



*** 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**

500 E. Second Street

November 10, 2021

5:00 PM

Regularly scheduled meeting of the Rochester Avon Recreation Authority.

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

Present: Albrecht, McDaniel (entered 5:07pm), Morlen, Muenk, Mungoli, Sorensen.

Absent: Jewell (on leave), Trudel (absent excused)

Also present: Word, Hale, Word, Ramsey, Walker-Kreutziger, Kroening, Snyder(Zoom)

Minutes:

Minutes (October 13, 2021) motion by Albrecht, seconded by Mungoli to approve the minutes for the Regular Board meeting on October 13th, 2021 as presented.

Yes: Albrecht, Morlen, Muenk, Mungoli, Sorensen

No: None

Motion carried. 5-0

Agenda:

Motion by Mungoli, seconded by Albrecht to approve November 10th, 2021 RARA Board Meeting agenda as presented.

Yes: Albrecht, Morlen, Muenk, Mungoli, Sorensen

No: None

Motion carried. 5-0

Public comment: No comments at this time.

Communications:

Communications from Secretary of the Board: No

Communication from Members of the Board: The Board asked if RARA will be in the Christmas parade this year. Mr. Word indicated that there will be a float, dancers and bike riders from the bike club. Mr. Word also invited the Board to walk with RARA in the parade.

Other Communications: No

Enter McDaniel 5:07pm

Financial Reports:

Bills (general) motion by Mungioli, seconded by McDaniel to approve the invoices paid in October 2021 totaling \$131,251.50.

Yes: Albrecht, McDaniel, Morlen, Muenk, Mungioli, Sorensen

No: None

Motion carried. 6-0

Monthly Budget Reports – October 2021

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

Administrative Report Highlights:

Mr. Jewell - No report/LOA.

Mr. Word reported that they are currently searching for a temporary solution for this winter to restore heat in the fieldhouse. The facility supervisor has replaced the thermostat in the second unit to help bring the temperatures up to a comfortable level for participants.

Mr. Word indicated that he met with Garland to discuss the roofing needs and would like to bring in a contractor to do thermal imaging of the roofs. The cost of the thermal imaging is projected to be between \$2,000 - \$3,000. Discussion followed.

Motion by Mungioli, seconded by McDaniel to approve thermal imaging expense but not to exceed \$3,000.

Yes: Albrecht, McDaniel, Morlen, Muenk, Mungioli, Sorensen

No: None

Motion carried. 6-0

Commissioner McDaniel inquired about fitness memberships for RARA and AFS. Mr. Word indicated that RARA's memberships are slowly increasing while AFS is slightly down from last month. Mr. Word indicated that the industry has changed significantly during covid due to other digital platforms and home fitness systems.

Mrs. Word indicated that participants increased substantially due to partnering with RCS for Middle School Cross Country. Mrs. Word indicated that this was a last minute program that worked well but there will be changes in the registration process for next year.

Elizabeth Walker-Kreutziger indicated that she is still taking class registrations for the recital term. Will Roy held a Nutrition Seminar for dance team participants and parents and received excellent feedback. Miss Walker-Kreutziger will be sending out a monthly newsletter to all dance and fitness families highlighting dates of seminars, workshops and camps for that month. Discussion followed regarding staffing and offering nutrition classes for people outside of dance.

Mrs. Ramsay indicated that the Holiday Craft and Vendor Show will be held November 13 from 10:00am-3:00pm with over 40 vendors. All proceeds will go towards SCAMP 2022. RARA will be

helping in the food/beverage tent at Kris Kringle Market on December 4th, all proceeds going towards SCAMP 2022. Mrs. Ramsay is still looking for volunteers for this event.

Mrs. Kroening noted that Magic Soccer will be offering Magic Advanced Training for advanced soccer players. Some of the classes are half full or completely full. The first family bingo night was held last night with 12 families registered and the grand prize was a gift card to RARA.

Unfinished Business

HVAC unit/480 Building Bid Update - Mr. Word indicated that the HVAC bid progress will depend on the 480 E. 2nd St. analysis.

Sponsor Process To Solicit/Leverage: No new business.

Records Retention Policy for Review and Approval by the Board: Commissioner Albrecht submitted the draft of the RARA Employee Records Retention Policy for board review. Discussion followed. The policy will be presented in December with amendments for approval.

RARA Leave of Absence Policy for Review and Approval by Board: Commissioner Albrecht submitted the RARA Leave of Absence Policy for review. Discussion followed. The policy will be presented in December with amendments for approval.

Policy & Procedures Manual review: Discussion followed regarding the process of what goes into the Policy & Procedures Manual and the Employee Handbook.

New Business

FY 2021 4th Quarter Budget Amendments: Mr. Word and Mr. Snyder presented the FY 2021 4th Quarter Budget Amendments to the Board for review and consideration. Discussion followed

Exit Albrecht 6:30pm

Motion by Mungioli, seconded by McDaniel to approve the FY2021 4th Quarter Budget Amendments as presented.

Yes: McDaniel, Morlen, Muenk, Mungioli, Sorensen

No: None

Motion carried. 5-0

480 E. 2nd St. Property Analysis: Mr. Word and Mr. Snyder presented the 480 building scenarios for the board to review. Discussion followed.

Exit Sorenson 6:33pm

Motion by Mungioli, seconded by Morlan to proceed with finding a real estate specialist to present to the board at a later date..

Yes: McDaniel, Morlen, Muenk, Mungioli

No: None

Motion carried. 4-0

Commissioner Mungioli suggested putting together an Ad Hoc Committee for the 480 Building. Discussion followed. Committee members are Mark Albrecht, Theresa Mungioli and John Muenk.

Sub Committee assignments: Mr. Word indicated that with Peggy McConnell's retirement Matthew McDaniel has been assigned to the Human Resources Committee and Dan Trudel assigned to Policy and Procedures Committee.

Miscellaneous: Update on Executive Director leave status. Chairman Muenk indicated that he received correspondence from Mr. Jewell's attorney indicated that he would be cleared to return to work in May 2022. Discussion followed.

Adjournment:

Motion by Mungioli, seconded by McDaniel to adjourn the November 10th, 2021 RARA Board Meeting at 7:08pm..

Yes: McDaniel, Morlen, Muenk, Mungioli

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

Original to File