

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, January 24th, 2019
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, Patricia Lockwood, Rob Kesler, Scott Grossmeyer

Delayed: Brenda Simons

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

Staff Present: Vince Paris, Shirley Ciofu, Karoline Mayville

Public Present: None

Election of Officers

Chairperson, Ray Culbert asked for nominations.

Lockwood nominated Culbert as Chairperson. Seconded by Grossmeyer

Ayes, All Nays, None

Culbert accepted.

Culbert nominated Lockwood as Vice-Chairperson. Seconded by Grossmeyer.

Ayes, All Nays, None

Lockwood accepted.

Culbert nominated Kesler as Treasurer. Seconded by Lockwood.

Ayes, All Nays, None

Kesler accepted.

Lockwood nominated Grossmeyer as Secretary, seconded by Culbert.

Ayes, All Nays, None

Grossmeyer accepted.

Call to the Audience: None present

Approval of Consent Agenda

- Approval of the Agenda
- Approval of December 20th, 2018 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to January 24th, 2019 in the amount of \$71,828.95

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

Motion Carried: 4 Ayes, 0 Nays

Ms. Simons arrived 6:10pm

Programmer's Report: Ms. Mayville highlighted the upcoming Swing Dance to be held three times this Winter noting the first class/dance is full. She also noted the dance program had 375 participants for this Winter session and the Spring recital is set for April 27th with the theme 'Let's to the Movies'. Also discussed was the fitness program growth noting there were 386 participants in 2018 with a 50% program growth. The upcoming annual Wrestling Meet was noted. Ms. Mayville also talked about the AAU Local Volleyball league stating there are 90 participants this year. A discussion followed re: upgrading the uniforms from tshirts to volleyball jerseys.

Accounting Report: Ms. Ciofu discussed the year end projections and the additional spending, noting that although net income came in less than projected, it was still more than what was budgeted. She noted staff recognition checks, the website renovations, logo apparel, and the additional payroll dated Dec. 31st rather than Jan. 1st as the sources of additional spending. She also noted the youth football jerseys purchased by SLPR had not been returned. The cost to SLPR is around \$7,000. A discussion followed re: follow up with the football parent board.

In regards to the budget, Ms. Lockwood stated that SLPR would be required to pay \$10,000 in 2019 for the election/ballot. Mr. Paris noted that SLPR could accept donations to help with the cost.

Ms. Ciofu also noted the 4th quarter tax appropriations check to the Loose Center had been posted to the 2018 books, however has not yet been mailed pending receipt of their 4th quarter financial statements.

Also reported was statistical information re: an increase of online registration from 63% in 2017 to 70% in 2018 as well as the overall credit/debit card transactions accounting for about 80% of all transactions. A discussion followed re: the resulting increase in credit card costs. The finance committee is asked to add a discussion about credit card fees to their next meeting agenda. Other costs noted were the facility cost for 2018: \$11,033.97 to Fenton Schools; \$10,769.00 to Lake Fenton Schools; and \$5,634.54 to Linden Schools for a total cost to use school facilities of \$27,437.51. Also presented was SLPR's top ten programs for 2018, the program fund balances, and the administrative costs that are supported by recreation dollars.

Ms. Ciofu informed the board that all annual and quarterly State and Federal tax returns and forms including W-2's and 1099's had been processed and distributed timely. She also stated the audit is set for the week of April 22nd and she would work out the schedule with the Chair and the Finance Committee to meet with the auditors prior to their field work.

Director's Report: Mr. Paris noted the election of officers and board appointments should be finalized in December rather than the first of the year. He stated he will make an effort to remind municipalities of their upcoming appointments in October or November so the board can stay on schedule per the Charter. He also stated he was thankful to staff and to the board for their due diligence during his absence.

Mr. Paris announced that Fenton Township has allocated \$10,000 of CDBG funds towards SLPR's Youth Scholarship program over a three year period. It was the board's consensus to add the scholarship policy discussion to the Finance Committees agenda. A discussion followed re: sending thank you notes to the municipalities for their contributions to SLPR programming.

Also noted was the committee assignments. Mr. Culbert asked that the members think about what committees they'd like to sit on and the assignments would be made official at the February meeting once the new Fenton Township appointee has been sworn in.

Item for Discussion: 2019 Goals and Objectives

Mr. Paris stated the 2018 Goals and Objectives review and evaluation was prepared and included in the board packet. He also stated that the 2019 Goals and Objectives had been prepared and included in the board packet for review as well.

Motion by Mr. Culbert, seconded by Mr. Kesler to approve the 2019 Goals and Objectives as presented.

Motion Carried: 5 Ayes, 0 Nays

Item for Discussion: Contractual Relationship with NFE Engineering

Mr. Paris presented NFE's engagement letter stating this particular firm has been working with the LAFF group for the past three years on the trail initiative and therefore SLPR did not bid out the professional services. Ms. Lockwood, Operations Committee Chair, noted NFE is uniquely qualified in that they have done bike paths in the past and are specialize. It was the Board's consensus that the engagement letter be shared with SLPR's attorney, Ridley Nimmo. Mr. Paris noted NFE will provide proposals for pre-engineering, wet lands, and right of way. He stated all money paid to NFE for their services would come out of the millage. He also noted we've applied for 1.4 million in grants as well as MDNR grant from a trust fund in the amount of \$300,000, stating SLPR must be prepared to go once the money starts coming in.

Motion by Ms. Lockwood, seconded by Mr. Kesler to have SLPR move forward with the contract with NFE Engineering contingent on approval from SLPR's council.

Motion Carried: 5 Ayes, 0 Nays

Item for Discussion: Direct Deposit

Mr. Paris stated SLPR has no choice but to issue checks to many vendors and individuals so for most bills, payment by direct deposit is not an option. A discussion followed: re direct deposit for employee pay checks. It was the board's consensus to have the Finance Committee add the discussion to their next meeting agenda.

Mr. Paris discussed a letter he received re: 13 acres to be turned over to SLPR for a park to be named in memory of the donor's parents. A discussion followed re: allowing Mr. Paris to investigate the property's potential and to meet with the Fenton Township and Linden City managers. It was the board's consensus that he move forward with talks.

Mr. Paris also stated the Finance Committee would need to discuss where to allocate the net income from 2018 re: how much to the facility, equipment, or scholarship fund. Also noted was the submission of the seven DDA events grants to the City of Linden and the City of Fenton for the Summer events. Mr. Paris also stated the he, Ms. Muffley, and Ms. Mayville will be attending the upcoming DDA meetings. He noted he had met with Assistant City of Fenton Manager to discuss the need for an increase in trash pick up and police oversight at the events.

Committee Reports: Operations/Programs Committee: Ms. Lockwood discussed the need to set up an Advisory Committee to oversee the development, maintenance, and future of the trailways project stating the committee would report to this board. She asked for input and recommendations of professional people who may be qualified to sit on that committee and to let Mr. Paris know. Ms. Lockwood also asked that the youth football issues be resolved by the February board meeting. Mr. Paris stated he had reached out to the former parent board volunteers with an invitation to meet and have a discussion about the future of youth tackle football. He also stated staff already has plans for the expansion of the Flag Football program and the Cheer program to include competitive and instructional programs.

Commissioner's Comments: Mr. Grossmeyer welcomed Mr. Paris back.

Next Meeting: Regular Board Meeting: Thursday, February 28th, 2019 at 6:00pm at the Fenton Community Center.

Adjournment

Chairperson Culbert adjourned the meeting at 6:58 pm

Respectfully Submitted,
Scott Grossmeyer, Secretary

Recording Secretary, Shirley Ciofu