



# MINUTES

## Community Center Board Meeting

July 9, 2025 | Meeting called to order by Paul Petersen @11:32 am

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

Bauer made a motion to approve the **Agenda**. Second by Seibel. All Ayes. Motion Carries.

Bauer made a motion to approve the **Minutes** from June 11, 2025. Second by Goodding. All Ayes. Motion Carried.

Seibel made a motion to approve the **Bills Payable** as presented in the report in the amount of \$18,764.99. Second by Bauer. All Ayes. Motion carried.

**End of Month/Manager's:** Presented by Jamie Stecker: Has noticed a drop in concessions sales and plans to train the staff on upselling. Had a 240 person school skate event cancel with very little notice and noticed that the school skate events have no cancellation clause in their contracts, so will review those contracts and recommends adding cancellation clauses. Also wants to address the costs of school skates versus the revenue and has identified some areas of opportunity there.

**Customer Evaluations:** Had a handful of evaluations. None of them from Eldridge. Had one incident that was reported to the Board by Jamie Stecker proactively but nothing came of it. The Board recommended rather than having a yes/no Eldridge resident question on the evaluation form, change it to ask where the customer lives. Board also recommended combining the birthday party package options to just one package with an add-on option for the cupcakes.

**Personnel:** Nothing significant to report. The staff was a little bit confused about reductions in hours but Jamie communicated with them and shared with them the cost analysis for breaking even or making a profit based on skating admissions needed versus staffing costs, example 50 skating admissions needed to break even on labor costs alone.

### **Old Business:**

- A. Project Updates: Paul Peterson updated on Mike's Floor Pro and scheduling challenges, Jamie will work to get the repairs scheduled. Gigi got another light quote for led lighting project from \_\_\_\_ Electric, in the amount of \$10,900 to finish everything listed. American Electric was over \$11,000. Board asked about can lights under the awning and Jeff Martens was going to ask the City about paying for those. Gigi stated they usually get 3 quotes, Jamie agreed that she could get another quote for this project before moving forward. Jamie will have another company look at the issues with the Fryer and outlet that was previously repaired by American Electric as they continue to have issues and have events scheduled that will need the fryer. Jamie is working on getting the carpet cleaned, using the carpet cleaner purchased for the Community Center. Gigi brought an example of

a chair that she identified as an option, the same used at the Mississippi Valley Fairgrounds, available in black and white. Can purchase a cart that they hang on for moving and storing. They are \$50 each. The Community Center currently has about 475 chairs. Jamie recommended some potential options for resale of the chairs that are being replaced.

- B. P.O.S. System proposals received from IPOS and MTS, both for SpotOn platform. IPOS does not have an up front fee for the equipment, it is built into a monthly fee for a 3 month contract. Owner is from Chicago and is new to the area. IPOS showed Jamie how she could use the system to take online reservations for birthday parties and limit bookings per day, which would be very beneficial to operations and efficiency. Administrator Lemke stated that IPOS monthly fee was significantly higher than MTS and asked about cost increases after the initial 3 year contract. The credit card processing fees were also discussed with IPOS at 3% and MTS at 0% but needed to confirm that. The Board asked to get some clarification on these items as well as a 3<sup>rd</sup> quote before proceeding.
- C. Seibel made a motion to approve the quote from the Little Red Barn Greenhouse for flowers & landscaping in the amount of \$3,400. Second by Bauer. All Ayes. Motion Carried. The Board asked for an additional quote for ongoing maintenance to consider.
- D. Implementation of new Policies: Jamie will meet with Chief of Police on the expectations for security. Jamie's job to implement and enforce the policies, police are there to support her. Has implemented no re-entry policy at last couple events and has been okay. Customers just want to have a great event and are okay with whatever policies are needed. Some events don't want to have a bar and the Chief is okay with no security if no bar. Also implementing last call limit to 2 beers/drinks. Administrator Lemke provided a sample incident reporting policy and form that the Board can review and consider for approval at a future meeting. Jamie also provided the current incident form she has been using. Final policy and form will be reviewed by City Insurance Agent and Attorney prior to approval.

### ***New Business:***

- A. Contract Amendments: Jamie discussed current non-profit contracts and needing consistency between contracts and recommended a ½ rate for non-profits as long as they provide their 501C3 status documentation. Gigi also recommended that the scope of rental terms be clearly defined in those contracts on what the ½ price rate includes. Jamie reiterated the importance of just having the consistency between contracts and rates. The Board agreed. Also looking at contracting with businesses for repeat events/meetings. Jamie will bring back a recommendation for pricing and scope for non-profit event contracts.
- B. Seibel Made a motion to approve a City paid cell phone for Jamie/Community Center Manager. Second by Bauer. All Ayes. Motion Carried.
- C. Authorizations for facility manager: Administrator Lemke provided sample authorization policy for Community Center Manager for spending limit authorization and for signing contracts on behalf of the Community Center. The Board asked for the policy to be set at \$750. The Board will review the sample policy and provide feedback so a draft can be finalized and approved at a future meeting. Petersen inquired about process to follow if an emergency above the \$750

comes up. Administrator Lemke stated just reach out to her and they will determine next steps.

*\*Mark Goodding left meeting at 12:45pm*

- D. Petersen made a motion to approve purchase of Shirts/Uniforms for manager & staff, and recommended a couple of options depending on skating or event. Second by Bauer. All Ayes. Motion carried.
- E. New Legislation: Administrator Lemke advised on increased violation fines for violations of the Open Meetings Act or Public Records Act, and also the liability risk to Board members if they had received training and “knowingly” committed a violation
- F. New Events: Jamie Stecker informed the Board of new events that were being contracted including a Live Boxing event on October 4<sup>th</sup> that would have a bar. Working with an instructor to have a monthly line dancing event. Also working to contract a Murder Mystery Dinner in partnership with Lancer Productions on Saturday, October 25<sup>th</sup>. It would be a fundraiser event. Jamie will work with Administration to determine the appropriate process for fundraising at contracted events.
- G. Liquor License. Administrator Lemke informed the Board that the SummerFest transfer of liquor license was approved for July 10<sup>th</sup>-14<sup>th</sup> so there can be no events serving liquor at the Community Center on those dates.

Seibel made a motion at 1:00 pm to adjourn the meeting, second by Bauer. All Ayes. Motion Carried.

**Next Meeting:** **August 13, 2025** @ Community Center and Skate Park @ 11:30 a.m.

Respectfully submitted,

Nevada Lemke

City Administrator

