

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

**Tuesday, May 18, 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. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC)
Mr. Brian Bosgraaf, Cottage Home & SWMLC
Mr. Mike Dopp, Midwest Civil Engineers
Mr. Rob Pierson, Midwest Civil Engineers
Mr. Jim Marcoux, South Haven Community Foundation
Mr. Brian Dissette, City Manager, City of South Haven

3. Approval of Meeting Minutes

March 16, 2011 Board Meeting: Motion by McClendon, seconded by Getman to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda

Motion by Getman, seconded by McClendon to approve the agenda of the May 17, 2011 meeting. All in favor, motion carried.

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

Mr. Jim Marcoux, South Haven Community Foundation, presented an update to the Board on a proposed partnership between the Community Foundation, SHARP, and SHARA. Marcoux expressed interest in using the Foundation as a fundraiser for the SHARP project. The partnership would be organized between the SHARA Board and the Community Foundation, and allow potential donors to claim a tax deduction for any donations to the project fund. Dissette noted that a DRAFT agreement had been prepared by the Community Foundation and that he would forward the agreement to the Board for their review and comment. Marcoux explained that a similar agreement had been crafted by the Community Foundation and used to help finance the recent improvements at the Stanley Johnston Park.

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6. SWMLC PRESENTATION REGARDING THE "PILGRIM HAVEN" PROPERTY PARTNERSHIP:

The Board received an update from Mr. Peter Ter Louw, SWMLC Executive Director, on the proposed partnership between SWMLC and SHARA, for operation of the "Pilgrim Haven" property. Ter Louw noted that the 26 acre property is located in South Haven Charter Township and includes significant lake frontage. Ter Louw explained that SWMLC is in the process of receiving the property as a charitable donation and is interested in exploring a long term partnership with SHARA to manage the site and ensure its accessibility for the public. Ter Louw described an upcoming event that SWMLC plans to host, which should help illustrate a vision for the property, noting that a design charette process will occur onsite in mid September. Ter Louw further noted that SWMLC hopes to have the planning for the property completed in calendar year 2012 and possibly opening the facility in calendar year 2014. The Board discussed the proposed partnership and expressed continued support for the partnership. Mr. Brian Bosgraff, SWMLC, expressed support for the potential partnership and noted that SWMLC has hosted an initial planning session within the South Haven community.

NEW BUSINESS

7. SHARP PLAN CONSIDERATION & ENGINEERING SERVICES INVOICE APPROVAL:

The Board discussed the site plan submittal, prepared by Midwest Civil Engineers (MCE) for consideration by the Casco Township Planning Commission, for the SHARP property. Mr. Mike Dopp, MCE, presented the site plan proposal for the Board's review and comment. Dopp noted that environmental contamination was observed on the site and that the proposed plan takes steps to limit contact with the contaminated soils. The Board discussed the proposed plan and the site plan submission to the Casco Township Planning Commission. The Board agreed that submitting the plan for June Planning Commission meeting was preferred and that MCE should move forward with submission of the plan.

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. Dissette noted that the \$14,650 is ready to be transferred to SHARA and is awaiting instruction from Mr. Black, SHARA Treasurer, on how best to move those funds.

A. MCE Technical Services Invoice Approval: Motion by Getman, seconded by McClendon, to approve the MCE Invoices, totaling \$8,393.88, for the SHARP Professional Services, as presented. All in favor, motion carried.

B. MCE Additional Professional Services: Motion by Getman, seconded by Fitzgibbon, to approve additional environmental testing services to be performed by MCE, for work related to the SHARP project submittal, in the amount of \$300. 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 \$165,187.92, but \$14,650 is ready for

transfer to the SHARA account.

8. SHARP PROPERTY LEASE CONSIDERATION:

Dissette presented the Board with a DRAFT lease agreement, which, if exercised by the South Haven City Council and the SHARA Board, would grant control of the SHARP property to the SHARA Board. The Board discussed the proposed agreement and expressed interest in pursuing approval of the lease. Fitzgibbon expressed concern with proposed term, which was set at 20 years. Fitzgibbon inquired about several provisions within the lease and sought clarification from Dissette. Getman expressed concern over the initial \$3,000,000 liability insurance requirement as being quite high for the initial activities. McClendon suggested reducing the insurance requirement to \$1,000,000 as the initial requirement to reflect that the SHARA Board seeks to phase the project construction. Stein noted that the liability insurance for the SHARA Board may be available through a rider on the City's existing liability policy. Dissette agreed to explore this option and to seek pricing for the SHARA Board's consideration. Fitzgibbon requested the lease be updated to provide greater illustration of the lease cancellation terms, noting that the current language provides little information. Dissette expressed agreement that the discussed items could be updated to meet the Board's expectations.

Motion by Getman, seconded by McClendon, to approve the lease agreement, contingent upon modification to section 3B, to provide greater illustration of the lease cancellation terms, expansion of the lease length from 20 to 40 years, reduction of the initial liability insurance requirement from \$3,000,000 to \$1,000,000, correction of the referenced court system, and subject to the SHARA Board acquiring the necessary liability insurance. All in favor, motion carried.

9. Adjourn

Motion by McClendon, seconded by Getman to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 8:37 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven