



AGENDA

PARK | TREE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, July 15, 2025 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) June 17, 2025 Park | Tree Committee Minutes

COMMITTEE BUSINESS

2. Hazards and Park Issues
- [3.](#) Work Party Update and Schedule
4. Park Project Updates
5. Pavilion Park - New Signage
6. Future Meeting Agenda Items

CITY UPDATES

- [7.](#) City Administration Report for June

FUTURE MEETINGS

September 16, 2025

ADJOURNMENT



MINUTES

Parks Tree Citizen Advisory Committee

June 17, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: Lonna Meston, Karen Coury

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

TRANSCRIBED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Chair, Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:00 pm.

ROLL CALL

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

AGENDA REVIEW

There were no changes made to the agenda. Mr. Hanks let the committee know that they should have the draft sign design from the Sheppard family soon but won't have it today.

MINUTES APPROVAL

1. May 20, 2025 Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Mr. Morneau to approve the May 20, 2025 minutes as presented.

The motion passed unanimously as 5:0, with Beatty, Marshall, Morneau, Mosier, and Shattuck voting affirmatively, none opposed.

COMMITTEE BUSINESS

2. Work Party Update

Ms. Marshall said they worked at Jacob Spores Park, the rose garden and the pathway pulling weeds, dead headed roses, and removing blackberry vines. She also mentioned that it would be

nice to add some more bark to Jacob Spores Park for the mound underneath the sign and around the trees, as well as trimming the hedges, which are on Public Works' list.

Mr. Beatty mentioned that Johnny Diamond has been looking really nice and well kept up. Mr. Hanks said that's due to the Public Works temp employee they had but will lose due to him being hired elsewhere.

They scheduled the next work party for July 21st at 8am at Johnny Diamond Park.

3. Hazards and Park Issues

Hanks mentioned that they are working on removing the moss build up on the benches, are close to finishing up the restroom locking systems, are waiting until fall to work on the dead trees on Van Duyn, tree limbing on Pearl street is done and they are still working on the tree pruning on the Loop path, Norma Pfeiffer irrigation is repaired and the branch limb up is in progress, and the dead tree in Johnny Diamond is on the list for replacement in the fall as well.

Ms. Smith also mentioned that the shrubs on N Diamond Street need water and to make sure the irrigation is working properly.

4. Park Project Updates

Mr. Hanks said that Pavilion is nearly complete. Staff is looking at some small updates around the park and will report back if and when they decide anything on that. The ribbon cutting ceremony is on June 30th at 6pm directly preceding the quarterly main street community meeting. Ms. Smith has been asked to speak and mentioned that she would like to introduce the park tree committee and have one of the committee members say something short about the committee and their contributions to the Pavilion Park project. They discussed potential donation opportunities for the park as well.

Ms. Smith mentioned that Coburg Main Streets will be taking advantage of the kiosk in the park, making it a walk-up tourism center for people to go to for information.

The playground equipment at both parks have been inspected and replaced/fixed if needed. The loop path project bid happened last Thursday and came in under the engineers' estimate and is scheduled to begin August 1st with a likely October/November finish.

5. Regulations of Bikes | E-bikes | E-scooters within Park Lands

Mr. Hanks went over the existing ordinance regarding bikes and e-bikes, and the issues they've dealt with recently. This has come up in many cities and police departments. There has now been vandalism in one of the park restrooms where someone did a burnout inside and it needed some repainting. Staff will be putting out some posters on the rules and regulations of motorized bikes and scooters and will work on some signage for the Booth Kelly Trail to help communicate those regulations more clearly.

6. Pavilion Park Renaming and Signage Design & Placement

Mr. Hanks updated them with the status of this design, which they should have soon. The naming is still being discussed as well, with the idea of “Laura Park at the Pavilion”. They have an idea of the sign location but are waiting to make that recommendation until they see the proposed design.

MOTION: Ms. Marshall moved, seconded by Mr. Morneau to recommend to City Council that Pavilion Park be renamed “Laura Park at the Pavilion”.

The motion passed unanimously as 5:0, with Beatty, Marshall, Morneau, Mosier, and Shattuck voting affirmatively, none opposed.

Mr. Morneau asked about the flags that are normally put out for flag day. Mr. Hanks said they did not have the staffing available this year to get to it. They also discussed volunteer opportunities for other and future projects like this.

They also discussed the process of recommendations to council and how those are presented.

CITY UPDATES

7. City Administration Report – June 2025

This report will be emailed to the committee following the meeting. Hanks went over some of the items in the report. There were no questions from the committee.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:15pm.

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: July 15, 2025

STAFF: Adam Hanks, City Administrator

Park | Tree Committee July 2025 Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #2 – Hazards and Park Issues

Follow up list includes:

- Bench maintenance – Booth Kelly Rehab next on list
- Restroom Facilities Remote/scheduled Lock systems – In Progress
- Dead trees - Van Duyn parkrow – In progress
- Norma Pfeiffer branch limb up – in progress
- Johnny Diamond – Dead tree – noted for fall replacement
- Blackberries extending onto loop path – On list

Item #3 – Work Party Recap

Item #4 - Park Projects Update

Pavilion

- Fountain design and cost estimates in progress. Dead trees to be removed in July, replanted in Oct/Nov (under warranty)
- Fundraising for fountain, benches, light bollards and picnic tables in development
- Maintenance/improvement tasks planned for August/Sept/Oct include painting existing light posts, plank replacement on pavilion structure floor (near back), open pedestrian “lane” at info shelter, painting and new signage for Bike Hub

Johnny Diamond

- Focus on weeding, primarily inside fenceline

Jacob Spores

- Monitoring water needs for new tree and native plantings
- Hedge trimming scheduled for August

Norma Pfeiffer

- Irrigation repairs complete (hopefully)
- Draft design for Veterans Medallion monument to Park & Tree Committee for review in September
- Signage at restrooms for camera and open hours to be designed and installed with new door locks

Item #5 – Pavilion Park Signage

Item #6 – Pavilion Park - New Signage Design, Placement and Naming

A component of the land swap that resulted in the City formally acquiring the parcel between the (former) park and the Ryan Thomas property was an agreement to rename Pavilion Park in the memory of Laura Harward, daughter of Chuck and Tish Shepard, who owned the land the City acquired for the Pavilion Park expansion project.

The Shepard family also offered to donate new signage at the completion of the expansion project to facilitate the name change. At its June meeting, the Park and Tree Committee unanimously agreed to recommend the name change request of Laura Park at the Pavilion to Council for final consideration.

At the same meeting, the Committee unanimously agreed on a recommendation for the placement of the new sign to be located near the SW corner of the park, partially up the mounded landscape area, angled slightly to the south to enhance the view of the sign to motorists, cyclists and pedestrians travelling north from the Pearl/N Willamette intersection.

The most recent iteration of a proposed sign for Pavilion Park is below for Committee review, deliberation and recommendation:



Item #6 – Future Meeting Agenda Items – Items for upcoming meetings include:

- Final Veterans Memorial Medalion Design
- Community engagement plan for Coburg Creek Park development
- Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu
- Vegetation Management and Maintenance Plan Review
- Committee Vacancies – Recruitment/Appointment Process

Item #7 – City Administration Report



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

July 2025

1. Staffing Update

Finance

Greg Peck, the City's Finance Director for just over two years has recently left employment with the City. In the short term, Mayor Bell and I have executed a contract with our prior financial consultant to provide a more direct set of services for the City, including processing Accounts Payable, Payroll and the monthly reconciliation process. Additional Finance Admin tasks will be completed by the City Administrator (Health benefits for example) and staff training is being conducted to ensure cross training for the processing elements of AP and Payroll. Mayor Bell's role in oversight/internal controls will increase to some degree during this time.

Staff is identifying potential long-term solutions including LCOG IGA for financial services and/or a combination of staffing responsibility re-assignment and the creation and filling of an Accounting Technician position rather than a Finance Director.

Public Works

With several staff departures in late fall of 2024, the Public Works staffing was reduced from six to four. In February of 2025, a highly certified wastewater treatment operator position was filled bringing the PW team to five. A temporary employee was hired in spring to support the vegetation related increase in workload. The individual recently accepted a permanent position with a neighboring municipality creating a staffing gap that will extend into July. It is expected that a combination of temp staffing and contract services will be utilized to ensure necessary tasks/activities are completed over the next 45-60 days then return to the five person staff team until spring of 2026.

Police

Staffing remains consistent at 3.5 FTE (Chief, Sergeant, Officer, Tech/Admin (.5)) and will be for the foreseeable future until reoccurring revenue stream is identified and implemented. The Police staff team has developed a staffing schedule that maximizes officer availability and response, but is compromised by required officer training, vacation and sick related absences.

2. Communication & Community Engagement

In follow-up to the Council initiated discussion regarding communication, engagement and education with the community, below is the Council approved Framework Objective that supports this issue/action:

Community Communication & Engagement Plan – Effective communication and community engagement is an ever-evolving objective. The development of an updated comprehensive communication plan provides a review of existing communication channels (website, social media, etc), identifies inconsistency in the use of the channels and the tools used to develop and distribute content (document templates, videos, signage, etc). Engagement techniques to be reviewed and developed include community surveys, town halls, recognition/appreciation events, City committee structure, scope and duration.



FY26 Actions Include:

- Completion and launch of refreshed City website
- Coburg Creek Park Design Concepts survey (fall 2026)
- Advisory Committee Assessment – Structure, scope, frequency, etc
- Expansion of videos for City Operations, programs, activities and Mayr/Council

3. Biennial Budget Information

Councilor Lehmann inquired at the June Council meeting about the potential for further Council discussion of a conversion from an annual to a biennial budget. It is a standard best practice to convert from annual to biennial budget in odd years to coincide with the two-year PERS rates so that estimated staffing costs are as accurate as possible.

If Council remains interested in continued discussion on the merits, timing and processes related to migrating to a biennial budget, it could be done as part of the annual Council retreat & Framework update session. The FY26-27 budget that would be presented and approved in the spring of 2026 would remain an annual budget and the following year would be the presentation and approval of the BN27-29 biennial budget.

4. Upcoming Council Meetings

- July 22, 2025 – Special Meeting – Regional Transportation Update
- July TBD – Revenue Options Sub-Committee Meetings (2)
- August – No Council or Committee meetings

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	Feb 2026
Water	Stallings Transmission Line	\$1,000,000	TBD
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	Sept 2026
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000 (\$125k City Match)	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	June 2025
PW	Storm Water Master Plan	\$60,000	June 2025
Water	Water Conservation & Management Plan	\$50,000	June 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Street/Storm Drain problems – Locust St	3/7/25	Active – Pending
Potholes/Poor paving condition – Christian Way	3/25/25 *	Active – Pending
Abandoned vehicles/RV – Skinner St	4/7/25 *	Resolved
Noxious Vegetation – Citywide notices sent out (11 properties)	6/3/25	Active

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:

Stallings Lane Well Building/Equipment Meetings & construction prep
 Meter reading for monthly utility billing

Wastewater System:

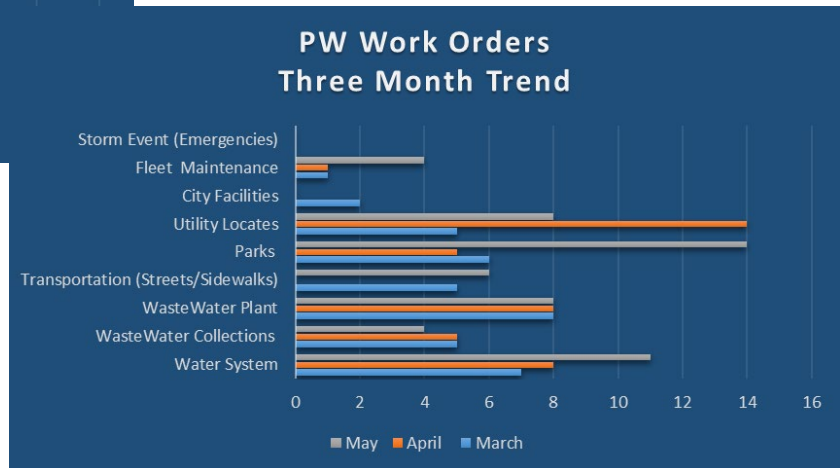
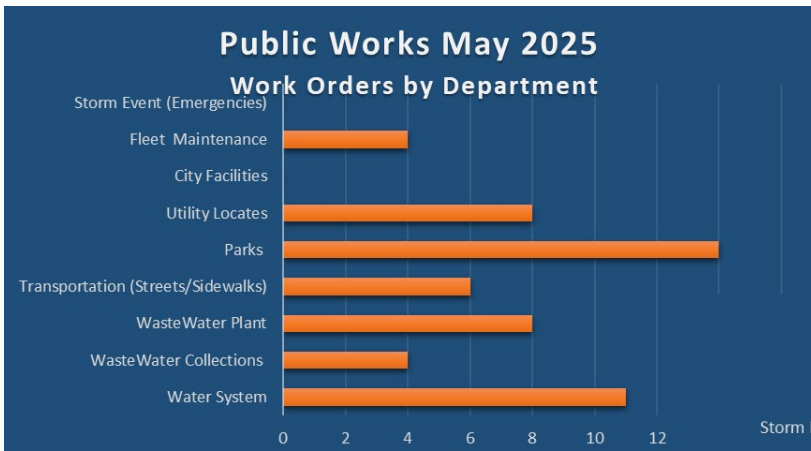
Preventative maintenance on blower equipment at WWTP, new service installation on Harrison St

Streets/Storm Drains:

Annual major vegetation maintenance for Bruce/Abby/Loop path bioswales
 Tree pruning on both sides of Pearl from N Industrial to I-5, general r-o-w mowing throughout system

Parks:

Finalized City punch list for Pavilion Park expansion project, boulder placement, seeding/soil/mulch
 Mowing, weeding and irrigation repair/maint throughout Parks system

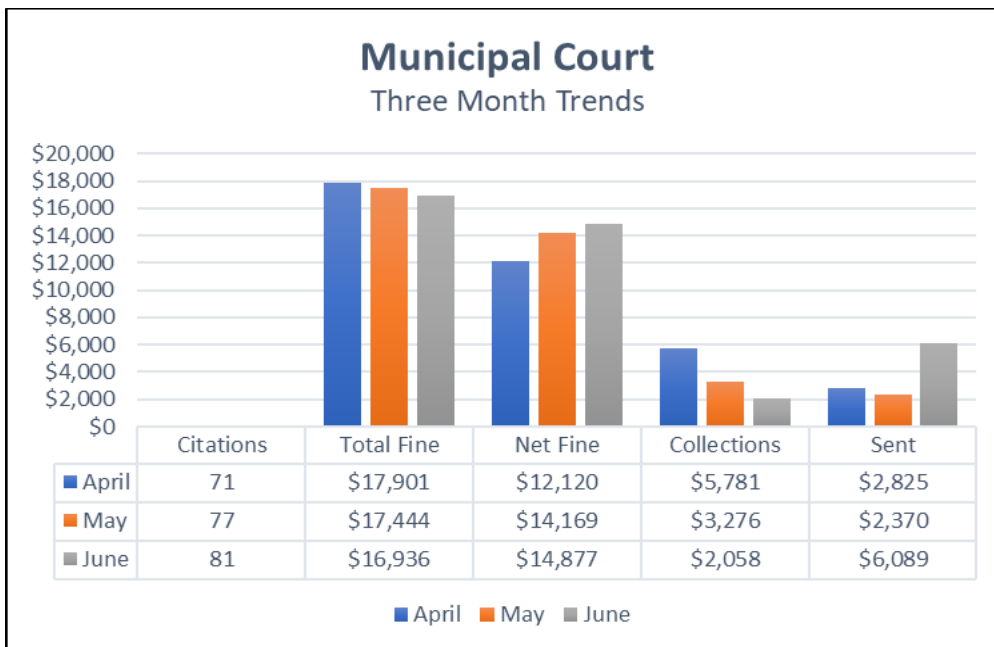


- Issued six Structural/Plumbing/Mechanical/Electrical permits in June
- Attended various regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Regional Transportation Plan TAC, MPC & TASC
- Planning Commissioner John Marshall and staff attended the event *Coffee with Earl Blumenauer: Building Community in Uncertain Times* with former Congressman Earl Blumenauer for an informal discussion with public officials, transportation activists, and university scholars about transportation funding challenges and opportunities and what we can do together locally. Summary attached.
- Held pre-app meeting for site design review for a commercial kitchen and covered seating area at the Greenhouse food truck plaza
- Heritage Committee meeting canceled due to no quorum available

Finance

- FY25 Audit documentation submittals underway. Auditors on-sit August 14
- Closing and balancing June and all of FY25. FY26 has been opened, budget uploaded, salary scheduled uploaded and daily/weekly/monthly operations occurring in the Financial Software
- July Tasks Include – Balancing all SDC accounts, balancing special assessments, completing reimbursement processes for FY25 grants, quarterly payroll reporting (Q2), health plan benefits enrollment renewal
- Finance/Audit Committee Meeting May 28th, discussed FY26 Budget, options for committee scope of work for FY26 to include CIP, Master Plans, Rate Models, etc

Municipal Court





Police

(June 1st-26th)

MULTIPLE RESPONSE

- Responded to a non-injury motor vehicle crash at Pearl/Willamette
- Responded to a disorderly subject at the TA.
- Responded to a disorderly subject at City Hall

SINGLE RESPONSE

- Responded to a medical call with Coburg Fire
- Responded to City Hall for a citizen contact
- Responded to a DHS Referral on Christian Way
- Responded to a parking complaint
- Responded to a report of a suspicious vehicle
- Responded to a report of suspicious conditions at the TA
- Responded to a DHS Referral on E. McKenzie St.
- Responded to a report of a motor vehicle accident at the TA
- Responded to a subject screaming at passersby
- Responded to a report of inoperative traffic signals at Pearl/Industrial, Pearl Willamette
- Assisted a stranded motorist on Pearl Street near I-5 on ramp (southbound)
- Responded to a Trespass at the Arco Station
- Responded to a report of a walk-away from Serenity Lane
- Responded to a report of Illegal Camping at an address on Pearl Street
- Responded to an alarm at Cummins Northwest
- Responded to a report of a welfare check
- Responded to a report of suspicious conditions on Macy Street
- Responded to a City Hall for a citizens assist
- Responded to a report of a disabled vehicle
- Recovered a lost animal
- Responded to a report of a suicidal subject at Serenity Lane
- Responded to a report of a dispute on N. Willamette near W. Van Duyn
- Responded to a report of a dispute on N. Willamette Near W. Van Duyn
- Officer issued Citation to Appear for MIP Marijuana from Traffic Stop
- Responded to a report of a deceased subject on N. Miller St.
- Responded to an alarm at Cummins Northwest
- Responded to a report of Harassment on N. Willamette Street
- Responded to a report of Harassment on N. Willamette Street
- Responded to a report of Trespass
- Responded to a report of Theft from Camping World on Roberts Rd.
- Responded to a report of an assault on Industrial Way
- Responded to reports of city ordinances/noxious growth
- Responded to Four Season's Mobile Home Park to Assist Coburg Fire
- Responded to City Hall on a citizens contact
- Responded to a subject screaming at the Arco
- Responded to a parking complaint on N. Willamette Street

Report Taken
Warrant Arrest/Report
Report/Information

Agency Assist
Citizen Contact
Report Taken/No Crime
Vehicle Tagged For Removal
Warning
Gone on Arrival
Unfounded
Gone On Arrival
Unable to Locate
Assist
Assist
Report Taken
Unable to Locate
Field Interview
No Crime/Assist
Welfare Check
Information
Information
Assist
Animal Returned
Welfare Check
Warning
Gone on Arrival
Citation to Appear
Death Investigation
No Crime/Assist
Information
Information
Advised of Criminal Trespass
Report
Report
Resolved
Assist
Information
Courtesy Transport
Information

- Responded to a report of harassment on N. Willamette Street
- Responded to the DariMart regarding a subject who refused to leave
- Responded to the Arco for subject who would not leave
- Responded to a report of an illegally parked vehicle on N. Willamette
- Responded to a VIN inspection on Roberts Rd
- Responded to a report of a suspicious vehicle on Rustic Ct.
- Responded to a dispute on N. Willamette Street

Information
Purchased Food/CHETT Fund
Purchased Gas/CHETT Fund
No Violation/Information
VIN Inspection
Welfare Check
Information

OTHER ACTIVITIES

- Sgt. Miller received the “Sheriff’s Appreciation Award” at this years Lane County Sheriff’s Office Awards Banquet for his involvement in a suicidal subject call with the Lane County Crisis Negotiation Team
- Sgt. Miller attended a scenario-based training with the Lane County Crisis Negotiation Team
- Officer Wilson received “Thank You” letter from someone he gave a traffic citation to commending him on his professionalism and generous candor.
- Reserve Officer Thomas Woods graduated from the Mid-Valley Reserve Academy, completing his six voluntary months of training
- CPD Officers have been participating in ODOT Distracted Driving Grants

UPCOMING ACTIVITIES

- CPD will be assisting the city of Harrisburg with their annual 4th of July festivities
- CPD Officers will be participating in ODOT Speet Grants, Pedestrian Safety Grants, and DUII Grants

Coffee with Earl Blumenauer: Building Community in Uncertain Times

May 29, 2025

Eugene City Council Chambers

Executive Summary

A cross section of local transportation stakeholders participated in a roundtable discussion with former Congressman Earl Blumenauer.

Participants voiced several themes: innovate, right-size, partner, bring people together, tell stories, celebrate successes, and campaign.

Although no future coffees with Earl Blumenauer are planned, next steps could include sharing these ideas more broadly and continuing the conversation in other forums.

Participants

A cross section of local transportation stakeholders participated in a roundtable discussion with former Congressman Earl Blumenauer:

Featured Guest

- **Earl Blumenauer**, currently PSU; formerly Congress, Oregon Legislature, City of Portland

City of Eugene

- **Kaarin Knudson**, Mayor
- **Ethan Nelson**, Intergovernmental Relations Manager
- **Rob Interfeld**, Transportation Planning Manager
- **Alder Davis**, Planning Intern

City of Springfield

- **Emma Newman**, Transportation Planner

City of Coburg

- **John Marshall**, Planning Commissioner, Lane Transportation Advisory Committee Chair
- **Megan Winner**, Planning Director

Lane County

- **Sasha Vartanian**, Engineering & Construction Services Division Manager
- **Cassidy Mills**, Transportation Planning Supervisor

Lane Transit District

- **Susan Cox**, Director
- **Pete Knox**, Director
- **Sam Kelly-Quattrocchi**, Government Relations Manager

Central Lane MPO

- **Paul Thompson**, Manager

University of Oregon

- **Betsy Boyd**, Senior Associate Vice-President, Federal Affairs
- **Karen Hyatt**, Director of Community Relations
- **Paul Comery**, Transportation Planner
- **Peter Simmeth**, School of Planning, Public Policy & Management Graduate Student, City of Eugene Transportation Intern, Eugene Active Transportation Committee

Shift Community Cycles

- **Kendsie Channing**, Interim Executive Director

BEST

- **Steve Bade**, Director; formerly Eugene Active Transportation Committee
- **Sue Wolling**, Advisor, Cycle of Change: Biking & Walking; formerly Eugene Active Transportation Committee
- **Seth Sadofsky**, Advisor, Cycle of Change: Biking & Walking; formerly Eugene Active Transportation Committee
- **Nancy Buffum**, Cycle of Change: Walking, Eugene Active Transportation Committee
- **Mary Addams**, Cycle of Change: Walking
- **Claire Roth**, Program Manager
- **Rob Zako**, Executive Director

Themes

Participants voiced several themes, including these:

- **Innovate**: There's an opportunity now, in the time of Trump, in the era of heightened awareness. As Oregonians, we are good at playing the cards that we have been dealt.
- **Right-size**: Part of the challenge is to right-size the transportation system we have inherited from the past to serve the needs of the future. Much of our transportation system was built in the last century to serve primarily people who drive. In this century, we need to evolve to have safe, multimodal movement, sound land use, and responsible stewardship of our communities.
- **Partner**: Want to engage partners and strategic thinkers to mobilize energy in the community to shift the status quo, to build a future where people feel lucky to grow up here. For example, we need to have more conversations with people outside of this room about why we should be riding our bikes to different locations, pilot seasonal improvements, and share ways for life here to be delightful for many more people.
- **Bring people together**: Collaboration has to be much broader beyond one sector. How can we bring people together in common solutions? There's enough money to do what we need to do; it's how we organize, how we plan, how we allocate, how we partner.

Yes, there's more money that's needed for human services and infrastructure. But how we organize and how we plan makes all the difference in the world. Why does Oregon have some of the worst metrics nationally when it comes to behavioral health? It's how we are organizing and spending the money.

- **Tell stories:** We should encourage people to keep synthesizing the information we have into conversation with people, telling the stories of why something is an improvement, why we should keep working on things for improvement.
- **Celebrate successes:** As we look to do more, it is critical to celebrate what we have achieved, for example, Eugene's River-to-Ridges multi-use path.
- **Campaign:** No substitute for running a campaign to build public support for what is needed. Go door to door or hold neighborhood coffees to explain to people what's at issue and for them to have a voice.

Next Steps

Although no future coffees with Earl Blumenauer are planned, next steps could include:

- **Enlarge the circle:** Share this summary with other local transportation stakeholders.
- **Continue the discussion:** In other forums, look for opportunities to advance the transportation system across Lane County.

Resources

Rob Zako mentioned a couple of possibly useful resources.

Move LA

[Move LA](#) began during a challenging time when LA's "soul-crushing traffic" was on everyone's mind with no solution in sight. Move LA started a campaign to address this challenge by building a coalition to support a ballot measure to fund the build-out of LA County's transit system—which became Measure R—and which voters approved by 67.4% even as the Great Recession loomed before us. After the recession ebbed, Measure R was followed by Measure M in 2016 and voters said "Yes" again, and together R and M created a \$120 billion program for a major investment in a new transit system and more transit service in LA County.

CFTE

[Center for Transportation Excellence \(CFTE\)](#) is a clearinghouse for information in support of quality transportation choices. CFTE is committed to two main objectives: (1) defending the merits of transit and (2) equipping local leaders with the information they need to be successful with their public transportation initiatives and ballot measures.