



# AGENDA

## PARK TREE COMMITTEE

91136 N Willamette Street

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

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Tuesday, January 21, 2025 at 6:00 PM

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### CALL TO ORDER

### ROLL CALL

### AGENDA REVIEW

### MINUTES APPROVAL

- [1.](#) December 17, 2024 Park | Tree Committee Minutes

### COMMITTEE BUSINESS

- [2.](#) Hazards and Parks Issues
3. Work Party Recap and Next Work Party Location
4. Park Project Updates
  - a. Pavilion Park
  - b. Norma Pfeiffer Park - Medallions
  - c. Norma Pfeiffer Park - Rose ID signs
  - d. Booth Kelly Path - Chip trail surface
5. Council Revenue Sub-Committee Update
6. Community Survey - Parks Topics / Issues

### CITY UPDATES

- [7.](#) City Administration Report - January 2025
8. Future Meeting Topics

### FUTURE MEETINGS

January 22 Finance/Audit Committee Meeting  
January 28 City Council Meeting – Work Session  
February 1 Council Annual Retreat  
February 11 City Council Meeting  
February 18 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**

December 17, 2024 at 6:00 P.M.  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Chair, Tom Beatty; Coleen Marshall, Karen Coury, Joe Morneau

**MEMBERS ABSENT:** Vice Chair, Michelle Shattuck; Lonna Meston, Mary Mosier

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator

**RECORDED 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. However, Ms. Marhsall did point out that the next meeting was listed on the agenda as Saturday, January 25<sup>th</sup>, when it should be Tuesday, January 21<sup>st</sup>.

**APPROVE MINUTES FROM NOVEMBER 19, 2024**

Mr. Beatty noted that the minutes should state, under roll call, that Adam Hanks called roll, not Brian Harmon.

Ms. Coury also pointed out an error in the second paragraph under Pavilion Park update, where it should state "Mr. Morneau mentioned that the Coburg Grange is going to donate a Dogwood Tree *in* memory of John Bosley..." instead of "is memory".

**MOTION**

Ms. Marshall moved, seconded by Ms. Coury to approve the November 19, 2024 Parks Tree Citizen Advisory Committee meeting minutes as amended.

*Motion passed – 4:0.*

## COMMITTEE BUSINESS

### 1. Hazards and Issues with Parks

Ms. Marshall mentioned that a lot of moss grows underneath the benches in the parks. She offered for that to be done at one of the work parties, or mentioned public works taking care of it in the spring.

Mr. Hanks provided a brief follow up to last months concerns, for the Booth Kelly sign damage. He and Brian Harmon did take a look at it, and there is a work order in for the Plexi glass to be replaced.

Mr. Hanks also mentioned that he looked into the veterans' memorial medallions, and provided the committee with a memo that included the options and further considerations. Mr. Morneau described how they were thinking it would look, and that the Grange is happy to donate some funds to help complete this project. Mr. Hanks said that they will need to further pin point, as a committee and with staff, exactly what they want to do and how they want them displayed. They also briefly discussed the rose garden identification signs.

### 2. Work Party Report

Mr. Beatty said they did not have a work party this month. They will not be having one in January either.

### 3. Pavilion Park Update

Mr. Hanks said that the progress in Pavilion Park is looking good. He included a brief update in the memo as well as a recent work schedule provided by the contractor. Hanks explained that the larger items, that make the park usable, should be completed by memorial day.

Mr. Morneau thanked the city for the constant updates on social media and in the meetings and explained that it has really helped people see progress and understand the project. Mr. Hanks explained that he will continue to provide monthly updates in the meetings until the project is completed.

### 4. Capital Improvements Plan (CIP) - Parks

Mr. Hanks explained that this will be going to council in January and approved in February, as a precursor to the budget. The Fiscal Year 2024-25 adopted CIP is included in the packet. Hanks explained the purpose of the CIP, and what this committee's focus would be.

Hanks reviewed the Parks category of the CIP and asked for any notes and/or recommendations from the committee. Hanks also briefly went through the City Framework document, which ties into the CIP. He explained that in 2025, they will spend one or two meetings to review the Parks and Open Space Master Plan and try to match it up with the CIP and financials. Currently, there is a big disconnect between what the city wants to accomplish and what it financially is able to.

Mr. Morneau suggested that they have a Saturday meeting to review the master plan, instead of rushing through it in a regular meeting. Mr. Hanks agreed and penciled it in around the May/June time. They discussed the use of SDC funds for projects, some of the future projects listed in the CIP up to 2030+, as well as the land use and state requirements for parks.

Ms. Marshall left the meeting at 7:00pm.

**5. Donation Policy Review**

Mr. Hanks mentioned that he included the donation policy in the packet for everyone to look over. Mr. Hanks said to let him know if they have any feedback, and he will create a follow-up for the next meeting.

**6. Approved Street Tree List Review**

Mr. Hanks also included the approved street tree list in the packet, as well as Ordinance 207, which allows the city to have a street tree list, and regulates all the planting, maintenance and removal of trees that goes along with it.

Mr. Hanks also mentioned that items 1, 3 & 4 of the Natural Resources part of the Framework Document really relate to this committee, and briefly went over those items. He explained that they will need to find revenue streams just for operations and maintenance of what the city already has.

They also discussed some agenda items for next time, including more street tree information, a tree fee review, and potential parks and open space fee.

**ADJOURNMENT**

Chair, Tom Beatty adjourned the meeting at 7:25pm.

**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



# COMMITTEE MEMO

**MEETING DATE:** January 21, 2025

**STAFF:** Adam Hanks, City Administrator

## Park | Tree Committee January 2025 Meeting Overview

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### Agenda Background Information

The following are highlights of items on the meeting agenda.

#### Item #4 – Park Projects Update

Pavilion Park – Asphalt patching was completed in December and work has been generally paused for weather and will resume in late February, early March. Staff will be developing and presenting a fundraising plan for elements of the project that were removed from the contract bid award for the project that will need to be funded and completed outside of the work of the contractor.

Pheiffer Park Medallions – From committee discussion at the December meeting, staff will need Committee direction on the scope/scale of this project as the internally illuminated, large medallions represent a much larger project than originally understood and will require additional planning and project oversight.

Pheiffer Park Rose ID Signs – Staff presented vendor options for identification signs for the Veterans Memorial roses. Committee members indicated an interest in seeking local vendors. Staff needs committee discussion and agreement on direction for vendor selection, order and installation of signs.

Booth Kelly Path – PW staff is working with several volunteer groups interested in the wood chip trail surfacing for their spring community project. Staff will continue to work with these organizations to develop a timeline for the work to occur and will have the materials ordered and available for the volunteer work party when finalized.

#### Item #5 – Council Revenue Sub-Committee Update

This committee recently completed phase I of its charge, which resulted in utility rate adjustments for water, sewer and transportation (TUF). The sub-committee will now focus on general fund related revenue options and will be meeting several times in February and March to develop recommendations for Council's review and approval, likely in April or May. As these recommendations will most likely contain fees relating to both the parks system and the existing tree fee, the Parks | Tree Committee should provide either its own recommendation or a comment/recommendation on the Sub-Committee's recommendation.

**Item #6 – Community Survey** – Staff has engaged the assistance from a student program at the University of Oregon to develop, distribute and compile a high level community survey for the City of Coburg. The

survey is intended to gain insights into community sentiment, priority and quality of the core services the City provides the community. Topics will include public safety, public works/utilities, parks, emergency management and finances/budget. Staff would like a recommendation on the topics and types of questions the Parks | Tree Committee would be interested in staff and the U of O class to work on for the parks related survey questions (2-3 parks questions total)

**Item #7 – Approved Street Tree List Review** – Chair Beatty suggested the Committee review the street tree list to potential alter the current list in light of current and future climate trends that could impact the health and viability of certain tree species. The Street Tree list as well as the Tree Ordinance that establishes the authority and use of the Street Tree list is attached.

**Item #9 – Future Meeting Agenda Items** – Items for the January and potentially February meeting include:

- a. Revenue recommendation for Parks funding (Parks and Open Space Fee)
- b. Community engagement plan for Coburg Creek Park development
- c. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu
- d. Vegetation Management and Maintenance Plan Review
- e. Committee Vacancies – Recruitment/Appointment Process



# City Administration Monthly Report

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January 14, 2025

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

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### 1. **2025 Council Retreat**

Mayor Bell and I are developing the agenda for the February 1, 2025 (Saturday) Council Retreat. This annual event provides an opportunity for Council to discuss long-range priorities, goals and objectives, as well as explore the financial and operational status and needs of the City and its ability to provide the services required and desired by Council and the community. The Council's adopted 2024 Framework Goals and Objectives document will be the starting point for discussions and will include multiple opportunities for Council to discuss and shape adjustments, additions, deletions to this guiding document.

The retreat is currently scheduled to begin at 9:00 AM in the Council Chambers, includes a working lunch and wraps up between 3:00 and 4:00. Calendar invitations, along with preparatory "homework" will be sent out in the coming weeks.

### 2. **Park Restroom Damage**

The restroom at Norma Pheiffer Park was recently damaged in the late evening early AM. Coburg Public Works and Coburg Police Department collaborated on investigation and identification of suspects and appropriate enforcement action will occur.

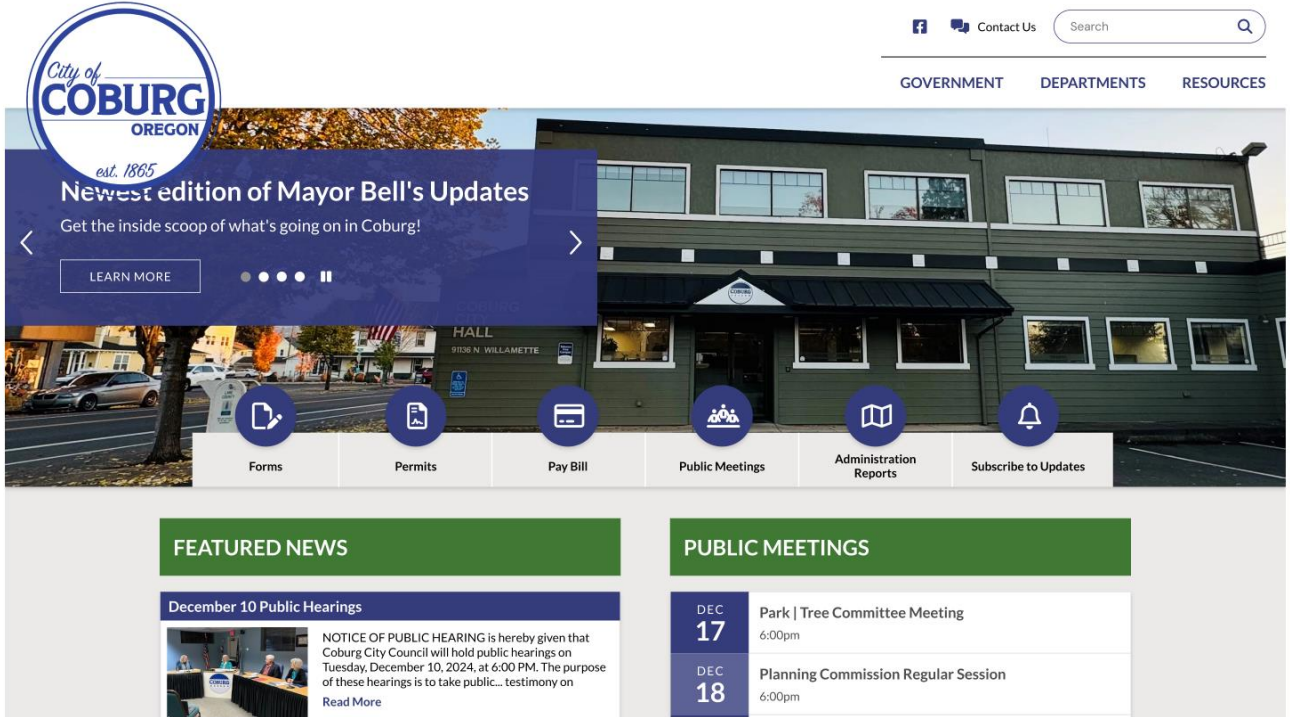
Restroom damage is a regrettable aspect of community accessible and usable public facilities. Frequent cleaning and regular "wear and tear" maintenance is an expected, but not insignificant cost. Unnecessary vandalism and destruction of equipment is also an unfortunately regular occurrence.

With the recent purchase and installation of a new restroom facility at Pavilion Park, Staff is especially focused on bringing forward solutions to deter vandalism while maintaining access and use of the facilities to the overwhelming majority of the community and visitors who treat it properly.

The City recently received a small grant for security cameras for Pavilion Park to match those currently installed at Norma Pheiffer Park (exterior of the restroom building). Staff is also researching remote function door locking hardware to allow for scheduled access control for both restroom buildings. Staff will present its findings and recommendations, along with budgetary impacts, to both the Park & Tree Committee and City Council in the coming months.

**3. City Website Redesign**

Staff is working on a website redesign and content refresh scheduled to go live in two to three months. This coincides with a required “backend” software update with the City’s website vendor (Civic Plus). Objectives of the redesign include incorporation of the new City logo, homepage priority to content most frequently accessed by users of the site, reorganization of content across all departments and increased utilization of the webforms and Q & A tools.



Phase II of the website redesign will include online access to all City Ordinances in conjunction with the codification process that will begin in 2025.

**4. Oregon Wildfire Maps - Revised**

The statewide maps of wildfire hazard zones and the wildland-urban interface are complete and final versions are now available on the [Oregon Explorer](#) website (Coburg area clip below).

The wildfire hazard map's purposes are to:

- Educate Oregon residents and property owners about the level of hazard where they live.
- Assist in prioritizing fire adaptation and mitigation resources for the most vulnerable locations.
- Identify where defensible space standards and home hardening codes will apply.

The statewide wildfire hazard map designates all of Oregon’s 1.9 million property tax lots into one of three wildfire hazard zones: low, moderate or high. It also identifies whether a tax lot is within boundaries of the wildland-urban interface. Properties that are in both a high hazard zone and within the wildland-urban interface will be prioritized for future wildfire risk mitigation resources and actions.





# 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

- Engineering/Design meetings for Stallings well treatment building and transmission line

### Wastewater Treatment & Collections

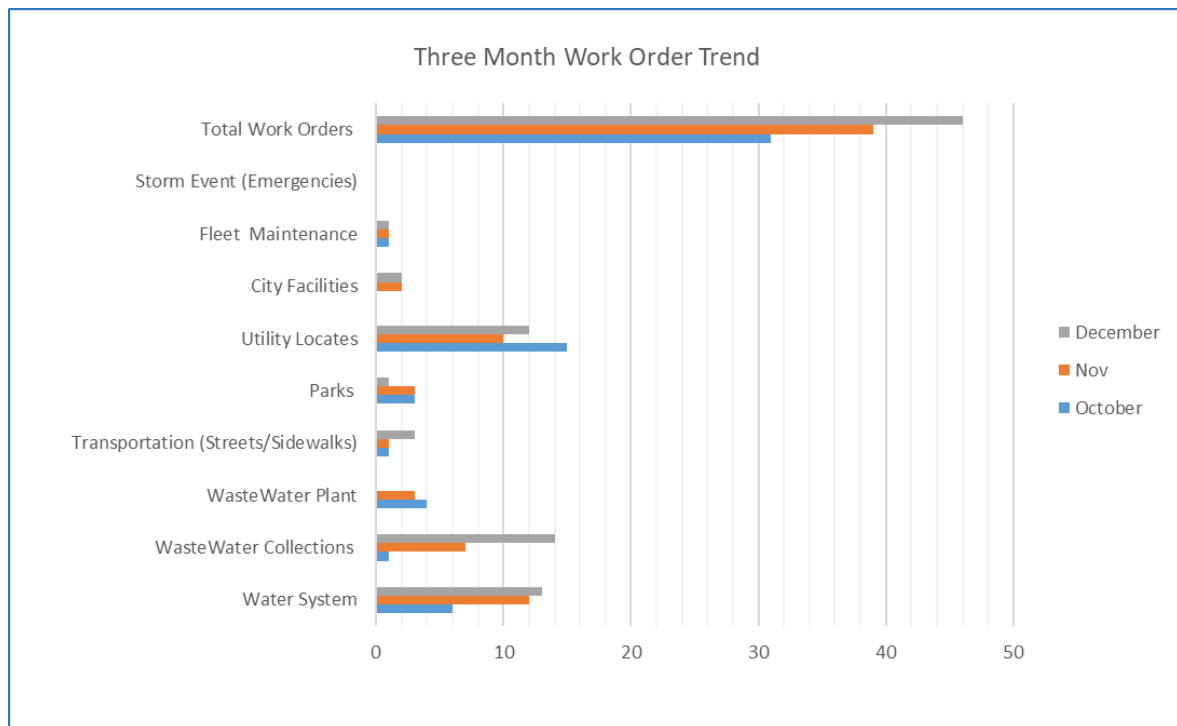
- Five customer STEP tanks pumped
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### Streets

- Leaf pick-up process started
- Christmas in Coburg event prep/follow-up

### All Departments

- Equipment, move, set up and installations for new PW Operations building at the Treatment Plant



- Issued 11 Structural/Plumbing/Mechanical/Electrical permits in December
- Attended regional transportation meetings including Metropolitan Planning Committee and Technical Advisory Sub-Committee (of MPC), Transportation Planning Committee (TPC), Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update TAC meeting in addition to the CFEC Project management team meetings
- Planning Commission reviewed and recommended PICM option for FEMA's new floodplain requirements for NIFP participating communities at December meeting
- RARE AmeriCorps member, Dabeat Nieto Wenzell, working on developing maps, riparian restoration project and creating a vegetation maintenance and management plan
- Historic Preservation Awards arrived and will be awarded to three properties nominated by the Heritage Committee

# Finance

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- FY24 Audit is nearing completion and submittal to the State. The Auditors are seeking final financing data from Business Oregon for the City's water loan drawdowns for the year.
- Payroll implementation and process changes bringing the entire process back "in-house" using the City's Enterprise Resource Planning (ERP) software, Springbrook has been completed with the first payroll of 2025. Incorporation of online timesheet entry with an employee portal will be implemented and go live in February.
- Testing with AI backbone software start-up on automation of the City's Accounts Payable process. Automated software connects with Springbrook for data entry and processing of invoices, potentially reducing staff time by 50%.
- Preparing December Monthly Financial Reports which are the primary basis for the initial estimates and development of the FY26 proposed budget.

# Municipal Court

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## December 2024 Activity Measures:

- New Citations for December 3, 2024 Court Date: 5

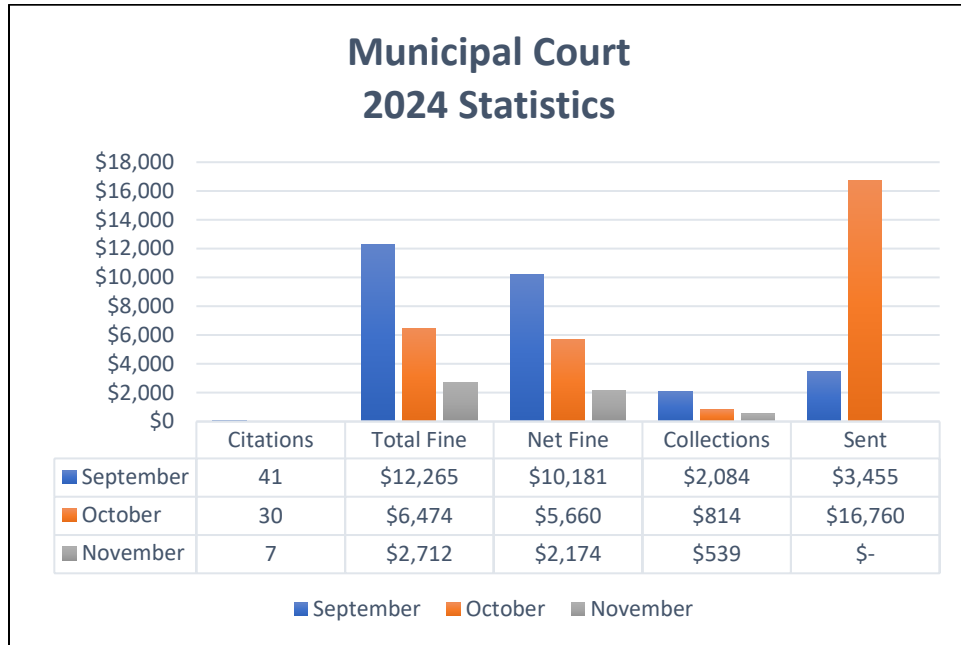
## December 2024 Court Receipts Including Collections,

- Total Fines: \$4,400.60 (total monies taken in for the month, nothing deducted),  
*compared to \$4,939.64 in December of 2023*
- Net Fines: \$2,832.00 (City share only, NOT including collections),  
*compared to \$1,234.02 in December 2023*

## December 2024 Professional Credit Service Collections:

- Total Collection Revenue: \$ 1,568.60  
*compared to \$3,705.62 in December 2023*
- Turned over to collection: \$ 10,285.00  
*compared to \$0 in December 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.*



## Police

- Arrested a male for DUII.
- Completed an investigation into the sex abuse of a child and is seeking a warrant.
- Identified suspects who damaged the bathrooms at Norma Pfeiffer Park.
- Attempting to identify a woman who tried to get into a citizen’s home.
- Took a report of a stolen package from a resident’s porch.
- Arrested a male for felony hit and run and assault.
- Participated in a saturation patrol on New Year’s Eve.
- Took a report of an unlawful entry into a vehicle.
- Responded to a trespasser at the truck stop and the individual agreed to leave.
- Received a report from DHS and subsequently arrested a male for felony assault.
- Provided a courtesy transport to a female who refused to leave the Dari Market.
- Took a report of a felony theft from a local business.
- Responded to a burglary and theft of a vehicle; the vehicle was later found.
- Arrested a female on multiple misdemeanor warrants.
- Took a report of a theft.
- Responded to a non-injury motor vehicle crash.
- Arrested a male for burglary of a local business.
- Arrested a female for contempt of court.
- Took a report of a stolen package.

- Took a report of a missing person and later determined they were safe.
- Received several reports of a disorderly female and are seeking a warrant for arrest.
- Participated in the annual Shop with a Cop.
- Directed traffic for the Christmas Parade.
- Assisted the Sheriff's Office with traffic control for the Veneta Christmas Parade.
- Responded to a road rage and were able to diffuse the situation.

# Final wildfire hazard maps now available

The statewide maps of wildfire hazard zones and the wildland-urban interface are complete and final versions are now available on the [Oregon Explorer](#) website. Notifications are being mailed to impacted property owners and should be expected to arrive over the next several days.

The wildfire hazard map's purposes are to:

- Educate Oregon residents and property owners about the level of hazard where they live.
- Assist in prioritizing fire adaptation and mitigation resources for the most vulnerable locations.
- Identify where defensible space standards and home hardening codes will apply.

The statewide wildfire hazard map designates all of Oregon's 1.9 million property tax lots into one of three wildfire hazard zones: low, moderate or high. It also identifies whether a tax lot is within boundaries of the wildland-urban interface. Properties that are in both a high hazard zone and within the wildland-urban interface will be prioritized for future wildfire risk mitigation resources and actions.

To help protect these communities, future defensible space and home-hardening building codes may apply to properties with both designations. All properties with both designations are receiving a certified mail packet informing them of the designations, outlining their appeal rights and explaining the appeal process, and explaining what the designation might mean for them and their property.

"It's a hefty packet of information that property owners will receive by certified mail," said Tim Holschbach, Wildfire Hazard Map Lay Representative. "However, we want to ensure Oregonians get all the relevant information they need on their wildfire hazard exposure."

Anyone that does not receive a packet but is still interested in learning about the wildfire hazard where they live can visit the [Oregon Explorer](#) website. A Property Owner's Report is available for every Oregon tax lot and includes information about hazards and resources.

The road to completed maps has been a long one. After the initial wildfire map was released and rescinded in summer of 2022, ODF and OSU spent more than two years receiving and analyzing feedback to improve the product available today, including a recent public comment period.

Draft versions of the statewide wildfire hazard and wildland-urban interface maps were available to the public for review and comment from July 18 to August 18. ODF received nearly 2,000 comments from the public during the 30-day comment period.

After reviewing the comments on the draft maps, ODF identified one key theme that had not been previously addressed in prior adjustments to the map: neighbor-to-neighbor variation in hazard zones. In response, researchers took a closer look at those variations and their causes. OSU evaluated scientific methods to reduce neighbor-to-neighbor variations in hazard zone designations that were still in accordance with legislative rules directing development of the map.

This final adjustment is in addition to other revisions that have been made to the map over the last two years in response to feedback from elected officials, county governments and the public. Other updates to the map since 2022 include:

- Adjustments for hay and pasturelands.
- Adjustments for northwest Oregon forest fuels.
- Adjustments for certain irrigated agricultural fields.
- Corrections for verified anomalies identified by county planners.

"It's important that the map is as objective and understandable as possible," said Kyle Williams, Deputy Director of Fire Operations at ODF. "It took additional time to ensure community protection measures like home hardening and defensible space are prioritized in communities of highest wildfire hazard. It's been time well spent, and we're pleased with the diligence ODF staff and OSU researchers put into addressing input from all sources."

In addition to feedback that resulted in changes to the map, there were two main themes of public input that will not be addressed by map adjustments: insurance and existing defensible space and fire hardening improvements.

Oregon Senate Bill 82 prohibits insurers in Oregon from using this map, or any statewide map, for making decisions on whether to extend coverage or determine rates. Oregon's Division of Financial Regulation has investigated concerns and

confirmed that even prior to passage of Senate Bill 82, no insurance company in Oregon has or will use these maps for insurance purposes. Additionally, some property owners shared a belief that their hazard rating should be lower due to implementation of defensible space strategies. By law, the map's hazard assessments are based on weather, climate, topography and vegetation on a broader environmental scale than just an individual property. If a property owner has implemented appropriate defensible space already, there is likely nothing that a designation of high hazard and being within the wildland-urban interface will require of them when future code requirements are adopted.

Item 7.