

Tuesday, November 22, 2016  
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  
John Pfeffer, Pfeffer\*Hanniford\*Palka Certified Public Accountants  
Bob Donahue, City of South Lyon Alternate*

### Approval of the Agenda

*Mrs. Allen requested an addition of New Business, Item 7, Daddy Daughter Dance Wrap.  
Motion to approve the agenda as amended by Ms. Ladner, second by Mrs. Carcone, motion passes*

### Approval of September 28th, 2016 Meeting Minutes

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

### Approval of Bills – 9/21/16 – 11/14/16

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

### Financial Report

- a. Comerica Checking Account (*General Fund*)
  - a. Balance \$227,094.51
- b. Flagstar Capital Improvements Fund, .45% Interest Rate
  - a. Balance - \$246,815.62
- c. Flagstar 12 month CD, .95% Interest Rate
  - a. Maturity Date 11/3/17
  - b. Balance \$145,956.43
- d. Talmer Bank & Trust 90 day CD, .45% Interest Rate
  - a. Maturity Date 12/27/16
  - b. Balance \$250,468.75

### 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**

*Mrs. Allen shared with the board that the office is still waiting for the rest of the lights to be installed and the back door frame to be addressed. Cement is crumbling away and creating a tripping hazard. Ms. Ladner said that the DPW department is currently swamped with leaf pick up. It will be addressed as soon as possible. Mr. St. Charles requested that Mrs. Allen send the board copies of the signed lease with the City of South Lyon.*

**2. Member Updates**

*South Lyon – Cool Yule is coming up on Dec. 3<sup>rd</sup>. Also, the Saturday after Thanksgiving small business shopping will be going on downtown!*

*Lyon Township – Lannie had his last day as Supervisor and John Dolan is now working as the new Supervisor. The township is in talks with the GWA about possibly utilizing the Detroit Water System.*

*Green Oak – The Willow Woods development has been approved. The next few years will be busy with that construction taking place. Still working on the Police, Fire and Community Center. There will be a meeting soon to plan for the 2017 Green Oak Days. Mr. St. Charles will be inviting out groups like SLARA to help with the planning!*

**3. Personnel Handbook Update**

*Mrs. Allen presented the board with the updated copy of the personnel handbook.*

***Motion by Mrs. Carcone to approve the revised copy of the employee handbook as presented.***

*Ms. Ladner seconds the motion, motion passes.*

**II) New Business****1. Audit – Pfeffer \* Hanniford \* Palka Report**

*Mr. Pfeffer presented the SLARA 2015-2016 audit to the board. He shared with the board that he has been impressed with the SLARA office and how well they have been handling the financials and programs in the past few years. He enjoys working with the SLARA.*

***Motion by Ms. Ladner to accept and approve the 2015-2016 SLARA Audit as presented by Pfeffer, Hanniford & Palka.***

*Mrs. Carcone seconds the motion, motion passes.*

**2. Motion to move Flagstar Savings and Talmer Bank & Trust CD from the General Fund into the Capital Fund for Quickbooks Accounting**

***Motion by Mrs. Carcone to move the Flagstar Savings and Talmer Bank & Trust CD from the General Fund into the Capital Fund for Quickbooks Accounting.***

*Ms. Ladner seconds the motion, motion passes.*

**3. Bookkeeper Contract**

*Motion by Mrs. Carcone to amend the contract with the bookkeeper to reflect a monthly flat fee rate of \$250 to begin on January 1<sup>st</sup>, 2017 and expire on December 31<sup>st</sup>, 2018 and to authorize the Board Chair to sign the updated contract.*

*Ms. Ladner seconds the motion, motion passes.*

**4. Island Lake Kids Kamp Evaluation****5. SLARA Holiday Luncheon**

*Mrs. Allen requested that the board allow the SLARA to close the office between 11:30 am – 2 pm on Tuesday, December 20<sup>th</sup> so that the office staff can have a holiday luncheon. The board approved this request.*

**6. Talmer Bank & Trust CD Maturation Direction**

*Mrs. Allen requested direction in regards to the Talmer CD that will expire before the next board meeting.*

*Motion by Ms. Ladner to authorize Mrs. Allen to roll the Talmer Bank & Trust CD or move it to another institution into a new 12 month or less CD for as great of an interest rate as can safely be obtained.*

*Second by Mrs. Carcone, motion passes.*

**7. Daddy/Daughter Bowling Wrap**

*Mrs. Allen shared with the board a wrap up provided by Mrs. Hill in regards to the event. It is a smaller event, but very well liked. Mrs. Hill works hard to get other local businesses involved.*

***Adjournment at 3:06 pm***

Next Meeting: Wednesday, January 25, 2017 @ 2:00pm

Location: Lyon Township  
58000 Grand River Ave.  
Lyon Township

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Chair Signature

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Secretary Signature

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Approval Date