

SOUTHERN LAKES REGIONAL METROPOLITAN PARKS & RECREATION COMMISSION
Meeting of the Board of Commissioners
Thursday, July 23rd, 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, Brenda Simons
Roll Call: Ms. Lockwood declared there was a quorum with four board members
Delayed: David McDermott
Excused: Rob Kesler
Staff Present: Ed Koledo, Shirley Ciofu
Public Present: None

Call to the Audience:

None present

Approval of the Consent Agenda:

- Approval of the Agenda
- Approval of June 25th, 2020 Regular Board meeting minutes
- Approval of Treasurer's Report:
 - Bills paid prior to July 23rd, 2020 in the amount of \$18,967.77
 - Payroll paid prior to July 23rd, 2020 in the amount of \$14,399.64
 - Accounts Payable at July 14th, 2020 in the amount of \$1,998.36
 - Financial Statements for June 2020

Ms. Ciofu stated she had sent the additions to the Accounts Payable list to the board stating the following invoices to be added: Mastercard invoices totally \$1,197.12 and attorney fees to Plunkett/Cooney in the amount of \$2,323.62 making the total presented for approval \$4,321.98

Motion by Mr. Culbert, seconded by Ms. Reid to approve the accounts payable as presented with the additions.

Roll Call:

Lockwood Aye
Culbert Aye
Reid Aye
Simons Aye

Motion Carried: 4 Ayes, 0 Nays

Item for Discussion – FCCC Utilities: Mr. Koledo explained the FCCC Board of Governors had some concerns that the facility was not earning rental income, yet paying for all utility costs. Mr. Koledo suggested SLPR, as good stewards, should pay the fair share of utilities for the portion of time that SLPR is using the facility for classes. He stated based on the utility cost for June and the hours of use during that month, that SLPR's percentage split would amount to about \$155. Mr. Koledo further stated FCCC board is allowing SLPR to make use of the Club Room as office space temporarily and that it would be a fair exchange to pay some of the utility costs.

It was the board's consensus that it is fair and that SLPR should pay for utilities for classes held in the facility while the facility remains closed due to covid and while FCCC does not have their rental revenue.

Executive Director's Report – Ed Koledo

Programs: Mr Koledo explained the CDBG scholarship from the Township for 2020 may be rolled into the second and third year since the September deadline is approaching and SLPR is unable to run the majority of programs. He also explained the City has CDBG funds for the SLPR senior program that will not be used up by September for the same reason. He further explained that SLPR has a Pilates instructor that has a senior following and is interested in teaching a free workshop for seniors and that Mr. Hart was open to some of the senior grant money being used for that purpose. The fitness instructor is working on a plan for that.

Initiatives: Mr. Koledo gave an update on the LAFF Pathway project stating he, Ms. Lockwood, and Mr. Huhta had met and the contract to do the pass thru easement work was signed. The cost will be \$23,000 and LAFF will be paying for it. There are 18 easements needed. Also noted was a possible land grant (farmstead property) donated by Mr. Hagerman that has potential, if feasible.

Systems: Phones, internet and shared hard drive upgrades were noted. Mr. Koledo explained he is investigating Spectrum for the phones and internet system where the service would include a shared drive option. He is also looking at a system through the GISD and getting a cost analysis. This will create a needed and necessary drive to store information.

The FCCC HVAC/Furnace thermostat programming was discussed re: recommended settings for when the building is unoccupied. Mr. Koledo stated the process of setting the thermostats will be shared with everyone so all staff has common knowledge of how the system works.

Facilities: Mr. Koledo discussed the progress re: the Deer Run Soccer park stating a new group had been formed between AYSO and the other two soccer organizations. A discussion followed re: the intent to have the group or groups work with SLPR. There was a concern that the new group would bypass the Township and go to the County at the end of the year. Ms. Reid stated she will recommend the groups work with SLPR and clarify with the Township that is still the intent.

Mr. Koledo stated he has been going through the facility use contracts between SLPR and the school districts. He further stated that he and Superintendent Ciesielski of Linden Schools had discussed the renewal and extended the agreement for two more years – through 2022 – via a copy of the amendment. Also noted was the moving of the dance studio out of LFMS and into FAPS Ellen Street campus. Mr. Koledo explained he is reworking the current contract with Superintendent Hartley of Fenton Schools. The new agreement will include the use of space at the Ellen Street campus and additional storage.

The future use of the train depot for office space was discussed. Mr. Koledo noted that perhaps SLPR can fix the problems with the floor, cabinets and hot water heater. He also noted he'd heard the air quality report came back clean and he would like to have a copy of it. Mr. Koledo stated the furnace is another issue. It was the board's consensus to have Mr. Koledo investigate the cost of repairs and use the depot as office space again. Mr. Koledo explained the phone and internet service was changed to Spectrum at the depot and that the account had to be reinitiated as 'new' to put him on it as administrator.

Mr. McDermott arrived at 6:30pm

Mr. Koledo discussed Cintas stating he had contacted both the fire chief and the City Manager to get a consensus on other companies that can do all the FCCC facility inspections. Also noted was an issue with the roof to be investigated by the original roofing company.

New Instructor Pay Calculation: Mr. Koledo stated he and Ms. Ciofu had met to review the budget and discussed a more simplified way to calculate and pay instructors that would still maintain the current profit margin of the individual programs. A 15% administrative fee and a 5% Rec1 fee would be calculated on the gross resident rates to determine how much the instructor is paid to teach a class when the pay is based on attendance. Ms. Ciofu explained the form is an internal document and only used as a tool to calculate instructor pay. Mr. Koledo explained he was not looking for board approval, just presenting a format that is more easily understood.

There were no questions on Mr. Koledo's report.

Accounting Coordinator's Report – Shirley Ciofu: Ms. Ciofu reported SLPR continues to maintain financial stability. The programs allowed to run during covid are well attended, helping to keep the recreation budget steady. She also reported the check from Genesee County for delinquent taxes collected was received and it was about \$4,000 less than what was expected.

Direct deposit for employees has been finalized and staff has been notified of the changes including the pay day moving from Tuesday to Friday. Ms. Ciofu explained it was necessary to create some processing time for the bank to initiate the deposits. She noted direct deposit for payroll will begin for the first time on July 31st.

Ms. Ciofu also noted the Workshare program through Michigan unemployment has been cancelled stating SLPR is no longer eligible, nor is obligated to continue it. She stated the two staff members that were on the plan had been notified.

The 2nd quarter payroll tax returns had been filed.

Programmer's Report: Ms. Ciofu presented for the programmers. The highlights included the Virtual Artwalk and the hacking issues; the City of Fenton will have one live streaming concert in August with the Magic Bus; Back to the Bricks and Linden concerts are all cancelled; quotes were received for the new dance studio for mirrors and flooring; and the Fall brochure process is in the works with a meeting scheduled with staff to brainstorm and discuss programming opportunities during covid. It was noted that the programs that were running this Summer are driver's training, 5 fitness classes, 2 dance camps, 2 speed and agility classes, 2 soccer classes, adaptive soccer, 2 tennis, and golf lessons all of which were well attended. It was noted that AAU volleyball is set to hold tryouts in August if the restrictions are lifted for indoor team sports.

Ms. Lockwood stated she had heard good things from parents of the drivers training students on how well SLPR has prepared and held classes with a safe procedure in place. Ms. Ciofu stated she too had received great feedback from the fitness participants and how happy they were to be in a group again.

Action Item: Approval of the Resolution to add Ed Koledo to the SLPR Bank Account: Ms. Lockwood explained the bank required a resolution with board approval in order to put Mr. Koledo on the account. She further stated the minutes would require the Secretary's signature and the resolution would have to be signed by both the Chairperson and Secretary.

Motion by: Mr. McDermott, seconded by Mr. Culbert to adopt the resolution naming Ed Koledo as an approved signer on the account with administrative access.

Roll Call:

Reid	Aye
Culbert	Aye
Simons	Aye
McDermott	Aye
Lockwood	Aye

Motions Carried: 5 Ayes, 0 Nays

Committee Reports: None

Commissioner Comments: None

Mr. Koledo stated he was reviewing the five-year Strategic Plan that expires this year and would like to set up a goal setting session. He further stated he'd prefer to go through it and identify strengths, weakness, and opportunities and then structure a plan around that and the board comments. Mr. Koledo noted this can be accomplished in two meetings to create direction, intent, and a system to evaluate.

Next Meeting

Regular Monthly Meeting: Thursday, August 27th, 2020 via Zoom

Adjournment

Chairperson Lockwood adjourned the meeting at 6:58pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu



RESOLUTION

BE IT HERBY RESOLVED that the Board of Directors of Southern Lakes Regional Metropolitan Parks & Recreation District (SLPR), have approved the addition of Ed Koledo, SLPR Executive Director, to the regular checking account at the State Bank with all administrative access and rights applicable.

ADOPTED AND PASSED THIS 23rd DAY OF July, 2020

Patricia Lockwood, Chairperson

David McDermott, Secretary

Roll Call:

Reid	Aye
Culbert	Aye
Simons	Aye
McDermott	Aye
Lockwood	Aye

Motions Carried: 5 Ayes, 0 Nays