

FREMONT COMMUNITY RECREATION AUTHORITY
REGULAR MEETING MINUTES
February 20, 2020

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, Gene Christofferson, and Kris Carpenter (7:07).

Guests: Grant Swinger of Compass Driving School

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

3. Motion was made by Brian Hettinger, seconded by Steve Heiss to approve the December 2019 Regular Meeting Minutes as presented; motion approved.

4. Motion was made by Brian Hettinger, seconded by Bill Kunnen to approve the January 2020 Regular Meeting Minutes as presented; motion approved.

5. Public Comments: None.

6. Treasurer's December Report:

Motion to receive the January Treasurer's Report was made by Brian Hettinger; seconded by Steve Heiss, motion approved. John Grimes submitted a written Revenue/Expense report prior to the meeting. Of note, Mr. Grimes reported January's revenue was approximately \$24,588. Notable revenue items for the month are \$13,157 in tax revenue from Sheridan Township which amounted to nearly 54% of our monthly revenue and \$1,496 in tax revenue from Dayton Township so taxes provided just under 60% of the month's revenue. Other notable items of income were \$2,510 for memberships and \$915 for drop-ins, The drop-in income is interesting since drop-ins often become members once they realize the cost-effectiveness of membership.

Total expenses for the month of January were \$27,647 for a monthly loss of \$3,059. Notable expenses were \$4,122 in wages and taxes, \$2,610 in supplies, \$2,611 in repairs and maintenance, and \$15,389 in utilities which accounted for nearly 74% of all expenses. The large amount for many of the supplies and repairs were due to the work that was transforming the community room. The utilities were for more than one month due partly to the changeover in our due date for Consumers.

Note that actual income would be \$300 higher and net loss \$300 lower, but these numbers are due to a negative value attributed to Runic Forge for our last and final payment to Lowell Godfrey on his rental from 2019.

Motion to approve the January's Treasurer's Report by Steve Heiss, seconded by Brian Hettinger; motion approved.

7. Approve January's Accounts Payable:

John Grimes submitted a written Accounts Payable report. A list of recommended bills to pay was submitted: 1st Choice Heating and Cooling, Aquatic Source, Comcast, Consumers Energy, District Health Department, DTE Energy, Fremont Ace, Brian Hettinger, Hi-Lites, Konica Minolta, NCATS, Nieboer Electric Quality Air, Quill, and Roger Sweeting for a total of \$17,577.30.

Motion to pay creditors as listed (total of \$17,577.30) on Mr. Grimes' written report was made by Dawn Finch, seconded by Bill Kunnen; motion passed.

Also discussed was the second notice FCRA received from the City of Fremont for payment on the outstanding loan we have with them. Discussion took place about opening up a line of credit in the amount of allowed for \$25,000 and use \$10,000 of the LOC to make payment to the City of Fremont.

A motion to Open a Line of Credit for the amount of \$25,000 made by Brian Hettinger, seconded by Steve Heiss; motion passed.

8. Review Old Business:

A. Powell Networks. Mr. Powell of Powell Networks had been given an extension of time to vacate the building. The extended deadline was January 31, 2020. Mr. Powell has made some, but very little progress in moving out. Brian Kolk will contact Mr. Powell and tell him that he needs to contact Dawn Finch about his moving out. If this doesn't happen soon, the Board will have no choice but to file papers to evict Mr. Powell.

B. Family Fitness. Ms. Dawn Finch discussed the equipment that Family Fitness still needs to remove from the Rec Center. She has contacted Mic Dennis about this matter, and he had stated that the equipment will be removed by the end of February.

9. Recreation Authority business for Board discussion and action:

A. Mr. Randy Langrick's proposal. The Board discussed the proposal Mr. Langrick submitted in January regarding personal training at FCRA. While the Board is interested in having personal training at the Rec Center, it feels that we are not able to offer that service at this time. Mr. Langrick's proposal will be kept on file for possible future use.

B. Compass Driving School. Mr. Grant Swinger had approached the Facilities Committee about renting Hunter Blake's previous space in the southeast corner of the Rec Center for his driving school. Currently Mr. Swinger rents a classroom a few times a year for his driver's education sessions. Mr. Swinger would like more space, a separate entrance, and an office for his business. The Facility Committee recommends to the Board that we rent this space to Mr. Swinger at a price of \$300/month. Motion made by Brian Hettinger (head of the Facilities Committee), seconded by Kris Carpenter to lease the space to Mr. Swinger; motion passed.

C. Approval of Auditor/Audit. Treasurer John Grimes discussed the upcoming audit that is required from the State of Michigan for FCRA. Mr. Grimes has contacted various accounting firms and found that the best price is from Hendon & Slate at \$4,300. Motion made by John Grimes, seconded by Mike Oosterhouse for Hendon & Slate to do the audit; motion passed.

D. Update of Club Ready. Ms. Finch gave an update about the process of getting all the necessary paperwork completed to use the Club Ready software that Family Fitness uses. This process is taking some time to complete because both FCRA and Family Fitness have requirements that must be fulfilled in order for the money from the Family Fitness members be deposited in FCRA's checking account. Ms. Finch stated she is continuing to work on meeting the necessary requirement and submitting the necessary paperwork but doesn't know how long it will take until FCRA will start receiving some money.

E. Discussion of renewal of MML insurance. Mr. John Grimes discussed the possibility of lowering the amount that the Rec Center is insured. Currently the building is insured for \$7,325,000. If the amount is lowered to \$5,000,000, we would save a minimum of \$1,500 in premiums and since most losses are partial and not total, the amount that the insurance company will pay on a partial loss will be based upon the depreciated value of the item destroyed and not on the amount of total-loss insurance. Motion made by Brian Hettinger, seconded by Mike Oosterhouse to insure FCRA for \$5,000; motion passed.

F. Pickleball Courts. John Grimes asked about the possibility of turning over the outdoor pickleball courts to the city. The purpose would be to lower the amount FCRA owes the City. After discussion, the Board believes this is not in our best interest.

G. Discussion of possible policy regarding children under 16 at Rec Center after 5:30 p.m. Dawn Finch informed the Board of problems of having children under 16 at the Rec Center after 5:30 without adult supervision. No action on a policy will be taken at this time.

H. Summer Pool Closing. Tabled to March meeting.

10. Director's Report:

Interim Director, Dawn Finch submitted a written combination Director's and Programs report. Of note, medical bills for Isabel Johnson, who injured her foot while getting the handicap stairs into the pool, have been paid. We have our first reservation for the Community Room. The Fremont Regional Digester will hold a Town Hall meeting on Saturday, February 22 from 3:00 – 4:30 p.m. an adult Cornhole League will be from Monday, February 24 – March 30 at 7:00 p.m. Cost is \$10/person plus \$3 per week for prizes. This will be held in the Community Room. Work continues on getting Silver Sneakers at the Rec Center. The second annual Easter Egg Splash will be held on Saturday, April 4. Over 2,000 plastic Easter Eggs will be in the pool.

11. Committee Reports:

- A. Personnel Committee: No report
- B. Programs Committee: See Director's Report.
- C. Facilities Committee: The Facilities Committee met with Grant Swinger about office rental
- D. Executive Committee: No report.

12. Closed Session: None needed.

13. Next meeting Thursday, March 19, 2020.

14. Motion by Brian Hettinger, seconded by Steve Heiss to adjourn the regular meeting at 9:30 p.m.; motion approved.

Dawn Finch, Secretary