

NORTHWEST OTTAWA RECREATION AUTHORITY

Grand Haven Area Public Schools

1415 Beechtree Street, Grand Haven, MI 49417
Phone: 616.850.5125 Fax: 616.850.5127 nora.ghaps.org

NORA ADVISORY BOARD MEETING MINUTES

Date: June 1, 2017 **Time:** 5:30pm **Location:** 1415 Beechtree St., Grand Haven

1. Call to Order: Chairperson Craig Bessinger 5:30pm
2. Present: Ron Redick, Grand Haven Twp. Mary Jane Belter, Grand Haven Twp.
 Kathy Kuck, Robinson Twp. Eric Hayward, Robinson Twp.
 Geri McCaleb, Grand Haven Taylor Schriber, Grand Haven
 Craig Bessinger, Ferrysburg

Absent: Pat Twa, Ferrysburg
 Carl Treutler, GHAPS

Also Present: Jill Vander Stel, NORA Coordinator
 Liza Dora, NORA Assistant
 Makayla Boyink, NORA Intern

Vander Stel introduced intern Makayla Boyink. Boyink gave a short bio and explained what she's been doing for NORA this spring. She thanked NORA staff for the learning opportunity.

3. Approval of Meeting Agenda - Motion by Belter, second by Redick. Approved unanimously.
4. Approval of Consent Agenda - Motion by Schriber, second by Belter. Approved unanimously.
 - A. Approval of Board Meeting Minutes of March 30, 2017 as printed.
 - B. Financial Reports
 1. April 30, 2017 NORA Financial Report
 2. April 30, 2017 Activity Fund Balance Report
 3. Chris Christiansen Financial Report- Not Available

6. NORA Millage Planning:
 - A. Recreation Plan- Tabled
 - B. Property Update- No new updates
 - C. YMCA Collaboration- Recreation & Healthy Living Survey – Vander Stel reported that she met with Michelle Bailey of the YMCA to discuss departmental assets. Chamber is looking to appoint a facilitator through an RFP, but hasn't heard anything yet. Foundation is supportive of us moving forward.

7. Public Comments – Laird Schaffer, Grand Haven Charter Twp. resident wanted to make sure the board was aware of the Grand Haven Township community engagement meetings lead by Nederveld, Inc. on June 14 beginning at 10am. Tours of the acquired Wolfe and Witteveen properties will occur throughout the day. After the event concludes, Nederveld will take all ideas and suggestions back to their office, fine tune a design, get some cost estimates, and come back to the Township to present options on July 6th.

8. New Business

A. 2017-18 Proposed Budget & Funding Formula – Vander Stel noted that GHAPS was rolling over their budgets again this next fiscal year. She pointed out that the NORA proposed budget does show the updated municipal contributions that were calculated to stay on track along with a few minor changes to the budget, but most numbers were rolled over into the next fiscal year. Motion by Kuck, second by Schriber. Approved unanimously.

B. 2017-18 NORA Election of Officers: Chair, Vice Chair, Secretary and Treasurer Redick & Belter nominate Bessinger to continue as Chair. Bessinger accepted. Redick & Belter nominate Treutler for Vice Chair. He was not present to accept. Kuck & Belter nominate McCaleb for Secretary. McCaleb accepted. McCaleb & Belter nominate Kuck for Treasurer. Kuck accepted.

C. Approval of 2017-18 Meeting Schedule – Motion by Kuck, second by Hayward. Approved unanimously.

9. Coordinators Report – Vander Stel announced there will be an Ice Cream Social at River Haven Village on June 6 to help River Haven residents become aware of Recreation Summer School and Meet Up and Eat Up programs. Meet Up and Eat Up will hold another kickoff at Central Park on June 13 and at Salvation Army on June 19th. She also took this opportunity to thank Dora and Boyink for the hard work they did to make the NORA/French Heating & Cooling Track and Field Games such a success with about 110 participants this year.

10. Old Business

A. Coordinators Review Committee 16-17, Review committee members Kuck, Treutler. Kuck reported to the board that the committee met yesterday with Vander Stel, Ted Rescorla, Director Operations GHAPS and Vander Stel's immediate supervisor, to review her performance. Information was distributed that Vander Stel provided at the meeting. Rescorla gave a good report to committee. He is very satisfied with her abilities, work and collaboration with GHAPS. Kuck researched comparisons to other recreation departments, Vander Stel's wage is in the middle or below the average of area communities. Then she compared wages to other coordinators in GHAPS, and there are coordinators that are at about \$5,000 higher than Vander Stel. The committee is recommending \$2,500 performance bonus for Vander Stel, \$500 for staff members Dora and Rowland. Bessinger is very satisfied with the work Vander Stel and her staff has been doing. Kuck offered to move forward to get title changed from coordinator to director. Motion by Kuck, second by Belter. Approved unanimously.

11. Advisory Board Comments or Suggestions – Schriber looking forward to playing Adult Kickball again this summer. Vander Stel noted that GHAPS will be going back to a 3 year Professional Agreement after the 1 year agreement with NORA this past year.

12. Next Scheduled Meeting: August 24, 2017

13. Adjournment 6:25pm

Approved Minutes Date: _____

NORA Board of Trustee Secretary Signature: _____