



AGENDA

PARK | TREE COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, September 16, 2025 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) July 15, 2025 Park | Tree Committee Minutes

COMMITTEE BUSINESS

- [2.](#) Hazards and Park Issues
3. Work Party Recap
4. Park Projects Update
5. Fountain Design Alternatives
6. Future Meeting Agenda Items

CITY UPDATES

- [7.](#) City Administration Report September 2025

FUTURE MEETINGS

ADJOURNMENT



MINUTES

Parks Tree Citizen Advisory Committee

July 15, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty; Coleen Marshall, Joe Morneau, Mary Mosier

MEMBERS ABSENT: Vice Chair, Michelle Shattuck; Lonna Meston, Karen Coury

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Claire Smith, Council Liaison

TRANSCRIBED 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

City Administrator, Adam Hanks called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes made to the agenda.

MINUTES APPROVAL

1. June 17, 2025 Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Ms. Mosier to approve the June 17, 2025 minutes as presented.

The motion passed unanimously as 4:0, with Beatty, Marshall, Morneau, and Mosier voting affirmatively, none opposed.

COMMITTEE BUSINESS

2. Hazards and Park Issues

Mr. Hanks provided an update on the progress on getting the remote door locks for the restrooms at Norma and Pavilion, likely incorporating them into the City Hall security system with a plan to have them installed in the next 6-8 weeks. Mr. Morneau mentioned that some residents have raised the idea of a camera at Pavilion. Hanks noted that it is possible to have a

security camera installed if the communication system that the remote lock hardware uses is compatible and strong enough. If not, that would be a separate and more expensive item to install and would be done at a later date. Morneau also noted that some have expressed interest in a camera being available to stream the various events that are held at Pavilion. Hanks noted that such a system would be very different from the security camera installation and includes upfront and ongoing costs and brings with it policy issues that Council would need to address. The Committee agreed that this issue is more of an idea/concept and not a current high priority.

Hanks also gave an update on the potential of partnering with a homeowner that backs up to the park on Van Duyn to get irrigation extended to the trees that are dead. Mr. Beatty encouraged staff to remove the dead trees as soon as possible and Hanks agreed that staff would get that on their list.

3. Work Party Update

Ms. Marshall said they have a work party coming up on the 21st at Johnny Diamond at 8am. They decided not to schedule a work party in August.

4. Park Project Updates

Mr. Hanks said that he and Brian Harmon had a meeting at Pavilion with the Rexus fountain team. They were trying to get an idea of scale and cost, and what is available using the concepts of the original discussion. Rexus will put together that information and get it back to staff for the September meeting, along with some design drafts to go over. Committee members had some questions about the process. Hanks explained how the design process and cost estimation process works, and what will work best for the city. They also talked about fundraising and donation opportunities once the design is done.

Ms. Mosier mentioned that someone had parked on the concrete next to the bike hub at the concerts in the park last week. Mr. Hanks said they will have a temporary solution to block that off for this week, then talk to Megan Dompe about how to address that for future weeks. Hanks also mentioned that they are planning to take a section of the info booth out so that people can walk all the way through it, now that there is a path on the other side as well.

Hanks said there will be an upcoming discussion on Johnny Diamond, the yearly hedge trimming at Jacob Spores will be coming up in August, there have been a few irrigation repairs at Norma Pfeiffer, and the sign on the Norma restrooms was removed, so the backup sign was put up for now.

5. Pavilion Park – New Signage

Mr. Hanks recapped the signage naming and location recommendation from the last meeting. The design mockup is in the packet. Hanks would like some input from the committee on the details so they can lock in the font and design to be similar to the other parks. The committee preferred not to use the script font, instead the same font as above, just smaller and not all capital letters. They also discussed shortening the concrete height.

6. Future Meeting Agenda Items

The final Veterans Memorial Medalion Design will be coming up soon. Hanks said they will be talking about the community engagement plan for Coburg Creek Park in the fall. They discussed the size of the park and potential development area, as well as how much the community will actually use it, the maintenance it will require, and what the park system may need. They also vaguely discussed the naming of the park.

CITY UPDATES

7. City Administration Report – July 2025

This report was provided. There were no questions from the committee.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:24pm.

APPROVED by the City of Coburg Park Tree Citizen Advisory Committee on this _____ day of _____ 2025.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



COMMITTEE MEMO

MEETING DATE: September 16, 2025

STAFF: Adam Hanks, City Administrator

Park | Tree Committee September 2025 Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #1 - Minutes

Item #2 – Hazards and Park Issues

Follow up list includes:

- Bench maintenance – Booth Kelly Rehab next on list
- Restroom Facilities Remote/scheduled Lock systems – In Progress
- Dead trees - Van Duyn parkrow – Removed
- Norma Pfeiffer branch limb up – Completed
- Johnny Diamond – Dead tree – noted for fall replacement
- Blackberries extending onto loop path – Completed

Item #3 – Work Party Recap

Item #4 - Park Projects Update

Pavilion

- Final sign design approved, permit issued. Installation in Sept/Oct
- Fountain design and cost estimates in progress. Dead trees removed in July, replanting scheduled for in Oct/Nov (under warranty) - See agenda item #5
- Fundraising for fountain, benches, light bollards and picnic tables in development
- Maintenance/improvement tasks planned for Sept/Oct include:
 - Painting existing light posts
 - Plank replacement on pavilion structure floor (near back)
 - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
 - Open pedestrian “lane” at info shelter – Complete
 - Lighting replacement for info shelter
 - Painting and new signage for Bike Hub – In Progress

Johnny Diamond

- Focus on weeding, primarily inside fenceline

Jacob Spores

- Monitoring water needs for new tree and native plantings – healthy as of Sept
- Hedge trimming scheduled for August - Complete

Norma Pfeiffer

- Irrigation repairs complete
- Draft design for Veterans Medallion monument to Park & Tree Committee for review in October
- Signage at restrooms for camera and open hours to be designed and installed with new door locks

Item #5 – Fountain Design Alternatives

Staff would appreciate open discussion with the Committee for feedback on a phased approach for the fountain design/installation that would also include the removal of water from the project resulting in more of a landscape feature or public art at the currently proposed fountain location. Staff will present several ideas for phased approach that includes some short-term improvements intended to be useful/applicable for future alternative designs/solutions.

Item #6 – Future Meeting Agenda Items – Items for upcoming meetings include:

- a. Final Veterans Memorial Medalion Design
- b. Community engagement plan for Coburg Creek Park development
- c. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu
- d. Vegetation Management and Maintenance Plan Review
- e. Committee Vacancies – Recruitment/Appointment Process

Item #7 – City Administration Report



ADMINISTRATOR'S REPORT

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of council and staff.

FEATURED ITEMS

September 2025

1. Staffing Update

Finance

A job announcement for an Accountant position was recently posted with an application submittal deadline of September 25th. Additionally, staff continues to work with personnel placement services as well as communicating with our partner public agencies in the region to assist in attracting qualified applicants for a critical position within the City's Administrative team.

The front office Staff continues to keep things rolling with a member of the team out on twelve week leave. This requires some juggling of priorities and due dates. A silver lining, as with the Finance vacancy is the City Administrator and City Recorder get a "refresher" on a number of mission critical tasks which increases staff resiliency and cross-training.

Public Works

Staffing has stabilized at the reduced budgeted number of five (Public Works Director(1), Public Works Operator II (2) and Public Works Operator I (2)). The summer temporary staff plan was partially successful and provided lessons learned for addressing seasonal tasks for next summer that will be discussed with Council in the coming months.

Police

Staffing remains consistent at 3.5 FTE (Chief, Sergeant, Officer, Tech/Admin (.5)) and will be for the foreseeable future until reoccurring revenue stream is identified and implemented. The Police staff team has developed a staffing schedule that maximizes officer availability and response, but is compromised by required officer training, vacation and sick related absences.

2. Water and Wastewater Regulatory Reviews

Public Works staff completed two important on-site inspections and reviews from state regulators for our water and wastewater systems.

- 1) Every three years, the Oregon Health Authority conducts on-site system inspections and reviews of procedures and policies for the City's municipal water system, including the two wells, the well treatment and distribution pumping equipment, the storage reservoirs and booster pump on Sarah Lane and our SCADA controls system. The end result was a report indicating a well-run and well maintained system.
- 2) Every five years, the Oregon Dept of Environmental Quality (DEQ) conducts a thorough on-site inspection of the City's wastewater treatment plant (WWTP), including equipment review, operations and maintenance logs, lab inspection including sampling procedures and related documentation and a number of other safety and operational procedure reviews. The formal report has not yet been received but the verbal feedback from DEQ was that the plant is operating well and no red flags were identified.

PW staff also hosted a regional WWTP operators tour and review that was well attended by peer operators throughout the region. Coburg's WWTP and collection system is somewhat unique and is a highlight for professionals in the water treatment and reclamation industry. Public Works Director Brian Harmon has operated and/or managed Coburg's WWTP nearly since its inception and is the perfect tour guide and expert presenter on the design and operating successes of the system.

3. Council Look Ahead – Calendar Schedule

Attached to this report is a high-level topic/issue overview for upcoming Council meetings between September and the FY27 budget season. The remainder of the fiscal year will be filled in as the months progress.

The objective is to provide Council with a better view of the upcoming topics for future Council meetings and collective manage workload for the high priority (and often mandatory) issues that Council has requested or required to hear and render a decision or direction to staff.

The Look Ahead will be referenced regularly as we move forward through the remainder of this fiscal year (that is nearly one-quarter complete already)

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	July 2026
Water	Stallings Transmission Line	\$1,000,000	TBD
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	Sept 2026
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000 (\$125k City Match)	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Sept 2025
PW	Storm Water Master Plan	\$60,000	Nov 2025
Water	Water Conservation & Management Plan	\$50,000	Nov 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Street/Storm Drain problems – Locust St	3/7/25	Active – Pending
Potholes/Poor paving condition – Christian Way	3/25/25 *	Active – Pending
Noxious Vegetation – Citywide notices sent out (11 properties)	6/3/25	Resolved
Park Vegetation Intrusion – Johnnv Diamond Park	9/8/25	Active

DEPARTMENT ACTIVITY AND STATISTICS

Staff maintains various activity, work order and case log type records that are utilized for required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some data comes from third party systems and not always in a format that is easily summarized or customized.

Public Works

Water System:

Many callouts for fire flow alarms due to pressure relief issues and high demand Oregon Health Authority Water System Survey (see highlight narrative)

Wastewater System:

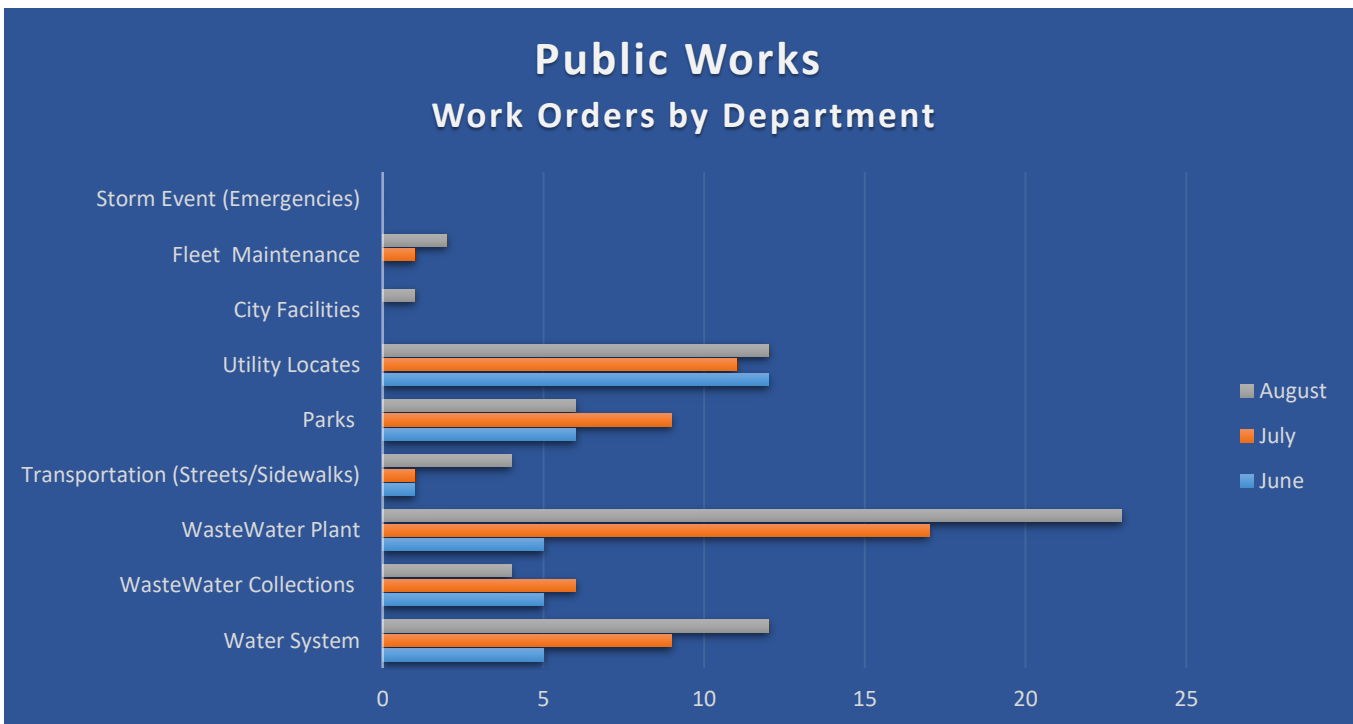
Annual recovery cleansing of membranes for WWTP. Membranes in great shape. Annual maintenance identified a faulty ejector component in train two and is scheduled for replacement. DEQ system inspection completed with no reportable issues (see highlight narrative)

Streets/Storm Drains:

Identifying, marking and completing spot paving and sidewalk panel replacements throughout town

Parks:

Heavy maintenance season coming to a close. Extra efforts to prep both Norma Pheiffer and Pavilion Parks for community events in August and early September.



Issued eight Structural/Plumbing/Mechanical/Electrical permits in August including two residential solar panel installations, fire sprinkler installation to allow conversion of office space to dwelling unit, and other miscellaneous repairs and renovations.

Attended various regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Regional Transportation Plan TAC, MPC & TASC. Transportation Options partners offered free bike repairs and fun bike art at the last concert in the park.

Completed four-year Certified Local Government (CLG) review to ensure eligibility in the program and to meet with our SHPO representative to discuss challenges, successes, processes and ideas for upcoming projects.

Met with staff from UO's Institute for Policy Research and Engagement (IPRE) to discuss upcoming projects including a Heritage Resource Disaster Plan and refreshed vision of the Coburg Loop Path Plan.

Prepared noticing requirements for site design review (SR 01-25) and zoning code amendments to incorporate CFEC rulemaking (PA 01-25) for Planning Commission public hearings to be held at September

Municipal Court

- **Citations (Crimes and Violations)**
 - New Citations for August 5, 2025 Court Date: 82

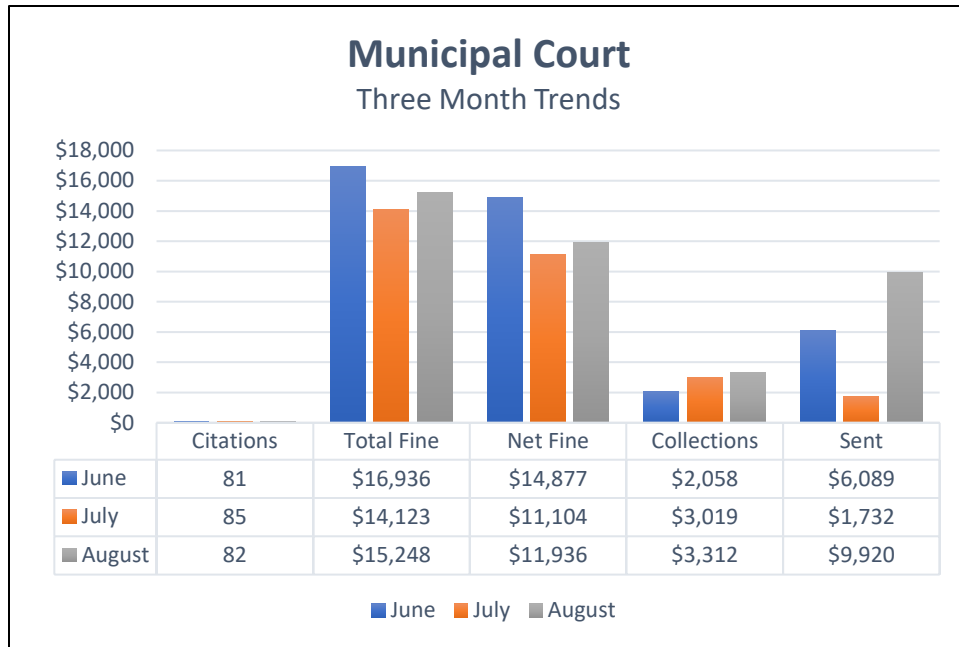
- **August 2025 Receipts Including Collections,**
 - **Total Fines:** \$15,248.38 (total monies taken in for the month, nothing deducted),
compared to \$7,326.87 in August of 2024
 - **Net Fines:** \$11,936.22 (City share only, NOT including collections),
compared to \$4,388.50 in August of 2024

- **August 2025 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 3312.16
compared to \$2,938.37 in August of 2024
 - **Turned over to collection:** \$ 9,920.00
compared to \$2,697.00 in August of 2024

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

Other Information:

- Upcoming Court Date: September 16, 2025 - Regular Court Session
September 23, 2025 - Jury Trial
- Court Administrator attended the Law Enforcement Data Systems (LEDS) training in Seaside, OR



City Recorder

- Open Recruitments posted for Accountant Position, Planning Commission, and Heritage Committee.
- Website upgrade and management
 - Main page highlights
 - consistent news updates
 - Microsite and department page upgrades and reorganizations
- OLCC Liquor Licenses Annual Renewals completed
- Special Events and Park Facility Reservations
 - Processed and coordinated 7 (seven) Special Event applications and 30 park facility reservations in July, August, and September.
- New office hours implemented July 2025. Updated website, changed phone notices, and provided notice to the community.
- Automated Clearing House (ACH) conversion for Utility Billing (UB). The City changed ACH payment systems effective July 2025, impacting 175 of our customers. Staff sent out notices in UB, posted on social media, made calls, sent emails, and worked with customers to assist in converting them over. The new ACH is integrated with our UB software, enhancing efficiency in payment processing while providing our customers with direct access to their account history and payment details.
- 2025-26 Limited Income Assistance fully implemented.
 - May 2025, City Council adopted Resolution 2025-09, adopting the LIA policy and criteria.
 - June 2025, Open enrollment outreach and applications were accepted in June / July. 16 customers are participating in the LIA program for 2025-26 FY, down from 21 participants in 2024-25 FY.
 - August 2025, new rates were set up in Springbrook financial software, and accounts were updated with the latest rates. Bills sent in August correctly reflected the new rates.
- Park & Open Space fee implementation.
 - June 2025, City Council adopted Resolution 2025-14, setting the Park and Open Space Maintenance Support Fee.
 - In August, the new rate created and set up in Springbrook and added to accounts. August utility bills reflected the new rate on 593 accounts, and \$3,398.87 was billed.

Police

MULTIPLE OFFICER RESPONSE

- Officer and Trooper responded to a report of a possible fatal motorcycle accident at the Intersection of Finnley and E. Pearl Street **Crash Investigation**
- Officers and Deputies responded to a violation of a restraining order on a traffic stop **No Crime/Citation**
- Officers and deputies responded to a report of a nude female trespassing and running into traffic just south of the Coburg city limits **Arrest/Criminal Trespass**
- Officers arrested a subject on outstanding warrants **Warrant Arrest**
- Officers and deputies responded to a report of a disorderly subject at the Arco **Unable to Locate**
- Officers responded to a report of a dispute between truck drivers at the TA Truck Stop **Resolved/Transport**
- Officers responded to a report of a location of a runaway child at McDonald's **Child Returned to Parent**

SINGLE OFFICER RESPONSE

- Officer responded to a neighborhood dispute on N. Willamette Street **Probable Cause for Warrant**
- Officer responded to a report of a blocked alley on N. Willamette near Macy St. **No Violation**
- Officer responded to a dispute at the Arco Station **No Crime/Civil Issue**
- Officer responded to a traffic hazard on Pearl Street and Industrial Way **Assist**
- Officer responded to a report of a theft **No Suspect Info**
- Officer responded to a report of reckless driving on Coburg Rd and Vintage Way **Unable to Locate**
- Officer responded to a report of Criminal Trespass at the TA **Unable to Locate**
- Officer responded to a report of a Hit and Run at the TA **Crash Report**
- Officer responded to a driving complaint of an intoxicated driver **No Intox./Traffic Warning**
- Officer responded to a report of a dispute **No Crime/Welfare Check**
- Officer responded to bicycle accident at the intersection of Finnley and Pearl **No Crime/Assist CFD**
- Officer responded to a report of an animal complaint **No Crime/Advised**
- Officer responded to a report of Illegal Parking on Roberts Rd **Warning**
- Officer responded to a report of a Hit and Run at the TA Truck Stop **Unable to Locate**
- Officer responded to a report of illegal camping on Roberts Rd **Patrol Check**
- Officer responded to a VIN inspection at Camping World **VIN Inspection**
- Officer responded to a dispute between domestic partners **No Crime/Resolved**
- Officer responded to a report of a theft **No Suspect Info.**
- Officer responded to a report of a driving complaint **Gone on Arrival**
- Officer conducted an arrest in the Harrisburg Municipal Court for Contempt of Court **Arrest**
- Officer responded to a report of an officer involved shooting on Gateway St. in Springfield **Assist**
- Officer responded to a request to transport a subject to Coburg Municipal Court **Transport**
- Officer responded to a report of a subject down on S. Industrial Way **Courtesy Transport**
- Officer responded to a medical emergency with the Coburg Fire Department **Assist**
- Officer responded to criminal mischief on Huntley Ct. **Report Taken/No Suspect**

- Officer responded to a parking violation on Roberts Rd. **Multiple Vehicles Tagged for**
- Officer responded to an overdose at Serenity Lane **Item 7.**
- Officer responded to a report of Harassment on N. Willamette Street **Warrant Being Written for Suspect**
- Officer responded to a report of a vicious dog at Kamping World on S. Stuart **Report/Citation Issued**

Patrol Checks = 42

Alarms = 32

OTHER ACTIVITIES

- CPD hosted Oregon State Police Trooper Blake Preston and held a traffic crash reconstruction class for the August department meeting
- CPD participated in Harrisburg’s “National Night Out”
- CPD participated in the Coburg Car Classic
- CPD was awarded \$5,000 dollars on dedicated enforcement funding through ODOT for Speed, DUII and Pedestrian Safety enforcement
- CPD has met all obligations for the grants received from ODOT in the 2024-2025 Grant year for Distracted Driving, DUII, and Speed enforcement.
- Sergeant Miller has met all requirements for the DPSST Supervisory Certification and has submitted his application

UPCOMING ACTIVITIES

- CPD will be participating in ODOT grant for Pedestrian Safety grant
- CPD is awaiting the announcement of an ODOT grant for the purchase of speed detection equipment
- CPD reserve officers will be assisting the Lane County Sheriff’s Office in parking enforcement/security of the home games of the University of Oregon football program
- CPD will heighten patrols in the crosswalk/school zones as the beginning of school is fast approaching

COMMUNITY RECOGNITION

Hi Sammy,
I hope this summer has been treating you well!

As I dive into a new school year, I was thinking about the end of this last school year. I wanted to send appreciation to Chief Larson and the police who came on the last day of school to give free popsicles to ALL of our students. This tradition, though I am sure is not cheap for Coburg, is so awesome. I love how the kids get so excited and there is nothing like a treat to get into the hearts of kids! What an important, generous act. This is helping to really build community with our kids and to continue to shine a positive light on our police department. Thank you!

I don't know who this would go to but please forward to the person in charge of budgeting.

Thanks so much and I look forward to connecting in October for our Community Days!

Best,
Beth Monterrosa
7th/8th Humanities Teacher
Coburg Community Charter School