

Wednesday, January 24, 2018 @ 2:00pm
Location: Lyon Township Hall
58000 Grand River Ave, Lyon Township

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:12 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township
Patty Carcone, Charter Township of Lyon*

*ABSENT: Lynne Ladner, City of South Lyon
Robert Donahue, City of South Lyon*

Also Present

*Amy L. Allen, CPRP, SLARA Director
Caroline Hill, SLARA Enrichment Manager*

Approval of the Agenda

Motion to approve the agenda by Mrs. Carcone, second by Mr. St. Charles, motion passes

Approval of October 25, 2017 Meeting Minutes

Motion to approve the October 25, 2017 Meeting Minutes by Mrs. Carcone, second by Mr. St. Charles, motion passes

Approval of Bills 10/16/17 – 1/17/18

Motion to approve the bills by Mrs. Carcone, second by Mr. St. Charles, motion passes

Financial Report

- a. Comerica Checking Account (*General Fund*)
 - a. Balance \$406,758.62
- b. Flagstar Capital Improvements Fund, .8% Interest Rate
 - a. Balance - \$395,910.58
- c. Old National 12-month CD, 1.73% Interest Rate
 - a. Maturity Date 12/16/18
 - b. Balance \$253,393.48

Motion to approve the financial report as presented by Mrs. Carcone, second by Mr. St. Charles, motion passes

Correspondence

None

“Call to the Public”

None

I) Old Business**1. SLARA Office Updates****a. SLARA Staff Meeting Minutes**

Mrs. Allen shared with the board that the SLARA office staff has been discussing and evaluating the credit card fees that the department is charged to process credit cards and the cost that customers are charged to utilize cards. Mrs. Allen has researched the past year's transactions and found that the SLARA is just about breaking even with the fees. This will continue to be evaluated each year to ensure we are not brining in more than we are spending on credit card processing.

Mrs. Allen also shared that staff have had conversations about allowing customers to have credits on account instead of doing full refunds and re-enrollments. It was decided that for accounting purposes this would not be allowed.

b. South Lyon Community Schools Facilities Committee Update

The schools have put a hold on this committee until a new night can be chosen by committee members that will work better for school employees.

2. Member Updates

Lyon Township – *The township is looking for two people to hire for their building department. They are also still working with the DEQ on their water treatment facility. Chris Doozan, a planner with the township has retired.*

Green Oak – *Green Oak has broken ground on the new police station. Planning will begin soon for the next Green Oak Day. The township will also be evaluating how they run the Large Item Pickup event and some changes may be taking place for this year's event. They have hired a new person in the Building Department and a new Level 3 Assessor. There was also a new addition in the Clerks Department.*

II) New Business**1. NRPA Conference Evaluations – Enrichment Manager, Carrie Hill & Director, Amy Allen**

Mrs. Hill and Mrs. Allen presented and discussed with the board their session evaluations from the National Recreation and Parks Association Conference they attended in September.

2. Consider Resolution 18-001 Drivers Education Bids for the SLARA 2018-2019 Fiscal Year

Motion by Mrs. Carcone, second by Mr. St. Charles

Resolution 18-001 Drivers Education Bids for the SLARA 2018-1019 Fiscal Year.

| | | |
|------------------------|----------------|---|
| Roll Call Vote: | Ayes: | Mark St. Charles, Patricia Carcone |
| | Nays: | None |
| | Absent: | Lynne Ladner |

MOTION APPROVED

3. Consider Resolution 18-002 Volunteer / Employee Background Check Policy.

Motion by Mrs. Carcone, second by Mr. St. Charles

Resolution 18-002 Volunteer / Employee Background Check Policy.

Roll Call Vote: **Ayes:** **Mark St. Charles, Patricia Carcone**
 Nays: **None**
 Absent: **Lynne Ladner**

MOTION APPROVED**4. Lyon Township ZBA Meeting Update & Next Steps**

Mrs. Allen shared with the board an email from the previous Lyon Township Planner, Chris Doozan that outlined the next steps if moving forward with investigating the property at 10 Mile for a possible site for SLARA to lease.

5. 59255 10 Mile Letter of Intent

Mrs. Allen discussed with the board what legal counsel suggested in regards to the letter of intent. The board advised Mrs. Allen on parameters for the letter of intent and directed her to go thru legal council again to update the letter. Once legal council has approved the letter, share it with the board for final approval and then it can be sent out to the property agent.

6. Closed Session pursuant to Section 8(a) of the Open Meetings Act to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. Sports Manager, at his request and Administrative Assistant, at her request.

No closed session was required as there were no members of the public in attendance at the meeting.

Mrs. Allen and the board discussed performance reviews for the SLARA Sports Manager and the Administrative Assistant.

Mrs. Carcone made a motion to increase the salary for the Administrative Assistant from \$11.25 to \$13 per hour and to make this increase retroactive dating back to January 1, 2018. Seconded by Mr. St. Charles, motion passes.

7. Board Member Comments

None

Motion to adjourn by Mr. St. Charles, second by Mrs. Carcone, motion passes

Meeting Adjourned at 4:18 pm

Next Meeting: Wednesday, February 28, 2018 @ 2:00pm
 Location: Green Oak Township Hall
 10001 Silver Lake Road
 Brighton, MI

 Chair Signature

 Secretary Signature

 Approval Date