

# **AGENDA ITEM SUMMARY SHEET**

**City of Rollingwood**

**Meeting Date: January 11, 2023**

## **Submitted By:**

Don Hudson

## **Agenda Item:**

Discussion regarding the creation of a maintenance and repair document, detailing the various seasonal, etc., jobs that needed to be done to keep the park well maintained and looking its best. A well documented set of notes and a map would enable maintenance people to become familiar with the needs of the park more quickly. A map with preliminary notes has been created, based on a 2 hour walk through with Vicki before she left. Such a document would require input from Public Works, Park Commission members, and possibly the citizens of Rollingwood.

## **Details:**

- A preliminary map with notes has been created and copies sent to commission members.
- A group consisting of some or all of the park commission members and somebody from Public works would need to schedule a thorough walk through the park and add or remove items from the preliminary map.
- The list of maintenance items would reflect their location, nature of the work required, scheduling and priority
- The list would be reviewed by the full Park Commission, and if approved, the map would be updated
- Don Hudson would manage the creation of the documentation

## **Actions:**

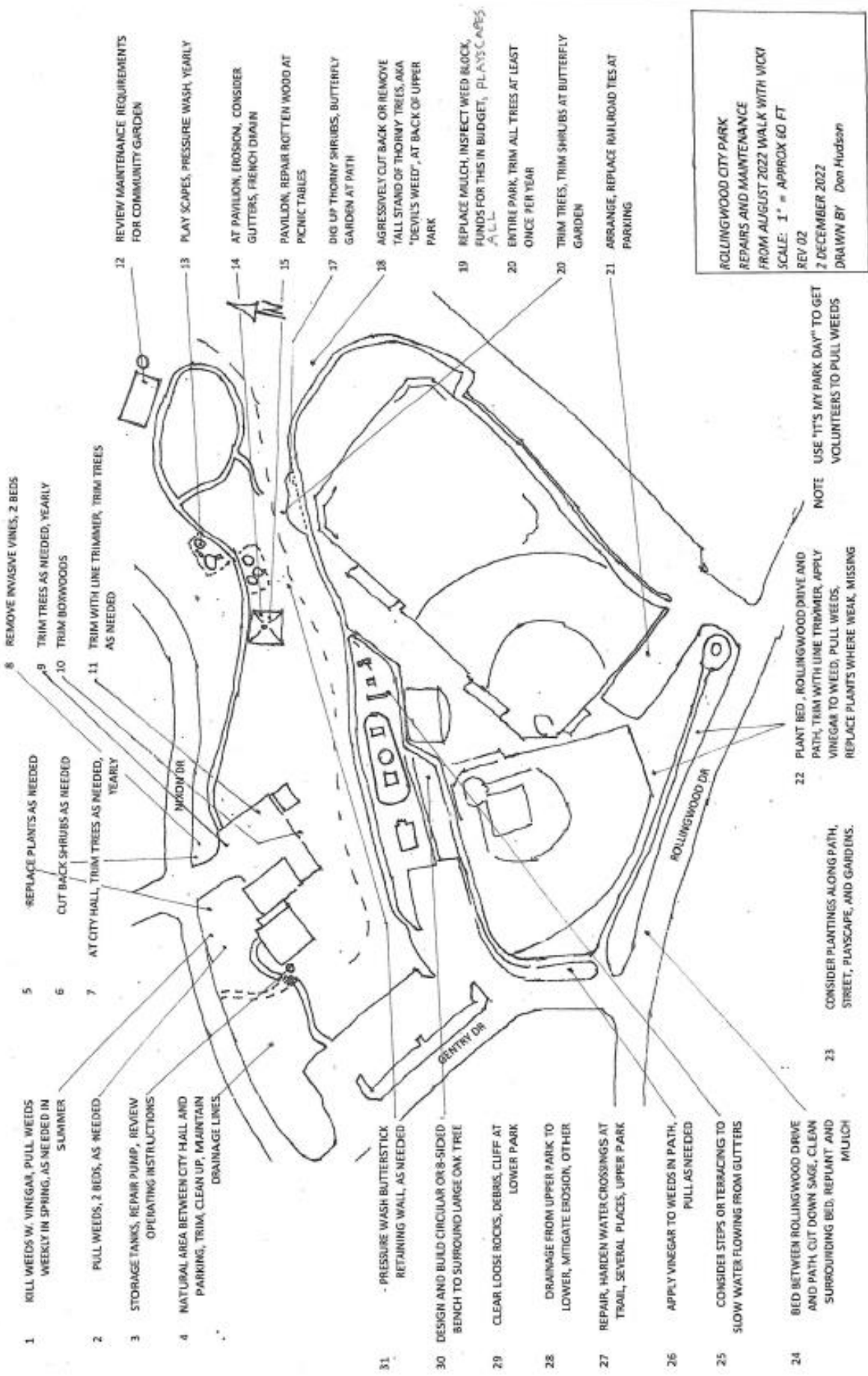
- Input needed regarding formatting the document
- Park Commission decides if this is a good idea
- Create subcommittee, invite Public Works
- Schedule walk through and review of the needs of the park

## **Fiscal Impacts**

- Working to a clear set of expectations should streamline the maintenance and repairs in the park.
- Would enable new employees and contractors to quickly learn the job

## **Attachments:**

Preliminary map shown on following page



ROLLINGWOOD CITY PARK  
 REPAIRS AND MAINTENANCE  
 FROM AUGUST 2022 WALK WITH VICKI  
 SCALE: 1" = APPROX 60 FT  
 REV 02  
 2 DECEMBER 2022  
 DRAWN BY Don Hudson