

City Council

Regular Meeting Agenda

Monday, November 21, 2016
7:00 p.m., Council Chambers



City of South Haven

1. Call to Order
2. Invocation – Pastor Craig Massey – Hope Reformed Church
3. Proclamation recognizing Rock & Road’s “Boo on your bike” event.
4. Roll Call
5. Approval of Agenda
6. **Consent Agenda: Items A through F (Roll Call Vote Required)**
(All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. Unless requested by a Council Member or a citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and considered separately.)
 - A. Council will be asked to approve the regular City Council minutes for November 7, 2016.
 - B. Council will be asked to approve invoices totaling \$2,421,544.57 for the period ending November 20, 2016 to be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to approve a proposal for Material Testing Services with Abonmarche of Benton Harbor, Michigan in the amount of \$15,800.00.
 - D. Council will be asked to approve Change Order No. 1 for the Monroe Boulevard and Indian Grove Lift Station Reconstruction Project in the amount of \$25,058.08.
 - E. Council will be asked to award the purchase of a Caterpillar 430F2 backhoe-loader to Michigan CAT of Grand Rapids, Michigan in the amount of \$108,822.00.
 - F. Council will be asked to accept the following meeting minutes:
 - 1) June 15, 2016 South Haven Regional Airport Authority minutes;
 - 2) July 20, 2016 South Haven Regional Airport Authority minutes;
 - 3) July 27, 2016 Housing Commission minutes;
 - 4) August 17, 2016 South Haven Regional Airport Authority minutes;
 - 5) August 24, 2016 Housing Commission minutes;

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

NEW BUSINESS

7. Council will be asked to consider the appointment of Alice Myer to the Housing Commission for a 5-year term.

8. Council will be asked to consider approval of alteration of the appointments of Council Representatives Kozlik-Wall for the Housing Commission and Smith for the Liberty Hyde Bailey Museum Board.
9. Council will be asked to approve the following Special Events:
 - a. Special Event 2016-45, National Blueberry Festival 2017 to be held from August 10, 2017 through August 13, 2017 at Riverfront Park with other events held in various areas of the city.
 - b. Special Event 2016-47, Blueberry Craft Fair 2017 to be held from August 11, 2017 through August 13, 2017 at Stanley Johnston Park.
 - c. Special Event 2016-46, Rhythm on the River 2017 to be held on July 22, 2017 from 12:00 p.m. until 11:00 p.m. at Riverfront Park.
 - d. Special Event 2016-48, All Crafts Fair to be held from September 1, 2017 through September 3, 2017 at Stanley Johnston Park.
10. Council will be asked to take the following actions related to the proposed amendment to the city's Zoning Ordinance, section 1901:
 - A. Host a public hearing, and
 - B. Consider a motion to adopt the proposed amendment to the city's Zoning Ordinance section 1901.
11. Council will be asked to review and accept the gift of a sculpture from SHOUT to be placed near 402 Phoenix Street.
12. Council will be presented an update and report on the short-term rental ordinance implementation process for the 2016 summer season.
13. Council will be asked to consider approval of a construction contract with Jordan Intercoastal, in the amount of \$166,415, for the planned Black River Park Fishing Platform and Bank Stabilization improvement project.
14. Interested Citizens in the Audience Will Be Heard on Items Not on the Agenda
15. City Manager's Comments
16. Mayor and Councilperson's Comments
17. City Council will be asked to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(a) for annual personnel evaluation for the City Manager.
18. 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", with a stylized flourish at the end.

Brian Dissette, City Manager

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

PROCLAMATION

WHEREAS, Scott and Erin Zoet, the owners of Rock 'n' Road Cycle, 315 Broadway, in downtown South Haven, have been giving back to the South Haven community for the last ten years, by coordinating an annual "Boo on Your Bike" event as a way of saying thank you for the support of their business by the community and its visitors; and

WHEREAS, born Taver Scott Zoet in Nigeria and raised in Spring Lake, Michigan, Scott attended Spring Lake Park High School and went on to study and receive a Bachelor of Fine Arts at Kendall College of Art and Design and a Master of Fine Arts at Western Michigan University, where he became a professor in the Fine Arts Department before running Rock 'n' Road Cycle in South Haven full time; and

WHEREAS, Erin Moody Zoet grew up in Saginaw, Michigan and after attending Heritage High School there went on to study at Western Michigan University where she received both her Bachelor of Fine Arts and her Masters of Art Education, and has since 2006 been teaching art at Watervliet Middle School as well as creating and teaching classes in private venues; and

WHEREAS, Scott and Erin, who were married in December of 2005, live, work and raise their kids in South Haven; and

WHEREAS, Scott and Erin together own the Rock 'n' Road Cycle shop in South Haven which for the past 16 years has become a necessary stop in the region for both casual and competitive cyclists, summertime visitors needing a rental and professional bike racers; and

WHEREAS, Scott and Erin coordinate with local businesses, who provide candy, pens, pencils and toothbrushes; organizations, including the police department, who hold a bicycle "safety rodeo" at the Kal-Haven Trail trailhead; and the growing team of volunteers (50 this year) who dress up in costumes to man trick-or-treat stations along three miles of the Kal-Haven Trail and to serve hotdogs and donuts at the annual "Boo on Your Bike" event; and

NOW, THEREFORE BE IT RESOLVED that the City of South Haven wishes to recognize Scott and Erin Zoet of Rock 'N' Road and express appreciation for their service to the City of South Haven and the community as a whole.



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

Presented this 21st day of November, 2016

City Council

Regular Meeting Minutes

Monday, November 7, 2016
7:00 p.m., Council Chambers



1. **Call to Order by Mayor Burr at 7:00 p.m.**
2. **Invocation – Reverend Eric Jarvis – First Assembly of God**
3. **National Hospice and Palliative Care Month Proclamation**
4. **Roll Call**

Present: Jeff Arnold, Clark Gruber, Andy Klavins, Steve Schlack, Scott Smith, Robert Burr

Absent: Vickiy Kozlik-Wall

Moved by Gruber, seconded by Smith, to excuse Councilmember Kozlik-Wall due to personal reasons.

Voted Yes: All. Motion carried.

5. **Approval of Agenda**

Moved by Arnold, seconded by Smith, to approve the agenda.

Voted Yes: All. Motion carried.

6. **Consent Agenda: Items A through J (Roll Call Vote Required)**

Moved by Smith, seconded by Klavins, to approve the consent agenda as follows:

- A. Council will be asked to approve the regular City Council minutes for October 17, 2016.
- B. Council will be asked to approve invoices totaling \$1,860,969.92 for the period ending November 6, 2016 to be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award a contract to Milbocker and Sons, Inc. in the amount of \$23,938.50 for installation of electric conduit on North Shore Drive.
- D. Council will be asked to approve Change Order #1 for the Peterson Ravine Manhole Rehabilitation Contract in the amount of \$6,400.00.
- E. Council will be asked to approve Change Orders #1-3 for the Dunkley Avenue Site Cleanup Contract in the amount of \$33,320.
- F. Council will be asked to approve a license agreement with John and Cora Rubitschun of 104 Orchard, South Haven MI, 49090 for the sole purpose of installing a private fence,

as depicted in Exhibit A of the license agreement, within the City right-of-way, and authorizing the Mayor and City Clerk to execute the necessary documents.

- G. Council will be asked to approve a proposal from Edgewater Resources to assist the City of South Haven in establishing a vision for the City-owned property along the South Haven Lakeshore from Erie Street to south of the blue stairs.
- H. Council will be asked to approve an MDOT performance resolution, a resolution which allows the City of South Haven to seek the annual MDOT Application and Permit for operations within the State Highway Right-of-Way.
- I. Council will be asked to approve a temporary sign request from We Care, Inc., and D.A.S.H., to be located on the front lawn at City Hall from November 11, 2016 to November 26, 2016.
- J. Council will be asked to accept the following meeting minutes:
 - 1) July 16, 2016 Bailey Museum meeting minutes;
 - 2) July 25, 2016 Zoning Board of Appeals minutes;
 - 3) August 29, 2016 Board of Public Utilities minutes;
 - 4) September 6, 2016 South Haven Area Recreation Authority minutes;
 - 5) September 13, 2016 Parks Commission minutes;
 - 6) September 14, 2016 Construction Board of Appeals minutes;
 - 7) September 16, 2016 Bailey Museum meeting minutes.

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Klavins, Schlack, Smith, Burr

Nays: None

Motion carried.

NEW BUSINESS

- 8. Council will be asked to approve Special Event 2016-44, the Christmas Parade sponsored by D.A.S.H. and We Care, Inc., to be held on November 25, 2016 on the front lawn of City Hall and/or Dyckman Park directly across the street, and along various downtown streets, from 4:30 p.m. until 7:30 p.m.**

City Manager Brian Dissette briefly described the event.

Moved by Gruber, seconded by Arnold, to approve Special Event 2016-44, the Christmas Parade sponsored by D.A.S.H. and We Care, Inc., to be held on November 25, 2016 on the front lawn of City Hall and/or Dyckman Park directly across the street, and along various downtown streets, from 4:30 p.m. until 7:30 p.m.

Voted Yes: All. Motion carried.

- 9. Council will be asked to introduce a public hearing at their first opportunity to consider an amendment to Zoning Ordinance section 1901 at the following meeting.**

Assistant City Manager Kate Hosier briefed the Council on the current state of Zoning Ordinance 1901, explaining that the ordinance as written is confusing and difficult for staff to discern and enforce. The proposed amendment would clarify the language of the ordinance.

Moved by Smith, seconded by Schlack, to introduce a public hearing at the November 21, 2016 City Council meeting to consider an amendment to Zoning Ordinance section 1901.

Voted Yes: All. Motion carried.

10. Council will be asked to approve Resolution 2016-85, a resolution approving a financing contract between the city and DDA, to provide assistance with the city's water/sewer capital improvement projects.

City Manager Dissette briefed the Council on Resolution 2016-85, and explained that the resolution is intended to memorialize the financing process in order to provide clarity to current and future elected officials and appointed staff.

Moved by Arnold, seconded by Gruber, to approve Resolution 2016-85, a resolution approving a financing contract between the city and DDA, to provide assistance with the city's water/sewer capital improvement projects.

Voted Yes: All. Motion carried.

11. Council will be asked to approve Resolution 2016-86, a resolution to approve a detachment agreement, with South Haven Charter Township, and detachment of property from the City's jurisdiction.

City Manager Dissette described the detachment agreement, explaining that a number of years ago a residential property had been split between the jurisdictions of the City of South Haven and South Haven Charter Township.

Moved by Klavins, seconded by Smith, to approve Resolution 2016-86, a resolution to approve a detachment agreement with South Haven Charter Township, and detachment of property from the City's jurisdiction.

Voted Yes: All. Motion carried.

12. Council will be asked to approve Resolution 2016-87, a resolution approving and authorizing the Mayor and City Clerk to sign the South Haven Area Water-Sewer Authority contract.

City Manager Dissette briefed the Council on the South Haven Area Water-Sewer Authority contract, explaining the need to formalize a document confirming the jurisdictional relationships already in place.

Moved by Smith, seconded by Arnold, to approve Resolution 2016-87, a resolution approving and authorizing the Mayor and City Clerk to sign the South Haven Area Water-Sewer Authority contract.

Voted Yes: All. Motion carried.

13. Council will be asked to take the following actions related to the proposed Homebuyer Purchase Rehabilitation Program:

A. Council will be asked to open a public hearing and receive comment regarding the submission of a Request for Proposal and an application to the Michigan State Housing Development Authority for HOME funds for the Homebuyer Purchase Rehabilitation Program.

Moved by Gruber, seconded by Arnold, to open a public hearing and receive comment regarding the submission of a Request for Proposal and an application to the Michigan State Housing Development Authority for HOME funds for the Homebuyer Purchase Rehabilitation Program.

Voted Yes: All. Public hearing opened.

City Manager Dissette briefed the Council on the grant funds that the City intends to apply for, and explained that there is no requirement of a local match.

There was no public comment on the issue.

Councilmember Andy Klavins asked to clarification of Michigan State Housing Development Authority guidelines.

Moved by Smith, seconded by Klavins, to close the public hearing.

Voted Yes: All. Public hearing closed.

B. Council will also be asked to approve Resolution 2016-88, a resolution authorizing the City Manager to submit a Request for Proposal and an application to the Michigan State Housing Development Authority for the Homebuyer Purchase Rehabilitation Program.

Moved by Arnold, seconded by Smith, to approve Resolution 2016-88, a resolution authorizing the City Manager to submit a Request for Proposal and an application to the Michigan State Housing Development Authority for the Homebuyer Purchase Rehabilitation Program.

Voted Yes: All. Motion carried.

14. Council will be asked to approve Resolution 2016-89, a resolution setting the seasonal and transient slip rates at South Haven Municipal Marinas.

Assistant City Manager Kate Hosier explained the proposed 2017 slip rates.

Moved by Arnold, seconded by Smith, to approve Resolution 2016-89, a resolution setting the seasonal and transient slip rates at South Haven Municipal Marinas.

Voted Yes: All. Motion carried.

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

16. City Manager's Comments

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

City Manager Dissette reminded about the weekly tailgate talks regarding the capital improvement projects underway, as well as the weekly updates available on the City's website.

17. Mayor and Councilperson's Comments

Councilmember Klavins reminded about the annual high school fall play.

Councilmember Smith commended City staff for their continued work on the capital improvement projects.

Councilmember Arnold reminded everyone to vote in the upcoming election.

Councilmember Gruber reminded everyone to vote in the upcoming election.

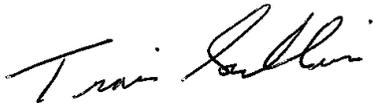
Councilmember Schlack reminded everyone to vote in the upcoming election.

Mayor Burr commented briefly on Consent Agenda Item D.

18. Adjourn

Moved by Smith, seconded by Klavins, to adjourn the meeting.
Voted Yes: All. Motion carried, meeting adjourned at 7:47 p.m.

RESPECTFULLY SUBMITTED,



Travis Sullivan
City Clerk

**CITY OF SOUTH HAVEN
NOVEMBER 21, 2016**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 16,826.02	\$ 98,244.90	\$ 115,070.92
202-MAJOR STREET FUND	\$ 44.99	\$ -	\$ 44.99
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ 687.52	\$ 683,020.98	\$ 683,708.50
226-GARBAGE/REFUSE FUND	\$ 30,086.81	\$ -	\$ 30,086.81
250-DOWNTOWN DEVELOPMENT	\$ 28.90	\$ 8,229.34	\$ 8,258.24
251-LDFA #1	\$ -	\$ -	\$ -
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ 38,144.40	\$ -	\$ 38,144.40
265-NARCOTICS UNIT	\$ 3,600.00	\$ 448.00	\$ 4,048.00
266-POLICE TRAINING	\$ -	\$ -	\$ -
296-RIVER MAINTENANCE	\$ -	\$ -	\$ -
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ -	\$ -
402-CAPITAL PROJECTS #2	\$ -	\$ -	\$ -
466- PAVILION AND ICE RINK	\$ -	\$ 11,000.00	\$ 11,000.00
498-BUILDINGS/ADDITIONS IMPR	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 678.89	\$ -	\$ 678.89
577-BEACH FUND	\$ 254.26	\$ 18,366.00	\$ 18,620.26
582-ELECTRIC FUND	\$ 865,340.38	\$ 68,321.21	\$ 933,661.59
591-WATER FUND	\$ 6,776.78	\$ 139,461.20	\$ 146,237.98
592-SEWER FUND	\$ 1,787.50	\$ 367,331.52	\$ 369,119.02
594-MUNICIPAL MARINA	\$ 5,768.46	\$ 1,195.21	\$ 6,963.67
636-INFORMATION SERVICES	\$ 3,222.94	\$ 13,381.82	\$ 16,604.76
661-MOTOR POOL	\$ 3,937.38	\$ 5,099.36	\$ 9,036.74
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 20,523.48	\$ -	\$ 20,523.48
718-TRUST & AGENCY	\$ 367.65	\$ 9,368.67	\$ 9,736.32
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 998,076.36	\$ 1,423,468.21	\$ 2,421,544.57

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
Bank 1 FIFTH THIRD BANK							
11/15/2016	1	112 (E)	000087	AMERICAN ELECTRIC POWER	ELECTRIC USAGE	862,136.50	Open
11/08/2016	1	55858	MISC	MICHAEL BATTON	WORK ON KALAMAZOO STREET PHASE 3 PROJ	290.00	Open
11/08/2016	1	55859	MISC	QUINCY MAHONE	WORK ON KALAMAZOO STREET PHASE 3 PROJ	330.00	Open
11/11/2016	1	55860	MISC	ADAMS K-9 LLC	SCENT WALLS & BOXES	3,600.00	Open
11/11/2016	1	55861	000027	ADAMS REMCO, INC.	QUARTERLY MAINTENANCE 10/08/16 - 01/0	283.61	Open
11/11/2016	1	55862	003128	LINDA ANDERSON	CONSULTATION CONTRACT - OCTOBER	3,360.00	Open
11/11/2016	1	55863	UB REFUND	ANDRONACO, RONALD V	UB refund for account: 21676501	951.93	Open
11/11/2016	1	55864	003304	APPRAISALS PLUS GROUP, INC.	ASSESSING SERVICES	3,712.50	Open
11/11/2016	1	55865	003074	APX INC	ENERGY OPTIMIZATION SERVICES	122.36	Open
11/11/2016	1	55866	000285	BLOOMINGDALE COMMUNICATIONS	BCI BUSINESS INTERNET	3,222.94	Open
11/11/2016	1	55867	UB REFUND	BLUITT, VIOLET J	UB refund for account: 13513600	550.98	Open
11/11/2016	1	55868	000309	A.D. BOS OFFICE COFFEE SERVICE	COFFEE & SUPPLIES	61.90	Open
11/11/2016	1	55869	000471	CITY PLUMBING & HEATING CO	MAINTENANCE AGREEMENT - DPW	710.00	Open
11/11/2016	1	55870	003378	CULLIGAN WATER OF ALLEGAN	BOTTLED WATER	52.50	Open
11/11/2016	1	55871	003127	ADAM DEBOER	MEAL REIMBURSEMENT	9.52	Open
11/11/2016	1	55872	000660	DOMESTIC LINEN-KALAMAZOO	CITY HALL RENTALS	248.00	Open
					DPW RENTALS	1,003.45	Open
						<u>1,251.45</u>	
11/11/2016	1	55873	UB REFUND	FOTH, JUANITA M	UB refund for account: 31518010	77.97	Open
11/11/2016	1	55874	000834	FREDRICKSON SUPPLY LLC	SUPPLIES	1,264.17	Open
					PART	632.28	Open
						<u>1,896.45</u>	
11/11/2016	1	55875	000843	FRONTIER COMMUNICATIONS	TELEPHONE 269-637-7926-011395-5	35.82	Open
					TELEPHONE 269-637-3649-041905-5	49.01	Open
					TELEPHONE 231-197-0043-051713-5	58.57	Open
						<u>143.40</u>	
11/11/2016	1	55876	000994	HAPA LLC	MARINA MANAGER	5,721.44	Open
					BLACK RIVER PARK MANAGEMENT FEE	500.00	Open
						<u>6,221.44</u>	
11/11/2016	1	55877	UB REFUND	HERNANDEZ, MARIA J	UB refund for account: 10448014	127.49	Open
11/11/2016	1	55878	UB REFUND	HOYT, SHANNON	UB refund for account: 30612000	235.64	Open
11/11/2016	1	55879	UB REFUND	ILGENFRITZ, DANIEL	UB refund for account: 11594005	26.25	Open
11/11/2016	1	55880	MISC	JAMES LEPPA	HOLIDAY LIGHTS PROGRAM	367.65	Open
11/11/2016	1	55881	001186	JENSEN'S EXCAVATING INC	SPEEDCRETE	220.00	Open
					TOPSOIL	720.00	Open
						<u>940.00</u>	
11/11/2016	1	55882	001196	JOHN'S STEREO INC	SUPPLIES	419.97	Open
11/11/2016	1	55883	001298	KREIS,ENDERLE,HUDGINS & BORSOS PC	LEGAL SERVICES-LABOR & EMPLOYMENT MAT	506.00	Open
11/11/2016	1	55884	003189	LAGO BLUE, LLC	500 ERIE STREET BROWNFIELD PLAN REIME	27,917.95	Open
11/11/2016	1	55885	001329	LAKE MICHIGAN COLLEGE	PROPERTY TAX COLLECTIONS	2,854.97	Open
11/11/2016	1	55886	UB REFUND	MCCALLUM, CHELSEA M	UB refund for account: 10605020	162.14	Open
11/11/2016	1	55887	001544	MENARDS	MAINTENANCE SUPPLIES	28.90	Open
					MAINTENANCE SUPPLIES	17.77	Open
					MAINTENANCE SUPPLIES	32.55	Open
					MAINTENANCE SUPPLIES	73.93	Open

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
					MAINTENANCE SUPPLIES	49.02	Open
					MAINTENANCE SUPPLIES	75.72	Open
					MAINTENANCE SUPPLIES	121.97	Open
					MAINTENANCE SUPPLIES	204.24	Open
					MAINTENANCE SUPPLIES	61.32	Open
					MAINTENANCE SUPPLIES	49.98	Open
					MAINTENANCE SUPPLIES	108.89	Open
					MAINTENANCE SUPPLIES	56.96	Open
					MAINTENANCE SUPPLIES	18.12	Open
						<u>899.37</u>	
11/11/2016	1	55888	003153	ROBERT MILLER JR	CONSULTATION CONTRACT - SEPTEMBER	1,300.00	Open
					CONSULTATION CONTRACT - OCTOBER	1,300.00	Open
						<u>2,600.00</u>	
11/11/2016	1	55889	001889	ODB COMPANY	SUPPLIES	190.19	Open
11/11/2016	1	55890	003410	OTTAWA COUNTY	REGISTRATION FOR TRAINING	30.00	Open
11/11/2016	1	55891	001976	PETERSON LAND COMPANY INC &	1070 INDIANA BROWNFIELD PLAN REIMBURS	10,226.45	Open
11/11/2016	1	55892	UB REFUND	PLEASANT VIEW MHP-SOUTH HAVEN	UB refund for account: 20508008	498.58	Open
11/11/2016	1	55893	002155	RIDGE AND KRAMER AUTO PARTS	MAINTENANCE SUPPLIES	236.36	Open
					MAINTENANCE SUPPLIES	278.78	Open
						<u>515.14</u>	
11/11/2016	1	55894	002184	ROD'S PRINTS & PROMOTIONS	SHIRTS	154.00	Open
11/11/2016	1	55895	UB REFUND	SAMANO, MARIA J	UB refund for account: 13601801	152.76	Open
11/11/2016	1	55896	003292	SHE'S SEW CRAZY	ALTERATIONS	50.00	Open
11/11/2016	1	55897	002410	SOUTH HAVEN MEMORIAL LIBRARY	PROPERTY TAX COLLECTION	922.56	Open
11/11/2016	1	55898	002499	STATE OF MICHIGAN	WATER TESTS	933.00	Open
11/11/2016	1	55899	002599	THAYER INC	DPW SUPPLIES	752.45	Open
					PARKS SUPPLIES	187.20	Open
						<u>939.65</u>	
11/11/2016	1	55900	MISC	TOM RENNER	PHOTO AERIAL SHOOT	62.00	Open
11/11/2016	1	55901	002645	TRACTOR SUPPLY CREDIT PLAN	JACKET & SWEATSHIRT ACCT#6035 3012 0	214.98	Open
					BOOTS ACCT#6035 3012 0016 6427	169.99	Open
					COAT & BIBS ACCT#6035 3012 0016 6427	194.98	Open
					COAT & BIBS ACCT#6035 3012 0016 6427	249.98	Open
					COATS ACCT#6035 3012 0016 6427	234.98	Open
					COAT & VEST ACCT#6035 3012 0016 642	199.98	Open
					SUPPLIES ACCT#6035 3012 0016 6427	13.12	Open
					COAT & BIBS ACCT#6035 3012 0016 6427	214.98	Open
					COATS ACCT#6035 3012 0016 6427	149.98	Open
					SUPPLIES ACCT#6035 3012 0016 6427	11.97	Open
					SUPPLIES ACCT#6035 3012 0016 6427	39.99	Open
					BOOTS, COAT & BIBS ACCT#6035 3012 00	539.94	Open
					SWEATSHIRT & VEST ACCT#6035 3012 00	129.98	Open
					COAT & VEST ACCT#6035 3012 0016 642	219.98	Open
					COAT & SWEATSHIRT ACCT#6035 3012 00	148.98	Open
					SUPPLIES ACCT#6035 3012 0016 6427	39.99	Open
					SUPPLIES ACCT#6035 3012 0016 6427	978.00	Open
					SUPPLIES ACCT#6035 3012 0016 6427	37.89	Open
					COAT & BIBS ACCT#6035 3012 0016 6427	232.93	Open
						<u>4,022.62</u>	
11/11/2016	1	55902	002698	U S BUSINESS SYSTEMS INC	CONTRACT COVERAGE 10/01 - 12/31/16	114.98	Open

11/16/2016 09:54 AM
 User: MARGUE
 DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
 CHECK DATE FROM 11/08/2016 - 11/16/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
11/11/2016	1	55903	002726	US BANK	PAYING AGENT FEE	175.00	Open
11/11/2016	1	55904	002757	VAN BUREN COUNTY TREASURER	PROPERTY TAX COLLECTION	16,745.95	Open
11/11/2016	1	55905	002800	VILLAGE MARKET #869	FUEL	27.65	Open
11/11/2016	1	55906	002949	WOLVERINE HARDWARE	MAINTENANCE SUPPLIES	52.16	Open
					MAINTENANCE SUPPLIES	11.23	Open
					MAINTENANCE SUPPLIES	41.64	Open
					MAINTENANCE SUPPLIES	8.05	Open
					MAINTENANCE SUPPLIES	45.85	Open
					MAINTENANCE SUPPLIES	42.92	Open
					MAINTENANCE SUPPLIES	0.82	Open
					MAINTENANCE SUPPLIES	4.49	Open
					MAINTENANCE SUPPLIES	13.03	Open
					MAINTENANCE SUPPLIES	10.78	Open
					MAINTENANCE SUPPLIES	7.53	Open
					MAINTENANCE SUPPLIES	5.92	Open
					MAINTENANCE SUPPLIES	26.99	Open
					MAINTENANCE SUPPLIES	110.38	Open
					MAINTENANCE SUPPLIES	30.39	Open
					MAINTENANCE SUPPLIES	1.34	Open
					MAINTENANCE SUPPLIES	503.80	Open
					MAINTENANCE SUPPLIES	58.93	Open
					MAINTENANCE SUPPLIES	10.59	Open
					MAINTENANCE SUPPLIES	23.08	Open
					MAINTENANCE SUPPLIES	17.35	Open
					MAINTENANCE SUPPLIES	14.82	Open
					MAINTENANCE SUPPLIES	31.47	Open
					CREDIT MEMO	(164.00)	Open
						<u>909.56</u>	
11/15/2016	1	55907	000843	FRONTIER COMMUNICATIONS	TELEPHONE 269-637-1402-071613-5	119.11	Open
					TELEPHONE 269-637-1386-071613-5	64.55	Open
					TELEPHONE 269-639-1795-082214-5	70.60	Open
						<u>254.26</u>	
11/15/2016	1	55908	000847	FUEL MANAGEMENT SYSTEM	FUEL	3,903.62	Open
11/15/2016	1	55909	001544	MENARDS	MAINTENANCE SUPPLIES	32.38	Open
					MAINTENANCE SUPPLIES	59.76	Open
						<u>92.14</u>	
11/15/2016	1	55910	002132	REPUBLIC SERVICES #646	DISPOSAL SERVICES 3-0646-1079814	115.66	Open
					DISPOSAL SERVICES 3-0646-9646005	28,907.96	Open
					DISPOSAL SERVICES 3-0646-1033150	2,089.75	Open
						<u>31,113.37</u>	
1 TOTALS:							
Total of 54 Checks:						998,076.36	
Less 0 Void Checks:						0.00	
Total of 54 Disbursements:						<u>998,076.36</u>	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
Bank 1 FIFTH THIRD BANK							
11/21/2016	1	55911	000043	AIRGAS USA, LLC	CYLINDER RENTAL	54.19	Open
11/21/2016	1	55912	000050	ALEXANDER CHEMICAL CORP	CHEMICALS	1,469.00	Open
					CHEMICALS	1,000.91	Open
					DEPOSIT REFUND	(600.00)	Open
						<u>1,869.91</u>	
11/21/2016	1	55913	000166	ASTRO WOOD STAKE, INC	STAKES	258.47	Open
11/21/2016	1	55914	000177	AUTO-WARES GROUP	REPAIR/MAINT SUPPLIES- ACCT #23300720	200.10	Open
					REPAIR/MAINT SUPPLIES- ACCT #23300720	98.08	Open
					REPAIR/MAINT SUPPLIES- ACCT #23300720	7.57	Open
					REPAIR/MAINT SUPPLIES- ACCT #23300720	30.36	Open
					REPAIR/MAINT SUPPLIES- ACCT #23300720	9.49	Open
					CREDIT MEMO- ACCT #23300720	(53.68)	Open
						<u>291.92</u>	
11/21/2016	1	55915	000229	BEAVER RESEARCH COMPANY	SUPPLIES	609.74	Open
					SUPPLIES	4,948.50	Open
						<u>5,558.24</u>	
11/21/2016	1	55916	003468	BIOTECH AGRONOMICS	BIOSOLIDS HAULING & LAND APPLICATION	20,400.00	Open
11/21/2016	1	55917	003422	NATHAN BROUSSEAU	LAND SPLIT FEE	150.00	Open
11/21/2016	1	55918	000346	BRUSH ENTERPRISES	REPAIRS	274.62	Open
11/21/2016	1	55919	000351	BS&A SOFTWARE INC	ANNUAL SERVICE/SUPPORT FEES	2,522.00	Open
11/21/2016	1	55920	000372	C.C. JOHNSON & MALHOTRA PC	WWTP IPP PROGRAM	475.71	Open
11/21/2016	1	55921	000483	CMP DISTRIBUTORS, INC	GLOCKS	2,130.00	Open
					GLOCKS	1,227.00	Open
						<u>3,357.00</u>	
11/21/2016	1	55922	000484	COASTAL LANDSCAPING INC	LANDSCAPING INSTALLATION - SOUTH BEAC	3,680.00	Open
					LANDSCAPE INSTALLATION - HURON ST PAR	1,912.00	Open
						<u>5,592.00</u>	
11/21/2016	1	55923	000502	COMMUNITY ANSWERING SERVICE	ANSWERING SERVICES	417.90	Open
11/21/2016	1	55924	000505	COMPTON INC	MOVE TRAILERS & RENTAL OF COMPACTOR	700.00	Open
					INSTALL WATER SERVICE - 73280 36TH AV	2,650.00	Open
					REMOVE & REPLACE SIDEWALK - LYON ST	9,066.56	Open
					REMOVE & REPLACE FENCE - PIERS END CC	9,666.97	Open
						<u>22,083.53</u>	
11/21/2016	1	55925	003428	CONNECTION SERVICE CO. INC.	SUPPLIES	62.50	Open
					SUPPLIES	123.54	Open
						<u>186.04</u>	
11/21/2016	1	55926	UB REFUND	DANTZ, BEZALEL	UB refund for account: 10362901	176.62	Open
11/21/2016	1	55927	000604	DE BEST INC	CRUSHED CONCRETE - HURON ST PAVILION	2,772.00	Open
					TOPSOIL - CEMETERY	460.00	Open
					TOPSOIL & STONE - DPW	1,522.00	Open
						<u>1,522.00</u>	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
						4,754.00	
11/21/2016	1	55928	000622	DELL MARKETING L P	VEHICLE MOUNTING KITS	1,031.94	Open
					OPTIPLEX 3040'S	2,797.80	Open
					OPTIPLEX 3040'S	2,797.80	Open
						<u>6,627.54</u>	
11/21/2016	1	55929	000656	JACK DOHENY COMPANIES, INC.	PARTS	46.95	Open
11/21/2016	1	55930	000708	EGAN COMPANY INC, ANDY J	MECHANICAL MAINTENANCE CONTRACT WWTP	349.00	Open
11/21/2016	1	55931	000716	EJ USA INC	SUPPLIES	966.33	Open
					SUPPLIES	621.90	Open
					SUPPLIES	6,213.38	Open
					SUPPLIES	881.40	Open
					SUPPLIES	3,000.00	Open
					SUPPLIES	15,054.73	Open
						<u>26,737.74</u>	
11/21/2016	1	55932	000718	ELECSYS INTERNATIONAL CORP	MONTHLY MAINTENANCE	267.00	Open
11/21/2016	1	55933	003442	FSLI/EYEMED	INSURANCE - NOVEMBER 2016	517.11	Open
11/21/2016	1	55934	003193	FISHBECK, THOMPSON, CARR & HUBER	HSP SOUND EVALUATION	1,741.80	Open
11/21/2016	1	55935	000913	GRAINGER	MAINTENANCE SUPPLIES	468.85	Open
					MAINTENANCE SUPPLIES	353.36	Open
					MAINTENANCE SUPPLIES	210.70	Open
						<u>1,032.91</u>	
11/21/2016	1	55936	001046	HERALD PALLADIUM	ADVERTISING & PUBLISHING	8,164.24	Open
11/21/2016	1	55937	001102	HUBBELL, ROTH & CLARK INC	SOUTH HAVEM AMP WWTP & PUMP STATIONS	457.70	Open
					MAIN WWTP PUMP STATION REPLACEMENT CC	12,250.34	Open
					MAIN WWTP PUMP STATION REPLACEMENT CC	8,311.04	Open
					DIGESTER MIXER REPLACEMENT DESIGN & B	2,765.21	Open
						<u>23,784.29</u>	
11/21/2016	1	55938	001120	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM	995.00	Open
11/21/2016	1	55939	001127	ALEXANDER BELETSKIY	ICE RINK CHEMICALS	1,944.40	Open
11/21/2016	1	55940	001129	ICMA MEMBERSHIP RENEWALS	ANNUAL MEMBERSHIP	816.00	Open
11/21/2016	1	55941	001141	INDIANA MICHIGAN POWER	COVERT ELECTRIC 044-832-292-1-9	35.12	Open
					COVERT ELECTRIC 040-008-013-1-8	31.44	Open
						<u>66.56</u>	
11/21/2016	1	55942	001162	INTERSTATE BATTERY SYSTEMS	BATTERIES	743.32	Open
					BATTERIES	86.10	Open
						<u>829.42</u>	
11/21/2016	1	55943	UB REFUND	IRVINE, TERRENCE M	UB refund for account: 40273002	11.87	Open
11/21/2016	1	55944	001171	J & L ORCHARD SUPPLY LLC	SUPPLIES	99.50	Open
					SUPPLIES	139.50	Open
						<u>239.00</u>	
11/21/2016	1	55945	001186	JENSEN'S EXCAVATING INC	TOPSOIL	1,200.00	Open
					CRUSHED CONCRETE	4,400.00	Open

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
					INSTALL WATER TAP - 471 LAKESHORE	1,948.00	Open
					INSTALL WATER TAP - 77585 CR 376	930.00	Open
					INSTALL WATER TAP - 7244 LAKEVIEW	630.00	Open
						<u>9,108.00</u>	
11/21/2016	1	55946	001225	KALIN CONSTRUCTION CO, INC	MONROE BLVD & INDIAN GROVE LIFT STATI	331,119.86	Open
					KALAMAZOO STREET RECONSTRUCTION PHASE	395,699.45	Open
					DYCKMAN AVENUE RECONSTRUCTION	7,621.21	Open
						<u>734,440.52</u>	
11/21/2016	1	55947	001246	KENDALL ELECTRIC INC	MONROE BLVD LINE REBUILD	1,822.78	Open
					MONROE BLVD LINE REBUILD	2,759.49	Open
					NORTH SHORE DR LINE REBUILD	5,468.34	Open
					NORTH SHORE DR LINE REBUILD	8,554.42	Open
					SUPPLIES	976.24	Open
						<u>19,581.27</u>	
11/21/2016	1	55948	001262	KIMBALL-MIDWEST	SUPPLIES	288.84	Open
11/21/2016	1	55949	001331	LAKE MICHIGAN MAILERS	MAILING FEES C-378	10,000.00	Open
11/21/2016	1	55950	001373	LAWN BOYS INC	LAWNCARE	1,965.00	Open
					CHRISTMAS LIGHTS - ICE RINK	5,000.00	Open
						<u>6,965.00</u>	
11/21/2016	1	55951	001396	LEXIS NEXIS MATTHEW BENDER	CRIMINAL INVESTIGATION HANDBOOK	289.03	Open
11/21/2016	1	55952	001467	MARK A MANNING, P.C.	ATTORNEY SERVICES	5,536.00	Open
11/21/2016	1	55953	001544	MENARDS	MAINTENANCE SUPPLIES	71.80	Open
					MAINTENANCE SUPPLIES	71.80	Open
					MAINTENANCE SUPPLIES	1.55	Open
					MAINTENANCE SUPPLIES	214.97	Open
						<u>360.12</u>	
11/21/2016	1	55954	001631	MICHIGAN POLICE EQUIPMENT CO	SUPPLIES	680.00	Open
11/21/2016	1	55955	001657	MICHIGAN TOWNSHIP SERVICES	ELECTRICAL INSPECTIONS	1,650.75	Open
11/21/2016	1	55956	001670	MID-CITY SUPPLY CO INC	COPPER TUBE	2,384.34	Open
11/21/2016	1	55957	001675	MIDWEST CIVIL ENGINEERS INC	KALAMAZOO STREET PHASE 3 CONSTRUCTION	1,547.50	Open
11/21/2016	1	55958	001685	MIKALAN ROOFING INC	ROOF REPAIRS - PSB	202.68	Open
11/21/2016	1	55959	001691	MILBOCKER & SONS INC	NORTH SHORE DRIVE RECONSTRUCTION PROJ	321,737.87	Open
11/21/2016	1	55960	001707	MITCHELL & MORSE LAND SURVEYING	SURVEYING SERVICES FOR 303 EAGLE ST	1,287.00	Open
11/21/2016	1	55961	001766	MUZZALL GRAPHICS	A/P LASER CHECKS	264.35	Open
11/21/2016	1	55962	003034	NORTH SIDE MEMORIES	FOOD	100.00	Open
11/21/2016	1	55963	001889	ODB COMPANY	SUPPLIES	2,237.28	Open
11/21/2016	1	55964	001888	OKUN BROTHERS SHOES	BOOTS	146.25	Open
11/21/2016	1	55965	001893	OLSON BROTHERS CONTRACTORS	SOUTH BEACH RESTROOM ROOF REPLACEMENT	6,951.00	Open
					SOUTH BEACH PAVILION ROOF REPLACEMENT	7,735.00	Open
						<u>14,686.00</u>	
11/21/2016	1	55966	001948	PAT'S PRONTO PRINT	SORRY WE MISSED YOU DOOR HANGERS	126.94	Open
11/21/2016	1	55967	UB REFUND	PLEASANT VIEW MHP-SOUTH HAVEN	UB refund for account: 20812003	62.54	Open
11/21/2016	1	55968	002009	POLYDYNE INC	CLARIFLOC	2,070.00	Open
11/21/2016	1	55969	002020	POWER LINE SUPPLY CO	MAINTENANCE SUPPLIES	280.00	Open
					NORTH SHORE DR LINE REBUILD	3,036.30	Open
					MAINTENANCE SUPPLIES	65.80	Open
					MAINTENANCE SUPPLIES	116.50	Open

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
					MAINTENANCE SUPPLIES	1,946.40	Open
					MAINTENANCE SUPPLIES	1,400.02	Open
					NORTH SHORE DR LINE REBUILD	574.76	Open
					MONROE BLVD LINE REBUILD	156.00	Open
					NORTH SHORE DR LINE REBUILD	1,393.64	Open
					MAINTENANCE SUPPLIES	193.92	Open
					MAINTENANCE SUPPLIES	970.18	Open
					MONROE BLVD LINE REBUILD	25,905.47	Open
					NORTH SHORE DR LINE REBUILD	5,719.68	Open
					CREDIT MEMO	(74.00)	Open
						<u>41,684.67</u>	
11/21/2016	1	55970	002033	PRI MAR PETROLEUM INC	CARS WASHED	7.50	Open
11/21/2016	1	55971	003486	ROBERT W. BAIRD & CO.	FINANCIAL ADVISORY SERVICES - MICHIGA	16,000.00	Open
					FINANCIAL ADVISORY SERVICES - BUILDIN	12,500.00	Open
						<u>28,500.00</u>	
11/21/2016	1	55972	002184	ROD'S PRINTS & PROMOTIONS	RELETTER SIGN FOR NORTH SHORE DRIVE P	30.00	Open
11/21/2016	1	55973	003489	SABO PR	COMMUNICATIONS	1,015.70	Open
11/21/2016	1	55974	002267	SECANT TECHNOLOGIES	MONTHLY MANAGEMENT FEE	7,307.50	Open
					REACTIVE SUPPORT	299.25	Open
						<u>7,606.75</u>	
11/21/2016	1	55975	003490	SOLARWINDS	KIWI LICENSE & ANNUAL MAINTENANCE	875.00	Open
11/21/2016	1	55976	002386	SOUTH HAVEN AREA CHAMBER	2016 FARMERS MARKET INCENTIVE BONUS	8,974.50	Open
11/21/2016	1	55977	003132	SOUTH HAVEN HEALTH SYSTEM	PHYSICALS	1,035.00	Open
11/21/2016	1	55978	002407	SOUTH HAVEN ICE RINK	RENT FOR SOUTH HAVEN ICE RINK	6,000.00	Open
11/21/2016	1	55979	002415	SOUTH HAVEN PUBLIC SCHOOLS	MIDNIGHT BASKETBALL	437.50	Open
11/21/2016	1	55980	002478	STAPLES ADVANTAGE	SUPPLIES	1,241.50	Open
					SUPPLIES	574.68	Open
						<u>1,816.18</u>	
11/21/2016	1	55981	003205	STATE OF MICHIGAN	CERTIFICATE RENEWAL MCAO	350.00	Open
11/21/2016	1	55982	003041	STATE OF MICHIGAN-MDEQ	PUBLIC WATER SUPPLY FEE	1,278.78	Open
11/21/2016	1	55983	002513	STEEL CENTER SUPPLY CO	MAINTENANCE SUPPLIES	52.50	Open
11/21/2016	1	55984	002589	TERMINIX PROCESSING CENTER	EXTERMINATING SERVICE	47.00	Open
11/21/2016	1	55985	002599	THAYER INC	WFP SUPPLIES	93.60	Open
11/21/2016	1	55986	MISC	TIMOTHY REINECK	TREE REMOVAL - 98 ERIE ST	550.00	Open
11/21/2016	1	55987	002728	USA BLUE BOOK	JACKET & HEADLAMP	148.51	Open
					LAB SUPPLIES	1,266.64	Open
					LAB SUPPLIES	62.95	Open
					LAB SUPPLIES	172.19	Open
						<u>1,650.29</u>	
11/21/2016	1	55988	002746	VAN BUREN CONSERVATION DISTRIC	HOUSEHOLD HAZARDOUS WASTE RECYCLING	1,056.50	Open
					HOUSEHOLD HAZARDOUS WASTE RECYCLING	364.60	Open
						<u>1,421.10</u>	
11/21/2016	1	55989	002815	VREDEVELD HAEFNER LLC	PROGRESS ON AUDIT	18,000.00	Open
11/21/2016	1	55990	002860	WEBB CHEMICAL SERVICE CORP	FERRIC CHLORIDE	5,283.37	Open
11/21/2016	1	55991	002882	WMCJTC	DEFENSIVE DRIVING REGISTRATION FEE	150.00	Open
11/21/2016	1	55992	003384	WEST MICHIGAN WATERPROOFING LLC	GROUT INJECTION TO STABILIZE SOILS -	8,300.00	Open
11/21/2016	1	55993	003485	WINTERGREEN CORP	HOLIDAY LIGHTING	9,368.67	Open

11/16/2016 09:58 AM
User: MARGUE
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 11/21/2016 - 11/21/2016

Page: 5/5

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
11/21/2016	1	55994	002953	WOODHAMS, INC , DON	REPAIRS	158.66	Open
					REPAIRS	436.18	Open
						<u>594.84</u>	

1 TOTALS:

Total of 84 Checks:
Less 0 Void Checks:

1,423,468.21
0.00

Total of 84 Disbursements:

1,423,468.21



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

Cc: Bill Hunter, DPW Director

From: Larry Halberstadt, PE, City Engineer

Date: November 21, 2016

RE: Material Testing Services for Main Lift Station Relocation Project

Background Information

At their June 6, 2016 regular meeting, Council received a presentation from Abonmarche on Capital Improvements scheduled for the 2016-17 Fiscal Year. A copy of the presentation is available on the City website at the following link: http://south-haven.com/pages/misc/06032016/SH_Capital_Improvements_Presentation_6-6-2016_CC.pdf.

The Capital Improvements include the following major projects:

- North Shore Drive Reconstruction from Dyckman Avenue to Baseline Road
- Monroe Boulevard Reconstruction from south City Limits to Aylworth Avenue
- Indian Grove Lift Station Reconstruction
- Kalamazoo Street, Phase 4 Reconstruction from Lovejoy Street to Aylworth Avenue
- Black River Street Reconstruction from Dyckman Avenue to Wells Street
- Dunkley Avenue Reconstruction from north of Dyckman Avenue to the WWTP
- Relocation of the Main Lift Station, Wells Lift Station, and Rehabilitation of the WWTP Headworks Building

These projects were selected as part of an application for a low interest loan through the State Revolving Fund (Michigan Water Pollution Control Revolving Fund). This program provides funding for replacement and rehabilitation of wastewater collection and treatment infrastructure. The infrastructure must meet certain defined criteria to qualify for funding. The City has worked closely with Abonmarche over the past four years to identify sewer projects that qualify for funding.

Once the sewer projects were identified, staff worked with Abonmarche to prioritize the projects and to identify other infrastructure needs for each project area. Many of the projects identified also require full pavement reconstruction, sidewalk construction or replacement, water main improvements, and storm sewer improvements.

At their July 18, 2016 regular meeting, Council passed resolution 2016-68, tentatively awarding five contracts for the work noted above. The total amount of the bids is \$17,676,059.60.

Memorandum

November 21, 2016

Material Testing Services for Main Lift Station Relocation Project

Page 2 of 2

Financing for the projects will come from the SRF loan and other General Obligation Bonds to be issued on behalf of the City. The City is receiving favorable financing terms for the SRF loan. The amount of the SRF loan will be \$13,290,000 with a 30 year term at 2.75% interest. In addition, it will include \$500,000 of principal forgiveness due to South Haven being a low to moderate income community.

At their August 1, 2016 regular meeting, Council completed the special assessment process for seven separate districts related to the projects noted above. The special assessments will be used to offset a portion of the construction costs for water main, sewer main, pump station, and sidewalk construction. As approved by Council, the special assessment districts would collect \$840,088.49 to offset 4.78% of the total project cost.

Construction is currently underway on all projects noted above with the exception of the Dunkley Avenue and Black River Street Reconstruction projects.

Material Testing Services

At their August 15, 2016 regular meeting, Council approved a proposal for Construction Engineering Services with Hubbell, Roth & Clark, Inc. of Grand Rapids, Michigan to provide construction observation and contract administration for work being performed at the Wastewater Treatment Plant. This work includes construction of an equalization basin, a new main pump station, fine screening, and other upgrades to the headworks building.

HRC did not include materials testing in their proposal. They recommended that the City contract separately for material testing services.

Staff has solicited proposals from SME of Kalamazoo, Michigan and Abonmarche of Benton Harbor, Michigan to provide material testing services. Based on the anticipated scope of work, using Abonmarche to provide the material testing services will result in a lower overall cost to the City.

Recommendation

Council should be requested to approve a proposal for Material Testing Services with Abonmarche of Benton Harbor, Michigan in the estimated amount of \$15,800.

Attachments

Abonmarche Proposal for Material Testing Services
SME Proposal for Material Testing Services

November 14, 2016

Mr. Larry Halberstadt, PE
City of South Haven
Engineering Department
1199 8th Avenue
South Haven, MI 49090

RE: Proposal for Materials Testing Services
Contract No. 4: Wastewater Treatment Plant Pump Station Project

Dear Mr. Halberstadt:

Abonmarche Consultants, Inc. is pleased to provide this proposal for Material Testing Services for the construction of improvements to the Wasterwater Treatment Plant (WWTP). Abonmarche is a full service Engineering Consulting firm and we routinely provide testing services on similar projects. We have been involved with the design of this project along with Hubbell, Roth & Clark, Inc. (HRC) as part of the State Revolving Fund program with the Michigan Department of Environmental Quality (MDEQ). The following is our understanding of the required services:

1. Contract No. 4. will be administered by HRC and will be constructed by Davis Construction.
2. The WWTP project will start on September 19, 2016, and be completed by April 2, 2018.
3. The construction specifications require the owner to contract with a consultant for quality assurance testing of soil, concrete and asphalt materials.
4. Testing services will be required on an as-needed basis. The Project Manager for HRC will provide Abonmarche with 24 hours' notice of the required testing time/date. We will discuss testing results with the HRC representative at the time of testing.

The following details our intended Scope of Services and Fees to complete this project.

SCOPE OF SERVICES AND FEES

Concrete/Grout Testing

This task includes providing quality assurance testing of concrete for the foundations, slab, exterior concrete and any other concrete/grout testing requested by the owner's representative. The frequency of testing will be one test per pouring day or 1 test every 50

cubic yards poured whichever is more. Tests will include strength, slump, air and temperature per ACI standards. Four (4) 4-inch diameter cylinders will be cast for compressive strength testing. The cylinders will be cured in the same environment in which they are cast and will strength tested at 7, 14 and 28 days. For the purposes of this proposal, we anticipate that time picking cylinders up from the site will coincide with our testing on other local projects and not require a special mobilization.

Soil Testing

This task will include testing of soil and aggregates as requested by the owner’s representative. We will use a Modified Proctor Test per ASTM D-1557 to develop soil curves to determine the optimum moisture content and maximum density. We will utilize a nuclear density gage to test the in-place density and moisture content of the materials notifying the owner’s representative of failures prior to placement of any concrete or asphalt.

Asphalt Testing

We will perform asphalt testing as requested to verify the temperature of the mix provided, thickness of placement, and density of the in place material. We will be onsite during the paving operations, and will witness the compaction methods and rolling patterns.

Reporting

During the testing operation, we will report the results to the Owner’s representative immediately as results are available. Once the testing is complete, a bound copy of all test reports and daily reports will be provided to the owner’s representative.

SUMMARY OF FEES

	Estimated Quantity	Unit	Unit Price	Estimated Amount
On-Site Technician	160	Hours	\$55	\$8,800
Concrete Cylinder Tests	160	Each Cylinder	\$15	\$2,400
Soil Lab Work	4	Each Test	\$150	\$600
Reporting	80	Each Report	\$50	\$4,000
Estimated Total				\$15,800

Note that the services outlined above have are based upon the hours estimated based on the construction schedule consisting of 18 months. The estimated hours that have been provided are based on an average of 4-hours per pour. We do not charge a premium for overtime or travel. Testing will be billed on a time and materials basis. We will notify you if we are approaching the budget as defined in the fee schedule.



Excluded from our scope is metal framing inspection, any pressure and chlorination testing witnessing, and Bituminous Extraction testing. These tests can also be provided on a time and materials basis at your request. The quantity of asphalt paving shall be small enough that a visual inspection will be adequate.

AUTHORIZATION

Your signature on the attached Professional Services Agreement will serve as authorization to proceed with this project. If you have any questions or need additional information, please feel free to contact me at (269) 926-4565 or jmarquardt@abonmarche.com.

Sincerely,

ABONMARCHE



Jason W. Marquardt, PE
Project Manager

JWM

Cc:	Brian Dissette	City of South Haven
	Timothy R. Drews, P.E.	Abonmarche
	Christopher J. Cook, P.E.	Abonmarche
	Tony C. McGhee	Abonmarche

Accepted by: _____

Title: _____

Date: _____



MEMORANDUM

DATE: November 15, 2016

TO: Bill Hunter
Larry Halberstadt, PE
Christopher J. Cook, PE

FROM: Daniel A. Dombos II, PE

RE: Monroe Boulevard and Indian Grove Lift Station Reconstruction Project
Change Order #1: Revised Lift Station and Gravity Sewer Rerouting
SRF #: 5602-01-2a

Background Information:

In July of 2015, the City of South Haven submitted a State Revolving Fund (SRF) project plan to the Michigan Department of Environmental Quality. The Project Plan and application for loan funding was approved in October 2015. This plan includes recommendations for numerous sanitary sewer improvements throughout the City which are now underway.

One of the projects identified in the project plan is the Indian Grove Lift Station and Force Main. Lift Stations are components of a wastewater collection system that collect and pump wastewater from one location to another within the collection system. These stations are used in nearly all major municipal collection systems where existing terrain limits the feasibility of gravity sewer construction. The pumped wastewater is conveyed through a pressurized pipe known as a force main to the outlet point. The existing Indian Grove Lift Station dates back to the mid 1950's when it was constructed to service the southwest portion of the City and surrounding area. It is located on Summerwood Drive in what is now the Bluffs Development. The Indian Grove Lift Station houses two (2) wastewater pumps, along with a storage chamber (wet well), piping and controls. It currently serves approximately 400 acres of the City and South Haven Township comprised of residential and commercial/industrial land uses.

During the planning phases, Abonmarche identified several issues with this station, including problems with the mechanical systems (piping and valves) as well as deterioration of the building superstructure where the roof and brick façade warranted replacement. In addition to the lift station itself, the force main has been subject to breaks and leaks in recent years, which have resulted in releases of wastewater to waterways which drain to Lake Michigan. The project's goal was to rehabilitate the existing station, including replacement of all deteriorating components down to the foundation of the structure and to replace the remaining original force main which included three (3) aerial crossings of the creek located immediately north of the station.

On July 18, 2016, the City Council awarded the project for rehabilitating the Indian Grove Lift Station along with Reconstruction of Monroe Boulevard from the City Limits to Aylworth Ave to Kalin Construction, Inc, of Sodus, MI in the amount of \$2,296,335.75. Following award of the contract, the City worked with Abonmarche and Kalin Construction to further refine the scope of the work at the Indian Grove Lift Station. Significant savings can be realized by fully reconstructing the station in a configuration that does not require a building above grade (\$-34,494.74). This change also allows the existing station to remain in service while the new station is under construction, saving further project costs (\$-60,000.00).

With the total reconstruction and conversion of the Indian Grove Station to a submersible lift station, it is now possible to lower the incoming sewer from Monroe Boulevard and eliminate another aerial crossing from the system in this area. The cost for this work is \$118,603.50. By undertaking this replacement work along the creek as part of this project, future sewer work can be considered to lower sewers and eliminate aerial crossings of the same creek upstream of the project limits.

Beyond these significant changes to the project, this change order also includes balancing of quantities of completed items and the change to the City's new sewer cleanout detail. These miscellaneous changes total \$-50.68.

The modifications described above require that a Change Order be issued to modify the contract prices in the amount of \$25,058.08. A construction contingency of \$114,816 for these types of issues was set up in the project budget. This Change Order is well within this established contingency amount.

Recommendation:

City Council should review and approve this Change Order at their next regular meeting scheduled for November 21, 2016.

Attachment:

Contract Modification No. 1 - DRAFT





Contract Modification

Abonmarche Consultants, Inc.

11/14/2016 12:09 PM

FieldManager 5.2a

Contract: _5602-01-02, Monroe Blvd & Indian Grove Lift Station_ACI 14-0891

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
1		10/26/2016	No	\$25,058.08	\$2,296,335.75
Route		Managing Office		District	Entered By
Monroe Blvd		Abonmarche Consultants, Inc.		0	Lucas Gross
Contract Location					
South Haven					

Short Description

Sanitary Sewer modifications.

Description of Changes

- A. Original Awarded Contract Amount = \$2,296,335.75
- B. Current Net Total (includes this revision) = \$2,321,393.83
- C. Net Total Change (B-A) = \$25,058.08
- D. Current % of Award Amt (C/A*100) = 1.09%

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ San. Sewer Service, 6 inch	4027001	0100	0500	5602-01-02	001	Original	7.000	Ft	30.00000	\$210.00
_ San. Sewer Service, Cleanout	4027050	0101	0505	5602-01-02	001	Original	-4.000	Ea	600.00000	\$-2,400.00
Reason: Modified cleanout detail per City of South Haven.										
_ Sewer Bypass Pumping	4027051	0102	0510	5602-01-02	001	Original	-0.750	LS	80,000.00000	\$-60,000.00
Reason: Anticipated savings to bypass pumping as a result of sanitary sewer modifications.										
_ San. Lift Station, Indian Grove, Electrical and Controls	4027051	0103	0515	5602-01-02	001	Original	-1.000	LS	55,000.00000	\$-55,000.00
Reason: Value engineering modification to lift station.										
_ San. Lift Station, Indian Grove, Rehabilitation	4027051	0104	0520	5602-01-02	001	Original	-1.000	LS	115,000.00000	\$-115,000.00
Reason: Value engineering modification to lift station.										



Contract Modification

Abonmarche Consultants, Inc.

11/14/2016 12:09 PM

FieldManager 5.2a

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ San. Lift Station, Indian Grove, Superstructure Replacement	4027051	0105	0525	5602-01-02	001	Original	-1.000	LS	295,000.00000	-\$295,000.00

Reason: Value engineering modification to lift station.

_ Force Main, HDPE, 12 inch, HDD	4027001	0109	0545	5602-01-02	001	Original	-19.000	Ft	135.00000	-\$2,565.00
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Reason: Final Field Measure

Total Dollar Value: -\$529,755.00

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Proposed Quantity	Unit	Unit Price	Dollar Value
_ San. Lift Station, Indian Grove, Submersible Type	4027051	0187	0695	5602-01-02	001	Extra	1.000	LS	389,544.09000	\$389,544.09

Reason: Value engineering modification to lift station.

_ San. Lift Station, Indian Grove, Abandon Existing Wet Well and Dry Well	4027051	0192	0700	5602-01-02	001	Extra	1.000	LS	31,961.17000	\$31,961.17
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Reason: Value engineering modification to lift station.

_ San. Lift Station, Indian Grove, Landscape Allowance	4027051	0197	0705	5602-01-02	001	Extra	1.000	LS	10,000.00000	\$10,000.00
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Reason: Value engineering modification to lift station.

_ San. Sewer Service, Cleanout, 6 inch	4027050	0202	0710	5602-01-02	001	Extra	8.000	Ea	588.04000	\$4,704.32
--	---------	------	------	------------	-----	-------	-------	----	-----------	------------

Reason: Modified cleanout detail per City of South Haven.



Contract Modification

Abonmarche Consultants, Inc.

11/14/2016 12:09 PM

FieldManager 5.2a

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ San. Sewer, PVC SDR 26, 12 inch	4027001	0207	0715	5602-01-02	001	Extra	100.000	Ft	160.00000	\$16,000.00
Reason: Sanitary Sewer relocation at Creek.										
_ Structure, San. MH, 48 inch Dia., Special	4027050	0212	0720	5602-01-02	001	Extra	5.000	Ea	8,900.00000	\$44,500.00
Reason: Sanitary Sewer relocation at Creek.										
_ Force Main, HDPE DIPS, 14 inch, HDD	4027001	0217	0725	5602-01-02	001	Extra	350.000	Ft	166.01000	\$58,103.50
Reason: Sanitary Sewer relocation at Creek.										

Total Dollar Value: \$554,813.08

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
5602-01-02	Monroe Blvd & Indian Grove Lift Station_ACI 14-0891	0	CNST			
001	Participating					\$25,058.08
Total:						\$25,058.08

Total Net Change Amount: \$25,058.08

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	
Prime Contractor: Kalin Construction Co., Inc.	Project Engineer: Dan Dombos - Abonmarche
_____ Signature	_____ Signature
_____ Date	_____ Date
City of South Haven - Larry Halberstadt	MDEQ - Cindy Clendenon
_____ Signature	_____ Signature
_____ Date	_____ Date



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

Cc: Bill Hunter, Ron Dotson

From: Larry Halberstadt, PE, City Engineer

Date: November 21, 2016

RE: Motor Pool Purchase, Backhoe-Loader

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:

The City motor pool operates a Caterpillar 420D backhoe-loader. This vehicle serves multiple purposes including use by the water and sewer department to install new services, use by the cemetery department to dig graves, and use by the street department in snow clearing operations. The current vehicle was purchased in 2005 with a service life of 10 years. The current vehicle has continued to function adequately, despite being 2 years beyond its original service life. Due to the multiple tasks assigned to this vehicle, it is important to consider replacement at this time to ensure safe and efficient operation by City staff.

Memorandum

November 21, 2016

Motor Pool Purchase, Backhoe-Loader

Page 2 of 2

In selecting a replacement vehicle, City staff contacted three vendors and obtained demo backhoe-loaders for a week long test period. The vehicles tested included a Case 590SN, a John Deere 310SL HL, and a Caterpillar 430F2. We then solicited quotations on the tested equipment, which are summarized as follows:

Vendor	Equipment	Price	Discount Program
RPM Machinery	Case 590SN	\$103,100.00	NJPA
AIS Construction Equipment	John Deere 310SL HL	\$106,680.46	MiDEAL, NJPA
Michigan CAT	Caterpillar 430F2	\$108,822.00	MiDEAL, NJPA

The City participates in several programs that enable governmental agencies to procure materials, supplies, and services at a discounted price. These include the MiDEAL program and the National Joint Powers Alliance (NJPA). All of the vendors have offered pricing through the available discount programs. For example, Michigan CAT offers a 29% discount off the suggested retail price through the MiDEAL program for the Caterpillar 430F2. John Deere is offering a 39% discount and Case is offering a 44% discount.

After evaluating the function of the equipment and also the availability of repair parts and customer service after the sale, the preferred backhoe-loader is the Caterpillar 430F2. As a result, staff is recommending purchase of the Caterpillar 430F2 even though it is not the lowest quoted cost.

Recommendation:

Council should be requested to approve the purchase of a Caterpillar 430F2 backhoe-loader from Michigan CAT of Grand Rapids, Michigan in the amount of \$108,822.00

Support Material:

- Quotation from RPM Machinery
- Quotation from AIS Construction Equipment
- Quotation from Michigan CAT



August 17, 2016

City of South Haven
 1199 8TH AVE
 South Haven, Michigan 49090

Dear ,Ron

Thank you for this opportunity to quote a solution from Michigan CAT for your business needs. We are pleased to submit the following for your purchase consideration.

One (1) New CATERPILLAR Model: 430F2 HRC Backhoe Loader with the following factory and dealer options included below:

STOCK NUMBER:	SERIAL NUMBER:	YEAR:	SMU:
MACHINE SPECIFICATIONS			
430F2 BHL ST, TIER 4, HRC			450-8452
BELT, SEAT, 2" SUSPENSION			206-1747
PLATE GROUP - BOOM WEAR			270-3204
FENDERS, FRONT			337-6851
BUCKET-GP, 1.5 CYD			337-7401
COUNTERWEIGHT, 1015 LBS			337-9696
TIRES, 12.5 80/19.5L-24, FS			380-8961
RIDE CONTROL			398-2681
COLD WEATHER PACKAGE, 120V HRC			398-2882
INSTRUCTIONS, ANSI			430-9944
SEAT, DELUXE FABRIC			433-4806
HYDRAULICS, GP, 6FCN/8BNK, ST			450-8527
PT, 4WD, AUTOSHIFT			450-8616
CAB, DELUXE			450-8683
AIR CONDITIONER, T4			450-8715
STICK, EXTENDABLE, 16FT			450-8732
ENGINE, 86KW, C4.4 ACERT, T4F			450-8761
CUTTING EDGE, TWO PIECE,WIDE			9R-5320
STABILIZER PADS, FLIP-OVER			9R-6007
SERIALIZED TECHNICAL MEDIA KIT			421-8926
PRODUCT LINK, CELLULAR, PL6411			447-0049
SHIPPING/STORAGE PROTECTION			461-6839
RUST PREVENTATIVE APPLICATOR			462-1033
BUCKET-HD, 24", 6.2 CFT			2193387
SELL PRICE			\$108,822.00
EXT WARRANTY			Included

1-888-MICH CAT
www.michigancat.com
 Novi . Shelby Twp. . Grand Rapids . Saginaw . Lansing
 Kalkaska . Brownstown Twp.

TOTAL NET PURCHASE PRICE

\$108,822.00

WARRANTY

Standard Warranty:

Michigan CAT 12 Month, Unlimited Hour Standard Full Machine Warranty
Service Agreement with 6 Months Mileage

Extended Warranty:

GMP -36 MOS 5,000 HOUR POWERTRAIN

F.O.B/TERMS: Corporate

We believe the equipment as quoted will exceed your expectations. On behalf of Michigan CAT, thank you for the opportunity to supply Caterpillar machinery. This quotation is subject to machine availability and valid for 30 days, after which time we reserve the right to update the quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Mark McClung
Account Representative
Mark.McClung@MICHIGANCAT.com
(269) 217-0564

1-888-MICH CAT

www.michigancat.com

Novi . Shelby Twp. . Grand Rapids . Saginaw . Lansing
Kalkaska . Brownstown Twp.

Equipment Details

Prepared For: City of South Haven

Dealership: Jeff Ely
 AIS CONSTRUCTION EQUIPMENT C
 3960 N GRAND RIVER AVE
 LANSING, MI 48906
 Phone: 5173218000

Date September 28, 2016

Offer Expires: 10-28-16

All amounts are displayed in USD

310SL HL BACKHOE LOADER

Code	Description	Qty	List Price
0A80T	310SL HL BACKHOE LOADER		

Options

Required Items:

1065	<p>John Deere PowerTech Plus 4.5L (276 Cu. In.) Engine Meets Final Tier 4 and Stage IV Emissions with Net Peak Power of 110 Hp. For use only in areas where EPA Final Tier 4/EU Stage IV is required.</p> <p>Turbocharged. Wet Sleeve Cylinder Liners. 4 Valves / Cylinder. Electronically Controlled HPCR Fuel Delivery System, B20 Biodiesel Compatible. Cooled Exhaust Gas Recirculation. Serpentine Belt with Automatic Belt Tensioner. Enclosed Safety Fan Guard. Vertical Spin-On Engine Oil Filter. Spin-On Fuel Filter with Water Separator. Dual Safety Element Dry-Type Air Cleaner with Evacuator Valve. Underhood Catalysts with Vertical Curved Exhaust Stack. Passive flow-through Exhaust Aftertreatment system Glow plugs. Electronically controlled, variable-speed cooling fan.</p>	1	
1710	<p>JDLink Ultimate Cellular for the Americas, excluding Costa Rica - 5 Years Includes JDLink hardware: integrated cab wiring harness, antenna, modular telematics gateway (MTG), and JDLink Ultimate activation.</p> <p>JDLink utilizes cellular and satellite technology infrastructure that is outside the control of John Deere. Changes to that</p>	1	

infrastructure may require customers to purchase compatible JDLink hardware to restore functionality.

Includes 5 year subscription. Annual subscription renewal required after 5 years for continued functionality. JDLink customer account must be created to access JDLink Ultimate data. Go to www.StellarSupport.com to renew or update JDLink subscriptions.

Use of this service, and all rights and obligations of John Deere and the Customer (as identified in the applicable agreement), are governed by the terms and conditions outlined in the applicable Services and Software agreements available at www.JohnDeere.com/Agreements. If these terms and conditions are not agreeable do not proceed and do not use the service.

2401	English Decals with English Operator and Safety Manuals Includes English decals installed and English language operator's manual and parts book	1
3095	Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential and 5F/3R Autoshift Transmission Autoshift can turned on/off in the SSM. When Autoshift if off, Backhoe will operate with Powershift transmission.	1
4464	Galaxy 19.5L - 24 in. 12 PR Rear & 12.5/80-18 10PR Front Requires Axle Code 3065 or 3095.	1
2035	Cab Isolation mounted Modular design ROPS/FOPS Level 2 (meets ISO 3449 & ISO 3471 / SAE J1040) Molded roof. Tinted safety glass. Deluxe interior trim. Headliner. Molded floor mats. Less Radio. Air Conditioning 26,000 BTU. CFC free R134a refrigerant. Heater/defrosters/pressurizer, 40,000 BTU, 3 speed. Mechanical Suspension Deluxe, Cloth, Swivel Seat with Lumbar Adjustment and Arm Rests, Fully Adjustable. 3 in Seat Belt. Tilt Steering Wheel. Interior Rearview Mirror Front 2-speed wiper with windshield washer and rear 1-speed wiper. (2) front driving/working halogen lights - 32,500 Candlepower Each (2) rear working halogen lights - 32,500 Candlepower Each (6) additional work roof lights adds 2 front, 2 rear and 1 on each side of roof (4) turn signal/flashing/rear stop/tail lights - 2 front and rear (2) rear reflector See Order As Desired codes for additional Cab options not included in standard Cab (i.e. Air Suspension Seat, Radio, Sun Visor).	1
8685	Dual Maintenance Free Batteries With Disconnect and Jump Post Recommended for use in ambient temperatures BELOW 32 degrees F (0 degrees C).	1

6020	Extendible Dipperstick Extended stabilizer legs.	1
6220	Auxiliary Hydraulic with One Way Flow (Hammer) Includes plumbing to end of dipperstick.	1
5285	Pilot Controls, Two Lever, with Pattern Selection Proportional Auxiliary control and extendible dipperstick controlintegrated into pilot control levers.	1
5600	Less Backhoe Bucket with Bucket Pins	1
5440	New Series Multi-Brand Quick Coupler For use with CAT D,E, F, Case K-L-M, and DEERE SE, SG, SJ, SK, SL & SL HL Series backhoe buckets except high- capacity buckets and 710 buckets. Not compatible with Case N-Series.	1
7025	Two-Function Loader Hydraulics, Single Lever	1
8485	1250 Lb. (567 kg) Front Counterweight	1
7655	1.5 Cu. Yd. (1.15 Cu. M.), 92 in. (2.34 m.) wide Heavy Duty Long Lip Bucket with Bolt-On Cutting Edge and Skid Plates 92 in. (2.34 m.) wide. Includes reversible bolt-on cutting edge and skid plates. Includes two lift holes.	1

Optional Items:

9045	Chrome Exhaust Extension	1
9080	110 Volt Engine Coolant Heater (1000 Watts)	1
9110	Ride Control	1
9917	Radio, Bosch Basic Package AM/FM/Weather Radio	1
9965	Seat, Cloth Air-Suspension	1
9905	Strobe Light with Magnetic Mount Light is shipped loose in the cab.	1
AT437344	BKH Pin-on Bucket 24 In. (610 mm) Heavy-Duty 8.8 Cu. Ft. (0.25 Cu. M.)	1
AT371257	MFWD Wheel Fender Kit for 18 in. tires only Requires MFWD and 12.5/80-18 or 340/80R-18 front tires.	1

Configuration Total:**\$174,886.00****Summary**

Equipment Totals (includes "Other Charges")	Qty	Each	Extended
310SL HL BACKHOE LOADER	1	\$174,886.00	\$174,886.00
Total Equipment Group Price:			\$174,886.00

Additional Charges

Freight:	+/-	\$0.00
Setup & Delivery:	+/-	\$0.00

Discounts: MIDEAL	+/-	(\$68,205.54)
Trade In Allowance:	+/-	\$0.00
Extended Warranty:	+/-	\$0.00
Taxes:	+/-	\$0.00
Total Additional Charges:		(\$68,205.54)

Total Delivered Price: 1 **\$106,680.46**

Price and availability subject to change without notice. Taxes, extended warranty and freight charges are extra.
Some additional charges may apply.



Equipment Sales Order

Company Name		City of South Haven		Contact Name	Order Date
				Rodney Hutsell	11/8/2016
Street Address			Salesman		Phone #
1199 8th Avenue			Don Slycord		269-757-2024
City	State	Zip	County		
South Haven	Michigan	49090	Van Buren		

NO DELIVERY OF GOODS TO BE MADE UNTIL FULL SETTLEMENT IS RECEIVED

Unit #	Year	Make	Model	Serial #	Hours
TBD	2016	Case	590SN	TBD	NA
Machines and Attachments				Price	\$ 103,100.00
NEW CASE 590SN RUBBER TIRE BACKHOE					
110 HORSEPOWER TIER 4 ENGINE					
TRANSMISSION: Powershift S-Type					
FRONT WHEELS: 14x17.5 10PR lug tread					
REAR WHEELS: 21Lx24 PR lug tread (R4)					
BACKHOE: Extendahoe (EHOE)					
BALLAST: Heavy front counterweight(1100#)					
BACKHOE CONTROLS: Pilot with power lift					
STABILIZER PADS: Flip over combo					
FRONT LOADER VALVE: Auxiliary hydraulics					
LOADER BUCKET: 96" (1.5 cu yd) bolt on edge					
DELUXE CAB: Heat/AC/LH door					
Radio: AM/FM/MP3					
OPERATOR SEAT: Deluxe air suspension cloth heat					
Comfort Steer					
Battery Disconnect /Jump start					
Engine block heater					
Engine ECO Mode					
Gripper teeth extension					
Auto Ride control					
Dual batteries/Grid heater					
24" 7.70 cu ft..Backhoe bucket with Smartfit teeth					
				WARRANTY: FACTORY 3 YEAR/3000 HOUR PPP	
				PREMIER \$0 DEDUCTABLE	
				EXTENDED WARRANTY AVAILABLE:	
				4 YEAR/5000 HOURS \$2326 ADDITIONAL COST	
				QUOTE VALID FOR 30 DAYS	

Trade-In Equipment									
Year	Hours	Description			Trade Allowance	Amount Owing	Net Trade Allowance	Owed to Whom	Note #
		Make	Model	Serial Number					
					\$ -	\$ -	\$ -	0	
					\$ -	\$ -	\$ -		
					\$ -	\$ -	\$ -		
Total Trade Allowance					\$ -	\$ -	\$ -		

Other		1. Selling Price	\$ 103,100.00
1. Other	\$ -	2. Rental Credit (per left column)	\$ -
2. Extended Warranty	\$ -	3. Trade Allowance (per above)	\$ -
3. Maintenance Plan	\$ -	4. Net Price (1-2-3)	\$ 103,100.00
4. Physical Damage Insurance	\$ -	5. Federal Excise	\$ -
5. Total Other Fees (1+2+3+4)	\$ -	6. Michigan Tax	0% \$ -
Rental Credit Calculation		7. Indiana Tax	0% \$ -
1. # Months	0	8. Balance Owed On Trade	\$ -
2. Monthly Rental Rate	\$ -	9. Cash with Order	\$ -
3. Total Rental (1x2)	\$ -	10. Other Fees (LH Couolumn)	\$ -
4. % Credit Granted	0%	11. Balance Due 5+6+7+8+10	\$ 103,100.00
5. Rental Credit (3x4)	\$ -	Terms	<input type="checkbox"/> Cash on Delivery
			<input type="checkbox"/> Retail Installment Contract
		if retail contract, indicate desired length of contract	0
		if retail contract, indicate desired interest rate	0.00%
ALL TERMS SUBJECT TO CREDIT APPROVAL			

Customer Signature of Acceptance _____ Date _____

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

June 15, 2016

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

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

Agenda: Moved by Clark Gruber, seconded by Ren Wright to approve the Agenda, approved.

Public Comments: None.

Jon Woodhams moved and Ren Wright seconded to approve the Consent Agenda:

- A. Minutes of the Mar 18, 2016 Authority meeting be approved.
- B. Bills from May 19, 2016 through Jun 15, 2016 totaling \$11,504.92 be approved.
- C. Manager's report dated Jun 15, 2016 be approved.

A roll call vote was taken; Yeas: Todd Jensen, Barbara Rose, Clark Gruber, Ross Woodhams, Jon Woodhams, Dave Johnson, and Ren Wright. Nays: None. Approved.

Committee Reports: None.

Election of Officers: Clark Gruber moved to maintain the same officers as last year, seconded by Barbara Rose, approved.

Old Business: None.

New Business: None.

Member Comments: Dave Johnson reported that Mike Gillian is scheduled to do a Fly By with his Grumman Wildcat at Harbor Fest on Thursday, June 16, 2016 at 6:15pm. Barbara Rose reported on the status of their budget and that Covert Generating Plant has been sold.

Clark Gruber moved to adjourn the meeting at 7:50 pm, seconded by Todd Jensen, adjourned.

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

July 20, 2016

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

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

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

Public Comments: None.

Ren Wright moved and Ken Ratzlaff seconded to approve the Consent Agenda:

- A. Minutes of the Jun 15, 2016 Authority meeting be approved.
- B. Bills from Jun 16, 2016 through Jul 20, 2016 totaling \$32,694.12 be approved.
- C. Manager's report dated Jul 20, 2016 be approved.

A roll call vote was taken; Yeas: Ratzlaff, Todd Jensen, Clark Gruber, Ross Woodhams, Jon Woodhams, Dave Johnson, and Ren Wright. Nays: None. Approved.

Committee Reports: None.

Old Business: The millage levied to Authority members this year is .1196.

New Business: None.

Member Comments: Dave Johnson advised that the MAP (Michigan Airport Planning) meeting is Oct 12, 2016, 10 am in Lansing.

Ren Wright moved to adjourn the meeting at 7:35 pm, seconded by Ross Woodhams, adjourned.

Note: The Regular Housing Commission Meeting for June 22, 2016 was Cancelled
Due to Major Construction at Both Senior Apartment Sites.

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

CALL TO ORDER: The Regular Meeting of the South Haven Housing Commission (SHHC) was called to order at 5:15 p.m. by Chairperson Eugene Ladewski at the South Haven Housing Commission Warren Senior Community Center, 540 Williams Street, South Haven, Michigan.

ROLL CALL: Present: Chairperson Eugene Ladewski, Commissioner John DeCardy, Commissioner Letitia Wilkins and City Council Representative Scott Smith.
Absent: Commissioner Teresa Mahone-Jordan and Resident Commissioner Tom Thomson.
Also present: Executive Director and Secretary Charles Fullar. Executive Director Fullar reported that Commissioner Mahone-Jordan and Resident Commissioner Thomson communicated their meeting absence. It was moved by Commissioner Wilkins to excuse Commissioner Mahone-Jordan and Resident Commissioner Thomson; the motion was seconded by Commissioner DeCardy. All votes in favor. Motion carried. Executive Director Fullar introduced newly appointed John DeCardy to the Commissioners.

INVOCATION: Commissioner Wilkins delivered the invocation.

PUBLIC COMMENTS: None.

CONSENT AGENDA: 1) Minutes of the Regular Meeting May 25, 2016. 2) Current Operating Expenses - \$45,340.09; 3) June Operating Expenses - 49,264.08; 4) Homeownership Expenses - \$0.00; 2014 Capital Fund - \$0.00; 2015 Capital Fund - \$0.00; and 2016 Capital Fund - \$0.00. 5) Administrative Reports for Approval: Occupancy and Waiting List Reports; Monthly Investment Report; Delinquent Accounts Report; Accounts Receivable Balance Due Report; Income and Expenditures Report for June 2016; and Material Disposition. 6) Correspondence: Kalamazoo Gazette December 22, 2015, The Par Plan News June 2016, Herald Palladium June 1, 2016, Foundry Hall April 12 and July 1, 2016, and HUD Correspondence July 1, 2016. 7) Other Reports: None.

It was moved by Commissioner DeCardy to approve the Consent Agenda; the motion was seconded by Commissioner Wilkins. All votes in favor. Motion carried.

UNFINISHED BUSINESS: 1) Foundry Hall Correspondence, April 5, 2016 and Rent Adjustment Request: Executive Director Fullar reviewed and discussed the April 5, 2016, Foundry Hall correspondence that requests a monthly adjustment in rent paid to the Housing Commission for leased office space. Also reviewed and discussed was the correspondence form Foundry Hall dated July 1, 2016. By consensus, the Commissioners agreed that although Foundry Hall was experiencing financial stress related to sustaining a physical office location, their presence in the South Haven Community and at the Warren Senior Community Center is truly of value to the public and to our residents. It was moved by Commissioner Wilkins to provide a rent reduction for one year in an effort to retain Foundry Hall and allow time for the organization to attain financial stability; to authorize Executive Director Fullar to draft a new rental agreement contract with Foundry Hall specifying the new monthly rent amount for a one year period and to be effective for

2077

August 1, 2016, when the contract is signed; the motion was seconded by Commissioner DeCardy. All votes in favor. Motion carried.

2) Status of the FY 2016 Emergency Safety and Security Grant Application: Executive Director Fullar reviewed the HUD Correspondence dated July 1, 2016. The grant application was not funded.

NEW BUSINESS: 1) Resolution No. 16-07, Write-Off Bad Debts FYE 2016:

Resolution No. 16-07

Write-Off Bad Debts FYE 2016

WHEREAS, the South Haven Housing Commission in an effort to perform bookkeeping clean up to remove delinquent account bad debts, and

WHEREAS, delinquent account bad debts will be written off by resolution, and

WHEREAS, the herein listed delinquent account bad debts will be removed from Housing Commission current tenant accounting and the Housing Commission will pursue these accounts for collection,

NOW THEREFORE BE IT RESOLVED, by the Housing Commission of the City of South Haven, Michigan, which the following former tenant accounts are written off for FYE 2016, effective June 30, 2016: Account Number: 0037-12 in the amount of \$486.73; and Account Number: 0034-11 in the amount of \$644.24; Totaling \$1,130.97.

It was moved by Commissioner Wilkins to approve the foregoing Resolution No. 16-07 as introduced and read; Seconded by Commissioner DeCardy. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

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

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

It was moved by Commissioner DeCardy to affirm Contract Change Order Number 3 in the amount of \$3,264.00; Seconded by Commissioner Wilkins. All votes in favor. Motion carried.

3) Parking Lot Paving, Project CF-MI 82-2 & 3, Change Order #4:

Executive Director Fullar provided copies and reviewed Contract Change Order Number 4 for the Parking Lots Paving, Project 2014 CF-MI 82-2 & 3.

It was moved by Commissioner DeCardy to affirm Contract Change Order Number 4 for an additional 10 calendar days to complete the project due to a weather related delay; Seconded by Commissioner Wilkins. All votes in favor. Motion carried.

4) Commissioner Training August 10, 11, and 12: Executive Director Fullar affirmed the Commissioner Training dates. Participation will exceed the minimum 10 required to present the training. NARHO has promoted the Commissioner Training in South Haven and nine of the eleven regional Housing Commissions contacted directly by Executive Director Fullar expressed an interest in the training.

5) Commissioner Recognition for Sandra Seroke: A letter of appreciation for her years of service to the South Haven Housing Commission was presented and signed by all commissioners.

6) Assign Housing Commissioner for Housing Commission Vice-Chairperson: Executive Director Fullar reported Commissioner Mahon-Jordan's interest to serve as the Housing Commission's Vice-Chairperson. It was moved by Commissioner DeCardy to appoint Commissioner Mahon-Jordan as the South Haven Housing Commission Vice-Chairperson; Seconded by Commissioner Wilkins. All votes in favor. Motion carried.

EXECUTIVE DIRECTOR'S REPORT: None.

COMMISSIONER'S COMMENTS: Commissioner Wilkins expressed concern with the potential of losing affordable rental housing through the Housing Commission's Home Ownership Program.

ADJOURNMENT: It was moved by Commissioner Wilkins to adjourn; the motion was seconded by Commissioner DeCardy. All votes in favor. Motion carried. Meeting adjourned at 6:21 p.m.

Respectfully submitted:

Approved August 24, 2016

Charles R. Fullar, Secretary

Eugene Ladewski, Chairperson

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

Aug 17, 2016

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

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

Agenda: Moved by Ren Wright, seconded by Jon Woodhams to approve the Agenda, approved.

Public Comments: None.

Ren Wright moved and Jon Woodhams seconded to approve the Consent Agenda:

- A. Minutes of the July 20, 2016 Authority meeting be approved.
- B. Bills from July 21, 2016 through Aug 17, 2016 totaling \$18,763.23 be approved.
- C. Manager's report dated Aug 17, 2016 be approved.

A roll call vote was taken; Yeas: Todd Jensen, Woodhams, Jon Woodhams, Dave Johnson, and Ren Wright. Nays: None. Approved.

Committee Reports: None.

Old Business: None.

New Business: Todd Jensen moved to accept 5 year plan, seconded by Ren Wright, Approved.

Member Comments: Todd Jensen reported that Carl Stone was killed in a construction accident.

Jon Woodhams moved to adjourn the meeting at 7:40 pm, seconded by Ren Wright, adjourned.

SOUTH HAVEN HOUSING COMMISSION
Regular Meeting
Warren Senior Community Center
540 Williams Street, South Haven, Michigan 49090
August 24, 2016

CALL TO ORDER: The Regular Meeting of the South Haven Housing Commission (SHHC) was called to order at 5:10 p.m. by Chairperson Eugene Ladewski at the South Haven Housing Commission Warren Senior Community Center, 540 Williams Street, South Haven, Michigan.

ROLL CALL: Present: Chairperson Eugene Ladewski, Commissioner John DeCardy, Commissioner Letitia Wilkins and City Council Representative Scott Smith.
Absent: Commissioner Teresa Mahone-Jordan and Resident Commissioner Tom Thomson.
Also present: Executive Director and Secretary Charles Fullar and one member of the public, River Terrace resident Alice Myer. Executive Director Fullar reported that Commissioner Mahone-Jordan communicated her meeting absence. No communication was received from Resident Commissioner Thomson.

INVOCATION: Commissioner Wilkins delivered the invocation.

PUBLIC COMMENTS: None.

CONSENT AGENDA: 1) Minutes of the Regular Meeting July 27, 2016. 2) Current Operating Expenses - \$51,146.85; 3) Homeownership Expenses - \$0.00; 2014 Capital Fund - \$92,384.00; 2015 Capital Fund - \$0.00; and 2016 Capital Fund - \$0.00. 4) Administrative Reports for Approval: Occupancy and Waiting List Reports; Monthly Investment Report; Delinquent Accounts Report; Accounts Receivable Balance Due Report; Income and Expenditures Report for July 2016; and Petty Cash Report. 5) Correspondence: Resident Notice dated August 3, 2016; and Board Meeting Schedule for FYE 2017. 6) Other Reports: None.

It was moved by Commissioner Wilkins to approve the Consent Agenda; the motion was seconded by Commissioner DeCardy. All votes in favor. Motion carried.

UNFINISHED BUSINESS: 1) Foundry Hall Lease Contract: Executive Director Fullar reported that Foundry Hall decided not to continue to occupy the Warren Center Annex. Foundry Hall will be moving out by September 1, 2016.

NEW BUSINESS: 1) MOU Renewal with SENIOR NUTRITION SERVICES REGION IV, INC./Meals on Wheels of Southwest Michigan: Executive Director reviewed the annual renewal of the MOU with Senior Nutrition Services (SNS). Executive Director Fullar affirmed that the partnership with SNS as a solid and valued partnership that provides excellent service to the Housing Commission residents. It was moved by Commissioner DeCardy to renew the MOU with Senior Nutrition Services Region IV, Inc./Meals on Wheels of Southwest Michigan; the motion was seconded by Commissioner Wilkins. All votes in favor. Motion carried.

2) Michigan Township Participating Plan Risk Reduction Grant Program Agreement: Executive Director reviewed the PAR Plan grant award in the amount of \$3,500.00; and the grant agreement for the use of the grant award for exterior security camera installations for Harbor View Senior Apartments.

It was moved by Commissioner Wilkins to affirm and approve the Michigan Township Participating Plan Risk Reduction Grant Program Agreement; the motion was seconded by Commissioner DeCardy. All votes in favor. Motion carried.

3) Executive Director's Evaluation: The Executive Director's evaluation was supplied in the

agenda packet. Chairperson Ladewski requested staff to mail evaluations to all commissioners with instructions to mail the completed evaluations directly back to his home address. Chairperson Ladewski will compile the evaluations and meet with Executive Director Fullar to complete the evaluation.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Fullar reported the Harbor View hot water storage tank replacement was completed on Thursday, August 18th; the next Resident Advisory Board (RAB) meeting is scheduled for September 22, 2016; MSHDA and USDA rural development have been engaged in discussions regarding the Housing Commission's Homeownership Program; the next CDC meeting is scheduled for September 14th; the Housing Commission received reimbursement from Efficiency United/CLEAResult for River Terrace thermostats. The reimbursement was received on July 11th in the amount of \$3,245.00; and the FYE 0216 audit is scheduled for October 17th, 18th, and 19th.

COMMISSIONER'S COMMENTS: Commissioner DeCardy provided positive feedback for the Commissioner Training hosted by the South Haven Housing Commission on August 10th, 11th, and 12th. Commissioner DeCardy proposed "Future Thinking" to assess the housing needs in the community. Executive Director will provide copies of the Housing Commission's 2015 Five Year and Annual Plan to review current strategic planning and assessment of community needs.

ADJOURNMENT: It was moved by Commissioner Wilkins to adjourn; the motion was seconded by Commissioner DeCardy. All votes in favor. Motion carried. Meeting adjourned at 6:20 p.m.

Respectfully submitted:



Charles R. Fullar, Secretary

Approved September 28, 2016

Eugene Ladewski, Chairperson



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Alice Myer

Phone [Redacted]

Address [Redacted]

E-Mail Address [Redacted]

Resident of City? (Circle One) Yes No If Yes, how long: 1 yr. 8 months

Board or Commission Applying for: Resident Commissioner SHC

Qualifications: I have worked for fifty years. Started in 1954 and retired in 2004. During that time I worked the payroll dept, also have had management training for assistant fireman. Also was department supervisor.

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

I care about my community and the people I live with. Since moving to So. Haven I have become very involved with community events. I am very responsible and care deeply for things I am involved in.

Signature Alice Myer

Date 8-10-2016

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

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

MEMO

DATE: November 15, 2016

TO: Brian Dissette
City Manager

FROM: Travis Sullivan
City Clerk

SUBJECT: Switching Appointments of Council Representatives

Background Information:

The City Clerk's Office has received a request to alter the City Council Representatives from the Liberty Hyde Bailey Museum Board and the Housing Commission.

Council Member Kozlik-Wall is balancing both professional and personal issues which necessitates greater flexibility. Council Member Smith has expressed a desire and willingness to serve on the Liberty Hyde Bailey Museum Board.

Recommended Action:

Staff recommends the City Council consider approval of alteration of the appointments of Council Representatives Kozlik Wall for the Housing Commission and Smith for the Liberty Hyde Bailey Museum Board.



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: November 15, 2016

RE: Special Event 2016-45 – National Blueberry Festival 2017

Background Information

The National Blueberry Festival 2017 special event application is ready for Council approval. This event is a family friendly festival celebrating our local agriculture. Much like previous years, this event will have something for everyone and take place throughout South Haven. Some events include a craft show at Stanley Johnston Park, a parade, entertainment at Riverfront Park, rides, a tractor pull, pancake breakfast, beach activities, and much more. New to this year's festival will be offsite parking, a beer tent, and an educational kiosk.

This event will take place August 10, 2017 through August 13, 2017.

Proof of insurance will be provided prior to event.
Liquor license application will be submitted prior to event.

Attachments

Special Event 2016-45 - Special Event Application and Maps

CITY OF SOUTH HAVEN

Special Events & Festivals Application

Special Event # _____

Date Received _____

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

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

A new application must be submitted each year.

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

Initial EP

Date 11/3/16

CONTACT INFORMATION

Event Title: National Blueberry Festival "NBF" 2017

Sponsoring Organization: NBF

Applicants Name: Rosalie Plechaty

Telephone #: 269-271-6307 Phone # During Event: 269-271-6307

E-mail Address: rplechaty@blueberryfestival.org

Other contacts for/during event

Name: Brenda Daggett Telephone: 269-470-1572

Name: Tom McCreery Telephone: 269-214-4169

EVENT SPECIFIC INFORMATION

Event Location: Multiple - See Maps

Date(s) Requested: Aug 10, 11, 12, 13 2017 Alternative Date(s): _____

Start Time: Aug 10, 2017 5pm End Time: Aug 13, 2017 7pm

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

Number of people expected to attend: 50,000 over 4 days (estimate)

EVENT DESCRIPTION

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

See attached description...

National Blueberry Festival – August 10-13, 2017
Event Description

54th Annual – Family friendly event celebrating our local agricultural and agritourism community. Our events are focused in several areas of downtown: Downtown area “Blueberry Central”, Huron St. Pavilion, Riverfront Park, North Beach and SH Airport. The Festival includes: Blueberry Social, Pancake Breakfasts, Blueberry Central offering blueberry related items, other nfp fundraising dinners, (announced) Parade, Kids Events, Rides, Chamber of Commerce’ Craft Show, Miss Blueberry Pageant, Tractor Pull, Riverfront Entertainment, both child and adult Pie Eating Contests, Sand Sculpture Contest, Beverage Tent, Educational Booth, free Shuttle Service in downtown area, off-site parking (location TBD).

Rosalie Plechaty
Sponsor and Event Coordinator

A handwritten signature in black ink, appearing to be the name 'Rosalie' written in a cursive style.

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 Water Street, Parade Route, Event & Vendor Space

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? 26 (Plus 1 @ H.S. and 3 @ Alley in town)
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.

Race Relay event. Indicate "hand-off" points and areas of participant equipment impact. Under Separate Permit

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

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: Tom McCreery - Vendor Telephone: N4R-269-637-2003

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. c) 269-214-4169

First Aid facilities. Mark location on maps. List agency providing staff and equipment
Name: Brenda Daggett Telephone: 269-470-1572

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.

Mainstage @ Riverfront Park - Entertainment
Water Street - Lawn Tractor Pull, Rides

Date: <u>Aug. 10, 2017</u>	Time: <u>4pm - 10pm</u>
Date: <u>Aug 11, 2017</u>	Time: <u>9am - 11pm</u>
Date: <u>Aug. 12, 2017</u>	Time: <u>9am - 11pm</u>
Date: <u>Aug. 13, 2017</u>	Time: <u>9am - 7pm</u>

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: Electric, Water, Garbage

If electric utilities requested, name of festival person or electrician who will be responsible:
Name: Shane Draper Telephone: 386-237-1799

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: Through out festival, Parade, Beverage Tent

Will you require additional fire/ambulance services: Yes No *Private?*
If yes, explain: Will add 'First Aid' site with on site personnel

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 *will supply*

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

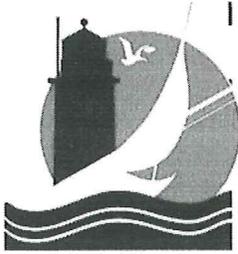
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

Rosalie Plechaty
Applicants Signature

11/3/16
Date

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

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



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

Cones and Barricades Request Form

Requester's Name Rosalie Plechaty
 Date Requested Aug. 10-13, 2017
 Organization/Committee NBF
 Mailing Address PO Box 482, South Haven, MI
 Office/Main Phone 269-271-6307
 Cell Phone 269-271-6307

EVENT: National Blueberry Festival

DATE of EVENT: Aug. 10-13, 2017

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	40	Tom McCreery	269-214-4168	Aug. 9 th 9 AM PM	Aug. 14 th 9 AM PM

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

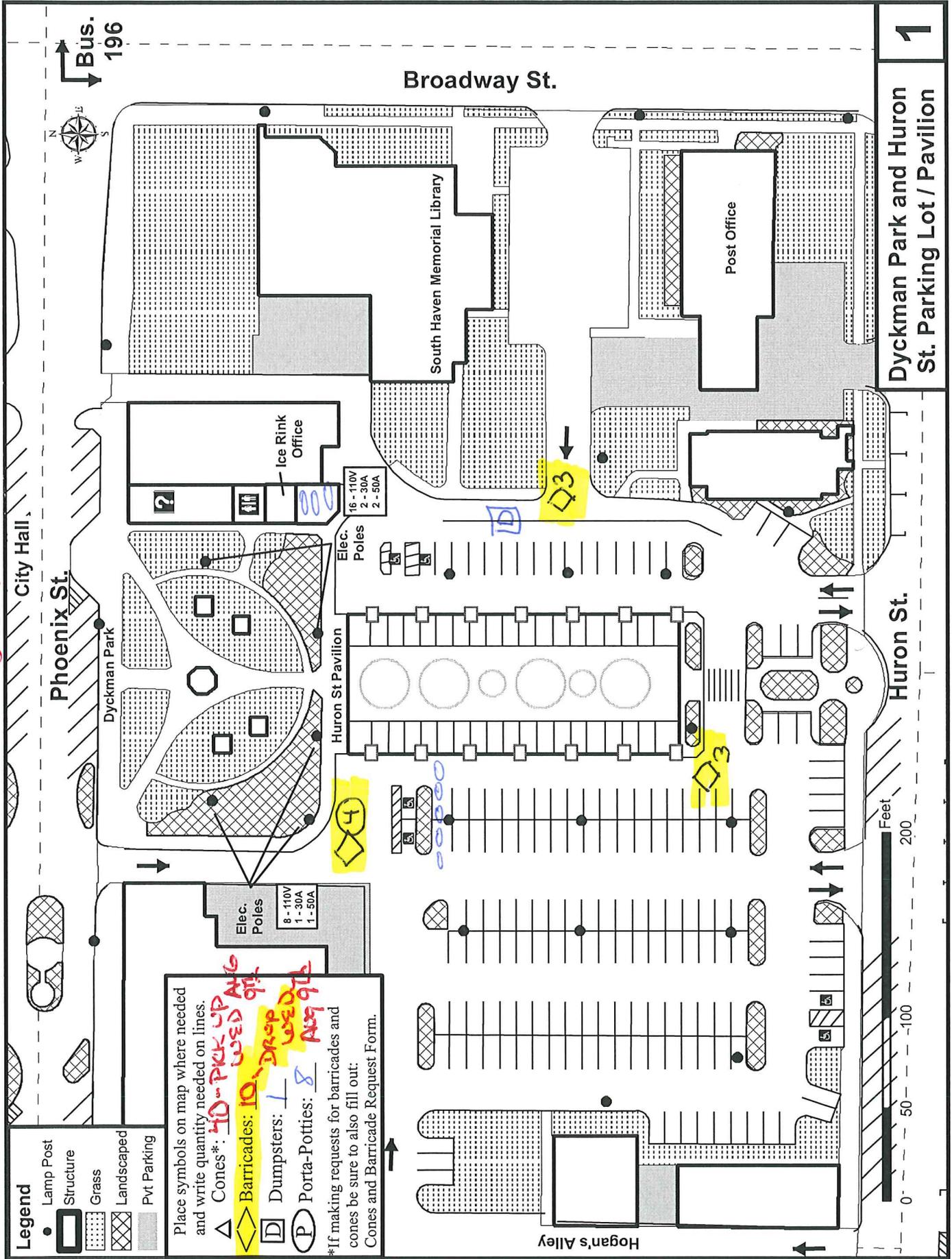
BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person	Drop Off Date/Time	Pick Up Date/Time	
			Cell Phone			
	18	10-Huron St. Parking Lot 2- K200 & Water St. 2- Maple & Michigan 2- St. Joe & Michigan 2- Water St. & Water Plant	Tom McCreery	269-214-4168	Aug 9 th 9 AM PM	Aug. 14 th 9 AM PM

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

Borrower's Signature: Rosalie Plechaty

Authorized by: _____

2017



Legend

- Lamp Post
- Structure
- ▨ Grass
- ▩ Landscaped
- ▧ Pvt Parking

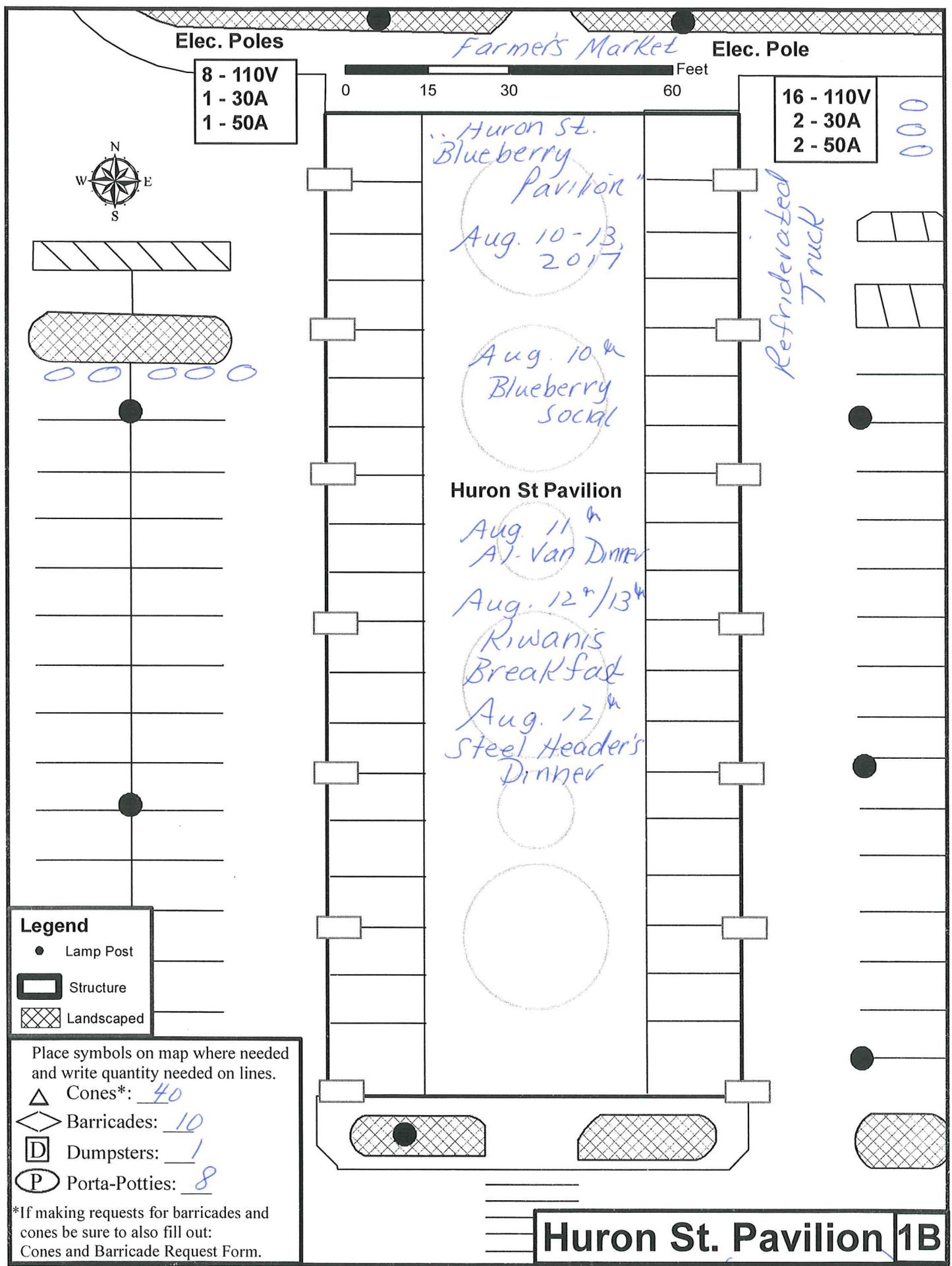
Place symbols on map where needed and write quantity needed on lines.

- △ Cones: 40 - PICK UP 10 - WED 10 - THU 10 - FRI 10 - SAT 10 - SUN
- ◇ Barricades: 10 - DROP 10 - WED 10 - THU 10 - FRI 10 - SAT 10 - SUN
- D Dumpsters: 1 - WED 1 - THU 1 - FRI 1 - SAT 1 - SUN
- P Porta-Potties: 8 - WED 8 - THU 8 - FRI 8 - SAT 8 - SUN

*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.



Phoenix St.



Elec. Poles

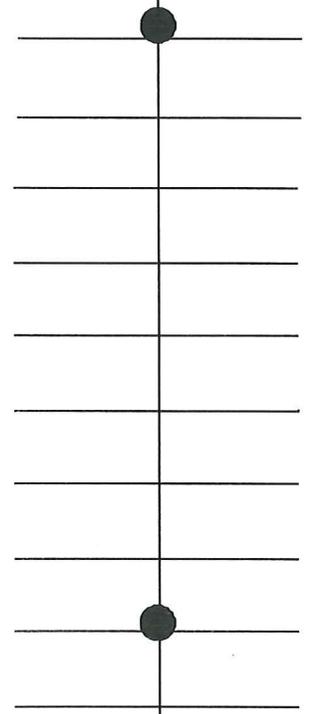
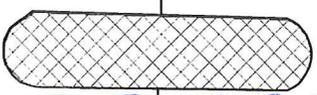
8 - 110V
 1 - 30A
 1 - 50A

Farmer's Market

Elec. Pole

0 15 30 60 Feet

16 - 110V
 2 - 30A
 2 - 50A



Huron St.
 Blueberry Pavilion
 Aug. 10-13, 2017

Aug. 10th
 Blueberry Social

Huron St Pavilion
 Aug. 11th
 Al-Van Dinner
 Aug. 12th/13th
 Riwanis Breakfast
 Aug. 12th
 Steel Header's Dinner

Refrigerated Truck

Legend

- Lamp Post
- ▭ Structure
- ▨ Landscaped

Place symbols on map where needed and write quantity needed on lines.

- △ Cones*: 40
- ◇ Barricades: 10
- ⓓ Dumpsters: 1
- Ⓟ Porta-Potties: 8

*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.

Huron St. Pavilion 1B

(close-up)

2017

Place symbols on map where needed and write quantity needed on lines.

Cones*: deep wood
Barricades: 4
city

D Dumpsters: _____
P Porta-Potties: _____

*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.

Black River

Water St

St Joseph St

Michigan Ave

Legend

- Lamp Post / Light
- Building
- RipRap
- Sand
- Grass
- Landscaped/ Wooded
- River

#8
1 - 30Amp
1 - 110/120
4 - 110 GFI

#9
2 - 110 GFI
1 - 250V

#10 - 4 110V GFI

Water Filtration Plant



Riverfront Park - West 4

10/26/2015

and write quantity needed on lines.

- Cones*: _____
- Barricades: _____
- Dumpsters: _____
- Porta-Potties: _____

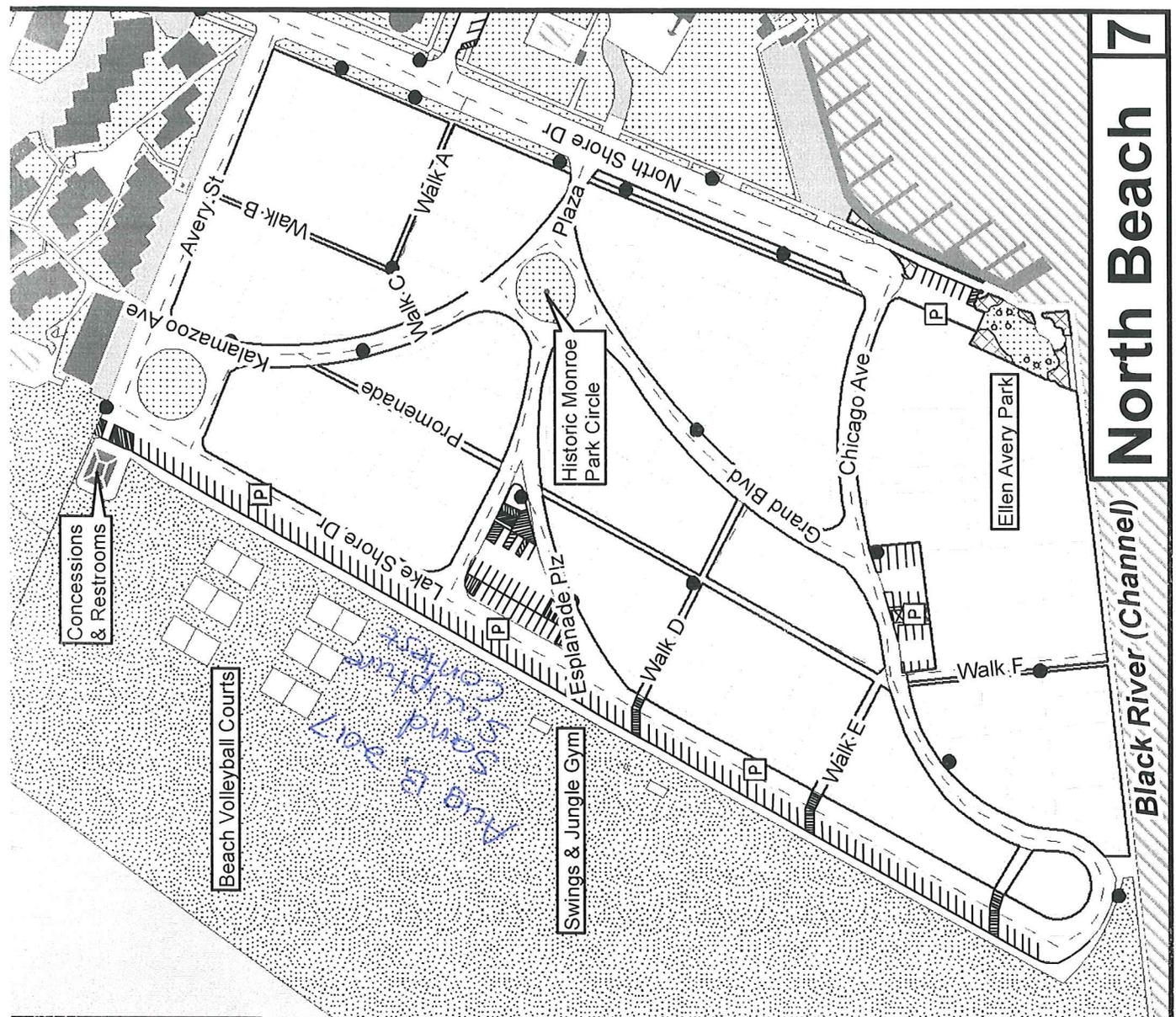
*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.



Lake Michigan

LEGEND

- Lamp Post
- P Paid Parking
- ▨ Beach
- ▨ Grass
- ▨ Landscaped
- ▨ Structure
- ▨ Pvt Parking
- ▨ River



North Beach 7

Black River (Channel)

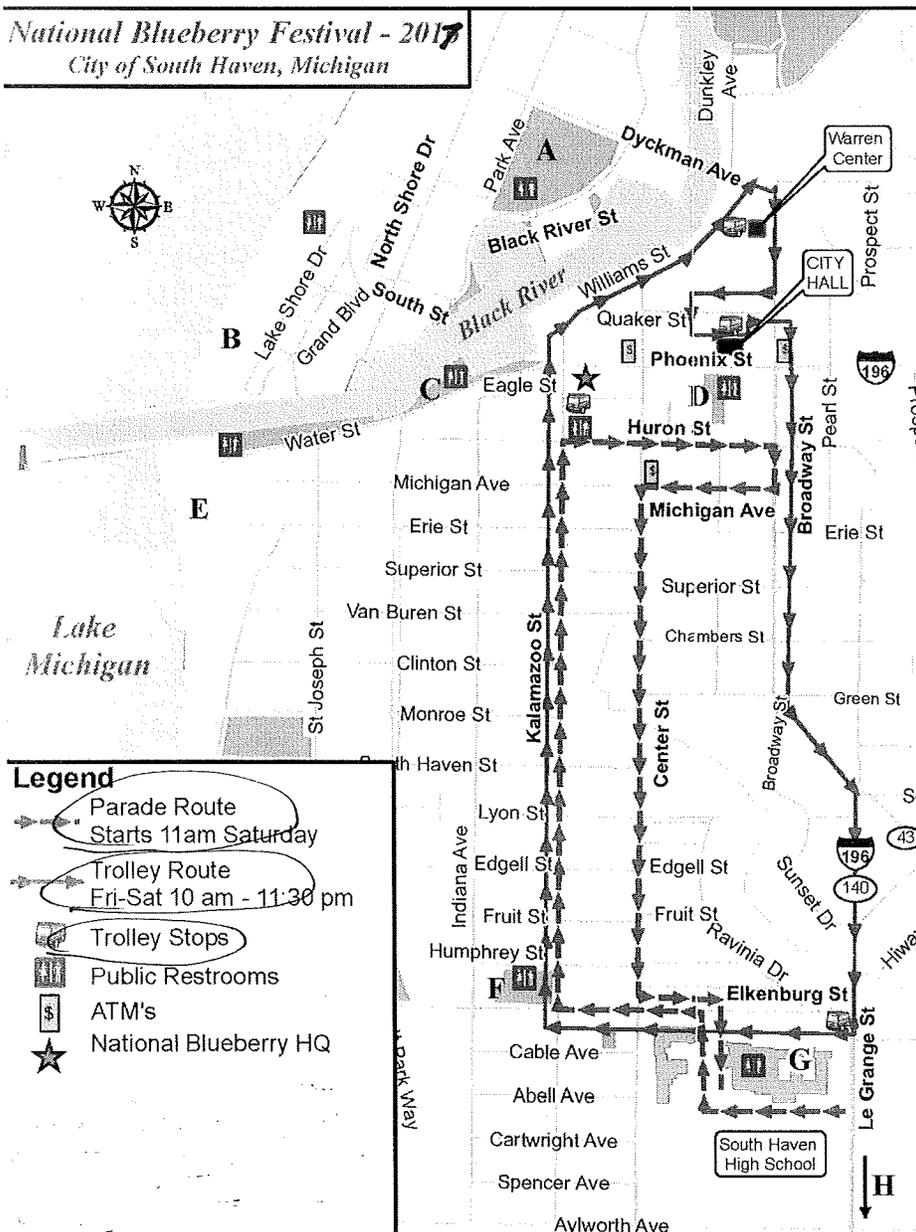
North Pier

*Aug 12, 2017
Sand
Cleanup
Event*

Parade & Trolley 2017 Map - As of November 2016

2017 National Blueberry Festival Map / Event Locations

National Blueberry Festival - 2017
City of South Haven, Michigan



Event Locations:
Please see schedule for details.

- A. Stanley Johnston Park**
 - Blueberry Festival Craft Fair
- B. North Beach**
 - Beach Yoga
 - Beach Volleyball
 - Sand Sculptures
- C. Riverfront Park & Main Stage**
 - Kids Activities
 - Concerts
 - Tractor Pull (Water St.)
- D. Huron St. Pavilion**
 - Blueberry Pie Social
 - Blueberry Central @ The Pavilion
 - Pancake Breakfast
 - SH Health System Health Fair
 - Dinners
- E. South Beach**
 - Beach Yoga
- F. Eikenburg Park**
 - Basketball Tournament
- G. SH High School/Listiak Auditorium**
 - Offsite Parking/Shuttle Pick-up
 - Concert Rain Location
- H. South Haven Airport**
 - Airport Fly-In
 - Pancake Breakfast
 - Classic Car Show (M-140 South to CR-380, Turn Left, Follow Signs)



For the most up-to-date information please visit:
www.BlueberryFestival.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: Michelle Coffey, Special Events Coordinator

Date: November 15, 2016

RE: Special Event 2016-47 – Blueberry Craft Fair 2017

Background Information

South Haven Area Chamber of Commerce is requesting Stanley Johnston Park for their annual Blueberry Festival Craft Fair. This event is scheduled for August 11-13, 2016. Their requests appear to be in order and consistent with past requests. Including overnight police patrol on both Friday and Saturday nights.

The Blueberry Festival Craft Fair has both arts and crafts with 150-175 vendor booths. Event will include food and beverage vendors. This event will also provide free space for non-profit organizations to display information, and for the Boy Scouts to sell bottled water. Overnight security and portable restrooms will be provided by Chamber. Set up times will begin at 12pm Friday. Clean-up will last until 7pm Sunday.

Proof of insurance will be provided closer to the event.

Attachments

Special Event 2016-47 Special Event Application and Maps

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # _____

Date Received _____

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

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

A new application must be submitted each year.

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


Initial

10/3/16
Date

CONTACT INFORMATION

Event Title: 32nd Annual Blueberry Festival Craft Fair

Sponsoring Organization: South Haven Area Chamber of Commerce

Applicants Name: Kathy Wagaman, Executive Director

Telephone #: 269.637.5171 Phone # During Event: 269.214.6178

E-mail Address: Director@SouthHavenMI.com

Other contacts for/during event

Name: Susan Diepen Telephone: 269.906.0722

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Stanley Johnston Park

Date(s) Requested: August 11-13, 2017 Alternative Date(s): _____

Start Time: 12:00 noon Friday End Time: 7:00 pm Sunday

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

Number of people expected to attend: 12,000

EVENT DESCRIPTION

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

A juried arts and crafts fair with approximately 150-175 vendor booths. Event will include food and beverage vendors. This event will also provide free space for non-profit organizations to display information, and for the Boy Scouts to sell bottled water. Overnight security and portable restrooms will be provided by the Chamber. Set up times begin at 12pm Friday, open hours of the show are 10am-5pm Saturday, 10am-4pm Sunday, with clean-up lasting until 7pm on Sunday.

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? 7
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: Kathy Wagaman Telephone: 269.637.5171

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

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

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

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

ADDITIONAL EVENT INFORMATION

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

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

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

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

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

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

CITY SERVICES

Are you requesting any utility services to be provided: Yes No
If yes, explain: Existing infrastructure water & electrical available at Stanley Johnston Park; please also equip fire hydrant located on Dyckman Ave. near Stanley Johnston Park sign with hose connections for access during this event, as well as water spigot located to the east of the basketball court.

If electric utilities requested, name of festival person or electrician who will be responsible:
Name: Shane Draper Telephone: 386.237.1799

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: _____
An increase of overnight police patrols on Friday and Saturday nights would be sincerely appreciated.

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
(to follow)

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

11-3-16
Date

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

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



Department of Public Works

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

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

Cones and Barricades Request Form

Requester's Name Kathy Wagaman
 Date Requested November 1, 2016
 Organization/Committee South Haven Area Chamber of Commerce
 Mailing Address 606 Phillips St.
South Haven, MI 49090
 Office/Main Phone 269.637.5171
 Cell Phone 269.214.6178

EVENT: Blueberry Festival Craft Fair

DATE of
 EVENT: Aug 11-13, 2017

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	50	Usually there are sufficient cones stored at the green shed at the park. If this is the case, no additional cones are needed.	Kathy Wagaman 214.6178		AM PM

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

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
crowd fencing		Along Dyckman Ave. from corner of Black River St. to Park St.	Kathy Wagaman 269.214.6178	Thurs PM AM PM	Monday AM PM

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

Borrower's
 Signature:

Kathy Wagaman

Authorized
 by: _____

Place symbols on map where needed and write quantity needed on lines.

△ Cones*: 50 -for parking areas

◇ Barricades: xxx crowd fencing

D Dumpsters: 1

P Porta-Potties: 7

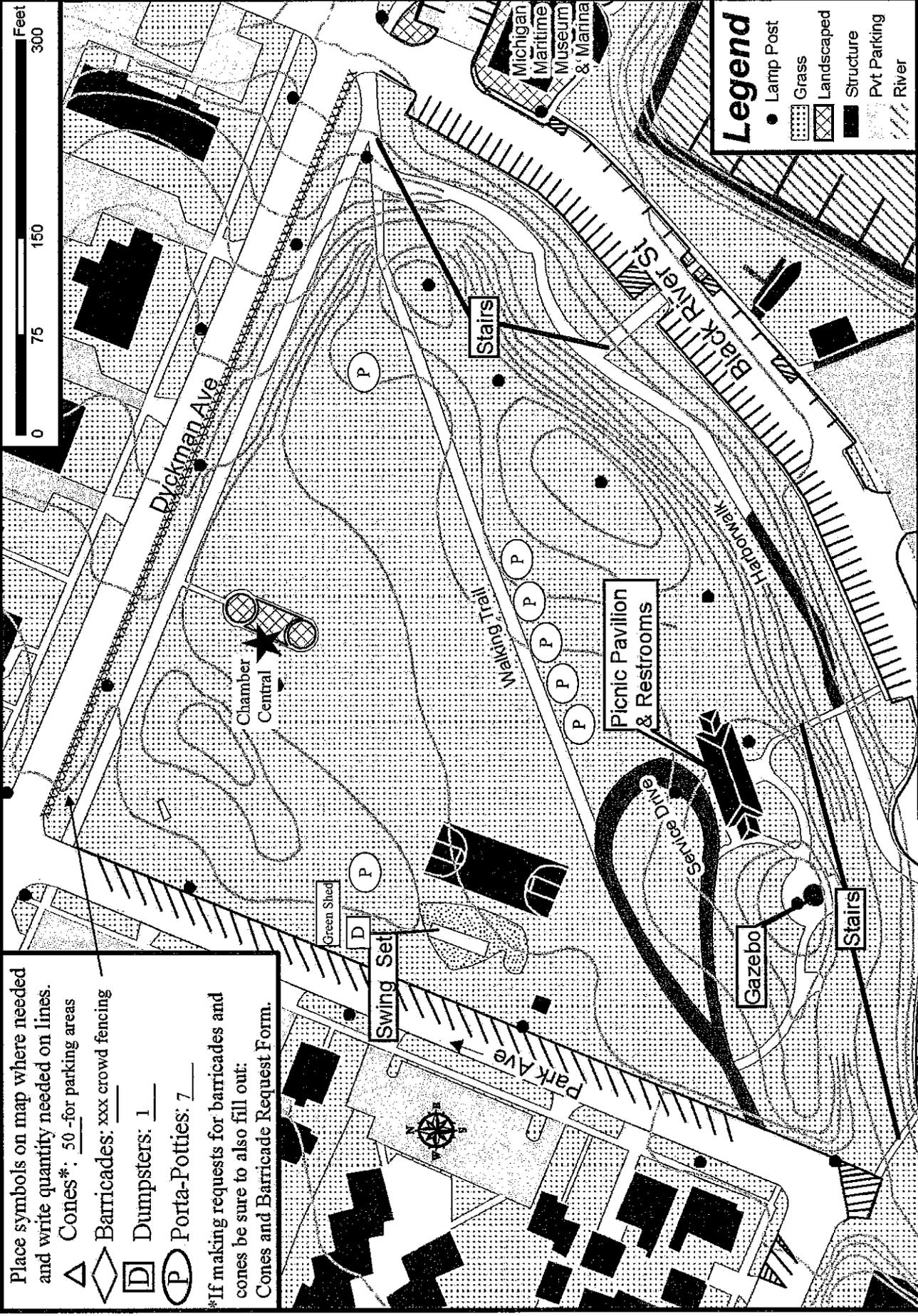
*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.



Legend

- Lamp Post
- ▨ Grass
- ▩ Landscaped
- Structure
- ▭ Pvt Parking
- ▬ River

Stanley Johnston Mem. Park 8





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: November 15, 2016

RE: Special Event 2016-46 – Rhythm on the River 2017

Background Information

Foundry Hall would like to have a 1 day music festival on July 22, 2017 from 12:00 pm to 11:00 pm at Riverfront Park. This event features local food, beer, and musicians. Riverfront Park would be used for a stage and beer garden, like Harborfest and Blueberry Fest. Water Street would be closed off from Kalamazoo Street to Maple Street for food vendors.

Insurance and liquor license will be provided closer to event.

Attachments

Special Event 2016-46 Special Event Application

Special Event # _____

Date Received _____

CITY OF SOUTH HAVEN

Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

Initial

Date

CONTACT INFORMATION

Event Title: _____

Sponsoring Organization: _____

Applicants Name: _____

Telephone #: _____ Phone # During Event: _____

E-mail Address: _____

Other contacts for/during event

Name: _____ Telephone: _____

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: _____

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

Start Time: _____ End Time: _____

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

Number of people expected to attend: _____

EVENT DESCRIPTION

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

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

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

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

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

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

Explain closure _____

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. The Mark location on maps.
- Portable toilet facilities. Mark locations on maps. How many? _____
The City requires the use of portable facilities for events expecting over 500 attendants.
- Parade. Mark beginning area, the route* (with arrows) and finish area on maps
*If Business Route I-196 needs to be closed for the Parade you will need to contact Department of Public Works at 269-637-0737 to obtain a MDOT permit for road closure.
- Participants. Mark parking areas, bus locations, and special passengers on maps.
- Relay event. Indicate "hand-off" points and areas of participant equipment impact.
- Aircraft landing / hot air balloons. Mark location on maps.
- Fireworks/pyrotechnics site. Mark location on maps.
- Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)

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

Name: _____ Telephone: _____

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

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

Name: _____ Telephone: _____

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

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

ADDITIONAL EVENT INFORMATION

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

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

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

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

- Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by the Parks and Recreation Supervisor; additional approval may be required.
- Street Marking: Painting and marking on roads and sidewalks should be held to a minimum, and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

CITY SERVICES

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

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

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

Will you require additional police services: Yes No
If yes, explain: _____

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

Additional fire information: Mark all that apply

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

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

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

INSURANCE

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

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

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

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

Applicants Signature

Date

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

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



Department of Public Works

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

Cones and Barricades Request Form

Requester's Name _____

Date Requested _____

Organization/Committee _____

Mailing Address _____

Office/Main Phone _____

Cell Phone _____

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

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

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

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

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

Borrower's Signature: _____

Authorized by: _____

SPECIAL EVENTS & FESTIVALS INFORMATION PAMPHLET

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

SPECIAL EVENTS & FESTIVALS APPROVAL PROCEDURE

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

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

CITY OF SOUTH HAVEN POLICIES & REGULATIONS REGARDING SPECIAL EVENTS

The City of South Haven recognizes the importance of special events within the community. These special events are acknowledged as providing additional economic impact to the area's businesses and helping to develop community pride, commitment, and involvement. The primary concern during an event is Public Safety. In the event of inclement weather the City of South Haven, has the right to cancel or postpone any special event, this includes the City Manager, Police Chief or his designee and Fire Chief or his designee. While the City of South Haven is supportive of these special events, certain guidelines must be enforced to insure that the festival or special event runs as smooth as possible:

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

- **POLICE AND FIRE PROTECTION:** The Police and Fire Departments need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you may have. Any additional costs to the City will be the organizer's responsibility.
- **INSURANCE COVERAGE:** The city requires proof of insurance (\$1,000,000) naming the City as "additionally insured".
- **NOISE:** If your event will have amplified noise you will need to indicate the date and time this noise will be made on Special Events & Festivals Form. **All noise must stay with in the city's noise ordinance. Noise Ordinance Sec. 30-28. City Noise Ordinance will be enforced.** If you have any questions about the noise ordinance please contact the local police department 269-637-5151. Noise must end by Midnight.
- **SANITARY FACILITIES:** Restroom facilities may be required by the local health department. Should any additional facilities be required, City personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the additional facilities.
- **STREET CLOSINGS:** If you anticipate that your special event will necessitate the closing of public streets, merchants and other property owners in the area must be informed of your request prior to City Council approval. The closing of streets for festivals/special events can be costly and inconvenient for the surrounding merchants and property owners. If street closings are required, a request outlining specific streets and intersections with time of closings and reasons should be included in your initial request to the City. Maps are available at the City Hall Customer Service Desk and at the city's website; www.south-haven.com. The Sponsoring Organization is responsible for the closing and opening of the streets and monitoring of the barricades. Major streets may require Police or Street Department personnel to close and reopen the streets. If Business Route I-196 needs to be closed for the Parade you will need to contact Department of Public Works at 269-637-0737 to obtain a MDOT permit from MDOT for road closure. At least one month should be reserved for this application process.
- **ALCOHOLIC BEVERAGES:** Provisions must be made for any "beer tent" or other event at which alcoholic beverages are planned. Special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting located on both private and public property..

Consumption of alcoholic beverages within any public park, beach, or street is prohibited unless the appropriate licensing has been obtained. The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved [Downtown South Haven Special Event Area](#). Guidelines for such special event liquor licensing are available in the [Special Event & Festivals Alcohol Policy](#). These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.

[City of South Haven Liquor License Application](#)
[Michigan Liquor Control Commission Website](#)

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

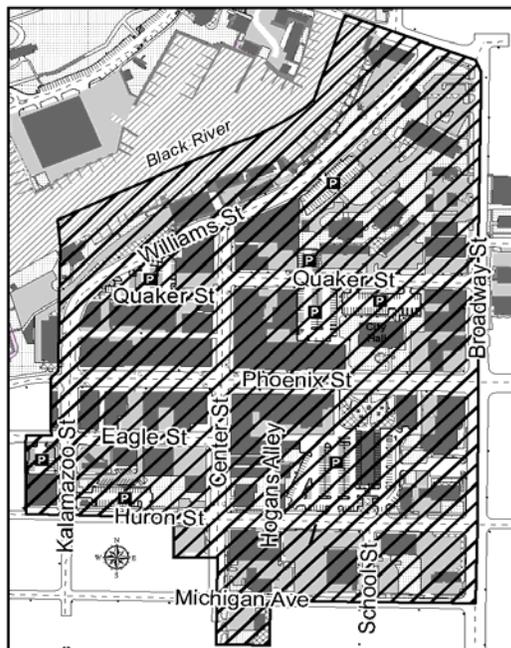
- **STREET MARKING:** Painting and marking on roads and sidewalks should be held to a minimum and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

- **SIGNAGE:** Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by the Parks and Recreation Supervisor; additional approval may be required.
- **PARADE:** Candy or other items shall not be thrown from any moving object, vehicle or float.
- **VEHICLES IN THE PARKS:** Vehicles are allowed only on public access roads within City parks.
- **FLOWERBEDS:** When planning the locations of concessions, booths, and eating areas, every effort must be made to avoid placement near flowerbeds.
- **VENDORS/CONCESSIONS:** Any concession stand must meet the State and County Health Department requirements.

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

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

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



- **CLEAN-UP AND TRASH RECEPTACLES:** All special events organizers are responsible for the removal of trash and debris caused by or related to the special event. Clean-up requirements could include the replacement of all trash receptacle liners and the removal of all debris and trash from the premises. For events attracting a large number of people, it is recommended that trash removal services be contracted with a private vendor.
- **ELECTRICAL/WATER SYSTEMS:** If you anticipate needing electric or water services for your event, you must contact the Public Works Director concerning your needs well in advance of your special event. The Public Works Director needs this information in order to insure proper utility extensions are made, if necessary. Four (4) month's advance notice is recommended for all events. The City's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$10.00 per vendor will be billed to the Sponsoring Organization following the event. A manual of what the Electric Inspector will be looking for is available to you. Staff Recommends distributing the manual to vendors participating in your event.
- **TENTS AND STRUCTURES:** Be sure to specify any tents or structures that will be used for the special event. No stakes can be placed in the ground without the specific approval of the City to avoid damaging underground utilities, road and parking lot surfaces, or other infrastructure. Most damage done to the parks or roads during special events is due to staking of tents, etc. Your organization will be responsible for any damage done to the parks or streets during your special event. It's important that the special event organization has volunteers who monitor the event to insure that damage is kept at a minimum.
- **LIGHTING:** Any additional lighting for an event must be approved by City Council. If approved the event holder must ensure that the lighting will not shine on neighboring areas.
- **EVENT CANCELLATION:** The City reserves the right to cancel any event, when deemed necessary, due to security, safety, or weather-related hazards, or in the case of noncompliance with City requirements.

CITY OF SOUTH HAVEN PARK RULES

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

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



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: November 15, 2016

RE: Special Event 2016-48 – All Crafts Fair 2017

Background Information

The 41st Annual All Crafts Fair event is scheduled for September 1-3, 2017. It is the same as it has been in the previous years. They are requesting snow fencing to be placed as it has in the previous years. They are also requesting additional police patrols over night of September 1st and 2nd.

This event is a juried arts and crafts fair with 150-175 vendor booths. This event will include food and beverage vendors. It will also provide free space for non-profit organizations to display information, and for the Boy Scouts to sell bottled water. Overnight security and portable restrooms will be provided by Chamber. Set up times will begin at 12 pm Friday. Clean-up will last until 7 pm Sunday.

Proof on insurance will be provided when we get closer to the event.

Attachments

Special Event 2016-48 Special Event Application and Maps

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY
Special Event # _____
Date Received _____

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

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

A new application must be submitted each year.

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

Initial [Signature]

Date 11-3-16

CONTACT INFORMATION

Event Title: 41st Annual All Crafts Fair

Sponsoring Organization: South Haven Area Chamber of Commerce

Applicants Name: Kathy Wagaman, Executive Director

Telephone #: 269.637.5171 Phone # During Event: 269.214.6178

E-mail Address: Director@SouthHavenMI.com

Other contacts for/during event

Name: Susan Diepen Telephone: 269.906.0722

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Stanley Johnston Park

Date(s) Requested: September 1-3, 2017 Alternative Date(s): _____

Start Time: 12:00 noon Friday End Time: 7:00 pm Sunday

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

Number of people expected to attend: 12,000

EVENT DESCRIPTION

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

A juried arts and crafts fair with approximately 150-175 vendor booths. Event will include food and beverage vendors. This event will also provide free space for non-profit organizations to display information, and for the Boy Scouts to sell bottled water. Overnight security and portable restrooms will be provided by the Chamber. Set up times begin at 12pm Friday, open hours of the show are 10am-5pm Saturday, 10am-4pm Sunday, with clean-up lasting until 7pm on Sunday.

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? 7
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: Kathy Wagaman Telephone: 269.637.5171

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

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

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

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

ADDITIONAL EVENT INFORMATION

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

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

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

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

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

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

CITY SERVICES

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

If yes, explain: Existing infrastructure water & electrical available at Stanley Johnston Park; please also equip fire hydrant located on Dyckman Ave. near Stanley Johnston Park sign with hose connections for access during this event, as well as water spigot located to the east of the basketball court.

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

Name: Shane Draper Telephone: 386.237.1799

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: _____

An increase of overnight police patrols on Friday and Saturday nights would be sincerely appreciated.

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
(to follow)

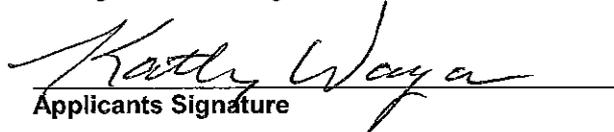
REMINDERS

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

11-3-16
Date

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

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



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

Cones and Barricades Request Form

Requester's Name Kathy Wagaman
 Date Requested November 1, 2016
 Organization/Committee South Haven Area Chamber of Commerce
 Mailing Address 606 Phillips St.
South Haven, MI 49090
 Office/Main Phone 269.637.5171
 Cell Phone 269.214.6178

EVENT: All Crafts Fair DATE of EVENT: Sept 1-3, 2017

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	50	Usually there are sufficient cones stored at the green shed at the park. If this is the case, no additional cones are needed.	Kathy Wagaman 214.6178		AM PM

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

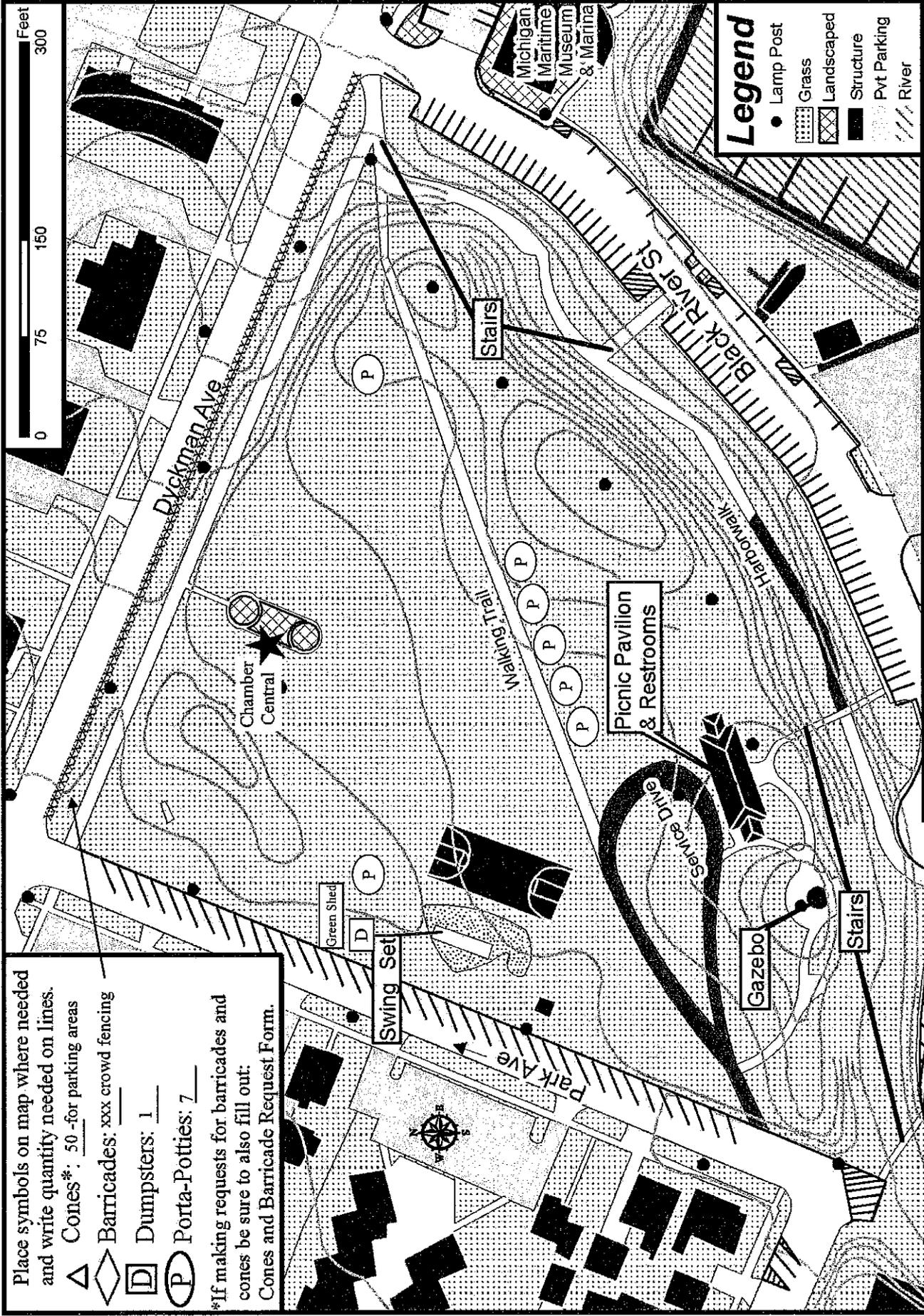
BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
	crowd fencing	Along Dyckman Ave. from corner of Black River St. to Park St.	Kathy Wagaman 269.214.6178	Thurs PM AM PM	Monday AM PM

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

Borrower's Signature: Kathy Wagon

Authorized by: _____

Stanley Johnston Mem. Park 8



Place symbols on map where needed and write quantity needed on lines.

Cones*: 50 -for parking areas

Barricades: xxx crowd fencing

Dumpsters: 1

Porta-Potties: 7

*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.

- Legend**
- Lamp Post
 - ▨ Grass
 - ▩ Landscaped
 - Structure
 - ▨ Pvt Parking
 - ▨ River



Agenda Item 10 Nonconforming Lots, Uses and Structures Zoning Amendment

City of South Haven

Background Information:

The City Council will be asked to consider taking the following actions related to the proposed amendment to the city's Zoning Ordinance, section 1901:

- A. Host a public hearing, and
- B. Consider a motion to adopt the proposed amendment to the city's Zoning Ordinance, section 1901.

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 take the following actions related to the proposed amendment to the city's Zoning Ordinance, section 1901:

- A. Host a public hearing, and
- B. Consider a motion to adopt the proposed amendment to the city's Zoning Ordinance, section 1901.

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
Cc: Bill Hunter, DPW Director
From: Larry Halberstadt, PE, City Engineer
Date: November 21, 2016
RE: Donation of Sculpture for Phoenix Street

Background Information

As part of the Phoenix Street Improvements, the DDA purchased and installed various precast concrete plinths for placement of statues or sculptures. After completion of the Phoenix Street project in 2014, Thea Grigsby, the Executive Director of the South Haven Center for the Arts, agreed to organize a committee to solicit the donation of artwork to the City for placement on the plinths.

The committee is now ready to present the first donation to the City. The donation will be funded by SHOUT. SHOUT has previously donated two sculptures that are located on the grounds of City Hall. The sculpture to be donated is called "Summer Breeze". It was created by local artist, Kathy Kreager and professionally finished at Riveer Environmental. The sculpture base is 36-inches in diameter and it stands 9 feet tall.

The committee is proposing to install the sculpture on the plinth that is located adjacent to Taste Restaurant located at the southeast corner of Phoenix and Kalamazoo Streets. The committee members have discussed the installation with the owners of Taste Restaurant and they have agreed to the installation at this location.

Kathy Kreager has agreed to perform future maintenance on the sculpture. In addition, SHOUT will be providing a bronze plaque signifying their donation.

On September 6, 2016, Council adopted Resolution 2016-84: A Resolution Amending the Gift Policy for the City of South Haven. The guidelines set forth in the gift policy require that City Council review the gift prior to installation.

Memorandum

November 21, 2016

Donation of Sculpture for Phoenix Street

Page 2 of 3



Photo of "Summer Breeze"

Recommendation

City Council should be requested to review and accept the gift of a sculpture from SHOUT to be placed near 402 Phoenix Street. Installation will be arranged to occur within two weeks of Council approval. The Center for the Arts, SHOUT, and Taste will host an unveiling party at the time of installation.

Memorandum

November 21, 2016

Donation of Sculpture for Phoenix Street

Page 3 of 3

Attachments

Resolution 2016-84: Amended 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: Arnold, Klavins, Kozlik-Wall, Schlack, Smith, Burr

ABSENT: Gruber

The following preamble and resolution was offered by Member Kozlik-Wall and supported by Member Schlack.

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

Nays: Gruber

RESOLUTION DECLARED ADOPTED

Robert G. Burr
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
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.



City of South Haven

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

TO: Brian Dissette, City Manager

FR: Linda Anderson, Planning and Zoning Administrator
Kate Hosier, Assistant City Manager

RE: Short-term rental statistics

Date: November 14, 2016

Summary of Findings on Short-Term Rental Regulations

On May 16, 2016, the South Haven City Council added a new Article X “Short Term Rentals” to Chapter 10 “Buildings and Building Regulations” of the City Code.

To date, we have registered 389 short term rental houses. In the 2010 census, there were 3,383 housing units reported in the City of South Haven. Registered short term rentals comprise 11% of all city housing units. If we remove attached condominiums from the total number of units (they were not required to register¹) we have short term rentals in 13% of the housing units in the city. Rental applications may be submitted at any time. Any new rental registration applications for units in the single family residential zones (i.e., R1 zones) will be limited to 12 occupants and will be required to meet new zoning requirements including those related to increased off-street parking spaces. For new units in the mixed-use zones (i.e., RM-1, B-3 or R-2), the maximum will be 16 unless specific fire suppression improvements are in place. In that case, the maximum may allow up to 24 occupants. All rentals are limited by the two (2) per bedroom, two (2) for each finished story with the maximums in place.

Rental registrations were received from all neighborhoods west of Blue Star Highway. For analytical purposes, the city was divided into 7 areas in which rentals appeared to be most clustered (ref. attached map). The largest concentration is seen in the area identified on the attached map as SW Downtown where 46.5% of all rentals are located. This area is generally bordered by Phoenix to the north, Elkenburg to the south and Center to the east, Monroe Blvd to the west. There are 735 residentially zoned properties within these boundaries and 181 registered rentals. The second most popular rental area is identified as Northside North of Dyckman with 15.2% of the registrations (58 units).

¹ Attached condominium units were not included as they were beyond the scope of focus which was to determine the impact and concentration of single family home rentals in residential zoning districts. Condominium projects are overwhelmingly found in the mixed-use zones of RM-1, R-2 and B-3.

Regarding occupancy, 62.2% of rentals had an occupancy limit of 10 or less persons. Overall, the average occupancy per unit is 9.9 persons. Only 9.3% allowed occupancy of 12 or 16 even though the home may have had the bedrooms and floors to accommodate that higher number.

Other statistics include:

- The average length of stay for 72% of all rentals is seven (7) days.
- The average number of bedrooms per unit is 3.6.
- There are only 8 short term rentals that have frontage on Lake Michigan. Five (5) of the 8 units have an average stay length of 7 days. The number of bedrooms and occupants is typical of other parts of the city.
- There are 6 rentals with frontage on the Black River. All units have an average stay of 7 days. The average number of bedrooms and occupants per unit is lower than the average for all registered rentals.

Any rental registration application received from this date forward will be limited to 12 occupants and will be required to meet new zoning requirements including those related to increased off-street parking spaces and overall building height. Those who have already registered their short term rental units need not reregister for 2017.

During 2016, focus was placed on registering all of the short-term rentals in the city. In September staff began an effort to follow up on suspected rentals operating without registering contacting those confirmed cases and making sure the units were registered. Overall, property owners were very cooperative in registering their units for the short term rental certificate. Also in 2016, city law enforcement records included information as to whether an offending property was a short-term rental or not. During this year, one noise citation was issued to a short term rental property and no properties were identified as inherently being a “problem”.

In 2017, staff will begin enforcement of both the occupancy limits and the posting of the certificates in the front window. Since most of the rental unit owners already had reservations in place by the time the ordinance became effective, occupancy limits were waived for this year.

Information collected through the registration process will be useful in drafting the master plan update which is now underway. The planning commissioners held a kickoff meeting with the consultant on October 20th to review the planning process and determine those issues of primary interest to the city. There are several areas of study required by state statute when communities update or create master plans including but not limited to recreation, economic development, infrastructure, downtowns and neighborhoods. The South Haven process will include a number of public meetings to gather public input into the goals and recommendations in the plan. Also included is a community survey which will be mailed to every property owner in the city. The consultant will also provide a link on the city’s website to allow all interested persons up to date information and progress on the plan.

Information gathered from the registration files will be very useful in both neighborhood and residential goal setting and in developing recommendations for zoning ordinance amendments to further the master plan goals. The consultant and the planning commissioners are kept in possession of the most up to date rental information.

A number of the assumptions the planning commissioners heard when beginning the short term rental ordinance process were discovered to be unfounded. What staff did find was:

- The areas of the highest concentration of short term rentals were not areas of high police activity due to noise or nuisance gathering;
- Many property owners chose to have fewer maximum occupants on their registration certificate than the ordinance would allow;
- Most rental owners told staff they would gladly post the Good Neighbor Policy from the city but that they had many more rules than the city and would continue to enforce all of their rules as well as the city's, and
- Law enforcement actions overall were no higher for short term rental properties than for owner occupied residences.

There were few complaints by property owners regarding the registration process and most were more than happy to take part and to actually have a short term rental ordinance. There were, however, two complaints we did hear most frequently and they involved the certificate posting and the need for the agent within 45 miles of the city.

Specifically, some felt that posting the certificate in the window was an infringement on privacy especially when the information was largely intended for emergency service providers and not curious neighbors. The other was the requirement for an agent (or owner) to live within 45 miles of South Haven. Almost all of the rental applicants stated that they have been renting for many years without that requirement and could not understand why that was included. They further told us that all emergency numbers are posted inside their unit and the renters are instructed to contact the person or persons needed (e.g., 911, plumber, electrician, etc.) directly. They are afraid of wasting what could be precious time by going through the agent or owner.

Basic Requirements of the Short-Term Rental Ordinance

Registration required. All dwelling units on mixed-use property or residential property used for short-term rentals must be registered with the City. The short-term rental of an unregistered rental unit is prohibited.

Local agent. All dwelling units used for short-term rentals shall have a designated local agent. This is an individual designated to oversee the short-term rental of the dwelling unit and to respond to calls from renters, concerned citizens, and City representatives. The local agent must live or maintain a physical place of business within 45 miles of the dwelling unit used for short-term rentals. A property owner who meets these criteria may be the local agent.

Contact information posted in window. A notice must be posted in a prominent first-floor window of any dwelling unit used for short-term rentals stating the name of the local agent, a 24-hour telephone number with which the agent can be reached, and the maximum occupancy of the dwelling unit as permitted by this ordinance. The notice must be in at least 16 point type.

Street address posted within dwelling unit. The street address of the property must be posted in at least two prominent locations within the dwelling unit in order to assist occupants in directing emergency service personnel in the event of an emergency. The address should be posted near the kitchen and near any telephone or pool.

Smoke detectors and carbon monoxide devices. The owner or local agent of a dwelling unit used for short-term rentals must:

- Install and maintain an operational smoke detector in each bedroom.
- Install and maintain at least 1 operational approved carbon monoxide detector on each floor.

- Test such devices at least every 90 days to ensure that they are operational.

Fireworks. No fireworks shall be used on the premises of a dwelling unit registered as a short-term rental, when it is occupied by anyone other than the owner.

Attics and basements. No attic or basement can be counted for the purpose of determining the maximum number of occupants in a dwelling unit during a short-term rental, unless the property owner or local agent has given the City, in writing, consent for the City to inspect the premises to verify whether that attic or basement meets the applicable egress requirements for occupancy in the Michigan Construction Code, the Michigan Residential Code and the applicable fire codes.

Maximum Occupancy Limits

The short-term rental regulations included maximum occupancy limits which become effective on January 1, 2017.

Occupant. An occupant is an individual at least 24 months of age who is living in, sleeping in, or otherwise having possession of a space.

- Children under the age of 24 months do not count toward the occupancy limits.
- An individual present in a dwelling unit during the term of a short-term rental shall be presumed to be an occupant unless circumstances clearly indicate that the individual is visiting between the hours of 8:00 a.m. and 11:00 p.m. and will not stay overnight

R-1 Zoning Districts

For newly constructed, newly enlarged, and newly rented dwelling units on residential property, the maximum occupancy limit is the lesser of: (i) 12 total occupants, or (ii) 2 occupants per bedroom plus 2 additional occupants per finished story meeting the applicable egress requirements for occupancy in the Michigan Construction Code.

- “Residential property” is defined as a lot or parcel within any of the R-1 zoning districts.
- A “newly constructed” dwelling unit is any dwelling unit the initial construction of which was completed after April 18, 2016.
- A “newly enlarged” dwelling unit is any dwelling unit to which improvements were made to increase the size of the dwelling unit, which were completed after April 18, 2016.
- A “newly rented” dwelling unit is any dwelling unit that was not used for short-term rentals for at least 15 days during the 2015 calendar year or a previous calendar year.

All Other Zoning Districts

In all other situations, the maximum occupancy limit is the lesser of: (i) 16 total occupants, or (ii) 2 occupants per bedroom plus 2 additional occupants per finished story meeting the applicable egress requirements for occupancy in the Michigan Construction Code.

Applications for Increase

An owner or local agent may apply for permission to have the maximum occupancy of a dwelling unit on mixed use property increased above the maximum of 16 total occupants.

“Mixed use property” is a lot or parcel located within an area of the City where both multi-family residential and commercial development is permitted, as in the RM-1, R-2 and B-3 zoning districts.

A property owner can apply for increase in the occupancy cap, which can be granted to the lesser of: (i) 24 total occupants, or (ii) 2 occupants per bedroom plus 2 per finished floor.

Applications for increase shall be submitted to and decided by a committee comprised of the City Manager or his/her designee, the City’s Director of Public Works or his/her designee, and the Police Chief or his/her designee.

The committee shall decide an application for increase in a public meeting with advance notice of that meeting given to owners of real property within 300 feet of the boundaries of the real property for which an application for increase has been filed.

The committee shall grant the application for increase only upon determining that both of the below factors are satisfied:

(A) All of the following are provided:

- (i) A parking site plan allowing sufficient access for emergency vehicles.
- (ii) An automatic sprinkler system on all floors with one or more bedrooms.
- (iii) A fire alarm system.
- (iv) An interconnected smoke alarm system.
- (v) Fire-rated corridors.
- (vi) Fire-rated stairwell enclosures on all stairways providing the primary means of egress for one or more bedrooms.
- (vii) Automatic door closers and fire-rated doors on all bedrooms.
- (viii) A sufficient number of emergency exits, suitably placed in relation to the designated bedrooms, as determined in the discretion of the committee.

(B) Due to one or more of the following features or similar features of the applicant’s property, an increased maximum occupancy would not have an adverse effect on surrounding properties:

- (i) Isolation from properties used as residential dwellings.
- (ii) Size of the setbacks on the property.
- (iii) Provision of fencing or other screening from adjoining properties.
- (iv) Topography and layout of the applicant’s property, or of the adjoining properties.
- (v) Other characteristics and uses of properties within the vicinity of the applicant’s property.

Penalties for Violation of Short-Term Rental Ordinance

Fines for Municipal Civil Infraction Violations

Any violation of Chapter 10, Article X is a municipal civil infraction. Each day that a violation continues constitutes a separate violation. The fines for these municipal civil infractions are as follows:

<u>Offense</u>	<u>First Violation</u>	<u>Subsequent Violation</u>
Leasing an unregistered dwelling unit	\$750	\$1,000
Exceeding maximum occupancy	\$500	\$1,500
Other violations of Article X	\$500	\$1,500

Revocation of Registration

The City can revoke the rental registration for any dwelling unit which is the site of at least 3 separate incidents (occurring on 3 separate days) within a calendar year, which result in a plea of responsibility, a plea of guilty, a plea of no contest, or a court's determination of responsibility by the owner, local agent, or any renter for a violation of one or more of the following:

- Any provision of Chapter 10, Article X
- Chapter 30, Article II – Noise
- Chapter 30, Article III – Controlled Substances
- Chapter 30, Article IV – Junk, Rubbish, and Noxious Weeds
- Chapter 54, Article V – Offenses Against Public Peace
- Chapter 70, Article II – Provision and Use of Trash Containers
- Any violation of the Zoning Ordinance

When the zoning administrator determines that the registration of a dwelling unit is subject to revocation, he or she shall issue a notice to the property owner and local agent stating that the City intends to revoke the registration. The notice will provide an opportunity for a hearing, at which the property owner or local agent can show cause why the registration should not be revoked. The hearing must be requested within 14 days of service of the notice.

If a hearing is timely requested, the City must schedule the hearing before the City Manager and must notify the owner and local agent in writing of the time and place for that hearing.

At the hearing, the property owner and local agent may present evidence that the requirements for revocation have not been satisfied, or that the property owner and local agent should not be held responsible for one or more of the three requisite violations, due to extenuating circumstances, such as:

- The violation was committed by a non-renter and the renter(s) attempted to prevent or halt the violation
- The violation resulted from an act of God
- Other circumstances that the owner or owner's agent could not reasonably anticipate and prevent, and could not reasonably control

Upon revocation of a registration, a dwelling unit cannot be re-registered for a period of 1 year, and cannot be used for short-term rentals until re-registered.

NEXT STEPS

City staff working in conjunction with the South Haven Police Department, City Prosecutor, and attorneys from Dickenson Wright will be meeting on December 5, 2016 to formulate an enforcement plan. This will ensure that efforts by the Building Department, Code Enforcement, and the Police Department are not redundant or miss problems thought to be covered by another department.

Additionally, this information will be used in the Master Plan process that is currently underway. Specifically, the Planning Commission with the Master Plan consultants, Main Street Planning, are formulating survey questions that will be distributed city-wide. Surveys will be mailed to every property within the city and will also be available at the Building Department for residents that do not own property within the city. Moreover, the Master Plan process includes 3 neighborhood workshops and a design charrette for the Overton property. Questions on short-term rentals will be included on the city-wide survey.

ATTACHMENTS

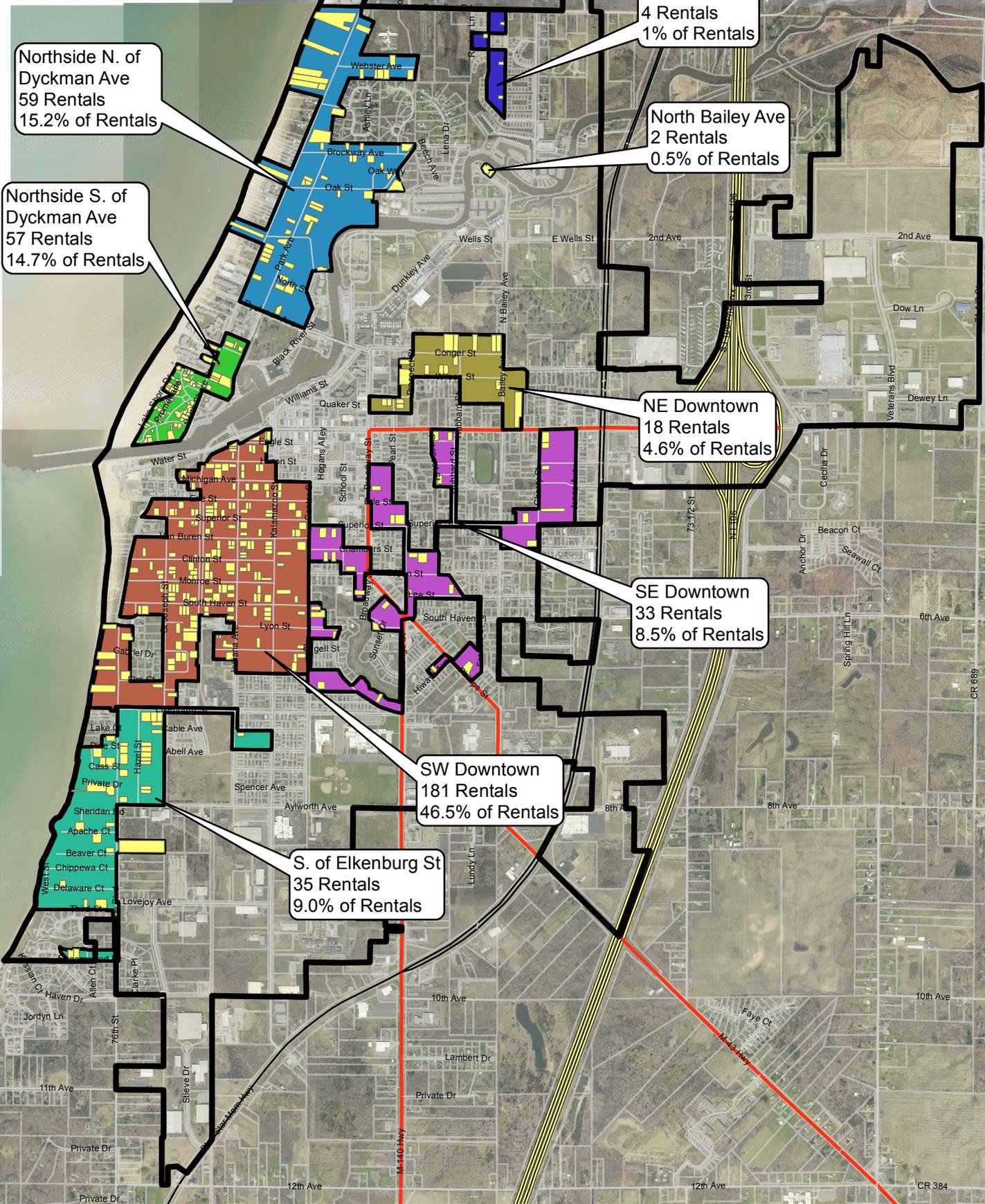
Map
Registration Data by Street Name
Registration Date by Maximum Occupancy

Registered Short Term Rentals

Data from 10/26/2016



Total Rentals: 389



South Haven Rentals by Street Name

10/26/2016

Certificate Number	Address	Date Applied	Date Issued	Status
APACHE CT				
CRR1600202	35 APACHE CT	06/01/2016	06/01/2016	Certified
CRR1600220	42 APACHE CT	06/01/2016	06/01/2016	Certified
AVERY ST				
CRR1600249	88 AVERY ST	06/02/2016	06/02/2016	Certified
CRR1600253	98 AVERY ST	06/02/2016	06/02/2016	Certified
CRR1600310	90 AVERY ST	06/03/2016	06/03/2016	Certified
BAILEY AVE				
CRR1600017	1 N BAILEY AVE	05/24/2016	05/24/2016	Certified
CRR1600217	15 N BAILEY AVE	06/01/2016	06/01/2016	Certified
BLACK RIVER ST				
CRR1600071	288 BLACK RIVER ST	05/26/2016	05/26/2016	Certified
BROADWAY ST				
CRR1600389	403 BROADWAY ST	07/05/2016	07/05/2016	Certified
CRR1600390	403 BROADWAY ST	07/05/2016	07/05/2016	Certified
CRR1600439	620 BROADWAY ST	07/18/2016	07/18/2016	Certified
BROCKWAY AVE				
CRR1600033	228 BROCKWAY AVE	05/26/2016	05/26/2016	Certified
CRR1600085	231 BROCKWAY AVE	05/27/2016	05/27/2016	Certified
CRR1600087	281 BROCKWAY AVE	05/27/2016	05/27/2016	Certified
CRR1600088	246 BROCKWAY AVE	05/27/2016	08/10/2016	Certified
CRR1600395	222 BROCKWAY AVE	07/05/2016	07/05/2016	Certified
CRR1600420	117 BROCKWAY AVE	07/14/2016	08/10/2016	Certified
CRR1600444	213 BROCKWAY AVE	08/03/2016	08/04/2016	Certified
CASS ST				
CRR1600212	45 CASS ST	06/01/2016	06/01/2016	Certified
CRR1600341	51 CASS ST	06/07/2016	08/10/2016	Certified
CENTER ST				
CRR1600188	701 CENTER ST	06/01/2016	06/01/2016	Certified
CRR1600189	705 CENTER ST	06/01/2016	06/01/2016	Certified
CRR1600228	516 CENTER ST	06/01/2016	06/01/2016	Certified
CRR1600275	768 CENTER ST	06/02/2016	06/02/2016	Certified
CRR1600322	704 CENTER ST	06/03/2016	08/10/2016	Certified
CRR1600432	802 CENTER ST	07/15/2016	07/15/2016	Certified
CHAMBERS ST				
CRR1600337	516 CHAMBERS ST	06/06/2016	08/10/2016	Certified
CRR1600409	714 CHAMBERS ST	07/13/2016	07/13/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600454	534 CHAMBERS ST	09/23/2016	09/23/2016	Certified
CHERRY ST				
CRR1600013	351 CHERRY ST	05/23/2016	05/23/2016	Certified
CRR1600014	433 CHERRY ST	05/24/2016	05/24/2016	Certified
CRR1600263	518 CHERRY ST	06/02/2016	06/02/2016	Certified
CRR1600448	317 CHERRY ST	08/19/2016	08/19/2016	Certified
CHICAGO AVE				
CRR1600026	97 CHICAGO AVE	05/25/2016	05/25/2016	Certified
CRR1600064	98 CHICAGO AVE	05/26/2016	08/10/2016	Certified
CRR1600066	100 CHICAGO AVE	05/26/2016	08/10/2016	Certified
CRR1600365	94 CHICAGO AVE	06/16/2016	06/16/2016	Certified
CHURCH ST				
CRR1600114	620 CHURCH ST	05/31/2016	05/31/2016	Certified
CRR1600259	618 CHURCH ST	06/02/2016	06/02/2016	Certified
CLINTON ST				
CRR1600094	209 CLINTON ST	05/27/2016	05/27/2016	Certified
CRR1600159	77 CLINTON ST	05/31/2016	05/31/2016	Certified
CRR1600166	204 CLINTON ST	05/31/2016	05/31/2016	Certified
CRR1600169	213 CLINTON ST	05/31/2016	05/31/2016	Certified
CRR1600218	124 CLINTON ST	06/01/2016	06/01/2016	Certified
CRR1600269	312 CLINTON ST	06/02/2016	06/02/2016	Certified
CRR1600371	201 CLINTON ST	06/17/2016	06/17/2016	Certified
CRR1600373	103 CLINTON ST	06/21/2016	06/21/2016	Certified
CRR1600419	82 CLINTON ST	07/14/2016	08/10/2016	Certified
CONGER ST				
CRR1600096	849 CONGER ST	05/27/2016	06/06/2016	Certified
CRR1600097	849 CONGER ST	05/27/2016	06/06/2016	Certified
CRR1600262	815 CONGER ST	06/02/2016	06/02/2016	Certified
CRR1600315	837 CONGER ST	06/03/2016	06/03/2016	Certified
CRR1600316	750 CONGER ST	06/03/2016	08/10/2016	Certified
CRR1600424	751 CONGER ST	07/15/2016	08/10/2016	Certified
CRR1600425	737 CONGER ST	07/15/2016	08/10/2016	Certified
DELAWARE CT				
CRR1600007	23 DELAWARE CT	05/23/2016	05/23/2016	Certified
DYCKMAN AVE				
CRR1600235	213 DYCKMAN AVE	06/02/2016	06/02/2016	Certified
CRR1600236	213 DYCKMAN AVE	06/02/2016	06/02/2016	Certified
EAGLE ST				

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600047	303 EAGLE ST	05/26/2016	05/31/2016	Certified
CRR1600075	314 EAGLE ST	05/27/2016	05/27/2016	Certified
CRR1600107	324 EAGLE ST	05/31/2016	05/31/2016	Certified
CRR1600174	325 EAGLE ST	05/31/2016	06/01/2016	Certified
CRR1600233	310 EAGLE ST	06/02/2016	06/06/2016	Certified
CRR1600446	327 EAGLE ST	08/19/2016	08/19/2016	Certified
EDGELL ST				
CRR1600356	422 EDGELL ST	06/10/2016	08/10/2016	Certified
CRR1600410	323 EDGELL ST	07/13/2016	07/13/2016	Certified
ELKENBURG ST				
CRR1600150	80 ELKENBURG ST	05/31/2016	06/01/2016	Certified
CRR1600187	90 ELKENBURG ST	06/01/2016	06/01/2016	Certified
CRR1600366	94 ELKENBURG ST	06/16/2016	06/16/2016	Certified
ERIE ST				
CRR1600049	420 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600051	212 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600052	212 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600053	212 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600098	401 ERIE ST	05/27/2016	05/27/2016	Certified
CRR1600124	310 ERIE ST	05/31/2016	05/31/2016	Certified
CRR1600133	301 ERIE ST	05/31/2016	05/31/2016	Certified
CRR1600156	331 ERIE ST	05/31/2016	05/31/2016	Certified
CRR1600268	306 ERIE ST	06/02/2016	06/02/2016	Certified
CRR1600276	110 ERIE ST	06/02/2016	06/02/2016	Certified
CRR1600277	230 ERIE ST	06/02/2016	06/02/2016	Certified
CRR1600279	228 ERIE ST	06/02/2016	06/02/2016	Certified
ESPLANADE				
CRR1600106	84 ESPLANADE	05/31/2016	06/09/2016	Certified
CRR1600108	82 ESPLANADE	05/31/2016	05/31/2016	Certified
CRR1600109	82 ESPLANADE	05/31/2016	05/31/2016	Certified
CRR1600222	83 ESPLANADE	06/01/2016	06/01/2016	Certified
CRR1600408	87 ESPLANADE	07/12/2016	07/12/2016	Certified
ESPLANADE PLAZA				
CRR1600367	48 ESPLANADE PLAZA	06/16/2016	06/16/2016	Certified
FRUIT ST				
CRR1600016	419 FRUIT ST	05/24/2016	05/24/2016	Certified
GRAND BLVD				
CRR1600089	31 GRAND BLVD	05/27/2016	05/27/2016	Certified

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CRR1600127	33 GRAND BLVD	05/31/2016	08/10/2016	Certified
CRR1600203	22 GRAND BLVD	06/01/2016	06/01/2016	Certified
CRR1600266	14 GRAND BLVD	06/02/2016	06/02/2016	Certified
CRR1600396	12 GRAND BLVD	07/06/2016	07/06/2016	Certified
CRR1600397	10 GRAND BLVD	07/06/2016	07/06/2016	Certified
CRR1600421	40 GRAND BLVD	07/14/2016	08/10/2016	Certified
HAZEL ST				
CRR1600099	967 HAZEL ST	05/27/2016	05/27/2016	Certified
CRR1600115	1005 HAZEL ST	05/31/2016	05/31/2016	Certified
CRR1600199	963 HAZEL ST	06/01/2016	06/01/2016	Certified
CRR1600223	1101 HAZEL ST	06/01/2016	06/01/2016	Certified
CRR1600386	1091 HAZEL ST	07/01/2016	07/01/2016	Certified
CRR1600413	1009 HAZEL ST	07/13/2016	08/10/2016	Certified
CRR1600414	1019 HAZEL ST	07/13/2016	08/10/2016	Certified
HIWAYS AVE				
CRR1600443	742 HIWAYS AVE	07/19/2016	08/04/2016	Certified
HUMPHREY ST				
CRR1600162	513 HUMPHREY ST	05/31/2016	05/31/2016	Certified
HURON ST				
CRR1600041	208 HURON ST	05/26/2016	05/26/2016	Certified
CRR1600057	218 HURON ST	05/26/2016	05/31/2016	Certified
CRR1600058	218 HURON ST	05/26/2016	05/31/2016	Certified
CRR1600091	229 HURON ST	05/27/2016	05/27/2016	Certified
CRR1600143	318 HURON ST	05/31/2016	06/02/2016	Certified
CRR1600325	214 HURON ST	06/03/2016	06/03/2016	Certified
CRR1600374	322 HURON ST	06/21/2016	06/21/2016	Certified
INDIANA AVE				
CRR1600019	604 INDIANA AVE	05/24/2016	05/25/2016	Certified
CRR1600022	352 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600023	551 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600024	567 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600025	567 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600083	951 INDIANA AVE	05/27/2016	05/27/2016	Certified
CRR1600086	561 INDIANA AVE	05/27/2016	05/27/2016	Certified
CRR1600113	563 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600130	506 INDIANA AVE	05/31/2016	06/02/2016	Certified
CRR1600136	712 INDIANA AVE	05/31/2016	07/01/2016	Certified
CRR1600154	513 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600157	800 INDIANA AVE	05/31/2016	06/01/2016	Certified

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CRR1600160	565 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600172	612 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600183	654 INDIANA AVE	06/01/2016	06/01/2016	Certified
CRR1600251	351 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600273	768 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600292	554 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600294	603 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600323	314 INDIANA AVE	06/03/2016	06/03/2016	Certified
CRR1600382	459 INDIANA AVE	06/28/2016	06/28/2016	Certified
CRR1600383	316 INDIANA AVE	06/30/2016	06/30/2016	Certified
CRR1600392	560 INDIANA AVE	07/05/2016	07/05/2016	Certified
CRR1600405	320 INDIANA AVE	07/11/2016	07/11/2016	Certified
CRR1600430	664 INDIANA AVE	07/15/2016	07/15/2016	Certified
KALAMAZOO AVE				
CRR1600032	60 KALAMAZOO AVE	05/26/2016	05/26/2016	Certified
CRR1600111	66 KALAMAZOO AVE # 1	05/31/2016	05/31/2016	Certified
CRR1600112	66 KALAMAZOO AVE # 2	05/31/2016	05/31/2016	Certified
CRR1600146	55 KALAMAZOO AVE	05/31/2016	05/31/2016	Certified
CRR1600164	62 KALAMAZOO AVE	05/31/2016	05/31/2016	Certified
KALAMAZOO ST				
CRR1600035	655 KALAMAZOO ST	05/26/2016	05/26/2016	Certified
CRR1600076	562 KALAMAZOO ST	05/27/2016	05/27/2016	Certified
CRR1600077	558 KALAMAZOO ST	05/27/2016	05/27/2016	Certified
CRR1600082	601 KALAMAZOO ST	05/27/2016	05/27/2016	Certified
CRR1600100	620 KALAMAZOO ST	05/27/2016	05/31/2016	Certified
CRR1600122	712 KALAMAZOO ST	05/31/2016	05/31/2016	Certified
CRR1600129	660 KALAMAZOO ST	05/31/2016	05/31/2016	Certified
CRR1600205	464 KALAMAZOO ST	06/01/2016	06/01/2016	Certified
CRR1600293	563 KALAMAZOO ST	06/02/2016	06/02/2016	Certified
CRR1600308	710 KALAMAZOO ST	06/03/2016	06/03/2016	Certified
CRR1600381	460 KALAMAZOO ST	06/27/2016	06/27/2016	Certified
CRR1600438	704 KALAMAZOO ST	07/18/2016	07/18/2016	Certified
LA GRANGE ST				
CRR1600015	553 LA GRANGE ST	05/24/2016	05/24/2016	Certified
CRR1600178	619 LA GRANGE ST	06/01/2016	06/01/2016	Certified
CRR1600387	460 LA GRANGE ST	07/05/2016	07/05/2016	Certified
LAKE SHORE DR				
CRR1600009	36 LAKE SHORE DR	05/23/2016	05/23/2016	Certified
CRR1600010	50 LAKE SHORE DR	05/23/2016	05/23/2016	Certified
CRR1600021	36.5 LAKE SHORE DR	05/25/2016	05/25/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600054	60 LAKE SHORE DR	05/26/2016	06/01/2016	Certified
CRR1600158	22 LAKE SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600230	52 LAKE SHORE DR	06/02/2016	06/03/2016	Certified
CRR1600344	66 LAKE SHORE DR	06/07/2016	06/07/2016	Certified
CRR1600379	20 LAKE SHORE DR	06/24/2016	06/24/2016	Certified
CRR1600403	54 LAKE SHORE DR	07/11/2016	07/11/2016	Certified
LEE ST				
CRR1600211	767 LEE ST	06/01/2016	06/01/2016	Certified
LYON ST				
CRR1600011	526 LYON ST	05/23/2016	05/25/2016	Certified
MAPLE GATE CT				
CRR1600204	732 MAPLE GATE CT	06/01/2016	06/01/2016	Certified
CRR1600260	730 MAPLE GATE CT	06/02/2016	06/02/2016	Certified
MAPLE ST				
CRR1600006	712 MAPLE ST	05/23/2016	05/23/2016	Certified
CRR1600141	711 MAPLE ST	05/31/2016	05/31/2016	Certified
CRR1600176	667 MAPLE ST	05/31/2016	05/31/2016	Certified
CRR1600191	724 MAPLE ST	06/01/2016	06/01/2016	Certified
CRR1600213	668 MAPLE ST	06/01/2016	06/01/2016	Certified
CRR1600237	657 MAPLE ST	06/02/2016	06/02/2016	Certified
CRR1600289	570 MAPLE ST	06/02/2016	06/02/2016	Certified
CRR1600317	455 MAPLE ST	06/03/2016	06/03/2016	Certified
CRR1600343	614 MAPLE ST	06/07/2016	06/07/2016	Certified
CRR1600347	610 MAPLE ST	06/08/2016	06/08/2016	Certified
CRR1600351	728 MAPLE ST	06/09/2016	06/09/2016	Certified
CRR1600357	612 MAPLE ST	06/10/2016	06/10/2016	Certified
CRR1600362	614 MAPLE ST	06/15/2016	06/15/2016	Certified
CRR1600388	732 MAPLE ST	07/05/2016	08/10/2016	Certified
CRR1600436	457 MAPLE ST	07/15/2016	07/15/2016	Certified
MEADOW DR				
CRR1600068	641 MEADOW DR	05/26/2016	05/26/2016	Certified
CRR1600069	733 MEADOW DR	05/26/2016	05/26/2016	Certified
CRR1600070	705 MEADOW DR	05/26/2016	05/27/2016	Certified
MICHIGAN AVE				
CRR1600005	306 MICHIGAN AVE	05/23/2016	05/23/2016	Certified
CRR1600171	318 MICHIGAN AVE	05/31/2016	06/02/2016	Certified
CRR1600210	230 MICHIGAN AVE	06/01/2016	06/01/2016	Certified
CRR1600240	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600241	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600242	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600243	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600244	211 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600257	318 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600258	318 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600314	757 MICHIGAN AVE	06/03/2016	06/03/2016	Certified
CRR1600331	113 MICHIGAN AVE	06/06/2016	08/10/2016	Certified
CRR1600404	130 MICHIGAN AVE	07/11/2016	07/11/2016	Certified
CRR1600411	330 MICHIGAN AVE	07/13/2016	08/10/2016	Certified
CRR1600434	402 MICHIGAN AVE	07/15/2016	07/15/2016	Certified

MONROE BLVD

CRR1600003	605 MONROE BLVD	05/20/2016	05/20/2016	Certified
CRR1600012	1270 MONROE BLVD	05/23/2016	05/23/2016	Certified
CRR1600074	1076 MONROE BLVD	05/27/2016	06/16/2016	Certified
CRR1600095	864 MONROE BLVD	05/27/2016	05/31/2016	Certified
CRR1600144	1267 MONROE BLVD	05/31/2016	05/31/2016	Certified
CRR1600181	808 MONROE BLVD	06/01/2016	06/01/2016	Certified
CRR1600215	1053 MONROE BLVD	06/01/2016	06/01/2016	Certified
CRR1600216	1053 MONROE BLVD	06/01/2016	06/01/2016	Certified
CRR1600219	1250 MONROE BLVD	06/01/2016	08/10/2016	Certified
CRR1600255	1009 MONROE BLVD	06/02/2016	06/02/2016	Certified
CRR1600261	1109 MONROE BLVD	06/02/2016	06/02/2016	Certified
CRR1600288	855 MONROE BLVD	06/02/2016	06/02/2016	Certified
CRR1600301	963 MONROE BLVD	06/03/2016	06/03/2016	Certified
CRR1600330	1086 MONROE BLVD	06/06/2016	06/06/2016	Certified
CRR1600393	742 MONROE BLVD	07/05/2016	07/05/2016	Certified
CRR1600402	1001 MONROE BLVD	07/08/2016	07/08/2016	Certified
CRR1600422	759 MONROE BLVD	07/14/2016	08/10/2016	Certified
CRR1600433	964 MONROE BLVD	07/15/2016	07/15/2016	Certified
CRR1600447	820 MONROE BLVD	08/19/2016	08/19/2016	Certified

MONROE ST

CRR1600028	321 MONROE ST	05/25/2016	05/25/2016	Certified
CRR1600126	105 MONROE ST	05/31/2016	05/31/2016	Certified
CRR1600137	322 MONROE ST	05/31/2016	05/31/2016	Certified
CRR1600192	125 MONROE ST	06/01/2016	06/01/2016	Certified
CRR1600209	218 MONROE ST	06/01/2016	06/01/2016	Certified
CRR1600226	203 MONROE ST	06/01/2016	06/01/2016	Certified
CRR1600245	98 MONROE ST	06/02/2016	06/02/2016	Certified
CRR1600270	317 MONROE ST	06/02/2016	06/02/2016	Certified
CRR1600296	95 MONROE ST	06/02/2016	06/02/2016	Certified
CRR1600313	110 MONROE ST	06/03/2016	06/03/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600350	205 MONROE ST	06/08/2016	06/08/2016	Certified
CRR1600372	224 MONROE ST	06/20/2016	06/20/2016	Certified
CRR1600440	108 MONROE ST	07/18/2016	07/18/2016	Certified
NORTH SHORE DR				
CRR1600059	270 NORTH SHORE DR	05/26/2016	05/26/2016	Certified
CRR1600060	270 NORTH SHORE DR	05/26/2016	05/27/2016	Certified
CRR1600084	62 NORTH SHORE DR	05/27/2016	05/27/2016	Certified
CRR1600119	717 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600148	41 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600149	260 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600153	59 NORTH SHORE DR	05/31/2016	06/01/2016	Certified
CRR1600168	35 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600193	37 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600206	234 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600207	617 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600208	605 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600214	603 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600246	258 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600247	258 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600248	104 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600250	70 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600252	64 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600254	258 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600300	301 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600334	56 NORTH SHORE DR	06/06/2016	08/10/2016	Certified
CRR1600336	43 NORTH SHORE DR	06/06/2016	06/07/2016	Certified
CRR1600342	740 NORTH SHORE DR	06/07/2016	08/10/2016	Certified
CRR1600345	508 NORTH SHORE DR	06/07/2016	06/07/2016	Certified
CRR1600352	749 NORTH SHORE DR	06/09/2016	06/09/2016	Certified
CRR1600375	95 NORTH SHORE DR	06/23/2016	06/23/2016	Certified
CRR1600376	95 NORTH SHORE DR	06/23/2016	06/23/2016	Certified
CRR1600377	77 NORTH SHORE DR	06/23/2016	08/10/2016	Certified
CRR1600378	45 NORTH SHORE DR	06/23/2016	06/23/2016	Certified
CRR1600380	409 NORTH SHORE DR	06/27/2016	08/10/2016	Certified
CRR1600398	601 NORTH SHORE DR	07/08/2016	08/10/2016	Certified
CRR1600412	550 NORTH SHORE DR	07/13/2016	08/10/2016	Certified
CRR1600426	61 NORTH SHORE DR	07/15/2016	08/10/2016	Certified
CRR1600435	276 NORTH SHORE DR	07/15/2016	07/15/2016	Certified
CRR1600437	401 NORTH SHORE DR #	07/15/2016	07/15/2016	Certified
NORTH SHORE DR # 1				
CRR1600179	78 NORTH SHORE DR #	06/01/2016	06/01/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
NORTH ST				
CRR1600354	216 NORTH ST	06/10/2016	06/10/2016	Certified
OAK ST				
CRR1600152	224 OAK ST	05/31/2016	05/31/2016	Certified
CRR1600180	115 OAK ST	06/01/2016	06/01/2016	Certified
CRR1600285	402 OAK ST	06/02/2016	06/02/2016	Certified
CRR1600329	246 OAK ST	06/06/2016	06/06/2016	Certified
CRR1600394	119 OAK ST	07/05/2016	07/05/2016	Certified
OAK WAY				
CRR1600170	321 OAK WAY	05/31/2016	05/31/2016	Certified
CRR1600400	328 OAK WAY	07/08/2016	08/10/2016	Certified
ORCHARD DR				
CRR1600018	101 ORCHARD DR # 01	05/24/2016	05/24/2016	Certified
CRR1600079	113 ORCHARD DR # 13	05/27/2016	05/27/2016	Certified
CRR1600102	114 ORCHARD DR # 14	05/31/2016	05/31/2016	Certified
CRR1600338	104 ORCHARD DR # 04	06/07/2016	06/07/2016	Certified
PARK AVE				
CRR1600034	340 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600039	315 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600043	426 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600062	336 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600063	336 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600072	234 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600135	246 PARK AVE	05/31/2016	06/01/2016	Certified
CRR1600173	103 PARK AVE	05/31/2016	05/31/2016	Certified
CRR1600282	234 PARK AVE	06/02/2016	06/02/2016	Certified
CRR1600353	65 PARK AVE	06/09/2016	06/09/2016	Certified
CRR1600360	264 PARK AVE	06/14/2016	06/14/2016	Certified
CRR1600364	287 PARK AVE	06/15/2016	06/15/2016	Certified
CRR1600368	328 PARK AVE	06/16/2016	08/10/2016	Certified
CRR1600401	405 PARK AVE	07/08/2016	08/10/2016	Certified
PEARL ST				
CRR1600151	259 PEARL ST	05/31/2016	05/31/2016	Certified
CRR1600225	253 PEARL ST	06/01/2016	08/10/2016	Certified
PHILLIPS ST				
CRR1600161	638 PHILLIPS ST	05/31/2016	05/31/2016	Certified
CRR1600221	825 PHILLIPS ST	06/01/2016	06/01/2016	Certified
PHOENIX ST				

South Haven Rentals by Street Name

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600080	1004 PHOENIX ST	05/27/2016	05/27/2016	Certified
CRR1600120	770 PHOENIX ST	05/31/2016	05/31/2016	Certified
CRR1600239	917 PHOENIX ST	06/02/2016	06/02/2016	Certified
CRR1600346	756 PHOENIX ST	06/08/2016	06/08/2016	Certified
PINE ST				
CRR1600038	12 PINE ST	05/26/2016	05/26/2016	Certified
PROMENADE				
CRR1600004	33 PROMENADE	05/23/2016	05/23/2016	Certified
CRR1600224	53 PROMENADE	06/01/2016	06/01/2016	Certified
CRR1600363	59 PROMENADE	06/15/2016	08/10/2016	Certified
PROSPECT ST				
CRR1600264	214 PROSPECT ST	06/02/2016	06/02/2016	Certified
CRR1600327	226 PROSPECT ST	06/03/2016	06/03/2016	Certified
RAVINIA DR				
CRR1600163	615 RAVINIA DR	05/31/2016	05/31/2016	Certified
SCHOOL ST				
CRR1600384	571 SCHOOL ST	07/01/2016	07/01/2016	Certified
SOUTH HAVEN ST				
CRR1600044	317 SOUTH HAVEN ST	05/26/2016	05/26/2016	Certified
CRR1600045	80 SOUTH HAVEN ST	05/26/2016	05/26/2016	Certified
CRR1600046	101 SOUTH HAVEN ST	05/26/2016	05/26/2016	Certified
CRR1600090	74 SOUTH HAVEN ST	05/27/2016	05/27/2016	Certified
CRR1600101	120 SOUTH HAVEN ST	05/27/2016	05/27/2016	Certified
CRR1600145	204 SOUTH HAVEN ST	05/31/2016	05/31/2016	Certified
CRR1600147	119 SOUTH HAVEN ST	05/31/2016	05/31/2016	Certified
CRR1600177	113 SOUTH HAVEN ST	06/01/2016	06/01/2016	Certified
CRR1600256	114 SOUTH HAVEN ST	06/02/2016	06/02/2016	Certified
CRR1600267	213 SOUTH HAVEN ST	06/02/2016	06/02/2016	Certified
CRR1600311	321 SOUTH HAVEN ST	06/03/2016	06/03/2016	Certified
CRR1600312	228 SOUTH HAVEN ST	06/03/2016	06/03/2016	Certified
CRR1600328	318 SOUTH HAVEN ST	06/06/2016	06/06/2016	Certified
CRR1600349	118 SOUTH HAVEN ST	06/08/2016	06/08/2016	Certified
CRR1600399	421 SOUTH HAVEN ST	07/08/2016	07/08/2016	Certified
SPRUCE ST				
CRR1600067	310 SPRUCE ST	05/26/2016	05/26/2016	Certified
ST JOSEPH PL				
CRR1600391	719 ST JOSEPH PL	07/05/2016	08/10/2016	Certified

South Haven Rentals by Street Name

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Certificate Number	Address	Date Applied	Date Issued	Status
ST JOSEPH ST				
CRR1600042	653 ST JOSEPH ST	05/26/2016	05/26/2016	Certified
CRR1600125	825 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600131	815 ST JOSEPH ST	05/31/2016	06/02/2016	Certified
CRR1600155	609 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600165	918 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600175	906 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600190	862 ST JOSEPH ST	06/01/2016	06/01/2016	Certified
CRR1600283	871 ST JOSEPH ST	06/02/2016	06/02/2016	Certified
CRR1600295	655 ST JOSEPH ST	06/02/2016	06/02/2016	Certified
CRR1600297	612 ST JOSEPH ST	06/02/2016	06/02/2016	Certified
CRR1600361	613 ST JOSEPH ST	06/14/2016	06/14/2016	Certified
CRR1600428	461 ST JOSEPH ST	07/15/2016	08/10/2016	Certified
STREAMWOOD DR				
CRR1600182	31 STREAMWOOD DR	06/01/2016	06/01/2016	Certified
CRR1600339	27 STREAMWOOD DR	06/07/2016	08/10/2016	Certified
SUNSET DR				
CRR1600103	710 SUNSET DR	05/31/2016	05/31/2016	Certified
CRR1600105	710 SUNSET DR	05/31/2016	05/31/2016	Certified
SUPERIOR ST				
CRR1600078	126 SUPERIOR ST	05/27/2016	05/27/2016	Certified
CRR1600092	125 SUPERIOR ST	05/27/2016	05/31/2016	Certified
CRR1600134	211 SUPERIOR ST	05/31/2016	07/08/2016	Certified
CRR1600167	128 SUPERIOR ST	05/31/2016	05/31/2016	Certified
CRR1600194	205 SUPERIOR ST	06/01/2016	06/01/2016	Certified
CRR1600195	105 SUPERIOR ST	06/01/2016	06/01/2016	Certified
CRR1600201	308 SUPERIOR ST	06/01/2016	06/01/2016	Certified
CRR1600238	219 SUPERIOR ST	06/02/2016	06/02/2016	Certified
CRR1600271	428 SUPERIOR ST	06/02/2016	06/02/2016	Certified
CRR1600299	114 SUPERIOR ST	06/02/2016	06/02/2016	Certified
CRR1600355	89 SUPERIOR ST	06/10/2016	06/10/2016	Certified
CRR1600358	927 SUPERIOR ST	06/14/2016	06/14/2016	Certified
CRR1600369	530 SUPERIOR ST	06/17/2016	06/17/2016	Certified
CRR1600370	627 SUPERIOR ST	06/17/2016	08/10/2016	Certified
CRR1600416	510 SUPERIOR ST	07/13/2016	08/10/2016	Certified
CRR1600423	423 SUPERIOR ST	07/15/2016	07/15/2016	Certified
CRR1600429	206 SUPERIOR ST	07/15/2016	07/15/2016	Certified
CRR1600431	127 SUPERIOR ST	07/15/2016	07/15/2016	Certified
THIRD ST				

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600037	35 THIRD ST	05/26/2016	05/26/2016	Certified
CRR1600065	43 THIRD ST	05/26/2016	05/26/2016	Certified
VAN BUREN ST				
CRR1600050	310 VAN BUREN ST	05/26/2016	05/31/2016	Certified
CRR1600073	224 VAN BUREN ST	05/27/2016	05/27/2016	Certified
CRR1600140	201 VAN BUREN ST	05/31/2016	06/13/2016	Certified
CRR1600184	321 VAN BUREN ST	06/01/2016	06/01/2016	Certified
CRR1600265	421 VAN BUREN ST	06/02/2016	06/02/2016	Certified
CRR1600385	419 VAN BUREN ST	07/01/2016	07/01/2016	Certified
CRR1600407	314 VAN BUREN ST	07/12/2016	07/12/2016	Certified
CRR1600445	214 VAN BUREN ST	08/19/2016	08/19/2016	Certified
CRR1600449	334 VAN BUREN ST	08/22/2016	08/22/2016	Certified
WALK B				
CRR1600415	60 WALK B	07/13/2016	08/10/2016	Certified
WEBSTER AVE				
CRR1600027	140 WEBSTER AVE	05/25/2016	05/25/2016	Certified
CRR1600029	148 WEBSTER AVE	05/25/2016	05/25/2016	Certified
CRR1600030	140 WEBSTER AVE	05/25/2016	05/25/2016	Certified
CRR1600031	225 WEBSTER AVE	05/26/2016	05/26/2016	Certified
CRR1600081	218 WEBSTER AVE	05/27/2016	05/27/2016	Certified
CRR1600128	244 WEBSTER AVE	05/31/2016	05/31/2016	Certified
CRR1600451	132 WEBSTER AVE	08/29/2016	08/30/2016	Certified
WELLS ST				
CRR1600020	119 WELLS ST	05/25/2016	05/25/2016	Certified
CRR1600121	211 WELLS ST	05/31/2016	05/31/2016	Certified
WILSON ST				
CRR1600036	713 WILSON ST	05/26/2016	05/26/2016	Certified
CRR1600185	842 WILSON ST	06/01/2016	06/01/2016	Certified
CRR1600186	739 WILSON ST	06/01/2016	06/01/2016	Certified
CRR1600318	737 WILSON ST	06/03/2016	08/10/2016	Certified
WOODMAN ST				
CRR1600229	111 WOODMAN ST	06/02/2016	06/02/2016	Certified

Number of Certificates: 389

Population: All Records

Certificate.Status = Certified

South Haven Rentals by Occupancy

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Certificate Number	Address	Date Applied	Date Issued	Status
10 Occupants				
CRR1600013	351 CHERRY ST	05/23/2016	05/23/2016	Certified
CRR1600021	36.5 LAKE SHORE DR	05/25/2016	05/25/2016	Certified
CRR1600024	567 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600029	148 WEBSTER AVE	05/25/2016	05/25/2016	Certified
CRR1600035	655 KALAMAZOO ST	05/26/2016	05/26/2016	Certified
CRR1600038	12 PINE ST	05/26/2016	05/26/2016	Certified
CRR1600044	317 SOUTH HAVEN ST	05/26/2016	05/26/2016	Certified
CRR1600065	43 THIRD ST	05/26/2016	05/26/2016	Certified
CRR1600072	234 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600077	558 KALAMAZOO ST	05/27/2016	05/27/2016	Certified
CRR1600080	1004 PHOENIX ST	05/27/2016	05/27/2016	Certified
CRR1600082	601 KALAMAZOO ST	05/27/2016	05/27/2016	Certified
CRR1600083	951 INDIANA AVE	05/27/2016	05/27/2016	Certified
CRR1600085	231 BROCKWAY AVE	05/27/2016	05/27/2016	Certified
CRR1600087	281 BROCKWAY AVE	05/27/2016	05/27/2016	Certified
CRR1600091	229 HURON ST	05/27/2016	05/27/2016	Certified
CRR1600100	620 KALAMAZOO ST	05/27/2016	05/31/2016	Certified
CRR1600101	120 SOUTH HAVEN ST	05/27/2016	05/27/2016	Certified
CRR1600119	717 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600125	825 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600129	660 KALAMAZOO ST	05/31/2016	05/31/2016	Certified
CRR1600140	201 VAN BUREN ST	05/31/2016	06/13/2016	Certified
CRR1600145	204 SOUTH HAVEN ST	05/31/2016	05/31/2016	Certified
CRR1600152	224 OAK ST	05/31/2016	05/31/2016	Certified
CRR1600156	331 ERIE ST	05/31/2016	05/31/2016	Certified
CRR1600157	800 INDIANA AVE	05/31/2016	06/01/2016	Certified
CRR1600159	77 CLINTON ST	05/31/2016	05/31/2016	Certified
CRR1600168	35 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600177	113 SOUTH HAVEN ST	06/01/2016	06/01/2016	Certified
CRR1600181	808 MONROE BLVD	06/01/2016	06/01/2016	Certified
CRR1600186	739 WILSON ST	06/01/2016	06/01/2016	Certified
CRR1600190	862 ST JOSEPH ST	06/01/2016	06/01/2016	Certified
CRR1600191	724 MAPLE ST	06/01/2016	06/01/2016	Certified
CRR1600204	732 MAPLE GATE CT	06/01/2016	06/01/2016	Certified
CRR1600205	464 KALAMAZOO ST	06/01/2016	06/01/2016	Certified
CRR1600213	668 MAPLE ST	06/01/2016	06/01/2016	Certified
CRR1600215	1053 MONROE BLVD	06/01/2016	06/01/2016	Certified
CRR1600216	1053 MONROE BLVD	06/01/2016	06/01/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600220	42 APACHE CT	06/01/2016	06/01/2016	Certified
CRR1600225	253 PEARL ST	06/01/2016	08/10/2016	Certified
CRR1600237	657 MAPLE ST	06/02/2016	06/02/2016	Certified
CRR1600249	88 AVERY ST	06/02/2016	06/02/2016	Certified
CRR1600252	64 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600253	98 AVERY ST	06/02/2016	06/02/2016	Certified
CRR1600259	618 CHURCH ST	06/02/2016	06/02/2016	Certified
CRR1600264	214 PROSPECT ST	06/02/2016	06/02/2016	Certified
CRR1600268	306 ERIE ST	06/02/2016	06/02/2016	Certified
CRR1600283	871 ST JOSEPH ST	06/02/2016	06/02/2016	Certified
CRR1600288	855 MONROE BLVD	06/02/2016	06/02/2016	Certified
CRR1600292	554 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600296	95 MONROE ST	06/02/2016	06/02/2016	Certified
CRR1600297	612 ST JOSEPH ST	06/02/2016	06/02/2016	Certified
CRR1600301	963 MONROE BLVD	06/03/2016	06/03/2016	Certified
CRR1600314	757 MICHIGAN AVE	06/03/2016	06/03/2016	Certified
CRR1600315	837 CONGER ST	06/03/2016	06/03/2016	Certified
CRR1600317	455 MAPLE ST	06/03/2016	06/03/2016	Certified
CRR1600325	214 HURON ST	06/03/2016	06/03/2016	Certified
CRR1600338	104 ORCHARD DR # 04	06/07/2016	06/07/2016	Certified
CRR1600350	205 MONROE ST	06/08/2016	06/08/2016	Certified
CRR1600361	613 ST JOSEPH ST	06/14/2016	06/14/2016	Certified
CRR1600362	614 MAPLE ST	06/15/2016	06/15/2016	Certified
CRR1600363	59 PROMENADE	06/15/2016	08/10/2016	Certified
CRR1600365	94 CHICAGO AVE	06/16/2016	06/16/2016	Certified
CRR1600366	94 ELKENBURG ST	06/16/2016	06/16/2016	Certified
CRR1600368	328 PARK AVE	06/16/2016	08/10/2016	Certified
CRR1600371	201 CLINTON ST	06/17/2016	06/17/2016	Certified
CRR1600381	460 KALAMAZOO ST	06/27/2016	06/27/2016	Certified
CRR1600384	571 SCHOOL ST	07/01/2016	07/01/2016	Certified
CRR1600401	405 PARK AVE	07/08/2016	08/10/2016	Certified
CRR1600410	323 EDGELL ST	07/13/2016	07/13/2016	Certified
CRR1600415	60 WALK B	07/13/2016	08/10/2016	Certified
CRR1600419	82 CLINTON ST	07/14/2016	08/10/2016	Certified
CRR1600429	206 SUPERIOR ST	07/15/2016	07/15/2016	Certified
CRR1600430	664 INDIANA AVE	07/15/2016	07/15/2016	Certified
CRR1600440	108 MONROE ST	07/18/2016	07/18/2016	Certified
CRR1600447	820 MONROE BLVD	08/19/2016	08/19/2016	Certified
CRR1600451	132 WEBSTER AVE	08/29/2016	08/30/2016	Certified
CRR1600454	534 CHAMBERS ST	09/23/2016	09/23/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
11 Occupants				
CRR1600126	105 MONROE ST	05/31/2016	05/31/2016	Certified
CRR1600131	815 ST JOSEPH ST	05/31/2016	06/02/2016	Certified
CRR1600279	228 ERIE ST	06/02/2016	06/02/2016	Certified
CRR1600293	563 KALAMAZOO ST	06/02/2016	06/02/2016	Certified
12 Occupants				
CRR1600006	712 MAPLE ST	05/23/2016	05/23/2016	Certified
CRR1600012	1270 MONROE BLVD	05/23/2016	05/23/2016	Certified
CRR1600020	119 WELLS ST	05/25/2016	05/25/2016	Certified
CRR1600022	352 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600023	551 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600032	60 KALAMAZOO AVE	05/26/2016	05/26/2016	Certified
CRR1600033	228 BROCKWAY AVE	05/26/2016	05/26/2016	Certified
CRR1600034	340 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600039	315 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600041	208 HURON ST	05/26/2016	05/26/2016	Certified
CRR1600046	101 SOUTH HAVEN ST	05/26/2016	05/26/2016	Certified
CRR1600049	420 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600054	60 LAKE SHORE DR	05/26/2016	06/01/2016	Certified
CRR1600069	733 MEADOW DR	05/26/2016	05/26/2016	Certified
CRR1600075	314 EAGLE ST	05/27/2016	05/27/2016	Certified
CRR1600081	218 WEBSTER AVE	05/27/2016	05/27/2016	Certified
CRR1600090	74 SOUTH HAVEN ST	05/27/2016	05/27/2016	Certified
CRR1600094	209 CLINTON ST	05/27/2016	05/27/2016	Certified
CRR1600095	864 MONROE BLVD	05/27/2016	05/31/2016	Certified
CRR1600120	770 PHOENIX ST	05/31/2016	05/31/2016	Certified
CRR1600121	211 WELLS ST	05/31/2016	05/31/2016	Certified
CRR1600128	244 WEBSTER AVE	05/31/2016	05/31/2016	Certified
CRR1600141	711 MAPLE ST	05/31/2016	05/31/2016	Certified
CRR1600143	318 HURON ST	05/31/2016	06/02/2016	Certified
CRR1600148	41 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600155	609 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600169	213 CLINTON ST	05/31/2016	05/31/2016	Certified
CRR1600172	612 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600182	31 STREAMWOOD DR	06/01/2016	06/01/2016	Certified
CRR1600183	654 INDIANA AVE	06/01/2016	06/01/2016	Certified
CRR1600185	842 WILSON ST	06/01/2016	06/01/2016	Certified
CRR1600187	90 ELKENBURG ST	06/01/2016	06/01/2016	Certified
CRR1600202	35 APACHE CT	06/01/2016	06/01/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600207	617 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600208	605 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600212	45 CASS ST	06/01/2016	06/01/2016	Certified
CRR1600218	124 CLINTON ST	06/01/2016	06/01/2016	Certified
CRR1600230	52 LAKE SHORE DR	06/02/2016	06/03/2016	Certified
CRR1600233	310 EAGLE ST	06/02/2016	06/06/2016	Certified
CRR1600239	917 PHOENIX ST	06/02/2016	06/02/2016	Certified
CRR1600245	98 MONROE ST	06/02/2016	06/02/2016	Certified
CRR1600248	104 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600250	70 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600251	351 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600262	815 CONGER ST	06/02/2016	06/02/2016	Certified
CRR1600265	421 VAN BUREN ST	06/02/2016	06/02/2016	Certified
CRR1600267	213 SOUTH HAVEN ST	06/02/2016	06/02/2016	Certified
CRR1600269	312 CLINTON ST	06/02/2016	06/02/2016	Certified
CRR1600276	110 ERIE ST	06/02/2016	06/02/2016	Certified
CRR1600295	655 ST JOSEPH ST	06/02/2016	06/02/2016	Certified
CRR1600322	704 CENTER ST	06/03/2016	08/10/2016	Certified
CRR1600331	113 MICHIGAN AVE	06/06/2016	08/10/2016	Certified
CRR1600337	516 CHAMBERS ST	06/06/2016	08/10/2016	Certified
CRR1600341	51 CASS ST	06/07/2016	08/10/2016	Certified
CRR1600346	756 PHOENIX ST	06/08/2016	06/08/2016	Certified
CRR1600353	65 PARK AVE	06/09/2016	06/09/2016	Certified
CRR1600360	264 PARK AVE	06/14/2016	06/14/2016	Certified
CRR1600370	627 SUPERIOR ST	06/17/2016	08/10/2016	Certified
CRR1600372	224 MONROE ST	06/20/2016	06/20/2016	Certified
CRR1600374	322 HURON ST	06/21/2016	06/21/2016	Certified
CRR1600391	719 ST JOSEPH PL	07/05/2016	08/10/2016	Certified
CRR1600393	742 MONROE BLVD	07/05/2016	07/05/2016	Certified
CRR1600395	222 BROCKWAY AVE	07/05/2016	07/05/2016	Certified
CRR1600398	601 NORTH SHORE DR	07/08/2016	08/10/2016	Certified
CRR1600400	328 OAK WAY	07/08/2016	08/10/2016	Certified
CRR1600404	130 MICHIGAN AVE	07/11/2016	07/11/2016	Certified
CRR1600407	314 VAN BUREN ST	07/12/2016	07/12/2016	Certified
CRR1600409	714 CHAMBERS ST	07/13/2016	07/13/2016	Certified
CRR1600416	510 SUPERIOR ST	07/13/2016	08/10/2016	Certified
CRR1600420	117 BROCKWAY AVE	07/14/2016	08/10/2016	Certified
CRR1600421	40 GRAND BLVD	07/14/2016	08/10/2016	Certified
CRR1600426	61 NORTH SHORE DR	07/15/2016	08/10/2016	Certified
CRR1600433	964 MONROE BLVD	07/15/2016	07/15/2016	Certified

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Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600445	214 VAN BUREN ST	08/19/2016	08/19/2016	Certified
CRR1600448	317 CHERRY ST	08/19/2016	08/19/2016	Certified
CRR1600449	334 VAN BUREN ST	08/22/2016	08/22/2016	Certified

13 Occupants

CRR1600045	80 SOUTH HAVEN ST	05/26/2016	05/26/2016	Certified
CRR1600300	301 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600308	710 KALAMAZOO ST	06/03/2016	06/03/2016	Certified

14 Occupants

CRR1600009	36 LAKE SHORE DR	05/23/2016	05/23/2016	Certified
CRR1600014	433 CHERRY ST	05/24/2016	05/24/2016	Certified
CRR1600019	604 INDIANA AVE	05/24/2016	05/25/2016	Certified
CRR1600026	97 CHICAGO AVE	05/25/2016	05/25/2016	Certified
CRR1600028	321 MONROE ST	05/25/2016	05/25/2016	Certified
CRR1600068	641 MEADOW DR	05/26/2016	05/26/2016	Certified
CRR1600079	113 ORCHARD DR # 13	05/27/2016	05/27/2016	Certified
CRR1600098	401 ERIE ST	05/27/2016	05/27/2016	Certified
CRR1600109	82 ESPLANADE	05/31/2016	05/31/2016	Certified
CRR1600133	301 ERIE ST	05/31/2016	05/31/2016	Certified
CRR1600150	80 ELKENBURG ST	05/31/2016	06/01/2016	Certified
CRR1600166	204 CLINTON ST	05/31/2016	05/31/2016	Certified
CRR1600167	128 SUPERIOR ST	05/31/2016	05/31/2016	Certified
CRR1600170	321 OAK WAY	05/31/2016	05/31/2016	Certified
CRR1600173	103 PARK AVE	05/31/2016	05/31/2016	Certified
CRR1600203	22 GRAND BLVD	06/01/2016	06/01/2016	Certified
CRR1600206	234 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600219	1250 MONROE BLVD	06/01/2016	08/10/2016	Certified
CRR1600222	83 ESPLANADE	06/01/2016	06/01/2016	Certified
CRR1600244	211 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600254	258 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600261	1109 MONROE BLVD	06/02/2016	06/02/2016	Certified
CRR1600310	90 AVERY ST	06/03/2016	06/03/2016	Certified
CRR1600318	737 WILSON ST	06/03/2016	08/10/2016	Certified
CRR1600336	43 NORTH SHORE DR	06/06/2016	06/07/2016	Certified
CRR1600357	612 MAPLE ST	06/10/2016	06/10/2016	Certified
CRR1600383	316 INDIANA AVE	06/30/2016	06/30/2016	Certified
CRR1600423	423 SUPERIOR ST	07/15/2016	07/15/2016	Certified

15 Occupants

CRR1600431	127 SUPERIOR ST	07/15/2016	07/15/2016	Certified
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South Haven Rentals by Occupancy

10/26/2016

Certificate Number	Address	Date Applied	Date Issued	Status
16 Occupants				
CRR1600003	605 MONROE BLVD	05/20/2016	05/20/2016	Certified
CRR1600005	306 MICHIGAN AVE	05/23/2016	05/23/2016	Certified
CRR1600010	50 LAKE SHORE DR	05/23/2016	05/23/2016	Certified
CRR1600015	553 LA GRANGE ST	05/24/2016	05/24/2016	Certified
CRR1600067	310 SPRUCE ST	05/26/2016	05/26/2016	Certified
CRR1600070	705 MEADOW DR	05/26/2016	05/27/2016	Certified
CRR1600092	125 SUPERIOR ST	05/27/2016	05/31/2016	Certified
CRR1600134	211 SUPERIOR ST	05/31/2016	07/08/2016	Certified
CRR1600146	55 KALAMAZOO AVE	05/31/2016	05/31/2016	Certified
CRR1600151	259 PEARL ST	05/31/2016	05/31/2016	Certified
CRR1600153	59 NORTH SHORE DR	05/31/2016	06/01/2016	Certified
CRR1600158	22 LAKE SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600188	701 CENTER ST	06/01/2016	06/01/2016	Certified
CRR1600189	705 CENTER ST	06/01/2016	06/01/2016	Certified
CRR1600192	125 MONROE ST	06/01/2016	06/01/2016	Certified
CRR1600214	603 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600229	111 WOODMAN ST	06/02/2016	06/02/2016	Certified
CRR1600266	14 GRAND BLVD	06/02/2016	06/02/2016	Certified
CRR1600334	56 NORTH SHORE DR	06/06/2016	08/10/2016	Certified
CRR1600339	27 STREAMWOOD DR	06/07/2016	08/10/2016	Certified
CRR1600342	740 NORTH SHORE DR	06/07/2016	08/10/2016	Certified
CRR1600344	66 LAKE SHORE DR	06/07/2016	06/07/2016	Certified
CRR1600345	508 NORTH SHORE DR	06/07/2016	06/07/2016	Certified
CRR1600375	95 NORTH SHORE DR	06/23/2016	06/23/2016	Certified
CRR1600376	95 NORTH SHORE DR	06/23/2016	06/23/2016	Certified
CRR1600377	77 NORTH SHORE DR	06/23/2016	08/10/2016	Certified
CRR1600380	409 NORTH SHORE DR	06/27/2016	08/10/2016	Certified
CRR1600387	460 LA GRANGE ST	07/05/2016	07/05/2016	Certified
CRR1600388	732 MAPLE ST	07/05/2016	08/10/2016	Certified
CRR1600390	403 BROADWAY ST	07/05/2016	07/05/2016	Certified
CRR1600403	54 LAKE SHORE DR	07/11/2016	07/11/2016	Certified
CRR1600405	320 INDIANA AVE	07/11/2016	07/11/2016	Certified
CRR1600413	1009 HAZEL ST	07/13/2016	08/10/2016	Certified
CRR1600414	1019 HAZEL ST	07/13/2016	08/10/2016	Certified
CRR1600428	461 ST JOSEPH ST	07/15/2016	08/10/2016	Certified
CRR1600435	276 NORTH SHORE DR	07/15/2016	07/15/2016	Certified
CRR1600438	704 KALAMAZOO ST	07/18/2016	07/18/2016	Certified
CRR1600439	620 BROADWAY ST	07/18/2016	07/18/2016	Certified

South Haven Rentals by Occupancy

10/26/2016

Certificate Number	Address	Date Applied	Date Issued	Status
2 Occupants				
CRR1600051	212 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600053	212 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600240	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600242	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600243	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600257	318 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
3 Occupants				
CRR1600247	258 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
4 Occupants				
CRR1600025	567 INDIANA AVE	05/25/2016	05/25/2016	Certified
CRR1600030	140 WEBSTER AVE	05/25/2016	05/25/2016	Certified
CRR1600059	270 NORTH SHORE DR	05/26/2016	05/26/2016	Certified
CRR1600064	98 CHICAGO AVE	05/26/2016	08/10/2016	Certified
CRR1600108	82 ESPLANADE	05/31/2016	05/31/2016	Certified
CRR1600241	303 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600330	1086 MONROE BLVD	06/06/2016	06/06/2016	Certified
CRR1600354	216 NORTH ST	06/10/2016	06/10/2016	Certified
5 Occupants				
CRR1600161	638 PHILLIPS ST	05/31/2016	05/31/2016	Certified
CRR1600246	258 NORTH SHORE DR	06/02/2016	06/02/2016	Certified
CRR1600349	118 SOUTH HAVEN ST	06/08/2016	06/08/2016	Certified
6 Occupants				
CRR1600004	33 PROMENADE	05/23/2016	05/23/2016	Certified
CRR1600011	526 LYON ST	05/23/2016	05/25/2016	Certified
CRR1600016	419 FRUIT ST	05/24/2016	05/24/2016	Certified
CRR1600017	1 N BAILEY AVE	05/24/2016	05/24/2016	Certified
CRR1600027	140 WEBSTER AVE	05/25/2016	05/25/2016	Certified
CRR1600042	653 ST JOSEPH ST	05/26/2016	05/26/2016	Certified
CRR1600047	303 EAGLE ST	05/26/2016	05/31/2016	Certified
CRR1600052	212 ERIE ST	05/26/2016	05/31/2016	Certified
CRR1600057	218 HURON ST	05/26/2016	05/31/2016	Certified
CRR1600058	218 HURON ST	05/26/2016	05/31/2016	Certified
CRR1600060	270 NORTH SHORE DR	05/26/2016	05/27/2016	Certified
CRR1600062	336 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600063	336 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600066	100 CHICAGO AVE	05/26/2016	08/10/2016	Certified
CRR1600073	224 VAN BUREN ST	05/27/2016	05/27/2016	Certified

South Haven Rentals by Occupancy

10/26/2016

Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600076	562 KALAMAZOO ST	05/27/2016	05/27/2016	Certified
CRR1600096	849 CONGER ST	05/27/2016	06/06/2016	Certified
CRR1600097	849 CONGER ST	05/27/2016	06/06/2016	Certified
CRR1600103	710 SUNSET DR	05/31/2016	05/31/2016	Certified
CRR1600105	710 SUNSET DR	05/31/2016	05/31/2016	Certified
CRR1600107	324 EAGLE ST	05/31/2016	05/31/2016	Certified
CRR1600112	66 KALAMAZOO AVE # 2	05/31/2016	05/31/2016	Certified
CRR1600122	712 KALAMAZOO ST	05/31/2016	05/31/2016	Certified
CRR1600124	310 ERIE ST	05/31/2016	05/31/2016	Certified
CRR1600127	33 GRAND BLVD	05/31/2016	08/10/2016	Certified
CRR1600135	246 PARK AVE	05/31/2016	06/01/2016	Certified
CRR1600137	322 MONROE ST	05/31/2016	05/31/2016	Certified
CRR1600144	1267 MONROE BLVD	05/31/2016	05/31/2016	Certified
CRR1600149	260 NORTH SHORE DR	05/31/2016	05/31/2016	Certified
CRR1600162	513 HUMPHREY ST	05/31/2016	05/31/2016	Certified
CRR1600165	918 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600171	318 MICHIGAN AVE	05/31/2016	06/02/2016	Certified
CRR1600175	906 ST JOSEPH ST	05/31/2016	05/31/2016	Certified
CRR1600176	667 MAPLE ST	05/31/2016	05/31/2016	Certified
CRR1600178	619 LA GRANGE ST	06/01/2016	06/01/2016	Certified
CRR1600179	78 NORTH SHORE DR # 1	06/01/2016	06/01/2016	Certified
CRR1600223	1101 HAZEL ST	06/01/2016	06/01/2016	Certified
CRR1600226	203 MONROE ST	06/01/2016	06/01/2016	Certified
CRR1600235	213 DYCKMAN AVE	06/02/2016	06/02/2016	Certified
CRR1600236	213 DYCKMAN AVE	06/02/2016	06/02/2016	Certified
CRR1600255	1009 MONROE BLVD	06/02/2016	06/02/2016	Certified
CRR1600256	114 SOUTH HAVEN ST	06/02/2016	06/02/2016	Certified
CRR1600260	730 MAPLE GATE CT	06/02/2016	06/02/2016	Certified
CRR1600271	428 SUPERIOR ST	06/02/2016	06/02/2016	Certified
CRR1600285	402 OAK ST	06/02/2016	06/02/2016	Certified
CRR1600289	570 MAPLE ST	06/02/2016	06/02/2016	Certified
CRR1600316	750 CONGER ST	06/03/2016	08/10/2016	Certified
CRR1600327	226 PROSPECT ST	06/03/2016	06/03/2016	Certified
CRR1600328	318 SOUTH HAVEN ST	06/06/2016	06/06/2016	Certified
CRR1600343	614 MAPLE ST	06/07/2016	06/07/2016	Certified
CRR1600355	89 SUPERIOR ST	06/10/2016	06/10/2016	Certified
CRR1600364	287 PARK AVE	06/15/2016	06/15/2016	Certified
CRR1600367	48 ESPLANADE PLAZA	06/16/2016	06/16/2016	Certified
CRR1600378	45 NORTH SHORE DR	06/23/2016	06/23/2016	Certified
CRR1600379	20 LAKE SHORE DR	06/24/2016	06/24/2016	Certified

South Haven Rentals by Occupancy

10/26/2016

Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600385	419 VAN BUREN ST	07/01/2016	07/01/2016	Certified
CRR1600386	1091 HAZEL ST	07/01/2016	07/01/2016	Certified
CRR1600397	10 GRAND BLVD	07/06/2016	07/06/2016	Certified
CRR1600412	550 NORTH SHORE DR	07/13/2016	08/10/2016	Certified
CRR1600437	401 NORTH SHORE DR #	07/15/2016	07/15/2016	Certified
CRR1600443	742 HIWAYS AVE	07/19/2016	08/04/2016	Certified
7	Occupants			
CRR1600106	84 ESPLANADE	05/31/2016	06/09/2016	Certified
CRR1600160	565 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600195	105 SUPERIOR ST	06/01/2016	06/01/2016	Certified
CRR1600436	457 MAPLE ST	07/15/2016	07/15/2016	Certified
8	Occupants			
CRR1600007	23 DELAWARE CT	05/23/2016	05/23/2016	Certified
CRR1600018	101 ORCHARD DR # 01	05/24/2016	05/24/2016	Certified
CRR1600031	225 WEBSTER AVE	05/26/2016	05/26/2016	Certified
CRR1600036	713 WILSON ST	05/26/2016	05/26/2016	Certified
CRR1600037	35 THIRD ST	05/26/2016	05/26/2016	Certified
CRR1600043	426 PARK AVE	05/26/2016	05/26/2016	Certified
CRR1600050	310 VAN BUREN ST	05/26/2016	05/31/2016	Certified
CRR1600071	288 BLACK RIVER ST	05/26/2016	05/26/2016	Certified
CRR1600074	1076 MONROE BLVD	05/27/2016	06/16/2016	Certified
CRR1600078	126 SUPERIOR ST	05/27/2016	05/27/2016	Certified
CRR1600084	62 NORTH SHORE DR	05/27/2016	05/27/2016	Certified
CRR1600086	561 INDIANA AVE	05/27/2016	05/27/2016	Certified
CRR1600088	246 BROCKWAY AVE	05/27/2016	08/10/2016	Certified
CRR1600089	31 GRAND BLVD	05/27/2016	05/27/2016	Certified
CRR1600099	967 HAZEL ST	05/27/2016	05/27/2016	Certified
CRR1600102	114 ORCHARD DR # 14	05/31/2016	05/31/2016	Certified
CRR1600111	66 KALAMAZOO AVE # 1	05/31/2016	05/31/2016	Certified
CRR1600113	563 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600114	620 CHURCH ST	05/31/2016	05/31/2016	Certified
CRR1600115	1005 HAZEL ST	05/31/2016	05/31/2016	Certified
CRR1600130	506 INDIANA AVE	05/31/2016	06/02/2016	Certified
CRR1600136	712 INDIANA AVE	05/31/2016	07/01/2016	Certified
CRR1600147	119 SOUTH HAVEN ST	05/31/2016	05/31/2016	Certified
CRR1600154	513 INDIANA AVE	05/31/2016	05/31/2016	Certified
CRR1600163	615 RAVINIA DR	05/31/2016	05/31/2016	Certified
CRR1600164	62 KALAMAZOO AVE	05/31/2016	05/31/2016	Certified
CRR1600174	325 EAGLE ST	05/31/2016	06/01/2016	Certified

South Haven Rentals by Occupancy

10/26/2016

Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600180	115 OAK ST	06/01/2016	06/01/2016	Certified
CRR1600184	321 VAN BUREN ST	06/01/2016	06/01/2016	Certified
CRR1600193	37 NORTH SHORE DR	06/01/2016	06/01/2016	Certified
CRR1600194	205 SUPERIOR ST	06/01/2016	06/01/2016	Certified
CRR1600199	963 HAZEL ST	06/01/2016	06/01/2016	Certified
CRR1600201	308 SUPERIOR ST	06/01/2016	06/01/2016	Certified
CRR1600209	218 MONROE ST	06/01/2016	06/01/2016	Certified
CRR1600210	230 MICHIGAN AVE	06/01/2016	06/01/2016	Certified
CRR1600211	767 LEE ST	06/01/2016	06/01/2016	Certified
CRR1600217	15 N BAILEY AVE	06/01/2016	06/01/2016	Certified
CRR1600221	825 PHILLIPS ST	06/01/2016	06/01/2016	Certified
CRR1600228	516 CENTER ST	06/01/2016	06/01/2016	Certified
CRR1600238	219 SUPERIOR ST	06/02/2016	06/02/2016	Certified
CRR1600258	318 MICHIGAN AVE	06/02/2016	06/02/2016	Certified
CRR1600263	518 CHERRY ST	06/02/2016	06/02/2016	Certified
CRR1600273	768 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600275	768 CENTER ST	06/02/2016	06/02/2016	Certified
CRR1600277	230 ERIE ST	06/02/2016	06/02/2016	Certified
CRR1600282	234 PARK AVE	06/02/2016	06/02/2016	Certified
CRR1600294	603 INDIANA AVE	06/02/2016	06/02/2016	Certified
CRR1600299	114 SUPERIOR ST	06/02/2016	06/02/2016	Certified
CRR1600311	321 SOUTH HAVEN ST	06/03/2016	06/03/2016	Certified
CRR1600312	228 SOUTH HAVEN ST	06/03/2016	06/03/2016	Certified
CRR1600313	110 MONROE ST	06/03/2016	06/03/2016	Certified
CRR1600323	314 INDIANA AVE	06/03/2016	06/03/2016	Certified
CRR1600329	246 OAK ST	06/06/2016	06/06/2016	Certified
CRR1600347	610 MAPLE ST	06/08/2016	06/08/2016	Certified
CRR1600351	728 MAPLE ST	06/09/2016	06/09/2016	Certified
CRR1600352	749 NORTH SHORE DR	06/09/2016	06/09/2016	Certified
CRR1600356	422 EDGELL ST	06/10/2016	08/10/2016	Certified
CRR1600358	927 SUPERIOR ST	06/14/2016	06/14/2016	Certified
CRR1600369	530 SUPERIOR ST	06/17/2016	06/17/2016	Certified
CRR1600382	459 INDIANA AVE	06/28/2016	06/28/2016	Certified
CRR1600389	403 BROADWAY ST	07/05/2016	07/05/2016	Certified
CRR1600392	560 INDIANA AVE	07/05/2016	07/05/2016	Certified
CRR1600394	119 OAK ST	07/05/2016	07/05/2016	Certified
CRR1600396	12 GRAND BLVD	07/06/2016	07/06/2016	Certified
CRR1600399	421 SOUTH HAVEN ST	07/08/2016	07/08/2016	Certified
CRR1600402	1001 MONROE BLVD	07/08/2016	07/08/2016	Certified
CRR1600408	87 ESPLANADE	07/12/2016	07/12/2016	Certified

South Haven Rentals by Occupancy

10/26/2016

Certificate Number	Address	Date Applied	Date Issued	Status
CRR1600422	759 MONROE BLVD	07/14/2016	08/10/2016	Certified
CRR1600424	751 CONGER ST	07/15/2016	08/10/2016	Certified
CRR1600425	737 CONGER ST	07/15/2016	08/10/2016	Certified
CRR1600432	802 CENTER ST	07/15/2016	07/15/2016	Certified
CRR1600444	213 BROCKWAY AVE	08/03/2016	08/04/2016	Certified
CRR1600446	327 EAGLE ST	08/19/2016	08/19/2016	Certified

9 Occupants

CRR1600224	53 PROMENADE	06/01/2016	06/01/2016	Certified
CRR1600270	317 MONROE ST	06/02/2016	06/02/2016	Certified
CRR1600373	103 CLINTON ST	06/21/2016	06/21/2016	Certified
CRR1600411	330 MICHIGAN AVE	07/13/2016	08/10/2016	Certified
CRR1600434	402 MICHIGAN AVE	07/15/2016	07/15/2016	Certified

Number of Certificates: 389

Population: All Records

Certificate.Status = Certified



City of South Haven

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

MEMORANDUM

Date: November 21, 2016
To: South Haven City Council
From: William Hunter, Public Works Director
Subject: Fishing Platform and Bank Stabilization Project

Requested Action

Approval of a contract with Jordan Intercoastal for construction services related to the Fishing Platform and Bank Stabilization Project.

Background and Project Scope

The proposed project will result in improvements on a 1.5-acre expansion of Black River Park that will increase the park's size and amenities to include a fishing access point, and will further increase accessibility to the river. As part of the project, the riverbank will be stabilized with a stonework installation and an incorporated fishing platform. Additional project scope items include a new parking lot and landscaping improvements to the Attachment A contains an overview of the work that will be accomplished through the work.

The City received three bids for the project with the lowest responsive bid being received from Jordan Intercoastal of Grand Rapids. The low bid was approximately 15% over budget primarily due to typical late season price increases associated with paving and concrete work that were in excess of the original project estimate done earlier in the year. The bidding of the project was delayed to deal with some environmental issues which were discovered on the site during the design process.

After review, it was found that all bidders to be qualified and their bids to be properly prepared and responsive. We reviewed the low bidder's (Jordan Intercoastal) schedule of values and checked their references. They have a good reputation as both General and Sub- contractor in the waterfront construction industry. They have put forth a value engineered option for the deck design which saves \$4,500 that Abonmarche is in favor

of. We also are recommending the deletion of the vinyl fencing (\$4,500) at the East property line. This would enable the City to accept the Alternates #A-2 of \$2,100 & A-4 of \$1,850 (total \$3,950) to provide concrete slabs for the relocated pavilion and a connecting walkway to the parking area to further enhance this park.

Attachment B contains Abonmarche's recommendation memo for the project as well as the schedule of values for Jordan Intercoastal as compared to the initial project cost estimate.

Project Budget

The construction contract is in the amount of \$166,415. This amount will be partially offset by a Land Water Conservation Fund grant in the amount of \$78,100 from the Michigan Department of Natural Resources. The balance of the project cost will be paid from City of South Haven funds.

Recommendation

Staff recommends approval of the Jordan Intercoastal agreement (Attachment C) to begin implementing the planned Black River Park Fishing Platform and Bank Stabilization project.

Support Material

- Attachment A: Project Site Plan
- Attachment B: Recommendation Memo and Schedule of Values
- Attachment C: Jordan Intercoastal Contract

MEMORANDUM

DATE: November 1, 2016

TO: City of South Haven

FROM: Amy Cook, Project Manager

RE: 15-0214 / 26-01745 Fishing Platform & Bank Stabilization Project

On October 6, 2016 we received two (3) bids for the Fishing Platform & Bank Stabilization Project. The project calls for installation of a universally accessible fishing platform with accessible pedestrian walkways and site amenities including bank stabilization, new parking and landscaping. The launch and park improvements will extend the riverfront fishing activity to the east and provide offer river access to paddlers.

Abonmarche's cost estimate to complete the base bid work was \$144,166. A summary of the attached bid tabulation is provided below.

Contractor Location	Jordan Intercoastal Grand Rapids, MI	Compton South Haven, MI	BCI Construction Grand Rapids, MI	Abonmarche Estimate
Participating Items	\$164,465	\$174,452	\$215,000	\$132,616
Non-Participating	\$7,000	\$26,203.00	\$5,350	\$11,550
Total base bid:	\$171,465	\$200,655	\$220,350	\$144,166

After review, we have found all bidders to be qualified and their bids to be properly prepared and responsive. We reviewed the low bidder's (Jordan Intercoastal) schedule of values and checked their references. They have a good reputation as both General and Sub-contractor in the waterfront construction industry and we have worked with them with more than satisfactory results in the past. They have put forth a value engineered option for the deck design which saves \$4,500 that Abonmarche is in favor of. We also are recommending the deletion of the vinyl fencing (\$4,500) at the East property line. This would enable the City to accept the Alternates #A-2 of \$2,100 & A-4 of \$1,850 (total \$3,950) to provide concrete slabs for the relocated pavilion and a connecting walkway to the parking area to further enhance this park. Therefore, Abonmarche recommends that the City award to the low bidder of Jordan Intercoastal for a total awarded contract amount of approximately **\$166,415.00**

Should you have any questions or comments, please feel free to contact me at your convenience via email at acook@abonmarche.com or my cell phone (269) 926-4545.

15-0214 South Haven Fishing Platform and Bank Stabilization				
Project Budget - Schedule of Values				
11/1/16 Value Engineering Applied				
Jordan Intercoastal		Abonmarche Estimate	Difference	
Participating items				
Fishing deck + Concrete abutment	\$ 75,339.00	\$ 76,560.00	\$ (1,221.00)	
Parking lot (complete)	\$ 35,100.00	\$ 20,608.50	\$ 14,491.50	added scope
Concrete walk (complete)	\$ 14,812.00	\$ 5,225.00	\$ 9,587.00	priced as 6"
testing	\$ 2,500.00	\$ 2,750.00	\$ (250.00)	
staking	\$ 3,500.00	\$ 2,750.00	\$ 750.00	
landscaping and restoration	\$ 13,505.00	\$ 8,002.50	\$ 5,502.50	
shore line restoration	\$ 15,209.00	\$ 16,720.00	\$ (1,511.00)	
participating total	\$ 159,965.00	\$ 132,616.00	\$ 27,349.00	
Non-participating items				
Fence	\$ -	\$ 9,900.00	\$ (9,900.00)	
rustic kayak launch grading area	\$ 2,500.00	\$ 1,650.00	\$ 850.00	
Non-participating items	\$ 2,500.00	\$ 11,550.00	\$ (9,050.00)	
Alternates				
A-2 Pavilion Concrete Slab	\$ 2,100.00	\$ 2,160.00	\$ (60.00)	
A-4 Concrete walkway	\$ 1,850.00	\$ 2,000.00	\$ (150.00)	
Alternates Total	\$ 3,950.00	\$ 4,160.00	\$ (210.00)	
Construction Totals	\$ 166,415.00	\$ 148,326.00	\$ 18,089.00	
Other Project Costs				
Benches (purchase by City)	\$ 4,400.00	\$ 4,400.00		* grant required items
A/E Fees	\$ 15,000.00	\$ 15,000.00		
Other Costs total	\$ 19,400.00	\$ 19,400.00		
Project Totals	\$ 185,815.00	\$ 167,726.00	\$ 18,089.00	11%
				Over Estimate

Compare to:						
Grant Request Budget		\$	156,200.00	\$	29,615.00	19.0%
DNR \$78,100 + City Match \$78,100						Over Budget

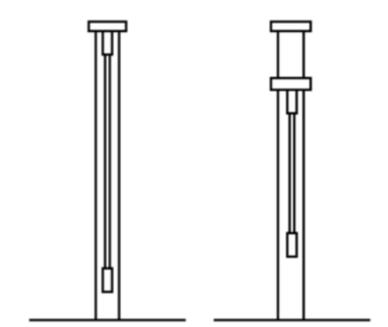
CHM = 581.97 (NAVD 88)
 LND = 577.87 (NAVD 88)
 DATE: ALL ELEVATIONS IN THIS DRAWING REFER TO THE VERTICAL DATUM NAVD 88.
 DATUM CONVERSIONS:
 NAVD 88 - 0.49 = NAVD 85
 NAVD 88 - 0.35 = ELO 83
 NAVD 88 - 0.47 = ELO 85



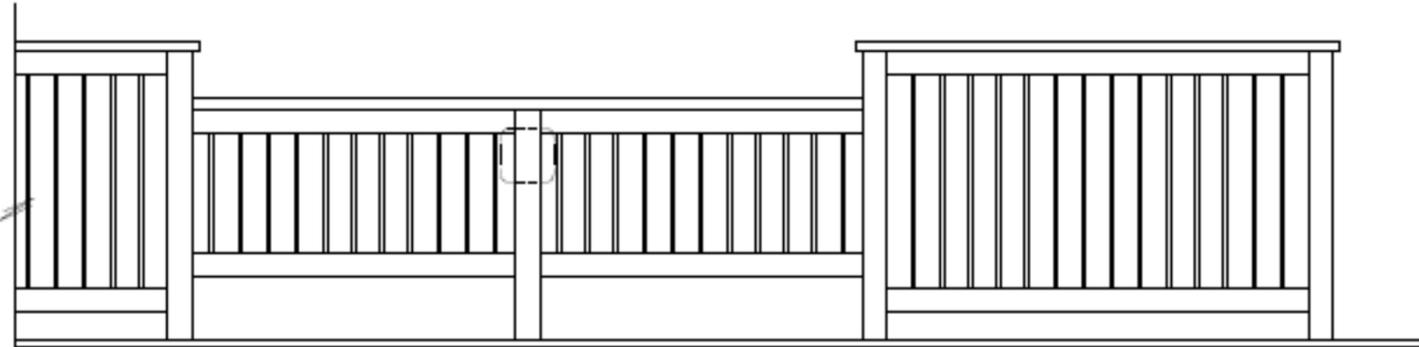
PHOTO EXAMPLE OF RIP RAP

PHOTO EXAMPLE OF ACCESSIBLE RAIL

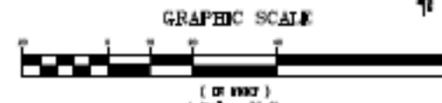
PHOTO EXAMPLE OF POSSIBLE FENCING



FISHING PLATFORM ADA RAILING SECTIONS
NOT TO SCALE



FISHING PLATFORM RAILING ELEVATION
NOT TO SCALE



ABONMARCHÉ
 CONSULTANTS INC.
 11000 104th Street, Suite 100
 Richmond, BC V6V 1K7
 TEL: 604-273-1111
 FAX: 604-273-1112
 WWW.ABONMARCHÉ.COM

CITY OF SOUTH HAVEN
 BLACK RIVER PARK
 FISHING ACCESS

PROJECT: PROPOSED BANK IMPROVEMENTS
 SHEET TITLE:

DRAWN BY: DJL
 DESIGNED BY:
 CHECKED BY:
 DATE: OCT 2015

SIGNATURE:
 DATE:
 HARD COPY'S SHOULD BE 36" x 48" UNLESS NOTED OTHERWISE. SCALE INDICATED AND GRAPHIC QUALITY MAY NOT BE ACCURATE FOR ANY OTHER SIZE.
 SCALE:
 HORIZ: 1"=20'
 VERT:
 ACROSS:
 15-0214
 SHEET NO.:
 1 of 1



AIA[®]

Document A101[™] – 2007

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the twenty-first day of November in the year two thousand sixteen.

(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

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

and the Contractor:

(Name, legal status, address and other information)

Jordan Intercoastal, LLC
1100 Plainfield Avenue NE
Suite A
Grand Rapids, MI 49503

for the following Project:

(Name, location and detailed description)

South Haven Fishing Platform & Bank Stabilization Project #15-0214/26-01745
625 Dunkley Avenue
South Haven, MI 49090
Fishing platform upgrades & bank stabilization.

The Architect:

(Name, legal status, address and other information)

Abonmarche Consultants, Inc.
95 W. Main Street
Benton Harbor, MI 49022

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201[™]–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

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User Notes:

(1800618836)

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS
- 10 INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than () days from the date of commencement, or as follows:

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

Init.

Portion of Work	Substantial Completion Date
Phase 1:	January 27, 2017
Phase 2:	May 19, 2017

, subject to adjustments of this Contract Time as provided in the Contract Documents.
(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

See Specifications Section 007300, section 10.08 Liquidated Damages.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be one hundred sixty-six thousand, four hundred fifteen dollars (\$ 166,415.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

Alternate A-2 & A-4

§ 4.3 Unit prices, if any:
(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit (\$0.00)
N/A		

§ 4.4 Allowances included in the Contract Sum, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
N/A	

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the fifth day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the last day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract

Init.
/

Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of ten percent (10 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™–2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of ten percent (10 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201–2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
(Section 9.8.5 of AIA Document A201–2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)

N/A

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

N/A

Init.

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

- Arbitration pursuant to Section 15.4 of AIA Document A201–2007
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

%

§ 8.3 The Owner’s representative:
(Name, address and other information)

Bill Hunter, Director of Public Works
City of South Haven
Department of Public Works
1199 8th Avenue
South Haven, MI 49090
bhunter@south-haven.com, (269) 637-0719

§ 8.4 The Contractor’s representative:
(Name, address and other information)

Init.

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User Notes:

(1800618836)

Blake Jordan, President
 Jordan Intercoastal, LLC
 1100 Plainfield Avenue, NE
 Suite A
 Grand Rapids, MI 49503
 blake@jicmi.com, (616) 389-4307

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

None

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
00 7300	Supplementary Conditions	September 2016	007300- 1 through 7

§ 9.1.4 The Specifications:
(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

Exhibit A – Table of Contents

Section	Title	Date	Pages
---------	-------	------	-------

§ 9.1.5 The Drawings:
(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Exhibit B – List of Drawing Sheets

Number	Title	Date
--------	-------	------

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
Addendum 1	October 4, 2016	1
Addendum 2	October 6, 2016	1

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

init.

- .1 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:

- .2 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)

Jordan Intercoastal Bid – October 6, 2016
 Jordan Intercoastal Schedule of Values – October 10, 2016

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201–2007.

(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201–2007.)

Type of insurance or bond	Limit of liability or bond amount (\$0.00)
See Specification Section 00 7300, Article 11 - Insurance	

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

Brian Dissette, City Manager

(Printed name and title)

CONTRACTOR *(Signature)*

Blake Jordan, President

(Printed name and title)

Init.

Additions and Deletions Report for AIA[®] Document A101[™] – 2007

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 14:43:31 on 11/16/2016.

PAGE 1

AGREEMENT made as of the twenty-first day of November in the year two thousand sixteen.

...

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

...

Jordan Intercoastal, LLC
1100 Plainfield Avenue NE
Suite A
Grand Rapids, MI 49503

...

South Haven Fishing Platform & Bank Stabilization Project #15-0214/26-01745
625 Dunkley Avenue
South Haven, MI 49090
Fishing platform upgrades & bank stabilization.

...

Abonmarche Consultants, Inc.
95 W. Main Street
Benton Harbor, MI 49022

PAGE 3

<u>Phase 1:</u>	<u>January 27, 2017</u>
<u>Phase 2:</u>	<u>May 19, 2017</u>

...

See Specifications Section 007300, section 10.08 Liquidated Damages.

...

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one hundred sixty-six thousand, four hundred fifteen dollars (\$ 166,415.00), subject to additions and deductions as provided in the Contract Documents.

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(1800618836)

...

Alternate A-2 & A-4

...

N/A

...

N/A

...

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the fifth day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the last day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

PAGE 4

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of ten percent (10 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of ten percent (10 %);

...

N/A

...

N/A

PAGE 5

[X] Arbitration pursuant to Section 15.4 of AIA Document A201-2007

...

Bill Hunter, Director of Public Works
City of South Haven
Department of Public Works
1199 8th Avenue
South Haven, MI 49090
bhunter@south-haven.com, (269) 637-0719

PAGE 6

Blake Jordan, President
Jordan Intercoastal, LLC
1100 Plainfield Avenue, NE
Suite A
Grand Rapids, MI 49503
blake@jicmi.com, (616) 389-4307

...

None

...

<u>00 7300</u>	<u>Supplementary</u> <u>Conditions</u>	<u>September 2016</u>	<u>007300- 1 through 7</u>
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Exhibit A – Table of Contents

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Exhibit B – List of Drawing Sheets

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<u>Addendum 1</u>	<u>October 4, 2016</u>	<u>1</u>
<u>Addendum 2</u>	<u>October 6, 2016</u>	<u>1</u>

PAGE 7

Jordan Intercoastal Bid – October 6, 2016
Jordan Intercoastal Schedule of Values – October 10, 2016

...

See Specification Section 00 7300,
Article 11 - Insurance

...

Brian Dissette, City Manager

Blake Jordan, President

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Jeffrey M. Saylor, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 14:43:31 on 11/16/2016 under Order No. 3404918712_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ – 2007, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)