



Park/Tree Committee

Meeting Overview Memo

September Meeting Agenda Overview

Meeting Date: September 17, 2024
Prepared by: Adam Hanks, City Administrator
Brian Harmon, Public Works Director

Adam will be staffing the September meeting along with Dax Wilson, Public Works Streets and Parks Staff. Brian will resume staffing in October

Agenda Background Information

1. **New Standing Agenda Items** – Several new agenda items have been added to this month’s agenda as regular agenda items that will become part of the monthly agendas into the future.
 - a. **Hazards and Issues with Parks** – This is intended to ensure that the Committee is able to discuss issues, concerns, hazards, etc that they have seen or heard of and provide staff with the opportunity to respond and/or make a notation for staff follow-up to address. The objective is to leverage the Committee’s interest and utilization of the Coburg Park system to expand the “eyes and ears” of staff in maintaining parks properties. Staff maintains the responsibility for determining the priority and scheduling any repair, alteration or work assignment associated with the issue raised. This standing agenda item will also be used for Staff to report back on prior month issues raised.
 - b. **Volunteer Hours** – Staff is responsible for tracking all volunteer hours citywide (Parks, Police, Planning, etc) for required annual reporting for workers compensation insurance premium policies and payments. Additionally, it is important to account for the value in volunteer hours the community receives from the Parks/Tree Committee’s work so it can be communicated at least annually to both the City Council and directly to the Community. Rather than the Committee members trying to track it themselves then report annually, staff would like to have a short agenda item for each Committee member to simply state the total number of volunteer hours they provided since the last reporting period (typically the prior month’s Committee meeting)
 - c. **Staff Updates on Parks Operations/Projects** – Staff would like to have a regular agenda item to provide the Committee updates on major projects (Pavilion Park for example), major maintenance or changes in operations (schedules, in-house vs. contracted, etc). This month we have listed out the staff updates as separate agenda items. In future month’s, one agenda item titled “Park Projects and Operations Updates” will be utilized for these types of updates

2. **Volunteer Policy/Donations and Expectations** – The Pavilion Park project has re-kindled discussions regarding donations to the Parks System, including both donations of work and of funds. Both are welcomed and can make a significant positive impact to the maintenance, upkeep and improvement of Coburg Parks. The City has an approved donation policy that may or may not address the issues/requests/ideas that have recently been discussed. Naming rights, sponsorships for either financial contributions or donated work/materials require careful review by staff for liability/risk management/insurance issues, and also may require policy or staff time allocation required to be approved by the City Administrator or Council.

Additionally, seeking donations for large projects often require careful consideration and the development of funding campaigns to coordinate timelines, promotional materials, outreach schedules, etc which will also require involvement of the City Administrator and Council.

Staff is seeking a better understanding of the donation ideas, desires and requests that the Parks/Tree Committee is interested in pursuing to determine if the current donation policy requires adjustments as well as to provide feedback (likely at a future meeting) on the viability of the ideas and how they could be constructed to accomplish the desires of the Committee within the scope of the City's policies and legal framework.