



MINUTES

Community Center Board Meeting

December 10, 2025 | Meeting called to order by Paul Petersen 11:33 am

Board Members present Paul Petersen, Tom Bauer, Gigi Seibel, Mark Gooding, and Aarsal Shareef.

Guests present City Administrator Nevada Lemke via phone, Community Center Manager Jamie Stecker and Community Center Liaison Council Member Ryan Iossi.

Seibel motioned to approve the **Agenda**. Seconded by Bauer. All Ayes. Motion Carries.

Bauer motioned to approve the **Minutes** from November 12, 2025. Seibel seconded. All Ayes. Motion Carried.

Seibel made a motion to approve the **Bills Payable** as presented in the amount of \$16,504.19. Seconded by Bauer. All Ayes. Motion carried.

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

A. Customer Evaluations

One evaluation has been received. Several private parties are scheduled. When party registrations are received via email, Stecker will follow up and provide the evaluation form through online submission. This allows her to revisit, request reviews, and market the facility for future events.

B. Personnel

One new employee has been hired for concessions. Other concessions staff are being cross-trained to serve as skate patrol.

C. Customer Complaint

A customer felt the need to call City Hall because the Community Center did not respond or follow up. Stecker has resolved this issue and booked the party. Complaints of no response or slow follow up have been a repetitive complaint. Stecker indicated that she previously did not have access to email or voicemail.

D. Inaccurate Numbers at Joint Council Meeting

Gooding questioned the inaccurate numbers presented at the Joint Council meeting by both the city and the Community Center. Stecker explained that they are working through errors with the new POS system. Unfortunately, three of the five board members will not be available for the December 15 Joint Council Meeting. Seibel suggested postponing the meeting to January so that the Community Center Board could be present and provide accurate financials.

E. Private Parties and Room Rentals

Private parties and room rentals have been booked. Larger events are scheduled for meetings and booking. Aarsal inquired about tracking booked events. There is a shared calendar, and Lemke will provide the link. Stecker will indicate if the event is contracted and booked or pending deposit.

F. Voicemail Issue

There was an issue with the Community Center phone's voicemail, where callers are asked to choose from

a menu for two past managers, leading to a full mailbox. Tri-City fixed this issue by directing calls to #304. Stecker was unaware of this number and could not retrieve voicemails. IT has now fixed this, and voicemails come directly to her and roll over to her email as well.

G. POS System Support

Stecker will contact the POS company for support and training to ensure compatibility with the city financial system. Seibel suggested involving Community Center staff and city staff in learning the new system. Lemke requested the inclusion of city administration and finance staff in meetings with the POS company to oversee these issues and understand the system's operation. Seibel recommended that Stecker email the POS company and include City Administrator Lemke and City Clerk/Finance Manager Northcutt to coordinate the meetings.

Old Business:

Project updates:

- a) Lighting project finished.
- b) Seibel motioned to NOT except the Access Lease Proposal on copy machine and ink. Bauer seconded. All ayes, motion carried. Gooding suggested looking into HP Instant Ink for auto ink program per page.
- c) Petersen moved to except the NO Re-entry policy to the contracts. Bauer seconded. All ayes, motion carried. Seibel suggested that Stecker use the cities already drafted Hold Harmless Agreement (HHA) to add to the contracts. Petersen motioned. Seibel seconded. All ayes, motion carried.
- d) Shareef asked about the Community Center logo, it was discussed that any future contracts, flyers, announcements etc., carry the City of Eldridge Water Tower logo.

New Business:

A. Bauer has been in discussions with One-Eighty regarding the event cleanup contract. Unfortunately, it does not align with the parameters for their residents.

B. Seibel suggested that Stecker incorporate the city's pre-approved Hold Harmless Agreement (HHA) into the contracts. Petersen motioned, Seibel seconded. All in favor, motion carried.

C. Bauer requested job descriptions. Lemke has them for Skate Patrol, Assistant Manager, and Manager positions. However, Concessions and Events descriptions are not available yet. She will send the available descriptions to the board.

Bauer made a motion at 12:28 pm to adjourn the meeting, seconded by Petersen. All ayes. Motion carried.

Next Meeting: **January 14, 2026** @ Community Center and Skate Park @ 11:30 a.m.

Respectfully submitted,

Gigi Seibel

Community Center Board Member