

**City of Haven**  
**Recreation Board Meeting**  
**AGENDA**  
**August 9, 2023, at 6:30 p.m.**  
**Haven Community Building**

**A. CALL TO ORDER**

**B. PUBLIC COMMENT**

**C. APPROVE MINUTES**

**D. FINANCIALS**

File sent from City Clerk, Leslie Atherton

**E. AGENDA ITEMS**

1. Merritt Wright Donations

2. MOU with USD 312

3. Key Usage Form

4. Fall Youth Sports Position Duties

- a. Volleyball Official
- b. Football Official
- c. Score Keeper / Timekeeper

5. Fall Sport Purchases

- a. Purchase Volleyballs x 10 @ \$26 each
- b. Purchase 2 flag sets @ 25- 55 each depending on style

6. Color Fun Run

7. Bingo in September

- a. Cost: \$15/\$5
- b. Who: Director, secretary & 2 -3 Vols
- c. When: September 9 & December 9 at 6pm-8pm
- d. Where: high school
- e. How: Same format

8. Halloween Family Party

- a. Cost: debatable fee- \$15 couple w/ 2 can food donation
- b. Who: Director, secretary & 3 volunteers
- c. When: October 21 or 28 630- 830p

- d. Where: community building or High school
- e. How: DJ for Dancing, Family Games, and Snacks

#### 9. Basketball

- a. Cost: \$40
- b. Who: 2 Refs & 1 time/score
- c. K- 6th (Co-ed k-2 and 3-6 boys/girls)
- d. When: Open Reg now - October deadline
- e. Where: Middle school - K-2 in house and 3-6 Travel MKL
- f. How: Practice 1-2 times week & Saturday Games
  - i. A. Purchase pump@ 20- 40
  - ii. B. Purchase 10 - 27.5in @ \$17- 45 and 10 - 28.5in. @ \$19-55

### **F. REC DIRECTOR UPDATES**

#### 1. Baseball/softball

Director Meeting-updated rules.

#### 2. Volleyball/Flag football

- a. Rule Updates @ meeting
- b. Purchase Volleyballs x 10 @ \$26 each
- c. Purchase 2 flag sets@ 25- 55 each depending on style

#### 3. League updates

- a. Trying Help with travel by selective scheduling.
- b. Adding Track
- c. Earlier reg times

### **G. BOARD MEMBERS CONCERNS**

### **H. CALENDAR:**

- 1. Next meeting is at 6:30 p.m. Wednesday, September 13, 2023

### **I. ADJOURNMENT**

JULY 2023

<b>RECREATION EXPENDITURES</b>	<b>2023 Budget</b>	<b>\$37,540.00</b>
Budget Less Cap. Outlay	\$37,540.00	Percentage Expended of Budgeted
Expended through 07/31/2023	\$20,603.54	54.88%
Remaining Spendable:	\$16,936.46	
Fund Balance Remaining:	\$16,936.46	
<b>RECREATION REVENUE</b>	<b>2023 Budget</b>	<b>\$7,100.00</b>
2023 Budgeted Revenue	\$15,100.00	Percentage Collected
Received through 07/31/2023	\$9,955.61	65.93%
Short or (Long) By:	\$5,144.39	

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08/01/23

Cash Basis

**City of Haven**  
**Recreation Board YTD P&L**  
 January through July 2023

	RBF RECREATION BOARD FU...	TOTAL
<b>Income</b>		
ART · ART CAMP	665.00	665.00
BINGO · BINGO INCOME	214.00	214.00
BLAST · BLASTBALL	420.00	420.00
CHEER · CHEER CAMP	45.00	45.00
CONCESR · CONCESSIONS - RECREATION	104.00	104.00
CONV · CONVENIENCE FEE INCOME	55.94	55.94
COOK · COOKING CLASS	320.00	320.00
CORN · CORNHOLE	15.00	15.00
DANCE · Dance Income	1,150.00	1,150.00
FBALL · FOOTBALL	40.00	40.00
LEARNER · LITTLE LEARNERS	40.00	40.00
PUBBALL · P/U BASKETBALL	67.00	67.00
SIGNP · SIGN PAINTING	70.00	70.00
SMII · Sale of Misc Item	154.67	154.67
Summer · Summer Program Income		
BASEBAL · BASEBALL	1,910.00	1,910.00
SOFTBAL · SOFTBALL INCOME	3,325.00	3,325.00
TBALL · TBALL	1,320.00	1,320.00
<b>Total Summer · Summer Program Income</b>	<b>6,555.00</b>	<b>6,555.00</b>
TGF · Transfer from General Fund	18,770.00	18,770.00
VOLLEY · VOLLEYBALL	40.00	40.00
<b>Total Income</b>	<b>28,725.61</b>	<b>28,725.61</b>
<b>Gross Profit</b>	<b>28,725.61</b>	<b>28,725.61</b>
<b>Expense</b>		
1000 · Personal Services	3,120.00	3,120.00
2000 · Contractual Services	3,606.43	3,606.43
3000 · Commodities		
ADV · Advertisements / PR Materials	200.00	200.00
CCFEE · CREDIT CARD FEES	190.47	190.47
FUEL · Fuel / Travel	15.02	15.02
POSTAGE · Postage, Ofc, Printer Expense	-47.52	-47.52
REFUND · Refund	150.00	150.00
REGISTR · Registration Fees	180.00	180.00
UNIF · Uniforms	2,172.58	2,172.58
VEH · Vehicle Maintenance	81.94	81.94
3000 · Commodities - Other	1,482.28	1,482.28
<b>Total 3000 · Commodities</b>	<b>4,424.77</b>	<b>4,424.77</b>



City of Haven  
Recreation Board YTD P&L  
January through July 2023

	RBF RECREATION BOARD FU...	TOTAL
66000 · Payroll Expenses	8,772.44	8,772.44
EB1 · Social Security	671.10	671.10
EB4 · Unemployment	8.80	8.80
Total Expense	20,603.54	20,603.54
Net Income	8,122.07	8,122.07

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Cash Basis

**City of Haven**  
**Recreation Board Monthly P&L**  
**July 2023**

	<u>RBF RECREATION BOARD FU...</u>	<u>TOTAL</u>
<b>Income</b>		
ART · ART CAMP	105.00	105.00
CHEER · CHEER CAMP	45.00	45.00
CONV · CONVENIENCE FEE INCO...	36.95	36.95
COOK · COOKING CLASS	40.00	40.00
CORN · CORNHOLE	15.00	15.00
FBALL · FOOTBALL	40.00	40.00
LEARNER · LITTLE LEARNERS	40.00	40.00
PUBBALL · P/U BASKETBALL	67.00	67.00
SMII · Sale of Misc Item	154.67	154.67
VOLLEY · VOLLEYBALL	40.00	40.00
<b>Total Income</b>	<b>583.62</b>	<b>583.62</b>
<b>Gross Profit</b>	<b>583.62</b>	<b>583.62</b>
<b>Expense</b>		
1000 · Personal Services	2,300.00	2,300.00
3000 · Commodities		
CCFEE · CREDIT CARD FEES	35.69	35.69
FUEL · Fuel / Travel	15.02	15.02
REGISTR · Registration Fees	180.00	180.00
VEH · Vehicle Maintenance	81.94	81.94
3000 · Commodities - Other	457.85	457.85
<b>Total 3000 · Commodities</b>	<b>770.50</b>	<b>770.50</b>
66000 · Payroll Expenses	1,212.50	1,212.50
EB1 · Social Security	92.76	92.76
EB4 · Unemployment	1.21	1.21
<b>Total Expense</b>	<b>4,376.97</b>	<b>4,376.97</b>
<b>Net Income</b>	<b>-3,793.35</b>	<b>-3,793.35</b>

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Cash Basis

**City of Haven**  
**Rec Board Detailed Expenses**  
**January through July 2023**

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>1000 · Personal Services</b>						
Bill	02/06/2023	baske...	KINLEY JACQUES	REFEREE - 8 GAMES	160.00	160.00
Bill	02/06/2023	BASK...	REESE ROPER	REFEREE - 8 GAMES @ \$20 EACH	160.00	320.00
Bill	02/06/2023	BASK...	CHAUNCEY DRAKE	BASKETBALL - SCOREKEEPER AND BOOK - 7.5 GAMES @ \$2...	150.00	470.00
Bill	02/20/2023	0210...	DOMINICK SAIZ	DJ SERVICES FOR VALENTINE'S DAY DANCE	350.00	820.00
Bill	07/17/2023	sum...	BAYLEIGH JEANN...	UMPIRE - 12 GAMES (\$20 - 35 EACH)	310.00	1,130.00
Bill	07/17/2023	SUM...	KARLEE ADELE C...	UMPIRE - 13 GAMES - \$20 - 35 EACH	340.00	1,470.00
Bill	07/17/2023	SUM...	WELDEN STANLEY	UMPIRE - 14 GAMES (\$20 - 35 EACH)	385.00	1,855.00
Bill	07/17/2023	SUM...	TANNER BRIT RO...	UMPIRE - 10 GAMES (\$20 - 30 EACH)	260.00	2,115.00
Bill	07/17/2023	SUM...	SANDRA WRIGHT ...	UMPIRE - 8 GAMES (\$25 - 35 EACH)	225.00	2,340.00
Bill	07/17/2023	SUM...	TERNELL MARSH...	UMPIRE - 14 GAMES (\$20 - 35 EACH)	425.00	2,765.00
Bill	07/17/2023	SUM...	CONNOR BYRON ...	UMPIRE - 5 GAMES (\$25 - 35 EACH)	155.00	2,920.00
Bill	07/18/2023	sum...	JILLIAN BECKLER	UMPIRE - 6 GAMES (\$30-35 EACH)	200.00	3,120.00
Total 1000 · Personal Services					3,120.00	3,120.00
<b>2000 · Contractual Services</b>						
Bill	03/06/2023	inv-13...	RECDESK LLC	RECDESK SUBSCRIPTION 03/01/23 - 02/28/2024 - COUNCIL A...	3,500.00	3,500.00
Bill	03/06/2023	e080...	COMMERCE BANK...	MICROSOFT 365 RENEWAL - J. GONZALEZ	106.43	3,606.43
Total 2000 · Contractual Services					3,606.43	3,606.43
<b>3000 · Commodities</b>						
<b>ADV · Advertisements / PR Materials</b>						
Check	03/20/2023	73892	4-H CLUB	DONATION FOR EASTER CANDY	200.00	200.00
Total ADV · Advertisements / PR Materials					200.00	200.00
<b>CCFEE · CREDIT CARD FEES</b>						
Check	01/03/2023	73601	CyberSource Corpo...	TRANSACTION FEE FOR DECEMBER 2022	0.90	0.90
Check	02/02/2023	73691	CyberSource Corpo...	TRANSACTION FEE FOR JANUARY 2023	3.29	4.19
Bill	02/06/2023	0102...	COMMERCE BANK...	AUTHORIZE.NET MONTHLY GATEWAY FEE	25.00	29.19
Check	03/02/2023	73839	CyberSource Corpo...	TRANSACTION FEE FOR FEBRUARY 2023	5.69	34.88
Bill	03/06/2023	0202...	COMMERCE BANK...	AUTHORIZE.NET MONTHLY GATEWAY FEE	25.00	59.88
Bill	04/03/2023	0302...	COMMERCE BANK...	AUTHORIZE.NET MONTHLY GATEWAY FEE	25.00	84.88
Check	04/03/2023	73928	CyberSource Corpo...	TRANSACTION FEE FOR MARCH 2023	6.60	91.48
Bill	05/01/2023	0406...	COMMERCE BANK...	AUTHORIZE.NET MONTHLY GATEWAY FEE	30.00	121.48
Check	05/02/2023	74053	CyberSource Corpo...	TRANSACTION FEE FOR APRIL 2023	1.50	122.98
Check	06/01/2023	74293	CyberSource Corpo...	TRANSACTION FEE FOR MAY 2023	1.80	124.78
Bill	06/05/2023	0504...	COMMERCE BANK...	AUTHORIZE.NET MONTHLY GATEWAY FEE	30.00	154.78
Bill	07/03/2023	0604...	COMMERCE BANK...	AUTHORIZE.NET MONTHLY GATEWAY FEE	30.00	184.78
Check	07/03/2023	74288	CyberSource Corpo...	TRANSACTION FEE FOR JUNE 2023	5.69	190.47
Total CCFEE · CREDIT CARD FEES					190.47	190.47
<b>FUEL · Fuel / Travel</b>						
Bill	07/17/2023	132962	MID-KANSAS COO...	FUEL FOR REC MOWER - 06/05/23 NO HOURS PROVIDED - S....	15.02	15.02
Total FUEL · Fuel / Travel					15.02	15.02

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Cash Basis

**City of Haven**  
**Rec Board Detailed Expenses**  
 January through July 2023

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>POSTAGE · Postage, Ofc, Printer Expense</b>						
Credit	05/18/2023	0518...	COMMERCE BANK...	CASH BACK REBATE - 05.18.2023	-47.52	-47.52
Total POSTAGE · Postage, Ofc, Printer Expense					-47.52	-47.52
<b>REFUND · Refund</b>						
Check	04/18/2023	74005	BRANDAE TATE	PAINT NIGHT REFUND - CLASS CANCELED - INVOICE 414	35.00	35.00
Check	04/18/2023	74006	SHAUNA SCHOEP...	PAINT NIGHT REFUND - CLASS CANCELED - INVOICE 427	35.00	70.00
Check	05/02/2023	74050	ALYSSA COFFEY	REFUND OF T-BALL FEE FOR ELIJAH - NMM SPONSORSHIP -...	40.00	110.00
Check	05/02/2023	74052	JENNIFER JORDAN	REFUND OF SOFTBALL - LEAH JORDAN - INVOICE 445 - NMM...	40.00	150.00
Total REFUND · Refund					150.00	150.00
<b>REGISTR · Registration Fees</b>						
Bill	07/17/2023	SOFT...	HESSTON RECRE...	SUMMER BASEBALL / SOFTBALL FEES - 9 TEAMS	180.00	180.00
Total REGISTR · Registration Fees					180.00	180.00
<b>UNIF · Uniforms</b>						
Bill	05/16/2023	52981	FINCHER'S FINDIN...	21 shirts - 7/8 Softball council approved 05.15.2023	236.50	236.50
Bill	05/16/2023	52981	FINCHER'S FINDIN...	30 shirts - Tball council approved 05.15.2023	347.00	583.50
Bill	05/16/2023	52981	FINCHER'S FINDIN...	17 shirts - 1/2 Baseball council approved 05.15.2023	197.50	781.00
Bill	05/16/2023	52981	FINCHER'S FINDIN...	29 shirts - 1/2 Softball council approved 05.15.2023	337.50	1,118.50
Bill	05/16/2023	52981	FINCHER'S FINDIN...	11 shirts - Blastball council approved 05.15.2023	126.50	1,245.00
Bill	05/16/2023	52981	FINCHER'S FINDIN...	12 shirts - 5/6 Softball council approved 05.15.2023	138.00	1,383.00
Bill	05/16/2023	52981	FINCHER'S FINDIN...	13 shirts - 5/6 Baseball council approved 05.15.2023	149.50	1,532.50
Bill	05/16/2023	52981	FINCHER'S FINDIN...	26 shirts - 3/4 Softball council approved 05.15.2023	307.00	1,839.50
Bill	05/16/2023	52981	FINCHER'S FINDIN...	17 shirts - 3/4 Baseball council approved 05.15.2023	195.50	2,035.00
Bill	05/16/2023	52981	FINCHER'S FINDIN...	Freight on Summer Ball Shirts council approved 05.15.2023	56.21	2,091.21
Bill	05/16/2023	52980	FINCHER'S FINDIN...	STAFF / BOARD MEMBER SHIRTS - PRINTING ON PROVIDED ...	60.00	2,151.21
Bill	06/05/2023	53040	FINCHER'S FINDIN...	(2) shirts for late registrants - Council approved 05.15.2023	21.37	2,172.58
Total UNIF · Uniforms					2,172.58	2,172.58
<b>VEH · Vehicle Maintenance</b>						
Bill	07/03/2023	0029...	THE HARDWARE ...	TRACTOR BATTERY AND GAS CAN	81.94	81.94
Total VEH · Vehicle Maintenance					81.94	81.94



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Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>3000 · Commodities - Other</b>						
Bill	02/20/2023	607606	STEPHANIE ANN ...	DANCE - DOLLAR GENERAL - REIMBURSEMENT FOR DIECUT...	11.83	11.83
Bill	02/20/2023	2132...	STEPHANIE ANN ...	DANCE - DOLLAR TREE - REIMBURSEMENT FOR BALLOONS,...	41.05	52.88
Bill	02/20/2023	9999...	STEPHANIE ANN ...	DANCE - DILLONS - REIMBURSEMENT FOR COOKIE PACKS (...)	56.92	109.80
Bill	04/03/2023	1134...	COMMERCE BANK...	PAINT NIGHT - (24) CANVASES FROM AMAZON	61.03	170.83
Bill	04/03/2023	0854...	COMMERCE BANK...	PAINT NIGHT - 20 EASELS, 200 BRUSHES, 20 PALETTES - AM...	95.59	266.42
Bill	04/03/2023	0492...	COMMERCE BANK...	PAINT NIGHT - 12 BOTTLES OF ACRYLIC PAINT - AMAZON	33.55	299.97
Bill	04/03/2023	MAR...	THE HARDWARE ...	SUPPLIES TO HANG RECREATION BANNERS	36.47	336.44
General Journal	04/04/2023	0404...		TO VOID LOST / DESTROYED CHECK 72962 AND ISSUE REPL...	-33.56	302.88
Check	04/04/2023	73952	STEPHANIE ANN ...	TO REPLACE LOST / DESTROYED CHECK 72962	33.56	336.44
Bill	05/01/2023	APRI...	THE HARDWARE ...	PAD LOCK	24.99	361.43
Bill	05/15/2023	446605	STEPHANIE ANN ...	REIMBURSEMENT FOR (2) CATCHER'S MASKS FROM PLAY I...	53.73	415.16
Bill	05/18/2023	03021	COMMERCE BANK...	SUMMER KICK-OFF: TOYS / ITEMS FOR SUMMER KICK OFF P...	47.52	462.68
Bill	06/05/2023	2915...	COMMERCE BANK...	(2) BLACK TEES FOR T-BALL FROM AMAZON	48.11	510.79
Bill	06/05/2023	03021	COMMERCE BANK...	SUMMER KICK-OFF: TOYS / ITEMS FOR SUMMER KICK OFF P...	402.64	913.43
Bill	06/19/2023	9150...	LOWE'S	(10) 50# BAGS OF CHALK	111.00	1,024.43
Bill	07/03/2023	0678...	COMMERCE BANK...	(2) UMPIRE ACCESSORIES SETS FROM AMAZON	17.98	1,042.41
Bill	07/03/2023	0678...	COMMERCE BANK...	BASEBALL / SOFTBALL: (4) 76-PIECE FIRST AID KITS FROM A...	14.68	1,057.09
Bill	07/03/2023	0678...	COMMERCE BANK...	BASEBALL / SOFTBALL: (2) 42" DUFFLE BAGS	42.69	1,099.78
Bill	07/03/2023	K636...	COMMERCE BANK...	(6) UMPIRE POLOS FROM BASEBALL SAVINGS	127.69	1,227.47
Bill	07/03/2023	2112...	COMMERCE BANK...	CONCESSIONS - 36 CANS EACH OF SPRITE, PEPSI, AND DR....	92.20	1,319.67
Bill	07/17/2023	t-004...	CRYSTAL RENEE ...	NEEDLE ART, JEWELRY MAKING SUPPLIES FOR ART CAMP -...	39.41	1,359.08
Bill	07/17/2023	0090...	CRYSTAL RENEE ...	TIE DYE, PAINT, BAKING SODA, CORD, BARRELS, ETC. FOR ...	123.20	1,482.28
Total 3000 · Commodities - Other					1,482.28	1,482.28
Total 3000 · Commodities					4,424.77	4,424.77
<b>66000 · Payroll Expenses</b>						
Paycheck	01/13/2023	73616	Stephanie A Pace		847.86	847.86
Paycheck	01/31/2023	73672	Josephine L Gonzal...		175.73	1,023.59
Paycheck	02/15/2023	73741	Stephanie A Pace		847.86	1,871.45
Paycheck	02/28/2023	73795	Josephine L Gonzal...		175.73	2,047.18
Paycheck	03/15/2023	73856	Stephanie A Pace		847.86	2,895.04
Paycheck	03/31/2023	73908	Josephine L Gonzal...		175.73	3,070.77
Paycheck	04/14/2023	73961	Stephanie A Pace		847.86	3,918.63
Paycheck	04/27/2023	74016	Josephine L Gonzal...		175.73	4,094.36
Paycheck	05/15/2023	74088	Stephanie A Pace		1,000.00	5,094.36
Paycheck	05/15/2023	74088	Stephanie A Pace		608.56	5,702.92
Paycheck	05/31/2023	74121	Josephine L Gonzal...		200.00	5,902.92
Paycheck	05/31/2023	74121	Josephine L Gonzal...		97.08	6,000.00
Paycheck	06/15/2023	74172	Stephanie A Pace		1,000.00	7,000.00
Paycheck	06/15/2023	74173	Tanner B Rogers		94.13	7,094.13
Paycheck	06/15/2023	74173	Tanner B Rogers		0.00	7,094.13
Paycheck	06/15/2023	74174	Welden R Stanley		58.98	7,153.11
Paycheck	06/15/2023	74174	Welden R Stanley		0.00	7,153.11
Paycheck	06/30/2023	74237	Josephine L Gonzal...		200.00	7,353.11
Paycheck	06/30/2023	74244	Welden R Stanley		115.95	7,469.06
Paycheck	06/30/2023	74244	Welden R Stanley		0.00	7,469.06

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**City of Haven**  
**Rec Board Detailed Expenses**  
 January through July 2023

Type	Date	Num	Name	Memo	Paid Amount	Balance
Paycheck	06/30/2023	74257	Tanner B Rogers		90.88	7,559.94
Paycheck	06/30/2023	74257	Tanner B Rogers		0.00	7,559.94
Paycheck	07/14/2023	74335	Stephanie A Pace		1,000.00	8,559.94
Paycheck	07/14/2023	74336	Tanner B Rogers		12.50	8,572.44
Paycheck	07/14/2023	74336	Tanner B Rogers		0.00	8,572.44
Paycheck	07/31/2023	74388	Josephine L Gonzal...		200.00	8,772.44
Total 66000 · Payroll Expenses					8,772.44	8,772.44
<b>EB1 · Social Security</b>						
Paycheck	01/13/2023	73616	Stephanie A Pace		52.57	52.57
Paycheck	01/13/2023	73616	Stephanie A Pace		12.29	64.86
Paycheck	01/31/2023	73672	Josephine L Gonzal...		10.90	75.76
Paycheck	01/31/2023	73672	Josephine L Gonzal...		2.55	78.31
Paycheck	02/15/2023	73741	Stephanie A Pace		52.56	130.87
Paycheck	02/15/2023	73741	Stephanie A Pace		12.30	143.17
Paycheck	02/28/2023	73795	Josephine L Gonzal...		10.89	154.06
Paycheck	02/28/2023	73795	Josephine L Gonzal...		2.55	156.61
Paycheck	03/15/2023	73856	Stephanie A Pace		52.57	209.18
Paycheck	03/15/2023	73856	Stephanie A Pace		12.29	221.47
Paycheck	03/31/2023	73908	Josephine L Gonzal...		10.90	232.37
Paycheck	03/31/2023	73908	Josephine L Gonzal...		2.54	234.91
Paycheck	04/14/2023	73961	Stephanie A Pace		52.57	287.48
Paycheck	04/14/2023	73961	Stephanie A Pace		12.30	299.78
Paycheck	04/27/2023	74016	Josephine L Gonzal...		10.89	310.67
Paycheck	04/27/2023	74016	Josephine L Gonzal...		2.55	313.22
Paycheck	05/15/2023	74088	Stephanie A Pace		99.73	412.95
Paycheck	05/15/2023	74088	Stephanie A Pace		23.32	436.27
Paycheck	05/31/2023	74121	Josephine L Gonzal...		18.42	454.69
Paycheck	05/31/2023	74121	Josephine L Gonzal...		4.31	459.00
Paycheck	06/15/2023	74172	Stephanie A Pace		62.00	521.00
Paycheck	06/15/2023	74172	Stephanie A Pace		14.50	535.50
Paycheck	06/15/2023	74173	Tanner B Rogers		5.84	541.34
Paycheck	06/15/2023	74173	Tanner B Rogers		1.36	542.70
Paycheck	06/15/2023	74174	Welden R Stanley		3.66	546.36
Paycheck	06/15/2023	74174	Welden R Stanley		0.86	547.22
Paycheck	06/30/2023	74237	Josephine L Gonzal...		12.40	559.62
Paycheck	06/30/2023	74237	Josephine L Gonzal...		2.90	562.52
Paycheck	06/30/2023	74244	Welden R Stanley		7.19	569.71
Paycheck	06/30/2023	74244	Welden R Stanley		1.68	571.39
Paycheck	06/30/2023	74257	Tanner B Rogers		5.63	577.02
Paycheck	06/30/2023	74257	Tanner B Rogers		1.32	578.34
Paycheck	07/14/2023	74335	Stephanie A Pace		62.00	640.34
Paycheck	07/14/2023	74335	Stephanie A Pace		14.50	654.84
Paycheck	07/14/2023	74336	Tanner B Rogers		0.78	655.62
Paycheck	07/14/2023	74336	Tanner B Rogers		0.18	655.80

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08/01/23

Cash Basis

**City of Haven**  
**Rec Board Detailed Expenses**  
**January through July 2023**

Type	Date	Num	Name	Memo	Paid Amount	Balance
Paycheck	07/31/2023	74388	Josephine L Gonzal...		12.40	668.20
Paycheck	07/31/2023	74388	Josephine L Gonzal...		2.90	671.10
Total EB1 · Social Security					671.10	671.10
<b>EB4 · Unemployment</b>						
Paycheck	01/13/2023	73616	Stephanie A Pace		0.85	0.85
Paycheck	01/31/2023	73672	Josephine L Gonzal...		0.18	1.03
Paycheck	02/15/2023	73741	Stephanie A Pace		0.85	1.88
Paycheck	02/28/2023	73795	Josephine L Gonzal...		0.18	2.06
Paycheck	03/15/2023	73856	Stephanie A Pace		0.85	2.91
Paycheck	03/31/2023	73908	Josephine L Gonzal...		0.18	3.09
Paycheck	04/14/2023	73961	Stephanie A Pace		0.85	3.94
Paycheck	04/27/2023	74016	Josephine L Gonzal...		0.18	4.12
Paycheck	05/15/2023	74088	Stephanie A Pace		1.61	5.73
Paycheck	05/31/2023	74121	Josephine L Gonzal...		0.30	6.03
Paycheck	06/15/2023	74172	Stephanie A Pace		1.00	7.03
Paycheck	06/15/2023	74173	Tanner B Rogers		0.09	7.12
Paycheck	06/15/2023	74174	Welden R Stanley		0.06	7.18
Paycheck	06/30/2023	74237	Josephine L Gonzal...		0.20	7.38
Paycheck	06/30/2023	74244	Welden R Stanley		0.12	7.50
Paycheck	06/30/2023	74257	Tanner B Rogers		0.09	7.59
Paycheck	07/14/2023	74335	Stephanie A Pace		1.00	8.59
Paycheck	07/14/2023	74336	Tanner B Rogers		0.01	8.60
Paycheck	07/31/2023	74388	Josephine L Gonzal...		0.20	8.80
Total EB4 · Unemployment					8.80	8.80
<b>TOTAL</b>					<b>20,603.54</b>	<b>20,603.54</b>

MEMORANDUM OF UNDERSTANDING  
REGARDING SCHOOL FACILITY AND HAVEN RECREATION EQUIPMENT USAGE

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made on \_\_\_\_\_, 2023 ("Effective Date") by and between Board of Education of the Unified School District No. 12 ("District") and Haven Recreation ("Rec"), a department of the City of Haven, sometimes collectively referred to herein as the "Parties" or individually as "Party," with reference to the following facts:

- A. District owns and operates Haven Grade School, located at 202 E. 4<sup>th</sup> Street in the City of Haven. Haven Grade School has a gymnasium building ("HGS Gym"), complete with basketball goals and score and time-keeping equipment.
- B. District owns and operates Haven Middle School, located at 320 N. Emporia Ave in the City of Haven. Haven Middle School has a gymnasium ("HMS Gym"), complete with basketball goals, volleyball net system, and score and time-keeping equipment.
- C. Rec owns volleyball equipment, including (1) free-standing official referee stand with tubular padding, (1) 4-pole volleyball transport cart, (1) Patriot professional 3" steel volleyball net system, and (1) Black Tachikara deep basket style ball cart.
- D. Rec owns (2) portable basketball goals, basketballs, a basketball cart, and a portable air pump.
- E. **Equipment Use:** District may use Rec equipment so long as it is not removed from HGS Gym and does not interfere with or disturb Rec-related activities scheduled to occur with the equipment. Likewise, Rec shall be granted unrestricted use of the above-listed equipment so long as it does not interfere with or disturb HGS-related activities scheduled to occur with the equipment. Unless for repair purposes, Rec equipment should not be removed from HGS Gym.
- F. **Storage:** District will store above-listed equipment at HGS Gym at no charge. (By way of written addendum between Rec and District, District may allow storage of additional Rec equipment.)
- G. **Facility Use:** District will allow City second-priority use of HGS Gym and HMS Gym, second only to USD 312 use, yearly from August 15<sup>th</sup> through February 15<sup>th</sup>. During this period, Rec shall be allowed to schedule and use facilities for practices and activities from 6:00 PM to 10:00 PM on Mondays, Wednesdays, and Thursdays, and 8:00 AM to 4:00 PM on Saturdays. District may allow Rec to use HGS Gym and HMS Gym outside of the definite period, and terms of this MOU will apply to such use to the extent the use is not inconsistent with any specific terms of such allowed use outside the definite period.
- H. **Keys:** District will provide Rec with ten (10) numbered badges that Rec will distribute to assigned coaches for scheduled practice times. At no time should Rec copy any of the badges without written permission from District Superintendent. Rec Secretary shall be responsible for the safekeeping and / or tracking of the badges, including assignment of them as well as a written inventory of them, inclusive of at least the following information:
  - 1. Badge number
  - 2. Name of individual key has been assigned to
  - 3. Check-out date and time
  - 4. Check-in date and time



Once badges have been assigned for a season, Rec, through its Secretary, shall share with District, through its Superintendent, the badge assignment information.

- I. **Damages:** Should Rec equipment incur damage while under the use and care of District, District will repair or replace equipment as soon as reasonably possible but within no more than sixty (60) days. Should District facilities incur damage while under the use and care of Rec, Rec will repair or remedy damage as soon as reasonably possible but within no more than sixty (60) days.
- J. **Calendar:** District will share its Google Calendar for Facilities with Rec, allowing Rec Director, Rec Secretary, Rec Chairperson and City Clerk viewing and scheduling capabilities, subject to usage limitations listed in G.
- K. **Contacts:** District Superintendent shall serve as the District contact who will be available to respond to any issues that may arise, including but not limited to, facilities or restrooms not being opened, problems with facilities, or any emergencies.
- L. **Supervision:** For each Rec usage of HGS Gym and HMS Gym, Rec agrees to have at least one (1) adult (at least 18 years old), who is either a Haven Recreation Board member, Haven Recreation Director, Haven Recreation Secretary, or a listed Coach of the Rec activity for which the gym is being used, present during the entirety of the usage to supervise the usage, ensure the District's facilities are used respectfully, and enforce compliance with all rules, including no tobacco, alcohol, or other drugs on the premises. Facility bathrooms shall be left in same or better state of cleanliness than found in.
- M. **Compensation:** Neither Party shall receive any compensation from the other Party under this MOU.
- N. **Termination:** This MOU shall become effective on the Effective Date and renew automatically each year. Yearly evaluation of terms is encouraged to happen on a yearly basis each January by the Parties. The Parties may choose to alter contents of the MOU through a written amendment signed by both Parties. This MOU may be terminated by either Party giving thirty (30) days' written notice to the other Party.
- O. **Indemnification:** District shall hold harmless, defend, and indemnify Rec, City of Haven, its agents, officers, employees, and volunteers from and against any liability, claims, actions, costs, damages, or losses ("liability") of any kind, including death, injury, and property damage, which any third party or entity asserts to have arisen out of (a) use of the Facilities by any person, or (b) any act or omission of District or Rec under this MOU. Notwithstanding the generality of the foregoing, District's obligation to hold harmless, defend, and indemnify Rec shall not extend to liability solely caused by the gross negligence or willful misconduct of Rec, its agents, officers, employees, or volunteers. District's obligations under this Section shall continue beyond the term of this MOU as to the use of the Facilities or any acts or omissions occurring under this MOU or any extension of this MOU.
- P. **Waiver:** District waives and releases Rec and City of Haven, its agents, officers, employees, and volunteers from any and all liability, claims, actions, costs, damages, or losses resulting from damage to HGS Gym and HMS Gym and related equipment under this MOU, unless solely caused by the gross negligence or willful misconduct of Rec and City of Haven, its agents, officers, employees, or volunteers in the performance of this MOU. Rec and City of Haven waive and release District, its agents, officers, employees, and volunteers from any and all liability, claims, actions, costs, damages, or losses resulting from damage to Rec equipment under this

MOU, unless solely caused by the gross negligence or willful misconduct of District, its agents, officers, employees, or volunteers in the performance of this MOU.

- Q. **Relationship of the Parties:** Nothing in this MOU shall be construed to constitute Rec or any of its agents, employees, officers, or volunteers as an agent, employee, officer, or volunteer of District for any purposes whatsoever. Rec shall not in any way, or for any purpose, become or be deemed to be a partner of District or a joint venturer or a member of any joint enterprise with District.
- R. **Attorney Fees:** In the event of any litigation to enforce or construe the terms of this MOU, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.
- S. **Notice of Breach and Time to Cure:** As a condition precedent to bringing a lawsuit or other legal or administrative proceeding for an alleged breach or default of this MOU, the non-breaching party shall, before pursuing any other remedy, provide written notice of the default or breach to the breaching party. The breaching party shall have fourteen (14) days from receipt of such notice to cure the default or breach before any lawsuit or other legal or administrative proceeding may be initiated. The non-breaching party shall cooperate in any and all attempts by the breaching party to cure the default or breach during this cure period. If the default or breach is cured within the fourteen (14) day cure period, the non-breaching party shall have no right to seek any additional remedy for the default or breach.
- T. **Understanding of the Parties:** This MOU represents the complete understanding between the Parties with respect to the matters set forth herein. No amendment or modification of this MOU shall be valid unless evidenced in writing and executed by the Parties thereto.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

CITY OF HAVEN

USD 312 HAVEN SCHOOL DISTRICT

By: \_\_\_\_\_  
Adam Wright, Mayor

By: \_\_\_\_\_  
Chris Powell, USD 312 Board President

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Attest:

Attest:

By: \_\_\_\_\_  
Leslie Atherton, City Clerk

By: \_\_\_\_\_  
Dinelle Hunsberger, Board Clerk

Approved as to form:

Approved as to form:

By: \_\_\_\_\_  
Andrew Foulston, City Attorney

By: \_\_\_\_\_  
\_\_\_\_\_, USD 312 Attorney

# HAVEN RECREATION

## KEY USAGE FORM

Date: \_\_\_\_\_ Key No.: \_\_\_\_\_  
Last: \_\_\_\_\_ First: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Team: \_\_\_\_\_ Sport or Activity: \_\_\_\_\_  
Facility (Choose one.): \_\_\_\_\_ HGS Gym \_\_\_\_\_ HMS Gym  
Practice Day: \_\_\_\_\_  
Practice Time: \_\_\_\_\_

I understand that the event, program, or activity for which I or my child(ren) intends to participate may have some inherent risk of injury because of the activity. As a participant or on behalf of my child(ren), I agree that the Haven Recreation Board / City of Haven, USD #312, and their employees and representatives shall not be held responsible for any illness or injury to person or damage to property resulting from my or my child(ren)'s participation in a Haven Recreation / City of Haven event, program, or activity. I further grant permission for Haven Recreation / City of Haven to use my (or my child's) photo or video for promotional purposes. I hereby, for myself, my child, my heirs, executors, and administrators, waive and release any and all rights and claims for damages my child(ren) or I may have against Haven Recreation Board, City of Haven, or USD #312, and the employees, representatives, successors, and assigns of these entities for any and all injuries suffered by myself or my child(ren) at any events, programs, or activities sponsored by these entities. I understand I am responsible for my and my child(ren)'s own medical insurance.

The key issued to me is my responsibility and not subject for loan to a third party.

A \$15 fee will be assessed for any lost or stolen keys to cover re-keying / re-stocking expense.

The key must be returned to the Haven Recreation Director and the key return portion signed within one week of the end of the sport or activity's season. Failure to return the key by the deadline will result in the assessment of a \$15 fee to me.

My use of key, use of facility, and access to the facility is limited to the listed day and time as designated above. Exceptions may only be granted by the Haven Recreation Director.

I understand and agree to the liability waiver and conditions above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Key Return

Date: \_\_\_\_\_

Signature of Key Returner: \_\_\_\_\_

Recreation Director Initials: \_\_\_\_\_

Rec Board approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Duties at Each Event

Volleyball Official

The Volleyball Official position reports to and functions under the direction of the Recreation Director. In the case the Recreation Director is not onsite during a game, report to the Site Supervisor. This job includes, but is not limited to the following tasks:

1. Attend a Volleyball Official & rules clinic prior to season.
2. Arrive 30 minutes prior to start of game. Use this time to confirm equipment has been set up.
3. If unable to work a scheduled game, you must call the Rec Director 2.5 hours prior to game start time.
4. Arrive at the game dressed in clean uniform and with game rules on person in either print or digital form.
5. Perform pre-game meeting with all referees & coaches together.
6. Record start/end time & final score with score keeper. Communicate final scores to Recreation Director at the end of each game with team names & final score.
7. Control the court keeping aware of the time, weather, players, coaches, fans, etc. Coaches will be given a warning for an infractions from players, coaches or fans. A time can be called to appraise the site supervisor of the situation. The site supervisor will monitor the situation. In the event of continued infractions or escalation, the volleyball officials & site supervisor can make a consensus decision on how to proceed, which could include ejection of an individual or calling the game. If the Recreation Director is not on site, they need to be apprised of the situation immediately following the game.
8. At the end of the last game, secure any recreation equipment used in the recreation closet & confirm it is locked if required. If any equipment has failed during the game, notify the Recreation Director.
9. Record worked hours in the onsite Recreation Binder with your signature & have the onsite site supervisor confirm hours with their signature.

Rec Board approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Duties at Each Event

Football Official

The Football Official position reports to and functions under the direction of the Recreation Director. In the case the Recreation Director is not onsite during a game, report to the Site Supervisor. This job includes, but is not limited to the following tasks:

1. Attend a football official & rules clinic prior to season.
2. Arrive 30 minutes prior to start of game. Use this time to confirm equipment has been set up.
3. If unable to work a scheduled game, you must call the Rec Director 2.5 hours prior to game start time.
4. Arrive at the game dressed in clean uniform and with game rules on person in either print or digital form.
5. Perform pre-game meeting with all referees & coaches together.
6. Record start/end time & final score with score keeper. Communicate final scores to Recreation Director at the end of each game with team names & final score.
7. Control the field keeping aware of the time, weather, players, coaches, fans, etc. Coaches will be given a warning for an infractions from players, coaches or fans. A time can be called to appraise the site supervisor of the situation. The site supervisor will monitor the situation. In the event of continued infractions or escalation, the football officials & site supervisor can make a decision on how to proceed, which could include ejection of an individual or calling the game. If the Recreation Director is not on site, they need to be apprised of the situation immediately following the game.
8. At the end of the last game, secure any recreation equipment used in the recreation shed & confirm it is locked. If any equipment has failed during the game, notify the Recreation Director.
9. Record worked hours in the onsite Recreation Binder with your signature & have the onsite site supervisor confirm hours with their signature.

Rec Board approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Duties at Each Event  
Score Keeper &/or Time Keeper

The Score Keeper &/or Time Keeper position reports to and functions under the direction of the Recreation Director. In the case the Recreation Director is not onsite during a game, report to the Site Supervisor. This job includes, but is not limited to the following tasks:

1. Attend a rules clinic prior to season.
2. Arrive 30 minutes prior to start of game. Use this time to confirm equipment has been set up.
3. If unable to work a scheduled game, you must call the Rec Director 2.5 hours prior to game start time.
4. Arrive at the game dressed appropriately and with game rules on person in either print or digital form.
5. Record start/end time & final score with Official. Communicate final scores to Recreation Director at the end of each game with team names & final score.
6. If there is an issue with score, time, rules, etc. Call an officials timeout with the Official on site to discuss the issue. Let the official address the coaches, athletes etc. If needed the site supervisor can assist with addressing the crowd.
7. At the end of the last game, secure any recreation equipment used in the recreation closet & confirm it is locked if required. If any equipment has failed during the game, notify the Recreation Director.
8. Record worked hours in the onsite Recreation Binder with your signature & have the onsite site supervisor confirm hours with their signature.



# HAVEN FALL FEST COLOR FUN RUN 2023

REGISTER AND ENJOY A RUN TO HELP  
SUPPORT A HRD & HGS PE PROGRAM

**OCTOBER 14th**  
**8am start**

**5K & 1Mile Fun Run- Walk**

**\$10- K-6th**

**\$20- 7th- Adult**

**REGISTER NOW AT  
HAVEN.RECDESK.COM**

***SPONSER BY HAVEN RECREATION DEPT***



# REGISTRATION

## Haven Recreation **BASKETBALL LEAGUE**

**Deadline  
October 6th**

**COST  
\$40**

**In house- K-2nd grade  
League-3rd - 6th grade**

**Games played on  
SATURDAYS**

Games are Dec & Jan  
begining 1st week of Dec

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Register online at [haven.recdesk.com](http://haven.recdesk.com)