## Fallv

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Board Meeting Minutes October 20, 2020

**Call to Order**

Chairman Sean Dunleavy called the meeting to order at 7:00 pm.

**Attendance**

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Secretary Tammy Beal, Jean Graham, and Jeanette Ambrose

**Absent**

None

**Staff**

Director Tim Church, Kyle Tokan, Kevin Troshak

**Public**

None

**Pledge of Allegiance**

**Approval of Agenda**

Diana Lowe motioned to approve the Agenda, supported by Jeanette Ambrose. **Motion carried 5-0.**

**Approval of Regular Minutes**

Diana Lowe made a motion to approve the September 15, 2020 minutes, supported by Jeanette Ambrose. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

None heard

**New Registration Software**

Director Church explained all the issues that they have been having with Rec-Pro because the server is based through the City and not a web-based system, it is $7000 annually and causes a lot of miscommunication for the users. He stated comparisons between CivicRec and RecDesk and told what the costs would be for each software program. Chairman Dunleavy would like to table this discussion until after the 2021 Budget discussion. Motion by Diana Lowe to table this discussion until after item #9, the 2021 Budget discussion. Supported by Jean Graham. **Motion carried 5-0.**

**2020 3rd Quarter Budget Amendments**

Director Church explained that we would have been way ahead of the game but Covid hit. We have cut as much as possible, there is no more pool income, we have downsized the festivals, some staff is going to be furloughed. We had $117K in losses but had $124K in reserves. This has brought down most of our reserves. Motion by Jeanette Ambrose to accept the 3rd Quarter Budget Amendments as presented, supported by Diana Lowe. **Motion carried 5-0.**

**2021 Budget Proposal**

The Aquatic Center was removed from the budget. Programs were restructured and we will be asking each municipality in the Authority to increase their contribution by $5K. Motion by Diana Lowe to accept the 2021 Budget as presented, supported by Jean Graham. **Motion carried 5-0.**

**New Registration Software; Continuation**

Discussion continued about registration software pro and cons. Motion by Diana Lowe to approve of the CivicRec Software purchase, supported by Jean Graham. Roll call vote: Graham-yes, Lowe-yes, Ambrose-yes, Beal-yes, Dunleavy-yes. **Motion carried 5-0.**

**Board Meeting Schedule**

Motion by Tammy Beal to approve the 2021 Board Meeting schedule, supported by Jean Graham. **Motion carried 5-0.**

**Refund/Cancellation Policy**

The policy has been updated which states that if a participant chooses to be removed from a program prior to the close of registration then a credit will be given. After the close of registration, no credits or refunds will be given. This does not apply to youth sports leagues as there is always a waiting list of participants. Motion by Diana Lowe to accept the Refund/Cancellation Policy as presented, supported by Jeanette Ambrose. **Motion carried 5-0.**

**Dog Park Agreement**

This agreement was in place during construction and has no end date. Tammy Beal motioned to send the present agreement to John Gormley, our legal counsel, to interpret and write a new 5-year contract with an expiration date, supported by Jean Graham. **Motion carried 5-0.** Motion by Jeanette Ambrose to seek financial counsel for better understanding of the Dog Park funding from inception to the present, supported by Diana Lowe. **Motion carried 5-0.**

**Check Register and Bank Statements ending September 30, 2020**

Everything looks good.

**Financial Reports ending September 30, 2020**

Everything looks good.

**Directors Report**

* Legend of Sleepy Howell will be a laser light show and drive thru event at the City Park, it is $15 per car. This Thursday there will be a VIP drive thru test for our Park and Board Families.
* November 7, 2020 is volunteer day at the park from 9-noon to help string lights, any and all help will be welcome.
* Holiday in the Park and Fantasy of Lights will coordinate and start the Friday after Thanksgiving. There will be no parade but a drive through at the City Park. It will be $15 per car load and there will be more light displays. Tickets will start going on sale November 1st.
* Director Church will be sending Clerks the 2021 Budgets and scheduling with them meeting dates to give the presentations to their Boards.
* Director Church said that he is working on a proposal with Ascension Health to help fund the Fitness center. There will be two different proposals, one for $50K for 3 years from the entire Ascension practice and one from the individual physicians for $15-$20K per year for 3 years.

**Old Business**

Jeanette Ambrose asked for a concerned citizen about giving swimming lessons at the lake. Director Church answered that when you have a life guard on duty, they are responsible for the entire beach and they have to have a special certification for brown water, also there are boats to deal with and geese that cause Ecoli, so it’s a liability.

Jeanette also said that a citizen stated that the pool funding was not cut. Director Church explained that the agreement between the school and the Authority was severed because of Covid and the amount of money that the schools receive per student was cut.

**New Business**

* Sean Dunleavy reported that Oceola Township is forming two new committees. One to oversee the leasing of the new facility and one for marketing.

**Next Meeting**

The next regular meeting is scheduled for Tuesday, November 17, 2020 at 7 pm, to be determined

Motion to adjourn at 9:20 pm by Diana Lowe, supported by Tammy Beal. **Motion carried 5-0.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Date

Respectfully Submitted by: Tammy L. Beal, Secretary