

City Council

Regular Meeting Agenda

Monday, June 1, 2015
7:00 p.m., Council Chambers



1. Call to Order
2. Invocation – Linda Olsen, We Care
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 Minutes of May 18, 2015.
 - B. Bills totaling \$1,289,934.47 for the period ending May 31, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to approve a wooden memorial bench placed on Monroe Boulevard between Chestnut Street and South Haven Street in the public right-of-way on the west side of the street, in memory of Tom Watson.
 - D. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 11-25-2014 SHARA Board approved minutes
 - 2) 03-17-2015 SHARA Board approved minutes
 - 3) 04-21-2015 Harbor Commission minutes
 - 4) 04-21-2015 Harbor Commission Workshop minutes
 - 5) 04-21-2015 Liberty Hyde Bailey Board meeting minutes
 - 6) 04-22-2015 Housing Commission minutes
 - 7) 04-27-2015 Board of Public Utilities minutes
 - 8) 04-27-2015 Zoning Board of Appeals minutes
 - 9) 05-19-2015 Liberty Hyde Bailey Board 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 the following resolutions regarding the Fiscal Year 2015-16 Budget:

- A. **Resolution 2015-21: A Resolution adopting the 2015-16 Fiscal Year for Component Unit Funds of the City of South Haven, Michigan.**
 - B. **Resolution 2015-22: A Resolution adopting the 2015-16 Fiscal Year Budget for Enterprise and Internal Service Funds of the City of South Haven, Michigan.**
 - C. **Resolution 2015-23: A Resolution adopting the 2015-16 Fiscal Year Budget for General, Special Revenue, Debt Service, Capital Projects and Fiduciary Funds of the City of South Haven, Michigan.**
 - D. **Resolution 2015-24: A Resolution setting the 2015 Property Tax Millage.**
7. **Council will be asked to introduce an ordinance amending water and sanitary sewer rates for various components to increase by 2%.**
 8. **Council will be asked to approve Resolution 2015-25, a resolution amending the daily parking fee to \$9.00 and adding a third tier penalty for unpaid parking tickets to increase to \$60 if not paid after 60 days.**
 9. **Council will be asked to approve an appointment to the Airport Authority, Ross Woodhams, for a four year term.**
 10. **Council will be asked to approve the following special event applications:**
 - A. **Council will be asked to consider Special Event 2015-14, Festival of Trees on November 6th through December 8, 2015 with various hours.**
 - B. **Council will be asked to consider Special Event 2015-15, Gospel Jamboree on June 19, 2015 from noon to 10:00 p.m.**
 - C. **Council will be asked to consider Special Event 2015-16, Fourth of July Parade, on July 4, 2015 at 11:00 a.m. (streets closed at 10:30 a.m.).**
 - D. **Council will be asked to consider Special Event 2015-17, Film (The Weak Force) on June 12-15, 2015, on Clinton Street and Monroe Boulevard for film production.**
 - E. **Council will be asked to consider Special Event 2015-18, 4th Annual Salute to Veterans on August 2, 2015 from 6:00 a.m. to 12:00 p.m. down the channel.**
 - F. **Council will be asked to consider the summer events at Liberty Hyde Bailey Museum in Special Event 2015-19.**
 11. **Council will be asked to approve a Public Property Sign Request from SHOUT. SHOUT is requesting permission to place a 12' x 12' canopy on the lawn at Dyckman Park to sell cottage walk tickets on Saturday, June 6, from 8:00 a.m. to 5:00 p.m.**

South Haven City Hall is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0750.

12. Council will be asked to approve a request from the Factory Condominium Association to amend the approved planned unit development (PUD) to allow the demolition of the former health club on the condominium property.
13. Council will be asked to renew a lease agreement for 720 LaGrange Street to Frost & Grimes Law Office.
14. Council will be asked to consider the following actions regarding Michigan State Housing Development Authority's grant programs:
 - A. Approve Smith Housing Consulting proposal as the Third Party Administrator for the purpose of application and administration of MSHDA grants for Homeowner Rehabilitation, Homebuyer Purchase Rehabilitation, and Downtown Rental Rehabilitation programs.
 - B. Approve Resolution 2015-26, a resolution to authorize the preparation of an application for funding through the MSHDA Housing Resource Fund for the Downtown Rental Rehabilitation (DRR) program.

15. 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.)

16. City Manager's Comments

17. Mayor and Councilperson's Comments

18. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Regular Meeting Agenda

Monday, May 18, 2015
7:00 p.m., Council Chambers



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

2. Invocation – Rev. Charles Knox of Trinity Missionary Baptist Church

3. Roll Call

Present: Arnold, Fitzgibbon, Gruber, Klavins, Kozlik Wall, Patterson, Burr
Absent: None

4. Approval of Agenda

Moved by Patterson, Seconded by Gruber to approve the agenda.

Voted Yes: All. Motion Carried.

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

Moved by Kozlik Wall, Seconded by Patterson to approve the Consent Agenda as follows:

- A. Council will be requested to approve the City Council Minutes of May 4, 2015.
- B. Bills totaling \$2,095,650.99 for the period ending May 17, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to authorize the City Manager to enter into professional service agreements with Abonmarche in the amount of \$75,700 for Center Street and Michigan Avenue resurfacing.
- D. Council will be asked to award the purchase of two Ford Police Interceptor Utility vehicles with options as noted to Woodhams Ford in the amount of \$28,997.00 each for a total purchase amount of \$57,994.00
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 04-02-2015 Planning Commission minutes
 - 2) 04-15-2015 Airport Authority minutes

A Roll Call Vote was taken:

Yeas: Fitzgibbon, Klavins, Kozlik Wall, Patterson, Gruber, Arnold, Burr
Nays: None

Motion Carried.

NEW BUSINESS

6. Council will be asked to consider the following annual board and commission appointments/reappointments:

A. Reappoint board and commission members as follows:

<u>Name</u>	<u>Board</u>	<u>Term</u>
George Dunn	Airport Authority	4-year term
John "Mike" Henry	Board of Public Utilities	5-year term
Wendy Hochstedler	Building Authority	4-year term
Stephanie Timmer	Community Development Commission	4-year term
Sally Newton	Downtown Development Authority	4-year term
Andrea Olson	Downtown Development Authority	4-year term
Tim Stegeman	Harbor Commission	3-year term
Joan Hiddema	Liberty Hyde Bailey Board	4-year term
Warren Toneman	Parks Commission	3-year term
Robert McAlear	Parks Commission	3-year term
John Frost	Planning Commission	3-year term
Larry Heinig	Planning Commission	3-year term
Dennis Lewis	Zoning Board of Appeals	3-year term
Scott Boyd	Zoning Board of Appeals	3-year term

B. Appoint new members to the board and commissions as follows:

<u>Name</u>	<u>Board</u>	<u>Term</u>
Larry Heinig	Construction Board of Appeals	5-year term
Robert Stickland	Construction Board of Appeals	5-year term
Tom Stegeman	Zoning Board of Appeals	3-year term

Item A: Council will be asked to confirm reappointments to boards and commissions.

Moved by Fitzgibbon, Seconded by Kozlik Wall to confirm the reappointments as listed.

Voted Yes: All. Motion Carried.

Item B: Council will be asked to confirm appointments to boards and commissions.

Moved by Fitzgibbon, Seconded by Kozlik Wall to confirm the appointments as listed.

Voted Yes: All. Motion Carried.

7. Council will be asked to approve the following special event applications:

- A. Council will be asked to consider Special Event 2015-11, Light up the Night in South Haven 5k walk/run on October 3, 2015 from 5:30 to 9:00pm.**
- B. Council will be asked to consider Special Event 2015-12, “Diamond Dig” on June 20, 2015 from 10:00am to 4:00pm.**
- C. Council will be asked to consider Special Event 2015-13, Fireworks 2015 on July 3, 2015 at 10:30 p.m.**

ITEM A: Special Event 2015-11, Light up the Night in South Haven 5k walk/run on October 3, 2015 from 5:30 to 9:00 p.m.

Background Information:

Light up the Night in South Haven 5K is ready for Council approval. This event is a 5k walk/run to raise funds for South Haven Public Schools. The course will begin and end at the High School (see attached map for route). The event will have music playing along the route at Kid’s Corner and Hope Church. There will also be pre-race activities from 5:45 to 6:45, and a concert from 7:30 to 9:00. This event will take place on Saturday, October 3, 2015 from 5:30 pm to 9:00 pm.

Moved by Gruber, Seconded by Patterson to approve Special Event 2015-11, Light up the Night 5k walk/run (October 3, 2015 from 5:30 to 9:00pm)

Voted Yes: All. Motion Carried

ITEM B: Special Event 2015-12, “Diamond Dig” on June 20, 2015 from 10:00 am to 4:00 pm.

Background Information:

Johnny’s Jewelry and the Al-Van Humane Society are hosting a “diamond dig” on Saturday, June 20, 2015 from 10:00 am to 4:00 pm outside of Johnny’s Jewelry Store. For a donation, people can take a scoop of sand from a kiddie pool and sift through it to see if they have dug up a buried stone!

Moved by Fitzgibbon, Seconded by Patterson to approve Special Event 2015-12, “Diamond Dig” (June 20, 2015 from 10:00 am to 4:00 pm)

Voted Yes: All. Motion Carried

ITEM C: Special Event 2015-13, Fireworks 2015 on July 3, 2015 at 10:30 p.m.

Background Information:

The fireworks committee is requesting approval of 2015 fireworks event. As with years past, the fireworks display will be fired off the North Pier over Lake Michigan. The committee is working with the City to ensure that the town is prepared for the increased crowds. They are also working with bridge tenders so there are no issues with backups at the bridge.

UPDATE: To align with the 2014 special event approval, this special event application has been modified to include the following changes:

- The special event will include two portable restrooms placed at the city's Dyckman Beach Access.
- The special event will include temporary "no parking" restrictions to be placed on Brockway, from North Shore to the cul-de-sac, on one side of the street, to allow traffic to better flow.

Moved by Patterson, Seconded by Klavins to approve Special Event 2015-13, Fireworks 2015 (July 03, 2015 at 10:30 pm)

Voted Yes: All. Motion Carried

8. Council will be asked to approve the low bid for the Belgravia Factory Condominium Health Club Demolition Project in the amount of \$53,930.00.

Background Information:

The City received five bids for demolition of the health club portion of Factory Condominiums. The bids ranged from \$53,930 to \$101,700. Low bidder was Melching, from Nunica, MI, with a bid of \$53,930. The engineering consultant recommends Melching Demolition, the low bidder, at \$53,930. This expense will be reimbursed from the Factory Condominium brownfield plan and will not affect the General Fund. Work will not proceed until we receive approval of the Act 381 Work Plan from the DEQ.

Paul Vandenbosch spoke briefly on the demolition project.

Moved by Patterson, Seconded by Arnold to approve the low bid for the Belgravia Factory Condominium Health Club Demolition Project in the amount of \$53,930.00.

Voted Yes: All. Motion Carried

9. Council will be asked to review and accept the gift of a sculpture from SHOUT to be placed in the west rain garden at City Hall, and if approved, to be installed prior to Memorial Day.

Background Information:

As part of the Phoenix Street Improvements, two rain gardens were constructed on City Hall property: one in the front lawn and one in the area to the west. With the help of a landscape architect, the little girl statue and fountain was moved to the rain garden on the west side of City Hall. The intent of moving the statue was to create a focal point, a gathering place, and build upon the concept of "sense of place."

SHOUT was the organization that donated the little girl statue many years ago. Prior to the

Phoenix Street Improvements, this statue was located in the front lawn area of City Hall. Since the completion of the Phoenix Street improvements, SHOUT has asked that the statue be returned to the front lawn. Last November, SHOUT proposed donating a second sculpture to be placed in the west rain garden. This will permit the relocation of the little girl statue. With the assistance of the landscape architect, SHOUT members and City staff were presented with photos of several sculptures created by area artists. SHOUT chose a photo of a sculpture that they desired to be replicated. City staff, the landscape designer, and members of SHOUT met with the artist to determine concepts and details.

After approval of the concept, SHOUT moved forward with commissioning the sculpture. The selected artist is Cynthia McKean of Saugatuck, Michigan. The sculpture will be constructed of welded steel elements depicting three seagulls in flight. The September 15, 2008, Council adopted Resolution 08-49: A Resolution Amending the Gift Policy for the City of South Haven. The guidelines set forth in the gift policy require that City Council review the gift prior to installation.

Moved by Fitzgibbon, Seconded by Klavins to accept the gift of a sculpture from SHOUT to be placed in the west rain garden at City Hall, and if approved, to be installed prior to Memorial Day.

Voted Yes: All. Motion Carried

10. Council will be asked to hold a public hearing for the Fiscal Year 2015-2016 Budget as part of tonight's City Council meeting.

Background Information:

Moved by Patterson, Seconded by Fitzgibbon to open the public hearing.
Voted Yes: All. Motion carried. Public hearing declared open.

No public comment at this time.

Moved by Fitzgibbon, Seconded by Patterson to close the public hearing.
Voted Yes: All. Motion carried. Public hearing declared closed.

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

Paul Clements, of Kalamazoo, intends to run for congress for this district. He introduced himself to the council and said he was very familiar with South Haven and enjoys the area.

12. City Manager's Comments

Farm Market opened last weekend it went smoothly.

13. Mayor and Councilperson's Comments

Arnold: No comment
Fitzgibbon: Happy that the bridge is open and that there is no more 8-minute detour

- Gruber: Happy that the bridge is open and that people can run & bike and stay active. Also advises returning college kids to pick up after yourselves.
- Klavins: As to fireworks, state law allows fireworks to be set off the day before, the day of, and the day after Independence Day. Out of concern and respect for our veterans, constituents can call the police any other times but those days for people shooting off fireworks.
- Kozlik Wall: Advises merchants and retailers that on 5/19 at 8:30am at the South Haven Police Department they are holding a class on how to handle shoplifters and robberies.
- Patterson: Thanks staff and all those who worked on the bridge for an excellent job.
- Burr: Thanks to all the fishermen who participated in the big fishing tournament last weekend.

14. Adjourn

Motion by Fitzgibbon, Seconded by Patterson to adjourn the meeting.

Voted Yes: All. Motion Carried.

RESPECTFULLY SUBMITTED,



Kate Hosier
Deputy City Clerk

Approved by City Council: **DRAFT**

CITY OF SOUTH HAVEN

June 1, 2015

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 80,436.71	\$ 80,498.57	\$ 160,935.28
202-MAJOR STREET FUND	\$ -	\$ -	\$ -
203-LOCAL STREET FUND	\$ -	\$ 37.50	\$ 37.50
204-STREET FUND	\$ 628.37	\$ 997.84	\$ 1,626.21
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ -	\$ 908.91	\$ 908.91
251-LDFA #1	\$ -	\$ -	\$ -
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ 2,800.00	\$ 2,800.00
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ 168.69	\$ 362.32	\$ 531.01
266-POLICE TRAINING	\$ -	\$ -	\$ -
296-RIVER MAINTENANCE	\$ -	\$ -	\$ -
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ 175.00	\$ 175.00
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ 2,636.25	\$ 2,636.25
402-CAPITAL PROJECTS #2	\$ -	\$ 135,333.10	\$ 135,333.10
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 41.92	\$ 769.55	\$ 811.47
577-BEACH FUND	\$ -	\$ 674.58	\$ 674.58
582-ELECTRIC FUND	\$ 9,550.41	\$ 338,743.08	\$ 348,293.49
591-WATER FUND	\$ 507,378.07	\$ 19,635.92	\$ 527,013.99
592-SEWER FUND	\$ 2,334.72	\$ 23,973.25	\$ 26,307.97
594-MUNICIPAL MARINA	\$ 515.63	\$ 2,080.74	\$ 2,596.37
636-INFORMATION SERVICES	\$ -	\$ 541.85	\$ 541.85
661-MOTOR POOL	\$ -	\$ 78,281.65	\$ 78,281.65
677-SELF INSURANCE	\$ -	\$ 50.00	\$ 50.00
703-TAX FUND	\$ -	\$ -	\$ -
718-TRUST & AGENCY	\$ 200.00	\$ 179.84	\$ 379.84
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 601,254.52	\$ 688,679.95	\$ 1,289,934.47

Check Date	Check	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK				
05/21/2015	50954	CONNIE PHILLIPS-THOMPSON	REIMB FOR MILEAGE	67.28
05/21/2015	50955	COPS HEALTH TRUST	COPS HEALTH TRUST FOR JUNE 2015	1,748.95
05/21/2015	50956	DE BEST INC	SPRINKLER SYS REPAIR - DYCKMAN AVE PROJE	534.21
05/21/2015	50957	DEBORAH LULL	REIMB FOR MILEAGE	121.33
05/21/2015	50958	DELTA DENTAL OF MICHIGAN	INSURANCE JUNE 2015	5,082.88
05/21/2015	50959	DON VANDEN KOCY	SPRINKLER SYS REPAIRS - DYCKMAN AVE PROJ	94.16
05/21/2015	50960	FRONTIER	TELEPHONE 269-637-2877-050814-5	58.49
			TELEPHONE 269-637-8578-032095-5	53.61
			TELEPHONE 269-639-8034-092904-5	39.79
			TELEPHONE 616-040-3325-112972-5	58.39
			TELEPHONE 269-637-5084-060311-5	268.28
				<u>478.56</u>
05/21/2015	50961	GINGER SMITH	REIMB FOR MILEAGE	26.68
05/21/2015	50962	GREG DAROW TRUCKING	HYDRANT DEPOSIT REFUND	500.00
05/21/2015	50963	LINCOLN NATIONAL LIFE INS CO	INSURANCE - CTYSHAVEN-BL-1402567	3,044.93
05/21/2015	50964	MICHIGAN BOATING INDUSTRIES	ANNUAL MEMBERSHIP DUES- VANDENBOSCH	295.00
05/21/2015	50965	MICHIGAN GAS UTILITIES	NATURAL GAS 4999209-2	172.06
			NATURAL GAS 4778754-4	81.29
			NATURAL GAS 4713051-3	239.32
				<u>492.67</u>
05/21/2015	50966	OTTAWA COUNTY	REGISTRATION - CONNIE PHILLIPS-THOMPSON	35.00
05/21/2015	50967	PREFERRED POURED WALLS	REFUND OF RIGHT OF WAY DEPOSIT	300.00
05/21/2015	50968	SOUTH HAVEN HIGH SCHOOL	RIVERFRONT CONCERT SERIES - MAY 21	200.00
05/21/2015	50969	T. H. MORRISON GROUP LLC	REFUND OF RIGHT OF WAY DEPOSIT	300.00
05/21/2015	50970	US BANK	08 CAP IMP BONDS PRINC & INTEREST DUE 6/	502,558.75
05/21/2015	50971	VERIZON WIRELESS	CELL PHONES 486573081-00002	38.01
05/21/2015	50972	WASHEGESIC, RONALD & SUSAN	SEWER CLEANING - 15 NORTH BAILEY	120.00
05/21/2015	50973	WENDY HOCHSTEDLER	REIMB FOR MILEAGE	147.20
05/22/2015	50974	ADAM DE BOER	REIMB FOR MEALS AT TRAINING	51.78
05/22/2015	50975	AMERICAN LEGION	UB refund for account: 21294000	534.58
05/22/2015	50976	AUTOZONE, INC	GAS CAN FOR POLICE	15.57
05/22/2015	50977	BOSWELL, JOYCE A	UB refund for account: 20171002	299.41
05/22/2015	50978	BROWN, NEIL A	UB refund for account: 20331503	495.02
05/22/2015	50979	BURNETTE, FERN	UB refund for account: 20447000	840.17
05/22/2015	50980	CAYWOOD, DIANE L	UB refund for account: 30680000	439.02
05/22/2015	50981	CHAMBERLAIN, ALESIA	UB refund for account: 30347000	548.06
05/22/2015	50982	CHRIS MAY	REIMB FOR MEALS & PARKING	66.36
05/22/2015	50983	COCKEREL, JENNIFER D	UB refund for account: 13511302	65.93
05/22/2015	50984	CONDE, SAM R	UB refund for account: 21497000	229.11
05/22/2015	50985	CURRAN, DEBRA A	UB refund for account: 30329502	234.12
05/22/2015	50986	CURTIS, ELIZABETH A	UB refund for account: 10477014	20.88
05/22/2015	50987	DAVIS, MICHAEL J	UB refund for account: 30018000	460.49
05/22/2015	50988	DELTA DENTAL OF MICHIGAN	INSURANCE	138.92
05/22/2015	50989	DEMPSTER, KATHERINE L	UB refund for account: 21058000	196.52
05/22/2015	50990	DRAAYER, SHERRIE R	UB refund for account: 40664401	71.91
05/22/2015	50991	DUDA, CATHY R	UB refund for account: 21242000	346.95
05/22/2015	50992	EMELANDER, KIMBERLIE J	UB deposit refund for account: 20057003	480.00
05/22/2015	50993	ERWIN, JACQUES J	UB refund for account: 30271009	66.32
05/22/2015	50994	FRITZ, SUE R	UB refund for account: 31180006	300.00
05/22/2015	50995	FRONTIER	TELEPHONE 269-637-3376-081214-5	53.60
			TELEPHONE 269-639-3050-082313-5	624.35

Check Date	Check	Vendor Name	Description	Amount
				677.95
05/22/2015	50996	GADDY, ROYAL	UB refund for account: 21494000	277.19
05/22/2015	50997	GERALD KIRSCH	REIMB FOR MEALS AT TRAINING	168.69
05/22/2015	50998	GRAHAM, LINDA E	UB refund for account: 10464028	54.99
05/22/2015	50999	GROSS, KAREN D	UB refund for account: 30461037	147.98
05/22/2015	51000	GUERREIRO, JORGE M	UB deposit refund for account: 10916503	340.00
05/22/2015	51001	HESTER, HAROLD & ELLA M	UB refund for account: 31409000	141.99
05/22/2015	51002	HOLIWAY, NELLIE	UB refund for account: 13650200	95.52
05/22/2015	51003	IGNELZI, TERESA M	UB refund for account: 20167006	228.45
05/22/2015	51004	KEVIN WILDEY	TRASH CAN FOR DEPT	17.98
05/22/2015	51005	LEFEVRE, SABRINA A	UB refund for account: 41048010	112.38
05/22/2015	51006	MADRY, NELSON N JR	UB refund for account: 13510008	22.86
05/22/2015	51007	MARCOUX, JAY T	UB refund for account: 21501400	6.27
05/22/2015	51008	MASON, ROSE M	UB refund for account: 30531004	130.44
05/22/2015	51009	MCCORMICK, WILLIAM E	UB refund for account: 20204606	335.08
05/22/2015	51010	MICHIGAN GAS UTILITIES	NATURAL GAS ACCT 4716744-0	41.92
			NATURAL GAS ACCT 4714392-0	54.87
			NATURAL GAS ACCT 4709495-8	301.51
			NATURAL GAS ACCT 4709428-9	85.43
			NATURAL GAS ACCT 5258805-0	152.75
			NATURAL GAS ACCT 5290828-2	165.75
			NATURAL GAS ACCT 5212286-8	13.01
			NATURAL GAS ACCT 4717977-5	53.33
			NATURAL GAS 5110094-9	2,097.11
				<u>2,965.68</u>
05/22/2015	51011	NELSON, MARTHA KAY	UB refund for account: 31347004	672.83
05/22/2015	51012	NELSON, MICHAEL M	UB refund for account: 31413011	255.18
05/22/2015	51013	NTANOS, CHRISTINE	UB refund for account: 15162000	147.16
05/22/2015	51014	OHNSMAN, STEVEN A	UB refund for account: 21075700	391.82
05/22/2015	51015	PARSONS, KATHLEEN	UB refund for account: 21239000	558.26
05/22/2015	51016	PLEASANT VIEW MHP-SOUTH HAVEN	UB refund for account: 20425501	62.35
05/22/2015	51017	ROBERT VOLKERS PROPERTIES LLC	UB refund for account: 40873006	518.98
05/22/2015	51018	ROE, AMY N	UB refund for account: 30808003	231.40
05/22/2015	51019	SIEVERS, ROD	UB refund for account: 21039500	514.59
05/22/2015	51020	SMITH, SCOTT	UB refund for account: 21003500	191.47
05/22/2015	51021	SONNENBERG, DAVID	UB refund for account: 20807000	338.37
05/22/2015	51022	STRICKLIN, ANTHONY & CAROL	UB refund for account: 31279501	215.08
05/22/2015	51023	TESKE, ANN MARIE	UB refund for account: 40004002	145.96
05/22/2015	51024	UNITED HEALTHCARE INSURANCE CO	HEALTH INSURANCE PREMIUMS	61,778.69
05/22/2015	51025	VERIZON WIRELESS	CELL PHONES	674.61
			CELL PHONES	352.93
				<u>1,027.54</u>
05/22/2015	51026	WARK, EDISON P	UB refund for account: 30310002	211.99
05/22/2015	51027	WELSH, RHONDA A	UB refund for account: 20023703	380.65
05/22/2015	51028	WILCOX, MARY C	UB refund for account: 20728001	272.80
05/22/2015	51029	WILKINS, SHIRLEY	UB refund for account: 21211200	523.20
05/22/2015	51030	WRIGHT, STACEY J	UB refund for account: 13646401	6.02
05/22/2015	51031	YOUTH DEVELOPMENT COMPANY	CONTRIBUTION	5,000.00
				<u><u>5,000.00</u></u>
1 TOTALS:				
Total of 78 Checks:				601,254.52
Less 0 Void Checks:				0.00
Total of 78 Disbursements:				<u>601,254.52</u>

Check Date	Check	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK				
06/02/2015	51032	ABONMARCHE CONSULTANTS INC	DESIGN SERVICES CHERRY/BAILEY DRAINAGE BLACK RIVER PARK CANOE/KAYAK LAUNCH DESIGN SERVICES CHERRY/BAILEY DRAINAGE ADA IMPROVEMENTS FOR ART CENTER	2,000.00 2,636.25 500.00 125.00 <u>5,261.25</u>
06/02/2015	51033	AIRGAS USA, LLC	CYLINDER RENTAL	49.76
06/02/2015	51034	ALEXANDER CHEMICAL CORP	WWTP CHEMICALS CREDIT MEMO CREDIT MEMO	1,930.00 (800.00) (600.00) <u>530.00</u>
06/02/2015	51035	ALLIED MECHANICAL SERVICES INC	HVAC REPAIRS & SUPPLIES NOT UNDER AGREEM	1,531.37
06/02/2015	51036	AUTOWARES INC	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	2.98 16.77 137.06 9.59 27.93 <u>194.33</u>
06/02/2015	51037	BASIC CORPORATE	MONTHLY FEE FOR FSA CARD ADMIN - MAY 201	50.00
06/02/2015	51038	BBC DISTRIBUTING	MARINA SUPPLIES MARINA SUPPLIES	610.02 31.68 <u>641.70</u>
06/02/2015	51039	BEAVER RESEARCH COMPANY	SUPPLIES SUPPLIES	119.50 119.50 <u>239.00</u>
06/02/2015	51040	A.D. BOS OFFICE COFFEE SERVICE	COFFEE AND SUPPLIES	69.14
06/02/2015	51041	BRUSH ENTERPRISES	REPAIRS	307.49
06/02/2015	51042	C.T. ELECTRICAL SERVICES INC	REPAIRS	1,256.93
06/02/2015	51043	CARRIER & GABLE INC	STREET PARTS	933.22
06/02/2015	51044	CDW GOVERNMENT INC	FAX MACHINE & TONER	518.74
06/02/2015	51045	CHIEF SUPPLY CORP	UNIFORMS UNIFORMS CREDIT MEMO	227.93 615.36 (454.98) <u>388.31</u>
06/02/2015	51046	CITY PLUMBING & HEATING CO	DUCT CLEANING AT CITY HALL MAINTENANCE	5,000.00 218.00 <u>5,218.00</u>
06/02/2015	51047	CLARK HILL PLC	PROFESSIONAL FEES	266.00
06/02/2015	51048	COMMUNITY ANSWERING SERVICE	ANSWERING SERVICES	1,404.25
06/02/2015	51049	COMPTON INC	CITY HALL LANDSCAPING TRANSPORT LARGE EQUIPMENT	1,850.00 655.00 <u>2,505.00</u>

Check Date	Check	Vendor Name	Description	Amount
				2,505.00
06/02/2015	51050	CONSUMERS CONCRETE CORP	THIN PATCH	36.00
06/02/2015	51051	CULLIGAN WATER OF ALLEGAN	BOTTLED WATER	38.99
06/02/2015	51052	DIXON ENGINEERING INC	WATER TANK PROJECT	2,800.00
06/02/2015	51053	D A DODD, INC	TESTING	2,328.42
06/02/2015	51054	EJ USA INC	SUPPLIES	2,686.70
06/02/2015	51055	FISHBECK, THOMPSON, CARR & HUBER	2ND AVE DEVELOPMENT VA UPDATE	4,942.00 <u>1,676.70</u>
				6,618.70
06/02/2015	51056	FOSTER SWIFT COLLINS & SMITH PC	ATTORNEY SERVICES	151.08
06/02/2015	51057	FREDRICKSON SUPPLY LLC	PARTS	357.33
06/02/2015	51058	FRONTIER	TELEPHONE 231-189-0674-032599-5 TELEPHONE 269-639-9531-040500-5 TELEPHONE 269-639-2048-112509-5 TELEPHONE 269-637-0261-052112-5 TELEPHONE 616-040-6480-021893-5 TELEPHONE 616-001-2946-100103-5 TELEPHONE 269-637-9127-080204-5 TELEPHONE 616-001-7480-082802-5 TELEPHONE 269-637-4778-082302-5	2,310.87 108.72 44.79 151.55 26.26 74.10 82.41 70.17 <u>45.33</u>
				2,914.20
06/02/2015	51059	GALLOUP COMPANY	REPAIRS & SERVICE	570.37
06/02/2015	51060	GEMPLER'S	SUPPLIES SUPPLIES SUPPLIES	51.45 114.50 <u>(18.50)</u>
				147.45
06/02/2015	51061	GLOCK PROFESSIONAL INC	ARMORER'S COURSE - K GRIFFITH 4-28-15 ADVANCED ARMORER'S COURSE K GRIFFITH 4-2	250.00 <u>350.00</u>
				600.00
06/02/2015	51062	GMB AE	DPW OFFICE RENOVATIONS DESIGN SERVICES	4,987.50
06/02/2015	51063	GOODYEAR COMMERCIAL TIRE & SERVICE	TIRES	3,129.02
06/02/2015	51064	GREAT LAKES ENERGY	APPRENTICE PROGRAM BILLING	1,900.00
06/02/2015	51065	GRP ENGINEERING INC	MISCELLENEOUS ENGINEERING SERVICES CORE CITY SEC PHASE 2 LOVEJOY TO AYLWORTH ENG PROJ 305 ST JOSEPH ST ELECTRIC PROJ 309	366.33 2,261.73 1,000.00 <u>1,500.00</u>
				5,128.06
06/02/2015	51066	HARDESTY & HANOVER, LLP	DYCKMAN BRIDGE ENGINEERING 1/10 TO 5/15/	134,333.10
06/02/2015	51067	HOEKSTRA TRUCK EQUIPMENT	SERVICE BODY FOR TRUCK 512 PER QUOTE E 3 SERVICE BODY FOR TRUCK 107 PER QUOTE E 3	6,582.26 <u>8,617.91</u>
				15,200.17
06/02/2015	51068	HOME CITY ICE COMPANY, THE	BLACK RIVER PARK ICE MARINA ICE	122.00 <u>176.10</u>
				298.10

Check Date	Check	Vendor Name	Description	Amount
06/02/2015	51069	HULL LIFT TRUCK INC	PARTS	94.46
06/02/2015	51070	HYDRO DESIGNS INC	CROSS CONNECTION CONTROL PROGRAM	995.00
06/02/2015	51071	J & L ORCHARD SUPPLY LLC	2" SCREEN	28.00
			PARTS	7.62
				<u>35.62</u>
06/02/2015	51072	JENSEN'S RV PARK & MOTEL	REIMBURSEMENT FOR UTILITY TREE REMOVAL	1,200.00
06/02/2015	51073	JOHN'S STEREO INC	CHARGER	28.99
06/02/2015	51074	KAL-BLUE	SUPPLIES	85.66
06/02/2015	51075	KENDALL ELECTRIC INC	PARTS	82.31
			PARTS	14.82
			PARTS	324.60
				<u>421.73</u>
06/02/2015	51076	KENNEDY INDUSTRIES INC	PUMP REPAIRS	6,831.00
06/02/2015	51077	KENT POWER INC	CORE CITY SECONDARY PHASE 2	249,594.99
06/02/2015	51078	L.E.O.R.T.C.	FIREARMS TRAINING HATHAWAY & VANBRUSSEL	80.00
06/02/2015	51079	LAMBRIX DESIGN AND COMPANY	MARINA DESIGN FOR SCUTTLEBUT AD 2014	375.00
06/02/2015	51080	LAWN BOYS INC	MOWING - 229 ELKENBURG	400.00
			LANDSCAPE MATERIALS	636.00
			TREE WORK	4,429.97
			TREE WORK	10,086.50
			PARKS LANDSCAPING	5,234.89
				<u>20,787.36</u>
06/02/2015	51081	MATERIALS TESTING CONSULTANTS	MATERIALS TESTING SDRVICES FOR DYCKMAN A	2,993.50
06/02/2015	51082	MICHIANA SUPPLY INC	PARTS	28.21
06/02/2015	51083	MICHIGAN ELECTION RESOURCES	SUPPLIES	88.30
06/02/2015	51084	MICHIGAN GAS UTILITIES	NATURAL GAS 4776012-9	1,028.77
			NATURAL GAS 4716366-2	1,182.86
				<u>2,211.63</u>
06/02/2015	51085	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP RENEWAL 7-1-15 TO 6-30-16	3,314.00
			WEBSITE CLASSIFIED ADS	232.60
				<u>3,546.60</u>
06/02/2015	51086	MID-CITY SUPPLY CO INC	COPPER PARTS	1,985.00
			COPPER TUBE	455.00
				<u>2,440.00</u>
06/02/2015	51087	OLSON BROTHERS CONTRACTORS	TOT LOT RESTROOM IMPROVEMENTS	11,144.00
06/02/2015	51088	PAT'S PRONTO PRINT	RIVERFRONT CONCERT SERIES	179.84
			BUSINESS CARDS - PEZZUTO	43.00
				<u>222.84</u>
06/02/2015	51089	POLYDYNE INC	SUPPLIES	1,035.00
06/02/2015	51090	POWER LINE SUPPLY CO	MAINTENANCE SUPPLIES	1,455.20
			MAINTENANCE SUPPLIES	71.32
			MAINTENANCE SUPPLIES	114.57
			MAINTENANCE SUPPLIES	186.00

Check Date	Check	Vendor Name	Description	Amount
			MAINTENANCE SUPPLIES	29.70
			MAINTENANCE SUPPLIES	20.75
			MAINTENANCE SUPPLIES	307.84
			MAINTENANCE SUPPLIES	312.41
			MAINTENANCE SUPPLIES	105.03
			MAINTENANCE SUPPLIES	137.46
			MAINTENANCE SUPPLIES	23.10
			MAINTENANCE SUPPLIES	7,448.23
			MAINTENANCE SUPPLIES	12,000.14
			MAINTENANCE SUPPLIES	1,859.96
			MAINTENANCE SUPPLIES	222.48
			MAINTENANCE SUPPLIES	444.89
			MAINTENANCE SUPPLIES	(129.00)
			MAINTENANCE SUPPLIES	(106.68)
				<u>24,503.40</u>
06/02/2015	51091	RATHCO SAFETY SUPPLY INC	DEER CROSSING SIGN	150.00
			DANGER KEEP OUT SIGN	540.00
			STREET SIGNS	37.50
			MISC BREAKAWAYS	170.00
				<u>897.50</u>
06/02/2015	51092	REPCOLITE PAINTS INC	STREET PAINTS	95.50
06/02/2015	51093	RIDGE AND KRAMER AUTO PARTS	MAINTENANCE SUPPLIES	68.63
			MAINTENANCE SUPPLIES	136.24
			MAINTENANCE SUPPLIES	84.10
			MAINTENANCE SUPPLIES	42.54
			MAINTENANCE SUPPLIES	140.07
			MAINTENANCE SUPPLIES	48.41
			MAINTENANCE SUPPLIES	94.78
				<u>614.77</u>
06/02/2015	51094	ROCK 'N' ROAD CYCLE	BIKE PARTS & SERVICE	137.98
06/02/2015	51095	ROLAND ELECTRIC LLC	CUSTOMER SERVICE LIGHT WORK	77.98
			CITY HALL LIGHT WORK	156.77
			LIGHT WORK IN ZONING OFFICE	265.98
				<u>500.73</u>
06/02/2015	51096	RS TECHNICAL SERVICES, INC	REPAIRS & PARTS	2,354.26
06/02/2015	51097	SKIDMORE'S	STREET PATERIALS	9,100.00
06/02/2015	51098	SOUTH HAVEN AIRPORT AUTHORITY	QUARTERLY CONTRIBUTION	18,797.02
06/02/2015	51099	SOUTH HAVEN HEALTH SYSTEM	PHYSICALS	1,121.96
06/02/2015	51100	SOUTH HAVEN SMALL ENGINES	REPAIRS	88.47
06/02/2015	51101	SOUTH HAVEN VISITORS BUREAU	SHARED ELECTRIC EXPENSE- PUBLIC RESTROOM	857.80
06/02/2015	51102	SPRING BROOK SUPPLY	PARTS	3.84
06/02/2015	51103	STAPLES ADVANTAGE	SUPPLIES	625.96
06/02/2015	51104	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEE	180.00
06/02/2015	51105	STRAIN ELECTRIC COMPANY	DYCKMAN BRIDGE WORK	1,000.00
06/02/2015	51106	TELE-RAD INC	UNIFORMS	247.94
06/02/2015	51107	THAYER INC	MARINA SUPPLIES	671.70
			PARKS SUPPLIES	946.05
			PARKS SUPPLIES	3,739.15
			PARKS SUPPLIES	198.40
			CREDIT MEMO ON INVOICE 409584	(238.98)
				<u>5,316.32</u>

Check Date	Check	Vendor Name	Description	Amount
06/02/2015	51108	TRACE ANALYTICAL LAB INC	CHEMICAL ANALYSIS	1,235.00
			CHEMICAL ANALYSIS	905.00
			CHEMICAL ANALYSIS	149.00
				<u>2,289.00</u>
06/02/2015	51109	TREECORE	TREE WORK	26,394.80
			TREE WORK	22,106.20
				<u>48,501.00</u>
06/02/2015	51110	U S BUSINESS SYSTEMS INC	CONTRACT COVERAGE 5/30/15 TO 8/29/15	122.29
06/02/2015	51111	ULINE	GLOVES	145.51
06/02/2015	51112	US BANK	PAYING AGENT FEES	175.00
06/02/2015	51113	USA BLUE BOOK	LAB SUPPLIES	66.13
			LAB SUPPLIES	79.21
			LAB SUPPLIES	1,325.06
			LAB SUPPLIES	82.98
			LAB SUPPLIES	311.19
			LAB SUPPLIES	600.68
			LAB SUPPLIES	48.74
			LAB SUPPLIES	92.28
				<u>2,606.27</u>
06/02/2015	51114	VERDIN COMPANY	PARTS & SERVICE	49.50
06/02/2015	51115	VERIZON WIRELESS	CELL PHONES	843.36
06/02/2015	51116	WAGNER'S PLUMBING & HEATING	PARK REPAIRS	75.00
06/02/2015	51117	WOODHAMS, INC , DON	2 FORD F-350 CREW CABS PER QUOTE	57,600.00
				<u><u>57,600.00</u></u>

1 TOTALS:
 Total of 86 Checks: 688,679.95
 Less 0 Void Checks: 0.00
 Total of 86 Disbursements: 688,679.95



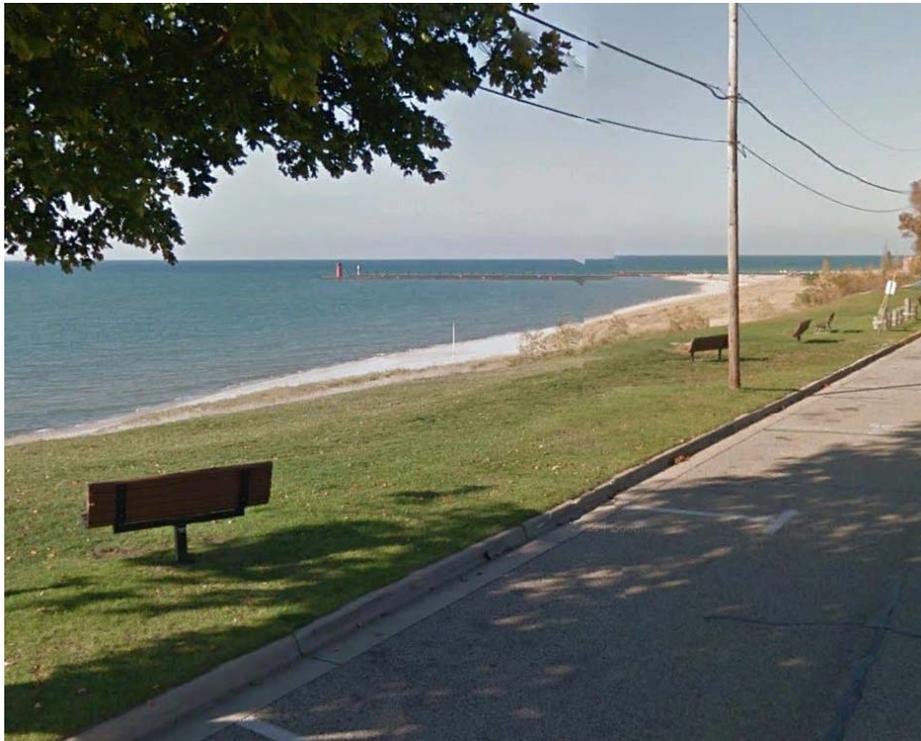
Consent Agenda Item C

Memorial Bench – Monroe Blvd Bluff

Background Information:

Beca Gordon would like to donate a brown wooden bench, similar to the one in the picture below, in memory of Tom Watson. The bench would be located in the public right-of-way on the west side of Monroe Blvd between Chestnut St and South Haven St. It would be approximately 18' feet north of the southern bench shown in the image below.

View Looking Northwest



The text that is planned to be engraved on a plaque will be:

In Memory of
~ *Tom Watson* ~
A Life Well Lived...Full of Love

Excerpt from draft May 12, 2015 Parks Commission Meeting

May 12, 2015
Parks Commission
Regular Meeting Minutes
DRAFT

8. Commission will be requested to review the donation of a Memorial Bench from Beca Gordon.

Halberstadt said this is similar to other requests for benches in the past year; another memorial bench along the bluff at Monroe Boulevard.

Reinert asks that we get consistent with the benches; Halberstadt noted Bosscher has been ordering the same bench all along. Discussion ensued regarding what would happen if that vendor discontinues the bench, with Halberstadt noting that it is a pretty generic bench which he believes would be available from multiple vendors. Fitzgibbon asked how many of these are we going to allow along the Monroe bluff. Halberstadt commented, "That was my question; it's starting to turn into the Monroe Bluff bleachers." Reinert asked if there are other locations staff could recommend. Halberstadt said benches could be located in just about any of the city parks.

Toneman agreed that this is something that needs to be looked into; come up with some kind of a plan; hopes that staff will get that back to commissioners with a plan for the future. Fitzgibbons pointed out that the original gift policy gave the parks director discretion of where a gift would be placed, unless there was an extenuating circumstance. "For instance, this man died on the pier so that is why this location was requested."

McAlear noted that Toneman's point is well taken and suggested that perhaps Halberstadt's department should come up with a concept and determine where the benches be placed. Halberstadt said he could develop a master plan of where benches could be located. Reinert said, "And maybe there are other needs."

Motion by Fitzgibbon to approve the donation of a bench by Beca Gordon to be located in the public right-of-way along the west side of Monroe Boulevard between Chestnut Street and South Haven Street, similar to the ones already in that area, in memory of Tom Watson. Second by McAlear.

All in favor. Motion carried.

Recommendation:

I am requesting the following:

1. Approval for a bench to be installed at the location pictured above.
2. Approval of the text on the plaque.

Respectfully submitted
Ryan Bosscher
GIS Tech / Memorial Bench Coordinator

Monroe Bluff - Superior St to Clinton St Bench Master Plan

Legend

- Existing Bench
- Future Bench



All new benches will be spaced with approximately two parking spaces between them. No benches shall be placed in line with east/west roads for safety reasons. All benches shown are in the public right-of-way or on City owned land.

SOUTH BEACH

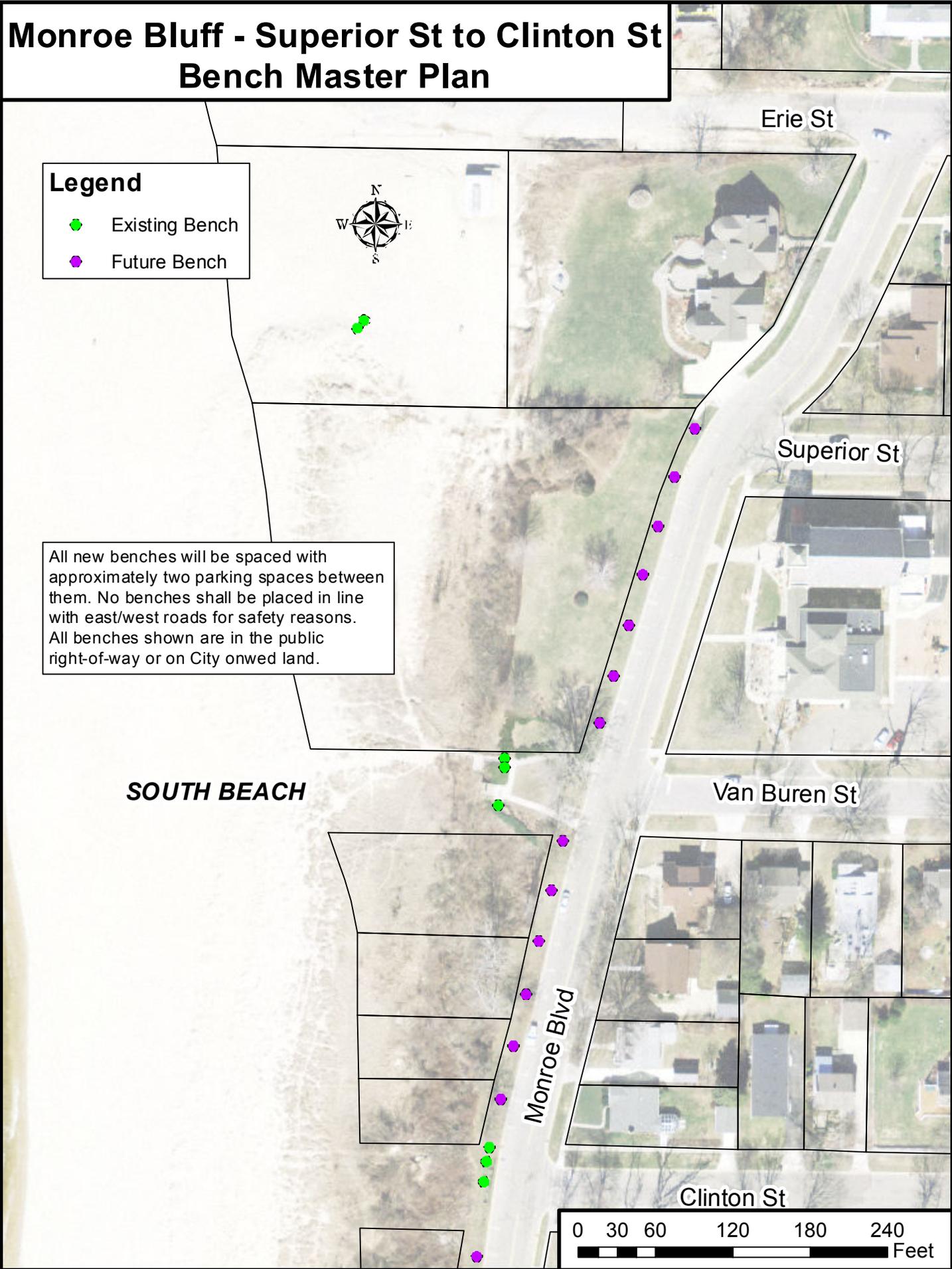
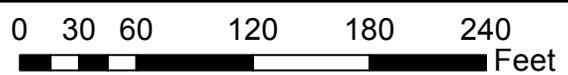
Monroe Blvd

Erie St

Superior St

Van Buren St

Clinton St



Monroe Bluff - Clinton St S. Bench Master Plan

Legend

- Existing Bench
- Future Bench



SOUTH BEACH

All new benches will be spaced with approximately two parking spaces between them. No benches shall be placed in line with east/west roads for safety reasons. All benches shown are in the public right-of-way or on City owned land.

Monroe Blvd

Clinton St

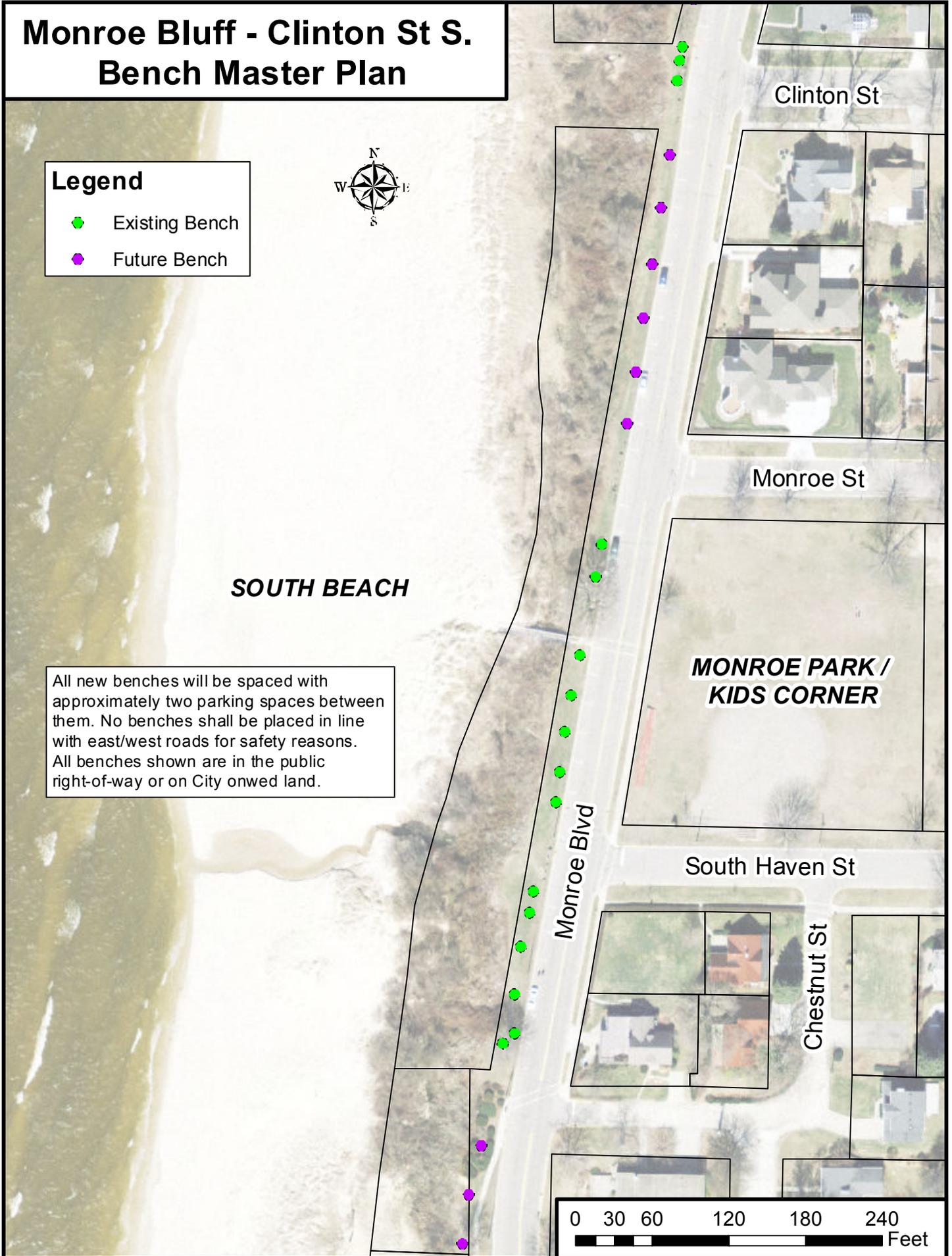
Monroe St

**MONROE PARK /
KIDS CORNER**

South Haven St

Chestnut St

0 30 60 120 180 240 Feet



**South Haven Area Recreation Authority (SHARA)
Regular Meeting**

**Tuesday, November 25, 2014
3:00 p.m., South Haven Charter Township Hall**

MINUTES

1. Call to Order

Meeting Opened at 3:00 p.m.

2. Roll Call

Members Present: Mr. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman, Dr. Robert Herrera, Mr. Mark McClendon

Absent:

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mrs. Maureen Lewandowski

3. Approval of Meeting Minutes:

May 27, 2014 Board Meeting: Motion by Fitzgibbon, seconded by Getman to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda:

Motion by McClendon, seconded by Getman to approve the agenda of the November 25, 2014 meeting. All in favor, motion carried.

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

6. Approval of the SHARA Finance Reports:

- a) The board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$103,968.55.

Motion by Getman, seconded by Fitzgibbon to approve the SHARA finance report. All in favor, motion carried.

- b) The board was updated on the SHARP account, which now has a balance of \$24,378.06.

- c) The board received an update on the SHARP/SHARA endowment account, held by the South Haven Community Foundation. The account now has a balance of \$10,000.

- d) The board discussed the SHARA Fiscal Year 2014 budget amendment. Dissette presented the budget amendment, and noted increased revenues for the year.

Motion by Getman, seconded by McClendon to approve the SHARA Fiscal Year 2014 budget amendment. All in favor, motion carried.

- e) The board received an update on the proposed Fiscal Year 2015 budget proposal. No action was taken on the proposal.

7. SHARA Board reviewed the 2015 meeting schedule:

The board was provided the proposed 2015 meeting schedule. Resolution 2014-05 was prepared to set the 2015 SHARA meeting schedule.

Motion by Getman, seconded by Fitzgibbon to approve Resolution 2014-05, a resolution setting the 2015 SHARA meeting schedule. All in favor, motion carried.

8. SHARA Board received an update on the grant application status for the Pilgrim Haven Project:

The board was provided an update on the status of the two pending grant applications for the Pilgrim Haven park project, located in South Haven Charter Township. The two applications were submitted to the Michigan Department of Natural Resources (MDNR.) Dissette noted that the MDNR grant applications have been reviewed and graded by the MDNR staff. The applications will be considered by the Michigan Natural Resources Trust Fund Board, in mid-December, 2014. Dissette noted that he is hopeful that the MDNR will agree to fund the applications.

8. Staff member comments:

No comments.

9. Board member comments:

Fitzgibbon encouraged the board to continue looking towards the future. No further board comments.

10. Adjourn

Motion by Getman, seconded by Fitzgibbon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:22 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven

**South Haven Area Recreation Authority
(SHARA) Regular Meeting**

**Tuesday, March 17, 2015
3:00 p.m., South Haven Charter Township Hall**

MINUTES

1. Call to Order

Meeting Opened at 3:00 p.m.

2. Roll Call

Members Present: Mr. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman, Mr. Mark McClendon

Absent: Dr. Robert Herrera

Guests: Mr. Roger Huff, Director of Department of Public Works, Ms. Michelle Coffey, Department of Public Works Assistant, Mrs. Maureen Lewandowski

3. Approval of Meeting Minutes:

November 25, 2014 Board Meeting: Motion by McClendon, seconded by Fitzgibbon to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda:

Motion by Fitzgibbon, seconded by McClendon to approve the agenda of the, March 17, 2015 meeting with the addition of d) Approval to pay insurance bill of \$170.00. All in favor, motion carried.

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

Maureen Lewandowski – Spoke about the final plan for Pilgrim Haven.

6. Approval of the SHARA Finance Reports:

- a) The board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$111,952.91.

Motion by Fitzgibbon, seconded by McClendon to approve the SHARA finance report. All in favor, motion carried.

- b) The board was updated on the SHARP account, which now has a balance of \$24,393.06.

- c) The board received an update on the proposed Fiscal Year 2015 budget proposal.

Motion by Fitzgibbon seconded by McClendon to approve the SHARA Fiscal Year 2015 budget proposal. All in favor, motion carried.

- d)The board will approve the payment of the insurance bill in the amount of \$170.00.

Motion by McClendon seconded by Fitzgibbon to approve the payment of insurance bill in the amount of \$170.00. All in favor, motion carried.

7. The SHARA Board should consider approval of the conservation, recreation, and public easement agreement with Southwest Michigan Land Conservancy for access and development rights to the Pilgrim Haven Natural Area.

The board called Mr. Pete Ter Louw, Southwest Michigan Land Conservancy, and discussed questions and concerns regarding specifics of the agreement.

Motion by Getman, seconded by McClendon to approve the conservation, recreation, and public easement agreement with Southwest Michigan Land Conservancy for access and development rights to the Pilgrim Haven Natural Area. All in favor, motion carried.

8. Authority will be provided an update on the status of the SHARP project:

- A. Authority will be updated on the 2015 SHARP farm lease agreement**
- B. Authority will be updated on the review of potential alternate SHARP locations**

The board was provided an update on the status of the SHARP project. The board discussed the locations reviewed in the staff report. The board discussed the potential for upgrading the school's existing fields. The board discussed the possibility of reassessing the project and determining the target audience for the field development.

9. Staff member comments:

No comments.

10. Board member comments:

Getman – Spoke about millage for recreation in township.

11. Adjourn

Motion by McClendon, seconded by Getman to adjourn the meeting. All in

favor, motion carried. The meeting was adjourned at 4:30 p.m.

Respectfully submitted by,

Michelle Coffey
DPW Assistant, City of South Haven

Harbor Commission

Regular Meeting Minutes

Tuesday, April 21, 2015, 5:30 p.m.
Council Chambers, South Haven City Hall



City of South Haven

1. Call to Order by Arnold at 5:30 p.m.

Present: Pyle, Reineck, Silverman, Stegeman, Stephens, Arnold
Absent: Sullivan

Also present: John Marple, Marina Manager

2. Approval of Agenda

Motion by Stephens, second by Silverman to approve the March 17, 2015 Harbor Commission regular meeting agenda as presented.

All in favor. Motion carried.

3. Approval of Minutes: March 17, 2015 Regular Meeting

Motion by Silverman, second by Stephens to approve the April 21, 2015 Harbor Commission regular meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

5. Marina Reports

VandenBosch reviewed the Marina Reports.

6. Tour Boat

VandenBosch noted that the City Council voted to send this item back to the Harbor Commission for a recommendation. At the last meeting the commission was unable to come to an agreement on a recommendation. VandenBosch stated that in his memo he attempted to answer some of the questions that came up at the last meeting.

VandenBosch explained that to expand the marina operation on the South Marina public deck, the Zoning Ordinance requires that three (3) parking spaces would have to be created. Because of that staff recommends the withdrawal of the transient marina expansion at this time.

Silverman requested clarification that if the facility is expanded to permit docking of transient boats where presently there is that red metal barrier, which is eighty (80) feet long, to add two (2) boats, you would have to add three (3) parking spaces, but for the tour boat, with forty-nine (49) passengers, there is no city requirement to create parking.

VandenBosch said this is a fairly old Zoning Ordinance change and noted that city staff did not want to get caught in a situation where a cruise ship would come into town and that cruise ship would kick in a parking requirement. Silverman said this is an unintended consequence, then. VandenBosch noted that the Zoning Ordinance explicitly states four boats in the Water Based Business definition.

Discussion ensued regarding whether staff could create three (3) parking spaces; whether staff could request a waiver of that zoning requirement and last year's discussion about changing that area from B-3 – Waterfront Business which requires parking to CBD – Central Business District which does not require parking.

VandenBosch noted that regarding restrooms, for comparison, he asked the Building Official if there were a restaurant how many restrooms would be required. The Building Official responded that generally you want two (2), one male and one female, but the Zoning Ordinance requires one (1) restroom per seventy-five (75) people occupancy.

VandenBosch reminded that there was some discussion at the last meeting regarding the boarding ramp and railing modifications. Staff recommends that the tour boat operator purchase and install the boarding ramp itself. "The marina would like to manage cutting the railing and putting a gate in place and we did find some older railing that has gates on it, so we think with some fabrication we can get that done fairly cheaply." VandenBosch noted that staff recommends adding to the license agreement that the tour boat operator purchase and install the ramp and marina staff deal with opening the railing and installing a gate.

Regarding signage, VandenBosch noted that the charter boat had permission to use a sandwich board sign; the Zoning Ordinance requires City Council to approve it. If a sandwich board sign is desired, VandenBosch recommends it should be added to the license agreement, allowing City Council to approve that.

VandenBosch pointed out the recommendations from staff included in the handout to the board.

VandenBosch noted, as a clarification, that the Department of Environmental Quality (DEQ) permit would still have to be acquired; it is only zoning that may prohibit us from expanding the transient marina or add a tour boat. VandenBosch pointed out that talk about withdrawing the request only refers to the withdrawal of the transient marina expansion.

In response to a question by Silverman about whether the expansion of the marina, if it were recommended, be any different if the tour boat was also recommended, or be the same recommendation VandenBosch said the two are not connected. "Originally, last month, I

would have said even if they turn down the tour boat, we want the expansion. But due to the Zoning Ordinance parking requirement, I don't recommend that now."

Silverman asked if the marina were expanded, would those slips be occupied to which VandenBosch responded that on weekends and holidays they would be. Silverman expressed that he does not understand staff's reluctance, and would like to hear from the Marina Manager, John Marple, of his thoughts. VandenBosch thinks he could find three (3) parking spaces, but until he is he sure would rather not move ahead with that.

Silverman asked if the marina could use those extra spaces to which Marple responded that on the weekends we are jammed full. "We've overflowed with seasonal boats; so potential expansion of the Transient Marina would probably be a good idea. I also think the dockage area would be advantageous to the city and business community for big boats that could come in. I have a guy with a seventy-five (75) foot boat on the waiting list for a ten (10) day stay. That's good money for the marina and for the city." Marple thinks the economy is coming back; there is more travel; there are still challenges. "If you were to ask, is it a good idea on a Tuesday afternoon in July, I'd have to say nope, but we are running out of docks."

Pyle commented that if people want to come in, they will come in during the week, so we need to find a way to market during the week. Marple agreed, noting that being full is not a bad thing. "We have a few open slips; four (4) in one area; seven (7) in another, things are looking better." Marple said with the new facility, there are more requests for the North Side.

Silverman asked how much revenue that area could realize which led to discussion on how much the marinas charge and increasing the daily revenues on the busy days. VandenBosch noted that the city has a grant application in to do engineering to extend the dock toward the lake; that is tied to wave attenuation, so if we go ahead with that we will have to deal with the parking issues and it will provide extra dockage.

Arnold suggested that discussion is drifting from the topic and noted that he would accept a motion on the tour boat.

Motion by Stegeman to withdraw the request to expand the marina; approve the application to the Department of Environmental Quality (DEQ) for dock improvements to moor the tour boat; approve the request to the Department of Natural Resources (DNR) for commercial use of the tour boat in the South Side marina facility; approve the application for zoning and building permits required to complete the proposed work; approve the license agreement with IT-IL-DO Charters, LLC on behalf of city of south haven with following amendments:

- 1.) Amend the license agreement to permit a sandwich board sign.
- 2.) Amend the license agreement to require the tour boat operator to install the boarding ramp at his expense with the ramp to remain the property of the tour boat operator.

Second by Pyle.

Silverman hopes for the opportunity to vote on each of those individually. "Lumping them all together makes it impossible for a member to express opinion on one versus another."

Motion by Silverman to amend the motion to consider each separately. Second by Stephens.

Stegeman requested a roll call vote.

Ayes: Silverman, Stephens

Nays: Pyle, Reineck, Stegeman, Arnold

Motion failed.

Silverman reviewed the obligations of the Harbor Commission; noted that city code allows the Harbor Commission to attach conditions to anything they authorize; stated his understanding that it is not a requirement that there be restrooms to service the proposed forty-nine (49) passengers that are expected, but thinks it is reasonable that forty-nine (49) passengers, five times a day, which totals two hundred fifty (250) passengers per day, will make considerable use of the restrooms. While there are men's' and women's' restrooms available, Silverman feels that activity will be a burden and an expense to the city.

Silverman noted, "The area that is proposed for dockage, it is part of the South Side Marina, a part devoted to the general usage by the marina occupants, the tour boat proposes to use it and have its customers there at the busiest times for the marina. Weekends we are full, weekends I expect the tour boat will be full. What kind of imposition will this be on the transients in the municipal marina? I am concerned how much this will impose on those people who are most important to us; the people who stay at the Municipal Marina."

Silverman also addressed the issue of the boarding ramp and who should pay the cost. That "Contrary to the license agreement and contrary to what is usual; a typical lease of any office space requires that the tenant bears the cost of improvements, whether the tenant stays one (1) day or ten (10) years. That to address the cost of the pedestal that is going to be required; at the very least, the tenant, the licensee, should pay all of the costs; these should not be the burden of the city."

Silverman expressed concern that there is no discussion or provision for handicap access; doesn't know if the boat can accommodate people who are handicapped, or if the ramp will accommodate people who are handicapped.

Silverman applied his forty-five year history of reading contracts like this to suggest making the terms of the lease in Paragraph Two (2), one (1) year consistent with the part of the license agreement that states the tour boat operator must vacate the slip on October 15. In regard to the license fee, the agreement identifies that the one dollar (\$1) fee is nonrefundable, but doesn't identify that the slip fee is also nonrefundable, and Silverman suggests that be added.

Under paragraph seven (7) "Requirements of licensee" the motion mentioned amendments that the licensee be responsible for limited costs, and Silverman recommends that the licensee be responsible for all costs related to his use.

Silverman pointed out that paragraph seven (7) section (f) advises the licensee that from time to time the city may require that the licensee's vessel be relocated during special events and no special events are scheduled. But Silverman noted that there are the Harbor Fest, the Star Memorial and the Queen's Cup sailboat race in the city; those should be identified to the licensee.

Paragraph nine (9) refers to insurance and has a fairly typical one million (\$1M) per occurrence and three million (\$3M) in aggregate and Silverman is concerned those limits are much too low when you consider forty-nine (49) passengers; if there were an unfortunate accident, the amount required would be substantially in excess of those amounts in the aggregate. Silverman stated this is a clearly deficient provision.

The assignment condition, in paragraph ten (10), imposes on the city responsibility to give reasonable consideration to assent. According to Silverman, the use of the phrase “without the city’s prior consent” limits the city’s ability to say no to an assignment.

“In general, before we vote to approve or not approve,” Silverman suggests that the commission “consider what that property was intended for; whether or not it is going to impede on the existing transient population that will be there on the weekends and whether we want to burden the South Side Marina with that number of people who clearly will have no place to park except the South Beach or downtown.” Silverman is concerned about whether this is the appropriate place for this activity.

Stephens referenced “our brand new marina and recreation plan amendment,” which tasks the Harbor Commission with taking a long term view of the capacity and use by both public and private interests. Stephens also referred to the Harbor Commission’s mission statement. Points Stephens made involved planning any additional waterfront development or development affecting the waterfront; the impact upon the harbor; proposed methods of construction; impact on boat traffic and navigation. Stephens noted that she wants to make the point as someone who uses the river regularly that the commission hasn’t scrutinized the impact on navigation, boat traffic that this location would impose upon the harbor. “This is our responsibility; we talked about doing a harbor study and that hasn’t happened. There will be a forty (40) foot boat turning around in that area five times a day. I think that should be examined.”

Stephens also referred to the city’s Harbor Recreation Plan, under C: Infrastructure, Section 4: Green Space and Views that supports acquisition of green space. That area of dock that is under discussion to be used is part of the marina; it is a public access as well as used for the transient guests. “For someone who doesn’t live on the water, this area will be restricted for the public, because we would be allowing the use by a private entity. At the very least if we do recommend this,” Stephens suggested, “we would consider doing a study of the harbor traffic throughout this year and the impact this dock location has on travel.”

Stegeman commented that regarding green space, mainly developed for the Harbor Walk, which has taken twenty (20) years to get it from the North to the South side, the goal has been achieved with bringing the public to the waterfront via that walk. Stephens responded, “That discussion also included the street garage area.” Stegeman pointed out that he made the motion to retain that strip of land. Stephens stated that as the public guardians of the waterfront, it is important that areas be maintained for public access.

Pyle asked about the grant for the fishing area by the city garage area. “Won’t that include access?” VandenBosch responded that while it is over land it will be large enough to accommodate more than just fishing.

Silverman pointed out that there are significant differences between those locations upriver from the bridge and upriver from downtown and those that are downriver. "You get completely different visitors that see those sections."

Pyle said to some degree, the new bike trail and the development of Black River Park will be instrumental in bringing more people to the area; more development in that area will bring more people. Silverman agreed that each time an additional area for public use is developed it gets used while each time we take away an area it gets less use by the public.

Silverman isn't sure about the city's view of handicap access. VandenBosch explained that it is not included on docks and the Americans with Disabilities Act (ADA) does not require handicap access on boats. Silverman asked if this agreement includes that this boat will be Coast Guard approved which led to discussion of a statement in the license agreement and whether that general statement will require the licensee to be Coast Guard approved. Pyle pointed out that to maintain a captain's license their vessel has to be Coast guard approved. Silverman said the issue is whether the city will require the vessel to be Coast Guard approved.

Stegeman asked VandenBosch whether the limits on insurance set forth in the license agreement are standard for the city. VandenBosch responded that it is standard; it is the same standard amount used for festivals; the kayak rentals; it's a typical amount. VandenBosch noted that he relies on the City Attorney for that number.

Stegeman pointed out, in regards to Silverman's statement regarding the importance of the transient boaters, that he thinks everyone that rents from the city is important, not just the transients. Silverman responded that the South Marina is a transient marina; the grant the city received spoke to that. Stegeman reiterated that he did not think one should be viewed as higher than another, to which Silverman agreed.

Regarding the pedestal installation, in Stegeman's opinion, the city should bear the cost. "If we were to ask the renter to pay for it, in the past when the city has done that then we have to offer a long-term license agreement. If we are to do that, we open up that option. We should pick up that cost."

Silverman asked if the city should also pay for the electric which Stegeman said could be a discussion for later if the marina sees a spike in electric costs.

Regarding the mention of construction impacts, Stegeman noted that the only construction is remodeling of the hand railing. For the handicap part, that is only applicable to ferry services. Silverman said he doesn't know the requirements and would rather not guess at it. This is a waterfront business; a restaurant would have to have handicap access. Restrooms would have to be handicap accessible. Discussion ensued regarding whether staff is comfortable with the size of the restroom accommodations. According to Stegeman if overuse makes it be too busy, or difficult to keep the restrooms clean, the city has also gone into license agreements with businesses to take over maintenance.

Stegeman pointed out the parking added a few years ago in that area during some bluff work and noted that Harbor Commission is a recommending body; City Council gets the final say. Stegeman does not think anything is being recommended that is not allowable; we have outlined in the motion what needs to happen for this project to move forward.

Reineck believes the city needs to diversify the waterfront activities and this is a good opportunity to do this. "Fishing seems to be on a decline, this is an opportunity to allow another business to accommodate tourists/people; opportunity for families to have access to the water. The other venues in town are restrictive because of cost. This should allow a family activity that is appropriate for the site. I view this as a temporary agreement; if it doesn't work out, it can be changed. He, the applicant, might choose to change it." Regarding boat traffic, Reineck noted that his slip is right across from the seawall under discussion; large vessels have been there and have not been an impediment to getting into his slip.

Silverman asked whether fishing is in jeopardy, to which Stegeman responded, "You've missed the updates all winter."

Reineck observed that he sees the issues and does not see them as a deal-breaker. Silverman noted that the owner could put his boat in his own slip, but he likes this location for whatever reason. "In terms of the revenue, the expenditure of the city will probably equal the first year's revenue."

Arnold asked, to clarify the bathroom issue, "Last meeting we said for an event we expect one (1) bathroom for five hundred (500) people. After discussion, Arnold noted that there are three available restrooms and added "I believe the pedestal should be paid for by the city, if we put the pedestal in, it's ours; we could put other ships in there if the tour boat leaves." Arnold noted that the city had allowed jet skis down there; is the difference in size the issue? There was a commercial business down there for two years," to which Stephens stated it is the size and the number of people and access to the dock. Silverman noted that the jet ski business was run from a separate dinghy dock. Reineck reiterated that he did not see a problem with a forty (40) foot boat turning around.

Arnold called the question.

Ayes: Pyle, Reineck, Stegeman, Arnold
Nays: Stephens, Silverman

Motion carried.

Member and Staff Comments

VandenBosch: Pointed out the downtown map which he provided to each member. They are available at the marinas; this is an example of one marketing thing we do. In the near future, our first South Haven Municipal Marina website will be available; hopefully within the next month and VandenBosch will send out a link to you, another marketing initiative.

VandenBosch: Noted that the Dyckman Bridge appears to be on schedule. It is opening to boats with twelve (12) hours' notice; it will open to vehicle traffic after Dyckman Avenue is paved, which is expected to be mid-May.

Pyle: Had a question on the bike trail. "People can't seem to find the bike trail; they stop in our store asking us where the bike trail goes." VandenBosch noted that there are different maps for the bike trail. Pyle noted that she likes to have this map to hand out because it has all the restaurants on it. Suggested a different color for the bike trail to make it easier for

people to see it on the map, maybe bright yellow. VandenBosch said we have a number of these types of maps; we have a very good person on staff that does these and is very quick. Pyle noted that their store has people coming in looking for restaurants, and these maps are good for that. Noted that she has picked up stacks of the maps and handed them out. Marple said, "We bought four thousand (4,000) last year." VandenBosch said maybe we could put the maps on pads and hand them out to businesses, especially lodging, having the Marina pay that as a marketing tool. Pyle said people like this map. VandenBosch suggested perhaps on the back of this map could be another map which shows a larger area.

Stegeman: Asked if the map is available online, then asked if VandenBosch could send him the file as he would like to use for the fishing tournament. Suggested that Silverman should put these in the Queen's Cup bags so participants have it when they come over.

Pyle: Noted that the lighthouse should be put on the map because people want to find the lighthouse.

Silverman: Pointed out spelling errors. (Yelton Manor Geust House, Captian Lou's) Suggested adding "Repairs" to the Rock 'N' Road Bike Shop.

Stegeman: Today at 10:30 a. m. the Department of Natural Resources (DNR) dropped 15,550 chinook salmon at the Fish Hatchery. This could be the last year that program exists; they might stop stocking due to natural reproduction. "This is the second year in a row our stocking number has been cut in half."

Silverman: It looks like the nice weather is going to come back again so we can finish getting our boats ready to launch.

Arnold: Suggested VandenBosch share about the thank you card from a Kalamazoo disabled advocacy group for putting in the handicap accessible kayak launch in. VandenBosch noted that he sent the group a copy of the draft plan and asked for comments. A look at the draft plan will be coming to this board next month.

Adjourn

Motion by Stegeman, second by Reineck to adjourn at 6:46 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,
Marsha Ransom, Recording Secretary

Harbor Commission

Workshop Meeting Minutes

Tuesday, April 21, 2015, 5:30 p.m.
Council Chambers, South Haven City Hall



City of South Haven

1. Call to Order

Present: Pyle, Reineck, Silverman, Stegeman, Stephens, Arnold

Absent: Sullivan

2. The Harbor Commission will hold a workshop to discuss dredging options.

Discussion revolved around types of dredging, contaminated versus uncontaminated dredge spoils; hauling versus hydraulic dredging. Nearest sites for contaminated dredge spoils are Watervliet or Zeeland; trucking is not cheap. If not contaminated, dredge spoils can be trucked locally, which is more affordable. The city does not have to own the land where the non-contaminated material goes.

Discussion ensued regarding whether hydraulic dredging has to be non-contaminated; working with the Army Corps (adding on to the contract we have with the Army Corps where the city would pay for dredging in the marinas); whether or not the Army Corps will do dredging in the actual slips; the process to get a dredge permit through the Army Corps is lengthy. The Army Corps can do beach replenishment.

VandenBosch noted some downsides to purchasing land for dredging: takes away any natural characteristics of that area; would create a muck field; will look bad for as long as material is being added to it; impacts neighbors; screening; distance to nearest neighbor.

VandenBosch noted that there can be beneficial re-use of dredge spoil area: design something that can go on top of dredge spoil, so when you are done you go in and complete the improvements and have some amenities that people use where you have put dredge spoil. Example: Black River Park; we have raised an area and now we are looking at using that area for a parking lot. VandenBosch suggested being creative ahead of time; know where you are going to put your spoil and how it will look when it's done.

After a question from Stephens regarding staff recommendations, discussion ensued about the lack of budget to buy land with, VandenBosch pointing out that the fund for river maintenance has \$75,000.

Discussion ensued regarding this year's dredging needs, which includes the bump near the Idler that has been there for some time and whether the higher water might allow time to do that application with the Corps, so they are doing our dredging, which eliminates the need to

put spoils on land. Further discussion included whether the city can do hydraulic dredging and put the spoils into Lake Michigan; that the DEQ does not permit the city to do so; suggestions of places where dredge spoils might be able to be placed.

Stegeman would like to see the Harbor Commission go to the other side of Slip Away Cove and the boat ramps, put a wall in there and do some paving for a corner for when we have to privately dredge or otherwise; create a designated spot for dredge spoils. Other comments: The city does not have a space to put dredge spoils; the city needs to get an official dredge spoil space; we do not have a maintenance area for our harbor; it is getting so there is more development along the shoreline. Silverman noted that it is clear that there is no place to put a dredging vehicle which means the Harbor Commission needs to look at the financial side for a long-range dredging fund; the water level is cyclical. "It goes up and down and we don't know when it will go down and when it does we need that money."

Discussion ensued regarding doing an assessment, much like a road millage; if property owners were involved and the city did permitting and contracting, the broader the outreach the smaller the impact on every individual. VandenBosch noted that City Council added the purchase of land for dredge spoil into their priority list. Stegeman noted that in the end we could draft some language for a recommendation and Arnold confirmed that a 2015 - 2016 priority for City Council is looking at dredge spoil land acquisition.

Stegeman wondered whether such a site would be reserved for city dredging only or can others add their spoils to the city's site. Silverman says he has trucked his own spoils; Stegeman asked whether the commission is looking at the whole picture, both private and public dredging.

Discussion ensued regarding whether to tackle funding; ways dredging could be funded and who would participate in a potential assessment; broad range assessment where the community participates; projected dredging needs and assessing. Silverman noted that the assessment he participated in as an owner was limited to property owners on the river and he urges a broader based assessment; if we still had ten dollars (\$10) per year with a broader base, we could address all our dredging needs. Discussion continued regarding those who do not want to dredge and just have shallow draft boats; the difficulty of the process of getting the dredging permit. Silverman said whether the city will have the ability to dredge the individual slips along with the pathway the combination of permits and getting a contractor is daunting. Stegeman said once you get them there, it's cheaper to dredge everything rather than piece-meal. VandenBosch suggested if the money was available the city could purchase a small mechanical dredge for smaller areas and contract the larger. Silverman asked VandenBosch's expectation to which VandenBosch responded that City Council is going to ask us to look into the land acquisition; without resources (money) to buy land, our strategy is somewhat difficult. Once we are looking at specific properties, we need to look at how we are going to dredge; hydraulic versus hauling; put together a strategy; how the dredging will be done; what the land will be used for in the long term.

Stegeman pointed out that most of this is already in our plan. Pyle noted that the commission just needs to start tackling some of these issues. Silverman asked whether the state's acquisition of Riverwoods provides an opportunity. VandenBosch explained the state is very conservative about the filling of wetland/lowland; the state will not want to see fill, and definitely not contaminated fill; the Department of Natural Resources has a very naturalist point of view and VandenBosch doubts they will want to see anything filled in.

Stegeman spoke to the conservatism of the State regarding the power plant and critical dunes.

Pyle asked if the Army Corps can put contaminated soil on the beach. VandenBosch said he is not aware that they have put contaminated spoil recently, but years ago they did, our harbors were a mess and they did beach replenishment back then. VandenBosch said the Army Corps can also pump straight out into Lake Michigan; they are not tied to state law. VandenBosch has tried to promote doing that when dredging, because the sand is moving that way anyway. Silverman noted that if contaminated dredge spoils are moved from a concentrated area into a larger area it probably isn't as contaminated, percentage wise.

3. Adjourn at 7:15 p.m.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

LIBERTY HYDE BAILEY MUSEUM MEMORIAL, INC. "FOUNDATION"

Tuesday

April 21, 2015

7 P.M.

Board Members Present: Anne Long, Joan Hiddema, Becky Linstrom, John Stempien, Robin Reva, Todd Robbins, Cindy McAlear

Board Members Absent: Melanie Gleiss (Excused), Bill Lundy (Excused)

City Council Representative Present: Clark Gruber

Interim Director Present: Michael Fiedorowicz

Anne Long, Chair, called the meeting to order and asked for a motion to accept the board meeting minutes from the March meeting.

It was moved by Joan Hiddema to accept the March 17, 2015 LHBM Memorial, Inc. "Foundation" board meeting minutes. Seconded by Robin Reva. Motion Carried.

TREASURER'S REPORT – JOAN HIDDEMA

Sturgis Checking Account Balance: \$24,109.35

McNeill Endowment Account: \$13,094.31

South Haven Community Foundation Investment: \$5,000.00

DIRECTOR'S REPORT – MICHAEL FIEDOROWICZ

1. STRATEGIC PLANNING – SWOT analysis questionnaire was sent out to people in the community to help assist us with our Strategic Planning Process. It is important to have outside input about our weakness and opportunities to expose any issues that we may be blind to.
2. PUBLIC RELATIONS AND ADVOCACY – Mike call in Patrick Burke to straighten out advertisements showing up on the blog section of the homepage. Apparently our website had been hacked into by a seller of sneakers and jewelry. Mike will be updating the site soon with information for the Spring Cleaning Sale, Tellus Forms Exhibit, Baileys' Budding Naturalists, Voices from the Land, Brown Bag talks, etc. Copies of "The Holy Earth" were sent out to our legislators and we have received responses from the governor's office, Tonya Schuitmaker, and Nesbitt's office.
3. EDUCATION AND PROGRAMS – The Zentangle classes on March 28 went well. We had a dozen people take the classes. The class was featured in the Tribune the week following the class,

Kristin Hay, who writes for the paper, attended part of the Eggs class and reported on it, including a picture of Anne Long.

Planning for the Bailey's Budding Naturalists is proceeding well. The brochure for the class was distributed at Earth Day at the Warren Center on Saturday the 18th. The brochure will be reprinted once Mike learns if the Youth Advisory Committee of the South Haven Community Foundation is funding the program. Their name will be added to the brochure and distributed to students around South Haven. Several people have been recruited to help with the class and the lessons have been worked out. Sarret Nature Center is contributing to the weeklong camp too, providing classed about animals among other things.

4. THE SPRING CLEANING SALE – is scheduled for May 22 & 23. Mike sent out Emma e-mail blasts to members to solicit donations for the sale. It will also be included in the "Bailey Bulletin" due to be published around May 1.
5. GRANTS – Mike applied for the Youth Advisory committee of SHF grant and requested \$3,300 for Bailey's Budding Naturalists. They money will fund supplies, scholarships, fees, and advertising among other things. Mike found a National Endowment for the Humanities Grant for consulting on archival storage. He intended to apply for book restorations but found that it was not covered. The grant is due May 5 so he may look into it next year to apply for climate-control, storage furniture, specialized material storage, etc.
6. COLLECTIONS AND EXHIBITIONS - John Linstrom is still looking for books to fill-out our library. We have acquired two books; "Rural States & Province series; Rural Texas" by William B. Bezel, edited by Bailey, 1924; and "New York State Rural Problems", one of the Background Books. Both books cost less than \$100 together. Mike will add these to the collection records. John Linstrom is has also been guiding Mike through the process of assigning accession numbers, etc. The announcement/postcard for the upcoming art show: "Tellus Forms: Watercolor Painting by Robin Reva" will be mailed soon. The show opens with a reception May 29 at 7 P.M. Robin has sent the list of artwork to Mike, so labels and pricelist can be made.
7. SPECIAL THANKS – Mike offered his thanks to Bill Lundy for all his extraordinary work on the bathroom, for donating new lamp shades and a medicine cabinet. He also thanked Anne & Joe Long for their donations of materials, hard work and focus to get the job done. Another thanks was given to Bill and Anne for purchasing and installing the dishwasher too.

NEW BUSINESS

1. SOUTH HAVEN SPEAKER SERIES – Wendell Berry. This series is underwritten by SHOUT. John Linstrom is working with them to bring Wendell Berry to South Haven. There is no time frame yet but it will probably be in the fall.
2. SPRING SALE - LHBM Garage Sale will be May 22 & 23. Please bring items to the wood shed for pricing.
3. DEREK NIGHTENGALE – (summer employment to work on collections at LHBM) Derek is willing to come back to work on the LHBM collections is summer.

4. MUSEUM SITTERS – Cindy McAlear will call members to volunteer to sit at the Museum on Saturday 12-3 P.M. during the Month of May. This will be a big help to Michael so he can continue to work and not be interrupted.
5. EARTH DAY – LHBM is sponsoring Sarret Nature Center's visit to North Shore Elementary on Wednesday, April 29 at 2 P.M. for Earth Day.

CONTINUING BUSINESS (COMMITTEE REPORTS)

1. SWOT – Mike discussed the color coded sheets he had for the board concerning the responses he received from the SWOT analysis questionnaire. The board will be meeting with Abby Kirkwood in June for Strategic Planning. Mike asked the board look at, think about, cross out things that we don't agree with, and get other ideas from these color coded sheets and come prepared to discuss them further during the May Board Meeting. The whole May meeting will be devoted to this discussion. Rate the items from what are the most important on down. At the May meeting, Mike will have more information from the outside public opinion about LHBM's Strengths, Weaknesses, Opportunities and Threats. This will be our preparation getting ready to work with Abby Kirkwood in June.
2. MEMBERSHIP – Cindy McAlear reported that we now have 128 LHBM Membership for 2015. The Membership Drive is going very well this year and it may be due to the time the envelopes were sent out and by using first class mail. We have received a good response.
3. PROGRAMMING – June Sunday Social is June 28 at 7 P.M.
4. LIVING COLLECTIONS - David Fenske has been working with the City of South Haven and Steve Small on the different gardens on the LHBM grounds.
5. FACILITY – the bathroom is finished and shelves have been installed in the backroom. We are waiting for a part to finish installing the dishwasher. When the dishwasher is done, Bill Lundy will finish the wiring in the upstairs rooms. Bill will also be meeting with Abonmarche about the long range LHBM's plans.
6. POLICY DEVELOPMENT FOR FACILITY USEAGE – A policy is needed for renting out the museum for parties.

FLOOR

1. Robin Reva has been painting and getting ready for her exhibit, "Tellus Forms", opening on May 29 – June 28.
2. Todd Robbins asked to have someone stay after with him to answer some questions about the LHBM. Anne Long stayed after with Todd to answer all his questions and give him some added information about the museum.
3. Becky Linstrom thanks those who helped out at the Warren Center for the Earth Day Celebration on Saturday, April 18th. She has also been working on getting more people to sign up for the, "Voices of the Land" workshop being offered this summer. Becky said that she was excited to have Sarret Nature Center coming to visit North Shore Elementary next week for Earth Day.

4. Joan Hiddema reported that she is collecting Gardening books and magazines for the museum to share with our members and the public. She has also been working on the LHBM Gift Shop.
5. John Stempien said that they had a good turn -out at Fernwood for his talk on LHB. He also distributed a few membership forms and sold some "Holy Earth" books.

It was moved by Joan Hiddema to adjourn. Seconded by Clark Gruber

8:05 P. M.

Respectfully submitted by,

Cindy McAlear, Secretary

SOUTH HAVEN HOUSING COMMISSION
Regular Meeting
Warren Senior Community Center
540 Williams Street, South Haven, Michigan 49090
April 22, 2015

CALL TO ORDER: The Regular Meeting of the South Haven Housing Commission was called to order at 5:05 p.m. by Chairperson Eugene Ladewski at the South Haven Housing Commission Warren Senior Community Center, 540 Williams Street, South Haven, Michigan.

ROLL CALL: Present: Chairperson Eugene Ladewski, Commissioner Rev. Aaron Cobbs, Commissioner Teresa Mahone-Jordan and Resident Commissioner Tom Thomson. Absent: Vice-Chairperson Sandra Seroke and City Council Representative Gail Patterson. Also present: Executive Director and Secretary Charles Fullar.

INVOCATION: Commissioner Rev. Cobbs delivered the invocation.

PUBLIC COMMENTS: None.

CONSENT AGENDA: 1) Minutes of the Regular Meeting February 25, 2015. 2) Current Operating Expenses - \$55,912.38. 3) March Operating Expenses - 47,099.79. 4) Homeownership Expenses - \$0.00; 2011 Capital Fund - \$0.00; 2012 Capital Fund - \$0.00; 2013 Capital Fund - \$527.64; and 2014 Capital Fund - \$1,769.30. 5) Administrative Reports for Approval: Occupancy and Waiting List Reports; Monthly Investment Report; Delinquent Accounts Report; Accounts Receivable Balance Due Report; and Income and Expenditures Report for February 2015 and March 2015. 6) Supplied for information purposes were The Herald-Palladium news articles from 3/22, 3/24, 4/7 and 4/10/2015. 7) Other Reports: None.

It was moved by Commissioner Rev. Cobbs to approve the Consent Agenda; the motion was seconded by Commissioner Mahone-Jordan. All votes in favor. Motion carried.

UNFINISHED BUSINESS: 1) Status Report Updating and Adapting the HDC: Executive Director Fullar reported working on and putting in order the HDC administrative records. He anticipates that the HDC will be under the direction of the Housing Commission after the HDC FYE 6/30/2015.

NEW BUSINESS: 1) Resolution No. 15-08, Harbor View Apts. and River Terrace Apts. Cable TV Cost Adjustment: Resolution No. 15-08

Harbor View Apartments and River Terrace Apartments Cable TV Cost Adjustment

WHEREAS, the South Haven Housing Commission negotiates with Comcast to keep Cable TV rates affordable to Housing Commission residents, and

WHEREAS, the Comcast Cable TV Services Charges have recently increased cost for services to Harbor View Apartments and River Terrace Apartments, and

WHEREAS, the cost to residents is based on the Comcast Charges to the Housing Commission divided by the number of residents requesting service, and

WHEREAS, the cost adjustment to \$41.00 per month for Cable TV for Housing Commission residents is 53% of the charge for normal rate service to a household in the South Haven service area, and

WHEREAS, Housing Commission residents were notified directly and by the posting of the proposed Cable TV cost adjustments at the office of Harbor View Apartments and River Terrace Apartments, and

WHEREAS, a thirty-day (30) comment period was given, whereby residents were asked to deliver comments in writing to the Housing Commission office by 5:00 p.m. Monday, March 16, 2015 and no comments were received, and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the South Haven Housing Commission that the new resident charge for Cable TV be approved and become effective on April 1, 2015.

It was moved by Commissioner Mahone-Jordan to approve the foregoing Resolution No. 15-08 as introduced and read; Seconded by Commissioner Rev. Cobbs. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

2) Review Audit Proposals for FYE 6/30/15; 6/30/16; and optionally 6/30/17 and Award Bid:

Executive Director Fullar supplied a summary of the results of the Annual Financial Audit, Request for Proposals (RFP). Proposals were received from John C. DiPiero, Barry E. Gaudett and Anderson, Tackman & Co. John C. DiPiero provided the lowest cost for fiscal years ending 2015, 2016 and 2017. It was moved by Commissioner Rev. Cobbs to award the 2015 FYE Audit in the amount of \$3,150 to John C. DiPiero C.P.A.; the 2016 FYE Audit in the amount of \$3,150 to John C. DiPiero C.P.A.; and reserve the option to award the 2017 FYE Audit in the amount of \$3,300 to John C. DiPiero C.P.A.; Seconded by Commissioner Mahone-Jordan. All votes in favor.

3) FY15 Emergency Safety and Security Grant Application: Executive Director reported the March 19, 2015, submission of a HUD Safety and Security Improvement Grant. The grant requests \$62,000 for security upgrades for both Harbor View and River Terrace.

It was moved by Commissioner Thomson to affirm the HUD Safety and Security Improvement Grant application and to receive and accept the Safety and Security Improvement Grant Funds from HUD, if the grant application is approved and funded; Seconded by Commissioner Rev. Cobbs. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

4) Market Survey Inquires: Executive Director reported the Affordable Assisted Living and Age In Place Community Feasibility and Market Analysis for the South Haven Housing Commission is now a year old. This Market Analysis is becoming stale and dated and would best serve the Housing Commission and the community to make a greater effort to selectively share this information with parties who may be interested to further the Housing Commission strategic goals. Consensus was unanimous for the Executive Director assesses and discerns the nature of the parties that the analysis information will be distributed to.

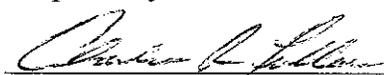
5) FYE 2016 Budget Process: Executive Director Fullar reported that the FYE 2016 Budget process is underway and the budget will be presented at the regular May meeting.

EXECUTIVE DIRECTOR'S REPORT: No report.

COMMISSIONER'S COMMENTS: Chairperson Ladewski questioned if there were any Michigan Housing Commissions that have developed Affordable Assisted Living. Executive Director Fullar responded that currently without state assistance from Medicaid, there is insufficient funding to operate an Assisted Living Facility and to his knowledge there is no Affordable Assisted Living in the State of Michigan.

ADJOURNMENT: It was moved by Commissioner Rev. Cobbs to adjourn; the motion was seconded by Commissioner Mahone-Jordan. All votes in favor. Motion carried. Meeting adjourned at 6:10 p.m.

Respectfully submitted:



Charles R. Fullar, Secretary

Approved May 27, 2015

Eugene Ladewski, Chairperson

Board of Public Utilities

Regular Meeting Minutes

Monday, April 27, 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), Stein, (ex-officio), Stickland

Absent: Winkel

Also present: Wendy Hochstedler, Finance Director; Larry Halberstadt, City Engineer

3. Approval of Agenda

Motion by Henry, second by Roberts to approve the April 27, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes for the Record – January 26, 2015 Regular Meeting Minutes March 30, 2015 Regular Meeting Minutes April 13, 2015 Special Meeting Minutes

Motion by Henry, second by Roberts to accept the following minutes for the record:

- January 26, 2015 Regular Meeting Minutes as written
- March 30, 2015 Regular Meeting Minutes as amended
- April 13, 2015 Special Meeting Minutes as revised

All in favor. Motion carried.

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

There were none.

REPORTS

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

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

7. Financial Reports

- A. Electric Fund – Financial Report for period ending December 31, 2014
- B. Electric Fund – Review of Percentage Billed
- C. Electric Fund – Capital Projects
- D. Water Fund – Financial Report for period ending December 31, 2014
- E. Water Fund – Review of Percentage Billed
- F. Sewer Fund – Financial Report for period ending December 31, 2014

Discussion ensued regarding bills being estimated for three (3) months.

Rose queried the motion made at the Special Meeting on April 13, 2015 which Halberstadt explained, noting that Covert customers probably would not be affected.

8. Unresolved Issues Report

Huff updated the board on unresolved issues.

9. SAW Grant Project Progress Report

- A. SAW Grant – Asset Management Plan Project Status Report

Chris Cook, P. E., President/Chief Executive Officer, Abonmarche: Updated the board on the scope of the project and recent developments, noting that a month or so ago, Abonmarche staff met with a rate consultant as part of the SAW grant study. Looking at rates and storm sewer costs. Will be meeting tomorrow with two vendors of asset management software and looking into managing the assets of the sewer system including the ability for software to be used in the field by staff. Noted that there is another year's worth of delving into this sizeable study.

10. Quarterly Outage Report

Discussion referenced squirrel guards; failed devices and maintenance. Huff noted that the overall yearly tree incidents were lower than last year.

NEW BUSINESS

11. Abonmarche will present an update of the Sewer System Study improvements funding.

Huff noted that Abonmarche's report is on the S-2.

Chris Cook, Abonmarche: Explained that the first exhibit “shows the projects before us and takes us through an annual evaluation of each section; trying to find a way to fund that from cash flows of roughly one million dollars (\$1M) per year.” Cook explained that projects identified were infiltration and inflow or structural defects that warranted replacement. That process identified areas that need sewer work; streets which need additional storm drain and work and evaluated those costs. Cook noted significant needs at the wastewater plant from a study five (5) years ago. Cook: “This “pay-as-you-go” approach provides flexibility on what projects get done year by year, but doesn’t allow the necessary things to be done now when they are needed; maintenance deferred doesn’t get any better.” Cook noted that most of the work is localized in the central part of the city and that the main lift station was also identified in the waste water treatment plant report as well as in Abonmarche’s study. Headworks at the plant; screening and the Black River Street project that ties into main lift station; a six million dollar (\$6M) project moves down into mid-2020 in this plan. Cook noted that those needs will probably be here sooner than ten (10) years from now and might require loans or bonding.

Cook displayed a second exhibit which “would expedite the work and get to more critical items sooner.” Cook noted that the Dyckman Avenue street work is ongoing; ravine work and the next phase of Kalamazoo Street are the same in both options. Cook described this as about a thirteen million dollar (\$13M) price tag stretched over three (3) construction seasons and two (2) borrowings rather than waiting out ten (10) to twenty (20) years. This would be funded by a combination of State Revenue loan funds, which were always intended to be used, at two and a half percent (2.5%) for two (2) years. Costs for infrastructure and the waste water treatment would be funded by a United States Department of Agriculture (USDA) loan stretched over thirty (30) to forty (40) years at about four percent (4%) interest. Cook summed this up as a way to responsibly address all of the issues over the life span of the assets with not quite as big an infusion of cash as the pay-as-you-go.

Roberts asked what the annual commitment would be if the city went for a bond/loan which Cook responded to. The first plan, “pay-as-you-go,” was around one million dollars (\$1M) for the first six (6) years, then ramps up some in subsequent years, until 2016 which would be a six point two million dollar (\$6.2M) year for the waste water treatment plant, delaying some of the cost. Cook indicated that it is hard to give an exact dollar amount per year since the lion’s share will be done up front, then there would be the smaller three (3) construction seasons at about one point two million dollars (\$1.2M) per year with the worst year being one point six million dollars (\$1.6M).

Stein noted the cost estimates going out will increase and Cook confirmed that everything is based on today’s dollars. Stein pointed out there will be a cost savings realized by doing the work sooner rather than later.

Dan Dombos, P. E., Project Engineer/Abonmarche: “The waste water treatment plant’s needs were addressed in a study done five (5) years ago; the second scenario would put us back on track with the original study of the waste water treatment plant.”

Discussion ensued regarding the dollar amount staff will focus on; rate increases; special assessments and the July 1, 2015 deadline for Cook’s presentation of the S-2 plan to the Department of Environmental Quality (DEQ). Also discussed were the commitment made by

the city in accepting the grant; extensions that have been made; the risk of repaying the grant and the obligation made by the city by accepting the grant from the state.

Overhiser had questions regarding the proportion of how much of the funding will be rates and how much will be special assessments. Stickland explained that special assessments will vary based on who is served while rate increases will be for things that affect all customers. Halberstadt stated that historically the city has only assessed for twenty-five percent (25%) of costs for improvements which is divided amongst those connecting to that line, then the rates get spread over the customers. Discussion ensued regarding term length of the loans and assessments.

12. Board will review draft budgets for the Electric, Water, and Sewer funds for the 2015 - 2016 fiscal year.

Burr would like to see one million dollars (\$1M) set aside in the budget for capital improvement plans. Huff said we plan to do two (2) more phases of the Core City project and GRP has that contract. Hochstedler asked if that was in the 5-yr. plan. Huff said it was requested by the board when they were presented the five (5)-year plan but it was not included in the five (5)-year plan. Stickland would like to see that one million dollars (\$1M) being used constantly to maintain the electric system to keep our proud reliability reputation going. Hochstedler questioned whether Burr wants her to add that into the budget and Burr responded yes.

Hochstedler talked about the raise included in the Electric and noted that the PJM cost recovery is not in there; Hochstedler ran some numbers of what we would recover but that is not in the budget. Burr noted there may need to be a rate adjustment and at that time we plug in the PJ&M resolution. Hochstedler said a one percent (1%) increase in the Purchased Power line in the budget.

Motion by Henry, second by Roberts to recommend approval of the electric budget with the following changes:

1. Take out the two percent (2%) cost-of-living increase contingent on results of projected rates from I & M annual meeting
2. Increase capital outlay to one million dollars (\$1M)

All in favor. Motion carried.

Hochstedler reviewed the water fund noting that the capital portion includes Phase Three (3) of Kalamazoo Street; design engineering for Monroe Boulevard/Indian Grove Lift Station; Drinking Water System Radio Network Overhaul and several other capital improvements. Hochstedler noted, "The net reserves are current assets minus current liabilities so it's the working capital you have to use."

Motion by Roberts, second by Henry to approve the water fund as presented by staff.

All in favor. Motion carried.

Halberstadt reviewed the projects identified in the S-2 study to eliminate some infiltration behind the Wellness Center and other projects. Hochstedler noted the two percent (2%) is built in.

A discussion ensued regarding the use of two million dollars (\$2M) of operating reserves to pay off debt with Hochstedler noting that she is trying to recoup some of that little by little; debt service variations from year to year and the possible consolidation of Capital Outlays. Hochstedler and Halberstadt noted they will address these issues with the rate consultants.

Motion by Roberts, second by Henry to approve the sewer utility as presented.

All in favor. Motion carried.

Halberstadt reviewed the PJM Charges and how the rates are calculated.

13. Board will review information concerning the Federal Clean Power Plan.

After a question by Henry, Halberstadt responded that he does not know what the state's position will be. Henry noted that what the EPA is suggesting will be a significant impact. Burr relayed some information from a discussion he had with State Representative Aric Nesbitt.

14. Public Works Director Comments

A. Next Meeting is scheduled for May 18, 2015 (Moved forward one week due to Memorial Day on May 25)

15. Board Member Comments

Burr: No comment.

Henry: No comment.

Overhiser: No comment.

Rose: Aric Nesbitt will be keynote speaker at Covert's Memorial Day parade. The new switchyard at Covert Generating is a really active work site.

Roberts: Thanks to Halberstadt for the PJM presentation.

Stein: No comment.

Stickland: No comment.

16. Adjourn

Motion by Burr, second by Roberts at 6 p.m.

All in favor. Motion carried.

April 27, 2015
Board of Public Utilities
Minutes

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Zoning Board of Appeals

Regular Meeting Minutes

Monday, April 27, 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, Miller, Paull, Lewis
Absent: Wheeler, Wittkop

3. Approval of Agenda

Motion by Paull, second by Bugge to approve the April 27, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – March 30, 2015

Motion by Bugge, second by Boyd to approve the March 30, 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 –Variance Requests

- a) *Sue Whitener of Saline, Michigan is requesting a side yard variance to allow a balcony to extend three (3) feet further into the north side yard than allowed in zoning ordinance section 1722-1. The property of the variance request is 721 North Shore Drive. The parcel number is 80-53-840-008-00.*

Anderson explained this is a request for a second story balcony in a fifty foot (50') wide lot in a neighborhood with sixty-six foot (66') lot width minimums. The applicants made their house narrow but when they decided to do a balcony they wanted to extend three (3') further into the north side yard than allowed by the ordinance. Anderson noted that while there were

some issues that had to be dealt with during construction, there are currently no outstanding issues. Anderson also noted that she received one letter in regards to this variance which she already provided to the board.

Bugge asked Anderson for confirmation that plans submitted to Anderson for site plan review were inconsistent with the original site plan. Anderson responded, "Yes, the decks and the balcony were not on the original site plan." Anderson stated that those amenities were on the construction plans, but not on the site plans.

Boyd asked about another variance granted in June 2013. Anderson said that was in a different zone and on a lot that would have to have variances to do anything. Bugge asked if the other variance has any resemblance to this request. Anderson said that was a very unusual situation and not really like this one.

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

All in favor. Motion carried.

Rich Bloem, Contractor/Applicant's Representative: Asked if the board had any questions.

Paull asked Anderson for clarification of lot width to which Anderson responded, "The zone requires sixty-six foot (66') wide lots but this lot is only fifty feet (50') wide." Anderson also pointed out that the south setback is larger than required.

Bugge asked why the balcony was not on the site plans. Bloem said the balcony was on the architectural drawings and the site plan only showed the foundation footprint. After explaining that the site plan should indicate any porches, decks and balconies Bugge noted, "You took a chance on submitting that site plan without the balcony." Bloem explained the requirements for what to include on a site plan can vary from township to township. Bugge suggested that Bloem be more careful about that in the future.

Boyd asked if there are any other bedrooms with balconies to which Bloem responded, "No, this is the only balcony off a bedroom."

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

All in favor. Motion carried.

Miller asked about the letter Anderson referenced, whether it was in favor or opposed. Boyd pointed out that a paper copy of the letter has been provided and that Anderson had stated there were no outstanding issues.

Motion by Boyd that this variance be approved seeing that it is a fifty foot (50') wide lot in a zone that usually has sixty foot (60') wide lots and that the applicants were trying to be good citizens by complying with the ordinance as much as possible.

Second by Miller.

Bugge said she has some issues with this request, noting that a balcony is not a property right; that the need for a variance is a self-created hardship and the setback is not unnecessarily burdensome, so she has concerns about granting this.

Miller pointed out that given one foot (1') is permissible and four feet (4') is impermissible without a variance and that a one foot (1') balcony serves no useful purpose and is probably almost as expensive as a four foot (4') balcony, he has no problem with "giving the folks a balcony so they can sit and look at the lake."

A roll call vote was taken:

Yeas: Miller, Paull, Boyd, Lewis

Nays: Bugge

Motion carried.

b) Joe Wiltgen, representing JWILCO, is requesting a rear yard variance for a proposed shopping center at 330 Blue Star Highway. The rear yard proposed will be 17 feet where 25 feet is required in zoning ordinance section 2405. The applicant will also need a front yard green belt variance per zoning section 2406.1.c. The parcel number for the property is 80-53-552-016-01.

Anderson said this property is the one that currently has the car wash; the applicant has been trying to develop a plan that will work on this property, which is not very deep. The original plan that was submitted required front, rear and side setback variances. The building was very large for the property. The applicant went back and redrew it so the *variances to the side setbacks* are no longer required. Anderson noted that the overlay makes for more strict landscaping requirements and the Planning Commission sub-committee knew this would be a difficult area when they were working on the overlay zone. Anderson stated that the applicant is adding planting all the way around the property and a fence replacing what is there. The required greenbelt along the street will not be possible due to the county right-of-way being deeper than had been realized. Anderson noted that next door to the applicant's property, the car lot cars are actually parked in the county right-of-way. The applicant has added some green plantings in the front, but if he had to meet the greenbelt requirement, he would not be able to provide the required parking.

Paull asked if the city has a requirement for a greenbelt that is unworkable. Anderson noted there are a few lots this stretch of street and at the time we worked on this we thought about doing this as different overlay or a separate zone; we didn't realize at the time how much parking is occurring in the county right-of-way in these properties. Anderson stated that several of the businesses along there would be in the same situation. Paull asked how many there were. Anderson said about three, including the laundromat and the car dealership. Lewis said maybe it's a problem for any of those businesses in that immediate area.

Boyd asked for clarification, "In the process of Mr. Wiltgen doing this plan, he has already shrunk the plan?" Anderson said yes, he did forego the *variances to the side setbacks* by redesigning the plan so it fits well.

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

All in favor. Motion carried.

Joe Wiltgen, 519 Virginia Avenue: Stated he would answer any questions.

Paull said. "We have a letter concerning litter and trash; how are you going to deal with that?" Wiltgen said, "There won't be that problem anymore; the new plan has a dumpster up front and an enclosure."

Bugge pointed out that the fence is dilapidated to which Anderson responded that there will be a green belt and a six foot (6') high fence. Bugge asked if there is something in the ordinance that states they have to keep the fence in good repair to which Anderson stated that Code Enforcement can make someone remove, replace or repair the fence and can also issue citations.

Paull asked about the green space requirements. Wiltgen responded that he has more than anyone, referring to the green on the county right-of-way in front of his lot, and will be adding more plus the driveway will be shrunken down. Wiltgen said the Cook Street side will have added greenery and also the rear lot line.

Bugge asked about the five foot (5') wide sidewalk in the back and what type of business Wiltgen is anticipating occupying the building. Wiltgen said he expects retail businesses or offices, noting that different uses have different needs. Bugge asked about access doors in the rear to which Wiltgen said, "Per code we have to have them," and noted that deliveries will be in the front during the morning business hours.

Bugge asked how much square footage Wiltgen took off the original plan. Wiltgen said he went from four (4) units in the building to three (3) units. Bugge asked why he was concerned with making smaller retail spaces. Wiltgen responded that you have to build to accommodate different types of businesses and there is a point where the units could just be too small, noting, "If you can't make any money by renting it you might as well not put it up."

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

All in favor. Motion carried.

Miller noted that there was anticipation of businesses occupying that property and that the ordinance was crafted to accommodate businesses. Miller also stated that the letter in opposition is very sincere but the litter problems have been inherent with the nature of the current business, something that is in the past. Miller suggests that it appears this is an excellent use of the land as anticipated by the overlay zone as drafted.

Lewis stated that he does not have any real issues with this request whatsoever. Lewis also sees the right-of-way from Blue Star as a problem and understands why it was a surprise to Anderson, noting that the green space at the front does meet the intent of the ordinance, even though it is not on the applicant's property. Lewis also pointed out that the neighbors to the west will not have cars running by their backyard and the trash will not be loose items being moved from car and trunk to the trash can but bagged in the businesses and placed in the dumpster.

Motion by Boyd to approve the variance as requested because of the lot being very shallow for what would normally be used for a business; the right-of-way from Blue Star is prohibitively wide to not meet the letter of the law; the applicant is adding green space; and any commercial user would have to ask for this variance. Second by Miller.

A roll call vote was taken:

Yeas: Miller, Paull, Boyd, Bugge, Lewis
Nays: None

Motion carried.

Bugge noted the upkeep on this property has been very poor; landscape was not being maintained. These things need to be taken care of because the whole intent of this overlay zone was to make things look nicer. Boyd commented that since the applicant was planning to bring in the wrecking ball that he did not think he would have done a lot of maintenance.

7. Other Business

a) An interpretation of a section of the sign ordinance has been requested.

Anderson explained that one of the responsibilities of the Zoning Board of Appeals is interpretation; what text means; what the use of a zone is, etc. This interpretation is final and has the effect of law. The Planning Commission will then, at their next look at the ordinance, clarify the ZBA decision in the ordinance.

Anderson noted that she received a complaint about an alleged zoning violation involving a free-standing "For Rent" sign. Anderson looked at the Zoning Ordinance; under general sign provisions the ordinance defines a real estate sign as "a sign for sale, rent or lease". The complainant said she knew this but rental signs were a different story. Anderson pointed out that real estate signs were permitted under Permitted Signs in that residential zone, so she could not understand what the issue was here. Anderson told the complainant that she had to take this to the board of appeals since she, as Zoning Administrator, cannot change or add to the ordinance. Anderson said she later spoke with board member Dave Paull, knowing that he had a history with the city, who said he thought the rental ordinance may have been where that sign provision came in. Anderson noted staff did some research on the rental ordinance which has since been repealed. This led to a finding that residences with up to that residences with up to six (6) units were required to have a sign on the wall. The ordinance was not clear what sign that might be.

Paull said, "One of the issues we need to be fairly clear about is distinguishing between temporary real estate signs, properties for sale or for rent and those signs which advertise short-term temporary seasonal rentals." He thinks this is where the complainant is coming from. "The sign in question was for a temporary, seasonal, short-term rental. I've been driving around my neighborhood and noticing there were a few others; for short-term, temporary, seasonal rentals. These are not temporary signs for the long-term rental of a house. Paull said back when we worked on the rental ordinance we tried to differentiate between these two types of rentals so the signs wouldn't be up all season long. We wanted the short-term rental signs to be regulated more, in size and in location, so as not to be

intrusive in a residential neighborhood. A short-term rental is a business stuck in the middle of a residential area. I believed then and I believe now, that is not appropriate in a residential neighborhood.”

Boyd asked, “Historically the rental ordinance doesn’t exist?” Paull responded that the rental ordinance was passed by City Council and shortly thereafter it was repealed. Boyd asked if there are sign size restrictions to which Anderson responded, “Yes, the freestanding sign cannot be larger than six (6) square feet, must be five feet (5’) from the property line and a maximum of six feet (6’) in height. Boyd said, “So it is the “Vacation Rental by Owner” (VRBO) sign we are trying to regulate.”

Paull proposed that the board tell the Planning Commission to create new ordinances regarding the control of those particular signs. Boyd stated that he likes that idea.

Bugge pointed out that the board is being asked to interpret the ordinance as written now, and until the Planning Commission adopts new text, we have to interpret the existing ordinance.

Anderson clarified, “You have to make an interpretation tonight and may also recommend something to the Planning Commission. “Are rental signs allowed to be free-standing or is there evidence in the ordinance that they have to be up against the wall?”

Miller asked if signage for short term rentals usually says weekly or monthly, how do you determine how much wording can fit on what size sign?

Bugge said we have definitions already in the ordinance, the first one is real estate sign: located on the property that is for sale, rent or lease. Then what was brought up was a temporary sign, any sign that is not constructed or intended for long term use and not permanently affixed to a structure. The way the ordinance stands right now, there is no distinction between signs advertising properties for sale, lease or rent. She mentioned the phrase, “unless allowed elsewhere in this ordinance”.

Motion by Bugge, second by Paull that real estate signs, as defined, may be freestanding on residential properties, and to suggest that the Planning Commission look at a third category for signs which advertise short-term temporary seasonal rentals.

Lewis noted this was quite a problem when we did the sign ordinance; at the time we did not have a rental ordinance, and Sec. 2008 permitted temporary signs. Paull noted that these weekly rental signs tend to be more permanent than temporary. Boyd said it was a slippery slope then and still is and will remain, noting, “Perhaps encourage the Planning Commission that restrictions on size and how many, things like that, remembering that tourism is our industry and part of tourism is short term rental by owner.” Paull commented that the house next door to him, which is typical, has a sign which leans up against the front wall all year long, and stated that he has not seen one person driving by looking for signs like that and picking up their cell phone or searching for the nearest phone booth. Paull noted that pulling people off the streets is not the type of tourism we want to encourage.

Boyd said in another community he has seen signs where the temporary sign can be removed from a more permanent sign. Bugge said these temporary signs are never in need of removal for short-term rentals.

Miller asked about the definition referred to in the motion which Bugge then read: "Real estate sign: A sign advertising the real estate upon which the sign is located as being for sale, rent, or lease." Miller said, "Let's interpret for allowing the signs for now and assign this to the Planning Commission."

All in favor. Motion carries.

8. Member Comments

Anderson: The May meeting is moved up a week, due to Memorial Day, to May 18th. We will be in the basement, due to conflicting with the City Council meeting on that date. We have two applications and possibly expect another tomorrow.

There were no other comments.

8. Adjourn

Motion by Paull, second by Boyd to adjourn at 7:55 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

LIBERTY HYDE BAILEY MUSEUM MEMORIAL, INC. "FOUNDATION"

Tuesday

May 19, 2015

7:10 P.M.

Board Members Present: Joan Hiddema, John Stempien, Rodd Robbins, Melanie Gleiss, Cindy McAlear

Board Members Absent: Becky Linstrom (Excused), Anne Long (Excused), Bill Lundy (Excused), Robin Reva (Excused)

City Council Representative Present: Clark Gruber

Interim Director Present: Michael Fiedorowicz

Honorary Trustee & Master Gardener in Residence: David Fenske

Guest: Fletcher Robbins

Cindy McAlear, LHBM Board Secretary, called the meeting order and welcomed Fletcher Robbins . Cindy asked for a motion to accept the April 21, 2015 LHBM Board Meeting minutes.

It was moved by Clark Gruber to accept the April 21, 2015 LHBM Board Meeting minutes. Seconded by Joan Hiddema. Motion Carried

TREASURE'S REPORT – JOAN HIDDEMA

Checking Account Balance: \$21,819.30

McNeil Endowment: \$13,096.56

South Haven Community Foundation: \$5,000.00

Joan reported that 10 "Holy Earth" books have been pre-sold. We need to work on getting more. We are committed to 200 copies.

Joan also asked for help with the garage sale at the museum. She needs help setting up and help during the sale on May 22 and May 23. Melanie Gleiss and Cindy McAlear volunteered to help. Cindy will also try to get some museum members to help.

DIRECTOR'S REPORT – MICHAEL FIEDOROWICZ

MANAGEMENT

1. We reopened for the season Wednesday, May 6th.

EDUCATION AND PROGRAMS

1. The Spring Cleaning Sale is scheduled for May 22 & 23. Mike sent an Emma email blast to members on May 12 to promote donations.
2. Mike contacted Brian Hayes from EIRC, which is doing the Voices workshop. He said that we need a minimum of 10 people for the workshop. He feels that more is better for class interaction and learning. There is a maximum limit of 25 to 30 people in the workshop.
3. We have started to receive registrations (three so far) for the Bailey Budding Naturalists (BBN). Mike will be sending flyers to the schools to promote it.

PUBLIC RELATIONS AND ADVOCACY

1. Mike sent a press release for the Voices From the Land Workshop May 12. Elaine Stephens assisted with the release, editing it and then sending it to Carey Frost at South Haven Schools. Becky Linstrom helped to write it too. Mike thanked both for their assistance.
2. The Bailey Bulletin was mailed on May 14. It included a registration form for BBN. The next edition is due to be published during the first week of July.
3. Press releases and Emma/Facebook/Tweets will be sent for Robin Reva's exhibition, "Tellus Forms", the Under the Walnut Tree talk with Brian Hayes, and the Sunday Social June 28th.

GRANTS

1. Mike is writing two grants. He is submitting one grant to the South Haven Community Foundation for education computers and programs. The grant will fund interactive software for the young visitors. He is also writing an operating grant to Michigan Council for Arts and Cultural Affairs. He will request \$12,000 from MCACA.
2. We have outstanding requests to the Youth Advisory Committee of the South Haven Community Foundation for BBN, request to Meijer for the upcoming "The Holy Earth" show and Walmart.

COLLECTIONS AND EXHIBITIONS

1. We have purchased two books: "The School-book of Farming" by Bailey and "Annual of Horticulture in North America" by Bailey. John Linstrom has asked that these be purchased for our library. Mike has been communicating with John Linstrom about the upcoming show.

It was moved by Joan Hiddema to approve the grant request to the South Haven Community Foundation. Seconded by Clark Gruber. Motion Carried.

It was moved by Joan Hiddema to approve the grant request to the Michigan Council for Arts & Cultural Affairs. Seconded by Todd Robbins. Motion Carried.

FLOOR

1. Melanie Gleiss mentioned that Evergreen Creamery might be able to do a program for the museum this summer.

2. David Fenske requested that something be done with the Larkspur patch to make it more attractive. He also mentioned that the area where the Bailey Budding Naturalists planted plants last year also needs to be attended to and asked what was going to be done with the area in back of the barn. David said that the herb garden is in. Joan Hiddema will talk to Anne Long about the gardens.
3. John Stempien brought up that in the future, the board does not have to motion for approval of grants that are being written. John will be giving a talk about the Mary Wayland glass picture and "The Holy Earth" on August 5 at the Kalamazoo Art Institute. Joan Hiddema asked John Stempien about the copy rights for the glass pictures we have by Bailey. John said that they are public domain because of their age. He did mention that we should look into the use of them because they are our property and they shouldn't be used without our permission. John also suggested that we put our museum logo or our name on them.
4. Joan Hiddema encouraged the board to come to the garage sale.
5. Cindy McAlear reported that the membership is up to 151 at this time. The numbers are very good for this early in the year.

SWOT

1. Mike Fiedorowicz lead the board in a discussion of the lists of Strengths, weaknesses, Opportunities and Threats/Challenges of the LHB Museum. Mike also presented two new logos that Robin Reva and Mike along with Do- It staff members have been working on.

It was moved by Joan Hiddema to adjourn. Seconded by Clark Gruber

8 P. M.

Respectfully submitted by,

Cindy McAlear, Secretary



Agenda Item #6

Fiscal Year 2015-16; Budget Adoption

Background Information:

The City Council will be asked to consider the adoption of the Fiscal Year 2015-16 Budget, as part of tonight's City Council meeting.

The budget process begins in earnest in January with department heads preparing budget concerns and requests for the City Manager's review. The Finance Department compiles and reviews these requests. As staff works through the various budget projections, a series of reports are distributed for the City Council's review. This year workshop sessions were held by the City Council to make sure the budget is reflecting the adopted policy priorities of City Council.

The manager's proposed budget for 2015-16 is complete and is now presented to the City Council for consideration. It is available for the public to review, and can be downloaded from the city's website at www.south-haven.com or can be obtained in print form at City Hall.

The City Charter requires a public hearing on the proposed budget, which was conducted at the May 18th regular meeting of the City Council. The City Charter requires adoption of a budget to occur at the first council meeting in June. For tonight's meeting, the City Council is requested to adopt the attached budget document for the Fiscal Year 2015-16.

Recommendation:

Approve the following resolutions:

- Resolution 2015-21: A Resolution adopting the 2015-16 Fiscal Year Budget for Component Unit Funds of the City of South Haven, Michigan.
- Resolution 2015-22: A Resolution adopting the 2015-16 Fiscal Year Budget for General, Special Revenue, Debt Service, Capital Projects and Fiduciary Funds of the City of South Haven, Michigan.
- Resolution 2015-23: A Resolution adopting the 2015-16 Fiscal Year Budget for Enterprise and Internal Service Funds of the City of South Haven, Michigan.
- Resolution 2015-24: A Resolution setting the 2015 Property Tax Millage.

Support Material:

Proposed Resolutions
[Fiscal Year 2015-16 Budget Proposal](#)

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-21

A RESOLUTION ADOPTING THE 2015/2016 FISCAL YEAR BUDGET FOR
COMPONENT UNIT FUNDS OF THE CITY OF SOUTH HAVEN, MICHIGAN

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 June 1, 2015 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to and in accordance with Chapter 8 of the City Charter, the City Manager has submitted to the City Council a recommended budget for the City of South Haven for the 2015/2016 fiscal year; and

WHEREAS, the City Council has studied and considered such proposed budget with its incorporated capital outlay program; and

WHEREAS, notice of a public hearing on the proposed budget was published in the South Haven Tribune on May 11, 2015; and

WHEREAS, a public hearing on the proposed budget was held on May 18, 2015; and

WHEREAS, the proposed budget has been on file and open for public inspection for not less than one week as provided by Charter; and

WHEREAS, the City Council is authorized by the Uniform Budgeting and Accounting Act, MCLA 141.421; MSA 5.3228 (21) e.t. seq. to provide that the City Manager may execute transfers between line items and of individual departmental budgets without the prior approval of the City Council; and

WHEREAS, the City Council wishes to permit the City Manager, within certain restrictions, to execute transfers between line items of the budget without the prior approval of the Council.

NOW, THEREFORE, BE IT RESOLVED by the City of South Haven City Council that the 2015/2016 fiscal year budget for the various funds and in the various amounts as summarized on the attached Exhibit A with their incorporated capital outlay programs are hereby adopted by activity level in accordance with the provisions of Public Act 621.

BE IT FURTHER RESOLVED that the City Manager may execute transfers between line items of individual departmental budgets without the prior approval of the City Council, provided that no increase in the total expenditures contained in the budget for any individual department is

made and provided that the budget adjustment be reflected in the quarterly budget status report which shall be submitted as an informational item to the City Council on a regular basis.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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 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 the 1st day of June, 2015, 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

CITY OF SOUTH HAVEN
 2015/2016 FISCAL YEAR BUDGET SUMMARY
 COMPONENT UNIT FUNDS

FUND	PROJECTED FUND BALANCE 7/1/2015	REVENUE AND OTHER SOURCES	EXPENDITURES AND OTHER USES	PROJECTED FUND BALANCE 6/30/2016
Component Units:				
Brownfield Authority	1,170,948	150,758	848,000	473,706
Downtown Development Authority	259,495	1,274,147	1,357,097	176,545
Local Dev Finance Authority #1	715,784	179,848	297,140	598,492
Local Dev Finance Authority #2	173,050	36,736	59,032	150,754
Local Dev Finance Authority #3	487,634	57,607	180,203	365,038
TOTAL	2,806,911	1,699,096	2,741,472	1,764,535

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-22

A RESOLUTION ADOPTING THE 2015/2016 FISCAL YEAR BUDGET FOR
ENTERPRISE AND INTERNAL SERVICE FUNDS
OF THE CITY OF SOUTH HAVEN, MICHIGAN

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 June 1, 2015 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to and in accordance with Chapter 8 of the City Charter, the City Manager has submitted to the City Council a recommended budget for the City of South Haven for the 2015/2016 fiscal year; and

WHEREAS, the City Council has studied and considered such proposed budget with its incorporated capital outlay program; and

WHEREAS, notice of a public hearing on the proposed budget was published in the South Haven Tribune on May 11, 2015; and

WHEREAS, a public hearing on the proposed budget was held on May 18, 2015; and

WHEREAS, the proposed budget has been on file and open for public inspection for not less than one week as provided by Charter; and

WHEREAS, the City Council is authorized by the Uniform Budgeting and Accounting Act, MCLA 141.421; MSA 5.3228 (21) e.t. seq. to provide that the City Manager may execute transfers between line items and of individual departmental budgets without the prior approval of the City Council; and

WHEREAS, the City Council wishes to permit the City Manager, within certain restrictions, to execute transfers between line items of the budget without the prior approval of the Council.

NOW, THEREFORE, BE IT RESOLVED by the City of South Haven City Council that the 2015/2016 fiscal year budget for the various funds and in the various amounts as summarized on the attached Exhibit A with their incorporated capital outlay programs are hereby adopted by activity level in accordance with the provisions of Public Act 621.

BE IT FURTHER RESOLVED that the City Manager may execute transfers between line items of individual departmental budgets without the prior approval of the City Council, provided that no increase in the total expenditures contained in the budget for any individual department is

made and provided that the budget adjustment be reflected in the quarterly budget status report which shall be submitted as an informational item to the City Council on a regular basis.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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 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 the 1st day of June, 2015, 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

CITY OF SOUTH HAVEN
 2015/2016 FISCAL YEAR BUDGET SUMMARY
 ENTERPRISE AND INTERNAL SERVICE FUNDS

FUND	RETAINED EARNINGS 7/1/2015	REVENUE AND OTHER SOURCES	EXPENDITURES AND OTHER USES	RETAINED EARNINGS 6/30/2016
Enterprise Funds:				
Black River Park	565,620	493,100	633,209	425,511
Electric Fund	14,605,139	14,567,974	14,330,780	14,842,333
Water Fund	7,348,297	4,008,283	4,478,139	6,878,441
Sewer Fund	6,983,614	2,619,854	2,896,038	6,707,430
Marina Fund	2,370,469	682,500	873,369	2,179,600
Beach Fund	108,527	249,000	259,647	97,880
Internal Service Funds:				
Information Services	148,540	296,284	331,702	113,122
Motor Pool	2,354,956	829,107	975,687	2,208,376
Self Insurance Fund	611,277	0	150,000	461,277
TOTAL	35,096,439	23,746,102	24,928,571	33,913,970

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-23

RESOLUTION ADOPTING THE 2015/2016 FISCAL YEAR BUDGET FOR
GENERAL, SPECIAL REVENUE, DEBT SERVICE, CAPITAL PROJECTS, AND
FIDUCIARY FUNDS OF THE CITY OF SOUTH HAVEN, MICHIGAN

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 June 1, 2015 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to and in accordance with Chapter 8 of the City Charter, the City Manager has submitted to the City Council a recommended budget for the City of South Haven for the 2015/2016 fiscal year; and

WHEREAS, the City Council has studied and considered such proposed budget with its incorporated capital outlay program; and

WHEREAS, notice of a public hearing on the proposed budget was published in the South Haven Tribune on May 11, 2015; and

WHEREAS, a public hearing on the proposed budget was held on May 18, 2015; and

WHEREAS, the proposed budget has been on file and open for public inspection for not less than one week as provided by Charter; and

WHEREAS, the City Council is authorized by the Uniform Budgeting and Accounting Act, MCLA 141.421; MSA 5.3228 (21) e.t. seq. to provide that the City Manager may execute transfers between line items and of individual departmental budgets without the prior approval of the City Council; and

WHEREAS, the City Council wishes to permit the City Manager, within certain restrictions, to execute transfers between line items of the budget without the prior approval of the Council.

NOW, THEREFORE, BE IT RESOLVED by the City of South Haven City Council that the 2015/2016 fiscal year budget for the various funds and in the various amounts as summarized on the attached Exhibit A with their incorporated capital outlay programs are hereby adopted by activity level in accordance with the provisions of Public Act 621.

BE IT FURTHER RESOLVED that the City Manager may execute transfers between line items of individual departmental budgets without the prior approval of the City Council, provided that no increase in the total expenditures contained in the budget for any individual department is

made and provided that the budget adjustment be reflected in the quarterly budget status report which shall be submitted as an informational item to the City Council on a regular basis.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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 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 the 1st day of June, 2015, 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

CITY OF SOUTH HAVEN
 2015/2016 FISCAL YEAR BUDGET SUMMARY
 GENERAL, SPECIAL REVENUE, DEBT SERVICE,
 CAPITAL PROJECTS AND FIDUCIARY FUNDS

FUND	PROJECTED FUND BALANCE 7/1/2015	REVENUE AND OTHER SOURCES	EXPENDITURES AND OTHER USES	PROJECTED FUND BALANCE 6/30/2016
General Fund	2,228,119	7,031,515	7,031,515	2,228,119
Special Revenue Funds:				
Major Street	39,652	326,086	341,355	24,383
Local Street	46,254	179,371	206,256	19,369
Street Fund	82,306	1,235,358	1,177,149	140,515
Garbage/Refuse	18,420	399,547	399,547	18,420
Budget Stabilization	211,658	50,000	0	261,658
Narcotics Unit	48,121	226,137	226,137	48,121
Police Training	456	3,500	3,500	456
Block Grant - Post 1995 Fund	37,752	0	0	37,752
River Maintenance	73,485	36,880	30,500	79,865
Sick Leave Reserve	113,008	0	0	113,008
Debt Service Funds:				
Building Authority #2	30,801	259,675	259,675	30,801
DDA Debt Service #2	15,598	205,650	205,650	15,598
2003 Capital Bond Debt Service	32,295	341,438	341,438	32,295
2007 Capital Bond Debt Service	1,309	111,470	111,470	1,309
Capital Project Funds:				
Cemetery Improvements	283,826	12,500	195,000	101,326
Pavilion and Ice Rink	7,501	40,000	40,000	7,501
Capital Projects	412,705	1,035,890	1,403,740	44,855
Fiduciary Funds:				
Cemetery Perpetual Care	292,436	14,000	0	306,436
TOTAL	3,975,702	11,509,017	11,972,932	3,511,787

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-24

A RESOLUTION SETTING THE 2015 PROPERTY TAX MILLAGE

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 June 1, 2015 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City of South Haven, in order to execute the Fiscal Year 2015/2016 Budget, needs to establish millage rates.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Haven that the 2015 Summer Tax Millage be set at 14.3371 mills and the 2015 Winter Tax Millage be set at 0.5805 mills as detailed on Exhibit A.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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 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 the 1st day of June, 2015, 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

Michigan Department of Treasury
614 (Rev. 03-15)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s) **L-4029**
COPY TO: Each township or city clerk

2015 Tax Rate Request (This form must be completed and submitted on or before September 30, 2015)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes VAN BUREN & ALLEGAN	2015 Taxable Value of ALL Properties in the Unit as of 5-26-15 398,596,837
Local Government Unit Requesting Millage Levy SOUTH HAVEN CITY	For LOCAL School Districts: 2015 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2015 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2014 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2015 Current Year "Headlee" Millage Reduction Fraction	(7) 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CHARTR	OPER		15.0000	10.2860	1.0000	10.2860	1.0000	10.2860	10.2860		NONE
PA 127	REFUSE		3.0000	2.0568	1.0000	2.0568	1.0000	1.2000	1.2000		NONE
PA 47	HOSP		.4000	.3305	1.0000	.3305	1.0000	.3305		.3305	NONE
PA 1877	LIBRARY	8/1964	1.0000	.8271	1.0000	.8271	1.0000	.5900	.5900		NONE
EX VOTE	NARC	11/2011	.6798	.6798	1.0000	.6798	1.0000	.6798	.6798		11/2016
EX VOTE	SR SERV	8/2014	.2500	.2500	1.0000	.2500	1.0000	.2500		.2500	12/2017
EX VOTE	STREET	2/2008	1.7500	1.5813	1.0000	1.5813	1.0000	1.5813	1.5813		12/2027

Prepared by Wendy J. Hochstedler	Telephone Number (269) 637-0714	Title of Preparer City Finance Director/Treasurer	Date
--	---	---	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name Amanda Morgan, City Clerk	Date
<input type="checkbox"/> Secretary			
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name Robert G. Burr, Mayor	Date
<input type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2015 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	



Agenda Item #7

Utility Rate Ordinance; Introduction

Background Information:

During this year's rate setting process, the Board of Public Utilities (BPU) approved an increase of 2% for the various components of the water and sanitary sewer utility rates.

The BPU recommendation for possible changes to the electric utility rates will be forthcoming during the month of July, 2015. As a result, the utility bill comparisons will reflect the adopted 2014 electric rates. The average utility customer will see an increase in their monthly utility bill of approximately \$2.05.

Please review the attached Utility Bill Comparison report based on the average residential utility customer.

Recommendation:

Staff recommends that the City Council consider a motion to introduce the utility rate ordinance as presented.

Support Material:

Utility Rate Setting Ordinance
Proposed Water Rates
Proposed Sewer Rates
FY 2016 City Residential Utility Bill Comparisons

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

ORDINANCE NO.1018

AN ORDINANCE TO AMEND RATES FOR THE CITY OF SOUTH HAVEN UTILITIES

The City of South Haven Ordains:

SECTION 1

That Section 86-36 regarding electric rates of the Code of Ordinances for the City of South Haven is hereby amended to read as follows:

Sec. 86-36. Electric rate structure.

The following are the electrical charges and rates for electrical service customers:

- (1) *Residential customers.* Basic electric charge: \$5.50/month; power usage rate: \$0.100/kWH; energy optimization surcharge \$0.001612/kWH.
- (2) *Commercial customers.* Basic electric charge: \$6.80/month; power usage rate: \$0.11/kWH; energy optimization surcharge \$0.002126/kWH.
- (3) *Commercial power customers.* Power usage rate: .0563/kWH; demand charge: \$11.95/kw; minimum demand: 15 kw/month; primary metered customers: rebate of two percent of kWH usage; energy optimization surcharge \$0.002126/kWH.
- (4) *Industrial and municipal customers.* Power usage rate: .0468/kWH; demand charge: \$11.95/kw; minimum demand: 15 kw/month; primary metered customers: rebate of two percent of kWH usage; energy optimization surcharge \$0.002126/kWH.
- (5) *Unmetered Security/Street Lighting.* 150 Watt Lights - \$9.00/Month. 250 Watt Lights - \$15.00/Month.

The Energy Optimization Surcharge shall terminate on December 31, 2015.

SECTION 2

That subsections 86-71 and 86-72 regarding water rates of the Code of Ordinances for the City of South Haven are hereby amended to read as follows:

Section 86-71. Standby charge.

The water standby service fee is based on the size of the water meter used or installed, is the minimum charge, is payable in advance, and is additional to the charge for water use. Such charge is to include the cost of debt service, capital replacement funding, capital improvement and the readiness to serve costs. Such charge is made whether or not the water meter is turned off. Such charges shall be as follows:

	Meter Size Inches	Plant Replacement	City Capital Improvement	Capital Replacement	Ready to Serve	Total
(1)	5/8" or 3/4" meter	\$19.46	\$4.12	\$1.96	\$6.89	\$32.42
(2)	1" meter	\$25.97	\$5.49	\$2.62	\$9.18	\$43.26
(3)	1 1/4" meter	\$37.14	\$7.86	\$3.71	\$13.13	\$61.84
(4)	1 1/2" meter	\$48.36	\$10.23	\$4.86	\$17.08	\$80.53
(5)	2" meter	\$69.08	\$14.63	\$6.93	\$24.42	\$115.06
(6)	3" meter	\$121.10	\$25.58	\$12.14	\$42.74	\$201.57
(7)	4" meter	\$181.40	\$38.39	\$18.25	\$64.11	\$302.15
(8)	6" meter	\$285.01	\$60.30	\$28.65	\$100.73	\$474.69
(9)	8" meter	\$447.94	\$94.88	\$44.98	\$158.35	\$746.15

Section 86-72. Water usage rate.

In addition to the standby charge for water, a usage charge is levied which is based solely on the amount of water which is registered on the water meter each billing period. This rate shall be as follows:

- (1) 1st 2,500 cubic feet: \$2.22 per 100 cubic feet
- (2) Over 2,500 but not over 25,000 cubic feet \$2.01 per 100 cubic feet
- (3) Over 25,000 cubic feet \$1.95 per 100 cubic feet

SECTION 3

That Sections 86-171 and 86-172 regarding sewer rates of the Code of Ordinances for the City of South Haven are hereby amended to read as follows:

Section 86-171. Sewer standby service fees.

The sewer standby service fee is based on the size of the water meter used or installed, is the minimum charge, is payable in advance, and is additional to the charge for sewer use. Such charge is to include the cost of debt service, capital replacement funding, capital improvement and the readiness to serve costs. Such charge is made whether or not the sewer is in use.

	Meter Size (inches)	Debt Service	Capital Replacement	City Capital Improvement	Ready to Serve	Total
(1)	5/8" or 3/4" meter	\$ 5.85	\$ 2.06	\$ 6.26	\$ 8.56	\$ 22.72
(2)	1" meter	\$ 7.79	\$ 2.74	\$ 8.34	\$ 11.44	\$ 30.30
(3)	1 1/4" meter	\$ 11.17	\$ 3.90	\$ 15.57	\$ 16.37	\$ 47.01

(4)	1 1/2" meter	\$ 14.54	\$ 5.08	\$ 22.24	\$ 21.35	\$ 63.22
(5)	2" meter	\$ 20.77	\$ 7.27	\$ 30.50	\$ 30.44	\$ 88.98
(6)	3" meter	\$ 36.35	\$ 12.74	\$ 38.94	\$ 53.27	\$ 141.31
(7)	4" meter	\$ 54.54	\$ 19.11	\$ 58.42	\$ 79.94	\$ 212.00
(8)	6" meter	\$ 85.69	\$ 30.01	\$ 91.79	\$ 125.61	\$ 333.10

Section 86-172. Sewer usage rate.

(a) In addition to the standby service charge for sewer, a usage charge is levied which is based solely on the amount of water which is registered on the water meter each billing period. This rate is \$2.74 per 100 cubic feet of water metered.

(b) The sewer usage volume charge for single-family and duplex residential structures for utility bills dated June 1 through September 30 will be based on the average monthly water use billed for the five month period from the November water meter readings through the April water meter readings with a minimum volume charge of 1,000 cubic feet per month. If a month's metered water use is less than the above referenced sewer usage volume calculation, that month's sewer usage volume charge will be based on the metered water use. For new connections with no history of usage, the minimum billing will apply.

SECTION 4

If any portion of this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining provisions of this ordinance.

SECTION 5

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

SECTION 4

This ordinance shall take effect ten (10) days after its adoption or upon its publication in the *South Haven Tribune*, whichever occurs later.

INTRODUCED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this 1st day of June, 2015.

ADOPTED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this 15th day of June, 2015.

Robert G. Burr, Mayor

CERTIFICATION

I, Amanda Morgan, Clerk of the City of South Haven, Van Buren County, Michigan do hereby certify that the above Ordinance was adopted by the South Haven City Council on the 15th day of June, 2015; and the same was published in a paper of general circulation in the City, being the *South Haven Tribune*, on the ____ day of June, 2015.

Amanda Morgan, City Clerk

WATER RATES
FY 2016
PROPOSED CHANGES

WATER STANDBY RATES

Meter Size (Inches)	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>
	Plant Repl	<i>Plant Repl</i>	Capital Imp	<i>Capital Imp</i>	Capital Repl	<i>Capital Repl</i>	R T S	<i>R T S</i>	Total	<i>Total</i>
		1.02		1.02		1.02		1.02		
5/8" & 3/4"	\$ 19.07	19.46	\$ 4.04	4.12	1.92	1.96	6.752	6.89	31.78	32.42
1"	\$ 25.46	25.97	\$ 5.39	5.49	2.57	2.62	8.996	9.18	42.41	43.26
1 1/4"	\$ 36.41	37.14	\$ 7.70	7.86	3.64	3.71	12.872	13.13	60.63	61.84
1 1/2"	\$ 47.41	48.36	\$ 10.03	10.23	4.76	4.86	16.748	17.08	78.95	80.53
2"	\$ 67.73	69.08	\$ 14.34	14.63	6.79	6.93	23.939	24.42	112.80	115.06
3"	\$ 118.73	121.10	\$ 25.08	25.58	11.90	12.14	41.902	42.74	197.61	201.57
4"	\$ 177.85	181.40	\$ 37.64	38.39	17.89	18.25	62.852	64.11	296.23	302.15
6"	\$ 279.42	285.01	\$ 59.12	60.30	28.09	28.65	98.756	100.73	465.39	474.69
8"	\$ 439.16	447.94	\$ 93.02	94.88	44.09	44.98	155.244	158.35	731.52	746.15

WATER USAGE RATES

	Current	<i>Proposed</i>	
		1.02	
1ST 2,500 cubic feet:	2.17	2.22	per 100 cubic feet
over 2,500 but not over 25,000 cubic feet:	1.97	2.01	per 100 cubic feet
over 25,000 cubic feet:	1.91	1.95	per 100 cubic feet

SEWER RATES
FY 2016
PROPOSED CHANGES

SEWER STANDBY RATES

Meter Size (Inches)	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	2.00%
	Debt Service	<i>Debt Service</i>	Capital Repl	<i>Capital Repl</i>	Capital Impr	<i>Capital Impr</i>	R T S	<i>R T S</i>	Total	<i>Total</i>	
		1.02		1.02		1.02		1.02			
5/8" & 3/4"	5.73	5.85	2.02	2.06	6.14	6.26	8.39	8.56	22.28	22.72	
1"	7.63	7.79	2.68	2.74	8.17	8.34	11.21	11.44	29.70	30.30	
1 1/4"	10.95	11.17	3.83	3.90	15.27	15.57	16.05	16.37	46.09	47.01	
1 1/2"	14.26	14.54	4.98	5.08	21.81	22.24	20.94	21.35	61.98	63.22	
2"	20.36	20.77	7.12	7.27	29.90	30.50	29.85	30.44	87.24	88.98	
3"	35.64	36.35	12.49	12.74	38.18	38.94	52.23	53.27	138.54	141.31	
4"	53.47	54.54	18.73	19.11	57.27	58.42	78.37	79.94	207.84	212.00	
6"	84.01	85.69	29.42	30.01	89.99	91.79	123.15	125.61	326.57	333.10	

	Current	<i>Proposed</i>	
SEWER USAGE RATE	2.68	2.74	per 100 cubic feet

Residential Utility Bill Comparison
 PROPOSED RATES EFFECTIVE JULY 1, 2015

5/25/2015

Monthly Usage in Cu. Ft.	1,000		
Current Water Rate per 100 Cu. Ft.	2.17		
Proposed Water Rate per 100 Cu. Ft.	2.21	2%	1.02
Current Sewer Rate per 100 Cu. Ft.	2.68		
Proposed Sewer Rate per 100 Cu. Ft.	2.74	2%	1.02
Water Meter Size	5/8"-3/4"		
Monthly Electric Usage - KWH	750		
Current Rate per KWH	0.100		
Proposed Rate per KWH	0.100		

<u>City Customers</u>	Current	Proposed	Change	Percent Change
Water Usage	21.70	22.13	0.43	2.0%
Water Capital Replacement	1.92	1.96	0.04	2.0%
Water Ready-To-Serve	6.75	6.89	0.14	2.0%
Water Capital Improvement	4.04	4.12	0.08	2.0%
Water Plant Debt Service	19.07	19.45	0.38	2.0%
Sewer Usage	26.80	27.34	0.54	2.0%
Sewer Capital Replacement	2.02	2.06	0.04	2.0%
Sewer Ready-To-Serve	8.39	8.56	0.17	2.0%
Sewer Debt Service	5.73	5.84	0.11	2.0%
Sewer Capital Improvement	6.14	6.26	0.12	2.0%
Electric Usage	75.00	75.00	-	0.0%
Basic Electric Charge	5.50	5.50	-	0.0%
Total Utility Bill	183.06	185.11	\$ 2.05	1.1%
Total Water Bill	53.48	54.55	1.07	2.0%
Total Sewer Bill	49.08	50.06	0.98	2.0%
Total Electric Bill	80.50	80.50	-	0.0%



Agenda Item #8

Beach Parking Fees

Background Information:

The City Council will be asked to consider approval of Resolution 2015-25, a resolution setting updated fees for the daily beach parking fees and parking violation fees, for the city's beach parking areas.

The City of South Haven created the beach parking fee system in 1986, in an effort to provide funds to help offset the cost of maintaining the public beaches and adjacent parks. In 1996, the City Council approved an increase in the daily beach parking fee from \$3.00 per day to \$5.00 per day. In 2013, City Council approved an increase in the daily beach parking fee from \$5.00 to \$7.00 per day. For the 2015 beach parking season, the City Council is being asked to consider an additional increase from \$7.00 per day to \$9.00 per day.

In the past several years, the City of South Haven has invested in a variety of improvements and maintenance expenses to its public beaches and adjacent parks. The beach parking fund has been essential in funding some of these expenses. As a result, the beach parking fund has experienced deficit spending during the past several years, and an effort to correct the deficit position seems appropriate. An increase in revenue to the beach parking fund will assist in eliminating the deficit position, and will create funds which can be used for investment in the beaches and adjacent parks.

The city's staff has reviewed the city's beach parking fees, and compared the existing fees to communities along Lake Michigan. Staff found that the city's existing fee is not competitive with many of those communities with the current price of \$7.00. Further, should the City Council wish to increase the beach parking fee, staff has found that an increase from \$7.00 per day to \$9.00 per day mirrors the fee charged by the State of Michigan for access to the state's lake front parks.

Staff recommends that the City Council consider an increase from \$7.00 per day to \$9.00 per day, for the daily beach parking fee. This increase should result in an increase in beach parking revenue. Additionally, staff recommends that the City Council add a third tier to the beach parking violation fees for unpaid tickets to increase the ticket fee to \$60.00 if not paid after 60 days. Unpaid parking tickets are the exception rather than the rule, however adding a third tier penalty should mitigate the costs associated with the fine collection.

Currently the beach parking fees are as follows:

- a) Daily Parking Fees - \$7.00 per trip
- b) Hourly Metered Parking - \$1.00 per hour
- c) Weekly Parking Pass - \$15.00 per week

d) Multi-Year Pass- \$50 first year, \$40, second year, \$30 third year

Currently the beach parking violation fees are set as follows:

\$20.00 if paid within seven (7) days

\$30.00 if paid after seven (7) days

Recommendation:

The City Council should consider a motion to approve Resolution 2015-25, a resolution amending the daily parking fee to \$9.00 and adding a third tier penalty for unpaid parking tickets to increase to \$60 if not paid after 60 days.

Support Material:

Resolution 2015-25

April 2015 Beach Parking Memo

Comparison of Parking Rates Spreadsheet



City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499

Telephone (269) 637-0700 • Fax (269) 637-5319

MEMORANDUM

To: Brian Dissette, City Manager
From: Kate Hosier, Deputy Clerk
Date: April 15, 2015
RE: Beach Parking Analysis and Recommendation

BACKGROUND INFORMATION

Beach Parking has a relatively low fund balance despite the healthy cash flow generated each summer. Therefore, staff recommends that the daily parking permit be raised to \$9 and to add a third tier to the parking ticket fee schedule for unpaid parking tickets, increasing the ticket fee to \$60 for unpaid parking tickets after 60 days.

The Beach Parking fee and ticket schedule was last amended in March 2013. In that amendment, the daily rate increased from \$5 to \$7. The ticket fee was raised from \$10 to \$20 if paid within seven days. Tickets paid after seven days were raised from \$25 to \$30. No further fees are charged for tickets that are not paid other than those accumulated in the collections process. Of the 1,369 beach parking tickets issued in 2014, 73 were sent to collections. These rates should be revisited and modified to be more competitive with the rates being charged in other communities. The following charts breakdown how the City of South Haven compares with other communities.

In comparison with our neighbors, only Grand Haven offers free parking to residents and non-residents in beach front areas. However, they offer free parking in a small limited space lot in front of their municipal beach. As to residents, Holland charges \$5 whereas St. Joseph charges \$6. South Haven offers residents two free parking stickers per year. As to non-resident rates, South Haven is currently in the middle of the lakeshore community group charging \$7 a day. Both Saugatuck and St. Joseph charge the highest non-resident municipal parking rate at \$8 per day.

Our immediate neighbor to the north, Saugatuck, just considered and adopted a proposal to raise the daily parking rates up to \$8 dollars from \$6 for daily permits and the season pass to

\$50 from \$40 in order to finance a paving project to Oval Beach.¹ This would still be \$1 less than what the Michigan DNR charges for a daily pass into its various parks which are scattered intermittently along the lakeshore between municipalities. For the state parks, a daily pass costs \$9 per vehicle per day regardless of residency. The annual pass, the Michigan Recreational Passport, costs \$11 per year for residents and \$31 per year for non-residents.

Neighboring Communities Along the Lakeshore		
Muskegon Pere Marquette Park	Free Parking	Restaurants, Snack bar, Playground area, Restrooms, Picnic area, Sand Volleyball court
Grand Haven City Beach	Limited free parking No fees or passes required	Restrooms
Holland Kirk Park Tunnel Park	County Resident: \$5/day \$15/annual Non-Resident: \$7/day \$25/annual	Picnic areas, Picnic shelter, Sand volleyball courts, Restrooms, Concession/vending machines
Saugatuck Oval Beach Douglas Beach	Daily: \$8/ vehicle Annual: \$50/vehicle Resident Annual Pass: \$20 *Rates raised 33% on 4/14/2015 (see footnote 1)	Restrooms, boardwalks, Volleyball, Grills
St. Joseph Silver Beach	County Resident: \$6/day \$35/annual Non-Resident: \$8/day \$35/annual	Concession, Playgrounds, Restrooms, Outdoor Showers, Picnic Tables, Grills, Barrier Free Walkways, Kayak/Board Rentals

Among the comparable cities, New Buffalo charges the highest rate out of this group at \$10 for a daily permit. South Haven charges the second highest municipal parking rate for non-residents at \$7. Port Huron, on the east side of the state, charges \$2 and \$5 for resident and non-resident, respectively.

Ludington, Manistee, Petoskey, and Alpena all offer free beach front parking. However, the City of Petoskey is contemplating a 3-tiered parking permit system but it is still in the planning stage. Bay City's beach front parking is actually part of the State's DNR park system and must comply with that rate schedule of \$9 per day regardless of residency.

Geographically speaking, New Buffalo experiences similar tourist traffic from Chicago as it is the first city in Berrien County. Notably, the rates charged by that municipality are the highest on the Lakeshore and compare with the new rates enacted by Traverse City in the following chart.

¹ http://www.mlive.com/news/grand-rapids/index.ssf/2015/04/oval_beach_entry_fees_rise_to.html#incart_river

Comparable Cities to South Haven (Similar size, population, etc.)		
Port Huron, MI Municipal Beach	City Residents: Daily \$2 Yearly \$20 Non-Residents: Daily \$5 Yearly \$35	Swimming, volleyball, playground
Bay City, MI Bay City State Park (no municipal beach)	Daily: \$9 Annual: (Michigan Recreation Passport) Residents \$11 Non Residents: \$31	Swimming, biking, fishing, playground, restrooms
Alpena, MI Starlight Beach Mich-E-Ke-Wis	Free Parking	Ball fields, playground, BMX bike park, volley ball courts, picnic shelter
Petoskey, MI Municipal Beaches	Free Parking – As of July 2014, developing tiered parking permit system	Wi-Fi, lookout points,
Manistee, MI Municipal Beaches:	Free Parking	Benches, Bike Racks, Fishing Area
Ludington, MI Stearns Park Beach	Free Parking	Free Wi-Fi, Restrooms, Handicapped Accessible Boardwalk, Skate Park, Playground
New Buffalo, MI Municipal Beaches	Daily: \$10 City Residents: Free Package Passes: 50 passes for \$40 Township Residents 25 passes for \$50 Non-residents	Swimming, dune walking, wood walkways, concession, kayak/paddleboard rentals, restrooms

Both Chicago and Traverse City have already enacted measures to increase parking rates. Using an 8 hour day as an example, a day at the beach in Chicago increased from \$10 to \$14. A day at the beach in Traverse City increased from \$5 to \$8.

Regional Comparison		
Michigan Beaches		
Traverse City Bryant Park Beach Clinch Park Beach East Bay Park Beach Sunset Park Beach Volleyball Beach West End Beach	<u>Metered Parking:</u> .60/hour at 30 min, 1, 2, and 4 hour meters .50/hour at 10 hour meters (New Meter Rate Increase as of 5/1/2015) \$1/hour at 30 min, 1, 2, and 4 hour meters .80/hour at 5, 6, 7, and 8 hour meters .60/hour 8+ hour meters² <u>Parking Garages:</u> \$1/hour, \$10 daily maximum <u>Surface Lot Permits:</u> Annual: \$390.00 (\$1.50/day) Quarterly (3 months): \$113.75 (\$1.75/day) Monthly (30 days); \$44.00 (\$2.00/day)	Restrooms, picnic tables, bike racks, trail access, lifeguards (mid-June-August), and snack bar

² <http://www.downtowntc.com/parking/parkingrates.html>

INDIANA BEACHES		
Indiana Dunes State Park West Park	Daily: \$6/car \$30/bus	
CHICAGO AREA BEACHES		
Rainbow Beach 57 th Street Beach 63 rd Street Beach Montrose Beach North Avenue Beach Oak Street Beach Loyola Beach	Meter rates: Peak: \$1.25/ hour Off peak: .50/hour Rates to go up in 2015³ Peak: \$1.75/hour (\$14 for 8 hour day) Off peak: .75/hour	Free Wi-Fi at beach, Restrooms Dog beach (Montrose)
WISCONSIN BEACHES		
Racine North Beach	Free parking in designated lots and nearby streets	Certified Blue Wave Clean Beach by the National Clean Beaches Council

As noted in the attached supporting documents from the Finance Department, the fund generally carries over approximately \$40,000 from one year to the next. Raising the price of the daily parking permit would spur growth and encourage the fund to increase over time. Furthermore, adding a third tier to the ticket schedule would increase the ability to capture revenue from overdue unpaid parking tickets. Unpaid parking tickets are the exception rather than the rule, however adding a third tier penalty would mitigate the costs of collecting those fines. Finally, raising the daily parking permit rate will not cause additional costs or hardship for the city as the smart meters are fairly easy to adjust.

RECOMMENDATION:

Raise the daily beach parking rate to \$9. Add a third tier to the parking ticket fee schedule for unpaid tickets to increase the ticket fee to \$60 if not paid after 60 days.

SUPPORT:

Comparison of Parking Rates Spreadsheet

³ <http://www.chicagotribune.com/news/local/breaking/ct-chicago-park-district-budget-met-1121-20141120-story.html>

**SOUTH HAVEN BOAT LAUNCH & BEACH PARKING REVENUES FROM TERMINALS
FOR THE SEASON FROM MAY 1, 2014 TO OCTOBER 31, 2014**

PER SPACE CHARGE

\$7.00
\$8.00
\$9.00
\$10.00

Terminal	Location	Terminal Group	Reported number of transactions	Total Parking Revenue Generated	Adjusted number of transactions				
SHVN-01	Boat Launch	South Haven - Boat Launch	5877	41,128.00	5,875	41,125.00	47,000.00	52,875.00	58,750.00
				41,128.00	5,875	41,125.00	47,000.00	52,875.00	58,750.00
SHVN-02	64 Lakeshore	South Haven - North Beach	2873	19,916.15	2,845	19,915.00	22,760.00	25,605.00	28,450.00
SHVN-03	64 Lakeshore Dr	South Haven - North Beach	4105	28,269.45	4,038	28,266.00	32,304.00	36,342.00	40,380.00
SHVN-04	64 Lakeshore Dr	South Haven - North Beach	1913	13,136.95	1,877	13,139.00	15,016.00	16,893.00	18,770.00
SHVN-05	South Beach	South Haven - South Beach	2135	14,905.90	2,129	14,903.00	17,032.00	19,161.00	21,290.00
SHVN-06	South Beach	South Haven - South Beach	9444	65,622.65	9,375	65,625.00	75,000.00	84,375.00	93,750.00
SHVN-07	South Beach	South Haven - South Beach	4879	33,701.60	4,815	33,705.00	38,520.00	43,335.00	48,150.00
SHVN-08	Dyckman Park	South Haven - Dyckman	2316	16,142.80	2,306	16,142.00	18,448.00	20,754.00	23,060.00
SHVN-09	Parkard	South Haven - Packard Park	1383	9,558.90	1,366	9,562.00	10,928.00	12,294.00	13,660.00
				201,254.40	28,751	201,257.00	230,008.00	258,759.00	287,510.00
				\$ 242,382.40	34,626	\$ 242,382.00	\$ 277,008.00	\$ 311,634.00	\$ 346,260.00

Note: Not all CALE Systems reported number of transactions are valid - Divided Revenue by current rate to get the Adjusted number of transactions

- ** Comparison of Revenues actually collected and posted to the Ledger for the same period appears reasonable.
- ** These transactions do not include parking revenues generated by the parking meters. May 1 to Oct 31 \$22,651.06

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-25

A RESOLUTION TO AMEND THE BEACH PARKING FEE SYSTEM

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 June 1, 2015, at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, on March 6, 1989 during the regular meeting of the City Council of the City of South Haven, Van Buren County, Michigan, Resolution 86-06 establishing the fees and fines for the Beach Parking System was adopted; and

WHEREAS, on April 15, 1996 the City Council passed Resolution 96-14 to amend the beach parking fees and fines; and

WHEREAS, on March 18, 2013 the City Council passed Resolution 2013-12 Amended to amend beach parking fees and fines; and

WHEREAS, City Council again wishes to amend the beach parking fees and fines.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South Haven, Van Buren County, as follows:

- 1) The Beach Parking Fees shall be as follows:
 - a. Daily Parking Fees -- \$9.00 per trip.
 - b. Hourly Metered Parking -- \$1.00 per hour.
 - c. Weekly Parking Pass -- \$15.00 per week.
 - d. Multi-Year Pass -- \$50.00 first year, \$40.00 second year, \$30.00 third year.
- 2) Stickers must be permanently affixed to the vehicle and in the place per instructions on the sticker.
- 3) Stickered parking shall be allowed in a metered parking space.
- 4) Failure to pay parking fee results in a ticket issued with fines set at \$20.00 if paid within seven (7) days; then at \$30.00 if paid after seven (7) days; then at \$60.00 if not paid after 60 days.
- 5) Vehicles in "No Parking" areas will be towed at the owner's expense.

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 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 the June 1, 2015, 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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Ross Woodhams

Phone [REDACTED]



Street

City

State

Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 43 years

Board or Commission Applying for: South Haven Airport Authority

Qualifications: I have been an active member of our community and a

City resident and business owner since 1972. I have experience with the financial and budgetary responsibilities of operating a business. As a business owner I also have experience dealing with the Professional community, the unique characteristics of large and small businesses, and governmental entities. I am a private pilot, and have been involved in the airport community for many years.

I believe I can benefit the City of South Haven by serving on a board and commission because: _____

I can represent the interests and needs of the City of South Haven, and objectively view those of the other members of the Authority. I am familiar with all members of the Authority, which should help keep us all working for the same common interests. My experience and interest in aviation should be an asset as well.

Signature Ross A. Woodhams

Date 05/08/2015

Return Application to:
City of South Haven
Attn: Clerk's Office
539 Phoenix Street
South Haven, MI 49090
Fax: (269) 637-5319
Phone: (269) 637-0750

For Office Use Only:	
Appointed	_____
Term Expires	_____
Letter Mailed	_____



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: May 15, 2015

RE: Special Event 2015-14 – Festival of Trees 2015

Background Information

This is an 8 day fundraising event put on by We Care I.N.C. to raise money for their operating fund. This event promotes local businesses and community by providing an event to celebrate the holidays for families of all income levels. To kick off this event there will be a Santa's Coming to Town festival and parade.

Attachments

Special Event 2015-14 Special Event Application

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY
Special Event # _____
Date Received _____

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 JO Date 05/07/15

CONTACT INFORMATION

Event Title: 2015 FESTIVAL OF TREES
Sponsoring Organization: WE CARE I.N.C.
Applicants Name: LINDA J. OLSEN, EXEC. DIRECTOR
Telephone #: 269-637-4342 Phone # During Event: 269-214-0168
E-mail Address: Ext. 27 linda@wecare-inc.org
Other contacts for/during event
Name: Courtney Waechter Telephone: 269-271-4953
Name: Joe Gaultinan Telephone: 637-8649

EVENT SPECIFIC INFORMATION

Event Location: LOWER LEVEL, CITY HALL
Date(s) Requested: NOV. 6 thru DEC. 8th 2015 Alternative Date(s): NO ALTERNATIVE
Start Time: DAILY - VARIOUS HOURS End Time: _____

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

Number of people expected to attend: 2,500 OVER 8 DAYS

EVENT DESCRIPTION

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

THEME IS "COASTAL CHRISTMAS" 8 DAY FUND-RAISING EVENT FOR WE CARE'S OPERATING FUND. PROMOTION OF LOCAL BUSINESSES & WE CARE. PROMOTION OF THE COMMUNITY BY PROVIDING AN EVENT TO CELEBRATE A TRADITIONAL HOLIDAY EVENT FOR FAMILIES OF ALL INCOME LEVELS. THIS WILL BE OUR 8th ANNUAL FESTIVAL OF TREES.

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 SANTA'S COMIN' TO TOWN - FESTIVAL
KICK-OFF PARADE.

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

Event Command Post. Mark location on maps.

Dumpsters and/or trash containers. The 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.

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.

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 & WATER/BATHROOMS

If electric utilities requested, name of festival person or electrician who will be responsible:

Name: _____ Telephone: _____

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: • DROP IN BY OFFICERS ON DUTY DAILY
• LEAD PARADE

Will you require additional fire/ambulance services: Yes No

If yes, explain: _____



Department of Public Works

DPW Building • 1199 8th Ave. • South Haven, Michigan 49090

Telephone (269) 637-0737 • Fax (269) 637-4778

Cones and Barricades Request Form

Requester's Name LINDA J. OLSEN
 Date Requested MAY 7, 2015
 Organization/Committee WE CARE I.N.C.
 Mailing Address 06321 BLUE STAR HWY
SOUTH HAVEN, MI 49090
 Office/Main Phone 269-637-4342
 Cell Phone 269-214-0168

EVENT: 2015 FESTIVAL OF TREES
KICK-OFF PARADE

DATE of EVENT: NOV. 27, 2015

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
					AM PM

Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$10.00 per cone.

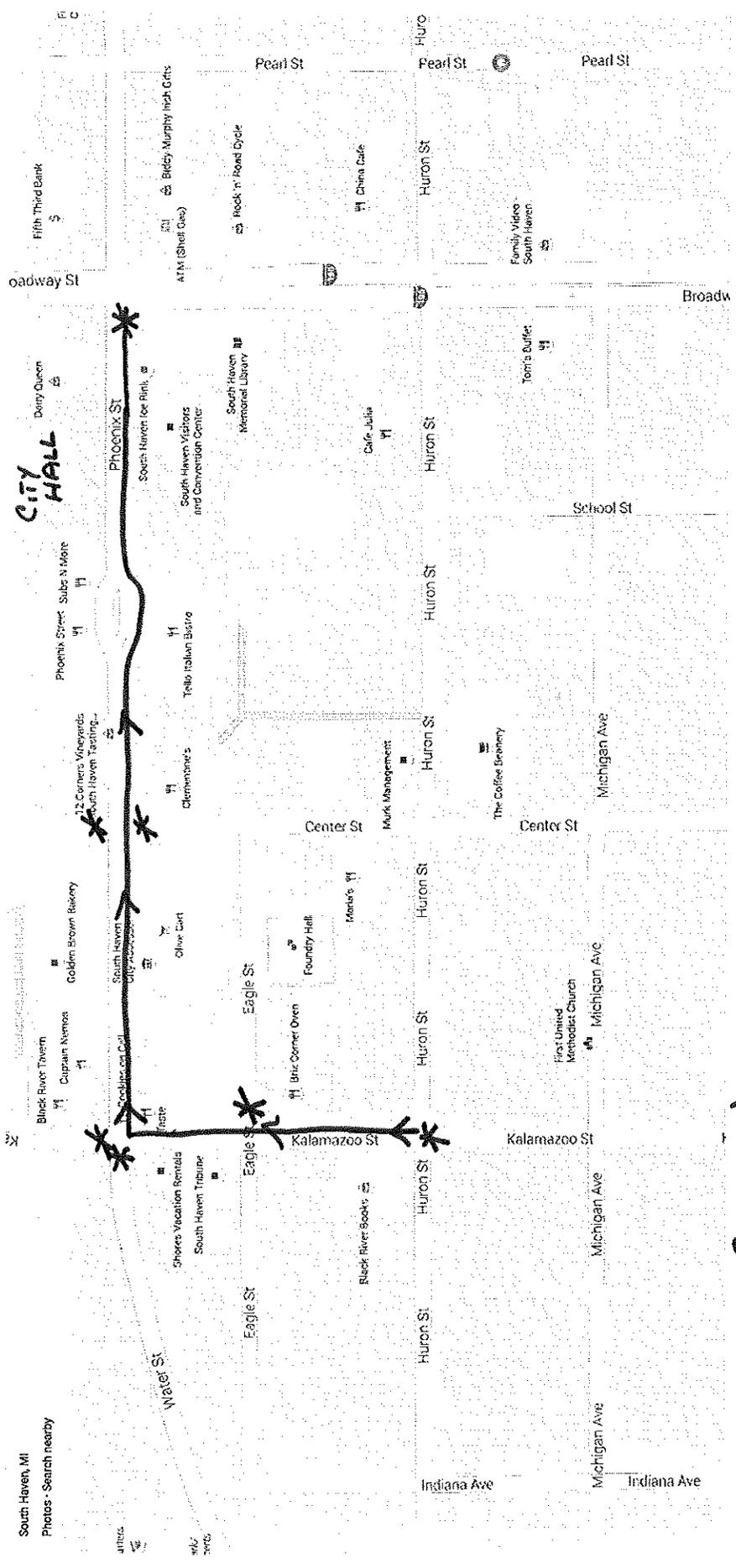
BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
	<u>7th</u>	<u>SEE BACK OF REQUEST</u>	<u>LINDA OLSEN</u> <u>214-0168</u>	<u>11-27-15</u> <u>6:00 PM</u>	<u>11-28-15</u> <u>AT YOUR CONVENIENCE.</u>

Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$25.00 per barricade.

Borrower's
Signature: Linda J. Olsen
WE CARE I.N.C.

Authorized
by: _____

- 1 Barricade - Corner of Huron & Kalamazoo Streets
- 1 Barricade - Corner of Eagle & Kalamazoo Streets
- 2 Barricades - Corner of Kalamazoo & Phoenix Streets
- 2 Barricades - Corner of Center & Phoenix Streets
- 1 Barricade - Corner of Phoenix & Broadway Streets



South Haven, MI
Photos - Search nearby

CITY HALL

*** Barricades**



City of South Haven

Department of Public Works

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Telephone (269) 637-0737 • Fax (269) 637-4778

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: May 15, 2015

RE: Special Event 2015-15 – Gospel Jamboree

Background Information

Unity in Our Communities will be hosting a Gospel Jamboree at Elkenburg Park on July 19, 2015 from noon to 10:00 p.m. This event includes food, fun and fellowship for communities. The event is open to the public for anyone wanting to attend.

Attachments

Special Event 2015-15 Special Event Application

FOR OFFICE USE ONLY	
Special Event #	_____
Date Received	_____

CITY OF SOUTH HAVEN

Special Events & Festivals Application

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.

D.L.B. _____ 05/13/2015
 Initial _____ Date _____

CONTACT INFORMATION

Event Title: Gospel Jamboree
 Sponsoring Organization: Unity In Our Communities
 Applicants Name: Derrick L. Brown
 Telephone #: 616-862-2537 Phone # During Event: 616-862-2537
 E-mail Address: brownstone814@gmail.com

Other contacts for/during event

Name: Pastor Rosalind Baker Telephone: 269-569-6212
 Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: ElkenBurg Park/ 3609 Elkenburg Street
 Date(s) Requested: 07/19/2015 Alternative Date(s): 07/26/2015
 Start Time: Noon End Time: 10:00 P.M.

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

Number of people expected to attend: 50 participants plus or minus open to communities

EVENT DESCRIPTION

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

This day includes: food, fun and followshipping with the communities.

Post-it® Fax Note	7671	Deliv	05-13-15	# of pages	5
To	MICHELLE COFFEY	From	DERRICK L. BROWN		
cc	PARK & RECREATION		UNITY IN OUR COMMUNITIES		
Phone #	269-637-0737	Phone	269-382-0380		
Fax #	269-637-4448	Fax #	269-382-0380		

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 NA

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. The 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.
- 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: NA 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: NA 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.

Gospel songs and followshipping.

Date: 07/19/2015 Time: Noon to 10:00 P.M.

Date: *RAIN DATE ONLY 07/26/2015 Time: Noon to 10:00 P. M.

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.

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: _____

If electric utilities requested, name of festival person or electrician who will be responsible:

Name: _____ Telephone: _____

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: _____

Will you require additional fire/ambulance services: Yes No

If yes, explain: _____

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

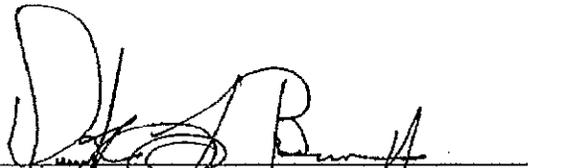
REMINDERS

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

- Map(s)
- Proof of Insurance Certification
- Cones and Barricade Request Form (if applicable)
- 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 **DERICK L. BROWN**

05-13-2015
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.



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

Cones and Barricades Request Form

Requester's Name NA

Date Requested _____

Organization/Committee _____

Mailing Address _____

Office/Main Phone _____

Cell Phone _____

EVENT: _____ **DATE of EVENT:** _____

CONES	Quantity	Who will pick up cones <i>(Please Print Legibly)</i>	Cell Phone	Pick Up Date/Time	Return Date/Time
					AM PM

Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$10.00 per cone.

BARRICADES	Quantity	Drop Off Location <i>(Please Print Legibly)</i>	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
					AM PM

Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$25.00 per barricade.

Borrower's
Signature: _____

Authorized
by: _____



City of South Haven

Department of Public Works

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Telephone (269) 637-0737 • Fax (269) 637-4778

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: May 15, 2015

RE: Special Event 2015-16 – Fourth of July Parade

Background Information

This year the Rotary Club of South Haven is sponsoring the parade which is scheduled for July 4th, 2015. The streets will closed at 10:30 a.m. with the parade starting at 11:00 a.m. The parade route is identified on the event application.

Insurance has been provided.

Attachments

Special Event 2015-16 Special Event Application

FOR OFFICE USE ONLY

Special Event # _____

Date Received _____

CITY OF SOUTH HAVEN

Special Events & Festivals Application

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.

BS
Initial

5/5/2015
Date

RECEIVED MAY 14 2015

CONTACT INFORMATION

Event Title: Fourth of July Parade

Sponsoring Organization: Rotary Club of South Haven

Applicants Name: Bob Straits

Telephone #: 637 5014 Phone # During Event: 269 944 7361 @

E-mail Address: straits44@yahoo.com

Other contacts for/during event

Name: Rhonda Wendzel Telephone: 427-7606

Name: Paul Mix Telephone: 639-9533

EVENT SPECIFIC INFORMATION

Event Location: L.C. Mohr H.S. through downtown

Date(s) Requested: July 4, 2015 Alternative Date(s): _____

Start Time: 11:00 A.M. End Time: 1:00 P.M.

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

Number of people expected to attend: 5,000

EVENT DESCRIPTION

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

A PARADE beginning at L.C. Mohr H.S., going west on Elkensburg St. to Kalmaroo, then north to Phoenix St. Then east to Broadway, south to Huron, west to Center, and south to Elkensburg and back to High School

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 During parade - and brief time before
PHOENIX AND SECTION OF BROADWAY require Police Permit

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

Event Command Post. Mark location on maps. High School

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

Portable toilet facilities. Mark locations on maps. How many? 2 at H.S.
The City requires the use of portable facilities for events expecting over 500 attendants.

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

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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)

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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
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Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

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CITY SERVICES

Are you requesting any utility services to be provided: Yes No
 If yes, explain: _____

If electric utilities requested, name of festival person or electrician who will be responsible:
 Name: _____ Telephone: _____

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: at intersection

Will you require additional fire/ambulance services: Yes No
 If yes, explain: _____

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
- Cones and Barricade Request Form (if applicable)
- Submitted liquor license application (if applicable)

INDEMNIFICATION AGREEMENT

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RAS Streets
Applicants Signature

5/5/15
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.



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

Cones and Barricades Request Form

Requester's Name Bob STRAITP
 Date Requested July 4, 2015
 Organization/Committee Rotary Club
 Mailing Address P.O. Box 24
South Haven, MI 49090
 Office/Main Phone 269 637 5014
 Cell Phone 269 944 7361

EVENT: 4th of July Parade

DATE of EVENT: July 4, 2015

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	300				AM PM

Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$10.00 per cone.

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
	See Attachment				AM PM

Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$25.00 per barricade.

Borrower's Signature: *Bob Strait*

Authorized by: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/05/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES,LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies	
	PHONE (A/C No. Ext): 1-800-921-3172 FAX (A/C No): 1-312-681-6769 E-MAIL ADDRESS: Rotary@lockton.com	
INSURED All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Westchester Fire Insurance Company	10030
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES ROTIN01 CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PMI G23861355 006	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PMI G23861355 006	7/1/2014	7/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City of South Haven
Brian Dissette, City Manager
City Hall
Phoenix Street
South Haven, MI 49090

re: Rotary Club of South Haven 4th of July Parade

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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: May 15, 2015

RE: Special Event 2015-17 – Film (The Weak Force)

Background Information

Crinoid Films and Lake Effect Pictures would like to use Clinton Street and Monroe Blvd from June 12-15 for film production. Cast and crew will be working on benches on Monroe Blvd and using sidewalks and parking on Clinton Street between Monroe and St. Joseph Street.

Attachments

Special Event 2015-17 Special Event Application

CITY OF SOUTH HAVEN

Special Events & Festivals Application

Special Event # _____

Date Received _____

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.

DMH
Initial

5-14-15
Date

CONTACT INFORMATION

Event Title: Principal Photography for film "The Weak Force"

Sponsoring Organization: Crinoid Films & Lake Effect Pictures

Applicants Name: Pete Hoopes

Telephone #: 269-224-1117 Phone # During Event: 269-224-1117

E-mail Address: peter@crinoidfilms.com

Other contacts for/during event

Name: Kelly Daisy Telephone: 219-363-3330

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Clinton St. & Monroe Blvd

Date(s) Requested: 6-12 thru 6-15 Alternative Date(s): _____

Start Time: 7:00am End Time: 8pm each day

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

Number of people expected to attend: 15

EVENT DESCRIPTION

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

Production of film. Cast & crew working on benches on Monroe Blvd. and using sidewalks and parking spots on Clinton St. between Monroe & St. Joseph St.

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 _____

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. The 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.
- 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: parking on Clinton St.

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.

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: _____

If electric utilities requested, name of festival person or electrician who will be responsible:

Name: _____ Telephone: _____

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.

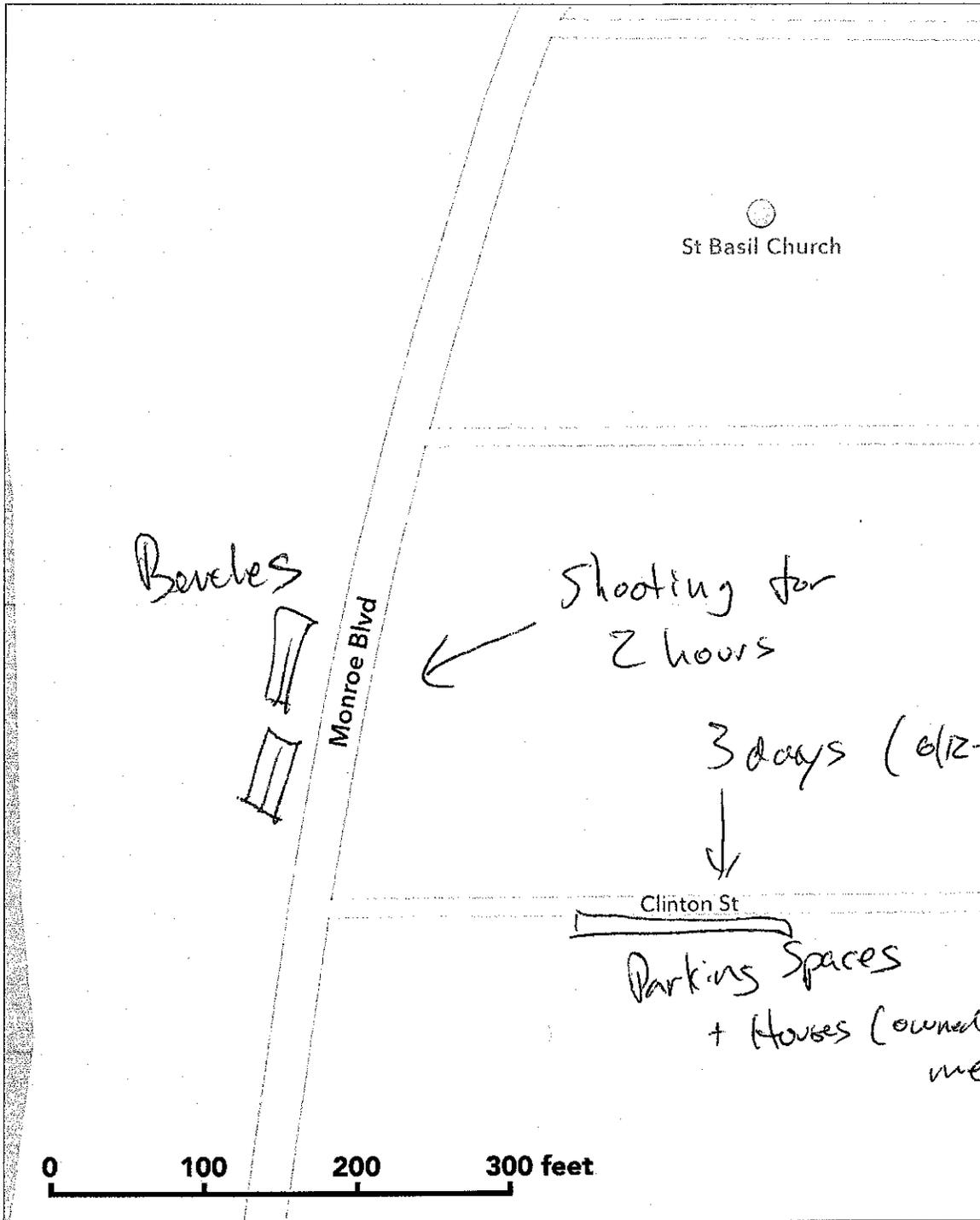
Will you require additional police services: Yes No

If yes, explain: _____

Will you require additional fire/ambulance services: Yes No

If yes, explain: _____

near South Haven — Van Buren





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: May 26, 2015

RE: Special Event 2015-18 – 4th Annual Salute to Veterans

Background Information

On August 22, 2015, 20 boats will take 40 combat veterans out on Lake Michigan at 6:00 am and fish until 11:30 am. U.S. Coast Guard will meet up with the boats ½ mile off shore and lead parade at 12:00 pm down the channel. Bystanders will observe from both piers. A luncheon will be held at the American Legion for the veterans and boat crews.

Attachments

Special Event 2015-18 Special Event Application
Map
Flyer

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2015-18

Date Received 5/26/15

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.

BKT
Initial

5/26/2015
Date

CONTACT INFORMATION

Event Title: South Haven's 4th Annual Salute to Veterans

Sponsoring Organization: Operation Injured Soldiers & South Haven Steelheaders

Applicants Name: Bruce K Thatcher

Telephone #: 269-427-9069 Phone # During Event: (269) 767-5669

E-mail Address: thatcher@frontier.com

Other contacts for/during event

Name: Jeff Dehn Telephone: (269) 377-5554

Name: Shirley Thatcher Telephone: (269) 767-0471

EVENT SPECIFIC INFORMATION

Event Location: From the Light House to the South Marina

Date(s) Requested: Aug 22, 2015 Alternative Date(s): _____

Start Time: Fishing: 6:00 AM Parade 12:00 noon End Time: Parade 1:00 PM Luncheon 3:00 PM

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

Number of people expected to attend: 100 participants, 500 bystanders

EVENT DESCRIPTION

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

20 boats will take 40 combat veterans out on Lake Michigan at 6:00 AM. Fish until 11:30. U.S. Coast Guard will meet up with the boat 1/2 mile offshore and lead parade at 12:00 noon down the channel. Bystanders will be on both piers. A luncheon will be held at the American Legion for the Veterans and boat crews.



Lakeshore Harvest Country Bike Tour Routes

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 _____

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

Event Command Post. Mark location on maps. *Lead Boat*

Dumpsters and/or trash containers. The 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.

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 within 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.
- 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: Fire Dept Boom truck and fire boat

If electric utilities requested, name of festival person or electrician who will be responsible:
Name: _____ Telephone: _____

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: Sheriff's marine units

Will you require additional fire/ambulance services: Yes No
If yes, explain: Fire Dept to hang flag over channel
Fire boat to shoot an arch of water that the parade
will pass through

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
- Cones and Barricade Request Form (if applicable)
- 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

Bruce K Thatcher
Applicants Signature

5/26/2015
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.

South Haven's Fourth Annual Salute to Veterans

August 22, 2015

Hosted by: South Haven Steelheaders &
Operation Injured Soldiers

Come Pack the Piers and Support the
Disabled and Combat Veterans

Boat Parade Starts at 12:00 noon

DONATIONS

Operation Injured Soldier

22645 Pontiac Trail, South Lyon, Mi. 48178





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: May 28, 2015

RE: Special Event 2015-19 – LHBM Events 2015

Background Information

The Liberty Hyde Bailey Museum (LHBM) has several events in 2015 which need approval. The approval process aligns with the operating agreement between the city and the LHBM board, which was approved by the City Council at the December 15, 2014 regular meeting. That agreement allows the LHBM board greater flexibility in managing events and fundraising efforts at the museum campus, but requires the City Council's prior approval.

The proposed events are as follows:

May 29th – Art Show Opening
June 18th – Monarch Butterflies Presentation
June 28th – Member Social
July 17th – Exhibit Opening – The Holy Earth
August 23rd – Member Social

Attachments

Special Event 2015-19 Special Event Application

Special Event # _____

Date Received _____

CITY OF SOUTH HAVEN**Special Events & Festivals Application**

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 _____

Date _____

CONTACT INFORMATIONEvent Title: LHBM Events For 2015Sponsoring Organization: LIBERTY HYDE BAILEY MUSEUMApplicants Name: JOAN HIDDENMATelephone #: 639-2696 Phone # During Event: 287 6623E-mail Address: jhiddenma@aol.com**Other contacts for/during event**Name: Anne LONG Telephone: (269) 767-1248Name: Michael Friedorowicz Telephone: (269) 861-8470**EVENT SPECIFIC INFORMATION**Event Location: Liberty Hyde Bailey MuseumDate(s) Requested: see below Alternative Date(s): _____

Start Time: _____ End Time: _____

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

Number of people expected to attend: 30**EVENT DESCRIPTION**

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

<u>May 29th</u>	<u>7pm - 9pm ART Show opening</u>
<u>June 18th</u>	<u>6pm - 8pm presentation on Monarch Butterflies</u>
<u>June 28th</u>	<u>6pm - 8pm member social</u>
<u>July 17</u>	<u>6pm - 9pm Exhibit opening - The HOLY EARLH</u>
<u>August 23</u>	<u>6pm - 8pm member social</u>

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. *N/A*

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. *N/A*

Explain closure _____

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

Event Command Post. Mark location on maps.

Dumpsters and/or trash containers. The 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.

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. *N/A*

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 know they are an approved vendor.

First Aid facilities. Mark location on maps. List agency providing staff and equipment

Name: _____ Telephone: _____



Public Property Sign Request SHOUT Annual Cottage Walk Ticket Sales Booth

City of South Haven

Background

The SHOUT organization is requesting permission to place a 12' x 12' canopy on the lawn at Dyckman Park for the purpose of selling tickets for the Cottage Walk fundraiser. The canopy will be located just northeast of the clock along Phoenix Street. The sale is to take place on Saturday, June 6 from 8:00 a.m. to 5:00 p.m. only. This is the second year for this request.

Attachments

Application

269-637-5319

City of South Haven

Temporary Use on Public Property

CONTACT INFORMATION

Business or Event Title: SHOUT ANNUAL COTTAGE WALK

Owner: SHOUT

Contact Name: BOB COPPING

Telephone: 773-351-5565 Cell Phone: 773-351-5565

Email Address: SOUTHHAVENM(3)COMCAST.NET

SPECIFIC INFORMATION

Nature of the business: NON-PROFIT - SOUTH HAVEN IMPROVEMENT

Sign Description (picture of sign showing dimensions must be included):
SMALL SIGNS ON TENT: "SHOUT COTTAGE WALK"

Location of sign(s) (attach drawing if needed): NORTH EAST OF CLOCK
IN PARK OPPOSITE CITY HALL (12' X 12' ^{CANOPY} TENT)
(PURPOSE: COTTAGE WALK TICKET SALES)

Date(s) sign will be displayed: SATURDAY JUNE 27 - 8 AM TO 5 PM.

****Proof of insurance naming the City of South Haven as additional insured may be required if signage will be placed on City property, including the public right-of-way.

All signs extending over the sidewalk or other public space shall require a license agreement with the city.

INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this 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 placement of said temporary signage.

[Signature]
Applicants Signature

5/14/15
Date

Return Application to: the Building Department, at City Hall, 539 Phoenix Street, South Haven, MI 49090



**Factory Condominium
PUD Amendment
125 Elkenburg Street**

City of South Haven

Background Information:

This is a request from the Factory Condominium Association, 125 Elkenburg Street, and the City of South Haven to amend the approved planned unit development (PUD) to allow demolition of the former health club on the condominium property.

Recommendation:

At the May 7, 2015 planning commission meeting, the commissioners voted unanimously to recommend to city council the approval of the amendment to Factory Condominiums. This will clear the way for the demolition of the former health club building. Staff agrees with the planning commission recommendation.

Attachments:

Application

Respectfully submitted,
Linda Anderson
Zoning Administrator

BUILDING & ZONING PERMIT APPLICATION
CITY OF SOUTH HAVEN
BUILDING DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090
FOR INFORMATION CALL 269-277-8573

Incomplete Forms Will NOT be
Approved or Processed

Project Address: 125 ELKENBURG ST

Tax ID 80-53- (If property is part of a PUD or condominium development, confirmation of parcel number from the Assessing Department is required)

Applicant: FACTORY CONDOMINIUM ASSOCIATION Property Owner: CITY OF SOUTH HAVEN

Appl. Address: 125 ELKENBURG ST Owner Address: 539 PHOENIX ST
SOUTH HAVEN, MI 49090 SOUTH HAVEN, MI 49090

Applicant Phone: _____ Owner Phone: 269 637-0775

Current Use of Property: VACANT Zoning District of Property _____

Project Description: DEMOLISH FORMER HEALTH CLUB - PUD
AMENDMENT

Contractor: _____ Lic. No. _____

Liability Carrier: _____ Fed ID or SS: _____

Total Value of Construction (Materials and Labor, Building Permit Only): _____

Is property subject to an association? Yes No _____ (If yes, attach letter from association)

Is property currently served with city water and sanitary sewer connections? (Letter from city engineer req'd.)

I hereby authorize the Zoning Administrator, Building Inspector or other authorized representative of the City of South Haven to enter and inspect the above property for the purpose of inspection of the premises.
AFFIDAVIT: I certify and affirm that I am the property or building owner or owner's authorized agent and that I agree to conform to all applicable laws of this jurisdiction. I also certify that this application is accurate and complete. Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

OWNER'S SIGNATURE: [Signature] DATE: 5-5-15

APPLICANT'S SIGNATURE: FACTORY CONDOMINIUMS DATE: 4-13-15
BY [Signature]

PLANNED UNIT DEVELOPMENT ATTACHMENT
CITY OF SOUTH HAVEN
BUILDING DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090
FOR INFORMATION CALL 269-637-0760

Project Address: 125 ELKENBURG ST Applicant: FACTORY CONDO ASSOCIATION

Project Description: DEMOLISH FORMER HEALTH CLUB

Zoning District: RM-1 Property Tax Code: _____

Proposed Use(s): GREENSPACE, YARD

Section Number which permits this use: _____

This request is for a:

- New Planned Unit Development
 Amendment of Existing Planned Unit Development

Sec. 1302: Number of Dwelling Units: _____ Number of Acres on Site: _____ Dwelling Units/Acre: _____

Total Open Space Provided (sq. ft.): _____ Open Space Provided per Unit (sq. ft.): _____

Sec. 1303.3: Is all land under the control of the applicant? YES

Does the Open Space meet all of the requirements of Section 1307? YES

Condominium Subdivisions:

Is the proposed project a Condominium Subdivision (site condominium)? YES NO

If yes, does it meet the standards in Section 1740? YES

Section 1305 lists General Standards for Planned Unit Developments. Please comment on how the proposal will meet these standards.

Applicant Signature _____ Date: _____

January 6, 2015

TO: Linda Anderson, Zoning Administrator

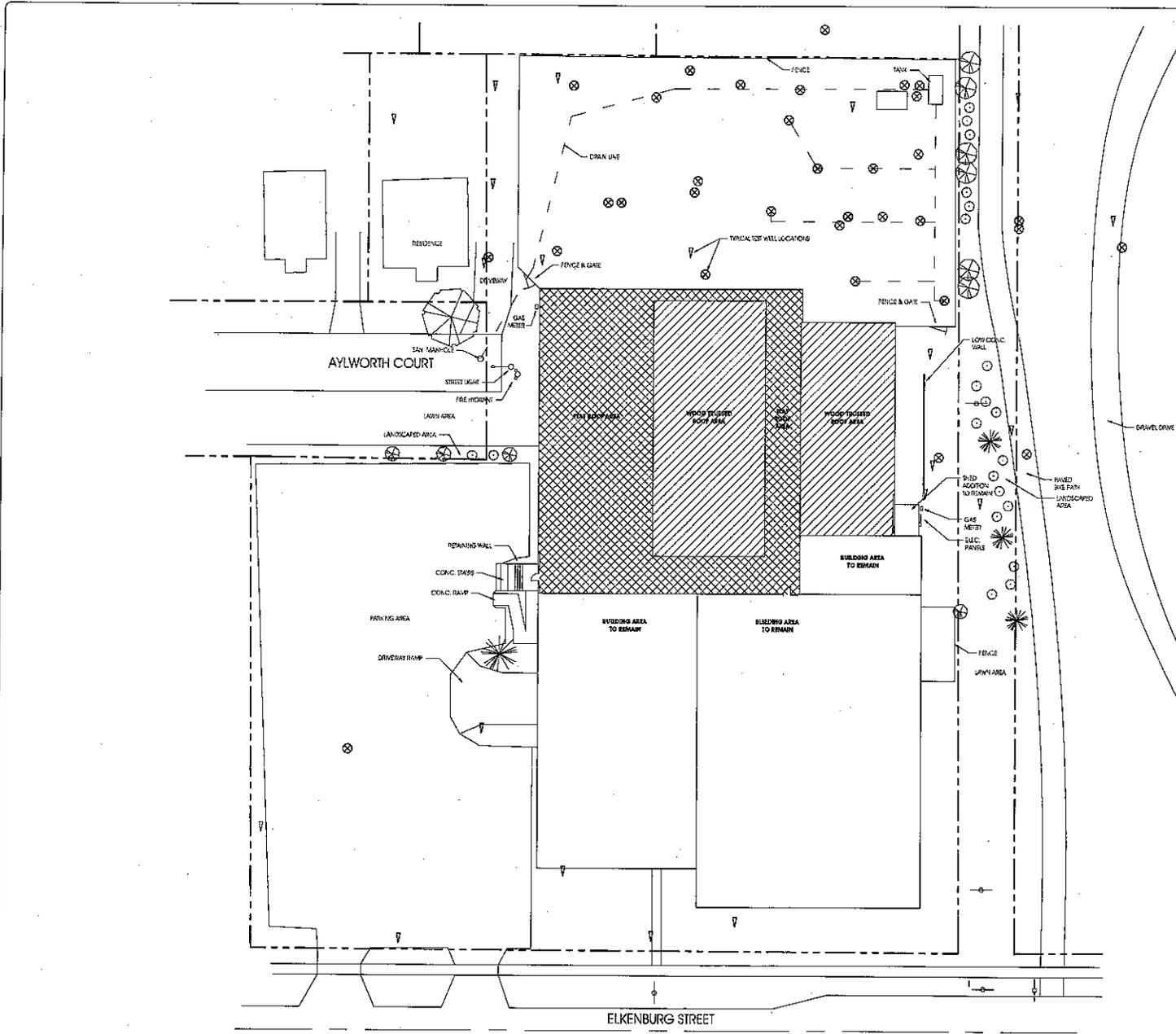
FR: Paul VandenBosch

RE: Factory Condominium PUD Amendment

The City of South Haven is working together with the Factory Condominium Association and the MDEQ to demolish the former Factory Condominium health club and perform a remediation of environmental contaminants under the health club and in the rear yard of the Factory Condominium site.

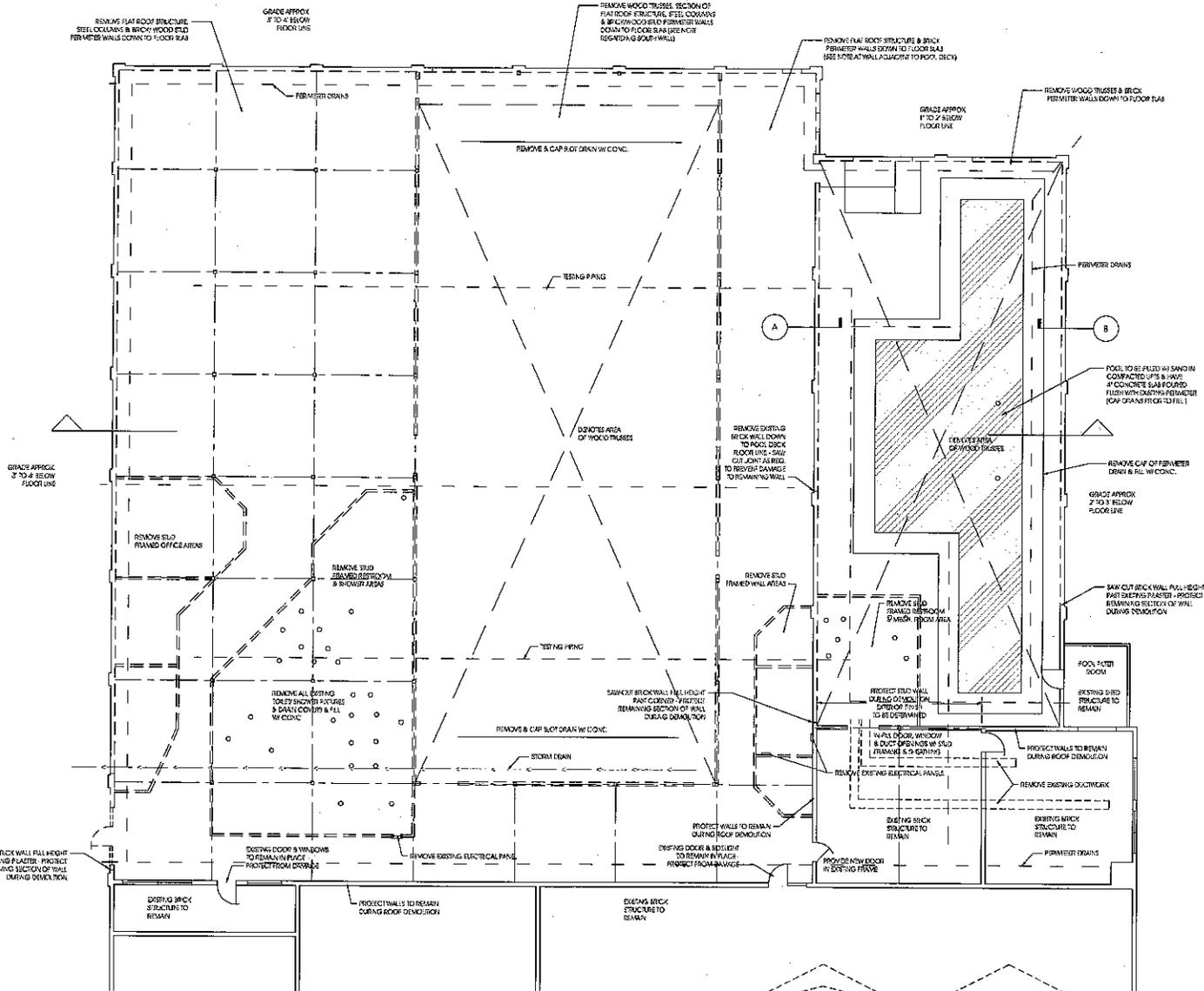
The proposal is to demolish the health club and turn it into a yard (open space) after remediation. A few parts of the old building will remain, as shown in the attached demolition plan documents.

The Factory Condominium Association, as owners of the underlying property, and the City of South Haven, as owner of the health club condominium unit are both requesting an amendment to the Planned Unit Development to reflect demolition of the health club building and creation of additional yard space.

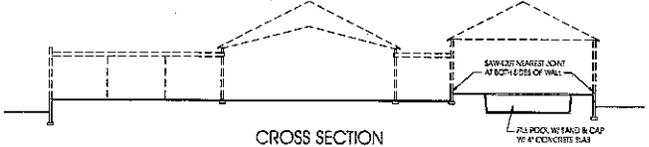


ELKENBURG STREET


DEMO SITE PLAN
 SCALE: 1" = 20'-0"



FLOOR PLAN
SCALE: 1/8" = 1'-0"



CROSS SECTION
SCALE: 1/16" = 1'-0"

Exhibit A

Legal Description of the Factory Condominium

LOTS 5, 6, 7 & 8, BLOCK 1 AND LOTS 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 AND 16, BLOCK 2 ALL OF AYLWORTH'S SUBDIVISION OF LOTS 14 AND 13 OF BLOCK 1, ELKENBURGH'S ADDITION TO THE VILLAGE (NOW CITY) OF SOUTH HAVEN, ACCORDING TO THE RECORDED PLAT THEREOF, AND BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 10, TOWN 1 SOUTH, RANGE 17 WEST, ACCORDING TO THE GOVERNMENT SURVEY THEREOF. ALSO THAT PART OF VACATED AYLWORTH COURT LYING SOUTH OF LOTS 5, 6, 7 & 8, BLOCK 1 AND NORTH OF LOTS 9, 11, 13 & 15, BLOCK 2, ALL IN AYLWORTH'S SUBDIVISION.

Exhibit B
Improvements to Remain Post Demolition
Overton Factory Complex
South Haven, MI

1. Existing rooms (2) constructed of load-bearing brick walls at southeast corner of demolition area to remain.
2. Existing pool pump room (north of rooms above) to remain, including masonry wall at west side of room.
3. Existing foundations and slabs to remain. Slabs will enhance environmental extraction work to follow. Demolition contractor will work off of these slabs and avoid traveling on north lawn.
4. Existing pool to remain; will be filled in and capped with a 4" concrete slab. This is a requirement for the environmental extraction to follow.
5. Existing fencing at north yard to remain – additional fencing will be required after demolition of walls – to secure rear yard.
6. Existing landscaping east of building/west of bicycle path, to remain. Demolition equipment access will be from west parking lot.
7. Existing parking lot and north landscaping to remain. If damaged by demolition contractor, restoration will be required. Demolition equipment access will be from west parking lot.



BELGRAVIA - FACTORY CONDOS,

Contaminant Sources

- **Degreasing, plating and painting 1960s-1970s**
- **Discharge to septic tank and associated drain field**
- **Floor drains and interior piping leaks**
- **Miscellaneous spills**

Primary Chemicals of Con

- Trichloroethylene, aka – TCE**
 - **Suspected Carcinogen**
 - **Product Density Greater Than Water**
 - **TCE = 1.46, Water = 1.0**
 - **MDEQ Drinking Water Criteria – 5 ug/L**
 - **MDEQ Drinking Water Protection Criteria – 100 µg/L**
 - Cis–1,2-Dichloroethylene, aka - DCE**
 - **Breakdown Product of TCE**
 - Vinyl Chloride**
 - **Breakdown Product of TCE and DCE**
 - **Carcinogen**
-

Extent of Contaminants in Soil, Groundwater, and TCE Product

- Extent of Soil Contamination**
 - Soil samples were collected continuously from the ground surface depths of 30 – 100 feet**
 - Soil was found to be impacted with volatile organic compounds and metals above the MDEQ residential cleanup criteria, however volatiles pose the greatest risk for human exposure**
 - Soil in the area of the former septic tank exhibited free product**

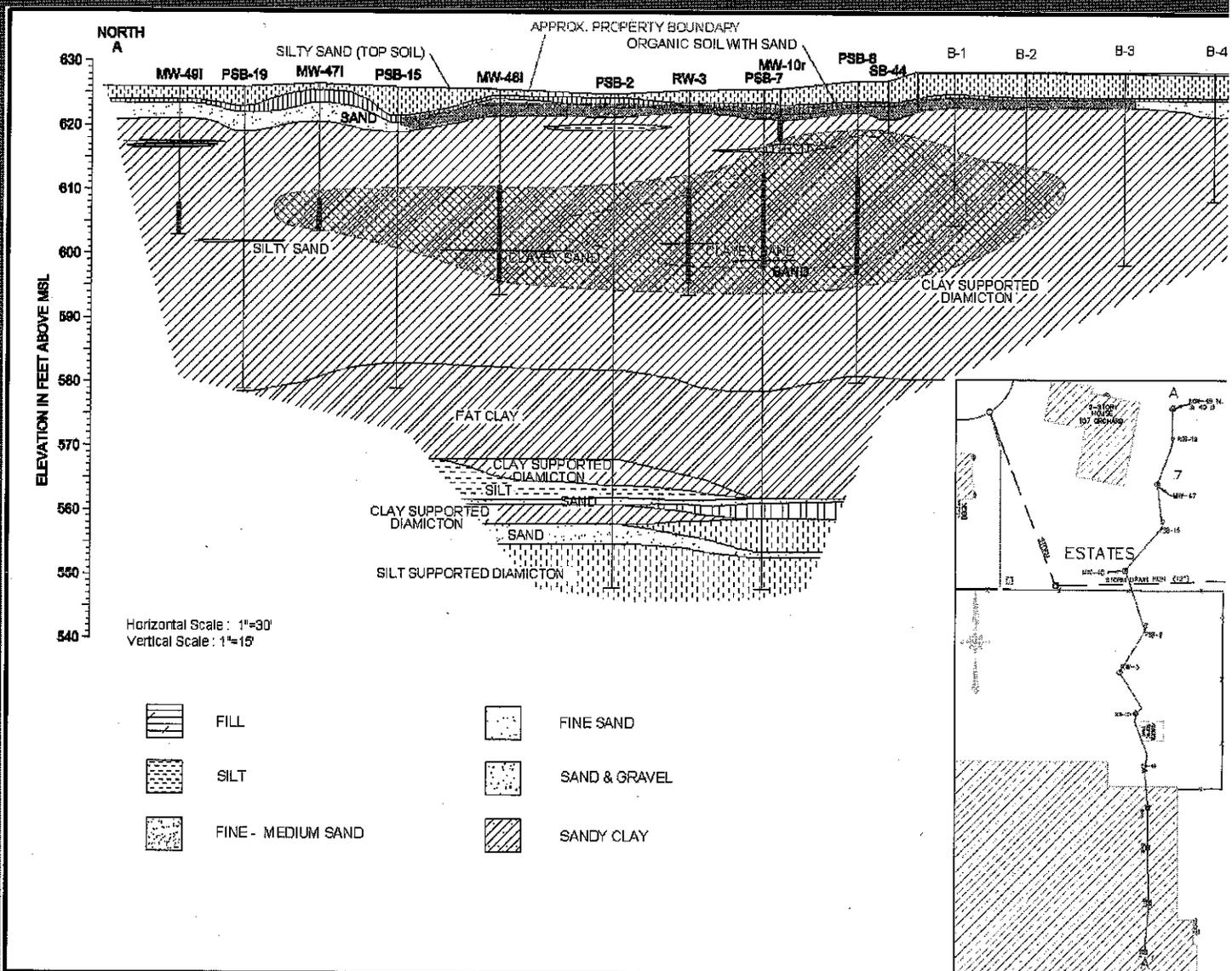
TCE Impact in Vadose Zone (Shallow)



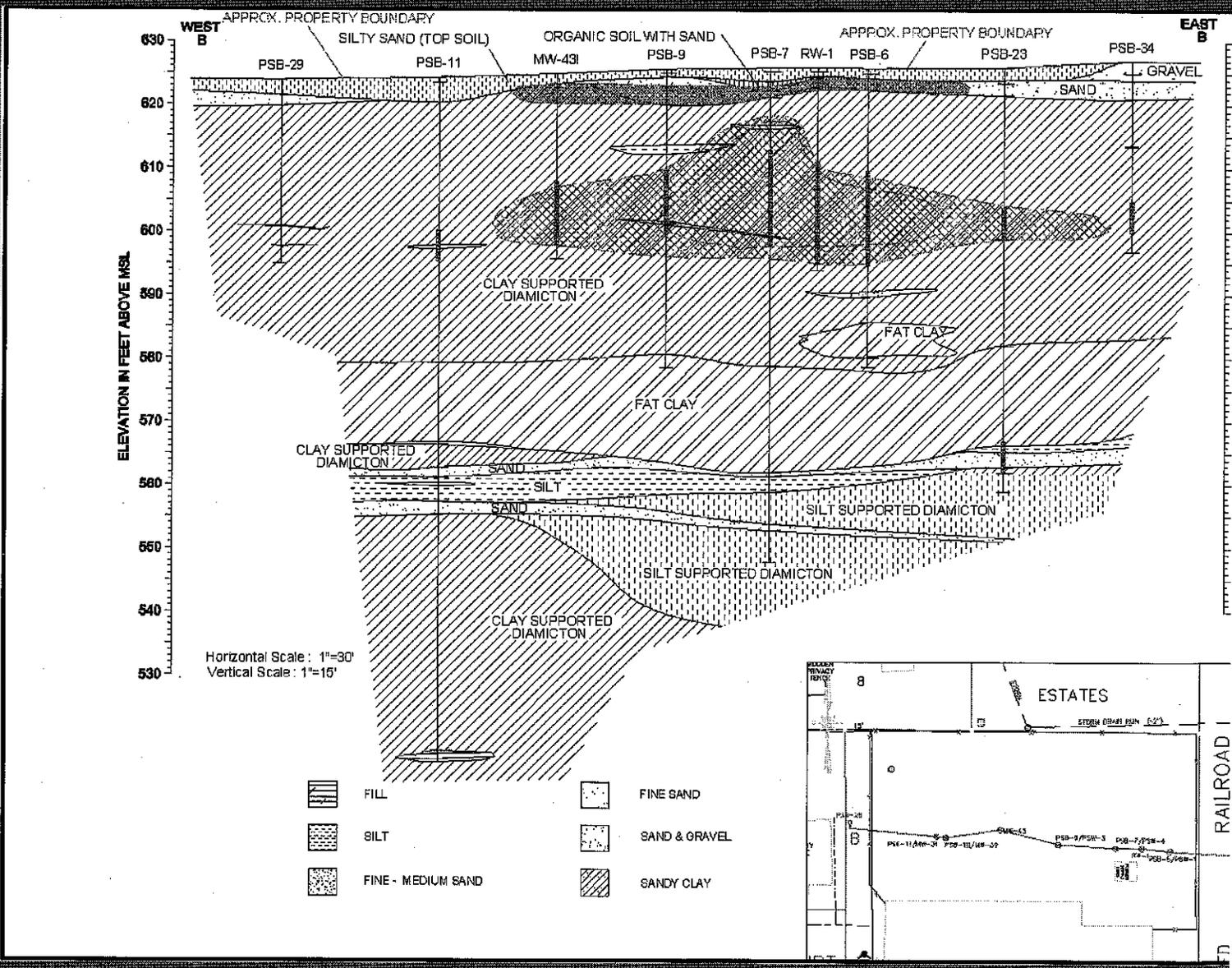
TCE Impact in Saturated Soils



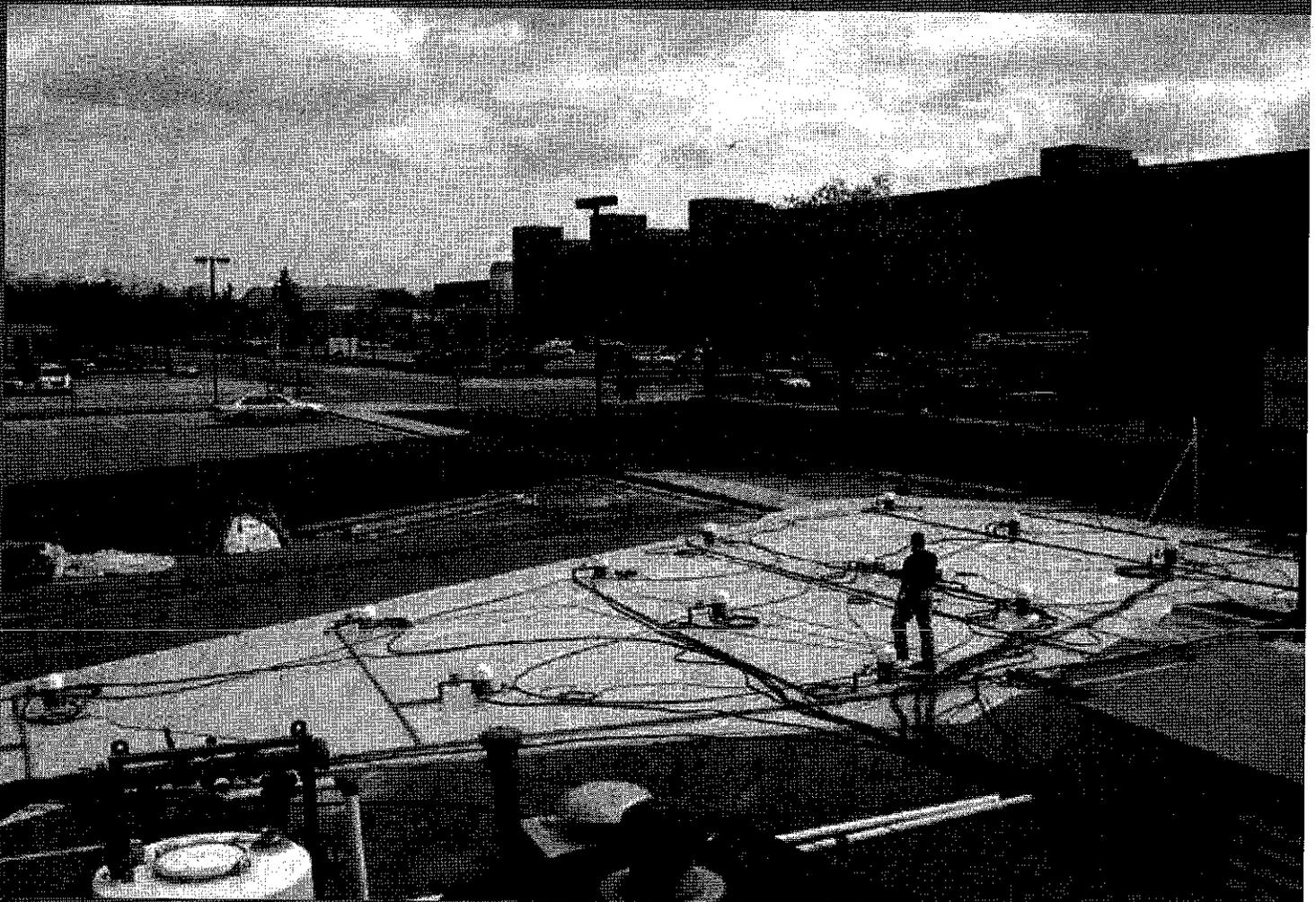
Cross Sectional View of Contamina



Cross Sectional View of Contaminat



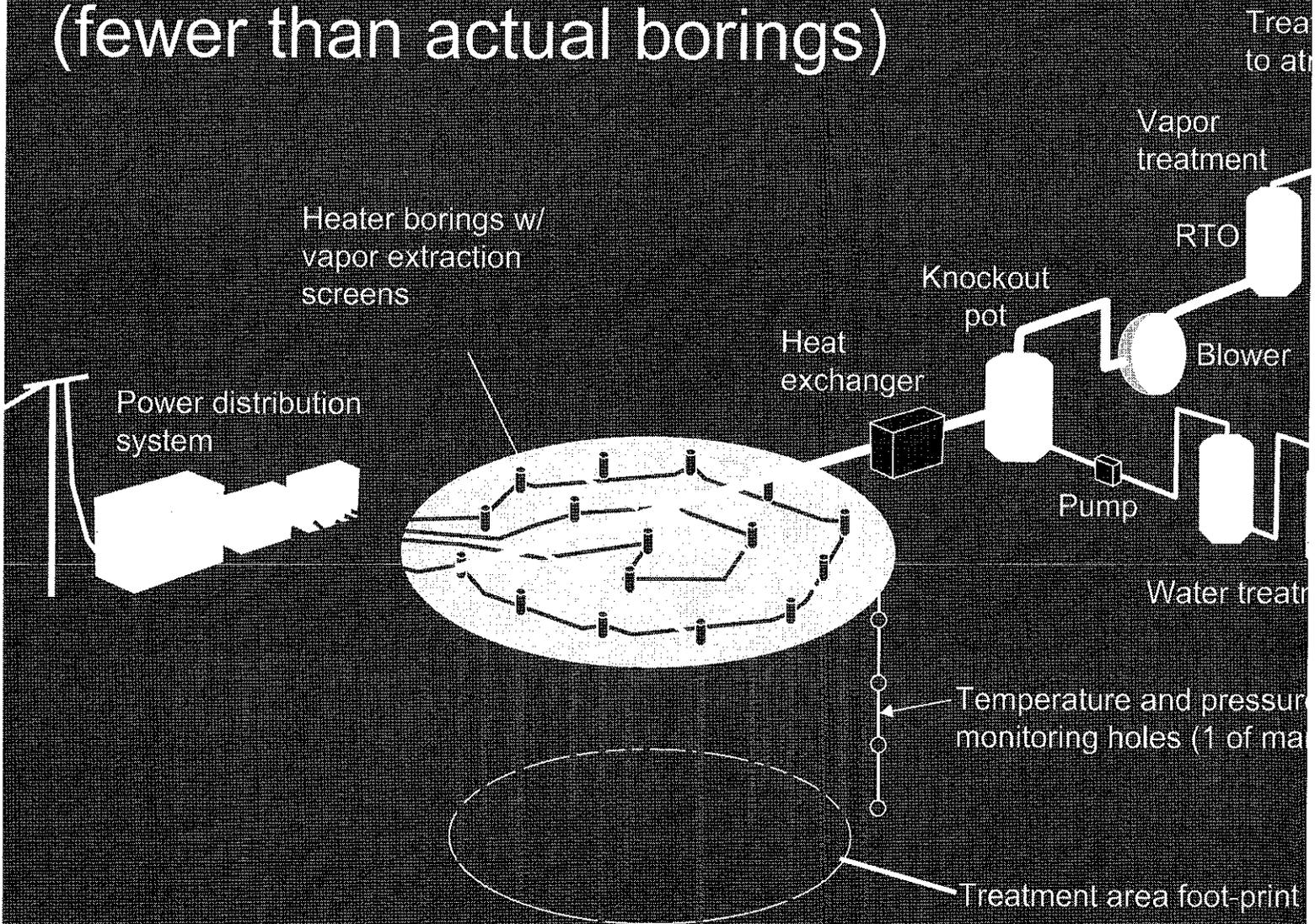
Electrical Resistance Heating (ERH)



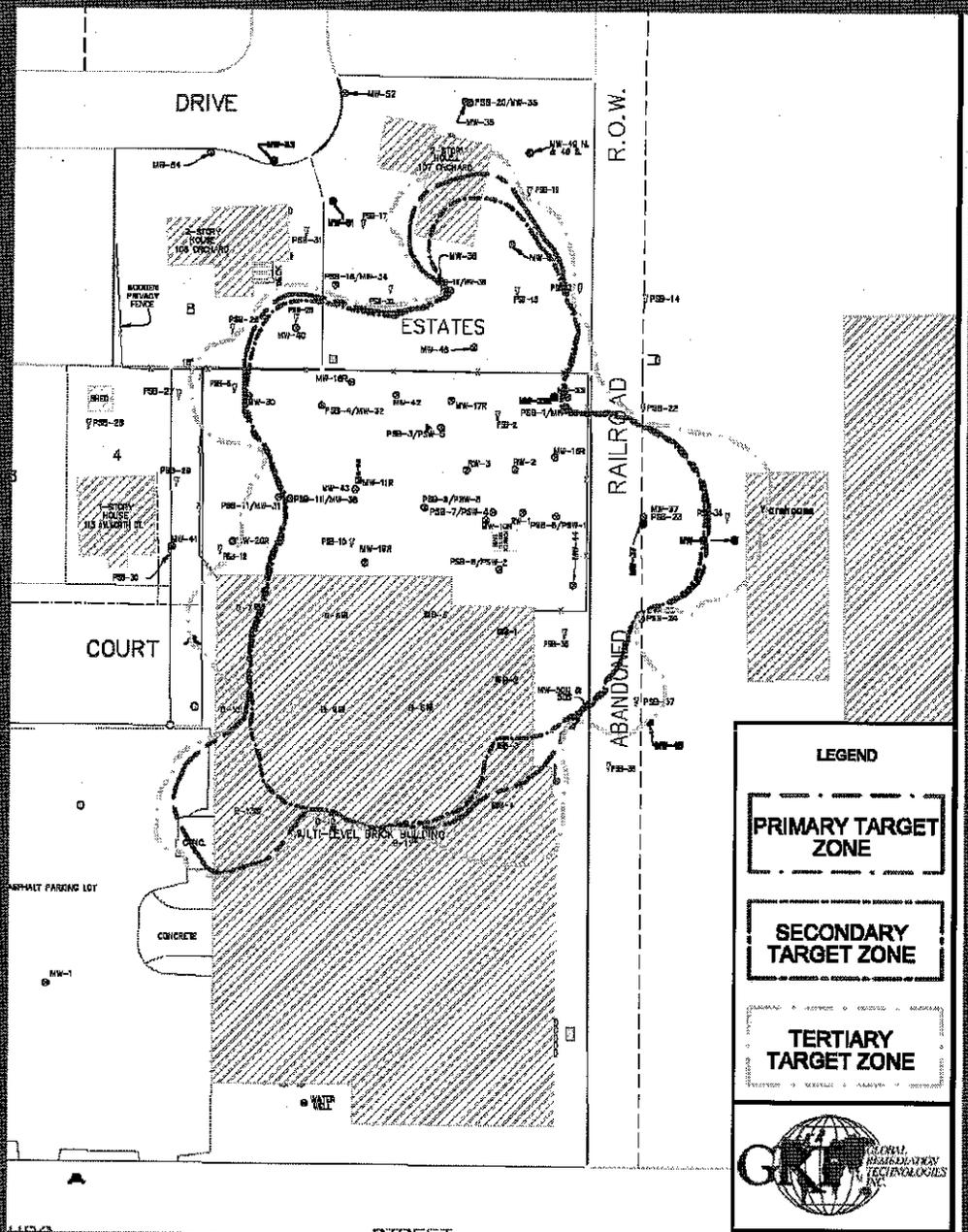
Electrical Resistance Heating (ERH) (T



Simplified ISTD site layout (fewer than actual borings)



Treatment Areas from RFP





Agenda Item #13

MSP Building Lease Renewal

Background Information:

The City Council will be asked to consider approval of a lease agreement renewal with Frost Law Office PLC, for the use of the Michigan State Police Post, located at 720 LaGrange Street.

The South Haven Michigan State Police Post was closed for operation by the State of Michigan. At that time the ownership of the building at 720 LaGrange Street reverted from the State of Michigan to the City of South Haven. In the past years, the city has made improvements to the building (e.g., painting, cleaning, updating the wiring,) which allowed the South Haven Police Department to temporarily operate from the building, while the Police/Fire Complex was rebuilt. Over the past year, Mr. John Frost, Frost Law PLC, has leased the building for his law office.

Mr. Frost has expressed interest in potentially purchasing the building, to be used as office space for the law office. At this time, the city cannot sell the site due to title issues. The city holds title to a portion of the overall site, with the State of Michigan still holding title to the back parking lot and storage building. Should the city acquire title to the full site, Frost may have an interest in purchasing the overall site.

The lease agreement renewal is a two year agreement, and has a monthly cost of \$850. Frost has agreed to increase the monthly lease cost from \$800 to \$850. The lease allows for annual renewals, but cannot extend beyond five years. The lease agreement does require the city to provide water, sewer, electric, and gas utilities. During the past twelve months, the monthly average utility expense has been approximately \$249. The tenant shall provide telephone and other communications and data services. The tenant shall be responsible for all exterior and interior maintenance and repairs. The agreement allows the tenant to deduct the costs of any repairs (but not maintenance) it makes to the premises from monthly rent; provided that the tenant submits paid invoices or documentation to the city. Any repairs which exceed \$500 must be approved in advance by the city.

The lease agreement renewal requires the tenant to obtain and maintain a general liability insurance policy, with a minimum of \$1,000,000 per occurrence, for the building, which holds the city as an additionally insured.

Staff recommends the City Council consider renewal of the lease agreement as presented.

Recommendation:

The City Council should consider a motion to approve a lease agreement, with Frost Law Office PLC, for the use of the Michigan State Police Post, located at 720 LaGrange Street.

Support Material:

DRAFT Lease Agreement; 720 LaGrange Street
720 LaGrange Street Site Map

LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Lease") is entered into as of _____, 2015 (the "Effective Date"), between the **City of South Haven**, a Michigan municipal corporation ("Landlord"), of 539 Phoenix Street, South Haven, MI 49090 and **Frost Law Office PLC**, a Michigan professional limited liability company ("Tenant"), of 720 LaGrange Street, South Haven, MI 49090.

RECITALS

A. Tenant desires to rent from Landlord certain premises owned by Landlord consisting of approximately 3,600 usable square feet of building space commonly known as 720 LaGrange Street, South Haven, Michigan 49090, as further described on the attached **Exhibit A** (the "Premises").

B. Landlord is willing to lease the Premises to Tenant pursuant to the terms and conditions of this Lease.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Lease of the Property. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord the Premises subject to the terms and conditions of this Lease.

2. Permitted Use; Occupancy. Tenant shall use the Premises for a law office. Tenant shall furnish and equip the Premises, and shall be open to the public for business in the Premises not less than 10 hours per week. Tenant agrees at all times to keep the Premises in a reasonably neat and clean condition, and shall at all times comply with all laws, ordinances, rules and regulations affecting the Premises.

3. Term. The term of this Lease shall be for two (2) years beginning on the Effective Date and ending on the first anniversary of the Effective Date. Thereafter, this Lease shall continue on a month-to-month basis unless either party terminates this Lease by giving 30 days prior written notice to the other party; provided, however, that the term of this Lease shall in no event continue for more than five (5) years after the Effective Date.

4. Rent. The rent for the lease of the Premises shall be \$850 per month, payable in advance on the first day of each month during the lease term. After the initial one-year term of this Lease, and each year that this Lease continues thereafter, rent shall be increased to an amount determined by multiplying the rent due during the immediately preceding year by a fraction, the numerator of which is the difference between CPI (as hereinafter defined) for June of the current year and CPI published 12 months prior thereto and the denominator of which is the number 100. For purposes of this paragraph, "CPI" means the Consumer Price Index - U.S. City Average for All Items for all Urban Consumers" (1982-1984 = 100) which is published monthly in the Monthly Labor Review by the United States Department of Labor.

5. Condition of Premises. Landlord shall deliver the Premises in its current “as-is” condition and Landlord makes no representations or warranties as to the condition of the Premises.

6. Utilities. Landlord shall furnish to Tenant water, sewer, electric and gas service for the Premises at Landlord’s cost. Tenant shall pay for the cost of all other utilities supplied to the Premises, including telephone and other communications and data services. Tenant shall make such payments to the utility company directly.

7. Maintenance. Tenant shall be responsible for all exterior and interior maintenance and repairs of the Premises, including without limitation all maintenance and repairs to mechanical, plumbing and electrical systems serving the Premises as needed to keep them in sound working order and in compliance with applicable legal codes. Notwithstanding the foregoing, Tenant shall have the right to deduct the cost of any repairs (but not maintenance) it makes to the Premises from monthly rent; provided that Tenant submits to Landlord paid invoices or other documentation evidencing such costs. Any repairs that exceed \$500 must be approved in advance by Landlord.

8. Alterations. Tenant shall not make or cause to be made, or allow to be made, any alternations, additions, or improvements to the Premises, including, installation of any painting, signs, floor covering, lighting, fixtures or the like, or alteration of mechanical or electrical systems, without the prior written consent of Landlord. Any alterations, additions, or improvements consented to by Landlord shall be paid by Tenant and upon expiration of this Lease, Tenant shall be responsible for returning the Premise to the condition prior to alteration, addition, or improvement.

9. Indemnification and Insurance. Landlord shall not be responsible for any loss or damage from whatever cause to personal property located at the Premises. Tenant shall hold Landlord (defined for purposes of this paragraph to include Landlord’s officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to Landlord) against any demand, claim, judgment, award, legal proceeding or loss of any kind arising from Tenant’s use and occupancy of Premises. Tenant shall obtain and maintain a general liability insurance policy covering the Premises and Tenant’s activities at the Premises in minimal coverage amounts of \$1,000,000 per occurrence and fire and casualty insurance with an extended coverage endorsement on any improvements placed or constructed by Tenant on the Premises equal in amount to the full insurable value of such improvements. All policies shall name Landlord 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 Landlord, shall be provided to Landlord. Upon request Landlord shall be provided copies of the policies of insurance and all endorsements.

10. Assignment and Subletting. Tenant may not assign, sublet or in any manner transfer this Lease without the prior written consent of Landlord, which consent may be withheld in Landlord’s sole discretion.

11. Destruction. If, during the term of this Lease, the Premises shall become partially or totally untenable by a natural disaster or other casualty, this Lease shall terminate and neither party shall have any further obligation hereunder.

12. Default and Remedies. If Tenant shall default in the performance of any covenant or condition of this Lease and shall not cure such default within 7 days after written notice from Landlord specifying the default, Landlord may terminate this Lease.

13. Amendment and Waiver. This Lease may not be modified or amended except by an instrument in writing executed by Landlord and Tenant. Failure to enforce any term of this Lease shall not be deemed a waiver of the enforcement of that or any other term of this Lease.

14. Notices. All notices required under this Lease shall be in writing, and shall be deemed to be given if mailed by certified or registered mail to Landlord or to Tenant at their respective addresses set forth in this Lease, or to such other address as either party may furnish to the other in writing, during the term of this Lease.

15. Quiet Enjoyment. Landlord covenants and agrees with Tenant that upon Tenant observing and performing all the terms, covenants and conditions on its part to be performed and observed, Tenant may subject to the terms of this Lease peaceably and quietly hold, occupy, possess and enjoy the Premises for the full term of this Lease. Landlord may access the Premises as needed to perform its responsibilities under this Lease and to make reasonable inspections of the Premises.

16. Applicable Law; Severability. This Lease shall be construed under the laws of the State of Michigan. If any provision of this Lease or portions of this Lease, or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

17. Entire Agreement. This Lease constitutes the entire agreement between Landlord and Tenant, and there are no agreements, understandings, warranties, or representations between the parties other than those set forth herein.

[signature page follows]

IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease as of the date first above written.

Landlord:

CITY OF SOUTH HAVEN

By: _____
Robert Burr, Mayor

By: _____
Amanda Morgan, Clerk

Tenant:

FROST LAW OFFICE, PLC

By: _____
Name: _____
Its: _____

EXHIBIT A

Description of Premises

Lots four (4) and five (5), Block one(1), Ravinia Park Addition to the City of South Haven, State of Michigan, according to the recorded plat thereof.

GRAPIDS 57671-1 328162v2



State of Michigan



State of Michigan

State of Michigan

City of South Haven

Le Grange St

Elm Pl

Sunset Dr

Sunset Dr

MEMORANDUM

DATE: May 26, 2015

TO: Brian Dissette, City Manager

FROM: Deb Davidson, DDA/Communications

SUBJECT: 1) Third Party Administrator (TPA) Proposal for MSHDA Homeowner and Homebuyer programs and Rental Rehabilitation program
2) Resolution 2015-26: Authorizing an application to MSHDA for downtown rental rehabilitation of second-story residential units

The City Council will be asked to consider approval of two items:

- 1) Smith Housing Consulting proposal for professional assistance in applying for and administering Michigan State Housing Development Authority (MSHDA) Office of Community Development grants for Homeowner Rehabilitation (HO); Homebuyer Purchase Rehabilitation (HPR); and Downtown Rental Rehabilitation (DRR).
- 2) A resolution supporting an application for Downtown Rental Rehabilitation fund for rehabilitation of second-story residential units in the downtown.

The City has met publishing requirements for an RFP seeking interested consultants to submit proposals for applying and administering specific MSHDA grants including: Homeowner Rehabilitation; Homebuyer Purchase Rehabilitation; and Downtown Rental Rehabilitation. Smith Housing Consulting has met the submission requirements and meets and/or exceeds the qualifications for selection. Ms. Smith, owner of Smith Housing Consulting, has vested time and effort in the community per her previous three-year contract. She has worked, and will continue to work, with downtown property owners to encourage second-story apartment rehabilitation.

Following approval of the TPA contract, City Council will be asked to pass a resolution to authorize preparation of an application for second-story residential units in the downtown. The owners of the building at 528 Phoenix St intend to develop one (1) new loft apartment which has private parking. The owners of the building at 519 Phoenix St intend to rehabilitate an existing apartment.

Recommendation:

- A.** Approve Smith Housing Consulting proposal as the Third Party Administrator for the purpose of application and administration of MSHDA grants for Homeowner Rehabilitation, Homebuyer Purchase Rehabilitation, and Downtown Rental Rehabilitation programs.
- B.** Approve Resolution 2015-26, a resolution to authorize the preparation of an application for funding through the Michigan State Housing Development Authority's Housing Resource Fund for the Downtown Rental Rehabilitation (DRR) program.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement is made as of June 1, 2015, between the City of South Haven, a Michigan municipal corporation, whose principal business address is 539 Phoenix Street, South Haven, MI 49090 (the "City"), and Smith Housing Consulting, LLC, a Michigan limited liability company, whose principal business address is 412 West Center, Hastings, MI 49058 ("Smith Housing").

RECITALS

- A. The City has been approved by the Michigan State Housing Development Authority ("MSHDA") to implement the MSHDA Rental Rehabilitation Community Development Block Grant Program (the "Program").
- B. The City requires the services of a qualified individual to assist in the administration of the Program.
- C. Smith Housing has the experience and expertise the City is seeking and has submitted a proposal to provide such services.
- D. Smith Housing is willing to contract with the City as an independent contractor to assist with the Program according to the terms and conditions of this Agreement.

TERMS AND CONDITIONS

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

- 1. Independent Contractor. At all times during the performance of any services under this Agreement, Smith Housing shall be acting as an independent contractor. Smith Housing agrees and acknowledges that if any persons employed by it shall in no way be deemed to be nor shall hold themselves out as employees, servants or agents of the City or the State of Michigan, and shall not be entitled to any fringe benefits of the City or the State of Michigan, such as, but not limited to, health and accident insurance, life insurance, longevity, paid sick or vacation leave. Smith Housing shall be responsible for paying the wages of any personnel employed by it, and for the withholding and payment of all income and social security taxes to the proper Federal, State and local governments. Smith Housing shall also be responsible for providing any personnel employed by it with workers' compensation and unemployment compensation coverage, as required by law. Smith Housing acknowledges that its arrangement with the City under this Agreement is contractual and is terminable at will by either party.
- 2. Contractor Duties and Responsibilities. In accordance with the City's generally accepted operating practices and policies and under the direct supervision of the City's DDA Director, the parties agree that Smith Housing shall:
 - A. Provide all such administrative services as may be required for the administration of the Program, including but not restricted to:
 - 1. Pre-Grant Disbursement Conditions as written in the MSHDA grant agreement and subsequent correspondence regarding disbursement, including the Environmental Review with City approval
 - 2. Deferred Loans and Rental Rehabilitation as follows:
 - a. Advertise activities/projects availability.
 - b. Solicit initial applications.
 - c. Verify eligibility of applicants.
 - d. Specify and estimate cost of work to be completed on rental units/buildings.
 - e. Review and modify established, approved, local guidelines for administration of funds as required to meet needs of the City and the Program requirements.

3. Contractor Selection:
 - a. Advertise for and develop a list of qualified contractors.
 - b. Screen contractors to assure proper licensing, insurance, and workmanship qualifications.
 - c. Send/give work specifications to contractors for bids.
 - d. Assist owners with contractor selection/bid review.
 - e. Prepare contracts and assist contractors and owners with contract implementation.
 4. Inspection of Work:
 - a. Assure that all applications, associated paperwork, inspections, invoices and communications are satisfactorily completed.
 - b. Assure that all rehabilitation work is satisfactorily completed and all subcontractor and suppliers have been paid and all waivers signed, prior to final payment to contractor.
 5. Termination of Activity:
 - a. Responsible for initiating payment to contractor for materials and labor relating to the Program and MSHDA.
 - b. File project documents and retain for required time period.
 - c. Prepare the Program reports of activities and account for all expenditures after City approval.
 - d. Work with MSHDA officials with monitoring visits.
 - e. Work with the City Clerk and Treasurer to coordinate bookkeeping.
 - f. Work with the City's Economic Development Coordinator, DDA Director, and other officials, as required, to meet the Program goals.
 - g. Assist with audit of the Program, if required.
 - h. Monitor rental units/tenants for a period of five years from point of completion, and inspect units every three years while under compliance period.
 6. Administer the Program in accordance with rules and regulations of the U.S. Department of Housing and Urban Development, as set forth in 24 CFR 570 *et seq.*, as amended, and the Guidebook for Administration of Community Development Block Grant Program.
3. Schedule/Hours of Availability. Smith Housing shall maintain regular office hours (8am to 5pm) and be on-call (as needed) for administration of the Program. The City shall provide Smith Housing with the equipment, supplies and office space necessary to perform its duties and responsibilities under this Agreement.
 4. Compensation.
 - A. Smith Housing shall be compensated in the amount indicated by MSHDA as specified in the Program documents and for administration to be paid from the Program funds only. Administration expenses shall be limited to those expenses listed in 24 CFR 206. Smith Housing shall draw an initial payment request of \$5,000 from the Program administration funds. When Smith Housing additionally incurs costs for administration of the Program, as documented by accounting on OPAL, another payment shall be drawn from the Program funds to administer the Program and paid as represented by the fractional percentage determined by expenditures. This payment procedure shall continue until the maximum Program administration funds have been drawn down and all Grant monies have been disbursed (and total Grant monies spent).

B. No changes or increases in costs shall extend beyond the maximum amount of Grant administration money to Smith Housing, unless an increase is requested in the Grant money for additional projects covered by this Agreement, at which time the amount of compensation shall be represented by the determination of MSHDA for Grant administration.

C. Smith Housing shall be responsible for all costs or expenses incurred in the performance of its duties and responsibilities under this Agreement unless the payment of such cost or expense received prior approval by the City's DDA Director.

5. Term and Termination.

A. This Agreement shall begin on the date first stated above and shall remain in effect until terminated.

B. Either party may terminate this Agreement after not less than thirty (30) days written notice to the other party. In the event of termination, Smith Housing shall be reimbursed for all eligible costs incurred in the performance of its duties and responsibilities under this Agreement.

6. Work Product. All reports, work sheets, plans, tables, supportive data, documents, and other materials, whether produced or stored on paper, electronically or otherwise, which are produced by the Smith Housing in the course of and for the purpose of performing services for the City according to this Agreement are the property of the City. Except to the extent disclosure is required by applicable law, Smith Housing shall not disclose work product to any third party without the prior approval of the City's DDA Director. The requirements of this paragraph shall survive the expiration or termination of this Agreement.

7. Applicable Law and Nondiscrimination. In accord with provision of Act 453, P.A. 1976, as amended (Elliot-Larson Civil Rights Act), the parties may not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. To that end, the City and Smith Housing shall, throughout the term of this Agreement and with respect to all Program activities, fully comply with all applicable local, state, and federal laws, regulations, grant donations, and contract provisions (including but not limited to the provisions of this Agreement).

8. Assignment Prohibited. Smith Housing may not assign this Agreement or its rights, privileges, duties, or obligations without the City's prior written approval.

9. Interpretation. This is the entire agreement between the parties as to its subject matter. This Agreement may not be modified except in writing signed by the parties (in the case of the City, such modification shall require City Council approval). Its interpretation shall not be affected by any course of dealing. The captions are for convenience and form no part of this Agreement, but the recitals are an integral part of this Agreement. This Agreement shall be construed as if it were mutually drafted.

10. Governing Law. To the extent permitted by law, jurisdiction and venue pertaining to any action arising from or pursuant to this Agreement shall be with the state courts in Van Buren County, Michigan.

11. Notice. Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

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

CITY OF SOUTH HAVEN

SMITH HOUSING CONSULTING, LLC

By: _____
Robert Burr, Mayor

By: _____
Marilyn M. Smith, Owner

By: _____
Amanda Morgan, Clerk

**REQUEST FOR PROPOSALS
THIRD PARTY ADMINISTRATOR**

MSHDA GRANT FUNDS (CDBG and/or HOME)

ISSUED BY: City of South Haven, Michigan

ISSUE DATE: May 3, 2015

SECTION 1

GENERAL INFORMATION

I-1 Purpose

This request for Proposal (RFP) provides interested consultants with sufficient information to enable them to prepare and submit a proposal to the City of South Haven to satisfy its need for professional assistance in applying for and administering Michigan State Housing Development Authority (MSHDA) Office of Community Development grants for Homeowner Rehabilitation (HO); Homebuyer Purchase Rehabilitation (HPR); and Downtown Rental Rehabilitation (DRR). The grants will assist homeowners in rehabilitating their homes and homebuyers in purchasing and rehabilitating homes within a targeted area of the City of South Haven; and downtown building owners in rehabilitating the loft space above their commercial buildings in the DDA District. These programs require all homeowners, homebuyers and tenants to have incomes at 80% area median income (AMI) or below. All potential, qualified applicants will be given an equal opportunity to participate.

I-2 Issuing Office

The RFP is issued on behalf of the City of South Haven. Proposals should be sent to:

City of South Haven

TPA/MSHDA FUNDS

Attention: City Clerk

539 Phoenix Street

South Haven, MI 49090

I-3 Project Statement

The City of South Haven is committed to supporting decent, sanitary and affordable housing in all of its programs.

I-4 Point of Contact

There shall be a single point of contact for purposes of information relative to this RFP. All questions regarding this RFP should be addressed or directed to:

City of South Haven

Attention: Clerk

539 Phoenix Street

South Haven, MI 49090

Telephone: 269-637-0750

Fax: 269-637-5319

amorgan@south-haven.com

I-5 Response Date and Time

To be considered, a proposal must arrive at the issuing office on or before 12:00pm on May 18, 2015.

I-6 Proposals

To be considered, consultants must submit a complete response to this RFP, using the format provided in Section II. Each proposal shall be submitted in **three (3) copies** to the City Clerk's office. The consultant shall make no other distribution of the proposal. An official authorized to bind the consultant to the provision of the proposal must sign the proposal in ink. For the RFP, proposals must remain valid for at least ninety (90) days.

I-7 Addenda to the RFP

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all consultants on record as receiving the original RFP. It shall be the bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda.

I-8 Rejection of Proposals

The City of South Haven reserves the right to reject any and all proposals received as part of this RFP, or to negotiate with any source whatsoever in any manner necessary to serve the best interests of the City. The City does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. The City reserves the right to take other action before a contract is signed or a purchase order is approved; even after the City approves the bid.

The selection of the Consultant will be made by the City and be based on criteria outlined in Section III-2 CRITERIA FOR SELECTION.

I-9 Incurring Costs

The City is not liable for any cost by consultants prior to the issuance of a contract.

I-10 Type of Contract

It is proposed that, if a contract is entered into as a result of this RFP, it will be a purchase of service contract. Negotiations may be undertaken with consultants as to price and other factors that show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be the most advantageous to the City, price and other factors considered. The City reserves the right to consider the proposals or modifications thereof received at any time before an award is made, if such action were in the interest of the City.

I-11 Disclosure

All responses to this RFP shall remain confidential until the opening of the proposal by the issuing office on the date and time noted above. Thereafter, all responses shall be available for public inspection.

I-12 Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in the cancellation of the award.

I-13 Prime Contractor Responsibilities

The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the City will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

I-14 Contract Payments & Schedule

The successful consultant must agree that they will accept as “payment-in-full” NO MORE THAN the maximum amount allowable according to the terms of the applicable grant. The terms of payment for any contract entered into as the result of the RFP will be negotiated as mutually agreeable and subject to funding from the grant.

I-15 News Release

News releases pertaining to this RFP or the service, study or project to which it relates will not be made without prior issuing office approval, and then only in coordination with the issuing office.

SECTION II INFORMATION REQUIRED FROM CONSULTANT

Consultant proposals must be submitted in the format outline below:

II-1 Business Organization

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether you operate as an individual, partnership or corporation: if as a corporation, include the state in which you are incorporated. If appropriate, indicate whether you are licensed to operate in the State of Michigan.

II-2 Project Team

Identify key individuals by name and title that will actually do the work under this proposal. Include resumes for all key project personnel.

II-3 Capacity to Perform Work

Demonstrate the ability of having the capacity and staffing necessary to perform all work under this proposal.

II-4 Statement of the Project

State in succinct terms your understanding of the project represented by this RFP.

II-5 Management Summary and Work Plan

Include a narrative description of the proposed effect and of the products and services that will be delivered, also include your technical work plan. Specifically, include the manner in which tasks as described in Section IV shall be performed and detail the related products and services to be delivered.

II-6 Prior Experience

Proposals submitted should include, in this section, descriptions of qualifying experience to include project descriptions, costs and related information of projects that have been successful. Also, the name, address and phone number of the responsible official of the client organization who may be contacted.

II-7 Authorized Negotiators

Include the names and phone numbers of personnel and your organization authorized to negotiate the proposed contract with the City.

II-8 Additional Information and Comments

Include any other information that is believed to be pertinent but not specifically asked for elsewhere, such as innovative ideas for additional services to be provided.

**SECTION III
SELECTION OF CONTRACTOR**

All proposals received shall be subject to an evaluation by the issuing office deemed appropriate for the purpose of selecting the Consultant with whom a contract may be signed. The following factors will be considered in making the selection:

III-1 Bidder Qualifications

Respondents submitting proposals shall have the following minimum qualifications:

- A. The experience and capability to train personnel to carry out the project specifications.
- B. The experience and skills to solve operation problems that may arise during implementation of the project and for the duration of the contract period.
- C. The ability to satisfactorily perform necessary administrative tasks such as financial reports, data collection, reporting, billing, etc.
- D. Have demonstrated integrity and record of compliance with public policy.
- E. No bid may be accepted from or contract awarded to any person, firm or corporation which is in arrears or in default to the City upon debt or contract, or has failed to perform faithfully any previous contract with the City.

III-2 Criteria for Selection:

- A. Responsiveness to the RFP requirements
- B. Consultant Qualifications and Capability
- C. Acceptance as Payment-in-Full Maximum Payment Allowable by Grant Requirements

Evaluation Factors/Maximum Points Quality Levels Score:

Consultant's understanding of the project scope and intent.	10X _____ = _____
Thoroughness of the consultant's approach to the planning, organization and management of the project.	10X _____ = _____
Proposed method of communication, problem solving, data gathering and evaluation	10X _____ = _____
Schedule of the proposed work plan	10X _____ = _____
Experience of consultant with projects similar in scope and/or size	10X _____ = _____
Client references for work completed relevant to this project.	10X _____ = _____
Consultant's ability to provide Future services	10X _____ = _____
Relevant experience and qualifications Of project staff	10X _____ = _____

Quality Levels

Excellent	1.0 Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weakness
Very Good	0.8 Meets all requirements; reflects some enhancement or strength; few, if any, offsetting weakness
Fair	0.4 May contain significant weakness only partially offset by less pronounced strengths; should meet all minimum requirements but some areas of doubt may exist.
Poor	0.2 Serious doubt exists about ability to meet minimum needs but may be sufficient; significant weakness without offsetting strengths.
Deficient	0.0 Does not meet minimum needs.

SECTION IV SCOPE OF WORK DETAILED GUIDELINES

IV-1 General

- A. Environmental reviews
- B. Maintenance of financial records
- C. Performance and compliance reports
- D. Participation in the MSHDA monitoring and program audits and clearance of monitoring and audit findings.
- E. Maintain online system and input information for review in compliance with MSHDA.

IV-2 Project Administration

- A. Manage Homeowner/Homebuyer/and Rental Rehab programs to assure compliance with Federal and State Regulations
- B. Provide project coordination for property owners/buyers and contractors.
- C. Provide initial structure inspections and specifications preparation.
- D. Supervise bidding process and monitor labor standards and compliance.
- E. Assist local building inspectors with follow-up inspections, as needed.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-26

A RESOLUTION AUTHORIZING AN APPLICATION FOR FUNDING THROUGH THE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY'S HOUSING RESOURCE FUND

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 June 1, 2015 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City of South Haven is interested in providing affordable rental housing opportunities for its low-to-moderate income residents; and

WHEREAS, the City of South Haven City Council recommend that the City of South Haven support an application for Downtown Rental Rehabilitation (DRR) funds for rehabilitation of downtown commercial loft space and rental buildings to promote the viability of the downtown district; and

WHEREAS, the City of South Haven City Council are requesting the application not to exceed \$500,000.

THEREFORE, BE IT RESOLVED that the City of South Haven City Council does hereby authorize the preparation of an application for funding through the Michigan State Housing Development Authority's Housing Resource Fund.

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 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 the 1st day of June, 2015, 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