

**Fremont Community Recreation Authority
Regular Meeting Minutes
December 14, 2017**

The meeting was called to order at 7 pm by Secretary Ramona Deters.

Present: Board Members John Grimes, Steve Eckert, Bryan Kolk, Ramona Deters, Brian Hettinger, and Director Tom Elmer. Todd Blake arrived at approximately 8 pm. Not present: Dave Deur and Kris Carpenter.

Motion made by Bryan Kolk for approval of the 14 December agenda and seconded by Steve Eckert. The motion was approved.

Motion made by Brian Hettinger to approve the regular meeting minutes of 9 November and seconded by Steve Eckert. The motion was approved.

Motion made by Brian Hettinger to receive the Treasurer's report and seconded by Bryan Kolk. The motion was approved.

John Grimes referred to the October 2017 Income/Expense statement that had not been available at the regular November meeting. He explained that there was an indicated net position on that report of \$26,519.82 which did not appear consistent with our end-of-month checking account balance. After perusing the year-to-date income/expense statements, the year-to-date checking account statements, and year-to-date check register, he found that there was a discrepancy of \$4,849.40 in the Utilities line-item with checks drawn in the amount of \$11,431.68 and only \$6,582.28 shown on the February statement. Amanda Geeting at Oosting and Burt reported that she thought her predecessor handling the FCRA account had corrected this amount, however, subsequent Utilities charges on the Income/Expense statements were confirmed with no correction noted. Further, in February two checks were made to Fremont Public Schools which were not indicated on the statements. Check #1378 in the amount of \$2,501.94 was for basketball and according to Ms. Geeting was accounted for in one of the line items, but was grouped into that item and not immediately recognizable. The other payment was for \$10,000 (check #1379) and was a repayment to FPS for past utilities paid by the school system. Ms. Geeting noted that this is considered a capital account and is not shown on the I/E statement, but would normally be shown on a Balance Sheet which was not presented to the board. Finally, in June, a payment of \$10,000 was made to the City of Fremont (check #1522) and was a payment to the city of funds previously expended by them for the benefit of FCRA. This too was reported as a capital account not shown on the I/E statement, but a balance sheet items which, again, was not available to the board. In the Treasurer's opinion, these items appear to constitute the differential between the reported net position and the amount of funds available in the checking account. Regarding the cash-flow situation, Ramona Deters said that she had talked to the Sheridan Township board about paying out their tax payments to FCRA in a timely manner. Since the October 2017 Income/Expense statement was provided, Todd Blake, Chair of the FCRA board has been in contact with Oosting and Burt to make adjusting entries to the monthly statements. The Treasurer stated that Todd Blake would explain the differences and why the changes were made when he arrived at the meeting.

A motion was made to approve the Accounts Payable register by Bryan Kolk and seconded by John Grimes. The motion was approved. John Grimes explained that the amount of outstanding accounts payable in terms of the number of outstanding accounts and the amounts owed on some of those accounts had been greatly reduced by the acquisition of the Line of

Credit (LOC) from Choice One Bank as approved by the board at its regular November meeting. At that time, a total LOC of \$25,000 was approved with a total of no more than \$15,000 to be funded, immediately. The Director Tom Elmer was directed to use up to the \$15,000 to pay past-due accounts which he proceeded to do.

The meeting was opened to Public Comments. Bob Pinder was at the meeting on behalf of the Newaygo County Pickleball Club. Regarding the pickleball courts that are scheduled to be installed on the property of FCRA in the spring, Mr. Pinder asked that the board consider allowing signage to reflect sponsorships of individual courts by various contributors that the club was recruiting and possibly a court named for a past member of the club since money had already been raised for the courts in his name. Various members had questions regarding the whether the naming rights for these courts were to be permanent or have time limits and whether this may or may not help in acquiring future sponsorships. Mr. Pinder asked that he be given another hearing at the FCRA board at which time he would present more formal proposals and answer board members' questions. It was agreed that he could present his proposals and plans at the regular January 2018 meeting. Shortly after, Mr. Pinder exited the meeting.

Todd Blake joined the meeting at approximately 8pm and assumed direction of the proceedings from Ramona Deters.

Regarding the new figures in the November 2017 Income/Expense statement *vis a vis* the October 2017 statement, Todd Blade noted the tax revenue that had been shown needed to be split up with nearly half of the previously reported amount being restated to 2016 income. He also stated that there could be up to \$70,000 in tax receivables for 2017 from the Townships however, all most of it may be received during the months of January and February 2018.

Todd and Tom also related that Northpointe Gymnastics and the day-care operator have paid their rents for November through February 2018, but that the January and February receipts will have to be recorded as unearned revenue in 2017.

Regarding the accounting services agreement, it was noted that \$159 had been spent for an accounting package to be used by Vickie TerVeer when she assumes responsibility for preparing the FCRA financial reports. Oosting and Burt are to be notified before the end of December that their services will be cancelled as of 31 January 2018.

Regarding the Pickleball Court Options and update of the "Darling Walkway" project, Todd Blake stated that the proposed six pickleball courts located in the southwest parking lot are planned to proceed along with the Darling Walkway project with bids being let in January for an anticipated Spring 2018 ground-breaking. He also indicated that the FCRA board will have to consider that the proposed parking lot and pickleball courts will be on both FCRA and City land that the City of Fremont is willing to pave at city expense, but in order for the city to perform this work, the FCRA board will have to lease the land back to the city on a long-term basis at a nominal amount. The parking lot will then be designated as a public parking lot. Further, FCRA will have to assume the expense of maintaining the pickleball lot area.

Director Tom Elmer gave his report stating that he was working with Arnold Sales to get new, free dispensers for the building and at less-expensive prices. He is also working with Michigan Office Solutions on a copier that would have a less expensive rate for copies and have the ability to track who is using the copier so that they can be charged-back for these items. Tom also prepared a breakdown of costs and income on various items that are being sold and board members were appreciative of this breakdown. He is also reviewing using a professional

cleaning service with other tenants sharing in the cost. Regarding the revenues from the girls' basketball program, Ramona Deters asked about soliciting sponsorships that from businesses with the names of the contributing businesses being printed on the shirts used by the program.

John Grimes inquired as to the possibility of having outdoor trash receptacles placed at the entrances to the facility to help with trash collection.

The Personnel Committee reported on their meeting with the director and their review of Ashleigh's resignation letter. A motion was made by Bryan Kolk to not fill the assistant director's position vacated by Ashleigh and to explore hiring other MRS staff that would be able to fill time slots not possible to be filled by our current MRS staff. The motion was seconded by Steve Eckert, but subsequently withdrawn. A second motion was made by Bryan Kolk to postpone the filling of the assistant director position, seconded by Brian Hettinger and approved. Several board members indicated that they wanted to see the director change some of his scheduled hours so that he could observe the center's operations at various times of the day. They also indicated that they would like to see some overlap between his hours on some days with those of the MRS staff so that he could better manage his responsibilities as well as theirs. Tom is to rework the duties and responsibilities of the MRS staff in light of these new directives. Tom stated that he was worried that if we get Club Soccer that he won't be able to handle those responsibilities plus, basketball and other programs and would like one of the new MRS hires to also work as a program director along with himself to spread out those duties.

There were no Marketing, Program, or Facilities committee reports. The Executive Committee met in early December to put together a 2018 budget and the discussion of this budget was the next order of business discussed.

The public hearing on the budget was opened at 8:30 pm. No one from the general public was present. It was decided that the utilities charges for 2017 should now be reanalyzed since there is now an entire year's data with which to work since Family Fitness became a tenant. It will be analyzed to see if Family Fitness' utility reimbursements need to be adjusted for the upcoming year. Todd Blake stated that the proposed budget for 2018 along with the net income anticipated for 2017 should still allow us to meet or at least nearly meet the three-year, deficit-elimination plan put forth to the State of Michigan. Public discussion of the budget was closed at 8:50 pm. A motion to approve the budget was made by Steve Eckert and seconded by Ramona Deters. The motion was approved.

Ramona Deters stated that she met with Club Soccer and that they want to meet with the entire FCRA board in January 2018 and this was approved.

Brian Hettinger made a motion to adjourn the meeting at 8:55 pm and it was seconded by Bryan Kolk. The motion was approved.

John Grimes-Acting Secretary