

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION  
**Meeting of the Board of Commissioners**  
**Thursday, January 23<sup>rd</sup>, 2020**  
**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, Brenda Simons, Christine Reid, Robert Kesler, David McDermott, Patricia Lockwood  
Roll Call: Mr. Culbert declared there was a quorum with six board members  
Staff Present: Nancy Muffley, Shirley Ciofu, Paul Stark  
Public Present: Russ Ciesielski, Superintendent Linden Schools

Mr. Culbert asked to add to the agenda the swearing in of reappointed commissioners from Linden. Brenda Simons and Ray Culbert received the oath of office from Vice Chair, Ms. Lockwood.

**Approval of the Consent Agenda:**

- Approval of the Agenda
- Approval of December 19<sup>th</sup>, 2019 Regular Board meeting minutes
- Approval of Treasurer's Report:
  - Bills paid prior to January 23<sup>rd</sup>, 2020 in the amount of \$67,516.52
  - Financial Statements for December 2019

Motion by Mr. McDermott, seconded by Ms. Reid to approve the consent agenda as presented.

Motion Carried: 6 Ayes, 0 Nays

**Programmer's Report:** Mr. Stark presented the report and highlighted the upcoming dance recital theme, the Mother/Son dance theme and wrestling meet. He talked about the good participation numbers in both the instructional basketball and league basketball programs. He also announced the upcoming business expo on March 7<sup>th</sup> and 8<sup>th</sup> noting SLPR will be participating again.

Mr. Stark summarized the questionnaires and correspondences he had with the three soccer organizations involved in the use of the Deer Run Soccer fields stating both Nationals and LaForza had responded and provided details. Whereas AYSO still has not given any financial information on their cost to maintain the fields. He also restated AYSO's lack of cooperation has made creating a cost analysis challenging. Mr. Stark presented a proposed plan for the Deer Run Soccer fields. A discussion followed. Ms. Lockwood provided insight into the meeting held at Fenton Township, overseen by Bob Krug, and attended by representatives from Nationals, LaForza, AYSO, Ms. Muffley and Mr. Stark. She noted that if SLPR does not accept the Township's transfer of management, the County will not rent it, stating it is in the best interest of all the soccer organizations to be on board and work with SLPR to make it work. Mr. Stark's proposal included the creation of a separate board made up of representatives from each soccer organization, a SLPR Soccer Coordinator, and a member of the SLPR Board of Commissioners. It was the board's consensus the draft proposal was a good start and that it should be sent to the attorneys after each board member reviewed it and provided their input. A discussion followed re: options to rent the fields to other organizations, how the fields will be funded, and the timeline to finalize an agreement.

**Call to the Audience:** Mr. Ciesielski was introduced and announced the Linden Schools plan to present a ballot proposal to increase their existing bond by 1 mil. He stated his vision is to include renovations to the existing schools and to also create a multipurpose center that would include space for SLPR's gymnastics program. Mr. Ciesielski stated he had already asked Nancy Holden, SLPR's Gymnastics Director, to provide information on the program's needs. He said the intent is to give SLPR more space and asked for the Board's support of the bond initiative. A discussion followed re: a resolution of support of the bond. Commissioner comments included: 'exciting', 'fabulous', 'fully support' the project.

**Follow up Discussion on the Deer Run Soccer Complex:** Mr. McDermott asked about the proposed 10% administrative fee that SLPR would charge on the revenue collected or produced by the soccer organizations. Mr. Stark explained the fee is standard and what SLPR retains from all programs to help cover the costs related to the administrative support provided by SLPR and would be calculated on revenue collected or contributed. Also discussed was an option to add other organizations to the agreement in the event one of the three should opt out. Liability insurance was discussed and Ms. Ciofu stated she'd follow up with SLPR's carrier for clarification on coverage.

**Interim Director's Report:** Ms. Muffley stated she would follow up with the board next month on the \$3,000 quote by Plunket/Cooney to update the employee manual. She also stated the Letter of Understanding with Fenton Schools is still pending to which Mr. Culbert stated the board would like to see how the new, increased facility rental rates affect SLPR's bottom line. Once the new fees are provided, Ms. Ciofu will prepare a cost analysis. Ms. Muffley noted SLPR will begin attending the administrative meetings at Fenton Schools again. She also stated the Linden lease agreement had been signed. The SLPR 20<sup>th</sup> anniversary celebration was announced and an event is being planned for June.

**Furnace at the Train Depot:** Ms. Muffley informed the board that the repairs needed at the train depot required staff to relocate temporarily until completion. She stated staff would use the Club Room at the Fenton Community Center as office space until the situation is resolved. She said she had notified the FCCC Board of Governors. A discussion followed re: the depot lease and the City's plan to update it once the repairs are complete.

**Accounting Report:** Ms. Ciofu stated the 2019 books had not yet been finalized with some pending journal entries for interest earned on the CD investment, as well as closing entries to designated funds for Table Tennis and Wrestling programs. She also stated the annual audit would be scheduled in April and the Finance committee would be notified of the pre audit meeting prior to the start of the audit field work. The 2019 books will stay open until the completion of the audit. She also noted online registration accounted for 71% of all registration in 2019 and that all payroll tax returns, both quarterly and annually, had been filed and that all W-2's and 1099's had been processed and mailed prior to the January 31<sup>st</sup> deadline. She listed the 2019 top five programs based on net income were dance, gymnastics, fitness, AAU volleyball, and drivers ed.

Ms. Ciofu recapped Fenton Township's CDBG allocation to SLPR for the scholarship program. She stated initially the grant was for \$10,000 over three years with Genesee County issuing a separate contract for each year, but that the funds approved for 2020 were \$4,280. She noted the funds had to be allocated to scholarships by Sept. 30<sup>th</sup>. She also noted it was unclear at this time if the funds could be awarded as scholarships to anyone in the SLPR district, or if it would be just of Fenton Township residents. Ms. Ciofu stated a scholarship policy is necessary before staff can begin awarding the scholarships and in addition, a copy of eligibility guidelines would have to be provided to the Township. She noted SLPR used the school's 'free and reduced lunch program' as the eligibility requirement in the past.

**Action Item: Election of Officers**

Mr. Culbert opened the floor to nominations for the position of Chair, Vice Chair, Secretary and Treasurer.

Chair: Mr. Culbert nominated Ms. Lockwood for Chairperson, seconded by Mr. McDermott. Ms. Lockwood accepted. No further nominations.

Motion Carried: 6 Ayes, 0 Nays

Vice Chair: Ms. Lockwood nominated Mr. Culbert for Vice Chairperson, seconded by Ms. Reid. Mr. Culbert accepted. No further nominations.

Motion Carried: 6 Ayes, 0 Nays

Secretary: Ms. Reid nominated Mr. McDermott for Secretary, seconded by Ms. Simons. Mr. McDermott accepted. No further nominations.

Motion Carried: 6 Ayes, 0 Nays

Treasurer: Ms. Simons nominated Mr. Kesler for Treasurer, seconded by Ms. Reid. Mr. Kesler accepted. No further nominations.

Motion Carried: 6 Ayes, 0 Nays

**Action Item: Committee Assignments**

Chairperson Lockwood tabled committee assignments until February's meeting and asked that members contact her with their requests to sit on the following committees: Operations/Policy, Personnel, Finance, Marketing/Technology.

**Committee Reports:** Personnel: Ms. Simons reported a meeting was held to discuss the plan to find a new Director. Also discussed was the change to the hours of facility staff to be put 'on the back burner' until a new contract is made with FCCC and a '360 evaluation' of the Interim Director was noted.

**Commissioner Comments:** Ms. Lockwood thanked Mr. Culbert for his years of service as Chairperson

**Next Meeting**

Regular Monthly Meeting: Thursday, February 27<sup>th</sup>, 2020 at the Fenton Community Center

**Adjournment**

Chairperson Lockwood adjourned the meeting at 7:47

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu