THE MINUTES OF THE PUBLIC RECREATION COMMISSION
November 18, 2025

The regular meeting of the Public Recreation Commission was held with the following Commissioners present: Messrs. O'Callaghan, West, and Lee. Mmes. Rich. Staff in attendance: Mmes. Stewart, Swift, Nuss, Webb, and Jones. Messrs. Holman, Sommers, Milton, Higby, Lubbers, Heyl, and Ford.

Commissioner Pat O'Callaghan called the meeting to order at 4:04 pm.

PRESENTATION
Budget Dashboard – Tiffany Stewart

INTRODUCTIONS
Taylor Singleton, SAC Leblond
Tim Holman, Senior Accountant

RETIREMENTS
None

PROGRAM HIGHLIGHTS
None

MINUTES
Commissioner O'Callaghan called for a motion to approve the October 21st, 2025, Regular Board Meeting minutes. Commissioner West made the motion to accept the minutes, and Commissioner Rich seconded. The motion carried.

PUBLIC COMMENTS
None

CORRESPONDENCE
None

TEAM HIGHLIGHTS
None

DIRECTORS REPORT

HUMAN RESOURCES
April Jones provided an update on the vacancy report. The CFO position has been posted. The CCD eligibility list will be published next week. All finance vacancies have been filled, and the Accountant Tech starts on Monday. Over 200 applications have been received for AD positions. The DM Principal Engineer is under a classification study.

FINANCE UPDATE
Austin Lubbers provided a general finance update. Austin will have documentation to be presented next month.

BUDGET VARIANCE UPDATE
Austin Lubbers is working on the final request from city council for the budget variance. Austin has reanalyzed the data and will submit the final request soon. Funds will be requested from the 323-revenue fund. Part-time staffing is a significant contributor to the variance, and communication with staff regarding limits will be streamlined and emphasized.

P-CARD PROCEDURE ROLL OUT
Tiffany Stewart provided an update on the P-Card improvement plan. We have worked with governance and policy. The overview and pilot program were kicked off today. We hosted an overview presentation and conducted hands-on training for the pilot group.

COMMUNITY TABLE & HOLIDAY EXTRAVAGANZA
Director Betts provided an update on the Community Table and Holiday Extravaganza. We have received a great deal of support from our partners and will host our first community table on November 21st. The Holiday Extravaganza is on December 20th at Madisonville Recreation Center.

PLANNING AND ENGINEERING - CAPITAL PROJECTS (UPDATE)

Maddi Slack updated the Commission on the major capital projects underway currently:

- Let's Grow Local with Madtree and Parks-Trees added to Dyer and Lincoln. Expansion of the planting bed in front of Lincoln and addition of gravel around the Artwork/Dedication plaque to allow people to walk up to it.
- Hartwell Futsal Court-Turfed; Futsal and Basketball Court Renovation planned for Spring 2026
- Reviewing Camp Washington Skatepark 90% Drawings. Plan to break ground in early 2026 year
- Dyer Construction Set Under Review by P and D Department-Cost $2,000,000. Construction begins after the Summer 26 season
- Oskamp Community Input: Survey posted Friday, 40 responses as of 11/18. Attended the Westwood Council Meeting to present and answer questions. The survey will close on December 19th.
- Kirby Sommer to take over as Interim on December 7th

COMMISSION BOARD COMMITTEE AND SUBCOMMITTEES:

BUDGET AND FINANCE UPDATE
Commissioner Rich provided an update. Tiffany and Austin reviewed the dashboard and budget variance.

GOVERNANCE AND POLICY COMMITTEE UPDATE
Commissioner West provided an update on the meeting, and they have several policies on the agenda for approval tonight.

OLD BUSINESS
7.a None Currently

NEW BUSINESS

8.a Recommended Action

Board Information

Background

6 Year Capital Plan Draft

The Commissioner reviewed the 6-year capital Plan Draft and will vote at the December meeting.

8.b Recommended Action

Board Approval

Background

ADM-10 Acceptance of New Facilities

Commissioner O'Callaghan called for a motion to approve ADM-10 Acceptance of New Facilities Commissioner West made a motion to approve the policy, and Commissioner Rich seconded it; the motion carried.

8.c) Recommended Action

Board Approval

Background

ADM-11 Naming of Facilities

Commissioner O'Callaghan called for a motion to approve ADM-11 Naming of Facilities. Commissioner West made a motion to approve the policy, and Commissioner Lee seconded it; the motion carried.

8.d) Recommended Action

Board Approval

Background

ADM-12 Telecommunications (previously telephones)

Commissioner O'Callaghan called for a motion to approve ADM-12 Telecommunications (previously referred to as telephones). Commissioner Rich made a motion to approve the policy, and Commissioner Lee seconded it; the motion carried.

8.e) Recommended Action

Board Approval

Background

ADM-15 Proper Use of National/State/City Flags

Commissioner O'Callaghan called for a motion to approve ADM-15 Proper Use of National/State/City Flags. Commissioner West made a motion to approve the policy, and Commissioner Lee seconded it; the motion carried.

8.f) Recommended Action

Board Approval

Background

ADM-17 Flag Displays

Commissioner O'Callaghan called for a motion to approve ADM-17 Flag Displays. Commissioner Rich made a motion to approve the policy, and Commissioner West seconded it; the motion carried.

8.g) Recommended Action

Board Approval

<u>Background</u>

ORG-1 Public Recreation Commission's Authority to Operate

Commissioner O'Callaghan called for a motion to approve ORG-1 Public Recreation Commission's Authority to Operate. Commissioner West made a motion to approve the policy, and Commissioner Lee seconded it; the motion carried.

8.h) <u>Recommended Action</u>

Board Approval

<u>Background</u>

ORG-2 Recreation Department Organization Chart

Commissioner O'Callaghan called for a motion to approve ORG-2 Recreation Department Organization Chart. Commissioner West made a motion to approve the policy, and Commissioner Rich seconded it; the motion carried.

<u>EXECUTIVE SESSION</u>

5:25- 5:30 PM

Board Action:

The Board considered disciplinary action against the following employees:

Cory Clyburn
Charge: Excessive Absenteeism
Recommended Penalty: 16-hour suspension
Approved Penalty: 16-hour suspension

Commissioner O'Callaghan motioned to accept the recommendation of the Human Resources and the Hearing Officer for a Penalty of a 16-hour suspension. Rollcall: Commissioner O'Callaghan - Yes, Commissioner Rich-Yes, Commissioner Lee – Yes, Commissioner West - Yes. The motion carried. Passed unanimously

Johnny Fears
Charge: Neglect of Duty
Recommended Penalty: 40-hour suspension
Approved Penalty: 40-hour suspension

Commissioner O'Callaghan motioned to accept the recommendation of the Human Resources and the Hearing Officer for a Penalty of a 40-hour suspension. Rollcall: Commissioner O'Callaghan - Yes, Commissioner Rich-Yes, Commissioner Lee – Yes, Commissioner West - Yes. The motion carried. Passed unanimously

Meeting adjourned at 5:39 PM

<u>NEXT COMMISSION MEETING</u>

The next meeting of the Public Recreation Commission will be held on December 16, 2025, at CRC Main Office.

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Pat O'Callaghan, Jr., President

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Daniel E. Betts, Director

/ss Minutes prepared by Sonya Swift