FREMONT COMMUNITY RECREATION AUTHORITY

REGULAR MEETING MINUTES

April 17, 2025

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

Present: Board members Bryan Kolk, Brian Hettinger, William Kunnen, Steve Christoffersen,

 Will Prewitt, Christina Yuhasz, Scott Frody, Sandy Siegel, and Kris Carpenter.

Absent: None.

 2. Approval of meeting agenda:

Motion by Christoffersen/Siegel to approve the April meeting agenda, as amended. Motion carried

 3. Approval of meeting minutes:

Motion by Hettinger/Christoffersen to approve March 20, 2025 Minutes as presented.

 4. Public Comments on agenda items:

 5. Treasurer’s Report:

Treasurer’s Report was presented with notable revenues and expenses.

**Revenue** **Expenses**

Notable Contributions 10,112.00 Contracted Staff 1,062.50

Tax Revenue 17,408.19 Payroll Expenses 11,363.57

Tenant Lease 5,175.00 Operating Expenses 24,318.03

Rental Space 1,236.00

Interest 155.63 \_\_\_\_\_\_\_\_

**Total** 34,086.82 36,744.10

The DTE bill for February was $5,066.46. The audit report will be presented next month.

Motion by Hettinger/Christoffersen to accept the March Treasurer’s Report. Motion carried.

 6. Accounts Payable Register:

Accounts Payable report was presented:

Following are our balances for our various accounts as of April 15, 2025.

Checking: $ 211,380.44

Reserve: $ 91,042.27

Total $ 302,424.71

Motion by Carpenter/Christoffersen to pay all listed bills of $14,792.48, expected payroll of $11,000.00, and expected invoices from DTE. Motion carried.

1. 7. Review Old Business
2. ChoiceOne Resolution Board signing – Done.
3. New website update – working on resolving the membership sign-on issue for families. RecDesk will continue to be used (in parallel) until a solution is found. The new website is being rolled out gradually for testing, including key features such as membership payments, reservations, and programming. Additionally, the annual “Free Day” benefit will be available through the website for residents of participating municipalities.
4. Roof Replacement – 2 bids were presented to remove stone and rubber on roof and installing new membranes, flashing, and fixing drains. The section would be over the main entrance, Community Closet, and Firestorm. The replacing of bad insulation boards would be an additional cost. Motion by Hettinger/Prewitt to sign D&D Roofing’s contract for $49,400 with the Reserved Fund used to pay this bill.

Roll Call Vote:

Yeas – Hettinger, Siegel, Kunnen, Prewitt, Carpenter, Frody, Christoffersen, Yuhasz, and Kolk.

Nays – None.

Abstained – None.

Motion carried.

 8. New Business

1. Prescription Drug Disposal. Yuhasz presented idea to allow a lockbox be installed and access to it controlled only by the Sherriff’s Department. The box would be for Prescription Drug Disposal. It would be in a highly visible location.

Roll Call Vote:

Yeas - Prewitt, Carpenter, Frody, Yuhasz, Kolk, Hettinger.

Nays - Christoffersen, Siegel, Kunnen.

Abstained – None.

Motion passed.

1. Hettinger’s retirement from the City of Fremont would require a new city representative on the Rec Board. He was still willing to serve. Carpenter offered to stepdown in order to keep his experience on the Board. Carpenter had served for about 8 years and is willing to help if needed. Motion by Prewitt/Siegel to accept Carpenter’s Resignation as a Rec Center Board Representative-at-large and appoint Hettinger to that position on May 1. Passed.

 9. Director’s Report:

1. Cash handling, payroll and scheduling have been improved.
2. More rentals are coming from Fremont, Grant, Holton Schools after they are aware of the programming offered.
3. Reservations have tripled.
4. FAQ page is on the website to educate the public and to dispel misinformation.
5. There is a request for a drinking fountain or bottle filler.

10. Committee Reports:

1. Personnel Committee: Hettinger. No changes.
2. Marketing Committee: Frody, Carpenter, Yuhasz. Frody provided an update on recent millage promotion efforts. He recommended that each person reach out to three individuals to encourage them to vote in favor of the May 6th millage—and ask each of those individuals to do the same. He will have promotional postcards available at the Rec Center for distribution and will also share the materials on Facebook to broaden community engagement. In the past month to promote the FCRA, I visited the City of Fremont Council meeting, Sheridan Township and the Board of Education meetings. FCRA new video is now placed on the City and Dayton websites.

C. Facilities Committee: Hettinger, Prewitt.

D. Executive Committee: Kolk.

1. Closed Session: None

13. Next meeting May 15, 2025

14. Motion by Hettinger/Carpenter to adjourn meeting. Meeting adjourned at 8:28 p.m.

William Kunnen

FCRA Secretary

Public: Kim McClernan and Jon Osborne