

Wednesday, October 24, 2018 @ 2:00pm

Location: SLARA Office  
23333 Griswold, Suite 100  
South Lyon, MI

## 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 Township  
Patricia Carcone, Lyon Township  
Paul Zelenak, City of South Lyon*

### Also Present

*Amy L. Allen, CPRP, SLARA Director  
John Pfeffer, Pfeffer \* Hanniford \* Palka CPA  
Kaitlyn Pfeffer, Pfeffer \* Hanniford \* Palka Staff Accountant*

### Approval of the Agenda

***Motion to approve the agenda by Ms. Carcone***

***Mr. Zelenak seconds the motion, motion passes***

### Approval of September 26, 2018 Meeting Minutes

***Motion to approve the September 26, 2018 Meeting Minutes by Mr. St. Charles.***

***Ms. Carcone seconds the motion, motion passes***

### Approval of Bills 9/8/18 – 10/12/18

***Motion to approve the bills by Ms. Carcone***

***Mr. St. Charles seconds the motion, motion passes***

### Financial Report

- a. *Flagstar Primary Checking Account, 0.7% Interest Rate*
  - a. *Balance \$159,178.92*
- b. *Flagstar Capital Improvements Fund, 1.4% Interest Rate*
  - a. *Balance - \$611,923.44*
- c. *Old National 12-month CD, 1.73% Interest Rate*
  - a. *Maturity Date 12/16/18*
  - b. *Balance \$253,393.48*

### Correspondence

*None*

### “Call to the Public”

*None*

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

*Mrs. Allen shared with the board that the SLARA office will be switching cleaning companies. The winter brochure will go online and registration will begin on December 10<sup>th</sup>. The Candy Cane Hunt will be taking place on Saturday, December 1<sup>st</sup> at 7:15 pm at McHattie Park. We will be advertising the event again with candy canes with flyers to basketball and swim participants. The staff is looking to create a weather notification policy to solidify how notifications are made to program participants. The staff will be updating the Sports League Request Policy soon. The staff has finished a final draft of the Multipurpose Room Rental Inspection Form and rentals are expected to begin January 1<sup>st</sup>, 2019. Mrs. Allen also shared with the board some updates that will be coming for the multipurpose room including installing blinds on the back windows and purchasing a refrigerator for utilization by renters. The SLARA will no longer be issuing live checks as of January 1, 2019. Employees will have the options of direct deposit or pay cards.*

**b. Website Updates**

*Mrs. Allen made the board aware the SLARA website is being revamped. The new site should be live in early November. It will be more user friendly and incorporate more photos and videos.*

**c. Marketing/Social Media Position**

*The SLARA office has hired a staff member to work part time (approximately 16 hours a week) doing marketing and social media. This person will be in charge of the marketing showplace at City Hall, creating school flyers to promote events, updating the website and managing all the SLARA social media accounts. The staff is very excited to have someone on board utilizing social media on a consistent basis. The SLARA is continuing to look into new and innovative ways to market programs.*

**II) New Business****1. Audit Presentation by Pfeffer \* Hanniford \* Palka****2. Consider Resolution 18-010, to accept the 2017-2018 SLARA FY Audit as presented by Pfeffer \* Hanniford \* Palka**

**Motion by Ms. Carcone, second by Mr. Zelenak**

**Resolution 18-010, Resolution to accept the 2017-2018 SLARA FY Audit as presented by Pfeffer \* Hanniford \* Palka**

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

**MOTION APPROVED**

**3. SLARA Bookkeeper Contract Renewal**

***Motion to approve the Bookkeeper Accounting Services Contract as presented and to direct the SLARA Chairperson to sign the contract by Ms. Carcone***

***Mr. St. Charles seconds the motion, motion passes***

**4. Old National CD Maturity Direction**

*The board discussed options for investing the Old National CD Funds once the CD matures. Mr. Zelenak mentioned that it may be wise to invest some of the funds from the Flagstar Capital Improvements Fund into another CD or contribute into the Old National CD and roll it over so we are getting a better return on investment. The board also discussed the need to start a long term plan that designates what the Capital Improvements Fund monies are intended for. The board requested Mrs. Allen to bring up-to-date interest fund to the next board meeting and a decision will be made at that time. Mrs. Allen was also requested by Mr. Zelenak to place a "Long Term Planning" item on the next agenda.*

**5. Election of the 2018-2019 SLARA Board of Directors**

**a. Current Board Positions**

- i. Secretary – Patricia Carcone**
- ii. Treasurer – Lynne Ladner**
- iii. Chairperson – Mark St. Charles**

***Motion to elect SLARA Board Member positions as follows; Mrs. Carcone as Secretary, Mr. St. Charles as Chairperson and Mr. Zelenak as Treasurer for the 2018-2019 SLARA FY by Mr. Zelenak***

***Ms. Carcone seconds the motion, motion passes***

**6. SLARA Board Meeting Schedule for 2018-2019 Revision**

***Motion to approve the revised SLARA 2018-2019 Board Meeting Schedule by Ms. Carcone***

***Mr. Zelenak seconds the motion, motion passes***

**7. Board Member Comments**

**South Lyon** – DDA is putting on "Ladies Night Out" on November 17. Cool Yule is taking place Saturday, December 1. There will be a big tree lighting taking place in front of Heenan Engineering in downtown. Mr. Zelenak has been actively getting to know the new community and it's businesses.

**Lyon Township** – Ms. Carcone welcomed Mr. Zelenak to the area and to the SLARA Board. Everyone looks forward to working with him and everyone has heard great things. Lyon Township is hosting a Halloween Party with the fire department on Saturday, Oct. 27 at 6 pm. Work is still taking place on the new water tower on 9 Mile and Griswold. A couple of new businesses will be moving into the township soon and the township is still working with the DEQ on the new water facility.

**Green Oak** – The police station progress is coming along. The township is moving closer to starting the Lakeland Trail Extension, something that has been in the works since 2008. Dixboro is scheduled to begin paving next year between 8 and 9 Mile Roads.

***Adjournment at 3:20 pm***

Next Meeting: Wednesday, November 28, 2018 @ 2:00pm

Location: SLARA Office  
23333 Griswold, Suite 100  
South Lyon, MI

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Chair Signature

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Secretary Signature

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Approval Date