

South Haven Area Recreation Authority
Tuesday, December 13, 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. October 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. Authority Board will be 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.
 - D. Approval of SHARA FY 2016 budget amendment.
 - E. Authority Board will be updated on the proposed FY 2017 budget proposal.
7. Authority Board will be asked to consider Resolution 2016-05, a resolution setting the SHARA meeting dates for 2017.
8. Authority Board will be updated on the status of the SHARA 2016 grant applications.
9. Staff member comments
10. SHARA Board member comments
11. Adjourn

Respectfully Submitted,
Brian Dissette
South Haven City Manager

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

**Tuesday, October 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,
Mr. Mark McClendon

Absent: Mr. Dennis Fitzgibbon

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Jason Marquardt, PE, Abonmarche Engineering
Mr. Tony McGhee, Abonmarche Engineering
Mr. Peter Ter Louw, Southwest Michigan Land
Commission

3. Approval of Meeting Minutes:

September 6, 2016 Board Meeting: Motion by Getman, seconded by Herrera to approve the minutes, with corrections noted by Getman. All in favor, motion carried.

4. Approval of Agenda:

Motion by McClendon, seconded by Getman to approve the agenda of the October 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 \$118,299.61.

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 \$42,312.65.

7. SHARA Board was asked to consider the following approvals related to the planned phase 1 capital improvements for the property at 17449 77th Street, South Haven, MI, 49090, commonly referred to as the Pilgrim Haven natural area. The board considered the following actions:

Marquardt described the bids received for the phase 1 capital improvements at the Pilgrim Haven Natural Area, noting that Riverworks Construction provided the low bid. Marquardt noted that the contractor is ready to begin the work, and plans to wrap the construction by the spring. Dissette described how the project will be funded, using a reimbursement agreement provided by South Haven Charter Township's recreation millage. Ter Louw expressed support for the planned improvements.

- a. Consider approval of Resolution 2016-05, a resolution approving the funding for development of the Pilgrim Haven Natural Area.

Motion by Getman, seconded by Herrera to approve Resolution 2016-05, a resolution approving the funding development of the Pilgrim Haven Natural Area. All in favor, motion carried.

- b. Consider contract award to Riverworks Construction, Inc., for a total contract amount of \$226,358, for the phase 1 capital improvements at the Pilgrim Haven Natural Area.

Motion by Getman, seconded by Herrera to approve the contract amount of \$226,358, for the phase 1 capital improvements at the Pilgrim Haven Natural Area. All in favor, motion carried.

8. Staff member comments:

No comments

9. Board member comments:

No comments

10. Adjourn

Motion by McClendon, seconded by Getman to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:20 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>
30-Nov-15	Deposit	Chemical Bank	5.07		122,861.38
		November Interest			122,866.45
1-Dec-15	1130	Abonmarche Cons;ultants		1,900.00	120,966.45
		Boundary/Topographic survey/AYSO fields/thru 7/31			
15-Dec-15	1131	Abonmarche Cons;ultants		5,220.75	115,745.70
		Soccer Field Layout/Mtg/Bidding Docs thru 11/30			
31-Dec-15	Deposit	Chemical Bank	5.09		115,750.79
		December Interest			
			10.16	7,120.75	
19-Jan-16	Deposit	SH Township	7,966.00		123,716.79
		SHARA Support			
19-Jan-16	1132	Abonmarche		1,582.25	122,134.54
		Prelim Design for Water Resource Grant			
19-Jan-16	1133	Abonmarche		3,236.25	118,898.29
		Soccer Field Improvement Revisions/Docs/Estimates			
31-Jan-16	Deposit	Chemical Bank	5.00		118,903.29
		January Interest			
4-Feb-16	1135	Prism Science & Technology		1,650.00	117,253.29
		Phase 1 Site Assessment/Lappo property			
29-Feb-16	Deposit	Chemical Bank	4.66		117,257.95
		February Interest			
			7,975.66	6,468.50	
21-Mar-16	Deposit	City of SH	8,806.00		126,063.95
		SHARA Support			
28-Mar-16	1136	Abonmarche		5,526.22	120,537.73
		SHARA Assessment/AYSO fields/Pilgrim Haven			
31-Mar-16	Deposit	Chemical Bank	5.09		120,542.82
		March Interest			
15-Apr-16	1137	Vredeveld Haefner LLC		2,100.00	118,442.82
		Audit for Year Ended 12/31/15			
30-Apr-16	Deposit	Chemical Bank	7.05		118,449.87
		April Interest			
			8,818.14	7,626.22	
31-May-16	Deposit	Chemical Bank	10.03		118,459.90
		May Interest			
13-Jun-16	1139	City of South Haven		170.00	118,289.90
		Reimb. Septic Tank Inv. #57430			
30-Jun-16	Deposit	Chemical Bank	9.71		118,299.61
		June Interest			
			19.74	170.00	
31-Jul-16	Deposit	Chemical Bank	10.02		118,309.63
		July Interest			
17-Aug-16	1140	Abonmarche		2,933.50	115,376.13
		AYSO Fields/Pilgrim Haven			
31-Aug-16	Deposit	Chemical Bank	9.97		115,386.10
		August Interest			
			19.99	2,933.50	
8-Sep-16	Deposit	SH Township	7,966.00		123,352.10
		SHARA Support			
23-Sep-16	1141	Abonmarche		1,728.35	121,623.75
		Pilgrim Haven Invoices			
30-Sep-16		Chemical Bank	9.96		121,633.71
		September Interest			
4-Oct-16	1142	US Liability Ins. Co.		850.00	120,783.71
		Annual Premium			
21-Oct-16		SW Mich. Land Conservancy	70,000.00		190,783.71
		Fundraising for Pilgrim Haven			
21-Oct-16		City of SH	35,000.00		225,783.71
		SHARA Support			
31-Oct-16	Deposit	Chemical Bank	12.57		225,796.28
		October Interest			
			112,988.53	2,578.35	
14-Nov-16	1143	Abonmarche		3,150.00	222,646.28
		Pilgrim Haven Invoices			
30-Sep-16		Chemical Bank	18.49		222,664.77
		September Interest			
			18.49	3,150.00	

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
	<u>Donations</u>	<u>Interest Earnings</u>	<u>Farm Lease</u>	<u>Expenses</u>	<u>Applied to Land Purchase</u>	<u>Administrative Assistant</u>	<u>Cash Balance</u>
	775,287.05	1,917.85	20,590.00	360,689.65	424,566.51	8,314.24	4,224.50

December 6, 2016

Mr. Brian Dissette
SHARA
South Haven Township
09761 Blue Star Memorial Highway
South Haven, MI 49090

RE: Pilgrim Haven Development Project – Phase I

Dear Mr. Dissette,

Phase I of the Pilgrim Haven Development Project is nearing completion for the fall season and is planned to shut down during the winter construction period. Riverworks Construction, Inc. has been working since October 17th on site and has completed the concrete walkway, concrete sidewalk and driveway, earthwork, gravel parking area and restoration.

Riverworks Construction, Inc. has recently submitted one (1) invoice for the project totaling \$180,758.70. This includes much of the major earthwork, gravel parking, and concrete work. Final restoration, grading, lighting, and fencing still need to be completed and will likely be completed next spring. A financial breakdown is summarized below. Please note that the costs summarized do not include engineering fees.

Construction Cost Summary

Current Contract Amount	\$226,358.00
Work Completed	\$200,843.00
Current Retainage (10%)	<u>\$ 20,084.00</u>
Amount Earned	\$180,785.70
Amount Remaining	\$ 45,599.30

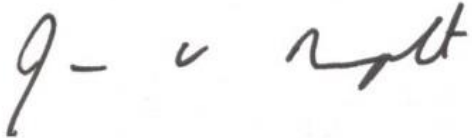
Grant funds can be reimbursed with this invoice. The total Grant Amount is Fifty Thousand (\$50,000) dollars. Reimbursement will be made upon MDNR review and approval of a completed reimbursement request submitted by SHARA through the MiRecGrants website. Reimbursement requests should include copies of invoices and cancelled checks.

Payments will be made based on Fifty (50%) Percent of the eligible expenses incurred at the project and up to 90% of the maximum reimbursement allowed under the grant. Since the amount complete on the contract exceeds the grant and the match amount, the first reimbursement is expected to be 90% of the grant amount (\$40,000). The DNR will conduct an audit of the project financial records for reimbursement of the final payment (\$10,000)

If you have any questions regarding the project of this summary, please let me know.

Sincerely,

ABONMARCHE

A handwritten signature in black ink, appearing to read "J. W. Marquardt". The signature is written in a cursive style with a horizontal line through the middle of the letters.

Jason W. Marquardt, P.E.
Senior Project Engineer

JWM



DECEMBER 6, 2016

**PARTIAL PAYMENT REQUEST NO. 1
PILGRIM HAVEN DEVELOPMENT PROJECT – PHASE 1
FOR WORK COMPLETED THROUGH 12/06/2016**

OWNER:


SHARA
09761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MI 49090

CONTRACTOR:

RIVERWORKS CONSTRUCTION, INC.
A4221 BEELINE ROAD
HOLLAND, MICHIGAN 49423

Original Contract Amount	\$	226,358.00
Change Orders	\$	0.00
New Contract Amount	\$	226,358.00
Work Completed (88.7%)	\$	200,843.00
Retainage (10%)	\$	20,084.30
Amount Earned	\$	180,758.70
Less Previous Payments	\$	0.00
Amount Due Contractor This Payment:	\$	180,758.70

RECOMMENDED BY: RIVERWORKS CONSTRUCTION, LLC.


Grant Plockmeyer

12/6/2016
Date

RECOMMENDED BY: ABONMARCHE


Jason W. Marquardt, P.E.

12/6/16
Date

APPROVED BY: SHARA

Ross Stein

Date

P:\Projects\2015 PROJECTS\15-0651 Pilgrim Haven\Construction Admin\110 Pay Estimates\Invoice # 1\2016-11-06 Partial Payment Request No. 1.docx



Riverworks Construction, Inc.

A4221 Beeline Road
 Holland MI
 49423

Invoice

Date	Invoice #
12/6/2016	220

Bill To
Pilgrim Haven Park SHARA 09761 Bluestar Highway South Haven, MI 49090

P.O. No.	Terms	Project

Quantity	Description	U/M	Rate	Amount
1	Mobilization	LS	15,000.00	15,000.00
3	Stump Removal	ea	100.00	300.00
0.24	Clearing	ac	3,000.00	720.00
1	Sign Removal	ea	100.00	100.00
40	Fence Removal	ft	25.00	1,000.00
800	Silt Fence	ft	2.75	2,200.00
1	Site Grading	LS	56,000.00	56,000.00
6,150	Pathway 10' Wide	sqft	6.50	39,975.00
17,000	Dunegrass Planting	ea	0.35	5,950.00
7,500	Restoration	SY	2.00	15,000.00
2,208	Sidewalk, 6"	sqft	6.00	13,248.00
4	Tree Removal 24"	ea	500.00	2,000.00
1	SESC Measures	LS	1,500.00	1,500.00
6	Check Dams	ea	400.00	2,400.00
24,200	Crushed Stone	sft	1.25	30,250.00
2,500	Concrete 6"	sqft	6.00	15,000.00
1	SESC Permit	LS	200.00	200.00
			Total	\$200,843.00

**SOUTH HAVEN AREA RECREATION AUTHORITY
AMENDED BUDGET
FOR THE CALENDAR YEAR JANUARY 1 TO DECEMBER 31, 2016**

REVENUES:

CITY OF SOUTH HAVEN	\$2 Per Capita	\$ 8,806
SOUTH HAVEN CHARTER TWP	\$2 Per Capita	\$ 7,966
PRIVATE GRANT		\$ 75,000
INTEREST INCOME		\$ 100
FARM LEASE		\$ 11,360
TRANSFER OF CITY'S SHARP FUNDS		\$ 35,000
	TOTAL REVENUES	<u>\$ 138,232</u>

EXPENSES:

ADMINISTRATIVE COSTS		\$ 1,000
INSURANCE		\$ 1,500
AUDIT		\$ 2,500
PROFESSIONAL FEES - CONSULTING		\$ 193,000
ANNUAL LEASE PAYMENT		\$ 1
	TOTAL EXPENSES	<u>\$ 198,001</u>
	SURPLUS(DEFICIT)	\$ (59,769)
	BEGINNING FUND BALANCE	<u>\$ 115,791</u>
	ENDING FUND BALANCE	<u><u>\$ 56,022</u></u>

**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	\$ 49,622

EXPENSES:

ADMINISTRATIVE COSTS		\$ 1,000
INSURANCE		\$ 1,500
AUDIT		\$ 2,700
PROFESSIONAL FEES - CONSULTING		\$ 45,358
ANNUAL LEASE PAYMENT		\$ 1
	TOTAL EXPENSES	\$ 50,559
	SURPLUS(DEFICIT)	\$ (937)
	BEGINNING FUND BALANCE	\$ 56,022
	ENDING FUND BALANCE	\$ 55,085

SOUTH HAVEN AREA RECREATION AUTHORITY

RESOLUTION NO. 2016-05

A RESOLUTION SETING MEETING DATES FOR 2017

Minutes of a regular meeting of the Board of Directors of the South Haven Area Recreation Authority, Van Buren County, State of Michigan, held in the South Haven Township Hall, 09761 Blue Star Highway, South Haven, Michigan, on December 13, 2016, at 3:00 p.m., local time.

Present, Board members: _____

Absent, Board members: _____

The following preamble and resolution were offered by Herrera and supported by Fitzgibbon.

NOW, THEREFORE, BE IT RESOLVED THAT:

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

January 17, 2017 at 3:00 p.m.
March 14, 2017 at 3:00 p.m.
May 16, 2017 at 3:00 p.m.
July 18, 2017 at 7:00 p.m.
September 19, 2017 at 7:00 p.m.
November 14, 2017 at 3:00 p.m.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Brian Dissette, City Manager

CERTIFICATION

STATE OF MICHIGAN)

) ss.

COUNTY OF VAN BUREN)

I, Brian Dissette, the duly qualified and acting Secretary of the South Haven Area Recreation Authority, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board at a meeting held on December 13, 2016, the original of which is on file in the office of the South Haven Area Recreation Authority. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this December 13, 2016.

Brian Dissette, City Manager