

**Howell Area Parks & Recreation Authority**

Bennett Recreation Center

Regular Electronic Board Meeting Minutes January 19, 2021

**Call to Order**

Chairman Sean Dunleavy called the Virtual meeting to order at 7:05 pm.

**Attendance**

Chairman Sean Dunleavy(home), Vice Chair Diana Lowe(home), Secretary Tammy Beal(home), Treasurer Jean Graham(home), and Trustee Jeannette Ambrose(home)

**Absent**

None

**Staff**

Director Tim Church(Bennett Center), Kyle Tokan, Chris Techentin, Ameila Purdy-Ketchum, Kevin Troshak, Jennifer Savage

 **Public**

None

**Agenda**

Diana Lowe made a motion to approve the agenda as presented, supported by Jeannette Ambrose.

 **Motion carried 5-0.**

**Approval of Regular Minutes**

Jeannette Ambrose made a motion to approve the December 15, 2020 minutes as presented, supported by Diana Lowe. **Motion carried 5-0.**

**Call to the Public**

None heard.

**Staff Comments**

None heard.

**ICMA 401(a) & IMCA 457(b) Plan Contributions for 2021**

Discussion about whether HAPRA would reinstate the 10% that they use to put in a 401(a) for the eligible team members. Employees can still contribute to the 457(b) on their own. Jean Graham made a motion to wait until after the audit and see what the financials show at that time, this can possibly be back funded. Diana Lowe supported. **Motion carried 5-0.**

**Burnham & Flower BCBS Health Care Insurance Proposals**

There were three different proposal presented. The first one is the current plan and will be going up 1.37%, with a high deductable. The second two options were simular with lower deductables for the employee but slightly higher premiums. Tammy Beal motioned to go with option B, the Authority would pay about $3600 more annually but the employee’s deductables would be $1500/$3000. Diana lowe supported. Roll call vote-Lowe, Ambrose, Graham, Beal and Dunleavy-all yes. **Motion carried 5-0.**

**Employee Health Contributions**

Jean Graham made a motion to have the employees pay 20% of their insurance premiums for Medical, Dental and Vision coverage and the Authority will pay 80% of the premium. Supported by Jeannette Ambrose.

**Motion carried 5-0.**

**Payment in Lieu of Health Insurance for 2021**

Employees that opted to not take the insurance coverage have been paid $250 per quarter in the past. Jean Graham made a motion to wait until we get the financials back to decide on this. Supported by Jeannette Ambrose. **Motion carried 5-0.**

**2020 Audit Engagement Letter from Smith & Klaczkiewicz**

Jeannette Ambrose made a motion to accept and allow Director Church the authority to sign the engagement letter from Smith & Klaczkiewicz for not to exceede $4200 and would like a break down of the Dog Park numbers. Jean Graham supported. **Motion carried 5-0.**

**Audio/Visual Payment with Ocela Township**

The building company needed to install the audio and visual elements to the new Oceola Center at a certain step in the process without much warning, this will be an extra cost of $22,989 for the authority. Sean Dunleavy took it to his board to see if they could front the money and have HAPRA pay them back monthly installments over the next two years. Sean will bring a draft agreement to the next HAPRA meeting for our review.

**Oceola Facility Use Contract**

Director Church presented us with the old Oceola Facility Use Contract for reference. Director Dunleavy will take it to his board, make adjustments and bring it back to this board for approval. The new contract will look almost idential to this one.

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

Everything looks good.

**Financial Report ending December 31, 2020**

Director Church included the balance sheets so that we could see where we are at including the Dog Park. With the original budget we should have had an ending of $1.4 million but instead we have an ending budget of $910,000 which is really good for what this year has thrown at us. We are still in the **BLACK!**

**Directors Report**

* We are looking for 2-3 new staff members for the new Oceola Center.
* The Banner Program has been well received, it is a 10’x3’ banner for businesses or sponsors, the price is $500 the first year and $250 for the following years. They will be displayed hanging from the second floor. Ten have been purchased already.
* There will be a Media night the first week of February to promote the new center, the soft opening will be during the week of Spring break and the Grand opening will be in early April.

**Dog Park Committee Report**

Jeannette, Diana and Tim met and decided to have Tim reach out to Steve Manor. Director Church invite the Friends of the Dog Park to meet and discuss a new agreement. Tim will look for other Dog Park agreements to use as a template for ours. Genoa may be putting in a Dog Park. Steve Manor said he would get with his committee and find out what they want to accomplish. Sean Dunleavy would like to know how the Dog Park Committee is structured and who is their spokesperson and board members are.

**Old Business**

Jeannette Ambrose would like the agenda notes to be incorporated into the packet instead of in a separate PDF. Director Church said he would work on it.

**New Business**

Jeannette Ambrose said she will be absent next meeting and wondered if it could be changed to a different date. It was discussed and changed to Tuesday, February 23, Jen Savage will send out the change notice for posting.

**Review of Executive Director**

Director Church asked to have his annual review in an executive meeting.

At 8:20 pm a motion was made by Jean Grahm to go into an executive meeting to conduct the Executive Directors Annual Review, supported by Jeannette Ambrose. Roll call vote: Lowe, Ambrose, Graham, Beal, Dunleavy-all yes. **Motion carried 5-0.**

**Executive Session Closed**

At 8:48 pm a motion was made by Jean Graham to go back into Open Session, supported by Jeannette Ambrose. Roll call vote: Ambrose, Graham, Lowe, Beal, Dunleavy-all yes. **Motion carried 5-0.**

**Next Meeting**

The next regular meeting is scheduled for Tuesday, February 23, 2021 at 7 pm, this will be a virtual meeting.

Motion to adjourn at 8:50 pm by Jean Graham supported by Diana Lowe. **Motion carried 5-0.**

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Respectfully Submitted by: Tammy L. Beal, Secretary