

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

**Tuesday, November 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. Dennis Fitzgibbon, Mr. Dana Getman, Mr. Robert Black

Absent: Mr. Ross Stein, Mr. Mark McClendon

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Paul VandenBosch, Asst. City Manager, City of South Haven

3. Approval of Meeting Minutes:

September 20, 2011 Board Meeting: Motion by Black, seconded by Getman to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda:

Motion by Black, seconded by Getman, to approve the agenda of the November 16, 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 the SHARA Finance Report:

- a) The Board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$114,940.18. Dissette noted that the report illustrates bank fees which have been reimbursed.

Motion by Getman, seconded by Black, 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 \$40,945.41.

7. Update on SHCF Event:

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The Board was provided an update on the South Haven Community Foundation "Business After Hours" event, which was scheduled to occur on Thursday, November 17th at 5:00 p.m. at Café Julia. The Board was invited to attend the event.

8. Consideration of the US EPA grant application:

The Board was provided a description of a grant application to the United States Environmental Protection Agency (EPA) for environmental testing for the SHARP site. The grant, if approved by the Board, will allow for EPA funds, passed through the Allegan County Brownfield Authority, to support additional environmental testing at the SHARP site. VandenBosch described the initial testing done for the SHARP site and noted that the grant could provide data which could be beneficial during the SHARP construction efforts. The Board discussed the testing, which was completed during the site plan design effort, and the need to share those results with the City's staff. Dissette agreed to request the data, on behalf of SHARA. The Board questioned VandenBosch on whether a local match would be required from SHARA. VandenBosch confirmed that no local match would be required. Getman noted that if awarded, the grant may require a substantial amount of time to complete the testing and may result in delays for the SHARP project.

Motion by Getman, seconded by Black, to approve the US EPA grant application, for environmental testing services for the SHARP site, on behalf of the SHARA Board. All in favor, motion carried.

9. Update on SHARA Ongoing Items:

- a. The Board received an update from Dissette on the status of the receivables from Midwest Civil Engineers (MCE) on the SHARA/SHARP site plan. Dissette noted that the MCE has provided PDF and CAD files on the SHARA/SHARP site plan to the City and the Board. Dissette further noted a hard copy of the plans has been supplied.

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 was provided an update on the request for proposals (RFP) for engineering services for the SHARP project phase #1 construction project. Dissette and VandenBosch described the RFP and noted that several engineering firms have been contacted and provided a copy of the RFP. Dissette noted that a recommendation, based on the result of the RFP process, will be brought to the Board at the upcoming January meeting.
- c. The Board was provided an update on their annual liability insurance policy. Ms. Wendy Hochstedler, Finance Director, City of South Haven provided a written update to the Board, which confirmed the SHARA liability insurance policy has been acquired.

10. Adjourn

Motion by Getman, seconded by Black to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:36 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven