



AGENDA

ELDRIDGE Community Center Board

APRIL 10, 2024 - 11:30 A.M.

1. Call to Order
2. Roll Call
3. Visitors
4. Approval of Agenda
5. Approval of Minutes
6. Approval of Bills Payable
7. EOM/MANAGER REPORT *(Reports from Center Manager)*
8. Customer Evaluations
9. Old Business
 - A. Capital Project Update – Bathroom Remodel
10. New Business
 - A. Eldridge Lion's Club – Eldridge Fest Pancake Breakfast (July 13, 2024)
11. Personnel
12. Adjournment

Eldridge Community Center Minutes
March 20, 2024

The Eldridge Community Center Board meeting was called to order at 11:27 a.m. by Chairman Paul Petersen at the Eldridge Community Center.

Board Members present: Gigi Seibel and Mark Goodding. Also, present Lexie Diedrich, Gage Lane, Dan Collins, Nevada Lemke.

Board Members Absent: Deanna Jensen-Valliere, and Tracy Harris

Seibel made a motion to approve the agenda, second by Goodding. Motion carried. *Seibel noted that #13 should be #12 since the End of Month and Manager's Report were now combined in #7.

Seibel made a motion to approve the minutes from February 20, 2024. Goodding seconded. Motion carried.

Seibel made a motion to approve the Bills Payable as presented on the report in the amount of \$27,333.27, second by Goodding. Motion carried. *Seibel asked about late charges on the bill from RC Sports, Gage confirmed that the check was mailed from City Hall and arrived after the due date which resulted in the late charge.

End of Month/Manager's report was presented by Diedrich and Lane. The monthly revenue totaled just over \$4800. The Taylor Swift skate was very successful, and they also had the President's Day Skate. Additional events for the month included the North Scott Trap Event and the Eldridge North Scott Chamber Mixer. They have started accepting deposits for 2025 at the increased rate of \$500. The March Spring Break hours were slow so staff used that time to do extra cleaning and fix skates. The upcoming events include Shine On QC which has already pre-sold 480 tickets and is expected to bring in significant revenue, and there is also the Derby event approaching. Lexi & Gage updated the board members on the new Quinceanera procedures including catering restrictions, and confirmed security was scheduled with the PD for all scheduled events with the first one approaching in April. They also discussed Medic and 1st Aid training for the Community Center staff and Dan Collins confirmed that MEDIC could provide training. Lexi & Gage confirmed that they are both CPR certified and trained on using the defibrillator. Paul Petersen asked about OSHA certification and Lemke stated that the City's Risk Assessment representative could assist with determining OSHA requirements for the Community Center facility.

No customer evaluations were received.

Old Business:

- A. Administrator Lemke reviewed the budget changes which included updated wages as discussed by the Board. The Board clarified the PD wages for security at events and Lexi discussed the rate to be charged to the NS School District for meeting events. The Board agreed \$50 for school meetings was appropriate. Gage discussed taking Credit Card payments over the phone and the board agreed this was an option that could be used.
Goodding made a motion to approve the FY25 Budget. Seibel seconded. Motion carried.
- B. Paul Peterson stated that after he inspected the freezer he noted that the circuit breaker could be going bad and recommended Lexi & Gage check the freezer before events. Lexi updated the Board on the issues with the washer, they have put over \$700 into repairs and are still getting codes. Paul agreed to look into the Peterson Plumbing invoice and repair log. Lexi stated that the cost to repair the Cotton Candy machine would be \$1,850, and that they are increasing the cost of Cotton Candy from \$3 to \$4, so the repair cost could be recovered within a month. She stated that they are missing out on a lot of revenue without the Cotton Candy Machine.
Seibel made a motion to approve the \$1,850 repair. Goodding seconded. Motion carried.
- C. Gage discussed the need for bathroom remodeling. Seibel stated this is a large capital expenditure and would need to go to the City Council for consideration for approval and funding assistance. The board asked Gage to prepare a list for the remodel and gather project cost estimates. Lexi stated that the

remodel would have to include ADA regulations and Paul included that it would need to meet code based on building capacity. It was also noted that a family bathroom would be required. Gage and Lexi also stated that the Rink floor would need to be painted this year. It is usually done annually. Seibel recommended that professionals be hired rather than using City staff. Seibel asked Gage to bring what he has for the remodel to the next meeting and have this item on the agenda again for further discussion.

New Business:

- A. Approval of Eldridge Employee Handbook – Seibel asked Lemke to send the handbook out again as she had missed it. Lemke agreed. Lemke discussed the updates to the handbook and stated that the City Council had already approved it. Seibel asked Lemke to put the item on the next agenda for consideration for approval.
- B. Paul Peterson asked Lemke about the closed session item. Lemke stated the item was only if needed to discuss wages for the budget, so the closed session could be stricken from the agenda.

Personnel: Gage asked the Board about staying open for Mother's/Father's Day from 1pm – 4pm due to the fact that many personnel request that day off. The Board agreed the Community Center should remain open for those hours on both days, and that personnel requests should be accepted in the order received following the normal process of requesting the day off by the 20th day of the month before. Lexi stated she would like to offer a family bundle discount on Mother's Day instead of booking birthday parties. Paul asked for an update on the previously discussed personnel issues. Gage and Lexi reported that the issues were addressed and had improved significantly.

Seibel made a motion at 12:38 p.m. to adjourn the meeting, second by Goodding. Motion carried.

Next meeting will be April 10, 2024

750-COMMUNITY CENTER
 COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>LICENSES & PERMITS</u>					
750-4-460-1-4100 SKATING ADMISSIONS	85,000.00	12,992.00	76,201.00	89.65	8,799.00
750-4-460-1-4101 PRIVATE SKATING PARTIES	25,000.00	3,005.00	17,075.00	68.30	7,925.00
750-4-460-1-4102 BDAY PACKAGES	42,000.00	4,450.38	37,883.88	90.20	4,116.12
750-4-460-1-4103 SOFT DRINKS AND SNACKS	75,000.00	9,783.13	65,779.75	87.71	9,220.25
750-4-460-1-4104 WEDDINGS AND PARTIES	40,000.00	5,685.00	48,703.00	121.76 (8,703.00)
750-4-460-1-4105 SALES OF ALCOHOL	50,000.00	4,555.50	65,857.75	131.72 (15,857.75)
750-4-460-1-4106 LOCKER RENTAL	100.00	0.00	15.00	15.00	85.00
750-4-460-1-4110 SKATE PROGRAMS	1,000.00	0.00	191.00	19.10	809.00
750-4-460-1-4111 MISCELLANEOUS GIFT COUN	3,000.00	3.00	173.75	5.79	2,826.25
750-4-460-1-4112 RENTALS	2,500.00	0.00	576.00	23.04	1,924.00
750-4-460-1-4113 MISCELLANEOUS PRO SHOP	1,500.00	1,366.00	4,236.25	282.42 (2,736.25)
750-4-460-1-4114 GAMES & COMMISSIONS	1,000.00	611.54	3,810.28	381.03 (2,810.28)
TOTAL LICENSES & PERMITS	326,100.00	42,451.55	320,502.66	98.28	5,597.34
<u>USE OF MONEY & PROPERTY</u>					
750-4-460-4-4300 INVESTMENT INTEREST	2,000.00	0.00	18,367.74	918.39 (16,367.74)
TOTAL USE OF MONEY & PROPERTY	2,000.00	0.00	18,367.74	918.39 (16,367.74)
<u>MISCELLANEOUS</u>					
750-4-460-2-4705 DONATIONS	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<u>OTHER FINANCING SOURCES</u>					
750-4-460-4-4830 TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00
TOTAL OTHER FINANCING SOURCES	30,000.00	0.00	0.00	0.00	30,000.00
<u>REV CATG 9</u>					
750-4-460-4-4999 MISCELLANEOUS	0.00	1,262.25	15,782.95	0.00 (15,782.95)
TOTAL REV CATG 9	0.00	1,262.25	15,782.95	0.00 (15,782.95)
TOTAL REVENUE - COMMUNITY CENTER	358,100.00	43,713.80	354,653.35	99.04	3,446.65
<u>EXPENDITURES</u>					
750-5-460-6016 ASS'T MANAGER'S SALARY	36,000.00	4,449.60	32,961.83	91.56	3,038.17
750-5-460-6017 MANAGER'S SALARY	42,000.00	4,992.00	34,087.60	81.16	7,912.40
750-5-460-6031 OTHER SALARIES	60,000.00	11,652.55	77,240.65	128.73 (17,240.65)
750-5-460-6032 COMM CTR BRD SALARY	1,000.00	0.00	390.00	39.00	610.00
750-5-460-6040 POLICE OFFICER PAY	15,000.00	0.00	7,682.28	51.22	7,317.72
750-5-460-6062 HOLIDAY PAY	1,200.00	0.00	0.00	0.00	1,200.00
750-5-460-6069 PERSONAL DAY - BUY BACK	800.00	0.00	0.00	0.00	800.00
750-5-460-6110 FICA	14,000.00	1,591.97	11,402.71	81.45	2,597.29

750-COMMUNITY CENTER
 COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
750-5-460-6130 IPERS	12,000.00	1,084.45	8,839.92	73.67	3,160.08
750-5-460-6150 GROUP INSURANCE	7,000.00	1,805.31	15,106.21	215.80 (8,106.21)
750-5-460-6160 WORKMEN'S COMP INSURANCE	1,500.00	0.00	95.79	6.39	1,404.21
750-5-460-6170 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
750-5-460-6310 B & G MATERIAL	10,000.00	16.97	18,824.51	188.25 (8,824.51)
750-5-460-6332 VEHICLE MAINTENANCE	2,000.00	88.63	1,605.86	80.29	394.14
750-5-460-6360 TO EQUIP REPLACEMENT	0.00	0.00	495.43	0.00 (495.43)
750-5-460-6371 UTILITIES	24,000.00	1,551.67	19,881.90	82.84	4,118.10
750-5-460-6373 TELEPHONE	3,500.00	301.12	3,465.41	99.01	34.59
750-5-460-6404 BAD DEBTS	0.00	0.00	0.00	0.00	0.00
750-5-460-6408 GENERAL INSURANCE	20,000.00	626.38	944.35	4.72	19,055.65
750-5-460-6409 LAUNDRY	500.00	0.00	25.96	5.19	474.04
750-5-460-6411 LEGAL SERVICES-GENERAL	0.00	0.00	0.00	0.00	0.00
750-5-460-6414 PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00
750-5-460-6418 SALES TAX	5,000.00	719.85	4,190.63	83.81	809.37
750-5-460-6440 RENTS & PERMITS	5,000.00	0.00	4,518.38	90.37	481.62
750-5-460-6450 OTHER CONTRACTED SERVICE	3,500.00	262.92	3,812.67	108.93 (312.67)
750-5-460-6503 ALCOHOL SUPPLIES	22,000.00	1,931.30	27,369.27	124.41 (5,369.27)
750-5-460-65031SOFT DRINKS AND SNACKS	30,000.00	4,981.60	28,716.82	95.72	1,283.18
750-5-460-65032MUSIC LIBRARY	500.00	445.76	1,064.57	212.91 (564.57)
750-5-460-6506 OFFICE SUPPLIES	1,000.00	23.51	1,052.18	105.22 (52.18)
750-5-460-6507 OPERATING SUPPLIES & MAT	10,000.00	222.14	4,313.15	43.13	5,686.85
750-5-460-65071CLEANING/MAINTENANCE SUP	1,500.00	159.55	3,410.52	227.37 (1,910.52)
750-5-460-65073SKATE SUPPLIES	1,000.00	91.96	511.43	51.14	488.57
750-5-460-6561 INVENTORY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
750-5-460-6600 REFUNDS	500.00	0.00	2,575.00	515.00 (2,075.00)
750-5-460-6601 MISC. ADMINISTRATION	200.00	40.00	373.00	186.50 (173.00)
750-5-460-66011ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
750-5-460-66012NON FOOD RETAIL	2,500.00	246.00	416.53	16.66	2,083.47
750-5-460-66013PARTY SUPPLIES	5,000.00	1,166.63	7,107.48	142.15 (2,107.48)
750-5-460-66014PRO SHOP SUPPLIES	1,000.00	1,753.51	5,360.24	536.02 (4,360.24)
750-5-460-6605 CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
750-5-460-6721 EQUIPMENT PURCHASE	14,900.00	0.00	14,628.00	98.17	272.00
750-5-460-6750 EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00
750-5-460-6799 OTHER CAPITAL	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES - COMMUNITY CENT	358,100.00	40,205.38	342,470.28	95.64	15,629.72
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3,508.42	12,183.07	(12,183.07)

BILLS PAYABLE

750 5-460-6503	7 G	BEER	\$ 295.02
750 5-460-6373	CENTRAL SCOTT TELEPHONE	TELEPHONE SERVICES	\$ 36.42
750 5-460-6450	CINTAS CORPORATION	MAT CLEANING SERVICES	\$ 98.24
750 5-460-66013	HALL OF FAME PIZZA & WINGS	PIZZAS	\$ 914.00
750 5-460-6503	HY VEE	LIQUOR/WINE	\$ 305.85
750 5-460-6503	HY-VEE ACCOUNTS	LIQUOR/WINE	\$ 1,119.37
750 5-460-6310	MERSCHMAN HARDWARE	MIRROR KIT & PLUMBER PUTTY	\$ 16.97
750 5-460-6507	MERSCHMAN HARDWARE	MISC FASTENERS	\$ 0.16
750 5-460-65071	MERSCHMAN HARDWARE	SCREWS FOR GENERATOR	\$ 11.99
750 5-460-6371	MIDAMERICAN ENERGY CO	SERVICES FOR 400 S 16TH AVE	\$ 255.89
750 5-460-65031	PEPSI COLA BOTTLING CO	POP/SODA	\$ 581.91
750 5-460-6360	PETERSEN PLBG & HTG. CO.	REPAIR WASHER	\$ 334.66
750 5-460-6408	PORTER INSURANCE	CYBER INS RENEWAL	\$ 626.38
750 5-460-65073	RC SPORTS	TOE STOPS	\$ 60.00
750 5-460-66014	RC SPORTS	SKATES	\$ 413.22
750 5-460-66014	RC SPORTS	SKATES	\$ 171.10
750 5-460-66014	RC SPORTS	SKATES	\$ 140.30
750 5-460-66014	RC SPORTS	SKATES	\$ 163.35
750 5-460-66014	RC SPORTS	SKATES	\$ 379.74
750 5-460-6450	REPUBLIC SERVICES	RECLYCLING SERVICES	\$ 66.44
750 5-460-6332	WEX BANK	GAS SERVICE	\$ 88.63
SPLIT	DELTA DENTAL	DENTAL INS PREMIUMS	\$ 386.84
SPLIT	EMPLOY BENEFIT SERVICES	INS SELF FUNDING BENEFITS	\$ 29.73
SPLIT	PAYROLL 3/30/24	PAYROLL 3/30/24	\$ 7,433.80
SPLIT	PAYROLL 4/13/24	PAYROLL 4/13/24	\$ 7,152.05
		GRAND TOTAL:	\$ 21,082.06