

Wednesday, November 28, 2018 @ 2:00pm

Location: SLARA Office
23333 Griswold, Suite 100
South Lyon, MI

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:03 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Township
Patricia Carcone, Lyon Township
Paul Zelenak, City of South Lyon*

Also Present

*Amy L. Allen, CPRP, SLARA Director
Catherine Fitzpatrick, SLARA Aquatics Manager*

Approval of the Agenda

Motion to approve the agenda by Mr. Zelenak

Ms. Carcone seconds the motion, motion passes

Approval of October 24, 2018 Meeting Minutes

Motion to approve the October 24, 2018 Meeting Minutes by Ms. Carcone

Mr. St. Charles seconds the motion, motion passes

Approval of Bills 10/13/18 – 11/15/18

Motion to approve the bills by Ms. Carcone

Mr. Zelenak seconds the motion, motion passes

Financial Report

- a. *Flagstar Primary Checking Account, 0.7% Interest Rate*
 - a. *Balance \$119,940.93*
- b. *Flagstar Capital Improvements Fund, 1.4% Interest Rate*
 - a. *Balance - \$612,645.84*
- c. *Old National 12-month CD, 1.73% Interest Rate*
 - a. *Maturity Date 12/19/18*
 - b. *Balance \$253,393.48*

Correspondence

Mrs. Allen and Mrs. FitzPatrick briefed the board on a personnel issue.

“Call to the Public”

None

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

Mrs. Allen shared with the board that there is a staff AED training coming up on Wednesday, Dec. 12th from 8 am – 11 am and the SLARA office will be closed. Mr. Stanley, Mrs. Hill and Mrs. Stchur are all attending a RecPro training today. Mrs. Hoskins has been working on creating marketing and coaching videos and we will hopefully be able to start posting them online this winter. The staff is working on a weather notification system that is consistent for participants. The new brochure will be mailed on Monday, December 10 and that is when registration for winter programs will open. The annual Flashlight Candy Cane Hunt will be taking place this Saturday at 7:15 pm at McHattie Park on the volleyball courts. Lastly, the SLARA has the first official rental of the MPR Room this coming Sunday!

b. Website Updates

Mrs. Allen showed the board a sneak peek of the new SLARA website that will go live on Friday, December 7. This website is more user friendly, has the registration website embedded so people don't need to go to a separate site to register online and enables us to utilize more videos and photos online.

II) New Business**1. SLARA Long Term Planning**

Motion to table this item until the next meeting by Ms. Carcone

Mr. Zelenak seconds the motion, motion passes

2. SLARA Staff Planning Retreat

Mrs. Allen asked the board if she could close the SLARA office for a partial day in early 2019 to do an internal long term planning session with the SLARA staff. The board agreed that this should be done outside of normal business hours. The board asked if Mrs. Allen would like someone to help facilitate this session and she said she would like that. Mr. Zelenak offered his services. The board requested that Mrs. Allen communicate with Mr. Zelenak to prepare an agenda and goals for this planning session to take place in late January or early February of 2019. Mrs. Allen will keep the board updated with progress on this item.

3. SLARA Capital Improvement Fund Direction

The board requested that Mrs. Allen specifically add this item into the Long Term Plan that she is working on and will bring the plan back to the board at a later meeting.

4. Chemical Bank CD Maturity Direction

The board discussed options for the CD maturing in December and funds in the Capital Improvement Fund at Flagstar Bank.

5. Consider Resolution 18-011, to approve the investment of funds into a 180 day CD at Flagstar Bank or another financial institution at a rate no lower than 2.2% and a 90 day CD at Flagstar Bank or another financial institution at a rate no lower than 2.2%

Motion by Mr. Zelenak, second by Ms. Carcone

Resolution 18-011, Resolution to accept the investment of funds into a 180 day CD at Flagstar Bank or another financial institution at a rate no lower than 2.2% and a 90 day CD at Flagstar Bank or another financial institution at a rate no lower than 2.2%

**Roll Call Vote: Ayes: Mr. St. Charles, Mr. Zelenak, Ms. Carcone
 Nays: None
 Absent: None**

MOTION APPROVED

6. SLARA Multipurpose Room Rental Forms Review and Approval

Motion to approve the SLARA Multipurpose Room Rental Application and Use Terms & Conditions as presented by Mr. Zelenak

Ms. Carcone seconds the motion, motion passes

7. SLARA Technology Equipment Lease & Support Contracts Review and Approval

Motion to allow the Director to sign the technology support and hardware lease contracts with MFM Network Solutions upon researching alternative providers pricing and ensuring that pricing is similar or below to competing IT providers in the area by Ms. Carcone

Mr. Zelenak seconds the motion, motion passes

8. Board Member Comments

Ms. Carcone – The Township is working on the budget and will begin the Martindale paving work soon. Progress is still happening on the 11 Mile Park plans. The Township is waiting for a new pan for the water tower.

Mr. Zelenak – The Annual Cool Yule will be taking place this Saturday.

Mr. St. Charles – Green Oak has gotten the okay to start Phase I of the Lakeland Trail. In December the Bid Letting will open. The lowest level of the township hall may be used in the future for community events or for an emergency staging center now that police materials are removed.

Adjournment at 3:27 pm

Next Meeting: Wednesday, January 23, 2019 @ 2:00pm

Location: SLARA Office
23333 Griswold, Suite 100
South Lyon, MI

Chair Signature

Secretary Signature

Approval Date