

FREMONT COMMUNITY RECREATION AUTHORITY  
REGULAR MEETING MINUTES  
December 19, 2019

1. The meeting was called to order at 7:00 p.m. by Bryan Kolk

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

Guests: None

2. Motion was made by Steve Heiss, seconded by Kris Carpenter to approve the December meeting agenda; motion approved.

3. Motion was made by Brian Hettinger, seconded by Bill Kunnen to approve the November 2019 Regular Meeting Minutes as presented; motion approved.

4. Motion was made by John Grimes, seconded by Brian Hettinger to approve the November 25, 2019 Special Meeting minutes; motion approved.

5. Motion was made by Brian Hettinger, seconded by Kris Carpenter to approve the December 10, 2019 Special Meeting minutes, motion approved.

6. Public Comments: None

7. Treasurer's November Report:

Motion to receive the November Treasurer's Report was made by Mike Oosterhouse; seconded by Steve Heiss, motion approved. John Grimes submitted a written Revenue/Expense report prior to the meeting. Of note, Mr. Grimes reported November's revenue was \$9,739. Family Fitness paid \$3,200 in rent and utilities but even with that payment Family Fitness continues to lose ground on what they owe FCRA. Powell Network was to be out of their office by December 13, but they still occupy the space with little movement of items out of that office. Total expenses for the month of November were \$11,549. Notable expenses were \$4,689 in wages and taxes and \$973 in repairs and maintenance. The wages and taxes comprise nearly 41% of the total expenses and is higher than typical since the director was gone for nearly a week and MRS staff had to be used more extensively.

Motion to approve the November Treasurer's Report by Mike Oosterhouse, seconded by Kris Carpenter; motion approved.

8. Approve November's Accounts Payable Register:

John Grimes submitted a written Accounts Payable report and a list of recommended bills to pay. These include City of Fremont, Consumers Energy, H&S Companies NCATS, Lowell Godfrey/Runic Forge, MML, Fremont Ace Hardware, Brian Hettinger and Nieboer Electric. Also noted that our LOC was paid off and that MML Insurance will now be billed yearly instead of quarterly. Motion to pay creditors as listed (total of \$9,955.42) on Mr. Grimes' written report and to approve the November's Accounts Payable Report made was made by Mike Oosterhouse and seconded by Kris Carpenter; motion approved.

9. Old Business: None

10. Recreation Authority business for Board discussion and action:

A. Budget for 2020. Treasurer John Grimes submitted two Revised Budgets (Revision 2 and Revision 3) for discussion. These budgets were revised from the draft budget submitted in October. Budget Revision 2 included revenue from Family Fitness and Budget Revision 3 did not. After board discussion, it was decided that Budget #2 should be revised. Total Revenue was adjusted to \$281,100, Salary: Director was cut from the proposed \$20,000 to \$15,000 and the Net Income was revised upward to \$10,600. This budget was named Budget 4. After looking over both budgets, a motion to open discussion to the public at 7:46 p.m. was made by Steve Heiss and seconded by Kris Carpenter.

Motion passed. Discussion among board members took place and a motion was by Brian Hettinger, seconded by Steve Heiss to hold a roll call vote to adopt Budget 4. Motion passed. Roll call vote:

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

Motion passed and the open session was closed at 7:55 p.m.

B. Discussion of Family Fitness. A notice to pay or quit was sent as an e-mail and as certified mail to Family Fitness on December 18, 2019. Family Fitness must be out by January 17, 2020 or FCRA will start eviction proceedings. Family Fitness contacted Bryan Hettinger on December 18 to set up a tentative meeting on December 24, 2019 to hammer out an exit agreement. That agreement could include Family Fitness donating their exercise equipment to the Rec Center. A special meeting announcement will be posted for December 24 @ 10:00 a.m. at the Rec Center.

C. City of Fremont Recreation Plan. Dawn Finch discussed the updated City of Fremont Recreation plan.

11. Director's Report:

Interim Director, Dawn Finch submitted a written combination Director's and Programs report. Of note, December's Kids' Night was well attended (57 kids in attendance), a Night BEFORE New Year's Eve family party will be held on Monday, December 30 from 5:30 – 8:30 p.m. lifeguard certification class will be offered in January, sign up for boys youth basketball program (in partnership with FPS) is going well and progress on the community room is continually made.

12. Committee Reports:

A. Personnel Committee: The Personnel Committee and the Facilities Committee will meet with the director to discuss membership fee increase and room rental rate increases.

B. Programs Committee: See Director's Report.

C. Facilities Committee: See Personnel Committee above.

D. Executive Committee: None

13. Closed Session: None needed.

14. Next meeting Thursday, January 16, 2020.

15. Motion by Steve Heiss, seconded by Bill Kunnen to adjourn the regular meeting at 8:45 p.m.; motion approved.

Dawn Finch, Secretary