

Leisure Services Commission Minutes  
Thursday, Oct. 15, 2020 7:00 pm  
ZOOM

MEMBERS PRESENT: Johnson, Neuendorf, Pins, Solheim, Winter  
MEMBERS ABSENT: Carver  
COUNCIL PRESENT: Birgen  
STAFF PRESENT: Riordan  
VISITORS: None

SUMMARY OF FORMAL ACTION: Chairperson Johnson called the meeting to order at 7:03pm.

Motion: To approve Aug. 20, 2020 minutes as presented.

20-20 Moved: Solheim Seconded: Winter  
Yes: 5 No: 0 Absent: 1

Regular Business

1. Memorial Bench Application & Fee

Riordan reported that 5 or 6 memorial benches had been placed this year. It's great seeing so many benches added to the parks and trail system, but it also causes a problem with the # of available spaces for benches to be placed. The current process for getting a Memorial bench is to contact the Leisure Services office and discuss an area where they would like it placed. Staff then meets to decide on a location. The application form will have all necessary information for the purchaser along with a map of preapproved areas that will hopefully be coming soon. Riordan reported that on Wednesday there was an unveiling ceremony for the Memorial bench for Frank Smith. Approximately 25-30 people attended. Pins asked if Memorial benches could go downtown as well. Riordan said that it is possible for downtown benches and Kohlmann Park benches to be added, but they would be the black steel benches instead of the hard rubber benches you see along the trail. Riordan is checking on prices for the black steel benches.

2. Candlelight Walk

The Candlelight Walk will be on Saturday Nov. 7<sup>th</sup>. Johnson and Neuendorf volunteered to help. Riordan will get an Email out next week for an organizational meeting.

Director's Report:

- Riordan updated the Commission on Streetscape and the Wall Mural. The chairs for the bump outs have been received. They were out for Fall Fest but have been moved inside until spring. 2 chairs are still placed beside 4 Queens. Waste baskets have been ordered and should be coming in the near future. The mural has is progressing. The recent windy days and cold weather have halted work for now. Riordan provided pictures of the progress.

- Riordan provided drone photos of Cedar River Park. Grass has been planted and phase 1 is complete. Phase 2 will begin in the spring and consist of fine grading, concrete walkways and parking lots, fencing, and adding a well and irrigation.
- Work on the Cemetery shop is in progress. Riordan reported that while digging the contractor found a septic tank, or holding tank. This came as a surprise because the thought was that the Cemetery office was connected to City sewer. This will need to be fixed along with the Cemetery shop.
- Bids for the South Riverside Shelter and plaza came back well above budget. The shelter and plaza will be rebid as separate items moving forward.
- Bids were returned for the Tractor and Boom mower for the Vegetation Management Division. Riordan said the bids were under budget and were accepting the low bid from Deike Implement.
- Tree Rebates are going fast. So far approximately 20 have been turned in. In a typical year, this number is only about 4-8. This is good news for replacing Waverly's tree canopy.
- Science club tree sales and brochure is almost ready to go out. As in previous years there will be a brochure, but this year there will be an insert to fill out and turn in for the order.
- 32 cemetery monuments have been repaired, straightened, and/or reset. At the end of August through the beginning of September, a contractor was hired to begin work on these stones. Staff hopes this is something that can continue annually.

**Chairperson Report:** Johnson reported on his update to Council. It went very well. He appreciates the effort Office Manager, Jen Troyna put into preparing the power point for the presentation. Johnson mentioned that if any of the Commission sees any of the Leisure Services crew out working to be sure to thank them. Johnson also mentioned how nice the parks and other public areas look.

**Reports and Communications:** Birgen asked Riordan if anyone had turned in bids for the 3<sup>rd</sup> St. Bridge memorialization proposals. Riordan said the only ones he had were the 2 he had received early on from Joel Johnson and Roy Petersen.

**Next Meeting:**  
Nov. 19, 2020

**Adjournment:**

Motion: To Adjourn

21-20

Yes: 5

Moved: Solehim

No: 0

Seconded: Winter

Absent: 1

The meeting adjourned at 7:41 pm.

Respectfully Submitted,  
Garret Riordan  
Commission Secretary  
Leisure Services Director