

**Leisure Services Commission Minutes**  
**Thursday, January 18, 2018 7:00pm**  
**Civic Center Waverly Room**

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

SUMMARY OF FORMAL ACTION: Chairperson Cashman called the meeting to order at 7:01pm.

Motion: To amend the agenda to include Election of Officers.

01-18 Moved: Pins Seconded: Winter  
Yes: 5 No: 0 Absent: 2

Motion: To approve the nomination of Solheim as Chairperson and Neuendorf as Vice Chairperson of the Leisure Services Commission for 2018.

02-18 Moved: Cashman Seconded: Johnson  
Yes: 5 No: 0 Absent: 2

Motion: To approve November 30, 2017 minutes as presented.

03-18 Moved: Johnson Seconded: Pins  
Yes: 5 No: 0 Absent: 2

**Regular Business**

1. Cemetery Software Presentation Review and Recommendation

Garret Riordan, Office Manager of Leisure Services presented the current process to sell a grave space. The current mapping cemetery software product is not providing the support anymore. The proposed new system is web based, will let staff be completely electronic with cemetery forms and contracts linked so names of customers will only need to be inputted once. A phone app will allow staff to do locates in the cemetery without carrying the large maps around. The proposed new software can do all of that. It will also map obstructions like trees, roads, and current markers.

Records show that burials and lost sales are going up so the dealing with grave spaces is taking more resources. This system will reduce the amount of time for cemetery transactions.

The system has an initial cost of \$8,100 which includes the first year of license. The cost will be \$1,100/year for licensing.

Birgen would like to know about other software in the other communities.

Motion: To recommend to the City Council to approve the contract with CemSites Software company.

04-18 Moved: Carver Seconded: Johnson  
Yes: 5 No: 0 Absent: 2

2. Update on Cedar River Parkway

Ray showed a blow-up drawing of the intersection of the Parkway and the Rail Trail. If the Council approves, the tree removal along the corridor will begin and be finished by April. The trail intersection is the first part of the parkway that will be completed. The trail would have connections to the pedestrian walk of

the Parkway. The plan is to have this portion done this year and could be before Labor Day. Cashman liked the idea of solar lights in the tunnel. It was remarked the street will have street lights as well.

### 3. FY18-19 Budget Update

Ray reported that nothing is finalized and it will be a tough year. We have about \$24,000 grant funds and will hear from 2 other grant sources soon. There is \$30,000 budgeted to make up the difference in grants and the cost of the poured in place fall material. Initial estimate was \$65,000. The project will be put out for bid.

South Riverside Park Renovation is also dependent upon budget funds. \$400K was proposed by staff to cover the building and site improvements and the walkways to the river. More likely will be \$200K that will cover the building and site improvements.

The new Vegetation Management Division was reduced by 2 seasonal workers and supplies when it became known there would not be Road Use Tax fund transferred to offset costs.

The first Budget Review by the City Council is scheduled for Saturday January 27. We will have to wait and see.

### **Director's Report:**

Weekly update was sent out.

Everybody got their magazines in their home mail.

Candlelight Ski is January 27

Trees Forever Calendar of events is in the packet. Birgen was given a brief history of Waverly TF.

### **Next Meeting:**

February 15, 2018

### **Adjournment:**

The meeting adjourned at 7:45pm.

Respectfully Submitted,

Tab Ray

Commission Secretary

Leisure Services Director