

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Board Meeting Minutes September 15, 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

**Absent**

Jean Graham

**Staff**

Director Tim Church, Kyle Tokan, Kevin Troshak

**Public**

None

**Pledge of Allegiance**

**Approval of Agenda**

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

**Approval of Regular Minutes**

Diana Lowe made a motion to approve the August 18, 2020 minutes, supported by Evan Rudnicki. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

Kevin announced that the first season of e-sports has started, 20 people have registered already with 3 leagues.

Kyle stated that Asplundh asked if there was any tree trimming work that needed to be done, in kind, by their students. Kyle said that he could find trees that needed trimming on the property and when that was completed, he would direct them out to the different members of the Authority to do work at those sites.

**HAPRA Employee PTO Policy**

Jen emailed out a memo stating the financial statis of the Authority and how this could affect the budget. Discussion ensued between rolling over and payout for employees PTO. Diana Lowe motioned to go with Option #1 where employees can roll over up to 40 PTO hours with a maximum of 80 hours in two years, supported by Tammy Beal. **Motion carried 5-0.**

**HAPRA Employee Holiday Policy**

Jeanette Ambrose made a motion to accept the new HAPRA Employee Paid Holidays as presented, Diana Lowe supported it. **Motion carried 5-0.**

**Registration Software**

Director Church explained all the issues that they have been having with Rec-Pro because the server is based through the City and not a web-based system. He said that Civic Plus would be a much better system for registering for programs, the cost is $36K. Sean Dunleavy asked the Director to bring back a couple of comparisons to the next meeting.

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

Everything looks good.

**Financial Reports ending August 31, 2020**

Director Church reported that there was an unexpected $1500 that had to be paid for water at the Dog Park. Questions were raised about who was to make those commitments. Director Church said that he would send out the contract that we have with the Friends of the Dog Park and he would bring back more information at our next meeting.

**Directors Report**

* Legend of Sleepy Howell will be a laser light show and drive thru event at the City Park. For $15 per car load, each car will receive a butterfly net to retrieve treats in. There will be a virtual graveyard run this year instead of the Headless Horseman Run.
* The HIVE has closed the virtual academy and will be shutting down at the current location. We only have to pay the taxes through the end of November, as far as rent goes.
* Holiday in the Park and Fantasy of Lights will coordinate and start the Friday after Thanksgiving. There will be no parade but a drive through at the City Park. It will be $15 per car load and there will be more light displays.
* There will be no Buck pole or Hunters Safety class this year.

**Old Business**

* The Aquatic Center was closed due to Howell Schools cutting the funding out of their budget. There is a letter in the packet from Erin MacGregor explaining this.

**New Business**

* Sean Dunleavy reported that six loads of steel are arriving Friday for the new Oceola Center. It is being constructed by Schafer Construction.

**Next Meeting**

The next regular meeting is scheduled for Tuesday, October 20, 2020 at 7 pm, Tammy Beal will check the Marion Township calendar and see if the room is available and then let Director and Sean know.

Motion to adjourn at 8:51 pm by Diana Lowe, supported by Evan Rudnicki. **Motion carried 5-0.**

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Respectfully Submitted by: Tammy L. Beal, Secretary