



AGENDA

PARK | TREE COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, May 21, 2024 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

1. [April 16, 2024 Park | Tree Committee Minutes](#)

COMMITTEE BUSINESS

2. Johnny Diamond Maintenance
3. Pavilion Park Phase I Update
4. Rose Garden Irrigation
5. Cherry Tree Planting
6. Arbor Day Recap

CITY UPDATES

7. [City Administration Report from May 2024](#)

FUTURE MEETINGS

- June 11 City Council Meeting
June 18 Park 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

April 16, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Lonna Metson

GUESTS/STAFF PRESENT: Brian Harmon; Public Works Director, 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

Ms. Mosier mentioned that the agenda states "Call the City Council Meeting to order" instead of the Park Tree Committee.

APPROVE MINUTES FROM MARCH 19, 2024

MOTION

Ms. Mosier moved, seconded by Ms. Shattuck to approve the March 19, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed as 5:0.

CITY UPDATES | City Administration Report from April 9, 2024

Ms. Mosier asked about the potholes repaired in February. Mr. Harmon said there are many more that need to be fixed.

COMMITTEE BUSINESS

a. Johnny Diamond Maintenance

Mr. Harmon said he and Mr. Beatty had discussed spraying a herbicide in some of the flower beds to help kill the weeds, being careful to take into account the safety of the crew, the public and the environment, as well as how they will let the public know and how to keep people away from it when they spray. They are still looking into what they will use, when they will do it, and exactly how they are going to approach the problem.

Mr. Harmon also mentioned that he and Adam Hanks discussed possibly leaving the Coburg Creek Park as a grass field, keeping it mowed and irrigated, and leaving it to be recreated on. Mr. Harmon said they will come to the June meeting with some plans for this issue.

Ms. Smith brought up the idea of adding bark and extending the play area at Johnny Diamond Park instead of planting grass, that way there is less maintenance.

Ms. Coury asked about the extra taxes that will be received from the new development and if that is enough to cover the maintenance of the park. Mr. Harmon said the development of the park would come from SDC's. They anticipate the building of the park to be about \$250,000 after the subdivision is built. He explained that they are going to have to do more with less, unless they can come up with new revenue streams. The parks department is paid out of the general fund, which he said is not doing well enough currently, and also includes many other departments as well.

Ms. Marshall exclaimed her gratitude for Mr. Harmon and Mr. Hanks' efforts towards making the maintenance of Johnny Diamond Park less for the volunteers and the staff. She mentioned possibly reducing the amount of plantings on the outside of the fence and returning it to grass so it can be mowed, keeping a small area around the 'Welcome to Coburg' sign for less maintenance. Another area in Johnny Diamond Park, at the North edge along the fence, has thorny bushes which they cannot get through for weeding. Ms. Marshall mentioned possibly removing them and replacing them with something else.

Ms. Coury asked about the maintenance level required for trees, and if they could invest in trees instead of other plantings. Mr. Harmon said trees are not a problem, maintenance wise. They are looking forward to the urban forest inside the pavilion park. They are hoping that by heavily planting in that area, that it will choke out a lot of the weeds that may grow. If that occurs, they could possibly do the same in Johnny Diamond Park, where they overload the planting areas and choke out the weeds.

Ms. Smith mentioned looking into perennial ground covers that are not invasive, and can help with the weed problem.

Ms. Marshall asked if they are able to contract out for some of the mowing. Mr. Harmon said they are looking at what they can contract out and how much they can afford to put towards the problem every year.

Mr. Morneau asked if there is any summer grants to help with summer work. Mr. Harmon said not that he is aware of.

Mr. Beatty said they could do a mixture of turf, groundcovers and shrubs to do something more aesthetically pleasing than just putting grass down.

b. Cherry Tree Donation

Mr. Beatty said the cherry trees and the trees for Johnny Diamond are ready to be picked up.

Mr. Harmon said he needs a list of tree donations and then he will email out the donation form to those people. Mr. Beatty explained that they will need donations that add up to a little more than the tree cost itself for the delivery and planting costs as well, for future years.

Mr. Harmon asked if they were wanting the same size wholes for planting as they've done in the past. Mr. Beatty said yes, that is where they will start.

c. Arbor Day – April 25, 2024

Mr. Harmon said that Arbor Day is technically the 26th, but they are celebrating it on the 25th at 10:30 to allow the kids to be involved. He asked if anyone on the committee was available to help. Mr. Beatty, Ms. Mosier and Ms. Shattuck said they should be able to make it. Mr. Harmon said they have a good variety and amount of trees to plant, and are estimating about 25 kids.

d. Update on Pavilion

Ms. Mosier asked for an update on Pavilion Park. Mr. Harmon said that for phase 1, they decided to do the restroom install themselves, but they cannot do the plumbing and electrical themselves because they need a licensed plumber and electrician who have to be paid a prevailing wage. They have Twin Rivers Plumbing and Belco Electric lined up to do the work. All utilities will be put in and inspected on May 1st. The crew has started the sewer line to the street, and both electrical and plumbing building permits have been purchased.

Once that is completed, they will start trying to find someone to design the fountain using Mr. Beatty's sketch, which would be phase 2. The final phase would be this fall, going out to bid in August, and bringing it to council in September. The restroom will not be open to the public until all ADA infrastructure is put into place. They are hoping there will be minimal interference or disruption with concerts in the park, which might be moved to Norma Pfeiffer Park instead.

e. Work Parties

Ms. Marshall said a few of them weeded at Pavilion Park, and a few others also trimmed and cleaned up the island on Diamond Street. Ms. Marshall mentioned a spot along the road at Pavilion, and asked if the City would be able to take care of it. Mr. Harmon said he believes it was taken care of that afternoon.

They scheduled the next work party for May 20th at 8am at Johnny Diamond Park.

Ms. Marshall also asked if the City would be weeding the spots around the street trees. Mr. Harmon said they will be taking care of that.

Ms. Mosier asked if there would be enough money in the budget to buy some Azaleas to put in the planting bed along the sidewalk. Mr. Harmon said it is possible, but they would want to wait for the sidewalk to be replaced.

Ms. Mosier also asked about the repairs to the Pavilion floor, steps and roof. Mr. Harmon said they are hoping for their bids to come back low. They have talked about fencing off the Pavilion and the walkway until the project is completely done.

COUNCIL LIAISON

Councilor Smith asked if there was anything the committee would like to ask or let council know about. They discussed bringing the projects and needed dollar amount up to council to see how they would feel about listing them and asking for donations for those certain projects.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 6:58pm.

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

May 14, 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. **Oregon Dept of Energy Grant Update** – City staff worked with a solar non-profit to quickly pull together an application for this potential project and made formal application this past Friday (May 10th). The project was required to be scaled back to a 199kw system size due to electric utility provider limitations and may not cover the complete energy costs of the treatment plant. Award announcements will likely come sometime in August of this year.

April 9 CA Report - A somewhat late opportunity has arisen for Coburg to partner with a solar system installation business to submit an application for the installation of elevated solar panels at the City's wastewater treatment plant facility. The grant, if awarded, would fund the complete purchase and installation of a solar panel system that would provide 100% of the annualized energy consumed by the wastewater treatment plant operations resulting in annual electricity cost savings of \$40,000-\$50,000. In order to meet the eligibility requirements for a 100% grant (no local match), the project must include a resiliency component, such as battery storage. Staff feels this is a great potential fit in light of recent power outages that can impact the functionality of the wastewater plant and Public Works operations in general.

With the planned future installation of fuel storage and pumping for the City and potential Coburg Fire District and the new Public Works Operations building potentially becoming the City's designated Emergency Operations Center (EOC), renewable energy generation and storage becomes a more critical operation need above and beyond the initial objectives of reduction of operating costs and an incremental "greening" of the energy grid.



Grant applications are due May 10. City staff intend to enter into a formal agreement with Stracker Solar, an Ashland, Oregon based manufacturer and installer of elevated, pole mount solar systems that has completed similar municipal projects utilizing this same grant program. If successful, the project would be developed and put out to open bid consistent with City and State requirements.

2. Equipment Surplus Sales Complete - Subsequent to Council approval to declare a number of vehicles and equipment as surplus, The City of Coburg entered into an agreement with GovDeals, a government focused online auction service, to handle our surplus equipment sales process.

Through GovDeals, staff has facilitated the sale of twelve pieces of equipment from Public Works and the Police Department, with two remaining vehicles planned to be posted in May. The GovDeals fees are paid by the purchasers.

Staff is confident that the process saved time, reached a wider market of potential purchasers and resulted in a much higher total sales revenue than using the traditional, local sealed bids method of surplus sales. Burke Hansen, Public Works Supervisor was lead on the listing and coordination of the sales

Equipment Sold:

- 1) 2001 Chevy Silverado sold for \$2,175.00(PD)
- 2) 1998 Wood Chuck Chipper sold for \$3,550.00(PW)
- 3) 2021 Dodge 8ft bed plus rear bumper sold for \$340.00(PW)
- 4) 2021 Dodge 8ft bed plus rear bumper sold for \$380.00(PW)
- 5) 1999 Dodge Ram 3500 sold for \$2,800(PW)
- 6) 2012 Dodge Charger sold for \$750.00(PD)
- 7) 2001 Dodge Ram 2500 sold for \$3,300.00(PW)
- 8) 2004 Ford Explorer sold for \$1,075.00(PD)
- 9) 1984 International 5-yard dump truck sold for \$3,350.00(PW)
- 10) 1997 GMC Sewer Vac truck sold for \$4,750.00(PW)
- 11) 1975 Case Backhoe sold for \$4,800 (PW)

Total = \$27,270

3. Business Oregon Grant Update– City staff have been actively involved with Business Oregon, Lane County Economic Development, Collaborative EDO and the property owners of the recently annexed 107 acres on the east side of I-5 with a recent successful grant (technically forgivable loan) application.

Raven Ventures LLC (property owner) was awarded just over \$2 million dollars from the Business Oregon Semiconductor Industrial Lands Loan program for pre-development work to assist in moving the property forward in its ability to develop into the high wage, high job density project envisioned locally and regionally when the property was annexed into the City.

Below is a link to a video that was produced to provide awareness to the grant and to facilitate further funding opportunities for the development of the site.

<https://www.youtube.com/watch?v=J0pfKnWJBF4>

* Note - The video has a reference indicating that the awarded funds go to the City of Coburg. They do not, they are awarded directly to the property owner and managed by Business Oregon

4. **RARE Grant Update** – Staff was notified this week that our grant application was successful and we will have a RARE member assigned to the City of Coburg as part of the DEQ grant to support local level TMDL water quality action plan implementation. Staff is very excited to have this great resource available to us and the community to help push forward a number of action plan items that are challenging to effectively accomplish with our current staff workloads.

March 12, 2024 CA Report - 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.

5. **Wastewater Treatment Plant Instrumentation Theft** – Public Works staff identified that key flow and temperature monitoring/data collection equipment was stolen from the plant's outfall location located north of Trails End Park at Muddy Creek. The equipment collects data that calculates the City's effluent discharge limits and compiles the information staff is required to submit to DEQ for excess thermal loading. The equipment was purchased in 2020. Replacement equipment has been ordered at a cost of approximately \$12,000. A police report was filed upon discovery of the equipment theft and a claim filed and accepted for insurance coverage on the replacement cost (\$1,000 deductible).
6. **Engineering Services RFP Update - Extended to June**– City staff, with assistance from LCOG Legal Services, has prepared and will be publishing a Request for Proposals for Engineering Services as discussed with Council in several prior Council

meetings. The City has enjoyed a long and successful partnership with Branch Engineering as the City’s engineer of record and has relied on their broad skillset and experience to provide an array of services to the City for its water, wastewater, transportation, storm drainage, parks and facilities system needs. It is best practice to regularly (5-7 years) review the service levels, needs and rates for municipal engineering services in the marketplace to ensure the City and the successful bidder delivers maximum efficiency for the funds utilized for the critical work of maintaining, improving and sometimes replacing the infrastructure residents and businesses rely on from the City.

The RFP was published and is **open until May 28th**, with a committee scoring review (City Administrator, Public Works Director, Planning Director, Mayor and City Councilor) and recommendation for award and contract in early June for Council review at its **June 11, 2024** Council meeting.

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
Parks	Pavilion Park Phase I	\$200,000	June 2024
Water	Premier RV Water Service Connection	\$55,000 *	July 2024

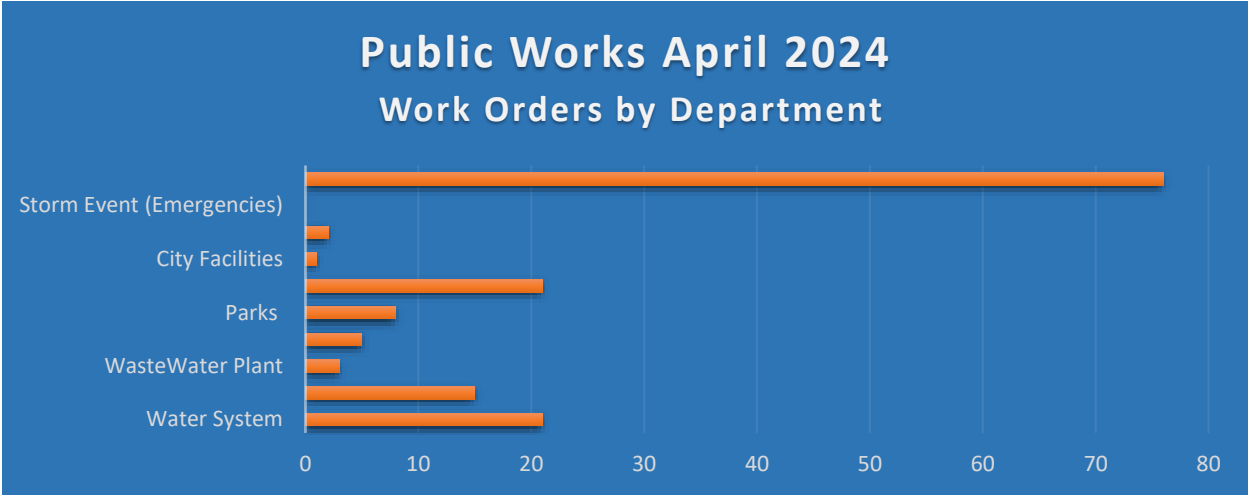
* includes \$40,000 for permitting/engineering for future water service connection to new 107 acre parcel

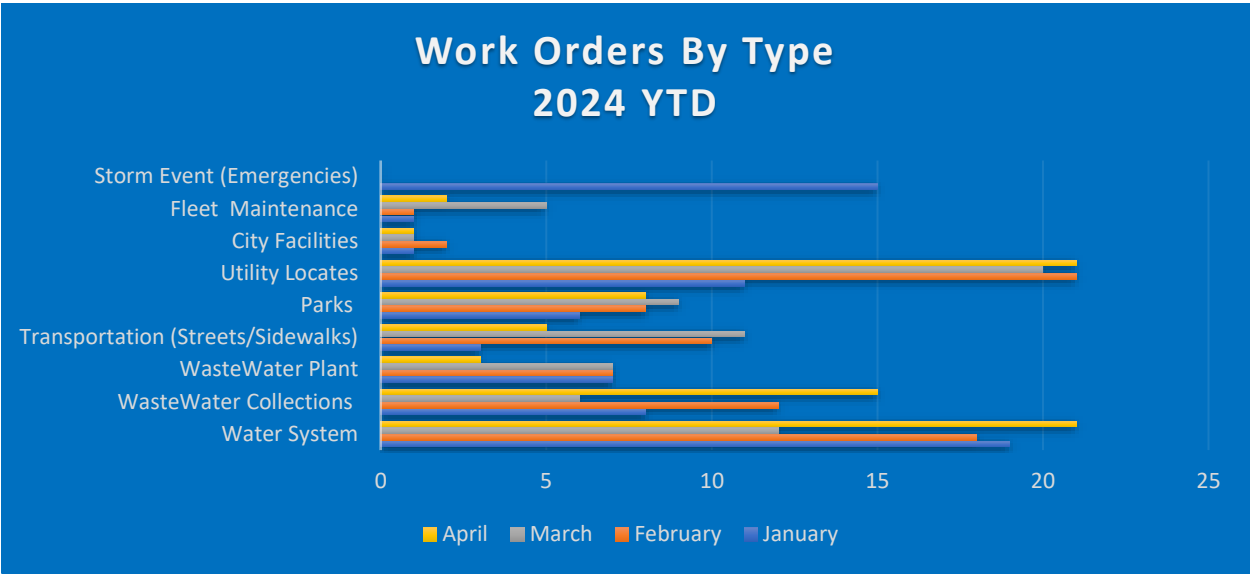
Contract Description/Scope	Cost	Term
To be populated for new contracts after May 9 effective date for new public contracting rules and spending authority		

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





April Highlights

Parks:

Phase I of Pavilion Park has begun. Utility prep and restroom building installation to be complete by May 31st. Phase II out to bid in July for September construction start. Completion expected by March 2025.

Streets:

Six pot holes repaired

Water:

Four new water meters installed at Coburg Creek Subdivision

Fleet:

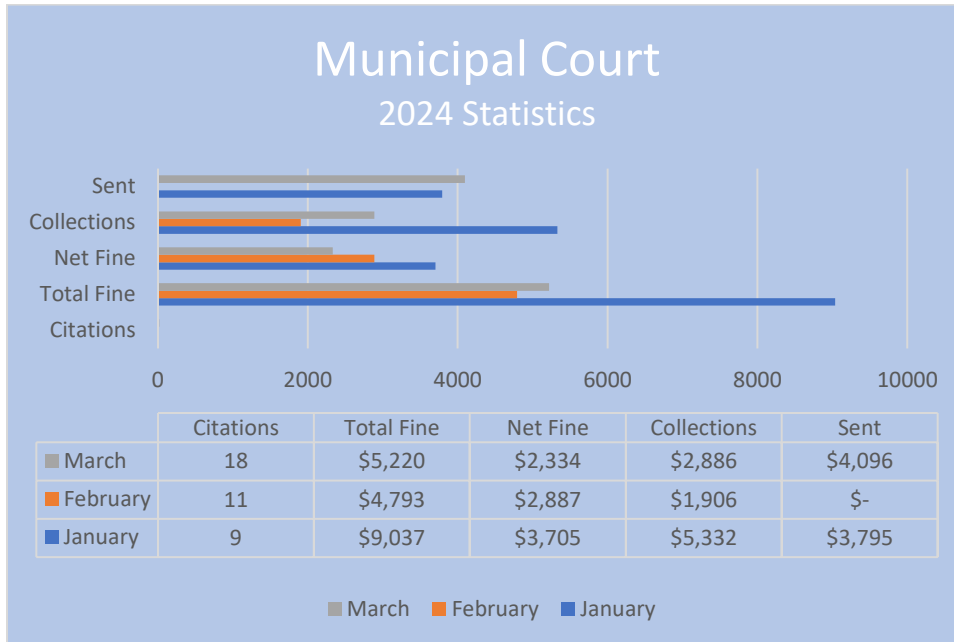
Sale of surplus equipment has been completed.

Planning

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: Three new dwelling permits issued in April;
- 18 Structural/Plumbing/Mechanical/Electrical permits issued in April;
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update kickoff meeting, and was asked to participate on the technical advisory committee for the walkability model code development for CFEC implementation to provide a small city perspective;
- Applied for RARE member to implement TMDL work and interviewed with RARE program director;

- Planning Commission granted the extension request for the Willamette Forks site review approval (SR 01-22). The approval expires September 10th, 2024 with no further extension requests available.

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: May 7, 2024
- Court Administrator attended the OACA Court Conference on April 27-30, 2024
- The Court sent out an informal solicitation for a new contract for the City Prosecutor. The deadline for submissions May 31st. The new contract will go in effect on July 1, 2024 and will be for a period of three years with the possibility of two additional annual renewals.

Police

- Officers completed a death investigation.
- Officers arrested a male for a felony probation violation warrant.
- Officer located a DUII driver and Eugene Police Officers arrested the driver.
- Officer followed up on a DHS referral and provided a ride for the juvenile.
- Officer took a report for a stolen vehicle and determined it was a civil matter.
- Officer investigated a vicious dog complaint and determined both owners were at fault.
- Officers arrested a female for driving under the influence.
- Officer attempted to follow-up with a DHS referral but is waiting for DHS contact.
- Officer investigated several stolen vehicles and determined it was a civil matter.
- Officer located a missing person.
- Officer arrested a male for resisting arrest and disorderly conduct.
- Officer cited a male for a failure to appear warrant.

- Officer cited a male for contempt of court on a traffic stop.
- Officer investigated a possible child neglect and determined children were fine.
- Officer used the CHETT fund to purchase food for a male.
- Officer contacted a male at the park.
- Officer investigated a hit and run.
- Officers arrested a male for several misdemeanor warrants.
- Officer investigated a burglary by a former employee; case is pending suspect contact.
- Officer investigated criminal mischief at Norma Pfeiffer Park.
- Officer purchased fuel for a stranded motorist.
- Officer took a report for putting a commercial truck driver out of service.
- Officer cited a male for misdemeanor driving while suspended.
- Officer placed a female on a police officer hold and transported her to the hospital.
- Officer completed a sex offender registration for intended international travel.
- Officer arrested a male for a felony assault.
- Officers directed traffic and assisted multiple agencies on a critical incident.
- Officers participated in Community Shred Day.
- Officers participated in the DEA Drug Takeback.
- Officer attended CIT training from the FBI.
- Officers participated in a saturation patrol.
- Officers investigated a shooting and theft.
- Officers investigated an Assault IV (APA)
- Officers investigated an arrested a male for Criminal Mischief I and Criminal Trespass 2

Upcoming Events:

SFST training

City Recorder/UB

Staff is working to develop a set of performance measures and metrics to communicate the highly variable and very broad scope of the work done by the City Recorder and the front office Utility Billing team that supports the entire organization and operations of the City. As these metrics are developed, staff is committed to providing relevant information on individual programs and activities carried out by this team.

March City Facebook:

Over 30 posts were published in March, with 54 new followers gained. The average reach over the last year is about 7,800/month and this March reached approximately 9,300. The average page visits over the last year come out to about 1,290/month, with March at 700.

March Police Facebook:

Five Police Dept items were posted this month, which helped gain seven new followers on the Police Facebook page. The average reach over the last few months is about 6,000/month and this month we had about 3,400. The average visits for the page over the last few months is about 839/month, and this month it's at about 828.

This has been a dedicated project with resources and time given to staff to make successful. We look forward to continue to improve and grow this important tool in 2024-25.

City Facebook Page one-year stats improved:

- Added about 375 followers
- Average people reached went up over 5000
- Average posts went from 7 to 40 per month
- Average visits to City Face book page went from average 307 to 1,245 per month

City Stats 3/2023 to 3/2024

HOW MANY FOLLOWERS WE STARTED WITH	before 3/1/23	1322	HOW MANY PEOPLE OUR POSTS REACHED	average from Jan 2022 - March 2023	~2686 per month	HOW MANY POSTS WE USED TO MAKE	average from Jan 2022 - March 2023	~7 per month	STORIES POSTED	HOW MANY PEOPLE USED TO VISIT OUR PAGE	average from Jan 2022 - March 2023	~307 per month
HOW MANY FOLLOWERS WE ARE GAINING (monthly)	Mar	23	HOW MANY PEOPLE OUR POSTS REACH NOW (monthly)	Mar	16,798	HOW MANY POSTS WE MAKE NOW (monthly)	Mar	35	4	HOW MANY PEOPLE VISIT OUR PAGE NOW (monthly)	Mar	1,822
	April	6		April	12,262		April	34	12		April	3,174
	May	20		May	2,942		May	35	6		May	1,056
	June	18		June	5,566		June	32	2		June	766
	July	35		July	3,948		July	30	6		July	938
	Aug	58		Aug	9,646		Aug	38	8		Aug	1,637
	Sept	27		Sept	8,625		Sept	24	8		Sept	862
	Oct	13		Oct	3,873		Oct	38	15		Oct	910
	Nov	13		Nov	2,835		Nov	34	8		Nov	563
	Dec	38		Dec	12,630		Dec	35	11		Dec	1,608
	Jan	67		Jan	12,096		Jan	45	13		Jan	1,555
	Feb	8		Feb	2,587		Feb	35	10		Feb	590
Mar	54	Mar	9,307	Mar	30	5	Mar	699				
TOTAL:		1694	AVERAGE:		7931.9	AVERAGE:		34.2308	8.307692	AVERAGE:		1,245

Police Facebook Page 6 months stats improved:

- Added about 80 followers
- Average people reached went up over 4,000
- Average posts went from 1 to 8 per month
- Average visits to City Face book page went from average 254 to 837 per month

Police Stats 10/2023 to 3/2024

HOW MANY FOLLOWERS WE STARTED WITH	before 10/1/23	1826	HOW MANY PEOPLE OUR POSTS REACHED	average from Oct 2022 - Sept 2023	~1229 per month	HOW MANY POSTS WE USED TO MAKE	average from Oct 2022 - Sept 2023	~1 per month	STORIES POSTED	HOW MANY PEOPLE USED TO VISIT OUR PAGE	average from Oct 2022 - Sept 2023	~254 per month
HOW MANY FOLLOWERS WE ARE GAINING (monthly)	OCT	8	HOW MANY PEOPLE OUR POSTS REACH NOW (monthly)	OCT	2,258	HOW MANY POSTS WE MAKE NOW (monthly)	OCT	7	0	HOW MANY PEOPLE VISIT OUR PAGE NOW (monthly)	OCT	386
	NOV	9		NOV	15,302		NOV	7	0		NOV	604
	DEC	21		DEC	10,158		DEC	15	0		DEC	1,340
	JAN	37		JAN	1,198		JAN	12	1		JAN	1,427
	FEB	1		FEB	1,078		FEB	7	0		FEB	438
	MAR	7		MAR	3,376		MAR	5	0		MAR	828
	APR			APR			APR				APR	
	MAY			MAY			MAY				MAY	
	JUN			JUN			JUN				JUN	
	JUL			JUL			JUL				JUL	
AUG		AUG		AUG			AUG					
SEP		SEP		SEP			SEP					
TOTAL:		1909	AVERAGE:		5562	AVERAGE:		8.83333	0.16667	AVERAGE:		837