

City Council

Regular Meeting Agenda

Monday, August 17, 2015
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation – Moment of Silence

3. Roll Call

4. Approval of Agenda

5. Consent Agenda: Items A thru G (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 regular City Council Minutes for August 3, 2015.
- B. Council will be requested to approve the Special Workshop City Council Minutes for August 3, 2015.
- C. Bills totaling \$2,029,301.03 for the period ending August 16, 2015 to be approved and forwarded to the Clerk and Treasurer for payment.
- D. Council will be asked to approve the scope of the repairs as drafted by Abonmarche for the South Haven Memorial Library's north wall.
- E. Council will be asked to approve the proposal to upgrade the City's Microsoft Exchange by Secant Technologies in the amount of \$16,034.50.
- F. Council will be asked to accept the four memorial bench donation requests on Monroe Boulevard and Riverfront Park as described in the agenda packet.
- G. Council will be asked to approve the following minutes:
 - 1) 06-08-2015 LDFA Minutes;
 - 2) 06-09-2015 Parks Commission Minutes; and
 - 3) 07-15-2015 Airport Authority 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.

OLD BUSINESS

- 6. Council will be asked to introduce an amendment to the ordinance regulating long grasses.**

NEW BUSINESS

7. Council will be asked to approve the following Special Events:
 - a. Special Event Application 2015-24, the Rotary Pancake Breakfast to be held on September 6, 2015 from 6:30 a.m. to 1:00 p.m. under the Huron Street pavilion.
 - b. Special Event Application 2015-25, the South Haven High School Home Coming Parade to be held on Friday, September 25, 2015 from 5:00 p.m. to 7:00 p.m. starting on Kalamazoo Street, down Phoenix and Hubbard Streets and ending at Ratcliffe Field on Michigan Avenue.
 - c. Special Event Application 2015-26, a fundraiser for AVN to be held in Stanley Johnston Park on August 29, 2015 from 1:00 p.m. to 6:00 p.m.
8. Council will be asked to approve Resolution 2015-37, a resolution authorizing contracts with the low bidders for the Overton Environmental and Demolition Project.
9. Council will be asked to approve Resolution 2015-38, a resolution approving an agreement with the Michigan Department of Natural Resources (MDNR) to receive a Land and Water Conservation Fund (LWCF) Development grant in the amount of \$78,100.
10. Council will be asked to consider the following actions regarding the operation of golf carts on city streets:
 - a. A discussion of a proposed Resolution 2015-40, a resolution allowing the operation of golf carts on city streets;
 - b. An introduction of an ordinance to amend Chapter 82, Article II, Sections 82-26, 82-27, and 8-28 of the Code of Ordinances and adopt the Michigan Vehicle Code; and
 - c. An introduction of an ordinance to amend Chapter 82, Article III, Section 82-55 of the Code of Ordinances regulating parking of golf carts.
11. Council will be asked to approve Resolution 2015-39, a resolution supporting the Lake Michigan Trails Network.
12. Council will be asked to approve Resolution 2015-41, a resolution authorizing a grant application for Black River Park fish cleaning station and committing local funds to match the grant award.
13. Council will be addressed by Enriqueta Turanzas on behalf of Valor Training Center to give a short presentation.

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.

14. 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.)

15. City Manager's Comments

16. Mayor and Councilperson's Comments

17. Adjourn

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "B. Dissette", written over a horizontal line.

Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, August 3, 2015
7:00 p.m., Council Chambers



1. **Call to Order by Mayor Burr at 7:00 p.m.**
2. **Invocation – Reverend Travis Wilson of Peace Lutheran Church**
3. **Roll Call**

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

4. **Approval of Agenda**

Moved by Fitzgibbon, seconded by Kozlik Wall to approve the agenda.

Voted Yes: All. Motion carried.

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

Moved by Patterson, seconded by Kozlik Wall to approve the consent agenda.

- A. Council will be requested to approve the City Council Minutes for July 6, 2015.²⁰
- B. Bills totaling \$163,019.16 for the period ending August 2, 2015 to be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be requested to award the paving bid contract to Compton, Inc. in the amount of \$432,890.95 for repaving Michigan Avenue from Center Street to Broadway Street and Center Street from Elkenburg Street to Superior Street.
- D. Council will be asked to award the Center for the Arts Elevator ADA Renovations contract to Wagenmaker's Construction for the total value engineered amount of \$127,500.
- E. Council will be asked to approve the following minutes:
 - 1) 01-07-2015 DDA Workshop Minutes;
 - 2) 02-25-2015 DDA Special Meeting Minutes;
 - 3) 04-13-2015 BRA Minutes;
 - 4) 05-18-2015 BPU Minutes;
 - 5) 05-19-2015 SHARA Minutes;
 - 6) 06-04-2015 Planning Commission Minutes;
 - 7) 06-16-2015 LHBM Board Minutes;
 - 8) 06-17-2015 CBA Minutes;
 - 9) 06-22-2015 ZBA Minutes;
 - 10) 06-24-2015 SHHC Minutes; and
 - 11) 06-29-2015 BPU Minutes.

A Roll Call Vote was taken:

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

Motion Carried.

OLD BUSINESS

6. Council will be updated on potential changes to the code of ordinances, related to the lawn mowing ordinance.

Background Information:

The City Council will be asked to take no action on the city's adopted long grass code.

At the July 6th regular meeting of the City Council, the Council discussed potential changes to the city's long grass ordinance. At that meeting, the Council discussed a desire to increase the long grass threshold for enforcement from 6" to 9". Further, the Council discussed a desire to expedite the enforcement process, in an effort to reduce the time needed for the city to take enforcement efforts. Finally, the Council discussed a desire to increase the administrative fee from \$50 per occurrence to \$150 per occurrence.

The city's staff is currently working to develop an updated code amendment, for the City Council's consideration, related to the long grass enforcement ordinance. At this time, the city's staff has completed a review of enforcement procedures from other West Michigan communities. Staff has found a variety of enforcement procedures which are embraced by other communities. Staff are now working with the city's attorney to develop an updated code amendment draft for the City Council's review and consideration.

No action was taken by Council.

7. Council will be asked to approve Resolution 2015-34, a resolution to grant local government approval on the reclassification of Class B Hotel Liquor License to a Class C Resort Liquor License.

Background Information:

Ballock Holdings, LLC is requesting city approval for the reclassification of the liquor license for the bar and restaurant located at 515 Williams, formerly known as York's Tavern, which has been closed due to bankruptcy proceedings. Ballock Holdings, LLC is purchasing this bar and restaurant from the bankruptcy trustee and, as part of the purchase, they've submitted an application requesting the transfer of the current liquor license attached to that location. However, in the approval process it was determined that due to the sale of condo units and a change in ownership, the Class B Hotel license that York's was operating under no longer conformed to the requirements of the Michigan Liquor Control Commission (MLCC).

As such, the current license must be reclassified to the more appropriate license, a Class C Resort license which requires an establishment to be open 5 days a week, for at least 5 hours a day, with 50% of its revenue generated from food sales. To complete the property purchase and MLCC licensing, the MLCC has requested that the City of South Haven approve the reclassification of this location from a Class B Hotel to a Class C Resort license.

Detective Adam DeBoer reviewed the materials and found no problems with the reclassification request. Wendy Hochstedler, the Finance Director, did note that there are outstanding taxes on the property under two accounts in the following amounts: \$42.37 and \$1,680.29.

Dan Ballock and his attorney, Phil Reed, spoke on the matter and answered questions posed by the Council.

Moved by Fitzgibbon, seconded by Patterson to approve Resolution 2015-34, a resolution to grant local government approval on the reclassification of Class B Hotel Liquor License to a Class C Resort Liquor License.

Voted Yes: All. Motion carried.

NEW BUSINESS

8. Council will be asked to approve an amended License Agreement with RAPA Development, LLC doing business as Black River Tavern located at 403 Phoenix Street.

Background Information:

The City Council will be asked to reauthorize staff to issue a license agreement, to add outdoor dining along Phoenix Street, to the restaurant owner of Black River Tavern.

Black River Tavern is a local restaurant, located at 403 Phoenix Street. The owner of Black River Tavern, Mr. Scott Maxwell, is seeking an updated approval of the license agreement with the city. That agreement allows Maxwell to add outdoor dining along Phoenix Street. The Planning Commission approved the special use permit for outdoor dining at their regular meeting on December 5, 2013. Two (2) conditions were placed on the approval: the noise level currently heard outside the building may not increase with the outdoor seating and that the Downtown Development Authority (DDA) approve the outdoor furniture. The DDA approved the outdoor furniture plan at the February 12, 2014 regular meeting. The City Council approved the original license agreement with Black River Tavern as part of the March 3, 2014 regular meeting. Maxwell is requesting the agreement be reauthorized with Black River Tavern's proper name included in the agreement. That designation notes that the agreement will be held by RAPA Development, LLC d/b/a Black River Tavern.

The license agreement for Black River Tavern has been actively reviewed by staff, the city's attorney, and the restaurant owner. The license agreement requires a payment of \$250 per year to the City of South Haven. The fee is based on comparison to other lake front communities, and mirrors the fees charged by the City of Grand Haven. The agreement has a variety of requirements. Some of the highlights of the agreements are:

- The agreement allows customer seating to occur until 11:00 p.m.,
- The agreement requires the city be provided with a certificate of insurance,
- The agreement requires that a designated clear path be maintained, to allow pedestrians to use the city's sidewalks,

The agreement also requires that if alcohol service is to be provided at the outdoor dining location that the owner be in compliance with Michigan Liquor Control Commission rules and regulations.

Moved by Gruber, seconded by Patterson, to approve an amended License Agreement with RAPA Development, LLC doing business as Black River Tavern located at 403 Phoenix Street.

Voted Yes: All. Motion carried.

9. Council will be asked to approve Special Event Application 2015-23, the Bobby Walker Basket Ball Tournament to be held in Elkenburg Park on August 6 through August 8, 2015 from 5:00 p.m. to 9:00 p.m.

Background Information:

Bobby Walker would like to host a basketball tournament at Elkenburg Park to raise awareness for The American Cancer Society. There will be a ceremony honoring outstanding leadership in the community, children's games, and 5 on 5 basketball! Great fun for all ages.

Moved by Patterson, seconded by Fitzgibbon, to approve Special Event Application 2015-23, the Bobby Walker Basketball Tournament to be held in Elkenburg Park on August 6 through August 8, 2015 from 5:00 p.m. to 9:00 p.m.

Voted Yes: All. Motion carried.

10. Council will be asked to hold a public hearing and consider approval of Resolution 2015-36, a resolution detailing the brownfield plan for the Overton building at 229 Elkenburg Avenue.

Background Information:

On July 13, the Brownfield Redevelopment Authority recommended the attached brownfield plan for the Overton building at 229 Elkenburg Avenue. It also authorized use of the Local Site Remediation Revolving Fund to pay for demolition and related environmental work.

An approved brownfield plan is required by state law to use the Local Site Remediation Revolving Fund.

The brownfield plan includes estimates for demolition and associated expenses, and an estimate of tax capture for a future development. At this time it is not known what type of future development will be permitted on this site. The Local Development Finance Authority will be the owner of the site. The site is currently zoned Light Industrial, and it is likely that the LDFA will request a change in zoning. The site appears to have only minor environmental issues, although further testing is recommended. Because of these unknown items, the estimate for taxable value after development is a rough estimate of \$1,000,000. This value is used to estimate the repayment of the demolition costs through tax capture.

The estimated expenses of demolition which may be recovered through a brownfield plan total \$500,000. The actual cost of demolition and remediation will be determined through a bid process for the demolition and remediation work, and actual costs may be different than

the estimate. We hope that the actual cost will be lower. The plan will reimburse actual expenses to the Brownfield Redevelopment Authority.

The plan estimate of cost recovery is based on a development with a taxable value of \$1,000,000 and estimates a payback period over 30 years, the maximum length of a brownfield plan under state law. This is a rough estimate. While the surrounding neighborhood would suggest that a residential development may be the highest and best use, no decision has been made on what the potential development may be.

The Local Development Finance Authority is the entity which will own the parcel and carry out the demolition and remediation. Because the LDFA works through the City of South Haven budget and accounting system, the City of South Haven purchasing policy will be used. City Council and the LDFA will have approval authority over contracts and expenditures.

Moved by Fitzgibbon, seconded by Arnold, to hold a public hearing and consider approval of Resolution 2015-36, a resolution detailing the brownfield plan for the Overton building at 229 Elkenburg Avenue.

Voted Yes: All. Motion carried.

Public Hearing opened.

Paul VandenBosch, Assistant City Manager and Brownfield Redevelopment Authority Secretary, spoke on the matter.

Mike Henry, representative of the Van Buren County Brownfield Redevelopment Authority, gave his support for the project.

Moved by Patterson to close the public meeting. Seconded by Klavins.
Voted: Yes: All. Motion carried.

Moved by Fitzgibbon, seconded by Kozlik Wall, to approve Resolution 2015-36, a resolution detailing the brownfield plan for the Overton building at 229 Elkenburg Avenue.

Voted Yes: All. Motion carried.

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

Rosalie Plechaty, Event Coordinator for the National Blueberry Festival, spoke about the festival and reminded Council that the parade starts at 11:00 a.m. and will be on Huron Street and not on Phoenix Street this year. The parade route is in the festival brochure.

Mike Henry, Van Buren County Commissioner, gave a brief update on county government business.

12. City Manager's Comments

Compliments to Paul VandenBosch who has worked tirelessly on the Overton Building project through all of the numerable steps to get us to this point.

Compliments to Mike Henry, Van Buren County Commissioner, upon seeing how bad the building was, gave his support to this project.
By this time next year, we will hopefully see a greatly improved neighborhood.

13. Mayor and Councilperson's Comments

Arnold – no comment.

Fitzgibbon – Have fun at National Blueberry Festival.

Gruber – We encouragement comments and Council looks to staff for more information when complaints are received. Each comment or complaint are thoroughly vetted by staff.

Klavins – Keep an eye on the clock since the bridge opens on the half hour, but please, stop at the crosswalk and allow walkers to cross the street near the bridge.

Kozlik Wall – no comment.

Patterson – Welcome to guests, tourists, and visitors. Come out to Blueberry Festival!

Burr – The repaving contract in the consent agenda is a major project that should be completed by the end of this month.

14. Adjourn

Moved by Patterson, seconded by Fitzgibbon, to adjourn the meeting.

Voted Yes: All. Motion carried. Meeting adjourned at 7:34 p.m.

RESPECTFULLY SUBMITTED,



Kate Hosier
Deputy City Clerk

Approved by City Council: **Draft**

City Council

Special Meeting Workshop Minutes

Monday, August 3, 2015
5:30 p.m., Conference Room B



1. Call to Order by Mayor at 5:32 p.m.

2. Roll Call

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

3. Approval of Agenda

Moved by Patterson and seconded by Kozlik Wall to approve the agenda.
Voted Yes: All. Motion carried.

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

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

Voted Yes: All. Motion carried. Council adjourned into closed session at 5:34 p.m.

Moved by Fitzgibbon to return to open session. Seconded by Gruber.

Voted Yes: All. Motion carried. Council returned to open session at 6:41 p.m.

5. Adjourn

Moved by Patterson to adjourn the 5:30 meeting. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Meeting adjourned at 6:56 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Kate Hosier", is written over a light blue horizontal line.

Kate Hosier
Deputy City Clerk

Approved by City Council: **DRAFT**

CITY OF SOUTH HAVEN

August 17, 2015

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 88,380.15	\$ 105,241.08	\$ 193,621.23
202-MAJOR STREET FUND	\$ 88.74	\$ -	\$ 88.74
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ -	\$ 2,729.82	\$ 2,729.82
226-GARBAGE/REFUSE FUND	\$ 1,654.61	\$ 35,357.08	\$ 37,011.69
250-DOWNTOWN DEVELOPMENT	\$ -	\$ 2,633.26	\$ 2,633.26
251-LDFA #1	\$ -	\$ 88,265.00	\$ 88,265.00
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ -	\$ 554.40	\$ 554.40
265-NARCOTICS UNIT	\$ -	\$ -	\$ -
266-POLICE TRAINING	\$ -	\$ -	\$ -
296-RIVER MAINTENANCE	\$ -	\$ 1,500.00	\$ 1,500.00
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ -	\$ -
402-CAPITAL PROJECTS #2	\$ -	\$ -	\$ -
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 3,027.49	\$ 700.89	\$ 3,728.38
577-BEACH FUND	\$ 962.22	\$ 3,132.00	\$ 4,094.22
582-ELECTRIC FUND	\$ 85,644.90	\$ 31,697.60	\$ 117,342.50
591-WATER FUND	\$ 84,074.92	\$ 14,419.54	\$ 98,494.46
592-SEWER FUND	\$ 89,951.74	\$ 6,944.23	\$ 96,895.97
594-MUNICIPAL MARINA	\$ 13,251.99	\$ 1,212.74	\$ 14,464.73
636-INFORMATION SERVICES	\$ -	\$ 2,238.69	\$ 2,238.69
661-MOTOR POOL	\$ 1,185.93	\$ 15,177.71	\$ 16,363.64
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 1,346,017.62	\$ -	\$ 1,346,017.62
718-TRUST & AGENCY	\$ -	\$ 3,256.68	\$ 3,256.68
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 1,714,240.31	\$ 315,060.72	\$ 2,029,301.03

08/12/2015 10:15 AM
User: MARGUE
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 07/29/2015 - 07/29/2015

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK						
07/29/2015	1	51758	000059	ALLEGAN COUNTY TREASURER	PROPERTY TAX COLLECTIONS	9,315.32
07/29/2015	1	51759	UB REFUND	DISTEFANO, DEBORAH S	UB refund for account: 20020310	52.49
07/29/2015	1	51760	MISC	HEARTLAND FOOD PRODUCTS LLC	Sum Tax Refund 80-53-900-871-00	30.20
07/29/2015	1	51761	UB REFUND	HILLIARD, THOMAS W	UB refund for account: 20407801	79.01
07/29/2015	1	51762	UB REFUND	HORNBLLOWER, DANIEL	UB refund for account: 41841002	44.82
07/29/2015	1	51763	001329	LAKE MICHIGAN COLLEGE	PROPERTY TAX COLLECTIONS	34,632.76
					PROPERTY TAX COLLECTIONS	824.38
						<u>35,457.14</u>
07/29/2015	1	51764	MISC	SIPPEL DEAN & KIM D	Sum Tax Refund 80-53-854-012-16	18.00
07/29/2015	1	51765	002410	SOUTH HAVEN MEMORIAL LIBRARY	PROPERTY TAX COLLECTION	11,443.68
					PROPERTY TAX COLLECTION	272.39
						<u>11,716.07</u>
07/29/2015	1	51766	002415	SOUTH HAVEN PUBLIC SCHOOLS	PROPERTY TAX COLLECTION	321,209.24
					PROPERTY TAX COLLECTION	2,216.40
						<u>323,425.64</u>
07/29/2015	1	51767	002755	VAN BUREN COUNTY ROAD COMM	QUARTERLY ELECTRIC PAID	57.41
					QUARTERLY ELECTRIC PAID	31.33
						<u>88.74</u>
07/29/2015	1	51768	002757	VAN BUREN COUNTY TREASURER	PROPERTY TAX COLLECTION	191,168.89
					PROPERTY TAX COLLECTION	2,064.86
						<u>193,233.75</u>
1 TOTALS:						
Total of 11 Checks:						573,461.18
Less 0 Void Checks:						0.00
Total of 11 Disbursements:						<u>573,461.18</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK						
08/05/2015	1	51769	002424	SOUTH HAVEN/CASCO	MONTHLY REU O & M CHARGES	9,472.40
					MONTHLY REU DEBT CHARGES	78,160.01
						<u>87,632.41</u>
08/07/2015	1	51770	UB REFUND	ABBOTT, BRANDI L	UB refund for account: 10431008	82.64
08/07/2015	1	51771	MISC	ACADEMY TESTING	COMMERCIAL DRIVER LICENSE TEST	150.00
08/07/2015	1	51772	000059	ALLEGAN COUNTY TREASURER	PROPERTY TAX COLLECTIONS	1,998.63
08/07/2015	1	51773	UB REFUND	ALLEN EDWIN HOMES	UB refund for account: 15109100	33.18
08/07/2015	1	51774	000101	AMERICAN TWISTING	2014 TAX REFUND PARCEL 80-53-995-365-25	1,438.80
08/07/2015	1	51775	003304	APPRAISALS PLUS GROUP, INC.	ASSESSING SERVICES	3,755.00
08/07/2015	1	51776	UB REFUND	ARES, DELILAH	UB refund for account: 10457018	100.10
08/07/2015	1	51777	000177	AUTO-WARES GROUP	REPAIR/MAINT SUPPLIES- ACCT #23300720	9.49
					REPAIR/MAINT SUPPLIES- ACCT #23300720	60.24
					REPAIR/MAINT SUPPLIES- ACCT #23300720	6.16
					REPAIR/MAINT SUPPLIES- ACCT #23300720	14.95
					REPAIR/MAINT SUPPLIES- ACCT #23300720	18.09
					REPAIR/MAINT SUPPLIES- ACCT #23300720	29.95
					REPAIR/MAINT SUPPLIES- ACCT #23300720	11.98
					CREDIT MEMO	(60.24)
						<u>90.62</u>
08/07/2015	1	51778	003392	BERRIEN COUNTY ASSESSORS ASSOC.	TRAINING	25.00
08/07/2015	1	51779	003245	BLUESTONE PSYCH	DEPARTMENT CONSULTATIONS	1,400.00
08/07/2015	1	51780	000375	C.T. ELECTRICAL SERVICES INC	LABOR & PARTS FOR FAILED BALLASTS	2,651.64
08/07/2015	1	51781	000430	CENTURY LINK	LONG DISTANCE	5.57
08/07/2015	1	51782	000484	COASTAL LANDSCAPING INC	MULCH	296.00
08/07/2015	1	51783	000498	COMCAST	INTERNET SERVICE 01720 188884-01-4	59.70
08/07/2015	1	51784	000658	DO-IT CORPORATION	2014 TAX REFUND PARCEL 80-53-995-370-24	523.80
08/07/2015	1	51785	000660	DOMESTIC LINEN-KALAMAZOO	CITY HALL RENTALS	95.36
					DPW RENTALS	1,907.34
						<u>2,002.70</u>
08/07/2015	1	51786	MISC	EAST JORDAN PLASTICS INC	2014 TAX REFUND PARCEL 80-53-995-415-25	117.60
08/07/2015	1	51787	MISC	EAST JORDAN PLASTICS INC	2014 TAX REFUND PARCEL 80-53-995-415-25	2,979.60
08/07/2015	1	51788	000717	ELBE & SOHN INC	2014 TAX REFUND PARCEL 80-53-995-301-25	1,333.20
08/07/2015	1	51789	003168	ELWOOD STAFFING	STAFFING SERVICES	1,679.30
08/07/2015	1	51790	000819	FOOD TOOLS INC	2014 TAX REFUND PARCEL 80-53-995-099-25	211.20
08/07/2015	1	51791	000843	FRONTIER	TELEPHONE 269-637-3649-041905-5	49.64
					TELEPHONE 269-637-7926-011395-5	35.07
					TELEPHONE 269-637-1402-071613-5	351.13
					TELEPHONE 269-639-1795-082214-5	208.50
					TELEPHONE 269-637-1386-071613-5	190.11
						<u>834.45</u>
08/07/2015	1	51792	003149	GRO AMERICA	BIOSOLIDS TESTING	425.00
08/07/2015	1	51793	000994	HAPA LLC	MARINA MANAGER	5,581.89
					BLACK RIVER PARK MANAGEMENT FEE	500.00
					MARINA & BLACK RIVER PARK OPERATIONS EXP	9,433.34
						<u>15,515.23</u>
08/07/2015	1	51794	001067	HI TEC BUILDING SERVICES	JANITORIAL SERVICE	4,708.33

08/12/2015 10:16 AM
 User: MARGUE
 DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
 CHECK DATE FROM 08/04/2015 - 08/12/2015

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/07/2015	1	51825	002824	ED WAINRIGHT	MECHANICAL PERMITS	3,676.50
08/07/2015	1	51826	002833	WALLY'S GARAGE	SUPPLIES	100.00
08/07/2015	1	51827	002843	RON WASHEGESIC	CAMERA SEWER - 417 LAGRANGE	120.00
08/07/2015	1	51828	UB REFUND	WEST MICHIGAN FLOCKING	UB refund for account: 42039002	8,839.43
08/07/2015	1	51829	002935	WINGFOOT COMMERCIAL TIRE SYSTEMS	REPAIR TIRE	160.00
08/07/2015	1	51830	002949	WOLVERINE HARDWARE	MAINTENANCE SUPPLIES	22.87
					MAINTENANCE SUPPLIES	90.00
					MAINTENANCE SUPPLIES	15.28
					MAINTENANCE SUPPLIES	35.78
					MAINTENANCE SUPPLIES	10.70
					MAINTENANCE SUPPLIES	4.48
					MAINTENANCE SUPPLIES	0.74
					MAINTENANCE SUPPLIES	5.02
					MAINTENANCE SUPPLIES	37.84
					MAINTENANCE SUPPLIES	10.40
					MAINTENANCE SUPPLIES	20.69
					MAINTENANCE SUPPLIES	9.42
					MAINTENANCE SUPPLIES	6.09
					MAINTENANCE SUPPLIES	54.94
					MAINTENANCE SUPPLIES	6.28
					MAINTENANCE SUPPLIES	4.94
					MAINTENANCE SUPPLIES	1.87
					MAINTENANCE SUPPLIES	35.53
					MAINTENANCE SUPPLIES	30.14
					MAINTENANCE SUPPLIES	25.58
						<u>428.59</u>
08/07/2015	1	51831	002977	ZEE MEDICAL, INC	SAFETY SUPPLIES	69.25

1 TOTALS:

Total of 63 Checks:	1,140,779.13
Less 0 Void Checks:	0.00
Total of 63 Disbursements:	<u>1,140,779.13</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 FIFTH THIRD BANK						
08/17/2015	1	51832	MISC	A. VAN STENSEL & SONS, LLC	APPRAISAL SERVICES	2,500.00
08/17/2015	1	51833	000014	ABONMARCHE CONSULTANTS INC	MAINTENANCE DREDGING PERMIT SERVICES DEMOLITION PLANS FOR OVERTON PROJECT 156 ADA IMPROVEMENTS FOR CENTER FOR THE ARTS 2015 STREET RESURFACING PROJECTS - CENTE LIBRARY FACILITY ASSESSMENT STUDY	1,500.00 262.50 190.00 3,237.31 862.50 <u>6,052.31</u>
08/17/2015	1	51834	000050	ALEXANDER CHEMICAL CORP	CHLORINE	1,695.00
08/17/2015	1	51835	000058	ALLEGAN COUNTY SHERIFF'S OFFIC	FIREWORKS TRAFFIC DETAIL	1,272.36
08/17/2015	1	51836	000065	ALLIED MECHANICAL SERVICES INC	ANNUAL TESTING OF BACKFLOW PREVENTERS &	1,637.46
08/17/2015	1	51837	000096	AMERICAN PUBLIC POWER ASSOC	DEED PROGRAM ANNUAL DUES	1,547.51
08/17/2015	1	51838	UB REFUND	ARNO, FAYE N	UB refund for account: 10458021	140.78
08/17/2015	1	51839	000177	AUTO-WARES GROUP	REPAIR/MAINT SUPPLIES- ACCT #23300720	56.15
08/17/2015	1	51840	000229	BEAVER RESEARCH COMPANY	SUPPLIES	518.82
08/17/2015	1	51841	000392	CARLETON EQUIPMENT COMPANY	SUPPLIES	32.45
08/17/2015	1	51842	000407	CASCO TOWNSHIP	2015 SUMMER TAX PARCEL 03-02-030-008-00`	3,256.68
08/17/2015	1	51843	000418	CDW GOVERNMENT INC	MODULE	62.19
08/17/2015	1	51844	000430	CENTURY LINK	LONG DISTANCE	86.52
08/17/2015	1	51845	UB REFUND	COLE, CHRISTOPHER L	UB refund for account: 21357008	55.48
08/17/2015	1	51846	UB REFUND	COLE, CHRISTOPHER L	UB refund for account: 21357412	411.32
08/17/2015	1	51847	000505	COMPTON INC	WORK AT 76TH ST LIFT STATION GREEN ST & HIWAYS ST REPAIRS	1,137.50 <u>18,621.91</u> 19,759.41
08/17/2015	1	51848	000533	CORNELISSE DESIGN ASSOC INC	CENTER ST CONCEPT IMPROVEMENTS	316.23
08/17/2015	1	51849	000570	CUMMINS BRIDGEWAY, LLC	REPLACE BATTERIES	653.80
08/17/2015	1	51850	000597	DEBRA DAVIDSON	MILEAGE REIMBURSEMENT	38.53
08/17/2015	1	51851	000637	DICKINSON WRIGHT	LEGAL SERVICES PROFESSIONAL SERVICES FOR JUNE 2015	12,181.75 <u>744.00</u> 12,925.75
08/17/2015	1	51852	000653	D A DODD, INC	REPLACE FAN MOTOR ON COOLER	477.04
08/17/2015	1	51853	000656	JACK DOHENY SUPPLIES INC	SUPPLIES	3,293.88
08/17/2015	1	51854	MISC	DRY ERASE DESIGNS	MARKERBOARD	454.49
08/17/2015	1	51855	003336	E.H. WACHS	SUPPLIES	63.06
08/17/2015	1	51856	000718	ELECSYS INTERNATIONAL CORP	MONTHLY MAINTENANCE	267.00
08/17/2015	1	51857	000719	ELECTION SOURCE	CHANGE MEMORY PACK BATTERIES	236.00
08/17/2015	1	51858	003168	ELWOOD STAFFING	STAFFING SERVICES	1,351.20
08/17/2015	1	51859	000843	FRONTIER	TELEPHONE 231-197-0043-051713-5 TELEPHONE 269-637-5493-070711-5 TELEPHONE 269-637-3251-010165-5	58.39 128.12 170.13 <u>356.64</u>
08/17/2015	1	51860	000847	FUEL MANAGEMENT SYSTEM	FUEL	5,659.03
08/17/2015	1	51861	UB REFUND	GARVISON, JAMIE	UB refund for account: 10276007	86.40
08/17/2015	1	51862	000872	GEMPLER'S	SUPPLIES	220.75
08/17/2015	1	51863	000913	GRAINGER	MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES	1,291.59 120.00 110.00 <u>383.40</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						1,904.99
08/17/2015	1	51864	000974	HACH COMPANY	LAB SUPPLIES	749.67
08/17/2015	1	51865	001046	HERALD PALLADIUM	ADVERTISING & PUBLISHING	1,356.00
08/17/2015	1	51866	001120	HYDRO DESIGNS INC	CROSS CONNECTION CONTROL PROGRAM	995.00
08/17/2015	1	51867	001134	IDEXX DISTRIBUTION INC	SUPPLIES	999.59
08/17/2015	1	51868	001141	INDIANA MICHIGAN POWER	COVERT ELECTRIC 040-008-013-1-8	26.93
					COVERT ELECTRIC 044-832-292-1-9	35.99
						<u>62.92</u>
08/17/2015	1	51869	001171	J & L ORCHARD SUPPLY LLC	SUPPLIES	24.00
08/17/2015	1	51870	001196	JOHN'S STEREO INC	CHARGER	21.99
08/17/2015	1	51871	UB REFUND	JOHNSON, JAMES E	UB refund for account: 30952024	93.20
08/17/2015	1	51872	001252	KENT POWER INC	109 MS-J ST JOSEPH STREET	21,018.97
08/17/2015	1	51873	001311	KUSTOM SIGNALS, INC	TALON II RADAR	1,544.00
08/17/2015	1	51874	001331	LAKE MICHIGAN MAILERS	MAILING FEES C-378	10,000.00
08/17/2015	1	51875	001373	LAWN BOYS INC	IRRIGATION WORK	620.32
					LAWNCARE	1,485.00
						<u>2,105.32</u>
08/17/2015	1	51876	001467	MARK A MANNING	ATTORNEY SERVICES	7,220.00
08/17/2015	1	51877	003136	CHRIS MAY	MEAL REIMBURSEMENT	61.08
08/17/2015	1	51878	001544	MENARDS	MAINTENANCE SUPPLIES	2.78
					MAINTENANCE SUPPLIES	12.47
					MAINTENANCE SUPPLIES	12.60
					MAINTENANCE SUPPLIES	60.91
					MAINTENANCE SUPPLIES	10.13
					MAINTENANCE SUPPLIES	12.72
					MAINTENANCE SUPPLIES	46.98
					MAINTENANCE SUPPLIES	14.27
					MAINTENANCE SUPPLIES	12.98
					MAINTENANCE SUPPLIES	43.76
					MAINTENANCE SUPPLIES	82.16
					MAINTENANCE SUPPLIES	23.67
					MAINTENANCE SUPPLIES	4.40
					MAINTENANCE SUPPLIES	13.97
					MAINTENANCE SUPPLIES	211.32
					MAINTENANCE SUPPLIES	133.01
					MAINTENANCE SUPPLIES	82.75
					MAINTENANCE SUPPLIES	51.85
						<u>832.73</u>
08/17/2015	1	51879	001561	METRON-FARNIER, LLC	METERS & SUPPLIES	7,161.82
08/17/2015	1	51880	001616	MICHIGAN MARITIME MUSEUM	EVELYN S GRANT	18,123.16
08/17/2015	1	51881	UB REFUND	MIKE SCHAAP BUILDERS	UB refund for account: 21618600	147.72
08/17/2015	1	51882	001848	NORTH SHORE PEST CONTROL INC	PEST CONTROL	50.00
					PEST CONTROL	50.00
						<u>100.00</u>
08/17/2015	1	51883	001888	OKUN BROTHERS SHOES	BOOTS	124.46
08/17/2015	1	51884	001911	OTTAGAN PLUMBING & TESTING INC	REPAIRS AT BLACK RIVER PARK	240.50
08/17/2015	1	51885	001948	PAT'S PRONTO PRINT	ENVELOPES	45.00
08/17/2015	1	51886	001987	PHOENIX HEATING &	AIR CONDITIONER SERIVCE	94.84
08/17/2015	1	51887	001990	PHYSIO-CONTROL INC	AED UNITS - ENTERGY GRANT	10,431.25
08/17/2015	1	51888	UB REFUND	PLEASANT VIEW MHP-SOUTH HAVEN	UB refund for account: 20541004	220.20

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/17/2015	1	51904	002453	SPENCER MANUFACTURING, INC	STRIPING & LIGHTS	2,192.00
					STRIPING & LIGHTS	2,192.00
						<u>4,384.00</u>
08/17/2015	1	51905	002474	STANDARD ELECTRIC COMPANY	SUPPLIES	162.00
08/17/2015	1	51906	003388	STATE OF MICHIGAN	APR 2015 SALES TAX DUE 38-6004594	45.95
08/17/2015	1	51907	002513	STEEL CENTER SUPPLY CO	MAINTENANCE SUPPLIES	202.05
08/17/2015	1	51908	UB REFUND	STURGIS BANK & TRUST	UB refund for account: 20317002	8.35
08/17/2015	1	51909	002580	TECHNICAL ENERGY SOLUTIONS	MAINTENACE & REPAIRS	127.50
08/17/2015	1	51910	002599	THAYER INC	SUPPLIES	5,722.92
					SUPPLIES	134.84
					SUPPLIES	203.22
					SUPPLIES	27.75
					SUPPLIES	124.29
						<u>6,213.02</u>
08/17/2015	1	51911	002637	TOTAL PARKING SOLUTIONS INC	3G MODEM UPGRADE FOR TERMINALS	3,654.00
08/17/2015	1	51912	002645	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES ACCT#6035 3012 0321 1402	61.83
08/17/2015	1	51913	002724	UPS STORE #5080	SHIPPING FEE	11.07
08/17/2015	1	51914	002728	USA BLUE BOOK	LAB SUPPLIES	699.65
					LAB SUPPLIES	56.55
						<u>756.20</u>
08/17/2015	1	51915	002757	VAN BUREN COUNTY TREASURER	PURCHASE OF OVERTON/229 ELKENBURG ST 80-	88,265.00
08/17/2015	1	51916	002758	VAN BUREN INTERMEDIATE	AED UNITS FOR DPW VEHICLES 1 YR INSPECTI	1,020.00
08/17/2015	1	51917	002883	WEST MICHIGAN DOCUMENT	SHREDDING SERVICE	65.00
					DOCUMENT SHREDDING	65.00
						<u>130.00</u>
08/17/2015	1	51918	003220	WINGFOOT COMMERCIAL TIRE SYSTEMS	TIRES	945.12
					TIRES	1,303.44
						<u>2,248.56</u>
08/17/2015	1	51919	002949	WOLVERINE HARDWARE	MAINTENANCE SUPPLIES	34.96
					MAINTENANCE SUPPLIES	1.64
					MAINTENANCE SUPPLIES	38.49
					MAINTENANCE SUPPLIES	4.59
					MAINTENANCE SUPPLIES	26.88
					MAINTENANCE SUPPLIES	44.15
					MAINTENANCE SUPPLIES	44.98
					MAINTENANCE SUPPLIES	14.39
					MAINTENANCE SUPPLIES	12.59
					MAINTENANCE SUPPLIES	19.13
					MAINTENANCE SUPPLIES	71.06
					MAINTENANCE SUPPLIES	18.58
					MAINTENANCE SUPPLIES	13.84
					MAINTENANCE SUPPLIES	21.75
					MAINTENANCE SUPPLIES	1.51
					MAINTENANCE SUPPLIES	30.39
					MAINTENANCE SUPPLIES	8.98
					MAINTENANCE SUPPLIES	34.00
					MAINTENANCE SUPPLIES	2.11
					MAINTENANCE SUPPLIES	37.78

08/12/2015 12:02 PM
User: MARGUE
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 08/17/2015 - 08/17/2015

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						481.80
08/17/2015	1	51920	002953	WOODHAMS, INC , DON	REPAIRS	1,051.73
					REPAIRS	150.35
					REPAIRS	417.71
					REPAIRS	1,152.19
						2,771.98
1 TOTALS:						
Total of 89 Checks:						315,060.72
Less 0 Void Checks:						0.00
Total of 89 Disbursements:						315,060.72



Consent Agenda Item D

South Haven Memorial Library North Wall Repair

Background Information:

The City Council will be asked to approve planned repairs to the South Haven Memorial Library's North Wall.

Over the past several months, Abonmarche Engineering has been working with South Haven Memorial Library stakeholders to develop a capital improvement plan for the library's facility. That plan will establish objectives and projected costs for future facility upgrades. During the process, Abonmarche has identified three areas of immediate concern which need to be addressed as soon as possible. Those items include: 1) the exposed north masonry wall of the building is a single width cement block wall and has no insulation or exterior finish and is showing multiple cracks and degrading structural integrity, 2) the north basement area has a serious water intrusion problem which could damage materials and degrade the building environment for the occupants, 3) the existing ramp and loading dock is deteriorating and presents access and safety issues.

The exposed North Wall is vulnerable to weather and seasonal changes, therefore Abonmarche has recommended repair work be completed before the onset of winter. Abonmarche presented to the South Haven Memorial Library Board the following cost estimate and proposal for services to provide site plan review, construction documents, specifications, bidding and construction administration for the repair, insulation and covering of the north wall.

North Wall – insulate, repair cracking and cover:	\$ 41,000
Architecture & Engineering:	\$ 6,000
Project Total:	\$ 47,000

On July 27, 2015 the South Haven Memorial Library Board unanimously voted in favor of pursuing the project and hiring Abonmarche to provide services as listed to coordinate and oversee the work. The cost of the work described above will be borne entirely by the South Haven Memorial Library, but given the unique relationship between the city and the library, staff recommends the City Council approve the agreement, prior to implementation. The City Council is not agreeing to fund the work, but is asked to approve the scope.

Recommendation:

The City Council should offer a motion of support for the planned repairs to the South Haven Memorial Library's north wall.

Support Material:

Abonmarche Engagement Letter; SHML Wall Repair

July 27, 2015

South Haven Memorial Library Board of Trustees
314 Broadway St.
South Haven, MI 49090

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

RE: 15-0280 South Haven Memorial Library Facility Study: 2015 Building Repairs Estimate & Proposal

Dear Board Members and Mr. Dissette,

Abonmarche has been working with library stakeholders to develop a capital improvement plan which will establish objectives and projected costs for future facility upgrades. During this process, we have identified three areas of immediate concern that need to be addressed as soon as possible. 1) The newly exposed north masonry wall of the Library is a single width cement block wall and has no insulation or exterior finish and is showing multiple cracks and degrading structural integrity. 2) The north basement area has a serious water intrusion problem which could damage materials and degrade the building environment for the occupants. 3) The existing ramp and loading dock is deteriorating and presents access and safety issues.

The exposed North Wall is vulnerable to weather and seasonal changes, therefore we recommend repair work be completed before the onset of winter. We offer the following cost estimate and proposal for services to provide site plan review, construction documents, specifications, bidding and construction administration for the repair, insulation and covering of the North Wall.

North Wall Repairs Construction Estimate:

North Wall (1989 addition) – insulate, repair cracking and cover.	\$ 33,000
Contractor Overhead/Profit & Contingency	\$ 8,000
Construction Total	\$ 41,000
Architecture & Engineering	\$ 6,000
Project Total:	\$ 47,000

Architectural Services Proposal:

Site Plan Review

\$1,200

Due to the proposed exterior work you will be required to submit to the City of South Haven Planning Commission for Site Plan approval. In this phase we will create a Site Plan and Elevation to illustrate compliance with zoning requirements for Site Plan Review with the City. The documents will show proposed changes to the North Wall and the future loading dock and ADA ramp improvements. We will attend the Planning Commission Meeting on the Client's behalf to present the project for approval.

Construction Documents & Specifications

\$3,000

Upon Planning Commission approval, Abonmarche will produce construction documents and specifications standardly required for permit and construction. These plans will be submitted for plan review with the building inspector and be published for obtaining bids.

Bidding and Negotiation

\$ 800

Abonmarche will assist the City of South Haven in obtaining bids for the work and make recommendations for award of contract. We will draft and finalize contracts for construction.

Construction Administration

\$1,000

In this phase, we will monitor the project throughout the course of construction, attend periodic progress meetings, be available to answer questions, make periodic site visits, and review all payment requests from the contractor.

Proposal Fee Total

\$6,000

Anticipated Additional Expenses:

Building Department plan review fee

\$ 500

The fees listed above are not-to-exceed estimates of the work involved for the stated scope. We will bill time & materials up to the above estimated amount for services rendered. Should there be a change in scope that requires time over and above the agreed upon estimate, the client will be notified in advance of work and any additional fee will be agreed upon in writing. In addition to the fees listed above, all out-of-pocket expenses for filing fees, plan review or permit fees, printing, messenger, and postage associated with this project will be reimbursable at cost plus a 15% administrative charge.

If you are in agreement and wish for us to proceed with this project, please sign and date at the appropriate spaces below and return one copy to our office at your earliest convenience.

We are ready to begin this work immediately and can be ready to start with your authorization. We thank you for this opportunity to be of service. I can be reached at acook@abonmarche.com or 269-926-4545 if you have any questions.

Sincerely,



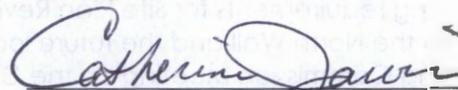
Amy Cook, Project Manager



Jeffery M. Saylor, AIA, LEED AP

Approved: _____

Brian Dissette, City Manager



Catherine Jarvie, SHML Board President



Memorandum

To: Brian Dissette

From: Joe Guilford

Date: 8/12/15

Re: Microsoft Exchange Upgrade Project

The City currently uses Microsoft Exchange to manage the email system used by all employees and Government Officials. The current system is out of date and the IT Department is beginning to notice areas of collaboration not working as intended. Existing users of Android phones and tablets are not able to connect their email to their devices. This is causing problems with employees in the field or out of the office trying to conduct business and not being able to access the information that they need. The IT Department is recommending the upgrade of the existing Microsoft Exchange Server to the latest enterprise version. This upgrade will bring the existing software in line with today's applications and devices. This version upgrade would require a complete upgrade of the existing software, virtual server, and licensing associated with the Microsoft product. The work will be completed by Secant Technologies and has been budgeted as an IT Department Capital Project.

The requested amount to complete the entire job is as follows:

Microsoft Exchange 2012 Local Government	\$659
Microsoft Exchange Server 2013 Standard	\$540
Microsoft Exchange 2013 Standard CAL (150 users)	\$10,075.50
Labor to install and configure upgrade (Secant Technologies)	\$4,760
Total Project Cost:	\$16,034.50

I have included the proposal for work with this information.



Computers, networking and whatever else comes next.

6395 Technology, Avenue, Suite A
Kalamazoo, MI 49009
Main Phone: (269) 375-8996

Quote #: **QTE072768**

Quote Date 8/12/2015

Quote Expiration 9/11/2015

Customer PO:

Account Representative Brad Buiwitt

Prepared by: 2088RCD

This quote prepared for:

CITY3456
City of South Haven
539 Phoenix Street
South Haven MI 49090
Phone: (269) 637-0775
Fax: (269) 637-5319

Thank you for the opportunity!

TAXABLE CLIENTS: Compliance with Michigan Compiled Law 205.51 requires that tax be charged on the portion of labor expended for physical installation of equipment shown as included within a project. That amount will be represented as a separate labor line.

Tax Status of this Quote: MI-RES NONTAX

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT PRICE
1	P73-06299	WIN SVRSTD 2012R2 OLP NL LCLGOV 2PROC	\$659.00	\$659.00
1	312-04275	GOVT EXCHG SVR 2013 STANDARD ENG	\$540.00	\$540.00
150	381-04343	GOVT OLP EXCHG STD CAL 2013 ENG	\$67.17	\$10,075.50
1	KIT PROJECT LABOR	Professional Services Labor (Non Taxable)	\$4,760.00	\$4,760.00

CASH ACCOUNT CLIENTS: Pre-Payment is required to process your order.

CLIENTS WITH OPEN CREDIT ACCOUNT: a 50% deposit is required

to place your project/order into our scheduling queue and/or authorize the ordering of equipment for subsequent billing.

Subtotal	\$16,034.50
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Total	\$16,034.50

Quote accepted by: _____ Date: _____

Please fax your signed acceptance back to 269-375-4222



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: Larry Halberstadt, PE, City Engineer

Date: August 17, 2015

RE: Bench Donations

Background Information

The City has received numerous memorial bench donation requests in the past two months. The Parks Commission reviewed these donation requests at their August 11 Regular Meeting. After discussion, the Commissioners passed a motion recommending that City Council accept the four bench donations as described in the attachments.

Recommendation

City Council should review the proposed bench donations at their August 17, 2015 Regular Meeting. Acceptance of the gifts will be subject to the terms of Resolution 08-49.

Attachments

Bench Donation Descriptions
Resolution 2008-49: Amended City Gift Policy
Monroe Bluff Bench Master Plan, South of Clinton Street
Riverfront Park Bench Master Plan

Elsie Marie (Kulovitz) Glover Memorial Bench

Sue Ring would like to donate a wooden bench, similar to the existing benches on Monroe Blvd, in memory of Elsie Marie (Kulovitz) Glover. The bench would be located on City land on the west side of Monroe Blvd south of Chestnut St overlooking South Beach. The location is pictured below and shown as Location #1 on the Monroe Blvd Bench Master Plan Map



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

In Loving Memory of
Elsie Marie (Kulovitz) Glover
1929 - 2015

Wenban Family Memorial Bench

Cynthia Wenban would like to donate a wooden bench, similar to the existing benches on Monroe Blvd, in memory of the Wenban Family. The bench would be located in the parkway on the west side of Monroe Blvd immediately north of Monroe St in front of City owned land fronting on South Beach. The location is pictured below and shown as Location #4 on the Monroe Blvd Bench Master Plan Map.



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

In memory of the
Wenban Family
Long term South Haven Residents

Wolfgang Morkvenas Memorial Bench

Joanne Ahlberg-Luce would like to donate a wooden bench, similar to the existing benches on Monroe Blvd, in memory of Wolfgang Morkvenas. The bench would be located in the parkway on the west side of Monroe Blvd immediately south of Clinton St in front of City owned land fronting on South Beach. The location is pictured below and shown as Location #9 on the Monroe Blvd Bench Master Plan Map.



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

In loving memory of
Wolfgang Morkvenas
who loved to sit here by the water releasing
his cares and gaining strength for his days.
06/03/1952 - 03/02/2015

Wib and Dottie Lynam Memorial Bench

Dave Lynam would like to donate a wooden bench, similar to the existing benches in Riverfront Park, in honor of Wib and Dottie Lynam. The bench would be located on the south side of the sidewalk through Riverfront Park. The location is pictured below and shown as Location #5 on the Riverfront Park Bench Master Plan Map.



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

“In Honor of Wib & Dottie Lynam”
... From Their Loving Family

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 08-49

A RESOLUTION AMENDING THE GIFT POLICY
FOR THE CITY OF SOUTH HAVEN

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 September 15, 2008 at 7:30 p.m. local time.

PRESENT: Andersen, Bemis, Fitzgibbon, Smith, Stegeman, Appleyard

ABSENT: McCoy

The following preamble and resolution was offered by Member Bemis and supported by Member Stegeman.

WHEREAS, the City of South Haven has been enriched by many generous donations from the public that have enhanced our community's public spaces; and

WHEREAS, on November 1, 2004 City Council adopted Resolution 04-43 adopting a gift policy; and

WHEREAS, City Council requests an amendment be made to the policy regarding allocation of monetary gifts should it not be specified at the time of donation.

THEREFORE, BE IT RESOLVED, that the City of South Haven amends the gift policy as outlined in Exhibit A attached.

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

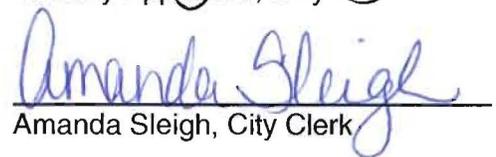
RECORD OF VOTE:

Yeas: Andersen, Bemis, Fitzgibbon, Smith, Stegeman, Appleyard

Nays: None

RESOLUTION DECLARED ADOPTED.


Dorothy Appleyard, Mayor


Amanda Sleigh, City Clerk

City of South Haven Gift Policy

Introduction

Over the years, the City of South Haven has been enriched by many generous donations from the public that have enhanced our community's public spaces. These gifts are often given in memory of, or in honor of, individuals who were residents of the South Haven area. Gifts have come in many different forms, including trees, park benches, artwork, garden size landscaped areas or an entire park.

Each gift is special to our community. Every gift given in memory of, or in honor of someone, has at least two items in common. First, they are generously given by family and friends to represent a loved one. Secondly, the donor is seeking to enhance the beauty of South Haven by improving our community public spaces. In doing so, the donors have provided a unique enhancement to our community public spaces which will be enjoyed by the current community and future generations to come.

The City Council and appropriate authorities, boards and/commissions review each gift and seek to respect the desires of the donors. In order to ensure that all gifts work together to enhance the beauty and function of our public spaces, certain guidelines for gifts and their recognition must be followed.

We trust that these guidelines will help in determining the gift you are considering and allow it to be a lasting tribute to our community.

Guidelines

1. Each proposed gift, its location and installation plans will be reviewed and may be approved by City Council prior to installation. The cost of installation is to be included as part of the donation. City Council may seek recommendations from the appropriate authority, board and/or commission prior to approval.
2. Donations must meet any applicable governmental codes and guidelines.
3. If memorial recognition is requested, the following rules apply:
 - a. Plaques for benches and picnic tables will be 2" X 4" in size, brass plated, recessed, and mounted with flush screws. Professional installation of the plaque is the responsibility of the donor.
 - b. Plaques for structures, monuments, and statues, should be cast bronze, with a maximum size of 5" X 8", and a maximum number of forty letters/numbers combined. Plaque should be installed on the structure, monument, or statue or on a flush to the ground concrete foundation with a maximum size of 11" X 14" X 14". Professional installation of the plaque is the responsibility of the donor.
 - c. Any variation to Section A or B must be requested at the time of the donation.

Exhibit A

- d. In the case of gifts requiring other than incidental minor maintenance, unless expressly agreed to in advance, the City will not normally accept responsibility for such maintenance. In the event that persons or firms not under City control provide such maintenance, and the maintenance is not performed to the City's satisfaction, the City shall have the right to remove or modify the gift as it sees fit.
- e. In all cases the City Council maintains the right to move, modify or remove donations if future circumstances dictate.

Items not specifically covered above will be considered on a case-by-case basis.

- 4. City Council has the authority to allocate all monetary gifts received that do not specify a particular fund/project.

Donations will be recognized as follows:

A register will be kept with the city clerk with each donor's address and phone number. It is the responsibility of the donor to inform the city of any address or phone number change to the register list.

Conclusion

As gifts to the City of South Haven are considered, please know that a member of city staff or an appropriate commission member will be happy to assist you in this process. In closing, we sincerely appreciate your willingness to improve our community through your generous donation.

Suggested Gift List:

Trees (chosen from the ordinance)
Professional Landscaping
Benches
Tables
Fountains
Bike Racks
Decking
Bricks
Signs
Lighting
Professional Services
Irrigation
Monetary gift
Endowments

Monroe Bluff - Clinton St S. Memorial Bench Master Plan

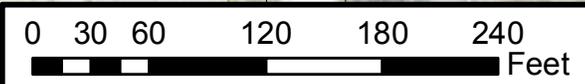
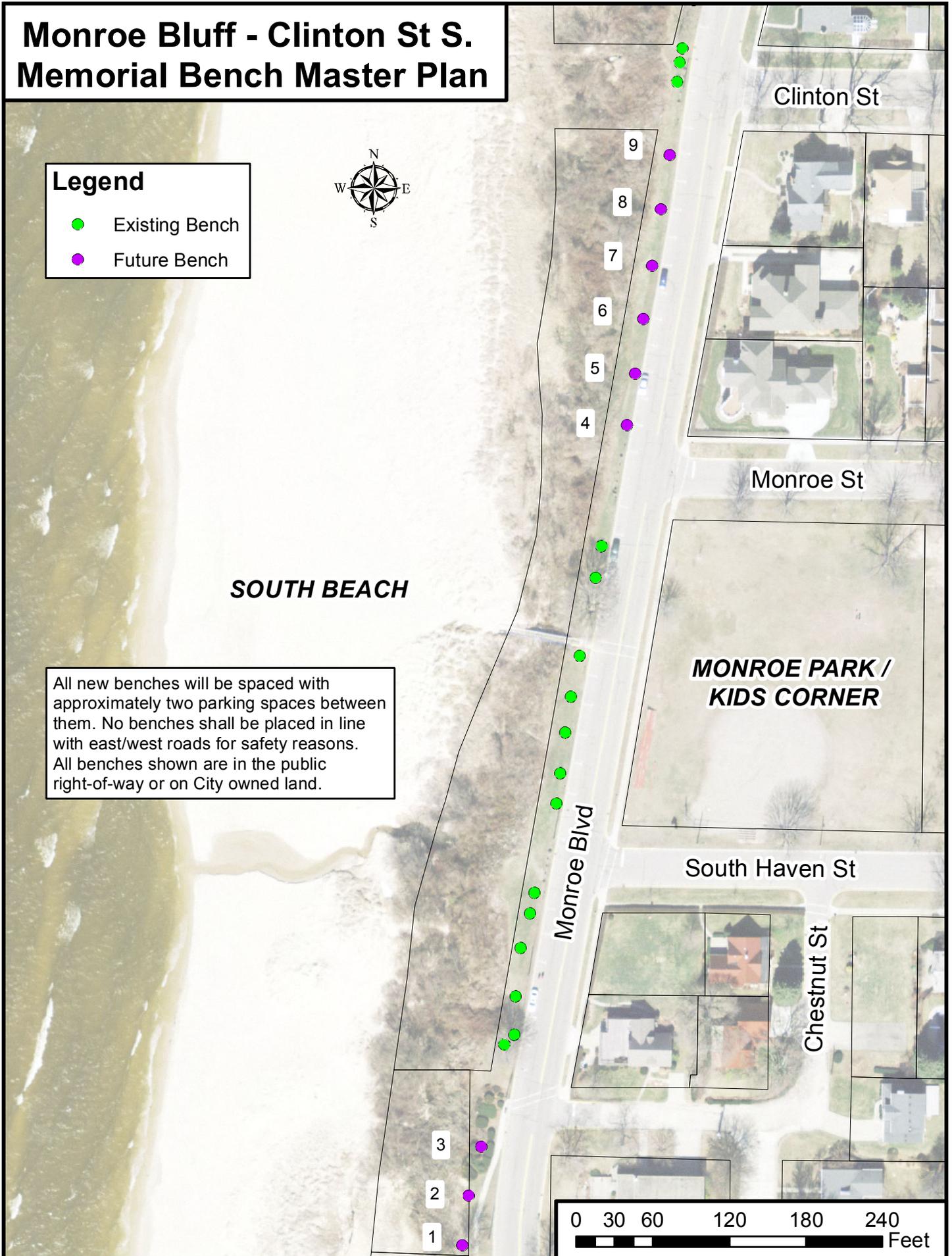
Legend

- 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.

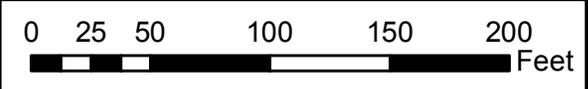


Riverfront Park W. of Maple St Memorial Bench Master Plan



Legend

- Existing Bench
- Future Bench



Local Development Finance Authority

Regular Meeting Minutes

Monday, June 8, 2015
4:00 p.m., Council Chambers
South Haven City Hall



City of South Haven

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

2. Roll Call

Present: Dotson, Gawreliuk, Klavins, Schaeffer (4:10 p.m.), Timmer, Valentine, Bolt
Absent: Erdmann, Henry, Herrera

Also present: Jack McCloughan, Economic Development Director

3. Approval of Agenda

Motion by Klavins, second by Dotson to approve the June 8, 2015 regular meeting agenda with Item 9 moved to the beginning of the list.

All in favor. Motion carried.

9. 2nd Avenue Utility Incentive

VandenBosch explained the original utility incentive, which expired on May 9, 2015, and is no longer in place. Funds were transferred to the Water & Sewer Fund, so the money is still available. There is a potential project which has been being worked on for quite a while. Michigan Blueberry Growers has brought in partners, Hanson Logistics and Dole, to build a freezer cold storage.

Jason Bransteter, Tippmann Group: Represents both Michigan Blueberry Growers (MBG) and Hanson Logistics. For the past six (6) months his company has been doing a study on the forty (40) acres of land owned by Michigan Blueberry Growers. Explained that Michigan Blueberry Growers and Hanson, along with Dole, will be partnering on this site.

Bransteter explained that the Tippmann Group designs and builds food storage and processing companies around the country. Tippman also manages cold storage facilities and are the third largest in the nation. Tippmann both competes with Hanson and builds for Hanson. The scope of the project has definitely changed since the previous incentive was discussed.

VandenBosch pointed out the site plan aerial that overlays the project and explained some of the details.

Bransteter noted that Hanson will purchase twenty-five (25) acres from Michigan Blueberry Growers, which will retain the balance of the land, fifteen (15) acres. Hanson will take the east portion, build the facility and partner with Dole to be moved into this operation. Dole will lease about fifty thousand (50,000) square feet from Hanson's to produce their goods and feed it directly into Hanson's facility for cold storage. On the other side will be a one hundred thousand (100,000) square feet food processing center for Michigan Blueberry Growers. Both entities will have plenty of room for expansion on the site.

Bransteter commented that in Hobart, Indiana the Tippmann Group started a facility similar to this project five (5) years ago and they have continued to expand almost every year. There was an incentive to Michigan Blueberry Growers which ran out in May; the developers are requesting an extension of that incentive. We are getting closer; sale of the land seems imminent, within the month. There were meetings in California last week and there are meetings scheduled this week to get the project moving forward.

VandenBosch noted that staff has written a resolution; the terms of the resolution gives six (6) months for construction to begin. And the incentive, not to exceed one hundred fifty thousand dollars (\$150,000), is a credit toward city water and sanitary fees and will be awarded to the first applicant for city water and sewer on that site.

Bolt pointed out this is not an extension; this is a new incentive. Valentine asked if this incentive can be split between entities. VandenBosch explained that while it might be possible to split it, the city does not want to extend the incentive more than six (6) months and Michigan Blueberry Growers will not be starting in six (6) months.

Dotson asked what the developers' schedule is for breaking ground. Bransteter said the hope was to break ground this summer and it is now looking like it will be later, but still before the end of the summer.

In response to a query by Dotson regarding how many jobs will be created, Bransteter noted that Dole is expecting approximately eighty (80); Hanson twenty-five (25) to thirty (30) and Michigan Blueberry Growers, depending on how much they do, sixty (60) to start. If Michigan Blueberry Growers transitions some other employees to this site, there could be an additional thirty (30) jobs added. Dotson said how many of those jobs will be new jobs as far as relocating. Bransteter stated that Hanson job will all be new, Michigan Blueberry Growers all new and Dole probably half new and half retained jobs. In response to a question by Valentine as to whether these will be full time positions, Bransteter stated that they would be full time and also noted that all of the involved companies have submitted plans to the state.

Bolt pointed out that this development represents a tremendous benefit to city utilities and the tax base is substantial. Bolt asked Bransteter if he is okay with the extension of the incentive to the first one in, to which Bransteter stated that he is.

VandenBosch read the resolution,

Bolt double-checked whether developer was okay with the stated terms and he affirmed that they would be able to work it out.

Motion by Valentine, second by Klavins to approve Resolution 2015-03, a Resolution Authorizing a Development Incentive for a Development at 1600 and 1800 2nd Avenue.

All in favor. Motion carried.

4. Approval of Minutes – April 13, 2015 Regular Meeting

Motion by Valentine, second by Gawreliuk to approve the April 13, 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

Burr: Commented on the city's investment last week in the upgrade of the lift station which will enable this project and thanked the LDFA for their support.

6. Financial Report

VandenBosch reviewed the financial report.

Motion by Dotson, second by Klavins to accept the financial report as presented.

All in favor. Motion carried.

7. Economic Development Report

Jack McCloughan, Economic Development Director, reviewed his Economic Development activities.

8. Overton Building Acquisition

VandenBosch pointed out the map of the city's oldest Industrial District, identifying the Overton building and National Motors site. Stated that the Overton building is the last industrial ruin in this part of the industrial district and is presently located in the middle of a residential district. As is, the building constitutes a safety hazard. The city has been attempting to demolish the structure and recently the county has granted the city first chance to purchase the property, which VandenBosch described as "kind of paying our own taxes." The City Manager and City Council will be considering, on Monday, the purchase of the Overton property and will be asking the LDFA to take this property from the city, due to the past success of the LDFA with similar situations and properties. VandenBosch noted that the resolution on page seven (7) is an agreement by the LDFA to purchase the Overton property from the city for the actual cost at which the city acquires the building. VandenBosch noted that staff has a demolition project planned and hopes this building could be down by the end of the summer; that project will be a request coming back to the Brownfield Authority.

Dotson asked if this is a recommendation to Council. VandenBosch said staff put this proposal together; the LDFA will take ownership and work on demolition. There has been no

official recommendation. Bolt explained that the LDFA has to agree to take the property before the city can agree to buy it.

Motion by Valentine, second by Dotson to approve the resolution presented: A Resolution to Acquire Tax Foreclosure Property from the City of South Haven.

All in favor. Motion carried.

9. Moved by Motion to the top of the list of items to be considered.

10. General Comments

VandenBosch: Pre-construction meeting will be held Wednesday for the Factory Condominium Health Club demolition project.

11. Adjourn

Motion by Gawreliuk, second by Schaffer to adjourn at 4:26 p.m.

All in favor. Motion carried.

Respectfully submitted,

Marsha Ransom
Recording Secretary

Parks Commission

Regular Meeting Minutes

Tuesday, June 9, 2015
6:00 p.m., Council Chambers



1. Call to Order by Co-Chair Toneman at 6:00 p.m.

2. Roll Call

Present: Cobbs, Moore, White, Toneman
Absent: Fitzgibbon, McAlear, Reinert

3. Approval of Agenda

Motion by White, second by Moore to approve the June 9, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes for the Record – May 12, 2015

Motion by White, second by Cobbs to approve the May 12, 2015 regular meeting minutes as written.

All in favor. Motion carried.

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

There were none.

NEW BUSINESS

6. Commission will be requested to review and approve the Conceptual Master Plan for the expansion of Black River Park onto the parcel formerly occupied by the Street and Water Departments at 665 Dunkley Ave.

Halberstadt reviewed the background on this item, noting that he included in the packet an excerpt from the September 9, 2014 minutes and a copy of the Black River Park Master Plan that Cornelisse developed. The commission's primary discussion when first presented was regarding the unmown grass areas and whether or not that would be a good idea. Some discussion ensued at the September 2014 meeting regarding including Celery Pond

Advocates. Halberstadt noted that staff did meet with the celery pond group; there was no formal commitment but Halberstadt feels the group is interested in partnering with the city on this. Pointed out the parking lot and fishing pier noting that the city has received a grant to develop that part. Halberstadt stated he is hoping to approve this plan by the Parks Commission so as we further develop this area we are moving in the direction you want to see it going.

Moore wondered if the presented plan is set in stone. Halberstadt responded that this is a large area that the city street garage used to occupy and noted that the city has struggled over the years with what to do with this area. Staff requested Requests for Proposals (RFPs) from outside firms but did not receive anything solid. The city has come to the point of just leaving everything as open area; what we put in this open space is still up for discussion. Moore said that his observation is that most people that use this area are fisherman. Halberstadt agreed that the area does not get a lot of use right now because it is not in very nice condition.

Toneman questioned the size of the fishing pier, noting that he recalled seeing a plan at one point that had a much longer fishing pier. Moore asked if there are plans for benches along the river. Halberstadt responded that those options are open, adding, "If you think certain amenities should be there we want to get that feedback from you."

Moore questioned how this area connects with the bike trail which Halberstadt noted that the bike trail runs along the roadway and the paved trail connects to that bike trail. "Then in the upper left (of the map provided in the packet) there is a bridge; staff is working on building a pedestrian bridge that would connect to the rest of Black River Park. This will also provide a connection to get people over to the restrooms."

Regarding the size of the fishing pier, Halberstadt explained that there is another plan that was developed for the purpose of a grant. That plan shows the dock running all along the shoreline. Halberstadt stated that he and another staff person have been working on the project which may have caused some confusion on the size of the dock and overall plan.

Discussion ensued regarding Moore's recollection of the Celery Pond Advocates having input into some of the planning for this area.

Toneman commented that it is a waste to put twenty parking spots in an area where it appears there is a place for three people to fish. Halberstadt agreed that he thinks he needs to take this plan back to Cornelisse, along with the grant plan and see if the two plans can be combined into a final concept.

Toneman wants to look at the size of the fishing pier while Moore would like to see additional benches placed along the river. The consensus from the commission is to look at the area again after the two plans are combined.

Halberstadt pulled up a web site and said, "This is the image that was used to apply for the grant and the fishing pier goes pretty much all the way across."

The commission agreed that the fishing pier on the grant plan makes more sense with the size of the parking lot and would like to see more detail at the next meeting.

7. Commission will be requested to review the erection of number signs on the beach safety flag poles.

Halberstadt stated the addition of number signs on the beach safety flag poles is a request which came from emergency dispatchers. On the south and north beach when they get an emergency call they are having a hard time locating where exactly on the beach the emergency is. These numbers could be used by dispatchers to direct emergency responders. Someone calling 911 could be asked to look for the beach safety flag pole closest to the incident being reported and tell the dispatcher the number on the pole.

Moore asked how many flag poles there are and Halberstadt responded there are (fourteen) 14 to sixteen (16) flag poles in place on the south and north beaches. Moore also pointed out that the numbering system could help families or groups determine a place to meet.

Toneman asked for clarification that these signs are being request for the purpose of identifying where an emergency is occurring.

Halberstadt pointed out that, as Moore suggested, the idea is to make the signs visible but unobtrusive.

Toneman reiterated that the idea is when the dispatcher tells a caller there are signs with numbers then the caller can say something like the emergency is taking place by marker twelve (12); also people can use them while at the beach as a point of reference.

Moore suggested there might be state regulations to consider. White and Cobbs agree with Toneman and Moore that it would be good as long as the signs are beach and family friendly.

Halberstadt said we may get a couple of samples and put them out on the poles and see what is visible. Moore commented that a couple of considerations will be how to attach them to the poles and expense. Halberstadt gave an example of the cost of some street signs he recently ordered, which he felt were very reasonable.

Toneman stated the board is in favor of staff getting some samples and taking a look, making sure the safety people are happy with the proposed signage.

8. Commission will be requested to review and approve the Memorial Bench Master Plan for Monroe Boulevard, South of Clinton Street and for Riverfront Park.

Halberstadt said at the last meeting we discussed putting together a master plan for benches, so the city mapping technician, who has also been acting as the memorial bench coordinator, has created some maps for the commissioners to review. Halberstadt noted on page twenty-six (26), that property is some the city has been trying to acquire and it cannot be included until we actually own that property. Halberstadt also pointed out the areas on page twenty-seven (27) and twenty-eight (28) indicating bench locations along Monroe Boulevard and Riverfront Park.

Moore asked what happens when these spaces are used up. Halberstadt feels that staff could direct them to a different location.

Moore asked if there is a time frame; are these benches here for one hundred (100) years or a limited time. Discussion ensued regarding other locations, such as parks, needing benches.

Halberstadt said the gift policy states that donors are supposed to maintain their gift or provide funding for maintenance, however Halberstadt is not sure that this is being enforced.

Moore and Toneman expressed concern regarding the ultimate dispensation of the benches once they need to be replaced or need major repair, noting that having an open-ended policy could cause a problem in the future when there are no more locations.

On behalf of the commission, Toneman requested a follow up next month.

9. Commission will be requested to review the donation of a Memorial Bench from Jinny Mocerri.

Halberstadt noted this is the second bench for the same person. Cobbs asked how many benches can be donated for the same person. Halberstadt stated there are no limits or rules at this point. Moore pointed out that there may need to be limitations. Discussion ensued regarding the idea of putting two plaques on one bench for the same person.

Toneman related a story regarding additional plaques on a gravestone he observed. There was a headstone but there were also smaller plaques embedded in the ground to commemorate achievements or awards of the deceased.

Discussion ensued after Moore noted the overlook across from St. Basil's and some recent concerns. Halberstadt stated that the garden was donated by Joyce Thompson, in memory of her daughter, and that Thompson has maintained it.

It was moved and seconded that this request not be accepted, due to this being a second bench for the same person, which could set a precedent.

All in favor. Motion carried.

10. Commissioner Comments

Moore: questions about pickle ball request and status of the cemetery master plan.
Halberstadt said the cemetery plan was approved and design work has not been started but budget has been set aside for the upcoming fiscal year.

There were no other comments.

11. Adjourn

Motion by Moore, second by Cobbs to adjourn 6:47 p.m.

RESPECTFULLY SUBMITTED,

June 9, 2015
Parks Commission
Regular Meeting Minutes

Marsha Ransom
Recording Secretary

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

July 15, 2015

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

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

Agenda: Moved by Todd Jensen, seconded by Ren Wright to approve the Agenda, approved.

Public Comments: None.

Ren Wright moved and Todd Jensen seconded to approve the Consent Agenda:

- A. Minutes of the June 17, 2015 Authority meeting be approved.
 - B. Bills from June 18, 2015 through July 15, 2015 totaling \$26,708.82 be approved.
 - C. Manager's report dated July 15, 2015 be approved.
- A roll call vote was taken; Yeas: Ross Woodhams, Fred Bower, Clark Gruber, Todd Jensen, Jon Woodhams, Dave Johnson, and Ren Wright. Nays: None. Approved.

Election of Officers: Todd Jensen moved to elect Ren Wright as Chairman, Jon Woodhams as Vice-Chairman, Dave Johnson as Secretary, and Nancy Kelley as Treasurer, seconded by Clark Gruber, approved.

Committee Reports: None.

Old Business: None

New Business: Todd Jensen moved to approve the five year plan as presented, seconded by Jon Woodhams, approved.

Ren Wright moved to offer a bid of \$5,500.00 for a used snow blower at Antrim Co. Airport, seconded by Jon Woodhams. A roll call vote was taken; Yeas: Ross Woodhams, Fred Bower, Clark Gruber, Todd Jensen, Jon Woodhams, Dave Johnson, and Ren Wright. Nays: None. Approved.

User Fees are to be explored by the Executive Committee.

Member Comments: All members welcomed Ross Woodhams to the Authority Board.

Clark Gruber moved to adjourn the meeting at 7:55 pm, seconded by Fred Bower, adjourned.



Agenda Item # 6

Long Grass Ordinance

Background Information:

The City Council will be asked to consider a motion to introduce an ordinance amendment for section 30-92 through 30-94 of the city's Code of Ordinances to modify the regulation of grasses and weeds.

At the August 3, 2015, special meeting of the City Council, the Council discussed proposed revisions to the city's ordinance related to the regulation of long grass and weeds. The City Council members discussed their desire to modify the ordinance to accomplish greater compliance by private property owners. Further, the Council members discussed changes which would: A) increase the administrative fee associated with long grass regulation to \$150.00 plus the fees associated with mowing the private lot, B) increasing the enforcement threshold for long grasses from 6" to 9", C) expediting the enforcement process to require compliance within 5 business days from the receipt of the notice of abatement.

The city's staff has worked with the city's attorney to prepare the draft ordinance amendment presented in tonight's agenda. Based on the guidance offered from the City Council, the draft ordinance amendment should accomplish the City Council's goals for this amendment. In summary, the ordinance amendment will allow property owners to have longer grass than previously allowed. However, the ordinance amendment will require significantly higher enforcement fees and expedited enforcement of long grass and weeds on private property.

There are several items in the draft ordinance amendment the City Council should note. Those items include: A) the duties imposed in this section extend to the portions of the abutting public right-of-way that would become part of the property if the right-of-way were vacated, except for any roadway paved for vehicular traffic; B) for parcels that are 3 acres or greater in size, responsible parties need only to cut grass 20' from the property line on all sides to be in compliance; and C) the duty to cut grass under this article shall not apply to heavily forested area in which above-ground tree roots prevent grass from being cut with a lawnmower.

Please note; the proposed ordinance amendment is written to take effect on January 1, 2016. The changes in this ordinance will not affect the city's ongoing long grass and weeds enforcement for the remainder of the 2015 summer season.

Recommendation:

The City Council should consider a motion to introduce an ordinance amendment for section 30-92 through 30-94 of the city's Code of Ordinances to modify the regulation of grasses and weeds.

Support Material:

DRAFT Ordinance Amendment; Long Grass & Weed Enforcement

FCITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTIONS 30-92 THROUGH 30-94 OF THE CODE OF
ORDINANCES FOR THE CITY OF SOUTH HAVEN TO REGULATE GRASSES AND WEEDS

The City of South Haven Ordains:

SECTION 1

That Section 30-92 of the Code of Ordinances for the City of South Haven is hereby amended to read as follows:

Sec. 30-92. Duty to cut grass and abate noxious or dangerous weeds.

- (a) Except as otherwise provided in this section, all persons owning property in the city are responsible for cutting, destroying, and removing or causing to be cut, destroyed, or removed from the land all noxious and poisonous weeds growing thereon, as well as dead grass and brush thereon, to prevent such weeds from going to seed or blossom, as the case may be; to prevent grass from growing in excess of 9 inches in height, except for dune grass; and preventing such dead grass and brush from becoming a fire hazard.
- (b) The duties imposed in this section extend to the portions of the abutting public right-of-way that would become part of the property if the right-of-way were vacated, except for any roadway paved for vehicular traffic. In addition, the responsible party shall cut or remove any dune grass growing in the right-of-way to the extent needed to comply with the clear-vision-corner requirements in section 1712 of the zoning ordinance.
- (c) In addition to the property owner, the following individuals shall also be responsible parties subject to the duties imposed in this section: (i) a tenant or other person shall be a responsible party upon expressly assuming responsibility in a written contract with the property owner; (ii) the manager of a business on a property, meaning the person that exercises the most control over the day-to-day operations of the business.
- (d) For parcels that are 3 acres or greater in size, responsible parties need only to cut grass 20' from the property line on all sides to be in compliance with this article.
- (e) The duty to cut grass under this article shall not apply to heavily forested areas in which above-ground tree roots prevent grass from being cut with a lawnmower.

SECTION 2

That Section 30-93 of the Code of Ordinances for the City of South Haven is hereby amended to read as follows:

Sec. 30-93. Notice of abatement.

- (a) The code enforcement officer or his authorized agent is hereby empowered to notify in writing the responsible party for any lot within the city, to cut, destroy, and remove any tall grasses or noxious or poisonous weeds, or other noxious matter or miscellaneous debris present on the property or abutting right-of-way.
- (b) Such notice of abatement shall include a statement of the consequences should the responsible party not comply with the notice of abatement. If the responsible party does not abate such conditions within five business days of the date of the notice, the city shall cut, remove, or destroy such noxious weeds or grasses (except dune grass) exceeding 9 inches in height, or remove any miscellaneous debris.
- (c) A notice shall also be published annually in the local newspaper informing owners that the city shall cut, remove, or destroy any noxious weeds or grass exceeding 9 inches in height or remove any miscellaneous debris by the responsible party within 5 business days of the date of a notice of abatement issued under subsection (b).

SECTION 3

That Section 30-94 of the Code of Ordinances for the City of South Haven is hereby amended to read as follows:

Sec. 30-94. Action upon noncompliance of responsible party.

- (a) Should the responsible party fail to conform with the provisions of this article, it shall be the duty of the code enforcement officer or his designated agent to cause all of the noxious conditions, noxious and poisonous weeds and dead grass, brush and grass exceeding 9 inches in height, and miscellaneous debris to be cut, destroyed, removed, or towed from the land.
- (b) The responsible party shall be liable for the costs of any work performed pursuant to this section by the city of the city's designated contractor. The amount of the fee shall be equal to the cost of performing the work, plus a fee of \$150.00 to cover the costs incurred by the city in enforcing this ordinance.
- (c) The city may bill the responsible party for the applicable fee. The bill shall inform its recipient of the right to request a hearing before the director of public works (or, if the director of public works was involved in issuing the notice of abatement, the city manager), within 15 days of the issuance of the bill, to show cause as to why the recipient should not be held financially responsible for the cost of the work.

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 6

This ordinance shall take effect on January 1, 2016.

INTRODUCED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this ____ day of _____, 2015.

ADOPTED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this ____ day of _____, 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 ____ day of _____, 2015; and the same was published in a paper of general circulation in the City, being the *South Haven Tribune*, on the ____ day of _____, 2015.

Amanda Morgan, City Clerk

GRAPIDS 57671-1 371602v4

Ordinance No. ____



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: August 5, 2015

RE: Special Event 2015-24 – Rotary Pancake Breakfast

Background Information

The Rotary Club of South Haven will be using the Huron Street pavilion to host a pancake breakfast on September 6, 2015 from 6:30 am to 1:00 pm. Rotary is requesting permission to reserve 12 parking spaces under the pavilion immediately following the close of the Farmer's Market on Saturday, September 5, 2015. These parking spaces would be available for public use following the pancake breakfast.

Attachments

Special Event 2015-24 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

August 3, 2015
Date

CONTACT INFORMATION

Event Title: Rotary Pancake Breakfast
Sponsoring Organization: Rotary Club of South Haven
Applicants Name: Don Hodgman
Telephone #: 269-637-6416 Phone # During Event: 269-214-0883
E-mail Address: cdhodgman@yahoo.com

Other contacts for/during event

Name: _____ Telephone: _____
Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: South Haven Pavilion in Huron Street parking lot
Date(s) Requested: September 6, 2015 Alternative Date(s): _____
Start Time: 6:30 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: 600-700

EVENT DESCRIPTION

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

The Rotary Club requests use of the pavilion in the Huron St parking lot to hold their Labor Day pancake breakfast. Rotary requests permission to reserve 12 parking spaces under the pavilion immediately following the close of the Farmers Market on Saturday, September 5th. The parking spaces will be open to the public once again immediately following the close of the pancake breakfast.

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: _____

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: _____

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

7.31.15
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 Don Hodgman

Date Requested _____

Organization/Committee Rotary Club of South Haven

Mailing Address P.O. Box 24
South Haven, MI 49090

Office/Main Phone _____

Cell Phone 269-214-0883

EVENT: Rotary Pancake Breakfast **DATE of**
EVENT: September 5, 2015

CONES	Quantity	Who will pick up cones <i>(Please Print Legibly)</i>	Cell Phone	Pick Up Date/Time	Return Date/Time
	30	drop off cones in the fenced area behind the ice rink office			AM PM

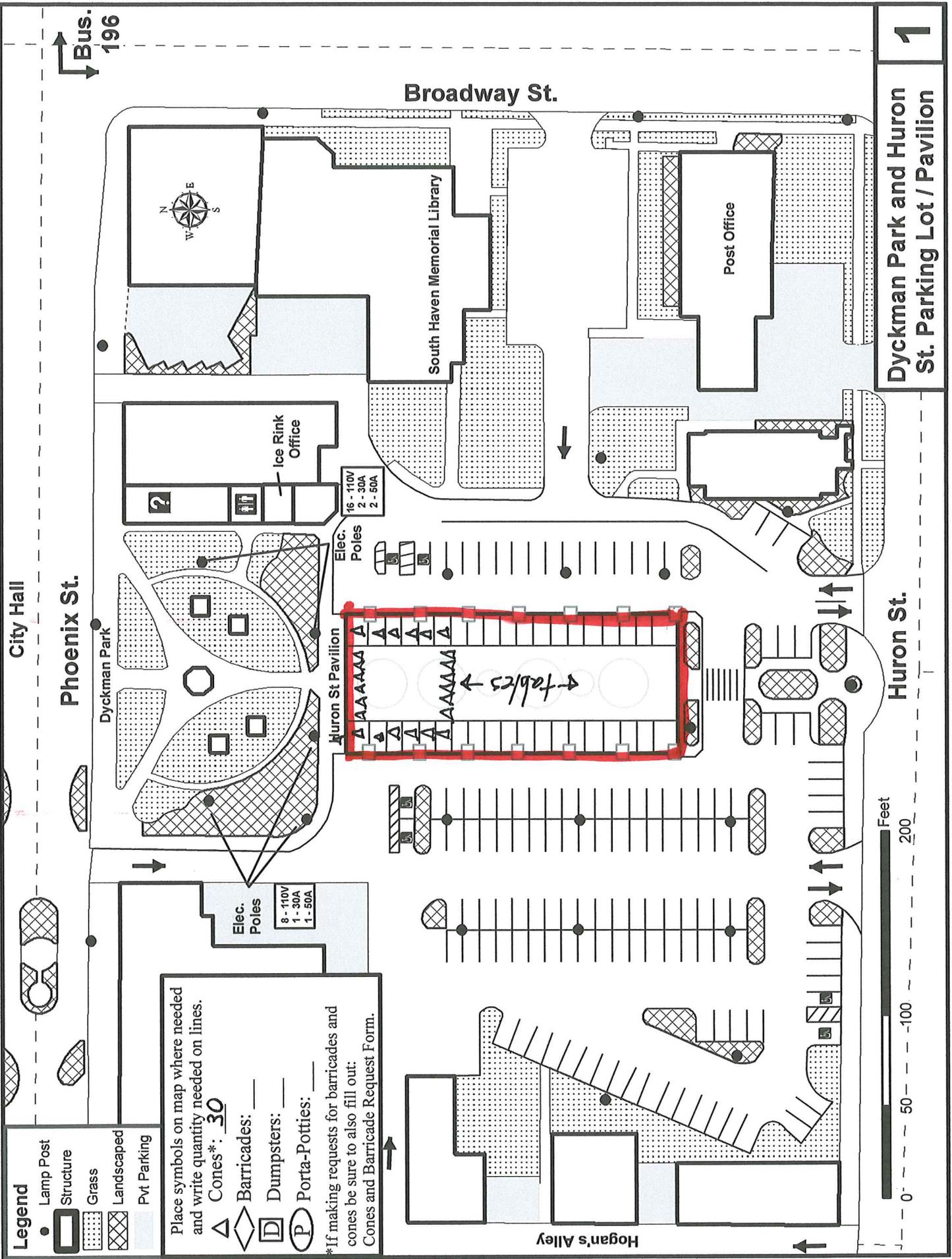
Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$10.00 per cone.

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: Don Hodgman

Authorized by: _____



SPECIAL EVENTS & FESTIVALS INFORMATION PAMPHLET

For use of city parks, beaches, streets, parking lots or other public facilities for events or festivals a City of South Haven Special Events & Festivals Application must be completed and sent to the Parks and Recreation Supervisor, City of South Haven, 1199 8th Ave, South Haven, Michigan, 49090. This form is available at the City Hall and Department of Public Works Customer Service Desks and on the city's website; www.south-haven.com. It is important that the organization complete the form with as much detail as possible regarding specific requests and the event. This pamphlet provides you with information regarding City services, requirements, regulations and policies. A complete copy of city ordinances can also be found on the City's website. Prior to submitting your request, please read this pamphlet thoroughly. This pamphlet was developed to help you organize a successful event in South Haven.

SPECIAL EVENTS & FESTIVALS APPROVAL PROCEDURE

When you submit the Special Events & Festivals Application to the Parks and Recreation Supervisor to sponsor a special event, the form is distributed to the appropriate City departments for their initial review, recommendations and approval. If your event or festival is expecting less than 500 participants, does not require a variance to the Municipal Code, and does not exceed 10:00 P.M. the requests will be submitted to the City Manager for approval. If your event or festival is expected to have 500 or more in attendance, a request has been made for a variance of the Municipal Code, or the event exceeds 10:00 P.M. then the requests will be submitted to the City Council. You will receive a notice from the Parks and Recreation Supervisor notifying you of the approved/denied request.

Completed applications must be turned into the Parks and Recreation Supervisor's office at least 21 business days prior to the start of the event. It is recommended that requests be made at least 90 days in advance (for larger events and festivals that attract over 500 people, it is recommended to submit your requests at least 120 days in advance) to assure proper approval. Any changes or additions to the special event/festival after being approved must be submitted in writing.

CITY OF SOUTH HAVEN POLICIES & REGULATIONS REGARDING SPECIAL EVENTS

The City of South Haven recognizes the importance of special events within the community. These special events are acknowledged as providing additional economic impact to the area's businesses and helping to develop community pride, commitment, and involvement. 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. While the City of South Haven is supportive of these special events, certain guidelines must be enforced to insure that the festival or special event runs as smooth as possible:

- The City may request that dates or times of special events be changed to facilitate coordination of City services. If changes are required, the sponsoring organization will be notified well in advance.
- Whenever possible, organizations will be encouraged to hold special events in City parks rather than on streets to minimize the need for additional Public Safety support to assist with traffic control. When the use of streets is required, every effort will be made to schedule events in such a manner so as to avoid the need for additional Public Safety support.
- Event organizers will be encouraged to use volunteers whenever possible to assist with logistics so as to reduce the need for additional City personnel.
- In some cases, where there are extraordinary costs incurred by the City, or the organization does not clean up the sites used or where severe damage to City property may incur, the organization may be required to reimburse the City for the additional costs that may incur as a result.

- **POLICE AND FIRE PROTECTION:** The Police and Fire Departments need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you may have. Any additional costs to the City will be the organizer's responsibility.
- **INSURANCE COVERAGE:** The city requires proof of insurance (\$1,000,000) naming the City as "additionally insured".
- **NOISE:** If your event will have amplified noise you will need to indicate the date and time this noise will be made on Special Events & Festivals Form. **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. Noise must end by Midnight.
- **SANITARY FACILITIES:** Restroom facilities may be required by the local health department. Should any additional facilities be required, City personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the additional facilities.
- **STREET CLOSINGS:** If you anticipate that your special event will necessitate the closing of public streets, merchants and other property owners in the area must be informed of your request prior to City Council approval. The closing of streets for festivals/special events can be costly and inconvenient for the surrounding merchants and property owners. If street closings are required, a request outlining specific streets and intersections with time of closings and reasons should be included in your initial request to the City. Maps are available at the City Hall Customer Service Desk and at the city's website; www.south-haven.com. The Sponsoring Organization is responsible for the closing and opening of the streets and monitoring of the barricades. Major streets may require Police or Street Department personnel to close and reopen the streets. 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 from MDOT for road closure. At least one month should be reserved for this application process.
- **ALCOHOLIC BEVERAGES:** Provisions must be made for any "beer tent" or other event at which alcoholic beverages are planned. Special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting located on both private and public property..

Consumption of alcoholic beverages within any public park, beach, or street is prohibited unless the appropriate licensing has been obtained. 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.

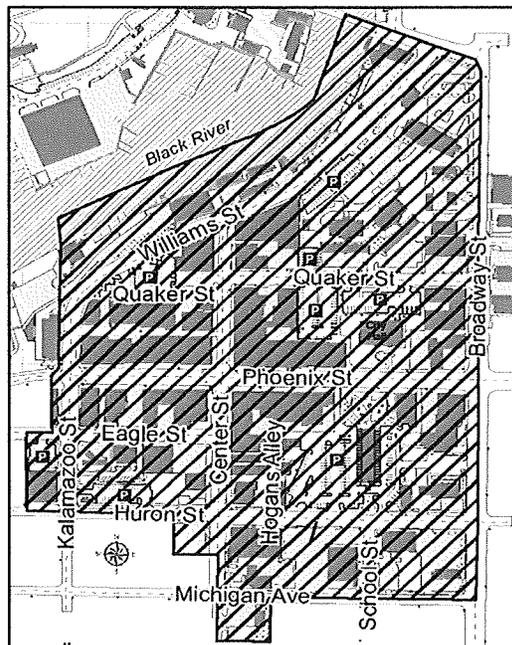
- **STREET MARKING:** Painting and marking on roads and sidewalks should be held to a minimum and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

- **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.
- **PARADE:** Candy or other items shall not be thrown from any moving object, vehicle or float.
- **VEHICLES IN THE PARKS:** Vehicles are allowed only on public access roads within City parks.
- **FLOWERBEDS:** When planning the locations of concessions, booths, and eating areas, every effort must be made to avoid placement near flowerbeds.
- **VENDORS/CONCESSIONS:** Any concession stand must meet the State and County Health Department requirements.

Festival Vendor. Operator of a removable stand or mobile vending cart licensed for a limited, specific period in association with a festival blanket vendor license. The removable stand or mobile vending cart may be left on the site for the duration of the license, and may be located on private property. The festival vendor shall be licensed by the festival organization which has been approved by the City Council to organize a special event with a blanket vendor license.

Festival/Event Blanket Vendor License Location: Vendor sites in an area approved under a Festival Blanket Vendor License for a specified period of time. The area in which may Vendors may operate is designated in a festival special event application. The City Council shall approve the special event and festival blanket vendor license by resolution. The festival organization approves vendors based upon their own criteria.

Vendors and General Merchandise Concessions will not be allowed in the Central Business District (CBD). The crossed out area on the following map gives the approximate area of the CBD.



- **CLEAN-UP AND TRASH RECEPTACLES:** All special events organizers are responsible for the removal of trash and debris caused by or related to the special event. Clean-up requirements could include the replacement of all trash receptacle liners and the removal of all debris and trash from the premises. For events attracting a large number of people, it is recommended that trash removal services be contracted with a private vendor.
- **ELECTRICAL/WATER SYSTEMS:** If you anticipate needing electric or water services for your event, you must contact the Public Works Director concerning your needs well in advance of your special event. The Public Works Director needs this information in order to insure proper utility extensions are made, if necessary. Four (4) month's advance notice is recommended for all events. 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 following the event. A manual of what the Electric Inspector will be looking for is available to you. Staff Recommends distributing the manual to vendors participating in your event.
- **TENTS AND STRUCTURES:** Be sure to specify any tents or structures that will be used for the special event. No stakes can be placed in the ground without the specific approval of the City to avoid damaging underground utilities, road and parking lot surfaces, or other infrastructure. Most damage done to the parks or roads during special events is due to staking of tents, etc. Your organization will be responsible for any damage done to the parks or streets during your special event. It's important that the special event organization has volunteers who monitor the event to insure that damage is kept at a minimum.
- **LIGHTING:** Any additional lighting for an event must be approved by City Council. If approved the event holder must ensure that the lighting will not shine on neighboring areas.
- **EVENT CANCELLATION:** The City reserves the right to cancel any event, when deemed necessary, due to security, safety, or weather-related hazards, or in the case of noncompliance with City requirements.

CITY OF SOUTH HAVEN PARK RULES

The following rules are adopted pursuant to the South Haven Municipal Code and the violation of these rules is a misdemeanor punishable by a fine of not more than \$500.00, or ninety (90) days in jail, or both.

1. No open intoxicants allowed except within an approved and licensed area.
2. Motor vehicles permitted on paved roads, or designated areas only.
3. Sound producing equipment including, but not limited to, public address systems, radios, phonographs, musical instruments and other recording devices, shall not be operated on the premises of the assembly so as to be unreasonably loud or raucous, or so as to be a nuisance or disturbance to the peace and tranquility of the citizens of the city.
4. No person shall break, cut, mutilate, overturn, injure, remove or carry away any tree, shrub, flower, plant, stone, stonework, bench, chair, seat, bower, playground equipment, structure, or anything whatever in or from any park or street or avenue adjacent thereto.
5. No person shall permit any animal to run at large within the public parks, nor allow any dog therein except when led by a leash.
6. Acts causing a breach of peace are prohibited. You are subject to criminal prosecution and removal from the park for up to six months.



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: August 5, 2015

RE: Special Event 2015-25 – SHHS Homecoming Parade

Background Information

The South Haven High School is requesting to hold their annual Homecoming Parade on Friday, September 25, 2015 from 5:00 pm to 7:00 pm. The parade will include the marching band, choir, floats, community groups and walking participants.

Attachments

Special Event 2015-25 Special Event Application
Certificate of Insurance

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # _____

Date Received 8/4/15

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.

M.B.
Initial

July 31, 2015
Date

CONTACT INFORMATION

Event Title: South Haven Highschool 2015 Homecoming Parade

Sponsoring Organization: SHHS Student Council

Applicants Name: Madelyne Bettis, Advisor

Telephone #: 269-637-0500 ¹⁰⁰⁸/_{ex} Phone # During Event: 269-290-5119 (cell)

E-mail Address: mbettis@shps.org

Other contacts for/during event

Name: Jeremy Burleson (AP) Telephone: 269-214-4223

Name: Jerome Sardina Telephone: 269-637-0502

EVENT SPECIFIC INFORMATION

Event Location: Parade Route (see attached)

Date(s) Requested: Friday, Sept 25, 2015 Alternative Date(s): none

Start Time: 5:00 pm End Time: 7:00 pm

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

Number of people expected to attend: ≈ 200 persons along parade route

EVENT DESCRIPTION

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

Parade through downtown ending at the football stadium.
Parade will include marching band, choir, floats, community
groups and walking participants.

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: _____

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.

Marching Band and potential floats playing music in the processional.

Date: September 25, 2015 Time: 5-6:30pm

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: Parade escort.

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

Madeline Bettis
Applicants Signature

8/4/15
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.

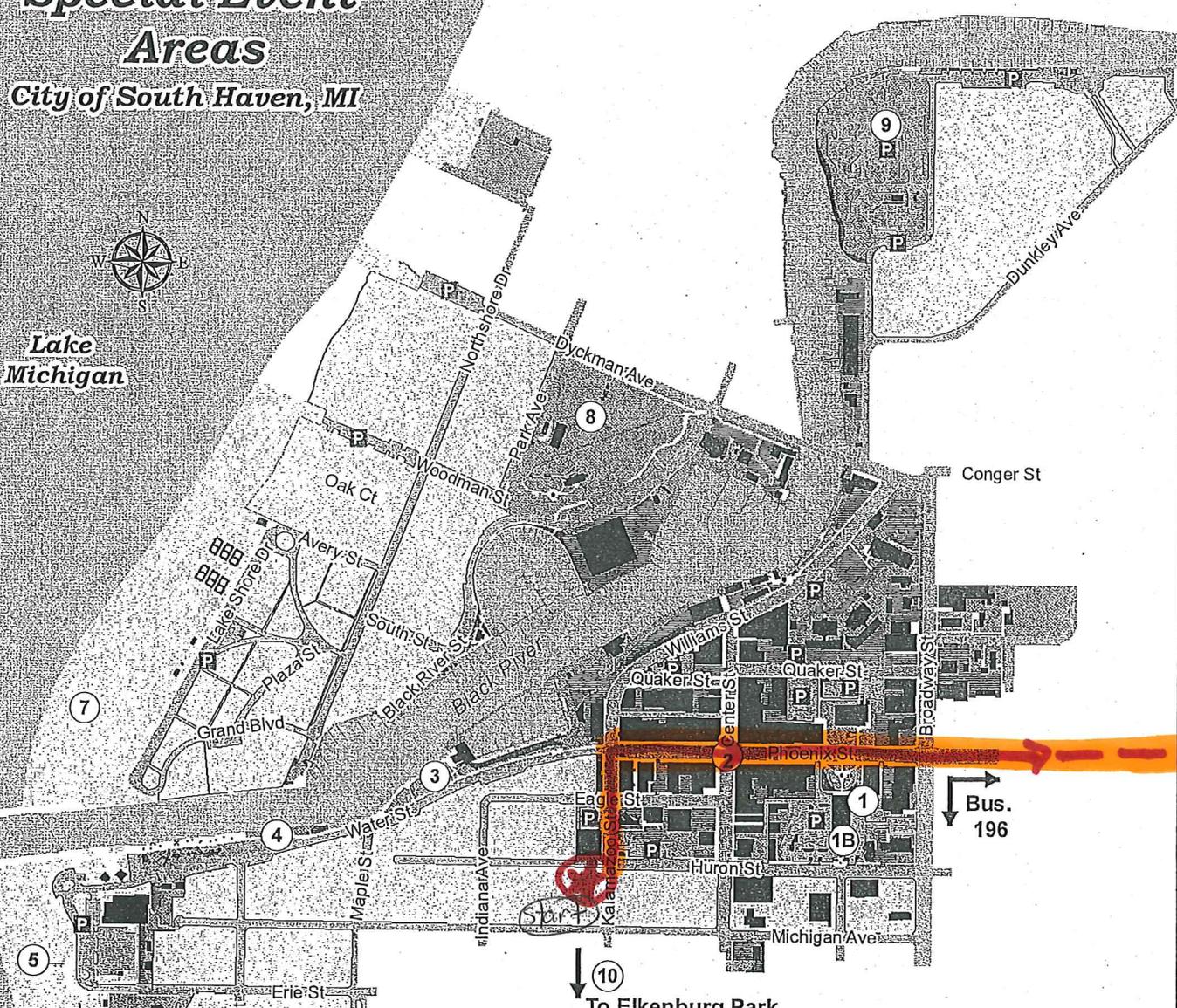
Please remember this application must be submitted to the Parks and Recreation Office
at least 21 business days prior to the start of the event.

Festival and Special Event Areas

City of South Haven, MI



Lake Michigan



Festival and Special Event Areas

1. Dyckman Park / Huron St Parking Lot & Pavilion
- 1B. Huron St Pavilion
2. Downtown
3. Riverfront Park East
4. Riverfront Park West
5. South Beach
6. Kids Corner
7. North Beach
8. Stanley Johnston Mem. Park
9. Black River Park
10. Elkenburg Park

Legend

- Free All Day Public Parking
- Paid Public Parking
- Page Number
- Street Lights

6/22/2012

END
@ Field, Michigan Ave



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: August 11, 2015

RE: Special Event 2015-26, AVN Fundraiser

Background Information

Peggy Hunt would like to have a fundraiser for AVN, Avascular Necrosis, in Stanley Johnston Park on August 29th, 2015 from around 1:00 pm to 6:00 pm. This will be a family style event with acoustic music, yard games, guest speakers, barbeque, face painting, and more!

Attachments

Special Event 2015-26 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.

PSH
Initial

Aug 7 2015
Date

CONTACT INFORMATION

Event Title: AVN Just a Bad Day, Music in the Park

Sponsoring Organization: Fundraiser for AVN + Peggys son

Applicants Name: Peggy S Hunt

Telephone #: 269.214.8631 Phone # During Event: 269 214 8631

E-mail Address: peggyesix@hotmail.com

Other contacts for/during event

Name: _____ Telephone: _____

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Stanley Johnston Park

Date(s) Requested: _____ Alternative Date(s): _____

Start Time: Aug 29 2015 End Time: Aug. 29 2015

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

Number of people expected to attend: Open to the public

EVENT DESCRIPTION

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

Family Style event, with acoustic style music, yard games, small basketball tournament, designated area for water balloons, hotdog and hamburger barbeque, face painting, small auction, magician, guest speakers, I am hoping to arrange a car wash as well.

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: _____

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.

All acoustic music, (non amplified) one microphone for guest speaker,

Date: *Aug 29 2015* Time: *12:30 - 6:00 p.m*

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: *Restrooms, water for faucets*

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 (Grill)
- 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

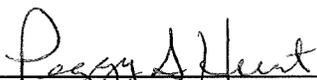
REMINDERS

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

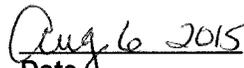
- Map(s)
- Proof of Insurance Certification
- Cones and Barricade Request Form (if applicable)
- Submitted liquor license application (if applicable)

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



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.**

August 10, 2015

TO: Brian Dissette

FR: Paul VandenBosch

RE: Overton Environmental and Demolition Project

The attached resolution would authorize contracts with environmental and demolition contractors to demolish the Overton building.

The work was split into a number of contracts, which were bid separately:

Overton Project Work	Bidder	Bid Amount
Demolition	Eco Demolition	267,000.00
Asbestos Removal	Dore & Associates	38,936.00
Hazardous Drum Removal	Drug & Lab Disposal	2,178.00
Nonhazardous Drum Removal	Liquid Industrial Waste Service	2,170.00
Transformer Cleaning	Terra Contracting	8,909.00

The total cost of the contracts is \$319,193.56.

The source of funding is the Brownfield Local Site Remediation Revolving Fund, which has a balance of \$586,365.

If approved, environmental work would proceed in about two weeks. Demolition work would begin in mid-September, with demolition completion in mid-November. Final site restoration would be completed in December, with possible additional grass seeding in spring, 2016.

There is a dust control plan in place, which requires the contractor to direct a fine water spray on the source of demolition activities. The site will be left in a condition that will prevent dust from being generated. If high winds are evident, dust controls will be implemented.

Staff Recommendation

Approve the resolution authorizing contracts with the low bidders for the Overton Environmental and Demolition Project.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-37

A RESOLUTION AUTHORIZING CONTRACTS FOR THE
OVERTON ENVIRONMENTAL AND DEMOLITION PROJECT

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 August 17, 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 desires to remove the dangerous building at the Overton site; and,

WHEREAS, the City of South Haven has received a court order authorizing the City to demolish the dangerous building; and,

WHEREAS, the City of South Haven is pursuing acquisition of the parcel through the tax foreclosure process; and,

WHEREAS, the City of South Haven and the Local Development Finance Authority have agreed that the parcel will be transferred to the Local Development Finance Authority upon acquisition by the City of South Haven; and,

WHEREAS, the Brownfield Redevelopment Authority has authorized use of the Local Site Remediation Revolving Fund for the use of environmental clean up and demolition of the Overton Site; and,

WHEREAS, the estimated expense of the work included in the bids presented in this resolution totals \$319,193.56; and,

WHEREAS, the Local Site Remediation Revolving Fund has a balance of \$586,365.57, which is adequate to fund the proposed environmental and demolition work; and,

WHEREAS, the City of South Haven has advertised seeking bid proposals for Overton environmental and demolition work and has opened sealed bids in accordance with its purchasing policy; and,

WHEREAS, after review of the bids and checking references of the low bidders, the project professional has recommended the low bidder in each of the work areas to the City of South Haven.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby authorizes contracts with the following bidders for the work items of the Overton Environmental and Demolition Project:

Overton Project Work	Bidder	Bid Amount
Demolition	Eco Demolition	267,000.00
Asbestos Removal	Dore & Associates	38,936.00
Hazardous Drum Removal	Drug & Lab Disposal	2,178.00
Nonhazardous Drum Removal	Liquid Industrial Waste Service	2,170.00
Transformer Cleaning	Terra Contracting	8,909.00

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 17th day of August 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
Amanda Morgan, City Clerk

August 7, 2015

Paul Vandebosch, Assistant City Manager
City of South Haven
539 Phoenix Road
South Haven, MI 49090

Re: Bid Results for Overton Factory Demolition

Dear Paul,

On August 5th, 2015, at 2:30 p.m., bids were opened for work at the Overton Factory. Please refer to the attached bid tabulation form. Bids were received from seven contractors with bids ranging from \$267,000 to over \$594,000.

The low bidder was Eco Demolition from Holland, Michigan. You'll also find attached references from Eco Demolition and their proposed dust-control plan for the project.

We have not been able to contact all of the references on the list due to the short time frame from bid opening – many of these contacts are on vacation this week. We did contact Daryl Bolt of the Kent Companies who completed a similar project with Eco Demolition a few years ago. We also contacted Pioneer Construction of Grand Rapids who has contracted Eco Demolition on several of their projects over the last two years. Both of these references highly recommended Eco Demolition. Both commented that they felt we would be happy with them on our team. Other comments included the work would be done in a timely and efficient manner with attention paid to important details such as dust control and maintaining a secure and clean site during the course of the demolition.

Having worked with Pioneer Construction in recent years, we regard their opinion greatly and therefore we are very comfortable in recommending the City award a contract to Eco Demolition for the Overton Factory.

Please don't hesitate to contact me should you have any questions or concerns.

Sincerely,



Jeffrey M. Saylor, AIA/LEED AP
Architect

Cc: Tony McGhee, Abonmarche

Owner: City of South Haven
Project Name: Overton Factory Demolition
Project Number: 14-0521
Date and Time: August 5, 2015 at 2:30 p.m.

Bid Opening Tabulation

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BASE BID</u>	<u>ADD. #1</u>	<u>ADD. #2</u>	<u>BID BOND</u>	<u>VOLUNTARY ALTERNATES</u>	<u>UNIT PRICES FORM</u>		<u>NON-COLLUSION AFFIDAVIT</u>	<u>NON-ASBESTOS AFFIDAVIT</u>
Melching, Inc.	Nunica, MI	\$298,800.00	Y	Y	Y	-	\$50.00	\$30.00	Y	Y
Specialized Demolition, Inc.	Hamilton, MI	\$335,000.00	Y	Y	Y	-	\$47.50	\$25.00	Y	Y
Eco Demolition, Inc.	Holland, MI	\$267,000.00	Y	Y	Y	-	\$5.00	\$50.00	Y	Y
Bierlein Co., Inc.	Midland, MI	\$487,978.00	Y	Y	Y	-	\$39.00	\$19.00	Y	Y
E.T. McKenzie Co.	Grand Ledge, MI	\$568,690.00	Y	Y	Y	-	\$55.00	\$30.00	Y	Y
S.C. Environmental Services	Lansing, MI	\$283,741.00	Y	Y	Y	-	\$75.00	\$15.00	Y	Y
Dore & Associates	Bay City, MI	\$594,400.00	Y	Y	Y	-	\$100.00	\$100.00	Y	Y

ECO DEMOLITION, INC

REFERENCES

Fairmount Minerals (Construction Aggregates Corp of MI)

PO box 400

Bridgman MI 49106

Job Site: 18153 N Shore Dr, Spring Lake, MI 49456

Project Description: Decommission Sand Mine, Demolition and Removal of underground Tunnels, Pipe and 5 buildings, removal of concrete walls, wash plant base, truck and boat loading and unloading areas, set down 2 conveyers for owner.

Contract \$366,800

Contact:

Bob Ledyard, Regional Manager

269-208-3473 cell

Bob.Ledyard@fmsand.com

Roy Closs III, Site Manger

616-638-7830 cell

roy.closs@fairmountminerals.com

Kent Companies

130 60th Street, SW

Grand Rapids, MI 49548

Job Site: Bradford White, 200 Lafayette St., Middleville, MI 49333

Project Description: Demolition and removal of 133,000 sq ft center plant.

Contract : \$301,500 and \$90,000.00 in Salvage

Contact:

Darryl Bolt

616-437-3711 cell

Charles Construction

811 E Bigelow Ave

Findlay, OH 45840

Job Site: Argyle Apartments, 526 S Main ST, Findlay, OH 45840

Project Description: Asbestos Abatement and Demolition & removal of 4 story, 90,000.00 sqft burned apartment buildings and store fronts in downtown Findley, OH

Contract \$360,000

Contact:

Joshua Huffman, Vice President, Operations

419-423-5090 ext 114

Josh.huffman@charlesinc.com

Hardy Hartzell, Director, Business Development

419-423-5090

hardyhartzell@charlesinc.com

Brewer's City Dock

24 Pine Ave

Holland, MI 49423

Job Site: Same address

Job Description: Demolition and removal of cement plant

Contract: \$25,000

Contact:

Phil Brewer

616-437-1100 cell

phil@brewerscitydock.com

Niagara Worldwide/Niagara Development

1101 Mill St

Niagara, WI 54151

Job Site: White Pine Copper, 29639 Willow Rd, White Pine, MI & Niagara Worldwide, 1101 Mill St,

Niagara, WI

Project Description: Demolition of former copper mill.

Contract \$162,000

Contact:

Burdett Wilber

314-616-8422 cell

Pioneer Construction

550 Kirtland Street, SW

Grand Rapids, MI 49507

Contact:

Larry Huebner, VP of Field Operations

616-247-6966

larry@pioneerinc.com

DUST CONTROL PLAN

Overton Factory Building Demolition

**Owner
City of South Haven
539 Phoenix Street
South Haven, MI 49090**

**Architect/Engineer
Abonmarche
95 West Main Street
Benton Harbor, MI 49022**

August 6, 2015

TABLE OF CONTENTS

1.INTRODUCTION.....2

2. SITE DESCRIPTION..... 2

3. POTENTIAL FUGITIVE DUST SOURCES..... 2

4. DUST CONTROL AND MITIGATION PROCEDURES..... 3

5. BEST MANAGEMENT PRACTICES.....3

1. INTRODUCTION

This Dust Control and Air Monitoring Plan has been prepared to address the control of fugitive and airborne dust emissions from the Overton Factory Building Demolition Site (the Site) located at 229 Elkenburg Street, South Haven, MI 49090 . This Plan complies with the regulations for controlling fugitive dust emissions. The primary objective of this plan is to formulate a strategy for controlling, to the greatest extent practicable, fugitive or airborne dust emissions at the Site. This will be accomplished by identifying specific sources and activities that have the highest potential to produce or generate fugitive or airborne dust emissions. This plan describes the engineering controls necessary to minimize and control dust emissions from those sources and activities. As necessary, the scope of this plan will be revised to reflect changes in dust control strategy as site conditions or activities may change in the future.

As a precautionary and control measure for this project, this Dust Control Plan will be used as a standard operating procedure. This plan will be used:

- To eliminate origins of dust from the site;
- To identify potential dust migration pathways;
- To monitor for dust produced by site activities; and
- To implement corrective actions as the need arises.

The plan is prepared and submitted with the understanding that it can be modified to accommodate actual site conditions as they arise. This plan will be implemented in conjunction with the project Site Health and Safety Plan.

2. SITE DESCRIPTION

The former factory building is mostly brick exterior with metal siding and wood framed interior with wood and steel joists

The Scope of Work Consists of the following

- Demolition and Removal of Building
- Remove all ballasts and florescent bulbs
- Removal of aprox 40,000sqft tar and roof shingles around roof perimeter
- Backfill with clean soil and topsoil site
- Hydroseed Site

3. POTENTIAL FUGITIVE DUST SOURCES

The following project work areas/tasks have been identified as potential sources of fugitive dust emissions. At a minimum, dust control techniques will be employed in:

- Direct areas of demolition activity
- Perimeter of area where demolition activities are taking place

4. DUST CONTROL AND MITIGATION PROCEDURES

The following methods will be used to prevent conditions conducive to dust generation and suppress dust should it occur.

- ECO Demolition, Inc. will utilize a fire hose with a nozzle attached to a local hydrant with a back flow meter preventer and certified meter
- We will direct a localized fine water spray to the source of demolition activities, as required, thereby reducing airborne dust particles
- To minimize the run-off of water, the water supply will be used only when necessary
- During non-working hours, the Site will be left in a condition that will prevent dust from being generated. At the end of each work day, disturbed areas will be wetted down

5. BEST MANAGEMENT PRACTICES

The following Best Management Practices (BMPs) will also be followed to help minimize and control dust emissions at the Site to the greatest extent possible:

Roads—All onsite traffic will be restricted to specific designated roads. Off-road travel will only be authorized on a case-by-case basis (e.g., access to a remote monitoring well, etc.). Traffic speed will also be restricted to an appropriate level on all designated roads. All designated roads will be considered as high potential dust source areas, and as such, will be a priority for dust controls utilizing water.

Hours of Operation—This Plan will be in effect during all hours of operation at the Site. During non-business hours, there will be no activities generating dust; therefore, dust control actions will be restricted to hours of operation only. However, as a best management practice, if high winds are evident at the close of a business day (or immediately prior to a weekend, holiday, etc.), site personnel should evaluate vulnerable areas and implement controls, as appropriate, to minimize off-hours emissions.

**SECTION 00 0120
PROJECT SCHEDULE**

THIS PROJECT SCHEDULE PERTAINS TO THE OVERTON FACTORY DEMOLITION PROJECT, 229 ELKENBURG STREET, SOUTH HAVEN, MI 49090.

PLANS OUT FOR BID: JULY 20, 2015.

MANDATORY PRE-BID CONFERENCE: JULY 23, 2015 AT 1:00 P.M. MEET AT THE SITE. HARD HATS ARE REQUIRED FOR THIS TOUR.

BID DUE DATE: AUGUST 5, 2015, AT 2:30 P.M. LOCAL MICHIGAN TIME. ALL BIDS SHALL BE ADDRESSED TO THE CITY OF SOUTH HAVEN, 539 PHOENIX STREET, SOUTH HAVEN, MI 49090. BIDS SHALL BE SEALED AND SHALL HAVE THE NAME AND ADDRESS OF THE BIDDER AND THE CONTRACT FOR WHICH THE BID IS BEING SUBMITTED ON THE OUTSIDE OF THE ENVELOPE.

CITY COUNCIL TO AWARD CONTRACT: AUGUST 17, 2015.

START DEMOLITION: SEPTEMBER 21, 2015.

COMPLETE DEMOLITION: NOVEMBER 13, 2015.

SITE RESTORATION (EXCEPT FOR SEEDING): DECEMBER 11, 2015.

FINAL COMPLETION (SEEDING): APRIL 15, 2106

END OF PROJECT SCHEDULE



10 August 2015

Paul Vandebosch, Assistant City Manager
City of South Haven
539 Phoenix Road
South Haven, MI 49090

Re: Asbestos Removal - 229 Elkenburg Street, South Haven, MI 49090

Dear Mr. Vandebosch:

The attached bid tabulation for the asbestos removal bids received on 5 August 2015, is provided for your reference and file. There were eight (8) contractors that attended the mandatory prebid meeting and four (4) contractors bid on this project as noted on the bid tabulation.

We contacted the low bidder, Dore and Associates and it was verified that their bid was complete and they are meeting the specifications. Dore and Associates have successfully completed thousands of projects over the past 50 years for a wide variety of clients.

We recommend that The City of South Haven award the asbestos removal contract for the asbestos removal from the former Overton Building, for the following amount:

Table with 2 columns: Description and Amount. Rows include Base Bid #1 (\$34,436), Base Bid #2 (\$2,500), Return to site (\$2,000), and Total Amount of the Contract (\$38,936).

Our office will work with your Architect and City staff to assure the schedule, removal process and all asbestos removal requirements are satisfied. If you require any clarifications, please contact me or Don Bell at 269-927-2434, or via email at your convenience.

Yours truly,

Richard P. Villa
Richard P. Villa, President
rvilla@villaenv.com

RPV: rv

Enc.

BID TABULATION
REMOVAL OF ASBESTOS-CONTAINING MATERIAL
 Project Site: 229 Elkenburg, South Haven, MI
 5 AUGUST 2015 (2:00 p.m.)

DESCRIPTION OF WORK	Dore & Associates, Bay City	Total Environmental Toledo	Insulation & Environ. Grand Rapids	Quality Environmental Services Fowlerville
BASE BID#1: Remove all of the asbestos from the site, NOT including the homogeneous areas listed in base bid #2.	\$ 34,436	\$ 43,224	\$ 47,000	\$ 55,147
BASE BID #2: Remove the accessible material listed in homogeneous areas #11, #32, #41	\$ 2,500	\$ 11,955	\$ 18,000	\$ 6,200
ALTERNATE #1: mobilization cost and removal of 100 LF at a later date	\$ 2,000	\$ 1,600	\$ 2,500	\$ 1,800
TOTAL	\$ 38,936	\$ 56,779	\$ 67,500	\$ 63,147
# of workers?	4	6-8	not provided	9-10
# of working days?	10	12	not provided	12
UNIT PRICE: cost per fitting of pipe insulation removal (while on site)	\$ 75.00 /each	\$ 14.50 /each	\$ 25.00 /each	\$ 20.00 /each
UNIT PRICE: cost per lineal foot of pipe insulation removal (while on site)	\$ 12.00 /LF	\$ 10.50 /LF	\$ 25.00 /LF	\$ 13.00 /LF
Bid Bond submitted?	Yes	Yes	Yes	Yes
Non Collusion submitted?	Yes	Yes	Yes	Yes
Addendum #1 submitted?	Yes	Yes	Yes	Yes
Addendum #2 submitted?	Yes	Yes	Yes	Yes
The following companies were plan holders and did NOT bid: Trust Thermal, Terra Contracting, HBC Contracting, Environmental Assurance				



10 August 2015

Paul Vandenbosch, Assistant City Manager
City of South Haven
539 Phoenix Road
South Haven, MI 49090

Re: Drum Removal and Transformer Cleanup-229 Elkenburg Street, South Haven

Dear Mr. Vandenbosch:

The attached three bid tabulations for the non hazardous drum removal, hazardous drum removal and the transformer cleanup received on 5 August 2015, is provided for your reference and file. As noted on each of the bid tabulations, there were several contractors interested in the project.

We contacted the low bidders for each of the three projects to review their bid and verified that their bid was complete and they are meeting the specifications. Each of the low bidders has successfully completed numerous types of projects over the years for a wide variety of clients.

We recommend that The City of South Haven award the three (3) separate environmental removal and clean up contracts at the former Overton Building, for the following amounts:

Non hazardous drum removal: Liquid Industrial Waste Service, Holland, MI	\$2,170
Transformer cleanup: Terra Contracting, Kalamazoo, MI	\$8,909
Hazardous drum removal: Drug & Lab Disposal, Plainwell, MI	\$2,178

Our office will work with your Architect and City staff to assure the schedule, removal process and all asbestos removal requirements are satisfied. If you require any clarifications, please contact me or Don Bell at 269-927-2434, or via email at your convenience.

Yours truly,

Richard P. Villa
Richard P. Villa, President
rvilla@villaenv.com

RPV: rv

Enc.

BID TABULATION
NON HAZARDOUS DRUM REMOVAL
 Project Site: 229 Elkenburg, South Haven, MI
 5 AUGUST 2015 (2:00 p.m.)

DESCRIPTION OF WORK	LIQUID INDUSTRIAL WASTE SERVICE, HOLLAND	TERRA CONTRACTING, KALAMAZOO	SET ENVIRONMENTAL, GRAND RAPIDS	ADVANCED ENVIRONMENTAL
ITEM #1: Mobilize, site time, documentation, sampling ...	\$ 685	\$ 10,873	NO BID	NO BID
ITEM #2: Liquid and drum disposal	\$ 1,485	\$ 1,300		
TOTAL	\$ 2,170	\$ 12,137		
Non Collusion submitted?	Yes	Yes		

**BID TABULATION
TRANSFORMER CLEANING AND PCB**

Project Site: 229 Elkenburg, South Haven, MI
5 AUGUST 2015 (2:00 p.m.)

DESCRIPTION OF WORK	TERRA CONTRACTING, KALAMAZOO	SET ENVIRONMENTAL, GRAND RAPIDS	ADVANCED ENVIRONMENTAL, GRAND RAPIDS
ITEM #1: Remove and dispose PCB oil (lump sum)	\$ 3,222	NO BID	NO BID
ITEM #2: Transportation and drum disposal (3 drums)	\$ 1,534 /drum = \$ 4,602	NO BID	NO BID
ITEM #3: Mobilization (lump sum)	\$ 1,085		
TOTAL	\$ 8,909		
Non Collusion submitted?	Yes		

BID TABULATION
HAZARDOUS DRUM REMOVAL
 Project Site: 229 Elkenburg, South Haven, MI
 5 AUGUST 2015 (2:00 p.m.)

DESCRIPTION OF WORK	DRUG & LAB DISPOSAL, PLAINWELL	TERRA CONTRACTING, KALAMAZOO	ADVANCED ENVIRONMENTAL, GRAND RAPIDS
ITEM #1: Transportation, site time, documentation (lump sum)	\$ 375	\$ 10,125	
ITEM #2: Flammable liquid drum disposal (4 drums)	\$ 272.73 /drum: \$ 1,090.92	\$ 178 /drum: \$ 712	
ITEM #3: Corrosive liquid drum disposal of workers?(1 drum)	\$ 332.57 /drum: \$ 332.57	\$ 445 /drum: \$ 445	NO BID
ITEM #4: Non regulated drum disposal (1 drum)	\$ 351.42 /drum: \$ 351.42	\$ 64 /drum: \$ 64	
ITEM #5: Residue container (35 pounds)	\$ 1.39 /pound: \$ 48.65	\$ 5.00 /pound: \$ 175	
TOTAL	\$ 2,178.56	\$ 11,521	
Non Collusion submitted?	Yes	Yes	



Agenda Item # 9

LWCF Grant Fishing Pier

Background Information:

The City Council will be asked to consider the approval of Resolution 2015-38, a resolution approving an agreement with the Michigan Department of Natural Resources (MDNR) to receive a Land and Water Conservation Fund (LWCF) Development grant in the amount of \$78,100.

This project is a new development of a 1.5-acre expansion of Black River Park that will increase the park's size and amenities to include a fishing access point, and will further increase access and accessibility to the Black River. As part of the project, the riverbank will be stabilized with a stonework installation and an incorporated fishing platform, which, with the addition of graded landscaping and a free parking lot with 9 spaces, will make this site a universally accessible fishing spot. The total project cost is \$156,200.

The LWCF program is a federal program administered by the United States Department of Interior's National Park Service (NPS) and implemented by the Michigan Department of Natural Resources (MDNR). It provides funds to the states for both state and local outdoor recreation projects. Final grant recommendations for this program are made by the MDNR Director and provided to the NPS for approval.

Recommendation:

Staff recommends the City Council consider approval of Resolution 2015-38, a resolution approving an agreement with the Michigan Department of Natural Resources (MDNR) to receive a Land and Water Conservation Fund (LWCF) Development grant in the amount of \$78,100.

Support Material:

Resolution 2015-38

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-38

A RESOLUTION APPROVING AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF
NATURAL RESOURCES TO RECEIVE A LAND AND WATER CONSERVATION
DEVELOPMENT GRANT FOR FISHING PIER AT BLACK RIVER PARK

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 August 17, 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 Council believes the expansion of Black River Park through the project titled "Fishing Platform and Bank Stabilization Project" would not only increase public access, but universal accessibility to the Black River; and

WHEREAS, more recreational opportunities would be of great benefit for the City's year-round and seasonal residents and visitors; and

WHEREAS, increased public access for residents and tourists to the City's waterways is one of the City's most important goals; and

WHEREAS, the improvement project will incorporate the addition of graded landscaping and a public parking lot with 9 spaces; and

WHEREAS, the City has made a financial commitment to the project in the amount of \$78,100, in cash and/or force account; and

BE IT THEREFORE RESOLVED, that the City Council hereby approves an agreement with the Michigan Department of Natural Resources Land to receive a Water Conservation Fund Development grant in the amount of \$78,100, and further resolves to make its financial obligation amount of \$78,100 (50%) of a total \$156,200 project cost, during the 2015-2016 fiscal year.

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

RECORD OF VOTE:

Yeas:

Nays:

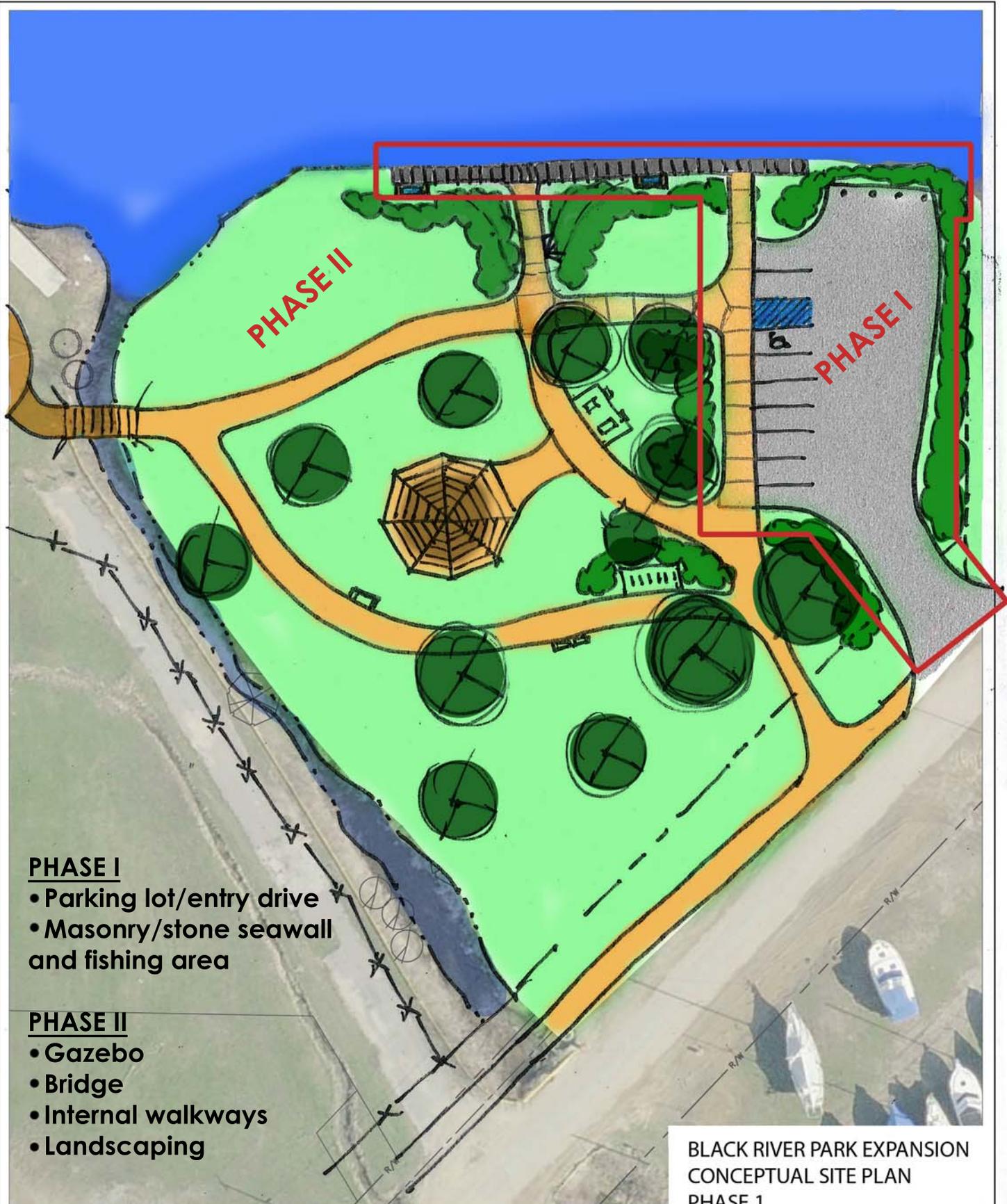
RESOLUTION DECLARED ADOPTED.

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 17th day of August, 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



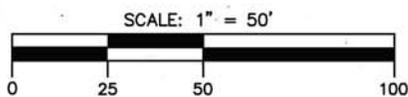
PHASE I

- Parking lot/entry drive
- Masonry/stone seawall and fishing area

PHASE II

- Gazebo
- Bridge
- Internal walkways
- Landscaping

BLACK RIVER PARK EXPANSION
CONCEPTUAL SITE PLAN
PHASE 1



ABONMARCHE

Confidence By Design



Agenda Item 10

Golf Cart Local Operation Consideration

Background Information:

The City Council will be asked to consider a series of approvals which would allow for the seasonal operation of golf carts on public streets.

On Friday, July 31, 2015, the city received a formal citizen's request for the city to permit the continued operation of private golf carts on city streets. The request was made after the citizen had completed the purchase of what was intended to be a "street legal" golf cart. The cart was reviewed, inspected, and approved by the South Haven Police Department. When the golf cart's owner attempted to secure registration for the cart from the Michigan Secretary of State's office, the owner was informed that the State of Michigan was no longer allowing privately owned golf carts to be registered for on street usage, but local units of government could grant the golf cart allowance.

The city's attorney has found that Section 657a of the Michigan Vehicle Code, MCL 257.1 et seq., ("MVC"), authorizes a city with a population of fewer than 30,000 to allow, by resolution, operation of golf carts on its streets.

This statute imposes restrictions on the operation of golf carts within a city, including the following:

- 1) Operators must be at least 16 years of age and have a valid driver's license.
- 2) Operators must comply with signal requirements set forth in MCL 257.648 (i.e. using hand signals to signal a turn, etc.).
- 3) Golf carts must be driven as close to the right side of the roadway as practicable, with a maximum speed limit is 15 mph.
- 4) Golf carts may not be operated from 1/2 hour before sunset to 1/2 hour after sunrise.
- 5) Golf carts may not be operated on pedestrian sidewalks or on state line trunk highways (except to cross highways).

Should the City Council wish to permit the usage of golf carts on local streets, a practical approach would be through the (i) adoption of the entire MVC by reference, enabling the city to (ii) authorize the operation of golf carts in the city by adopting a resolution. If the City Council does adopt a resolution authorizing the use of golf carts on its streets, the city may also wish to amend its parking regulations to require golf carts to be properly parked.

The city's attorney has prepared draft ordinances and a resolution for the City Council's consideration. The first ordinance would amend Chapter 82 of the City Code to adopt the MVC by reference, as well as to refine the city's previous adoption of the Uniform Traffic Code. The proposed DRAFT resolution would allow operation of the golf cars in accordance with the

with the restrictions set forth in MCL 257.657a, but only during a seasonal period beginning April 15 and ending October 15 (as obvious weather conditions may make operation of the golf carts impractical and dangerous outside of this period). The resolution also includes a sunset provision, that the resolution will no longer be effective after one year, unless readopted by the City Council, allowing the city to easily discontinue the operation of golf carts. The second ordinance also amends Chapter 82 of the City Code, to make the city's parking regulations applicable to golf carts.

As noted in the city attorney's correspondence, the City of Ludington has recently adopted an ordinance which mirrors the language of the state statute allowing golf carts on city streets and contains a sunset provision. While Ludington has elected to authorize this use by ordinance, the attorney's recommendation is that the city adopt the MVC and then subsequently adopt a resolution allowing the operation of golf carts, as the language of MCL 257.657a implies that such action should be taken by resolution.

Recommendation:

Should the City Council wish to allow for the seasonal usage of golf carts on city streets, the following actions should occur:

- A. The City Council should discuss the proposed resolution allowing the operation of golf carts on city streets. No formal action can occur on this resolution at tonight's meeting.
- B. The City Council should consider a motion to introduce an ordinance to amend Chapter 82, Article II, Sections 82-26, 82-27, and 8-28 of the Code of Ordinances and adopt the Michigan Vehicle Code.
- C. The City Council should consider a motion to introduce an ordinance to amend Chapter 82, Article II, Sections 82-55 of the Code of Ordinances, regulating parking of golf carts.

Support Material:

City Attorney Correspondence
DRAFT Resolution 2015-40
Ordinance Amendment to adopt MVC
Ordinance Amendment to adopt golf cart parking regulation
Citizen Request; Golf Cart Allowance

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-40

A RESOLUTION TO ALLOW THE OPERATION OF GOLF CARTS ON CITY STREETS

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 _____, 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 (the "City") has adopted the Michigan Vehicle Code, Act No. 300 of the Public Acts of Michigan of 1949, as amended, MCL 257.1 *et seq.* (the "Vehicle Code").

WHEREAS, Section 675a of the Vehicle Code authorizes cities with a population of fewer than 30,000 individuals, based on the 2010 decennial census, to allow the operation of golf carts on city streets by resolution.

WHEREAS, the City has a population of fewer than 30,000 individuals based on the 2010 decennial census.

WHEREAS, the City desires to permit the operation of golf carts on its streets in accordance with the provisions of MCL 257.657a, during the time period from April 15 to October 15 for any year that this resolution shall be in effect.

NOW, IT IS THEREFORE RESOLVED THAT:

1. Pursuant to MCL 257.657a, the City shall allow the operation of golf carts on city streets in accordance with the provisions of MCL. 257.657a, during the time period from April 15 to October 15 for any year that this resolution shall be in effect.
2. This resolution shall no longer be in effect after December 31, 2016, unless reauthorized by the City Council.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on August 17, 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

DRAFT

**CITY OF SOUTH HAVEN
VAN BUREN COUNTY, MICHIGAN**

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 82, ARTICLE II, SECTIONS 82-26, 82-27,
and 82-28 OF THE CODE OF ORDINANCES, CITY OF SOUTH HAVEN, MICHIGAN
REGARDING THE UNIFORM TRAFFIC CODE AND THE MICHIGAN VEHICLE
CODE.**

The City of South Haven Ordains:

Section 1. Amendment. Chapter 82, Article II, Sections 82-26, 82-27, and 82-28 of the Code of Ordinances, City of South Haven, Michigan, are amended to read as follows:

Article II. UNIFORM TRAFFIC CODE AND MICHIGAN VEHICLE CODE

Sec. 82-26. Uniform Traffic Code Adopted.

- (a) The Uniform Traffic Code for Cities, Townships, and Villages as promulgated by the Director of the Michigan Department of State Police pursuant to the Administrative Procedures Act of 1969, 1969 PA 306, MCL 24.201 *et seq.*, and made effective October 30, 2002 (the "Traffic Code"), as may subsequently be amended, is adopted by reference, as if fully set forth herein.
- (b) References in the Traffic Code. References in the Traffic Code for to a "governmental unit" shall mean the City of South Haven.
- (c) Copies of the Traffic Code shall be retained at the office of the City Clerk and be available to the public for inspection.
- (d) Enforcement. The Traffic Code may be enforced by any public safety officer or other employee of the city authorized to enforce criminal ordinances or authorized to issue civil infractions.
- (e) Penalties. The penalties provided by the Traffic Code are adopted by reference, provided, however, that the City may not enforce any provision of the Traffic Code for which the maximum period of imprisonment is greater than 93 days.
- (f) Costs. When any person is found guilty of a misdemeanor or responsible for a civil infraction pursuant to this section, the judge or magistrate shall summarily determine and tax the costs of the action which shall include all expenses, direct and indirect, to which the City has been put in connection with the violation or infraction up to the entry of judgment.

Sec. 82-27. Michigan Vehicle Code Adopted.

- (a) Pursuant to the provisions of the Home Rule Cities Act, Act No. 279 of the Public Acts of Michigan of 1909, as amended, MCL 117.1 *et seq.*, the Michigan Vehicle Code, Act No. 300 of the Public Acts of Michigan of 1949, as amended, MCL 257.1 *et seq.*, (the "Vehicle Code") as may subsequently be amended, is adopted by reference, as if fully set forth herein.
- (b) References in the Vehicle Code. References in the Vehicle Code to a "governmental unit" shall mean the City of South Haven.
- (c) Copies of the Vehicle Code shall be retained at the office of the City Clerk and be available to the public for inspection.
- (d) Enforcement. The Vehicle Code may be enforced by any public safety officer or other employee of the City authorized to enforce criminal ordinances or authorized to issue civil infractions.
- (e) Penalties. The penalties provided by the Vehicle Code are adopted by reference, provided, however, that the City may not enforce any provision of the Vehicle Code for which the maximum period of imprisonment is greater than 93 days.

Sec. 82-28. Reserved.

Section 2. Publication and Effective Date. The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect 10 days after its adoption or upon publication of the notice of adoption, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a Regular Meeting of the South Haven City Council held on _____, 2015.

Robert Burr, Mayor

Amanda Morgan, City Clerk

Introduced: _____, 2015

Adopted: _____, 2015

Published: _____, 2015

Effective: _____, 2015

GRAPIDS 57671-5 374377v1

**CITY OF SOUTH HAVEN
VAN BUREN COUNTY, MICHIGAN**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 82, ARTICLE III, DIVISION 1, SECTION 82-55 OF THE CODE OF ORDINANCES, CITY OF SOUTH HAVEN, MICHIGAN REGARDING PARKING, STOPPING, AND STANDING

The City of South Haven Ordains:

Section 1. Amendment. Chapter 82, Article III, Division 1, Section 82-55 of the Code of Ordinances, City of South Haven, Michigan, is amended to read as follows:

Sec. 82-55. REGULATIONS APPLICABLE TO GOLF CARTS.

The parking, stopping, and standing regulations provided in this Chapter, including those in the Uniform Traffic Code and the Michigan Vehicle Code, adopted by reference in this Chapter, shall also apply to golf carts operated in the City during periods allowed by resolution of the City Council, as if they are motor vehicles under such provisions.

Section 2. Publication and Effective Date. The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect 10 days after its adoption or upon publication of the notice of adoption, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. ____ was declared adopted at a Regular Meeting of the South Haven City Council held on _____, 2015.

Robert Burr, Mayor

Amanda Morgan, City Clerk

Introduced: _____, 2015
Adopted: _____, 2015
Published: _____, 2015
Effective: _____, 2015

Brian,

Friday, July 31, 2015

Please consider this a formal request for an ordinance to legally ride golf carts in the City of South Haven. In the very most recent change unannounced by the Secretary of State to not register or license a golf cart has made it awkward and now in limbo for those of us that have purchased golf carts under the direction from the Secretary of State and local South Haven Police dept. We did exactly what the S.O.S. asked us to do by having insurance and then having the South Haven P.D. check off our golf cart for all the safety i.e.; turn signals, lights, seat belts, windshield, horn etc. In an effort to follow all the rules we got left in the dark from the S.O.S. After getting some information from Tonya Schuitmaker on PA491 we finally got the ball moving in the right direction. Chief Tom Martin, Deputy Chief Natalie Thompson and City Attorney Mark Manning have all been very helpful and all have told me that they would be in favor of golf carts in South Haven as long as we can get it done correctly and legally. Golf carts in South Haven have been and will still be a very safe mode of transportation for pedestrians and all involved. Please note in accordance to the M.C.L.A. 324.81131 law that references golf carts in Cities such as South Haven, MI. Summer is nearing the end and your attention to this matter would be greatly appreciated as soon as possible. I understand that there is a City Council meeting this coming Monday and if you need anything else from me please let me know. If not this Monday, please consider us for the next City Council meeting in two weeks. This was completely out of our control and we would greatly appreciate getting this done. Thanks again to Natalie, Mark & Tom for your help and guidance. You all have been very kind.

Thank you for your help Brian,

Rob Keorkunian.



Robert J. Keorkunian, FICF, LUTCF, CLF
Regional Director



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South Haven Police Department

Memorandum

To: City Manager Dissette

From: Chief Martin

In Re: Golf Carts in South Haven

Date: August 12, 2015

Recently officers from the South Haven Police Department were approached by a citizen requesting an inspection that would allow the individual to legally register and plate a golf cart to be used on the public roadway. At that time the citizen was advised that the Michigan Department of State will no longer process Assembled vehicle title applications for vehicles manufactured as a GOLF CART. These vehicles fail the test for an assembled vehicle designation for two primary reasons; they are not built from new or used parts by someone other than a manufacturer, and they are not altered or modified to the extent that it no longer reflects its original manufacturer configuration and for this reason no inspection could take place and that the golf cart could not be licensed to operate on a public roadway within the city of South Haven.

Although some golf carts have operated (both registered and unregistered) in the city in the past, no ***aggressive*** enforcement action has been pursued unless they posed a significant safety hazard. Officers have instead used occasions to stop the vehicles and educate the operators as to the legal aspects of their operation.

Due to the recent change in the Secretary of State's licensing rules no golf carts will be licensed in the future. Golf carts that are currently titled and plated for on-road use will retain their current title and plate. Having said that The City may adopt an ordinance that allows operation on certain streets with some restrictions. (Please see attached)

Being a tourist town with a substantial number of seasonal residents it is reasonable that some of our residents would relish the legalization of golf carts within the city. Currently we allow restricted use of snowmobiles within the city, have designated bicycle lanes, some O.R.V.s are legally operated on city streets and there have minimal problems with this arrangements.

Most golf carts have a slow maximum speed and can be equipped with lights and other safety equipment. If the city is to allow for golf carts to be operated on the streets legally I would recommend specific designated routes, restrict the hours of operation and assure that the operator is a licensed driver. A properly crafted ordinance the use of golf carts should cause little impact on traffic patterns or flow within the city.

Please let me know if you desire any further information or research on this topic.



Agenda Item 11

Lake Michigan Trails Network

Background Information:

The City Council will be asked to consider approval of Resolution 2015-39, a resolution of support for the Lake Michigan Trails Network.

The Lake Michigan Trails Network is a group that is working to promote Lake Michigan as a world-class recreational touring destination for biking, driving, hiking and paddling. One lake, four states, and a travel destination that connects people to adventure and exploration on multiple types of trail systems allowing continuous recreational travel around Lake Michigan, at or near the shore in the shoreline states of Michigan, Indiana, Illinois, and Wisconsin. Lake Michigan has over 1,600 miles of shoreline and over 22 million people live within a two-hour drive. Lake Michigan can have a very unique trail experience and have a significant economic impact.

The idea of a four-state, multi-modal trail emerged in 2012 at a conference in Saugatuck, Michigan. Conference participants envisioned expanding the original Lake Michigan Circle Tour scenic byway to include paddling, bicycling, and hiking trails to encourage people to play more and stay longer on our shores. A four-state planning group was formed – The Lake Michigan Trails Network. The network provides a mechanism for coordinated planning, marketing, and communication between state members. They conduct regular conference calls and an annual face-to-face meeting with the goal of implementing continuous recreational trails around Lake Michigan.

By signing the Resolution of Support, the City would become part of the Lake Michigan Trails Network and as a supporter, would be kept informed on progress.

Recommendation:

The City Council should consider a motion to approve Resolution 2015-39, a resolution which offers support for the Lake Michigan Trails Network.

Support Material:

Resolution 2015-39, a Resolution supporting the Lake Michigan Trails Network.
Statement of Support
Mission & Goals Statement

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-39

A RESOLUTION SUPPORTING LAKE MICHIGAN TRAILS NETWORK

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 August 17, 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 committed to the "Lake Michigan Trails Network," a partnership of advocates and stake holders developing and promoting water, biking, hiking, and automobile routes and trails around Lake Michigan while enhancing environmental, economic, and health benefits for residents and visitors; and

WHEREAS, the "Lake Michigan Trails Network" fosters partnerships between planners, trailer managers and users, landowners, business owners, tourism agencies, government agencies and advocacy groups in all four shoreline states to plan and build trails and amenities, and share knowledge, successes, methods and challenges, to aid the development of projects; and

WHEREAS, the "Lake Michigan Trails Network" recommends linking trails together, gaining cooperation to encourage regional cooperation, and create a partnership that will provide transportation, recreation and community benefits aimed at enhancing the quality of life; and

WHEREAS, many communities, agencies, and trail advocates in the region have taken a lead in planning and/or building local trails, and those efforts can be greatly enhanced by being connected to the larger Lake Michigan Trails with a strong brand marketed to encourage tourism; and

WHEREAS, trails are freely accessible community assets offering opportunities for transportation, recreation and exercise to everyone and provide safe places for people to experience a sense of community and create stronger social and family ties; and

WHEREAS, trails have significant impact on the health and economic viability of the region through encouraging active lifestyles, increased tourism revenue, enhanced property values, as well as enhanced ability to attract and retain businesses to the region due to improved quality of life; and

WHEREAS, the "Lake Michigan Trails Network" provides the foundation for a long-term strategy that will continue to grow and to provide invaluable resources for future generations; and

NOW THEREFORE BE IT RESOLVED, that the City of South Haven is committed to the promotion and continued development of the "Lake Michigan Trails Network" and in concept to

working with neighboring communities to plan, design, build and maintain a system of trails that will connect our communities, people and special regional points of interest for years to come.

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 August 17, 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

Lake Michigan Trails Network



March, 2015

Dear Friend of the Lake Michigan Trails Network:

Lake Michigan is a world-class recreational touring destination. The four states surrounding Lake Michigan offer the only place in the world to paddle, bike, hike, camp, and sail on 1,600 miles of freshwater shoreline, with a broad diversity of people, communities, beaches, forests, bluffs and cultural attractions. More than 22 million people live within a two-hour drive of Lake Michigan, yet we're still working to connect and complete a full circle of trails and provide trail links and amenities for people who want to get out on and around the lake using the mode of their choice.

The idea of a four-state, multi-modal trail emerged in 2012 at a conference in Saugatuck, Michigan. Conference participants envisioned expanding the original Lake Michigan Circle Tour scenic byway to include paddling, bicycling and hiking trails to encourage people to play more and stay longer on our shores. A four-state planning group was formed--The Lake Michigan Trails Network.

The network provides a mechanism for coordinated planning, marketing and communication between state members. We conduct regular conference calls and an annual face-to-face meeting with the goal of implementing continuous recreational trails around Lake Michigan.

By signing the Resolution of Support, you become part the Lake Michigan Trails Network. You will be kept informed on progress and added as a supporter. If you are a local recreation, tourism, or economic development professional; trail user, trail group, a federal, state, regional, or county representative, or just a Lake Michigan fan, you should be part of this significant project!

Will you add your name or your organization's name to the rapidly growing list of supporters of this multi-modal trail of unprecedented scale that will connect people to urban, suburban and natural environments by signing and returning the attached resolution?

Lake Michigan Trails Network state representatives,

Laura Barghusen
Openlands, Illinois

Christine Livingston, Indiana
Indiana Dunes Tourism

Nancy Krupiarz, Michigan
Michigan Trails and Greenways Alliance

Angela Pierce, Wisconsin
Bay-Lake Regional Planning Commission

LAKE MICHIGAN TRAILS NETWORK



MISSION:

The Lake Michigan Trails Network facilitates communication, coordination, and synergy among engaged advocates and stakeholders seeking to develop multi-modal (water, bike, hike, and automobile) routes and trails around Lake Michigan while promoting environmental, economic, and health benefits to residents and visitors from around the country and the world.

GOALS:

Foster partnerships between planners, trail managers, landowners, tourism, and advocacy groups in all four shoreline states.

Provide a communication forum for circle route/trail development efforts to identify opportunities to share knowledge, successes, methods and challenges to aid those development projects.

Foster state, local and regional partnerships to plan and build recreation facilities supporting these routes/trails.

Brand the trail systems through the concept of a "One Lake, Four States, All-American" experience and encourage tourism and recreation marketing of all travel modes around Lake Michigan that recognize the existence and development of circle routes/trails.

August 4, 2015

TO: Brian Dissette

FR: Paul VandenBosch

RE: Fish Cleaning Station Grant Application

Staff is seeking City Council approval to submit a grant application for a Fish Cleaning Station at Black River Park.

The proposed site is located on the gravel parking lot outside of the boat launch gate at Black River Park.

The grant request is for \$244,163.97, which is 50% of the project cost of \$488,327.95.

The project description is as follows:

In order to support and improve shore based fishing access, South Haven will submit a 2015 Access to the Great Lakes Fishery grant application for 50% funding of a no-fee, modern, ADA fish cleaning station with ADA public restrooms, a paved drive up/drop off unloading drive with sidewalks, and handicap parking in Black River Park to facilitate cleaning for all ages and mobility levels of anglers.

The Black River Park Fund is the source for funding this improvement. It has a current balance of \$265,568, and this will increase by the time of grant award, if successful.

Staff Recommendation:

Approve the resolution authorizing submittal of the grant application to the Great Lakes

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-41

A RESOLUTION AUTHORIZING A GRANT APPLICATION FOR BLACK RIVER PARK FISH
CLEANING STATION AND COMMITTING LOCAL FUNDS TO MATCH THE GRANT AWARD

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 August 17, 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 South Haven City Council supports the submission of an application titled "Black River Park Fish Cleaning Station" to the Great Lakes Fishery Trust for development of the fish cleaning station at Black River Park, South Haven, Van Buren County, Michigan; and,

WHEREAS, the City of South Haven has made a financial commitment to the project in the amount of \$244,163.98 in matching funds, in the form of cash and/or force account; and,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby authorizes submission of a Great Lakes Fishery Trust Grant Application for \$\$244,163.97, and further resolves to make available its financial obligation amount of \$244,163.97 (50%) of a total \$488,327.95 project cost, during the 2015-2016 fiscal year.

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 17th day of August 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
Amanda Morgan, City Clerk

City of South Haven



Great Lakes Fishery Trust 2015 Access to the Great Lakes Fishery Application Black River Park Fish Cleaning Station

Application Deadline: August 21, 2015

Grant Request Amount: \$244,163.97

Total Estimated Project Cost: \$488,327.95

In order to support and improve shore based fishing access, South Haven will submit a 2015 Access to the Great Lakes Fishery grant application for 50% funding of a no-fee, modern, ADA fish cleaning station with ADA public restrooms, a paved drive up/drop off unloading drive with sidewalks, and handicap parking in Black River Park to facilitate cleaning for all ages and mobility levels of anglers.



Black River Park Fish Cleaning Station

- | |
|---|
| 2015 GLFT Access to the Great Lakes Fishery |
|---|
-

Application Assistance Applicant Eligibility

Does your organization have a nonprofit status with a 501(c)(3) designation from the IRS (or nongovernmental organizations that hold charitable status in their country), or considered to be an educational or governmental (including tribal) organization?

Yes

Applicant Information and History

Organization Name

City of South Haven

Project Manager

Paul VandenBosch/ Harbormaster

Phone Number

269-637-0750

E-Mail

pvandenbosch@south-haven.com

Has the organization applied to the GLFT before?

Yes

Was the organization awarded a GLFT grant before?

Yes

Has your organization proposed this project to the GLFT in the past?

No

Grant Request

Project Title – Black River Park Fish Cleaning Station

Project Area

Southwest Michigan

Zip code of project location

49090

Requested Amount

\$244,163.97

Match Amount

\$244,163.98

Project Start Date

December 2015

Project End Date

September 2016

Has your organization proposed this same project to the GLFT in the past?

No

Project Summary

Briefly explain what the project proposes to accomplish using terminology that would be appropriate to include on the GLFT website or in a press release to communicate project goals to a general audience. (Limit your response to 75 words.)

In order to support and improve shore based fishing access, South Haven will construct a no-fee, modern, ADA fish cleaning station with ADA public restrooms, a paved drive up/drop off unloading drive with sidewalks, and handicap parking to facilitate cleaning for all ages and mobility levels of anglers. This would additionally support the new access created by a shore based fishing pier being developed in the park.

Project Narrative

Supply information about the proposed project. Note the word count limits for each response.

1) Access to the Great Lakes Fishery

Describe the proposed site enhancements and explain how they will improve shore-based recreational and/or tribal access to the Great Lakes fishery. Provide detailed information about fishing structures that would be developed or modified such as boardwalks, breakwalls, or fishing piers/platforms. If funding is requested for engineering/feasibility studies only, describe the anticipated enhancements that would be evaluated through the studies. (Limit your response to 250 words.)

With its several miles of both Black River and Lake Michigan shorelines, the City of South Haven has a long history of angler recreation. The City recognizes the value fishing offers to the community and wants to sustain and improve the pastime, in particular for shore based anglers. The City proposes to build a modern, larger, no-fee fish cleaning station with eight cleaning tables including two ADA cleaning tables in Black River Park to support shore based fishing access along both the Black River and Lake Michigan, which is less than a mile away. The station supplements a new fishing pier being created with LWCF funds in Black River Park, which will add over 315 sq.ft. of new shore based access. The building will also include ADA bathrooms to further support angler recreation. A paved access drive would be included to allow for a pull-in, pull-through unloading zone. Two paved handicap vehicle spaces with sidewalk support will be placed next to the station to accommodate limited mobility users. The planned design will offer a low maintenance, easily available location for anglers to prepare their catch. Maximum airflow and freezer storage of fish waste will be used to keep odors and nuisance issues at a minimum. Educational signage will inform users of the shore based fishing opportunities and wide range of fish types available in the region. With this high level of support for anglers, shore based fishing enthusiast presence will increase and greater access and recreational opportunities will result.

2) Fishing-related Amenities

Describe the fishing-related amenities to be provided in conjunction with the project. The GLFT only funds specific, angling-related amenities associated with shore-based fishing access projects. For more information regarding the type of fishing access amenities eligible and ineligible for funding, refer to the Policy on Tribal and Recreational Fishing Access Amenities, available on the GLFT website at www.glft.org.

The project will provide a fish cleaning station with eight cleaning tables, including two ADA accessible tables. The 39' x 24' building will additionally have ADA bathrooms and will be located in the free area of the park to serve all users. A freezer for fish waste disposal will be on site to keep the odor and nuisance factor at a minimum for users and nearby areas. The station will include a cooler washing station, commercial sprayers, draining racks and cutting boards to provide anglers with all necessary support to clean their catch. Educational signage will be present to inform the public about the best methods to clean fish, offer information of common fish species found in the surrounding waters, plus ways to support fishing recreation. A bulletin board will be available to advertise upcoming fishing tournaments and other angler related activities. Internal LED lighting will allow for evening use of the station. Concrete floors will allow for easy cleaning and wheeled access. A paved drop off drive will allow anglers to unload heavy items at the station. Sidewalk support and two paved ADA parking spaces will also support limited mobility users.

3) Geographic Location (Narrative)

Describe the geographic location of the proposed project. Recreational fishing access projects must be located in Michigan on the Great Lakes or lower portions of major tributaries. Projects located on Lake Michigan or lower portions of major tributaries from New Buffalo to Mackinaw City will receive highest funding priority. Tribal fishing access projects must be located on northern Lake Michigan and northern Lake Huron, consistent with the provisions of the 2000 Consent Decree.

The project site is in South Haven city limits, in Black River Park, which sits on the Black River about one mile upstream from the coast of Lake Michigan. It is in the northwest portion of Van Buren County in southwest Michigan. It is accessed from Dunkley Avenue which can be reached by either I-196, Blue Star Highway, or US 31. The park rests in a turn of the Black River, which supplies nearly half a mile of shore-based fishing access. There are two piers at South Haven beaches that additionally allow Lake Michigan shore fishing access. The park is northeast of downtown South Haven and along the Van Buren Trail extension. It is easy to visit via foot, vehicle, watercraft, or non-motorized transport.

4) Geographic Location (Map) Provide a map depicting the project location in pdf format. **Provide a map depicting the project location. Upload the document as a PDF in the online application.**

Enter the lake basin in which the project is located.

Lake Erie
Lake Huron
Lake Michigan X
Lake Superior

5) Geographic Location (Zip Code) indicate the zip code of the project location - 49090

6) Project Need

Describe the need for and significance of the project, noting the nearest Great Lakes access opportunity and whether the site will fill an unmet need for access in the area. Projects located in areas where there is an unmet need for fishing access (i.e., there is no viable access alternative nearby) will be given higher priority when making funding decisions.

With both Lake Michigan and the Black River available to anglers, fishing amenities are in high demand. Approval of LWCF grant funding to build a new, universally accessible fishing pier in Black River Park just to the east of the fish station site has been secured. The pier will add over 315 sq. ft. of new fishing access in Black River Park. With this new access point, more anglers will come to this site in need of fish cleaning services. The existing cleaning station is small, with one cleaning table, and provides no ADA cleaning access. It uses a grinder to dispose of fish waste which frequently jams or breaks down, creating smells, and can cause early closure of the cleaning station to the inconvenience of anglers. The station is in the fee portion of the park without easy walk up access. In order to provide adequate support for the new pier and remain a destination point for current shore based fishing, a larger, more modern and accessible facility is needed. The regional fishing community is large and several tournaments are held locally to promote the sport, bringing in hundreds of enthusiastic fishermen. The \$156,200 pier project in conjunction with this project, would add over \$644,000 in fishery improvements for the area. With a new fishing pier, better cleaning station, restrooms, access drive and ADA parking, more fishermen will associate South Haven with a place to plan outings, events and tournaments and generate more support for shore based fishing opportunities.

7) Population

Describe the population in the project area. Funding priority will be given to sites where the potential for use is high, as in urban locations or recreational destinations offering multiple forms of water-related recreation. How many anglers do you anticipate using the site annually? Approximately what percentage of all facility users will be anglers? (If facilities are to be shared with other expected users of the site, the GLFT will consider funding a share of the project costs based on estimated use by anglers versus non-anglers.)

2010 census data lists city population as 4,400 permanent and 2,400 seasonal residents. Its 49090 zip code lists 13,660 households. South Haven is located in Van Buren County (pop. 75,199) with a portion in Allegan County (pop. 113,847) and also draws frequent residents of neighboring Berrien County (pop.155,233). As a tourist destination, the city draws people from Michigan, Illinois, Indiana, and other states who utilize the multiple forms of water related recreation available. A 2010 MSU Visitor Impact Study found the area generated 1.6 million visitors per year. The community offers beaches, swimming, fishing, boating, canoeing and kayaking, personal motorized and non-motorized watercraft sports, and other general leisure use of its waterfronts. Additionally, over a dozen local fishing charter companies exist and several fishing tournaments are held by the South Haven Steelheaders annually. In 2014, the estimated number of angler trips out of South Haven was 20,945. Black River Park paid attendance in 2014 was 6,183, with approximately 60% in angler usage. With

more accessible amenities available, angler usage is expected to increase significantly. Several businesses near Black River Park also provide fishing support through sales of bait, licenses, supplies, and rentals.

8) Physical Characteristics

Describe the physical characteristics of the site that make it suitable for fishing access. The proposed site must have the physical characteristics necessary for access site construction. Priority will be given to projects proposed on sites where property is already in public ownership and land acquisition is not required.

After analyzing several potential locations, the city determined that the availability of multiple amenities and prime location make this site the most suitable for supporting fish cleaning needs. It is located in Black River Park, a public park with ample shoreline access just east of the downtown shopping area in South Haven. Anglers fishing in the Black River can also directly access Lake Michigan less than one mile away, allowing for both lake and river varieties of fish to be caught. The park supports a wide range of anglers through fishing piers, 10 boat launches, 60 seasonal docks, and the upcoming new ADA accessible fishing pier which provides angler access for all mobility levels. Vehicle and trailer parking exists, as well as angler support services such as bait shops, license service, boat storage, boat rental, slip rentals, boat sales, and maintenance and haul out services. The site offers free public use and is easily accessed from several main highways. The station will be built on a clear, flat stretch of the park, currently used as a gravel parking lot. The parcel is owned by the City of South Haven and no land acquisition will be required.

9) Habitat Improvement

Describe the incidence of habitat destruction that will be prevented/lessened because of proposed access improvements, if any. Projects that will prevent or lessen the incidence of habitat destruction associated with shore-based fishing in a previously unimproved location will be given higher funding priority. If the proposed project will have no effect on habitat, please indicate as such.

The proposed fish cleaning station will not affect fish habitats.

10) Maintenance and Safety Measures

Describe how the site will be maintained and the safety of visitors ensured after it is constructed. Applicants must demonstrate the ability to maintain the access site, ensure the safety of its users, and enforce user regulations.

South Haven maintains several parks and beaches through the Parks and Recreation, and Marina departments. The Public Safety department also routinely monitors activities and enforces regulations within the parks. The fish cleaning station at Black River Park will be included in the existing maintenance and monitoring duties of the Marina Manager, which include maintaining it in a clean and sanitary condition, cleaning the restrooms, checking for proper operation, checking waste container levels, and other necessary tasks. Lighting, video cameras and fencing with a lockable gate will be installed to protect the city property and safety of users. Funding for staff to maintain, clean and supply the building is included in the annual city budget. Based on previous experiences with fish cleaning stations, the city is planning a system of freezing and storing fish waste until pickup rather than grinder disposal, which greatly reduces equipment maintenance, smell and unsightliness of the fish remains. Best Way Disposal, a Type II waste hauler service, will take the remains weekly to their

landfill and bury them. City is also pursuing a strategy of fish waste pickup by pet food manufacturers, pig farmers, and fish food pellet manufacturers who would reuse them in business endeavors.

11) Tribal Commercial Fishing and Public Usage

If tribal access will be provided, please describe the arrangements that have been made with respect to other tribes and the public using the site. If no special provisions for tribal access would be provided, indicate as such.

All people will be permitted to use the fish cleaning station free of charge and no special provisions are needed for tribal commercial fishing use. The two federally recognized Native American tribes within fifty miles of the site are: the Pokagon Band of Potawatomi Indians, who has tribal lands located about fifteen miles southeast of the site near Hartford and land about thirty miles to the south near Dowagiac; and the Match-e-be-nash-she-wish Band of Potawatomi Indians who has tribal lands located about forty miles to the northeast of the site near Dorr.

12) User Fees to Access the Facility

State whether users of this facility will be required to pay a fee to access the facility, and describe any fees that will be required to access the site.

No fees will be charged to users of the fish cleaning station. Free access and parking is available at the park. For visitors who wish to access the boat launch area, there is a minimal fee of \$7.00.

13) Accessibility

Describe how the proposed access site would accommodate people of various needs and abilities. Proposed access sites must meet legal accessibility standards for persons with disabilities. Priority will be given to projects that support the principles of universal design.

A key function of this project is to provide ADA accessibility for all users. Two ADA compliant cleaning tables will be located close to a double door drop off entrance. Concrete flooring with no steps will allow easy wheeled transportation use; door handles, sprayers, and rubbish bins will be easily reached and designed to accommodate different height and strength levels of users. Equipment will be designed for simple to understand operation. Signage with both text and images will be present to instruct users on fish cleaning methods and equipment operation. Automatic lighting will augment natural daylight to provide clear illumination for tasks. The station will be easily reached from the new, universally accessible, shore based fishing platform in the park. The project would include a paved pull-in, pull-through drive and unloading zone next to the station to accommodate users in wheelchairs or those who cannot walk long distances. ADA compliant parking spaces with sidewalk access and unisex restrooms also support various needs and abilities. Use of the fish cleaning station will be at no charge and will be available to all income levels. An adjacent gravel parking lot will accommodate free long term parking for users of the facility.

14) Authorizations, Permits or Approvals

Describe any authorizations, permits, or approvals required to undertake the project. Include information regarding status of permits, etc., as of the grant application date. If tribal fishing access is to be provided, explain how this project will comply with the 1836 tribal fishing rights Consent Decree,

including a statement indicating that the grant funds requested will not replace other sources of funding provided by the Consent Decree.

Dredge spoils exist at the project site, which are covered by a restricted covenant with the Department of Environmental Quality. On June 29, 2015, the City submitted the required letter of notification to the DEQ to advise them of proposed plans and to receive approval for building at the site. Any DEQ concerns will be addressed in the design and planning stages. A city building permit will also be necessary, as well as a Soil Erosion and Sedimentation Control permit. Permits will be obtained once project funding is secured. An agreement with Best Way Disposal, a Type II waste hauler service, to pick up and dispose of fish waste has also been procured. The project has received approval from necessary Harbor, Planning and City commissions, and the required 50% funding match of \$244,163.98 received approval from City Council on _____.

15) Communications

Describe your plans for making the public and other appropriate forums or groups aware of results. Projects should have a broad range of support from organizations and/or agencies interested in Great Lakes fisheries, the general public, and/or the scientific community.

The City of South Haven will heavily promote the new fish cleaning station through its website, its marina website, the South Haven Steelheaders website, the city Facebook page, and the South Haven Visitors Bureau site. Written information detailing fish cleaning services will be available at the boat launch gate, City Hall, North and South Beach, at local tournaments, and the North and South Side Marinas. Signage will be placed at the entrance to Black River Park as well as at the downtown marinas. A mailer to city residents will also be sent out. The adjacent Pyle's Porthole will also share fish cleaning station information with anglers through its website and in the store. A press release will be issued to area news agencies and area officials and representatives will be invited to a ribbon cutting ceremony.

16) Educational Opportunities

Describe the Great Lakes fisheries-oriented educational opportunities that will be included on the site (e.g., interpretive signage, events), if any. Funding priority will be given to proposals that include angler education opportunities (e.g., signage at access site that identifies potential catch, fishing seasons, and other information relevant to anglers and aligned with the GLFT mission and goals) and projects with educational or stewardship-oriented programming aligned with the GLFT's mission. If no educational opportunities would be included, please indicate as such.

Interpretive signage will be installed in the station which will inform users about the Black River watershed, the common fish species found in the Black River and Lake Michigan each season, and the history of the Celery Pond wetlands and its associated creek. Signage will also demonstrate fish cleaning methods, as well as different baits or fishing styles. A notice board will be present in the station which will promote various angling tournaments, activities, clubs and interesting fishing opportunities to users. The South Haven Steelheaders coordinates a "Salmon & Schools" Program with students from South Haven and Covert elementary schools to encourage youthful interest in the sport of fishing. The City plans to contact leaders of the program to share information about the new fish cleaning station amenities available and increase use.

17) Applicant Capacity

Describe the applicant's capacity to administer and complete the proposed project, including demonstrated experience in successfully managing grants and executing projects of a scope and depth comparable to those of the proposed project. Priority will be given to applicants with experience, expertise, and exceptional past project implementation performance.

The City of South Haven is responsible for the maintenance of ten public parks and seven beaches and beach access sites. Additionally, the City has been awarded and successfully managed numerous grants from various state agencies, including three from the Michigan Coastal Management Program for the Lake Michigan Maritime Museum – Interpretive Exhibits and Boat Restoration (1993), North Shore Improvements (2003), and Michigan Maritime Museum Dock (2005). It received a Coastal Zone Management grant in 2014 to construct a universally accessible kayak launch in Black River Park. The City has also successfully completed several grant awarded projects from the Michigan Department of Natural Resources with five Michigan Natural Resources Trust Fund grants, twenty-three Waterways grants, a Recreation Bond, and Land and Water Conservation Fund grants. The projects included improvements to Black River Park boat launches, picnic areas and playground; an accessible fishing pier, Elkenburg community park improvements, the Van Buren Trail Extension, South Beach restroom facilities and picnic shelter construction, improvements to the North Side Municipal Marina, and several other improvements to recreational amenities for the general public. The City supports this project and passed a resolution authorizing a 50% project funding match of \$244,163.98. The City has the necessary staff and experience to successfully administer and complete the project, as well as accommodate grant reporting requirements within their stated time frame.

Land Acquisition – Does not apply

This section is required only if your proposal includes a request from the GLFT to support the acquisition of real property through fee simple or lesser interest in a property. If your proposal does not include land acquisition, you may SKIP TO THE NEXT SECTION.

18) Acquisition Need

No land acquisition will be necessary to complete the project.

19) Property History

20) Development Pressure

21) Long-term Maintenance

Project Attachments

Design Drawings - In the online application, upload design drawings for your proposal, if available. Only PDF files will be accepted. If you have multiple drawings, please merge them to create a single PDF file before uploading.

Letter(s) from Fishery Managers – In the online application, upload a letter(s) from the local Department of Natural Resources district office and/or the Chippewa Ottawa Resource Authority validating that the project provides access to a viable sport and/or tribal fishery. Only these projects will be considered for GLFT funding. Upload the letter(s) in a PDF file. If you have multiple letters, please merge them to create a single PDF file before uploading.

Project Budget -

The project budget consists of two components; (1) the detailed budget worksheet; and (2) the budget narrative. The two components should complement one another and provide sufficient detail for the GLFT to evaluate whether the requested funding is appropriately aligned with the scope of work. To the extent possible, provide detailed information about line item expenses. Examples of costs include, but are not limited to, boardwalks/walkways, railings, staircases, ramps, bridges, fishing piers/platforms, parking, benches, restrooms, pavilions, soil erosion control, site restoration, shoreline stabilization, demolition, mobilization, electrical improvements, and signage.

Detailed Project Budget - Complete a Detailed Project Budget form and upload it in the online application as an Excel file. A budget template and additional instructions are available for download in the online application as an Excel file. The budget should cover the total project period. If your project spans multiple years, complete one form showing a cumulative budget for the entire project period, as well as one form for each budget year. Enter the Budget Year on each page according to the year (for example, Cumulative Budget or Budget Year 1 of 2). The total amount requested from the GLFT should reflect the project expenses for that budget page. You may add or remove expense subcategories, but the main expense categories may not be changed. Note: According to the GLFT overhead policy for all projects, administrative/overhead costs are limited to 10 percent of the total salaries and wages. More information on the budget categories is available on the budget information page of the www.glft.org website.

Budget Narrative

Briefly explain how the figures in each budget category on the detailed project budget were estimated and justify the need for the costs. Projects with financial support from other sources are encouraged. Although matching funds are not required, proposals that include local funding and promote community participation in the use of fishery resources will be favored. If matching funds or in-kind contributions are involved, please:

- Identify the sources and amounts and explain for each whether these have been pledged, requested, or secured.
- Explain whether the GLFT funds are to be used as a match requirement, and, if so, what percentage of GLFT funds would be used to complete specific items (e.g., 30 percent of needed funds for a task would be from the GLFT, 70 percent from other sources).
- Address contingency plans if pending funding from other sources is not realized.

Several Harbor Commission meetings have occurred to discuss needed improvements to fish cleaning amenities, ADA access and to integrate angler and community feedback. Local businesses and the South Haven Steelheaders were also consulted regarding this project. Priority needs of the project were designated as 1. fish cleaning station, 2. restrooms, 3. access drive, and 4. handicap parking. Based on this feedback from the community, the City of South Haven secured the services of engineering and architectural firm Abonmarche Consultants, Inc. to assist in a preliminary design and an estimated project budget. Abonmarche assisted with the design and construction of the Manistee fish cleaning station in 2013 and with that and other project

experience is able to closely estimate expected costs and offer improvements. Construction costs for the fish cleaning station building and restrooms are derived from the 2015 RSMeans cost database. Costs for the access drive and parking spaces are calculated from the 2014 MERL (Michigan Engineer Resource Library) database.

The City of South Haven strongly supports the fish cleaning station project and has included it in their Black River Park Master Plan. Allocations toward funding the station are included in the Five Year Capital Improvement Plan for the Black River Park Fund. The City passed a resolution to provide a 50% funding match of \$244,163 for the project, on _____.

The requested GLFT grant funds are not intended to fulfill any other grant match requirements.

Chart of Work

Complete a chart of work form and upload it to the online application as an Excel file. The chart of work should complement the project description narrative and indicate major outcomes, associated activities/timelines for each outcome, associated costs for activities, and associated deliverables for each outcome. A chart of work template is available for download in the online application as an Excel file.

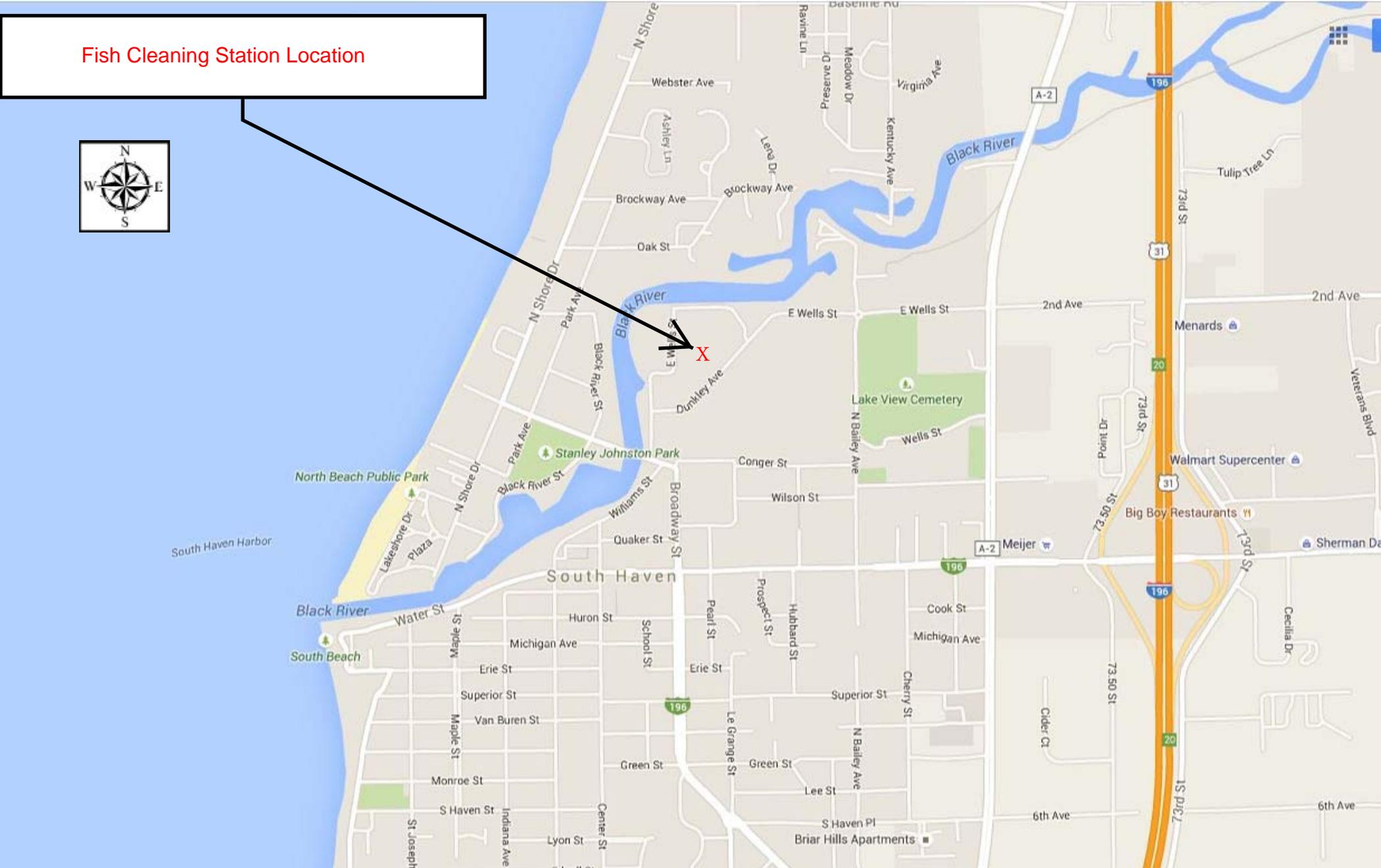
Additional Documents – only as pdf

In the online application, upload additional documents of relevance, such as figures, captions, feasibility studies, letters of support, literature citations, or other graphics. Do not use this space to provide additional language for required responses exceeding the word count limits, as they will not be considered. If the files correspond with a narrative section question, please indicate the connection to the graphic. Only PDF files will be accepted. If you have multiple pages, please merge them to create a single PDF file before uploading, when possible.

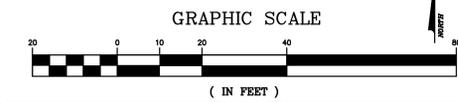
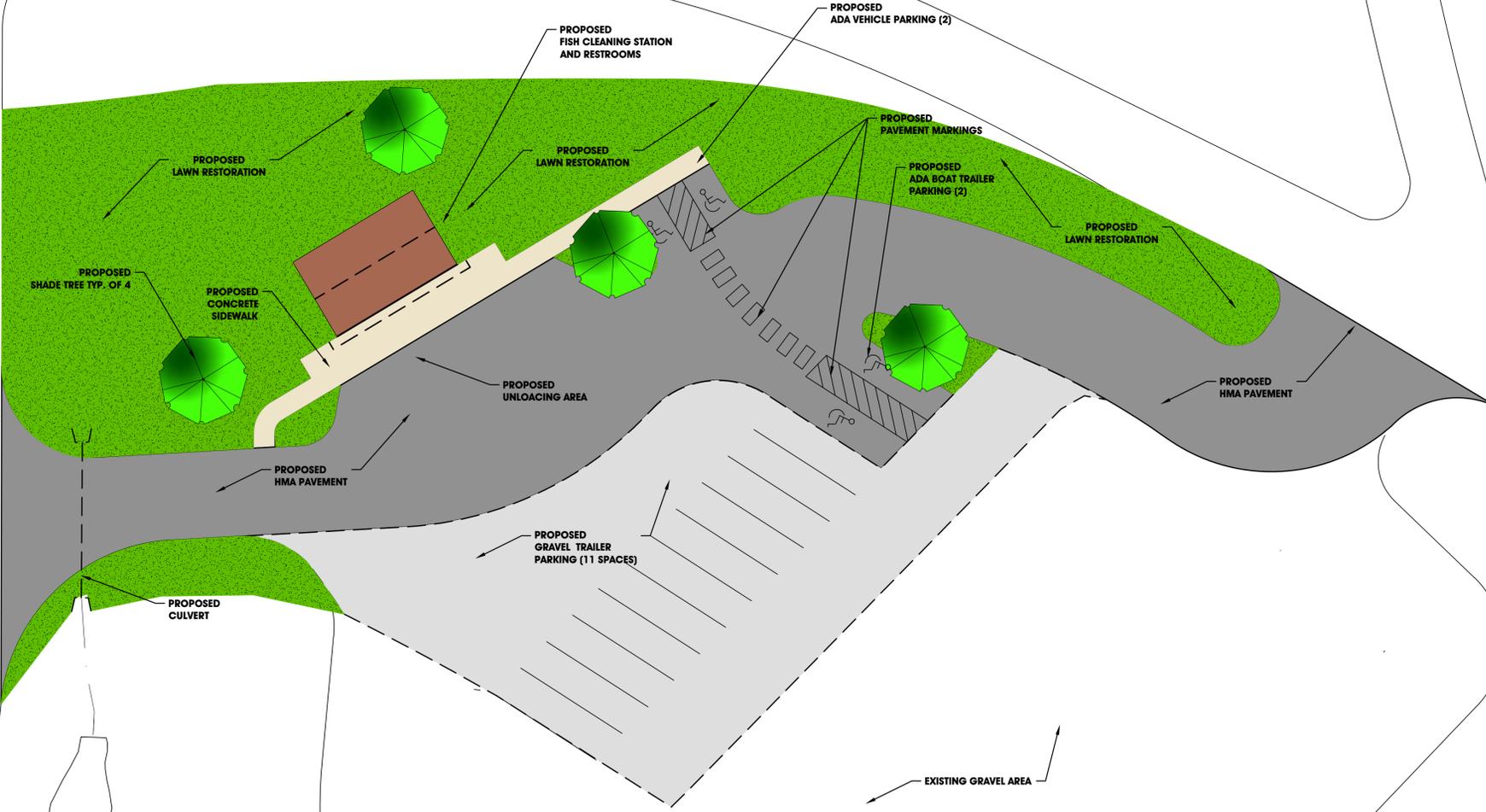


#4 Geographic Location- Map - **Black River Park Fish Cleaning Station**
City of South Haven, Michigan

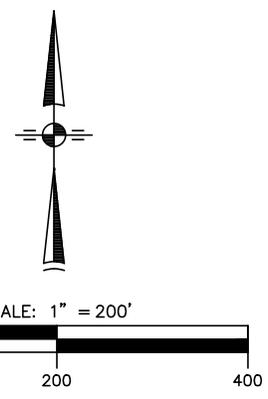
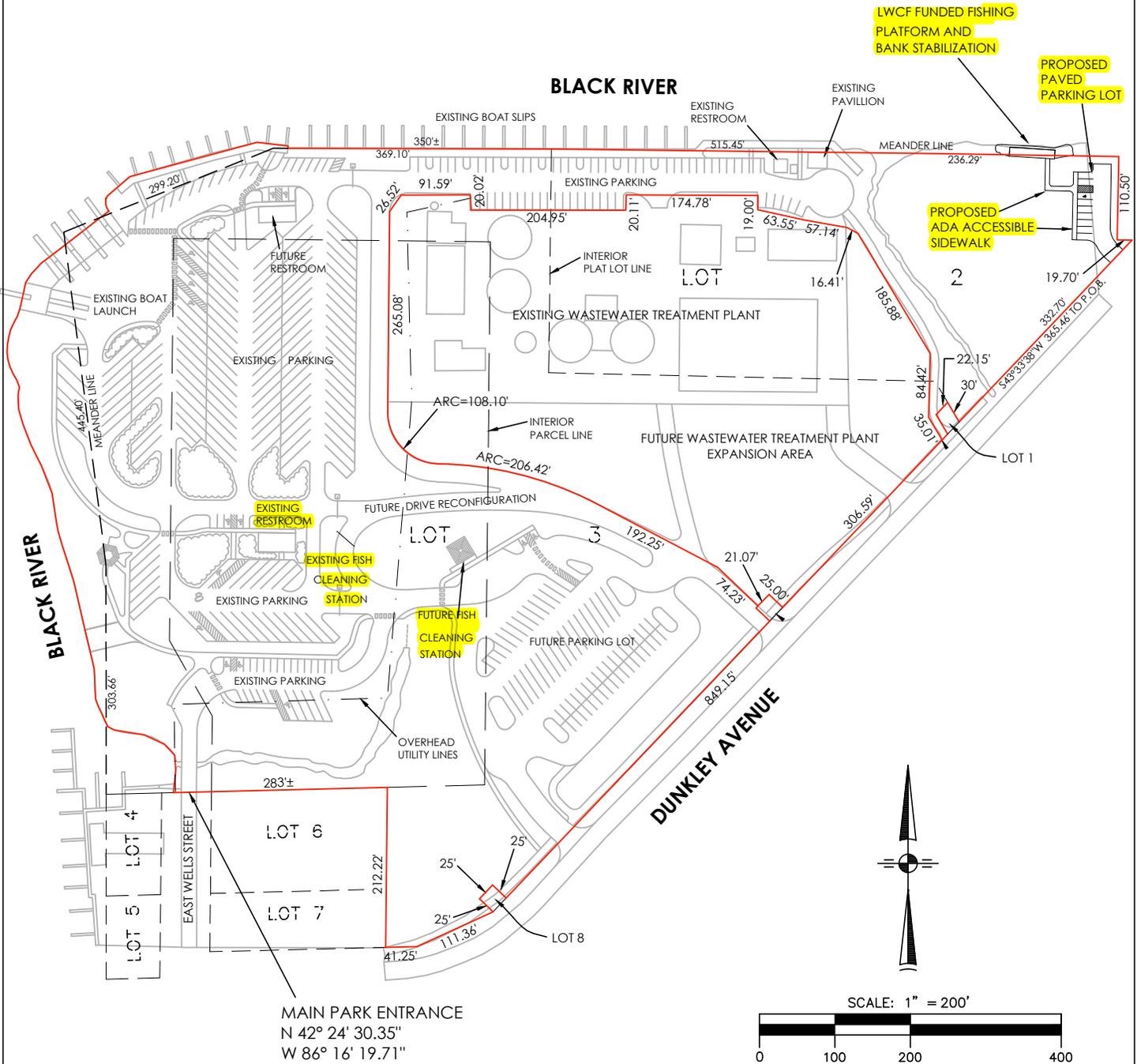
Fish Cleaning Station Location



E. WELLS STREET



BLACK RIVER PARK
CITY OF SOUTH HAVEN
VAN BUREN COUNTY, MICHIGAN



MAIN PARK ENTRANCE
N 42° 24' 30.35"
W 86° 16' 19.71"

PARK SITE CONTAINS 15.8 ACRES, MORE OR LESS.



REV. 6/15/15 - ADDED SHT. 2 EASEMENTS
DATE: JUNE 10, 2015 ACI JOB #: 15-0214 SHT: 1 of 3
COPYRIGHT 2013 - ABONMARCHE CONSULTANTS, INC.

E:\CIVIL_3D\ENG\2015\15-0214 SH FISHING ACCESS.dwg 15-0214 LWCF BDY MAP.dwg 8-5x11 PLAIN-V, 6/15/2015 4:56:12 PM, mrenking, 1:1



SOUTH ELEVATION
SCALE: 3/16" = 1'-0"

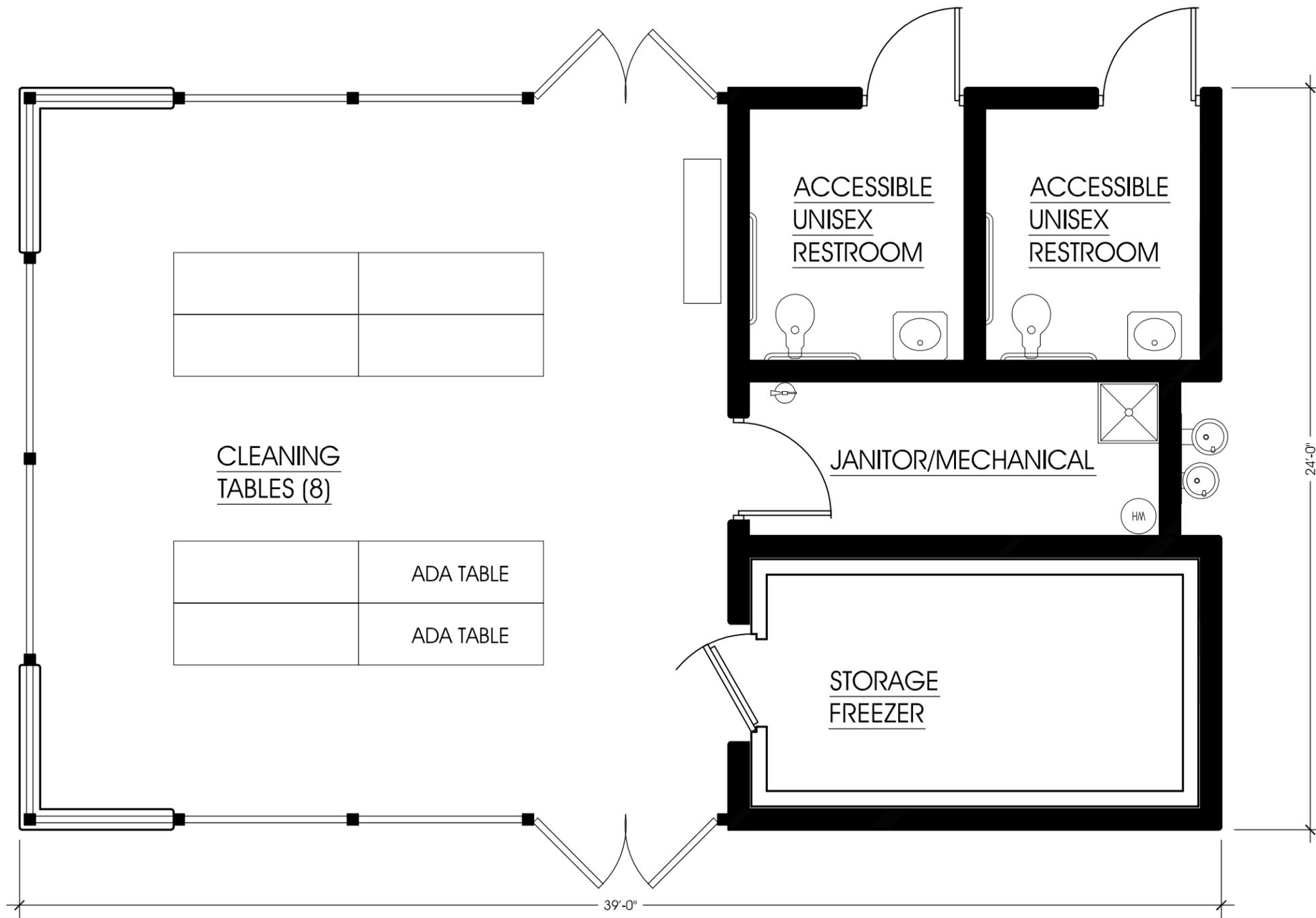


WEST ELEVATION
SCALE: 3/16" = 1'-0"

SHEET TITLE:

**SOUTH HAVEN
BLACK RIVER PARK
PROPOSED
FISH CLEANING STATION**

DRAWN:	ALC
DESIGNER:	ALC
REVIEW:	
QA/QC:	
DATE:	2014
SCALE:	As Noted
ACI JOB #	P15-0537
SHEET NO.	A2.1



FLOOR PLAN
SCALE: 1/4" = 1'-0"

936 sf

SHEET TITLE:

**SOUTH HAVEN
BLACK RIVER PARK
PROPOSED
FISH CLEANING STATION**

DRAWN: **ALC**

DESIGNER: **ALC**

REVIEW:

QA/GC:

DATE: **2014**

SCALE:

As Noted

ACI JOB #
P15-0537

SHEET NO.
A1.1



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

July 22, 2015

Great Lakes Fishery Trust
230 N. Washington Square, Suite 300
Lansing, MI 48933

RE: Black River Park Fish Cleaning Station

To Whom It May Concern:

The Michigan Department of Natural Resources – Fisheries Division (DNR) supports the City of South Haven's proposal to build an ADA accessible fish cleaning station at Black River Park. The DNR stocks walleye, brown trout, Chinook salmon, and steelhead in the Black River. The river also supports naturally reproducing populations of other game fish species, including northern pike, smallmouth bass, largemouth bass, bluegill, black crappie, and pumpkinseed.

Black River Park provides shore fishing access in a region of the state where public land is scarce and shore fishing opportunities are limited. South Haven is a popular port for Great Lakes and pier anglers and the DNR monitors fishing activity at this port through annual creel surveys. In 2014, the estimated number of angler trips out of South Haven was 20,945. Both Great Lakes and shore anglers would benefit from the proposed fish cleaning station.

Sincerely,

Brian Gunderman
Senior Fisheries Management Biologist
Southern Lake Michigan Management Unit
269-685-6851, ext. 145



Project title: Black River Park Fish Cleaning Station
 Project manager: Brian Dissette
 Budget name: City of South Haven FCS

Year 1 of 1 total years

I	II	III	IV	V
EXPENSE CATEGORY	GLFT Funds	Matching Funds	Source of Match	Total Project Cost
Salaries	\$ -	\$ -		\$ -
Benefits	\$ -	\$ -		\$ -
Supplies & Materials	\$ -	\$ -		\$ -
Other Direct Expenses	\$ -	\$ -		\$ -
Contract Services	\$ -	\$ -		\$ -
Indirect Costs (Administrative/Overhead)	\$ -	\$ -		\$ -
Engineering/Design Costs (Access only)	\$ 31,847.47	\$ 31,847.48		\$ 63,694.95
Facility Construction Costs (Access only)	\$ 212,316.50	\$ 212,316.50		\$ 424,633.00
Land Acquisition	\$ -	\$ -		\$ -
Totals	\$ 244,163.97	\$ 244,163.98		\$ 488,327.95
				\$ 488,327.95

Total GLFT Grant Request	\$ 244,163.97
Total Matching Funds	\$ 244,163.98
Total Project Cost	\$ 488,327.95

Black River Park - Fish Cleaning Station - Grant Estimate

Date: 2015-7-6

Job #: P15-0537

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Bid Price</i>	<i>Total Bid Price</i>
1 Fish Cleaning Station with Restrooms	1	LS	\$ 250,000.00	\$ 250,000.00
2 Demolition of existing FCS	1	LS	\$ 7,500.00	\$ 7,500.00
3 Mobilization	1	LS	\$ 12,500.00	\$ 12,500.00
5 Aggregate Base, 8 inch	1920	SYD	\$ 6.00	\$ 11,520.00
6 Aggregate Base, 2 inch	485	SYD	\$ 3.00	\$ 1,455.00
7 2.5" HMA 13A Leveling	360	TON	\$ 75.00	\$ 27,000.00
8 1.5 HMA LVSP Top	315	TON	\$ 85.00	\$ 26,775.00
10 Sidewalk 4 inch	1300	SFT	\$ 4.00	\$ 5,200.00
11 Sidewalk 6 inch	0	SFT	\$ 5.00	\$ -
12 Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	30	FT	\$ 6.00	\$ 180.00
13 Pavt Mrkg, Ovly Cold Plastic, Handicap Symbol	2	EA	\$ 100.00	\$ 200.00
14 Restoration	3000	SYD	\$ 3.00	\$ 9,000.00
15 Storm Improvements	1	LS	\$ 15,000.00	\$ 15,000.00
17 Machine Grading	8	STA	\$ 1,500.00	\$ 12,000.00
18 Landscaping Trees	4	EA	\$ 400.00	\$ 1,600.00
19 Erosion Control, Silt Fence	550	FT	\$ 2.00	\$ 1,100.00
20 Signage	1	LS	\$ 5,000.00	\$ 5,000.00
			Subtotal	\$ 386,030.00
			Contingency	10%
			Construction Total	\$ 424,633.00
			Eng. Fees (15%)	\$ 63,694.95
			Total	\$ 488,327.95

Items that are not included within this estimate

- 1 Utilities are not included in this cost
- 2 No new lift station
- 3 Lighting Improvements

Major outcomes and associated activities		Months																								Requested GLFT Funds	Total Cost
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
OUTCOME 1 & associated activities:	Preconstruction Preparation																									\$31,847.48	\$63,694.95
	Grant award notification																										
	Counduct boundary and topographic survey																										
	Site Design																										
	Permitting																										
	Prepare bid documents																										
	Bid project																										
Deliverable(s): Perform necessary survey, permitting and design tasks to allow for project construction.																											
OUTCOME 2 & associated activities:	Construction of Fish Cleaning Station building																									\$93,225.00	\$186,450.00
	Site Preparation																										
	Mobilization																										
	Building construction																										
	Plumbing and fixture installation																										
	Installation of educational signage																										
Deliverable(s): ADA accessible fish cleaning facility with 8 cleaning tables and freezer waste disposal																											
OUTCOME 3 & associated activities:	Construction of restrooms																									\$68,750.00	\$137,500.00
	Installation of plumbing and electric																										
	Installation of fixtures																										
Deliverable(s): Two unisex ADA restrooms																											
OUTCOME 4 & associated activities:	Construction of paved access drive, ADA parking spaces and sidewalk																									\$39,781.50	\$79,563.00
	Mobilization																										
	Excavation																										
	Utility installation																										
	Storm improvements																										
	Pave asphalt driveway and parking spaces																										
	Pour concrete sidewalk																										
Deliverable(s): Construction of accessible drive, ADA parking spaces and sidewalk for fish cleaning station																											
OUTCOME 5 & associated activities:	Landscaping and restoration																									\$6,435.00	\$12,870.00
	Site restoration																										
	Landscaping																										
Deliverable(s): Restored site and landscape beautification																											
OUTCOME 6 & associated activities:	Demolition of old fish cleaning station																									\$4,125.00	\$8,250.00
	Demolition																										
Deliverable(s): Removal of old fish cleaning station																											
TOTALS:																										\$244,163.98	\$488,327.95



July 17, 2015

Abonmarche Consultants Inc
95 West Main Street
Benton Harbor, MI 49022

RE: Waste Removal for Proposed Fish Cleaning Station at Black River Boat Launch

Joelle,

It has been a pleasure to talk with you about the proposed new fish cleaning station at Black River Boat Launch in South Haven, MI. Please find the pricing below that we have discussed.

Frontload Containers

1-2yd Trash Container Serviced Once per Week \$ 67.00 per month

- **Disposal will be done in a statutorily compliant manner at a Type II municipal solid Waste landfill licensed pursuant to Part 115 of the NREPA.**
- **Proposal is good for 60 days.**
- **Pricing does not include fuel surcharge. Our fuel surcharge is calculated based on the national average of diesel fuel.**

I hope this proposal meets with your approval, and we can start servicing the Black River Boat Launch Fish Cleaning Station with the excellent service that Best Way has become known for. If you have any questions or concerns, feel free to call our office at 269-463-3232.

Sincerely,

Adam Dobbs
Account Manager



66TH DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

ARIC NESBITT
MAJORITY FLOOR LEADER

PHONE: (517) 373-0839
FAX: (517) 373-5940
E-MAIL: aricnesbitt@house.mi.gov
www.RepNesbitt.com

July 30, 2015

Great Lakes Fishery Trust
230 N. Washington Square, Ste. 300
Lansing, MI 48933-2265

To Whom It May Concern:

I would like to take this opportunity to share with you my utmost support for the City of South Haven's application for a grant through the Great Lakes Fishery Trust to build a fish cleaning station in Black River Park. The proposed project will directly impact South Haven residents and visitors, improving their access to angling opportunities and their overall quality of life.

This project will assist the City of South Haven with increasing public use of the water for fishing, especially for anglers who want to prepare their catch before leaving for home. The city would like to build an ADA accessible fish cleaning station, with eight tables including two ADA cleaning tables. Plans also include the creation of a paved drop off drive so people can unload heavy items or wheelchairs at the station, and then park nearby. The new station will use a freezer storage system for fish waste, which will reduce odor and nuisance factors. The waste will initially be picked up by a type II waste handler, but eventually it is the city's hope that a pet food maker or pig farmer will be able to make use of the material. The City of South Haven recognizes the Black River and the Great Lakes as integral parts of the economic vitality of both South Haven and Michigan as a whole, and that the health and quality of life of its residents depends on access to recreational opportunities.

I support the City of South Haven's intent to build a fish cleaning station in Black River Park in order to improve the quality of life for its citizens and visitors. It is my understanding this is a 50/50 match in which the City of South Haven has already allocated their portion for this investment. If you have any questions concerning this application, please do not hesitate to contact me at 517-373-0839 or by email at AricNesbitt@house.mi.gov. Thank you for your full and fair consideration of this deserving project.

Sincerely,

A handwritten signature in black ink that reads "Aric Nesbitt".

Aric Nesbitt
State Representative
66th District



Naval veteran John Michael McCormack and his father Greg McCormack at the VTC (a 32ft x 40ft facility)

The Valor Training Center (VTC), a 501(c)3 nonprofit, is a physical fitness training center with a military style obstacle course. VTC offers free customized programs that are tailored to the specific needs of individuals and organizations – with a focus on youth and veterans.



We leave no one behind! John Michael McCormack training South Haven youth.

MISSION STATEMENT

To empower and improve people's physical fitness, mental toughness, and wellness

WHOLE LIFE DEVELOPMENT

FITNESS

Introduction to Physical Fitness
Fitness Condition Evaluations
Personalized Training Platforms

NUTRITION

Introduction to Basic Nutrition
Intake Baseline Evaluations
Personalized Nutrition Plan

RECREATION

Group Activities
Fellowship & Fundraisers

EDUCATION

Scholastic Goal Programs
Grants & Internships



VTC volunteers with John Michael participating at the Casco Mudder 5K Obstacle Course Race

VTC will provide free wellness and fitness training to youth and veterans via sponsorship.



John Michael in recovery from TBI

CLIENT MARKET BASE

CHURCH YOUTH GROUPS

South Haven Area
Bangor Area
Van Buren & Berrien Counties

SCHOOL ATHLETIC PROGRAMS

College Students
High School Students
Junior High School Students

YOUTH CLUBS

Boy & Girl Scouts
Cub Scouts

MILITARY PERSONEL

Veterans & Active Duty
Wounded Warriors



Hope Church Youth, our partners

*VTC will provide free
wellness and fitness training
to youth and veterans via
sponsorship.*



Local Boy Scouts, our partners

FUNDING & SUPPORTERS

CHURCH YOUTH GROUPS

Annual Budgets Donations
Fund Raiser Events

CHARITABLE ORGANIZATIONS

American Legion / VFW
Knights of Columbus / Boysville
Rotary Clubs / Elks / Moose

VTC FUNDRAISER

Legion Rider Poker Run
Summer BBQ / Carwash
Apparel and Equipment

CORPORATE PARTNERS

Annual Budget Donations
Foundations



Mayor Burr of South Haven and John Michael and Greg McCormack – City Support

**STATE GRANT FUNDING
CHARITABLE CLUB GRANTS**



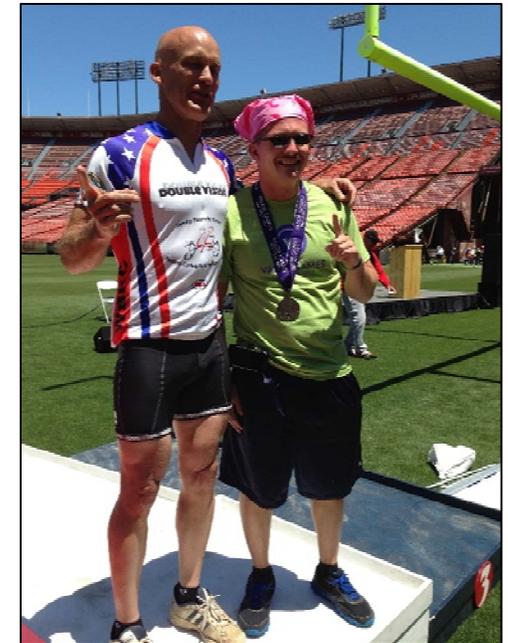
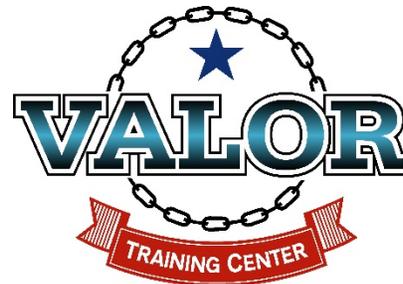
Greg McCormack and Mayor Householder of Bangor and John Michael McCormack— City Support



U.S. Naval Hospital



V.A. Rehabilitation Fellowship



***Far West Valor
Games, Gold Medal***

God has blessed John-Michael McCormack with a miracle by surviving a traumatic brain injury while serving in the US Navy. It is his intention to continue his service by partnering with local churches, veteran organizations, corporations, and the community to provide wellness and fitness training to youth and veterans.

VALOR

Hiring Qualified Veterans

INTEGRITY

Providing mentorship
opportunities for veterans
to youth.

OBLIGATION

Training facility available to
police and fire personnel

*Wisdom Is Knowing
The Right Path To Take*



Integrity Is Taking It

www.valortrainingcenter.org

(269) 363-8166

jm@valortrainingcenter.org

Van Buren County, Michigan

Valor and generosity

By LOUISE WREGE - HP Staff Writer | Posted: Monday, July 27, 2015 6:00 am



Valor and generosity

Wounded warrior John Michael McCormack, left, of Bangor is ready to open Valor Training Center by the end of August with the help of his father, Greg McCormack. The nonprofit physical fitness training facility will have customized programs to help area youth and veterans.

BANGOR - A 2009 Coloma High School graduate's dream of serving in the U.S. Navy was dashed Oct. 20, 2012, when he suffered a traumatic brain injury and almost died while in the line of duty in California.

Now 24 and living in Bangor, John Michael McCormack is pursuing his new dream - to open Valor Training Center, a nonprofit physical fitness facility to help youth and veterans in customized programs that feature 12 workout stations.

"The fact that I volunteered to go down-range to serve my country was stolen from me with the TBI," said McCormack, who was honorably discharged Feb. 11, 2014. "I'm continuing my service to my community and others. I can go down-range through my nonprofit."

The facility, between Bangor and South Haven, is set to open by the end of August. For more information or to donate, visit www.valortrainingcenter.org.

By next year, the facility will include an 8.5-acre military-style obstacle course that includes a mud pit, climbing wall, spider wall, balance beams, zip line and dueling salmon ladders. He said there are also fun outdoor activities such as a fire pit, horse shoes and volleyball.

He said he has been working on the training facility for the last two years and has 10 people, mostly volunteers, working with him.

Valor Training Center's first official event is entering a team to compete in Casco's Ultimate Mud Challenge Saturday at Lake Arvesta Farms outside South Haven. McCormack said he is leading a team of eight people through the 5K off-road obstacle course.

He said he will run Valor Training Center based on three core values - valor, integrity and obligation.

"Valor to me means being able to help and provide goodness to others or a community so that everyone may benefit as a whole," he said. "Integrity - simply, knowing inside what's actually the right thing to do versus the wrong thing. It's sketched in on your heart, whether it's right or wrong. ... Obligation is really commitment and having valor or the courage to make the choice yourself willingly and the integrity to do it correctly."

McCormack said he was injured while attached to Strike Fighter Squadron 94 (VFA 94), also known as the "Mighty Shrikes," a U.S. Navy Hornet fighter squadron stationed at Naval Air Station Lemoore in Fresno County, Calif. He was injured after falling 12 feet off a piece of equipment on the base.

Contact: lwrege@TheHP.com, 932-0361, Twitter: @HPWrege

Love over death

By LOUISE WREGE - HP Staff Writer | Posted: Monday, July 27, 2015 6:00 am

HP Top Story

BANGOR - The story of how wounded U.S. Navy veteran John Michael McCormack, 24, of Bangor came back from a life-threatening brain injury is one of a father's love for his child.

"I don't know how he did it," McCormack said of his father, Greg McCormack of Coloma. "He never gave up. Even when he did his best, he took it to the next level to make sure it was done so there was no room for failure."

His father is helping him open Valor Training Center, a nonprofit facility that will provide customized physical fitness programs to youth and veterans.

Greg McCormack said he first learned that his son was injured when troopers from the Michigan State Police banged on his door at 5 a.m. the day of the injury, Oct. 20, 2012, and told him to call a trauma center in California.

"(The doctor) informed me that he had a traumatic brain injury that was nonrecoverable," he said. "They would keep him on life support systems until we arrived, and then we could pull the plug as a family. He was in a fetal position, nonresponsive."

He said it took him and his wife, Jane Krajnik, three flights and 15 hours to get to their son's side.

As the day went on, he said doctors from the trauma center told him they had installed a drainage stent to reduce his son's internal cranial pressure, and the pressure had come down enough that he qualified for a bone flap procedure - meaning that half of his skull was removed to allow the brain to swell and go through its healing process.

"The prognosis was the same," he said. "They restated, 'This is a nonrecoverable injury.'"

When he arrived at the trauma center, he said the doctor told him that while the prognosis was still grave, he no longer recommended pulling the plug.

"He also said he could die at any minute," Greg McCormack said. "(The doctor said that) if, by a miracle, he was to survive, he would be a drooling vegetable in a wheelchair."

He said his son's vital signs had deteriorated so much by the second day that no one was allowed to see him.

"We thought this was the time he was going to die," his father said. "I walked down the hall to the waiting area, and I had a breakdown and gave him up to Jesus. I prayed the Lord would do what's best for him, John Michael."

Shortly after his breakdown, Greg McCormack said the nurse came out of his son's room and said he was starting to recover.

"His vital signs improved. They were able to stabilize his ICPs. And ever since then, his recovery skyrocketed," he said. "God blessed us with a miracle."

That's not to say that the recovery was easy.

Greg McCormack said doctors kept his son in a medically induced coma for a month. Then, his son spent time in various rehabilitation centers.

"He had to relearn everything - how to talk, how to wash his hands, how to brush his teeth, how to speak in coherent sentences," he said.

Greg McCormack, a machine design engineer, said he was in California so much that he left his job and started his own business - M & M Industrial Services. He brought his son back to Michigan to continue his recovery in September 2013.

John Michael McCormack said he has regained all of his memories except the month before the injury and the accident itself. Although recovery has been tough, he said the benefit to his spiritual faith has been tremendous.

"Even though I've lost my peripheral vision, my spiritual vision has increased exponentially," he said. "I wouldn't change that."

The McCormacks said they are members of St. Joseph Catholic Church in Watervliet.

Contact: lwrege@TheHP.com, 932-0361, Twitter: @HPWrege