

Minutes of the regular scheduled meeting of the Mid-Michigan Aquatic Recreational Authority held Wednesday, April 19, 2023 at 5:15 p.m. at Isabella County Commission on Aging, Mt. Pleasant, Isabella County, MI

Meeting was called to order by John Zang at 5:26 p.m.

Members present: Allison Chiodini, Lisa Diaz Sytsema, Mark Stansberry, Judy Wagley, John Zang.

Members absent: Stan Shingles, Mike Huenemann

Others present: None

Approval of Agenda

Allison Chiodini made a motion supported by Judy Wagley to approve the agenda.

Ayes: Chiodini, Diaz Sytsema, Stansberry, Wagley, Zang

Nays: None

Absent: Shingles, Huenemann

Motion carried

Public input on agenda items

None

Approval of Meeting Minutes from the February 13, 2023 MMARA Board Meeting

Allison Chiodini made a motion supported by Lisa Diaz Sytsema to approve the Meeting Minutes from the February 13, 2023 MMARA Board Meeting.

Ayes: Chiodini, Diaz Sytsema, Stansberry, Wagley, Zang

Nays: None

Absent: Shingles, Huenemann

Motion carried

New Business

FINANCIAL UPDATES

Lisa Diaz Sytsema provided financial update, including: budget balance sheet and profit and loss reports dated March 31, 2023, items paid in the previous month, as well as current accounts payable due needing approval. Current payables needing approval include: Intuit Quick Books Fee of \$55.00, Online Bill Pay Fee of \$8.00, and Contract Invoice from Isaac Sports Group for \$1,600.00

Mark Stansberry made a motion supported Judy Wagley to approve the processing of March payments on current due invoices listed above.

Ayes: Chiodini, Diaz Sytsema, Stansberry, Wagley, Zang

Nays: None

Absent: Shingles, Huenemann

Motion carried

Lisa Diaz Sytsema made the recommendation to allocate remaining available funds to Graphic Design of FAQ Document & Website Design and Launching/Hosting Fees.

Old Business

COMMITTEE UPDATE – Facility Committee

Allison Chiodini provided an update on the Architect/Engineer and Civil Engineer/Surveying Firms. A/E Contract with Tower Pinkster has been signed and we are ready to get started with them anytime. First steps in our original pre-bond A/E services outline is getting a Civil Engineer/Surveying Firm on board to assist with Site Analysis, Final Site/Parcel Identification/Determination, Site Design and Site Plan Approvals. RFP for Civil Engineering and Surveying services was sent out to 3 prequalified and Architect recommended firms on 3/23/2023. Proposals were due 4/13/2023. Two of the three firms invited submitted a proposal. The two firms that submitted proposals were: Rowe Professional Services and Prein & Newhof. Proposals were reviewed, evaluated and graded according to the following five criteria/categories:

1. Staffing/Availability to meet timeline and schedule outlined in RFP
2. Local experience & established relationships and understanding of required processes with local authorities having jurisdiction
3. Phase 1 Pre-Bond Fees & Terms
4. Phase 2 Post-Bond Fees & Terms
5. Project understanding and overall proposal preparation, presentation and thoroughness.

In scoring the two firms on the above criteria, at this time the recommendation would be to choose Rowe Professional Services.

Phase 1 Pre-Bond Services Fees estimated in the range of \$36,800 to \$41,400 and would be due at the time of service. Neither of the two firms were able to offer the option to defer fees until the successful passing of the millage. If we choose to move forward with these services we will need to add this \$40,000 +/- to our annual budget and fundraising campaign, as it is currently NOT included. At this time without these available funds, the decision was made to HOLD and not move forward with Civil Engineering or Survey of property at this time. Lisa Diaz Sytsema discussed our needing to weigh the risks of NOT proceeding with Civil/Survey pre-bond. Need to check with Mt Pleasant Public Schools on if they have a previous survey or Phase 1 Environmental Assessment of the property. Also may be beneficial to do a title search/history on the property. Allison to get in touch with Tower Pinkster to let them know we are HOLDING on the Civil/Survey at this time, and any concerns they may see with this in shifting this work to Post-Bond services.

John Zang provided update on his meetings and discussions with the City Department of Public Works and Union Township regarding possible utility franchise agreements to connect to City of Mt. Pleasant Water/Sewer utility connections in lieu of Union Township's services due to the City having greater capacity and closer proximity. John also discussed the question on if the City of Mt. Pleasant or Union Township will require us to build the Sweeny Street connection should our parcel include the land of this street easement. A meeting has been scheduled to bring all parties together from the City of Mt. Pleasant and Union Township along with John Zang in representation of MMARA to discuss these items. This meeting is scheduled for Friday April 28 at 10am at Union Township Offices.

COMMITTEE UPDATE – Communication Committee

Lisa Diaz Sytsema provided an update that next steps for communication, community outreach, and fundraising is to move forward with Graphic Design of FAQ document and Website in order to have something to show and engage community members and donors.

Committee meeting is scheduled for April 25 at 5:30

COMMITTEE UPDATE – Fundraising Committee

Mark Stansberry provided an update on the Fundraising Committee's progress and planned initiative. Committee has been twice since mid March, and has set a goal of raising \$60,000 in 60 days – "60 for 60". Mark raised a few questions that need to be sorted out regarding the donation process: How can we receive donations: Cash, Check or Online via. credit card or wire transfer? It was discussed to NOT accept cash donations. At this time, Checks would be preferred (made out to Mid-Michigan Aquatic Recreation Authority). As soon as we get the website launched, we can have a page/tab on the website with a link to an online donation platform that will be able to accept donations via. credit card/debit card. Will need to get donors gift/donation receipts, so getting help from our Finance and Legal committee on drafting up a receipt template for that would be needed. Another item needed from Finance & Legal committee is to obtain a letter from our Attorney that defines our municipal and tax exempt status and that any donations would be tax deductible. Lisa Diaz Sytsema noted that she will work with Stan Shingles on the two above items.

John Zang provided an update on the Saginaw Chippewa Indian Tribe 2% Grant Application. Application was submitted (via. Union Township on behalf of MMARA) by the deadline in March, for a grant request of \$15,000 for campaign funding assistance. We have not yet heard back from SCIT on if our grant application was approved or denied.

COMMITTEE UPDATE – Finance & Legal Committee

No new updates from this committee. There were a few action items identified, noted above and outlined below:

1. Letter needed from Attorney that defines our municipal and tax exempt status and that any donations would be tax deductible.
2. Begin drafting MOU for land from MPPS. With needing to HOLD on Civil/Surveying work at this time due to costs, would like to draft MOU to state the option to acquire up to 15 acres, and include contingencies for geotechnical, etc. Work with Facilities Committee to identify contingencies.
3. Question: If bond is approved in March 2024, when will funds be available for us to begin using?
4. Start looking into short term loan/gap funding options to have access to funds immediately after passing of bond, while we are waiting for bond funds to be available.

COMMITTEE UPDATE – Governance

No new updates from this committee. Allison Chiodini brought up discussion on needing to include a page/tab on our website for public information and posting of meeting schedule/dates, meeting minutes, etc. At this time Allison is working with the City of Mt. Pleasant to get our Meeting Minutes uploaded and available to the public, as it was recently discovered that the links to that page were broken.

Announcements on Authority related issues and concerns

Allison Chiodini, board secretary, will be sending out a new recurring calendar invite for the remaining regularly scheduled monthly meetings in the 2023 calendar year. Allison has accepted a new job, and will be leaving her current position with Lodgco Hospitality on Friday April 28. The current recurring meeting invites are associated with her Lodgco email so will need to be cancelled and re-sent. Allison's new email address is: allisonchiodini@gmail.com

The next regularly scheduled meeting will be on Wednesday May 17, 2023 at 5:15 pm, and will be conducted in person at Isabella County Commission on Aging, Mt Pleasant, Isabella County, MI.

Adjournment

Motion by Allison Chiodini and supported by Lisa Diaz Sytsema to adjourn the meeting.

Ayes: Chiodini, Diaz Sytsema, Stansberry, Wagley, Zang

Nays: None

Absent: Shingles, Huenemann

Motion carried

Meeting adjourned at 6:52 p.m.

Allison Chiodini, Secretary