

# Downtown Development Authority

## Special Meeting Agenda

Wednesday, February 25, 2015  
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**
2. **Roll Call**
3. **Approval of Agenda**
4. **Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**
5. **DDA will be asked to consider approval of funding the Black River Parking Expansion Project in the amount of \$62,633.00.**
6. **DDA will be asked to consider approval of a contract in the amount of \$9450.00 with Abonmarche Consultants, Inc. for project planning and implementation of the former Baars Building demolition.**
7. **Adjourn**

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

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Downtown Development Authority



## Agenda Item 5

**DDA will be asked to consider approval of funding the Black River Parking Expansion Project in the amount of \$62,633.00.**

**The DDA Board of Directors will be asked to consider funding in the amount of \$62,633.00 for a parking lot project at Black River Park (Dunkley Avenue) on city-owned property for the purpose of creating additional parking for downtown.**

The City has been made aware of a Rural Business Enterprise Grant (RBEG) opportunity. The deadline for submission is February 28<sup>th</sup>, 2015. The project being proposed is the construction of a parking lot on Dunkley Avenue to provide additional parking for the downtown.

The City of South Haven has identified the current site of its dredge spoils at Black River Park as a practical and cost effective solution to the parking shortfall. The site is 1/3 of a mile to the downtown business district area, easily reached via foot, bike, boat and vehicle traffic, and is ADA accessible.

The development of the parking area will be addressed in two phases. Phase I will create 43 car parking spaces, and Phase II will add an additional 33 boat and trailer spaces at the proposed location. Phase I will be the focus of the grant request from the USDA Rural Business Enterprise Grant. The DDA is being asked to provide matching funds in the amount of \$62,633. The total project cost is estimated to be \$161,632.50.

The "Black River Parking Expansion" project was deemed an appropriate project for submission to RBEG. Firstly, the property is located in the DDA District and is owned by the city, therefore property acquisition is not an issue nor are easements or acquisition rights. Secondly, the property is limited in use as it is considered contaminated. Construction of a parking lot is not hindered by the property contamination. Thirdly, the proposed parking lot lies adjacent to the Kal-Haven Trail Extension into downtown. The trail offers a very convenient way to access the Central Business District. Lastly, elements in the project address the goals of the RBEG opportunity allowing for a high probability of funding.

**Recommendation:**

The DDA Board approve matching funds in the amount of \$62,633 for the Black River Parking Expansion project to address parking needs in the Central Business District.

Support Material:

Black River Parking Cost Estimates  
Project Design Drawing  
Revised DDA Projections-2014 to 2018  
DDA District map incl parking lot site

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

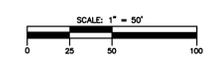
**City of South Haven Black River Park Parking Lot Improvements**  
Phase I Estimate

**New Pavement**

	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Bid Price</b>	<b>Total Bid Price</b>
1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
2	Site Grading	1	LS	\$ 7,500.00	\$ 7,500.00
3	Geogrid, TX 160	2000	SYD	\$ 5.00	\$ 10,000.00
4	Aggregate Base, 2 inch	3850	SYD	\$ 3.00	\$ 11,550.00
5	2.5" HMA 13A Leveling	550	TON	\$ 75.00	\$ 41,250.00
6	1.5 HMA LVSP Top	335	TON	\$ 85.00	\$ 28,475.00
7	Pavt Mrkg, Waterborne, 4 inch White	900	FT	\$ 0.50	\$ 450.00
8	Pavt Mrkg, Waterborne, 4 inch Blue	200	FT	\$ 0.50	\$ 100.00
9	Pavt Mrkg, Ovly Cold Plastic, Handicap Symbol	2	EA	\$ 150.00	\$ 300.00
10	Sidewalk, Concrete, 4 inch	900	SFT	\$ 8.00	\$ 7,200.00
11	Restoration	900	SYD	\$ 3.00	\$ 2,700.00
12	Landscape trees	4	EA	\$ 400.00	\$ 1,600.00
13	Erosion Control, Silt Fence	500	FT	\$ 2.00	\$ 1,000.00
14	Signage	1	LS	\$ 1,000.00	\$ 1,000.00
				Subtotal	\$ 117,125.00
				Contingency	20%
				Item Sub-Total	\$ 140,550.00
				Eng. Fees (15%)	\$ 21,082.50
				<b>Item Total</b>	<b>\$ 161,632.50</b>



# MASTER PLAN BLACK RIVER PARK



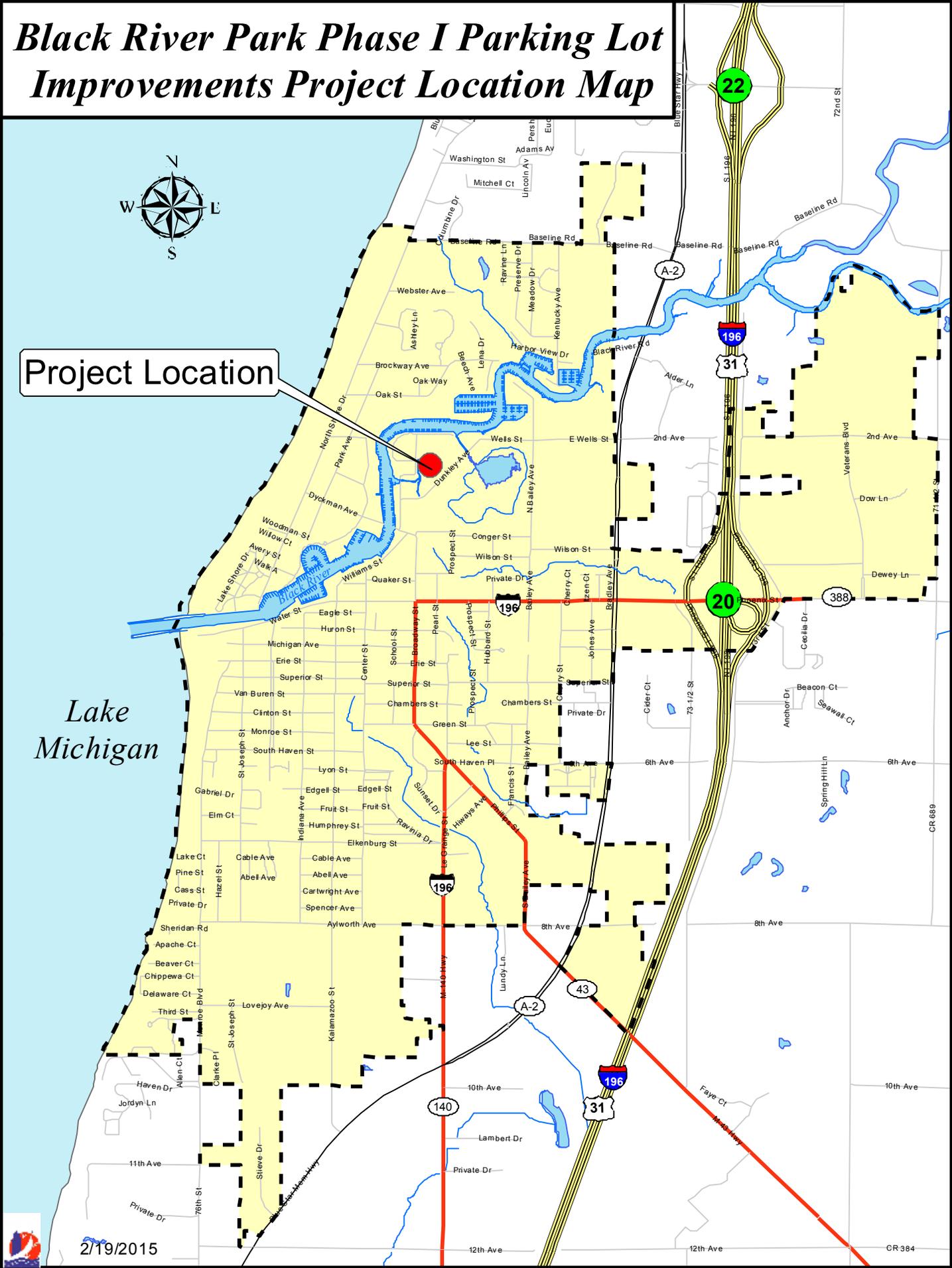
	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Approved Budget 2014-2015	Planning 2015-2016	Planning 2016-2017	DDA #2 adjusted Planning 2017-2018
<b>Revenues:</b>							
Taxes							
DDA #1 - Real Property, No school taxes	929,030	948,517	957,818	950,699	768,381	768,381	768,381
DDA #1 - Personal Property	20,616	31,538	24,409	32,109	4,334	4,334	4,334
DDA #2 - Real Property, as adjusted for FY 17-18	522,615	510,052	516,543	554,446	554,446	554,446	428,962
DDA #2 - Personal Property	7,816	10,762	11,690	4,301	4,301	4,301	4,301
Grants & Transfers in	3,691,272	118,350	778,126				
Interest	8,090	647	604	561	100	100	100
Special Assessments	13,745	4,263	5,474	2,717	3,010	3,000	3,000
Bond Proceeds			2,950,000				
Other	9,046	37,602	19,168	18,421	18,421	-	-
<b>Total Revenues</b>	<b>5,202,231</b>	<b>1,661,731</b>	<b>5,263,832</b>	<b>1,563,254</b>	<b>1,352,993</b>	<b>1,334,562</b>	<b>1,209,078</b>
<b>Operating Expenses:</b>							
Salaries and Benefits	58,302	63,840	76,919	64,752	75,428	76,937	78,475
Ice rink operations	49,458	79,455	84,606	95,845	103,720	105,794	107,910
Professional fees	2,176	15,484	1,123	5,000	5,000	5,100	5,202
Other contractual	8,877	6,242	1,996	15,000	15,000	15,300	15,606
Building Lease	6,667	6,667	528	528	528	528	528
Marketing		2,300	12,461	10,000	10,000	10,000	10,000
Other items	5,946	8,671	16,994	37,688	41,835	42,672	43,525
Landscaping	4,195	4,195	4,195	13,195	9,195	9,379	9,566
Holiday Lighting	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Streetscape	7,384	1,385	-	5,000	5,000	5,100	5,202
Other capital type exp	-	6,377	208,886		-		
Hazard Elimination	5,282	7,846	1,353	20,000	20,000	20,400	20,808
Façade Grant Expenses		109,819	27,641	-			
Subtotal of Non-Debt related Expenses	<i>153,287</i>	<i>317,281</i>	<i>441,702</i>	<i>272,008</i>	<i>290,706</i>	<i>296,210</i>	<i>301,823</i>

	<b>Actual 2011-2012</b>	<b>Actual 2012-2013</b>	<b>Actual 2013-2014</b>	<b>Budget 2014-2015</b>	<b>Planning 2015-2016</b>	<b>Planning 2016-2017</b>	<b>Planning 2017-2018</b>
Transfer out-River Maint	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Loan Repay to Electric	-	1,114	895	22,948	22,948	22,948	-
2013 DDA Bonds - Phx St 100%			228,000	207,685	205,650	208,560	211,318
2011 BA bonds-30%	77,287	77,085	78,922	77,678	77,903	77,932	77,764
2003 bonds-aprx 16.3%	60,183	26,475	26,438	21,438	21,388	21,288	21,088
2007 bonds-100%	111,144	108,883	111,523	109,087	111,470	108,723	110,840
DDA Bonds-100%	376,000	376,880	377,360	377,110	-	-	-
DEQ bonds-100%	14,937	14,937	14,937	12,928	12,928	12,928	12,928
Subtotal of Debt Service & Tfr Out	<u>649,551</u>	<u>615,374</u>	<u>848,075</u>	<u>838,874</u>	<u>462,287</u>	<u>462,379</u>	<u>443,938</u>
Total Operating & Debt Expenses	<u>802,838</u>	<u>932,655</u>	<u>1,289,778</u>	<u>1,110,882</u>	<u>752,993</u>	<u>758,589</u>	<u>745,761</u>
<b>Capital Project Expenses:</b>							
Dyckman Bridge Rehabilitation-Transfer to F402			290,000	230,000			
Kentucky Avenue Reconstruction			2,000	383,055			
Phoenix Street Reconstruction		105,833	3,120,673				
Kal Haven Trail & Dunkley Improvements	1,810,541	18,928	-	-			
Williams Street Reconstruction	3,119,395	189,883	19,647				
Downtown Repaving Projects		128,426		27,654			
Undetermined projects					600,000	600,000	600,000
Total Capital Project Expenses	<u>4,929,936</u>	<u>443,070</u>	<u>3,432,320</u>	<u>640,709</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
Grand Total Expenses	<u>5,732,774</u>	<u>1,375,725</u>	<u>4,722,097</u>	<u>1,751,591</u>	<u>1,352,993</u>	<u>1,358,589</u>	<u>1,345,761</u>
<b>Income (loss)</b>	(530,543)	286,006	541,735	(188,337)	0	(24,026)	(136,683)
<b>Beginning Fund Balance (Deficit) July 1</b>	<u>244,666</u>	<u>(285,877)</u>	<u>129</u>	<u>541,864</u>	<u>353,527</u>	<u>353,528</u>	<u>329,501</u>
<b>Ending Fund Balance (Deficit) June 30</b>	\$ <b>(285,877)</b>	\$ 129	\$ 541,864	\$ 353,527	\$ 353,528	\$ 329,501	\$ 192,818

# Black River Park Phase I Parking Lot Improvements Project Location Map



Project Location



2/19/2015

Downtown Development Authority



## Agenda Item 6

**DDA will be asked to consider approval of a contract in the amount of \$9,450.00 with Abonmarche Consultants, Inc. for project planning and implementation of the former Baars Building demolition.**

**The DDA Board will be asked to review and consider a contract in the amount of \$9,450.00 from Abonmarche Consultants, Inc. to proceed with plans for the former Baars Building demolition.**

In the role of City Engineer, Steve Oosting has provided engineering support for numerous DDA capital improvement projects. Recently, Steve announced his resignation from the city to work in the private sector. Steve was the project leader for the former Baars building demolition and Huron St. parking lot expansion project. Due to his absence, the DDA Board is being asked to approve a contract with Abonmarche Consultants, Inc. to proceed with the plans for demolition and parking expansion.

**Recommendation:**

The DDA Board should review and discuss the proposed contract from Abonmarche Consultants, Inc. in the amount of \$9,450.00 and if agreement is reached, approve the contract which allows the demolition and construction of the parking lot to continue.

**Support Material:**

Abonmarche Consultants, Inc. contract  
DDA District map incl Huron St. parking lot/Baars bldg site

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director



Engineering  
Architecture  
Land Surveying  
Marina/Waterfront  
Community Planning  
Landscape Architecture  
Development Services

February 20, 2015

Debra Davidson, DDA Director  
City of South Haven  
539 Phoenix Street  
South Haven, Michigan 49090

Re: Overton Building Demolition/Re-Development

Dear Ms. Davidson,

Abonmarche is excited about the opportunity to assist the City of South Haven in demolishing the old Baars building and expanding parking near the downtown and farmer's market. We have successfully performed similar work on behalf of numerous municipalities and we are currently managing demolition of other sites in South Haven. In order to facilitate demolition, the Scope of Work necessary to complete project is as follows:

1. Provide assistance with and facilitation of a public meeting to describe the demolition with the surrounding land owners.
2. Provide technical assistance for the safe demolition of the building and site work including grading, paving, curb, storm sewer and landscaping:
  - Physical inspection of the property to prepare demolition plan
  - Develop specifications and bid documents for the demolition of the property and site restoration
  - Coordinate any environmental work that is necessary. The fees and costs for addressing environmental issues are expected to be within the construction budget.
  - Develop refined cost estimates (current estimates are \$70,000-80,000)
  - Prepare public notice of the bid opportunity as well as solicit bidders to submit proposals for the work to ensure as competitive of pricing as possible.
  - Management of the bidding process and contractor qualifications
  - Review and approve pay requests for demolition and site work as necessary
  - On-site inspections during the demolition and site work process to ensure work is being performed to industry standards and specifications
  - Secure necessary approvals for the specified demolition and site restoration work

95 West Main Street  
Benton Harbor, MI 49022  
269.927.2295

361 First Street  
Manistee, MI 49660  
231.723.1198

503 Quaker Street  
South Haven, MI 49090  
269.637.1293

750 Lincoln Way East  
South Bend, IN 46601  
574.232.8700

3177 Willowcreek Road  
Portage, IN 46368  
219.850.4624

Mr. Brian Dissette  
City of South Haven  
Overton Building Demolition/Re-Development  
March 15, 2014  
Page 2 of 2

- Complete necessary project close-out reports

Our fees for the services defined above will be not to exceed \$9,450. We understand that time is of the essence and will commence our services upon authorization with completion approximately 30 days later. We will endeavor to have the construction work completed by Memorial Day. If you have any questions or need additional information, please contact me at 269.876.9290 or via email at [cjcook@abonmarche.com](mailto:cjcook@abonmarche.com)

Please indicate your acceptance of this proposal by signing below and returning one copy for our files. If you have any questions, please feel free to call.

Sincerely,



Christopher J. Cook, PE  
President/CEO

cc: Tony McGhee, Abonmarche

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Accepted By

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Date

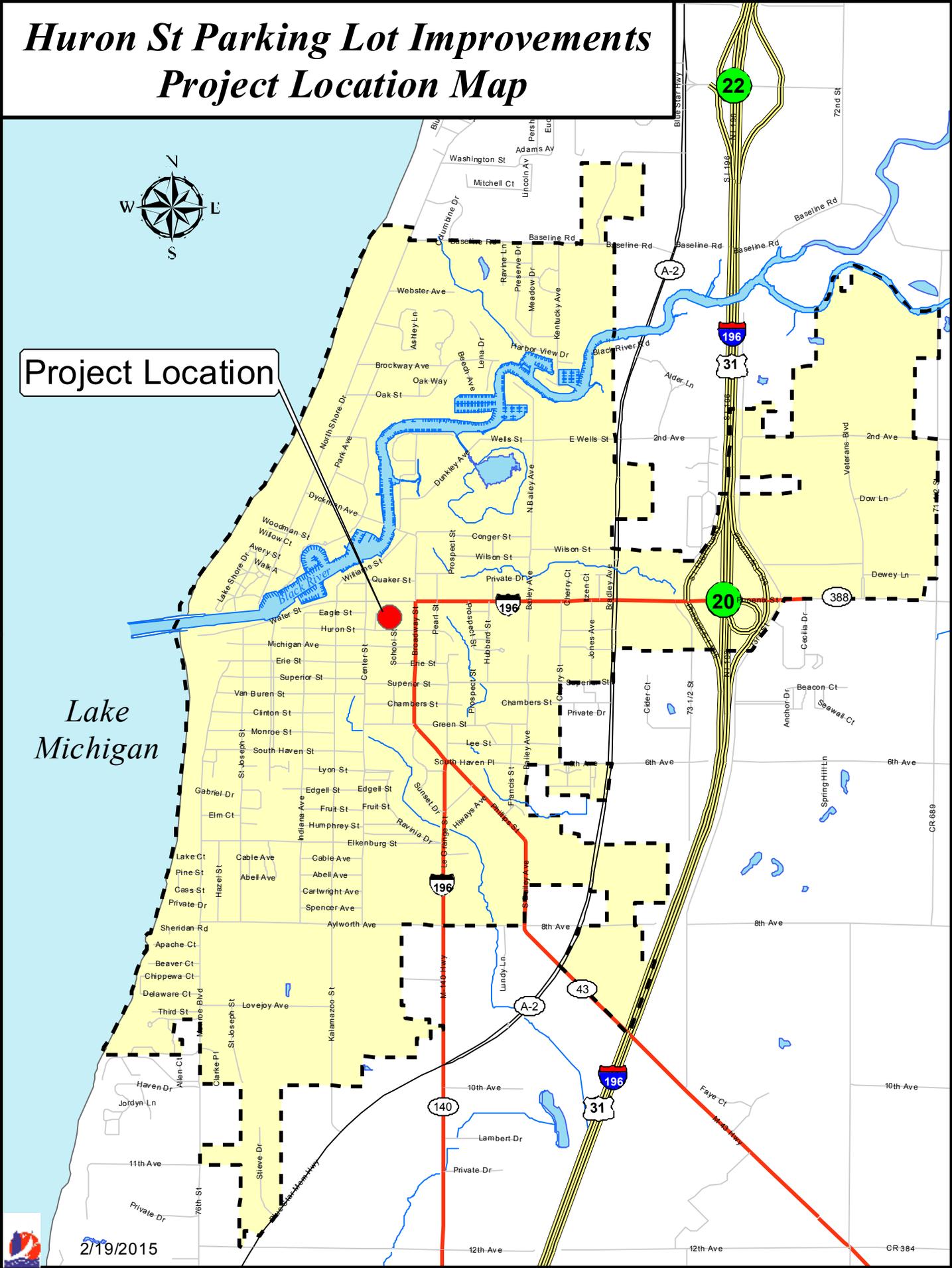


# Huron St Parking Lot Improvements Project Location Map



Project Location

Lake Michigan



2/19/2015