

Monday, May 14, 2018 @ 2:00pm
Location: Griswold Business Park
23333 Griswold, South Lyon, MI 48178

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:07 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township
Patty Carcone, Charter Township of Lyon
Robert Donohue, City of South Lyon*

Also Present

*Amy L. Allen, CPRP, SLARA Director
Tom Duncan
Scott Duncan*

Approval of the Agenda

Motion to approve the agenda by Mrs. Carcone, second by Mr. Donohue, motion passes

Approval of March 28, 2018 Meeting Minutes

Motion to approve the March 28, 2018 Meeting Minutes by Mrs. Carcone, second by Mr. St. Charles, motion passes

Approval of Bills 3/20/17 – 5/9/18

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

Financial Report

- a. Comerica Checking Account (*General Fund*)
 - a. Balance \$498,021.87
- b. Flagstar Capital Improvements Fund, .8% Interest Rate
 - a. Balance - \$397,207.94
- c. 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, second by Mrs. Carcone, motion passes

Correspondence

Mrs. Allen shared with the board correspondence that the SLARA had received

I)

Old Business

1. SLARA Office Updates

- a. **SLARA Staff Meeting Minutes**

Staff discussed that the department will no longer be taking over the phone registrations beginning July 1, 2018.

b. South Lyon Community Schools Facilities Committee Update

Meetings have been cancelled until further notice.

2. 23333 Griswold Property – Site Plan Review / Special Land Use Permit Status

On April 9, 2018 the Lyon Township Planning Commission approved the Site Plan Application for 23333 Griswold. On May 7, 2018 the Lyon Township Board approved the Special Land Use Application for 23333 Griswold.

3. Member Updates

South Lyon – *The City is hoping to have a new City Manager within the next 90 days. Six buildings downtown are being renovated. The City is creating an online events calendar that all organizations can use. Michigan Seamless Tube will be expanding their business!*

Lyon Township – *The Township is looking for a full time planner. The water tower construction is underway currently. The Woodwind Well facility has been approved by the DEQ. Kitefest will be taking place the first weekend of June.*

Green Oak – *September 15th will be Green Oak Days this year. Event will be similar to last year and will include the Taste of Green Oak event.*

II) New Business

1. Consider Resolution #18-003, Resolution to accept, approve and sign a lease agreement with Griswold Duncan Properties LLC for the property located at 23333 Griswold

Motion by Mrs. Carcone, second by Mr. Donohue

Resolution 18-003 to accept, approve and sign a lease agreement with Griswold Duncan Properties LLC for the property located at 23333 Griswold

Roll Call Vote:	Ayes:	Mark St. Charles, Patricia Carcone, Mr. Donohue
	Nays:	None
	Absent:	None

MOTION APPROVED

2. Consider Resolution #18-004, Resolution to accept, approve and release funds for the SLARA Relocation Budget for 23333 Griswold and add these expenses to the 2017-2018 FY SLARA Budget

Motion by Mrs. Carcone, second by Mr. Donohue

Resolution 18-004 to accept, approve and release funds for the SLARA Relocation Budget for 23333 Griswold and add these expenses to the 2017-2018 FY SLARA Budget

Roll Call Vote:	Ayes:	Mark St. Charles, Patricia Carcone, Mr. Donohue
	Nays:	None

Absent: None

MOTION APPROVED

3. SLARA Relocation Plan / Office Closure Schedule

Motion by Mrs. Carcone to accept the SLARA Relocation Plan as presented by the SLARA Director including office closure dates of June 13 – 15, 2018.

Mr. Donohue seconds the motion, motion passes.

4. Consider Resolution #18-005, Resolution to accept and approve proposed SLARA Credit Card Policy and Procedures

Motion by Mr. St. Charles to table this item until the next board meeting, seconded by Mr. Donohue, motion passes.

5. Flagstar Banking Proposal

Mrs. Allen shared with the board a proposal from Flagstar Bank reflecting interest rates and benefits of moving the SLARA primary banking over from Comerica.

Motion by Mrs. Carcone to approve the transfer of primary banking from Comerica to Flagstar Bank to take effect July 1, 2018 and to transfer an initial \$200,000 from the Comerica checking account into the newly opened Flagstar account immediately.

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

Motion by Mrs. Carcone to close the SLARA primary checking account with Comerica Bank effective July 1, 2018.

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

6. Personal Property Direction for Items not being taken in SLARA Office move

Mrs. Allen inquired for direction in regards to items that will not be taken from the 318 Lake Street location to the new SLARA office location. Mr. St. Charles said that it can be posted over the internet that we are accepting bids for 3 days. Highest bidder wins the auction. He advised Mrs. Allen to keep all paperwork in regards to the bids and advertising of the auction items. If no one bids on items, they can be donated. Mrs. Carcone knows of a location that accepts donations.

7. Costco Membership

Motion by Mr. St. Charles to approve the SLARA Director to set up a company credit card with Costco.

Mr. Donohue seconds the motion, motion passes.

8. NAYS Conference Attendance Proposal for Sports Manager

Motion by Mrs. Carcone to approve the NAYS Conference Attendance Proposal for the SLARA Sports Manager and pre-register Mr. Stanley for the NAYS Conference to take place November 7 – 10, 2018 as presented by the SLARA Director.

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

9. May 23rd Board Meeting

The board decided to cancel the May 23, 2018 SLARA Board Meeting. Mrs. Allen will send everyone notices to post.

10. Board Member Comments

Mrs. Carcone said she would like to see the SLARA reach out to area schools or teachers to recruit art work for the new SLARA location.

Adjournment

Next Meeting: Wednesday, May 23, 2018 @ 2:00pm

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

Chair Signature

Secretary Signature

Approval Date