

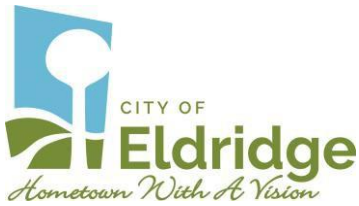
AGENDA

ELDRIDGE Community Center Board

October 8th, 2025 - 11:30 A.M.

1. Call to Order & Roll Call
2. Visitors
3. Approval of Agenda
4. Approval of Minutes
5. Approval of Bills Payable
6. END OF MONTH & MANAGER REPORT
 - A. Customer Evaluations
 - B. Personnel
7. Old Business
 - A. Project Updates
8. New Business
9. Adjournment

Next Community Center Board Meeting – Wednesday, November 12th at 11:30 a.m.



MINUTES

Community Center Board Meeting

September 10, 2025 | Meeting called to order by Paul Petersen @11:38 am

Board Members present Paul Petersen, Tom Bauer, Gigi Seibel.

Absent Mark Gooding & Aarsal 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

BILLS PAYABLE				
CHECK #	FUND	VENDOR	DESCRIPTION	AMOUNT
DFT 248	750-5-460-6150	EBS - EMPL BENEFIT SYSTMS	EBS - TPA ADMIN FEES	\$ 9.80
DFT 265	750-5-460-6503	7 G	COMM CENTER ALCOHOL	\$ 706.20
DFT 266	750-5-460-6503	KEG 1	COMM CENTER ALCOHOL	\$ 149.90
DFT 271	750-5-460-6440	CELERO	CC FEES	\$ 324.36
156252	750-5-460-6373	CENTRAL SCOTT TELEPHONE	PHONE/WIFI SVCS	\$ 186.59
156253	750-5-460-6450	CINTAS CORPORATION	FLOOR MAT - CLEANING SVC	\$ 149.16
156269	750-5-460-6507	MIDLAND PAPER COMPANY	BABY CHANGING SUPPLIES	\$ 199.70
156272	750-5-460-6332	NAPA AUTO PARTS	OIL/AIR FILTER	\$ 28.08
156272	750-5-460-6332	NAPA AUTO PARTS	SPARK PLUG/ GASKET SET	\$ 109.42
156272	750-5-460-6332	NAPA AUTO PARTS	BEARING	\$ 159.66
156272	750-5-460-6332	NAPA AUTO PARTS	TRANSMISSION FLUID	\$ 45.98
156275	750-5-460-6504	PEPSI COLA BOTTLING CO	SODA RESTOCK	\$ 531.62
156276	750-5-460-6504	PERF FOOD SVC - TPC	CONCESSION RESTOCK	\$ 210.46
156280	750-5-460-6509	RC SPORTS	SKATE PARTS	\$ 367.50
156292	750-5-460-6373	VERIZON WIRELESS	CELL PHONE SVCS	\$ 56.52
156298	750-5-460-6371	ALLIANT ENERGY CO.	COMM CNTR UTILITIES	\$ 7,725.26
156298	750-5-460-6371	ALLIANT ENERGY CO.	COMM CNTR - SIGN	\$ 129.69
156308	750-5-460-6450	CINTAS CORPORATION	FLOOR MAT - CLEANING SVC	\$ 172.96
156311	750-5-460-6332	DAHL FORD	HOSE	\$ 35.08
156311	750-5-460-6332	DAHL FORD	KIT	\$ 20.43
156317	750-5-460-6504	HALL OF FAME PIZZA	SKATEPARK PIZZAS	\$ 351.00
156328	750-5-460-6371	MIDAMERICAN ENERGY CO	COMM CNTR GAS	\$ 35.00
156329	750-5-460-6508	MIDLAND SCIENTIFIC INC.	BATHROOM SUPPLIES	\$ 503.82
156333	750-5-460-6504	PERF FOOD SVC - TPC	CONCESSION RESTOCK	\$ 591.21
156333	750-5-460-6504	PERF FOOD SVC - TPC	CONCESSION RESTOCK	\$ 275.28
156335	750-5-460-6450	PREMIER PEST MGMNT	MONTHLY PEST CONTROL	\$ 45.00
156339	750-5-460-6373	SHARED IT INC	MANAGED IT SVCS	\$ 1.00
ACH	SPLIT	PAYROLL 9/11 & 9/25	PAYROLL 9/11 & 9/25	\$ 9,710.75
TOTAL:				\$ 22,831.43

CREDIT CARDS				
EMPLOYEE	FUND	VENDOR	DESCRIPTION	AMOUNT
G. LANE	750-5-460-6505	SPOTIFY	MONTHLY MUSIC SUBSCR. FEE	\$ 12.83
J. STECKER	750-5-460-6603	HOBBY LOBBY	PARTY SUPPLIES/RINK DÉCOR	\$ 178.33
J. STECKER	750-5-460-6504	SAMS CLUB	CONCESSIONS SUPPLIES	\$ 86.08
J. STECKER	750-5-460-6505	SPOTIFY	MONTHLY MUSIC SUBSCR. FEE	\$ 12.83
J. STECKER	750-5-460-6504	SAMS CLUB	CONCESSIONS SUPPLIES	\$ 306.48
J. STECKER	750-5-460-6503	HY VEE	BAR SUPPLIES	\$ 14.25
J. STECKER	750-5-460-6602	WALGREENS	PUNCHCARDS/BDAY PARTY G.C.'S	\$ 20.04
J. STECKER	750-5-460-6603	WAL-MART	PARTY SUPPLIES	\$ 56.43
J. STECKER	750-5-460-6503	HY VEE	BAR SUPPLIES	\$ 83.55
J. STECKER	750-5-460-6503	CENEX-BIG 10 MART	BAR ICE - WEDDING	\$ 58.68
J. STECKER	750-5-460-6503	SAMS CLUB	BAR SUPPLIES	\$ 200.51
J. STECKER	750-5-460-6504	SAMS CLUB	CONCESSIONS SUPPLIES	\$ 33.54
J. STECKER	750-5-460-6603	BUBBLY BALLOONS	BALLOONS FOR EVENT	\$ 34.68
J. STECKER	750-5-460-6503	SAMS CLUB	BAR SUPPLIES	\$ 471.51
J. STECKER	750-5-460-6504	SAMS CLUB	CONCESSIONS SUPPLIES	\$ 17.48
J. STECKER	750-5-460-6503	ELDRIDGE MART	BAR SUPPLIES	\$ 680.65
			TOTAL CREDIT CARDS:	\$ 2,267.87
			TOTAL BILLS PAYABLE:	\$ 22,831.43
			GRAND TOTAL:	\$ 25,099.30