

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Board Meeting Minutes July 21, 2020

**Call to Order**

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

**Attendance**

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal, Trustee Jean Graham

**Absent**

None

**Staff**

Director Tim Church, Kyle Tokan, Kevin Troshak

**Public**

None

**Pledge of Allegiance**

**Approval of Agenda**

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

**Approval of Regular Minutes**

Diana Lowe made a motion to approve the June 16, 2020 minutes, supported by Bob Ellis. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

Kyle asked about the full-time employee’s PTO. If they don’t use it, they lose it and they are so short staffed they can’t even take their PTO. Tim will look into what can be done for employees and compare what other Park & Recreation Associations do.

**New HAPRA Employee Handbook**

This is a completely different program than what we had before. Instead of the company asking what we want in the handbook this new hardware has all the employment laws and the Director picks what segments that are wanted in the handbook. Director will resend the old handbook so that Board members can compare it to the new handbook. Bob Ellis motioned to table this until Director Church resends the old handbook, supported by Diana Lowe. **Motion carried 5-0.**

**2020 Budget Projections**

* Director Church and Jen have gone through the budget and cut it further.
* Aquatic center is closed because the Howell School Board did not approve their budget, the staff there has been let go.
* Grey shaded areas on the Revenue and Expenditure Report are the projections for next year.
* We are down to 1 maintenance person; Jeff has been let go.
* Hive owners did not charge the monthly rent fee during COVID-19; we only had to pay the taxes during this time.
* Kevin has been working on a program for kids if school does not open this fall.
* Mission Control-Is an online monitored virtual gaming that participants can do from home.
* Cut revenues equals cut expenses; if soccer is canceled this fall, we will lose $35K and a staff member.

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

Everything looks good.

**Financial Reports ending June 30, 2020**

Treasurer Ellis reported that we had $35K surplus from last Fiscal Year and we would be gaining $127K for a starting balance so that will be $162K to work with, which with the old budget we could run for 6 weeks but with this new budget we can operate for 9 weeks. We should be fine until the next contribution from the entities comes in.

**Directors Report**

* Melon Fest will have no street closures, it will be mostly held virtually. Melon run and HAPRA Trivia are virtual. Drive In movies at Genoa and 50’s Music at Marion. Rotary is selling half gallons of melon ice cream; they have sold 500 containers already and have 700 more to sell.
* 1st National Bank is sponsoring a Back Pack drive, for $5 you can purchase a back pack to be donated to children through the Salvation Army Lunch Bunch program.
* Summer camp is going great.
* Tuesday Events have been held all during July-Yoga, Pilates, Polynesian Dancers are this coming week in the park.
* Scavenger Hunt, Fitness Trail and Story Trail are all things that people can do on their own while social distancing.
* September through December Events- Legend will look different, it will be a drive through in the park with a mini laser light show (Citizens will sponsor this). Focus will be on Holiday in the Park, it might be open as early as Thanksgiving weekend.
* Pictures of Oceola Center were handed out, everything looks great and is on schedule.

**Old Business**

* Genoa and Oceola Townships sprinkler systems are fixed.
* Basketball courts at Genoa are coming along fine.
* Prior staff member wanted the sign from the Barnard Center.
* Marion Township’s parking lot is staked for an addition to the parking lot.
* Byron Road in Howell Township looks great.
* Boys and Girls are playing basketball behind the Hive.

**New Business**

None

**Next Meeting**

The next regular meeting is scheduled for Tuesday, August 18, 2020 at 7 pm at Bennet Center,

Motion to adjourn at 8:30 pm by Diana Lowe, supported by Bob Ellis. **Motion carried 5-0.**

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Respectfully Submitted by: Tammy L. Beal, Secretary