

Friday, September 2nd, 2016 @ 10:00am

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

MINUTES

10:00 AM

Call to Order

Mr. St. Charles called the meeting to order at 10:07 am

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

Approval of the Agenda

Motion to approve the agenda as amended by Ms. Ladner, second by Mrs. Carcone, motion passes. Addition of Old Business, SLARA Office Updates, Item C – SLARA Building Lease

Approval of July 27, 2016 Meeting Minutes

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

Approval of Bills – 7/20/16 – 8/16/16

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

Financial Report

- a. Comerica Checking Account (*General Fund*)
 - a. Balance \$212,302.62
- b. Flagstar Capital Improvements Fund, .45% Interest Rate
 - a. Balance - \$246,536.64
- c. Flagstar 12 month CD, .65% Interest Rate
 - a. Maturity Date 11/3/16
 - b. Balance \$145,151.85
- d. Talmer Bank & Trust 90 day CD, .75% Interest Rate
 - a. Maturity Date 9/28/16
 - b. Balance \$250,000.00

Correspondence

Not at this time

“Call to the Public”

No comments

I) Old Business**1. SLARA Office Updates****a. SLARA Staff Meeting Minutes****b. Building Improvements – Update****i. Visit from Lynne & Bob on 8/5 to inspect building**

Half the lights in the back have been installed and updated. Still waiting for the rest to come in. Bob Martin will stay in touch and let Amy know as other items are able to be tackled. Bathroom will have to wait until the next fiscal year to get done. Ms. Ladner stated that the City of South Lyon will take care of recruiting estimates for work to be done including ventilation, new vanity, toilet, floors, etc... This should be done in December or January.

c. SLARA Building Lease

Ms. Ladner asked the board what they want to see done to the lease moving forward with the City of South Lyon. The board agreed that they would like to see the lease modified to take out the penalty to the SLARA for cancelling the lease if another office space is found that suits the SLARA's needs. Ms. Ladner will make the requests for updating with the City attorney and will keep the board updated.

2. Member Updates

Lyon Township – Busy. Current Supervisor is getting ready for the transition to the new Supervisor. The lights are up and operating for the new Safe Routes to School grant on Pontiac Trail and Marjorie Ann.

Green Oak – Green Oak Days was a success. Would have had higher numbers than last year we believe if the rain wouldn't have hit. Looking for next year to increase in number of kids activities offered. Will be looking for help from SELCRA and the SLARA.

South Lyon – Pumpkinfest is coming up September 23 – 25th. This is also homecoming weekend for SLHS. The Little Free Library opened at McHattie Park. DPW is almost done with the new parking lot/ice rink at McHattie Park. Volunteer Park Master Plan Phase 1 was approved by the Parks and Recreation Council. Waiting for final numbers to take it before City Council. Hopefully moving into the fundraising phase soon.

II) New Business**1. Talmer Bank & Trust CD Maturity**

Mrs. Allen made the board aware that the CD at Talmer bank will mature on 9/28/16. She asked the board for direction on what they wanted to see done with this cd. Options were discussed. Mrs. Carcone suggested that we roll it over to another 90 day cd so we can take advantage of holiday rates at the end of the year.

Motion by Mr. St. Charles to roll over the Talmer Bank & Trust cd into another 90 cd with an interest rate at minimum of .45%. Second by Mrs. Carcone. Motion passes.

2. Carpet Quotes

Mrs. Allen shared quote information for carpet for the office. The board wanted Mrs. Allen to keep business local and approach the other vendors again to get details on what they are offering. They directed Mrs. Allen to go ahead with purchase from a local vendor if she can get a similar carpet for a similar price.

Motion by Mr. St. Charles to authorize Mrs. Allen to purchase carpeting for the SLARA office at a cost up to \$4,200 for removal of old carpet, installation of new carpet and moving furniture. Second by Ms. Ladner, motion passes.

3. Office Closure for possible carpet installation

Mrs. Allen wanted to make sure the board was aware that the SLARA office would have to close for installation of carpet. Depending on install date, up to 2 days may be required.

4. Personnel Handbook

Mrs. Allen presented the board with a first draft update of the Personnel Handbook. She will be meeting with our attorney later today to get more input. Mrs. Allen requested any additional items that the board wanted her to update so she could get everything to the attorney later today to present at the next meeting. The board wanted some more research done on vacation time allocation. Mrs. Allen will gather information for our next meeting and get a second draft of the handbook out with board packets in September.

Adjournment at 11:35 am

Next Meeting: Wednesday, September 28, 2016 @ 2:00pm

Location: Lyon Township
58000 Grand River Ave
Lyon Township

Chair Signature

Secretary Signature

Approval Date