

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION  
**Meeting of the Board of Commissioners**  
**Thursday, January 25<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 6:00pm.

**Pledge of Allegiance**

**Attendance**

Present: Ray Culbert, Shaun Shumaker, Brenda Simons, Scott Grossmeyer, Patricia Lockwood

Excused: Robert Kessler

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

Staff Present: Vince Paris, Shirley Ciofu

Public Present: None

**Swearing in of Brenda Simons, City of Linden and Scott Grossmeyer, City of Fenton**

Chairperson Ray Culbert administered the oath of office to both newly appointed commissioners.

**Approval of Consent Agenda**

- Approval of December 21<sup>st</sup>, 2017 Regular Board meeting minutes
- Approval of Treasurer's Report:
  - Bills paid prior to January 25<sup>th</sup>, 2018 in the amount of \$72,703.52

Motion by Mr. Culbert, seconded by Mr. Shumaker to approve the consent agenda as presented.

Motion Carried: 4 Ayes, 0 Nays

**Call to the Audience:** None

**Director's/Programs Report:** Mr. Paris stated the books for 2017 were close to being final with a net profit of around \$80,000. He noted that a meeting with the finance committee would be in order to determine how some of the funds may be divided between the facility, equipment, and scholarship funds. Mr. Paris also recommended the leftover swim team funds be placed in the scholarship fund.

Also discussed were the efforts he and Ms. Muffley have put into finding a car dealership to replace Vic Canever as the sponsor of SLPR's driver's education program. He noted Randy Wise has a proposal that will be further reviewed and that purchasing vehicles can be an option as well as approaching Al Serra dealership. A joint scholarship between SLPR and a car dealership for kid's going into the auto industry was noted as incentive for the dealerships as well as other in kind and promotional services.

Also noted was his meeting with the Fenton Youth Baseball commission to talk about a tournament as a scholarship fundraiser. He also mentioned the meeting he had with Holly Parks and Rec to share information re: the SLPR Charter and Michigan PA 1929 #312.

Mr. Paris noted the signing of the new Loose Senior Center agreement is scheduled for Friday, January 26 at

2:00pm. A press release was prepared and he invited all board and staff members to attend. Mr. Culbert noted the meetings with Loose to finalize the agreement went very well. Ms. Simons and Mr. Grossmeyer requested copies of the agreement and press release. Mr. Paris noted he would send it to the full Board.

Mr. Paris discussed the Programs and Operations committee meeting with the trailways committee stating the committee also met with the Genesee County parks representatives to gather information on county railway plans. Another meeting is scheduled for February.

The board was invited to join staff in the CPR training in February. Other upcoming training is the MRPA conference where Mr. Paris, Ms. Muffley, and Ms. Mayville will attend and the Farmer's Market training where he, Ms. Peruski and Ms. Mayville will attend.

**Accounting Report:** Ms. Ciofu reported on the year-end financial statements stating with cost savings and additional revenue, the net result was a profit in both the Administrative and Recreation budgets. In both admin and recreation, expenses came in under budget mostly due to the loss of staff with the swim team, the cut in hours of the swim staff, and the resignation of our full-time programmer. All related employer cost were down because of it. In addition, health insurance expenses were less than expected.

She reported on some of the programs that exceeded budgeted expectations. Drivers Training, Dance, Fitness, AAU Volleyball, and Youth Tackle Football all grew or expanded and showed an increase in participation numbers - with some expenses rising less than proportionately.

Ms. Ciofu also reported some of the programs that finished the year under budget due to high expectations and low attendance. Instructional Swim classes, Lacrosse, Youth Wrestling, Tour Des Lac, Flag Football and Adult Volleyball did not meet the numbers noting Lacrosse lost the coach, swim lost some pool time, and Tour Des Lac had bad weather.

Also discussed was the \$10,000 budgeted for equipment. Ms. Ciofu stated a year-end journal entry had been made to move the unused amount of \$2,920.50 into the equipment fund and that amount is reflected on the balance sheet bringing the year to date fund balance to \$15,420.50.

Ms. Ciofu informed the board that she has been working with Ms. Mayville to teach her how to process checks using the accounting system as part of her back up plan. A discussion followed re: attending to the record retention files.

**Action Item:** Approval of the Committee Assignments

Ms. Lockwood noted that commissioners are contacted in advance of the assignments to see what their area of interest may be. She also noted committees could be changed at any time. Mr. Paris stated per Charter the Executive Board has to be voted and approved at the December meeting. He also explained that if commissioners, other than those assigned to the committee would like to participate in a committee meeting, then that committee meeting would be posted as a public meeting. He asked that he be given advance notice in that event so notice could be made. Mr. Culbert presented the assignments.

Motion by Ms. Lockwood, seconded by Mr. Grossmeyer to approve the 2018 committee assignments as follows with the Chairperson as ex officio member of each committee:

- Finance: Chair: Rob Kesler and Members: Scott Grossmeyer, Ray Culbert, Vince Paris and Shirley Ciofu
- Personnel: Chair: Scott Grossmeyer and Members: Brenda Simons, Ray Culbert, and Vince Paris.

- Operations: Chair: Patricia Lockwood and Members: Shaun Shumaker, Ray Culbert, and Vince Paris
- Marketing/Branding: Chair: Shaun Shumaker and Members: Brenda Simons, Ray Culbert, Vince Paris, and Kristen Archambeau

Motion Carried: 5 Ayes, 0 Nays

**Committee Reports:** Programs and Operations committee met and topics of discussion included the LAFF Trailway plan with the committee to determine how to proceed and the Loose Agreement. She also talked about inter local agreements of Fenton and Linden and stated that the SLPR Chairperson will still have a seat on the Loose board even after Fenton and Linden opt out.

**Commissioner's Comments:** Mr. Shumaker said Lake Fenton Schools' youth football program has joined the Metro League.

Ms. Lockwood said SLPR should consider a scholarship for graduating seniors.

**Next Meeting:** Regular Board Meeting: Thursday, February 22<sup>nd</sup>, 2018 at 6:00pm

### **Adjournment**

Chairperson Culbert adjourned the meeting at 7:18pm

Respectfully Submitted,

Recording Secretary, Shirley Ciofu

Shaun Shumaker, Secretary