

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

**Tuesday, September 20, 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, Mr. Robert Black

Absent:

Guests: Mr. Gary Gross
Mr. Brian Dissette, City Manager, City of South Haven
Mr. Jim Marcoux, South Haven Community Foundation
Mr. Michael Dopp, Midwest Civil Engineering
Ms. Wendy Hochstedler, Finance Director, City of South Haven

3. Approval of Meeting Minutes

- a. July 19, 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 8A, order checks for the checking account. No other additions to agenda.

Motion by Getman, seconded by Fitzgibbon, to approve the amended agenda of the September 20, 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 Invoices for City and Township Annual Dues to SHARA:

The Board discussed the need to consider approval of the annual invoice amounts and invoice templates for the City of South Haven and South Haven Charter Township to be paid to SHARA. Dissette noted the SHARA Articles of Incorporation require the member communities to pay \$1.00 per capita to the SHARA. Dissette offered an invoice template for the SHARA board usage. The board members noted the invoice template should be modified to include a mailing address, 554 Green

Street, which would direct payments to the South Haven Public Schools administration office. Dissette noted that the invoice amounts are based on the 2010 Census figures for both the City and Township. Motion by Getman, seconded by McClendon, to approve the SHARA invoices for the City of South Haven and South Haven Charter Township, with modification to include a mailing address. All in favor, motion carried.

7. Update on SHARA/SHCF Endowment Agreement:

The Board was provided an update on the recently approved and completed endowment agreement between SHARA and the South Haven Community Foundation (SHCF.) Marcoux, SHCF representative, confirmed that the endowment agreement has been completed and the initial \$5,000 deposit from SHARA has been received. Marcoux confirmed that the SHCF has begun publicizing the partnership, noting that the SHCF displayed posters with the SHARA/SHARP site plan included, at a recent community event. Marcoux noted that the fundraising efforts for the SHARA project will continue at an upcoming Chamber of Commerce "After Hours" event to be hosted at Café Julia.

8. Update on SHARP Fund:

The Board was provided an update on the SHARP Fund, maintained by the City of South Haven. Dissette noted that the SHARP Fund, as of September 2, 2011, had an account balance of \$145,932.87.

8A. Update on the SHARA Fund:

The Board discussed why neither Stein nor Black had yet received copies of the SHARA account statements. Black agreed to review the issue with School administration personnel and to report back to the Board. Black further agreed to order checks for the SHARA checking account. Dissette agreed to pursue information on an auditor's review of the SHARA account to ensure accurate and transparent accounting. Fitzgibbon inquired as to how the SHARA liability insurance and/or audit fees are to be paid. Dissette noted the City still maintains a small grant from the South Haven Resource Council which is to be deposited with SHARA. Dissette further noted those funds can be used to cover expenses related to professional services for SHARA.

9. Update on SHARA Ongoing Items:

- a. The Board received an update from Dopp, Midwest Civil Engineers (MCE) on the SHARA/SHARP site plan submittal to Casco Township Planning Commission. Dopp discussed the site plan approval and remaining items to be submitted to Casco Township. Dopp provided copies of the meeting minutes from the Casco Township Planning Commission to the Board. Finally, Dopp noted that the site plan completion will require an engineering review of the site plan's storm water calculations by the Allegan County Drain Commissioner's office. The review will cost \$1,050 and Dopp agreed to provide a copy of the invoice to the Board.

Motion by Getman, seconded by Black, to approve payment of \$1,050 to the Allegan County Drain Commissioner, for an engineering review of the site plan. All in favor, motion carried.

- b. The Board discusses the SHARP project phase #1 and scope of service. Fitzgibbon noted that the next step for the SHARP project is to select an engineering firm to develop construction plans for the phase #1 of the SHARP site plan. Dissette noted that in 2009 the City's staff prepared a request for qualifications (RFQ) for the SHARP project design and construction. Dissette noted that using the results of the RFQ process he and Fitzgibbon could work together to seek updated cost proposals and the Board's consideration. It was noted that Phase #1 has an estimated cost of \$1,700,000, and the engineering design is likely to cost approximately 5% of the project cost.

Motion by Getman, seconded Black, to request \$100,000 transfer from the SHARP fund, maintained by the City of South Haven, to be paid to SHARA, for the completion of detailed engineering plans/specifications and construction plans for the SHARP project. All in favor, motion carried.

- c. The Board was provided an update on their annual liability insurance policy. Hochstedler updated the Board on the proposed liability insurance policy, noting that two proposals have been received and a third policy is pending. Hochstedler agreed to pursue the third proposal and will then update the Board and recommend the purchase of a policy at the November SHARA meeting.

10. Adjourn

Motion by Getman, seconded by Black to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 8:19 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven