

Wednesday, February 24, 2016
Lyon Township Offices
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
Tim Wilhelm, City Attorney for South Lyon*

Approval of the Agenda

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

Approval of January 27, 2015 Meeting Minutes

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

Approval of Bills – 1/20/16 – 2/17/16

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

Financial Report

- a. Comerica General Fund Balance – \$426,659.29
- b. Flagstar Capital Improvements Fund Balance - \$ 245,985.68
- c. Flagstar 12 month CD Balance - \$145,151.85

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

Correspondence

Not at this time

“Call to the Public”

No comments

- I) **Old Business**
 1. **SLARA Office Updates**

a. Daddy/Daughter Dance – Friday, February 5th Wrap Up

Mrs. Allen shared some pictures from the event with the board. The event had 295 couples registered with an additional 86 girls signed up. In total the event served over 676 community members. Each couple received a wrist corsage and that cost was incorporated into the registration fee this year to ensure that no girls were left out. Each girl received a goodie bag including a candy necklace, glow bracelet, small notebook and a temporary tattoo. This was the third year that the event had sold out. Everything went very well. Mrs. Allen shared an evaluation sheet that Mrs. Hill had prepared for the board.

b. SLARA Staff Meeting Minutes

Mrs. Allen shared the February SLARA staff meeting minutes with the board. Topics that were discussed included a Volunteer Park update, pool update, adult league late registration fees and brochure deadlines.

2. City of South Lyon Lease Agreement Update

Mr. Wilhelm, the City Attorney for South Lyon, gave an update on the proposed changes to the SLARA building lease. These changes were incorporated based on feedback from the South Lyon City Council. Mr. St. Charles and Mrs. Carcone expressed their concern about these changes. They felt this new lease was unfair considering that the SLARA is not a regular business but an organization that the City of South Lyon is itself a member of.

Mr. Wilhelm asked if the board would agree to work together to create some modifications on the lease that both groups could agree on. He also stated that he would try to get the South Lyon Council to agree to sign an extension of the current lease and then we could continue to work on amendments for that lease moving forward that are mutually agreed on. The board agreed this would be the best case scenario.

Mrs. Allen also stated that she would like to see some updates done to the interior of the building since no major updates have been done in the 16 years that the SLARA has been renting the building. Some of these updates requested include things like a new sink/vanity in the bathroom, new kitchen cabinets, sink and some work done to help insulate the building.

3. Member Updates

South Lyon – Ms. Ladner let the board know that there was a kickoff meeting between community groups and the City of South Lyon Parks and Recreation Commission in regards to the Volunteer Park redevelopment plan on Monday, February 22nd. She also let everyone know that there have been quite a few applications in South Lyon to host 5K's with the latest being a Lung-evity event to raise funds for Lung Cancer research. The city is hiring a new economic development director soon and the Parks and Recreation Commission are finalizing their Master Plan. On March 19th the City Council will be having their retreat. On April 16th there will be a city wide clean up.

Lyon Township – Mrs. Carcone let everyone know that a day care facility is going to be going in across the street from the township offices. The Library is going out for

two mileages during the August primary. One mileage is for construction and one is for operation for a new library. The community meetings in regards to the new library have been very well attended and there seems to be a lot of support in the community.

Green Oak – Mr. St. Charles let the board know that Green Oak Day is scheduled for Saturday, August 27th this summer. They may be doing a chili cookoff at the event this year. The township just submitted their first Parks and Recreation Master Plan to the DNR. He also notified the board that a Holiday Inn Express will be built in front of Costco in the township.

Mr. St. Charles gave an update in regards to SELCRA. Brighton Township and Green Oak Township have agreed to remain in SELCRA. The current JUA (Joint User Agreement) between SELCRA and Brighton Schools will expire June 30th, 2016. The schools have alerted SELCRA that they do not intend to renew any sort of JUA moving forward. This means SELCRA will need to investigate other avenues for hosting programs moving forward. Some ideas mentioned were community churches, libraries, township buildings, etc... However, there is an upside in that this will open up more possibilities in programming as they won't be limited to simply sports anymore. SELCRA could now offer enrichment and educational programming. They are also in talks with the Legacy Center in regards to possibly teaming up to offer some programs or space. After June 30th the SELCRA does not know if they will be able to remain in their current office space as it's owned by the schools right now. Mr. St. Charles will keep us updated.

II) New Business

1. SLARA Administrative Assistant Position

Mrs. Allen let the board know that Mrs. Roberts has put in notice that she will be retiring as of March 30th. Mrs. Allen submitted a copy of the job description and posting that she would like to make public this Friday. The goal is to accept applications for two weeks, then hold interviews and hire someone before the end of March so that they can job shadow with Mrs. Roberts for a few days. The board told Mrs. Allen to proceed with the job posting.

2. CPRP Certification Proposal for John Hines

Mrs. Allen shared with the board a request proposal from Mr. Hines in regards to applying for CPRP certification. The board was supportive of the proposal.

Motion to approve Mr. Hines to apply for the CPRP certification course immediately by Mrs. Carcone.

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

3. SLARA Contractor Manual Review

Mrs. Allen presented the board with a first draft of a Contractor Manual that she has been working on. This manual would relay to all contractors the policies and

procedures of the SLARA. It covers things like what do with when an accident occurs, set's expectations for contractors, lists items that are required to be turned in when working with the SLARA, etc... Mrs. Carcone suggested that this draft be submitted to Mr. Albertins to be reviewed. Mr. St. Charles and Ms. Ladner agreed with Mrs. Carcones suggestion. Mrs. Allen was directed to send Mr. Albertins a copy of the manual for review. Mrs. Allen will bring a revised copy to the next meeting for approval.

4. Island Lake Kids Kamp – DNR 5 Year Lease Agreement Approval

Mrs. Allen submitted to the board a copy of a lease agreement sent from the State of Michigan DNR in regards to leasing space at Island Lake for the SLARA Summer Day Camp. The board advised Mrs. Allen to send Mr. Albertins a copy of this contract to review before the board signs. Mrs. Allen will bring any revisions to the board at the next meeting.

Adjournment

Next Meeting: Wednesday, March 23, 2016 @ 2:00pm

Location: Green Oak Township Offices
10001 Silver Lake Road
Brighton, MI

Chair Signature

Secretary Signature

Approval Date