

South Haven Area Recreation Authority
Tuesday, March 20, 2012
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 17, 2012 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 comprehensive annual financial report.
8. Authority Board will be asked to consider approval of FY 2012 budget.
9. Authority Board will be updated on the status of the construction plans, for the SHARP site, by Midwest Civil Engineers.
10. Authority Board will be updated on the status of the Pilgrim Haven property by representatives from the Southwest Michigan Land Conservancy.
11. Adjourn

Respectfully Submitted,
Brian Dissette
South Haven City Manager

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

**Tuesday, January 17, 2012
3:00 p.m., South Haven Charter Township Hall**

MINUTES

1. Call to Order

Meeting Opened at 3:05 p.m.

2. Roll Call

Members Present: Mr. Dennis Fitzgibbon, Mr. Dana Getman, Mr. Robert Black, Mr. Ross Stein

Absent: Mr. Mark McClendon

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Mike Dopp, PE, Midwest Civil Engineers

3. Approval of Meeting Minutes:

November 16, 2011 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 Black to approve the agenda of the January 17, 2012 meeting. All in favor, motion carried.

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

None.

6. Approval of the SHARA Finance Report:

- a) The Board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$114,114.72. Dissette noted that the report illustrates bank interest has been paid. Fitzgibbon noted the need for the SHARA Board to adopt a FY budget. Dissette noted that a FY budget will be prepared for the next meeting, at which time the budget can be adopted. Dissette further noted that Doug Vredevelde, CPA, has been contacted and requested to prepare a quote for preparation of annual statement for the SHARA Board's review.

Motion by Getman, seconded by Fitzgibbon to approve the SHARA

finance report, contingent upon completion of an auditor's review of the SHARA. All in favor, motion carried.

- b) The Board received an update on the SHARP account, which now has a balance of \$37,694.16.

7. Update on SHCF Endowment:

Dissette presented the Board with a letter of receipt from the South Haven Community Foundation (SHCF), which confirms the creation of the SHARA/SHARP endowment fund, to be maintained by the SHCF.

8. Adoption of Resolution 2012-01, a resolution establishing the SHARA meeting dates:

The Board discussed the need to set the SHARA 2012 meeting schedule. Dissette presented a meeting schedule, as part of Resolution 2012-1, which sought to schedule 6 meetings during the 2012 calendar year, but noted the dates and times could be changed, should the Board need modifications. No requests for modifications to the proposed meeting schedule were made.

Motion by Black, seconded Fitzgibbon to approve Resolution 2012-1, a resolution establishing the SHARA meeting schedule for calendar year 2012. All in favor, motion carried.

9. Update on the US EPA grant application:

The Board was provided an update on the grant application to the United States Environmental Protection Agency (EPA) for environmental testing for the SHARP site. The grant was further researched by the City of South Haven staff and ultimately it was determined that the grant's scope of service would not provide a substantial benefit to SHARA. Dissette noted that the work previously conducted for the SHARP site, completed by Midwest Civil Engineers, included a variety of soil samples from the site. That scope of work appeared to be similar to the work potentially funded through the grant program. As a result, no further action was taken on the EPA grant application.

10. Consider approval of an engineering services agreement for the SHARP construction plan development:

The Board was provided a recommendation, prepared by the City of South Haven staff, related to the engineering services for the SHARP construction plan development. City staff, working with Fitzgibbon, sought a request for proposal from three engineering services providers for the SHARP construction plans. The three firms submitted proposals, along with total cost for service, for the Board's consideration. Staff provided a tally of the bids, which noted Midwest Civil Engineers was the low cost bidder, with a total cost of \$56,744. The Board reviewed the proposals and staff recommendation.

Motion by Getman, seconded by Black to award an engineering services agreement to Midwest Civil Engineers, for the SHARP construction plan development, in the amount of \$56,744. All in favor, motion carried.

10. Adjourn

The Board briefly discussed efforts to connect bicycle/non-motorized pathways in the greater South Haven community. Stein noted that there may be property available, from South Haven Charter Township, to assist with path and park development efforts. The Board briefly discussed progress on the Pilgrim Haven park development.

Motion by Getman, seconded by Fitzgibbon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:35 p.m.

Respectfully submitted by,

Brian Disette
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>
					114,940.18
11-Nov-11	F	Hardt Insurance		850.00	114,090.18
30-Nov-11	Deposit	Chemical Bank November Interest	10.00		114,100.18
31-Dec-11	Deposit	Chemical Bank December Interest	14.54		114,114.72
			<hr/>		
			24.54	850.00	
					114,114.72
31-Jan-12	Deposit	Chemical Bank January Interest	14.50		114,129.22
29-Feb-12	Deposit	Chemical Bank February Interest	13.56		114,142.78
			<hr/>		
			28.06	0.00	

City of South Haven
SHARP Cast Receipts & Expenditures

	Donations	Interest Earnings	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance	Loan 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	Interest Earnings	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance	Loan 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)	313,669.94
Mar-08	4,515.00		2,770.16	42.99		(0.00)	313,626.95
Apr-08	1,380.47		2,500.95			(1,120.48)	313,626.95
May-08	5,500.00	1.66		4,381.18		0.00	309,245.77
Jun-08	1,239.27	33.38	36.47		1,076.13	160.05	309,245.77
Jul-08	11,700.00	35.93				11,895.98	309,245.77
Aug-08	100.00	2.20	42.91	9,000.00	1,285.67	1,669.60	300,245.77
Sep-08	5,500.00	48.75	43.68	5,000.00	905.65	1,269.02	295,245.77
Oct-08	650.00	2.77	74.91		976.68	870.20	295,245.77
Nov-08		0.49	36.93		216.65	617.11	295,245.77
Dec-08	10,000.00	38.28	2,318.72		198.89	8,137.78	295,245.77
Jan-09	90,686.47	9.26	32.24	90,000.00	799.10	8,002.17	205,245.77
Feb-09	350.00	6.21	68.30		699.66	7,590.42	205,245.77
Mar-09	1,000.00	6.70	28.14		720.97	7,848.01	205,245.77
Apr-09	11,090.00			10,000.00	703.21	8,234.80	195,245.77
May-09	2,285.00		28.12		443.95	10,047.73	195,245.77
Jun-09	57,601.89	11.08	1,637.29	60,245.77	287.68	5,489.96	135,000.00
Jul-09	62,300.00		29.92	65,000.00		2,760.04	70,000.00
Aug-09	71,998.00	0.43	772.50	70,000.00		3,985.97	0.00
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	Interest Earnings	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance	Loan 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		3/9/2012	35,760.99	

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

Donations	Interest Earnings	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance	Loan Balance
756,393.05	1,903.12	289,654.43	424,566.51	8,314.24	35,760.99	

Land Purchase Price 424,566.51

Loan Balance Remaining	0.00
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**SOUTH HAVEN AREA RECREATION AUTHORITY
ADOPTED BUDGET
FOR THE CALENDAR YEAR JANUARY 1 TO DECEMBER 31, 2012**

REVENUES:

CITY OF SOUTH HAVEN	\$1 Per Capita	\$ 4,400
SOUTH HAVEN CHARTER TWP	\$1 Per Capita	\$ 3,983

TOTAL REVENUES	<u>\$ 8,383</u>
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EXPENSES:

ADMINISTRATIVE COSTS		\$ 5,000
INSURANCE		\$ 850
AUDIT		\$ 2,025
PROFESSIONAL FEES - CONSULTING	MCE	\$ 56,744
ANNUAL LEASE PAYMENT		\$ 1

TOTAL EXPENSES	<u>\$ 64,620</u>
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PLANNED USE OF RESERVES	\$ (56,237)
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March 9, 2012

To: SHARA Board
CC: W. Hochstedler
From: Brian Dissette
Re: SHARA 2011 CAFR Update

Douglas Vredeveld, CPA, has been consulted on the annual financial reporting requirements which SHARA is responsible to complete. Vredeveld, who has been the longtime auditor for the City of South Haven and South Haven Area Emergency Services (SHAES), was able to confirm that the State of Michigan requires the completion, and submission, of a comprehensive annual financial report (audit) from SHARA.

As a result of this inquiry, Vredeveld was asked to provide a quote to complete the report for SHARA. He agreed to complete the audit for SHARA, for a price of \$2,025, if allowed to complete the work while in South Haven for the SHAES audit work. I consulted Ross Stein on the issue, and agreement was reached that in order to get the report completed in a timely manner it was prudent to authorize Vredeveld to proceed with the work. As a result, Vredeveld has been authorized to proceed with the audit work for the 2011 fiscal year, and the audit will be submitted to the SHARA board for review and comment.

Thank you for the time and attention. Please let me know if there are any questions and/or concerns.