

City Council

Regular Meeting Agenda

Monday, September 19, 2016
7:00 p.m., Council Chambers



1. Call to Order
2. Invocation – Rev. Aaron Cobbs – Spiritual Church of Christ
3. Proclamation for Pastor Joe Wilkins
4. Roll Call
5. Approval of Agenda
6. **Consent Agenda: Items A through I (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 regular City Council minutes for September 6, 2016.
 - B. Council will be asked to approve invoices totaling \$2,617,138.33 for the period ending September 18, 2016 be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to approve an invoice from Compton Excavating in the amount of \$22,278.42 for emergency repairs to the fire hydrant at the corner of Le Grange and Aylworth.
 - D. Council will be asked to approve the master planning contract for Main Street Planning Company in the amount of \$47,000, plus expenses.
 - E. Council will be asked to approve Resolution 2016-81, a resolution to designate William Hunter as the single Street Administrator for the City of South Haven in all transactions with the State Transportation Department as provided in Section 13 of the Act.
 - F. Council will be asked to approve a professional services agreement with Abonmarche to begin implementing the planned Water Street Streetscape Improvements.
 - G. Council will be asked to award the purchase of three SR 7 Revised Bumper Cranes to Sto-away Power Cranes, Inc. of Crown Point, Indiana in the amount of \$22,147.98 per Quotation No. 0550579555CC.
 - H. Council will be asked to approve an engineering services proposal for Digester Mixing Improvements Design with Hubbell, Roth and Clark, Inc. of Grand Rapids, Michigan in the amount of \$25,600.
 - I. Council will be asked to approve the following meeting minutes:
 - 1) March 22, 2016 South Haven Area Recreation Authority minutes;
 - 2) July 14, 2016 Board of Public Utilities 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 consider adoption of an ordinance amendment which tightens the penalties for violations of the fireworks ordinance.
8. Council will be asked to consider adoption of an ordinance to protect animals in unattended motor vehicles.

NEW BUSINESS

9. Council will be asked to consider approval of the following resolutions, which provide the legal authority to move forward with the next piece of funding the city's 2016 capital improvement projects:
 - A. Resolution 2016-82, a resolution to authorize issuance of general obligation limited tax and refunding bonds, series 2016 (GOLT Bonds.)
 - B. Resolution 2016-83, a resolution to authorize issuance of Michigan transportation fund bonds, series 2016 (MTF Bonds.)
10. Council will be asked to approve Resolution 2016-84, a resolution amending the Gift Policy for the City of South Haven.
11. Council will be asked to consider introduction of a proposed amendment to Zoning Ordinance Section 1901, related to nonconforming lots.
12. Council will be asked to approve the following special events:
 - A. Special Event 2016-34: South Haven High School Homecoming Parade to be held on October 7, 2016 in downtown South Haven along Center Street and Phoenix Street from 5:30 p.m. until 6:00 p.m.
 - B. Special Event 2016-40: Haven Harvest to be held from October 22, 2016 at 10:00 a.m. to October 23, 2016 at 5:00 p.m. at the Huron Street Pavilion.
 - C. Special Event 2016-41: "ZOM-Beach" Fun Run Obstacle Course and Fundraiser to be held on October 22, 2016 at the South Beach from 4:00 p.m. until 9:00 p.m.

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

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.

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.

City Council

Regular Meeting Minutes

Tuesday, September 6, 2016
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation – Rev. Travis Wilson – Peace Lutheran Church

3. Roll Call

Present: Jeff Arnold, Clark Gruber, Andy Klavins, Vickiy Kozlik-Wall, Steve Schlack, Scott Smith, Robert Burr

Absent: None.

4. Approval of Agenda

Moved by Kozlik-Wall, seconded by Gruber, to approve the agenda.

Voted Yes: All. Motion carried.

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

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

- A. Council will be asked to approve the regular City Council minutes for August 15, 2016.
- B. Council will be asked to approve invoices totaling \$2,289,207.43 for the period ending September 4, 2016 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve Resolution 2016-78, a resolution to granting the City Manager authority to enter into a lease agreement with the State of Michigan for the property adjacent to the former Michigan State Police post.
- D. Council will be asked to approve Resolution 2016-79, a resolution ratifying and confirming the City of South Haven as an associate member of the Michigan Public Power Agency.
- E. Council will be asked to approve a contract with Kent Power Inc. of Kent City, Michigan, in the amount of \$466,871.44 for the North Shore Drive and Monroe Boulevard Line Rebuild projects.
- F. Council will be asked to approve the following meeting minutes:
 - 1) June 22, 2016 Housing Commission minutes;
 - 2) July 25, 2016 Board of Public Utilities minutes

A Roll Call Vote was taken:

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

Nays: None.

Motion carried.

NEW BUSINESS

6. **Council will be asked to receive a presentation from Doug Shaffer, Vice President of Student Services, and Jeremy Burlison, South Haven Campus Director, regarding Lake Michigan College's proposed millage, to be presented to voters on November 8.**
7. **Council will be asked to receive an Annual Report from Senior Services of Van Buren County.**
8. **Council will be asked to consider the following actions regarding the use of fireworks within the City:**

City Manager Brian Dissette gave a summary of Michigan State Law regarding fireworks, and explained the reasoning behind the resolution of support for increased local control over consumer fireworks. Additionally, Dissette explained the proposed ordinance amendment to increase fines on those who break the law.

A. Adoption of Resolution 2016-80, a resolution of support which seeks changes to the state law regarding consumer fireworks.

Moved by Kozlik-Wall, seconded by Arnold, to approve Resolution 2016-80, a resolution of support which seeks changes to the state law regarding consumer fireworks.

Voted Yes: All. Motion carried.

B. Introduction of an ordinance amendment which tightens the penalties for violations of the fireworks ordinance.

Moved by Smith, seconded by Kozlik-Wall, to approve the introduction of an ordinance amendment which tightens the penalties for violations of the fireworks ordinance.

Voted Yes: All. Motion carried.

9. **Council will be asked to consider introduction of an ordinance which creates local rules which protect unattended animals from being left in parked motor vehicles.**

City Manager Dissette explained the reasoning behind proposing the ordinance.

Moved by Kozlik-Wall, seconded by Gruber, to approve the introduction of an ordinance which creates local rules which protect unattended animals from being left in parked motor vehicles.

Voted Yes: All. Motion carried.

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

Bob Hiddema, 212 Monroe St, made the case for citizens with chronic health conditions against wood burning fire pits.

Barbara Craig, Lake Michigan Community College, provided answers to questions asked by the Council during her presentation.

Ed Appleyard, 806 Wilson St., gave an update regarding the lighthouse on behalf of the Historical Association. Mr. Appleyard also discussed the installation of a brick-walk leading to the lighthouse.

Susan Ryan, 37 Cass St., made the case against wood burning fire pits within the City.

Pat Gaston, 97 Superior St., spoke out against wood burning fire pits, emphasizing both the health hazards as well as the safety issues posed.

Joe Ashen, 270 Baseline Rd., is concerned with the trees that will be removed during the North Shore Drive construction project. Mr. Ashen feels that the charm of North Shore Drive will be lost if these trees are removed. Mr. Ashen spoke on behalf of a group threatening legal action against the City in order to postpone the project.

11. City Manager's Comments

City Manager Dissette quickly summarized the upcoming capital improvement projects.

12. Mayor and Councilperson's Comments

Councilmember Andy Klavins emphasized that the information regarding the upcoming construction projects (specifically regarding the loss of trees) has been available to the public since May. All of the information has been presented numerous times and in various forums. Mr. Klavins expressed frustration at the fact that these issues are being raised now.

Councilmember Scott Smith thanked Lake Michigan College, Senior Services of Van Buren County, and the Historical Association for their presentations and for the work that they do.

Councilmember Jeff Arnold gave an update on South Haven Public Schools.

Councilmember Clark Gruber expressed his concern with the number of garage sale signs posted along Phoenix Street. Mr. Gruber also mentioned that the problems with wood burning fire pits within the City seems to be centered around two particular locations. Mr. Gruber concluded his comments by reiterating his support for the construction projects. The loss of trees was not taken lightly, and 43 new trees will be planted.

Councilmember Steve Schlack echoed the thoughts of Mr. Klavins, and further noted that any litigation against the City would cost taxpayer money.

Councilmember Kozlik-Wall mentioned the fact that many of the trees that are being removed have health problems. Ms. Kozlik-Wall also implored residents to read their updates that are included with their utility bills. Ms. Kozlik-Wall also gave an update on the first week of classes at Lake Michigan College, and thanked City staff for a great summer season.

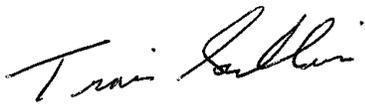
Mayor Robert Burr commented that 2/3 of the trees along North Shore Drive will not be affected by the construction. Mr. Burr also pointed out that 16 of the trees scheduled to be removed are either unhealthy or completely hollowed out. Mr. Burr also gave a reminder about waste disposal on Saturday, September 17 at the Public Works building.

13. Adjourn

Moved by Kozlik-Wall, seconded by Schlack, to adjourn.

Voted Yes: All. Motion carried, meeting adjourned at 8:17 p.m.

RESPECTFULLY SUBMITTED,

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

Travis Sullivan
City Clerk

**CITY OF SOUTH HAVEN
SEPTEMBER 19, 2016**

| | PREPAID | CURRENT | TOTAL |
|------------------------------|------------------------|----------------------|------------------------|
| 101-GENERAL FUND | \$ 21,626.66 | \$ 61,766.81 | \$ 83,393.47 |
| 202-MAJOR STREET FUND | \$ 71.98 | \$ 50.00 | \$ 121.98 |
| 203-LOCAL STREET FUND | \$ - | \$ - | \$ - |
| 204-STREET FUND | \$ 94.09 | \$ - | \$ 94.09 |
| 226-GARBAGE/REFUSE FUND | \$ - | \$ 55.66 | \$ 55.66 |
| 250-DOWNTOWN DEVELOPMENT | \$ 24.09 | \$ - | \$ 24.09 |
| 251-LDFA #1 | \$ - | \$ - | \$ - |
| 252- LDFA #2 | \$ - | \$ - | \$ - |
| 253-LDFA #3 | \$ - | \$ - | \$ - |
| 260-BROWNFIELD AUTHORITY | \$ - | \$ - | \$ - |
| 265-NARCOTICS UNIT | \$ - | \$ - | \$ - |
| 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 | \$ - | \$ 46,505.00 | \$ 46,505.00 |
| 401-CAPITAL PROJECTS | \$ - | \$ - | \$ - |
| 402-CAPITAL PROJECTS #2 | \$ - | \$ - | \$ - |
| 466- PAVILION AND ICE RINK | \$ - | \$ 3,364.50 | \$ 3,364.50 |
| 498-BUILDINGS/ADDITIONS IMPR | \$ 49.00 | \$ - | \$ 49.00 |
| 545-BLACK RIVER PARK | \$ 1,248.24 | \$ - | \$ 1,248.24 |
| 577-BEACH FUND | \$ 331.14 | \$ 320.00 | \$ 651.14 |
| 582-ELECTRIC FUND | \$ 1,146,412.55 | \$ 49,989.58 | \$ 1,196,402.13 |
| 591-WATER FUND | \$ 40,238.60 | \$ 11,396.55 | \$ 51,635.15 |
| 592-SEWER FUND | \$ 53,823.57 | \$ 39,031.32 | \$ 92,854.89 |
| 594-MUNICIPAL MARINA | \$ 6,159.80 | \$ 1,115.89 | \$ 7,275.69 |
| 636-INFORMATION SERVICES | \$ 4,621.41 | \$ 89.09 | \$ 4,710.50 |
| 661-MOTOR POOL | \$ 1,000.45 | \$ 9,743.71 | \$ 10,744.16 |
| 677-SELF INSURANCE | \$ - | \$ - | \$ - |
| 703-TAX FUND | \$ 1,118,008.64 | \$ - | \$ 1,118,008.64 |
| 718-TRUST & AGENCY | \$ - | \$ - | \$ - |
| 750-EMPLOYEE WITHHOLDING | \$ - | \$ - | \$ - |
| TOTAL | \$ 2,393,710.22 | \$ 223,428.11 | \$ 2,617,138.33 |

09/14/2016 11:40 AM
User: MARGUE
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 08/29/2016 - 08/30/2016

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|---------------------------|------|-------|--------|-------------------|--|--------|
| Bank 1 FIFTH THIRD BANK | | | | | | |
| 08/29/2016 | 1 | 55310 | 000715 | SHAUN EISNER | TRAINING REIMB | 148.14 |
| 08/29/2016 | 1 | 55311 | MISC | SAM SMITH | TRAINING REIMB | 21.60 |
| 08/30/2016 | 1 | 55312 | 003469 | PRECISION TACTICS | WOMEN'S SELF DEFENSE CLASS-COMMUNITY OUT | 800.00 |
| 1 TOTALS: | | | | | | |
| Total of 3 Disbursements: | | | | | | 969.74 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|--------------------------------|--|--|
| | | | | | | 1,476.25 |
| 09/09/2016 | 1 | 55330 | 000843 | FRONTIER COMMUNICATIONS | TELEPHONE 269-637-1402-071613-5 TELEPHONE 269-637-3649-041905-5 TELEPHONE 269-637-7926-011395-5 TELEPHONE 231-197-0043-051713-5 TELEPHONE 269-637-1386-071613-5 TELEPHONE 269-639-1795-082214-5 | 119.31 50.14 35.88 58.57 64.67 70.72 |
| | | | | | | <u>399.29</u> |
| 09/09/2016 | 1 | 55331 | 000913 | GRAINGER | MAINTENANCE SUPPLIES | 278.51 |
| 09/09/2016 | 1 | 55332 | 000994 | HAPA LLC | MARINA MANAGER BLACK RIVER PARK MANAGEMENT FEE | 5,721.44 500.00 |
| | | | | | | <u>6,221.44</u> |
| 09/09/2016 | 1 | 55333 | 001047 | HERALD PALLADIUM | SUBSCRIPTION RENEWAL | 311.00 |
| 09/09/2016 | 1 | 55334 | 001067 | HI TEC BUILDING SERVICES | JANITORIAL SERVICE | 3,467.87 |
| 09/09/2016 | 1 | 55335 | 001196 | JOHN'S STEREO INC | SUPPLIES | 19.99 |
| 09/09/2016 | 1 | 55336 | 001329 | LAKE MICHIGAN COLLEGE | PROPERTY TAX COLLECTIONS PROPERTY TAX COLLECTIONS | 67,741.56 790.19 |
| | | | | | | <u>68,531.75</u> |
| 09/09/2016 | 1 | 55337 | 001544 | MENARDS | MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES MAINTENANCE SUPPLIES | 21.72 162.99 49.34 35.02 26.97 51.12 35.80 |
| | | | | | | <u>382.96</u> |
| 09/09/2016 | 1 | 55338 | 001618 | MICHIGAN MUNICIPAL ELECTRIC | FALL CONFERENCE REGISTRATION | 500.00 |
| 09/09/2016 | 1 | 55339 | 002184 | ROD'S PRINTS & PROMOTIONS | SHIRTS | 60.00 |
| 09/09/2016 | 1 | 55340 | 002395 | SOUTH HAVEN COMMUNITY HOSPITAL | LAB SERVICES | 14.00 |
| 09/09/2016 | 1 | 55341 | 002410 | SOUTH HAVEN MEMORIAL LIBRARY | PROPERTY TAX COLLECTION PROPERTY TAX COLLECTION | 22,384.40 261.09 |
| | | | | | | <u>22,645.49</u> |
| 09/09/2016 | 1 | 55342 | 002415 | SOUTH HAVEN PUBLIC SCHOOLS | PROPERTY TAX COLLECTION PROPERTY TAX COLLECTION | 625,455.04 2,124.49 |
| | | | | | | <u>627,579.53</u> |
| 09/09/2016 | 1 | 55343 | 002461 | SPRING BROOK SUPPLY | SUPPLIES | 53.51 |
| 09/09/2016 | 1 | 55344 | 002486 | STATE OF MICHIGAN | BOILER INSPECTION & CERTIFICATE | 130.00 |
| 09/09/2016 | 1 | 55345 | 002583 | TELE-RAD INC | INSTALL LIGHTS INSTALL DOOR POPPER | 395.00 450.00 |
| | | | | | | <u>845.00</u> |
| 09/09/2016 | 1 | 55346 | 002645 | TRACTOR SUPPLY CREDIT PLAN | SUPPLIES ACCT#6035 3012 0016 6427 SUPPLIES ACCT#6035 3012 0016 6427 | 12.48 45.92 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|-----------------------------|-----------------------------------|-------------------|
| | | | | | SUPPLIES ACCT#6035 3012 0016 6427 | 3.92 |
| | | | | | SUPPLIES ACCT#6035 3012 0016 6427 | 29.99 |
| | | | | | SUPPLIES ACCT#6035 3012 0016 6427 | 26.99 |
| | | | | | SUPPLIES ACCT#6035 3012 0016 6427 | 5.99 |
| | | | | | SUPPLIES ACCT#6035 3012 0016 6427 | 109.98 |
| | | | | | SUPPLIES ACCT#6035 3012 0016 6427 | 200.96 |
| | | | | | | <u>436.23</u> |
| 09/09/2016 | 1 | 55347 | 002724 | UPS STORE #5080 | SHIPPING FEE | 30.52 |
| 09/09/2016 | 1 | 55348 | 002757 | VAN BUREN COUNTY TREASURER | PROPERTY TAX COLLECTION | 392,293.44 |
| | | | | | PROPERTY TAX COLLECTION | 1,979.21 |
| | | | | | | <u>394,272.65</u> |
| 09/09/2016 | 1 | 55349 | 002800 | VILLAGE MARKET #869 | FUEL | 90.39 |
| 09/09/2016 | 1 | 55350 | 002949 | WOLVERINE HARDWARE | MAINTENANCE SUPPLIES | 5.84 |
| | | | | | MAINTENANCE SUPPLIES | 35.99 |
| | | | | | MAINTENANCE SUPPLIES | 8.10 |
| | | | | | MAINTENANCE SUPPLIES | 133.01 |
| | | | | | MAINTENANCE SUPPLIES | 29.38 |
| | | | | | MAINTENANCE SUPPLIES | 25.19 |
| | | | | | MAINTENANCE SUPPLIES | 29.69 |
| | | | | | MAINTENANCE SUPPLIES | 13.49 |
| | | | | | MAINTENANCE SUPPLIES | 6.21 |
| | | | | | MAINTENANCE SUPPLIES | 71.98 |
| | | | | | MAINTENANCE SUPPLIES | 10.79 |
| | | | | | MAINTENANCE SUPPLIES | 8.08 |
| | | | | | MAINTENANCE SUPPLIES | 6.19 |
| | | | | | MAINTENANCE SUPPLIES | 60.27 |
| | | | | | MAINTENANCE SUPPLIES | 2.00 |
| | | | | | MAINTENANCE SUPPLIES | 13.56 |
| | | | | | MAINTENANCE SUPPLIES | 64.40 |
| | | | | | MAINTENANCE SUPPLIES | 41.38 |
| | | | | | MAINTENANCE SUPPLIES | 2.41 |
| | | | | | MAINTENANCE SUPPLIES | 21.72 |
| | | | | | MAINTENANCE SUPPLIES | 4.49 |
| | | | | | MAINTENANCE SUPPLIES | 7.01 |
| | | | | | MAINTENANCE SUPPLIES | 24.29 |
| | | | | | MAINTENANCE SUPPLIES | 10.79 |
| | | | | | MAINTENANCE SUPPLIES | 15.74 |
| | | | | | MAINTENANCE SUPPLIES | 42.48 |
| | | | | | MAINTENANCE SUPPLIES | 5.36 |
| | | | | | MAINTENANCE SUPPLIES | 6.82 |
| | | | | | MAINTENANCE SUPPLIES | 29.69 |
| | | | | | MAINTENANCE SUPPLIES | 47.69 |
| | | | | | MAINTENANCE SUPPLIES | 28.78 |
| | | | | | MAINTENANCE SUPPLIES | 21.03 |
| | | | | | | <u>833.85</u> |
| 09/09/2016 | 1 | 55351 | 003074 | APX INC | ENERGY OPTIMIZATION SERVICES | 122.36 |
| 09/09/2016 | 1 | 55352 | 003143 | ROLAND ELECTRIC LLC | REPAIR AT NORTH BEACH | 304.91 |
| | | | | | REPAIR AT KIDS CORNER | 225.23 |
| | | | | | REPAIR AT DYCKMAN PARK | 365.18 |
| | | | | | | <u>895.32</u> |
| 09/09/2016 | 1 | 55353 | 003144 | STATE OF MICHIGAN | SEX OFFENDER REGISTRATION FEE | 90.00 |
| 09/09/2016 | 1 | 55354 | 003304 | APPRAISALS PLUS GROUP, INC. | ASSESSING SERVICES | 3,712.50 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|-----------|-------------------------------|--|---------------|
| 09/09/2016 | 1 | 55355 | 003316 | GARMENT DISTRICT | LAUNDRY & CLEANING SERVICES | 252.75 |
| 09/09/2016 | 1 | 55356 | 003425 | CINTAS CORPORATION | SUPPLIES | 113.53 |
| 09/09/2016 | 1 | 55357 | 003442 | FSLI/EYEMED | INSURANCE - SEPTEMBER 2016 | 558.55 |
| 09/09/2016 | 1 | 55358 | MISC | RONALD PALUCH | TRANSPLANTING TREES - NORTH SHORE DRIVE | 800.00 |
| 09/09/2016 | 1 | 55359 | MISC | SANDRA & DAVID BLOOD | REFUND RENTAL REGISTRATION CERTIFICATE C | 20.00 |
| 09/09/2016 | 1 | 55360 | MISC | SEPTIC TANK SYSTEMS CO., INC. | PORTABLE RESTROOM RENTAL | 85.00 |
| 09/09/2016 | 1 | 55361 | MISC | JAMES C. NORDEN | REFUND CEMETERY PLOT CHARGES | 1,522.00 |
| 09/09/2016 | 1 | 55362 | UB REFUND | SANCHEZ VILLA, BACILIA | UB refund for account: 13617506 | 28.40 |
| 09/09/2016 | 1 | 55363 | UB REFUND | PATTEN, GAIL | UB refund for account: 41373005 | 37.13 |
| 09/09/2016 | 1 | 55364 | UB REFUND | PLEASANT VIEW MHP-SOUTH HAVEN | UB refund for account: 20676003 | 72.75 |
| 09/09/2016 | 1 | 55365 | UB REFUND | ALVARADO, JOAN | UB refund for account: 10652004 | 129.89 |
| 09/13/2016 | 1 | 55366 | 000843 | FRONTIER COMMUNICATIONS | TELEPHONE 231-189-0674-032599-5 | 2,408.75 |
| 09/13/2016 | 1 | 55367 | 000847 | FUEL MANAGEMENT SYSTEM | FUEL | 4,769.13 |
| 09/13/2016 | 1 | 55368 | 003274 | GUMINSKI, DUSTIN | CDL LICENSE & MILEAGE REIMBURSEMENT | 90.24 |
| 09/13/2016 | 1 | 55369 | 001544 | MENARDS | MAINTENANCE SUPPLIES | 160.21 |
| | | | | | MAINTENANCE SUPPLIES | 8.96 |
| | | | | | MAINTENANCE SUPPLIES | 4.39 |
| | | | | | MAINTENANCE SUPPLIES | 57.53 |
| | | | | | MAINTENANCE SUPPLIES | 309.53 |
| | | | | | MAINTENANCE SUPPLIES | 70.34 |
| | | | | | MAINTENANCE SUPPLIES | 81.71 |
| | | | | | | <u>692.67</u> |
| 09/13/2016 | 1 | 55370 | 003475 | THERESA SMITH | CDL LICENSE REIMBURSEMENT | 60.90 |
| 09/13/2016 | 1 | 55371 | 002949 | WOLVERINE HARDWARE | MAINTENANCE SUPPLIES | 29.31 |
| | | | | | MAINTENANCE SUPPLIES | 12.58 |
| | | | | | MAINTENANCE SUPPLIES | 8.53 |
| | | | | | MAINTENANCE SUPPLIES | 3.86 |
| | | | | | MAINTENANCE SUPPLIES | 21.91 |
| | | | | | MAINTENANCE SUPPLIES | 5.02 |
| | | | | | MAINTENANCE SUPPLIES | 2.96 |
| | | | | | MAINTENANCE SUPPLIES | 17.09 |
| | | | | | MAINTENANCE SUPPLIES | 12.64 |
| | | | | | MAINTENANCE SUPPLIES | 6.29 |
| | | | | | MAINTENANCE SUPPLIES | 11.50 |
| | | | | | MAINTENANCE SUPPLIES | 3.14 |
| | | | | | MAINTENANCE SUPPLIES | 11.24 |
| | | | | | MAINTENANCE SUPPLIES | 6.29 |
| | | | | | MAINTENANCE SUPPLIES | 25.00 |
| | | | | | MAINTENANCE SUPPLIES | 8.26 |
| | | | | | MAINTENANCE SUPPLIES | 38.62 |
| | | | | | MAINTENANCE SUPPLIES | 42.26 |
| | | | | | RAINSUIT | 17.99 |
| | | | | | MAINTENANCE SUPPLIES | 12.58 |
| | | | | | MAINTENANCE SUPPLIES | 36.94 |
| | | | | | MAINTENANCE SUPPLIES | 13.75 |
| | | | | | MAINTENANCE SUPPLIES | 5.38 |
| | | | | | | <u>353.14</u> |

1 TOTALS:

Total of 60 Disbursements:

2,392,740.48

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|-------------------------|------|-------|--------|-----------------------------|--|---|
| Bank 1 FIFTH THIRD BANK | | | | | | |
| 09/19/2016 | 1 | 55372 | 000043 | AIRGAS USA, LLC | CYLINDER RENTAL | 54.19 |
| 09/19/2016 | 1 | 55373 | 000050 | ALEXANDER CHEMICAL CORP | CHEMICALS CHLORINE CHLORINE DEPOSIT REFUND DEPOSIT REFUND DEPOSIT REFUND | 1,800.41 1,382.50 1,469.00 (500.00) (400.00) (100.00) <u>3,651.91</u> |
| 09/19/2016 | 1 | 55374 | 000136 | APPROVED PROTECTION SYSTEMS | ANNUAL FIRE EXTINGUISHER MAINTENANCE FIRE EXTINGUISHER MAINTENANCE | 529.50 247.00 <u>776.50</u> |
| 09/19/2016 | 1 | 55375 | 000177 | AUTO-WARES GROUP | REPAIR/MAINT SUPPLIES- ACCT #23300720 | 180.55 |
| 09/19/2016 | 1 | 55376 | 003373 | BBC DISTRIBUTING | MARINA SUPPLIES MARINA SUPPLIES | 145.08 483.70 <u>628.78</u> |
| 09/19/2016 | 1 | 55377 | 003468 | BIOTECH AGRONOMICS | BIOSOLIDS HAULING & LAND APPLICATION | 22,440.00 |
| 09/19/2016 | 1 | 55378 | 000346 | BRUSH ENTERPRISES | REPAIRS SUPPLIES | 5,425.31 23.26 <u>5,448.57</u> |
| 09/19/2016 | 1 | 55379 | 000430 | CENTURY LINK | LONG DISTANCE | 84.61 |
| 09/19/2016 | 1 | 55380 | 000471 | CITY PLUMBING & HEATING CO | MAINTENANCE AGREEMENT - CITY HALL AUGUST MAINTENANCE AGREEMENT - PSB AUGUST 2016 | 1,030.00 1,982.00 <u>3,012.00</u> |
| 09/19/2016 | 1 | 55381 | MISC | COBB COMMUNICATIONS | ADVERTISING IN MI STATE PARK LINEAR TRAI | 975.00 |
| 09/19/2016 | 1 | 55382 | 000505 | COMPTON INC | LYON ST SIDEWALK REPAIRS CONCRETE CURB & STREET REPAIRS - SUPERIO REPLACE SIDEWALK - 319 CENTER ST REPAIR FORCE MAIN ON 76TH ST | 10,989.00 499.00 1,080.00 775.00 <u>13,343.00</u> |
| 09/19/2016 | 1 | 55383 | 003428 | CONNECTION SERVICE CO. INC. | SUPPLIES | 16.50 |
| 09/19/2016 | 1 | 55384 | 003378 | CULLIGAN WATER OF ALLEGAN | BOTTLED WATER | 68.00 |
| 09/19/2016 | 1 | 55385 | 000708 | EGAN COMPANY INC, ANDY J | REPAIRED BOILER MECHANICAL MAINTENANCE CONTRACT WWTP FY1 | 918.45 349.00 <u>1,267.45</u> |
| 09/19/2016 | 1 | 55386 | 000716 | EJ USA INC | SUPPLIES SUPPLIES | 804.46 180.62 <u>985.08</u> |
| 09/19/2016 | 1 | 55387 | 000718 | ELECSYS INTERNATIONAL CORP | MONTHLY MAINTENANCE | 267.00 |
| 09/19/2016 | 1 | 55388 | 003474 | ELECTRIC POWER SYSTEMS | TESTING & PREVENTATIVE MAINTENANCE AT MA | 17,725.00 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
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| 09/19/2016 | 1 | 55389 | 003190 | ESRI | ANNUAL MAINTENANCE ARCGIS & ARCPAD | 1,850.00 |
| 09/19/2016 | 1 | 55390 | 000764 | FASTENAL COMPANY | SUPPLIES | 32.04 |
| 09/19/2016 | 1 | 55391 | 000802 | FLAGS USA | FLAGS | 1,215.00 |
| 09/19/2016 | 1 | 55392 | 003066 | GLOBAL ENVIRONMENTAL CONSULTING | CHRONIC TOXICTIY TEST | 1,150.00 |
| 09/19/2016 | 1 | 55393 | 000913 | GRAINGER | MAINTENANCE SUPPLIES | 160.50 |
| | | | | | MAINTENANCE SUPPLIES | 493.90 |
| | | | | | | <u>654.40</u> |
| 09/19/2016 | 1 | 55394 | 000988 | HAMMERSMITH EQUIPMENT CO | GENERATOR | 1,039.00 |
| 09/19/2016 | 1 | 55395 | 001046 | HERALD PALLADIUM | ADVERTISING & PUBLISHING | 822.72 |
| 09/19/2016 | 1 | 55396 | 001102 | HUBBELL, ROTH & CLARK INC | MAIN WWTP PUMP STATION REPLACEMENT CONTR | 3,663.50 |
| 09/19/2016 | 1 | 55397 | 001120 | HYDRO DESIGNS INC | CROSS CONNECTION CONTROL PROGRAM | 995.00 |
| 09/19/2016 | 1 | 55398 | 001126 | ICEBUILDERS SUPPLY, INC | SKATES | 273.50 |
| 09/19/2016 | 1 | 55399 | 001126 | ICEBUILDERS SUPPLY, INC | SKATES | 3,091.00 |
| 09/19/2016 | 1 | 55400 | 001134 | IDEXX DISTRIBUTION INC | SUPPLIES | 1,031.12 |
| 09/19/2016 | 1 | 55401 | 001141 | INDIANA MICHIGAN POWER | COVERT ELECTRIC 044-832-292-1-9 | 35.38 |
| | | | | | COVERT ELECTRIC 040-008-013-1-8 | 31.44 |
| | | | | | | <u>66.82</u> |
| 09/19/2016 | 1 | 55402 | 001186 | JENSEN'S EXCAVATING INC | GRAVEL MIX | 306.90 |
| 09/19/2016 | 1 | 55403 | 001196 | JOHN'S STEREO INC | SUPPLIES | 99.99 |
| | | | | | SUPPLIES | 185.94 |
| | | | | | SUPPLIES | 29.98 |
| | | | | | CREDIT MEMO | (99.99) |
| | | | | | | <u>215.92</u> |
| 09/19/2016 | 1 | 55404 | 001271 | K-JAM SUPPLY INC | SUPPLIES | 258.85 |
| | | | | | SUPPLIES | 422.94 |
| | | | | | | <u>681.79</u> |
| 09/19/2016 | 1 | 55405 | 003413 | KAL-BLUE, INC. | SUPPLIES | 83.73 |
| 09/19/2016 | 1 | 55406 | 001246 | KENDALL ELECTRIC INC | SUPPLIES | 326.56 |
| | | | | | SUPPLIES | 343.19 |
| | | | | | | <u>669.75</u> |
| 09/19/2016 | 1 | 55407 | 001329 | LAKE MICHIGAN COLLEGE | SH HOUSING COMMISSION PILOT PAYMENT | 1,068.36 |
| 09/19/2016 | 1 | 55408 | 001373 | LAWN BOYS INC | LAWNCARE | 225.00 |
| | | | | | LAWNCARE | 425.00 |
| | | | | | LAWNCARE | 775.00 |
| | | | | | IRRIGATION REPAIRS | 868.24 |
| | | | | | LAWNCARE | 55.00 |
| | | | | | | <u>2,348.24</u> |
| 09/19/2016 | 1 | 55409 | 001467 | MARK A MANNING | ATTORNEY SERVICES | 9,340.00 |
| 09/19/2016 | 1 | 55410 | 001544 | MENARDS | MAINTENANCE SUPPLIES | 17.88 |
| | | | | | MAINTENANCE SUPPLIES | 33.85 |
| | | | | | MAINTENANCE SUPPLIES | 17.99 |
| | | | | | MAINTENANCE SUPPLIES | 46.95 |
| | | | | | MAINTENANCE SUPPLIES | 29.23 |
| | | | | | MAINTENANCE SUPPLIES | 38.00 |
| | | | | | MAINTENANCE SUPPLIES | 7.37 |

| Check Date | Bank | Check | Vendor | Vendor Name | Description | Amount |
|------------|------|-------|--------|----------------------------------|---------------------------------------|------------------|
| 09/19/2016 | 1 | 55423 | 002395 | SOUTH HAVEN COMMUNITY HOSPITAL | SH HOUSING COMMISSION PILOT PAYMENT | 197.11 |
| 09/19/2016 | 1 | 55424 | 002410 | SOUTH HAVEN MEMORIAL LIBRARY | SH HOUSING COMMISSION PILOT PAYMENT | 353.05 |
| 09/19/2016 | 1 | 55425 | 002415 | SOUTH HAVEN PUBLIC SCHOOLS | SH HOUSING COMMISSION PILOT PAYMENT | 13,643.24 |
| 09/19/2016 | 1 | 55426 | 002417 | SOUTH HAVEN SENIOR SERVICES | SH HOUSING COMMISSION PILOT PAYMENT | 149.60 |
| 09/19/2016 | 1 | 55427 | 002453 | SPENCER MANUFACTURING, INC | INSTALL LIGHTS | 322.00 |
| 09/19/2016 | 1 | 55428 | 002478 | STAPLES ADVANTAGE | SUPPLIES | 442.03 |
| | | | | | SUPPLIES | 181.55 |
| | | | | | SUPPLIES | 396.57 |
| | | | | | | <u>1,020.15</u> |
| 09/19/2016 | 1 | 55429 | 002637 | TOTAL PARKING SOLUTIONS INC | PARKING TERMINAL RECEIPT PAPER | 320.00 |
| 09/19/2016 | 1 | 55430 | 002701 | ULINE | SUPPLIES | 583.88 |
| | | | | | SUPPLIES | 131.29 |
| | | | | | | <u>715.17</u> |
| 09/19/2016 | 1 | 55431 | 002726 | US BANK | INTEREST PAYMENT | 46,505.00 |
| | | | | | INTEREST PAYMENT | 4,382.50 |
| | | | | | | <u>50,887.50</u> |
| 09/19/2016 | 1 | 55432 | 002728 | USA BLUE BOOK | LAB SUPPLIES | 71.09 |
| | | | | | LAB SUPPLIES | 260.93 |
| | | | | | LAB SUPPLIES | 1,122.60 |
| | | | | | LAB SUPPLIES | 94.34 |
| | | | | | LAB SUPPLIES | 70.85 |
| | | | | | CREDIT MEMO | (105.90) |
| | | | | | | <u>1,513.91</u> |
| 09/19/2016 | 1 | 55433 | 002751 | VAN BUREN COUNTY CLERK | PROGRAMMING FEES FOR PRIMARY ELECTION | 1,070.00 |
| 09/19/2016 | 1 | 55434 | 002757 | VAN BUREN COUNTY TREASURER | PERSONAL PROPERTY STATEMENTS | 587.73 |
| | | | | | SH HOUSING COMMISSION PILOT PAYMENT | 7,882.03 |
| | | | | | | <u>8,469.76</u> |
| 09/19/2016 | 1 | 55435 | 002758 | VAN BUREN INTERMEDIATE | SH HOUSING COMMISSION PILOT PAYMENT | 3,574.05 |
| 09/19/2016 | 1 | 55436 | 002822 | WAGNER'S PLUMBING & HEATING | REPAIRS - PACKARD PARK | 80.00 |
| 09/19/2016 | 1 | 55437 | 002931 | WILTSE FENCING & KENNELS, INC | REPAIR GATE | 108.00 |
| 09/19/2016 | 1 | 55438 | 003220 | WINGFOOT COMMERCIAL TIRE SYSTEMS | TIRES | 583.76 |
| | | | | | TIRES | 1,198.28 |
| | | | | | | <u>1,782.04</u> |
| 09/19/2016 | 1 | 55439 | 002953 | WOODHAMS, INC , DON | REPAIRS | 482.54 |
| | | | | | REPAIRS | 33.95 |
| | | | | | REPAIRS | 233.34 |
| | | | | | REPAIRS | 37.50 |
| | | | | | REPAIRS | 113.95 |
| | | | | | SENSOR | 61.89 |
| | | | | | REPAIRS | 344.12 |
| | | | | | | <u>1,307.29</u> |

1 TOTALS:

09/14/2016 11:48 AM

User: MARGUE

DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN

CHECK DATE FROM 09/19/2016 - 09/19/2016

Page: 5/5

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

Total of 68 Disbursements:

223,428.11



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: William Hunter, Director of Public Works

Date: September 19, 2016

RE: Le Grange & Aylworth-Emergency Replacement of Fire Hydrant

Background Information:

August 16, 2016 DPW staff responded to a call of a fire hydrant leaking on the corner of Le Grange & Aylworth. Upon inspection of the fire hydrant it was revealed that the stem of the hydrant broke free from the seat, thus allowing water to continuously flow by. This particular fire hydrant also had no isolation valve on the fire hydrant lead, thus any repairs/replacement to this hydrant, would require a line stop.

Due to the age of the hydrant, the fire hydrant lead having no isolation valve, and the water main being in an MDOT ROW, DPW staff felt it necessary to call in Compton Excavating to assist City staff in installing a new fire hydrant & isolation valve.

Per Section 2-77 of the City Code of Ordinances on emergency repairs, I am presenting to City Council an invoice from Compton Excavating in the amount of \$22,278.42.

Recommendation:

DPW staff recommends approval of the invoice.

Support Material:

COMPTON Invoice number 091610

Invoice

COMPTON, INC.
 P. O. BOX 487
 SOUTH HAVEN, MI 49090
 (269) 637-5188

| | |
|----------|-----------|
| Date | Invoice # |
| 9/7/2016 | 091610 |

| |
|---|
| Bill To |
| City of South Haven Attn:Ron Dotson/Bill Hunter 539 Phoenix Street South Haven, MI 49090 |

| | | |
|----------|-------|---------|
| P.O. No. | Terms | Project |
| | | |

| Quantity | Description | Rate | Amount |
|--------------|---|-----------|-----------|
| | Replace hydrant at Aylworth & LeGrange on these dates Aug. 22, 23, 24, 25, 26, 29 & 30th. | | |
| | Work includes: | | |
| | Traffic control - see attached sheet | | |
| | Removals | | |
| | Locating existing utilities | | |
| | 6" line stop | | |
| | Hydrant replacement | | |
| | Backfilling & compaction | | |
| | 560 sq ft 9" flat concrete replacement per MDOT | | |
| | 48' of curb | | |
| | Saw cutting will be invoiced directly to City by Smith Saw Cutting | | |
| | Give Em Abrake Traffic | 3,226.00 | 3,226.00 |
| | Cat 950 loader 2 hrs. | 200.00 | 200.00 |
| | Bobcat 442 Excavator 13 hrs. | 1,430.00 | 1,430.00 |
| | Dump truck 6 hrs | 660.00 | 660.00 |
| | Bobcat loader 2 hrs. | 200.00 | 200.00 |
| | Labor 136 hrs. | 10,200.00 | 10,200.00 |
| | Compactor | 100.00 | 100.00 |
| | 1 - 6" linestop clamp | 1,250.00 | 1,250.00 |
| | Air compressor & Linestop machine | 600.00 | 600.00 |
| Total | | | |

Invoice

COMPTON, INC.
 P. O. BOX 487
 SOUTH HAVEN, MI 49090
 (269) 637-5188

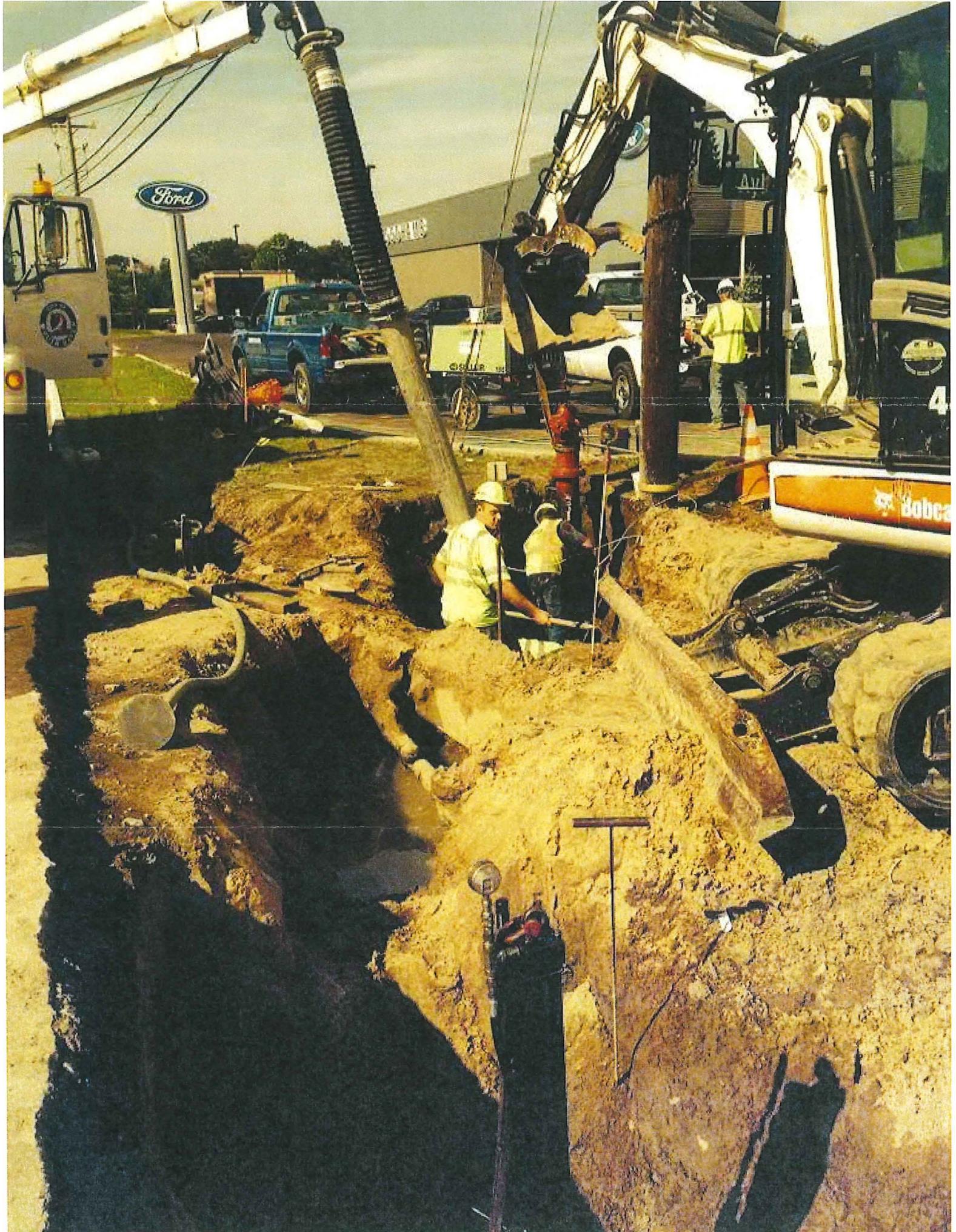
| | |
|----------|-----------|
| Date | Invoice # |
| 9/7/2016 | 091610 |

| |
|---|
| Bill To |
| City of South Haven Attn:Ron Dotson/Bill Hunter 539 Phoenix Street South Haven, MI 49090 |

| | | |
|----------|-------|---------|
| P.O. No. | Terms | Project |
| | | |

| Quantity | Description | Rate | Amount |
|----------|--------------------------------------|--------------|--------------------|
| | Horizontal drill for concrete repair | 250.00 | 250.00 |
| | Power screed | 100.00 | 100.00 |
| | Cut off saw | 100.00 | 100.00 |
| | Glue, pins & re- rod | 660.70 | 660.70 |
| | 22 yds of MDOT Grade concrete | 2,821.72 | 2,821.72 |
| | 30 yds of sand | 300.00 | 300.00 |
| | 10 yds of gravel | 180.00 | 180.00 |
| | | Total | \$22,278.42 |

Ron Dotson





2610 Sanford Ave Grandville, MI 49418
 Ph 616-531-8705 /Fx 616-531-8703
 Traverse City - Saginaw - Marquette

FYI

Included in invoice 09/16/10

Sale/Rental Invoice

Invoice Number:
44408

Invoice Date:
Aug 31, 2016

Page:
1

Contact: Cheryl Pratt
 cpratt@gebsafety.com

Sold To:

COMPTON INC.
 P.O. BOX 487
 SOUTH HAVEN, MI 49090

do Not Pay

Billing Type/Job Number/Job Location

GEBS SO#139660/140003 F
 NB LAGRANGE/WB AYLWORTH
 NE QUADRANT

| | | | |
|---------------------|------------------------|----------------------|-----------------|
| Customer ID | Customer PO | Payment Terms | |
| COMPTON INC. | MARC | Net 30 Days | |
| Sales Rep ID | Shipping Method | Ship Date | Due Date |
| GRANDVILLE RENTALS | GEB SAFETY | 8/22/16 | 10/12/16 |

| Quantity | Item | Description | Unit Price | Extension |
|----------|----------|---|------------|-----------|
| 1.00 | LUMP SUM | TRAFFIC CONTROL FOR THE ABOVE PROJECT FOR 3 DAYS OF USE (8/22/16-8/24/16) OR LESS. | 2,986.00 | 2,986.00 |
| 1.00 | LUMP SUM | TRAFFIC CONTROL FOR THE ABOVE PROJECT FROM 8/25/16-8/26/16 (2 DAYS BEYOND THE QUOTED COMPLETION DATE). THANK YOU. | 240.00 | 240.00 |

I have copy

Thank you! Customers like you are a pleasure! We appreciate your business and look forward to serving you again.

| | |
|-----------------------------|-----------------|
| Subtotal | 3,226.00 |
| Sales Tax | |
| Freight | |
| Total Invoice Amount | 3,226.00 |
| Payment/Credit Applied | |
| TOTAL | 3,226.00 |



Master Plan Update Consultant Recommendation

City of South Haven

Background

State statute PA 33 of 2008 (the Michigan Planning Enabling Act), as amended, requires that local municipalities review and update their adopted master plans every five years. The process for master planning is clearly outlined in the state statute. The last master plan adoption for the City of South Haven was on November 7, 2011. This year the planning commission will again undertake the process of updating the master plan.

In early August, staff held a pre-bid meeting for three qualified firms offering west Michigan master planning services. It was stressed at the pre-bid meeting that the planning commission would take the lead in this project but multiple opportunities for public input were needed. Staff asked for creativity in the firm's approach and detailed resumes for all persons who would be actively involved in the process.

The planning commission chairman, Larry Heinig, and staff interviewed the two firms that responded with a proposal. Both firms were very qualified and more than capable of helping the city in this project. After careful consideration, it was agreed by the planning commission chair and staff that Main Street Planning Company would best suit the city's needs. This is a firm with highly experienced staff specializing in small city planning. Their approach in reaching citizen consensus and keeping the public informed of the process was exceptional. They also included a subarea planning process for the Overton property incorporating input from a variety of stakeholders. They anticipate a startup date for the master planning project no later than mid-October, depending on city council approval on the proposal.

The fee proposed by Main Street Planning Company was \$47,000 plus expenses. This is a very reasonable fee considering the work plan they submitted. The other firm, Williams & Works, bid the project at \$48,800 plus expenses. Both firms proposed a schedule that would have the plan completed in no more than 12 months from the kick-off meeting with the planning commission to the adoption of the plan by city council.

Recommendation

It is the recommendation of the zoning administrator and planning commission chair that the city council approve the master planning contract for Main Street Planning Company for the fee of \$47,000 plus expenses.

Attachments

Main Street Planning Co. proposal
Williams and Works proposal



A Proposal to Prepare a Master Plan for

South Haven Michigan

August 18, 2016



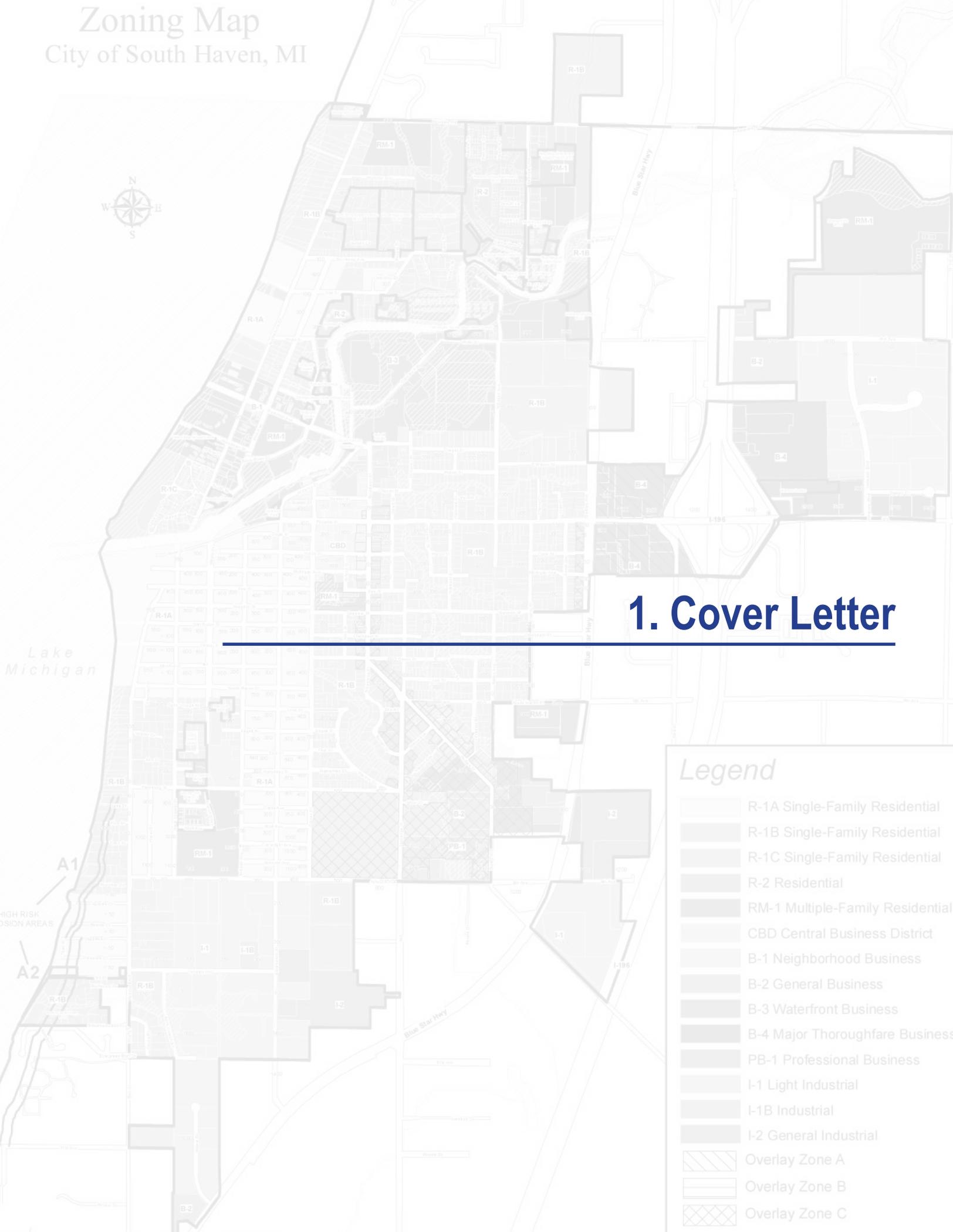
Table of Contents

1. Cover Letter
2. MainStreet Planning Company Corporate Background
Range of Services and Clients
3. Key Elements of the South Haven Master Plan Update
4. Key Personnel
Primary Planner/Project Manager, Janis N. Johnson, AICP
Secondary Planner, Timothy J. Johnson, PCP
James R. Morgan, ASLA
Andrea Hendrick, Assistant Planner
- 4.1 Resumes
5. Project Profiles
- 5.1 References
6. South Haven Master Plan Work Plan
7. Fees



Zoning Map

City of South Haven, MI



1. Cover Letter

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
- B-2 General Business
- B-3 Waterfront Business
- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C



2. MainStreet Planning Company Corporate Background

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
- B-2 General Business
- B-3 Waterfront Business
- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C

2. MainStreet Planning Company Corporate Background

MainStreet Planning Company

www.mainstreetplanningco.com

8 East Bridge Street, Suite D

Rockford, MI 49341

PH: 616-951-7360

MainStreet Planning Company was founded in March of 1993 with the philosophy of providing quality planning services at a competitive price to townships, cities, villages, and counties. We serve as Planner of Record for a number of communities as shown in the client list below. We provide attentive, cost conscious, and efficient planning services and our strengths are in assisting communities in defining community character and providing practical and legally defensible planning and zoning solutions to land use issues.

The offices of MainStreet Planning Company are located at 8 East Bridge Street, Suite D, in the unique Promenade Building, overlooking the Rogue River in downtown Rockford.



Range of Services

- Planner of Record Services
- Zoning Ordinances
- Master Land Use Plans
- Recreation Plans
- Strategic Plans
- Corridor Plans
- Sign Amendments to Comply with Supreme Court Ruling
- Township Center/New Urbanism Design
- Wi-Fi Tower Ordinances
- Medical Marijuana Ordinances
- Human Pedestrian Signs
- Digital Sign Ordinances
- General Law Ordinances
- Low Impact (Green) Development
- Training Seminars for Planning Commissions and Zoning Council of Appeals
- Review of Development Proposals
- Zoning Administration Services
- Public Workshops and Citizen Surveys
- Design of Subdivisions, Site Condominiums
- Wind Energy Conversion System (wind turbine) Ordinances
- Outdoor Furnace Ordinances
- Capital Improvement Programs
- Farmland and Open Space Preservation Techniques
- Charrettes and Visioning
- On-site office services for citizen consultation
- Cluster Housing
- Right to Farm Issues

Clients: On-going and Special Projects Townships

- Alpine Township, Kent County
- Sparta Township, Kent County
- Tyrone Township, Kent County
- Bowne Township, Kent County
- Lowell Township, Kent County
- Allendale Township, Ottawa County
- Chester Township, Ottawa County
- Polkton Township, Ottawa County
- Dorr Township, Allegan County
- Ensley Township, Newaygo County
- Martin Township, Allegan County
- Wayland Township, Allegan County
- Holton Township, Muskegon County
- Fruitland Township, Muskegon County
- Casnovia Township, Kent County and Muskegon County
- Mecosta Township, Mecosta County
- Douglass Township, Montcalm County
- Reading Township, Hillsdale County
- Watson Township, Allegan County
- Spring Lake Village/Spring Lake Township, Ottawa County
- Park Township, Ottawa County
- Egelston Township, Muskegon County

Cities and Villages

- City of Hastings, Barry County
- City of Ionia, Ionia County
- City of Greenville, Montcalm County
- Village of Sparta, Kent County
- City of Wayland, Allegan County
- Village of Clarksville, Ionia County

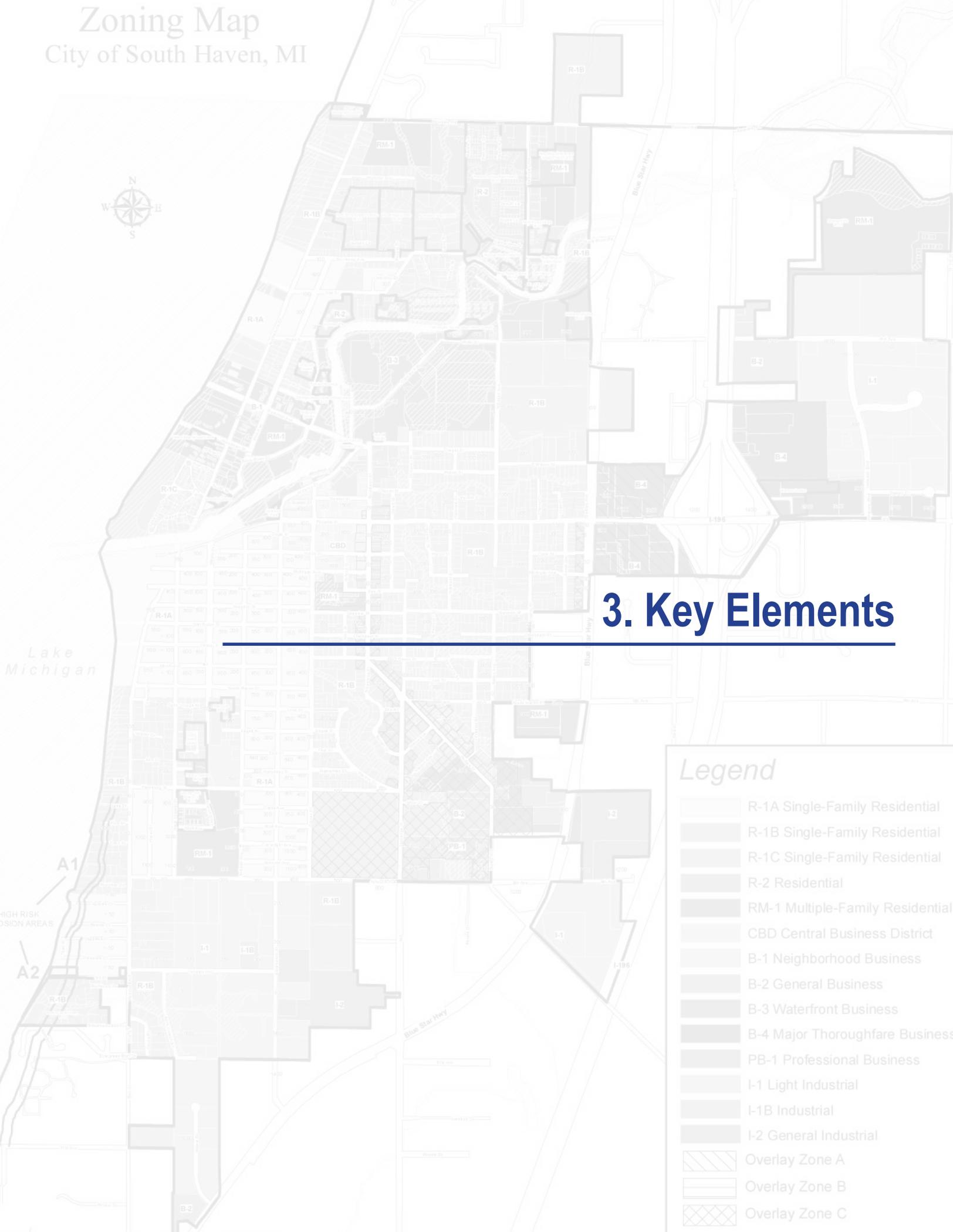
Counties

- Barry County



Zoning Map

City of South Haven, MI



3. Key Elements

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
- B-2 General Business
- B-3 Waterfront Business
- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C

3. Key Elements

KEY ELEMENTS OF THE SOUTH HAVEN MASTER PLAN UPDATE

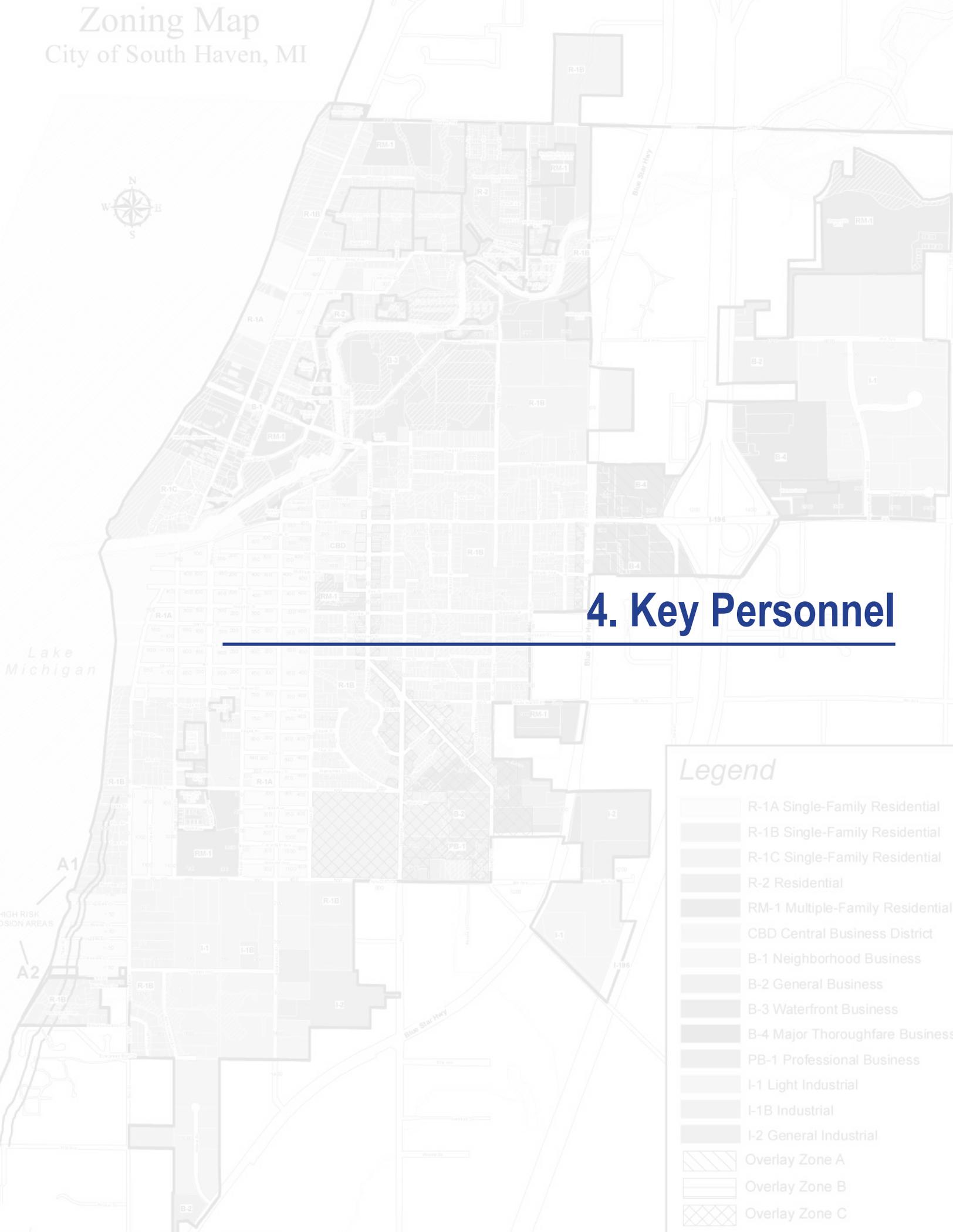
The process to prepare an updated Master Plan for the City of South Haven is based on the following Key Elements:

1. The process will be a straight forward effort addressing the major components to prepare a Master Plan as required by the Michigan Planning Enabling Act.
2. The process is designed to involve all South Haven residents as well as business and land owners in order to develop a Plan which can be supported by the entire community. A Community Survey will be mailed to each property owner. Workshops will be held in up to three locations around the City to solicit the comments of neighborhood residents in preparing the Plan. An additional session will be held for business owners and operators in the Central Business District, as well as the surrounding residents.
3. A design charrette will be held to prepare a sub-area plan for the Overton property along with recommendations to implement the sub-area plan.
4. The process is designed to have a Draft Plan ready to present to the City Council within ten months from the starting date. Once the Council accepts the Draft Plan it is then sent to adjoining communities and the Van Buren County Planning Commission for the 63-day review period required by the Planning Enabling Act.
- 5. The adopted Plan will be smaller in volume and organized so it is user friendly and able to be easily referenced by Planning Commissioners, City Staff and residents.**
6. Special emphasis will be given to balancing residential neighborhoods with the short term rentals of dwelling units. The recently adopted Short-Term Rentals Ordinance will be analyzed for its impact and effectiveness with recommendations offered to address the findings.
7. The Plan will contain rationale for future land use recommendations so current and future Planning Commissioners will have a sound basis on which to make decisions on rezoning requests, and development proposals.
8. The Plan will contain specific steps to implement recommendations. The planning process will include an analysis of the City of South Haven Zoning Ordinance to determine if the existing regulations will hinder or affirm the Plan, and whether amendments to the Zoning Ordinance are recommended.



Zoning Map

City of South Haven, MI



4. Key Personnel

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
- B-2 General Business
- B-3 Waterfront Business
- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C

4. Key Personnel

Staff Assigned to City of South Haven

Janis N. Johnson, AICP will be the Project Manager who has the primary responsibility to serve the City of South Haven. Jan is certified by the American Institute of Certified Planners.

Jan brings 28 years of planning experience primarily in western Michigan, with a focus on facilitating community input through citizen surveys, workshops and other effective and creative methods. Her strengths include development of solutions consistent with community goals, and guiding community leaders in the best design practices. She was instrumental in development of the Ionia Five-Year Recreation Plan that included connections to trails, identified streets for dedicated bike lanes, and preparation of the Steele Street Corridor Redevelopment Plan.

Jan's area of expertise includes: Development site plan review; complex zoning questions, zoning law, residential development design, traditional town design, Master Plans, public participation; recreation planning; Instructor for Michigan Association of Planning, 28 years as a professional planner. jjohnson@mainstreetplanningco.com

Timothy Johnson, PCP, will be involved in every aspect of community involvement, and will play a major role in drafting the Master Plan. Tim Johnson is a Professional Community Planner and Principal at MainStreet Planning Company.

Tim's area of expertise includes: Zoning ordinances, Master Plans, State of Michigan planning and zoning law, corridor planning, farmland preservation, development review, training sessions; practical solutions to planning and zoning problems; 38 years as a professional planner. tjohnson@mainstreetplanningco.com

R. James Morgan, ASLA will have primary responsibility for the design charrette for the Overton property. Jim has extensive experience in site planning and design, as well as gathering public input to achieve design success. One of the valuable skills he brings to any project is that of problem-solver, with his ability for insight into the client's vision and goals.

Jim has over 33 years of experience using his creativity to produce a vast array of successful site and project designs. His strengths include leadership, which will be an important component when leading participants through the design charrette process for the Overton property. MainStreet Planning Company has teamed with RJM Design on several projects, notably the Steele Street Corridor design and sub-area plan for the City of Ionia Master Plan and Recreation Plan. We also teamed with RJM Design when preparing graphics for the Spring Lake Village & Spring Lake Township Joint Community Profile.

We are confident that RJM Design is the best choice to achieve the City of South Haven's goals in preparing a sub-area plan for the Overton property.



Staff Assigned to South Haven Continued

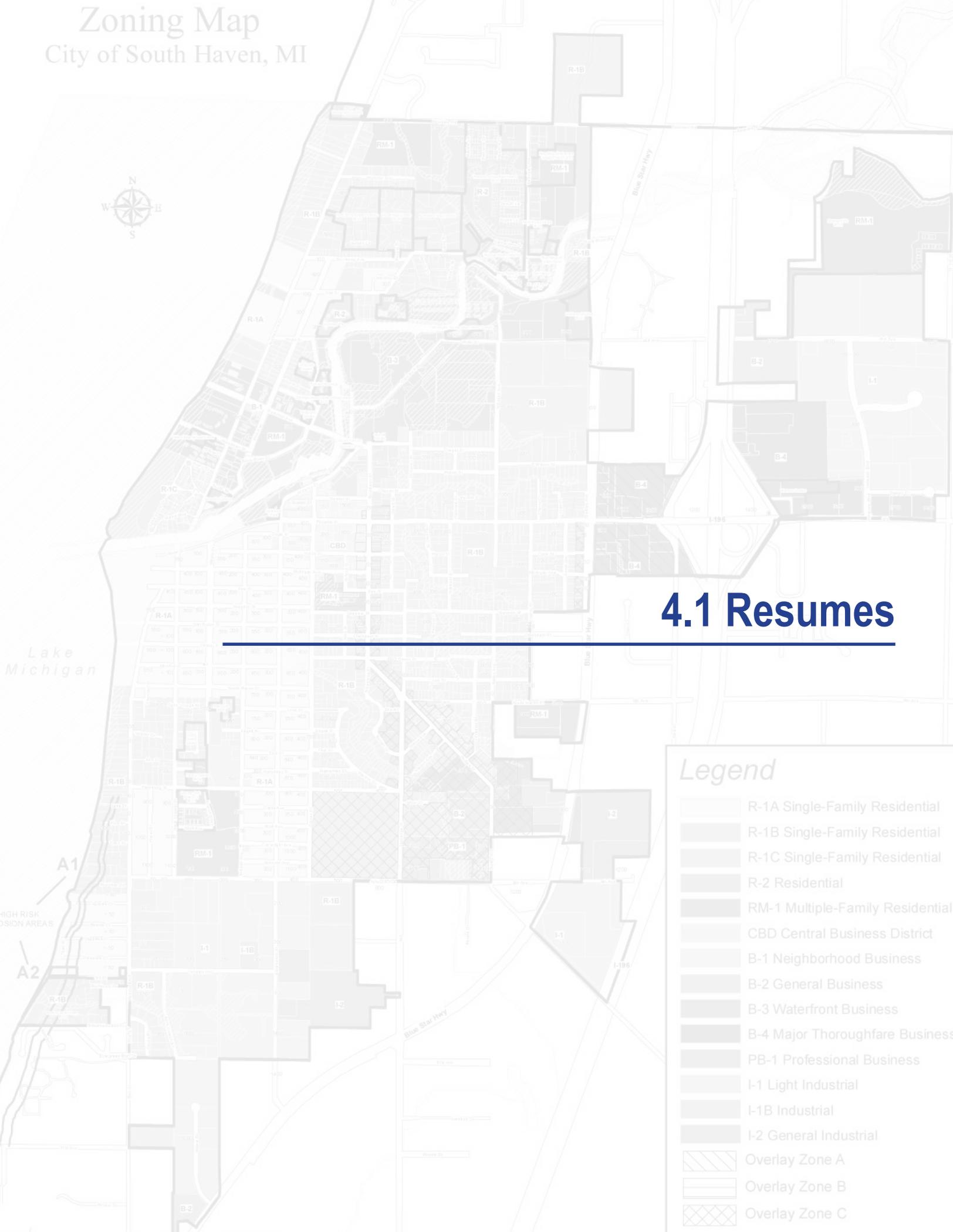
Betsy Davidson, Addorio Technologies, LLC will join our team in managing every aspect of social media as it relates to the South Haven Master Plan process. Ms. Davidson has over 20 years of experience with every aspect of website development and maintenance, networking, and IT support. Her skills will be essential in ensuring that the City web site provides fast, exciting, and informative information in a timely manner.

Andrea Hendrick, Grand Valley State University is a senior Geography and Planning student at Grand Valley State University, who will be assisting with data collection, and will assist with the logistics of neighborhood workshops. Andrea, a student with already many accomplishments and awards, has assisted MainStreet Planning Company with data gathering and analysis for other Master Plan projects. While we will keep our more senior consultants on the front lines, Andrea will be a valuable and reliable assistant during the planning process.



Zoning Map

City of South Haven, MI



4.1 Resumes

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
- B-2 General Business
- B-3 Waterfront Business
- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C

JANIS NORMAN JOHNSON, AICP

EDUCATION

BS Regional Land Use Planning, Environmental Emphasis, Grand Valley State University, 1975

SPECIAL TRAINING

Charrette Management and Facilitation Certificate, National Charette Institute, 2013

REGISTRATION

American Institute of Certified Planners, American Planning Association

PROFESSIONAL AFFILIATIONS

- Michigan Association of Planning
- American Institute of Certified Planners
- American Planning Association

PRESENTATIONS

- Career Counseling Roundtable, Michigan Association of Association of Planning Student Conference, 2011
- Michigan Association of Planning annual conference, 2006

INSTRUCTOR

- Grand Valley State University, Geography Department, 2006-2007; 2010-2011; and 2012
- Michigan Association of Planning and Zoning. 2011-2016

Jan Johnson has been advising Michigan communities on planning and zoning needs for more than 27 years. She is skilled in facilitating effective and creative community input, creating Master Land Use plans, developing parks and recreation plans. Jan follows an action-oriented process for accomplishing community goals and meeting regulatory agency requirements. She is also experienced in development of zoning ordinances and guiding planning commissions to make informed land use decisions.

Her strengths include site plan reviews, special land use reviews, rezoning reviews, zoning ordinance amendments, zoning board of appeals reports, consultations with the Zoning Administrator and with applicants, and preparation for and attendance at Planning Commission meetings. Jan is planner of record for several communities.

Representative Project Experience

- Gaines Charter Township 84th Street and Kalamazoo Avenue Sub-Area Plan, Kent County, MI. Senior Planner responsible for data analysis; design of community input including web-based tools; hands-on workshop to envision a desired future along a corridor influenced by a major retail development; Complete Streets Analysis; preparation of maps and graphics; development of preferred future land use scenarios.
- City of Ionia Recreation Plan and Steele Street Sub-area Plan, Ionia County, MI. Project Manager/ Senior Planner. Prepared Five-year update to the City of Ionia Recreation Plan; citizen survey to coordinate with the Master Plan Five-year update; development of graphics to illustrate coordination of future land use with recreational facilities; Complete Streets Analysis; place-making to complement the historic downtown; proposed new Farmers' Market location. Development review for regular Planning Commission meetings.
- City of Greenville Master Plan with Sub-area Plan; Recreation Plan, Montcalm County, MI. Senior Planner/ Project Manager. Prepared Five-year update to the Master Plan; community visioning workshop; prepared subarea plan employing place-making principles to complement the historic downtown; recreational, commercial, and community facilities along the Flat River; strong pedestrian/bicycle linkages; Complete Streets Analysis. Developed Low Impact Development Ordinance.
- Dorr Township Recreation Plan and Master Plan, Allegan County, Updates to township Recreation Plan to ensure funding eligibility with State Department of Natural Resources; community workshop to provided vision for Master Plan; updates to land use and township demographics for several Master Plan updates.
- Martin Township, Allegan County, MI. Planner of Record. Attend meetings of the Planning Commission as requested; preparation of township Master Plan and subsequent Five-year review and updates; design of newurbanist area of Township adjacent to the Village of Martin.
- City of Wayland, Allegan County, MI. Planner of Record. Site plan reviews, special land use review, rezonings, zoning ordinance amendments, zoning board of appeals reports, consultations with Zoning Administrator and City Manager; attendance at regular Planning Commission meetings and other meetings as requested.

JANIS NORMAN JOHNSON, AICP

- Charleton Park Strategic Plan, Barry County, MI. Project Manager for a strategic plan to guide the policies and priorities of a major County Park and Historic Collection. Worked with Steering Committee to gain extensive public input regarding the future of this highly valued facility. Architectural assessment, data collection, and site design renderings.
- City of Sterling Heights, Macomb County, MI. Planner, preparation and analysis of natural features data to assist in the preparation of the Spring Lake Village and Township Joint Community Profile, Ottawa County, MI. Extensive public input to create priorities for cooperative endeavors to enhance quality of life in Spring Lake Village and Township; demographic, community facilities, land use updates suitable for inclusion in a Joint Five-year Recreation Plan.
- Greater Lowell Community Vision: City of Lowell, Lowell Township, Vergennes Township, Lowell Area Schools, Kent County, MI. Senior Planner. Preparation of the Lowell Area Strategic Vision; extensive public input; development of strategic action steps and champions to accomplish identified goals.
- City of Grand Rapids Area Specific Plan for the Leonard, Stocking, and Bridge Street corridors, Kent County, MI. Preparation and analysis of all demographic data; extensive public input; trolley tours of study area; preparation of maps of updated existing land use.
- Bowne Township, Kent County, MI. Planner of Record. Preparation of Master Plan; update to the DDA Plan; Complete Streets Analysis; site plan reviews, special land use review, rezonings, zoning ordinance amendments, zoning board of appeals reports, consultations with Zoning Administrator, attendance at regular Planning Commission meetings and other meetings as requested.
- City of Wyoming, Kent County, MI. Complete reformatting of the City Zoning Ordinance to incorporate a Form-based Code and to insure compatibility with Muni-Code. Addition of colorful graphics to enhance understanding of ordinance requirements.
- Village of Sparta, Kent County, MI. Planner of Record. Preparation of Master Plan with identification of redevelopment for specific sub-areas; preparation of maps and graphics; development of architectural design standards for the central business district; site plan reviews, special land use review, rezonings, zoning ordinance amendments, zoning board of appeals reports, consultations with Village Manager; attendance at regular Planning Commission as requested.
- Allendale Charter Township Master Plan, Ottawa County, MI. Senior Planner. Preparation of Five-year update to the Master Plan; community visioning workshop between the residents of the township and the Grand Valley State University community, including students; Complete Streets Analysis; identified community gathering locations; strong pedestrian/bicycle linkages. Development review for regular Planning Commission meetings.

TIMOTHY J. JOHNSON, PCP

EDUCATION

Masters in City Planning,
Georgia Institute of Technology,
1977

BS, Business Administration,
Aquinas College, 1974

SPECIAL TRAINING

Form Based Code Training

REGISTRATION

Professional Community
Planner, State of Michigan

PROFESSIONAL AFFILIATIONS

Michigan Association of
Planning

AWARDS

- Grand Valley Metro Council 2001 Blue Print Award for work with Alpine Township to develop a Transfer Development Rights program
- 1990 MAP Honor Award for assisting Alpine Township, Kent County in preparing a master plan and zoning ordinance to preserve township's unique farmland

Tim has been providing practical and innovative planning and zoning advice to Michigan communities and businesses for more than 30 years.

In 1993, Tim founded MainStreet Planning Company offering quality planning services to townships, cities, and villages, many of which he has served for more than 20 years. He specializes in revising zoning ordinances to promote development consistent with community goals and in guiding planning commissions to make informed and effective land use decisions.

Tim expertly provides Master Plans, Form Based Codes, sign regulations, site design, public presentations, State of Michigan planning and zoning law, corridor planning, farmland preservation, development review, training sessions; and practical solutions to planning and zoning problems.

Over the years as a Community Planner, Tim has directed preparation of township, city and village Master Plans throughout Michigan. His work involves preparation of corridor plans, sign ordinances, open space preservation plans and recreation plans. He has provided ongoing planning and zoning consultation services for several Michigan communities. His work includes capital improvement plans as well as site development review and training sessions for planning commissions and board of zoning appeals.

Tim has prepared zoning and subdivision and site condominium ordinances, developed ordinances to meet specific community needs such as wind energy systems, planned unit development, cluster housing, sign regulation; land divisions, flood plain, private roads, soil removal and fill, bed and breakfasts, and regulation of vendors.

Representative Project Experience

- Allendale Township, Ottawa County, MI. Project Manager and Planner of Record for Planning Commission meeting attendance, phone calls and e-mails for Allendale Township since January of 2011. Site plan reviews, special land use reviews, rezoning reviews, zoning ordinance amendments, pre-application conferences for development projects, preparation for and attendance at the first Tuesday of the month Planning Commission meeting. Prepare updated Master Plan in 2012
- Wayland Township, Allegan County, MI. Project Manager and Planner of Record. Site plan reviews, special land use reviews, rezoning reviews, zoning ordinance amendments, zoning board of appeals reports, consultations with Township Zoning Administrator preparation for and attendance at Planning Commission meetings as requested by Township, and other planning review services for Wayland.
- Lowell Township, Kent County, MI. Project Manager and Planner of Record. Site plan reviews, special land use reviews, rezoning reviews, zoning ordinance amendments, pre-application conferences.
- City of Hastings, MI. Project Manager and Planner of Record, since 1988. Attend regular Planning Commission meetings and consultations with City Staff. Site plan reviews, special land use reviews, rezoning reviews, and other planning review services for City of Hastings.
- City of Greenville, MI. Project Manager and Planner of Record. Site plan reviews, special land use reviews, rezoning reviews, zoning ordinance amendments, zoning board of appeals reports, preparation for and attendance at two monthly Planning Commission meetings, and other planning review services for the City of Greenville.

TIMOTHY J. JOHNSON, PCP

PRESENTATIONS

- Michigan Association of Planning Seminars on Basic Planning Commissioner Training, Site Plan Review and Zoning Board of Appeals
- MAP Conferences on non-conforming uses, farmland preservation access control, capital improvements planning, subdivision regulations, special land uses and planned unit developments
- Training sessions for planning commissions as part of Master Plan preparation

- City of Ionia, MI. Project Manager and Planner of Record. Site plan reviews, special land use reviews, rezoning reviews, zoning ordinance amendments, pre-application conferences for development projects, preparation for and attendance at monthly Planning Commission meeting, and other planning review services for the City of Ionia.

Timothy's individual experience includes:

- Expert Testimony for various Michigan clients. Retained as expert witness in a number of zoning and land use lawsuits.
- City of Wyoming, Kent County, MI. Complete reformatting of the City Zoning Ordinance to incorporate a Form-based Code and to insure compatibility with Muni-Code. Addition of colorful graphics to enhance understanding of ordinance requirements.
- 2002 10 Mile Road Corridor Plan for Plainfield Township, Algoma Township and City of Rockford in Kent County, MI. Provided Corridor Planning. Responsibilities included public open house, future land use plan and access management overlay zone regulations. Completed N'DOT Access Management Workshop in 2002.
- 1998 East Beltline Corridor Plan for City of Grand Rapids, Plainfield Township & Grand Rapids Township. Provided Corridor Planning.
- Meijer, Inc. Represented Meijer in obtaining approval for new stores in Hampton Township (Bay City) and City of Charlotte. Presented project to Planning Commissioners and citizen groups; assisted Meijer engineers in developing site plan; obtained variances for signs and prepared development agreement for future road construction and negotiated option agreements with land owner. Obtained sign variances and permit for outdoor display for existing store in Portage.
- DeVries Builders, MI. Provided written rationale for rezoning and subdivision approval in Plainfield Township, Michigan.
- Mid-Michigan Homes, Kentwood, MI. Represented developer for a mobile home park in City of Kentwood. Researched impacts of project on local schools, roads and City services. Designed alternative layout for single family subdivision for comparison.
- Clark Retirement Community, Kentwood, MI. Project Manager for team of design, professionals (architect, engineer, landscape architect and wetland expert) seeking approval of retirement housing in City of Kentwood; presented project to Planning Commission and neighborhood groups; coordinated design of project and submission materials.

R. JAMES MORGAN, ASLA Principal

1971 East Beltline Ave. NE, Suite 217, Grand Rapids, MI 49525 | www.rjm-design.com

EDUCATION

Bachelor of Landscape Architecture, Michigan State University, 1983

Associate in Science, Grand Rapids Community College, 1979

SPECIAL EXPERTISE

Master Land-Use Planning
Urban Design
Parks and Recreation Design
Waterfront Development Design
Campus Master Plans

PROFESSIONAL AFFILIATIONS

- Licensed Landscape Architect #1024, State of MI
- American Society of Landscape Architects, Member
- ASLA Parks and Recreation Committee Member
- Michigan Chapter of the ASLA Member
- GRPA Academy for Design and Construction Advisory Council Member

CAREER HISTORY

- RJM Design Inc., 1997 - current
- Design Plus Inc., 1985-1997
- M.C. Smith & Associates Inc., 1983-1985

Jim is the founder and president of RJM Design. He is a Licensed Landscape Architect responsible for master plan development, project management, and general project oversight. As a designer and problem-solver, Jim has provided leadership for many design teams and demonstrated the ability to understand the client's vision and project goals. This understanding of teamwork and vision, combined with his creative skills, has allowed Jim to guide many projects through the various and often complex stages of design. During the course of his career, he has designed many project types including college and high school campus master plans, community parks, waterfront developments, athletic facilities, commercial centers, residential communities and corporate centers. His goal of every project he undertakes is to work as an integral part of the design team to ensure that the site and the built environment function as a single harmonious unit.

RELEVANT EXPERIENCE

- Cherry Street Landing, Grand Rapids, MI
- Rumsey Street Master Plan, Grand Rapids, MI
- Steele Street Corridor, Ionia, MI
- Flat River Revitalization Plan, Belding, MI
- Ray & Joan Kroc Community Center, Grand Rapids, MI
- Grand Valley State University Master Plan, Allendale, MI
- Davenport University Master Plan, Grand Rapids, MI
- Cornerstone University Master Plan, Grand Rapids, MI
- ICCF Site Restoration Plan, Grand Rapids, MI
- Cadillac Junction Master Plan, Cadillac, MI
- Lyon Square, Downtown Grand Rapids, MI
- Holland Home Master Plan, Grand Rapids, MI
- Gaslight Village Master Plan, E. Lansing, MI
- Macatawa Legends Master Plan, Holland, MI
- Herkner Village Master Plan, Grand Rapids, MI
- Wedgwood Master Plan, Kentwood, MI

ANDREA HENDRICK

EDUCATION

Grand Valley State University
Expected Graduation: December 2016
Bachelor of Science, Geography
GPA: 4.0
Concentration: City and Regional Planning
Minor: Geographic Technique
Minor: Environmental Studies

RELATED COURSE WORK

- Land Use Planning
- Urban and Regional Environment Planning
- Transportation Planning
- Research Methods of Geography and Planning
- Advanced GIS
- Statistics
- Advanced Remote Sensing & Digital Image Processing
- GIS Applications in Natural Resource Management

SKILLS

- ArcGIS
- Erdas Imagine 2015
- Microsoft Office- Word, Excel, PowerPoint
- SPSS
- Research
- TerrSet (Idrisi)
- Visual Basics
- Leadership
- Community Organiz

RELATED EXPERIENCE

Resident Assistant for Homeless Sh INC, Grand Haven, May 2012-December 2014

PROFESSIONAL AFFILIATIONS

- American Planning Association, Michigan Chapter
- Association of American Geographers
- Congress of New Urbanism
- President of GVSU Urban Planning Association
- Gamma Theta Upsilon, International Geographical Honors Society

WORK HISTORY

Community Engagement Liaison- GVSU, Geography and Sustainable Planning Dept.,
December 2016- Current
1 Campus Dr. Allendale MI 49401

Planning Assistant, Main Street Planning Company
May 2016- June 2016
8 East Bridge Street Suite D Rockford MI 49341

CERTIFICATES

- Sustainable Urban and Regional Planning Certificate
- Geographic Information Systems Technology Certificate

ACCOMPLISHMENTS

- Student Michigan Association of Planning Conference, Planning Committee Member- Wayne State University, February, 2016
- Student Michigan Association of Planning Conference, Presenter- Wayne State University, February, 2016
- Service Trip to Flint, Michigan, Project Coordinator, February, 2016
- American Association of Geographers Annual Meeting, Presenter, April, 2016
- Geography and Sustainable Planning Poster Competition, 1st Place, April, 2016
- American Public Transportation Foundation BMBG/ Janie Wulkan Memorial Scholarship Recipient, July, 2016



Betsy Davidson

PO Box 611 • Ada, MI 49301 • (616) 987-9200

Skillset: IT Support & Services, Networking, Website Development and Maintenance, Microsoft Access Program Development and Design, Hardware and Software Troubleshooting, Computer & Technology Repair and Maintenance, Computer Software Training

Work History:

Addorio Technologies, LLC, Lowell Michigan
Computer Technician & Website Developer July 2000 – Present
Started Addorio Technologies. I have a strong business customer base within Kent and surrounding counties. I consult with many organizations and businesses to help organize and upgrade their technology, while lowering operating costs.

I am involved with setup, maintenance, upgrading and troubleshooting of all areas involved with networking and technology. I also design, develop and maintain web sites. I recommend and purchase computer systems and equipment, software and hardware. Develop, customize and maintain Microsoft Access Applications. Setup, train and support clients with many different software packages.

Creative Handling, Incorporated,
Management of Information Systems June 1996 – December 2000
Obtained excellent experience in all aspects of a 20-computer LAN. Designed and maintained an Access database application for 20 users. Developed the user interface by working closely with the end users and by defining the requirements of the program. Key functions of the application included: generating purchase orders, invoices, sales figures, job costing, and a variety of reports. Supported and monitored client/server environment, all software applications, UPS, server backup, print servers and printers, email, and the web site. Configured and troubleshooted hardware and software issues and data communications

Education:

1994 Central Michigan University Graduate

- Bachelor of Science in Business Administration
Major: Management
- Japanese Foreign Language Studies

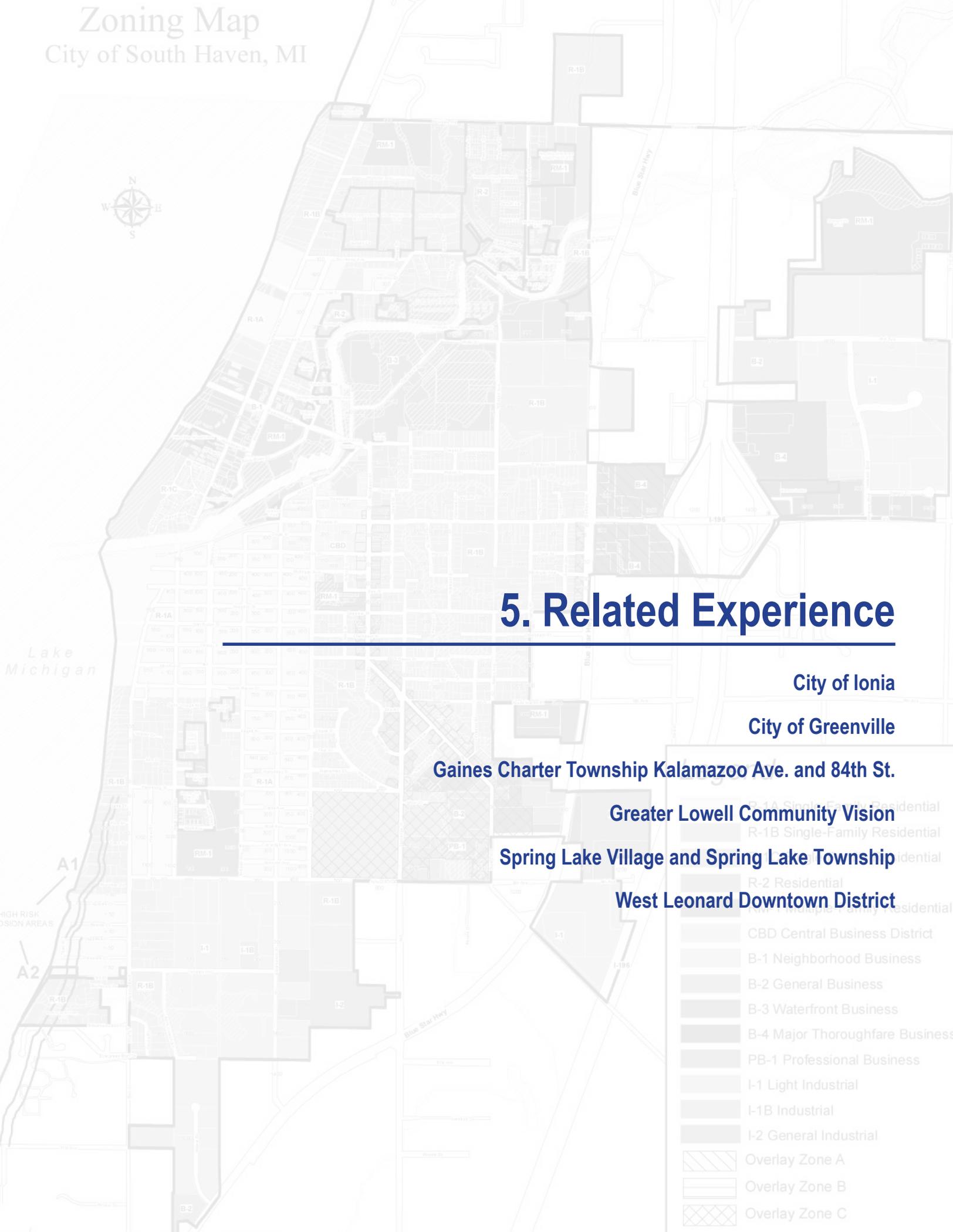
1991-1994 Undergraduate coursework during summers to complete in 4 years:

- Grand Rapids Community College, Grand Rapids, MI, Summer 1991.
- Japan Center for Michigan Universities, Hikone, Japan, Summer 1992.
- Grand Valley State University, Grand Rapids, MI, Summer 1993.

1990 Lowell High School Graduate

1979-1990 Attended Lowell Area Schools

References: References are available upon request.



5. Related Experience

City of Ionia

City of Greenville

Gaines Charter Township Kalamazoo Ave. and 84th St.

Greater Lowell Community Vision

Spring Lake Village and Spring Lake Township

West Leonard Downtown District

*City of Ionia:
2001, 2007, 2012 Master Plan
2012 Five-Year Recreation Plan*

CLIENT: City of Ionia

CONTACT: Jason Eppler
City Manager
616.527.4170

PROJECT DESCRIPTION:

Prepared Master Land Use Plans and Recreation Plan for City of approximately 6,000 persons in Ionia County. Broad citizen input included an on-line survey, a series of mobile workshops with service clubs, stakeholder interviews, and community open house. Extensive input regarding **Steele Street Corridor Redevelopment Plan**.

Performed **Complete Streets** analysis including connections to Fred Meijer, Grand River Valley Rail-Trail, and Fred Thwaites Grand River Trail. Analysis included identifying local streets for delineation of dedicated bike lanes.

FIVE-YEAR RECREATION PLAN

Coordinated Recreation Plan with on-going Master Plan to provide recreational elements within Steele Street Corridor redevelopment, and to **coordinate Complete Streets and trail development with City Master Plan**.

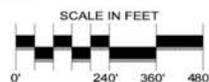
SERVICES PROVIDED:

Community planning, community on-line survey, community open house, concept drawings to illustrate redevelopment of Steele Street Corridor.

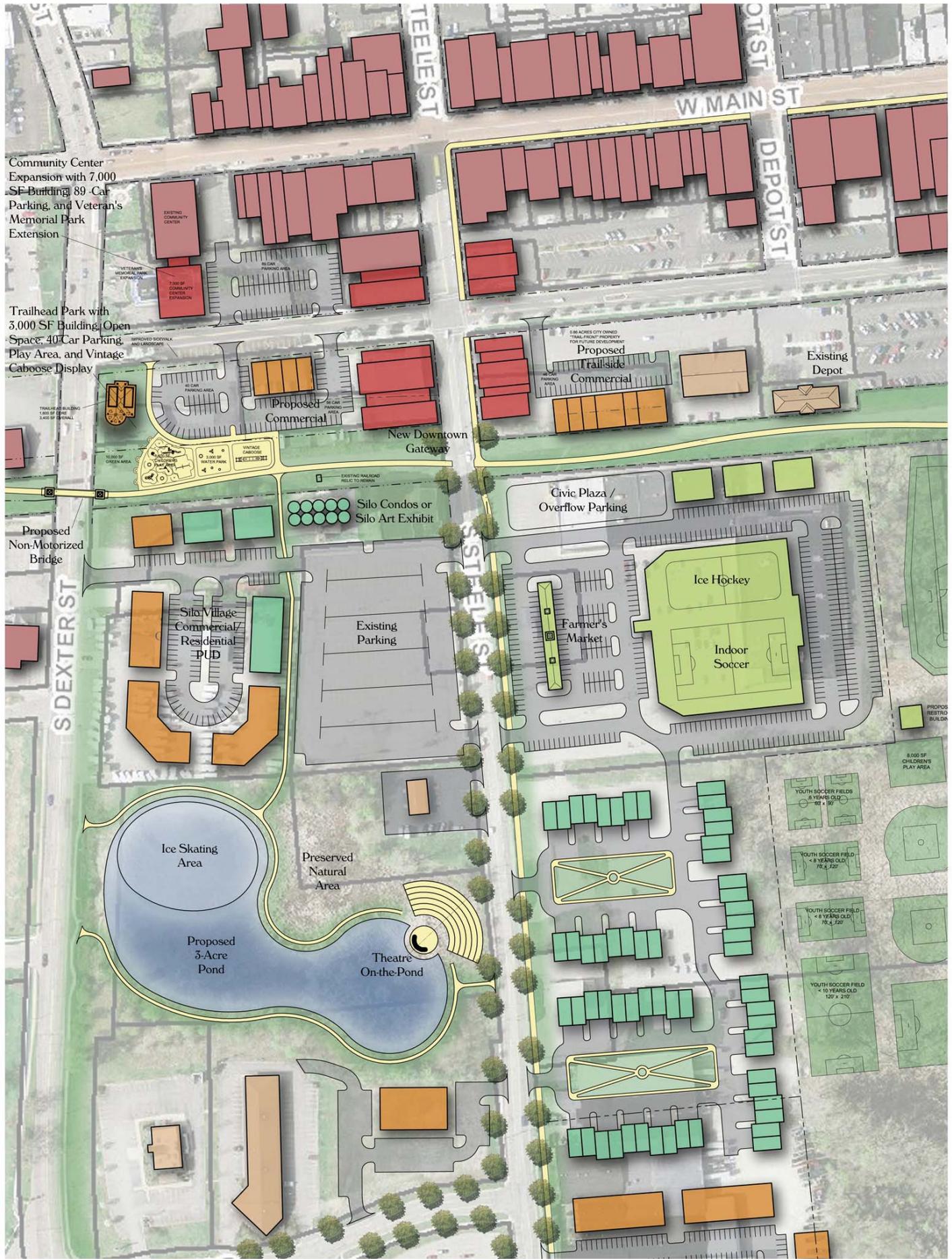




Steele Street Corridor Study
City of Ionia



MAY 2012



Steele Street Corridor Study – Enlargement
City of Ionia

City of Greenville 2012 Master Plan

CLIENT: City of Greenville, Montcalm County

CONTACT: George Bosanic,
City Manager,
616-754-5645

PROJECT DESCRIPTION:

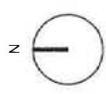
Prepared update of the 2005 Plan utilizing a number of citizen involvement methods including an online survey, community values discovery workshop, mobile workshops for service clubs, and a community open house. Conducted an existing land use survey to determine extent of non-conforming properties. Plan included recommendations to create a **mixed use district** which would allow for attached housing, live work units and retail uses surrounding the central business district and a new hospital zoning district to accommodate the anticipated growth of Spectrum Health United Memorial Hospital. Concept drawings were also prepared to illustrate possible re-development of an area along the Flat River adjacent to the central business district, to create a **plaza and community gathering space**.

Performed Complete Streets analysis including connections to the existing Fred Meijer Flat River Trail and the Fred Meijer Heartland Trail. Analysis also included identifying local streets for delineation of dedicated bike lanes to connect major destination points though out the City.

SERVICES PROVIDED:

Community planning, on line citizen survey, community workshop and open house, rezoning recommendations and concept drawings to illustrate redevelopment options near the downtown and action steps to implement the plan.





RIVERFRONT / DOWNTOWN CONNECTOR - OPTION A

1"=100' 0 100'

Gaines Charter Township Kalamazoo Avenue and 84th Street Sub-Area Plan

CLIENT: Gaines Charter Township, Kent County

CONTACT: Don Hilton, Sr., Supervisor
8555 Kalamazoo Avenue SE
Caledonia, MI 49316
616-698-6640

PROJECT DESCRIPTION:

The construction of a major retail outlet mall near the Intersection of Kalamazoo Avenue and 84th Street prompted the preparation of a Sub-Area Plan to address future land use along the 84th street corridor within Gaines Charter Township.

Existing conditions and community character in the study area were extensively inventoried. A market area analysis was included in the data gathering phase.

Public input was key to developing the plan. The consultant team utilized web based tools with interactive community comment; a Guiding Principles workshop with the Steering Committee; a Design Alternatives charrette with the Steering Committee; a hands-on community workshop where Draft Alternative Sub-Area Plans were available for participants to leave sketches and comments; and a public hearing as required by law prior to adoption of the Sub-Area Plan as an amendment to the Master Plan.

Recommendations for amendments to the Zoning Ordinance in order to implement the Plan were included in the final document.

SERVICES PROVIDED:

Sub-Area Planning, broad community input, Design charrettes, workshops and web-based input, design alternatives graphics, recommendations for implementation steps such as amendments to the Zoning Ordinance.



Gaines Charter Township

Kalamazoo Avenue and 84th Street Sub-Area Plan

Become a Part of the Discussion: The Township has launched an interactive online tool which enables you to submit your comments and ideas onto a map of the study area and engage with others prior to the Public Engagement Meeting. You can access this tool through the project website or by visiting: www.CommunityRemarks.com/Gaines

Public Engagement Meeting: October 28, 2014, 6 - 9 PM at Township Hall. Gaines Charter Township is seeking **your** input in this planning process. To learn more about the project, please visit the project website: www.Gaines84thSubareaPlan.com

If you have any questions concerning the Kalamazoo Avenue and 84th Street Sub-Area Plan, please contact: David Waligora, Gaines Charter Township Planner, at 616.698.6640 or at david.waligora@gainestownship.org



Greater Lowell Community Vision- Lowell, Michigan

CLIENTS: City of Lowell, Lowell Charter Township, Vergennes Township, Lowell Chamber of Commerce, Lowell Public Schools

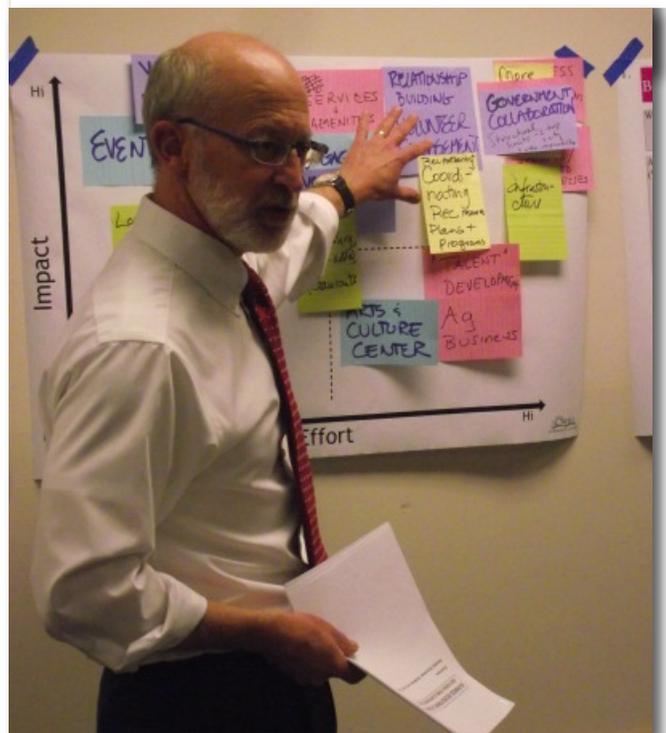
CONTACT: Liz Baker, Director
Lowell Chamber of Commerce
616-897-9161

PROJECT DESCRIPTION:

A Steering Committee composed of representatives from Lowell Charter Township, the City of Lowell, Vergennes Township, The Lowell Chamber of Commerce, and the Lowell Public Schools came together in a project to create an area-wide vision for the Greater Lowell Community. Governmental leaders, non-governmental leaders, students, stakeholders, and the public-at-large converged in an unprecedented cooperative effort. An on-line survey, small group workshops, community cafés, penny jars, and input from service groups ensured broad-based input. The Steering Committee took that input into a half-day retreat, where they drafted goals and strategies that were realistic, obtainable, and citizen supported.

SERVICES PROVIDED:

Data gathering and analysis across several communities, community on-line survey, numerous workshops and visioning sessions, half-day retreat, final document preparation, graphics.



Spring Lake Village & Spring Lake Township - Joint Community Profile

CLIENTS: Spring Lake Village
Spring Lake Township

CONTACT: Lukas Hill, AICP
Community Development Director
Spring Lake Township
616-844-2103

PROJECT DESCRIPTION:

Under the guidance of a Steering Committee consisting of representatives from both communities, MainStreet Planning updated demographics and inventoried community facilities, including recreation facilities. A Leadership workshop was held to identify issues of common concern. Assets and Opportunities, both known and unknown, were identified. Areas of potential cooperation across a broad spectrum were identified. A Community Presentation event was held where over 40 Village and Township officials reacted to proposed areas of cooperation and identified possible conflicts.

The Final Report contained recommendations for first steps in accomplishing joint municipal ventures. Information in the report was suitable for including in updated Master Plans and Recreation Plans for both communities.

A graphic was produced which provided a visual representation of community assets and proposed areas of joint cooperation.

SERVICES PROVIDED:

Leadership workshop, community workshop/reaction session, demographic data updates, inventory of community facilities, identification of assets and opportunities, action steps to implement joint ventures, graphic presentation of assets and proposed joint ventures.



West Side Area Specific Plan and Corridor Improvement District

PROJECT DESCRIPTION:

This project was spearheaded by the combined efforts of the West Leonard Downtown Business Association, the Stockbridge Business Association, and the West Grand Neighborhood Organization. The goal was to build excitement and new interest in this historic and culturally rich portion of Grand Rapids located west of the Grand River. Focus was upon three primary west-side business corridors: Leonard Street, Stocking Avenue, and Bridge Street, in order to create a West Side Area Specific Plan, which was adopted as an amendment to the City of Grand Rapids Master Plan.

Community engagement included kick-off meetings where large aerial photos of the business corridors were rolled out for hands-on issues identification sessions. Trolley tours took participants on a walk-and-drive tour of the business corridors, with feedback sessions afterward.

A key component of the Area Specific Plan included working with investors and developers with an interest in west side properties, to ensure that the final plan supported their development plans and ideas.

Following the creation of the Area Specific Plan, the West Fulton Business Association joined with the West Leonard Downtown Business Association and the Stockbridge Business Association to create a Corridor Improvement District, in order to coordinate improvements and encourage investment in the West Side.



RJM Design Inc

Land Planning • Landscape Architecture



Cherry Street Landing

Downtown Grand Rapids, MI

One of RJM Design's early achievements was developing the master plan for Cherry Street Landing. Working with visionary John Wheeler, we prepared the original master plan for the area south and east of the VanAndel Arena that has become home to many restaurants, banks, offices and two satellite university campuses. And with the fortunate timing of the US-131 S-Curve reconstruction, our plan led to a mutually beneficial land-swap between the City of Grand Rapids, Rockford Construction and the State of Michigan and influenced the location of the downtown exit ramp.



Lake Michigan Drive M-45 Corridor Enhancements

Allendale Charter Township, Ottawa County,

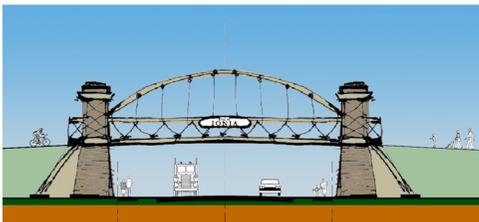
This two-phase enhancement project extended more than four miles from the Grand River to 68th Avenue in Allendale. RJM Design assisted with MDOT Grant Applications and developed designs that included landscaping with bio-swales, lighting, pedestrian plazas and signage. Responsibilities included project coordination with MDOT, Ottawa County Road Commission, Allendale Charter Township and Grand Valley State University.



Cutlerville Streetscape

Cutlerville, MI

Working with the Cutlerville Chamber of Commerce, the Kent County Road Commission and MDOT, RJM Design developed a landscape enhancement master plan and construction documents for a 2-mile section of Division Avenue located in an established commercial district. Improvements included lighting, landscaping, and a defined pedestrian corridor. Our role included project management, coordination with Gaines and Byron Townships and project oversight as the streetscape was implemented.



City of Ionia
Proposed Non-Motorized Bridge
Over Dexter Street (M-66)

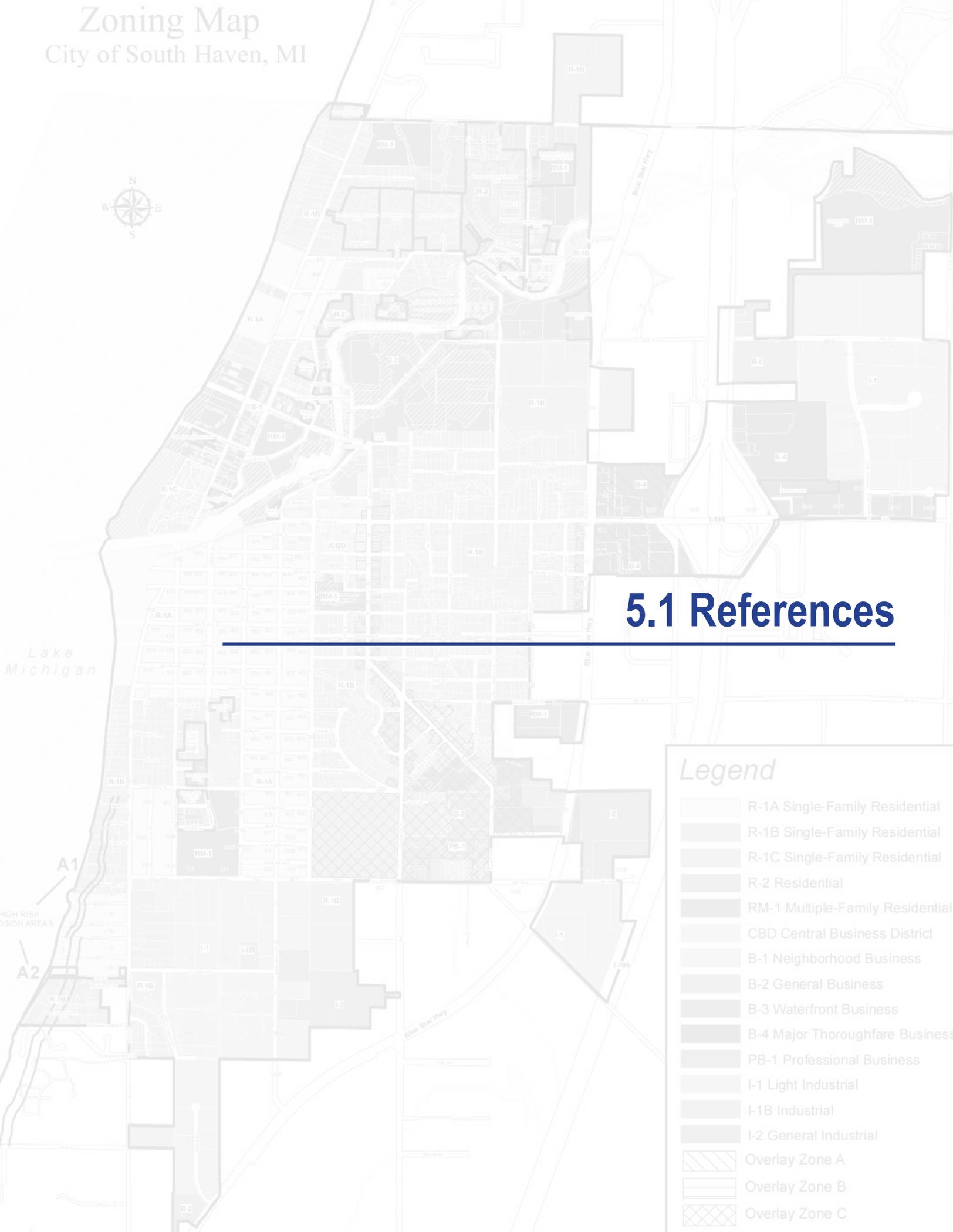
City of Ionia - Steele Street Corridor

Ionia, MI

RJM Design recently prepared a master development plan for the Steele Street Corridor in downtown Ionia. This 70-acre plan was a culmination of extensive citizen and public input to promote a vision for new private development and to serve as a flexible planning guide for municipal leaders. As a component of the plan, a pedestrian bridge over M-66 was designed as an alternative to a planned mid-block crossing for their new MDOT non-motorized trail system. In addition to providing a safe crossing over the five-lane highway, the bridge will serve as a welcoming gateway feature into the downtown area. MDOT and MDNR grants to construct the \$500,000 bridge have been secured and construction is scheduled for 2015.

Zoning Map

City of South Haven, MI



5.1 References

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
- B-2 General Business
- B-3 Waterfront Business
- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C

5.1 References

We encourage the city of South Haven to contact our current clients who can tell you about their satisfaction with the planning services we provide to them. Additional references can be furnished upon request; this is not an all-inclusive list. Contact

“Mainstreet Planning Company has provided a variety of planning related services to the City of Ionia for well over a decade. Our Planning Commissioners respect and trust the sound advice that Tim and Jan provide. The reviews and reports they generate are accurate and thorough. Tim and Jan stay current on planning trends and state legislation that affects local planning and zoning decisions. When assistance on a specific matter is needed, they are prompt in responding and reasonable with their charges. Our Planning Commissioners count Mainstreet Planning Company as part of the City’s overall planing team.”

Jason Eppler, Ionia City Manager

“The City of Hastings has used Tim and Jan Johnson of Mainstreet Planning Company to assist with community planning for over 20 years. We have been extremely pleased with their work over the years. Tim and Jan have proven to be helpful, flexible, resourceful and extremely responsive to the needs of our community.”

Jeff Mansfield, Hastings City Manager

Sandra Kowalczyk, Clerk
Bowne Township
8240 Alden Nash Road SE
PO Box 35
Alto, MI 49302-0035
616.868.6846

Jerry Alkema, Supervision
Allendale Charter Township
6676 Lake Michigan Drive
Allendale, MI 49401
616.895.6295

Jason Eppler, Manager
City of Ionia
114 N. Kidd Street
Ionia, MI 48846
616.527.4170

Jeff Mansfield, Manager
City of Hastings
201 East State Street
Hastings, MI 49058
269.945.2468

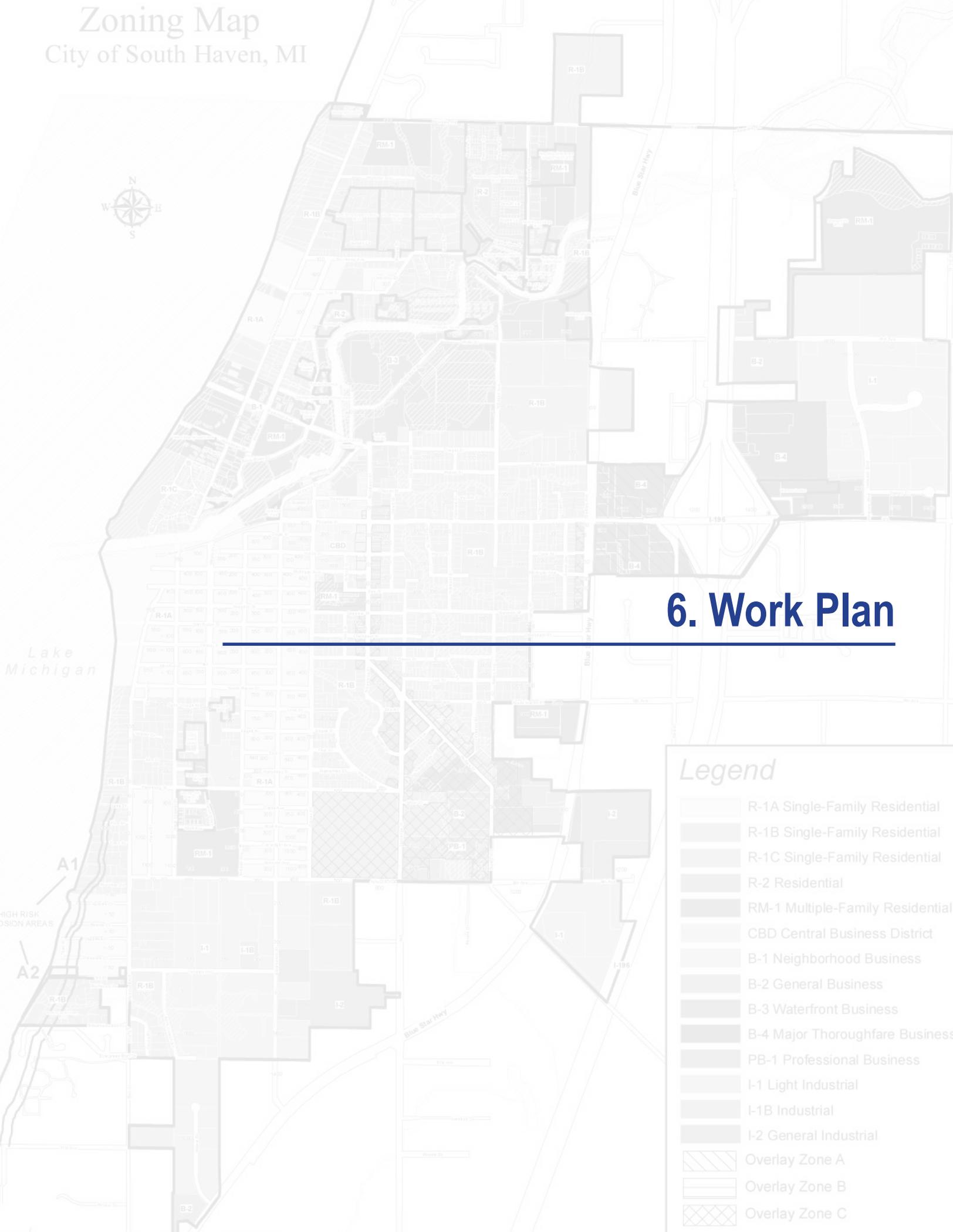
George Bosanic, Manager
City of Greenville
411 S. Lafayette Street
Greenville, MI 48838
616.754.5645

Jerry Hale, Supervisor
Lowell Charter Township
2910 Alden Nash, SE
Lowell, MI 49331
616.897.7600



Zoning Map

City of South Haven, MI



6. Work Plan

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
- B-2 General Business
- B-3 Waterfront Business
- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C

HIGH RISK
DISASTROUS AREAS

A1

A2

6. Work Plan

Work Plan Tasks for the City of South Haven Master Plan

Intent to Plan letters. MainStreet Planning Company will provide a template to send to all adjacent communities and the Van Buren County Planning Commission, as required by the Michigan Planning Enabling Act. A letter may be sent to the Southwest Michigan Regional Planning Commission as well, but this is optional. The City of South Haven will be responsible for sending the letters on City letterhead. The letters will state that both draft and final Master Plans will be available electronically, unless communities request paper copies.

Planning Commission kick-off meeting. We understand that the Planning Commission desires to schedule special meetings in order to complete work on the Master Plan. The kick-off meeting can take place at a regular First-Thursday of the month meeting, or the kick-off meeting may be scheduled on a different day. Thereafter the meetings devoted to work on the Master Plan will take place on a schedule agreed to between the Planning Commission and the consultant.

The Planning Commission kick-off meeting will include logistics such as project schedule, meeting dates, lines of communication, and expectations. Other logistics such as reserving dates and meeting venues for public meetings and any neighborhood workshops that are planned, will be discussed.

In addition, the kick-off meeting will include an **engaging, interactive issues identification exercise**, which will assist the consultant in getting to know the issues of importance to the Planning Commission, and will provide a framework of for several of the next steps in the process, such as creating questions for the community survey.

Community survey

Community surveys should ask questions which give the Planning Commission real direction when writing the Master Plan. Questions should not be those to which answers are predictable; and the answer format should be limited in number of responses. For example, a simple “yes” or “no” choice forces a citizen to make a clear choice, and gives the Planning Commission or City Council better direction when drafting goals and strategies.

MainStreet Planning Company has extensive experience in creating meaningful survey questions, and in interpreting results of surveys to aid the Planning Commission in setting future land use goals.

Working with the Planning Commission, the consultant will create a community survey which will include concrete questions, designed to elicit information that is usable for the purposes of land use planning. We understand that the City will approve the survey and take responsibility for the mailing of the survey. The consultant will take responsibility for tabulating the survey and summarizing the results.

The community survey will also include the dates, times, and locations of upcoming workshops, and will include a link that will be established on the City of South Haven web site dedicated to the Master Plan process.



Master Plan Communication via City of South Haven web site

We recommend that updates to the Master Plan process be on the City of South Haven web site. We believe that this location is most often visited by South Haven residents, and is most appropriate for hosting updates to the progress of the planning process, dates of important events, draft maps and the draft and final Master Plan document.

In order to make the site welcoming and exciting, we have teamed with **Addorio Technologies**, a full service Information Technology consulting firm, with many years of experience serving the needs of businesses and municipalities. Working in cooperation with the City, Addorio Technologies will ensure that the City web site will provide fast and informative information in a timely manner.

COMMUNITY PROFILE/EXISTING CONDITIONS

Demographic data. Concurrent with initial meetings with the Planning Commission meeting, we will work to update data that is relative to the Master Plan update. We recommend that some, but not all of the information in the Demographics and Economic Trends and Conditions report dated November 7, 2011 be updated. This data will be updated using American Community Survey 5-Year Estimates for the South Haven Planning Area, where available through the US Census Bureau. The specific information that should be updated will include:

- Population for the South Haven Planning Area with comparisons to neighboring communities; median ages and age cohorts; changes since the year 2000; population projections will be included if desired by the Township;
- Housing and household information expanded to include family types; this will include occupied, vacant, and seasonal housing data;
- Residential building activity and building permits;
- Income and Employment data;
- Value of owner-occupied and rental housing.

We will provide a short analysis of trends within each demographic category. We suggest that the Demographics Data and Analysis be placed in the Appendices of the Master Plan.

Existing Land Use and Vacant Land Analysis currently included in the Demographic and Economic Trends and Conditions report will be updated and placed in a section of the Master Plan that discusses existing land use and projections for vacant land use.

Utilizing the City's GIS services, existing land use will be mapped using data that the City already possesses; field inventory will be conducted as needed. The vacant lands will be inventoried and mapped, and an analysis done on the availability of land in specific zoning districts, such as residential, commercial, and industrial.



Adjacent communities existing land use, zoning and future land use analysis. We will include a section in the Master Plan which includes an analysis of existing and planned land uses, as well as existing zoning, along boundaries shared with South Haven Charter Township, and Casco Township in Allegan County. This information will be referenced specifically when drafting the planning rationale for the City's recommended future land use. The Master Plan may, according to the Michigan Planning Enabling Act, include any areas outside of the municipal boundaries that, in the Planning Commission's judgement, are related to the planning of the municipality.

Community Facilities Update

The Master Plan will contain an inventory of the following: public services, public safety, governmental buildings, educational facilities, libraries, cemeteries, and any other community facilities. Parks and recreation facilities will be discussed and will be identified on the Existing Land Use Map, but extensive details regarding parks and recreation will not be included in the Master Plan since that information will be more appropriately available in the City of South Haven Five-year Recreation Plan (prepared jointly with South Haven Charter Township, South Haven Public Schools, and the South Haven Area Recreation Authority or SHARA).

Efforts will be made to utilize information on Community Facilities found within the South Haven Master Plan 2011, with updated information gathered as necessary. We suggest that the updated Community Facilities information be placed in the Appendices of the Master Plan.

Natural Features

The Master Plan will include a section describing natural features such as wooded areas, water features, wetlands, challenging topography, and dune areas. Natural features and areas with significant limitations for development, will be mapped and included as a separate map in the Master Plan.

Transportation

Transportation facilities, including City streets, the State of Michigan Blue Star Highway, and US Interstate I-196 will be included on a separate map if desired. This section will discuss any existing plans for road and street improvements on City, State, and Federal roadways. Traffic counts, where available, will be included in this section. Any road segments of special concern will be discussed as it pertains to future land use.

Bicycle routes and non-motorized pathways will be included on this map. This information will be referenced as part of the **Complete Streets Analysis**. At this time, the conditions of sidewalks or other pedestrian ways will be included. The Master Plan will reference any planned sidewalk improvements or extension policies, as they relate to future land use.

Recommendations for street and roadway improvements, sidewalks, bikeways, or non-motorized pathway will be included in the Master Plan.

Complete Streets Analysis

In August of 2010, PA 33 of 2008 (the Michigan Planning Enabling Act) was amended to require that local master plans include consideration of additional elements related to transportation. These elements include safe and efficient movement of people and goods by not only motor vehicles but also by bicycles, pedestrian, and other legal users including users with disabilities. Additionally, the amended statute defines street as "a street, avenue, boulevard, highway, road, lane, alley, viaduct, or other public way intended for use by motor vehicles, bicycles, pedestrians, and other legal users."



In December of 2010, PA 33 was further amended to require that local master plans also take into consideration the location, character, and extent of public transit routes and public transportation facilities in the preparation of the master plan, and to coordinate with public transportation agencies in the planning process.

MainStreet Planning Company will ensure that the City of South Haven Master Plan fully meets the requirements of the Planning Enabling Act regarding an analysis of Complete Streets. We will make recommendations for improvements to transportation systems to enhance the safe and efficient movement of all users of the roadways and other transportation routes.

PUBLIC MEETINGS AND ENGAGEMENT

Neighborhood workshops

We strongly suggest that neighborhood workshops be held early in the planning process. Our fee includes up to **three** neighborhood workshop meetings.

Working with the Planning Commission, we will identify the geographic boundaries of up to three neighborhood areas. At each workshop, we will present the results of the community survey, and will provide information regarding the Master Plan process. The large portion of the workshop will consist of **a hands-on exercise where large air photos of the neighborhood are available at tables for citizens to mark on and leave comments**. We encourage sketching and comments which relate to neighborhood character, areas of concern, areas of pride, difficult pedestrian crossings, areas of traffic concerns, and other comments that relate to future land use.

If possible, we encourage snacks and beverages donated or purchased from local merchants and vendors! We have also had workshops on location of favorite restaurants or neighborhood gathering places. Locations and times will be determined with the Planning Commission.

Central Business District and surrounding neighborhood workshop/Meet with DDA

We suggest a workshop for the Central Business District and those residents that make up the “CBD Neighborhood.” We recognize that the issues that arise in this area will be unique, and that the Master Plan will identify specific goals for this area. We also recognize that the M-43/I-196 Business Loop Corridor Overlay Zoning District regulations are working well in this area; the workshop may be a time to identify additional issues, or address any areas of concern with the overlay district.

Issues that will be addressed at the CBD Workshop may include neighborhood character, store front character, traffic and pedestrian issues, issues that may relate to tourism, historic preservation, and preserving residential uses.

We suggest a walking tour with feedback session as part of this workshop. As with the neighborhood workshops, a hands-on exercise with large air photo maps will also be included. The time and location of this workshop may be determined with the Planning Commission with input from the DDA or other business association. Snacks and beverages from local establishments are again encouraged!

Meet with the Downtown Development Association (DDA). At this point in the planning process, we will meet with either the entire DDA or just the DDA Director, Ms. Deb Davison. We have included in our price an issues identification workshop that can easily be done during one of the DDA’s regular meetings. Or, we can interview Ms. Davison to become informed as to the issues important to the DDA, and that may impact future land use decisions.



Results of Neighborhood and Central Business District Workshops, as well as meetings with the DDA and LDFA, will be compiled, presented to the Planning Commission, and used to assist the Planning Commission in creating Goals and Strategies for the Master Plan.

Special Area Plan - Overton property

MainStreet Planning has extensive experience in preparing special area plans in the course of preparing a Master Plan. We have teamed with RJM Design, an experienced landscape architecture firm with a vast portfolio of site design.

The Overton site is located in an area currently zoned I-1 Light Industrial and is currently undergoing environmental cleanup. Although occupied by industrial uses in the past, the site is in an area that includes single-family dwellings, multi-family dwellings in a renovated factory, and a small area of commercial use. The Kal-haven Trail runs through the site on the western side.



The Overton property presents an opportunity to plan for uses that complement the surrounding neighborhoods, and that takes advantage of the presence of the Kal-haven Trail. The site is currently planned “Transitional” in the 2011 South Haven Master Plan, which recommends possible mixed uses that are compatible with the surrounding area.

We propose a **design charrette for this site with the surrounding neighborhood**, and others that may be identified by the Planning Commission. This charrette may be by invitation only if desired. Alternately, a design charrette may be done with the Planning Commission only, and neighborhood input may be sought by the Planning Commission on design alternatives.

The product of this work task will be a preferred concept plan, or a more detailed sub-area plan, that will be adopted as part of the Master Plan.

“Short-Term Rentals” Ordinance Review and Recommendations

Using data already compiled by the City (maps of rental units, police response, noise complaints, etc.), we propose a review of the rental ordinance and its impacts on the neighborhoods where it is in effect. Current impacts on policing, noise, parking, and other effects will be summarized. We have carefully read the ordinance and believe we have a good understanding of its intended effects.

Through the community survey, public meeting events, and neighborhood workshops, we will gain further understanding as to the desires of the community regarding short-term rentals.

We understand the importance of balancing the needs of year-round residents with visitors during the vacation season who bring tourism dollars into the community.



Outcomes of the analysis of the rental ordinance and its impacts may include:

- Identifying neighborhoods where short-term rentals are not recommended
- Identifying neighborhoods where short-term rentals are permitted only when approved as special land uses
- Identifying neighborhoods where short-term rentals are allowed as uses by right with permits
- Recommendations for amendments to the Short-Term Rental Ordinance that incorporate any recommended changes and that may clarify or improve desired regulations.
- Possible recommendation for a Short-Term Rental Overlay District

Harbor Walk Extended

We understand that one outcome of the Master Plan process may be to identify areas where the Harbor Walk may be extended. We are prepared to address this issue with the Planning Commission and to utilize results of the workshops to determine locations for extensions, which will be identified on the Future Land Use Map. Future extensions of the Harbor Walk can be conceptually shown on an inset of the Future Land Use Map.



Missing Middle

The Target Market Analysis for Van Buren County prepared in 2016 contains information which may be valuable when creating Goals and Strategies for the Master Plan. The study identified South Haven as a small urban place which may be a location for those seeking desirable locations to live. One housing typology called the “Missing Middle” was identified as a type of attached housing that is desirable for moderate income earners, but that may be in short supply in the Van Buren County area. The South Haven Master Plan may wish to address whether areas exist that are suitable for attached, middle market housing when creating goals, strategies, and implementation steps.

Economic Development

Our understanding is that the Master Plan should address economic development. Goals will be explored that address the following: land area available for commercial and industrial development or redevelopment; possibilities of PA 425 agreements with neighboring communities including utility extension policies; available land for types of businesses that enhance tourism such as hotels, marinas, and entertainment; the role of agriculture in enhancing the local economy; and zoning regulations that enhance or detract from tourism such as outdoor dining, parking regulations, outdoor display of merchandise, and other regulations that may be identified.

If desired, we can conduct an issues identification session with the membership of the LDFA, similar to that proposed for the DDA, or we can interview the leadership, subject to recommendation by the Planning Commission. We have included this meeting in our budget. We understand that the membership of the LDFA is the same as the membership of the Brownfield Redevelopment Authority, so any concerns related to land use of Brownfields will be heard as well.

Economic development will be addressed primarily as it relates to future land use, and land use regulations. Goals as stated in the Downtown Development Authority (DDA) Plan as well as goals of the Local Development Finance Authority (LDFA) will be examined when determining if these goals affect land use recommendations in the Master Plan.



Goals and Strategies

The 2011 South Haven Master Plan contains extensive Goals and Objectives. Many of the goals have been accomplished. We suggest a goal-setting session with the Planning Commission, where goals are crafted which reflect the results of the Community Survey, results of the Neighborhood Workshops, results of the Central Business District Workshop, and any issues identification or interview with bodies such as the DDA and LDFA.

We will guide the Planning Commission in creating goals which address issues that are appropriately addressed by the Planning Commission rather than other agencies. For example, recreation goals are more appropriately addressed by the Parks Commission; other bodies such as the DDA and LDFA have specific goals defined; neighborhood groups may have specific goals.

Goals and strategies developed for the Master Plan will be of a manageable scope, and will relate directly to the duties of the Planning Commission as required by the Michigan Planning Enabling Act and Zoning Enabling Act.

Future Land Use with Rationale/Zoning Plan

Following the finalization of goals, a draft Future Land Use section, with map, will be created. Recommendations for future land use will be accompanied by a **strong rationale**. Included in this section will be the Zoning Plan, as required by the Michigan Planning Enabling Act. The Zoning Plan will describe how future land use categories relate to the Zoning Ordinance and the zoning districts in the City. In some cases, the Zoning Plan may recommend amendments to the Zoning Ordinance, or may recommend the creation of one or more new zoning districts.

Community Wide meeting with presentation of the draft Future Land Use Plan/Reaction stations

At a well-publicized community wide meeting, a Draft Future Land Plan map will be presented. The meeting will begin with a presentation by the consultant in tandem with the Planning Commission; a summary of the planning process will be presented. Following the presentation, the public will be invited to visit reaction stations, where large copies of the Draft Future Land Use Map, along with text summaries, will be on tables throughout the venue. Participants will, in an open house type forum, be encouraged to leave comments, either on large flip-chart sized tablets, and on the Draft Future Land Use Map itself. All other Master Plan maps prepared will be on display. We again suggest snacks or beverages provided by local merchants.

Results of feedback gathered at the Community Wide Meeting will be used to revise the Future Land Use Plan, and possibly to revise Goals and Strategies if indicated and desired by the Planning Commission.

Implementation

The Master Plan will contain an Implementation Section, that will list Action Steps for implementing the Master Plan. Actions Steps may include the recommended amendments to the Zoning Ordinance, or recommendations for additional overlay zones; the creations of any new policies such as a sidewalk extension policy (or ordinance); recommendations for any further studies as they relate to land use such as a route to extend the Harbor Walk; and recommendations for amendments to the Zoning Ordinance to be in compliance with State and Federal laws (such as amending the sign regulations to comply with the Supreme Court Ruling in Reed v. Gilbert).

The Implementation Section will contain clear and succinct direction that will function as a task list for the Planning Commission when setting priorities for the coming year. Action Steps will be directly related to the role of the Planning Commission as required by State Law, and will not include Action Steps that are more appropriately addressed by other City agencies or organizations.



Procedure for Adopting the Master Plan

Upon completion of a Draft Master Plan by the Planning Commission, the City Council must approve the distribution of the Master Plan to adjacent communities, the Van Buren County Planning Commission, and the Southwest Michigan Regional Planning Commission (optional). The Secretary of the Planning Commission must submit to the County Planning Commission a statement that all adjacent communities have been notified of the availability of the Draft Master Plan, along with names and addresses of those communities.

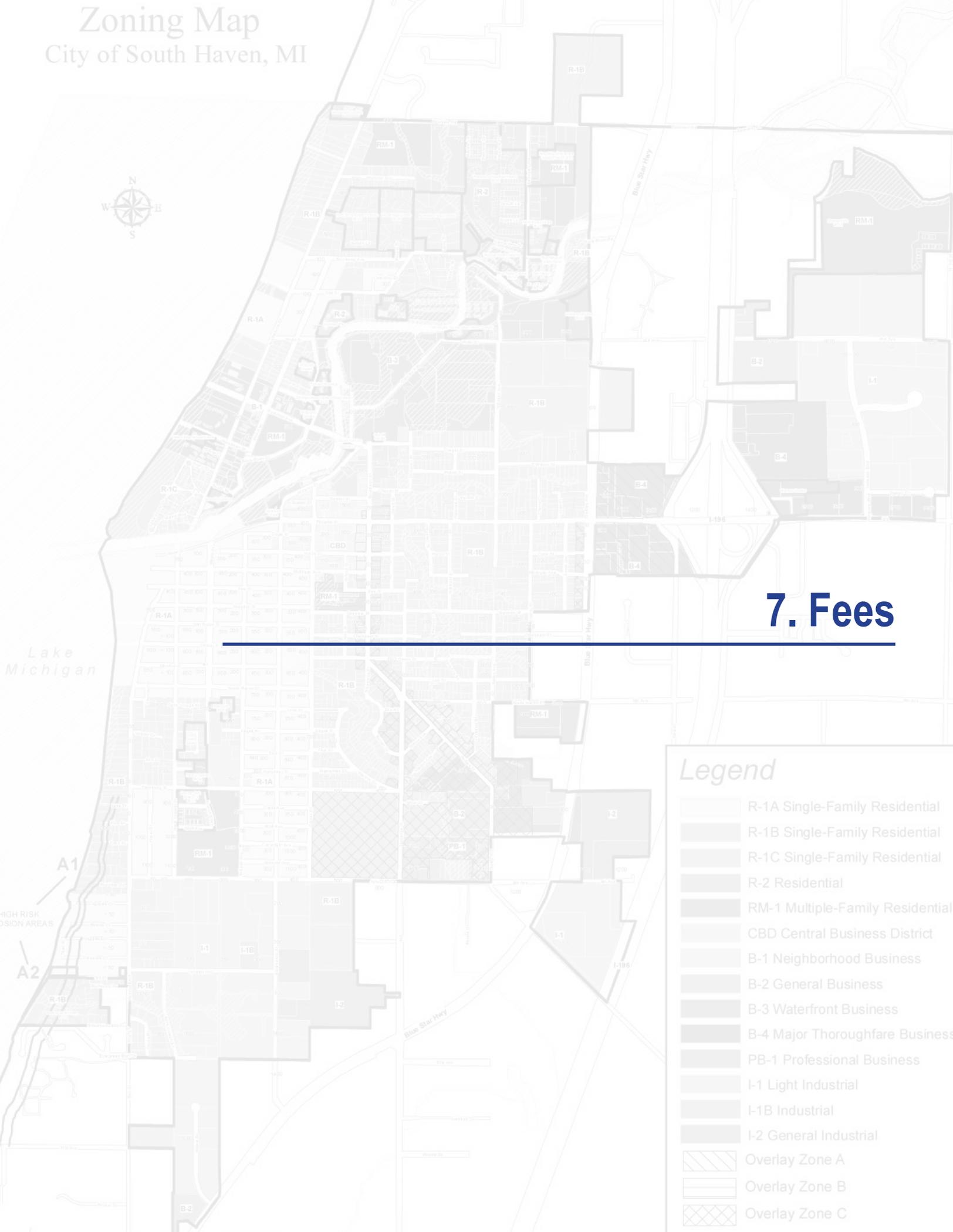
A 63-day comment period must be allowed. Upon completion of the comment period, the Planning Commission must hold a public hearing on the Master Plan. Following the public hearing, the Planning Commission may recommend approval of the Master Plan to the City Council, which may then approve the Master Plan. In the City of South Haven, the City Council is the final approving body of the Master Plan.

Upon final adoption of the Master Plan, the Secretary of the Planning Commission must submit the adopted Master Plan to adjacent communities and Van Buren County in the same manner that the Draft Master Plan was submitted.



Zoning Map

City of South Haven, MI



7. Fees

Legend

- R-1A Single-Family Residential
- R-1B Single-Family Residential
- R-1C Single-Family Residential
- R-2 Residential
- RM-1 Multiple-Family Residential
- CBD Central Business District
- B-1 Neighborhood Business
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- B-4 Major Thoroughfare Business
- PB-1 Professional Business
- I-1 Light Industrial
- I-1B Industrial
- I-2 General Industrial
- Overlay Zone A
- Overlay Zone B
- Overlay Zone C

7. Fee Arrangements for On-Going Consultation Services

Project Schedule and Fees

We propose to have a Draft Master Plan prepared for presentation by the Planning Commission to a joint session with the City Council within **10 months** of the kick-off meeting assuming timely review by the Planning Commission.

The actual adoption of the Plan will take approximately two months beyond that point, as the Plan review period required by the State of Michigan is 63 days for a substantially updated Plan.

Meetings

Our budget includes the following meetings:

- Eight meetings with the Planning Commission;
- One meeting with the Planning Commission and City Council;
- A Planning Commission public hearing on the Draft Master Plan;
- Three neighborhood workshops;
- A workshop with the Central Business District neighborhood;
- An issues identification session with the Downtown Development Authority;
- An issues identification session with the Local Development Finance Authority;
- A Design Charrette to prepare a Sub-Area plan for the Overton property.

Additional meetings which we are requested to attend will be charged at the following hourly rates plus expenses:

Hourly Rate:

| | |
|--------------------------------------|--------------------------------|
| Janis N. Johnson AICP | \$110.00/hour |
| Timothy J. Johnson, PCP Planner 1 | \$110.00/hour \$ 45.00/hour |

Expenses:

- Printing of draft Master Plan text and any color graphics will be charged at cost
- Mileage will be charged at the current IRS rate which is currently 0.54/mile

Mapping

We propose working with the City of Grand Haven GIS technician in the Department of Public Works to create and/or update maps for the Master Plan. Our fee includes time to coordinate mapping with the City. The cost of any maps produced or printed outside the City's GIS department, if desired, can be negotiated separately.

Products

The final Master Plan document will be provided in an electronic format compatible with the City of South Haven software and one unbound paper copy with document sized color maps as produced by the City of South Haven GIS personnel. The electronic and paper copies of the Master Plan will include an electronic pdf and paper copy of drawings produced at the Overton property charrette. Additional copies of the adopted Plan and any display sized maps can be provided at cost.

Fee to Prepare the South Haven Master Plan

The stipulated sum fee for the work tasks described in our proposal is: **\$47,000** not including expenses. The City will be invoiced at the end of each month for services provided as calculated using the hourly rates of the consultants, plus expenses. Payment is expected within 30 days. The remainder of the stipulated sum, if any, that has not been billed to the City of South Haven, will be billed upon completion of the consultation tasks as presented in the Work Plan.

The fee and scope of work, however, may be adjusted to meet City budget limitations and Master Plan preparation expectations, and we welcome your thoughts as to adjustments that may be made to our proposed work plan.





City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager
From: William Hunter, Director of Public Works
Date: September 19, 2016
RE: Street Administrator-City of South Haven

Councilperson(s) of the City of South Haven offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for, and shall represent the municipality in transactions with, the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate William Hunter as the single Street Administrator for the City of South Haven in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Support Material:

Michigan Department of Transportation 2012 (07/09)

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.

MAIL TO: Michigan Department of Transportation, Bureau of Finance and Administration, P.O. Box 30050, **Lansing, MI 48909.**
or Fax to: 517-241-2589

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____

offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____

_____ as the single Street Administrator for the City or Village of

_____ in all transactions with the State Transportation Department

as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality on the _____ day of _____

| | | |
|-----------------------------------|---------------|--------------|
| CITY OR VILLAGE CLERK (SIGNATURE) | EMAIL ADDRESS | DATE |
| STREET ADMINISTRATOR (SIGNATURE) | EMAIL ADDRESS | DATE |
| ADDRESS OF CITY OR VILLAGE OFFICE | | P.O.BOX |
| CITY OR VILLAGE | ZIP CODE | PHONE NUMBER |



City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499
Telephone (269) 637-0737 • Fax (269) 637-5319

MEMORANDUM

To: Brian Dissette, City Manager
From: William Hunter, Public Works Director
Date: September 19, 2016
RE: Water Street Streetscape Improvement Initiative

Requested Action

Approval of a contract with Abonmarche Consultants to implement Phase I of the Water Street Streetscape Improvement Initiative

Background and Project Scope

Existing hillsides along the south side of Water Street appear to be a combination of dumped soil and debris with little to no attempt to mimic the soils' natural angle of repose (stability). It is doubtful if some of the hillsides were ever regraded to look attractive. Some hillsides have had slippage due to the steepness of the slope. There are scattered broken concrete retaining walls in some areas under the vines and weeds.

Any historical restoration materials have long since been overwhelmed by a combination of native and weed trees, shrubs and vines.

The hillsides have become a 'no man's land', with City visitors to the waterfront passing by the unkempt hillsides and residents above the embankment concerned about compromised views. Turf mowing is impossible on most of the hillsides due to the slope steepness. Furthermore, "goat trails" have begun to develop from people traversing from the neighborhood above the hill and the waterfront area further undermining the stability of the hillside.

To improve the appearance and stability of the hillsides along Water Street, the City has had a Master Plan for Streetscape Improvements developed for the south side of Water Street. During the first half of 2015, the South Haven Parks Commission engaged Cornelisse Design Associates to develop conceptual plan to deal with the Water Street area of concern. The plan (Attachment A) was approved by the Parks Commission at its June 9, 2015 meeting.

The plan has two distinct phases that will be implemented over the next couple years. Phase I is the development of a stairway to connect the Water Street and riverfront area to the neighborhood to the south. Currently, there are three distinct trails along the face of the slope that have developed between these two areas that have resulted in the loss of vegetation that serves to stabilize the hillside. If this situation is left as-is, additional vegetation would be lost

further compromising the stability of the hillside. The proposed stairway would address this by developing a solid surface route between these two areas keeping individuals off the hillside itself. The first phase of the Water Street Streetscape Improvement is anticipated to cost \$150,000. Phase II will include removing some of the debris and poor quality plants and trees along the hillside and replacing them with higher quality plants that will both improve the aesthetics of Water Street but improve the overall stability of the hillside itself. Phase II of the Water Street Streetscape Improvements is expected to cost \$100,000. Currently the plan is to address the Phase I during the 2016/17 Fiscal Year and begin addressing Phase II during the 2017/18 Fiscal Year

Project Budget

The Phase I portion of the Water Street Streetscape Improvements project is anticipated to cost \$150,000 that will be funded from Downtown Development Authority Budget.

Recommendation

Staff recommends approval of the Abonmarche professional services agreement (Attachment B) to begin implementing the planned Water Street Streetscape Improvements

Support Material

Attachment A: Water Street Streetscape Improvements Plan

Attachment B: Abonmarche Proposal

August 31, 2016

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

RE: Water Street Stairs

Dear Mr. Dissette:

Abonmarche is pleased to present this proposal for professional services to provide construction documents and construction administration for the Water Street Stairs Improvements. We understand the City has the desire to install a pedestrian connection from Eagle Street to Water Street. Two (2) types of walls will be considered for cost estimating prior to final design of the proposed stair system. We also anticipate the existing dumpster will need to be screened at the base of the stairs on Water Street along with clearing and bank stabilization measures to complete the project.

SCOPE OF SERVICES

We anticipate that our level of effort for completion of this project will include the following tasks:

Task #1: Survey of Existing Conditions & Soil Borings

A topographic survey of this area has been completed by others on a previous City project that can be utilized to create a base map for this project. Some minor additional data collection will be required to complete the base map. The existing hillside is heavily vegetated with approximately 20 feet of grade change. We will complete three (3) soil borings to identify the existing soil profile and for use in the design of the staircase. We will also complete field measurements, site investigation, and photographs.

Task #2: Conceptual Design

Two (2) concepts will be completed for different wall types and cost estimates will be completed and presented prior to final design. The wall types that will be considered will be a poured concrete stair system similar to the west end of Michigan Avenue and a stacked wall/stair system similar to what was installed at the back of the VFW property adjacent to Water Street.

Task #3: Final Design

This task will include preparing construction documents for bidding. The plans are anticipated to identify limits of work, specifications, and any special instructions needed for the stair construction, dumpster screening, and restoration.

Task #4: Bidding

This task is expected to include:

1. Advertising the project in accordance with the City Purchasing Policy (advertising fees to be paid directly by the City).
2. Distribution of bidding documents to potential bidders and maintaining a register of bidders.
3. Attending the Bid Opening and completion of a Bid Tabulation.
4. Completing a Recommendation for Award of the Construction Contract.
5. Compiling the construction contracts.

Task #5: Construction Phase

We anticipate that the construction for the improvements will be completed in one (1) month upon commencement. Our fee for this component is a time and materials estimate base upon our expectation for the duration of the project and oversight and administration.

The following items will be included in the Construction Phase task:

1. Administering a Pre-Construction Site Meeting with the Contractor, City staff.
2. Part-time inspection will be completed to review progress made on stair construction. Concrete or density testing will not be included.
3. Construction Administration including reviewing material submittals, contractor estimate review, and contract modification processing.
4. Construction closeout including a final walk-through once the project is complete, development of a punchlist, and closeout paperwork necessary per City requirements.

FEES

Our fees to complete this project are proposed as follows:

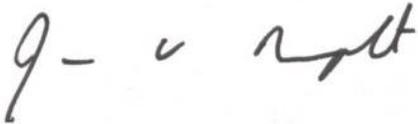
| <u>Phase</u> | <u>Fee</u> |
|---|-----------------|
| Task #1: Survey of Existing Conditions and Soil Borings | \$ 5,000 |
| Task #2: Conceptual Design | \$ 2,500 |
| Task #3: Final Design | \$ 5,000 |
| Task #4: Bidding Phase | \$ 2,500 |
| Task #5: Construction Phase | \$ 5,000 |
| TOTAL | \$20,000 |



We look forward to working with you on this project. Please indicate your acceptance of this proposal by signing below and returning one copy for our files. If you have any questions or comments, please feel free to contact me at (269) 926-4565 or jmarquardt@abonmarche.com.

Sincerely,

ABONMARCHE



Jason W. Marquardt, P.E.
Senior Project Engineer

JWM/lmv

| | | |
|-----|---------------------------|------------|
| cc: | Timothy R. Drews, P.E. | Abonmarche |
| | Christopher J. Cook, P.E. | Abonmarche |
| | Tony C. McGhee | Abonmarche |

Accepted by: _____

Title: _____

Date: _____



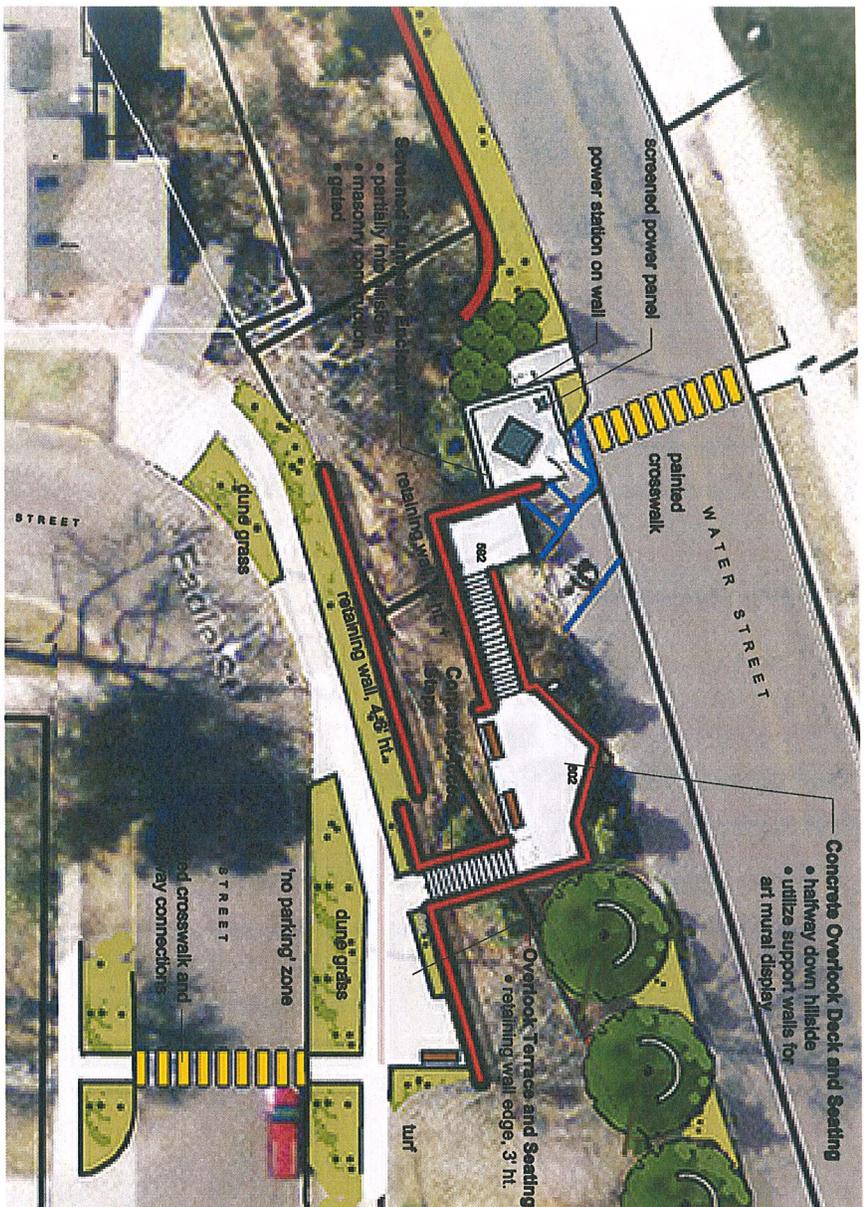


SOUTH SIDE
Water Street Streetscape Improvements
 City of South Haven
 4-15-15



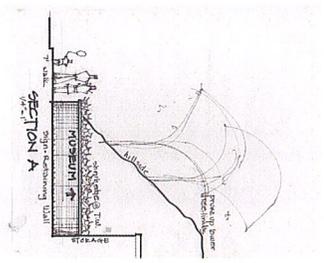
Water St- Indiana Ave to Kalamazoo St

Cornelisse
 Design Associates, Inc.
 LANDSCAPE ARCHITECTS

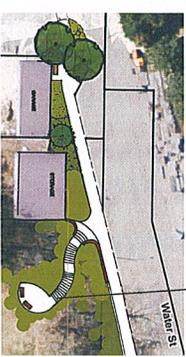


**Upper Level Access
ENLARGEMENT DETAIL**
Scale: 1" = 20'

SOUTH SIDE
Water Street Streetscape Improvements
City of South Haven
4-15-15



**Water Street
ELEVATION AT MUSEUM HILLSIDE WALL**
Not to Scale



**Water Street
OPTIONAL STEPS @ MUSEUM HILLSIDE WALL**
Not to Scale



City of South Haven

Dept. of Public Works

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

MEMORANDUM

To: Brian Dissette, Bill Hunter, Dave Mulac
From: Larry Halberstadt, PE, City Engineer
Date: September 19, 2016
RE: Motor Pool Purchase, Bumper Mounted Cranes

General Information, Motor Pool Fund

Vehicle purchases are scheduled on a revolving basis. Each department that requires vehicles is required to pay fees from their operating budget into the Motor Pool fund. The annual fees that are paid into the fund cover maintenance and repairs that are required over the service life of the vehicle. In addition, fees are collected to cover the purchase price of a new vehicle at the end of the vehicle's service life. Once beyond this point, vehicles can become unreliable or need excessive maintenance which exceeds the amount budgeted. Police patrol vehicles receive the most use and are scheduled for replacement every three years. As a result, higher fees are contributed into the Motor Pool fund from the police department to cover these expenses. Once a replacement vehicle is purchased, the old vehicle is retired and sold via a public bidding process. Staff will look up the "blue book" value of the vehicle and ensure that a minimum bid level is set. Money obtained from the sale of the old vehicles is returned to the motor pool fund as revenue.

The City has one staff member who spends approximately 95% of his work hours in the Motor Pool. This staff member is responsible for all general maintenance activities on vehicles. The activities typically performed included oil and filter changes, tire rotations and changes, and other manufacturer recommended maintenance. Staff typically does not repair body damage or perform alignments. On occasion, if there is a problem that staff cannot diagnose, the vehicles must be returned to the dealership. In addition, vehicles under manufacturer's warranty would be returned to the dealership for warranty repairs.

Background Information:

In 2015, the City purchased a Ford F350 pickup truck with a service body (Truck 512). This vehicle is used by staff to service wastewater lift stations. The vehicle is equipped with a tilt up crane that is integral to the rear bumper. This crane is used to remove pumps from submersible lift stations for maintenance and servicing.

In August, Truck 512 was involved in a collision that was not the fault of City staff. The vehicle was rear ended from behind while waiting at a stop light. The truck was not damaged; however, the bumper crane suffered significant damage and needs to be replaced. The City will be seeking insurance reimbursement for the damages.

Memorandum

September 19, 2016

Motor Pool Purchase, Bumper Mounted Cranes

In addition, Truck 548 is scheduled for replacement this year and the City will be adding a new vehicle to the fleet, Truck 549, due to the addition of staff. Trucks 548 and 549 will be similar in configuration to Truck 512 with a service body and rear bumper crane.

Staff has solicited quotations for the replacement bumper crane that was damaged in the accident. In addition, a quotation was requested for three bumper cranes to determine if a discount would be applied for multiple units. Replacing the damaged unit will cost \$7,837.64. Purchasing three units together will cost \$22,147.98, which represents a 5% discount over the single unit pricing.

Recommendation:

Award the purchase of three SR 7 Revised Bumper Cranes to Sto-away Power Cranes, Inc. of Crown Point, IN in the amount of \$22,147.98 per Quotation No. 0550579555CC.

Purchase of the new trucks and service bodies will be presented to Council at one of their regular meetings in October.

Support Material:

Quotation 0619359847CC

Quotation 0550579555CC



9306 Grand Blvd.
Crown Point, IN 46307
USA
Tel: 800-622-9797
Fax: 219-947-2503

Wednesday, August 17, 2016

City of South Haven Public Works
1199 8th Avenue
South Haven, MI. 49090

Larry,

Please scroll to view the price quotes below for 1 SR7 Bumper Crane and 3 SR7 Bumper Crane. Pricing may vary if you decide to go through an up fitter.

Cheryl Crane

If I can be of any further assistance, please don't hesitate to call.

Thank You!

Have a wonderful day!

Best Regards,

Cheryl Crane
Sales
Tel: 800-622-9797
219-942-9797
Fax: 219-947-2503
E-mail: stoaway@comcast.net

To view all our product lines and the specs, please go to our website at www.stoaway.com



9306 Grand Blvd.
 Crown Point, IN 46307
 USA
 Tel: 800-622-9797
 Fax: 219-947-2503

Wednesday, August 17, 2016

To: Larry Halberstadt
 City of South Haven Public Works
 1199 8th Avenue
 South Haven, MI. 49090

RFQ #:

Quotation #: 0619359847CC
 Please refer to this number when
 ordering

Phone: 269-637-0700 city hall

Fax:

E-mail: lhalberstadt@south-haven.com

PRICE QUOTE

| Item | Description | Qty | Unit Price | Subtotal |
|------|---|-----|------------|--------------------------|
| 1.00 | <p>REVERSED S.R.7 BUMPER CRANE - A019-0817</p> <hr/> <p>FOR A 2015 F350 PICKUP BOX DELETE with a SRW 76 1/2" WIDE READING CLASSIC SERVICE BODY</p> <hr/> <p>2,500# LIFTING CAPACITY This bumper crane will bolt on and fit 9,600 G.V.W. or heavier trucks a standard bed of an approximate width of 78 1/2" (custom build 90", 94", 96", 102" widths).</p> <p>INCLUDES: **Class 4 Receiver Hitch; 12,000 lb. pull / 1,200 lb. tongue weight shall be built-in. **Brackets to up fit to the truck, wiring harness, all mounting hardware, emergency shut off button, a water proof control switch with an indicator light to indicate the power is on to the control plug while not in use, and an on/off toggle switch, hand guard with hazard warning areas, grease ports for bearings and pulleys, owner's manual with install, operation, safety, parts, & maintenance instructions.</p> <p>**FEATHER LITE KIT: This feature is a nitrogen cylinder assist that is placed on the boom, and the bumper to allow the crane to softly glide down in to the bumper, instead of slamming down. It also makes the crane and the boom easier to lift.</p> <p>**Two Boom Heights Settings **License plate lights **Cam lock Port **Standard Outrigger Leg **GALVANIZED STEEL CABLE - 50' **Nonskid surfacing for lid (If lid is ordered) **Plastic hand control</p> <p>NOTE: THE STANDARD BOOM SETS UP ON THE PASSENGER SIDE OF VEHICLE - CAN REQUEST A REVERSED UNIT WHICH THE BOOM WOULD SET UP ON THE DRIVERS SIDE. IF THIS CRANE IS GOING TO COVER EXISTING BACK UP AND TAIL LIGHTS THEN THE ICC BACKUP LIGHTS & ICC TAIL LIGHTS WILL NEED TO BE ORDERED. **360 DEGREE ROTATION UPON REQUEST **OPTIONAL WIRELESS HAND REMOTE AVAILABLE</p> | 1 | \$5,778.00 | \$5,778.00 Taxable: 0 |

| Item | Description | Qty | Unit Price | Subtotal |
|--------------|--|-----|------------|------------------------|
| 2.00 | W.R. KIT- O44-0817 <hr/> <hr/> This option is an aluminum locking lid and aluminum bottom panels that encloses the bumper frame and protects the winch drives from anything that might come up from your wheels of your truck. | 1 | \$543.00 | \$543.00 Taxable: 0 |
| 3.00 | CRANK DOWN OUTRIGGER LEG - A074-0817 | 1 | \$76.00 | \$76.00 Taxable: 0 |
| 4.00 | 1/4" x 45 FT. ALL STAINLESS STEEL CABLE- SAB061-45SSHK | 1 | \$213.00 | \$213.00 Taxable: 0 |
| 5.00 | RUBBER HAND CONTROL - A092-0817 | 1 | \$59.00 | \$59.00 Taxable: 0 |
| 6.00 | BOOM EXTENSION 24"-1000 # LIFT CAPACITY - A071-0817 | 1 | \$443.00 | \$443.00 Taxable: 0 |
| 7.00 | MULTI-HITCH / SQUARE TUBE ADAPTER 7" PINTLE INSERT (K650) - A085-0817 | 1 | \$93.00 | \$93.00 Taxable: 0 |
| 8.00 | B.L.G.L. WINCH STEEL CABLE - O24-0817 | 1 | \$217.00 | \$217.00 Taxable: 0 |
| 9.00 | 7-PIN TRAILER PLUG - O30-0817 | 1 | \$15.00 | \$15.00 Taxable: 0 |
| 10.00 | POSI-LOCK MAST - O40-0817 | 1 | \$232.00 | \$232.00 Taxable: 0 |
| 11.00 | SHIPPING FEE TO ZIP CODE VIA BEST WAY - 180- 0000 <hr/> <hr/> Please inform us if the following is not available: A dock or a forklift must be available at the origin and the destination or a lift gate pickup delivery fee will be applied to your invoice. If delivering to a residence then additional fees will apply that are not included on this quote. Prices subject to change without notice. **Fuel Surcharge calculations are based on the weekly Fuel Surcharge Index. The actual Fuel Surcharge on your bill may differ from this quote. **The freight charges above are based on the information you provided. Please verify this information for accuracy. | 1 | \$168.64 | \$168.64 Taxable: 0 |
| Total | | | | \$7,837.64 |

| Terms & Conditions | |
|---|--|
| Proposed Shipping Date Approximately 5-8 weeks | Payment Terms |
| Shipping Method Best Way | Shipping Terms Prepaid and Added to Invoice |
| F.O.B. Warehouse | This Quotation is valid until 9/16/2016. |



9306 Grand Blvd.
 Crown Point, IN 46307
 USA
 Tel: 800-622-9797
 Fax: 219-947-2503

Wednesday, August 17, 2016

To: Larry Halberstadt
 City of South Haven Public Works
 1199 8th Avenue
 South Haven, MI. 49090

RFQ #:

Quotation #: 0550579555CC
 Please refer to this number when
 ordering

Phone: 269-637-0700

Fax: 269-639-8034

E-mail: lhalberstadt@south-haven.com

PRICE QUOTE

| Item | Description | Qty | Unit Price | Subtotal |
|------|--|-----|------------|--------------------------------------|
| 1.00 | <p>S.R.7 REVERSED BUMPER CRANE - A019-0817</p> <hr/> <p>FOR A 2015 F350 PICKUP BOX DELETE with a SRW 76 1/2" WIDE READING CLASSIC SERVICE BODY</p> <hr/> <p>2,500# LIFTING CAPACITY This bumper crane will bolt on and fit 9,600 G.V.W. or heavier trucks a standard bed of an approximate width of 78 1/2" (custom build 90", 94", 96", 102" widths).</p> <p>INCLUDES: **Class 4 Receiver Hitch; 12,000 lb. pull / 1,200 lb. tongue weight shall be built-in. **Brackets to up fit to the truck, wiring harness, all mounting hardware, emergency shut off button, a water proof control switch with an indicator light to indicate the power is on to the control plug while not in use, and an on/off toggle switch, hand guard with hazard warning areas, grease ports for bearings and pulleys, owner's manual with install, operation, safety, parts, & maintenance instructions. **FEATHER LITE KIT: This feature is a nitrogen cylinder assist that is placed on the boom, and the bumper to allow the crane to softly glide down in to the bumper, instead of slamming down. It also makes the crane and the boom easier to lift. **Two Boom Heights Settings **License plate lights **Cam lock Port **Standard Outrigger Leg **GALVANIZED STEEL CABLE - 50' **Nonskid surfacing for lid (If lid is ordered) **Plastic hand control</p> <p>NOTE: THE STANDARD BOOM SETS UP ON THE PASSENGER SIDE OF VEHICLE - CAN REQUEST A REVERSED UNIT WHICH THE BOOM WOULD SET UP ON THE DRIVERS SIDE. IF THIS CRANE IS GOING TO COVER EXISTING BACK UP AND TAIL LIGHTS THEN THE ICC BACKUP LIGHTS & ICC TAIL LIGHTS WILL NEED TO BE ORDERED. **360 DEGREE ROTATION UPON REQUEST **OPTIONAL WIRELESS HAND REMOTE AVAILABLE</p> | 3 | \$5,778.00 | <p>\$17,334.00</p> <p>Taxable: 0</p> |

| Item | Description | Qty | Unit Price | Subtotal |
|-------|---|-----|------------|---------------------------|
| 2.00 | <p>W.R. KIT FOR AN SR 7 OR SR 8- O44-0817</p> <hr/> <p>This option is a locking lid and bottom panels that encloses the bumper frame and protects the winch drives from anything that might come up from your wheels of your truck.</p> | 3 | \$543.00 | \$1,629.00 Taxable: 0 |
| 3.00 | CRANK DOWN OUTRIGGER LEG - A074-0817 | 3 | \$76.00 | \$228.00 Taxable: 0 |
| 4.00 | UPGRADE TO 1/4" x 45 FT. STAINLESS STEEL CABLE- SAB061-50SSHK | 3 | \$213.00 | \$639.00 Taxable: 0 |
| 5.00 | <p>RUBBER HAND CONTROL - A092-0817</p> <hr/> <p>(UPGRADE FROM PLASTIC HAND CONTROL)</p> | 3 | \$59.00 | \$177.00 Taxable: 0 |
| 6.00 | BOOM EXTENSION 24" FOR SR7-1000 # LIFT CAPACITY - A071-0817 | 3 | \$443.00 | \$1,329.00 Taxable: 0 |
| 7.00 | <p>MULTI-HITCH / ADAPTER PINTLE INSERT (K650) - A085-0817</p> <hr/> <p>INSERT FOR RECEIVER HITCH TO EXCEPT THE BALL HITCH (NOT INCLUDING THE BALL HITCH) .</p> | 3 | \$93.00 | \$279.00 Taxable: 0 |
| 8.00 | <p>B.L.G.L. WINCH - O24-0817</p> <hr/> <p>This option is needed for doing ANY below ground lifting. We prepare the winch to have a positive cable attachment if you were to get to the last wrap of cable it would do a reverse wrap and will not come off the drum. On the standard winch the cable is only on there with a set screw which is fine for lifting from the ground up, because you always have 4-5 wraps of cable left on the drum.</p> | 3 | \$217.00 | \$651.00 Taxable: 0 |
| 9.00 | 7-PIN TRAILER PLUG - O30-0817 | 3 | \$15.00 | \$45.00 Taxable: 0 |
| 10.00 | <p>POSI-LOCK MAST - O40-0817</p> <hr/> <p>This option will enable the operator to press down on a lever and lock the crane into place every 22 ½ degrees throughout its rotation and stay locked in position until the lever is shifted and the operator has taken control of the load.</p> | 3 | \$232.00 | \$696.00 Taxable: 0 |
| 11.00 | <p>5% DISCOUNT FOR PURCHASING 3 OR MORE BUMPER CRANES AT ONE TIME. - DISCOUNT</p> <hr/> <p>THIS IS USUALLY FOR PURCHASING 8 UNITS AT THE SAME TIME .</p> | 1 | \$0.00 | -\$1,150.35 Taxable: 0 |
| 12.00 | <p>SHIPPING FEE TO ZIP CODE 49090 VIA BEST WAY - 180-0000</p> <hr/> <p>FOR 3 UNITS TO SHIP OUT AT THE SAME TIME</p> <hr/> <p>Please inform us if the following is not available: A dock or a forklift must be available at the origin and the destination or a lift gate pickup delivery fee will be applied to your invoice. If delivering to a residence then additional fees will apply that are not included on this quote. Prices subject to change without notice. **Fuel Surcharge calculations are based on the weekly Fuel Surcharge Index. The actual Fuel Surcharge on your bill may differ from this quote. **The freight charges above are based on the information you provided. Please verify this information for accuracy.</p> | 1 | \$291.33 | \$291.33 Taxable: 0 |

| | |
|--------------|--------------------|
| Total | \$22,147.98 |
|--------------|--------------------|

| Terms & Conditions | |
|--|--|
| Proposed Shipping Date Approximately 5 – 10 weeks | Payment Terms |
| Shipping Method Best Way | Shipping Terms Prepaid and Added to Invoice |
| F.O.B. Warehouse | This Quotation is valid until 7/13/2014. |

Thank you for your inquiry!



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager
Bill Hunter, DPW Director
Dave Mulac, WWTP Superintendent

From: Larry Halberstadt, PE, City Engineer

Date: September 19, 2016

RE: Engineering Services Proposal for Digester Mixing Improvements

Background Information

The City operates a primary digester as part of its biosolids treatment system. The primary digester at South Haven was originally equipped with three propeller mixers installed inside of a draft tube (at the third points around the center) but since the influent screening was somewhat ineffective and they may not have been truly a rag-less type of impeller, they routinely ragged up and produced excessive amp draws and eventually had to be pulled and removed.

Just prior to 1990, the existing Perth Type gas-lift Mixer system was installed. The Perth system is a multi-lance mixer which utilizes a compressor and a multi turret valve to rotate through each of the lances and discharge compressed biogas through each lance so that each zone of the digester is mixed using the fluidizing action of the gas through the lance. Each port of the multi-turret valve, which is located on the roof of the digester building, also has a drain line to drain and transport the condensate that develops in the lower portion of the valve. Since the housing for the valve is outside on the roof, there is a sizeable amount of condensate collected. These condensate drain lines are also pressurized by the compressor when the system is in operation. Through the years, the condensate, being quite acidic, has caused these lines to periodically develop leaks. Since these lines run through the occupied part of the digester building, leaks of biogas have caused explosive atmospheres to develop within the building and may have been a partial cause of an explosion experienced within this building in 2007.

In April of 2016, Hubbell, Roth & Clark, Inc. (HRC) completed a study in order to consider removing the Perth, multi-lance mixing system which will eliminate the necessity for the condensate lines and allow for their removal from the building. Removing the condensate lines will improve operator safety by removing a potential source of explosive biogas. HRC has also completed an asset management plan for the WWTP. The asset management plan includes a probability of failure worksheet. The existing Perth, multi-lance mixing system has served 7 years beyond its life expectancy of 20 years. In addition, this equipment has no redundancy. As a result, the equipment has a very high consequence of failure and a high probability of failure. This results in a Business Risk of 18.00 on a scale of 1 to 25, with 25 being the highest risk.

Memorandum

September 19, 2016

Engineering Services Proposal for Digester Mixing Improvements

Page 2 of 2

The study reviewed several alternatives for replacement of the Perth, multi-lance mixing system including replacement with linear motion mixers or propeller mixers. Because the digester cover is a proprietary structure, the study reached the conclusion that a new structural bridge is required to span across the cover to support the mixing equipment. The structural bridge will be supported on the tank walls so that the integrity of the cover will not be adversely affected. The study also considered the capital project cost and the annual power cost of the various equipment types. The study concluded that a linear motion mixer offers a superior type of mixing due to lower energy use. Installing a single linear motion mixer located in the center of the cover is desirable since the mixing energy is most efficiently provided in the center of a circular tank. In addition, the Capital Project Cost and the 20 year Total Present Worth including the cost of energy consumption, is lowest for the center mounted single linear motion mixer.

HRC estimates the Capital Project Cost to install a single linear motion mixer at the center of the cover, supported by a bridge system to be \$298,600. The City has budgeted this amount in the current fiscal year budget.

In order to proceed to construction, HRC has provided a proposal to provide design, bidding, and construction phase services to oversee the project. HRC is currently under contract to oversee the construction of improvements at the WWTP including construction of a new main pump station and improvements to the grit building. That project will be under construction over the next 18 months. The intention is to complete the design documents and attempt to negotiate an acceptable construction cost with Davis Construction, the contractor hired to complete the pump station work. If an acceptable cost cannot be negotiated, then the project will be competitively bid.

Recommendation

Council should be requested to approve an engineering services proposal for Digester Mixing Improvements Design with Hubbell, Roth & Clark, Inc. of Grand Rapids, Michigan in the amount of \$25,600.

Attachments

Digester Mixing Study – April 4, 2016

Digester Mixing Design Proposal

PRINCIPALS

George E. Hubbell
Thomas E. Biehl
Keith D. McCormack
Nancy M. D. Faught
Daniel W. Mitchell
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton

SENIOR ASSOCIATES

Gary J. Tressell
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross
Albert P. Mickalich
Timothy H. Sullivan

ASSOCIATES

Jonathan E. Booth
Marvin A. Olane
Marshall J. Grazioli
Donna M. Martin
Charles E. Hart
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Stickel
Jane M. Graham
Thomas G. Maxwell
Todd J. Sneathen
Aaron A. Uranga

HUBBELL, ROTH & CLARK, INC.

OFFICE: 801 Broadway NW, Suite 215
Grand Rapids, MI 49504
PHONE: 616.454.4286
FAX: 616.454.4278
WEBSITE: www.hrc-engr.com
EMAIL: info@hrc-engr.com

April 4, 2016

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

Attn: Mr. David Mulac, Wastewater Treatment Plant Superintendent

Re: Digester Mixing Improvements Study

HRC Job No. 20160026

Dear Mr. Mulac:

INTRODUCTION

The City operates a primary digester as part of its biosolids treatment system. The primary digester at South Haven was originally equipped with three propeller mixers installed inside of a draft tube (at the third points around the center) but since the influent screening was somewhat ineffective and they may not have been truly a rag-less type of impeller, they routinely ragged up and produced excessive amp draws and eventually had to be pulled and removed.

Just prior to 1990, the existing Perth Type gas-lift Mixer system was installed. The Perth system is a multi-lance mixer which utilizes a compressor and a multi turret valve to rotate through each of the lances and discharge compressed biogas through each lance so that each zone of the digester is mixed using the fluidizing action of the gas through the lance. Each port of the multi-turret valve, which is located on the roof of the digester building, also has a drain line to drain and transport the condensate that develops in the lower portion of the valve. Since the housing for the valve is outside on the roof, there is a sizeable amount of condensate collected. These condensate drain lines are also pressurized by the compressor when the system is in operation. Through the years, the condensate, being quite acidic, has caused these lines to periodically develop leaks. Since these lines, run through the occupied part of the digester building, leaks of biogas have caused explosive atmospheres to develop within the building and may have been a partial cause of the explosion previously experienced within this building.

This study was initiated in order to consider removing the Perth, multi-lance mixing system which will eliminate the necessity for these condensate lines and allow for their removal from the building.

In recent years, most Cities that operate Anaerobic Digesters utilize mechanical mixers to mix their digesters. It has been found in other plants that mechanical mixers create an environment where biogas production is optimized. Therefore, mechanical mixing appears to be the most logical choice for replacement of the existing Perth Mixing system.

MIXING OPTIONS

There are different types of mechanical mixers available for digesters. The two most prominent types are rag-less propeller mixers and linear motion mixers. The rag-less impeller types are usually installed within draft tubes so that the flow is circulated since these types of impellers are not typically far reaching with regard to their mixing energy but are more efficient at directing their energy in line axially along the impeller shaft.

Accordingly, these rag-less impeller type mixers are usually installed within draft tubes either suspended from the roof or floor of the tank or beyond the tank wall in the earth with holes in the wall at the top and the bottom to allow the flow to exit and enter the tank at two points before flowing along the length of the draft tube.

The linear motion mixers utilize significantly less energy and have almost minimal potential for ragging up since the linear motion tends to shed off solids material. This type of mixer, which uses a gentle up and down motion to impart a gentle roll to the tank, has been used successfully in digester tanks for the last several years. Its success has been due to the appropriate level of mixing provided with limited energy consumption. There are basically two manufacturer's that we are aware of that are making this type of mixer. One (Ovivo) refers to them as Linear Motion (LM) mixers and the other (Envirodyne) refer to them as Vertical Motion Mixers (VMM). Both essentially perform the same function.

Propeller mixers are manufactured by Ovivo (formerly Eimco) as well as Envirodyne and possibly a few others. In addition, several types of chopper pumps and submersible propeller mixers are also on the market but are not the preferred type of replacement mixer for this application since they are fairly costly and more difficult to maintain. In addition, replacement with mechanical impeller mixers installed in the earth outside of the tank are not expected to be cost effective due to the additional difficulties of installing outside of the tank considering the weak bearing capacity soils at the site.

In order to assess the options for replacing the existing mixer system, the following alternatives were investigated:

1. Removal of the existing lance type mixer system and replacement with a single LM or VMM type Mixer.
2. Removal of the existing lance type mixer system and replacement with three LM or VMM type Mixers, each installed at the third points (in-line with the location of the original locations of the impeller mixers).
3. Removal of the existing lance type mixer system and replacement with three mechanical impeller mixers, each installed at the third points (in-line with the location of the original locations of the impeller mixers).

For Alternative 1, since the original covers were designed with the mixers supported at the third points it is not likely, without an extensive analysis of the structural integrity of the covers, to install the new mixers at this location. One solution is to install a new support bridge across the tank (from wall-to-wall) that would provide support for the mixer and not impart any additional new loads to the tank cover. This would also require that the existing pressure relief valve and flame arrestor currently installed at the center of the tank be relocated to one of the other access flanges on the top cover. The estimated project cost for this alternative is \$298,600 and a breakdown of this estimate is included as an attachment to this letter report.

Alternative 2 would involve installation of the mixers supported at the third points of the covers at the same location as the existing. It is assumed that the mixers could be inserted through the covers using the current access flanges. Since they are likely larger than these openings, it is assumed that they could be inserted into the tank and then assembled in the tank below for connection to the operating shafts. An analysis of the structural integrity of the covers was not performed but it was assumed that, based on the mixers that were originally installed at these locations, that the covers should provide adequate support since the weight of the LMM or VMM mixers appear to be similar to those originally installed at these locations. This would need to be confirmed if this alternative is selected. The estimated project cost for this alternative is \$460,200 and a breakdown of this estimate is included as an attachment to this letter report.

Alternative 3 would involve the construction of two mechanical mixers roughly at opposite sides of the tank. Each of the mixers would be installed inside of a draft tube, which would be buried in the earth outside of the tank or they could be installed within the tank but the costs would likely be comparable due to the complications of cutting and resealing the existing covers in different locations. In addition, the mixing might not be as efficient since the tubes themselves would obstruct the mixing flow paths. The external draft tubes would likely each require a new pile foundation due to the weak bearing capacity soils. The estimated project cost for this alternative is \$457,900 and a breakdown of this

estimate is included as an attachment to this letter report.

Table 1 provides a summary of the expected Project (Capital), Annual Operation Cost (Power Only) and a computed 20 Year Total Present Worth for each of the three alternatives based on a 3.0 percent interest rate.

Table 1
Summary of Primary Digester Mixing Replacement Alternatives

| Mixing Alternative | Capital Project Cost | Annual Power Cost | Total Present Worth |
|--|----------------------|-------------------|---------------------|
| 1. Single Bridge-Mounted LM or VMM Mixer | \$298,600 | \$3,307 | \$347,800 |
| 2. Three Cover-Mounted LM or VMM Mixers | \$460,200 | \$6,614 | \$558,600 |
| 3. Two Side-Mounted Mechanical Mixers | \$457,900 | \$4,409 | \$523,495 |

FUTURE CONSIDERATIONS

As part of the Master Plan Study prepared in 2010, it was suggested that this plant eventually abandon the use of anaerobic digestion and build additional storage in order to accommodate the required 6 months of liquid storage capacity for land application. While mixing will not be as important for holding of non-digesting sludge, there is still benefit to providing a certain level of mixing for reduction of odors. Other plants have utilized the LM or VMM Mixers for this purpose as well.

CONCLUSIONS AND RECOMMENDATIONS

Based on the above analysis, the following conclusions can be drawn:

1. The LM or VMM Mixers offer a superior type of mixing for digesters due to their lower energy use while still providing an adequate level of energy input to maintain quality gas production.
2. Installing a single LM or VMM Mixer located in the center of the cover is desirable since the mixing energy is most efficiently provided in the center of a circular tank at this location.
3. The total Present Worth Cost of Alternative 1, a single LM or VMM

Installation of a single LM or VMM Mixer in accordance with Alternative Number 1 is recommended.

We appreciate this opportunity to be of service to the City of South Haven. If you have any questions or require any additional information, please feel free to call.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Dennis J. Benoit, P.E.
Senior Associate

DJB/djb
Attachments

ec: South Haven – R. Huff, L. Halberstadt
HRC –File

ENGINEER'S OPINION OF PROBABLE PROJECT COST

801 Broadway NW, Suite 215, Grand Rapids, MI 49504

Telephone: (616) 454-4286

Fax: (616) 454-4278

PROJECT: Primary Digester Mixing Improvements
LOCATION: South Haven, MI
BASIS FOR ESTIMATE: CONCEPTUAL PRELIMINARY FINAL
WORK: Alternative 1 - Single Center Mounted LM or VMM Mixer with Bridge

DATE: 4/4/2016
PROJECT NO.: 20160026
ESTIMATOR: DJB
CHECKED BY: DJB
CURRENT ENR: _____

| ITEM NO. | DESCRIPTION | QUANT. | UNIT | UNIT AMOUNT | TOTAL AMOUNT |
|---------------------------|------------------------------------|--------|------|-------------|------------------|
| 1 | New center-mounted LM or VMM Mixer | 1 | EA | \$ 163,000 | \$ 163,000 |
| 2 | Access Bridge Over Digester | 1 | EA | \$ 45,000 | \$ 45,000 |
| 3 | Install Mixer and Bridge | 1 | LS | \$ 25,000 | \$ 25,000 |
| 4 | Electrical | 1 | LS | \$ 15,000 | \$ 15,000 |
| 5 | Misc Demolition | 1 | LS | \$ 5,000 | \$ 5,000 |
| 6 | | | | \$ - | \$ - |
| 7 | | | | \$ - | \$ - |
| 8 | | | | \$ - | \$ - |
| 9 | | | | \$ - | \$ - |
| 10 | | | | \$ - | \$ - |
| 11 | | | | \$ - | \$ - |
| 12 | | | | \$ - | \$ - |
| 13 | | | | \$ - | \$ - |
| 14 | | | | \$ - | \$ - |
| 15 | | | | \$ - | \$ - |
| 16 | | | | \$ - | \$ - |
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| 18 | | | | \$ - | \$ - |
| 19 | | | | \$ - | \$ - |
| 20 | | | | \$ - | \$ - |
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| 24 | | | | \$ - | \$ - |
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| 27 | | | | \$ - | \$ - |
| 28 | | | | \$ - | \$ - |
| 29 | | | | \$ - | \$ - |
| 30 | | | | \$ - | \$ - |
| 31 | | | | \$ - | \$ - |
| 32 | Subtotal | | | | \$ 253,000 |
| 33 | Engineering | 8 | % | | \$ 20,300 |
| 34 | Contingencies | 10 | % | | \$ 25,300 |
| TOTAL PROJECT COST | | | | | \$298,600 |

ENGINEER'S OPINION OF PROBABLE PROJECT COST

801 Broadway NW, Suite 215, Grand Rapids, MI 49504

Telephone: (616) 454-4286

Fax: (616) 454-4278

PROJECT: Primary Digester Mixing Improvements
 LOCATION: South Haven, MI
 BASIS FOR ESTIMATE: CONCEPTUAL PRELIMINARY FINAL
 WORK: Alternative 2 - Three LM or VMM Mixers at third points

DATE: 4/4/2016
 PROJECT NO. 20160026
 ESTIMATOR: DJB
 CHECKED BY: DJB
 CURRENT ENR: _____

| ITEM NO. | DESCRIPTION | QUANT. | UNIT | UNIT AMOUNT | TOTAL AMOUNT |
|---------------------------|----------------------|--------|------|-------------|------------------|
| 1 | New LM or VMM Mixers | 3 | EA | \$ 120,000 | \$ 360,000 |
| 2 | Electrical | 1 | LS | \$ 25,000 | \$ 25,000 |
| 3 | Misc Demolition | 1 | LS | \$ 5,000 | \$ 5,000 |
| 4 | | | | \$ - | \$ - |
| 5 | | | | \$ - | \$ - |
| 6 | | | | \$ - | \$ - |
| 7 | | | | \$ - | \$ - |
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| 28 | | | | \$ - | \$ - |
| 29 | | | | \$ - | \$ - |
| 30 | | | | \$ - | \$ - |
| 31 | | | | \$ - | \$ - |
| 32 | Subtotal | | | | \$ 390,000 |
| 33 | Engineering | 8 | % | | \$ 31,200 |
| 34 | Contingencies | 10 | % | | \$ 39,000 |
| TOTAL PROJECT COST | | | | | \$460,200 |

ENGINEER'S OPINION OF PROBABLE PROJECT COST

801 Broadway NW, Suite 215, Grand Rapids, MI 49504

Telephone: (616) 454-4286

Fax: (616) 454-4278

PROJECT: Primary Digester Mixing Improvements
 LOCATION: South Haven, MI
 BASIS FOR ESTIMATE: CONCEPTUAL PRELIMINARY FINAL
 WORK: Alternative 3 - Two Impeller Draft Tube Mixers at opposite ends

DATE: 4/4/2016
 PROJECT NO. 20160026
 ESTIMATOR: DJB
 CHECKED BY: DJB
 CURRENT ENR: _____

| ITEM NO. | DESCRIPTION | QUANT. | UNIT | UNIT AMOUNT | TOTAL AMOUNT |
|---------------------------|---|--------|------|-------------|------------------|
| 1 | New Draft Tube Mixers Mixers | 2 | EA | \$ 160,000 | \$ 320,000 |
| 2 | Electrical | 1 | LS | \$ 20,000 | \$ 20,000 |
| 3 | Earthwork | 148 | CY | \$ 20 | \$ 2,963 |
| 4 | Dewatering | 1 | LS | \$ 6,000 | \$ 6,000 |
| 5 | Pile Foundation | 2 | EA | \$ 10,000 | \$ 20,000 |
| 6 | Core holes in the concrete/masonry walls | 4 | EA | \$ 2,500 | \$ 10,000 |
| 7 | Install sleeves around the masonry openings (above grade) a | 2 | EA | \$ 2,000 | \$ 4,000 |
| 8 | Misc Demolition | 1 | LS | \$ 5,000 | \$ 5,000 |
| 9 | | | | \$ - | \$ - |
| 10 | | | | \$ - | \$ - |
| 11 | | | | \$ - | \$ - |
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| 27 | | | | \$ - | \$ - |
| 28 | | | | \$ - | \$ - |
| 29 | | | | \$ - | \$ - |
| 30 | | | | \$ - | \$ - |
| 31 | | | | \$ - | \$ - |
| 32 | Subtotal | | | | \$ 388,000 |
| 33 | Engineering | 8 | % | | \$ 31,100 |
| 34 | Contingencies | 10 | % | | \$ 38,800 |
| TOTAL PROJECT COST | | | | | \$457,900 |

PRINCIPALS

George E. Hubbell
Thomas E. Biehl
Keith D. McCormack
Nancy M. D. Faught
Daniel W. Mitchell
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton

SENIOR ASSOCIATES

Gary J. Tressell
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross
Albert P. Mickalich
Timothy H. Sullivan

ASSOCIATES

Jonathan E. Booth
Marvin A. Olane
Marshall J. Grazioli
Donna M. Martin
Charles E. Hart
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Stickel
Jane M. Graham
Thomas G. Maxwell
Todd J. Sneathen
Aaron A. Uranga

HUBBELL, ROTH & CLARK, INC.

OFFICE: 801 Broadway NW, Suite 215
Grand Rapids, MI 49504
PHONE: 616.454.4286
FAX: 616.454.4278
WEBSITE: www.hrc-engr.com
EMAIL: info@hrc-engr.com

July 20, 2016

City of South Haven
1199 8th Avenue
South Haven, MI 49090

Attn: Mr. David Mulac, Wastewater Treatment Plant Superintendent

Re: Digester Mixing Improvements Design
Engineering Services Proposal

HRC Job No. 20160026

Dear Mr. Mulac:

We understand that with the start of the new Fiscal Year, the City is interested in now incorporating the recommendations of our study dated April 4, 2016. That study recommended the installation of a linear motion mixer in the City's Primary Digester and the removal and decommissioning of the existing Perth gas mixing system, which, in the past, has been prone to gas leaks and other safety hazards.

In order to assist the City with this project, we propose the following scope of services

SCOPE OF SERVICES

DESIGN PHASE

1. HRC will make a site visit to obtain accurate measurements of the tank wall thickness, bridge mounting locations and compare to existing digester tank drawings. We will also take note of specific locations of existing equipment to be removed / demolished and also make a preliminary determination of locations of power feed to the proposed mixer. It is also noted that the existing gas relief valve will need to be relocated in order to facilitate mixer bridge mounting. During the meeting, we can also discuss the potential installation sequence including when and how long the digester could be removed from service to facilitate the installation.
2. HRC will develop plans and specifications for the proposed mixer installation. The project will be administered by HRC Process Engineers, however it is anticipated that some input will be required from our structural, architectural and electrical staff.
3. Once the draft plans and specification documents and updated cost opinion have been completed, we will meet with yourself and City Engineering staff to review the documents.
4. HRC will revise the plans and specifications as a result of any comments raised during the review meeting.
5. HRC will prepare and submit the plans and specifications to MDEQ for issuance of a construction permit under Part 41.

BIDDING PHASE

6. HRC will provide (by electronic file transmission) the final plans and bid documents to the City and Bidders. It is assumed that the City or HRC will electronically distribute the bidding documents to bidders. We note that it may be feasible, more expedient and cost effective to essentially negotiate the installation of this equipment directly with the Contractor involved in the WWTP Pump Station Contract. We can discuss this possibility with you once the design documents are completed and a revised cost opinion has been established.
7. HRC will field questions from bidders during the bid period (by telephone or email), attend the bid opening, review the bids received and provide a letter of recommendation for award.

CONSTRUCTION PHASE

8. HRC's services during construction will include office services for review of submittals and manufacturer equipment manuals, pay requests, RFI's, issuing RFQ's and Change Orders and other construction related documents.
9. HRC will attend a pre-construction conference, periodic on-site construction progress meetings throughout the construction period. The construction period is assumed to span a period of 2 months of active construction plus 1 month of startup/work-in period.
10. We have assumed an on-site allowance of 4 days (partial) or approximately 32 hours for supplemental on-site construction observation beyond our attendance at Progress Meetings (assumed over the 8 week construction period) is included within our proposed fee for construction phase services. This would only be utilized if normal observation time provided during periodic progress meetings (2 assumed) is insufficient or if special issues come up needing additional attention. We anticipate that this on-site observation would be by our Project Design Engineer and will be performed in conjunction with your on-site staff and therefore we are suggesting this reduced rate of on-site coverage.
11. Startup Services will be provided to witness the operation of the mixing equipment and also to be present during manufacturer's startup operational checklists and owner instructions.
12. The WWTP Operation and Maintenance Manual may need to be updated to incorporate the new mixing equipment. Since it is assumed that this may be completed once the new Pump Station is completed, we have not included time to revise the recently completed O&M Manual as part of this proposal.

FEE

For the scope of services outlined above, we propose the following fees:

| | |
|--|-----------|
| Tasks 1-7 (Design and Bidding) | \$20,800. |
| Task 8-11 (Construction and Startup Phase) | \$4,800. |

These services will be invoiced on the basis of our hourly rates plus reimbursable expenses. The maximum amount for each project phase will not be exceeded without the prior authorization of the City of South Haven. Our Standard Terms and Conditions are attached and considered an integral part of this proposal. If the proposed fee and terms are agreeable, please sign and return a copy of this letter, which will serve as our formal authorization to proceed with this work.

ASSUMPTIONS / WORK NOT COVERED UNDER THIS PROPOSAL

- Extensive structural design efforts for mixer bridge supports should the tank walls not be sufficient for support of the bridge.
- Extensive re-design to accommodate unforeseen requirements from MDEQ reviews.

SCHEDULE

Assuming a formal project start by week of August 8, 2016, it is our intent to complete the design and submit permit documents by approximately October 7, 2016. A more aggressive schedule is certainly possible if desired.

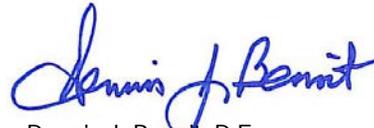
We greatly appreciate this opportunity to be of continued service to the City of South Haven. Please feel free to call if you have any questions or would like to discuss any details of this proposal.

Sincerely,

HUBBELL, ROTH & CLARK, INC.



Keith D. McCormack, P.E.
Vice President



Dennis J. Benoit, P.E.
Senior Associate

DJB/djb
Attachments

ec: South Haven – L. Halberstadt
HRC – File

PROPOSAL ACCEPTED BY: _____

TITLE: _____

DATE: _____

STANDARD TERMS AND CONDITIONS

Hubbell, Roth & Clark, Inc. (HRC) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site:

Unless otherwise stated, HRC will have access to the site for activities necessary for the performance of the services. HRC will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution:

Any claims or disputes made during design, construction or post-construction between the Client and HRC shall be submitted to non-binding mediation. Client and HRC agree to include a similar mediation agreement with all contracts, subcontractors, subconsultants, suppliers or fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Billings/Payments:

Invoices for HRC's services shall be submitted, at HRC's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, HRC may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification:

HRC represents and warrants that it and its staff are protected by worker's compensation insurance and the HRC has coverage under public liability and property damage insurance policies which HRC deems to be adequate. Certificates for such policies are available upon request. Within the limits and conditions of such insurance, HRC agrees to indemnify and hold the Client harmless from and against loss, damage, or liability arising from negligent acts by HRC, its agents and staff.

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless HRC, its officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of the Client or other consultants employed by the Client.

Certification Guarantees and Warranties:

HRC shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence HRC cannot ascertain.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the Client and HRC, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, HRC's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$1,000,000 or HRC's total fee for the services rendered on this project, whichever is greater. Such causes included, but are not limited to, HRC's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This agreement may be terminated by the Client or HRC should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay HRC for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

All documents produced by HRC under this agreement shall remain the property of HRC and may not be used by the Client for any other endeavor without the written consent of the Firm.

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

**Tuesday, March 22, 2016
3:00 p.m., South Haven Charter Township Hall**

MINUTES

1. Call to Order

Meeting Opened at 3:00 p.m.

2. Roll Call

Members Present: Dr. Robert Herrera, Mr. Dennis Fitzgibbon, Mr. Dana Getman

Absent: Mr. Ross Stein, Mr. Mark McClendon

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Tony McGhee, Abonmarche Engineering
Mr. Geoff Cripe, Southwest Michigan Land Conservancy

3. Approval of Meeting Minutes:

March 1, 2016 Board Meeting: Motion by Getman, seconded by Fitzgibbon to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda:

Motion by Fitzgibbon, seconded by Getman to approve the agenda of the March 22, 2016 meeting. All in favor, motion carried.

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

Mr. John Mitchell, 75641 16th Avenue, South Haven, spoke on behalf of the Heritage Water Trail, which connects Bangor and South Haven via the Black River. Mitchell expressed interest in providing the SHARA Board with information on the trail. Dissette provided Mitchell with contact information and agreed to work with him to present the trail information to the board.

6. SHARA Board was asked to take the following actions related to the MNRTF grant application for the land acquisition grant for the 14th Avenue site:

- a. **Host a public hearing**

Motion by Getman, seconded by Fitzgibbon to host a public hearing on the MNRTF grant application. All in favor, motion carried.

Dissette provided a summary of the grant application and application process. Dissette noted that SHARA is seeking \$300,000 in grant funding and providing a \$99,000 local matching amount. Dissette noted that the grant would be considered in November and if

SHARA Meeting Minutes

March 22, 2016

approved, the grant contracts would be considered in the spring of 2017. Dissette described the SHARA Board's process for determining the preferred site for recreation park development, noting the 14th Avenue site's access to the Van Buren Trail and municipal utilities.

Mr. John Mitchell, 75641 16th Avenue, South Haven, noted that he has property near the proposed park site. Mitchell asked for a description of the project and if the zoning for the site would need to be modified. Dissette noted that the current zoning should support the park development. Mitchell expressed concern about the possible use of public address systems, and requested that consideration be given to the neighboring properties if such a system is considered.

Mr. Steve Ohnsman, 77137 Winding Creek Circle, South Haven, requested a drawing of the proposed park improvements planned for the site. Ohnsman offered to volunteer his services to plan and develop the site. Ohnsman inquired if the site would be used by South Haven Public Schools or would the focus be primarily on youth sports. Herrera noted that the youth sports would be the planned use for the site. Ohnsman also noted the economic impact of youth sports and the benefit of hosting tournaments.

Mrs. Gail Ohnsman, 77137 Winding Creek Circle, South Haven, expressed support for the proposed site purchase and park development. Ohnsman noted that the site is pedestrian friendly due to the adjacent Van Buren Trail.

Ms. Maureen Lewandowski, 76720 13th Avenue, South Haven, expressed support for the proposed site purchase and park development. Lewandowski further noted that the site would be easy to access for traveling sports teams due to the nearby expressway access.

Motion by Fitzgibbon, seconded by Getman to close the public hearing on the MNRTF grant application. All in favor, motion carried.

- b. **Consider approval of Resolution 2016-01, a resolution authorizing the MNRTF grant submission.**

Motion by Getman, seconded by Fitzgibbon to approve Resolution 2016-01, a resolution authorizing the MNRTF grant submission for the 14th Avenue site acquisition. All in favor, motion carried.

7. SHARA Board was asked to take the following actions related to the MNRTF grant application for the phase two capital improvements at the Pilgrim Haven natural area:

- a. **Host a public hearing**

Motion by Getman, seconded by Fitzgibbon to open the public hearing on the MNRTF grant application. All in favor, motion carried.

Dissette provided a summary of the grant application and application process. Dissette noted that SHARA is seeking \$98,011 in grant funding and providing a \$42,004 local matching amount. Dissette noted that the grant would be considered in November and if approved, the grant contracts would be considered in the spring of 2017. Dissette described the SHARA Board's process for determining the scope of the grant application, noting that the grant seeks to provide site improvements required by the site plan approval from South Haven Charter Township.

Ms. Maureen Lewandowski, 76720 13th Avenue, South Haven, expressed support for the

proposed grant application and project. Lewandowski expressed concern that sand may damage the proposed automatic gate at the site.

Mrs. Laurie Bierhalter, 11355 Deer Creek Drive, South Haven, inquired about fencing for the site. McGhee described the site plan and noted that a boundary fence is included in the plans.

Mr. John Mitchell, 75641 16th Avenue, South Haven, expressed support for the proposed grant application and project.

Motion by Fitzgibbon, seconded by Getman to close the public hearing on the MNRTF grant application. All in favor, motion carried.

- b. **Consider approval of Resolution 2016-02, a resolution authorizing the MNRTF grant submission for phase two capital improvements at the Pilgrim Haven natural area.**

Motion by Getman, seconded by Fitzgibbon to approve Resolution 2016-02, a resolution authorizing the MNRTF grant submission for the phase two capital improvements at the Pilgrim Haven natural area. All in favor, motion carried.

8. Staff member comments:

Dissette noted to the SHARA Board that he's working to complete the 2017 SHARP farm lease agreement. Dissette noted that the lease agreement should be approved in April for the 2017 season.

9. Board member comments:

Fitzgibbon noted that the two grant applications discussed at this meeting were positive steps and he was pleased to see them progress.

10. Adjourn

Motion by Getman, seconded by Fitzgibbon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 3:33 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven

Planning Commission

Regular Meeting Minutes
Thursday, July 14, 2016
7:00 p.m., Basement



City of South Haven

AMENDMENT

NOTE: DUE TO SCHEDULING CONFLICTS THE MEETING WAS HELD IN THE BASEMENT

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

2. Roll Call

Present: Fries, Gruber, Miles, Peterson, Paull, Stimson, Heinig
Absent: Frost

Fries and Anderson noted that Webb had said she would be here.

Motion by Gruber, second by Paull excuse Frost and Webb.

All in favor. Motion carried.

Webb arrived 7:02 p.m.

3. Approval of Agenda

Motion by Paull, second by Miles to approve the July 14, 2016 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – June 2, 2016

Motion by Stimson, second by Peterson to approve the June 2, 2016 regular meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

6. New Business – Special Use Request 220 Aylworth

Sean Russell of South Haven is requesting a special use permit to allow outdoor boat storage at 220 Aylworth Avenue (the former Bohn Aluminum property). This property is in the light industrial zone and the special use is authorized by zoning ordinance section 1101.

Anderson noted this is the former Bohn Aluminum plant which the Local Development Finance Authority owns and is in the process of selling to the applicants. The applicants want to use the exterior for boat storage while working to get the inside ready for some industrial tenants. This request is to allow outdoor boat storage as a similar uses as authorized by Planning Commission for a special use. Even though the ordinance does not specifically allow outdoor boat storage it allows contractor storage and parking lots. It does allow other uses that were close enough to this that Anderson determined this was suitable as a special use for this site.

With agreement by the Planning Commission, Anderson explained that the site abuts up to residential property so we do want to have some landscaping tall enough to screen it and a fence for security but more decorative than a chain link fence. Anderson suggested she would not mind seeing some landscaping along the other sides, not necessarily dense, but something to break the parking area up for the other uses there and to make the property as attractive as possible. Anderson has no issues with the request and thinks it is a good use of the property. Stated the city is glad to have something moving in there to keep the industrial park, as the downtown is, vibrant.

Anderson read into the record a letter received from Application Engineering at 1310 Kalamazoo. The letter expressed concerns about the visual appeal of outdoor boat storage.

Sean Russell introduced himself and his wife, Renee. Stated that they want to do something to increase revenue while fixing up the property and attracting a long term manufacturing firm of some sort. Noted part of the plan includes doing some fencing and screening that will improve the look of the area. Stated they have been keeping it mowed. Russell wants to do something more than a chain link fence – reduce the actual screening requirements – but would like to do a higher end and higher security type of fence.

Lori Bierhalter, representing Vibracoustic (formerly Trelleborg). Expressed reservations about having boat dry storage next to Vibracoustic's North American headquarters, noting that they have many professional clients. Made suggestions regarding future use of the paved and grass areas as well as access to the property.

Sean Russell, applicant. Noted that the long term plan is to keep this as an industrial site, doing as little as possible to change the footprint. Pointed out that the city tried for three years to get a tenant in there and stated their group's intention to throw some advertising dollars out there to attract manufacturing; the parking lot stays as it is because they will not know how they are going to use it until they get possession. Noted plans to use the back part as long-term storage with the front part being better suited to short-term storage. Russell stated that the main drive, because of the grading on Kalamazoo Street, would make it difficult to get any sizeable boat in there, so the entry off of Aylworth near Republic suits that best. Russell noted plans to set the gate entrance off the street and into their property so any vehicle will clear Aylworth and be inside of the property before they have to deal with the gate.

Ed Burgess, owner of business on property to the south. Went along with the comments from Vibracoustic about maintaining a professional appearance, noting that his firm deals with the same clientele. Stated their concern is about what he termed walkaways, abandoned boats, and that he wants the property to maintain a clean appearance and wants a privacy fence because of the visual appearance.

Russell stated their intent is a higher end product, which is why they plan to add arbor vitae and other screening, along with the fence. One aspect of that includes restrictions on tarping of boats; clients will be told that their boat is to be either not covered or it is to be shrink-wrapped. Russell also noted that the property has been vacant for 20 years and their intention is to knock down the weeds and brush hog the back areas.

Gruber questioned how long the applicant is hoping to have this special use to which Russell responded that it is going to dovetail in with our advertising to get a tenant in there. Russell also noted, "We didn't know we were going to get a client in there a week after signing a contract with the LDFA. We didn't set a time line, nor do we wish to; if we get an offer that doesn't fit with our intent, we want to be able to do that." Russell also said this is something they brought to Linda for the feasibility and pointed out that currently they are in their due diligence period.

Barry Skuza, Vibracoustics. Stated that as long as the boat storage is away from the road, near the building, it will be fine.

Russell said that corner of Aylworth and Kalamazoo is what we hope to be the cornerstone of the property. They want to have 45 feet of offset signage to showcase what this property is. "It will be modular, so when we get the right folks in there, their name can go right up. We have plans on other property, that we can move the boat storage to, as a phase two, if we can get the right manufacturer."

Peterson asked, about the screening, whether it takes arbor vitae a long time to grow into a screen. Russell responded that it does, mentioned some places that

have it locally and noted it is a balance between improving it and being good neighbors, without all the expense.

Bierhalter asked whether the evergreens will be placed on Kalamazoo Street, on Aylworth and in front of the fence line.

Russell responded that it will be up to the board what they say for us to do as a special use. "This will be a reduced planting with a better fence. Where it will be placed? We propose on the outside of the fence so it will look nicer."

Barry Skuza, Vibracoustic. Advised that the city is going to replace a water main because Vibracoustic needs a hydrant. Stated that he does not know where the city property is and where Russell's property is but advised against installing plantings before determining those issues.

Gruber suggested the Russell's coordinate with the city engineer in planning for landscaping and other improvements.

Stimson stated that since she drives by every day, several times a day, she is thrilled with having a fence and arbor vitae.

Gruber suggested putting a sunset clause on the special use which Anderson stated cannot be done as zoning stays with the land but conditions may be placed on any approval. Anderson explained that means that if the applicant states that he is requiring either no tarp or shrink wrap, if that's part of what you approve, and he doesn't do it, if he is in violation and does not correct it immediately, you can take action and revoke his special use. "You can't sunset but you can put contingencies on approval. Put a condition on here that allows Planning Commission to revisit it in a year or two years. That won't be advertised as a rehearing, but you can do that. You can't do a sunset clause; it's against zoning law and common sense." Anderson suggested that if the commission wants to review the type of landscaping going up, conditional approval could be given tonight, with a review of the landscaping at a later meeting.

Gruber stated it is good to have positive neighbor relationships.

Heinig asked for other comments, questions or a motion.

Motion by Stimson to approve this request as it is presented.

Gruber stated he would like to amend the motion to allow the Planning Commission to see the landscaping plan; so the commission has a chance to look at it, and at least getting a whole season to see how things go.

Heinig, on a point of order, asked if Stimson wants to include Gruber's amendment or do her motion first. Stimson stated she would like to do her motion first.

A second on Stimson's motion was made by Peterson.

Anderson suggested that Gruber, in amending the motion, "Be specific so we know exactly what we are doing."

Russell explained that "this is a deal-breaker, yeah and nay, because boat and RV (recreational vehicle) storage is the only thing that will carry us through. For inside, the climate controlled storage we are talking about is for storing million dollar units and for the outside storage, either they are not covered or they are shrink-wrapped".

Gruber's amendment would require that if there is coverage it be shrink-wrap and requests an opportunity to review the landscaping and screening/fencing plans and an opportunity to look at this special use again in fall of 2017.

Anderson pointed out that looking at it in fall of 2017 would be Planning Commission members deciding if things look okay or if there are things that need to change. "Are they living up to what they said they would do? You can't revoke their special use, but this is an aesthetic review to ensure that they are abiding by all the rules."

A second was made by Paull to Gruber's amendment.

Webb, stating she is trying to understand, would like to know where the landscaping is going to be. "It's a nice picket fence but you need the landscaping to screen the boat storage from view." Stimson responded that the next Planning Commission meeting will be the landscaping review and a year from now we will review it for whether they are doing what they said.

Anderson clarified the regulations in the ordinance.

Heinig called the vote on the amendment to the original motion.

All in favor. Motion carried.

Paull stated, "Before we vote, I would like to make a statement to some of the audience members. I don't understand why your clientele would not be interested in seeing some rather attractive yachts as opposed to what exists now."

The vote was called on the motion as amended:

Motion by Stimson, second by Peterson to approve the special use as requested, to fence the open property at 220 Aylworth, with significant screening, for boat storage in the offseason, with a motion by Gruber, second by Paull for the Planning Commission to review the proposed landscaping and screening/fencing plans at a future meeting and to have an opportunity to look at this special use again in the Fall of 2017.

All in favor. Motion carried as amended.

7. Other Business – Review of Upcoming Capital Improvements Projects

Anderson explained that state zoning law requires that the Planning Commission is supposed to review any capital improvement projects which are funded by public money. This historically has not been done. "If you are fine with reviewing such projects, Anderson stated, "I just send this recommendation, as stated in the staff report, on to the city manager. It requires that 2/3 of your membership say a project is okay and if you don't act within thirty days of submittal it is assumed you are okay with the project."

Anderson listed the current upcoming projects which she noted are in the packet. This is all underground work so unless anyone has issues we will send this on.

Paull stated he was approached by someone with questions about trees which Anderson said should be addressed by the city engineer.

Stimson asked, "Why would we say no to something like this?" Anderson explained that it is something that allows the Planning Commission to know what major projects are going on. But if capital improvement projects go into street improvements, the Planning Commission can review the plan to be sure lighting is good; that there is green space; if it is barrier free; and then you get into more zoning related things. This is not zoning related but this is to let the Planning Commission know what is going on.

Discussion ensued regarding the planned addition to the Waste Water Treatment Plant Grit Chamber and Bar Screen building. Gruber said the main impetus is so rain water goes to the lake and water when you flush goes where it is supposed to and they don't mix. This is fixing the holes in the system for the sake of the plant.

Consensus by all to move forward with these upcoming capital improvements projects.

Anderson said anything that expends public funds should come before us. "All the work that is done at North Beach, South Beach, should come to you. It's not an action item except to review it."

Fries noted that there were city engineers there to explain these projects to council. The presentation was about two and one-half hours.

Planning commissioner stated that they appreciated to opportunity to review these projects.

8. Commissioner Comments

Peterson: This is a delayed meeting; did we give them enough time to get their landscaping done? Anderson said she will check with the applicants. They may wait until the other due diligence is complete.

Stimson: Thanked Webb for her service on the board and wished her luck on her future endeavors.

Gruber: Noted that he hates to see Webb leave.

Heinig: Thanked Webb for her service.

9. Adjourn

Motion by Paull second by Gruber to adjourn at 7:51 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



Agenda Item 7

Fireworks Ordinance and Resolution

Background Information:

City Council will be asked to consider adoption of an ordinance amendment which tightens the penalties for violations of the fireworks ordinance.

At the September 6th meeting of the City Council, the Council reviewed the Michigan Fireworks Safety Act ("MFSA,") which prohibits a local unit of government from enacting or enforcing an ordinance, code, or regulation pertaining to or in any manner regulating the sale, display, storage, transportation, or distribution of fireworks, except as provided in that Act. The MFSA does not allow a local unit of government to enact an ordinance regulating the ignition, discharge, or use of consumer fireworks on the day preceding, the day of, or the day after a national holiday, except that a local unit of government with a population of less than 50,000 located in a county with a population of less than 750,000 may regulate the ignition, discharge, or use of consumer fireworks between the hours of 1 a.m. and 8 a.m.

The Council has enacted a local ordinance regulating the ignition, discharge, or use of consumer fireworks to the fullest extent permissible under the MFSA. The city and its employees and officials have nonetheless observed numerous consumer fireworks being discharged within the city limits during the course of each year since the MFSA was enacted, and determined that these activities are greatly disruptive to the harmony, peace, tranquility, public safety and best interests of its residents and visitors.

The Council approved a resolution which respectfully requested the Michigan Legislature to consider repeal of the MFSA. The resolution also requested the Michigan Legislature to consider requests for an increased ability, on the part of local units of government, to regulate the hours of the day and night during which a person may ignite, discharge, or use consumer fireworks that would be in the best interests of the city's residents and visitors.

For tonight's meeting, the Council is also being asked to consider approval of an ordinance amending the penalties for violations of Section 54-167, the sale, possession and transportation of fireworks in the Code of Ordinances. Currently, the penalty is a civil infraction; however, with the proposed changes, the following schedule of fines will apply:

- (1) \$150.00, plus costs for first violation (a change from \$50.00);
- (2) \$250.00, plus costs for first repeat offense (a change from \$100.00); and
- (3) \$500.00, plus costs for any subsequent repeat offense (up from \$250.00).

These changes will serve to act as more of a deterrent to violators and help to maintain the harmony, peace, tranquility, public safety and best interests of city residents and visitors.

Recommendation:

The South Haven City Council will be asked to consider adoption of an ordinance amendment which tightens the penalties for violations of the fireworks ordinance.

Support Material:

Draft Ordinance

CITY OF SOUTH HAVEN
ALLEGAN AND VAN BUREN COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 54, ARTICLE VII, DIVISION 1, SECTION 54-167 TO
AMEND THE SCHEDULE OF FINES RELATED TO THE DISCHARGE OF CONSUMER
FIREWORKS

The City of South Haven Ordains:

SECTION 1

Amendment. Chapter 54 "Offenses", Article VII "Offenses Against Public Safety", Division 1 "Generally", Section 54-167, is amended in its entirety to read as follows:

Sec. 54-167. Sale, possession and transportation of fireworks; permit for public display.

(a) No person shall explode, or cause to explode any firework as defined in the Michigan Fireworks Safety Act, Michigan Compiled Laws 28.452(j) except on the day preceding, the day of, or the day after a national holiday. On the day preceding, the day of, or the day after a national holiday, no person shall explode or cause to explode any firework between the hours of 1 a.m. and 8 a.m.

(b) A person shall not ignite, discharge, or use consumer fireworks on property owned or controlled by the City of South Haven without permission granted by resolution of the City Council. Property owned or controlled by the City of South Haven includes but is not limited to public right of way, city beaches, parks, city facilities, municipal marinas, vacant land and industrial park property owned by the City or its authorities.

(c) The council may, upon application in writing on forms provided by the Michigan Department of Licensing and Regulatory Affairs and payment of a fee as set by resolution of city council, if any, grant a permit for the use of fireworks within the city, subject to the provisions of the Michigan Fireworks Safety Act. A permit granted under this subsection is not transferable and shall not be issued to a minor.

(d) A violation of this ordinance shall be subject to a civil infraction, to which the following schedule of fines shall apply:

- (1) The fine for a violation shall be \$150.00, plus costs, for each infraction.
- (2) The fine for any offense which is a first repeat offense as defined in Section 1-16 of this Code shall be \$250.00, plus costs.
- (3) The fine for any offense which is a second repeat offense or any subsequent repeat offense as defined in Section 1-16 of this Code shall be \$500.00, plus costs.

Ordinance No. _____

SECTION 2

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

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Introduced: _____, 2016

Adopted: _____, 2016

Published: _____, 2016

Effective: _____, 2016

Robert Burr, Mayor

CERTIFICATION

I, Travis Sullivan, Clerk of the City of South Haven, Van Buren and Allegan Counties, Michigan do hereby certify that the above Ordinance was adopted by the South Haven City Council on the ____ day of _____, 2016; and the same was published in a paper of general circulation in the City, being the *South Haven Tribune*, on the ____ day of _____, 2016.

Travis Sullivan, City Clerk

Ordinance No. _____



City of South Haven

POLICE DEPARTMENT

90 Blue Star Highway, Suite 1 • South Haven, Michigan 49090
Telephone (269) 637-5151 • Fax (269) 637-9346

Natalie Thompson
Acting Chief of Police

MEMORANDUM

To: City Manager, Brian Dissette

From: Natalie Thompson, Acting Chief of Police

Re: Unattended Animal Ordinance

Date: August 27, 2016

On behalf of the South Haven Police Department, I am requesting the City Council consider approval of an ordinance which will provide local rules to protect unattended animals from being left in parked motor vehicles.

A few months ago, Officer Michaela Pauly approached me with concerns regarding the current laws governing dogs left in hot cars. In South Haven, such cases are handled as animal cruelty which has a high burden of proof to successfully prosecute. Officer Pauly researched Michigan ordinances and statutes and found most simply follow the state statutes. Ordinance language from another state was found and forwarded to City Attorney Mark Manning who readily welcomed the idea of a local ordinance regarding animals (dogs in particular and most commonly reported) left in hot cars. He conveyed that he had suggested this a couple years ago but nothing came to fruition. The ordinance proposal he drafted offers an easier burden of proof and is straight forward in the elements to be met. Furthermore, it is a misdemeanor offense that is citable and specific intent to intentionally cause harm is not an element.

Thankfully, in South Haven we have not had any reports of a dog suffering a fatality from being left in a hot car. Nevertheless, we annually receive about a dozen reports of these situations. While this number may not seem significant, one is too many. This past summer we responded to and saved a dog that almost died. It was such an extreme case that cruelty was easily authorized. This dog, Gunner, was featured on a Fox 17 story to help illustrate the dangers. Luckily, the excellent rapport the police department has with local veterinarians enabled me to contact one after business hours who responded directly to the department to administer aid.

Coupled with the ordinance, the goal is education. As with Gunner, the owner was not aware of the dangers, although that is arguable after he left Gunner in a car for over six hours with an open can of gasoline emitting dangerous fumes within the enclosed van in addition to the heat. Part of the approval of this proposed ordinance will include educating the public. The ASPCA has offered free posters and literature warning of the dangers as part of their campaign to get the word out.

An alarming fact from the ASPCA: When it is 80 degrees outside, your car will be a staggering 114 degrees in less than 30 minutes. Worse still, dogs can't cool themselves down as easily as people, and once they overheat, they can suffer extensive organ damage or die.

We approached the Al-Van Humane Society and they were enthusiastic about being consulted on the topic. Grace Gilmore, Al-Van Humane Society Board member, sent me correspondence supporting the idea and also provided me the ASPCA and National Humane Society contacts to further public education.

Attached is a draft ordinance which I am very hopeful will be considered and adopted by the South Haven City Council.

Respectfully Submitted,

Natalie Thompson, Acting Chief of Police

August 18, 2016

Dear Chief Thompson:

First, I want to thank you for reaching out to Al-Van Humane Society for feedback on the Ordinance for Animals left in hot cars. There is a critical need in South Haven for better laws and education for residents and visitors about the dangers of leaving an animal in the car - most people are not aware that their animal is at risk and they could be making a deadly mistake.

Secondly, I wanted to pass some further information along to you. Enclosed is a blog from the ASPCA (American Society for the Prevention of Cruelty to Animals), and also a website for the National Humane Education Society. At this website, you can order (free of charge, except for postage) posters and brochures that educate the public about leaving animals in hot cars. The website:

www.nhes.org

The poster is entitled "Dogs in Hot Cars", which would be wonderful to post in high-risk areas such as restaurants in town, beach parking lots, and of course, Walmart/Meijer/Menard's/etc.

The brochure is called "Summer Care Tips", which could be handed to a person who has left their dog in a hot car. What matters most is education!

Thanks again. Please feel free to call me anytime if you have questions or need any further assistance from Al-Van.

Sincerely,

**Grace Gilmore
Al-Van Humane Society, Board Member
269-214-4888
grace.gilmore@icloud.com**

CITY OF SOUTH HAVEN
ALLEGAN AND VAN BUREN COUNTY, MICHIGAN

ORDINANCE NO. ____

AN ORDINANCE TO PROTECT ANIMALS IN UNATTENDED MOTOR VEHICLES

The City of South Haven Ordains:

SECTION 1

Amendment. Chapter 6 “Animals”, Article I “In General”, Section 6-12 “Animals in Unattended Motor Vehicles”, is hereby enacted to read as follows:

Sec. 6-12 Animals in Unattended Motor Vehicles.

(a) No person shall confine an animal in any unattended motor vehicle, or leave an animal confined in any unattended motor vehicle, under conditions that endanger the health or well-being of the animal due to heat, cold, lack of adequate ventilation, or lack of food or water, or any other circumstances that could reasonably be expected to cause suffering, disability, or death to the animal.

(b) A peace officer, animal control officer or first responder is authorized to remove an animal from a motor vehicle if the animal's safety appears to be in immediate danger from heat, cold, lack of adequate ventilation, lack of food or water, or other circumstances that could reasonably be expected to cause suffering, disability, or death to the animal.

(c) A peace officer, animal control officer or first responder who removes an animal from a motor vehicle shall take it to an animal shelter or other place of safekeeping or, if the officer deems necessary, to a veterinary hospital for treatment.

(d) A peace officer, animal control officer or first responder is authorized to take all steps that are reasonably necessary for the removal of an animal from a motor vehicle pursuant to this section, including but not limited to, breaking into the motor vehicle, after a reasonable effort to locate the owner or other person responsible for the motor vehicle.

(e) A peace officer, animal control officer or first responder who removes an animal from a motor vehicle shall, in a secure and conspicuous location on or within the motor vehicle, leave written notice bearing his or her name and office, and the address of the location where the animal can be claimed. The animal may be claimed by the owner only after payment of all charges that have accrued for the maintenance, care, medical treatment, or impoundment of the animal.

(f) Nothing in this ordinance shall be deemed to prohibit the transportation of horses, cattle, pigs, sheep, poultry or other agricultural animals in motor vehicles designed to transport such animals for agricultural purposes.

(g) A violation of Section 6-12(a) shall be a criminal misdemeanor, subject to the following penalties:

Ordinance No. ____

(1) If the animal did not suffer great bodily injury or death, a violation of this section is punishable by a fine not exceeding \$100.00, imprisonment in a county jail not exceeding 30 days, or by both a fine and imprisonment.

(2) If the animal suffered great bodily injury or death, a violation of this section is punishable by a fine not exceeding \$500.00, imprisonment in a county jail not exceeding 90 days, or by both a fine and imprisonment.

SECTION 2

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

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Introduced: _____, 2016

Adopted: _____, 2016

Published: _____, 2016

Effective: _____, 2016

Robert Burr, Mayor

CERTIFICATION

I, Travis Sullivan, Clerk of the City of South Haven, Van Buren and Allegan Counties, Michigan do hereby certify that the above Ordinance was adopted by the South Haven City Council on the ____ day of _____, 2016; and the same was published in a paper of general circulation in the City, being the *South Haven Tribune*, on the ____ day of _____, 2016.

Travis Sullivan, City Clerk

Ordinance No. _____



Agenda Item 9

Authorizing resolutions to proceed with Sewer System Bonds

Background Information:

At tonight's meeting, the City Council is being asked to consider approval of two resolutions which provide the legal authority to move forward with the next piece of funding the city's 2016 capital improvement projects. The first part of the financing plan was the issuance of the sanitary sewer revenue bonds through the state SRF program, which closes on Friday September 16, 2016. There will also be a third piece of the financing completed through the Building Authority. The Council has already approved the Building Authority issuance with the adoption of a resolution in June.

The following resolutions will allow the city to complete the financing plan.

The resolutions for the two bond issues that comprise the next phase of the financing are listed below:

- 1) Resolution 2016-82, a resolution to authorize issuance of general obligation limited tax and refunding bonds, series 2016 (GOLT Bonds.)
- 2) Resolution 2016-83, a resolution to authorize issuance of Michigan transportation fund bonds, series 2016 (MTF Bonds.)

The MTF Bonds are authorized up to an amount of \$2,700,000. The current plan is that the bonds will be issued in the amount of \$2,505,000, but some flexibility has been built into the resolution to respond to contingencies that may arise prior to the issuance of the bonds.

The GOLT Bonds are authorized up to a maximum amount of \$16,000,000. Approximately 4,380,000 of this amount is planned to be used for the city's new capital projects. At the time that the City Council considered the notice of intent resolutions for these projects in June, preliminary plans estimated that the city could need to borrow as much as \$6,200,000 with the GOLT Bonds for the remaining street, water, sewer and park projects. It appears that this portion of the financing plan may be reduced as much as \$1,800,000.

The additional amount of the GOLT that is authorized is included to allow the city to take advantage of a refinancing opportunity of the city's outstanding Capital Improvement Bonds, Series 2007 and its 2008 Capital Improvement Bonds with the issuance of refunding bonds. The 2007 Bonds can be called for early redemption in 2017 and the 2008 bonds can be called for early redemption in 2018. By refunding the bond issues now, however, and escrowing the prior bonds to the call dates, the city can take advantage of the current low interest rates to lock in the savings of a refunding. According to a report provided to the city by Robert W. Baird & Co., it is estimated that the city may be able to save as much as \$87,039 in gross net savings or \$73,536 in net present value savings on the 2007 Bonds,

which is 8.967829% of the refunded 2007 Bonds. The report also estimates that the city may be able to save as much as \$1,646,342.25 in gross net savings or \$ 1,176,184.03 in net present value savings on the 2008 Bonds, which is 14.729919% of the refunded 2008 Bonds. In order to provide for efficiency, this refunding opportunity has been authorized as part of the GOLT Bonds. As with the MTF Bonds, the GOLT bond resolution includes some flexibility to respond to contingencies that may arise prior to the issuance of the bonds.

As with the SRF Bonds, each one of these resolutions are set up as a parameters resolution. The Mayor and City Manager, or either one of them, are authorized to make final decisions on the amount of the bonds, interest rates and other details within the limits set by the resolution. These parameters are designed to provide flexibility so the final terms to be structured in an advantageous way. Baird's estimates are for interest rates well below the limits set in the parameters. In order to provide the flexibility needed to structure the refunding bonds and to make sure that market conditions accommodate the refunding, the resolutions authorize a negotiated sale of the bonds. With the advice of Baird, an underwriter will be selected with which the City will negotiate the sale and Baird will represent the City in this process to evaluate the results of the underwriting.

The current schedule calls for a pricing of the bond issues in mid-October and a closing in early November.

Recommendation:

The City Council should consider approval of the following resolutions, which provide the legal authority to move forward with the next piece of funding the city's 2016 capital improvement projects:

- 1) Resolution 2016-82, a resolution to authorize issuance of general obligation limited tax and refunding bonds, series 2016 (GOLT Bonds.)
- 2) Resolution 2016-83, a resolution to authorize issuance of Michigan transportation fund bonds, series 2016 (MTF Bonds.)

Support Material:

Resolution 2016-82, GOLT Bonds
Resolution 2016-83, MTF Bonds

**CITY OF SOUTH HAVEN
(Van Buren and Allegan Counties, Michigan)**

Resolution No. 2016-82

**RESOLUTION TO AUTHORIZE ISSUANCE OF
GENERAL OBLIGATION LIMITED TAX AND REFUNDING BONDS,
SERIES 2016**

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan, on September 19, 2016, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the City of South Haven (the "City") issued its Capital Improvement Bonds, Series 2007 (Limited Tax General Obligation), dated February 1, 2007, in the original aggregate principal amount of \$1,500,000 (the "2007 Bonds");

WHEREAS, the City issued its 2008 Capital Improvement Bonds (Limited Tax General Obligation), dated November 25, 2008, in the original aggregate principal amount of \$10,000,000 (the "2008 Bonds");

WHEREAS, the 2007 Bonds and the 2008 bonds (together the "Prior Bonds") remain outstanding in various principal amounts, and the City has received a savings report from Robert W. Baird & Co., which shows that refunding portions of the Prior Bonds may provide a substantial savings in interest cost to the City;

WHEREAS, Part VI of Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), authorizes the issuance of bonds for the purpose of refunding all or part of the City's outstanding securities, including the Prior Bonds;

WHEREAS, The City Council has determined that it is in the best interests of the City to secure savings for the City through the issuance of such bonds;

WHEREAS, the City desires to design, acquire, and construct capital improvements, including, but not limited to, improvements to the City's Water Supply System, including, but not limited to replacement of and improvements to pump stations and the main pump station, improving, replacing and installing water mains, the restoration of streets, rights-of-way and easements affected by the improvements and related facilities, as well as all work and equipment

necessary or incidental to these improvements; improvements to the City's Sanitary Sewer System, including improvements to the treatment system, including , but not limited to consolidation of lift stations into a main headworks lift station, mechanical and piping replacement, screening/debris removal, electrical, structural, grit removal and other improvements and improvements to the collection system, including, but not limited to replacement of and improvements to lift stations and pump stations, improving, replacing and installing sewer mains and force mains, the restoration of streets, rights-of-way and easements affected by the improvements and related facilities, as well as all work and equipment necessary or incidental to these improvements; street construction and reconstruction, including, but not limited to, storm sewer and drainage improvements, base construction and reconstruction, street paving, curb and gutter, signage, restoration of sidewalks and streetscape and appurtenances, and all work necessary and incidental to these improvements (the "Improvements"); and

WHEREAS, the Improvements will enable the City to provide more efficient and better quality public services to City residents; and

WHEREAS, to finance the cost of making the Improvements and refunding a portion of the Prior Bonds, the City Council deems it necessary to borrow the sum of not to exceed \$16,000,000 and to issue its General Obligation Limited Tax and Refunding Bonds, Series 2016 therefor pursuant to the provisions of Act 34.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. NECESSITY. It is necessary for the public health, safety and welfare of the City to make the Improvements and issue bonds of the City, pursuant to Act 34, to finance the Improvements.

2. ESTIMATED COST - PERIOD OF USEFULNESS. The cost of the Improvements to be financed, including the payment of architect's fees, legal and financial expenses and other expenses incident to the financing of the Improvements, which is estimated to be approximately \$5,910,000 is hereby approved and confirmed, and the estimated period of usefulness of the Improvements is determined to be in excess of twenty-five (25) years.

3. ISSUANCE OF BONDS. To refund all or part of the Prior Bonds and defray the cost of the Improvements, including legal, engineering, financial and other expenses, the City shall issue its bonds known as General Obligation Limited Tax and Refunding Bonds, Series 2016 (the "Bonds") in the aggregate principal sum of not to exceed \$16,000,000 as finally determined by the Authorized Officer (defined below) at the time of sale. The balance of the cost of the Improvements, if any, shall be paid by grants or funds appropriated by the City.

4. BOND TERMS. The Bonds shall be issued in fully registered form as to both principal and interest, in the denomination of \$5,000 each, or any whole multiple thereof. The Bonds shall be numbered consecutively in the order of their registration, shall be dated the date of delivery or such other date approved by the Authorized Officer, and shall be payable serially or as term bonds on October 1 as determined by the Authorized Officer at the time of sale. The Bonds shall bear interest as determined by the Authorized Officer, payable semiannually on the first (1st) day of April and October of each year, commencing April 1, 2017. The Authorized Officer may alter the bond terms within the parameters of this resolution as hereafter provided.

5. CAPITALIZED INTEREST. The Authorized Officer shall have the authority to determine that up to two years of interest on the Bonds be capitalized.

6. PAYMENT OF PRINCIPAL AND INTEREST. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America to the person appearing on the Bond registration books as the registered owner thereof. Payment of principal on the Bonds shall be made at the principal office of the Paying Agent (defined below), upon surrender of the Bonds. Payment of interest on the Bonds shall be paid to the registered owner at the address as it appears on the registration books as of the determination date. Initially, the determination date shall be the date as of the fifteenth (15th) day of the month prior to the payment date for each interest payment; however, the determination date may be changed by the City to conform to market practice.

7. PLEDGE OF FULL FAITH AND CREDIT, GENERAL OBLIGATION. The City hereby pledges its limited tax, full faith and credit, general obligation for the prompt payment of the principal of and interest on the Bonds as and when due. Each year, the City shall be obligated, as a first budget obligation, to advance money from its general funds to pay the principal of and interest on the Bonds as they become due. In the event there are insufficient moneys for the payment of principal of and interest on the Bonds, the City shall levy a tax on all taxable property in the City for the prompt payment of principal and interest on the Bonds, which tax shall be limited as to rate and amount by applicable constitutional, statutory, and charter limitations on the taxing power of the City.

as bondholder and nominee for DTC. DTC will act as securities depository for the Bonds, purchase of the Bonds will be made in book-entry-only form, in the denomination of \$5,000 or any integral multiple thereof, and purchasers will not receive certificates representing their interest in Bonds purchased. Payment of principal and interest will be made by the Paying Agent to DTC. While the Bonds are held in book-entry-only form, then the Bonds shall be transferred in accordance with the procedures established by DTC. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent or bond registrar shall have no responsibility with respect to such transfers. The Authorized Officer shall have the authority from time to time to appoint a successor depository trustee to serve in the place of DTC. While the Bonds are issued in book-entry-only form the Paying Agent shall serve as paying agent only.

(c) Discontinuance of Book-Entry-Only. In the event the book-entry-only system is discontinued, the following provisions would apply to the Bonds. Bonds may be transferred only by submitting the same to the Paying Agent, together with a satisfactory instrument of transfer signed by the Registered Owner or his legal representative duly authorized in writing, after which a new Bond or Bonds shall be issued by the Paying Agent to the transferee (new registered owner) in denominations of \$5,000 or any integral multiple thereof, in the same aggregate principal amount as the Bond submitted for transfer. No transfer of Bonds shall be valid unless and until recorded on the bond registration books in accordance with the foregoing. The person in whose name any bond is registered may for all purposes, notwithstanding any notice to the contrary, be deemed and treated by the City and the Paying Agent as the absolute owner thereof, and any payment of principal and interest on any Bond to the Registered Owner thereof shall constitute a valid discharge of the City's liability upon such Bond to the extent of such payment. No Bond shall be transferred less than twenty (20) days prior to an interest payment date nor after the Bond has been called for redemption. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent, acting as bond registrar, shall have no responsibility with respect to such transfers.

10. BOND FORM. The Bonds shall be substantially in the form attached hereto as Exhibit A, and incorporated herein, with such changes as are recommended by the City's Bond Counsel and approved by the officers of the City signing the Bonds.

11. EXECUTION OF BONDS. The Mayor or the Mayor Pro Tem and the Clerk or the Deputy Clerk of the City are hereby authorized and directed to sign the Bonds, either manually or by facsimile signature, on behalf of the City. Upon execution, the Bonds shall be delivered to the purchaser thereof upon receipt of the purchase price in accordance with the accepted bid therefor, plus the accrued interest, if any, to the date of delivery.

12. BONDS MUTILATED, LOST OR DESTROYED. If any Bond shall become mutilated, the City, at the expense of the holder of the Bond, shall execute, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this Resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Paying Agent and, if this evidence is satisfactory to both the City and the Paying Agent and indemnity satisfactory to the Paying Agent shall be given, the City, at the expense of the owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like tenor, which shall bear the statement required by Act 354, Public Acts of Michigan, 1972, as amended, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

13. BOND PAYMENT FUND. For payment of principal of and interest on the Bonds, there shall be established and maintained a debt service fund for the Bonds (the "Bond Payment Fund"). The accrued interest, if any, and capitalized interest, if any, received at the time of delivery of the Bonds and such amount of any premium determined by the Authorized Officer shall be placed into the Bond Payment Fund. The City shall budget annually a sufficient amount to pay the annual principal of and interest on the Bonds and deposit such amount in the Bond Payment Fund as needed to make payments of principal and interest as they become due. Moneys in the Bond Payment Fund shall be expended solely for payment of principal and interest on the Bonds that first come due. Any monies remaining in the Bond Payment Fund after the annual payments of principal of and interest on the Bonds shall be transferred to the General Fund and shall no longer be pledged hereunder.

14. ESCROW FUND. Proceeds of the Bonds in the amount designated by the Authorized Officer at the time of delivery of the Bonds, together with any monies transferred by the City from the debt retirement fund for the Prior Bonds and any other available funds at the time of sale of the Bonds, as determined by the Authorized Officer, shall be deposited in an escrow fund (the “Escrow Fund”), to be used pursuant to the terms of the an escrow agreement (the “Escrow Agreement”) to be executed between the City and an escrow trustee selected by the Authorized Officer (the “Escrow Trustee”), providing for the deposit of the proceeds of the Bonds with the Escrow Trustee for the purposes of investment and administration.

The Escrow Fund shall be held in trust by the Escrow Trustee pursuant to the Escrow Agreement, which agreement shall irrevocably direct the Escrow Trustee to take all necessary steps to call for redemption such portion of the Prior Bonds determined by the Authorized Officer (the “Refunded Bonds”), including publication and mailing of redemption notices, on the first call date on which the Refunded Bonds may be called for redemption. The proceeds of the Bonds to be deposited in the Escrow Fund shall be invested in deposits of cash and/or any bonds or other obligations not callable at the option of the issuer thereof, which as to principal and interest constitute direct obligations of the United States of America, or obligations the principal of and interest on which is fully guaranteed by the United States of America, including U. S. Treasury Trust Receipts, or any other obligations permitted under the terms of the Escrow Agreement. The investments held in the Escrow Fund shall be such that the principal will be sufficient, without reinvestment, to pay the principal and interest on the Refunded Bonds as they become due at their maturity or at the call for redemption required by this section. The Escrow Trustee shall serve as Trustee under the Escrow Agreement. The Authorized Officer is hereby authorized and directed to negotiate, approve and execute the Escrow Agreement for and on behalf of the City.

15. COSTS OF ISSUANCE. Such amount of the proceeds of the Bonds as determined by the Authorized Officer shall be deposited in a costs-of-issuance fund established under the Escrow Agreement and/or in the Construction Fund (defined below) and used to pay the costs of issuance of the Bonds, including legal, financing or other expenses incidental to the issuance of the Bonds.

16. CONSTRUCTION FUND. Prior to delivery and sale of the Bonds, there shall be established a construction fund (the “Construction Fund”). After deducting the sums that are required to be deposited in the Bond Payment Fund and the Escrow Fund, the balance of the proceeds of the Bonds shall be deposited into the Construction Fund. The moneys on deposit in the Construction Fund from time to time shall be used solely for the purpose for which the Bonds were issued. Any unexpended balance shall be used for such purposes as allowed by law. Any monies remaining in the Construction Fund after payment of all such costs shall be transferred to the Bond Payment Fund. After completion of the Improvements and disposition of any remaining Bond proceeds, pursuant to the provisions of this Section, the Construction Fund shall be closed.

17. INVESTMENT OF FUNDS. Moneys in the funds and accounts established herein may be invested by the City as allowed by law subject to the limitations imposed by arbitrage regulations and Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”).

18. DEPOSITORY AND FUNDS ON HAND. Monies in the several funds and accounts maintained pursuant to this Resolution may be kept in one or more accounts at financial institutions designated by resolution of the City, and if kept in one account, the monies shall be allocated on the books and records of the City in the manner and at the times provided in this Resolution.

19. ADDITIONAL BONDS. In accordance with the provisions of Act 34, the City reserves the right to issue additional bonds, which shall be of equal standing and priority with the Bonds.

20. CONTRACT WITH BONDHOLDERS. The provisions of this Resolution shall constitute a contract between the City and the holder or holders of the Bonds from time to time and after the issuance of any of such Bonds, no change, variation or alteration of the provisions of this Resolution may be made that would lessen the security for the Bonds. The provisions of this Resolution shall be enforceable by appropriate proceedings taken by such holder or holders, either at law or in equity.

21. SALE OF BONDS. The Authorized Officer is authorized to negotiate the sale of the Bonds to an underwriter (the “Underwriter”) or such other purchaser selected by the

Authorized Officer and to approve and enter into a bond purchase agreement with the Underwriter or such other purchaser selected by the Authorized Officer (the “Bond Purchase Agreement”). The City Council determines that a negotiated sale is in the best interest of the City because a negotiated sale will provide the City with the most flexibility in pricing the Bonds and responding to market conditions while also saving on the costs of issuance for the Bonds.

22. AUTHORIZED OFFICER. Notwithstanding any other provision of this Resolution, the Mayor and the City Manager of the City, or either one of them acting alone (the “Authorized Officer”) are authorized within the limitations set forth below to determine the title of the Bonds, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, optional and mandatory redemption rights, and term bond options. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The par amount of the Bonds shall not exceed \$16,000,000.
- (b) The Bonds shall not be sold at a price that would make the interest cost on the money borrowed, after deducting any premium or adding any discount, exceed five percent (5%) per annum.
- (c) The final maturity date of the Bonds shall not be later than October 1, 2041.
- (d) The Bonds shall not be sold at a price of less than 98% of the par value of the Bonds.
- (e) The Underwriter’s discount with respect to the Bond shall not exceed 0.6% of the principal amount of the Bonds.

The Authorized Officer is hereby authorized for and on behalf of the City, without further City Council approval, to: (a) approve the circulation of a preliminary and a final Official Statement describing the Bonds; (b) negotiate the sale of the Bonds and enter into a Bond Purchase Agreement or otherwise award the sale of the Bonds; (c) purchase municipal bond insurance, if considered necessary, as additional security for the bondholders; (d) apply to rating agencies for a rating on the Bonds; (e) negotiate, approve, and execute the Escrow Agreement;

and (f) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds.

Approval by the City of the matters delegated in this section or any other sections may be evidenced by execution or approval of such documents by the Authorized Officer. The Authorized Officer, together with the Clerk, the Treasurer and the Finance Director or any one or more of them, are authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications including applications to the Michigan Department of Treasury (including an Application for State Treasurer's Approval to Issue Long-Term Securities, applications for waivers, and the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules or regulations, and to pay any fees required by the State of Michigan.

The Authorized Officer is hereby authorized to select and retain, on behalf of the City, the Escrow Trustee to serve under the Escrow Agreement, a Paying Agent to serve pursuant to this Resolution, and a Verification Agent to review the calculations made by the Underwriter and verify savings resulting from issuance of the Bonds.

23. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the bonds, shall be deposited in trust, this Resolution shall be defeased and the owners of the bonds shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

24. TAX COVENANT. The City covenants to comply with all requirements of the Code necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the City are authorized to do all things necessary (including the making of such

covenants of the City as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

25. MUNICIPAL BOND INSURANCE. The Authorized Officer is hereby authorized to acquire municipal bond insurance to enhance the marketability of the Bonds. If the City acquires municipal bond insurance from a municipal bond insurer (the “Insurer”), the Authorized Officer, the Clerk, the Treasurer and the Finance Director or any one of them, are hereby authorized to take all actions, including the payment of membership fees of a mutual insurance company, and to execute any documents, certificates, orders, applications, agreements, conditions, covenants or other instruments necessary to effectuate the issuance of the policy of bond insurance, including, but not limited to the execution of an order or agreement containing such provisions as the Insurer may require with respect to the insurance and the Insurer, which shall be binding on the City in the same manner as if contained herein.

26. CONTINUING DISCLOSURE. The City agrees to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12 (the “Rule”) promulgated by the Securities and Exchange Commission (a) on or prior to the last day of the seventh month after the end of the fiscal year of the City, commencing with the first fiscal year ending after the issuance of the Bonds, certain annual financial information and operating data, including audited financial statements for the preceding fiscal year (or if audited financial statements are not available, unaudited financial statements), generally consistent with certain information that was contained or cross-referenced in the Official Statement relating to the Bonds, (b) timely notice of the occurrence of certain material events with respect to the Bonds, and (c) timely notice of a failure by the City to provide the required annual financial information on or before the date specified in (a) above.

27. OFFICIAL STATEMENT. The Preliminary Official Statement relating to the Bonds is hereby authorized and approved with such changes, completions, and revisions as the Authorized Officer or Finance Director shall approve. The Authorized Officer, the Clerk, the Treasurer, and the Finance Director of the City, or any of them, are hereby authorized and directed to approve, execute and deliver the Official Statement on behalf of the City with such changes or modifications as they deem necessary in order to assure that the statements therein are true, and that it does not contain any untrue statement or material fact and does not omit a

material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading.

28. APPOINTMENTS. The firm of Dickinson Wright PLLC is hereby approved as bond counsel to the City and Robert W. Baird & Co. is appointed as municipal advisor for the issuance of the Bonds.

29. RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

30. SECTION HEADINGS. The section headings in this Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Resolution.

31. SEVERABILITY. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

32. CONFLICT. Except as provided above, all resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds.

33. EFFECTIVE DATE OF RESOLUTION. This Resolution is determined by the City Council to be immediately necessary for the preservation of the peace, health and safety of the City and shall be in full force and effect from and after its passage.

YEAS: _____

NAYS: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Travis Sullivan, Clerk
City of South Haven

CERTIFICATION

I, Travis Sullivan, the duly qualified and acting Clerk of the City of South Haven, Van Buren and Allegan Counties, Michigan (the "City") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on September 19, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: September 19, 2016

Travis Sullivan, Clerk
City of South Haven

EXHIBIT A

No. ____

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTIES OF VAN BUREN AND ALLEGAN**

**CITY OF SOUTH HAVEN
GENERAL OBLIGATION LIMITED TAX AND REFUNDING BONDS,
SERIES 2016**

| Interest Rate | Date of Maturity | Date of Original Issue | CUSIP No. |
|----------------------|-------------------------|-------------------------------|------------------|
| | _____, 1, _____ | | |

Registered Owner: Cede & Co.

Principal Amount:

The City of South Haven, Van Buren and Allegan Counties, Michigan (the "City"), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, payable beginning _____, 2017, semiannually on the first day of _____ and _____ of each year, except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto.

This Bond is one of a total authorized issue of bonds of even date and like tenor except as to date of maturity, amount and rate of interest, numbered in order of registration, aggregating the principal sum of \$ _____ issued in accordance with the provisions of Act 34 of the Public Acts of Michigan of 2001, as amended (“Act 34”) and a resolution adopted by the City Council on September 19, 2016, for the purpose of refunding a portion of the City’s Capital Improvement Bonds, Series 2007 (Limited Tax General Obligation) and 2008 Capital Improvement Bonds (Limited Tax General Obligation) and paying the cost of designing, acquiring, and constructing certain capital improvements, including but not limited to water supply system improvements, sanitary sewer system improvements, street improvements, and other capital improvements (the "Improvements").

The City has pledged the limited tax, full faith, credit and resources of the City for the prompt payment of the principal of and interest on the Bonds, in which event the City may levy a tax on all taxable property in the City for the payment of principal and interest on the Bonds, which tax shall be limited as to rate and amount by applicable constitutional, statutory, and charter limitations on the taxing power of the City. The City reserves the right to issue additional bonds in accordance with the provisions of Act 34 that shall be of equal standing and priority with the Bonds.

Principal of this Bond is payable at the principal office of _____, _____, Michigan, or such other Paying Agent as the City may hereafter designate (the “Paying Agent”) by notice mailed to the Registered Owner not less than sixty (60) days prior to the next interest payment date. Interest on this Bond is payable to the Registered Owner of record as of the fifteenth (15th) day of the month preceding the payment date as shown on the registration books of the City maintained by the Paying Agent, by check or draft mailed to the Registered Owner at the registered address.

Bonds or portions of Bonds maturing on _____ (the “Term Bonds”) are subject to mandatory redemption prior to maturity in part, by lot, on each _____ 1, commencing _____ and will be redeemed at the par value thereof plus accrued interest to the redemption date on _____ 1 of each of the following years in the amounts as follows:

Redemption Date

Principal Amount

Term Bonds maturing on _____ 1, _____, purchased by the City and delivered to the Paying Agent for cancellation or that are redeemed in a manner other than by mandatory redemption, shall reduce the principal amount of the Term Bonds subject to mandatory redemption by the amount of the Bonds so redeemed, in the order determined by the City.

Bonds maturing on or before _____, _____, shall not be subject to redemption prior to maturity. Bonds maturing on or after _____, _____, are subject to redemption prior to maturity as a whole or in part, at the option of the City, in such order as the City shall determine, on any dates, on or after _____, _____. Bonds called for redemption shall be redeemed at the par value thereof and accrued interest to the date of redemption, without a premium.

Notice of the call of any Bonds for redemption shall be given by first class mail not less than thirty (30) days prior to the date fixed for redemption, to the Registered Owner at the registered address. Bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem such Bonds. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption of Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed, a new Bond or Bonds in aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of The Depository Trust Company, a New York corporation, only, and only Cede & Co. will be deemed to be a holder of the Bonds.

This Bond shall be registered in the name of the Registered Owner on the registration books kept by the Paying Agent and such registration noted hereon, and thereafter no transfer shall be valid unless made upon the registration books and likewise noted hereon. This Bond is exchangeable at the request of the Registered Owner hereof, in person or by his attorney duly authorized in writing, at the office of the Paying Agent, but only in the manner, subject to the limitations and at his sole expense, for other bonds of an equal aggregate amount, upon surrender of this Bond to the Paying Agent. Upon such transfer, a new registered bond or bonds of the same series and the same maturity of authorized denomination will be issued to the transferee in exchange therefor.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Bond, exist and have been done and performed in regular and due time and form as required by law and that the total indebtedness of the City including this Bond, does not exceed any constitutional, statutory, or charter limitation.

IN WITNESS WHEREOF, the City of South Haven, Van Buren and Allegan Counties, Michigan, by its City Council, has caused this Bond to be signed, by the manual or facsimile signatures of its Mayor and its Clerk, all as of the _____ day of _____, 2016.

Robert Burr, Mayor

Travis Sullivan, Clerk

CERTIFICATE OF REGISTRATION AND AUTHENTICATION

This Bond is one of the City of South Haven \$_____ General Obligation Limited Tax and Refunding Bonds, Series 2016, and has been registered in the name of the Registered Owner designated on the face thereof in the bond register maintained for the City.

Authentication Date: _____

As Paying Agent/Bond Registrar/Transfer Agent

WRONGFUL USE OF CERTIFICATE

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the City or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____

(please print or type social security number or taxpayer identification number and name and address of transferee)

the within bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____, 20__

Notice: The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of his/her capacity to act must accompany the bond.

In the presence of: _____

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guaranty program.

Signature Guaranteed: _____

**CITY OF SOUTH HAVEN
(Van Buren and Allegan Counties, Michigan)**

Resolution No. 2016-83

**RESOLUTION TO AUTHORIZE ISSUANCE OF
MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2016**

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan, on September 19, 2016, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the City Council of the City of South Haven (the “City”) hereby determines that it is necessary and in the public interest to undertake certain street improvement projects in the City (the “Improvements”), which projects are tentatively described as follows subject to such revisions as are approved by the City Council:

| Street Name | System | Termini | Proposed Construction |
|--------------------|-------------|---|-----------------------|
| North Shore Drive | Major | Dyckman to baseline | Reconstruction |
| Monroe Boulevard | Major | South city limits (Evergreen Bluff) to Aylworth | Reconstruction |
| Kalamazoo Street | Major | Lovejoy to Aylworth North of Dyckman to | Reconstruction |
| Dunkley Street | Major/Local | Wells/Entrance to Black River Park | Reconstruction |
| Black River Street | Local | Dyckman to Wells | Reconstruction |

WHEREAS, the cost of the Improvements to the street system, including the payment of legal, engineering, financial, and other costs of issuance is estimated not to exceed \$2,700,000; and

WHEREAS, to finance the cost of the Improvements, the City Council deems it necessary to borrow the sum of not to exceed \$2,700,000 and issue its bonds therefor as authorized by the provisions of Act 175, Public Acts of Michigan, 1952, as amended (“Act 175); and

WHEREAS, the street Improvement Projects are in accordance with the purposes enumerated in Section 13 of Act 51, Public Acts of Michigan, 1951, as amended (“Act 51”); and

WHEREAS, revenues received by the City from the Michigan Transportation Fund pursuant to Act 51 during the fiscal year next preceding this contemplated borrowing are more than sufficient to comply with all requirements specified in Section 4 of Act 175 and by the issuance of these bonds, the City does not pledge for annual debt service an amount, together with any other borrowing for which Michigan Transportation Fund monies are pledged, in excess of 50% of the revenues received during the fiscal year next preceding.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. NECESSITY. It is necessary for the public health, safety, and welfare of the City to make the Improvements and issue bonds of the City, pursuant to Act 175, to finance the Improvements.

2. ESTIMATED COST - PERIOD OF USEFULNESS. The estimate of the total cost of the Improvements, including the payment of engineer’s fees, legal and financial expenses, and other expenses incident to the financing of the Improvements, as set forth in the preamble, is hereby approved and confirmed, and the estimated period of usefulness of the Improvements is determined to be in excess of fifteen (15) years.

3. ISSUANCE OF BONDS. To defray the cost of the Improvements, including legal, engineering, financial and other expenses, the City shall issue its bonds known as Michigan Transportation Fund Bonds, Series 2016 (the “Bonds”) in the aggregate principal sum of not to exceed \$2,700,000 as finally determined by the Authorized Officer (defined below) at the time of sale. The balance of the cost of the Improvements, if any, shall be paid by grants or funds appropriated by the City.

4. BOND TERMS. The Bonds shall be issued in fully registered form as to both principal and interest, in the denomination of \$5,000 each, or any whole multiple thereof. The Bonds shall be numbered consecutively in the order of their registration, shall be dated the date of delivery or such other date approved by the Authorized Officer, and shall be payable serially or as term bonds on such date as determined by the Authorized Officer at the time of sale. The Bonds shall bear interest as determined by the Authorized Officer, payable semiannually on such dates as are determined by the Authorized Officer at the time of sale. The Authorized Officer may alter the bond terms within the parameters of this resolution as hereafter provided.

5. PAYMENT OF PRINCIPAL AND INTEREST. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America to the person appearing on the Bond registration books as the registered owner thereof. Payment of principal on the Bonds shall be made at the principal office of the Paying Agent (defined below), upon surrender of the Bonds. Payment of interest on the Bonds shall be paid to the registered owner at the address as it appears on the registration books as of the determination date. Initially, the determination date shall be the date as of the fifteenth (15th) day of the month prior to the payment date for each interest payment; however, the determination date may be changed by the City to conform to market practice.

6. APPROPRIATION OF TRANSPORTATION FUNDS. For the purpose of providing monies to pay the principal of and interest on the Bonds, and in accordance with the provisions of Act 175, the City hereby makes an irrevocable appropriation of an amount sufficient to pay the principal of and interest on the Bonds from the monies to be derived from State-collected taxes returned to the City for highway purposes, pursuant to law. The Treasurer of the City is directed, during each year that any of the principal or interest on the Bonds herein authorized remains outstanding and unpaid to set aside in a fund, to be designated MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2016, BOND PAYMENT FUND (the “Bond Payment Fund”), sufficient monies from revenues received during each such year from the Michigan Transportation Fund, pursuant to law, to pay the principal of and interest on the Bonds next maturing.

7. LIMITED TAX PLEDGE. Pursuant to the authorization of Act 175 and as additional security for the prompt payment of the principal of and interest on the Bonds, the City irrevocably pledges the limited tax, full faith, credit and resources of the City, as limited herein. The City’s ability to raise such funds is subject to applicable constitutional, statutory, and charter limitations on the taxing power of the City.

8. PRIOR REDEMPTION.

(a) Mandatory Redemption. Principal designated as a term bond maturity shall be subject to mandatory redemption, in whole or in part, by lot, at par plus accrued interest, on the redemption dates and in the amounts determined by the Authorized Officer. When term bonds are purchased by the City and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term

bonds affected shall be reduced by the principal amount of the Bonds so redeemed in the order determined by the City.

(b) Optional Redemption. The Bonds shall be subject to optional redemption prior to maturity as determined by the Authorized Officer at the time of sale.

(c) Notice of Redemption. Notice of redemption of Bonds shall be given by mail to the Registered Owners of the Bonds to be redeemed not less than thirty (30) days prior to the date fixed for redemption, addressed to the Registered Owner at the registered address shown on the registration books of the City maintained by the Paying Agent. Bonds so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem the same. So long as the book-entry-only system of registration is in effect, the Paying Agent will give notice to Cede & Co., as nominee of the Depository Trust Company, New York, New York (“DTC”), and only Cede & Co. will be deemed to be a holder of the Bonds.

9. PAYING AGENT AND REGISTRATION.

(a) Appointment of Paying Agent. From time to time the Authorized Officer shall designate and appoint a paying agent, transfer agent and bond registrar (the “Paying Agent”) and is authorized to remove the Paying Agent and appoint a successor Paying Agent. The initial Paying Agent shall be appointed by the Authorized Officer. In the event of a change in the Paying Agent, notice shall be given in writing, by certified mail, to each Registered Owner not less than sixty (60) days prior to the next interest payment date. The Paying Agent shall keep the official books for the recordation of the Registered Owners of the Bonds.

(b) Book-Entry-Only. The Bonds may be issued initially in book-entry-only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for DTC. DTC will act as securities depository for the Bonds, purchase of the Bonds will be made in book-entry-only form, in the denomination of \$5,000 or any integral multiple thereof, and purchasers will not receive certificates representing their interest in Bonds purchased. Payment of principal and interest will be made by the Paying Agent to DTC. While the Bonds are held in book-entry-only form, then the Bonds shall be transferred in accordance with the procedures established by DTC. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent or bond registrar shall have no responsibility

with respect to such transfers. The Authorized Officer shall have the authority from time to time to appoint a successor depository trustee to serve in the place of DTC. While the Bonds are issued in book-entry-only form the Paying Agent shall serve as paying agent only.

(c) Discontinuance of Book-Entry-Only. In the event the book-entry-only system is discontinued, the following provisions would apply to the Bonds. Bonds may be transferred only by submitting the same to the Paying Agent, together with a satisfactory instrument of transfer signed by the Registered Owner or his legal representative duly authorized in writing, after which a new Bond or Bonds shall be issued by the Paying Agent to the transferee (new registered owner) in denominations of \$5,000 or any integral multiple thereof, in the same aggregate principal amount as the Bond submitted for transfer. No transfer of Bonds shall be valid unless and until recorded on the bond registration books in accordance with the foregoing. The person in whose name any bond is registered may for all purposes, notwithstanding any notice to the contrary, be deemed and treated by the City and the Paying Agent as the absolute owner thereof, and any payment of principal and interest on any Bond to the Registered Owner thereof shall constitute a valid discharge of the City's liability upon such Bond to the extent of such payment. No Bond shall be transferred less than fifteen (15) days prior to an interest payment date nor after the Bond has been called for redemption. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent, acting as bond registrar, shall have no responsibility with respect to such transfers.

10. BOND FORM. The Bonds shall be substantially in the form attached hereto as Exhibit A, and incorporated herein, with such changes as are recommended by the City's Bond Counsel and approved by the officers of the City signing the Bonds.

11. EXECUTION OF BONDS. The Mayor or the Mayor Pro Tem and the Clerk or the Deputy Clerk of the City are hereby authorized and directed to sign the Bonds, either manually or by facsimile signature, on behalf of the City. Upon execution, the Bonds shall be delivered to the purchaser thereof upon receipt of the purchase price, plus the accrued interest, if any, to the date of delivery.

12. BONDS MUTILATED, LOST OR DESTROYED. If any Bond shall become mutilated, the City, at the expense of the holder of the Bond, shall execute, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued

under this Resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Paying Agent and, if this evidence is satisfactory to both the City and the Paying Agent and indemnity satisfactory to the Paying Agent shall be given, the City, at the expense of the owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like tenor, which shall bear the statement required by Act 354, Public Acts of Michigan, 1972, as amended, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

13. BOND PAYMENT FUND. The accrued interest, if any, and capitalized interest, if any, received at the time of delivery of the Bonds shall be placed into the Bond Payment Fund. The City shall budget annually a sufficient amount to pay the annual principal of and interest on the Bonds, including the sums to be deposited into the Bond Payment Fund pursuant to Section 6, and deposit such amount in the Bond Payment Fund as needed to make payments of principal and interest as they become due. Moneys in the Bond Payment Fund shall be expended solely for payment of principal and interest on the Bonds that first come due. Any monies remaining in the Bond Payment Fund after the annual payments of principal of and interest on the Bonds shall be transferred to the General Fund and shall no longer be pledged hereunder.

14. CONSTRUCTION FUND. Prior to delivery and sale of the Bonds, there shall be established a construction fund (the "Construction Fund"). After deducting the sums that are required to be deposited in the Bond Payment Fund, the balance of the proceeds of the Bonds shall be deposited into the Construction Fund. The moneys on deposit in the Construction Fund from time to time shall be used solely for the purpose for which the Bonds were issued. Any unexpended balance shall be used for such purposes as allowed by law. Any monies remaining in the Construction Fund after payment of all such costs shall be transferred to the Bond Payment Fund. After completion of the Improvements and disposition of any remaining Bond proceeds, pursuant to the provisions of this Section, the Construction Fund shall be closed.

15. INVESTMENT OF FUNDS. Moneys in the funds and accounts established herein may be invested by the City as allowed by law subject to the limitations imposed by arbitrage regulations and Section 148 of the Internal Revenue Code of 1986, as amended (the "Code").

16. DEPOSITORY AND FUNDS ON HAND. Monies in the several funds and accounts maintained pursuant to this Resolution may be kept in one or more accounts at financial institutions designated by resolution of the City, and if kept in one account, the monies shall be allocated on the books and records of the City in the manner and at the times provided in this Resolution.

17. ADDITIONAL BONDS. In accordance with the provisions of Act 175, the City reserves the right to issue additional bonds, which shall be of equal standing and priority with the Bonds.

18. CONTRACT WITH BONDHOLDERS. The provisions of this Resolution shall constitute a contract between the City and the holder or holders of the Bonds from time to time and after the issuance of any of such Bonds, no change, variation or alteration of the provisions of this Resolution may be made that would lessen the security for the Bonds. The provisions of this Resolution shall be enforceable by appropriate proceedings taken by such holder or holders, either at law or in equity.

19. SALE OF BONDS. The Authorized Officer is authorized to negotiate the sale of the Bonds to such underwriter or other financial institution selected by the Authorized Officer (the "Underwriter") and to approve and enter into a bond purchase agreement with the Underwriter or otherwise award the sale of the Bonds. The City Council determines that a negotiated sale is in the best interests of the City, because a negotiated sale will provide the City with the most flexibility in pricing the Bonds and responding to market conditions while also saving on the costs of issuance for the Bonds.

20. AUTHORIZED OFFICER. Notwithstanding any other provision of this Resolution, the Mayor and the City Manager of the City, or either one of them acting alone (the "Authorized Officer"), is authorized within the limitations set forth below to determine the title of the Bonds, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, optional and mandatory redemption rights, and term bond options. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The par amount of the Bonds shall not exceed \$2,700,000.

(b) The Bonds shall not be sold at a price that would make the interest cost on the money borrowed, after deducting any premium or adding any discount, exceed five percent (5%) per annum.

(c) The final maturity date of the Bonds shall not be later than April 1, 2031.

(d) The Bonds shall not be sold at a price of less than 98% of the par value of the Bonds.

(e) The Underwriter's discount with respect to the Bond shall not exceed 0.65% of the principal amount of the Bonds.

The Authorized Officer is hereby authorized for and on behalf of the City, without further City Council approval, to: (a) approve the circulation of a preliminary and a final Official Statement describing the Bonds; (b) negotiate the sale of the Bonds and enter into a bond purchase agreement or otherwise award the bid for the sale of the Bonds; (c) purchase municipal bond insurance, if considered necessary, as additional security for the bondholders; (d) apply to rating agencies for a rating on the Bonds; and (e) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds.

Approval by the City of the matters delegated in this section or any other sections may be evidenced by execution or approval of such documents by the Authorized Officer. The Authorized Officer, together with the Clerk, the Treasurer and the Finance Director or any one or more of them, are authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications to the Michigan Department of Treasury (including an application for State Treasurer's Approval to Issue Long-Term Securities or any other application to the Michigan Department of Treasury, including the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules or regulations and to pay any fees required by the State of Michigan.

21. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the bonds, shall be deposited in trust, this Resolution shall be defeased and the owners of the bonds shall have no

further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

22. TAX COVENANT. The City covenants to comply with all requirements of the Code necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the City are authorized to do all things necessary (including the making of such covenants of the City as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

23. MUNICIPAL BOND INSURANCE. The Authorized Officer is hereby authorized to acquire municipal bond insurance to enhance the marketability of the Bonds. If the City acquires municipal bond insurance from a municipal bond insurer (the “Insurer”), the Authorized Officer, the Clerk, the Treasurer and the Finance Director or any one of them, are hereby authorized to take all actions, including the payment of membership fees of a mutual insurance company, and to execute any documents, certificates, orders, applications, agreements, conditions, covenants or other instruments necessary to effectuate the issuance of the policy of bond insurance, including, but not limited to the execution of an order or agreement containing such provisions as the Insurer may require with respect to the insurance and the Insurer, which shall be binding on the City in the same manner as if contained herein.

24. CONTINUING DISCLOSURE. The City agrees to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12 (the “Rule”) promulgated by the Securities and Exchange Commission (a) on or prior to the last day of the seventh month after the end of the fiscal year of the City, commencing with the first fiscal year ending after the issuance of the Bonds, certain annual financial information and operating data, including audited financial statements for the preceding fiscal year (or if audited financial statements are not available, unaudited financial statements), generally consistent with certain information that was contained or cross-referenced in the Official Statement relating to the Bonds, (b) timely notice of the occurrence of certain material events with respect to the Bonds, and (c) timely notice of a failure by the City to provide the required annual financial information on or before the date specified in (a) above.

25. OFFICIAL STATEMENT. The Preliminary Official Statement relating to the Bonds is hereby authorized and approved with such changes, completions, and revisions as the Authorized Officer or Finance Director shall approve. The Authorized Officer, the Clerk, the Treasurer, and the Finance Director of the City, or any of them, are hereby authorized and directed to approve, execute and deliver the Official Statement on behalf of the City with such changes or modifications as they deem necessary in order to assure that the statements therein are true, and that it does not contain any untrue statement or material fact and does not omit a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading.

26. APPOINTMENTS. The firm of Dickinson Wright PLLC is hereby approved as bond counsel to the City and Robert W. Baird & Co. is appointed as municipal advisor for the issuance of the Bonds.

27. PUBLICATION. This Resolution shall be published once in full in a daily or weekly newspaper of general circulation in the City.

28. RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

29. SECTION HEADINGS. The section headings in this Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Resolution.

30. SEVERABILITY. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

31. CONFLICT. Except as provided above, all resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds.

32. EFFECTIVE DATE OF RESOLUTION. This Resolution is determined by the City Council to be immediately necessary for the preservation of the peace, health and safety of the City and shall be in full force and effect from and after its passage.

YEAS: _____

NAYS: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Travis Sullivan, Clerk
City of South Haven

CERTIFICATION

I, Travis Sullivan, the duly qualified and acting Clerk of the City of South Haven, Van Buren and Allegan Counties, Michigan (the "City") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on September 19, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: September 19, 2016

Travis Sullivan, Clerk
City of South Haven

EXHIBIT A

No. ____

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTIES OF VAN BUREN AND ALLEGAN
CITY OF SOUTH HAVEN**

MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2016

| Interest Rate | Date of Maturity | Date of Original Issue | CUSIP No. |
|----------------------|-------------------------|-------------------------------|------------------|
| | _____ 1, _____ | | |

Registered Owner:

Principal Amount:

The City of South Haven, Van Buren and Allegan Counties, Michigan (the "City"), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on _____, 20__, and semiannually thereafter on the first day of _____ and _____ of each year, except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto.

This Bond is one of a total authorized issue of bonds of even date and like tenor except as to date of maturity, amount and rate of interest, numbered in order of registration, aggregating the principal sum of \$_____ issued in accordance with the provisions of Act 175, Public Acts of Michigan, 1952, as amended ("Act 175") and a resolution adopted by the City Council on September 19, 2016, for the purpose of paying a portion of the cost of certain capital street improvement projects in the City (the "Improvements").

This Bond and the interest thereon are payable primarily from the proceeds of the State-collected taxes returned to the City for road purposes pursuant to law, and the resolution authorizing the issuance and sale of this Bond contains an irrevocable appropriation of the amount necessary to pay the principal of and interest on this Bonds, and the series of bonds of which this is one, from monies derived from such State-collected taxes so returned to the City for street purposes that have not been heretofore specifically allocated and pledged for the payment of indebtedness. As additional security, the City has pledged its limited tax, full faith and credit for the payment of the principal and interest on the Bonds, subject to constitutional, statutory, and charter limitations on the taxing power of the City. The City reserves the right to issue additional bonds in accordance with the provisions of Act 175 that shall be of equal standing and priority with the Bonds.

This Bond is not a general obligation or evidence of indebtedness of the State of Michigan.

Principal of this Bond is payable at the principal office of _____, Grand Rapids, Michigan, or such other Paying Agent as the City may hereafter designate (the "Paying Agent") by notice mailed to the Registered Owner not less than sixty (60) days prior to the next interest payment date. Interest on this Bond is payable to the Registered Owner of record as of the fifteenth (15th) day of the month preceding the payment date as shown on the registration books of the City maintained by the Paying Agent, by check or draft mailed to the Registered Owner at the registered address.

Bonds or portions of Bonds maturing on _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity in part, by lot, on each _____ 1, commencing _____ and will be redeemed at the par value thereof plus accrued interest to the redemption date on _____ 1 of each of the following years in the amounts as follows:

Redemption Date

Principal Amount

Term Bonds maturing on _____, _____ purchased by the City and delivered to the Paying Agent for cancellation or that are redeemed in a manner other than by mandatory redemption, shall reduce the principal amount of the Term Bonds subject to mandatory redemption by the amount of the Bonds so redeemed, in the order determined by the City.

Bonds maturing on or before _____, _____, shall not be subject to redemption prior to maturity. Bonds maturing on or after _____, _____, are subject to redemption prior to maturity as a whole or in part, at the option of the City, in such order as the City shall determine, on any dates, on or after _____, _____. Bonds called for redemption shall be redeemed at the par value thereof and accrued interest to the date of redemption, without a premium.

Notice of the call of any Bonds for redemption shall be given by first class mail not less than thirty (30) days prior to the date fixed for redemption, to the Registered Owner at the registered address. Bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem such Bonds. Bonds

shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$1,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption of Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed, a new Bond or Bonds in aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of The Depository Trust Company, a New York corporation, only, and only Cede & Co. will be deemed to be a holder of the Bonds.

This Bond shall be registered in the name of the Registered Owner on the registration books kept by the Paying Agent and such registration noted hereon, and thereafter no transfer shall be valid unless made upon the registration books and likewise noted hereon. This Bond is exchangeable at the request of the Registered Owner hereof, in person or by his attorney duly authorized in writing, at the office of the Paying Agent, but only in the manner, subject to the limitations and at his sole expense, for other bonds of an equal aggregate amount, upon surrender of this Bond to the Paying Agent. Upon such transfer, a new registered bond or bonds of the same series and the same maturity of authorized denomination will be issued to the transferee in exchange therefor.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Bond, exist and have been done and performed in regular and due time and form as required by law and that the total indebtedness of the City including this Bond, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the City of South Haven, Van Buren and Allegan Counties, Michigan, by its City Council, has caused this Bond to be signed, by the manual or facsimile signatures of its Mayor and the Clerk, all as of the _____ day of _____, 2016.

Robert Burr, Mayor

Travis Sullivan, Clerk

CERTIFICATE OF REGISTRATION AND AUTHENTICATION

This Bond is one of the City of South Haven \$_____ Michigan Transportation Fund Bonds, Series 2016, and has been registered in the name of the Registered Owner designated on the face thereof in the bond register maintained for the City.

Authentication Date: _____

As Paying Agent/Bond Registrar/Transfer Agent

WRONGFUL USE OF CERTIFICATE

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the City or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____

(please print or type social security number or taxpayer identification number and name and address of transferee)

the within bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____, 20__

Notice: The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of his/her capacity to act must accompany the bond.

In the presence of: _____

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guaranty program.

Signature Guaranteed: _____

Signature Guaranteed: _____



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: William Hunter, Director of Public Works

Date: September 19, 2016

RE: Revised Gift Policy

Background Information:

Over some months now, Parks Commissioners have reviewed several drafts of a revised City Gift Policy. The discussion began at the September 2015 meeting with a review of sample policies from Grand Haven and Ann Arbor. At that meeting, Commissioners directed staff to develop a policy similar in nature to the Grand Haven policy.

March 09, 2016 Parks Commission passes a motion recommending adoption of the as written revised policy by City Council.

The revised gift policy presented as written is intended to serve as a general guideline for acceptance of future donations and maintenance of existing donated elements. It is not intended to serve as a specific description of where donated elements will be placed or what type of donated elements will be accepted.

Once this policy is adopted by City Council, a list of recommended site furnishings will be developed by City staff and discussed with the Parks Commission. Upon approval of the site furnishing list, standard donation prices will be developed. City staff will then work with potential donors to encourage placement of gifts in appropriate locations where the greatest need exists.

The proposed gift policy also permits donation of larger items with approval of City Council and appropriate Boards and/or Commissions.

Recommendation:

The City Council should consider adoption of Resolution 2016-84: The revised Gift Policy.

Support Material:

Resolution 2016-84, Revised Gift Policy

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2016-84

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

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on September 6, 2016 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

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

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

WHEREAS, on September 15, 2008, City Council adopted Resolution 08-49 amending the gift policy; and,

WHEREAS, in September of 2015, the Parks Commission began a comprehensive review of the gift policy to ensure that donations were meeting the needs of the community; and,

WHEREAS, after multiple review sessions, the Parks Commission passed a motion on March 8, 2016, recommending that City Council adopt the revised gift policy as outlined in Exhibit A, attached.

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

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

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED

Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 19th day of September, 2016, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was give pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Travis Sullivan, City Clerk

EXHIBIT A

CITY OF SOUTH HAVEN VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

CITY OF SOUTH HAVEN GIFT POLICY

1. Introduction.

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

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

2. Purpose.

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, trash receptacles, bicycle racks, drinking fountains, playground equipment, public art, monuments and trees. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

The City's current Gift Policy was adopted on November 1, 2004 via Resolution 04-43 and modified on September 15, 2008 via Resolution 08-49. This policy is intended to clarify and expand upon the requirements of the current Gift Policy.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

3. Existing Donations.

- A. Definition:** Existing donations are those donations installed prior to adoption of the City of South Haven Gift Policy adopted on November 1, 2004 via Resolution 04-43.
- B. Maintenance and Repair:** The City and the donor will work together to ensure that adequate maintenance and repairs are completed in an effort to keep the donated element in a state of good repair. All donated elements have a finite life span that will ultimately be exceeded. The City will make reasonable efforts to extend the life span of existing donated elements. However, when a donated element becomes unsafe or if repair parts are no longer available, the City

reserves the right to remove the gift, modify the gift, or replace the gift with a similar item meeting current standards.

- C. **Longevity:** Without exception, the City reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation. The City will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, relocating, or removing donated elements.

4. **Standards for New Donations.**

- A. **Definition:** New donations are those donations made after adoption of the City of South Haven Gift Policy adopted on November 1, 2004 via Resolution 04-43.
- B. **Appearance and Aesthetics:** The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements and/or their associated acknowledgements should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.
- C. **Maintenance:** Donated elements and/or their associated acknowledgement become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donations. The life cycle will be determined by the City based on industry standards and periodic inspections of the donated elements. If current contact information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. Acceptance of donations confers no obligation on the City, and the decision to restore, relocate or remove donations at any time will be at the sole discretion of the City.
- D. **Repair:** The community has an interest in ensuring that all elements remain in good repair. In addition, the public has an interest in ensuring that short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.
- E. **Cost:** The City has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of donated elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation, and maintenance. The City also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City facilities. Consequently, the City will assess, at the time of purchase, a charge sufficient to cover anticipated ongoing maintenance of donated elements during their life expectancy.
- F. **Decorations:** No flowers, wreaths, memorials, personal attachments or other decorations shall be placed upon donated elements. A donation acknowledgement or memorial plaque will be provided at the time of acceptance of the donation as described elsewhere in this policy.
- G. **Number of Memorials per Individual:** In order to ensure adequate space for future donors, the City reserves the right to limit the number of memorials per individual. Donors are encouraged to cooperate together in selecting a single memorial to honor an individual.

5. **Procedure for Making a Donation.**

- A. **Application:** Prior to preparing an application, the donor may contact the City Manager, DDA Director, or Department of Public Works to discuss a proposed donation. An informal screening may assist the potential donor in determining if a gift will meet the criteria contained in this policy.

Potential donors or a donor's representative will complete an application form. The application form is available online or one may be picked up at City Hall or the Department of Public Works building during normal business hours. Completed applications should be submitted to the Department of Public Works for review and processing.

- B. **Review Process:** All donation requests will be reviewed by City Staff prior to submittal to Boards or Commissions. Upon approval by the appropriate Board(s) and/or Commission(s), the donation request will be presented to City Council for formal acceptance.

6. **Criteria for Acceptance.**

- A. **Plan:** To accept donation of an element for a specific facility, a plan may exist showing the available locations for donated elements. If no plan exists, then the City may accept the donation under certain conditions, as follows: the donation must be a true need of the facility, the donation may not interfere with the intended current or future use of the facility, and the donation must not require the relocation of other equipment or infrastructure to accommodate the donation. Some facilities may be fully developed and the opportunity for donations will not be available.
- B. **Benches, Picnic Tables, Trash Receptacles, Bicycle Racks and Drinking Fountains:** City staff, in cooperation with the appropriate Board(s) and/or Commission(s), has established a standard list of site furnishings appropriate for use at various City facilities. The City has an adopted five-year recreation plan identifying facility needs and desired improvements. In addition, various site plans exist that identify potential future improvements. Donations of benches, picnic tables, trash receptacles, bicycle racks, and drinking fountains may be approved by City staff, without additional review by Board(s), Commission(s), or City Council, if the donated element is selected from the standard list of site furnishings and installed in a location identified within the adopted five-year recreation plan or identified on a previously developed and approved site plan.
- C. **Trees:** Donated trees shall meet the planting standards and tree species list from the Municipal Tree Ordinance. Tree species not listed in the Municipal Tree Ordinance are subject to review and approval of City staff.
- D. **Monuments:** Upright monuments or monuments resembling those typically found in cemeteries are subject to full review and approval of City staff, the appropriate Board(s) and/or Commission(s), and City Council.
- E. **Interpretive Signs:** Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, or flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled and shall be installed in a location that does not interfere with barrier free access. Interpretive signs shall be designed in a manner that is consistent with other interpretive signs on the site. Interpretive

signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

- F. **Buildings, Structures, Playground Equipment and Public Art:** Donated buildings, structures, playground equipment, and public art are subject to full review and approval of City staff, the appropriate Board(s) and/or Commission(s), and City Council. Approval of a special donation agreement may be required for donation of a building, structure, playground equipment, or public art.
- G. **Monetary Gifts:** Monetary gifts will be received and allocated to the appropriate fund or project stipulated by the donor. If the monetary gift does not specify a particular fund or project, City Council reserves the authority to allocate the gift at their discretion. If a monetary gift is less than the total amount needed to complete a project and the City determines that they are unable to commit other matching funds to complete the specified project, the monetary gift will be returned to the donor or allocated to an alternate fund or project with the permission of the donor.
- H. **Other Donations:** This policy is not inclusive and there may be types of donations that do not fit any of the categories presented herein. The City may accept these donations subject to review by City staff, the appropriate Board(s) and/or Commission(s), and City Council. Approval of a special donation agreement may be required,
- I. **Donation Acknowledgements/Memorial Plaques:** Donation acknowledgements and memorial plaques will be made of bronze or an alternative material recommended by City staff. Donation acknowledgements and memorial plaques will be manufactured by a City approved vendor to ensure highest quality, life, and durability. The size and shape of the donation acknowledgement or memorial plaque will be selected by City staff to ensure that they fit with the character of the donated element and to match the style and character of donation acknowledgements or memorial plaques already in use. The donor is required to reimburse the City for the cost to obtain and install the donation acknowledgement or memorial plaque. The legend of the acknowledgement and/or memorial plaque is subject to review and approval by City staff, the appropriate Board(s) and/or Commission(s), and City Council.

7. Conditions.

- A. **Installation:** Installation of donated elements, including the donor acknowledgement/memorial plaques, will be completed by a licensed contractor or City staff. The installation will be scheduled at a time and date as determined by the Department of Public Works so as not to unnecessarily interfere with routine maintenance activities or scheduled special events. Installation of donated elements must be in accordance with all applicable local, state, and federal laws, codes, rules, and guidelines.
- B. **Removal and/or Relocation:** Without exception, the City reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation. The City will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, relocating, or removing donated elements.

8. Maintenance and Repair.

- A. Life Cycle Care Fund:** The long term care and maintenance of donated elements is important to both the donor and the City. The City will establish a perpetual care fund with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance based upon the expected life cycle for a donated item. The City will determine the level of maintenance required for the donated element based upon past experience and the type of care needed to reasonably maintain the donation. In the event that maintenance costs for a donated element are excessive, the City reserves the right to request additional funds from the donor or to remove the donated element and return it to the donor. Some donated elements require special maintenance activities that are beyond the experience of City staff. The City reserves the right to enter into a professional service contract for maintenance of this type of donated element and to assess these costs to the donor either at the time of donation or on a periodic basis, as agreed to by the donor.
- B. End of Life Cycle:** At the end of the life cycle term, the donor may choose to extend the life cycle by paying for a new donation and its associated maintenance cost. The City reserves the right to seek a new donor to extend the life cycle of a donated element if the original donor decides not to renew the donation or if the City has not been able to contact the original donor.



Agenda Item 11 Nonconforming Lots, Uses and Structures Zoning Amendment

City of South Haven

Background Information:

Zoning ordinance section 1901 as it exists is very confusing and difficult to interpret given that it does not clearly delineate between nonconforming *uses*, *structures* or *lots*. For example, section 1901 is subtitled Legal Nonconforming Lots, Uses, Buildings and Structures but nonconforming lots are not addressed until section 1909, much later in the article. Another example is section 1901-2 which appears to address nonconforming uses but changes direction by adding fragments of regulation for nonconforming structures. It is very difficult to follow and interpret this section as written. While working with the city attorney drafting the short term rental ordinances, it was again noticed both by staff and the attorney that the nonconformity article was confusing and contradictory. As a result, the attached text was drafted in hopes of helping to clarify an inherently confusing aspect of zoning.

The revised text clearly explains the regulations applying to each type of nonconformity. For example, nonconforming uses (this would include commercial uses, residential uses and industrial uses which are located in an incorrect zone) may be increased or even replaced in certain instances. Nonconforming structures (this would include an existing residence or other building that is too tall, too close to the lot lines or too large for the lot) may only be rebuilt in compliance with current zoning rules except under certain, specified conditions.

Nonconforming lots (such as lots that are too small or narrow to be in compliance with the current zoning rules) are regulated under a later section of the article (Sec. 1909). Those provisions remain unchanged.

At their June 2, 2016 regular meeting, the Planning Commission held a public hearing on the proposed amendment and received no comments. After the hearing the commissioners decided to meet again as a subcommittee to discuss with the city attorney the interpretation of the word "discontinued" as used in reference to nonconforming structures. On July 29, 2016 the commissioners discussed the matter with the city attorney (via speaker phone) at a work session and resolved any remaining issues.

On September 8, 2016 the planning commission unanimously approved a resolution asking the city council to adopt the resolution as drafted.

Recommendation:

Staff recommends that the city council introduce the public hearing at their first opportunity and adopt the amendment at the following meeting.

Attachments:

Draft Zoning Ordinance Section 1901
Resolution

Respectfully submitted,
Linda Anderson
Zoning Administrator

**PLANNING COMMISSION
CITY OF SOUTH HAVEN**

Van Buren and Allegan Counties, Michigan

Commissioner Gruber, supported by Commissioner Peterson, moved the adoption of the following resolution:

RESOLUTION 2016-0002

**RESOLUTION APPROVING AND RECOMMENDING CITY COUNCIL
APPROVAL OF A ZONING ORDINANCE TEXT AMENDMENT TO
ORDINANCE SECTION 1901**

Whereas, after providing notice in accordance with the Michigan Zoning Enabling Act, 2006 PA 110, as amended, MCL 125.3101 *et seq.* (the "MZEA"), and the City of South Haven Zoning Ordinance, the Planning Commission held a public hearing on June 2, 2016, to receive and consider public comment on the zoning ordinance text amendment and to review the information and materials available relating to the rezoning request; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

After reviewing the information, materials and comments available in relation to the proposed text amendment (See Attachment A), pursuant to and in accordance with the MZEA and the factors and criteria provided by Section 2501 of the South Haven Zoning Ordinance, the Planning Commission makes the following finding:

1. The Planning Commission determines that the proposed amendment to zoning ordinance section 1901 is appropriate with the intent of both the zoning ordinance and master plan for the City of South Haven. It also finds that the amendments as presented will add clarity to the terms and regulations attached to nonconforming uses, structures and lots.
2. The Planning Commission approves the amendment as submitted, (PC Case No. 2016-0014) and recommends that the City Council adopt the amendment.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners: Heinig, Peterson, Stimson, Loafman, Gruber, Fries

NAYS: Commissioners: None

ABSTAIN: Commissioners: None

ABSENT: Commissioners: Paull, Miles, Frost

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

As its Recording Secretary, I certify that this is a true and complete copy of a resolution adopted by the Planning Commission of the City of South Haven, Van Buren and Allegan Counties, Michigan, at a meeting held on September 8, 2016.

Date: September 8, 2016


Marsha Ransom, Recording Secretary

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 1901 OF THE SOUTH HAVEN
ZONING ORDINANCE TO REGULATE NONCONFORMING LOTS, USES,
AND STRUCTURES**

The City of South Haven Ordains:

Section 1. Amendment. Section 1901 of the South Haven Zoning Ordinance is amended to read as follows:

Sec. 1901. LEGAL NONCONFORMING LOTS, USES, AND STRUCTURES

1. *Nonconformities generally.* A legal nonconforming lot, use, or structure legally existing at the time when this Ordinance was adopted or is amended in relevant part may be continued even if it no longer conforms to the provisions of this Ordinance. However, a legal nonconformity may not be increased in any manner unless otherwise provided in this Ordinance.
2. *Nonconforming uses.* The following regulations apply to nonconforming uses:
 - a. *Increases in use.* Increases in nonconforming uses include, but are not limited to:
 - i. Occupying a greater area of land than was occupied at the time the use became nonconforming.
 - ii. Moving the nonconforming use in whole or part to any other portion of the lot than was occupied when it became nonconforming, unless approved under the provisions of this Article, a variance, or a special use permit.
 - b. *Replacement with conforming use.* Whenever a nonconforming use is replaced by conforming use, the nonconforming use may not be resumed and any subsequent use of the land must conform to the regulations for the district in which it is located.
 - c. *Discontinuance of nonconforming use.* Whenever a nonconforming use is discontinued for a period of 12 months or more, the nonconforming use may not be resumed and any subsequent use of the land must conform to the regulations for the district in which it is located.
3. *Nonconforming structures.* The following regulations apply to nonconforming structures:
 - a. *Change in use in nonconforming structure.* A nonconforming structure may not be enlarged or altered in a way that increases its nonconformity, but the use of a nonconforming structure may be changed or altered to any use permitted in the district in which it is located. Further, any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use, and which existed at the time of the relevant adoption or amendment of this Ordinance, but no such use shall be extended to occupy any land outside such building.
 - a. *Destruction.* If a nonconforming structure is destroyed by any means to an extent of more than sixty (60%) percent or twice its assessed valuation at the time of destruction, it shall not be reconstructed except in conformity with the provisions of this Ordinance. Where nonconforming status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land.
 - b. *Relocation of structure.* If a nonconforming structure is moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district in which it is located.

- b. *Single-family dwellings in business districts.* In business districts, existing single-family dwellings are permitted to add accessory buildings and uncovered decks in accordance with the requirements of the districts in which they are located.
- 4. *Changes toward conformity.* Changes on a lot that help bring it into or closer to conformity with this Ordinance are permitted. Such activities include, but are not limited to increasing parking where it is deficient, adding landscaping screening, or fencing where it otherwise is required or would help mitigate a negative impact on abutting property, or replacing signs which do not conform with this Ordinance with ones that do.
- 5. *Additions relating to multi-family occupancy.* Decks, stairways, fire escapes and wheelchair ramps shall not be considered an expansion to a multiple-family residential nonconforming structure in an R-1 or R-2 district if all of the following conditions have been met:
 - a. The addition meets the dimensional standards of the zoning ordinance;
 - b. There is no roofing, screening or enclosure of the addition;
 - c. The height of the floor of a deck addition is not above the first story floor level of the main structure being added to;
 - d. No part of a deck addition structure is located above the guardrail or hand railing height as required by the building code; and
 - e. The baluster area between the flooring and the guardrail or hand railing shall have at least a fifty (50%) percent open area.
- 6. *Fences and dumpster corrals.* Fences and dumpster corrals shall not be considered an expansion of a nonconforming use if the proposed fence or dumpster corral meet the zoning ordinance standards for a conforming use.

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

YEAS: _____
 NAYS: _____
 ABSTAIN: _____
 ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a Regular Meeting of the South Haven City Council held on _____, 2016.

 Robert Burr, Mayor

 Amanda Morgan, City Clerk

PC Hearing: 6-2, 2016
 Introduced: _____, 2016
 Adopted: _____, 2016
 Published: _____, 2016
 Effective: _____, 2016



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: September 6, 2016

RE: Special Event 2016-34 – SHHS Homecoming Parade

Background Information

The South Haven High School is requesting to hold their annual Homecoming Parade on Friday, October 7, 2016 from 5:30 pm to 7:00 pm. The parade will include the marching band, choir, floats, community groups and walking participants.

Attachments

Special Event 2016-34 Special Event Application & Map
Certificate of Insurance

CITY OF SOUTH HAVEN

Special Events & Festivals Application

| | |
|---------------------|----------------|
| FOR OFFICE USE ONLY | |
| Special Event # | <u>2016-34</u> |
| Date Received | <u>9/2/16</u> |

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.

MB
Initial

8/3/16
Date

CONTACT INFORMATION

Event Title: South Haven High School Homecoming Parade
Sponsoring Organization: SH High Student Council
Applicants Name: Madelyne Bettis
Telephone #: 269-637-0502^{ex} 1008 Phone # During Event: 269-290-5119
E-mail Address: mbettis@shps.org

Other contacts for/during event

Name: Scott Jackson Telephone: (269) 325-5059
Name: Jerry Sardina Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Parade route through downtown to field
Date(s) Requested: Friday, Oct 7, 2016 Alternative Date(s): none
Start Time: 5:30 pm End Time: 6 pm

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

Number of people expected to attend: -

EVENT DESCRIPTION

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

Parade to display class floats, local supporters and school organizations in celebration of South Haven High school Homecoming for 2016.

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

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

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

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

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

Explain closure _____

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

Event Command Post. Mark location on maps.

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

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

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

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

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

Approved facility being used _____.

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: _____ Telephone: _____

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

- First Aid facilities. Mark location on maps. List agency providing staff and equipment
Name: _____ Telephone: _____
- Live animal sites. Mark location on maps and describe: _____

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

ADDITIONAL EVENT INFORMATION

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

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

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

The Highschool marching band will perform during the event.

Date: 10/7/2016 Time: 5:30 - 6 pm
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: _____

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

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

INSURANCE

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

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

REMINDERS

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

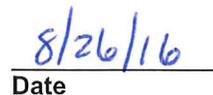
- Map(s)
 Proof of Insurance Certification
 Cones and Barricade Request Form (if applicable)
 Submitted liquor license application (if applicable)

INDEMNIFICATION AGREEMENT

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



Applicants Signature



Date

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

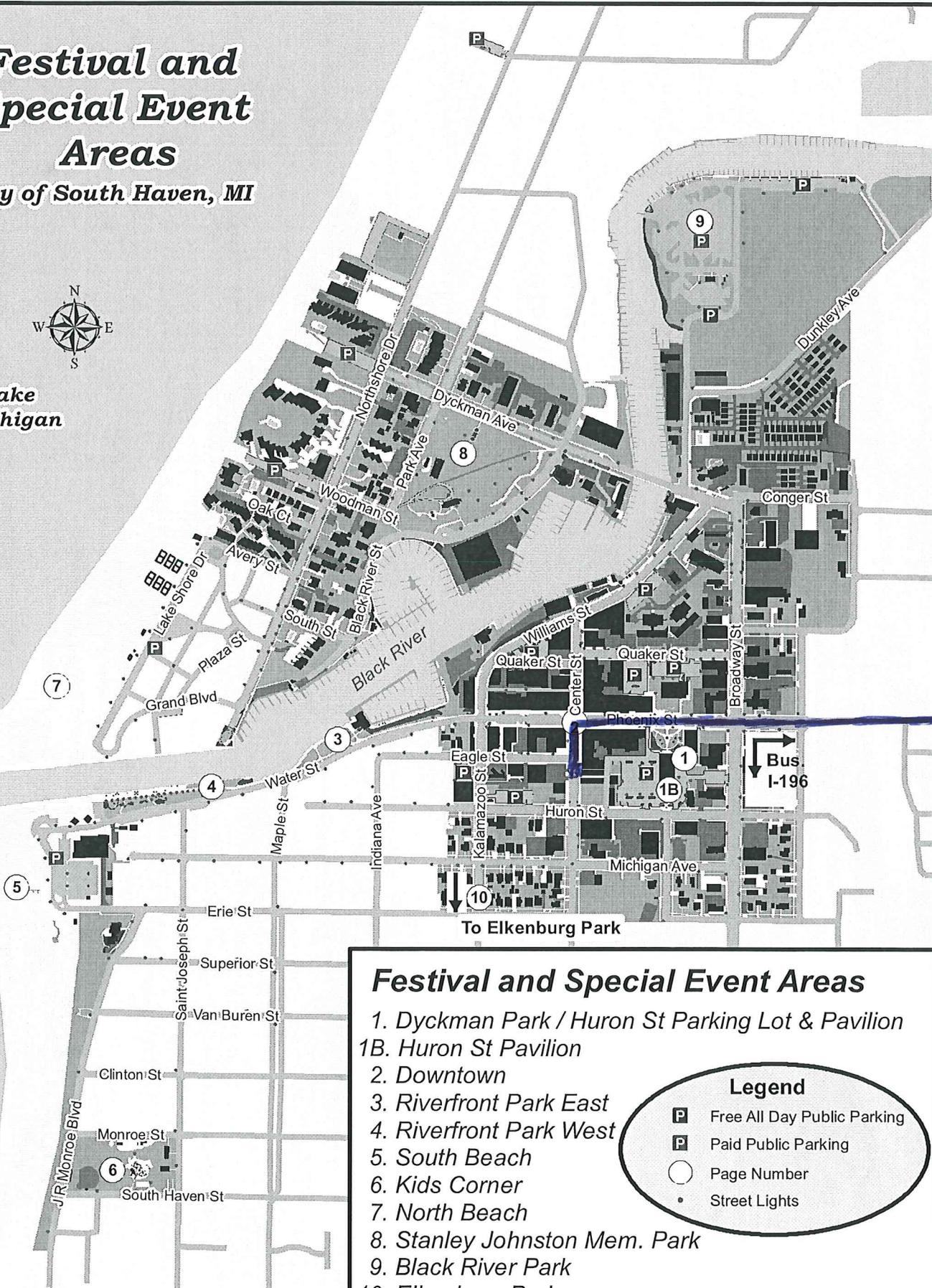
Please remember this application must be submitted to the Parks and Recreation Office at least 21 business days prior to the start of the event.

Festival and Special Event Areas

City of South Haven, MI



Lake Michigan



Festival and Special Event Areas

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

Legend

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



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: William Hunter, Director of Public Works
Michelle Coffey, Special Events Coordinator

Date: September 19, 2016

RE: Special Event 2016-40 – Haven Harvest

Background Information

DASH is requesting to have an event called Haven Harvest on October 22-23, 2016. This event is to celebrate the harvest and autumn. There will be pumpkin & face decorating, spin art, henna artists, apple tasting, local music, dancing, beer/cider tasting, evening, pie eating contest, restaurant server races, a pumpkin toss, hay rides and much more.

Insurance will be provided.

Attachments

Special Event 2016-40 Application/Maps

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2016-40
Date Received 9/12/16

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.

TG Sept 9, 2016
Initial Date

CONTACT INFORMATION

Event Title: Haven Harvest
Sponsoring Organization: South Haven Center for the Arts & DASH (Downtown Association)
Applicants Name: Thea Grigsby
Telephone #: 269.637.1041 Phone # During Event: 707.342.4403
E-mail Address: thea.shca@gmail.com

Other contacts for/during event

Name: Roxanne Leder Telephone: 269-639-0716
Name: John Braun Telephone: 269-767-7750

EVENT SPECIFIC INFORMATION

Event Location: Huron Street Pavilion
Date(s) Requested: October 22 & 23, 2016 Alternative Date(s): _____
Start Time: 10am Oct.22 End Time: 5pm Oct.23

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

Number of people expected to attend: 200-300

EVENT DESCRIPTION

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

The Pavilion will be designated for family programming from 11-3 each day.
Saturday events include pumpkin & face decorating, spin art, henna artists, and apple tasting.
Saturday evening from 4-9pm is live local music, dancing and beer/cider tasting.
Sunday 1-3 are server races and pie baking contest. No events Sunday evening.

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

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

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

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

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

Explain closure _____

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

Event Command Post. Mark location on maps.

Dumpsters and/or trash containers. 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 public toilets by Dyckman Park

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: na Telephone: na

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.

Local live music -bands organized by Dolly Harris and DASH will be amplified
Sunday afternoon restaurant server races and pie baking awards will be amplified

Date: Sat. Oct. 22, 2016 Time: 4-9pm

Date: Sun. Oct. 23, 2016 Time: 1-3pm

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: _____
Lights and electricity for programming at the pavilion

If electric utilities requested, name of festival person or electrician who will be responsible:
Name: THEA GRIGSBY Telephone: 269-637-1041

Will vendors be using electric utilities: Yes No

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

Will you require additional police services: Yes No

If yes, explain: _____

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

Additional fire information: Mark all that apply

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

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

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

INSURANCE

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

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

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

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

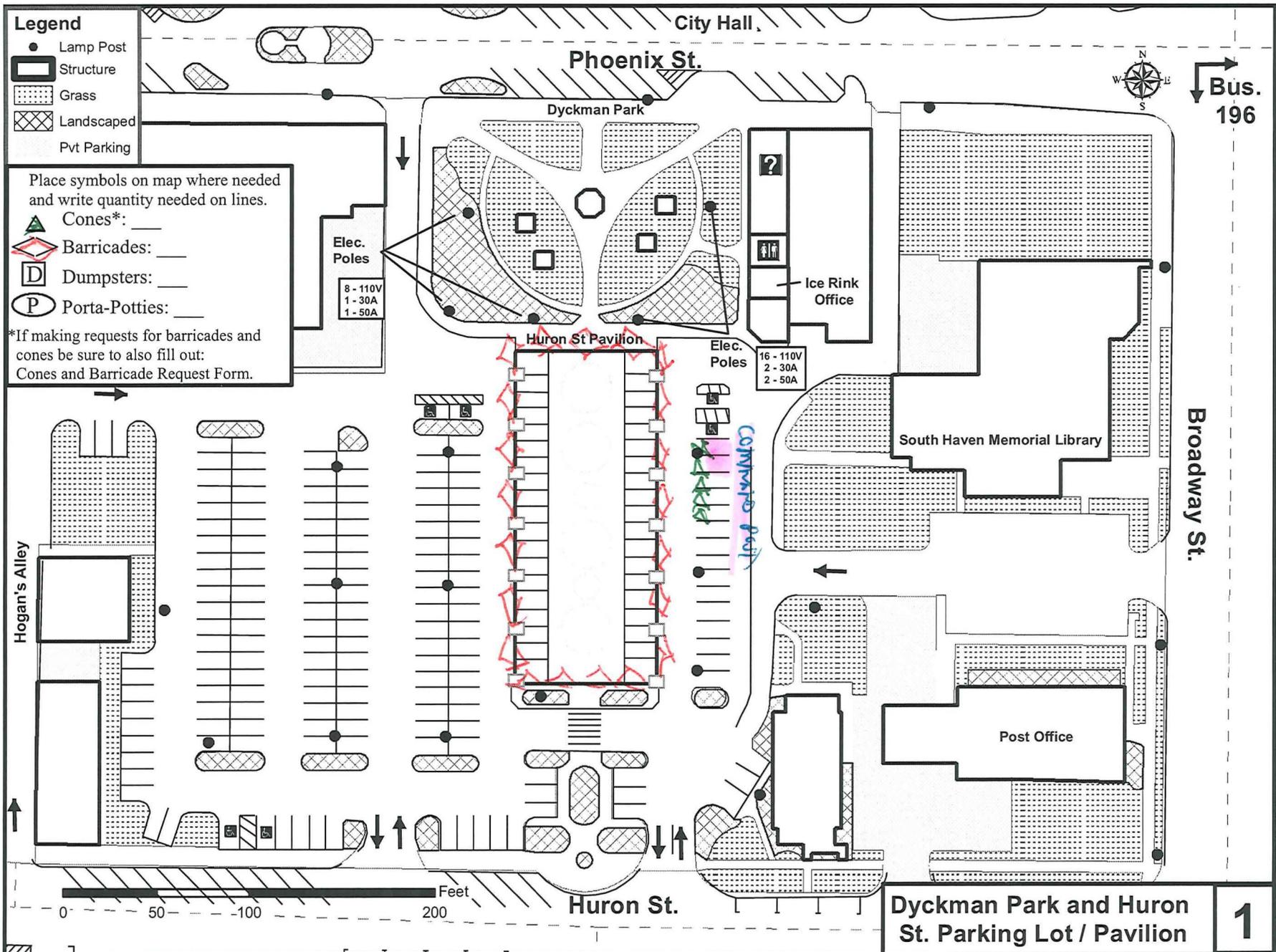
Applicants Signature

SEPT 9, 2016

Date

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

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





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/14/2016

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 Hardt Insurance P.O. Box 429 511 Huron St South Haven MI 49090 | CONTACT NAME: TOM RUMMEL PHONE (A/C, No, Ext): (269)637-1181 E-MAIL ADDRESS: TOM@HARDTINSURANCE.COM FAX (A/C, No): (269)637-9152 | | | | | | | | | | | | | |
|--|---|-------------------------------|--------|---|--------------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|
| | <table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Hastings Mutual Insurance Co.</td> <td>14176</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Hastings Mutual Insurance Co. | 14176 | INSURER B : | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | |
| INSURER A: Hastings Mutual Insurance Co. | 14176 | | | | | | | | | | | | | |
| INSURER B : | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | |
| INSURED SOUTH HAVEN CENTER FOR THE ARTS ETAL DBA 600 PHOENIX ST SOUTH HAVEN MI 49090-1410 | | | | | | | | | | | | | | |

COVERAGES

CERTIFICATE NUMBER: CL1671400214

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | CPP9871447 | 7/10/2016 | 7/10/2017 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N N/A | WC 9871450 | 7/10/2016 | 7/10/2017 | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| A | BUSINESS PERSONAL PROPERTY | | | CPP9871447 | 7/10/2016 | 7/10/2017 | 50,000 |

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

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|--|
| SOUTH HAVEN CENTER FOR THE ARTS | 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 TOM RUMMEL/TJR  |

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CITY OF SOUTH HAVEN
Liquor License Application

| | |
|---|---|
| Business Name and Address: SOUTH HAVEN CENTER FOR THE ARTS, 600 PHOENIX ST, SOUTH HAVEN, MI 49090 | |
| Request for: (SHCA + DASH) - HAVEN HARVEST OCT 22 + 23, 2016 | |
| Applicant Information | |
| Applicant's Name: THEA GRIGSBY | Applicant's age: (Date of Birth) 08/26/60 |
| Applicant's Home Address 549 STATE STREET HOLLAND, MI 49423 | Applicant's Area Code/Phone Number: 707-342-4403 |
| Social Security # 38-2335785 | Drivers License # NA |
| If a partnership, list persons in partnership: - DOWNTOWN ASSOCIATION - SOUTH HAVEN CENTER FOR THE ARTS - WE CARE | If a corporation, association or other legal entity, give names and address of the officers, directors, shareholders, or other principal individuals. (Use additional sheet if necessary) ATTACHED |
| Address and property description of the premises or place of business: - SHCA - 600 PHOENIX ST, SOUTH HAVEN, MI 49090 - PAVILION AT DYCKMAN PARK, " " " " | |
| Has applicant applied for a similar or other license on premises other than described in this application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the disposition of such application: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Pending | |
| Information Required | |
| Any application for approval of a new license or for approval of the transfer of any currently valid or renewal license to a new location shall be accompanied by an eight and one-half (8½) inch by eleven (11) inch building and grounds layout diagram showing the entire structure, premises, and grounds, and in particular the specific areas where the license is to be utilized. The plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities, and, where appropriate, adequate plans for screening and noise control. | |
| I hereby state that as the applicant I will not violate any of the laws of the State of Michigan or of the United States or any rules or regulations of the Michigan Liquor Control Commission, or any Ordinances of the City of South Haven in the conduct of the business. | |
|  Signature of Applicant | |
| 9/9/2016 Date | |
| Staff Use Only | |
| Application Received: | Processing Fee Paid: |
| Date of Public Hearing: | |
| Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date of Approval: |
| Disapproved: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date of Disapproval: |

2016 South Haven Center for the Arts Board v6 08/01/2016

| TITLE | LAST NAME | FIRST NAME | ADDRESS | CITY | ST | ZIP | PHONE | E-MAIL |
|-----------------------|-------------|------------|---------------------|-------------|----|-------|----------------------------------|---------------------------------|
| PRESIDENT | Bridenstine | Jim | 218 Monroe St | Kalamazoo | MI | 49006 | 269-349-9699 269-377-8893 | jimbridenstine@gmail.com |
| VICE PRESIDENT | Winkel | Lyn | 10 Lake Shore Dr. | South Haven | MI | 49090 | 639-1897 H 1-269-208-3550 C | The_winkels@hotmail.com |
| TREASURER | Arbanas | Jeanne | 316 W Chicago St. | Buchanan | MI | 49107 | 269.637.3529 W | jarbanas@saintbasilcatholic.org |
| SECRETARY | Gale | Greg | PO Box 2654 | Douglas | MI | 49406 | 630.550.7554 | gpgale77@yahoo.com |
| | Myers | Carol | 8578 Orchard Drive | Watervliet | MI | 49098 | 269-463-5350 317-432-1668 | carollmyers@me.com |
| | Brickley | Kathleen | 731 N. Shore Dr. | South Haven | MI | 49090 | 269-217-0419 C 639-6369 H | kmb707@aol.com |
| | Adamson | Ginger | 815 Wells St. #503 | South Haven | MI | 49090 | 616-490-1565 637-9373 w | adamson@marthasvy.com |
| | Linker | Bruce | 244 Webster Ave. | South Haven | MI | 49090 | 269-214-6587 C | bruce@linktech-inc.com |
| | Carol | Trittschuh | 4128 Katydid Lane | Kalamazoo | MI | 49008 | 269-375-2740 C 271-5553 | jrtritt@hotmail.com |
| | Susan | Diepen | 18036 Blue Star Hwy | South Haven | MI | 49090 | 269.906.0722 c 269.637.5171 w | s9diepen@yahoo.com |



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: William Hunter, Director of Public Works
Michelle Coffey, Special Events Coordinator

Date: September 19, 2016

RE: Special Event 2016-41 – ZOM-Beach Fun run Obstacle Course & Fundraiser

Background Information

Youth Development Company is requesting to have an event called ZOM-Beach Fun Run Obstacle Course & Fundraiser on October 22, 2016. This event is a fundraiser, where the proceeds will raise money for their cause. There will be a Kids Obstacle course, line up Zombie stroll at the Pavilion, adult Zombie obstacle course, and prize drawings.

Insurance will be provided.

Attachments

Special Event 2016-41 Application/Maps

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 see map _____

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

Event Command Post. Mark location on maps.

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

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

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

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

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

Approved facility being used _____.

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: _____ Telephone: _____

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

YOUTH DEVELOPMENT COMPANY

SECOND ANNUAL ZOMBIE EVENT

Saturday October 22, 2016

ZOM-BEACH FUN RUN FUNDRAISER

CAN YOU SURVIVE?



IT WILL TAKE...

TEAMWORK



POWER

- 3p-4p - Kids Face Painting on the Marina
- 4p-6p - Kids Obstacle Course-South Beach
- 6:00p - Kids Prize Drawing - South Beach
- 6:00p - Line up for Zombie Stroll at the Pavilion
- 6:30p - ZOM-BEACH STROLL lead by the HEADLESS HORSEMAN
- 7:00p - Adult Zombie Obstacle Course - South Beach
- 9:00p - Adult Prize Drawing - South Beach

*S'mores
Apple Bowls
Hot Chocolate*

ADULT TICKET \$10 per run

KID TICKET \$5 per run

Each time you finish the course enter your tickets for a chance to win!

Adult & Kids Prizes!

UNLIMITED RUNS!



To volunteer or for more information contact us at ydcpal.org - 269-639-2489 - info@ydcpal.org





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/13/2015

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

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

| | | | |
|---|--|---|---------------------------------------|
| PRODUCER | | CONTACT NAME: John Dorow | |
| South Haven Insurance Services 613 Huron St. PO Box 469 South Haven MI 49090 | | PHONE (A/C, No. Ext.): (269) 637-2105 | FAX (A/C, No.): (269) 637-5622 |
| INSURED | | E-MAIL ADDRESS: jdorow@southhaveninsurance.com | |
| Youth Development Company/PAL PO Box 453 1635 76th Street South Haven MI 49090 | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: West Bend Mutual Insurance Company NAIC # | |
| | | INSURER B: | |
| | | INSURER C: | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |

COVERAGES

CERTIFICATE NUMBER: CL1571300867

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.

| NSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD. WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|---------|---|---------------------|---------------|-------------------------|-------------------------|---|
| A | COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | NSL 1759473 | 7/1/2015 | 7/1/2016 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 |
| A | AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS | | NSL 1759473 | 7/1/2015 | 7/1/2016 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB EXCESS LIAB | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | DED RETENTION \$ | | | | | PER STATUTE OTH-ER \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | Directors & Officers | | NNL 1759474 | 7/1/2015 | 7/1/2016 | Each Claim 1,000,000 Aggregate 1,000,000 |

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

CERTIFICATE HOLDER

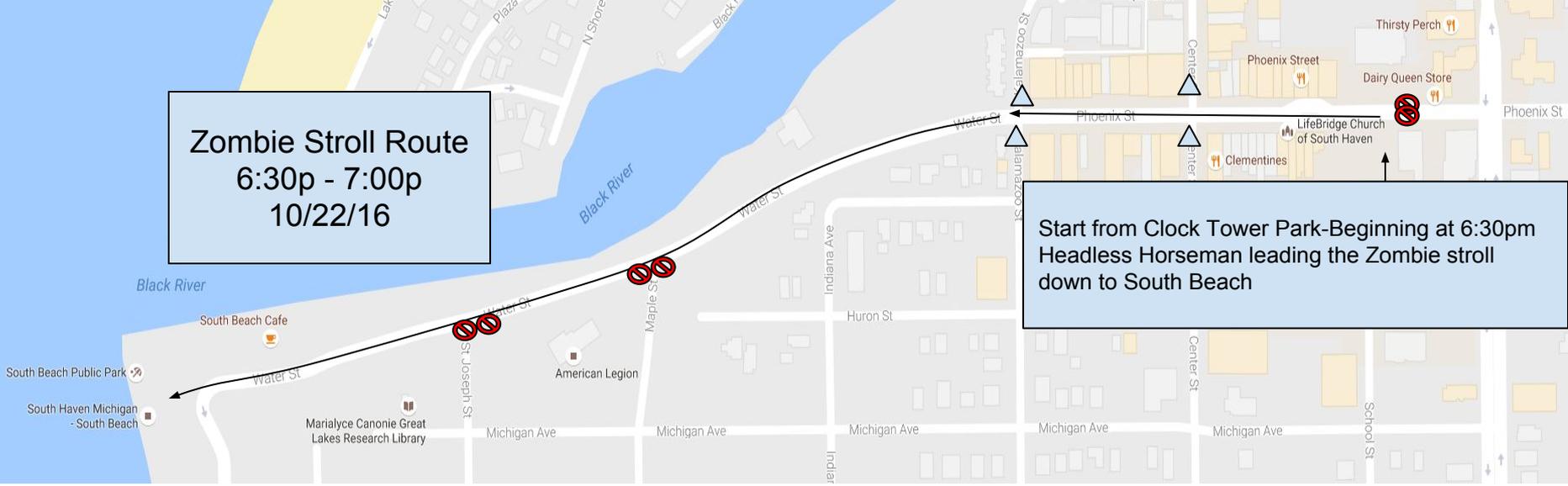
CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Zombie Stroll Route
6:30p - 7:00p
10/22/16

Start from Clock Tower Park-Beginning at 6:30pm
Headless Horseman leading the Zombie stroll
down to South Beach



- Barricades
- Cones

Headquarters

Obstacle Course will be on the beach in the sand
- Set up will begin @ 8am 10/22/16

