

# Louisburg Recreation Commission

*The LRC is committed to serving our community by developing and maintaining programs for all ages and abilities.*

## Meeting Minutes- March 19, 2024, 6pm at Louisburg Rec Office

### Attendees

**Board Members:** Shannen Patterson, Bradey Ewy, Heidi Maggio, Kelley Waddell, Eric Wiehe **Staff:** Tyler Olson  
City: Tiffany Ellison, Nathan Law

### Agenda

#### 1. Call to Order

- The meeting was called to order at 6:00pm.

#### 2. Consent Agenda (Agenda, prior meeting minutes, and financial report)

- A motion was made by Bradey Ewy to approve the minutes from the previous meeting, consent agenda. It was appropriately seconded. Motion passed 5-0.
- Kelley Waddell and Tyler Olson addressed corrections and questions regarding the financial report, including a board discussion of fee payment structures.
- Bradey Ewy motioned to approve the financial report. Appropriately seconded. Motion passed 5-0.

### Public Comments

- Tiffany Ellison addressed Eric Weihe's question re: fee structure of facility rental. Fields are used largely by LRC, there is no specific tax collected for Lewis Young facilities, thus the maintenance fees fall on the consumer through the rental fees. Feedback from the city council addressed concern over LRC expenditures, and since USD416 charges fees, then the city should also charge fees. The revenue from LRC usage does not cover the maintenance costs, but it helps recover costs. Volunteerism is a proposed solution to help ease the burden of costs (running the scoreboards, maintenance, concessions, etc.). The Park and Tree Board also supports LRC paying usage fees.

### Recognition of Scheduled Visitors

- None

### Board Reports

- Kelley: New bylaws need to be uploaded on the website. Link the surveys for basketball on FB page, website
- Eric: None
- Heidi: Soccer coach's meeting summary.

### Enrichment Coordinator Report

- None

## Director's Report

- Basketball tournaments went well in both Louisburg and Osawatomie. Boys are in Louisburg due to higher numbers and more gyms. Girls are in Oz because there is one gym, fewer teams.
- Soccer practice started this week. Practices cut short Monday due to windchill.
- Baseball has had an additional 30 participants due to extending the sign up deadline.
- Senior Center Casino trip: 15 participants, Looking into another trip in May.
- Jake has started in his role as contracted part time assistant. Board requested that the job description needs to be clearly written to ensure roles are clear and gaps are being filled.
- Looking at starting a track program for next year. Partnering with Paola

## Old Business

- a. Appoint a Board member as Treasurer. Kelley Waddell nominated Eric Weihe due to his professional expertise. Bradey Ewy motioned to accept. Appropriately seconded. Bylaws need to be updated to include the role and description of the treasurer position.
- b. Follow up on RFP's.
  - Kelley Waddell suggested to post an RFP for an accounting firm.
  - Prefer a local business.
  - Kelley to help Tyler draft a template for RFP's.
  - Board will review the RFP template at next month's meeting to move forward with future RFP's for services and goods so that LRC can move forward with RFP procedure.
- c. Financial Policy Update/Approval
  - Board discussion regarding changes and revision of proposed Financial Policy.
  - Heidi Maggio motioned to approve the Financial Policy update. Appropriately seconded. Motion passed 5-0

## New Business

- a. Discuss process/timeline for annual performance reviews
  - i. Director will get the performance review template ready to be completed in May.
  - ii. Board will have the director performance review during an executive session in April's board meeting.
- b. Discuss budget planning and LRC goal setting date.
  - i. Director to bring a budget to the board for review as a starting point for budget planning.
  - ii. Budget Workshop: Monday, April 8th @ 6:00 pm in the LRC office.

Kelley Waddell left the meeting at 7:10pm.

## Announcements

- No additional announcements.

## Adjournment

- A motion was made to adjourn the meeting at 7:21 PM by Bradey Ewy. It was appropriately seconded. Motion passed 4-0.

**Next Monthly Meeting:** Tuesday, April 16th, 2024, 6:00 pm @ Louisburg City Hall.