



AGENDA

PARK | TREE COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, July 16, 2024 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) June 18, 2024 Park | Tree Committee Minutes

COMMITTEE BUSINESS

2. Bike Riding on Booth Kelly Path
3. Committee Table at Concerts in Park Discussion
4. Work Party Recap and Location for the Next One
5. Johnny Diamond Park Major Maintenance Update

CITY UPDATES

- [6.](#) City Administration Report July 2024

FUTURE MEETINGS

September 10, 2024 City Council Meeting
September 17, 2024 Parks | Tree Committee Meeting

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

June 18, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty, Vice Chair; Michelle Shattuck, Colleen Marshall, Lonna Meston, Mary Mosier

MEMBERS ABSENT: Joe Morneau, Karen Coury

GUESTS/STAFF PRESENT: Brian Harmon; Public Works Director, Adam Hanks; City Administrator, Nancy Bell; Mayor of Coburg, Claire Smith; Coburg City Council Liaison

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 MAY 21, 2024

Ms. Marshall noted a grammatical error on page 2, changing "resent" to "rescinded", and a spelling error on page 2 paragraph 5, changing "ideal" to "idea". She noted one other spelling error on page 3 under Pavilion Park Update, changing ADU to ADA.

MOTION

Ms. Marshall moved, seconded by Ms. Mosier to approve the May 21, 2024 Parks Tree Citizen Advisory Committee meeting minutes as amended.

Motion passed as 4:0.

COMMITTEE BUSINESS

a. Budget

Adam Hanks, City Administrator said that they are doing an overview of the budget with all committees. The 2024-25 budget was adopted by Council at the beginning of June. Mr. Hanks went through the outline of the 2024-25 budget packet. He mentioned the lack of funds, especially in the general fund, and what each funds are driven by, along with the major revenue streams. Other topics in the packet include departmental highlights, detailed budget pages, the framework document, and capital improvement plan.

Ms. Marshall asked about the added City Council meeting for a supplemental budget. Mr. Hanks explained that the supplemental budget is for this current year ending June 30th, 2024, not the newly adopted budget beginning July 1, 2024.

Mr. Harmon mentioned that beyond 2024-25, the estimated costs are strictly estimates and may not end up being very accurate when that time comes. Mr. Hanks said that the funding source for parks are mostly undetermined revenues without constant revenue streams. Coburg has been able to get some grant funds to help with some parks projects, but he explained that they will likely go over the grant amount for the Pavilion Park upgrades. Phase II will be bid in end of July, then will go in front of council in September, with hopes of beginning work mid-October, with a target finish in February, and completely wrapped up in March. When phase II bids come back, they will have a much better idea of where they stand with the grant amount. Currently, they are sitting at a total of around \$250,000 spent on this project.

Ms. Smith asked about the details of the grant requirements and what will be covered by the grant funds. Mr. Harmon discussed some of the details of the grant requirements, but currently there are still some unknowns until the Phase II bid comes back.

b. City Framework Document

Mr. Hanks said the City Framework document is the guiding work plan document for staff and council, which involves 20 large objectives that they will focus on, including topics in the community, natural resources, government, utility systems, and financial resources. They will be adding another layer of detail to each item and asking Council to help prioritize them. He explained that the natural resources category has the closest link to the Park Tree committee, dealing with many parks, land use, tree maintenance, and vegetation management issues.

Mr. Hanks mentioned that they have started on the vegetation management and maintenance plan. Mr. Harmon and Mr. Hanks are looking at how to formalize the plan and make sure everyone is clear on how, what, why, and when they are doing it. Mr. Harmon said they want to have this portion back to council for further recommendation by February/March 2025. Mr. Harmon said that there are lots to do in the parks and right-of-ways, but currently there is only one person doing that job. He explained the setup of department splits and coverage rotation for public works employees, and how the departments are operated.

Mr. Hanks said that the tree management maintenance plan is very similar, but not as constant of a component. They have some emergency management funding that might be available, and they currently have some reimbursement from the January storm in progress. The parks and open space master plan review is more connected to the CIP. There will be more details on this plan after meeting with council, but it is an appendancy to the cities comp plan and is the guiding document for long-term development. These 3 items will be coming from staff as agenda items in the next 12-24 months.

c. Capital Improvements Plan

Mr. Hanks also mentioned that the Capital Improvements Plan was approved by council prior to the budget and is then embedded into the budget. He explained that the revenue conversations are about operations and maintenance abilities, and the ability to do capital projects. He explained that the most useful part of the plan to this committee starts on page 42, which is the complete list of capital projects.

d. Vegetation Management Plan

Mr. Harmon added that all committees and council are recessing in August and he will be gone in September, so it gives this committee July, October and November to hone in on things as a group. He hopes to have a very rough draft done by the September meeting, and in October they can discuss it further. Mr. Hanks said the goal is to provide a rough sketch of this plan, then begin to narrow it down and get more specific as they go.

Ms. Smith asked about what the committee can do, like adding or removing plants from certain spots in the parks, to try to lower the maintenance costs for vegetation. Ms. Shattuck said that the weeds in Johnny Diamond are out of control and very hard to manage, and that the few volunteers at the parks work parties can hardly make a dent.

Mr. Harmon explained the importance of having a plan in place for when the main volunteer group can't or no longer wants to participate in the weeding and maintenance at work parties. That consideration will in some way be built into that plan. Mr. Hanks also mentioned the importance of being able to scale up and also take into consideration the design maintenance implications for the future.

Mr. Harmon notified the committee that Johnny Diamond Park will be closed for a week in July, the specific dates are still unknown at the moment. They are going to weed eat, spray everything out, then use some pre-emergent. They have not decided on the kind of chemicals they will use yet, but are trying to find some glyphosate-free spray. They will also sand down and re-stain the structures. If they can fit it in, they would like to fill in the areas with new fresh bark chips as well. They will also be trimming down the Laurel Hedges at Jacob Spores Park, a little lower than usual to allow the newly planted ones a chance to grow to the same height.

Mr. Harmon said he also heard back from the City of Halsey about where they purchased the stone for their Veterans Memorial. It is from OM Stone and is estimated to be about \$8,000. It

is very similar to what they want with colored emblems for each branch, verbiage, and names of service members from that county that passed away.

Ms. Smith asked if there is any way they could buy the seals and attach them to the flagpole base. Mr. Harmon said it is possible, but he believes there is someone who wants to donate to the project. If they do one monument stone it would be on the North end of the circle. He will try to get ahold of them and bring that estimate back in July.

Mr. Hanks also said they are trying to deal with vandalism in the parks and facilities, which interrupts other processes and takes up time and money for the city. Mr. Harmon said they are discussing some alternatives for trash cans in the parks to prevent vandalism.

e. Work Parties

Ms. Marshall said they had 4 committee members and 3 community members at the last work party at Jacob Spores Park. Mr. Harmon said they will bring bark out to put down to hopefully help with the weed problem. Ms. Shattuck also said some of them went to the Veterans Memorial to rake and clean it up.

They scheduled the next work party for July 8th at 8am at Johnny Diamond Park, and a second one for July 15th at 8am at Pavilion Park. Mr. Harmon let them know of a couple places in Johnny Diamond Park where they could focus on.

Mr. Harmon noted that the Concerts in the Park will be at Pavilion Park. The restrooms will be available and the path will be temporarily ADA compliant for the events. Vehicles will not be allowed to drive or park in the park for the market and concerts. The committee will also be thinking about if they would like to have a booth at the market again this year.

Mr. Harmon also stated that the fountain will most likely not go in before phase II upgrades. However, the tree planting will happen during phase II.

CITY UPDATES | City Administration Report from June 2024

There were no questions or comments regarding the report.

Ms. Smith will let Council know, in her next liaison report, that the committee is going to begin having 2 work parties a month, and will also be working with public works to come up with ideas for the park maintenance plan. They also planted 3 trees at Norma Pfeiffer Park recently.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:42pm.

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

DRAFT

City Administration Report



July 9, 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. **Johnny Diamond Park** – Major Maintenance July 29 – August 7, 2024

With the heavy initial spring and early summer growing season anticipated to taper off significantly in the upcoming weeks, Public Works staff is planning for some much-needed maintenance at Johnny Diamond Park.

For efficiency and safety considerations, the park will be closed to the public for the duration of this focused maintenance and rehabilitation project. The project consists of two parts.

- 1) Planting beds on perimeter and interior of the Park
 - Removal of the significant weed growth
 - Treatment of cleared area with selective use of herbicides to eradicate remaining roots.
 - Application of pre-emergent herbicides to inhibit future weed growth.
 - Placement of new mulch throughout the planting beds

- 2) Play Area and Structures
 - Sanding and resealing wood components of benches, log, structures
 - Maintenance to play structures and placement of additional wood chips throughout the play areas and path

The City of Coburg has a long-standing principle of not using herbicides in their Parks and Open Spaces unless absolutely necessary. A pesticide/herbicide policy will be presented to the Park & Tree Committee and formally adopted by Council as part of the Vegetation Management and Maintenance Plan currently in development.

Signs will be posted on site prior to the closure and will remain posted throughout the duration of the project to ensure the neighborhood and community is aware of the work being done and will also be posted on the City's Facebook page to extend awareness.

2. **Harrisburg Traffic Patrol & Code Enforcement Contract**

A one-year contract extension was recently executed with the City of Harrisburg to continue Coburg Police Department traffic patrol and code enforcement services to augment the public safety activities in the City of Harrisburg. The initial three-year

contract was successful and was extended for a one-year period which provides both Coburg and Harrisburg staff and Council's to schedule time to meet and discuss the merits, opportunities and potential structure of a new multi-year agreement for Coburg Police Department services. Staff anticipates initial discussions in early 2025 to aid in budget preparations for both Cities.

The one-year extension slightly increased the number of hours to 47 per month and has an estimated annual revenue to the City of approximately \$54,000.

3. N Willamette/N Macy/N Harrison Street Reconstruction Project

This much anticipated project is set to kick off with a pre-construction meeting with the Council approved contractor, Riverbend, city staff and Branch Engineering next week. After the project schedule is finalized, staff will be mailing project update letters to all property owners and residents within the project area. Initial work includes tree and vegetation removal, utility pole relocation/adjustments and right of way area marking. The project is anticipated to be completed in October.

Partial funding for this project comes from an Oregon Department of Transportation Small Cities Allotment grant of \$250,000 with the remainder coming from local transportation utility fees, systems development charges and the local gas tax.

4. July Council Work Session – Water System

This work session is scheduled for July 23rd and will provide an update and overview of the current status of a number of significant projects and analysis of the water system, including:

- Water Capacity Analysis completed by Consor (consultant)
- Water Projects Update
- Water Loan Update
- Water Conservation Management Plan – Status Update
- Water Rates Review and Recommendations

Current Projects & Contracts

The two tables below provide a summary of active infrastructure projects and signed contracts/agreements

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$850,000	Dec 2024
Water	Stallings Transmission Line	\$1,500,000	June 2025
Water	System Capacity Analysis - Consor	\$30,000	July 2024
Streets	N Willamette/Macy/Harrison Reconstruct	\$800,000	Sept 2024
Sewer	System Capacity Analysis – Kennedy Jenks	\$32,000	July 2024
PW	PW Operations Building	\$1,350,000	Sept 2024

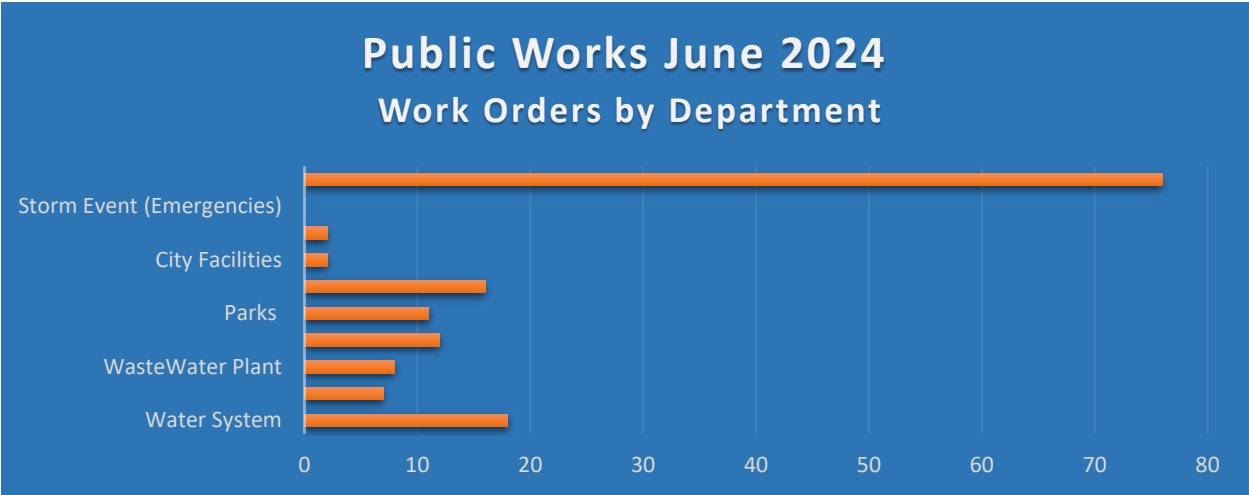
Contract Description/Scope	Cost	Term
Lane Council of Governments – IT Services	\$60,175	July 1-June 30
Harrisburg Traffic Patrol & Code Enforcement IGA (Revenue)	\$54,000	July 1-June 30

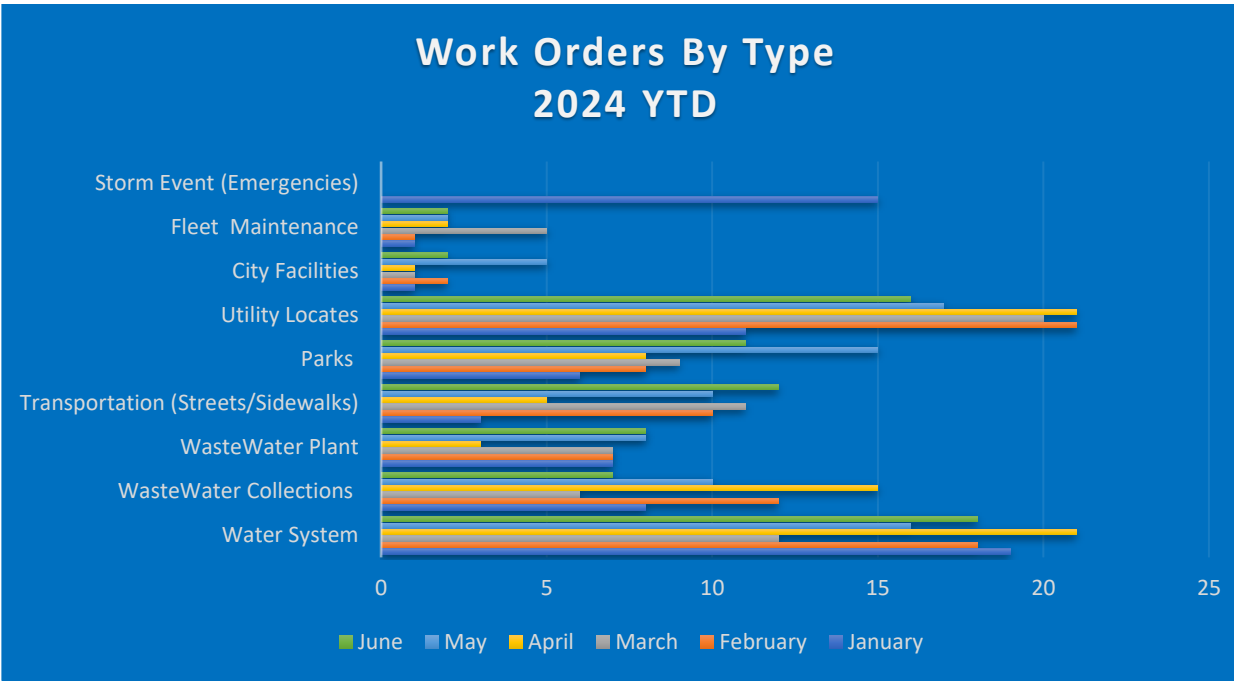
Citizen Inquiries	Submit Date	Status
Industrial Noise Complaint – Shane Ct	6/21/2024	Active
Alley Vegetation Maintenance Question	7/9/2024	In Review

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.

Public Works





June Highlights

Parks:

Johnny Diamon major maintenance project finalized

Water:

Premier RV Water Service Installation

Water leak on E Dixon

Streets:

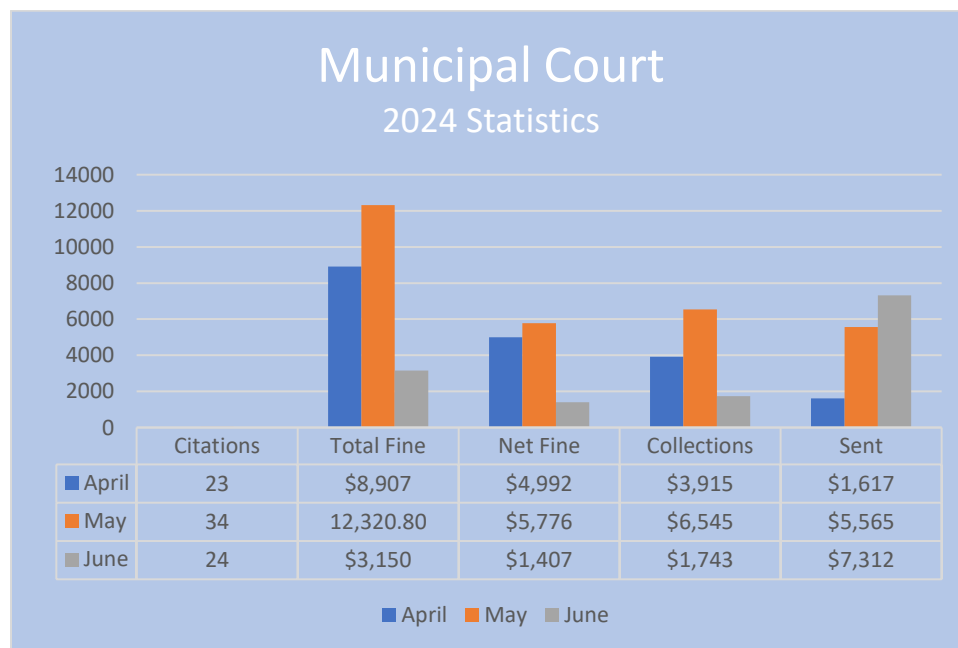
Began tree branch trimming on right of way trees

Planning

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: One dwelling permit issued in June;
- 10 Structural/Plumbing/Mechanical/Electrical permits issued in June;
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Transportation Options Advisory Committee, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update meeting; MPO CFEC preferred scenario planning meeting. Staff presented to MPC at the June in preparation for the visit from the Joint Committee on Transportation. Staff have requested an invitation for the Mayor to participate in the JCT roundtable;

- Conducted interviews with RARE member candidates to implement TMDL work sponsored by DEQ. Staff will work in collaboration with Muddy Creek Irrigation Project and the City of Tangent and will hear back about the matchmaking in mid-July;
- Developing scope of work to conduct DLCD funded code audit with LCOG as part of CFEC implementation;
- Preparing for Heritage Committee's Community Night featuring Ronald Spores (Anthropologist, Descendant of Jacob Spores and Heritage Committee member) presentation on the history of Coburg with a focus on the Kalapuya and the Treaty of 1855 which took place on Jacob's land claim near the McKenzie River, the current hazelnut orchard going south out of Coburg. Event is free and takes place July 10th at 6pm. Meeting will also be live streamed;
- Coordinating with DLCD field representative Patrick Wingard to conduct Planning Commission training on July 17th. The training will focus on land use processes with an emphasis on the master planned development process. Staff anticipate multiple developments on the horizon that will require a master planned process, a Type IV land use process that involves both the Planning Commission and City Council.

Municipal Court



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: July 16, 2024 Regular Court Session
July 25, 2024, Jury Trial

Police

Police Department

- Officer arrested a male for DUII.
- Officers provided several VIN inspections for local businesses.
- Officer arrested a female for misuse of 911, disorderly conduct, and resisting arrest.
- Officers investigated several suspicious vehicles.
- Officers investigated several illegally parked vehicles.
- Officer responded to a dispute and determined a crime had not been committed.
- Officers completed a death investigation.
- Officers took a report of stolen license plates.
- Officer responded to an animal complaint.
- Officer responded to a found firearm.
- Officer responded to a disorderly male and resolved the situation.
- Officer took a report for a dispute.
- Officer took a report of burglary of a storage unit.
- Officer returned found dog.
- Officer took a report for a criminal trespass and criminal mischief.
- Officer conducted several truck inspections.
- Officer responded to a city ordinance violation.
- Officer responded to a dog at large.
- Officers spoke to a citizen regarding potential harassment.
- Officer took a report of motor vehicle crash at the Truck N' Travel.
- Officers conducted several patrol checks on local businesses.
- Officer took a report of a stolen trailer.
- Officers arrested a female on a federal drug warrant.
- Officer took a report of a theft and stolen identity.
- Officer responded to a crash on Coburg Road and assisted Coburg Fire.
- Officer graduated from the Police Academy.
- Officer assisted a citizen with their disabled vehicle.
- Officers participated in firearms training.
- Officers hosted an ice cream social at the Coburg Community Charter School.
- Officer provided rides to two Coburg students who won the auction.

Upcoming Events:

- Car show.
- Concerts in the Park.
- Antique Fair.