

Meeting Minutes are considered draft until formally approved by the board of directors

Spring Hill Recreation Commission



Members in Attendance: (X) Troy Mitchell, (X) Matt Troup, (X) Shawn Newton, (X) Jared Kosberg, (X) Shelly Coats

() City Council Liaison, () School Board Liaison

Staff Members in Attendance: (X) Brian Peel, (X) Marie Haney, (X) Wes Squire, () Jake Moore, (X) Nick Forbes, () Jessie Ratliff, (X) Colton Hamilton

Date of Meeting: February 9th, 2022

Meeting Time: 6:00 pm

Type of Meeting: Board Meeting

- The meeting was called to order by Mr. Mitchell at 6:00pm.
- **Approval of the Agenda**
 - Mr. Coats moved to approve the agenda. Mr. Newton seconded the motion. Approved 5-0-0.
- **Citizen Participation**
 - Keith Taylor asked about the KORA policy and questioned the inspection fee that is included on the form. He stated that in the statute we are allowed to charge a reasonable fee and did not feel that the \$30 minimum fee and hourly charge were within the statute.
- **Consent Agenda**
 - Mr. Kosberg moved to approve the consent agenda. Mr. Troup seconded the motion. Approved 5-0-0.
- **Action Items**
 - **Shade Structure Purchase – Park Planet**
 - The bid from Park Planet to purchase additional shade structures was presented to the board. The bid is for two 20x20 shade umbrellas.
 - Mr. Kosberg moved approve the purchase as presesnted. Mr. Newton seconded the motion. Approved 5-0-0.
 - **Program Coordinator I – Job Description**
 - The job description for the new position was presented to the board. This position was created to allow for internal employee growth. Mr. Kosberg asked about the non-exempt status. Brian clarified that it is an hourly position.
 - Mr. Kosberg moved to approve. Mr. Troup seconded the motion. Approved 5-0-0.
 - **SHRC Pay Ranges – Updated February 2022**
 - The pay ranges were updated to include the Program Coordinator I position.
 - Mr. Newton moved to approve the updated pay ranges as presented. Ms. Coats seconded the motion. Approved 5-0-0.
 - **SHRC Organizational Chart – Updated February 2022**

- The current organizational chart was presented to the board. Mr. Mitchell asked about the separation of part-time and seasonal staff. Brian explained that, yes, these are generally separate groups of staff with very little cross over.
- Ms. Coats moved to approve the organizational chart as presented. Mr. Troup seconded the motion. Approved 5-0-0.
- **Promotion – Program Coordinator I**
 - Jessie Ratliff is recommended for promotion into the position. Brian does not plan to fill the Recreation Assistant position at this time.
 - Mr. Kosberg moved to promote Jessie Ratliff into the new Program Coordinator I position. Mr. Newton seconded the motion. Approved 5-0-0.
- **Discussion Items**
 - **SHRC By-Laws – First Draft**
 - Updated by-laws were presented the board with highlighted changes. As with previous policy changes this year, most of the changes are to remove redundancies and condense verbiage. Some of the additions were adding tuition reimbursement under the statutory powers, simplifying the citizen participation at the board meetings, clarifying that the taxing authority is USD 230, not the City of Spring Hill, and clarifying that the Commission, in its official capacity, will not endorse or promote any political candidates.
- **Staff Reports**
 - **Director’s Report & Discussion Item**
 - Nick presented a report over his attendance at the KRPA Conference in Manhattan, Kansas. Colton followed with his report.
 - Brian presented a report over his attendance at the KRPA Conference. He also provided some pricing from Level-Up for a potential future esports venue. Brian also mentioned that he will be bringing forward an RFP for our deposit account in the next couple of months.
 - Brian shared that basketball is going well and that baseball/softball registration is now open.
 - Nick mentioned that the Daddy Daughter Dance is this Saturday, with record registration. The Murder Mystery Dinner will be held March 26th.
 - Approximately 500 Valentine Drop-Off Bags will be delivered on Friday.
- **Correspondence and Chairperson’s Report**
 - N/A
- **Executive Session to Discuss Non-Elected Personnel**
 - Mr. Kosberg moved to enter executive session from 7:16-7:36pm to discuss non-elected personnel with the board and Brian present.
 - No action was taken from executive session.

Adjournment: Mr. Kosberg moved to adjourn the meeting at 7:38pm. Mr. Mitchell seconded the motion. Approved 5-0-0.