

**Southern Lakes Regional Metropolitan Parks & Recreation District**  
Board of Commissioners Meeting- Thursday, September 23<sup>rd</sup>, 2021  
6:00pm  
Held via Zoom

**Call to Order**

Chairperson Lockwood called the meeting to order at 6:00pm

**Attendance**

Present: Patricia Lockwood, Ray Culbert, Brenda Simons, Rob Kesler, Christine Reid  
Delayed: David McDermott  
Roll Call: Ms. Lockwood declared there was a quorum with five board members  
Staff Present: Ed Koledo, Shirley Priestap  
Public Present: None

**Pledge of Allegiance**

**Call to the Audience:**

None present

Mr. Koledo requested the agenda be amended as follows:

- Action Item 7a to be: Reapprove easement contract offers
- Discussion Item 8b to be stricken

**Approval of Consent Agenda**

- Approval of the August 26<sup>th</sup>, 2021 regular meeting minutes
- Approval of Treasurer's Report:
  - Bills paid prior to September 23<sup>rd</sup>, 2021 in the amount \$ 33,134.26
  - Payroll paid prior to September 23<sup>rd</sup>, 2021 in the amount of \$ 16,130.39
  - August 2021 Financial Statements

Motion by Mr. Culbert, seconded by Ms. Simons to approve consent agenda with the noted changes as presented.  
Motion Carried: 5 Ayes, 0 Nays

**Administrative Reports:** The Executive Director and Accounting Coordinator presented written reports.

Mr. McDermott joined the meeting.

**Action Item: Approval of the 2021 Capital Fund Balance Adjustments**

Mr. Koledo presented a description of the capital fund accounts with the 2020 audited balances as well as the Finance Committee's recommendations for the distribution to designated funds. He discussed the long-range goals to allocate net revenue to facility, equipment, scholarship, parks, and pathway commitment funds:

Maintain >15% in fund equity

Maintain \$6,000 annually in Drivers' Ed Emergency Fund

Maintain >15% of program budget in Equipment Fund

Maximize annual contribution to Facility Fund after other goals are met

Maintain \$15,000 annually in Scholarship Fund

Beginning with 2021, add \$10,000 annually in the Parks Fund for administrative assistance

Establish Pathway Commitment Fund with \$5,000/yr over 3 years for Phase 2; and \$4,000/yr over 5 years for Phase 3.

A discussion followed re: closing the 'Retained Earnings for Programs' account with 40% going into the equipment fund and 60% going into the facility fund. Also discussed was allocating the 2020 net income of \$155,199.79 to the funds as described in the goals above.

Motion by McDermott; seconded by Kesler to approve the 2021 capital fund adjustments as presented.

Motion Carried: 6 Ayes, 0 Nays

**Action Item: Approval of the 2022 Budget**

Mr. Koledo explained the capital accounts' long-range goals are included in the line item for 'planning fees and special projects' as a budgeted item for 2022. He noted hourly staff's rate of pay will be raised 20% to a more competitive rate and salary staff will receive a 3% pay increase. He also explained the budget presented to the finance committee is different than the alternative budget being presented to the board for approval with an increase to the Loose contribution. Mr. Koledo noted his meeting with Mr. Gabrielson to talk about the renewal of the Loose agreement. A discussion followed re: Loose's budget needs and the contribution increase from \$50,370 to \$60,000 for 2022.

Motion by Culbert; seconded by McDermott to approve the 2022 budget as presented.

It was the board's consensus that SLPR is pressured to meet its goals and the contribution to Loose should be decreasing, not increasing. However, it was the board's consensus that they'd be comfortable with the increase to \$60,000 for 2022 if it is not a long-term commitment, and the agreement would have language stating the same.

Ms. Lockwood stated she will reluctantly agree with the \$60,000.

Roll Call:

Reid	Aye
Simons	Aye
Kesler	Aye
McDermott	Aye
Culbert	Aye
Lockwood	Aye

Motion Carried: 6 Ayes, 0 Nays

**Action Item: Approval of Phase 3 Matching Funds Commitment**

Mr. Koledo presented and explained the funding plan for Phase 3 of the Pathway describing the required Fenton Township matching fund of \$112,500 to the Federal GCMPC's. He stated Argentine, Fenton Township, Fenton, Linden, and SLPR are asked to commit \$20,000 each over 5 years with LAFF contributing \$12,500. Currently, the Townships have not yet voted, but Ms. Reid stated she didn't feel Fenton Township would have any issues with it.

Motion by Culbert; seconded by Simons to approve the commitment of \$20,000 over five years to Phase 3 of the Pathway.

Motion Carried: 6 Ayes, 0 Nays

**Action Item: Approval of Phase 2 Additional Assessment Costs**

Mr. Koledo presented and explained the additional assessment costs to those six properties over \$10,000 as an additional \$2,700 each. The total cost is \$16,200 of which LAFF has committed to pay half and is asking SLPR to pay \$8,100, the other half. A discussion followed re: how the assessed values were calculated and the fundraising plan to make up the \$35,607.69 shortfall. It was the board's consensus that SLPR not be financially responsible for the easements, just the assessment costs.

Motion by McDermott; seconded by Reid to approve Mr. Koledo's recommendation to pay \$8,100 for the half the additional cost of assessments.

Roll Call:

Reid Aye

Simons Aye

Kesler Aye

McDermott Aye

Culbert Aye

Lockwood Aye

Motion Carried: 6 Ayes, 0 Nays

**Action Item: Reapprove the Easement Contract Offers**

Mr. Koledo presented the list of 18 easements noting the two that exceeded the \$5,750 and the six that exceeded \$10,000. He asked that the board re-approve a block of easement-offers on the list, individually for the sum listed, including those in yellow, over \$10,000, if the special assessments come in at or below the values in yellow.

Motion by McDermott; seconded by Kesler to approve the easement contract offer as presented, not to exceed assessment prices listed.

Motion Carried: 6 Ayes, 0 Nays

**Discussion Item: SLPR Charter Amendment Requirement for MNRTF Grants - Update**

Mr. Koledo reiterated that a permanent fix in the Charter would be necessary for future grants and was a requirement to get the master plan redone. He discussed Article 5 of the Charter that would specify management and control of property and that SLPR should be prepared to put it on the ballot by November 2022. Mr. Koledo stated Ridley Nimmo is working on the ballot language. It was noted that SLPR be identified as the 'authority' and that MDNR be spelled out.

Ms. Lockwood excused herself from the meeting, and Mr. Culbert took over as vice chair.

**Commissioner Comments:** None

**Next Meeting**

Regular Monthly Meeting: Thursday, October 28<sup>th</sup> at 6:00pm via zoom

**Adjournment**

Chairperson Lockwood adjourned the meeting at 7:28pm

Respectfully Submitted, David McDermott, Secretary

Recording Secretary, Shirley Priestap