



January Parks Monthly Report 2020

Parks / Cemetery / Aquatics / Campground

Park and Recreation

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Early in January, someone kicked in a bathroom door at Wings Park between diamonds 2 & 3. The school metals program is completing some metal security doors to protect our bathroom doors, which we should receive shortly. With more snow in the forecast, Jay has been busy clearing snow on city properties. We updated the park shop SDS sheets and working on pesticide forms. Jay is in the middle of maintenance of the trucks for the parks and cemetery. This includes installing LED warning lighting on these vehicles. I have been busy working with the engineer on the next trail segment talking with landowners for easements and having utilities moved. I finished and distributed this year's park and rec brochure.

Jay has been continuing his efforts with maintenance of equipment. This week we installed a new cutting edge on the cemetery, skid loader bucket. We have removed sidewalk snow 3x in the last week on City owned properties. I have been working on trail work for our next trail section with our engineer. I spent some time working on updating the park and rec website. I ordered two CIP project permabrellas for the aquatic center this week. I attended the monthly safety meeting and ordered in the decals for the new recreation vehicle.

On Monday the 20th, we discussed with council our budget lines and CIP items for general budget departments. Tuesday the 21st I hosted the park and rec meeting at City Hall to go over some projects. I went over trail information with the board on trail segment 1 that we plan to complete this next season. In the meeting, I also showed the board all the work that I have completed thus far, developing a new website for the department. The website is still a work in progress but will have our forms for departments on it and will be very user friendly. I have been working on trail work and website work this week, as well as our cemetery sign project. We updated the first aid kits at both the park maintenance shop and the cemetery. Jay has been continuing his efforts on truck maintenance and working on getting his certifications. The employees have been in to remove snow multiple times on city sidewalks. Jay went out Tuesday with a dozen work orders from City Hall to clear sidewalks on private properties who had not cleaned their sidewalks of snow yet.

I met with the financial donor for the cemetery sign and a contractor to move forward on the new cemetery sign project so we are ready to go in the spring. I took the continuing education course for my pool certification on Monday. Jay attended the full course on Tuesday and Wednesday and

passed his pool certification. I have been updating the emergency action plans for the aquatic facility and getting other paperwork ready for that facility. This month the City had five full burials and two cremations at Woodlawn Cemetery.

Door kicked in



Snow removal



Burials



SDS updating



Maintenance with led updates

Annual brochure finished



Window covers



White board



Cutting edge





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Snow blower repairs



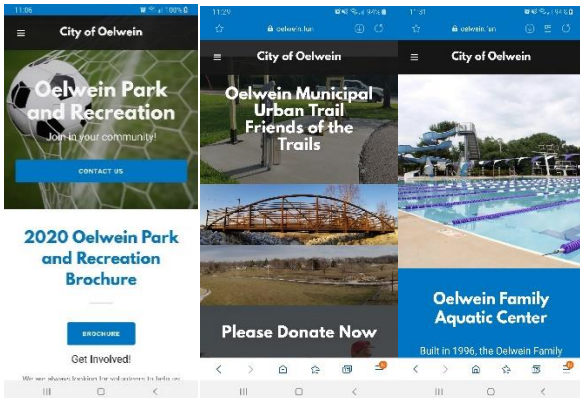
Trail work



Permbrellas



New website work



Trail work



Snow removal



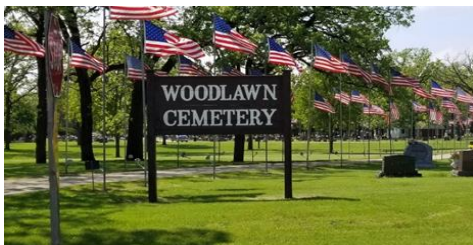
New first aid kits



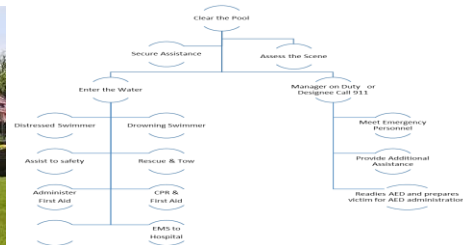
Truck maintenance



Woodlawn Sign



EAP



Funerals





Daily Activities

- ❖ Pick up garbage downtown
- ❖ Checking parks, cemeteries
- ❖ Monthly safety checklist
- ❖ Maintenance on equipment
- ❖ Order supplies for different departments
- ❖ Work with trails committee, Friends of Trails
- ❖ Safety meetings with departments and city
- ❖ 5 graves, 2 cremations
- ❖ Snow removal

Progress on Projects

- ❖ Updated and distributed park and rec brochure
- ❖ Completed year-end report
- ❖ Trail extension at Wings Park
- ❖ Trails committee meeting
- ❖ School program work on cemetery sign/bathroom security doors
- ❖ Ordered 2 permabrellas for aquatics, a CIP item
- ❖ Update aquatics EAP, SDS, other paperwork
- ❖ Update Park SDS book
- ❖ Park code updated
- ❖ Cleaning contract updated with Horan Services

Next Month and Future Projects

- ❖ Tree Board meeting
- ❖ Trails Committee meetings
- ❖ Park and Rec meeting
- ❖ Wings Park trail extension
- ❖ Park master plan
- ❖ Grant work
- ❖ Diamond 3 fencing
- ❖ Pool LED conversion
- ❖ Old bridge prep for new placement
- ❖ Trail segment 1C work
- ❖ Website work
- ❖ Cemetery signs projects
- ❖ Install water fountains
- ❖ Prairie planting at Platt Park
- ❖ Remove well houses at City Park
- ❖ Install permabrellas at pool

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