

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, February 27th, 2020
6:00pm
150 S. Leroy St.
Fenton, MI 48430

Call to Order

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

Pledge of Allegiance

Attendance

Present: Patricia Lockwood, Christine Reid, Robert Kesler, David McDermott, Ray Culbert
Roll Call: Ms. Ciofu declared there was a quorum with five board members
Delayed: Brenda Simons
Staff Present: Nancy Muffley, Shirley Ciofu, Paul Stark
Public Present: Frank Lukowski, President – Loose Senior Center Board
Rick Miracle, Director – Director of Genesee Nationals Soccer

Call to the Audience:

Mr. Miracle stated his presence is for support of SLPR's Deer Park agreement with Genesee County and to assist if needed with any time sensitive items.

Loose Financial Report for 2019: Frank Lukowski

Mr. Lukowski explained Mr. Gabrielson's absence stating he is taking his place. He presented Loose's 2019 annual report and distributed a printed report of statistical program information as well as the year end financial report and 2020 budget. It was well received. Mr. Lukowski also stated they are looking at a future wellness center and that they are happy SLPR has supported Loose over the years.

Ms. Lockwood stated the SLPR board would like to schedule one of the board meetings at the Loose Center.

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of January 23rd, 2020 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to February 27th, 2020 in the amount of \$43,359.90
 - Financial Statements for December 2019 – Revised
 - Financial Statements for January 2020

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

Motion Carried: 5 Ayes, 0 Nays

Ms. Ciofu stated her written report was included in the board packets which explained the changes to the December 31st, 2019 year end financial statements, particularly the balance sheet with adjustments to the fixed assets. She asked the board to review her full report and to respond should they have questions.

Committee Assignments:

Ms. Lockwood stated the committee structure has changed and will consist of three board committees:

Finance and Site Location: Mr. Kesler, Chairperson; Mr. Culbert, Member

Operations and Policy: Mr. McDermott, Chairperson; Ms. Reid, Member

Personnel and Organizational Structure: Ms. Simons, Chairperson; Mr. McDermott, Member

Ms. Lockwood asked that the committee Chairs develop the role of their committees. She also stated the Marketing and Technology committee would be turned over to staff.

Ms. Simons arrived.

Action Item:**Approval of Agreement with Fenton Area Public Schools**

Ms. Muffley presented both the previous and current agreement for comparison noting the changes included a rate increase, first right of refusal, and a 25% added fee on rent collected from outside groups. She stated superintendent Hartley had already signed the agreement. She noted staff will be working in tandem with FAPS to look into a rental rate adjustment based on other area comps. A discussion followed.

Ms. Ciofu defined the cost analysis of SLPR's facility fees with the new rates, and noted the reduced cost of the SLPR scheduler based on transferring those duties to an hourly employee rather than salaried. She also noted the adjustment to the rental income for the custodial costs that outside groups pay. This is billed back to SLPR and paid to FAPS making it an offset to the revenue. Mr. McDermott suggested the 25% of rental revenue fee to FAPS be adjusted by the custodial fees that SLPR returns to FAPS.

Motion by Mr. Culbert, seconded by Mr. McDermott to approve the agreement between SLPR and FAPS.

Motion Carried: 6 Ayes, 0 Nays

Deer Run Soccer Complex Agreement with Genesee County

Ms. Lockwood described the meetings that she, Mr. Stark and Ms. Muffley had attended with the County as well as meetings with the three local soccer organizations to come to an understanding. She stated the County will lease the park to SLPR for 25 years at \$1.00/year. Ms. Lockwood also stated the County had presented an agreement that the attorneys have reviewed. She explained she wants to know that the board is in agreement to move forward once they review the document with the attorney's notes. It was the board's consensus to go ahead and work out the contract details with the next step being board approval before it goes back to the attorney for finalization. A discussion followed re: the extent of the County's support of the park would be limited to non monetary support.

Mr. Stark described the park uses and the liability discussion with SLPR's MML liability insurance representative, discovering that much of the liability would fall to the individual teams' insurance. He noted staff is waiting for keys to the park including the concession stand. He also noted the budget is still a work in progress at this time. It was noted that the park will be turned over to SLPR in June and as soon as the board is comfortable with the contract with Genesee County.

Ms. Lockwood described there would be an advisory board made up of SLPR board members, soccer organization members, and local school representatives with the SLPR Board of Commissioners having final say.

Committee Reports: Personnel: Ms. Simons shared copies of the current SLPR Employee Handbook and asked that comments be submitted to her following a review. She stated she will have an outside party review it all after she's receives the feedback. Ms. Simon noted the handbook is out dated with inconsistencies. She also presented a potential new organizational chart that the Personnel and Organizational Structure Committee will be finalizing

in the next couple months. Also presented was a timeline for revising the Employee Handbook and for filling the vacant position of Director. She stated the time span from posting the position to hiring would be from March to May.

Commissioner Comments: Ms. Lockwood stated there is not yet a timeline on the status of the Depot renovations at this time.

Next Meeting

Regular Monthly Meeting: Thursday, March 26th, 2020 at the Fenton Community Center

Adjournment

Chairperson Lockwood adjourned the meeting at 6:55pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu