



AGENDA

ELDRIDGE Community Center Board

MARCH 20, 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. Approval of the FY25 Budget
 - B. Equipment Update
10. New Business
 - A. Approval of Eldridge Employee Handbook
 - B. Closed session per Iowa Code 21.5(1)I “to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and the individual requests a closed session”
11. Personnel
13. Adjournment

Eldridge Community Center Minutes
February 20, 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: Deanna Jensen-Valliere, Gigi Seibel, and Tracy Harris by phone. Also, present Lexie Diedrich, Gage Lane, Jeff Martens, Nevada Lemke and Jody Coffman.

Seibel made a motion to approve the agenda, second by Jensen-Valliere. Motion carried.

Harris made a motion to approve the minutes from January 10, 2024. Seibel seconded. Motion carried.

Harris made a motion to approve the Bills Payable as presented on the report in the amount of \$35,928.75, second by Jensen-Valliere. Motion carried.

End of Month/Manager's report was presented by Diedrich and Lane. January skating picked up but, they did need to close twice due to the weather. The washer, freezer and cotton candy machine need repairs. The Taylor Swift skate was a huge success.

No customer evaluations were received.

Old Business: The managers spoke with Pepsi about their concerns. The Pepsi Representative came out and addressed everything. There were two new flavors added. They are very happy with the service they received.

New Business: The 2024-25 Budget was discussed. Lemke will finalize the numbers and bring it back for approval.

Diedrich explained a proposal from Google Photography. The Board liked what they had to offer.

Personnel: Diedrich and Lane had staff training to address some issues they were having. It was well received by the staff and changes have been made.

Seibel made a motion at 12:22 p.m. to adjourn the meeting, second by Jensen-Valliere. Motion carried.

Next meeting will be March13, 2024

			3/13/2024	
VENDER	AMOUNT	DESCRIPTION	FUND	
EBS	\$19.16	BENEFITS	750-5-460-6150	
CINTAS CORPORATION	\$98.24	COM CENT MATS	750-5-460-6450	
HALL OF FAME	\$1,912.00	PIZZAS	750-5-460-66013	
MERSCHMAN HARDWARE	\$16.99	TILE FLOOR GLUE COM CENT	750-5-460-6310	
	\$15.57	ADHESIVE GOO GONE MISC	750-5-460-6507	
	\$9.99	BATTERIES	750-5-460-6507	
	\$14.58	SUPPLIES TO FIX EXIT BY RINK	750-5-460-6310	
MIDAMERICAN	\$721.48	400 S 16TH AVE	750-5-460-6371	
PEPSI COLA	\$704.00	CO MCENT POP	750-5-460-6450	
REPUBLIC SERVICES	\$66.44	COM CENTER RECYCLE PICK UP	750-5-460-6450	
G T SPORTS UNLIMITED	\$246.00	COM CENT T-SHIRTS	750-5-460-66012	
EBS	\$21.12	BENEFITS	750-5-460-6150	
AIRGAS	\$53.23	ALCOHOL SUPPLIES	750-5-460-6503	
ALLIANT	\$1,295.78	UTILITIES	750-5-460-6371	
ASCAP	\$434.00	MUSIC RIGHTS	750-5-460-65032	
CENTRAL SCOTT	\$191.00	TELEPHONE	750-5-460-6373	
CINTAS CORPORATION	\$98.24	MAT SERVICE	750-5-460-6450	
HY-VEE	\$25.97	BATTERIES/SQUIRT/TONIC	750-5-460-6503	
PEPSI COLA	\$1,053.87	CONCESSIONS	750-5-460-65031	
PERFORMANCE FOODS	\$794.60	CONCESSIONS	750-5-460-65031/6503/66013	
PETERSEN PLBG&HEAT	\$353.89	REPAIR WASHER	750-5-460-6360	
RC SKATES	\$485.80	SKATES	750-5-460-66014	
SCHWANS	\$324.49	ICE CREAM	750-5-460-65031/66013	
SHARED IT	\$73.70	IT SERVICES	750-5-460-6373	
WELLMARK	\$1,554.79	BENEFITS	750-5-460-6150	
PAYROLL 3-16-24	\$7,130.44			
PAYROLL 3-2-24	\$6,529.91			
CREDIT CARD	\$3,087.99	SEE ATTACHED		
TOTAL	\$27,333.27			

March 2024 Statement
 2/9/24 to 3/8/24
 Paid Online -

COMMUNITY CENTER TOTAL		\$3,087.99	
CITY TOTAL **9342		\$4,545.84	\$ 7,757.93
PARK BOARD TOTAL	\$	124.10	
UTILITY BOARD TOTAL **7049	\$	3,374.34	\$ 3,374.34

\$ 11,132.27

			Description	Charging Number		
ALEXIS DIEDRICH	2/12/2024	SAMS CLUB	CONCESSIONS SUPPLIES	CC	\$394.39	750-5-460-65031
			BAR SUPPLIES (LIME AND GRENADINE)	CC	\$18.48	750-5-460-6503
			PAPER TOWELS	CC	\$127.60	750-5-460-65071
ALEXIS DIEDRICH	2/16/2024	SPOTIFY	MUSIC SOFTWARE SUBSCRIPTION FOR SKATING	CC	\$11.76	750-5-460-65032
ALEXIS DIEDRICH	2/20/2024	SAMS CLUB	CONCESSIONS SUPPLIES - RESTOCK	CC	\$584.58	750-5-460-65031
			SPRAY FOR SKATES	CC	\$31.96	750-5-460-65073
			FLOOR CLEANER	CC	\$9.98	750-5-460-65071
ALEXIS DIEDRICH	2/20/2024	AMAZON	SCISSORS FOR OFFICE	CC	\$12.83	750-5-460-6506
ALEXIS DIEDRICH	2/20/2024	AMAZON	STAPLER FOR OFFICE	CC	\$10.68	750-5-460-6506
ALEXIS DIEDRICH	2/26/2024	WAL-MART	RESTOCK ON CONCESSIONS - LITTLE DEBBIE SNACKS	CC	\$54.24	750-5-460-65031
ALEXIS DIEDRICH	2/26/2024	SAMS CLUB	CONCESSION SUPPLIES	CC	\$755.64	750-5-460-65031
			FLOOR CLEANER	CC	\$9.98	750-5-460-65071
			CUPCAKES FOR BDAY PARTIES	CC	\$31.96	750-5-460-66013
ALEXIS DIEDRICH	3/4/2024	SAMS CLUB	RESTOCK ON CONCESSIONS SUPPLIES	CC	\$376.22	750-5-460-65031
ALEXIS DIEDRICH	3/6/2024	WAL-MART	SNACKS FOR CONCESSIONS RESTOCK	CC	\$39.21	750-5-460-65031
ALEXIS DIEDRICH	3/7/2024	SAMS CLUB	CONCESSION SUPPLIES RESTOCK	CC	\$356.50	750-5-460-65031
KEITH SCHNECKLOTH	2/20/2024	FARM & FLEET	BATTERIES FOR COMMERCIAL VACUUM	CC	\$221.98	750-5-460-6507
NEVADA LEMKE	2/21/2024	BITTNER YMCA	JAN & FEB Y@WORK PROGRAM - 1 COMM CNTR	CC	\$40.00	750-5-460-6601
ANDREW LELIG	2/12/2024	IACP	INT'L ASSOC OF POLICE MEMBERSHIP - LELIG	CITY	\$240.00	001-5-110-6210
ANDREW LELIG	2/15/2024	TRUPANION	FEB PREMIUM FOR K-9 INSURANCE	CITY	\$122.97	008-5-110-6602
ASHLEY LACEY	2/9/2024	WIX.COM	ANNUAL FEES FOR CITY WEBSITE MANAGEMENT SOFTWARE	CITY	\$410.88	001-5-620-65061
ASHLEY LACEY	2/12/2024	ADOBE INC	ADOBE SOFTWARE FOR ASHLEY & SADIE	CITY	\$239.88	001-5-620-65061
BRENDA KIEL	2/20/2024	MENARDS	SHELVES FOR EQUIPMENT	CITY	-\$262.45	001-5-110-6599
BRENDA KIEL	2/20/2024	MENARDS	SHELVES FOR EQUIP - REFUNDED DUE TO TAXES CHARGED	CITY	\$262.45	001-5-110-6599
BRIAN WESSEL	2/20/2024	AMERICAN LEGION EMBLEM	FLAGS	CITY	\$331.60	001-5-210-6310
ERIK JOHNSON	2/27/2024	IA SECRETARY OF STATE	NOTARY RENEWAL FOR ERIK JOHNSON	CITY	\$30.00	001-5-110-6506
KEITH SCHNECKLOTH	2/14/2024	ISU EXTENSION STORE	PESTICIDE CLASS (3/9/2024)	CITY	\$50.00	001-5-210-6250
KEITH SCHNECKLOTH	2/22/2024	SP SKID STEER GENIUS	ELECTRICAL ADAPTER-BOBCAT TO JOHN DR ATTACHMNTS	CITY	\$1,149.50	001-5-299-63322
KEITH SCHNECKLOTH	2/26/2024	ZORO TOOLS INC	10 1/2" CONVEX CNTR MIRROR FOR STREET SWEEPER	CITY	\$87.79	001-5-299-63322
KEITH SCHNECKLOTH	2/27/2024	FARM & FLEET	WIRE WHEELS	CITY	\$62.97	001-5-299-6504
			ROLLER CHAIN	CITY	\$35.99	001-5-299-63322
KEITH SCHNECKLOTH	2/28/2024	O'REILLY	BULBS FOR PLOW LIGHTS	CITY	\$34.22	001-5-299-63323
KEITH SCHNECKLOTH	2/28/2024	SNAP-ON TOOLS	SNAP RING PLIER SET & MINI PICK SET	CITY	\$209.19	001-5-299-6504
KEITH SCHNECKLOTH	3/1/2024	SOI NEXIQ	ANNUAL SUBSCRIPTION FEE - NAVISTAR ENGINE DIAGNOSTICS	CITY	\$648.00	001-5-299-6504
KEITH SCHNECKLOTH	3/4/2024	KEITH BRAAFHART - MATCO TOOLS	COOLANT FLUSHING GUN	CITY	\$72.38	001-5-299-6504
NEVADA LEMKE	2/21/2024	BITTNER YMCA	JAN & FEB Y@WORK PROGRAM - 2 ADMIN	CITY	\$80.00	001-5-611-6601
			JAN & FEB Y@WORK PROGRAM - 3 PD	CITY	\$120.00	001-5-110-6599
			2 NON-STAFF MEMBERS - WAITING ON REFUND (FEB)	CITY	\$40.00	001-5-611-6601
NEVADA LEMKE	2/28/2024	GALLUP	6 STRENGTHS FINDER - PROF DEV ASSESSMENTS - CITY HALL	CITY	\$149.94	001-5-611-6601
TONY RUPE	2/21/2024	ALLIED ELECTRONICS	120V TO 24V POWER SUPPLIES FOR SBR CABINETS	CITY	\$430.53	610-5-815-6320
MERSADIE WAGNER	3/5/2024	EPIC SPORTS	CHAMPRO FOAM BASE PLUGS FOR PARKS	PARK	\$124.10	004-5-430-6325
ASHLEY LACEY	2/12/2024	IOWA DNR FEES & PYMNTS	TESTING FEES FOR JACOB POWELL	U	\$32.29	600-5-810-6230
ASHLEY LACEY	2/23/2024	HILTON HOTELS	HOTEL STAY - JACOB POWELL TRAINING	U	\$759.24	600-5-810-6240
ASHLEY LACEY	3/5/2024	HACH COMPANY	CALIBRATION FOR PORTABLE TESTER	U	\$994.00	600-5-810-6451
JAKE ROWE	2/12/2024	COURTYARD ANKENY	SUPERVISOR & FOREMAN MEETING/TRAINING	U	\$255.36	630-5-820-6240
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JAKE ROWE	2/26/2024	COURTYARD ANKENY	ENERGY CONFERENCE	U	\$266.56	630-5-820-6240
JAKE ROWE	2/26/2024	COURTYARD ANKENY	ENERGY CONFERENCE	U	\$266.56	630-5-820-6240
KEITH SCHNECKLOTH	3/4/2024	FARM & FLEET	2 BATTERIES FOR UNIT #81	U	\$385.98	630-5-820-6332
MITCHELL MORRIS	2/9/2024	FARM & FLEET	BATTERY FOR UNIT 29	U	\$158.99	630-5-820-6332

CITY OF ELDRIDGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 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	16,198.00	63,209.00	74.36	21,791.00
750-4-460-1-4101 PRIVATE SKATING PARTIES	25,000.00	2,694.00	14,070.00	56.28	10,930.00
750-4-460-1-4102 BDAY PACKAGES	42,000.00	5,204.00	33,433.50	79.60	8,566.50
750-4-460-1-4103 SOFT DRINKS AND SNACKS	75,000.00	10,798.27	55,996.62	74.66	19,003.38
750-4-460-1-4104 WEDDINGS AND PARTIES	40,000.00	6,738.00	43,018.00	107.55 (3,018.00)
750-4-460-1-4105 SALES OF ALCOHOL	50,000.00	3,560.50	61,302.25	122.60 (11,302.25)
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	11.00	170.75	5.69	2,829.25
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	443.00	2,870.25	191.35 (1,370.25)
750-4-460-1-4114 GAMES & COMMISSIONS	1,000.00	514.46	3,198.74	319.87 (2,198.74)
TOTAL LICENSES & PERMITS	326,100.00	46,161.23	278,051.11	85.27	48,048.89
<u>USE OF MONEY & PROPERTY</u>					
750-4-460-4-4300 INVESTMENT INTEREST	2,000.00	2,293.09	18,367.74	918.39 (16,367.74)
TOTAL USE OF MONEY & PROPERTY	2,000.00	2,293.09	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	318.50	14,520.70	0.00 (14,520.70)
TOTAL REV CATG 9	0.00	318.50	14,520.70	0.00 (14,520.70)
TOTAL REVENUE - COMMUNITY CENTER	358,100.00	48,772.82	310,939.55	86.83	47,160.45
<u>EXPENDITURES</u>					
750-5-460-6016 ASS'T MANAGER'S SALARY	36,000.00	2,966.40	28,512.23	79.20	7,487.77
750-5-460-6017 MANAGER'S SALARY	42,000.00	3,328.00	29,095.60	69.28	12,904.40
750-5-460-6031 OTHER SALARIES	60,000.00	5,572.24	65,588.10	109.31 (5,588.10)
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	886.14	9,810.74	70.08	4,189.26

CITY OF ELDRIDGE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

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	744.06	7,755.47	64.63	4,244.53
750-5-460-6150 GROUP INSURANCE	7,000.00	1,732.99	13,300.90	190.01 (6,300.90)
750-5-460-6160 WORKMEN'S COMP INSURANCE	1,500.00	95.79	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	834.10	18,807.54	188.08 (8,807.54)
750-5-460-6332 VEHICLE MAINTENANCE	2,000.00	0.00	1,517.23	75.86	482.77
750-5-460-6360 TO EQUIP REPLACEMENT	0.00	0.00	160.77	0.00 (160.77)
750-5-460-6371 UTILITIES	24,000.00	2,587.61	18,330.23	76.38	5,669.77
750-5-460-6373 TELEPHONE	3,500.00	946.94	3,164.29	90.41	335.71
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	317.97	317.97	1.59	19,682.03
750-5-460-6409 LAUNDRY	500.00	25.96	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	488.91	3,470.78	69.42	1,529.22
750-5-460-6440 RENTS & PERMITS	5,000.00	428.98	4,518.38	90.37	481.62
750-5-460-6450 OTHER CONTRACTED SERVICE	3,500.00	1,639.04	3,549.75	101.42 (49.75)
750-5-460-6503 ALCOHOL SUPPLIES	22,000.00	1,204.43	25,437.97	115.63 (3,437.97)
750-5-460-65031SOFT DRINKS AND SNACKS	30,000.00	3,890.64	23,735.22	79.12	6,264.78
750-5-460-65032MUSIC LIBRARY	500.00	11.76	618.81	123.76 (118.81)
750-5-460-6506 OFFICE SUPPLIES	1,000.00	97.29	1,028.67	102.87 (28.67)
750-5-460-6507 OPERATING SUPPLIES & MAT	10,000.00	64.51	4,091.01	40.91	5,908.99
750-5-460-65071CLEANING/MAINTENANCE SUP	1,500.00	398.11	3,250.97	216.73 (1,750.97)
750-5-460-65073SKATE SUPPLIES	1,000.00	40.80	419.47	41.95	580.53
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	10.00	333.00	166.50 (133.00)
750-5-460-66011ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
750-5-460-66012NON FOOD RETAIL	2,500.00	27.57	170.53	6.82	2,329.47
750-5-460-66013PARTY SUPPLIES	5,000.00	2,330.97	5,940.85	118.82 (940.85)
750-5-460-66014PRO SHOP SUPPLIES	1,000.00	510.18	3,606.73	360.67 (2,606.73)
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	31,181.39	301,930.24	84.31	56,169.76
REVENUES OVER/(UNDER) EXPENDITURES	0.00	17,591.43	9,009.31	(9,009.31)