

## **NOTICE**

City of Evansville  
Youth Center Board Meeting  
Evansville Youth Center, 209 South First Street  
Monday, October 23, 2023, 5:30 pm

### **Agenda**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Motion to waive the reading of the minutes of the August 28th and October 9, 2023 board meetings and approve as printed
5. Civility reminder
6. Citizen Appearances other than agenda items listed
7. Youth Center operations – placeholder
8. Old business
  - a. Citizen Engagement discussion
  - b. Review of EYC handbook – Discussion and suggestion for change
  - c. EYC Advisory Board Roles and Responsibilities – Discussion of a Treasurer
  - d. Maintenance update
9. New business
10. Next Meeting Date: November 27, 2023, 5:30 pm
11. Motion to Adjourn

*Ben Corridon, Evansville Youth Center Chair*



# Evansville Youth Center

## Regular Meeting

Youth Center, 209 S First St., Evansville, WI 53536

Monday, August 28th, 2023 5:30 pm

### Minutes

1. **Call to Order:** 5:34pm, along the street outside the Youth Center.

2. **Roll Call**

Members		Others Present
Alderson Ben Corridon	Present	None
Abbey Barnes	Present	
Kenneth Updike	Present	
Bill Lathrop	Present	
Abraham Rodriguez	Present	
Maria Torres	Absent	
Open Seat		

3. **Motion to Approve the Agenda**, by Ms. Barnes, seconded by Mr. Updike, approved without dissent.

4. **Motion to waive the reading of the minutes** of the June 19th, 2023 meeting and approve as printed, by Mr. Updike, seconded by Mr. Rodriguez, approved unanimously.

5. **Civility reminder** – Mr. Corridon reminded the group to conduct civil discussion

6. **Citizen Appearances** – None

7. **Youth Center Operations**

Mr. Corridon provided an update on operations in the absence of Interim Director Olsen:

Angie hopes to get letters out to businesses the first week of September in an effort to solicit donations for Youth Center operations.

The plan is to open Tuesday, September 5th as the first day for the 2023-24 season.

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Angie will not be able to attend the JC McKenna open house. Information will be made available to students.

Ducky Derby - Angie wants to make some recommendations (“helpful hints”) for next year. Ms. Barnes pointed out that we should begin planning much earlier in the spring to prepare for the July 4th event.

The derby raised about \$2500 net of prize payouts. 720 total tickets were sold of the 2000 available.

Mr. Lathrop questioned as to whether Ducky Derby tickets needed to be raffle tickets - and Members shared the general opinion that it did.

There was a question on the status of a previously discussed kickball tournament. With the originally discussed date now just a couple weeks away - it seems unlikely to happen.

Ms. Barnes suggested the Board connect with Heather Buttchen at the High School to help create awareness of Youth Center needs as high school seniors consider their graduation projects. This could be a valuable source of energy and resources.

## **8. New Business**

Mr. Lathrop shared two donations that have been offered by community members’

- Judge Alisankus has offered a vintage juke box with vintage record collection. He believes the machine still works - though needs a cleaning. Mr. Alisankus has offered transport and up to \$200 additionally for maintenance and repair.
- Bill Hartje has offered an upright piano to the Youth center.

Ms. Olsen will need to reach out to the two parties to coordinate delivery and setup.

## **9. Old Business**

Mr. Beedle has resigned from the Board and the City is now pursuing the search for another member.

Future Meeting Dates - reviewed the monthly 4th Monday schedule for the remainder of 2023 and came up with the following meeting dates:

- Sept 25th
- Oct 23rd
- Nov 27th

- Dec 18<sup>th</sup>

Only December deviated from the 4th Monday - as that date would have fallen on Christmas. The 3rd Monday may conflict with other city meetings, but not for members of EYC Board.

Mr. Corridon brought up the need to complete the Vision and Values work - and all agreed that is an important project. Mr. Lathrop suggested waiting until the next director is hired so that that individual can play an integral role in establishing those statements.

Mr. Corridon reported meeting with City Administrator Jason Sergeant on budget issues and shared back some of that discussion with the intent of engaging in a discussion on the Youth Center budget. Mr. Lathrop pointed out that without the benefit of seeing actual operating results it will be very difficult to make actual budget recommendations. Mr. Lathrop noted that there is no available information on how much money is spent on snacks, activity supplies or anything else for that matter.

Mr. Updike questioned the status of the budget and whether all available funds have been spent for the year - and if not - then we still have several months to take care of needed purchases.

Mr. Corridon suggested compiling a list of building needs to ensure the current facility can remain open until a new facility can be secured.

Mr. Corridon brought up grants and the need for the center to engage in the process of pursuing state and federal grants. Such financial aid may make some of the more manual processes - such as the ducky derby - less necessary.

Mr. Corridon shared that the City has approved a new position - "Recreation Coordinator." There is still some uncertainty surrounding the position - including whether it will be half or ¾ time. Ms. Olsen has already determined she will not pursue the position and will step down as Interim Director at the end of the calendar year.

Ms. Barnes asked when the city will start advertising for the new Director - that information is not currently available.

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There was some discussion on the role of the Board. Mr. Corridon reported that he will work with Mr. Sergeant to help bring clarity to the group on what their role is - if it is not one of oversight. Though Mr. Corridon did suggest that the primary role of the board is fundraising.

10. **Next Meeting Date** – September 25th, 5:30 pm at the Youth Center.

11. Mr. Lathrop made a motion to adjourn, seconded by Ms. Barnes, approved unanimously - meeting adjourned.

# Evansville Youth Center

## Regular Meeting

Youth Center, 209 S First St., Evansville, WI 53536

Monday, October 9th, 2023 5:30 pm

### Minutes

1. **Call to Order:** 5:33pm

2. **Roll Call**

#### Members

Alderson Ben Corridon	Present
Alderson Abbey Barnes	Present
Kenneth Updike	Present
Bill Lathrop	Absent
Abraham Rodriguez	Absent
Maria Torres	Present
Megan Devorak	Present

3. **Motion to Approve the Agenda** by Mr. Updike, seconded by Ms. Barnes, approved without dissent.

#### Others Present

Angie Olson, EYC Interim Director

4. **Motion to waive the reading of the minutes** of the August 28th, 2023 meeting and approve as printed, by Mr. Updike.

The motion was not seconded and it will be corrected at the next regular meeting.

Correction: Mr. Corridon asked that under Old Business, the last line in the paragraph about Recreation Coordinator be amended to say “Ms. Olsen has already determined that she will not pursue the position of Recreation Coordinator”, removing the remainder of that sentence. Approved unanimously.

5. **Civility reminder** – Mr. Corridon reminded the group to conduct civil discussion

**6. Citizen Appearances – None****7. Youth Center Operations**

Interim Director Olsen

Angie reported that things have been going well at the EYC, albeit a little slow. Last year, the EYC had a lot of 6th graders, this year they are all doing volleyball/football. Last week was busy - Friday was 30-35 kids. There are a lot of 5th graders this year. Megan Devorak has been volunteering to help the EYC on Wednesdays.

Megan Devorak put out a Facebook request for people to donate furniture to the EYC and the EYC received two new couches, three new chairs and a high-top table that is being used for board games. With the new furniture donated, there was some shuffling of furniture to help with the flow of traffic within the EYC.

***Review EYC Budget***

Mr. Corridon presented the EYC budget as of September and only 25% of the Operations budget has been used so far. Ms. Olsen is planning on using up more of the budget by purchasing replacements for outdoor equipment and when the EYC gets busier later this year, the costs for snacks and general supplies will double.

Mr. Corridon will be bringing an up-to-date accounting of the budget at the monthly meetings for the board's review. Mr. Corridon stated that the 2024 budget has the same numbers as last year for the Operating Expenses and Repairs/Maintenance. Mr. Corridon will be working with the City to increase the maintenance budget, even if the operating budget runs a little bit leaner than 2023.

The board discussed the needs of the budget in regards to building maintenance as the building is older and in need of repair. The repairs and maintenance budget needs to be increased. There needs to be a mold test done to determine the hazard levels for children and staff as well as replacement/repair on the kitchen/dining room floor. As part of the mold test, there needs to be more ventilation in the building as two of the back rooms (TV room and Video Game room) do not have any ventilation. Additionally, Ms. Barnes shared that last month the City put in a bid for another building for EYC, but unfortunately the City lost the bid.



## 8. New Business

### *Presentation and Review of the Recreation Coordinator job description*

The Recreation Coordinator job description was presented to the board, but it's unknown if the Recreation Coordinator will be placed later this year. Once new information is available, the City will share at that time.

### *Citizen Engagement Discussion*

- Relationship with School Board
  - The Board agreed that a relationship needs to be renewed between the EYC and the school district to establish goodwill. Additionally, it would be a good way to get students to give back to the EYC through High School Senior projects.
- Community Goodwill Programs
  - It was discussed that there should be some events that get the word out about the EYC and produce goodwill with the larger Evansville community. The ideas ranged from kids helping out in the local community to to a re-grand opening that invites parents and kids to visit the EYC. It was decided that more discussion was needed around these ideas to make them into workable programs.

### *Review of the EYC Advisory Board roles and responsibilities*

The Board reviewed the EYC handbook as it relates to roles and responsibilities. It was in sore need of an update and Mr. Corridon shared that City Staff will be converting the current EYC handbook into a PDF so that there was a digital version. The goal for this meeting was to share the pages that needed to be updated and then discuss at the next meeting what needs to be done.

- Vice Chair
  - The Board set up the role of Vice Chair with the sole responsibility of running the EYC Board meeting if ever the chair was absent. Mr. Updike nominated Abbey for the role and it was seconded by Ms. Devorak. Approved unanimously.
- Treasurer
  - General consensus with the board was to wait until the regular meeting to discuss the Treasurer role and then make a possible motion for that role. Mr. Corridon moved to

postpone this discussion, Mr. Updike seconded the motion.  
Approved unanimously.

9. **Next Meeting Date** – October 23rd, 5:30 pm at the Youth Center.
10. Mr. Updike made a motion to adjourn, seconded by Ms. Barnes, approved unanimously - meeting adjourned.