



AGENDA

PARK | TREE COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, February 18, 2025 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

COMMITTEE BUSINESS

1. January 21, 2025 Park | Tree Committee Minutes
2. Hazards and Park Issues
3. Work Party Recap and Schedule Next
4. Park Project Updates
5. Veterans Memorial Medallions Project
6. Council Revenue Sub-Committee Update

CITY UPDATES

7. City Administration Report February 11, 2025

FUTURE MEETINGS

February 20 City Council Revenue Sub Committee
February 22 City Council Retreat
March 6 City Council Revenue Committee
March 18 Park | Tree Committee

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

January 21, 2025 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

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

MEMBERS ABSENT: Vice Chair; Lonna Meston, Karen Coury

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

Council Liaison Smith noted that the agenda did not include the appointment of Chair/Vice Chair and should be added to the meeting consistent with the Committee's by-laws.

APPROVE MINUTES FROM DECEMBER 17, 2024

MOTION

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

Motion passed – 5-0 (Ms. Mosier abstained)

COMMITTEE BUSINESS

Election of Officers (added agenda item)

Ms. Shattuck nominated Tom Beaty for Committee Chair for 2025 as well as Ms. Marshall for Vice-Chair. Both indicated their agreement to serve. Motion unanimously approved 6-0

1. Hazards and Issues with Parks

Hanks reminded the committee of the objective of this standing agenda item is to ensure that issues observed/noted by individual Committee members are brought forward formally in the meeting to be addressed at that time or recorded for follow up and reporting back at a following meeting. Hanks noted that several of the follow up items are highlighted in the Committee Memo document in the packet with the primary issue of park restroom vandalism highlighted in the City Administration Report presented to Council on January 14, 2025 with a copy provided in the Park | Tree Committee packet.

Hanks noted that vandalism is a common and unfortunately accepted component of operating and maintaining a parks system. Most are occasional and minor and are routinely addressed by Parks Staff. This recent vandalism was more significant in its damage and cost and staff is proposing a change in operations to mitigate future similar situations and would like committee input.

Remote access door lock systems have been discussed prior for both restroom facilities (Norma Pheiffer and Pavilion) and staff will be selecting a system that will be expandable for use at other City facilities (WWTP, water tank/booster pump station, well sites, etc). Staff is recommending the restrooms be locked between the hours of 10:00 PM and 6:00 AM. Committee members discussed different time options and agreed that a specific and consistent time, regardless of season is a prudent way to move forward and agreed with staff's recommended closure times. Hanks noted that staff will provide a update when the system is purchased and installed.

Moss build up on benches, plexiglass sign cover at Booth Kelly are both still on the Staff list to address.

2. Work Party Report

Reported out that no work party occurred in December. A February work party is scheduled for February 17th at 9:00 AM at the Veterans Memorial at Norma Pheiffer Park and will focus on rose pruning and fertilizing.

3. Park Project Updates

a. Pavilion Park

Mr. Hanks referred to the committee memo and noted that a fundraising plan will be developed and brought forward to the committee at either the February or March meeting for some of the accessory items that were not part of the current contractor bid work. Hanks also noted that the project is expected to be completed and available for full public use by the Memorial Day weekend.

b. Norma Pfeiffer Park – Medallions

Mr. Hanks requested that the committee provide clarity on the scope/scale of the project as the prior discussions have led the project to expand beyond Staff's original understanding. The Committee discussed various medallion types, need for electrical service extension vs. solar, rock base options, utilization of the existing flagpole base among other ideas.

Hanks cautioned against a number of the options due to durability/vandalism issues, project costs and the scale of the project vs. the size of the memorial area. Hanks suggested, with committee agreement, that staff develop two options for the Committee to consider at the February meeting so that the plan can be finalized and executed in the spring/summer of 2025.

c. Norma Pfeiffer Park – Rose ID Signs

The Committee discussed this item in conjunction with the medallions project and Mr. Hanks will incorporate the rose ID signage into the two medallion options to be developed and presented.

d. Booth Kelly Path – Chip Trail Surface

Mr. Hanks indicated that a community group is interested in providing volunteer labor to spread the wood chips throughout the entire path surface. Staff will update the committee once details have been confirmed. The objective is to have the work done in the April/May timeframe.

4. Council Revenue Sub-Committee Update

Mr. Hanks provided a brief update on the work of the Revenue Sub-committee and highlighted the sub-committee's upcoming work on general fund revenue options that may include a Parks and Open Space fee on utility bills to adequately fund the maintenance and operation of the Parks system as that is contained within the City's general fund, which has a declining fund balance. Hanks noted that a \$1 a month fee on utility bills generate approximately \$20,000 per year in additional revenue and added that the staff recommendation for revenue needs for the general fund would necessitate a \$5 per month fee. Committee members asked about how the funds would

be dedicated and utilized and Hanks noted that the fee resolution can specify/limit use of the revenue for dedicated activities, programs or departments. Hanks stated that revenue sub-committee updates will be on all future committee agendas.

5. Community Survey – Parks Topics/Issues

Mr. Hanks informed the committee of an upcoming survey being conducted in partnership with a U of O Public Policy class. The goal is to gain general insights into community values, priorities of City services, missing services and facilities, quality of current services, etc, rather than specific programmatic questions of particular Departments or activities. The survey will be released in mid-February, and a report from the class will occur at the March 11 City Council meeting. Liaison Smith noted that the prior survey from 2019 would also be a valuable document for the Committee and Council to review along with the new survey results.

CITY UPDATES

6. City Administration Report – January 2025

7. Future Meeting Topics

Mr. Hanks noted that the medallion options, revenue sub-committee, and survey update would all be on the February meeting agenda.

ADJOURNMENT

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

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this 18th day of February, 2025.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



City Administration Monthly Report

February 11, 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

1. **2025 Council Retreat**

A reminder of the upcoming (rescheduled to) February 22, 2025 (Saturday) Council Retreat. The retreat is currently scheduled to begin at 9:00 AM in the Council Chambers, includes a working lunch and wraps up by 3:00 PM.

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.

2. **2025 Community Survey**

The City of Coburg is partnering with the University of Oregon's School of Planning, Public Policy and Management Real World Lane County class to conduct a community survey to gauge the values, insights, opinions and priorities of Coburg and its services and amenities.

The results will provide the City Council and staff with an improved understanding of how the community views various services the City provides, as well as learning if there are services or programs that are important but not currently available to Coburg residents or businesses. Topics covered include desirability, safety, areas for improvement, demographics and more.

The survey will be published by February 10th and will remain open through Friday, February 21st. The survey will be promoted on the City's social media and website, as well as through our partners, and hard copies will be available at City Hall.

The student team will present the findings of the survey to City Council at the March 11 meeting. We are excited for the opportunity and to see what transpires from the project.

3. **Utility Rate Increase Communication**

Customer notification and explanation of the utility rate increases approved by Council in December of 2024 have been developed and are in the process of being distributed through a flyer in the upcoming utility bill, the City's Facebook page, the City website and the Coburg Countryman, published by Coburg Main Street. A short video recap of the December Council meeting also focused on the utility rate increase and the reasons for Council's decision. A copy of the utility bill flyer is attached for reference.

4. **City Staffing Update**

Several recently vacant positions and one newly vacant position have kept the Human Resources (HR) staff team busy in recent weeks. The HR team consists of the City Administrator, City Recorder, Finance Director and the supervising Department Head (when applicable). Recent activity includes the following:

1. Public Works Operator III (filling the vacant PW Supervisor position) – Steve Jackson was hired and began work for the City Monday, February 10th. Steve is an experienced wastewater treatment plant operator with a number of certifications that will complement the City's existing Public Works staff. Steve will work under PW Director Brian Harmon as the primary day to day operator of the wastewater plant and will support other staff in water, streets and parks activities and assignments. Steve impressed the interview team and we are excited to have him join our team.
2. Public Works Operator II – With the completion of the PW Operator III recruitment, the PW Operator II position announcement will soon be published with a targeted hire and start date of March 31, 2025. This position will be focused on streets/rights-of-way (vegetation, signs, striping) and storm drains and will also support other PW staff in all aspects of Public Works operations.
3. Police Technician – Property/Evidence – This position was filled in December from the City's Police Reserve Officer pool by Erica Read, a long-time Reserve with excellent experience in law enforcement and property crime tracking/documentation. The position was filled as a half-time (.05 FTE) position rather than the prior full-time position, which facilitated the City getting such a qualified individual, while also being mindful of the financial challenges facing the general fund.
4. Police Sergeant – After many years as an officer and several more as Sergeant, Mike Lee is leaving employment with the City and the Coburg Police Department. Chief Larson and the HR team are working on a plan for filling the big shoes and experience loss that Mike's departure presents. The Department is fortunate to have Chief Larson and two experienced Officers maintain current service levels as the staffing plan is finalized and implemented. City staff wish Mike well and thank him for being a great teammate and professional in the law enforcement field.

5. **Infrastructure Funding**

Staff is working on completion application and submittal materials for several potential funding opportunities, one through the State Legislature and Coburg's elected officials Senator Cedric Hayden and Representative Darin Harbick and another through the federal Congressionally Directed Spending program (called earmarks decades prior) via Senator's Merkley and Wyden's Offices. Additionally, a grant through Business Oregon is potentially available for Infrastructure planning that Staff is pursuing.

State and Federal funding for infrastructure projects is a time consuming, challenging and increasingly unpredictable process. Staff and Mayor Bell continue to evaluate opportunities that have at least a modicum of probability of success as there are time/task constraints to gauge usefulness.

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	\$800,000	Sept 2025
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	Collector St Project (Coleman Phase I)	\$600,000	Sept 2025
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000	Sept 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	Feb 2025
PW	Storm Water Master Plan	\$60,000	March 2025
Water	Water Conservation & Management Plan	\$50,000	March 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active

Department Activity & Statistics

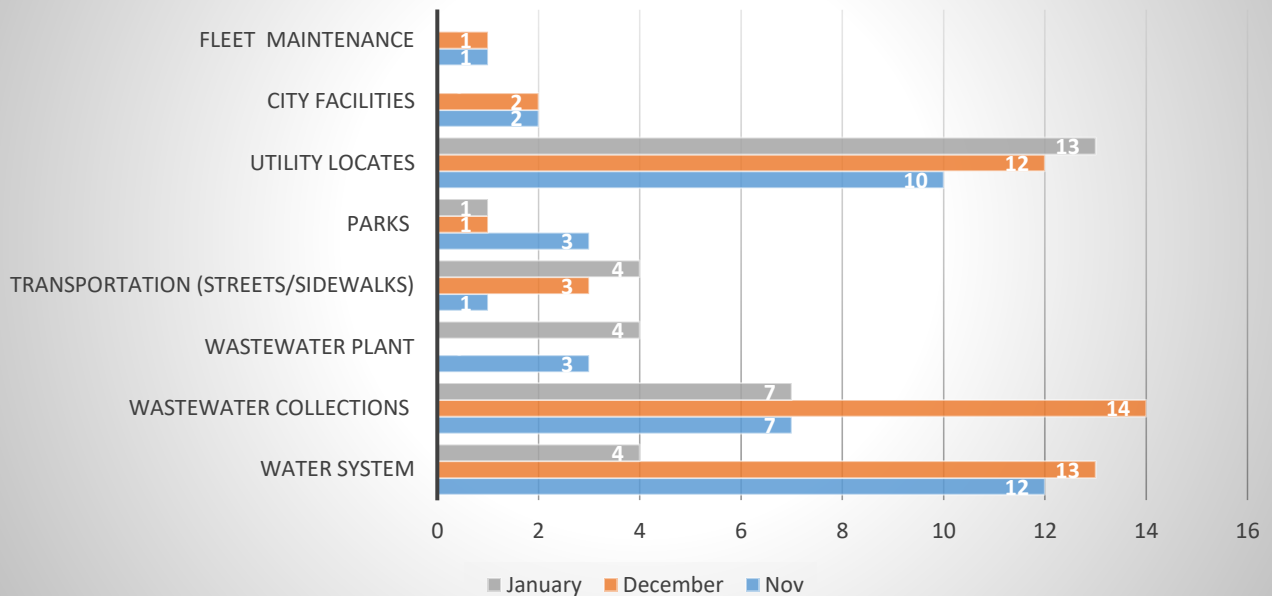
Staff maintains various activity, work order and case log type records that are utilized for a variety of required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some of the data comes from third party software systems and typically not always in a format that is easily summarized or customized.

Public Works

- Engineering/Design meetings for
 - Stallings well treatment building, SCADA and transmission line
 - Coleman Collector Street project
 - Wastewater capacity analysis (Kennedy Jenks)
 - Water Conservation & Management Plan
 - Storm Water Master Plan
- Significant septic system pump and repair
- Leaf pick-up completed for season
- Completed equipment, move, set up and installations for new PW Operations building
- New/improved SCADA connections and network upgrades at WWTP including fire alarm systems.
- Research and coordination with CIS for facilities security assessment and plan.

PW Work Orders

Three Month Trend



Planning

- Issued eight Structural/Plumbing/Mechanical/Electrical permits in January
- Attended regional transportation meetings including the Transportation Planning Committee (TPC) and Safe Lane Transportation Coalition, continued participation on the Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update TAC, in addition to the CFEC regional scenario planning project management team meeting
- Began TSP Assessment process with ODOT and DLCD to evaluate and prepare Coburg for TSP update
- Worked with LCOG and DLCD on Code Audit project to compare Coburg Zoning Code to [DLCD's Walkable Design Standards Guidebook](#) to identify gaps and opportunities to comply with Climate Friendly Equitable Communities' design standard rule. Staff also was asked to participate in the creation of the guidebook to provide a small city perspective and is acknowledged at the front of the document. Consultants will present to Planning Commission on the project and seek their input at the March meeting
- Continued coordination with DLCD on various topics including CFEC implementation, Senate Bill 1537, and general support from our regional representative.
- Attended Oregon Floodplain Manager's meeting to continue to monitor any updates regarding FEMA's floodplain requirements for NIFP participating communities and the recent injunction filed against FEMA.

- RARE AmeriCorps member, Dabeat Nieto Wenzell, is successfully moving through his wa Item 7. quality workplan. Currently, he is working with Muddy Creek Irrigation Project on developing a map of their infrastructure and is participating in Skills Days at the Coburg Community Charter School and will present information and conduct experiments with the students for three Fridays, culminating in a tour of the wastewater treatment plant
- Worked with student team from UO's Real World Lane County class to prepare community survey project
- Heritage Committee planned distribution of Historic Preservation Awards in lieu of February meeting

Finance

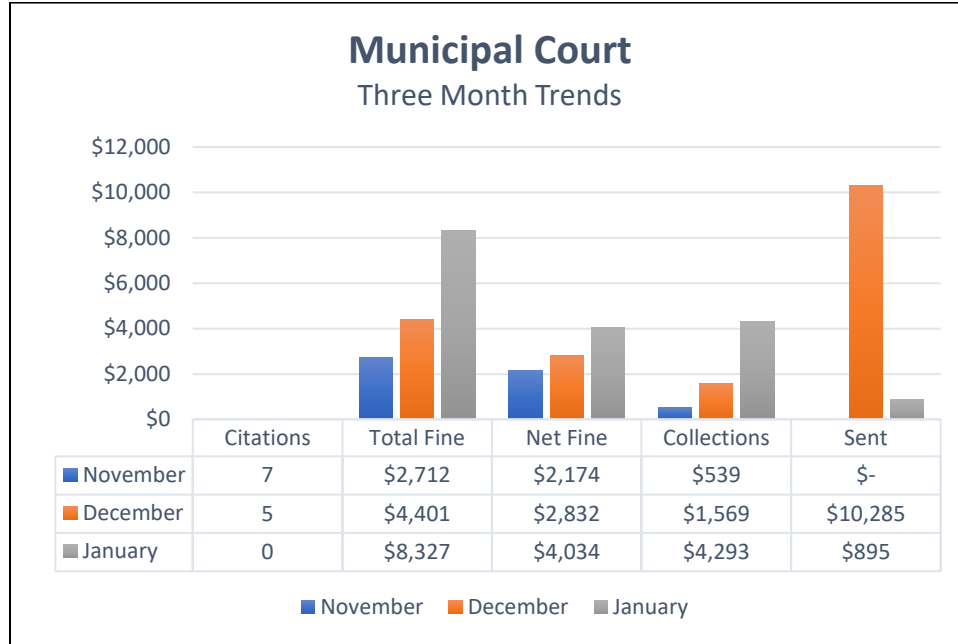
- Completed FY24 Audit and submitted to the State. Continue to work with Auditors on the Single Audit, required for annual receipts of federal funds in excess of \$750,000 from the prior year. The Single Audit is due March 31, 2025.
- Finalizing buildout and testing for the launch of the Employee Self Service online portal, a web-based companion to the Springbrook payroll system that went live with the first payroll of 2025. The online timesheet and employee data access portal is scheduled to go live in March.
- Completed December Monthly Financial Reports which are the primary basis for the initial estimates and development of the FY26 proposed budget.
- Preparing annual (final year) ARPA report to verify intended uses of COVID era federal funds. Reporting due in April of 2025.
- Preparing financial reports to Department Heads for FY26 Budget internal preparation for City Administrator's Proposed Budget scheduled to be completed and presented in late March 2025.

Municipal Court

- Upcoming Court Date: February 4, 2025 Regular Court Session
- Scanning Update: A total of over 42,000 documents have been scanned.
- Online Municipal Court Services: Court Administrator is currently working with Tyler Court Software to implement an Online Portal for customers to make payments and process documents at no extra costs to the City, allowing 24/7, self service access to many Municipal Court functions
- Activity Data
 - Citations (Crimes and Violations)
 - New Citations for January 7, 2025 Court Date: 0
 - January 2025 Receipts Including Collections,
 - Total Fines: \$8,376.57 (total monies taken in for the month, nothing deducted), compared to \$ 9,036.35 in January of 2024
 - Net Fines: \$4,084.00 (City share only, NOT including collections), compared to \$3,704.50 in January of 2024

- January 2025 Professional Credit Service Collections:
 - Total Collection Revenue: \$ 4,292.57
compared to \$5,332.25 in January of 2024
 - Turned over to collection: \$895.00
compared to \$3,795.00 in January of 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.



Police

Multiple Officers responded to:

- Report of Disorderly Conduct: Probable cause was developed
- Report of Menacing/Disorderly Conduct at Coburg Pizza: Peacefully resolved'
- Report of Hit/Run at Coburg Fire: Unable to locate the suspect

Officer responded to:

- Behavioral health issue along with Mental Crisis Services: Assist
- Report of a Trespass: Resolved
- Welfare Check: Cleared with Information
- Veneta for a Crisis Negotiation Team (CNT) call-out: Peacefully resolved
- Report of Unlawful Entry of a Motor Vehicle: No Suspect
- DHS Cross report regarding possible abuse: Closed, Unfounded
- Report of Hit/Run at the TA: No Suspect
- Citizen's Assist: Assist (3)
- Violation of Restraining Order: Suspect Arrested (2)
- City ordinance violation on Roberts Rd.: Abandoned Vehicle Towed

- Request for a VIN Inspection on Roberts Rd.: Inspection
- Dispute at Roberts Rd/ARCO: Probable Cause for Parole Violation
- DUII arrest @ MP 197 on I-5 to assist OSP: Agency Assist
- McDonald's to recover counterfeit funds
- Veneta to cover at deputy on Field Sobriety Tests (SFST's): Agency Assist
- Information report regarding Harassment/Fraud: No willing victim
- Report of a Dispute/Juvenile issue at the Coburg Charter School: DHS notified
- Report of a Disorderly Subject: Cleared with Information
- Report of Sex Abuse: Cleared/Unfounded
- Behavioral health issue with Lane County Mental Crisis Services : Unable to Locate
- Disorderly Subject: Unable to Locate
- Public Assist: Cleared/Resolved
- Report of a Forgery at McDonald's: Report
- Vehicle accident at E. Crossroads and N. Coburg Rd.: Crash Report/Agency Assist
- Report of Theft by Deception at the Premier RV Park
- Found a Dog at Large: Returned to Owner
- VIN Inspection at the request of a citizen: VIN Inspection Completed

Traffic Citations: 30 (1/4/2025-2/3/2025) Incident Reports: 16 (1/4/2025-2/3/2025)

2025 Utility Rate Adjustments

Coburg Utility Bills

At its December meeting, the Coburg City Council unanimously approved adjustments to the current water, sewer and transportation utility fees (TUF), in order to maintain necessary funding levels for increased operations, maintenance and capital costs to the community's utility systems.

Utility rates will be increasing on February 1st, 2025, however you will not see those increases until the February billing goes out in March.

What will this mean for my bill?

The February rate increase includes a 4% water rate increase, a 6% wastewater rate increase, and a 4.9% transportation utility fee (TUF) increase. For a typical, low to moderate water use residential customer, the total increase amounts to just over eight dollars (\$8.02).

	Previous Rate	New Rate
Water	\$59.36	\$61.73
Wastewater	\$88.43	\$93.74
Transportation Fee	\$7.00	\$7.34
Tree Fee (no change)	\$2.00	\$2.00
New Total:	\$156.79	\$164.81



City Council and Staff are fully aware of the increasing costs Coburg utility customers experience in their household and business budgets. Municipal services are impacted by these same economic conditions and the price (rates) charged for City utility services must be adjusted to maintain, repair and improve/replace the community's utility systems.

Each utility the City owns and operates for the community is managed as a separate "business unit" with revenues and expenses for each (water, sewer, streets) independently tracked and not able to be moved from one to the other.

Property taxes do not fund utility operations as they are legally required to fund general services like Public Safety (police), Parks, Planning & Building, Municipal Court, Finance, etc.

Both Council and City staff place a high priority on meeting and exceeding both regulatory requirements and the community's expectations in the following:

- Producing and delivering clean water to the community
- Collecting, treating and safely returning wastewater to the environment
- Maintaining a safe pedestrian and vehicle transportation system (streets, sidewalks and storm drainage)

