

RECREATION CENTER AUTHORITY BOARD
Minutes – April 8, 2009

The meeting was called to order by Theresa Bailey at 7:12 p.m. All members were present.

Motion was made by T.A. Whitsitt, second by Justin Marcum, to approve and waive the reading of the minutes from the March 25 meeting. Motion carried 5-0.

Project Manager, David Jenkins, reported that the gymnasium, track and activity rooms should be completed by Friday, April 10. The painting of the basketball and volleyball lines in the gymnasium will take place after the heating and cooling system is in operation. Jenkins added that the construction of the Replex is on schedule for the designated completion dates. Jenkins presented the monthly application for payment request in the amount of \$538,742.58.

Motion was made by Shirley Chancellor, second by Justin Marcum, to approve the monthly payment request of \$538,742.58. Motion carried 5-0.

Lifeguard supervisors, Julee Misch and Katie Taylor were present at the meeting to answer questions from the RCA board concerning their Ellis and Associates supervisor training and the training of lifeguards for the Replex facility. Jeff Clawson reported that the training sessions for the lifeguard candidates should take place no later than May 9th.

Jeff Clawson reviewed the rental of the Replex facility policy that was presented at the last meeting. Areas of the facility that can be rented include the gymnasium, indoor pool, outdoor pool, splash pool and the two activity rooms. Motion was made by Justin Marcum, second by T.A. Whitsitt, to approve the facility rental policy. Motion carried 5-0.

Jeff Clawson reviewed the fee schedule rates for the rental of various areas of the Replex facility that was presented at the last meeting. Motion was made by Justin Marcum, second by Shirley Chancellor, to approve the fee schedule rental rates. Motion carried 5-0.

Jeff Clawson reviewed the membership payment policy plan which would enable the public to make partial payments for membership that was approved at the last meeting. The policy plan included the payment amount and dates that payments are due.

Jeff Clawson reviewed the towel rental policy that was approved at the last meeting. Anyone using the facility may rent a towel for a cost of \$1.00. Any member may sign up for weekly towel service at a cost of \$5.00, which must be paid in advance. The customer has the option of acquiring up to six towels at the time of rental or by presenting issued plastic chips which can be used to secure the towels at a later date.

Jeff Clawson reviewed the locker rental policy that was approved at the last meeting. Lockers would be rented on a monthly basis. A combination lock would be provided at a cost of \$10.00 for a small locker, \$15.00 for a half size locker and \$20.00 for a full size locker. Payment for the locker rental would have to be made no later than the 5th day of each month.

Jeff Clawson presented RCA members with information concerning Automated External Defibrillators (A.E.D.) that would be used at the Replex facility. Motion was made by Shirley Chancellor, second by T.A. Whitsitt, to purchase the American Phillips Heartstart FRx model with wall cabinet and sign at a cost of \$1,685.00 plus shipping cost. Motion carried 5-0.

Jeff Clawson reported that he has selected the Vermont Systems (Rec Trac) computer software system to be used at the Replex facility. The system includes application and pricing, activity registration, facility registration, pass management photo, pos/inventory, systems administration, maintenance and training. The \$32,639.00 cost for the computer software system was approved at the last meeting.

Jeff Clawson reported that the phone service to the building has been installed by Verizon. Clawson added that all phone equipment and the P.A. system have been ordered and will be installed in two weeks. Clawson presented the RCA board members with the Replex phone numbers for the primary and secondary incoming lines, the elevator, fax machine and the fire emergency number.

Jeff Clawson reported that he contacted the "Bricks Are Us" Company to verify the color and style of the brick and tile order. The company can meet a May 1 final order deadline for the personalized bricks and tiles so the inside wall and outside sidewalk displays can be completed by the opening date of the Replex facility.

Jeff Clawson requested approval for expenditures of \$1,750.00 for the purchase of miscellaneous equipment. The equipment included a web camera (\$100.00), a Zebra 3301 photo printer (\$800.00), divider ropes for the outdoor pool (\$250.00) and coin operated lockers (\$600.00). Motion was made by Shirley Chancellor, second by Justin Marcum, to approve the purchase of the miscellaneous items at a cost of \$1,750.00. Motion carried 5-0.

Jeff Clawson presented RCA board members with a preliminary list of 25 potential programs that could be offered to Replex members. The board will review the list and make recommendation at the next meeting.

The RCA board discussed various qualifications for the hiring of full time employees at the Replex facility. Motion was made by Shirley Chancellor, second by T.A. Whitsitt, to require any full time employee 18 years or older to have a high school diploma or equivalent. Motion carried 5-0.

Jeff Clawson distributed a current employee list to the RCA board members for the positions of lifeguards and concession area workers

Motion was made by Shirley Chancellor, second by Justin Marcum, to hire Lauren Arteman, Brittany Bettinger, Daniel Monical and Brittany Moyer as lifeguards and Chelsey Johnson and Mallory Munster as concession area workers. Motion carried 5-0.

The board agreed to interview two additional candidates for the assistant to the manager position. The interviews will take place at city hall on April, 10, 2009 at 9:00 a.m.

The next meeting will take place on Wednesday, April 22, 2009, at 7:00 p.m.

Motion was made by Shirley Chancellor, second by T.A. Whitsitt, to adjourn the meeting. Motion carried 5-0. The meeting adjourned at 9:36 p.m.

Respectfully submitted,
Tom Morse