



## Minutes

Holland Area Community Swimming Pool Authority Special Meeting  
Holland, Michigan, December 19, 2019

The Authority Board met in special session on Thursday, December 19, 2019, at 4:00 p.m. in the Holland Community Aquatic Center Conference Room at 550 Maple Ave, Holland, MI.

Board Members Present: Jack Gisinger, Tim Hemingway, Ron Hemmeke, and Matthew VanZetten

Board Members Absent: Darrin Duistermars, Ben Farkas (Ex-Officio), Sara Giesler, and Wendy Willoughby

Staff Present: Executive Director Jack Huisingh, and General Manager Amanda Duimstra

Others Present: Greg Maybury, HCAC Owner's Representative

### 1. Call to Order

Gisinger called the meeting to order at 4:10 p.m.

### 2. Approval of Agenda

The agenda was modified as follows:

Remove item #7 – HCAC Foundation Report

Move item #6 – Renovation and Expansion Status to the end

Moved by: Hemingway

Seconded by: Willoughby

Vote: 6-0

### 3. Public Comments

There were no persons wishing to address the Board.

### 4. Approval of Minutes of the October 24, 2019, Board Meeting

Motion to approve the minutes of the October 24, 2019, Board Meeting, as written.

Moved by: Hemingway

Seconded by: VanZetten

Vote: 4-0

### 5. Executive Director Update

- Continued strong operational growth and stability, HCAC Management Team is preparing for renovation and expansion plans with latest architectural schematic designs.
- HCAC operations will continue during the renovation and expansion process.
- Following the incorporation of several changes requested by neighbors and the City of Holland's Zoning Board, a revised and expanded parking lot have been approved for build by the City of Holland's Zoning Board.

- Continued progress is being made with the development of a professional therapy and rehabilitation partner.
- Additional and secondary water sanitization equipment has been purchased and is being installed onto our current pools to improve water and air quality.
- We are adding to our Operations Safety Management Team to support continued growth and prepare for future needs.
- Executive Director Huisingh recognized and thanked the HACSPA Governance Board and the HCAC Foundation Board for their extensive capabilities, commitment and support to this Community Asset.

## 6. Other Business

Per recommendations from HACSPA's retirement Plan Provider; MERS – Municipal Employee Retirement System and HACSPA's Executive Director the following changes were approved:

- a. MERS Defined Contribution Plan – Achieve a Primary Authorized Signer  
Motion to set the Board Chair as the primary authorized signer for plan changes following; advice to HACSPA Board, discussion, and approval vote.

Moved: VanZetten  
Seconded: Hemingway  
Vote: 4-0

- b. Motion to eliminate unused Defined Contribution Division for Maintenance Manager no longer in use

Moved: VanZetten  
Seconded: Gisinger  
Vote: 4-0

- c. Motion to modify existing Employee MERS Defined Contribution Plan  
Motion to allow 2%, 3%, or 4% employee contribution, with the same employer match at time of full-time employment.

Moved: Hemingway  
Seconded: VanZetten  
Vote 4-0

- d. Motion to enter closed session to discuss HACSPA Personnel Item

Moved: Gisinger  
Seconded : Van Zetten

Roll Call Vote:  
Hemmeke – Yes  
VanZetten – Yes  
Hemingway – Yes  
Gisinger – Yes

The Board entered into closed session at 4:45 p.m.

- e. Motion to exit closed session

Moved: Hemingway  
Seconded: VanZetten  
Vote 4-0

The Board exited closed session at 5:25 p.m.

- f. Motion to approve a 3.5% wage adjustment for the Executive Director as of 1/1/2020 and agreed upon bonus compensation for goal achievement before 12/31/19.

Move: VanZetten  
Seconded: Hemingway  
Vote: 4-0

#### **7. HACSPA Renovation and Expansion Status – G. Maybury**

Greg Maybury provided the Board with updated designs for the expansion and renovation site plan.

***Note: Next Board meeting is scheduled for Thursday, January 16, 2020 at 4 p.m.***

#### **8. Adjournment**

The Board was adjourned by Gisinger at 5:45 p.m.

Respectively Submitted,

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Wendy Willoughby  
Secretary