

Leisure Services Commission Minutes
Thursday, Dec. 17, 2020 7:00 pm
ZOOM

MEMBERS PRESENT: Johnson, Neuendorf, Pins, Winter
MEMBERS ABSENT: Carver, Solheim
COUNCIL PRESENT: Birgen
STAFF PRESENT: Riordan, Troyna
VISITORS: Amie Rivers, WCF Courier

SUMMARY OF FORMAL ACTION: Chairperson Johnson called the meeting to order at 7:02 pm.

Motion: To approve November 19, 2020 minutes as presented.

25-20 Moved: Neuendorf Seconded: Winter
Yes: 4 No: 0 Absent: 2

Regular Business

1. Leisure Services Budget

Riordan went through the budget packet. He began by reviewing the organizational staff chart for Leisure Services. He highlighted some notes on the budget for the various departments.

- **Administration** – Not many changes overall. Jen Troyna’s job title has changed from Office Manager to Office Coordinator. The budget for administration is actually decreasing for FY21-22.
- **Parks** – The biggest change is the addition of a position to help oversee the Cedar River Park ball diamonds. We are expecting the needs at the ball diamonds to require a full-time employee who will also be shared with the Parks department. Salaries and wages increased from \$178,000 to \$241,000 primarily due to the new employee. Other highlights include:
 - o 6230 - Training – increased to allow for Cory Petersen to become a Certified Park Maintenance Specialist and membership in the Sports Turf Management Association for the new ball diamond employee.
 - o 6310 - Building Maintenance and Repair – includes new roofs for a couple of the park shelter houses.
 - o 6727 – Capital Equipment – increased primarily due to equipment for ball diamond maintenance. This will include mowers, a groomer, a utility vehicle and a fertilizer spreader. Also, a tractor is included in the budget that will be split between the Parks and Vegetation Management Departments.
- **Vegetation Management** – With this department being new we are continually learning of new needs for the staff to adequately perform their duties. Highlights include:
 - o 6181 – Uniforms/Safety – added fire suits for controlled burns.
 - o 6501 – Chemicals/Grounds Supplies – includes prairie seed to continue growing the prairies and establishing new prairies.
 - o 6727 – Capital Equipment - Include the split of the tractor with Parks and a tree spade that we will get if we are awarded an Iowa Living Roadway Trust Fund Grant.

- **Cemetery** – Only minor changes including:
 - o 6501 – Building Grounds Maintenance - increased due to fertilizer and weed control.
 - o 6504 – Minor Equipment – includes a string trimmer, which is annual and an air compressor for the new building.
 - o 6727 – Capital Equipment – New zero turn mowers are needed. The 44" deck mowers are needed to be able to move around between the graves. These will replace current mowers that are 3 years old.
 - o 6799 - Capital Improvements – We are looking at a master plan for the SE side of the Cemetery to plot a new section. This would be along Cedar River Parkway. Looking to plot this area in 2023, however a preliminary plan and boundary line needs to be established prior to plotting.

- **Civic Center** – Only a few changes including:
 - o 6721 – Furniture/Fixtures - New chairs for City Council Members.
 - o 6750 – Building Improvements – A new projector for the Council Chambers.
 - o 6799 – Capital Improvements - \$17,000 has been added for limestone repairs on the exterior of City Hall. Also hoping to remove wallpaper in City Hall and the Council Chambers and have the walls textured and painted.

- **Pool** – Not many changes anticipated. The wages were increased in the FY20-21 budget and that will remain for FY21-22. No other major changes for this budget.

Riordan noted that a master plan for Memorial Park will be budgeted in a projects account. Additional funds may be needed for South Riverside as well. Bids for the S. Riverside shelter are going out between Christmas and New Year's.

Birgen asked about the wages for the new Ball Diamond Maintenance staff person being listed at the tier 4 wage level. Riordan checked the wage document and it show that position at tier 1. After researching further, it was discovered that it is correctly listed as a tier 1 position.

Riordan also noted that in the Parks budget all of the downtown plants and flowers have been moved to the Hotel/Motel Tax fund.

The budget session with Council will be on January 30th, therefore the next Leisure Service Commission meeting will be when approval for the budget takes place.

Director's Report:

- Cemetery Shop Update – Everything is nearly completed; all but the rain gutters should be done by Tuesday and that will complete the project.
- 3rd St. SE Bridge Update – At the last council meeting the Historical Preservation Committee made a presentation about various ways to commemorate the bridge. After feedback from Council, we are looking at having a sign and stone with a plaque, as well as a stereoscope that will show pictures of what the area looked like when the bridge was there. Birgen described the stereoscope

as a large view finder. This would be located in S. Riverside park looking to the East. Once Council makes a decision on how to move forward the project will proceed.

- Candlelight Ski – As of now the ski is on and scheduled for Saturday, February 13th. We will discuss the ski further at the January meeting. Pins asked if there was a threshold that determines when the ski would be canceled due to circumstances related to COVID. This is not in place, but Riordan indicated this would be a good idea to establish to avoid conflict if future cancellations are needed.

Chairperson Report: Johnson complimented Riordan and Troyna on their work on the budget as well as procuring grants for projects as this is extremely helpful to successfully completing projects. He also wished everyone a safe and happy holiday. Riordan added that Eric Schares and Paul Cheville also contributed a lot of time and effort to the grant writing process.

Reports and Communications: None

Next Meeting:

January 21, 2021 via Zoom

Adjournment:

Motion: To Adjourn

26-20

Yes: 4

Moved: Pins

No: 0

Seconded: Neuendorf

Absent: 2

The meeting adjourned at 7:45 pm.

Respectfully Submitted,
Garret Riordan
Commission Secretary
Leisure Services Director