



MINUTES

Community Center SPECIAL Board Meeting

May 28, 2025 | Meeting called to order by Paul Petersen @11:32 am

Board Members present Paul Petersen, Tom Bauer, Gigi Seibel, and Mark Goodding.
Also, present Nevada Lemke and Jamie Stecker

Goodding made a motion to approve the **Agenda**. Seconded by Bauer. All Ayes. Motion Carries.

Goodding made a motion to approve the **Minutes** from **May 14, 2025**. Seibel seconded. All Ayes. Motion Carried.

Bills Payable will be reviewed at the regular meeting Wednesday June 11.

Old Business: Facility Upkeep and Repairs with walkthrough.

Carpet Cleaning – Stecker will close rooms 1 and 2 and clean with carpet extractor. Lemke checking to see if the 14 and 15 yr old staff are legally able to operate the carpet extractor. Goodding will ask Mike's Floorpro to look over carpet on skating walls for repair quote.

Chair replacement and/or recover - Lemke researching grant funding to help with chair replacement. Grant options RDA, MidAmerican, SCRA, Miller-Meeks, Republic Services for community grant needs. Seibel will retrieve quotes on replacement of 400-500 or 100 per cycle each year or as needed.

General Cleaning – Staff does an excellent job after events. Maybe start a carpet cleaning schedule.

Recycle Dumpster – Goodding/Seibel requested to return dumpster it is not needed. Savings of \$50+ monthly. Lemke will contact the company to have it removed.

Landscaping & Weeding – Asking public works to step it up on removing weeds. Goodding indicated hiring someone to plant flowers is not in the budget. Lemke will check cost Will help beautify the exterior.

Walkthrough – Goodding stated to touch up oak wood covers with stain. Carpet around rink floor all frayed. Seibel suggested to double the width of the vinyl floor base trim to help eliminate the constant fraying. Petersen pointed out the PTAC (Packaged Terminal Air Conditioner) unit in DJ booth needs replaced. Seibel indicated need for a new commercial vacuum but might get more life out of the existing one if had an overall cleaning itself. Lemke suggested a cleaning service to be hired for a one-time over-haul of the building, floors, vents, etc. Then start a staff cleaning schedule for monthly projects. Seibel suggested key switch for light in Derby room needs replaced to standard light switch so that light doesn't stay on 24/7. Seibel will look into a table mover to assist with moving ramp and tables down to floor rink with ease.

End of Month/Manager's Presented by Stecker. She will be hiring new staff to replace those moving on. Starting in concessions and trained for skating if needed for skate patrol.

Stecker announced there was a double booking on private parties, due to not having the contract in the books. Seibel worked the open skate followed by the double booking. Both parties had a wonderful time, and the staff did

not miss a beat on courtesy and entertainment. Seibel questioned the goal of hosting private parties. We charge \$400 per party then pay for two staff plus manger on board, electricity, set-up and tear-down. Are we able to accommodate more than one party at a time? Fun City has private parties, but they only occupy a private room, the jump portion of the facility is open to the public. Jamie is reviewing all costs and comparison to competition.

Stecker presented a Celebration of Life private 3 hour party requesting bar open for adults and skating for the children. Solution Stecker offered the family to purchase event insurance. Lemke suggested 1st hour skating, then rink shut down and bar open. Board agreed to splitting time and avoiding liability.

Stecker is going to shift the contracts to having the guests purchasing their own event insurance.

Hiring Part-Time Assistant to help with covering some of the skating events while the Manager can actually handle the day-to-day operations. Seibel moved to hire current staff Eva Wyatt as Part-Time Assistant Mgr under 31 hours at the rate of \$18 per hour starting June 1, 2025. Bauer seconded. All ayes, motion carried.

Customer Evaluations: 4 good evaluations.

New Business:

- A. Policies
 - i. Clear Bag or Checked Bag Policy – Goodding tabled till next meeting
 - ii. No Re-Entry Policy – Yes, event specific Goodding tabled till next meeting
- B. Financial Management
 - i. New Fire Safe – Stecker will order to fire safe to be placed in storage room with camera
 - ii. Processes & Record Keeping/Tracking of Sales & Deposits – Stecker has a better since of the processes – POS will streamline everything.
 - iii. Point of Sale (POS) system & Financial Mgt. – will keep track of all sales (admissions, rentals, alcohol sales, etc.) No more ***hashtags!*** All transactions accounted for.
- C. Facility Operations & Efficiency
 - i. Office Hours – by appt only for deliveries, phone calls, guest walk throughs, etc.
 - ii. Remote Capabilities – will allow Stecker to work on contracts, calendar schedules and reach out to guests at any given time. Lemke indicated they will put a VPN on system for security.

Adjournment: Seibel made a motion to adjourn at 1:00 pm, seconded by Bauer. All Ayes. Motion Carried.

Next Meeting: **June 11, 2025** @ Community Center and Skate Park @ 11:30 a.m.

Respectfully submitted,
Gigi Seibel