

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Virtual Board Meeting Minutes May 19, 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, Jaime Plis, Chris Techentin, Amelia Purdy Ketchum, Ann Marie Moran, Renee Baumgart, Kyle Tokan

**Public**

None

**Pledge of Allegiance**

**Approval of Agenda**

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

**Approval of Regular Minutes**

Diana Lowe made a motion to approve the April 21, 2020 minutes, supported by Bob Ellis. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

None heard.

**2019 Howell Area Parks & Recreation Authority Draft Audit-**Auditors said that everything looks great, there was a 9% increase in the Fund Balance at the end of 2019. Motion by Bob Ellis to approve the HAPRA 2019 Draft Budget as presented, supported by Diana Lowe. **Motion carried 5-0.**

**1st Quarter Budget Amendments-**Director Church explained that he and Jen usually try to zero out every quarter and start each new quarter over. They looked for where they could make cuts to balance the budgets. They had to take $210,000 out of the budgets because of loss of revenues. Spring soccer and rentals is where we took a big hit. Motion by Bob Ellis to approve the 1st Quarter budget amendments as presented, supported by Diana Lowe **Motion carried 5-0.**

**Schofield City Park Management Agreement-** Director explained that the Schofield City Park Agreement was approved by Howell City. Plexiglass has been installed at the booths and park passes will now be handed out when people enter the park. There is a way for staff to verify their residencies. Motion by Diana Lowe to accept the Scofield City Park Agreement as presented, supported by Bob Ellis. **Motion carried 5-0.**

**Updated HAPRA Waiver**-Sean Dunleavy asked if they have done any trainings for the staff on safety, if there are standard operating procedures in place and if employees will be screened when they return? Director responded that they have done their own training, employees will do their own screening before coming to work each day and there will be a limited number of employees in the building at first. They do have masks and hand sanitizer available. Motion by Diana Lowe, supported by Bob Ellis. **Motion carried 5-0.**

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

Everything looks good.

**Financial Reports ending April 30, 2020**

Treasurer Ellis reported that usually by April 35% of the revenue has been collected and 25% of the expenses have been spent, but as of right now 30% of the revenue has been collected and 25% has been spent. The Fund Balance has 5.3% of the budget as of right now but in the past, we have had 10%. He said there is a little cushion but not much.

**Directors Report**

* Director has not had any luck meeting with the school about the pool finances, he does not see it opening until at least July.
* Draft for returning to work-Phase #1- Park passes are located at Schofield Park for distribution. Phase #2-Park passes are brought back to Bennett Center for distribution, barriers have been placed to mitigate residents entering certain areas, space employees out, Jen is working in the preschool room, Ann Marie will have the office area. 9am-1pm hours, Dog park renewals can be done by fax or email. Phase #3-After the stay at home order is lifted the hours will be 9am-5pm, health and safety restrictions will be followed.
* Melon Festival-the festival has been reevaluated. Most programs will be virtual, melon run, beer and wine will be virtual. There will be virtual scavenger hunts and kits for kids to take home and make. There is already sponsors that have donated to the festival.
* Aquatic center-this is a worry with budget cuts to the school and how we will keep the programing going. Kristy has some great ideas as how to hold classes and maintain health and safety rules.
* Amelia has come up with a Story Walk, she is partnering with the Library (they are also sponsoring) and using Denise Brennan-Nelson’s new book.
* Summer Camp-Not cancelling summer camp just downsizing it, from 30 kids to 12 kids per week. They have come up with a lot of new ideas to keep kids apart. They will still hold the Flip/Flop Fishing Event, it’s scheduled for June 13th.

**Questions?**

Tammy Beal asked what is going on with the HIVE and the rent situation? Director Church answered that we are just paying the taxes at this time but when things start opening back up, we will have to pay the taxes and $2500 per month rent.

Bob Ellis inquired about no political parties renting spaces at the Melon Fest, he stated if they are not allowed then neither should Churches be allowed. Director Church said that they are doing away with the vendor area this year anyway so it shouldn’t be an issue.

**Old Business**

Oceola Township is moving along with the removing of the old Oceola Center and moving forward with the new the Oceola Center.

**New Business**

None.

**Next Meeting**

The next regular meeting is scheduled for Tuesday, June 16, 2020 at 7 pm, this will be a virtual meeting.

Motion to adjourn at 8:13 pm by Diana Lowe, supported by Bob Ellis. **Motion carried 5-0.**

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Respectively Submitted by: Tammy L. Beal, Secretary