



Garden City Recreation Commission

Minutes July 27, 2020

I. Call Meeting to Order

Chairman, Keith Rathbun called the meeting to order at 5:18 p.m. on July 27, 2020, with members Erich Schaefer and Brian Wilson present. Matt Bayer and Marilyn Porter were absent. Superintendent, Aaron Stewart and Finance Director, Jessica Wikoff were also in attendance.

II. Approval of Agenda

Erich Schaefer moved to approve the agenda as presented. Brian Wilson 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 Regular Board Meeting held on June 22, 2020
- Minutes of the Budget Hearing Session held on July 13, 2020
- Staff/Participation Reports for June 2020

Erich Schaefer suggested that members of each department be present for the board meetings to share information about their department and upcoming events. Aaron will work on a rotation schedule to allow for department heads to present at future meetings. There being no further comments or questions, the consent agenda stands as approved.

V. Financial Reports for June 2020

Jessica Wikoff presented the June 2020 financial report. The balance sheet and income statement were discussed in detail. Both revenues and expenses show a decrease of 13.3% and 1.0% respectively over 2019. Erich Schaefer moved to accept the financial report as presented. Brian Wilson seconded the motion; motion carried.

VI. Superintendent Report

Aaron Stewart presented the COVID-19 Mask Order. The order outlined the expectations of staff and participants as they partake in GCRC events and programs while in Phase 3 of the reopening plan.

A revised 2020 budget was presented with updated revenues and expenditures. Each department's revenue and expense goals were discussed as they pertain to the revised budget figures. Questions were asked discussion followed.

Fall programs are scheduled to take place as originally planned. However, logistically, the looming question is if the school district will allow GCRC to utilize their facilities for athletic activities. If the school sites are not available, GCRC will consider holding games in the GCRC gymnasium throughout the week to compensate for the lack of space on the weekends. Outside fall programs will continue to run as scheduled such as flag football and soccer.

Aaron shared a maintenance staff update. It is his intent to fill two to three vacancies. Interviews were conducted last week with the remaining few scheduled for this week. One offer has been made and

accepted. Of the candidates interviewed one individual exhibits the skillset and experience to move into the foreman position. Over the next 90 days he will be closely monitored and promoted accordingly. In addition, GCRC partnered with a temp agency to find some seasonal assistance for the next few months to allow the maintenance department to catch up on projects.

VII. Unfinished Business

No unfinished business was available for discussion.

VIII. New Business

Aaron presented a draft of the succession plan the board tasked him with at the annual meeting. The board was asked to review the document and provide feedback or suggestions.

IX. Executive Session

No Executive Session was required this evening.

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 August 24, 2020 beginning at 5:15 p.m. The meeting will take place at The Garden City Recreation Commission in Classroom 1. There being no further business, Brian Wilson moved to adjourn the meeting at 6:36 p.m. Erich Schaefer seconded the motion; motion carried.

Jessica Wikoff
Finance Director

Approved: _____

A handwritten signature in black ink, appearing to be 'RWR', located in the bottom right corner of the page.