

**COMMUNITY CENTER MEETING AGENDA**  
**Special Meeting**  
**Wednesday, August 10th, 2022 11:30 am**  
**Eldridge Community Center 400 S 16<sup>th</sup> Ave**

**CALL TO ORDER**

1. Roll Call

**CONSENT AGENDA**

1. Approval of Agenda
2. Approval of Previous Meeting Minutes
3. Approval of Bills Payable
4. End of Month Reports
5. Approval of Previous Meeting Minutes

**OLD BUSINESS**

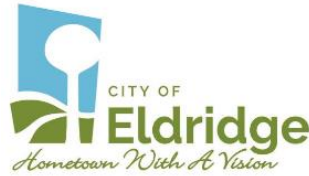
1. Porte Cochere Repairs

**NEW BUSINESS**

1. Discussion on Defining Roles for Manager and Assistant Manager
2. Discussion on Immediate Needs and Long-Term Needs
3. Discussion on Halloween Event
4. Discussion on "Last Call" Rule
5. General Discussion on Daily Community Center Operations

**ADJOURNMENT**

Next Meeting Wednesday, August 10th, 2022 @ 11:30am Eldridge Community Center



Eldridge Community Center  
July 13, 2022

The Eldridge Community Center Board meeting was called to order at 11:40 a.m. by Tom Knapper @ the Eldridge Community Center.

Board Members present: Tom Knapper, Gigi Siebel, Deanna Jensen- Valliere, Jeff Martens. Tracy Harris was absent.

Visitors: Lexi Diedrich, Tony Rupe and Jody Coffman.

Jensen-Valliere made a motion to approve the agenda as presented. Seibel seconded the motion. Motion passed.

Seibel made a motion to approve minutes from June 8, 2022, board meeting, Jensen-Valliere seconded the motion. Motion passed. Seibel made a motion to approve the minutes from June 22, 2022, board meeting, Knapper seconded the motion. Motion passed. Knapper made a motion to approve the minutes from June 27, 2022, board meeting, seconded by Seibel. Motion passed.

Seibel made a motion to approve the bills payable in the amount of \$ 38,079.89, Jensen-Valliere seconded the motion. Motion passed.

End of Month report was not presented, it will be emailed to the Board.

No customer evaluations were received.

#### Old Business

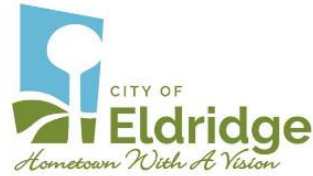
1. Manager Discussion-The Board discussed setting up interviews for the position for July 15<sup>th</sup>. Seibel and Martens will do the interviewing.
2. Assistant Manager Discussion-The interviewees will be asked if they would consider the Assistant position.

#### New Business-None

Managers' Report- There was not a Manager's Report. The Board did visit with Lexi on how things were going.

Jensen-Valliere made a motion to adjourn at 12:42. Martens seconded the motion. Motion passed.

Next meeting- August 10, 2022 @ The Eldridge Community Center



Eldridge Community Center  
July 13, 2022

The Eldridge Community Center Board meeting was called to order at 11:30 a.m. by Tom Knapper @ the Eldridge City Hall.

Board Members present: Tom Knapper, Gigi Siebel, Deanna Jensen- Valliere, Jeff Martens and Tracy Harris

Visitors: Alexandria Andrews, Tony Rupe and Jody Coffman.

Harris made a motion to approve the agenda as presented. Seibel seconded the motion. Motion passed.

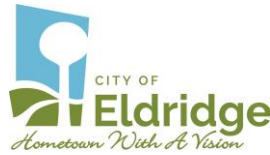
Old Business

1. Manager and Assistant Manager Discussion-The Board discussed the interviews that were held. A. Andrews was invited to the meeting for a second interview. The Board ask her questions and discussed what the position would entail. After the interview the Board decided to extend an offer to A. Andrews for the position of Manager and A. Diedrich as Assistant Manager.

New Business-None

Harris made a motion to adjourn at 1:12. Seibel seconded the motion. Motion passed.

Next meeting- August 10, 2022 @ The Eldridge Community Center



**COMMUNITY CENTER MEETING Minutes**  
**Special Meeting**  
**Monday August 1<sup>st</sup>, 2022 10:00 am**  
**Eldridge Community Center**

The Eldridge Community Center Board meeting was called to order at 10:03 am by Tom Knapper.

Board Members present: Tom Knapper, Gigi Siebel, Deanna Jensen- Valliere, Jeff Martens and Tracy Harris.

Visitors: Alexandria Andrews, Lexi Diedrich & Tony Rupe.

Harris made a motion to present the minutes as presented. Second by Martens. All Ayes by voice vote.

Old Business – None

New Business –

- A. Welcoming of New Community Center Manager - Introductions were made. Tracy laid out that Lexi the Asst Mgr will be a wealth of information and start with touring the facility. Getting Alexandria keys.
- B. Discussion of Expectations - Alexandria and Lexi will work together to get a handle on the staff personal strengths and weaknesses, assign staffing based on the calendar of events on the current schedule and determine purchases within budget. The board expressed they are all available if either have questions or concerns, we are here to help. Gigi will send all board contact info to Alexandria and Lexi. Meet back next Wednesday with Board with a list of questions and concerns. All in hopes that this new team will allow the asst. mgr and mgr not over work. Set a meeting time with Derek and get his insight and expertise on operation the facility. Derek is also willing to assist during weekend big venues. Jeff expressed to meet Julie Moore (Fitness Center Mgr) she may have an employee (Trevor) to cross over to Center for hours on cleaning while Donna is out.

Siebel made a motion to adjourn at 10:41am. Second by Jensen-Valliere. All Ayes by voice vote.

Next Community Center Meeting Wednesday, August 10th, 2022 @ 11:30am Eldridge Community Center

8/10/2022

VENDER	DESCRIPTION	FUND
CENTRAL SCOTT	TELEPHONE	750-5-460-6373
OFFICE SPECIALISTS	NAME PLATE	750-5-460-6506
NORTH SCOTT FOODS	ORANGE JUICE	750-5-460-65031
SCHWANS	CONCESSIONS	750-5-460-65031
SHARED IT	PHONE	750-5-460-5373
UNUM	BENEFITS	750-5-460-6150
CENTRAL SCOTT	PHONE	750-5-460-6373
VERIZON	CELL PHONE	750-5-460-6373
WELLMARK	BENEFITS	750-5-460-6150
DELTA DENTAL	BENEFITS	750-5-460-6150
ELDRIDGE MART	LIQUOR	750-5-460-6503
7G	BEER	750-5-460-6503
MIDAMERICAN	LITIES	750-5-460-6371
SHARED IT	IT SERVICES	750-5-460-6373
TYLER TECH	LIC AND MAINT FEES	50-5-460-6373
WEX BANK	FUEL	750-5-460-6332
ELDRIDGE MART	LIQUOR	750-5-460-6503
PAYROLL 7/23/22	PAYROLL	
PAYROLL 8/6/22	PAYROLL	
CARD MEMBER SERVICES	CREDIT CARD	SEE ATTACHED SHEET
SUBTOTAL		
TOTAL OF CHECK REGISTER		
GRAND TOTAL		

VENDOR SET: 01 City of Eldridge  
 BANK: 01 FIRST CENTRAL CITY  
 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001034	A & A AIR COND & REFRIGERATION							
I-110804	REPLACE CONDENSER MOTOR	R	8/09/2022			151622		
750 5-460-6310	B & G MATERIAL			195.69				195.69
001988	ALLIANT ENERGY CO.							
I-202208093067	S 16TH AVE SIGN	R	8/09/2022			151623		
750 5-460-6371	UTILITIES			32.05				
	ACCT# 1403780000							
I-202208093068	400 S 16TH AVE	R	8/09/2022			151623		
750 5-460-6371	UTILITIES			2,025.64				2,057.69
	ACCT#5985251000							
000131	CINTAS CORPORATION							
I-4127336342	MAT SERVICE	R	8/09/2022			151624		
750 5-460-65071	CLEANING/MAINTENANCE SUPPLIES MAT SERVICE			89.20				89.20
000086	GREAT WESTERN SUPPLY CO							
I-188043	SCRUBBER PADS	R	8/09/2022			151625		
750 5-460-65071	CLEANING/MAINTENANCE SUPPLIES SCRUBBER PADS			39.39				39.39
002608	MERSCHMAN HARDWARE							
I-46138	LIGHT BULB	R	8/09/2022			151626		
750 5-460-65071	CLEANING/MAINTENANCE SUPPLIES LIGHT BULB			3.49				3.49
000167	PEPSI COLA BOTTLING COMPANY OF							
I-1844439	CONCESSIONS	R	8/09/2022			151627		
750 5-460-65031	SOFT DRINKS AND SNACKS			140.70				
I-1845657	CONCESSIONS	R	8/09/2022			151627		
750 5-460-65031	SOFT DRINKS AND SNACKS			311.46				
I-1846864	CONCESSIONS	R	8/09/2022			151627		
750 5-460-65031	SOFT DRINKS AND SNACKS			205.52				657.68
001306	PERFORMANCE FOOD SERVICE- TPC							
I-6995114	CONCESSIONS	R	8/09/2022			151628		
750 5-460-65031	SOFT DRINKS AND SNACKS			191.81				191.81
000173	PRECISION AIR							
I-10144	FAILED THEROSTAT	R	8/09/2022			151629		
750 5-460-6371	UTILITIES			538.00				538.00
001031	SAM'S CLUB							
I-P928000JJ01R7R99	CONCESSIONS	R	8/09/2022			151630		
750 5-460-65031	SOFT DRINKS AND SNACKS			746.91				746.91

VENDOR SET: 01 City of Eldridge  
 BANK: 01 FIRST CENTRAL CITY  
 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
003603	WILFORD CONSTRUCTION							
I-102	REPAIR PORTE COCHERE	R	8/09/2022			151631		
750 5-460-6310	B & G MATERIAL			24,900.00				24,900.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	10	29,419.86	0.00	29,419.86
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
750 5-460-6310	B & G MATERIAL	25,095.69
750 5-460-6371	UTILITIES	2,595.69
750 5-460-65031	SOFT DRINKS AND SNACKS	1,596.40
750 5-460-65071	CLEANING/MAINTENANCE SUPPLIES	132.08
	*** FUND TOTAL ***	29,419.86

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: 01 TOTALS:	10	29,419.86	0.00	29,419.86
BANK: 01 TOTALS:	10	29,419.86	0.00	29,419.86
REPORT TOTALS:	10	29,419.86	0.00	29,419.86

CREDIT CARDS  
PAID 7-6-22

5-11-22 TO 6-8-22

BRIAN WESSEL									
DEREK HAMILTON									
	\$	280.16	CLEANFREAK	FINE AND EXTRA FINE FLOOR BUFFING DISKS				750-5-460-66013	
	\$	312.12	A & A GLOBAL IND	CONCESSION CANDY				750-5-460-65031	
	\$	283.32	A & A GLOBAL IND	CONCESSION CANDY				750-5-460-65031	
	\$	108.00	ROYALE INTERNTIONAL	MARGARITA MIX				750-5-460-65031	
	\$	56.50	AIRGAS	CO2 FOR BEER COOLERS				750-5-460-6310	
	\$	127.96	PARTY WIRKS	MONTHLY MEMEBERSHIP				750-5-460-66013	
	\$	70.66	TPC	TABLE COVERS, BRATS, NACHO CHEESE				750-5-460-65031/750-5-460-66013	
	\$	171.06	LOWES	FLOWERS FOR OUTSIDE				750-5-460-6507	
	\$	25.68	DOLLAR GENERAL	TOWELS FOR FLOOR PREP				750-5-460-6507	
	\$	1,435.46							



CREDIT CARDS  
PAID 7-26-22

6-9-22 TO 7-11-22

JODY COFFMAN	\$	118.42	PIZZA SHACK	FLOOR CREW	750-5-460-65031
DEREK HAMILTON	\$	35.50	TPC	TABLE COVERS FOR BIRTHDAYS	750-5-460-65031
	\$	87.57	AIRGAS	CO2 FOR BEER COOLERS	750-5-460-65031
	\$	127.96	PARTY WIRKS	MONTHLY MEMEBERSHIP	750-5-460-65031
	\$	82.00	TPC	CONCESSION STAND SUPPLIES	750-5-460-6310
	\$	234.61	TPC	CONCESSION STAND SUPPLIES	750-5-460-66013
	\$	686.06			

CITY OF ELDRIDGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JULY 31ST, 2022

750-COMMUNITY CENTER  
 COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>LICENSES &amp; PERMITS</u>					
750-4-460-1-4100 SKATING ADMISSIONS	63,000.00	5,851.00	5,851.00	9.29	57,149.00
750-4-460-1-4101 PRIVATE SKATING PARTIES	19,000.00	0.00	0.00	0.00	19,000.00
750-4-460-1-4102 SKATING PACKAGES	39,000.00	2,559.00	2,559.00	6.56	36,441.00
750-4-460-1-4103 SOFT DRINKS AND SNACKS	56,000.00	4,807.50	4,807.50	8.58	51,192.50
750-4-460-1-4104 WEDDINGS AND PARTIES	30,000.00	5,405.00	5,405.00	18.02	24,595.00
750-4-460-1-4105 SALES OF ALCOHOL	58,000.00	6,394.00	6,394.00	11.02	51,606.00
750-4-460-1-4106 LOCKER RENTAL	100.00	0.00	0.00	0.00	100.00
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 COUN	2,500.00	12.50	12.50	0.50	2,487.50
750-4-460-1-4112 RENTALS	2,500.00	510.00	510.00	20.40	1,990.00
750-4-460-1-4113 MISCELLANEOUS PRO SHOP	2,000.00	25.00	25.00	1.25	1,975.00
750-4-460-1-4114 GAMES & COMMISSIONS	1,000.00	136.50	136.50	13.65	863.50
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>274,100.00</b>	<b>25,700.50</b>	<b>25,700.50</b>	<b>9.38</b>	<b>248,399.50</b>
<u>USE OF MONEY &amp; PROPERTY</u>					
750-4-460-4-4300 INVESTMENT INTEREST	2,000.00	346.40	346.40	17.32	1,653.60
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>2,000.00</b>	<b>346.40</b>	<b>346.40</b>	<b>17.32</b>	<b>1,653.60</b>
<u>MISCELLANEOUS</u>					
750-4-460-2-4705 DONATIONS	0.00	0.00	0.00	0.00	0.00
<b>TOTAL MISCELLANEOUS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>OTHER FINANCING SOURCES</u>					
750-4-460-4-4830 TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>
<u>REV CATG 9</u>					
750-4-460-4-4999 MISCELLANEOUS	0.00	10,836.58	10,836.58	0.00	( 10,836.58)
<b>TOTAL REV CATG 9</b>	<b>0.00</b>	<b>10,836.58</b>	<b>10,836.58</b>	<b>0.00</b>	<b>( 10,836.58)</b>
<b>TOTAL REVENUE - COMMUNITY CENTER</b>	<b>306,100.00</b>	<b>36,883.48</b>	<b>36,883.48</b>	<b>12.05</b>	<b>269,216.52</b>
<u>EXPENDITURES</u>					
750-5-460-6016 ASS'T MANAGER'S SALARY	30,000.00	1,681.25	1,681.25	5.60	28,318.75
750-5-460-6017 MANAGER'S SALARY	44,000.00	8,429.89	8,429.89	19.16	35,570.11
750-5-460-6031 OTHER SALARIES	65,000.00	5,840.50	5,840.50	8.99	59,159.50
750-5-460-6032 COMM CTR BRD SALARY	900.00	0.00	0.00	0.00	900.00
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	12,500.00	1,203.73	1,203.73	9.63	11,296.27
750-5-460-6130 IPERS	14,500.00	828.69	828.69	5.72	13,671.31

CITY OF ELDRIDGE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2022

750-COMMUNITY CENTER  
COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
750-5-460-6150 GROUP INSURANCE	6,600.00	2,578.78	2,578.78	39.07	4,021.22
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	272.72	272.72	2.73	9,727.28
750-5-460-6332 VEHICLE MAINTENANCE	3,500.00	74.67	74.67	2.13	3,425.33
750-5-460-6360 TO EQUIP REPLACEMENT	0.00	0.00	0.00	0.00	0.00
750-5-460-6371 UTILITIES	22,000.00	2,284.61	2,284.61	10.38	19,715.39
750-5-460-6373 TELEPHONE	3,500.00	538.36	538.36	15.38	2,961.64
750-5-460-6404 BAD DEBTS	0.00	0.00	0.00	0.00	0.00
750-5-460-6408 GENERAL INSURANCE	15,000.00	2,347.00	2,347.00	15.65	12,653.00
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	4,000.00	861.00	861.00	21.53	3,139.00
750-5-460-6440 RENTS & PERMITS	5,000.00	181.14	181.14	3.62	4,818.86
750-5-460-6450 OTHER CONTRACTED SERVICE	7,000.00	178.40	178.40	2.55	6,821.60
750-5-460-6503 ALCOHOL SUPPLIES	15,000.00	2,513.82	2,513.82	16.76	12,486.18
750-5-460-65031SOFT DRINKS AND SNACKS	21,000.00	3,049.40	3,049.40	14.52	17,950.60
750-5-460-65032MUSIC LIBRARY	500.00	0.00	0.00	0.00	500.00
750-5-460-6506 OFFICE SUPPLIES	1,000.00	14.36	14.36	1.44	985.64
750-5-460-6507 OPERATING SUPPLIES & MAT	10,000.00	1,791.57	1,791.57	17.92	8,208.43
750-5-460-65071CLEANING/MAINTENANCE SUP	1,500.00	0.00	0.00	0.00	1,500.00
750-5-460-65072PAPER PRODUCTS	0.00	0.00	0.00	0.00	0.00
750-5-460-65073SKATE SUPPLIES	500.00	0.00	0.00	0.00	500.00
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	0.00	0.00	500.00
750-5-460-6601 MISC. ADMINISTRATION	200.00	29.81	29.81	14.91	170.19
750-5-460-66011ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
750-5-460-66012NON FOOD RETAIL	2,000.00	0.00	0.00	0.00	2,000.00
750-5-460-66013PARTY SUPPLIES	4,000.00	89.98	89.98	2.25	3,910.02
750-5-460-66014PRO SHOP SUPPLIES	500.00	0.00	0.00	0.00	500.00
750-5-460-6605 CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
750-5-460-6721 EQUIPMENT PURCHASE	0.00	347.70	347.70	0.00	( 347.70)
750-5-460-6750 EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00
750-5-460-6799 OTHER CAPITAL	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES - COMMUNITY CENT</b>	<b>308,200.00</b>	<b>35,137.38</b>	<b>35,137.38</b>	<b>11.40</b>	<b>273,062.62</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 2,100.00)</b>	<b>1,746.10</b>	<b>1,746.10</b>	<b>( 3,846.10)</b>	

CITY OF ELDRIDGE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JULY 31ST, 2022

750-COMMUNITY CENTER  
 COMMUNITY CENTER

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	306,100.00	36,883.48	36,883.48	12.05	269,216.52
FUND TOTAL EXPENDITURES	<u>308,200.00</u>	<u>35,137.38</u>	<u>35,137.38</u>	<u>11.40</u>	<u>273,062.62</u>
REVENUES OVER/ (UNDER) EXPENDITURES	( 2,100.00)	1,746.10	1,746.10		( 3,846.10)