

FREMONT COMMUNITY RECREATION AUTHORITY
REGULAR MEETING MINUTES
December 15, 2022

1. The meeting was called to order at 7:05 p.m. by Bryan Kolk.

Present: Board members, Brian Hettinger, John Grimes, Dawn Finch, Kris Carpenter, Bryan Kolk, Mike Oosterhouse, Bill Kunnen, Steve Christoffersen

2. Approval of December meeting agenda:

Motion was made by Brian Hettinger, seconded by John Grimes to approve the December meeting agenda; motion approved.

3. Approval of October meeting minutes:

Motion was made by Brian Hettinger, seconded by Mike Oosterhouse to approve the October 2022 Regular Meeting Minutes as presented; motion approved.

4. Public Comments: None.

5. Approve October and November Treasurer's Report:

John Grimes submitted a written Treasurer's Report:

October

Total revenue for the month of October was \$17,069. Notable contributions to revenue were a total of \$4,873 for memberships, Tivity payments, and drop-ins, \$3,020 for bus trips, \$1,585 in rentals for the community room, pool, and south commons, and \$1,600 from three of our tenants.

Total expenditures for the month were \$21,747 for a net monthly loss of \$4,678. Notable expenses were \$4,564 for wages and payroll taxes, \$2,090 for bus trips, \$3,778 for supplies, and \$8,253 for utilities.

Year-to-date, we have a profit of \$53,717.27 according to our unaudited income/expense reports. No more significant tax revenue is expected until Sheridan and Dayton Townships begin remitting their payments possibly in December, but primarily in January and February of next year.

November

Total revenue for the month of November was \$1,8134. Notable contributions to revenue were a total of \$6,581 for memberships, Tivity payments, and drop-ins, \$7,189 in rentals for the pool (primarily FPS), and \$1,600 from three of our tenants.

Total expenditures for the month were \$21,240 for a net monthly loss of \$3,106. Notable expenses were \$8,523 for wages and payroll taxes, \$1,127 for repairs and maintenance, \$1,630 for bus trips, and \$7,285 for utilities.

Year-to-date, we have a profit of \$50,610.79 according to our unaudited income/expense reports. No more significant tax revenue is expected until Sheridan and Dayton Townships begin remitting their payments possibly in December, but primarily in January and February of next year.

Motion to approve the October Treasurer's Report made by Brian Hettinger, seconded by Steve Christoffersen; motion passed.

Motion to approve the November Treasurer's Report made by Mike Oosterhouse, seconded Steve Christoffersen, motion passed.

6. Approve November Accounts Payable:

John Grimes submitted a written Accounts Payable Report: Following are our balances for our various accounts as of 13 December 2022.

Checking:	\$84,449.31
Reserve:	\$60,018.19
Pickleball	\$ 2,513.28

No new money was added to the Reserve Account.

You will notice that NCATS is not listed on the AP report. I signed us up for a direct ACH payment to them from our checking account. This reduces our monthly payment from \$75 to \$70 and eliminates the need to write a check to them. Our direct payments are now NCATS, Ooma, and Microsoft and total less than \$200 per month.

Between now and our next meeting, I anticipate receiving \$1,600 from three of our tenants, \$7,000 from programs, memberships, rentals, etc. These items along with our checking account balance will provide us approximately \$93,000 with which to pay our bills. Between now and our next scheduled meeting we will have nearly three payrolls that I estimate at \$3,000 each reducing our available funds to \$84,000 with which to pay our accounts. As noted on your Accounts Payable register, we have a total of \$9,147.50 of invoices to pay and this does not include our DTE, Ooma, NCATS, or Microsoft bills. I estimate that adding these other bills will result in a total of approximately \$14,000 to be paid. This leaves us with approximately \$70,000 in our checking account going into next month. Therefore, I recommend that all the invoices both listed and expected be paid.

Also, you will note that there are significant reimbursements to Dawn. This is the result of having a security breach on our credit/debit card, so she had to use her personal cards for purchases. A new card has been ordered for the rec center, but it reportedly takes a total of 3 to 4 weeks to get it and we are now about 1½ weeks into our request for the new card.

Motion to approve all the invoices both listed and expected to be paid made by John Grimes, seconded by Brian Hettinger; motion passed.

7. Public Hearing opened at 7:22 p.m.

A. 2023 FCRA Budget. Discussion took place regarding the 2023 budget.

Public Hearing closed at 7:32 p.m.

8. Approval of the 2023 Fremont Rec Center budget

Motion made by Brian Hettinger, second by Mike Oosterhouse to approve the 2023 budget. A roll-call vote was taken:

Kris Carpenter	yes	Brian Hettinger	yes
Bill Kunnen	yes	Bryan Kolk	yes
Mike Oosterhouse	yes	John Grimes	yes
Dawn Finch	yes	Steve Christoffersen	yes

The motion passed.

9. Review Old Business:

A. 2025 Millage. Discussion of millage renewal in 2024.

10. Recreation Authority New Business for Board Discussion and Action:

A. Staff raises. Discussion took place regarding raising staff wages \$1 per hour beginning January 1, 2023. Motion made by John Grimes, seconded by Mike Oosterhouse; motion passed.

B. End of Year Staff Bonus. Discussion took place regarding giving each employee at net bonus. Motion made by Bill Kunnen, seconded by Brian Hettinger; motion passed.

C. Computer Router. Dawn Finch discussed the need to upgrade the computer router and the current one will become obsolete in June.

11. Director's Report:

D. Finch submitted a written report: Middle School and High School swim season is in full swing. The Chicago bus trip on November 5 was a great success for everyone. Our first bus trip to Cornwell's Turkeyville was on December 13. We didn't have a full bus, and we will lose money on this, but I felt we had enough people signed up and that we

needed to get this bus trip started. Everyone seemed to have a good time. Cookies with Santa was held on Sunday, December 11. The American Heritage Gun Club held on November 6 was well attended. We've booked a wedding reception for Saturday, April 15 in the Community Room. I've been working with the Chamber of Commerce on the upcoming Winter Fest on Saturday, January 28. Once again, we'll have our Lego contest, the Lions Pancake Breakfast, and a cornhole tournament here at the Rec Center along with other activities that are being planned. New classes and programs will be starting the first two weeks of January. Swim lessons will start in February.

12. Committee Reports:

- A. Personnel Committee: None
- B. Programs Committee: See Director's Report.
- C. Facilities Committee:
- D. Executive Committee: None

13. Next meeting January 19, 2023

14. Meeting adjourned at 9:08 p.m.

Dawn Finch, Secretary