

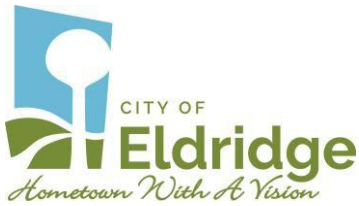
AGENDA

ELDRIDGE Community Center Board

December 10th, 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
 - B. Consideration of updated Access Lease Proposal
 - C. Discussion & Consideration to approve No Re-Entry Policy
8. New Business
 - A. One Eighty – Proposal for Event Clean Up contract
 - B. Discussion & Consideration to approve Contract Amendments
9. Adjournment

Next Community Center Board Meeting – Wednesday, January 14th at 11:30 a.m.



MINUTES

Community Center Board Meeting

November 12, 2025 | Meeting called to order by Paul Petersen @11:34 am

Board Members present Paul Petersen, Tom Bauer, Gigi Seibel, Arsal Shareef, Mark Gooding

Guests present City Administrator Nevada Lemke, Community Center manager Jamie Stecker, and Community Center Liaison Ryan Iossi.

Bauer made a motion to approve the **Agenda**. Seibel seconded. All Ayes. Motion Carried.

Bauer made a motion to approve the **Minutes** from October 10, 2025. Gooding seconded. All Ayes. Motion Carried.

Bauer moved to approve the Bills Payable as presented for \$23,768.55 less the Napa Auto charges, which will be allocated to a different department. Seibel seconded. All Ayes. Motion Carried.

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

- A. A number of positive customer reviews were received, apart from one complaint that Jamie successfully addressed and resolved.
- B. October has been particularly busy with skating parties, leading to staff feeling overwhelmed and burnt out. Jamie is currently looking to hire additional skating staff and will be posting notices soon.
- C. The online party/venue request form needed revised. Seibel assisted Stecker in making the form more user-friendly, including an option for requesters to provide their phone numbers for follow-up calls.

Old Business:

a) Project updates:

Jeff Martens and Paul Peterson recently met with Elite Electric to discuss the completion of the lighting project. Elite Electric projected a 5–6-week period before they could begin work. Consequently, Paul reached out to Tri-City Electric, who provided a quote in the same price range and confirmed they could start and complete the project in one day. Additionally, the star-burst rink lights may need replaced due to the incorrect style of bulbs supplied by Springfield, which are not dimmable. This has caused issues when controlled by the DJ booth, the bulbs are flashing rapidly, potentially leading to migraines and seizures. Lemke will have Martens contact Springfield to request grace for replacing the bulbs with the correct ones. The board recognizes there might be a restocking fee. Seibel made a motion to accept the quote from Tri-City Electric for \$6,974.00 to complete the lighting project. Bauer seconded the motion, and all members voted in favor. The motion carried.

b) Consideration to approve policies:

- i. Incident Report Policy & Form was presented. Bauer made a motion to approve this form. Seconded by Gooding. All Ayes. Motion carried
- ii. Facility Manager Spending & Contract Authorization Policy presented. Bauer made a motion to approve this form. Seconded by Petersen. All Ayes. Motion carried
- iii. Photo Consent Form/Waiver presented. Petersen made a motion to approve this form. Seconded by Bauer. All Ayes. Motion Carried.

New Business:

- A. Bauer made a motion to table the discussion on hiring a part-time assistant manager till our December meeting. Stecker will be providing a job description of specific duties and hours needed. Gooding seconded. All Ayes. Motion Carried.
- B. Seibel made a motion to table the discussion on local business & event sponsorships, partnerships, and service level. Gooding seconded. All Ayes. Motion Carried.
- C. Seibel made a motion to NOT approve the Access Systems Copier 5 Year Lease Proposal in the amount of \$246.94 monthly + \$0.0550 per page over 500 pages. On a high-level the Center prints approximately 3 reams monthly. Gooding seconded. All Ayes. Motion carried.
- D. Stecker will be moving forward with finalizing the contracts and getting more events booked.

Bauer made a motion at 12:32 pm to adjourn the meeting, seconded by Gooding. All Ayes. Motion Carried.

Next Meeting: **December 10, 2025** @ Community Center and Skate Park @ 11.30 a.m.

Respectfully submitted,

Gigi Seibel

Community Center Board Member

BILLS PAYABLE				
CHECK #	FUND	VENDOR	DESCRIPTION	AMOUNT
DFT 333	750-5-460-6150	EBS - EMPL BENEFIT SYSTMS	EBS - TPA ADMIN FEES	\$ 9.72
156455	750-5-460-6450	AIRGAS USA, LLC	CYLINDER RENTAL	\$ 63.76
156462	750-5-460-6373	CENTRAL SCOTT TELEPHONE	PHONE/WIFI SVCS	\$ 186.85
156474	750-5-460-6504	HALL OF FAME PIZZA	SKATEPARK PIZZAS	\$ 500.00
156478	750-5-460-6600	LAURA MENDEZ	DEPOSIT RETURN	\$ 800.00
156479	750-5-460-6310	LITTLE RED BARN GREENHOUSES	LANDSCAPE MAINTENANCE	\$ 750.00
156482	750-5-460-6508	MIDLAND PAPER COMPANY	CLEANING SUPPLIES	\$ 271.53
156482	750-5-460-6508	MIDLAND PAPER COMPANY	CAN LINERS	\$ 29.44
156484	750-5-460-6450	PREMIER PEST MANAGEMENT	MONTHLY PEST CONTROL	\$ 45.00
156488	750-5-460-6373	SHARED IT INC	MANAGED IT SVCS	\$ 31.40
156524	750-5-460-6371	MIDAMERICAN ENERGY CO	COMM CNTR GAS	\$ 36.84
156535	750-5-460-6373	VERIZON WIRELESS	MANAGER CELL PHONE	\$ 38.48
ACH	SPLIT	PAYROLL 11/20 & 12/04	PAYROLL 11/20 & 12/04	\$ 12,230.94
TOTAL:				\$ 14,993.96

CREDIT CARDS				
EMPLOYEE	FUND	VENDOR	DESCRIPTION	AMOUNT
J. STECKER	750-5-460-6503	HY-VEE	BAR ITEMS	\$ 24.36
J. STECKER	750-5-460-6504	SAMS CLUB	CONCESSION ITEMS	\$ 565.66
J. STECKER	750-5-460-6504	PFS/ROMA TPC	CONCESSION ITEMS	\$ 67.05
J. STECKER	750-5-460-6505	SPOTIFY	MTHLY MUSIC SUBSCRIPTION	\$ 12.83
J. STECKER	750-5-460-6504	SAMS CLUB	CONCESSION ITEMS	\$ 297.68
J. STECKER	750-5-460-6504	HY-VEE	CONCESSION ITEMS	\$ 40.51
J. STECKER	750-5-460-6504	SAMS CLUB	CONCESSION ITEMS	\$ 51.20
J. STECKER	750-5-460-6507	INTUIT	QUICKBOOKS ONLINE	\$ 19.00
J. STECKER	750-5-460-6504	PFS/ROMA TPC	CONCESSION ITEMS	\$ 318.16
J. STECKER	750-5-460-6603	WAL-MART	PARTY SUPPLIES	\$ 107.03
J. STECKER	750-5-460-6507	BETTENDORF N&S LOC	FACILITY KEYSET	\$ 6.75
TOTAL CREDIT CARDS:				\$ 1,510.23
TOTAL BILLS PAYABLE:				\$ 14,993.96
GRAND TOTAL:				\$ 16,504.19



Keeping Offices Connected™

Proposed Solution for

City Hall of Eldridge

Jack Albrecht

Copier Sales – Account Executive

(515) 987-6227

jalbrecht@accesssystems.com

AccessSystems.com

Iowa | Illinois | Kansas | Minnesota | Nebraska | South Dakota | Wisconsin

Proposed Solution

Equipment:

QTY	Make	Model	Description
1	Sharp	BP-50C26	26 PPM B&W / 26 PPM Full-Color Workgroup Document System
1	Sharp	BP-50C26	Fax Expansion Kit
1	Sharp	BP-50C26	Center Exit Tray (required if no finisher installed)
1	Sharp	BP-50C26	Stand/1 x 550-sheet Paper Drawer

Please see attached brochure or specification sheet for more details.

	Payment	Term
Total Bundled Payment with service	\$141.78/Mo	60 Mo

Included with Service Program:

All parts, labor, toner, training, and service calls.

- **500 B&W Copier** pages included. Overages billed at **\$0.0120 per page**.
- **500 Color Copier** pages included. Overages billed at **\$0.0690 per page**.



No Re-Entry Policy for Private Events

1. No Re-Entry Allowed:

Once a guest exits the facility during a private party, they may not re-enter for the remainder of the event. **Even if they are on a guest list, when applicable*

2. Emergencies:

In the event a guest must leave due to an emergency, re-entry may only be permitted at the discretion of the event host and Eldridge Community Center & Skatepark staff. Valid identification may be required.

3. Safety & Security Measures:

This policy helps maintain a controlled environment, supports safety protocols, and prevents unauthorized entry during private events.

4. Communication to Guests:

Event organizers are responsible for informing all attendees of this No Re-Entry Policy prior to and during the event.

5. Compliance:

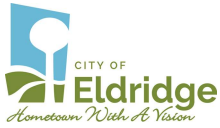
Failure to comply with this policy may result in removal from the premises and may affect future rental privileges.

Signature Event Host

Date

Signature ECC Manager

Date



Budget Report Account Summary

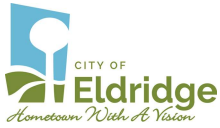
For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 750 - COMMUNITY CENTER							
Revenue							
750-4-460-1-4100	SKATING ADMISSIONS	95,000.00	95,000.00	7,706.92	28,202.62	-66,797.38	70.31 %
750-4-460-1-4101	PRIVATE SKATING PARTIES	30,000.00	30,000.00	1,000.00	3,058.93	-26,941.07	89.80 %
750-4-460-1-4102	BDAY PACKAGES	65,000.00	65,000.00	1,461.54	10,773.31	-54,226.69	83.43 %
750-4-460-1-4103	SOFT DRINKS AND SNACKS	83,000.00	83,000.00	4,561.50	17,463.48	-65,536.52	78.96 %
750-4-460-1-4104	WEDDINGS AND PARTIES	62,000.00	62,000.00	1,300.00	8,885.00	-53,115.00	85.67 %
750-4-460-1-4105	SALES OF ALCOHOL	85,000.00	85,000.00	1,261.01	12,170.51	-72,829.49	85.68 %
750-4-460-1-4106	LOCKER RENTAL	155.00	155.00	0.00	31.50	-123.50	79.68 %
750-4-460-1-4110	SKATE PROGRAMS	155.00	155.00	0.00	37.50	-117.50	75.81 %
750-4-460-1-4111	GIFT COUNTER	1,763.00	1,763.00	0.00	0.00	-1,763.00	100.00 %
750-4-460-1-4112	RENTALS	3,443.00	3,443.00	0.00	0.00	-3,443.00	100.00 %
750-4-460-1-4113	PRO SHOP	6,000.00	6,000.00	499.11	689.11	-5,310.89	88.51 %
750-4-460-1-4114	GAMES & COMMISSIONS	3,504.00	3,504.00	0.00	996.03	-2,507.97	71.57 %
750-4-460-4-4300	INVESTMENT INTEREST	20,000.00	20,000.00	0.00	16,161.61	-3,838.39	19.19 %
750-4-460-4-4830	TRANSFERS IN	36,000.00	36,000.00	0.00	0.00	-36,000.00	100.00 %
750-4-460-4-4999	MISCELLANEOUS	0.00	0.00	80.57	1,450.56	1,450.56	0.00 %
Revenue Total:		491,020.00	491,020.00	17,870.65	99,920.16	-391,099.84	79.65%
Expense							
750-5-460-6016	ASS'T MANAGER'S SALARY	42,324.00	42,324.00	0.00	0.00	42,324.00	100.00 %
750-5-460-6017	MANAGER'S SALARY	47,620.00	47,620.00	4,120.14	20,600.70	27,019.30	56.74 %
750-5-460-6031	OTHER SALARIES	91,000.00	91,000.00	6,426.75	27,662.12	63,337.88	69.60 %
750-5-460-6032	COMM CTR BRD SALARY	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
750-5-460-6040	POLICE OFFICER PAY	5,000.00	5,000.00	500.00	4,450.00	550.00	11.00 %
750-5-460-6062	HOLIDAY PAY	500.00	500.00	0.00	0.00	500.00	100.00 %
750-5-460-6110	FICA	14,362.00	14,362.00	844.36	4,034.09	10,327.91	71.91 %
750-5-460-6130	IPERS	8,491.00	8,491.00	601.73	4,049.40	4,441.60	52.31 %
750-5-460-6150	GROUP INSURANCE	24,750.00	24,750.00	9.72	48.35	24,701.65	99.80 %
750-5-460-6160	WORKMEN'S COMP INSURANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
750-5-460-6310	B & G MATERIAL	20,000.00	20,000.00	750.00	750.00	19,250.00	96.25 %
750-5-460-6332	VEHICLE MAINTENANCE	1,000.00	1,000.00	46.03	444.68	555.32	55.53 %
750-5-460-6360	TO EQUIP REPLACEMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
750-5-460-6371	UTILITIES	29,000.00	29,000.00	36.84	11,958.17	17,041.83	58.76 %
750-5-460-6373	TELEPHONE	4,500.00	4,500.00	256.73	1,561.11	2,938.89	65.31 %
750-5-460-6408	GENERAL INSURANCE	18,100.00	18,100.00	0.00	3,192.00	14,908.00	82.36 %
750-5-460-6414	PUBLISHING	300.00	300.00	0.00	0.00	300.00	100.00 %
750-5-460-6418	SALES TAX	6,000.00	6,000.00	0.00	963.25	5,036.75	83.95 %
750-5-460-6440	RENTS & PERMITS	5,500.00	5,500.00	313.52	1,643.82	3,856.18	70.11 %
750-5-460-6450	OTHER CONTRACTED SERVICES	5,000.00	5,000.00	108.76	2,805.61	2,194.39	43.89 %
750-5-460-6503	ALCOHOL SUPPLIES	20,000.00	20,000.00	24.36	5,179.37	14,820.63	74.10 %
750-5-460-6504	SOFT DRINKS AND SNACKS	40,000.00	40,000.00	1,340.26	12,103.49	27,896.51	69.74 %
750-5-460-6505	MUSIC LIBRARY	1,500.00	1,500.00	12.83	64.15	1,435.85	95.72 %
750-5-460-6506	OFFICE SUPPLIES	1,500.00	1,500.00	0.00	387.32	1,112.68	74.18 %
750-5-460-6507	OPERATING SUPPLIES & EQUIPMEN	7,000.00	7,000.00	25.75	416.98	6,583.02	94.04 %
750-5-460-6508	CLEANING/MAINTENANCE SUPPLIE	4,000.00	4,000.00	300.97	1,630.55	2,369.45	59.24 %
750-5-460-6509	SKATE SUPPLIES	1,000.00	1,000.00	0.00	293.32	706.68	70.67 %
750-5-460-6600	REFUNDS	2,500.00	2,500.00	800.00	2,400.00	100.00	4.00 %
750-5-460-6601	MISC. ADMINISTRATION	7,220.00	7,220.00	0.00	1,428.79	5,791.21	80.21 %
750-5-460-6602	NON FOOD RETAIL	1,000.00	1,000.00	0.00	20.04	979.96	98.00 %
750-5-460-6603	PARTY SUPPLIES	9,000.00	9,000.00	107.03	924.59	8,075.41	89.73 %
750-5-460-6604	PRO SHOP SUPPLIES	6,500.00	6,500.00	0.00	811.31	5,688.69	87.52 %
750-5-460-6605	CONTINGENCIES	6,553.00	6,553.00	0.00	400.00	6,153.00	93.90 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
750-5-460-6721	EQUIPMENT PURCHASE	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
750-5-460-6799	OTHER CAPITAL	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
Expense Total:		491,020.00	491,020.00	16,625.78	110,223.21	380,796.79	77.55%
Fund: 750 - COMMUNITY CENTER Surplus (Deficit):		0.00	0.00	1,244.87	-10,303.05	-10,303.05	0.00%
Report Surplus (Deficit):		0.00	0.00	1,244.87	-10,303.05	-10,303.05	0.00%



Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 750 - COMMUNITY CENTER							
Revenue							
750-4-460-1-4100	SKATING ADMISSIONS	95,000.00	95,000.00	222.00	28,424.62	-66,575.38	70.08 %
750-4-460-1-4101	PRIVATE SKATING PARTIES	30,000.00	30,000.00	0.00	3,058.93	-26,941.07	89.80 %
750-4-460-1-4102	BDAY PACKAGES	65,000.00	65,000.00	127.00	10,900.31	-54,099.69	83.23 %
750-4-460-1-4103	SOFT DRINKS AND SNACKS	83,000.00	83,000.00	0.00	17,463.48	-65,536.52	78.96 %
750-4-460-1-4104	WEDDINGS AND PARTIES	62,000.00	62,000.00	698.96	9,583.96	-52,416.04	84.54 %
750-4-460-1-4105	SALES OF ALCOHOL	85,000.00	85,000.00	49.00	12,219.51	-72,780.49	85.62 %
750-4-460-1-4106	LOCKER RENTAL	155.00	155.00	0.00	31.50	-123.50	79.68 %
750-4-460-1-4110	SKATE PROGRAMS	155.00	155.00	0.00	37.50	-117.50	75.81 %
750-4-460-1-4111	GIFT COUNTER	1,763.00	1,763.00	0.00	0.00	-1,763.00	100.00 %
750-4-460-1-4112	RENTALS	3,443.00	3,443.00	0.00	0.00	-3,443.00	100.00 %
750-4-460-1-4113	PRO SHOP	6,000.00	6,000.00	0.00	689.11	-5,310.89	88.51 %
750-4-460-1-4114	GAMES & COMMISSIONS	3,504.00	3,504.00	0.00	996.03	-2,507.97	71.57 %
750-4-460-4-4300	INVESTMENT INTEREST	20,000.00	20,000.00	0.00	16,161.61	-3,838.39	19.19 %
750-4-460-4-4830	TRANSFERS IN	36,000.00	36,000.00	0.00	0.00	-36,000.00	100.00 %
750-4-460-4-4999	MISCELLANEOUS	0.00	0.00	0.00	1,450.56	1,450.56	0.00 %
Revenue Total:		491,020.00	491,020.00	1,096.96	101,017.12	-390,002.88	79.43%
Expense							
750-5-460-6016	ASS'T MANAGER'S SALARY	42,324.00	42,324.00	0.00	0.00	42,324.00	100.00 %
750-5-460-6017	MANAGER'S SALARY	47,620.00	47,620.00	2,060.07	22,660.77	24,959.23	52.41 %
750-5-460-6031	OTHER SALARIES	91,000.00	91,000.00	3,334.24	30,996.36	60,003.64	65.94 %
750-5-460-6032	COMM CTR BRD SALARY	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
750-5-460-6040	POLICE OFFICER PAY	5,000.00	5,000.00	0.00	4,450.00	550.00	11.00 %
750-5-460-6062	HOLIDAY PAY	500.00	500.00	0.00	0.00	500.00	100.00 %
750-5-460-6110	FICA	14,362.00	14,362.00	407.03	4,441.12	9,920.88	69.08 %
750-5-460-6130	IPERS	8,491.00	8,491.00	267.54	4,316.94	4,174.06	49.16 %
750-5-460-6150	GROUP INSURANCE	24,750.00	24,750.00	0.00	48.35	24,701.65	99.80 %
750-5-460-6160	WORKMEN'S COMP INSURANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
750-5-460-6310	B & G MATERIAL	20,000.00	20,000.00	0.00	750.00	19,250.00	96.25 %
750-5-460-6332	VEHICLE MAINTENANCE	1,000.00	1,000.00	0.00	444.68	555.32	55.53 %
750-5-460-6360	TO EQUIP REPLACEMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
750-5-460-6371	UTILITIES	29,000.00	29,000.00	0.00	11,958.17	17,041.83	58.76 %
750-5-460-6373	TELEPHONE	4,500.00	4,500.00	0.00	1,561.11	2,938.89	65.31 %
750-5-460-6408	GENERAL INSURANCE	18,100.00	18,100.00	0.00	3,192.00	14,908.00	82.36 %
750-5-460-6414	PUBLISHING	300.00	300.00	0.00	0.00	300.00	100.00 %
750-5-460-6418	SALES TAX	6,000.00	6,000.00	0.00	963.25	5,036.75	83.95 %
750-5-460-6440	RENTS & PERMITS	5,500.00	5,500.00	0.00	1,643.82	3,856.18	70.11 %
750-5-460-6450	OTHER CONTRACTED SERVICES	5,000.00	5,000.00	0.00	2,805.61	2,194.39	43.89 %
750-5-460-6503	ALCOHOL SUPPLIES	20,000.00	20,000.00	0.00	5,179.37	14,820.63	74.10 %
750-5-460-6504	SOFT DRINKS AND SNACKS	40,000.00	40,000.00	0.00	12,103.49	27,896.51	69.74 %
750-5-460-6505	MUSIC LIBRARY	1,500.00	1,500.00	0.00	64.15	1,435.85	95.72 %
750-5-460-6506	OFFICE SUPPLIES	1,500.00	1,500.00	0.00	387.32	1,112.68	74.18 %
750-5-460-6507	OPERATING SUPPLIES & EQUIPMEN	7,000.00	7,000.00	0.00	416.98	6,583.02	94.04 %
750-5-460-6508	CLEANING/MAINTENANCE SUPPLIE	4,000.00	4,000.00	0.00	1,630.55	2,369.45	59.24 %
750-5-460-6509	SKATE SUPPLIES	1,000.00	1,000.00	0.00	293.32	706.68	70.67 %
750-5-460-6600	REFUNDS	2,500.00	2,500.00	0.00	2,400.00	100.00	4.00 %
750-5-460-6601	MISC. ADMINISTRATION	7,220.00	7,220.00	0.00	1,428.79	5,791.21	80.21 %
750-5-460-6602	NON FOOD RETAIL	1,000.00	1,000.00	0.00	20.04	979.96	98.00 %
750-5-460-6603	PARTY SUPPLIES	9,000.00	9,000.00	0.00	924.59	8,075.41	89.73 %
750-5-460-6604	PRO SHOP SUPPLIES	6,500.00	6,500.00	0.00	811.31	5,688.69	87.52 %
750-5-460-6605	CONTINGENCIES	6,553.00	6,553.00	0.00	400.00	6,153.00	93.90 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
750-5-460-6721	EQUIPMENT PURCHASE	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
750-5-460-6799	OTHER CAPITAL	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
Expense Total:		491,020.00	491,020.00	6,068.88	116,292.09	374,727.91	76.32%
Fund: 750 - COMMUNITY CENTER Surplus (Deficit):		0.00	0.00	-4,971.92	-15,274.97	-15,274.97	0.00%
Report Surplus (Deficit):		0.00	0.00	-4,971.92	-15,274.97	-15,274.97	0.00%