

Wednesday, March 22, 2017 @ 2:00pm

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

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 Charter Township

Patty Carcone, Charter Township of Lyon

Lynne Ladner, City of South Lyon

Also Present

Amy L. Allen, CPRP, SLARA Director

Carrie Hill, SLARA Enrichment Manager

Approval of the Agenda

Motion to approve the agenda by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of February 22, 2017 Meeting Minutes

Motion to approve the agenda by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of Bills – 2/15/17 – 3/13/17

Motion to approve the agenda by Mrs. Carcone, second by Ms. Ladner, motion passes

Financial Report

- a. Comerica Checking Account (*General Fund*)
 - a. Balance \$303,348.41
- b. Flagstar Capital Improvements Fund, .45% Interest Rate
 - a. Balance - \$247,180.47
- c. Flagstar 12 month CD, .95% Interest Rate
 - a. Maturity Date 11/3/17
 - b. Balance \$146,183.68
- d. Old National 12 month CD, 1.05% Interest Rate
 - a. Maturity Date 12/16/17
 - b. Balance \$250,750.53

Correspondence

None

“Call to the Public”

None

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

Mrs. Allen went over items discussed by SLARA staff at the last meeting. Most topics revolved around Spring/Summer programs. The new brochure will be out April 10th.

b. “REX” Marketing Campaign

Mrs. Allen informed the board on the “REX” Marketing program that Mrs. Hoskins has initiated for the SLARA office. See attached memo.

c. Mrs. Allen out of office dates – March 29 thru April 5

Mrs. Allen reminded the board that she will be on vacation soon.

2. Member Updates

Green Oak – Green Oak Days will be taking place on September 16, 2017. Moved back this year to avoid conflicts. Looking to have first organizational meeting soon. Adding a Taste of Green Oak event to the activities. The Large Item Clean Up Day may not be happening this year. Rushton Road should be paved soon and they are working on the design for Silver Lake Road now.

Lyon Township – Kitefest will take place the first weekend in June. They are adding a Pizza Cookoff event to the activities. There is a new café opening soon near the New Hudson Inn. Township continues to look into water options for residents.

South Lyon – The Egg Hunt is taking place at Volunteer Park this year on April 15th and Emergency Vehicles will be out from 11-12 for kids to look at. The City Wide Garage Sale will be taking place from May 4th – 7th. The City Clean Up will take place May 13th. A new Farmers Market Manager has been hired. They are looking to open on May 13th and may possibly partner with the VFW to utilize their certified kitchen for food items. It’s budget time and they are looking at the possibility of providing a police officer at the SLHS.

Downtown has two new businesses coming soon. The City is also working on a Façade and Sign Front Grant Program that could hopefully be in place by next year.

II) New Business**1. Daddy/Daughter Dance Wrap Up – requested by Mrs. Hill**

Mrs. Hill presented a special event wrap up. See attached memo.

2. Mom/Son Dance Wrap Up – requested by Mrs. Hill

Mrs. Hill presented a special event wrap up. See attached memo.

3. New Enrichment Classes for Spring/Summer 2017 – requested by Mrs. Hill

Mrs. Hill informed the board about all the new programs in the Enrichment area being offered in the upcoming Spring/Summer 2017 brochure. See attached memo.

4. Approval of 2017-2018 Board Meeting Schedule

Mrs. Allen presented the board with a tentative meeting schedule for the 2017-2018 fiscal year.

Motion by Mrs. Carcone to approve the 2017-2018 SLARA Board Meeting Schedule as presented. 2nd by Ms. Ladner. Motion passes.

5. 2017-2018 Budget Discussion**a. Marketing/Special Events Manager Position**

Mrs. Allen presented the board with a proposal to create a Marketing/Special Event position for the SLARA office for the 2017-2018 fiscal year. The board discussed the

possible benefits of this position and their concerns. They directed Mrs. Allen to begin advertising that the SLARA may be adding this position to the office so parties interested could send in resumes. At the next board meeting resumes can be looked at and a discussion can be held detailing how this position could be incorporated on a trial basis possibly.

b. National Conference Attendance

Mrs. Allen shared a memo detailing why she would like to see SLARA staff have the ability to attend national conferences in the future. The proposal included budgeting to allow staff to attend national events at most every other year. Mrs. Carcone stated that she is all for including it in the budget, but requested that once specific conferences/trainings are chosen that these be brought before the board for individual approval and recommended that included in these requests are descriptions of the specific training sessions the staff plan to attend. Ms. Ladner requested that Mrs. Allen get more information about prices for hotel and transportation and to include those in the final budget proposal. She believes Mrs. Allen's initial estimates are low. Mr. St. Charles did not see a problem with including this in the budget and shared benefits he felt national conferences would allow the staff. He agreed with Mrs. Carcone that he would like to see these conferences approved individually as they come up.

c. Personnel Salaries

Mr. St. Charles requested that Mrs. Allen send the board a copy of the SLARA staff salary history. He recommended that the board get together between now and the April meeting to discuss any possible adjustments for the next fiscal year. Results from this meeting will be shared with Mrs. Allen at the next board meeting.

Adjournment at 3:20 pm

Next Meeting: Wednesday, April 26, 2017 @ 2:00pm

Location: Lyon Township
58000 Grand River Avenue
Lyon Township

Chair Signature

Secretary Signature

Approval Date