, Coburg has implemented aggressive street preservation and improvement work. Costs associated with both preservation and improvement have steadily increased requiring a review of the complete pavement management system analysis of the local street infrastructure to reset the project priorities, reduce the annual project list or determine the required additional funding necessary to maintain the current level of preservation and improvement projects and road miles treated.

V. Our Financial Resources

Financial Planning & Management

1) Financial System Training and Utilization

The City's current financial system has the capacity to be further leveraged to improve operational efficiency, ease of financial reporting and housing of more activities and programs within its system that are currently being done in outdated and ineffective ways. To fully utilize the tools available within the system, additional staff training for Finance, Administration and the full management team will be necessary.

2) Debt Service Review and Strategy

The City utilizes debt services for the majority of its infrastructure projects, with most debt located in the water and wastewater funds. Smaller debt service exists in the street fund for road/sidewalk improvement projects and in the general fund for the City Hall facility. While several debt instruments were recently refinanced, a review of the terms of the refinanced debt and an assessment of available refinancing opportunities would be prudent, as well as the development of a debt strategy by fund to maintain maximum flexibility to utilize additional debt service to fund necessary infrastructure projects prior to the retirement date of the existing debt.

3) Financial Policies and Procedures Update

The current Financial Policies and Accounting Procedures document has recently been reviewed by the Finance/Audit committee and staff intends to incorporate their input and recommendations into its review and updating of the document. The setting of minimum fund balance targets, a discussion of the benefits/implications of a Reserve Fund and the separation of Financial Policies (resolution of Council) from Accounting Procedures (internal) are some of the key issues of the update process.

4) Long-term (10 yr) Revenue Needs Forecast

As noted in the prior year budget cycle, revenues across all funds will continue to strain to maintain current levels of service and may be limited in the amount of additional debt service each fund can take on to facilitate needed infrastructure projects. This is most acute in the general fund, as revenue streams do not keep pace with the rise in expenditures needed to maintain status quo operations for Police, Parks, Planning, Municipal Court and general government (Admin).

A long-term revenue needs forecast examines the diminishing ratio of revenue to expense in each fund and estimates when the fund goes "in the red" if no changes are made to either the revenue or expense trajectory of each fund. In parallel to this forecast, new revenue sources for each fund are identified and inserted into the long-term budget with multiple scenarios to provide Council with a sense of the scale of options available for the generation of new revenue and its impact on service levels and capital projects.

RESOLUTION 2021-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COBURG ADOPTING A POLICY FOR APPROVAL AND ACCEPTANCE OF DONATIONS, MEMORIALS, AND PUBLIC IMPROVEMENTS PLACED UPON PUBLIC SPACE

WHEREAS, the City receives requests for private donations to provide for public art, memorials, or improvements to open space; and

WHEREAS, the City wishes to establish a uniform policy and set of procedures for acceptance of capital donations to the City, including memorials, public art, recognition items, and other capital improvements; and

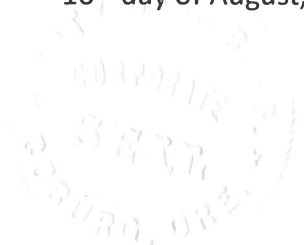
WHEREAS, when the City accepts a donation such as listed above, there needs to be an assurance that the donated items are suitable for the location proposed, and is aligned to City goals, future plans and or projects, and suitable for planned park, streetscapes, and other public space; and

WHEREAS, the proposed policy establishes a formal process for application, acceptance and documentation of donations, and confirms that the city has relevant and adequate resources to administer such donations; and

WHEREAS, the City of Coburg wishes to ensure that capital donations, art, recognition items and memorials are appropriate to be placed in public space and be cared for properly to provide for a long-term asset of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council or the City of Coburg the adoption of the Policy Acceptance of Donations to be placed in Open Space.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of **5** for and **0** against, this 10th day of August, 2021.





Ray Smith, Mayor

ATTEST:



Sammy L. Egbert, City Recorder



CITY OF COBURG
POLICY ON THE ACCEPTANCE OF DONATIONS TO BE PLACED IN
PUBLIC SPACE AND PUBLIC OPEN SPACE

Purpose:

Provide a process for the submission and acceptance of donations to be placed in public space/public open space, as well as projects that affect the aesthetics or use of public space/public open space.

Definitions:

- **Public Space** - All publicly owned property between the property lines on a street as such property lines are shown on City records including, but not limited to, buildings, a park, plaza, roadway, shoulder, tree space, sidewalk or parking space between such property lines
- **Public Open Space** - Any parcel or area of land or water essentially unimproved and set aside, dedicated, designated or reserved for park, recreation, and set aside for public use and enjoyment.
- **Citizen** - An inhabitant of a particular town or city
- **Donation** – The act by which the owner of a thing voluntarily transfers title and possession of the same to the City of Coburg, without any consideration
- **Citizen Committee** – A committee appointed by a governing body for the purpose of hearing, providing analysis, and making recommendations on a specific subject
- **Public Purpose** – To promote the public health, safety, morals, general welfare, security, prosperity, and general interests of all the inhabitants and residents within City of Coburg and the community

Pertains to:

Residents of Coburg, City Staff, members of Coburg Committees.

Policy:

Changes to Public Use/Aesthetics:

Improvements, additions, or replacements that change the aesthetics or use of public space/public open spaces will be submitted on the form adopted with this policy.

Process:

1. Those hoping to make a donation to be placed in public space/public open space, as well as projects that affect the aesthetics or use of public space/public open space, must fill out the appropriate form. Information as to what is to be donated, suggested placement in public space/public open space, and a brief description of why they wish to donate must be included.
2. The form will be received at City Hall, stamped with the date, and forwarded to the appropriate Department Head.

3. The Department Head will review the form for completion and present it to the appropriate committee for review, discussion and recommendation by placing the application on the upcoming agenda and providing the application as part of the meeting packet.
4. Projects involving multiple committees will require a collaborative process for decisions.

Evaluation Criteria:

Donated Items shall be considered only:

1. If there is an appropriate and safe location for placement
2. Must take into consideration current and future public capital improvements
3. Must be appropriate and align with the character of the specific park or location with consideration to scale, materials, subject and style of the item and in relation to the physical site and it's uses.
4. Donations should not require additional maintenance and/or routine care outside normal service levels.

Citizen request to donate an owned item:

In addition to the above considerations, items shall be made of durable, high quality materials and construction, and shall be in good condition to allow proper installations and long-term function, free of hazards or any other characteristics that could potentially cause harm or injury.

Tree or Plant Materials:

Donations of trees or plant materials are welcomed and can be discussed with city staff to identify current needs.

Recognition:

In the interest of equal treatment of donors, recognition of donations shall be made with a preference for direct acknowledgment to the donor (e.g. letter of acknowledgment), and on-site forms of recognition. In all forms of recognition, a donor's wishes for anonymity will be respected. For donations of a value in excess of \$250 or at the request of the donor, the City shall issue a contemporaneous letter of acknowledgment that identifies the nature of the donation, provides a good faith estimate of its value, states whether anything of value was provided by the City as a result of the donation, and provides the date of the donation

WHEREAS: For tax purposes, 26 U.S.C. §170(c)(1) provides that a tax deductible "charitable contribution" is a contribution or gift to a local government if the contribution or gift is made exclusively for a public purpose.

Approval:

Requests that meet the above criteria shall be considered for approval. Any requests not meeting the criteria as set by this policy shall not be approved. When a donation request is not approved, the applicant will receive a correspondence from the City giving the reason for non-approval within 10 days after the final decision has been made.



Aristocrat Flowering Pear



Armstrong Red Maple



Blackgum



Bowhall Red Maple



Chanticleer Flowering Pear



Columnar Norway Maple



Crimson Sentry Norway Maple



European Hornbeam



Flame Maple



GoldenRain Tree



Green Vase Zelkova



Hedge Maple



Lacebark Elm



Linden Greenspire



Northern Red Oak



October Glory Red Maple



Palmore Seedless Green Ash



Princeton Upright Pagodatree



Red Sunset Maple



Redspire Flowering Pear



Sugar Maple



Turkish Filbert



Village Green Zelkova



White Ash

TREE LIST

Approved Street Trees for the City of Coburg

Common Name	Scientific Name	Park	Street	Specific Landscape	Maximum Height, Maximum Spread	Planting Area	Comments
Hedge Maple	Acer campestre	Yes	Yes	Yes	30', 30'	4' to 6'	Compact, slow growing, good under power lines, a tough tree
Flame Maple	Acer ginnala	Yes	Yes	Yes	20', 20'	3' to 4'	Great fall color, shrub form not suitable for streets
Norway Maple: Crimson Sentry	Acer platanoides	Yes	Yes	Yes	25', 15'	3' to 4'	Great tree, most resistant to trunk scald
Norway Maple: Columnar	Acer platanoides	Yes	Yes	Yes	35', 15'	4' to 5'	Ideal for street use where narrow canopy is required
Red Maple: Armstrong	Acer rubrum	Yes	Yes	Yes	60', 25'	4' to 6'	Narrow canopy works well for street planting
Red Maple: Bowhall	Acer rubrum	Yes	Yes	Yes	45', 20'	4' to 6'	Narrow canopy, good columnar tree
Red Maple: October Glory	Acer rubrum	Yes	Yes	Yes	50', 35'	4' to 8'	Good late-fall color
Red Maple: Red Sunset	Acer rubrum	Yes	Yes	Yes	50', 40'	4' to 6'	Brilliant fall color; some graft problems
Sugar Maple: Green Mountain	Acer saccharum	Yes	Yes	Yes	45', 35'	4' to 6'	Usually fast growing, noted for fall color
European Hornbeam	Carpinus betulus	Yes	Yes	Yes	35', 25'	3' to 6'	Columnar when young, but broadens to oval shape, few pest or disease problems, sometimes eriophyd mites can cause severe yellowing
White Ash: Autumn Purple	Fraxinus americana	Yes	Yes	Yes	45', 40'	4' to 8'	Seedless, urban tolerant, fall color varies from purple to dull red
Green Ash: Patmore Seedless	Fraxinus pennsylvanica	Yes	Yes	Yes	60', 50'	5' to 8'	Seedless, yellow fall color, fast growing, cold tolerant, relatively pest free
Green Ash: Summit Seedless	Fraxinus pennsylvanica	Yes	Yes	Yes	60', 55'	5' to 8'	Narrow oval canopy w/ upright branching, fast growing, cold tolerant
Goldenrain Tree	Koeleruteria paniculata	Yes	Yes	Yes	30', 30'	4' to 6'	Beautiful yellow flowering tree, very adaptable
Flowering Pear: Aristocrat	Pyrus calleryana	Yes	Yes	Yes	40', 28'	3'	Unique wavy margin to leaf
Flowering Pear: Chanticleer	Pyrus calleryana	Yes	Yes	Yes	40', 20'	3'	One of the best flowering pear selections
Flowering Pear: Redspire	Pyrus calleryana	Yes	Yes	Yes	35', 25'	4' to 6'	Good smaller selection
Northern Red Oak	Quercus rubra	Yes	Yes	No	50', 45'	6'+	Great tree for large spaces, good canopy tree
Pagodatree: Princeton Upright	Sophora japonica				50', 30'	4' to 6'	Showy flowers, good under power lines, use where a more columnar Sophora is required
Linden, Greenspire	Tilia cordata	Yes	Yes	Yes	40', 30'	4' to 6'	Does well in street situations, can sun scald
Zelkova: Green Vase	Zelkova serrata	Yes	Yes	Yes	50', 40'	4' to 6'	Vase shaped, probably the best of the Zelkovas
Zelkova: Village Green	Zelkova serrata	Yes	Yes	Yes	40', 40'	4' to 6'	The shortest of the selections
Turkish Filbert	Corylus colurna	Yes	Yes	Yes		8'	Drought and heat tolerant, full sun preferred
Blackgum	Nyssa sylvatica	Yes	Yes	Yes	35', 20'	4' to 6'	Brilliant fall colors, interesting branching
Elm: Lacebark	Ulmus parvifolia	Yes	Yes	Yes	40', 40'	4' to 6'	Good canopy tree, attractive bark, disease resistant

ORDINANCE NO. 207

AN ORDINANCE REGULATING THE PLANTING, MAINTENANCE, PROTECTION, CONTROL, AND REMOVAL OF TREES IN AND UPON PUBLIC AREAS WITHIN THE CITY LIMITS OF COBURG AND REPEALING CONFLICTING ORDINANCES

THE CITY OF COBURG ORDAINS AS FOLLOWS:

Section 1. Title.

- (a) This ordinance shall be known and cited as the "Street Tree Ordinance" of Coburg.

Section 2. Purpose and Intent.

(a) **Purpose.** It is the purpose of this ordinance to promote and protect public health, safety, and general welfare by providing for the regulation of the planting, maintenance, and removal of trees in and upon public areas and right-of-ways within Coburg.

(b) **Intent.** It is the intent of the City Council of Coburg that the terms of this ordinance shall be construed as to promote:

(1) The planting, maintenance, restoration, and survival of desirable trees within the city, and;

(2) The protection of community residents from personal injury and property damage, and the protection of the City of Coburg from property damage caused or threatened by the improper planting, maintenance, or removal of trees located in and upon public areas and right-of-ways within Coburg.

Section 3. Definitions. As used within this ordinance, the following terms shall have the meanings set forth in this section:

(a) **City of Coburg Tree Program.** A manual prepared by the City Administrator, with the assistance of the Public Works Department, pursuant to this ordinance containing regulations and standards for the planting, maintenance, and removal of trees in and upon public areas and right-of-ways within the city limits.

(b) **Trees.** A woody perennial, usually with one main trunk, attaining a height of at least six feet at maturity or a trunk diameter of at least two inches, including shrubs when planted in the right-of-way or so near a right-of-way as to obstruct or interfere with public use of the right-of-way.

(c) **Street Trees.** Trees, shrubs, or bushes, and all other woody vegetation on public rights-of-ways within the city.

(d) **Park Trees.** Trees, shrubs, bushes, and all other woody vegetation in public parks and all areas owned by the city or to which the public has free access to as a park.

Section 4. Duties of the Tree Committee

Duties and Responsibilities. In addition to other duties, it shall be the responsibility of the Park/Tree Committee to study, investigate, counsel; and develop and/or update annually a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of

trees and shrubs in parks, along streets, and in other public areas. Such plan will be presented annually to the city council and, upon their acceptance and approval, shall constitute the official comprehensive city tree plan for the City of Coburg. The committee, when requested by the city council, shall consider, investigate, make finding, report, and recommend upon any special matter or question coming within the scope of its work.

Section 5. Ordinance Administration.

(a) **Authority.** The City Administrator, or designee, shall administer the street tree ordinance.

(b) **Governing Standards.** The City Administrator, with the assistance of the Public Works Department, shall develop and periodically review and revise, as necessary, the City of Coburg Tree Program standards. The City of Coburg Tree Program standards shall be published in a manual available to the public. This manual shall contain regulations and standards for the planting, maintenance, and removal of trees, shrubs, and other plants upon city owned property.

(c) **Public Awareness.** The City Administrator, or designee, shall make available to any interested persons copies of the Street Tree Ordinance and the City of Coburg Tree Program manual.

Section 6. Permits.

(a) **Scope.** No person except the Public Works Department, or designee; a contractor hired by the city; or a regulated public utility and their authorized agents and contractors may plant; prune; or excavate within ten (10) feet of a street or park tree without first obtaining a permit from the city.

(b) **Fees.** The Coburg City Council shall set a permit fee schedule based on the reasonable costs of issuing such permits. The permit fee schedule shall be reviewed periodically as part of the City of Coburg Tree Program.

(c) **Public Utility Companies.** Public utility companies shall notify the Public Works Department, prior to pruning any tree located on city owned property for the purpose of maintaining safe line clearance and shall carry out all such work in accordance with American National Standards.

Section 7. Street Tree Maintenance and Care.

(a) **Standards.** All trees located within the public right-of-ways must be pruned by American National Standards. Such standards shall be adopted as part of the City of Coburg Right-of-Way Tree Program.

(b) **Adjacent Property Owners to Maintain Trees.** Every adjacent property owner of any tree in or overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet, six inches (13'6") over the street, and/or eight (8) feet above the sidewalk. Said owners shall remove all dead, diseased, or dangerous trees; or broken or decayed limbs which constitute a menace to public safety.

(c) **Adjacent Property Owners Liable.** The owner of property adjacent to trees on a right-of-way shall be liable for injury, damage, or loss to persons or property caused by the property owner's negligent failure to comply with [subsection \(b\)](#) of this section.

(d) **Notification.** The Public Works Department may serve notice on the adjoining property owner to prune, remove, or otherwise treat any tree on a right-of-way as conditions may require. Any such notice shall be governed by [Section 8](#) of this ordinance. Neither the duty of the adjoining property owner to maintain trees located on a right-of-way, nor the liability for the property owner's failure to do so, is dependent upon any notice from the city.

(e) **Debris Removal.** The person working on trees on a street, highway, or public area shall be required to remove all debris from the right-of-way by sunset of the same day, unless specifically authorized to do otherwise by the Public Works Department. The acceptable standard shall be a broom clean finish or better.

(f) **City Tree Maintenance.** The City shall have the right to plant, prune, maintain, and remove trees located within the public right-of-way as may be necessary to preserve or enhance the symmetry and beauty of such areas. The City may remove, or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electrical power lines, natural gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners, providing that the selection and location of said tree is in accordance with [Section 10](#) of this ordinance.

(g) **City Held Harmless.** The City of Coburg shall not be liable for injury, damage, or loss to person or property caused in whole or part by the defective or dangerous condition of any tree located in or upon a right-of-way. The property owner shall defend and hold harmless the City from all claims for loss and damage arising from the owner's negligent failure to comply with [Section 7](#) of this ordinance.

Section 8. Notification.

(a) **Notice to Prune or Remove.** Should any property owner fail to maintain adjacent trees as per [Section 7](#) of this ordinance, the Public Works Department shall order such person or persons, within ten days of mailing of such notice, to so prune or remove such trees.

(b) **Notice Required.** The notice required herein shall be served by mailing a copy of the order to the last known address of the property owner, by certified mail.

(c) **Failure to Comply.** When a person to whom a notice is directed shall fail to comply within this specified time, it shall be lawful for the City to cause the trees in question to be pruned and/or removed; and the exact cost thereof shall be assessed to the property owner as provided by law in the case of public nuisance abatements.

Section 9. Mutilation and Topping of Street Trees.

(a) **Mutilation.** Unless specifically authorized in writing by the Public Works Department, no person shall intentionally damage, cut, carve, transplant, or remove any tree in or upon a right-of-way; attach any rope, wire, nails, advertising posters, or other contrivance; allow any gaseous liquid or solid substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any such tree.

(b) **Tree Topping.** It shall be unlawful as a normal practice for any person, firm, or city department to top any street tree; park tree; or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree as to remove the normal canopy and disfigure the tree. Trees damaged by storms or other causes, or certain trees under utility wires or other obstructions where other

pruning practices are impractical, may be exempted from this ordinance at the determination of the Public Works Department.

Section 10. Tree Planting Practices.

(a) The planting practices shall be carried out as specified within the City of Coburg Tree Program and shall be reviewed on an annual basis by the Public Works Department.

(b) **Prohibited Trees.** It shall be unlawful to plant poplar, cottonwood, black walnut, willows, box elder, ailanthus, elm, or bamboo trees in a public right of way, sewer or water easement.

(c) The city shall consider the use of native or drought tolerant, low water-requiring trees and landscaping materials. The city shall maintain and periodically update a list of street trees and plants fitting this description.

Section 11. Violation and Penalty.

Any person who violates any provision of this ordinance or who fails to comply with any notice issued pursuant to the provisions of said ordinance, upon being found guilty of violation, shall be subject to a fine not to exceed two hundred and fifty dollars (\$250.00) for each separate offense; each day during which any violation of the provisions of this ordinance shall occur or continue shall be a separate offense. If, as the result of the violation of the provisions of this ordinance, the injury; mutilation; or death of a tree or shrub located in a right-of-way is caused; the cost of repair or replacement of such tree or shrub shall be borne by the party in violation. The replacement value of trees and shrubs shall be determined in accordance with the latest revision of Valuation of Landscape Trees, Shrubs and Other Plants, as published by the International Society of Arboriculture.

Section 13. Severability.

If any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, other provisions or applications of the ordinance which can be given effect without the invalid provision or application shall not be affected, and to this end the provisions of this ordinance are declared to be severable.

Section 14. Historic Trees

No Person shall fell or perform major pruning or topping of a tree which has been listed or included in the city's inventory of historic trees, regardless of whether the tree is on public or private property, without first obtaining a permit to do so at least ten days prior to taking such action.

Section 15. Repeal of Conflicting Ordinances

Those portions of Ordinance A-108 dealing with trees are hereby repealed, including but not limited to those changes to Ordinance A-108 made by Ordinance A-108-F, and all other ordinances of the City of Coburg which conflict with this ordinance are hereby repealed in so far as they conflict with this ordinance. Portions of Ordinance A-108 and other ordinances which are not repealed remain in full force and effect.

The foregoing ordinance was, by City Council consent, after public notice and Council deliberations, read by title only in accordance with the City Charter on the 10th day of July, 2007, whereupon it was put to a vote, the results of which were:

YES: _____

NO: _____

ABSTAIN: _____

PASSED: _____

REJECTED: _____

SIGNED AND APPROVED this 10th day of July, 2007

Judith A. Volta, Mayor

ATTEST:

Donald Schuessler, City Recorder