



AGENDA

PARK | TREE CITIZEN ADVISORY COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, March 19, 2024 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

1. Minutes February 20, 2024, Park Tree Citizen Advisory Committee

CITY UPDATES

2. City Administration Report from March 2024

COMMITTEE BUSINESS

3. Coburg Creek Park
4. Cherry Tree at Rose Garden
5. Veterans Memorial
6. Trees for Johnny Diamond Park

DATES TO REMEMBER

April 9 City Council Meeting
April 16 Park | Tree Advisory Committee Meeting

ADJOURNMENT

The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or sammy.egbert@ci.coburg.or.us

All Council meetings are recorded and retained as required by ORS 166-200-0235.



MINUTES

Parks Tree Citizen Advisory Committee

February 20, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty, Vice Chair; Michelle Shattuck, Lonna Metson, Colleen Marshall, Joe Morneau, Karen Coury, Mary Mosier

MEMBERS ABSENT: None

GUESTS/STAFF PRESENT: Nancy Bell; Mayor, Claire Smith; Coburg City Council, Anne Heath; City Administrator, Brian Harmon; Public Works Director

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.

APPROVE MINUTES FROM JANUARY 21, 2024

MOTION

Mr. Morneau moved, seconded by Ms. Marshall to approve the January 21, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed as 4:0 – Ms. Mosier abstained due to prior absence.

CITY UPDATES | CITY ADMINISTRATOR REPORT

Mr. Harmon asked if anyone had any questions about the City Administrator Report.

Ms. Marshall asked about the number of Public Works' work orders and their relation to the storm. Mr. Harmon said that one work order had to do with both the water department and the storm event, but all others were separate work orders.

Mr. Beatty asked who gets to drive the new service truck. Mr. Harmon said that it's Jacob's new service truck, and the utility box for the back will be ordered come July.

COMMITTEE BUSINESS

a. Thank you to Mary Mosier

Mr. Beatty and committee members thanked Mary Mosier for her years of service and dedication to the city and the committee.

b. Trees for Johnny Diamond Park

Mr. Beatty said they were thinking of a Japanese Maple, 5 Kousa Dogwood trees, possibly a Big Leaf Maple, and a couple Magnolia trees. Beatty said he would get them more details via email when he knows more.

c. Planting at Veterans Memorial

Mr. Beatty said it is down to having the site prepped and measured for the roses. Mr. Harmon said it should be ready tomorrow but Mr. Beatty said he'd like to wait to lay it out before getting the roses. He and Ms. Shattuck are meeting on Thursday at 9am to go over the layout. They will start planting on Saturday at 9am. There are going to be 55 roses, with 11 in each section. Public Works will pick up the alfalfa pellets and other supplies for planting.

Mr. Morneau asked if there were any updates on the medallions. Mr. Harmon said he had not looked into it any further, and hadn't planned on it until all the planting is done.

Ms. Marshall mentioned that she was recently in Warrenton and they had a veterans memorial. She said that she could call their city hall and ask about where they got their medallions.

d. Trails End and Booth Kelly Signs

Mr. Harmon directed them to the last page of the packet, which are the park signs that will go up on the soft trails. One will go on the post with the loop path medallion, another post will be planted on the other side, and they will plant another at trails end where the soft trail begins.

UPDATE ON PAVILION

Ms. Mosier asked if there is any updates on Pavilion Park. Mr. Harmon said the restroom is being built right now and they're on schedule for delivery in May.

Ms. Mosier asked if there has been any progress on the fountain. Mr. Harmon said no, he is hoping to get back on that soon, between the Council Retreat and Budget events.

NEXT WORK PARTY

They have a work party scheduled for Monday, February 26th at 9am, at Jacob Spores Park.

They scheduled the next work party for Monday, March 18th at 9am, Pavilion Park.

COUNCIL LIAISON COMMENTS

Ms. Smith had a few things to report from Council. Mayor Bell requested that the committee liaisons bring back a report about what the committee is working on or what they'd like council to know. In return, the liaison would bring back the same from the Council to the committee.

Mr. Beatty said the two important things to report back would be the planting of the roses in the Veterans Memorial and the planting of trees at Johnny Diamond. They would also like to have some sort of dedication or grand opening down the road for the veterans memorial.

Ms. Mosier asked if there were any updates or feedback from council on the committee's goals. Ms. Smith said they did look at them and prioritize them into short-term, medium and long-term goals at the retreat. Adam Hanks should come back with those by the April meeting.

Mr. Harmon mentioned a long-term goal that was not mentioned was looking at the Parks & Open Space masterplan which will be coming up again soon.

Ms. Marshall asked if there were any comments on formulating a park district. Ms. Smith said it was talked about but will need to be looked into further.

Ms. Coury asked if they approved the mural. Ms. Smith said yes, it was approved at council.

ADJOURNMENT

Mr. Beatty adjourned the meeting at 6:34pm.

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

City Administration Report



March 12, 2024

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

1. **Veterans Memorial Park Project** – Public Works staff, with collaboration and assistance from the Parks & Tree Committee, recently completed an upgrade project at the flag pole area at Norma Pfeiffer Park as a Veterans' Memorial. The project was designed in house by Tom Beatty, the now Chair of the Parks and Trees Committee. Tom's design was for a star shaped with walking path with rose beds for each of the 5 branches of service, consisting of brick pavers and crushed granite walking surface. With help from Public Works, the plan started to take shape in the Spring of 2023 with the initial purchase of materials. Sod removal and lining out the walk paths occurred in the fall, followed by the brick pavers and crushed granite for the pathways. Over the winter, the planting beds were restored and irrigation replaced.

In February of 2024 the parks and Tree Committee planted 55 roses of different varieties and also 15 box hedges. PW staff finished the project with final drip irrigation and bark over the rose beds. Total project costs are estimated at \$25,000. The final design element of this project is the placement of medallions for each of the five service branches of the Military. Funding has yet to be identified, with community donations being the preferred method if there is community interest and support.



2. **2024 State of the Cities Report** - The League of Oregon Cities (LOC) recently published its biennial State of the Cities Report. The report provides an overview of the general fiscal condition of cities in Oregon. As you may expect, financial uncertainty is a common theme, with revenue streams not keeping pace with the rising costs to provide the same levels of service. A related finding from the survey was that 68% of cities reported an increase in service demand, making lack of adequate revenues even more challenging.

The quote at the bottom of page one seems to capture the frustrations shared by Council, staff and community across the state pointing to one significant challenge relating to funding uncertainties.

“Our biggest challenge.... Is maintaining aging facilities. We just do not have financial capacity to timely address facility issues. This isn’t just buildings, but parks, streets, sidewalks, etc” – City of Coos Bay

The full report is attached for your reference.

3. **Fiber Grant for Public Works Operations Center** – A grant award from the spring of 2023 was recently executed that will connect the existing Wastewater Treatment Plant and the currently under construction PW Operations Center buildings to the City’s network. The \$25,000 grant from the Regional Fiber Consortium will fund a DFN dark fiber line installation that results in two separate “home runs” to connect each building independently to the City’s existing IT network at City Hall. The City will own the fiber for its own operational needs.

Lane Council of Governments, the City’s IT support provider, is coordinating with City staff to ensure the new construction incorporates the equipment necessary to take full advantage of this opportunity.

4. **A RARE opportunity** - Oregon DEQ announced funding available to cover host organization fees to support members of the University of Oregon's [Resource Assistance for Rural Environments \(RARE\) AmeriCorps Program](#), for Willamette Mercury TMDL (Total maximum Daily Load) Designated Management Entities implementation. If selected, DEQ will cover the community match cost (approximately \$25,000) to support a RARE member in our community.

The RARE AmeriCorps Program helps build the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level members who live and work in communities for 11 months. In this instance, RARE members will provide onsite capacity to develop, deliver, and implement site-specific projects supporting implementation of the Willamette Mercury TMDL. RARE member placements and projects supported by this funding may be used to implement best management practices outlined in the Willamette Mercury TMDL WQMP. RARE host organization applications are due in early April 2024. RARE members are placed with communities for 11-month terms beginning in September 2024.

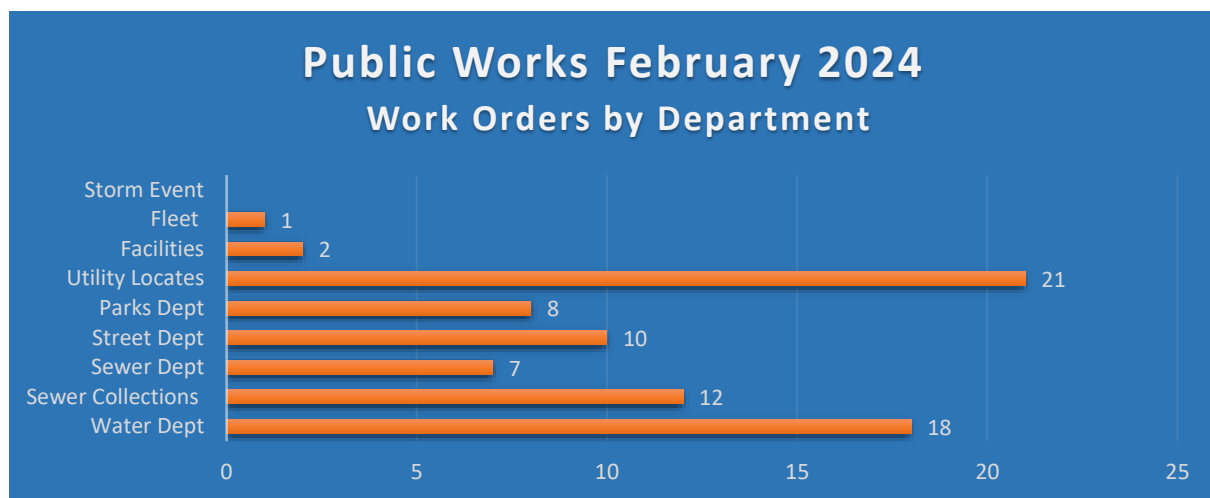
The City of Coburg plans to partner with the Muddy Creek Irrigation Project on the application to maximize the impact of the RARE member and make our application more competitive.

Department Activity & Statistics

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

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

Public Works



Public Works February Highlights

Parks:

Installed new warning/caution signs on unpaved trails at Booth Kelly and Trails End
 Installed five yards of playground chips at Norma Pfeiffer Park
 Completed Veterans Memorial project at Norma Pfeiffer Park

Streets:

Staff replaced shoulder rock on N Skinner St to shore up road base adjacent to pavement

Sewer:

Six septic tanks were pumped based on regularly scheduled need.

Planning

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: One new dwelling permit and one certificates of occupancy issued in February;
- Nine Structural/Plumbing/Mechanical/Electrical permits issued in February;

- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee, Lane ACT and Technical Advisory Sub-Committee (of MPC);
- Attended DEQ/RARE webinar;
- Planning Commission began reviewing the Coburg Comprehensive Plan;
- Submitted CLG grant application for historic preservation projects.

Municipal Court

February 2024 Activity Measures:

- Citations (Crimes and Violations)
 - New Citations for February 6, 2024 Court Date: 11
- February 2024 Receipts Including Collections.
 - **Total Fines:** \$4,792.85 (total monies taken in for the month, nothing deducted), *compared to \$ 8,276.16 in February of 2023*
 - **Net Fines:** \$ 2,887.00 (City share only, NOT including collections), *compared to \$6,195.00 in February of 2023*
- February 2024 Professional Credit Service Collections:
 - **Total Collection Revenue:** \$ 1,905.85 *compared to \$2,081.16 in February of 2023*
 - **Turned over to collection:** \$0 *compared to \$8,090.00 in February of 2023*

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.

Upcoming Court Date:	March 5, 2024	Regular Court Session
	March 27, 2024	Jury Trial
	April 9, 2024	Regular Court Session

Police

- Officer took a report of a missing male who subsequently returned home.
- Officer took a report of a missing person.
- Officer arrested a male for a felony warrant on a traffic stop.
- Officer assisted the fire department with a motor vehicle accident on the freeway.
- Officer took a report of a stolen vehicle; the vehicle was returned, and the suspect was arrested.
- Officer took a report of child abuse; hospital staff determined it was unfounded.
- Officer arrested a male for violating his release agreement.
- Officer responded to a suspicious male who trespassed; officer identified him later.
- Officer arrested a male for violating a restraining order and his release agreement.
- Officers investigated a juvenile for menacing his family with a knife.
- Officers investigated a hit and run; the driver later crashed in another county.

- Officers investigated a male for DUII and determine he was having a diabetic emergency.
- Officers investigated a traffic crash, and it was settled with a civil compromise.
- Officers investigated a stolen vehicle which was returned the next week.
- Officers cited a male for careless driving for an off-duty officer.
- Officer cited a male for two misdemeanor warrants.
- Officers enforced several illegal parking issues.
- Officers used the CHETT program to purchase a bus ticket for a stranded pedestrian.
- Officers responded to a house fire.
- Officer interviewed a suspicious person.
- Officer took a report of stolen lottery tickets.
- Officer cited a male for a contempt of court warrant.

Upcoming Events:

Department Range

SFST training