

**EMPORIA RECREATION COMMISSION  
BOARD MEETING MINUTES  
REGULAR BOARD MEETING  
October 21<sup>st</sup>, 2019**

Chairperson Mike Helbert called the Regular Board Meeting to order.

**OTHER MEMBERS PRESENT:** Dave Harding, Melissa Ogleby, Ryan Karjala, Danny Giefer and non-voting member Rob Scheib.

**GUESTS PRESENT:** Jennifer Kraus (Assistant Director Of Business), Amanda Gutierrez (Assistant Director Of Operations), Amy Moody (Accountant), Rick Cunningham (Sports Supervisor), Barb Rourk (Wellness Supervisor), Taylor Thompson (Assistant Aquatics Supervisor), Tegan Trahoone (KVOE), Tracey Kaiser (KVOE) and Stephanie Dreasher (Clerk of the Board).

Danny Giefer moved to approve the Consent Agenda and Dave Harding seconded the motion. Motion passed 5-0.

**Leadership Team Updates**

Rick Cunningham (Sports Supervisor) is finishing up fall leagues, one tackle football game is left to play on Wednesday night and one night of adult softball. Fall soccer had strong numbers, more than last year's Fall league. Flag football had a great year, Rick is looking into moving the location of the practices and games next year to Whittier Park. Whittier Park has lights, restrooms and lots of parking.

Barb Rourk (Wellness Supervisor) reported that she just got back from her 2<sup>nd</sup> Coach Bus Trip to South Carolina. The 1<sup>st</sup> trip had 36 passengers and the 2<sup>nd</sup> trip had 46, everyone had a good time. Barb's retirement is set for October 31<sup>st</sup>.

Amanda Gutierrez (Assistant Director Of Operations) spoke with Johnson Controls and the air condenser unit for the gymnasium is being shipped by the end of October to a local shipping yard. Installation will begin the first week in November.

The outdoor maintenance staff and assistant directors met with a local contractor requesting a proposal for a 40 X 80 compound building. The Director will bring the proposal to the December regular board meeting.

The Director and two Assistant Directors attended the NRPA Conference in Baltimore, lots of sessions to attend with great information to bring back and share with staff.

Jennifer Kraus (Assistant Director Of Business) held the Fall Planning Retreat on October 8<sup>th</sup> and discussed programming, customers, processes, concessions and employees. Lots of good discussions and ideas for the next year.

**Director's Items**

LED lighting has been installed in the gymnasium, natatorium and one racquetball court. This has been on the to-do list for quite some time. All the rooms are much brighter and the lights do not need time to warm up.

As part of the Gould Evans Concept Design Agreement, GreenPlay Consultants submitted the Operations and Maintenance budget report for the expansion of a new recreation center. This report is very basic showing the revenues and expenses of the new recreation center space.

The Jones Aquatic Center final report was turned into the City, attendance was down overall. The rain first half of summer and new splash pad did affect numbers for the pool.

Taylor Thompson was introduced as the new Assistant Aquatics Supervisor. He is currently working part time and is a Grad student at ESU. He will start full time in January with the recreation center.

The Director presented the revisions for Section B – Fiscal Policies to be reviewed and any changes brought to the next regular board meeting. The Board did discuss that they would like the spending authority for purchase order approval by the Assistant Directors to not exceed \$1,000.00, anything over must be approved by the Director.

### **Old Business**

The Director presented Section C, Article 8.2.4 – Employee Benefit Policies, Excess Paid Sick Leave to the board. There was research done with the Newton and Derby Recreation Center's and the City of Emporia and their current polices. The policy will allow employees with over 480 sick leave hours to convert up to 150 of them to be paid at the rate per day at one-half of the staff member's current pay. Section C, Article 8.2.6 – Employee Benefit Policies, Separation or Retirement was also presented stating employees leaving in good standing will be paid on any hours over 480 of accumulated sick leave. The rate per day will be one-half of the respective staff member's pay at the time of separation.

Dave Harding made a motion to approve the Section C, Article 8 – Employee Benefit Policies and Danny Giefer seconded the motion. Motion passed 5-0.

Next Regular Board Meeting is Monday, November 18<sup>th</sup>, 2019 at 5:30 pm.

Danny Giefer moved to adjourn the meeting and Melissa Ogleby seconded the motion. Motion passed 5-0.

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Prepared by Stephanie Dreasher, Clerk

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Approved by Danny Giefer, Secretary