



**Recreation & Arena Advisory Commission Meeting  
March 13, 2023  
Conference Room 1, Recreation Department**



**Attendance: Lauren Krans; Steve Trepanier, Dave Camire, Dave Colson, Sheila Colson, Dale Bickford, Dick Clough, Dana Berlin, Lexy VanBinsbergen, Craig Brady, Mark Sullivan**

**1. Accept February Minutes**

**Member D. Colson motioned to accept. Unanimous support.**

**2. Review Revenue & Expense Reports**

**Member D. Bickford motioned to accept. Unanimous support**

**3. Review of Arena Fund Mark Sullivan, Deputy Finance Director**

**Deputy Director Sullivan presented an overview of the Arena Fund for the past 7 years. Deputy Director Sullivan explained that financial auditors used by the City completed an in-depth analysis of the Arena Fund's transition from an Enterprise Fund to a Special Revenue Fund. This analysis was finally completed in FY22 and the final conclusion was that \$234,000 was due from the Arena Fund to the General Fund. The intent of the Arena Fund should be to cover operating costs and revenues and pay down the funds owed to the General Fund. Projections for the FY23 Arena Fund are aligned with this goal. DD Sullivan explained to the Commission that retained earnings represent the difference between income less expenses on the YTD Budget Reports reviewed monthly at each meeting. As a Special Revenue Fund, all debt services and CIP Projects are supported through the General Fund. DD Sullivan recommended that the Commission should be reviewing ice rates annually to ensure expenses are covered.**

**4. Other**

**Squamagonic Disc Golf Course – receiving request from individuals to utilize the park for tournaments. Requests are from non-residents. Commission supported establishing a fee of \$200. Director Krans explained this fee could help cover the cost of processing applications as well as equipment needs like cleaning of Porta Potties after the event. Special Event License process must be completed as the events will bring in over 25 people and will be charging money for participation. These stipulations are laid out in City Ordinance Groups must provide a certificate of insurance listing the City as an additional insured. The Commission supported moving forward with these events for non-exclusive use for this Memorial Day weekend. Director Krans will be presenting and updated process/policy for park rentals over the next few months.**



**Commission Member Colson inquired about the status of the Community Development Block Grant project for Pickleball Courts. Assistant Director Trepanier explained that he met with Kay Wright from Economic Development who oversees the CDBG program for the City. The immediate focus will be on the Teen Seating Area, as the potential Pickleball court project will require more planning and exploration with Buildings and Grounds. There won't be any changes to the tennis courts before or during the HS season. Director Krans explained that the Commission would be presented with updates to Program Registration Fees or the Rental Process over the next few meetings.**

**Next Meeting: April 10, 2023 at 6:00pm at Recreation Department Conference Room 1**