

Wednesday, September 24<sup>th</sup>, 2014  
Lyon Township  
58000 Grand River Ave 2:00 pm

## MINUTES

**2:00 PM**

### **Call to Order**

*Mrs. Carcone called the meeting to order at 2:17 pm*

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

*Mark St. Charles, Green Oak Charter Township – Not Present  
Patty Carcone, Charter Township of Lyon  
Lynne Ladner, City of South Lyon*

### **Also Present**

*Amy L. Allen, SLARA Director  
Luba Sitar, ITC Representative*

### **Approval of the Agenda**

*Motion to approve the agenda by Ms. Ladner, 2<sup>nd</sup> by Mrs. Carcone, motion passes*

### **Approval of August 27th, 2014 Meeting Minutes**

*Motion to approve the agenda by Mrs. Carcone, 2<sup>nd</sup> by Ms. Ladner, motion passes*

### **Approval of Bills – 8/19/14 thru 9/16/14**

*Motion to approve the agenda by Mrs. Carcone, 2<sup>nd</sup> by Ms. Ladner, motion passes*

### **Financial Report**

- a. **General Fund Balance – \$505,082.02**
- b. **Community Center Committee Fund Balance – \$19,901.00**
- c. **Capital Improvements Fund Balance - \$100,162.79**

### **Correspondence**

*No correspondence at this time*

### **“Call to the Public”**

*No public was present*

**I)**

### **Old Business**

#### **1. SLARA Office Updates/Upcoming Events**

- a. **Computer Update** – *The SLARA office has had all new computers installed. Staff are now working with Office 365. It’s a learning curve but everyone seems to be picking up on it pretty quickly.*
- b. **Mom/Son Date Night – October 19<sup>th</sup>**

- c. **Chamber of Commerce Business Expo – Oct. 25<sup>th</sup>**
- d. **Candy Cane Hunt – December 6<sup>th</sup>**
- e. **MRPA Conference – February 10<sup>th</sup> – 13<sup>th</sup> in Lansing** – *Mrs. Allen let the board know that she will be attending the Michigan Recreation and Parks Association Conference in Lansing in February. Carrie Hill and John Hines will also be attending as both are relatively new to their positions. MRs. Carcone expressed her opinion that having staff attend conferences and trainings is very important.*

## 2. Member Updates

- a. **City of South Lyon** – *Audit is taking place today. Pumpkinfest is this weekend. There will be various street closures.*
- b. **Green Oak Township** – *None at this time.*
- c. **Lyon Township** – *None at this time.*

## II) New Business

### 1. ITC Sponsorship Renewal – Luba Sitar

*Ms. Sitar introduced herself to the board. She works with ITC in dealing with vegetation in the power line corridors. She used to work with the DNR at Island Lake. She is looking to bring awareness to local communicates and residents about the transmission of energy in our areas. ITC is currently a sponsor with the SLARA and looking forward to continuing to work together to bring awareness of ITC to the South Lyon area residents.*

*ITC has also created their own anti-terrorism program called “ITC Eyes & Ears” that encourages residents to report suspicious activity at local substations to authorities.*

### 2. Audit – Pfeffer \* Hanniford \* Palka Reoprt

*Mr. Pfeffer presented the SLARA 2013-2014 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. The audit this year only took a half day onsite to complete.*

*Mrs. Allen thanked Mr. Pfeffer for all his help throughout the year with various questions she has presented to him.*

***Motion by Mrs. Carcone to accept and approve the 2013-2014 SLARA Audit as presented by Pfeffer, Hanniford & Palka.***

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

### 3. Audit Contract 2015-2017 with Pfeffer \* Hanniford \* Palka Approval

*Pfeffer, Hanniford & Palka presented a contract for audit services for the next three fiscal years. The rate for audits has remained at \$5,500 for the past five years with no increases. Rates will be increases slightly for the next three service years.*

*Motion by Ms. Ladner to approve the contract with Pfeffer, Hanniford & Palka for the 2014-2015, 2015-2016 and 2016-2017 SLARA fiscal year audits with the proposed fees of \$5,800, \$6,000 and \$6,200 respectively and advice Mr. St. Charles to sign the contact.*

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

**4. Recommendation to transfer funds from General Account to Capital Improvements Fund in the amount of \$145,000.00**

*Mrs. Allen made a recommendation to the board to transfer \$145,000 from the checking account into the Capital Improvements Fund now that the audit is complete. This still leaves over \$200,000 of the current fund balance in the general checking account to help pay up-front expenses that the SLARA may incur throughout the year and help to maintain day to day operations.*

*Motion by Ms. Ladner to transfer \$145,000 from the General Fund into the Capital Improvements Fund.*

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

***Adjournment at 3:05 pm***

Next Meeting: Wednesday, October 22nd, 2014 @ 2:00pm

Location: Green Oak Township Offices, 10001 Silver Lake Road

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Chair Signature

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Secretary Signature

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Approval Date