

Memorandum
Community Economic Development Department



To: Thomas Thomas, City Manager
Subject: Community Garden Committee
Date: March 18, 2015

After the adoption of the updated Community Garden Program, one of the gardeners contacted the City to propose the establishment of a Community Garden Committee. The primary purpose of such a Committee would be to provide educational and technical support to gardeners and host gardening functions to build community. CED staff conducted research of other communities to learn if a developing such a committee is appropriate for Rock Island. In doing so, CED staff developed a draft organizational structure for a Rock Island Community Garden Committee (enclosed). In addition to education and technical support, one of the key functions of the proposed Committee is to develop a demonstration community garden at the Old Lincoln School site. The garden would be managed by CED staff and the Committee and would be an educational showpiece for the community.

On March 17, CED staff met with five individuals who have expressed an interest in the serving on Committee. At that meeting the group reviewed the draft organizational structure and responsibilities and discussed options for the proposed demonstration garden. Based on that meeting, all five individuals have committed to serve on the Committee under the organizational structure as proposed.

RECOMMENDATION: Approve the Rock Island Garden Committee organizational structure and responsibilities and use of the Old Lincoln School site for a demonstration community garden.

Submitted by: Jeffery A. Eder, Assistant City Manager/CED Director
Ben Griffith, AICP, Planning & Redevelopment Administrator
Brandy Howe, AICP, Urban Planner

Approved by: Thomas Thomas, City Manager

**City of Rock Island
Community Garden Committee
Organizational Structure and Responsibilities
Draft: March 18, 2015**

Organization

The Community Garden Committee may be composed of five to seven members who are appointed by the Mayor. Terms shall be for a period of one year with the option of reappointment for three consecutive years.

Committee Responsibilities

1. Provide education and technical support to participants in the Rock Island Community Garden Program and the broader community

- Conduct annual orientation meetings for lessees and provide best gardening practices
- Design a data collection system to measure produce grown and other community benefits
- Coordinate and/or provide education and outreach on community gardening to the community
- Serve as a clearing house for information and referral to other agencies that deal with gardening and agricultural matters

2. Develop and Manage a City of Rock Island community garden site

- Design, construct, and maintain a demonstration community garden at an approved site
- Coordinate volunteers and manage community garden workdays
- Plan and arrange garden activities intended for the benefit and enjoyment of volunteers and the community
- Host an annual end of season celebration at the Rock Island community garden site

3. Administrative functions

- Attend regular meetings of a frequency as determined necessary by the Committee
- Coordinate volunteers to work in the City of Rock Island community garden
- Conduct yearly evaluation of gardeners and gardens
- Prepare and present an annual report to the Mayor and City Council
- Make recommendations to the Mayor and Council regarding the operations of the community garden program and any future activities of the Committee
- Seek and apply for grant funding as needed to support community gardening efforts of the Committee

Specific Responsibilities for the Demonstration Garden Site

1. Design and Planning

- Prepare layout plan to dimension and arrange physical site improvements
- Prepare planting plan to locate trees, shrubs and seed areas, sizes and quantities

2. Site Preparation and Planting

- Stake the layout of pathways, food gardens, flower beds, and composting area
- Rough grade garden beds and amend soil, if needed
- Install trees, shrubs, and seed planting beds
- Level and edge pathways in preparation for crusher fines (pea gravel) material (if funding available)

3. Structures (if funding available)

- Build and/or install tool shed, compost bins, benches, pavers
- Design, order and install entry signs