

**Record of Proceedings**  
**BALDWIN CITY RECREATION COMMISSION**  
BCRC—705 High St.—Baldwin City, KS  
*April 21, 2021*  
*7:00 p.m.*

**CALL TO ORDER BCRC MONTHLY BOARD MEETING**

*There was a quorum present and the meeting was called to order at 7:00. Present were:*

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

**APPROVAL OF AGENDA**

*Commission President Hare proposed moving the presentations to the beginning, above the Approval of the Agenda to accommodate a more efficient meeting. Commission member Honomichl made a motion, commission member Kerr made a 2<sup>nd</sup>, motion passed 5-0*

*Commission Member Honomichl made a motion to approve the agenda, Commission Member Stultz made a second and the agenda passed 5-0.*

**PRESENTATIONS**

**1. Jessica Tyler**

*Jessica Tyler was on hand to present ideas on a proposed facility to accommodate Flatlanders Pizza, a bowling alley, arcade and additional recreation space for the community. She shared comparable locations already established and proposed location. The presentation was to help identify community partners in the venture.*

**2. Youth sports team formation survey results**

*Director McClure shared the results of the survey sent to youth sport parents and coaches in early April. The survey attempted to determine which method for selecting youth sports teams was most desirable. 142 participants took part in the survey. Per the survey, ultimately, by a small margin, most prefer the draft process.*

**PUBLIC COMMENTS**

**CONSENT AGENDA**

**1. Approval of Minutes from the March 17<sup>th</sup> BCRC Board Meeting**

*Commission Member Honomichl made a motion to approve the agenda, Commission Member Kerr made a second and the agenda passed 5-0.*

**OLD BUSINESS**

None

**NEW BUSINESS**

**1. Approval of Financial Statements from March 2021**

*Commission Member Stultz made a motion to pass the Financial Statements from March 2021, Commission Member Honomichl made a 2<sup>nd</sup>, the Consent Agenda passed 5-0.*

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## DISCUSSION ITEMS

### 1. Audit

*Director McClure shared with the board the yearly audit conducted by Agler & Gaeddert. The auditor was not available to present, so McClure shared the findings with the board. The auditor did not have any concerns and is willing to meet with the BCRC board if they deem necessary.*

## COMMISSION REPORTS

*Commissioner Kerr provided an update on the sunscreen project that will provide free sunscreen to patrons of the pool and sports complex.*

### Staff Reports-

- Spring Soccer games are underway.
  - Games began March 27<sup>th</sup> and will conclude May 8<sup>th</sup>.
  - Picture/Jersey Night was March 23<sup>rd</sup>.
- Spring Soccer Registration Numbers-
  - Kindergarten – 35
  - 1<sup>st</sup>/2<sup>nd</sup> – 61
  - 3<sup>rd</sup>/4<sup>th</sup> – 45
  - 5<sup>th</sup>/6<sup>th</sup> – 16
  - 7<sup>th</sup>/8<sup>th</sup> – 10
  - Micro Soccer – 53 (record participation for this age group)
  - Total: 220 (highest numbers since at least 2015)
- Baseball/Softball registration ended on April 9<sup>th</sup> with late registration still being accepted. Current numbers:
  - T-Ball- 63
  - Little Sluggers- 73
  - 7/8 Baseball- 34
  - 9/10 Baseball- 39
  - 11/12 Baseball- 26
  - 13/15 Baseball- 14
  - U8 Softball- 23
  - U10 Softball- 24
  - U12 Softball- 15
  - U15 Softball- 11
  - Total- 322
  - Team formation will occur the next 2 weeks with practices set to begin the 2nd week of May.
- Banners at sports complex- 24 new banners sold in 2021 totaling \$6,225. These banners from local businesses are hung on the outfield fences at the sports complex.

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- Team Sponsorships – 22 baseball/softball teams are currently sponsored.
- E-sports Leagues has continually not gained participation for the past 3 leagues, I am not anticipating renewing this agreement for the time being which expires this summer.
- The Adult Cornhole League drew 28 teams this spring, 4 over the advertised maximum. It will be played on Monday nights, that began on April 12<sup>th</sup> for 5 consecutive weeks at Sullivan Square.
- BCRC applied for a donation from Cabela's/Bass Pro Shops. They have agreed to send us \$400 in gift cards to purchase fishing equipment, which we have received. BCRC will check out fishing equipment for people to use over the warm weather months.
- Jr. & Snag Golf for June/July is in the planning stages. More details to come as dates/times/staffing is finalized.
- BCRC will begin marketing the new outdoor pickleball courts soon. Promotion will include Monday/Thursday night pickleball at Baldwin High School Tennis Courts at 6:30pm. It will be a free program.
- Whitney completed the NAYS (National Association of Youth Sports) Academy Webinar on March 31<sup>st</sup>. She now has 60 days to take and pass the test to become a Certified Youth Sports Administrator.
- We are currently hiring for spring/summer supervisors and concession workers – several more employees will be needed for our tournament season.
- After School Program/Before School Care:
  - Before School has currently 18 participants.
  - 22 students are participating in the After School Program.
- Senior Programming
  - March 17<sup>th</sup>- Shamrock Shake- 22 participants.
  - March 24<sup>th</sup>- Lunch Bunch at Flatlanders- 8 participants.
  - April 12<sup>th</sup>- Coffee Talk- 12 participants
  - April 19<sup>th</sup>- Tulip Time in Topeka and lunch at Cracker Barrel
  - April 21<sup>st</sup>- Lunch Bunch at El Patron
- Fitness / Yoga classes-
  - Tuesday and Thursday evenings at 6:00 p.m.- 8-week session. Monday/Wednesday/Friday mornings at 8:30 a.m. Monthly program. 7 participants.
  - Yoga- Tuesday 11:30 a.m.- 8-week session. 7 participants.
- In conjunction with fitness classes, a fitness/wellness group on Facebook has been started. Currently there are 33 in the group with approximately 15 actively engaging.
- Pool 2021-
  - 9 applications have been received for lifeguard thus far.
  - Lifeguard training will be held June 1<sup>st</sup>-5<sup>th</sup>.
  - WSI training will be held June 7<sup>th</sup>-10<sup>th</sup>.
  - The 2021 open date for the pool is June 7<sup>th</sup>.

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- Punch cards go on sale May 3<sup>rd</sup>.
- Registration for swim lessons begins June 1.
- Swim Layout for 2021- Registration taken for ALL sessions:
  - 3 Open Swim sessions
    - 12:00 p.m.-1:30 p.m.
    - 2:00 p.m. to 3:30 p.m.
    - 4:00 p.m. to 5:30 p.m.
  - Lap Swim (Mon-Fri)
    - 7:00 a.m. to 7:45 a.m.
    - 8:00 a.m. to 8:45 a.m.
  - Deep Water Swim (Mon/Wed/Fri)
    - 7:00 a.m. to 7:45 a.m.
    - 8:00 a.m. to 8:45 a.m.
  - Water Aerobics (Tu/Th)
    - 7:00 a.m. to 7:45 a.m.
  - Private Pool Parties (7 days a week)
    - 7:00 p.m. to 9:00 p.m.
- Swim Lessons- Registration begins June 1
  - Session I- June 21-July 1 (9:00 a.m. and 10:00 a.m.)
  - Session II- July 12-22 (9:00 a.m. and 10:00 a.m. and 6:00 p.m.)
  - Session III- July 26-August 5 (9:00 a.m. and 10:00 a.m.)
- Day Camp
  - Garrett Owings will be Day Camp Director in 2021.
  - Camp staff is currently hired for the summer.
  - Dates for Day Camp 2021- June 1<sup>st</sup>-August 6<sup>th</sup>.
- Payroll, KPERS, Paying Taxes
- Revenues and Expenditures caught up on QuickBooks.
- Social Media
  - In the last 28 days on our Facebook page, we have had added 19 new faces, had 2,865 page engagements, and have reached over 7,000 people
  - In the last 28 days on our Instagram page, we have added 14 new followers, have had 4,603 impressions, and are up 45% in engagement.
- Bulk Emails
  - Sending out emails every Monday with important information.
  - Weekly emails should increase program enrollment by 42%
- Cornhole League
  - Boosted for 3 days, \$17 total.
  - We went from 9→28 teams in 3 days.
  - The GREAT NEWS: MORE PEOPLE WANTED TO SIGN UP after the registration ended.

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- Community Wellness Month
  - Created the event on Facebook.
  - Created media for each company to promote their business or organization for the Baldwin City Community Wellness Festival.
- Independence Day
  - Created Event Page on Facebook.
  - Created a video promoting Adam Doleac. The video on Facebook reached 1,800 people, 16 Shares, 527 engagements.
  - Will boost closer to July 4<sup>th</sup> for more promotion.
- Forms
  - Created all new digital forms for BGA, Sullivan Square, Coaching Application, and Seasonal Employment
  - ALL forms can be filled out online and submitted electronically.
  - Created BCRC team placement survey, 135 responses.
- Rentals
  - Sullivan Square is getting rented out frequently for events around Baldwin City to the following groups but not limited to:
    - Baker University Plays
    - Church Services
    - Warm up in Sullivan Square
    - Springtime Stories in the Square with the Baldwin City Library
- Summer
  - Adding pool and program information in RecDesk
  - Creating marketing materials for Pool
  - Pool Pass night May 12<sup>th</sup> 5-7 p.m. at BCRC office.
- Mowing
- Field prep of spring sports- painting, reseeding, pre-emergent.
- Weed maintenance.
- Replacement of electrical outlets at soccer complex and fuses in light poles.
- Cleaning/organizing of shop area.
- Prepping vans for senior trips.

**Director Report-**

- Organizing new event for October. Maple Leaf Beer, Wine and Spirit Fest. This event will piggyback the Maple Leaf Gravel Grind on October 23<sup>rd</sup>. Have acquired some sponsorships for event already and have been working through logistics with local wineries and Kansas ABC to ensure smooth event.
- Spearheading group to hire the new Chamber Director. Coordinated advertising of position, revamped interview questions, coordinated panel and conducted interviews the week of April 12<sup>th</sup>.
- Attended KRPA in person conference on April 14<sup>th</sup> in Emporia.

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- Coordinating awards and additional sponsors for 2021 Smoke on the Bricks. Team count at 15 currently.
- Coordinated audit with Agler & Gaeddert.
- Currently seeking health insurance quotes for cycle to begin August 1.
- Added Meridian Title Company as a \$5,000 sponsor for the July 4<sup>th</sup> show. Mid-America Bank is the other title sponsor of July 4<sup>th</sup> Show at \$5,000.
- Working with a group in the community called Warm Up Baldwin City as part of an initiative to get people back out safely.
- Summer Concert and Movie Series:
  - June 12- Ghostbusters and [Stave Bankey and the Flatlanders](#)
  - July 10- The Sandlot and [Flanigan's Right Hook](#)
  - September 11- Remember the Titans and [Vinyl Revival](#)
- Continually keeping a gauge on current trends in the industry as it pertains to COVID-19 and the impact on the recreation industry. This is accomplished through meetings, phone conversations and online research.
- Part of a task force in Douglas County to coordinate gating criteria for parks and recreation agencies, similar to school district gating criteria.
- Continue to meet monthly as the Secretary of the Board for the Baldwin City Chamber of Commerce. The Chamber is currently seeking a new Director.

**OTHER**

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

*Commission Member Dick made a motion to adjourn the meeting, Commission Member Stultz made a 2<sup>nd</sup>, meeting adjourned at 8:31 p.m. Motion passed 5-0.*

Next meeting currently scheduled for Wednesday, May 19<sup>th</sup>, 2021 at 7:00 p.m. at the BCRC Office.