

Tuesday, June 30, 2020 @ 2:00pm
Zoom Video Conference

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

Paul Zelenak, City of South Lyon

Patricia Carcone, Lyon Township

Also Present

Amy L. Allen, CPRP, SLARA Director

Approval of the Agenda

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

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

Approval of May 27, 2020 Meeting Minutes

Motion to approve the May 27, 2020 Meeting Minutes by Ms. Carcone, seconded by Mr. Zelenak

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

Approval of Bills 5/5/20 – 6/18/2020

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

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

Financial Report: AS OF MAY 31, 2020

- a. General Fund Cash TOTAL - **\$57,988.01**
 - a. Flagstar Primary Checking Account, 0.7% Interest Rate
\$57,988.01
- b. Capital Improvements Fund Cash TOTAL - **\$786,271.78**
 - a. The State Bank, 182 Day CD, 1.95% Interest Rate, Maturity Date 6/15/2020
\$211,102.29
 - b. Flagstar Savings Account, 1.39% Interest Rate
\$217,327.57

- c. The State Bank, 360 Day CD, 1.90% Interest Rate, Maturity Date 12/10/2020
\$357,841.92

Correspondence

None

Call to the Public

None

I) Old Business

1. SLARA Office Updates

a. Summer Programming Update

Mrs. Allen notified the board that in-person programming is scheduled to begin in mid-July with all social distancing and precautions taking place. Only programs set to run outdoors or in the SLARA MPR are being offered.

b. Staffing Update

Mrs. Allen and Mr. Stanley are working full time both in the office and from home. Mrs. Patton is working 10-15 hours a week to help with research, refunds and administrative duties. She will also be working as a site supervisor for our adult softball leagues that will begin in mid-July.

II) New Business

1. Consider Resolution #20-002, Resolution to accept and approve Budget Amendments to the 2019-2020 FY SLARA Budget and Special Funds Budget

Motion by Ms. Carcone, second by Mr. Zelenak

Resolution 20-002, accepting and approving the Amended 2019-2020 FY SLARA General Fund Budget by activity with the total revenues to equal \$726,184.13 and total expenditures to equal \$726,184.13 and the Amended 2019-2020 FY SLARA Special Funds Budget with total revenues equal to \$14,100 and total expenditures to equal \$126,705.89.

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

2. Presentation of the 2020-2021 FY COVID-19 Financial Plan

Mr. Zelenak wanted to make sure that SLARA considers how they plan to advertise the change from a print to online brochure. It was recommended to look into different types of mailers that could be sent out to alert people of the changes. It is recommended to make sure it is identifiable as a SLARA mailer, it describes how to register for program, where to find programs, includes a message from SLARA discussing why these changes are taking place and making it colorful so it sticks out. There is a concern it may be lost in the mix since the fall is when most mailers go out for individuals running for political offices.

Motion to adopt the 2020-2021 FY COVID-19 Financial Plan with suggested additions by Mr. St. Charles, second by Ms. Carcone

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

3. 2020-2021 FY SLARA Budget and Special Funds Budget Public Hearing

Mr. St. Charles opens the 2020 – 2021 SLARA Budget Public Hearing at 2:46 pm.

No public was in attendance. Ms. Carcone, Mr. Zelenak and Mr. St. Charles all commented that they had reviewed the budgets and did not have any questions.

Mr. St. Charles closes the 2020 – 2021 SLARA Budget Public Hearing at 2:47 pm.

4. Consider Resolution #20-003, Resolution to accept and approve 2020-2021 FY SLARA Budget and Special Funds Budget

Motion by Mr. St. Charles, second by Mr. Zelenak

Resolution 20-003, accepting and approving the 2020-2021 FY SLARA General Fund Budget by activity with the total revenues equal to \$710,287.21 and total expenditures equal to \$710,287.21 and the 2020-2021 FY SLARA Special Funds Budget with total revenues equal to \$9,200.00 and total expenditures equal to \$170,316.77.

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

5. Approval of proposed SLARA office hours

Motion to approve the new proposed SLARA office hours of Monday – Friday from 9:00 am – 3:00 pm effective Monday, July 6, 2020 by Mr. Zelenak, seconded by Ms. Carcone

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

6. Approval of proposed SLARA COVID-19 Preparedness and Response Plan

Mr. Zelenak requested two changes to the proposed plan. On pages 10 & 12 where the employee health screening questionnaire is listed it should be adjusted to reflect that only one failed health check item is cause for staff to be denied entry instead of two. Ms. Allen said she will make the change.

Motion to approve the proposed SLARA COVID-19 Preparedness and Response Plan with requested updates by Mr. Zelenak, seconded by Mr. St. Charles

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

7. Election of the 2020-2021 SLARA Board of Directors**a. Current Board Positions**

- i. Secretary – Patricia Carcone
- ii. Treasurer – Paul Zelenak
- 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 2020-2021 SLARA FY by Mr. Zelenak, seconded by Ms. Carcone

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

8. Board Member Comments

Ms. Carcone stated that Lyon Township has installed new glass along the counters in the Township offices and it looks great. Elections are coming up soon and tax bills are getting ready to send out.

Mr. Zelenak said that all City of South Lyon special events in July have been cancelled. The City office has been open to the public for a few weeks now and everything seems to be going well. There are sneeze guards up on all counters along with plants to help separate stations. The farmers market has been taking place on Saturdays for a while now and people are attending and a majority of them are wearing masks.

Mr. St. Charles shared that Green Oak will not be running a Farmers Market this summer. They are hoping that next year they can move the location back to Green Oak Mall. The Ordinance Department has been very busy with complaints from neighborhoods. The Township offices have been open for a while now and things are running smoothly. All staff have been keeping busy.

Adjournment at 3:06 pm

Next Meeting: Wednesday, July 22, 2020 @ 2:00pm

Location: TBD