

Wednesday, September 26, 2018 @ 2:00pm

Location: Lyon Township
58000 Grand River Ave
Lyon Township

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:12 pm

Roll Call of the Board

Mark St. Charles, Green Oak Township

John Hicks, Lyon Township

Robert Donohue, City of South Lyon

Also Present

Amy L. Allen, CPRP, SLARA Director

Donna Bunin, SLARA Special Events Manager

Approval of the Agenda

Mrs. Allen requested to move Board Member Comments to New Business Item 5. She requested to change New Business Item 4 to "Computer Replacements"

Motion to approve the agenda with additions requested by Mrs. Allen by Mr. Donohue.

Mr. Hicks seconds the motion, motion passes

Approval of August 22, 2018 Meeting Minutes

Motion to approve the August 22, 2018 Meeting Minutes by Mr. St. Charles.

Mr. Hicks seconds the motion, motion passes

Approval of Bills 8/15/18 – 9/7/18

Motion to approve the bills by Mr. Donohue.

Mr. Hicks seconds the motion, motion passes

Financial Report

- a. Comerica Checking Account (Previous General Fund)
 - a. **Account Closed 9/17/18**
- b. Flagstar Primary Checking Account, 0.7% Interest Rate
 - a. Balance \$165,668.21
- c. Flagstar Capital Improvements Fund, 1.4% Interest Rate
 - a. Balance - \$611,354.45
- d. Old National 12-month CD, 1.73% Interest Rate
 - a. Maturity Date 12/16/18
 - b. Balance \$253,393.48

Motion to approve the financial report as presented by Mr. St. Charles.

Mr. Donohue seconds the motion, motion passes

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 SLARA will have a booth at the Pumpkinfest event this weekend. The office may be looking to change cleaning companies. The staff has been over a 2nd draft of the Multipurpose Room Rental Agreement forms and they are ready to go to an attorney for final edits. The staff is also working on a job description for a site supervisor for rentals and a checklist for renters to complete upon arrival and departure for events. Lastly, Mrs. Allen has spoken to the Duncan’s about possible future uses for additional building space and some of the ideas are very exciting. She will keep the board updated as conversations continue.

b. Island Lake Kids Kamp Evaluation/Wrap Up

Mrs. Allen share with the board that Mrs. Bunin will officially be taking over Summer Camp as of 2019. This past summer Mrs. Bunin worked closely with Mrs. Allen to run the program. Mrs. Bunin shared some pictures from this summers camp and also presented an evaluation survey that was sent out to parents. Overall the camp scored very high and had lots of great feedback and reviews. Mrs. Bunin shared some of the changes that will be coming for next summer with the board including online registration and a change in the registration deadline dates.

2. Member Updates

South Lyon – *DDA is putting on “Brotoberfest Event on Saturday, Oct. 20th downtown South Lyon. There will be a beer tent, late night shopping and more! The new City Manager will officially start work on October 1st.*

Lyon Township – *The new water tower is at height now but they have wait 3 weeks to install the tank on top. South Hill and Grand River intersection is being updated. The township is also working on updating their Parks Master Plan.*

Green Oak – *The police station progress is coming along. The police should be all moved in by the end of November. The township is in the process of putting together a plan for tree mitigation. There is a possibility of creating a fund that would allow the public to plan trees provided by the township.*

II) New Business

1. Consider Resolution 18-009, Resolution to set Recommended Municipality Contributions for the 2019-2020 SLARA FY Budget

Motion by Mr. Donohue, second by Mr. Hicks

Resolution 18-009, Resolution to set Recommended Municipality Contributions for the 2019-2020 SLARA FY Budget as follows; the City of South Lyon \$24,088.38, Lyon Township \$19,154.62 and Green Oak Township \$5,127.24

Roll Call Vote:	Ayes:	Mr. St. Charles, Mr. Hicks, Mr. Donohue
	Nays:	None
	Absent:	None

MOTION APPROVED

2. 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 by Mr. St. Charles to table this item until the October board meeting.

Mr. Donohue seconds the motion, motion passes.

3. Letter of Engagement – Johnson Rosati Schultz Joppich

Mrs. Allen shared with the board the Letter of Engagement that was sent from the Johnson Rosati firm to represent the SLARA in legal matters. This letter sets forth rates for services.

Motion by Mr. Donohue to accept the letter of engagement as presented and direct Mrs. Allen to sign and submit the Letter of Engagement to Johnson Rosati Schultz Joppich Law Firm.

Mr. Hicks seconds the motion, motion passes.

4. Computer Replacements

Mrs. Allen informed the board that they have passed the expiration of their lease equipment agreement with MFM Network Services. Currently the SLARA is saving over \$300 a month with these fees dropped. She would like to let the board know that she will be working with MFM to put together a new lease agreement to update the current computers and server. She hopes to have this agreement to present to the board in November and would like to get the new equipment installed in January 2019.

Mr. St. Charles said that he also felt it was important to be updating computer equipment regularly as technology changes so much from year to year. The board was in support of Mrs. Allen researching pricing to present to the board at either the October or November board meetings.

5. Board Member Comments

Mr. St. Charles recommended that all meetings be moved to the SLARA building in the future. Now that the building has enough space for meeting and for parking we should be taking advantage of that. Mr. St. Charles asked Mrs. Allen to put together a notice of location change for the October Meeting and put on the agenda for the board to update the rest of the meeting calendar at that time. Mrs. Allen will send the board members the notice for posting.

Adjournment at 2:48 pm

Next Meeting: Wednesday, October 24, 2018 @ 2:00pm

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

Chair Signature

Secretary Signature

Approval Date