



AGENDA

ELDRIDGE Community Center Board

MAY 8, 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; Rink Floor Resurfacing
10. New Business
11. Personnel
12. Adjournment

Eldridge Community Center Minutes
April 10, 2024

The Eldridge Community Center Board meeting was called to order at 11:30 a.m. by Chairman Paul Petersen at the Eldridge Community Center.

Board Members present: Paul Petersen, Gigi Seibel, Deanna Jensen-Valliere, and Mark Goodding. Also present Lexie Diedrich, Gage Lane, Jeff Martens, Sadie Wagner, and Nevada Lemke.

Board Members Absent: Tracy Harris

Seibel made a motion to approve the agenda with an amendment to remove Item #10 regarding the Eldridge Fest Pancake Breakfast, second by Goodding. 3 ayes, 0 nays. Motion carried.

Seibel made a motion to approve the minutes from February 20, 2024 with two corrections, add Paul Peterson as in attendance and update monthly revenue from \$4,800 to \$48,000. Goodding seconded. 3 ayes, 0 nays. Motion carried.

Jensen-Valliere made a motion to approve the Bills Payable as presented on the report in the amount of \$21,082.06, second by Goodding. 3 ayes, 0 nays. Motion carried. *Seibel asked about getting Denise Benson's name removed from the Access account, Nevada agreed she would reach out to take care of this.

End of Month/Manager's report was presented by Diedrich and Lane. The Shine On Dance event was a big success and the organization booked another event to take place in September. The Cotton Candy machine was repaired and will be back in service tomorrow. Nothing extra for the upcoming month outside of the booked events. Lexi reported that she did have to kick a kid out for fighting and informed the Board of the incident. Jeff Martens asked Lexi about a written policy for incidents that occur like this and Lexi stated that they have policies, but they are not all written out. Jeff agreed that the City's Risk Management team with Porter Insurance could help with this to ensure that the Community Center has a written policy and records of any incidents from verbal warnings to removal. It was also suggested that there should be a Chaperone Contact required from all schools that book a school skate event. Lexi further stated that she is looking at updating rules and procedures and would like the Risk Team's assistance with that as well, and added that in addition to altercations, there are also some issues with acceptable dress code and public displays of affection, even with adult attendees.

Two customer evaluations were received. Both contained positive remarks of excellent service, no negative comments. Lexi and Gage stated they were beginning to give evaluation forms to guests with their booking paperwork and asking them to fill them out before they leave, to get a better return response for evaluation forms.

Old Business:

- A. The Board asked for an update on the bathroom remodel list. Peterson asked about the buildings max. capacity and noted that there would be a requirement for number of stalls based on the max. capacity. He also mentioned that the ADA compliance would be a factor for the remodel. Martens stated that Inspector Ray Nees could assist with the max. capacity question. Lexi stated she would like to add Urinal stall dividers and that a Family bathroom would be needed. The Board asked about proposals and Gage stated he would gather a proposal from Alec with Vermillion Construction. There were also suggestions for proposals from Darrin Guffey with QC Construction and Bruce Builders. Lexi stated that she does not want to use whatever contractor did the last remodel, due to the issues that they experienced on that project. The Board also asked about the rink floor project. Lexi stated if this project does happen in the next FY, she would look at the week of the Moonlight Chase or MVF week because those are slow periods. She stated the last rink project that was not done in house was approximately \$36,000 by Tite Coat. The Board recommended reaching out to other skating rinks to determine who they use so we can find more vendors to provide proposals. Gage agreed to proceed on this.

No New Business

Personnel: Lexi stated that there are no current staff issues. They have a good group of staff that are dependable and work well together. She stated that she did have one item to address that was brought forward to her by Ashley Lacey at City Hall, regarding the City's Parks Department softball league, Wapsi. She stated that the coaches meeting had traditionally taken place at the Community Center free of charge, but Lexi was not sure if they should be charged the \$50 like the North Scott Schools. The Board discussed and determined that since it is a City team, that the meeting could be held free of charge if there was already another event taking place on the day/time requested so that staff was already going to be there. Lexi stated that Roller Derby would be happening so staff was already going to be present. The Board asked Nevada to confirm that it is only one meeting. Jeff Martens stated that if necessary, he could work with Ashley and have them hold the meeting at City Hall.

Seibel made a motion at 12:14 p.m. to adjourn the meeting, second by Jensen-Valliere. 4 ayes, 0 nays. Motion carried.

Next meeting will be May 8, 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	9,066.00	85,267.00	100.31 (267.00)
750-4-460-1-4101 PRIVATE SKATING PARTIES	25,000.00	2,633.00	19,708.00	78.83	5,292.00
750-4-460-1-4102 BDAY PACKAGES	42,000.00	0.00	37,883.88	90.20	4,116.12
750-4-460-1-4103 SOFT DRINKS AND SNACKS	75,000.00	5,002.00	70,782.25	94.38	4,217.75
750-4-460-1-4104 WEDDINGS AND PARTIES	40,000.00	1,470.00	50,173.00	125.43 (10,173.00)
750-4-460-1-4105 SALES OF ALCOHOL	50,000.00	2,286.50	68,144.25	136.29 (18,144.25)
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	2.35	176.10	5.87	2,823.90
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	20.00	4,256.25	283.75 (2,756.25)
750-4-460-1-4114 GAMES & COMMISSIONS	<u>1,000.00</u>	<u>346.75</u>	<u>4,157.03</u>	<u>415.70 (</u>	<u>3,157.03)</u>
TOTAL LICENSES & PERMITS	326,100.00	20,826.60	341,329.76	104.67 (15,229.76)
<u>USE OF MONEY & PROPERTY</u>					
750-4-460-4-4300 INVESTMENT INTEREST	<u>2,000.00</u>	<u>2,528.04</u>	<u>23,366.79</u>	<u>1,168.34 (</u>	<u>21,366.79)</u>
TOTAL USE OF MONEY & PROPERTY	2,000.00	2,528.04	23,366.79	1,168.34 (21,366.79)
<u>MISCELLANEOUS</u>					
750-4-460-2-4705 DONATIONS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<u>OTHER FINANCING SOURCES</u>					
750-4-460-4-4830 TRANSFERS IN	<u>30,000.00</u>	<u>30,000.00</u>	<u>30,000.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	30,000.00	30,000.00	30,000.00	100.00	0.00
<u>REV CATG 9</u>					
750-4-460-4-4999 MISCELLANEOUS	<u>0.00</u>	<u>365.89</u>	<u>16,156.84</u>	<u>0.00 (</u>	<u>16,156.84)</u>
TOTAL REV CATG 9	<u>0.00</u>	<u>365.89</u>	<u>16,156.84</u>	<u>0.00 (</u>	<u>16,156.84)</u>
TOTAL REVENUE - COMMUNITY CENTER	358,100.00	53,720.53	410,853.39	114.73 (52,753.39)
<u>EXPENDITURES</u>					
750-5-460-6016 ASS'T MANAGER'S SALARY	36,000.00	2,966.40	35,928.23	99.80	71.77
750-5-460-6017 MANAGER'S SALARY	42,000.00	3,328.00	37,415.60	89.08	4,584.40
750-5-460-6031 OTHER SALARIES	60,000.00	7,275.57	84,516.22	140.86 (24,516.22)
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	550.00	8,232.28	54.88	6,767.72
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	1,057.30	12,460.01	89.00	1,539.99

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	774.05	9,613.97	80.12	2,386.03
750-5-460-6150 GROUP INSURANCE	7,000.00	1,687.30	16,793.51	239.91 (9,793.51)
750-5-460-6160 WORKMEN'S COMP INSURANCE	1,500.00	1,432.25	1,528.04	101.87 (28.04)
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	289.95	19,114.46	191.14 (9,114.46)
750-5-460-6332 VEHICLE MAINTENANCE	2,000.00	62.87	1,668.73	83.44	331.27
750-5-460-6360 TO EQUIP REPLACEMENT	0.00	34.98	530.41	0.00 (530.41)
750-5-460-6371 UTILITIES	24,000.00	1,126.44	21,008.34	87.53	2,991.66
750-5-460-6373 TELEPHONE	3,500.00	439.50	3,904.91	111.57 (404.91)
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	18,602.76	19,547.11	97.74	452.89
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	0.00	4,190.63	83.81	809.37
750-5-460-6440 RENTS & PERMITS	5,000.00	669.34	5,843.61	116.87 (843.61)
750-5-460-6450 OTHER CONTRACTED SERVICE	3,500.00	98.24	3,910.91	111.74 (410.91)
750-5-460-6503 ALCOHOL SUPPLIES	22,000.00	2,880.80	30,250.07	137.50 (8,250.07)
750-5-460-65031SOFT DRINKS AND SNACKS	30,000.00	6,401.23	35,118.05	117.06 (5,118.05)
750-5-460-65032MUSIC LIBRARY	500.00	23.52	1,088.09	217.62 (588.09)
750-5-460-6506 OFFICE SUPPLIES	1,000.00	50.73	1,102.91	110.29 (102.91)
750-5-460-6507 OPERATING SUPPLIES & MAT	10,000.00	0.00	4,313.15	43.13	5,686.85
750-5-460-65071CLEANING/MAINTENANCE SUP	1,500.00	730.32	4,140.84	276.06 (2,640.84)
750-5-460-65073SKATE SUPPLIES	1,000.00	31.96	543.39	54.34	456.61
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	413.00	206.50 (213.00)
750-5-460-66011ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
750-5-460-66012NON FOOD RETAIL	2,500.00	0.00	416.53	16.66	2,083.47
750-5-460-66013PARTY SUPPLIES	5,000.00	446.97	7,554.45	151.09 (2,554.45)
750-5-460-66014PRO SHOP SUPPLIES	1,000.00	0.00	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	51,000.48	394,126.65	110.06 (36,026.65)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	2,720.05	16,726.74	(16,726.74)

BILLS PAYABLE				
CHECK #	FUND	VENDOR	DESCRIPTION	AMOUNT
824	750 5-460-6503	7 G	CASE SWAP AND KEG RETURN	\$ (247.50)
824	750 5-460-6503	7 G	COM CENT BEER	\$ 800.30
825	750 5-460-6503	7 G	COM CENT BEER	\$ 268.65
828	750 5-460-6150	EBS	PARTIAL SELF FUNDING EMP BENEFITS	\$ 20.88
829	750 5-460-65032	FCSB - CREDIT CARD	MONTHLY MUSIC SUBSCR FEE	\$ 11.76
829	750 5-460-65031	FCSB - CREDIT CARD	RESTOCK CONCESSION	\$ 184.64
829	750 5-460-6503	FCSB - CREDIT CARD	RESTOCK BAR SUPPLIES	\$ 130.27
829	750 5-460-65071	FCSB - CREDIT CARD	PAPER TOWELS/GARBAGE BAGS	\$ 185.48
829	750 5-460-65031	FCSB - CREDIT CARD	RESTOCK CONCESSIONS	\$ 761.92
829	750 5-460-65031	FCSB - CREDIT CARD	SUPPLIES FOR CONCESSIONS	\$ 65.12
829	750 5-460-6503	FCSB - CREDIT CARD	SUPPLIES FOR BAR	\$ 33.49
829	750 5-460-65031	FCSB - CREDIT CARD	RESTOCK CONCESSIONS	\$ 559.22
829	750 5-460-66013	FCSB - CREDIT CARD	CUPCAKES FOR BDAY PARTIES	\$ 31.96
829	750 5-460-65071	FCSB - CREDIT CARD	RESTOCK CLEANING SUPPLIES	\$ 152.65
829	750 5-460-65031	FCSB - CREDIT CARD	RESTOCK CONCESSIONS	\$ 694.54
829	750 5-460-66013	FCSB - CREDIT CARD	EXTRA TABLES RENTAL FOR EVENT	\$ 90.00
830	750 5-460-6503	IOWA BEVERAGE	COM CENT BEER	\$ 229.00
841	750 5-460-6503	7 G	COM CENT BEER	\$ 266.75
842	750 5-460-6503	7 G	COM CENT BEER	\$ 1,016.25
154219	750 5-460-6503	AIRGAS NORTH CENTRAL	NITROGEN CARBON DIOXIDE	\$ 55.33
154220	750 5-460-6371	ALLIANT ENERGY CO.	COM CENT UTILITIES	\$ 1,080.68
154220	750 5-460-6371	ALLIANT ENERGY CO.	COM CENTER SIGN	\$ 45.76
154225	750 5-460-6310	BETTENDORF N&S LOCK INC	INSTALL NEW LOCK BOX	\$ 289.95
154227	750 5-460-6373	CENTRAL SCOTT TELEPHONE	COM CENT TELEPHONE	\$ 36.20
154227	750 5-460-6373	CENTRAL SCOTT TELEPHONE	TELEPHONE WIFI	\$ 191.00
154228	750 5-460-6450	CINTAS CORPORATION	COM CNTR MATS - CLEANING	\$ 98.24
154229	750 5-460-6408	CONTINENTAL WESTERN GROUP	GEN LIABILITY, AUTO, PROPERTY, UMB	\$ 13,907.03
154240	750 5-460-6503	HY-VEE ACCOUNTS RECIEVABLE	COM CENT LIQUOR	\$ 959.62
154245	750 5-460-6506	LANE GAGE	BORDER TRIM	\$ 16.97
154247	750 5-460-6360	MENARDS	COM CENT EING HANDLE	\$ 34.98
154249	750 5-460-65071	MIDLAND PAPER COMPANY	COM CENT TP & URINAL SCREENS	\$ 338.35
154255	750 5-460-65031	PEPSI COLA BOTTLING COMPANY OF DAVENPORT	COM CENT POP	\$ 530.65
154255	750 5-460-65031	PEPSI COLA BOTTLING COMPANY OF DAVENPORT	COM CENT POP	\$ 148.00
154256	750 5-460-65031	PERFORMANCE FOOD SERVICE- TPC	CONCESSIONS TABLE CLOTHS	\$ 81.99
154256	750 5-460-66013	PERFORMANCE FOOD SERVICE- TPC	CONCESSIONS TABLE CLOTHS	\$ 11.08
154256	750 5-460-65031	PERFORMANCE FOOD SERVICE- TPC	CONCESSIONS	\$ 143.87
154258	750 5-460-6408	PORTER INSURANCE	CYBER INSURANCE	\$ 884.18
154258	750 5-460-6408	PORTER INSURANCE	PUBLIC OFFICIAL/LAW ENF LIABILITY	\$ 3,675.07
154262	750 5-460-66013	SCHWAN'S SALES ENTERPRISES	ICE CREAM	\$ 95.94
154262	750 5-460-65031	SCHWAN'S SALES ENTERPRISES	ICE CREAM	\$ 111.92
154263	750 5-460-6373	SHARED IT INC	IT SERVICES	\$ 212.30
154269	750 5-460-65031	GOLD MEDAL PRODUCTS CO.	COTTON CANDY MACHINE	\$ 1,862.95
154272	750 5-460-6160	CONTINENTAL WESTERN GROUP	WOKERS COMP INS PREM	\$ 1,432.25
154273	750 5-460-6150	DELTA DENTAL	LTD INSURANCE PREMIUMS	\$ 8.00
154273	750 5-460-6150	DELTA DENTAL	LIFE INSURANCE PREMIUMS	\$ 23.87
154275	750 5-460-6408	THE CINCINNATI INSURANCE COMPANY	EQUIP BREAKDOWN INS COVERAGE	\$ 136.48
154276	750 5-460-6150	WELLMARK BLUE CROSS	EMP HEALTH INS PREMIUMS	\$ 1,554.79
154277	750 5-460-6332	WEX BANK	GAS SERVICE	\$ 62.87
154284	750 5-460-6503	HY-VEE ACCOUNTS RECIEVABLE	COMMUNITY CENTER LIQ	\$ 651.64
154286	750 5-460-6150	DELTA DENTAL	DENTAL/VISION	\$ 79.76
154293	750 5-460-6503	AIRGAS NORTH CENTRAL	CARBON DIOXIDE	\$ 105.06
154294	750 5-460-65031	AMAZON CAPITAL SERVICES	TRASH CAN LEATHER FLOATER	\$ 17.32
154294	750 5-460-6506	AMAZON CAPITAL SERVICES	TRASH CAN LEATHER FLOATER	\$ 39.80
154294	750 5-460-65031	AMAZON CAPITAL SERVICES	LEATHER FLOATER WHISTLE	\$ 17.32
154294	750 5-460-65073	AMAZON CAPITAL SERVICES	LEATHER FLOATER WHISTLE	\$ 14.99

154294	750 5-460-65031	AMAZON CAPITAL SERVICES	TATTOOS STICKERS	\$ 9.99
154294	750 5-460-66013	AMAZON CAPITAL SERVICES	TATTOOS STICKERS	\$ 8.89
154294	750 5-460-6506	AMAZON CAPITAL SERVICES	TONER PLASTIC BAGS TP	\$ 245.56
154294	750 5-460-6503	AMAZON CAPITAL SERVICES	TONER PLASTIC BAGS TP	\$ 17.49
154294	750 5-460-65071	AMAZON CAPITAL SERVICES	TONER PLASTIC BAGS TP	\$ 32.52
154298	750 5-460-6373	CENTRAL SCOTT TELEPHONE	COM CENT TELEPHONE	\$ 36.20
154299	750 5-460-6450	CINTAS CORPORATION	COM CNTR MATS - CLEANING	\$ 98.24
154299	750 5-460-6450	CINTAS CORPORATION	COM CNTR MATS - CLEANING	\$ 98.24
154301	750 5-460-6310	CUMMINS SALES AND SERVICE	PREVENTATIVE EQUIPMENT MAINTEN	\$ 1,166.58
154306	750 5-460-66013	HALL OF FAME PIZZA AND WINGS	COM CENT PIZZAS	\$ 450.00
154309	750 5-460-6503	HY-VEE ACCOUNTS RECIEVABLE	COM CENT LIQUOR	\$ 1,064.38
154320	750 5-460-65071	MENARDS	DRAIN0 MOP MULCH	\$ 40.07
154320	750 5-460-6310	MENARDS	DRAIN0 MOP MULCH	\$ 40.00
154320	750 5-460-6310	MENARDS	FLOWERS	\$ 108.50
154322	750 5-460-6310	MERSCHMAN HARDWARE	HNGSTRIP HOSE AND NOZZEL	\$ 71.96
154323	750 5-460-6371	MIDAMERICAN ENERGY COMPANY	400 S 16TH AVE	\$ 218.43
154331	750 5-460-65031	PEPSI COLA BOTTLING COMPANY OF DAVENPORT	COM CENT POP	\$ 413.70
154331	750 5-460-65031	PEPSI COLA BOTTLING COMPANY OF DAVENPORT	POP COM CENT	\$ 643.20
154331	750 5-460-65031	PEPSI COLA BOTTLING COMPANY OF DAVENPORT	COM CENT POP	\$ 519.12
154332	750 5-460-65031	PERFORMANCE FOOD SERVICE- TPC	COM CENT CONCESSIONS	\$ 166.52
154332	750 5-460-66013	PERFORMANCE FOOD SERVICE- TPC	COM CENT CONCESSIONS	\$ 437.40
154332	750 5-460-65031	PERFORMANCE FOOD SERVICE- TPC	COM CENT CONCESSIONS	\$ 56.10
154332	750 5-460-65031	PERFORMANCE FOOD SERVICE- TPC	COM CENT CONCESSIONS	\$ 49.74
154332	750 5-460-65031	PERFORMANCE FOOD SERVICE- TPC	COM CENT CONCESSIONS	\$ 225.58
154339	750 5-460-66014	RC SPORTS	SKATES - SKATE PARTS	\$ 318.54
154340	750 5-460-6310	REPUBLIC SERVICES #400	COM CENT GARBAGE	\$ 66.27
154346	750 5-460-66013	SCHWAN'S SALES ENTERPRISES	ICE CREAM	\$ 95.94
154346	750 5-460-65031	SCHWAN'S SALES ENTERPRISES	ICE CREAM	\$ 69.95
154346	750 5-460-65031	SCHWAN'S SALES ENTERPRISES	ICE CREAM COM CENT	\$ 55.96
154346	750 5-460-66013	SCHWAN'S SALES ENTERPRISES	ICE CREAM COM CENT	\$ 95.94
ACH	SPLIT	PAYROLL 4/27/2024	PAYROLL 4/27/2024	\$ 6,417.92
TOTAL:				\$ 47,550.52