

Minutes of the electronically conducted regularly scheduled monthly meeting of the Mid-Michigan Aquatic Recreational Authority held Monday, November 8, 2021 at 8:30 a.m.

Meeting was called to order by John Zang at 8:34 a.m.

Members present: Allison Chiodini, Lisa Diaz Sytsema, Stan Shingles, John Zang. All members indicated they were in Mt. Pleasant, Isabella County, MI.

Members absent: Judy Wagley

Others present: Nolan Kamoo

All present attended virtually via Zoom video conference.

Approval of Agenda

Stan Shingles made a motion supported by John Zang to approve the agenda as presented.

Ayes: Chiodini, Diaz Sytsema, Shingles, Zang

Nays: None

Absent: Wagley

Motion carried

Public input on agenda items

None

Approval of the meeting minutes from the October 11, 2021 MMARA Board Meeting

Stan Shingles made a motion supported by Lisa Diaz Sytsema to approve the meeting minutes as presented.

Ayes: Chiodini, Diaz Sytsema, Shingles, Zang

Nays: None

Absent: Wagley

Motion carried

Presentations

None

Old Business

AT LARGE BOARD MEMBERS

Stan Shingles made the suggestion and recommendation that we consider the nomination and appointing of the two At-Large Board Members at this time, or sooner than later, before we get too deep into the tasks and work before us, and while the onboarding process for these two members would be minimal. Lisa Diaz Sytsema noted that when thinking of who we may want to nominate, we consider the strengths we are needed on our board, such as fundraising, communications and marketing, and broad knowledge of legal and contracts. John Zang also made the point that an advantage of adding two board members at this time is that we can have larger sub-committees with at least three board members instead of just two,

so as not to break the rules of the Open Meetings Act that prohibits a majority of the board gathering/meeting without it being a public meeting with public advance notice. Discussion wrapped up that we can take this next month to think of whom in our community has any of those strengths that we may want to appoint, and we will circle back on this conversation next month.

LEGAL

Lisa Diaz Sytsema provided an update on the Legal consulting: Our EIN has been issued and this process is now complete. The EIN issuance/verification document has been saved on the Google Drive so all board members can access it if needed. We did receive an invoice from the Legal consultant, that is due at this time.

FINANCIAL & BANK ACCOUNT

John Zang noted that all three organizing municipalities approved our request for start-up funding and can write us checks to deposit into our account, as soon as we have the bank account set up.

John Zang and Stan Shingles have made contact with Isabella Bank and have been connected with Greg Mapes, Vice President and Treasurer as our point of contact for getting set up with our bank account. John and Stan are working to get a meeting set up with Greg to get this going.

INSURANCE

Allison Chiodini provided an update on Insurance and Bonding which included discussion that the contacts we have been working with at General Agency have made the recommendation that we contact one of the three organizing municipalities to inquire on our required insurance coverage being added to one of their policies, as noted is allowable in our Articles of Incorporation. The Insurance Brokers they were working with were struggling to understand the rules/laws of our organization/entity and therefore were having trouble classifying how to quote a policy for us. Lisa Diaz Sytsema noted that early on we did approach Nancy Ridley at the City of Mt Pleasant about this, and she spoke with Mary Ann Kornexl, the City Treasurer and Finance Director and they noted that they didn't think that was going to be a possibility. Allison Chiodini to follow up with Mark Stuhldreher to inquire on if it may be a possibility to be added to the Insurance Policy for Union Township. Lisa Diaz Sytsema noted she would follow up with contacts at the Holland Recreation Authority to see who they work with for their Liability Insurance, and then we can reach out to that company that would be familiar with working with Recreation Authority organizations.

Roll Call / Members Present Update:

Judy Wagley joined meeting at 8:48 a.m.

New business

TIMELINE UPDATE

Lisa Diaz Sytsema noted that she and Stan have had a kick-off meeting with Stu Isaac with Isaac Sports Group to get him going in the direction that we want, prioritizing the following

items in the following order: 1-Timeline on a sliding scale, 2-Proposed Project Budget, 3-Conceptual Drawing showing the vision.

SITE

John Zang noted the next big community question after the above Timeline, Budget, and Conceptual Drawing, would be the site location for this facility. Lisa Diaz Sytsema provided an update that she has been in communication with Jennifer Verleger at Mt. Pleasant Public Schools, and Jennifer is working on drafting a Memo of Understanding for the proposed parcel currently owned by MPPS off of Preston Street, West of Isabella Rd. Lisa noted that Stu Isaac is currently looking at what the required acreage for our facility would be, so that we can provide this to MPPS for the Memo of Understanding. John Zang noted that we will need to contact the City Engineer at the City of Mt. Pleasant to inquire about infrastructure needs for the site, that may need to be added to the project scope and budget.

ELECTION / BALLOT DATES

John Zang noted that he forwarded to the Board a preliminary listing of known elections in the upcoming two to three years, that he obtained from Minde Lux, Isabella County Clerk. John noted he plans to contact Chippewa District Library System to inquire on if and when they may be planning an upcoming millage. Lisa Diaz Sytsema noted that we really need to get the Sliding Scale Timeline from the Isaac Sports Group in order to more clearly see the window of when we need to get this on the ballot, and then assess what our options are at that time and if there is a good ballot for us to jump on, or if it would be more advantageous to pay for our own special election. John noted that in his past conversations with the Library Director based on their experience in trying to get a millage passed, it was recommended to be the only item on the ballot, and that the best success rate for a millage passing is with the lowest voter turnout.

Roll Call / Members Present Update:

Lisa Diaz Sytsema left meeting at 9:00 a.m.

EXPENDITURE PROCEDURES & PROCUREMENT RULES

John Zang provided an update from a conversation with Lisa Diaz Sytsema regarding a question from our consultant, Stu Isaac, on whether the hiring of an Architectural Design and Planning firm for a conceptual design study would require going out to a public bid, or if there was a maximum dollar amount that could be authorized and approved by the board without going out for public bid. John noted that he reviewed the Articles of Incorporation, along with the Statute on Recreation Authorities in the State of Michigan, and neither of those governing ordinances/laws made any note requiring public bid, and therefore noted it would be up to the board to set our own rules on items such as this, either now or in the future.

Discussion included expenditures and if we want to set a threshold for expenditures needing board approval vs. being able to be approved administratively by the Chairman of the Board, Treasurer and Secretary. Judy Wagley suggested any expenditures \$500.00 or less could be approved administratively, and anything over \$500.00 would need to be approved by the board. John Zang made the recommendation to move forward with this suggested threshold for expenditure approvals, and all agreed.

Discussion also included bidding rules, and it was discussed and agreed that in a situation of a public bid or invited bid, that our Recreational Authority have the ability to make decisions based on qualifications-based selection and not solely on low bid.

GOOGLE DRIVE

Nolan Kamoo gave a virtual tour and demonstration of the Google Drive he has set up for MMARA, and all of the folders within the drive and what can be found there. Allison Chiodini noted that moving forward, we would like this Google Drive to be where everything for our Authority is saved, so that we can all jump in there and have access to documents as needed at any time. Allison is going to upload all of the past meeting agendas and meeting minutes into the drive, and will continue to upload them there for future meetings.

FUNDRAISING & MARKETING

Nolan Kamoo provided an update on a grant possibility he had been looking into: USDA Rural Community Facility Grant, and unfortunately we do not qualify for this grant as our community has greater than 20,000 people in it.

Nolan also provided an update on the research he has been doing on website development: For a basic small business model website, the estimated monthly hosting costs would be in the range of \$20.00 to \$50.00 per month. The higher end of the cost range is for the hosting options that include the ability to accept donations through the website. These basic website small business models that Nolan looked into include: Square Space, Weebly, GoDaddy, etc.

Nolan noted that it has been discussed within their Fundraising subcommittee, which includes Lisa Diaz Sytsema and Judy Wagley, that they are looking to put together a communications and marketing team or champion to help with website and social media development, content, and day to day management. Nolan noted that he posted an advertisement in the CMU Student Newsletter that our group was looking for a CMU Student Intern interested in assisting with website design and development, and has not gotten any interest or responses.

Judy Wagley provided an update on a Fundraising item that she has been working on: the preparation of a rough draft letter to send to each of the various user groups that we have identified for the Aquatics Center. Judy noted that she is still working on the drafting of these letters, but if anyone has any good quotes or testimonial statements that we could use in these communications, that would be something that she would like to include.

Announcements on Authority related issues and concerns

Next scheduled meeting on Monday, December 13, 2021 at 8:30 a.m. will be conducted electronically / virtually via. zoom video conference.

Judy Wagley noted that she will be absent for the next meeting on Monday, December 13, 2021.

Adjournment

Motion by Stan Shingles and supported by Judy Wagley to adjourn the meeting.

Ayes: Chiodini, Shingles, Wagley, Zang

Nays: None

Absent: Diaz Sytsema

Motion carried

Meeting adjourned at 9:32 a.m.

A handwritten signature in cursive script that reads "Allison Chiodini".

Allison Chiodini, Secretary