



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

Regular Board Meeting Minutes

**Chairman: John Muenk
Vice Chair: Mark Albrecht**

**RARA Board Members:
Theresa Mungoli, Matthew McDaniel,
Emily Morlan, Jill Sorensen, Dan Trudel**

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| 500 E. Second Street | December 8, 2021 | 5:00 PM |
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Regularly scheduled meeting of the Rochester Avon Recreation Authority.

Meeting called to order in the Wright Room located at 500 E. Second Street, at 5:03 pm on November 10th, 2021.

The Board welcomed new member Dan Trudel from Avondale Schools

Present: Albrecht, Muenk, Mungoli, Sorensen, Trudel

Absent: Jewell (on leave), Morlan (absent excused), McDaniel (absent excused)

Also present: Word, Hale, Word, Ramsey, Kroening, Snyder (entered 5:09pm), Jaren Freeman (AFS), Nate Langley (AFS), Kent Wagner & Cathy Thomas (residents from Rochester Hills)

Minutes:

Minutes (November 10, 2021) motion by Albrecht, seconded by Mungoli to approve the minutes for the Regular Board meeting on November 10th, 2021 as presented.

Yes: Albrecht, Muenk, Mungoli, Sorensen, Trudel

No: None

Motion carried. 5-0

Agenda:

Motion by Mungoli, seconded by Albrecht to amend the December 8th, 2021 RARA Board Meeting agenda by moving item 11a AFS Update to item 6.

Yes: Albrecht, Muenk, Mungoli, Sorensen, Trudel

No: None

Motion carried. 5-0

11a. AFS Update. Jared Freeman and Nate Langley presented AFS's concerns with their partnership with RARA. Discussion followed and it was suggested to set up a special meeting with AFS and 480 Ad Hoc Committee for additional discussion and clarity of the partnership.

Enter Snyder 5:09pm

Exit Freeman and Langley 5:45pm

Public comment: No comments at this time.

Communications:

Communications from Secretary of the Board: No

Communication from Members of the Board: No

Other Communications: No

Financial Reports:

Bills (general) motion by Albrecht, seconded by Mungoli to approve the invoices paid in November 2021 totaling \$84,379.72.

Yes: Albrecht, Muenk, Mungoli, Sorensen, Trudel

No: None

Motion carried. 5-0

Monthly Budget Reports – November 2021

Mr. Word submitted the budget report for November 2021 for Board review. Discussion followed. The Board accepted the report as presented. Discussion followed.

Administrative Report Highlights:

Mr. Jewell - No report/LOA.

Mr. Word reported that the roof scan was completed on December 2nd and should have the results available by December 10th. Garland will then be able to complete their assessment of all roofs and will give us a detailed report on the replacement and restoration of the roofs. Discussion followed.

Miss Walker-Kreutziger report submitted.

Mrs. Word reported on winter sports registrations, hiring staff for basketball, field reservation requests submitted to City of Rochester Hills and RCS for the 2022 sports season. Discussion followed regarding field hockey.

Mrs. Ramsay indicated that the Holiday Craft and Vendor Show went great with over 500 attendees. Mrs. Ramsey noted that she and RARA staff worked the Kris Kringle Market on December 4th with 50% of proceeds going to help SCAMP. Mrs. Ramsay also indicated that she will be working on the Bowling fundraiser that will be held the first of February 2022.

Mrs. Kroening indicated that she has a couple of Christmas special events coming up; HoHoHo Video Chat with Santa and Milk and Cookies with Santa, however the Christmas Parade that RARA was going to participate in was canceled. Mrs. Kroening noted that the art, music, STEM workshops and Judo classes have had tremendous enrollments for this fall. Family Bingo was such a big hit that she added a Family Bingo night in February 2022.

Exit Sorensen 6:12pm

Unfinished Business

HVAC unit/480 Building Bid Update - Mr. Word indicated that Alladdin has installed the resinor unit in the fieldhouse and will help increase the temperature during the winter months. Discussion followed.

Sponsor Process To Solicit/Leverage: The sponsor process to solicit/leverage will be moved to the Strategic & Planning Committee in 2022.

Records Retention Policy for Review and Approval by the Board: Commissioner Albrecht submitted the Proposed RARA Employee Records Retention Policy for approval. Discussion followed.

Motion by Mungioli, seconded by Tudel to approve the RARA Employee Records Retention Policy with changes to titles to be consistent in the policy and to revise the link.

Yes: Albrecht, Muenk, Mungioli, Trudel

No: None

Motion carried. 4-0

RARA Leave of Absence Policy for Review and Approval by Board: Commissioner Albrecht submitted the RARA Leave of Absence Policy for approval. Discussion followed.

Motion by Mungioli, seconded by Trudel to approve the RARA Personal Leave Policy as presented.

Yes: Albrecht, Muenk, Mungioli, Trudel

No: None

Motion carried. 4-0

Policy & Procedures Manual review: Mr. Word requested to move the Policy & Procedures Manual to the Policy and Procedures Committee and will present any policies to board level for approval.

New Business

2022 Staff Wages: Discussion followed regarding the 2022 pay band for all RARA full time employees.

Motion by Mungioli, seconded by Albrecht to approve the 2022 pay band as presented.

Yes: Albrecht, Muenk, Mungioli, Trudel

No: None

Motion carried. 4-0

Pay Adjustments for 2021: Discussion followed regarding pay adjustments for Dave Word, Michelle Hale and Elizabeth Walker-Kreutziger.

Motion by Mungioli, seconded by Albrecht to approve the wage adjustment for Michelle Hale as presented effective January 1, 2021.

Yes: Albrecht, Muenk, Mungioli, Trudel

No: None

Motion carried. 4-0

Motion by Mungioli, seconded by Albrecht to approve the wage adjustment effective after 6 months of employment moving her from 205 Supervisor salary range to 207 Supervisor salary range.

Yes: Albrecht, Muenk, Mungioli, Trudel

No: None

Motion carried. 4-0

Motion by Albrecht, seconded by Mungioli to authorize the temporary increase as “acting pay” in the amount of \$44.33 per hour, effective July 27, 2021 for Dave Word’s performance as the “Interim” or “Acting” Executive Recreation Director during the leave of absence for the Executive Recreation Director.

Yes: Albrecht, Muenk, Mungioli, Trudel

No: None
Motion carried. 4-0

Miscellaneous: Chairman Muenk indicated that he has been appointed to the RARA for an additional 3 years, Commissioner Mungioli and Commissioner Albrecht have also been appointed for one additional year.

Adjournment:

Motion by Mungioli, seconded by McDaniel to adjourn the December 8th, 2021 RARA Board Meeting at 6:46pm..

Yes: Albrecht, Muenk, Mungioli, Trudel

No: None

Motion carried. 4-0

Secretary of the Board: _____

Date: _____

Distribution:

Members (7)

Ron Jewell, RARA Executive Director

David Word, Assistant Recreation Director

Rochester Hills Mayor & Council

Rochester City Administrator

Dr. James Schwarz, Avondale Schools

Robert Shaner, Superintendent, Rochester Community Schools

Yeo & Yeo, CPA

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