

Wednesday, May 25, 2016
Lyon Township
58000 Grand River Avenue
Lyon Township

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:04 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 – arrived after meeting had begun

Also Present

Amy L. Allen, CPRP, SLARA Director

Approval of the Agenda

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

Approval of April 27, 2016 Meeting Minutes

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

Approval of Bills – 4/20/16 – 5/17/16

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

Financial Report

- a. Comerica General Fund Balance – \$483,469.41
- b. Flagstar Capital Improvements Fund Balance - \$ 246,257.98
- c. Flagstar 12 month CD Balance - \$145,151.85

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

Correspondence

Not at this time

“Call to the Public”

No comments

I) Old Business

1. SLARA Office Updates

a. SLARA Staff Meeting Minutes

Mrs. Allen shared the SLARA staff meeting agenda with the board. Staff discussed procedure for accepting gift certificates and refunds and also touched base on Day Camp registrations. Everyone gave updates in their areas.

b. Sponsor Update – Blue Cross & SL Dermatology

Mrs. Allen shared with the board a listing of the current department sponsors. Vibe Credit Union has increased their annual sponsorship from \$3,000 to \$5,000. South Lyon Dermatology is a new sponsor that was first contacted by one of the Office Administrators, Kristi Hoskins.

2. Member Updates

Lyon Township – new extension is complete and offices are open! Still doing some unpacking. Bond rating went up! Kitefest is coming up first weekend of June.

South Lyon – Hired a new Economic Director for the DDA and he will start soon. The City approved the budget at the last meeting. Memorial Day parade is coming up on Monday at 9 am. June 10th the concerts in the park begin at McHattie Park. They will take place every Friday evening thru the summer. On June 25th there is a movie in the park at McHattie. The Farmers Market is now open every Saturday!

Green Oak – Bridge over 23 at 8 Mile is being rebuilt. There is a fast track for the new design. The bridge will be moved slightly north to be included completely in Green Oak. MDOT is looking to put in roundabouts. Green Oak is working with them to come up with a plan for maintaining those new roundabouts. Green Oak is moving forward on the Butts property at Marshall and Silver Lake Road. This will hopefully be a passive recreation area. Designs are being created for the new police station and updates are beginning on the Fire Station on Whitmore Lake Road. Green Oak is also still looking at a possible community center.

II) New Business**1. SLARA Office Building – Work Requests for South Lyon**

Mrs. Allen submitted a memo detailing conditions of the SLARA office building and requests for maintenance work. Ms. Ladner asked Mrs. Allen to submit a window count as the City is currently recruiting bids for new windows at City Hall and this could be included in that bid. Mrs. Allen will get her the count in the next day or two.

Ms. Ladner also requested that the list be prioritized and resent to her. Mrs. Allen said she will get that to her tomorrow. Ms. Ladner said that when organic matter piles up outside to simply call DPW to remove it. She also asked that Mrs. Allen send a request to DPW to look at the gutters and possible leaks in the building. Mrs. Allen said it will go out tomorrow.

The board said Mrs. Allen was free to contact carpeting companies to get quotes for new carpet in the office. This is something that the renter should be responsible for, not the City. Mrs. Allen will present quotes at the next board meeting.

2. 2016-2017 SLARA Draft Budget Presentation

Mrs. Allen shared with the board a draft budget and highlighted changes from the previous year. Mrs. Allen also stated that there may be a few updates as final numbers come in for this fiscal year.

3. Staff Classifications

Mrs. Allen asked the board for some clarification on how employees are classified and procedures in regards to hours worked. The board advised her to contact the attorney we utilize for these types of issues to get clarification. She will present the information at the next board meeting.

4. Disgruntled Softball Participant

Mrs. Allen shared with the board information regarding a participant in the Adult Softball League who has contacted her with some concerns about the program. Mrs. Allen researched all the issues brought to her attention and presented her findings to the board. The board directed Mrs. Allen to compose a letter response to send out detailing all of the concerns and information she has collected in regards to the matters. Mrs. Allen was advised to send the letter to the participant first class mail.

Adjournment at 3:30 pm

Next Meeting: Wednesday, June 29, 2016 @ 2:00pm

Location: Green Oak Township
10001 Silver Lake Road
Brighton, MI

Chair Signature

Secretary Signature

Approval Date