

**South Haven Area Recreation Authority**  
**Tuesday, November 26, 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. July 16, 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
  - C. Approval of SHARA FY 2013 budget amendment
  - D. Authority Board will be updated on the proposed FY 2014 budget proposal
7. Authority Board will be asked to consider Resolution 2013-02, a resolution setting the SHARA meeting dates for 2014.
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 asked to discuss possible mountain bike trail proposal.
10. Adjourn

Respectfully Submitted,  
Brian Dissette  
South Haven City Manager

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

**Tuesday, July 16, 2013  
7:00 p.m., South Haven Charter Township Hall**

**MINUTES**

**1. Call to Order**

Meeting Opened at 7:00 p.m.

**2. Roll Call**

Members Present: Dr. Robert Herrera, Mr. Dana Getman, Mr. Mark McClendon

Absent: Mr. Ross Stein, Mr. Dennis Fitzgibbon

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

**3. Approval of Meeting Minutes:**

**May 14, 2013 Board Meeting: Motion by Getman, seconded by Herrera to approve the minutes as presented. All in favor, motion carried.**

**June 25 Board Workshop Session: Motion by Getman, seconded by Herrera to approve the workshop minutes as presented. All in favor, motion carried.**

**4. Approval of Agenda:**

**Motion by Getman, seconded by Herrera to approve the agenda of the July 16, 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 \$92,254.46. Dissette noted that the report illustrates bank interest has been paid.

**Motion by Getman, seconded by Herrera 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 \$24,383.58.

**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 continues to make progress on the SHARP construction plans. Dopp indicated that he would present plans to the Board, at their next meeting. Dopp also noted that he anticipated that changes to the SHARP plans will likely require Casco Planning Commission review and consideration.

**8. Update on the status of the Pilgrim Haven site:**

Dissette noted that Mr. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC), invited the Board members to attend a weekend event at the Pilgrim Haven site in South Haven Charter Township. Dissette noted that Ter Louw and SWMLC are hosting an open house at the site, on Saturday, July 27<sup>th</sup> from 10:00 a.m. until 6:00 p.m.

**10. Adjourn**

**Motion by Getman, seconded by Herrera to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 7:10 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>
					92,286.06
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
30-Apr-13	Deposit	Chemical Bank April Interest	7.99		97,254.69
			16.25	0.00	
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
			15.77	5,025.00	
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
			15.67	0.00	
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
			15.41	850.00	

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
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

\* 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

<b>Loan Balance Remaining</b>	<b>0.00</b>
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**SOUTH HAVEN AREA RECREATION AUTHORITY  
AMENDED BUDGET  
FOR THE CALENDAR YEAR JANUARY 1 TO DECEMBER 31, 2013**

**REVENUES:**

CITY OF SOUTH HAVEN	\$2 Per Capita	\$ 8,806
SOUTH HAVEN CHARTER TWP	\$2 Per Capita	\$ 7,966
INTEREST INCOME		\$ 100

TOTAL REVENUES	<u>\$ 16,872</u>
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**EXPENSES:**

ADMINISTRATIVE COSTS		\$ 5,000
INSURANCE		\$ 850
AUDIT		\$ 2,025
PROFESSIONAL FEES - CONSULTING	MCE	\$ 18,400
ANNUAL LEASE PAYMENT		\$ 1

TOTAL EXPENSES	<u>\$ 26,276</u>
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SURPLUS	\$ (9,404)
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**SOUTH HAVEN AREA RECREATION AUTHORITY  
PROPOSED BUDGET  
FOR THE CALENDAR YEAR JANUARY 1 TO DECEMBER 31, 2014**

**REVENUES:**

CITY OF SOUTH HAVEN	\$2 Per Capita	\$ 8,806
SOUTH HAVEN CHARTER TWP	\$2 Per Capita	\$ 7,966
INTEREST INCOME		\$ 100

TOTAL REVENUES	<u>\$ 16,872</u>
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**EXPENSES:**

ADMINISTRATIVE COSTS	\$ 5,000
INSURANCE	\$ 850
AUDIT	\$ 2,025
PROFESSIONAL FEES - CONSULTING	\$ 8,996
ANNUAL LEASE PAYMENT	\$ 1

TOTAL EXPENSES	<u>\$ 16,872</u>
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SURPLUS	\$ -
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**SOUTH HAVEN AREA RECREATION AUTHORITY**

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**RESOLUTION NO. 2013-02**

**A RESOLUTION SETING MEETING DATES FOR 2014**

Minutes of a regular meeting of the Board of Directors of the South Haven Area Recreation Authority, Van Buren County, State of Michigan, held in the South Haven Township Hall, 09761 Blue Star Highway, South Haven, Michigan, on November 26, 2013, at 3:00 p.m., local time.

Present, Boardmembers:

Absent, Boardmembers: \_\_\_\_\_

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The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_ .

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The regular meetings of the South Haven Area Recreation Authority are hereby scheduled to occur at the South Haven Charter Township Hall on the following dates:

January 14, 2013 at 3:00 p.m.  
March 18, 2013 at 3:00 p.m.  
May 13, 2013 at 7:00 p.m.  
July 15, 2013 at 7:00 p.m.  
September 16, 2013 at 7:00 p.m.  
November 18, 2012 at 3:00 p.m.

AYES:

NAYS: \_\_\_\_\_

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RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Brian Dissette, City Manager

**CERTIFICATION**

STATE OF MICHIGAN        )  
  ) ss.  
COUNTY OF VAN BUREN)

I, Brian Dissette, the duly qualified and acting Secretary of the South Haven Area Recreation Authority, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board at a meeting held on November 20, 2012, the original of which is on file in the office of the South Haven Area Recreation Authority. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this November 26, 2013.

\_\_\_\_\_  
Brian Dissette, City Manager

# Memorandum

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**To:** SHARA Board  
**From:** Michael Dopp, PE  
**Date:** 11/8/2013  
**Re:** SHARP Phase 1

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Board Members,

MCE staff has met with Brian DeBest for input for a more cost effective design of the soccer and baseball fields. DeBest is also helping with input on the irrigation system to help lower the cost of this part of the project as well.

We have also met with Jim Stouffer to reduce costs on the electrical portion of the project.

MCE will have revised plans for the new Phase I and revised cost estimates to reflect the changes.

The new fields have been designed to be more constructible from a cost stand point but still be a quality playing field for the South Haven Youth.

We will need to discuss the submission of the revised plan to the Casco Township Planning Commission and getting approval for the new plan.

**November 19, 2013**

**To: SHARA Board**

**From: Brian Dissette, City Manager**

**Re: Mountain Bike Course Proposal**

The city's staff has begun conversations with representatives from the Southwest Michigan Land Conservancy (SWMLC) and the Michigan Department of Natural Resources (MDNR) about the possible acquisition of approximately 90 acres of wooded property in South Haven Charter Township. The property would be near the Black River and the Kal-Haven Trail. Should the property be acquired, the site could be used for the development of mountain bike trails, pedestrian trails, fishing access, and kayak launch.

The land acquisition discussions are in the early stages with the MDNR and SWMLC, and several months are needed to develop a possible funding source and purchase agreement. However, staff is desirous of discussing the concept with the SHARA Board, in an effort to determine whether the board would have interest in the project and possible trail development.

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