Board Members present Paul Petersen, Tom Bauer, Gigi Seibel.
Absent Mark Gooding & Arsal Shareef.
Guests present City Administrator Nevada Lemke and Community Center manager Jamie Stecker @ 12:17 pm.

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

Bauer made a motion to approve the *Minutes* from August 13, 2025. Seibel seconded. All Ayes. Motion Carried.

Seibel made a motion to approve the *Bills Payable* as presented in the amount of $21,421,67 with answers to the following questions. Networking ink purchases, more skate parts purchases were skates purchased by employees and Line Dance instructor is being paid by attendance. Seconded by Bauer. All Ayes. Motion carried.

End of Month/Manager's Presented by Jamie Stecker.

A. Customer Evaluations: Three positive evaluations have been received.

B. Personnel:
1) One crew member resigned, and Jamie has hired a replacement exclusively for the crew.
2) Documentation on disciplinary procedures is available as needed.
3) New employees must schedule appointments at City Hall to complete the hiring and onboarding process.

C. *Old Business:*

Project updates:
a) The carpet on the skate rink rim has been repaired and now looks much better. However, the changing tables need their shocks replaced. Today, Seibel will send Stecker signs to post on the units, informing the public that they are defective and should not be used. Additionally, the keyhole for the recessed combo towel/trashcan dispenser is missing, causing the trashcan to not stay in place.

b) Lighting project completion, Seibel proposed postponing the decision until Lemke or Martens determines whether the previous vendor will complete the project involving exit signs and recessed can lighting. If the previous vendor is unable to complete the project, we should consider moving forward with the next vendor, who has provided a quote at a lower cost.

c) When retrieving quotes, it is important to ensure that all vendors submitting quotes are given the opportunity to present if any vendor wants to. Also, state code dictates that we use local vendors where possible to ensure consistency in the process.

New Business:

    A. Stecker has been informed of the risks and liabilities associated with using her own vehicle for work purposes. Despite this, she has chosen to continue using her own vehicle. Please note that during work hours, insurance coverage will not apply. She will receive mileage reimbursement only for out-of-town meetings. The vehicle will be available for her use if she chooses to use it.

    B. Seibel will research and submit pricing on chairs and chair carts to Lemke. Grant applications will be submitted to SCRA and RDA in hopes of securing funding to replace the chairs and acquire carts.

    C. We are considering hiring a janitorial service to prevent young crew staff from working till 3 am-4 am. Stecker will interview several facilities and obtain quotes for weekend event cleanup.

    D. As a public entity, it is essential that financial operations ensure deposits are recorded and submitted daily during office hours. Deposits from weekends, including Friday evening, Saturday, and Sunday, must be recorded separately and deposited on Monday. This will help avoid significant time and auditing costs.

    E. A mandatory training webinar is scheduled for October 3rd for elected and appointed officials. The webinar will cover Open Meetings and Open Records laws under the State of Iowa code. Newly appointed officials and current elected officials will have access to future training and updates.

Seibel made a motion at 12:48 pm to adjourn the meeting, seconded by Bauer. All Ayes. Motion Carried.

Next Meeting: October 8, 2025 @ Community Center and Skate Park @ 12:49 p.m.

Respectfully submitted,
Gigi Seibel
Community Center Board Member

Gigi Seibel   Paul Petersen   Mark Goodding   Thomas Bauer   Arsal Shareef