

# Downtown Development Authority

## Regular Meeting Agenda

Wednesday, May 7, 2014  
Noon, North Side Marina



City of South Haven

**MISSION STATEMENT:** The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes** – February 12, 2014
5. **Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**

### NEW BUSINESS

6. **DDA will be asked to consider approval of Resolution 2014-01: A Resolution to Use Downtown Development Authority Funds to Repay the Cost of Providing Wi-Fi Capability to Downtown Users.**
7. **Board Comments**
8. **Director Comments**
9. **Adjourn**

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

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# Downtown Development Authority

## Regular Meeting Minutes

Wednesday, February 12, 2014  
Noon, Council Chambers



City of South Haven

**MISSION STATEMENT:** The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

**1. Call to Order by Olson at 12:00 noon.**

**2. Roll Call**

Present: Braun, Burr, Marcoux, Maxwell, Olson  
Absent: Whiteford, Zuckerman

Also present: Brian Dissette, City Manager; Wendy Hochstedler, Finance Director

Newton arrived at 12:05 p.m.

**3. Approval of Agenda**

Motion by Marcoux, second by Braun to approve the February 12, 2014 Agenda as presented.

All in favor. Motion carried.

**4. Approval of Minutes – October 2, 2013**

Motion by Marcoux, second by Burr to approve the October 2, 2013 Regular Meeting minutes as written.

All in favor. Motion carried.

**5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**

None at this time.

NEW BUSINESS

**6. DDA will be asked to consider approval of outdoor seating furniture at 402 Phoenix and 403 Phoenix.**

Regarding a question about the height of the table umbrellas as it relates to pedestrian safety: the draft Outdoor Sidewalk Café License Agreement require umbrellas to be no lower than seven feet (7') above the sidewalk.

Motion by Marcoux, second by Maxwell to approve the outdoor seating furniture for use at 402 and 403 Phoenix Street.

All in favor. Motion carried.

**7. DDA will be presented with the Proposed Fiscal Year 2014-2015 Budget.**

Davidson explained that getting the Kentucky Avenue project done is a priority this year and referenced an ordinance passed in May of 2013 that parcels will be removed from DDA2 by July 1, 2017.

In response to a question by Olson regarding the Kentucky Avenue project time line, Davidson noted that fall 2014 is the projected start time with completion in spring of 2015.

Davidson stated that the Kentucky Avenue project and Wi-Fi are the projects for this budget year. Burr noted that almost all of the DDA funds will be spent for those projects leaving a year to catch up. DDA funds have budgeted for conduit and fiber optic cable installation for the Phoenix Street project. Burr stated that the DDA cannot afford to do any more projects in FY 2014-2015.

Marcoux asked what impact the bridge had on DDA money. Hochstedler noted that DDA involvement was the money provided in 2013 for engineering.

Discussion ensued regarding the time line presented to the DDA during discussions and whether or not the merchants were led to believe that the parking lot on the Baar property was on the "fast track". It was reiterated that the DDA does not have the funds to develop the Baars building in FY 2014-2015. It will be a priority in FY 2015-16.

Dissette pointed out some financial pressures related to the DDA and observed that City Council has adopted the DDA Plan Ordinance which removes parcels in DDA2 and revenues will be reduced. The DDA has committed to Kentucky Avenue reconstruction. Dissette noted out that in the next couple of years, the funding will be available to convert the Baars property into parking. Dissette noted that borrowing could be explored but reminded the board of the debt recently issued to the DDA.

Marcoux stated the DDA was presented with plans and there was discussion on how to maximize the number of spaces to be placed on the Baars property. Since the parking project has to be delayed, the DDA should be able to use this time to maximize the number of spaces. Dissette stated that the engineering department and DDA will be working on that together.

Regarding a question about the demolition of the Baars building, Dissette explained that the city has leased the building to a local merchant who is using the space for storing product which provides some minimal revenue to the city. Dissette noted that the building is in good enough shape that there is no other issue driving its demolition. Marcoux expressed satisfaction that revenue is coming in during the waiting period.

## **8. Board Comments**

Burr: Informed that the State of Michigan acquired the land at Blue Star Highway and Black River Road and explained that the state is going to put in a campground on that site in addition to amenities for the trail. This project, Burr noted, will result in more investment by the State of Michigan in terms of recreational facilities. Burr spoke with the Department of Natural Resources people in Lansing this morning and they are still planning to pave the trail from the State Park to the City of South Haven, which will coincide with the city paving from downtown to the old Bohn Aluminum site, where the trail becomes state land. Burr explained that it is quite encouraging that the State of Michigan did acquire the property and are going to make a substantial investment.

Dissette reported that asbestos abatement has been approved on the former Baptist Church site, and abatement expected in mid-March. The State will issue a contract for demolition and by early April demolition should begin. Burr noted the asbestos shingles on the exterior have to be removed pre-demolition. Dissette said there is also underground storage for fuel underneath the building; this building is going to cost about \$350,000 to take down and the city is thankful for the blight grant money provided by the state.

Dissette said the city was able to get this project funded through Kinexus; an invitation was sent out to communities for removal and abatement of blighted downtown properties. Dissette noted that it has been a slow process due to there being multiple lien holders as well as the requirement for the Construction Board of Appeals to rule the building as blighted and a dangerous building, with a call out for demolition. The property owner will not be facing any liens on it. If so, the city would have had to lien the property from general funds or Downtown Development Authority funds. Dissette pointed out that once the abatement and demolition is complete, this will become a very valuable property. Dissette reported that according to the owner's representative, there is already an individual prepared to buy it.

Dissette explained that one year prior to the reconstruction of Williams Street the city allowed snowmobiles to go all the way to the new parking lot on Huron Street, via Williams Street. Once the new road was in place, the city designated The Depot parking lot for snowmobile parking. Dissette pointed out that the city has worked with snowmobile clubs in the past so snowmobilers will know where they are permitted to go, however the snow has been so deep that snowmobilers have been pushing a little further. The police are trying to educate people to stop where they are supposed to stop (at the Depot).

Dissette outlined the routes as posted on the city website. Dissette noted that while the Van Buren Trail has not been maintained since it was a railway, this year the state placed a sand base and cleared debris and snowmobilers saw a new route and took it. The city has received complaints from south side residents about snowmobilers riding through residential neighborhoods. After questions, Dissette said the Van Buren Trail runs by American Twisting. Dissette said city staff put up barricades and signs in an effort to notify snowmobilers "please do not ride your sleds through residential neighborhoods".

Burr noted the studs on the snowmobiles' tracks cut into the sidewalks and the asphalt both of which are brand new. That is one of the reasons the city stopped snowmobiles from coming any further into town. Dissette stated he would love to welcome snowmobilers further into town but noted there is a balancing act with keeping residents in neighborhoods happy and maintaining the infrastructure. Dissette suggested this issue will be coming back to the DDA and to City Council for further discussion.

## **9. Director Comments**

Davidson: \$7,100 has been spent in the month of January for downtown snow removal.

Dissette: The city just acquired a new patching machine which is timely because when plowing is done the patching will begin. Credited City Council for blessing the city with a hot-patch machine whereby extremely hot patch will be placed into the hole in combination with a wand that vibrates and packs down the patch resulting in a more flush patch that will likely last much longer than the cold-patch previously used.

Davidson: The Phoenix Street project continues to move along; tries to keep communication flowing. Olson remarked that she has been told that retail sales have gone down but most have attributed it, at least in part, to the weather.

## **10. Adjourn**

Motion by Maxwell, second by Newton to adjourn at 12:31 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

**Downtown Development Authority**



## **Agenda Item 6**

**DDA will be asked to consider approval of Resolution 2014-01:  
A Resolution to Use Downtown Development Authority Funds to  
Repay the Cost of Providing Wi-Fi Capability to Downtown Users.**

**The DDA Board of Directors will be asked to approve a resolution which will fund a Wi-Fi system for the downtown.**

**Background Information:**

An element of the Phoenix Street Improvement project includes installation of conduit to accommodate fiber optic lines for future Wi-Fi use in the downtown. This feature will allow public internet access to users of laptops, tablets, phones or other Wi-Fi enabled devices within range of the downtown signal. This feature was discussed in the early stages of project planning and the DDA Board approved engineering design services to Secant Technologies at their May 8, 2013 meeting. The conduit installation is an approved expense in the MEDC DIG grant that was awarded to the city in March 2013.

City Engineering staff has worked with Secant in the bid process to select a contractor for not only the downtown but also the city marinas. The total cost of the project launch is estimated to total \$212,182.00. DDA is being asked to fund 55% of the total cost which equals \$116,700. Due to the temporary funding shortfall, the DDA will seek funds from the city's electric fund. Those funds will be used to pay for the Wi-Fi project construction cost. Resolution 2014-01 serves as the DDA's commitment to repay the funds to the city electric utility fund. The amount of \$23,987 in principal plus interest on the unpaid balance at the rate of 1% per year will be accrued beginning July 1, 2015. The amount will be paid in full no later than July 1, 2020.

**Recommendation:**

The DDA Board should consider approval of the Resolution 2014-01: A Resolution to Use Downtown Development Authority Funds to Repay the Cost of Providing Wi-Fi Capability to Downtown Users.

**Support Material:**

Scott G. Smith Memo

Steve Oosting Memo

Maps

Severance Electric Bid Proposal

Secant Technologies Proposal

Wi-Fi Cost Spreadsheet

Resolution 2014-01  
Loan Amortization Schedule

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director



## MEMORANDUM

To: Brian Dissette, City Manager  
City of South Haven

From: Scott G. Smith, City Attorney

Re: Funding Wi-Fi Project

Date: February 17, 2014

The City is undertaking a project to provide Wi-Fi service to the marina and downtown business areas of the community by using ducts, poles and appurtenances of the City's electric utility. It is proposed that the electric fund advance the needed monies and be repaid at a suitable rate of interest by the Downtown Development Authority ("DDA") and Marina funds when funds are available to do so. At your request, we are writing to confirm our recent conversation during which we indicated that, if the appropriate resolutions are adopted by the City Council, the DDA Board and the Board of Public Utilities, this proposed approach is legally appropriate.

Section 13.1 of the City Charter authorizes the City to acquire, construct, own, operate, improve, enlarge, extend, repair and maintain public utilities. While fiber optic, Wi-Fi and other telecommunications facilities are not specifically listed, the lists of public utilities that is provided is clearly not an exclusive list. In addition, the City has the authority to operate a marina and to make improvements to its downtown. Currently, Wi-Fi access is nearly essential for businesses, residents and travelers so that those seeking to accommodate them in business districts or places like marinas seemingly need to provide Wi-Fi service in order to be viable.

Other local governments are oversizing ducts and creating opportunities for pole attachments to accommodate fiber optic and other communications lines, antennae and equipment. Street lighting systems, traffic signal systems, electric utility and other systems are being used to advance the funds needed to construct or install such facilities and then are repaid from license or rental fees, usage contracts or other funds paid by those using them.

If the marina is more attractive and therefore better utilized due to the availability of Wi-Fi service, its funds will be better able to pay for the construction and installation of the facilities. The same is true for the downtown area. Therefore these are legitimate expenses of both the marina and DDA funds. However, those funds lack the fund balances needed to pay for the initial construction and installation of the Wi-Fi facilities. Therefore, the electric fund can advance the monies to be repaid by the other funds. However, all the bodies act only through their resolutions, so resolutions acknowledging the repayment obligations are needed.

GRAPIDS 57671-1 314592v1

Memorandum:

Date: April 29, 2014

To: Brian Dissette, City Manager

From: Steve Oosting, Senior Civil Engineer

Re: Downtown and Marinas Wi-Fi System

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During the last several months, the city's information technology consultant, Secant Technologies, has been finalizing plans and assisting with a public bid process for selecting contractors to launch the downtown and marinas Wi-Fi system. The project is designed to provide a Wi-Fi signal covering portions of the downtown and marinas allowing public internet access for anyone with computers, laptops, tablets, phones, or other Wi-Fi enabled devices within range of the signal.

A map of the Wi-Fi signal coverage areas accompanies this report. The downtown coverage area focuses on Phoenix Street, Center Street, and the farmer market / ice rink pavilion. The coverage areas shown on the map are somewhat uncertain and will be influenced by a number of factors such as trees, buildings and other obstructions, along with the capabilities of a users own device, and the number of people using the system at any given time. Therefore the circles shown on the drawing are only an approximation of the coverage areas, not a precise boundary. Due to these uncertainties, this initial system is engineered with some flexibility for expansion, should there be a desire and available funding for increased coverage areas in the future.

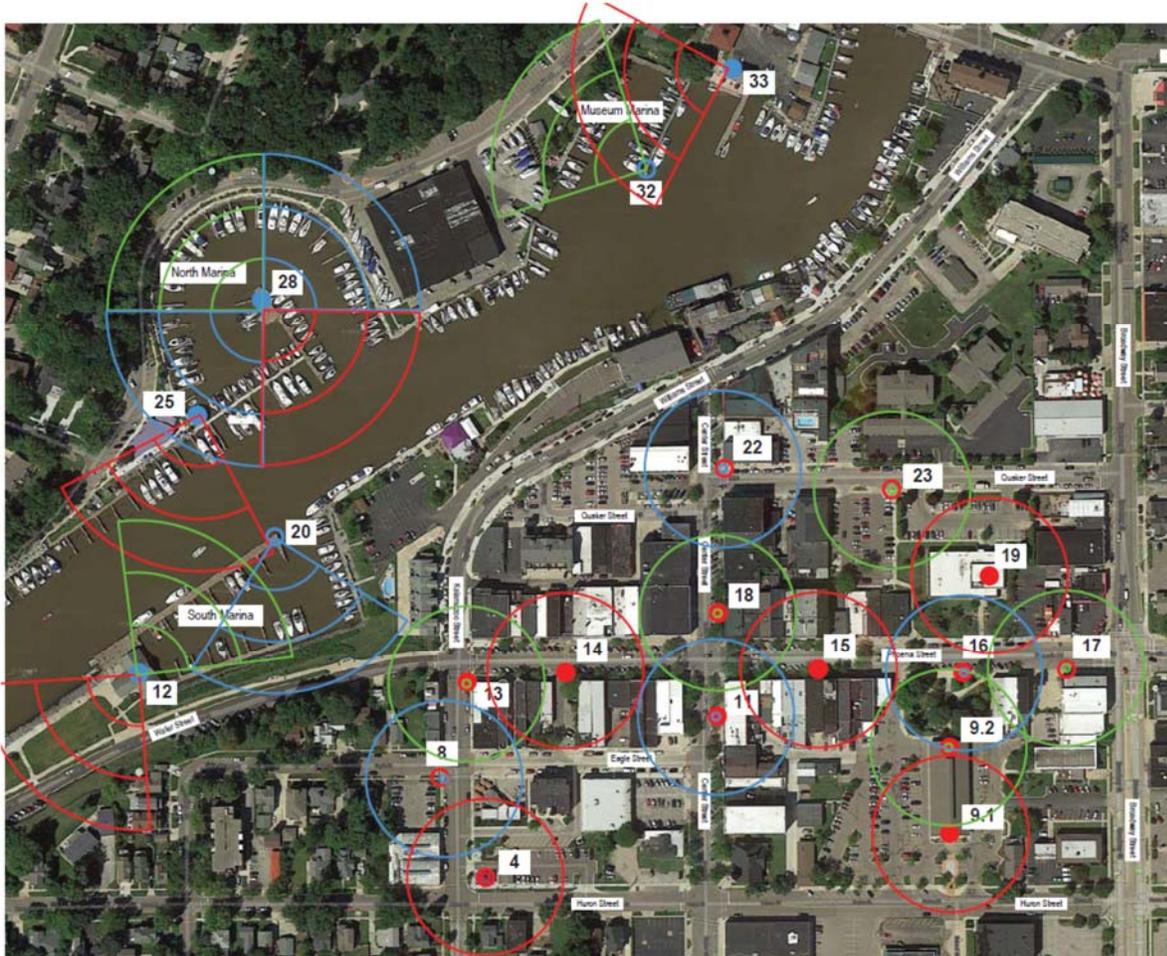
The total cost of the project launch is estimated at \$212,000 (including a \$25,000 contingency). Ongoing expenses for bandwidth and system management are estimated at \$2,900 per month. The expenditures which will require City Council authorization to proceed consist of the following:

- 1) Electrical Work – Bid No. 2014-04  
Successful bidder is Severance Electric in the amount of \$34,820
- 2) Cabling Infrastructure – Bid No. 2014-07  
Successful bidder is Turn-Key Networks in the amount of \$56,742
- 3) Professional Services  
Proposal from Secant Technologies in the amount of \$41,550
- 4) Network Electronics Purchase.- Bid No. 2014-09  
Bids not yet received until May 9 – estimated cost \$45,000

If the City Council desires to proceed with the project as presented, the electrical contract, cabling infrastructure contract, and the professional services contract noted above could be awarded at the May 5 City Council meeting. This would allow the contractors to begin a substantial portion of the work immediately; in hopes of starting operation by mid to late June. The bid for purchasing the network electronics will be ready for approval at the May 19 City Council Meeting.

Wifi System Coverage Map Page 1 of 2

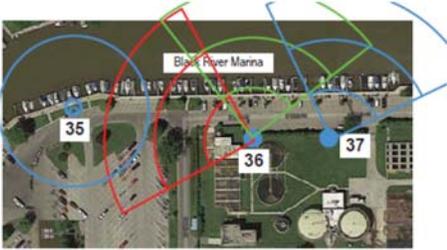
Downtown, North Side Marina, South Side Marina, Maritime Museum



Wifi System Coverage Map Page 2 of 2



North Beach and South Beach



Black River Park

CITY OF SOUTH HAVEN, MICHIGAN  
 PROPOSAL FORM

BID NO: 2014-04

Section 1. Article(s) and/or services

Having carefully examined the bid specifications contained herein; having carefully read the "GENERAL CONDITIONS INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS": the Bidder proposes provide the specified material(s), article(s), good(s), and/or service(s) at the below listed unit price stated subject to all instructions, conditions, specifications and all attachments hereto.

Location No.	Location	Price	
3	North Beach Light Pole	\$ 500 <sup>00</sup>	
8	Eagle & Kalamazoo	\$ 650 <sup>00</sup>	
9	Pavllion-Enclosure	\$ 2,225 <sup>00</sup>	
11	Center - South of Phoenix Street	\$ 1,210 <sup>00</sup>	
13	Water & Kalamazoo	\$ 1,150 <sup>00</sup>	
14	Phoenix Street - Between Kalamazoo & Center	\$ 1,625 <sup>00</sup>	
15	Phoenix Street - Between Center & City Hall	\$ 1,575 <sup>00</sup>	
16	Phoenix Street - Near City Hall	\$ 1,075 <sup>00</sup>	
17	Phoenix Street - Across from Dairy Queen	\$ 1,065 <sup>00</sup>	
18	Center - North of Phoenix Street	\$ 1,710 <sup>00</sup>	
20	South Marina - Dock North East	\$ 1,420 <sup>00</sup>	
22	Center & Quaker	\$ 1,025 <sup>00</sup>	
23	Quaker Street - Near City Hall	\$ 1,045 <sup>00</sup>	
25	North Marina - Gazebo	\$ 4,775 <sup>00</sup>	
28	North Marina - Center Dock	\$ 4,860 <sup>00</sup>	
32	Museum Marina - Dock South	\$ 1,450 <sup>00</sup>	
35	Black River Marina - Dock - West	\$ 1,150 <sup>00</sup>	
36	Black River Marina - West Light Pole	\$ 1,325 <sup>00</sup>	
37	Black River Marina - East Light Pole	\$ 1,210 <sup>00</sup>	
	Waste Water Plant - New outlet and circuit	\$ 1,560 <sup>00</sup>	
		Per Day	5 Days
	Allowance for Wireless Tuning Support	\$ 595 <sup>00</sup>	2,975 <sup>00</sup>
		Subtotal	\$ 34,020 <sup>00</sup>
	Performance Bond Percentage	Performance Bond	\$ 800 <sup>00</sup>
		Grand Total	\$ 34,820 <sup>00</sup>

**Section 2. VARIANCES**

State any variations to specifications, terms, and/or conditions, no matter how slight:

Did receive Receipt of Addendum.

**Section 3. SCHEDULE**

Work is expected to start immediately following the awarding of this contract. The city is requiring the Work of this contract to be substantially completed by May 15, 2014.

**Section 4. WARRANTY**

State Terms: Conditions and Length of Warranty: 3 year Labor &  
Contractor provided material, due to  
normal wear.

**Section 5. BONDS/SECURITY & INSURANCE**

The types and amounts of any required bonds/security and insurance are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.

**Section 6. SEPARATE AWARD**

The City of South Haven reserves the right to make a separate award for each item listed above.

**Section 7. BIDDER CERTIFICATION**

The Bidder certifies the Bid Price is correct and complete and that all information given or furnished is correct, complete and submitted as intended. The Bidder waives any right to: refuse to execute the Contract if awarded to him; be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid.

**Section 8. ANTI-COLLUSION STATEMENT**

The Bidder certifies that this Bid is fair, genuine and not collusive or sham, and has not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid, to refrain from bidding, or in any way to fix the amount of this Bid or that of any other Bidder, or to secure any advantage against the City. If an officer or employee of the City is personally or financially interested, directly or indirectly, in this Bid, notation of such must be made in **SECTION 2. VARIANCES**. Furthermore, such Bidder shall file with the City Clerk a statement, under oath, setting forth the nature of such business dealings, and his interest therein. The statement shall be filed with the City Clerk not less than ten (10) days before the date when action may be taken by the City Council upon the matter involved. Failure to comply with this section may be cause for rejection of Bid. NOTE: no premlums, rebates or gratuities permitted either with, prior to, or after any delivery of materials.

**Section 9. ADDRESSES**

If Purchase Order and/or payment are to be mailed other than address shown below, please complete the following:

MAIL PURCHASE ORDER TO:

4140 Rollridge  
Kalamazoo Mich  
49004

MAIL PAYMENT TO:

4140 Rollridge  
Kalamazoo Mich  
49004.

**Section 10. BID SIGNATURE**

This Bid is submitted in the name of: Severance Electric Co.  
Company

7076 E W Ave KAL Mich 49048  
Street Address City State Zip Code  
Phone

For the stated conditions and price(s), the Undersigned submits this Bid:

Signed this 28 day of MARCH, 2014

BY Scott T. Severance  
(Signature)  
Scott T. Severance  
(Name Printed)  
Project Manager  
(Title)

BID NO: 2014-07 AD1 Bid Forms

CITY OF SOUTH HAVEN, MICHIGAN  
 PROPOSAL FORM

BID NO: 2014-07

Section 1. Article(s) and/or services

Having carefully examined the bid specifications contained herein; having carefully read the "GENERAL CONDITIONS INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS": the Bidder proposes to provide the specified material(s), article(s), good(s), and/or service(s) at the below listed unit price(s) stated subject to all instructions, conditions, specifications and all attachments hereto.

Item	Price	*ALT 1*
Category 6 cabling for all locations – parts & labor	\$6,554	\$6,554
Access point mounting – parts & labor	\$6,948	\$6,948
Fiber cabling for North Marina – Location 28	\$2,000	\$2,000
Fiber cabling from City Hall to locations: 9, 11, 13, 14, 15, 16, 18.	\$24,551	\$24,551
Qty 10 - Altronix model NetWay1E PoE+ injector	\$2,231	\$2,231
Qty 8 - OmniConverter model 9423-1-21W, media converter and PoE+ injector	\$13,800	\$13,800
*ALTERNATE 1 - City Hall - IF REQUIRED		\$4,445
<b>Subtotal</b>	<b>\$56,084</b>	<b>\$60,529</b>
<b>Performance Bond Percentage:</b>	<b>Performance Bond</b>	
	\$658	\$658
<b>Grand Total</b>	<b>\$56,742</b>	<b>\$61,187</b>

Section 2. VARIANCES

State any variations to specifications, terms, and/or conditions, no matter how slight:

Bid assumes that the existing City of South Haven conduit is viable and free of obstructions or damage. TKNS can not guarantee that the existing fiber will not be damaged or disturbed. TKNS will work with utmost caution to protect the existing facilities. Quote assumes existing duct for entire path and that no excavation is needed. TKNS is not an authorized Panduit installer and therefore the 20 year joint warranty is not applicable.

\*Alternate 1 pricing above is included in the event there is no available existing duct into City Hall. The scope of work for the alternate is approximately 100' of directional boring of new conduit into City Hall.

Section 3. SCHEDULE

Work is expected to start immediately following the awarding of this contract. The city is requiring the Work of this contact to be substantially completed by June 06, 2014.

Section 4. WARRANTY

State Terms: Conditions and Length of Warranty: TurnKey Network Solutions (TKNS) agrees to correct promptly, at TKNS's own expense, defects or deficiencies in the services performed under this

Agreement which appear prior to and during the period of one year from the date of total

completion of the services. The making good of all defects or deficiencies shall be executed at

such time as is mutually convenient to the customer and TKNS.

Section 5. BONDS/SECURITY & INSURANCE

The types and amounts of any required bonds/security and insurance are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.

Section 7. BIDDER CERTIFICATION

The Bidder certifies the Bid Price is correct and complete and that all information given or furnished is correct, complete and submitted as intended. The Bidder waives any right to: refuse to execute the Contract if awarded to him; be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid.

Section 8. ANTI-COLLUSION STATEMENT

The Bidder certifies that this Bid is fair, genuine and not collusive or sham, and has not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid, to refrain from bidding, or in any way to fix the amount of this Bid or that of any other Bidder, or to secure any advantage against the City. If an officer or employee of the City is personally or financially interested, directly or indirectly, in this Bid, notation of such must be made in SECTION 2. VARIANCES. Furthermore, such Bidder shall file with the City Clerk a statement, under oath, setting forth the nature of such business dealings, and his interest therein. The statement shall be filed with the City Clerk not less than ten (10) days before the date when action may be taken by the City Council upon the matter involved. Failure to comply with this section may be cause for rejection of Bid. NOTE: no premiums, rebates or gratuities permitted either with, prior to, or after any delivery of materials.

Section 9. ADDRESSES

If Purchase Order and/or payment are to be mailed other than address shown below, please complete the following:

MAIL PURCHASE ORDER TO:

MAIL PAYMENT TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 10. BID SIGNATURE

This Bid is submitted in the name of: Fiber Optic Management LLC dba TurnKey Network Solutions  
Company

7020 Southbelt DR SE      Caledonia      MI      49073      616.455.9840  
Street Address                      City                      State                      Zip Code                      Phone

For the stated conditions and price(s), the Undersigned submits this Bid:

Signed this 25th day of April, 2014

BY Warren J Henderson  
(Signature)  
Warren J Henderson  
(Name Printed)  
President  
(Title)



6395 Technology Avenue, Kalamazoo, MI 49009  
269-375-8996 Fax: 269-375-4222 www.secantcorp.com

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**Proposal For:**

Mr. Steve Oosting  
City of South Haven  
Department of Public Works  
1199 8th Avenue  
South Haven, MI 49090

**Date:** 4/29/14  
**Quote #** 2403-1

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**Professional Services for Implementation of Public Wireless Network**

Project management of wireless network construction and commissioning including oversight of electrical contractor, fiber contractor, category 6 cabling contractor and telecom vendor. Assist in provisioning fiber data circuits and Internet bandwidth to support Public Wireless Network.

Network design and configuration of city network and WAN data circuits to support wireless network. Including fiber links to North Marina, Museum Marina, South Marina and Black River Marina, Water Filtration, Waste Water and City Hall. Configure bandwidth limits by traffic type on WAN to prevent network congestion.

Design and configuration of multiple virtual wireless networks including: Public Access, Marina Access, City Staff, Police and City Infrastructure. Allocation of network bandwidth to each virtual network and configuraton of network filtering and security rules. Configuefirewall and switch rules to isolate traffic between virtual networks.

Configuration individual access points including VLAN membership, bandwidth limits, user limits, uplink channel assignments and client channel assignments.

Configure utility pole NEMA enclosures including fiber transceiver settings, SFP installation and PoE Injector settings. Test each enclosure prior to field installation by contractors.

Supervise physical installation of access points including mounting, power and data connections, antenna alignment, signal strength adjustments and wireless meshing as required. Induct each access point into management portal and configure monitoring and alerting settings.

Perform post installation wireless survey and generate signal coverage maps. Perform network performance tests. Prepare network as-built documentation.

Perform owner training on end-user device configuration of City Staff, Police and Marina customer's equipment. Train on administration of Marina Customers Accounts. Prepare public facing documentation for Public and Marina network usage.

**Total Project \$ 41,150.00**

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CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN  
DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 2014-01

A RESOLUTION TO USE DOWNTOWN DEVELOPMENT AUTHORITY FUNDS TO REPAY  
THE COST OF PROVIDING WI-FI CAPABILITY TO DOWNTOWN USERS

Minutes of a regular meeting of the Downtown Development Authority of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on May 7, 2014 at 12:00 p.m. local time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

Whereas, the Board of Public Utilities has engaged in a project to construct and install facilities needed to serve the City's downtown and marina areas with facilities needed to provide Wi-Fi service; and

Whereas, the cost of that project is estimated to total \$212,182; 55 percent of which, or \$116,700, is the portion of the cost needed to serve the Downtown Development Authority's downtown district (the "DDA Share"); and

Whereas, the downtown district will benefit from that construction and installation because it will make the district more attractive to merchants, office occupants, shoppers and others, thereby increasing the numbers of those availing themselves of the downtown area; and

Whereas, the Board of Public Utilities intends to undertake and complete that project only if the City and the Downtown Development Authority commit to repaying the amounts expended by the Board of Public Utilities; and

Whereas, this Board of Directors wishes to ensure that the Downtown Development Authority funds are used to repay the DDA Share.

Now, it is therefore resolved that:

1. When the DDA Fund accumulates funds in excess of those needed to pay the operation and maintenance costs of the DDA, to pay required payments of principal and interest on any DDA debt, plus meet any coverage requirements for such debt, those excess funds shall be transferred to the City's electric utility fund until the amount of \$23,987 in principal plus interest on the unpaid balance at the rate of 1% per year accrued from July 1, 2015, is paid in full.
2. DDA budgets shall ensure that amount can be paid in full no later than July 1, 2020.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Marsha Ransom, Secretary

## Loan Amortization Schedule

Enter values	
Loan amount	\$ 116,700.00
Annual interest rate	1.00 %
Loan period in years	5
Number of payments per year	2
Start date of loan	7/1/2015
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 11,993.33
Scheduled number of payments	10
Actual number of payments	10
Total early payments	\$ -
Total interest	\$ 3,233.26

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/1/2016	\$ 116,700.00	\$ 11,993.33	\$ -	\$ 11,993.33	\$ 11,409.83	\$ 583.50	\$ 105,290.17	\$ 583.50
2	7/1/2016	105,290.17	11,993.33	-	11,993.33	11,466.87	526.45	93,823.30	1,109.95
3	1/1/2017	93,823.30	11,993.33	-	11,993.33	11,524.21	469.12	82,299.09	1,579.07
4	7/1/2017	82,299.09	11,993.33	-	11,993.33	11,581.83	411.50	70,717.26	1,990.56
5	1/1/2018	70,717.26	11,993.33	-	11,993.33	11,639.74	353.59	59,077.52	2,344.15
6	7/1/2018	59,077.52	11,993.33	-	11,993.33	11,697.94	295.39	47,379.58	2,639.54
7	1/1/2019	47,379.58	11,993.33	-	11,993.33	11,756.43	236.90	35,623.15	2,876.43
8	7/1/2019	35,623.15	11,993.33	-	11,993.33	11,815.21	178.12	23,807.94	3,054.55
9	1/1/2020	23,807.94	11,993.33	-	11,993.33	11,874.29	119.04	11,933.66	3,173.59
10	7/1/2020	11,933.66	11,993.33	-	11,933.66	11,873.99	59.67	0.00	3,233.26