

Record of Proceedings
BALDWIN CITY RECREATION COMMISSION
BCRC—705 High St.—Baldwin City, KS
July 18th, 2018
7:00 p.m.

CALL TO ORDER

There was a quorum present and the meeting was called to order. The budget hearing was called to order at 7:00 p.m. concluded at 7:30 p.m. The normal Commission meeting was called to order at 7:30 p.m. Present were:

- Doug Barth
- Sean Hare
- Melissa Schultz
- Ginny Honomichl, Commission President
- Matt McClure, Director

BUDGET HEARING

- Public Comments
No public comment
- Discussion
No discussion
- Approval of Budget
Commission Member Hare made a motion to pass the 2018/2019 budget, Commission Member Barth made a 2nd. The budget was approved by a 4-0 margin.

APPROVAL OF AGENDA

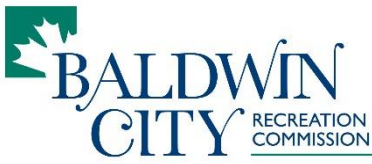
Commission Member Barth made a motion to approve the agenda, Commission Member Schultz made a second and the agenda passed 4-0.

ORGANIZATIONAL ITEMS

- Election of Commission President
The Commission nominated Ginny Honomichl to remain President for the next budget cycle. Commission Member Hare made a motion and Commission Member Schultz made a 2nd. Motion passed 4-0.
- Election of Commission Secretary
The Commission nominated Melissa Schultz to be the Commission Secretary for the next budget cycle. Commission Member Hare made a motion, Commission Member Barth made a 2nd, motion passed 4-0.
- Election of Finance Committee
It was determined the entire Commission would serve as the Finance Committee.

PRESENTATIONS

No presentations.



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EXECUTIVE SESSION

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of Minutes from the June 20th BCRC Meeting.
2. Approval of Financial Statements from June, 2018.
3. Approval of the continued use of the Official Depositories as:
 - Kansas State Bank (Money Market).
 - Mid-America Bank (Money Market and Certificates of Deposit).
 - Baldwin State Bank (Checking Account, Petty Cash Account, Money Market).
4. Approval of Official Newspaper- Lawrence Journal World.
5. Approval of Official Meeting Day and Time- 3rd Wednesday of the month, 7:00pm.
6. Approval of Official Attorney- Recommend to retain Blake Glover.
7. Approval of Freedom of Information Official- Matt McClure.

Commission Member Hare made a motion to pass the Consent Agenda, Commission Member Schultz made a 2nd, the Consent Agenda passed 4-0.

OLD BUSINESS

- Staff policy manual updates.
Director McClure presented the updated Policy Manual to the Commission. Staff will update the signature of the new Director and look into what other Recreation Commission's offer staff in terms of Employee Medical Leave with the potential to update upon findings. Commission Member Barth made a motion to approve the Policy Manual and Commission Member Schultz made a 2nd, motion passes 4-0.
- Director's School- Matt McClure has been formally accepted into NRPA's Director School. Matt did not receive scholarship assistance in the form of the \$1,000 TORO scholarship nor the John C. Potts Scholarship.
Director McClure shared with the Commission he did not receive scholarship assistance to attend the Director School in 2018.
- The Baldwin City Recreation Commission Twitter account was born on July 9th, 2018. The first tweet was in regard to the fall sports deadline of August 6th.
Director McClure shared that the Commissions Twitter account was developed this month.
- Follow up on Assistant Director wage study.

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Director McClure shared with the Commission other Parks and Recreation Departments and other Recreation Commissions of similar populations and operating budgets if they employed an Assistant Director and what that wage was. The Commission would like to see an updated job description for the Assistant Director before determining new wage.

NEW BUSINESS

- Ginny Honomichl will be recommended by the City of Baldwin City to fulfill a 4-year term on the Commission effective July 1, 2018. City will make recommendation on July 17th City Council meeting.
Director McClure shared that Ginny Honomichl was approved by the City Council for a new 4-year term beginning July 2018 and concluding July 2022.
- Goals and objectives for Recreation Commission moving forward.
Director McClure inquired about Goals and Objectives for himself and the Commission moving forward. Commission Member Honomichl shared that she would like them to be in line with Visioning Baldwin City. The Commission indicated that increased partnership with the Chamber and the City would be a priority.
- Staff evaluation implementation.
Director McClure shared with the Commission a sample of a staff evaluation he would like to implement. Commission was open and accepting of the staff evaluation process which will begin in January of 2019. Staff goals and objectives will be laid out fall of 2018.
- WEX- State of Kansas NJPA Fuel Program.
Director McClure informed the Commission that he has signed the Recreation Commission up for the WEX fuel program that will save the Commission from paying state and local taxes on fuel.
- Review of paid holidays / Employee program discounts.
A review of paid holidays was done. Beginning in 2019, MLK Day and Good Friday will be observed by the Commission and offices will be closed. Beginning immediately, at the discretion of the Director, full time staff can have their children sign up at a 100% discount for sports and aquatic programs. Motion was made by Commission Member Schultz and a 2nd came from Commission Member Barth, motion passed 4-0.
- Waiver of Generally Accepted Accounting Practices (GAAP).
This waiver was signed by Commission President Honomichl and will be presented to the Commission Auditors.
- Conflict of Interest Disclosure Forms.
Forms were signed by all Commission members in attendance.

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DISCUSSION ITEMS

Director McClure shared with the Commission that USD 348 is eliminating bus routes for students that live within 2.5 miles of their respective schools. As an alternative to bussing, USD 348 has determined it would like to offer before school care for those that need it beginning at 6:00 a.m. at the Intermediate Center. Cost of the program will be \$60 for the year and will still run under the Baldwin City Recreation Commission umbrella. The main difference being, USD 348 will fund the entire program 100%. The workers in the program would be BCRC employees and would be paid by BCRC but BCRC would be reimbursed monthly by USD 348 for the program. The Commission indicated in order to be prepared for the potential enrollment and to be appropriately staffed, a deadline of August 20th will be set.

COMMISSION MEMBER & STAFF REPORTS

Whitney Gillman-

- Baseball/softball season finished up with a record of only 1 rainout date this season
- The Baldwin City Blues have 3 regular season games left, possible playoff games next week.
- Fall sports registration has begun for soccer, flag football and volleyball – deadline is August 6
- SNAG Golfers ended their season with a trip to Twin Oaks and lunch at Dairy Queen. The kids enjoyed the trip and thus the program ended on a high note
- Junior Golf also finished up with Coach Inzer at Twin Oaks, participants enjoyed getting to play the course on the last day
- Pickleball continues on Monday and Thursday averaging about 7 participants per session
- Currently collecting all baseball and softball equipment from volunteer coaches
- Continue to prep for fall sports
- Will be surveying coaches and staff on how their season went and seek areas to improve the programs

Now that the baseball/softball season has concluded, the focus shifts to fall sports with registrations currently underway and the deadline coming up August 6th. It was another strong season and good feedback was received from coaches on umpires, specifically Betsy Parmley and Sieana Hall. As a post season reward to umpires and concessions staff, Whitney will be taking them on a trip to a Royals game on July 23rd.

Tammy Michael-

- After school and before school program registration opens July 16, programs starts August 16th
- Kids Day Out resumes in September
- Day Camp Schedule upcoming month:

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- July 9-13 Going Bonkers
 - July 16-20 Pet World
 - July 23-27 Power Play
 - July 30- Aug 3 Schlitterbahn
- July 4th Pool Attendance was 362
- Daily averages-
 - Pool attendance average- 150
 - Lap Swim- 18 (6:00am-8:45am)
 - Water Aerobics- 7 (7:00pm-8:00pm)
- Swim Lessons are ongoing, participation totals:
 - Session I, June 4-14- 59
 - Session II, June 18-28- 79
 - Session III, July 9-19- 109
- Swim Team participation is at 44, double the participants from 2017
- League Swim meet will be held at the Baldwin pool on Saturday, July 14th. Seven teams expected, the pool will be open from 6:00am to 12:00pm for the meet
- Tourism Bureau Meeting July 5th, Chamber Luncheon July 11th

Debra McCullough-

- July Lunch Bunch will take the group to Smoked Creations in Ottawa on the 19th
- A group of 10 headed to Shatto Milk Company, in Osborn, MO on June 21st. Lunch was provided, several flavors of milk were sampled and the customer service was excellent.
- On July 2nd, two vans with 24 patrons, traveled to Jefferson Hill Vineyard in McLouth, KS for wine tastings and a shrimp boil. This is the 3rd time BCRC has sent a group to this winery.
- 20 patrons stopped by The Dance Café for an Ice Cream social on July 10
- Yoga continues at the Golf Course Clubhouse twice a week, averaging 10 participants per session

Jay King-

Current projects include:

- Catch up on mowing
- Expanding flower bed by the sports complex entrance
- Aeration of sports fields
- Spraying/Weed control
- Fall sports prep
- Machine maintenance
- Replacement of sprinkler heads
- Cleaning/organizing of the maintenance yard
- Assisted with production of July 7th fireworks show

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Matt McClure-

- Coordination of July 7th Fireworks show
- Developing budgeting strategy that will allow for more detail and more staff involvement
- Will provide a new look to the credit card presentation for the board at August meeting
- Spent full days with Jay at the sports complex and other facilities mowing, painting and planning. Spent half a day with Tammy at the Pool and at Day Camp
- Took part on the Transportation Committee with USD 348 in discussing ideas and alternatives as part of the school district eliminating bus routes
- Continue to work to create consistency in the office as it pertains to email programs, shared calendars and communication
- Agreed to partner with the EDC on a concert to be held the weekend before Maple Leaf Festival. Commission agreed to be a place to purchase tickets, find ticket takers at the show and help find food vendors.

EXECUTIVE SESSION

None needed.

ADJOURNMENT

Commission Member Hare made a motion to adjourn and Commission Member Schultz made a 2nd, motion passes 4-0. Meeting adjourned.

Next scheduled meeting is Wednesday, August 15th.