



AGENDA

PARK TREE COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, January 20, 2026 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) November 18, 2025, Park | Tree Committee Minutes

COMMITTEE BUSINESS

- [2.](#) Hazards and Park Issues
3. Work Party Recap
4. Park Projects Update
5. Painted Pillars at Pavilion Park
6. Community Engagement/Outreach Planning for New Neighborhood Park
7. Vegetation Management and Maintenance Plan Update

CITY UPDATES

- [8.](#) City Administration Report, January 2026

FUTURE MEETINGS

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

November 18, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Vice Chair, Michelle Shattuck; Coleen Marshall, Joe Morneau, Mary Mosier

MEMBERS ABSENT: Chair, Tom Beatty; Karen Coury

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

TRANSCRIBED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Coleen Marshall called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:00 pm.

ROLL CALL

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

AGENDA REVIEW

There were no changes made to the agenda.

COMMITTEE BUSINESS

1. Hazards and Park Issues

Mr. Hanks said that the remote door locks installation for the restrooms at Norma and Pavilion are in progress and should be finished within the week, with temporary signs being put up as well.

Ms. Marshall asked if the benches in front of Chiefs are still being rehabbed. Mr. Hanks said yes. She also asked about the Booth Kelly benches, and the mentioned bench donation. Hanks said they narrowed the location of the donated bench to be at Booth Kelly or Jacob Spores Park but have not heard back from them yet. He explained that the style is different than the rest of the park benches, so they are trying to find the best spot for it without clashing with the other styles.

Ms. Mosier asked if there was a policy about the bench types, and how they have to match with the other benches. Mr. Hanks said that as a donation, it comes to the committee for

recommendation. Hanks also explained the donation policy and said that the bench was built before the donation was offered, so they could not decide the style of the bench.

Mr. Morneau asked about the tree by the fire station. Mr. Hanks said that it is not a city tree, so it would be up to the property owner to take care of it, and they were notified.

2. Work Party Update

Ms. Marshall said they did not schedule any work parties for November through January. Mr. Hanks asked about how and when they usually do the rose trimming. The committee mentioned that the volunteer group usually trim the roses in February, unless there are any random ones that need trimmed before then. Ms. Shattuck noted that Public Works did a great job of cleaning up the Veterans Memorial for Veterans Day.

3. Park Project Updates

Mr. Hanks went through the park project updates at Pavilion Park. He mentioned that the sign installation was delayed by the sign contractor but should be installed in November. The replanting of the removed dead trees has been completed. Hanks also noted a small list of maintenance tasks for Pavilion that are planned for Fall/Winter.

Hanks then went through the Johnny Diamond park updates. They are focusing on the weeding along the west fence line, and the historic signs will be discussed at the next Heritage Committee meeting to talk about the content which will then come back to Park & Tree for final review and recommendation.

Hanks said that grading and clean-up of Jacob Spores is scheduled for spring. He mentioned they will have a conversation about the committee's ideas for the park at a future meeting. Mr. Morneau and Hanks also briefly explained the draft design ideas and possible placement for the Veterans Medallions monument at Norma Pfeiffer.

4. Painted Pillars at Pavilion Park

Mr. Hanks said that the committee's recommendations for the painted pillars were discussed and formalized at the council meetings. Council liked the concept and the use of space. Hanks noted that they will need to meet with the Arts Committee and Coburg Main Street to finalize the design and installation process.

Ms. Marhsall asked about the timeline for meeting the grant, given that this is a placeholder for the fountain that was supposed to close it out. Mr. Hanks said they will move forward with closing out the grant before the end of the calendar year. The grant is a 60% match so staff will be pulling together invoices that maximize the reimbursement. It is possible that the pavers will be grant eligible as a component of the fountain, and if they are the city will have to at least purchase them in order for it to be eligible.

5. Community Engagement | Outreach Planning for New Neighborhood Park

Mr. Hanks went over some parts of the Parks & Open Space Masterplan that are the most relevant for the beginning stages of this neighborhood park planning. He mentioned that the

masterplan was created before the new wastewater system, but with it in mind. At that time, they expected the population to jump when the new system came into play, however, it did not jump as they expected. The estimated population then was 3,322 for 2025, but currently Coburg is only at an estimated 1,456. Hanks also mentioned the inventory of existing city parks and facilities, park classifications, and location of all the parks. All parks currently lie on the north side of Pearl Street. They talked about some possible future development options for a park on the south side of Coburg, and some of the land use laws that constrain certain usage.

Mr. Hanks mentioned that every year, the city does community days with the 8th graders from Coburg Community Charter School. They come to city hall for 3 Fridays in October and talk to the different departments about their role in the city. The first one this year, they talked with Mr. Hanks about Coburg’s Park System and were able to create their own park plan for the new neighborhood park. They came up with a list of what amenities belong in a park, and from there created their own site plan. Hanks said the committee would likely do something similar to create their beginning concept plan as a group, likely within the next few meetings.

6. Veterans Medallion Project

Mr. Hanks and Morneau briefly talked about the draft design ideas for the Veterans Medallion Project earlier in the meeting, under park project updates. More details will come soon.

CITY UPDATES

7. City Administration Report – November 2025

This report was provided. There were no questions from the committee.

ADJOURNMENT

Ms. Marhsall adjourned the meeting at 7:35pm.

APPROVED by the City of Coburg Park Tree Citizen Advisory Committee on this _____ day of _____ 2025.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



COMMITTEE MEMO

MEETING DATE: January 20, 2026

STAFF: Adam Hanks, City Administrator

Brian Harmon, Public Works Director

Park | Tree Committee January Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #1 - Minutes

Item #2 – Hazards and Park Issues

Follow up list includes:

- Bench maintenance – Booth Kelly Rehab next on list (new bench donation potential)
- Restroom Facilities Remote/scheduled Lock systems – Complete
- Johnny Diamond – Dead tree – noted for replacement
- Pavilion Park – Donated Tree (funds received, will be purchased/planted in spring)
- Norma Phieffer – Thistles in playground area – Complete

Item #3 – Work Party Recap

N/A – Nov, Dec Jan off

Veterans Rose Garden trimming?

Item #4 - Park Projects Update

Pavilion

- Final sign design approved, permit issued. **Complete – Installed and old sign removed**
- Dead trees removed in July - **Replanting complete**
- Fundraising for fountain, benches, light bollards and picnic tables in development
- Maintenance/improvement tasks planned for Winter include:
 - Painting existing light posts
 - 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

- Focus on weeding, primarily along west fenceline
- **Historic Signs** - Coburg Main Street sign design/fabrication concept presented to Heritage Committee. Memo summarizing comments/recommendations will be provided to the Committee at the meeting for recommendation of materials, size, installation method for final donation acceptance.

Jacob Spores

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

Norma Pfeiffer

- Veterans Medallions ordered and funded (donation). City will complete post fabrication and installation upon delivery (see attached for medallion photo)
- Permanent signage at restrooms for camera and open hours to be designed and installed with new door locks
- Flag pole repair and marble base/plaque will be scheduled for deep cleaning in Feb/March

Item #5 – Painted Pillars at Pavilion Park

Staff will work with Coburg Main Street on the project details and the project will be presented back to the Committee at a future meeting for a recommendation on acceptance of the donation. No discussion with Main Street on this topic since last Park/Tree meeting.

Item #6 – Community Engagement/Outreach planning for New Neighborhood Park

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
4. Develop phasing plan for feature improvements

PW Director Harmon will discuss initial groundwork needs for the site, preliminary cost estimates. February Committee meeting will be devoted to items 2, 3, 4 on the design plan list above.

Item #7 – Vegetation Management and Maintenance Plan Update

Staff will update the Committee on the plan development that is currently scheduled for initial presentation to Council at its January 27, 2026 Council work session and is scheduled for final review and approval at its February 10, 2026 Council meeting.

Item #7 – City Administration Report***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. Vegetation Management and Maintenance Plan Review*
- c. Committee Vacancies – Recruitment/Appointment Process*



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

January 2026

1. 2026 Council Retreat – January 31st (Saturday 9:30-3:00)

The City Council will be holding its annual full-day (almost) retreat for 2026 planning, as well as discussion and development of long-range goals and objectives. The retreat will start with a review of the current Council Framework & Objectives document, accomplishments, tasks/actions for the coming year and review of prioritization of each objective within the Framework. The second element of the retreat will focus on long-range vision and outlook for Coburg and how the Framework objectives align with the long-range vision. The final element will be a deep dive into City financials on a fund-by-fund basis with an objective of a common understanding of the current condition and strategies for each fund to ensure financial sustainability.

2. Traffic Control Changes at Coburg Rd/N Coburg/Bottom Loop

Lane County Transportation recently completed a traffic analysis for the intersection of Coburg Road/N Coburg Road/Bottom Loop Road to address safety and access concerns, particularly peak time during school drop off/pick up. The study determined that the conditions and trip count data met the requirements for the installation of a four-way stop for this intersection. Coburg Fire District noted no access concerns with the proposed changes. Coburg Police Department recognized the speed and peak time stacking issues and is agreeable to the Lane County request for targeted monitoring of the intersection while the traffic changes become more routine with frequent users of Coburg Road.

City staff is supportive of the Lane County determination as it supports the Transportation Safety Ad-Hoc Committee's recommendations as it enhances pedestrian safety for all four pedestrian crossings at this intersection. The four-way stop will also likely indirectly improve speed reduction on Van Duyn between the intersection and N Willamette. Staff will monitor the change and work with Lane County to determine if the four-way stop opens the possibility of a speed reduction on Van Duyn Street.

3. Downtown Holiday Lighting and Christmas in Coburg

Consistent with standard practice, City staff and Coburg Main Street staff held a post-event meeting to go over both general and technical aspects of the holiday season events. By all accounts, the holiday season lighting/decorations and the parade were a success with many ideas on how to improve/expand the holiday festivities for next year.

Coburg Main Street has continued to take on a larger role in the lighting and decorations well beyond the City/Main Street event management agreement. That is possible due to the outstanding efforts of Megan Dompe and the Main Street Board and community volunteers. City staff will be working with Main Street to enhance the overall downtown lighting for the entire holiday season with an objective of sharing some of the seasonal tasks so that Main Street has more capacity to focus on the Christmas in Coburg weekend of events and activities as originally envisioned. Regardless, this remains a combined effort and the 2026 Holiday Season will shine bright with continued lessons learned and the integration of new ideas and suggestions.



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)	Sept 2026
PW	Storm Water Master Plan	\$60,000	Jan 2025
Water	Water Conservation & Management Plan	\$50,000	Jan 2025

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
Park Vegetation Intrusion – Johnny Diamond Park	9/8/25	Active – Plan in place
Rooster Noise – Pearl St	9/10/25	Resolved
Vintage St Bioswale – Unauthorized activities	9/26/25	Resolved – Reactivated
Stormwater not draining – McKenzie/Abby/Austin	1/5/26	Active – CIP item FY26/27

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:

Monthly Water sampling, meter reading, door hangars

Wastewater System:

Collection system large leak repair from utility contractor driving over/breaking connection box. PW Staff isolated and repaired the line within three hours with minimal disruption to neighborhood.

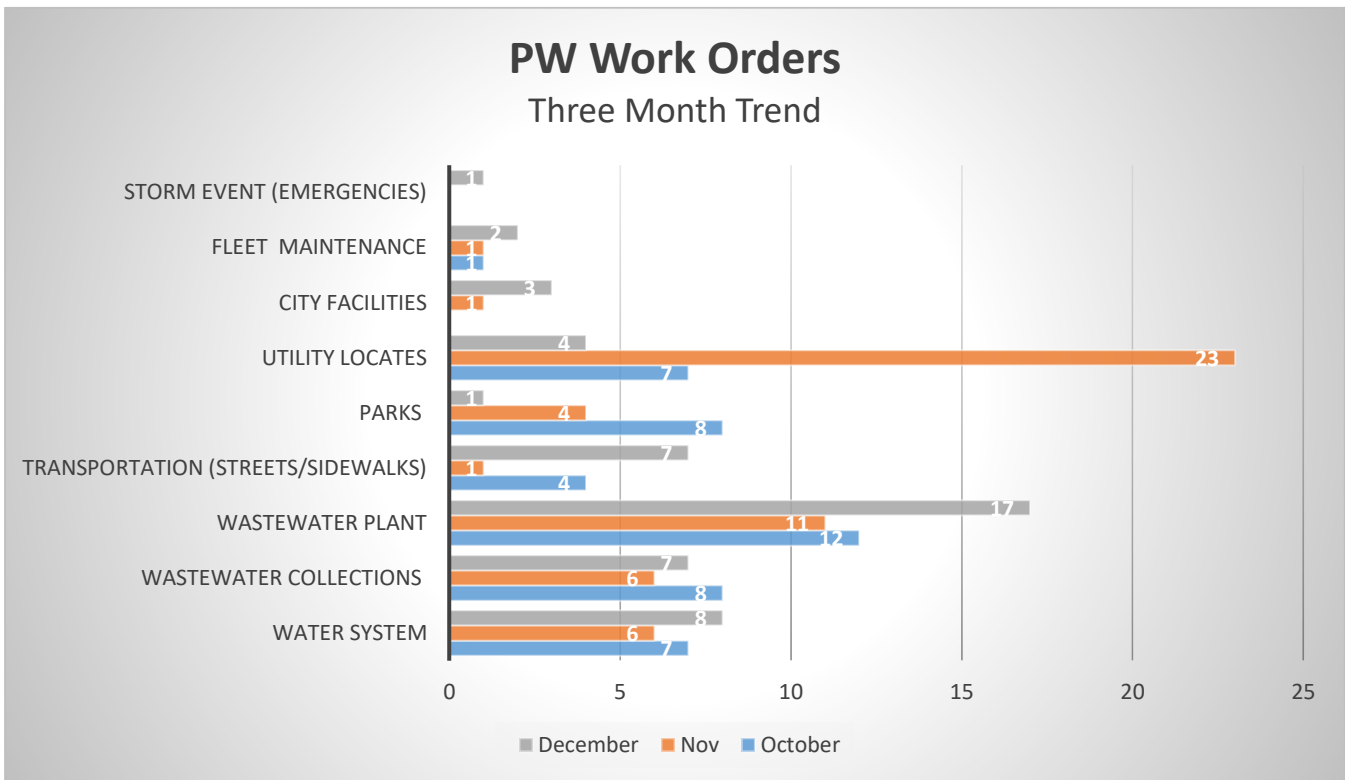
Streets/Storm Drains:

Leaf pick-up season was highly successful and completed several weeks ahead of target.

Facilities:

City Hall – Roof leak repair

Work Order Type	October	Nov	December
Water System	7	6	8
WasteWater Collections	8	6	7
WasteWater Plant	12	11	17
Transportation (Streets/Sidewalk)	4	1	7
Parks	8	4	1
Utility Locates	7	23	4
City Facilities	0	1	3
Fleet Maintenance	1	1	2
Storm Event (Emergencies)	0	0	1
TOTALS	47	53	50



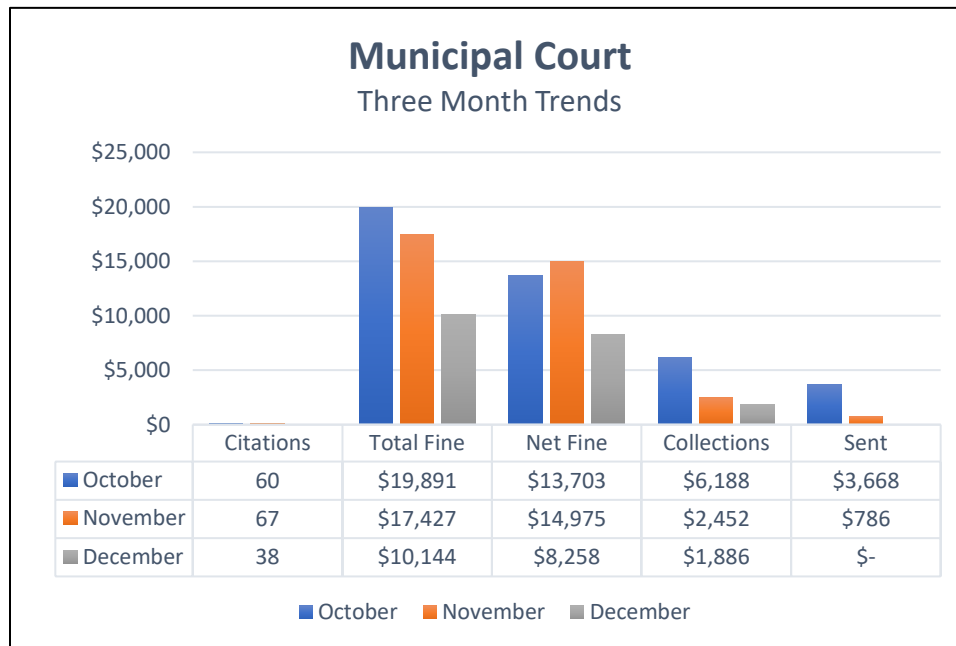
December 2025 Activity Measures:

- Citations (Crimes and Violations)
 - New Citations for December 2, 2025 Court Date:38
- December 2025 Court Receipts Including Collections,
 - **Total Fines:** \$10,143.79 (total monies taken in for the month, nothing deducted), compared to \$4,400.60 in December of 2024
 - **Net Fines:** \$ 8,258.00 (City share only, NOT including collections), compared to \$2,832.00 in December 2024
- December 2025 Professional Credit Service Collections:
 - **Total Collection Revenue:** \$ 1,885.79 compared to \$1,568.00 in December 2024
 - **Turned over to collection:** \$ 0 compared to \$10,285.00 in December 2024

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:

- Upcoming Court Date: January 6, 2026, Regular Court Session



Planning

City Staff and the Planning Commission are developing a work plan for 2026. A primary item will be the Housing Capacity Analysis (HCA) project that is being led by LCOG as part of the Lane Multi-City Housing Capacity Analysis.

The project will assess buildable lands (BLI), housing needs, readiness and policy alignment with Oregon’s planning goals. LCOG will lead the analyses and implementation to support affordable, diverse housing, but Coburg planning staff have committed to an elevated level of engagement, providing additional support in drafting technical deliverables, contributing to analytic work, and leading specific components of the project. Cottage Grove is also participating, and perhaps Veneta and Creswell in a more limited scope. This is a very exciting project funded by DLCD to update the BLI and assess housing needs, priorities and opportunities

Police

(12/1/2025 - 12/31/2025)

MULTIPLE OFFICER RESPONSE

- Officers responded to a report of found property on N. Coleman **Resolved/Property Returned**
- Officers responded to a theft on N. Industrial Way **Report/No Suspect Info**
- Officers responded to a report of suspicious persons on N. Willamette **Patrol Check**
- Officers responded to a report of a prowler on N. Willamette **Unfounded**

SINGLE OFFICER RESPONSE

- An Officer responded to assist CFD with a possible heart attack at McDonald's **Agency Assist**
- An Officer responded to a report of an alarm on Roberts Ct. **Unfounded**
- An Officer responded to a report of an alarm on Roberts Ct. **Resolved**
- An Officer responded to a report of a possible drunk driver on N. Willamette Street **Unable to Locate**
- An Officer responded to a report of a suspicious vehicle on E. Pearl Street **Patrol Check**
- An Officer responded to assist CFD with an unresponsive patient on N. Willamette St. **Agency Assist**
- An Officer responded to Serenity Lane for a disorderly subject **Resolved**
- An Officer contacted an illegally parked vehicle on Roberts Rd. **Tagged for Removal**
- An Officer responded to a disorderly subject on N. Willamette Street **Warning for Disorderly Conduct**
- An Officer responded to a report of harassment at Premier RV Park **Information**
- An Officer conducted a field interview of a group of juveniles at Pavilion Park **Field Interview**
- An Officer conducted a citizen contact at city hall **Information**
- An Officer contacted several illegally parked vehicles on Roberts Rd. **Tagged for Removal**
- An Officer contacted a suspicious vehicle at Premier RV Park **Patrol Check**
- An Officer contacted an illegally parked vehicle on Roberts Rd. **Warning**
- An Officer responded to a report of a motor vehicle accident on N. Coburg Rd. **Unable to Locate**
- An Officer responded to a report of a suicidal subject at Serenity Lane **Resolved**
- An Officer responded to a report of a panic alarm at city hall **Unfounded**
- An Officer responded to Kamping World on S. Stuart Way for a welfare check **Welfare Check**
- An Officer located a disabled vehicle on E. Pearl Street and removed it from the lane of travel **Assist**
- An Officer had dispatch contact public works for a report of disabled traffic signals **Assist**
- An Officer responded to the area of the TA Truck Stop for a report of an intoxicated driver **Unfounded**
- An Officer responded to a motor vehicle accident on Pearl Street **Report**
- An Officer responded to a dispute at the Premier RV Park **Transport/Resolved**
- An Officer responded to a welfare check on a subject at the TA Truck Stop **Transport/Assist**
- An Officer responded to a report of reckless driving on E. Van Duyn Rd. **Unable to Locate**
- An Officer responded to a report of a missing person on E. Pearl Street

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|--|-------------------------|
| • An Officer contacted an illegally parked vehicle on S. Coburg Industrial Way | Item 8. |
| • An Officer responded to a report of a suspicious subject on Coburg Rd. | Unable to Locate |
| • An Officer responded to a report of a disorderly subject at Serenity Lane | Resolved |
| • An Officer responded to city hall for a citizen contacted | Information |
| • An Officer conducted a DUII investigation on S. Coburg Industrial Way | Arrest/DUII |
| • An Officer responded to a report of an abandoned vehicle at the TA Truck Stop | Resolved |
| • An Officer responded to a citizens contact at city hall | Resolved |
| • An Officer towed an abandoned vehicle from the Fuel 'N Go parking lot | Tow |
| • An Officer responded to a report of a subject who had walked away from Serenity Lane | Information |
| • An Officer responded to a report of a trespass at the TA Truck Stop | Unable to Locate |
| • An Officer responded to a report of an alarm on N. Coburg Industrial Way | Resolved |
| • An Officer responded to a report of a dog at large on N. Miller St. | Unable to Locate |
| • An Officer conducted a DUII investigation on E. Dixon Street | Arrest/DUII |
| • An Officer responded to a report of a disorderly subject at Serenity Lane | Assist |
| • An Officer responded to a report of a trespass at the TA Truck Stop | Warning/Resolved |
| • An Officer responded to a report of shots being fired on N. Industrial Way | Unfounded |
| • An Officer responded to an abandoned vehicle on N. Miller Street | Tow |
| • An Officer responded to a report of a burglary from an occupied motorhome in the Coburg area | Report |

Patrol Checks = 61

OTHER ACTIVITIES

- CPD participated in “Operation Oregon Nights,” a sex offender compliance sweep with neighboring agencies which took place on 12/17/2025. As a result, the following statistics were generated as a result: Coburg had 6 officers with a total of 12 checks that resulted in 1 arrest for failure to register as a sex offender, 1 citation to appear for failure to register as a sex offender, 2 warnings and 6 registrations and 2 confirmed deceased subjects that were out of compliance.
- Reserve Officer Woods and Reserve Officer Gonzalez have completed their field training and will be moving to a “solo status.” This means the reserve officer may patrol the city on his/her own and will be dispatched to calls and conduct traffic stops like any other officer for the Coburg Police Department.
- Members of the Coburg Police Department participated in the annual “Shop-With-A-Cop” program. We took five children Christmas shopping and provided them with lunch while wrapping presents.
- Members of the Coburg Police Department assisted the Junction City with their “Shop-With-A-Cop” program, as the need for more officers was paramount for a successful event. The departments have a good working relationship, and we continue to look forward to more joint events.
- CPD assisted the Lane County Sheriff’s Office in providing security and traffic enforcement during the Veneta Light Parade.
- CPD was assisted by the Lane County Sheriff’s Office in security and traffic enforcement during the annual Coburg Light Parade.
- Reserve Officer Woods participated in assisting the Lane County Sheriff’s Office with security during the recent University of Oregon college football playoff game held at Autzen Stadium.

- The CPD kennel has been cleaned up and renovated to facilitate a healthy environment for found Item 8.s in the city of Coburg. The kennel is used for temporary lodging of animals until they are either reunited with their owners or transported to Greenhill Humane Society for longer term stays.

UPCOMING EVENTS

- Officer Wilson has obtained an instructor certificate for “Milo Training.” The Milo Training is an interactive virtual reality simulator that is used by law enforcement to simulate responding to high stress calls for service. The simulator is on loan from the Oregon Department of Public Safety Standards and Training and has been set up in the new public works building. In the next few weeks and months, CPD will host surrounding agencies to participate in the training and instruction by Officer Wilson.
- Monthly meetings will reconvene in January with topics to include weapons training, code of ethics acknowledgement, and building the 2026 training calander.