



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

**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**

**January 10, 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 January 10th, 2017.

Present: Deel (entered 5:11pm), Hauser, McConnell, McDaniel, Muenk (entered 5:05pm), Wright

Absent: Peterson (excused)

Also, present: Jewell, Word, DiCaro, Cribbs, Castile, Andrew Zeilke (Culvers)

Minutes:

Minutes (December 1<sup>st</sup>, 2017) motion by Hauser, seconded by McDaniel to approve the minutes for the Regular Board meeting on December 1<sup>st</sup>, 2017 as presented.

Yes: Hauser, McConnell, McDaniel, Wright

No: None

Motion carried. 4-0

Agenda:

Motion by McConnell, seconded by Hauser to approve the January 10<sup>th</sup>, 2018 RARA Board Meeting agenda as presented.

Yes: Hauser, McConnell, McDaniel, Wright

No: None

Motion carried. 4-0

Public Comments: No public comments.

Communications: No Communications

Financial Reports:

Bills (general) motion by Hauser, seconded by McConnell to approve the bills for November/December 2017 in the amount of \$105,027.87.

Yes: Hauser, McConnell, McDaniel, Wright

No: None

Motion carried. 4-0.

Monthly Budget Report for December 2017:

Mr. Jewell submitted the December 2017 monthly budget report for Board review. Mr. Jewell indicated that the second payment from the City of Rochester was received in December. Commissioner McConnell inquired how the monthly budget reports will be submitted to the Board. Mr. Jewell indicated that the Monthly Budget Report will stay the same but will be creating a 3-year budget instead of a 1-year budget.

Enter Muenk 5:05pm

Enter Andrew Zeilke, Culver's of Rochester Hills and citizen. 5:07pm

Administrative Report Highlights:

Mr. Jewell indicated that he is currently working on the annual Capital Asset Inventory report to be completed and returned to the City of Rochester Hills by the end of this week. Mr. Jewell also indicated that he is working with Joe Snyder on the new 3-year operating budget in preparation for the 1<sup>st</sup> quarter budget amendment.

Mr. Jewell indicated that the compensation audit sub-committee met on January 9<sup>th</sup>.

Mr. Jewell indicated that both buildings held up very well during the recent cold snap except for 2 frozen water lines on the NW corner wall of the 480 building where the bathrooms are. The maintenance staff resolved those issues.

Mr. Jewell indicated that discrepancies were found in what was charged for the work performed by Gresham for snow plowing and salting the parking lots, so the contract was cancelled, and the prior contractor was brought back to complete the winter season.

Mr. Jewell indicated that Commissioner Peterson was able to locate some 3 bike racks for the front of the 480 building. Maintenance staff is working with Jason over at Rochester DPW to facilitate delivery and installation.

Discussion followed regarding ways to handle the debris/salt being tracked into the fitness center from members shoes and the buildup of a gas smell from the outside pipes in the ally. Mr. Jewell indicated that Consumers Energy have been out to the meters but will contact them again.

Enter Deel 5:11pm

Mr. Word reported on the 480 Fitness building. Mr. Word indicated that marketing will be seen in the Rochester & Rochester Hills Gazette (13 front page issues and monthly health issue), Towne Square Pizza (advertisement on pizza boxes for full year), and the distribution lists from

Rochester Soccer Club, Magic Soccer and FlipSpot. Discussion followed regarding the fitness building rentals, memberships and open gym.

Mr. Van Meter report submitted. Mr. Word indicated that Magic Soccer will be renting RARA's facility for their Sunday Select Soccer leagues, January thru March.

Mrs. DiCaro indicated that Wednesday's West league and instructional basketball have been moved to the 480 building, which is a savings of \$1,000 per session in rental fees.

Mrs. DiCaro received \$7,000 in earnings from the 2017 Kris Kringle Market to benefit RARA Scamp. Mrs. DiCaro expressed her appreciation to Chairman Wright and family, Mr. Jewell and family, and Mr. Word as well as many others who braved the cold to volunteer for this fundraiser.

Mr. Andrew Zeilke, Culvers of Rochester Hills offered services and products from Culvers for any of RARA's community activities.

Commissioner Hauser requested to have Mrs. DiCaro send fundraiser flyers for Special Needs/Scamp to the Board.

Mr. Cribbs indicated that basketball registrations are now at 770 and have included shorts as part of the registration fee. Mr. Cribbs also indicated that by moving the volleyball leagues to the 480 building he will be a saving \$10,000 in rental fees. The new winter volleyball league has 45 participants and will start on Sunday, January 21<sup>st</sup>. The new kindergarten basketball league will also be held at 480 building on Saturday's from 9am to 3pm.

Mrs. Castille indicated that the Dance program is in the middle of the 31-week program and going great. Second term payment notifications were emailed this year to save on time, staffing and money.

#### Unfinished Business: Compensation Audit Report Update

Mr. Jewell reported that he and the full-time staff met with Dr. McGrath throughout the day, Tuesday, January 9th and wrapped up at 5:00pm with Mr. Jewell before meeting the governmental Liaisons at 5:30pm. The liaisons are Dan Hauser from the RARA Board, Dr. Bowyer from the City of Rochester Hills and Ben Giovanelli from the City of Rochester.

Commission Hauser indicated that the staff will getting a 15-16-page questionnaire to complete. The company will be measuring 14 different competencies. Some of the Cities that the study will be compared to are Roseville, Troy, Madison Heights, Sterling Heights, Clinton Township, Macomb Township, Warren, Plymouth, Livonia, Canton, and Novi.

Discussion followed regarding the meeting with Dr. McGrath, Mr. Jewell and the government liaisons.

#### New Business:

Set Meeting Day and Times for 2018.

Motion by Hauser, seconded by McDaniel to continue with the Board Meetings scheduled for the second Wednesday of every month at 5:00 pm in the conference room at the RARA building at 500 E. Second Street Rochester, Michigan.

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

No: None

Motion carried. 6-0.

Election of Officers for 2018.

Motion by McDaniel, seconded by Muenk to continue with officers as they stand, Bryan Wright as Chairman, Dan Hauser as Vice Chair and Peggy McConnell as Secretary.

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

No: None

Motion carried. 6-0.

Assignments of Sub-Committees for 2018.

Personnel Committee – Dan Hauser, Peggy McConnell and Bryan Wright

Budget Committee – Ryan Deel, Matthew McDaniel and John Muenk

Policy and Procedures – Dan Hauser, Ann Peterson, John Muenk

Miscellaneous: No miscellaneous

Public Comments – General: No public comments.

Adjournment:

Motion by Hauser, seconded by McDaniel, to adjourn the January 10<sup>th</sup> RARA Board Meeting at 6:02 pm.

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

No: None

Motion carried. 6-0.

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

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