Sparta Recreational Authority

Kent County, Michigan

Meeting Agenda

March 02, 2017 at 7:00 PM

Sparta Township Office 160 E. Division

 Public attendees:

Elizabeth Morse, Dale Bergman, Tim Driscoll

 1. Call to Order

 2. Pledge of Allegiance

 3. Roll Call Present: VanPatten Steffens Pinckney Peak Whalen Guerra Shangle Gordon

 Absent: Cowdrey

4. Additions or Corrections to the Business & Consent Agenda

Consent Agenda

A. Approve SRA Regular Meeting minutes of February 02, 2017

B. Accept SRA Construction Committee Minutes of January 12, 2017

i. Motion by VanPatten to accept Consent Agenda. Second by Shangle. Motion carries 8 - 0.

5. Approval of Consent Agenda and Business Agenda

6. Public Comment

7. Public Hearing

Michigan Natural Resources Trust Fund Grant Application

Opened 7:01

No public comment was given at this time.

Closed 7:02

8. Unfinished Business

A. SRA Operations Manual Workshop Dates

Bob calls for board to mature the Operations Manual at workshop(s) rather than during the board meeting

1. Set a plan to post meeting notice for 3rd Tuesday of the month. First meeting on 21 March at 6 pm at Village Hall.

2. Get copies of the manual from Julius

B. SRA 2014, 2015 and 2016 Audit $3,750.00

Motion by Steffens to accept the not to exceed $3,759 quote to conduct 2014 - 2016 SRA audit. Second by Peak. Motion carries 8 - 0.

C. Website

i. Gordon explains options to mature the SRA website. Prices range from $1K to $5K per year.

Refer to Sparta Recreation Authority SRA Communications Team Website Evaluation and Recommendations for more details.

9. New Business

A. Resolution 17-02: A Resolution authorizing the submission of a Michigan Natural Resources Trust Fund Grant Application. (See memo from Julius)

Refer to Sparta Recreation Authority Preliminary Campaign Revenue Projection for estimated cash on hand or otherwise "retained and available" required for each grant.

Motion by Guerra to approve Resolution 17-02. Second by VanPatten. Motion carries 8 - 0.

10. Committee Reports

o Construction committee (Steffens, Pinckney, Guerra) See attached Minutes.

• Kevin coordinate meeting(s) with Grant committee, Finance committee and Construction committee to build out the list of bids and other spend necessary to complete the Phase 1 construction.

 Desire to have that available for review at April 2017 SRA Board meeting.

• Hold off on initiating new bids until the projected Phase 1 construction cost is defined and reviewed with the board.

• SRA Board to consider requiring a release of liability form for in-kind donors.

• Note that Vanderwerf has stated he can construct the concession / bathroom building shell starting in 5 weeks.

Motion from Peak to authorize Construction Committee to secure the concession / bathroom building shell materials and labor to construct the building shell. Second by VanPatten. Motion carries 7 - 1.

o Finance committee (Whalen, Cowdrey, Shangle)

Refer to Revenue and Expenditure Report for Village of Sparta

o Fundraising committee (Peak, Steffens, Guerra)

Greg shares update on on-going fundraising efforts.

o Communication/Operations committee (Cowdrey, Gordon, VanPatten)

Plan to have a park construction progress update and request for donations in each of the upcoming Sparta Today newspaper editions.

11. Communications

A. Cash Flow / Land & Water Grant Funding

B. Land/Water Grant Update

C. SRA Preliminary Campaign Revenue Projection as of February 23, 2017

D. Memo from Village Manager / Site Plan and Parking Lot Plan

Refer to Field Use in 2017 - Lack of Approved Zoning Application

Required SRA Construction Committee actions before first use of the park:

E. Future Funding

i. SRA will continue submitting grant requests. If needed, the Board may hire a 3rd party grant writer to assist.

ii. The Board agrees that SRA will pursue an operations millage in the future. When doing so, Board to ensure it's a special election rather than general election.

12. Public Comment

A. At April board meeting, coordinate to change SRA fiscal year to align with fire board's fiscal year start date.

13. Adjournment

Meeting adjourned at 8:45 pm

Minutes created by Secretary Kevin Pinckney

\*These minutes were approved at the SRA May 4, 2017 Board Meeting.