

South Haven Area Recreation Authority
Tuesday, July 16, 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. May 14, 2013 Board Meeting
 - B. June 25, 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
7. 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
8. Authority Board will be updated on the status of the Pilgrim Haven park proposal:
9. Adjourn

Respectfully Submitted,
Brian Dissette
South Haven City Manager

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

**Tuesday, May 14, 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: Mr. Dennis Fitzgibbon, Mr. Dana Getman, Mr. Ross Stein

Absent: Dr. Robert Herrera, Mr. Mark McClendon

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

3. Approval of Meeting Minutes:

March 19, 2013 Board Meeting: Motion by Getman, seconded by Fitzgibbon to approve the minutes as presented. All in favor, motion carried.

April 17, 2013 Board Workshop Session: Motion by Fitzgibbon, seconded by Getman to approve the workshop minutes as presented. All in favor, motion carried.

4. Approval of Agenda:

Motion by Getman, seconded by Fitzgibbon to approve the agenda of the May 14, 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 \$97,254.69. Dissette noted that the report illustrates bank interest has been paid.

Motion by Getman, seconded by Fitzgibbon 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 discussed possible changes to the plans, which are intended to lower the construction costs of the project. Fitzgibbon discussed efforts to lower the cost of the concession stand, and noted that limiting expenses on heating systems and insulation could lower the construction budget. The Board discussed the possible changes to the plans and expressed support for the effort to lower costs. Dopp noted that MCE is willing to modify the plans, but a contract amendment is needed to fund the work. The Board expressed support for this effort and agreed the contract amendment was an appropriate action.

Motion by Fitzgibbon, seconded by Getman to approve the contract amendment with Midwest Civil Engineers to revise the SHARP site design, in an effort to lower construction costs of the overall project, for \$9,400.00 to offset professional services fees. All in favor, motion carried.

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

Dissette noted that discussions continue with Mr. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC), about the Pilgrim Haven site in South Haven Charter Township. Dissette noted that Ter Louw continues to discuss the Michigan Department of Natural Resources (MDNR) and the agency's policy which could exclude publicly controlled properties, received via long-term lease from a private entity, from receiving MDNR grants. Dissette noted that Ter Louw continues to work on the Pilgrim Haven site plan, and is actively exploring ways to partner with SHARA and ways to make the property eligible for MDNR grant funds.

10. Adjourn

Motion by Getman, seconded by Fitzgibbon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 7:38 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven

South Haven Area Recreation Authority (SHARA)

Workshop Session

Tuesday, June 25, 2013

3:00 p.m., South Haven City Hall, Conference Room B

539 Phoenix Street

MINUTES

1. Call to Order

Workshop began at 3:10 p.m.

2. Roll Call

Members Present: Mr. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman,

Absent: Dr. Robert Herrera, Mr. Mark McClendon,

Guests: Mr. Peter D. Ter Louw, Southwest Michigan Land Conservancy
Mr. Ken Peregón of OCBA
Ms. Janice Varney
Mr. Robert Burr, City Mayor, City of South Haven
Ms. Brandy Gildea, Parks and Recreation Supervisor, City of South Haven

3. Authority Board will review the Pilgrim Haven site design with the Southwest Michigan Land Conservancy.

Peter D. Ter Louw, Southwest Michigan Land Conservancy and Ken Peregón of OCLA were present to review an updated site design for Pilgrim Haven. Discussion first took place about "Public Relations" letter that need to be sent out to residents surrounding the site. It was determined that anyone living within 1000 ft of the park would receive the letter. Peter D. Ter Louw, Southwest Michigan Land Conservancy would draft the letter and the South Haven Township would prepare labels to get them mailed out. Letters will need to be sent out ASAP so residents will receive them prior to the July 27th public meeting being held at the site.

Mr. Peregón of OCLA presented the site plan, describing changes he had made to the original plan. He discusses how SW of the creek will be the most developed area. The

proposed plan seeks to change the entrance area; moving it to the east, install an asphalt parking lot that has 50 parking spaces, have a restroom placed near the parking lot, rotated the line of shelters to have better views of Lake Michigan, changed the walking areas to make them better flow through area, moved barrier free access to the beach to the north to a lower elevated area and added observations decks.

Mr. Peregon then discussed the plans for the NE side of the creek. To the east of this area a tent camping area with a permanent concrete fire ring would be added. Plans include building a pavilion around the existing fireplace. This area would be used for events. The pavilion would fit approximately 50-75 people. The area surrounding the pavilion would also have enough space so additional tents could be set up for the event. Electric and water can be installed over to the pavilion. There would be no restrooms on this side of the creek. Portable toilets could be brought in for events or users could cross the bridge and use restrooms near SW parking lot. Cars would access this area by the fire lane. There would be two parking lots in this area. The first would be a gravel lot that would hold approximately 30 cars and the other would be a grass lot with gravel underneath for stabilization and would also hold about 30 cars. Walking trails in this area would be made up of concrete loosely poured on to the ground that will harden in to a nice trail.

The entire east side of the property will be natural walking trails. It was suggested this would be a good project for the boy scouts.

After Mr. Peregon went through the site plan many questions were brought up about does the board add this or that into the plan or how the board should plan for this or that. Items the board had questions and inquiries about are:

- Lighting (where and how much)
 - It was suggested that low bollard lights be used by the bridge
- Where are bikes allowed through the park
 - A designated spot for parking bikes is also needed
- Will restrooms be opened year around
 - Currently there is no plan to put in a heated restroom
- What type of events will be allowed (and how big of events)
- How much do you charge for events
- How do you limit people from the park
 - Beach usage
 - Event usage
- Who mow/maintains property (will it be contracted out)

- Is a storage shed needed
- Who will schedule event usage
 - It was suggested that maybe the Visitor's Bureau or the Chamber of Commerce could do this.
- Who gets to camp at the sites (and for how long)
 - Just tents, car
- Who will distribute camping permits
 - It was also suggested that maybe the Visitor's Bureau or the Chamber of Commerce could do this too.
- Should SW parking lot be gated
- Will parking lot be plowed in the winter

It was concluded that these are all operational questions and that the SHARA board needs to meet at a separate time to discuss what operational responsibilities the board wants to take on. Mr. Peregón will be working on coming up with the anticipated maintenance costs which will help assist the board in making some of these operational decisions. Overall everyone was happy with the site plan and realizes that they can fine tune it once the board figures out what operational responsibilities it is going to take on.

4. Adjourn

Workshop ended at 4:30 p.m.

Respectfully Submitted,

Brandy Gildea

Parks and Recreation Supervisor, 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	
17-May-13	1112	Vredeveld Haefner 2012 Audit		2,025.00	95,229.69
			0.00	2,025.00	
22-May-13	1113	Midwest Civil Engineers Architectural Service/Final Constr. Docs.		3,000.00	92,229.69
			0.00	3,000.00	
31-May-13	Deposit	Chemical Bank May Interest	8.19	0.00	92,237.88
			8.19	0.00	
30-Jun-13	Deposit	Chemical Bank June Interest	7.58	0.00	92,245.46
			7.58	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

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

* 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
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Memorandum

To: SHARA Board
From: Michael Dopp, PE
Date: 7/11/2013
Re: SHARP Phase 1

Board Members,

MCE staff met with Chairman Stein and gave him a plan showing the proposed new Phase 1 for review with Casco Township Supervisor Allan Overhiser.

Chairman Stein met with Supervisor Allan Overhiser and reviewed the changes proposed for Phase 1 and advised Stein that the plan will be required to go to the Planning Commission for Approval.

MCE staff believes the plan could be approved within 2 meetings with the Casco Planning Commission. We would not be making any changes except for the phasing and elimination of the premier fields.



SOUTHWEST MICHIGAN
LAND CONSERVANCY

6851 S. Sprinkle Rd.
Portage, MI 49002
(269) 324-1600

For immediate release July 11, 2013
For information, contact:
Geoffrey Cripe, Land Protection Specialist
(269) 324-1600
e-mail: gcripe@swmlc.org

Pilgrim Haven Open to the Public July 27

SOUTH HAVEN — The Southwest Michigan Land Conservancy (SWMLC) invites the public to Pilgrim Haven Natural Area, Saturday, July 27, from 10 a.m. to 6 p.m., to enjoy a leisurely walk, peruse art being created en plein air, and be informed of planned updates. Visitors will be able to learn more about the progressing design and ecological plans for Pilgrim Haven. Additionally, the Plein Air Artists of West Michigan will be scattered throughout the site interpreting the preserve's varied landscapes on canvas.

The preserve, which includes 27 acres and 800 feet of beach along Lake Michigan, is evolving toward a publicly open natural area with passive recreational use amenities. In 2012, SWMLC was awarded a Coastal Zone Management (CZM) program matching grant through the Michigan Department of Environmental Quality to create a master public use, design, and habitat management plan for the site.

“SWMLC is extremely pleased to receive support through the CZM program,” stated Peter Ter Louw, SWMLC executive director. “The grant enables us to capture several years of public input into plan form and create a beneficial resource that we can take to potential funders. We are no less grateful for the generous support of the South Haven Area Resource Council in providing critical matching dollars to support this planning endeavor.”

Once the master plan is completed, SWMLC will work to secure funding to create public use amenities while protecting sensitive natural features. Regional consultants O’Boyle, Cowell, Blalock & Associates landscape architecture firm, Slocum Architects, and Wildtype, an ecological management company, are all actively involved in the creation of the master plan.

“Pilgrim Haven currently serves as a significant refuge for native flora and fauna, with areas of rich understory that feature many spring wildflowers,” stated consultant Bill Schneider of Wildtype. “The proposed management will only improve the wildlife value of this site. Our largest challenge will be managing invasive species to enhance the overall enjoyment of the people who will use Pilgrim Haven.”

SWMLC staff and volunteers will be available during the open house to answer questions about the property and the plans moving forward.

“We continue to welcome the community to take part in the planning and visioning process as we seek to create a new natural area preserve in South Haven,” stated Ter Louw. “The current design plans are the result of input from hundreds of South Haven area residents, businesses and other stakeholders, and they continue to progress and evolve. We hope people will take advantage of this opportunity to participate and enjoy the site on July 27.”

An endowment fund has been established at the South Haven Area Community Foundation to which residents and visitors can contribute specifically to the long-term management of the preserve. Pilgrim Haven is located 2.5 miles south of the City of South Haven along 18th Avenue. Please visit www.SWMLC.org for further directions.

Pilgrim Haven Natural Area was gifted to the Southwest Michigan Land Conservancy (SWMLC) from the estate of Suzanne Upjohn DeLano Parish in 2011. Ms. Parish passed away in May of 2010. The site operated as a camp for 70 years, initially as Camp Kiwanis Nawakwa and later as Pilgrim Haven under the ownership of Michigan United Church of Christ. Ms. Parish purchased the property in 1985 so that it would not be residentially developed, and she bequeathed the property to SWMLC to be maintained as a natural area to be shared with the broader South Haven community.

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