

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, May 28th, 2020
6:00pm
Virtual Meeting - Via Zoom

Call to Order

Chairperson, Patricia Lockwood called the Meeting to order at 6:02pm.

Attendance

Present: Patricia Lockwood, Christine Reid, Robert Kesler, David McDermott
Roll Call: Ms. Lockwood declared there was a quorum with four board members
Delayed: Brenda Simons, Ray Culbert
Staff Present: Shirley Ciofu, Paul Stark
Public Present: Allen Gamble, Lewis-Knopf

Call to the Audience:

None present

2019 Audit Presentation:

Allen Gamble, Senior Staff Accountant/Lewis-Knopf was in attendance to present the audit of the 2019 books. He stated SLPR received a clean, unmodified report noting it was the highest rank possible. He also noted that for the second year in a row there were no changes or recommendations for internal controls meaning the controls in place are good. Mr. Gamble gave financial highlights noting revenue and expenses were similar to prior years. He also stated the budget variance was less than 1% meaning the actual figures met projections. He noted that GASB 84 has some changes that will be adjusted for in 2020. This will affect the way fiduciary accounts are presented. The board had no questions or concerns. Mr. Kesler noted he was happy with the clean audit. Ms. Lockwood recommended the finance committee meet to discuss SLPR's current financial situation re: losses due to covid. Mr. Gamble stated there is a note in the disclosure page of the audit regarding the effects of covid on the budget.

Motion by Mr. McDermott, seconded by Mr. Kesler to receive the audit as presented.

Motion Carried: 4 Ayes, 0 Nays

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of April 23rd, 2020 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to May 28th, 2020 in the amount of \$33,312.11
 - Accounts Payable at May 20, 2020 in the amount of \$4,284.42
 - Financial Statements for April 2020

Ms. Ciofu stated there were additions to the Accounts Payable list that have a due date and could not wait for next month for approval. She stated these to be added: BP \$77.29; Visa \$164.66; BCN \$2,461.03; bringing the total Accounts Payable presented for approval to \$6,987.40

Motion by Mr. McDermott, seconded by Mr. Kesler to approve the accounts payable as presented with the additions.

Motion Carried: 4 Ayes, 0 Nays

Programmer's Report: Mr. Stark stated that Fenton School activities remain cancelled through June which would affect SLPR's use of those facilities for programming. He noted tennis should be able to start as soon as there is access to the schools' tennis courts. Mr. Stark also discussed phase one of organized league sports and that he is keeping track of softball and baseball's potential to have a season. Also noted was the mechanical issues and scheduling conflicts with the swim program. In addition, the pool is completely shut down with no pumps or heating. He also discussed the Driver's Education program which has been struggling with scheduling being continuously pushed back. People have already paid for the program, so scheduling the classes at the Center will be a priority. He noted he is working closely with the instructors to come up with a scheduling plan to fit everyone in within the distancing guidelines.

Deer Park updates were shared and it was noted that the AYSO had contacted Fenton Township to request their lease of the property be extended. A discussion followed re: the SLPR representatives from the township to convey SLPR board's objection to an extended lease. Ms. Reid reiterated the Township does not want to be in the business of managing the soccer fields and have SLPR ready to do it. She asked that Ms. Lockwood share feedback with the board on the committee's upcoming meeting. A discussion followed re: the soccer clubs' plan and commitment by mid June to move forward and it was stated that Mr. Stark had worked hard on the contract and field maintenance budget with the committee. Ms. Lockwood stated SLPR's management of the fields will result in a park that is affordable, improved and open to everyone. She further stated it is in the best interest of the County and Township to have SLPR manage it and it wasn't necessary for AYSO representatives to get the County Commissioner involved.

Ms. Ciofu noted the dance program has moved to the Community Center for the Summer and all camps have been scheduled pending the facility opening. She also noted the loss in the gymnastics and fitness programs stating those programs took a substantial hit because the Winter/Spring session has the highest attendance. Ms. Ciofu stated that fitness programs are set to start with the necessary distancing, hygienic and disinfecting processes already in place. However, it was noted that the gymnastics program would not be able to run this Summer, but the plan is reduced class sizes and new cleaning procedures that may allow the classes to start back up this Fall.

Accounting Coordinator's Report: Ms. Ciofu reported there were \$17,703.50 in refunds processed between March 17 and May 20 noting \$11,584.50 was refunded to account. The credit is held until it can be used towards a program in the future. She also presented a P & L statement of the Recreation Programs as of May 20, 2020 which shows the profit or loss for each program to date. Ms. Ciofu added to that report by comparing the current profit (loss) to the same for August 31, 2019 to show what the potential loss of revenue might be should SLPR be unable to run any Summer programming. She stated SLPR continues to be financially stable and that although program profits are down substantially, SLPR remains in the black and recreation expenses can be sustained with the savings in the Administrative budget.

Ms. Ciofu noted that the accounts payable presented for payment will now be paid via online bill pay stating this process was initiated in March with the Chair's recommendation and the Board's consensus. She also noted the online bill pay would not include payroll and instructor payments which will remain on the biweekly scheduled check run. Also reported was the cost of the utilities still being paid for the depot office at the expense of \$509 for gas/electric and \$284 for internet/phone for February through May. Ms. Ciofu stated that communication has been initiated between SLPR and the City of Fenton. Ms. Lockwood acknowledged that no action be taken to cancel utilities at this time until the City Manager is notified.

Ms. Ciofu stated she is currently managing the scheduling and rental activity at the Community Center. She also stated she had notified the board of governors about this and that SLPR staff will be moving out of the Club Room with all staff in the main office and small office across the hall. Also discussed was the gathering of information to

put together a plan for safe opening of the office and programming and the purchase of sanitizing and cleaning products as well as forehead thermometer in preparation of opening.

Silver Lake Road Pathway: Ms. Lockwood stated she and Jeff Huhta of NFEEngineering have submitted the necessary information to initiate the two grants from MDOT and DNA. She further stated there will be a meeting in June on moving forward noting this is a great opportunity for SLPR.

Committee Reports:

Operations: D. McDermott – Nothing to add

Finance: R. Kesler – Nothing to add

Policy/Personnel: B. Simons reported several resumes for the position of Executive Director have been received with some great prospects. She added interviews will commence next week.

Commissioner Comments: None

Next Meeting

Regular Monthly Meeting: Thursday, June 25th, 2020 at the Fenton Community Center

Adjournment

Chairperson Lockwood adjourned the meeting at 6:55pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu