



AGENDA

PARK | TREE COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, November 19, 2024 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) October 15th, 2024, Park | Tree Committee Minutes

COMMITTEE BUSINESS

2. Hazards and Parks Issues
3. Work Party Recap and Next Work Party Location
4. Pavilion Park Update
5. Booth Kelly Path
6. Volunteer Hours
7. Tre Maintenance on Three (3) Trees

CITY UPDATES

- [8.](#) October City Administration Report

FUTURE MEETINGS

December 10 City Council Meeting

December 17 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

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

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Vice Chair, Michelle Shattuck; Colleen Marshall, Karen Coury, Joe Morneau

MEMBERS ABSENT: Chair, Tom Beatty; Lonna Meston, Mary Mosier

GUESTS/STAFF PRESENT: Brian Harmon, Public Works Director; Claire Smith, Coburg City Council Liaison

RECORDED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Vice Chair, Michelle Shattuck called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:07 pm.

ROLL CALL

Public Works Director, Brian Harmon called roll. A quorum was pre-established.

AGENDA REVIEW

There were no changes made to the agenda.

APPROVE MINUTES FROM SEPTEMBER 17, 2024

MOTION

Ms. Marshall moved, seconded by Ms. Coury to approve the September 17, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed – 4:0.

COMMITTEE BUSINESS

a. Hazards and Issues with Parks

Mr. Harmon went through the items on the provided memo, and asked that if anyone sees or notices any issues, to let him know and Public Works will try to address them.

Ms. Marshall mentioned that the Booth Kelly Trail needs more chips and has a broken sign, and asked about replacing the cone where the old drinking fountain was at the corner of McKenzie and Willamette with a fake rock.

Mr. Harmon also mentioned some citizen and staff identified issues, and how they have addressed them, including how the pickle ball court gets slippery when it rains, and a hazard tree that was identified on Skinner and will be addressed this week.

b. Pavilion Park Update

Mr. Harmon mentioned that the bid for this project came in high, so they had to remove a few items from the bid and move those tasks to be done internally within Public Works. Harmon went over the tasks and concerns that they have taken care of so far, including the removal of the conflicting light pole. The Holly tree will be coming tomorrow, then they will have to relocate the concrete planter, most likely to the Stallings property.

c. Public Works & Parks Reorganization

Mr. Harmon briefly mentioned that they have not had much discussion with Council on this topic yet, but he wanted to let everyone know that there will be some changes. With the changes in staffing for Public Works, Adam will begin doing the Parks and Tree meetings and taking over the Parks management as well.

d. Coburg Creek Neighborhood Meeting

Mr. Harmon said that the Mayor, City Administrator, Planner, and himself did a pop-up meeting with Coburg Creek to hear their thoughts and concerns for their neighborhood and the Coburg Creek park. They discussed where and how funds were being spent, along with the lack of funds for those park developments. It was a good meeting with lots of feedback.

e. Volunteer Hours

Ms. Smith, Council Liaison, mentioned that they could report their volunteer hours for each month to her, which she can then take to Council in her Liaison report. They decided to add an agenda item for the next meeting to discuss exactly how and when they want to report and return their volunteer hour forms to the city.

f. Work Parties

Ms. Mosier noted that she and Mr. Beatty worked at Jacob Spores again. They pulled more weeds and planted two flowers.

The next work party is scheduled for October 21st at 9am at Pavilion Park. Mr. Harmon did let them know that Pavilion Park will be under construction at that time. They decided to cancel this one, and they will discuss future ones later.

CITY UPDATES**g. October 2024 City Administration Report**

Ms. Marshall asked if the illegal camping instances mentioned in the Police Report involved the parks. Mr. Harmon said not necessarily, the police department tries to help those in that situation get to where they are going or find a better solution, but they do not forcibly remove.

Ms. Coury asked about the Loop Path #4 update. Mr. Harmon said they are trying to work with property owners on getting some temporary and permanent easements for construction, which is holding up the project a little bit. However, the project is still funded and council still wants to move forward with it. The design team had to redo some designs to eliminate those easements, and they are looking to go into construction next summer.

They discussed more on the Pavilion Park bid, and distribution of tasks and projects, and how those extra tasks for Public Works would be done with the loss of two staff members. Mr. Harmon said that Public Works will be doing the light pole removal, which has already been done, removal of the Holly tree and planter, the top soil in the urban forest area, repairing the irrigation on the north end of the park, ADA striping, and the total restoration of the site.

Mr. Hanks wanted everyone to know that if there are certain things they want on the next agenda, now is the time to start that process and letting staff know.

Ms. Marshall asked about having a dedication for the veterans memorial even without the plaques. The group is going to work on contacting the American Legion group to do the dedication and figure out their availability.

ADJOURNMENT

Vice Chair, Michelle Shattuck adjourned the meeting at 6:46pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this _____ day of _____ 2024.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



City Administration Monthly Report

Item 8.

November 12, 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. Community Survey Project

The City of Coburg was offered participation as a project partner with the University of Oregon Institute for Policy Research and Engagement (IPRE) as part of IPRE's "Real World Lane County". IPRE and City staff have identified a community survey as a viable project for the winter term Real World class.

As part of the upcoming development of a Strategic Plan for the City of Coburg, the survey will provide Council and staff with key information on the current satisfaction with City services, desire for enhanced services, amenities or infrastructure, prioritization of existing and future funding, preferences on the means of collecting the necessary revenues to meet the desired service levels.

These responses will help shape future budgets, long-term master plans for the City's water, wastewater, streets and parks systems and impact future rates, fees and taxes by aligning services, projects and infrastructure with the funding levels the community prioritizes for future success and livability of Coburg.

The timing of the opportunity to partner with the Real World program was ideal and City staff is elated to leverage their work in support of this impactful strategic planning process in Coburg.

2. League of Oregon Cities – 2024 Presidential Regional Meetings

The City of Coburg hosted a recent League of Oregon Cities (LOC) small cities regional meeting. Mayor Bell, along with the City Administrator and City Recorder participated in a presentation and open dialogue with LOC Board President Dr. Dave Drotzmann, Mayor of Hermiston and Executive Director Patty Mulvihill regarding LOC legislative priorities (see attached) as well as its property tax and revenue reform project efforts. Takeaways from the meeting include continued communication and dialogue with state and federal elected officials and their staff, participation in LOC legislative committees and networking opportunities including City Day at the Capital. Considerable time was spent discussing revenue challenges facing all local governments, but especially smaller jurisdictions with a focus on the need for additional revenue due to current revenue streams not keeping pace

with expenses needed to fund existing services, particularly in the general fund (Police, Planning , Parks, Courts, etc).

3. Coburg Police Department – Supporting the Community

The Coburg Police Department is responsible for general patrol, detective and administrative functions that form the core set of services for all municipal Police Departments. Coburg PD also partners with many partners to extend their public safety services beyond these more visible, traditional services. These partnerships include administrative and operational coordination with Coburg’s business community, community & social service providers and Coburg’s educational partner, the Coburg Community Charter School.

This month, two separate letters of recognition and appreciation were received that provide an excellent example of the less visible work of Coburg PD. After a recent potentially volatile incident at the Serenity Lane Alcohol & Drug Treatment Services facility, the attached letter was received from Pete Kerns, the President and CEO lauding the work of Coburg PD with high quality management of the incidents and for the long-standing partnership between Coburg PD and Serenity Lane.

The second letter received came from the Charter School who recently completed a lockdown training drill with students and staff and shared their appreciation for the involvement of Coburg PD and specifically Chief Larson, not only relating to this particular training event but also to their overall planning and training efforts addressing the safety of their students and staff for all types of situations that schools must now face and address.

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	May 2025
Water	Stallings Transmission Line	\$1,500,000	Sept 2025
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	N Willamette/Macy/Harrison Reconstruct	\$800,000	Nov 2024
Streets	Collector St Project (Coleman Phase I)	\$500,000	Sept 2025
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000	Sept 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Dec 2024
PW	PW Operations Building	\$1,350,000	Nov 2024
PW	Storm Water Master Plan	\$60,000	Dec 2024
Water	Water Conservation & Management Plan	\$50,000	Dec 2024

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

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active
Noxious vegetation - City right-of-way/swale (Bruce/Abby)	8/1/24	Active
Street surface condition (potholes - N Skinner)	9/3/24	Active
Dangerous street tree – Skinner	9/4/24	Active
Norma Pheiffer Park – Pickleball Court surface concern	9/4/24	Active

* Grey lines indicate inquiries that are in the process of being addressed

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

Water

- Waterline extension to 107 acre light industrial in construction – City staff reviewing plans and conducting inspections as necessary
- Completed and submitted federally required Lead and Copper Service Line Inventory. Grant Richardson in Public Works was the primary staff lead in completing the field work to accomplish this significant task.

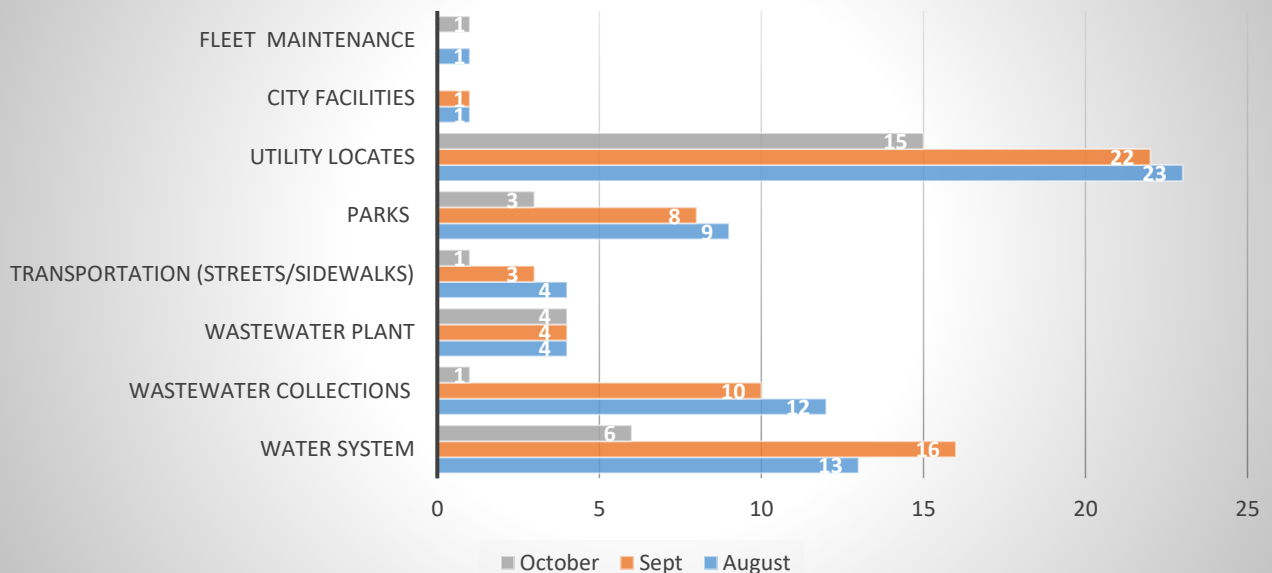
Wastewater Treatment

- Addressing temporary staffing shortages with Public Works Director reassuming lead operator role, auditing of current operational practices and training of current staff in treatment plan maintenance, monitoring, testing and operations.

Streets

- Street reconstruction on N Willamette/N Harrison/E Macy St Project is nearing completion, Staff will be working with contractor to complete final landscaping, striping, signage and other punch list items
- Veteran banners and flags were installed throughout downtown and will be removed later in the month
- Holiday lighting and decorations are being organized and coordinated for installation in support of Coburg Main Street's Christmas in Coburg event preparation

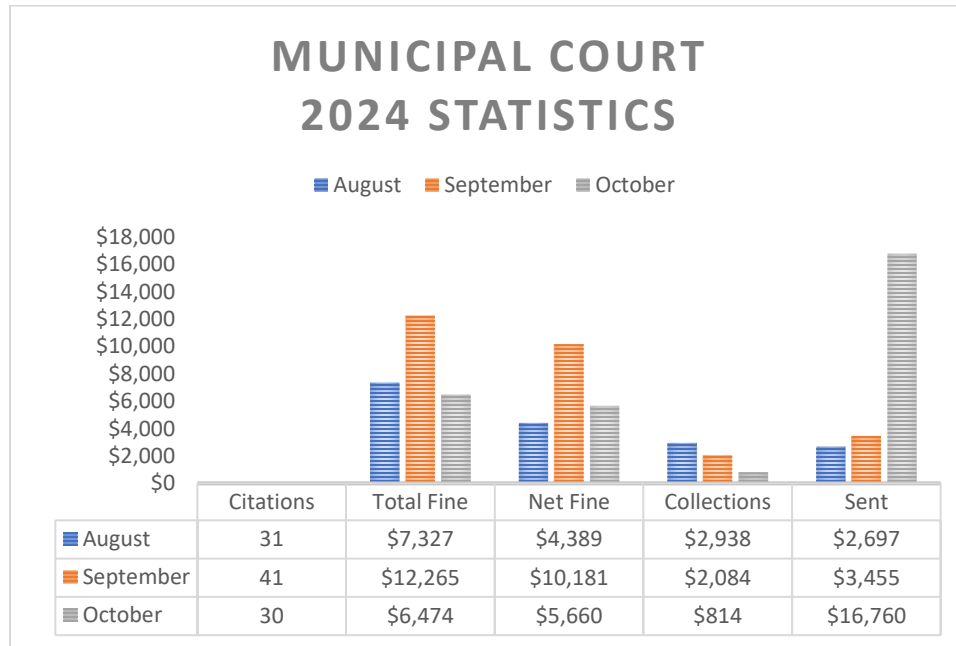
Work Orders 2024 YTD



Planning

- SUB 01-22: Coburg Creek Subdivision: Two dwelling permits issued in October with a \$516,417 valuation.
- Seven Structural/Plumbing/Mechanical/Electrical permits issued in October.
- Final decision for Conditional Sign Permit application from Coburg Community Charter School to replace existing free-standing sign and permit issued;
- Attended regional transportation meetings including Safe Lane Transportation Coalition, Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Transportation Planning Committee (TPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update meeting in addition to the CFEC Project management team meetings and ODOT multimodal inventory project's statewide technical advisory committee (STAC) meeting.
- Conducted site visit with consultant (LCOG) for code audit project funded by DLCDC to evaluate current regulations with the walkable model code being developed as part of CFEC rulemaking implementation efforts.
- Continued research of FEMA's new floodplain requirements for NIFP participating communities.
- Ordered bronze plaques for historic preservation award recipient properties selected by the Heritage Committee.
- RARE member, Dabeat Nieto Wenzell, working on developing maps, researching grants and creating a vegetation maintenance and management plan.
- Attended orientation for the UO's Real World Lane County course, for which a student team will be conducting a community survey in Coburg as part of the service learning class during the upcoming Winter term. [Real World Lane County Connects Students and Community | School of Planning, Public Policy and Management \(uoregon.edu\)](https://uoregon.edu)

Municipal Court



October 2024 Activity Measures:

- New Citations for October 22, 2024 Court Date: 30

October 2024 Receipts Including Collections,

- **Total Fines:** \$6,473.57 (total monies taken in for the month, nothing deducted),
- *compared to \$9,670.31 in October of 2023*
- **Net Fines:** \$5,660.00 (City share only, NOT including collections),
- *compared to \$7,050.76 in October of 2023*

October 2024 Professional Credit Service Collections:

- **Total Collection Revenue:** \$813.57
- *compared to \$2,619.55 in October of 2023*
- **Turned over to collection:** \$16,760.00
- *compared to \$7,120.00 in October of 2023*

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 Regular Court Session: November 5, 2024
- Court Administrator attended the OACA Court Conference, Oct 13-15, 2024 here at the Valley River Inn. A full scholarship was awarded through OACA to attend.

- 60 Traffic Stops
- 68 Patrol Checks/Business Checks
- 3 Truck Inspections
- 4 Subpoena Services
- 5 Suspicious Vehicles investigations
- 2 Court Transports
- 2 DHS Cross Report Investigations. 1 resulting in a CLC for Endangering the Welfare of a Minor
- 2 Suspicious Subjects were contacted and investigated
- 5 Business Alarms
- 1 Residential Alarm
- Officer investigated a case regarding telephonic harassment
- Officer retained and disposed of found contraband on N. Industrial Way
- Officer investigated a burglary alarm at a local business. Suspect arrested on outstanding warrants as a result.
- 2 dogs were located and sheltered by City Hall staff. The animals were adopted out.
- Chief and Officer assisted local resident with obtaining personal hygiene products and facilitated payment for yard work to avoid city ordinance violations.
- Officers responded and investigated a dispute on N. Mill Street
- Officers investigated Criminal Mischief II, UEMV, and Criminal Trespass II on S. Industrial Way
- Officer responded to Kendall Collision for a Trespass
- Officer responded to a UUV on Roberts Ct.
- Officer issued a CLC to a subject in Harrisburg Municipal Court for FTA II
- Officer Woods attended Radar/Lidar Training in Coquille
- Officer Miller attended CNT Training in Halsey with Lane County Sheriff's Office
- Officer investigated a GSW and determined the incident occurred outside of the city
- Officer responded to a suicidal subject at Serenity Lane and transported them to Riverbend Hospital
- Officer responded to a disorderly subject at Serenity Lane and arrested the subject for Interfering w/ Police
- Officer responded to a mental health problem at Serenity Lane and provided the subject with a ride to a bus station
- Officer responded to Kamping World to assist the FD with a call for service
- Officer investigated a Fraud case on S. Willamette St.
- Officer effected a warrant arrest on N. Willamette St.
- Officer investigated a Noise Complaint on E. McKenzie
- Officers assisted with a traffic hazard on E. Pearl St. and N Harrison St.
- Officers assisted with traffic control for the Pumpkin Run
- Officers hosted 7 graders and took their fingerprints/Briefed on the career of a police officer
- Officers participated in the "Trunk-or-Treat" held at the Coburg Charter School
- Officer has assisted the Lane County Sheriff's Office with Oregon Football game parking lot patrol

UPCOMING EVENTS:

- Turkey Trot event in Eugene
- Shop-With-A-Cop
- Light Parade

UPCOMING EVENTS:

- Intoxilyzer/SFST Training with Junction City PD
- "Low Light" Range Training with Junction City PD

City Recorder

- **October 8th to November 12th** managed **seven** Public Meetings, including noticing, electronic and paper files for retention. Review/edit/process of draft minutes for approval, then record, post approved signed minutes.
- Coburg Community Charter School's 8th-grade class spent an hour at City Hall on 10/18, 10/25, & 11/1 for their annual "Community Days." This year, they learned about:
 - Week 1 – Judicial side of municipal government. Judge Williams and Mandy Balcom, Court Administrator.
 - Week 2 – Administrative responsibilities, departments. Adam Hanks, City Administrator. | Police fingerprint and police uniform and gear.
 - Week 3 - City Governance, Mayor Bell | Police tour.
- Processed eight lien searches.
- Processed new premises OLCC license application.
- Contracts and Grants log, prepare signature original, coordinate signatures with City staff and record paper and electronic versions, collect signatures from other parties, record fully executed copies of electronic and paper files, and distribute electronic copies to City staff and all parties.
- IT coordination and ticket review.
 - Working with LCOG to get all staff workstations on Office 365.
 - Assisted LCOG in getting one of their staff members CJIS certified so they are cleared to work on cybersecurity emergency management for our police and court.
 - Worked with Douglas FastNet on identifying the city Wi-Fi accounts and locations for billing alignment.
- Records destruction ongoing project. Audited payroll retention files from 2014 through 2019. Citizen inquiries and noxious vegetation inquiry and responses 2004 to 2021. Destruction requests were processed to destroy 14 banker boxes of public records.
- Drafting the 2025 City Council agenda calendar and preparing the electronic and paper files for all public meetings. Entering the 70 public meetings and City holidays into the website calendar and agenda management program for 2025.

Administration Front Office

- Intake two Citizen Inquiries Social Media posts
- Training on accounts payable entry
- Social media posts and management
- Provided coverage for the police administration for walk-ins and emailed phone messages related to the police department.

Utility Billing

- **November utility billing covers 10/9/2024 to 11/6/2024**
 - Billed Water \$86,700| Sewer \$75,000| Transportation Utility Fee \$12,400
 - Utility Bill cash receipts or Payments processed \$ \$164,223.60