

Wednesday, August 26th, 2015
City of South Lyon Offices
335 South Warren
South Lyon

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:02 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township
Patty Carcone, Charter Township of Lyon
Lynne Ladner, City of South Lyon*

Also Present

Amy L. Allen, SLARA Director

Approval of the Agenda

Mr. St. Charles commented that an item needed to be added to the agenda. Approval of August 18th meeting minutes.

Motion to approve the agenda as amended by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of July 22, 2015 Meeting Minutes

Motion to approve the minutes by Ms. Carcone, second by Mrs. St. Charles, motion passes

Approval of August 18, 2015 Meeting Minutes

Motion to approve the minutes by Ms. Ladner, second by Ms. Carcone, motion passes

Approval of Bills – 7/15/15 thru 8/18/15

Motion to approve the bills by Mrs. Carcone, second by Ms. Ladner, motion passes

Financial Report

- a. General Fund Balance – \$429,907.54
- b. Community Center Committee Fund Balance – \$15,401.00
- c. Capital Improvements Fund Balance - \$245,592.74

Ms. Carcone asked Mrs. Allen to look into interest rates at Flagstar Bank. She mentioned the board might want to look into opening an account there for our next fund balance transfer.

Mr. St. Charles made a motion to disperse funds proportionally back to the communities upon confirmation from Neumman Smith that no more payments are due from the Community Center Committee Account and then to close that account with Comerica. 2nd by Ms. Carcone, motion passes.

Correspondence

None at this time

“Call to the Public”

No public present

D) Old Business

1. SLARA Office Updates/Upcoming Events

- a. **Parent/Child Super Sleuth Night – Friday, Sept. 11th**
- b. **Mother/Son Bowling – Friday, Oct. 16th**
- c. **Father/Son Sports Night Out – Friday, Oct. 23rd**
- d. **Candy Cane Hunt – Saturday, December 5th**

Mrs. Allen shared with the board that the SLARA has received sponsorship confirmation from All Star Driving for \$300 and South Lyon Orthodontics for \$600 for special events this fall and winter.

2. Community Center Meeting Updates

The Community Center Committee has decided to suspend their committee work indefinitely for the time being. They feel there just isn't the interest from the public in a community center at this time. Mrs. Allen is checking with Neumman Smith to see if any more payments are due on the account. Once all payments are done, the remainder of the funds will be divided up equally between all three communities and returned. Mrs. Allen will then close the account with Comerica. Mrs. Allen will receive all paperwork from committee members and store at the SLARA office in case it is needed in the future.

3. Member Updates

Lyon Township – Disc Golf course has opened at Atchinson Park. Has been going well. There was a tournament last week. It's brining in money. The Ethnic Festival was last weekend. Attendance was lower than expected, but they event ran well. Next year they will most likely merge it with Kitefest. By August people seem to be burned out on festivals.

South Lyon – Will be hosting a Labor Day walk beginning at McHattie Park on September 7th.

Green Oak – Saturday, September 12th from 10 am – 3 pm Green Oak will be hosting Green Oak Day. This event features open houses at the police department, fire

department and township hall. There will be a Medivac coming in. There will be kid's events such as petting zoo, bounce house, ice cream, pizza and more!

4. SLARA Individual Salary Adjustments

The board reviewed past adjustments at a special meeting on August 18th. Last year the board approved programming positions to become full time positions. The board made it known that they wanted to see how this affected the budget and program before anymore salary adjustments were made. At this time no salaries will be adjusted. The board asked that Mrs. Allen keep the pay scale and salary research that she has done and set aside for possible use at a later date.

5. SLARA Board Member Alternates Appointees

Mr. St. Charles was not able to get in touch with Mrs. Ladner to ask her about an alternate since the last board meeting. Mrs. Ladner will ask the City of South Lyon to appoint an alternate for her to the SLARA Board. Ms. Carcone believes her alternate is John Hicks. Ms. Carcone said she will double check with her township board to see if they want to continue with Mr. Bell as the designated alternate.

II) New Business

1. Bookkeeping & Accounting Services

The Bookkeeper position was discussed at the board special meeting on August 18th. Ms. Ladner presented a job posting that the board had worked on based on the one Mrs. Allen submitted previously. The job posting was adjusted to recruit a third party contractor and not a part time employee of the SLARA. Also, many of the previous job duties were deleted and re-assigned to the SLARA Director.

Mrs. Allen was asked to contact Mike Matter to find out about moving the Quickbooks accounting program to a shared network so that the Director could have access and when the new Bookkeeper comes on board they would be able to perform some of the work from home remotely.

Mrs. Allen was also asked to contact the current payroll provider to see if payroll records could be imported instead of manually input by SLARA staff bi-weekly.

Mrs. Allen asked that the responsibility of completing and distributing 1099's be added back as a duty on the job posting.

Mrs. Allen also asked for clarification on the compensation for the position. She asked that this be addressed in the job posting. Ms. Ladner said she will add it to the job posting and resend to the board.

The job posting will be emailed to all board members and sent out. Mrs. Allen will post on the SLARA website, the SLARA Facebook page and on local Facebook pages for the South Lyon Community.

2. Certified Playground Safety Inspection Exam (CPSI) offering

Mrs. Allen shared with the board that the MRPA is hosting a Certified Playground Safety Inspector Course and Exam on Oct. 14-16th in Okemos and April 20-22 in Troy. This may be something communities want to send a member of their DPW departments to. Mrs. Allen also mentioned that MMRMA offers reimbursement opportunities for this specific training.

3. Staff Training Opportunities

Mrs. Allen also shared with the board some upcoming training opportunities she would like to be able to send staff member to. She would like to send John Hines and Mary Stchur to a Customer Service training on September 23rd and Katy Fitzpatrick to a Social Media training on November 5th.

Motion by Mr. St. Charles to approve the SLARA sending Mr. Hines and Mrs. Stchur to the MRPA Customer Service Training on September 23rd and Mrs. Fitzpatrick to the Social Media Training on November 5th. 2nd by Ms. Carcone. Motion passes.

Adjournment at 2:40 pm

Next Meeting: Wednesday, September 23rd, 2015 @ 2:00pm

Location: Lyon Township Offices
58000 Grand River Ave.
Lyon Township

Chair Signature

Secretary Signature

Approval Date