

# INDEPENDENCE USD #446 RECREATION COMMISSION

*Monthly Meeting March 20, 2019*

*Ash Youth Center*

*1501 N. 10<sup>th</sup>*

## **MEMBERS PRESENT:**

Christy Mavers  
Ron Goins  
Danny Johnston

## **OTHERS PRESENT:**

Brent Julian  
Lori Bromley  
Nick McBride  
Jim Butts  
Galen Palmer

Christy Mavers opened the commission meeting at 11:33 a.m.

## **ROUTINE**

### **Agenda**

The agenda was amended adding F. Burnisher quote and G. TLC agreement under III. Business/Finance, both are action items. Ron Goins moved to approve the agenda as amended. Danny Johnston seconded. Motion carried 3-0.

### **Minutes**

Ron Goins moved to approve the board minutes from the February 20, 2019 board meeting. Danny Johnston seconded. Motion carried 3-0.

### **Bills**

Danny Johnston moved to approve the March 2019 bills in the amount of \$8,315.08. Ron Goins seconded. Motion carried 3-0.

### **Treasurer's Report**

Galen Palmer presented the treasurer's monthly report and the following bank balances as of February 28, 2019; First Oak Bank – Checking: \$137,036.38; First Oak Bank – Petty Cash: \$500.00; and Equity Bank – Savings: \$249,825.09. Ron Goins moved to approve the treasurer's report as presented. Danny Johnston seconded. Motion carried 3-0.

## **PROGRAM/OPERATIONS**

### **Maintenance Report**

Jim Butts answered any questions the board had on the maintenance report. Christy Mavers asked Jim about filling in the holes on Bi-centennial field. The board discussed moving the soccer equipment with

Jim and how that process is going. Jim stated it is going well, he still needs to get the concession stand and they may leave the scoreboard since it really belongs to the high school. The commission wants the fields leveled out on the Sports Complex on Park St, especially Clark James field. Brent stated that they are on it, ADA had slowed the process, but it looks like that is going to move slowly so we are moving forward now with our maintenance. Brent informed the board that the high school will get their own fields ready on Tenth St and that TLC has begun their maintenance as well.

### **Programs Report**

Nick McBride answered any questions the board had on the programs report. A discussion was held on spring soccer participation numbers as well as the amount of volunteer coaches. Christy asked about possibly putting up temporary signs indicating each soccer field since they will be playing on Park St for the first time. Nick stated he plans to put the appropriate field on each participant's schedule as well as put a map on the IRC website.

### **Director's Report**

Director, Brent Julian, reviewed and answered any questions the board had on the director/aquatics report. Christy Mavers asked about asst managers at Riverside Beach this summer and Brent stated that Cain Carpenter will be back this year and hopefully Haley Marchant as well.

## **BUSINESS/FINANCE**

### **Audit**

Brent presented and discussed the 2018 audit with the commission. Brent stated this year they were big on policies such as an ethics policy, a written cash procedures policy signed by employees as well as a formal risk assessment. Brent explained the management letter to the board members stating they always get us on internal controls due to the lack of office size and segregation of duties, explaining that we always use different staff for opening mail, doing bank deposits, and writing receipts, followed up by our treasurer, Galen Palmer's, report and monthly examination of records, Brent stated that if the board has recommendations in ways to increase the segregation in the office he is always open to it. Brent stated that the auditor's also requested increasing the surety bond, which covers possible theft, explaining we are now covered up to \$10,000, they prefer a \$25,000 policy, however Brent stated he feels that probably is not necessary and also costs will increase if the policy increases. Brent informed the board that we will implement all three policies as recommended by the auditors, as well as including the total dollar amount of bills in the board minutes and attaching the invoices to each individual check for board members review while signing. Brent stated we will have a formal risk assessment annually during a board meeting and he would like the board members to review the ethics policy he has written and it will be further discussed at the April board meeting and put into the policy handbook. Brent asked the commission if they would like to invite Yerkes & Michels, CPA to present the audit at the next meeting, but the board did not feel that was necessary at this time.

### **Formal Risk Assessment**

Brent explained a formal risk assessment to the commission and stated he would like to begin the process at the next meeting and making it an annual assessment each April thereafter. Brent stated he would first and foremost like to focus on Riverside Beach this year and ways to control the financial risks at the facility, such security cameras, manager meetings etc... Christy Mavers stated that she has

experience doing risk assessments at the bank and would be glad to help Brent organize the first one. The board decided to table further discussion until the April meeting.

### **ADA Update of Park St**

Brent reported the updates on the ADA compliance procedures going on at the Park St complex and informed the board about the city commission meeting he attended a few days ago where he talked about IRC's plans going forward on Park St . Brent stated that the city may begin some temporary ADA requirements on Park St but it sounded like nothing major is expected to happen this year and there were no new motions. Brent stated that city officials did not commit to letting IRC use the acreage between the skate park and the ball fields for a new soccer complex, but he is hopeful they will in the near future. Brent stated that IRC plans to continue with the plan to commit to the Sports Complex facility by moving our soccer fields down there beginning in April and begin maintaining the fields and facility as planned.

### **Ash Center Updates**

Brent informed the commission members that new door sweeps were installed on the Ash Center doors as well as ordering new tile from Woods Lumber for around the gym floor area.

### **RBFAC Updates**

Brent stated that the city approved the new restroom floors for Riverside Beach, some of the showers are being worked on as well and the chlorine pump room is being renovated. Brent informed the board that opening day is Saturday, May 25<sup>th</sup>.

### **Burnisher**

Brent presented a quote from Hugo's Industrial Supply for a used floor burnisher in the amount of \$2300, this includes a \$200 trade in for the old one Paula is currently using. Brent stated the used burnisher only has about 580 hours on it and is in very good working order. Jim and Paula both went to Hugo's and used the machine, and since Paula's old one is not getting the job done anymore, Brent recommends the board approve this one. Ron Goins moved to approve the bid from Hugo's for the used floor burnisher in the amount of \$2,300.00. Danny Johnston seconded. Motion carried 3-0.

### **TLC Agreement**

Brent discussed the previous bid from TLC to do the Arco Sports Complex on Tenth Street and asked if the board had made a decision. Brent reminded the board that it is \$8,000 per year for them to maintain the complex which would include all grounds keeping outside the actual fields; Jim would still be responsible for the dirt work on the fields. Ron Goins suggested using TLC for a year to see how it goes, and then review it again next year. Danny Johnston moved to approve the bid from TLC in the amount of \$8,000 for the first year and review it again next year. Ron Goins seconded. Motion carried 3-0.

### **Executive Session**

There was no executive session

### **Items from the Commission**

Christy Mavers \*Would like the Ash Center building to be power washed again this year. Also would like Brent and Nick to give some thought on ways to improve our sponsorship program for youth sports, by possibly offering different packages etc...

Danny Johnston \*Reminded Nick to get the Soccer Complex sign down on Peter Pan Road.

Ron Goins \*Asked about the new trailer from Romans Outdoor Power and if Jim is happy with it. Brent stated that it took time for him to get use to a trailer with no sides, but it's going good now and Jim seems satisfied with it.

### **Agreement for Action on Items from the Commission**

No agreement for action on items.

### **Adjournment**

The meeting adjourned at 12:46 p.m.

Danny Johnston filled in as acting secretary in Tony Turner's absence.

Respectfully Submitted,

Danny Johnston  
Acting Secretary