

Wednesday, March 27, 2019 @ 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 2:00 pm

Roll Call of the Board

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

Also Present

*Amy L. Allen, CPRP, SLARA Director
Donna Bunin, SLARA Special Events Manager/Administrative Assistant*

Approval of the Agenda

Motion to approve the agenda by Ms. Carcone

Mr. Zelenak seconds the motion, motion passes

Approval of February 27, 2019 Meeting Minutes

Motion to approve the February 27, 2019 Meeting Minutes by Mr. Zelenak

Mr. St. Charles seconds the motion, motion passes

Approval of Bills 2/21/19 – 3/15/19

Motion to approve the bills by Ms. Carcone

Mr. Zelenak seconds the motion, motion passes

Financial Report

- a. General Fund Accounts
 - a. Flagstar Primary Checking Account, 0.7% Interest Rate
 - i. Balance \$177,547.78
 - b. The State Bank, 90 Day CD, 2.55% Interest Rate
 - i. Maturity Date, 6/17/19
 - ii. Balance \$259,412.58
- b. Capital Improvement Fund Accounts
 - a. Flagstar Capital Improvements Fund, 1.4% Interest Rate
 - i. Balance - \$214,047.26
 - b. The State Bank, 180 Day CD, 2.55% Interest Rate
 - i. Maturity Date 5/28/19
 - ii. Balance \$400,000.00

Correspondence

None

“Call to the Public”

None

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

Mrs. Allen share with the board that she attended a training provided by the MMRMA in Lansing on March 7 that dealt with topics including the new Medical Marijuana law and FOIA requests. She is looking to take advantage of more trainings offered by the MMRMA in the future including a half day training on April 3rd entitled Sexual Harassment Active Bystander Training. Mrs. Hill will be accompanying Mrs. Allen to this training. Mrs. Allen will be completing staff evaluations next week and the week following. Mr. Stanley received a grant from Target recently and purchased all new portable nets for the soccer program and some new equipment. Mrs. Hoskins will e promoting the SLARA at the City of South Lyon Farmers Market on May 18th and June 1st. She is looking into hosting a table at the Brighton Farmers Market and trying to contact Green Oak Mall and SELCRA about possibly working together for an event at the Halloween Event at the mall this year.

b. Partnership with South Lyon Junior Chamber of Commerce, Sports Equipment Drive

The South Lyon Junior Chamber reached out to the SLARA and asked to partner for some fundraising events. They put on a pub crawl recently and donated funds to the SLARA for programming. They are also hosting a Trivia Night on Friday, April 27th at Pinz Bowling. They are advertising that if teams bring in gently used sports equipment, they will receive a discount on their team entry fee. The SLARA staff will be attending to show their support! Everyone is welcome!

c. Long Term Planning Session – Update

No update

d. Action Sports – Update (signage, electric, room usage for fall/winter)

Mrs. Allen made the board aware that SLARA is still waiting for the Duncan’s to add road side signage in front of the building. She will present the board with progress monthly on this item. She also recommended that the board try to schedule a meeting with Mr. Duncan this summer to do a review on how the first year of occupancy has gone in the building and items that could be done better or need to be done by both the property owner and SLARA.

II) New Business**1. Daddy/Daughter Dance Evaluation – Donna Bunin, SLARA Special Events Manager**

Mrs. Bunin presented the board with a wrap up of both the Daddy/Daughter Dance and the Mom/Son Dance. Each event went extremely well, and both were well attended. This year the Daddy/Daughter Dance was broken down into 2 dances on the same day. This change was very well received and allowed for more space and comfort for participants and helped decrease line lengths for pictures and refreshments. Mrs. Bunin shared pictures of the events with the board. The Mom/Son event was themed “Carnival” this year and was a huge success. Attendance increased by approximately 25% this year. There were lots of games that kept the kids occupied this year and we felt that really made an impact. Participants

stayed around until the very end of the event and there was a lot of positive feedback from Mom's onsite.

2. Server Room – Additional Circuit Installation

Mrs. Allen informed the board that there have been some power issues inside the building during the past month or so. Power has been going out in the server room and this has caused the SLARA phone system to crash on multiple occurrences. Mrs. Allen had invited three companies to come in to look at the server room power outlets. She has been informed that the circuit in that room is being overloaded. It was recommended that a dedicated circuit gets installed in the room to prevent this from continuing to happen. She presented 3 quotes to the board.

Motion to approve the Director to contract with Tyrrell Electric for the installation of a dedicated circuit in the SLARA server room not to exceed the cost of \$1,585 which includes the cost of required permits and inspections and proof of insurance covering all SLARA equipment that may be affected during the scope of work for the installation of the dedicated circuit.

Mr. St. Charles seconds the motion, motion passes.

3. Digital Summit Detroit, Attendance for Marketing/Social Media Manager

Mrs. Allen presented the board with information on the Digital Summit to take place in Detroit September 25-26, 2019 in Detroit at the Cobo Center. She would like to send Mrs. Hoskins. She informed the board that there are extra funds in the budget this year for Education as herself and Mrs. Bunin did not attend the MParks Conference due to extreme weather. She would like to pay the registration fee out of this year's budget.

Motion to approve the registration for Mrs. Hoskins to attend the 2019 Digital Summit in Detroit September 25-26, 2019 to be paid for from this fiscal year budget by Ms. Carcone

Mr. Zelenak seconds the motion, motion passes

Mr. Zelenak also made Mrs. Allen aware that if the Education and Training budget is approved at the beginning of the year and includes expected attendance events and individuals to attend, she does not need to present proposals for every individual registration to the board unless they differ from what was originally submitted. Ms. Carcone and Mr. St. Charles agreed.

4. Board Member Comments

Mr. Zelenak – There are a couple new businesses downtown that should be opening soon including a new Cooking Store that should be opening at the beginning of August. This business is located near KV Sports.

Ms. Carcone – Kitefest is taking place at Atchinson Park on June 1st and 2nd. There may be a possible New Year's Event coming to Lyon Township this year. In August there may be some concerts taking place at the township, look for more information coming soon. The Chamber of Commerce recently awarded two Lyon Township individuals with awards; Citizen of the Year was awarded to Tina Archer and Bob Martin received the Lifetime Achievement Award. Ms. Carcone will be on vacation from April 3-10.

Mr. St. Charles – The paving project for Silver Lake Road is moving forward. There have been some delays on the non-motorized path that will require it be finished next year instead of this year. Green Oak Day will tentatively be taking place the 2nd Saturday in September. This will also serve as the grand opening of the new police department.

Adjournment at 3:01 pm

Next Meeting: Wednesday, April 24, 2019 @ 2:00pm

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

Chair Signature

Secretary Signature

Approval Date