



Howell Area Parks & Recreation Authority

Bennett Recreation Center

Board Meeting Minutes

November 21, 2017

Call to Order Chairperson Sean Dunleavy called the meeting to order at 7:00 PM.

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

Absent: None

Staff: Director Paul Rogers, Tim Church, Jen Savage, Kyle Tokan

Public: Jen Church, John Church

Pledge of Allegiance

Approval of Agenda

Sean Dunleavy would like to add an item-Transition and Tasks. Motion by Bob Ellis to approve the agenda as amended, supported by Diana Lowe. **Motion carried 5-0.**

Approval of Special Minutes from October 30, 2017

Motion by Diana Lowe to approve the minutes from the October 30, 2017 special meeting, supported by Jean Graham. **Motion carried 5-0.**

Approval of Regular Minutes from October 30, 2017

Motion by Diana Lowe to approve the minutes from the October 30, 2017 regular meeting, supported by Jean Graham. **Motion carried 5-0.**

Call to the Public

None Heard

Staff Comments

Tim Church reported that they are building the float for the Fantasy of Lights parade. They have picked up 50 trees from the Howell Nature Center for Rec the Halls which is on December 9th. The Buck Pole was a success with 8 nice bucks on it.

Director Rogers thanked all the staff for the past four years, especially their hard work and support.

2018 Budget

Director Rogers explained that all of the municipalities have approved of the budget. The bottom lines have not changed but they have taken \$10,000 out of vehicles and put \$2,000 into the rent for the Hive and \$8,000 into professional services. This will be for updating the masterplan so grants can be applied for. Lights were not in the budget but new LED's will save money and it can be worked into the budget. Bob Ellis motioned to accept the 2018 Howell Area Parks & Recreation Authority Budget as presented, supported by Jean Graham.

Motion carried 5-0.

Resolution #17-09; Authorized Check Signers

This is to change the check signers from Paul Rogers to Tim Church. Motion by Diana Lowe to approve Resolution #17-09- Authorized Check Signers, supported by Bob Ellis. Roll call vote- Jean Graham, Bob Ellis, Diana Lowe, Tammy Beal, Sean Dunleavy-all yes; No-none; absent-none. **Resolution passed 5-0.**

Resolution #17-10; Credit Card Policy

This is to change the credit card companies and have the card's owner change from Paul Rogers to Tim Church. Motion by Diana Lowe to approve Resolution #17-09- Authorized Check Signers, supported by Bob Ellis. Roll call vote- Jean Graham, Bob Ellis, Diana Lowe, Tammy Beal, Sean Dunleavy-all yes; No-none; absent-none. **Resolution passed 5-0.**

Employment Agreement

Chairman Sean Dunleavy worked on the employment agreement between HAPRA and the new Executive Director. He referred most of the contract back to the handbook. He would like the 10% that HAPRA contributes towards the fulltime employee's pension looked at. This can be changed the first of the year. Motion by Bob Ellis to approve of the Employee Agreement between HAPRA and Executive Director Timothy Church by changing the annual salary to \$60,000, giving him a company cell phone and the standard mileage reimbursement, supported by Diana Lowe. Roll call vote- Jean Graham, Bob Ellis, Diana Lowe, Tammy Beal, Sean Dunleavy-all yes; No-none; absent-none. **Motion carried 5-0.**

Lamp and Fixture Replacement

The cost for the existing bulbs is \$440 per month. Retrofitting the existing fixtures and bulbs with LED's should show a significant savings. The fixtures will be smaller and project more light. The bulbs should last 7 years and project should be done before the floors are replaced. Howell City said that they would pay the bill and HAPRA can reimburse them in 2018. Motion by Bob Ellis to replace the existing lights in the main room with LED fixtures and convert the remaining lights in the building to be compatible with LED bulbs, supported by Diana Lowe. **Motion carried 5-0.**

2017 Audit Agreement

The agreement with Smith & Klaczkiwicz, PC is in the packet. They will do the audit at the same price as last year. Motion by Diana Lowe to approve the agreement with Smith & Klaczkiwicz, PC for the 2018 audit as presented and have Executive Director Tim Church execute it, supported by Bob Ellis. **Motion carried 5-0.**

Check Register ending October 31, 2017

Trustee Jean Graham asked why the petty cash fund was so large, \$10,000?

Director Rogers explained that the money was taken out of the checking account and moved to Lake Trust Savings and that is how it was transferred. If you notice it is a deposit on the Lake Trust Statement.

Bank Statements and Financial Report ending October 31, 2017

Treasurer Bob Ellis reported that everything looked good and we are right on track.

Directors Report

- a.) Workman's Comp was higher because day camp was listed under the beach, we should be getting about \$8,000 back from that.
- b.) David from the Aquatic Center sent his report through Paul showing 361 were signed up for swim classes, 4 private lessons, 175 water aerobics, 20 arthritis and deep water, 67 for the monster splash, 990 yoga and total body and 399 took classes out at Ocoola.

Transition and Tasks

Chairperson Sean Dunleavy passed out a sheet on transition tasks. This is to determine who will do what task while making the transition from the current Director to the new Director. Director Paul Rogers is currently working on the 503c and the Foundation so that we can apply for grants. He suggested that the Foundation should have its own Board and By Laws, members will be approved by this Board and Tim will be the liaison.

Old Business

Buck Pole will be taken down next week.

New Business

Howell City is waiting for approval from the DNR for their new park property.

2016-2017 Director's Evaluation

Director Paul Rogers requested that his evaluation be done in an Executive "closed" session.

Motion by Diana Lowe, at 7:59 pm, to enter into an Executive Session for the review of the Director's performance for the 2016-2017 year. Roll call vote- Jean Graham, Bob Ellis, Diana Lowe, Tammy Beal, Sean Dunleavy-all yes; No-none; absent-none. **Motion carried 5-0.**

EXECUTIVE SESSION

Motion by Diana Lowe to come out of Executive Session at 8:40 pm, supported by Bob Ellis. Roll call vote- Jean Graham, Bob Ellis, Diana Lowe, Tammy Beal, Sean Dunleavy-all yes; No-none; absent-none.

Motion carried 5-0.

Director Rogers was thanked for his four years of service. Motion by Bob Ellis to accept Director Paul Rogers's early resignation effective November 25, 2017 and to remove him off of payroll. HAPRA will then retain him as consultant to the new Director and until the deliverables are complete such as the Transition Tasks with the new Director and the Foundation structure, Foundation Board and required documents are in place so that grants may be applied for. He will be paid 2 payments of \$5000 each in January of 2018, supported by Jean Graham. Roll call vote- Jean Graham, Bob Ellis, Diana Lowe, Tammy Beal, Sean Dunleavy-all yes; No-none; absent-none. **Motion carried 5-0.**

Next Meeting

The next regular meeting is Tuesday, December 19, 2017 at Marion Township Hall, 2877 W. Coon Lake Road, Howell. Tammy Beal will notify Jen Savage so that she can send out a change notice to all the entities.

Motion to adjourn at 8:50 p.m. by Diana Lowe, supported by Bob Ellis. **Motion carried 5-0.**

Approved

Date

Respectively Submitted by:
Tammy L. Beal, Secretary