

Wednesday, October 27, 2021 @ 2:00 pm
SLARA Office ~ 23333 Griswold, Suite 100

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:06 pm

Roll Call of the Board

Mark St. Charles

Paul Zelenak

Patricia Carcone

Absent

None

Also Present

Amy L. Allen, CPRP, SLARA Director

Catherine Fitzpatrick, SLARA Aquatics Coordinator

*John Pfeffer, Pfeffer * Hanniford * Palka*

Approval of the Agenda

Motion to approve the agenda by Mr. Zelenak, seconded by Ms. Carcone, motion approved

Approval of September 22, 2021 Meeting Minutes

Motion to approve the September 22, 2021 Meeting Minutes by Ms. Carcone, seconded by Mr. Zelenak, motion approved

Approval of September 27, 2021 Meeting Minutes

Motion to approve the September 27, 2021 Meeting Minutes by Ms. Carcone, seconded by Mr. St. Charles, motion approved

Approval of Bills 9/11/2021 – 10/15/2021

Motion to approve the bills by Mr. Zelenak, seconded by Ms. Carcone, motion approved

Financial Report: AS OF SEPTEMBER 30, 2021

- a. General Fund Cash TOTAL - **\$162,808.46**
 - a. Flagstar Primary Checking Account, 0.7% Interest Rate
\$162,808.46
- b. Capital Improvements Fund Cash TOTAL - **\$583,868.61**
 - a. Flagstar Savings Account, 1.39% Interest Rate
\$183,120.91
 - b. Oakland County Local Government Investment Pool
\$400,747.70

Correspondence

None

Call to the Public

Mrs. Fitzpatrick addressed the board and informed them of her history as a SLARA employee and her desire to change roles in the organization and oversee Enrichment programming.

I) Old Business

1. SLARA Office Updates

a. Directors Memo

Mrs. Allen discussed her Directors Memo with the board. SLARA has hired one part time Administrative Assistant who will be starting in early November. SLARA will continue to advertise and recruit for a second assistant. The Fall Volleyball League is down in registration slightly from last year however the older age groups are actually increasing. The winter brochure will be online on Nov. 29th and registration will open Dec. 6th. The annual Pet-parade will be taking place on Oct. 28th at the Downtown Trick or Treating event in South Lyon and we are all very excited about it.

b. Recreation Coordinator salary comparisons

The board reviewed the information Mrs. Allen provided.

c. Recreation Coordinator (Enrichment Focus) discussion

The board discussed the situation and directed Mrs. Allen to present Mrs. Fitzpatrick with an offer.

II) New Business

1. Audit Presentation by Pfeffer * Hanniford * Palka

2. Consider Resolution 21-006, to accept the 2020-2021 SLARA FY Audit as presented by Pfeffer * Hanniford * Palka

Motion by Mr. Zelenak, second by Mr. St. Charles to approve Resolution 21-006 as presented

Roll Call Vote:	Ayes:	Mr. St. Charles, Mr. Zelenak, Ms. Carcone
	Nays:	None
	Absent:	None

3. SLARA Recreation Coordinator (Sports) 6-month review

The board reviewed Mr. Lambregtse's 6-month evaluation and directed Mrs. Allen to make salary adjustments based on the review to take effect with the next payroll. The board also decided that they would complete annual reviews each October.

4. Masking requirements for the pools

Mrs. Allen confirmed with the South Lyon Schools that masks are required on the pool deck and not allowed in the pool.

5. SLHS pool construction & Aquatics Programming/Coordinator discussion

Mrs. Allen and Mrs. Fitzpatrick presented the board with information about the South Lyon High School Pool construction schedule. Construction will affect pool time allotted for SLARA for lessons and also for South Lyon Aquatics. All groups utilizing the pool will be affected. The construction will continue beginning March for approximately 18 months. Because of this Mrs. Allen does not feel that a full-time Aquatics Coordinator is needed at this time. Mrs. Fitzpatrick and Mrs. Allen presented the board with an alternative plan

involving the hiring of a part-time Aquatics Supervisor. The board requested Mrs. Allen to present a schedule showing the estimated hours worked in this position during the pool construction for discussion at the next board meeting. At that time the board will make a decision about the requested position. The board also requested that the Director present an estimated report for expected revenue lost for SLA for pool rentals.

6. South Lyon DDA Farmers Market Manager Proposal

Mrs. Allen shared a presentation with the board about SLARA partnering with the South Lyon DDA and hiring a Farmers Market Manager to work for SLARA coordinating the Farmers Market. The South Lyon DDA would reimburse SLARA for this position for specific hours worked. The goal of partnering with this position would be to offer the staff additional hours working as a Recreation Aide for SLARA hopefully making the extended hours of the position more attractive to potential candidates. The board was interested in the idea and asked Mrs. Allen to move ahead with the process. At this time SLARA is waiting for a proposed contract from the City of South Lyon that will be brought back before the SLARA board for approval or denial.

7. Board member comments

Ms. Carcone shared that the Lyon Township Board is currently completing budget workshops and that the Township will be doing some additional hiring soon. They are looking for a new DDA Director, staff for the Water & Sewer Departments, Front Desk and possibly some seasonal park staff members. The Township is also hoping to hire a full-time planner soon. All budget items should be approved at the December meeting.

Mr. Zelenak shared that the City is currently looking to hire a new Fire Chief.

Mr. St. Charles informed everyone that the Township is ramping up for the new Fire Station. The US 23 Flex Route at Whitmore Lake Road will need to be altered for the station. The Township will also need a mileage to finance the building. The Township is also in the process of designing the last section of the non-motorized Trail from M-36 to Silver Lake Road.

Adjournment at 3:29 pm

Next Meeting: Wednesday, November 24, 2021 @ 2:00 pm

Meeting will be held at SLARA Office

Procedures by which persons may contact members of a public body prior to the meeting:

Members of the public may contact members of the public body prior to the electronic meeting by e-mail.

E-mail addresses for the SLARA Board Members & Staff may be found on the SLARA website at www.slrec.net

Chair Signature

Secretary Signature

Approval Date