



AGENDA

PARK | TREE COMMITTEE MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, October 15, 2024 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

- [1.](#) October Park | Tree Committee Meeting Overview

MINUTES APPROVAL

- [2.](#) September 17, 2024, Park | Tree Committee Minutes

COMMITTEE BUSINESS

3. Hazards and Issues with Parks
4. Work Party Recap and Next Work Party Location
5. Pavilion Park Update
6. Volunteer Hours
7. Coburg Creek Neighborhood Meeting

CITY UPDATES

- [8.](#) City Administration October 2024 Report

FUTURE MEETINGS

November 12 City Council

November 19 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.



MEMO

TO: Park & Tree Committee
FROM: Brian Harmon, Public Works Director
DATE: Oct 15, 2024
SUBJECT: October Committee Agenda Overview

Hazards and Issues with Parks

Follow up Items from Prior Meeting

1. Vegetation extending onto the path surface at Sarah Ln/Spores Park was addressed by staff.
2. Street trees on Van Duyn will be monitored over the winter and if no spring growth occurs, will be removed and staff will develop a replacement strategy and present to the Committee.

New Citizen/Staff Identified Issues

1. Norma Pheiffer Park - Pickle ball Court surface. A resident commented that the Court when wet is hazardous and that type of court should have not been selected. Signs have been installed to notify users that the court can be slippery when wet and to report any hazards to Public Works.
2. Street Trees - A hazard tree has been identified on S Skinner and a City contracted Arborist is providing a recommendation on maintenance work to address any hazard that may exist.

Pavilion Park Update

Pavilion Park update is described in the attached City Administrators report. Public Works has removed the light pole that was in conflict with the soft path and picnic table area. Public Works will be working with Wildish who was selected to be the contractor for this Project to complete all "by owner" work identified in the modified bid award and specified in the OPRD Grant award.

Public Works & Parks Reorganization

An overview of this item is also in the City Administrators report. Two long-term Public Works staff members, Burke Hansen and Ty Wilson, are leaving City employment in October to further their professional careers. This change in Public Works represents a 1/3 reduction in staffing. At this time we are looking at many different ideas to help mitigate the work load, both in the short and long-term. Parks management will shift to the City Administrator, with field operations intended to function at existing levels. The City Administrator will be the primary staff liaison to the Park/Tree Committee and will have a more direct involvement in Parks operations and

maintenance while Public Works operations are evaluated and decisions made regarding best utilization of staffing and budget resources to meet all regulatory and service level requirements in Water, Wastewater, Streets and Storm Drain operations.

Coburg Creek Neighborhood Meeting Recap

On October 2nd at 4pm City Staff and the Mayor met with residents of the Coburg Creek Subdivision and went over the public input and engagement process that will guide the future Park development process. Discussion points included funding (lack of), timelines, phasing of construction, desired attributes/amenities from the neighborhood perspective and recognition that the future park design will have full community and Park and Tree Committee input and involvement as it moves forward starting in early to mid 2025.



MINUTES

Parks Tree Citizen Advisory Committee

September 17, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Chair, Tom Beatty; Vice Chair, Michelle Shattuck; Colleen Marshall, Mary Mosier, Karen Coury

MEMBERS ABSENT: Joe Morneau, Lonna Meston

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Dax Wilson, Public Works; Claire Smith, Coburg City Council Liaison

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 6:02 pm.

ROLL CALL

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

AGENDA REVIEW

There were no changes made to the agenda.

APPROVE MINUTES FROM JULY 16, 2024

MOTION

Ms. Marshall moved, seconded by Ms. Mosier to approve the July 16, 2024 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed – 5:0.

COMMITTEE BUSINESS

a. Hazards and Issues with Parks

Mr. Hanks provided an additional memo regarding the agenda. This item will be consistently on the agenda for committee members to communicate their concerns or thoughts on what they might see at the parks to each other and city staff.

Ms. Marshall asked if mowing and blackberry vine cleanup has happened on the path behind Serenity Lane. Mr. Wilson said they do try to keep things cleaned up and he will make sure to mention that and see if they can get it on their schedule and taken care of soon.

Ms. Mosier mentioned that Public Works did tighten the bolt on the bench at Pavilion Park, and Mr. Wilson said they are also working on getting the faceplate for it as well.

Mr. Beatty mentioned that the 5 dead Red Maple trees on the south side of Van Duyn need to come out so they can replace them with new trees.

b. Work Parties

Ms. Mosier noted that they had two work parties in August, one at Jacob Spores and the other at Pavilion Park. They weeded in both areas and also cleaned up the roses in Norma Pfeifer.

Ms. Marshall and Mr. Beatty also went back to Jacob Spores on Monday to clean up more of the wild grass that keeps coming up, pull weeds, and do some planting.

They scheduled the next work party for October 21st at 9am at Pavilion Park.

c. Update on Major Maintenance at Johnny Diamond park

Mr. Hanks recapped the work that has been done. He explained that they would like to have a system where about every three years, the parks get a major maintenance update. As far as the Johnny Diamond work goes, they have put a lot of material on it, including the use of pesticides.

Mr. Beatty mentioned the importance of the timing of pesticide use, and that it is more efficient to use it before they begin to flower or they will continue to grow. Mr. Hanks said that it is challenging to use those maintenance funds at certain times because of budgetary compliance issues.

They all agreed that the final product looked really good, and had gotten lots of compliments. Mr. Wilson said they spent about 93 hours as a crew on the Johnny Diamond maintenance, and are hoping to keep it more consistently maintained so it does not get to that point again.

Mr. Hanks said that unfortunately, the added work at one park can take away from work on another park or path, so they are trying their best to balance those out and really track their time and resources spent in certain areas, to create a formal vegetation management plan.

Mr. Wilson went over some of the weed management techniques they have tried, and what has worked and what hasn't. Mr. Hanks said that the City did receive a grant from DEQ for a RARE Fellow, to help specifically with the TMDL program, which the pesticide policy also falls into.

Ms. Shattuck asked if there was going to be landscaping done on Harrison Street with the new road and sidewalk improvements. Mr. Hanks said there will be some areas that will have landscaping, but some areas will be just infiltration, including the use of rain gardens and addition of trees. Hanks also mentioned that road paving for that project will begin next week, then speed cushions the following, and final touches like striping and signage in the third week.

d. Volunteer Hours

Mr. Hanks mentioned that the City has a required reporting of volunteer hours for workers compensation. The City collects volunteer hour reports and they are logged and tracked. Ms. Mosier asked how the community volunteers should report and Mr. Hanks said they can email them into the City or add it to someone else's log if that is most convenient.

e. Volunteer Policy | Donation and Expectations

Mr. Hanks said that donations are general fund revenue, and there is not a separate fund for them. They can, however, try and track them so they can keep note of how it's spent. When it rolls over at the end of the year, it becomes general fund revenue. A lot of parks donation policies allow someone to donate an item, like a tree, a bench or a memorial, but often times with money donations they cannot choose what the donation be used for specifically. It is also different when supplies or labor are donated by someone for a specific project. Mr. Hanks said that there are probably 4-6 different categories and tiers of donation policies depending on what and how it's being donated. Mr. Hanks mentioned the idea of a parks foundation.

f. Pavilion Park Construction

Mr. Hanks explained that the Phase II bid for Pavilion Park came in higher than they originally allocated for the project. They removed a few things from the bid that will be done by City staff instead, to take the overall bid down. The next step is for Council to approve the bid award after those items were removed, then the City will have to figure out how to fund the items they pulled. They may consider a community campaign for certain items.

They will continue this conversation at next month's meeting.

Mr. Beatty reminded the committee that he will not be at October's meeting, and Ms. Shattuck will be taking over for him.

ADJOURNMENT

Chair, Tom Beatty adjourned the meeting at 7:36pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this 15th day of October 2024.

Michelle Shattuck, Vice Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



City Administration Monthly Report

October 8, 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. **Public Works Staff Update**

The City of Coburg's Public Works Department has for a number of years consisted of a total of six full time employees (6.0 FTE) in the following positions:

- Public Works Director (1.0 FTE)
- Public Works Supervisor (1.0 FTE)
- Public Works Worker II (1.0 FTE)
- Public Works Worker I (3.0 FTE)

During the month of October, two six-year tenure staff positions will be departing the City for other professional employment opportunities. Burke Hansen, Public Works Supervisor, has provided field level operational leadership across all Public Works functions with specialty certification and experience in both water and wastewater systems. Ty Wilson, Public Works Worker II, has functioned as an invaluable jack of all trades in the field and the wastewater plant and gained several professional certifications in water and wastewater in his time with the City. Both will be missed by their Public Works team and City staff overall.

With change comes an opportunity to evaluate existing operations, organizational structure and resource allocation. The remaining members of the Public Works team, led by Director Brian Harmon, provide the City with an extremely solid base to work from while potential operations and maintenance programs are evaluated across all Public Works functions (Water, Wastewater, Streets, Parks, Storm Drains).

During the course of this evaluation, no replacement hiring processes will be initiated so as to preserve options to increase operational efficiencies. Within the next 30-60 days, staff will update Council on mid to long term plans for Public Works Department structure to meet both current and future needs of the organization and community.

2. **Pavilion Park Phase II Update**

With Council's recent approval of a modified bid award to Wildish Construction at its September 24, 2024 Special Meeting, staff was able to complete all contract submittals and approvals, schedule and hold a pre-construction meeting and start site prep for the project

to formally get underway the week of October 17th. The project earthwork, concrete and parking installation will happen between October 17 and November 25 then the project will pause for spring seeding, planting and final amenity installations. The park area will be available for widespread use and enjoyment before the end of May, 2025.

3. Coburg Countryman – Community Newsletter

Coburg Main Street recently released its first edition of the Coburg Countryman Newsletter. The City utilizes regional lodging tax revenues that are dedicated for tourism related activities to help financially support this community publication and look forward to its evolution and expansion. Congratulations and appreciation go to Megan Dompe, Executive Director and the entire Coburg Main Street Board of Directors for getting this important project off the ground and available to the Coburg community.



4. External Funding Update

The City had submitted for two different competitive funding opportunities for capital projects in early 2024 and was just recently informed that Coburg did not receive funding for either project.

The [Wastewater Treatment Plant solar project](#) was a grant project through the Oregon Department of Energy’s Community Renewable Energy Grant Program and was designed to provide renewable energy to the wastewater plant that would have significantly reduced energy related operating costs by approximately \$30,000/year while also providing battery back-up for emergency outages to extend the use of existing diesel generators. The project scored well, but was beat out by some excellent solar generation and energy resiliency projects around the state. A total of 75 application were received with project costs totaling over \$47 million. 34 projects were ultimately awarded grant funds totaling \$18 million. Staff has already begun re-working the grant application to be ready for the next round of this program in early 2025.



A request for Congressionally Directed Spending (“federal earmarks”) was submitted by staff for the [Pioneer Valley Estates water distribution system replacement project](#). Support letters were provided by residents of PVE, Coburg Fire District and Lane County Public Works, but was ultimately unsuccessful. While disappointed, staff will continue to look for funding opportunities for this important water system project that needs to be addressed within the next several budget cycles.

5. Loop Path #4 Project Update

This project is a state/federal funded pavement and multi-use loop path extension located on N Industrial Way and has been in the design/development stage for well over a year due to path location adjustments to avoid the need for easements from the abutting property owner. A recent meeting with the project team from the City of Eugene (acting as our certified agency per federal requirements) and ODOT (funding coordinators) indicated that final design should be complete in early spring to accommodate project bidding and construction in summer of 2025 for both the street paving and loop path installation.

6. Coburg Creek Neighborhood Pop Up Meeting

Mayor Bell and City Staff (Adam, Brian, Megan) held an informal meeting at the site of the future Coburg Creek Park last week (Oct 2) to meet new residents of the subdivision and discuss how public input, planning and funding will shape the development of the lands that were dedicated to the City as part of the land use approval process for the residential subdivision that is now nearing full build-out. There was a great turnout of residents and early conceptual input was taken in by staff, along with some information provided from staff and Mayor Bell regarding current funding limitations and the need to plan the future development in phases over time.

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 | March 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 | Oct 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 | Oct 2024 |
| PW | PW Operations Building | \$1,350,000 | Oct 2024 |
| PW | Storm Water Master Plan | \$60,000 | Dec 2024 |
| Water | Water Conservation & Management Plan | \$50,000 | Nov 2024 |

| Contract Description/Scope | Cost | Term | Item 8. |
|--------------------------------------------------------------------|----------|----------------|---------|
| 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 |
| Alley Right of Way obstruction (rocks) | 8/26/24 | 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 |

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

- Connected Premier RV to City Water System
- 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.

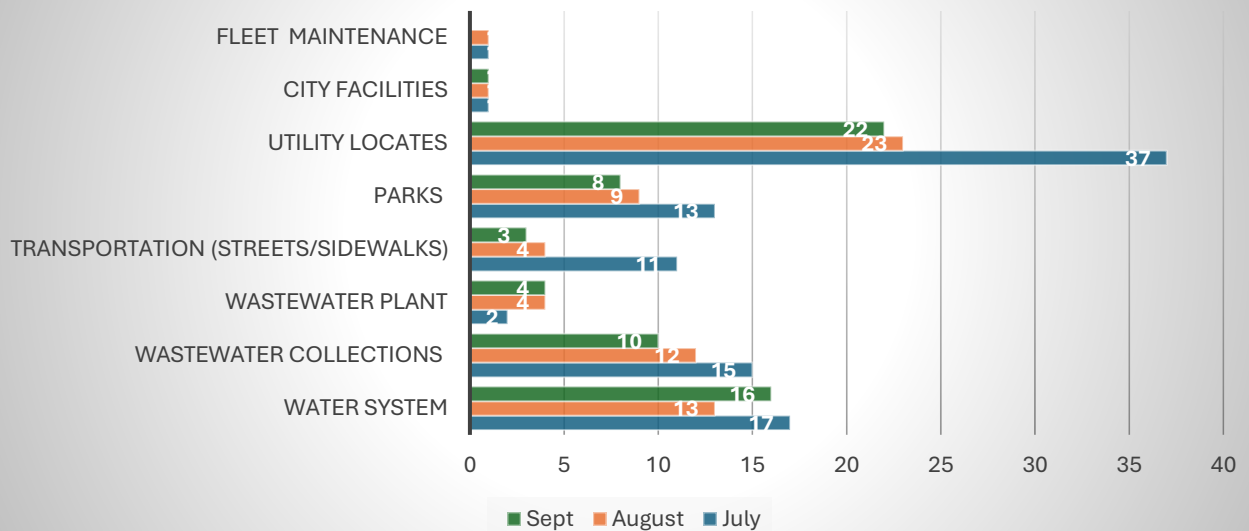
Wastewater Treatment

- Recovery Cleans were performed at the plant by staff and all went well

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
- Using excess asphalt from the N Willamette project, PW staff was able to complete the Van Duyn Sidewalk project by adding the pavement to the backside of the sidewalk along the church parking lot.

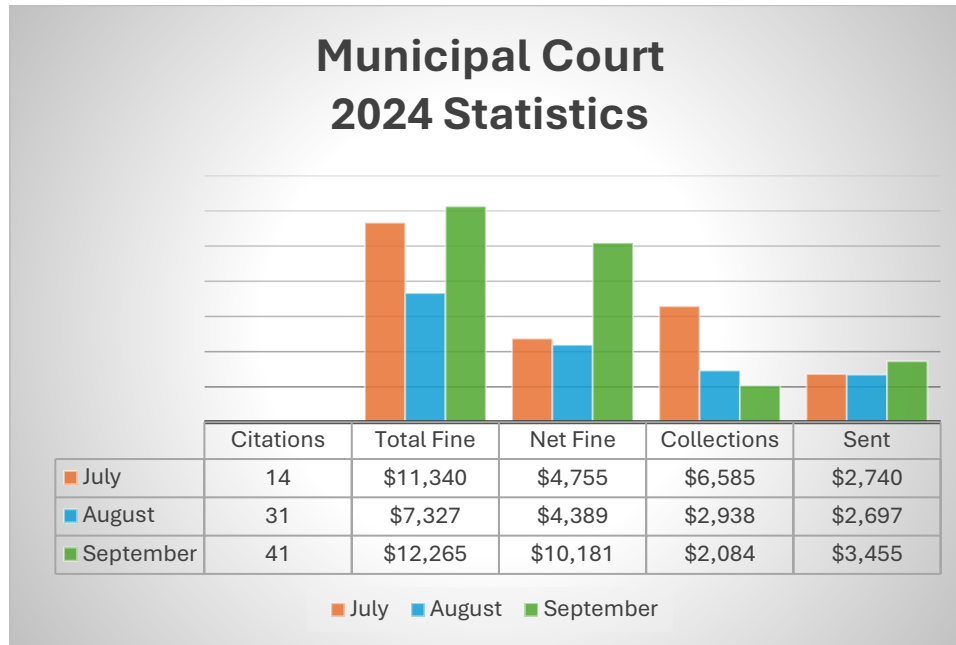
Work Orders 2024 YTD



Planning

- SUB 01-22: Coburg Creek Subdivision: Two dwelling permits issued in September and two under review currently;
- Held follow up pre-app meeting for McKenzie Street Cottage Cluster Housing development;
- Six Structural/Plumbing/Mechanical/Electrical permits issued in September for a total valuation of \$1,004,322.73;
- Planning Commission approved Conditional Sign Permit application from Coburg Community Charter School to replace existing free standing sign;
- One commercial sign permit issued for the Greenhouse food truck plaza on Willamette St.;
- 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) first meeting;
- Kicked off code audit project with consultant LCOG funded by DLCDD to evaluate current regulations with the walkable model code being developed as part of CFEC rulemaking implementation efforts;
- RARE member began service on September 16th to implement TMDL work sponsored by DEQ. The RARE member will work in collaboration with Muddy Creek Irrigation Project and the City of Tangent. Onboarding has been a success thus far;
- Attended open house at Coburg Creek Subdivision to engage residents on future planning efforts;
- Working with the University of Oregon's institute for Policy Research and Engagement (IPRE) to develop scope of work for students to conduct a community

Municipal Court



- **September 2024:**

- Citations (Crimes and Violations)
 - New Citations for September 17, 2024 Court Date: 41
- Receipts Including Collections
 - **Total Fines:** \$12,264.81 (total monies taken in for the month, nothing deducted), compared to \$10,229.47 in September of 2023
 - **Net Fines:** \$ 10,181.00 (City share only, NOT including collections), compared to \$6,408.50 in September of 2023
- Professional Credit Service Collections
 - **Total Collection Revenue:** \$2,083.81 compared to \$3,820.97 in September of 2023
 - **Turned over to collection:** \$ 3,455.00 compared to \$ 0 in September 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 Court Date: October 22, 2024, Regular Court Session
- Court Administrator was awarded a scholarship and will be attending the OACA Court Conference Oct. 13-15, 2024

Police

- Officers investigated unlawful dissemination of intimate image.
- Officer followed up on a DHS cross report and determined the children were safe.
- Officer cited a female for a misdemeanor warrant.
- Officer investigated a theft of a bike from the McDonald's.
- Officer investigated a theft from a local business.
- Officer took a report for seized property.
- Officer took a report of bank fraud.
- Officer responded to a male who overdosed on narcotics.
- Officer investigated a missing juvenile. The juvenile returned home safely the same day.
- Officer assisted OSP with taking a female into custody for a police officer hold.
- Officer investigated criminal mischief to a vehicle.
- Officer responded to a male who overdosed on narcotics.
- Officer arrested a male on a felony warrant.
- Officer responded to a disorderly juvenile and placed him on a police officer hold.
- Officer investigated a non-injury crash.
- Officer investigated an unlawful criminal possession of a rental vehicle. The vehicle was entered as stolen.
- Officers resolved several illegal camping complaints.
- Officer arrested a male for violating a restraining order.
- Officers participated in the Honor's Flight.
- Officer participated in the range.
- Officers presented the I Love U Guys to the Coburg Charter School Staff.
- Offices patrolled the Antique Fair.
- Wal-Mart donated 5-\$150 gift cards for the upcoming annual Shop with a Cop event.
- Officers attended a building search class.
- Officers were given information regarding a male attempting to enter a residence

Upcoming Events:

- Trunk or Treat.
- Scarecrow contest.

