

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

**Tuesday, July 19, 2011  
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, Mr. Mark McClendon,

Absent: Mr. Robert Black

Guests: Mr. Michael Dopp, MCE representative  
Ms. Wendy Hochstedler, City Finance Director, City of South Haven

**3. Approval of Meeting Minutes**

- a. May 17, 2011 Board Meeting: Motion by Getman, seconded by Fitzgibbon 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 addition of item 7C, MCE Invoice & Quote. No other additions to agenda.

Motion by Getman, seconded by Fitzgibbon, to approve the amended agenda of the July 19, 2011 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 UPDATED SHARP LEASE AGREEMENT:**

The Board discussed the need to consider the updated SHARP lease agreement, from the City of South Haven to SHARA, for the use of the SHARP property. The Board reviewed the lease and made changes that included 1) updating the SHARA address to the township address, 09761 Blue Star Hwy, South Haven, MI, 2) change the effective date of the lease to August 1, 2011, and 3) make the liability insurance provisions effective at the completion of initial construction. The Board discussed having a Director's & Officers liability policy in effect immediately, but to have the property insurance coverage purchased when the park was actually open to the public. It was discussed that SHARA would have the City's insurance and a yet-to-be purchased builder's risk insurance in effect during construction. Motion by Getman,

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seconded by Fitzgibbon, to approve the updated SHARA lease agreement, with modifications and authorize Ross Stein and Mark McClendon to sign the agreement. All in favor, motion carried.

## **7. ADOPTION OF FY 2011 BUDGET:**

The Board discussed the need to adopt the FY 2011 SHARA budget. The board reviewed the proposed budget document and discussed changes that included 1) modifying the liability insurance line item to read "Insurance" to reflect D & O policy and builder's risk insurance costs instead of just "liability" insurance, 2) add "Professional Fees – Consulting" and "Contribution from SHARP" to the budget in the amount of \$14,650 to match the SHARA contribution. It was also discussed to add MCE's quote for tree identification but the engineers were going to find out if the location of trees was necessary to get the site plan approved.

**Motion by McClendon, seconded by Fitzgibbon, to approve the FY 2011 Budget, with changes, as noted. All in favor, motion carried.**

The Board discussed the need for Director's & Officers insurance and reviewed a preliminary quote of approx. \$750 from Hardt Insurance. No further discussion.

**Motion by McClendon, seconded by Getman, to approve spending up to \$800 on D & O policy when final quotes are received. All in favor, motion carried.**

The Board discussed the multi-year budget projections for 2012-2015 prepared by Fitzgibbon and SHARP financial report. No further discussion. No formal action taken.

Board discussed an invoice from Midwest Civil Engineers (MCE).

**Motion by McClendon, seconded by Fitzgibbon, to approve payment of the MCE invoice in the amount of \$2,313.22. All in favor, motion carried.**

Board discussed a quote of \$2,000 from Midwest Civil Engineers (MCE) for locating and identifying 6" dia. or greater trees to be kept in the park. Board wanted to try to avoid having to do this in order to have site plan approved and asked Mr. Dopp if he would follow through with this.

**Motion by McClendon, seconded by Getman, to approve payment of the MCE quote in the amount of \$2,000.00, if it is determined to be required by Casco Township. All in favor, motion carried.**

## **NEW BUSINESS**

### **8. SHARA Board Review of Existing Projects:**

#### **a. Update on SHARP application for planning approval**

The Board received an update from MCE regarding planning approval issues. Items addressed were:

- Fencing

- Lease agreement
- Park Rules
- Gates
- Police Protection
- Concession stand size
- Lighting details on fields
- 180' vs. 200' set back
- Which fields might be lighted
- Need for correct address for SHARA

No formal action occurred.

**b. South Haven Community Foundation partnership agreement**

The Board reviewed the SHCF partnership agreement. Discussion included the need for the following changes: 1) Change title line from "Recreational" to "Regional", and 2) change SHARA address to Township address of 09761 Blue Star Highway, South Haven, MI

**Motion by McClendon, seconded by Getman, to approve the South Haven Community Foundation partnership agreement with the changes noted. All in favor, motion carried.**

**c. South Haven Area Regional Park Development Phasing and Utilization Statement**

The Board reviewed and discussed the SHARP Development Phasing and Utilization statement prepared by Fitzgibbon. The following items were discussed:

- Police Issues for the park – currently being addressed as Allegan and Michigan State Police being primary but South Haven could respond due to being deputized. Negotiations between South Haven and Casco are ongoing.
- Utilization and Phasing statement to be modified to spell out difference between SHARP/SHARA and Fans of SHARP.

No formal action occurred.

**9. Adjourn**

Motion by Getman, seconded by McClendon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 8:30 p.m.

Respectfully submitted by,

Wendy Hochstedler  
Finance Director, City of South Haven