

**MINUTES OF A BOARD MEETING OF THE
RECREATIONAL AUTHORITY OF
ROSEVILLE AND EASTPOINTE
HELD ON THURSDAY, APRIL 10, 2014**

The meeting was called to order at 6:34 p.m. at the Recreational Authority Recreation Center, 18185 Sycamore, by Vice Chairperson Duchane with the following Board Members present:

Frontera, Marion and Switalski

Absent: Aiuto

Administrator present: Director Lipinski

Approval of Minutes:

Motion by Switalski, seconded by Marion, to approve the minutes of March 13, 2014, as written.

MOTION CARRIED

Discussion and/or Action on Disbursements and Budget Report:

Motion by Switalski, seconded by Frontera, to approve the disbursements and budget report as provided.

MOTION CARRIED

Communications:

Director Lipinski handed out a couple of flyers – one for the Farmers Market and one for Pitch, Hit and Run.

New Business:

Presentation by David Gassen, Partners In Architecture, and Scott Lockwood, A.E.W. on Updated Recreation Center Building Improvements Plans:

David Gassen from Partners in Architecture gave an update on the building improvement plans and it hasn't varied far from the concept plan that was presented two months ago; showed a plan of the existing facility; showed the walls that would be removed from the existing facility for the improvements; one is to leave the walls in place and repair the foundation from underground or chose to take down the walls and replace the foundation and walls; bringing improvements through the existing facility outlining the corridors and lobby; building in to the project alternatives for things like the restrooms that have outlived their useful life; overhead doors will have new seals put on them and trying to bid a document that the Board can make decisions not to do certain things or do certain things. Board Member Switalski asked about which walls the contractor will make a decision on whether to take the walls down or not. Mr. Gassen replied that it would be the perimeter walls along the south wall and part of the east wall. MR. Creech asked if those walls can be saved. Mr. Gassen responded that part of the wall may be able to be saved. Mr. Gassen's next drawing showed new ceiling and lighting for the room the Board meets in; adding new ceiling in the corridor and lobby and through the other corridor and kitchen; shows the mechanical system – low ceiling in lobby above it is air handling systems and first approach was to take them out and replace them so looked at putting package units on the roof instead of an interior package; looking at three new units and two existing units need to be replaced. Mr. Creech asked are all the units the same size. Mr. Gassen replied that the units will be the size that is necessary for the area they are servicing. Andy Sowinski from Partners in Architecture explained that if you go to all rooftop units the boiler can be eliminated. Mr. Gassen explained that there is some damaged area on the sloping roof and proposing that that be repaired during this project; next drawing is with the addition; there are single occupant restrooms; move IT into the new addition; a lot of little things they are working on and within the next two weeks will have the loose ends wrapped up; this plan indicates a bump out which we are adding

as an alternative and doing this for it to be more functional. Mr. Jakubiec asked will all the heating and cooling will be done from the roof. Mr. Gassen replied correct. Mr. Marion asked about the elimination of the boiler. Mr. Sowinski explained that most of the heating is in the heating coils. Board Member Switalski asked if the glass walls are where the heavy black lines are. Mr. Gassen replied yes. Mr. Gassen showed a three D picture of the building; showed the walls that will be removed; showed larger windows in the activity room; entrance off east parking lot; extended the canopy to the entrance; paving for the parking lot will be the same height as the entrance to the building. Mr. Creech asked how far out you are going to go for the parking lot. Mr. Gassen responded that the entire east parking lot will be replaced. Vice Chairperson Duchane asked if the angled parking spaces would be in the opposite direction. Mr. Gassen responded that it was changed today to be in the opposite direction. Mr. Gassen explained that when you enter they bumped up the ceiling and put windows in for day lighting; next drawing is looking at the new activity room; showed walking in the front entrance into the lobby of the senior area; showed the inside of the fitness center and showed the multi-purpose room. Mr. Creech asked if the roof was sloped. Mr. Gassen replied that it is a low slope. Mr. Gassen commented that that concludes their presentation and budgeting – construction cost was at \$3.2 and right now at \$99,000 more than that and some of the alternatives are built into the number but don't need to take them all. Mr. Creech asked have you already got the G2's for the parking lot. Mr. Gassen responded yes and we are designing according to that. Mr. Creech asked when he can see that. Mr. Jakubiec asked how many people the activity room will hold. Director Lipinski replied 70ish. Mr. Gassen informed the Board that they looking at wrapping this up on May 19th and issuing on May 22nd and make a recommendation for the Board's June meeting and start construction by July. Board Member Marion asked Mr. Gassen to e-mail the updated drawings to him.

Review and Discuss Recreational Authority of Roseville and Eastpointe 2014/2015 Budget Proposal:

Director Lipinski gave a brief over of the FY2014/15 budget and commented that in looking at the 5 year plan and pending construction, you will see that we are trying to keep fiscally responsible but still offer the programs the public would like.

Ms. Dancey gave a brief overview of the FY2014/15 budget; index in the front; Director Lipinski wrote an excellent transmittal letter which explains the direction of the Authority and challenges ahead of it; Page 1 is beginning of budget which details all revenues for the Authority which will have \$5.5 million this year; smaller decrease in property values and hopefully we have bottomed out; \$1.2 million for property tax; programs fees and program rental fees \$445,000; SMART Program revenues \$188,632; other revenues \$2,189,931; fund balance is \$1,547,000 and put that away to pay for this building; total revenues available will be \$5,575,919; Page 2 financial forecast on revenues for 5 years; Page 3 is expenditures for salaries, programs and building addition improvements at \$5,347,287; Page 5 expenditures for SMART Program; and at end of year bring in \$5.5 million revenues and \$5.5 million of expenditures with the building construction and repayment of the loan with anticipated \$40,000 addition to the fund balance so at the end of the year \$600,000 fund balance; about \$85,000 for the next five years and in FY2019/20 we will have no more loan payments and should have \$1.4 million addition to fund balance. Vice Chairperson Duchane commented that in summary this is one year of a fiscal five year plan; balanced with a contingency; demonstrating that we reserved funding for the construction; budgeted payment back to the loan cities; do have one change in staffing where one part-time employee will become a full-time employee and it is incorporated in the budget; allows for a fund balance to be maintained beyond the contingency and RARE is probably fiscally the healthiest in the area.

Motion by Switalski, seconded by Frontera, to approve the FY2014/15 budget.

MOTION CARRIED

Hearing of the Public:

Walter Jakubiec (18318 Holland, Eastpointe) spoke with a School Board Member from Eastpointe and asked about open swim through the Authority. Director Lipinski responded that he hasn't pursued this program yet.

Harvey Creech (24862 Laetham, Eastpointe) commented that the construction of the addition to the building looks good on paper and budget looks good; if you are putting in a new parking lot, he wants to see all the information on it and asked the Board to give deep thought to all heating and cooling roof units.

Betty Ulrich (25296 Hayes, Roseville) asked will the center be closed at any time for the improvements. Director Lipinski responded that the center will only be closed for the two weeks in August that they are always shut down for and maybe parts of the building on certain days here and there during construction.

Director Report:

Director Lipinski informed the Board of events – March 31st family fun trip to Red Wings game at Joe Louis Arena; April 5th Mom-2-Mom Sale and didn't have as many vendors as normal; this coming weekend is the annual Rocking Gem Show; Saturday, April 12th is Easter egg hunt at Huron Park at 10:00 a.m. sharp; annual quilt show is on April 25th and 26th at the Recreation Center; had a couple of meetings with Mayor Pixley to discuss the Farmers Market that will be opening in May; will provide transportation for seniors to get to the Farmers Market; getting a number of calls for items at the parks, park attendants haven't been scheduled yet and usually are only scheduled for events so any calls need to go the parks maintenance divisions of the two cities; incident in parking lot – two or three times have had catalytic converters stolen; concession stand at Memorial Field was broken into; May 3rd is Pitch, Hit and Run at Eastpointe Memorial Field and thanked Ms. Dancey for all her help with the budget and her presentation.

Board Member Reports:

Board Member Switalski commented that he knows the Director does a lot of work on the fireworks and needs an answer on whether there will be any fireworks this year so he will see what he can do to get an answer for the Director.

Board Member Marion commented that both proposals on the building construction that the Board received tonight were excellent.

Board Member Frontera commended Director Lipinski and Ms. Dancey on the budget and asked is the Authority a member of the Chamber of Commerce. Director Lipinski replied yes. Board Member Frontera informed the Board that he went to the handicap dinner and it was a great event; discussed health care changes when he first joined the Board regarding health care changes. Vice Chairperson Duchane responded that we are not affected directly, except if we purchase any plan we have to meet ACA requirements.

Vice Chairperson Duchane commented that the presentation and building plans are exceptional but his thought is to wait until the bids come in and complimented everyone on the financial plan.

Adjournment:

Motion by Frontera, seconded by Marion, to adjourn the meeting at 7:44 p.m.

MOTION CARRIED