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**\* ROCHESTER \* AVON \* RECREATION \* AUTHORITY \***

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**Regular Board Meeting Minutes**

**Chairman: Bryan Wright**  
**Vice Chair: Dan Hauser**

**RARA Board Members:**  
**Ryan Deel, Peggy McConnell, Matthew McDaniel, John Muenk, Ann Peterson**

**500 E. Second Street**

**February 14, 2018**

**5:00 AM**

Regularly scheduled meeting of the Rochester Avon Recreation Authority.

Meeting called to order in the Conference Room located at 500 E Second Street, at 5:00 pm on February 14th, 2018.

Present: Deel (entered 5:02pm), Hauser, McConnell, McDaniel, Muenk (entered 5:21pm), Peterson (entered 5:16pm), Wright

Absent:

Also present: Jewell, Word, Van Meter, DiCaro, Castile, Pitts, Hale, Joe Snyder (City of Rochester Hills), Erika Sklar (The Crawford Insurance Group)

Enter Deel 5:02pm

Minutes:

Minutes (January 10th, 2018) motion by Hauser, seconded by McConnell to approve the minutes for the Regular Board meeting on January 10<sup>th</sup>, 2018 as amended.

Yes: Deel, Hauser, McConnell, McDaniel, Wright

No: None

Motion carried. 5-0

Agenda:

Motion by Hauser, seconded by McConnell to approve the February 14<sup>th</sup>, 2018 RARA Board Meeting agenda as amended by moving New Business Health Care to Public Comment, adding 1<sup>st</sup> Quarter Amendments to New Business, and bankruptcy discussion to Miscellaneous.

Yes: Deel, Hauser, McConnell, McDaniel, Wright

No: None

Motion carried. 5-0

New Business:

a) Health Care

Mr. Jewell indicated that RARA's healthcare plan is due to expire March 1<sup>st</sup>, 2018 and is recommending that RARA stays with Priority Health for March 1<sup>st</sup>, 2018 through March 1<sup>st</sup>, 2019.

Mr. Jewell introduced Erika Sklar from The Crawford Insurance Group to review the healthcare plan that is being submitted for Board review.

Discussion followed regarding eliminating LTD and STD to cover the cost differential of increasing HSA. The plan for 10 full time employees would increase approximately 4.5% from 2017.

Enter Peterson 5:16pm

Discussion followed.

Exit Skylar at 5:25pm

Public Comments: No public comments.

Communications: No Communications

Financial Reports:

Discussion followed regarding pricing out the service for RARA uniforms for youth sport leagues. Mr. Word has priced out the uniforms to companies outside the community but the savings with a local company out ways the small savings of a couple of dollars that participants would receive by staying with Johnny Macs.

Enter Muenk at 5:21pm

Bills (general) motion by Hauser, seconded by McConnell to approve the bills for January /February 2018 in the amount of \$105,027.87.

Yes: Deel, Hauser, McConnell, McDaniel, Muenk, Peterson, Wright

No: None

Motion carried. 7-0.

Monthly Budget Report for January 2018:

Mr. Jewell submitted the January 2018 Monthly Budget Report. Mr. Jewell indicated that membership revenues for January is \$25,000. Discussion followed regarding 480 membership revenue.

Administrative Report Highlights:

Mr. Jewell indicated that he met with Pawal Chichowlas, owner of Krav Maga Detroit to see if he would be interested in offering self-defense classes for women and children in the 480-fitness center. Classes will be held in the Group X room at the 480 fitness center.

Mr. Jewell also indicated that new vending and coffee machines will be installed in both the 480 and 500 building. RARA will be receiving 20% profit from Continental Vending.

Mr. Jewell introduced David Pitts, RARA's new Recreation Supervisor. Mr. Pitts indicated that he is from Detroit Parks and Rec and Marketing Director of PAL.

Mr. Word reported on program registration and participation numbers for 2017. January 2018 registrations are up by approximately 200 participants. Mr. Word indicated that there are 739 memberships and over 1500 members using the fitness center.

Mr. Word indicated that he is working with the Gazette on a 13 Ad contract to promote facilities and programs. Spring Day Camp is currently being advertised.

Mr. Jewell also indicated that for a fee Old Towne Square Pizza is advertising RARA in their circular that is handed out with their pizza boxes.

Mr. Van Meter indicated that the Daddy/Daughter dance was held February 6<sup>th</sup> and 7<sup>th</sup>, and the Mother/Son dance will be held March 7<sup>th</sup>. Both events are being held at River Crest Banquet and Facility Center. Day Camp and Scamp interviews will take place in March.

Mrs. DiCaro indicated that she is preparing the interview process for all day camps and Scamp. This year she will be losing some of her key staff for Scamp, so she will be monitoring the staff more this summer. Mrs. DiCaro also indicated that the Annual Wine Tasting event for Scamp will not be held this year, but with the Kris Kringle fundraiser, Scamp fees being raised and planning another fundraiser during Scamp will help offset the cost of the camp.

Mrs. DiCaro also indicated that Mr. Zeilke from Culvers has given RARA's Egg Hunt 325 free scoop of custard coupons for all participants.

Mrs. Castile indicated that she included a picture of the SPT Ensemble group dancing at a retirement home and residents and dancers had a great time. Mrs. Castile also indicated that the SPT Winter Recital that was cancelled due to inclement weather will be rescheduled.

#### Unfinished Business:

##### Compensation Audit Report Update

Commission Hauser read the letter from Dr. McGrath regarding the timeline of the Compensation Audit Report. Commissioner Hauser suggested having a special meeting scheduled for the Board presentation and to invite all the governmental entities to attend the meeting. The Board agreed with the suggestion.

#### New Business:

##### b) 1<sup>st</sup> Quarter Proposed Budget Amendment

Mr. Jewell indicated that the FY 2018 1<sup>st</sup> quarter budget amendment proposes a decrease in total revenue of (\$225,170) and a decrease in total expenses of (\$290,211). The proposed decrease in revenues less the decrease in expenses will have a net impact on RARA fund balance of +\$65,041.

Discussion followed regarding trends, 2018 Fiscal Year Budget and compensation audit.

Mr. Snyder indicated that RARA needs a policy for the fund balance to be 20%. Discussion followed regarding setting fund balance policies.

Commissioner McDaniel inquired on the decrease in Capital Outlay spending. Mr. Jewell indicated that planned projects for the buildings are being deferred for a couple of years and that is the reason for the decrease.

Motion by Peterson, seconded by McDaniel to approve the 1<sup>st</sup> Quarter Amendments as detailed and presented.

Yes: Deel, Hauser, McConnell, McDaniel, Muenk, Peterson, Wright

No: None

Motion carried. 7-0

Commissioner McDaniel requested to include explanations for changes when amending the budget.

Miscellaneous:

Chairman Wright discussed the rumors regarding RARA's financial situation, bankruptcy and newspaper articles.

Public Comments – General: No public comments.

Adjournment:

Motion by Peterson, seconded by McDaniel, to adjourn the February 14<sup>th</sup> RARA Board Meeting at 6:25 pm.

Yes: Hauser, Deel, McConnell, McDaniel, Muenk, Peterson, Wright

No: None

Motion carried. 7-0.

Secretary of the Board: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:

Members (7)

Ron Jewell, RARA Director

David Word, Superintendent of Recreation

Scott Van Meter, Recreation Coordinator

Mary DiCaro, Recreation Coordinator

Billy Cribbs, Recreation Coordinator

Lisa Castile, Performing Arts Coordinator

Rochester Hills Mayor & Council

Rochester City Administrator

Dr. James Schwarz, Avondale Schools

Robert Shaner, Superintendent, Rochester Community Schools

Plante Moran, CPA

Original to File