

South Haven Area Recreation Authority

Tuesday, July 21, 2015

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 19, 2015 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
7. SHARA Board will be asked to consider approval of professional services agreement with Abonmarche, in the amount of \$15,000, for services related to the Pilgrim Haven Natural Area development and grant administration.
8. SHARA Board will be asked to consider approval of professional services agreement with Abonmarche, in the amount of \$1,850, for services related to the submittal of a land acquisition grant for the SHARP Park fields.
9. SHARA Board will be asked to consider approval of professional services agreement with Abonmarche, in the amount of \$11,000, for services related to the improvements of the SHPS recreation fields.
10. SHARA Board will be asked to provide guidance on the proposed sign design for the Pilgrim Haven Natural Area.
11. SHARA Board will receive a request for assistance from the Friends of the Blue Star Trail, regarding a proposed trail development in South Haven Charter Township.
12. Staff member comments
13. SHARA Board member comments
14. Adjourn

Respectfully Submitted,
Brian Dissette
South Haven City Manager

*SHARA Meeting Agenda
July 21, 2015*

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

**Tuesday, May 19, 2015
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. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman, Dr. Robert Herrera

Absent: Mr. Mark McClendon

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Lloyd Tippman, South Haven Charter Township
Planning Commission

3. Approval of Meeting Minutes:

March 17, 2015 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 Herrera, seconded by Getman to approve the agenda of the May 19, 2015 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 \$118,346.96.

Motion by Fitzgibbon, 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 \$33,625.58.

7. SHARA Board received an update on the site plan approval for the Pilgrim Haven Project:

The board was provided an update on the status of the site plan approval for the first phase of the Pilgrim Haven natural area. Dissette updated the board on the recent approvals issued by the South Haven Charter Township Planning Commission and the Township Board, for the Pilgrim Haven Natural Area's first phase site plan. Dissette noted that the site plan approval was issued, but a variety of rules and requirements were included in the approvals. Dissette and Stein described the site plan requirements to the board. Dissette noted that at the board's July meeting, he will attempt to have a resolution prepared for the board's usage, which will formally adopt the stated rules. Further, Dissette noted that he will work to prepare cost estimates for the additional site plan requirements, and present those items to the board at the July meeting.

8. SHARA Board received an update on the SHARP project site:

The board was provided an update on the status of the SHARP project site. Dissette reviewed the SHARP site alternative property listing with the board. The board discussed the properties included in the listing. Dissette sought the board's position on the submission of a Michigan Natural Resources Trust Fund grant application for the acquisition of SHARP site alternate property. Dissette noted that the grant application would be due in April, 2016. Dissette described an interest in submitting a grant application that could cover potentially two thirds of the cost of land acquisition. The board expressed interest in the grant application process. Dissette noted that the sale of the Casco land could be used to fund the local match for the grant application, and the remaining sale proceeds could be earmarked for capital improvements to the site. The board expressed support for the proposed process.

The board discussed short term improvements for the current soccer fields, located at the intersection of Broadway & Aylworth, owned by South Haven Public Schools. Dissette presented a brief report on proposed "short term" improvements for the fields. The board expressed support for the proposed improvements. Herrera expressed support for the improvements and an interest in working on a field use policy for the site. Dissette agreed to have refined cost estimates and funding plans for the board's review at the July meeting.

9. Staff member comments:

No comments.

10. Board member comments:

No comments.

11. Adjourn

Motion by Getman, seconded by Fitzgibbon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 8:08 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>
					104,273.42
31-Jul-14	Deposit	Chemical Bank	8.86		104,282.28
		July Interest			
31-Aug-14	Deposit	Chemical Bank	8.86		104,291.14
		August Interest			
			<u>17.72</u>	<u>0.00</u>	
30-Sep-14	Deposit	Chemical Bank	8.57		104,299.71
		September Interest			
7-Oct-14	1119	U.S. Liability Insurance Co.		340.00	103,959.71
		May Interest			
31-Oct-14	Deposit	Chemical Bank	8.84		103,968.55
		October Interest			
			<u>17.41</u>	<u>340.00</u>	
17-Nov-14	Deposit	South Haven Charter Township	7,966.00		111,934.55
		SHARA Support			
30-Nov-14	Deposit	Chemical Bank	8.85		111,943.40
		November Interest			
31-Dec-14	Deposit	Chemical Bank	9.51		111,952.91
		December Interest			
			<u>7,984.36</u>	<u>0.00</u>	
23-Jan-15	1120	U.S. Liability Insurance Co.		170.00	111,782.91
		Public Officials Liability Ins.			
31-Jan-15	Deposit	Chemical Bank	9.51		111,792.42
		January Interest			
28-Feb-15	Deposit	Chemical Bank	8.58		111,801.00
		February Interest			
			<u>18.09</u>	<u>170.00</u>	
19-Mar-15	Deposit	City of South Haven	8,806.00		120,607.00
		SHARA Support			
19-Mar-15	1121	U.S. Liability Insurance Co.		170.00	120,437.00
		Public Officials Liability Ins.			
31-Mar-15	Deposit	Chemical Bank	5.04		120,442.04
		March Interest			
13-Apr-15	1122	Vredeveld Haefner LLC		2,100.00	118,342.04
		Audit for Year End 12/31/14			
30-Apr-15	Deposit	Chemical Bank	4.92		118,346.96
		April Interest			
			<u>8,815.96</u>	<u>2,270.00</u>	
26-May-15	1123	U.S. Liability Ins. Co.		170.00	118,176.96
		Policy # PO 1000879C			
26-May-15	1124	City of South Haven		1,806.50	116,370.46
		Reimburse for Abonmarche bill			
26-May-15	1125	Abonmarche		193.50	116,176.96
		Inv. #110786			
31-May-15	Deposit	Chemical Bank	5.03		116,181.99
		May Interest			
30-Jun-15	Deposit	Chemical Bank	4.78		116,186.77
		June Interest			
			<u>9.81</u>	<u>2,170.00</u>	

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

* June contribution from Entergy made in error (they requested money be refunded)

** Reimbursement for audit & fee expenses

Donations	Interest Earnings	Farm Lease	Expenses	Applied to Land Purchase	Administrative Assistant	Cash Balance
756,393.05	1,916.29	9,230.00	301,033.01	424,566.51	8,314.24	33,625.58

Land Purchase Price 424,566.51

Loan Balance Remaining	0.00
-------------------------------	-------------

July 14, 2015

To: SHARA Board

From: Brian Dissette, City Manager

Re: Pilgrim Haven Professional Services & Grant Administration

Background Information:

At the July 21st regular SHARA meeting, the board members will be asked to review and consider a professional services agreement from Abonmarche to manage the grant funded improvements at the Pilgrim Haven natural area, in the amount of \$15,000.

At a recent SHARA meeting, the board members discussed the Pilgrim Haven natural area and the Michigan Natural Resources Trust Fund grant which was been awarded to SHARA, for the development of improvements to the site. The proposed services to be offered by Abonmarche include construction plan development, bidding services, construction staking and oversight, and grant administration and compliance services.

In order to proceed with the grant funded improvements at the Pilgrim Haven natural area, staff recommends that SHARA contract with Abonmarche for professional services. Attached is the Abonmarche proposal for professional services for the Pilgrim Haven natural area improvements.

Recommended Action:

The SHARA board members should consider a motion to approve a proposal from Abonmarche for professional services related to the grant funded improvements at the Pilgrim Haven natural area, in the amount of \$15,000.

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

June 12, 2015

Mr. Ross Stein, Township Supervisor
South Haven Charter Township
09761 Blue Star Memorial Highway
South Haven, MI 49090

Mr. Brian Dissette, City Manager
City of South Haven
539 Phoenix Street
South Haven, MI 49090-1499

Re: **SHARA - Pilgrim Haven**

Dear Mr. Stein and Mr. Dissette,

The Pilgrim Haven Natural Area is located at the west end of 18th Street near the shores of Lake Michigan. Plans for the site were previously prepared by OCBA Landscape Architects. We understand that their plans identified desired improvements including a parking area, drainage, sidewalk, and decking/ramps to get down to beach level. The improvements being contemplated would allow for universal access and this site nicely complies with that desire due to the relatively low bluff height.

We understand that a grant for \$100,000 has been secured to construct proposed improvements. However, the master plan identifies improvements totaling approximately \$1.5M. The Special Use Permit for the site was approved contingent upon the improvements to include public restrooms, trash receptacles, fencing on three sides, electric gates and signs posted on the beach at the site boundaries in addition to the main items of work such as the parking area, sidewalk and decking/ramps. These items alone are expected to cost several hundred thousand dollars. Therefore, we have prepared this proposal to assist you with reviewing the existing plans and cost estimates, segmenting the project into phases of similar/related scopes of work and reasonable cost parameters, value engineering/re-estimating the project, and assimilating work that could be done with in-kind services in order to best determine how to proceed.

We expect that the final plans will be value engineered to include as much of the master planned scope of work as possible given the budget limitations of \$100,000. We expect the scope of work to be prioritized in order as: fencing, boardwalk/ramp, walk to beach access, and parking lot.

Design Phase services will consist of preparing plans and specifications for construction of the approved scope of work.

After completion of the design plans and specifications, we will solicit bids from contractors to complete the work. We will review the bids and recommend contractor(s) to complete the work.

During construction we will stake the site to assist the contractor with necessary locating and grading requirements and provide periodic site visits to review progress of the construction and review conformance with the contract documents. We will also review and approve shop drawings, pay requests, change orders, etc. After construction is complete we will conduct a final site visit and prepare necessary closeout documents.

Throughout the project we will also assist you with grant administration and compliance.

Our fees to provide the services outlines above will be \$15,000.

Thank you for the opportunity to submit this proposal for engineering services. If you have any questions or need clarification of any items in this proposal, please feel free to call. You may indicate your acceptance of this proposal by signing below and returning one copy for our files.

Sincerely,

Christopher J. Cook, PE
President / Chief Executive Officer

Cc: Jason Marquardt, Abonmarche
Tim Drews, Abonmarche
Tony McGhee, Abonmarche
Kathy Burczak, Abonmarche
Lisa VanBladeren, Abonmarche

Authorized By

Date



July 14, 2015

To: SHARA Board

From: Brian Dissette, City Manager

Re: SHARP Land Acquisition Grant Application

Background Information:

At the July 21st regular SHARA meeting, the board members will be asked to review and consider a pre-development proposal from Abonmarche to assist with the preparation and submittal of a land acquisition grant application to the Michigan Natural Resources Trust Fund, for the purchase of property to house the SHARP park develop, in the amount of \$1,850.

At a recent SHARA meeting, the board members discussed a desire to submit a land acquisition grant to the Michigan Natural Resources Trust Fund, to acquire property in South Haven Charter Township, for the development of the SHARP Park. The board discussed the desire to acquire a large parcel of land in the charter township, with easy access to public utilities and roadways. The board has actively reviewed a variety of properties in the greater South Haven community, and ultimately focused on the vacant property on 14th Avenue in South Haven Charter Township.

In order to submit a land acquisition grant application to the Michigan Natural Resources Trust Fund, staff recommends engaging Abonmarche to assist with planning the proposed improvements, conducting survey work, preparing an option to purchase, preparing the grant application, and completing an Environmental Phase 1 study.

Attached is the Abonmarche proposal for professional services for the proposed land acquisition grant application services.

Recommended Action:

The SHARA board members should consider a motion to approve a proposal from Abonmarche to assist with the planning, survey, option, environmental and grant application services for the 14th Avenue property, in the amount of \$1,850.

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

June 12, 2015

Mr. Ross Stein, Township Supervisor
South Haven Charter Township
09761 Blue Star Memorial Highway
South Haven, MI 49090

Mr. Brian Dissette, City Manager
City of South Haven
539 Phoenix Street
South Haven, MI 49090-1499

Re: **SHARA - 14th Street Recreational Facility**

Dear Mr. Stein and Mr. Dissette,

A comprehensive recreational facility is currently being contemplated on 14th Street just north of I-196 on Lappo Family property. The facilities are expected to include soccer fields, baseball/softball fields, parking, restrooms/concessions, drainage, landscaping and other amenities.

We understand that you are interested in proceeding with planning phase services to refine conceptual layouts, conduct boundary/topographic surveys, prepare cost estimates of proposed improvements, prepare Trust Fund applications for acquisition of land and construction of improvements, secure options to acquire adjacent property to expand the site in the future and conduct an Environmental Phase I study and wetlands delineation of the property to be acquired.

It appears that the south half of the property is possibly swampy/marshy and the bulk of the site is wooded or contains significant growth. If the topographic survey is needed before the fall leaf drop, we expect the cost to be \$10,000-\$15,000. If we can have an aerial survey completed in the fall, we expect the cost to be significantly less.

We recommend that a pre-development study be conducted to determine if the site is feasible enough to warrant and where to focus the expenses related to surveying, design, grant applications, land acquisition, environmental studies, wetlands delineations, etc. The pre-development study would include a ground investigation of the site to generally determine the topography, wetness, utility availability, etc. We will also produce a conceptual layout based upon our findings. The cost of this investigation will be \$1,850.

Thank you for the opportunity to submit this proposal for engineering services. If you have any questions or need clarification of any items in this proposal, please feel free to call. You may indicate your acceptance of this proposal by signing below and returning one copy for our files.

Sincerely,

95 West Main Street
Benton Harbor, MI 49022
269.927.2295

361 First Street
Manistee, MI 49660
231.723.1198

503 Quaker Street
South Haven, MI 49090
269.637.1293

750 Lincoln Way East
South Bend, IN 46601
574.232.8700

3177 Willowcreek Road
Portage, IN 46368
219.850.4624

Christopher J. Cook, PE
President / Chief Executive Officer

Cc: Jason Marquardt, Abonmarche
Tim Drews, Abonmarche
Tony McGhee, Abonmarche
Kathy Burczak, Abonmarche
Lisa VanBladeren, Abonmarche

Authorized By

Date



July 14, 2015

To: SHARA Board

From: Brian Dissette, City Manager

Re: SHPS Soccer Fields; Proposed Improvements

Background Information:

At the July 21st regular SHARA meeting, the board members will be asked to review and consider a proposal from Abonmarche to assist with the design, bidding, and provide construction services for the proposed improvements to the South Haven Public Schools (SHPS) recreation fields located at the corner of Aylworth & LeGrange, in the amount of \$11,000.

At a recent SHARA meeting, the board members discussed a desire to invest in the SHPS recreation fields, in an attempt to grade the fields to allow better drainage of standing water. The board members discussed an investment of approximately \$100,000 to the SHPS fields, as part of a short term improvement plan. Staff has met with two individuals who have committed to providing a total of \$75,000 towards the short term improvement plan. Further, staff anticipates that additional donations could be made towards the project. In order to move forward with the project, staff recommends contracting with Abonmarche to assist with designing the proposed scope of work, bidding the work, and overseeing the selected contractor, to ensure the project meets local expectations. Abonmarche has prepared a scope of services for the project, which seeks \$11,000 in compensation.

Attached is the Abonmarche proposal for professional services for the proposed improvements to the SHPS recreation fields.

Recommended Action:

The SHARA board members should consider a motion to approve a proposal from Abonmarche to assist with the design, bidding, and construction services for the proposed improvements to the South Haven Public Schools recreation fields located at the corner of Aylworth & LeGrange, in the amount of \$11,000.

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

June 12, 2015

Mr. Ross Stein, Township Supervisor
South Haven Charter Township
09761 Blue Star Memorial Highway
South Haven, MI 49090

Mr. Brian Dissette, City Manager
City of South Haven
539 Phoenix Street
South Haven, MI 49090-1499

Re: **SHARA - Aylworth/LeGrange AYSO Fields**

Dear Mr. Stein and Mr. Dissette,

The AYSO soccer facility site is located at the corner of Aylworth Avenue and LeGrange Street. These fields will be home to three U8/U6, two U10, and a High School soccer field. Users have requested that improvements to the facilities be considered. We understand that you are interested in preparing plans to re-grade the AYSO fields to improve playability, refresh the existing gravel parking area along with grading and drainage improvements, and improve restroom facilities.

The first step in the process is to complete preliminary boundary survey work to determine the right-of-way lines of Aylworth Avenue and LeGrange Street as well as the south property line. We would then conduct a topographic survey of the site from the nearest edges of the roadway to the property lines on the south and west sides. Topographic data will be collected at an approximate 25' grid in addition to visible changes in grade to assist with site grading and drainage design. Existing site improvements and observable evidence of on-site utilities will also be collected in the course of field study.

Design phase services would consist of preparing plans and specifications for construction of the following elements:

- Re-grade soccer fields in accordance with current standards
- Grading/drainage of areas adjacent to soccer fields
- Grading/drainage of parking lot area
- Resurfacing of parking lot area with consideration of alternatives such as: re-graveling, asphalt, grass pavers, etc. depending upon budget
- Adding Porta-Lets and/or pit toilets with consideration of a future restroom pod area at a centralized location
- Re-seeding the fields and other grassy areas either before or after the AYSO season in the fall. Depending upon the extent of grading and re-seeding necessary, it may be prudent to wait until after the season.

After the topographic survey and preliminary design are completed, we will be better equipped to define the scope and schedule of work to ensure playability during the fall season while staying within the allowable budget. Some items on the Master Plan may have to be deferred until additional funding can be secured. The current budget is expected to be approximately \$75,000.

After completion of the design plans and specifications, we will submit bids from contractors to complete the work. We will review the bids and recommend contractor(s) to complete the work.

During construction we will stake the site to assist the contractor with necessary grading requirements and provide periodic site visits to review progress of the construction and review conformance with the contract documents. We will also review and approve shop drawings, pay requests, change orders, etc. After construction is complete, we will conduct a final site visit and prepare necessary closeout documents.

Our fees for this work will be \$11,000.

Thank you for the opportunity to submit this proposal for engineering services. If you have any questions or need clarification of any items in this proposal, please feel free to call. You may indicate your acceptance of this proposal by signing below and returning one copy for our files.

Sincerely,

Christopher J. Cook, PE
President / Chief Executive Officer

Cc: Jason Marquardt, Abonmarche
Tim Drews, Abonmarche
Tony McGhee, Abonmarche
Kathy Burczak, Abonmarche
Lisa VanBladeren, Abonmarche

Authorized By

Date



July 14, 2015

To: SHARA Board

Cc: Geoff Cripe, SWMLC

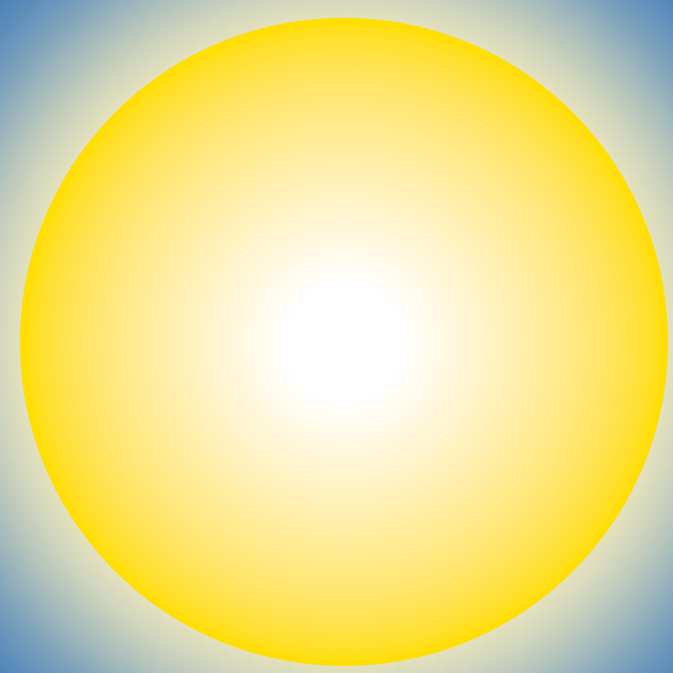
From: Brian Dissette, City Manager

Re: Pilgrim Haven Signage Review

At the July 21st regular SHARA meeting, the board members will be asked to provide direction and feedback on the proposed signage for the Pilgrim Haven Natural Area. Mr. Geoff Cripe, Southwest Michigan Land Conservancy (SWMLC), has prepared several signage options for the consideration of the board members.

Those signage options are attached for review. The board is encouraged to review the options and offer guidance to Geoff on the preferred signage option.

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



Welcome to
**PILGRIM HAVEN
NATURAL AREA**

Open from dawn til dusk

NO camping, dumping, fires,
fireworks or pets

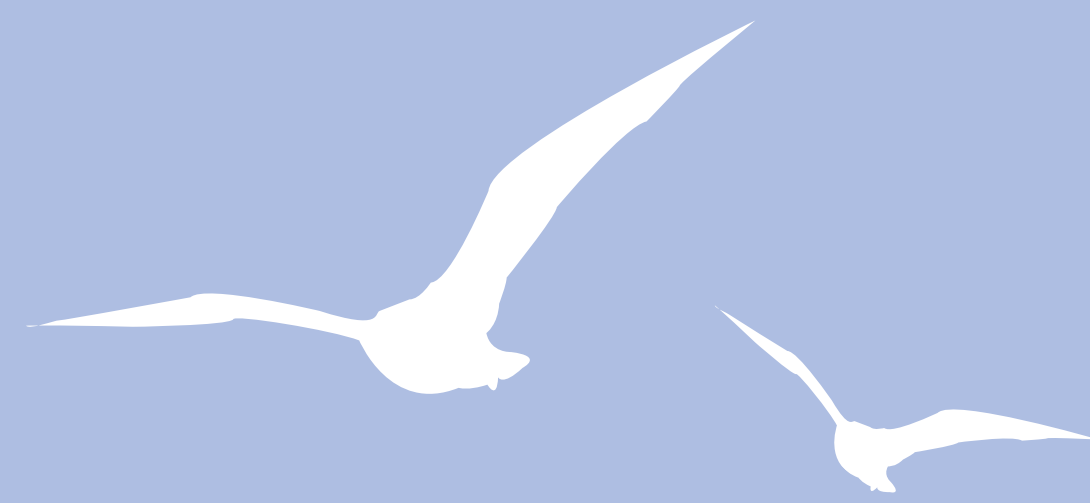
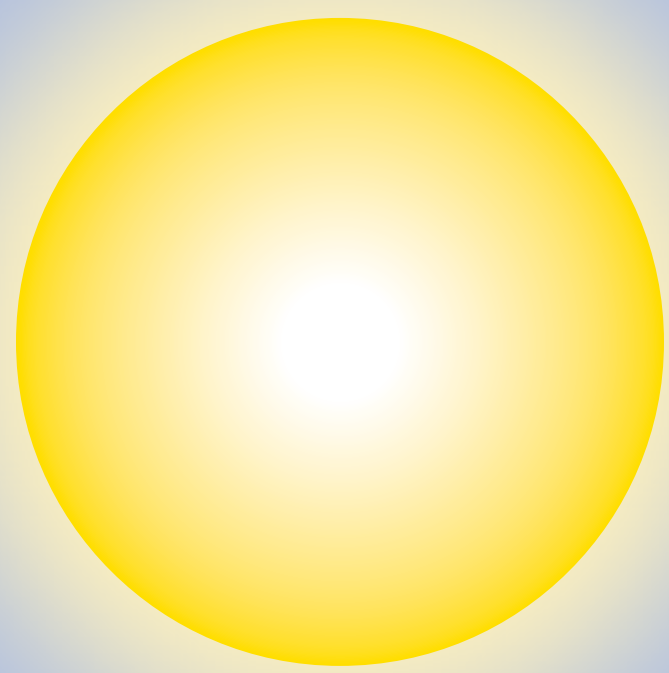
NO alcohol or glass containers

NO removal or destruction
of plants or wildlife

NO motorized vehicles

NO hunting





Welcome to PILGRIM HAVEN NATURAL AREA

Open from dawn til dusk

NO camping, dumping, fires,
fireworks or pets

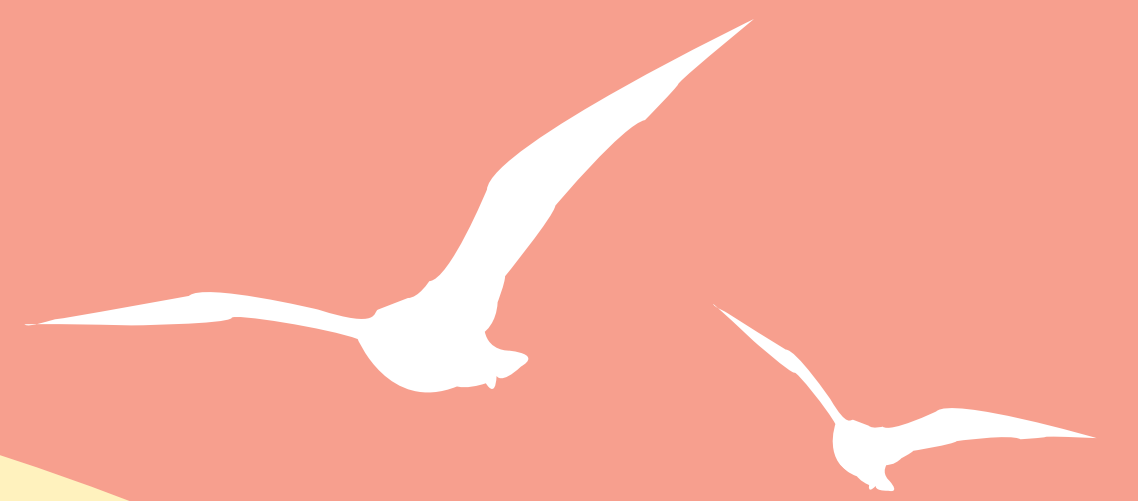
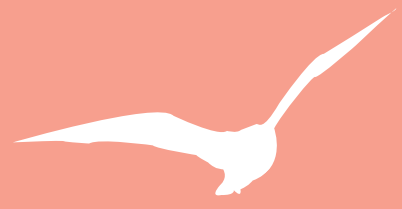
NO alcohol or glass containers

NO removal or destruction
of plants or wildlife

NO motorized vehicles

NO hunting





Welcome to
**PILGRIM HAVEN
NATURAL AREA**
Open from dawn til dusk

NO camping, dumping, fires,
fireworks or pets

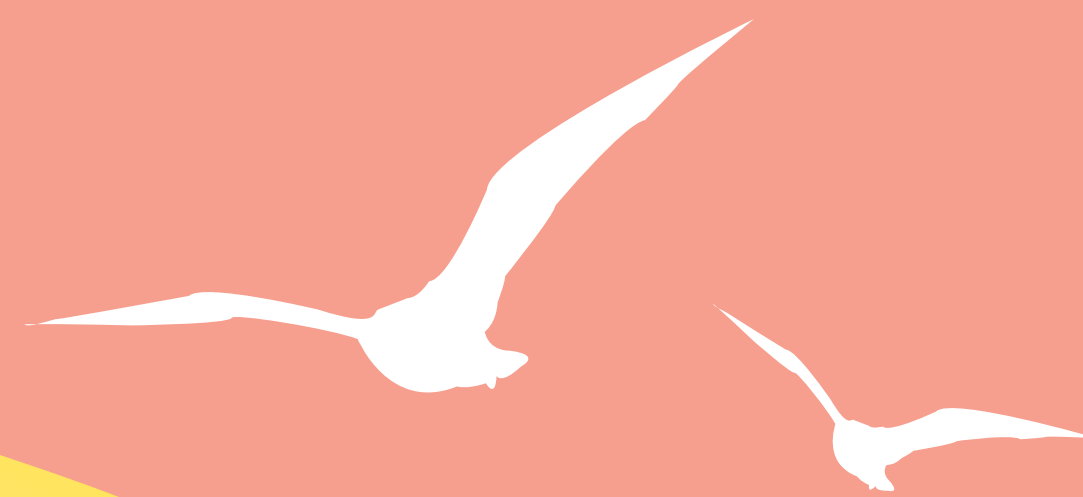
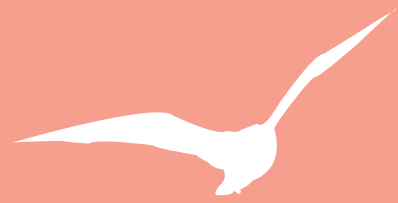
NO alcohol or glass containers

NO removal or destruction
of plants or wildlife

NO motorized vehicles

NO hunting





Welcome to
**PILGRIM HAVEN
NATURAL AREA**
Open from dawn til dusk

NO camping, dumping, fires,
fireworks or pets

NO alcohol or glass containers

NO removal or destruction
of plants or wildlife

NO motorized vehicles

NO hunting



July 14, 2015

To: SHARA Board

Cc: Jeanne Van Zoeren, FOTBST

From: Brian Dissette, City Manager

Re: Blue Star Trail Correspondence Review

At the July 21st regular SHARA meeting, the board members will be asked to review and provide comment on correspondence from Jeanne Van Zoeren, Friends of the Blue Star Trail (FOTBST), related to the proposed bicycle and pedestrian pathway being planned adjacent to Blue Star Highway. Van Zoeren plans to attend the SHARA meeting and provide additional details on the proposed project and the request for assistance.

Attached is correspondence from FOTBST to the SHARA board members. The board is encouraged to review the attached correspondence and be prepared to discuss the proposed project. No formal action will be sought from the board at the July 21st regular meeting.

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

**CHARTER
TOWNSHIP OF SOUTH HAVEN**

VAN BUREN COUNTY, MICHIGAN
09781 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49080
TELEPHONE (269) 637-3305
FAX (269) 637-6250

Fax Transmission

To Brian

From Ross

Date 7/7/2015

Pages to follow 4

Message _____

If you did not receive all of the pages in good condition,
Please advise us at (269) 637-3305 at your earliest
convenience. Our fax number is (269) 637-6250.

*Friends of the
Blue Star Trail*



Connecting Communities Along Michigan's Lakeshore

22 June, 2015

South Haven Area Recreation Authority
 South Haven Charter Township Hall
 09761 Blue Star Highway
 South Haven, MI 49090
 RE: Baseline Road to Kal-Haven Trail Bicycle Trail Project

Dear Ross:

On behalf of the board of directors of the Friends of the Blue Star Trail, I would like to share an opportunity with you that will make an important improvement to bicycle facilities in the South Haven Area. We are asking SHARA to partner with us as our legal applicant for potential state and federal grants from Baseline Road south to the Kal-Haven entry off the west side of Blue Star Highway per the attached maps. We estimate this portion to be about .4 miles. Presently the proposed 20 mile trailway commences at Baseline Road in Allegan County north along the west side of Blue Star Highway. It ends at the existing Laketown Township pathway located at I-196 Exit 41 off 64 St. in Saugatuck Township. To date 1.3 miles are completed in addition to another existing 1.7 miles completed prior to the Friends involvement.

The Friends, working in conjunction with lakeshore townships, the Allegan Road Commission, and Allegan County Board of Commissioners are making steady progress. At this time, the City of the Village of Douglas has completed one mile of its off road trail and plans to construct the second mile by this summer's end. The Friends of the BST and the Allegan County Road Commission, our legal applicant, are completing construction planning for Phase II from Baseline Road to Beverley Shores in Casco Township using CMAQ dollars and local match from the Friends. Currently, we are also fundraising for Phase III local match in Saugatuck Township for MDOT TAP and DNR Trust matching grants totaling \$800,000. The Allegan County Road Commission and Saugatuck Township are the respective legal applicants for these government funds. Our fundraising success thus far is due to the ongoing support from our Lakeshore residents, corporate foundations such as Chemical Bank, Meijer, Perrigo, and Consumers Energy, and area foundations.

To connect the proposed bicycle trail to downtown South Haven and the Kal-Haven Trail, the Friends of the Blue Star Trail proposes to work with you and other local and government entities. At this point, we have an engineering firm under contract. Together this firm and Friends volunteers would prepare the grant applications, and take charge of right of way certification (ROW), SHPO review, DNR permits, and State of Michigan endangered species requirements. As the legal applicant SHARA would pay a to- be- determined portion of the costs associated with the match and engineering fees. A sample arrangement might look like this assuming project costs of \$120,000.

RECEIVED
 JUN 26 2015

SOUTH HAVEN TOWNSHIP

7104 107th Ave.
 South Haven, MI 49090-9678
 Web: www.BLUESTARTRAIL.org • eMail: info@fotbst.org

Expenses	Est. Costs	Revenue Source	Amount
Construction	\$ 100,000	Rec Passport	\$45,000
		Local Match	55,000
Engineering	18,000	Friends	6,000
		SHARA	6,000
		City of So Haven	6,000
Other misc.	10,000	Friends	5,000
		SHARA	5,000
Grand TOTAL	\$ 128,000		\$ 128,000

Notes: Eng. fees assume 18% of construction; other misc. include mile markers, signs, conservation and historian consultation, etc.

We believe there is a strong support for this project at the state level and in our local community so we are confident that our approach would be successful. The chief requirement, according to the DNR's non-motorized trailway planner, is DNR connectivity. The south section of trailway we propose would link to an existing DNR trailway as well as the proposed campground along the east side of Blue Star Highway.

In addition to funding support and acting as our legal applicant, we would ask SHARA for assistance with

- (1) engineering review of consulting engineer plans and specifications
- (2) negotiation talks with MDOT regarding suitability of planned bridge work
- (3) consultation with Van Buren County Road Commission in regard to the TAP grant
- (4) consultation with the DNR regarding connections to the Kal-Haven Trail, and
- (5) any potential easements on South Haven Township land west of Blue Star Hwy

And finally, we would ask that SHARA act on our offer at its upcoming meeting so that we can begin planning for FY16 funding.

Should SHARA agree to work with us a simple memo of understanding outlining roles and responsibilities of the key organizations involved should be prepared as a next step moving forward. We thank you for your time and attention to this matter.

Yours Truly,

Jeanne L. Van Zoeren
Jeanne L. Van Zoeren

President

Friends of the Blue Star Trail

cc: Brian Dissette