

Wednesday, October 25, 2017 @ 2:00pm
Location: Green Oak Township Offices
10001 Silver Lake Road, Brighton

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
John Pfeffer – Pfeffer * Hanniford * Palka*

Approval of the Agenda

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

Approval of August 23, 2017 Meeting Minutes

Motion to approve the minutes by Mr. St. Charles, second by Mrs. Carcone, motion passes

Approval of Bills – 8/14/17 – 10/15/17

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

Financial Report

- a. Comerica Checking Account (*General Fund*)
 - a. Balance \$370,120.81
- b. Flagstar Capital Improvements Fund, .45% Interest Rate
 - a. Balance - \$247,917.89
- c. Flagstar 12 - month CD, .95% Interest Rate
 - a. Maturity Date 11/3/17
 - b. Balance \$146,183.68
- d. Old National 12 - month CD, 1.05% Interest Rate
 - a. Maturity Date 12/16/17
 - b. Balance \$250,750.53

Correspondence

Mrs. Allen shared with the board a Thank You letter received from the Michigan Department of Natural Resources office for the SLARA contribution towards the newly installed playground at Island Lake State Recreation Area.

“Call to the Public”

No comments

I) Old Business**1. SLARA Office Updates****a. SLARA Staff Meeting Minutes**

Mrs. Allen shared with the board that the SLARA office participated in the Center for Active Adults Harvestfest on October 19th. They will be taking part in the South Lyon Trick or Treating event on October 26th. The staff has been brainstorming ideas on how to recruit new part time staff and volunteers.

b. South Lyon Community Schools Facilities Committee Update

Mrs. Allen shared with the board that the SLARA has been invited to participate in a Facilities Usage Committee with the South Lyon Schools and other community organizations that utilize school facilities. The committee meets the second Monday of each month. Mrs. Allen will give updates each meeting. The committee is discussing issues such as public perception of the schools, improvements needed for certain facilities, if groups are receiving enough time in the schools, staffing issues and more.

2. Member Updates

Lyon Township – *Bob Martin has started as the DPW Director in Lyon Township and has been doing great work. The township has also hired new attorneys.*

South Lyon – *Trick or Treating and Zombie Walk will be taking place in the downtown on Thursday, Oct. 26. Ladies Night Out will be taking place on November 17th. Cool Yule is taking place on Saturday, December 2nd. Elections are taking place next month and the City Council will have a minimum of 3 new members and a maximum of 4 new members elected. There will also be a new mayor elected.*

Green Oak – *The Township has purchased the Gomez property and they can now move ahead with connecting to the Lakeland Trail. There is also a purchase agreement for 13 acres from the Huron Clinton Metropark that has been drawn up.*

II) New Business**1. Audit – Pfeffer * Hanniford * Palka Report**

Mr. Pfeffer presented the SLARA 2016-2017 audit to the board. He shared with the board that he has been impressed with the SLARA office and how well they have been handling the financials and programs in the past few years. He enjoys working with the SLARA.

Motion by Mrs. Carcone to accept and approve the 2016-2017 SLARA Audit as presented by Pfeffer, Hanniford & Palka.

Ms. Ladner seconds the motion, motion passes.

2. Audit Contract Presentation – Pfeffer * Hanniford * Palka

*Mr. Pfeffer presented the board with a copy of a three-year contract for auditing services for the SLARA. Mr. Pfeffer has enjoyed working with the SLARA and hopes that Pfeffer * Hanniford * Palka can continue to work with the SLARA by providing auditing services.*

Motion by Ms. Ladner to approve the three-year auditing services contract with Pfeffer * Hanniford * Palka as presented and to direct the SLARA Board of Directors President to sign the presented contract.

Mrs. Carcone seconds the motion, motion passes.

3. Flagstar Capital Improvements Fund Update

For details, see attached memo.

Motion by Mrs. Carcone to allow Mrs. Allen to close the Flagstar 12 - month CD when it matures on November 3, 2017 and to deposit those funds into the Flagstar Capital Improvement Fund.

Ms. Ladner seconds the motion, motion passes.

4. Chemical Bank CD Maturity Direction

For details, see attached memo.

Motion by Ms. Ladner to allow Mrs. Allen to reinvest the 12 - month CD with Chemical Bank that matures on December 16, 2017 with Chemical Bank or another financial institution at a rate no lower than 1.3% with a term no longer than 12 months.

Mrs. Carcone seconds the motion, motion passes.

5. Recommended Contributions for 2018-2019 SLARA Fiscal Year/Registration Report

Mrs. Allen shared with the board participation reports from the last year. Using the 3 - year average she presented the board with recommended contribution totals for the 2018-2019 fiscal year. The total contribution amount stayed the same.

Motion by Mrs. Carcone to keep the SLARA contribution TOTAL from the municipalities the same for the 2018-2019 budget year (\$48,370.24) consisting of individual contributions as follows;

South Lyon \$25,152.52, Lyon Township \$18,138.84 and Green Oak \$5,078.88

Ms. Ladner seconds the motion, motion passes.

6. Lyon Township ZBA Application for Interpretation

For details, see attached memo.

Motion by Ms. Ladner to approve the expenditure of \$500 for the Lyon Township Zoning Board of Appeals Application of Determination Fee and to direct Mrs. Allen to submit a completed application to Lyon Township by November 17, 2017.

Mrs. Carcone seconds the motion, motion passes.

7. SLARA Secretarial Position

For details, see attached memo. The board has requested the Mrs. Allen complete a performance evaluation for Mrs. Stchur and present it to the board at the November 2017 meeting.

Motion by Ms. Ladner to approve Mrs. Allen to advertise a position for a Special Events Manager/Office Administrator Part-Time (Non-Exempt) position at a pay rate of \$13/hour within the SLARA office staff to begin no earlier than January 1, 2018.

Mrs. Carcone seconds the motion, motion passes.

8. SLARA Holiday Luncheon

Mrs. Allen informed the board that she would like to close the SLARA office between the hours of 11 am and 1 pm on Wednesday, December 13 for an employee luncheon.

Motion by Mrs. Carcone to allow the SLARA office to close on Wednesday, December 13, 2017 between the hours of 11 am and 1 pm for an employee holiday luncheon.

Ms. Ladner seconds the motion, motion passes.

9. Board Member Comments

None at this time.

Motion to adjourn by Mr. St. Charles, second by Mrs. Carcone, motion passes
Meeting Adjourned at 3:51 pm

Next Meeting: Wednesday, November 22, 2017 @ 2:00pm

Location: South Lyon City Hall
335 South Warren, South Lyon

Chair Signature

Secretary Signature

Approval Date