

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION  
**Meeting of the Board of Commissioners**  
**Thursday, November 15<sup>th</sup>, 2018**  
**6:00pm**  
**150 S. Leroy St.**  
**Fenton, MI 48430**

**Call to Order**

Chairperson, Ray Culbert called the Meeting to order at 6:11pm.

**Pledge of Allegiance**

**Attendance**

Present: Ray Culbert, Patricia Lockwood, Brenda Simons, Rob Kesler

Excused: Shaun Shumaker, Scott Grossmeyer

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

Staff Present: Vince Paris, Shirley Ciofu

Public Present: None

**Approval of Consent Agenda**

- Approval of the Agenda
- Approval of October 25<sup>th</sup>, 2018 Regular Board meeting minutes
- Approval of Treasurer's Report:
  - Bills paid prior to November 15<sup>th</sup>, 2018 in the amount of \$69,756.74

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

Motion Carried: 4 Ayes, 0 Nays

**Programmer's Report:** Ms. Ciofu highlighted the Fall Dance recital noting the theme this year was 'Thankful' and there were 600 people in attendance for the two shows. She also reported nearly a 50% increase in the Fitness Program revenue this year, noting the addition of multiple classes, quality instructors, and the new kids fitness programs.

**Call to the Audience:** None present

**Director's Report:** Mr. Paris reported the Winter/Spring brochure is in the second draft stage and on schedule for December delivery. He also discussed the expansion of the Driver's Ed program and the need for another vehicle and instructor to keep up with demand. A discussion followed re: the purchase of a used vehicle. It was the board's consensus to review other dealership options and look at alternatives to purchasing. The pathway initiative was discussed re: SLPI with Ms. Lockwood SLPR's representation on the committee. Mr. Paris also noted the upcoming LAFF fundraiser – Flannel and Fur – with proceeds going to support the campaign. The TAP grant was discussed re: its submission to the county and its March 2019 decision.

A discussion followed re: keeping the dance program at a Fenton Township location with the possible use of the old oil change facility on Thompson Road. Mr. Paris stated Fenton Township trustees were in favor of SLPR's potential use of the building as a dance studio. It was the board's consensus to allow Mr. Paris to investigate the cost to renovate the facility and develop a proposal to include utility and maintenance costs. A discussion followed re: various ways to fund the renovations and a letter of understanding of five to seven years.

Mr. Paris noted the 2019 Goals and Objectives draft would be sent to the board in January and a planning session would be scheduled at that time. Also noted was the term limit for the Fenton Township board members ending on December 31<sup>st</sup>. A discussion followed re: the reappointment of Mr. Kesler and Mr. Shumaker. It was the board's consensus to confirm whether or not it would be a conflict of interest to have Mr. Shumaker reappointed considering his position as County Commissioner.

**Accounting Report:** Ms. Ciofu stated the check to the Loose Center for the third quarter had been issued. Mr. Paris delivered it. A discussion followed re: improvements to their process of delivering the quarterly reports to SLPR which would expedite the check faster.

**Information Item:** Staff Recognition.

Mr. Paris stated in 2017 the board had approved end of year recognitions for employees for the job they do. He noted full time staff received \$200 each, part time staff received \$100 each, and the Director received \$300. He also noted that independent contractors should not be included in staff recognition considerations as they are not employees. Mr. Paris stated programmers have been given the authority to acknowledge their instructors with a gift card, leaving it up to the programmers to recognize the contractors as they see fit. A discussion followed re: singling out the gymnastics and dance coordinators as contractors to be recognized for their contribution with a \$100 check each.

Motion by Mr. Culbert, seconded by Mr. Kesler to approve staff recognitions as presented.

Motion Carried: 4 Ayes, 0 Nays

**Committee Reports:** Ms. Lockwood stated she has been working closely with LAFF and will report to the board each month.

**Commissioner's Comments:** Ms. Lockwood shared a complaint she had received about customer service at the SLPR office. A discussion followed re: phone etiquette training and improvements to the overall phone answering system at the main office. Mr. Paris stated he would have staff overview the phone procedure and schedule a customer service training session.

Ms. Lockwood also inquired about the meeting with the former youth tackle football parent volunteers. Mr. Paris stated he is waiting until staff verifies that all equipment and uniforms have been inventoried. He also stated the former parent volunteers had set up their own 501c3 and established a league of their own. He informed the board that SLPR had purchased over \$13,000 in uniforms for the 2018 season noting it is the property of SLPR and should be returned. He stated an invoice has been sent to the 'new' league if it is their intent to keep those uniforms then they must reimburse SLPR.

**Next Meeting:** Regular Board Meeting: Thursday, December 20<sup>th</sup>, 2018 (3<sup>rd</sup> Thursday) at 1:30pm at the Fenton Community Center following the Network at Noon event.

### **Adjournment**

Chairperson Culbert adjourned the meeting at 7:15 pm

Respectfully Submitted,  
Shaun Shumaker, Secretary

Recording Secretary, Shirley Ciofu