

**Fremont Community Recreation Authority
Budget Work Session & Regular Meeting Minutes
December 15, 2016**

The **Budget Work Session** was called to order at 6:10pm by Todd Blake.

Present: Board Members Todd Blake, Karen Diekema, Ramona Deters, Bryan Kolk & John Grimes and Director Thomas Elmer

Todd forwarded and summarized the proposed calendar year 2017 Operating Budget. He reported talking with Kit (Oosting & Burt) regarding breaking down expenses instead of putting them in just one line item and this process will start in January for 2017. Karen is going to help him with these changes.

Todd stated the Rec Center still owed \$10,000 to the Fremont Public Schools for utilities and \$30,000 to the City of Fremont for the short term loan for 2016.

Thomas brought up the leaks in the roof that he has been dealing with. Hansen Construction employees took care of the problem and Thomas has not had any issues since. The board requested a thank you note be sent!

Thomas reported FCRA has not received any tax revenue collections from the townships yet, but requests have been made.

Thomas stated he had 115 memberships that were the Rec Centers not for FF. Todd requested a breakdown of how many were swim, pickle ball, etc. Thomas will have the breakdown for the January meeting.

Todd stated FCRA has a \$3,200 bill due to the country clerk for FCRA's portion of the March election costs for our millage vote, and that it should be paid following township tax collection payments to FCRA.

The budget session closed at 7:00pm.

Fremont Community Recreation Authority Regular Meeting

The **Regular Meeting** was called to order by Todd Blake at 7:05pm

Present: Board Members Todd Blake, Karen Diekema, Ramona Deters, Bryan Kolk, John Grimes & Christine Carpenter and Director Thomas Elmer

Absent: Brian Hettinger

Motion made by Bryan K to approve the Agenda, second by Karen D; motion approved.

Motion made by Bryan, seconded by Karen to approve the November meeting minutes.

Discussion: Todd stated he had to make a couple of grammar/spelling corrections as well as adding more details to the last paragraph that discussed the strategic plan. Motion made by Bryan to approve November minutes after corrections were made, seconded by Karen; motion approved.

Christine asked about the comments that were in the minutes about taking “Fremont” off of the projected sign. It was explained the different costs involved and Thomas was still doing research and getting quotes for the sign.

Karen submitted the October & November Treasurer’s Reports. Todd explained although it looks like we were behind in payments we were not because we were getting the reports a month behind. Another issue is we have not received any of the township tax revenues yet, but Todd felt that by the end of 2017 our budget numbers should reflect us is in the black.

Christine had questions regarding check writing and paying bills. Karen explained how the reports worked and how we always received information that was a month or so behind so it was confusing. It was discussed again that we should have our meetings later in the month so it would be easier to get a true look at expenses as well as monies coming in. Kit said he could get our reports to us in a timelier manner which would give the board a better handle of how our budget was doing.

There was a great deal of discussion on the outstanding bills from DTE. Thomas was working with the utilities on a payment plan which would take effect right away and we would not have any fees from being behind. The change over from the school to us has been a bit tricky.

Comcast has also been another bill that looked delinquent but has not been. Kit and Thomas have talked with Comcast and after reviewing the account we actually have a credit coming!

Thomas does need to invoice FF for their portion of the bill since they are to be in full swing 1/1/2017.

Public Comment: None

Public Hearing (7:21): To Review the Proposed 2017 Operating Budget:

Todd gave a brief review of the proposed budget and explained to Christine what was discussed in the earlier budget session. Todd also noted some amendments were necessary, whereas 2016 Insurance Expenses needed to be increased from \$2,949 to \$8,686 and the 2017 Insurance Expenses should be \$9,000 not \$6,000.

The Budget Hearing closed at 7:30pm.

Adoption of 2017 Operating Budget:

Motion by Bryan, seconded by John to approve the amended 2016 Operating Budget totals and the proposed 2017 Operating Budget totals with the above noted changes; motion approved.

Resignation of Dayton Township Representative Randy Pell from Fremont Rec Board:

Motion made by Bryan, seconded by Karen to accept the resignation; motion approved.

Filling of Vacant Board Positions:

It was noted by Todd that Dave Deur may fill in Randy's position, but he is waiting for paperwork. Thomas reported that Steve Eckart Sr. was interested in filling the vacant community representative position and he will be sending him the paperwork.

Approval of 5 year lease for Northpointe:

Todd reported sending Ellen a proposed renewal agreement and noted Thomas and he met with Ellen on December 14th. He noted Ellen stated she was frustrated with the roof leaks and the damage to her equipment and requested no increase in rent for 2017 & 2018 so she could purchase new equipment.

She's stated a 3% increase in 2019 is acceptable, but prefers only a three (3) year lease.

There was a great deal of discussion as to what would be fair yet not "give the farm away" regarding the lease. There was board consensus to have the Executive Committee continue working with Ellen on a lease renewal, with a term of five years.

Bryan made a motion to authorize the Executive Committee to complete negotiations with Ellen, seconded by Karen; motion approved.

Directors Report:

Thomas explained the Daddy Daughter dance was canceled due to weather. The flu clinic was also canceled because there was not enough interest. Women's church volleyball is back! There are plenty of teams. Thomas has made sure each team has a rule book to avoid issues as in the past.

The gym floor needs to be addressed, because the wax finish is almost gone. The question is do we band aid it or do a complete restoration on the floor. Bids will need to be sought before that decision can be made and how it will fit in budget.

Program Committee:

Ramona stated there is an interest from local woman to teach sewing classes in the Spring. Thomas and Ramona will meet with Robbie (the downtown business owner/teacher) before next meeting to get class prices worked out. Ramona stated she is still interested in doing cooking classes but we need to get a bit more revenue before we can do what needs to be done in kitchen to make it class room ready. Karen and Thomas are working together to survey Rec members about offering a computer class.

Facilities Committee:

Bryan told the board he was approached by Commission on Aging of Newaygo County, because they may be interested in renting the kitchen for a "satellite kitchen" for this area of the county. Thomas was given contact information to continue the conversation and report back.

Todd gave Thomas a few names to check into so the tiles in the bathrooms and the locker rooms could get cleaned in the near future. Thomas will report back with those quotes.

Motion to adjourn the meeting at 8:55pm was made by Bryan, seconded by Karen; motion approved.

Ramona Deters, Secretary