

South Haven Area Recreation Authority
Wednesday, March 26, 2014
7:00 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 21, 2014 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 asked to consider Resolution 2014-01 and Resolution 2014-02, resolutions authorizing Chairman Stein to apply for Michigan Department of Natural Resources grants for proposed improvements to the Pilgrim Haven site:
 - A. Hold a public hearing regarding the request.
 - B. Consider Resolution 2014-01, a resolution to authorize Chairman Stein to apply for Michigan Department of Natural Resources grant for Pilgrim Haven.
 - C. Consider Resolution 2014-02, a resolution to authorize Chairman Stein to apply for Michigan Department of Natural Resources grant for Pilgrim Haven.
8. Adjourn

Respectfully Submitted,
Brian Dissette
South Haven City Manager

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

**Tuesday, January 21, 2014
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. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman, Dr. Robert Herrera, Mr. Mark McClendon

Absent:

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Ms. Sandra Bliesener, OCBA Landscape Architects
Mr. John Rambo, Slocum & Associates
Mr. Jim Marcoux
Mr. Brian Bosgraaf

3. Approval of Meeting Minutes:

November 26, 2013 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 McClendon to approve the agenda of the January 21, 2014 meeting. All in favor, motion carried.

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

6. Approval of the SHARA Finance Reports:

- a) The board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$80,269.32. Dissette noted that the report illustrates bank interest has been paid.

Motion by Getman, seconded by McClendon 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 \$24,382.26.

c) The board discussed the SHARA fiscal year 2014 budget proposal.

Motion by Fitzgibbon, seconded by Getman to approve the SHARA fiscal year 2014 budget. All in favor, motion carried.

7. Update on the status of the SHARP site:

The board was provided an update on the SHARP site construction plans, which was prepared by Mr. Mike Dopp, Midwest Civil Engineers (MCE,) and included in the meeting packet. Dopp was not in attendance at the meeting. Dissette noted that the report and plans were prepared by Dopp, and appeared that plans were nearly complete. Fitzgibbon noted that he would soon be meeting with Dopp, to offer comments on the final plans.

8. Update on the status of the Pilgrim Haven park planning project:

The board was provided an update on the status of the Pilgrim Haven Park planning efforts by Mr. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC.) Ter Louw noted that the planning efforts, including habitat planning, for the Pilgrim Haven site should be completed in March 2014. Ter Louw noted that SWMLC representatives had recently met in Lansing with Michigan Department of Natural Resources (MDNR) staff to discuss the proposed lease agreement, for the Pilgrim Haven site. Ter Louw noted that the MDNR has been unwilling to accept the past lease agreements and would not be willing to consider grant applications for the site. Ter Louw indicated that the meeting with MDNR was positive and that the proposed lease agreement between SWMLC and SHARA can likely be modified to satisfy the MDNR. If approved by the MDNR, SHARA could seek a grant application to help fund the capital improvement costs for Pilgrim Haven.

The board was provided an update on the park planning efforts by Ms. Sandra Bliesener, OCBA Landscape Architects. Bliesener explained her efforts to design planned improvements for the site, which included paved parking, concrete walkways, picnic structures, restrooms, and public facilities. Mr. John Rambo, Slocum & Associates, described his plans for the picnic structures and restrooms. Rambo noted that his material choices were chosen to minimize maintenance costs. The board discussed the material choices and inquired about project details.

Bliesener reviewed the projected costs for the project and noted the total estimated budget is \$1,550,000. Phase #1 is estimated to cost \$950,000 and Phase #2 is estimated to cost \$600,000. Bliesener noted the higher cost of the first phase is due to the installation of the public utilities, including water, sewer, and electric, to the property.

Marcoux inquired about potential park rentals and the board's adopted policies related to the park. Stein noted that the board has not yet adopted policies related to the park, but would plan to do so as the park is developed. Bosgraaf inquired about the board's timeline for developing the park. Dissette noted that due to funding restrictions, and the need for grant funding to allow the park development, the timeline for the park development could range from five to ten years.

- 9. Authority Board will be asked to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8 (d) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.**

Motion by Herrera, seconded by Getman to adjourn to closed session, to discuss the purchase or lease of real property. All in favor, motion carried.

Motion by Getman, seconded by McClendon to return from closed session. All in favor, motion carried.

10. Adjourn

Motion by McClendon, seconded by Getman to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 4:50 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> |
|-------------|----------------|--|-----------------|-------------------|----------------|
| | | | | | 97,238.44 |
| 31-Mar-13 | Deposit | Chemical Bank March Interest | 8.26 | | 97,246.70 |
| 30-Apr-13 | Deposit | Chemical Bank April Interest | 7.99 | | 97,254.69 |
| | | | <u>16.25</u> | <u>0.00</u> | |
| 17-May-13 | 1112 | Vredeveld Haefner 2012 Audit | | 2,025.00 | 95,229.69 |
| 22-May-13 | 1113 | Midwest Civil Engineers Architectural Service/Final Constr. Docs. | | 3,000.00 | 92,229.69 |
| 31-May-13 | Deposit | Chemical Bank May Interest | 8.19 | | 92,237.88 |
| 30-Jun-13 | Deposit | Chemical Bank June Interest | 7.58 | | 92,245.46 |
| | | | <u>15.77</u> | <u>5,025.00</u> | |
| 31-Jul-13 | Deposit | Chemical Bank July Interest | 7.83 | | 92,253.29 |
| 31-Aug-13 | Deposit | Chemical Bank August Interest | 7.84 | | 92,261.13 |
| | | | <u>15.67</u> | <u>0.00</u> | |
| 30-Sep-13 | Deposit | Chemical Bank September Interest | 7.58 | | 92,268.71 |
| 25-Oct-13 | 1114 | Hardt Insurance Policy Renewal 11/11/13 - 11/11/14 | | 850.00 | 91,418.71 |
| 31-Oct-13 | Deposit | Chemical Bank October Interest | 7.83 | | 91,426.54 |
| | | | <u>15.41</u> | <u>850.00</u> | |
| 30-Nov-13 | Deposit | Chemical Bank November Interest | 7.51 | | 91,434.05 |
| 12-Dec-13 | 1115 | Midwest Civil Engineers Phase 1 Construction Plans | | 3,500.00 | 87,934.05 |
| 12-Dec-13 | 1116 | Midwest Civil Engineers Revised Phase 1 Construction Plans | | 7,672.50 | 80,261.55 |
| 31-Dec-13 | Deposit | Chemical Bank December Interest | 7.77 | | 80,269.32 |
| | | | <u>15.28</u> | <u>11,172.50</u> | |
| 23-Jan-14 | Deposit | City of South Haven SHARA Support | 8,806.00 | | 89,075.32 |
| 31-Jan-14 | Deposit | Chemical Bank January Interest | 7.07 | | 89,082.39 |
| 28-Feb-14 | Deposit | Chemical Bank February Interest | 6.83 | | 89,089.22 |
| | | | <u>8,819.90</u> | <u>0.00</u> | |

City of South Haven
SHARP Cash 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 |

| | | | | | | |
|--------|------------|--------|-----------|-----------|----------|-------------|
| 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 |
| 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 |
| Jan-13 | | | | 24,387.36 |
| Feb-13 | | | | 24,387.36 |
| Mar-13 | | | 1.26 | 24,388.62 |
| Apr-13 | | | | 24,388.62 |
| May-13 | | | | 24,388.62 |
| Jun-13 | | | | 24,388.62 |
| Jul-13 | | | | 24,388.62 |
| Aug-13 | | | | 24,388.62 |
| Sep-13 | | | 1.32 | 24,389.94 |
| Oct-13 | | | | 24,389.94 |
| Nov-13 | | | | 24,389.94 |
| Dec-13 | | | | 24,389.94 |
| Jan-14 | | | | 24,389.94 |
| Feb-14 | | | | 24,389.94 |

* June contribution from Entergy 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 | 301,036.85 | 424,566.51 | 8,314.24 | 24,382.26 |

Land Purchase Price 424,566.51

| | |
|-------------------------------|-------------|
| Loan Balance Remaining | 0.00 |
|-------------------------------|-------------|

MEMORANDUM

DATE: March 20, 2014
TO: SHARA Board
FROM: Brian Dissette, City Manager
SUBJECT: Grant application to the Michigan Department of Natural Resources
Recreation Passport Grant Program for Pilgrim Haven Phase I
Development Project

The South Haven Area Recreation Authority (SHARA) board is being asked to consider application to the Michigan Department of Natural Resources - Recreation Passport Grant Program, and an identical application to the Michigan Department of Natural Resources Small Development Grant Program for Phase I development improvements at Pilgrim Haven Natural Area.

Staff has started the process and in order for the grants to be submitted, SHARA is asked to conduct a public hearing on the proposed project and to approve resolutions of support for the applications. SHARA is asked to consider this item at their March 26th special meeting, in order to proceed with the application process and to meet the April 1, 2014 deadline.

Background

Over the past two years, the Southwest Michigan Land Conservancy (SWMLC) has been in discussions with SHARA about a public-private agreement concerning the use and management of the Pilgrim Haven Natural Area, which Suzanne Parish donated to SWMLC in 2010. During this span of time, SWMLC has held multiple public input sessions, including a design charrette, to collect input from the broader South Haven community about the desired use of Pilgrim Haven. Overwhelmingly, the public has expressed support for low-intensity public access to Lake Michigan, while allowing passive recreational uses on site to ensure the preservation of the site's natural features. Furthermore, recognizing that the characteristics of the site lend themselves well to barrier-free and universal access features, that design component has become a major feature of planned improvements. Universally-designed projects are a critical factor in Michigan Department of Natural Resources (MDNR) grant scoring.

With SHARA's commitment to manage Pilgrim Haven, SWMLC and SHARA have turned their attention to funding planned improvements at the site. This March, SWMLC is finalizing a Michigan Coastal Zone Management project that has created a master site design, management and public use plan for Pilgrim Haven, upon which development improvements shall be generally based. The proposed Phase I development features will include a small parking lot, electronic entry gate, universal-access trail to the lake edge, a picnic shelter, and a barrier-free ramp to the beach. Additional elements include beach matting, signage and stairs to the beach from the North overlook. Estimated costs for the project range from \$100,000 to \$175,000. Thus, the project partners aim to raise funds to cover the full costs of the proposed Phase I improvements, including the support sought from the MDNR grants being sought.

The funding request will be \$45,000 and 50,000, respectively, and project partners are working to obtain match commitments which are projected in the \$45,000 to \$50,000 range between foundational support, regional stakeholder commitments and in-kind contractor support. Should the partners obtain commitments that total less than the desired 100% local match amount, the grants can be submitted using the minimum match required by the MDNR. The minimum match requirement is 25% of the total project total (approximately \$12,500). Project partners are confident that a large local match will be committed, prior to the April 1st submission deadline. At this time, SHARA has been provided a cash grant of \$15,000 from the South Haven Area Resource Council (SHARC) to assist with the Pilgrim Haven project, which is intended to provide the local cash match. As a result of the SHARC grant, no additional local match funds are being sought from SHARA.

Estimated Timeline

Should SHARA opt to submit the MDNR grant applications, the board and public should be aware that the MDNR's grant review and award process is not a fast process, and generally takes between eight and nine months for consideration. Typically the MDNR announces grant results in November of the same year. Upon the MDNR's announcement, the grant will need to be authorized by the state legislature. That process requires an additional six to nine months for consideration. As a result, the board and public should expect about two years, from the time of grant submission, before the project could potentially begin construction (noting that this is the best case timeline, and that there is significant competition for MDNR grant funds.)

Park Rules Planning & Adoption

Assuming the SHARA board opts to submit the MDNR grant applications, the board should begin the process of developing rules and regulations for the park. It is recommended that the board engage South Haven Charter Township board members for guidance on the development of the rules. Further, an analysis of park rules, from lake front communities (e.g., City of South Haven, City of St. Joseph, Traverse City, and the City of Grand Haven) is recommended. Finally, it is recommended that the South Haven Police Department be engaged in the rules and regulations development process, to ensure accurate enforcement is applied to the site.

Park Maintenance Agreement

Assuming the SHARA board opts to submit the MDNR grant applications, the board should begin the process of developing a maintenance agreement for the park. It is recommended that the board engage the City of South Haven's Parks Department for basic maintenance services at the park. Those services, at a minimum, should include daily trash removal, regular mowing services, and regular beach cleaning services.

Park Project Correspondence

The proposed project at Pilgrim Haven has generated citizen correspondence. Attached are copies of email correspondence related to the project and the proposed grant applications.

Recommended Board Action

Finally, should the SHARA board desire to submit the MDNR grant applications, for the development of the Phase 1 improvements to the Pilgrim Haven site, the board should consider adoption of the following resolutions:

Resolution 2014-01, a resolution allowing for the application of a Michigan Department of Natural Resources Recreation Passport grant.

Resolution 2014-02, a resolution allowing for the application of a Michigan Department of Natural Resources Small Development grant.

Support Material

Resolution 2014-01

Resolution 2014-02

From: [Michael W. Winkel](#)
To: [Brian Dissette](#)
Cc: [Robert Burr](#); [Patti Montgomery](#); [Geoff Cripe](#)
Subject: Pilgrim Haven Natural Area
Date: Wednesday, March 19, 2014 12:33:16 PM

Hi Brian:

My name is Mike Winkel. I called you this morning and Amanda said that you were out of the office at the capital meeting, returning tomorrow. We've only met/talked briefly a few times at local events--mainly related to Michigan Maritime Museum and South Haven Light issues--so I'm sure you will not be able to my name to a face.

I'm contacting you upon the advice of Geoff Cripe of the Southwest Michigan Land Conservancy (SWMLC). Geoff said that you are playing a key role, along with representatives of SWMLC and South Haven Twp., in developing plans for the design and operation of the new Pilgrim Haven Natural Area (PHNA). My wife Linda and I have lived on the lakeshore near Pilgrim Haven (16002 77th Street and 14360 77th Street) for over 25 years. So we are naturally very interested in understanding what SHARA and South Haven Twp. are planning in terms of how the new PHNA will be setup and managed. We especially want to learn about your plans for access/use rules and enforcement.

Please let me know when it would be convenient for you and I'll give you a call.

Thanks in advance for your time and consideration,

Mike Winkel

VACATION CONTACT INFORMATION

Michael W. & Linda Lou Winkel



SOUTH HAVEN AREA RECREATION AUTHORITY
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-01

A RESOLUTION AUTHORIZING THE SOUTH HAVEN AREA RECREATION AUTHORITY TO
APPLY FOR A
MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FOR
PILGRIM HAVEN IMPROVEMENTS

Minutes of a special meeting of the South Haven Area Recreation Authority of Van Buren and Allegan Counties, Michigan, held in the South Haven Charter Township Hall, 09761 Blue Star Highway, South Haven, Michigan 49090 on March 26, 2014 at 7:00 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution was offered by Member _____ and supported by Member _____.

WHEREAS, funds have become available to the Michigan Department of Natural Resources through the Recreation Passport Grant Program to provide grants to local units of government for recreational improvements; and

WHEREAS, the South Haven Area Recreation Authority has identified needs and wants recreation facilities that relate to the overall delivery of the park and recreation services for the community including the improvement of all park land to accommodate a variety of uses that serve all age groups and levels of ability is extremely critical; and

WHEREAS the South Haven Area Recreation Authority and the South Haven Charter Township board have identified Pilgrim Haven as needing capital improvements as expressed in the 2013-2017 Recreation Plan; and

WHEREAS, the South Haven Area Recreation Authority wishes to develop Pilgrim Haven, improve safety, ensure universal accessibility, enhance amenities, improve appearances, and create recreational opportunities for all residents and visitors.

NOW THEREFORE BE IT RESOLVED, that the South Haven Area Recreation Authority does hereby authorize the Board Chairman, Mr. Ross Stein, to act as the authorized signatory and to make application not to exceed \$45,000 for a Recreation Passport grant to the Michigan Department of Natural Resources for recreation facility improvement and development; and

BE IT FURTHER RESOLVED, that funds from South Haven Area Recreation Authority General Fund shall be used for a 33% local match for grant funds from the Michigan Department of Natural Resources.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the South Haven Area Recreation Authority.

RECORD OF VOTE:

Yeas:

Nays:

RESOLUTION DECLARED ADOPTED.

Mr. Ross Stein, Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the South Haven Area Recreation Authority at a meeting held on the 26th day of March, 2014, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Mr. Mark McClendon, Secretary

SOUTH HAVEN AREA RECREATION AUTHORITY
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-02

A RESOLUTION AUTHORIZING THE SOUTH HAVEN AREA RECREATION AUTHORITY TO
APPLY FOR A
MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FOR
PILGRIM HAVEN IMPROVEMENTS

Minutes of a special meeting of the South Haven Area Recreation Authority of Van Buren and Allegan Counties, Michigan, held in the South Haven Charter Township Hall, 09761 Blue Star Highway, South Haven, Michigan 49090 on March 26, 2014 at 7:00 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution was offered by Member _____ and supported by Member _____.

WHEREAS, funds have become available to the Michigan Department of Natural Resources through the Small Development Grant Initiative to provide grants to local units of government for recreational improvements; and

WHEREAS, the South Haven Area Recreation Authority has identified needs and wants recreation facilities that relate to the overall delivery of the park and recreation services for the community including the improvement of all park land to accommodate a variety of uses that serve all age groups and levels of ability is extremely critical; and

WHEREAS the South Haven Area Recreation Authority and the South Haven Charter Township board have identified Pilgrim Haven as needing capital improvements as expressed in the 2013-2017 Recreation Plan; and

WHEREAS, the South Haven Area Recreation Authority wishes to develop Pilgrim Haven, improve safety, ensure universal accessibility, enhance amenities, improve appearances, and create recreational opportunities for all residents and visitors.

NOW THEREFORE BE IT RESOLVED, that the South Haven Area Recreation Authority does hereby authorize the Board Chairman, Mr. Ross Stein, to act as the authorized signatory and to make application not to exceed \$50,000 for a Small Development Grant Initiative to the Michigan Department of Natural Resources for recreation facility improvement and development; and

BE IT FURTHER RESOLVED, that funds from South Haven Area Recreation Authority General Fund shall be used for a 30% local match for grant funds from the Michigan Department of Natural Resources.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the South Haven Area Recreation Authority.

RECORD OF VOTE:

Yeas:

Nays:

RESOLUTION DECLARED ADOPTED.

Mr. Ross Stein, Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the South Haven Area Recreation Authority at a meeting held on the 26th day of March, 2014, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Mr. Mark McClendon, Secretary