

**Leisure Services Commission Minutes
December 10, 2018 7:00pm
City Hall Administration Office Conference Room**

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

SUMMARY OF FORMAL ACTION: Chairperson Solheim called the meeting to order at 6:58pm.

Motion: To approve Thursday, October 18 2018 minutes as presented.
21-18 Moved: Pins Seconded: Johnson
Yes: 5 No: 0 Absent: 2

Regular Business

Regular Business:

1. Review and recommendation of South Riverside Renovation Project Phase 2.

Phase 2 was originally planned to put in physical pedestrian accesses to the river in the form of concrete switchbacks down to the river edge. Staff has found out the IDOT is planning a Bremer Avenue Bridge Replacement Project in FY2022-23. The access to the river will be necessary for that construction. This will affect the pedestrian access phase that has been talked about for the next phase of the South Riverside Park Project. Staff would like to suggest to recommend to the City Council the Activity/Farmers Market Shelter be the next phase of development for the South Riverside Park Project.

Motion: To recommend to the City Council to approve Phase 2 of the South Riverside Park Project be the Farmers Market/Community Activity open air shelter.

22-18 Moved: Johnson Seconded: Carver
Yes: 5 No: 0 Absent: 2

2. Service Dog Policy

The Commission reviewed a Service Dog Policy last July. The Public Library was working on a policy at the same time. In order to have one policy, staff worked with the Public Library Staff to put together this proposed policy.

Some discussion was made about the terms service animals and service dogs being the same thing. Commission recommended to replace dog in the policy to animal to cover all incidences.

Motion: To recommend to approve the Waverly Service Animal Policy with revisions.

23-18 Moved: Pins Seconded: Winter
Yes: 5 No: 0 Absent: 2

3. Pool party fees

Ray explained that the current pool party fees were not covering staffing costs and need to be revised. The Pool party fees were last revised in 2008.

Motion: To recommend to approve the Swimming pool fee schedule as presented.

24-18 Moved: Carver Seconded: Pins

Yes: 5 No: 0 Absent: 2

4. 2019-20 Budget Review

Ray presented the highlights of the proposed FY2019-20 Leisure Services budget. He stated that the budget is not a finished product and there will be some changes as staff gets more information. The fixed costs include 2.7% increases in union employee personnel cost, 2.7% increase in non-union personnel cost, an estimated 10% increase in Health Insurance and an additional person in Vegetation Management Division.

Administration Division had no changes except for succession planning for possible retirement.

Parks Division initiatives included new maintenance routes based upon the addition of new community improvements and changes in responsibility. Continue integration with Cemetery and VM staff. Project and equipment included certain parking lot hard surfacing, Prairie Park Development and two pick ups- one new and one hand me down replacement pick up from Public Services.

Civic Center Division projects include raising the cooling tower to solve priming issues, replacing handicap door buttons with a wireless system, and replacing some of the hallway wall paper with paint.

The Swimming Pool had no significant changes.

Harlington Cemetery Division is requesting continuing the curb replacement program to improve the drainage, a new 72" zero turn mower to replace a 60" mower, a hand me down vehicle from Parks, and some action to replace or repair the Cemetery shop.

Vegetation Management Division has a planned new Full Time staff added in the next fiscal year, complete the transfer equipment from other divisions and budget for their ongoing maintenance, a new pickup for the new staff, an arm mower attachment to a tractor, and a UTV utility vehicle.

The following is proposed to be funded from Capital Improvement Fund, GO Bond, Road Use Tax Fund rather than General Fund Operations: South Riverside Park Project \$325K, activity shelter, walkway, hardscape, arm mower attachment, replacement or repair of the Cemetery Shop, and the additional VM FT employee.

Director's Report

Ray gave some project updates:

- Kohlmann Park Inclusion Project ran out of time this fall to install the Poured in Place surfacing. The contractor has us on the schedule first thing in 2019.
- Ray showed the proposed layout for the Bark Park walking path that is being donated.
- The Waverly Trees Forever plans for 2019 include a middle school planting project utilizing WSR Science Club Tree Sale trees to replace street and park trees cut down in 2017-18, predominately in NW, and a fall planting project to replace trees on Bremer Avenue outside of downtown.

Chairperson's Report

Chairperson Solheim reminded everyone that there will be election of officers at the January 2019 meeting and wished everyone a Happy Holidays.

Next Meeting:

January 17, 2019 7pm

Adjournment:

The meeting adjourned at 7:51pm.

Respectfully Submitted,

Tab Ray
Commission Secretary
Leisure Services Director