

**Southern Lakes Regional Metropolitan Parks & Recreation District**

Board of Commissioners Meeting- Thursday, March 25<sup>th</sup>, 2021

6:00pm

Virtual Meeting via Zoom

**Call to Order**

Vice Chairperson Culbert called the meeting to order at 6:00pm

**Attendance**

Present: Christine Reid, Ray Culbert, David McDermott, Brenda Simons, Rob Kesler

Excused: Patricia Lockwood

Roll Call: Mr. Culbert 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 February 25<sup>th</sup>, 2021 Regular Board meeting minutes
- Approval of Treasurer's Report:
  - Bills paid prior to the March 25<sup>th</sup>, 2021 in the amount of \$9,290.60
  - Payroll paid prior to March 25<sup>th</sup>, 2021 in the amount of \$14,354.13
  - Financial Statements for February 2021

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

Motion Carried: 5 Ayes, 0 Nays

**Administrative Reports:**

Mr. Koledo gave an update on SLPR programs that are running and those that are not. He also stated the DDA approved the 15% administrative fee to be added to the mini events and Farmer's Market that SLPR is managing. He stated the equipment purchases for the mobile skatepark and the corn hole boards will be paid for with budgeted equipment funds and that the Fenton DDA agreed to pay 25% of those costs.

Mr. Koledo gave an update on the grants for the pathway stating a CFGF grant of \$25k by City of Fenton was approved; a \$25k DALMAC Fund (Tri-County Bicycle Assoc.) request was submitted by SLPR; and a \$25k request was submitted to AARP Community Challenge. In addition, LAFF Pathways fundraising campaign received \$25k from Hurley Medical Center and LAFF is actively presenting to organizations and individuals.

Mr. Koledo noted meetings with Fenton Street Experience planning committee, LAFF Board & sponsorship presentation w/Hurley; Chamber Board marketing and Networking at Noon; Grow Linden, Dog Park, DRSA Lease, Happening in Linden Board, Fenton Arts and Cultural Council, FAPS Art teachers, LCS Art teachers, Cause & Affect (Annie), Fenton DDA, LCS Facility Planning committee meeting, and Loose Board. He stated he's enjoying the job and the community interactions and met with Linden City Manager, Ellen Glass to discuss possible Linden DDA events for Linden.

Mr. Koledo noted a potential digital media class that is in the works that would include teaching video production. He also explained the spending budget for the technology upgrades, noting the Fenton Community Center board also approved the amount and the upgrades.

Mr. Koledo stated there has been no progress on the Depot repairs and that staff may not need the extra space right away because this past year proved that work can be performed out of the office. He also stated storage space as an issue and that he is looking into area buildings for inexpensive rent. A discussion followed re: the bounce house and equipment inventory.

**Accounting Report:**

Ms. Ciofu noted that February was a slow month financially. Recreation program revenue is still down and hasn't yet bounced back, but with Gymnastics and Dance showing good numbers there will be an uptick in registration this Spring. She also noted significant loss in programming with the AAU volleyball winter tournament season postponed. She presented the list of budgeted of annual recreation expenses that are supported by program profits in the amount of \$176,672 for 2021. A discussion followed re: regular updates on the individual program growth, revenue and expenses.

Ms. Ciofu stated the audit process has begun and the during the next few weeks her time will be dedicated to preparing for it. In her written report she reminded the board that members may be selected randomly to answer a short fraud questionnaire. The auditors will send that out prior to the audit via email. She also stated the finance committee meeting with the auditors was scheduled via Zoom for Monday, April 19th at 1:00pm.

**Action Item: County Pickleball Interlocal Agreement**

Mr. Koledo presented an agreement and explained that in an effort to help the Genesee County Parks get more 'points' towards a DNR Trust Fund grant, SLPR would partner with them in an agreement to run programs, organize and supervise county Pickleball, multi-use courts in the area of Linden City Park. He stated there is no cost to SLPR and that SLPR can charge a fee. The agreement allows SLPR to run Pickleball programs and leagues and special events, then when there is no programming on the schedule, it can be opened up to the public. It was the Board's consensus that it is good for the Community and helps them out.

Motion by Mr. Culbert, seconded by Mr. McDermott to enter into partnership agreement for pickleball programming at Linden County Park with Genesee County Parks and Recreation Commission as presented.

Roll Call:

McDermott, Aye      Reid, Aye      Simons, Aye      Kesler, Aye      Culbert, Aye

Motion Carried: 5 Ayes, 0 Nays

**Action Item: Personnel Plan**

Mr. Koledo presented an organizational chart outlining immediate staffing changes and phased in changes as needed. The immediate need is to take Ms. Archambeau from part time to full time with a salary and position change to Media-Marketing-Enrichment Programmer as part of phase one. He explained phase two would be implemented as needed once operations ramp up to pre covid. He further explained that Mr. Stark's position would be expanded in phase two to Program Director-Office Manager with management of all recreation programming staff as well as managing other project initiatives. Phase two would expand Ms. Ciofu at the position of Accounting Coordinator to include FCCC staff management. A discussion followed re: evaluations and the cost of phase one and two which was discussed with the personnel committee.

Motion by Ms. Simons, seconded by Mr. McDermott to authorize the Executive Director to hire for phase one and phase two of the staff organizational plan as presented.

Roll Call:

McDermott, Aye      Reid, Aye      Simons, Aye      Kesler, Aye      Culbert, Aye

Motion Carried: 5 Ayes, 0 Nays

**Action Item: Deer Run Soccer Lease Agreement**

Mr. Koledo presented and explained the Deer Run Soccer Park Sub-License Agreement between SLPR, as the Licensor and Deer Run Soccer Authority (DRSA), as the Licensee stating it mirrors the Township's agreement. He highlighted and noted paragraph four which states all DRSA decisions must act in full compliance with the terms of the primary license between SLPR and Genesee County Parks and Recreation Commission. He further discussed the paragraphs related to termination and supervision clauses. A discussion followed re: upside for SLPR is soccer for the kids and creates a positive Community relationship. It was requested that the operating agreement of DRSA be attached to the Sub-License Agreement.

Motion by Mr. Culbert, seconded by Mr. McDermott to enter into the agreement with the DRSA as presented to include the DRSA Operating Agreement and contingent on the approval of the primary license between SLPR and the Genesee County Parks and Recreation Commission for use of the property referenced in said agreement.

Roll Call:

McDermott, Aye      Reid, Aye      Simons, Aye      Kesler, Aye      Culbert, Aye

Motion Carried: 5 Ayes, 0 Nays

**Commissioner Comments:** None

**Next Meeting**

Regular Monthly Meeting: Thursday, April 22<sup>nd</sup>, 2021 at 6:00pm via Zoom.

**Adjournment**

Chairperson Lockwood adjourned the meeting at 7:19pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Ciofu