

Wednesday, August 28th
City of South Lyon Offices
335 South Warren, South Lyon
2:00 pm

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:01 pm

Roll Call of the Board

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

Also Present

*Amy L. Allen, SLARA Director
Peter Albertins, Attorney at Law*

Approval of the Agenda

Motion to approve by Mr. Murphy, 2nd by Ms. Carcone, motion passes

Approval of July 24th, 2013 Meeting Minutes

Motion to approve by Ms. Carcone, 2nd by Mr. Murphy, motion passes

Approval of Bills – 7/18/13 thru 8/21/13

Motion to approve by Ms. Carcone, 2nd by Mr. Murphy, motion passes

Correspondence

None

“Call to the Public”

No comments from the public

I)

Old Business

1. Community Center Committee

a. Concept Design Firm Contract

Mr. Albertins gave his opinion on the contract with Neumann Smith. There should be a few changes made. He presented the board with a handout of these flagged items.

Motion to authorize the SLARA Board Chariman, Mr. St. Charles, to sign the contract with Neumann Smith dependant on Neumann Smith making the

proposed contract changes as discussed with Mr. Albertins. Motion by Mr. Murphy, 2nd by Ms. Carcone, motion passes.

2. Member Updates

None at the time

II) New Business

1. SLARA Office Updates

a. Island Lake Kids Kamp Update

Ms. Allen presented the board with a comparison report of Camp from 2012 and 2013. Two extra weeks were added. Number of attendees increased by about 40 kids, profit increased about \$4,000 in total. Things went well but next summer SLARA will only be offering 10 weeks of camp. It was too difficult to attain staff coverage for that 11th week.

b. SLARA Audit – Sept. 10th & 11th

Point of Information that SLARA will have their audit on Sept. 10th & 11th

c. SLARA Year End Registration Reports

Mrs. Allen presented the board with Year End Registration reports. Overall registrations for Residents are up 11.4%. South Lyon now has 55% of the total registrations, Lyon Township has 34.5% of the registrations and Green Oak has 10.5% of the registrations. Mrs. Allen's report showed how these new percentages would affect total municipality contributions for the next fiscal year.

d. Department Master Plan

Mrs. Allen pointed out to the board that currently SLARA does not have a DNR approved Master Plan on file. If we are looking to secure grants in the future from the DNR, this is something our office needs to have. The process is usually 1 year or more, so we need to think about getting this done and if we need to add it to the budget. The board requested that Mrs. Allen do some research on Master Plans. Ask around for copies of RFP's other departments have used, what companies they have gone with and what the cost associated with this was. Mr. St. Charles requested that Mrs. Allen add this as an agenda item for the September board meeting.

2. Employee Wage Adjustments

In regards to Employee Wage Adjustments

Director – 3% salary increase, retro-active back to 7/1/13

Accountant – pay raise to \$25/hr, retro-active back to 7/1/13

Enrichment Coordinator – pay raise to \$15.49/hr, retro-active back to 7/1/13

All office staff will be receiving a \$500 incentive with next payroll for all their hard work this fiscal year. This will be received by the Director, Office Administrators, Accountant and all Programming Supervisors (Aquatics, Sports & Enrichment).

Motion by Mr. Murphy to approve all the proposed salary adjustments. 2nd by Ms. Carcone, motion passes.

Adjournment at 2:47 pm

Next Meeting: Wednesday, September 25th @ 2:00pm

Location: Lyon Township Offices

58000 Grand River Ave, Lyon Township

Chair Signature

Secretary Signature

Approval Date