

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
January 2, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:01 p.m. by Chair Simon.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Stella Gallagher (City of DeWitt), Doug Simon (DeWitt Twp.), & Cynthia Robinson (DeWitt Twp.)

**MEMBERS ABSENT:** Mark Dickens (City of DeWitt),

**AGENDA** Hunsaker moved, Robinson seconded, to approve the agenda dated January 2, 2024. Motion voted and carried.

**MINUTES** Hunsaker moved, Robinson seconded, to approve the December 19, 2023, minutes, as presented. Motion voted and carried.

**FINANCIAL STATEMENT** a. Robinson moved, Stump seconded, to approve the November 2023 financials as presented. Motion voted and carried.

b. November 2023 bills were reviewed and placed on file.

**STAFF REPORTS** Executive Director- Stevens updated the Board on the status of the Program Coordinator search, and the progress of working with HRM Services to update the Personnel Policy and Job Descriptions.

Coordinator- Sierra Dove did not provided a coordinator report.

Coordinator- Isaiah Plaugher provided a detailed coordinator report.

**UNFINISHED BUSINESS** Stump moved, Robinson seconded, to approve the Executive Director Annual Review and to increase Stevens' salary by five per cent. Motion voted and carried.

**NEW BUSINESS**

Hunsaker moved, Stump seconded, to approve the 2024 Budget Adjustment for consulting up to \$5000. Motion voted and carried.

Hunsaker suggested working on the edits to HRM Services policy updates. Hunsaker will obtain a copy of the City of DeWitt's policy manual and Stump will obtain DeWitt Township's for comparison.

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENT**

Hunsaker recommended a lighting/electrical upgrade in Activity Room #2 so the lighting doesn't turn off during the meetings.

Simon requested that election of officers be an agenda item on the February agenda.

**ADJOURNMENT**

Hunsaker moved, Robinson seconded, to adjourn at 7:00 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
February 6, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:01 p.m. by Chair Simon.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Stella Gallagher (City of DeWitt), Doug Simon (DeWitt Twp.) Mark Dickens (City of DeWitt), & Cynthia Robinson (DeWitt Twp.)

**MEMBERS ABSENT:** None

**AGENDA** Hunsaker moved, Robinson seconded, to approve the agenda dated February 6, 2024. Motion voted and carried.

**MINUTES** Hunsaker moved, Gallagher seconded, to approve the January 2, 2024 minutes with the correction to reflect that Dickens was not present at the January meeting. Motion voted and carried.

**FINANCIAL STATEMENT**

- a. Dickens moved, Hunsaker seconded, to approve the December 2023 financials as presented. Motion voted and carried.
- b. December 2023 bills were reviewed and placed on file.

**STAFF REPORTS**

Executive Director- Stevens updated the Board that DARA will soon be receiving a new copier/printer, that discussions on a merit award for Plaughter are warranted, and that DARA has signed up for the Community Showcase. He is also looking at a pay increase for summer camp staff, and that the door system was still not functioning properly. Gallagher made note that when she visited the DARA After School program that staff did not make contact with her, as a stranger to camp, in a timely manner. Stevens said that we would work with his staff on effective measures not have that happen again.

Coordinator- Sierra Dove did not provided a coordinator report.

Coordinator- Isaiah Plaughter provided a detailed coordinator report.

**UNFINISHED BUSINESS**

Personnel Handbook

Stevens was given ten days to collect recommendations from DARA Board members for potential edits or updates to the draft handbook that HMRS provided. He would then have a conversation with HRMS staff to make the appropriate edits. The hope is that the next draft of the handbook could be reviewed at the March 2024 meeting.

**NEW BUSINESS**

Hunsaker moved, Dickens seconded, to approve the elections of Doug Simon as Chair and Cynthia Robinson as Vice-chair of the DARA Board of Commissioners. Motion voted and carried.

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENT**

Hunsaker and Gallagher gave updates on the new Ox Roast Festival committee. There are at least 20 volunteers working towards its success.

**ADJOURNMENT**

Hunsaker moved, Gallagher seconded, to adjourn at 7:00 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
March 5, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:0 p.m. by Chair Simon.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Doug Simon (DeWitt Twp.) Mark Dickens (City of DeWitt), & Cynthia Robinson (DeWitt Twp.)

**MEMBERS ABSENT:** Stella Gallagher (City of DeWitt)

**AGENDA** Hunsaker moved, Robinson seconded, to approve the agenda dated March 5, 2024. Motion voted and carried.

**MINUTES** Hunsaker moved, Robinson seconded, to approve the February 6, 2024 minutes as presented. Motion voted and carried.

**FINANCIAL STATEMENT** a. Hunsaker moved, Robinson seconded, to approve the January 2024 financials as presented. Motion voted and carried.

b. January 2024 bills were reviewed and placed on file.

**STAFF REPORTS** Executive Director- Stevens updated the Board

Coordinator- Sierra Dove did not provided a coordinator report.

Coordinator- Isaiah Plaughter provided a detailed coordinator report.

**UNFINISHED BUSINESS** Personnel Handbook  
Stevens will take the advice from the Board

**NEW BUSINESS** Stump moved, Hunsaker seconded, to approve the Merit Award for Plaughter as presented. Motion voted and carried.

**PUBLIC COMMENT** None

**BOARD MEMBER COMMENT**

Hunsaker gave updates on the Ox Roast Festival committee and proceedings. Stump alluded to the beginning steps of the new public safety building being developed on Business 27. Simon stated that he heard the winter event is the City of DeWitt ran very well. He also commended staff for the work on the summer camp.

**ADJOURNMENT**

Stump moved, Dickens seconded, to adjourn at 7:03 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
May 7, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:00 p.m. by Vice-Chair Robinson.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Doug Simon (DeWitt Twp.), Stella Gallagher (City of DeWitt) & Cynthia Robinson (DeWitt Twp.)

**MEMBERS ABSENT:** Mark Dickens (City of DeWitt)

**AGENDA** Hunsaker moved, Gallagher seconded, to approve the agenda dated May 7, 2024. Motion voted and carried.

**MINUTES** Hunsaker moved, Stump seconded, to approve the April 2, 2024 minutes as presented. Motion voted and carried.

**FINANCIAL STATEMENT**

- a. Stump moved, Hunsaker seconded, to approve the March 2024 financials as presented. Motion voted and carried.
- b. March 2024 bills were reviewed and placed on file.

**STAFF REPORTS**

Executive Director- Stevens updated the Board on the DeWitt Community Showcase event he attended, and about a new hire for the Program Coordinator-Special Populations. He also informed the Board on the Michigan Municipal Risk Management Authority's renewal and what the upcoming rates would be, as well as his work in trying to establish an Employee Assistance Plan with Sparrow Occupational Health. He also talked about the upcoming DARA Granger meadow Pickleball tournament.

Coordinator- Sierra Dove did not provide a coordinator report.

Coordinator- Isaiah Plaugher provided a detailed coordinator report.

**UNFINISHED BUSINESS**

Stevens updated the Board that he is working with representatives from the Fahey, Schultz, Burzych & Rhodes Law Firm to review the Personnel Handbook.

**NEW BUSINESS**

Hunsaker moved, Simon seconded, to approve the 2023 DARA Financial Audit as presented. Motion voted and carried.

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENT**

Gallagher inquired about what job description we used for the posting, and Stevens responded that he used the new one that was created. Simon thanked the staff and DeWitt Township Treasurer for a job well done.

**ADJOURNMENT**

Hunsaker moved, Stump seconded, to adjourn at 6:45 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director



**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
May 7, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:00 p.m. by Vice-Chair Robinson.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Doug Simon (DeWitt Twp.), Stella Gallagher (City of DeWitt) & Cynthia Robinson (DeWitt Twp.)

**MEMBERS ABSENT:** Mark Dickens (City of DeWitt)

**AGENDA** Hunsaker moved, Gallagher seconded, to approve the agenda dated May 7, 2024. Motion voted and carried.

**MINUTES** Hunsaker moved, Stump seconded, to approve the April 2, 2024 minutes as presented. Motion voted and carried.

**FINANCIAL STATEMENT**

- a. Stump moved, Hunsaker seconded, to approve the March 2024 financials as presented. Motion voted and carried.
- b. March 2024 bills were reviewed and placed on file.

**STAFF REPORTS**

Executive Director- Stevens updated the Board on the DeWitt Community Showcase event he attended, and about a new hire for the Program Coordinator-Special Populations. He also informed the Board on the Michigan Municipal Risk Management Authority's renewal and what the upcoming rates would be, as well as his work in trying to establish an Employee Assistance Plan with Sparrow Occupational Health. He also talked about the upcoming DARA Granger meadow Pickleball tournament.

Coordinator- Sierra Dove did not provide a coordinator report.

Coordinator- Isaiah Plaugher provided a detailed coordinator report.

**UNFINISHED BUSINESS**

Stevens updated the Board that he is working with representatives from the Fahey, Schultz, Burzych & Rhodes Law Firm to review the Personnel Handbook.

**NEW BUSINESS**

Hunsaker moved, Simon seconded, to approve the 2023 DARA Financial Audit as presented. Motion voted and carried.

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENT**

Gallagher inquired about what job description we used for the posting, and Stevens responded that he used the new one that was created. Simon thanked the staff and DeWitt Township Treasurer for a job well done.

**ADJOURNMENT**

Hunsaker moved, Stump seconded, to adjourn at 6:45 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
June 4, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:00 p.m. by Vice-Chair Robinson.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Doug Simon (DeWitt Twp.), Stella Gallagher (City of DeWitt) & Cynthia Robinson (DeWitt Twp.)

**MEMBERS ABSENT:** Mark Dickens (City of DeWitt)

**AGENDA** Hunsaker moved, Gallagher seconded, to approve the agenda dated June 4, 2024. Motion voted and carried.

**MINUTES** Hunsaker moved, Stump seconded, to approve the May 7, 2024 minutes as presented. Motion voted and carried.

**FINANCIAL STATEMENT**

- a. Hunsaker moved, Gallagher seconded, to approve the April 2024 financials as presented. Motion voted and carried.
- b. April 2024 bills were reviewed and placed on file.

**STAFF REPORTS**

Executive Director- Stevens updated the Board on two new Coordinator hires. Bekah Kaguni, Program Coordinator-Special Populations, and Paige Bouwens, Program Coordinator-Children's Programs. He also informed the Board about the Library's Summer Reading Kickoff.

Coordinator- Isaiah Plaugher provided a detailed coordinator report.

**UNFINISHED BUSINESS** Stevens updated the Board that he is working with representatives from the Fahey, Schultz, Burzych & Rhodes Law Firm to review the Personnel Handbook.

**NEW BUSINESS** None

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENT**

Gallagher reminded the Board that August 18 is the Ox Roast's Sunday Funday and that DARA representatives would be there to run an inflatable.

Stump said that contractors are back on site and continuing work for the new municipality building. Also, the pickleball courts will be closed temporarily for painting.

Simon said that he was looking forward to meeting the new staff.

**ADJOURNMENT**

Hunsaker moved, Stump seconded, to adjourn at 6:39 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
July 2, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:04 p.m. by Chair Simon.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Doug Simon (DeWitt Twp.), Stella Gallagher (City of DeWitt) & Cynthia Robinson (DeWitt Twp.)

**MEMBERS ABSENT:** Mark Dickens (City of DeWitt)

**AGENDA** Hunsaker moved, Robinson seconded, to approve the agenda dated July 2, 2024. Motion voted and carried.

**MINUTES** Hunsaker moved, Robinson seconded, to approve the June 4, 2024 minutes with the correction of removing Robinson from being in attendance. Motion voted and carried.

**FINANCIAL STATEMENT**

- a. Stump moved, Hunsaker seconded, to approve the May 2024 financials as presented. Motion voted and carried.
- b. May 2024 bills were reviewed and placed on file.

**STAFF REPORTS**

Executive Director- Setevens provided a detailed Director report

Coordinator- Isaiah Plaughter provided a detailed coordinator report.

Coordinator Kaguni reported that she is planning Fab Fun nights for children with cognitive and physical disabilities as well as planning a drive-in movie night on the Miracle League of Mid-Michigan baseball field.

**UNFINISHED BUSINESS**

- a. Stump moved, Hunsaker seconded, to approve the Personnel Handbook with the legal review subject to change effective August 1, 2024. Motion voted and carried.

**NEW BUSINESS** None

**PUBLIC COMMENT** None

**BOARD MEMBER COMMENT** None

**ADJOURNMENT** Hunsaker moved, Robinson seconded, to adjourn at 6:54 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director

**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
August 13, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:05 p.m. by Chair Simon.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Doug Simon (DeWitt Twp.), & Stella Gallagher (City of DeWitt)

**MEMBERS ABSENT:** Mark Dickens (City of DeWitt) & Cynthia Robinson (DeWitt Twp.)

**AGENDA** Hunsaker moved, Stump seconded, to approve the agenda dated August 13, 2024. Motion voted and carried.

**MINUTES** Stump moved, Hunsaker seconded, to approve the June 4, 2024 minutes with the correction of the misspelling of Stevens' name. Motion voted and carried.

**FINANCIAL STATEMENT**

- a. Gallagher moved, Stump seconded, to approve the June 2024 financials with the adjustment to move June revenue from Trainings to Dues and Membership. Motion voted and carried.
- b. June 2024 bills were reviewed and placed on file.

**STAFF REPORTS**

Executive Director- Stevens updated the Board on a potential sponsor the Miracle League of Mid-Michigan, that DARA will have a presence at the Ox Roast Fun Day, and budget concerns regarding phone reimbursement and insurance opt outs.

Coordinator- Isaiah Plaugher provided a detailed coordinator report.

Coordinator Kaguni provided a detailed coordinator report.

Coordinator Bouwens provided a detailed coordinator report.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

a. Stump moved, Hunsaker seconded, to approve 2025 DARA Budget. Motion voted and carried.

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENT**

Hunsaker and Gallagher both spoke to their excitement about the upcoming DeWitt Ox Roast. Stump informed the Board on the progress of the new fire station. Simon thanks Stevens and DARA staff for hard work at DARA Summer Fun Club.

**ADJOURNMENT**

Stump moved, Gallagher seconded, to adjourn at 7:00 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director



**DEWITT AREA RECREATION AUTHORITY**  
16101 Brook Rd., Lansing, MI 48906 (517) 482-5117  
Board of Commissioners-Regular Meeting  
September 3, 2024

The Board of Commissioner's meeting of the DeWitt Area Recreation Authority was called to order at 6:00 p.m. by Chair Simon.

**MEMBERS PRESENT:** Dave Hunsaker (City of DeWitt), Sandy Stump (DeWitt Twp.), Doug Simon (DeWitt Twp.), & Stella Gallagher (City of DeWitt)

**MEMBERS ABSENT:** Mark Dickens (City of DeWitt) & Cynthia Robinson (DeWitt Twp.)

**AGENDA** Hunsaker moved, Gallagher seconded, to approve the agenda dated September 33, 2024. Motion voted and carried.

**MINUTES** Stump moved, Hunsaker seconded, to approve the August 13, 2024 minutes as presented. Motion voted and carried.

**FINANCIAL STATEMENT**

a. Stump moved, Hunsaker seconded, to approve the July 2024 financials as presented. Motion voted and carried.

b. July 2024 bills were reviewed and placed on file.

**STAFF REPORTS**

Executive Director- Stevens updated the Board on when he will present the budget to the City of DeWitt and DeWitt Township boards. He also mentioned the new guidelines for earned sick time for part-time employees.

Coordinator- Isaiah Plaugher provided a detailed coordinator report.

Coordinator Kaguni provided a detailed coordinator report.

Coordinator Bouwens provided a detailed coordinator report.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

a. Hunsaker moved, Stump seconded, to approve 2025 DARA Budget adjustment for cell phone reimbursement as presented. Motion voted and carried.

b. Hunsaker moved, Gallagher seconded, to approve 2025 DARA Health Plan Buyout Policy as presented. Motion voted and carried.

c. Hunsaker moved, Stump seconded, to approve the November meeting date change as presented. Motion voted and carried.

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENT**

Stump informed the Board of Commissioners that DeWitt Township Manager, Andrew Dymczyk, has accepted the position of City Manager with the City of Portland and will be exiting in mid-September. She also noted that there will be two new DeWitt Township Trustees.

Simon praised the City of DeWitt representatives for a job well done at the DeWitt Ox Roast Celebration.

**ADJOURNMENT**

Hunsaker moved, Stump seconded, to adjourn at 6:45 p.m. Motion voted and carried.

Submitted by: Chad Stevens – Executive Director

