

Wednesday, March 28, 2018 @ 2:00pm

Location: City of South Lyon  
335 South Warren  
South Lyon, 48178

## MINUTES

**2:00 PM**

### **Call to Order**

*Mr. St. Charles called the meeting to order at 2:05 pm*

### **Roll Call of the Board**

*Mark St. Charles, Green Oak Charter Township  
Patty Carcone, Charter Township of Lyon*

### **Not Present**

*Lynne Ladner, City of South Lyon  
Robert Donahue, City of South Lyon*

### **Also Present**

*Amy L. Allen, CPRP, SLARA Director  
Donna Bunin, SLARA Special Events Manager  
Matt Stanley, SLARA Sports Manager  
Scott Duncan*

### **Approval of the Agenda**

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

### **Approval of February 28, 2018 Meeting Minutes**

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

### **Approval of Bills 2/22/17 – 3/19/18**

*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 \$406,389.91
- b. Flagstar Capital Improvements Fund, .8% Interest Rate
  - a. Balance - \$396,518.78
- 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**

*None*

**“Call to the Public”**

*None*

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

*Staff discussed that they will be moving to a new policy of no over the phone registrations beginning July 1<sup>st</sup>. This is common practice for other departments.*

**b. South Lyon Community Schools Facilities Committee Update**

*Things are moving along with this committee. Currently discussing how to categorize organizations and how they should be prioritized.*

**c. Daddy/Daughter Dance WRAP – Donna Bunin**

*See evaluation included in packet*

**d. Mom/Son Dance WRAP – Donna Bunin**

*See evaluation included in packet*

**e. Softball Update – Matt Stanley**

*Mr. Stanley alerted the board that there are some upset teams from last year that did not secure a spot in this year’s league. He discussed why fewer teams are being allowed in and the options that were researched to try to allow additional teams in. Ultimately, many options far exceeded our budget such as adding lighting at the field and bringing in portable lighting. It was decided that the league needs to stay at 8 teams this year and the SLARA will continue to work with municipalities to try to get another ASA sized field installed within the next few years.*

**2. 23333 Griswold Property – Lease Update**

*Mrs. Allen shared with the board the latest draft of the Griswold lease. All changes have been approved by the SLARA attorney. The goal is to get the lease signed sometime in May after receiving township approval for the Site Plan and Special Land Use Permit. The board did not have any issues or concerns with the lease as presented.*

**3. 23333 Griswold Property – Site Plan Review / Special Land Use Permit Status**

*Mrs. Allen will be attending the Lyon Township Planning Commission meeting on Monday, April 9<sup>th</sup>. At this meeting the hope is the Commission will approve the Site Plan Application and make a recommendation for the approval of the Special Land Use Permit Application. Mrs. Allen will then be attending the Lyon Township Board meeting on Monday, May 7<sup>th</sup>. The hope is at this meeting the Township Board will approve the Special Land Use Permit Application and then the SLARA will be free to sign the Griswold lease and begin the moving process.*

**4. City of South Lyon – Lease Update**

*Mrs. Allen attended the South Lyon City Council meeting on Monday, March 12<sup>th</sup> and presented the council with a letter of intention stating that the SLARA does not plan to renew their lease for the property located at 318 W. Lake Street. She also asked for approval of a month to month lease should the property the SLARA attends to move to is not ready at that time. The City Council approved the request for a month to month lease if needed at a rate of 150% of the current monthly rate.*

**5. Member Updates**

**Lyon Township** – *Lyon Township is currently transitioning the Oakland County water resources to Lyon Township.*

***Green Oak*** – The HCMA property deal was closed. They are moving forward with the new police station and walls are going up now. The hope is to have construction completed by Fall.

**II) New Business**

**1. 23333 Griswold Relocation Plan Presentation**

*Mrs. Allen presented the board with a relocation plan. She highlighted the current estimates for moving. She is still waiting on some budget numbers such as the addition of water access in the multipurpose room and furniture purchase. These are two of the bigger ticket items. She also addressed the need for additional staff to help maximize the benefits this space offers. She stated that additional staff is needed to help with front desk coverage and that someone needs to be able to focus on marketing the space for rentals and manage staff for supervision of those rentals. Next year's budget will include additional staff to help with some of these issues.*

**2. Board Member Comments**

*None*

***Motion to adjourn by Mrs. Carcone, second by Mr. St. Charles, motion passes  
Meeting Adjourned at 3:21 pm***

**Adjournment**

Next Meeting: Wednesday, April 25, 2018 @ 2:00pm

Location: Lyon Township

58000 Grand River

New Hudson, MI

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Chair Signature

\_\_\_\_\_  
Secretary Signature

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Approval Date