



## Garden City Recreation Commission

### Minutes January 27, 2020

#### I. Call Meeting to Order

Chairman, Keith Rathbun called the meeting to order at 5:16 p.m. on January 27, 2020 with members Marilyn Porter, Nick Salazar and Erich Schaefer present. Superintendent, Aaron Stewart and Finance Director, Jessica Wikoff were also in attendance. Matt Bayer and Brian Wilson also were also present.

#### II. Approval of Agenda

Marilyn Porter 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. Board Member Applicants Q&A

The board members made their introductions and asked Brian Wilson and Matt Bayer for a brief bio. Both candidates were asked questions and given the opportunity to ask questions of the board and staff present. Aaron Stewart reviewed the process of electing board members. He explained that four members are appointed by the City of Commission and one member is selected by the board as the Community At Large Member. Currently, the board is seeking to fill two vacancies left by Deb Oyler who is now a City Commissioner and Nick Salazar who will be relocating to Albuquerque, NM.

#### V. 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 Regular Board Meeting held on December 18, 2019
- Staff/Participation Reports for December 2019

Erich Schaefer moved to approve the consent agenda as presented. Marilyn Porter seconded the motion; motion carried.

#### VI. Financial Reports for December 2019

Jessica Wikoff presented the December 2019 financial report. The balance sheet and income statement were discussed in detail. Revenues show an increase of 2.6% over 2018 while expenses show an increase of 7.8% over 2018. The line items reflecting an increase over the previous year's actuals were discussed. Erich Schaefer moved to approve the financial report as presented. Nick Salazar seconded the motion; motion carried.

Aaron Stewart followed by presenting the fourth quarter summary and annual report. Aaron expressed his appreciation toward staff for being diligent in their spending which ultimately decreased the expenditures for the year. It was noted that because of the organization's fiscal responsibility, GCRC ended the fiscal year with a net income without having to borrow from reserves (as originally budgeted) to complete the O'Brate Gymnastics Center project.

#### VII. Superintendent Report

Aaron Stewart received the Temporary Occupancy Permit which means the project is 95% complete and allows GCRC to begin moving equipment in. A private reception will be held on Friday, February 28<sup>th</sup> with a Grand Opening to be held on Saturday, February 29<sup>th</sup>. All members were invited to tour the facility after the meeting.

Aaron also informed the board of the new office updates occurring at the main office. The main office hallway was painted in addition to two offices. The two offices were also outfitted with new furniture. In addition, a conference room was also created directly behind the reception desk. Members were invited to walk through to see the improvements.

**VIII. Unfinished Business**

Jessica Wikoff gave a brief status report on the updated financial policy.

**IX. New Business**

Marilyn Porter moved to recommend Matt Bayer and Brian Wilson to the City Commission for board approval. Erich Schaefer seconded the motion; motion carried.

Nick Salazar moved to re-appoint Marilyn Porter to fill the Community At Large seat on the Recreation Commission Board. Erich Schaefer seconded the motion; motion carried.

In January of 2019, GCRC opened three certificates of deposit at various financial institutions in Garden City. A CD will be maturing on January 31, 2020. Staff has requested permission to withdraw the funds and place them in a financial institution with a higher interest rate. Nick Salazar moved to cash in the CD at First National Bank and place it into another cd at a financial institution offering a higher interest rate. Erich Schaefer seconded the motion; motion carried.

**Executive Session**

At 6:42 p.m., Erich Schaefer moved to enter into executive session for a period of 15 minutes to discuss a personnel matter. Marilyn Porter seconded the motion; motion carried.

The regular board meeting resumed at 6:52 p.m.

**X. Garden City Recreation Commission Questions and Comments**

No questions or comments were offered at this time.

**XI. Adjournment**

The next regular board meeting is scheduled for Monday, February 24, 2020, beginning at 5:15 pm. The meeting will take place at The Garden City Recreation Commission in Classroom 1. The meeting was suspended to allow for members to reconvene at the gymnastics center for a brief tour. There being no further business, Erich Schaefer moved to adjourn the meeting at 7:42 p.m. Keith Rathbun seconded the motion; motion carried.

Jessica Wikoff  
Finance Director

Approved:  \_\_\_\_\_

