

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, August 27th, 2020
5:00pm
Virtual Meeting - Via Zoom

Call to Order

Chairperson, Patricia Lockwood called the Meeting to order at 5:00pm.

Attendance

Present: Patricia Lockwood, Christine Reid, Ray Culbert, Brenda Simons, Rob Kesler, David McDermott

Roll Call: Ms. Lockwood declared there was a quorum with six board members

Staff Present: Ed Koledo, Shirley Ciofu, Kristen Archambeau, Paul Stark

Public Present: None

Call to the Audience:

None present

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of July 23rd, 2020 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to August 27th, 2020 in the amount of \$32,438.13
 - Payroll paid prior to August 27th, 2020 in the amount of \$13,669.13
 - Accounts Payable at August 20th, 2020 in the amount of \$4,314.30
 - Financial Statements for July 2020

Motion by Mr. Culbert, seconded by Mr. Kesler to approve consent agenda.

Roll Call:

Lockwood Aye

Culbert Aye

Reid Aye

Simons Aye

Kesler Aye

McDermott Aye

Motion Carried: 6 Ayes, 0 Nays

Executive Director's Report – Ed Koledo

Committees: Finance committee met to discuss the upcoming 2021 budget and to consider how the program losses might affect the Loose appropriations. Mr. Koledo noted the committee will meet again after the completion of the program budgets.

Personnel committee met to discuss the Director's contract. Mr. Koledo also noted the Director's evaluation template and employee survey as potential parts of the Board's evaluation process.

Programs: Programmers are exploring an online system for virtual programming and possible consideration to invest around \$6,000 for the Vimeo platform. CivicRec offered a free online programming seminar that provided some online gaming ideas.

The Boots & Bling – Mother/Son dance is scheduled for September 19th with two different times to accommodate for limited numbers. Mr. Koledo noted Starrs Farms is providing decorations for the outside event. Ms. Ciofu noted the cowboy theme and stated all who attend will be required to wear a 'bandana' as a mask, social distancing would occur with line dancing, and all who attend will be screened upon entering.

Fall brochure will be online only and 2021 budget is in process.

City of Fenton and the Chamber presence was discussed re: the Arts & Cultural Committee's social media pop-up art, and the 'Traveling Taste' which was so positive consideration is given to doing it that way again. Grow Linden was also noted with a volunteer tshirt campaign.

Initiatives: Mr. Koledo gave an update on the LAFF Pathway project stating the MDNR Trust Fund grant meeting would be publicly held on September 17th. Also noted was the meeting with Mr. Hagerman and LAFF representatives re: possible land donation. An easement update was given with one concern noted re: north side parking. The LAFF fundraising and major donor campaign was discussed re: raising the necessary \$700,000 with 'arena-style' sponsorships and 3 year pledges.

The SLPR/FCCC agreement was noted re: last renewal was in 2015 and a rolling 2 year contract would be discussed.

A partnership with the Michigan Nature Association was noted re: joint programming service-learning at Dauner Martin Sanctuary.

Systems: Mr. Koledo explained he had a former tech support manager evaluate the system set up at FCCC to stream line the connections. It was suggested that a 'head-end room' be set up to house all the tech and phone equipment. The work will be performed at no cost to SLPR or FCCC. Instead, a partnership may be formed that would allow the Holly Library to share space on the virtual platform that SLPR is considering.

Also recommended was the use of Google share drive. Mr. Koledo noted Ms. Ciofu is backing up the accounting data via Sage cloud back up. All cable/internet accounts have been cancelled and one has been created which will be a shared account with FCCC and SLPR. At&t service at the depot is cancelled and Spectrum service will be reinstated once staff returns to the depot. Also noted were the utility costs at the depot re: they have not come down and the building is unoccupied.

Facilities: Storage at the Ellen Street campus was noted and dance room renovation cost estimates were stated at \$3,226 for mirrors, \$7,244 flooring, and up to \$1,000 for additional materials. Also discussed was an agreement with FAPS that would be similar to the one at Linden Schools with rent being adjusted by the renovation costs.

The remediation and remodel of the Depot were discussed re: a plan to do the work with contractors at a cost between \$7,000-\$10,000 to include mold remediation, hepa air filtering, and kitchen area repairs.

It was reported that there is no change to the FCCC. It is currently closed.

Deer Park and the Township's agreement with the three soccer associations and their newly formed LLC was discussed re: terms of the new agreement and the Township's original intent to turn it over to SLPR after a year. Ms. Reid stated that she and Mr. Kesler support the turnover and will follow up with the Township. Mr. Culbert noted it was the Township that brought the idea to SLPR with the intent of having SLPR manage the fields. He expressed concerns over the time spent and all the work SLPR put into the project and how the Township came to decide not to follow through.

Accounting Coordinator’s Report – Shirley Ciofu

2021 Budgeting: Ms. Ciofu reported the 2021 budget process had begun noting a draft of the administrative budget had been reviewed by Mr. Koledo and a meeting with the finance committee would occur once the programmers completed a draft of the recreation budget.

The 2020 L4029 had been completed and requires board approval and the signatures of Mr. McDermott as Secretary and Ms. Lockwood as Chairperson. It was stated the millage levy, adjusted by the Headlee roll back is .3501 with estimated property tax revenue for 2021 in the amount of \$484,351 – an increase of 3.75%. Also discussed was the DDA, LDFA and Brownfield captures which lower the amount of tax appropriations from the City of Fenton. A spreadsheet illustrating the YTD property taxes collected and the appropriations by municipality was presented.

General Accounting: The 2020 loss in program revenue is estimated at 45%. It was noted that currently, the organization can sustain the loss because of the savings from cutting staff and the corresponding cuts to other expenses because of it. A spreadsheet illustrating the recreation revenues and expenses with projections through the end of the year was presented which showed a potential shortfall of nearly \$30,000. Additional considerations to the budget deficit for depot and dance room renovation expenses will be further discussed with the finance committee.

Programmer’s Report: Ms. Archambeau described the changes to the dance program for fall re: conducting class outside with smaller class sizes and less offerings. Also noted were the classes that can continue to run outside including the STEAM art classes and martial arts. Some classes will be conducted virtually like instructional art. The first ever virtual concert featuring Magic Bus would be live streaming at 7:00pm and was made possible with DDA funds. Another virtual concert is being discussed with DDA Director, Hart.

Also noted was Kiwanis’ request for a \$60 donation for safety town.

Ms. Ciofu described the upcoming free Wellness Workshop for active aging adults which will provide seniors with information about the principals of movement demonstrating proper body mechanics. This program is made possible with CDBG funds from the City of Fenton and will be held outside at the Community Center. Noted were the fitness class attendance and the success of the Summer outdoor sessions.

Mr. Stark described the potential to use the FAPS weight room for programs like power lifting and adult strength training. The speed and strength training were a success this Summer as was the Drivers Training program. It was noted that Drivers Training will be expanding this Fall. Soccer programs are running at Ellen Street and are going well with more planned for the Fall. Adaptive soccer, baseball clinics, tennis and golf have been running. New for Fall will be Umpire School which is in the design stages. This program will recruit and train umpires for baseball and softball.

Action Item: Approval L4029 and the 2021 Millage Levy: Ms. Ciofu stated in her report the millage rate with the Headlee rollback was calculated on the form L4029 at .3501 noting it was due to the County and the three municipalities by September 30th and required the signatures of Mr. McDermott and Ms. Lockwood.

Motion by: Mr. Culbert, seconded by Ms. Reid to approve the 2021 Millage Levy.

Roll Call:

Reid	Aye
Culbert	Aye
Simons	Aye
McDermott	Aye
Lockwood	Aye
Kesler	Aye

Motions Carried: 6 Ayes, 0 Nays

Action Item: Approval of the Executive Director's Contract: Mr. Koledo stated he met with the personnel committee to present the contract modeled after the one used by Linden Schools and aligned with the SLPR employee handbook. Mr. Culbert recommended it be reviewed by SLPR's attorney first. Mr. McDermott suggested approve the contract contingent on attorney review.

Motion by: Mr. Culbert, seconded by Ms. Reid to approve the Executive Director's contract as presented contingent upon attorney's review. It was stated that Ms. Simons was disconnected from the zoom meeting and her vote could be counted later

Roll Call:

Reid	Aye
Culbert	Aye
McDermott	Aye
Lockwood	Aye
Kesler	Aye

Motions Carried: 5 Ayes, 0 Nays

Committee Reports: Finance met to discuss the budget projections and the Loose contribution. Another meeting will be scheduled to review losses from program revenues.

Personnel met to discuss the Executive Director's contract. They will meet again about the employee handbook.

Commissioner Comments: None

Next Meeting

Regular Monthly Meeting: Thursday, September 24th, 2020 at 6:00pm via Zoom

Adjournment

Chairperson Lockwood adjourned the meeting at 6:12pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu