

**Sparta Recreational Authority  
Kent County, Michigan  
Meeting Minutes  
February 04, 2021 at 7:00 PM  
Meeting held at Sparta Civic Center  
75 N Union St.**

**1. Call to Order 7:10**

**2. Pledge of Allegiance**

**3. Roll Call Gleason, Maier, Miles, Peak, Steffens, Braybrook, Whalen present**

**4. Additions or Corrections to the Business & Consent Agenda**

Consent Agenda

- A. Approve SRA Meeting Minutes of January 07, 2021
- B. Addition of Gleason to concession stand

**5. Approval of Consent Agenda and Business Agenda**

Motion by Maier Supported by Steffens passed 7-0

**6. Public Comment**

None

**7. Public Hearing**

None

**8. Unfinished Business**

- A. Concession Stand Update Driscoll reported crew in next week Wednesday 2-10-21 to install partitions in bathrooms and then they are staying to finish the concession stand front end. Schedule is 2 weeks to finish so Casey- inspector can give SRA their final occupancy permit. Still need to hook up sewer and get utilities functioning. Gleason then discussed the Little League and long history of fundraising by selling candy bars and selling concessions at ball games. Management of this primary profit center for SRA is critical but operational costs are uncertain Whalen clarified that funds will be deposited in SRA account but that there was potential for profit- sharing- even in the first year of operation depending on costs- profits. Little League- Gleason offered to operate- staff the concession at start -up using Jim Gleason safe serve certification. Discussions ensued regarding PIC and workers knowing the rules of food safety. Discussion about written SOP's for stand operation. Gleason to prepare an SOP for review at the next meeting. Braybrook also offered support with her safe serve knowledge. It was agreed that working with Gleason- little league was the prudent direction to take at this time.
- B. Land Water Grant Update Majority was KVH and submitted.
- C. Trust Fund Grant Update Request for reimbursement was returned as " could not be processed " There was a conflict with DB&H being sidewalks which should have been in submitted in L&W grant. Driscoll was able to swing the sidewalks as part of trail connector and subsequently accepted by TFG administrator.

- D. Operation of Park Village Manager Shay was in attendance and discussed internships for students studying parks management. Jeff is to be Park Manager with interns as subordinate workers at direction of Shay- Jeff. Clear structure, expectations need to be developed to ensure a successful internship for SRA and students. Spring GVSU and summer CMU/Ferris.
- E. Signage Driscoll asked to push football scoreboard delivery to April first due to concerns of ability to pay bills. It was agreed that Universal would likely not be back before 4-1-21 so delaying delivery was a good move enabling SRA to prepare cash flow accordingly.  
Maier to proceed with acquiring signs for @ 250.00 well < 5000.00.

## **9. New Business**

- A. None

## **10. Committee Reports**

- Construction committee (Steffens, Maier) Steffens commented that we face some challenges in the Spring. Seeding @ concession and walkways. Some ball fields need reseeding so a plan to keep kids off some fields and common areas will be necessary. Work to still be performed includes Sewer hook up, seeding, fertilizer, bathrooms, lining fields, dragging fields etc. It is anticipated that these operational functions will all be a learning curve for SRA personnel.
- Finance committee (Whalen, Shangle, Steffens)  
No report was submitted but it was requested that a new format be established for sending agenda to include minutes from last meeting and finance statement the Monday before the First Thursday meeting.
- Fundraising committee (Peak, Fawcett)  
5K Legion and Peak to pursue Old Orchard for support. Discussions about additional opportunities ensued. Cheslek being involved with possible endowment to operate park.
- Communication (Fawcett, Miles)  
Miles posed a question about a firm date announcement and another news paper article. It was asked that no firm date be announced at this time.
- Operations committee (Gleason, Peak, Shangle)  
Conversation took place during unfinished business.

## **11. Approval of Bills**

None

## **12. Communications**

Chair mentioned Fawcett has missed 5 meetings since the AYSO board attended at concession stand meeting. Due to COVID, and Fawcett advising board of absences it was agreed that grace be extended and Peak to advise Fawcett that he has exceeded the permissible number of absences 4 in a calendar year. Gleason pointed out that he represents both football and baseball. Peak asked that SRA board consider a board structure to reduce number on board.

## **13. Public Comment**

Question was asked about ice skating rink and a conversation ensued. Comment about signage and poop station was asked about dogs in the park. Conversation was tabled until next meeting.

## **14. Adjournment 9:19 pm**