

Wednesday, March 23, 2016
Green Oak Township Offices
10001 Silver Lake Road
Brighton, MI

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
Lynne Ladner, City of South Lyon*

Also Present

Amy L. Allen, CPRP, SLARA Director

Approval of the Agenda

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

Approval of February 24, 2016 Meeting Minutes

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

Approval of Bills – 2/18/16 – 3/10/16

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

Financial Report

- a. Comerica General Fund Balance – \$423,630.57
- b. Flagstar Capital Improvements Fund Balance - \$ 246,073.39
- c. Flagstar 12 month CD Balance - \$145,151.85

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

Correspondence

Not at this time

“Call to the Public”

No comments

I) **Old Business**

1. SLARA Office Updates

a. Mom/Son Dance – Friday, March 4th Wrap Up

Mrs. Allen shared with the board an event wrap up report from Mrs. Hill. The event was well run and had a great response. Mrs. Allen also shared some event photos.

b. SLARA Staff Meeting Minutes

Mrs. Allen shared with the board a copy of this month's SLARA office staff meeting minutes. She shared with the board that a new Office Administrator had been hired and will be starting on Monday, March 28th. She will be working Wednesdays thru Fridays. She is newer to the area but very ambitious and ready to begin! She should be a great fit with the staff already on board.

- c. MRPA Conference Wrap Up** – *Mrs. Allen shared a copy of session evaluations from each staff that attended the MRPA Conference.*
 - i. Amy**
 - ii. Katy**
 - iii. John**

2. City of South Lyon Lease Agreement Update

Mrs. Ladner informed the board that the lease had been approved by the South Lyon City Council at the March 14th meeting. No changes have been made to the lease with the exception of the 2% increase over the last monthly rental rate.

Motion to approve the SLARA Office Lease Agreement with the City of South Lyon as presented by Mrs. Carcone, 2nd by Mr. St. Charles, motion passes.

3. SLARA Contractor Manual Update

The manual was reviewed by an independent legal advisor. A few small changes were made from the original presented copy including inclusion of a non-discrimination clause in the SLARA Code of Conduct.

Motion to approve the SLARA Contractor Manual as presented by Mrs. Carcone, 2nd by Ms. Ladner, motion passes.

4. Island Lake Kids Kamp – DNR 5 Year Lease Agreement Update

The Lease Agreement was reviewed by an independent legal advisor. Some suggestions were made and Mrs. Allen submitted the changes requested to the State of Michigan. An updated copy of the lease was sent back for review. All requested changes were addressed.

Motion to approve the DNR 5 Year Lease Agreement for the Island Lake Kids Kamp location at Island Lake State Recreation Area by Mr. St. Charles, 2nd by Mrs. Carcone, motion passes.

5. Member Updates

Lyon Township – *There is a new Day Care facility going in across from the township hall. This is the 19th location so it's a well established business. The facility will include a small gym for the kids. Also, Lyon Township Hall is completing the addition to the building and updating all the furniture in the building.*

City of South Lyon – *The City had their Strategic Planning Session last weekend and things went well. Right now Ms. Ladner is working on the upcoming budget and union negotiations.*

Green Oak Township – *5 acres of property was gifted to Green Oak recently near the express way. Previously this was thought to be all wetlands area. Upon inspection and clearing it was determined that this area could be utilized for other things. This may be used as the new location for a police station and maybe a small community center. Green Oak is hoping to*

break ground this year on this location. SELCRA gave Brighton Schools a new Joint User Agreement for approval. Approval was postponed at the last school board meeting. SELCRA is looking into backup office locations in case they have to move out of the schools. Green Oak is also looking at possible passive recreation ideas for 30 acres off of Silver Lake Road that may include a disc golf course, dog park or picnic area.

II) New Business

1. Approval of 2016-2017 Board Meeting Schedule

Mrs. Allen presented a draft schedule for next year's meeting dates.

Motion by Mr. St. Charles to approve the 2016-2017 SLARA Board Meeting schedule, 2nd by Mrs. Carcone, motion passes.

2. 2016 – 2017 SLARA Office Closures

Mrs. Allen presented the board with information about the current holiday schedule for the SLARA office. She inquired whether any of the following dates should be incorporated as holidays for the SLARA office; Veteran's Day, Columbus Day, Martin Luther King Jr. Day and Presidents Day. The board felt the scheduled holidays for the SLARA office were acceptable as is. The board did say that Mrs. Allen could ask staff if they prefer to have Good Friday off or if they would prefer to have Martin Luther King Jr. Day off. Mrs. Allen will check with staff and let them know.

3. Updated Code of Conduct

The Code of Conduct was reviewed when the Contractor Manual was being reviewed by an independent legal advisor. It was determined that language would be inserted in regards to non-discrimination.

Motion to approve the revised SLARA Code of Conduct by Mrs. Carcone, 2nd by Mr. St. Charles, motion passes.

4. MMRMA RAP Grant

Mrs. Allen shared with the board that she submitted a reimbursement grant to MMRMA for the installation of the security cameras in the SLARA office. We were informed on March 9th, 2016 that our RAP Grant Funds were approved to reimburse 50% of the cost of installation for the cameras. The SLARA should be receiving a check from MMRMA for \$789 in the next few weeks.

5. SLARA Copier

Mrs. Allen shared with the board information in regards to a new office copier. She presented quotes from three different vendors. Mrs. Allen wanted to get a new copier with a color printing option, staple finisher and fax.

Mrs. Carcone made a motion to approve the purchase of a Ricoh MP C5503 Color/Black and White Copier as presented at a cost of \$9,497.40 to be purchased through Applied Imaging. The purchase should take place within this fiscal year. 2nd by Ms. Ladner, motion passes.

6. SLARA Internet Speed

Mrs. Allen presented the board with information in regards to the cost associated with increasing the bandwidth speed for internet for the SLARA office. Currently, because of the security cameras being viewed remotely, there is not enough bandwidth and the phone

system keeps crashing in the office. Mrs. Allen tested out the increased speed with WOW and it seems to be handling the new amount of internet traffic with no problems.

Motion by Mr. St. Charles to allow Mrs. Allen to upgrade the internet speed with WOW to 110/15 at an added cost of \$104/month for the SLARA office. 2nd by Mrs. Carcone, motion passes.

Adjournment at 3:17 pm

Next Meeting: Wednesday, April 27, 2016 @ 2:00pm

Location: City of South Lyon

335 South Warren

South Lyon, MI 48178

Chair Signature

Secretary Signature

Approval Date