

# NORTHWEST OTTAWA RECREATION AUTHORITY

## Grand Haven Area Public Schools

1415 Beechtree Street, Grand Haven, MI 49417

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### NORA ADVISORY BOARD MEETING MINUTES

**Date:** April 2, 2015 **Time:** 5:30 P.M. **Location:** 1415 Beechtree, Grand Haven

1. Call to order: Chairperson Bessinger 5:30pm
2. Present: Karl French, Grand Haven Twp. Mary Jane Belter, Grand Haven Twp.  
Tracy Mulligan, Robinson Twp. Kathy Kuck, Robinson Twp.  
Mike Fritz, Grand Haven Bill Hunter, Grand Haven  
Scott Blease, Ferrysburg Craig Bessinger, Ferrysburg  
Carl Treutler, GHAPS

Absent: None

Also Present: Jill Vander Stel, NORA Coordinator  
Liza Dora, NORA Assistant  
Pam Blough, PM Blough, Inc.  
Mike Hutchins, Grand Haven Twp. – Replacing Karl French.

3. Approval of Meeting Agenda. Motion by Fritz, seconded by Blease. Approved unanimously.

4. Approval of Consent Agenda. Bessinger added that a letter just arrived from the GH Community Foundation with recommendation for Grant Distribution from the Chris Christiansen Financial Report and requested approval of \$968 available for distribution from the fund to cover some of the NORA Youth Scholarships awarded. Motion by Blease, seconded by Fritz. Approved unanimously.

- A. Approval of Board Meeting Minutes of January 22, 2015 as printed.

- B. Financial Reports

1. February 28, 2015 NORA Financial Report
    2. February 28, 2015 Activity Fund Balance Report
    3. Chris Christiansen Financial Report- not available

5. NORA Millage Planning: Blough and Vander Stel have been discussing the next steps in the planning process. Vander Stel met with the Grand Haven Community Foundation in regards to submitting a grant application for the Recreation Millage planning expenses and would need a proposed amount to include in grant.

Blough distributed a list of items to consider for expanding on the feasibility study for a NORA regional recreation complex. The document outlined items A through G. She stated that these items are in no particular order.

Item A: Conceptual Master Plan Drawing of Property. Blough explained that this would allow us to create a plausible size and shape of property providing a visual image or footprint for a complex.

Item B: Recreation Center Conceptual Plan Drawing. This would show what the inside of this footprint would look like. A & B can be looked at as one whole project or they could be completely separate.

Item C: Document Proposed Programming Uses and Event of Outdoor Facilities. This would show what revenue these facilities would generate. Determine gate fees, registrations, and what the programming would be included in these facilities.

Items D&E: Document Proposed Programming uses and Events of Indoor Facilities and Operating Expenses. This would include developing operating costs such as fields, lawns, custodial, etc. There are companies that can help us come up with these numbers.

Item F: Capital Funding & Development. Completion of Items C, D, & E allows us to come up with amount of funding needed.

Discussion: Belter suggested that in Item A. Community Center, should be worded as Recreation Center as to not confuse the public. Bessinger asked if it was dangerous to come up with a plan when we don't have a location determined. Blough explained that we would have a conceptual drawing of the plan, so we can show the public something. Fritz said it's not dangerous as the public likes to see visual conceptual plans. It doesn't mean it's carved in stone. French is afraid that if we say 4 fields, but the property chosen may only allow space for 3 fields, the public would not be happy that we didn't deliver what we said we would.

Vander Stel said there has been a lot of discussion as to what the board wants to see. The grant application to the Community Foundation would be easier to write if we can show them exactly what we are asking for. French reminded the board that we said 80-125 acres were the sizes that we wanted so if Blough could come up with something with the 80 and then we have room if we find something bigger.

Mulligan liked the concept of this list and agrees and item A is first priority and that the property is number one whether it can be acquired by a grant, loan or acquisition. French asked about the cost of drawing up a conceptual plan. Blough offered less than \$1500. French informed that typical dimensions of 80 acres is one quarter mile by one half mile. It was asked how many parking spaces is needed for a field. Blough suggested that it's basically 50 spaces per field. Bessinger reminded board that Coast Guard Park is 80 acres. Bessinger instructed Blough to proceed with a conceptual plan.

Item G: Blough noted that the NORA Five Year Recreation Plan expires December 2015, but the update must be submitted by Feb. 8, 2016 to renew. Belter reminded the board that it is important to follow a timeline to complete so that it doesn't slip away from the expiration date. Recreation Plan update quote is approximately \$5,000 from Blough. It was agreed that approval of the consultant for the plan revision will be decided by the next meeting. Vander Stel asked the board for clarification as to the grant application. Is she asking for funding for the whole project versus partial? She was asked to check with the Foundation for what types of grants they like to see.

French informed the board that the Grand Haven Township is working to add a previously mentioned property of 125 acres that is adjacent to Hofma Park to inventory as it has been acquired. This will be by the end of 2015. French is talking to a realtor for second options should this piece of property not be the right thing for our needs or available to us once acquired.

6. Public Comments - none

7. Old Business- none

8. New Business

A. 2014-15 NORA Proposed Revised Budget #2. Motion by Blease, seconded by Mulligan. Approved unanimously.

B. NORA Coordinator Appoint Review Committee. Fritz and Kuck volunteered for this committee.

9. Coordinators Report- Vander Stel informed board that she has submitted a grant application to the Michigan Health Endowment Fund to improve fitness and health of our residents. They have received over 50 applications. Belter commented that it appears we are in a holding pattern with the Tri-Cities Family YMCA. Vander Stel confirmed that they are waiting to submit the news release for the signed agreement with NORA until they see what happens with the collaboration with the Greater Grand Rapids YMCA. YMCA Board President Bultje wanted us to know that they are still excited to continue to look at collaborations with NORA and that this doesn't change anything. Kuck asked how it is going with the Four Pointes possible collaboration. Vander Stel stated they are having changes in staff and need to hold off at this time, but are still very interested in future collaborations.

10. Advisory Board Comments or Suggestions –

**Vander Stel** thanked the board for their heartfelt sympathy during her bereavement.

**Bessinger** requested to move the next meeting from April 23 to April 30, due to conflicts. All members agreed.

**Belter** reminded the board that we need a schedule to continue working on the rec plan to stay on task.

**Blease** offered an idea to help raise funds for scholarships through Right Response Fundraising first aid kits. NORA could sell the product directly or they could get parent groups to sell them and NORA would get 5% of the revenue with no up-front cost.

**Fritz** thanked Vander Stel for the Easter gift to board of a NORA water bottle filled with Easter treats. He held up the NORA Seasonal Program Brochure and reminded the Board how proud we should be of the variety of programs we offer with the limited size of NORA's staff. He also wished everyone a Happy Easter and Spring Break!

**Treutler, Kuck, Mulligan, Hunter, French and Hutchins** all offered Happy Easter!

11. Next Scheduled Meetings: Special Millage Meeting April 30, 2015 and Regular meeting May 28, 2015, 5:30 P.M. at the ESC.

12. Adjournment 6:20pm

Prepared by: Liza Dora, NORA Assistant  
Jill Vander Stel, NORA Coordinator

Approved minutes date: \_\_\_\_\_

NORA Board of Trustee Secretary Signature: \_\_\_\_\_