

Southern Lakes Regional Metropolitan Parks & Recreation District
Board of Commissioners Meeting- Thursday, October 22nd, 2020
6:00pm
Virtual Meeting via Zoom

Call to Order

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

Attendance

Present: Patricia Lockwood, Christine Reid, Ray Culbert, Rob Kesler, David McDermott, Brenda Simons
Roll Call: Ms. Lockwood declared there was a quorum with six board members
Staff Present: Ed Koledo, Shirley Ciofu, Kristen Archambeau
Public Present: None

Call to the Audience:

None present

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of September 24th, 2020 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to October 22nd, 2020 in the amount of \$40,297.53
 - Payroll paid prior to October 22nd, 2020 in the amount of \$14,247.89
 - Financial Statements for September 2020

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

Roll Call:

Lockwood	Aye
McDermott	Aye
Culbert	Aye
Reid	Aye
Kesler	Aye
Simons	Aye

Motion Carried: 6 Ayes, 0 Nays

Chairperson Lockwood explained the current executive order for municipalities allowing them to continue with virtual meetings as long as those present declare where they are. She said there are other rules that would require the board to adopt that will be provided by attorney Mr. Nimmo once they are official

Executive Director's Report – Ed Koledo

Programs: Mr. Koledo stated that during the finance committee discussions he explained that although programming enrollment is down, planning continues so he is considering calling back extra staff. He also stated there would be extra costs for cleaning.

Mr. Koledo noted that staff had met today and supported the Chamber's scholarship lunch program where he also discussed the staffing needs such as bringing back someone for part time programming, reception or for FCCC facility scheduling.

Initiatives: Mr. Koledo gave an update on the Pathway Phase II easement, and the SLPR MNRTF Grant stating the DNR grant was in on time. He also noted LAFF has funded the architectural costs. He described the fundraising efforts of the few volunteers.

New programming investigations were discussed re: a river portage service that SLPR can provide in possible conjunction with the Keepers of the Shiawassee and the local Linden kayak business. Also, electronic gaming, disc golf and safety classes were noted as collaborations with organizations or schools who are already set up for it.

Community interactions Mr. Koledo noted included Cider & Cycle volunteer, Meet the Candidates, Networking at Noon and bird hunting trips attended by himself, superintendents, and others as a networking opportunity.

Systems: Mr. Koledo noted the progress on the head-end room and technology upgrades are in process with the work being performed by a certified technician.

Facilities: Mr. Koledo noted the electrostatic spray devices that SLPR has purchased noting it will eventually be shared with FCCC. He also noted the repairs to the depot would be done by himself and a certified contractor once he can get one scheduled.

Also noted was the FCCC's plan to reopen to rentals under the new limits on capacity.

The progress on the dance room at Ellen Street Campus was noted as well as the restarting of the gymnastics program at Hyatt Elementary.

Ms. Lockwood noted there is disc golf at Silver Lake Park.

Accounting Coordinator's Report – Shirley Ciofu

2021 Budgeting: Ms. Ciofu reported the 2021 budget presented includes full, pre-covid staffing, but with a reduction in some programming based on what staff has seen as a downward trend in some of our top performing programs. She noted the finance committee had met and reviewed the first draft with discussion on the overall management goals with a recommendation for regular funding of the scholarship, equipment, and facility funds. Future staffing needs and lost recreation revenue were also noted.

Ms. Ciofu listed the following as notable items included in the 2021 budget as \$10,000 for repairs to the depot; \$12,000 for a video platform for online programming; \$26,000 for new outdoor park program initiatives; and medical benefits in the event the full time programmer vacancy if filled.

Ms. Lockwood noted that the budget will have to include \$5,000 of the \$15,000 committed to the Pathway over three years.

General Accounting: Ms. Ciofu stated the 3rd quarter appropriations payment in the amount of \$18,250 to the Loose Center has not yet been paid, pending the receipt of the financial reports per the agreement. She stated she would call the bookkeeper to request the reports.

Also noted was the reinvestment of the six month CD with Huntington Bank. Ms. Ciofu explained the interest rates had dropped considerably to .05% and that other comps were similar. She stated the 3rd quarter payroll tax returns had been prepared and filed.

Ms. Ciofu also stated a holding account was set up on the Balance Sheet for donations received for Phase II of the Pathway with \$3,000 from Hagerman, and \$2,000 from Lukasavitz.

Programmer's Report: It was the board's consensus to omit the verbal report from the meeting agenda and Ms. Lockwood asked that the board members review and read the written report on their own and bring questions, if any to the meetings. Mr. Culbert stated in the past there was a disconnect between the staff and the board so having a programmer present was beneficial. It was the consensus to have staff go through Mr. Koledo and perhaps a staff person present in person quarterly report.

Discussion Items:

Pathway Update: Mr. Koledo noted the coordinated effort between SLPR and LAFF is the key. Ms. Lockwood acknowledged the dedicated volunteers and the benefit of having double representation with Mr. Koledo. She thanked him for his leadership and stated there are over \$2,000,000 in committed funds

Five Year Plan: Mr. Koledo shared a few pages of the previous 2015-2020 Five Year Plan stating it's still an excellent document because it's still relevant. He asked that the board consider using it with slight modifications. Ms. Reid supported the plan and it was the board's consensus that Mr. Koledo move forward with the updates.

2021 Goals & Objectives: Mr. Culbert explained that the Board made the decision not to create 2020 goals because of the transition of leadership to allow for the new Director's contribution. Mr. McDermott agreed they wanted the new person to have their fingerprints on it. He further stated the board holds the Director responsible for those goals and they should be reasonable to accomplish in a short time. Mr. Koledo explained the Director's goals are one and the same as the Board's goals and that he will make recommendations to the board based on the Five Year Plan blending the long term visionary planning with the short term goals.

Action Item: Approval of the 2021 Budget

Mr. Koledo noted the shortage projected for 2021 recreation net income. He explained the importance of a management plan to set aside and designate fund equity with a contribution commitment to the scholarship fund and general fund; plus a 1/3 contribution to the equipment fund and 2/3 contribution to the facility fund. Otherwise SLPR cannot accomplish its goals. Mr. Koledo further stated the finance committee had reached a consensus on reducing the amount appropriated to Loose for 2021 by \$22,630 so SLPR could recover the budget shortfall from designating funds.

Motion by Mr. McDermott, seconded by Mr. Kesler to approve the 2021 budget as presented. (to include the \$5,000 commitment to the Pathway).

Roll Call:

Kesler	Aye
Culbert	Aye
Lockwood	Aye
Reid	Aye
Simons	Aye
McDermott	Aye

Motion Carried: 6 Ayes, 0 Nays

Action Item: Approval of the SLPR-Loose Financial Cooperative Agreement

Mr. Koledo explained that during the Finance committee budget workshop, a 60-65% reduction in Recreation revenue due to COVID was described. In addition, staff was laid off or not replaced and a skeleton crew remains. As programs try to return, staff will have to be brought back, but revenues will continue to suffer from reduced participation and increased costs for individual program staffing and supplies/equipment to clean/disinfect. He further noted that capital expense increased to move the dance studio from LFCS to FAPS, there are office space-depot renovations, commitments to pathway matching funds for grants, and aging major end-item equipment repair/replacement.

Mr. Koledo stated the Finance Committee recommendations towards SLPR's annual financial support to Loose as follows: Reduce term of SLPR-Loose Financial/Cooperative Agreement to one year and reduce the annual

financial support in 2021 from \$73,000 to \$50,370. He also stated that from the initial meeting with Loose, they have a draft agreement and with approval from the Board, the current agreement will be revised to meet the above stipulations and provide Loose with the proposed agreement for their Board to discuss/approve at their November 12th Board meeting.

Ms. Lockwood noted that if this new agreement is rejected, there will not be a revised agreement. Mr. Culbert agreed that was a fair assessment.

Motion by Ms. Reid, seconded by Ms. Simons to approve the financial agreement with Loose as a one year agreement with appropriations reduced to \$50,370/year as presented.

Roll Call:

Reid	Aye
Simons	Aye
Lockwood	Aye
Culbert	Aye
Kesler	Aye
McDermott	Aye

Motion Carried: 6 Ayes, 0 Nay

Action Item: Approval of the Executive Director's Letter of Employment

Ms. Lockwood explained there have been no changes to the terms. It's not a contract, but a letter of employment. She noted an employment letter is preferred by the attorney and they are comfortable with this. The original letter was presented to the board for their review. Mr. Koledo stated he is all in.

Motion by: Mr. Culbert, seconded by Ms. Simons to approve the Executive Director's Employment agreement letter as presented.

Roll Call:

Simons	Aye
Lockwood	Aye
McDermott	Aye
Culbert	Aye
Reid	Aye
Kesler	Aye

Motion Carried: 6 Ayes, 0 Nays

Committee Reports:

Policy & Personnel: Ms. Simons stated she appreciates the support and going into 2021 there will be work on the manual.

Commissioner Comments: Ms. Simons stated it was a good meeting. Ms. Lockwood acknowledged Ms. Archambeau who stated the renovations to the dance studio went well. She also noted dance numbers are down and she is teaching both in person and via zoom. The board will be invited to the dance studio.

Next Meeting

Regular Monthly Meeting: Thursday, November 19th, 2020 (3rd Thursday) at 6:00pm via Zoom or in person.

Adjournment

Chairperson Lockwood adjourned the meeting at 7:05pm

Respectfully Submitted, David McDermott, Secretary
Recording Secretary, Shirley Ciofu