



AGENDA

PARK | TREE COMMITTEE

MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, September 15, 2026 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) July 21, 2026, Park | Tree Committee Minutes

COMMITTEE BUSINESS

- [2.](#) Hazards and Park Issues
3. Work Party Recap
4. Park Project Updates
5. Fall Leaf Collection - Park System
- [6.](#) New Neighborhood Park Community Engagement - Survey Report
7. New Neighborhood Park - Design and Development Next Steps
8. Park System Investment Plan (PSIP)

CITY UPDATES

- [9.](#) City Administration Report September 2026

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

July 21, 2026 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

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

MEMBERS ABSENT: Cheryl Quinlan (excused)

GUESTS/STAFF PRESENT: City Administrator; Adam Hanks, Planning Director; Megan Winner, 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 5:58 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. June 16, 2026 Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Ms. Mosier approve the June 16, 2026 minutes as presented.

The motion passed as 6:0, with Beatty, Coury, Marshall, Morneau, Mosier, and Shattuck voting affirmatively, none opposed.

COMMITTEE BUSINESS

2. Hazards and Park Issues

Mr. Hanks went through the memo, reviewing the follow-ups including bench maintenance and reinstallation, mulch around the perimeter of Laura Park and lighting at the info shelter.

3. Work Party Recap/Schedule

Ms. Marshall said three volunteers worked at Laura Park, for a combined estimated 4.5 hours. They mentioned some other community volunteers who worked in other areas as well.

They decided not to schedule a work party in August.

4. Park Maintenance and Project Updates

Mr. Hanks reviewed the memo, going over the contract with Rexius for park maintenance, contract with Thompson Landscaping for right of way vegetation, new Public Works staff positions, Public Works maintained FTE, and the monument sign design/template for all parks.

Hanks also reviewed the railing fabrication and installation, major maintenance to rain garden storm water basin, and lighting replacement at Laura Park.

Hanks noted the tree replacement and tree plantings as well as the historic signs update for Johnny Diamond, the grading and clean up, sign repainting, and expansion of native area planting in Jacob Spores, and an update on the veteran's medallions, permanent restroom signage, flagpole repair, water fountain, and memorial sign at the original rose planting area in Norma Pfeiffer Park. Hanks answered any questions from the committee.

5. New Neighborhood Park – Project Updates

Mr. Hanks recapped the previous discussions and presented an update for the engagement plan, stating that staff updated the draft survey, built it on the city website, and it is ready for launch as the Housing Capacity Analysis survey closes in late July. Staff plans to table at one of the concerts in the park to promote both surveys in the coming weeks.

6. Volunteer Program – Next Steps

Mr. Hanks said that staff would like to update the current “work party” volunteer model to support a wider range of community projects now that regular park weeding is no longer needed. This shift will require more planning and coordination with staff and could include seasonal enhancement projects like vegetation clean-ups, repainting, or plantings.

Hanks noted that staff is developing a simple online volunteer form and a dedicated webpage that will outline approved independent activities and allow easy on-site submission via QR code. For independent volunteers, safety vests will be available if desired, and they will be asked to upload photos or locations of vegetation piles for pickup and to report their hours. Volunteers may also opt into an email list for updates and future event information.

They discussed some specifics on how those volunteer events would happen, how they would be managed, staff involvement, community engagement and advertising, and more.

7. Park System Investment Plan (PSIP)

Mr. Hanks reviewed the prior discussions regarding this concept and noted that the committee as well as staff feels that this is an important component for the management and oversight of the park system. Hanks talked about what this plan would look like, its structure, and the types

of projects, improvements, and financial size that this plan would include. The steps would be to create a list for each park, a cost estimate for each item, and to develop the criteria and process to prioritize those items for each park, which would then assist with and feed into the budget development, community expectations, and also function as a wish list for possible donations to the parks system.

Mr. Hanks said that staff will bring the initial PSIP document structure and starter kit forward at the September committee meeting, so they can begin brainstorming, with a plan to finalize the PSIP by February 2027 before the development of the FY28 city budget. The committee had some questions, which Hanks answered.

CITY UPDATES

8. City Administration Report – July 2026

This report was provided. There were no questions.

ADJOURNMENT

Mr. Beatty adjourned the meeting at 7:22pm.

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

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



Park/Tree Committee

Meeting Overview Memo

September Meeting Agenda Overview

Meeting Date: September 17, 2024
Prepared by: Adam Hanks, City Administrator
 Brian Harmon, Public Works Director

Adam will be staffing the September meeting along with Dax Wilson, Public Works Streets and Parks Staff. Brian will resume staffing in October

Agenda Background Information

1. **New Standing Agenda Items** – Several new agenda items have been added to this month’s agenda as regular agenda items that will become part of the monthly agendas into the future.
 - a. **Hazards and Issues with Parks** – This is intended to ensure that the Committee is able to discuss issues, concerns, hazards, etc that they have seen or heard of and provide staff with the opportunity to respond and/or make a notation for staff follow-up to address. The objective is to leverage the Committee’s interest and utilization of the Coburg Park system to expand the “eyes and ears” of staff in maintaining parks properties. Staff maintains the responsibility for determining the priority and scheduling any repair, alteration or work assignment associated with the issue raised. This standing agenda item will also be used for Staff to report back on prior month issues raised.
 - b. **Volunteer Hours** – Staff is responsible for tracking all volunteer hours citywide (Parks, Police, Planning, etc) for required annual reporting for workers compensation insurance premium policies and payments. Additionally, it is important to account for the value in volunteer hours the community receives from the Parks/Tree Committee’s work so it can be communicated at least annually to both the City Council and directly to the Community. Rather than the Committee members trying to track it themselves then report annually, staff would like to have a short agenda item for each Committee member to simply state the total number of volunteer hours they provided since the last reporting period (typically the prior month’s Committee meeting)
 - c. **Staff Updates on Parks Operations/Projects** – Staff would like to have a regular agenda item to provide the Committee updates on major projects (Pavilion Park for example), major maintenance or changes in operations (schedules, in-house vs. contracted, etc). This month we have listed out the staff updates as separate agenda items. In future month’s, one agenda item titled “Park Projects and Operations Updates” will be utilized for these types of updates

2. **Volunteer Policy/Donations and Expectations** – The Pavilion Park project has re-kindled discussions regarding donations to the Parks System, including both donations of work and of funds. Both are welcomed and can make a significant positive impact to the maintenance, upkeep and improvement of Coburg Parks. The City has an approved donation policy that may or may not address the issues/requests/ideas that have recently been discussed. Naming rights, sponsorships for either financial contributions or donated work/materials require careful review by staff for liability/risk management/insurance issues, and also may require policy or staff time allocation required to be approved by the City Administrator or Council.

Additionally, seeking donations for large projects often require careful consideration and the development of funding campaigns to coordinate timelines, promotional materials, outreach schedules, etc which will also require involvement of the City Administrator and Council.

Staff is seeking a better understanding of the donation ideas, desires and requests that the Parks/Tree Committee is interested in pursuing to determine if the current donation policy requires adjustments as well as to provide feedback (likely at a future meeting) on the viability of the ideas and how they could be constructed to accomplish the desires of the Committee within the scope of the City's policies and legal framework.

NEW NEIGHBORHOOD PARK SURVEY RESULTS



The City of Coburg conducted this survey to identify desired amenities and design concepts for the neighborhood park that was most recently added to the City's park system as part of the Coburg Creek subdivision development.

We received 78 survey responses

% of respondents that said their **primary use** of the park would be...



Most people preferred:

<u>SEATING</u>	58%	Benches	38%	Picnic Tables
<u>LIGHTING</u>	50%	Low/Subtle Illumination	27%	Throughout Park
<u>STRUCTURE</u>	51%	Permanent shelter	39%	No Structure
<u>PLAY AREA</u>	32%	Natural Play Objects	31%	Formal equipment

AMENITIES

most desired:
voted (5) most desired 36 times

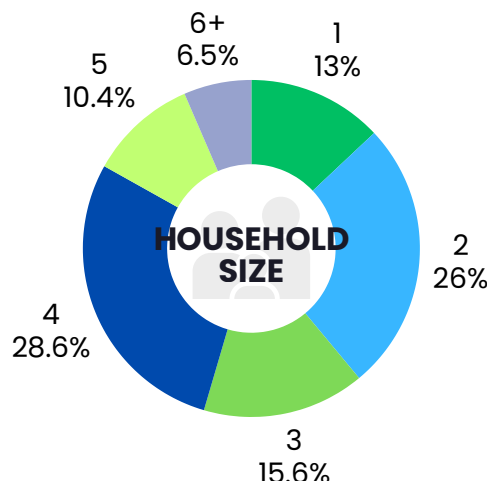
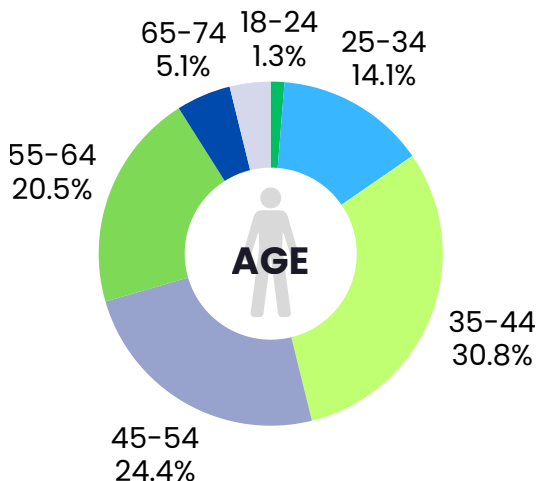
active play area

least desired:
voted (1) least desired 17 times

interior pathways

still important:
voted (3/4) mid-level the most

**open grass area
& vegetation
encouraging habitat**



45% of respondents
live in the Coburg
Creek Subdivision

32%
live close - within
several blocks

23%
live greater than s
blocks from park



NEW NEIGHBORHOOD PARK SURVEY RESULTS

Survey open from July 29th – August 31st, 2026

**78 RESPONSES
RECEIVED**

% OF RESPONDENTS THAT SAID THEIR PRIMARY USE OF THE PARK WOULD BE...



53%

Active movement
or play

27%

Relaxation &
reflection

12%

Social
Gathering

8%

Other

RATED AMENITIES

rated 1 (least desired) – 5 (most desired)

number reflects how many people rated it at that value

Rated	Active Play Area	Perimeter Pathways	Interior Pathways	Open Grass Area	Vegetation Encouraging Habitat & Ecosystem Support	Large Stature Signature Tree
5	36	29	21	31	33	21
4	5	19	10	14	7	16
3	15	14	19	22	12	18
2	2	5	11	5	8	8
1	20	11	17	6	18	15

 1 Most desired

 4

 6 Least desired

 3

 2

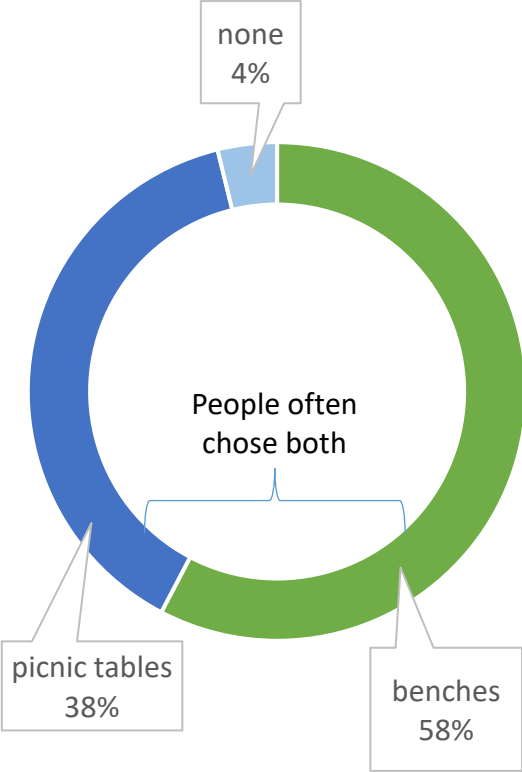
 5

OTHER MENTIONED AMENITIES

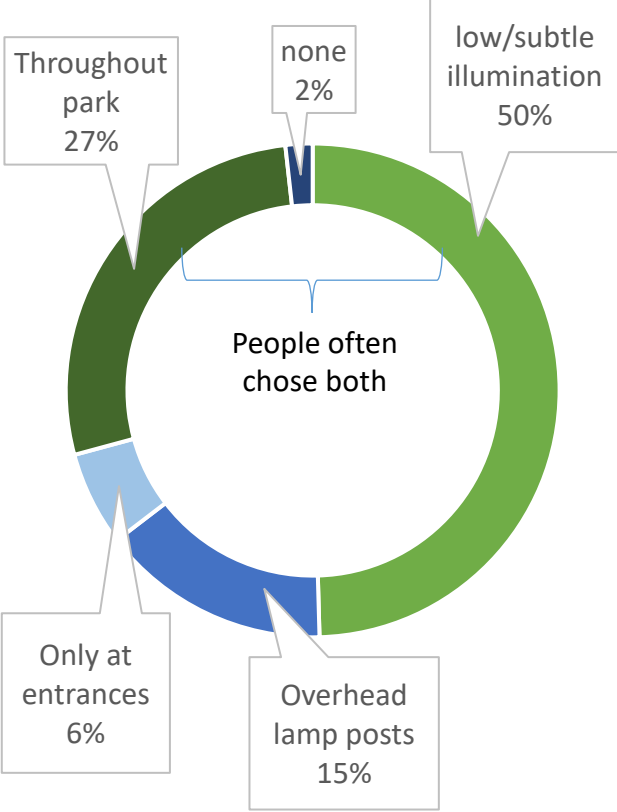
- Swimming pool/Water Feature/Splash Pad
- Drinking Water Fountain/Dog water station
- Chess Table
- Restrooms
- BBQ's
- Trash & Cigarette Receptacles
- Dog Waste Bags
- Off leash area for dogs/No dogs allowed in main area
- Shaded areas
- Native oak trees
- Rose/Flower/Vegetation Garden
- ADA Pathways
- Pickleball/basketball/soccer

PREFERRED AMENITY TYPES

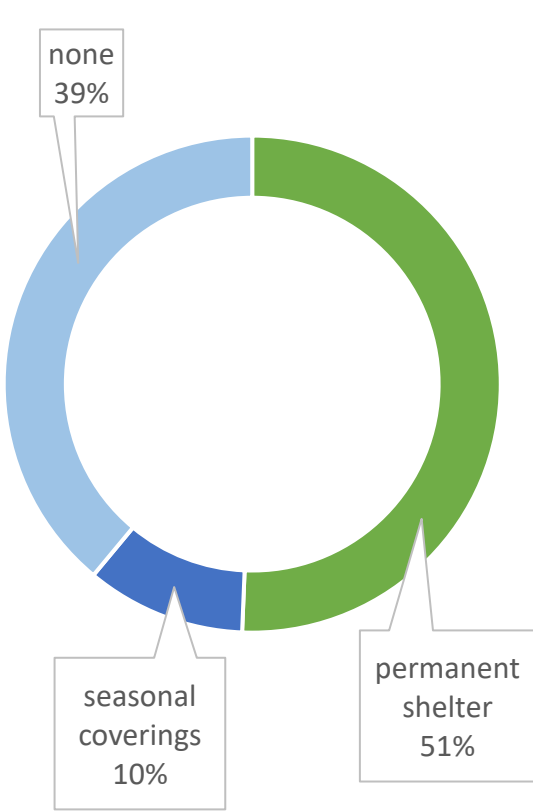
Preferred Seating



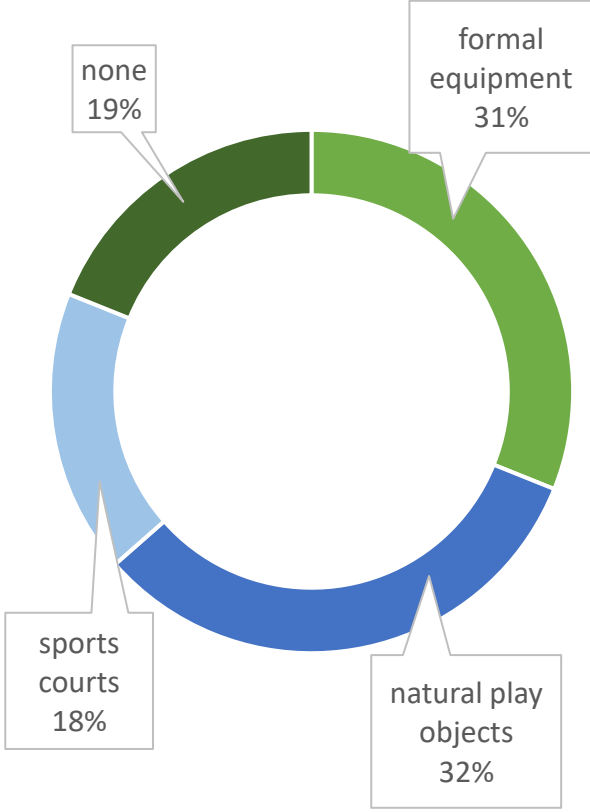
Preferred Lighting



Preferred Structure



Preferred Play Area



MOST PREFERRED

Top Choices



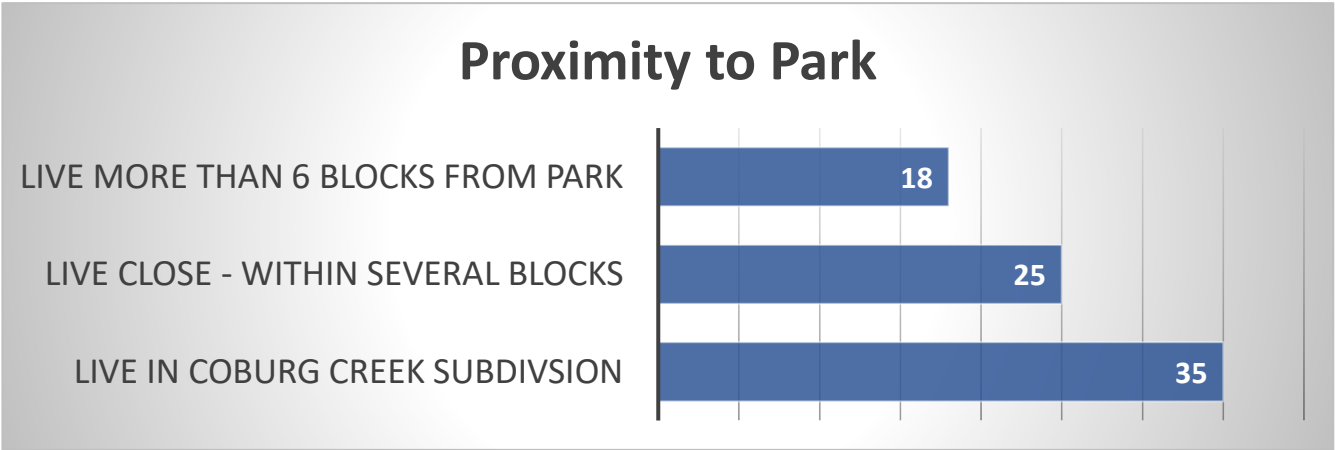
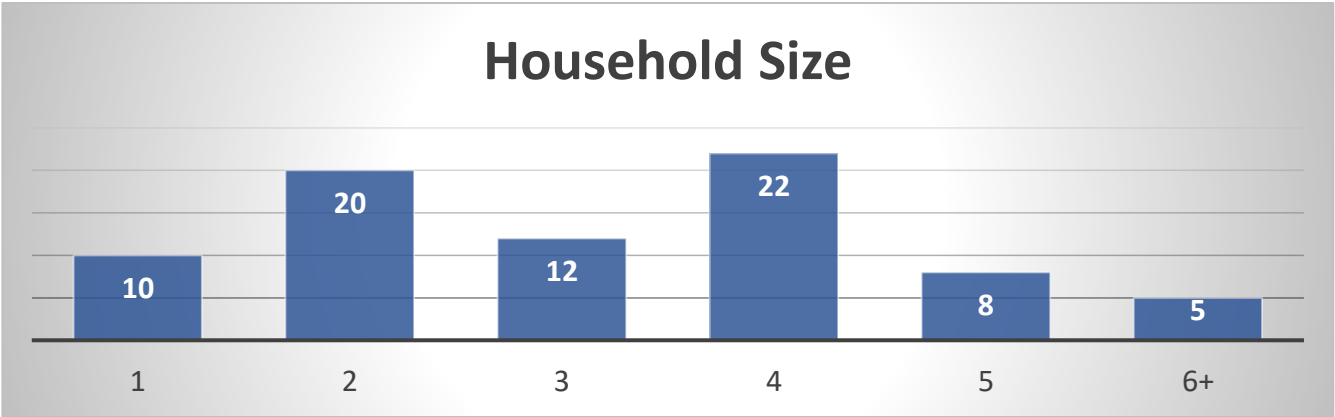
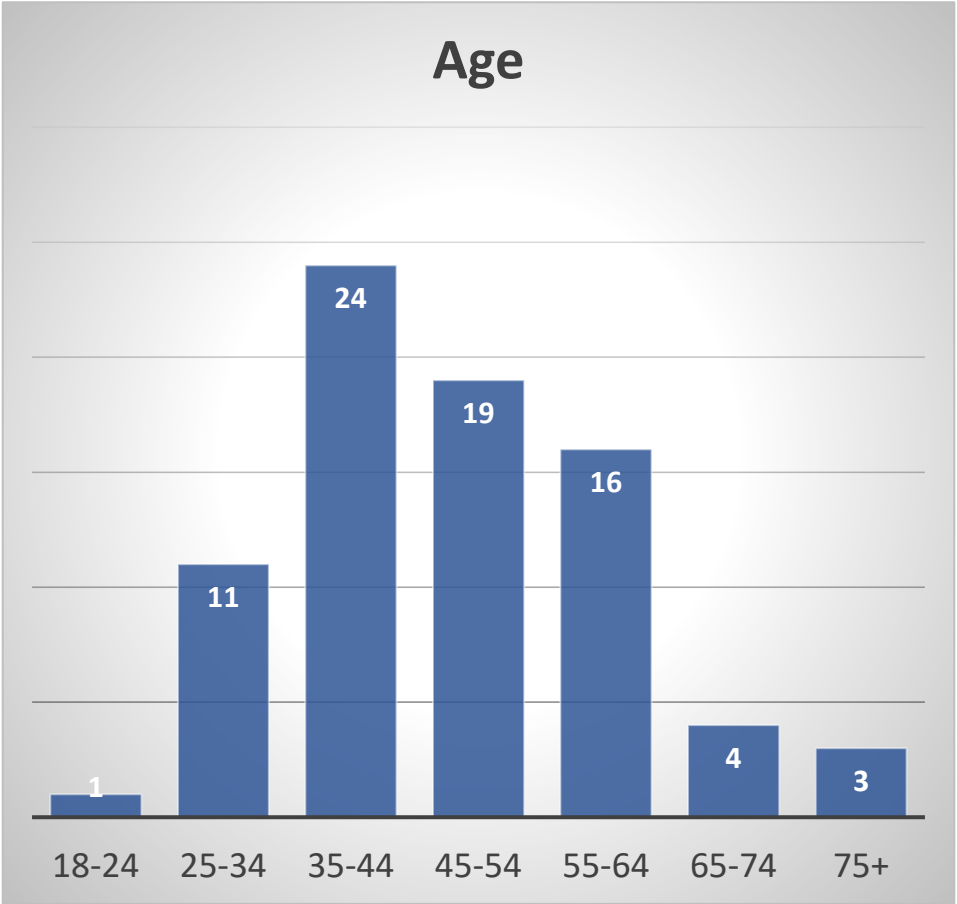
- **SEATING:** Benches
- **LIGHTING:** Low/subtle illumination
- **STRUCTURE:** Permanent shelter
- **PLAY:** Natural play objects

Next Best



- **SEATING:** Picnic tables
- **LIGHTING:** Lighting throughout park
- **STRUCTURE:** No structure
- **PLAY:** Formal play equipment

DEMOGRAPHICS



RESULTS SUMMARY

Out of 78 respondents, majority said...

- Their **primary use** of the park would be **active movement or play**
- The **most desired** amenity would be an **active play area**
 - The least desired was interior pathways
- The **most preferred** was **Benches, Low/subtle illumination, a Permanent shelter, and Natural play objects**
 - With a close second of Picnic tables, Lighting throughout the park, No structure, and Formal play equipment
 - Benches & Picnic tables were voted together 27 times (34%)
 - Low/subtle illumination & lighting throughout the park were often paired together
- The **most common age** demographics was **35-44 and 45-54**
- Most had a **household size** of **2 or 4 people**
- The **largest percentage** of respondents **lived in the Coburg Creek Subdivision**
 - The smallest percentage lived more than 6 blocks from the park



ADMINISTRATION 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 2026

1. New Neighborhood Park Survey Results

A survey collecting community input on the desired amenities and design concepts for the development of the new park land deeded to the City as part of the Coburg Creek subdivision development recently closed and was a great success with 78 responses. The complete survey data will be compiled, organized and presented to the Park and Tree Committee at its September 15th meeting and will help shape the Committee's final recommendations to Council on the conceptual design and phasing of the development of the new park.

Pre-development funding was allocated in the current FY27 budget for grading, leveling, soil preparation and seeding of the entire park area that will take place in early spring of 2027 providing an active, functional greenspace for the neighborhood and community while the phased improvements are designed and funding earmarked for FY28 and FY29.

The Committee recommendations and survey results will be presented to Council in late 2026 or early 2027 for integration into the FY28 budget process that begins in May of 2027.

2. Business Retention and Expansion Survey Results

As noted in a prior Administration Report, City staff worked with a U of O graduate intern to develop and complete a Business Retention and Expansion Survey to the light industrial business base located primarily along North and South Industrial and Roberts Road. The complete report and results of this survey will be presented to Council at the September Work Session on Sept 22nd. This survey, called B,R & E's in economic development terminology, are valuable tools to communicate with, understand and ultimately support this critical element of the Coburg community and is an action specifically listed in the "Our Economy" section of the Council's adopted Goals and Objectives Framework document that is reviewed, updated and adopted annually.

The results will support additional discussion and Council decision making on policies and service levels that serve the needs of the light industrial sector of Coburg (and the region's) economy.

3. Upcoming U of O Student Policy Team Project

The City is again partnering with the Public Policy Program at the University of Oregon for an undergraduate student project. This ongoing collaboration and partnership between the City of Coburg and the U of O continues to extend staff's ability to provide meaningful research, evaluation and recommendations to Council on a number of important community topics.

The topic selected for this fall term is a Public Facilities Strategic Use Plan that includes both City Hall and the IOOF building. With pending significant investments needed for City Hall (ADA, HVAC, etc) and a decision looming in the next 12 months regarding the end of the five-year IOOF building lease, this proje



will assist staff and Council on existing conditions, utilization and future opportunities for both buildings. The project scope of work is attached to this report for reference, and the final report will be presented to Council in early 2027.

4. Police Department Recognition

During a recent evening stop at the ARCO gas station in Coburg, an individual observed one of our officers assisting a stranded family at the gas pumps. The officer had paid for the family's fuel so they could continue their trip out of town. The observer shook the officer's hand and personally thanked him for the act of kindness, stating "it was impressive, kind, and moving to see one of your officers go above and beyond to help someone in need". They reached out to staff afterwards and emphasized how impressed they were by the compassion and initiative shown.

This act reflects positively on our police department's commitment to service and highlights the everyday, often unseen ways our officers support people in need. The individual asked that the officer be thanked again on their behalf, and their message serves as a meaningful reminder of the impact these small acts of kindness can have within our community. These types of community policies activities are made possible by the culture and leadership of the Coburg Police Department and the ongoing community support and donations to the CHETT Program that funds these types of financial assistance to individuals and families in tough situations.

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	Oct 2026
Water	Stallings Transmission Line	\$420,000	Oct 2026
Streets	Major Maintenance Contract	\$50-\$75,000	August 2026
Parks	New Park Pre-Development Work	\$20,000	Jan/Feb 2027
Parks	Parks System Landscape Maintenance	\$24,000	December 2026
Streets	Right-of-way Vegetation Maintenance	\$4,900	October 2026

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive – Tenants vacated
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Traffic/Ped Safety – Mill St/Diamond St	4/16/26	Active – Data/Study
Traffic Safety – Christian St (inadequate dead end signage)	4/20/26	Active – Lane County coord
Nuisance Property – Skinner St (Weeds, trash, misc.)	4/29/26	Active – In progress
Vegetation/Weeds – Various locations	5/11/26	Complete (two remaining)
Drinking Fountain – Norma Pheiffer Park	5/26/26	In review – Parks Committee
Camping/Parking Concern	5/22/26	Resolved

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

Staff:

- New hire started in July – Training/shadowing August/Sept for solo duty work starting in October

Water System:

- Monthly meter reading, door hangers
- Water sample testing at select addresses

Wastewater System/Treatment Plant:

- Mixed Liquor Feed Pump & DO Probed replaced - combined cost \$15,000
- Recovery cleans on membranes at plant
- Electrical/control systems inventory, testing and replacements (battery back-ups)

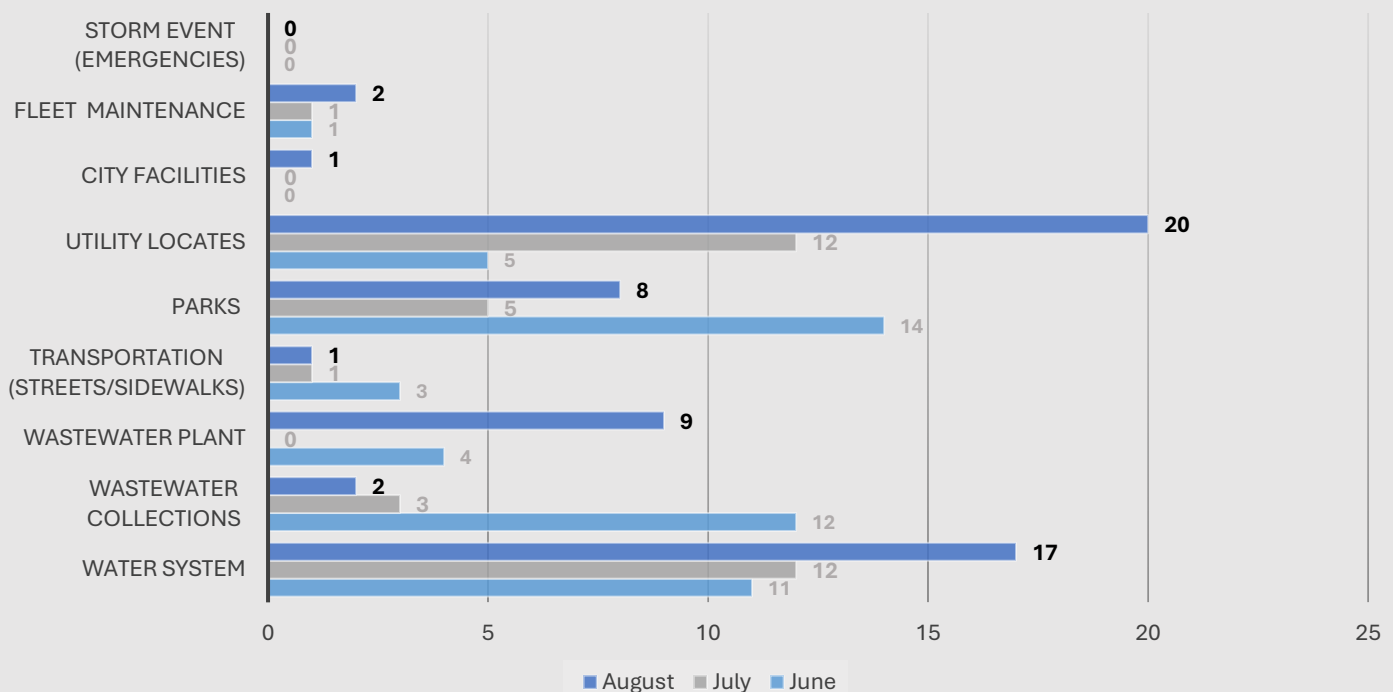
Streets/Storm Drains:

- Right-of-way and storm water system vegetation management (citywide)
- McKenzie/Abby St storm drain project (infiltration system installations)
-



60
WORK ORDERS
IN AUGUST

Work Orders - Three Month Trend



MUNICIPAL COURT

32

NEW CITATIONS
for August 11th Court

\$
16,633

TOTAL FINES
(total monies collected)

\$
15,408

NET FINES
(not including collections)

\$
1,225

TOTAL COLLECTION
REVENUE

\$
8,462

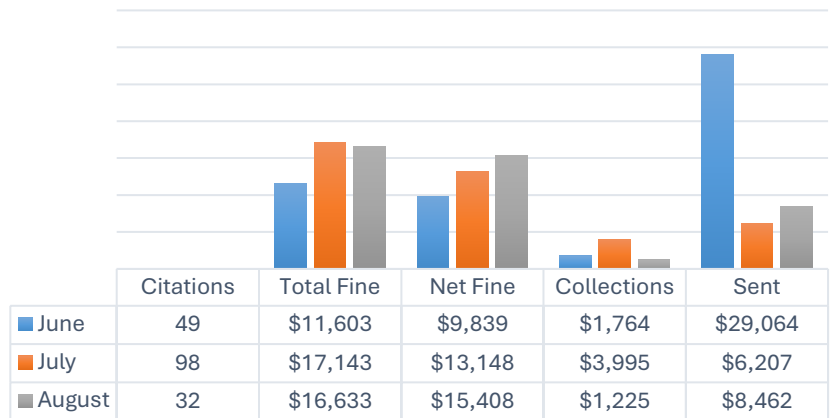
TURNED OVER TO
COLLECTIONS

Other Information:

- September Court Date:
September 1, 2026 Regular Court Session
- Upcoming Court Date: October 6, 2026 Regular Court Session

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.

Three Month Trends



PLANNING



6

PERMITS
ISSUED
(for July & Aug)

- Attended various regional transportation meetings including Transportation Planning Committee and the Technical Advisory Sub Committee (to MPC). CLMPO is kicking off an update to the region's Transportation Safety Action Plan (TSAP) that will explore how the MPO can best support regional transportation safety efforts. In addition to the TSAP TAC, staff are currently participating in LTD's "Connect 45" long range planning technical advisory committee.
- Attended American Planning Association training on active listening.
- Developing scope of work for UO fall term student consultant project.
- Housing Capacity Analysis - The Housing Initiatives Survey received 90 responses, a substantial and nearly statistically significant number. Staff tabled at Concerts in the Park to promote community engagement. Specific outreach efforts (interviews and survey) targeted at community-based organizations are also taking place including but not limited to the Coburg Community Foundation, Coburg Main Street, Charter School, Serenity Lane, Grange, and more. Research conducted on past discriminatory actions and practices at the national, state and local level is currently being drafted. The second HCA TAC meeting is scheduled for Tuesday, September 15th and an initial review of the Buildable Lands Inventory (BLI) will take place.



POLICE

MULTIPLE OFFICER RESPONSE: 4

- Officers responded to a report of a disorderly subject at Coburg Pizza. The suspect became physical with a customer who punched him in the face. The suspect was transported to the hospital. The suspect was so out of control he had to be sedated. 3 times. He was arrested and charged with several crimes. **ARREST**
- Officers responded to a cover request at a traffic stop on Pearl and Industrial St. **CITATION**
- Officers responded to an incomplete 911 call E Locust St. **INFO**
- Officers responded to a report of a dispute at Premier RV Park **RESOLVED**

SINGLE OFFICER RESPONSE: 36

- An Officer responded to an on-N. Coleman regarding a welfare check **WELFARE CHECK**
- An Officer responded to a disorientated subject N. Coleman Street **WELFARE CHECK**
- An Officer responded to Stuart Way regarding a citizen contact **CIVIL**
- An Officer responded to an alarm on Roberts Rd. **PATROL CHECK**
- An Officer responded to an outside agency assistance **REPORT**
- An Officer responded to a report of a dispute 9100 block of Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report of a suspicious vehicle on N. Harrison St. **ADVISED**
- An Officer responded to a report suspicious condition on Lincoln Way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to city hall for a citizen's contact **CITIZEN'S CONTACT**
- An Officer responded to criminal mischief on Coleman St. **INFORMATION**
- An Officer responded to a dispute at Kamping World on S. Stuart Way **RESOLVED**
- An Officer responded to a disabled vehicle Van Duyn **RESOLVED**
- An Officer responded to a report on the subject down on Willamette Street **RESOLVED**
- An Officer responded Roberts Road for follow up investigation **INFORMATION**
- An Officer responded to a report of a dispute on N. Willamette St. **WELFARE CHECK**
- An Officer responded to a welfare check on E McKenzie. **PATROL CHECK**
- An Officer responded to an address on S. Skinner Street for a citizen's contact **FIELD INTERVIEW**
- An Officer responded to a report of a reckless driver on Willamette Street **PATROL CHECK**
- An Officer responded to a report of a suspicious vehicle on Pearl Street **GONE ON ARRIVAL**
- An Officer responded to a report of a traffic hazard on Finley **UNABLE TO LOCATE**
- An Officer responded to a report of a trespass N. Willamette St. **REPORT**
- An Officer responded to a report of a possible dispute on Industrial way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN Inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to a to the TA Truck Stop for a follow-up investigation **FOLLOW-UP**
- An Officer responded to a citizen contact at city hall **COURTESY TRANSPORT**



- An Officer responded to a request for a welfare check Shane Court **WELFARE CHECK**
- An Officer responded to a report of a possible drunk driver's Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report about unlawful use of a motor vehicle at Premier RV **UNFOUNDED**
- An Officer responded to a report of a disorderly subject on N. Willamette St. **REPORT**
- An Officer responded to an assist fire e scooter accident, broken arm **FIRE DEPARTMENT ASSIST**
- An Officer responded to a vin inspection on Roberts Road **ASSIST**
- An Officer responded to an address on S. Coburg Industrial Way for a report of a Hit and Run **REPORT**
- An Officer responded to a report of a suspicious subject on S. Coburg Industrial **GONE ON ARRIVAL**
- An Officer responded to a citizen contact at CPD **RESOLVED**
- An Officer responded to a report of an injured animal on Coburg Rd. at mile post 8 **UNABLE TO LOCATE**

Traffic Stops = 79

Patrol Checks = 68

Total Activities = 224

OTHER ACTIVITIES:

- CPD members participated in Emergency Vehicle Operators Course in Goshen. This class is instructed by members of the Lane County Sheriff's Office and other small agencies throughout the area. Instructions on high-speed braking, high speed lane changes, backing skills and various other skills and techniques will be taught to participants.
- CPD Officers worked bailiff duties at Coburg Municipal Court
- CPD participated in the Coburg Car Classic held at Norma Pfeiffer Park on 8/1/2026
- CPD members attended the City of Harrisburg with their "National Night Out" function on 8/4/2026
- CPD members assisted the city of Harrisburg with the annual "Harvest fest" tractor pull event on 8/7/2026 and 8/8/2026.
- Sgt. Miller attends August's monthly Crisis Negotiation Team training on 8/26/2026
- CPD officers attended all concerts in the park talking to community members and visitors handing out police stickers and candy to the kids. Great event
- CPD Reserve Officer Woods assisted with security at the Lane County Fair
- CPD officers work bailiff duties at Harrisburg Municipal Court
- CPD Reserve Officer Woods assisted with security at Autzen Stadium for a recent concert

UPCOMING EVENTS:

- CPD officers will be teaching I love you guys' safety program to Coburg Community Charter School staff
- CPD will be helping the Sheriff's Department with parking at the U of O football games