

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, May 3rd, 2018
6:00pm
150 S. Leroy St.
Fenton, MI 48430

Call to Order

This meeting is the April meeting rescheduled.

Vice Chairperson, Patricia Lockwood called the Meeting to order at 6:00pm.

Ms. Lockwood opened the meeting on time to start with program reports and discussion while the board waited for a quorum to begin business.

Pledge of Allegiance

Chairperson, Ray Culbert took over the meeting at 6:08pm

Attendance

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

Absent: Shaun Shumaker

Roll Call: There was a quorum with five board members

Staff Present: Vince Paris, Shirley Ciofu, Kristen Archambeau

Programmer's Report: Ms. Archambeau reported on the success of the dance recital noting the Michigan theme was a hit. She highlighted the slide show and the anniversary awards stating there were several dancers who have participated five years or more. In total there were 258 dancers. Ms. Archambeau also talked about the Facebook fundraiser set up by Greater Michigan Oral Surgeons who agreed to donate \$1 to the dance program for every 'like' on facebook. This brought in \$1,200 and gave the program great exposure on social media. She also noted Halo Burger has agreed to be the new Flag Football jersey sponsor. The Summer brochure was discussed and Ms. Archambeau noted it has gone to print and will be available on line May 14th and in the Tri County Times on May 21st. Ms. Lockwood mentioned that SLPR has assisted in the planning of the Fenton Arts Commission's Summer Art Camps and will be listed as a partner. She thanked Ms. Muffley, SLPR Program Administrator, for her help on the program. It was noted that these programs are featured in the SLPR brochure and available for registration on line through SLPR. She also stated the City of Fenton is underwriting the program cost therefore able to keep the participation fees lower.

Call to the Audience: None present

Approval of Consent Agenda

Mr. Paris stated there was an additional motion prepared to be added to the agenda that is a result of the trailways committee in conjunction with Genesee County and the LAFF group.

Moved by Mr. Culbert, seconded by Mr. Grossmeyer to add to the agenda the action item to engage the Law firm of Miller-Canfield as millage and bond counsel.

Motion Carried: 5 Ayes, 0 Nays

- Approval of March 22nd, 2018 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to May 3rd, 2018 in the amount of \$79,436.09

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

Motion Carried: 5 Ayes, 0 Nays

Director's Report: Mr. Paris discussed the board's meeting schedule and recommended everyone adhere to the posted dates and times stating the public relies on the posted schedule. He explained the schedule is made and sometimes agreed upon before new members are on the board. Mr. Paris also noted the Finance Committee had met with the auditors. He stated SLPR has always received a 'clean' audit and this year should be no different. He acknowledged transparency of the books and the process, procedures, and policies (ppp's) that he and Ms. Ciofu had created over the years.

Accounting Report: Ms. Ciofu presented her audit report and highlighted the discussion Lewis/Knopf's lead auditor had with the Finance Committee re: internal controls and audit focus. It was the consensus that SLPR's controls are 'better than others'. Ms. Ciofu stated the items of discussion by the auditor included internal controls as related to the Accounting Coordinator's back up plan. It was recommended that a separate 'user account' be set up on the accounting system with controlled access for the back up person to use as further separation of duties. It was also noted that SLPR can contact Lewis/Knopf to provide back up accounting service in case of extended leave of absence.

Other items of discussion included the establishment of a separate fund and budget in the event the trailways millage passes; the Policy on Reserve Funds was noted with the JE to move the swim team fund to scholarship fund; and the variance between prior year expenses vs 2017 expenses as it related to recapturing the non resident fees and the calculation of instructor pay.

Ms. Ciofu stated the first quarter check to Loose had been sent prior to the receipt of their first quarter financial statements. She noted she has contacted Carl Gabrielson and requested the report be sent immediately upon completion. It is the board's consensus to hold all further checks until SLPR receives the quarterly documents as stated in the new agreement.

Action Item: To engage the law firm of Miller-Canfield as millage and bond counsel.

Mr. Paris explained the Trailways Committee had met numerous times to discuss bonding. He stated it was Miller-Canfield who had done SLPR's original Charter and that Steve Mann has been assigned to this campaign. Mr. Paris also acknowledged attorney Ridley Nimmo's support of Miller-Canfield handling this case.

Mr. Paris further explained that from start to finish, all attorney fees would come out of the millage as they are paid a percent of the bond. Mr. Paris stated he would like the board to approve the motion so the committee can move forward with the backing of the Commission. Ms. Lockwood stated she would like to attend the attorney meetings with Mr. Paris.

Motion by Mr. Kessler, seconded by Ms. Simons to establish Miller-Canfield as the SLPR Millage & Bond Counsel and to further engage the Executive Director in the research, discussion and execution processes involving a possible 2019 Millage and Bonding proposal for non-motorized trail way systems and associated park infra structures.

Motion Carried: 5 Ayes, 0 Nays

Action Item: To financially support 2018 park projects in the City of Linden, City of Fenton and Fenton Township. Mr. Paris explained the Finance Committee had met to discuss a contribution to the Fenton Township park but then determined it would be appropriate to include a contribution to all three municipalities for their current park projects as well. Mr. Grossmeyer added that it is in SLPR's mission to

develop and maintain parks and this action would do that. Paris explained the cost can be absorbed into the 2018 budget or expensed under the line item 'Special Projects'.

A discussion followed and it was the consensus that this action would be a one-time event, no fund established, and would not become a regular occurrence except through board consideration of potential future projects.

Motion by Mr. Grossmeyer, seconded by Ms. Simons to provide in 2018 \$1,000 each to the City of Linden for Eagle Park Improvements, the City of Fenton towards Mill Pond M-DNR grant application local match, and to Fenton Township's Thompson Road Park's ingress/egress driveway project.

Motion Carried: 5 Ayes, 0 Nays

It was the board's consensus that Mr. Paris would personally present the checks to the municipalities and that SLPR should receive some sort of recognition for this financial support.

Action Item: To support the City of Fenton's 2018 Genesee County Metropolitan Planning Commission's TAP grant application for non-motorized trailways. Mr. Paris stated the Finance Committee had met and recommended an amount of \$7,500 over three years. However, he recommended waiting to take action until the County could give an exact amount of the TAP grant stating the amount is 'fluid' at this time. Mr. Paris further explained that this would be an agreement on paper and that the funds would be held as a commitment and if disbursed, the millage would cover it. Ms. Lockwood stated she would like to see an equal financial commitment by all municipalities.

Motion by Ms. Lockwood, seconded by Mr. Grossmeyer to table the action on the financial support designated in reserve for the TAP grant.

Motion Carried: 5 Ayes, 0 Nays

Committee Reports:

Finance Committee: Discussed

Operations Committee: Discussed

Commissioners Comment: Ms. Lockwood noted the Farmers Market location has been moved to the front lawn of the Community Center.

Ms. Simons noted the construction on the railroad crossing in Linden is underway and Bridge Street will be closed.

Mr. Paris noted Fenton Township has waived the fees for the Flea Market.

Next Meeting: Regular Board Meeting: Thursday, May 24th, 2018 at 6:00pm at the Fenton Community Center.

Adjournment

Chairperson Culbert adjourned the meeting at 7:05 pm

Respectfully Submitted,
Shaun Shumaker, Secretary

Recording Secretary, Shirley Ciofu