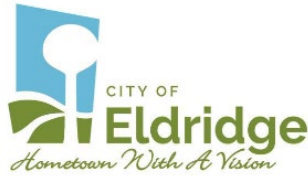


AGENDA

ELDRIDGE Community Center Board

November 1, 2023 - 11:30 A.M.

1. Call to Order
2. Roll Call
3. Visitors
4. Approval of Agenda
5. Approval of Minutes
6. Approval of Bills Payable
7. EOM *(Reports from Center Manager)*
8. Customer Evaluations
9. Old Business
 - A. Elect new Chairman
 - B. Accident Update
10. New Business
11. Personnel
12. Manager Report
 - A. Monthly review & happenings
13. Adjournment



Eldridge Community Center Minutes October 11, 2023

The Eldridge Community Center Board meeting was called to order at 11:31 a.m. by acting Chairman Tracy Harris at the Eldridge Community Center.

Board Members present: Deanna Jensen-Valliere, Gigi Seibel, Paul Petersen and Tracy Harris. Also, present Lexie Diedrich, Gage Lane, Bernie Peeters and Jeff Martens.

Harris requested to add an item "C" to the agenda to elect a new chairman and an item "D" to discuss a possible outside bench. Seibel made a motion to approve the agenda as amended, Petersen seconded the motion. Motion carried.

Seibel made a motion to approve the minutes from August 9, 2023, Jensen-Valliere seconded. Motion carried.

Seibel made a motion to approve the Bills Payable as presented on the report in the amount of \$34,128.57, second by Jensen-Valliere. Motion carried.

The board once again asked if staff could investigate providing physical copies of the invoices to be paid to board members. Martens said he would discuss the issue with the City Administrator. A discussion took place about the approval process.

End of Month report was presented by Diedrich and Lane. They had a good month. Diedrich will be talking to city hall staff to see if ADP software can track staffing hours. She thinks hours were a little high this month due to this information not being readily available anymore. Room rental rates are being reviewed and increased to accommodate rising costs in Community Center expenses. There was a discussion about the bar policy at events and drink limits regarding line size and wait times.

No customer evaluations were received.

Old Business:

- A. Door by Rink – New storage room door has been installed.

New Business:

- A. Sidewalk Safety Update – Diedrich and Martens let the board know they had been contacted by a family that their two-year-old child had tripped outside of the Community Center about 10:15 p.m. on Friday, September 29 after open skate. Public works staff has painted the grates in the sidewalk yellow and are investigating the issue.
- B. Switching to all folding chairs – Diedrich presented a quote and information on new folding chairs for the center. The current chairs are nearing the end of their useful life. Seibel said that she would also provide some information on chairs used at a local learning center she is associated with. No action was taken, and the issue was tabled until more information is gathered.
- C. Electing a new chairman – Harris motioned Seibel be elected as new Chairman of the Board to replace Tom Knapper who resigned last month. Jensen-Valliere seconded the motion. Motion carried all ayes by voice vote.
- D. Possible bench outside – Harris asked if a bench could be put outside under the overhang away from the door to encourage smokers to gather away from the entrance. Lane said that they were in the process of

creating an area around the corner of the building for this purpose. There was a discussion about having a designated smoking area outside in one area or another away from the building entrances.

Manager Report:

Diedrich and Lane said that several activities were planned and being promoted for the next several weeks including Halloween skates, teen and adult skates and other activities. Work was progressing on small repair throughout the building being done by themselves and other staff members.

Seibel made a motion at 12:47 p.m. to adjourn the meeting, second by Jensen-Valliere. Motion carried.

Date of next meeting is changed to first Wednesday of the month, November 1, at 11:30 a.m.

Name	GL Fur	GL Account	GL Description
CELERO	750	5-460-6440	COM CENT CC PROCESSING FI
AUXIANT	750	5-460-6150	BENEFITS
AIRGAS NORTH CENTRAL	750	5-460-6500	LEASE RENEWAL
	750	5-460-6500	CARBON DIOXIDE
	750	5-460-6500	ACETYLENE OXYGEN
ALLIANT ENERGY CO.	750	5-460-6371	COM CENT UTILITES
	750	5-460-6371	COM CEWNT UTILITIES
AMERICAN INDUSTRIAL DOOR COMPANY	750	5-460-6507	NEW DOOR & INSTALL
CENTRAL SCOTT TELEPHONE	001	5-620-6370	WIFI TELEPHONE
	610	5-815-6370	WIFI TELEPHONE
	750	5-460-6370	WIFI TELEPHONE
CINTAS CORPORATION	750	5-460-6450	COM CENT MATS
HY-VEE ACCOUNTS RECIEVABLE	750	5-460-6500	VALLEY YELL POPCO
	750	5-460-6500	VALLEY YELL POPCO
PEPSI COLA BOTTLING COMPANY OF DAVENPORT	750	5-460-6500	COM CENT POP
	750	5-460-6500	COMMUNITY CENTER POP
	750	5-460-6500	CO MCENT POP
RC SPORTS	750	5-460-6601	GODFATHER CENTURY
WELLMARK BLUE CROSS	750	5-460-6150	INSURED EMPLOYEES
DELTA DENTAL	750	5-460-6150	PREMIUMS
UNUM LIFE INSURANCE COMPANY OF AMERICA	750	5-460-6150	LIFE INSURANCE
WEX BANK	750	5-460-6332	GAS SERVICE
ELDRIDGE MART	750	5-460-6500	LIQUOR COM CENT

GL Amount

39.95
18.5
112.72
126.77
69.89
76.58
2033.71
2459.58
870.8
257
191
75.32
27.96
13.98
123.48
491.5
483.26
595
1502.89
47.97
41.9
50.88
543.69
10254.33

CITY OF ELDRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2023

750-COMMUNITY CENTER
 COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>LICENSES & PERMITS</u>					
750-4-460-1-4100 SKATING ADMISSIONS	(85,000.00)	6,503.00	20,791.00	24.46-	(105,791.00)
750-4-460-1-4101 PRIVATE SKATING PARTIE	(25,000.00)	2,181.00	6,248.00	24.99-	(31,248.00)
750-4-460-1-4102 SKATING PACKAGES	(42,000.00)	3,865.50	12,463.50	29.68-	(54,463.50)
750-4-460-1-4103 SOFT DRINKS AND SNACKS	(75,000.00)	7,953.87	26,218.62	34.96-	(101,218.62)
750-4-460-1-4104 WEDDINGS AND PARTIES	(40,000.00)	4,575.00	25,135.00	62.84-	(65,135.00)
750-4-460-1-4105 SALES OF ALCOHOL	(50,000.00)	4,415.00	46,012.75	92.03-	(96,012.75)
750-4-460-1-4106 LOCKER RENTAL	(100.00)	3.00	10.00	10.00-	(110.00)
750-4-460-1-4110 SKATE PROGRAMS	(1,000.00)	0.00	0.00	0.00	(1,000.00)
750-4-460-1-4111 MISCELLANEOUS GIFT COU	(3,000.00)	5.00	131.25	4.38-	(3,131.25)
750-4-460-1-4112 RENTALS	(2,500.00)	496.00	576.00	23.04-	(3,076.00)
750-4-460-1-4113 MISCELLANEOUS PRO SHOP	(1,500.00)	800.00	1,710.75	114.05-	(3,210.75)
750-4-460-1-4114 GAMES & COMMISSIONS	(1,000.00)	349.00	1,549.53	154.95-	(2,549.53)
TOTAL LICENSES & PERMITS	(326,100.00)	31,146.37	140,846.40	43.19-	(466,946.40)
<u>USE OF MONEY & PROPERTY</u>					
750-4-460-4-4300 INVESTMENT INTEREST	(2,000.00)	0.00	6,242.10	312.11-	(8,242.10)
TOTAL USE OF MONEY & PROPERTY	(2,000.00)	0.00	6,242.10	312.11-	(8,242.10)
<u>MISCELLANEOUS</u>					
750-4-460-2-4705 DONATIONS	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<u>OTHER FINANCING SOURCES</u>					
750-4-460-4-4830 TRANSFERS IN	(30,000.00)	0.00	0.00	0.00	(30,000.00)
TOTAL OTHER FINANCING SOURCES	(30,000.00)	0.00	0.00	0.00	(30,000.00)
<u>REV CATG 9</u>					
750-4-460-4-4999 MISCELLANEOUS	0.00	2,216.50	11,765.00	0.00	(11,765.00)
TOTAL REV CATG 9	0.00	2,216.50	11,765.00	0.00	(11,765.00)
TOTAL REVENUE - COMMUNITY CENTER	(358,100.00)	33,362.87	158,853.50	44.36-	(516,953.50)

<u>EXPENDITURES</u>					
750-5-460-6016 ASS'T MANAGER'S SALARY	36,000.00	2,966.40	16,053.35	44.59	19,946.65
750-5-460-6017 MANAGER'S SALARY	42,000.00	3,328.00	14,951.60	35.60	27,048.40
750-5-460-6031 OTHER SALARIES	60,000.00	8,476.90	37,032.16	61.72	22,967.84
750-5-460-6032 COMM CTR BRD SALARY	1,000.00	0.00	0.00	0.00	1,000.00
750-5-460-6040 OVERTIME	15,000.00	1,413.10	6,242.28	41.62	8,757.72
750-5-460-6062 HOLIDAY PAY	1,200.00	0.00	0.00	0.00	1,200.00
750-5-460-6069 PERSONAL DAY - BUY BACK	800.00	0.00	0.00	0.00	800.00
750-5-460-6110 FICA	14,000.00	1,214.16	5,588.48	39.92	8,411.52

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750-COMMUNITY CENTER
 COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
750-5-460-6130 IPERS	12,000.00	1,002.60	4,422.18	36.85	7,577.82
750-5-460-6150 GROUP INSURANCE	7,000.00	1,611.26	6,531.76	93.31	468.24
750-5-460-6160 WORKMEN'S COMP INSURANCE	1,500.00	0.00	0.00	0.00	1,500.00
750-5-460-6170 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
750-5-460-6310 B & G MATERIAL	10,000.00	0.00	15,278.94	152.79 (5,278.94)
750-5-460-6332 VEHICLE MAINTENANCE	2,000.00	50.88	304.00	15.20	1,696.00
750-5-460-6360 TO EQUIP REPLACEMENT	0.00	0.00	160.77	0.00 (160.77)
750-5-460-6371 UTILITIES	24,000.00	2,110.29	10,524.73	43.85	13,475.27
750-5-460-6373 TELEPHONE	3,500.00	191.00	1,122.72	32.08	2,377.28
750-5-460-6404 BAD DEBTS	0.00	0.00	0.00	0.00	0.00
750-5-460-6408 GENERAL INSURANCE	20,000.00	0.00	0.00	0.00	20,000.00
750-5-460-6409 LAUNDRY	500.00	0.00	0.00	0.00	500.00
750-5-460-6411 LEGAL SERVICES-GENERAL	0.00	0.00	0.00	0.00	0.00
750-5-460-6414 PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00
750-5-460-6418 SALES TAX	5,000.00	207.11	1,063.28	21.27	3,936.72
750-5-460-6440 RENTS & PERMITS	5,000.00	980.28	2,290.45	45.81	2,709.55
750-5-460-6450 OTHER CONTRACTED SERVICE	3,500.00	75.32	1,036.92	29.63	2,463.08
750-5-460-6503 ALCOHOL SUPPLIES	22,000.00	2,029.97	17,411.05	79.14	4,588.95
750-5-460-65031SOFT DRINKS AND SNACKS	30,000.00	2,445.80	10,629.88	35.43	19,370.12
750-5-460-65032MUSIC LIBRARY	500.00	11.76	43.83	8.77	456.17
750-5-460-6506 OFFICE SUPPLIES	1,000.00	22.32	460.00	46.00	540.00
750-5-460-6507 OPERATING SUPPLIES & MAT	10,000.00	2,459.58	3,380.81	33.81	6,619.19
750-5-460-65071CLEANING/MAINTENANCE SUP	1,500.00	214.94	1,821.40	121.43 (321.40)
750-5-460-65072PAPER PRODUCTS	0.00	0.00	0.00	0.00	0.00
750-5-460-65073SKATE SUPPLIES	1,000.00	31.96	346.71	34.67	653.29
750-5-460-6561 INVENTORY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
750-5-460-6600 REFUNDS	500.00	0.00	750.00	150.00 (250.00)
750-5-460-6601 MISC. ADMINISTRATION	200.00	323.00	323.00	161.50 (123.00)
750-5-460-66011ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
750-5-460-66012NON FOOD RETAIL	2,500.00	35.94	115.44	4.62	2,384.56
750-5-460-66013PARTY SUPPLIES	5,000.00	15.98	439.89	8.80	4,560.11
750-5-460-66014PRO SHOP SUPPLIES	1,000.00	595.00	2,261.83	226.18 (1,261.83)
750-5-460-6605 CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
750-5-460-6721 EQUIPMENT PURCHASE	14,900.00	0.00	14,628.00	98.17	272.00
750-5-460-6750 EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00
750-5-460-6799 OTHER CAPITAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

TOTAL EXPENDITURES - COMMUNITY CENT 358,100.00 31,813.55 175,215.46 48.93 182,884.54

REVENUES OVER/(UNDER) EXPENDITURES (716,200.00) 1,549.32 (16,361.96) (699,838.04)

CITY OF ELDRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2023

750-COMMUNITY CENTER
 COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	(358,100.00)	33,362.87	158,853.50	44.36-	(516,953.50)
FUND TOTAL EXPENDITURES	<u>358,100.00</u>	<u>31,813.55</u>	<u>175,215.46</u>	<u>48.93</u>	<u>182,884.54</u>
REVENUES OVER/(UNDER) EXPENDITURES	(716,200.00)	1,549.32	(16,361.96)		(699,838.04)