

BOARD AGENDA

December 8, 2021

11:30 A.M.

Eldridge Community Center

1. CALL TO ORDER
2. ROLL CALL
3. VISITORS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES (from previous meeting)
6. BILLS PAYABLE
7. EOM (Reports from Center manager and City Clerk)
8. CUSTOMER EVALUATIONS
9. OLD BUSINESS
 - A. Rental Rates
 - B. Dumpster Enclosure
10. NEW BUSINESS
 - A. Rental rate fee reduction Emergency Responders
 - B. 2021-2022 Budget
11. PERSONNEL
 - A. New Hires
 - B. Resignation/Termination
 - C. Wage Adjustments
12. MANAGER REPORT
 - A. Monthly review & happenings
13. ADJOURNMENT

MINUTES

Community Center Board Meeting

November 10, 2021 | Meeting called to order by Tracy Harris at 11:45 a.m.

In Attendance

Gigi Seibel, Tricia Campbell & Tracy Harris

Guests: Derek Hamilton, Tony Rupe, Marty O'Boyle & Bernie Peeters

Absent

Deanna Jensen- Valliere & Tom Knapper

Approval of Agenda

Tricia made a motion to accept agenda as presented, Gigi seconded the motion. Motion passed.

Approval of Minutes

Gigi made a motion to accept the minutes as presented, Tricia seconded the motion. Motion passed.

Approval of Bills Payable

Tricia motioned to accept bills payable in the amount of \$15,792.97. Gigi seconded the motion. Motion passed.

EOM (end-of-month) Reports

Reports were presented. October was another busy high earning month.

Customer Evaluations

No evaluations were presented.

OLD Business

- A. Rental Rates- Derek asked to have this tabled and be discussed at December meeting.
- B. Dumpster Enclosure- Derek asked to have this discussed at December meeting.

NEW Business

- A. Alan Shepard PTA Bingo night- Derek asked the board to consider lowering rental fees for the evening of this event. PTA members would help put up and take down tables for the event. Bingo night has been held at the school previously, it has outgrown the space. Gigi made a motion to set the rental rate at \$ 200.00, Tricia seconded the motion. Motion passed.

Personnel

New Hires

- Ethan Harrison- Skate Staff- \$ 10.00 per hour

Resignation/Termination

- N/A

Managers' Report

- Derek reported that October income was good, it was the highest earning October for the Center. Derek is still dealing with low staffing issues. Getting the holiday schedule ready to put out. Derek also reported that there will be no New Year's Eve Lock-in this year, due to staff and general concerns. Day time skating will continue. The center purchased a new computer for the DJ booth, Derek received a new laptop from a COVID fund that Tony applied for.

Next Meeting

December 8, 2021 11:30

Eldridge Community Center and Skate Park

Tricia made motion to adjourn at 12:15 PM, Gigi seconded motion and it was passed unanimously.

12/8/2021

| VENDER | | DESCRIPTION | FUND |
|-------------------------|-------------|--------------------|---------------------------------|
| GO VAN GOGH'S | \$ 504.00 | T'S POLOS | 750-5-460-6414 |
| CURTIS CARPET CLEANING | \$ 1,268.00 | CARPET CLEANING | 750-5-460-6310 |
| CENTRAL SCOTT | \$ 35.75 | TELEPHONE | 750-5-460-6373 |
| CINTAS | \$ 81.87 | MAT SERVICE | 750-5-460-6507 |
| DUBUQUE FIRE | \$ 281.40 | FIRE EXT SERVICE | 750-5-460-6310 |
| MIDLAND PAPER | \$ 767.38 | PAPER PROD | 750-5-460-6799 |
| NORTH SCOTT FOODS | \$ 117.58 | CONCESSIONS | 750-5-460-65031/66013 |
| SAM'S CLUB | \$ 2,267.87 | CONCESSIONS | 750-5-460-65031/6507/66013/6409 |
| SCHWANS | \$ 91.93 | CONCESSIONS | 750-5-460-65031 |
| 7G | \$ 495.50 | BEER | 750-5-460-6503/6507 |
| 7G | \$ 1,350.55 | BEER | 750-5-460-6503 |
| UNUM | \$ 18.16 | BENEFITS | 750-5-460-6150 |
| DELTA DENTAL | \$ 15.90 | BENEFITS | 750-5-460-6150 |
| NORTH SCOTT FOODS | \$ 372.94 | LIQUOR | 750-5-460-6503 |
| PRECISION AIR | \$ 320.00 | NEW THERMOSTAT | 750-5-460-6310 |
| SCHWAN'S | \$ 50.96 | CONCESSIONS | 750-5-460-65031 |
| VERIZON | \$ 62.68 | CELL PHONE | 750-5-460-6373 |
| WELLMARK | \$ 320.53 | BENEFITS | 750-5-460-6150 |
| D HAMILTON | \$ 5.59 | INSURANCE REBATE | 750-5-460-6150 |
| MIDAMERICAN | \$ 110.07 | UTILITIES | 750-5-230-6371 |
| SHARED I T | \$ 33.20 | TELEPHONE | 750-5-460-6373 |
| | | | |
| | | | |
| | | | |
| PAYROLL 11-13-21 | | PAYROLL | |
| PAYROLL 11-27-21 | | PAYROLL | |
| | | | |
| | | | |
| CARD MEMBER SERVICES | | CREDIT CARDS | SEE ATTACHED SHEET |
| SUBTOTAL | \$ 8,571.86 | | |
| TOTAL OF CHECK REGISTER | | | |
| GRAND TOTAL | \$ 8,571.86 | | |

VENDOR SEQUENCE

| VENDOR | ITEM NO# | DESCRIPTION | BANK | CHECK | STAT | DUE DT | DISC DT | GROSS BALANCE | PAYMENT DISCOUNT | OUTSTANDING |
|------------------------------|--------------|---|------|-------|------|------------|----------|---------------|--------------------------|-------------|
| ----- | | | | | | | | | | |
| 01-001988 ALLIANT ENERGY CO. | | | | | | | | | | |
| I | 202112062540 | UTILITIES 400 S 16TH AVE G/L ACCOUNT | 01 | | R | 12/29/2021 | | 41.06 | 41.06CR | |
| | | 750 5-460-6371 UTILITIES | | | | | 41.06 | 41.06 | | |
| | | | | | | | | 41.06 | UTILITIES 400 S 16TH AVE | |
| I | 202112062541 | UTILITIES 400 S 16TH AVE G/L ACCOUNT | 01 | | R | 12/29/2021 | | 1,278.93 | 1,278.93CR | |
| | | 750 5-460-6371 UTILITIES | | | | | 1,278.93 | 1,278.93 | | |
| | | | | | | | | 1,278.93 | UTILITIES 400 S 16TH AVE | |
| | | | | | | | | 1,319.99 | 1,319.99CR | 0.00 |
| | | | | | | | | 1,319.99 | 0.00 | |
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|------------------------------|------------|---|----|--|---|------------|-------|-------|-------------|------|
| 01-000131 CINTAS CORPORATION | | | | | | | | | | |
| I | 4102791685 | MAT SERVICE G/L ACCOUNT | 01 | | R | 12/24/2021 | | 81.87 | 81.87CR | |
| | | 750 5-460-6507 OPERATING SUPPLIES & MATERIALS | | | | | 81.87 | 81.87 | | |
| | | | | | | | | 81.87 | MAT SERVICE | |
| | | | | | | | | 81.87 | 81.87CR | 0.00 |
| | | | | | | | | 81.87 | 0.00 | |
| ----- | | | | | | | | | | |

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|--------------------------|--------------|---------------------------------------|----|--|---|------------|--------|--------|------------------------|------|
| 01-000246 DEREK HAMILTON | | | | | | | | | | |
| I | 202112062542 | PARTY SUPPLIES G/L ACCOUNT | 01 | | R | 12/06/2021 | | 55.41 | 55.41CR | |
| | | 750 5-460-66013 PARTY SUPPLIES | | | | | 32.94 | 55.41 | | |
| | | 750 5-460-6414 PUBLISHING | | | | | 22.47 | 22.47 | PARTY SUPPLIES | |
| | | | | | | | | 22.47 | PARTY SUPPLIES | |
| I | 202112062543 | MASTER DJ SUBSCRIPTION G/L ACCOUNT | 01 | | R | 12/06/2021 | | 158.85 | 158.85CR | |
| | | 750 5-460-6440 RENTS & PERMITS | | | | | 158.85 | 158.85 | | |
| | | | | | | | | 158.85 | MASTER DJ SUBSCRIPTION | |
| | | | | | | | | 214.26 | 214.26CR | 0.00 |
| | | | | | | | | 214.26 | 0.00 | |
| ----- | | | | | | | | | | |

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|-----------------------------|--------------|---|----|--|---|------------|------|-------|---------------------|--|
| 01-000063 NORTH SCOTT FOODS | | | | | | | | | | |
| I | 202112062544 | CONCESSIONSBANDAIDS G/L ACCOUNT | 01 | | R | 12/27/2021 | | 10.13 | 10.13CR | |
| | | 750 5-460-6507 OPERATING SUPPLIES & MATERIALS | | | | | 2.65 | 10.13 | | |
| | | 750 5-460-65031 SOFT DRINKS AND SNACKS | | | | | 7.48 | 7.48 | CONCESSIONSBANDAIDS | |
| | | | | | | | | 7.48 | CONCESSIONSBANDAIDS | |
| I | 202112062545 | CONCESSIONS G/L ACCOUNT | 01 | | R | 12/27/2021 | | 8.59 | 8.59CR | |
| | | 750 5-460-65031 SOFT DRINKS AND SNACKS | | | | | 8.59 | 8.59 | | |
| | | | | | | | | 8.59 | CONCESSIONS | |

VENDOR SEQUENCE

| VENDOR | ITEM NO# | DESCRIPTION | BANK | CHECK | STAT | DUE DT | DISC DT | GROSS BALANCE | PAYMENT DISCOUNT | OUTSTANDING |
|---------------------------------------|--------------|---|------|-------|------|------------|---------|------------------|------------------|-------------|
| I | 202112062546 | CONCESSIONS G/L ACCOUNT 750 5-460-65031 | 01 | | R | 12/24/2021 | | 2.98 2.98 | 2.98CR | |
| | | | | | | | 2.98 | CONCESSIONS | | |
| I | 202112062547 | CONCESSIONS G/L ACCOUNT 750 5-460-66013 | 01 | | R | 12/21/2021 | | 23.85 23.85 | 23.85CR | |
| | | | | | | | 23.85 | CONCESSIONS | | |
| I | 202112062548 | CONCESSIONS G/L ACCOUNT 750 5-460-65031 | 01 | | R | 12/20/2021 | | 15.57 15.57 | 15.57CR | |
| | | | | | | | 15.57 | CONCESSIONS | | |
| I | 202112062549 | CONCESSIONS G/L ACCOUNT 750 5-460-66013 | 01 | | R | 12/19/2021 | | 52.70 52.70 | 52.70CR | |
| | | | | | | | 52.70 | CONCESSIONS | | |
| I | 202112062550 | CONCESSIONS G/L ACCOUNT 750 5-460-66013 | 01 | | R | 12/12/2021 | | 63.60 63.60 | 63.60CR | |
| | | | | | | | 63.60 | CONCESSIONS | | |
| I | 202112062551 | CONCESSIONS G/L ACCOUNT 750 5-460-65031 | 01 | | R | 12/10/2021 | | 14.97 14.97 | 14.97CR | |
| | | | | | | | 14.97 | CONCESSIONS | | |
| I | 202112062552 | CONCESSIONS G/L ACCOUNT 750 5-460-65031 | 01 | | R | 12/04/2021 | | 1.00 1.00 | 1.00CR | |
| | | | | | | | 1.00 | CONCESSIONS | | |
| | | | | | | | | | | |
| | | | | | | | | 193.39 | 193.39CR | 0.00 |
| | | | | | | | | 193.39 | 0.00 | |
| ----- | | | | | | | | | | |
| 01-000167 PEPSI COLA BOTTLING COMPANY | | | | | | | | | | |
| I | 1798373 | CONCESSIONS G/L ACCOUNT 750 5-460-65031 | 01 | | R | 12/05/2021 | | 668.79 668.79 | 668.79CR | |
| | | | | | | | 668.79 | CONCESSIONS | | |
| I | 7111395 | CONCESSIONS G/L ACCOUNT 750 5-460-65031 | 01 | | R | 12/19/2021 | | 848.19 848.19 | 848.19CR | |
| | | | | | | | 848.19 | CONCESSIONS | | |
| | | | | | | | | 1,516.98 | 1,516.98CR | 0.00 |
| | | | | | | | | 1,516.98 | 0.00 | |
| ----- | | | | | | | | | | |

VENDOR SEQUENCE

| VENDOR | ITEM NO# | DESCRIPTION | BANK | CHECK | STAT | DUE DT | DISC DT | GROSS BALANCE | PAYMENT DISCOUNT | OUTSTANDING |
|---------------------------------------|----------|-----------------------------|------|--------------------------------|------|------------|---------|-------------------|------------------|-------------|
| ----- | | | | | | | | | | |
| 01-001306 PERFORMANCE FOOD SERVICE- T | | | | | | | | | | |
| I | 6815357 | CONCESSIONS/PARTY/OPERATING | 01 | | R | 12/05/2021 | | 280.86 | 280.86 | CR |
| | | G/L ACCOUNT | | | | | | 280.86 | | |
| | 750 | 5-460-6507 | | OPERATING SUPPLIES & MATERIALS | | | 34.13 | CONCESSIONS | | |
| | 750 | 5-460-65031 | | SOFT DRINKS AND SNACKS | | | 241.74 | CONCESSIONS | | |
| | 750 | 5-460-66013 | | PARTY SUPPLIES | | | 4.99 | CONCESSIONS | | |
| I | 6832287 | CONCESSIONS/OPERATING | 01 | | R | 12/26/2021 | | 151.48 | 151.48 | CR |
| | | G/L ACCOUNT | | | | | | 151.48 | | |
| | 750 | 5-460-65031 | | SOFT DRINKS AND SNACKS | | | 133.05 | CONCESSIONS | | |
| | 750 | 5-460-6507 | | OPERATING SUPPLIES & MATERIALS | | | 18.43 | CONCESSIONS | | |
| I | 6836910 | CONCESSIONS/PARTY | 01 | | R | 1/01/2022 | | 234.70 | 234.70 | CR |
| | | G/L ACCOUNT | | | | | | 234.70 | | |
| | 750 | 5-460-66013 | | PARTY SUPPLIES | | | 31.77 | CONCESSIONS/PARTY | | |
| | 750 | 5-460-65031 | | SOFT DRINKS AND SNACKS | | | 202.93 | CONCESSIONS/PARTY | | |
| I | 6838201 | CONCESSIONS | 01 | | R | 1/02/2022 | | 75.56 | 75.56 | CR |
| | | G/L ACCOUNT | | | | | | 75.56 | | |
| | 750 | 5-460-65031 | | SOFT DRINKS AND SNACKS | | | 75.56 | CONCESSIONS | | |
| | | | | REG. CHECK | | | | 742.60 | 742.60 | 0.00 |
| | | | | | | | | 742.60 | 0.00 | |
| ----- | | | | | | | | | | |
| 01-001496 PS3 ENTERPRISES, INC | | | | | | | | | | |
| I | 13152 | TOILET RENTAL | 01 | | R | 11/30/2021 | | 4.64 | 4.64 | CR |
| | | G/L ACCOUNT | | | | | | 4.64 | | |
| | 750 | 5-460-6371 | | UTILITIES | | | 4.64 | TOILET RENTAL | | |
| | | | | REG. CHECK | | | | 4.64 | 4.64 | 0.00 |
| | | | | | | | | 4.64 | 0.00 | |
| ----- | | | | | | | | | | |
| 01-001781 RC SPORTS | | | | | | | | | | |
| I | 767492-A | SKATES | 01 | | R | 12/01/2021 | | 671.95 | 671.95 | CR |
| | | G/L ACCOUNT | | | | | | 671.95 | | |
| | 750 | 5-460-66012 | | NON FOOD RETAIL | | | 671.95 | SKATES | | |
| | | | | REG. CHECK | | | | 671.95 | 671.95 | 0.00 |
| | | | | | | | | 671.95 | 0.00 | |
| ----- | | | | | | | | | | |

===== R E P O R T T O T A L S =====

F U N D D I S T R I B U T I O N

| FUND NO# | FUND NAME | AMOUNT |
|----------|------------------|------------|
| 750 | COMMUNITY CENTER | 4,745.68CR |
| | ** TOTALS ** | 4,745.68CR |

---- TYPE OF CHECK TOTALS ----

| | NUMBER | GROSS BALANCE | PAYMENT DISCOUNT | OUTSTANDING |
|-------------|--------|----------------------|---------------------|-------------|
| HAND CHECKS | | 0.00 0.00 | 0.00 0.00 | 0.00 |
| DRAFTS | | 0.00 0.00 | 0.00 0.00 | 0.00 |
| REG-CHECKS | | 4,745.68 4,745.68 | 4,745.68CR 0.00 | 0.00 |
| EFT | | 0.00 0.00 | 0.00 0.00 | 0.00 |
| NON-CHECKS | | 0.00 0.00 | 0.00 0.00 | 0.00 |
| ALL CHECKS | | 4,745.68 4,745.68 | 4,745.68CR 0.00 | 0.00 |

TOTAL CHECKS TO PRINT: 8

 ERRORS: 0 WARNINGS: 0