

# Local Development Finance Authority

## Regular Meeting Agenda

Monday, October 14, 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, Mike Rainey, Christine Valentine, Janice Varney.

### 3. Approval of Agenda

### 4. Approval of Minutes – September 9, 2013 Regular Meeting

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

### 6. Financial Report

### 7. Broker Presentations

4:15 p.m. Dane Davis  
4:30 p.m. Thomas Elhart  
4:45 p.m. Ryan White

### 8. Invoices for Approval - LDFA 1

#### Bohn Property

Linear Electric, 09/03/13, Pay Request 2, Temporary Lighting	\$14,786.00
Midwest Civil Engineers, 09/12/13, #05-9940, Building Report	\$ 3,800.00
Envirologic, 07/09/13, #29032, Environmental Site Assessment	\$38,962.96

### 9. Economic Development Report

### 10. General Comments

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.

October 14, 2013  
Local Development Finance Authority  
Regular Meeting Agenda

RESPECTFULLY SUBMITTED,  
Paul VandenBosch  
Secretary, Local Development Finance Authority

# Local Development Finance Authority

## Regular Meeting Minutes

Monday, September 9, 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, Gawreliuk, Herrera, Kerber, Klavins, Rainey (4:06 p.m.), Varney, Bolt  
Absent: Henry, Valentine

### 3. Approval of Agenda

Motion by Klavins, second by Erdmann to approve the September 9, 2013 LDFA Agenda as presented.

All in favor. Motion carried.

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

Motion by Herrera, second by Erdmann to approve the June 10, 2013 regular meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

### 6. Financial Report

VandenBosch reviewed the financial report.

Erdmann asked what “other cash and investments” entailed.

Motion by Erdmann, second by Klavins to accept the financial report.

All in favor. Motion carried.

### 7. Invoices for Approval - LDFA 1

**Bohn Property**

September 9, 2013  
Local Development Finance Authority  
Regular Meeting Minutes  
DRAFT

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

VandenBosch noted this bill was paid after approval by City Council. We also received the final for that project, \$14,786 which also went to City Council and will need to be paid as well.

Motion by Erdmann, second by Gawreliuk to approve payment of the Linear Electric bill in the amount of \$21,380.00

All in favor. Motion carried.

There was discussion regarding a chain link fence which was not completed. VandenBosch will follow up.

**8. Economic Development Report**

McCloughan gave an overview of activities regarding Economic Development.

**9. General Comments**

VandenBosch added some details of his activities regarding the former Bohn building.

**10. Adjourn**

Motion by Klavins, second by Erdmann to adjourn at 4:21 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 September 30, 2013

	<b>LDFA #1</b>	<b>LDFA #2</b>	<b>LDFA #3</b>
<b>Revenues</b>			
Property Tax Captures	-	-	-
Interest Income	762	423	725
Land Sales	-	-	-
Other Revenue	-	-	-
Other Transfers In	-	-	-
<b>Total Revenue</b>	<b>762</b>	<b>423</b>	<b>725</b>
<b>Expenditures</b>			
Economic Liaison	133	-	311
Administrative Costs	-	-	-
Professional Fees	42,801	47	-
Contractual Services	54,367	-	124
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	-	-	-
<b>Total Expenditures</b>	<b>117,302</b>	<b>2,240</b>	<b>7,237</b>
Year-to-Date Fund Gain/(Loss)	(116,540)	(1,817)	(6,512)

<b>Cash and Investments</b>			
Cash	24,599	96,332	206,215
Certificates of Deposit	263,078	-	2,250
Other Financial Investments	350,988	83,338	343,862
<b>Total</b>	<b>638,666</b>	<b>179,669</b>	<b>552,327</b>

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

<b>LDFA Debt Obligations</b>			
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

# CITY OF SOUTH HAVEN REQUISITION / PAY REQUEST

4538

Vendor Number \_\_\_\_\_

Date Sept 6 2013

Vendor: Linear Electric

Department \_\_\_\_\_

<b>PURCHASE ORDER</b> (Will be mailed)  Original <input type="checkbox"/> Confirming <input type="checkbox"/>	<b>CHECK REQUEST</b>  Regular <input type="checkbox"/> Prepay <input type="checkbox"/>
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BUDGETARY ACCT. # FUND/DEPT./LINE ITEM	QTY.	ITEM	UNIT PRICE	TOTAL
		BOHN LIGHTING		14,786.00

COMMENTS: LDFA 1  
Contract approved May 13, 2013

Signature (under \$500) \_\_\_\_\_ Date \_\_\_\_\_  
[Signature] 9/6/13  
 Group Leader (\$500 & over less than \$1000) \_\_\_\_\_ Date \_\_\_\_\_  
 City Manager (\$1000 & over less than \$15000) \_\_\_\_\_ Date \_\_\_\_\_

**ACCOUNTING USE ONLY**

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Recommended by \_\_\_\_\_ Date \_\_\_\_\_

Authorized to Pay \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702 PAGE ONE OF PAGES

TO OWNER:  
 City of South Haven  
 Temp. Lighting for  
 Former Bohn Bldg.  
 VIA ARCHITECT:  
 Linear Elec.  
 Craig Niephaus

PROJECT:  
 Temp. Lighting for  
 Former Bohn Bldg.  
 VIA ARCHITECT:  
 Linear Elec.  
 Craig Niephaus

APPLICATION NO: 2

PERIOD TO: Final

Distribution to:

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

PROJECT NOS:

CONTRACT FOR:

**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.

- ORIGINAL CONTRACT SUM \$ 35,855.00
- Net change by Change Orders \$ 311.00
- CONTRACT SUM TO DATE (Line 1 + 2) \$ 36,166.00
- TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 36,166.00

- RETAINAGE:
  - % of Completed Work \$
  - (Column D + E on G703) \$
  - % of Stored Material (Column F on G703) \$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703)

- TOTAL EARNED LESS RETAINAGE \$ 36,166.00  
(Line 4 Less Line 5 Total)
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 21,380.00
- CURRENT PAYMENT DUE \$ 14,786.00
- BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	225.00	
Total approved this Month	86.00	
TOTALS	311.00	\$0.00
NET CHANGES by Change Order	311.00	\$0.00

CONTRACT DATE:

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 ..... \$ 14,786.00

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

By: Craig Niephaus Date: 9/2/13

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.



**MIDWEST CIVIL ENGINEERS**

13560 76th Street  
 South Haven, MI 49090

PHONE: 269-637-9205 FAX: 269-637-9206  
 e-mail: [info@mce-us.com](mailto:info@mce-us.com)

<b>INVOICE</b>	
<b>Date</b>	<b>Invoice #</b>
9/12/2013	05-9940

Bill To
City of South Haven Mr. Paul VandenBosch 539 Phoenix Street South Haven, MI 49090

Terms	Due Date	Job No. / Project Name	Period Ending		
Net 30	10/12/2013	13-030 Temp. Lighting Plan Design			
Item	Description	Qty	Rate	Amount	
700	Architectural Services to develop report to address questions for temporary electrical service, temporary lighting, outlets, and sump pump hook-up at the Bohn Aluminum Plant located in South Haven, MI.	1.0	3800.00	3,800.00	

Thank you for your business!	<b>Total</b>	\$3,800.00
<b>MCE NOW ACCEPTS VISA, MASTERCARD and DISCOVER FOR PAYMENT!</b>	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$3,800.00

EFFECTIVE IMMEDIATELY, MCE WILL CHARGE A LATE FEE OF 1.5 % ON ALL INVOICES NOT PAID IN THE N-30 TERMS THAT WE OFFER.

# CITY OF SOUTH HAVEN REQUISITION / PAY REQUEST

№ 4541

Vendor Number \_\_\_\_\_

Date Sept 13, 2013

Vendor: Envurologic

Department \_\_\_\_\_

<b>PURCHASE ORDER</b> (Will be mailed)		<b>CHECK REQUEST</b>		
Original <input type="checkbox"/>		Regular <input type="checkbox"/>		
Confirming <input type="checkbox"/>		Prepay <input type="checkbox"/>		
BUDGETARY ACCT. # FUND/DEPT./LINE ITEM	QTY.	ITEM	UNIT PRICE	TOTAL
		<i>Environmental            Site Assessment            Bohm Proton Plant</i>		<i>38,962.96</i>
<b>COMMENTS:</b> <i>LDFA Approved proposal on 4/15/13.</i>				

Signature (under \$500) \_\_\_\_\_ Date \_\_\_\_\_  
*[Signature]* *9/13/13*

Group Leader (\$500 & over less than \$1000) \_\_\_\_\_ Date \_\_\_\_\_

City Manager (\$1000 & over less than \$15000) \_\_\_\_\_ Date \_\_\_\_\_

**ACCOUNTING USE ONLY**

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Recommended by \_\_\_\_\_ Date \_\_\_\_\_

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Authorized to Pay \_\_\_\_\_ Date \_\_\_\_\_



2960 Interstate Parkway | Kalamazoo, MI 49048  
P 269.342.1100 | F 269.342.4945 | W envirollogic.com

# Invoice

INVOICE NO.
29032

DATE	CLIENT	PAGE
07/19/13	CTYSH	1 of 9

<b>INVOICE DUE DATE: 8/18/13</b>
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City of South Haven  
Paul Vandenbosch  
539 Phoenix Street  
South Haven, MI 49090

Project: 120301  
P.O. #:

City of South Haven, LDFA - Bohn Piston / Karl Schmidt Unisia, 220  
Aylworth, South Haven, Michigan

## Invoice Summary (Detail Attached)

Professional Time	\$15,826.25
Field Equipment/Materials	\$2,643.36
GeoProbe	\$4,522.50
Miscellaneous Expenses	\$57.20
Subcontractor Expenses	\$15,913.65

A FINANCE CHARGE OF 1-1/2% PER MONTH  
(18% PER YEAR) WILL BE ADDED TO DELINQUENT ACCOUNTS.

TOTAL \$ 38,962.96

