

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

**Wednesday, March 16, 2011
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. Robert Black,
Mr. Mark McClendon,

Absent: Mr. Dana Getman

Guests: Mr. Gary Gross
Mr. Dale Lewis
Mr. Brian Dissette, City Manager, City of South Haven

3. Approval of Meeting Minutes

- a. January 18, 2011 Board Meeting: Motion by Fitzgibbon, seconded by McClendon to approve the minutes as presented. All in favor, motion carried.
- b. February 21, 2011 Board Workshop: Motion by Fitzgibbon, seconded by Black to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda

The Board discussed the agenda and the need to amend the agenda to allow for the adoption of bylaws, prior to appointment of officers. The Board discussed amending the agenda to reflect agenda item 6B, Adopt Board bylaws, to occur prior to agenda item 6A, Adopt Board members.

Motion by McClendon, seconded by Fitzgibbon, to approve the amended agenda of the March 16, 2011 meeting. All in favor, motion carried.

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

6. SHARA BYLAWS & BOARD OFFICER APPOINTMENTS

The Board discussed the need to adopt meeting bylaws to ensure orderly meetings and to illustrate the organizational structure of SHARA. The Board discussed the proposed bylaws and the role each board member is likely to be responsible for. Black expressed a willingness to assist with the accounting of the Board's funds, as

the budget is developed. The Board reviewed the proposed bylaws submitted by Dissette.

Motion by Fitzgibbon, seconded by Black, to approve the SHARA Bylaws as presented. All in favor, motion carried.

The Board further discussed the appointment of officers. The following officers were proposed:

- a) Chairman; Mr. Ross Stein: Motion by Fitzgibbon, seconded by McClendon, to appoint Mr. Ross Stein as the SHARA Chairman. All in favor, motion carried.
- b) Vice Chairman; Mr. Dennis Fitzgibbon: Motion by McClendon, seconded by Black, to appoint Mr. Dennis Fitzgibbon as the SHARA Vice Chairman. All in favor, motion carried.
- c) Secretary; Mr. Mark McClendon: Motion by Black, seconded by Fitzgibbon, to appoint Mr. Mark McClendon as the SHARA Secretary. All in favor, motion carried.
- d) Treasurer; Mr. Robert Black: Motion by Fitzgibbon, seconded by McClendon, to appoint Mr. Robert Black as the SHARA Treasurer. All in favor, motion carried.

NEW BUSINESS

7. SHARP PLAN CONSIDERATION & ENGINEERING SERVICES APPROVAL:

The Board discussed the \$80,000 donation from the Brickman Foundation, which was used to fund the development of a Technical Services Plan for the SHARP project. The plan provides a budget, phasing plan, site layout, and a variety of other items for the SHARP project. The Board noted that for the plan to be considered for planning/zoning approvals by Casco Township some additional engineering services will be needed. Dissette provided a report to the Board, which explained that the SHARP Committee wishes to donate funds to SHARA, which will allow SHARA to engage Mid West Civil Engineers (MCE) to complete the professional services needed for the SHARP project and prepare the plans for Casco consideration.

The Board discussed that MCE had proposed to complete these services for a total cost of \$14,650. The Board noted that all of the costs will be funded from a donation from the SHARP Committee. As a result the Board expressed a willingness to engage MCE and move forward with seeking planning/zoning approvals from Casco Township for the SHARP project. Further, the Board expressed a willingness to approve the SHARP Technical Services Plan as presented.

A. SHARP Technical Services Plan Approval: Motion by McClendon, seconded by Black, to approve the SHARP Technical Services Plan, as presented. All in favor, motion carried.

B. MCE Professional Services: Motion by Fitzgibbon, seconded by McClendon, to approve professional services agreement with Midwest Civil Engineers, for work related to the SHARP project submittal to Casco Township for planning/zoning approval, contingent upon a donation from SHARP to SHARA to fund the professional services. All in favor, motion carried.

C. SHARP Finance Report: The Board discussed the SHARP financial report. It was noted that the SHARP account currently has \$150,454.37, with approximately \$50,000 immediately available for project related expenses. The Board continued to discuss the role of SHARP, its volunteers, and its role as a fundraising organization. McClendon described his hope that a formal partnership may be formed between SHARP and the South Haven Community Foundation to focus on fundraising for the development and maintenance of the SHARP project.

8. SWMLC Partnership Opportunity with SHARA:

The Board noted that the South Haven Community Foundation will be hosting an informational meeting, to occur on Tuesday, March 22nd at 7:00 p.m. at the South Haven Lake Michigan College campus, on the potential partnership between SHARA and the South West Michigan Land Conservancy (SWMLC) related to the "Pilgrim Haven" campsite property donation. Stein described meeting with Peter Terlouw, SWMLC, to discuss the property, which is located in South Haven Township, and provides accessible frontage to Lake Michigan. The SWMLC may be donating the property to the community. SWMLC and the Community Foundation will be hosting the informational meeting to discuss the property and how it may be used in the future.

9. Adjourn

Motion by McClendon, seconded by Black to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:45 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven