

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION

**Meeting of the Board of Commissioners**

**Thursday, April 27, 2017**

**5:00pm**

**150 S. Leroy St.**

**Fenton, MI 48430**

**Call to Order**

Chairperson, Ray Culbert called the Meeting to order at 5:00pm.

**Pledge of Allegiance**

**Attendance**

Present: Ray Culbert, Shaun Shumaker, Patricia Lockwood, David McDermott, Rob Kesler

Excused: Brad Dick

Roll Call: Mr. Culbert declared there was a quorum with Five board members.

Staff Present: Vince Paris, Shirley Ciofu, Harrison Cypher

Public Present: None

**Approval of Consent Agenda**

- Approval of March 23<sup>rd</sup>, 2017 Regular Board meeting minutes
- Approval of March 28<sup>th</sup>, 2017 Goals Workshop Review minutes
- Approval of Treasurer's Report:
  - Bills paid prior to April 27<sup>th</sup>, 2017 in the amount of \$63,277.27 as presented

Motion by Ms. Lockwood, seconded by Mr. Kesler to approve the consent agenda as presented.

Motion Carried: 5 Ayes, 0 Nays

**Call to the Audience:** None

**Programmers Report:** Mr. Cypher discussed the Linden Farmer's Market noting it has been moved to Triangle Park. He also noted that the Driver's Education program has the highest enrollment to date. Mr. Cypher stated he will be attending meetings on the youth football safety standards and with an adaptive recreation program coordinator. A discussion followed re: the Ellen Street Campus soccer fields. Mr. Cypher also invited the board to get their free tickets for the upcoming dance recital.

Ms. Lockwood shared comments from Fenton School's administration stating communication has greatly improved between the SLPR and the school staff.

Mr. McDermott Inquired about the use of Rec1 on line registration for passes for participants to get into Silver Lake Park for programming this summer. Mr. Cypher will work to set that up and report back at the upcoming meeting with the Fenton Park board. A volleyball tournament was also discussed.

**Accounting Report:** Ms. Ciofu reported the Finance committee had met in part to discuss the audit with lead auditor, Kim Lindsay who was present to conduct the required pre audit meeting with the Treasurer and committee. She stated the committee also discussed a variety of accounting policies and procedures and noted three topics were designated for further board discussion: Policy for Reserve Funds, Payment Plans and the committee's recommendation for fund transfers to Equipment Fund, Facility Fund, and Scholarship Fund noting it is on the agenda as an action item. Ms. Ciofu stated the first quarter payroll tax returns have been filed and that SLPR will see a decrease in State unemployment expenses. She also stated that the Treasurer, Chair, Director and designee would have to appear in person at the bank with ID to complete the signature card process, thus changing the account.

Ms. Ciofu discussed the hiring of Diane Sokoloski as Administrative Assistant to replace the vacancy stating the first week of Ms. Sokoloski's employment was orientation consisting of employee handbook, procedures, policies, and organizational history.

**Director Report:** Mr. Paris reported he had made SLPR's annual report presentations to City of Linden, Lake Fenton School Board, and Fenton Township stating all went well and he will be scheduling to present to City of Fenton, Loose Senior Center, Linden and Fenton Schools. He also noted Lake Fenton School board would like to see more SLPR programming in their buildings to which he explained the lack of gym space was preventing it. Mr. Paris discussed the meeting with Lake Fenton Superintendent, Wayne Wright about the new contract stating Mr. Wright has agreed to a two year agreement with a \$600 increase in the utility cost of the dance room. The contract will go to the school board in May then to the SLPR board for approval.

Mr. Paris also stated the new on line registration system is scheduled to go live on May 1<sup>st</sup> thanking Claudine Liedel, SLPR Receptionist and Mr. Cypher for all their work on the implementation process. He also praised Ms. Sokoloski's efforts in creating a SLPR You Tube page. A discussion followed and Mr. Culbert stated he and some SLPR staff members had met with the Linden Schools video production coordinator who will work with SLPR to utilize video equipment at SLPR events with the goal to post the videos on Channel 191.

**Action Item: Adopt the 2017 Goals & Objectives**

Mr. Paris asked the board to adopt the goals as written and discussed at the March workshop. Mr. Culbert called for a motion.

Motion by Mr. Shumaker, seconded by Ms. Lockwood to adopt the 2017 Goals

Motion Carried: 5 Ayes, 0 Nays

**Action Item: Transfers from general fund to facility, equipment, and scholarship funds**

Mr. Paris noted the auditors recommend a more aggressive approach to building the general fund. Ms. Lockwood agreed to the recommendations as long as the funds could be moved back if necessary. Mr. Shumaker stated he would like to see more than the recommended \$10,000 moved into the Equipment Fund because equipment includes vehicles and repairs as well as bounce houses, trailers and other program equipment. A discussion followed and Mr. Culbert suggested an equipment replacement plan be developed and asked that the Finance committee create the plan as part of the budget planning – one for administrative equipment and one for recreation equipment.

Motion by Ms. Lockwood, seconded by Mr. Shumaker to designate from fund equity \$50,000 to the Facility Fund, \$10,000 to the Equipment Fund, and \$2,000 to the Scholarship Fund with a plan for equipment replacement be developed within 60 days.

Motion Carried: 5 Ayes, 0 Nays

A discussion followed re: the Director taking the lead on finding a facility.

**Committee Reports: Finance/Policy Committee**

Fund discussion was covered in action item. Policy on reserve fund draft and payment plan was not discussed.

**Committee Reports: Programs & Operations/Community Relations Committee**

Ms. Lockwood discussed the meetings with Mr. Wensel of the Loose Senior Center regarding the grant process stating Loose would agree to a letter of understanding and that they acknowledged SLPR's desire to opt out of the inter local agreement eventually. She also stated a three year agreement to pay Loose \$73,000 annually rather than the 19% currently appropriated was also discussed with the stipulation that Loose would provide SLPR with a quarterly report on how the funds are spend on senior programs as well as providing SLPR with the annual audit report and an annual presentation on programs. Mr. Paris is in the process of drafting bullet points for discussion then he will prepare a draft agreement to be presented to the committees for recommendations. A discussion followed and Mr. McDermott stated the municipalities would not get involved in the Loose process.

Ms. Lockwood also discussed meetings with the Fenton School Superintendent, Adam Hartley re: the SLPR Tiger Shark swim program stating that Mr. Hartley is considering accepting the Flint Falcons offer of taking over the competitive swim team at the Fenton School's pool. She noted it's a work in progress at this time. She shared the thoughts from swim team parents as not being in favor of a change. Mr. Paris concurred the parents would prefer to keep the team local. He also stated that per the agreement with Fenton Schools, SLPR has the first right to refusal of programming.

Ms. Lockwood also discussed meeting with members of the LAFF committee stating the cost of the first phase of the trailways is \$704,000 and that they would like to ask SLPR to put it to a ballot in 2018. Mr. Culbert shared a list of bullet points regarding the trails. Mr. Shumaker expressed his opinion that SLPR should not be involved at this time. Mr. Paris stated he has been in touch with SLPR's attorney and liability

carrier to discuss SLPR's authority on this. Ms. Lockwood recommended meeting with professionals to discuss the plan.

**Commissioner's Comments:** Mr Culbert would like to discuss the opportunity for Tyrone Township to be included in the SLPR district, since many participate in our programs.

Mr. McDermott asked if May's meeting time could be changed to 5:00pm. It was the board's consensus to wait and see.

**Next Meeting;**

Regular Board Meeting: Thursday May 25<sup>th</sup>, 2017 at 6:00pm at the Fenton Community Center

**Adjournment**

Chairperson Culbert adjourned the meeting at 6:48 pm

Respectfully Submitted,

Recording Secretary, Shirley Ciofu