

**Chisholm Trail Recreation Commission
Meeting Minutes
September 17, 2024
6:30 PM, City Hall**

1. Call to Order

Chairman Germann called the meeting to order at 6:30PM.

2. Confirm a Quorum is Present

Amanda Germann, Jamie Tjaden, John Hurley, Layne Pike, and Landon Doll were present.

Others present: Courtney Zollinger, City of Clearwater; Loretta York, Mike Gannaway, Krysten Teeter, Jessica Warren, Jessica Klausmeyer, Tim Erwin, Ron and Shirley Witt, Mallory Minor, Tanya Lange, Scot Palmer, Burt Ussery, Karl and Lynne May.

3. Approval of Agenda

MOTION: *Hurley* moved, *Tjaden* seconded to approve the agenda as presented. Voted and passed unanimously. 5-0

4. New Business

- a. **Programs:** The following programs/events are scheduled for the Recreation Commission through October were discussed to see if they are already covered by someone or if they need to be cancelled.

Date	Event	Time	Location
September 18	*Air Force Birthday Party	3:15pm – 4:00pm	Library
September 18	Youth Volleyball League Games	6:00pm – 8:00pm	CMS
September 19	*Power Pals	11:00am – 11:30 am	Wellness Center
September 24	Ice Cream cones for All	3:15 pm – 4:00pm	Library
September 26	*Power Pals	11:00am – 11:30 am	Wellness Center
October 9	Youth Volleyball League Games	6:00pm – 8:00pm	CMS

Air Force Birthday - *Celebrate the U.S. Air Force by making your own paper airplane and see who can have their plane fly the farthest. There will be a special red, white and blue snack for all.* L. Doll stated he wasn't able to find someone to cover the event so he would be covering it himself.

Youth Volleyball – Germann stated that high school seniors would be refereeing the volleyball games on the 18th. Jason Crist at the school has volunteered to make sure the nets are set up for the rec games.

Power Pals - *Healthy homes produce healthy kids! Introducing a unique opportunity to bond with your child as you both engage in physical activity. This high intensity, interval training will be tailored for ages 2-5 years old to do alongside their parent or guardian in the class. Registration fee per couple is \$5 for a monthly four class session or \$2 per couple drop in.* The Board discussed and decided to cancel the Power Pals event for the month.

MOTION: *Hurley* moved, *Doll* seconded to cancel the Power Pals event and refund the \$5 to each person who signed up. Voted and passed unanimously. 5-0

Germann stated she would update the website and remove Power Pals from the calendar. Hurley stated he would contact Power Pal participants and get their money refunded.

Ice Cream Cones for All! - *Ditch the spoons and enjoy an ice cream cone.* Tjaden offered to take the lead and provide ice cream and will submit receipts for reimbursement.

- b. Director Job Description:** The job description for the Recreation Director needs to be reviewed before a job posting is made. The Commission discussed and agreed the current job description was in line with other communities. They would like the following minor changes to the job description.
- i. Add under Necessary Knowledge and Skill – Familiar with Roberts Rule of Order, Kansas Open Meetings Act (KOMA), and Kansas Open Records Act (KORA).
 - ii. Willing to become a Certified Official and KSHSA Certified (there was discussion about what the difference between these two were. If there was not difference remove Certified Official)
 - iii. Add under Duty and Responsibility #8 – Performs other related duties as deemed necessary or assigned by the Commission.
 - iv. Change Item 1(b) to say “improve recreation programs”
 - v. Change Item 2 and remove the language “including but not limited to; baseball, softball, basketball, flag football, and volleyball”.
 - vi. Rephrase Item 4 (j) last sentence to state “help ensure meetings are in compliance with Roberts Rule of Order, KOMA and KORA.
 - vii. Keep under Necessary Knowledge and Skills “Reside in Clearwater School District (unless otherwise approved by the Recreation Commission Board)
 - viii. Strike the entire section of Selection Guidelines.
 - ix. In Necessary Knowledge and Skills, remove “Ability to plan and supervise the work of paid staff and volunteers”.
 - x. Update bullet 2, 2nd sentence under Physical Demands to say “The employee is occasionally required to use hands to grab, handle, feel or operate objects, tools or controls; and reach with hands and arms.

MOTION: *Hurley* moved, *Pike* seconded to approve the job description as amended. Voted and passed unanimously. 5-0

- c. Advertisement of Job Openings:** The Commission needs to consider where to post a job opening. Times Sentinel Newspaper is the local newspaper to post ads. Kansas Recreation and Park Association is also to post jobs to free for members. There are also job sites such as indeed. If posting in the newspaper it is recommended to have a short description of the post with the salary range and where they can apply.

Times Sentinel Pricing ranges between \$15 to \$40 for a posting depending on how much verbiage is used. A regular classified line ad is \$15 to \$20, and a classified display is around \$40.

With Indeed you can set a daily budget for advertising. The larger the daily budget the higher the possibility of applicants.

The Commission discussed and made the following decisions.

MOTION: *Germann* moved, *Pike* seconded to post on indeed.com the entire job description as written with a budget of \$10 per day and the option to move it to \$15 per day. Voted and passed unanimously. 5-0

MOTION: *Germann* moved, *Tjaden* seconded to post on KRPA the entire job description at no cost for members. Voted and passed unanimously. 5-0

MOTION: *Germann* moved, *Doll* seconded to post in the Times Sentinel Newspaper a limited ad that says "The Clearwater Rec Commission is taking application for a Recreation Director for the USD 264 school district. Applications are available at www.clearwaterrec.org". The ad will run for 4 weeks at \$15 - \$20 per week. Voted and passed unanimously. 5-0

- d. **Form a Personnel Policy and Benefits Committee:** The Commission needs to form a small committee to review the personnel policy, salaries, and benefits to recommend to the entire Commission.

MOTION: *Pike* moved, *Doll* seconded to nominate *Germann* and *Tjaden* to review the policy, salary, and benefits. Voted and passed unanimously. 5-0

5. **Executive Session**

MOTION: *Germann* moved, *Tjaden* seconded to recess into executive session pursuant to non-elected personnel to discuss specific personnel matters, to include the Recreation Commission only. The Recreation Commission will reconvene the open meeting in the city council chambers at 7:50PM. Voted and passed unanimously. 5-0

The Commission came out of executive session with no action taken.

MOTION: *Germann* moved, *Doll* seconded to appoint Jason Crist as interim Director with a weekly salary of \$400 - \$550 per week. Voted and passed 4-1 (Hurley, no).

6. **Adjournment** With there being no further business *Germann* adjourned the meeting at 7:51PM