

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

**Tuesday, January 17, 2012  
3:00 p.m., South Haven Charter Township Hall**

**MINUTES**

**1. Call to Order**

Meeting Opened at 3:05 p.m.

**2. Roll Call**

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

Absent: Mr. Mark McClendon

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

**3. Approval of Meeting Minutes:**

**November 16, 2011 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 Getman, seconded by Black to approve the agenda of the January 17, 2012 meeting. All in favor, motion carried.**

**5. Interested Citizens in the Audience Will Be Heard on Items Not on the Agenda:**

None.

**6. Approval of the SHARA Finance Report:**

- a) The Board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$114,114.72. Dissette noted that the report illustrates bank interest has been paid. Fitzgibbon noted the need for the SHARA Board to adopt a FY budget. Dissette noted that a FY budget will be prepared for the next meeting, at which time the budget can be adopted. Dissette further noted that Doug Vredevelt, CPA, has been contacted and requested to prepare a quote for preparation of annual statement for the SHARA Board's review.

**Motion by Getman, seconded by Fitzgibbon to approve the SHARA**

**finance report, contingent upon completion of an auditor's review of the SHARA. All in favor, motion carried.**

- b) The Board received an update on the SHARP account, which now has a balance of \$37,694.16.

**7. Update on SHCF Endowment:**

Dissette presented the Board with a letter of receipt from the South Haven Community Foundation (SHCF), which confirms the creation of the SHARA/SHARP endowment fund, to be maintained by the SHCF.

**8. Adoption of Resolution 2012-01, a resolution establishing the SHARA meeting dates:**

The Board discussed the need to set the SHARA 2012 meeting schedule. Dissette presented a meeting schedule, as part of Resolution 2012-1, which sought to schedule 6 meetings during the 2012 calendar year, but noted the dates and times could be changed, should the Board need modifications. No requests for modifications to the proposed meeting schedule were made.

**Motion by Black, seconded Fitzgibbon to approve Resolution 2012-1, a resolution establishing the SHARA meeting schedule for calendar year 2012. All in favor, motion carried.**

**9. Update on the US EPA grant application:**

The Board was provided an update on the grant application to the United States Environmental Protection Agency (EPA) for environmental testing for the SHARP site. The grant was further researched by the City of South Haven staff and ultimately it was determined that the grant's scope of service would not provide a substantial benefit to SHARA. Dissette noted that the work previously conducted for the SHARP site, completed by Midwest Civil Engineers, included a variety of soil samples from the site. That scope of work appeared to be similar to the work potentially funded through the grant program. As a result, no further action was taken on the EPA grant application.

**10. Consider approval of an engineering services agreement for the SHARP construction plan development:**

The Board was provided a recommendation, prepared by the City of South Haven staff, related to the engineering services for the SHARP construction plan development. City staff, working with Fitzgibbon, sought a request for proposal from three engineering services providers for the SHARP construction plans. The three firms submitted proposals, along with total cost for service, for the Board's consideration. Staff provided a tally of the bids, which noted Midwest Civil Engineers was the low cost bidder, with a total cost of \$56,744. The Board reviewed the proposals and staff recommendation.

**Motion by Getman, seconded by Black to award an engineering services agreement to Midwest Civil Engineers, for the SHARP construction plan development, in the amount of \$56,744. All in favor, motion carried.**

## **10. Adjourn**

The Board briefly discussed efforts to connect bicycle/non-motorized pathways in the greater South Haven community. Stein noted that there may be property available, from South Haven Charter Township, to assist with path and park development efforts. The Board briefly discussed progress on the Pilgrim Haven park development.

**Motion by Getman, seconded by Fitzgibbon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:35 p.m.**

Respectfully submitted by,

Brian Dissette  
City Manager, City of South Haven