

South Haven Area Recreation Authority
Tuesday, March 22, 2016
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. March 1, 2016 Board Meeting
4. Approval of Agenda
5. Interested citizens in the audience will be heard on items not on the agenda
6. Authority Board will be asked to take the following actions related to the MNRTF grant application for the land acquisition grant for the 14th Avenue site:
 - A. Host a public hearing
 - B. Consider approval of Resolution 2016-01, a resolution authorizing the MNRTF grant submission.
7. Authority Board will be asked to take the following actions related to the MNRTF grant application for the phase two improvements at the Pilgrim Haven natural area:
 - A. Host a public hearing
 - B. Consider approval of Resolution 2016-02, a resolution authorizing the MNRTF grant submission.
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, March 1, 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: Mr. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman,
Mr. Mark McClendon

Absent: Dr. Robert Herrera

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

3. Approval of Meeting Minutes:

December 22, 2015 Board Meeting: Motion by McClendon, seconded by Getman 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 1, 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 \$117,253.29.

Motion by McClendon, 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 \$42,312.65.

- c) The board discussed the SHARA 2016 budget proposal, noting the SHARA budget will need to be adjusted at the end of the fiscal year to ensure all expenses were budgeted.

Motion by Getman, seconded by McClendon to approve the 2016 SHARA budget. All in favor, motion carried.

- 7. SHARA Board was asked to consider setting a public hearing, to occur on Tuesday, March 22, 2016 at 3:00 p.m., to consider a grant application to the MNRTF for phase two improvements at the Pilgrim Haven site.**

The board was asked to schedule the public hearing for the Pilgrim Haven phase two grant application.

Motion by McClendon, seconded by Getman to approve set the public hearing for the Pilgrim Haven phase two grant application.

- 8. SHARA Board was asked to consider setting a public hearing, to occur on Tuesday, March 22, 2016 at 3:00 p.m., to consider a grant application to the MNRTF for a land acquisition grant for the 14th Avenue site, located in South Haven Charter Township.**

The board was asked to schedule the public hearing for the 14th Avenue site acquisition grant application.

Motion by McClendon, seconded by Getman to approve set the public hearing for the 14th Avenue site acquisition grant application.

- 9. Authority Board received an update on the proposed improvements to the South Haven Public Schools recreation fields.**

Dissette provided the Board with an update on the planned improvements to the SHPS recreation fields, located at the intersection of M-140 & Aylworth. Dissette noted that the project is out to bid and the engineering recommendations should be ready for the board's review in late March or early April.

10. Staff member comments:

No comments.

11. Board member comments:

12. Adjourn

Motion by Fitzgibbon, seconded by McClendon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:25 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven

Date: March 22, 2016
To: SHARA Board
From: Brian Dissette, City Manager
Subject: Michigan Natural Resources Trust Fund Application – 14th Avenue Parcel

Requested Action

The SHARA Board will be asked to host a public hearing and consider approval of Resolution 2016-01, a resolution authorizing SHARA's 2016 Michigan Natural Resources Trust Fund (MNRTF) application for the 14th Avenue parcel for the development of recreational fields.

Background and Project Scope

With the decision not to proceed to develop the Casco Township based SHARP parcel for recreational fields the SHARA Board requested Abonmarche to assess several large properties in the area for the development of recreational fields. A total of five (5) sites were assessed for development potential. Based on the work undertaken during that feasibility assessment, a 40 parcel of land on 14th Avenue in South Haven Charter Township was identified as the option with the most potential. Upon identifying this parcel, a preliminary site investigation and design were completed and the site has good development potential for soccer fields, baseball/softball fields or some combination of the two.

Furthermore, with its location adjacent the Van Buren Trail it is easily accessible via non-motorized transportation. In addition to this work, a Phase I environmental assessment has been completed for the property. The preliminary indications are the site will be suitable for the planned development and a MNRTF grant is being anticipated to pay for a portion of the acquisition costs.

Project Budget

The asking price on the property is currently \$399,000 which would result in a grant request of \$300,000 to be matched by \$99,000 plus closing costs from local match sources. An appraisal has been ordered for the property and will be used for the negotiation of a final sales price.

Recommendation

Staff recommends the following actions:

1. The SHARA Board should host a public hearing.

2. The SHARA Board should consider approval of Resolution 2016-01, a resolution authorizing SHARA's 2016 Michigan Natural Resources Trust Fund application for the 14th Avenue parcel for the development of recreational fields.

Support Material

Resolution 2016-01
Attachment A: Site Investigation Memo

SOUTH HAVEN AREA RECREATION AUTHORITY (SHARA)
VAN BUREN AND ALELGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2016-01

A RESOLUTION AUTHORIZING THE SOUTH HAVEN AREA RECREATION AUTHORITY TO
APPLY FOR A MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FOR
THE ACQUISITION OF LAND FOR THE DEVELOPMENT OF A RECREATIONAL FACILITY

Minutes of a regular meeting of the South Haven Area Recreation Authority, held at 09761 Blue Star Memorial Hwy South Haven, MI 49090, South Haven, Michigan 49090 on March 22, 2016 at 3:00 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 Michigan Natural Resources Trust Fund to provide grants to local units of government and authorities for recreational improvements; and,

WHEREAS, the SHARA continues to seek and create additional recreational opportunities for residents and visitors; and

WHEREAS, SHARA desires to acquire land for the development of a recreational facility focused on sporting fields in South Haven Charter Township

WHEREAS, as a result of the improvements, SHARA anticipates that the development of a recreational facility will promote recreational opportunity and physical fitness for both area residents and the many visitors to the area; and

WHEREAS, SHARA anticipates a recreational facility with a focus on sporting fields will become a destination for events and tournaments, drawing people from the region which may visit local businesses, and in turn spur the local economy; and

WHEREAS, the recreational facility will operate as a free facility to users and will be designed to follow ADA/universal design guidelines to accommodate all mobility levels of users; and

WHEREAS, the proposed application is supported by the City of South Haven and South Haven Charter Township and the 5-Year Approved Parks and Recreation Plan.

NOW THEREFORE BE IT RESOLVED, that the South Haven Area Recreation Authority does hereby authorize the application to the Michigan Department of Natural Resources for the acquisition of land for the development of a recreational facility in the amount of \$300,000, and further resolves to make available its financial obligation amount of \$100,000 (25%) of a total of \$400,000 acquisition cost.

RECORD OF VOTE:

Yeas:

Nays:

RESOLUTION DECLARED ADOPTED.

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 22st day of March, 2016, 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*).

Mark McClendon, Secretary



Attachment A

MEMORANDUM

DATE: November 16, 2015

TO: Ross Stein, Township Supervisor - South Haven Charter Township
Brian Dissette, City Manager - City of South Haven

FROM: Jason W. Marquardt, P.E.

RE: 14th Street Recreational Facility Site Assessment

A preliminary site investigation was conducted for the 14th Street parcel located in South Haven Township, southeast of the 14th Street/Van Buren Trail intersection. The City and Township are interested in potentially purchasing the site and developing a recreation park including soccer fields, baseball/softball fields, parking, and a restroom/concession building (see attached proposed site plan). The site proximity to both Blue Star Highway and the Van Buren Trail make it a convenient location for a future recreational complex.

On November 3, 2015 staff performed an on-site review to help determine the existing conditions and feasibility of the proposed development. The investigation included a walk-through, general vegetation assessment, identification of wet areas, identification of building/hardscape remnants, and any large scale elevation changes.

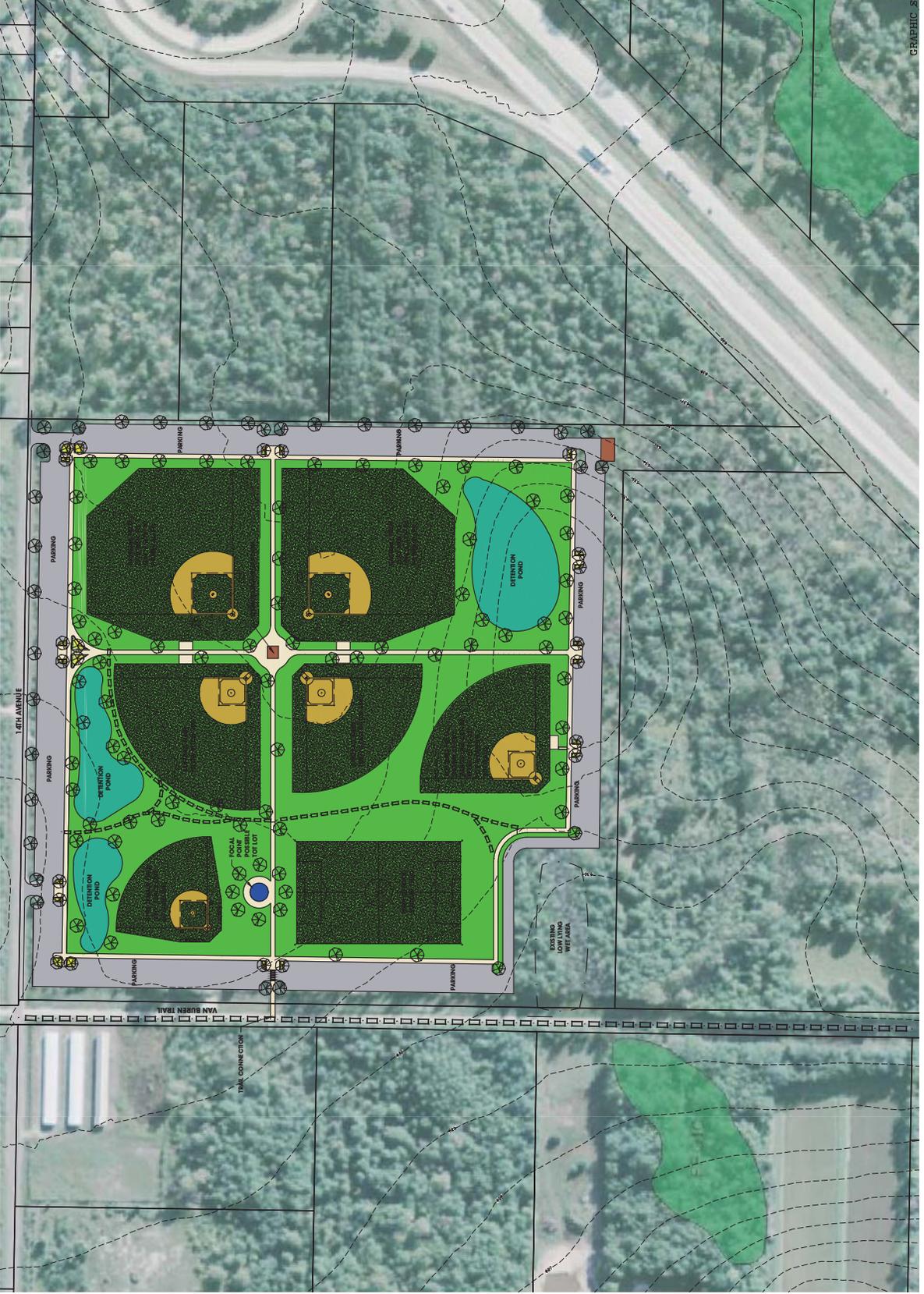
The parcel is approximately 40 acres in size, relatively flat, and heavily vegetated throughout. FEMA maps reveal the area as an Area of Minimal Flood Hazard. The DEQ Wetlands Map Viewer was reviewed for the presence of potential jurisdictional wetlands. No National Wetlands Inventory (NWI) or Michigan Resource Inventory System (MIRIS) wetlands are within the parcel but the NW corner of the parcel may still contain wetland soils. See attached wetland map.

There are two drainage ditches on the northerly and westerly bounds of the parcel, most likely constructed to capture the runoff from 14th street and the Van Buren Trail, respectively. The 14th Street ditch appears to be regularly mowed and the Van Buren Trail ditch is densely vegetated with plants typical in wet soils. There is sanitary sewer and watermain on 14th Street and an electrical trunk line running along the westerly limits of the parcel.

Overall observations and classifications are summarized on the attached site assessment map. As noted, the parcel is heavily vegetated and will require significant clearing in preparation for development. Brush hogging is recommended before a topographic survey can be performed. Future investigations should also include soil borings and possibly a wetland delineation.

Site investigation indicates that the 14th Street parcel is suitable for the proposed development of a recreation park. Preliminary site plans include two (2) baseball fields, three (3) softball fields, one (1) little league field, and one (1) high-school sized soccer field. Additional site amenities include a centralized concession/restroom building, accessible sidewalks connecting the fields, perimeter parking, and detention ponds to accommodate storm water runoff. There would be two (2) motor vehicle entrances at the northeast and northwest corners as well as a trail connection on the westerly limits for non-motorized accessibility from the Van Buren Trail. The proposed use of this facility makes it a likely candidate for a MDNR Trust Fund Grant – Acquisition application.





SHEET NO. 15-0048

1 of 1

DATE: _____
 DRAWN BY: _____
 CHECKED BY: _____
 DATE: NOV 2015

14TH AVENUE PARCEL
 Site Plan

SOUTH HAVEN AREA
 RECREATION ASSESSMENT



ABONMARCHÉ
 Landscape Architecture
 100 West Main Street
 South Haven, MI 49780
 Phone: 268.221.1017
 Fax: 268.221.1018

PROJECT: _____
 SHEET TITLE: _____
 DRAWN BY: _____
 CHECKED BY: _____
 DATE: NOV 2015

Wetlands Map Viewer



November 13, 2015

Part 303 Final Wetlands Inventory

- Wetlands as identified on NWI and MIRIS maps
- Soil areas which include wetland soils

- Wetlands as identified on NWI and MIRIS maps and soil areas which include wetland soils
- Wetland (Hydric) Soils
- National Wetlands Inventory

1:9,553



Disclaimer: This map is not intended to be used to determine the specific locations and jurisdictions of wetland areas subject to regulation. More information regarding this map, including how to obtain a copy can be accessed at www.michigan.gov/wetlands.
Map by: State of Michigan - CSS
copyright 2015

SHEET TITLE	14TH AVENUE PARCEL
DRAWN BY	ES
DESIGNED BY	ES
PROJECT #	14-0048
DRAWN DATE	NOV 2015
SCALE	AS SHOWN

DATE	NOV 2015
SCALE	AS SHOWN
PROJECT #	14-0048
DRAWN BY	ES
DESIGNED BY	ES
DRAWN DATE	NOV 2015
SCALE	AS SHOWN

SHEET: 15-0048
 OF 1



Date: March 22, 2016
To: SHARA Board of Directors
From: Brian Dissette, City Manager
Subject: 2016 Michigan Natural Resources Trust Fund Application – Pilgrim Haven

Requested Action

The SHARA Board will be asked to host a public hearing and consider approval of Resolution 2016-02, a resolution authorizing SHARA's 2016 Michigan Natural Resources Trust Fund (MNRTF) application for the development of improvements to the Pilgrim Haven natural area.

Background and Project Scope

In 2014, SHARA and the Southwest Michigan Land Conservancy (SWMLC) finalized several years' worth of discussions which lead to a formal agreement that resulted in SHARA managing the Pilgrim Haven natural area and the planned improvements for the site.

During the lead up to this, numerous public input sessions, including a design charrette, to collect input from the broader South Haven community about the desired use of Pilgrim Haven were conducted. The public expressed support for low-intensity public access to Lake Michigan, while allowing passive recreational uses onsite to ensure the preservation of the site's natural features. 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 and implementing the planned improvements. The first step in this effort is implementing the MNRTF grant which SWMLC secured to undertake the first phase of planned improvements to the site. These improvements included developing a stone parking lot on the site with some spaces paved for ADA accessibility, constructing a concrete access route to the beach for persons of all abilities including the placement of a beach matting, lighting for the parking area, and sidewalks installed around the parking area. This work is to be paid for through a \$50,000 MRTF grant referenced above that is being matched through in-kind services and some local funding. The design work is currently underway for this first phase and will be completed by the end of March 2016 with construction slated to be completed before the end of 2016.

In January 2016, the SWMLC submitted a Coastal Zone Management grant focused on expanding on and accentuating some of the Phase I improvements planned on the property. The project team should have some inclination as to the likelihood of the CZM grant being funded during the spring of 2016.

To keep the momentum moving on this project, SHARA is asked to consider seeking public input and support related to submitting a new MNRTF grant to undertake the Phase II projects at Pilgrim Haven. Phase II would include paving the rest of the parking lot, construction of a double pit toilet structure to service the site, installing an electronic control gate at the entry, installing a kayak/canoe rack at the beach (this feature should help secure additional points from the MDNR, as the site is located on the Lake Michigan water trail.) The proposed grant elements align with the site plan requirements issued by the South Haven Charter Township's Planning Commission.

Project Budget

The Phase II project is anticipated to cost \$140,015, with \$98,011 coming from the MNRTF and the balance from local sources including SHARA, private donations, and possible contributions from South Haven Charter Township and the City of South Haven.

Recommendation

Staff recommends the following actions:

- 1) The SHARA Board should host a public hearing.
- 2) The SHARA Board should consider approval of Resolution 2016-02, a resolution authorizing SHARA's 2016 Michigan Natural Resources Trust Fund application for the development of improvements to the Pilgrim Haven natural area.

Support Material

Resolution 2016-02

Attachment A: Preliminary Sit Plan (Phase I and Phase II elements notes)

Attachment B: Preliminary Budget

SOUTH HAVEN AREA RECREATION AUTHORITY (SHARA)
VAN BUREN AND ALELGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2016-02

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

Minutes of a regular meeting of the South Haven Area Recreation Authority, held at 09761 Blue Star Memorial Hwy South Haven, MI 49090, South Haven, Michigan 49090 on March 22, 2016 at 3:00 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 Michigan Natural Resources Trust Fund to provide grants to local units of government and authorities for recreational improvements; and,

WHEREAS, SHARA in partnership with the Southwest Michigan Land Conservancy continues to improve the access to nature and property along Lake Michigan for local residents and visitors; and

WHEREAS, SHARA desires to make improvements to the Pilgrim Haven Natural Area including parking and security improvements as well as a pit toilet and other amenities

WHEREAS, as a result of the improvements, SHARA anticipates that the Pilgrim Haven Natural Area will be able to be used and enjoyed by many more people; and

WHEREAS, SHARA anticipates that the proposed improvements will attract many more users to the Pilgrim Haven Natural Area, drawing people from the region which may visit local businesses, and in turn spur the local economy; and

WHEREAS, the recreational facility will not only open more of the Lake Michigan shoreline to users but will operate as a free facility to users and will be designed to follow ADA/universal design guidelines to accommodate users of all mobility levels; and

WHEREAS, the proposed application is supported by the City of South Haven and South Haven Charter Township and the 5-Year Approved Parks and Recreation Plan.

NOW THEREFORE BE IT RESOLVED, that the South Haven Area Recreation Authority does hereby authorize the application to the Michigan Department of Natural Resources for the acquisition of land for the development of a recreational facility in the amount of \$100,000, and further resolves to make available its financial obligation amount of \$40,015 (28.5%) of a total of \$140,015 project cost.

RECORD OF VOTE:

Yeas:

Nays:

RESOLUTION DECLARED ADOPTED.

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 22st day of March, 2016, 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*).

Mark McClendon, Secretary



Attachment A



Attachment B



95 West Main Street
 P.O. Box 1088
 Benton Harbor, MI 49023
 T 269.927.2295
 F 269.927.1017
 www.abonmarche.com

Project Name: Pilgrim Haven
 Project Number: 15-0651
 Date: Thursday, February 25, 2016

Phase 2 Improvement Items

Item	Unit	Quantity	Unit Cost	Item Cost
Pave Gravel Parking Lot, 3 inch	TON	400	\$ 150.00	\$ 60,000.00
Parking Lot Striping	ALLOW	1	\$ 2,000.00	\$ 2,000.00
New Pit Toilet (2)	ALLOW	1	\$ 15,000.00	\$ 15,000.00
New Control Gate	ALLOW	1	\$ 20,000.00	\$ 20,000.00
New Kayak Rack and pad	EA	1	\$ 3,800.00	\$ 3,800.00
New Concrete Sidewalk, 6 inch (Pit toilet)	SFT	200	\$ 8.00	\$ 1,600.00
New Trash Receptacle	EA	2	\$ 1,200.00	\$ 2,400.00
New Bench	EA	2	\$ 1,500.00	\$ 3,000.00
New Dogspot Station	EA	1	\$ 600.00	\$ 600.00
New Landscape - Additional Trees	EA	8	\$ 350.00	\$ 2,800.00
New Woven Wire Fence	LFT	1545	\$ 7.00	\$ 10,815.00
Construction Sub-Total:				\$ 122,015.00
Professional Fees			14.75%	\$ 18,000.00
Construction Grand Total				\$ 140,015.00