



Agenda

Coburg Parks |Tree Committee
Regular Meeting
City Hall, 91136 N. Willamette
February 20th 2024

6:00 pm	CALL TO ORDER	Tom Beatty
	ROLL CALL	Brian Harmon
	AGENDA REVIEW	Tom Beatty
	APPROVE MINUTES FROM Jan 21 st	Tom Beatty
	CITY UPDATES City Administrator Monthly Report	Brian Harmon
6:15 pm	COMMITTEE BUSINESS	
	Thank you to Mary Moiser	Tom Beatty
	Trees for Johnny Diamond Park	Tom Beatty
	Planting at Veterans Memorial	Tom Beatty
	Trails End and Booth Kelly Signs	Brian Harmon
	DATES TO REMEMBER	
	March 12 th - City Council Meeting	
	March 19 th - Parks and Tree Committee Meeting	
7:00 pm	ADJOURNMENT	



MINUTES

Parks Tree Citizen Advisory Committee

January 22, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Chair; Tom Beatty, Lonna Metson, Colleen Marshall, Joe Morneau, Karen Coury, Michelle Shattuck

MEMBERS ABSENT: Mary Mosier

GUESTS/STAFF PRESENT: Brian Harmon; Public Works Director, Megan Winner; Planning Director

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

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

AGENDA REVIEW

There were no changes.

APPROVE MINUTES FROM NOVEMBER 21, 2023

MOTION

Mr. Morneau moved, seconded by Ms. Meston to approve the November 21, 2023 Parks Tree Citizen Advisory Committee meeting minutes as presented.

Motion passed as 5:0

CITY UPDATES | CITY ADMINISTRATOR REPORT

Mr. Harmon asked if anyone had questions about the report. There were none.

COMMITTEE BUSINESS

a. Elections

Mr. Harmon mentioned that Mary Mosier's vote for committee chair was Tom Beatty. Ms. Marshall also nominated Tom Beatty for chair.

MOTION

Ms. Marshall moved, seconded by Ms. Meston to appoint Tom Beatty for chair.

Motion passed as 5:0

Ms. Marshall nominated Lonna Meston for vice chair, to which she declined. She then nominated Michelle Shattuck for vice chair.

MOTION

Ms. Marshall moved, seconded by Mr. Morneau to appoint Michelle Shattuck as vice chair.

Motion passed as 5:0

b. Mural on Norma Pfeiffer Restrooms

Ms. Winner presented the pictured mural layout on the screen. She explained that they received an application for a mural to be installed in the Norma Pfeiffer Park next to the playground. The application was submitted by Coburg Main Street Arts Committee. She briefly explains the policies behind the mural and application.

Ms. Shattuck shared her thoughts on the mural and how she would like to pursue it.

Ms. Winner read the evaluation criteria to the committee. Mr. Harmon asked some questions regarding each piece of criteria. There were no comments or concerns.

Mr. Beatty asked what medium the mural would be on. Ms. Shattuck believed it to be plywood which Mr. Harmon said they would add a protective layer onto.

Ms. Coury asked what their commitment to the people who are donating it, if it were to fade or need resealed. Mr. Harmon explained that that would go above the normal service level.

MOTION

Ms. Marshall moved, seconded by Ms. Coury that the proposed work of art be accepted by City Council as presented.

Motion passed as 5:0

c. Veterans memorial Update

Mr. Harmon didn't have many updates other than having done quite a bit of work and still having three planting areas that still need dug out. He explained that things got moved around for the next few weeks because of the storm. They are hoping to get back to that in the next week or two. They still have not heard from Johnsons Brothers. Mr. Harmon explained more on the next steps in the process. He hopes to have the project done by Valentine's Day. They will focus on the donations for the medallions after the plantings and walkways are done.

Mr. Beatty asked what soil mix they used for the beds and Mr. Harmon said they used the Rexus Premium Planting Soil.

Mr. Beatty suggested a work party to pull and gather the daffodil bulbs. Mr. Harmon suggested they do it soon before the project gets too much farther along.

d. Committee Goals/Work Plan

Mr. Harmon explained that this is a combination of what they've spoken about in the previous two meetings which Mary Mosier formalized. There was nothing new added.

MOTION

Mr. Morneau moved, seconded by Ms. Marshall that the Committee Goals and Work Plan to go to City Council for approval.

Motion passed as 5:0

e. Plaza Upgrade Update

Mr. Harmon reported that they are on schedule for this project with some project details.

f. Trees for Johnny Diamond Park

Mr. Beatty said that he thought they could enhance the park appearance by adding a series of small trees of similar heights along the inside of the fence on the East side of the park. It would help cut off the view of the distant highway and make it more intimate.

Ms. Coury asked if there were any thoughts about the South side. Mr. Beatty said he didn't know about the South side because of the trees already on the outside. She then asked about the North side. Mr. Beatty said they will have to replace one tree that is rotted, then they could decide what to put in there.

Mr. Harmon proposed doing this for Arbor Day and Mr. Beatty agreed with that idea. They are thinking 6-8 trees, including the one they need to replace.

g. Trails End Mowing

Mr. Beatty proposed that everything to the North of the paved pathway to the edge of the property be mowed as needed to keep things knocked down. And everything forward of that to not do more than two mowing's a year to preserve those plants.

h. Widow Makers Maintenance

Mr. Morneau mentioned that there is a tree on the corner across from the Christian Church with bad widow makers hanging over the sidewalk into city property. Mr. Harmon said that Sara Athey was going to try to make contact with the property owner to let them know that the tree needs attention. He said Public Works will not do any work on it.

Ms. Marhsall asked if anyone had considered bringing it up at a County Commissioners meeting. Mr. Morneau said he was only notified of this recently and has not reached out further.

Mr. Harmon said they've been monitoring for widow makers and they have gotten several away from the streets since last week, with a couple more to do this week. The arborist may be willing to take some of those down.

Mr. Harmon mentioned that the packet includes the appointments done at the last City Council meeting and the Committee's bylaws for everyone to have and refresh their memory of.

Ms. Marshall asked if anyone was interested in doing a February park cleanup at Jacob Spores. Mr. Beatty mentioned doing one for the Daffodil bulbs. Ms. Marshall proposed for a work party on February 26th at Jacob Spores Park, weather permitting.

NEXT MEETING

February 20, 2024

ADJOURNMENT

Mr. Beatty adjourned the meeting at 6:40pm.

APPROVED by the Park Tree Citizen Advisory Committee of the City of Coburg on this ____ day of ____ 2023.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

City Administration Report



February 13, 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. **2024 State Shared Revenue Report** – The League of Oregon Cities (LOC) recently published its annual State Shared Revenue Report that includes estimates for shared revenues to Cities from Highway Trust Fund (gas tax +), liquor tax, cigarette tax, marijuana tax and 9-1-1 tax. The estimates will assist staff in the development of the FY24-25 budget.

The Document is also an excellent reference guide for understanding how each of the taxes are collected, what formulas are utilized to calculate the local share determination and what restrictions are placed on the allowed uses of the funds. Population is the primary methodology, but other factors are a part of the calculation. Recently issued certified population estimates are also included in the document. Coburg's certified estimated population is 1,475. The full report is attached for reference

2. **Public Works Service Truck** – After the unfortunately 'new normal' of very long ordering and delivery timing for new trucks, the Public Works Department recently received its new Ram 2500 Tradesman service truck. A utility box bed will be installed in the coming months. This new addition provides consistency within the Public Works fleet for tool and equipment storage for improved operating efficiency and useful life for tools/equipment. With the replacement vehicles recently purchased for both Public Works and Police Department, the City fleet has been greatly improved. An updated fleet inventory and long term proposed replacement schedule will be provided within the upcoming budget process.



3. **Regional Transportation Plan Update** – Coburg staff will work with our Central Lane MPO (CLMPO) partners to begin updating the region's Regional Transportation Plan (RTP) and Congestion Management Process (CMP). The intent of this effort is to meet

current federal requirements, and support priorities and guidance established by state and local goals and priorities as captured in community feedback and local plans.

The federally required metropolitan transportation planning process establishes a continuous, cooperative, and comprehensive regional framework for multimodal transportation planning. The RTP is a blueprint to guide investments for all forms of travel – motor vehicle, transit, bicycle, and walking – and the movement of goods and freight throughout the CLMPO area. It identifies current and future transportation needs, investments needed to meet those needs, and what funds the region expects to have available over the next 25 years. The RTP is updated every four years to reflect changing conditions in the region and respond to federal and state regulatory developments. The current document can be found on the LCOG MPO website or by clicking [HERE](#)

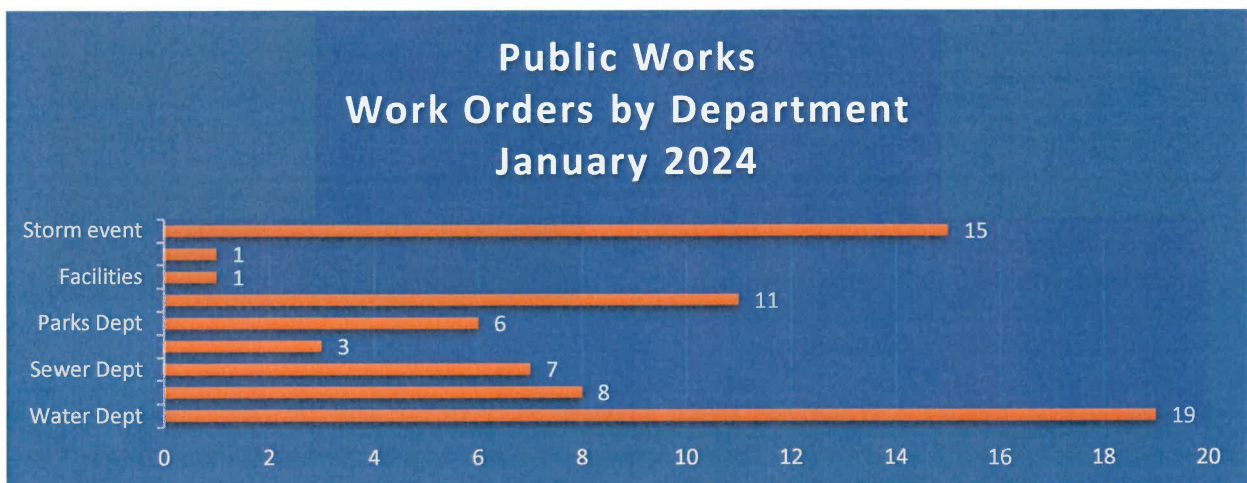
4. **Capital Improvement Plan (CIP) Update** – Staff has been working on updates to the CIP, which is the City’s infrastructure planning document approved in advance of the budget process each year that guides infrastructure project investments (spending) over a five-year period. The CIP will be presented and discussed at the February 27th Council work session.

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.

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

Public Works



Public Works January Highlights

Water

Well #2 went out during storm. Staff is in the process of selecting a Contractor to replace to return the well to operating service. Electrical issues at the service panel have already been addressed and the pump, motor and possibly piping will be replaced upon Council approval of service contract.

Streets:

Staff spent considerable hours with immediate storm response and post storm clean up. Approximately 100 yards of tree branches were collected from the street rights of way and disposed of.

Sewer:

Plant experienced issues due to storm event. Operators monitored and replaced the two UPC's that were the issue. Fluxuations in flow (reductions) to the plant required modification of standard operating procedure and were noted for documentation for future similar events.

Planning

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: No new dwelling permits and two certificates of occupancy issued in January;
- Five Structural/Plumbing/Mechanical/Electrical permits issued in January;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Distributed survey on impacts of the ice storm to local business to determine if our region merits SBA funding;
- Planning Commission meeting cancelled due to ice storm

Municipal Court

January 2024 Activity Measures:

- **Citations (Crimes and Violations)**
 - New Citations for January 9, 2024 Court Date: 2
- **January 2024 Receipts Including Collections,**
 - **Total Fines:** \$9,036.85 (total monies taken in for the month, nothing deducted), *compared to \$ 12,169.08 in January of 2023*
 - **Net Fines:** \$3,704.50 (City share only, NOT including collections), *compared to \$10,241.00 in January of 2023*

- **January 2024 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 5,332.35
compared to \$1,928.08 in January of 2023
 - **Turned over to collection:** \$ 3,795.00
compared to \$0 in January 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: February 8, 2024 Regular Court Session
- Court has received and complied with the Governor's Amended Order on Remission of Fines dated 12/1/2023 to waive fines and clear suspensions. Over \$21,000 worth of fines/fees were waived.
- Court Administrator completed scanning of all open violation cases. As of now, the court has scanned over 34,000 documents.

Police

Chief Larson will be presenting the Oct-Dec Quarterly Police Report (see attached)

Chief Larson and the City Administrator have initiated discussions with City of Harrisburg leadership staff regarding the future of the current intergovernmental agreement (IGA) between the City of Coburg and the City of Harrisburg for limited Police services, primarily traffic specific patrol/enforcement. This multi-year IGA will expire June 30, 2024. Staff will be providing Council with a recap of the soon to be completed IGA contract term as well as a proposal for Council review to modify and renew/extend the IGA.

Submittal Drawing



TRAFFIC SAFETY
SUPPLY COMPANY

Job Number: SQN 56918

File Name: SQN00056918_City of Coburg - Public Works.fs

Drawn By: EV

Date: 2/9/2024



Note: Colors shown are for reference only. Because of variations in monitors & printers, the colors in this drawing may not match the exact colors used.

● REVISIONS &/OR ADDITIONS REQUESTED

Sheeting & Materials:
HIP - 0.063 - AL

Colors:
● Traffic BROWN

Fonts:
HWYC-Regular

● APPROVED FOR PRODUCTION

By checking & signing customer agrees to purchase sign as it appears on this artwork proof. Once approval is received by TSSCO, production will begin & any changes &/or cancellations will not be possible.

APPROVAL SIGNATURE:

