

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Board Meeting Minutes August 15, 2017

**Call to Order** Chairperson Sean Dunleavy called the meeting to order at 7:01 PM.

Attendance: Chairman Sean Dunleavy, Vice Chairperson Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal

Absent: Trustee Jean Graham

Staff: Director Paul Rogers, Kyle Tokan, Tim Church, Lauren Rackov, Eric Kraus

Public: None

**Pledge of Allegiance**

**Approval of Agenda**

Motion by Diana Lowe to approve the agenda as presented, supported by Bob Ellis. **Motion carried 4-0.**

**Approval of Regular Minutes from July 18, 2017**

Motion by Bob Ellis to approve the minutes from the July 18, 2017 regular meeting, supported by Diana Lowe. **Motion carried 4-0.**

**Call to the Public**

None Heard

**Staff Comments**

None Heard

**Resolution 17-06 Revised Deficit Elimination Plan**

Director Rogers explained that the State did not accept the Deficit Elimination Plan again, so Director Rogers called the State and found out that they wanted the figures right on the resolution with individual line items and explanations as to what will be done to remedy the situation. Motion by Bob Ellis to accept Resolution #17-07 the Revised Deficit Elimination Plan, supported by Diana Lowe. Roll call vote-Ellis, Lowe, Beal, Dunleavy-all yes.

**Resolution passed 4-0.**

**Revisions to Financial Policies & Procedures Handbook**

The Director presented the board with the changes to the Policies & Procedures Handbook, they were mainly dates because of the change in the fiscal year, Active Net was changed to RecPro and Forte is the third party vendor that processes credit card receipts. Motion by Tammy Beal to accept the Financial Policies & Procedure Handbook with changes, supported by Bob Ellis. **Motion carried 4-0.**

**Revisions to Background Screening Policies & Procedures Handbook**

The changes to this handbook were just cleaning up the format to make it more uniform. Motion by Diana Lowe to accept the Background Screening Policies & Procedures Handbook with changes, supported by Bob Ellis. **Motion carried 4-0.**

**Flower Policy**

Director presented this policy handbook to see if we wanted to it to continue; it follows Howell City’s policy. Motion by Diana Lowe to accept and continue with the Flower Policy Handbook as presented, supported by Bob Ellis. **Motion carried 4-0.**

**Revisions to the Preschool Policies & Procedures Handbook**

The Director explained that the dates were up dated and made more generic, this policy is required by the State for licensing. Motion by Bob Ellis to accept the Preschool Policies & Procedures Handbook with changes, supported by Tammy Beal. **Motion carried 4-0.**

**Revisions to the Travel Policies Handbook**

The Director explained that there is no longer a recreation van so that section of the handbook was eliminated. Oceola Community Center, Youth Services Center and Aquatic Fitness Center was added. Also employees must submit original itemized receipt to be reimbursed and the mileage reimbursement will be based on the established IRS rate. Motion by Diana Lowe to accept the amended Travel Policies, supported by Tammy Beal. **Motion carried 4-0.**

**Revisions to Scholarship & Reduced Fee Policies & Procedures Handbook**

The Director explained that Howell Township was added to the Policy Handbook and application, fiscal year dates were changed and assistance is only available for programs that cost $25 or more. Motion by Bob Ellis to accept the Scholarship & Reduced Fee Policies & Procedures Handbook, supported by Tammy Beal. **Motion carried 4-0.**

**Capital Improvement Concrete Slab and Community Garden Patio Area**

Bids were received for a concrete slab and brick community garden patio area. This was not budgeted for so a budget amendment will have to be made. A portion of this project will be funded by the Freudenburg Help/Chem Trend grant. Motion by Bob Ellis to approve the concrete slab and garden brick patio estimate, not to exceed $25,000, supported by Diana Lowe. **Motion carried 4-0.**

**New Director Search**

Search committee made up of Sean Dunleavy, Diana Lowe and Jen Savage have meet and would like to add some items to the Director’s job description. They would like the new Director to promote a mission and vision for the Authority to the community, staff, board and participants. They would like to finish the job description this week, post the job the entire month of September. Jen will accept applications; on October 2nd the search committee will review the applications and narrow them down to 6 finalists. On October 6th the search committee will conduct phone interviews of those 6 applicants and on October 30th they will bring the best 3 applicants to a special meeting at 5:00 pm for the board to interview. Barbara from Paychex will be asked to assist in the advertising and interviewing. The advertisement for new Director will be placed in the MML, NRPA, MTA, MPARKS as well as the Park website. Additional requests for the new Director-to promote community, duties as assigned and monthly reports for the jurisdictions to take back to their boards. Board would like the new Director to overlap with the present Director for one month for training.

**Check Register**

Nothing unusual

**Bank Statements**

No balances and the savings account statement is included for the new savings account.

**Financial Reports ending July 31, 2017**

Bob Ellis reported that as of the end of July 66% of the revenues had been received and 53% of the expenses have been paid for.

**Directors Report**

* Melon Fest is this weekend. The Director had a meeting today with all the staff and asked questions of each of them to make sure they are prepared for the event. They are 98% ready.
* One Great Day of Caring is tomorrow and Rotary has volunteered to paint the preschool room; there is also a GM Group that will be painting some rooms at the aquatic center.
* Director thanked the staff for doing a tremendous job on the planning of Melon Fest

**Old Business**

* Pool Director Dave reported that there were 2200 swimmers that used the pool in July, 227 children in swim lessons, 900 in exercise programs and 400 people used the Oceola Center.

**New Business**

* Next Tuesday-Friday the Director will be off of work.
* Howell City representative Bob Ellis reported that the City has secured property North of M-59 near the cemetery for two full ball fields and 2 small ball fields.

**Next Meeting**

The next regular scheduled meeting will be Tuesday, September 19, 2017 -7:00 pm at Bennett Center.

Motion to adjourn at 7:50 p.m. by Bob Ellis, supported by Diana Lowe. **Motion carried 4-0.**

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Approved Date

Respectively Submitted by:

Tammy L. Beal, Secretary