

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, October 24th, 2019
6:00pm
150 S. Leroy St.
Fenton, MI 48430

Call to Order

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

Pledge of Allegiance

Attendance

Present: Brenda Simons, Christine Reid, Patricia Lockwood, Scott Grossmeyer
Delayed: Ray Culbert
Excused: Rob Kesler
Roll Call: Ms. Lockwood declared there was a quorum with four board members
Staff Present: Vince Paris, Shirley Ciofu
Public Present: None

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of September 19th, 2019 Regular Board meeting minutes
- Approval of September 30th, 2019 Budget Workshop Minutes
- Approval of Treasurer's Report:
 - Bills paid prior to October 24th, 2019 in the amount of \$64,847.05
 - Financial Statements for September 2019

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

Motion Carried: 4 Ayes, 0 Nays

Mr. Culbert arrived.

Call to the Audience: None present

Programmers: Ms. Ciofu presented the report and highlighted the past, present, and upcoming Halloween Events. She noted the success of the first adult adaptive Sock Hop with 40 people in attendance. Also noted was the start of the AAU Regional Volleyball program with try outs occurring this weekend. The upcoming Fall Dance Showcase was noted with the theme "Thankful for Dance". And the need for designated space to accommodate growing fitness programming was mentioned. The Winter/Spring brochure was briefly discussed with the deadline approaching.

Director's Report: Mr. Paris stated he had met with Mr. Hartley, Superintendent of Fenton Schools along with some school administrative staff to discuss the changes to the Letter of Understanding. He noted most of the discussion was focused on the school's facility rental fee schedule, with a large increase to the pool fees which will more than double in 2020. A discussion followed re: what to do about the SLPR instructional swim program fees. Ms. Lockwood suggested the Finance Committee meet. Mr. Paris stated that Fenton Schools are currently researching fee schedules based on other district's cost which he will report to the board upon receipt. Mr. Culbert suggested the Operations Committee meet to look at the swim program to decide whether or not to keep it. He also suggested reviewing SLPR's role in facility scheduling for Fenton Schools.

Mr. Paris gave an update on the Deer Run soccer fields stating he received notice that Fenton Township has sent a letter to Genesee County requesting to extend the lease through the AYSO Spring soccer season. A discussion followed re: the additional time SLPR will have to organize and create a budget for it. Ms. Reid, as a Fenton Township Trustee, was in attendance at the Township meeting and gave a report stating it was a contentious discussion. She also noted former SLPR Board Commissioner Shaun Shumaker was also in attendance and was helpful in keeping the discussion on topic. Ms. Reid explained the AYSO main point was giving the kids a place to play and keeping the cost down. She stated SLPR should be able to accommodate those concerns, but take this additional time to run the numbers. Ms. Lockwood stated there is potential for improving the fields under SLPR and we should continue to proceed ahead of schedule and exercise due diligence.

Mr. Paris also gave an update on the Silver Lake Road Pathway stating he received confirmation that the local TAP Grant has been awarded to the City of Fenton for 2023. He also stated the DNR grant was pulled because we didn't score high enough due to inability to secure the easements prior to the final grant review. A discussion followed re: the point system.

Accounting Report: Ms. Ciofu noted the investment CD was rolled over for another six months and will continue to yield 2%. She also stated the payroll tax returns for the third quarter had been prepared and submitted and noted all payroll taxes are paid on line. Also noted was the unemployment rate and the current claim determination. A discussion followed re: SLPR's contributing rate and how claims are determined.

Ms. Ciofu stated the 2020 budget review was presented to the full board with no recommendations for change and is on the agenda for approval. She also reported the number of resumes received for the posted position of Program Manager stating applicants have been notified that the position has not yet been determined. A discussion followed re: facility staff and joint discussion with the Fenton Community Center on staffing needs. Ms. Ciofu explained that all facility staff is employed by SLPR and billed back to the FCCC with an add on fee to cover all employer costs.

Action Item: Approval of the 2020 Budget

Mr. Culbert stated the budget is the same as what was previously presented and the reports included.

Motion by Mr. Grossmeyer, seconded by Ms. Reid to approve the 2020 budget as presented.

Motion Carried: 5 Ayes, 0 Nays

Action Item: Approval of additional compensation for administrative staff

Mr. Paris stated he had brought to the Personnel Committee's attention the amount of extra work the staff has to absorb with the loss of a full time Program Manager. He recommended the remaining budgeted salary for that position be divided evenly between the six administrative staff members due to the additional workload. On behalf of the employees, Mr. Paris asked the board to approve an equal percent be given to the staff in the amount of \$1,400 each. A discussion followed. It was the consensus that the good will gesture be made without delay with consideration made to full time hours over part time hours. Ms. Reid recommended distributing \$5,000 between the two full time staff and the 4 part time staff now and the remainder to be distributed at the end of the year.

Motion by Mr. Grossmeyer, seconded by Ms. Lockwood to approve additional compensation of \$1,000 each to the two full time administrative employees and \$750 each to the four part time administrative employees.

Motion Carried: 5 Ayes, 0 Nays

Committee Reports: Personnel Committee: Mr. Grossmeyer reported an employee work place survey has been prepared and that it was suggested by the SLPR attorney. He stated the employees were to be interviewed at 60 minutes each on Monday, October 28th and that the date had already been scheduled. He

stated the cost of the survey is \$800 for the interviews and \$400 to consolidate the results and prepare a report. Mr. Grossmeyer noted the survey would not include the Executive Director.

Motion by Ms. Lockwood, seconded by Ms. Simons to approve the amount of the HRPro Survey project.
Motion Carried: 5 Ayes, 0 Nays

Commissioner Comments:

Ms. Simons stated the new Linden City Manager, Ellen Glass has been invited to attend the December board meeting.

Ms. Lockwood noted the upcoming Arts & Cultural Commission's "meet the author" event would take place on Tuesday, October 29th with John Bacon.

Mr. Paris asked the board for a recommendation on how to proceed with filling the vacant Program Manager position to which Mr. Culbert stated it will be addressed at the November board meeting.

Next Meeting

Facility Needs Assessment: Thursday, November 7th, 2019 at 6:00pm at the Fenton Community Center
Regular Monthly Meeting: Thursday, November 21st, 2019 at 6:00pm at the Fenton Community Center.

Adjournment

Chairperson Culbert adjourned the meeting at 7:13pm

Respectfully Submitted, Scott Grossmeyer, Secretary
Recording Secretary, Shirley Ciofu