



Garden City Parks and Recreation Advisory Board

Minutes
August 23, 2021

I. Call Meeting to Order

Chair, Marilyn Porter called the meeting to order at 5:17 p.m. on August 23, 2021, with members Erich Schaefer and Brian Wilson present. Keith Rathbun was not in attendance. Parks and Recreation Director, Aaron Stewart, Superintendent, Jared Rutti and Finance Coordinator, Jessica Wikoff were also in attendance.

II. Approval of Agenda

Brian Wilson moved to approve the agenda as presented. Erich Schaefer seconded the motion; motion carried.

III. Public Comment

No members of the public were present for comment.

IV. Consent Agenda

The following shall stand approved/accepted as presented unless action is taken to remove an item from the consent agenda:

- Minutes of the Advisory Board Meeting held on July 26, 2021
- Staff/Participation Reports for July 2021

There being no comments or questions, the consent agenda stands as approved.

V. Superintendent's Report

Superintendent, Jared Rutti highlighted each of the departments and their accomplishments for the month of July. He noted that the athletic department hosted a sub-state swim meet and oversaw the Blue Tide swim team this summer. He also mentioned that the basketball and volleyball camps had great participation as well. At present, the numbers for football and volleyball are showing increases over 2020.

In addition, the fitness department is showing an increase of 19% over the prior year and personal training is up 33% over 2020.

VI. Financial Reports for July 2021

Jessica Wikoff presented the financial report through July 2021. She is currently working with a member of the finance department to make the necessary journal entries for any transactions that occurred after the merger in an effort to correct the present reports. The proposed journal entries for posted transactions prior to the merger have been sent to Melinda Hitz for review. The Garden City Recreation Commission checking account remains open as Commerce Bank is reviewing the August analysis fee for accuracy. Once they have determined the fee, the account is scheduled to be closed and the funds will be moved over the Fund 073-Recreation Reserve.

VII. Superintendent Report

Aaron Stewart updated the board on the status of the GCPR Master Plan. Both he and the City Manager have reviewed the proposal and have conducted a preliminary selection of the services they felt would be pertinent to the project. The committee will reconvene to review the selections. After which, the request will be taken to the City Commission to determine if they would grant their approval to enter into an agreement.

Aaron also updated the board with the status of the Southeast Park Improvement project. Per the May meeting, Aaron collected seven RFQ's for the final designs of the building and surrounding landscaping. Virtual meetings have been set for each architectural firm to present their proposal and grant the committee the opportunity to review the designs and ask any questions.

Aaron informed the board that Garden Rapids at the Big Pool would be closing on September 11, 2021 after the Pooch Plunge. Until that time the facility would operate on weekends only.

In regard to the Park Superintendent search, phone interviews will be conducted at the end of the week. If a candidate is selected from that round, they will be asked to attend an in person interview.

The following locations/projects have been identified as items to complete within the next 18 months:

- Ben Grimsley Lighting
- Scout Park Skatepark
- Lightner Turf Replacement
- Fitness Equipment Lease Program
- Civic Plus Website Upgrade
- My Rec Software Migration

VIII. New Business

Erich Schaefer nominated Keith Rathbun to serve on the CIP committee. Brian Wilson seconded the motion; motion carried.

IX. Unfinished Business

No unfinished business was presented for discussion at this time.

X. Garden City Parks and Recreation Advisory Board Questions and Comments

No questions or comments were offered at this time.

XI. Adjournment

The next regular meeting will be held on Monday, September 27, 2021 at 5:15 p.m. at The Garden City Parks and Recreation building in Classroom 1. There being no further business, Erich Schaefer moved to adjourn the meeting at 6:24 p.m. Brian Wilson seconded the motion; motion carried.

Jessica Wikoff
Finance Coordinator

Approved: _____

