

Wednesday, May 27, 2020 @ 2:00pm  
Zoom Video Conference

## 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 Township*

*Paul Zelenak, City of South Lyon*

*Patricia Carcone, Lyon Township – entered the meeting after call to order, at Old Business Item #1 of the agenda.*

### Also Present

*Amy L. Allen, CPRP, SLARA Director*

### Approval of the Agenda

*Mr. Zelenak pointed out that the agenda had the wrong date on it. Mrs. Allen will update this in the minutes. Mrs. Allen also sent out an updated resolution as the first agenda copy had the wrong resolution number listed under New Business Item #4.*

***Motion to approve the agenda by as amended by Mr. Zelenak***

***Mr. St. Charles seconds the motion, motion passes***

### Approval of February 26, 2020 Meeting Minutes

***Motion to approve the February 26, 2020 Meeting Minutes by Mr. Zelenak***

***Mr. St. Charles seconds the motion, motion passes***

### Approval of May 11, 2020 Meeting Minutes

***Motion to approve the May 11, 2020 Meeting Minutes by Mr. Zelenak***

***Mr. St. Charles seconds the motion, motion passes***

### Approval of Bills 2/8/20 – 5/4/2020

***Motion to approve the bills by Mr. Zelenak***

***Mr. St. Charles seconds the motion, motion passes***

### Financial Report: AS OF APRIL 30, 2020

- a. General Fund Cash TOTAL - **\$108,489.10**
  - a. Flagstar Primary Checking Account, 0.7% Interest Rate  
\$108,489.10
- b. Capital Improvements Fund Cash TOTAL - **\$786,170.59**
  - a. The State Bank, 182 Day CD, 1.95% Interest Rate, Maturity Date 6/15/2020  
\$211,102.29
  - b. Flagstar Savings Account, 1.39% Interest Rate

\$217,226.38

- c. The State Bank, 360 Day CD, 1.90% Interest Rate, Maturity Date 12/10/2020  
\$357,841.92

### Correspondence

None

## I) Old Business

### 1. SLARA Office Updates

#### a. SLARA Staff

*Mrs. Allen and Mr. Stanley are continuing to work from home full time hours. Mrs. Allen is in the office 2-3 time per week. Beginning last week Mrs. Allen & Mr. Stanley will be working one day together in order to discuss progress and work on long term planning. The SLARA office is still closed to the public until further notice.*

## II) New Business

### 1. COVID-19 Programming Update

*Mr. Stanley has been working on virtual programming for this summer and both Mr. Stanley and Mrs. Allen are working on updating contract language to reflect new guidelines for COVID-19. SLARA is hoping to renew some in-person programming in a modified form late July.*

### 2. SLA Contract Renewal

*Mrs. Allen presented the board with an updated SLA contract that has already been signed by SLA. SLARA is currently not charging for months that SLA is not allowed to be in the pool due to COVID-19 and will plan to do the same in the next contract year.*

***Motion by Ms. Carcone to approve the 2020-2021 SLA Contract as presented by Mrs. Allen and to have Mr. St. Charles & Mrs. Allen sign the contract, second by Mr. Zelenak***

<b>Roll Call Vote:</b>	<b>Ayes:</b>	<b>Mr. St. Charles, Ms. Carcone, Mr. Zelenak</b>
	<b>Nays:</b>	<b>None</b>
	<b>Absent:</b>	<b>None</b>

### **MOTION APPROVED**

### 3. Accounting Contract Renewal

*Mrs. Allen presented the board with an updated accounting contract signed by Mrs. Pierce.*

***Motion by Mr. Zelenak to approve the 2021-2022 Accounting Contract as presented by Mrs. Allen and to have Mr. St. Charles sign the contract, second by Ms. Carcone***

<b>Roll Call Vote:</b>	<b>Ayes:</b>	<b>Mr. St. Charles, Ms. Carcone, Mr. Zelenak</b>
	<b>Nays:</b>	<b>None</b>
	<b>Absent:</b>	<b>None</b>

**MOTION APPROVED**

4. **Consider Resolution 20-001 to allow the SLARA Director to deposit the complete funds (\$213,154.90) from the Capital Improvement Fund 182 Day CD #36984 with The State Bank that matures on 6/15/20 into the SLARA General Fund Account at Flagstar Bank.**

*Mrs. Allen informed the board that the current general fund balance is at \$61,815 as of 5/26/2020. Instead of transferring money from the Capital Improvement Fund Flagstar Savings Account she recommends that the board approve Resolution 20-0001.*

**Motion by Ms. Carcone, second by Mr. Zelenak**

**Resolution 20-001, to allow the SLARA Director to deposit the complete funds (\$213,154.90) from the Capital Improvement Fund 182 Day CD #36984 with The State Bank that matures on 6/15/20 into the SLARA General Fund Account at Flagstar Bank.**

<b>Roll Call Vote:</b>	<b>Ayes:</b>	<b>Mr. Zelenak, Ms. Carcone, Mr. St. Charles</b>
	<b>Nays:</b>	<b>None</b>
	<b>Absent:</b>	<b>None</b>

**RESOLUTION APPROVED**

5. **SLARA 2020-2021 FY Budget Discussion**

*At this time Mrs. Allen feels that creating a programming specific budget for next year is highly unlikely as so much is up in the air concerning programming space within the South Lyon Public Schools. Mrs. Allen plans to budget for programming areas by utilizing a percentage base and deduct that from the programming budgets that were previously turned in from staff. For example, the final budget to be presented would decrease income and expenses alike by a flat percentage for programming areas, at this time Mrs. Allen is expecting to utilize 30% as that figure. She will also update the budget she has been working on to reflect projected return dates for staff that were laid off.*

*Mrs. Allen said she should have a draft copy of the budget to the board by early June.*

6. **SLARA 2020-2021 Board Meeting Schedule Approval**

*Mrs. Allen presented a meeting schedule for the board for 2020-2021. There is no meeting scheduled for the month of December and the June 2021 meeting date was changed to fall in line with the end of the fiscal year.*

**Motion to approve the 2020-2021 SLARA Board Meeting Schedule as presented by Ms. Carcone, second by Mr. Zelenak**

<b>Roll Call Vote:</b>	<b>Ayes:</b>	<b>Mr. St. Charles, Ms. Carcone, Mr. Zelenak</b>
	<b>Nays:</b>	<b>None</b>
	<b>Absent:</b>	<b>None</b>

**MOTION APPROVED**

**7. Board Member Comments**

*Ms. Carcone shared that Lyon Township is working to install Plexiglass dividers between some office spaces at the township. Lots of the desks and aisles in the space are too close. Staff is working hard and keeping busy. Some staff have been moved over to mowing to fill in all their hours.*

*Mr. Zelenak shared that South Lyon has been working with a skeleton crew in the office. Some staff are working from home when they can. DPW and Water staff have been working staggered shifts. All meetings are still taking place via zoom. The City is getting together PPE and adding plexiglass to the front counters. The City also purchased a new and bigger drop box to allow for more services to be taken care of thru drop off. In the future offices may be looking at offering fewer weekly hours to promote customer safety.*

*Mr. St. Charles said Green Oak has been doing a lot of the same things the other communities have been doing. DPW has been maintaining the grass cutting and the Township office has been utilizing totes for public drop off and it seems to be going well so far. Most likely Green Oak Township Office won't be opening back up to the public until Mid June or early July. Mr. St. Charles is encouraging staff that can to work from home.*

***Adjournment at 3:01 pm***

Next Meeting: Tuesday, June 30, 2020 @ 2:00pm  
Zoom Video Conference

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Chair Signature

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Secretary Signature

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Approval Date