**FREMONT COMMUNITY RECREATION AUTHORITY**

**REGULAR MEETING MINUTES**

**December 21, 2023**

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

Present: Brian Hettinger, Bryan Kolk, Mike Oosterhouse, Steve Christoffersen, William Kunnen, John Grimes, Sandy Siegel .

Absent: Kris Carpenter.

1. Motion by Hettinger/Christoffersen to approve the December 2023 agenda as amended by adding a Public Hearing before 2024 Budget Resolution . Passed.
2. Motion by Hettinger/Prewitt to approve the November 2023 Regular Minutes as presented. Passed.
3. Public Comments: None. Carpenter arrived at 7:05 p.m.
4. November Treasurer’s Report presented by Grimes.
   1. Total Revenue for November was Approximately $11,643. A total of $6,881 for memberships , Tivity payments, punch cards and drop-ins (a 67% from October), $1,550 in total rentals for the gym, pool, south commons, and community room, and $1,625 from three of our tenants.
   2. Total Expenditures for the month was $54,304 for a net loss of $42,661. Notable expenses were payroll of $13,057, $30,084 for repairs and maintenance that includes refinishing gym floor, and $7,591 for utilities.
   3. Motion by Hettinger/Oosterhouse to approve of Treasurers Report. Passed
5. Accounts Payable Report as of December 18, 2023.
   1. Checking: $77,426.80 Reserve: $91,025.65
   2. Between now and our next meeting, Grimes anticipates receiving $1,625 from tenants and $7,000 from programs and memberships. From between now and our next meeting, we will have 2 payrolls estimated at $9,000. The Accounts Payable register is $5,662.53 and DTE bill is estimated at $5,389. This will leave us with about $66,000 in Checking but does not include anticipated tax revenue from Dayton and Sheridan Charter Townships.
   3. Motion by Grimes/Carpenter to pay all Accounts Payable register as presented, expected payroll, and DTE bill as they are due. Passed.
6. Review Old Business
   1. Discussion on millage ballot request for November election. Will start working on ballot language. Siegel recommend building bullet points. Grimes recommend making sure additional millage request could not be approved without renew millage passing.
   2. Public Hearing on 2024 Proposed Budget.
      1. Kolk opened hearing at 7:15. Grimes reviewed budget. Kolk closed hearing at 7:20.
   3. Motion by Kunnen/Hettinger to approve the FCRA Budget for 2024 as presented. Roll Call Vote: Yeas: Hettinger, Siegel, Kolk, Oosterhouse, Christoffersen, Kunnen, Carpenter, Prewitt, and Grimes. Nays: None. Abstained: None. This will be presented as Resolution 2023-12-01.
7. New Business
   1. Motion by Hettinger/Prewitt to increase staff wages by $1.00 to $14 per hour starting in January. Passes
   2. Motion by Hettinger/Prewitt to set Director’s salary at $40,000 with Zac Riley being permanent Director. Passed. Also, he will be added to allowed signatures for checks and have a performance review in July. After that there will be semi-annual reviews.
   3. Motion by Will/Grimes to add Zac Riley, John Grimes, Vicci Terveer, and Bryan Kolk to the authorized signatures for the bank accounts at ChoiceOne Bank. There will be two signatures required on the check. Roll Call Vote: Yeas - John Grimes, Will Prewitt, Steve Christoffersen, Kris Carpenter, William Kunnen, Sandy Siegel, Mike Oosterhouse, Brian Hettinger, and Bryan Kolk. Nays – None. Abstained. This will be presented in Resolution 2023-12-02.
   4. Discussed membership fees. Motion by Prewitt/Siegel to increase membership fees by $2.00. Passed
   5. Discussed drop-in fees. Fee will stay at $5.00
   6. Discussed South Commons rental. Motion by Siegel/Oosterhouse to increase hourly rental fee by $5.00. There will be a $50.00 cleaning deposit added to the rental agreement. Passed.
   7. Discussed Pool Rental and communication problems with the FPS. Motion by Oosterhouse/Prewitt to increase rental fee by $15. The FPS will be charged 75% of the normal rental rate and must provide their own lifeguards, starting January 1, 2024. Passed
   8. Discussed possible name change to Fremont Community Center. No interest.
   9. Discussed new board applications. Two applications were received and reviewed. Grimes indicated that he wished to stepdown from his position on January 1, 2023 and recommended Christina Yuhasz. She has experience in a Treasurer position and writing grants. Grimes will work with her to learn the job. Motion by Grimes/Hettinger to assign Christina Yuhasz to fill his position on January 1, 2024 and act as Treasurer. Passed.
8. Director’s Report
   1. Signed leases with Love Inc. and 22Starving Artist but no security deposit yet.
   2. South Commons renovations taking place.
   3. There has been interest shown in 1 on 1 personal training.
   4. Members are pleased with improvements.
9. Committee Reports
   1. Personnel Committee Report - No problems.
   2. Program Report – No report.
   3. Facilities – Reported earlier in the meeting
   4. Executive Committee – No report.
10. Next Meeting date January 18, 2024.
11. Meeting adjourned at 8:47 p.m.

William Kunnen, Secretary

FREMONT COMMUNITY RECREATIONAL AUTHORITY

RESOLUTION 2023-12-01

GENERAL APPROPRTIATIONS

A resolution to establish a general appropriations act for Fremont Community Recreational Authority also known as FCRA ; to define the powers and duties of the FCRA officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution. The FCRA Board RESOLVES:

**Section 1:** Title This resolution shall be known as the FCRA 2024 Fiscal Year General Appropriations Act. **Section 2:** Chairperson shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3:** Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings** on the Budget Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December , 2023 posted and a public hearing on the proposed budget was held on December 21, 2023.

**Section 5: Estimated Revenues** including estimated fund balances, FCRA general fund revenues for fiscal year 2024, including an adjusted millage for the City of Fremont, Dayton Township and Sheridan Charter Township of .5 mills, rentals from tenants, rentals of spaces, and fees paid by users of the facility, as designated in the attached budget

**Section 6: Estimated Expenditures** Estimated FCRA general fund expenditures for fiscal year 2024 for the various line items in the attached budget

**Section 7:** The FCRA adopts the 2024 fiscal year budget by line item. The FCRA member responsible for the expenditures authorized in the budget may expend FCRA funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

**Section 8:** Appropriation not a Mandate to Spend Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any FCRA order for expenditures that exceed appropriations. An order for expenditures that exceed appropriations and/or do not follow Board policies and procedures will be brought to the attention of the whole FCRA Board.

**Section 9: Preauthorization to Pay Claims** All claims shall be approved by the FCRA Board prior to payment, except for the following:

1. Biweekly and monthly payroll, payroll related taxes, employee benefits, and transfers of payroll to checking.

2. Utility bills

3. Invoices and bills with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved

**Section 10: Periodic Fiscal Reports** The fiscal officer shall transmit to the board at the next monthly board, a report of financial operations, including, but not limited to: a. a summary statement of the actual financial condition of the general fund at the end of the previous month; b. a summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month

**Section 11: Limit on Obligations and Payments** No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 12: Budget Monitoring** Whenever it appears to the Fiscal Officer or to the FCRA Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the FCRA board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 19: Violations of This Act** Any obligation incurred or payment authorized in violation of this resolution shall be void and shall be subject any responsible official(s) or employee(s) to disciplinary action.

**Section 20: Board Adoption** Motion made by William Kunnen, seconded by Brian Hettinger: to adopt the foregoing resolution. Roll Call Vote: Ayes: Hettinger, Siegel, Kolk, Oosterhouse, Christoffersen, Kunnen, Carpenter, Prewitt, Grimes. Nays: None. The Chairperson Kolk declared the motion carried and the resolution duly adopted on the 21st day of December, 2023.

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# FREMONT COMMUNITY RECREATIONAL AUTHORITY

# RESOLUTION 2023-12-02

## RESOLUTION GRANTING CHECK SIGNING AND AUTHORITY TO CONDUCT BUSINESS

WHEREAS, the Fremont Community Recreational Authority or FCRA desires to grant check signing and certain authority to certain persons described hereunder.

RESOLVED, that the FCRA has hereby authorized and approved to grant signing and authority to conduct business to any one of the following persons, Zac Riley, John Grime, Vicci Terveer, and Bryan Kolk. The foregoing signing and authority granted shall include, but shall not be limited to, all FCRA bank accounts at the ChoiceOne and require two signatures for checks.

The undersigned hereby certifies that he is the duly elected and qualified Treasurer and the custodian of the books and records of FCRA duly formed pursuant to the laws of the State of Michigan and that the foregoing is a true record of a resolution duly adopted at a meeting of the FCRA and that said meeting was held in accordance with state law and the Bylaws of the above-named entity on December 21, 2023,and that said resolution is now in full force and effect without modification or rescission.

Motion offered by Will Prewitt and seconded by John Grimes to approve resolution.

Roll Call Vote: Yeas – John Grimes, Will Prewitt, Steve Christoffersen, Kris Carpenter, William Kunnen, Sandy Siegel, Mike Oosterhouse, Brian Hettinger, and Bryan Kolk.

Nays - None.

Abstained - None.

Motion was declared passed by Chairperson Bryan Kolk.

IN WITNESS WHEREOF, I have executed my name as Treasurer of the FCRA and have hereunto affixed my signature for the above-named Corporation this 21st day of December 2023.

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John Grimes

FCRA Treasurer