

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

150 S. Leroy St.

Fenton, MI 48430

Board of Commissioners Meeting- Thursday, January 26, 2023

7:30am

**Call to Order**

Chairperson Lockwood called the meeting to order at 7:30am

**Attendance/Roll Call**

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

Roll Call: Lockwood declared there was a quorum with six board members.

Staff Present: Ed Koledo, Shirley Priestap

Public Present: None

**Pledge of Allegiance**

**Approval of Consent Agenda**

Approval of the December 1<sup>st</sup>, 2022 regular meeting minutes

- Approval of Treasurer's Report:
  - Bills paid prior to January 26<sup>th</sup>, 2023 in the amount of \$72,924.78
  - Payroll paid prior to January 26<sup>th</sup>, 2023 in the amount of \$37,388.98
  - December 2022 Financial Statements

Motion by Culbert, seconded by Simons to approve consent agenda as presented.

Roll Call:

McDermott Aye

Kesler Aye

Lockwood Aye

Simons Aye

Reid Aye

Culbert Aye

Motion Carried: 6 Ayes, 0 Nays

**Director's Report**

Koledo highlighted the dog park well repair noting it's working. A discussion followed re: the absence of a more structured dog park board and the broken/missing park gate. Also noted was the City of Linden's approval of the Eagle Scout project and the Pathway engineers update from NFE re: the estimated 30% cost increase. A discussion followed re: Koledo's involvement with the Pathway and the potential for more in the future to insure the successful completion of it. Also discussed was the previously approved \$500 SLPR scholarships to each school district. Koledo to notify the school districts and the Board will determine the criteria. Koledo also noted the growth in the Pickleball Open Gym program and Mike Gagne's success in finding a participant willing to be the onsite program manager. Koledo discussed the Fire Department's interest in utilizing the Train

Depot and stated SLPR is fully moved out of there and the Fire Department is taking the lead on the final clean up.

### Initiatives:

#### 1. Pathways

- A. Grants/Sponsorships – UPDATES - still trying to verify P3 & P4 grant awards – county planning commission requested cost information on P2-3 for inclusion in potential additional grants coming the county’s way - State Funding Initiative for “shovel-ready” pathways // Kildee earmark resubmitted by Fenton // Consumers Energy Grant completed for \$50k // potential for increase from The Michigan Trails Fund (up to \$100k)//Auto Dealers at \$100k currently//DMK/Charter Senior Living/NFE pathway discussion
- B. SLPR & LAFF Pathways, The State Bank Trail - UPDATES
  - a. Maintenance Agreement Planning - Summer 2023
  - b. Triangle Park Plan – Parking reduction by 5 spots
- C. Easements – UPDATES
  - a. Wes Nolde Agreement
    - i. Ed reviewed the timeline of events that lead to Wes contacting Ed about the easement agreement and his request to increase the agreement amount by \$10,000.
      - May 16, 2022 – Wes received a total cost estimate for the sewer connection work at his property for \$41,125
      - June 22, 2022 – Wes signed an Easement Agreement for \$21,500
      - November 23, 2022 – Wes received an email from the township with a request to sign an agreement for the sewer work estimated at \$41,125, including covering any additional cost to connect the sewer line
      - December 16, 2022 – Wes sends an email to Ed requesting an additional contribution of \$10,000 for the easement
      - January 5, 2023 – Wes responds to an email from Ed about bringing his request back to the SLPR board for consideration
    - ii. The board discussed their initial understanding of the agreement they felt was bargained in good faith, to include paying roughly half of the estimated construction costs, which at the time of the agreement were estimated to be \$41,125. It was the overall perception of the board that the agreement was made in good faith and was close to the estimated \$20,000 cost for an attorney if the property was to go into the condemnation process.
    - iii. Ed responded to the question: If Wes did not honor the easement agreement, what would the process be? Ed said he’d been in touch with the SLPR attorney about this in case the question came up. He explained his understanding of the conversation with the attorney.
      - First, if we did decide to reopen any agreement, once signed, that would set precedence for all agreements to be renegotiated and

they did not recommend we re-negotiate any agreement for that reason alone.

- Second, if SLPR does not reopen negotiations of the agreement, and if Wes decides not to honor it, at the point where Wes notifies SLPR he will not honor the agreement, they recommend SLPR move immediately to file a Declaration of Taking. Once the Declaration of Taking is filed, the process would take up to 60 days for the courts to make a decision on the easement, which the attorney feels is likely to be granted. After that, it would continue in court to determine the fair value of the land required for the easement. The value of this land, being estimated through the township property tax office or, if that is over \$10,000, through a special independent assessment, is likely accurate and the original offer would be the court's decision. Ed stated he didn't remember what the original offer was. Additionally, the attorney had recently gone through the process of filing a Declaration of Taking, so the \$20,000 estimate in attorney's fees would be significantly reduced.
- iv. Discussion amongst the board included hesitation to renegotiate any individual agreement so as not to open all agreements for renegotiation. That all agreements had been negotiated in good faith and any offer over the estimated value of the land had to have special circumstances, which this did, and the board feels like they made. With that \$20,000 estimate, and that all the money for easements must be fund-raised, the board felt the best deal they could make for all involved is the current agreement.
- b. Reviewing "sold" properties
  - i. Through the township's public records, Ed found two properties had been sold since an agreement had been made. He is writing a letter to explain the situation for each and plans to hand-deliver them and have a conversation as well to solicit agreements ASAP.
- 2. Community Interaction – Chamber --Exe Board-Board-Marketing-Networking@Noon-Career Connections-Expo, chaired Grow Linden mtg, HIL meetings, LAFF Board meeting, attended: Veterans Memorial Park meeting, Attended Fenton Rotary meeting, Attended Linden Parks & Rec Council meeting, Linden Holiday Happenings and Frosty Parade, Loose board meeting, VFW meeting, Linden City Council, Shiawassee River Trails Coalition, FAPS Supt on Program agreements, Rotary Christmas Express, TRRD well repair, HIL Ice Fishing Tournament and board meetings, Eagle Scout Project w/ Linden Kiwanis and P&R, lunch w/Grand Blanc Grid and Holly trails initiative, and Fenton Arts and Cultural Commission.
- 3. Fenton Township Events/Projects
  - A. Hagerman Park – on hold
  - B. TRRD – Well work completed...working.

- C. Facilitating planning for an access to the Shiawassee River on Hogan Road when bridge repairs take place (includes Argentine Twp and Keepers of the Shiawassee)
- D. Helped with survey awareness for 6-year parks and rec plan, went from 17 to 120.
- 4. Linden Events/Projects
  - A. Linden Parks and Rec meetings, Master Plan and 5-year Parks and Rec Plan
  - B. HIL Meetings –Holiday Happening and Frosty Parade, Ice Fishing Tournament. Annual fundraising/sponsorship campaign
  - C. Music by the Mill – Potentially get a military band of some sort for the Memorial Day event.
  - D. Looking for something else...
- 5. Fenton Events/Projects
  - A. Senior Fridays –
    - a. Friday Brunches – funding challenge w/o TWP \$, looking to make plan for 2023.
  - B. Winter Craft Shows at the FCCC: 2/25, 3/25 & 4/15
  - C. Fenton Experience
    - a. Farmer’s Market – Dates planned for 2023, May 18 – September 21
    - b. Concerts in the Park - Dates planned for 2023, May 18 – September 14
    - c. Family Nights and street closures - TBD
  - D. Art Walk planning – coming back to Fenton Saturday, July 29<sup>th</sup>, 2023.

#### **Facilities:**

- 1. Depot – Fire Dept leading cleanout of depot, potential for future use by another entity.
- 2. FCCC - No update on Board status.
- 3. Warehouse – Fully functional.

#### **Accounting Coordinator’s Report**

Priestap presented the 2022 year end financial statements and explained they are in draft form pending final adjustments and the annual audit. The unaudited net income is currently \$110,686.74 with allocations to be made in the amount of \$91,500 to the designated funds as per the 2022 management goals: \$17,500 to the Equipment Fund; \$55,000 to the Facility Fund; \$10,000 to the Parks Fund; and \$9,000 to the Pathway Commitment Fund. She explained the designated amounts would be moved via journal entry from Retained Earnings into the appropriate funds. She also noted overall programming was up, expenses monitored, and net income was higher than expected. She further explained the slight decrease in profits in the Drivers Ed and Dance programs; the loss in the Senior Program and absence of Fenton Township CDBG funds last year; and the increase expense in the maintenance costs due to the mold remediation of the storage warehouse. She listed the Special Projects expenses, and stated the interest earned on the investments. Priestap said the date of the audit is scheduled for April 24<sup>th</sup> and April 25<sup>th</sup> and the Finance Committee would be asked to meet prior to the audit.

**Programmers’ Report:** A written report was presented. A discussion followed re: brochure costs and the distribution of the brochure to the school districts. It was the consensus to survey the schools to find out how many brochures they go through and if we can do more to distribute them to the students.

**Action Item: City of Linden Appointees**

A memo from the City of Linden was received and both Brenda Simons and Ray Culbert were reappointed to the SLPR Board of Commissioners.

**Action Item: Election of Officers**

Lockwood named the slate of officers.

Chair: Culbert nominated Lockwood for Chair, seconded by Kesler. Lockwood accepted.

No further nominations.

Motion Carried: 6 Ayes, 0 Nays

Vice Chair: Lockwood nominated Culbert for Vice Chair, seconded by Reid. Culbert accepted.

No further nominations.

Motion Carried: 6 Ayes, 0 Nays

Treasurer: Lockwood nominated Kesler for Treasurer, seconded by McDermott.

No further nominations.

Motion Carried: 6 Ayes, 0 Nays

Secretary: Lockwood nominated McDermott for Secretary, seconded by Kesler. McDermott accepted. No further nominations.

Motion Carried: 6 Ayes, 0 Nays

**Action Item: Committee Assignments**

The committees remained the same and are as follows with Lockwood, as Board Chair, a member of each committee:

Finance/Site Location: Kesler, Chair; Culbert, Member

Operations/Policy: McDermott, Chair; Reid, Member

Personnel/Policy: Simons, Chair; McDermott, Member

**Action Item: Personnel Committee – Staff Pay Recommendations**

Koledo presented the list of recommendations made by the Personnel Committee following their meeting on January 17<sup>th</sup>. Committee Chair, Simons stated they reviewed salary comparisons from the State of Michigan, Indeed, and the MRPA and determined a salary adjustment was warranted for the Accounting Coordinator to bring her salary to midrange for that position. In addition, a 3% salary increase was recommended for the Executive Director, Accounting Coordinator, Marketing/Enrichment Programmer, and Athletic-League Programmer. Hourly staff received .50 rate increase per hour with one employee's rate adjusted by an additional .50 per hour.

Motion by Culbert, seconded by McDermott to approve the salary and wage increases as presented to be retroactive to January 1<sup>st</sup>, 2023

Roll Call:

McDermott     Aye

Kesler           Aye

Lockwood      Aye

Simons          Aye

Reid             Aye

Culbert            Aye  
Motion Carried: 6 Ayes, 0 Nays

**Discussion Item: Parking Reduction at the Trailhead in Triangle Park**

Koledo presented an updated map of the Triangle Park plan stating that parking was reduced by five spots.

**Discussion Item: Easement Agreement Updates**

Koledo stated that there are two new property owners to be visited re: the agreement with previous owners which has not yet been paid or recorded. Also discussed was the one property owner who has stated he wants to change his original agreement.

**Discussion Item: The State Bank Trail Funding Update**

LAFF is pursuing additional grant funding.

**Discussion Item: SLPR Staffing**

Koledo presented the SLPR organizational chart and noted the vacancy in the position of Program Coordinator/Office Manager. He stated current staffing is keeping up with programming, however another person with a degree in Parks & Recreation or similar would be an asset to help grow programming by finding and developing new programs while providing oversight to the facility/office staff, day to day operations, and maintain community relationships. A job description was presented to the Board and it was the consensus that the Personnel Committee would review.

**Discussion Item: Gym Stars Transition to LCS Update**

Koledo prepared a press release describing the SLPR's gymnastics program and the transitioning of it to Linden Community Schools.

**Discussion Item: Disc Golf Course Update**

It was noted that the Linden City Park may not be a feasible location for a disc golf course because of wooded areas that would have to be cleared. A discussion followed re: the Silver Lake Park plan for a disc golf course.

**Commissioners' Comments:**

Simons requested a salary evaluation on the vacant position for the Personnel Committee review. Lockwood requested SLPR discontinue paying the utilities for the train depot. She stated Lynn Markland would send a memo.

The time of the meetings was discussed, and it was the Board's consensus to continue with morning meetings, however the time would be changed to 7:30am. In addition, it was the Board's consensus to change the date of the March meeting to the third Thursday – March 17<sup>th</sup>.

**Next Meeting**

Thursday, February 23<sup>rd</sup>, 2023 at 7:30am

**Adjournment**

Chairperson Lockwood adjourned the meeting at 8:44am

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