

FREMONT COMMUNITY RECREATION AUTHORITY  
REGULAR MEETING MINUTES  
March 16, 2023

1. The meeting was called to order at 7:02 p.m. by Bryan Kolk.

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

2. Approval of March meeting agenda:

Motion was made by Kris Carpenter, seconded by John Grimes to approve the March meeting agenda; motion approved.

3. Approval of February meeting minutes:

Motion was made by John Grimes, seconded by Bill Kunnen to approve the February 2023 Regular Meeting Minutes as presented; motion approved.

4. Public Comments: None.

5. Approve February Treasurer's Report:

John Grimes submitted a written Treasurer's Report.

Total revenue for the month of February was approximately \$27,068. Notable contributions to revenue were a total of \$8,120 for memberships, Tivity payments, punch cards, and drop-ins, \$14,145 in tax revenue from Sheridan and Dayton Townships, and \$1,600 from three of our tenants.

Total expenditures for the month were \$26,125 for a net monthly profit of \$943. Notable expenses were \$7,768 for wages and payroll taxes, \$4,045 for supplies, and \$11,685 for utilities.

Our year-to-date profit is \$39,678.95.

We are now at or very near the end of any tax receipts coming in from the two townships. We can expect some tax money from delinquent taxes collected by the county, but we do not typically receive them until around May. City of Fremont tax payments typically come in around August and September. \$10,000 was transferred from the checking account into the Reserve Account, but we will probably not add any new money to this account until we start receiving City of Fremont tax payments. We should be able to pay our 2023 audit fees and insurance fees from the checking account rather than having to tap the Reserve Account. Consequently, the new Reserve Account statement in your packet has money put aside for our 2023 audit (payable 2024) and our 2024 insurance fees.

Motion to approve the February Treasurer's Report by Kris Carpenter, seconded by Bill Kunnen; motion passed.

6. Approve February Accounts Payable:

John Grimes submitted a written Accounts Payable report:

Following are our balances for our various accounts as of 14 March 2023.

Checking:	\$123,809.71
Reserve:	\$ 80,019.65
Pickleball	\$ 2,513.34

Between now and our next meeting, I anticipate receiving \$1,600 from three of our tenants, \$8,000 from programs, memberships, rentals, etc. These items along with our checking account balance will provide us approximately \$133,000 with which to pay our bills. Between now and our next scheduled meeting we will have three payrolls that I estimate at \$3,000 each reducing our available funds to \$124,000 with which to pay our accounts. As noted on your Accounts Payable register, we have a total of \$6,753.36 of invoices to pay not including our Ooma, NCATS, DTE, and Microsoft bills. I estimate that adding these other bills will result in a total of approximately \$12,000 to be paid. This leaves us with approximately in our checking account going into next month. Therefore, I recommend that all of the invoices both listed and expected be paid.

Our audit process for 2022 has started, but we have not yet had the auditors in for their field work.

As mentioned for the last few months, we have been trying to get a backup credit card. We have looked at some, but their costs exceed the value of its utility of their being used just as a backup and for some of our ongoing expenses. We will continue looking at other card providers.

Motion to pay all listed and expected invoices made by John Grimes, seconded by Kris Carpenter; motion passed.

7. Review Old Business:

- A. New Exercise Equipment. Two quotes for equipment have been received.
- B. Technology Update. Kyle Alger has gone through the building with the facility committee to ascertain what the Rec Center needs with regards to surveillance cameras.

8. Recreation Authority New Business for Board Discussion and Action

- A. Membership cards. An additional 2,000 membership cards to be ordered. The Print Shop gave a rough estimate quote of \$2,300. Motion to purchase cards made by Bill Kunnen, seconded by Sandy Siegel; motion passed.
- B. April Board Officer Elections. Reminder that election for board officers will be in April.

9. Director's Report:

The New-Ocea Free Trappers Gun Show is Sunday, March 19 from 9:00 a.m. – 3:00 p.m. I will be working that day and the Rec Center will be closed except for the gun show. The Home and Garden show will be here on Saturday, March 25. Set-up will take place on Friday, March 24. The Rec Center will have a table at the show. Egg Splash will be on Sunday, March 26 from 1:00 – 4:00 p.m. with open swim from 2:30 – 4:00 p.m. (approximate). Cost is \$5 per child and the Easter Bunny will be stopping by. I've had fairly good response to this so far. We have a wedding reception booked in the Community Room on April 15. Also, Compassion Home has booked the Community Room for their annual fundraiser on Friday, October 27. The expected crowd is between 250-300 people. I've been booking the pool a lot lately for lifeguard training for Michigan's Adventure and Camp Henry. The Fremont Police Department also will be using the pool for training in April. Fremont High School gym classes have booked the pool March 6 – March 29. We'll make \$1,283 from this. Packer Pride Daycare has once again booked the pool for the summer. They will be here Tuesdays, Wednesday, and Thursdays from 1:00 – 2:00 p.m. June 13 – August 17. We'll make \$825 from this. Mary Arends and I have revamped swim class information to make it easier for parents to figure out in what class their child should be placed. See attached. Sign-up for summer swim classes will start April 1 and I expect these to sell out. The actual classes will be July 17 – 27 and July 31 – August 10. We'll be looking to replace two lifeguards in the near future. Maddie Deweerd and Owen Vandenberg are graduating from FHS and will be moving on to college. If you know of someone interested in a part-time position, please send him or her my way. The minimum age to lifeguard is 15 and the Rec Center will pay for the training. Shipshewana bus trip Wednesday, June 21. Price is \$45 per person. Just a reminder: John and I will be out of town from March 27 – April 18. Thought you'd like to know: To date, we've made \$5,845 from drop-ins (which is 1,169 people).

10 Committee Reports:

- A. Personnel Committee: Discussions about revamping job descriptions.
- B. Programs Committee: See Director's Report.
- C. Facilities Committee: None
- D. Executive Committee: None.

11 Closed Session: None needed.

12 Next meeting April 20, 2023

13 Meeting adjourned at 8:06 p.m.

Dawn Finch, Secretary