

South Haven Area Recreation Authority

Tuesday, May 14, 2013

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. March 19, 2013 Board Meeting
 - B. April 17, 2013 Board Workshop
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
 - C. Authority Board will receive the SHARA comprehensive annual financial report
7. Authority Board will be asked to approve the 2013 Fiscal Year Budget
8. 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
9. Authority Board will be updated on the status of the Pilgrim Haven park proposal:
10. Adjourn

Respectfully Submitted,

Brian Disette

South Haven City Manager

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

**Tuesday, March 19, 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

Absent: Dr. Robert Herrera

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Peter Ter Louw, Southwest Michigan Land Conservancy
Mr. Mike Dopp, Midwest Civil Engineers
Mr. Craig Niephaus, Midwest Civil Engineers
Mr. Gary Gross

3. Approval of Meeting Minutes:

January 15, 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 March 19, 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 \$97, 238.44. 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 \$24,384.84.

7. Update on the status of the SHARP site:

The Board was provided an update on the SHARP site construction plans by Mr. Mike Dopp, Midwest Civil Engineers (MCE). Dopp noted that MCE is making progress on the SHARP construction plans, and stated that the project plans are approximately 90% complete. Dopp explained that the plans include a premiere level soccer field and baseball field, designed with assistance from the Brickman Group. The premiere fields include large expenses for drainage and construction. The Board discussed these fields and the project's anticipated budget. Dissette suggested the Board consider a workshop session with MCE and the Brickman Group to discuss the design features for the premiere fields, so that there is a better understanding of the plans. Dissette noted that he would work to schedule a video conference with the designer from the Brickman Group, and schedule the session as a Board workshop session. Dopp stated he would work with Dissette to schedule the workshop session.

8. 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. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC). Ter Louw discussed that the Michigan Department of Natural Resources (MDNR) implementing a policy which could exclude publicly controlled properties, received via long-term lease from a private entity, from receiving MDNR grants. Dissette and Ter Louw noted that the Pilgrim Haven site was planned to be leased from SWMLC to SHARA, as part of a long-term lease agreement. Dissette described a recent phone conference with the MDNR, in which Stein, Fitzgibbon, Dissette, Ter Louw, and Representative Aric Nesbitt, were updated on the policy by the MDNR staff. Ter Louw noted that the MDNR expressed a willingness to consider a restrictive covenant as an acceptable method to transfer property, but noted that examples sent to the MDNR by Dissette were rejected. Ter Louw agreed to have his contacts at SWMLC make contact with the MDNR and attempt to find an acceptable method to transfer the Pilgrim Haven to SHARA, while ensuring that MDNR grant funding is still an option. Ter Louw agreed to update the Board as more information becomes available.

10. Adjourn

Motion by McClendon, seconded by Getman 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 Recreation Authority (SHARA)
Workshop Meeting**

**Wednesday, April 17, 2013
10:00 a.m., South Haven City Hall**

MINUTES

1. Call to Order

Meeting Opened at 10:00 a.m.

2. Roll Call

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

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Rob Pierson, Midwest Civil Engineers
Mr. Chad Olson, Brickman Group

3. Update on the status of the SHARP site:

The Board was provided an update on the SHARP site construction plans by Mr. Rob Pierson, Midwest Civil Engineers (MCE) and Mr. Chad Olson, Brickman Group, on the status of the plans and the proposed premiere fields. Olson described the proposed fields and the design. Olson indicated that the premiere fields would have a variety of design elements which would assist with controlling rainfall and allow rapid drainage. The Board discussed these fields and the project's anticipated budget. The Board noted that the premiere fields have a large proposed expense, and concerns were voiced about whether the field costs are too high. Board members described a desire to construct lower cost fields, in an effort to construct as many fields as possible and approved. The Board continued discussion about the proposed project and noted the continued need for additional recreation fields. Pierson noted that MCE would seek feedback from local contractors on the proposed field design, in an effort to confirm their pricing estimates.

4. Adjourn

The meeting was adjourned at 11:00 a.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	
31-Mar-13	Deposit	Chemical Bank March Interest	8.26		97,246.70
			8.26	0.00	
30-Apr-13	Deposit	Chemical Bank April Interest	7.99		97,254.69
			7.99	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
Jan-13						24,387.36
Feb-13						24,387.36
Mar-13			1.26			24,388.62
Apr-13						24,388.62

* 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	301,035.53	424,566.51	8,314.24	24,383.58
		Land Purchase Price	424,566.51		
Loan Balance Remaining			0.00		

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

**SOUTH HAVEN AREA RECREATION AUTHORITY
ADOPTED BUDGET
FOR THE CALENDAR YEAR JANUARY 1 TO DECEMBER 31, 2013**

REVENUES:

CITY OF SOUTH HAVEN	\$2 Per Capita	\$ 8,800
SOUTH HAVEN CHARTER TWP	\$2 Per Capita	\$ 7,966

TOTAL REVENUES	<u>\$ 16,766</u>
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EXPENSES:

ADMINISTRATIVE COSTS		\$ 5,000
INSURANCE		\$ 850
AUDIT		\$ 2,025
PROFESSIONAL FEES - CONSULTING	MCE	\$ 8,890
ANNUAL LEASE PAYMENT		\$ 1

TOTAL EXPENSES	<u>\$ 16,766</u>
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SURPLUS	\$ -
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Memorandum

To: SHARA Board
From: Michael Dopp, PE
Date: 5/8/2013
Re: SHARP Phase 1

Board Members,

MCE staff met with board member Dennis Fitzgibbon since the special meeting with Chad of Brickman Field Turf and discussed ways to cut costs on all items of the project.

It was discussed to eliminate much of the underdrain system for the fields and have primary drainage along the edges of the baseball and soccer fields. The new cross section has yet to be determined.

Lighting for the fields would be removed and we are looking into ways to reduce the cost of the parking and street lighting.

The concession building would have some reductions in an effort to get the cost estimate to around \$150,000.

It was also discussed that the Phase I would now consist of four baseball fields and three soccer fields. All fields would be constructed to a lower performance level in an effort to get the cost down.

MCE will deliver plans to DeBest Inc. to get a revised cost estimate for the playing fields according to the lower level of fields and the new Phase I limits. DeBest will also give any cost saving advise they may have to help in the design process.

MCE will provide a proposal for the changes to the site plan and scope of work. The revised Phase I plan will have to go before Casco Township Planning Commission for approval. This should be more of a formality since they had seen and approved the overall plan previously.