

# Leisure Services Annual Report

## Full Time Staff

Garret Riordan, *Director*

Jen Troyna, *Office Manager*

Paul Chevillie, *Public Grounds Superintendent*

Cory Petersen, *Parks Grounds Maintenance Specialist*

Eric Schares, *Vegetation Management Grounds Maintenance Specialist Lead*

Patrick Rinkleff, *Vegetation Management Grounds Maintenance Specialist*

Dennis Jones, *Golf Course Grounds Maintenance Specialist Lead*

Chris Miller, *Golf Course Grounds Maintenance Specialist*

Jordan David, *Pro Shop Manager*

Shane Pothast, *Government Buildings Superintendent*

## Permanent Part-Time Staff

Amy Epley, *Custodian*

John Karstens, *Cemetery Maintenance*

## Seasonal Part-Time

Parks - *9 Seasonal Staff*

Cemetery - *3 Seasonal Staff*

Golf Course - *13 Seasonal Staff*

Pro Shop - *9 Seasonal Staff*

Swimming Pool - *28 Lifeguards, 11 Concessions Staff, 1 Custodian*

Dog Park - *1 Dog Obedience Class Instructor*

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To: James W. Bronner, City Administrator  
From: Garret Riordan, Leisure Services Director  
Re: 2019-2020 Annual Report  
Date: 10/23/2020

I am pleased to present the 2019-2020 Annual Report for the Leisure Services Department of the City of Waverly. This is just a brief overview of our accomplishments and challenges in addition to our annual budget goals.

Part of this year has been a year like no other. With the onset of COVID, staff was tasked with developing and implementing new policies and procedures. I can not say enough about the Leisure Services staff and how they have worked through this difficult time. I am amazed at the amount of work that the department is able to achieve. Each and every staff member should be proud of what they have accomplished.

The staff really appreciates the support of the City Administrator, Mayor, and Council, the cooperation of the other City Departments, Chamber of Commerce, Wartburg College, Waverly Utilities, Waverly-Shell Rock School District and many other community groups. These internal and external partners all contribute to the City of Waverly Leisure Services Department being able to "Make the Good Life Better".

Sincerely,

Garret Riordan  
Director of Leisure Services

## Leisure Services Administration - Annual Report 2019-2020

**ACTIVITY GOAL:** To plan, organize, direct, support, and evaluate the Divisions of the Department in an efficient manner to serve the Citizens of Waverly.

### FY: 2019-2020 OBJECTIVES

1. To assess the effectiveness of the new Cemetery Software by April 2020.

*The cemetery software has not been as beneficial as we hoped...yet. New Office Manager, Jen Troyna spent a lot of time entering cemetery data into the program that didn't get transferred over previously.*

2. To recommend for the 2020-21 budget to do an update on the Park and Open Space Master Plan by December 2019.

*This was not accomplished. The last Parks & Open Space Master Plan was completed in 2011.*

3. To continue to explore the addition of a credit card option for the convenience of our citizens by March 2020.

*We have looked into this from time to time over the past few years. The latest drawback has been the associated charges per transaction for each card station. This will continue to be explored.*

4. Continue with organizational succession planning with continued orientation of existing staff for seamless transition.

*Garret Riordan, Jen Troyna, and Patrick Rinkleff all completed their 1<sup>st</sup> years with the City or in a new role. Golf maintenance lead is getting close to retirement and succession planning has started.*

### ACCOMPLISHMENTS

- Garret Riordan completed his 1<sup>st</sup> full year as Leisure Services Director
- Jen Troyna completed her 1<sup>st</sup> full year as Leisure Services Office Manager
- Began a monthly newsletter highlighting projects, parks and a different Leisure Services Staff member each month
- Began construction on Cedar River Park
- Sealed the Amphitheater

## GRANTS

- Bremer County Community Foundation - \$2250.00 - Prairie Park Basketball Court
- Bremer County Community Foundation - \$1470.00 - Community Garden Water Line Extension
- Paint Iowa Beautiful - \$232.11 for 9 gallons of stain for Golf Course Bridges
- Tree Please - \$1,000.00 - Tree Replacement
- Trees 4 Kids- \$2,500 Funding for 88 trees planted in May of 2020
- Living Roadways Trust Fund - \$11,870.40 - ATV & Sprayer
- Waverly Trees Forever - \$2,976 - covering balance of Re-Tree Waverly plantings.

## CHALLENGES

- Unknown future department budget restrictions
- Inability to plan the Memorial Park area
- COVID
  - Work time lost
  - Golf Course closed for 2 weeks
  - Unable to open swimming pool
  - Staff Morale
  - No Reservations for Civic Center or Shelters for April - June
  - Many community and non-community events that Leisure Services assists with were canceled.

## NOTES

- Community Sharing Gardens opened May 11 for its 10<sup>th</sup> season. The total for 2019 was 8,413 lbs. of food to reduce the hunger insecure in the area.
- Jordan David started his 6<sup>th</sup> season as Pro Shop Manager. Started as full time on April 1, 2019.
- Planning began for a downtown mural to be painted in the pocket park located between Cobblestone Inn and The Mixing Bowl. \$5,000 that was awarded to the WAPHL group from the Healthiest Hometown Award will be used to fund or partially fund it.

## Parks Division - Annual Report 2019-2020

**ACTIVITY GOAL:** To Provide the citizens of Waverly with a high quality, efficiently maintained, and increasingly useful system of parks, play areas, and public lands.

### FY: 2019-2020 OBJECTIVES

1. **To determine funding and begin the process for plans, specs, letting, and construction of the Phase 2 of the South Riverside Park Renovation Project by August 2019.**

*After obtaining concept drawings from Align Architects, staff successfully budgeted the first half of the funds to begin phase 2 of the South Riverside reconstruction projects. Plans went through many reviews and a final drawing was accepted. The project was sent to bid in the next fiscal year and will be reported on in the FY '20-'21 annual report.*

2. **To work with the neighborhoods surrounding Prairie Park to determine funding and design of park improvements by July 2019.**

*This project became the perfect example of City, citizens, service groups, and neighbors working together to accomplish the park improvements. Staff met many times with the neighborhood group to discuss ideas and possibilities for the park. A new picnic shelter and basketball court for the growing neighborhood was decided on. Over the winter months plans and specs were developed, and grants were applied for. The Neighborhood group also did some fundraising of their own. In April we started construction of the shelter footings and grading of the basketball court area. By late June, the project was almost completed. The basketball court had a last-minute change to add width to accommodate pickleball, an activity gaining popularity in the area. Through this project, we also obtained reusable plans and specs for future park shelters around town.*

3. **Bid and purchase ½ ton pickup to replace PK546 (2007).**

*Leisure Services moved a few trucks around and added an additional ½ ton pick up to the fleet during FY'19-'20 to better fit the growing needs of all Leisure Service departments.*

*PK546 (daily routine truck) was successfully replaced with the former GB1 Chevy Silverado.*

*PK546 Ford (former parks daily routine truck) was sent to the golf course as a daily driver.*

*PK539 was sent to the cemetery to become a daily driver for them. They only had a 1-ton truck before that.*

*PK539 was replaced by purchasing a new Ford F150.*

*VM106 (a second new Ford F150) was added to the fleet.*

- 4. Coordinate with Public Works to hard surface selected park and trail parking lots by August 2019.**

*A few of the park and trail parking lots that are most used by citizens were constructed of only gravel. We set out to pave or blacktop some of these lots. These lots are Kohlmann Park (north end), Waverly Rail Trail (trail head), and the Waverly Rail Trail parking on 2<sup>nd</sup> Ave NE. After discussions with Public Works, it was decided to do a sealcoat surfacing on these lots. This allowed us to upgrade from straight gravel and the money savings from concrete or blacktop made it so we were able to sealcoat additional parking lots including Pelikan Park and Red Cedar. The downside to the sealcoat is that they will need to be redone every few years to keep them in good shape.*

- 5. Review and update new mowing/trimming schedule with the addition of previously contracted areas to determine most efficient routes and procedures by February 2020.**

*These schedules are truly living documents. Many times, the Parks Division needs to make weekly and sometimes daily adjustments to mowing, trimming, and other maintenance of different areas in town. When an event, tournament, weather situation, or community need arises, staff adapts to get the job done. Crews have found that the addition of the west water tower property (previously a contracted area) has become a major inconvenience due to the amount of construction activity that goes on at this property. We are in discussions of alternative ways to maintain the lawn in that area.*

- 6. Start a recorded inventory of all parks and their amenities to help determine upcoming replacements, needs and improvements that can be made as well as cultural practices by December 2019.**

*Staff has got a good start on this project. Most parks now have their own files with information about each area including locations, sizes, amenities, and some future needs/improvements that could be discussed. We hope to have all park baseline inventory's done by the end of 2020.*

- 7. Work with the Cemetery to develop a schedule for shared seasonal employee and shared equipment by July 2019.**

*As simple as this sounds to accomplish, it poses a big challenge. On weeks where there is a lot of rain, crews can fall behind causing an overlap of need for the 'shared' seasonal. By the end of the season, staff found it more productive to have mowers trained at the Cemetery spend most of their time at the Cemetery. Crews started the spring season of 2020 working mostly in their core areas with some equipment sharing of mowers and labor to get all of our jobs done more efficiently.*





(New truck PK539 at one of the memorial bench locations)



(Seal coated parking lot at Red Cedar)

## GRANTS

- Obtained a Community Foundation grant for the NW Community Garden raised beds phase 3.



(Building and setting up raised beds at NW gardens)

- Installed batter's box reinforcement mats on all three Memorial Park diamonds through a grant obtained by the Waverly Softball Association.
- Obtained a Community Foundation Grant for the basketball hoop at Prairie Park.



(Prairie Park Shelter almost complete)



(Basketball and Pickleball court at Prairie Park)





(Completed Prairie Park Project)

- Installed 3 memorial benches that were donated to Leisure Services.
- Participated in the United Way Day of Caring with 50+ volunteers to get all of our out of town rail trail bridges stained.
- Installed the kinetic wind sculpture and plaque obtained through a grant at The Big 6 Plaza.



(Wind Sculpture at Big 6 Plaza)

## ACCOMPLISHMENTS

- Installed, planted, and maintained 30 new planters along Bremer Ave.



(Streetscape Planter)

- Continued to work with the Waverly Sharing Gardens/Orchard in the production of over 8,000 lbs. of produce and fruit for hungry families.
- Took over maintenance and game prep for all activities at Kiwanis/Exchange Park.
- Continued to help Vegetation Management water and maintain a list of over 380 newly planted public trees during summer dry times.
- Worked with the Waverly Softball Association volunteers to remove the dangerous infield transitions on all 3 fields at Memorial Park diamonds.
- Purchased new disk golf baskets for Brookwood Park to replace ones damaged in the spring 2019 Ice melt.
- Worked with the Chamber of Commerce to prepare for community events.
- Hosted and prepared for numerous public events in our parks including, Bark for life, Bremer County Fair, Heritage Days, Art Walk, Best Dam Run, Octoberfest, Bremer Bucks Rugby, softball and baseball tournaments, flag football, church services, and others.
- Cleared snow and managed rec trails for over 10 miles of sidewalk and 14 miles of trails.
- Groomed and maintained 6 baseball/softball diamonds all year, even though the season was shortened.
- Worked with doners and Public Works staff to install a .5-mile sidewalk loop at the Waverly Bark Park as well as 5 natural stone benches, and a river rock

landscape along a section of fence. Also installed were agility obstacles including repurposed culverts and pipes.



(Waverly Bark Park new sidewalk)

## CHALLENGES

- Finding enough seasonal help and keeping them healthy.
- Flat tires on our mowers despite using a trailer to transport them most of the time.
- Covid-19 - enough said about that.
- The organizing and scheduling of ball diamond maintenance with multiple other organizations using the fields.
- With added tasks and rising expectations, the Parks Division finds it challenging to complete tasks in a timely manner while still getting the job done right and efficiently.

<b>Shelter Reservations - 2019-2020</b>						
	<b>Kids Kingdom</b>	<b>Lions</b>	<b>Droste</b>	<b>Amvets</b>	<b>South Riverside</b>	<b>Amph.</b>
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
July	9	2	8	8	2	9
August	13	9	6	3	2	4
September	9	3	15	1	1	3
October	2	0	5	0	0	0
<b>Total</b>	<b>33</b>	<b>14</b>	<b>34</b>	<b>12</b>	<b>5</b>	<b>16</b>
<b>Total Shelter Reservations: 114</b>						

<b>Parks - Yearly Comparisons</b>							
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Shelter Reservations	172	179	173	147	202	225	114
Ball Diamond Usage (Hours)	799	735	677	793	986	2118.5	646
Service Requests	74	86	70	113	98	132	137





## Vegetation Management Annual Report 2019-2020

**ACTIVITY GOAL:** To provide the citizens of Waverly with maintenance of natural areas that enhance the beauty of the community, protect the natural resource areas, and promote the overall completion of core services.

### FY: 2019-2020 OBJECTIVES

1. To hire an additional qualified full-time individual by July 2019.

*Patrick Rinkleff was hired in August to fill the Grounds Maintenance Specialist position. He came with knowledge and experience working for the public and in the horticulture field. Patrick went through training and orientation and has fit in well with our team.*

2. To develop an inventory of all rural road right-of-ways and their plant material contents by February 2020.

*This turned out to be a large task that will need management software or an application to organize. A full list of all areas currently maintained was made instead. The process of organizing that into mowing schedules is currently underway.*

3. To continue to determine the best management practices and update procedures for spraying of pesticides across public lands by November 2019.

*Staff has found that pesticide use is necessary to help control many invasive and noxious plants along the roadsides and natural areas. By expanding knowledge from attending annual roadside conferences and using forums and contacts from other areas, staff is using many other practices as well to help control unwanted vegetation.*

4. To plant at least 5 new acres of natives on City property by May 2020.

*The 5 acres was covered by the addition of the Cedar River Parkway roadsides. With many more acres to manage, staff decided to concentrate on the first and second-year maintenance of the newer areas, and push planting more into the next year.*

5. To assess and add to the Integrated Roadside Vegetation Management Plan and resubmit to the State by February 2020.

*This was an activity scheduled for the winter months. Staff spent that time doing tree trimming and removals instead. This will instead be looked at in winter 2021.*

6. Have all street right-of-way Ash trees and stumps removed by June 2020.

*The list of street ROW Ash trees is down to less than 5. We have discovered a few outliers and have had a few come off the do-not-remove list that homeowners had been treating. In the last 5 years crews including help from Public Services have removed over 400 right-of-way Ash trees from along the city streets. This is nearly 12 percent of all ROW street trees. Unfortunately, this work has caused us to fall behind on annual tree clearance trimming and will take numerous years to catch up. On a positive note, an estimate of nearly \$500,000 has been saved by having these trees removed in-house.*

7. To submit a project to be funded by a Living Roadway Trust Fund Grant by July 2019.

*The Division was awarded 2 grants from LRTF - 1 for an ATV the other for a boomless sprayer to be used in the ATV. The total of the two grants was \$11,870.40 which was about 80 percent of the entire cost of the equipment. A Polaris Ranger was purchased from Meyers Polaris in Fredericksburg and we received shipment in December 2019. The unit is being used as transportation, water tank for prescribed burns, spraying ROW, off road trail maintenance, and detention area access, among other things.*

8. To purchase a new pick up by August 2019.

*Leisure Services moved a few trucks around and added an additional ½ ton pick up to the fleet during FY'19-'20 to better fit the growing needs of all our departments.*

*PK546 (daily routine truck) was successfully replaced with the former GB1 Chevy Silverado.*

*PK546 Ford (former parks daily routine truck) was sent to the golf course as a daily driver.*

*PK539 was sent to the cemetery to become a daily driver for them. They only had a 1-ton truck before that.*

*PK539 was replaced by purchasing a new Ford F150.*

*VM106 (a second new Ford F150) was added to the fleet.*

9. Plan and lead an event to help replant trees along city right-of-away to replace one that have been removed by April 2020.

*This is the fourth year in a row we have been awarded the Trees for Kids grant through the Iowa DNR. One of the grant stipulations is that the trees are planted by kids, and there is an educational event to coincide with that. This year with the pandemic, we were limited with what size of groups we could have, and how to reach large numbers of kids to get the already ordered trees planted. With a little creativity, we were able to set up time blocks for families to plant trees together at predetermined locations. This limited group size and became a great experience for staff as well as those who volunteered to plant. Instead of a one-day plant, the time blocks were spread out through the course of a week. Each group was taught about how to plant and some of the benefits of trees. A great outreach and educational event as always. 88 trees were planted in public ROW, Parks, and the Cemetery during this event.*

### ACCOMPLISHMENTS

- Removed 235 stumps.
- Removed 342 trees, 256 were Ash Trees.



(WPC Ash tree removal)

- Planted 88 trees through the Trees 4 Kids Re-Tree Waverly spring planting.



(2020 Trees for Kids)

- Helped plant 9 trees during the fall Trees Forever planting.
- Helped plant trees for the Streetscape Project



(Streetscape Trees)

- Completed tree service requests.



(Tree on house after July storms)

- Attended Roadside Conference, Shade Tree Short Course, and Iowa Weed Commissioners Association Conference.
- Maintained and managed newer prairies:
  - 1.5 Acres by Soccer Complex
  - 1.5 Acres in Prairie Park
  - 20 Acres (approximately) seeded to native plants as part of Cedar River Parkway Project
  - 4.75 Acres behind Southeast School





(Southeast School Prairie after burn)



(Southeast School Prairie after restoration)



(Cedar River Parkway Prairie)

- Approximate Days Spent Completing Tasks:
  - 21 - Cleaning up storm damage
  - 26 - Trimming/Trees down on Rail Trail
  - 21 - In town tree trimming
  - 60 - Tree removals
  - 28 - ROW/Natural area mowing
  - 10 - Spraying
  - 8 - Trail finishing mowing/Arm mowing
  - 5 - Weed eating
  - 12 - Watering newly planted trees
  - 30 - Snow plowing/salting
  - 8 - Prescribed burns
- Presented to City Council and 2 service organizations, on Trees Forever and our partnership with them.
- Applied for and received our 29<sup>th</sup> consecutive Tree City USA award.



## GRANTS

- Tree City USA
- Trees Please (\$1,000)
- Trees for Kids (\$2,500)
- Waverly Trees Forever covering balance (\$2,976) of Re-Tree Waverly plantings.
- Living Roadways Trust Fund- ATV and sprayer (\$11,870.40)

## CHALLENGES

- Rail Trail cleanup with the ever-dying Elm and Ash trees along the trail.
- Seasonal help that needs to end employment in August to go back to school. We could use the help into November.
- Unaccounted for Ash trees on the edges of natural areas and trails that will need to be dealt with.
- Trying to catch up on annual tree maintenance that has been put on hold for 5+ years with the focus in that time being removal of Ash trees.
- Prolonged dry periods forcing us to spend lots of hours watering young trees.
- Seeding along Cedar River Parkway has less natives growing in than we had hoped for.
- Severe wind storm in July took out 12 mature trees.
- Finding where the balance is between limiting hours spent on lower level maintenance areas while also keeping adjacent property owners satisfied.

## Harlington Cemetery - Annual Report 2019-2020

**ACTIVITY GOAL:** To implement improvements to the cemetery that will provide the citizens of Waverly and surrounding area with a well-organized and maintained cemetery for years to come.

### FY: 2019-2020 OBJECTIVES

1. **Coordinate curb work for Section F by August 2019.**

*After discussions with Public Works Engineering Division, staff decided that the only real benefit from expanding the curb to the north would be appearance. Due to the amount of storm water that comes over the road in that area during heavy rains, it was determined that allowing the water to disperse into the lawn would be the best way to manage the stormwater in that area.*

2. **Develop a plan to repair/straighten markers in the older sections by November 2019.**

*Staff researched the appropriate ways to go about repairing dangerous markers and downed markers that are a maintenance issue. An opportunity came along to meet with a cemetery restoration and repair specialist out of Illinois. Staff spent time with the specialist in the cemetery discussing the possibility of hiring his company to do some repairs. We purchased some professional cleaner and a repair manual at that time. Staff spent time cleaning and polishing some neglected markers and a mausoleum that had been maintained in the past. We were unable to get the specialist back to Harlington Cemetery in the spring to start work on any markers. Staff successfully budgeted funds in hopes to hire the specialist in the next FY.*

3. **Bid and purchase a Zero-turn mower to replace 2011 C745 by July 2019.**

*Staff successfully bid and purchased a John Deere zero-turn mower with a 60" deck. Originally staff had planned on purchasing a 72" deck to speed up some of the mowing in the open areas. After trying out two separate demo models with 72" decks, staff decided that in the long run, the smaller deck would allow crews to use the mower in many more areas.*

4. **Replace Ash trees that were removed with new trees by May 2020.**

*With the help of the Vegetation Management division, all but 2 memorial Ash trees have been removed from the cemetery. This FY, 15 new trees were*

*planted around the cemetery to help preserve the look and replace removed Ash. We plan to continue replanting in Harlington for two more years.*

5. Research the possibility of plotting the north west hill as a Cremains only area.

*This objective has been moved into conjunction with one of next years objectives. As we move forward on the expansion to the south and the plans for other open areas.*

6. Bid and hire a contractor to rebuild/replace current Cemetery Shop building by September 2019.

*Staff was able to obtain a firm interested in drawing plans and specs for the new shop/garage at the Cemetery. We determined that the rising cost of materials and storage needs meant we would need additional funds to complete the project. The second half of the funds were approved for the FY20-21, plans were finalized and a setback variance was obtained. The building was sent out to bid with hopes for construction to start summer/fall of 2020.*

## **ACCOMPLISHMENTS**

- Worked with veteran volunteers to help locate some veteran stones for Memorial Day and government issued markers.
- Helped the Parks division when needed to complete different tasks.
- Replaced Ash trees.



(One of the new Evergreen trees)



(New landscaping on west side along 4<sup>th</sup> street)

- Purchased and fabricated a water tank and pump system for the John Deere Gator utility vehicle to help water newly seeded grass and flowers more efficiently. The previous way was dragging hundreds of feet of hose around the cemetery. This has saved hours and allowed us to keep up with the water schedule as well.



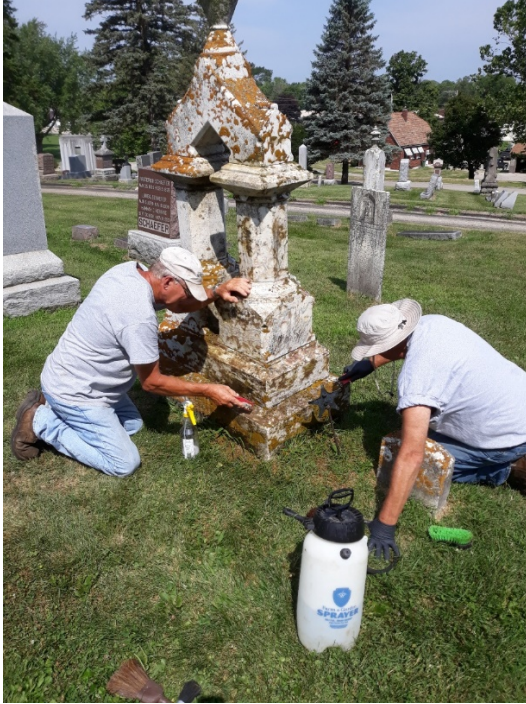
(New Zero-turn mower)



(New water tank/pump setup)

- Mowed and trimmed the Waverly Sharing Gardens and Orchard weekly as well as other public areas to help out the Parks division.
- Worked with the Sewer Line Maintenance Department to arrange grave openings.
- Hired a seasonal worker who had been trained as a City employee to help with grave opening to reduce the load on the Sewer Line Maintenance Department.
- Began working as a team nearly every morning, weed eating and trimming so that it was not the responsibility of only one person.
- Began refurbishing dilapidated monuments throughout the Cemetery.





(Staff using professional cleaner to refurbish marker)



(Marker after refurbishing)



(Old shop/garage scheduled to be removed and replaced in summer/fall 2020)



## CHALLENGES

- Keeping up with mowing and trimming in the spring as we prepare for Memorial Day is always a challenge.
- Getting the grave thawing blanket to work on extremely cold nights.
- Some areas have become very hard to get to while doing grave openings.
- Digging up and repairing a water leak in section H.
- A utility contractor working on the East fence line had a major hydraulic line rupture in the lawn and left for us to repair.
- Contractors working on 4<sup>th</sup> street project used the northwest front lawn for parking and staging causing many deep ruts. They did not fix any of them when they left.

Cemetery Yearly Comparisons									
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Lots	\$12,256	\$27,819	\$23,363	\$27,205	\$25,625	\$28,128	\$22,415	\$15,000	<b>\$11,035</b>
Interments	\$29,655	\$31,650	\$40,000	\$39,130	\$35,890	\$35,970	\$37,575	\$42,795	<b>\$34,305</b>
Perpetual Care Interest	\$2,629	\$1,852	\$1,989	\$1,949	\$4,190	\$5,049	\$7,524	\$9,761	<b>N/A</b>
Misc. Revenue	\$465	\$310	\$495	\$690	\$900	\$1,811	\$940	\$1,534	<b>\$1,104</b>
Total Revenue	\$45,005	\$61,631	\$65,847	\$68,974	\$66,605	\$70,958	\$77,866	\$74,368.83	<b>\$60,184.16</b>
Total Expenses	\$124,400	\$124,746	\$122,279	\$129,738	\$135,261	\$118,865	\$128,993	\$128,067.37	<b>\$87,510.36</b>
% Tax Subsidy	64%	51%	46%	47%	51%	40%	40%	42%	<b>31%</b>
Total Tax Subsidy	\$79,395	\$63,115	\$56,432	\$60,764	\$68,656	\$47,907	\$51,127	\$53,698.54	<b>\$27,326.20</b>
Regular Burials	40	45	53	47	41	39	44	49	40
Cremains	7	20	20	26	24	33	19	19	15
<b>Total Burials</b>	<b>47</b>	<b>65</b>	<b>73</b>	<b>73</b>	<b>65</b>	<b>72</b>	<b>63</b>	<b>68</b>	<b>55</b>
Lots Sold	18	28	29	26	31	38	28	29	24

## Civic Center - Annual Report 2019-2020

**ACTIVITY GOAL:** To improve equipment, structures and services to the Civic Center that will not only provide an efficient and safe place for our public but also to our government officials and employees to utilize.

### FY 2019-2020 OBJECTIVES

1. Raise the cooling tower to solve the priming issues by April 2020.

*This objective was not completed. It is not an urgent need, so there are no immediate plans to complete it. This may be added to a future budget year.*

2. Continue leading the Energy Savings Plan of the City of Waverly Energy Policy in 2019-2020.

*This is ongoing and continues to be done each year.*

3. Replace the City Council Chambers audience chairs by December 2019.

*New tables and chairs for the council chambers were budgeted for. These were replaced on June 2020. The old chairs were offered to other Leisure Services departments, what is not taken will be sold or discarded.*

4. Replace the Handicap Door Actuators at the main entrance of the Civic Center with a wireless system by September 2019.

*This was not completed and is scheduled to be completed in fiscal year 20-21.*

### ACCOMPLISHMENTS

- Continuing replacement of Civic Center/City Hall current lightbulbs with LEDs as well with the other Government buildings within the city.
- Replaced the City Council Chambers audience chairs, Director's chairs, and tables.
- Participated in the Day of Caring with Terex employees to stain the bridge and garden arch at the Library.
- Replacement of the camera server at Public Services Building.
- Update of Prism2 (hvac) software, Civic Center and Public Services.
- Installed a stone bench at the Library pond.

## CHALLENGES

- Office space in general- original furniture and fixtures showing age.
- Limestone damage where the sidewalk meets pillars at Civic Center.
- Wall paper that is original to the building is staining and peeling in many places.
- Keeping up with the landscape work along the river at the Civic Center.
- Allocating equal time to all the buildings throughout the year.

## 2019-2020 Groups

Auditors	Genealogical Society	Safety Training
Best Dam Run	Golf Commission	Sister City
Blood Center of Iowa	Graduations	Streetscape
Board of Adjustment	Hawkeye CPR	Trees Forever
Bremer Co. EMA	Heritage Days	United Way
Bremer County Democrats	Historic Preservation	Waverly Area Dev. Fund
Bremer County Extension	Historical Society	Waverly Utilities
Bremer County FSA	Iowa DNR	WSR Schools
Bremer County Health Dept.	Iowa Rural Water	
CDI	IOWWA	
Chamber of Commerce	ISU Extension	
Ball Diamond Task Force	Leisure Services Commission	
City Council	Lifeline Screening	
City of Waverly Staff Meetings	Lion's Club	
CVRP Meeting	Neighborhood Mtgs.	
Data Technologies	Planning and Zoning Comm.	
Dog Park	Private Parties	
Economic Development	Project Progress Meetings	
Election	Public Forums	
Farm Credit Services	Retirement Party	
Farmers Market	Riverwood Church	
Garden Club	Safety Committee	

## Swimming Pool - Annual Report 2019-2020

**ACTIVITY GOAL:** To provide the residents of Waverly with a safe, sanitary, attractive, and fun aquatic facility.

### FY 2019-2020 OBJECTIVES

1. Assess the joint Wartburg/City use of the staff work scheduling program by September 2019.

*The scheduling program seemed to work fine. As long as staff fills out their availability and requests for days off. As in previous years, we were short staffed for much of the summer.*

2. Add a new safety program for guard training by May 2020.

*This was not accomplished*

3. Develop a formal plan for concession employees to perform daily maintenance by July 1, 2019.

*A check list was established with tasks that need to be done by the concession staff before leaving for the day. The list is checked by the pool manager before concession staff leaves.*

4. Assess employee comfort level with new HVAC equipment by September 2020.

*The new air conditioner broke part way through the 2019 season and was not replaced before the end of the season. We did not open in 2020 so this was not accomplished.*

### ACCOMPLISHMENTS:

- Leisure Services Office Manager, Jen Troyna became a CPO and also acquired her Food Service License.
- 2019 Dog Swim had 96 dogs.
- Dog Swim began 1 hour early for Retrieving Freedom Dogs only. Retrieving Freedom dogs were welcome to stay for the rest of the swim.
- Leisure Services staff was able to patch holes on the pool floor.
- Pool staff wages were increased.
- Riordan was able to take Troyna through the beginning and end of season processes for opening and closing the pool.

## CHALLENGES

- Due to COVID, the pool did not open in 2020.
- Availability of staff at the end of the 2019 season.
- Education of the public of the importance of taking showers and watching their children.
- Large slide pump impeller was stuck at start up. Shane Pothast was able to fix in house.
- Leak in main water supply that Pothast was also able to fix.
- Broken valve on pipe from Baby Pool. Water Department fixed in house.
- Continued deterioration of the pool. It is now 53 years old.

## NOTES

COVID disrupted what would have been the 53<sup>rd</sup> season of the Waverly Municipal Pool. While the pool did not open, staff was hired in May so that we would have guards and concession staff if we were able to open any time during the summer. At the end of June, the choice was made not to open for the season. Staff who had been hired received a "bonus" for being available to work if the opportunity had arisen. The bonuses were tiered to coincide with the number of years employed with the City.

Riordan felt that it was necessary to fill the pool and exercise the main pump and the slide pumps. Typically, these pumps will sit idle for 9 months, but if this had not been done they wouldn't have been used in almost 2 years. This was also a chance to take Office Manager and new CPO, Jen Troyna through the startup of the pool. It also provided us a chance to use the excess chlorine from the tanks. Chlorine loses its potency as it sits and if we still had that chlorine in next year it wouldn't be very useful.



<b>Total Revenue/Expenditure Comparisons</b>						
	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
Season Tickets	\$22,905	\$23,679	\$28,837	\$29,444	\$22,423	\$25,264
Daily Admissions	\$30,460	\$22,711	\$31,273	\$27,783	\$21,998	\$24,072
Learn to Swim			\$113			
Concessions	\$12,337	\$11,754	\$15,646	\$13,657	\$10,866	\$11,810
Miscellaneous	\$2,703	\$1,336	\$2,650	\$2,894	\$2,404	\$1,886
<b>Total</b>	<b>\$68,405</b>	<b>\$59,480</b>	<b>\$78,519</b>	<b>\$73,778</b>	<b>\$57,691</b>	<b>\$63,032</b>
Expenditures	\$107,380	\$113,854	\$120,322	\$108,197	\$94,358	\$100,274
Tax Subsidy	\$38,975	\$54,374	\$41,803	\$34,419	\$36,667	\$37,242
Attendance	19,730	17,939	22,555	20,644	17,064	18,273
	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Season Tickets	\$20,393	\$22,916	\$23,645	\$29,586	\$21,898	\$0
Daily Admissions	\$20,476	\$26,914	\$27,380	\$24,857	\$21,443	\$0
Learn to Swim						
Concessions	\$9,082	\$11,540	\$11,018	\$13,106	\$10,468	\$0
Miscellaneous	\$1,596	\$210	\$2,193	\$2,642	\$2,669	\$0
<b>Total</b>	<b>\$51,547</b>	<b>\$61,580</b>	<b>\$64,236</b>	<b>\$70,191</b>	<b>\$56,478</b>	<b>\$631.13</b>
Expenditures	\$89,699	\$81,788	\$111,318	\$107,573		\$8,382.24
Tax Subsidy	\$38,152	\$20,208	\$47,082	\$37,382		\$7,751.11
Attendance	13,437	17,966	16,683	18,784	16,360	0

Total Pool Attendance Comparisons												
	2008			2009			2010			2011		
	Season	Daily	Total	Season	Daily	Total	Season	Daily	Total	Season	Daily	Total
June	916	934	1,850	2,918	2,709	5,627	3,884	3,606	7,490	4,224	3,396	7,620
July	4,126	5,159	9,285	2,718	3,673	6,391	4,607	4,449	9,056	3,999	3,897	7,896
Aug.	2,210	2,608	4,818	2,107	1,951	4,058	2,791	3,106	5,897	2,129	1,579	3,708
	7,252	8,701	15,953	7,743	8,333	16,076	11,282	11,161	22,443	10,352	8,872	19,224
	2012			2013			2014			2015		
	Season	Daily	Total	Season	Daily	Total	Season	Daily	Total	Season	Daily	Total
June	5642	3397	9039	2,825	2,630	5,455	4,036	3,401	7,437	3,109	2,634	5,743
July	4954	3971	8925	4,001	4,314	8,315	2,601	2,930	5,531	2,757	3,564	6,321
August	1474	1210	2684	1,146	1,375	2,521	1,050	1,113	2,163	1,461	1,874	3,335
	12070	8578	20,648	7,972	8,319	16,291	7,687	7,444	15,131	7,327	8,072	15,399
	2016			2017			2018			2019		
	Season	Daily	Total	Season	Daily	Total	Season	Daily	Total	Season	Daily	Total
June	4,347	3,963	8,310	3,656	3,304	6,960	4,904	3,946	8,850	2,609	2,675	5,284
July	2,988	3,069	6,057	3,759	3,898	7,657	4,331	3,170	7,501	4,006	4,423	8,429
August	1,729	1,937	3,666	1,241	1,036	2,277	1,749	1,826	3,575	1,337	1,625	2,962
	9,064	8,969	18,033	8,656	8,238	16,894	10,984	8,942	19,926	7,952	8,723	16,675
	2020											
	Season	Daily	Total									
June	0	0	0									
July	0	0	0									
August	0	0	0									
	0	0	0									

## Golf Course - Annual Report 2019-2020

**ACTIVITY GOAL:** To maintain and improve our Golf Course in a manner which blends function with aesthetics and provides a pleasurable experience to challenge both the beginner and the accomplished golfer while contributing to the natural beauty of our city.

### FY: 2019-2020 OBJECTIVES

1. Enlarge and seed the forward tee on number 5 by the end of August 1, 2019.

*Dirt was hauled in and leveled. Sod was then cut from our sod area on old number 13 tee. We need to treat the crabgrass that has come in, but the tee has been finished.*

2. Start tree trimming project for clearance by November 2019 and completed by Fall of 2020.

*Trimming was done on selected trees throughout the course when time and manpower was available. The branches were hauled out in our 1 ton rather than chipped due to the soft conditions on the course.*

3. Develop a plan to de-muck the remaining pond on #2 by December 2019.

*We have been filling and maintaining the pond while we come up with different ideas as to how we are going to solve the muck issue. Because of the large scope of this project it may take several years to accomplish.*

4. Install rock in the waterways on #1 and the #1 ponds to control erosion by September 2019.

*This project will be added into the 4<sup>th</sup> street reconstruction project. The plan is to cement a portion of the area. And then continue to the pond with rock.*

5. Continue our Ash and Scotch Pine tree removal and replacement program.

*We cut down and removed 8 Scotch Pines, 5 Ash, 1 Spruce, and 2 Crab Apple Trees. We are going through the course and marking the trees that we need to remove for safety reasons. Some of the trees we are pushing back in the removal program because of the need to budget for a replacement tree. All the Ash and Scotch Pines are being monitored and will be removed if a safety issue emerges.*

6. Convert bunker on 17 fairway to a grass bunker by August 2019.

*The Scotch Pine tree that was causing the problem had to be removed because of Pine Nematodes. We reconsidered our plan of conversion to grass and now are keeping the bunker as is.*

### ACCOMPLISHMENTS

- Awarded a Paint Iowa Beautiful Grant for staining of bridges.
- Berm in waterway between 1 & 2 Holes



- Light on top of flagpole



- Built steps #9 tee



- Constructed a learning/Warm up Net Area



- Sealed bridges & Painted Benches
- Installed Fiber in TCC

- Installed LED lights in TCC



- Completed the Standard Operating Procedure Manual
- Mixing our own tee topdressing out of sand and dirt





- Replacing old equipment with new equipment that fits better with our cultural programs.



(3575 Fairway Mower)



(Brush Mower)



(Procore 648)



(Sprayer Attachment)



(2020A Pro Gator)



(MDX Utility Vehicle)



## CHALLENGES

- Covid 19



(Practicing Social Distancing)

- The extremes in the weather



- Working with tighter budgets
- Keeping the course watered and the ponds full during times of drought



- Managing our 12 Ponds



(Pond E)



(Pond D)



(Pond C)



(Pond B)



(Pond A)



(13-17 Pond)





(15 Pond)



(Lower Waterfalls)



(Upper 15 Pond)



(16 Pond)



(Industrial Pond)

- Being able to find good seasonal employees
- The number of trees that are dying

## NOTES

- Beauty of the landscape



- Wild Life



## Pro Shop - Annual Report 2019-2020

**ACTIVITY GOAL:** To provide a leisure time facility that programs for all ages and abilities with excellent customer service and value to all users.

### FY: 2019-2020 OBJECTIVES

1. **Analyze the first year of full-time management and report to Commission by November 2019.**

*Jordan David completed his 1<sup>st</sup> full year as the full-time Pro Shop Manager. Jordan has been a huge asset to the Waverly Golf Course as he has continued marketing ideas and come up with new and innovative ideas. The Stay & Play program has taken awhile to get off the ground due to poor communication and then later in the year COVID. During the 1<sup>st</sup> part of 2020 we were not sure what things were going to look like at the course, however after being closed for 2 weeks in April to adhere to Governor Reynolds Proclamation, rounds have really taken off! We look forward to seeing what the rest of 2020 and beyond holds in store for the Waverly Golf Course.*

2. **Complete a comprehensive marketing plan, implement, and assess by January 2020.**

*Several new marketing strategies were executed in the last year. A switch to Tee Snap marketing has tied in our point of sale system and our website. This change has taken our weekly mailing list from 1,200 customers to 2,000 customers and counting that we reach on a weekly basis. An emphasis on paid social media ads was put into this marketing plan. The benefits were drastic with tournament rounds rising significantly including several tournament records for players participating. We coincided the social media emphasis with design software to create attractive and effective ads in house and low cost.*

3. **Determine factors to complete an indoor practice facility by November 2019.**

*This was not achieved.*

### ACCOMPLISHMENTS

- July 2019 is the single largest daily fee month on record for the Waverly Golf Course with \$33,415 worth of rounds sold to guests.
- In July 2019 we hosted the 86<sup>th</sup> annual Waverly Invitational. 151 players participated in the two-day, individual stroke play golf tournament. This is the longest running Invitational tournament in the state of Iowa.
- In August 2019 we hosted another Junior Golf fundraiser. 84 players participated and raised \$2,605 for our junior golf programs.
- In August 2019 we introduced a brand-new instructional class for ladies. Our

- “Tips & Sips” program attracted 48 golfers over the course of 4 weeks.
- In September 2019 we hosted our annual Veterans Appreciation Golf Tournament. 144 players including 66 veterans raised money to be donated to local veteran charities.
- On December 22<sup>nd</sup>, 2019 weather allowed us to open the golf course for 39 golfers.
- The Waverly Golf Course is once again represented in the PGA Jr League. 11 kids make up our team in 2020 competing against area golf courses.



- In June 2020, we hosted the 90<sup>th</sup> playing of the Waverly City Championship. This is a tradition that dates all the way back to 1929.
- June 2020 was the second largest daily fee June on record for the Waverly Golf Course with \$26,560.00 worth of rounds sold to guests.

## CHALLENGES

- Finding seasonal and management level employees that are the right fit, especially during the less desirable hours such as evenings and weekends.
- Competition continues between the two public golf courses in Waverly to secure season passes and daily rounds.
- Currently the City of Waverly is left without a public driving range and learning center. Game improvement is a fundamental part of introducing new golfers to the game as well as retaining current golfers.
- The Coronavirus Pandemic offered a unique set of challenges:
  - Our facility was closed April 17<sup>th</sup>-April 30<sup>th</sup> in response to Governor Reynolds proclamation.
  - Lower than normal membership numbers were achieved in 2020 due to customer uncertainty of future closings/restrictions.
  - 12 tournaments were cancelled and leagues were delayed up to 4 weeks from normal start dates.