

**Sparta Recreational Authority
Kent County, Michigan
Meeting Minutes
November 02, 2017 at 7:00 PM
Sparta Township Office 160 E. Division**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call** Present were Shangle, Steffens, Maier, Peak, Whalen,
4. **Additions or Corrections to the Business & Consent Agenda**
Consent Agenda
 - A. Approve SRA Special Meeting minutes of September 21, 2017
 - B. Approve SRA Special Meeting minutes of October 19, 2017
5. **Approval of Consent Agenda and Business Agenda**
Motion Steffens 2nd Maier
Public Comment None
6. **Public Hearing** None
7. **Unfinished Business**
 - A. Website- ongoing so will remain in unfinished business
8. **New Business**
 - A. 2017 Budget Amendments -Consensus to move 100K from Capital outlay to contracted services and 1000.00 from electric to insurance and bonds.
 - B. 2018 Budget Discussions -Peak to discover what funds are currently in SARA account to be transferred and what if any funds are outstanding for 2017. Budget to be prepared and reviewed.
 - C. SRA Project Assistant Contract Discussion- See attachment from Larry. Written contract to follow for review. A lengthy discussion occurred- Consensus of the board to provide liability insurance for part time employee. Weekly time report to be submitted to Steffens and is to include reasonable expenses. To be signed by Steffens and Shangle. There was a consensus of the board to issue a change order to Water Works for the additional materials to complete the project. Requested itemized list of materials onsite and in storage. Discussion about Kirk Jacobsen and south easement. Gate needs to be removed!
9. **Committee Reports**
 - Construction committee (Steffens, Guerra) See attached Minutes presented by Larry.
 - Finance committee (Whalen, Cowdrey, Shangle)
Shangle presented invoices received decisions to hold or pay.
 - Fundraising committee (Peak, Steffens, Guerra) NONE
10. Communication/Operations committee (Cowdrey, Gordon, VanPatten) NONE
11. **Communications** It was communicated that we have attendance policies in place and we need to follow them. Several board members have missed more than the allowed meetings and display a lack of interest and commitment. Shangle made a motion to excuse absences for this meeting. 2nd by Maier. Vote 5-0 to excuse Cowdrey. Vote 5-0 to excuse Gordon, Vote 5-0 to excuse Guerra. Authorities from each entity to be contacted about absences and notices to be issued
12. **Public Comment none**
13. **Adjournment 9:59 pm**

**From the Desk
Of
Lawrence J. Doyle**

11/02/17

SARA Board Meeting – 7:00 pm – Twp Office

1. Greetings and Introductions: (5 present – 4 Board members absent)
2. Current status of the project
 - Irrigation water well – problem with slurry pump on drill rig – awaiting parts/repair – Wahlfield Drilling should be on-site by mid next week
 - Excavation/grading – Afton & Sons Excav is currently working on another project that is weather sensitive. If heavy rains in forecast, they will move onto the SARA site (our site is not water sensitive). Meanwhile, Afton is critical path for many follow-up tasks, as noted below. Larry D has meeting with Cory Afton on Friday night at 5:00 pm.
 - Fencing – awaiting Afton's return
 - Irrigation system – piping in place on south end of the field located just north of the concession stand. Water Works will complete the north half of the noted field. Then, awaiting Afton's return.
 - Seeding – follows irrigation – awaiting Afton's return
 - Concession stand – considering how much work we want to complete this Fall? Additional cost of heat while work proceeds in cold weather? Stay tuned
 - Concession stand mtrls (doors, windows, etc) – from Home Depot?? Greg P to follow-up (POC is Tim Driscoll)
 - Time of year/weather issues – see above verbiage
 - Directional drilling – awaiting design confirmations of pipe sizes with Viridis.
 - On-site septic system and potable water from on-site well in lieu of directional drilling of water main and septic forcemain – Larry D has meeting scheduled with Julius Suchy next Monday.
3. Land Water Grant Status: Awaiting final approval letter
4. Payment of stored materials (on-site and off-site): Regarding Water Works request, even though some of the future work may be delayed for 3 to 5 years, it was determined that payment for stored mtrls (on-site and off-site) would be considered pending follow-up with insur company by Rachel Shangle
5. Subs working on-site at no cost:
 - Liability insur – follow-up with insur company by Rachel Shangle
6. Constr Schedule:
 - Difficult to address at this time due to time of year and grasp on the subs who perform "In-Kind" work
7. Questions: None