

City Council

Regular Meeting Agenda

Monday, February 1, 2016
7:00 p.m., Council Chambers



1. **Call to Order**
2. **Invocation – Reverend Travis Wilson, Pastor at Peace Lutheran Church**
3. **Roll Call**
4. **Approval of Agenda**
5. **Consent Agenda: Items A thru D (Roll Call Vote Required)**
(All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. Unless requested by a Council Member or a citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and considered separately.)
 - A. Council will be requested to approve the City Council regular minutes for January 18, 2016.
 - B. Council will be requested to approve the City Council Special Workshop minutes for January 18, 2016.
 - C. Council will be asked to approve invoices totaling \$1,218,256.72 for the period ending January 31, 2016 be approved and forwarded to the Clerk and Treasurer for payment.
 - D. Council will be asked to approve the following minutes:
 - 1) October 26, 2015 Zoning Board of Appeals minutes;
 - 2) November 17, 2015 Liberty Hyde Bailey Museum minutes;
 - 3) November 18, 2015 Airport Authority minutes;
 - 4) November 30, 2015 Board of Public Utilities minutes;
 - 5) December 15, 2015 Liberty Hyde Bailey Museum minutes; and
 - 6) December 21, 2015 Board of Public Utilities Special Meeting minutes.

If a member of the public wishes to address any of the following items listed on the agenda they will be given a chance to speak prior to Council discussing the item. They will be given up to 5 minutes to address their concerns.

NEW BUSINESS

6. **Council will be asked to consider a motion to schedule a workshop session to begin the annual priority setting process.**
7. **Council will be asked to consider the following actions related to updating license agreements and special event approvals for the South Haven Center for the Arts and the Michigan Maritime Museum:**
 - a. **City Council will be asked to approve of Resolution 2016-07, a resolution approving an agreement with the South Haven Center for the Arts, for use**

at the 523 Phoenix Street location. The agreement, if approved by the Council, will formally acknowledge and allow the Art Center, a local nonprofit organization, to host events which include alcohol service.

- b. City Council will be asked to approve of Resolution 2016-08, a resolution approving an agreement with the Michigan Maritime Museum, for use at the 260 Dyckman Avenue location. The agreement, if approved by the Council, will formally acknowledge and allow the Maritime Museum, a local nonprofit organization, to host events which include alcohol service.
8. Council will be asked to approve Special Event Application 2016-02 – Island Sit 2016 to be held on February 27, 2016 from 7:00 a.m. to 7:00 p.m. at the Welcome Island on Phoenix Street hosted by We Care Inc.
9. Council will be asked to approve Resolution 2016-09, a resolution amending the 2016 South Haven Municipal Marina Rates.
10. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda
(You will be given up to 5 minutes to address your concerns.)
11. City Manager’s Comments
12. Mayor and Councilperson’s Comments
13. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, January 18, 2016
7:00 p.m., Council Chambers



1. **Call to Order by Mayor Burr at 7:01 p.m.**
2. **Invocation by Reverend Aaron Cobbs – Pastor at Spiritual Church of Christ**
3. **Roll Call**

Present: Jeff Arnold, Clark Gruber, Andy Klavins, Vickiy Kozlik Wall, Steve Schlack, Scott Smith, Bob Burr
Absent: None

4. **Approval of Agenda**

Moved by Kozlik Wall, seconded by Arnold, to approve the agenda.
Voted Yes: All.

5. **Consent Agenda: Items A thru C (Roll Call Vote Required)**

Moved by Arnold, seconded by Smith, to approve the Consent Agenda as follows:

- A. Council will be requested to approve the City Council Minutes for January 4, 2016.
- B. Council will be asked to approve invoices totaling \$1,475,272.28 for the period ending January 17, 2016 to be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve the following minutes:
 - 1) December 3, 2015 Planning Commission minutes.

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Klavins, Kozlik Wall, Schlack, Smith, Burr
Nays: None

OLD BUSINESS

6. **Council will be asked to adopt an ordinance which designates the four recently acquired Monroe Boulevard bluff properties into the city's park system, as part of the established South Beach Park.**

Moved by Gruber, seconded by Klavins, to adopt an ordinance which designates the four recently acquired Monroe Boulevard bluff properties into the city's park system, as part of the established South Beach Park.

Voted Yes: All. Motion carried.

NEW BUSINESS

7. Council will be asked to appoint Kevin Whiteford to the Downtown Development Authority for a three-year-term ending in December 2018.

Kevin Whiteford gave a brief introduction to the Council illustrating his qualifications for the seat.

Moved by Smith, seconded by Klavins, to appoint Kevin Whiteford to the Downtown Development Authority for a three-year-term ending in December 2018.

Voted Yes: All. Motion carried.

8. Council will be asked to approve a license agreement at 308 Kalamazoo Street.

Rich Plese, of 308 Kalamazoo Street, spoke briefly to Council regarding the proposed license agreement.

Moved by Kozlik Wall, seconded by Arnold, to approve a license agreement at 308 Kalamazoo Street.

Voted Yes: All. Motion carried.

9. Council will be asked to approve Resolution 2016-04, a resolution accepting the Michigan Natural Resources Trust Fund grant award in the amount of \$42,800 for the proposed “pump track” bicycle park.

City Manager Brian Dissette gave a brief overview of the proposed project and construction timeline.

Moved by Klavins, seconded by Smith, to approve Resolution 2016-04, a resolution accepting the Michigan Natural Resources Trust Fund grant award in the amount of the \$42,800 for the proposed “pump track” bicycle park.

Voted Yes: All. Motion carried.

10. Council will be asked to approve Resolution 2016-05, a resolution to accept the Michigan Natural Resources Trust Fund grant award in the amount of \$37,500 for the renovation of the Black River Park restrooms.

City Manager Brian Dissette gave a brief overview of the proposed project.

Moved by Gruber, seconded by Klavins, to approve Resolution 2016-05, a resolution to accept the Michigan Natural Resources Trust Fund grant award in the amount of \$37,500 for the renovation of the Black River Park restrooms.

Voted Yes: All. Motion carried.

11. Council will be asked to approve Resolution 2016-06, a resolution to amend changes to the city’s personnel policies, employee benefits, and pay schedules.

City Manager Brian Dissette gave a brief overview of the proposed changes.

Deb Lull, Human Resources Director, answered questions posed by City Council and give additional details.

Moved by Kozlik Wall, seconded by Smith, to approve Resolution 2016-06, a resolution to amend changes to the city's personnel policies, employee benefits, and pay schedules.

Voted Yes: All. Motion carried.

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

Mike Henry, Van Buren County Commissioner for District 1, introduced Beth Griffin, the Vice-Chair of the County Commissioners who will be running for the open seat in the 66th District. Beth Griffin addressed Council about her background and qualifications for the seat.

Robert Kripaitis, 404 North Shore Drive, spoke to Council of his concerns for the future of residential neighborhoods in South Haven.

Elaine Herbert, 140 North Shore Drive, spoke to Council regarding an article in the Tribune about the SHINE Facebook group.

13. City Manager's Comments

Joint work session with South Haven Township Board and Casco Township Board on January 27, 2016 at 6:00 p.m. regarding the proposed Water & Sewer Authority.

14. Mayor and Councilperson's Comments

Arnold – Shared his favorite Martin Luther King, Jr. quote and thanked volunteers who serve on the Boards and Commissions.

Gruber – No comment.

Klavins – Check out South Haven varsity basketball – we are 6-0 and have a very talented team.

Kozlik Wall – No comment.

Schlack – No comment.

Smith – Appreciates the efforts of Department of Public Works and wanted a report of the water quality and testing for the city's drinking water in light of the Flint water crisis.

Burr – Spoke about enrollment statistics over a 10 year period which shows a minimal drop in enrollment.

15. Adjourn

Moved by Kozlik Wall, seconded by Smith, to adjourn the meeting.

Voted Yes: All. Motion carried and meeting adjourned at 7:53 p.m.

City of South Haven
Regular Meeting Council Minutes
City Hall, Council Chambers
7:00 p.m., Monday, January 18, 2016

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Kate Hosier". The signature is written in a cursive, flowing style.

Kate Hosier
Deputy City Clerk

Approved by City Council:

City Council

Special Meeting Workshop Minutes

Monday, January 18, 2016
6:00 p.m., Conference Room B



1. Call to Order by Mayor Burr at 6:03 p.m.

2. Roll Call

Present: Jeff Arnold, Clark Gruber, Andy Klavins, Vickiy Kozlik Wall, Steve Schlack, Scott Smith, Bob Burr
Absent: None

3. Approval of Agenda

Moved by Gruber, seconded by Klavins, to approve the agenda.
Voted Yes: All. Motion carried.

4. Council will be asked to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; MCL 15.268(h) to discuss a written legal opinion.

Moved by Gruber, seconded by Klavins, to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; MCL 15.268(h) to discuss a written legal opinion.

Voted Yes: All. Motion carried.

Moved by Schlack, seconded by Arnold, to go into open session.
Voted Yes: All. Motion carried.

5. Adjourn

Moved by Schlack, seconded by Arnold, to adjourn the meeting.
Voted Yes: All. Motion carried. Meeting adjourned at 6:48 p.m.

RESPECTFULLY SUBMITTED,



Kate Hosier
Deputy City Clerk

Approved by City Council:

CITY OF SOUTH HAVEN**February 1, 2016**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 85,332.37	\$ 66,996.21	\$ 152,328.58
202-MAJOR STREET FUND	\$ -	\$ 12.00	\$ 12.00
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ 838.43	\$ 18,340.37	\$ 19,178.80
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ 2,860.97	\$ 8,681.25	\$ 11,542.22
251-LDFA #1	\$ -	\$ 1,000.00	\$ 1,000.00
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ 1,000.00	\$ 1,000.00
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ -	\$ -	\$ -
266-POLICE TRAINING	\$ -	\$ -	\$ -
296-RIVER MAINTENANCE	\$ -	\$ 428.17	\$ 428.17
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ -	\$ -
402-CAPITAL PROJECTS #2	\$ -	\$ -	\$ -
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ -	\$ 38.13	\$ 38.13
577-BEACH FUND	\$ -	\$ -	\$ -
582-ELECTRIC FUND	\$ 5,132.73	\$ 30,671.33	\$ 35,804.06
591-WATER FUND	\$ 1,048.08	\$ 16,511.45	\$ 17,559.53
592-SEWER FUND	\$ 437.99	\$ 145,520.50	\$ 145,958.49
594-MUNICIPAL MARINA	\$ -	\$ 2,804.47	\$ 2,804.47
636-INFORMATION SERVICES	\$ 1,444.95	\$ 500.00	\$ 1,944.95
661-MOTOR POOL	\$ 7,582.72	\$ 4,938.23	\$ 12,520.95
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 816,136.37	\$ -	\$ 816,136.37
718-TRUST & AGENCY	\$ -	\$ -	\$ -
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 920,814.61	\$ 297,442.11	\$ 1,218,256.72

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CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 01/14/2016 - 01/14/2016

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK						
01/14/2016	1	53366	000059	ALLEGAN COUNTY TREASURER	PROPERTY TAX COLLECTIONS	645.96
01/14/2016	1	53367	UB REFUND	BAKER, JAMES W JR	UB refund for account: 30687021	50.93
01/14/2016	1	53368	000418	CDW GOVERNMENT INC	TONER	133.75
01/14/2016	1	53369	003378	CULLIGAN WATER OF ALLEGAN	BOTTLED WATER	59.50
01/14/2016	1	53370	000843	FRONTIER	TELEPHONE 231-197-0043-051713-5	58.44
01/14/2016	1	53371	001329	LAKE MICHIGAN COLLEGE	PROPERTY TAX COLLECTIONS	3,033.06
01/14/2016	1	53372	003249	RYAN MYERS	UNIFORM REIMBURSEMENT	119.98
01/14/2016	1	53373	002395	SOUTH HAVEN COMMUNITY HOSPITAL	PROPERTY TAX COLLECTIONS	26,493.03
					PROPERTY TAX COLLECTIONS	276.17
						<u>26,769.20</u>
01/14/2016	1	53374	002410	SOUTH HAVEN MEMORIAL LIBRARY	PROPERTY TAX COLLECTION	964.47
01/14/2016	1	53375	002415	SOUTH HAVEN PUBLIC SCHOOLS	PROPERTY TAX COLLECTION	30,304.95
01/14/2016	1	53376	002417	SOUTH HAVEN SENIOR SERVICES	PROPERTY TAX COLLECTION	20,041.51
					PROPERTY TAX COLLECTION	208.90
						<u>20,250.41</u>
01/14/2016	1	53377	002752	VAN BUREN COUNTY DRAIN	NORTH PHOENIX & PETERSON DRAIN SPEC. ASS	12,679.37
01/14/2016	1	53378	002757	VAN BUREN COUNTY TREASURER	PROPERTY TAX COLLECTION	233,766.64
					PROPERTY TAX COLLECTION	2,264.16
						<u>236,030.80</u>
01/14/2016	1	53379	002758	VAN BUREN INTERMEDIATE	PROPERTY TAX COLLECTION	480,449.31
					PROPERTY TAX COLLECTION	5,008.84
						<u>485,458.15</u>

1 TOTALS:

Total of 14 Disbursements:

816,558.97

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK						
01/20/2016	1	53380	UB REFUND	WEBER, HEATHER M	UB refund for account: 10844502	103.69
01/20/2016	1	53381	UB REFUND	WINKLEBLACK, PATRICIA A	UB refund for account: 30289002	253.00
01/22/2016	1	53382	000027	ADAMS REMCO, INC.	QUARTERLY MAINTENANCE 01/08 - 04/08/16	218.66
01/22/2016	1	53383	000074	ALTEC INDUSTRIES INC	BOOTS	369.34
01/22/2016	1	53384	UB REFUND	AMERICAN VILLAGE BUILDERS INC	UB refund for account: 10583000	115.47
01/22/2016	1	53385	000418	CDW GOVERNMENT INC	HARD DRIVE	73.15
					KEYBOARD	54.80
						<u>127.95</u>
01/22/2016	1	53386	000453	CHIEF SUPPLY CORP	UNIFORMS	565.43
					UNIFORMS	51.18
						<u>616.61</u>
01/22/2016	1	53387	000471	CITY PLUMBING & HEATING CO	PREVENTITIVE MAINTENANCE - CITY HALL	262.20
01/22/2016	1	53388	000484	COASTAL LANDSCAPING INC	IRRIGATION SERVICE REPAIR	795.90
					FERTILIER - CITY HALL	65.00
					IRRIGATION SERVICE - CITY HALL	532.50
					IRRIGATION SERVICE - CITY HALL	44.50
					IRRIGATION SERVICE - CITY HALL	179.89
					MULCH	60.00
					IRRIGATION SERVICE - CITY HALL	42.00
					IRRIGATION SYSTEM WINTERIZATION - CITY H	65.00
						<u>1,784.79</u>
01/22/2016	1	53389	003180	COPS HEALTH TRUST	INSURANCE	1,896.27
01/22/2016	1	53390	003378	CULLIGAN WATER OF ALLEGAN	BOTTLED WATER	74.00
01/22/2016	1	53391	000624	DELTA DENTAL OF MICHIGAN	INSURANCE	5,554.98
01/22/2016	1	53392	000807	FLEMING BROS OIL CO INC	FUEL	238.83
01/22/2016	1	53393	000837	FREIGHTLINER OF KALAMAZOO	EQUIPMENT REPAIRS	4,189.06
					CREDIT MEMO	(25.12)
						<u>4,163.94</u>
01/22/2016	1	53394	000843	FRONTIER	TELEPHONE 616-040-1864-120202-5	29.22
					TELEPHONE 269-637-3251-010165-5	92.03
					TELEPHONE 269-637-5493-070711-5	127.00
					TELEPHONE 269-639-8034-092904-5	41.04
					TELEPHONE 269-637-5084-060311-5	276.50
						<u>565.79</u>
01/22/2016	1	53395	000847	FUEL MANAGEMENT SYSTEM	FUEL	3,811.78
01/22/2016	1	53396	UB REFUND	GIST SULLIVAN, SILITA M	UB refund for account: 11115007	258.25
01/22/2016	1	53397	001107	HULL LIFT TRUCK INC	REPAIRS	304.14
01/22/2016	1	53398	001108	GORDON HULL	CONTRACTUAL SERVICES	2,311.33
01/22/2016	1	53399	001162	INTERSTATE BATTERY SYSTEMS	BATTERIES	347.44
01/22/2016	1	53400	001270	KIWANIS CLUB OF SOUTH HAVEN	1ST QUARTER DUES	133.00
01/22/2016	1	53401	001288	KONE INC	ELEVATOR MAINTENANCE - CITY HALL	1,268.85
					ELEVATOR MAINTENANCE	287.19
						<u>1,556.04</u>
01/22/2016	1	53402	001405	LINCOLN NATIONAL LIFE INS CO	INSURANCE	3,339.34

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CHECK REGISTER FOR CITY OF SOUTH HAVEN
 CHECK DATE FROM 01/19/2016 - 01/27/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/22/2016	1	53403	001544	MENARDS	MAINTENANCE SUPPLIES	14.92
					MAINTENANCE SUPPLIES	9.32
						<u>24.24</u>
01/22/2016	1	53404	001633	MICHIGAN PUBLIC POWER AGENCY	2016 ASSOCIATES DUES	1,000.00
01/22/2016	1	53405	UB REFUND	MOORE, KELSEY R	UB refund for account: 10438019	97.29
01/22/2016	1	53406	001866	NYE UNIFORM COMPANY	NAME TAGS	127.05
01/22/2016	1	53407	001880	OFFICE DEPOT	PAPER	35.18
					TONER	153.09
						<u>188.27</u>
01/22/2016	1	53408	002033	PRI MAR PETROLEUM INC	CARS WASHED	17.50
01/22/2016	1	53409	002155	RIDGE AND KRAMER AUTO PARTS	MAINTENANCE SUPPLIES	175.91
					MAINTENANCE SUPPLIES	5.94
					MAINTENANCE SUPPLIES	5.74
						<u>187.59</u>
01/22/2016	1	53410	002184	ROD'S PRINTS & PROMOTIONS	SWEATSHIRTS	79.00
01/22/2016	1	53411	002268	SECURALARM SYSTEMS INC	PANIC BUTTONS	597.00
					ANNUAL SOFTWARE PROTECTION AGREEMENT - C	720.00
						<u>1,317.00</u>
01/22/2016	1	53412	UB REFUND	SOUTH HAVEN HEALTH SYSTEMS	UB refund for account: 31501001	236.97
01/22/2016	1	53413	002453	SPENCER MANUFACTURING, INC	LED LIGHT	555.00
01/22/2016	1	53414	002583	TELE-RAD INC	REPLACE RADIO CHARGING STATION	168.90
01/22/2016	1	53415	002589	TERMINIX PROCESSING CENTER	EXTERMINATING SERVICE	45.00
01/22/2016	1	53416	003327	UNITED HEALTHCARE INSURANCE CO	HEALTH INSURANCE PREMIUMS	65,583.68
01/22/2016	1	53417	002721	UPLINK SECURITY LLC	MONTHLY SERVICE FEES	7.45
01/22/2016	1	53418	002728	USA BLUE BOOK	LAB SUPPLIES	160.00
					LAB SUPPLIES	158.52
					LAB SUPPLIES	289.30
					CREDIT MEMO	(543.37)
						<u>64.45</u>
01/22/2016	1	53419	002751	VAN BUREN COUNTY CLERK	PROGRAMMING FEE & ELECTION SUPPLIES	1,477.03
01/22/2016	1	53420	002883	WEST MICHIGAN DOCUMENT	SHREDDING SERVICE	65.00
01/22/2016	1	53421	002949	WOLVERINE HARDWARE	MAINTENANCE SUPPLIES	3.66
					MAINTENANCE SUPPLIES	6.58
					MAINTENANCE SUPPLIES	15.10
					MAINTENANCE SUPPLIES	74.67
					CREDIT MEMO	(11.99)
						<u>88.02</u>
01/22/2016	1	53422	002953	WOODHAMS, INC , DON	SENSOR ASY	83.69
					REPAIRS	687.33
					HOOK ASY	22.18
					REPAIRS	865.84
						<u>1,659.04</u>
01/22/2016	1	53423	003213	DALE CLAYTON	MILEAGE REIMBURSEMENT	64.80
01/22/2016	1	53424	002088	QUINN ELECTRICAL CONTRACTORS	INSTALL NEW BREAKERS & NEW FEED TO CHILL	2,795.52

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CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 01/19/2016 - 01/27/2016

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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1 TOTALS:

Total of 45 Disbursements:

104,255.64

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK						
02/01/2016	1	53425	000014	ABONMARCHE CONSULTANTS INC	SAW GRANT ASSET MANAGEMENT PLANS NORTH SHORE DRIVE RECONSTRUCTION PROJECT KALAMAZOO STREET ASSISTANCE INDIAN GROVE LIFT STATION & MONROE BLVD MAIN PUMP STATION CONSOLIDATION BLACK RIVER STREET SEWER ENGINEERING ASSISTANCE HURON STREET PARKING LOT INDIAN GROVE LIFT STATION & MONROE BLVD MAIN PUMP STATION CONSOLIDATION NORTH SHORE DRIVE MAINTENANCE DREDGING PERMIT SERVICES BLACK RIVER PARK - RBEG PARKING LOT NORTHSIDE MARINA EROSION CONTROL PROJECT	32,724.47 29,443.37 995.00 7,514.67 6,747.25 4,025.00 8,576.22 1,681.25 10,980.00 38,726.88 10,300.00 428.17 1,000.00 2,500.00
						<u>155,642.28</u>
02/01/2016	1	53426	000018	ACCESSDATA GROUP INC	SOFTWARE MAINTENANCE & SUPPORT	1,119.00
02/01/2016	1	53427	000043	AIRGAS USA, LLC	CYLINDER RENTAL	54.56
02/01/2016	1	53428	000074	ALTEC INDUSTRIES INC	COAT	170.87
02/01/2016	1	53429	000161	ASPLUNDH TREE EXPERT CO	SPRAYING SPRAYING	2,713.04 <u>3,699.60</u>
						6,412.64
02/01/2016	1	53430	000177	AUTO-WARES GROUP	REPAIR/MAINT SUPPLIES- ACCT #23300720 REPAIR/MAINT SUPPLIES- ACCT #23300720 REPAIR/MAINT SUPPLIES- ACCT #23300720 REPAIR/MAINT SUPPLIES- ACCT #23300720 REPAIR/MAINT SUPPLIES- ACCT #23300720	17.19 10.19 29.83 48.30 159.99
						<u>265.50</u>
02/01/2016	1	53431	003440	BOMGAR CORPORATION	ANNUAL MAINTENANCE	1,645.00
02/01/2016	1	53432	000337	BRONSINK & BOS EQUIPMENT	SUPPLIES	86.96
02/01/2016	1	53433	000471	CITY PLUMBING & HEATING CO	INSTALL 2 VAV BOXES - CITY HALL PREVENTIVE MAINTENANCE - CITY HALL INSTALL AIR SEPARATOR/EXPANSION TANK - C PREVENTIVE MAINTENANCE - CITY HALL	18,050.00 911.43 6,800.00 628.09
						<u>26,389.52</u>
02/01/2016	1	53434	000505	COMPTON INC	REMOVE & REPLACE WHITFORD DR & SIDEWALK MISC CONCRETE REMOVALS & REPLACEMENTS WATER & SEWER TAPS - BLUFFS NEW MAN HOLE & PIPING - MICHIGAN	5,484.06 12,535.64 3,807.00 4,285.00
						<u>26,111.70</u>
02/01/2016	1	53435	003428	CONNECTION SERVICE CO. INC.	SUPPLIES	191.80
02/01/2016	1	53436	000517	CONSUMERS CONCRETE CORP	MANHOLE ADJUSTING RINGS	48.00
02/01/2016	1	53437	UB REFUND	DALLA BETTA, ANDREW J	UB refund for account: 20023609	88.56
02/01/2016	1	53438	000656	JACK DOHENY COMPANIES, INC.	REPAIRS SUPPLIES REPAIRS	361.56 112.80 490.97

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/01/2016	1	53454	001619	MICHIGAN MUNICIPAL LEAGUE	CLASSIFIED AD	130.20
02/01/2016	1	53455	001732	MORRIS & MORRIS SANDBLASTING	SANDBLAST SIGN STANDS	1,600.00
02/01/2016	1	53456	001766	MUZZALL GRAPHICS	ENVELOPES	831.26
02/01/2016	1	53457	001902	OPTIMIZATION SOLUTIONS	COAGULATION FEED CONTROL MGT OCT - DEC	1,250.00
02/01/2016	1	53458	MISC	PENNFIELD SCHOOLS	PURCHASE CISCO AP'S 1042N	500.00
02/01/2016	1	53459	002009	POLYDYNE INC	CLARIFLOC	2,070.00
02/01/2016	1	53460	002020	POWER LINE SUPPLY CO	CONDUIT	5,193.93
					MAINTENANCE SUPPLIES	590.24
					MAINTENANCE SUPPLIES	27.00
					MAINTENANCE SUPPLIES	489.59
					MAINTENANCE SUPPLIES	1,353.05
					MAINTENANCE SUPPLIES	122.50
					MAINTENANCE SUPPLIES	345.00
					MAINTENANCE SUPPLIES	150.00
					MAINTENANCE SUPPLIES	914.11
					MAINTENANCE SUPPLIES	295.93
						<u>9,481.35</u>
02/01/2016	1	53461	UB REFUND	PUGH, AJ R	UB refund for account: 40297001	550.46
02/01/2016	1	53462	002155	RIDGE AND KRAMER AUTO PARTS	MAINTENANCE SUPPLIES	29.76
					MAINTENANCE SUPPLIES	91.06
					MAINTENANCE SUPPLIES	379.69
					MAINTENANCE SUPPLIES	155.76
					MAINTENANCE SUPPLIES	10.12
					MAINTENANCE SUPPLIES	178.89
						<u>845.28</u>
02/01/2016	1	53463	003068	SCHINDLER ELEVATOR CORP	INSPECTION SERVICE	158.85
02/01/2016	1	53464	002272	SEELYE WRIGHT	REPAIRS	479.90
02/01/2016	1	53465	002372	SOCIETY FOR HUMAN RESOURCE MGMNT	ANNUAL MEMBERSHIP	190.00
02/01/2016	1	53466	003132	SOUTH HAVEN HEALTH SYSTEM	PHYSICALS	63.00
02/01/2016	1	53467	003437	SOUTH HAVEN ROD & GUN CLUB	ANNUAL MEMBER FEE & MAINTENANCE FEES	250.00
02/01/2016	1	53468	003144	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEE	30.00
02/01/2016	1	53469	002665	TRECORE	TREE WORK	17,773.00
02/01/2016	1	53470	002724	UPS STORE #5080	SHIPPING FEE	8.63
					SHIPPING FEE	21.42
						<u>30.05</u>
02/01/2016	1	53471	002728	USA BLUE BOOK	LAB SUPPLIES	445.69
					LAB SUPPLIES	252.89
					LAB SUPPLIES	73.47
						<u>772.05</u>
02/01/2016	1	53472	002755	VAN BUREN COUNTY ROAD COMM	QUARTERLY ELECTRIC PAID	12.00
02/01/2016	1	53473	002792	VERIZON WIRELESS	CELL PHONES 542074882-00001	69.12
					CELL PHONES 486573081-00001	799.31
					CELL PHONES 486573081-00002	38.01
					CELL PHONES 742053338-00001	394.34
						<u>1,300.78</u>
02/01/2016	1	53474	002843	RON WASHEGESIC	ROD FLOOR DRAIN	240.00
02/01/2016	1	53475	003220	WINGFOOT COMMERCIAL TIRE SYSTEMS	TIRES	933.92
02/01/2016	1	53476	002949	WOLVERINE HARDWARE	MAINTENANCE SUPPLIES	17.98

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					MAINTENANCE SUPPLIES	54.04
					MAINTENANCE SUPPLIES	23.02
					MAINTENANCE SUPPLIES	52.85
					MAINTENANCE SUPPLIES	34.18
					MAINTENANCE SUPPLIES	8.09
					MAINTENANCE SUPPLIES	3.94
					MAINTENANCE SUPPLIES	31.94
					MAINTENANCE SUPPLIES	18.85
					MAINTENANCE SUPPLIES	18.42
					MAINTENANCE SUPPLIES	22.49
					MAINTENANCE SUPPLIES	61.18
					MAINTENANCE SUPPLIES	10.33
					MAINTENANCE SUPPLIES	17.98
						<u>375.29</u>

1 TOTALS:

Total of 52 Disbursements:

297,442.11

Zoning Board of Appeals

Regular Meeting Agenda

Monday, October 26, 2015
7:00 p.m., City Council Chambers



City of South Haven

1. Call to Order by Lewis at 7:00 p.m.

2. Roll Call

Present: Boyd, Bugge, Paull, Stegeman, Wheeler, Lewis
Absent: Miller

3. Approval of Agenda

Motion by Bugge, second by Stegeman to approve the October 26, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – September 28, 2015

Motion by Stegeman, second by Wheeler to approve the September 28, 2015 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. New Business – Public Hearings

- a) Phillip and Kimberly Roehm of South Haven are requesting the following variances for a new home planned at **77 Northshore Drive #19**: Front setback of 23 feet where 25 feet is required; Side setbacks are 10 feet and 8 feet where 12 feet on both sides is required; Lot coverage is 39.5% where 30% maximum is required. The parcel number for this property is 80-53- 701-011-01.

Anderson explained this is a situation that has been seen in other zones; some small lots in a zone which has larger lots in general. Lewis asked if this lot was in the R1-A zone would it

comply to which Anderson responded, "Yes, totally in compliance with setbacks and just over on lot coverage."

Motion by Paull, second by Boyd to open the public hearing.

All in favor. Motion carried.

Phillip Roehm, 77 Northshore Drive. Stated he and his wife have owned property in South Haven for twenty (20) years and want to build an "aging in place" home with first floor living. Noted this property was purchased from Waters Edge Condo Association. The new address will be 80 Woodman Court #18. Does not feel they are asking for a large amount in the variances. Noted they have been working with Glas Associates out of Kalamazoo. "The variances will allow us to put a home on that we can be proud of and our neighbors will be proud to have around. The setbacks we are asking for will allow us to have plenty of green space around our home."

In response to a query by Bugge, Roehm stated that the home being planned will be a two-story home.

Motion by Paull, second by Boyd to close the public hearing.

All in favor. Motion carried.

Bugge asked about the width of a typical lot in in the R-1A zone. According to Anderson fifty (50) feet x one hundred (100) feet is typical. Anderson noted that the lot at 77 Northshore Drive is twenty (20) foot deeper than a typical R1-A lot. Bugge asked about variances granted for other houses on Northshore. "We made them comply with twenty-five (25) foot setback and the house north also has a deep setback". Stegeman noted that it appears the neighbors are in support based on the letters received.

Motion by Stegeman, second by Boyd to approve the variances requested.

Boyd suggested wording to add to the motion, "to approve the three (3) variances to the code for parcel # 80-53- 701-011-01."

Bugge is concerned with variances to front or rear setbacks because it is a deep lot. "And we required the previous applicant to comply with the twenty-five (25) foot setback as well as their other neighbor having a deep setback."

Lewis reiterated that if it were zoned differently this proposal would be in compliance and the lot is one hundred twenty (120) feet deep as opposed to one hundred (100) feet.

In response to a question regarding why the two extra feet are needed in the front when it seems there is room in the back, Roehm stated that they are asking for two (2) extra feet on the front yard so we can use the space in the garage. "When you come off Northshore Drive and come onto Willow Court, we need turning area to get into the garage, and need the space for our cars and extra storage. There will also be access in the garage for our basement which requires a little extra space in our garage."

Lewis noted that the garage is quite large to which Roehm responded that it is designed for

two cars and storage. We have neighbors in the back and would like to have a back yard for outdoor activities. Roehm pointed out that the neighbor has a deck that extends into the front setback and the proposed garage will not extend beyond the front of the neighbor's deck area.

In response to a question about why the north setback variance was requested, Roehm stated it is so cars can be parked there as opposed to having cars parked off Willow which would be sticking into the street. Lewis noted the board had seen photos of what it looks like to have cars extending over the sidewalk and off the driveway in some previous variance requests.

Bugge said the garage can be compressed two feet or the house can be compressed two feet.

Boyd commented that he sees having a wider entrance to their garage important for traffic safety and maneuvering. "The wider opening makes sense to me." Bugge responded that if the garage were back two feet it would be even wider. Boyd clarified he is talking about the width of the garage opening.

Motion by Bugge to amend the motion by removing the front setback variance request on North Shore Drive.

Lewis called for a second.

For lack of support the motion failed.

A roll call vote on the original motion to approve the variances as requested was taken:

Ayes: Paull, Stegeman, Wheeler, Boyd, Lewis

Nays: Bugge

Motion carried.

- b) Richard Braunz, owner of **820 Green Street**, is requesting an east side setback variance of 1.7 feet. The proposed setback will be 10.3 feet where 12 feet is required. The property is currently vacant but the applicant is planning to move a house onto the site. The parcel number for this property is 80-53-470-039-00.

Anderson noted that the applicant will have to split the lot, which is a double lot. The resulting lots would both be conforming lots but the house he is proposing to move onto one of the lots would need a variance of almost two feet (2') on the side. Anderson explained that the city owns the house and planned to demolish it but Braunz wanted to purchase the house and move it. "This has been a long process with many hurdles still ahead."

Paull commented that there were some engineering issues to which Anderson responded that the city engineer has some concerns about power lines and utilities for that lot that will have to be resolved to determine whether or not the move could actually happen.

Lewis suggested making a motion that would apply for only this house being moved across the street. Boyd asked for clarification and Lewis explained, after which Anderson pointed

out that a variance granted stays with the property and this variance, if granted, will stay with the property whether or not the house gets moved. Bugge suggested that a contingency could be added referring to this particular house.

Boyd said when he hears engineer has concerns it makes his ears perk up and he wondered what the city engineers concerns are.

Anderson said the foundation of the house, due to water infiltration, has sustained some water damage; a new foundation has to be put in on the new lot. There are some issues with water and sewer and overhead lines. The person seeking to move the house would have to have a professional moving company do it and have bonding in place. There are a number of things the city engineer would have to have in place before the house is moved. Anderson noted that building permits are not issued until all engineering concerns are eliminated.

Boyd asked whether the house could still be demolished, as was the city's original intent, and Anderson said it could.

Motion by Stegeman, second by Boyd to open the public hearing.

All in favor. Motion carried.

Richard Braunz, 820 Green Street. Said he saw the newspaper article about the house and asked Laraway (movers) to come look at it. Stated he's been waiting and waiting, in the meantime had the survey done and working on the land split. Stated, "The house is eight feet (8') too wide; four feet (4') on each side, if you can imagine." Braunz has been waiting for the city to respond. In response to questions, Braunz explained that Laraway is going to pick the house up off the old foundation; the house will be moved across the street onto the new lot and set up on "Lincoln Logs" while the foundation is built. Noted he wants to move the house for his son to move into next to him. Braunz lives on half of the double lot in question.

After discussion, it was clarified that the overhang of the eaves is one foot seven inches (1'7") which is the variance Braunz is asking for.

Boyd asked about the costs incurred by the city; "What are the city costs and your costs in moving this home?" Braunz commented on electric utilities costs which are unknown at this time; costs for tree removal. Has to get with the cable company to move a couple of poles for a couple hours. The movers, Laraway, charge twenty thousand (\$20,000) to twenty-five thousand (25,000) and the cost for diggers for the basement about \$6,000.

Bugge said the costs are the applicant's problem and not our concern. Boyd asked if city employees are involved in this to which Braunz responded that the city has to move a pole for him for about five hundred dollars (\$500). Braunz noted he is trying to save a house and is not planning on turning it into a vacation rental yet.

Wheeler asked if the city engineer's concerns are only for the disconnect and reconnect issues to which Anderson responded that the city is also concerned about the water and sewer connection.

Paull asked the condition of the house. Braunz said he believes it is in good condition; noted the house was built around 1965. The only problem Braunz was aware of is the basement, due to water issues. Paull asked if the house was condemned. Anderson said the house itself is in good condition; she has also been inside the house but believes that over time there would be water damage to the basement and structure of the house. Braunz noted the owners lived in it until May 2015. Anderson noted it does not qualify as a dangerous building under the building codes.

Bugge said the other issues would have to be resolved before this could proceed. So the only concern of the zoning board is the minimal variance.

Motion by Paull, second by Bugge to close the public hearing.

All in favor. Motion carried.

Lewis said the only concern he has (moving the house is no problem with a variance for that) is that the variance goes with the property. If the move does not happen, the variance still stands. Bugge said, "If you put a condition on it that would have some weight." Wheeler noted a condition could be challenged to which Bugge responded that anything can be challenged.

Lewis noted that if we grant this variance we want to put conditions on it that will hopefully hold up. Paull said if it could be locked to this particular building, he would feel pretty good about it. He does not want to give a general variance for this that in this neighborhood something similar would not need a variance.

Bugge asked what the address is for the property that the house is located on to which Braunz responded the address where the house is located is 801 Green Street.

Stegeman pointed out that if this variance is granted you want a stipulation to stick to this house on the correct lot number. Bugge noted the lot number may change with the split.

Paull asked if this is a bit premature, to grant a variance to move a house to a non-existent lot. Anderson stated that the city owns the house and lot where the house is currently located. In order for Braunz to apply for a lot split or make any arrangements he has to take ownership of the house. The City Council will go into an agreement with him on selling the house; once that is completed Braunz can start doing what he needs to do.

Paull clarified that Braunz needs to get everything else done and then ask for a variance. Anderson pointed out that if Braunz's request for a variance does not go through the project will proceed no further.

Lewis said he doesn't have a hard time deciding this now.

Motion by Bugge to permit the variance of one and seven-tenths feet (1.7') for placement of the house currently at 801 Green Street on the proposed lot adjacent to 820 Green Street, subject to meeting the City Engineer's criteria. Second by Stegeman.

Boyd asked for clarification of whether that motion is tying the current house at 801 to the vacant lot.

Paull commented that he will vote no since this is asking for a horse and granting a camel.

A roll call vote was taken:

Ayes: Stegeman, Wheeler, Bugge, Lewis

Nays: Paull, Boyd

Motion carried.

- c) Woodhams Ford, **1111 La Grange Street**, is requesting a side yard setback and front and side landscaping variances as part of a large renovation project. The parcel number for this property is 80-53-615-025-00 and 80-53-615-009-00.

Anderson said this is a major renovation the Woodhams have been talking about since before the city developed the overlay zone; without the overlay zone they would have been fine but with the more strict landscaping requirements there they are running into a problem. Corporate requirements are also an issue to deal with. The overlay ordinance requires a twenty-five (25) foot greenbelt in the southern part of the road front (except along the building) and the applicant is showing no greenbelt in the southern part of the road front and in the north section a greenbelt between seventeen (17) and twenty-five (25) feet.

The applicants have made an effort to put as much greenscaping as they could in as many places as they should.

Motion by Boyd, second by Bugge to open the public hearing.

All in favor. Motion carried.

Jeffrey Saylor, Vice President, Abonmarche.

Saylor noted he would give an overview and turn it over to Amy Cook, Project Manager for more detail. Saylor stated this project is driven by two constraints, economic and requirements by Ford Corporate. Our client could not afford to tear down the auto parts store on the corner; Abonmarche had to rework that store to make this economically viable. There were hundreds of thousands of dollars involved in a tear down while recycling the auto parts store made the project more viable. "We did remove the western thirty (30) feet of the building so we could get it a reasonable distance from the street. The present showroom will be away from its proximity from the street and the auto store will be thirty (30) feet away from LaGrange, turning the two into one cohesive design." Saylor noted that Ford dictates that the present site layout and design be followed to continue. The present site makes it hard to know where to park, where to enter the building, as a customer. The new design gives some clarity to 'Where do I park?' and 'Where is the front door?' Saylor concluded, "By unifying these two buildings, reducing the proximity of the two buildings to La Grange, creating a driving lane, a walkway to the front entrance and a green buffer, we hope you will agree this will be a real asset to the community."

Amy Cook, Project Manager, Abonmarche Consultants. Stated Abonmarche has been working on this project for quite a while. We are now moving forward with Pioneer as a design-build team. She presented a slide show to help explain the project:

1st slide. Shows what will be removed from the site, which is a sea of asphalt and visually bereft. The plan is to remove pavement to add square feet of greenscape that was not there before and taking more pavement out that will be replaced. The number of curb cuts will be reduced from four (4) entrances and exits to two (2) curb cuts. Abonmarche is presently in the review stage with M-Dot. Also being taken care of is the non-green belt between the property line and street curb which will be improved with greenscaping and an inlet for run off.

2nd slide. Indicates the building improvement, which includes linking the two existing buildings. With a drive-through service lane, the northern building will be service related, helping to orient the customer. Cook noted the designers are bound by Ford requirements to provide this parking, thus we cannot meet the landscape buffer, but are providing it in the northern aspect. In between, small buffers for landscaping have been provided.

Cook pointed out the wide swath at the north, bounded by tall deciduous trees and the north most corner and smaller ornamental deciduous trees close to the Ford sign. Between the property line and street curb are lawn buffer areas. Ornamental trees, shrubs and grasses will be provided on LaGrange and Aylworth facades.

3rd & 4th slides. Show the before and after photos from the same vantage point. Cook noted that the second variance is for the front setback along Aylworth currently which is twenty-five (25) feet and we want to build the sign wall to eleven feet and seven inches (11'7"). This wall does not enclose interior space and is strictly a design wall. Looking to the south this shows the current green buffer to which we will be adding quite a bit and the current sales lot. Then the slide showing the after and a slide (5th slide) showing the curb cuts. M-Dot's suggestion is a right-turn only exit for the curb cut closest to Aylworth.

Boyd talked about the architectural wall and asked what the building setback is. Bugge asked if this cannot be done in another way.

Jeff Saylor said you will see dozens of completed Ford buildings all over Michigan. "This brand wall cannot block the showroom glass, so we can't push that appendage north and block the showroom, the branding wall is a standard Ford Lincoln requirement." Boyd asked why you can't put "Lincoln" where "Woodhams" is. Saylor explained that it is a corporate requirement where the Ford and Lincoln walls are and that this component has been shrunk to the bare minimum.

Bugge said different communities have different standards and Ford does not set the standard for this community. "I have dealt with many corporations professionally and there is a big fudge factor. I don't appreciate that approach."

Saylor won't argue the point but this is the optimal that Ford would like.

Bugge commented on the overhang behind that wall which Saylor said is a sheltered overhang for new delivery. We would be measuring to there. Saylor said the overhang is back about six (6) feet back from the Lincoln wall. Cook noted there are four (4) setbacks along that wall.

Cook noted the building wall complies but not the overhang or the design wall. Bugge asked what the side setback is and how far back the overhang is. Being told the setback is 17' 7" Bugge calculated it to be two (2) feet over what is required.

Bugge asked about the front façade where the Ford sign is, "Is it part of the building?" Saylor said it is twenty-four (24) feet while the Lincoln wall is twenty-two (22) feet. Saylor noted that the high wall of the service building has us stuck with the height for the horizontal lines. From the main power pole that we can't move near the most southern curb cut, the power lines will disappear under the property or buildings.

"The existing free standing sign is staying?" Bugge asked. Anderson said the sign is okay as long as they do not take it down. Saylor indicated a smaller sign is being taken down and will not be coming back.

Lewis asked how wide the drive is along LaGrange which Cook said is twenty-five (25) feet and then asked, "Along the south side?" to which Cook responded that the drive reduces down to fifteen (15) feet, a one lane drive along Aylworth.

Bugge questioned the area being taken up and commented that the right-of-way designation is actually city property. Cook agreed and noted there is currently lawn in that area and Abonmarche are just adding to that so we have a consistent twenty-five (25) feet. Saylor noted the greenspace presently tapers and "we are going to make it twenty-five (25) feet all the way to McDonald's".

Bugge asked about the green space along McDonald's, "Is that in compliance?" to which Anderson responded that is in compliance.

Paull pointed out that one of the purposes for creating the overlay zone was to try to do away with the kind of thing that is happening with this building, a huge wall sign. A big advertising wall, these are the kinds of things we are trying to do away with in this overlay zone. And here is Ford saying "You've got to build this great big sign." "That is not what we are looking for," Paull stated, adding, "You can tell a corporation you can't do that because of the zoning and they will conform to local zoning ordinances. In one respect I appreciate your efforts to make everyone happy. We (the Zoning Board) aren't here to make people happy; we're here to make it pretty."

Bugge asked if it would be possible to put some additional landscaping in the northern area, to which Saylor said, "Woodhams would be willing to add more trees, not big trees, but ornamental trees." Lewis asked whether the landscaping requirements apply along that part of the parcel. Anderson said it does because we have requirements for planting and ornamentals, however they may be bunched together. Bugge agrees with what Paull said and wonders if this goes before the Planning Commission. Anderson responded that it will go to the Planning Commission.

Bugge asked what these cement bump outs are for in front of the building which Amy Cook explained those are display areas for new cars. Discussion ensued regarding the one being done in Holland with one person describing it as dramatic and another as ugly.

Saylor said after being in architecture for thirty (30) years he has learned that it is very subjective: what one thinks is attractive another thinks is ugly and vice versa. Bugge noted that the proposed plan it is a vast improvement over what exists.

Stegeman said he thinks the Woodhams family has been working on this a long time and now the city has changed the rules. Rhetorically, Stegeman asked, "Should they have done it two years ago? Yes. But they didn't. This entrance into the town will be quite a different thing."

John Frego with Pioneer Construction. Stated that his question is if the brand wall that is protruding out would be approved if there were no variances needed. Bugge said the Planning Commission will be looking at the sign. Lewis noted that the variance can be split up; it is not all or nothing. Frego explained the reason that wall and canopy were located there. "That old parts store will be the showroom and the canopy works really well for the new car delivery; it just works very well on the site."

Motion by Wheeler, second by Boyd to close the public hearing.

All in favor. Motion carried.

Paull commented that he does not know how to modify the request but the massive Lincoln wall bothers him. Lewis repeated that the variance request can be divided up.

Boyd pointed out that it is a wall, not a Lincoln wall. "Let's look at it in our own vein. What I am trying to say is, I see a wall, is fifteen (15) feet enough?" Planning Commission can deal with the sign. Boyd commented that the board is looking for improvement and "I see improvement."

Motion by Wheeler that we approve the variance request for the landscaping as illustrated on the plan provided.

Following several comments about placement of trees, Wheeler noted that we are not here to do exterior design. We have criteria, and their landscape designer can do that. Bugge said she is suggesting that a revised landscaping plan be submitted.

Lewis suggested reducing the front yard setback of the buildings, noting providing greenscape along the building would be a hardship to provide along the west and south sides. To enforce the overlay ordinance according with the existing building would be difficult.

Second by Paull.

A roll call vote was taken on the landscaping variances:

Ayes: Paull, Stegeman, Wheeler, Boyd, Bugge, Lewis

Nays: None

Motion carried.

Bugge would like to see the addition of some trees on the north twenty-five (25) foot section, from the building south towards the roadside in compliance with the ordinance to that portion.

Discussion ensued regarding what the Zoning Board of Appeals is actually tasked to do.

Lewis said the board will take up the side yard variance, noting that he has an issue with the southern variance. Paull noted this is not a building serving something; this is a wall, Lewis said part of the setback involves the canopy behind the wall. Boyd asked if that wall could be reduced by six (6) feet reducing the setback from the side yard so it would be reduced to the same dimension as the overhang.

Frego said we could go back to Ford and request it, Maybe we could move the canopy back so it is the only thing encroaching. Boyd said he would like to give them the entire canopy and bring the wall back.

Paull asked for the wording of the side yard setback. Paull asked for the dimension which was reported to be eleven feet nine inches (11'9") based on a twenty-five (25) foot setback. Since it was planned for twenty (20) feet, because Abonmarche thought both road frontages were front yards. Amy said the wall is 11'9" from property line.

Motion by Paull, second by Bugge to deny the side wall setback.

Boyd said reading through the nine criteria he cannot find anything it fails. Paull said it fails the ordinance.

Discussion ensued regarding whether the proposed greenspaces meets the ordinance.

A motion and second were made to deny the side yard variance.

A roll call vote was taken. Lewis clarified that an "aye" vote is to deny.

Ayes: Bugge, Paull, Lewis
Nays: Stegeman, Wheeler, Boyd

Motion failed.

Motion by Boyd to approve the side yard variance. Second by Stegeman.

A roll call vote was taken.

Ayes: Boyd, Stegeman, Wheeler
Nays: Bugge, Paull, Lewis

Motion failed.

d) Steve and Virginia Goble of Northville, MI are requesting a rear yard variance to construct a house at **429 Van Buren Street**. The proposed setback is 12.05 feet where 25 feet is required. The parcel number for this property is 80-53-006-015-00.

Anderson stated that this is a really unique situation; this lot has two large easements that run diagonally across the lot, cutting down on the buildable part of this lot. The applicants have designed everything on the property except the second stall of the garage to fit within the building envelope left by the easements; one stall of the garage is over into the setback area. Anderson noted the applicants worked to develop a house that is set up with some weird angles and also noted regarding the proposed driveway, "We don't allow driveways that wide, he will have to reconfigure that and do that before the building permit is issued. The applicant has agreed to this." There is only twenty-four percent (24%) lot coverage mostly because so much of the lot is not usable. The only thing they are asking for is the rearmost garage space, with a setback of 12'8" instead of twenty-five (25) feet is required. The applicants had been working with the city engineer for several months before I was involved; the city engineer does acknowledge they have some issues and what they are proposing is fine with him, and it really is a difficult lot.

Motion by Bugge, second by Wheeler to open the public hearing.

All in favor. Motion carried.

Virginia and Steve Goble, 355 Orchard Drive, Northville, MI. Virginia Goble: Have been property owners in South Haven for almost ten (10) years; owned the home next to the subject property which they developed. The applicants have been working with Larry Halberstadt since 2012. Halberstadt has written a letter in support. We are trying to build a home relative to homes in the area; this home is identical to the home next door in size. We worked really hard to be able to work within the building envelope and with the road commission to get approval to pour the driveway over the easement. We tried to be compliant and build something reasonable; we are covering a very small portion of the lot and the house is not out of character with other homes in the area.

Lewis expressed that he gives a lot of credit to the applicants for trying to work within the limits of the lot. Anderson added there has always been a lot of interest in this lot but so many people saw the easements and backed away so she has to applaud the Gobles for continuing on.

Steve Goble noted that the house fits really well while Virginia Goble noted that it is unique and added that they have owned that lot and split it and have been paying property taxes on it since 2006.

Wheeler commented that he has gone through all nine (9) criteria and does not see one that would be a problem with #3 (Exceptional Circumstances) fitting the situation well.

Motion by Bugge, second by Wheeler to close the public hearing.

All in favor. Motion carried.

Motion by Boyd, second by Wheeler to approve the rear setback variance to allow 12.08 feet where 25 feet is required.

A roll call vote was taken:

Ayes: Boyd, Bugge, Paull, Stegeman, Wheeler, Lewis

Nays: None

Motion carried.

7. Commissioner Comments

Stegeman: At the last meeting Anderson was going to try to find some alternate members. Anderson stated that she thought they had someone but he has changed his mind and asked that if anyone can think of someone who would be willing to help to send them in.

Anderson: No meeting in November. Due to moving the meeting from the fourth to the third week in November to accommodate the holiday, the deadline has already passed. The same thing is true in December. Nothing on the horizon right now.

Bugge: Really has dealt professionally with corporations and franchises; they always have alternatives, if they want to go somewhere or are somewhere they want to stay. They know there are rules.

Boyd said the applicant was forced into buying the property next to him. An example of Corporate bullying of both the city and the applicant. Bugge noted if that wall comes back, the south side has additional space that could be used for landscaping.

8. Adjourn

Motion by Paull, second by Boyd to adjourn at 8:49 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

LIBERTY HYDE BAILEY MUSEUM MEMORIAL FUND, INC. "FOUNDATION"

November 17, 2015 Board of Trustees Meeting Minutes P.M. McNeil Event Room

Board Members Present: Anne Long, Cindy McAlear, Joan Hiddema, Melanie Gleiss, Robin Reva ,
Todd Robbins & John Stempien (via Skype)

Board Members Absent: Bill Lundy (Excused),

City Council Representative Not Present: Vickiy Kozlik Wall

Director Present: Michael Fiedorowicz

CALL TO ORDER

Meeting called to order by Anne Long at 7:08

APPROVAL OF MINUTES FOR OCTOBER 2015

Corrections made to minutes and approved

BAILEY MOMENT OF INSPIRATION

TODD ROBBINS- The Harvest published in 1927.

Next meetings volunteer- Anne Long

TREASURER'S REPORT – JOAN HIDDEMA

Checking Account Balance: \$17,377.10

McNeill Endowment Account: \$13,135.42

South Haven Community Foundations Investment: \$5,000

Joan also discussed the upcoming Art & Antique Sale having earned \$1629.82 to date.

Upcoming expenses to keep in mind: refrigerator is on the fritz and may need to get replaced.

200 Holy Earth books have been received with 18 preordered

DIRECTOR'S REPORT – MICHAEL FIEDOROWICZ

MANAGEMENT:

We hosted the second Arts & Culture group meeting November 4. Five organizations attended, which was about half as many as at the previous meeting. Our collected ideas from the previous meeting were distributed. Fundraising was discussed, including an idea called 100 Women. It is a (national) concept where 100 women form a group, each donating \$100. They then choose a charity to which to donate the collected \$10,000. We also discussed foundation grants and the things that our organizations need.

We agreed to add a link to each others' web site to promote interconnection. Another meeting may be planned in the future, Rosalie Plechaty offered to host it at the Scott Club.

Our total museum attendance for October is 28.

Collections and Exhibitions

There was no committee meeting this month. I have been doing research on outdoor signs and garden labels, Dr. Fenske has given me the number we will probably need for the plants in the gardens.

At the end of this report is the Charge of the Curatorial Committee discussed by the committee in October.

Marketing, Public Relations and Advocacy

The Marketing Public Relations Committee met for the first time on November 5. We discussed the museum's market segments and audiences, which is to say, who it is specifically that the museum serves. We discussed how we can reach and connect the various segments that the museum serves and attracts. We are working on drafting the committee's Charge. I was very pleased with our first meeting.

On November 14, I attended the Michigan Maritime Museum's *Shindig* event to give away baked goods (Thanks Anne for the cookies!) and network with MMM folks and the others. Foundry Hall, The South Haven Center for Arts, and the Historical Association of South Haven Center for the Arts also participated in the event which included a barn (contra) dance with a live string band.

The Charge of the Curatorial Committee

October 6, 2015

The Curatorial Committee is charged with the stewardship of the collections of the museum: their exhibition, management, preservation and sharing with the public. The committee endeavors to use the Living and historic assets of the museum collection to further the mission and fulfil the Strategic Plan.

The committee will see that the programs of the museum are coordinated and reflect a cohesive vision and activity

The Curatorial Committee will have subordinate committees: Collections & Exhibitions, Library, and Living Collections/outdoor.

The Collections and & Exhibitions Sub-Committee will focus on presenting exhibitions for the public and the preservation, strengthening, and managing the museum's collection. It will determine the direction of the collection. The committee may plan and host traveling exhibitions and organize items for loan or travel to other institutions.

The Library Sub-Committee will focus on presenting the museum's books and documents, on their preservation, strengthening and sharing the library collection with institutions and individuals. The committee will focus on making sound policies and procedures. The Library will also seek to make the information available to the wider world by encouraging the visits and using new technologies as appropriate, ie, converting items into e-books, published online, encouraging the republication of existing books edited or related to Bailey.

The Living collections/ Outdoor Sub-Committee will focus on presenting Bailey's ideas through the plants, gardens and grounds of the Bailey Park surrounding the museum. The Living Collections will seek to create, manage and plan the long term horticulture presentations through specific gardens about which Bailey wrote. The committee will also manage and strengthen the program of the park through its natural area with its paths, wildflowers and woods.

CONTINUING BUSINESS

A. EXIT INTERVIEW: Rebecca Linstrom

Board discussion of the exit interview insights and constructive criticisms shared by Rebecca Linstrom have given us as a board the opportunity to look at our Board training and responsibilities and the need for us to clarify and strengthen our communication skills and expectations. It was suggested to adopt the city's nepotism clause. The MAP process should be helpful in this process.

B. COMMITTEE REPORTS

WOODS & TRAIL UPDATE- JOAN-

Met with Aaron Priebe from the city and walked the back wood. There were lots of dead and dying ash that need to be taken out. We can then meet again and evaluate the area for the development of the trail and healing garden space. Eco-Therapy.

CURATORIAL- ANNE, MICHEAL & JOHN S.

No meeting last month. Some discussion by Anne of George Fleming's daughter having a library of Bailey books; and having Paul Rood as a great speaker and part of the farmers group. Exhibits 3 years out have been planned and working on advanced planning celebrating the 160 yr anniversary of the Bailey home in 2018.

MARKETING-MICHEAL, MELANIE & TODD

Nothing to share at this point. Next meeting Dec 3rd at 3:00

ANNUAL APPEAL- CINDY

30 donations for November, with 8 being non-members.

187 members in 2014 and

191 in 2015

About 7 memberships were gift memberships to create goodwill

LIVING COLLECTIONS- ANNE

NEW IRRIGATION SYSTEM

Billing with the city went through. Sod is in, irrigation controls on the backside of the barn. There will be an education meeting in the spring. A large piece was done in the South Haven paper on the project. It was also featured in the newsletter and on FB to maximize PR. Anne will also write thank you letters.

ART & ANTIQUES SALE-JOAN & ROBIN

Sales going well, this is the second year and still learning! Last year made \$15-1800. The commission rate is currently 10% but that will have to increase in the future.

Poinsettia's are beautiful and came from Dickerson's in Bloomingdale.

NEW BUISNESS

A. PLANNING FOR MAP (Museum Assesment Programs) March 31-April 1

This will involve whole board participation in the Spring and we need to decide how this will best be done.

This will start by being addressed at the committee meetings.

The reviewer will want to meet with all of the board as well as committees and will be able to help us value what we have here at the museum for its protection, insurance values as well as make steps toward accreditation

FLOOR

Anne Long- December meeting will be Tuesday December 15th and be the board Christmas Party and take place at the home of Anne and Joe Long. Details to follow

Bill Lundy

Todd Robbins

Joan Hiddema

Cindy McAlear

Melanie Gleiss

Mike Fiederowicz

Robin Reva

Vickiy Kozlik Wall

ADJOURNMENT

Moved by Anne Long to dismiss at 8:30

Secoded by Robin Reva

Respectfully submitted

Melanie Gleiss acting LHBM Secretary

MEMORANDUM

Jan 11, 2016

ATTENTION: MEMBERS OF THE SOUTH HAVEN AREA REGIONAL AIRPORT
AUTHORITY

REFERENCE: REGULAR MEETING AGENDA: Jan 20, 2016

The regular meeting of the South Haven Area Regional Airport Authority Board will be held on
Jan 20, 2016, 7:30 p.m., at the South Haven Area Regional Airport.

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Agenda
- 4) Public Comments
- 5) Consent Agenda (Roll Call Vote Required)
 - A. Minutes of Nov 18, 2015 meeting. (No Dec meeting)
 - B. Financial Report
 - C. Manager's Report
- 6) Committee Reports
- 7) Old Business
- 8) New Business
- 9) Member Comments
- 10) Adjourn

Public notice of this meeting of the South Haven Area Regional Airport Authority Board was
given pursuant to Act 267, Public Acts of Michigan 1987 as amended.

NOTE: PLEASE POST THIS NOTICE IN YOUR TOWNSHIP OR CITY HALL

Sincerely,

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY

Ren Wright
Chairman
RW/dj

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

Nov 18, 2015

The Chairman, Ren Wright called a regular meeting of the South Haven Area Regional Airport Authority Board to order at 7:30 PM in the terminal building.

Roll Call: Clark Gruber, Fred Bower, Barbara Rose, Ross Woodhams, Jon Woodhams, Dave Johnson, and Ren Wright. Excused: Todd Jensen, and Ken Ratzlaff.

Agenda: Moved by Clark Gruber, seconded by Barbara Rose to approve the Agenda, approved.

Public Comments: None.

Ren Wright moved and Barbara Rose seconded to approve the Consent Agenda:

- A. Minutes of the Aug 19, 2015 Authority meeting be approved. (No Sep, Oct meeting)
 - B. Bills from Aug 20, 2015 through Sep 16, 2015 totaling \$6,259.61 be approved.
Bills from Sep, 17, 2015 through Oct 21, 2015 totaling \$27,066.02 be approved.
Bills from Oct, 22, 2015 through Nov 18, 2015 totaling \$10,244.91 be approved.
 - C. Manager's report dated Nov 18, 2015 be approved.
- A roll call vote was taken; Yeas: Clark Gruber, Fred Bower, Barbara Rose, Ross Woodhams, Jon Woodhams, Dave Johnson, and Ren Wright. Nays: None. Approved.

Committee Reports: The Executive Committee met and approved to suspend user fees at this time due to negative feedback from customers. The Executive Committee met to approve bid from Arnt Asphalt to crackfill the west ramp for \$2,060.00.

Old Business: None.

New Business: Clark Gruber moved to accept bid for Snow Removal Equipment building from Williams Buildings in the amount of \$17,905.00, unless Manager can get a better bid. Ren Wright seconded. A roll call vote was taken; Yeas: Clark Gruber, Fred Bower, Barbara Rose, Ross Woodhams, Jon Woodhams, Dave Johnson, and Ren Wright. Nays: None. Approved.

Member Comments: Clark Gruber moved and Ren Wright seconded that there will be no December board meeting, approved. Next Board meeting Jan 20, 2016.

Dave Johnson reported that Authority Board Member Charles E. Smith passed away, funeral is at Covert Community Church on Friday, November 20, at 11am. Flowers sent on behalf of the Airport Board Authority.

Jon Woodhams moved to adjourn the meeting at 7:50 pm, seconded by Ren Wright, adjourned.

Board of Public Utilities

Regular Meeting Minutes

Monday, November 30, 2015
4:00 p.m., DPW Conference Room
1199 8th Avenue



City of South Haven

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

2. Roll Call

Present: Burr, Henry, Overhiser (ex-officio), Roberts, Rose (ex-officio) 4:29 p.m., Stein (ex-officio), Winkel, Stickland

Absent: None

3. Approval of Agenda

Motion by Roberts, second by Burr to approve the November 30, 2015 Regular Meeting Agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes for the Record – October 26, 2015 Regular Meeting Minutes

Motion by Henry, second by Winkel to approve the October 26, 2015 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.

REPORTS

6. Cost of Energy from Indiana-Michigan Power Company (AEP)

- A. 2015 Billings – All Charges
- B. 2014 Billings – All Charges

Discussion on PJM adjustments ensued. Halberstadt clarified that PJM is adjusted annually based on a demand reading and stays virtually the same throughout the year.

7. Financial Reports

A. About Cashflow Statements

Hochstedler explained the new document on Cashflow Statements; pointed out the statement on page fourteen (14) of the Agenda packet which she prepared for the auditors. This document assigns project names to purchases. Hochstedler noted a comment that was made at the last meeting regarding half a million dollars and noted that Core City accounts for where the money went.

Stickland said the question at the previous meeting was the difference in working capital as compared to previous years. Roberts said the chart on page thirteen (13) answers the question he had and thanked whoever did this as it makes many things much clearer. Discussion ensued regarding expenditures that were not anticipated in the same year which ended up being in the same year and a transformer was purchased later than expected and everything hit to be paid in 2015.

B. Review of Electric Fund Balance Sheet; FY 2012 through FY 2015

C. Electric Fund – Financial Statement

D. Electric Fund – Cashflow Statement

E. Electric Fund – Review of Percentage Billed

Hochstedler pointed out on page twenty-one (21) in the Adopted Budget column and explained how she based these figures. There were various changes in the components that made up the electric sales amount; in that total was adjustment for PJM costs, over and above the five hundred thousand dollars (\$500,000) we are absorbing into the system. Hochstedler is taking out 1/12th of that five hundred thousand dollars (\$500,000) monthly because we are going to eat that in the current rates. Seven hundred forty-two thousand (\$742,000) is based on last year's twelve-month average recovery rate and there were other line items that needed to be adjusted down by three hundred thirty-eight thousand (\$338,000) so the overall net increase in revenues went up by four hundred three thousand dollars (\$403,000) and the purchased power, for last fiscal year was ten million thirty-thousand dollars (\$10,030,000), so she increased the budget by three hundred thousand dollars (\$300,000) to be sure we are in the same ball park. The last column then shows the net increase which will be added is one hundred three thousand dollars (\$103,000). Hochstedler said she understands the goal is to increase it by three hundred thousand dollars (\$300,000) per year to be used for capital expenditures. Hochstedler also noted one final adjustment to implement some kind of reporting requirement that has to do with net pension liability, which reduced the reserves to two million five-hundred fifty-five thousand (\$2,555,000). The projected for June 30, 2016 was based on that amended budget Hochstedler just spoke about; based on projections the reserves should be able to be increased by nine hundred fifty-one thousand dollars (\$951,000). The three million four hundred six thousand dollars (\$3,406,000) is versus where we were in June 2015. This is close to the one million dollar (\$1,000,000) increase so Hochstedler pointed that out that she does not believe there is a need for rate increases.

Burr said we are only doing one hundred sixty thousand dollars (\$160,000) on capital; if we want to spend the six hundred forty thousand dollars (\$640,000) with the depreciation level.

Hochstedler said she is going with what was in the budget because she doesn't have, on the radar, five to six hundred thousand dollars (\$500,000 to \$600,000) for capital.

Stickland said he thought the goal was one million dollars (\$1,000,000) if we did not have any capital projects. Discussion ensued regarding how to get to that figure. Burr said we still have to update the five (5) year plan and decide when we are doing the next phase of the core project.

Halberstadt updated the board that Phase Three (3) design is almost complete, and it is thought that the Phase 3 area is a bit larger than the Phase 1 and 2 areas, so he anticipates Phase 3 costing more than Phase 1 and 2, which were about one million dollars (\$1,000,000) each. Halberstadt will contact GRP and see how close they are to an estimate. Hochstedler said we will need those figures in budget, for next budget year, so we can start planning for the 2017 budget. Halberstadt noted that we have always planned not to do the core projects in the summer.

Discussion ensued regarding the estimates and actual for the core projects, which Halberstadt noted did not include tree trimming, engineering, etc. Hochstedler explained that the pension costs are now required to be reported. In the overall scheme of things those are the ones that actually report their liability on their balance sheets. The conclusion is that the number will change according to the market. Henry explained that Governmental Accounting Standards Board (GASB) has determined that real cost for pension must be included; it has not been reported in previous years. Cities and counties have received actuarial reports but never had to show it on their liability statements. Roberts noted this shows that it is funded.

Roberts questioned "customer deposits payable" and Hochstedler noted that we are requiring more deposits up front and when final bills are calculated, we apply some to their final bill and refund the rest. Burr explained that we have to give it back to the customer or to the state.

Burr asked about Retained Earnings; Hochstedler said that is a portion of that GASBY limitation. It looks like it was prior year expense that is included in that five hundred thirty-three thousand dollars (\$533,000) liability.

Discussion ensued about the market value adjustments; keep rates the same and pass on the entirety of the PJM to the customer.

Stickland requested that Hochstedler put together a review of the 5-year plan for the next meeting in January.

- F. Water Fund – Financial Statement**
- G. Water Fund – Cashflow Statement**
- H. Water Fund – Review of Percentage Billed**
- I. Sewer Fund – Financial Statement**
- J. Sewer Fund – Cashflow Statement**

Roberts asked about the sewer project and whether we are just marching on. Burr said we are looking at a bond two (2) years down the road. Hochstedler said we are talking about starting next fall on Monroe Boulevard and the Indian Grove lift station. Discussion ensued about what is covered by reserves, which Halberstadt noted applies to things that are

already under design. Halberstadt said the SAW grant is allowing them to do the design on all these projects, now that the design is done on some projects, the SRF is there and some traditional bonding.

Rose asked what is covered by the SAW grant which Halberstadt said is just design and the SRF provides funding for other aspects.

Burr requested an update at the end of January on the bonding.

8. Energy Optimization Update

- A. 2016 Biennial Plan Filing
- B. MECA – Letter Agreement for Administrative Services

Halberstadt noted that the Jayco Appliance Recycling company that was doing everyone's appliance recycling recently filed Chapter 7 and disappeared.

Burr stated that he and Dissette met with a provider and hired them and we are in compliance with Michigan Public Service Commission (MPSC). Discussion ensued regarding an escape clause.

NEW BUSINESS

9. Board will be requested to approve a modification to the Residential Equivalent Unit (REU) schedule used to calculate availability fees.

Burr noted the large houses would have to pay .25 of an REU for every bedroom over four (4) and when a house is torn down and there is an existing service, there will also be a .25 of an REU for each bedroom over four (4). Discussion ensued about requiring more parking spaces for every bedroom above four (4).

Henry believes it is a good idea. Discussion ensued regarding how to count a bunkhouse. Stickland thought it was written up per toilet. Halberstadt does not want to add toilets to the REU schedule because it has never been in there. Henry said if this is the document that is going to drive the train, there needs to be specificity of what a bedroom is, or what a toilet is. Roberts suggested a fixture count, as opposed to toilets. Henry noted that there are people in the community who are upset, and do they have reason to be upset? Discussion ensued that the capacity has to be there to meet the peak. Halberstadt said it has always been up to the person to decide what size tap they need. But with these bigger structures they need to be considering a larger tap size.

Stein questioned page 117 of the REU document. Noted the McMansions will be sending more sewage down the pipes; Halberstadt agreed that will start determining lift station size, among other things. Discussion ensued about special assessments which Halberstadt noted was figured on the same REU schedule. Stickland asked about the house being built that exceeds the system, whether the owners/developers would have to pay the cost of the upgrade.

Henry said he thinks this is change in the REU schedule is a good idea but needs more specificity. Roberts suggested defining a sleeping area as accommodating two persons.

Stein noted there will be various rooms that will not be defined as bedrooms. Halberstadt added, "Dens, offices, lounges." Discussion ensued regarding water usage and connection fees. What creates the demand that we need to use to design the system?

Burr stated that he would like to start with bedrooms. Halberstadt suggested starting with this, perhaps adding a definition of bedroom. Henry said if you think the people that are upset in our community and this will help alleviate that, then this should be refined and defined. Stickland said everyone agrees but how do you define it, make is simple, workable and fair. Winkel said somehow we need to do the infrastructure. Stein recommended going in with blinders open because you know you are going to get . . . Halberstadt interjected "creative architecture." Roberts said the REU is used to plan capacity.

Discussion ensued regarding the difference between Bed & Breakfasts and rental properties. Stickland explained why we have what we have. Burr said the Internal Revenue Service (IRS) lets you rent your house for twelve nights and then you have to declare the income for anything over that. Burr also noted that some of these people have gotten caught claiming homestead on second properties; the county is working on picking up the money.

Motion by Henry, second by Winkel approve a recommendation to City Council to amending the Residential Equivalent Unit (REU) schedule used to calculate availability fees for new water and sewer services based on the greater of the number of bedroom and/or bathroom in excess of four (4).

All in favor. Motion carried.

Winkel said somebody was talking about the building of a big house and asked who is going to pay for the upgrade of the sewer. Stickland said we do not have a policy that requires a resident to pay for upgrades. Stein mentioned whether the building code has to have sprinkling. Discussion ensued regarding what happens if two ten (10) bedroom houses come in and the sewer cannot handle it. Henry asked about a hotel and how they are assessed. Discussion ensued that it is 0.4 REU per room plus restaurant and bar per the schedule.

10. Board will be requested to establish a schedule for Regular Meeting Dates for the 2016 Calendar Year.

All are the last Monday except May 23, which was moved due to the Memorial Day holiday.

Motion by Winkel, second by Henry to accept the meeting calendar for the 2016 calendar year.

11. City Engineer Comments

There is no regular meeting scheduled for December. A special meeting may be called if requested.

Halberstadt gave an update on Huff's medical condition.

12. Board Member Comments

Regarding taxes Henry said we are in Supreme Court; the petitioner had until mid-December and have asked for an extension. Then we wait to see if the Supreme Court will hear it.

13. Adjourn

Motion by Burr, second by Roberts to adjourn at 5:50 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

LIBERTY HYDE BAILEY MUSEUM MEMORIAL FUND, INC. "FOUNDATION"

December 15th 2015 Board of Trustees Meeting Minutes

Board Members Present: Cindy McAlear, Joan Hiddema, Bill Lundy, Melanie Gleiss, Todd Robbins
Anne Long, Robin Reva and David Fenske

City Council Representative Not Present: Vickiy Kozlik Wall

Director Present: Michael Fiedorowicz

NOTE FROM ANNE LONG, PRESIDENT OF THE BOARD

Just to give everyone the head's up.. I will be asking to table the board meeting agenda until January at our December meeting. We need one board meeting for fun and fellowship...and food and wine. See you at the Long's on Tuesday, December 15th at 6!

I have attached some information about being a board member of a non-profit. These are things I have lifted from Board Source as well as information from Mike. The officer's roles are defined in our by-laws. As we think of 2016, we need to set our sights on reviewing our mission and vision statement. These two statements are the bedrock of our business and committees are in place to move this forward.

Liberty Hyde Bailey Museum Memorial Fund, Inc.

Duties of the Board of Trustees

As a member of the board of trustees it is expected that you are committed to the legal principles of a non-profit organization as set forth in Federal and State law. They are as follows:

Duty of Care

Duty of Loyalty

Duty of Obedience

Duty of Care:

A [board member](#) has the duty to exercise reasonable care when he or she makes a decision for the organization. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.

Duty of Loyalty:

A board member must never use information gained through his/her position for personal gain and must always act in the best interests of the organization.

Duty of Obedience:

A board member must be faithful to the organization's [mission](#). He or she cannot act in a way that is inconsistent with the organization's goals. The board member is trusted by the public to manage donated funds to fulfill the organization's mission.

Additional Duties:

Make sure that the organization follows the law.

Approve all major contracts.

Attend most board meetings, thus indicating dedication to the organization.

Hire and supervise the executive director of the organization.

The functions of the board are:

Determine the organization's mission and vision

Mission: We are dedicated to educating people about Liberty Hyde Bailey, Jr., America's Father of Modern Horticulture, through preserving his birth site and promoting his vision linking horticulture and the environment to everyday life.

Vision: The Liberty Hyde Bailey Museum will become an internationally recognized historic site that will inspire wonder and build understanding of the natural world.

Select and support the director and review his or her performance

Evaluation is done by the board and any other people that the director and board feel important to this process during the month of September and results given to the director in October.

Approve and monitor the organization's programs and services

Information is obtained through committee reports to the board.

Raise money

This is something that is assumed for all non-profit boards. We are not of the nature to demand a set amount of giving but do ask for dedication and service from our trustees. We are now at a point in our growth that we need to fill a board vacancy with someone who has a reputation that can raise our board to larger geographic perspective and insure a larger financial backing due to their credentials.

Jane Taylor, former director of the Children's Garden at Michigan State, has been a loyal follower of the museum for years and was one of our first keynote speakers. She is a strong possibility. She resides in Maine, but could meet the meeting requirements electronically. The one catch is attendance at the annual meeting.

Another idea that is a widely accepted practice of non-profit boards is to ask someone who has donated significant funding to the museum. That would be either Spencer Hodgman, who recently donated the lawn landscaping or Ron Bodtke of Busy Bee Farms, who donated \$2,500 some years ago.

Ensure effective fiscal management

Engage in strategic planning

Enhance the organization's public image

To do this, we need to all know the mission and use it to guide us.

Develop itself as a board, from recruitment through assessing its own performance

Board training and self assessment.

Understand the relationship between staff, board, and volunteers

Organize itself so that the board operates effectively

Ensure sound risk management policies

Right Now

Things that we need to address as a board:

Mission and Vision Statements: These are the foundations of operation and what we deliver to the public as how we do business. Are they in need of revision?

Committees: We need to solidify standing committees and know what each committee is doing through electronic sharing.

Board Meetings: I feel we are now at a point that we do NOT need to have monthly meetings unless there is a need to pass a motion that requires attendance. I would like to hold meetings every other month and under by laws, we must have a membership meeting with all of us in attendance because this is when we elect officers.

NOTE FROM THE DIRECTOR-MICHEAL FIEDEROWICZ

Liberty Hyde Bailey Museum

Director's Report to the Board of Trustees

December 15, 2015

Happy Holidays! I am planning to be on vacation from December 20 until January 2. This should not affect any museum plans. Also, beginning in January I am registered for a class in Non-Profit Leadership on *Tuesdays* for one traditional semester. I hope my absence from board meetings may be excused. I have tried to avoid the Tuesday classes but it was unavoidable this time.

Management

I have begun to compile some ideas for a board training agenda, I have drawn from the American Alliance of Museums (the national accreditation body) and my Governance class at WMU. This has given me a reason to pull together our policies and ethics policy in one place. I will share the information with the Governance Committee.

Our total museum attendance for November is 287, mostly from the Arts & Antique sale, last November we had 170.

Grants and Development

The Development Committee met on November 19 and discussed its Charge, goals and our expectations for prospective donors. Our next meeting is December 17 at 1:00.

I submitted a grant to the Save Michigan History program to link our collections records to the website and make the images available to the World Wide Web. The lead on the grant came from Brian Dissette, City Manager. The request was for \$800 for a \$1,600 project. The other \$800 would be matched by the museum through another grant.

The final report for the 2015 MCACA was finally accepted. I had to revise the budget report so our \$900 final payment will be forthcoming. As of Tuesday, we are down to 13 poinsettias!

Cindy McAlear said that we have had 45 donors for the annual drive amounting to \$2,560. Donations will continue to come in, of course so the final total will be higher.

Collections and Exhibitions

The Curatorial Committee met December 1 to plan the future horticulture exhibitions. Thanks to John for making notes of the meeting and to Anne for agreeing to do the agendas.

We are working on an exhibition for 2016 that will feature early South Haven fruit growing, local institutions, people among other issues. We are still working on the parameters of the show. We are also discussing marker signs for the museum grounds in conjunction with the exhibition (the blacksmith barn, depicting the site of the former barns, fields, etc.). I am also interested in signs to mark the borders of the property for the public to identify it and invite the public to explore, wander and appreciate it. We are working through issues regarding signs.

Marketing, Public Relations and Advocacy

I ordered new general brochures for 2016. We got a request from the Michigan Department of Transportation Warehouse for the Michigan Welcome Centers for 1,625 brochures so updated the brochure and order 2,000 of them. Thanks to Anne, Melanie and Todd for reviewing it.

The Committee met December 3 and discussed the museum's market segments and the brand identity of the museum. While the museum is open to the public, meaning everyone, we do attract a narrower group including: Farmers, Learners (families, adults, academic), leading businesses, cultural

tourists, retirees and residents (new and long-time). Discussing this helps to focus our efforts to promote the museum. We also discussed how our identity is defined. Our next meeting is January 7 at 2:00 at the museum. Thanks to Todd for agreeing to write the agenda.

Respectfully submitted
Melanie Gleiss acting LHBM Secretary

Board of Public Utilities

Special Meeting Minutes

Monday, December 21, 2015
4:00 p.m., City Hall Council Chambers
539 Phoenix Street



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

2. Roll Call

Present: Burr (4:20), Henry, Stein (ex-officio), Winkel, Stickland

Absent: Overhiser (ex-officio), Roberts, Rose (ex-officio)

3. Approval of Agenda

Motion by Winkel, second by Henry to approve the December 21, 2015 Special Meeting Agenda as presented.

All in favor. Motion carried.

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

None at this time.

NEW BUSINESS

7. Board will be requested to review conceptual plans for North Shore Drive improvements and approve the proposed on street parking plan.

Chris Cook, President, Abonmarche introduced the phases of the conceptual plans which will be presented and spoke about discussing the schedule for plan completion and taking stakeholder comments.

North Shore Drive, Monroe and Indian Grove lift station, the main lift station and Black River Street projects will be presented; will be funded through the State revolving loan fund. Culmination of a long-term plan we have been working on.

Also present from Abonmarche: Daniel Dombos, Project Engineer; Timothy Drews, P.E., PTOE, LEED AP, Vice President; Tony McGhee, Director of Development Services

Cook reviewed the Monroe Project, outlining the abandonment and replacement of water main, noting that questions can also be directed to Daniel Dombos from Abonmarche, Cook outlined planned storm sewer improvements and upgrades. Removal of all driveways in the project area is planned and all will be replaced with concrete whether they are originally asphalt, concrete or gravel. The force main from Indian Grove out to Monroe will be abandoned and there will be boring done through the creek area to alleviate a damming problem that exists at the creek. Plans regarding width of the street, the inclusion of a narrow bike lane and a full five foot (5') wide sidewalk was explained. Halberstadt added that the street will be striped with a double yellow center line, a white shoulder line with the bike trail between the sidewalk and shoulder line. Dombos pointed out the snaking of the sidewalk in some areas to accommodate large existing trees.

Cook indicated on the plans where the bore will be adding that some easements are set up with the property owners already. Halberstadt indicated pavement markings, crosswalks, center striping, edge line two feet (2') out for the bike lane, noting the double yellow is discouraging passing. Discussion ensued regarding the efficacy of striping to deter passing.

Cook explained about some difficult grades that exist in this area, and indicated that they have been consulting with the city's arborist regarding removal and replacement of trees. Utility poles that will need to be moved will be worked out with the electrical consultant. Halberstadt noted that electrical will be funded out of the electric fund, not out of the street fund.

There will be some drainage and grading issues that will be addressed with property owners. Halberstadt said any lots that are not served with sanitary sewers will be taken care of during this project. Discussion ensued after a question by Stickland regarding assessment of owners of vacant lots. Halberstadt noted that at the time a property adds a building the city would charge tap fees to cover that cost. After comment by Stickland, Halberstadt noted that the tap fee for new customers may not exactly equal a special assessment. Discussion ensued regarding the inequality of tap fees and special assessments and addressing that inequality.

Tim Drews, Abonmarche: Reviewed the North Shore project, noting the sanitary sewer has structural defects and infiltration; this is flat area which is way below minimum grade and noted that one goal will be to get a good portion of the sanitary sewer not at the same depth but at the right grade. One goal is to widen the street to allow parking on both sides, strategically. The arborist determined which trees need to be removed. The intent is to create a streetscape with trees of varied species to be determined by the arborist. Along with removing and replacing power poles due to the widening of the street the goal is to eliminate wires going across the road. Bump outs and appropriate parking spaces will be developed, and five foot (5') sidewalks added on both sides.

Discussion ensued regarding bicycle paths, sidewalks, crosswalks, yielding to a pedestrian in the crosswalk. Beach access sites will have the city's standard sign and some landscaping. In response to a question, it was acknowledged that this North Shore Drive project will be split into two phases. Existing curb, gutters and sidewalks are all coming out. Henry questioned the construction time line of Phase 1 to which. Cook responded with due dates to submit preliminary and final plans. The earliest any of this work will start is after Labor Day 2016. These projects are generally going to be off-season work. Halberstadt

does not anticipate this project will occur in 2016/2017 because the repairs on Blue Star Bridge will need this as a detour. Burr asked whether this will be 2017 and noted if so he will let the folks at the gas co know.

Black River Street and lift station. Parking and pavement will be addressed, per Chris Cook. Sewer line which runs along the river will be removed. Parking, the widening of the street, and reworking the plan to get the sewer main into the center of the street were discussed. Halberstadt noted this is a prime area for more parking. Cook indicated the main lift consolidation along with the balance of the project, retiring the crossing that now exists.

Discussion ensued regarding providing retention for overflow from big storms. Super high flows should be reduced through Abonmarche's whole program, but until we live with these projects for a few years we cannot be sure just how much reduction we will see. Work with the Department of Environmental Quality (DEQ) will be needed.

Cook explained the loans have solidified, supported and locked in. Abonmarche is also actively looking for some grants, particularly with road work. Cook noted the advantages of having disadvantaged status.

Discussion ensued regarding Dunkley, putting electric lines underground and working with the DEQ. The individual project costs as well as the estimated total were discussed. Cook noted that the next step for Abonmarche is to get the schedules charted, get bids for combining the packages and get into the details of the new main lift station.

8. Board will be requested to review a modification of the Utility Policy permitting a 5 day grace period from the due date during which no late fees would be assessed.

Amanda Morgan; City Clerk/Supervisor Customer Service: Explained the request for a five (5) day grace period. Quite often a majority of the customers are on Social Security or Disability and do not receive their money until the third of the month so with a due date of the twenty-ninth, are always late. Morgan noted the city is also strictly enforcing our utility policy; if you are late more than twice you have to pay a security deposit. Our hope is to get these customers off security deposits.

Stickland asked about the other due dates which Amanda explained that with all the other due dates, people already have their bill in hand when their checks arrive. Burr noted Albemarle is always late due to having to get the check from corporate.

Henry said this is administrative so he supports it.

Stickland said if this is avoiding problems he is for it.

In response to a question, Morgan said the bill is sent approximately twenty (20) days before it is due.

Motion by Henry, second by Burr to recommend that City Council adopt a resolution to update the Utility Policy to include a grace period for utility bill due dates.

All in favor. Motion carried.

December 21, 2015
BPU
Special Meeting Minutes

9. City Engineer Comments

First Regular Meeting of 2016 is scheduled for January 25 at the DPW Building.

10. Board Member Comments

There were no comments

11. Adjourn

Motion by Winkel, second by Henry to adjourn at 5:35 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



Agenda Item #6

Schedule the Annual Priority Setting Workshop

Background Information:

The City Council will be asked to schedule a series of priority setting workshops, which will illustrate the Council's priorities for the upcoming calendar year.

Over the coming weeks, the City Council will be asked to host a series of workshops to discuss priority setting for the upcoming fiscal year. Through these conversations, elected and appointed officials will be able to compile lists of items, projects, and concerns. From the lists, the City Council will begin the process of prioritizing their goals for the upcoming year. Based on those priorities, staff will work to develop a draft budget document which is intended to meet the bulk of the council's priorities.

Attached are the approved Fiscal Year 2015-16 Annual Priorities. It is my hope that through the review of the previously approved priorities and goals, the City Council members will develop ideas for the upcoming priority setting workshop.

Possible workshop dates that the City Council could consider are:

- March 7th at 5:30 p.m.
- March 14th at 6:00 p.m.

Staff anticipates that only one workshop session may be needed for the bulk of the priority setting process. However, an additional session has been scheduled if more time is needed to discuss the priorities. As a result, I am requesting that the City Council schedule one workshop session, but note that the additional workshop session may be needed.

Recommendation:

The City Council should consider a motion to schedule a workshop session to begin the annual priority setting process, to occur on Monday, March 7th at 5:30 p.m.

Support Material:

Adopted Fiscal Year 2015-16 Annual Priorities

**City Council Priorities
Fiscal Year 2015-16**

Priority #1; Street Repairs

- City Council will focus on the planning and execution of as many paving projects as possible, throughout the city. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff and the Downtown Development Authority to plan the reconstruction of the Center Street, between Michigan Avenue and Williams Street.
 - During the 2015-16 fiscal year Council will work with staff and consulting engineers on the construction planning and financial planning for the implementation of the Indian Grove infrastructure improvement (e.g. Monroe, Lovejoy, and Kalamazoo Streets) project.
 - Utilizing the SAW grant funding provided by the State of Michigan, through the SRF program, for the Indian Grove infrastructure improvement project, the City will ensure the sanitary sewer system planning is complete and future capital projects will maximize benefit to the sewers.
 - During the 2015-16 fiscal year Council will work with staff to execute paving projects in the 2015 paving season and begin planning for 2016-17 projects.
 - The City will identify a “mix of fixes” and invest in both the resurfacing and the reconstruction of streets. The City will identify the publicly controlled alleys, and will plan and implement necessary maintenance and improvements to those alleyways. As part of these investments, the City will prioritize the street reconstruction of portions of Kalamazoo Street and Michigan Avenue. And will also prioritize street repair efforts on portions of Center Street, Brockway Avenue, and Park Avenue. Further, the City will seek to partner with the Michigan Department of Transportation and Van Buren County Road Commission to seek improvements to the intersection of Phoenix Street and Blue Star Highway.

Priority #2; Economic Development

- City Council will seek to participate in Economic Development efforts for the City of South Haven. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff and the Local Development Finance Authority (LDFA) to redevelop the recently acquired industrial site at 220 Aylworth.

- During the 2015-16 fiscal year Council will work with staff, local businesses and stake holders to encourage, attract, and maintain local businesses and opportunities.
 - The City will attempt to attract and develop agriculture based businesses and industry within the South Haven community.
 - The City will review the current special events and consider new special events, in an attempt to ensure that the special events generate a positive economic impact for local businesses, and seek to improve the quality of life of community residents and visitors. The City will review the use of the South Beach for future special events, and determine whether to limit the number of events and/or modify the fees for the beach usage.
- During the 2015-16 fiscal year Council will focus on continuing to explore and enact partnership opportunities with the local units of government which surround the City of South Haven.
- During the 2015-16 fiscal year Council will focus on supporting training initiatives/internships for existing and potential citizens and businesses in the City of South Haven, and will attempt to finalize a partnership with Kinexus/MiWorks, in an attempt to provide local job placement services. Further, the City will pursue a partnership with Southwest Michigan First for economic development services.
- During the 2015-16 fiscal year Council will refine policies and programs which encourage, whenever fiscally prudent, the purchase of local goods and services.
- During the 2015-16 fiscal year Council will work with staff to develop a plan for the future of the city's dump site, located at Blue Star Hwy and 2nd Avenue.
- During the 2015-16 fiscal year Council will work with staff to continue the monitoring of the Meijer commercial development, along with the potential development of the adjacent properties, and their effects on the surrounding neighborhoods.

Priority #3; Parks & Public Spaces

- City Council will seek to improve, maintain, and seek funding opportunities for the city's parks and public facilities. The City Council will seek to develop new recreation opportunities within the city. The following tasks will be completed:

- During the 2015-16 fiscal year Council will work with staff to complete the planning and submit grant funding requests for the proposed improvements to the city's North Beach Park.
 - Maintenance of the City's various beach access points will be a priority. Staff will work with the City's Parks Commission to plan and landscape and signage standards for the various public bathing beach access areas.
 - Complete the planning for the proposed "splash pad" water park and begin financial planning for the project.
- During the 2015-16 fiscal year Council will work with staff to develop landscape plans for the Water Street hillside (the public property on the south side of Water Street, between Kalamazoo Street & South Beach.) That plan will seek to improve public space, improve accessibility to Water Street, from the adjacent streets, and create a unified landscape design.
- During the 2015-16 fiscal year Council will work with staff and the Parks Commission to develop repair and replacement plans for the City's Kids' Corner playground at Monroe Park.
- During the 2015-16 fiscal year Council will work with staff and the Harbor Commission to develop repair and replacement plans, dredging plans, and harbor improvement plans, for the City's public marina facilities. As part of this process, the City will actively seek funding from the State of Michigan, to assist with the project planning and implementation.
- During the 2015-16 fiscal year Council will work with staff to seek grant funds to assist with the planning and development of improvements in and near the Black River Park. Those improvements should allow greater access to the Black River and attempt to improve water quality.
 - The Council will seek to fund improvements to the riverfront at Black River Park. The Council will implement the partially grant funded projects at Black River Park, using the LWCF and CZM grants from the State of Michigan. Those improvements will include a new kayak launch, parking, stone based seawall, and landscape upgrades.
 - The Council will seek grant funding for the proposed fish cleaning station at Black River Park.
 - The Council will seek grant funding for the proposed parking lot, which is included in the Black River Park plan, and provides additional parking to the park and the Central Business District.

- During the 2015-16 fiscal year Council will work with staff and the regional community stakeholders to assist with planning and development of the SHARP project.
 - Staff will continue to assist with the development of the South Haven Area Recreation Authority (SHARA.) Staff will assist with the restoration of the farm lease agreement for the SHARP property, in Casco Township, in an attempt to develop additional project revenue.
- During the 2015-16 fiscal year Council will work with staff to complete the planning and construction of the proposed BMX/Pump Track park facility.
- During the 2015-16 fiscal year Council will work with staff, along with the impacted organizational stakeholders, to begin the implementation of the completed capital improvement plans for the buildings and grounds at the South Haven Center for the Arts and the Liberty Hyde Bailey Museum.
 - The Council will seek to partner with the South Haven Memorial Library to develop a capital improvement plan for the library building. As part of the planning process, an analysis will be performed to determine the funding source(s) for the improvements.
 - The Council will seek to partner with the Michigan Maritime Museum to develop a capital improvement plan for the museum building. As part of the planning process, an analysis will be performed to determine if the site can house a conference center.
- During the 2015-16 fiscal year Council will explore new park and public space programs which enhance City revenue and provide greater management oversight.
 - The Council will explore park rental programs, and continued updates to the beach parking program, and other revenue enhancements which could be used to benefit the City's parks and public spaces.

Priority #4; Infrastructure Maintenance & Improvements

- City Council will seek to maintain the highest quality public infrastructure. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff and the Board of Public Utilities to explore the city's sanitary sewer system and eliminate inflow and infiltration of storm water connections from flowing to the Waste Water Treatment Plant.

- During the 2015-16 fiscal year Council will work with staff to implement the creation of a Corridor Improvement Authority, which seeks to improve the public infrastructure on portions of Broadway and Phoenix Streets, and develop street improvements plans for Phoenix and Broadway. Those plans will seek input and potential funding from MDOT.

Priority #5; Central Business District Maintenance & Improvements

- City Council will seek to improve the city's downtown central business district. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff and the Downtown Development Authority to plan and complete the demolition of the Baars Printing building, and construct additional parking for the Huron Street parking lot.
 - During the 2015-16 fiscal year Council will work with staff to plan and implement repairs and maintenance of the downtown public infrastructure.
 - During the 2015-16 fiscal year Council will work with staff to review funding options to make improvements in the city's downtown.
 - During the 2015-16 fiscal year Council will work with staff to plan and implement the expansion of the public WIFI system, throughout the Central Business District. The proposed WIFI system should be reviewed for the possible creation of a new enterprise fund.
 - During the 2015-16 fiscal year Council will work with staff to plan additions to the decorative lighting systems in the Central Business District, specifically along Broadway Avenue, between Phoenix Street and Williams Street.

Priority #6; Building Improvements & Construction

- City Council will seek to construct and/or improve a portion of the city's public buildings and grounds. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will actively explore concession stand proposals for the South Beach. These proposals may include potential partner agencies to assist with the capital cost for the proposed project.
 - As part of the concession stand planning, City Council will explore improvements which provide greater access to restrooms, family restrooms, changing rooms, and accessibility improvements.
 - During the 2015-16 fiscal year Council will work with staff to plan and implement upgrades to the Department of Public Works facility, which may include the

development of a cold storage area for electric transformers and the possible expansion of the facility's grounds.

- During the 2015-16 fiscal year Council will work with staff to plan and implement upgrades to City Hall, which may include improvements to the building's emergency exits.
- During the 2015-16 fiscal year Council will work with staff and the City's Local Development Finance Authority and Brownfield Redevelopment Authority to plan and implement the demolition of the "Overton Building" at 229 Elkenburg Street.
- During the 2015-16 fiscal year Council will work with staff and the City's Housing Commission to plan and implement housing improvement grants for traditional neighborhoods in the City.

Priority #7; Land Acquisition

- City Council will explore the possible acquisition of property which present specific value (e.g., recreational and/or environmental) to the citizens and guests of the City of South Haven. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff to seek grant funds to assist with the potential acquisition of the privately owned, undeveloped parcels adjacent to Lake Michigan and/or the Black River.
 - During the 2015-16 fiscal year Council will work with staff and the South Haven Public School system to seek grant funding for the purchase of the Packard Park property.
 - During the 2015-16 fiscal year Council will work with staff and the Harbor Commission to explore space needs for future Black River dredging project spoils, and will research privately owned and/or undeveloped parcels which could house dredge spoils.

Priority #8; City Code & Charter Review

- City Council will seek to review and consider possible alterations to the City's Code of Ordinances. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff to review and consider alterations to the City's Code of Ordinances to ensure best practices. Staff will be expected to prepare a variety of code review reports, with possible alterations, for the City Council's consideration.

- Included in the review process, the Council will work with staff to review the effect of term limits for local elected officials, and consider whether term limits are beneficial to the City of South Haven.
- Also included in the review process, the Council will work with the Board of Public Utilities and staff to review the adopted Utility Policy and determine possible updates and improvements to the document.
- Also included in the review process, the Council will work with staff and the Planning Commission to review the Code of Ordinances and Zoning Ordinance to determine whether updates are needed for the Monroe Park neighborhood, adjacent to the North Beach.

Priority #9; Budget Controls

- City Council will seek to develop policies and procedures which assure budget controls and cost containment are a priority.
 - During the 2015-16 fiscal year Council will work with staff to plan and develop an operating budget which aligns with the decreasing State and local anticipated revenues.
 - During the 2015-16 fiscal year Council will seek to update the City's capital improvement plan. That plan will seek to incorporate and update the adopted Infrastructure Improvement Plan, WWTP Capital Plan, Indian Grove Infrastructure Plan, and Electric System Capital, and seek to guide spending decisions and budget planning for the next ten (10) years.

Priority #10; Bicycle & Pedestrian Pathways

- City Council will seek to plan and construct bicycle paths throughout the city. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will seek to partner with the MDNR to complete the construction of the Van Buren Trail bicycle pathway project. When completed, the pathway will connect pedestrians from the city's downtown to the State of Michigan's Van Buren State Park.
 - During the 2015-16 fiscal year Council will work with staff on the planning and development of the Blue Star Highway multi-use trail project.

Priority #11; Explore Youth Services Programs

- City Council will explore the possible expansion of services tailored to address the needs of local youth. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff to explore the possible development of youth services. Staff will seek to develop possible partnerships to develop youth services programs. Staff will seek possible funding sources to offset the service costs.
 - During the 2015-16 fiscal year Council will work with staff to explore potential partnerships with MiWorks, and other agencies, to improve employment opportunities for local youth.

Priority #12; Customer Service

- City Council will seek to improve customer service and support from the city's various departments. The following tasks will be completed:
 - During the 2015-16 fiscal year Council will work with staff to plan and implement customer service and job training to city staff, focusing on improving the public's impression of and interaction with the city's staff.
 - During the 2015-16 fiscal year Council will work with staff to plan and implement the addition of electronic forms to the city's website. In an effort to improve customer service and expedite requests for city services.
 - During the 2015-16 fiscal year Council will work with staff to plan and implement improvements to the City's website. The improvements will be designed to improve the public's access to information and services.
 - During the 2015-16 fiscal year Council will work with staff to research the implementation of a one-time parking ticket forgiveness plan, for the City's beach parking lots. The plan is intended to allow beach visitors a one-time parking ticket waiver, in an effort to improve relations with beach goers and encourage greater compliance for returning guests.



Agenda Item #7

License Agreement Updates and Special Events Consideration; South Haven Center for the Arts & Michigan Maritime Museum

Background Information:

The City Council will be asked to consider the approval of updated license agreements and special event approvals for the South Haven Center for the Arts (SHCA,) and the Michigan Maritime Museum (MMM,) which will occur during the 2016 calendar year. The special events at the facilities may feature alcohol service.

During the 2015 calendar year, the City Council approved resolutions and license agreements which allow alcohol service to occur at the SHCA and MMM facilities. The license agreements required the facilities to comply with a variety of regulations (e.g., the facilities may not charge for the alcoholic beverages, the facilities must request permission to host the events, the services must comply with all regulations from the Michigan Liquor Control Commission, the services must be limited to the confines of the facility area, the facilities must provide liability insurance to the city, along with other regulations.)

The license agreements were put in place as part of a recognition that the SHCA and MMM had secured long-term lease agreements with the city, and had regularly hosted events at their campuses which were intended to feature museum exhibits and align with the facility's mission. Occasionally those events had been used to raise funds for the facilities.

The purpose of the agreement is to ensure the city and SHCA and MMM comply with the city's Code of Ordinances, section 54-105(a), which provides that no person shall consume or possess alcoholic beverages in a public place within the city, unless specifically permitted by resolution of the City Council. The approval of the updated license agreements will bring the city and the SHCA and MMM into formal compliance. The agreements are intended to provide annual approval of the planned events at the two facilities. The SHCA and MMM will need to provide an annual listing of planned events which include alcohol service. The City Council will need to adopt an updated agreement annually, with the next agreement to be presented as part of the 2017 calendar year.

Staff recommends the City Council consider approval of the resolutions and license agreements as presented.

Recommendation:

The City Council will be asked to consider the following approvals:

- City Council will be asked to approve of Resolution 2016-07, a resolution approving an agreement with the South Haven Center for the Arts, for use at the 523 Phoenix Street location. The agreement, if approved by the Council, will formally

acknowledge and allow the Art Center, a local nonprofit organization, to host events which include alcohol service.

- City Council will be asked to approve of Resolution 2016-08, a resolution approving an agreement with the Michigan Maritime Museum, for use at the 260 Dyckman Avenue location. The agreement, if approved by the Council, will formally acknowledge and allow the Maritime Museum, a local nonprofit organization, to host events which include alcohol service.

Support Material:

Resolution 2016-07
DRAFT South Haven Center for the Arts Agreement

Resolution 2016-08
DRAFT Maritime Museum Agreement

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2016-07

A RESOLUTION TO PERMIT SERVICE, CONSUMPTION, AND POSSESSION OF ALCOHOL
AT THE SOUTH HAVEN CENTER FOR THE ARTS DURING CENTER EVENTS

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on February 1, 2016 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Member _____ and supported by Member _____.

WHEREAS, Section 54-105(a) of the South Haven Code of Ordinances provides that no person shall consume or possess alcoholic beverages in a public place within the City unless permitted by resolution of the City Council; and

WHEREAS, the South Haven Art Association, d/b/a South Haven Center for the Arts, (the "Center") is a Michigan non-profit corporation located on City-owned property, occupied by the Center for the operation of a public arts center pursuant to previous agreements between the City and the Center; and

WHEREAS, the Center has requested the City's permission to serve alcoholic drinks at the events described in the attached **Exhibit A** (the "Center Events"); and

WHEREAS, the City desires to permit the service, consumption, and possession of alcoholic drinks at the Center during these Center Events.

NOW THEREFORE BE IT RESOLVED that:

1. Pursuant to Section 54-105 of the South Haven Code of Ordinances, the City grants approval for the service, consumption, and possession of alcohol at the Center Events described in the attached Exhibit A in accordance with the terms and conditions of the License Agreement attached as **Exhibit B** (the "License Agreement").
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on February 1, 2016, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Amanda Morgan, City Clerk

Exhibit A
Center Events

SHCA 2016 - Liquor Events

April 15 - Elevator Dedication

April 15, 16 & 17 - ArtSplash Weekend (not sure which day needed yet)

April 23 – Member Exhibition Opening Party

June 18 – Coming Home Exhibition Opening Party

August 13 – Coming Home Exhibition Closing Party

August 20 - 7th Annual Juried Exhibition Opening Party

October 15 – Magic Creatures Opening Party

November 18 – Mistletoe Opening

December 20 – Annual Meeting

1.

Exhibit B
License Agreement

LICENSE AGREEMENT

This License Agreement is made as of _____, 2016, between the City of South Haven, a Michigan municipal corporation, of 523 Phoenix Street, South Haven, MI 49090-1499 (the "City") and the South Haven Art Association, d/b/a South Haven Center for the Arts, a Michigan non-profit corporation, of 600 Phoenix Street, South Haven, MI 49090 (the "Center").

RECITALS

- A. The Center is a Michigan non-profit corporation located on City-owned property occupied by the Center pursuant to previous agreements between the parties (the "Center Area").
- B. Section 54-105(a) of the South Haven Code of Ordinances provides that no person shall consume or possess alcoholic beverages in a public place within the City unless specifically permitted by resolution of the City Council.
- C. The Center desires to serve alcoholic drinks at the events described in the attached **Exhibit A** (the "Center Events").

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

1. License. The City grants the Center permission to serve alcoholic drinks, and to allow consumption and possession of such alcoholic drinks, at the Center Events listed on the attached Exhibit A.
2. Term.
 - A. The term of this License shall commence on the date of signature and will terminate at midnight on December 31, 2016, unless earlier terminated or revoked as provided below.
 - B. This License is terminable at the will of the City Council. However, prior to terminating the license, the City shall first give the Center written notice that it is considering such action and the date and time of the City Council meeting at which such action will initially be considered so that the Center may address the City Council.
 - C. The City may suspend this license immediately, if, in the opinion of the City Manager, the Center fails to meet, observe or fulfill any obligation, general restrictions, standards, condition, or requirement of this Agreement. The City Manager shall give the Center written notice of such suspension and the date and time of the City Council meeting at which termination of the License shall be considered so that the Center may address the City Council. The City Council shall, in its sole discretion, either terminate or reinstate the License.
3. Use. The License is subject to the following restrictions:
 - A. The Center shall not charge for alcoholic drinks or charge for admission to a Center Event unless the Center or a hired caterer obtains an appropriate state liquor license authorizing on-premises consumption during such event.
 - B. The Center may request permission from the City Manager to modify the scheduled date or time of a Center Event, and the City Manager is authorized to grant such requests if doing so is consistent with the intent of the City ordinances and actions of the City Council.
 - C. The service of alcoholic drinks at Center Events shall be in compliance with all applicable laws and ordinances and with all rules and regulations promulgated by the Michigan Liquor Control Commission, including any prior Liquor Control Commission approval that may be required.
 - D. The service and consumption of alcoholic drinks at Center Events shall be limited to individuals age 21 or older. The Center shall staff Center Events with individuals over the age of 21 to check the identification of persons consuming alcohol. Staff members shall be appropriately trained in examining identification cards and identifying counterfeits.

E. The consumption of alcoholic drinks shall be limited to the confines of the Center Area. The Center shall not permit passage of alcoholic drinks to areas outside of the Center Area. The Center shall take such action as is necessary to prevent attendees and/or employees from leaving the Center Area while in possession of alcoholic drinks, including but not limited to the placement of appropriate barriers or appropriate physical space between the Center Area and other public rights-of-way. The Center shall take such action as is necessary to prevent attendees and/or employees of Center Events from providing alcoholic drinks to any persons outside the Center Area and who are not guests at the Center Event.

F. The Center shall not advertise for the service of an unlimited quantity of alcoholic drinks.

G. All alcoholic drinks shall be served by professional bartenders, trained volunteers, or Center staff only. Self-serve alcoholic drinks are prohibited.

H. The Center's alcohol service pursuant to this Agreement shall be permitted from 12:00 noon until 11:00 p.m. The Center's service of alcohol shall be discontinued 30 minutes prior to the ending time of the event.

4. Outdoor Gatherings and Community Wide Special Events. If the Center intends to sponsor or host an outdoor assembly or other community wide special event at the Center Area involving alcohol service, the Center shall apply in writing to the City for permission to conduct such alcohol service. The outdoor gathering or community wide special event shall not be held at the Center Area unless and until the City Council adopts a resolution approving alcohol service for the event. Moreover, the Center shall obtain all necessary approvals and permits from the Michigan Liquor Control Commission and shall comply with all applicable requirements and provisions set forth in Chapter 42, Article II, of the South Haven Code of Ordinances in addition to the terms and conditions set forth in this Agreement.

5. Third-Party Hosts and Additional Events. If a third-party desires to host an event at the Center Area involving alcohol service, or if the Center desires to host an event involving alcohol service not listed on Exhibit A, the third-party or Center shall apply in writing to the City for permission to conduct such alcohol service, at least 30 days in advance of the event. Such third-party event or additional Center event shall not be held at the Center Area unless and until the City Council adopts a resolution approving alcohol service for the event. Upon receipt of a timely application by the third-party or Center, the City shall present the application to the City Council for consideration at the next regular session of the City Council for which agenda packets have not already been completed. Moreover, the applicant shall obtain all necessary approvals and permits from the Michigan Liquor Control Commission and shall comply with all applicable requirements and provisions set forth in Chapter 42, Article II, of the South Haven Code of Ordinances in addition to the terms and conditions set forth in this Agreement.

6. No Assignment/Sublicensing. This License is personal with the Center and does not run with the land. This License shall not be assigned or transferred in any manner by the Center to any other person or business entity, except with the written permission of the City. The Center represents that the Center Events described on Exhibit A are events either hosted or co-hosted by the Center.

7. License Fee. The Center shall pay the City a License Fee of One and no/100 Dollars (\$1.00).

8. Indemnification. The Center agrees to save and hold the City, its officers, employees, and agents harmless from, and defend and indemnify the City, its officers, employees, and agents against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceeding instituted against them directly or indirectly, arising from the service of alcohol at a Center Event.

9. Insurance. The Center shall obtain and maintain a general liability insurance policy covering the Center Area and the service of alcoholic drinks at the Center Area in minimal coverage amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The policy shall name the City as an additional insured and certificate holder. Copies of certificates of insurance showing the coverage to be in place, that the premiums are fully paid, and that coverage cannot be terminated or modified except

after 30 days' prior written notice to the City, shall be provided to the City. Upon request, the Center shall provide the City with copies of the policies of insurance and all endorsements.

10. Miscellaneous.

A. Any notices, reports or statements required to be served hereunder shall be sufficiently given if mailed by first class mail addressed to the City and the Center at their respective addresses stated above. Notice shall be deemed to have been given upon the date of mailing.

B. This Agreement is written pursuant to the laws of the State of Michigan and was made in Van Buren County, Michigan. This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. This Agreement may not be modified or amended except in writing, signed by the parties.

C. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.

D. The captions of this Agreement are for convenience only and shall not be considered as part of this License or in any way limiting or amplifying its terms and provisions. The recitals, however, are an integral part of this Agreement.

The parties have caused this Agreement to be executed as of the date first written above.

CITY OF SOUTH HAVEN

SOUTH HAVEN ART ASSOCIATION, d/b/a
SOUTH HAVEN CENTER FOR THE ARTS

By: _____
Robert Burr, Mayor

By: _____
Sally Hamlin, President

By: _____
Amanda Morgan, Clerk

By: _____
Thea Grigsby, Executive Director

Date signed: _____, 2016

Date signed: _____, 2016

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2016-08

A RESOLUTION TO PERMIT SERVICE, CONSUMPTION, AND POSSESSION OF ALCOHOL
AT THE MICHIGAN MARITIME MUSEUM DURING MUSEUM EVENTS

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on February 1, 2016 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Member _____ and supported by Member _____.

WHEREAS, Section 54-105(a) of the South Haven Code of Ordinances provides that no person shall consume or possess alcoholic beverages in a public place within the City unless permitted by resolution of the City Council; and

WHEREAS, the Michigan Maritime Museum (the "Museum") is a Michigan non-profit corporation located on City-owned property, occupied by the Museum for the operation of a public museum pursuant to previous agreements between the City and the Museum; and

WHEREAS, the Museum has requested the City's permission to serve alcoholic drinks at the events described in the attached **Exhibit A** (the "Museum Events"); and

WHEREAS, the City desires to permit the service, consumption, and possession of alcoholic beverages at the Museum during these Museum Events.

NOW THEREFORE BE IT RESOLVED that:

1. Pursuant to Section 54-105 of the South Haven Code of Ordinances, the City grants approval for the service, consumption, and possession of alcohol at the Museum Events described in the attached Exhibit A in accordance with the terms and conditions of the Agreement attached as **Exhibit B** (the "Agreement").

2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on February 1, 2016, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Amanda Morgan, City Clerk

Exhibit A

MUSEUM EVENTS

A list of routine and customary operations that happen on the Museum Areas on an annual basis that *could* include the service of Alcoholic Drinks, most typically, beer & wine.

1. Reception Opening for new exhibits. Typically membership, along with personal invitations to City & State officials.
2. Open House Receptions. Typically done to target specific groups focused to showcase and promote specialty programs offered by the Museum. (Example, Educators Day. Teachers are brought together in a social environment as they learn about opportunities and programs offered by the Museum.)
3. Blessing of the Fleet. An annual event offered to members to celebrate & kick off the beginning of a season.
4. Several Weddings & Social Boat Charters/and or dockside food & drink. Customers are allowed to bring boat friendly food & drink aboard & occasional on site if after open hours or Campus has been secured and closed for a private function. No glass is allowed and beer & wine only.
5. Membership & Volunteer Appreciation Potlucks. Monthly get together sharing food & drink as well as time on the Campus. Members are allowed to bring beer or wine of their choice.
6. Keel Club Social Events.
7. Donor Appreciation Events. Occurring several times during the year.
8. Sponsored in-kind-donors or donor appreciation parties. (E.g., the Fish Tug Party sponsored by Cottage Home, the largest in-kind donor of CZM project as a “thank you” for thousands of dollars’ worth of in-kind donations.)
9. Business Membership Use. In promoting Business membership, our members use an area of the Campus for private functions. Example, Edward Jones hosts a reception for clients twice a year. Clients are invited for food & drink paid for by Edward Jones and consumed on the Museum Campus. The Campus is showcased and membership growth has increased as more people are exposed to the Campus. The Museum also benefits as a donation is made from the Business member.)
10. Membership Use. A member will occasionally bring a picnic and beverage to enjoy privately on the scenic campus, or enjoy a beer after a work session. The Captain and of age crew may do the same after closing the last evening sail of the day. (Typically on the deck of the Keepers House.)
11. The Museum has hosted numerous events on Campus as local organizations desire to be on the water and appreciate the nautical atmosphere. On occasions that alcoholic beverages are served and the customer is charged for the beverage, the organization has been required to get the legal permit in order to do so.
12. On the occasion that the Museum hosts an Event targeted for fundraising and open to the public, the Museum has applied for, and acquired a legal permit to sell alcoholic beverages per legal allowances. Typically this occurs no more than once or twice annually.

The following dates are scheduled for the 2016 Calendar year which would be events planned for alcoholic drinks to be served; beer & wine only.

- May 27, 2016 The Annual Blessing of the Fleet & Season Kick off Picnic

- June 11, 2016 Red Carpet Dock Reception for the Arrival of Historic USCG MLB 36460, boat used in the new Disney Film, The Finest Hours
- June 17, 2016 TSCA Picnic Prior of the Classic Boat Show held Saturday
- July 15, 2016 Annual Keel Club Party
- August 5, 2016 Annual Patrons Board Meeting & Lunch
- September 30, 2016 Membership & Volunteer Appreciation Awards & Reception

Exhibit B
Agreement

AGREEMENT

This Agreement is made as of _____, 2016, between the City of South Haven, a Michigan municipal corporation, of 523 Phoenix Street, South Haven, MI 49090-1499 (the "City") and the Michigan Maritime Museum, a Michigan non-profit corporation, of 260 Dyckman Avenue, South Haven, MI 49090 (the "Museum").

RECITALS

- A. The Museum is a Michigan non-profit corporation occupying property owned by the City pursuant to previous agreements between the parties (the "Museum Areas") and the Museum desires to serve alcoholic drinks on within the Museum Areas and its vessels, from time-to-time, at the events described in the attached Exhibit A (the "Museum Events").
- B. The City believes that Section 54-105(a) of the South Haven Code of Ordinances, which provides that no person shall consume or possess alcoholic beverages in a public place within the City unless specifically permitted by resolution of the City Council, applies to the Museum Areas and the Museum Events, requiring the City's written approval.
- C. The Museum believes that City Code provision is inapplicable to the Museum under the current agreements and, even if that Code provision is applicable, a written agreement is not necessary to comply with that provision.
- D. The parties have nevertheless agreed to the following terms and conditions to ensure compliance with all applicable laws, ordinances, and legal requirements, and to address certain other issues that can be related to the service of alcoholic drinks, while the parties cooperatively work to address this and other aspects of their longer term relationship during the remaining portion of the 2016 calendar year.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

1. Consent. The City consents to the Museum's serving alcoholic drinks, and to consumption and possession of alcoholic drinks within the Museum Areas during at the Museum Events listed on the attached Exhibit A.

2. Term.

A. The term of this Agreement shall commence on the date it is fully signed and it will terminate at midnight on December 31, 2016, unless earlier terminated as provided below.

B. This Agreement is may be terminated by the City Council if it determines the Museum failed to comply with its terms. However, prior to considering such termination, the City shall first give the Museum written notice that it may consider such action and the date and time of the City Council meeting at which such action will initially be considered so that the Museum may address the City Council prior to any such consideration.

3. Use. The City consent provided in this Agreement is subject to the following conditions:

A. The Museum shall not sell or charge for alcoholic drinks at a Museum Event unless the Museum or a hired caterer obtains an appropriate state liquor license authorizing on-premises consumption during such event. The Museum shall comply with any state liquor laws, rules and regulations applicable to the charging of admission at events at which alcoholic drinks are served.

B. The Museum may notify the City Manager of modifications to the scheduled date or time of a Museum Event to ensure the City is reasonably aware of the activity. The City is especially concerned to avoid any misunderstandings when the Museum Events may be outside a building or vessel.

C. The service of alcoholic drinks at Museum Events shall be in compliance with all applicable laws and ordinances and with all rules and regulations promulgated by the Michigan Liquor Control Commission, including any prior Liquor Control Commission approval that may be required.

D. The service and consumption of alcoholic drinks at Museum Events shall be limited to individuals age 21 or older. The Museum shall ensure there are sufficient staff members or volunteers attending

Museum Events who are 21 years of age or older to check the identification of persons consuming alcohol. Those staff members or volunteers shall be appropriately trained to ensure compliance with state laws, rules and regulations limiting the service of alcoholic drinks to those who are at least 21 years old.

E. The consumption of alcoholic drinks shall be limited to the confines of the Museum Areas. The Museum shall not permit passage of alcoholic drinks to areas outside of the Museum Areas. The Museum shall take such action as is necessary to prevent attendees, volunteers and/or employees from leaving the Museum Areas while in possession of alcoholic drinks, including but not limited to the placement of appropriate barriers or appropriate physical space between the Museum Area and public rights-of-way or other public areas. The Museum shall take such action as is necessary to prevent attendees and/or employees of Museum Events from providing alcoholic drinks to any persons outside the Museum Area and who are not guests at the Museum Event.

F. The Museum shall not advertise for the service of an unlimited quantity of alcoholic drinks.

G. All other alcoholic drinks shall be served by professional bartenders or by Museum staff, board members, officers, or volunteers.

H. The Museum's alcohol service pursuant to this Agreement shall be permitted from 12:00 noon until 11:00 p.m. The Museum's service of alcohol shall be discontinued 30 minutes prior to the ending time of the event.

4. Outdoor Gatherings and Community Wide Special Events. If the Museum intends to sponsor or host an outdoor assembly (attended by more than 500 persons) or other community wide special event (that will be attended by more than 500 persons) at the Museum Areas at which alcoholic drinks will be served, the Museum comply with the City ordinance provisions applicable to such an assembly or event.

5. Third-Party Hosts and Additional Events. If a third-party desires to host an event at the Museum Areas involving alcohol service, the third-party or Museum shall apply in writing to the City for permission to conduct such alcohol service at least 14 days in advance of the event. Such third-party event shall not be held at the Museum Areas unless the City Council first approving alcohol service at the event. The applicant shall obtain all necessary approvals and permits from the Michigan Liquor Control Commission and shall comply with all applicable requirements and provisions set forth in the South Haven Code of Ordinances in addition to the terms and conditions set forth in this Agreement.

6. No Assignment/Sublicensing. This consent provided in this Agreement applies only to the Museum. This Consent Agreement and the rights, duties and obligations under it may not be assigned or transferred in any manner to any other person or business entity, except with the written consent of both parties.

8. Indemnification. The Museum shall save and hold the City, its officers, employees, and agents harmless from, and defend and indemnify the City, its officers, employees, and agents against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceeding instituted against them directly or indirectly, arising from the service of alcohol at a Museum Event or by the Museum or its directors, officers or employees in the Museum Areas on any other occasion.

9. Insurance. The Museum shall obtain and maintain a general liability insurance policy covering the Museum Areas and the service of alcoholic drinks at the Museum Areas in minimal coverage amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The policy shall name the City as an additional insured and certificate holder. Copies of certificates of insurance showing the coverage to be in place, that the premiums are fully paid, and that coverage cannot be terminated or modified except after 30 days' prior written notice to the City, shall be provided to the City. Upon request, the Museum shall provide the City with copies of the policies of insurance and all endorsements.

10. Miscellaneous.

A. This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. This Agreement may not be modified or amended except in writing, signed by both parties. The captions of this Agreement are for convenience only and shall not considered

as part of this License or in any way limiting or amplifying its terms and provisions. The recitals, however, are an integral part of this Agreement.

C. A party's failure to enforce any provisions of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each provision of this Agreement. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.

The parties have signed this Agreement as of the date first written above.

CITY OF SOUTH HAVEN

MICHIGAN MARITIME MUSEUM, INC.

By: _____
Robert Burr, Mayor

By: _____
Gary Horton, President

By: _____
Amanda Morgan, Clerk

By: _____
Patti Montgomery, Executive Director

Date signed: _____, 2016

Date signed: _____, 2016

EXHIBIT A

MUSEUM EVENTS

A list of routine and customary operations that happen on the Museum Areas on an annual basis that *could* include the service of Alcoholic Drinks, most typically, beer & wine.

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8. Sponsored in-kind-donors or donor appreciation parties. (E.g., the Fish Tug Party sponsored by Cottage Home, the largest in-kind donor of CZM project as a “thank you” for thousands of dollars’ worth of in-kind donations.)
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- July 15, 2016 Annual Keel Club Party
- August 5, 2016 Annual Patrons Board Meeting & Lunch
- September 30, 2016 Membership & Volunteer Appreciation Awards & Reception



City of South Haven

Department of Public Works

DPW Building • 1199 8th Ave. • South Haven, Michigan 49090
Telephone (269) 637-0737 • Fax (269) 637-4778

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: January 25, 2016

RE: Special Event 2016-02 – Island Sit 2016

Background Information

Warm Your Heart “Island Sit” is ready for Council approval. Island Sit was a success last year so We Care I.N.C. is requesting to use the same location this year. Cosy FM will do 12 hours of live broadcasting with various community leaders and youth groups scheduled. This year will be their 16th annual event. Approximately \$4,000 to \$7,000 is raised each year for We Care’s Heat Assistance Fund.

This event will take place on February 27, 2016 from 7:00 am to 7:00 pm.

Proof of Insurance will be provided upon approval.

Attachments

Special Event 2016-02 Special Event Application

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2016-02

Date Received 1/25/16

The Special Events & Festivals Information Pamphlet must be read before filling out this application.

Complete and return this application to the Parks and Recreation Office at least 21 business days prior to the start of the event.

A new application must be submitted each year.

I have read the Special Events & Festivals Information Pamphlet and will fill out this application completely; agreeing to follow all policies and regulations set by the City of South Haven.

Initial [Signature]

Date 01/25/16

CONTACT INFORMATION

Event Title: "Island Sit" for We Care's Warm Your Heart Month

Sponsoring Organization: We Care I.N.C.

Applicants Name: Linda J. Olsen, Exec. Director

Telephone #: 637-4342 Ext. 22 or 214-0168 Cell Phone # During Event: 269-214-0168

E-mail Address: linda@we-care-inc.org

Other contacts for/during event

Name: Jean Gilbert Telephone: 517-316-6385

Name: Paul Layendecker Telephone: 269-932-2380

EVENT SPECIFIC INFORMATION

Event Location: Welcome Traffic Island on Phoenix St. S.H.

Date(s) Requested: 02/27/16 Alternative Date(s): 03/05/16 Rain Date

Start Time: 7:00 am End Time: 7:00 pm

Any event that exceeds 10:00 P.M. has to be approved by City Council

Number of people expected to attend: 10 to 15 volunteers each hour, plus those walking and driving by.

EVENT DESCRIPTION

Please give a description of the event (Please attach a separate sheet with details if there is not enough space below).

12 hours of live radio broadcasting by Paul Layendecker, Cozy FM. Community leaders, businesses and youth groups will solicit donations from those passing by for We Care's Heat Fund. This will be our 16th annual event and we've raised between \$4,500 and \$7,000 annually.

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S). Maps can be found on the city's website.** Please note, **map(s) must be submitted with the Special Events & Festivals Application.**

City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 7:00am and 3:30pm; the office is closed during lunch from 12:00pm to 1:00pm. Should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of South Haven can not guarantee the requested items will be available for the event, **first come - first served, limited quantity available.**

Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Public Works Department will be charged \$25.00 per barricade.

Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Public Works Department will be charged \$10.00 per cone.

Explain closure

No closure. Cones are used to improve visibility of volunteers and help insure safety.

Entertainment, dance, tent or stage. Mark locations on maps.

Event Command Post. Mark location on maps.

Dumpsters and/or trash containers. Mark location on maps.

Portable toilet facilities. Mark locations on maps. How many? _____

The City requires the use of portable facilities for events expecting over 500 attendants.

****Huron Street Pavilion requires portable toilet facilities for events expecting over 150 attendants.****

Under part 117 of Act, 1994 PA 451, Waste servicers must dispose of their waste at a wastewater treatment plant with an approved receiving facility. The South Haven Wastewater Treatment Plant is **NOT** an approved facility.

Approved facility being used _____

Parade. Mark beginning area, the route* (with arrows) and finish area on maps

*If Business Route I-196 needs to be closed for the Parade you will need to contact Department of Public Works at 269-637-0737 to obtain a MDOT permit for road closure.

Participants. Mark parking areas, bus locations, and special passengers on maps.

Relay event. Indicate "hand-off" points and areas of participant equipment impact.

Aircraft landing / hot air balloons. Mark location on maps.

Fireworks/pyrotechnics site. Mark location on maps.

Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)

Vendors and General Merchandise Concessions will not be allowed in the Central Business District (CBD). Please refer to the Special Events & Festivals Information Pamphlet for a detailed map of this area.

Name: _____ Telephone: _____

Note: Number will be given for all vendor inquiries. It is suggested that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff now they are an approved vendor.

First Aid facilities. Mark location on maps. List agency providing staff and equipment
Name: _____ Telephone: _____

Live animal sites. Mark location on maps and describe: _____

Any other item(s) that should be included on maps. Explain: _____

ADDITIONAL EVENT INFORMATION

Liquor License
The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.
City of South Haven Liquor License Application
Michigan Liquor Control Commission Website

Liquor license application must be submitted before the city will process this special event application.

Noise: Please describe i.e. music, sound, amplification and any other noise that impacts surrounding area. Provide dates and times noise will occur. **All noise must stay with in the city's noise ordinance. Noise Ordinance Sec. 30-28. City Noise Ordinance will be enforced.** If you have any questions about the noise ordinance please contact the local police department 269-637-5151.

Date: _____ Time: _____
Date: _____ Time: _____
Date: _____ Time: _____

Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by the Parks and Recreation Supervisor; additional approval may be required. ***Due to limited space for banners, they will be placed on a first come first served basis***

Street Marking: Painting and marking on roads and sidewalks should be held to a minimum, and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

CITY SERVICES

Are you requesting any utility services to be provided: Yes, No

If yes, explain: Electricity for Christmas lights used to decorate island - again to promote visibility & safety.

If electric utilities requested, name of festival person or electrician who will be responsible:
Name: Linda Olsen Telephone: 269-214-0168

Will vendors be using electric utilities: Yes No
If yes, the city's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$10.00 per vendor will be billed to the **Sponsoring Organization** (NOT the vendor) following the event.

Will you require additional police services: Yes No
If yes, explain: Traditionally officers on duty cruise by to assist in slowing down traffic.

Will you require additional fire/ambulance services:
If yes, explain: _____

Yes No

Additional fire information: Mark all that apply

- Tents Concessions Exits Compressed Gases
 Extinguishers Electrical Exposed Flames
 Other: _____

If you checked any box in the "Additional fire information" section, you **MUST** obtain a "FIRE & LIFE SAFETY (Form A3) REQUIREMENT FOR VENDORS, PARTICIPATING IN FESTIVALS, FAIRS AND ALL OTHER OUTSIDE EVENTS/ACTIVITIES" information form from the Deputy Fire Chief. Please contact the South Haven Area Emergency Services at 269-637-5151 located at 90 Blue Star Hwy.

The primary concern during an event is Public Safety. In the event of inclement weather the City of South Haven has the right to cancel or postpone any special event; this includes the City Manager, Police Chief or his designee and Fire Chief or his designee.

INSURANCE

The city requires proof of insurance (\$1,000,000) naming the City of South Haven as "additionally insured". The Proof of Insurance Certification needs to be turned in with the Special Event application.

Is the Proof of Insurance Certification Provided with Special Event Application? Yes No

REMINDERS

Please make sure the following items are turned in with the Special Events & Festivals Application

- Map(s)
 Proof of Insurance Certification *Will provide upon approval.*
 Cones and Barricade Request Form (if applicable) *outlined on map.*
 Submitted liquor license application (if applicable)

INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising out of resulting from or in connection with the use of said Public Property


Applicants Signature

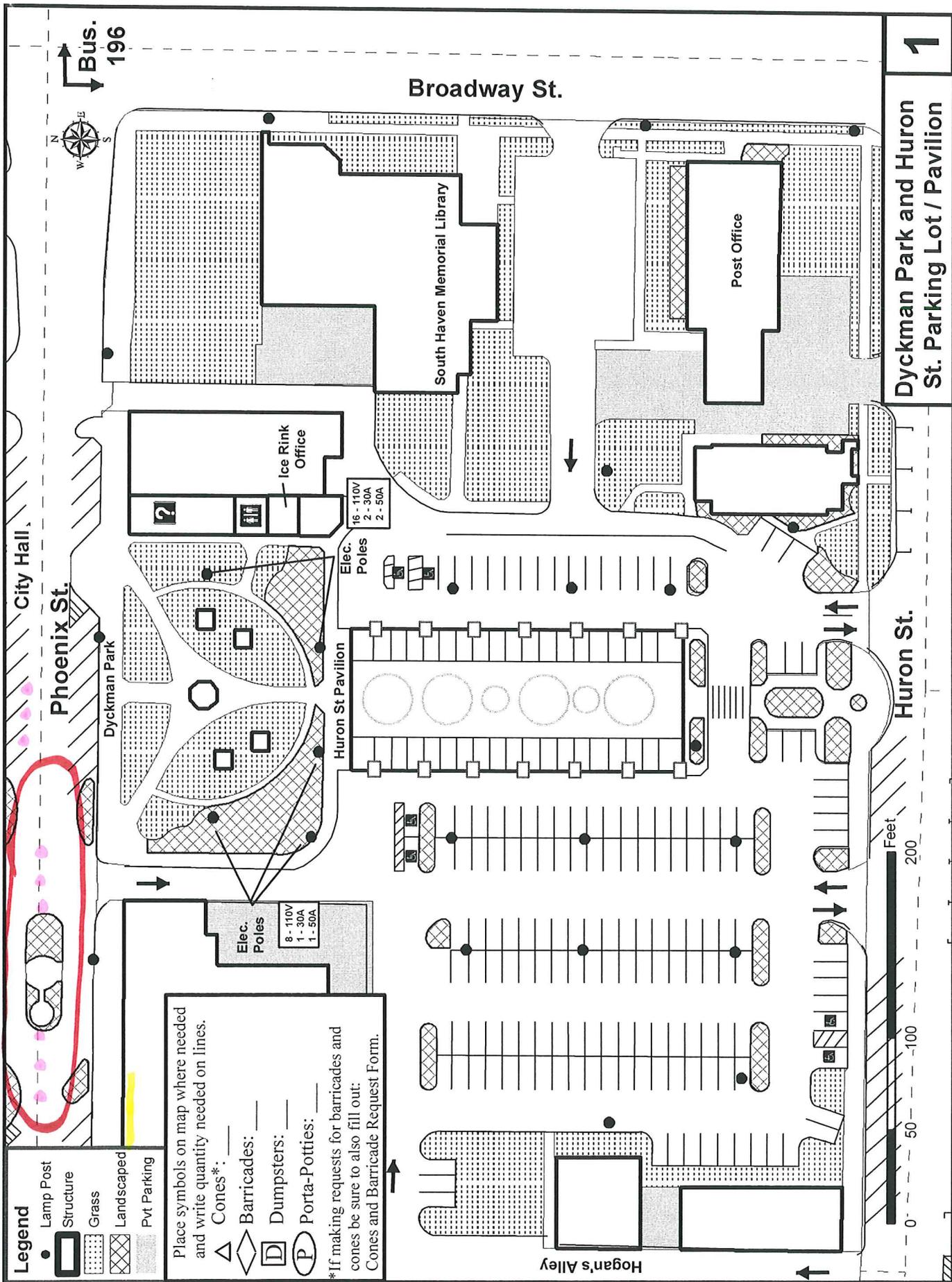
01/25/16
Date

Please return to:
Parks and Recreation Supervisor
Department of Public Works
City of South Haven
1199 8th Ave
South Haven, MI 49010
Phone: 269-637-0772 / Fax: 269-637-4778
Hours: Monday-Friday 7:00a.m. – 3:30p.m.

**Please remember this application must be submitted to the Parks and Recreation Office
at least 21 business days prior to the start of the event.**

The Living Room Store front will serve as our work center

• Equals Placement of cones
 (19 cones needed)



General Location of Event



City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499
Telephone (269) 637-0700 • Fax (269) 637-5319

January 27, 2016

TO: South Haven City Council
Brian Dissette, City Manager

FR: Kate Hosier, Acting Harbormaster

RE: 2016 Marina Rates

Background Information:

A resolution of support for the 2016 Marina rates was already approved by the Harbor Commission at the August 18, 2015 meeting and subsequently approved by the City Council at the September 8, 2015 meeting. However, that resolution (Resolution 2015-42) contained an error in amount of the reservation fee charged and omitted the cancellation fee for reservations.

In Resolution 2015-42, the reservation fee to be charged is \$5.00 for municipal transient docks not on the Camis reservation system (Michigan Department of Natural Resource's reservation system). This is inconsistent with the DNR's own fee structure. Camis actually has two reservation fee rates: (1) for reservations made via the Call Center, the fee charged is \$10.00; and (2) for reservations made the website or at the local marina office, the fee charged is \$8.00. With the City charging \$5.00 for a reservation fee for transient dock reservations for municipal docks, there are three different reservation fees that a boater could potentially be charged depending on the location of the dock reserved or the method of the reservation. Charging a different reservation fee rate than the DNR causes confusion for both the boater and marina staff.

Additionally, Resolution 2015-42 omitted the collection of a cancellation fee. Currently, Camis charges collects a \$10.00 cancellation fee whenever a reservation is cancelled on that system. For continuity and consistency this fee should have been added for the municipal marina docks that are available for transient rental which are not part of the DNR's reservation system. The reservation and cancellation fees are the modifications from the original resolution

The Harbor Commission has reviewed this resolution and recommends to Council to approve Resolution 2016-09, a resolution amending 2016 marina rates.

Recommendation:

Staff recommends that the City Council approve the changes to the 2016 marina rates resolution.

Supporting Documentation:

Resolution 2016-09

Excerpt of January 19, 2016 Harbor Commission minutes

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2016-09

A RESOLUTION AMENDING THE 2016 RATES AT SOUTH HAVEN MUNICIPAL MARINAS

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on February 1, 2016 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Member _____ and supported by Member _____.

WHEREAS, the Michigan State Waterways Commission establishes recommended fees for both transient and seasonal moorings for state governing Municipal Marinas; and

WHEREAS, the local units of government must maintain rate structures at or above for transient and seasonal rates in compliance with terms and conditions of previously executed grant-in-aid contracts for state grant assistance in facility development; and

WHEREAS, the Harbor Commission has reviewed and recommends the following rates; and

WHEREAS, the City Council concurs with the recommendations as forwarded to the Council by the Harbor Commission.

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

NOW, THEREFORE, BE IT RESOLVED that the South Haven Municipal Marina and Boat Launch Rates for 2016 be set as follows:

Seasonal Dock Rates

The following seasonal dock rates will be in effect at the City operated facilities:

<u>Slip #'s</u>	<u>Slip Size in Ft.</u>	<u>Amount</u>
Northside Marina		
41-52, 65-68	30	\$2,980
57 thru 64	35	\$3,470
88-96	38	\$3,800
1 thru 10	40	\$4,030
53-56	45	\$4,480
11-40, 83-87	50	\$5,030
69 thru 82	60	\$5,910

Maritime Marina		
1 thru 30	40	\$3,795
Black River Park		
1 thru 20	24	\$1,690
21 thru 62	30	\$1,910
Boats greater than the rate assigned will be charged per additional foot		\$120
Reservation Fee		\$8.00
Cancellation Fee (for reservations)		\$10.00
Black River Park Seasonal Launch Pass		\$100
Age 65 and over Seasonal Launch Pass		\$75
Black River Park 10 Launch Tokens		\$50
Black River Park Daily Launch		\$7

The following discounts may be applied to seasonal boater fees, subject to approval of the marina manager:

1. A first year discount of \$500 may be offered to new seasonal boaters.
2. Shallow draft slips or unused slips may be rented for use of dinghies and small boats at \$1,000 per dinghy/boat per season.
3. After August 1, seasonal slips may be rented at a discount for an amount equal to the seasonal slip fee prorated by the number of remaining days in the season plus 50% of that amount, using the following formula:

$$(\text{Remaining Days in Season}) / (\text{Days in Season}) * \text{Seasonal Slip Fee} * 1.5 = \text{Discounted Rate}$$

4. If, after the deadline for payment for the season, there appears to be a lack of boats to fill longer slips, the marina manager may rent slips to shorter boats at a rate equal to the boat length plus one half the difference of the slip length and boat length.
5. The marina manager may request in writing from the city manager special rates to improve occupancy. The marina manager may apply those rates after receiving written approval from the city manager.

Transient Slip Fees

Transient slip fees at the North Side Marina, South Side Marina and Museum Marina are the current year rates approved by the Michigan State Waterways Commission, Column D.

Transient slip fees at the Black River Park Marina are the current year rates approved by the Michigan State Waterways Commission, Column C.

During the period from July 1 to September 1, transient slip fees are increased by 10% for Friday and Saturday overnights.

Transient Discount Rates

The following discounts may be applied to transient boater fees, subject to approval of the marina manager:

- a. Pre-Memorial Day and Post-Labor Day Special, stay 4 nights get 3 nights free.
- b. After July 15, a Remainder of Season discount will be made available. A seasonal slip may be rented for the remainder of the season, with the fee calculated as the number of days remaining until October 15 times the minimum Waterways Transient rate (column 1) for the length of boat.

Short Term Docking

The marina manager is authorized to allow short term dockage of vessels for a period of less than eight hours when dock area is available. The short term dockage rate is \$0.50 per foot.

Marina and Boat Launch Facility Commercial Use

Commercial use of marinas and Black River Park Boat Launch is subject to the City of South Haven Marina and Boat Launch Facility Commercial Use Policy, as approved by South Haven City Council.

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

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on February 1, 2016, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Amanda Morgan, City Clerk

Schlack said his other concern is people parking down there by the tents, maybe with the open space requirement, you cannot provide enough parking.

Nixon asked if the Harbor Commission does not approve the site plan, where do we go next. Anderson said the Harbor Commission neither approves nor denies the site plan, they make recommendations and comments; and then the Planning Commission holds their own review. If there is a way you can address the parking issues, you can do that before you go to the Planning Commission. Nixon said this is the first I've heard of the multiple use parking problem. Anderson noted multiple use parking is allowed with a special use permit.

Stegeman said the parking is not what the Harbor Commission gets into, that would be the next group. "We do the boat parking not the car parking."

Stephens said the potential misuse of Black River Road and Kal-Haven Trail are her concerns.

Stephens asked if commissioners want to recommend the site plan. Stegeman said we can recommend the site plan with caveats; parking issues and other things that were mentioned.

Discussion ensued regarding the Harbor Commission review and what they need to send to the Planning Commission. Anderson said there is no recommendation to approve or deny. Hosier said you could make a motion to recommend this site plan and your comments to the Planning Commission.

Motion by Stegeman to forward the site plan to the Planning Commission with the comments. Second by Schlack.

All in favor. Motion carried.

Stegeman asked about the short-term rental ordinance, noting we have a lot of condos along the river that have slips with them. The condos are turning into short-term rentals and then the owners rent the slip seasonally separately. How many parking spaces are needed at those condos? Anderson said two (2) parking spaces for the condos and one and one-half (1.5) for the slips.

9. 2016 Marina Rates Resolution

Hosier reminded that the Harbor Commission has already approved the marina rates and sent them on to City Council. There were some discrepancies between the state reservation system (CAMIS) and two separate reservation fees depending on how you reserve your dock. Those fees are eight (\$8) dollars or ten (\$10) dollars, and then there are also docks in city system with a five (\$5) dollar reservation fee. People move from marina to marina throughout the season. Now we have to adjust for auditing purposes. There is a whole can of worms that brings up for your books. We are asking the Harbor Commission to approve an eight (\$8) dollar reservation fee for the ease of the boater and for staff who have to explain that and for bookkeeping. We are trying to streamline the process and make it easier for the books, staff and the boaters.

Schlack asked if City Council has already approved the rates to which Hosier responded, "Yes, this is the only change."

Motion by Stegemen to recommend to council Harbor Commission Resolution #2, noting that the number will change when it becomes a City Council resolution. Pyle asked if this needs to go to DNR to get approved to which Hosier responded that the rates are not changing. Schlack seconded the motion.

All in favor. Motion carried.

1. Member and Staff Comments

Stegeman: Thanked Anderson and Curcio.

Schlack: Thanked Stephens for accepting the position of chair and looks forward to working with the Harbor Commission.

Stephens: Asked if the Harbor Commission is supposed to have seven positions to which Hosier responded, yes and that she has alerted the mayor and he is actively looking for someone to fill that space.

Hosier thanked the commission for the review noting it was very in depth.

2. Adjourn

Motion by Stegeman, second by Pyle to adjourn at 6:48 p.m.

All in favor. Motion carried.

Respectfully submitted,

Marsha Ransom
Recording Secretary