

Wednesday, May 23<sup>rd</sup>, 2012  
Lyon Township Offices  
58000 Grand River Avenue, Lyon Township  
2:00 pm

## MINUTES

2:00 PM

### Call to Order

*Ms. Carcone called the meeting to order at 2:02 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*

### Approval of the Agenda

*Motion to approve by Mr. St. Charles, 2<sup>nd</sup> by Mr. Murphy, motion passes*

### Approval of April 25<sup>th</sup>, 2012 Meeting Minutes

*Motion to approve by Mr. St. Charles, 2<sup>nd</sup> by Mr. Murphy, motion passes*

### Approval of Bills - 4/19/12 thru 5/16/12

*Motion to approve by Mr. Murphy, 2<sup>nd</sup> by Mr. St. Charles, motion passes*

### Correspondence

*NONE*

### “Call to the Public”

*No comments from the public*

## I) **Old Business**

### **1. Retirement Plan Update**

*Mrs. Allen met with Brent from Midwest Pensions and filled out all the paperwork required for the retirement account. Annual contributions should amount to 10% of the director's salary. Moving forward contributions will be automatically withdrawn from the SLARA checking account monthly and deposited into the retirement account. An email will be sent monthly to Brent confirming the amount to withdraw.*

*Mr. Murphy made a motion for SLARA to notify Brent that an initial payment of \$3,333.34 should be withdrawn to cover 10 months of contributions (dating back from September 1<sup>st</sup>, 2011) to close out this fiscal year. Moving forward from July 1<sup>st</sup>, 2012 a monthly contribution of \$375 will be deducted*

*to cover contributions (which will equal 10% of annual salary \$45,000). 2<sup>nd</sup> by Mr. St. Charles. Motion passes.*

## **2. Community Center Committee**

*Mr. Murphy handed out a list he has been compiling. Ms. Carcone will get Mr. Murphy a list of the people who have contacted Lyon Township about being a part of the Parks & Recreation Board. Mr. St. Charles will continue to look for a few more individuals to place on this list. Mr. Murphy suggested that they start looking at dates to set up an initial meeting to talk with these individuals and the three of them.*

## **II) New Business**

### **1. 2012-2013 SLARA Budget Public Hearing & Approval**

*Mr. Murphy made a motion to open the public hearing for the 2012-2013 SLARA Budget at 2:16 pm. 2<sup>nd</sup> by Mr. St. Charles, motion passes. No one from the public was in attendance. Motion by Mr. St. Charles to approve the SLARA Budget as presented. 2<sup>nd</sup> by Mr. Murphy, motion passes. Motion by Mr. St. Charles to close the public hearing, 2<sup>nd</sup> by Mr. Murphy, motion passes and public hearing was closed at 2:17 pm.*

### **2. 2012 Young Professional Externship Opportunity**

*Ms. Allen is on a mailing list for the Michigan Parks and Recreation Association. The latest email had some information included about scholarships for the National Recreation and Parks Association Congress happening in October in Anaheim CA. They have an "Externship" program that would pay full registration and a stipend for travel and hotel that would cover most if not all expenses. Each person chosen is assigned a "mentor" at the conference that will take them around to sessions and meetings to introduce them and guide them. It's a special program for individuals ages 35 and under. Mrs. Allen emailed the board a flyer explaining the program in more detail.*

*Mrs. Allen would really like to apply for this program, (only 4 people are chosen from across the country). Mrs. Allen would need one of the board members to write a letter of recommendation. The stipend offered is \$750 which would mean that if she did receive this grant, that we would need to allot most likely about \$400 more to the budget to enable her to fully pay for room and board to the conference.*

*Applications are due by Friday, June 22<sup>nd</sup>. The board gave Mrs. Allen their approval to apply for this Externship*

### **3. Office Cleaning**

*Mrs. Allen asked the board if SLARA could contact cleaning companies to get quotes for a cleaning service. Since May of 2011 the office has not had professional cleaning services. It was agreed that Mrs. Allen would contact the companies that currently clean all the overseeing municipalities' offices to*

*collect quotes. The board approves this expense since it is already in the current budget.*

4. **Employee Handbook**

*Mrs. Allen gave out copies of what she believes to be the most current Employee Handbooks that were being reviewed by the board last year. She would like to board to look this over so it can be approved for distribution to current employees in the upcoming months. Ms. Carcone has agreed to have a friend of hers in the HR field look this over and report back to the board at the June meeting.*

5. **SLARA Director Evaluation**

*The board presented Mrs. Allen with her evaluation. This evaluation was signed by all parties and will be filed in Mrs. Allen's employee file.*

***Adjournment at 2:54 pm***

Next Meeting June 27th, 2012 @ 2:00pm

Green Oak Township Offices

10001 Silver Lake Road, Brighton

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Chair Signature

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Secretary Signature

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Approval Date