

**Record of Proceedings**  
**BALDWIN CITY RECREATION COMMISSION**  
BCRC—705 High St.—Baldwin City, KS  
August 15<sup>th</sup>, 2018  
7:00 p.m.

**CALL TO ORDER**

*There was a quorum present and the meeting was called to order 7:01 p.m. Present were:*

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

**APPROVAL OF AGENDA**

*Commission Member Barth made a motion to pass the agenda, Commission Member Stultz made a 2<sup>nd</sup>, agenda passes 5-0.*

**PRESENTATIONS**

*None*

**EXECUTIVE SESSION**

*None*

**PUBLIC COMMENTS**

*None*

**CONSENT AGENDA**

1. Approval of Minutes from July 18<sup>th</sup> BCRC Meeting.
2. Approval of Financial Statements from July 2018  
*Commission Member Hare made a motion to approve consent agenda, Commission Member Barth made a 2<sup>nd</sup>, consent agenda passed 5-0.*

**OLD BUSINESS**

- Job descriptions for all BCRC full time positions.  
*The board was satisfied with job descriptions presented to all full-time employees that will used as part of the evaluation process.*
- Assistant Director wage finalization.  
*The board approved the salary of the Assistant Director at \$45,600 effective July 1<sup>st</sup>, 2018. Commission Member Barth made a motion and Commission Member Kerr made a 2<sup>nd</sup> and the wage was approved 5-0.*
- Entertain the discussion of BCRC joining KPERS effective January 1<sup>st</sup>, 2019.  
*After discussion of pros and cons of KPERS system, the board tasked Director McClure with finding 3 different options for retirement. A final decision will be made at the September board meeting moving forward on retirement plan for BCRC.*
- Follow up on Employee Medical Leave.

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*Director McClure shared several different medical leave plans that are provided by other Recreation Commissions around the state. After discussion, McClure will bring some options to the September board meeting to revamp the Medical Leave policy that is currently in place.*

**NEW BUSINESS**

- Updating the current BCRC Website.  
*Director McClure shared updates with the Commission on updates/changes to the BCRC website. Color schemes, pictures, social media presence and weather updates that are continuously live on the web site are among many changes. The board agreed to begin posting minutes from past board meetings as well to the website.*
- Replacement of 2008 Toyota Sienna minivan.  
*Director McClure shared with the board the timing was right to replace the BCRC minivan. The van was beginning to show signs of trouble BCRC had been budgeting for this replacement. The Commission Member Hare made a motion to allow Director McClure to purchase a new minivan for BCRC not to exceed \$24,000. Commission Member Stultz 2nds, motion passed 5-0.*
- BCRC Cancer Challenge.  
*Director McClure shared with the board that on October 14<sup>th</sup>, BCRC will introduce the BCRC Cancer Challenge. This event will consist of a Cancer Walk, live music, food trucks, beer garden, Cornhole Tournament, bounce houses, face painter and a live showing of the Kansas City Chiefs-New England Patriots football game. All proceeds raised on the day will benefit 2 local Baldwin City residents currently battling cancer.*
- 2019 July 4<sup>th</sup>.  
*Director McClure shared with the board that he is in negotiations with a musical act for July 6<sup>th</sup>, 2019. Location for the event is still to be determined.*

**DISCUSSION ITEMS**

- Installation of AC in concession stand at sports complex.  
*Director McClure shared with the board interest in adding heating and air conditioning to the concession stand at the sports complex. McClure is currently gathering quotes and will have discussion with USD 348 personnel in regards to the project.*
- Removal of gravel and installation of concrete at sports complex.  
*Director McClure gauged the interest of the board on the potential of removing the existing gravel in the sports complex. Consensus of the board was to seek other potential projects that could improve the safety conditions of the facility.*
- Polar Express train.  
*The Baldwin City Chamber inquired if BCRC had interest in being open 8 consecutive Saturdays in November and December in an effort to bring business to downtown that is brought in by the Polar Express Holiday train at Midland Railway. The board felt since*

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*the Recreation Commission is not a retailer and the clientele brought in by Midland is not really looking to sign up for our programs/trips/events that BCRC offices would not be open on the Saturdays the Polar Express would run.*

**COMMISSION MEMBER & STAFF REPORTS**

**Whitney Gillman-**

- Currently forming all fall youth sports teams
- Fall Sports registration numbers:
  - Flag Football- 61
  - Volleyball- 45
  - Soccer- 136
  - Soccer Clinic- 15
- Fall sports coach's meetings will take place the week of August 13<sup>th</sup>.
- Fall sports picture nights are:
  - Football- September 4<sup>th</sup>
  - Soccer- September 5<sup>th</sup>
  - Volleyball- September 6<sup>th</sup>
- Games begin for the following fall sports:
  - Soccer- September 8<sup>th</sup>
  - Volleyball- September 11/13
  - Flag Football- September 11/13
  - Slow Pitch Softball- September 9<sup>th</sup>
- Pickleball will change to Monday/Wednesday the week of August 20<sup>th</sup>.
- Putting together the baseball/softball/t-ball report
- Currently recruiting fall sports officials

I am part of a committee that met with fellow downtown businesses and non-profits to come up with some downtown activities for The Polar Express train. They would like downtown businesses to commit to activities on 8 Saturday evenings in November/December. BCRC is currently brainstorming ideas for that.

**Tammy Michael-**

- After school and before school program begins on August 16<sup>th</sup>.
  - Before School registration: 21
  - After School registration: 40
    - USD 348 show 71 people interested in the program.
- Kids Day Out resumes in September
- Pool officially closed. Last day for public was August 5<sup>th</sup> and lap swim concluded on August 10<sup>th</sup>.
- Tourism Bureau Meeting August 2<sup>nd</sup>.

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**Debra McCullough-**

- August Lunch Bunch attended the Weiner Kitchen on Wednesday, August 8<sup>th</sup> in Overland Park.
- A small group attended July 25<sup>th</sup> Royals game versus the Detroit Tigers.
- On August 9<sup>th</sup>, 14 participants took part in the Tea Social at the Dance Café with treats, tea and mimosas.
- Mobile Mammography is scheduled to be in Baldwin City on Monday, September 10<sup>th</sup>.

Upcoming on Sunday, November 4<sup>th</sup> is a Winery/Brewery Tour with Legacy Limo. Legacy will be providing the transportation to Davenport Winery, White Tail Winery, Wakarusa Brewery and the Lawrence Beer Company. Bus will leave the BCRC Office at 11:30 a.m. and return at 5:30 p.m.

**Jay King-**

CURRENT PROJECTS include:

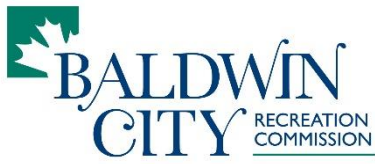
- Aeration of all athletic fields
- Continued with usual mowing
- Cleaning up area around shop/yard area
- Expanded flower bed by entrance of baseball/softball complex
- Changed nozzles on 360-degree sprinklers to gain better coverage
- All flag football and soccer fields have been laid out and painted for the 2018 season
- Fixed sprinkler leak on field 4.

UPCOMING PROJECTS Include:

- Minor fence repair on Chapel St. fields
- Another round of aeration
- Fall seeding and fertilizing
- Upkeep of mowing and field painting
- Planting of new bushes/shrubs in expanded bed at sports complex

**Matt McClure-**

- Meetings with Baldwin Chamber and Baker University regarding inclusion and coordination of events.
- Gathering quotes for potential replacement of minivan.
- Continuing to revamp BCRC website.
- Gathering quotes on gravel replacement at Sports Complex.
- Gathering quotes on the addition of AC in the concession stand at the Sports Complex.
- Coordinating BCRC Cancer Challenge event.
- Completed updated job descriptions for all full-time employees.



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- Worked with maintenance staff with layout and painting of flag football and soccer fields.
- Implemented consistent email signatures for all employees.
- WEX Fuel Saving Program up and going.

**EXECUTIVE SESSION**

**ADJOURNMENT**

*Commission Member Stultz made a motion to adjourn, Commission Member Kerr made a 2<sup>nd</sup>. Motion passed 5-0.*

Next scheduled meeting is Wednesday, September 19th at the BCRC Office.