

WINFIELD RECREATION COMMISSION
MINUTES OF JULY 10, 2017

Chair Scott Gill called to order the 2017-18 budget hearing at 1:08pm. With no one present to contest the budget, Robyn Tapia moved and Dena Youle seconded the motion to certify the budget and adjourned to the regularly scheduled meeting.

The July meeting of the Winfield Recreation Commission was called to order at 1:09pm by Chair Scott Gill. Members present were Joe Wood, Dena Youle, Jeff Long and Robyn Tapia.

There was no one present for public comments.

The minutes of the June 12, 2017 meeting were reviewed. Dena Youle moved and Robyn Tapia seconded the motion to approve the minutes as written.

After reviewing June bills, Robyn Tapia moved and Dena Youle seconded the approval of the payment of bills in the amount of \$30,660.56.

The financial report was given by Superintendent Troy Moree as he indicated the expenditures for the month of June totaled \$74,777.81 and year-to-date expenditures of \$775,201.98 which represents 92% of the general fund expended. Expenses in the Employee Benefit Fund totaled \$7,132.00 and year-to-date expenditures of \$71,192.84 which represents 83% of the fund expended. Revenue received for the month of June included generated revenue through fees and charges of \$41,627.29 and tax revenue of \$165,434.17 for a total of \$207,061.46. Year-to-date totals include tax revenue of \$487,398.18 and generated revenue of \$280,176.06 for a total of \$767,574.24. Year-to-date revenue in the Employee Benefit Fund totaled \$84,701.67. Cash balance in the general fund was \$660,211.01, cash balance in the Employee Benefit Fund was \$77,994.62 and cash balance in the petty cash fund was \$150.00 for a total cash balance of \$738,355.63. Cash balance in the checking account was \$186,366.03 and cash balance in the money market account was \$5554,701.80. Cash balance in the Special Activities Account was \$7,716.98 and cash balance in the Joe Thornton Memorial Fund was \$1,071.55.

The June participation report was given with the Fitness Center membership standing at 1,235, activity participation at 15,885, pool activities at 3,344 and senior activities at 119 for a total of 19,348.

DISCUSSION ITEMS:

Moree gave the Superintendent's report.

GAAP Waiver Resolution

Moree presented a resolution for a waiver from Generally Accepted Accounting Principles for the 2017-18 budget year. Robyn Tapia moved and Jeff Long seconded to the motion to approve the resolution as presented.

2017-18 Official Designations

The board then made the following official designations for the 2017-18 fiscal year. Robyn Tapia moved and Jeff Long seconded the motion to approve The Union State Bank of Winfield as the official depository institution for all WRC funds; approve Doris Beeney as the Ex Officio Treasurer of the commission; approve a petty cash fund of \$150; approve the Cowley Courier Traveler as the official paper of publication for the commission; approve a checking account used for Special Activities; approve Edward B. Stephenson & Co. to do the 2017-18 audit; approve staff to pay bills early to avoid penalties or late charges; approve regular commission meetings to be held on the second Monday of each month at 1:00pm, at the Joe Thornton Recreation Center, 624 College; approve Assistant Superintendent, Candi Fox, as the KPERS agent for the 2017-18 fiscal year and approve Assistant Superintendent, Candi Fox, as the designation Blue Cross Blue Shield administrator for the 2017-18 fiscal year.

Policy Manual – Job Descriptions

Moree presented updated job descriptions for all full-time staff which included salary ranges. Moree also gave the commission a salary survey that was done through the Kansas Park and Recreation Association. After much discussion, Jeff Long moved and Joe Wood seconded the motion to approve the job descriptions with salary ranges as presented.

NRPA Conference and Athletic Business Conference Trip Estimates

Moree presented cost estimates for himself and Candi Fox to attend the National Park & Recreation Conference September 25-28 in New Orleans. He also presented cost estimates for Ricci Tucker to attend the Athletic Business Conference November 8-11 in Orlando. Total cost are estimated at \$6,580. Dena Youle moved and Robyn Tapia seconded the motion to approve for Moree, Fox and Tucker to attend national conferences.

Casino Trip & Tulsa Trip Profit/Loss reports

Moree presented profit/loss reports from the Downstream Casino Trip which showed a net profit of \$729 and the Tulsa Trip which showed a net profit of \$489.

Candi Fox gave the Assistant Superintendent's report.

Summer Enrollment Totals

Fox presented enrollment figures for 2017 Summer Activities as of July 5th. Registration was 2,300 and is still being accepted for the 4th session of swimming, a few camps and a few field trips.

Youth Scholarship Report

Fox presented a summary of 2016-17 scholarships. Fox informed the commission that \$5,682.50 worth of WRC scholarships and \$924 worth of KanCare scholarships for a total of \$6,606.50 given this past year out of the Joe Thornton Memorial Fund.

Summer Staff Appreciation Lunch

Fox announced that the Summer Staff Appreciation Lunch will be held on Thursday, July 27 from 11:30am-1:30pm. Sub sandwiches, chips, water and ice cream cupcakes will be served.

Keepin the Pace Challenge Update

Fox presented update on the Keepin the Pace Challenge. 6 individuals have completed the challenge of 12,000 cardio minutes which ends on July 31.

Hotdog Night at the Ballpark

Fox presented the profit/loss report from the Hotdog Night at the Ballpark which showed a net loss of \$192.16.

Ricci Tucker gave the Sports and Special Services Director's report.

Co-Rec Softball

Registration for Co-Rec Softball is being accepted. Entry fee is \$126 per team. The deadline to register is Friday, July 21 with late registration being accepted July 24 - 26. Games are scheduled to begin August 8th.

Tucker announced that the WRC will be hosting a Co-Rec Softball Tournament on Saturday, August 5. Entry fee is \$100 per team and the deadline to register is Wednesday, August 2.

Senior Adult Newsletter

Tucker presented the Active Adults newsletter for July and August which contained information on pitch parties, Mystery lunches, calendar of events for the Senior Center and a trip to the Grand Casino.

OTHER BUSINESS:

Moree announced that the WRC will be hosting a 4-person scramble golf tournament on Saturday, September 23. All proceeds will go to the Joe Thornton Youth Scholarship Fund. Moree encouraged commissioners to participate and help promote the event.

COMMISSIONER'S TIME:

The meeting was adjourned at 2:00pm by Chair Scott Gill.