

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

**Tuesday, March 20, 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. Ross Stein, Mr. Mark McClendon

Absent: Mr. Robert Black

Guests: Mr. Brian Dissette, City Manager, City of South Haven  
Mr. Mike Dopp, PE, Midwest Civil Engineers  
Mr. Rob Pierson, Midwest Civil Engineers  
Mr. Peter Ter Louw, Southwest Michigan Land Conservancy

**3. Approval of Meeting Minutes:**

**January 17, 2012 Board Meeting: Motion by Getman, seconded by McClendon to approve the minutes as presented. All in favor, motion carried.**

**4. Approval of Agenda:**

**Motion by Getman, seconded by Fitzgibbon to approve the agenda of the March 20, 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 \$114,142.78. Dissette noted that the report illustrates bank interest has been paid.

**Motion by McClendon, seconded by Getman to approve the SHARA finance report. All in favor, motion carried.**

- b) The Board received an update on the SHARP account, which now has a balance of \$35,760.99.

**7. Update on SHARA Comprehensive Annual Financial Report:**

Dissette presented the Board with an update on the status of the SHARA comprehensive annual financial report (CAFR), which is being prepared by Vredevelde Haefner, LLC, the accounting firm which prepares the CAFRs for the City of South Haven and the South Haven Area Emergency Services. The Board discussed the cost of the CAFR, which was estimated at approximately \$2,000. Fitzgibbon expressed concern that the professional services costs associated with maintaining the SHARA appear high and funds are being diverted from the park project. Fitzgibbon noted that the original commitment of \$1.00 per capita was originally envisioned as contribution to the SHARP park project. Dissette acknowledged the administrative costs associated with insurance, accounting, and legal services are significant, and he would take steps to seek increased contribution from the City of South Haven, to provide assistance to the SHARA Board. Dissette noted that increasing the City's contribution from \$1.00 per capita to \$2.00 per capita to SHARA may be an appropriate increase. Stein noted that the Township's contribution could be reviewed, but expressed a need to delay any increase until a review of the Township's budget can be completed.

**8. Approval of the SHARA FY 2012 Budget:**

The Board was provided with a DRAFT fiscal year 2012 budget proposal by Dissette. The Board discussed the budget proposal, and continued comments related to the need to explore additional revenue sources for the SHARA. Dissette noted that amendments to the budget could be made, by the Board, if additional revenue is collected by SHARA.

**Motion by McClendon, seconded by Getman to approve the fiscal year 2012 budget. All in favor, motion carried.**

**9. Update on the status of the SHARP site construction plans:**

The Board was provided an update on the SHARP site construction plans by Mr. Rob Pierson and Mr. Mike Dopp, Midwest Civil Engineers (MCE). Dopp noted that MCE is making progress on the SHARP construction plans. MCE is regularly meeting with Fitzgibbon to discuss the plans. Dopp noted that MCE is now working to develop the concession stand plans. MCE is partnering with the Brickman Group to create the landscaping plan for the site. Fitzgibbon expressed concerns about the restroom plans for the site. Pierson described MCE's plans for the restrooms, and the total number of lavatories planned for the site. Fitzgibbon noted that the SHARA Board members are welcome to participate in the plan development with MCE. Dissette reminded the Board to be cautious about creating a quorum. Dopp concluded that the plans should be completed within 60-90 days.

**10. Update on the status of the Pilgrim Haven site:**

The Board was provided an update on the status of the Pilgrim Haven site by Mr. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC). Ter Louw updated the Board on the planning of the site by the SWMLC. Ter Louw noted that the

SWMLC had hosted two open house meetings related to the Pilgrim Haven site, to gather input from the public on the possible use of the site. Ter Louw noted that the most recent open house included an effort to develop possible design elements for the site, with input from the attendees. Ter Louw presented, to the Board, draft designs for the site. Ter Louw stated that SWMLC is currently seeking a special use permit from South Haven Charter Township for the plan. Fitzgibbon inquired as to the potential for camping at the site. Ter Louw noted that camping may be allowed in the undeveloped portions of the site. Fitzgibbon and Getman expressed support for the site plan. Dissette noted that he would work with Stein and Ter Louw to arrange a phone conference, with the City's attorney, to discuss the Pilgrim Haven site, and how a lease agreement could be developed for the Board's consideration.

## **11. Adjourn**

The Board briefly discussed efforts related to the preservation of the Celery Pond property, within the City of South Haven. Dissette noted that discussions with the individual property owners and representatives of the Southwest Michigan Land Conservancy about possibly placing portions of the land into a conservation easement are underway.

**Motion by Getman, seconded by McClendon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 4:05 p.m.**

Respectfully submitted by,

Brian Dissette  
City Manager, City of South Haven