



Meeting Agenda

Buhler Recreation Commission

525 Parkside Dr. Buhler, KS 67522

February 7, 2023 / 6:00 PM

Call to Order

Meeting was called to order at 7pm by Jeremy Lindahl.

Roll Call and Announcement of Quorum

1. Board Members:
 - a. Present: Jeremy Lindahl, Jayme Theisen, Haley Ledbetter, Curtis Morgan
 - b. Absent: None
2. Staff Members
 - a. Present: Tegan Meadors and Michelle Brunk.

Consent Agenda

1. Approval of January 23' expenditures. *(attachments)*
Motion to approve consent agenda items was made by Curtis Morgan, seconded by Jayme Thiessen. The motion passed unanimously.

Items for Approval

1. Employee Position Descriptions. *(attachments)* Tegan Meadors explained that the BRC currently does not have position descriptions for the following positions and recommends the board formalizing the positions to help with recruitment and budgeting. He said the proposed wage ranges fit within the Recreation Commission adopted budget and that he will work with staff at the City Office during the summer months to monitor the budgets.
Motion to approve Position Descriptions for Office Manager, Site Supervisor, Concession Lead, Concession Attendant, Attendant, and Assistant was made by Haley Ledbetter, seconded by Curtis Morgan. The motion passed unanimously.
2. Begin contractual services with Jacqueline Johnson for cleaning services. *(attachments)* Tegan Meadors explained that BRC has relied on contractual cleaning services for the past several years to supplement staff cleaning duties at the Wellness Center. He said in 2022, we had 2 contractors share the roles but in late fall of 22' both stopped services. He said staff recommends hiring Jacqueline Johnson for contractual cleaning services at the Wellness Center. Jacqueline has volunteered for the BRC since Jan. 3rd and has proven to be reliable, trustworthy, and does quality work. Her bid is also the only bid received that fits within the 23' budget.

Motion to approve contractual services with Jacqueline Johnson for cleaning services was made by Haley Ledbetter, seconded by Jayme Thiessen. The motion passed unanimously.

3. Open a Savings Account at Prairie Bank of KS. Tegan Meadors recommended the board open a Savings Account to reserve funds for equipment replacement savings, fundraising savings, etc. He said we currently have roughly \$2,500 in the Recreation checking account that are for long term project funds that could be transferred to a savings account. He also said as we move forward we can allocate more money in the Wellness Center checking account to equipment replacement plans that can be transferred to the savings account. Meadors said Prairie Bank of KS requires board approval to open the account and requires details on how the board would like transfers to be done. Curtis Morgan mentioned he was supportive of the idea of opening a savings account but was hesitant to move forward with it now. He said there have been talks about consolidating our 2 checking accounts and looking into simplifying our finances in general and doesn't want to make that process any more difficult. He made the recommendation that we table this discussion until later in the year once we know more about the banking consolidation process.

Motion to table the opening of a Savings Account was made by Curtis Morgan, seconded by Haley Ledbetter. The motion passed unanimously.

4. Revisions to the 2023 Recreation Fee Supported Operating Budget. (*attachments*) Tegan Meadors reminded the board members that at the last board meeting in December, the board approved its first annual budget for Fee Supported Operations. The recommended changes include adjusting the highlighted programs from \$0 to \$268.57. He said the original thought was \$0 was acceptable since expenses and revenue balance out to \$0 at the end of the year but the budgeting software requires us to insert an amount. \$268.57 was used for each program in total of \$1,800 which was the amount that was budgeted in the Miscellaneous: Contingency budget. By using this amount our total budgeted income remains \$28,500 which is necessary so that it matches the 23' Recreation Commission Budget.

Motion to approve the revisions to the 2023 Recreation Fee Supported Operating Budget was made by Haley Ledbetter, seconded by Curtis Morgan. The motion passed unanimously.

Items for Discussion

1. Director Report:
 - a. Administrative Highlights
 - i. Meadors reviewed the Jan-April Activity Guide to showcase the new branding and marketing plan that was set into place during the December Board Meeting.
 - b. Wellness Center Highlights
 - i. Meadors shared that the Jan. 23' revenue was at \$5,415 which was up from \$4,066.02 in 2022.
 - ii. He gave an update on the Buhler Community Foundation Project. All storage racks have been delivered and set up. He mentioned it has helped a

lot with cleaning tasks and will be a great addition to keeping the wellness center safe.

- c. Recreation Program Highlights
 - i. Curtis Morgan shared that the Disc Golf Project is nearly complete. We are just waiting for 1 tee pad to be finished but other than that all sign posts, signs, and tee pads are complete. He said he can track disc golf use on a phone app and sees that use has been up since the improvements have been made.
 - d. Pathways to a Healthy KS Project
 - i. Meadors explained that in November, City Council made the Pathways to a Healthy Community Pledge with the Multimodal Transportation and Recreational Trails Package. He said this makes the City eligible for \$100,000 to be used towards a trail project. The project has to meet requirements such as meeting the needs of a population of focus and collaboration with several stakeholders. He said current project visions include adding a trail at Becker Park and adding lighting to the Wheatland Park trail. He said the Buhler Recreation Commission has been asked to help lead these efforts so there will be more updates to come.
2. Board members:
- a. Board Members discussed the member vacancy and possible candidates. Board members confirmed a list of possible candidates and asked Meadors to reach out to potential candidates to see if there is interest in joining the board. Jeremy Lindahl asked if there was an application process in place with the City for governing body roles. Meadors said he doesn't believe so but can look into it. Morgan said he would be interested in advertising for future vacancies so that way we can have a list of potential candidates that are wanting to serve on the board.
 - b. Curtis Morgan asked staff to purchase lunch for the City of Buhler maintenance crew that helped with the Disc Golf Project. He suggested that we use funds from our Disc Golf Sponsorship program for this. Meadors said that he likes that idea and will get that set up.

Adjournment:

At 7:06pm Motion to adjourn was made by Haley Ledbetter, seconded by Curtis Morgan. The motion passed unanimously.



Buhler Recreation Commission

Recreation Account: January 2023 Transaction Report

DATE	TRANSACTION TYPE	ACCOUNT	DEPARTMENT	NAME	SPLIT	MEMO/DESCRIPTION	AMOUNT
01/03/2023	Check	Buhler Rec	Recreation	Buhler MB Church	Programs/Classes/Leagues:Out of School Drop In Activities	Gym Rental for SB	-60.00
01/05/2023	Check	Buhler Rec	Recreation	Intuit	Administrative Costs:Management Softwares	Intuit monthly	-85.00
01/09/2023	Check	Buhler Rec	Recreation	Digital Office Systems	Administrative Costs:Printing/Marketing/Promotional Supplies	printer rental	-40.73
01/10/2023	Deposit	Buhler Rec	Recreation	City of Buhler	Miscellaneous:End of Year Transfer from Rec. Commission Fund	Rec. Commission End of Year Balance Transfer	4,705.27
01/11/2023	Check	Buhler Rec	Recreation	Kansas Sales Tax	Administrative Costs:Sales Tax	2022 Sales Tax	-1,121.05
01/18/2023	Check	Buhler Rec	Recreation	Wal-Mart	Administrative Costs:Office Supplies	Binders & Dividers	-28.12
01/19/2023	Check	Buhler Rec	Recreation	Maico	Miscellaneous:Fundraising	Disc Golf Course - 6 Tads	-2,100.00
01/23/2023	Check	Buhler Rec	Recreation	Canva	Administrative Costs:Printing/Marketing/Promotional Supplies	canva monthly	-12.99
01/24/2023	Check	Buhler Rec	Recreation	Curtis Morgan	Miscellaneous:Fundraising	Quikrete reimbursement for Disc Golf Course	-117.54
01/25/2023	Check	Buhler Rec	Recreation	Mailchimp	Administrative Costs:Printing/Marketing/Promotional Supplies	Mailchimp monthly	-26.50



Buhler Recreation Commission

Wellness Center Account: January 2023 Transaction Report

DATE	TRANSACTION TYPE	ACCOUNT	DEPARTMENT	NAME	SPLIT	MEMO/DESCRIPTION	AMOUNT
01/03/2023	Check	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	-87.71
01/03/2023	Check	Buhler Wellness Center	Wellness	Amazon	Building/Facility Maintenance:Cleaning & Maintenance Supplies	Spray bottle nozzles	-16.45
01/03/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	78.40
01/03/2023	Check	Buhler Wellness Center	Wellness	Lowes	Building/Facility Maintenance:Cleaning & Maintenance Supplies	trash can bands, gloves, cable ties, squeegee, silicone, tools	-105.74
01/03/2023	Check	Buhler Wellness Center	Wellness	Dish Network	Utilities:TV Service	Cable Bill	-147.20
01/03/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	40.00
01/03/2023	Deposit	Buhler Wellness Center	Wellness	Members	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	2,876.90
01/03/2023	Deposit	Buhler Wellness Center	Wellness	Tivity Health	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	45.00
01/03/2023	Check	Buhler Wellness Center	Wellness	Members	Registration/Membership Sales:Wellness Center Membership/entrance fees	Refund for 1 month membership + card	-42.00
01/03/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	46.00
01/04/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	60.00
01/04/2023	Check	Buhler Wellness Center	Wellness	Ideatek	Utilities:Internet	Internet	-279.70
01/05/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	281.00
01/05/2023	Check	Buhler Wellness Center	Wellness	Teresa Robinson	Programs/Classes/Leagues:20/20/20	Instructor fees	-140.00
01/05/2023	Check	Buhler Wellness Center	Wellness	Vista Print	Administrative Costs:Office Supplies	Envelope Address Stamp	-24.94
01/06/2023	Check	Buhler Wellness Center	Wellness	Gregory Inc.	Administrative Costs:Office Supplies	Front door Office Hours Sign	-75.00
01/06/2023	Deposit	Buhler Wellness Center	Wellness	Members	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	810.70
01/09/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	54.00
01/09/2023	Check	Buhler Wellness Center	Wellness	Advance Pest Control	Building/Facility Maintenance:Contractual Services	building insect treatment	-82.50
01/09/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	80.00
01/09/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	25.00
01/10/2023	Deposit	Buhler Wellness Center	Wellness	Members	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	10.00
01/10/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	40.00
01/12/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	18.00
01/13/2023	Check	Buhler Wellness Center	Wellness	Amazon	-Split-		-46.09
01/13/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	64.00
01/13/2023	Deposit	Buhler Wellness Center	Wellness	Members	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	192.00
01/17/2023	Check	Buhler Wellness Center	Wellness	Theracyle	Building/Facility Maintenance:Equipment Repairs/Replacement	safety magnet part for therapy bike	-39.99
01/17/2023	Check	Buhler Wellness Center	Wellness	Amazon	Administrative Costs:Management Softwares	Amazon business prime subscription *this was a mistake. will be fully reimbursed in Feb.	-179.00
01/17/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	40.00
01/18/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	42.00
01/18/2023	Check	Buhler Wellness Center	Wellness	We Wash WIndows	Administrative Costs:Contractual Services	Window Cleaning services	-120.00
01/18/2023	Check	Buhler Wellness Center	Wellness	Wal-Mart	-Split-	Face tissue boxes, cleaning sprays/chem.	-75.26
01/19/2023	Check	Buhler Wellness Center	Wellness	Leslies Pool	Building/Facility Maintenance:Cleaning & Maintenance Supplies	Pool supplies -salt, scale prevention, and acid	-140.51
01/20/2023	Deposit	Buhler Wellness Center	Wellness	Members	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	256.00
01/20/2023	Check	Buhler Wellness Center	Wellness	Wal-Mart	Administrative Costs:Office Supplies	Dry erase board	-10.24
01/20/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	61.00
01/23/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	25.00
01/23/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	36.00
01/26/2023	Check	Buhler Wellness Center	Wellness	Amazon	Building/Facility Maintenance:Equipment Repairs/Replacement	paint pens for dumbbell #s	-6.79
01/26/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	32.00
01/27/2023	Deposit	Buhler Wellness Center	Wellness	Members	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	191.00
01/27/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	51.00
01/30/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	18.00
01/30/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	40.00
01/31/2023	Check	Buhler Wellness Center	Wellness	Dish Network	Utilities:TV Service	Cable bill	-147.20
01/31/2023	Deposit	Buhler Wellness Center	Wellness	Global Payments	Registration/Membership Sales:Wellness Center Membership/entrance fees	Membership Dues	32.40

Buhler Recreation Commission
Job Description: Office Manager

Job Title: Office Manager

Supervisory: No

Reports to: Director

Hourly Wage: \$10-\$15

FLSA Status: Non-exempt

Location: Buhler Wellness Center

Essential Functions: The essential functions include, but are not limited to, the following; other duties may be assigned.

- Serves as the primary point of contact during Office Hours, M-F 8:30am-12:30pm, year round.
- Assist clients/potential clients with registering for Wellness Center memberships and Recreation programs.
- Provide great customer service to patrons by attending to members requests/needs and answering questions pertaining to services. Must be knowledgeable on all services offered by Buhler Recreation.
- Give tours of the Wellness Center during office hours. Must also be willing to set up tour appointments outside of office hours with patrons.
- Manage Wellness Center clients by utilizing membership management softwares.
- Ensure proper opening and closing procedures of the cash register.
- Perform regular bank deposits.
- Assist the Director in Accounts Receivable and Payable processes.
- Manage the day to day maintenance tasks of the indoor pool.
- Assist in the maintenance/cleaning tasks of the Wellness Center. This includes identifying and reporting when fitness equipment is out of order and requires repairs.
- Assist the Director with overseeing part time employees, instructors, and contractors associated with the Wellness Center.
- Assist the Director with scheduling classes and rentals.

Qualifications:

Must be able to demonstrate excellent customer service with the willingness to become knowledgeable of the Recreation and Fitness industry. Must be proficient in Google Workplace with the ability to learn EZfacility and DL Windows.

Supervisory Responsibilities:

None.

Machines and Equipment:

Must possess the ability to maintain the indoor pool by using equipment such as water testing kits, pool vacuums, nets, brushes, etc. Must be able to maintain equipment such as the pool pump, filtration system, heater, etc.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be physically capable of performing vigorous tasks which may include regularly lifting and/or moving up to 25 pounds and occasionally lifting and/or moving up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel and reach. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk, see and hear.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Buhler Recreation Commission
Job Description: Site Supervisor

Job Title: Site Supervisor	Supervisory: Yes
Reports to: Director	Hourly Wage Range: \$13-\$15
FLSA Status: Non-exempt	Location: Wheatland Park Complex / Wellness Center

Essential Functions: The essential functions include, but are not limited to, the following; other duties may be assigned.

- Supervise Wheatland Park Baseball/Softball Complex during programs that are offered by Buhler Recreation Commission or renting organizations. This may include sports leagues, tournaments, camps, practices, etc.
- Attend and help the Director conduct coaches meetings.
- Assist umpires in the event that clarifications regarding rules and regulations are needed.
- Serve as a substitute in the event of an absence by an umpire, concession lead, or attendant.
- During weekends, prepare game fields by grooming infields, setting bases, and chalking.
- During weekdays, ensure fields are prepared correctly by USD 313 prior to game times and make corrections when necessary.
- Ensure schedules are met such as game times, field light turn on/off, complex closures, etc.
- Work with the Concession Lead to assist with concession operations when necessary.
- Attend to patrons, coaches, and players to provide good customer service.
- Supervise Attendants.
- Address all maintenance needs within the complex including trash pick up, restroom maintenance, etc.
- Supervise participants and patrons to ensure good sportsmanship is maintained and enforce the complex protocols when issues arise.
- Regular attendance is an essential job function.
- Performs other related duties as assigned by the Director.

Qualifications:

Must be 18 years of age or older. Demonstrate knowledge of baseball/softball rules, field preparation practices, and facility management. Must be able to work well with others, including in supervisory roles. Must demonstrate quality customer service skills. And be able to problem solve and work well under pressure.

Supervisory Responsibilities:

Manages Attendants.

Machines and Equipment:

Must be able to use an infield groomer, a UTV, and hand tools.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be physically capable of performing vigorous tasks which may include regularly lifting and/or moving up to 25 pounds and occasionally lifting and/or moving up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel and reach. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk, see and hear.

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Buhler Recreation Commission
Job Description: Concession Lead

Job Title: Concession Lead

Supervisory: Yes

Reports to: Director

Hourly Wage: \$11-\$13

FLSA Status: Non-exempt

Location: Wheatland Park Complex

Essential Functions: The essential functions include, but are not limited to, the following; other duties may be assigned.

- Supervise the Concession Stand at Wheatland Park Baseball/Softball Complex during programs that are offered by Buhler Recreation Commission or renting organizations. This may include sports leagues, tournaments, camps, practices, etc.
- Ensure a high level of customer service with a high standard of quality and cleanliness.
- Cook and prepare meals. Utilize concession equipment such as a gas grill, electrical grill, popcorn machine, nacho cheese machine, warmers, etc.
- Maintain safe working conditions and sanitary work areas.
- Supervise attendants.
- Maintain accurate cash handling procedures at all times.
- Take initiative to deliver the highest levels of customer service and food quality to every guest.
- Perform checklists and give direct feedback to the Director.
- Ensures proper opening and closing of the concession stand.
- Ensures inventory counts are accurate before, during and after events.
- Ensures concession employees are abiding by all policies and procedures.
- Regular attendance is an essential job function.
- Performs other related duties as assigned by the Director.

Qualifications:

Must be 18 years of age or older. Must be able to work well with others, including in supervisory roles. Must demonstrate quality customer service skills and be able to problem solve and work well under pressure.

Supervisory Responsibilities:

Manages Attendants & Assistants.

Machines and Equipment:

Must be able to use concession equipment such as a gas grill, electrical grill, popcorn machine, nacho cheese machine, warmers, etc.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be physically capable of performing vigorous tasks which may include regularly lifting and/or moving up to 25 pounds and occasionally lifting and/or moving up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel and reach. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk, see and hear.

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Buhler Recreation Commission
Job Description: Attendant

Job Title: Attendant	Supervisory: No
Reports to: Site Supervisor & Concession Lead	Hourly Wage: \$9-\$10
FLSA Status: Non-exempt	Location: Wheatland Park Complex

Essential Functions: The essential functions include, but are not limited to, the following; other duties may be assigned.

- This role primarily is assigned to the Wheatland Park's concession stands.
- Ensure a high level of customer service with a high standard of quality and cleanliness.
- Cook and prepare meals. Utilize concession equipment such as an electrical grill, popcorn machine, nacho cheese machine, warmers, etc.
- Maintain safe working conditions and sanitary work areas.
- Maintain accurate cash handling procedures at all times.
- Perform checklists and give direct feedback to the Supervisors.
- Assist with inventory counts before, during and after events.
- Assist with maintenance needs at events including trash pick up, restroom maintenance, etc.
- At times, attendants will be assigned to work the Wheatland Park's entrance gate and attend youth classes/camps to assist instructors with various duties.
- Regular attendance is an essential job function
- Performs other related duties as assigned by the Director and Supervisors.

Qualifications:

Must be 16 years of age or older. Must demonstrate quality customer service skills and have a teachable attitude.

Machines and Equipment:

Must be able to use concession equipment such as an electrical grill, popcorn machine, nacho cheese machine, warmers, etc. Attendants with a driver's license may be asked to drive the UTV.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be physically capable of performing vigorous tasks which may include regularly lifting and/or moving up to 25 pounds and occasionally lifting and/or moving up to 50 pounds. While performing the duties of this job, the employee is regularly required to

stand; walk; sit; use hands to handle, or feel and reach. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk, see and hear.

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Buhler Recreation Commission
Job Description: Assistant

Job Title: Assistant	Supervisory: No
Reports to: Site Supervisor & Concession Lead	Hourly Wage: \$7.25 - \$8
FLSA Status: Non-exempt	Location: Wheatland Park Complex

Essential Functions: The essential functions include, but are not limited to, the following; other duties may be assigned.

- This role serves as an introductory role to summer employment with the Buhler Recreation Commission.
- Assistants will primarily be assigned to work in the Wheatland Park Concession Stand.
- Assistants will learn customer service skills and be introduced to food preparation practices, concession cleaning procedures, cash handling procedures, inventory management, and other related duties as assigned by the Director, Concession Lead, and Site Supervisor.

Qualifications:

Must be 14 years of age or older. Must demonstrate quality customer service skills and have a teachable attitude.

Machines and Equipment:

Assistants will be introduced to concession equipment such as an electrical grill, popcorn machine, nacho cheese machine, warmers, ice machine etc.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be physically capable of performing vigorous tasks which may include regularly lifting and/or moving up to 25 pounds and occasionally lifting and/or moving up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel and reach. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk, see and hear.

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Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.



Buhler Recreation and Wellness

Purchase Request Form

Name: Tegan Meadors

Date: 2/1/23

Description of Service(s) Requested: Buhler Wellness Center has hired individual contractors for the past several years to help with cleaning services. In 2022, we had 2 contractors share the roles but in late fall of 22' both stopped services for us.

Why is this service needed?: Cleaning services are required to maintain the wellness center. These services help supplement the Director and Office Manager's cleaning duties.

Informal Bids:

Vendor (Ind. Contractors)	Weekly Bid	Annual Estimate
Taisha Epp	\$285 for the first deep cleaning and \$142 weekly.	\$7,527
Jacqueline Johnson	\$100	\$5,200

Selected Vendor: Jacqueline Johnson

Explanation: Staff recommends hiring Jacqueline Johnson for contractual cleaning services at the Wellness Center. Jacqueline has volunteered for the Buhler Recreation Commission since Jan. 3rd and has proven to be reliable, trustworthy, and does quality work. Her bid fits within the cleaning services budget for 2023.

_____ Date: _____
Employee's Signature

_____ Date: _____
Recreation Commission Board Approval Signature



Tegan Meadors <tmeadors@buhlerks.org>

Bid for Cleaning Contract

1 message

Jess Jenice <jessjenice@gmail.com>
To: Tegan Meadors <tmeadors@buhlerks.org>

Tue, Jan 24, 2023 at 7:13 AM

Tegan,

Good morning. I would like to submit my bid for the cleaning contract for the Buhler Wellness Center.

The following items I would like to bid for payment of \$100 a week.

Weight room floor : sweeping/vacuuming, baseboards, and mopping/using the floor cleaner.

Activity room floor: sweeping, baseboards, and mopping/using the floor cleaner.

Pool room: sweeping, and mopping/ using the floor cleaner.

Bathroom cleaning of family locker room, men's locker room, women's locker room, and men's and women's restroom:
Detail faucets, sinks, mirrors, shower heads and toilets. Sweep, mop/ using floor cleaner. Stock paper towels, hand soap, and toilet paper.

I am currently volunteering on average of 15 hours a week. Outside of my bid I would like to continue volunteer activities such as cleaning windows and mirrors, vacuuming, vacuuming pool floor, and cleaning the kids play room etc.

I enjoy making sure the community has a fun well clean environment to stay healthy and active.

Thank you for your time and consideration.

Jacqueline Johnson
(620) 344-3816 cell
(620) 542-5901 Home
[303 W. First Avenue](#)
[Buhler KS, 67522](#)
jessjenice@gmail.com

Buhler Recreation Commission

Budget Overview: Recreation Fee Supported Operating Budget - FY23 P&L Departments

January - December 2023

	RECREATION	TOTAL
Income		
Concession		\$0.00
Sales	12,000.00	\$12,000.00
Total Concession	12,000.00	\$12,000.00
Miscellaneous		\$0.00
End of Year Transfer from Rec. Commission Fund	2,500.00	\$2,500.00
Gate Entrance Sales	420.00	\$420.00
Total Miscellaneous	2,920.00	\$2,920.00
Registration/Membership Sales		\$0.00
10u Boys Rec Baseball	268.57	\$268.57
10u Girls Rec Softball	268.57	\$268.57
12u Boys Rec Baseball	268.57	\$268.57
12u Girls Rec Softball	268.57	\$268.57
14u Girls Rec Softball	268.57	\$268.57
8u Boys Machine Pitch	268.57	\$268.57
8u Girls Coach Pitch Rec Softball	268.57	\$268.57
Adult Coed Softball League	1,875.00	\$1,875.00
Art Camp	1,125.00	\$1,125.00
Children & Babysitting Safety Class (CABS)	600.00	\$600.00
Church League Men's Slow Pitch Softball	1,875.00	\$1,875.00
Church Men's Slow Pitch Softball State Tournament	1,875.00	\$1,875.00
Kids 'N Culinary	350.00	\$350.00
Soccer Camp	675.00	\$675.00
T ball 4-6 year olds	1,125.00	\$1,125.00
Tennis Camp (4th-7th)	350.00	\$350.00
Tennis Camp (K-3rd)	350.00	\$350.00
Total Registration/Membership Sales	12,079.99	\$12,079.99
Rentals		\$0.00
Ballfield Rentals	1,500.00	\$1,500.00
Total Rentals	1,500.00	\$1,500.00
Total Income	\$28,499.99	\$28,499.99
GROSS PROFIT	\$28,499.99	\$28,499.99
Expenses		
Administrative Costs		\$0.00
Capital Improvement Escrow Fund Payment	500.00	\$500.00
Contractual Services	1,200.00	\$1,200.00
Management Softwares	2,000.00	\$2,000.00
Memberships/Trainings	150.00	\$150.00
Office Supplies	250.00	\$250.00
Printing/Marketing/Promotional Supplies	1,210.00	\$1,210.00
Sales Tax	1,500.00	\$1,500.00
Total Administrative Costs	6,810.00	\$6,810.00

Buhler Recreation Commission

Budget Overview: Recreation Fee Supported Operating Budget - FY23 P&L Departments

January - December 2023

	RECREATION	TOTAL
Building/Facility Maintenance		\$0.00
Athletic Field Costs (repairs, Maintenance, equipment, supplies, etc.)	250.00	\$250.00
Concession building supplies	100.00	\$100.00
Restroom Supplies	100.00	\$100.00
Total Building/Facility Maintenance	450.00	\$450.00
Concessions		\$0.00
Food/Beverages	8,800.00	\$8,800.00
Paper goods & serving supplies	800.00	\$800.00
Total Concessions	9,600.00	\$9,600.00
Programs/Classes/Leagues		\$0.00
10u Boys Rec Baseball	268.57	\$268.57
10u Girls Rec Softball	268.57	\$268.57
12u Boys Rec Baseball	268.57	\$268.57
12u Girls Rec Softball	268.57	\$268.57
14u Girls Rec Softball	268.57	\$268.57
8u Boys Machine Pitch	268.57	\$268.57
8u Girls Coach Pitch Rec. Softball	268.57	\$268.57
Adult Coed Softball League	1,500.00	\$1,500.00
Art Camp	900.00	\$900.00
Children & Babysitting Safety Class (CABS)	480.00	\$480.00
Church League Men's Slow Pitch Softball	1,500.00	\$1,500.00
Church Men's Slow Pitch Softball State Tournament	1,500.00	\$1,500.00
Cross Country Camp	150.00	\$150.00
Kids 'N Culinary	280.00	\$280.00
Out of School Drop In Activities	750.00	\$750.00
Soccer Camp	540.00	\$540.00
T ball 4-6 year Old's	900.00	\$900.00
Tennis Camp (4th-7th)	280.00	\$280.00
Tennis Camp (K-3rd)	280.00	\$280.00
Total Programs/Classes/Leagues	10,939.99	\$10,939.99
Total Expenses	\$27,799.99	\$27,799.99
NET OPERATING INCOME	\$700.00	\$700.00
NET INCOME	\$700.00	\$700.00

Request Notes: Change the highlighted Programs from \$0 to \$268. 57.

Reason: The original thought was \$0 was acceptable since expenses and revenue balance out to \$0 at the end of the year BUT our budgeting software requires us to insert an amount.

Amount: \$268.57 was used for each program in total of \$1,800 which was the amount that was budgeted in the Miscellaneous: Contingency budget. By using this amount our total budgeted income remains \$28,500 which is necessary so that it matches the 23' Recreation Commission Budget.