

South Haven Area Recreation Authority
Tuesday, January 17, 2017
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. December 13, 2016 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 2017 budget proposal
7. Authority Board will be updated on the status of the SHARA 2016 grant applications
8. Staff member comments
9. SHARA Board member comments
10. Adjourn

Respectfully Submitted,
Brian Dissette
South Haven City Manager

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

**Tuesday, December 13, 2016
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: Dr. Robert Herrera, Mr. Dana Getman, Mr. Ross Stein,

Absent: Mr. Dennis Fitzgibbon, Mr. Mark McClendon

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Tony McGhee, Abonmarche Engineering

3. Approval of Meeting Minutes:

October 13, 2016 Board Meeting: Motion by Herrera, seconded by Getman to approve the minutes. All in favor, motion carried.

4. Approval of Agenda:

Motion by Herrera, seconded by Getman to approve the agenda of the December 13, 2016 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 \$222,664.77.

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 \$4,224.50. Dissette noted the recent transfer of funds from the SHARP account to the SHARA account. Dissette also noted that he would research when the SHARP farm lease payment is likely to be received.

- c) The board was asked to consider approval of partial payment request #1, to Riverworks Construction, Inc. for a total amount of \$180,758.70 for the

phase #1 capital improvements at the Pilgrim Haven Natural Area.

Motion by Getman, seconded by Herrera to approve the payment request #1 to Riverworks, in the amount of \$180,758.70. All in favor, motion carried.

- d) The board was updated on the SHARA fiscal year 2016 budget amendment. Dissette noted the amendment was needed to ensure the Pilgrim Haven project had adequate funding.

Motion by Getman, seconded by Herrera to approve the budget amendment. All in favor, motion carried.

- e) The board was updated on the SHARA fiscal year 2017 budget proposal. Dissette noted that no action was needed on the proposed budget.

7. SHARA Board was asked to consider approval of Resolution 2016-06, a resolution setting the SHARA meeting dates for the 2017 calendar year.

Stein noted that the SHARA board meetings needed to be set to ensure the public has every opportunity to review the meeting materials and attend the sessions.

Motion by Herrera, seconded by Getman to approve Resolution 2016-06, a resolution approving the 2017 calendar year meeting schedule. All in favor, motion carried.

8. Staff member comments:

No comments

9. Board member comments:

No comments

10. Adjourn

Motion by Herrera, seconded by Getman to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:30 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>
					115,750.79
19-Jan-16	Deposit	SH Township SHARA Support	7,966.00		123,716.79
19-Jan-16	1132	Abonmarche Prelim Design for Water Resource Grant		1,582.25	122,134.54
19-Jan-16	1133	Abonmarche Soccer Field Improvement Revisions/Docs/Estimates		3,236.25	118,898.29
31-Jan-16	Deposit	Chemical Bank January Interest	5.00		118,903.29
4-Feb-16	1135	Prism Science & Technology Phase 1 Site Assessment/Lappo property		1,650.00	117,253.29
29-Feb-16	Deposit	Chemical Bank February Interest	4.66		117,257.95
			7,975.66	6,468.50	
21-Mar-16	Deposit	City of SH SHARA Support	8,806.00		126,063.95
28-Mar-16	1136	Abonmarche SHARA Assessment/AYSO fields/Pilgrim Haven		5,526.22	120,537.73
31-Mar-16	Deposit	Chemical Bank March Interest	5.09		120,542.82
15-Apr-16	1137	Vredeveld Haefner LLC Audit for Year Ended 12/31/15		2,100.00	118,442.82
30-Apr-16	Deposit	Chemical Bank April Interest	7.05		118,449.87
			8,818.14	7,626.22	
31-May-16	Deposit	Chemical Bank May Interest	10.03		118,459.90
13-Jun-16	1139	City of South Haven Reimb. Septic Tank Inv. #57430		170.00	118,289.90
30-Jun-16	Deposit	Chemical Bank June Interest	9.71		118,299.61
			19.74	170.00	
31-Jul-16	Deposit	Chemical Bank July Interest	10.02		118,309.63
17-Aug-16	1140	Abonmarche AYSO Fields/Pilgrim Haven		2,933.50	115,376.13
31-Aug-16	Deposit	Chemical Bank August Interest	9.97		115,386.10
			19.99	2,933.50	
8-Sep-16	Deposit	SH Township SHARA Support	7,966.00		123,352.10
23-Sep-16	1141	Abonmarche Pilgrim Haven Invoices		1,728.35	121,623.75
30-Sep-16		Chemical Bank September Interest	9.96		121,633.71
4-Oct-16	1142	US Liability Ins. Co. Annual Premium		850.00	120,783.71
21-Oct-16		SW Mich. Land Conservancy Fundraising for Pilgrim Haven	70,000.00		190,783.71
21-Oct-16		City of SH SHARA Support	35,000.00		225,783.71
31-Oct-16	Deposit	Chemical Bank October Interest	12.57		225,796.28
			112,988.53	2,578.35	
14-Nov-16	1143	Abonmarche Pilgrim Haven Invoices		3,150.00	222,646.28
30-Nov-17		Chemical Bank September Interest	18.49		222,664.77
19-Dec-17	1144	Riverworks Constuction Pilgrim Haven Phase 1		180,758.70	41,906.07
31-Dec-17		Chemical Bank September Interest	16.88		41,922.95
			35.37	183,908.70	

City of South Haven
SHARP Cash Receipts & Expenditures

	Donations	Bank Int or Fee	Expenses	Lease Payment	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 Cash Receipts & Expenditures

	Donations	Bank Int or Fee	Expenses	Lease Payment	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 Cash Receipts & Expenditures

	Donations	Bank Int or Fee	Expenses	Lease Payment	Applied to Land Purchase	Administrative Assistant	Cash Balance
Nov-14							24,394.14
Dec-14			9,230.00				33,624.14
Jan-15							33,624.14
Feb-15							33,624.14
Mar-15		1.44					33,625.58
Apr-15							33,625.58
May-15							33,625.58
Jun-15							33,625.58
Jul-15	15,000.00			15,000.00			33,625.58
Aug-15							33,625.58
Sep-15		1.56					33,627.14
Oct-15							33,627.14
Nov-15	3,724.00			3,724.00			33,627.14
Dec-15				2,579.49			31,047.65
Jan-16			11,360.00	95.00			42,312.65
Feb-16							42,312.65
Mar-16							42,312.65
Apr-16							42,312.65
May-16							42,312.65
Jun-16	170.00			170.00			42,312.65
Jul-16				3,088.15			39,224.50
Aug-16							39,224.50
Sep-16							39,224.50
Oct-16				35,000.00			4,224.50
Nov-16							4,224.50
Dec-16			8,875.00	2,459.58			10,639.92

SUMMARY:

Donations	Interest Earnings	Farm Lease	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance
775,287.05	1,917.85	29,465.00	363,149.23	424,566.51	8,314.24	10,639.92

**SOUTH HAVEN AREA RECREATION AUTHORITY
PROPOSED BUDGET
FOR THE CALENDAR YEAR JANUARY 1 TO DECEMBER 31, 2017**

REVENUES:

CITY OF SOUTH HAVEN	\$2 Per Capita	\$ 8,806
SOUTH HAVEN CHARTER TWP	\$2 Per Capita	\$ 7,966
PRIVATE GRANT		\$ -
INTEREST INCOME		\$ 100
FARM LEASE		\$ 10,000
RECREATOIN MILLAGE		\$ 22,750
	TOTAL REVENUES	<u>\$ 49,622</u>

EXPENSES:

ADMINISTRATIVE COSTS		\$ -
INSURANCE		\$ 1,500
AUDIT		\$ 2,700
PROFESSIONAL FEES - CONSULTING		\$ 45,358
ANNUAL LEASE PAYMENT		\$ 1
	TOTAL EXPENSES	<u>\$ 49,559</u>
	SURPLUS(DEFICIT)	\$ 63
	BEGINNING FUND BALANCE	<u>\$ 56,022</u>
	ENDING FUND BALANCE	<u><u>\$ 56,085</u></u>

For Immediate Release

December 21, 2016

Contact: Kate Genellie
269.926.4554
kgenellie@abonmarche.com

South Haven Recreational Authority Secures Funding for Recreational Improvements

South Haven – The South Haven Recreational Authority recently received word that it was awarded two grants to increase and enhance recreational opportunities in the greater South Haven community. SHARA is a partnership of the City of South Haven, South Haven Charter Township and South Haven Public Schools.

“The ability to secure both of these grants shows the potential we have, as an organization and as a community, when we collectively work together with a shared vision,” said Dr. Robert Herrera, superintendent of South Haven Public Schools.

New Funding for Pilgrim Haven

The first grant received is a \$100,000 Development Grant to fund a portion of the Phase II improvements at the Pilgrim Haven Nature Preserve. The grant will be matched by a \$40,000 investment from SHARA. Pilgrim Haven encompasses 27 acres of woods bisected by a creek, dune grass prairies and 800 feet of shoreline along Lake Michigan. The improvements will focus on increased accessibility (from both land and water) and security improvements. Work will include paving the gravel parking lot, placing a kayak rack on the beach for persons using the Lake Michigan Water Trail, installing a control gate and security camera, constructing two new pit toilets and other improvements that will make the park experience more accessible for persons of all abilities while creating access to a unique nature preserve. When completed, the work will conclude almost \$400,000 of investment into the property.

“The work will continue the momentum we started in 2016, which included some dune stabilization, the development of an off-street parking area and a concrete path to the beach,” said Ross Stein, South Haven Charter Township Supervisor and SHARA Chairman. “These improvements will increase access for persons of all abilities, as well as for cleaning equipment to ensure the beach is properly maintained. The combination of recreational opportunities, coupled with the natural areas and wildlife habitat, make this a unique property along Lake Michigan that families can spend an entire day exploring and relaxing on the beach.”

Last spring, SHARA entered into an agreement with the Southwest Michigan Land Conservancy for the management of the preserve. Under the agreement, SHARA will be responsible for the general maintenance and management of the nature preserve, as well as implementation of the current public access improvements. SWMLC will continue to own the property and care for the natural areas and wildlife habitats onsite.

“We have had a great relationship with SHARA on the Pilgrim Haven Nature Preserve,” said Peter D. Ter Louw, president and executive director of the SWMLC. “The arrangement has allowed both organizations to fulfill our missions to increase access and to preserve a unique piece of property along Lake Michigan, in a minimally impactful way to the environment.”

Additional information about the Pilgrim Haven Nature Preserve can be found at <http://swmlc.org/content/pilgrim-haven-natural-area>

Funding for New Recreational Park

The second grant received is a \$300,000 grant for the acquisition of 39.5 acres of land for the development of a \$4.1 million recreational park that is planned to include baseball fields, softball fields, soccer fields, restroom and concession facilities as well as a system of walking trails. The property is adjacent the Van Buren State Park Trail, which connects the State Park to downtown South Haven, creating an easily accessible non-motorized route for people to access the new park.

According to Stein, “SHARA spent several months working with Abonmarche to assess numerous sites throughout this community and found this site to hold the most promise given its size, topography and location. Once developed, the site will not only greatly enhance the recreational opportunities for area residents but also serve as a facility both large enough and of a necessary quality to host regional tournaments and activities attracting additional dollars into our community.”

SHARA plans to submit a development grant application to the Michigan Natural Resources Trust Fund to assist with the costs associated with the development of the project. Additional investment will come from the sale of a 96 acre site in Casco Township which SHARA currently owns.

