

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Board Meeting Minutes August 18, 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, Evan Rudnicki (Jean Graham’s alternate), and Jeanette Ambrose (New Howell City Representative).

**Absent**

Jean Graham

**Staff**

Director Tim Church, Kyle Tokan, Kevin Troshak (Chris Techentin and Rene Baumgart via video)

**Public**

None

**Pledge of Allegiance**

**Approval of Agenda**

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

**Approval of Regular Minutes**

Diana Lowe made a motion to approve the July 21, 2020 minutes, supported by Jeanette Ambrose. **Motion carried 5-0.**

**Welcome**

Chairman Sean Dunleavy introduced the new Howell City Representative, her name is Jeanette Ambrose and was welcomed by all. She is taking Treasurer Bob Ellis’ seat as he has stepped down.

**Call to the Public**

None heard.

**Staff Comments**

Kevin announced that the first season of e-sports has been well received, it will run six weeks and then the play offs will start. 18 people have registered already.

**Treasurer Position**

Bob Ellis has stepped down, so we need someone to fill the treasurer position. Diana Lowe offered to do it but we will wait until Trustee Jean Graham returns to fill the position.

**HAPRA Employee PTO Policy**

Director Church got some comparisons from other entities as to how they handle PTO. There were several different ways and none quite fit our situation. Director explained different options with rolling over PTO time and paying off PTO at the end of the year. He will bring back revised language to the next meeting.

**HAPRA Employee Handbook**

Diana Lowe made a motion to accept the new HAPRA Employee Handbook as presented, Tammy Beal supported it. **Motion carried 5-0.**

**HAPRA 2020 Outlook**

* Summer camp finished last week.
* Melon Fest was last weekend.
* There probably won’t be fall soccer.
* There will be a modified Legend of Sleep Howell with drive through Trick or Treating at the park.
* Holiday in the Park will be combined with Fantasy of Lights-Director is meeting with the Chamber and the DDA trying to keep business downtown.
* Preschool was delayed until January.
* Kevin is working on a program at the Hive where 6th to 9th graders can come and do their lessons virtually if necessary. They can handle up to 30 students.

**HAPRA 2021 Budget**

The new facility in Oceola has started and we might go to the members and ask for $5K more from each of them to keep some of the programs going. Director Church and Chairman Dunleavy will approach the Boards.

**Check Register and Bank Statements ending July 31, 2020**

Everything looks good.

**Financial Reports ending July 31, 2020**

Director Church reported that 99% of the fees have been refunded to the participants. If there is zero income coming in, then by the end of the year we will probably be $12K in the red. If there is no fall soccer, we will be another $35K in the red. That is why we need to go to the members and ask for a $5K increase from each of them.

**Directors Report**

* Melon Fest was virtual and some in person, such as the drive-in movies and the drive up 50’s concert. There were no complaints. Rotary sold all of the melon ice cream that they had made. Amelia did great on the events and Kevin had a super trivia contest.
* Fall soccer is in limbo depending on what Michigan High School Sports Association determines. We will have a better idea tomorrow.
* Fantasy of Lights will coordinate with Holiday in the Park and look very different.
* Director Church is working with Rec-Pro to get away from being on Howell City’s program and starting our own registration program because of the new facility.

**Old Business**

* Diana Lowe reported that two cement basketball courts are in and they are waiting for the hoops.
* Tammy Beal reported that Marion Township’s Disc Golf course was used over the weekend for a tournament.

**New Business**

* Diane Lowe and Tammy Beal received letters from “Friends of the Howell Pool” stating how the pool should be reopened and who to contact to make that happen.
* Sean Dunleavy reported that the walls are up at the new Oceola Center and that there have been a couple hiccups but things are moving along as planned. Tim and Kyle attended a meeting and some equipment had to be ordered before the HVAC could be put in.
* Director Church will make a proclamation up for Bob Ellis and we will present it to him at the next meeting.

**Next Meeting**

The next regular meeting is scheduled for Tuesday, September 17, 2020 at 7 pm at Bennet Center,

Motion to adjourn at 8:38 pm by Diana Lowe, supported by Jeannette Ambrose. **Motion carried 5-0.**

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Respectfully Submitted by: Tammy L. Beal, Secretary