

Local Development Finance Authority

Regular Meeting Agenda

Monday, September 9, 2013
4:00 p.m., Council Chambers
South Haven City Hall



City of South Haven

1. Call to Order

2. Roll Call

Chairman Art Bolt, Thomas Erdmann, Eugen Gawreliuk, Mike Henry, Robert Herrera, Lynn Kerber, Andy Klavins, Larry Lewis, Mike Rainey, Christine Valentine, Janice Varney.

3. Approval of Agenda

4. Approval of Minutes – June 10, 2013 Regular Meeting

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

6. Financial Report

7. Invoices for Approval - LDFA 1

Bohn Property

Linear Electric, 08/01/13, Pay Request 1, \$21,380.00

8. Economic Development Report

9. General Comments

10. Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Secretary, Local Development Finance Authority

SOUTH HAVEN CITY HALL IS BARRIER FREE AND THE CITY OF SOUTH HAVEN WILL PROVIDE THE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES FOR PERSONS WITH DISABILITIES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON SEVEN (7) DAYS NOTICE TO THE SOUTH HAVEN CITY HALL.

Local Development Finance Authority

Regular Meeting Minutes

Monday, June 10, 2013
4:00 p.m., Council Chambers
South Haven City Hall



City of South Haven

1. Call to Order by Bolt at 4:00 p.m.

2. Roll Call

Present: Erdmann, Herrera, Kerber, Klavins, Lewis, Valentine, Varney, Bolt
Absent: Henry, Rainey

3. Approval of Agenda

Motion by Valentine, second by Kerber to approve the agenda.

All in favor. Motion carried.

4. Approval of Minutes – May 13, 2013 Regular Meeting

Motion by Kerber, second by Klavins to approve the May 13, 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

There were none.

6. Financial Report

VandenBosch reviewed the Financial Report.

7. Invoices for Approval - LDFA 1

Bohn Property

Property Taxes, 220 Aylworth and 1200 Kalamazoo St., \$3,768.89

VandenBosch explained that he is asking for a motion to approve payment of delinquent taxes that have already been paid; he was directed by the city attorney to pay the taxes to stop the interest from accruing.

VandenBosch directed the board's attention to the memo from Clark Hill, PLC's Ingrid Jensen. The title company made an error and we have requested that funds be released to the city.

Bolt had questions about the status on taxes for 2013. VandenBosch noted that the taxes are paid up for 2012 and the city will be paying 2013 taxes.

After a question, VandenBosch updated the board that the current tenants are moving out of the building.

#28632, 01/11/13, Demolition Observation, Documentation, \$5,511.15
#28677, 02/11/13, Pre-requisition Walk Through, \$380.00

VandenBosch noted that these are invoices for services as described.

Fencing on Lovejoy Self Storage property line
#13-027, 5/2/13, Ron Schlaack Construction, New Fence, \$11,900.00

VandenBosch explained that Schlaack has not installed the gate yet; recommended approving payment but will withhold 10% until Schlaack gets the gate installed.

Motion by Erdmann, second by Klavins to approve payment of the listed invoices.

All in favor. Motion carried.

8. Economic Development Report

Jack McCloughan, Economic Development Director, updated the board on activities during the past month.

9. General Comments

VandenBosch noted the tenant is to finish moving out of the Bohn property this week. The electrician has ordered equipment and plans to start work in mid-June. Cleanup and maintenance and weed-killing have been done on the exterior and parking lot. The interior needs will have to be assessed once the tenant moves out.

Bolt inquired whether the roof has been secured on the office building, noting that temporary patching needs done. VandenBosch noted that he would discuss that with the realtors.

Bolt asked about Lovejoy's move; McCloughan said Lovejoy is in the process of moving and the current tenant is supposed to know late this afternoon or tomorrow whether they can get a new building funded on the Du-Wel property.

Klavins suggested meeting "commercial only" realtors sooner than later and see if they can come to next meeting. VandenBosch will contact Klavins to discuss this further. Klavins asked how the group feels about lease numbers. VandenBosch responded that due to the considerable investment needed to bring the property up to code, the city will be consulting for sale only.

10. Adjourn

June 10, 2013
LDFA Regular Meeting Minutes
draft

Motion by Lewis, second by Kerber to adjourn at 4:15 p.m.
All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

City of South Haven
Local Development Finance Authority
For the period ended August 31, 2013

	LDFA #1	LDFA #2	LDFA #3
Revenues			
Property Tax Captures	-	-	-
Interest Income	-	-	-
Land Sales	-	-	-
Other Revenue	-	-	-
Other Transfers In	-	-	-
Total Revenue	-	-	-
Expenditures			
Economic Liaison	133	-	311
Administrative Costs	-	-	-
Professional Fees	24	10	-
Contractual Services	21,470	-	45
Capital Projects	-	-	-
General Fund Administration	-	-	-
Transfer to Building Authority Debt Service	-	2,192	-
MEDC Loan Payments	-	-	6,802
Transfer to St. Joe Project Debt Service	20,000	-	-
Other Transfers Out	-	-	-
Total Expenditures	41,627	2,203	7,158
 Year-to-Date Fund Gain/(Loss)	 (41,627)	 (2,203)	 (7,158)

Cash and Investments

Cash	30,409	81,265	173,547
Certificates of Deposit	261,167	-	2,250
Other Financial Investments	379,761	98,019	376,887
Total	671,337	179,284	552,684

Land Assets - 345 Kalamazoo St	5.19 acres	\$	46,710	Mkt Value per assessor
Land Assets - 1391 Kalamazoo St	1.54 acres	\$	36,729	Mkt Value per assessor
220 Aylworth Ave	13.22 acres	\$	118,980	Mkt Value per assessor
1280 Kalamazoo St.	3.48 acres	\$	31,320	Mkt Value per assessor

LDFA Debt Obligations

St. Joe Projects Bonds - Final Maturity - May 2027	\$120,000/Year		
DPW Relocation Bonds - Final Maturity - Nov. 2021		\$13,990 Average/Year	
MEDC Loan -0% Interest - Final Payment - April 2016			\$27,208/Year

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER:

City of South Haven

PROJECT:

Temp. Lighting for Former Bohn Bldg.

APPLICATION NO:

1

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR:

Linear Electric

VIA ARCHITECT:

PERIOD TO:

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	35,855.00
2. Net change by Change Orders	\$	225.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	36,070.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	21,380.00
5. RETAINAGE:		
a. 0% of Completed Work (Column D + E on G703)	\$	
b. % of Stored Material (Column F on G703)	\$	21,380.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	21,380.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0
8. CURRENT PAYMENT DUE	\$	21,380.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	14,690.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: _____ County of: _____
 Subscribed and sworn to before me this _____ day of _____
 Notary Public:
 My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 21,380.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: _____
 By: *[Signature]* Date: 8/1/13

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.