

**Southern Lakes Regional Metropolitan Parks & Recreation District**  
Board of Commissioners Meeting- Thursday, September 24<sup>th</sup>, 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  
Excused: Brenda Simons  
Roll Call: Ms. Lockwood declared there was a quorum with five board members  
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 August 27<sup>th</sup>, 2020 Regular Board meeting minutes
- Approval of Treasurer's Report:
  - Bills paid prior to September 24<sup>th</sup>, 2020 in the amount of \$18,199.77
  - Payroll paid prior to September 24<sup>th</sup>, 2020 in the amount of \$13,588.67
  - Accounts Payable at September 17<sup>th</sup>, 2020 in the amount of \$36,173.55
  - Financial Statements for August 2020

Ms. Ciofu stated that on Wednesday (9/23/20) she had emailed amendments to the bills paid prior to the meeting and accounts payable with the following changes: addition of \$11,288 to Brown and Brown insurance with a due date of 9/24 added to bills paid prior for an adjusted total of \$29,487.77 and subtraction of same amount (invoice) from accounts payable as well as the additions of \$1,410 for flag football referees and \$768 to NFEEngineering for pathway easement acquisition making the adjusted accounts payable total \$27,063.55

Motion by Mr. Culbert, seconded by Mr. McDermott to approve consent agenda with the changes to bills paid prior and accounts payable as noted.

Roll Call:

Lockwood      Aye  
McDermott      Aye  
Culbert      Aye  
Reid      Aye  
Kesler      Aye

Motion Carried: 5 Ayes, 0 Nays

**Executive Director's Report – Ed Koledo**

**Programs:** Mr. Koledo provided information on the Governor's executive orders for indoor programming and stated SLPR can run inside at 25% capacity. Also discussed was the restart of table tennis and the delay of swim due to prohibited use of locker rooms at this time.

Staffing needs were noted and possibly bringing back a receptionist and/or programmer, but would like to meet with the personnel committee to discuss further.

**Initiatives:** Mr. Koledo gave an update on the LAFF Pathway, Phase II of the project noting that a consistent pathway standard like Argentine and the County would be followed. Also noted was potential land acquisition and the major donor campaign planning. He stated a joint press release with LAFF, SLPR, and the municipalities would be forthcoming and that SLPR is the key to Phase II moving forward. The easement work was noted with informational flyers to be going out those property owners living on the path. The Laffapolooza Phase I event was also noted.

The SLPR/Loose agreement was noted and will be ready sometime in November following SLPR's budget process. A meeting with the finance committee was scheduled for October 7<sup>th</sup>. Mr. Culbert thanked Mr. Koledo for the good communication between the two Directors and the perspective boards.

**Systems:** Mr. Koledo explained the necessary equipment had been purchased to set up the head end room at a cost of about \$400 and that the work was being done at no cost by a volunteer.

**Facilities:** Mr. Koledo explained the Deer Park agreement between the soccer groups and Fenton Township was clarified by Tom Broecker who, in an email read by Koledo, stated it was a one-year sub-lease to Deer Run Soccer Authority, after which SLPR would be considered as one of the options to manage the property. Mr. Koledo stated SLPR would be ready to capitalize on any opportunity that may be presented by the township.

Mr. Koledo stated he'd like to have the depot water damage repair work done as cheap as possible and he is trying to work with a local contractor, under which he could be a laborer to complete much of the work. Once he has a viable plan and cost estimate complete, this will be discussed further with Mr. Markland at the City of Fenton, pertaining to a potential insurance claim, future use of the building as an office for SLPR, and a timeline for the renovation and move-in. Initial indications were positive, Koledo wants a solid plan that can be enacted immediately prior to moving forward with more discussions with the city.

Ms. Lockwood asked that we get a solid answer on what the City will do and what SLPR will do.

The dance room at FAPS will have a new floor, hand rails, mirrors and has been painted. Mr. Koledo stated SLPR and FAPS have signed an amendment to the current Letter of Understanding to pay \$4,700 per year with a 50% discount for the first two years.

#### **Accounting Coordinator's Report – Shirley Ciofu**

**2021 Budgeting:** Ms. Ciofu reported the 2021 budget draft is nearing completion with a meeting scheduled with the programmers to finalize the recreation/program side of the budget. She noted the finance committee would be meeting the first week in October to review the draft then the board will have to approve the budget at the next board meeting on October 22<sup>nd</sup> - 90 days before the new year.

**General Accounting:** The 3<sup>rd</sup> quarter appropriations payment in the amount of \$18,250 to the Loose Center was noted on accounts payable list and will be paid within the first week of October pending the receipt of the financial reports per the agreement.

Ms. Ciofu noted the Farmers Market has ended and the invoice to bill the Fenton and Linden DDA's for event expenses per the 2020 grants would be prepared and sent once all expenses have been accounted for.

Ms. Ciofu presented a P & L report for the recreation/programs stating there is a projected, potential deficit of about \$22,000 at year end and that overall programming is down about 46%.

**Programmer's Report:** Mr. Koledo reported art classes are not running due to low enrollment and dance is currently running both outside and inside. Ms. Ciofu reported on the success of the Mother/Son dance stating our SLPR line dance instructors were hired to teach the attendees how to country western line dance. Also noted was the success of the Senior wellness workshop stating it was well attended. Ms. Ciofu stated the fitness classes are also well attended and that even though classes can be held inside, the consensus with both instructors and participants is to continue to hold classes outside as long as weather permits.

**Action Item: Approval of the September 17<sup>th</sup>, 2020 Public Hearing Minutes for the Proposed Silver Lake Road Connector Trail MDNR Grant Application:** Mr. Koledo stated these minutes would be sent along with the resolution with the application.

Motion by: Mr. Culbert, seconded by Ms. Reid to approve the September 17<sup>th</sup>, 2020 Special Meeting Minutes as presented.

Roll Call:

Lockwood	Aye
McDermott	Aye
Culbert	Aye
Reid	Aye
Kesler	Aye

Motion Carried: 5 Ayes, 0 Nays

**Discussion Item: Phase II Grant Opportunities:** Mr. Koledo explained there are grant opportunities out there for Phase II of the path that entities like SLPR and municipalities can submit and that a member of the LAFF organization – Teresa Ciesielski is willing to volunteer to write and submit the grants on our behalf.

It was the board's consensus that it is ok for a volunteer, working with Mr. Koledo, to write grants on behalf of SLPR, with the understanding that the Board will be made aware of all such grants and would have final approval of such grant request applications.

**Discussion Item: Executive Director's Contract:** It was noted that following last month's meeting, the employment contract presented to the board by Executive Director should be first reviewed by the SLPR attorney. Mr. Koledo stated this had been done and that they recommended a Letter of Employment rather than a contract would be more appropriate. No changes were made to the terms, but will be rewritten as an agreement letter, and the law firm is putting together the letter based off multiple areas the draft contract. An introductory meeting will be scheduled between Mr. Koledo and attorney Ridley Nimmo.

**Committee Reports:** None

**Commissioner Comments:** None

### **Next Meeting**

Regular Monthly Meeting: Thursday, October 22<sup>nd</sup>, 2020 at 6:00pm via Zoom

### **Adjournment**

Chairperson Lockwood adjourned the meeting at 6:40pm

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