

RECREATION ADVISORY COMMISSION

Tuesday, March 12, 2024 \*\* 6:30 PM \*\*

Rec & Ed Office  
1515 S. Seventh St.  
Ann Arbor, MI 48103

MEMBERS PRESENT: Mark Brehob, Hannah Cary, Stacy Ebron, Naomi Goldberg, Larry O'Connell, Hannah Smith, Kurt Svoboda

EX-OFFICIO MEMBERS PRESENT: Jenna Bacolor, Torchio Feaster

GUESTS PRESENT: Sean Williams, Ann Arbor Rec & Ed

I. CALL TO ORDER

A. Larry O. called the meeting to order at 6:36pm

II. PUBLIC COMMENTARY - No public commentary

III. APPROVAL OF MINUTES of the December 12, 2023 meeting. A motion was made by Stacy E. and seconded by Hannah C. that the meeting minutes of December 12, 2023 be approved.

IV. OLD BUSINESS

A. Jenna B. introduced Torchio Feaster

IV. NEW BUSINESS

A. Presentation: Rec & Ed's Facility Rentals - Sean Williams, Rec & Ed Operations Manager

a. Sean W. presented [Rec & Ed's Facility Rentals](#)

i. Introduced self and history

ii. Who is responsible

- Sean Williams - Operations Manager

- Conner Potter - Facilities & Rentals Office Professional

iii. Policies

- Determined by BOE School Board - they provide protocol and fees

- Information can be found on District website

- Types of groups renting and fees associated with groups

- Priorities of rentals - schools, Rec & Ed, non-profits, community groups and other organizations/renters

- Do not rent to organizations that offer programming similar to Rec & Ed as it is competing business. Ex: Martial Arts classes
- Custodial & building access
- Facilities & Rentals office maintains schedules for elementary, K-8 and middle schools
  - High Schools handle their own rentals

iv. Who is renting

- Language Schools, GOTR, Meetings, LGBTQ+, Theatre Groups, Weddings/Reunions, Churches, Scouting Organizations (work out a different rental agreement, not paying by hour), Science Olympiad and Swimming Organizations
- Had 3 churches prior to pandemic
  - New church this school year
- Rec & Ed Gym Rental Program
  - Separate from other facility rentals
  - Fees set by Rec & Ed
  - 3 seasons - Fall, Winter (biggest) and Spring
  - Fall & Winter - offer 5 & 10 week rentals
  - Spring - offer 4 & 8 week rentals
- Mark B. asked a question about outside groups. Sean W. responded that they have a lot of the same people/groups reserving and just coming in to play like an open gym.
- Rental Numbers for 23-24 School Year
  - School Use & School Sponsored (concerts, staff meetings, PTO, MS athletics, Child Care, Clubs, R/E, SO - non-paying: 851 permits total
  - Community Rentals - language schools, churches, Scouts, pools, GOTR general room reservations: 165
  - Gym Rentals
    - Fall: 16
    - Winter: 26
    - Spring: currently open
- Total permits created as of 3/11/24 - 1016
- Elementary Office Professionals download specific school calendars to provide for custodial access.
- Conner P. sends middle schools their schedules weekly,

v. How to rent

- Rental procedures & fees are on our website - improvements are on the way
- Complete the online request form
- Email [facilityuse@aaps.k12.mi.us](mailto:facilityuse@aaps.k12.mi.us)
- Building changes & improvements

- Updating with pictures of all schools
- Try to put out as much information as possible
- Sean W. showed the website and rental request form
- Once a request has been reviewed and approved, permits are emailed and renters must take a copy with them
- Diamond & Field rentals - City of Ann Arbor - have an agreement with the city
- Office schedules weekend custodial
- Stacy E. asked about revenue and advertising. Sean W. responded that they are moving towards updating the site and don't advertise much at this time. It is not a revenue stream for Rec & Ed - flat and covering cost - pay admin fees
- Jenna B. mentioned about BOE asking Rec & Ed to take on rentals - not covered costs. It is helpful to have control over the scheduling
- Sean W. mentioned building security - usable punch codes. Jenna B. mentions lockouts happen frequently
- Sean W. said they are making plans to get around that - zone managers around district supply numbers to staff and renters
- Weekends are more expensive - all groups pay a weekend custodial fee
- Mark B. asked about Science Olympiad - Torchio F. mentioned he can look into this
- Mark B. asked about field rentals and maintenance. Sean W. said it is a unique situation where Rec & Ed schedules, but the City maintains fields
- Hannah C. asked about outside of Ann Arbor rentals and technology. Sean W. said the rental includes tables and chairs and that is it. Also, use of a projector is okay
- Jenna B. mentioned that through tech bond - they purchased lots of tech, but have to keep a close eye on it. If there is a special event going on, we may be to accommodate
- Wifi - guest Wifi only
- Gyms - hoops and nets can be used, but no other equipment

## V. BRIEFING AGENDA

### A. Report from PAC

- a. Hannah S. gave an update for February
  - i. MDOT US-23 bridge work over Huron river 2027 - 3 year project
  - ii. Gallup park - temporary access - bridge not structurally sound
  - iii. Farmers market building - ADA compliance 2025
  - iv. PAC recommended an approval of resolution plan

### B. Report from Parks and Recreation - No report

C. Report from Community Education & Recreation

- a. Safety Town - Conner Potter, Safety Town Program Director
  - i. Displayed new logo
  - ii. Explained that several changes are happening this year and they are revamping
  - iii. Showed the website and new curriculum
    - 1. Updated curriculum from 17 pages down to 9
    - 2. Trying to give parents as much information as possible about program and operations
  - iv. Explained what presenters will be there and what topics will be covered
- b. Rec & Ed Website - Jenna Bacolor
  - i. Showed updated website that was created by Christine Drago, Marketing Coordinator at Rec & Ed
  - ii. Mentioned registration for Spring and Summer Camps is open
  - iii. Mark B. asked about staffing. Jenna B said we re-hire every Spring. They have about 15 staff but also work with contractors and run a huge High School Volunteer Program.

VI. TRANSMITTALS - None

VII. ADJOURNMENT

- A. Larry O'Connell adjourned the meeting at 7:41pm

**The next RAC meeting is scheduled for May 21, 2024**