

**Meeting MINUTES**  
Buhler Recreation Commission  
525 Parkside Dr. Buhler, KS 67522  
October 18, 2023 / 6 PM

**Call to Order**

Meeting called to order at 6:30PM by Jeremy Lindahl.

**Roll Call**

1. Board Members:
  - a. Present: Jeremy Lindahl, Haley Ledbetter, Curtis Morgan, Jayme Thiessen, Cody McReynolds
  - b. Absent:
2. Staff Members:
  - a. Present: Tegan Meadors and Michelle Brunk.

**Consent Agenda (Consent Agenda items will be acted upon by one motion unless a Board member requests an item be removed for discussion and separate action.)**

1. Approval of July 31, 2023 Meeting Minutes.
2. Approval of expenditures from August 1, 2023 through September 30, 2023.

**Motion to approve consent agenda items was made by Curtis Morgan, seconded by Cody McReynolds. The motion passed unanimously.**

**Business Requiring Action**

**New Business:**

1. Approve BRC by-laws
  - a. Consider adding a Sports Committee within the BRC  
Tegan Meadors explained that the BRC does not have by-laws on file. He suggests staff work on putting together a draft utilizing KRPA as a resource. Then he'll work with the Mayor and Jeremy to get more input. We will plan on having it ready for BRC board approval for the next meeting and from there it will go to the City Council for approval.  
Tegan also recommends adding a Sports Committee as a subcommittee to the board. This committee could be a resource for the Director with determining rule updates and formatting for leagues/tournaments. They would also be a committee he uses when there are games that are protested or any other special circumstances come up.
2. Board Member Term Updates
  - a. Board reviewed the directory in the packet showing when terms expire. There are 2 seats set to expire in January. Tegan explained he will need an email stating if the members would like to renew or would like to allow the term to expire.

**Director Report:**

1. Highlights
  - a. Indoor Pool Lessons and Water Aerobic groups have begun and are off to a great start.

- b. Adult Coed Softball League is on week 6 of 7. There have been a few hiccups but overall the league has been a success with 8 teams participating and no major issues. Tegan is looking forward to having a sports committee to help clean a few details up in the future.
  - c. Wellness Center Revenue - Tegan showed a printout of revenue and check-ins YTD vs last year. We are substantially up in both areas from last year.
2. Survey plan update and Discussion
- a. Postcards are being printed and will be delivered next week.
  - b. We will begin the Survey Campaign on 10/31 and close it on 11/19.
  - c. Distribution plan:
    - i. Tegan will have a Buhler Recreation booth at the trick or treat on main street event. He'll pass out postcards to parents and candy to kids.
    - ii. Give 200 to the elementary school to be put into backpacks.
    - iii. Email our 1,000 contacts.
    - iv. Promote on facebook.
    - v. Postcards will be out at the library, city office, post office.
  - d. Announce winner of raffle ticket drawing on 11/20.
3. Merging bank account updates.
- a. As Tegan works with KRPA on by-laws he will also get their advice on determining our options for merging checking accounts. It looks like it will not require a public vote as long as the BWC board was established as an advisory board and not a governing body.

**Board Members Comments:**

Curtis Morgan asked about our Wheatland Park Disc Golf Course Fund. He'd like to see us use these funds to add hooks on each sign post so players can hang their disc bags. We will discuss at the next meeting.

**Adjournment:**

# Buhler Recreation Commission

## Transaction List By Date

Aug 1 - Sep 30 2023

TRANSACTION DATE	TRANSACTION TYPE	NAME	LOCATION	MEMO	AMOUNT
08/01/2023	Deposit	Members	Recreation	Membership Dues	\$2,623.50
08/01/2023	Check	Ideatek	Wellness	monthly internet bill	-\$268.18
08/01/2023	Deposit	Tivity Health	Wellness	Membership Dues	\$32.50
08/01/2023	Check	Jacqueline Johnson	Wellness	monthly cleaning services	-\$200.00
08/01/2023	Check	Brett Eckert	Recreation	umpire fees	-\$128.00
08/02/2023	Deposit	Global Payments	Wellness	Membership Dues	\$70.00
08/02/2023	Check	Global Payments	Wellness	Monthly payment processing fee	-\$177.44
08/02/2023	Check	Harland Clarke	Recreation	Check Books	-\$153.16
08/02/2023	Check	Susie Gehring	Recreation	umpire fee	-\$128.00
08/02/2023	Check	Susie Gehring	Recreation	umpire fee	-\$128.00
08/02/2023	Check	Susie Gehring	Recreation	umpire fee	-\$128.00
08/02/2023	Check	Susie Gehring	Recreation	umpire fee	-\$128.00
08/02/2023	Check	Susie Gehring	Recreation	umpire fee	-\$128.00
08/02/2023	Check	Susie Gehring	Recreation	umpire fee	-\$128.00
08/02/2023	Check	Susie Gehring	Recreation	umpire fee	-\$128.00
08/03/2023	Deposit	Global Payments	Wellness	Membership Dues	\$210.00
08/03/2023	Check	Fitness on Demand	Wellness	monthly subscription	-\$199.00
08/04/2023	Deposit	Members	Wellness	Membership Dues	\$28.76
08/04/2023	Deposit	Members	Wellness	Membership Dues	\$588.00
08/04/2023	Deposit	Global Payments	Wellness	Membership Dues	\$210.00
08/04/2023	Check	Teresa Robinson	Wellness	Instructor Fees	-\$300.00
08/07/2023	Deposit	Global Payments	Wellness	Membership Dues	\$58.00
08/07/2023	Deposit	Global Payments	Wellness	Membership Dues	\$82.00
08/07/2023	Deposit	Square	Recreation	Concession sales	\$425.79
08/07/2023	Deposit	Square	Recreation	Concession sales	\$5.65
08/07/2023	Check	Buhler Gas Station	Recreation	fuel for groomer and utv	-\$24.28
08/07/2023	Check	Intuit	Recreation	quickbooks monthly fee	-\$90.00
08/07/2023	Deposit	--	Recreation	concession sales	\$565.25
08/08/2023	Deposit	Global Payments	Wellness	Membership Dues	\$80.00
08/08/2023	Check	Don Dimmit	Recreation	umpire fee	-\$256.00
08/08/2023	Check	Jeff Shrock	Recreation	umpire fee	-\$128.00
08/08/2023	Check	Alex Hutton	Recreation	Tennis Camp instructor fee	-\$250.00
08/09/2023	Deposit	Global Payments	Wellness	Membership Dues	\$78.00
08/09/2023	Check	Walgreens	Recreation	Banner printing	-\$22.80
08/10/2023	Deposit	Global Payments	Wellness	Membership Dues	\$83.00
08/10/2023	Check	Leslies Pool	Wellness	Pool Chemicals	-\$58.57
08/10/2023	Check	Brett Eckert	Recreation	umpire fee	-\$256.00
08/11/2023	Deposit	Members	Wellness	Membership Dues	\$439.70
08/11/2023	Deposit	Global Payments	Wellness	Membership Dues	\$335.00
08/14/2023	Deposit	Global Payments	Wellness	Membership Dues	\$80.00
08/14/2023	Deposit	Global Payments	Wellness	Membership Dues	\$40.00
08/14/2023	Deposit	Global Payments	Wellness	Membership Dues	\$58.00
08/15/2023	Transfer	--	--	Transfer for Payment processing fee from July	-\$65.27
08/15/2023	Deposit	Global Payments	Wellness	Membership Dues	\$123.00
08/15/2023	Transfer	--	--	Recreation online registration revenue from July	- \$1,220.00
08/15/2023	Expense	Buhler Recreation	Recreation	Recreation Revenue requiring transfer	-
08/15/2023	Deposit	Buhler Recreation	Wellness	Payment from Rec acct to cover payment processing fees	\$65.27
08/15/2023	Deposit	Hutchinson Recreation Commission	Recreation	summer 23' Ballfield rentals HRC	\$552.00
08/15/2023	Check	TNT Sports	Recreation	league scheduling software	-\$17.95
08/15/2023	Deposit	Buhler Wellness Center	Recreation	registration sales from art camp, mens church sb tourney, and tennis camp	\$1,220.00
08/15/2023	Expense	Buhler Wellness Center	Recreation	payment processing fee	-\$65.27
08/16/2023	Deposit	Global Payments	Wellness	Membership Dues	\$52.00

TRANSACTION DATE	TRANSACTION TYPE	NAME	LOCATION	MEMO	AMOUNT
08/16/2023	Check	Jacqueline Johnson	Wellness	monthly cleaning services fee	-\$300.00
08/17/2023	Deposit	Global Payments	Wellness	Membership Dues	\$75.00
08/18/2023	Deposit	Members	Wellness	Membership Dues	\$43.00
08/18/2023	Deposit	Global Payments	Wellness	Membership Dues	\$62.00
08/21/2023	Deposit	Global Payments	Wellness	Membership Dues	\$65.00
08/21/2023	Deposit	Global Payments	Wellness	Membership Dues	\$35.00
08/21/2023	Deposit	Global Payments	Wellness	Membership Dues	\$65.00
08/21/2023	Check	Lowes	Wellness	Tool Set (upgrade)	-\$170.82
08/21/2023	Check	Buhler Market	Recreation	concession inventory	-\$933.38
08/21/2023	Check	Airgas	Recreation	C02 tank refill	-\$42.38
08/21/2023	Check	Amazon	Recreation	ice machine pick and ice scoop	-\$59.96
08/22/2023	Deposit	Global Payments	Wellness	Membership Dues	\$18.00
08/22/2023	Check	Digital Office Systems	Recreation	printer rental	-\$32.58
08/22/2023	Check	Canva	Recreation	canva subscription fee	-\$12.99
08/23/2023	Deposit	Global Payments	Wellness	Membership Dues	\$85.00
08/23/2023	Check	Amazon	Wellness	Bar Hanger, Wall paper holders, shower ring replacements	-\$55.63
08/24/2023	Deposit	Global Payments	Wellness	Membership Dues	\$46.00
08/24/2023	Check	Mailchimp	Recreation	mailchimp subscription fee	-\$26.50
08/25/2023	Deposit	Members	Wellness	Membership Dues	\$191.00
08/25/2023	Deposit	Global Payments	Wellness	Membership Dues	\$28.00
08/28/2023	Deposit	Global Payments	Wellness	Membership Dues	\$386.00
08/28/2023	Deposit	Global Payments	Wellness	Membership Dues	\$40.00
08/28/2023	Deposit	Global Payments	Wellness	Membership Dues	\$32.00
08/28/2023	Check	Amazon	Wellness	Emergency exit only stickers	-\$8.99
08/28/2023	Check	Leslies Pool	Wellness	pool chemicals	-\$62.53
08/29/2023	Deposit	Global Payments	Wellness	Membership Dues	\$179.40
08/30/2023	Deposit	Global Payments	Wellness	Membership Dues	\$1,320.00
08/30/2023	Check	Leslies Pool	Wellness	pool chemicals	-\$65.31
08/31/2023	Deposit	Members	Wellness	Membership Dues	\$601.00
08/31/2023	Deposit	Global Payments	Wellness	Membership Dues	\$50.00
08/31/2023	Check	Dish Network	Wellness	monthly dish fee	-\$147.20
09/01/2023	Check	Teresa Robinson	Wellness	Fitness Instructor fee	-\$480.00
09/01/2023	Deposit	Tivity Health	Wellness	Tivity membership payment	\$35.00
09/01/2023	Check	Jacqueline Johnson	Wellness	cleaning services fee	-\$200.00
09/01/2023	Deposit	Members	Wellness	Membership Dues	\$2,570.50
09/01/2023	Check	Ideatek	Wellness	Internet fee	-\$268.18
09/05/2023	Check	Global Payments	Wellness	Payment Processing Fees	-\$193.61
09/05/2023	Deposit	Global Payments	Wellness	Membership Dues	\$80.00
09/05/2023	Check	Amazon	Wellness	Floor sweeper	-\$30.32
09/05/2023	Deposit	Global Payments	Wellness	Membership Dues	\$40.00
09/05/2023	Deposit	Global Payments	Wellness	Membership Dues	\$230.00
09/05/2023	Deposit	Global Payments	Recreation	Membership Dues	\$165.00
09/05/2023	Check	Intuit	Recreation	quickbooks monthly fee	-\$90.00
09/06/2023	Deposit	Tegan Meadors	--	Deposit Error. This was a personal Check that the bank deposited into wrong acct. It is corrected on 10/4/23 with documentation.	\$1,536.63
09/07/2023	Deposit	Global Payments	Wellness	Membership Dues	\$158.00
09/08/2023	Deposit	Global Payments	Wellness	Membership Dues	\$530.00
09/08/2023	Deposit	Members	Wellness	Membership Dues	\$165.00
09/08/2023	Check	USD 313	Recreation	Fall Activity Guide print job	-\$63.00
09/11/2023	Deposit	Global Payments	Wellness	Membership Dues	\$300.00
09/11/2023	Deposit	Global Payments	Wellness	Membership Dues	\$90.00
09/11/2023	Deposit	Global Payments	Wellness	Membership Dues	\$413.00
09/13/2023	Check	Square	Wellness	Payment Processing Fee	-\$0.62
09/13/2023	Check	Fitness on Demand	Wellness	Fitness on Demand monthly fee	-\$199.00
09/13/2023	Deposit	Global Payments	Wellness	Membership Dues	\$21.00
09/14/2023	Check	Buhler Wellness Center	Wellness	Swim Lessons (test registration)	-\$20.00
09/14/2023	Deposit	Buhler Wellness Center	Wellness	Swim Lessons (test registration refund)	\$20.00
09/14/2023	Deposit	Global Payments	Wellness	Membership Dues	\$320.00
09/14/2023	Check	TNT Sports	Recreation	League scheduling software	-\$17.95

TRANSACTION DATE	TRANSACTION TYPE	NAME	LOCATION	MEMO	AMOUNT
09/14/2023	Check	Coca Cola	Recreation	concession items account test transaction	-\$0.01
09/14/2023	Check	Wal-Mart	Recreation	pens, sticky notes, card stock, binder clips, folder labels, etc.	-\$40.14
09/15/2023	Check	Jacqueline Johnson	Wellness	cleaning services fee	-\$300.00
09/15/2023	Deposit	Members	Wellness	Activity Room rental and membership dues	\$159.00
09/15/2023	Deposit	Global Payments	Wellness	Membership Dues	\$115.00
09/15/2023	Check	Leslies Pool	Wellness	pool chemicals	-\$44.54
09/15/2023	Deposit	Members	Recreation	coed softball team fee	\$250.00
09/18/2023	Deposit	Global Payments	Wellness	Membership Dues	\$183.00
09/18/2023	Deposit	Global Payments	Wellness	Membership Dues	\$167.00
09/18/2023	Check	Amazon	Wellness	I pad charger and case. Batteries.	-\$78.73
09/18/2023	Deposit	Square	Recreation	concession sales	\$18.79
09/19/2023	Check	Buhler Market	Recreation	concession items	-\$15.54
09/19/2023	Check	37 Print Co.	Recreation	Champion T-shirts for Church SB LEAGUE & Church SB TOURNAMENT	-\$313.80
09/19/2023	Check	American Fun Foods	Recreation	nacho chips for concessions	-\$27.34
09/19/2023	Deposit	Square	Recreation	concession items	\$11.29
09/20/2023	Deposit	Global Payments	Wellness	Membership Dues	\$25.00
09/21/2023	Deposit	Global Payments	Wellness	Membership Dues	\$36.00
09/21/2023	Check	Coca Cola	Recreation	fountain drink syrup box	-\$93.30
09/22/2023	Deposit	Members	Wellness	Membership Dues	\$357.25
09/22/2023	Deposit	Global Payments	Wellness	Membership Dues	\$88.00
09/22/2023	Check	Mario Navo	Recreation	Umpire fees	-\$96.00
09/22/2023	Check	Wal-Mart	Recreation	concession items	-\$4.21
09/22/2023	Deposit	Members	Recreation	Coed SB Team fees & concession sales	\$450.25
09/22/2023	Check	Canva	Recreation	Canva monthly fee	-\$12.99
09/25/2023	Deposit	Global Payments	Wellness	Membership Dues	\$54.00
09/25/2023	Deposit	--	Wellness	Membership Dues	\$61.98
09/25/2023	Deposit	Global Payments	Wellness	Membership Dues	\$65.00
09/25/2023	Deposit	Global Payments	Wellness	Membership Dues	\$40.00
09/25/2023	Check	Mailchimp	Recreation	mailchimp monthly fee	-\$26.50
09/25/2023	Check	Mailchimp	Recreation	mailchimp fee for testing texting service	-\$1.33
09/25/2023	Deposit	Square	Recreation	concession sales	\$2.09
09/26/2023	Deposit	Global Payments	Wellness	Membership Dues	\$50.00
09/26/2023	Check	Brett Eckert	Recreation	umpire fees	-\$96.00
09/26/2023	Deposit	Square	Recreation	concession sales	\$5.26
09/27/2023	Deposit	Global Payments	Wellness	Membership Dues	\$136.00
09/27/2023	Check	Amazon	Wellness	Cabinet Door Locks. I Pad Case and charger.	-\$61.52
09/27/2023	Check	Ez facility	Wellness	EZ facility annual fee	-
09/27/2023	Deposit	Members	Recreation	Coed SB team fee and concession sales	\$1,563.50
09/27/2023	Check	Ez facility	Recreation	Annual EZ facility subscription fee (payment split with WC acct)	-\$213.25
09/28/2023	Deposit	Global Payments	Wellness	Membership Dues	\$32.00
09/29/2023	Deposit	Members	Wellness	Membership Dues	\$69.00
09/29/2023	Deposit	Global Payments	Wellness	Membership Dues	\$248.40
09/29/2023	Check	EzTexting	Wellness	Texting Service annual fee	-\$240.00