

## Mesa Community Club Board Meeting March 5, 2024

**Board Members in Attendance:** Rachel Price, Kim Boyack, Lori Anderson, Donna Page, Chad Toenjes, Laura Mendel, & Dustin Bryson

**Guests in Attendance:** Madison Bailey & Loretta Kachin

**18:00 Junior Class Prom:** Madison Bailey, who is the junior class president, addressed the Board and announced they would like to have prom and after prom at our facilities again this year. They are also planning on using some of the decorations left over from HopeWest's event. As prom is scheduled for April 20<sup>th</sup>, setup will be on the 19<sup>th</sup>, and teardown will be on the 21<sup>st</sup>. It was also announced the class had raised \$2,700 for a senior trip, although the destination hasn't been decided on yet. The ensuing discussion included no tape and nails are to be used on the walls, as they've been recently painted, and the event will be advertised on our new marquee.

**18:13 Minutes:** Chad made a motion to approve the minutes from 6 February 2024, and Lori seconded the motion. There was no opposition.

**18:14 Treasurer's Report:** Lori presented the MCC Financial Reports for March 2024 (showing January activity). See attached report for details.

Lori noted the gutter repair has put us 75% ahead of our budget. Lori received the reports this month from Christopher, a new hire by the County. Rachel asked about the income from yoga for January, and Lori mentioned money only coming in from one instructor, and the second instructor would be sending in the money generated from their class shortly. Sharon conveyed Saturday's yoga class has been slow, and it will be determined by the end of March if it will continue or not. On the flip side, Sharon's core fitness class has been well attended.

Donna made a motion to accept the MCC Financial Report for March 2024 (showing January activity), and Chad seconded the motion. There was no opposition.

**18:23 Rental Report:** Laura announced all basketball offerings have finished for the season. An inquiry has come in about softball using plastic bats and wiffle balls to encourage ongoing participation between classes. Donna announced the Music in Mesa offerings have been booked for this season. Once the historic gym basement is finished, the looms will be moved there, and the books will remain in the current library location. A discussion ensued on those additional items which are to relocate to the basement and those which will remain in the facility. A caucus meeting is currently set for March 9<sup>th</sup>, a ditch meeting scheduled for March 22<sup>nd</sup>, Easter for March 23<sup>rd</sup>, water board meetings are scheduled for the first Wednesday each month, a #6 King ditch meeting for April 7<sup>th</sup>, Spring Swing for April 10<sup>th</sup>-14<sup>th</sup>, PV Jr. Prom from April 19<sup>th</sup> through 21<sup>st</sup>, a private

rental booked for April 27<sup>th</sup>, and Music in Mesa scheduled for May 24<sup>th</sup>, July 7<sup>th</sup>, August 10<sup>th</sup>, and September 7<sup>th</sup>.

As for events, old man's basketball had 20 attendees (13 + 3 + 4), team basketball youth had 150 attendees (21 + 19 + 22 + 16 + 34 + 21 + 17), pickleball had 32 participants (9 + 11 + 12), yoga with Jill had 19 participants (3 + 6 + 5 + 5), core fitness had 31 participants, Ashtanga yoga had 31 participants, and chair yoga had 16 participants (6 + 5 + 5).

Sherrie reported 62 library patrons in February with 21 books being checked out.

**18:34 Maintenance Report:** Chad reported the bug bombs not being very effective. Thus, a discussion ensued on other brands and sources to try. A discussion ensued on purchasing paint and primer for the historic gym basement windows. As we have come in under budget, these items can be purchased with funds already allocated to the project. The discussion continued about moving the looms and storage items back to the historic gym basement. It was noted excess items no longer needed have been posted to PV Connections, and anything left over will be donated to Hospice or Habitat for Humanity. Kim found motion activated lights for each side of the shed. A discussion ensued on a designated place has been allocated as a permanent home for the grill used by the Lion's Club for our Music in Mesa events. The space will have a gravel base, and the grill will be anchored. Chad will reset the water filters once Rachel orders new ones. Rachel discussed the hard-wiring will need to be moved for the new marquee, and Chad wants the electrician to be present for the new marquee installation. A discussion then addressed adding electrical outlets to the historic gym basement. As for snow removal, Mike shoveled on Sunday. Rachel mentioned some ladies sliding on slick parts of the sidewalk which are sun-challenged. Kim shoveled the sidewalk once again last Monday. Kim also noted the top of the trash blew away, and the ensuing discussion mentioned previously have bungee cords on the trash to help keep the lids closed and the trash contained.

Chad announced the historic gym revamp has been completed with the interior stone walls being chinked and pointed with concrete, while the walls were primed and painted. Foam insulation was blown along the top of the walls to seal out drafts, and new concrete was poured over the existing concrete to make the floor level with the entrance door. New shelving was assembled and placed along the east wall by Rachel, Kim, and Loretta. Chad has already discussed moving things back inside with the same crew who were hired to take everything out. An electrician, Tod Conard, has begun the new wiring for the new marquee on the bell tower. A new flag was installed on the flag pole. Chad's list of items still needing to be addressed include the heat tape cables on the main building, as only one to the right side of the main building is currently working, a photo of the Raychem de-icing cable junction box was sent to the County, the rain gutter

downspout splash block at the west end of the main building by the garden, the paneling on the exterior of the south wall of the main building, and gazebo roof panel still missing screws.

**18:52 Marquee:** Rachel received an email saying the new ship date for the new marquee was February 26<sup>th</sup> through March 4<sup>th</sup>. The shipping confirmation has yet to be received. Rachel also was told the app for the marquee works best with a computer versus using it on a phone. The software used for the marquee is called Sign Command. Chad said Platinum Signs has requested two days for the installation.

**18:54 Easter:** Kim has spent \$190 so far for Easter. Laura announced the toys have arrived. Sherrie is ready with the books. Lori reported the church is fine with us using their yard for the little guys again this year. Kim is working on advertising. Rachel with PV Times has requested a flyer to advertise for us. Three hundred and ninety eggs have been filled and are ready to be hid. Kim reported seven volunteers were reached out to, and three have confirmed for the event.

**18:56 Marketing Committee:** Donna reported a light month for marketing. As Music in Mesa and the Lion's Club have all been booked, Donna is working on the flyers and something for the sandwich board.

**18:59 Meeting with the County:** Rachel emailed the outline for tomorrow's meeting with the County, which will be in our facility at 10:30. A tour of the facility will be happening. Representing the County, Gideon Bullock, Kyle Carstens, Dan Adams, Larry Kempton, Kathy Young, and others may appear via Zoom. A discussion is expected to take place on the responsibilities of the facilities, their upkeep, and improvements. Dustin will add Sherrie to the MCC Google Group, so she may start getting all the messages. Lori mentioned getting two invoices from Secura: one for \$2,000 (general liability and fire) and one for \$405 (for officers and directors required by the County). The County confirmed to Lori that we were required to have this coverage, and Signa doesn't recall paying this particular invoice. Thus, this is expected to also be on the agenda for tomorrow's meeting. Laura added miscommunication, limited responses, and cohesion among other community centers are all topics on tomorrow's agenda. Rachel noted the positive outcomes from the cohesion could manifest by better prices for service work performed, enlisting certain vendors already contacted for County maintenance, etc.

**19:13 Rental Committee:** It was announced, we've hired Tanya Oldham for cleaning services, who has already cleaned three times, usually on Friday mornings. Tanya brought her own cleaning machine and worked miracles on the floors. Tanya is requesting \$75/week and to be paid monthly. She is local to Collbran and takes care of rental properties. A discussion ensued on the attention to detail Tanya has displayed. Rachel noted the issue

of the outdoor restrooms has still not been addressed with the County. Thus, Tanya hasn't been enlisted to take care of those.

**19:18 Outdoor Restrooms:** Kim has investigated how other outdoor restrooms have been operated by the County. Frederico with the County talked of automatic locks, which are time-activated, being used at some locations. With those locks, people can still exit the restrooms from inside if the locks are activated. Current Solutions is expensive and would need to come up and bid the job. A discussion ensued on the pros and cons on using such locking devices, and vandalism taking place in the past if the outdoor restrooms have been left open 24 hours. The Board agreed we are not interested in installing porta potties as a solution.

**19:27 Website:** Kim volunteered to help out with the updating of the website. The ensuing discussion mentioned this being addressed with the County at tomorrow's meeting, as they may have a suggestion on who provides their updates and web service. Loretta mentioned our website requiring a password and learning how to navigate updates via Google. Loretta also mentioned our current website costing us nothing, and we are getting free maintenance.

**19:35 Garden:** Rachel talked with Drake last fall about prep for the garden beds. The garden participants are interested in purchasing an electric tiller for \$259.99. Drake offered to store the tiller at his home if purchased. A discussion ensued on possibly funding or partially funding the tiller for the gardeners, the two Farm to Table events held every year with dishes made from the produce grown from the garden for paying attendees, how the gardeners have use of the garden and space and don't pay for water, Demi's thanking the MCC in years past at the annual Board meetings, and the possibility of the gardeners presenting their position to the Board next month to ask for funding or the partial funding of a purchase of an electric tiller.

**19:48 Adjourn:** Donna made a motion to adjourn, and Chad seconded the motion. There was no opposition.

# MCC TREASURER REPORT FOR APRIL BOARD MEETING

## FINANCIAL REPORTS FOR FEBRUARY 2024

**DATE PREPARED: 3/25/24 PREPARED BY: Lori Anderson**

### **NARRATIVE**

- \* I accidentally paid the General Liability Insurance invoice twice because I received two invoices. I contacted Secura and they are issuing a refund which was mailed on March 19. I communicated this error to Kathy Young. It doesn't really impact our PID funds since I have received the refund, I deposited the check back into MCC checking so this is balanced out. It may affect our budget to tracking actuals and I am in communication with Kathy Young to get this resolved.
- \* There is still ongoing communication with the County since they are responsible for paying the General Liability Insurance. Rachel is working with Gideon to get repayment to the PID because this expense is the responsibility of the County not MCC according to the lease agreement.
- \* I asked the County if we could setup our utility bills for auto payment and they responded "No".

### **FINANCIAL MONTHLY REPORTS**

#### **\* February Expenses**

- \* Donation of \$200 was made to Mesa Library Volunteers as request by Loretta for her Christmas gift
- \* Current total expenses for the Old Gym Basement Project is \$11,978.96
- \* Current total for Easter Party expenses is \$130.81
- \* Pro Rooter expense for \$250 for Men's Bathroom issue is under Repair & Maintenance for Buildings

#### **\* February Rentals & Classes**

- \* Rental Income was Wilson \$200 rental fee and \$200 cleaning fees.
- \* Rental Deposit Refunds total was \$75 for Meyeraan rental.
- \* Rental Deposits received was \$200 for Wilson rental.
- \* Collected a total of \$114 in Yoga Class fees - \$36 Jill & \$78 Sharon

#### **\* Year To Date Budget to Actual (through February 29, 2024)**

- \* The following items over budget based on MCC specific budget not the County's:
  - \* Subscriptions (Legal) - 110% used
  - \* R & M Service Contracts (Repair & Building Maintenance) -117% used
  - \* Insurance - 481%

# Account Balances

## Mesa Community Club

Date Range: Feb 01, 2024 to Feb 29, 2024

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
<b>Assets</b>					
MCC Checking	\$17,752.94	\$13,767.47	\$11,144.11	\$2,623.36	\$20,376.30
MCC Savings	\$5,418.61	\$0.00	\$0.00	\$0.00	\$5,418.61
Petty Cash	\$121.15	\$114.00	\$0.00	\$114.00	\$235.15
PID Funds	\$166,523.08	\$0.00	\$14,724.83	-\$14,724.83	\$151,798.25
<b>Total Assets</b>	<b>\$189,815.78</b>	<b>\$13,881.47</b>	<b>\$25,868.94</b>	<b>-\$11,987.47</b>	<b>\$177,828.31</b>
<b>Liabilities</b>					
Rental Deposit Refund	-\$3,905.00	\$75.00	\$0.00	-\$75.00	-\$3,980.00
Rental Deposits	\$5,240.00	\$0.00	\$200.00	\$200.00	\$5,440.00
<b>Total Liabilities</b>	<b>\$1,335.00</b>	<b>\$75.00</b>	<b>\$200.00</b>	<b>\$125.00</b>	<b>\$1,460.00</b>
<b>Equity</b>					
PID Reimbursements	\$5,188.66	\$13,167.47	\$13,167.47	\$0.00	\$5,188.66
Starting Existing Funds	\$177,817.97	\$0.00	\$0.00	\$0.00	\$177,817.97
<b>Total Equity</b>	<b>\$183,006.63</b>	<b>\$13,167.47</b>	<b>\$13,167.47</b>	<b>\$0.00</b>	<b>\$183,006.63</b>

<b>Income</b>			
Class Fees	\$0.00	\$114.00	\$114.00
Rental Cleaning Fees	\$0.00	\$200.00	\$200.00
Rental Of Facilities	\$0.00	\$200.00	\$200.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$514.00</b>	<b>\$514.00</b>

<b>Expenses</b>			
Advertising	\$120.00	\$0.00	\$120.00
Capital Improvement - Old Gym Project	\$8,308.96	\$0.00	\$8,308.96
Cleaning Supplies	\$25.79	\$0.00	\$25.79
Cleaning Wages	\$600.00	\$0.00	\$600.00
Donations	\$200.00	\$0.00	\$200.00
Electricity	\$753.94	\$0.00	\$753.94
Entertainment Expense - Easter	\$130.81	\$0.00	\$130.81
General Liability Insurance	\$2,001.00	\$0.00	\$2,001.00
Office Supplies	\$18.05	\$0.00	\$18.05
Other Maintenance Supplies (not cleaning)	\$14.50	\$0.00	\$14.50
Repair & Maintenance for Buildings	\$250.00	\$0.00	\$250.00
Sewer	\$32.75	\$0.00	\$32.75
Trash Removal	\$125.17	\$0.00	\$125.17
Water	\$45.50	\$0.00	\$45.50
<b>Total Expenses</b>	<b>\$12,626.47</b>	<b>\$0.00</b>	<b>\$12,626.47</b>

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**Total for all  
accounts**

**\$39,750.41**

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MCC BUDGET as of 2/29/24

Type	County Code	Account Name	2024 Proposed	2024 YTD	Percent Used	Notes
Expenses	50703	Temporary Services (Cleaning)	\$ 20,800.00	\$ 1400.00	7	
Expenses	61015	Small Equipment	\$ 500.00	\$ 189.43	38	
Expenses	61190	Other Operation Supplies (Office Supplies)	\$ 1,000.00	\$ 50.01	5	
Expenses	61290	Other Maint Supplies (Cleaning Supplies)	\$ 2,500.00	\$ 264.17	11	
Expenses	62011	Postage	\$ 250.00	\$ 0.00	0	
Expenses	62301	Advertising	\$ 500.00	\$ 249.38	50	
Expenses	62302	Subscriptions / Legal	\$ 100.00	\$ 110.00	110	Lease to County Periodic Filing Report
Expenses	62310	Signage	\$ 1,000.00	\$ 129.38	13	Sandwich board - \$129.38
Expenses	62410	Electricity	\$ 4,500.00	\$ 1226.86	27	
Expenses	62420	Water	\$ 1,500.00	\$ 91.00	6	
Expenses	62425	Sewer	\$ 450.00	\$ 65.50	15	
Expenses	62430	Gas	\$ 3,500.00	\$ 222.31	6	
Expenses	62440	Trash Removal	\$ 1,500.00	\$ 243.50	16	
Expenses	62516	Administrative Indirect Charges	\$ 250.00	\$ 0.00	0	
Expenses	62563-1	Entertainment Expenses - Concerts	\$ 6,100.00	\$ 0.00	0	
Expenses	62563-2	Entertainment Expenses - Other	\$ 900.00	\$ 480.81	53	Broad retreat Christmas Party. Easter Party Donations
Expenses	62620-1	Capital Improvements (Old gym basement)	\$ 20,000.00	\$11978.96	60	
Expenses	62620-2	Capital Improvements (Electronic Marquee)	\$ 20,000.00	\$ 840.00	4	Marquee Install - \$840
Expenses	62620-3	Capital Improvements (Keyless Entry)	\$ 1,000.00	\$ 0.00	0	
Expenses	62620-4	Capital Improvements (Contingency)	\$ 6,000.00	\$ 0.00	0	
Expenses	62621	R&M Service Contracts (Repair & Building Maintenance)	\$ 600.00	\$ 700.00	117	Gutter repair - \$450 Pro Rooter - \$250
Expenses	62890-1	Other Purchased Service. (Repair & Maintenance) * Snow Removal	\$ 5,000.00	\$ 400.00	8	
Expenses	62890-2	Other Purchased Service. (Repair & Maintenance) * Lawn Service & Grounds Maintenance	\$ 700.00	\$ 0.00	0	
Expenses	62890-3	Other Purchased Service. (Repair & Maintenance) * Outdoor Cleaning	\$ 2,300.00	\$ 0.00	0	
Expenses	62890-4	Other Purchased Service. (Repair & Maintenance) * Pest Control	\$ 1,000.00	\$ 0.00	0	
Expenses	62890-5	Other Purchased Service. (Repair & Maintenance) * Website Redesign	\$ 1,900.00	\$ 0.00	0	
Expenses	62890-6	Other Purchased Service. (Repair & Maintenance) * Contingency	\$ 3,100.00	\$ 700.00	23	
Expenses	65130	Gen Liability Ins	\$ 500.00	\$ 2406.00	481	General Liability - \$2001 Director's Insurance - \$406
Expenses	70901	Tax Rebates	\$ 100.00	\$ 0.00	0	
Expenses		Total	\$107,550.00	\$21747.31	20	