

Wednesday, September 25th
Lyon Township Offices
58000 Grand River Ave, Lyon Township
2:00 pm

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:05 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township
David Murphy, City of South Lyon – NOT PRESENT
Patty Carcone, Charter Township of Lyon*

Also Present

*Amy L. Allen, SLARA Director
John Pfeffer, Pfeffer * Hanniford * Palka*

Approval of the Agenda

Motion to approve the agenda by Ms. Carcone, 2nd by Mr. St. Charles, motion passes

Approval of August 28th, 2013 Meeting Minutes

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

Approval of Bills – 8/22/13 thru 9/17/13

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

Correspondence

Mrs. Allen shared with the board an email pertaining to how the SLARA defines Residents vs Non-Residents. Mr. St. Charles acknowledged that Mrs. Allen's response to the email was thorough. Mrs. Allen invited the sender to attend a board meeting but that invitation was declined.

“Call to the Public”

No comments from the public

I) New Business

1. Audit – Pfeffer * Hanniford * Palka Reoprt

Mr. Pfeffer presented the board with the 2013 SLARA Fiscal Report. Mr. Pfeffer commented on the good job that Mrs. Allen is doing with the department in regards to finances. A few recommendations were made.

- *When petty cash checks are being written and requested, the checks should not be made out to “cash”. All checks should be made out to the Authority directly. Mrs. Allen will talk to the bank to find out if we do this, who is able to cash the checks. She will report back to the board.*
- *Revenues from RecPro and Quickbooks do not always reconcile exactly because the 2 software programs are not compatible. The board requested that Mrs. Allen continue to search for registration software that would enable us to link with Quickbooks or enable us to do our financials on the new software.*
- *The Authority Fund Balance at present time exceeds the federally insured amount. Mr. Pfeiffer recommended that the Authority take care of ensuring these deposits are protected to the best of their ability. Mrs. Allen will inquire with the bank about “collatorizing” monies, possibly diversifying the Authority’s banks, etc... She will report back to the board.*
- *Mr. Pfeiffer also recommended that some of the monies are moved to a separate account and labeled “Capital Fund”. These monies could be moved back if needed, but would be earmarked to help for Capital Expenses should the authority be in a position to create a facility or rent a facility with more space for programming. It was recommended that the Authority keep at least \$200,000 in the fund balance, but anything in excess be moved to this new account. Mrs. Allen will investigate and report to the board.*

Motion to accept the SLARA audit as presented for the fiscal year ending June 30, 2013 by Ms. Carcone, 2nd by Mr. St. Charles, motion passes.

2. ACA (Affordable Care Act) Information for Employees

Mrs. Allen shared information with the board she received from Blue Care Network. These forms need to be sent to all current employees by Oct. 1st, 2013. All new employees will receive this information with the employee packets.

3. CSI Computer Leasing Extension Contract

Mrs. Allen handed out a copy of the new lease with CSI for Computer Equipment. The contract has been updated and signed by Green Oak Township. Mrs. Allen is currently waiting to receive a copy of the contract signed by CSI. Once received she will file at the SLARA office.

II) Old Business

1. Community Center Committee

a. Contract Update

Mr. St. Charles and Mrs. Allen received a copy of the revised Neumann Smith contract via email today. Motion to accept the revised contract with Neumann Smith and allow the SLARA Board President, Mr. St. Charles to sign the contract upon approval by Mr. Albertins. Motion by Ms. Carcone, 2nd by Mr. St. Charles, motion passes.

b. Invoice for Contract Review & Revision

Motion to pay the invoice for contract review and revision to Mr. Albertins as presented by Mr. St. Charles, 2nd by Ms. Carcone, motion passes.

2. SLARA Office Updates

a. MRPA Conference 1/20-1/24 at the Grand Traverse Resort

Mrs. Allen presented initial information about the MRPA Conference to take place at the Grand Traverse Resort January 20th – 24th, 2014. The board confirmed that Mrs. Allen would be able to attend and told her to go ahead with registration and room reservations.

3. SLARA Master Plan

Mrs. Allen presented information she collected from other recreation departments across Michigan in regards to Master Plans. Most departments are now doing plans in house. Most departments that are doing them in house average 4-8 months to complete. The board requested that Mrs. Allen look for examples of RFP's that other departments have used and investigate what companies have been used. She will present this information to the board at an upcoming meeting.

4. Member Updates

Mr. St. Charles gave an update about Green Oak Days. The event ran very well and had a good turn out. He will let the SLARA know about the event next year in hopes they can provide a kids activity and host a table.

Adjournment at 3:05 pm

Next Meeting: Wednesday, October 23rd @ 2:00pm

Location: Green Oak Township Offices

10001 Silver Lake Road, Brighton

Chair Signature

Secretary Signature

Approval Date