



ZOOM MEETING MINUTES

Approved: October 8, 2020

Zoom Meeting In attendance: Patrick Michel, Cathy Doughty, Mark St. Charles, Sam Theis **Absent:** R. Everett
SEL CRA STAFF: Michael Powers, Cheryl Royster

- I. **Call to Order** by Michel at 6:32pm
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Call to the Public: None**
- V. **Additions to the Agenda**
 - a). Mark St. Charles recommends Budget discussion Under New Business: XI. b
- VI. **Approval of the Agenda: Motion** to approve the amended August 2020 meeting agenda by St. Charles, second by Doughty. Roll call vote: **Motion passed – 4-0.**
- VII. **Introduction of Guests:** Brian Vick. Zoom meeting moderator.
- VIII. **Approval of the Minutes: Motion** by St. Charles, second by Doughty, to approve the minutes from the Aug 2020 Board Meeting. Roll call vote: **Motion Passed – 4-0.**
- IX. **Receive the Financials: Motion** by Doughty, second by St. Charles to receive the Aug 2020 financials. Roll call vote: **Received – 4-0.**
- X. **Old Business**
 - a. **Meijer Park Development** –Construction is well under way. Powers showed pictures of the site. Removal of skate apparatus is complete on the top half. Irrigation meter was purchased and installed. Powers stated that the roof of the pavilion is in need of repairs. He had 3 recommendations from Schaffer and Schaffer offered to oversee the repairs. Powers received 3 quotes from those 3 companies. St. Charles requested that in the future any quotes need to be in the board packet. Doughty asked if there were any pictures of the roof. Powers did not have any of the damaged area. Quotes were from Armstrong \$6350-\$6550. Lockhart \$7255. Premiere \$8400. St. Charles asked where was the money in the current budget. Royster indicated that the fund balance would cover it. Theis and St. Charles questioned the life of the shingles. Would like to see at least a 20 year shingle. Michel asked if the quote included taking down to the boards and replacing if needed. Powers said that the quotes were not including board replacement. Doughty indicated that the square footage of the roof is 2700. Michel said that if those boards needed replacing it could cost an extra \$4050. **Motion** by St. Charles to move forward and authorize Armstrong, under the supervision of Schaffer Construction to complete the roof repair at a cost not to exceed \$10,000 using the highest quality shingle available for that cost. Second by Theis. Roll call vote. **Motion passed – 4-0.** Michel asked if Powers was clear on how to proceed with the repairs. Powers indicated he was.
- XI. **New Business**
 - a. **Directors Report** – see attached. Programs are running but not a lot of participation. St. Charles mentioned that the parcel on Grand River that was the site of the Green Oak Farmers Market is available for programming. Staff has discussed some uses for next year and will be following permit guidelines for programming. Michel asked if Farmers Market was making any revenue. Powers indicated it was not – the compensation is going direct to M. Phipps who is managing the market for us. Michel asked that Powers look at what we are doing to capitalize SELCRA's presence at the market, and bring a report back to the next board meeting.
 - b. **Budget concerns due to COVID19 – St. Charles stated that he had concerns about the budget for the year, noticing the revenue drop.** Royster has had concerns about a drop in revenue due to COVID19. Referencing the financials it was pointed out that the Youth Programs were \$16,000 lower



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this year than at this time last year. That was due to the pandemic cancelling the Pistons Summer Camp and the Fall Flag Football program. This will not be made up. In addition, Adult programming revenue is down due to the COVID19 restrictions of how many people can be in a class. Future programming revenue for indoor programming is unknown due to the Michigan EO's making a mask mandatory for sports. St. Charles has not seen any indications of this getting better anytime soon. St. Charles recommends looking at cuts to survive. Royster had looked at several scenarios and is recommending cutting the 3 full time staff to 20 hours per week starting September 27th indefinitely. A staff schedule is attached showing hours which will still cover the front desk for the district. Royster also recommends a temporary elimination of the 401k contribution from SELCRA to the plan participants. There is also a few thousand dollars in savings from a reduction in health care costs. This indicated a concern as to the type of 401k plan, as some do not allow the reduction in contributions. Royster stated that she had looked into the plan for that reason and our plan type will allow it. Royster also checked into the Health Care plan and has confirmed that our plan allows us to temporarily reduce hours for full time employees while keeping the plan. St. Charles would like to see the board revisit the budget on a monthly basis to make further cuts as needed. **Motion** by St. Charles; "A drop in revenue due to COVID19 has caused a budget deficit. In an effort to balance the 2020-2021 budget the motion is to cut employees to half time and temporarily eliminate the SELCRA contribution to the 401k plan. The budget will be reviewed monthly for further recommendations." Second by Doughty. Roll call vote. **Motion passed – 4-0.**

XII. Adjournment – Motion to adjourn by Doughty, second by Theiss. Roll call vote: **Motion passed – 4-0.**
Adjourned at 7:22pm

Respectfully submitted,

Cheryl Royster, Recording Clerk

Sam Theiss, Board Secretary