

South Haven Area Recreation Authority
Tuesday, March 19, 2013
3:00 p.m., South Haven Charter Township Hall
09761 Blue Star Highway

AGENDA

1. Call to order
2. Roll Call
3. Approval of Meeting Minutes
 - A. January 15, 2013 Board Meeting
4. Approval of Agenda
5. Interested citizens in the audience will be heard on items not on the agenda
6. Financial Reports:
 - A. Approval of SHARA finance report
 - B. Authority Board will be updated on the SHARP financial statement
7. Authority Board will be updated on the status of the construction plans, for the SHARP site, by Midwest Civil Engineers:
 - A. See attached MCE report
8. Authority Board will be updated on the status of the Pilgrim Haven park proposal:
 - A. See attached staff report
9. Authority Board will be updated on the SHARP site trespassing concerns
10. Adjourn

Respectfully Submitted,
Brian Dissette
South Haven City Manager

**South Haven Area Recreation Authority (SHARA)
Regular Meeting**

**Tuesday, January 15, 2013
3:00 p.m., South Haven Charter Township Hall**

MINUTES

1. Call to Order

Meeting Opened at 3:00 p.m.

2. Roll Call

Members Present: Mr. Dennis Fitzgibbon, Mr. Dana Getman, Mr. Ross Stein, Mr. Mark McClendon, Dr. Robert Herrera

Absent:

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Ms. Brandy Gildea, Parks & Recreation Director, City of South Haven
Mr. Geoff Cripe, Southwest Michigan Land Conservancy
Mr. Gary Gross

3. Approval of Meeting Minutes:

November 20, 2012 Board Meeting: Motion by Getman, seconded by Fitzgibbon to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda:

Motion by Getman, seconded by Herrera to approve the amended agenda, to include item 9B, a request to include Herrera as a signatory for SHARA expenses, of the January 15, 2013 meeting. All in favor, motion carried.

5. Interested Citizens in the Audience Will Be Heard on Items Not on the Agenda:

No comments were made.

6. Approval of the SHARA Finance Report:

- a) The Board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$89,257.79. Dissette noted that the report illustrates bank interest has been paid.

Motion by Fitzgibbon, seconded by Getman to approve the SHARA finance report. All in favor, motion carried.

- b) The Board was updated on the SHARP account, which now has a balance of \$24,384.82.

7. Approval of the 2013-2017 5 Year Recreation Plan for the City of South Haven, South Haven Charter Township, South Haven Public Schools, and SHARA:

The Board was updated on the status of the 2013-2017 5 Year Recreation Plan for the City of South Haven, South Haven Charter Township, South Haven Public Schools, and SHARA by Ms. Brandy Gildea. Gildea noted that SHARA is being asked to consider approval of the multi-year plan, which will be submitted to the State of Michigan. Gildea explained that the recreation plan is a requirement, by the State of Michigan, should the city or township wish to seek recreation grant funds from the State of Michigan's Natural Resources Trust Fund. Gildea noted that the current recreation plan is a joint plan, and covers the City of South Haven, South Haven Charter Township, and the South Haven Public Schools, and that for the updated plan, it is desired to have a section related to SHARA. Dissette noted that upon completion of SHARA's approval, the City Council will be asked to take action on the plan, and then the city's staff will submit the joint plan to the State of Michigan.

Dissette noted that the city's staff had prepared updates to the plan, which make reference to long term planning and implementation of SHARA's primary projects: the SHARP project and the Pilgrim Haven project, and included that language in the meeting agenda packet.

Motion by Getman, seconded by Herrera to approve the updated recreation plan language related to SHARA. All in favor, motion carried.

Dissette further noted that the SHARA Board was encouraged to consider approval of Resolution #2013-01, a resolution offering final adoption of the multi-year recreation plan, which will include the approved SHARA language updates.

Motion by Herrera, seconded by Getman to approve Resolution 2013-01, a resolution confirming the adoption of the multi-year recreation plan by SHARA. All in favor, motion carried.

8. Update on the status of the SHARP site:

The Board was provided a written update on the SHARP site construction plans by Mr. Mike Dopp, Midwest Civil Engineers (MCE). The report noted that MCE is making progress on the SHARP construction plans. Stein noted that Dopp was unavailable to attend the meeting, due to personal business.

9. Update on the status of the Pilgrim Haven site:

The Board was provided an update on the status of the Pilgrim Haven site from Mr. Geoff Cripe, Southwest Michigan Land Conservancy (SWMLC). Cripe discussed that the Michigan Department of Natural Resources is considering a policy which may exclude publicly controlled properties from receiving Natural Resources Trust Fund grants, if those properties are leased and not owned. Dissette and Cripe noted that the Pilgrim Haven site was planned to be leased from SWMLC to SHARA, as part of a long-term lease agreement. Dissette stated that once the site was leased, SHARA

could then apply for a grant to develop the site. Dissette noted that if the referenced policy is adopted, SHARA may have problems with finding grant funds to develop the site. As a result, Dissette recommended that a phone conference be arranged with SHARA, SWMLC and representatives from the State of Michigan to discuss what options exist for the Pilgrim Haven site. Dissette noted that he would work Representative Nesbitt to secure a phone conference. Fitzgibbon and Stein agreed to participate in that phone conference.

9B. Approve Signatory for the SHARA Checking Account:

The Board was asked by Dissette to approve Herrera as a SHARA signatory for the checking account.

Motion by Getman, seconded by Fitzgibbon to approve Herrera as a SHARA signatory. All in favor, motion carried.

10. Adjourn

Motion by Getman, seconded by Herrera to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:45 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven

South Haven Area Recreational Authority (SHARA)

ID # 45-2387500

<u>Date</u>	<u>Check #</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
					100,005.31
20-Jul-12	1106	Midwest Civil Engineers Construction Design - Phase 1		6,195.00	93,810.31
31-Jul-12	Deposit	Chemical Bank July Interest	11.36		93,821.67
31-Aug-12	Deposit	Chemical Bank August Interest	7.95		93,829.62
			19.31	6,195.00	
17-Sep-12	1107	Midwest Civil Engineers Construction Design - Phase 1		12,776.50	81,053.12
18-Sep-12	1108	City of South Haven Audit & Legal Expenses		3,782.50	77,270.62
25-Sep-12	Deposit	SHARC Pilgrim Haven & SHARP Donation	15,000.00		92,270.62
30-Sep-12	Deposit	Chemical Bank September Interest	7.51		92,278.13
31-Oct-12	Deposit	Chemical Bank October Interest	7.93		92,286.06
			15,015.44	16,559.00	
30-Nov-12	Deposit	Chemical Bank November Interest	7.56		92,293.62
11-Dec-12	Deposit	City of South Haven SHARA Support	8,806.00		101,099.62
20-Dec-12	1109	Midwest Civil Engineers Architectural Services/Final Constr. Docs.		11,000.00	90,099.62
21-Dec-12	1110	VOID			
21-Dec-12	1111	South Haven Township Reimb. for Hardt Ins. Bill		850.00	89,249.62
31-Dec-12	Deposit	Chemical Bank December Interest	8.17		89,257.79
			8,821.73	11,850.00	
31-Jan-13	Deposit	Chemical Bank January Interest	7.58		89,265.37
19-Feb-13	Deposit	South Haven Township SHARA Support	7,966.00		97,231.37
28-Feb-13	Deposit	Chemical Bank February Interest	7.07		97,238.44
			7,980.65	0.00	

City of South Haven
SHARP Cast Receipts & Expenditures

	Donations	Bank Int or Fee	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance
Nov-02	2,650.00	2.57				2,652.57
Dec-02	100.00	2.52				2,755.09
Jan-03		1.55				2,756.64
Feb-03		1.88				2,758.52
Mar-03		1.20				2,759.72
Apr-03		1.47				2,761.19
May-03	200.00	2.04				2,963.23
Jun-03	644.00	2.84				3,610.07
Jul-03		2.46				3,612.53
Aug-03		2.13				3,614.66
Sep-03		2.67				3,617.33
Oct-03		2.85				3,620.18
Nov-03	1,000.00	5.08				4,625.26
Dec-03		2.89				4,628.15
Jan-04	10,605.00	6.91	849.00			14,391.06
Feb-04	1,933.48	11.33	290.33			16,045.54
Mar-04	5,037.00	12.53	110.35			20,984.72
Apr-04	220.00	12.21	36.25			21,180.68
May-04	1,779.35	10.66	191.91			22,778.78
Jun-04	300.00	18.75	300.00			22,797.53
Jul-04	6,170.00	20.47	4,000.00			24,988.00
Aug-04	200.00	20.55	5,250.00			19,958.55
Sep-04	98.60	22.56	1,250.00			18,829.71
Oct-04	200.00	20.74	10.35			19,040.10
Nov-04	662.00	24.38				19,726.48
Dec-04	5,000.00	24.53				24,751.01
Jan-05	5,315.51	31.65	4,522.08			25,576.09
Feb-05		34.06				25,610.15
Mar-05	4,307.93	40.80	60.00			29,898.88
Apr-05		38.93				29,937.81
May-05		67.53				30,005.34
Jun-05	1.59	41.81				30,048.74
Jul-05		40.18				30,088.92
Aug-05		40.74				30,129.66
Sep-05	426.59	49.54				30,605.79
Oct-05		85.37			7,500.00	23,191.16
Nov-05		43.30	800.00			22,434.46
Dec-05	1.59	46.81	3,000.00			19,482.86
Jan-06		46.60	2,141.50			17,387.96
Feb-06		36.99	962.24			16,462.71
Mar-06		35.94	21.00			16,477.65
Apr-06	1.65	36.51	9.85			16,505.96
May-06		23.02	296.26			16,232.72
Jun-06	351.65	18.20			7,500.00	9,102.57
Jul-06		15.18				9,117.75
Aug-06		16.99				9,134.74
Sep-06	1.65	43.09				9,179.48
Oct-06		27.12	1.35			9,205.25
Nov-06		20.69				9,225.94

City of South Haven
SHARP Cast Receipts & Expenditures

	Donations	Bank Int or Fee	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance
Dec-06		33.55	2,500.00			6,759.49
Jan-07		76.90	2,500.00			4,336.39
Feb-07	1.65	32.17				4,370.21
Mar-07		29.94	2,897.58			1,502.57
Apr-07	101.71	20.95				1,625.23
May-07	1,923.00	18.83	2,500.00			1,067.06
Jun-07	1.71		2,594.28			(1,525.51)
Jul-07	100.00		2,541.77			(3,967.28)
Aug-07	1,050.00		2,509.65			(5,426.93)
Sep-07			2,540.34			(7,967.27)
Oct-07	1,001.71		2,552.20			(9,517.76)
Nov-07	1,000.00		2,566.53			(11,084.29)
Dec-07	106,434.00	96.05	5,115.31			90,330.45
Jan-08	5,566.12	157.92				96,054.49
Feb-08	2,600.00		4,459.77	95,896.57		(1,701.85)
Mar-08	4,515.00		2,770.16	42.99		(0.00)
Apr-08	1,380.47		2,500.95			(1,120.48)
May-08	5,500.00	1.66		4,381.18		0.00
Jun-08	1,239.27	33.38	36.47		1,076.13	160.05
Jul-08	11,700.00	35.93				11,895.98
Aug-08	100.00	2.20	42.91	9,000.00	1,285.67	1,669.60
Sep-08	5,500.00	48.75	43.68	5,000.00	905.65	1,269.02
Oct-08	650.00	2.77	74.91		976.68	870.20
Nov-08		0.49	36.93		216.65	617.11
Dec-08	10,000.00	38.28	2,318.72		198.89	8,137.78
Jan-09	90,686.47	9.26	32.24	90,000.00	799.10	8,002.17
Feb-09	350.00	6.21	68.30		699.66	7,590.42
Mar-09	1,000.00	6.70	28.14		720.97	7,848.01
Apr-09	11,090.00			10,000.00	703.21	8,234.80
May-09	2,285.00		28.12		443.95	10,047.73
Jun-09	57,601.89	11.08	1,637.29	60,245.77	287.68	5,489.96
Jul-09	62,300.00		29.92	65,000.00		2,760.04
Aug-09	71,998.00	0.43	772.50	70,000.00		3,985.97
Sep-09	7,036.66	2.45	507.50			10,517.58
Oct-09	27,906.00	1.54	446.25			37,978.87
Nov-09		9.92	473.15			37,515.64
Dec-09	3,333.34	1.91	2,780.00			38,070.89
Jan-10	5,060.00	3.86				43,134.75
Feb-10	360.00	3.44	376.26			43,121.93
Mar-10		6.81	136.32			42,992.42
Apr-10	6,435.12	3.93	581.88			48,849.59
May-10		2.62	365.00			48,487.21
Jun-10		3.63	1,956.95			46,533.89
Jul-10	1,000.00	2.33				47,536.22
Aug-10	1,000.00	2.65	827.25			47,711.62
Sep-10	105.00	3.17				47,819.79
Oct-10		5.90				47,825.69
Nov-10	100,500.00	5.03				148,330.72
Dec-10	1,666.67	9.15	40,062.29			109,944.25

City of South Haven
SHARP Cast Receipts & Expenditures

	Donations	Bank Int or Fee	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance
Jan-11	40,500.00	9.71	8.50			150,445.46
Feb-11		8.91	40,000.00			110,454.37
Mar-11	40,100.00	5.08	15.87			150,543.58
Apr-11	14,640.00	4.34				165,187.92
May-11		4.94	14,640.00			150,552.86
Jun-11	375.00	3.90				150,931.76
Jul-11		0.95				150,932.71
Aug-11		0.53	5,000.00			145,933.24
Sep-11	100.00	1.20	4,019.03			142,015.41
Sep-11	-375.00 *					141,640.41
Oct-11			100,000.00			41,640.41
Oct-11		5.00				41,645.41
Oct-11			700.00			40,945.41
Nov-11	100.00	2.29	500.00			40,547.70
Dec-11		2.61	2,856.00			37,694.31
Jan-12	1,666.67	0.68	1,837.83			37,523.83
Feb-12		0.37	1,763.21			35,760.99
Mar-12		1.25	1,408.14			34,354.10
Apr-12			4,137.31			30,216.79
May-12			3,359.15			26,857.64
Jun-12		1.33	2,020.09			24,838.88
Jul-12		0.13	1,400.00			23,439.01
Aug-12			1,436.03			22,002.98
Sep-12		1.40	1,400.36			20,604.02
Oct-12		-0.17	-3,782.50 **			24,386.35
Nov-12		-0.09				24,386.26
Dec-12		-0.16	1.26			24,387.36

* June contribution from Energy made in error (they requested money be refunded)

** Reimbursement for audit & fee expenses

Donations	Interest Earnings	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance
756,393.05	1,906.81	301,034.27	424,566.51	8,314.24	24,384.84

Land Purchase Price 424,566.51

Loan Balance Remaining	0.00
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Loan
Balance

Loan
Balance

313,669.94
313,626.95
313,626.95
309,245.77
309,245.77
309,245.77
300,245.77
295,245.77
295,245.77
295,245.77
295,245.77
205,245.77
205,245.77
205,245.77
195,245.77
195,245.77
135,000.00
70,000.00
0.00

Loan
Balance

Loan
Balance

Memorandum

To: SHARA Board
From: Michael Dopp, PE
Date: 3/12/2013
Re: SHARP Phase 1

Board Members,

MCE will have the cost estimate for Phase I of the SHARP project complete for the March meeting. This should help to give a better price compared to the original cost estimates completed by Ewing Cole several years ago. There were many broad assumptions made in those estimates.

The construction plans are at 90% complete and MCE will be doing a final review of plans and preparation of the specifications.

The board will be receiving the 90% complete package along with the cost estimate at the March meeting.

The final plans and specifications will be presented to the board at the May meeting.

March 12, 2013

To: SHARA Board
CC: Peter Ter Louw, SWMLC
From: Brian Disette
RE: Pilgrim Haven Lease Agreement; Update

The SHARA Board will be updated and asked to discuss the proposed lease agreement for the Pilgrim Haven site, located in South Haven Charter Township. The SHARA Board will be updated on conversations between the SHARA Board's representatives (Stein & Fitzgibbon) and the Department of Natural Resources (DNR), related to the Pilgrim Haven site.

At the January 15th regular meeting of the SHARA Board, the board members discussed the Pilgrim Haven park project, and were updated on the proposed lease agreement for the site. As part of that discussion, staff noted that the city's staff and representatives from the Southwest Michigan Land Conservancy (SWMLC) have been discussing the proposed development of the Pilgrim Haven park project. It was further noted that both parties have expressed reservations about the proposed lease agreement, due to concerns related to restrictions with the DNR and the Natural Resources Trust Fund.

Previously, the SHARA Board approved a letter of intent, to proceed with the development of a lease agreement with SWMLC, which would allow SHARA to accept Pilgrim Haven as a public park. While SHARA was in the process of exploring the lease agreement, the DNR has adopted the position that grant applications will not be funded, for public projects which involve the use of privately held land being leased to public bodies.

The proposed Pilgrim Haven park project will require funds to be developed as a park. The generally assumed financing tools, for the project, are private donations, potential public subsidies from local units of government, and the State of Michigan's Natural Resources Trust Fund recreation grants. It is anticipated that the State's Michigan Natural Resources Trust Fund is likely to be the primary financing tool for the Pilgrim Haven project.

The recommended action item is to continue working with representatives from SWMLC, SHARA, and the DNR to discuss how best to address the lease issues. Thank you for the time and attention. Please let me know if there are any questions and/or concerns.