Agendas



A. October
B. November
C. December
D. January
E. February
F. March
G. April
H. May
I. June

A: **Call to Order**

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes- 1, 2, 3, 4, 5 (see attached).

E: **Directors Report**

1. Basketball registrations @ 84 as of 10/7 ($3992): live through Parent Square.
    1. Learning benefits to Parent Square but also limitations w/. (ie: can register without paying… now we're managing few invoices)
2. Elementary school assemblies – engaging w/ schools.
3. Parent / Student survey – 63 completed - provides direction for us and prioritize programs
4. Circle Rec Parent Square group – 148 as of 10/7
5. Gained access to Facebook page and posting new content
6. Attending football games and gaining understanding of current procedures and how to build on them/ creating operations manual for gamedays
7. Completed CPR/First aid/AED training ($100 total)

F: **Old Business**

1. Soccer

G: **New Business**

1. Sign
2. Basketball registration fees
3. Adjustable Goals
4. Basketball Uniforms
5. Basketball Referee Pay scale
6. Pickleball Equipment
7. By-Laws
8. Logo Design
9. Kansas Recreation Parks Association membership
10. IT Halos, LLC – Firewall and Phone contract

11. Webpage Services
12. iPad and Square reader
13. Attorney Retainer
14. ChatGPT Premium:
15. Operational Supplies Budget
16. Football Banquet and Franchise Player award
17. ICI insurance quotes for Liability and property

H: **Executive Session**

Next meeting on Tuesday, Nov. 5th due to football banquet scheduled on Nov. 4th
Discuss Basketball Uniforms
Discuss office decor: Wall paper, window vinyls, wall decal, paint, entry mats, etc…
Arbiter - pay for officials. One 1099.

I: **Adjournment**

A: **Call to Order**

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes - 1

E: **Treasurers Report**

F: **Directors Report**

1. Basketball registrations @ 321 as of 11/1 ($15,240.00): live through Parent Square.
2. Towanda Elementary Assembly Complete
    1. Greenwich scheduled for 11/13.
3. Parent / Student survey – 83 completed
4. Circle Rec Parent Square group – 213 as of 11/1
5. Presented Report at BOE meeting on 10/14
6. IT Halos - installed firewall and phone system - posted phone number across website, socials and business pages.
7. Met w/ Bball coach Henry
8. Football banquet
9. Landed on Mission Statement: *Using recreation to unite the Circle district through the T-Bird Way*
10. Office Updates

G: **Old Business**

1. Sign
2. Adjustable Goals
3. Basketball Uniforms
4. Basketball Referee Pay scale
5. By-Laws
6. Office Decor
7. Soccer
8. Andover CPA's invoice

H: **New Business**

1. Circle Rec T-Shirt and Sales
2. Circle Rec Staff apparel
3. T-Bird Way
    a. Teachable
    b. Believe
    c. Integrity
    d. Respect
    e. Discipline
    f. Where:
        i. Utilize during coaches meeting to pass on to players -
        ii. Printed on clipboards to remind coaches to bring attention to it
        iii. Graphic on wall in office and conference room and Training facility and website.
4. T-Bird Way Graphic Design
5. T-Bird Training Center
6. Mission Statement Wall Vinyl
7. Grand Opening
8. Cleaning on Game Days

I: **Executive Session**

J: **Adjournment**

A: **Call to Order**

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes - 1

E: **Treasurers Report**

F: **Directors Report**

1. Basketball update - 6
2. Window Decals installed
3. Ordered Mission Statement decal
4. Approved design of the T-Bird Way Graphic - 1
5. Ordered and Received Basketball Adjustable Goals
6. Ordered Basketball Jerseys
7. T-Shirts ordered
8. Staff Apparel being designed
9. Completed Greenwich Assembly
10. District Calendar
11. Basketball Coaches meeting and Draft
12. Circle Rec Parent Square Group @ 237 as of 11/27
13. Susie Floyd / site cleanup.
14. Students set up on Arbiter
15. Swimming

G: **Old Business**

1. Soccer Workshop - 2 & 3

H: **New Business**

1. Baseball fields - 4 & 5
2. KPERS
3. Basketball at Circle Rec and future plan - 8
4. Wallpaper Design - 7
5. Friday Office “challenges”
6. Kindergarten uniforms

I: **Executive Session**

J: **Adjournment**

Call to Order

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes - 1

E: **Treasurers Report**

F: **Directors Report**

1. Basketball update
    1. T-Bird Way Awards - 2,3 & 4
2. JAG
3. Site Cleanup
4. Insurance
5. Students set up on Arbiter
6. Swimming
7. Football Helmets
8. KRPA
9. KPERS
10. Rec. Center Tours Report
11. Taxes

G: **Old Business**

1. Soccer Workshop
2. Summer Camps
3. Baseball Fields
4. By-Laws 5

H: **New Business**

1. City of Towanda 6 & 7
2. New Labor Laws on Exempt vs Non-Exempt EE's
3. Refrigerator repair
4. Sport equipment Bags
5. Interlocal Building
6. Facility
7. Policies to come 3

8. End of season basketball items 4 & 5

I: **Executive Session**

J: **Adjournment**

A: **Call to Order**

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes - 1

E: **Treasurers Report**

F: **Directors Report**

1. City of Benton - 2
2. Basketball Update
3. Swimming
4. KRPA
5. Taxes
6. Facebook - 7

G: **Old Business**

1. City of Towanda
2. Baseball
3. Soccer
4. Summer Camps
5. By-Laws - 3
6. Interlocal Facility / Gymnasium - 4
7. Non-Exempt / Exempt - 8,9,

H: **New Business**

1. Instructors - 5
2. Development Plan - 6
3. Long Term Lease -

I: **Executive Session**

J: **Adjournment**

A: **Call to Order**

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes - 1

E: **Treasurers Report**

F: **Directors Report**

1. Basketball Season Debrief - 2
2. KRPA
3. Baseball / Softball / Tee Ball
4. Coaches Meeting

G: **Old Business**

1. Baseball - 4
2. Summer Camps
3. Instructors - 5
4. Long Term Lease - 6
5. Development Plan - 7

H: **New Business**

1. National Alliance for Youth Sports
2. Policy - 3
3. Tap N' Paddle

I: **Executive Session**

J: **Adjournment**

A: **Call to Order**

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes

E: **Treasurers Report**

1. February P&L

F: **Directors Report**

1. Baseball / Softball / T-Ball
2. Umpire Report
3. Mondays in March - 3
4. Bracket Challenge
5. ICI Insurance
6. Partnerships
7. Development Plan / Next steps
8. Legal approved instructor agreement
9. Coaches signed coaching agreements
10. Jotform agreement
11. Gift to Circle Rec
12. Circle Rec. Studios
13. Instructors

G: **Old Business**

1. Lease - 1
2. Summer Camps - 2
3. Development Plan - 5
4. Nays

H: **New Business**

1. Interlocal Gym
2. Site Supervisors
3. Football / Cheer registrations - 4

I: **Executive Session**

J: **Adjournment**

A: **Call to Order**

B: **Public Communications**

C: **Approval of Agenda**

D: **Consent Agenda**

1. Approval of Minutes

E: **Treasurers Report**

1. March P&L

F: **Directors Report**

1. Current Account Balance
2. District Administrative Report
3. Umpire Training / Scrimmages
4. Circle Rec Studios
5. Tennis / Golf Camp Registration numbers
6. Baseball / Softball / T-Ball
7. Speed Training Camp
8. Fitness Center in Towanda
9. Site Supervisor
10. Pickleball Clinic
11. Interlocal Use
12. Circle Rec Representatives agreement
13. Fitness Instructors
14. Play it again Team store sales
15. ATV
16. Coaches Portal
17. Equipment Sale
18. KRPA Rec Commission Summit

G: **Old Business**

1. Lease
2. Fitness Center Update

3. Sponsorships Outline
4. Football / Cheer Registrations

H: **New Business**

1. Volleyball
2. By-Laws

I: **Executive Session**

J: **Adjournment**

Item A: **Call to Order**

Item B: **Public Communications**

Item C: **Approval of Agenda**

Item D: **Consent Agenda**

1. Approval of Minutes - 1

Item E: **Treasurer's Report**

1. Dennis Mullins - May P&L - 2

Item F: **Directors Report**

1. Current Account Balance
2. Next Mill Levy installment
3. Football / Cheer-
4. Rec Dates on District Calendar
5. New Hires
6. Conversations w/ other potential hires:
7. Employee Management systems
8. Circle Rec Studios
9. Tennis/golf camp
10. Month at a Glance newsletter- see attached
11. Baseball / Softball / T-Ball Report
12. Speed Training
13. Interlocal Use in May
14. Circle Rec Representatives agreements:
15. High School Coaches alignment
16. Budget
17. Employee Sponsored Donation

Item G: **Old Business**

A. Purchasing and Bid Requirements -
B. Fitness Center Update-
C. Football Combine -

ITEM: G **New Business:**

1. Cheer Uniform Requests
2. Golf Tournament Sponsorship
3. Volleyball

4. Strategic Plan
5. Tennis Coach

Item I: **Executive Session**

Item J: **Adjournment**

Minutes

A. October
B. November
C. December
D. January
E. February
F. March
G. April
H. May
I. June

Circle Recreation Commission
Minutes of Rec Board Meeting
October 7, 2024
District Administrative Office
6:00 pm

These minutes may be approved or amended at the November 5, 2024, Recreation Board meeting.

CALL TO ORDER
Nick Engels called the October 7, 2024, Recreation Board Regular meeting to order at 6:00pm.

Members Present:
Nick Engels
Darius Semisch
Casey Winchell
Kevin Frack
Chelsea Anderson

Others Present:
.Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
Dennis Mullins, Andover CPAs

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS
No Public Communications

APPROVAL OF THE AGENDA
Motion by Kevin to approve the agenda as amended. Seconded by Casey.
Motion carried 5-0.

CONSENT AGENDA
Motion by Darius to approve the consent agenda as presented. Seconded by Chelsea.
Motion carried 5-0.

DIRECTOR REPORT
Director Tyler Sperry reported on a number of activities going on with the commission including Basketball registrations, elementary school assemblies, parent/student surveys, parent square, facebook access, football game attendance and the completion of their CPR/First Aid/AED training

OLD BUSINESS
The topic of club soccer team falling under the umbrella of the Circle Recreation Commision. Consensus was that it would be tabled for next year.

NEW BUSINESS

1. Tyler Sperry presented the Andover CPA proposal for compilation services to start book keeping records as of 9/1/2024. Motion to approve proposal at $500 a month by Kevin and 2nd by Chelsea. Motion carried 5-0
2. Tyler presented a potential sign donation from Circle Towanda that could sit outside and be updated as needed. More information was requested and was tabled until future meeting.
3. Basketball registration fees were kept similar to prior year. Consensus was obtained to agree with that for this year with plans to revisit going forward.
4. Request by management to purchase adjustable goals to use in the Middle school for basketball season. More information was requested and will be tabled to next meeting.
5. Discussion of potential basketball uniforms for this year was had but more information was requested and was tabled until next meeting.
6. Management proposed an initial basketball referee pay scale. More information was requested and was tabled until future meetings.
7. Pickleball equipment was requested to be able to use as a community resource within the recreation commission building. More information on liability was requested and was tabled until future meeting.
8. By-law incorporation was discussed but more information was requested and was tabled for future meeting.
9. Request by management to approve the logo design and logo-design fee of $500. Motion by Darius and 2nd by Kevin. Motion carried 5-0.
10. Management requested that they be able to join the Kansas Recreation Parks Association with a fee of $100. Motion by Kevin 2nd by Chelsea. Motion carried 5-0.
11. Management requested we move forward with a proposal from IT Halos, LLC for Firewall and phone contract. Motion by Darius and 2nd by Kevin. Motion carried 5-0.
12. Management requested approval of webpage service fee of $1,000. Motion by Casey 2nd by Chelsea. Motion Carried 5-0
13. Management requested the purchase of 1 additional ipad and square payment reader for $560 for use with concessions at sporting events. Moved by Darius 2nd by Kevin. Motion carried 5-0.
14. Management requested approval to put Pankratz and Hodge PA on retainer with no fee. Moved by Kevin 2nd by Chelsea, Carried 5-0.
15. Management requested an annual subscription to ChatGPT premium at $20 a month for use in scheduling and other misc functions. Moved by Casey 2nd by Darius. Motion carried 5-0.
16. Management requested authority to have a spending threshold for misc supplies that would not need board approval. Darius moved that for supply purchases under $250, per purchase, management would not need approval from the board. 2nd by Chelsea. Motion carried 5-0
17. Tyler Sperry informed the board that during the November 4th football banquet they will begin giving out the franchise player awards for players that played their entire time with Circle football. Informational only
18. ICI insurance quote for liability and property was presented for approval. Motioned by Darius and 2nd by Kevin. Motion carried 5-0.
19. Discussion of the use of Arbiter for scheduling and pay of all officials which would make them contractors. Item was tabled for review by Andover CPAs for tax treatment.
20. Management requested permission to start updating the office with décor to make building more suitable for the use. Board requested that management put together a proposal for changes and present at next board meeting.

EXECUTIVE SESSION

No executive session

PERSONNEL

No personnel report

ADJOURNMENT

There being no further business before the board, Nick Engels declared the meeting adjourned at 8:16pm.

Circle Recreation Commission
Minutes of Rec Board Meeting
November 5, 2024
District Administrative Office
6:00 pm

These minutes may be approved or amended at the December 1, 2024, Recreation Board meeting.

CALL TO ORDER
Nick Engels called the November 5, 2024, Recreation Board Regular meeting to order at 6:00pm.

Members Present:
Nick Engels
Darius Semisch
Casey Winchell
Kevin Frack
Chelsea Anderson

Others Present:
.Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
Dennis Mullins, Andover CPAs

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS
No Public Communications

APPROVAL OF THE AGENDA
Motion by Casey to approve the agenda. Seconded by Darius.
Motion carried 5-0.

CONSENT AGENDA
Motion by Darius to approve the consent agenda as presented. Seconded by Chelsea.
Motion carried 5-0.

TREASURER'S REPORT
Dennis Mullins from Andover CPAs presented the September monthly financials.

DIRECTOR REPORT
Director Tyler Sperry reported on a number of activities going on with the commission including Basketball registrations updates, elementary school assemblies, parent/student surveys, current discussions with Towanda township, parent square update, Board of education meeting

presentation, Status of IT Halo installation, Discussion with High School Basketball coach, Football/cheer banquet, Mission statement update, and office improvement updates.

OLD BUSINESS

1 – Signage –

- Old Towanda signage – Determined it is bit too expensive at this time.
- Vinyl window signage proposal – Motion by Chelsea to move forward with the Vinyl signage as recommended by the Director. Seconded by Darius. Motion carried 5-0

2 – Adjustable basketball goals – Moved by Casey to purchase BSN adjustable goals as recommended by the director. Seconded by Kevin. Motion carried 5-0.

3 – Basketball uniforms – Motion by Darius to purchase 360 jersey's as presented by the Director. Seconded by Chelsea. Motion carried 5-0.

4 – Basketball Referee Pay Scale – Motion by Kevin to approve pay scale for referee as presented. Second by Darius. Motion carried 5-0.

5 – Initial pages of the By-laws was presented for review. They were reviewed and it was requested that additional pages be completed prior to February Board meeting.

6 – Office décor – Motion by Chelsea to approve quote for mission statement wall Vinyl. Second by Casey. Motion Carried 5-0.

7 – Director informed the board that the Soccer workshop was scheduled for Nov 18th at 6pm.

8 – Motion to approve invoice for initial set up by Andover CPAs by Casey, Second by Kevin. Motion carried 5-0.

NEW BUSINESS

1. Circle rec t-shirts – the Director recommended the purchase of 200 youth shirts and 200 adult shirts. Moved by Darius, second by Chelsea, motion carried 5-0.
2. Director requested approval for $100 budge for staff apparel. Moved by Kevin and second by Darius, motion carried 5-0.
3. Director and Assistant director presented "the T-BIRD way" as a concept to push out to the activities within the district activities. There was consensus of the board that this was good to move forward with.
4. Director and Assistant director presented "the T-BIRD way" rough design. Kevin moved to approve the quote from Andie Deffenbaugh to design a logo, Second by Casey, motion carried 5-0.
5. Director Presented a potential option for the future to set up a T-Bird Training center. This was informational and the Director got consensus to gather more information relating to this.
6. Also presented a potential Grand opening once training center is opened. Will discuss more when T-Bird training center is approved/further along.
7. Director presented an option to help with clean up on game days. Motion by Chelsea and Second by Casey to approve the hiring of contract help for basketball gamedays. Motion carried 5-0.

EXECUTIVE SESSION

No executive session

PERSONNEL

No personnel report

ADJOURNMENT

There being no further business before the board, Nick Engels declared the meeting adjourned at 7:56pm.

Circle Recreation Commission (CRC)
Minutes of Rec Board Meeting
December 1, 2024
Circle Recreation Office
6:00 pm

These minutes may be approved or amended at the January 6, 2024, Recreation Board meeting.

CALL TO ORDER
Nick Engels called the December 1, 2024, Recreation Board Regular meeting to order at 5:57pm.

Members Present:
Nick Engels
Darius Semisch
Casey Winchell
Kevin Frack
Chelsea Anderson

Others Present:
.Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
Dennis Mullins, Andover CPAs

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS
No Public Communications

APPROVAL OF THE AGENDA
Motion by Casey to approve the agenda as amended. Seconded by Kevin.
Motion carried 5-0.

CONSENT AGENDA
Motion by Kevin to approve the consent agenda as presented. Seconded by Darius.
Motion carried 5-0.

TREASURER'S REPORT
Dennis Mullins from Andover CPA presented the October financial data. Motion by Chelsea to approve the financials as presented. Seconded by Kevin.
Motion carried 5-0.

DIRECTOR'S REPORT
Director Tyler Sperry reported on a number of activities going on with the commission including Basketball updates, status of various office updates and approved actions from prior meeting.

CGE assembly, noted inclusion of registration dates going forward with District calendar, and Potential volunteer to do a swimming clinic in the future.

OLD BUSINESS

Confirmed date for Soccer workshop to discuss how to set up the program for future years as December 5th at 6pm.

NEW BUSINESS

1. The Director presented some information that was provided by the City of Towanda with proposed charges for use of the town baseball fields (4 & 5). This item was discussed and tabled for further information gathering.
2. The Director requested approval to allow employees of the Circle Recreation Commission be able to contribute to KPERS based on the affiliation for special districts and instrumentalities. It was also requested that they be able to access the Group life insurance policy which would be 100% employee funded. Moved by Kevin Frack that the employees of the Circle Recreation Commission to be included with KPERS and be able to access the optional group term life insurance provided as well. Seconded by Casey Winchell.
    a. Motion carried 5-0.
3. Director discussed potential future state of the Youth Basketball Drafting procedures. Consensus was reached with the board that the Director can run that process as they believe is most beneficial to the kids.
4. The Assistant Director presented an option for Wallpaper that would present the "T-Bird Way" on a wall. This was discussed but was tabled for future discussion of other options.
5. The Assistant Director presented an idea to have activities on certain Fridays that would get the community more involved and bring some awareness to the office and the CRC. The board had consensus that the Assistant Director can conduct these activities and other similar activities in the future without board approval.
6. The Assistant Director presented the Bid from a supplier to provide Jerseys for the Kindergarten Basketball program. Darius moved that we approve the bid from Eldo Ink for the dry fit jerseys costing $12 a piece and a total of 50 kids. Seconded by Kevin.
    a. Motion carried 5-0
7. The Director Presented a professional development opportunity provided by the Kansas Recreation and Park Association to be held in Manhattan, KS January 28-30th. The costs would include $100 for an additional membership for the Assistant Director, $375 per person for the full conference, 3 days of per diem at $68 per day to cover food costs, 2 hotel rooms for 2 nights and mileage for one vehicle up and back. The total being $1,618 plus mileage and hotel stays. Moved by Kevin to approve the trip and expense as noted. Seconded by Chelsea.
    a. Motion carried 5-0

EXECUTIVE SESSION

No executive session

PERSONNEL

No personnel report

ADJOURNMENT

There being no further business before the board, Nick Engels declared the meeting adjourned at 7:55 pm.

Circle Recreation Commission (CRC)
Minutes of Rec Board Meeting
January 6, 2025
Circle Recreation Office
6:00 pm

These minutes may be approved or amended at the February 3, 2025, Recreation Board meeting.

CALL TO ORDER
Nick Engels called the December 1, 2024, Recreation Board Regular meeting to order at 6pm.

Members Present:
Nick Engels
Darius Semisch
Kevin Frack
Chelsea Anderson

Via Zoom:
Casey Winchell

Others Present:
.Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director

Via Zoom:
Dennis Mullins, Andover CPAs

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS
No Public Communications

APPROVAL OF THE AGENDA
Motion by Kevin to approve the agenda as amended. Seconded by Darius.
Motion carried 5-0.

CONSENT AGENDA
Motion by Chelsea to approve the consent agenda as presented. Seconded by Kevin.
Motion carried 5-0.

TREASURER'S REPORT
Dennis Mullins from Andover CPA presented the October financial data. Motion by Chelsea to approve the financials as presented. Seconded by Kevin.
Motion carried 5-0.

DIRECTOR'S REPORT

Director Tyler Sperry reported on a number of activities going on with the commission including Basketball updates, status of various office updates and approved actions from prior meeting. Update on students set up in Arbiter, potential for Swimming, update on football helmets. Also noted a report of tours of other recreation centers and some potential additional tours.

OLD BUSINESS

1. Confirmed date for Soccer workshop to discuss how to set up the program for future years as January 21st at 6pm.
2. Summer camps – requested quotes from ICI for swimming, tennis, golf and fitness courses to be held in board room Feedback was they would need more specifics to give a quote.
3. Baseball fields in Towanda – responded back to city regarding quote and received attorney response which will be discussed in New Business.
4. By-laws created – Reviewed with Board members – Some potential changes to be made – tabled for further review before ratification.

NEW BUSINESS

1. The Director presented some new information that was provided by the Lawyer of the City of Towanda with discussion of how we may be able to work together to utilize the city baseball fields for rec practices. Item tabled for further discussion.
2. The Director discussed that there are new labor laws on Exempt vs Non-exempt employees and the implication to our assistant director. – Tabled for additional discussion.
3. Director discussed a rec refrigerator that is located in Towanda which he received a repair quote for but was recommended not to fix as the cost to repair was too high. Consensus not to repair was obtained and agreed that selling is the appropriate action.
4. Director presented sport equipment bags that are needed for the baseball/softball season. – Moved by Darius to approve the purchase of the equipment bags, 2nd by Chelsea. Motion carried 5-0.
5. Director discussed some potential space that could be utilized for future activities or continual use at the 638 interlocal building in Towanda. Item tabled for further investigation by Director.
6. Director discussed potentially using the conference room for various community classes. Consensus was obtained to finalize opportunity and bring more data to board in next meeting.
7. The Director discussed the potential policies that could be implemented. Discussion was had but no action taken at this time.
8. Discussed what/if to provide to basketball participants to end the year. Consensus was achieved on certificates instead of medals and continuing the franchise awards for players that have participated all years.

EXECUTIVE SESSION

Nick Engles called executive session at 7:45 pm for 15 minutes to discuss non-elected personnel matters.

Motion to increase salary of assistant director to comply with the exempt employee rules made by Darius, 2nd by Kevin, motion carried 5-0.

PERSONNEL

No personnel report

ADJOURNMENT

There being no further business before the board, Nick Engels declared the meeting adjourned at 8:05 pm.

Circle Recreation Commission (CRC)
Minutes of Rec Board Meeting
February 3, 2025
Circle Recreation Office
6:00 pm

These minutes may be approved or amended at the March 3, 2025, Recreation Board meeting.
CALL TO ORDER
Nick Engels called the February 3, 2025, Recreation Board Regular meeting to order at 6:02pm.
Members Present:
Nick Engels
Darius Semisch
Chelsea Anderson
Casey Winchell
Via Zoom:
Kevin Frack
Others Present:
.Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
Dennis Mullins, Andover CPAs
Jennifer Watkins
All in attendance recited the Pledge of Allegiance.
PUBLIC COMMUNICATIONS
No Public Communications
APPROVAL OF THE AGENDA
Motion by Darius to approve the agenda as amended. Seconded by Casey.
Motion carried 5-0.
CONSENT AGENDA
Motion by Chelsea to approve the consent agenda as presented. Seconded by Darius.
Motion carried 5-0.
TREASURER'S REPORT
Dennis Mullins from Andover CPA presented the December financial data. Motion by Chelsea to approve the financials as presented. Seconded by Casey.
Motion carried 5-0.
DIRECTOR'S REPORT
Director Tyler Sperry reported on a number of activities going on with the commission including the
gifting of a mower from the City of Benton, Basketball updates, swimming update, KRPA conference,
and facebook activity.
OLD BUSINESS
1. City of Towanda Baseball field discussion and will not be moving forward.
2. Baseball registration and discussion of current status. No action necessary.
3. Soccer workshop summary. Will discuss further for implementation.

4. Discussion of potential summer camp activities. Will continue to investigate and review and determine best way
forward.

5. Updated by-laws were presented. Motion by Chelsea to approve and seconded by Casey. Motion carried 5-0.
6. Discussion of the interlocal building and potential usage after their normal hours. Consensus obtained to
continue discussion with them on pricing.
7. Discussion of the most recent updates with the DOL non-exempt vs exempt employee status. Will discuss EE
impacts in executive session.

NEW BUSINESS
1. The director and assistant director presented a table for potential class instructor pay that would be used to allow
instructors to run classes at the Circle Rec. This item was tabled for further discussion.
2. A potential plan for the next 3-5 years was presented and will continue to be developed as we move forward.
Consensus was obtained to move forward as presented.
3. Director presented that they had initial discussions with the owner of the Circle Rec Building on the potential of a
long-term lease. The owner is discussing with his attorney and will report back later.
4. Discussion of allowing James Connoly to assist temporarily with the Rec and the Board had consensus to allow the
Director to move forward as needed.
EXECUTIVE SESSION
Nick Engles called executive session at 8:15pm for 2 minutes to discuss non-elected personnel matters.
Motion to return assistant director salary in-line with initial offer and back on normal pay schedule made
by Darius, 2nd by Casey, motion carried 5-0.

ADJOURNMENT
There being no further business before the board, Nick Engels declared the meeting adjourned at 8:19
pm.

Circle Recreation Commission (CRC)
Minutes of Rec Board Meeting
March 3, 2025
Circle Recreation Office
6:00 pm

These minutes may be approved or amended at the April 7, 2025, Recreation Board meeting.
CALL TO ORDER
Nick Engels called the March 3, 2025, Recreation Board Regular meeting to order at 6:00pm.
Members Present:
Nick Engels
Darius Semisch
Chelsea Anderson
Casey Winchell
Via Zoom:
Kevin Frack
Others Present:
Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
All in attendance recited the Pledge of Allegiance.
PUBLIC COMMUNICATIONS
No Public Communications
APPROVAL OF THE AGENDA
Motion by Casey to approve the agenda as amended. Seconded by Chelsea.
Motion carried 5-0.
CONSENT AGENDA
Motion by Darius to approve the consent agenda as presented. Seconded by Chelsea.
Motion carried 5-0.
TREASURER'S REPORT
Director Tyler Sperry presented the January financial data. Motion by Casey to approve the financials as
presented. Seconded by Chelsea.
Motion carried 5-0.
DIRECTOR'S REPORT
Director Tyler Sperry reported on a number of activities going on with the commission including the
Basketball season wrap-up, KRPA conference take-aways, update to baseball/softball/teeball, and
discussion of upcoming coaches meeting including high school coaches.
OLD BUSINESS
1. Baseball update and quotes for required equipment necessary to run the baseball program. It was moved by
Chelsea that the Director was authorized to spend up to $5,000 on the required equipment for baseball and

seconded by Darius. Motion carried 5-0. Also moved by Darius was budget to spend up to $35 per participant
for uniforms. Seconded by Chelsea. Motion carried 5-0.
2. Summer camps – were discussed further with plans becoming more solid. Board had consensus that they may
run the programs as they see fit. A request to spend on Golf equipment was tabled until further research was
done on options for equipment.

3. An agreement for potential instructors was presented by the assistant director for approval to use when hiring
instructors for various activities. Chelsea moved to conditionally approved given it is okayed after a legal
review. Seconded by Darius. Motion carried 5-0.
4. Director discussed the potential long-term lease presented by the landlord. Board agreed to have legal review
prior to further discussion.
5. Discussion of future long-term development plans.
a. Indicated that survey is necessary for future growth.
b. Part of that growth is use of the interlocal building. It was moved by Chelsea to agree to a $1,200 flat
fee or $100 a month to cover incidentals at the interlocal gym and agree to the usage hours. Seconded
by Casey. Motion carried 5-0.
c. Potential for use of the current building as a “T-Bird Training Center” was tabled until final rental
agreement is established.

NEW BUSINESS
1. The director presented an option to use National Alliance for Youth Sports (NAYS) to help qualify coaches. This
would include:
a. Coaches completing a certification process
b. Background checks of coaches
c. Start Smart – curriculum
This option for qualifying coaches was tabled for future discussion given the ongoing cost.
2. Director presented a policy to cover late registration/waitlisting participants with regard to activities. Moved by
Casey and seconded by Chelsea to approve and implement the policy. Motion carried 5-0.
3. The Assistant director presented a potential fund-raising event at Tap N’ Paddle. Consensus was reached that he can
go forward as he sees fit.
EXECUTIVE SESSION
N/A

ADJOURNMENT

There being no further business before the board, Nick Engels declared the meeting adjourned at 8:25
pm.

Circle Recreation Commission (CRC)
Minutes of Rec Board Meeting
April 7, 2025
Circle Recreation Office
6:00 pm

These minutes may be approved or amended at the May 5, 2025, Recreation Board meeting.
CALL TO ORDER
Nick Engels called the April 7, 2025, Recreation Board Regular meeting to order at 6:01pm.
Members Present:
Nick Engels
Darius Semisch
Chelsea Anderson
Casey Winchell
Kevin Frack
Others Present:
Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
All in attendance recited the Pledge of Allegiance.
PUBLIC COMMUNICATIONS
No Public Communications
APPROVAL OF THE AGENDA
Motion by Kevin to approve the agenda as presented. Seconded by Casey.
Motion carried 5-0.
CONSENT AGENDA
Motion by Darius to approve the consent agenda as presented. Seconded by Chelsea.
Motion carried 5-0.
TREASURER'S REPORT
Director Tyler Sperry presented the February financial data. Motion by Casey to approve the financials
as presented. Seconded by Darius.
Motion carried 5-0.
DIRECTOR'S REPORT
Director Tyler Sperry reported on a number of activities going on with the commission including the
status of baseball sign-ups/season, status of hiring umpires for baseball season, the usage of the
interlocal building for "Mondays in March", the March Madness Bracket challenge, status of insurance
discussions to cover any CRC assets, new partnership with Gambino's and Play-it-again sports,
discussion of potential development plans, status of the instructors agreement as well as the use of
Jotform. It was also noted that the CRC scheduled their first art project activity for the community and a

Letter was received that a community member chose to gift the CRC some money through their employer with a follow up of wanting to recognize the individual.

OLD BUSINESS

1. Reviewed updates to the updated lease agreement which was tabled for further review of the new lease agreement.

2. Summer camps – were discussed further with plans becoming more solid. Board had consensus that they may run the programs as they see fit. It was noted that a Tennis grant was received in the amount of $1,000 and the assistant director will be getting clarification on any limitations on how the money is to be spent.

3. Director discussed some potential usages of the current space including utilizing the conference room as a work out facility for potential members. Some potential issues would be ADA compliance, public access risks, need for a monitoring system, and the flooring upgrades needed. Reviewed an initial drawing of what the conversion might look like from SPT architecture. No action at this time.

4. Additional discussion of the usage of NAYS for:

a. coach background checks. It was moved by Chelsea to approve the usage of NAYS for background checks and seconded by Kevin. Motion carried 5-0.

b. Smart start – was discussed but was tabled for potential future discussions

NEW BUSINESS

1. The director discussed the use of the interlocal gym and to need for a representative that would be responsible for opening/closing the facility and monitoring for issues while being used for CRC business. These would potentially be volunteer individuals and consensus was received for the director/assistant director to move forward.

2. Director presented a request to hire a site supervisor to use to cover sports facilities as required by the high school administration as well as for potential future programming. This would be 3-4 nights a week as of now. It was moved by Darius to allow for the hiring of a part time employee to be a site supervisor as needed with the pay scale suggested by the director based on the task being performed. Seconded by Chelsea. Motion carried 5-0.

3. Director presented the potential pay scale for football/cheer registrations.

a. All activities staying flat at $150/Football $80/Cheer and $45/Flag football

b. Discount for multiple siblings being 1⁄2 off for additional siblings and discounted by 25% for those on free

and reduced meal plans. (No documentation required).
c. Presented a waiver and refund policy.
d. Potential concessions plan of having a paid worker who is the director of concessions during home
games/combine for football season. They would train/direct volunteers and coordinate with the director on
the volunteer schedule.
e. It was recommended that we add a uniform not returned fee of $200 to be agreed to by parents when
signing up for the activities to help mitigate against items not being returned and help cover cost when
items are not returned.
It was moved by Kevin to approve uniform return fee policy and seconded by Darius. Motion carried 5-0.
The waiver and paid concessions director was tabled for further discussions.

EXECUTIVE SESSION
N/A

ADJOURNMENT
There being no further business before the board, Nick Engels declared the meeting adjourned at 8:15
pm.

Circle Recreation Commission (CRC)
Minutes of Rec Board Meeting
May 5, 2025
Circle Recreation Office
6:00 pm

These minutes may be approved or amended at the June 2, 2025, Recreation Board meeting.

CALL TO ORDER
Nick Engels called the May 5, 2025, Recreation Board Regular meeting to order at 6:00pm.

Members Present:
Nick Engels (left meeting at 7:15 pm)
Darius Semisch
Chelsea Anderson
Kevin Frack

Others Present:
Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
Dennis Mullins

All in attendance recited the Pledge of Allegiance.

PUBLIC COMMUNICATIONS
No Public Communications

APPROVAL OF THE AGENDA
Motion by Kevin to approve the agenda as presented. Seconded by Darius.
Motion carried 4-0.

CONSENT AGENDA
Motion by Chelsea to approve the consent agenda as presented. Seconded by Kevin.
Motion carried 4-0.

TREASURER'S REPORT
Dennis Mullins presented the March financial data. Motion by Darius to approve the financials as presented. Seconded by Kevin.
Motion carried 4-0.

DIRECTOR'S REPORT
Director Tyler Sperry reported on a number of items, including the commission's account balance, a recent administrative update, umpire training status for baseball/softball, the first Circle Rec Studios event, and a registration update for the tennis/golf summer camp. He also provided a baseball/softball/t-ball status report, including a report on the coaches meeting in April, uniform costs, the practice fields as well as game days, and a CHS student who is

providing photography for the season. Other updates included offering speed training this summer, information about a fitness center that may be coming to Towanda, the hiring of a site supervisor, an upcoming pickleball clinic offered by Carson, the CRC's use of the Interlocal building during April, agreements with two individuals for open gyms and basketball trainings, the status of the search for fitness instructors, a Play It Again team store sales report, the status of the ATV needing repaired, a coaches portal in the works, information about the CRC selling equipment, and what was learned at a KRPA Rec Commission Summit.

OLD BUSINESS

1. Update of the signing of the lease agreement for the current space until Aug. 2028.
2. Director continued discussion from April meeting regarding use of the current space as a fitness center – construction bids, equipment bids and IT bids were presented. The Board requests a survey be administered to gauge interest. Discussion had regarding how to get the word out (for the survey and for future community offerings) – suggestions included mailers, a note on the water bill, postings in the bank or post office, etc.
3. Director proposed a sponsorship agreement/outline, including one specifically for Football Combine. Discussion held regarding options for business and what costs CRC to incur. Agreed to table this until next meeting to rethink options.
4. Football/Cheer Registrations were discussed – Director gave status report and informed board of concession manager hiring and status of reconditioning of helmets.

NEW BUSINESS

1. Director provided report regarding discussions of volleyball league with El Dorado and August, to also likely include Bluestem and Whitewater. CRC would likely host some games – Towanda is preferred location, but CMS may be needed
2. Amendments to by-laws were discussed. Changes deal with purchasing. Board asked that changes be run by legal before action is taken by the Board.

EXECUTIVE SESSION

N/A

ADJOURNMENT

There being no further business before the board, the meeting adjourned at 7:46 pm.

Circle Recreation Commission (CRC)
Minutes of Rec Board Meeting
June 2, 2025
Circle Recreation Office
6:00 pm

These minutes may be approved or amended at the July 7, 2025, Recreation Board meeting.
CALL TO ORDER
Nick Engels called the April 7, 2025, Recreation Board Regular meeting to order at 6:01pm.
Members Present:
Nick Engels
Chelsea Anderson
Casey Winchell
Kevin Frack
Members Absent:
Darius Semisch
Others Present:
Tyler Sperry – Circle Rec Director
Carson Mosier – Assistant Circle Rec Director
Dennis Mullins - CPA
All in attendance recited the Pledge of Allegiance.
PUBLIC COMMUNICATIONS
No Public Communications
APPROVAL OF THE AGENDA
Motion by Casey to approve the agenda as presented. Seconded by Kevin.
Motion carried 4-0.
CONSENT AGENDA
Motion by Kevin to approve the consent agenda as presented. Seconded by Casey.
Motion carried 4-0.
TREASURER'S REPORT
Dennis Mullins, CPA presented the April financial data. Motion by Chelsea to approve the financials as
presented. Seconded by Kevin.
Motion carried 4-0.
DIRECTOR'S REPORT
Director Tyler Sperry reported on a number of activities going on with the commission including the
current cash balance in the bank, the planned next payment from the Mill Levy. Discussed activities
including Football/Cheer Registration and getting the Rec dates onto the district calendar to have more
visibility for our constituents.
Listed the part time employees that were hired for various recreational activities including site

supervisors, concessions and class instructors. Discussed the potential for an employee management
survey. Followed by the potential future for Circle rec studios which was well attended but mainly by
friends of employees.

Update on Tennis/Golf camp with a good number of kids getting to participate. Starting a month at a
glance newsletter to go out monthly. Indicated that there were some requests for bathrooms at baseball/teeball sites along with some other updates.
Also discussed were the speed training class update, the use report for the interlocal building in May, a
circle representative agreement, alignment with high school programs, initial budget discussions, and a
note about some employee sponsored donations.
OLD BUSINESS
1. Discussed the potential for bid requirements. Noted that it can be a best practice without having to be an
official policy or in the bylaws. Consensus was received to proceed with this as a best practice.
2. Discussed the opportunity for the fitness center again. Tabled for future discussions.
3. Discussed the football combine and consensus was received to proceed.
NEW BUSINESS
1. Reviewed the required cheer uniforms for the upcoming season. It was moved by Chelsea to approve the purchase of
the requested uniforms. Seconded by Kevin. Motion carried 4-0.
2. The director discussed an opportunity to give back to the high school football team through sponsorship of the golf
tournament benefiting them. It was moved by Casey to approve the sponsorship at the Blue level for $800 and
seconded by Kevin. Motion passed 4-0
3. The director discussed the set up of a Volleyball league. Discussing the plan for rules, locations, and timing.
4. The director discussed setting up a strategic plan and the opportunities to set up a strategic plan. It was
recommended that we hold off for now until we have more history to determine the needs of the community.
5. The assistant director discussed an opportunity to be an assistant coach at the high school. The board had consensus
that they would support him in that endeavor as long as the Director was ok with the logistics.
EXECUTIVE SESSION
N/A

ADJOURNMENT

There being no further business before the board, Nick Engels declared the meeting adjourned at 7:44
pm.