

WATERTOWN COMMUNITY RECREATION CENTER
BOARD MEETING
June 3, 2016 -7:00 A.M.

CALL TO ORDER

APPROVAL OF MINUTES

APPROVAL OF BILLS

GUEST PROGRAM STAFF: Dave Greenman, Is out of town on vacation, will talk next month

OLD BUSINESS

- 1. New Facility Update**
- 2. New Check In System June**

NEW BUSINESS

A. Joint Powers

B. Membership Report

- 1. April Membership Report**
- 2. Year- to-Date Membership Report**
- 3. Silver Sneaker Report**
- 4. Reimbursement of a Membership**

C. Boys/Girls Club Report

D. Personnel/Finance Committee Report

- 1. Budget Update**
- 2. Budget Year-to-Date Update**
- 3. Program Revenue/Expense Report**
- 4. Acknowledge Volunteers**
- 5. 2017 Budget Schedule**

E. Facility Report

F. Other Business

- 1. Summer Programs Offered**
- 2. New Board Member**

G. New Facility Policies

- 1. Setting Membership Rates for 2017**
- 2. Towel Service Policy**
- 3. Facility Operating Hours**
- 4. Additional Staffing**

H. Next Board Meeting

July 1, 2016

WATERTOWN COMMUNITY RECREATION CENTER
BOARD MEETING – May 6, 2016

PRESENT: Mike Peterson, Brian Richter, Darrel Stacy, Keith Enstad, Carrie Dylla, Mike Danforth, Gary Grewing, Scott Johnston and John Small–Staff.

ABSENT: Dr. Jon McAreavery, Tom Franken

Mike Peterson called the meeting to order.

Approval of Minutes: Gray Grewing made a motion to approve the April 2016 minutes, seconded by Keith Enstad. The motion carried.

Approval of Bills: Keith Enstad made a motion to approve the March bills as printed and distributed, seconded by Gary Grewing. The motion carried.

Staff Input: Jodi Hemiller, Aquatics Director, discussed her position with the board. She's in charge of all aquatics programs including swimming lessons, lifeguarding, and water aerobics, as well as our triathlons and volleyball. The pool is very highly utilized in our current location and that will continue at the new facility. Jodi is concerned about staffing lifeguards. After this summer, she'd like to hire more adult lifeguards. We certify several lifeguards and swimming lesson teachers here, but few are interested in working here. They have jobs at the outdoor pool or in neighboring towns. She requests that we change the lifeguard wage here to match the wage at the outdoor pool. That will need to be approved by the Finance Office first but the argument is sound.

Old Business

New Facility Update: Mike Danforth gave an update on the progress of the new building. They will start digging the pool on May 9. Sheet rock is started and stud walls are up in the locker room. We are on schedule to open around March 2017 but Mike wants everyone prepping as if we were opening January 1.

Mike and John are also trying to determine whether a pool cover for the new facility is justified. We may decide to go without it for a year and see what the utility bills and chemical usage end up being. Mike is checking to see if we can keep that money in another account for a year and still use it if we need it. The infrastructure for the cover will be set up either way, so we can always add it later.

Online Sign Up: We allowed people to register online for Red Cross swimming lessons. There were a few issues but it went well overall. We will be allowing online sign up for our Boot Camp that begins in June also.

JO Tournament: The tournament was held April 9-10. We did not see the number of teams we've had in the past but it was still a great tournament with 52 teams. Revenue earned was \$10,605, minus \$3,278 in expenses, for a profit of \$7,327.

New Business

Joint/Powers Committee: No Report.

Membership Report: For the month of March, the Rec Center had 23 new members join and 20 members drop. The current number of membership contracts is at 1,691, an increase of 271 contracts or 19% from this time last year. Total number of individual members of youth, teenagers, Vo Tech students, and adults is 5,376, an increase of 439 individuals from the previous year.

Silver Sneakers/Silver & Fit: John reported that for the month of February, Silver Sneakers and Silver & Fit brought in a total of \$3,746 with participation of 366 between the two programs.

Boys/Girls Club Report: No Report.

Personnel/Finance Committee Report:

February Update: March revenue was \$75,484. Expenses were \$78,790. There was a deficit of \$3,306 for the month of March.

Budget YTD 2016: Revenue \$235,427 with total expense of \$234,275. YTD, there is a surplus of \$1,152.

Program Revenue/Expense Report: JO Volleyball Tournament profited \$7,327. Coed Volleyball League profited \$2,325. Open Volleyball League profited \$1,532.

Acknowledge of Volunteers: None.

Facility Report:

Pool Issues: There have been a few instances where the filter kicks some sand back out into the pool. We just have to vacuum it up and it's fine. We don't want to do any major repairs since we'll be moving to the new facility. Trying to keep costs at a minimum and "band-aid" things instead of replacing them.

Other Business:

Membership Changes at New Facility: John's research suggests we should add a Married Couples Membership. Scott Johnston made a motion to add the Married Couples Membership, seconded by Mike Danforth. The motion passes. John also suggests that we raise the age to qualify as senior citizen from 55 to 60. Both spouses must be 60 to qualify. Scott Johnston made a motion to raise the Senior Citizen Age from 55 to 60, seconded by Mike Danforth. The motion passes. No action was taken on senior citizen discounts or determining the frequency membership rates would increase.

Next board meeting: Friday, June 3, 2016.

With no further business the meeting was adjourned.

Respectfully submitted,

John Small, Rec Center Staff

Mike Peterson

Date

John Small
Executive Director
Watertown Community Recreation Center
Phone: 605-882-6250

Old Business

New Facility Update

- The competitive pool is dug out and footing are being poured
- Whirlpool is being poured
- Crews are starting to tape and mud the sheet rock walls upper level
- Crews are starting to sheet rock the lower level, three week process

New Check In System – June

We will be starting up the new check in system sometime in mid June. We contacted Peak Software and they are putting the program together and we should have it by mid June

New Business

Membership Report

For the month of April the Rec Center had 16 new members join and 25 drop. The current number of membership contracts is at 1,392 vs 1,418 at at this time last year. A decrease of 26 members or 2% from last year. Total number of individual members of youth, teenagers, Vo Tech students, and adults is 5,092 an increase of 127 individuals from the previous year.

Silver Sneakers

Current Silver Sneakers enrollment for:

- April of 2016 – 64
- April of 2015 – 48
- April of 2016 payment \$590
- April of 2015 payment \$488

Silver & Fit

Current Silver & Fit enrollment for:

- April of 2016 - 300
- April of 2015 – 202
- April of 2016 - \$3,006
- April of 2015 – \$2,580

Total for April \$3,596

Reimbursement of A Membership

I was contacted by a Jordan Chapin who says he cancelled his membership sometime in March or April of 2014. He claims that he came in and signed a cancellation. His monthly membership of \$29.50 and \$30.50 over a time period of about 25 months kept coming out. (\$750) He just recently checked his bank statement and realizes that it was still coming out and that's when he contacted us. He would like a refund! We check everywhere that we could think of and have not located his signed cancellation. How should I proceed?

Program Revenue/Expense Report

	Revenue	Expense	Profit/Loss
May Day Run	\$1,350	\$806	\$543

Acknowledge Of Volunteers

No report

2017 Budget Schedule

I am in the process of putting the 2107 operating budget together. I have between July 5th and July 12th to put the budget together and then I have to turn it in by July 12th. I would like to have the Personnel/Finance Committee meet to go over the propose budget on July 7th and then the whole board meets on Friday the 8th to approve the complete budget. Please check your calendars and see if those dates will work for you.

Summer Programs Offered

Below is a list of summer programs and special events that the Rec Center will provide for members, non members and individuals from outside of the community

May Day Run	12 th Annual Kampeska Classic	6 th Annual Race for Chase
HS Girls Volleyball League	HS Boys and Girls Basketball League	32 nd Annual Hy-Vee Mini Triathlon
Red Cross Swim Lessons	7 th Annual FOP Kid's Triathlon	Kampeska Run Around the Lake
Boot Camp	Rumble On The Ranch	(Half Marathon – 5K – 10K)

Advertise For New Board Member

After six quick years Keith Enstad term is up. Mike Peterson is completing his three year term and has agreed to serve an additional 3 years. I will place notices throughout the building to see if there is any interest in serving on the board. All applications will be view by the Personal/Finance Committee and will bring a recommendation to the board to vote on at the July 8th meeting. The new board member will begin his/her term at the August 5th meeting

Setting Membership Rates For 2017

Propose Membership Rate Increase for 2017

I have put together a potential membership rate increase for the 2017 budget year. The increase is based on a membership base of 1,850 units as well as Silver Sneakers, youth memberships, day passes and LATI payment. New membership rates will include basic membership and Fitness Plus memberships, which in the past the Fitness Plus revenue was kept separate from membership (consided program fees) to not confuse it with membership because of our relationship with the Boys and Girls Club.

To come up with an accurate membership rate increase, I put together a fairly accurate operating budget. I also increase the membership units by 450. In the past three years the Rec Center average 360 new members each year. I anticipate we will gain many new members and we will not be losing as many with the anticipation of the new building.

To help determined the amount of an increase; I established a list of additional expenses that we will accrue with the new building. (I just put down the larger amounts) I have listed them below:

- Utilities \$49,000
- Additional Janitor Hours \$63,000
- Additional Front Desk Hours \$35,000
- Additional Child Watch Staff \$17,000 (some revenue will come from babysitting charges)
- Additional Facility Supervisors Hour \$14,000
- Towel Service For all members \$41,000
- Pool Chemicals \$27,000
- Center Expense \$7,000
- Personal Services \$41,000
- Program Director (PT) \$18,000

On the spread sheet below I have included the increase of the monthly membership for Family and Adult \$3, (\$36 per year). 60+ Couple, \$2 per month (\$24 per year) and 60+ Adult \$1 per month for a (\$12 per year). For the Couple membership I left it as this year's Family rate. \$471

These increases along with a conservative prediction of new additional members I feel we will have a balance budget and I also feel this will be fair rate increase for our members.

	Current	Monthly	Total	Percentage	Year
	Rate	Increase	Increase	Increase	Increase
Family	471	3	36	7%	507
Family FP	615	3	36	5.50%	651
Couple	-				471
Couple FP					615
Adult	342	3	36	10%	378
Adult FP	486	3	36	7%	522
60+ Couple	342	2	24	7%	366
60+ Couple FP	486	2	24	5%	510
60+ Adult	258	1	12	4.50%	270
60+ Adult FP	401	1	12	3%	413

Average \$3,000 revenue per
month x 12 months

SilverFit/Sneak					
7th - 12th Grade	116		36	24%	152
1st - 7th Grade	52		36	41%	88
LATI					
Day Passes					
Family	15		1		16
Adult	9		1		10
8th -2th	5		2		7
1st -7th	3		2		5

Towel Service Policy

- We currently offer towel service to members who purchase monthly towel service or are on the Fitness Plus membership. (About half of our total members.)
- I am proposing that we offer all members towel service.
- We will be equipped with a commercial washer and dryer and will be capable to add an additional commercial washer and dryer if there is a need.
- We would provide each member a shower and sweat towel if they wish to have one.
- We currently spend approximately \$13,800 per year on towels service, purchasing towels, soap/water and labor. We bring in towel revenue of approximately \$18,000 per year.
- Based on a potential estimate of 2,850, It will cost approximately \$1.20 per unit per month.
- The cost will be passed on to the monthly membership fee.

Facility Operating Hours

I would like to propose to the board the new facility operating hours beginning when the new facility opens up. This proposal was recommended by the Personal/Finance Committee.

- Monday thru Friday 5:00 AM to 10:00 PM
- Saturday 7:00 AM thru 8:00 PM
- Sunday 10:00 AM thru 7:00 PM

These hours would stay consistent year around

Facility Staffing

Below is some of the staffing that I feel will be required when the new facility is in operation

- Front Desk Staffing
 - Monday thru Friday
 - 5:00 AM to 8:00 AM 1 staff
 - 8:00 AM to 1:00 PM 2 staff
 - 1:00 PM to 4:00 PM 1 staff
 - 4:00 PM to 10:00 PM 2 staff
 - Saturday
 - 7:00 AM to 10:00 AM 1 staff
 - 10:00 AM to 5:00 PM 2 staff
 - 5:00 PM to 8:00 PM 1 staff
 - Sunday
 - 10:00 AM to 12:00 PM 1 staff
 - 12:00 PM to 5:00 PM 2 staff
 - 5:00 PM to 7:00 PM 1 staff

Staffing could change in the summer months

- Facility Supervisor
 - Monday thru Friday 5:00 PM to 10:00 PM
 - Saturday 9:00 AM to 8:00 PM
 - Sunday 11:00 AM to 7:00 PM

Budget For The Month Of April

Revenue for the month of April	\$82,863
Add \$3,250 from City subsidy	\$ 3,250
Add \$1,666 from pool payment from school	\$ 1,666

Total true revenue for the month of April \$87,779

Expense for the month of April	\$70,285
Add \$528 for insurance that was pre paid at the beginning of the year	\$ 528

Total true expense for the month of April \$70,813

True revenue for the month of April \$87,779

True expense for the month of April \$70,813

April has a surplus of \$16,966

Budget 2016 YTD

Revenue through the month of April	\$303,543
Add \$13,000 from City Subsidy through April	\$ 13,000
Add \$6,664 from school pool payment	\$ 6,664

Total revenue through the month of April \$323,207

Expense through the month of April	\$308,802
Subtract \$4,241 from 8 months of pre payment of insurance	\$ 4,241

Total Expense through the month of April \$304,561

True revenue through April \$323,207

True expense through April \$304,561

The budget for the year to date of 2016 has a surplus of \$18,646

The budget for the year to date of 2015 had a surplus of \$21,818