

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, April 23rd, 2020
5:00pm
Virtual Meeting - Via Zoom

Call to Order

Chairperson, Patricia Lockwood called the Meeting to order at 5:00pm.

Pledge of Allegiance

Attendance

Present: Patricia Lockwood, Christine Reid, Robert Kesler, David McDermott, Ray Culbert, Brenda Simons

Roll Call: Ms. Lockwood declared there was a quorum with six board members

Staff Present: Nancy Muffley, Shirley Ciofu, Kristen Archambeau, Paul Stark

Public Present: None

Call to the Audience:

None present

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of February 27th, 2020 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to April 23rd, 2020 in the amount of \$124,374.65
 - Financial Statements for February 2020
 - Financial Statements for March 2020

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

Motion Carried: 6 Ayes, 0 Nays

Ms. Muffley stated the Zoom meeting was publicly posted on the website.

Programmer's Report: Ms. Archambeau noted Driver's Ed is conducting the classroom portion of the program online and registration is open for that class. She discussed the ongoing virtual dance classes and her the other instructor's efforts to keep the program running to complete the current session and to keep the participants engaged. There will be a plan to create an alternate recital with on line video or some type of virtual recital. She stated the use of Lake Fenton school facilities are postponed currently to June 12th so a virtual recital or the use of the Community Center are the options. A discussion followed re: refunds to which Ms. Archambeau explained no one has made that request at this time. She also stated the costumes have been purchased and paid for by the recipients and the costumes cannot be returned. Additionally,

she noted the dance fund would not see any profits from the sale of flowers, concessions, or dvds. And the program will see a loss in ticket sales.

It was the board's consensus that anyone who requests a refund should receive a refund in full. A discussion followed re: paying instructors. It was the board's consensus that the instructors should receive their pay. It was noted that refunds affect the amount instructors are paid.

The Summer brochure was discussed and coming along well. It will be on line only. McClaren's ad was noted and it can be put into another brochure at a later date.

A discussion followed re: focusing on a plan moving forward for SLPR under new guidelines.

Interim Director's Report: Ms. Muffley reported how the duties of the furloughed employees would be allocated. She also stated she's been in daily communication with staff. The Deer Run Soccer Complex was discussed and Ms. Muffley noted Genesee County approval is pending, but conversations with the three local soccer clubs continue as does the management plan discussions.

Ms. Muffley reported the scholarship from Fenton Township will move forward because approval of the eligibility form has been received. Scholarships will be awarded to applicants who reside in Genesee County. She also reported the use of the dance studio in the Lake Fenton Middle School will expire in June. However, she has indication to believe Superintendent Williams will extend it, but a follow up and time line has not yet been determined. The Farmer's Market guidelines have been published and Ms. Muffley will meet with SLPR's Market staff to review this. A discussion followed re: Memorial Day concert and other Summer concerts. At this time Memorial Day festivities are expected to be cancelled, but the rest of the Summer activities are on hold. Ms. Muffley will review the individual entertainment contracts and meet with the City of Fenton to discuss the Summer DDA events.

Accounting Coordinator's Report: Ms. Ciofu discussed the recreation budget and the expenses that are supported with program profits. It's projected that SLPR will see about a \$214,000 decrease in program revenues between April - June as compared to the same period of time last year. The estimated net result on the bottom line is a decrease of about \$76,000 (as it compares to last year at 6/30/19). She also presented evidence that SLPR is in a good financial position with the administrative budget showing unexpected savings in budgeted expenses for medical insurance, retirement compensation, and spending freezes. These savings will help support the overall bottom line. In addition, with overall administrative expenses being down, the net result shows a financial picture that could be, at worse, just slightly lower than last year at June 30th.

Ms. Ciofu also reported the quarterly federal and state payroll tax returns had been prepared and filed. She described SLPR's unemployment status as 'contributing' and stated SLPR will not see an increase in the chargeable benefits percentage due to covid layoffs. She did explain, however that SLPR would see an increase in the 2021/2022 unemployment rate due to the terminations that occurred in the Fall of 2019.

Online banking has been initiated and the process is in place. Ms. Ciofu also stated the audit is in progress and she has been working remotely with them to get it done. It will be ready for presentation at the May meeting.

Deer Park: Ms. Lockwood noted the contract has not yet been signed. She said the Township is out of it as of June 30th and the County won't rent the fields to individuals. She noted SLPR will have to maintain the fields over the Summer. She also noted Mr. Stark's work on the contract as well as budget preparation. He stated the budgeted cost to SLPR would be around \$12,000 with \$7,000 of it for grass cutting. Other costs would be a coordinator from July – December. It was stated that Back to the Bricks events will be cancelled and the DDA event expenditures were noted. The loss of administrative fees for these events will have to be factored into lost revenue.

Committee Reports:

Operations: D. McDermott – Nothing to add

Finance: R. Kesler – Committee met with the auditors on Wednesday, 4/22 for the pre audit meeting.

Policy/Personnel: B. Simons – No changes and no meetings planned. Waiting to see how things go.

Next Meeting

Regular Monthly Meeting: Thursday, May 28th, 2020 at the Fenton Community Center

Adjournment

Chairperson Lockwood adjourned the meeting at 6:15pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu