

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Electronic Board Meeting Minutes February 23, 2021

**Call to Order**

Chairman Sean Dunleavy called the Virtual meeting to order at 7:01 pm.

**Pledge of Allegiance**

**Attendance**

Chairman Sean Dunleavy(home), Vice Chair Diana Lowe(home), Secretary Tammy Beal(home), Treasurer Jean Graham(home), and Trustee Jeannette Ambrose(home)

**Special Guest**

Accountant Thomas Smith from Smith & Klaczkiewicz, PC

**Absent**

None

**Staff**

Director Tim Church (Bennett Center), Kyle Tokan, Chris Techentin, Ameila Purdy-Ketchum, Kevin Troshak, Renee Baumgart, Jordan Jones

 **Public**

None

**Agenda**

Diana Lowe made a motion to approve the agenda as presented, supported by Jeannette Ambrose.

 **Motion carried 5-0.**

**Approval of Regular Minutes**

Jeannette Ambrose made a motion to approve the January 19, 2021 minutes as presented, supported by Diana Lowe. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

Renee Baumgart who is the Health and Wellness coordinator said that Director Church’s wife, Jen Church, applied for and got the fitness position. She was wondering if the Board is okay with this. She said that Jen Church will be a contract employee reporting to Renee. Sean Dunleavy said as long as one employee doesn’t report to another employee as we have restrictions against that but seeing she was contracted that would probably be okay. Sean will check with the Park attorney John Gormley.

Kevin Troshak said that he will be taking over the Bennett Center for the Youth & Teen Center, he needs a committee to find funding and support a promotional campaign. He requested a Board member join the committee and would like someone from the Foundation also. Diana Lowe offered to be the Board member representative.

Kyle Tokan said he has been doing work at each of the HAPRA members locations and wanted to know who the contact people are for each jurisdiction.

**Draft Audit Year End 2020 Thomas Smith, Smith & Klaczkiewicz, PC**

Thomas Smith stated that as of December 31, 2020 that our assets were $165,221 plus $5K in the Parker Foundation, there is $108,000 available for unrestricted spending. This is very good considering the year that everyone had with Covid-19. The Dog Park has two funds, new construction and maintainence, there is $600 in construction which will cover the waterline and spickots and the rest is for maintainacne only.

Jeannette asked what amount should be maintained as a fund balance?Accountant Smith said 15% of normal expenses. Motion by Diana Lowe to accept the 2020 Year End Budget as presented, supported by Jeannette Ambrose. **Motion carried 5-0.**

**Network Equipment Quote**

Director Church explained that this is for the phone lines and internet for the new facility. This will also connect HAPRA with Howell City’s server for the financial hardware. Motion by Jeannette Ambrose to approve the purchasing of the Network System Equipment for $20,014.36, supported by Lowe. Roll Call vote: Graham, Lowe, Ambrose, Beal, Dunleavy-all yes. **Motion carried 5-0.**

**Fitness Equipment Lease**

Equipment cost is $103,103.35 with the option of a 60 month lease. It has a 5-year parts warranty and a $1 buyout at the end of the 5 years. There is a six week delivery time. Ascension may donate $15K per year for three years for naming rights and the True Company does not have a showroom in Michigan so they may give a 10-15% reduction in price if we act like their showroom. Jeannette Ambrose asked what is already budgeted for, and asked if we could have a special meeting with the budget numbers in front of us so we can see what we have funds for. Tammy Beal made a motion to approve the equipment purchase for $103,103.35 by leasing the fitness equipment for 60 months at $1909.98 per month, supported by Diana Lowe. Roll call vote: Ambrose-no; Graham, Lowe, Beal, Dunleavy-all yes. **Motion carried 4-1.**

**Special Meeting**

Director Church said that he would get the financials together so that the board can go over what is and isn’t budgeted for. A special virtual board meeting will be held on Wednesday March 3 at 7pm.

**Purchase of Office Equipment & Furniture**

Motion by Jean Graham to postpone this item until the March 3, 2021 special meeting, supported by Diana Lowe. **Motion carried 5-0.**

**Bennett Recreation Capitol Improvements**

Director Church explained that the Bennett Center has a lot of items that need to be addressed. He provided a list of what needs to be done right away and what things need to be done eventually. This building is older and is getting harder to maintain, our lease agreement with Howell City says that HAPRA is responsible for repairs. The foundation on the West wall is failing, HVAC, plumbing, windows, doors all need attention. These numbers have been shared with the city.

**Check Register and Bank Statements ending January 31, 2021**

Everything looks good.

**Financial Report ending January 31, 2021**

Everything looks great, thank you Director Church and staff for doing such a good job with finances.

**Directors Report**

* Civic Rec launched the software yesterday, we are still working out the kinks but on the first day we had 450 people create accounts. There is already $15K in soccer registrations.
* We have two new hires, training for them starts next week. One is a former Huron Valley recreation specialist and the other is a retired accountant from GM. We have posted the sports manager position as Jaime is moving to the front office as support staff.
* Director Church has talked with the Howell City manager about taking the beach, park and park gate back.
* Director Church met with the new Aquatic Center facility manager, John Brennan. He wanted to know how the pool was run and what made money. The pool may open back up March 1. There is a lot of public still asking the park staff about the pool.

**Dog Park Committee Report**

Director Church talked with Steve Manor and he is looking to set a meeting up mid to late March.

**Old Business**

Jeannette Ambrose asked about the Oceola Center contract. Sean Dunleavy responded that it goes to Ocoela Township Board on March 2 and hopefully it will be approved and then he will bring it back to this board.

**New Business**

Tammy Beal asked if each of the HAPRA Board members would like to put in $100 of their own money to purchase a banner for the new Oceola Center. All of the board members agreed, Tammy will collect the funds and see that the banner gets ordered. Director Church said that First Impressions is printing the banners for $85 and so the rest of the funds will go to HAPRA.

**Next Meeting**

The next meeting is scheduled for Wednesday, March 3, 2021 at 7 pm, this will be a virtual meeting.

Motion to adjourn at 9:11 pm by Diana Lowe supported by Jeannette Ambrose. **Motion carried 5-0.**

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Respectfully Submitted by: Tammy L. Beal, Secretary