

# City Council

## Regular Meeting Agenda

Monday, June 20, 2016  
7:00 p.m., Council Chambers



1. Call to Order
2. Invocation – Reverend Curry Pikkaart, Retired – President of South Haven Area Ministerial Services (SHAMA)
3. Proclamation for Albermarle Corporation
4. Roll Call
5. Approval of Agenda
6. **Consent Agenda: Items A through F (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 asked to approve the City Council Regular meeting minutes for June 6, 2016.
  - B. Council will be asked to approve invoices totaling \$778,056.75 for the period ending June 5, 2016 be approved and forwarded to the Clerk and Treasurer for payment.
  - C. Council will be asked to approve budget adjustments for FY 2015-16.
  - D. Council will be asked to approve the Household Chemical Waste Program Agreement with Van Buren Conservation District.
  - E. Council will be asked to approve a Special Event Sign Request for the Bark-B-Que Fundraiser sponsored by the Al-Van Humane Society.
  - F. Council will be asked to accept the following minutes:
    - 1) November 18, 2015 Construction Board of Appeals minutes;
    - 2) April 27, 2016 Housing Commission minutes;
    - 3) April 28, 2016 Special Meeting Planning Minutes; and
    - 4) May 5, 2016, Planning Commission meeting minutes.

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

### OLD BUSINESS

7. Council will be asked to take the following actions related to utility rate setting:
  - A. The City Council should consider a motion to host a public hearing on the proposed amendments to the utility rate ordinance.

- B. The City Council should consider approval of the proposed amendments to the utility rate ordinance.**

NEW BUSINESS

- 8. Council will be asked to receive an update from South Haven Health Systems.**
- 9. Council will be asked to consider the following annual board and commission appointments/reappointments:**

**A. Reappoint board and commission members as follows:**

| <u>Name</u>      | <u>Board</u>                  | <u>Term</u> |
|------------------|-------------------------------|-------------|
| Catherine Jarvie | Library Board                 | 5 years     |
| Charles Moore    | Parks Commission              | 3 years     |
| Craig Neiphaus   | Construction Board of Appeals | 5 years     |
| Tim Reineck      | Harbor Commission             | 3 years     |
| Stephanie Timmer | LDFA-BRA                      | 4 years     |

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

| <u>Name</u>   | <u>Board</u>       | <u>Term</u> |
|---------------|--------------------|-------------|
| Ashley Deming | Harbor Commission  | 3 years     |
| John DeCardy  | Housing Commission | 5 years     |
| Kate Hosier   | Building Authority | 4 years     |
| Wendi Onuki   | Parks Commission   | 3 years     |

**10. Council will be asked to consider the following Special Events:**

- A. Application 2016-22: Fourth of July Parade, to be held on July 4, 2016 at 11:00 a.m. with parade route on Kalamazoo, Huron, Michigan, and Center Streets. (Streets closed by 10:30 a.m.)**
- B. Special Event Application 2016-23 – Michigander Bicycle Tour, to be held on July 22, 2016 from 9:00 a.m. to 4:00 p.m., in Stanley Johnston Park, sponsored by the Michigan Fitness Foundation.**

**11. Council will be asked to approve Resolution 2016-43, a resolution recommending local government approval of an application for a brewpub license by Ballock’s Bar & Grill.**

**12. Council will be asked to consider for approval the following traffic control orders:**

- A. Traffic Control Order 16-003, Cook Street Parking**
- B. Traffic Control Order 16-004, Cass Street Parking**

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.

**13. Interested Citizens in the Audience Will Be Heard on Items Not on the Agenda**

**14. City Manager's Comments**

**15. Mayor and Councilperson's Comments**

**16. Adjourn**

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "B. Dissette", written in a cursive style.

**Brian Dissette, City Manager**

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.

## **PROCLAMATION**

*WHEREAS, Albemarle Corporation, a leading global developer and manufacturer of highly-engineered specialty chemicals, employs about 160 employees at its South Haven facility; and*

*WHEREAS, in January of 2015 plans to sell the South Haven plant were announced; and*

*WHEREAS, despite the announcement of a pending sale, Albemarle's employees still kept productivity levels high; and*

*WHEREAS, although the Fine Chemical Division is a small portion of Albemarle's business portfolio, it remains profitable, in part due to more stringent federal regulations on imported generic drugs giving American pharmaceutical manufacturers a competitive edge; and*

*WHEREAS, sixteen months later, Albemarle Corporation has decided to retain ownership of the facility on Kalamazoo Street; and*

*WHEREAS, Albemarle Corporation and Albemarle employees have consistently engaged, communicated, planned and supported the South Haven Police Department and South Haven Area Emergency Services and South Haven Schools through the Albemarle Foundation; and Albemarle employees have volunteered and worked with Habitat for Humanity and the community build at the Elkenberg Park renovation; and*

*WHEREAS, Albemarle has been a major contributor toward Project Lead the Way, a science and engineering curriculum at Baseline Middle School)and the Al-Van Humane Society.*

*NOW, THEREFORE, BE IT RESOLVED, that the City of South Haven does hereby recognize and honor Albemarle for their continued commitment to improving community health, education and safety and their active support of South Haven area families.*

---

**Robert G. Burr, Mayor  
City of South Haven, Michigan**

# City Council

## Regular Meeting Minutes

Monday, June 6, 2016  
7:00 p.m., Council Chambers



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

### 2. Invocation – Moment of Silence

### 3. Roll Call

Present: Jeff Arnold, Clark Gruber, Andy Klavins, Vickiy Kozlik Wall, Steve Schlack, Bob Burr

Absent: Scott Smith

Moved by Klavins, seconded by Gruber, to excuse Councilmember Smith due to personal reasons.

Voted Yes: All. Motion carried.

### 4. Approval of Agenda

Moved by Gruber, seconded by Schlack, to approve the agenda.

Voted Yes: All. Motion carried.

### 5. Consent Agenda: Items A through H (Roll Call Vote Required)

Moved by Kozlik Wall, seconded by Klavins, to approve the Consent Agenda as follows:

- A. Council will be asked to approve the City Council Special meeting minutes for May 27, 2016.
- B. Council will be asked to approve the City Council Regular meeting minutes for May 17, 2016.
- C. Council will be asked to approve invoices totaling \$472,346.02 for the period ending June 5, 2016 be approved and forwarded to the Clerk and Treasurer for payment.
- D. Council will be asked to approve an increase in employee pension contributions for division #02-Police, from 4.5% to 5.0%, in accordance with the police supervisory and non-supervisory collective bargaining agreements.
- E. Council will be asked to ratify the TPOAM union contract (Public Works) for a three-year agreement with an average annual increase value of approximately 2.36%.
- F. Council will be asked to appoint Travis Sullivan to the City Clerk position.
- G. Council will be asked to approve Resolution 2016-42, a resolution approving MDOT contract 16-5080.
- H. Council will be asked to accept the following minutes:

- 1) April 11, 2016 Brownfield Authority meeting minutes;
- 2) April 11, 2016 Local Development Finance Authority meeting minutes;
- 3) April 20, 2016 Liberty Hyde Bailey Museum board meeting minutes; and
- 4) April 25, 2016, Board of Public Utilities meeting minutes.

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Klavins, Kozlik Wall, Schlack, Burr

Nays: None

Motion carried.

### OLD BUSINESS

**6. Council will be asked to take the following action regarding the planned reconstruction of Kalamazoo Street, Phase 3, and the proposed special assessment districts:**

**A. Conduct a public hearing to consider any objections to the proposed Special Assessment Roll 201601.**

Moved by Kozlik Wall, seconded by Arnold, to open the public hearing to consider any objections to the proposed Special Assessment Roll 201601.

Voted Yes: All. Motion carried. Public hearing open.

City Manager Brian Dissette gave details about the project which will span from Elkenburg to Aylworth.

No public comment.

Moved by Kozlik Wall, seconded by Klavins, to close the public hearing for the proposed Special Assessment Roll 201601.

Voted Yes: All. Motion carried. Public hearing open.

**B. Consider Resolution 2016-34: Confirmation of Special Assessment Roll; Lien; Payment and Collection of Special Assessment.**

Moved by Klavins, seconded by Arnold, to approve Resolution 2016-34: Confirmation of Special Assessment Roll; Lien Payment and Collection of Special Assessment.

Voted Yes: All. Motion carried.

**C. Consider award of the construction contract to Kalin Construction Company, Inc., of Sodus, MI, in the amount of \$1,393,217.60.**

Moved by Kozlik Wall, seconded by Gruber, to award the construction contract to Kalin Construction Company Inc., of Sodus, MI, in the amount of \$1,393,217.60

Voted Yes: All. Motion carried.

## NEW BUSINESS

- 7. Council will be asked to receive a presentation from Van Buren County Road Commission's Engineer-Manager, Larry Hummel, regarding the County-Wide Road Millage renewal on the August 2<sup>nd</sup> primary.**

Larry Hummel, Engineer-Manager of the Van Buren County Road Commission spoke on the renewal of the road millage on the primary ballot at the August 2<sup>nd</sup> election.

- 8. Council will be asked to consider the following resolutions regarding the Fiscal Year 2016-17 Budget:**

City Manager Brian Dissette and Finance Director Wendy Hochstedler introduced this item and answered questions posed by Council.

- A. Resolution 2016-35: A Resolution adopting the 2016-17 Fiscal Year for Component Unit Funds of the City of South Haven, Michigan.**

Moved by Gruber, seconded by Schlack, to approve Resolution 2016-35: A Resolution adopting the 2016-17 Fiscal Year for Component Unit Funds of the City of South Haven, Michigan.

Voted Yes: All. Motion carried.

- B. Resolution 2016-36: A Resolution adopting the 2016-17 Fiscal Year Budget for Enterprise and Internal Service Funds of the City of South Haven, Michigan.**

Moved by Klavins, seconded by Kozlik Wall, to approve Resolution 2016-36: A Resolution adopting the 2016-17 Fiscal Year Budget for Enterprise and Internal Service Funds of the City of South Haven, Michigan.

Voted Yes: All. Motion carried.

- C. Resolution 2016-37: A Resolution adopting the 2016-17 Fiscal Year Budget for General, Special Revenue, Debt Service, Capital Projects and Fiduciary Funds of the City of South Haven, Michigan.**

Moved by Arnold, seconded by Klavins, to approve Resolution 2016-37: A Resolution adopting the 2016-17 Fiscal Year Budget for General, Special Revenue, Debt Service, Capital Projects and Fiduciary Funds of the City of South Haven, Michigan.

Voted Yes: All. Motion carried.

- D. Resolution 2016-38: A Resolution setting the 2016 Property Tax Millage.**

Moved by Kozlik Wall, seconded by Schlack to approve Resolution 2016-38: A Resolution setting the 2016 Property Tax Millage.

Voted Yes: All. Motion carried.

**9. Council will be asked to introduce an ordinance amending water, sanitary sewer, and electric rates for the city's various utility components.**

City Manager Brian Dissette introduced this item noting that rates for the electric fund will be slightly lower than the rates listed in the packet.

Moved by Kozlik Wall, seconded by Klavins to introduce an ordinance amending water, sanitary sewer, and electric for the city's various utility components.

Voted Yes: All. Motion carried.

**10. Council will receive a presentation, from Mr. Chris Cook, PE, Abonmarche Engineering, on the city's planned capital improvement projects.**

Chris Cook, Professional Engineer from Abonmarche Engineering, spoke on his presentation regarding the city's planned capital improvement projects.

Jean Conlisk, 60 Lakeshore Drive, wanted clarification as to whether rebuilding Lakeshore Drive is included in the project.

Bob Overheul, 451 Hubbard, had questions on the bedrock and suggested that it may be 50' down instead of 40'.

Ray Fuller, 201 Black River Street had questions on the special assessments on his area and where the walkway will be constructed.

**11. The City Council will be asked to consider approval of the following resolutions, which provide the required notice of intent for the City of South Haven to pursue bond financing for the planned capital improvement projects:**

**A. Adopt Resolution 2016-39, a resolution to purchase, acquire and construct improvements to the sanitary sewer system and to publish notice of intent to issue revenue bonds.**

Moved by Klavins, seconded by Gruber, to approve Resolution 2016-39, a resolution to purchase, acquire and construct improvements to the sanitary sewer system and to publish notice of intent to issue revenue bonds.

Voted Yes: All. Motion carried.

**B. Adopt Resolution 2016-40, a resolution to purchase, acquire and construct capital improvements and to publish notice of intent to issue municipal securities.**

Moved by Arnold, seconded by Kozlik Wall, to approve Resolution 2016-40, a resolution to purchase, acquire and construct capital improvements and to publish notice of intent to issue municipal securities.

Voted Yes: All. Motion carried.

**C. Adopt Resolution 2016-41, a resolution approving building authority lease and notice.**

Moved by Arnold, seconded by Klavins, to approve Resolution 2016-41, a resolution approving building authority lease and notice.

Voted Yes: All. Motion carried.

**12. Council will be asked to consider renewal of a license agreement for outdoor dining and alcohol services with Black River Tavern, 403 Phoenix Street, originally approved March 3, 2014.**

City Manager Brian Dissette spoke on this issue and gave a short background.

Moved by Gruber, seconded by Arnold, to approve the renewal of a license agreement for outdoor dining and alcohol services with Black River Tavern, 403 Phoenix Street, originally approved March 3, 2014.

Voted Yes: All. Motion carried.

**13. Council will be asked to approve the proposed amendment to the SoHa Surf Shop license agreement dated November 11, 2014.**

Moved by Gruber, seconded by Schlack, to approve the proposed amendment to the SoHa Surf Shop license agreement dated November 11, 2014.

Voted Yes: All. Motion carried.

**14. Interested Citizens in the Audience Will Be Heard on Items Not on the Agenda**

Mike Rainey of the Van Buren County Conservation District spoke to Council regarding securing funding and their intent to seek a millage (1/10 mills) on the county ballot to help continue work as stewards of the environment.

Ray Fuller, 201 Black River Street, had concerns for public works regarding issues at his association for powerline in a willow tree and drainage ditch not draining properly.

Dan Abbott, candidate for the Van Buren County Sheriff's office, introduced himself to the Council and spoke on his background and his qualifications for the office.

Bob Overheul, 451 Hubbard, introduced himself to the Council as the common law candidate for sheriff and spoke on his background and qualifications for the office.

Randy Vogel, 58 Lakeshore Drive & 57 Promenade, has concerns from the Memorial Day weekend where large group of kids were drinking and making a ruckus. He felt very unsafe last fourth of July from the drunkenness; alleyway next to his house was used as a urinal.

Jean Conlisk, 60 Lakeshore Drive, has owned property for many years but believes that the activity on the beach is out of control.

Gerald Webb, 508 North Shore Drive, stated his appreciation and thanks for all the work done by the city staff and police department

## 15. City Manager's Comments

This Memorial Day was very unusual. Typically, our main goals for the weekend are securing the parade route and ensuring the cemetery is cleaned up and prepared. However, warm temperatures and unusually large crowds made this Memorial Day quite different. Over 24 arrests were made over the weekend.

Natalie Thompson, Acting Police Chief, spoke on the efforts over the Memorial Day weekend and future plans for crowd management and handling drunk and disorderly conduct on the city's beaches. A meeting for residents and concerned citizens will be June 7, 2016 at 6:00 p.m. at the South Haven Police Department.

City Manager also spoke about the Women's Self-Defense Class that occurred on June 4 which was quite successful. There is a second class scheduled for June 18, 2016. If there is additional interest in the class, more sessions may be organized.

Lastly, Dissette discussed the parking situation in the Cass Street area.

## 16. Mayor and Councilperson's Comments

**Klavins:** Inquired on the progress on the parking lot construction and resurfacing at Black River Park. Toured Frankfort, MI and saw people opening beers on the pier there. It happens everywhere but we will stay on top of it. Our baseball team won the district games.

**Arnold:** Three half-days left for school. Tried out the new handicap kayak launch – it is very nice feature.

**Gruber:** Inquired what is happening with the signage with preventing large campers from parking along Monroe Boulevard.

**Schlack:** Big thank you to city staff and thanked Acting Chief Thompson for her report

**Kozlik Wall:** Thank you to the parks department and city staff for the weekend efforts. Let's help each other remember to pick up after ourselves. Appreciates the police department and the time taken with 24 arrests.

**Burr:** No comment.

## 17. Adjourn

Moved by Gruber, seconded by Klavins, to adjourn the meeting.  
Voted Yes: All. Motion carried meeting adjourned at 9:04 p.m.

City of South Haven  
Regular Meeting Council Minutes  
City Hall, Council Chambers  
7:00 p.m., Monday, June 6, 2016

RESPECTFULLY SUBMITTED,

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

Kate Hosier, Assistant City Manager  
Approved by City Council:

**CITY OF SOUTH HAVEN  
JUNE 20, 2016**

|                            | PREPAID              | CURRENT              | TOTAL                |
|----------------------------|----------------------|----------------------|----------------------|
| 101-GENERAL FUND           | \$ 102,180.71        | \$ 95,650.77         | \$ 197,831.48        |
| 202-MAJOR STREET FUND      | \$ 5,252.73          | \$ -                 | \$ 5,252.73          |
| 203-LOCAL STREET FUND      | \$ 3,604.42          | \$ -                 | \$ 3,604.42          |
| 204-STREET FUND            | \$ 1,140.79          | \$ 1,617.00          | \$ 2,757.79          |
| 226-GARBAGE/REFUSE FUND    | \$ 124.01            | \$ 32,215.95         | \$ 32,339.96         |
| 250-DOWNTOWN DEVELOPMENT   | \$ 252,165.08        | \$ 6,384.45          | \$ 258,549.53        |
| 251-LDFA #1                | \$ 69.05             | \$ -                 | \$ 69.05             |
| 252- LDFA #2               | \$ 75.23             | \$ -                 | \$ 75.23             |
| 253-LDFA #3                | \$ 85.16             | \$ -                 | \$ 85.16             |
| 260-BROWNFIELD AUTHORITY   | \$ -                 | \$ -                 | \$ -                 |
| 265-NARCOTICS UNIT         | \$ 6,667.12          | \$ 79.96             | \$ 6,747.08          |
| 266-POLICE TRAINING        | \$ -                 | \$ -                 | \$ -                 |
| 296-RIVER MAINTENANCE      | \$ -                 | \$ -                 | \$ -                 |
| 363- CAPITAL BOND          | \$ -                 | \$ -                 | \$ -                 |
| 370- BUILDING AUTHORITY #2 | \$ -                 | \$ -                 | \$ -                 |
| 371-CAPITAL BOND DEBT SERV | \$ -                 | \$ -                 | \$ -                 |
| 372-WATER PLANT FUND       | \$ -                 | \$ -                 | \$ -                 |
| 395-DDA DEBT SERVICE       | \$ -                 | \$ -                 | \$ -                 |
| 396- DDA DISTRICT #2       | \$ -                 | \$ -                 | \$ -                 |
| 401-CAPITAL PROJECTS       | \$ -                 | \$ -                 | \$ -                 |
| 402-CAPITAL PROJECTS #2    | \$ -                 | \$ -                 | \$ -                 |
| 466- PAVILION AND ICE RINK | \$ -                 | \$ -                 | \$ -                 |
| 545-BLACK RIVER PARK       | \$ 207.22            | \$ 178.89            | \$ 386.11            |
| 577-BEACH FUND             | \$ 3,402.75          | \$ 1,336.00          | \$ 4,738.75          |
| 582-ELECTRIC FUND          | \$ 28,980.26         | \$ 23,779.49         | \$ 52,759.75         |
| 591-WATER FUND             | \$ 58,688.71         | \$ 27,663.07         | \$ 86,351.78         |
| 592-SEWER FUND             | \$ 64,352.86         | \$ 35,863.22         | \$ 100,216.08        |
| 594-MUNICIPAL MARINA       | \$ 1,112.20          | \$ 5,810.05          | \$ 6,922.25          |
| 636-INFORMATION SERVICES   | \$ 1,287.86          | \$ 3,294.49          | \$ 4,582.35          |
| 661-MOTOR POOL             | \$ 8,403.16          | \$ 5,524.09          | \$ 13,927.25         |
| 677-SELF INSURANCE         | \$ -                 | \$ -                 | \$ -                 |
| 703-TAX FUND               | \$ -                 | \$ -                 | \$ -                 |
| 718-TRUST & AGENCY         | \$ 260.00            | \$ 600.00            | \$ 860.00            |
| 750-EMPLOYEE WITHHOLDING   | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL</b>               | <b>\$ 538,059.32</b> | <b>\$ 239,997.43</b> | <b>\$ 778,056.75</b> |

06/15/2016 11:42 AM  
User: MARGUE  
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN  
CHECK DATE FROM 06/03/2016 - 06/03/2016

Page: 1/1

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|-------------|-------------|--------|
|------------|------|-------|--------|-------------|-------------|--------|

Bank 1 FIFTH THIRD BANK

|            |   |       |        |                        |  |               |
|------------|---|-------|--------|------------------------|--|---------------|
| 06/03/2016 | 1 | 54486 | 002752 | VAN BUREN COUNTY DRAIN | SOIL & SED. CONTROL PERMIT-KALAMAZOO STR | <u>245.00</u> |
|------------|---|-------|--------|------------------------|--|---------------|

1 TOTALS:

Total of 1 Disbursements:

245.00

06/15/2016 11:44 AM  
User: MARGUE  
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN  
CHECK NUMBERS 54487 - 54488

Page: 1/1

| Check Date              | Bank | Check | Vendor | Vendor Name        | Description                | Amount           |
|-------------------------|------|-------|--------|--------------------|----------------------------|------------------|
| Bank 1 FIFTH THIRD BANK |      |       |        |                    |                            |                  |
| 06/06/2016              | 1    | 54487 | 000947 | GREAT WOLF RESORTS | LODGING - MARY ANN FRAZIER | 220.08           |
| 06/06/2016              | 1    | 54488 | 002424 | SOUTH HAVEN/CASCO  | MONTHLY REU DEBT CHARGES   | 79,567.43        |
|                         |      |       |        |                    | MONTHLY REU O & M CHARGES  | 9,588.28         |
|                         |      |       |        |                    |                            | <u>89,155.71</u> |

1 TOTALS:

Total of 2 Disbursements:

89,375.79

| Check Date              | Bank | Check | Vendor    | Vendor Name                 | Description                          | Amount          |
|-------------------------|------|-------|-----------|-----------------------------|--------------------------------------|-----------------|
| Bank 1 FIFTH THIRD BANK |      |       |           |                             |                                      |                 |
| 06/10/2016              | 1    | 54489 | 000016    | ABSHIRE, ROBIN              | SET BUOYS FOR BEACHES                | 325.50          |
| 06/10/2016              | 1    | 54490 | 000095    | AMERICAN PRIDE              | REPAIRS                              | 167.20          |
| 06/10/2016              | 1    | 54491 | 000136    | APPROVED PROTECTION SYSTEMS | ANNUAL FIRE EXTINGUISHER MAINTENANCE | 201.50          |
| 06/10/2016              | 1    | 54492 | 003074    | APX INC                     | ENERGY OPTIMIZATION SERVICES         | 172.35          |
| 06/10/2016              | 1    | 54493 | UB REFUND | ARNO, FAYE N                | UB refund for account: 10457020      | 105.93          |
| 06/10/2016              | 1    | 54494 | 000430    | CENTURY LINK                | LONG DISTANCE                        | 7.77            |
| 06/10/2016              | 1    | 54495 | 000471    | CITY PLUMBING & HEATING CO  | PREVENTIVE MAINTENANCE - DPW         | 417.01          |
| 06/10/2016              | 1    | 54496 | 000514    | CONSTRUCTION ASSOCIATES INC | BUILDING INSPECTIONS                 | 6,039.32        |
| 06/10/2016              | 1    | 54497 | 000604    | DE BEST INC                 | DIGGING TRENCH FOR CONDUIT           | 232.00          |
| 06/10/2016              | 1    | 54498 | 000622    | DELL MARKETING L P          | MONITOR                              | 181.89          |
|                         |      |       |           |                             | BATTERIES                            | 779.03          |
|                         |      |       |           |                             | DOCKING STATION                      | 583.41          |
|                         |      |       |           |                             |                                      | <u>1,544.33</u> |
| 06/10/2016              | 1    | 54499 | 000660    | DOMESTIC LINEN-KALAMAZOO    | CITY HALL RENTALS                    | 248.00          |
|                         |      |       |           |                             | DPW RENTALS                          | 893.94          |
|                         |      |       |           |                             |                                      | <u>1,141.94</u> |
| 06/10/2016              | 1    | 54500 | UB REFUND | DRURY, KATHLEEN A           | UB refund for account: 30087005      | 29.26           |
| 06/10/2016              | 1    | 54501 | 003120    | ELITE K-9 INC               | K-9 SUPPLIES                         | 1,614.55        |
| 06/10/2016              | 1    | 54502 | UB REFUND | FAGAN, MATTHEW B            | UB refund for account: 31260001      | 229.77          |
| 06/10/2016              | 1    | 54503 | UB REFUND | FIRST METHODIST CH          | UB refund for account: 11075000      | 370.89          |
|                         |      |       |           |                             | UB refund for account: 11076000      | 80.35           |
|                         |      |       |           |                             |                                      | <u>451.24</u>   |
| 06/10/2016              | 1    | 54504 | 000843    | FRONTIER COMMUNICATIONS     | TELEPHONE 269-637-7926-011395-5      | 35.20           |
|                         |      |       |           |                             | TELEPHONE 269-637-3649-041905-5      | 48.15           |
|                         |      |       |           |                             | TELEPHONE 269-639-1795-082214-5      | 70.00           |
|                         |      |       |           |                             | TELEPHONE 269-637-1402-071613-5      | 117.87          |
|                         |      |       |           |                             | TELEPHONE 269-637-1386-071613-5      | 63.95           |
|                         |      |       |           |                             | TELEPHONE 231-197-0043-051713-5      | 58.57           |
|                         |      |       |           |                             |                                      | <u>393.74</u>   |
| 06/10/2016              | 1    | 54505 | UB REFUND | FROST, JOHN J               | UB refund for account: 11486002      | 33.80           |
| 06/10/2016              | 1    | 54506 | 000847    | FUEL MANAGEMENT SYSTEM      | FUEL                                 | 5,120.30        |
| 06/10/2016              | 1    | 54507 | UB REFUND | GOGINS, AMY L               | UB refund for account: 10638018      | 151.32          |
| 06/10/2016              | 1    | 54508 | UB REFUND | GREEN, JORDAN A             | UB refund for account: 10027014      | 63.69           |
| 06/10/2016              | 1    | 54509 | 003386    | GREENMARK EQUIPMENT         | TRACTOR RENTAL                       | 2,047.20        |
|                         |      |       |           |                             | EQUIPMENT REPAIRS                    | 2,225.55        |
|                         |      |       |           |                             |                                      | <u>4,272.75</u> |
| 06/10/2016              | 1    | 54510 | 000963    | GRP ENGINEERING INC         | ENGINEERING SERVICES                 | 656.25          |
|                         |      |       |           |                             | CORE CITY SEC UPGRADES PHAES 3       | 262.50          |
|                         |      |       |           |                             |                                      | <u>918.75</u>   |
| 06/10/2016              | 1    | 54511 | 000999    | HARBOR TOWING, INC          | TOWING                               | 155.00          |
| 06/10/2016              | 1    | 54512 | 003187    | RODERICK HATHAWAY           | MEALS REIMBURSEMENT                  | 48.19           |
| 06/10/2016              | 1    | 54513 | UB REFUND | HAYES, MELINDA E            | UB refund for account: 30455509      | 28.91           |
| 06/10/2016              | 1    | 54514 | UB REFUND | HENDERSON, TROY D           | UB refund for account: 11192008      | 408.04          |
| 06/10/2016              | 1    | 54515 | 001097    | HOYT CONTRACTING, DON       | DEPOSIT REFUND - 350 BROCKWAY        | 300.00          |





| Check Date | Bank | Check | Vendor | Vendor Name | Description          | Amount        |
|------------|------|-------|--------|-------------|----------------------|---------------|
|            |      |       |        |             | MAINTENANCE SUPPLIES | 7.71          |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 8.98          |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 12.43         |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 0.56          |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 7.36          |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 63.86         |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 1.34          |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 61.37         |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 8.09          |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 39.90         |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 74.39         |
|            |      |       |        |             | MAINTENANCE SUPPLIES | 10.23         |
|            |      |       |        |             |                      | <u>680.09</u> |

1 TOTALS:

Total of 70 Disbursements:

448,438.53

| Check Date              | Bank | Check | Vendor    | Vendor Name                 | Description   | Amount  |
|-------------------------|------|-------|-----------|-----------------------------|---|---|
| Bank 1 FIFTH THIRD BANK |      |       |           |                             |   |   |
| 06/20/2016              | 1    | 54559 | 000014    | ABONMARCHE CONSULTANTS INC  | INDIAN GROVE LIFT STATION & MONROE BLVD<br>MAIN PUMP STATION CONSOLIDATION<br>SAW GRANT ASSET MANAGEMENT PLANS<br>PETERSON RAVINE MANHOLE REHABILITATION<br>MAIN PUMP STATION CONSOLIDATION   | 1,617.00<br>2,766.56<br>4,297.89<br>368.18<br><u>13,080.82</u><br>22,130.45 |
| 06/20/2016              | 1    | 54560 | 003455    | ACLARA TECHNOLOGIES LLC     | METRUM WIRELESS NET   | 72.00   |
| 06/20/2016              | 1    | 54561 | 000050    | ALEXANDER CHEMICAL CORP     | CHEMICALS<br>CHEMICALS<br>CHEMICALS<br>DEPOSIT REFUND   | 2,178.50<br>1,000.91<br>1,942.00<br><u>(800.00)</u><br>4,321.41             |
| 06/20/2016              | 1    | 54562 | UB REFUND | AMERICAN LEGION             | UB refund for account: 21294000   | 792.53  |
| 06/20/2016              | 1    | 54563 | 000177    | AUTO-WARES GROUP            | REPAIR/MAINT SUPPLIES- ACCT #23300720<br>REPAIR/MAINT SUPPLIES- ACCT #23300720 | 5.69<br>2.79<br>16.09<br>53.48<br>4.18<br>44.29<br><u>23.15</u><br>149.67   |
| 06/20/2016              | 1    | 54564 | 000178    | AUTOZONE, INC               | SUPPLIES<br>SUPPLIES  | 47.98<br><u>5.99</u><br>53.97   |
| 06/20/2016              | 1    | 54565 | 000229    | BEAVER RESEARCH COMPANY     | SUPPLIES<br>SUPPLIES  | 727.25<br><u>717.27</u><br>1,444.52   |
| 06/20/2016              | 1    | 54566 | 000285    | BLOOMINGDALE COMMUNICATIONS | BCI BUSINESS INTERNET   | 3,222.94  |
| 06/20/2016              | 1    | 54567 | UB REFUND | BOSWELL, JOYCE A            | UB refund for account: 20171002   | 110.60  |
| 06/20/2016              | 1    | 54568 | UB REFUND | BREEN, DEBORAH A            | UB refund for account: 20094402   | 190.92  |
| 06/20/2016              | 1    | 54569 | 000337    | BRONSINK & BOS EQUIPMENT    | SUPPLIES  | 869.80  |
| 06/20/2016              | 1    | 54570 | 000351    | BS&A SOFTWARE INC           | SETUP/TRAINING FOR SHORT TERM RENTAL PRO  | 1,180.00  |
| 06/20/2016              | 1    | 54571 | UB REFUND | BURROWS, WILLIAM E &        | UB refund for account: 20960701   | 653.06  |
| 06/20/2016              | 1    | 54572 | 000372    | C.C. JOHNSON & MALHOTRA PC  | WWTP IPP PROGRAM  | 4,122.82  |
| 06/20/2016              | 1    | 54573 | UB REFUND | CALHOUN, ROBERT             | UB refund for account: 21230301   | 150.37  |
| 06/20/2016              | 1    | 54574 | 000392    | CARLETON EQUIPMENT COMPANY  | BOBCAT REPAIRS & MAINTENANCE<br>BOBCAT REPAIRS & MAINTENANCE  | 825.00<br><u>119.87</u><br>944.87   |
| 06/20/2016              | 1    | 54575 | 000430    | CENTURY LINK                | LONG DISTANCE   | 93.25   |
| 06/20/2016              | 1    | 54576 | 000453    | CHIEF SUPPLY CORP           | UNIFORMS<br>UNIFORMS  | 156.46<br><u>94.58</u><br>251.04  |



| Check Date | Bank | Check | Vendor    | Vendor Name                   | Description  | Amount               |
|------------|------|-------|-----------|-------------------------------|--|----------------------|
| 06/20/2016 | 1    | 54599 | 001373    | LAWN BOYS INC                 | LAWNCARE   | 1,630.00             |
| 06/20/2016 | 1    | 54600 | UB REFUND | LEWIS, BRYAN & CAROL          | UB refund for account: 21639000  | 892.27               |
| 06/20/2016 | 1    | 54601 | 001450    | MACNLOW ASSOCIATES            | ORGANIZATIONAL ASSESSMENT & IMPROVED EFF<br>ORGANIZATIONAL ASSESSMENT & IMPROVED EFF | 5,000.00<br>5,000.00 |
|            |      |       |           |                               |  | <u>10,000.00</u>     |
| 06/20/2016 | 1    | 54602 | 001467    | MARK A MANNING                | ATTORNEY SERVICES  | 8,320.00             |
| 06/20/2016 | 1    | 54603 | 001544    | MENARDS                       | MAINTENANCE SUPPLIES   | 217.84               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 59.88                |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 44.29                |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 79.96                |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 32.75                |
|            |      |       |           |                               |  | <u>434.72</u>        |
| 06/20/2016 | 1    | 54604 | 001657    | MICHIGAN TOWNSHIP SERVICES    | ELECTRICAL INSPECTIONS   | 1,876.50             |
| 06/20/2016 | 1    | 54605 | 003153    | ROBERT MILLER JR              | CONSULTATION CONTRACT - MAY  | 1,137.50             |
| 06/20/2016 | 1    | 54606 | 001766    | MUZZALL GRAPHICS              | EMPLOYEE ABSENCE REPORTS   | 162.83               |
| 06/20/2016 | 1    | 54607 | UB REFUND | NELSON, PAUL & KAY            | UB refund for account: 20967000  | 343.24               |
| 06/20/2016 | 1    | 54608 | 001819    | NEW AGE LANDMARK              | MICROBIOLOGY SAMPLE DISPOSAL   | 30.00                |
| 06/20/2016 | 1    | 54609 | 001888    | OKUN BROTHERS SHOES           | BOOTS  | 122.21               |
| 06/20/2016 | 1    | 54610 | UB REFUND | OLSEN, DOUGLAS H              | UB refund for account: 20204503  | 191.66               |
| 06/20/2016 | 1    | 54611 | UB REFUND | PLEASANT VIEW MHP-SOUTH HAVEN | UB refund for account: 20604003  | 74.53                |
|            |      |       |           |                               | UB refund for account: 20452005  | 78.50                |
|            |      |       |           |                               | UB refund for account: 20441008  | 60.53                |
|            |      |       |           |                               |  | <u>213.56</u>        |
| 06/20/2016 | 1    | 54612 | 002020    | POWER LINE SUPPLY CO          | CLEAN & TEST GLOVES  | 691.00               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 3,002.80             |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 1,082.44             |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 575.39               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 11.71                |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 737.70               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 804.22               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 417.25               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 236.09               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 110.00               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 44.62                |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 558.00               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 54.50                |
|            |      |       |           |                               | GLOVES   | 924.00               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 364.12               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 188.86               |
|            |      |       |           |                               |  | <u>9,802.70</u>      |
| 06/20/2016 | 1    | 54613 | 002033    | PRI MAR PETROLEUM INC         | CARS WASHED  | 35.00                |
| 06/20/2016 | 1    | 54614 | 002132    | REPUBLIC SERVICES #646        | DISPOSAL SERVICES 3-0646-1079813   | 3,282.64             |
|            |      |       |           |                               | DISPOSAL SERVICES 3-0646-1079814   | 115.66               |
|            |      |       |           |                               | DISPOSAL SERVICES 3-0646-9646005   | 29,909.73            |
|            |      |       |           |                               |  | <u>33,308.03</u>     |
| 06/20/2016 | 1    | 54615 | 002155    | RIDGE AND KRAMER AUTO PARTS   | MAINTENANCE SUPPLIES   | 168.41               |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 7.56                 |
|            |      |       |           |                               | MAINTENANCE SUPPLIES   | 15.12                |

| Check Date | Bank | Check | Vendor    | Vendor Name                 | Description                              | Amount          |
|------------|------|-------|-----------|-----------------------------|--|-----------------|
|            |      |       |           |                             | MAINTENANCE SUPPLIES                     | 33.51           |
|            |      |       |           |                             |  | <u>224.60</u>   |
| 06/20/2016 | 1    | 54616 | UB REFUND | RIGOZZI, HEATHER S          | UB refund for account: 20728502          | 162.52          |
| 06/20/2016 | 1    | 54617 | 002267    | SECANT TECHNOLOGIES         | RACK MOUNT KIT                           | 71.55           |
| 06/20/2016 | 1    | 54618 | 002268    | SECURALARM SYSTEMS INC      | REPAIRS - CITY HALL                      | 1,070.25        |
|            |      |       |           |                             | SYSTEM INSTALLATION - KIDS CORNER PARK   | 2,924.50        |
|            |      |       |           |                             | SYSTEM INSTALLATION - ELKINBERG PARK     | 4,100.00        |
|            |      |       |           |                             |  | <u>8,094.75</u> |
| 06/20/2016 | 1    | 54619 | UB REFUND | SEWELL, IRA W               | UB refund for account: 30153002          | 400.00          |
| 06/20/2016 | 1    | 54620 | UB REFUND | SHIER, NANCY I              | UB refund for account: 15116001          | 407.20          |
| 06/20/2016 | 1    | 54621 | UB REFUND | SMITH, BEVERLY J            | UB refund for account: 21179009          | 128.13          |
| 06/20/2016 | 1    | 54622 | UB REFUND | SMITH, SCOTT                | UB refund for account: 21003500          | 468.38          |
| 06/20/2016 | 1    | 54623 | UB REFUND | SONNENBERG, DAVID           | UB refund for account: 20807000          | 138.14          |
| 06/20/2016 | 1    | 54624 | 002386    | SOUTH HAVEN AREA CHAMBER    | ANNUAL MEETING TICKET                    | 120.00          |
| 06/20/2016 | 1    | 54625 | 002426    | SOUTHSHORE CONCERT BAND     | RIVERFRONT CONCERT SERIES                | 600.00          |
| 06/20/2016 | 1    | 54626 | 002453    | SPENCER MANUFACTURING, INC  | BEACH SIGNS                              | 1,336.00        |
| 06/20/2016 | 1    | 54627 | 002461    | SPRING BROOK SUPPLY         | PARTS                                    | 12.33           |
| 06/20/2016 | 1    | 54628 | 002478    | STAPLES ADVANTAGE           | SUPPLIES                                 | 875.07          |
| 06/20/2016 | 1    | 54629 | 003456    | STATE OF MICHIGAN-MDEQ      | CERTIFICATION RENEWAL A-1J               | 95.00           |
| 06/20/2016 | 1    | 54630 | 002513    | STEEL CENTER SUPPLY CO      | BUILD & INSTALL MARINA GUARD RAIL GATE   | 1,800.00        |
|            |      |       |           |                             | CUT BACK POST & INSTALL NEW RADIUS - MAR | 300.00          |
|            |      |       |           |                             | MAINTENANCE SUPPLIES                     | 345.88          |
|            |      |       |           |                             |  | <u>2,445.88</u> |
| 06/20/2016 | 1    | 54631 | 003390    | TASER INTERNATIONAL         | CONTROLLER, HOLSER                       | 42.91           |
| 06/20/2016 | 1    | 54632 | 002599    | THAYER INC                  | PARKS SUPPLIES                           | 187.20          |
|            |      |       |           |                             | PARKS SUPPLIES                           | 2,207.60        |
|            |      |       |           |                             |  | <u>2,394.80</u> |
| 06/20/2016 | 1    | 54633 | 002728    | USA BLUE BOOK               | LAB SUPPLIES                             | 800.20          |
|            |      |       |           |                             | LAB SUPPLIES                             | 104.84          |
|            |      |       |           |                             | LAB SUPPLIES                             | 62.95           |
|            |      |       |           |                             | LAB SUPPLIES                             | 170.28          |
|            |      |       |           |                             |  | <u>1,138.27</u> |
| 06/20/2016 | 1    | 54634 | 002758    | VAN BUREN INTERMEDIATE      | AED UNITS FOR DPW VEHICLES               | 9,875.91        |
| 06/20/2016 | 1    | 54635 | 002792    | VERIZON WIRELESS            | CELL PHONES 542074882-00001              | 69.14           |
| 06/20/2016 | 1    | 54636 | 003414    | VERPLANK TRUCKING CO.       | LIMESTONE                                | 4,580.31        |
| 06/20/2016 | 1    | 54637 | 002822    | WAGNER'S PLUMBING & HEATING | REPAIRS - SOUTH BEACH                    | 120.50          |
| 06/20/2016 | 1    | 54638 | MISC      | WARD'S MARINE ELECTRIC      | MAINTENANCE & REPAIRS                    | 428.60          |
| 06/20/2016 | 1    | 54639 | 002843    | RON WASHEGESIC              | ROD SEWER - CENTER & HURON               | 150.00          |
| 06/20/2016 | 1    | 54640 | 002883    | WEST MICHIGAN DOCUMENT      | SHREDDING SERVICE                        | 45.00           |
| 06/20/2016 | 1    | 54641 | UB REFUND | WHITMORE, SUSIE             | UB refund for account: 21415005          | 121.02          |
|            |      |       |           |                             | UB refund for account: 21414000          | 88.79           |
|            |      |       |           |                             |  | <u>209.81</u>   |
| 06/20/2016 | 1    | 54642 | UB REFUND | WILKINS, SHIRLEY            | UB refund for account: 21211200          | 442.69          |
| 06/20/2016 | 1    | 54643 | 002953    | WOODHAMS, INC , DON         | PART                                     | 20.69           |
|            |      |       |           |                             | REPAIRS                                  | 385.95          |
|            |      |       |           |                             | PARTS                                    | 940.77          |
|            |      |       |           |                             | REPAIRS                                  | 354.54          |

06/15/2016 11:57 AM  
User: MARGUE  
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN  
CHECK DATE FROM 06/20/2016 - 06/20/2016

| Check Date | Bank | Check | Vendor    | Vendor Name          | Description                     | Amount          |
|------------|------|-------|-----------|----------------------|---------------------------------|-----------------|
|            |      |       |           |                      | REPAIRS                         | 746.66          |
|            |      |       |           |                      | REPAIRS                         | 505.66          |
|            |      |       |           |                      |                                 | <u>2,954.27</u> |
| 06/20/2016 | 1    | 54644 | UB REFUND | WORKS, WILLIAM WAYNE | UB refund for account: 21712000 | 358.87          |
| 06/20/2016 | 1    | 54645 | UB REFUND | ZUNIGA, DELIA        | UB refund for account: 30311003 | <u>77.45</u>    |

1 TOTALS:

Total of 87 Disbursements:

239,997.43



# City of South Haven

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

REPORT TO: Honorable Mayor and City Council  
FROM: Wendy J. Hochstedler, Finance Director  
SUBJECT: Fiscal Year 2015-16 Final Budget Adjustment  
MEETING DATE: June 20, 2016

**BACKGROUND:** Section 8.6 of the City Charter permits revisions to the City Budget if the revenues or expenditures are not at the anticipated levels. There are a number of revenue and expenditure adjustments that need to be formally entered into the accounting system at this time.

This report represents all the adjustments needed to be made to the budget for the entire fiscal year. It reflects various project expenses that were approved throughout the year by the City Council and also adjusts various revenue and expense items to their projected levels at June 30, 2016.

The report shows the original budget and amended budget amounts, along with the projected fund balance at the end of this fiscal year. Overall budgeted revenues show a net decrease of \$63,054 while the overall budgeted expenses increased by \$238,225. This includes adjustments for changes in personnel costs, planned infrastructure projects that were either not completed last year and were added back, had major scope changes in the project or were not included in the original budget document and other unexpected repairs & maintenance items unplanned expenses. The General Fund is expected to use approximately \$480,838 of reserves by the end of this fiscal year with a projected fund balance remaining of \$1,665,020 or approximately 21.8% of annual expenditures. There were large expenditures for improvements of City owned property and other land purchases.

**RECOMMENDATION:** It is recommended that the City Council approve the attached budget adjustment for the Fiscal Year 2015-16 and authorize the Finance Director/Treasurer to amend the Budget as stated within this report.

**FISCAL EFFECTS:** The fiscal effects are as stated and shown in this report.

Respectfully Submitted;

A handwritten signature in cursive script that reads "Wendy J. Hochstedler".

---

Wendy J. Hochstedler  
Finance Director/Treasurer



CITY OF SOUTH HAVEN  
SCHEDULE OF CITY BUDGETS  
ORIGINAL AND AMENDED

Revenues and Expenditures by Fund and Activity

| Fund Description               | Activity | ORIGINAL       |                    | BUDGET ADJUSTMENT | AMENDED        |                    | AMENDED FUND NET CHANGE | 6/30/2015     |               | 6/30/2016 |  |
|--------------------------------|----------|----------------|--------------------|-------------------|----------------|--------------------|-------------------------|---------------|---------------|-----------|--|
|                                |          | Total Revenues | Total Expenditures |                   | Total Revenues | Total Expenditures |                         | FUND BALANCE  | FUND BALANCE  |           |  |
| 401 Capital Improvement Fund   |          | \$ 770,890     | \$ 1,156,240       |                   | \$ 659,007     | \$ 926,011         | \$ (267,004)            | 473,054       | \$ 206,050    |           |  |
| 402 Capital Improvement Fund 2 |          | \$ -           | \$ -               |                   | \$ 75,000      | \$ 230,100         | \$ (155,100)            | 155,397       | \$ 297        |           |  |
| 466 Pavilion and Ice Rink      |          | \$ 40,000      | \$ 40,000          |                   | \$ 43,000      | \$ 44,500          | \$ (1,500)              | 6,929         | \$ 5,429      |           |  |
| 498 Cemetery Improvement       |          | \$ 12,500      | \$ 195,000         |                   | \$ 12,500      | \$ -               | \$ 12,500               | 303,345       | \$ 315,845    |           |  |
| Capital Funds                  |          | \$ 823,390     | \$ 1,391,240       |                   | \$ 789,507     | \$ 1,200,611       | \$ (411,104)            | \$ 938,725    | \$ 527,621    |           |  |
| Enterprise Funds               |          |                |                    |                   |                |                    |                         |               |               |           |  |
| 582 Electric                   |          | \$ 14,971,307  | \$ 14,630,780      |                   | \$ 14,971,307  | \$ 14,630,780      | \$ 340,527              | 17,199,624    | \$ 17,540,151 |           |  |
| 591 Water                      |          | \$ 4,008,283   | \$ 4,478,139       |                   | \$ 4,008,283   | \$ 4,478,139       | \$ (469,856)            | 7,773,667     | \$ 7,303,811  |           |  |
| 592 Sewer                      |          | \$ 2,619,854   | \$ 2,896,038       |                   | \$ 2,619,854   | \$ 2,896,038       | \$ (276,184)            | 7,192,829     | \$ 6,916,645  |           |  |
| 594 Marina                     |          | \$ 682,500     | \$ 873,369         |                   | \$ 682,500     | \$ 873,369         | \$ (190,869)            | 2,382,397     | \$ 2,191,528  |           |  |
| 545 Black River Park           |          | \$ 493,100     | \$ 633,209         |                   | \$ 493,100     | \$ 633,209         | \$ (140,109)            | 579,018       | \$ 438,909    |           |  |
| 577 Beach Parking              |          | \$ 249,000     | \$ 259,647         |                   | \$ 249,000     | \$ 259,647         | \$ (10,647)             | 151,487       | \$ 140,840    |           |  |
| Enterprise Funds               |          | \$ 23,024,044  | \$ 23,771,182      |                   | \$ 23,024,044  | \$ 23,771,182      | \$ (747,138)            | \$ 35,279,023 | \$ 34,531,885 |           |  |
| Internal Service Funds         |          |                |                    |                   |                |                    |                         |               |               |           |  |
| 636 Information Services       |          | \$ 296,284     | \$ 331,702         |                   | \$ 296,284     | \$ 331,702         | \$ (35,418)             | 187,201       | \$ 151,783    |           |  |
| 661 Motor Pool                 |          | \$ 829,107     | \$ 975,687         |                   | \$ 836,296     | \$ 975,687         | \$ (139,391)            | 2,630,054     | \$ 2,490,663  |           |  |
| 677 Self-Insurance Fund        |          | \$ -           | \$ 150,000         |                   | \$ -           | \$ 150,000         | \$ (150,000)            | 632,305       | \$ 482,305    |           |  |
| Internal Service Funds         |          | \$ 1,125,391   | \$ 1,457,389       |                   | \$ 1,132,580   | \$ 1,457,389       | \$ (324,809)            | \$ 3,449,559  | \$ 3,124,750  |           |  |
| Total                          |          | \$ 37,092,548  | \$ 39,787,660      |                   | \$ 37,029,494  | \$ 40,025,885      |                         |               |               |           |  |

CITY OF SOUTH HAVEN  
SUMMARY BY FUND GROUP  
FY 2016

| Fund Group             | Original Budget Revenues | Original Budget Expenditures | Budgeted Addition (Use) of Fund Reserves | Amended Budget Revenues | Amended Budget Expenditures | Amended Addition (Use) of Fund Reserves |
|------------------------|--------------------------|------------------------------|--|-------------------------|-----------------------------|---|
| General Fund           | \$ 7,031,515             | \$ 7,123,700                 | \$ (92,185)                              | \$ 7,149,140            | \$ 7,629,978                | \$ (480,838)                            |
| Special Revenue Funds  | \$ 2,470,879             | \$ 2,384,444                 | \$ 86,435                                | \$ 2,322,508            | \$ 2,468,520                | \$ (146,012)                            |
| Component Units        | \$ 1,699,096             | \$ 2,741,472                 | \$ (1,042,376)                           | \$ 1,693,830            | \$ 2,580,320                | \$ (886,490)                            |
| Debt Service Funds     | \$ 918,233               | \$ 918,233                   | \$ -                                     | \$ 917,885              | \$ 917,885                  | \$ -                                    |
| Capital Funds          | \$ 823,390               | \$ 1,391,240                 | \$ (567,850)                             | \$ 789,507              | \$ 1,200,611                | \$ (411,104)                            |
| Enterprise Funds       | \$ 23,024,044            | \$ 23,771,182                | \$ (747,138)                             | \$ 23,024,044           | \$ 23,771,182               | \$ (747,138)                            |
| Internal Service Funds | \$ 1,125,391             | \$ 1,457,389                 | \$ (331,998)                             | \$ 1,132,580            | \$ 1,457,389                | \$ (324,809)                            |
|                        | \$ 37,092,548            | \$ 39,787,660                | (2,695,112)                              | \$ 37,029,494           | \$ 40,025,885               | (2,996,391)                             |



# City of South Haven

---

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

To: South Haven City Council  
Brian Dissette, City Manager  
From: Travis Sullivan  
Date: June 15, 2016  
Subject: Hazardous Waste Agreement

The City Council is being asked to approve an agreement between the City of South Haven and the Van Buren Conservation District, regarding Household Chemical Waste Disposal services. The city will provide funding up to a maximum of \$1500.00 for disposal. Items eligible for disposal are as follows:

Oil based paints, garden & lawn chemicals, pesticides, batteries, solvents & paint thinners, acids/bases, household cleaners, aerosols, reactives, automotive chemicals, gasoline, kerosene, antifreeze, mercury and mercury devices, corrosives, fluorescent bulbs, electronics.

Collection dates and locations are as follows:

- Saturday, June 18th from 9:00am-1:00pm at Van Buren County Department of Human Services located at 801 Hazen Street, Paw Paw, MI 49079
- Saturday, September 17th from 9:00am – 1:00pm at South Haven Public Works Department located at 1199 8th Ave. South Haven, MI 49090

**HOUSEHOLD CHEMICAL WASTE PROGRAM  
AGREEMENT BETWEEN  
VAN BUREN CONSERVATION DISTRICT  
In Conjunction with  
The County of Van Buren  
AND  
VAN BUREN COUNTY MUNICIPALITIES**

**PREAMBLE**

This agreement is made between the Van Buren Conservation District, Resource Recovery Office, at 1035 E. Michigan Ave., Paw Paw, MI, in conjunction with the County of Van Buren, hereinafter referred to as the "Conservation District" and Van Buren County Township/Village/City Municipalities, hereinafter referred to as the "Municipality."

**WHEREAS**, the Municipality is in need of Household Chemical Waste Disposal services and is willing to provide funding for such services; and

**WHEREAS**, the Van Buren Conservation District coordinates the household chemical waste collection program;

**NOW, THEREFORE**, in consideration of the mutual covenants and promises hereinafter made the parties hereto agree as follows:

**PURPOSE**

This agreement describes services the Conservation District will provide to the municipality in exchange for the municipality's financial support to the Household Chemical Waste Program. This agreement further describes additional responsibilities of the Conservation District and Municipality, besides funding, related to participation in the Household Chemical Waste (HCW) Program. It also describes the transfer of funds between the municipality and the Conservation District, how the funds will be utilized and the method to be used to provide an accounting of these funds.

**RESPONSIBILITIES OF THE CONSERVATION DISTRICT**

The Conservation District will:

1. Provide household chemical waste collection services to residents of the municipality on the condition that there are adequate funds on account with the Conservation District to pay for both disposal costs and the general program support.

2. Operate a HCW Collection Program year-around and at least one special collection per year at the Household Chemical Waste Collection Shed on Hazen St., Paw Paw and at least one additional special collection at another location throughout the County. Collections will be held in June and in September, unless otherwise noted. The rates for disposal costs will be set at least 1 month prior to the collection date.
3. Provide staffing for the HCW Collection Program.
4. Accept the following materials at a HCW collection.

|                      |                             |             |
|----------------------|-----------------------------|-------------|
| Oil Based Paints     | Garden & Lawn Chemicals     | Pesticides  |
| Batteries            | Solvents & Paint Thinners   | Acids/Bases |
| Household Cleaners   | Aerosols                    | Reactives   |
| Automotive Chemicals | Gasoline                    | Kerosene    |
| Antifreeze           | Mercury and Mercury Devices | Corrosives  |
| Fluorescent bulbs    | Electronics                 |             |

*The Conservation District may modify this list at any time and/or alter fees or rates depending on the certified contractors that are hired to dispose/recycle this waste properly.*

5. The following materials will not be accepted at the household chemical waste collection, unless otherwise noted by the Van Buren Conservation District:

|             |                |                       |
|-------------|----------------|-----------------------|
| Latex Paint | Used Motor Oil | Ammunition            |
| Explosives  | Asbestos       | Radioactive Materials |

Any other material as determined by the Conservation District and/or certified contractor hired for collection.

There may be a separate opportunities, that may or may not be in conjunction with the special HCW collections, to recycle some of the above listed materials, for example Latex Paint.

6. Require that a citizen fill out a survey sheet that provides name, address and identify correct municipality in which they reside. The Conservation District may at the time ask for proof of residency, such as a valid Michigan's Drivers License at any time of collection to prove residency. If such proof is not provided, the citizen will be refused service unless full payment is provided at that time.
7. Limit the amount of household chemical waste collected to what is agreed upon by the said municipality per household per collection before additional rates will apply. For example if the Municipality would like to pay for the first 25 lbs. of each resident that resides in that said municipality, the first 25 lbs. would be free to the resident (cost for this 25lbs would be billed to the municipality) and the resident would be responsible to pay for any additional lbs. dropped off.

8. Provide marketing using the local press and newsletters to promote proper disposal of household chemical waste. Funding and arranging for additional advertisement is encouraged and will be the responsibility of the party desiring such additional advertisements unless otherwise agreed to by both parties.
9. Provide on-going public education on household chemical waste and proper disposal methods for such waste. Education efforts will include distribution of flyers and pamphlets at community events, and public speaking presentations.
10. Maintain waste reduction WebPages and contact phone number to provide the public with information regarding proper disposal of household chemical waste, safer alternatives, and community resources.
11. Contract with a licensed transporter to transport and dispose of materials collected through the program at a facility licensed for such hazardous waste by the State of Michigan. It is understood that the District's agreement with its transporter and disposal contractor designates the contractor as the "generator" of such materials. Nothing in this agreement between the Conservation District and the Municipality to assist in the financing of the program is intended to place the Conservation District or the Municipality in the position of being an "owner", "transporter", "arranger", or "generator" for purposes of federal or state statutes concerning liability for hazardous waste.

#### **RESPONSIBILITIES OF THE MUNICIPALITY:**

1. If additional collections of household chemical waste are desired besides the regular Conservation District collections, such additional collections will be mutually agreed upon by both parties as to the date, hours of operation and eligibility of clients. These collections will be subject to funding from the municipality. The municipality will provide volunteers to staff these additional collections.
2. As a means to promote cost savings for the municipality and the program, the municipality will endeavor to promote waste reduction and encourage its citizens to help contain costs by combining similar materials, such as paints and varnishes.

#### **AGREEMENT AMOUNT**

The municipality under the terms of this agreement will provide funding each year to the Van Buren Conservation District for the household chemical waste collections. Each Municipality will agree to submit the Contract Signature Page with a specified maximum amount of funding available to be used to help support the residents in their said municipalities each year and/or per resident at the HCW collections. Ninety percent (90%) of the agreement amount will be designated for Collection & Disposal costs and ten percent (10%) for the Operating Expenses.

## **FUNDING AND REPORTING PROCEDURES:**

1. Funding received from each municipality will be held on account and allocated to support the District's HCW Program in the following way:
  - 90% for Collection and Disposal of the municipality's citizens' household chemical waste at the HCW collections.
  - 10% of the total Agreement Amount, as indicated above, for Operating Expenses (to include advertisement, site staffing, equipment rental, etc.)

The 10% portion is non-refundable, regardless of actual participation at the collection facility, and shall be paid in full upon receipt of invoice.

2. Within 30 days after the collection billing is received from the collection contractor, the Conservation District will submit an invoice to the municipality based upon actual participation at the collection site by residents of the municipality. The municipality shall pay the invoice amount to the Van Buren Conservation District within thirty (30) days of the invoice.
3. Costs charged to the municipality for utilization of the HCW collection services will be based upon actual number of households and amount of waste from the municipality served. The following formula will be used to calculate the charge to the municipality: *Total pounds of waste collected x rate charged by collection contractor. The rate is subject to change at any time and the Conservation District will notify Municipalities about those changes at least one month prior to each collection event.*

**For example**, one hundred households, countywide, were served. Five (5) of the 100 households were from the municipality. The total pounds from the (5) households collected was 250. The municipality's cost for the 5 households using the collection is \$275.00 figured as follows: 250 (pounds recycled) X \$1.10 (rate charged by collection contractor) = \$275.00

4. The Conservation District will provide an annual report to each local unit of government providing funding to the HCW Program. The report will serve as the basis for accounting of funds provided to the District for the HCW Program. This report will provide an account of costs, including total costs for disposal, cost per unit of government and the number of citizens utilizing the program.

## **AGREEMENT MODIFICATION**

The Conservation District may send a Letter of Understanding to the Municipality in order to add additional funding to the current contract amount.

## **INDEMNIFICATION**

The municipality agrees to indemnify and hold harmless the Conservation District, its agents, employees, officers and representatives, from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any act, negligence or omission on the part of the municipality, its agents, employees, officers, or representatives, in performing this Agreement. The Conservation District agrees to indemnify and hold harmless the municipality, its agents, employees, officers and representatives, from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any act, negligence or omission on the part of the Conservation District, its agents, employees, officers, or representatives, in performing this Agreement, provided that nothing herein contained in the Agreement constitutes, nor shall be construed, as a waiver of any governmental immunity that has been provided to the Conservation District or its agents, employees, officers or representatives by common law, statute or court decision.

## **SEVERABILITY**

If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of the Agreement shall remain in full force and effect.

## **ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of paragraph heading "Agreement Modification." The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

## **HEADINGS**

The Headings or Titles of the sections and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a Heading or Title and the text of the section or paragraph, the text shall control.

## **NOTICE**

Any Notice/Communication required, or permitted, under this Agreement from one party to another, shall be deemed effective if the party sending the Notice/Communication uses

any of the following means of communication: hand delivery, first class mail, facsimile, or electronic transmission. The Municipalities agree that Notices and Communications should be sent to the following address:

AJ Brucks  
Van Buren Conservation District  
1035 E. Michigan Ave.  
Paw Paw, MI 49079  
269-657-4030x5  
alison.brucks@mi.nacdnet.net

The Municipalities agree to provide updated contact information for their preferred way of communication on the Contract Signature Page submitted each year to the Conservation District and the Conservation District agrees to use that contact for Notices and Communication.

### **PERIOD OF AGREEMENT**

This agreement is in full force each year after the Contract Signature Page is submitted to the Conservation District.

### **TERMINATION**

Either party may terminate this agreement at will by giving sixty (60) days written notice to the other party.

### **SIGNATURES**

The individual or officer signing the Agreement (Contract Signature Page) certified by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official, or agency. Signatures will be required on the Contract Signature Page along with preferred contact information, funding amounts, agreed dates and locations of the collections. Contract Signature Pages will be submitted every calendar year.

**Household Chemical Waste Recycling Program  
Agreement Between with the Van Buren Conservation District**

**Contract Signature Page**

The \_\_\_\_\_ (name of municipality) would like to participate in the 2016 Household Chemical Waste (HCW) Collections and pledge funding to help support the residents in our municipality to properly dispose of their hazardous waste at the following collections.

- Saturday, June 18<sup>th</sup> from 9:00am-1:00pm at Van Buren County Department of Human Services located at 801 Hazen Street, Paw Paw, MI 49079
- Saturday, September 17<sup>th</sup> from 9:00am – 1:00pm at South Haven Public Works Department located at 1199 8<sup>th</sup> Ave. South Haven, MI 49090

Our municipality agrees to support by the following option (please X the option you choose and fill in any blanks if it is necessary):

- \_\_\_ We would like to fund all of our resident’s household chemical waste at the HCW collections
- \_\_\_ We would like to fund the first 25 lbs. of each resident with no maximum limit of funds for the HCW collections
- \_\_\_ We would like to fund the first \_\_\_\_\_ lbs. of each resident with no maximum limit of funds for the HCW collections
- \_\_\_ We would like to fund the first 50 lbs. of each resident with the maximum limit available for the collections being \$1000.00.
- \_\_\_ We would like to fund the first \_\_\_\_\_ lbs. of each resident with the maximum amount of funds available for the collections being \$\_\_\_\_\_.
- \_\_\_ We are not interested in funding our resident’s household chemical waste recycling at this time.
- \_\_\_ We participate in another HCW collection opportunity, therefore our residents are covered through that program.

*Regardless of municipality funding support ALL Van Buren County residents are welcome to utilize the HCW collection events to properly recycle their household chemicals. Residents will be responsible to pay for their own recycling if municipalities choose not to participate or if residents have lbs. over what municipalities are willing to cover with above supported option checked.*

Agreed upon chemical (hazardous) materials available for municipalities’ funds: Oil Based Paints, Garden & Lawn Chemicals, Pesticides, Batteries, Solvents & Paint Thinners, Acids/Bases, Household Cleaners, Aerosols, Reactives, Automotive Chemicals, Gasoline, Kerosene, Antifreeze, Mercury and Mercury Devices, Corrosives and Fluorescent bulbs.

The Van Buren Conservation District will update Municipalities as soon as possible if other materials will be available to recycle at collection events and cost for said materials. For example; latex paint, electronics or passenger tires.

**Municipality Contact Information for:** \_\_\_\_\_ Township/Village/City (circle one)

\_\_\_\_\_  
Address City Zip Phone

\_\_\_\_\_  
Supervisor's Email Clerk's Email Treasurer Email

\_\_\_\_\_  
Other Email Other Email

For the Municipality

\_\_\_\_\_  
Printed or typed name Title

\_\_\_\_\_  
Signature Date

For the Van Buren Conservation District

AJ Brucks Executive Director  
Printed or typed name Title



\_\_\_\_\_  
Signature 5/13/2016 Date

**Contract Signature Page can be sent back to the Van Buren Conservation District the following ways:**

Emailed to:  
alison.brucks@mi.nacdnet.net

Mailed to:  
Van Buren Conservation District  
c/o AJ Brucks  
1035 E. Michigan Ave.  
Paw Paw, MI 49079

Billing and Invoices: Within 30 days after the collection billing is received from the collection contractor, the Van Buren Conservation District will submit an invoice to the municipality based upon actual participation at the collection site by residents of the municipality. The municipality shall pay the invoice amount to the Van Buren Conservation District within thirty (30) days of the invoice.



## Special Event Sign Request Humane Society Bark-B-Que

City of South Haven

### **Background Information:**

The Al-Van Humane Society is requesting approval for two (2) activities intended to promote their annual Bark-B-Que fundraiser. The event is scheduled for August 12, 2016 during the Blueberry Festival. They are asking permission to place eight (8) small signs on public property in the downtown area of Phoenix Street (ref. attached map). The signs will be in place two (2) days prior to the event and will be removed after 8:00 p.m. the day of the event.

The second request is to allow chalk advertising on the sidewalks downtown along Phoenix Street.

The two (2) square foot sign design is included in this packet. The applicant has stated that the sign size will be reduced if required.

### **Recommendation:**

Staff has no problem with permitting the requested activities for the short time requested. No part of the sign placement or sidewalk art shall interrupt free movement along the sidewalk or access to businesses.

### **Support Material:**

Completed application

Respectfully submitted,  
Linda Anderson  
Zoning Administrator



To the South Haven City Council:

This is a request for permission to promote the annual Al-Van Humane Society Bark-B-Q held on August 12<sup>th</sup> during Blueberry Festival at the Huron Street Pavilion.

1. Permission to display small yard signs in soft dirt areas along Phoenix Street. signs would be placed two days prior to the event and removed after 8:00 pm the day of the event. (Map included)
2. Chalk advertising of the Bark-B-Q drawn the day of the event on cement sidewalks along Pheonix Street.

Thank you for your consideration.

Cathy Novak  
Chairman, Al-Van Humane Society Bark-B-Q  
269-214-6485

City of South Haven

Special Event Sign Application

CONTACT INFORMATION

Event Title: Al-Van Humane Society "Bark-B-Q"

Sponsoring Organization: Al-Van Humane Society

Contact Name: Cathy Novak, chairman

Telephone: 269-214-6485 Cell Phone: \_\_\_\_\_

Email Address: ckelley713@yahoo.com

SPECIFIC INFORMATION

Nature of Event: Fund raiser

Sign Description (picture of sign showing dimensions **must** be included): Picture included will be adjusted for date and 2x2 sign size.

Location of sign(s) (attach drawing if needed): Attached

Date(s) sign will be displayed: August 10, 11, 12 Removed  
evening of August 12

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

INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the placement of said temporary signage.

Cathy Novak  
Applicants Signature

6-8-16  
Date

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

All Proceeds to Benefit the Animals at  
Al-Van Humane Society

# Blueberry Bark-B-Que

Pulled Pork Bark-B-Que Dinner

*Includes Sandwich, Beans, Chips, Ice Cream with Blueberries, and Beverage*

Under the Pavillion on Huron Street  
Downtown South Haven

**Friday, August 7, 2015**

Under the Pavillion on Huron Street  
Downtown South Haven

4 p.m. - Whenever the Grub is Gone!  
To Go Dinners Available!

\$10 Adults - \$5 for Children Under 12



South Haven on Google Map [Current local time in South Haven, MI](#) [Time in Michigan](#) [USA Time Clock](#) [World Time Clock and TimeZones Map](#)

# 24TimeZones.com

Detailed online map of South Haven, Michigan  
Satellite map - street map and area map

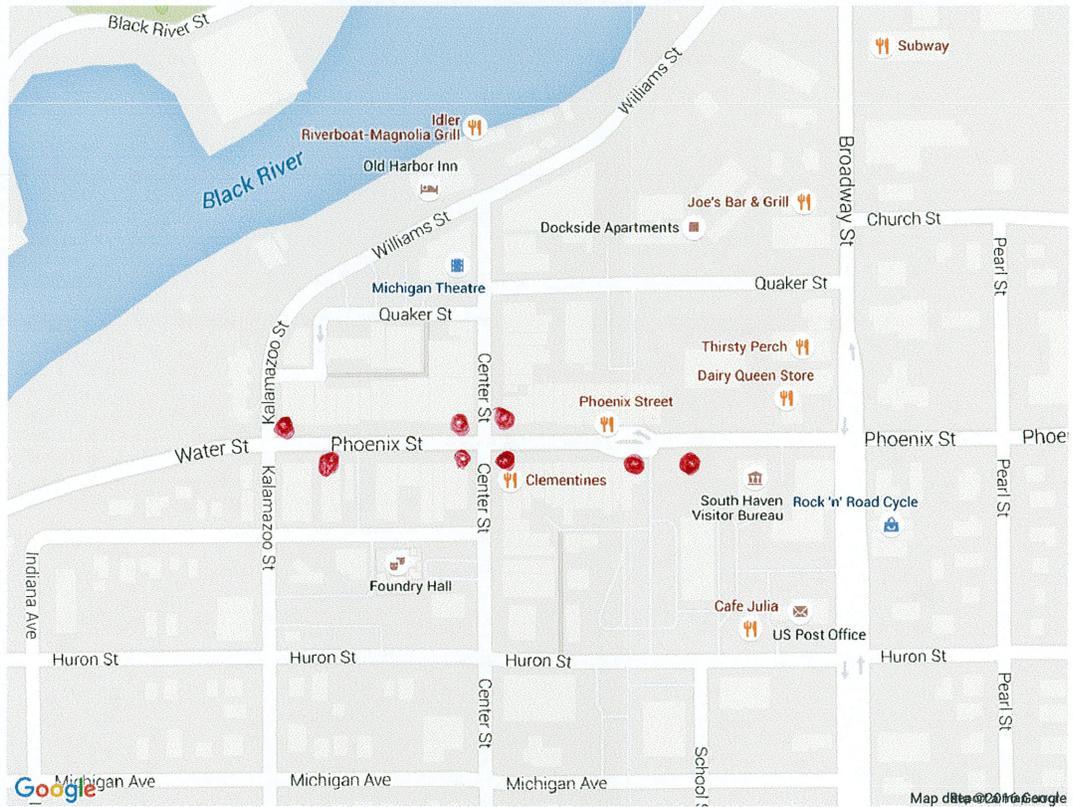
[World Time Clock](#) [Europe Time Map](#) [Australia Time Map](#) [US Time Map](#) [Canada Time Map](#) [World Time Directory](#) [Downloads](#) [Contact Us](#)  
[AdChoices](#) [Street Map](#) [Michigan Road Map](#) [Google Earth Map](#) [City Map](#)

## Online Map of South Haven - street map and satellite map

South Haven, Van Buren County, Michigan on Googlemap

### Get Out of Your Timeshare

No upfront or hidden fees to sell your timeshare. Rated "A" by BBB.



View Google Map for locations near South Haven : [Covert](#), [Glenn](#), [Grand Junction](#), [Bangor](#), [Paw Paw Lake](#)

Placement of signs

## Start Download

Get Maps, Directions, Street Views & Traffic w/ Free OnlineMapFinder

[World Time Zone Map](#) [Europe Time Map](#) [Australia Time Map](#) [US Time Map](#) [Canada Time Map](#) [World Time Directory](#) [Downloads](#) [Contact Us](#)

Travelling to South Haven, Michigan? Find out more with this detailed online map of South Haven, Van Buren County, Michigan provided by Google Maps - city plan, satellite map, downtown locations, street view.  
Copyright © 2005-2016 24TimeZones.com. All rights reserved.

Al- Van Humane Society sign placement for August 12<sup>th</sup> "Bank-B-Q" at Pavilion.

Cathy Novak  
269-214-6485

Signs will be 2<sup>2</sup> ft in size

# Construction Board of Appeals

## Regular Meeting Minutes

Wednesday, November 18, 2015  
3:00 p.m., Conference Room A



City of South Haven

### 1. Call to Order by Morse at 3:00 p.m.

### 2. Roll Call

Present: Dibble, Heinig, Morse  
Absent: Stickland

Also present: Ross Rogien, Building Official

### 3. Approval of Agenda

Motion by Heinig, second by Dibble to approve the November 18, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

### 4. Approval of Minutes – July 22, 2015

Motion by Heinig, second by Dibble to approve the July 22, 2015 regular meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

### 6. Appeal - 220 Superior Street

Anderson noted this is a situation with many neighbor complaints; raccoon infestation with raccoons in and out upper windows. The Building Official noticed the house; the hearing officer ruled that the house should be demolished. About  $\frac{3}{4}$  of the way into the time limit allowed for the home owner to demolish the house, the appellant called and changed his mind and wanted to repair the structure saying he wanted to appeal. Anderson informed him that the appeal would be scheduled; today was the soonest a hearing could be scheduled.

The appellant was told very clearly not to come without a plan, including a structural engineer, and a schedule for repairs to be completed.

This morning Anderson discovered a message on her phone; the appellant had called last evening saying he forgot about the meeting, and wanted to delay the meeting as he was in Chicago. Anderson told him the meeting would go forward and that he should have someone here. The home owner said he cannot get his contractor here, he's too busy, and he would send Anderson all the drawings.

Anderson distributed a copy of the one sheet of a drawing which the home owner identifies as a drawing of the current house as it stands now with the problem areas of the foundation highlighted. The home owner stated he would have the contractor send a schedule later. Anderson told the appellant that if the CBA approves the appeal, they will tell the appellant what the schedule will be.

According to a letter from the appellant dated October 13, 2015, the applicant said he would return with full plans, structural engineer and schedule but nothing had been received as of 2:30 p.m. today.

Rogien indicated that the drawing provided does not tell us anything. Dibble reminded that the home owner sent a letter to Anderson to which Anderson responded, "Yes, he sent us a formal request to appeal even though I told him that an appeal would be automatically scheduled. In the letter it was indicated that the home owner was "in contact with" a contractor and a structural engineer."

Dibble asked if the appellant followed through with the letter to which Anderson and Rogien responded that they have received nothing. Dibble commented that all that was sent was a floor plan. Discussion ensued regarding the fact that the appellant has not followed through with the requirements for the appeal and the "as-built" drawing submitted three minutes before the meeting by email. Dibble noted that the home owner said he couldn't get his contractor there and in the email he notes that they are looking for a contractor.

Dibble said he hates to make a judgement when the roof looks straight. Rogien noted there are holes in the walls and rotten windowsills. Rogien does not think the applicant has an idea how much money it will take to pull this off.

Anderson noted that when the hearing officer was here and explained the costs the appellant indicated he could not afford that. He was told by the hearing officer that he could tear it down and rebuild a small cottage less expensively than repairing the house.

Discussion ensued about giving the homeowner time to do the repairs and previous situations that were allowed to repair buildings after lengthy periods between contact. If more time is given and the work is not done before the deadline it could turn into another one of these long dragged out problem properties.

Questions ensued regarding the time period needed to allow the appellant to have the demolition done. Rogien and Anderson noted that we have to allow sixty (60) days (January 18, 2016) for a demolition. Dibble wondered about whether there were liens or back taxes and discussion ensued regarding how the demolition is funded if the CBA orders a demolition and the city has to bid out a demolition.

Motion by Dibble, second by Heinig to proceed with a demolition order to be completed by Jan 18, 2016 because the terms of the letter of October 13, 2015 submitted by the appellant were not carried out and the drawing sent today was a floor plan and does not call out any means of repair or have any detail included.

All in favor. Motion carried.

## **7. Adjourn**

Motion by Heinig, second by Dibble to adjourn at 3:44 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

**SOUTH HAVEN HOUSING COMMISSION**  
**Regular Meeting**  
**Warren Senior Community Center**  
**540 Williams Street, South Haven, Michigan 49090**  
**April 27, 2016**

**CALL TO ORDER:** The Regular Meeting of the South Haven Housing Commission (SHHC) was called to order at 5:16 p.m. by Chairperson Eugene Ladewski at the South Haven Housing Commission Warren Senior Community Center, 540 Williams Street, South Haven, Michigan.

**ROLL CALL:** Present: Chairperson Eugene Ladewski, Commissioner Tom Thomson, and Commissioner Letitia Wilkins. Absent: Vice-Chairperson Sandra Seroke, Commissioner Teresa Mahone-Jordan and City Council Representative Scott Smith. Also present: Executive Director and Secretary Charles Fullar. Fullar reported that Vice-Chairperson Seroke and Commissioner Mahone-Jordan contacted the Housing Commission office to report their meeting absence; and Chairperson Ladewski reported that he was notified by City Council Representative Smith of his obligation and absence. It was moved by Commissioner Wilkins to excuse Vice-Chairperson Seroke, Commissioner Mahone-Jordan and City Council Representative Smith; the motion was seconded by Commissioner Thomson. All votes in favor. Motion carried.

**INVOCATION:** Commissioner Wilkins delivered the invocation.

**PUBLIC COMMENTS:** None.

**CONSENT AGENDA:** 1) Minutes of the Regular Meeting March 23, 2016. 2) Current Operating Expenses - \$67,229.32; 3) Homeownership Expenses - \$0.00; 2014 Capital Fund - \$0.00; and 2015 Capital Fund - \$0.00. 4) Administrative Reports for Approval: Occupancy and Waiting List Reports; Monthly Investment Report; Delinquent Accounts Report; Accounts Receivable Balance Due Report; Income and Expenditures Report for March 2016; and Material Disposition. 5) Correspondence: Foundry Hall, April 5, 2016. 6) Other Reports: HDC Status: No report. It was moved by Commissioner Thomson to approve the Consent Agenda; the motion was seconded by Commissioner Wilkins. All votes in favor. Motion carried.

**UNFINISHED BUSINESS:** 1) Warren Center Art Work Purchase: Executive Director Fullar and Chairperson Ladewski will view potential art offerings and purchases.

**NEW BUSINESS:** 1) Parking Lot Paving, Project CF-MI 82-2 & 3: Executive Director Fullar provided copies of the project Estimate Tabulation for the Parking Lots Paving, Project 2014 CF-MI 82-2 & 3. Three asphalt paving contractors were contacted by telephone, visited the Housing Commission sites and provided estimates.

It was moved by Commissioner Thomson to award the contract award dated to the responsive and lowest bidder, A-1 Asphalt Inc. for the Parking Lot Paving, Project CF-MI 82-2 & 3, in the amount of \$52,945.00; Seconded by Commissioner Wilkins. All votes in favor. Motion carried.

2) Parking Lot Paving, Project CF-MI 82-2 & 3, Change Order #1:

Executive Director Fullar provided copies and reviewed Contract Change Order Number 1 for the Parking Lots Paving, Project 2014 CF-MI 82-2 & 3.

It was moved by Commissioner Thomson to approve Contract Change Order Number 1 in the amount of \$11,410.00; Seconded by Commissioner Wilkins. All votes in favor. Motion carried.

3) Rent Adjustment Request: The correspondence from Foundry Hall, dated April 5, 2016, was reviewed. It was moved by Commissioner Wilkins to table the rent adjustment request at this time; Seconded by Commissioner Thomson. All votes in favor. Motion carried.

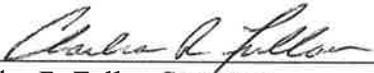
**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Fullar reported the FY 2016 Emergency Safety and Security Grant Application was submitted to HUD in compliance with the submission date requirements.

**COMMISSIONER'S COMMENTS:** None.

**ADJOURNMENT:** It was moved by Commissioner Wilkins to adjourn; the motion was seconded by Commissioner Thomson. All votes in favor. Motion carried. Meeting adjourned at 6:00 p.m.

Respectfully submitted:

Approved May 25, 2016

  
\_\_\_\_\_  
Charles R. Fullar, Secretary

  
\_\_\_\_\_  
Sandra Seroke, Vice-Chairperson

# Planning Commission

## Special Meeting Minutes Thursday, April 28, 2016 7:00 p.m., Council Chambers



City of South Haven

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

### 2. Roll Call

Present: Bill Fries, Clark Gruber, Steve Miles, Brian Peterson, Dave Paull, Judy Stimson,  
Terri Webb, Larry Heinig  
Absent: None

### 3. Approval of Agenda

Motion by Paull, second by Gruber to approve the April 28, 2016 Planning Commission Special Agenda as presented.

All in favor. Motion carried.

### 4. Interested Citizens in the Audience Will be Heard

Heinig outlined the focus of the meeting which is responding to the proposed rental ordinance questions posed to the commission by City Council. Requested that those speaking keep their comments to those issues, those being: consider our recommendation to them for lowering age of occupant to 24 months; lowering the occupancy maximum for new rentals in the R-1 districts from 16 to 12 and consider adding an additional restriction in the R-1 districts of 3500 square feet per house if intended for short term rentals. There were another two (2) issues that did not require planning commission comment. "The commission's purpose tonight is much focused".

Heinig opened the meeting to public comment requesting that people be brief and focus on the issues he just outlined.

Stephen Earls, 4<sup>th</sup> Avenue, South Haven. Had a question on item C about whether a building that has never been rented before can be rented, and if it is over 3500 square feet that it can't be rented at all.

Anderson stated that these questions should be taken to City Council at their meeting on May 2<sup>nd</sup> or the public hearing on May 16<sup>th</sup>.

Earls asked if the commission is voting on this.

Anderson said no, they are not voting, and Heinig commented that the commission is just responding to City Council comments.

Earls commented that he believes 3500 square feet is too small because there are houses out there now that are not being rented now and may perhaps be sold in the future and if they cannot be rented that may affect their real estate value.

Margaret Erle, 37 North Shore Drive had questions regarding the local representative. Stated she has asked a couple people on city council, an attorney, and planning commission people about this particular clause that has been suggested. Explained that she cannot approach her neighbor and ask him or her to be her local representative if she cannot tell them exactly what is expected of them in that position, what the requirements and legal ramifications are and so forth. Is there going to be something in print?

Heinig stated that they were not going to consider any additions to the ordinance at this point.

Anderson stated those questions should be brought to city council.

John Lohrstdorfer, 712 Maple Street. Stated when changes are being made to the Zoning Ordinance, it is supposed to be based on a plan and for the last six months there hasn't really been discussion about the plan. I know there is one coming up in the fall. If you are going to have a dwelling with 16 in it, it should be in its own zone, but we really shouldn't spoil the single family zone. That's why you adopt a zoning ordinance. Almost all municipalities he knows do not mix large rentals in single family zones. He supports people being able to rent single family to single family but it is these large rentals he is talking about.

Heinig said we do not intend to discuss anything but what the City Council asked us to discuss.

Lorsdorfer said he does not know where 16, 14 and 12 came from, if you are going to come up with a number it should be based on facts. I do know that if you have a dwelling that has over ten occupants and you have sleeping units and they share bathroom and kitchen facilities, that puts it in section 420 the building code which has all kinds of building code and fire code regulations different from single family.

Heinig stated, once again, the commission is not talking about building codes or fire codes tonight. The city council did not ask us to look at that and we will not be discussing it. Suggested that if Lohrstdorfer has concerns beyond what the commission is talking about tonight and he should take his concerns to the city council meeting.

Lorsdorfer said this is a concern because that's why ten is a better number because it can be supported for occupancy for the single family. The other numbers are arbitrary and could be challenged because they are. That's why a lot of the citizens have been urging 10, because there is a distinction; it is more in keeping with a single family district. Stated the commission should, because he thinks the city council did not give the commission a specific number.

Heinig stated, "City Council, to correct you, did give us some numbers to consider."

Lorsdorfer stated he did not know the commission was confined to the numbers city council gave them but the commission should have a basis for what number they decide because by doing this you are changing the character of the single family district.

Jim Martin, Monroe Park. Asked if the commission can address grandfathering.

Heinig stated the commission has specific questions to answer, we will be sending those responses to City Council, who will be holding a public hearing on the entire proposed ordinance.

Martin stated he dittoes the concerns of the gentleman in the white shirt.

Sally Newton, lives in South Haven Township, manages Shore Vacation Rentals. Stated we have ourselves in a situation here. Stated she is confused, because the commission has not been given legal verbiage from City Council or from the attorney. Noted the commission is kind of going on some bullet points, which, if you are in this industry and you care about the economics of this. Said bullet points do not really do the job; that she is not sure why, as a planning commission they have not been given the legalese to respond to this evening. Newton commented that on Point A we need clarification on what existing means; Point B, if regarding the occupancy of 12, if you pay attention, as a city council, to the financial information from people who do this business have provided you with, that might not be a good idea. Point C, in the original Planning Commission version there was an end date to the "no new short term rentals". Newton thinks the original date was 2019. Not seeing any end date Newton asked if this is just forever. Newton told the commission these are things that need to be paid attention to. Newton then stated she heard a rumor today which she hopes is untrue, that City Council is in the process of writing a new version, a new ordinance, and the fact that is happening behind closed doors without awareness of some City Council members is atrocious in a small town where we should all be part of the solution.

Heinig stated that is not an issue for here, tonight.

Newton responded that if she goes to City Council on Monday night and is faced with a new ordinance to take her highlighter to, she is going to be really disappointed.

#### **5. New Business – Review and Respond to City Council Comments regarding Short Term Rentals**

Anderson noted the Zoning Ordinance requires that once Planning Commission submits an ordinance or an amendment to City Council, the city council needs to review it. If they are going to make any changes they have to send it back to Planning Commission with those sections highlighted that they want to be reconsidered. We will reconsider, send it back to the city council and it will not come back to the Planning Commission again. The city council will then adopt whatever ordinance that they choose. There were a couple of things; the things in here are changes from what the Planning Commission proposed; that is what we are looking at. The first one, A, is taking the Planning Commission's recommendation, assuming the 2 per bedroom, 2 per floor formula or 16, whichever is less, and asking to drop the exception for children from 6 years to 24 months, making this

cap applicable to existing short term rentals in the R-1 districts. "That's the first point they wanted you to consider, going from 6 years to 24 months, in the occupancy requirement."

Gruber said this is for existing rentals, those who had short term rental history in 2015.

Anderson stated that this would drop the age requirement down for all occupants. Occupancy is defined and it would be for anyone over the age of 24 months or 6 years or whatever it is.

Gruber said he thought A was for 16 occupants for existing short term rentals and B is a maximum of 12 for new short term rentals.

Anderson noted it is for existing, yes, it says existing.

Heinig said A is for dropping the age, from 6 years to 24 months to which Anderson agreed, "That's what it is; it's just the age in A."

"In existing short term rentals," Gruber added to which Heinig agreed. Gruber pointed out that the Planning Commission can recommend no to that, that's an option.

Frost said this Planning Commission has never discussed . . . "A, to me, appears to be what is referred to as a grandfather clause and this Planning Commission has never discussed that, this Planning Commission did not submit that or anything like that, to City Council. If we are going to be talking about a "grandfathering" provision I am going to ask, Mr. Chairman, that you allow me to recuse myself from this discussion. I have several large rentals and any grandfathering provision that would allow me to maintain up to sixteen occupants could potentially have a direct financial benefit and I feel that I cannot participate in this discussion."

Heinig said he did not see where A is referring to grandfathering at all; it's talking about changing the age from 6 years to 24 months. Gruber noted it states, "existing short term rentals." Frost explained that the cap of 16 would be applicable to existing short term rentals of which he has several. "But then, if you look at B, it's a cap of twelve for new short term rentals." Frost pointed out that he is aware that there has been quite a bit of talk about conflicts of interest, etc. and added, "I did not have a conflict of interest up until this point, and again, Planning Commission did not send anything up to City Council with respect to a grandfathering clause, but that's what this is. And if we are going to talk about grandfathering, I'm going to ask you to let me recuse myself from this discussion."

Heinig asked for the wish of the commission.

Gruber said he thinks it is Frost's personal choice. Gruber referenced a document from the Michigan Planning Association with suggested rules of conducting meetings and conflict of interest. Gruber noted he talked to individuals at their organization and explained to them what was going on and they said this body, the Planning Commission, is doing nothing but making a recommendation to City Council; there is no conflict of interest. "And in fact when you are helping to develop an ordinance, you can't have a conflict of interest. She said the first four points, is first of all, you have to be the applicant; the fifth point is it has to be the proposal of the applicant. And there is no proposal. It's nothing but a recommendation to city council." Gruber explained that his contact also said your planning commission should be made up of a lot of different individuals from the

community. "And we do; and she said you may have real estate agents, which we do, and she said you may have somebody who owns a rental; and we do. We do and that's good practice. In fact she wanted to say that our legal counsel and our staff interpret it the same way that organization does. So the document that was used to say there's a conflict of interest actually shows there is not a conflict of interest. If John wants to step down, though, that is his personal choice."

Frost noted that when the Planning Commission voted on the number of 16, he was putting a cap on his properties, and as much as it has been out there that would have financially benefited him, it would have financially hurt him because many of his properties would have had more than 16 occupants. "I was lowering the number I could have in my rentals. I am uncomfortable recommending something to City Council that would benefit me. And I understand what you are saying about this not being an ordinance we are passing, but I would not feel comfortable recommending to City Council something that could potentially have a direct benefit to me."

Heinig questioned, "Items A and B?" to which Frost responded, "Correct." Heinig stated he values Frost's input and that is why he hesitated to agree to recusal.

Paull asked that until the commission actually acts on these proposed amendments, Frost please stay part of the process. Frost noted that the commission is not taking any action tonight, other than discussing it. Paull responded that until the commission actually comes to deciding whether or not to send something to City Council, other than that, stay in the discussion. "Because we need you."

Peterson noted that the commission can move on exactly what we recommended before to which other commissioners agreed with. Heinig left it up to Frost, that if he wants to recuse himself, he may.

Frost stated he does not think he can participate in the discussion.

Webb, on item A, "I do not mind discussing the age, but like John, I really think this is two separate bullet points, because I don't know what the definition of existing is, and if I don't know what the definition of existing is, it's hard for me to say if I agree or disagree, but if we are only talking about the age I feel like I can participate."

Stimson had a question for Anderson. "I thought we defined existing as what people were renting in 2015. Anderson noted that was not in the Zoning Ordinance, it was in the regulatory ordinance. Anderson explained there was some discussion but there is no clear definition of existing and she has mentioned to City Council that they should have something in there.

Heinig called for comments on age. When none were forthcoming, Heinig noted that his recollection, from when the commission discussed it earlier, we looked at ages 16 down to 24 months and we, as a group, concluded that anyone under 6 was probably not going to be contributing to the perceived problems with renters, in fact there might be some benefit there, earlier bedtime for the entire family with an earlier bedtime for all. We did talk about 24 months in that discussion also.

Stimson agreed that is the way the commission talked about it. Heinig asked about voting or whether the group is giving Anderson enough discussion to respond. Anderson said consensus is fine.

Stimson said we can say stick with 6 years, what we presented, or we can say 24 months is fine and asked Heinig asked if city council will be looking for an explanation. Anderson said they don't need an explanation; they just need a response to "How would you feel about dropping this age limit from 6 years to 24 months?" Yes or no.

Fries is troubled about what the benefit is of going from 6 years to 24 months explaining that a family around the corner who rents their house out to help with taxes asked him about renting to a single family. Because of the bedroom size, 2 per bedroom, 2 per floor, they won't be able to rent to the family they have always rented to because the children are now over 2 years of age and Fries feels that turning a family away from renting in South Haven he thinks is not moving in the right direction.

Gruber stated that 24 months was more like looking at someone in a crib as opposed to someone in a bed, and they would probably bring a port-a-crib. Looking at it that way, it was just another way to separate those considered children and those that are not and came up with a different number, that once they hit the area where they are doing a lot of running around making them more as part of the occupant cap. "But if we want to give back to City Council that we feel occupancy of 16 and an age of 6 is more appropriate in the existing R-1s, then we can certainly do that. But that was the reasons for that, just like B, looking at the differences between now and the future. Because we are probably looking at a slowing of the rental industry. Seems like we had a great 2015 but we are going to look at the numbers in 2016, and we may look at down the road, and see a difference." Fries asked, "A slowing how?" Gruber explained it as looking at communities up and down the lake shore, take Grand Haven, for example, decided only to allow short term rentals in certain districts; at some point we have to look at what percentage of housing stock will be allowed to be rentals.

Fries stated that is not much to do with the 6 year . . . . "I guess again I'm troubled at treating a 24 month old person the same as an adult." Gruber corrected, "24 months is okay, it's 25 months."

Heinig is not hearing much in favor of 24 months. Anderson said consensus for A is 6 years. Commissioners indicated they are for 6 years remaining the cut-off point for occupancy. Gruber added, "For A." Stimson requested that Gruber, when presenting this to council, tell them the commission's logic and Gruber agreed.

Anderson, regarding B, said this provides that new short-term rentals, new rentals, have the same formula with a hard maximum of 12 occupants over 24 months in age. We'll probably be switching that to 6 years, as well. And looking at 12 as opposed to 16 that Planning Commission had in their ordinance. The City Council is suggesting going down to 12 for new rentals.

Webb says she feels we really are discussing a concept without seeing the language as an attorney changes it. "I'm not comfortable changing what we had already proposed because I don't know what "new" is." Gruber said new would be, as we had in the other portion, people who rented in 2015 already. People who have an establishment of renting, that's considered new. If your building or rehabbing a home, that's considered

new. Gruber said, "Like myself, I've never rented my house before. If I were to do this, I would be a new short term rental. The guy two doors down from me has been renting for several years; he would be considered an existing short term rental." Webb is concerned more about the people in between, people who are currently building, people who have their permit, are currently booked out this year to families, who would probably come back to the same house next year. "I appreciate your definition of "new" but I'd have to see it in draft form, as the attorney puts it, before I could vote on it."

Gruber said she could certainly present that in the feedback to council. Webb stated that is her feedback.

Paull said he wants to present one more quirk. "The home next to me is going to be torn down due to water damage from a broken pipe and replaced with a new home of 2 stories. In the past it has been rented, but it will be a new structure, a new home, and very different, and a new owner. Is that one going to be allowed to continue to rent at 16, or is it now, because it's different, changed, physically different, new construction, not going to be allowed to be rented? We are going to get into some confusing, weird, really weird stuff." Paull said his suggestion is to leave it alone.

Paull said the city is already determining it will be diff according to Anderson.

Anderson said she agrees with Paull, but the way that was written they would be limited to 12. Paull commented that the city has already determined that house will be limited.

Gruber asked if we need more input on B or if the Planning Commission has reached a consensus. After discussion Gruber said he'd like to see the 12 and 24 stay.

Heinig said his recollection from when we discussed this is that we had trouble because we do not have historical data; some thought we shouldn't give a maximum and our attorney said we should not go in that direction and we should provide a maximum. And he felt we should give a high number which would give us a chance to gather the data and we could adjust the number at that point, up or down, as the data indicates. With that, Heinig recommended staying with 16. Consensus is to keep the number at 16 except for Gruber.

Anderson said the last one we have to discuss, because the other two have no change suggested by City Council, provides no new short term rentals exceeding 3500 square feet in the R-1 zones; it would still allow those houses over 3500 square feet in those zones but they would not be able to be used as rentals. Anderson noted this is new; added to the zoning ordinance.

Stimson asked if this is a "new built" or a house that already exists. Anderson said either/or – then noted that she is being distracted by conversations behind her. Heinig reminded that talking needs to cease so the commission can continue their deliberations. Appleyard asked that people use their microphones.

Anderson said this would be for new construction; new construction under 3500 square feet, it could be a rental. But there's more. If you have an existing home that is under 3500 square feet and has never been rented before, it also can be a rental. That also would be a new rental even though it's not new construction. They would still fall under the 12 (occupancy cap).

Webb felt that the commission had this entire discussion already. Webb asked Gruber what he can tell the commission about what he told the City Council and why they are wanting to put this back in. Gruber said there are no existing rentals exceeding 3500 square feet in interior space, in R-1 zones, isn't that both existing and new structures. Gruber said, "Just new structures? Let's look at C again. Let's say I have never rented my house before and it's 4,000 square feet and never rented before. And I want to be a new short term rental. Can I rent?" Anderson responded, "No." Gruber said then existing buildings and new buildings, any building 3500 square feet and bigger, can't have a new short term rental. "New short term rentals – saying I've never done it in the past. That's kind of putting a stake in the ground. I think Council is looking at again, the feedback is, we've got large homes, capacities that are larger than what we need and we want to push the larger capacity homes with occupancies greater than 16 into the RM1, B3 and R-2 districts. And right now we probably have a large enough stock of those size properties in the city limits now. And right now city council has been getting a lot of feedback from a lot of individuals; that's kind of where our feelings were."

Gruber added that what was put together and sent to us from Planning Commission was awesome; we liked that. I think we need to look at that for the existing short term rentals, and curb the growth of the new short term rentals.

Stimson thinking about, let's say she hadn't built her house yet, and she wanted it to be 4000 square feet for when she retires here. But she wants to rent it in the interim to help with finances, and then this 3500 square foot provision is now a restriction on what her house would be when she wanted to live in it, not just because it was going to be a rental. Gruber responded that if she was going to rent it, yes, that would be a restriction.

Frost said the whole thing doesn't make sense because the cap takes care of this. Stimson and Paull agreed. Frost said if you want to build a 4000 square foot house, a 5000 square foot house, the argument is too many people. "We're going to have 16, 12, whatever it ends up being, but who cares if it's over 3500 square feet? You can't put 20 people in there; you're going to have a cap, right?" Gruber says, "Correct, so for a new home that would be . . ." Frost interjected asked what the point would be of limiting the square footage. we want to curb the growth of new short term rental. Gruber states that is good input to provide city council.

Paull asked if the cap would be twelve. Gruber said, "Well, it depends, if you are in the RM-1." Paull asked where he is coming up with that number. Gruber said it all depends, in B . . . Paull interjected, "I thought it was 16." Anderson said that is for existing; they can show that they rented in 2015 but for a new house, a house that is remodeled or a house that is existing, their cap is 12. Stimson said but that was city council. Paull reiterated, That's city councils recommendation. Stimson added, "And we just said we wanted to leave it at 16. Anderson, "Exactly, and I have that here, yes." Frost said, whatever the number is, my point is that the cap takes care of it. Gruber, "It's got a hard cap, either way." Frost said, "So size doesn't matter."

Webb stated it makes more sense, if it's 12, 14, 16, whatever that number is, you're rather have 16 people in a 5000 square foot house." Frost noted that should be put on SHINEs website. Gruber said that's excellent feedback to provide to City Council for C, that the Planning Commission's feeling is that the hard cap would take care of the issue and furthermore, we'd rather see the maximum in a 3500 square foot home than in a 2000 square foot home.

Stimson said we've had feedback from people who have said they rent the house now but are going to live in it long term later and if we are restricting limiting the number of people they can rent it to, why are we restricting the size of the house?

Peterson said this is almost word for word rehashing of the subcommittee meetings we had two or three weeks ago. Stimson said that is why the Planning Commission didn't put a number in there. Fries asked if Gruber can tell where the 3500 came from? Gruber said he thinks it was from the moratorium. Fries said he means as far as the cap, how do you feel about what John has expressed? Gruber, "I like what John has expressed. This is the feedback we wanted to get and discuss, which is that the maximum cap would take care of that. I personally like the 12; it would take care of the 3500 square foot home that was being rented until someone decided that was going to be their long term home. Because I've heard from a lot of individuals who are doing that on a short term basis, or for a certain amount of time before they are able to make that their long term residence. Fries asked, "So are you saying the cap should be looked at and not the size of the house? Also, we're including the basement in these." Gruber said if there are ingress and egress windows you could legally put bedrooms down there. Fries pointed out that is all taken out through permits through the city, so if somebody doesn't put in egress windows it shouldn't be counted. Gruber said he likes the idea of a cap and Fries asked, "On the size of the house or the people?" to which Gruber responded, "People. They were looking at the large homes becoming a party home but if you can only put twelve people in a 3500 square foot home, you've got to do your two times two and get there. Also as applications do come in, any bedrooms in attics or basements have to have required egress windows. Basements would require a site review to make sure it has ingress and egress. And a legal bedroom."

Stimson said, "To wrap this up, we want to say that we don't think C is necessary or even appropriate for the way this population moves, as far as buying something for the future, using it for a short term rental, then using it for a permanent residence, the cap on the number of people should take care of the concerns that have been brought to us." Gruber said while that is true, it doesn't preclude someone building a 3500 square foot home and using it exclusively for a short term rental and not plan on it being a home that they're going to use.

Heinig asked if we want to include the 3500 square feet or do we want to say no on C, that the cap takes care of it. After discussion, Anderson said fine, if you think the cap on occupancy takes care of it, that's what we will say. Heinig noted that previous discussion also included limitations, like houses only 35' high, only 2 stories, additional parking requirements will limit the size of house and the basic lot coverage requirement.

Anderson said D and E are unchanged so we will prepare your comments and consensus tonight and will be given to the city manager tomorrow for addition to the agenda.

Paull asked for a review.

Anderson said for

A. Existing short term rentals, we are going to make a point of saying we don't know what existing is, we are making an assumption, that Planning Commission's consensus was that 6 years is fine.

B. Short term rentals in R-1 district would have the same formula with a hard maximum of 12 occupants. The Planning Commission agreed that we need a definition of new, but assuming we know what it means, want the maximum to stay at 16 for over occupants over 24 months.

C. Which provides there are no new short term rentals exceeding 3500 square feet in interior space, the Planning Commission agrees that the hard cap takes care of this issue and square footage restriction is not necessary.

Gruber wanted to make sure on B that it is noted that there was a holdout; Gruber didn't agree.

Webb asked, "On B, did you say that we did not agree with 24 months? Wouldn't we keep A and B consistent? After discussion, Anderson corrected her notes to indicate that both A and B keep the occupant age at 6 months as the Planning Commission presented it.

Heinig said our response will be read at the City Council meeting on May 2. Anderson noted that they will introduce the ordinance they will be bringing to the public hearing and on the 16<sup>th</sup> of May they will be holding a public hearing and making a decision on what the ordinance will say when adopted.

## **6. Commissioner Comments**

Gruber: Stressed that for the most part City Council took nearly everything the Planning Commission sent them and made some slight adjustments. Noted that council wanted the input; we got great input on your thoughts and why. Noted that all of its good but the 3500 square foot part is good.

Paull: Noted that we need to keep moving and finish this.

There were no other commissioner comments.

Anderson: "As most know, we've been having conversations with the state Fire Marshall's office and the Site Plan Review Division and trying to get something from them on how the city is interpreting this. I'm happy to say we heard back and they agree with the city's interpretation: a single family house is a single family house, not a boarding house, not a dorm, not a motel, not a hotel and they will be getting that to us in written form.

## **7. Adjourn**

Motion by Paull, second by Stimson to adjourn at 7:52 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

# Planning Commission

## Regular Meeting Minutes Thursday, May 5, 2016 7:00 p.m., Council Chambers



City of South Haven

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

### 2. Roll Call

Present: Bill Fries, Dave Paull, Brian Peterson, Judi Stimson, Larry Heinig  
Absent: John Frost, Clark Gruber, Steve Miles, Terri Webb

Motion by Paull, second by Stimson to excuse Frost, Gruber, Miles and Webb.

All in favor. Motion carried.

### 3. Approval of Agenda

Motion by Stimson, second by Paull to approve the May 5, 2016 Regular Meeting Agenda as presented.

All in favor. Motion carried.

### 4. Election of Officers for 2016-17: Chair, Vice-chair and ZBA representative

Heinig opened the nominations for chair.

Motion by Stimson, second by Peterson to nominate Larry Heinig for chair.

Heinig asked for any other nominations for chair. There were none.

Motion by Stimson, second by Paull to close the nominations for chair.

All in favor. Motion carried.

Heinig opened the nominations for vice chair.

Motion by Stimson, second by Peterson to nominate Dave Paull for vice chair.

There were no other nominations.

Motion by Stimson, second by Fries to close the nominations for vice chair.

All in favor. Motion carried.

Heinig noted that the commissioners need to designate a representative to the Zoning Board of Appeals.

Motion by Fries, second by Paull to designate Judi Stimson as representative to the Zoning Board of Appeals.

All in favor. Motion carried.

**5. Approval of Minutes – April 14, 2016 Regular Meeting**

Motion by Stimson, second by Peterson to approve the April 14, 2016 Regular Meeting Minutes as written.

All in favor. Motion carried.

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

None at this time.

**7. New Business**

Discussion of the following draft ordinances and set public hearing date for June 2, 2016:

a) Nuisance Gathering Ordinance

Anderson explained this ordinance was put together while city was working on the rental ordinance; a companion piece that adds additional teeth to the regulations currently being considered. This is proposed to be added to the offenses portion of the city code. Nuisances include things like noise, public urination and drunkenness. The proposed ordinance also names the responsible person, who would receive the violation. This is fairly simple.

Motion by Paull, second by Stimson to set a public hearing for June 2, 2016 to discuss the Nuisance Gathering Ordinance as introduced.

All in favor. Motion carried.

b) Noise Ordinance

Anderson noted this addition to the existing ordinance identifies the individuals who would be responsible for the noise violation.

Motion by Stimson, second by Peterson to set June 2, 2016 for a public hearing to discuss the proposed addition to the existing Noise Ordinance.

All in favor. Motion carried.

c) Nonconforming Lots, Uses and Structures

Anderson noted Article 19 of the Zoning Ordinance addresses zoning issues with nonconformity for lots, uses and structures and explained that this is a very confusing section and difficult to interpret. This ordinance is one that the attorney and Anderson had worked on together during the early days of working on the rental ordinance and then work on the nonconformity section got put aside. The proposed changes are clearer and to the point, shorter and easier to interpret.

Motion by Stimson, second by Fries to present the proposed Nonconforming Lots, Uses and Structures Ordinance at a public hearing on June 2, 2016.

A member of the audience questioned why discussion was not happening, noting that the agenda says discussion of the draft ordinances.

Heinig explained that the board is discussing the setting of the public hearing at this time.

Stimson pointed out that the verbiage of these amendments is available on the website and asked, "Does the agenda not mean that discussion may occur between the commissioners?"

Anderson agreed, noting these are more housekeeping types of ordinances. We already have a nonconforming ordinance we could use, this is just clarification of that, explaining what you can and cannot do. Eventually, the city's goal is for nonconforming uses and structures to change to conformity.

Peterson asked whether the new wording is highlighted in the documents on the website. Stimson said what is being proposed is out there. Anderson explained that the proposed nonconforming language would repeal the current ordinance and replace it.

Heinig noted there is a motion on the floor and called for the vote.

All in favor. Motion carried.

**8. Other Business – Prepare fee recommendation to City Council for residential parking in the CBD and identify lots suitable for long term parking.**

Anderson explained that in 2011, the Planning Commission began working on different ways parking for residences downtown could be accommodated, noting this is not parking for condos, but solely for apartments in spaces above existing uses downtown. Currently the ordinance requires two (2) off street parking spaces and they too often just are not available. Anderson noted, "One goal in the Master Plan is to encourage residences above stores in the downtown which creates a more vibrant community. There are only four members still on the Planning Commission who worked on this ordinance. We looked at a number of different options and what other communities do, including requiring only one parking spot per unit or permit parking, which is what was finally decided would be the best approach. We worked with the attorney and drew up a

draft ordinance. We sent it to City Council and it didn't go any further. There is a lot of interest in this again. There has been grant money available for such dwellings, but we always ran into the same problem, we have the space; we have owners willing and wanting to fix up apartments, but no parking. This draft called for a parking permit program. It wouldn't guarantee a space but would allow you to park overnight in a downtown parking lot." Anderson explained that this draft ordinance is ready to send to City Council but the City Manager asked that the Planning Commission take two more steps. "One is to look at a fee and we have included a chart showing what other communities charge, which range from no charge to as high as \$360 per year for the parking permit. And if we are going to have certain lots that would be recommended for permit parking or specified lots where they would have to park, maybe requiring using the outlying lots as opposed to those downtown." Since only four of our current members worked on this, Anderson recommends having some work sessions; discuss the issues; understand the process; see if this remains the direction we want to be going.

Stimson asked if we know how many apartments or condos or whatever that need parking to which Anderson responded that our GIS person considered the downtown stores with upper vacant floors and mapped them out. Anderson noted that there were a tremendous number although not all owners are willing to develop their upper stories. One thought we had was to put a limit on this, first come first served, if everyone developed and we had no restrictions it could get out of hand very quickly. Anderson noted there are files of working papers which may be referenced.

Heinig asked if the Planning Commission is being asked to determine those numbers to which Anderson responded that there is probably interest in getting additional information. Peterson asked if cars are ticketed and towed out of city lots. Anderson said only during snowplowing season.

Discussion ensued about setting a time for subcommittee meetings. Anderson will send out a note to everyone and see who is interested in being on the subcommittee.

## **9. Commissioner Comments**

Paull: Spoke about revisiting alternative energy development within the city where it would be possible and how we could encourage it.

Stimson: Thanked the commission for designating her as the Planning Commission representative to the Zoning Board of Appeals.

## **10. Adjourn**

Motion by Paull, second by Stimson to adjourn at 7:26 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary



## Agenda Item 7

### Utility Rate Ordinance; Adoption

#### Background Information:

The City Council will be asked to host a public hearing and consider approval of an amendment to the city's utility rate ordinance.

The utility rate changes will impact the city's water, sanitary sewer, and electric utilities. During this year's rate setting process, the Board of Public Utilities (BPU) approved an increase of 2.5% for the various components of the water and sanitary sewer utility rates to be effective July 1, 2016. Further, the BPU recommended an adjustment of the city's electric rates. More details on the proposed rate changes are found below.

There have been funding discussions over the past couple of years with regard to the infrastructure improvements necessary as a result of the studies performed to identify inflow & infiltration (I & I) into the sanitary sewer system. A portion of the improvements will be funded through the State Revolving Loan Fund (SRF) and the balance with other conventional bonding sources. The overall funding plan has not been completed but will be available later in September. City administration will be bringing the funding plan, SRF loan details and bonding details, along with any possible rate changes to the City Council as soon as information is available.

As noted at the last Council meeting, staff has updated the staff report and ordinance amendment to align with the BPU's electric rate recommendations. Regarding the electric rates, staff was provided the actual energy cost charges proposed by our supplier for the upcoming year at the annual IMMUDA meeting held on May 16, 2016. Increases in the electric demand rate made up the majority of the increases in purchased power. Upon analysis of the data, the BPU recommends increases in residential meter charges from \$5.50 to \$6.00 and commercial meter charges from \$6.80 to \$7.00. The residential energy rate will increase from \$0.104 to \$0.11 per kWh. There will be no change in the commercial, commercial power or industrial energy rates. The Demand customers will also see an increase in the demand rate from \$12.32 to \$13.70. Electric customers will continue to share in the fluctuations of fuel charges and PJM open access transmission fees charged to the city by our supplier by way of the "Energy Cost Adjustment" shown on the monthly utility bill. The overall increase in revenue due to the changes is approximately 6%.

Please review the attached utility bill comparison report based on the average residential utility customer. As noted in the report, if all three utility rates are adjusted in the manner recommended by the city's BPU, the average residential utility customer is likely to experience approximately \$7.62 of additional monthly utility costs.

**Recommendation:**

Staff recommends that the City Council consider the following actions related to utility rate setting:

- 1) The City Council should consider a motion to host a public hearing on the proposed amendments to the utility rate ordinance.
- 2) The City Council should consider approval of the proposed amendments to the utility rate ordinance.

**Support Material:**

DRAFT Utility Rate Setting Ordinance  
FY 2017 Utility Bill Comparison Report

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

ORDINANCE NO. \_\_\_\_

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

The City of South Haven Ordains:

SECTION 1

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

**Sec. 86-36. Electric rate structure.**

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

- (1) *Residential customers.* Basic electric charge: \$6.00/month; power usage rate: \$0.11/kWH; energy optimization surcharge \$0.001612/kWH.
- (2) *Commercial customers.* Basic electric charge: \$7.00/month; power usage rate: \$0.11/kWH; energy optimization surcharge \$0.002126/kWH.
- (3) *Commercial power customers.* Power usage rate: .0580/kWH; demand charge: \$13.70/kw; minimum demand: 15 kw/month; primary metered customers: rebate of two percent of kWH usage; energy optimization surcharge \$0.002126/kWH.
- (4) *Industrial and municipal customers.* Power usage rate: .0468/kWH; demand charge: \$13.70/kw; minimum demand: 15 kw/month; energy optimization surcharge \$0.002126/kWH.
- (5) *Unmetered Security/Street Lighting.* 150 Watt Lights - \$9.00/Month. 250 Watt Lights - \$15.00/Month.

The Energy Optimization Surcharge shall terminate on December 31, 2018. Monthly electric bills will be increased or decreased to offset fuel charge adjustments and PJM open access transmission tariff charges billed to the City by the supplier.

SECTION 2

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

**Section 86-71. Standby charge.**

The water standby service fee is based on the size of the water meter used or installed, is the minimum charge, is payable in advance, and is additional to the charge for water use. Such charge is to include the cost of debt service, capital replacement funding, capital

improvement and the readiness to serve costs. Such charge is made whether or not the water meter is turned off. Such charges shall be as follows:

|     | Meter Size Inches  | Plant Replacement | City Capital Improvement | Capital Replacement | Ready to Serve | Total    |
|-----|--------------------|-------------------|--------------------------|---------------------|----------------|----------|
| (1) | 5/8" or 3/4" meter | \$19.95           | \$4.22                   | \$2.01              | \$7.06         | \$33.24  |
| (2) | 1" meter           | \$26.62           | \$5.63                   | \$2.69              | \$9.41         | \$44.35  |
| (3) | 1 1/4" meter       | \$38.07           | \$8.06                   | \$3.80              | \$13.46        | \$63.39  |
| (4) | 1 1/2" meter       | \$49.57           | \$10.49                  | \$4.98              | \$17.51        | \$82.55  |
| (5) | 2" meter           | \$70.81           | \$15.00                  | \$7.10              | \$25.03        | \$117.94 |
| (6) | 3" meter           | \$124.13          | \$26.22                  | \$12.44             | \$43.81        | \$206.60 |
| (7) | 4" meter           | \$185.94          | \$39.35                  | \$18.71             | \$65.71        | \$309.71 |
| (8) | 6" meter           | \$292.14          | \$61.81                  | \$29.37             | \$103.25       | \$486.57 |
| (9) | 8" meter           | \$459.14          | \$97.25                  | \$46.10             | \$162.31       | \$764.80 |

**Section 86-72. Water usage rate.**

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

- (1) 1st 2,500 cubic feet: \$2.28 per 100 cubic feet
- (2) Over 2,500 but not over 25,000 cubic feet \$2.06 per 100 cubic feet
- (3) Over 25,000 cubic feet \$2.00 per 100 cubic feet

**SECTION 3**

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

**Section 86-171. Sewer standby service fees.**

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

|     | Meter Size (inches) | Debt Service | Capital Replacement | City Capital Improvement | Ready to Serve | Total    |
|-----|---------------------|--------------|---------------------|--------------------------|----------------|----------|
| (1) | 5/8" or 3/4" meter  | \$ 6.00      | \$ 2.11             | \$ 6.42                  | \$ 8.77        | \$ 23.30 |
| (2) | 1" meter            | \$ 7.98      | \$ 2.81             | \$ 8.55                  | \$ 11.73       | \$ 31.07 |

|     |              |          |          |          |           |           |
|-----|--------------|----------|----------|----------|-----------|-----------|
| (3) | 1 1/4" meter | \$ 11.45 | \$ 4.00  | \$ 15.96 | \$ 16.78  | \$ 48.19  |
| (4) | 1 1/2" meter | \$ 14.90 | \$ 5.21  | \$ 22.80 | \$ 21.88  | \$ 64.79  |
| (5) | 2" meter     | \$ 21.29 | \$ 7.45  | \$ 31.26 | \$ 31.20  | \$ 91.20  |
| (6) | 3" meter     | \$ 37.26 | \$ 13.06 | \$ 39.91 | \$ 54.60  | \$ 144.83 |
| (7) | 4" meter     | \$ 55.90 | \$ 19.59 | \$ 59.88 | \$ 81.94  | \$ 217.31 |
| (8) | 6" meter     | \$ 87.83 | \$ 30.76 | \$ 94.08 | \$ 128.75 | \$ 341.42 |

**Section 86-172. Sewer usage rate.**

(a) In addition to the standby service charge for sewer, a usage charge is levied which is based solely on the amount of water which is registered on the water meter each billing period. This rate is \$2.81 per 100 cubic feet of water metered.

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

**SECTION 4**

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

**SECTION 5**

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

**SECTION 4**

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

INTRODUCED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this 6th day of June, 2016.

ADOPTED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this \_\_\_\_ day of June, 2016.

\_\_\_\_\_  
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 June, 2016; and the same was published in a paper of general circulation in the City, being the *South Haven Tribune*, on the \_\_\_ day of June, 2016.

\_\_\_\_\_  
Amanda Morgan, City Clerk

Ordinance No. \_\_\_\_

Residential Utility Bill Comparison  
 PROPOSED RATES EFFECTIVE JULY 1, 2017

5/20/2016

|                                     |           |      |        |
|-------------------------------------|-----------|------|--------|
| Monthly Usage in Cu. Ft.            | 1,000     |      |        |
| Current Water Rate per 100 Cu. Ft.  | 2.22      |      |        |
| Proposed Water Rate per 100 Cu. Ft. | 2.28      | 2.5% | 1.025  |
| Current Sewer Rate per 100 Cu. Ft.  | 2.74      |      |        |
| Proposed Sewer Rate per 100 Cu. Ft. | 2.81      | 2.5% | 1.025  |
| Water Meter Size                    | 5/8"-3/4" |      |        |
| Monthly Electric Usage - KWH        | 750       |      |        |
| Current Rate per KWH                | 0.104     |      |        |
| Proposed Rate per KWH               | 0.110     | 5.8% | 1.0576 |

| <u>City Customers</u>     | <u>Current</u> | <u>Proposed</u> | <u>Change</u>  | <u>Percent<br/>Change</u> |
|---------------------------|----------------|-----------------|----------------|---------------------------|
| Water Usage               | 22.20          | 22.76           | 0.56           | 2.5%                      |
| Water Capital Replacement | 1.96           | 2.01            | 0.05           | 2.5%                      |
| Water Ready-To-Serve      | 6.89           | 7.06            | 0.17           | 2.5%                      |
| Water Capital Improvement | 4.12           | 4.22            | 0.10           | 2.5%                      |
| Water Plant Debt Service  | 19.46          | 19.95           | 0.49           | 2.5%                      |
| Sewer Usage               | 27.40          | 28.09           | 0.68           | 2.5%                      |
| Sewer Capital Replacement | 2.06           | 2.11            | 0.05           | 2.5%                      |
| Sewer Ready-To-Serve      | 8.56           | 8.77            | 0.21           | 2.5%                      |
| Sewer Debt Service        | 5.85           | 6.00            | 0.15           | 2.5%                      |
| Sewer Capital Improvement | 6.26           | 6.42            | 0.16           | 2.5%                      |
| Electric Usage            | 78.00          | 82.50           | 4.50           | 5.8%                      |
| Basic Electric Charge     | 5.50           | 6.00            | 0.50           | 9.1%                      |
| <b>Total Utility Bill</b> | <b>188.26</b>  | <b>195.88</b>   | <b>\$ 7.62</b> | <b>4.0%</b>               |
| Total Water Bill          | 54.63          | 56.00           | 1.37           | 2.5%                      |
| Total Sewer Bill          | 50.13          | 51.38           | 1.25           | 2.5%                      |
| Total Electric Bill       | 83.50          | 88.50           | 5.00           | 6.0%                      |

Residential Utility Bill Comparison  
 PROPOSED RATES EFFECTIVE JULY 1, 2017

5/20/2016

|                                     |           |      |        |
|-------------------------------------|-----------|------|--------|
| Monthly Usage in Cu. Ft.            | 1,000     |      |        |
| Current Water Rate per 100 Cu. Ft.  | 2.22      |      |        |
| Proposed Water Rate per 100 Cu. Ft. | 2.28      | 2.5% | 1.025  |
| Current Sewer Rate per 100 Cu. Ft.  | 2.74      |      |        |
| Proposed Sewer Rate per 100 Cu. Ft. | 2.81      | 2.5% | 1.025  |
| Water Meter Size                    | 5/8"-3/4" |      |        |
| Monthly Electric Usage - KWH        | 750       |      |        |
| Current Rate per KWH                | 0.104     |      |        |
| Proposed Rate per KWH               | 0.110     | 5.8% | 1.0576 |

| <u>South Haven Township</u>              | <u>Current</u> | <u>Proposed</u> | <u>Change</u>  | <u>Percent Change</u> |
|--|----------------|-----------------|----------------|-----------------------|
| Water Usage                              | 22.20          | 22.76           | 0.56           | 2.5%                  |
| Water Capital Replacement                | 1.96           | 2.01            | 0.05           | 2.5%                  |
| Water Ready-To-Serve                     | 6.89           | 7.06            | 0.17           | 2.5%                  |
| Water Plant Debt Service                 | 19.46          | 19.95           | 0.49           | 2.5%                  |
| Water Authority Debt Service   no change | 13.00          | 13.00           | -              | 0.0%                  |
| Sewer Usage                              | 27.40          | 28.09           | 0.68           | 2.5%                  |
| Sewer Capital Replacement                | 2.06           | 2.11            | 0.05           | 2.5%                  |
| Sewer Ready-To-Serve                     | 8.56           | 8.77            | 0.21           | 2.5%                  |
| Sewer Authority Debt Service   no change | 18.00          | 18.00           | -              | 0.0%                  |
| Electric Usage                           | 78.00          | 82.50           | 4.50           | 5.8%                  |
| Basic Electric Charge                    | 5.50           | 6.00            | 0.50           | 9.1%                  |
| <b>Total Utility Bill</b>                | <b>203.03</b>  | <b>210.24</b>   | <b>\$ 7.21</b> | <b>3.6%</b>           |
| Total Water Bill                         | 63.51          | 64.77           | 1.26           | 2.0%                  |
| Total Sewer Bill                         | 56.02          | 56.97           | 0.95           | 1.7%                  |
| Total Electric Bill                      | 83.50          | 88.50           | 5.00           | 6.0%                  |

| <u>Casco Township</u>                    | <u>Current</u> | <u>Proposed</u> | <u>Change</u>  | <u>Percent Change</u> |
|--|----------------|-----------------|----------------|-----------------------|
| Water Usage                              | 22.20          | 22.76           | 0.56           | 2.5%                  |
| Water Capital Replacement                | 1.96           | 2.01            | 0.05           | 2.5%                  |
| Water Ready-To-Serve                     | 6.89           | 7.06            | 0.17           | 2.5%                  |
| Water Plant Debt Service                 | 19.46          | 19.95           | 0.49           | 2.5%                  |
| Water Authority Debt Service   no change | 24.00          | 24.00           | -              | 0.0%                  |
| Sewer Usage                              | 27.40          | 28.09           | 0.68           | 2.5%                  |
| Sewer Capital Replacement                | 2.06           | 2.11            | 0.05           | 2.5%                  |
| Sewer Ready-To-Serve                     | 8.56           | 8.77            | 0.21           | 2.5%                  |
| Sewer Authority Debt Service   no change | 36.00          | 36.00           | -              | 0.0%                  |
| <b>Total Utility Bill</b>                | <b>148.53</b>  | <b>150.74</b>   | <b>\$ 2.21</b> | <b>1.5%</b>           |
| Total Water Bill                         | 74.51          | 75.77           | 1.26           | 1.7%                  |
| Total Sewer Bill                         | 74.02          | 74.97           | 0.95           | 1.3%                  |

Residential Utility Bill Comparison  
 PROPOSED RATES EFFECTIVE JULY 1, 2017

5/20/2016

|                                     |           |      |        |
|-------------------------------------|-----------|------|--------|
| Monthly Usage in Cu. Ft.            | 1,000     |      |        |
| Current Water Rate per 100 Cu. Ft.  | 2.22      |      |        |
| Proposed Water Rate per 100 Cu. Ft. | 2.28      | 2.5% | 1.025  |
| Current Sewer Rate per 100 Cu. Ft.  | 2.74      |      |        |
| Proposed Sewer Rate per 100 Cu. Ft. | 2.81      | 2.5% | 1.025  |
| Water Meter Size                    | 5/8"-3/4" |      |        |
| Monthly Electric Usage - KWH        | 750       |      |        |
| Current Rate per KWH                | 0.104     |      |        |
| Proposed Rate per KWH               | 0.110     | 5.8% | 1.0576 |

| <u><b>Covert Township</b></u>    | <u>Current</u> | <u>Proposed</u> | <u>Change</u>  | <u>Percent<br/>Change</u> |
|----------------------------------|----------------|-----------------|----------------|---------------------------|
| Water Usage                      | 22.20          | 22.76           | 0.56           | 2.5%                      |
| Water Capital Replacement        | 1.96           | 2.01            | 0.05           | 2.5%                      |
| Water Ready-To-Serve             | 6.89           | 7.06            | 0.17           | 2.5%                      |
| Water Plant Debt Service         | 19.46          | 19.95           | 0.49           | 2.5%                      |
| <b>Total Covert Utility Bill</b> | <b>50.51</b>   | <b>51.77</b>    | <b>\$ 1.26</b> | <b>2.5%</b>               |

| <u><b>Geneva Township</b></u> | <u>Current</u> | <u>Proposed</u> | <u>Change</u>  | <u>Percent<br/>Change</u> |
|-------------------------------|----------------|-----------------|----------------|---------------------------|
| Electric Usage                | 78.00          | 82.50           | 4.50           | 5.8%                      |
| Basic Electric Charge         | 5.50           | 6.00            | 0.50           | 9.1%                      |
| <b>Total Utility Bill</b>     | <b>83.50</b>   | <b>88.50</b>    | <b>\$ 5.00</b> | <b>6.0%</b>               |



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Catheine Jarive Phone [REDACTED]

Address [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes  No If Yes, how long: 27 years

Board or Commission Applying for: South Haven Memorial Library Board

Qualifications: I have served on the Library Board for the past five years and currently serve as the board president.

I believe I can benefit the City of South Haven by serving on a board and commission because: We are currently in the process of updating and expanding the library building and I have worked with the director and city manager for the past two year.

Signature *Catheine Jarive* Date 5/26/2016

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION *cl*

Name Charles MOORE Phone [REDACTED]

Address [REDACTED]  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes  No If Yes, how long: \_\_\_\_\_

Board or Commission Applying for: PARKS

Qualifications: - 3 years experience on parks  
Commission

- 35 years experience business

- 35 years experience with corporate  
BOARD

Active in SWMLC Southwest Michigan  
Land Conservation *water plants*

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

- prior experience on parks board/commission  
- interest in community

Signature *Charles Moore* Date 5-27-12

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Ray Stephens Phone [Redacted]

Address [Redacted]  
Street City State Zip

E-Mail Address \_\_\_\_\_

Resident of City? (Circle One)  Yes  No If Yes, how long: \_\_\_\_\_

Board or Commission Applying for: \_\_\_\_\_

Qualifications: Rep. District 50

I believe I can benefit the City of South Haven by serving on a board and commission because: I  
I worked in the city as an architect there for  
over 20 yrs.

Signature Ray Stephens Date 6/1/14

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

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

RECEIVED MAY 31 2016



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Tim Rensick Phone [Redacted]

Address [Redacted]  
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One)  Yes  No If Yes, how long: \_\_\_\_\_

Board or Commission Applying for: Harbor Commission Representative

Qualifications: Current Member

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Have sat for 3 yrs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature [Signature]

Date 5/31/16

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Stephanie Timmer Phone [REDACTED]

Address [REDACTED]  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes  No If Yes, how long: \_\_\_\_\_

Board or Commission Applying for: LDFA/Brownfield Authority

Qualifications: I have 20 years of experience in banking and finance including consumer and home equity lending. I have been on this board since 2015.

I believe I can benefit the City of South Haven by serving on a board and commission because: I have many years of lending experience and am passionate about the welfare of the City of South Haven and its citizens.

Signature *Stephanie Timmer* Date 5/31/16

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Ashley Deming Phone \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

E-Mail Address \_\_\_\_\_

Resident of City? (Circle One)  No If Yes, how long: 1.5 years

Board or Commission Applying for: Harbor Commission

Qualifications: Currently employed as the Director of Education and Administration at the Michigan Maritime Museum and an MA in Maritime Archaeology and History

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I have insight into the collaborations between the Museum and the Maritime District community.

South Haven is my home and I would like to help make it flourish in any way I can.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature Ashley M. Deming

Digitally signed by Ashley M. Deming  
DN: cn=Ashley M. Deming, o=Michigan Maritime Museum, ou=Director  
of Education and Administration,  
email=volunteer@michiganmaritimemuseum.org, c=US  
Date: 2018.06.02 16:58:20 -0400

Date 6-2-16

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

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

Rec'd 1/5/16 KH

~~RECEIVED OCT 2 2014~~

~~RECEIVED OCT 2 2014~~



### City of South Haven

## BOARD AND COMMISSION APPLICATION

Name JOHN R. DE CARDY Phone [REDACTED]

Address [REDACTED]  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes No If Yes, how long: 15 years

Board or Commission Applying for: PLANNING COMMISSION (OR HOUSING OR HARBOR)

Qualifications: - See attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature John R. De Cardy

Date 1-3-2016

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

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

John R. DeCardy

[REDACTED]  
[REDACTED]  
January 1, 2016

## Board or Commission Application

### Qualifications:

Recently retired senior executive in a global management consulting and technology company most recently helping large organizations manage their learning and education programs.

Lifelong experience participating with and managing non-profit organizations focusing on literacy, education, United Way, mission and housing development. Executive Director for the Housing Development Corporation in South Haven building new homes for low to moderate income families in South Haven using MSHDA grant funds in cooperation with the SH Housing Commission.

Creative, strategic thinker able to bring people together to manage and deliver project results.

Familiar with South Haven and Michigan residential zoning ordinances and building codes as I am personally rebuilding our home in town.

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

I have always had a strong desire to make the place where we live (local or far-flung) a better place filled with healthy, happy and prosperous neighbors. We've worked and lived in several cities across the country and the world and always enjoyed working with people to make all of our lives more fulfilling.

An engineer by education and educator by experience, I am inquisitive, logical, organized, a pretty good communicator, and hands on do-er. A quick study, I am happy to make new contacts necessary helpful to achieving our project goals whatever they may be.

South Haven and its residents have a great deal to offer and I would enjoy participating in our continued success.

Feel free to check out my experience and career history on LinkedIn:

<https://www.linkedin.com/in/john-decardy-34320a10>

JRD 1-3-2016



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Kate Hosier Phone 637-0775

Address 539 Phoenix Street South Haven MI 49090  
Street City State Zip

E-Mail Address khosier@south-haven.com

Resident of City? (Circle One)  Yes  No If Yes, how long: \_\_\_\_\_

Board or Commission Applying for: Building Authority

Qualifications: Assistant City Manager

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_  
The Building Authority is a commission comprised of the City Manager,  
Finance Director, and the Assistant City Manager. Due to my recent  
promotion, I am seeking confirmation of appointment to this  
commission.

Signature *Kate Hosier* Date 06-14-2016

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Wendi Dnuki Phone [Redacted]

Address [Redacted]  
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One)  Yes  No If Yes, how long: 11/2013

Board or Commission Applying for: Parks

Qualifications: My background is in journalism/communications, so I am adept at researching topics and connecting with the community. I took a public affairs/planning course in college in Sydney, Aus, and learned about creating livable, desirable neighborhoods and common spaces. In addition, I am an outdoor enthusiast and know many of the city's parks well.

I believe I can benefit the City of South Haven by serving on a board and commission because: As the mother of two young children, I frequent the city parks and green spaces on a regular basis. I think that having a parent's perspective and a close network of young parents is valuable. I have lived in Chicago and Tokyo, both cities with world-class green spaces, and can bring a host of fresh ideas for making the most of our beautiful city.

Signature Wendi Dnuki Date 06/10/2016

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

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



# City of South Haven

## Department of Public Works

DPW Building • 1199 8<sup>th</sup> 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:** June 7, 2016

**RE:** Special Event 2016-22 – Fourth of July Parade

### Background Information

This year the South Haven Kiwanis Club, the South Haven Rotary Club, along with Do-It Corporation are sponsoring the parade which is scheduled for July 4th, 2016 at 11:00 am. This parade usually attracts around 50-75 units (floats, bands, community organizations) and an audience of over 1,000 people.

The parade route is identified on the event application and will match that of the Blueberry Parade. In addition to this change, the beginning location of the parade route will be changed due to construction. Please note that streets will be closed at 10:30 a.m. and vehicles should be moved off the parade route prior to that time.

Parade registration will be in the parking lot of the former Armory. Staging for the parade will be on Center Street in front of Lincoln Elementary School. Due to concerns of public safety, the west side of Center Street will be left open for residents. Some staging will be in the small parking lots off Center by Lincoln. Additional staging will be on Elkenburg in front of Lincoln leaving the north side lane open for emergency traffic.

Insurance has been provided.

### Attachments

Special Event 2016-22 Special Event Application and Maps

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

Special Event # 2016-22  
Date Received 6/3/16

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

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

A new application must be submitted each year.

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

  
Initial

June 1, 2016  
Date

### CONTACT INFORMATION

Event Title: Fourth of July Parade

Sponsoring Organization: Kiwanis

Applicants Name: Jeffrey Dick

Telephone #: 269-214-8924

Phone # During Event: 269-214-8924

E-mail Address: pastorjeffreyd@yahoo.com

### Other contacts for/during event

Name: Art Ayers Telephone: 637-8762

Name: Harold Filbrandt Telephone: 637- 3087

### EVENT SPECIFIC INFORMATION

Event Location: South Haven city streets see below

Date(s) Requested: July 4, 2016 Alternative Date(s): \_\_\_\_\_

Start Time: 11 a.m. End Time: 1 p.m.

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

Number of people expected to attend: 200 in parade plus 100's watching

### EVENT DESCRIPTION

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

*SEE ATTACHED SHEET*

**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** *Street closures as noted on map in coordination with city.*



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



Event Command Post. Mark location on maps.



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



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

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

**\*\*Huron Street Pavilion requires portable toilet facilities for events expecting over 150 attendants. \*\***  Under part 117 of Act, 1994 PA 451, Waste servicers must dispose of their waste at a wastewater treatment plant with an approved receiving facility. The South Haven Wastewater Treatment Plant is **NOT** an approved facility.

Approved facility being used \_\_\_\_\_.



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

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



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



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



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



Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Live animal sites. Mark location on maps and describe: \_\_\_\_\_

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

**ADDITIONAL EVENT INFORMATION**

Liquor License

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

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

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

\_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

**CITY SERVICES**

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

If yes, explain: \_\_\_\_\_

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Will vendors be using electric utilities:  Yes  No

If yes, the city's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$10.00 per vendor will be billed to the **Sponsoring Organization** (NOT the vendor) following the event.

Will you require additional police services:  Yes  No

If yes, explain: At major intersections

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

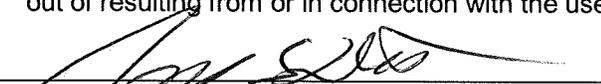
**REMINDERS**

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

      Sep 3, 2016        
Date

Please return to:  
Parks and Recreation Supervisor  
Department of Public Works  
City of South Haven  
1199 8<sup>th</sup> 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.**

## EVENT DESCRIPTION

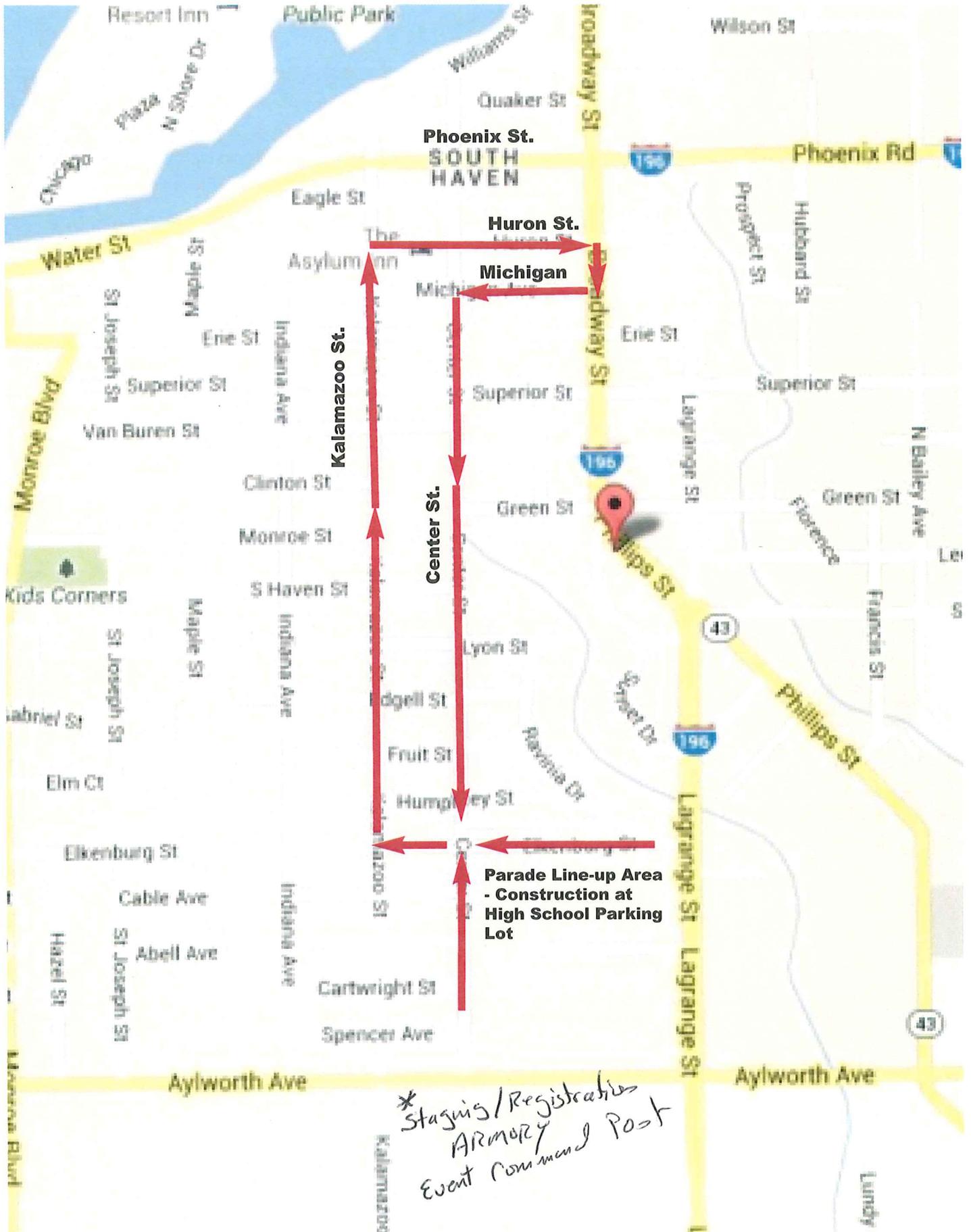
The Fourth of July Parade is sponsored by the South Haven Kiwanis Club and the Rotary Club of South Haven, along with Do-It Corporation.

The parade typically attracts 50 to 75 units (floats, bands, community groups) and an audience of over 1,000 people watching from sidewalks and curbside.

This year the parade committee has agreed to change the route of the parade to match that of the Blueberry Parade. In addition, with construction at the high school, the location of the beginning of the parade has been changed.

Parade Registration will be in the parking lot of the former Armory. Staging for the parade will be on Center Street in front of Lincoln Elementary School. In conversations with public safety, one lane (west side of street) will be kept open for residents on Center Street. Some staging will also be in the small parking lots off of Center by Lincoln. Additional staging will be on Elkenburg in front of Lincoln, again leaving a lane open (north side of street) for emergency traffic.

# 2016 South Haven 4th of July Parade Route





# Department of Public Works

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

## Cones and Barricades Request Form

Requester's Name Jeffrey Dick  
 Date Requested July 4, 201  
 Organization/Committee Kiwanis  
 Mailing Address 651 Phoenix St.  
South Haven, MI 49090  
 Office/Main Phone 269 637 3804  
 Cell Phone 269 214 8524

EVENT: 4<sup>th</sup> of July Parade

DATE of EVENT: July 4, 20

| CONES | Quantity | Who will pick up cones<br>(Please Print Legibly) | Cell Phone | Pick Up Date/Time | Return Date/Time                  |
|-------|----------|--|------------|-------------------|-----------------------------------|
|       | 300      | DROP OFF<br>at SH Police<br>Dept.                |            |                   | Monday<br>July 4<br>8:30 AM<br>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<br>(Please Print Legibly) | Contact Person | Drop Off Date/Time | Pick Up Date/Time |
|------------|----------|---|----------------|--------------------|-------------------|
|            |          |   | Cell Phone     |                    | AM<br>PM          |
|            | 500      | <del>At the front</del><br>other side       |                |                    | AM<br>PM          |

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

Borrower's Signature: Jeffrey Dick

Authorized by: \_\_\_\_\_

Broadway & Phoenix

Broadway & Huron St.

Kalamazoo & Phoenix

Phoenix & Center

---

Center & Cartwright.

Barricades



# CERTIFICATE OF LIABILITY INSURANCE

|                                |
|--------------------------------|
| DATE (MM/DD/YYYY)<br>5/11/2016 |
|--------------------------------|

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

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

|  |   |
|--|---|
| PRODUCER<br>Hylant Group Inc-Indianapolis<br>301 Pennsylvania Parkway, #201<br>Indianapolis IN 46280                     | CONTACT NAME: Lisa Christenson  |
|  | PHONE (A/C, No, Ext): 317-817-5172      FAX (A/C, No): 317-817-5151<br>E-MAIL ADDRESS: kiwaniscert@hylant.com |
| INSURED<br>KIWAN03<br>Kiwanis International, All Clubs and Their Members<br>3636 Woodview Trace<br>Indianapolis IN 46268 | INSURER(S) AFFORDING COVERAGE<br>INSURER A : Lexington Insurance Company      NAIC # 19437                    |
|  | INSURER B :   |
|  | INSURER C :   |
|  | INSURER D :   |
|  | INSURER E :   |
|  | INSURER F :   |

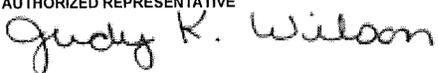
**COVERAGES**      **CERTIFICATE NUMBER: 1772804351**      **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Liquor Liability<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | 013136005     | 11/1/2015               | 11/1/2016               | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000<br>Liquor Liability \$1,000,000 |
| A        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS  |           |          | 013136005     | 11/1/2015               | 11/1/2016               | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>Aggregate \$3,000,000  |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$   |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      |               |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |
| A        | Self-Insured Retention   |           |          | 013136005     | 11/1/2015               | 11/1/2016               | All Claims \$75,000  |

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

Certificate Holder is named as Additional Insured as respects to General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included):  
 July 4th, 2016 or any future date(s) during the policy term.  
 4th of July Parade  
 Located @ South Haven High School Parking Lot and Public Streets  
 Kiwanis Club of South Haven

|  |   |
|--|---|
| <b>CERTIFICATE HOLDER</b><br><br>City of South Haven<br>Attn: Brian Dissette<br>539 Phoenix St.<br>South Haven, MI 49090 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br>   |

© 1988-2014 ACORD CORPORATION. All rights reserved.

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.

mms \_\_\_\_\_  
Initial

06/09/2016 \_\_\_\_\_  
Date

### CONTACT INFORMATION

Event Title: Michigander Bicycle Tour

Sponsoring Organization: Michigan Fitness Foundation

Applicants Name: Mary McGuire Slevin

Telephone #: 517-485-6022 Phone # During Event: 231-881-6701

E-mail Address: mary@michigantrails.org

### Other contacts for/during event

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### EVENT SPECIFIC INFORMATION

Event Location: Stanley Johnston Park

Date(s) Requested: Friday, July 22 Alternative Date(s): \_\_\_\_\_

Start Time: 9am End Time: 4pm

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

Number of people expected to attend: 200

### EVENT DESCRIPTION

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

Rest stop and water refill station for cyclists on tour from Holland to South Haven to  
Kal Haven Trail to Grand Junction to Fennville.

## 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 n/a

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

Event Command Post. Mark location on maps.

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

Portable toilet facilities. Mark locations on maps. How many? \_\_\_\_\_

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

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

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

Approved facility being used \_\_\_\_\_.

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: n/a 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: Table with 5 gallon water containers  
\_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

**CITY SERVICES**

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

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: Water, Restrooms

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**

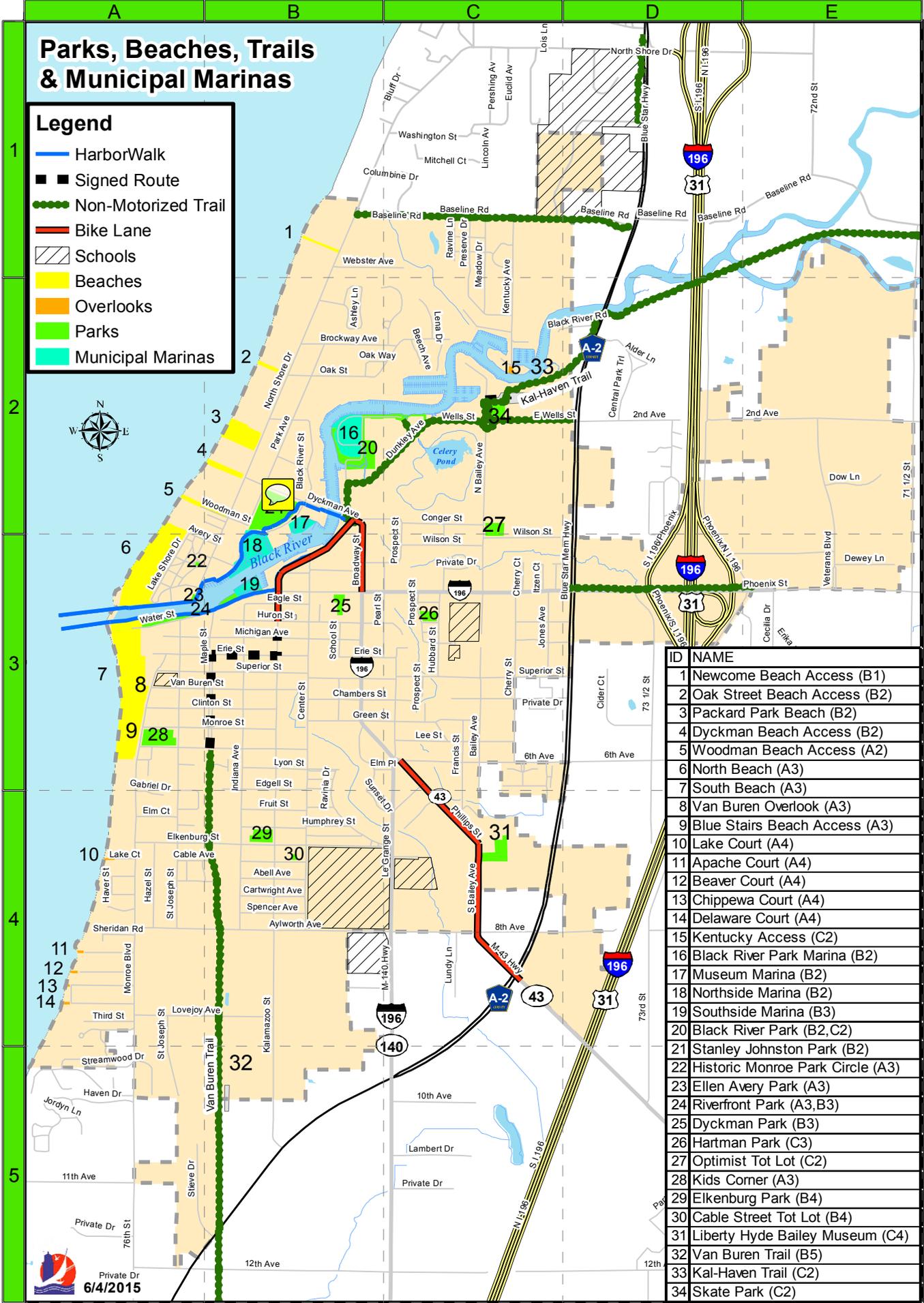
**Please return to:  
Parks and Recreation Supervisor  
Department of Public Works  
City of South Haven  
1199 8<sup>th</sup> Ave  
South Haven, MI 49010  
Phone: 269-637-0772 / Fax: 269-637-4778  
Hours: Monday-Friday 7:00a.m. – 3:30p.m.**

**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.**

# Parks, Beaches, Trails & Municipal Marinas

## Legend

-  HarborWalk
-  Signed Route
-  Non-Motorized Trail
-  Bike Lane
-  Schools
-  Beaches
-  Overlooks
-  Parks
-  Municipal Marinas



| ID | NAME                             |
|----|----------------------------------|
| 1  | Newcome Beach Access (B1)        |
| 2  | Oak Street Beach Access (B2)     |
| 3  | Packard Park Beach (B2)          |
| 4  | Dyckman Beach Access (B2)        |
| 5  | Woodman Beach Access (A2)        |
| 6  | North Beach (A3)                 |
| 7  | South Beach (A3)                 |
| 8  | Van Buren Overlook (A3)          |
| 9  | Blue Stairs Beach Access (A3)    |
| 10 | Lake Court (A4)                  |
| 11 | Apache Court (A4)                |
| 12 | Beaver Court (A4)                |
| 13 | Chippewa Court (A4)              |
| 14 | Delaware Court (A4)              |
| 15 | Kentucky Access (C2)             |
| 16 | Black River Park Marina (B2)     |
| 17 | Museum Marina (B2)               |
| 18 | Northside Marina (B2)            |
| 19 | Southside Marina (B3)            |
| 20 | Black River Park (B2,C2)         |
| 21 | Stanley Johnston Park (B2)       |
| 22 | Historic Monroe Park Circle (A3) |
| 23 | Ellen Avery Park (A3)            |
| 24 | Riverfront Park (A3,B3)          |
| 25 | Dyckman Park (B3)                |
| 26 | Hartman Park (C3)                |
| 27 | Optimist Tot Lot (C2)            |
| 28 | Kids Corner (A3)                 |
| 29 | Elkenburg Park (B4)              |
| 30 | Cable Street Tot Lot (B4)        |
| 31 | Liberty Hyde Bailey Museum (C4)  |
| 32 | Van Buren Trail (B5)             |
| 33 | Kal-Haven Trail (C2)             |
| 34 | Skate Park (C2)                  |



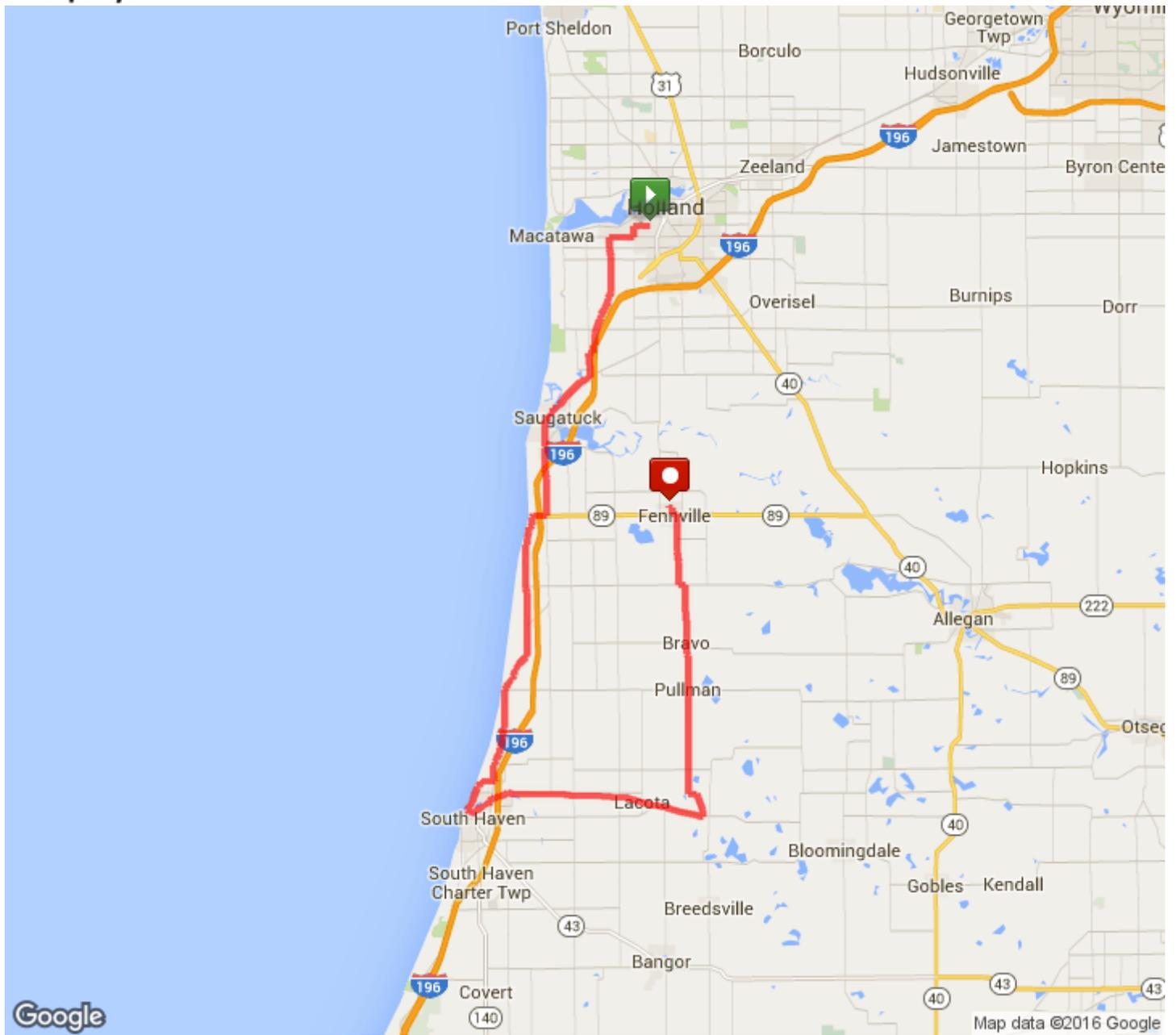
# 2016 Michigander: July 22: Option 2:

Holland to South Haven to Fennville

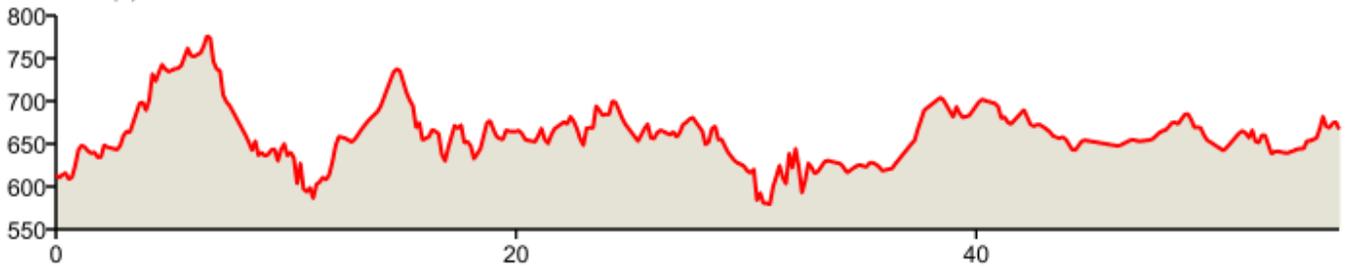
Distance: 55.77 mi

Elevation: 1,080.81 ft (Max: 779.92 ft)

mapmyride



ELEVATION (ft)



Miles

Copyright (c) 2016 MapMyFitness Inc.

|   |                     |
|---|---------------------|
|  Head west on W 24th St toward Ottawa Ave   | 0 mi (+0.7 mi)      |
|  Head west on W 24th St toward Graafschap Rd  | 0.7 mi (+0 mi)      |
|  Turn left onto Graafschap Rd   | 0.7 mi (+0.19 mi)   |
|  Turn left onto W 27th St   | 0.89 mi (+0.01 mi)  |
|  Turn right Destination will be on the right  | 0.9 mi (+0.3 mi)    |
|  Head south   | 1.2 mi (+0 mi)      |
|  Turn right   | 1.21 mi (+1 mi)     |
|  Turn left onto Myrtle Ave  | 2.21 mi (+0.01 mi)  |
|  Turn right onto 32nd St  | 2.21 mi (+0.01 mi)  |
|  Head south on 62nd St toward Ardmore St  | 2.23 mi (+1.98 mi)  |
|  Continue onto Beeline Rd Destination will be on the left                                      | 4.21 mi (+0.32 mi)  |
|  Head south on Beeline Rd toward Standing Stone Dr  | 4.53 mi (+2.12 mi)  |
|  Slight left Destination will be on the right   | 6.65 mi (+0.34 mi)  |
|  Head south toward Beeline Rd   | 7 mi (+0.15 mi)     |
|  Slight left onto Beeline Rd  | 7.15 mi (+0.24 mi)  |
|  Continue onto 138th Ave  | 7.39 mi (+0.17 mi)  |
|  Turn left onto 64th St Destination will be on the right                                      | 7.56 mi (+1.08 mi)  |
|  Head south on 64th St toward Holland St/Washington Rd  | 8.64 mi (+0.01 mi)  |
|  Turn right onto Blue Star Hwy/Holland St/Washington Rd Continue to follow Blue Star Hwy      | 8.65 mi (+0.97 mi)  |
|  Turn right onto Holland St Destination will be on the left                                   | 9.62 mi (+0.63 mi)  |
|  Head southwest on Holland St/Washington Rd toward Riverside Dr Continue to follow Holland St | 10.25 mi (+0.36 mi) |
|  Head southwest on Holland St toward Lucy St  | 10.61 mi (+0.01 mi) |
|  Turn right onto Lucy St Destination will be on the left                                      | 10.62 mi (+0.12 mi) |

|  |                     |
|--|---------------------|
|  Head west on Lucy St toward Butler St   | 10.74 mi (+0.05 mi) |
|  Lucy St turns slightly left and becomes Water St  | 10.79 mi (+0.19 mi) |
|  Turn right onto Mary St Parts of this road may be closed at certain times or days                 | 10.98 mi (+0.02 mi) |
|  Take the Saugatuck Chain Ferry May be closed at certain times or days                             | 11 mi (+0.07 mi)    |
|  Turn left onto Park St Destination will be on the right   | 11.07 mi (+0.01 mi) |
|  Head south on Park St toward Bliss St Destination will be on the right                            | 11.07 mi (+0.49 mi) |
|  Head south on Park St toward Bayview  | 11.56 mi (+0.12 mi) |
|  Continue onto Ferry St  | 11.68 mi (+0.95 mi) |
|  Turn right onto Chase Rd  | 12.63 mi (+0.05 mi) |
|  Continue onto County Rd A-2/Blue Star Hwy/Ferry St Continue to follow County Rd A-2/Blue Star Hwy | 12.68 mi (+2.96 mi) |
|  Head south on 68th St toward M-89 W   | 15.65 mi (+0.01 mi) |
|  Turn right onto M-89 W/124th Ave Continue to follow 124th Ave                                    | 15.66 mi (+0.59 mi) |
|  Turn left onto 70th St/Adams Rd/Lakeshore Dr Continue to follow Adams Rd/Lakeshore Dr           | 16.25 mi (+2.16 mi) |
|  Head south on Adams Rd/Lakeshore Dr toward 120th Ave Continue to follow Adams Rd                | 18.41 mi (+2.74 mi) |
|  Turn right onto 70th St/Adams Rd/Blue Star Hwy Continue to follow Blue Star Hwy                 | 21.15 mi (+7.12 mi) |
|  Enter the traffic circle  | 28.26 mi (+0.01 mi) |
|  Head south toward N Shore Dr  | 28.28 mi (+0.06 mi) |
|  Exit the traffic circle onto N Shore Dr Destination will be on the left                         | 28.34 mi (+1.94 mi) |
|  Head south on N Shore Dr toward Dyckman Ave   | 30.29 mi (+0.01 mi) |
|  Turn left onto Dyckman Ave  | 30.3 mi (+0.32 mi)  |
|  Head west on Dyckman Ave toward Dunkley Ave   | 30.62 mi (+0.01 mi) |
|  Turn right onto Dunkley Ave   | 30.63 mi (+0.1 mi)  |
|  Turn right to stay on Dunkley Ave   | 30.72 mi (+0.31 mi) |
|  Continue onto E Wells St  | 31.03 mi (+0.16 mi) |

|  |                     |
|--|---------------------|
|  At the traffic circle, take the 1st exit onto N Bailey Ave  | 31.2 mi (+0.07 mi)  |
|  Turn right toward Kal-Haven Trail Sesquicentennial State Park   | 31.27 mi (+0.06 mi) |
|  Continue onto Kal-Haven Trail Sesquicentennial State Park Destination will be on the left   | 31.34 mi (+1.18 mi) |
|  Head east on Kal-Haven Trail Sesquicentennial State Park toward 71 1/2 St   | 32.52 mi (+2.86 mi) |
|  Turn left onto Co Rd 687 Destination will be on the right   | 35.38 mi (+0.02 mi) |
|  Head south on Co Rd 687 toward Kal-Haven Trail Sesquicentennial State Park  | 35.4 mi (+0.02 mi)  |
|  Turn left onto Kal-Haven Trail Sesquicentennial State Park  | 35.41 mi (+1.99 mi) |
|  Turn left onto 62nd St Destination will be on the right   | 37.41 mi (+0.03 mi) |
|  Head south on 62nd St toward Kal-Haven Trail Sesquicentennial State Park  | 37.44 mi (+0.03 mi) |
|  Turn left onto Kal Haven Trail/Kal-Haven Trail Sesquicentennial State Park Continue to follow Kal-Haven Trail Sesquicentennial State Park | 37.46 mi (+1.61 mi) |
|  Slight left onto Phoenix St   | 39.07 mi (+2.15 mi) |
|  Turn left onto Co Rd 215  | 41.22 mi (+0.01 mi) |
|  Head north on Co Rd 215 toward Baseline Rd  | 41.24 mi (+1.05 mi) |
|  Turn left onto Baseline Rd  | 42.29 mi (+0.31 mi) |
|  Turn right onto 56th St   | 42.6 mi (+1 mi)     |
|  Turn right onto 102nd Ave   | 43.61 mi (+0.02 mi) |
|  Turn left onto 56th St  | 43.63 mi (+5.56 mi) |
|  Turn left onto 113th Ave  | 49.19 mi (+0.02 mi) |
|  Head east on 113th Ave toward 56th St   | 49.22 mi (+0.02 mi) |
|  Turn left onto 56th St  | 49.24 mi (+2.5 mi)  |
|  Turn left onto 118th Ave Destination will be on the left  | 51.74 mi (+0.02 mi) |
|  Head west on 118th Ave toward 57th St   | 51.76 mi (+0.23 mi) |
|  Turn right onto 57th St   | 51.99 mi (+1 mi)    |
|  Turn right onto 120th Ave   | 52.99 mi (+0.01 mi) |

|  |                     |
|--|---------------------|
|  Head west on 120th Ave toward 57th St   | 53 mi (+0.01 mi)    |
|  Turn right onto 57th St Destination will be on the right                        | 53.01 mi (+1.47 mi) |
|  Head north on 57th St toward Center St  | 54.48 mi (+0.59 mi) |
|  Turn left onto E Main St  | 55.08 mi (+0.21 mi) |
|  Turn right onto N Maple St  | 55.29 mi (+0.28 mi) |
|  Turn left onto S Memorial Dr  | 55.57 mi (+0 mi)    |
|  Head west on S Memorial Dr toward Elizabeth St Destination will be on the right | 55.57 mi (+0.13 mi) |
|  Head north on W Memorial Dr   | 55.7 mi (+0.07 mi)  |
|  Destination   | 55.77 mi (+0 mi)    |

MapMyRide • <http://mapmyride.com/routes/view/1025550277>



**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
**06/10/2016**

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

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

|   |   |                                    |
|---|---|------------------------------------|
| <b>PRODUCER</b><br><b>Lyman &amp; Sheets</b><br><b>2213 East Grand River</b><br><b>P.O. Box 15127</b><br><b>Lansing, MI 48901</b><br><b>Peter G. Dewan</b>  | <b>CONTACT NAME:</b> Vicki M. Arceo, CIC, CRM |                                    |
|   | <b>PHONE (A/C, No, Ext):</b> 517-482-2211     | <b>FAX (A/C, No):</b> 517-371-4881 |
| <b>E-MAIL ADDRESS:</b> vickia@lymansheets.com   |   |                                    |
| <b>INSURER(S) AFFORDING COVERAGE</b>  |   | <b>NAIC #</b>                      |
| <b>INSURER A:</b> Alliance of Nonprofits for Ins  |   |                                    |
| <b>INSURED</b><br><b>Michigan Physical Fitness,</b><br><b>Health &amp; Sports Foundation Inc</b><br><b>DBA Michigan Fitness</b><br><b>Foundation</b><br><b>PO Box 27187</b><br><b>Lansing, MI 48909</b> | <b>INSURER B:</b> The Accident Fund           |                                    |
|   | <b>INSURER C:</b>                             |                                    |
|   | <b>INSURER D:</b>                             |                                    |
|   | <b>INSURER E:</b>                             |                                    |
|   | <b>INSURER F:</b>                             |                                    |

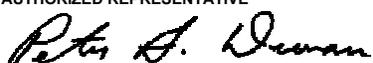
**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD                       | SUBR WVD | POLICY NUMBER         | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|---------------------------------|----------|-----------------------|-------------------------|-------------------------|---|
| <b>A</b> | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: | <b>X</b>                        |          | <b>2015-21247</b>     | <b>08/16/2015</b>       | <b>08/16/2016</b>       | EACH OCCURRENCE \$ <b>1,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b><br>MED EXP (Any one person) \$ <b>20,000</b><br>PERSONAL & ADV INJURY \$ <b>1,000,000</b><br>GENERAL AGGREGATE \$ <b>2,000,000</b><br>PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b><br>\$ |
| <b>A</b> | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS   |                                 |          | <b>2015-21247</b>     | <b>08/16/2015</b>       | <b>08/16/2016</b>       | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b><br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| <b>A</b> | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>   |                                 |          | <b>2015-21247-UMB</b> | <b>08/16/2015</b>       | <b>08/16/2016</b>       | EACH OCCURRENCE \$ <b>1,000,000</b><br>AGGREGATE \$ <b>1,000,000</b><br>\$  |
| <b>B</b> | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input type="checkbox"/> | N/A      | <b>WCV6089644</b>     | <b>08/16/2015</b>       | <b>08/16/2016</b>       | <input checked="" type="checkbox"/> PER STATUTE<br><input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ <b>500,000</b><br>E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b><br>E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>   |

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

**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| <b>City of South Haven</b><br><b>Parks &amp; Recreation Supervisor</b><br><b>Dept. of Public Works</b><br><b>1199 8th Ave</b><br><b>South Haven, MI 49010</b> | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|



## Agenda Item 11

### Ballocks Bar & Grill Brewpub License Application

#### **Background Information:**

Council will be asked to approve Resolution 2016-43, a resolution recommending local government approval to Ballock's Bar & Grill's application for a brewpub license

Ballock's Bar & Grill recently opened on December 18, 2015 in Old Harbor Village located at 515 Williams Street, Unit 23. Prior to opening the bar, the liquor license was 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. This Council approved the application for reclassification from a Class B Hotel to a Class C Resort license on August 3, 2015.

A Brewpub license, as defined by MCL 436.1105(12), is a license issued in conjunction with a Class C, Tavern, B-Hotel, or A-Hotel license that authorizes the licensee to brew up to 18,000 barrels of beer per calendar year for sale on the premises.

#### **Recommendation:**

Staff recommends the Council approve Resolution 2016-43, a resolution recommending local government approval to Ballock's Bar & Grill's application for a brewpub license.

#### **Support Material:**

Resolution 2016-43  
Daniel Ballock Letter  
Old Harbor Approval  
Brewing Proposal  
Proposed Plumbing Drawing



**Local Government Approval**  
(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the City of South Haven council/board  
(regular or special) (township, city, village)  
called to order by Mayor Robert Burr on June 20, 2016 at 7:00 p.m.  
(date) (time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Ballocks Bar & Grill  
(name of applicant)

for the following license(s): Brewpub License  
(list specific licenses requested)

to be located at: 515 Williams Street, Unit 23

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the South Haven City  
council/board at a Regular meeting held on June 20, 2016  
(regular or special) (date) (township, city, village)

Travis Sullivan  
\_\_\_\_\_  
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Fax to: 517-763-0059

South Haven City Council  
Ballock's Bar and Grill  
515 Williams St unit 23  
South Haven, MI 49090

Dear South Haven City Council:

My name is Daniel Ballock. I opened Ballock's Bar and Grill December 18<sup>th</sup> of 2015. I purchased the space that was formerly York's. I have remodeled the space creating a different atmosphere and I have created an entirely different menu offering different options. My goal is to add brewing to our existing operations creating a new attraction in South Haven.

For the last 12 years I have been working in healthcare as a paramedic, registered nurse, and firefighter with dreams of owning my own restaurant. I worked in restaurants on and off over those years giving me the certainty that this was what I wanted to do. December of last year this opportunity became a reality. The process to ownership took 15 months so in that time I remodeled my basement into a brewery and have had a brewer working for me for about 18 months now. I would like to apply for my brewing permits that would allow brewing a couple of our own beer recipes on site in the restaurant. I would not be changing my existing liquor license just adding micro-brew beers on tap that were made there. This permit does not allow the sale or distribution of the beer that I produce outside of the restaurant, only on premise consumption.

The kitchen is already equipped with a ventilation system that is sufficient for the brewing process as well as a small area of space that we can store the equipment. I already own the majority of equipment that is required to brew. I do estimate approximately \$5000 in additional equipment needed. My brewing operation will consist of 1 head brewer and an assistant brewer creating 2 new jobs initially and a third position next spring as we roll into the busy summer season. I do however hope that the brewing will help draw additional customers into the restaurant and in turn allow me to employ more staff. The operation is a 20-gallon system making 20 gallons per batch.

The application process takes 4 to 6 months once submitted to the state after city approval. I would like to apply before the end of June in hopes of being licensed to brew by December 31<sup>st</sup> of this year. Thank you for your time and consideration.

Sincerely,

**Daniel Ballock**

## Ballock's Bar and Grill Brewing Proposal

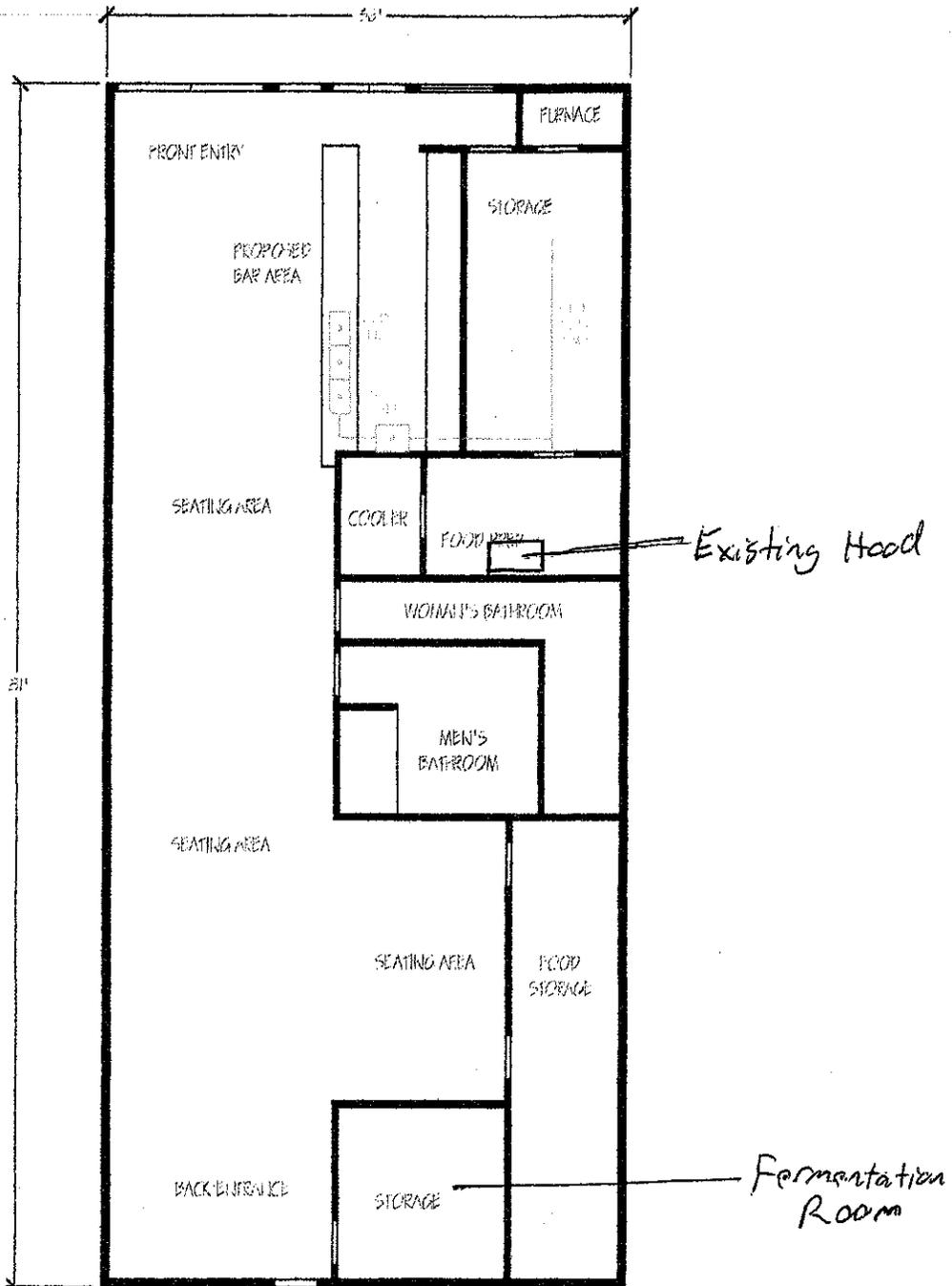
- Brewing will take place on site of Ballock's Bar and Grill.
- I am seeking a brewpub permit which will allow for the production and consumption of beer on site only. This license is in addition to the existing liquor license.
- We have 6 main beers we would like to produce and rotate through our existing selection of beer. They are a vanilla porter, amber, honey wheat, double black IPA, pale ale, and a citrus IPA.
- Our brewing operation will be a 20 gallon per batch electric system.
  - We will be using the existing hood system for ventilation
  - Brewing will take place in the already licensed kitchen
  - Fermentation will take place in existing storage rooms on site
  - We will employ 3 more staff for brewing
  - Start-up costs will be \$5,000 for additional equipment
  - Application process typically takes 4 to 6 months from submission

Thursday, May 19, 2016

The Old Harbor Village association approves of Ballock's Bar and Grill applying for the following additional permits:

- Sunday AM license allowing serving of alcohol prior to 12pm
- Brewpub permit
- Take out license of unopened beer and wine

Print Ronald W. Sen  
Sign [Signature]  
Date 5-19-16



PROPOSED PLUMBING



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Natalie Thompson, Interim Chief of Police

**From:** Larry Halberstadt, PE, City Engineer

**Date:** June 20, 2016

**RE:** Cook Street Parking

### Background Information

In May, a new shopping center opened at 330 Blue Star Highway. This shopping center is located on the northwest corner of Blue Star Highway and Cook Street. The shopping center includes new driveways onto both streets. The shopping center is currently configured with three tenant spaces, two of which are occupied. The two tenants are Biggby Coffee and AT&T Wireless.

During site plan review, the developed provided a parking calculation per the zoning ordinance. The developer was required to provide 1 space per 200 square foot of usable floor area plus 1 space per employee. At the time of submittal, the number of employees and usable floor space were unknown because tenant leases had not been signed. Utilizing the entire floor space of the building results in the requirement for 22 parking spaces. A total of 23 parking spaces were provided.

Since opening, staff has observed vehicles parked on Cook Street between the shopping center and Jones Street. Typically, there are 5-7 vehicles parked on this block all day long. Staff has contacted the proprietor of Biggby to discuss the on street parking. The employees at Biggby have been requested to park on the street to ensure that the parking lot is available for customers. Biggby typically has three employees on duty. In addition, it is believed that Countryside Motors is also using the on street parking on Cook Street.

The pavement on Cook Street is 30 feet wide. When vehicles park on both sides, this leaves a clear width of 14 feet. A standard traffic lane is typically 12 feet wide; although 11 and 10 feet wide lanes are sometimes used on low speed, low volume roadways. Because this is a very short block, it is recommended that parking be prohibited on one side. This will provide sufficient width for two cars to pass, even with a vehicle parked on one side. This block includes two residential driveways for houses with frontage on Jones Street. After discussion with one of the neighbors, staff recommends that parking be restricted on the south side of Cook Street.

**Memorandum**

June 20, 2016

Cass Street Parking

Page 2 of 2

**Recommendation**

City Council should be requested to approve TCO 16-004 implementing the no parking zone shown on Exhibit A. Upon approval of TCO 16-004, staff will erect appropriate traffic signs which will permit police to begin enforcement.

**Attachments**

Exhibit A – Cook Street No Parking  
Traffic Control Order 2016-004

**ORDINANCE # 1021**  
**TRAFFIC CONTROL ORDER**  
**CITY OF SOUTH HAVEN**

ORDER NO. 16-003

DATE OF FILING: June 20, 2016

In accordance with Section 82-26 of the Code of Ordinances of the City of South Haven, same being the Uniform Traffic Code for Cities, Townships and Villages of Michigan; and in the interest of Public Safety and Convenience, we have made an investigation of traffic conditions on Cook Street between Jones Street and Blue Star Memorial Highway, and as a result of said investigation do hereby direct that:

Parking be prohibited on the south side of Cook Street from Jones Street to Blue Star Memorial Highway.

All previous traffic control orders and/or parts of resolutions are, to the extent of any conflict with this traffic control order, rescinded.

This order shall expire 90 days from the date of filing except upon its approval by the City Council, it shall not so expire.



Larry Halberstadt, PE, City Engineer

June 20, 2016

Date of Filing with City Clerk

-----  
Received for filing (date)

by: -----  
City Clerk

Approved by City Council: -----  
(date)

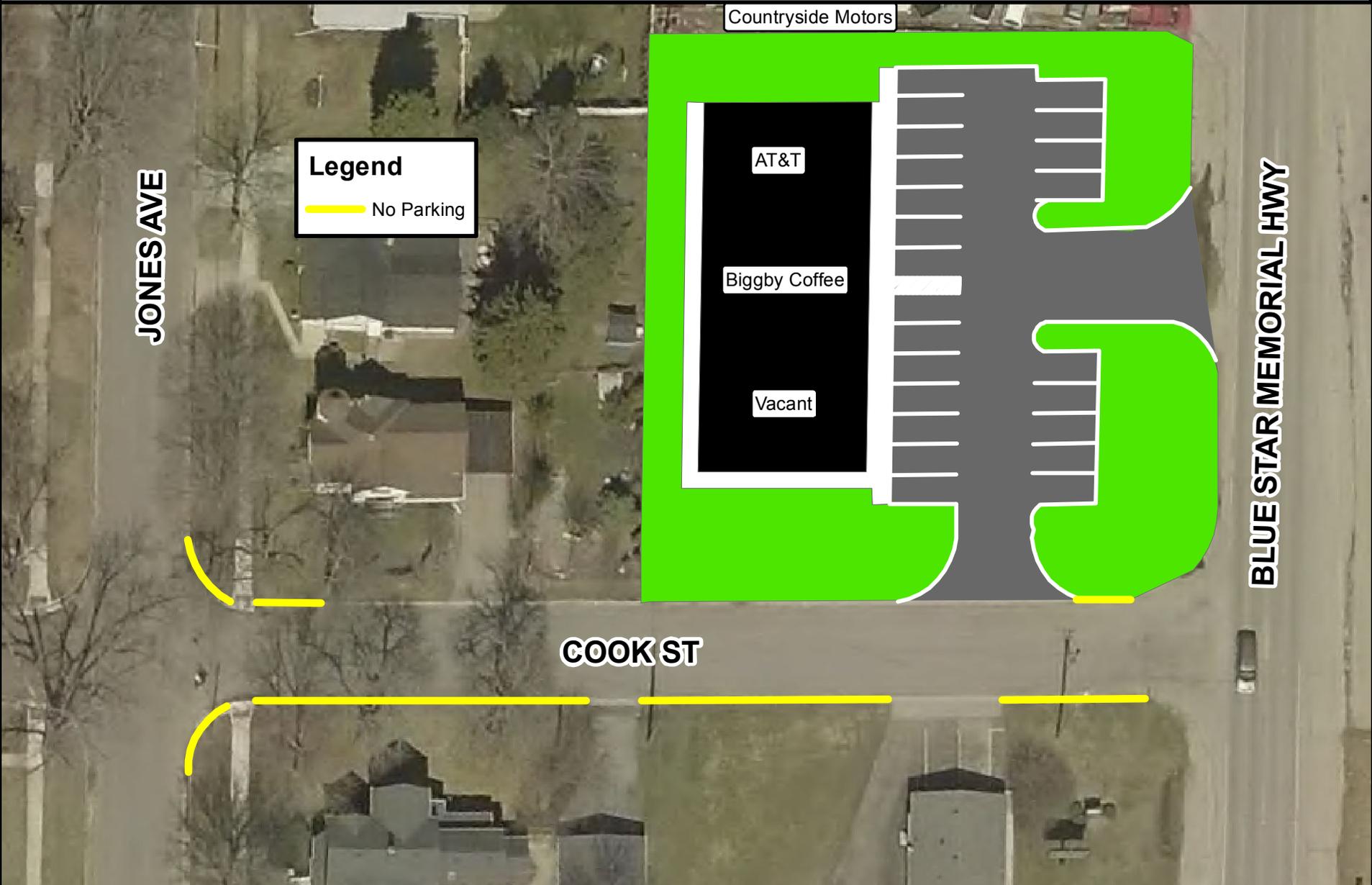
by: -----  
Mayor

**Traffic Control Order 16-003**

*In accordance with Section 82-26 of the Code of Ordinances of the City of South Haven, same being the Uniform Traffic Code for Cities, Townships and Villages of Michigan; and in the interest of Public Safety and Convenience, we have made an investigation of traffic conditions on Cook Street between Jones Street and Blue Star Memorial Highway, and as a result of said investigation do hereby direct that:*

*Parking be prohibited on the south side of Cook Street from Jones Street to Blue Star Memorial Highway.*

*All previous traffic control orders and/or parts of resolutions are, to the extent of any conflict with this traffic control order, rescinded.*



Countryside Motors

**Legend**

— No Parking

JONES AVE

AT&T

Biggby Coffee

Vacant

COOK ST

BLUE STAR MEMORIAL HWY



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Natalie Thompson, Interim Chief of Police

**From:** Larry Halberstadt, PE, City Engineer

**Date:** June 20, 2016

**RE:** Cass Street Parking

### Background Information

Cass Street, Haver Street, and Pine Street are located on the west side of the City. Cass and Pine Streets run east-west and are connected to Monroe Boulevard. Haver Street runs north-south connecting Cass and Pine Streets. The right-of-ways were deeded to the City via the Lake Villa Subdivision and the Lake View Subdivision. The right-of-way width for Cass and Pine Streets is 38 feet. The right-of-way width for Haver Street is 30 feet. Cass Street and Pine Street originally extended to Lake Michigan; however, the City has vacated the portions west of Haver Street. There are a total of 15 residential lots with frontage on Cass, Haver, and Pine Streets. Thirteen residential lots are served via driveways onto Cass, Haver, and Pine Streets. Two lots are served via driveways on Monroe Boulevard.

Due to the narrowness of the road right-of-ways, the paved streets are only 20 feet wide. These streets serve two way traffic and historically, there have been no parking restrictions on any of these streets. As a result, any parked vehicles can impact traffic flow along these streets. Earlier this year, the home at 51 Cass Street was sold to a new owner. The new owner has constructed an addition to the house and intends to permit weekly rentals during the summer tourist season. The home at 51 Cass Street includes a two stall garage and there is additional paving on site that will accommodate the parking of 6-7 additional cars.

Various neighbors along Cass, Haver, and Pine Streets have requested that the City consider changes to the on street parking due to the narrow pavement widths and the potential impact of additional on street parking at 51 Cass Street. In October of 2015, the Engineering Department mailed a parking survey to the impacted property owners. The survey presented three options: Option 1 would prohibit all on street parking along Cass, Haver, and Pine Streets. Option 2 would stripe on street parallel parking on one side of the street at a width of 8 feet and would maintain a single 12 foot wide traffic lane. Option 2 would also require the establishment of a one way traffic loop. The final option offered in the survey was to make no changes.

The survey was mailed to a total of 19 property owners. This included the owners of the properties with frontage on Cass, Haver, and Pine Streets plus 5 properties located on the east side of Monroe Boulevard across from this neighborhood.

## Memorandum

June 20, 2016

Cass Street Parking

Page 2 of 3

The City received a total of 18 responses. Five respondents preferred Option 1, four respondents preferred Option 2, and 9 respondents requested no changes.

Out of the 5 properties located on the east side of Monroe Boulevard, the City received four responses. One respondent preferred Option 1 and three preferred Option 2. Thus, it appears that a majority of the property owners on Monroe Boulevard are concerned that restricting parking on Cass, Haver, and Pine Streets would lead to parking problems along Monroe Boulevard.

The survey results did not reveal a majority opinion. Fifty percent (50%) of the respondents requested changes while 50% requested no changes. Of the 50% of the respondents requesting a change, there was split opinion on the type of change.

Based on the results of this survey, staff recommended making no changes in the fall of 2015. Staff also recommended that this situation be reviewed again after 51 Cass Street is occupied by weekly renters.

After the results of the survey were made public, Mr. John Matthews, the resident at 44 Cass Street, contacted City staff and continued to lobby for parking restrictions on the east end of Cass Street between his driveway and Monroe Boulevard. He expressed two concerns: that he could not back out of his driveway with a vehicle parked on the street opposite of the driveway, and that emergency vehicles could not travel down the roadway.

On May 19, 2016, City Staff painted the curb yellow on both sides of Cass Street for a distance of 160 feet, west of Monroe Boulevard (Exhibit B). Signs have not yet been erected and a Traffic Control Order has not yet been prepared for the change in parking. Upon instituting the change, the police department began to receive phone calls about construction vehicles parking along the yellow curb adjacent to 51 Cass Street. In addition, instituting no parking on both sides of the street forced vehicles to park further west on Cass Street. On multiple occasions, vehicles were parked on both sides of the street in a manner that blocks the street completely such that traffic cannot pass.

After additional review, staff is recommending that the curb on the north side of Cass Street be repainted grey to permit parking adjacent to 51 Cass Street. This distance is sufficient to permit parking of approximately 4 passenger vehicles. This will permit parking to occur adjacent to the point of use and hopefully will reduce the parking problems that were created on the west end of Cass Street. The configuration is shown in Exhibit C. The standard width for a parking lane is considered to be 8 feet. This leaves a 12 foot wide traffic lane which is of sufficient width for all emergency vehicles, including the largest fire apparatus operated by SHAES.

Staff will continue to monitor the parking situation on Cass, Pine, and Haver Streets. If vehicles continue to be parked in a manner that obstructs all through traffic, then it will be necessary to issue an additional Traffic Control Order prohibiting parking on at least one side of these streets for their entire length. This could be done without instituting one way traffic; however, a single vehicle parked on the street creates a one lane road which requires opposing vehicles to stop and wait for the open traffic lane to clear. This situation is typically deemed to be acceptable only on low volume streets.

**Memorandum**

June 20, 2016

Cass Street Parking

Page 3 of 3

**Recommendation**

City Council should be requested to approve TCO 16-003 implementing the no parking zones shown on Exhibit C. The curbs in this area have already been painted yellow. Upon approval of TCO 16-003, staff will erect appropriate traffic signs which will permit police to begin enforcement.

**Attachments**

Exhibit A – Historic No Parking Locations

Exhibit B – No Parking Added 5/19/2016

Exhibit C – No Parking TCO 2016-003

Traffic Control Order 2016-003

**ORDINANCE # 1021**  
**TRAFFIC CONTROL ORDER**  
**CITY OF SOUTH HAVEN**

ORDER NO. 16-004

DATE OF FILING: June 20, 2016

In accordance with Section 82-26 of the Code of Ordinances of the City of South Haven, same being the Uniform Traffic Code for Cities, Townships and Villages of Michigan; and in the interest of Public Safety and Convenience, we have made an investigation of traffic conditions on Cass Street between Haver Street and Monroe Boulevard, and as a result of said investigation do hereby direct that:

Parking be prohibited on the north side of Cass Street from 160 feet west of Monroe Boulevard to 120 feet west of Monroe Boulevard and from 20 feet west of Monroe Boulevard to Monroe Boulevard; and that parking be prohibited on the south side of Cass Street from 160 feet west of Monroe Boulevard to Monroe Boulevard.

All previous traffic control orders and/or parts of resolutions are, to the extent of any conflict with this traffic control order, rescinded.

This order shall expire 90 days from the date of filing except upon its approval by the City Council, it shall not so expire.

  
\_\_\_\_\_  
Larry Halberstadt, PE, City Engineer

June 20, 2016  
\_\_\_\_\_  
Date of Filing with City Clerk

-----  
Received for filing (date)

by: -----  
City Clerk

Approved by City Council: -----  
(date)

by: -----  
Mayor

# Exhibit A - Historic No Parking Locations



## Legend

 No Parking



PINE ST

14 PINE ST 16 PINE ST

1000 MONROE BLVD

MONROE BLVD

45 CASS ST

51 CASS ST

CASS ST

FIRE HYDRANT

44 CASS ST

52 CASS ST

# Exhibit B - No Parking Added 5/19/2016



## Yellow Curb

-  No Parking Added 5/19/2016
-  Historic No Parking

**PINE ST**

**14 PINE ST 16 PINE ST**

**1000 MONROE BLVD**

**MONROE BLVD**

**45 CASS ST**

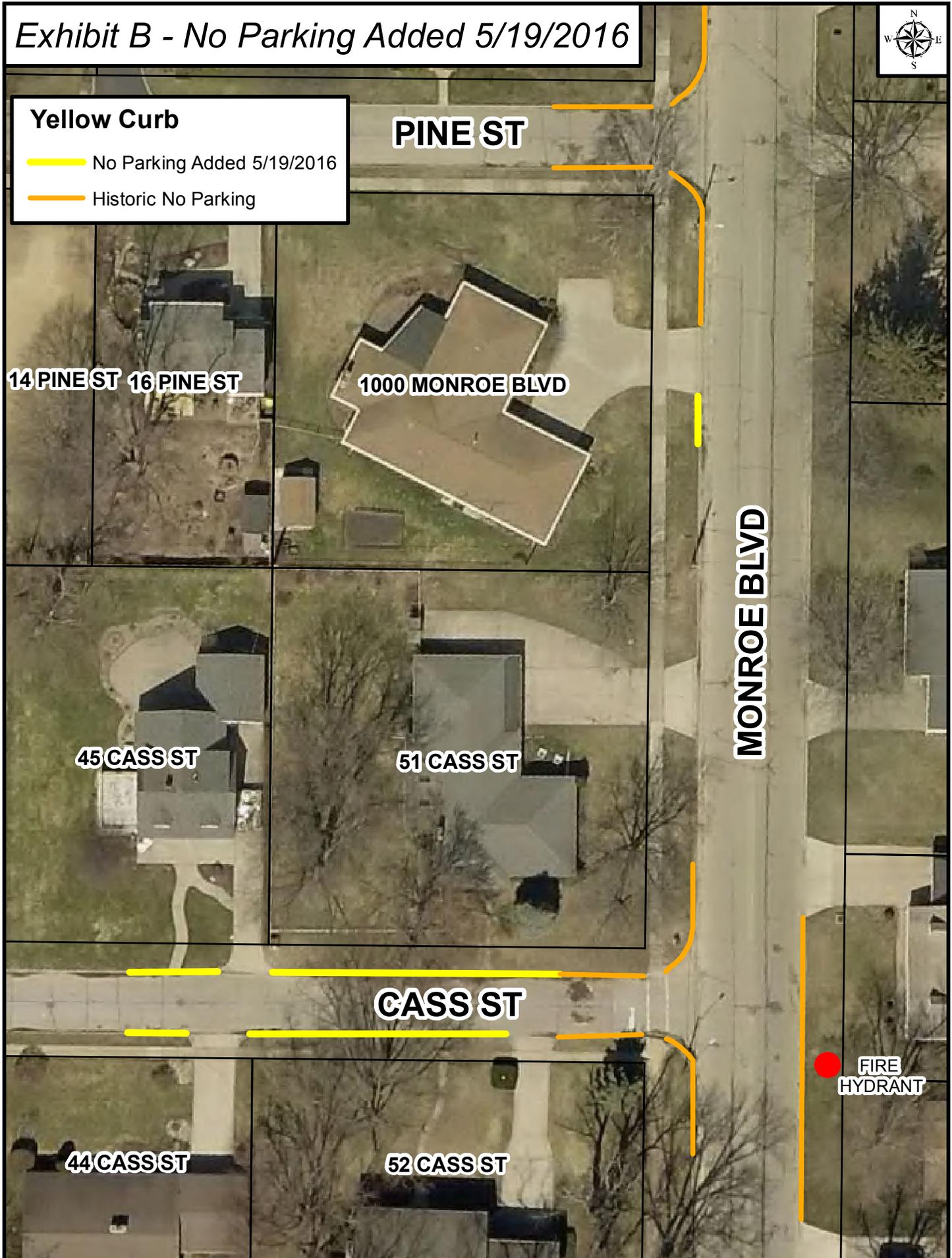
**51 CASS ST**

**CASS ST**

**44 CASS ST**

**52 CASS ST**

**FIRE  
HYDRANT**



# Exhibit C - No Parking TCO 2016-004



## Yellow Curb

-  TCO 2016-004
-  Historic No Parking

**PINE ST**

**14 PINE ST 16 PINE ST**

**1000 MONROE BLVD**

**MONROE BLVD**

**45 CASS ST**

**51 CASS ST**

**CASS ST**

**44 CASS ST**

**52 CASS ST**

**FIRE  
HYDRANT**

