



## Minutes

### Holland Area Community Swimming Pool Authority Special Meeting Holland, Michigan, April 9, 2020

The Authority Board met in special session on Thursday, April 9, 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, Ron Hemmeke, and Wendy Willoughby

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

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  
Nick Dutlher and Chad Nienhuis – Lakewood Construction  
Keith Hopkins – Hopkins Consulting

#### 1. Call to Order

Giesler called the meeting to order at 4:05 p.m.

#### 2. Approval of Agenda

The agenda was approved by general consensus.

#### 3. Public Comments

There were no public comments.

#### 4. Approval of Minutes of the March 19, 2020, Board Meeting

Motion to approve the minutes of the March 19, 2020, Board Meeting, as written.

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

#### 5. Executive Director Update

Huisingh provided the Board with a summary of activities, and recognized the HCAC management team for great collaboration during unprecedented times.

Special operational and staff update as a result of COVID-19 virus pandemic, as follows:

- All HCAC operations are closed through April 30, per Executive Order (Gov. Whitmer: Stay Home – Stay Safe)
- HCAC is considered to have some essential services that require essential employees in the facilities daily for minimal review and management of pools and hazardous chemicals. Essential

employees for administration are reporting from home and minimal office visits for essential administrative duties.

- Previous work to move ahead planned pool(s) shutdown during closing period have been stopped and will resume immediately follow executive order approval.
- Continued preparation and management for extended closure; operations, financial analysis, communications
- Federal financial support in the form of SBA Loans are not available to HCAC as a Government Authority.
- Banks are willing to loan to HCAC as a “line of credit” but not legally allowed as a Government Authority
  - Huisingh is appraising Gov. Whitmer’s office of these issues.
  - Huisingh continues to work with banks and bond attorneys to achieve a bank line of credit as a stopgap, if required.
- The team is preparing for potential slow start up without customers in the May time period.
- The 2019 Next Gen Bond renovation and expansion timing is being maintained.
- HCAC Staff has been reduced to essential and special staff requirements for the foreseeable future.
- Goal: support every HCAC staff person and family, maintain facilities, and continuously prepare for reopening.

Note: Hemmeke joined the meeting at 4:20 p.m.

## **6. Next Gen Project Status Update**

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

- View of current proposed floor plan, including the indoor track which has been added to the base plan
- View of expansion exterior
- Interior images including the lobby and community leisure areas
- Project budget review – currently approximately \$880,000 over budget

Peter Baldwin of AMDG provided his comments for the Board and thanked the team for their efforts.

Motion to adopt the budget, as presented and ask the construction team to continue to work to decrease the amount over budget.

Moved by: Gisinger (Finance Committee)

Seconded by: Duistermars

Roll Call Vote:

Duistermars - Yes

Giesler - Yes

Gisinger - Yes

Hemingway - Yes

Hemmeke - Yes

Willoughby - Yes

The Board and the construction team noted that changes to the plan at this point will incur additional design fees.

Motion to approve Sitework Solutions for HCAC Next Gen site and utilities work.

Moved by: Gisinger

Seconded by: Willoughby

Roll Call Vote:

Duistermars - Yes

Giesler - Yes  
Gisinger - Yes  
Hemingway - Yes  
Hemmeke - Yes  
Willoughby – Yes

Motion to approve Van Laan Concrete for HCAC Next Gen site concrete work.

Moved by: Gisinger  
Seconded by: Willoughby

Roll Call Vote:  
Duistermars - Yes  
Giesler - Yes  
Gisinger - Yes  
Hemingway - Yes  
Hemmeke - Yes  
Willoughby - Yes

Motion to approve Zeeland Blacktop for HCAC Next Gen site asphalt paving.

Moved by: Gisinger  
Seconded by: Willoughby

Roll Call Vote:  
Duistermars - Yes  
Giesler - Yes  
Gisinger - Yes  
Hemingway - Yes  
Hemmeke - Yes  
Willoughby – Yes

Motion to approve the authorization of an additional \$45,000 in A&E work to complete construction bid documents and to accomplish the track and the alternatives that have been proposed:

Moved by: Gisinger  
Seconded by: Hemingway

Roll Call Vote:  
Duistermars - Yes  
Giesler - Yes  
Gisinger - Yes  
Hemingway - Yes  
Hemmeke - Yes  
Willoughby - Yes

## **7. HCAC Foundation Update**

Keith Hopkins provided the Board with an update, as follows:

- Fundraising efforts have slowed due to the COVID-19 pandemic, but continue to move forward.
- All Authority Board and Foundation Board members are asked to consider funding support.
- Monthly meetings continue, with the first cabinet meeting scheduled for May 12.

## **8. Other Business and Issues**

- The next Authority Board meeting is currently scheduled for Thursday, April 21 at 4:00 p.m.
- Giesler recognized the efforts of Huisings, HCAC staff, and Board for their work during this difficult time.
- Huisings noted - Matthew VanZetten's absence was excused.

## **9. Adjournment**

The Board was adjourned by Giesler at 5:35 p.m.

Respectively Submitted,

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Wendy Willoughby  
Secretary