



# AGENDA

## PARK | TREE COMMITTEE

### MEETING

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, April 28, 2026 at 6:00 PM

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#### CALL TO ORDER

#### ROLL CALL

#### AGENDA REVIEW

#### MINUTES APPROVAL

1. [March 17, 2026 Park | Tree Committee Minutes](#)

#### COMMITTEE BUSINESS

2. [Loop Path Survey Presentation by U of O Students](#)
3. Hazards & Park Issues
4. Work Party Recap/Schedule
5. Park Project Updates
6. New Neighborhood Park Concept/Design

#### CITY UPDATES

7. [City Administration Report, April 2026](#)

#### FUTURE MEETINGS

#### ADJOURNMENT

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**MINUTES**

**Parks Tree Citizen Advisory Committee**

March 17, 2026 at 6:00 P.M.  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Chair; Tom Beatty, Vice Chair; Michelle Shattuck, Karen Coury, Coleen Marshall, Joe Morneau, Mary Mosier, Cheryl Quinlan

**MEMBERS ABSENT:** none

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

**TRANSCRIBED BY:** Administrative Assistant; Madison Balcom

**CALL TO ORDER**

Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 5:59 pm.

**ROLL CALL**

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

**AGENDA REVIEW**

There were no changes to the agenda.

**MINUTES APPROVAL**

**1. February 17, 2026 Park Tree Committee Minutes**

**MOTION:** Ms. Marshall moved, seconded by Mr. Morneau to approve the February 17, 2026 minutes as presented.

*The motion passed as 6:0, with Coury, Marshall, Morneau, Mosier, Quinlan and Shattuck voting affirmatively, none opposed, Beatty abstained due to absence.*

**COMMITTEE BUSINESS**

**2. Overview Memo**

Mr. Hanks went through the memo, going over the hazards and park issues, including bench maintenance, Johnny Diamond and Pavilion Park trees and trees for Arbor Day, the lighting at Pavilion, and the rose garden fertilizer and medallions.

Ms. Marshall noted they had a work party on March 16 at Johnny Diamond Park, pulling weeds and blackberry bushes. They scheduled the next work party at Jacob Spores Park on April 20 at 9am.

Mr. Hanks went through the park project updates including;

- Pavilion Park - light posts, pavilion structure, rear bridge, and lighting maintenance.
- Johnny Diamond Park - weeding, vegetation trimming, and historic signage.
- Jacob Spores Park - grading and clean up.
- Norma Pfeiffer Park - veterans' medallions, restroom signage, and flagpole repair.

Hanks also mentioned that they are going to bid for mowing and trimming work on parks only, to see what they get back and compare if it is more cost effective than using staff time.

### **3. Arbor Day**

Mr. Hanks went over the arbor day plans. Arbor Day is April 24<sup>th</sup>, but staff is coordinating with Coburg Charter School to pick a date and time for the tree plantings. There will be two locations this year for plantings, on Van Duyn and the Austin/Abby Bioswale. Committee members gave some input on tree species for plantings, choosing the best options for the space size and adaptability to conditions, noting the desire to have multiple species instead of all the same.

### **4. Monarch Pledge/Survey**

Mr. Beatty said this is important to help the insect population and the environment. He has tried many times to get milkweed started on Trails End, and at Green Island for McKenzie River Trust, with no success. There are some other places in Coburg where they can try.

Mr. Hanks noted that a Mayors Pledge is a commitment, and there are existing and proposed items in the works that check a lot of the boxes already, so it wouldn't be too far out of the scope to achieve. Hanks said that Mayor Bell feels comfortable with it and wants to hear input from the committee as well. Hanks went through the checkboxes on the survey included in the packet, noting the ones that would be nearly completed with the items already in the works, and the possibilities for the others. The committee supported the Mayor doing the pledge.

### **5. Community Engagement/Outreach planning for New Neighborhood Park**

Mr. Hanks stated that this committee is shooting for a 30% design plan.

Ms. Quinlan brought a mock-up photo with some visuals and concept ideas for the park. Ms. Coury mentioned planting trees before adding other structures, that way they have as much time to grow and provide tree coverage before anything else is added, but there is groundwork that would need to be done first.

Hanks encouraged the committee to think about the features that already exist within Coburg's park system, and what similarities and differences they would like, given the smaller park space. They discussed the use of native and pollinator friendly plants, open free space, teen and kid friendly spaces, ADA access, pathways, tree coverage and placement, active areas or play structures, the size of the space, and the cost and timeline.

**CITY UPDATES**

**6. City Administration Report – March 2026**

This report was provided. There was no discussion.

**ADJOURNMENT**

Mr. Beatty adjourned the meeting at 7:44pm.

**APPROVED** by the City of Coburg Park Tree Citizen Advisory Committee on this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**DRAFT**

\_\_\_\_\_  
Tom Beatty, Chair

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder



# COMMITTEE MEMO

**MEETING DATE:** April 28, 2026

**STAFF:** Adam Hanks, City Administrator

## Park | Tree Committee April Meeting Overview

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### Agenda Background Information

The following are highlights of items on the meeting agenda.

#### Item #1 – Minutes (5 min)

#### Item #2 – Loop Path Survey Presentation and Activity

A University of Oregon student team is completing phase II of the Loop Path Improvements Survey project and will be engaging the Committee in some activities to enhance the final survey and report.

#### Item #3 – Hazards and Park Issues (5 min)

Follow up list includes:

- Bench maintenance
- Johnny Diamond – Dead tree – noted for replacement
- Pavilion Park – Donated Tree (to be planted by May 1)
- Lighting at Pavilion (schedule, holiday lighting timers, cord mgmt.)
- Rose Garden Fertilizer

#### Item #4 – Work Party Recap (5 min)

April 20 – Jacob Spores

May - Date/Location

#### Item #5 - Park Projects Update (15 min)

##### All Parks

- Irrigation system testing/setting/repair week of April 27
- PW Seasonal Temp position starts May 4<sup>th</sup>

##### Arbor Day Recap

- Five trees planted on Van Duyn with Charter School Fifth Grade Class
- Three trees planted on Bruce/Abbey Swale

##### Pavilion

- Warrantee walkthrough completed – Several plants to be replaced
- Fundraising for fountain, benches, light bollards and picnic tables – Summer 2026

- Maintenance/improvement tasks planned for Winter/Spring include:
  - Painting existing light posts (May)
  - Plank replacement on pavilion structure floor (near back)
  - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
  - Lighting replacement for info shelter

#### Johnny Diamond

- Historic Signs Next Steps - Coburg Main Street and Staff sign design/fabrication coordination incorporating Park/Tree and Heritage recommendations

#### Jacob Spores

- Grading/clean up to the south of water tank access road scheduled for spring

#### Norma Pfeiffer

- Veterans Medallions delivered. City will complete post fabrication and installation
- Permanent signage at restrooms for camera and open hours at sign contractor – Target May installation
- Flag pole repair and marble base/plaque will be scheduled for deep cleaning in April/May to be complete with medallion installation.

### **Item #6 – Community Engagement/Outreach planning for New Neighborhood Park (30 min) - Continued**

The October Committee meeting recommendation of the Committee was to develop the initial project design concepts with the Committee that would result in a 30% project design. This will occur over the next several committee meetings with a target of community feedback on the 30% design in spring of 2026 through the use of surveys, open houses and other engagement tools.

#### **30% project design plan**

1. Review Parks and Open Space Master Plan
2. Develop initial list of desired park features/amenities
3. Rank/sort features by importance
4. Lay out features on plat maps for scale/fit
5. Develop phasing plan for feature improvements

Discussion and project concept scope will focus on items #2, #3 and #4 at the February meeting and items #4 (recap) and #5 at the March meeting. April meeting will wrap up initial concept design. May meeting will focus on community engagement plan.

February Meeting Initial Features/Amenities List (not in order of priority and not intended as a complete or final list)

- Low Maintenance
- Efficient use of water
- Shade Trees
- Native plants (supports water efficiency)
- Seating/benches
- Irrigation system (smart controller)
- Lighting – Ped scale, located at pedestrian access points and maybe around perimeter
- Play area – Active vs. passive? paved surface? Size/scale (how much of the park area to devote)
- Water/splash pad – Cost, maintenance, water consumption
- Urban Forest – Dense plantings in a portion of the park

- Drinking fountain?

#### Design considerations

- Age of current and future users
- Duplication of amenities at other parks or unique amenities not found in other parks
- Hours of use (impacts lighting decisions)

#### March Meeting Whiteboard recap (not in order of priority)

- Small area for active play (climbing, possibly natural materials, i.e. rock, logs, etc)
- Pathways – Indication for internal rather than perimeter
- Significant grass area for multi-use play/experience (maximizes parent sightlines as well)
- Vegetation encouraging habitat (pollinators, butterfly, etc)
- ADA Access to sitting area and pathways (pathways to meet ADA as well)
- Large stature “signature tree” in prominent location
- Wind protected area for seating/shelter (need further direction on structure vs. vegetation for protection)
- Rain cover/structure?
- Discussed desired “active scale” (0= fully passive, 10= 100% active spaces) – Further discussion needed

#### City Administration Report (0 min – unless questions)

#### **Future Meeting Agenda Items** – Items for upcoming meetings include:

- a. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu
- b. Committee mini-retreat – June? July?



# 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

April 2026

### 1. Coleman Street Collector Project – Phase I

The Coleman Street Collector Project is a multi-phase road and sidewalk construction project utilizing both state and federal grant funds received by the City from the Metropolitan Planning Organization (MPO) of which Coburg is a member (Eugene, Springfield and Coburg)

The sharp escalation of construction costs over the past four to five years resulted in a Council decision to break the project up into phases to ensure that only regional funds were utilized and to reserve local street funds for repairs/upgrades to a number of the neighborhood streets in Coburg. Project details include:

- N Coleman Street road surface replacement between Pearl and McKenzie Streets
- Marked Sidewalk installation on the west side of N Coleman Street (Pearl to McKenzie)
- ADA Ramp/Intersection improvements on both sides of Coleman at Pearl Street
- ADA improvements to Lane Transit District transit stops at Coleman/Pearl
- Stormwater swales and infiltration system installation (Pearl to McKenzie)
- McKenzie St road surface improvements west of McKenzie/N Coleman intersection
- Driveway aprons and paved, dedicated parking spaces on N Coleman

Council approved the bid award to AB Utilities in March. After 3-4 weeks of pre-project work by NW Natural Gas to relocate gas lines, active project construction began April 6<sup>th</sup> and will continue through June of 2026 with a general schedule of:

- April – Pearl Street bus stops, concrete curbing, sidewalks, intersection ADA ramps and driveway apron excavation, forming, pouring
- May – Stormwater facilities, excavation, prep and paving of road surface and parking bays
- June – Landscaping, striping, signage, final inspections, project sign off

The project page on the City website contains more project information, links to maps and neighbor updates <https://www.coburgoregon.gov/publicworks/page/coleman-street-collector-project>

### 2. Pioneer Valley Estates – Water Distribution Project Funding Update

City staff, with support and assistance from Mayor Bell, recently submitted the Pioneer Valley Estates (PVE) water distribution system replacement project for federal funding through Representative Hoyle's Office as part of the Congressionally Directed Spending federal appropriations process. This is the third time submitting this project for this federal funding opportunity. Mayor Bell and staff have received positive feedback from Rep Hoyle's staff that the project may move forward in the process towards ultimate funding.

City staff has provided the required documentation, project budget and letters of support and await further direction or request for additional information as the funding process moves forward. Staff will update Council if/when any formal actions or decisions on the funding request is received.

## 4. Arbor Day & Mayor’s Monarch Butterfly Pledge

With support from the City’s Park & Tree Advisory Committee, Mayor Bell recently signed a pledge to support habitat preservation and creation of monarch habitat in our parks and public open spaces. The pledge also encompasses general education for the community in ways that can help reverse the significant reduction in population of the monarch butterfly and of pollinators in general.

As part of the annual Arbor Day recognition and tree planting, City staff is again coordinating with the Coburg Community Charter School to plant trees and will also again plant native species that make a positive contribution to habitat for monarchs and pollinators. Tree plantings are scheduled for April 23<sup>rd</sup> at the parkrow on Van Duyn between Coburg Commons and the Countryside Church as well as in the bioswale on Bruce and Abbey.

## 3. Citizen’s Budget Committee Meetings – FY27 Budget

The City’s annual budget review and approval process kicks off next Tuesday, **April 21, 2026** with the FY27 Proposed Budget Presentation, overview of all funds and a detailed review of the General Fund. The second scheduled Budget Committee meeting is **May 5, 2026** with detailed reviews of the Street Fund, Water Fund and Wastewater Fund. The City’s Urban Renewal Agency Budget will also be reviewed as part of this annual process.

All meetings are held at the Ray Smith Council Chambers at City Hall and begin at 6:00 PM.

# 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) | July 2026     |
| Water        | Water Conservation & Management Plan       | \$50,000                 | May 2026      |
| Streets      | Major Maintenance (large segment paving)   | \$60,000                 | August 2026   |
| Streets      | Misc Storm Drain Infiltration Enhancements | \$10,000 (plus PW staff) | Sept 2026     |

| Citizen Inquiries                                   | Submit Date | Status                      |
|---|-------------|-----------------------------|
| Industrial noise – Shane Ct                         | 6/21/24     | Active - Ongoing            |
| Light/Glare – From Roberts Rd affecting Residential | 11/25/24    | Active                      |
| Vintage St Bioswale – Unauthorized activities       | 9/26/25     | Resolved – Reactivated      |
| Stormwater not draining – McKenzie/Abby/Austin      | 1/5/26      | Active – CIP item FY26/27   |
| Pavement condition (pot holes) – McKenzie St        | 2/23/2026   | Active – CIP item FY26      |
| Light/Glare – Van Duyn & Harrison                   | 3/23/26     | Active – PacPower to reduce |

# 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:

Leak repairs on Roberts Road and Pioneer Valley Estates

Wastewater System:

Alarm alerts follow up investigations and resolution

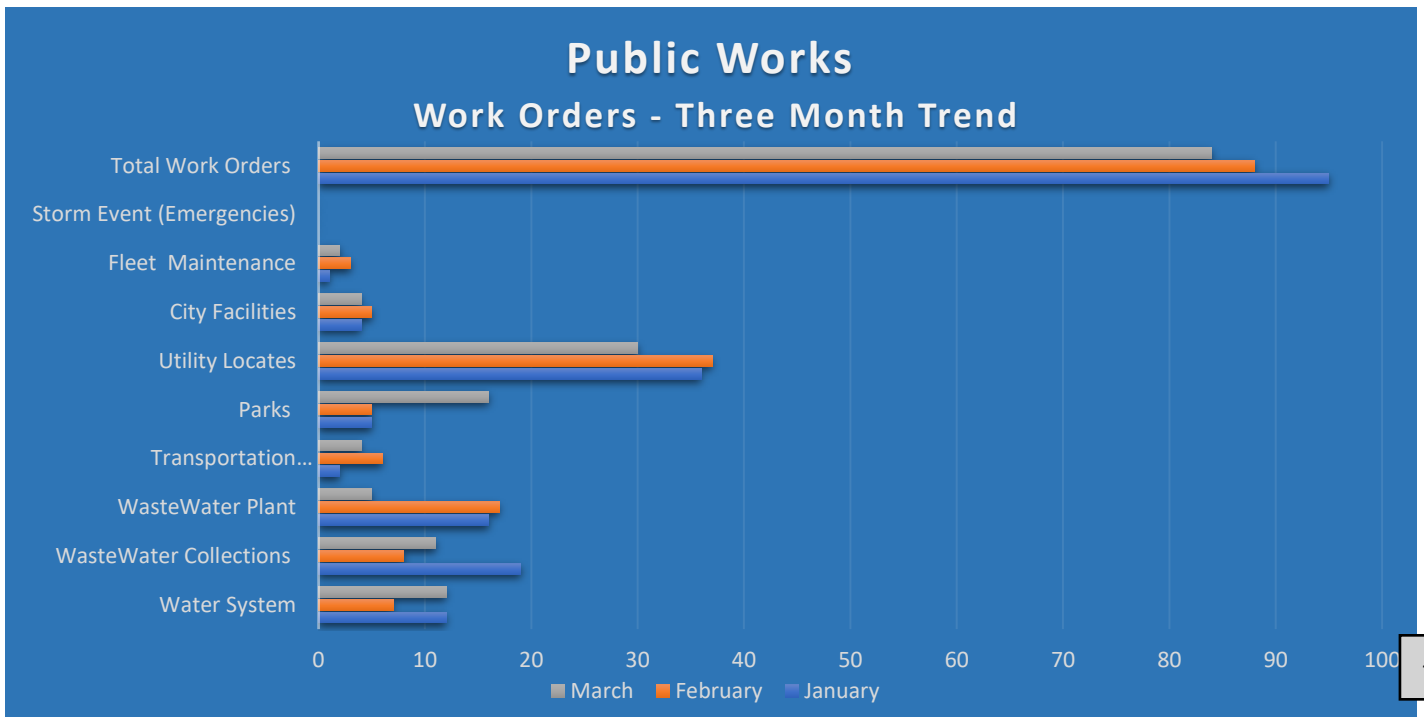
Streets/Storm Drains:

Storm basin cleanout and street sweeping in preparation and subsequent to high precipitation days

Facilities:

City Hall – Exterior parking lot + landscape maintenance. Interior cleaning, repair/maintenance

| Work Order Type                    | January   | February  | March     |
|------------------------------------|-----------|-----------|-----------|
| Water System                       | 12        | 7         | 12        |
| WasteWater Collections             | 19        | 8         | 11        |
| WasteWater Plant                   | 16        | 17        | 5         |
| Transportation (Streets/Sidewalks) | 2         | 6         | 4         |
| Parks                              | 5         | 5         | 16        |
| Utility Locates                    | 36        | 37        | 30        |
| City Facilities                    | 4         | 5         | 4         |
| Fleet Maintenance                  | 1         | 3         | 2         |
| Storm Event (Emergencies)          | 0         | 0         | 0         |
| <b>TOTALS</b>                      | <b>95</b> | <b>88</b> | <b>84</b> |



Citations (Crimes and Violations)

- New Citations for March 3, 2026 Court Date: 36

March 2026 Receipts Including Collections,

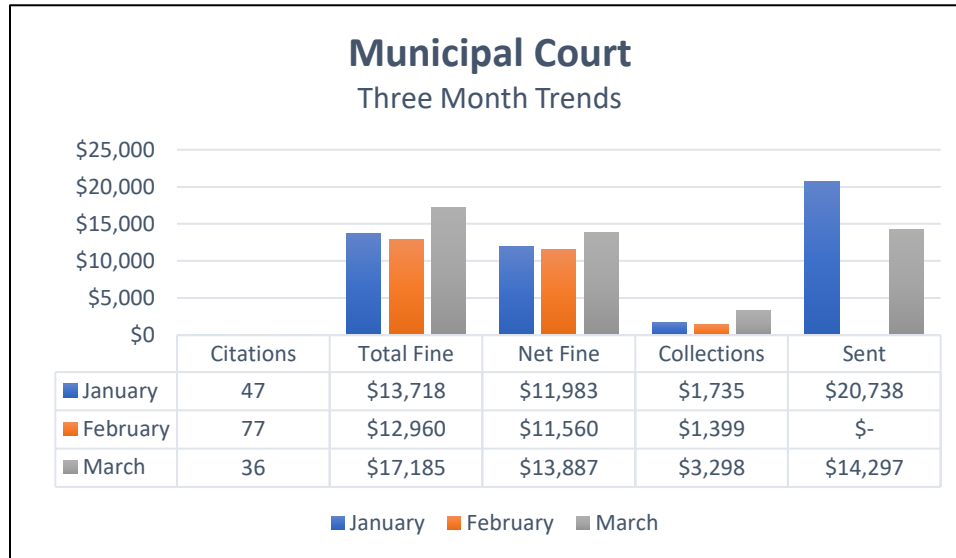
- **Total Fines:** \$17,184.55 (total monies taken in for the month, nothing deducted), compared to \$ 17,026.59 in March of 2025
- **Net Fines:** \$13,887.00 (City share only, NOT including collections), compared to \$14,668.00 in March of 2025

March 2026 Professional Credit Service Collections:

- **Total Collection Revenue:** \$ 3,297.55 compared to \$2,358.59 in March of 2025
- **Turned over to collection:** \$14,297.05 compared to \$4,660.00 in March of 2025

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:** Next Court session scheduled for April 7, 2026



## Planning

- Issued seven Structural/Plumbing/Mechanical/Electrical permits in March
- Attended various regional transportation meetings including MPC, TASC, TPC & Safe Lane Transportation Coalition
- Issued tentative approval for a pending partition application on N. Coleman St. (SUB 01-26)
- Provided site visit tour to LCOG consultant, Zoli, who is leading the Housing Capacity Analysis (HCA) project and reviewed IGA for the project
- Attended open forums and webinars presented by DLCD's Housing Accountability and Production Office (HAPO) and OAPA
- Met with spring term Real World class (now called Local Solutions Studio), gave site visit tour and reviewed workplan for their project conducting community engagement on current use and opinions of the Loop Pa

## Police

### **MULTIPLE OFFICER RESPONSE:**

- Officers responded on Serenity Lane for an illicit drug retention from the facility's safe **Drug Retention**
- An Officer and a Deputy responded to a disturbance at Kamping World on S. Stuart **Resolved/No Crime**
- An Officer responded to assist a Junction City PD unit on a restraining order arrest **Assist**
- Officers responded to a parking issue on Roberts Rd. cul-de-sac **Resolved**
- Officers responded to Serenity Lane for a subject with a warrant **Warrant Arrest**
- Officers responded to a report of a disorderly subject on N. Diamond St. **Resolved**

### **SINGLE OFFICER RESPONSE:**

- Officer responded to a report of a Burglary on Roberts Rd. **Information/No Crime**
- Officer responded to a report of a suspicious subject on N. Diamond Street **Gone On Arrival**
- Officer responded to a parking issue on Roberts Rd. in cul-de-sac **Resolved**
- Officer responded to a report of an alarm at Herc Rentals **Unfounded**
- Officer responded to a report of an alarm at the TA Truck Stop **Septic Flow Alarm**
- Officer responded to a suspicious vehicle on Roberts Rd. license plates were switched **Plates Seized**
- Officer responded to conduct a follow-up investigation at C2 Utilities **Follow-Up**
- Officer responded to an alarm at Coburg North Industrial Park **Unfounded**
- Officer responded to a report of an alarm at Freightliner Northwest on Roberts Rd. **Unfounded**
- Officer responded to a follow-up investigation at City Hall **Follow-Up**
- Officer responded to a suspicious vehicle on Roberts Rd. **Resolved**
- Officer responded to a report of illegal camping on Roberts Rd. **Patrol Check**
- Officer responded to a report of an illegally parked vehicle on Roberts Rd. **Resolved**
- Officer responded to City Hall for a citizens contact **Information**
- Officer responded to an address on E. Mill St. for a follow-up investigation **Follow-Up**
- Officer responded to a report of illegal dumping in the cul-de-sac on Roberts Rd. **Resolved**
- Officer responded to a report of criminal mischief at 33100 E. Van Duyn **Report**
- Officer responded to a report of loud noise at Premier RV Park **Patrol Check**
- Officer responded to a report of suspicious circumstances at the Coburg Fire Department **Assist**
- Officer responded to a report of a disabled vehicle on Roberts Rd. **Resolved**
- Officer responded to a report of a trailer stolen from industrial shops on Roberts Rd. **Report**
- Officer responded to a report of reckless driving on E. Locust St. **Unable To Locate**
- Officer responded to a report of a suspicious vehicle on Roberts Rd. **Gone On Arrival**
- Officer responded to a report of a Sex Abuse that occurred in Kamping World **Report**
- Officer responded to a noise complaint at 33100 E. Van Duyn **Resolved**
- Officer responded to the TA Truck Stop for a welfare check on an suspicious subject **Welfare Check**
- Officer responded to a report of a prowler on Christian Way **Subjects Identified**
- Officer responded to a report of a non-injury motor vehicle accident on Industrial Way **Report**
- Officer responded to a report of stalking that was occurring on N. Industrial Way **Assist**
- Officer responded to a report of a dispute on E. Van Duyn **Advised**
- Officer responded to a report of a motor vehicle accident on S. Stuart Way **Assist**

- Officer responded to E. Lincoln Way to conduct a follow-up investigation
- Officer responded to Serenity Lane to conduct a follow-up investigation
- Officer responded to a report of a trespass occurring at Premier RV
- Officer responded to Serenity Lane regarding a disorderly subject
- Officer responded to a report of a trespass occurring at Premier RV
- Officer responded to a suspicious vehicle on Roberts Rd.
- Officer responded to a report of an intoxicated driver on I-5
- Officer responded to a report of suspicious conditions on S. Willamette St.
- Officer responded to an unknown problem at the TA Truck Stop

**Follow-Up**

Item 7.

**Follow-Up**

**Resolved**

**Resolved**

**Resolved**

**Patrol Check**

**No Crime/Info**

**Resolved**

**Welfare Check**

**Patrol Checks = 99**

**Total Activities = 223**

**OTHER ACTIVITIES:**

- No monthly meeting was held in March, due to conflicting schedules
- Sgt. Miller attended monthly Lane County Sheriff's Office Crisis Negotiation Team (CNT) training held at the old Foster Farms processing facility in Creswell. This training consisted of two scenarios held in conjunction with the Springfield CNT, Springfield SWAT and Lane County Sheriff's Office Special Response Team (SRT)

**UPCOMING EVENTS:**

- Two members of CPD will attend background investigator training held at the Junction City Police Department on April 14<sup>th</sup> and April 15<sup>th</sup>
- CPD will hold a handgun qualification at the Junction City Police Department range on April 16<sup>th</sup>. This training will incorporate a qualification as well as training in low-light conditions