

Wednesday, April 26, 2017 @ 2:00pm

Location: Lyon Township  
58000 Grand River Avenue  
Lyon Township

## MINUTES

2:00 PM

### Call to Order

*Mr. St. Charles called the meeting to order at 2:00 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, CPRP, SLARA Director*

### Approval of the Agenda

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

### Approval of March 22, 2017 Meeting Minutes

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

### Approval of Bills – 3/13/17 – 4/9/17

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

### Financial Report

- a. Comerica Checking Account (*General Fund*)
  - a. Balance \$355,704.63
- b. Flagstar Capital Improvements Fund, .45% Interest Rate
  - a. Balance - \$247,274.94
- c. Flagstar 12 month CD, .95% Interest Rate
  - a. Maturity Date 11/3/17
  - b. Balance \$146,183.68
- d. Old National 12 month CD, 1.05% Interest Rate
  - a. Maturity Date 12/16/17
  - b. Balance \$250,750.53

### 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 staff had discussed at the last staff meeting the new registration procedure for Private Swim lessons. Staff also discussed day camp registration procedure and current budget updates that are being requested.*

**b. Marketing/Special Events Manager Position – UPDATE**

*Mrs. Allen updated the board. There have been 4 applications submitted for the position. Mrs. Allen said she is waiting for more direction on a time frame as to when this position may be moving forward. The board wants time to look closer at ways to implement this position and move forward. Mrs. Allen will be including this as an agenda item for the next meeting.*

**c. Budget Discussion - UPDATE**

*The board will be sending Mrs. Allen a spreadsheet that they are requesting she fill out and send back to them. This spreadsheet comes from the City of South Lyon. It will allow the board members to see salary calculations and fringe benefit calculations. This will allow them to compare and contrast the total salary calculations for the SLARA employees. This item will be included on next month's agenda.*

**2. Member Updates**

*South Lyon – Citywide garage sale is May 4-7<sup>th</sup>. The City has a map located on the website that allows people to pin their sale so there is a master map of all those participating. People from other neighboring communities would like to see the map expanded to include them. The City will be looking into this for the following year. The farmers market is opening on May 13<sup>th</sup>. It will run on Saturdays from 8:00 am – 2:00 pm. The new market manager is doing a fantastic job so far. The City-wide cleanup is scheduled for May 13<sup>th</sup>. On May 24<sup>th</sup> the Lake Street Cruise events will be starting. These cruise events will be taking place on the 4<sup>th</sup> Wednesday of each month. 10 new businesses have opened in South Lyon in the last month.*

*Lyon Township – Kitefest will take place the first weekend in June. The township is continuing to look at a new water system option.*

*Green Oak – They are working with the Legacy Center on a site plan that will include 4 new ball diamonds and one diamond dedicated to players with special needs. The township has agreed to move forward with the purchase of 13 acres on Whitmore Road located behind the fire department where they are looking to build a new police station.*

**II) New Business**

**1. Hepatitis B Vaccine for Lifeguards**

*Mrs. Allen shared with the board discussion that has taken place with the SLARA legal advisor. The Authority does have to offer the Hepatitis B Vaccine for Lifeguards. Mrs. Allen will have to put together some personnel forms including an informational sheet for the Hepatitis B Vaccine and a Vaccine Offer and/or Declination Form. For individuals under the age of 18, a parent will also have to sign the forms. The legal advisor also stated that the SLARA can create a contract with staff members requiring them to reimburse the SLARA if they do not stay employed with the SLARA or do not finish the shot series. Reimbursement can include withholding the employees last check. The SLARA is only required to pay for each step of the vaccine series once. If an employee misses a shot and has to start the series over, they are responsible for paying for any shots that the SLARA had paid for previously. Mrs. Allen will bring these forms before the board for approval when they are completed.*

**2. Sports Manager Applications**

*Mrs. Allen informed the board that the SLARA has received over 15 applications as of now. The board would like Mrs. Allen to send them the resumes of the top 5 candidates. Mrs. Allen would like to have the new person working by late May or early June.*

**3. Vibe Sponsorship**

*Mrs. Allen shared with the board that Vibe has increased their sponsorship level for the upcoming fiscal year. Mrs. Allen will be working to revamp some of the sponsorship packages.*

**4. Lyon Township Park Development**

*Mrs. Allen wanted to make the board aware that she has been invited to attend meetings with Lyon Township and representatives of area sports groups to discuss development of some Lyon Township properties for sports fields. Mrs. Allen attended a meeting a few weeks ago and plans to attend these evening meetings monthly.*

***Adjournment at 2:37 pm***

Next Meeting: Wednesday, May 24, 2017 @ 2:00pm

Location: Green Oak Township

10001 Silver Lake Road

Brighton, MI

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Chair Signature

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Secretary Signature

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Approval Date