



Howell Area Parks & Recreation Authority Board Meeting

Tuesday, February 12, 2008

7:00 p.m.

Howell City Hall Council Chambers

611 E. Grand River Avenue, Howell

AGENDA

- I. Call to Order
- II. Approve Minutes dated January 8, 2008 – Recreation Commission
- III. Approve Minutes dated January 8, 2008 – Recreation Authority
- IV. Call to the Public
- V. Approve Agenda
- VI. Correspondence
- VII. Financial Report (December 2007)
- VIII. Director's Report
- IX. Staff Reports
- X. City of Howell Parks & Recreation Commission Report
 - a. Allowing alcohol at Bennett Recreation Center (discussion to move to Howell City Council)
- XI. Old Business
 - a. Continued participation and commitment from Authority Members
 - b. Articles of Incorporation
- XII. New Business
 - a. Special Meeting (Feb. 26) for Mission Development with Carlisle/Wortman
 - b. Personnel Policies (Discussion/approval)
 - c. 2008/2009 Budget (Discussion/approval)
 - d. Preschool Tuition Rates for 2008/2009 (Discussion/Approval)
- XIII. Member Discussion
- XIV. Adjourn



Howell Area Parks & Recreation Commission

Meeting Minutes

January 8, 2008

Call to Order: Todd Smith called the meeting to order at 7:06 pm.

Members Present: Debbie Mikula, Shea Charles, Paula Wyckoff, Sean Dunleavy, Steve Manor, Todd Smith

Absent: Tom Austin, Rick Terres

Also Present: Assistant City Manager Carol Stone, Enrichment Coordinator Beth Schrader, Senior Coordinator Mark Swanson, Livingston Community News Reporter Laurie Humphrey, Student Alicia Dickerson

Approval of Minutes: *Motion by Manor and support by Dunleavy to approve the minutes dated December 11, 2007. Motion carried unanimously.*

Call to Public: None.

Approval of Agenda: Smith noted that he would like to move the Recreation Commission to be an item in the Authority Agenda. *Motion by Dunleavy and support by Wyckoff to approve the agenda dated January 8, 2008. Motion carried unanimously.*

Correspondence: None.

Staff Reports: No comments.

Old Business: None.

New Business: *Motion by Manor and support by Dunleavy that states effective immediately, Commission business will be addressed under the Authority agenda. Motion carried unanimously.*

Member Discussion: None.

Adjourn: *Motion by Dunleavy, support by Wyckoff to adjourn the meeting at 7:08 pm. Motion carried unanimously.*



Howell Area Parks & Recreation Authority

Board Meeting Minutes

January 8, 2008

Call to Order

Todd Smith called the meeting to order at 7:08 pm.

Members Present

Steve Manor, Paula Wyckoff, Sean Dunleavy, Todd Smith

Absent

Rick Terres

Also Present

City Manager Shea Charles, Assistant City Manager Carol Stone, Enrichment Coordinator Beth Schrader, Senior Coordinator Mark Swanson, Livingston Community News Reporter Laurie Humphrey, Student Alicia Dickerson

Approval of Minutes

Motion by Dunleavy and support by Wyckoff to approve the regular meeting minutes dated December 11, 2007. Motion carried unanimously.

Call to Public

None.

Approval of Agenda

Motion by Dunleavy and support by Manor to approve the agenda dated January 8, 2008. Motion carried unanimously.

Correspondence

There were several emails addressed to the Authority. Mikula stated that she sent a lengthy response and cc'ed them to Todd Smith. Regarding one email in which a citizen stated her displeasure with the price increases, Manor said that while she makes a good point, unfortunately it is the cost of doing business. Todd Smith stated that if she were to participate with any other organization, the cost would probably be greater. Mikula said that Parks and Recreation is continuing to refer citizens to their township officials when questions arise over the cost of participation. Regarding an email that was originally sent to Mindy Arnold in which one citizen states that he would like funds allocated to repair/remodel the Bennett Center as opposed to building an ice rink downtown. No action was taken on the correspondence.

Financial Report

- Mikula said that she talked to Catherine Stanislawski regarding the budget. She also stated that income is lower than anticipated and that they have started to draft next year's budget. Shea Charles asked that we concentrate on next year's budget as opposed to worrying so much

about this year's. Mikula will be presenting the 2008-2009 fiscal year budget at the next meeting.

Director's Report

- Mikula presented the participation numbers for calendar year 2007. She believes that they look fairly good and she is pleased. Smith said that the numbers still look close to what we have seen from the past 7 or 8 years. Mikula said that it will now be easier to see what programs have the most participation and probably the most impact on the community. There was a total of about 11,500 participants in the programs throughout the year broken down by municipality. The only thing excluded from the list are the drop-in programs, as well as free events and senior center which are not being tracked. Manor inquired as to if there was a place which showed the beach and boat ramp usage. Mikula said that there was a place which showed where the extra stickers were sold, but the other numbers for municipal counts were not accurate enough to include in the report. Mikula said that one of the problems as far as the drop-in programs go is that there is no real system to accurately check where people are from. Participants may tell us they are from the City to receive the lower rates, but we have no way of checking that information. The system still needs some adjustments. Mikula brought up the fact that the Senior Center programs do not have accurate numbers; unfortunately we do not use the numbers for groups that we do not directly have contact with, such as Young at Heart and the Howell Senior Citizen Bingo club. Manor asked for clarification on how the count process works. For example, for youth soccer, the children are not counted at every practice, only at the time of registration, but with the Teen Center, they are counted every time they come into the building. Mikula confirmed that this was correct as the numbers come from the computer software that is used in registration. In the future, she will separate these figures for a more accurate reflection.
- Mikula talked about the classic film series, which will start in March. We will be using the Howell Theater, as well as local restaurants for this program.
- Mikula also stated that we are still scrutinizing if the Open Gym/Weight Room Membership still makes sense for us to run. We haven't seen a drastic increase in our participation numbers but may end of changing the hours during the morning gym time.

Old Business

- Mikula presented a proposal to develop a membership base for the Recreation Authority. After researching a number of other membership organizations a fee structure and benefit package that will get more people involved. She also said that she is making contacts at sports and entertainment retailers, and many have been supportive by giving us a discount for merchandise for our members. Manor asked where the money goes and Mikula responded that it will go into the general budget, and while it will not generate a large amount of income, it begins a relationship and support group. Manor inquired about possibly adding to the member benefits; add that they will become a basis to try out new ideas, sort of a special focus/community-based group that we can seek out ideas and opinions from. He added that the voucher policy needs to be rewritten and refined – a number was typed wrong. Motion by Dunleavy and support by Wyckoff to establish a membership program for Howell Parks and Recreation Authority as amended. Motion carried unanimously. This program will be instituted in July, 2008.
- Mikula talked about the background check policy. We now have revised standards compared to the national standards; they are now closely aligned with what we are looking for. We have clarified that the people that will have background checks will be people that have regular contact with the general public. Mikula also stated that they have kept the confidentiality addendum. Manor asked what identifies who will collect and store this information. Mikula stated

the Authority will. The fee includes a \$995 one-time fee and \$22 per person for everyone that goes through the system. We can generate some income with this program by offering it to the parent led youth sports organizations for a small fee over and above what we are charged. Motion by Manor and support by Dunleavy to approve background check policy for staff and volunteers as attached. Motion carried unanimously.

New Business

- There was a question that has come up regarding the member commitment to the Authority. Marion is committed to the Authority for 1 year. Oceola is committed for 5 years and Genoa is committed for 3 years. Smith stated that this came up as part of the director search. The items were resolutions for the townships. Marion township's meeting will be on January 24. Manor asked that we request commitment for 2 years. Mikula said that she will write a letter on behalf of the Authority that can be presented at the meeting.
- The transition will from a department within the City of Howell to the Authority will be discussed at the upcoming City Council retreat. Shea Charles requested 2 documents to be put together, which includes what things will be moving into and out of the budget. He also stated that Dennis Perkins will address the termination of the commission.
- Motion by Manor and support by Wyckoff to add the Adult Tai Chi class to the Winter Brochure with the attached fees and times. Motion carried unanimously.
- Assistant City Manager Carol Stone talked about the amended Personnel Policies for the Authority which were based on the City's policies from 2006. Smith asked if this was reflective of what would happen on the retreat and Mikula stated that there would be formal approval after the budget is laid out. Smith asked that this be enacted at the same time of budget approval. Smith asked the members about having a preliminary budget draft discussion; a work session meeting before the next board meeting. That meeting will take place on January 28, 2008 at 8:00 am.
- Mikula asked the board for approval regarding the United Way grants for the Teen Center and Senior Center. Motion by Manor and support by Wyckoff to approve the submittal of the United Way Grants. Motion carried unanimously.

Member Discussion

- Smith stated that Genoa Township is prepared to program the township soccer fields for summer 2008. There are 2 full size fields with a parking lot. Mikula asked how the partnership with SELCRA was doing. Smith responded that the township was not leaning towards one organization over the other and that SELCRA still has some issues. Manor inquired about the Oceola Township fields. Dunleavy responded that the Authority will need to begin working with Oceola to start programming, or the township will need to find another group to program the fields.

Adjourn

Motion by Manor, support by Wyckoff to adjourn the meeting at 8:17 p.m. Motion carried unanimously.



Enrichment Report – February 8, 2008

Beth Schrader, Enrichment Coordinator

Contact Information

E-Mail: bschrader@ci.howell.mi.us

Phone: 517/546-0693 X7707

Cell Phone: 517/404-2525

GYMNASTICS

Gymnastics is a sport involving performance of exercises requiring physical strength, agility and coordination. I would like to thank High Flyers for giving us the opportunity to offer these classes. 2-City of Howell, 1-Marion, 1-Genoa and 1-Oceola.

FENCING

Attack! Parry! Repost! The clashing of epees and shouts of “en garde!” could be heard when the fencing class started on January 9th. 5-City of Howell, 3-Marion and 1-Other.

DOG OBEDIENCE

I would like to welcome Mary T. to the recreation family. She has a great following which made all her classes full and had a waiting list. 4-Genoa, 1-City of Howell, 3-Howell Township, 3-Marion, 6-Oceola and 3-Other.

BELLYDANCING

Students learned the shimmy, undulate and the Egyptian walk! Thank you to Krystin Duncan for the great job she does! 4-Genoa, 4-City of Howell, 1-Oceola and 1-Other.

DANCE

Beginner dancers have the opportunity to experience the joy of dancing in a fun and friendly environment. Next stop “Dancing with the Stars!”. 8-City of Howell, 4-Marion and 5-Oceola.

MRPA CONFERENCE

I had the opportunity to take some very interesting and educational classes while at conference. This conference also gave me a chance to network with some other programmers in the state of Michigan.

Reviewed and Approved for Submission

Deborah E. Mikula, Director
Howell Area Parks & Recreation Authority



Sports and Athletic Leagues Report – February 8, 2008

Chris Galatis, Sports Director

Contact Information

E-Mail: cgalatis@ci.howell.mi.us

Phone: 517/546-0693 X7705

Cell Phone: 517/404-3323

Youth Sports

Boys basketball is into its 3rd week of play. Everything is going great and the players are having a great time. This week and next week will be picture day for the teams. Each player regardless of whether or not they purchase a package will receive a free 5x7 individual picture. Below are the final numbers of participants for this season:

City of Howell: 48

Marion Twp: 72

Oceola Twp: 98

Genoa Twp: 46

Howell Twp: 24

Cohoctah Twp: 4

Other: 10

Our family gym and swim program is going very well. From our first Friday night until now the numbers continue to grow. Many people who are participating are happy that we are offering a program like this because there isn't a whole lot for families to do together. Along with swimming, we have volleyball set up, and then open courts for moms, dads and children to run around! We have also opened up the weight room for adults to use during this time. We continue to urge more people to take advantage of this opportunity!

Upcoming Events

Used Sports Sale (Feb. 23)

MRPA Hoop's Challenge (Feb. 24)

Adult Sports

Our volleyball leagues (Women's and Coed) are going great. All leagues are very competitive and evenly matched. It's not something we always see. We are winding down the seasons in both sports. Volleyball league plays their last regular season game on February 21 and 25. Both leagues end with an end of the year tournament which will be held at the Howell High School Field House. The Men's Basketball league plays their last game on Feb. 9, and then

will start our tournament. Each winning team has the opportunity to play in the MRPA State Tournament.

Change of Hours at Weight Room

We have reduced our hours for the morning weight room at the HHS Field House due to low activity. We are now open from 7-10 a.m. Monday – Friday.

Programs Currently Being Registered

MRPA Hoops Challenge (8-15 yr olds)

Girls Travel Volleyball (4th-8th Grades)

Spring Soccer (Pre K-6th Grades)

Soccer Clinics (1st-7th Grades)

Tiny Tot Soccer (3 and 4 yr olds)

Flag Football (6-13 yr olds)

Parent Tot Gym/Swim

Adult Gym/Swim

Men's 30 & Over Basketball League

Weight Room/Gym Memberships

Adult Soccer Leagues

Reviewed and Approved for Submission

A handwritten signature in black ink that reads "Deborah E. Mikula". The signature is written in a cursive style and is followed by a long horizontal line extending to the right.

Deborah E. Mikula, Director
Howell Area Parks & Recreation Authority



Senior Center Report – February 8, 2008

Mark Swanson, Senior Coordinator

Contact Information

E-Mail: mswanson@ci.howell.mi.us

Phone: 517/545-0219

Trips

We offered five trips this month: one to Little River Casino, 4 went, one to Soaring Eagle Casino for a Nelson Brothers concert, 4 went, one to the Detroit Auto Show, 18 went, one to Windsor Casino, 27 went, and Out to Lunch Bunch went to Three Amigos, 9 attended.

Meetings this Month

Six meetings this month: with Senior Nutrition to discuss changes at the center and within the nutrition program, Michigan Association of Senior Centers board meeting, a Community Resource Fair planning meeting, the annual meeting of the county Human Services Collaborative Board, a United Way Directors meeting, and with the library and Howell Theater to discuss the Spring Classic Film series.

Receive donations

As typical, we received foodstuffs donations from VG's, Panera's, Gleaner's Food Bank, and several medical supplies, books, puzzles, etc. from individuals.

Unique this month

I am assembling supplies for a monthly breakfast program at the center. The first Wednesday of each month from 7:30-9:00 a.m.. \$3 breakfast.

Next Month

We are initiating bridge lessons preceding our Friday bridge program. We are moving tai chi back to a morning program at the Bennett. We have almost a full schedule for our AARP tax preparation program, which is scheduled for two dates in February, two in March and two in April. We will have a speaker in about Honor Flights, a Michigan program to send elderly vets to Washington, D.C. for a day of memorials visits, Arlington Cemetery, etc. State Representative Joe Hune will be making his annual visit on Monday, Feb 25.

Center Participation Trivia

I did a tally of the ages of seniors who have subscribed to the newsletter over the last three

years. From a sampling of 487 names: Age range 50-60 totaled 16, age range 60-70 totaled 85, age range 70-80 totaled 177, age range 80-90 totaled 165, age range 90 and above totaled 44. Average age 78. (This average age would drop if it included travel program participants (600+ additional addresses in 2005, 2006 and 2007), from whom I do not collect age data.)

Reviewed and Approved for Submission

A handwritten signature in cursive script that reads "Deborah E. Mikula". The signature is written in black ink and has a long horizontal line extending to the right from the end of the name.

Deborah E. Mikula, Director
Howell Area Parks & Recreation Authority



Teen Center Report – February 8, 2008

Kyle Aulette, Teen Center Director

Contact Information

E-Mail: kaulette@ci.howell.mi.us

Phone: 517/546-0625

The month of January was unfortunately slow in activities for the Teen Center. On average, there are 10-15 people that come per day along with new faces that join weekly. At the Teen Center, the prices were raised in concession to try and make more money to cover weekly expenses. A can drive is taking place at and around the Teen Center the week after the Super Bowl to raise money to improve the overall quality of the programs. Over 200 flyers were passed out in Lake Shore Point with another 150 in neighborhoods that surround Barnard. Also, to add to the fund raisers, we are collecting ink cartridges and VGs receipts to gain additional money. So far, we have collected \$40 in receipts and ink cartridges to further improve the Teen Center. Next Month, the Teen Center is holding a "Late Night at the Teen Center" as a reward for the cooperation and upcoming success of the fund raisers.

Reviewed and Approved for Submission

Deborah E. Mikula, Director
Howell Area Parks & Recreation Authority