

# Parks Commission

## Regular Meeting Agenda

Tuesday, April 12, 2016  
6:00 p.m., Council Chambers

City of South Haven

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for the Record – March 8, 2016
5. Public Comments and Inquiries Concerning Items not on the Agenda.

### REPORTS

6. Project Updates

### NEW BUSINESS

7. Commission will be requested to review a proposal for professional services related to Lake View Cemetery improvements.
8. City Engineer Comments
9. Commissioner Comments
10. Adjourn

RESPECTFULLY SUBMITTED,



Larry Halberstadt, PE  
City Engineer

# Parks Commission

## Regular Meeting Minutes

Tuesday, March 8, 2016  
6:00 p.m., Council Chambers

City of South Haven

### 1. Call to Order by Reinert at 6:00 p.m.

### 2. Roll Call

Present: Dorothy Cobbs, Bob McAlear, Chuck Moore, Warren Toneman, Marilyn White, Patti Reinert

Absent: Jeff Arnold

### 3. Approval of Agenda

Motion by Moore, second by Cobbs to approve the March 8, 2016 Regular Meeting Agenda as presented.

All in favor. Motion carried.

### 4. Approval of Minutes for the Record – February 9, 2016

Motion by White, second by Cobbs to approve the February 9, 2016 regular Meeting Minutes as written.

All in favor. Motion carried.

### 5. Public Comments and Inquiries Concerning Items not on the Agenda.

None at this time.

## REPORTS

### 6. Project Updates.

Halberstadt updated the board that city staff has a bid in hand for reroofing the restroom at Kid's Corner which came in \$10,000 less than we expected; staff hopes to get some work done on the pavilion at South Beach with those dollars. Halberstadt explained both projects will be a simple strip and reroof.

On North Beach, Abonmarche has been reviewing some of the utility needs as part of that project.

Moore asked the time frame for the beach flags to which Halberstadt responded that the beach flags should be in place by the beginning of the season, which is May 15, but sooner, if possible.

## NEW BUSINESS

### **7. Commission will be requested to review a proposal from Foundry Hall for installation of a permanent performance stage in Riverfront Park.**

Charlotte (Lotte) Resek, 702 Lee Street, representing Foundry Hall. Resek explained that Foundry Hall has been booking and sponsoring the Riverfront Concert Series and been involved with some of the festivals. Noting that the city does not have a good spot for the performers to be in Riverfront Park, Resek explained that placing the temporary stage right in front of the restrooms at the South Marina facility requires people to climb over the musician's equipment to get to the restrooms and people are not very close to the performers. Learning that some of the bigger festivals rent stages as part of the activities, Resek stated, "We started thinking about a permanent structure. Seeing something like this, a band shell or amphitheater in a community, people realize there are activities, arts and music occurring in the community.

Resek pointed out the photos of such structures in other communities which she provided for the packet, noting that she prefers an open back structure to keep the view. Resek also noted that there would not have to be a roof but for the festivals and some events there would be need for lights and other things which would be more easily accommodated by a roofed structure.

Resek pointed to the drawings, noting that she has learned that setting up near the marina building causes disruptions in services. It was during Harborfest that someone came up with the idea of putting the stage at the other end of the park, where the beer tent was for Harbor Fest and Blueberry Fest and Resek feels it would be an ideal spot. Music would be projected more towards downtown rather than towards neighborhoods, although a few homes would still be affected.

Moore noted if you put it so it's facing away from the lake there is a limit to how many people can be accommodated to which Resek responded that she has not been aware of there being a problem of overcrowding and noted, indicating the pictures she provided, from the top of the hill, any structure would not block the view of the lighthouse or pier. Sightline-wise it would not be in the way.

Toneman said he has been to the one in St. Joseph several times and thinks the lake is a great backdrop. "The nice thing about the one in Saint Joseph is that it is built up closer to the main drag; you can park elsewhere and walk."

Moore commented that it is too bad it is not part of the master plan for this area to which Halberstadt responded that the city does not have the funds immediately available, but that is what we need from this board is an indication of whether you are interested in and want to have something like this added to future plans.

Reinert expressed her thought that the timing is good because the commission is looking at some activity in that general area. Resek noted that the larger space she is recommending is kind of a no-man's land and explained that there are larger acts for the Riverfront Concert Series so a smaller stage wouldn't do what we need. "This is such a nice location for this."

Moore said looking at a birds-eye view of that area would be ideal and Halberstadt responded that city staff can work with Lotte to come up with something like that. Resek said there could even be stairs at the sides which could be used for other things, perhaps even seating.

McAlear said that is a great idea, to have the structure be as transparent as possible and multi-functional. Halberstadt asked about the next step being to have staff work with Resek on this concept.

Reinert suggested looking at the "bowl" near the keeper's house, a natural spot that is still a great spot without being in the middle of the park area and something to consider as an alternative location.

**8. Commission will be requested to hold a Public Hearing and recommend approval of the Splash Pad Final Conceptual Plan to City Council.**

Reinert asked if there was any more discussion on the Splash Pad. When none was forthcoming, Halberstadt reminded that the primary discussion revolved around the need for providing a sail/shade structure over some of the seating. "We have shown what that looks like on this drawing."

Reinert noted she did some exploring while she was in Florida and a lot of the parks there use something similar; it has a nautical feel, we've talked about doing something similar over the Evelyn S at the Maritime Museum. Doing this in multiple locations would provide continuity. Discussion ensued regarding doing the project as a stepped concept so if funding were limited it could be done a little at a time.

Motion by White, second by Toneman, to support the Splash Pad project plan and recommend that City Council proceed with the Michigan Natural Resources Trust Fund Grant application.

Halberstadt noted that council will formally open the public hearing, take comments if any, and close the public hearing, so this should be done for the record.

Motion by Toneman, second by McAlear to open the public hearing.

There were no comments.

Motion by McAlear second by Moore to close the public hearing.

All in favor. Motion carried.

The motion to support the Splash Pad still being on the floor, the vote was called.

All in favor. Motion carried.

## **9. Commission will be requested to consider approval of the City Gift Policy.**

Reinert noted we have had a lot of discussion and procrastinated a little bit.

Moore noted we kind of copied our gift policies from Ann Arbor and Grand Haven but we do not have the same situation as either city. There are no limitations of how long the bench can be there. Moore stated that he also heard some people were promised benches who sold pieces of property to the city and that he does not know if that is true. Moore said some people who are not vested in this community want a bench with their name on it. "I think we haven't answered every question here. Should I be able to get a bench for the next 50 years?"

Halberstadt noted that if someone donates a bench, the city would maintain that to the extent we could, knowing that at some point it will reach the end of its life span, probably in the area of ten years. The policy stated that the life cycle will be determined by Parks staff based on industry standards and inspection. On page 2, 4c. Halberstadt noted that the policy states that if current contact information is on file, the donor will be contacted and have first right of refusal, which still means perpetuity.

Reinert said one reason benches are possible are that it is affordable and something that can be used; the Parks Commission was just thinking of other locations and encouraging people to donate other items. Reinert asked whether Moore thinks people want a bench because of the location to which Moore responded, "Yes." Reinert asked if city staff has turned down benches to which Halberstadt responded, "Yes, we turned down one bench because there was already one donated for the same individual."

Halberstadt confirmed that the city manager told the people who sold the parcels to the city that they could have the first chance to place a bench in the area of the land that was sold. Discussion ensued regarding putting benches there and Halberstadt explained that one of those property owners has already donated a bench and it is placed just south of his the property he sold; there are two more that are interested. There is probably room for two (2) more benches in this area and maybe a total of four (4) more down the bluff without overloading things. At some point it is going to be full, according to Halberstadt. Reinert added that staff should be proactive to encourage gifts to be given in other areas of need. Moore talked about charging a very large amount for the benches and charging a higher fee for maintenance.

McAlear stated, "The answer is in the document. Staff has the right to veto a proposed gift item and I see the control there and have no concerns," and indicated Page A1, guidelines, #1 of the policy. Moore asked, "How can they say yes to one and no to another?" Toneman asked why it comes back to us (Parks Commission) if it is going to the city council. Reinert explained that we are trying to provide a policy which we can recommend to city council. Halberstadt explained that the original gift policy was drafted by Parks Commission and approved by city council.

Moore asked if this policy can be sent to the council with concerns. McAlear said our assignment is to review this; polish it up and approve it for recommendation to the city

council to take in as policy. "I don't think we will ever get a perfect document; the section I referred to answers that question."

Moore asked if the Parks Commission has the ability to move it on with questions. Halberstadt stated he would not be comfortable doing that. McAlear said, "We would be passing the buck." Halberstadt explained that he has to take something that Parks has either approved or turned down. Reinert noted that the council still has the ability to make revisions to what is recommended.

Motion by McAlear to approve the revised draft of the City of South Haven Gift Policy, recommending adoption of the revised policy by City Council.

Ayes: Cobbs, McAlear, White, Reinert

Nays: Toneman, Moore

Motion carried.

#### **10. City Engineer Comments**

None at this time.

#### **11. Commissioner Comments**

Moore: The project updates are very valuable to keep us up to date so we don't forget about a project.

#### **12. Adjourn**

Motion by McAlear, second by Cobbs to adjourn at 6:37 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

## Agenda Item #6

### Parks Project Updates

City of South Haven

#### Background Information

During the past several Parks Commission meetings, Commissioners have requested updates on a variety of projects that have been previously discussed. In order to satisfy this request, staff will keep this report updated on a monthly basis. Projects will be tracked until completion, at which point, a decision can be made to remove the project from the monthly update list. New projects will be added to the list from time to time as they are started.

1. **Beach Flag/Warning System** *(Install new signs matching the Michigan Sea Grant system. Update flags and install numbers on warning flag poles.)*

12/8/15: Michigan Sea Grant signs have been manufactured. Staff is working with Spencer Manufacturing on mounting system for sign numbers.

4/12/16: Staff has reviewed new sign samples from Spencer Manufacturing. Staff is also working on flagpole upgrades to support the new signs.

2. **Black River Park, Accessible Kayak Launch** *(Install accessible kayak launch at south end of Black River Park.)*

12/8/15: Shoreline work is complete. The floating platform has been assembled and is ready for launch in the spring.

4/12/16: Floating platform is in the water.

3. **Black River Park, Fishing Pier** *(Construct parking area and fishing pier at site of former Street Department garage.)*

12/8/15: Abonmarche is currently working on the design of this project, including environmental remediation requirements. Staff anticipates bringing the plan to the Parks Commission for review in the next few months.

4. **BMX Pump Track** *(Construct Bicycle Pump Track on Wells Street adjacent to Cemetery and Public Safety Building.)*

1/12/16: City has received notice of pending funding award from the Michigan DNR Recreation Passport Program. The intent is to utilize soil material removed from area roadway projects to construct the facility.

4/12/16: City anticipates that clay spoils from the Kalamazoo Street Reconstruction Project will be moved to this site beginning in June.

**5. Cemetery Improvements** *(Begin building and grounds improvements per the adopted improvement plan.)*

12/8/15: Abonmarche has prepared a proposal which is being reviewed by City staff.

4/12/16: Abonmarche proposal to be reviewed by Parks Commission at this meeting.

**6. Dyckman Beach Sign** *(Install decorative sign at entrance to the Dyckman Beach Parking Area.)*

12/8/15: Pricing has been obtained for the precast concrete sign elements. Staff is reviewing sign needs at other beach entrances. Staff will seek revised pricing for production precast concrete for all required signs in an effort to drive down cost.

4/12/16: Signage at Dyckman Beach, Packard Park, Oak Street Beach, and Newcome Beach will be included in the North Shore Drive project scheduled to begin construction this fall. Resurfacing of Packard Park pavement will also be bid with this project.

**7. Harborwalk Improvements** *(Resurface walkway from North Shore Drive to Black River Street. Incorporate landscape improvements where feasible.)*

12/8/15: Staff has started discussions with property owners near North Shore Drive. It is anticipated that discussions will resume in January.

**8. Kid's Corner Play Structure** *(Renovate or replace play structure.)*

12/8/15: Funding for this work is not yet available. Decision on renovate vs. replace has not been made.

4/12/15: Grant application for Recreation Passport program submitted on 4/1/16. Requested grant amount is \$45,000 with a local match of \$48,000. This money would be used to address ADA access and safety concerns, but is not sufficient for full structure rehabilitation.

**9. Kid's Corner Restroom, Roof Replacement** *(Remove and replace asphalt shingle roof.)*

12/8/15: \$25,000 has been budgeted for this work. Outside consultant is working to complete bid documents. Spring construction is anticipated.

3/8/16: Three quotations have been obtained. Olson Brothers was the low bid and will be awarded the work.

~~**10. Monroe Boulevard Property Acquisition** *(Acquire four privately held parcels on the west side of Monroe Boulevard between Clinton and Van Buren Streets.)*~~

~~12/8/15: A tentative purchase agreement has been reached. The purchase agreement will be presented to Council for consideration at their December 21 meeting.~~

~~1/12/16: Purchase of the parcels is complete. Council is working to adopt an ordinance placing the four parcels into the parks system. Council has approved deed restrictions which prohibit improvements interfering with the view from the east side of Monroe Blvd.~~

**11. North Beach Improvements** *(Reconstruct parking areas, update lighting, renovate restrooms, install Kayak access mats, install paved access to north pier.)*

12/8/15: The City has applied for a Michigan Natural Resources Trust Fund grant to assist with funding these improvements. This year's applications have been scored by the MDNR and it appears our project has a high enough score to be funded next year. Construction will need to occur during the off season.

1/12/16: The City has received notice that this project has been recommended for funding by the MNRTF Board of Trustees.

3/8/16: Abonmarche has been reviewing utility improvements that are needed in conjunction with this work.

**12. Optimist Tot Lot, New Playground Equipment and ADA Surfacing** *(Purchase and install new playground equipment, install barrier free play surfacing.)*

12/8/15: Funding for this work is not yet available. Several attempts to obtain grant assistance have been unsuccessful. An updated quote for the play structure has been obtained.

**13. South Beach Restroom Improvements** *(Renovate restroom building to add capacity, construct permanent concession stand building.)*

12/8/15: Funding for this work is not yet available. The City will be seeking grant funds to assist with these improvements. At the present time, the North Beach Improvement project is taking priority over this project.

3/8/16: City is preparing to submit grant application for Splash Pad. Restroom construction will likely occur concurrent with Splash Pad construction. Awards for the grant program are anticipated to be announced in December. If we receive a grant, this would permit construction to occur in fall of 2017.

4/12/16: Grant application for Michigan Natural Resources Trust Fund submitted on 4/1/16. Requested grant amount is \$300,000 with a \$268,506 local match.

**14. Water Street Streetscape Improvements** *(Landscape and Pedestrian Access Improvements along south side of Water Street.)*

1/12/16: City Manager is working to complete review of the conceptual plan by all Boards, Commissions and City Council. Parks Commission completed review in September of 2016. It is anticipated that some of the hillside cleanup activities may start this spring. Construction of the stairway from Eagle Street to Water Street may begin this fall if funds are available.

## **Attachments**

Project Location Map  
Accessible Kayak Launch Site Plan  
Fishing Pier Conceptual Plan  
BMX Pump Track Plan  
Cemetery Improvement Master Plan  
HarborWalk Plan  
HarborWalk Photo  
Monroe Park/Kids Corner  
Monroe Boulevard Property Acquisition  
North Beach Park Master Plan  
Optimist Tot Lot Conceptual Plan  
South Beach Restrooms Conceptual Plan  
Water Street Streetscape Improvements Conceptual Plan

# Parks Project Locations

City of South Haven, MI

1/7/2016



Lake Michigan

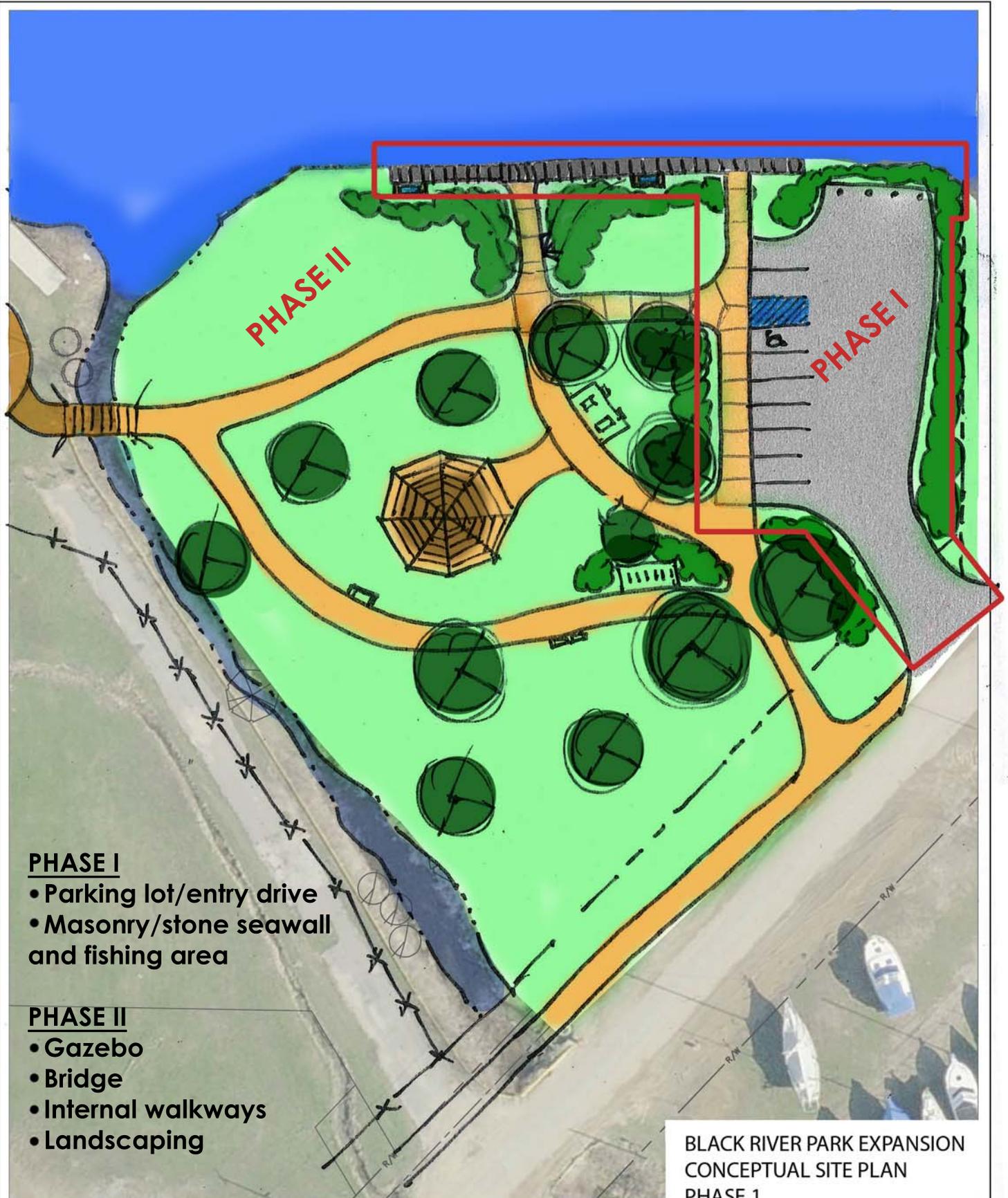


1. Beach Flag Warning System
2. Black River Park - Accessible Kayak Launch
3. Black River Park - Fishing Pier
4. BMX Pump Track
5. Cemetery Improvements
6. Dyckman Beach - Sign
7. Harborwalk Improvements
8. Kid's Corner - Play Structure
9. Kid's Corner - Restroom & Roof Replacement
10. Monroe Blvd - Property Acquisition
11. North Beach - Improvements
12. Optimist Tot Lot - New Playground Equipment
13. South Beach - Restroom Improvements
14. Water Street Streetscape Improvements

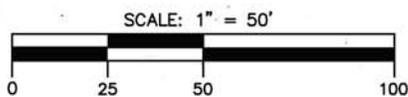




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BLACK RIVER PARK EXPANSION  
CONCEPTUAL SITE PLAN  
PHASE 1



**ABONMARCHE**

Confidence By Design

© COPYRIGHT 2011  
ABONMARCHE CONSULTANTS, INC.

DATE: JULY 26, 2011

JOB NO.

SHT.

OF

**ABONMARCHÉ**  
 Consulting Engineers, Inc.  
 95 West Mason Street  
 Benton Harbor, MI 49713  
 South Haven, MI 49783  
 F 269.927.1017  
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**CITY OF SOUTH HAVEN  
 SOUTH HAVEN, MICHIGAN**

**PUMP TRACK SITE  
 PROPOSED LAYOUT**

**SHEET TITLE**  
 DRAWN BY: DJL/KB  
 DESIGNED BY: KB  
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 QA/QC REVIEW: [ ]  
 DATE: SEPT 2013  
 SEAL: [ ]

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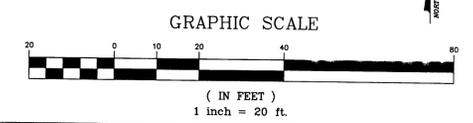
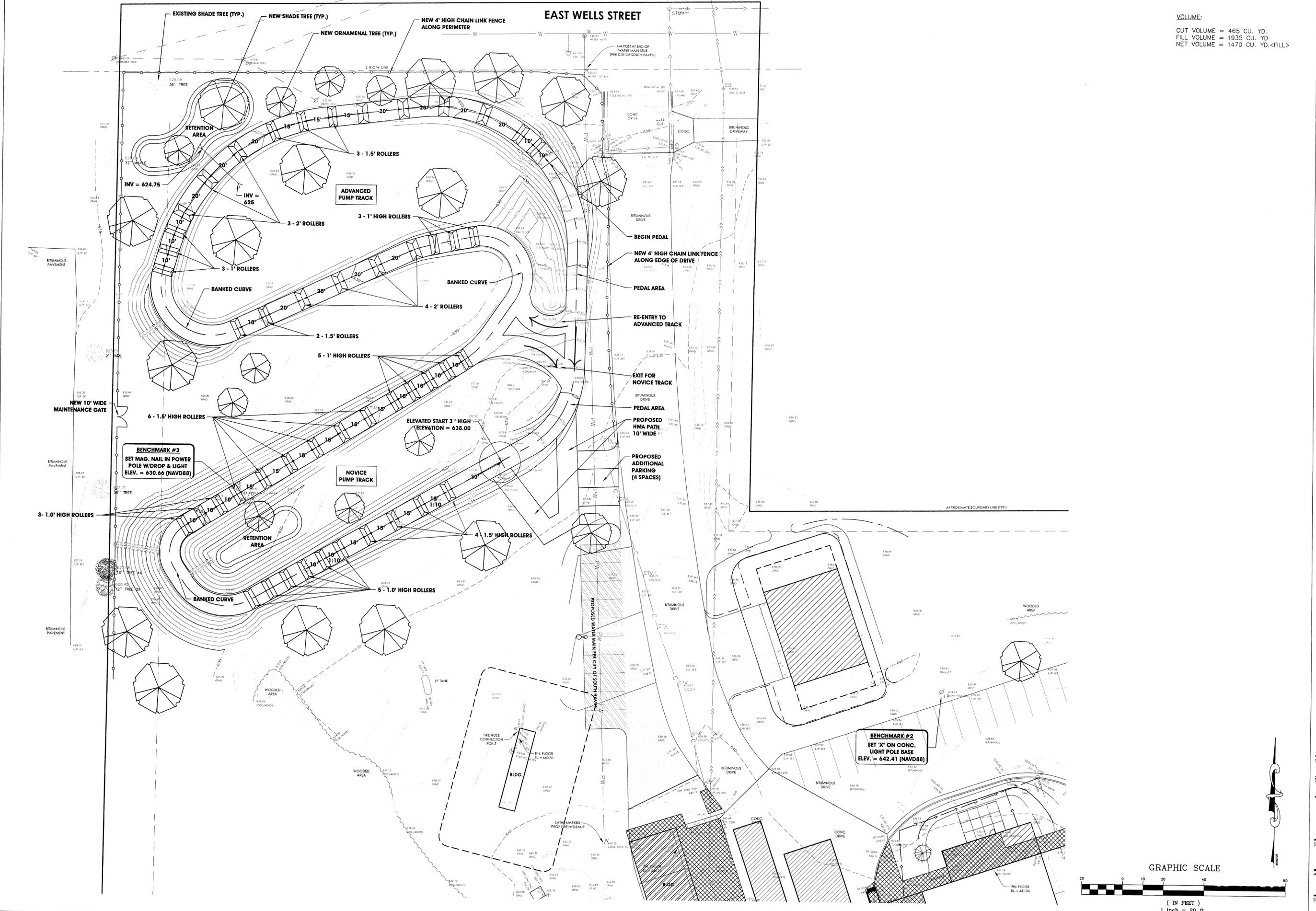
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ACI JOB #  
**13-0515**

SHEET NO.  
**1 of 1**

**VOLUME:**  
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 FILL VOLUME = 1935 CU. YD.  
 NET VOLUME = 1470 CU. YD. <FILL>



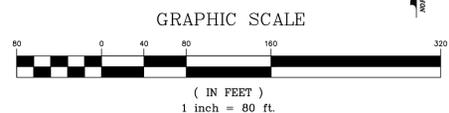
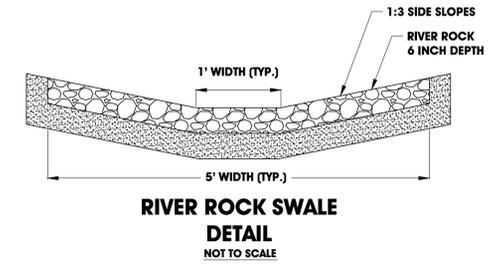
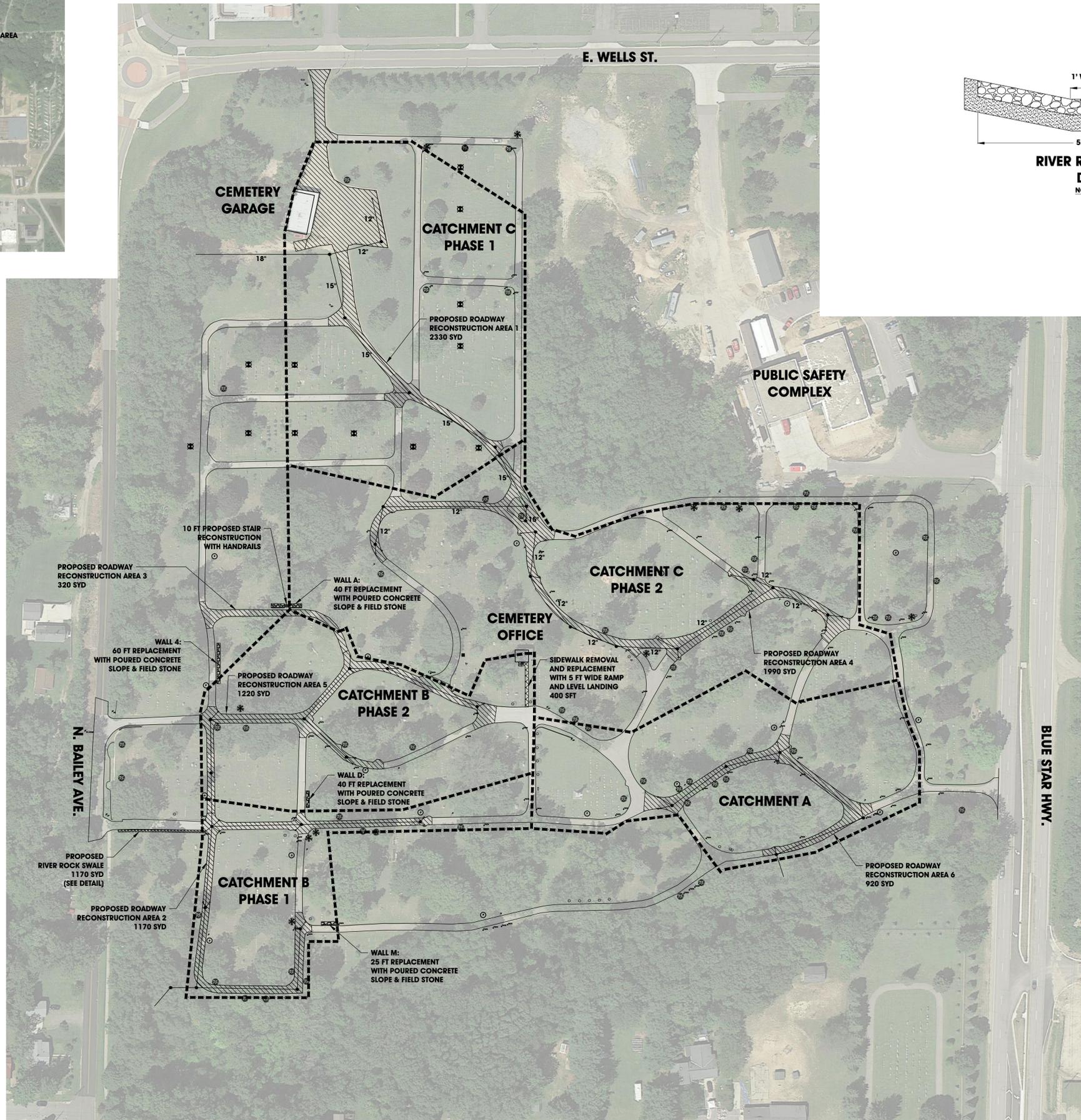
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LAKE VIEW CEMETERY VICINITY MAP

-  PROPOSED ROADWORK
-  PROPOSED SIDEWALK
-  PROPOSED WALL WORK
-  DR STRUCTURE, 48 INCH DIA
-  DR STRUCTURE, 48 INCH DIA
-  POST MOUNTED YARD HYDRANT
-  FROST-PROOF YARD HYDRANT



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F 269.927.1017

Michigan Lic. No. 0600000000000000  
South Haven, MI  
Purdue, IN

PROJECT:  
**LAKEVIEW CEMETERY**  
SOUTH HAVEN, MICHIGAN

SHEET TITLE:  
**MASTER PLAN**

DATE: **DECEMBER 2014**

SEAL:

SIGNATURE:

DATE:

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ACI JOB #  
**14-0696**

SHEET NO.  
**2 of 6**

NO.	REVISION DESCRIPTION:	BY:	DATE:

Existing 5' wide HarborWalk Easements  
North Shore Dr to Black River Street





NOV 17 2009

# Monroe Park / Kid's Corner



Kid's Corner Playground

Restrooms & Picnic Shelter



# Monroe Blvd - Proposed Property Acquisitions





NEW NON-MOTORIZED WATERCRAFT LANE (WIDTH = 25 FT) LANE BUOY DESIGNATION

existing chain link fence  
NEW CONCESSION AREA  
remodeled & expanded building  
remodeled plaza area & extension across roadway  
non-motorized parking area with security bollards

dumpster enclosure  
link concrete area

NEW BEACH ACCESS  
accessible beach mat  
seasonal transfer area

shower tower

DROP-OFF LANE  
VEHICULAR AND TRAILER (FOR NON-MOTORIZED WATERCRAFT DROP)  
accessible control bollards

VOLLEYBALL COURTS

NEW PLAYGROUND AREA  
accessible walkway mat  
accessible playpiece

REVISED ESPLANADE PLAZA PUBLIC PARKING  
new bituminous paving  
new curbed islands with sand & dune grass stabilizing  
21 vehicle parking spaces  
3 vehicle with trailer spaces

high visible crosswalk

FLUSH CROSSWALK ISLAND  
crosswalk extension  
accessible parking aisle  
informal drop off zone  
control bollards

NEW BEACH PROMENADE  
concrete walk, 12' min.  
memorial benches on paving

retrofitted street lights for night sky compliance

trash

existing parking kiosk  
relocated memorial benches, 11

NEW BEACH ACCESS  
accessible beach mat  
seasonal

ROADWAY IMPROVEMENTS  
new bituminous paving  
91 parking spaces

NEW PIER CONNECTION  
curbed walkway  
emergency access  
service vehicles  
accessible pedestrian connection  
site amenities

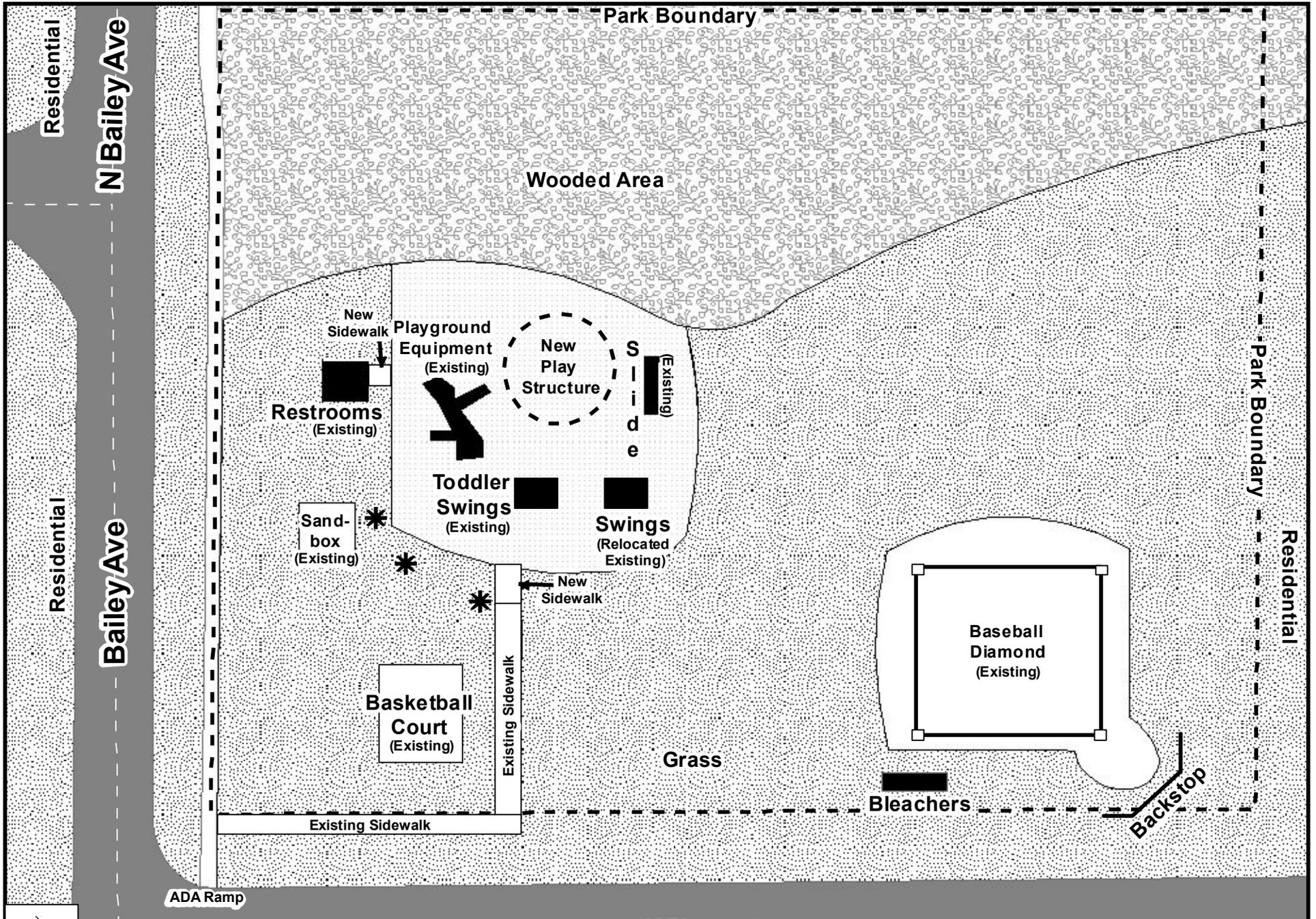
PEDESTRIAN CONNECTION TO CHANNEL WALK  
control bollards

# NORTH BEACH PARK MASTER PLAN

CITY OF SOUTH HAVEN



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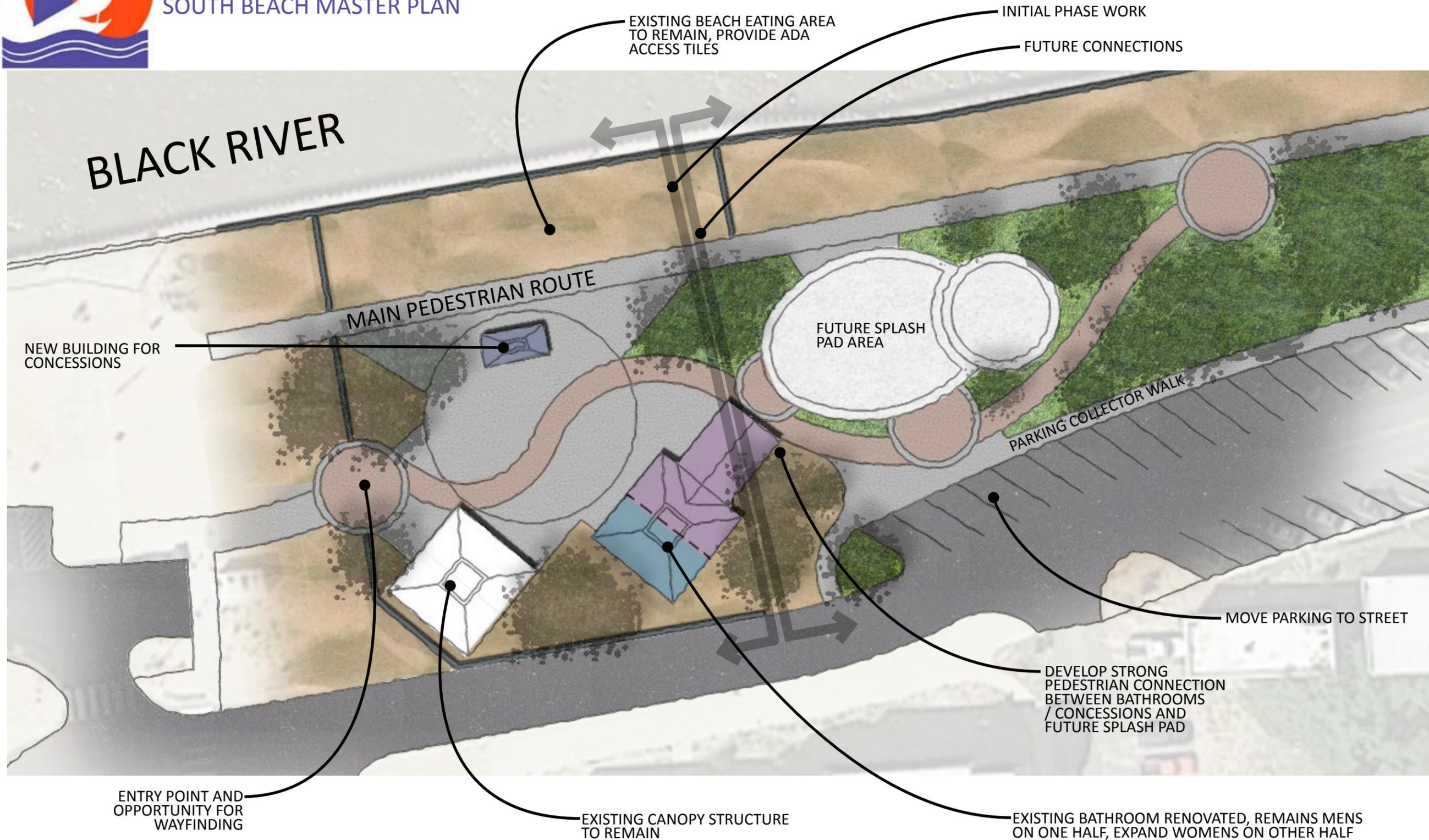
Updated: 2/23/2012

# Optimist Tot Lot - Site Development Plan & Boundary Map



# CITY OF SOUTH HAVEN

## SOUTH BEACH MASTER PLAN



CONCEPTUAL PLAN SKETCH - OPTION 3



BLACK RIVER HARBOR



SOUTH SIDE

# Water Street Streetscape Improvements

City of South Haven  
4-15-15



### DESIGN GUIDELINES FOR WATER STREET EDGE, SOUTH SIDE

- Create a more attractive street edge on the south side of Water Street
- Reduce maintenance efforts
- Improve pedestrian connections to attractions: Waterfront, Lightkeeper Museum, Channel
- Highlight unique elements along Water Street: Lighthouse Keeper Museum, WPA retaining wall, Channel and Lake Michigan views.
- DESIGN PROGRAM
- repetition and appropriateness of materials
- replacement of street lights with decorative and energy-efficient lights and removal of overhead lines where possible
- creation of a 'clean and crisp' planting edge the entire length of street
- screening of power stations, utilities and dumpster
- use of signature plantings, i.e.:
- sweeps of dune grass at corners, at the Waterfront and at 'sunny' terraces. mowable grass strip between curb and walls.

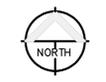


Water St - Water Filtration Plant to St. Joseph St

SOUTH SIDE

# Water Street Streetscape Improvements

City of South Haven  
4-15-15



1" = 20'



Water St - St. Joseph St to Maple St

SOUTH SIDE

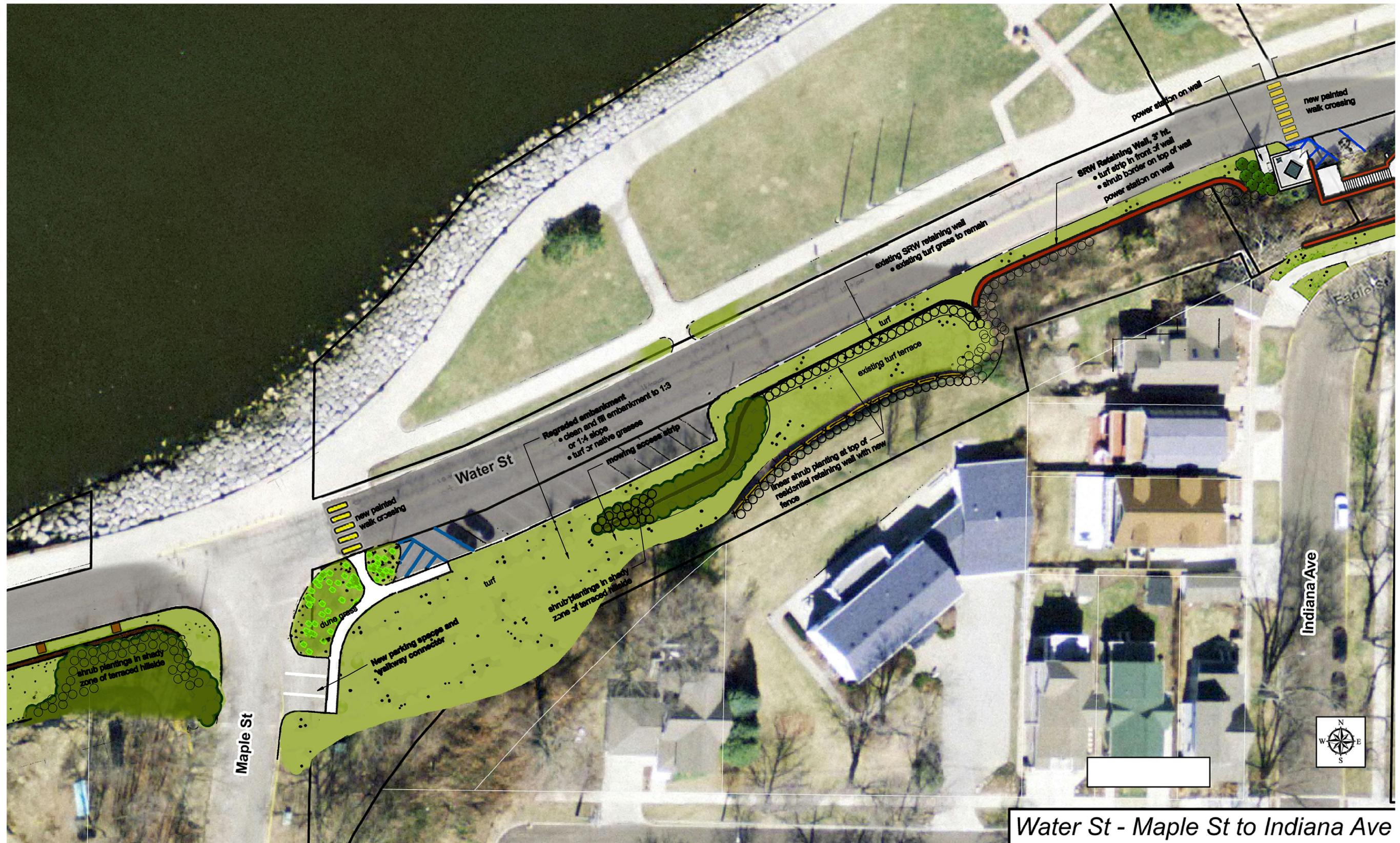
# Water Street Streetscape Improvements

City of South Haven  
4-15-15



1" = 20'

**Cornelisse**  
**Design Associates, Inc.**  
 LANDSCAPE ARCHITECTURE  
 818 Sarasota SE/ Grand Rapids, MI 49546

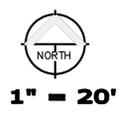


Water St - Maple St to Indiana Ave

SOUTH SIDE

# Water Street Streetscape Improvements

City of South Haven  
4-15-15



**Cornelisse**  
**Design Associates, Inc.**  
 LANDSCAPE ARCHITECTURE  
 818 Sarasota SE / Grand Rapids, MI 49546



SOUTH SIDE

# Water Street Streetscape Improvements

City of South Haven  
4-15-15

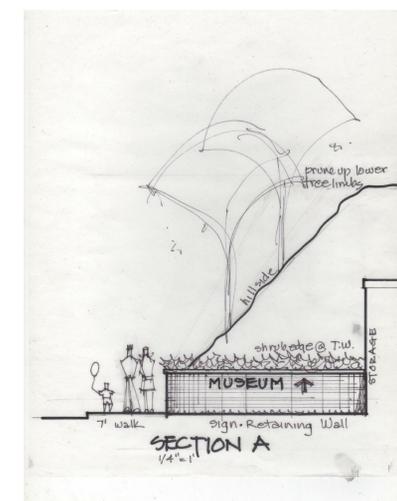


1" = 20'

**Cornelisse**  
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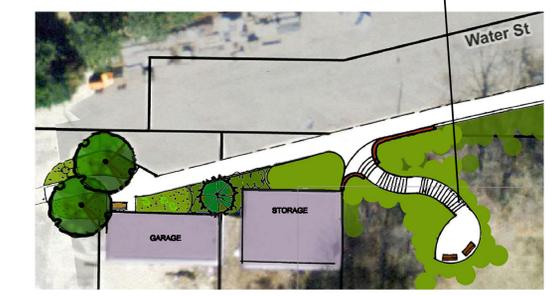


**Upper Level Access  
ENLARGEMENT DETAIL**  
Scale: 1" = 20'



**Water Street  
ELEVATION AT MUSEUM HILLSIDE WALL**  
Not to Scale

**Concrete replacement steps  
and overlook terrace from  
Water St.**



**Water Street  
OPTIONAL STEPS @ MUSEUM HILLSIDE WALL**  
Not to Scale



City of South Haven

## Agenda Item #7

### Lake View Cemetery Improvements

#### Background Information

At the May 12, 2015 regular meeting, the Parks Commission reviewed and approved the Lake View Cemetery Master Plan prepared by Abonmarche Consultants. This master plan identifies various improvements including:

- Retaining Wall Reconstruction
- Stairway Reconstruction
- Building Improvements
- Yard Hydrant Replacements
- New Block Wayfinding Signage
- Pavement Improvements
- Drainage Improvements

At the time of plan adoption, staff recommended that safety and usability issues be addressed within a two year time frame. The drainage improvements and roadway reconstruction will be constructed in future phases as funding becomes available.

The safety and usability improvements include the following:

Yard Hydrant Repairs & Replacements:	\$14,500.00
Wall A Stair and Pavement Repair:	\$15,840.00
Pavement Crack Sealing & Maintenance:	\$11,200.00
Building Improvements:	\$65,600.00
Grounds Improvements:	\$104,600.00
Total Cost:	\$211,740.00

The Cemetery Improvement Fund has sufficient balance to cover the work noted above. In order to move forward with design and construction, staff recommends that Abonmarche Consultants be hired to provide professional services including design, bid solicitation, construction inspection, and contract administration.

Abonmarche has provided a proposal to complete the professional services noted for an estimated fee of \$27,800.

**Recommendation**

Review the proposal from Abonmarche and pass a recommendation that City Council select Abonmarche to provide professional services for the Lake View Cemetery Improvement Project.

**Attachments**

Lake View Cemetery Master Plan  
Lake View Cemetery Proposal

## Introduction:

The City of South Haven has realized that certain repairs are needed throughout Lake View Cemetery in order to extend the life-time of the cemetery and associated infrastructure. Outlining these repairs in an overall Lake View Cemetery Master Plan will allow necessary improvements to take place in a strategic, timely, and cost-effective manner. Abonmarche has been retained to complete an analysis of existing conditions, wants and needs—along with a prioritization of proposed projects—over the next 5 years. Our procedure for this project included the completion of a topographic survey, site review/evaluation, and meetings with city staff to determine desired priorities. Detailed cost estimates were then prepared for each of the priorities found in the attached spreadsheet. The following is a summary of the work that was completed and recommendations for improvements for Lake View Cemetery. The areas of work were broken down by the following categories:

### Infrastructure Improvements:

- I. Storm Sewer System.
- II. Areas at Risk of Ponding and Erosion:
- III. Overland Drainage
- IV. Water Lines / Yard Hydrants
- V. Roads
- VI. Building and Grounds Improvements
  - Bailey Street Entrance
  - Retaining Walls
  - Office / Restroom
  - Block Markers / Way-Finding System

### Infrastructure Improvements:

#### *I. Storm Sewer System*

The condition of the existing storm drain system is currently unknown due to a lack of reliable as-built information as well as difficulty in completing a formal inspection of the system resulting from impediments with the structures. Topographic survey of roadways within the cemetery located the rim elevations of 43 storm structures. Field observation of these structures revealed that the majority are recessed between 18 to 24 inches below pavement grade, likely as a means to capture storm water effectively. Many of the structures are completely filled with dirt and leaves that made it difficult to determine the condition of inlet pipes into the structure (See Figure 1 on the following page). It is very likely that pipes in the cemetery are undersized by today's standards. In addition,

the age of the existing system coupled with the possibility of storm pipes being located near or underneath grave sites makes it highly unlikely that the system can be replaced in its current alignment. Any proposed storm sewer work will thus take place within the limits of the existing roadway network to avoid conflicts with the graves.

There have been numerous complaints about the recessed structures causing issues for plows and damage to vehicles that drive into the depressions. When new structures are placed or any road reconstruction is done in an area with structures, it is recommended that the rims be brought up to flush with the road grade to minimize this issue.

Based on the proposed Master Plan, only four structures are outside of the 5 year plan for replacement. These structures are isolated from both the existing and proposed network and thus are assumed to not be tied into the system in its current state. It is recommended that these structures be raised as previously stated to ensure that they do not impede traffic and plows within the cemetery.



**Figure 1: Existing Storm Drain Conditions**

## II. *Areas at Risk of Ponding and Erosion*



A solution for the cemetery drainage problem as a whole has been provided in the attached drawings. There are three major drainage districts that exist in the cemetery which need to be managed through an updated and comprehensive drainage network. It is proposed that the following general improvements be made to the Catchment areas that are shown:

- Removal of existing storm structures within the boundaries of road reconstruction limits
- Installation of a comprehensive system of new storm sewers to be located down the roadway center line to minimize impact to potential grave plots located along the roadway edge. This includes installation of storm catch basins located at the roadway edge at or near the existing catch basin locations in the cemetery.
- Provide new castings for proposed structures that will be located flush to the proposed roadway to alleviate the damage to vehicles and plows within the cemetery.
- Reconstruct the existing roadway in locations where pipe is to be installed. Prioritize installation of pipe with areas that currently are in need of roadway structural repair. These areas have been noted on the cemetery master plan drawings. The areas proposed within the Master Plan repair all of the immediate roadway structural issues.

Since there is currently limited reliable information on the existing storm network in the cemetery, this design assumes that an entire new network is required. Salvage of existing structures and pipes appears unlikely due to the nature of pipes running near or under new grave sites as well as the advanced age of the network itself. Though it is recommended that the entire system be updated, further review of existing invert and structure conditions may help in the phasing of the projects to ensure the most critical repairs are made in a timely manner.

### *III. Overland Drainage*

The interior road leading to the marked entrance along N. Bailey Ave is lined with a crumbling concrete swale on the southern edge. The existing condition does not allow for proper infiltration and redirection of flow to the storm water system and thus overflow spills over into the adjacent block. We propose providing a constructed water course that leads to the existing catch basin near the Bailey Ave entrance. This can be accomplished by providing a bituminous curb along the southern road edge, or constructing a small earth swale to channelize runoff. The attached estimate proposes the re-grading of the swale along with a small river stone layer being placed as a means to capture runoff and channelize it down to the existing storm structure. A detail of this repair is shown on the attached "Master Plan" map.

### *IV. Water Lines / Yard Hydrants*



There are two styles of existing yard hydrants within Lake View Cemetery: eighteen (18) standard yard hydrants mounted at 18" on a 4' wooden post, and thirteen (13) hand-pump, frost-proof yard hydrants (See Figure 2). The location of these hydrants has been designated on the attached "Existing Conditions and Hydrant" map following this report.



**Figure 2: Existing Yard Hydrant Conditions –Hand-Pump, Frost Proof (Left) & Standard Post Mounted (Right)**

Guests of the cemetery have voiced complaints that the standard yard hydrants are too low to be easily used. Further, they have stated that the frost-proof hydrants are hard to operate. It is recommended that all thirty-one (31) yard hydrants be modified. We propose the following upgrades in order to improve the accessibility and ease of use for cemetery patrons while establishing uniform yard hydrants throughout Lake View Cemetery:

- Retrofit or replace the eighteen (18) standard hydrants on existing posts up to an acceptable height between 30-36 inches above grade.
- Replace all thirteen (13) hand-pump, frost proof hydrants with 3' standard water hydrants of the same style as remaining eighteen (18) standard hydrants.



Our initial site visit was completed after the water system had been turned off for the winter. Therefore, hydrants could not be checked to determine if they are all operational. Before replacement efforts are undertaken, the working condition of the hydrants shall be checked and if found to be non-functional further work may be required.

These repairs should not be as invasive as the storm system upgrades and thus can take place at any rate that is desired by the City. If budget allows, it is recommended that these upgrades take place early on in the Master Plan life, to alleviate issues that exist with the current hydrant network since these upgrades will require little to no subsurface work and will provide both a visual upgrade to the cemetery as well as ease of use to the patrons at little cost.

#### *V. Roads*

After a walkthrough of the road network within Lake View Cemetery, we have identified six (6) sections of pavement that are in need of immediate resurfacing (labeled 1-6 on the "Master Plan" map). The parking area located near the shop should be included in this immediate resurfacing since it is in poor condition and is the primary staging area for funerals located in the cemetery. Because the remaining roadways have only minimal defects compared to the highlighted segments and the cemetery does not experience heavy traffic, the remaining roads can likely be maintained for another ten (10 years) with immediate crack sealing and subsequent crack sealing every 3-5 years. On the next page is a comparative example between roadways that are in need of immediate repair compared to those that need standard maintenance. These comparisons were made based upon a visual inspection using the PASER rating system.





**Figure 3: Roadway Conditions – PASER Rating 7 (Left) & PASER Rating 2 (Right)**

Any repairs to the existing storm network should be coordinated with repairs needed to the existing roadways. It is recommended that current funding be focused on either Catchment area B or C since these are areas of concern in terms of flooding and erosion risk as well as pavements that require immediate attention. Catchment area A requires an upgrade of the storm network but many of the roadways in this section of the cemetery were in acceptable condition and thus should be upgraded after the aforementioned sections.

#### VI. Building and Grounds Improvements:

Several Building and Grounds improvements have been identified for the cemetery. These improvements have been broken down into the following categories based on location or item of work:

##### *Bailey Street Entrance*

- Repair existing wall or install new veneer stone in front of existing concrete masonry – to match stone at end pillars
- Signage – install new individual cast metal letters over existing wall



- Monuments/pillars – optional statuary mounted on top of end pillars

### *Retaining Walls*

There are four (4) retaining walls within the Cemetery that are in poor or failing condition (See “Master Plan” map). The walls are labeled according to the adjacent Grave Lot that they are located on/near. One 25 foot cinder block wall, Wall M, is located along the south edge of the Monroe Addition. The second cinder block wall, Wall D, is approximately 40 feet long and is located on the west edge of Block D. The third wall, Wall A, is located on the south edge of Block A and is made of stone inlayed concrete. Wall A is 20 feet on either side of four concrete stairs with a galvanized metal handrail on the west side of the stairs (40 feet of wall total). The fourth wall, Wall 4, is located along the west edge of the older Block 4. Wall 4 is crumbling concrete with small stone inlay. The following images show the existing cinder block walls as well as the existing concrete masonry wall that is a sample of what design is wanted on future walls.



**Figure 4: Wall Conditions – Cinder Block Wall (Left) & Concrete with Stone Inlay (Right)**

The cemetery manager would like to replace all walls with new stacked/battered concrete masonry units, utilizing the existing stones in Wall A. Converting the cinder block walls will allow for a uniform look within the cemetery. Additionally, the concrete steps at Wall A will be replaced with new, code-compliant steps with concrete stoops at top and bottom of steps and new handrails.

### *Office/Restroom*

- New walk to entry – replace existing sidewalk to office with 5 foot wide walk and over-sized stoop at entrance – new entry ADA compliant



- Bathroom remodel – replace plumbing fixtures, toilet partition, replace lighting, repaint walls, re-finish door and replace door knob with lever type
- Office remodeling – replace lighting and ceilings, replace flooring and re-paint walls
- Office HVAC – replace furnace with new split system – heat pump outside with wall-mounted fan unit in office – primarily a system for cooling but can heat office from Fall through Spring
- Electrical service upgrade – upgrade power to building to allow air conditioning to building. Current power panel is not code compliant.
- Roof repairs and fascia improvements – replace existing low slope roofing, cover wood fascia with aluminum fascia material - for reduced maintenance, paint soffit
- Exterior walls/windows/doors – replace entry doors with aluminum entry door (insulated), replace windows, and paint exterior walls, and remove security bars at windows
- Information kiosk – replace existing on outside wall, install new lighting over door and kiosk – recessed in soffit

#### *Block Markers/Way-Finding System*

The existing block marker and way finding system within the cemetery is accomplished using white concrete pillars with taped on lettering. Many of the markers are not a uniform height and the lettering requires constant replacement. The cemetery manager would prefer a more rustic look to the markers that is clear, concise, and uniform throughout the entire cemetery. Wrought iron posts with fixed signs at section corners and road junctions to guide visitors are desired.

It is recommended that the existing markers be removed and updated using a more clear and uniform system. Layout of the system should be accomplished by noting transition points between blocks and should keep in mind the need for drivers/walkers in the cemetery to be able to easily and quickly orient themselves within a given section. A field walkthrough to lay out the new markers should be completed to ensure that the new locations meet the aforementioned goals.

#### VII. Priority List for Improvements

Upon complete review of the aforementioned improvements for the Lake View Cemetery, a priority list was constructed as a basis for work to be completed for the next five years. This list is based on the immediate needs followed by wish list items. The categories shown match the attached estimate and detailed pricing is shown for each category respectively.

- Catchment Area C – Phase 1 \$187,000  
*Storm sewer improvements and associated road reconstruction—includes parking lot.*



- Catchment Area B – Phase 1 \$174,000  
*Storm sewer improvements and associated road reconstruction.*
- Wall A Stair and Pavement Repair \$16,000  
*Retaining Wall A reconstruction, stair reconstruction with handrails, and adjacent roadway reconstruction.*
- Catchment Area C – Phase 2 \$241,000  
*Storm sewer improvements and associated road reconstruction.*
- Catchment Area B – Phase 2 \$155,000  
*Storm sewer improvements and associated road reconstruction.*
- Catchment Area A \$122,000  
*Storm sewer improvements and associated road reconstruction.*
- Roadway Crack Sealing and Maintenance Repairs \$11,000  
*Roadway crack sealing and maintenance on remaining roads (2 applications).*
- Yard Hydrant Repairs \$14,000  
*Retrofit and / or replacement of all thirty-one (31) yard hydrants to 3' standard yard hydrants.*
- Building Improvements – Phase 1 \$25,000  
*Bathroom remodel, new walk, information kiosk, roof repairs and fascia improvements.*
- Building Improvements – Phase 2 \$21,000  
*Office remodel and electrical service upgrade.*
- Building Improvements – Phase 3 \$20,000  
*Upgrade of exterior walls/ window /doors and replacement of office HVAC system with new split system.*
- Grounds Improvements \$105,000  
*Repair existing or install new entrance wall with appropriate signage and / or monuments.  
Retaining wall replacement and upgrades to the block markers/way-finding system.*
- Total Project Construction Costs \$949,000
- Total Project Cost\* \$1,091,000



\* Total Project Cost includes contingency, design, and permitting fees. Figures rounded to nearest thousand dollars. See estimate for detailed item breakdown.

These recommendations are based on a five year Master Plan life and should be reevaluated as such to ensure that the goals of the Cemetery continue to be met in the future.

Attachments:

Existing Conditions and Hydrant Map  
Master Plan Maps  
Preliminary Alternative Cost Estimate



Project Name: City of South Haven - Lakeview Cemetery Master Plan  
 Project Number: 14-0696  
 Estimated By: Sam Jablonowski, EIT  
 Checked By: Timothy Drews, PE  
 Date: 1/19/2015  
 Description: Roadway Reconstruction/Resurfacing and Drainage, Building and Grounds Improvements  
 Scope: Various locations throughout cemetery

### Hydrant Repairs & Replacements

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 600.00	\$ 600.00
Restoration	1	LS	\$ 1,000.00	\$ 1,000.00
Traffic Maintenance (Signage)	1	LS	\$ 250.00	\$ 250.00
Yard Hydrant, Rem	13	Ea	\$ 100.00	\$ 1,300.00
Yard Hydrant (Retrofit or Replace)	31	Ea	\$ 250.00	\$ 7,750.00
Contingency			15%	\$1,700.00
Total: Construction Cost				\$12,600.00
Engineering - Design & Permitting			15%	\$1,900.00
<b>Subtotal: Hydrant Repairs &amp; Replacements</b>				<b>\$14,500.00</b>

### Catchment A

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 4,500.00	\$ 4,500.00
Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
Traffic Maintenance (Signage)	1	LS	\$ 500.00	\$ 500.00
Pavt, Rem	900	Syd	\$ 5.00	\$ 4,500.00
Machine Grading	7	Sta	\$ 1,000.00	\$ 7,000.00
Aggregate Base, 8 inch	900	Syd	\$ 6.00	\$ 5,400.00
Subbase, CIP (12 inch)	325	Cyd	\$ 9.00	\$ 2,925.00
HMA (3 inch)	170	Ton	\$ 70.00	\$ 11,900.00
Dr Structure, Rem	7	Ea	\$ 350.00	\$ 2,450.00
Sewer, CI A, 12 inch, Tr Det B	650	Ft	\$ 42.00	\$ 27,300.00
Dr Structure, 24 inch dia	7	Ea	\$ 1,100.00	\$ 7,700.00
Dr Structure, 48 inch dia	5	Ea	\$ 1,600.00	\$ 8,000.00
Dr Structure Cover	12	Ea	\$ 500.00	\$ 6,000.00
Contingency			15%	\$14,000.00
Total: Construction Cost				\$107,175.00
Engineering - Design & Permitting			15%	\$16,100.00
<b>Subtotal: Catchment A</b>				<b>\$123,275.00</b>

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### Catchment B - Phase 1

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 6,300.00	\$ 6,300.00
Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
Traffic Maintenance (Signage)	1	LS	\$ 500.00	\$ 500.00
Pavt, Rem	1200	Syd	\$ 5.00	\$ 6,000.00
Machine Grading	10	Sta	\$ 1,000.00	\$ 10,000.00
Aggregate Base, 8 inch	1200	Syd	\$ 6.00	\$ 7,200.00
Subbase, CIP (12 inch)	400	Cyd	\$ 9.00	\$ 3,600.00
HMA (3 inch)	200	Ton	\$ 70.00	\$ 14,000.00
Dr Structure, Rem	6	Ea	\$ 350.00	\$ 2,100.00
Sewer, CI A, 12 inch, Tr Det B	950	Ft	\$ 42.00	\$ 39,900.00
Dr Structure, 24 inch dia	12	Ea	\$ 1,100.00	\$ 13,200.00
Dr Structure, 48 inch dia	8	Ea	\$ 1,600.00	\$ 12,800.00
Dr Structure Cover	20	Ea	\$ 500.00	\$ 10,000.00
River Rock (For Drainage Swale)	10	Cyd	\$ 70.00	\$ 700.00
Contingency			15%	\$19,700.00
Total: Construction Cost				\$151,000.00
Engineering - Design & Permitting			15%	\$22,700.00
<b>Subtotal: Catchment B - Phase 1</b>				<b>\$173,700.00</b>

### Catchment B - Phase 2

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 5,600.00	\$ 5,600.00
Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
Traffic Maintenance (Signage)	1	LS	\$ 500.00	\$ 500.00
Pavt, Rem	1200	Syd	\$ 5.00	\$ 6,000.00
Machine Grading	9	Sta	\$ 1,000.00	\$ 9,000.00
Aggregate Base, 8 inch	1200	Syd	\$ 6.00	\$ 7,200.00
Subbase, CIP (12 inch)	400	Cyd	\$ 9.00	\$ 3,600.00
HMA (3 inch)	210	Ton	\$ 70.00	\$ 14,700.00
Structure, Rem	12	Ea	\$ 350.00	\$ 4,200.00
Sewer, CI A, 12 inch, Tr Det B	765	Ft	\$ 42.00	\$ 32,130.00
Dr Structure, 24 inch dia	9	Ea	\$ 1,100.00	\$ 9,900.00
Dr Structure, 48 inch dia	7	Ea	\$ 1,600.00	\$ 11,200.00
Dr Structure Cover	16	Ea	\$ 500.00	\$ 8,000.00
Contingency			15%	\$17,600.00
Total: Construction Cost				\$134,630.00
Engineering - Design & Permitting			15%	\$20,200.00
<b>Subtotal: Catchment B - Phase 2</b>				<b>\$154,830.00</b>

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 Scope: Various locations throughout cemetery

**Catchment C - Phase 1 (Includes Parking Lot)**

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 6,800.00	\$ 6,800.00
Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
Traffic Maintenance (Signage)	1	LS	\$ 500.00	\$ 500.00
Pavt, Rem	2350	Syd	\$ 5.00	\$ 11,750.00
Machine Grading	18	Sta	\$ 1,000.00	\$ 18,000.00
Aggregate Base, 8 inch	2350	Syd	\$ 6.00	\$ 14,100.00
Subbase, CIP (12 inch)	800	Cyd	\$ 9.00	\$ 7,200.00
HMA (3 inch)	400	Ton	\$ 70.00	\$ 28,000.00
Sewer, CI A, 12 inch, Tr Det B	160	Ft	\$ 42.00	\$ 6,720.00
Sewer, CI A, 15 inch, Tr Det B	390	Ft	\$ 48.00	\$ 18,720.00
Sewer, CI A, 18 inch, Tr Det B	200	Ft	\$ 53.00	\$ 10,600.00
Dr Structure, 24 inch dia	2	Ea	\$ 1,100.00	\$ 2,200.00
Dr Structure, 48 inch dia	5	Ea	\$ 1,600.00	\$ 8,000.00
Dr Structure Cover	7	Ea	\$ 500.00	\$ 3,500.00
Contingency			15%	\$21,200.00
Total: Construction Cost				\$162,290.00
Engineering - Design & Permitting			15%	\$24,400.00
<b>Subtotal: Catchment C - Phase 1 (Includes Parking Lot)</b>				<b>\$186,690.00</b>

**Catchment C - Phase 2**

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 8,700.00	\$ 8,700.00
Restoration	1	LS	\$ 5,000.00	\$ 5,000.00
Traffic Maintenance (Signage)	1	LS	\$ 500.00	\$ 500.00
Pavt, Rem	2000	Syd	\$ 5.00	\$ 10,000.00
Machine Grading	15	Sta	\$ 1,000.00	\$ 15,000.00
Aggregate Base, 8 inch	2000	Syd	\$ 6.00	\$ 12,000.00
Subbase, CIP (12 inch)	675	Cyd	\$ 9.00	\$ 6,075.00
HMA (3 inch)	350	Ton	\$ 70.00	\$ 24,500.00
Structure, Rem	14	Ea	\$ 350.00	\$ 4,900.00
Sewer, CI A, 12 inch, Tr Det B	1055	Ft	\$ 42.00	\$ 44,310.00
Sewer, CI A, 15 inch, Tr Det B	140	Ft	\$ 48.00	\$ 6,720.00
Dr Structure, 24 inch dia	12	Ea	\$ 1,100.00	\$ 13,200.00
Dr Structure, 48 inch dia	12	Ea	\$ 1,600.00	\$ 19,200.00
Dr Structure Cover	24	Ea	\$ 500.00	\$ 12,000.00
Contingency			15%	\$27,400.00
Total: Construction Cost			-	\$209,505.00
Engineering - Design & Permitting			15%	\$31,500.00
<b>Subtotal: Catchment C - Phase 2</b>				<b>\$241,005.00</b>

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 Scope: Various locations throughout cemetery

**Wall A Stair and Pavement Repair**

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 600.00	\$ 600.00
Restoration	1	LS	\$ 1,000.00	\$ 1,000.00
Traffic Maintenance (Signage)	1	LS	\$ 250.00	\$ 250.00
Pavt, Rem	325	Syd	\$ 5.00	\$ 1,625.00
Machine Grading	2	Sta	\$ 1,000.00	\$ 2,000.00
Aggregate Base, 6 inch	325	Syd	\$ 5.00	\$ 1,625.00
Subbase, CIP (12 inch)	110	Cyd	\$ 9.00	\$ 990.00
HMA (3 inch)	55	Ton	\$ 70.00	\$ 3,850.00
Contingency			15%	\$1,800.00
Total: Construction Cost				\$13,740.00
Engineering - Design & Permitting			15%	\$2,100.00
<b>Subtotal: Wall A Stair and Pavement Repair</b>				<b>\$15,840.00</b>

**Crack Sealing and Maintenance Repairs (2 Applications)**

Item	Quantity	Unit	Unit Cost	Item Cost
Mobilization	1	LS	\$ 400.00	\$ 400.00
Traffic Maintenance (Signage)	1	LS	\$ 500.00	\$ 500.00
HMA Crack Treatment, Lane (1.5 Miles per Application))	3.0	Lnmi	\$ 2,500.00	\$ 7,500.00
Contingency			15%	\$1,300.00
Total: Construction Cost				\$9,700.00
Engineering - Design & Permitting			15%	\$1,500.00
<b>Subtotal: Crack Sealing and Maintenance Repairs (2 Applications)</b>				<b>\$11,200.00</b>

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### Building Improvements

#### Phase 1

Item	Quantity	Unit	Unit Cost	Item Cost
New Walk	1	LS	\$ 3,000.00	\$ 3,000.00
Bathroom Remodel	1	LS	\$ 9,000.00	\$ 9,000.00
Roof Repairs & Fascia Improvements	1	LS	\$ 7,000.00	\$ 7,000.00
Information Kiosk	1	LS	\$ 3,000.00	\$ 3,000.00
Total: Construction Cost				\$22,000.00
Architecture - Design & Permitting			15%	\$3,300.00
<b>Subtotal: Building Improvements</b>				<b>\$25,300.00</b>

#### Phase 2

Item	Quantity	Unit	Unit Cost	Item Cost
Office Remodel	1	LS	\$ 15,000.00	\$ 15,000.00
Electrical Service Upgrade	1	LS	\$ 3,000.00	\$ 3,000.00
Total: Construction Cost				\$18,000.00
Architecture - Design & Permitting			15%	\$2,700.00
<b>Subtotal:</b>				<b>\$20,700.00</b>

#### Phase 3

Item	Quantity	Unit	Unit Cost	Item Cost
Exterior Walls/Windows/Doors	1	LS	\$ 10,000.00	\$ 10,000.00
Office HVAC - New Split System	1	LS	\$ 7,000.00	\$ 7,000.00
Total: Construction Cost				\$17,000.00
Architecture - Design & Permitting			15%	\$2,600.00
<b>Subtotal:</b>				<b>\$19,600.00</b>

### Grounds Improvements

Item	Quantity	Unit	Unit Cost	Item Cost
Miscellaneous (Interior Walls, Stairways)	1	LS	\$ 16,000.00	\$ 16,000.00
Bailey Street Entrance	1	LS	\$ 40,000.00	\$ 40,000.00
Wells Street Signage	1	LS	\$ 4,000.00	\$ 4,000.00
Blue Star Marker/Monument	1	LS	\$ 4,000.00	\$ 4,000.00
Wayfinding System	30	Ea	\$ 500.00	\$ 15,000.00
Contingency			15%	\$11,900.00
Total: Construction Cost				\$90,900.00
Engineering - Design & Permitting			15%	\$13,700.00
<b>Subtotal: Grounds Improvements</b>				<b>\$104,600.00</b>

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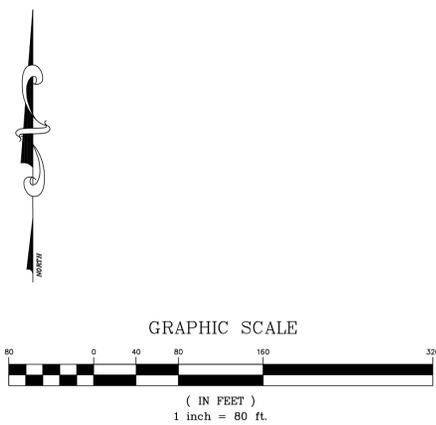
**Totals**

Item	Item Cost
<b>Subtotal: Hydrant Repairs &amp; Replacements</b>	\$14,500.00
<b>Subtotal: Catchment A</b>	\$123,275.00
<b>Subtotal: Catchment B - Phase 1</b>	\$173,700.00
<b>Subtotal: Catchment B - Phase 2</b>	\$154,830.00
<b>Subtotal: Catchment C - Phase 1 (Includes Parking Lot)</b>	\$186,690.00
<b>Subtotal: Catchment C - Phase 2</b>	\$241,005.00
<b>Subtotal: Wall A Stair and Pavement Repair</b>	\$15,840.00
<b>Subtotal: Crack Sealing and Maintenance Repairs (2 Applications)</b>	\$11,200.00
<b>Subtotal: Building Improvements</b>	
Phase 1	\$25,300.00
Phase 2	\$20,700.00
Phase 3	\$19,600.00
<b>Subtotal: Grounds Improvements</b>	\$104,600.00
<b>Total: Project Cost</b>	<b>\$1,091,240.00</b>



LAKE VIEW CEMETERY VICINITY MAP

-  EXISTING HMA SURFACE
-  POST MOUNTED YARD HYDRANT (PMH 1-13)
-  FROST-PROOF YARD HYDRANT (FPH 1-18)



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Pawling, IN

PROJECT:  
**LAKEVIEW CEMETERY  
SOUTH HAVEN, MICHIGAN**

SHEET TITLE:  
**EXISTING CONDITIONS  
AND  
HYDRANT MAP**

DRAWN BY:  
**DJL**

DESIGNED BY:  
**SPJ**

PM REVIEW:

QA/QC REVIEW:

DATE:  
**DECEMBER 2014**

SEAL:

SIGNATURE:

DATE:

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HORZ: **1"=80'**  
VERT: **N/A**

ACI JOB #  
**14-0696**

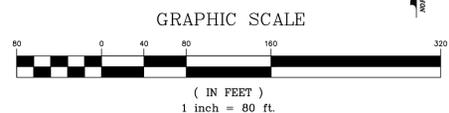
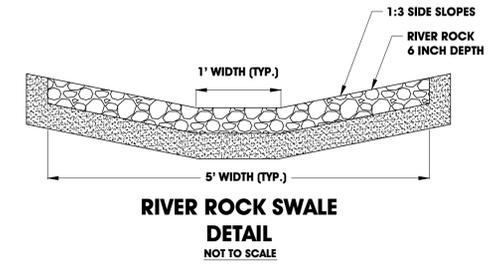
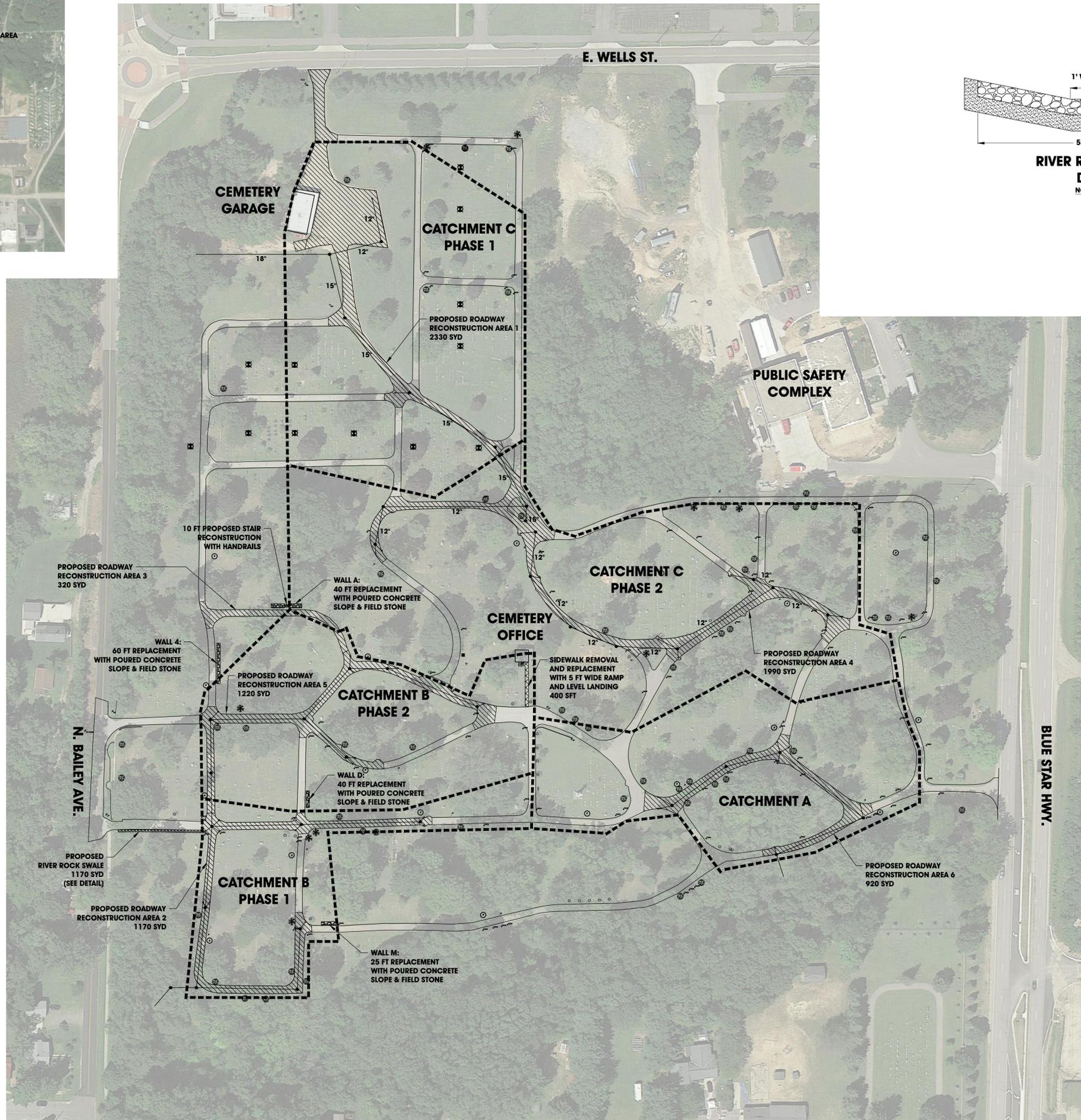
SHEET NO.  
**1 of 6**

NO.	REVISION DESCRIPTION:	BY:	DATE:



**LAKE VIEW CEMETERY VICINITY MAP**

-  **PROPOSED ROADWORK**
-  **PROPOSED SIDEWALK**
-  **PROPOSED WALL WORK**
-  **DR STRUCTURE, 48 INCH DIA**
-  **DR STRUCTURE, 48 INCH DIA**
-  **POST MOUNTED YARD HYDRANT**
-  **FROST-PROOF YARD HYDRANT**



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Purdue, IN

**LAKEVIEW CEMETERY**  
**SOUTH HAVEN, MICHIGAN**

**MASTER PLAN**

SHEET TITLE:  
DRAWN BY: **DJL**  
DESIGNED BY: **SPJ**  
PM REVIEW:  
QA/QC REVIEW:  
DATE: **DECEMBER 2014**  
SEAL:

SIGNATURE:

DATE:

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HORZ: **1"=80'**  
VERT: **N/A**

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**14-0696**

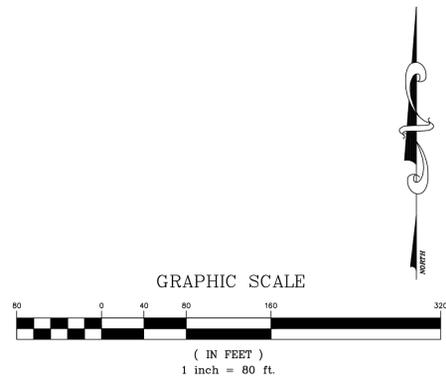
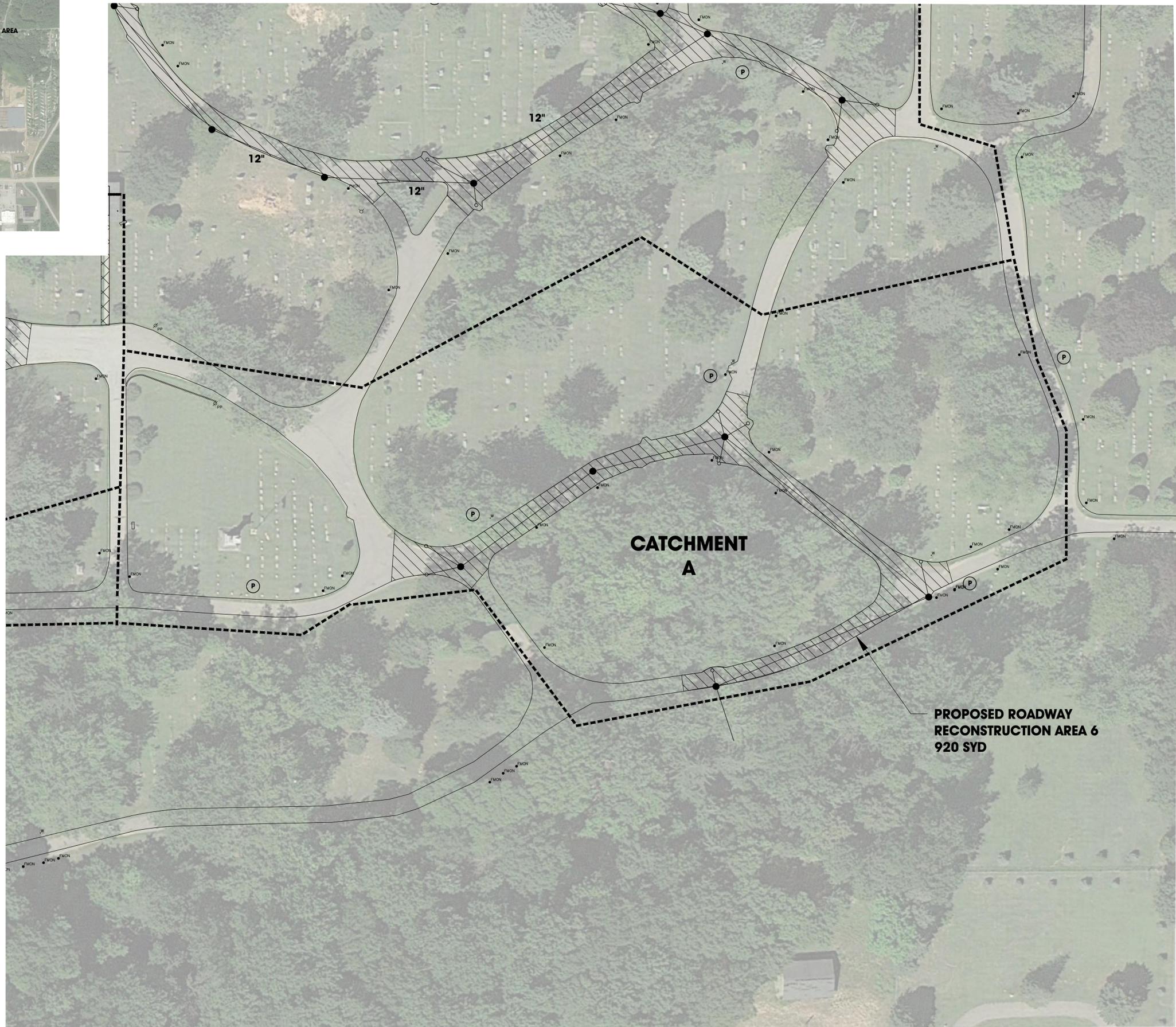
SHEET NO.  
**2 of 6**

NO.	REVISION DESCRIPTION:	BY:	DATE:



**LAKE VIEW CEMETERY  
VICINITY MAP**

-  **PROPOSED ROADWORK**
-  **PROPOSED SIDEWALK**
-  **PROPOSED WALL WORK**
-  **DR STRUCTURE, 48 INCH DIA**
-  **DR STRUCTURE, 48 INCH DIA**
-  **POST MOUNTED YARD HYDRANT**
-  **FROST-PROOF YARD HYDRANT**



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South Haven, MI  
 South Haven, MI  
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**LAKEVIEW CEMETERY  
SOUTH HAVEN, MICHIGAN**

**MASTER PLAN  
CATCHMENT AREA A**

SHEET TITLE:  
 DRAWN BY: **DJL**  
 DESIGNED BY: **SPJ**  
 PM REVIEW:  
 QA/QC REVIEW:  
 DATE: **DECEMBER 2014**  
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SCALE:  
 HORZ: **1" = 30'**  
 VERT: **N/A**

ACI JOB #  
**14-0696**

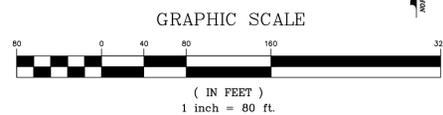
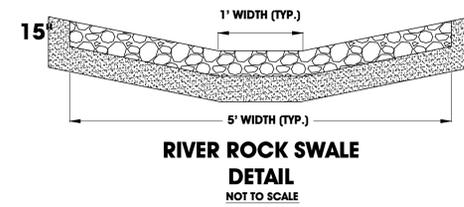
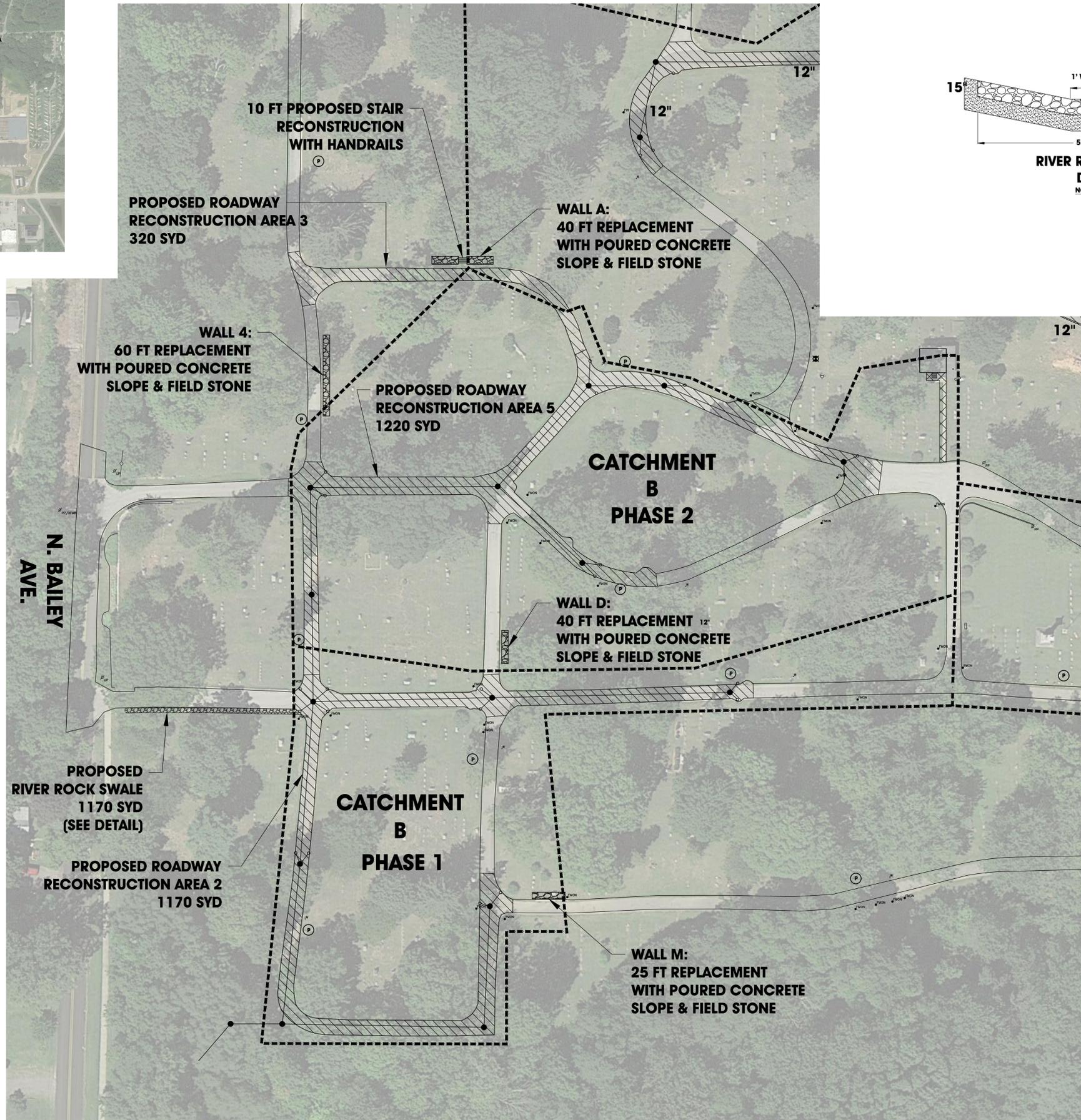
SHEET NO.  
**3 of 6**

NO.	REVISION DESCRIPTION:	BY:	DATE:



**LAKE VIEW CEMETERY VICINITY MAP**

- PROPOSED ROADWORK**
- PROPOSED SIDEWALK**
- PROPOSED WALL WORK**
- DR STRUCTURE, 48 INCH DIA**
- DR STRUCTURE, 48 INCH DIA**
- POST MOUNTED YARD HYDRANT**
- FROST-PROOF YARD HYDRANT**



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 South Haven, IN  
 Partridge, IN

**LAKEVIEW CEMETERY  
 SOUTH HAVEN, MICHIGAN**

**MASTER PLAN  
 CATCHMENT AREA B**

SHEET TITLE:  
 DRAWN BY: **DJL**  
 DESIGNED BY: **SPJ**  
 PM REVIEW:  
 QA/QC REVIEW:  
 DATE: **DECEMBER 2014**  
 SEAL:

SIGNATURE:  
 DATE:

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SCALE:  
 HORIZ: **N/A**  
 VERT: **N/A**

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**14-0696**

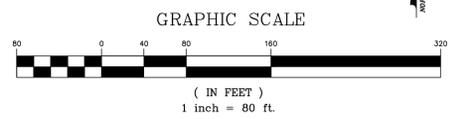
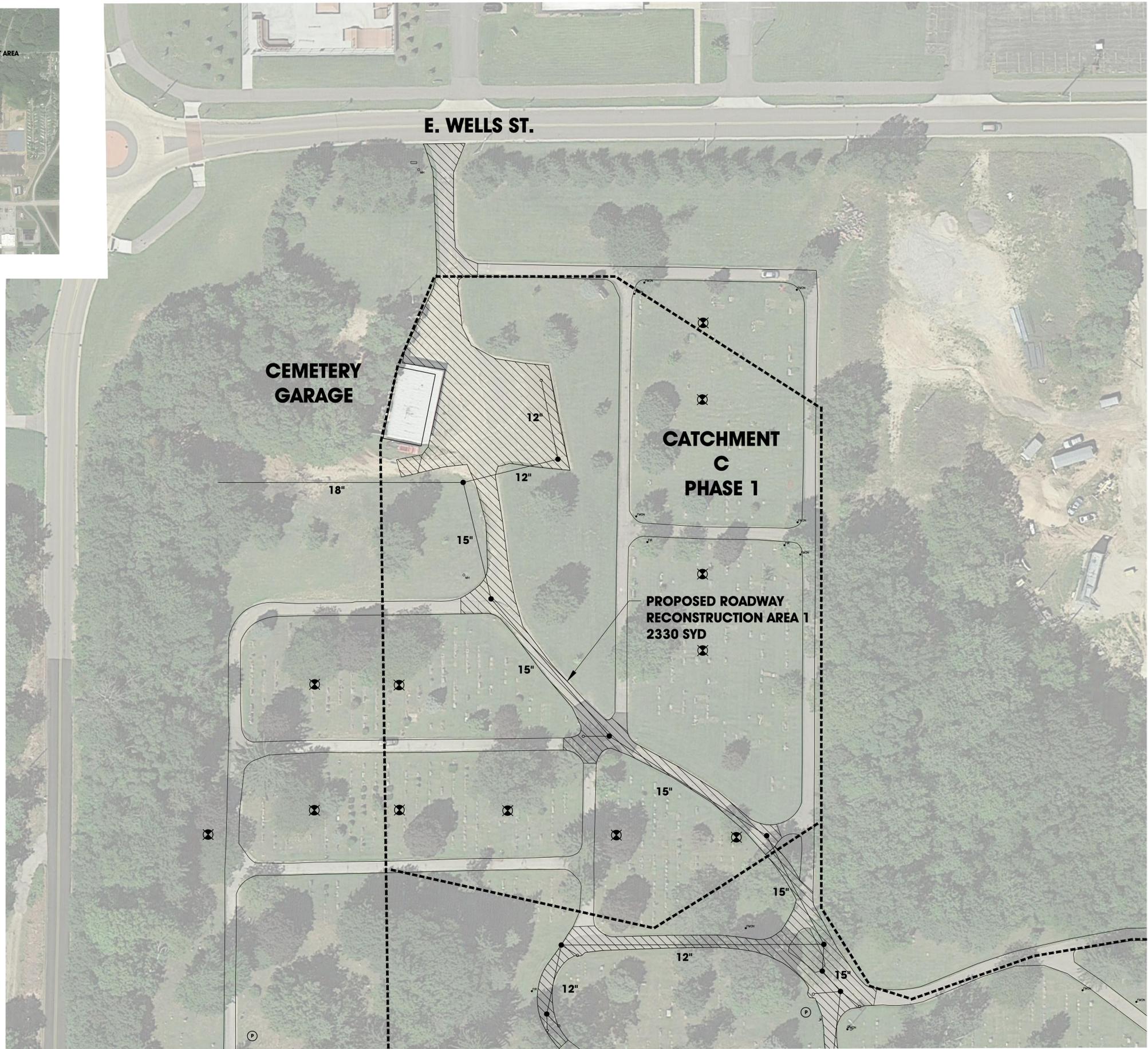
SHEET NO.  
**4 of 6**

NO.	REVISION DESCRIPTION:	BY:	DATE:



**LAKE VIEW CEMETERY VICINITY MAP**

-  **PROPOSED ROADWORK**
-  **PROPOSED SIDEWALK**
-  **PROPOSED WALL WORK**
-  **DR STRUCTURE, 48 INCH DIA**
-  **DR STRUCTURE, 48 INCH DIA**
-  **POST MOUNTED YARD HYDRANT**
-  **FROST-PROOF YARD HYDRANT**



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 South Bend, IN  
 Farmington, IN

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PROJECT:  
**LAKEVIEW CEMETERY  
 SOUTH HAVEN, MICHIGAN**

SHEET TITLE:  
**MASTER PLAN  
 CATCHMENT AREA C  
 PHASE 1**

DRAWN BY:  
**DJL**

DESIGNED BY:  
**SPJ**

PM REVIEW:

QA/QC REVIEW:

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**DECEMBER 2014**

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SIGNATURE:

DATE:

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SCALE:  
 HORIZ: **1" = 40'**  
 VERT: **N/A**

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**14-0696**

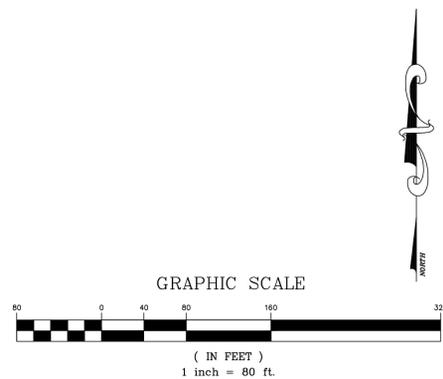
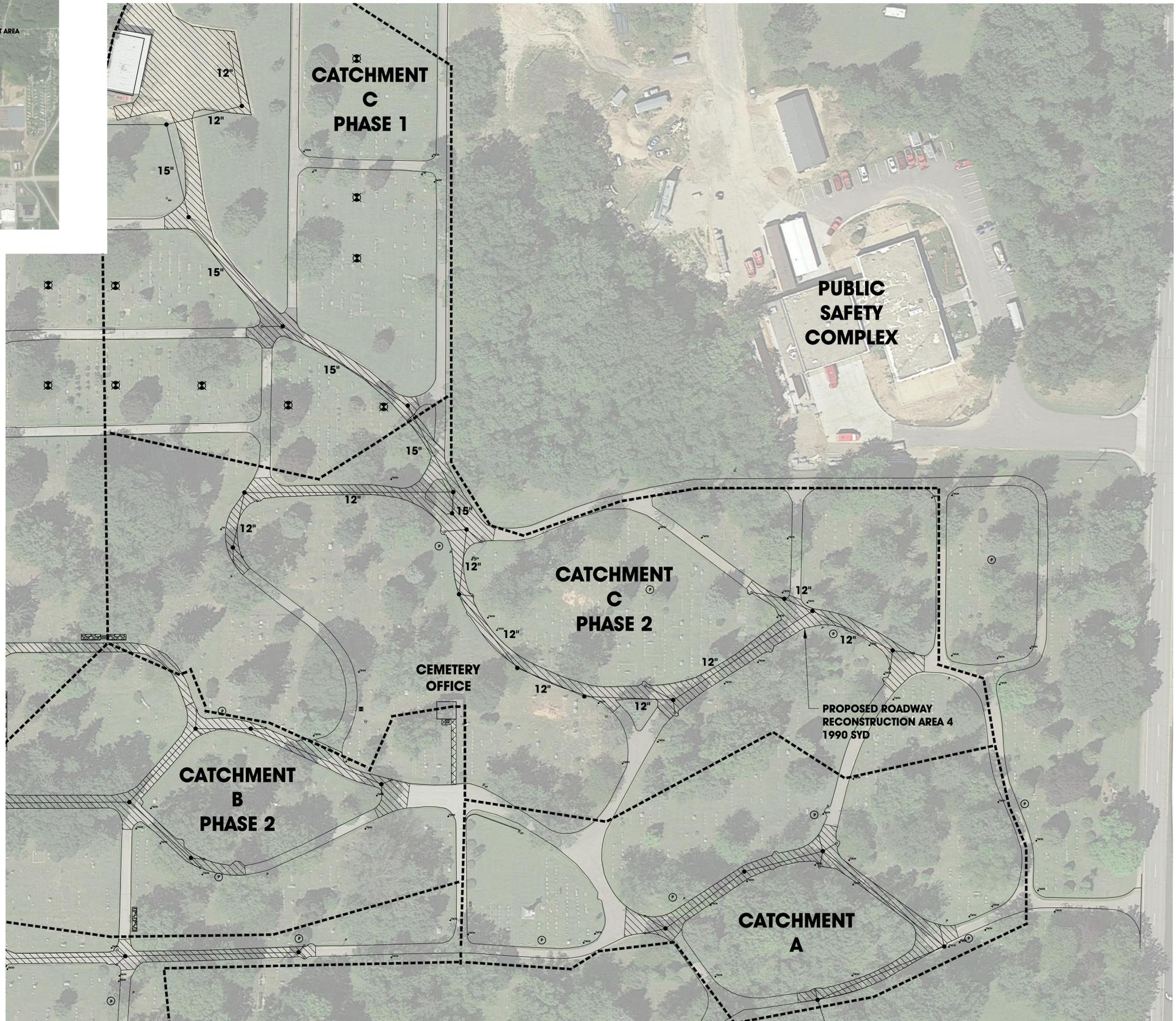
SHEET NO.  
**5 of 6**

NO.	REVISION DESCRIPTION:	BY:	DATE:



**LAKE VIEW CEMETERY VICINITY MAP**

-  **PROPOSED ROADWORK**
-  **PROPOSED SIDEWALK**
-  **PROPOSED WALL WORK**
-  **DR STRUCTURE, 48 INCH DIA**
-  **DR STRUCTURE, 48 INCH DIA**
-  **POST MOUNTED YARD HYDRANT**
-  **FROST-PROOF YARD HYDRANT**



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 South Haven, MI

**LAKEVIEW CEMETERY**  
**SOUTH HAVEN, MICHIGAN**

**MASTER PLAN**  
**CATCHMENT AREA C**  
**PHASE 2**

SHEET TITLE:  
 DRAWN BY: **DJL**  
 DESIGNED BY: **SPJ**  
 PM REVIEW:  
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SIGNATURE:  
 DATE:

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SCALE:  
 HORZ: 1" = 50'  
 VERT: N/A

ACI JOB #  
**14-0696**

SHEET NO.  
**6 of 6**

NO.	REVISION DESCRIPTION:	BY:	DATE:

April 7, 2016

Larry Halberstadt, City Engineer  
 City of South Haven  
 539 Phoenix Street  
 South Haven, MI 49090

Re: Lake View Cemetery Improvements – Phase 1

Dear Mr. Halberstadt,

In January of 2015, in conjunction with the City of South Haven, Abonmarche completed a five-year Master Plan for Lake View Cemetery. This study yielded a prioritized list of repairs and improvements with a phased plan for implementation. We are pleased to provide the following proposal for professional Architectural and Engineering services for Phase 1 physical improvements to Lake View Cemetery as identified in the Master Plan and outlined below.

## **Project Scope**

### Yard Hydrant Repairs & Replacements

Upgrades to all yard hydrants are needed to improve ease of use and operation. We will assess the working condition of all hydrants and develop a repair and replacement plan based on our findings.

### Bailey Street Entrance

At the main entrance to Lake View Cemetery, improvements to the Bailey Street Entrance's appearance are of high priority. The existing retaining walls are in poor condition and are in need of repair and a facelift. We will prepare plans and specifications for upgrades to the existing retaining wall along the East side of Bailey Street with wall repairs and new veneer stone to match the end pillars. New signage will be specified and installed using cast-metal letters over the new stone veneer. At the monumental pillars, optional statuary will be bid as an alternate.

### Blue Star Highway and Wells Street Entrances

Both entrances are in need of identifying signage. We will specify and oversee the installation of new signage at the Wells Street entrance and a monument sign marker at the Blue Star Highway entrance.

### Retaining Walls and Steps

There are areas in the cemetery where retaining walls and stairs are crumbling and unsafe. We will prepare plans and specifications for the replacement of the retaining walls and concrete steps with railings as outlined in the Master Plan. There are four wall locations and one set of steps in need of repair/replacement. The new steps and railings will meet current building codes.

### Building Improvements

To date, the cemetery's office has been a seasonal building. The Master Plan identifies phases required to bring the structure up to building and energy codes for year-round use as well as create an ADA compliant facility. This proposal includes all exterior and interior renovations as outlined in the Master Plan. Interior renovations will include ADA restroom upgrades, new interior finishes, power and lighting throughout. Power will be upgraded and the existing HVAC system will be replaced with a new split system. Exterior improvements will include roof , door and window replacement, new fascia, and painting of walls and soffits. A new ADA compliant walk from the building's entrance to the driveway will be installed and a new information kiosk will be constructed near the main entrance.

### Block Markers / Way-Finding System

The intention of this portion of work is to make the cemetery more user-friendly. The present markers will be replaced with wrought-iron posts and fixed signs. A new reference map keyed to the markers will be displayed at the new kiosk.

### Roadway Crack Sealing and Maintenance Repairs

We will prepare plans and specifications for the sealing of roadway cracks and roadway repairs as outlined in the master plan.

## **Scope of Services**

Professional services will be provided for all of the above project components. We will initiate a kick-off meeting with City staff and stakeholders to review the project and schedule as well as identify any other important items for consideration. Construction documents and specifications for bidding will be produced based on the information covered in the Master Plan and gathered at the kick-off meeting. Abonmarche will assist the City in soliciting bids from qualified contractors and make recommendations for award of the contract. We will also provide construction administration services which consist of handling all construction related questions, regular monitoring of progress, reviewing shop drawings and submittals, reviewing and approving payment applications, and performing final inspections on the work. This proposal assumes a total construction duration of 16 weeks with site visits as required to monitor progress and perform final inspections.



Brian Dissette  
 City of South Haven  
 Lake View Cemetery Improvements – Phase 1  
 April 7, 2016  
 Page 3 of 3

**Proposed Project Schedule:**

City Council approval of proposal	May 2, 2016
Kickoff meeting	Week of 5/9
Design	5/16 - 6/3
Construction documents	6/6 – 6/27
Bidding	7/6 – 7/27
Award contract	8/15
Execute contract by	8/25
Construction Begins	8/29

Professional fees for the tasks outlined above are as follows:

Project Kick-off	\$ 2,500
Design	\$ 5,300
Construction documents	\$10,000
Bidding & Negotiation	\$ 2,500
Construction Administration	\$ 7,500
<b>Total</b>	<b>\$ 27,800</b>

If you have any questions about the proposal or project, please contact me at [tmcghee@abonmarche.com](mailto:tmcghee@abonmarche.com) or the Project Manager, Amy Cook, at [acook@abonmarche.com](mailto:acook@abonmarche.com) or 231-794-0552.

We are ready to begin this work immediately upon receipt of your authorization and will proceed with the project based on the schedule above. Please sign at the appropriate space below to authorize the work. We thank you for this opportunity to be of service.

Sincerely,  
 Abonmarche



Tony McGhee, Director of Business Development



Amy Cook, Project Manager

\_\_\_\_\_  
 Authorized By

\_\_\_\_\_  
 Date

Cc:  
 Chris Cook, Abonmarche  
 Jeffery Saylor, Abonmarche  
 John Linn, Abonmarche

Timothy Drews, Abonmarche  
 Arvin Delacruz, Abonmarche

