



Howell Area Parks & Recreation Authority

Bennett Recreation Center

Board Meeting Minutes

January 17, 2017

Call to Order Chairman Sean Dunleavy called meeting to order at 7:05 PM.

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

Absent: Howell Public School Representative

Staff: Director Paul Rogers, Kyle Tokan, Tim Church

Public: None

Approval of Agenda

Motion to approve the agenda as presented by Diana Lowe and supported by Bob Ellis.

Motion carried 5-0.

Approval of Regular Minutes from December 20, 2016

Motion by Bob Ellis to approve the minutes from the December 20, 2016 Regular meeting. Supported by Diana Lowe. **Motion carried 5-0.**

Call to the Public

None Heard

Staff Comments

Introductions of Staff were made to the new members. Tim Church is in charge of Youth Services, The Hive and Summer Day Camp. Kyle Token is Operations Manager.

ICMA 457(b) Plan Contributions for 2017

Bob Ellis motioned to approve contributions to the 457(b) Eligible Deferred Compensation Plan (ICMA) for 2017 as outlined in the memo to the Board, supported by Jean Graham. **Motion carried 5-0.**

Resolution 17-01-PA 152 options for 2017

Bob Ellis motioned to adopt Resolution 17-01-PA 152 and choose option #4 to "Opt Out" for 2017, supported by Diana Lowe. Roll Call Vote: Jean Graham, Bob Ellis, Diana Lowe, Tammy Beal, Sean Dunleavy-all yeas;
Resolution passed 5-0.

Payment in Lieu of Health Insurance for 2017

Bob Ellis motioned to pay eligible employees a payment in lieu of health insurance, the same as in 2016, supported by Diana Lowe. **Motion carried 5-0.**

2017 Health Care Benefits

Director Rogers explained the different options and recommended BCBSM Simply Blue PPO HRA Gold. Bob Ellis motioned to provide the full time employees with BCBSM Simply Blue PPO HRA Gold, Jean Graham supported. **Motion carried 5-0.**

Employee Health Care Premiums

Diana Lowe motioned to have eligible employees pay 10% of their own health care premium, supported by Bob Ellis. **Motion carried 5-0.**

Lease Agreement-Howell Land Development LLC- Youth Services Center

The M of U expired 60 days after it was approved. Director Rogers used the Oceola contract and made adjustments to it. Then their attorney reviewed it and made some changes. Director will take back to them and ask for changes:

- #4 and #9 pertaining to special assessments
- #13 not be responsible for the building being totally damaged or destroyed
- Not be responsible for the HVAC maintenance
- Page 10 item #10-we would like to be able to sell our merchandise or services.

Diana Lowe motioned to table this item until the February meeting when contract was changed, supported by Bob Ellis. **Motion carried 5-0.**

Recreation Software

The current software (Activenet) is complicated to use and pricey, \$20K-\$25K annually. The proposed software program is RecPro which is easier to use, offers free training, \$5250 annual cost and has the ability for EFT transfers to account daily. Diana Lowe motioned to approve the purchase of RecPro Software, replacing Activenet, not to exceed \$18,000, Bob Ellis supported. **Motion carried 5-0.**

Sport Area Flooring-Youth Services Center

Director Rogers has received a proposal from Foster Specialty Floors out of Wixom. Tim Church has secured \$10,000 in donations from sponsors to cover the cost. Bob Ellis motioned to approve the purchase and installation of the floor from Foster Specialty Floors not to exceed \$10,000, supported by Jean Graham. **Motion carried 5-0.**

Audit Agreement-Fiscal Year 2016

Letter was in the Board packet from the accountants Smith & Klaczewicz, PC, they will be here in February to do the audit, it will take 2 to 3 days.

Check Registers ending December 31, 2016

No action needed.

Bank Statements and Financial Reports for December 1-December 31, 2016

No action needed.

These reports are preliminary because items are still coming in for December. Director Rogers and Jen Savage will get together and go over this. There will have to be a deficit plan because we have a negative fund balance. In June of 2015 we had a \$203K deficit now it is almost wiped out and down to a \$20-\$30K deficit.

Directors Report

- Youth Services-Building or The Hive is having the grand opening on Friday, January 20th from 6-10 pm. There will be food that was donated and activities. The Hive has been furnished 90% with donated items like pool tables, computers, couches and desks. Dennis McHolne has done excellent workmanship on the various projects at the center.
- Accordion Doors have been installed and are great. They are sound proof and there hasn't been any more pickle balls in the Director's office.
- Rubber Ducky swim went very well, there were 90 paid swimmers and 4000 ducks in the pool.

Old Business

None

New Business

None

Next Meeting: Tuesday, February 21, 2017 at 7:00 p.m. at Bennett Center. Chairman Sean Dunleavy will not be able to attend, Vice Chair Diana Lowe will run the meeting.

Motion to adjourn at 7:59 p.m. by Bob Ellis, supported by Diana Lowe. **Motion carried 5-0.**

Tammy L. Beal

Approved

2-21-2017

Date

Respectively Submitted by:
Tammy L. Beal, Secretary