



Minutes

Holland Area Community Swimming Pool Authority Special Meeting
Holland, Michigan, May 21, 2020

The Authority Board met in special session on Thursday, May 21, 2020, at 4:00 p.m. The meeting was held via Zoom.com meeting under the guidance of Governor Whitmer's Executive Order No. 2020-15.

Board Members Present (via Zoom): Darrin Duistermars, Sara Giesler, Jack Gisinger, Tim Hemingway, and Ron Hemmeke

Board Members Absent: Ben Farkas (Ex-Officio), Matthew VanZetten, and Wendy Willoughby

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

Others Present: Greg Maybury, HCAC Owner's Representative
Peter Baldwin and Mike Hofmann – AMDG
Chad Nienhuis – Lakewood Construction
Bob McDonald – OLC

1. Call to Order

Giesler called the meeting to order at 4:00 p.m.

2. Approval of Agenda

Motion to approve the agenda, as provided.

Moved by: Hemingway
Seconded by: Duistermars
Vote: 5-0

3. Public Comments

There were no public comments.

4. Approval of Minutes of the April 9, 2020, Board Meeting

Motion to approve the minutes of the April 9, 2020, Board Meeting, as written.

Moved by: Hemingway
Seconded by: Gisinger
Vote: 5-0

5. Executive Director Update

HCAC remains closed to all activities and non-essential employees through May 28, 2020, as a result of State of MI Governor's Executive Order 2020-69 "Stay Home – Stay-Safe. HCAC essential employees continue to manage existing pools, chemical management, administration, and facility maintenance needs.

HCAC applied with Huntington Bank and did not receive U.S. Government financial support via the CAREs ACT because HACSPA is a Government Authority and receiving tax-funding support. Many small businesses, churches, and non-profits have now received U.S. Government financial support to maintain labor through the shutdown. HCAC is considered an "Essential Business" requiring daily labor and management of hazardous chemicals and State mandated daily water management. HCAC has not been allowed to receive funding and must maintain the essential workforce through use of HACSPA savings.

HCAC full-time staff members have been maintained for salary and benefits during the "Stay-Home, Stay-Safe" period, and have been focused on developing appropriate return to work and new revenue methods for the anticipated opening of our facilities. The current "Stay-Home, Stay-Safe" order is set to expire on May 28, allowing for staff to begin reporting as soon as May 29, and allowing reopening of the facility (in a controlled manner) on June 8.

The Michigan Dept. of Environment, Great Lakes, and Energy (EGLE) has recently designated public pools (Aquatic Centers) as "public amusement" under EO 2020-69. According to the "MI SAFE START PLAN" a "6-step" framework for control of COVID-19, uncontrolled and unknown public use allows opening following "Containing or Post-Pandemic" stages of this plan. In order to open on June 8, HCAC will need to move out of the public amusement frame and into a controlled-use framework. There will be a requirement to clearly define who and when there is facility use to be able to advise of potential contact tracing. Authority approval is currently unknown and not well defined between State and Local official approvals.

HCAC reopening is currently defined through at least 3 phases:

Phase 1: Small defined groups practicing social distancing, confined, controlled groups of known individuals providing proof of health and indemnification to HACSPA for potential contact contamination. No unknown individual or public use of facilities.

Phase 2: Larger defined groups. No unknown individual or public use of facilities.

Phase 3: Open to the general public.

HACSPA Bond Renovation and Construction project was delayed from April 1 to May 7 for exterior landscaping. Construction was able to begin on May 15. The project remains on schedule and budgetary estimates are continuously being replaced with actual quotes.

HACSPA Bond proceeds remain invested per State guidelines and are yielding interest earnings which will be placed back into the project.

During the final design phase and discussions with experts, constituents, staff and public forums it has been determined that additions to the taxpayer approved design and funding of \$26.3M are highly desirable and could be most efficiently added during the construction process. Funding for these additions would be required from alternate and philanthropic sources to achieve the following desirable HACSPA Master Plan objectives;

- 1) 2nd-Story Fitness, walking and running track
- 2) Expanded Lobby and Covered Entry/Exit Canopy
- 3) Expanded Fitness Center for additional wellness class growth

Potential funding sources are being pursued through partnerships, philanthropy, and business plans. Our HCAC Foundation, Owner's Rep and Executive Director will assume responsibility for achievement of potential additional funding options and proposals to this HACSPA Board for potential inclusion within the current HACSPA Renovation and Expansion Plan.

The HACSPA Executive Director and our Leadership Team are very ready to get started with operations again!

6. Next Gen Project Status Update

Maybury provided the Board with an update on project activities including;

- Review of project timeline with estimated May 2022 completion

- 4-Week “look ahead” document
- Scope revision opportunities document
- Project budget review – currently approximately \$2.2M over budget

7. HACSPA Finance Committee

- a. Motion to approve the 2020 Tax Rate Request
- Operations Millage; Maximum 1.0mill reduced by Headlee for 2020 to 0.9788mill
 - Debt; \$26.3M Bond voter approved; 2019 – 1.25mills, 2020 – 1.24mills

- b. Motion to approve the Asbestos Abatement work provided by Trust Thermal at \$38,450

Moved by: Hemingway
 Seconded by Duistermars
 Vote: 5-0

- c. Motion to approve Architectural and Structural Precast work provided by Kerkstra Precast at \$663,432

Moved by: Hemingway
 Seconded by Duistermars
 Vote: 5-0

- d. Motion to approve Structural and Miscellaneous Metals work provided by Builders Iron at \$1,313,465

Moved by: Hemingway
 Seconded by Duistermars
 Vote: 5-0

- e. Motion to approve Demolition work provided by Walsh Construction at \$270,310

Moved by: Hemingway
 Seconded by Duistermars
 Vote: 5-0

- f. Motion to include the additional options of the indoor track and expanded lobby within the next designs and major quote round scheduled for June, 2020.

Discussion - Owner’s Rep. advises inclusion of the additions to the Bond proposal of the indoor track and expanded lobby will achieve the best possible total quotations and will likely exceed the current approved Bond and taxpayer funding of \$26,300,000. The current unquoted total estimate for these adds is projected to be \$28,652,865. The Board agrees to continue with adding these additions to the next round of quotes to achieve the best possible total budget quotation. The Board understands any additions to the Bond taxpayer provided amount of \$26,300,000 must be achieved through philanthropy, partnership support and scope revisions. The Board agrees to review quotations in June along with philanthropy, partnership, project contingency status and potential scope revisions to always achieve the budget available.

Moved by: Hemingway
 Seconded by Duistermars
 Vote: 5-0

8. HACSPA Personnel Committee

Duimstra provided the Board with recommended COVID-19 employee leave policies to achieve temporary State law requirements. Emergency Family Medical Leave Expansion Act (EFMLA) # P-HR-042 and Emergency Paid Sick Leave Act (EPSLA) P-HR-043 have been developed based on guidance from HR resources.

Motion to approve policies Emergency Family Medical Leave Expansion Act (EFMLA) P-HR-042 and Emergency Paid Sick Leave Act (EPSLA) P-HR-043, as written.

Moved by: Hemingway
Seconded by: Duistermars
Vote: 5-0

9. HCAC Foundation Update

Huisingh provided the Board with an update, as follows:

- Dr. Randall Miller, Sara Giesler, Tim Hemingway, Robert Miller will co-chair the Cabinet.
- HCACF Kick Off Meeting Scheduled for June
- Request from HCACF for HACSPA to adopt the HCACF Giving Policy

Motion to adopt the Giving Policy, as written

Moved by: Hemingway
Seconded by: Duistermars
Vote: 5-0

10. Other Business and Issues

- Giesler – Discussion of naming opportunities
- The next Authority Board meeting is currently scheduled for Thursday, June 25, at 4:00 p.m.

11. Adjournment

The Board was adjourned by Giesler at 6:00 p.m.

Respectively Submitted,

Wendy Willoughby
Secretary