

City Council

Regular Meeting Agenda

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



City of South Haven

1. Call to Order
2. Invocation – Rev. Charles Knox of Trinity Missionary Baptist Church
3. Roll Call
4. Approval of Agenda
5. **Consent Agenda: Items A thru E (Roll Call Vote Required)**
(All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. Unless requested by a Council Member or a citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and considered separately.)
 - A. Council will be requested to approve the City Council Minutes of May 4, 2015.
 - B. Bills totaling \$2,095,650.99 for the period ending May 17, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to authorize the City Manager to enter into professional service agreements with Abonmarche in the amount of \$75,700 for Center Street and Michigan Avenue resurfacing.
 - D. Council will be asked to award the purchase of two Ford Police Interceptor Utility vehicles with options as noted to Woodhams Ford in the amount of \$28,997.00 each for a total purchase amount of \$57,994.00
 - E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 04-02-2015 Planning Commission minutes
 - 2) 04-15-2015 Airport Authority minutes

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

NEW BUSINESS

6. Council will be asked to consider the following annual board and commission appointments/reappointments:
 - A. Reappoint board and commission members as follows:

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

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

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

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

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

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

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

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

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

(You will be given up to 5 minutes to address your concerns.)

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

12. City Manager's Comments

13. Mayor and Councilperson's Comments

14. Adjourn

RESPECTFULLY SUBMITTED,

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

Brian Dissette, City Manager

City Council

Regular Meeting Agenda

Monday, May 4, 2015
7:00 p.m., Council Chambers



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

2. Invocation – Moment of Silence

3. Proclamation for Arbor Day 2015.

4. Roll Call

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

5. Approval of Agenda

Moved by Patterson to approve the agenda. Seconded by Klavins.

Voted Yes: All. Motion Carried.

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

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

- A. Council will be requested to approve the City Council Minutes of April 20, 2015.
- B. Bills totaling \$633,770.93 for the period ending May 3, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award the contract for demolition of 317 Hogan's Alley to SC Environmental Services in the amount of \$28,641 plus \$27 per foot for removal of asbestos pipe insulation.
- D. Council will be asked to approve the proposal from Villa Environmental Consultants for Due Care Plan Sampling at 229 Elkenburg Street (Overton Building) in the amount of \$8,600.00.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 01-26-2015 BPU Minutes
 - 2) 03-17-2015 Harbor Commission Minutes
 - 3) 03-17-2015 LHBM Minutes
 - 4) 03-30-2015 BPU Minutes
 - 5) 03-30-2015 ZBA Minutes
 - 6) 04-02-2015 SH Housing Commission Minutes
 - 7) 04-13-2015 BPU Special Meeting Minutes
 - 8) 04-21-2015 LHBM Minutes

A Roll Call Vote was taken:

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

Motion Carried.

NEW BUSINESS

7. Council will be asked to listen to updates from South Haven Hospital/Health System's various projects.

Joanne Urbanski, President/CEO of South Haven Health System, gave the annual report for the South Haven Health System.

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

A. Council will be asked to consider Special Event 2015-08, The North Shore Elementary 5K/Field Day, on June 2, 2015 from 9:30 a.m. to 1:30 a.m.

B. Council will be asked to consider Special Event 2015-10, The Break the Ice 5k and Kid's Frosty Dash, on February 6, 2016 from 8:00 a.m. to 12:00 p.m.

Background Information:

Item A. Council will be asked to consider Special Event 2015-08, The North Shore Elementary 5K/Field Day, on June 2, 2015 from 9:30 a.m. to 1:30 a.m.

North Shore Elementary is asking to hold their 5K/Field Day once again. This event is to celebrate the end of the school year. The event will take place from 9:30 a.m. to 11:30 a.m. The 5K will follow the regular North Shore 5K route through the city. The students and staff will begin at the school and end at the school, like previous years.

Moved by Fitzgibbon, Seconded by Kozlik Wall to approve Special Event 2015-08, the North Shore Elementary 5K/Field Day, on June 2, 2015 from 9:30 a.m. to 1:30 p.m.

Voted Yes: All. Motion Carried.

Item B. Council will be asked consider Special Event 2015-10, The Break the Ice 5k and Kid's Frosty Dash, on February 6, 2016 from 8:00 a.m. to 12:00 p.m.

Break the Ice 5k and Kid's Frosty Dash is ready for Council approval. This event is a 5k walk/run and also a kid's small walk/run dash. There is a slightly different route this year (see map attached to agenda packet). This event will be put on by the High/Middle School cross country track and field. The event will be timed with age groups and awards. All proceeds from the race will go directly to South Haven Public Schools. This event will take place on Saturday, February 6, 2016 from 8:00 am to 12:00 pm.

Lyndsey Hock, the event coordinator, briefly spoke to Council about the event.

Moved by Gruber, Seconded by Patterson to approve Special Event 2015-10, the Break the Ice 5k and Kid's Frosty Dash, on February 6, 2016 from 8:00 a.m. to 12:00 p.m.

Voted Yes: All. Motion Carried.

9. Council will be asked to consider a commercial tour boat proposal for the city's South Side Marina and approve Resolution 2015-16, South Side Marina Tour Boat.

Background Information:

The City Council will be asked to again consider a proposal from IT-IL-DO Charters, LLC, for the placement of a tour boat at the city's South Side Municipal Marina. The proposal is to operate a 49 passenger boat as part of a scenic tour on Lake Michigan.

At the April 6th regular meeting of the City Council, the Council considered the same proposal. As part of that consideration, the Council opted to request the city's Harbor Commission to reconsider the proposal, and offer a recommendation on whether the proposal should be approved. At the April 21st regular meeting of the Harbor Commission, the board approved recommending the proposal to the City Council.

In the past, the dock area being proposed for the tour boat has not been used. If approved, the dock area will require modification to allow for a boarding ramp, and an electric pedestal will need to be installed. The commercial dockage rate is two times the recreational dockage rate. The total revenue for the commercial dockage, if approved, will be \$7,900 for the season. The city's staff has followed the adopted Commercial Use Policy, when preparing this item for the City Council's consideration.

In addition, staff is requesting to extend the South Side Marina transient dock to the area 80 feet to the west of the existing head dock. This area is currently used as a public deck between the South Side Marina and the Black River. It is open to the public. Staff is proposing to continue this deck use as an area open to the public. In order to use the deck for tour boat and transient rental, electric and water pedestals would be installed, and gates would be installed to allow for boarding areas for transient vessels. There may also be a need for additional cleats and fenders at the dock.

There are a number of approvals which would need to be done to accomplish the proposed tour boat and marina transient dockage extension, as listed below:

- Approve the expansion of the South Side Marina on to the existing deck to the west of the existing marina.
- Approve the license agreement with IT-IL-DO Charters LLC on behalf of the City of South Haven.
- Approve application to the DEQ for dock improvements to make it possible to moor the tour boat and other transient vessels in the expansion area.
- Approve a request to the DNR for a commercial use of a tour boat in the South Side Marina grant-in-aid facility.
- Approve the application for zoning and building permits required to complete the proposed work.

Staff has prepared a resolution combining all of the action items, for the City Council's consideration.

Moved by Patterson, Seconded by Arnold to adopt Resolution 2015-16: a resolution for commercial tour boat operation at the South Side Municipal Marina and to expand the transient dockage to the west of the existing marina.

Harbormaster Paul VandenBosch gave a brief overview of the proposal.

Voted Yes: Arnold, Kozlik Wall, Patterson, Gruber, Fitzgibbon, Burr

Voted No: None

Klavins was excused from the Record of Vote due to a business relationship with Chad Bard

Motion Carried.

10. Council will be asked to take the following action regarding the Belgravia Demolition:

A. Hold a public hearing on the Brownfield Plan;

B. Approve the Resolution 2015-19, a resolution authorizing agreements and actions to enable environmental remediation at the Factory Condominium site.

Background Information:

The Michigan Department of Environmental Quality has stated that it will perform an environmental remediation of contamination in the rear yard and under the health club building at Factory Condominium. One condition of this offer is that the health club building be demolished to provide access to the contaminated soil.

In order to accomplish the demolition, the City has worked with the Factory Condominium Association to fund a demolition project using brownfield funds from the Factory Condominium brownfield plan. The City will manage the demolition project and receive funds from the brownfield plan to pay for the work. Once the demolition and remediation are complete, the City will quit claim the deed to Unit B-1 (the health club) to the Factory Condominium Association.

In order to accomplish this action, City Council must hold a public hearing and approve a resolution.

LFDA/BRA Secretary Paul VandenBosch gave a brief overview of the project.

Motion by Patterson, Seconded by Gruber to open public hearing on Brownfield Plan.

Voted Yes: All. Motion Carried.

Open for public comment. No one stepped up for comment

Motion by Kozlik Wall, Seconded by Fitzgibbon to close the public hearing on Brownfield Plan

Voted Yes: All. Motion Carried.

Motion by Fitzgibbon, Seconded by Patterson to adopt Resolution 2015-19: a resolution authorizing agreements and actions to enable environmental remediation at the Factory Condominium site.

Voted Yes: All. Motion Carried

11. Council will be asked to approve the re-hiring of Donna Jordan, a family member of a Council member.

Background Information:

City Council will be asked to consider the employment of Donna Jordan for the 2015 parks and recreation season. Donna is Vickiy Kozlik-Wall's sister.

Section 5.15 of the City Charter addresses the issue of employment for family members of elected officials. That section of the charter reads as follows:

Section 5.15. Antinepotism

Except and unless the members of the Council in office at the time shall unanimously determine that the best interests of the City will be served by the employment of individuals hereinafter mentioned, the following relatives and his/her spouses (a) of any elective official or of his/her spouse, or (b) of the City Manager or of his/her spouse, are disqualified from holding any appointive City office or City employment during the term for which said elective official was elected or during the tenure of office of the City Manager, respectively: spouse, child, parent, brother, sister, and their spouses. All relationships shall include those arising from adoption. This section shall in no way disqualify such relatives or their spouses who are bona fide appointive officers or employees of the city at the time of the election of said elective official.

The charter does provide provisions which allow family members (e.g., spouse, child, parent, brother, sister and/or their spouse) of City Council members to be employed by the City of South Haven, upon unanimous consent of the council. The charter specifies that at least one of the following criteria must be met:

Criteria #1: Was the family member employed by the city at the time of the election of said elective official?

Criteria #2: Will the best interest of the community be served by the hiring of an elected official's family member?

Having reviewed this situation, it appears that criteria #2 can be met if employment is approved.

Donna Jordan was hired for a position in the parks department for the 2014 season and reapplied for the 2015 season. She has experience with gardening and flower bed arrangements that would benefit the City. The City's parks are a very important and visible part of the community and having a parks staff member with the gardening skills she possesses would be an important addition. Her experience shows that Donna is dependable and has the ability to work with minimal supervision. For those reasons I support and recommend that the City Council consider the re-employment of Donna Jordan for the 2015 parks and recreation season.

Motion by Fitzgibbon, Seconded by Gruber, to allow the employment of Donna Jordan for the 2015 Parks and Recreation Season.

Voted Yes: All

Voted No: None.

Kozlik Wall was excused and allowed to abstain from the Record of Vote due to her familial connection to Donna Jordan.

Motion Carried.

12. Council will be asked to consider the approval of the site plan for Phase II, Central Lofts.

Background Information:

On March 22, 2007, the Planning Commission granted a special use permit to Bosgraaf Commercial (aka Central Lofts LLC) to begin Phase 1 renovations to the former Central Middle School at 500 Erie Street. The renovations included 22 condominium units and an indoor pool to be located within the main building. Site improvements included 44 onsite parking spaces and an outdoor patio area. Although no exact records were found, it appears this developer gave up interest in the project sometime in late 2008.

In February of 2013, the property was purchased by Erie Street Properties, LLC. On June 20, 2013, the Planning Commission held a special meeting to consider changes to the approved plans on record. The applicant asked and received permission to pave and restripe the parking lot, install a small retaining wall and construct a patio area on the south side of the building with two access doors.

The applicant has now submitted plans to convert the former BV building into 10 residential units on the upper level with parking underneath. On July 26, 2013, the City Assessor and Zoning Administrator received notice from Van Buren County Register of Deeds that they had approved a land division on the Central Lofts property. The Building Department then contacted the City Attorney for direction on proceeding since the land division did not first go through the Assessor and Building Department.

The county assessor informed the city that land divisions within condominium projects do not require municipal approval, only county approval. Staff was still concerned about the parking and open space issues resulting from the division. It was subsequently found that the applicant had recorded a parking easement with Van Buren County Register of Deeds. That easement provides that the parking areas on both properties are to be shared. Staff has a copy of that document.

The amendment to the master deed which allows for the Phase II development also includes easement language related to open space. In effect it states that all open space is to be available to both properties. This document has also been recorded with the Register of Deeds and is on file in the Building Department.

With both the parking and open space issues addressed, the plan reviews for the Phase II project could proceed. On April 2, 2015 the planning commission held a public hearing on the matter and voted unanimously to recommend approval of Phase II to the city council.

Linda Anderson, Building Zoning Administrator, spoke briefly about the project.

Motion by Patterson, Seconded by Fitzgibbon, to approve the site plan for Phase II, Central Lofts.

Klavins was excused and allowed to abstain from the Record of Vote due to a business relationship with the developer.

Voted Yes: All. Motion Carried.

13. Council will be asked to consider approval of Resolution 2015-20, a resolution setting a public hearing date for the Fiscal Year 2015-16 Budget.

Background Information:

The City Council will be asked to consider a resolution which establishes a public hearing date for the Fiscal Year 2015-16 Budget, to be held on May 18, 2015.

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

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

The City Charter requires a public hearing on the proposed budget. The City Council is required to adopt a budget at the first meeting in June.

Motion by Patterson, Seconded by Klavins, to adopt Resolution 2015-20, a resolution setting a public hearing date for the Fiscal Year 2015-2016 Budget.

Voted Yes: All. Motion Carried.

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

No comments.

15. City Manager's Comments

No comments.

16. Mayor and Councilperson's Comments

Arnold: Senior class of 2015 has only 14 days of school left.
Fitzgibbon: The bridge is now open to pedestrian traffic and expect open to vehicle traffic by the middle of the month.
Gruber: The asphalt on the bridge is very well done.
Klavins: Thank you to Brian Dissette for last week assisting mock city council meeting with first graders from Maple Grove.
Kozlik Wall: Happy Mother's Day and reminder to not sweep leaves and yard debris into the street because it causes sewer obstructions and flooding.
Patterson: Reminder to citizens to vote in May 5th election, polls open at 7am.
Burr: A fundraiser this Thursday at the South Haven Yacht Club that is open to the public and is for the restoration of the lighthouse.

17. Adjourn

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

Voted Yes: All. Motion Carried.

RESPECTFULLY SUBMITTED,



Kate Hosier
Deputy City Clerk

Approved by City Council: **DRAFT**

**CITY OF SOUTH HAVEN
MAY 18, 2015**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 25,242.57	\$ 39,944.01	\$ 65,186.58
202-MAJOR STREET FUND	\$ -	\$ 21.22	\$ 21.22
203-LOCAL STREET FUND	\$ -	\$ 21.22	\$ 21.22
204-STREET FUND	\$ -	\$ 442,887.25	\$ 442,887.25
226-GARBAGE/REFUSE FUND	\$ -	\$ 30,477.94	\$ 30,477.94
250-DOWNTOWN DEVELOPMENT	\$ 688.00	\$ 11,916.00	\$ 12,604.00
251-LDFA #1	\$ -	\$ -	\$ -
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ -	\$ -	\$ -
266-POLICE TRAINING	\$ -	\$ -	\$ -
296-RIVER MAINTENANCE	\$ -	\$ 6,000.00	\$ 6,000.00
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ 3,831.00	\$ 3,831.00
402-CAPITAL PROJECTS #2	\$ 1,680.00	\$ -	\$ 1,680.00
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ -	\$ 712.85	\$ 712.85
577-BEACH FUND	\$ -	\$ 16,560.00	\$ 16,560.00
582-ELECTRIC FUND	\$ 749,026.61	\$ 87,119.60	\$ 836,146.21
591-WATER FUND	\$ 466.94	\$ 238,737.50	\$ 239,204.44
592-SEWER FUND	\$ 387.59	\$ 69,034.54	\$ 69,422.13
594-MUNICIPAL MARINA	\$ 58.59	\$ 9,462.29	\$ 9,520.88
636-INFORMATION SERVICES	\$ 3,102.95	\$ 6,465.00	\$ 9,567.95
661-MOTOR POOL	\$ 150.00	\$ 9,711.83	\$ 9,861.83
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 341,945.49	\$ -	\$ 341,945.49
718-TRUST & AGENCY	\$ -	\$ -	\$ -
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 1,122,748.74	\$ 972,902.25	\$ 2,095,650.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/08/2015	1	50858	ALLEGAN COUNTY CLERK	OTHER CONTRACTUAL SERVICES	802-000	215	10.00
05/08/2015	1	50860	MICHIGAN MARITIME MUSEUM	OTHER CONTRACTUAL SERVICES	802-000	804	5,453.98
05/08/2015	1	50865*#	STAPLES ADVANTAGE	OFFICE SUPPLIES	727-000	202	183.73
				OFFICE SUPPLIES	727-000	202	11.97
				OFFICE SUPPLIES	727-000	202	29.99
				OFFICE SUPPLIES	727-000	202	69.69
				OFFICE SUPPLIES	727-000	202	5.99
				OFFICE SUPPLIES	727-000	227	35.07
				OFFICE SUPPLIES	727-000	227	4.99
				OFFICE SUPPLIES	727-000	227	11.49
				OFFICE SUPPLIES	727-000	227	21.57
				OFFICE SUPPLIES	727-000	265	2.61
				OFFICE SUPPLIES	727-000	265	14.98
				OFFICE SUPPLIES	727-000	265	14.99
				OFFICE SUPPLIES	727-000	265	14.99
				OFFICE SUPPLIES	727-000	265	21.89
				OFFICE SUPPLIES	727-000	265	49.08
				OFFICE SUPPLIES	727-000	265	81.48
				OFFICE SUPPLIES	727-000	265	103.69
				OFFICE SUPPLIES	727-000	301	54.43
				OFFICE SUPPLIES	727-000	301	52.53
				OFFICE SUPPLIES	727-000	350	279.93
				OFFICE SUPPLIES	727-000	350	52.91
				OFFICE SUPPLIES	727-000	371	16.99
				OFFICE SUPPLIES	727-000	371	17.31
				OFFICE SUPPLIES	727-000	371	13.59
				OFFICE SUPPLIES	727-000	371	17.98
				OFFICE SUPPLIES	727-000	371	12.49
				OPERATING SUPPLIES	741-000	446	12.35
				OFFICE SUPPLIES	727-000	447	65.30
				OPERATING SUPPLIES	741-000	447	12.35
				CHECK 1 50865 TOTAL FOR FUND 101:			<u>1,286.36</u>
05/08/2015	1	50866	STATE OF MICHIGAN	OTHER CONTRACTUAL SERVICES	802-000	215	10.00
05/08/2015	1	50868*#	TREECORE	OTHER CONTRACTUAL SERVICES	802-000	276	2,748.00
				OTHER CONTRACTUAL SERVICES	802-000	446	4,556.00
				OTHER CONTRACTUAL SERVICES	802-000	751	516.00
				CHECK 1 50868 TOTAL FOR FUND 101:			<u>7,820.00</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/12/2015	1	50945*#	CITY OF SOUTH HAVEN- PETTY CASH	TRAVEL/CONFERENCES/TRAINING	860-000	191	38.35
				TRAVEL/CONFERENCES/TRAINING	860-000	202	73.60
				CASH OVER AND SHORT	955-000	202	0.50
				OFFICE SUPPLIES	727-000	253	175.94
				TRAVEL/CONFERENCES/TRAINING	860-000	253	73.60
				POSTAGE	855-000	265	28.37
				TRAVEL/CONFERENCES/TRAINING	860-000	301	138.00
				CHECK 1 50945 TOTAL FOR FUND 101:			<u>528.36</u>
05/12/2015	1	50948	KEVIN VAN BRUSSEL	TRAVEL/CONFERENCES/TRAINING	860-000	301	24.32
05/12/2015	1	50949	KRISTEN GARLAND	OPERATING SUPPLIES	741-000	751	42.21
05/12/2015	1	50950	LAKE MICHIGAN MAILERS	POSTAGE	855-000	265	10,000.00
05/12/2015	1	50951	ZACH HATHAWAY	TRAVEL/CONFERENCES/TRAINING	860-000	301	67.34
				Total for fund 101 GENERAL FUND			25,242.57
Fund: 250 DOWNTOWN DVLP AUTHORITY							
05/08/2015	1	50861	MIKE'S TOWING	OTHER CONTRACTUAL SERVICES	802-000	751	200.00
05/08/2015	1	50864	ROD'S PRINTS & PROMOTIONS	OPERATING SUPPLIES	741-000	729	488.00
				Total for fund 250 DOWNTOWN DVLP AUTHORITY			688.00
Fund: 402 CAPITAL PROJECTS FUND 2							
05/12/2015	1	50947	DUREYA GIBSON	EXTERIOR PAINTING - DYCKMAN BRIDGE	988-010	202	1,680.00
				Total for fund 402 CAPITAL PROJECTS FUND 2			1,680.00
Fund: 582 ELECTRIC FUND							
05/08/2015	1	50859	CITY OF SOUTH HAVEN	18-FUEL ADJUSTMENT	201-000	002	38.96
				03-ELEC READY TO SER	201-000	002	38.78
				CHECK 1 50859 TOTAL FOR FUND 582:			<u>77.74</u>
05/08/2015	1	50862#	PLEASANT VIEW MHP-SOUTH HAVEN	01-ELECTRIC USAGE	040-000	001	52.29
				03-ELEC READY TO SER	201-000	002	4.59
				19-ENERGY OPT SURCHA	201-000	002	0.84
				CHECK 1 50862 TOTAL FOR FUND 582:			<u>57.72</u>
05/08/2015	1	50863#	PLEASANT VIEW MHP-SOUTH HAVEN	01-ELECTRIC USAGE	040-000	001	48.43
				03-ELEC READY TO SER	201-000	002	12.29
				19-ENERGY OPT SURCHA	201-000	002	0.80
				CHECK 1 50863 TOTAL FOR FUND 582:			<u>61.52</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 582 ELECTRIC FUND							
05/08/2015	1	50865*#	STAPLES ADVANTAGE	OFFICE SUPPLIES	727-000	558	32.65
				OFFICE SUPPLIES	727-000	558	719.94
				OFFICE SUPPLIES	727-000	558	183.74
				OFFICE SUPPLIES	727-000	558	249.99
				OFFICE SUPPLIES	727-000	558	118.85
				OPERATING SUPPLIES	741-000	558	12.35
				CHECK 1 50865 TOTAL FOR FUND 582:			<u>1,317.52</u>
05/08/2015	1	50867#	STOTLER, CHAD R	01-ELECTRIC USAGE	040-000	001	105.57
				03-ELEC READY TO SER	201-000	002	18.63
				19-ENERGY OPT SURCHA	201-000	002	1.82
				CHECK 1 50867 TOTAL FOR FUND 582:			<u>126.02</u>
05/08/2015	1	50868*#	TREECORE	OTHER CONTRACTUAL SERVICES	802-000	558	7,420.00
				ELECTRICAL SYSTEM CONSTR	988-000	558	9,958.00
				CHECK 1 50868 TOTAL FOR FUND 582:			<u>17,378.00</u>
05/12/2015	1	50945*#	CITY OF SOUTH HAVEN- PETTY CASH	OPERATING SUPPLIES	741-000	558	31.49
				TRAVEL/CONFERENCES/TRAINING	860-000	558	99.85
				CHECK 1 50945 TOTAL FOR FUND 582:			<u>131.34</u>
05/12/2015	1	86(E)	AMERICAN ELECTRIC POWER	ACCOUNTS PAYABLE-AEP	202-001	002	729,876.75
				Total for fund 582 ELECTRIC FUND			749,026.61
Fund: 591 WATER FUND							
05/08/2015	1	50865*#	STAPLES ADVANTAGE	OFFICE SUPPLIES	727-000	558	32.64
				OFFICE SUPPLIES	727-000	558	183.74
				OFFICE SUPPLIES	727-000	558	118.85
				OPERATING SUPPLIES	741-000	558	12.36
				CHECK 1 50865 TOTAL FOR FUND 591:			<u>347.59</u>
05/08/2015	1	50870	WANZECK, PHILIP D	20-WATER PLANT REPLA	201-000	002	51.39
				28-WATER READY TO SE	201-000	002	18.20
				25-WATER USAGE	201-000	002	4.59
				27-WATER CAPITAL REP	201-000	002	5.17
				CHECK 1 50870 TOTAL FOR FUND 591:			<u>79.35</u>
05/12/2015	1	50945*#	CITY OF SOUTH HAVEN- PETTY CASH	TRAVEL/CONFERENCES/TRAINING	860-000	558	40.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
05/12/2015	1	50946	DUSTIN GUMINSKI	TRAVEL/CONFERENCES/TRAINING	860-000	558	54.88
Total for fund 591 WATER FUND							521.82
Fund: 592 SEWER FUND							
05/08/2015	1	50865*#	STAPLES ADVANTAGE	OFFICE SUPPLIES	727-000	558	32.65
				OFFICE SUPPLIES	727-000	558	183.74
				OFFICE SUPPLIES	727-000	558	118.85
				OPERATING SUPPLIES	741-000	558	12.35
CHECK 1 50865 TOTAL FOR FUND 592:							347.59
05/12/2015	1	50945*#	CITY OF SOUTH HAVEN- PETTY CASH	TRAVEL/CONFERENCES/TRAINING	860-000	558	40.00
Total for fund 592 SEWER FUND							387.59
Fund: 594 MARINA FUND							
05/12/2015	1	50945*#	CITY OF SOUTH HAVEN- PETTY CASH	OPERATING SUPPLIES	741-000	776	3.71
Total for fund 594 MARINA FUND							3.71
Fund: 636 INFORMATION SERVICES FUND							
05/12/2015	1	50944	BLOOMINGDALE COMMUNICATIONS	INTERNET FEES	850-002	258	3,102.95
Total for fund 636 INFORMATION SERVICES FUND							3,102.95
Fund: 661 MOTOR POOL FUND							
05/12/2015	1	50945*#	CITY OF SOUTH HAVEN- PETTY CASH	OPERATING SUPPLIES	741-000	450	150.00
Total for fund 661 MOTOR POOL FUND							150.00
Fund: 703 CURRENT TAX COLLECTIONS FUND							
05/08/2015	1	50869	VAN BUREN COUNTY TREASURER	DUE TO VAN BUREN CO-TAX COLLCT	222-021	002	261,552.10
				DUE TO VAN BUREN COUNTY-DRAINS	222-023	002	51,289.56
				DUE TO STATE ED-VBC TX COLLECT	228-041	002	29,103.83
CHECK 1 50869 TOTAL FOR FUND 703:							341,945.49
Total for fund 703 CURRENT TAX COLLECTIONS FUND							341,945.49
TOTAL - ALL FUNDS							1,122,748.74

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	ABONMARCHE CONSULTANTS INC	Check: 1 50871			
AP Trx #: 67902						
		Check: 1 50871	101-001-001-001	CASH - 5/3 POOLED SWEEP		1,306.87
		Check: 1 50871	101-002-202-000	ACCOUNTS PAYABLE	1,306.87	
		Check: 1 50871	204-001-001-001	CASH - 5/3 POOLED SWEEP		2,000.00
		Check: 1 50871	204-002-202-000	ACCOUNTS PAYABLE	2,000.00	
		Check: 1 50871	250-001-001-001	CASH - 5/3 POOLED SWEEP		3,200.00
		Check: 1 50871	250-002-202-000	ACCOUNTS PAYABLE	3,200.00	
		Check: 1 50871	296-001-001-001	CASH - 5/3 POOLED SWEEP		6,000.00
		Check: 1 50871	296-002-202-000	ACCOUNTS PAYABLE	6,000.00	
		Check: 1 50871	401-001-001-001	CASH - 5/3 POOLED SWEEP		3,831.00
		Check: 1 50871	401-002-202-000	ACCOUNTS PAYABLE	3,831.00	
		Check: 1 50871	582-001-001-001	CASH - 5/3 POOLED SWEEP		6,957.47
		Check: 1 50871	582-002-202-000	ACCOUNTS PAYABLE	6,957.47	
		Check: 1 50871	591-001-001-001	CASH - 5/3 POOLED SWEEP		18,716.81
		Check: 1 50871	591-002-202-000	ACCOUNTS PAYABLE	18,716.81	
		Check: 1 50871	592-001-001-001	CASH - 5/3 POOLED SWEEP		52,135.15
		Check: 1 50871	592-002-202-000	ACCOUNTS PAYABLE	52,135.15	
					<u>94,147.30</u>	<u>94,147.30</u>
05/19/2015	CD	ALEXANDER CHEMICAL CORP	Check: 1 50872			
AP Trx #: 67903						
		Check: 1 50872	592-001-001-001	CASH - 5/3 POOLED SWEEP		1,930.00
		Check: 1 50872	592-002-202-000	ACCOUNTS PAYABLE	1,930.00	
					<u>1,930.00</u>	<u>1,930.00</u>
05/19/2015	CD	AUTOWARES INC	Check: 1 50873			
AP Trx #: 67904						
		Check: 1 50873	582-001-001-001	CASH - 5/3 POOLED SWEEP		59.38
		Check: 1 50873	582-002-202-000	ACCOUNTS PAYABLE	59.38	
		Check: 1 50873	661-001-001-001	CASH - 5/3 POOLED SWEEP		304.75
		Check: 1 50873	661-002-202-000	ACCOUNTS PAYABLE	304.75	
					<u>364.13</u>	<u>364.13</u>
05/19/2015	CD	BARBER & SONS INC	Check: 1 50874			
AP Trx #: 67905						
		Check: 1 50874	661-001-001-001	CASH - 5/3 POOLED SWEEP		701.50
		Check: 1 50874	661-002-202-000	ACCOUNTS PAYABLE	701.50	
					<u>701.50</u>	<u>701.50</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	BBC DISTRIBUTING	Check: 1 50875			
AP Trx #: 67906						
		Check: 1 50875	594-001-001-001	CASH - 5/3 POOLED SWEEP		198.78
		Check: 1 50875	594-002-202-000	ACCOUNTS PAYABLE	198.78	
					<u>198.78</u>	<u>198.78</u>
05/19/2015	CD	BEAVER RESEARCH COMPANY	Check: 1 50876			
AP Trx #: 67907						
		Check: 1 50876	661-001-001-001	CASH - 5/3 POOLED SWEEP		119.50
		Check: 1 50876	661-002-202-000	ACCOUNTS PAYABLE	119.50	
					<u>119.50</u>	<u>119.50</u>
05/19/2015	CD	BRONSINK & BOS EQUIPMENT	Check: 1 50877			
AP Trx #: 67908						
		Check: 1 50877	101-001-001-001	CASH - 5/3 POOLED SWEEP		1,924.19
		Check: 1 50877	101-002-202-000	ACCOUNTS PAYABLE	1,924.19	
		Check: 1 50877	661-001-001-001	CASH - 5/3 POOLED SWEEP		667.13
		Check: 1 50877	661-002-202-000	ACCOUNTS PAYABLE	667.13	
					<u>2,591.32</u>	<u>2,591.32</u>
05/19/2015	CD	BS&A SOFTWARE INC	Check: 1 50878			
AP Trx #: 67909						
		Check: 1 50878	101-001-001-001	CASH - 5/3 POOLED SWEEP		1,047.63
		Check: 1 50878	101-002-202-000	ACCOUNTS PAYABLE	1,047.63	
		Check: 1 50878	582-001-001-001	CASH - 5/3 POOLED SWEEP		361.25
		Check: 1 50878	582-002-202-000	ACCOUNTS PAYABLE	361.25	
		Check: 1 50878	591-001-001-001	CASH - 5/3 POOLED SWEEP		361.25
		Check: 1 50878	591-002-202-000	ACCOUNTS PAYABLE	361.25	
		Check: 1 50878	592-001-001-001	CASH - 5/3 POOLED SWEEP		361.25
		Check: 1 50878	592-002-202-000	ACCOUNTS PAYABLE	361.25	
		Check: 1 50878	636-001-001-001	CASH - 5/3 POOLED SWEEP		3,200.00
		Check: 1 50878	636-002-202-000	ACCOUNTS PAYABLE	3,200.00	
					<u>5,331.38</u>	<u>5,331.38</u>
05/19/2015	CD	CANNEY'S WATER TREATMENT	Check: 1 50879			
AP Trx #: 67910						
		Check: 1 50879	101-001-001-001	CASH - 5/3 POOLED SWEEP		90.99
		Check: 1 50879	101-002-202-000	ACCOUNTS PAYABLE	90.99	
					<u>90.99</u>	<u>90.99</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	CENTURY LINK	Check: 1 50880			
AP Trx #: 67911		Check: 1 50880	101-001-001-001	CASH - 5/3 POOLED SWEEP		56.21
		Check: 1 50880	101-002-202-000	ACCOUNTS PAYABLE	56.21	
		Check: 1 50880	582-001-001-001	CASH - 5/3 POOLED SWEEP		12.05
		Check: 1 50880	582-002-202-000	ACCOUNTS PAYABLE	12.05	
		Check: 1 50880	591-001-001-001	CASH - 5/3 POOLED SWEEP		6.05
		Check: 1 50880	591-002-202-000	ACCOUNTS PAYABLE	6.05	
		Check: 1 50880	592-001-001-001	CASH - 5/3 POOLED SWEEP		6.17
		Check: 1 50880	592-002-202-000	ACCOUNTS PAYABLE	6.17	
					<u>80.48</u>	<u>80.48</u>
05/19/2015	CD	CITY PLUMBING & HEATING CO	Check: 1 50881			
AP Trx #: 67912		Check: 1 50881	101-001-001-001	CASH - 5/3 POOLED SWEEP		3,687.00
		Check: 1 50881	101-002-202-000	ACCOUNTS PAYABLE	3,687.00	
					<u>3,687.00</u>	<u>3,687.00</u>
05/19/2015	CD	COMPTON INC	Check: 1 50882			
AP Trx #: 67913		Check: 1 50882	582-001-001-001	CASH - 5/3 POOLED SWEEP		1,875.00
		Check: 1 50882	582-002-202-000	ACCOUNTS PAYABLE	1,875.00	
					<u>1,875.00</u>	<u>1,875.00</u>
05/19/2015	CD	CONSTRUCTION ASSOCIATES INC	Check: 1 50883			
AP Trx #: 67914		Check: 1 50883	101-001-001-001	CASH - 5/3 POOLED SWEEP		3,290.70
		Check: 1 50883	101-002-202-000	ACCOUNTS PAYABLE	3,290.70	
					<u>3,290.70</u>	<u>3,290.70</u>
05/19/2015	CD	CONSUMERS CONCRETE CORP	Check: 1 50884			
AP Trx #: 67915		Check: 1 50884	591-001-001-001	CASH - 5/3 POOLED SWEEP		27.40
		Check: 1 50884	591-002-202-000	ACCOUNTS PAYABLE	27.40	
					<u>27.40</u>	<u>27.40</u>
05/19/2015	CD	CORNELISSE DESIGN ASSOC INC	Check: 1 50885			
AP Trx #: 67916		Check: 1 50885	250-001-001-001	CASH - 5/3 POOLED SWEEP		6,861.02
		Check: 1 50885	250-002-202-000	ACCOUNTS PAYABLE	6,861.02	
					<u>6,861.02</u>	<u>6,861.02</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	DICKINSON WRIGHT	Check: 1 50886			
AP Trx #: 67917		Check: 1 50886	101-001-001-001	CASH - 5/3 POOLED SWEEP		9,827.00
		Check: 1 50886	101-002-202-000	ACCOUNTS PAYABLE	9,827.00	
					<u>9,827.00</u>	<u>9,827.00</u>
05/19/2015	CD	ELECSYS INTERNATIONAL CORP	Check: 1 50887			
AP Trx #: 67918		Check: 1 50887	582-001-001-001	CASH - 5/3 POOLED SWEEP		186.90
		Check: 1 50887	582-002-202-000	ACCOUNTS PAYABLE	186.90	
		Check: 1 50887	591-001-001-001	CASH - 5/3 POOLED SWEEP		40.05
		Check: 1 50887	591-002-202-000	ACCOUNTS PAYABLE	40.05	
		Check: 1 50887	592-001-001-001	CASH - 5/3 POOLED SWEEP		40.05
		Check: 1 50887	592-002-202-000	ACCOUNTS PAYABLE	40.05	
					<u>267.00</u>	<u>267.00</u>
05/19/2015	CD	ELECTION SYSTEMS & SOFTWARE	Check: 1 50888			
AP Trx #: 67919		Check: 1 50888	101-001-001-001	CASH - 5/3 POOLED SWEEP		63.20
		Check: 1 50888	101-002-202-000	ACCOUNTS PAYABLE	63.20	
					<u>63.20</u>	<u>63.20</u>
05/19/2015	CD	FRONTIER	Check: 1 50889			
AP Trx #: 67920		Check: 1 50889	101-001-001-001	CASH - 5/3 POOLED SWEEP		248.36
		Check: 1 50889	101-002-202-000	ACCOUNTS PAYABLE	248.36	
		Check: 1 50889	582-001-001-001	CASH - 5/3 POOLED SWEEP		14.60
		Check: 1 50889	582-002-202-000	ACCOUNTS PAYABLE	14.60	
		Check: 1 50889	591-001-001-001	CASH - 5/3 POOLED SWEEP		133.14
		Check: 1 50889	591-002-202-000	ACCOUNTS PAYABLE	133.14	
		Check: 1 50889	592-001-001-001	CASH - 5/3 POOLED SWEEP		7.30
		Check: 1 50889	592-002-202-000	ACCOUNTS PAYABLE	7.30	
					<u>403.40</u>	<u>403.40</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	FUEL MANAGEMENT SYSTEM	Check: 1 50890			
AP Trx #: 67921						
		Check: 1 50890	101-001-001-001	CASH - 5/3 POOLED SWEEP		2,672.23
		Check: 1 50890	101-002-202-000	ACCOUNTS PAYABLE	2,672.23	
		Check: 1 50890	204-001-001-001	CASH - 5/3 POOLED SWEEP		87.29
		Check: 1 50890	204-002-202-000	ACCOUNTS PAYABLE	87.29	
		Check: 1 50890	582-001-001-001	CASH - 5/3 POOLED SWEEP		853.54
		Check: 1 50890	582-002-202-000	ACCOUNTS PAYABLE	853.54	
		Check: 1 50890	591-001-001-001	CASH - 5/3 POOLED SWEEP		554.30
		Check: 1 50890	591-002-202-000	ACCOUNTS PAYABLE	554.30	
		Check: 1 50890	592-001-001-001	CASH - 5/3 POOLED SWEEP		566.92
		Check: 1 50890	592-002-202-000	ACCOUNTS PAYABLE	566.92	
		Check: 1 50890	661-001-001-001	CASH - 5/3 POOLED SWEEP		414.75
		Check: 1 50890	661-002-202-000	ACCOUNTS PAYABLE	414.75	
					<u>5,149.03</u>	<u>5,149.03</u>
05/19/2015	CD	LOUIS GELDER & SONS CO	Check: 1 50891			
AP Trx #: 67922						
		Check: 1 50891	101-001-001-001	CASH - 5/3 POOLED SWEEP		277.48
		Check: 1 50891	101-002-202-000	ACCOUNTS PAYABLE	277.48	
					<u>277.48</u>	<u>277.48</u>
05/19/2015	CD	GENEVA TOWNSHIP	Check: 1 50892			
AP Trx #: 67923						
		Check: 1 50892	101-001-001-001	CASH - 5/3 POOLED SWEEP		148.69
		Check: 1 50892	101-002-202-000	ACCOUNTS PAYABLE	148.69	
					<u>148.69</u>	<u>148.69</u>
05/19/2015	CD	GREAT LAKES SCUTTLEBUTT	Check: 1 50893			
AP Trx #: 67924						
		Check: 1 50893	594-001-001-001	CASH - 5/3 POOLED SWEEP		1,049.20
		Check: 1 50893	594-002-202-000	ACCOUNTS PAYABLE	1,049.20	
					<u>1,049.20</u>	<u>1,049.20</u>
05/19/2015	CD	GRO AMERICA	Check: 1 50894			
AP Trx #: 67925						
		Check: 1 50894	592-001-001-001	CASH - 5/3 POOLED SWEEP		9,209.00
		Check: 1 50894	592-002-202-000	ACCOUNTS PAYABLE	9,209.00	
					<u>9,209.00</u>	<u>9,209.00</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	GRP ENGINEERING INC	Check: 1 50895			
AP Trx #: 67926						
		Check: 1 50895	582-001-001-001	CASH - 5/3 POOLED SWEEP		15,898.86
		Check: 1 50895	582-002-202-000	ACCOUNTS PAYABLE	15,898.86	
					<u>15,898.86</u>	<u>15,898.86</u>
05/19/2015	CD	HARBOUR FAMILY COUNSELING	Check: 1 50896			
AP Trx #: 67927						
		Check: 1 50896	101-001-001-001	CASH - 5/3 POOLED SWEEP		225.00
		Check: 1 50896	101-002-202-000	ACCOUNTS PAYABLE	225.00	
					<u>225.00</u>	<u>225.00</u>
05/19/2015	CD	HAVEN HEATING AND AIR CONDITIONING	Check: 1 50897			
AP Trx #: 67928						
		Check: 1 50897	594-001-001-001	CASH - 5/3 POOLED SWEEP		352.00
		Check: 1 50897	594-002-202-000	ACCOUNTS PAYABLE	352.00	
					<u>352.00</u>	<u>352.00</u>
05/19/2015	CD	J & B LANDING	Check: 1 50898			
AP Trx #: 67929						
		Check: 1 50898	594-001-001-001	CASH - 5/3 POOLED SWEEP		750.00
		Check: 1 50898	594-002-202-000	ACCOUNTS PAYABLE	750.00	
					<u>750.00</u>	<u>750.00</u>
05/19/2015	CD	J & L ORCHARD SUPPLY LLC	Check: 1 50899			
AP Trx #: 67930						
		Check: 1 50899	661-001-001-001	CASH - 5/3 POOLED SWEEP		37.70
		Check: 1 50899	661-002-202-000	ACCOUNTS PAYABLE	37.70	
					<u>37.70</u>	<u>37.70</u>
05/19/2015	CD	JENSEN'S EXCAVATING INC	Check: 1 50900			
AP Trx #: 67931						
		Check: 1 50900	101-001-001-001	CASH - 5/3 POOLED SWEEP		367.50
		Check: 1 50900	101-002-202-000	ACCOUNTS PAYABLE	367.50	
		Check: 1 50900	582-001-001-001	CASH - 5/3 POOLED SWEEP		367.50
		Check: 1 50900	582-002-202-000	ACCOUNTS PAYABLE	367.50	
		Check: 1 50900	591-001-001-001	CASH - 5/3 POOLED SWEEP		367.50
		Check: 1 50900	591-002-202-000	ACCOUNTS PAYABLE	367.50	
		Check: 1 50900	592-001-001-001	CASH - 5/3 POOLED SWEEP		367.50
		Check: 1 50900	592-002-202-000	ACCOUNTS PAYABLE	367.50	
					<u>1,470.00</u>	<u>1,470.00</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	JOHN'S STEREO INC	Check: 1 50901			
AP Trx #: 67932		Check: 1 50901	582-001-001-001	CASH - 5/3 POOLED SWEEP		24.31
		Check: 1 50901	582-002-202-000	ACCOUNTS PAYABLE	24.31	
		Check: 1 50901	591-001-001-001	CASH - 5/3 POOLED SWEEP		13.68
		Check: 1 50901	591-002-202-000	ACCOUNTS PAYABLE	13.68	
		Check: 1 50901	594-001-001-001	CASH - 5/3 POOLED SWEEP		19.98
		Check: 1 50901	594-002-202-000	ACCOUNTS PAYABLE	19.98	
					<u>57.97</u>	<u>57.97</u>
05/19/2015	CD	KAL KLEEN INC.	Check: 1 50902			
AP Trx #: 67933		Check: 1 50902	591-001-001-001	CASH - 5/3 POOLED SWEEP		950.00
		Check: 1 50902	591-002-202-000	ACCOUNTS PAYABLE	950.00	
					<u>950.00</u>	<u>950.00</u>
05/19/2015	CD	KENDALL ELECTRIC INC	Check: 1 50903			
AP Trx #: 67934		Check: 1 50903	582-001-001-001	CASH - 5/3 POOLED SWEEP		43.18
		Check: 1 50903	582-002-202-000	ACCOUNTS PAYABLE	43.18	
					<u>43.18</u>	<u>43.18</u>
05/19/2015	CD	KENT POWER INC	Check: 1 50904			
AP Trx #: 67935		Check: 1 50904	582-001-001-001	CASH - 5/3 POOLED SWEEP		47,047.58
		Check: 1 50904	582-002-202-000	ACCOUNTS PAYABLE	47,047.58	
					<u>47,047.58</u>	<u>47,047.58</u>
05/19/2015	CD	KREIS,ENDERLE,HUDGINS & BORSOS PC	Check: 1 50905			
AP Trx #: 67936		Check: 1 50905	101-001-001-001	CASH - 5/3 POOLED SWEEP		1,606.00
		Check: 1 50905	101-002-202-000	ACCOUNTS PAYABLE	1,606.00	
					<u>1,606.00</u>	<u>1,606.00</u>
05/19/2015	CD	KROHN EXCAVATING, LLC	Check: 1 50906			
AP Trx #: 67937		Check: 1 50906	577-001-001-001	CASH - 5/3 POOLED SWEEP		11,560.00
		Check: 1 50906	577-002-202-000	ACCOUNTS PAYABLE	11,560.00	
					<u>11,560.00</u>	<u>11,560.00</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	KSS ENTERPRICES	Check: 1 50907			
AP Trx #: 67938						
		Check: 1 50907	101-001-001-001	CASH - 5/3 POOLED SWEEP		313.17
		Check: 1 50907	101-002-202-000	ACCOUNTS PAYABLE	313.17	
					<u>313.17</u>	<u>313.17</u>
05/19/2015	CD	LAKEFRONT ROOFING & EXTERIORS	Check: 1 50908			
AP Trx #: 67939						
		Check: 1 50908	594-001-001-001	CASH - 5/3 POOLED SWEEP		69.50
		Check: 1 50908	594-002-202-000	ACCOUNTS PAYABLE	69.50	
					<u>69.50</u>	<u>69.50</u>
05/19/2015	CD	LAMBRIX DESIGN AND COMPANY	Check: 1 50909			
AP Trx #: 67940						
		Check: 1 50909	250-001-001-001	CASH - 5/3 POOLED SWEEP		479.00
		Check: 1 50909	250-002-202-000	ACCOUNTS PAYABLE	479.00	
					<u>479.00</u>	<u>479.00</u>
05/19/2015	CD	LAWN BOYS INC	Check: 1 50910			
AP Trx #: 67941						
		Check: 1 50910	101-001-001-001	CASH - 5/3 POOLED SWEEP		305.00
		Check: 1 50910	101-002-202-000	ACCOUNTS PAYABLE	305.00	
					<u>305.00</u>	<u>305.00</u>
05/19/2015	CD	LIMNOTECH	Check: 1 50911			
AP Trx #: 67942						
		Check: 1 50911	577-001-001-001	CASH - 5/3 POOLED SWEEP		5,000.00
		Check: 1 50911	577-002-202-000	ACCOUNTS PAYABLE	5,000.00	
					<u>5,000.00</u>	<u>5,000.00</u>
05/19/2015	CD	MATTHEW BENDER & CO INC	Check: 1 50912			
AP Trx #: 67943						
		Check: 1 50912	202-001-001-001	CASH - 5/3 POOLED SWEEP		21.22
		Check: 1 50912	202-002-202-000	ACCOUNTS PAYABLE	21.22	
		Check: 1 50912	203-001-001-001	CASH - 5/3 POOLED SWEEP		21.22
		Check: 1 50912	203-002-202-000	ACCOUNTS PAYABLE	21.22	
					<u>42.44</u>	<u>42.44</u>
05/19/2015	CD	MAXON GRAPHIX	Check: 1 50913			
AP Trx #: 67944						
		Check: 1 50913	591-001-001-001	CASH - 5/3 POOLED SWEEP		215.00
		Check: 1 50913	591-002-202-000	ACCOUNTS PAYABLE	215.00	
					<u>215.00</u>	<u>215.00</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	MENARDS	Check: 1 50914			
AP Trx #: 67945		Check: 1 50914	101-001-001-001	CASH - 5/3 POOLED SWEEP		306.52
		Check: 1 50914	101-002-202-000	ACCOUNTS PAYABLE	306.52	
		Check: 1 50914	582-001-001-001	CASH - 5/3 POOLED SWEEP		171.55
		Check: 1 50914	582-002-202-000	ACCOUNTS PAYABLE	171.55	
		Check: 1 50914	591-001-001-001	CASH - 5/3 POOLED SWEEP		73.17
		Check: 1 50914	591-002-202-000	ACCOUNTS PAYABLE	73.17	
		Check: 1 50914	592-001-001-001	CASH - 5/3 POOLED SWEEP		376.48
		Check: 1 50914	592-002-202-000	ACCOUNTS PAYABLE	376.48	
		Check: 1 50914	594-001-001-001	CASH - 5/3 POOLED SWEEP		1,864.79
		Check: 1 50914	594-002-202-000	ACCOUNTS PAYABLE	1,864.79	
					<u>2,792.51</u>	<u>2,792.51</u>
05/19/2015	CD	MICHIGAN TASER DISTRIBUTING	Check: 1 50915			
AP Trx #: 67946		Check: 1 50915	101-001-001-001	CASH - 5/3 POOLED SWEEP		7,837.35
		Check: 1 50915	101-002-202-000	ACCOUNTS PAYABLE	7,837.35	
					<u>7,837.35</u>	<u>7,837.35</u>
05/19/2015	CD	MICHIGAN TOWNSHIP SERVICES	Check: 1 50916			
AP Trx #: 67947		Check: 1 50916	101-001-001-001	CASH - 5/3 POOLED SWEEP		1,081.50
		Check: 1 50916	101-002-202-000	ACCOUNTS PAYABLE	1,081.50	
					<u>1,081.50</u>	<u>1,081.50</u>
05/19/2015	CD	MIDWEST CIVIL ENGINEERS INC	Check: 1 50917			
AP Trx #: 67948		Check: 1 50917	204-001-001-001	CASH - 5/3 POOLED SWEEP		2,933.88
		Check: 1 50917	204-002-202-000	ACCOUNTS PAYABLE	2,933.88	
		Check: 1 50917	591-001-001-001	CASH - 5/3 POOLED SWEEP		521.06
		Check: 1 50917	591-002-202-000	ACCOUNTS PAYABLE	521.06	
		Check: 1 50917	592-001-001-001	CASH - 5/3 POOLED SWEEP		1,525.06
		Check: 1 50917	592-002-202-000	ACCOUNTS PAYABLE	1,525.06	
					<u>4,980.00</u>	<u>4,980.00</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	MLIVE MEDIA GROUP	Check: 1 50918			
AP Trx #: 67949		Check: 1 50918	582-001-001-001	CASH - 5/3 POOLED SWEEP		536.44
		Check: 1 50918	582-002-202-000	ACCOUNTS PAYABLE	536.44	
		Check: 1 50918	591-001-001-001	CASH - 5/3 POOLED SWEEP		536.43
		Check: 1 50918	591-002-202-000	ACCOUNTS PAYABLE	536.43	
		Check: 1 50918	592-001-001-001	CASH - 5/3 POOLED SWEEP		536.43
		Check: 1 50918	592-002-202-000	ACCOUNTS PAYABLE	536.43	
					<u>1,609.30</u>	<u>1,609.30</u>
05/19/2015	CD	MUZZALL GRAPHICS	Check: 1 50919			
AP Trx #: 67950		Check: 1 50919	101-001-001-001	CASH - 5/3 POOLED SWEEP		74.13
		Check: 1 50919	101-002-202-000	ACCOUNTS PAYABLE	74.13	
		Check: 1 50919	582-001-001-001	CASH - 5/3 POOLED SWEEP		1,037.90
		Check: 1 50919	582-002-202-000	ACCOUNTS PAYABLE	1,037.90	
		Check: 1 50919	591-001-001-001	CASH - 5/3 POOLED SWEEP		222.40
		Check: 1 50919	591-002-202-000	ACCOUNTS PAYABLE	222.40	
		Check: 1 50919	592-001-001-001	CASH - 5/3 POOLED SWEEP		222.41
		Check: 1 50919	592-002-202-000	ACCOUNTS PAYABLE	222.41	
					<u>1,556.84</u>	<u>1,556.84</u>
05/19/2015	CD	OTTAGAN PLUMBING & TESTING INC	Check: 1 50920			
AP Trx #: 67951		Check: 1 50920	545-001-001-001	CASH - 5/3 POOLED SWEEP		352.50
		Check: 1 50920	545-002-202-000	ACCOUNTS PAYABLE	352.50	
		Check: 1 50920	594-001-001-001	CASH - 5/3 POOLED SWEEP		885.87
		Check: 1 50920	594-002-202-000	ACCOUNTS PAYABLE	885.87	
					<u>1,238.37</u>	<u>1,238.37</u>
05/19/2015	CD	PAT'S PRONTO PRINT	Check: 1 50921			
AP Trx #: 67952		Check: 1 50921	582-001-001-001	CASH - 5/3 POOLED SWEEP		286.04
		Check: 1 50921	582-002-202-000	ACCOUNTS PAYABLE	286.04	
		Check: 1 50921	591-001-001-001	CASH - 5/3 POOLED SWEEP		514.28
		Check: 1 50921	591-002-202-000	ACCOUNTS PAYABLE	514.28	
		Check: 1 50921	594-001-001-001	CASH - 5/3 POOLED SWEEP		1,908.00
		Check: 1 50921	594-002-202-000	ACCOUNTS PAYABLE	1,908.00	
					<u>2,708.32</u>	<u>2,708.32</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	PHYSIO-CONTROL INC	Check: 1 50922			
AP Trx #: 67953						
		Check: 1 50922	101-001-001-001	CASH - 5/3 POOLED SWEEP		137.90
		Check: 1 50922	101-002-202-000	ACCOUNTS PAYABLE	137.90	
					<u>137.90</u>	<u>137.90</u>
05/19/2015	CD	PLUMBER'S PORTABLE TOILETS	Check: 1 50923			
AP Trx #: 67954						
		Check: 1 50923	545-001-001-001	CASH - 5/3 POOLED SWEEP		140.00
		Check: 1 50923	545-002-202-000	ACCOUNTS PAYABLE	140.00	
					<u>140.00</u>	<u>140.00</u>
05/19/2015	CD	POWER LINE SUPPLY CO	Check: 1 50924			
AP Trx #: 67955						
		Check: 1 50924	101-001-001-001	CASH - 5/3 POOLED SWEEP		438.00
		Check: 1 50924	101-002-202-000	ACCOUNTS PAYABLE	438.00	
		Check: 1 50924	582-001-001-001	CASH - 5/3 POOLED SWEEP		10,592.24
		Check: 1 50924	582-002-202-000	ACCOUNTS PAYABLE	10,592.24	
		Check: 1 50924	591-001-001-001	CASH - 5/3 POOLED SWEEP		219.00
		Check: 1 50924	591-002-202-000	ACCOUNTS PAYABLE	219.00	
					<u>11,249.24</u>	<u>11,249.24</u>
05/19/2015	CD	PRI MAR PETROLEUM INC	Check: 1 50925			
AP Trx #: 67956						
		Check: 1 50925	661-001-001-001	CASH - 5/3 POOLED SWEEP		35.00
		Check: 1 50925	661-002-202-000	ACCOUNTS PAYABLE	35.00	
					<u>35.00</u>	<u>35.00</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	RELIABLE DISPOSAL INC #646	Check: 1 50926			
AP Trx #: 67957						
		Check: 1 50926	101-001-001-001	CASH - 5/3 POOLED SWEEP		976.50
		Check: 1 50926	101-002-202-000	ACCOUNTS PAYABLE	976.50	
		Check: 1 50926	226-001-001-001	CASH - 5/3 POOLED SWEEP		30,477.94
		Check: 1 50926	226-002-202-000	ACCOUNTS PAYABLE	30,477.94	
		Check: 1 50926	545-001-001-001	CASH - 5/3 POOLED SWEEP		47.02
		Check: 1 50926	545-002-202-000	ACCOUNTS PAYABLE	47.02	
		Check: 1 50926	582-001-001-001	CASH - 5/3 POOLED SWEEP		515.12
		Check: 1 50926	582-002-202-000	ACCOUNTS PAYABLE	515.12	
		Check: 1 50926	591-001-001-001	CASH - 5/3 POOLED SWEEP		649.03
		Check: 1 50926	591-002-202-000	ACCOUNTS PAYABLE	649.03	
		Check: 1 50926	592-001-001-001	CASH - 5/3 POOLED SWEEP		751.04
		Check: 1 50926	592-002-202-000	ACCOUNTS PAYABLE	751.04	
		Check: 1 50926	594-001-001-001	CASH - 5/3 POOLED SWEEP		65.52
		Check: 1 50926	594-002-202-000	ACCOUNTS PAYABLE	65.52	
					<u>33,482.17</u>	<u>33,482.17</u>
05/19/2015	CD	RIDGE AND KRAMER AUTO PARTS	Check: 1 50927			
AP Trx #: 67958						
		Check: 1 50927	661-001-001-001	CASH - 5/3 POOLED SWEEP		1,208.00
		Check: 1 50927	661-002-202-000	ACCOUNTS PAYABLE	1,208.00	
					<u>1,208.00</u>	<u>1,208.00</u>
05/19/2015	CD	RPM MACHINERY	Check: 1 50928			
AP Trx #: 67959						
		Check: 1 50928	661-001-001-001	CASH - 5/3 POOLED SWEEP		6,129.02
		Check: 1 50928	661-002-202-000	ACCOUNTS PAYABLE	6,129.02	
					<u>6,129.02</u>	<u>6,129.02</u>
05/19/2015	CD	SECANT TECHNOLOGIES	Check: 1 50929			
AP Trx #: 67960						
		Check: 1 50929	250-001-001-001	CASH - 5/3 POOLED SWEEP		1,336.44
		Check: 1 50929	250-002-202-000	ACCOUNTS PAYABLE	1,336.44	
		Check: 1 50929	594-001-001-001	CASH - 5/3 POOLED SWEEP		1,050.06
		Check: 1 50929	594-002-202-000	ACCOUNTS PAYABLE	1,050.06	
		Check: 1 50929	636-001-001-001	CASH - 5/3 POOLED SWEEP		3,265.00
		Check: 1 50929	636-002-202-000	ACCOUNTS PAYABLE	3,265.00	
					<u>5,651.50</u>	<u>5,651.50</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	SMITH'S CONCRETE CUTTING	Check: 1 50930			
AP Trx #: 67961		Check: 1 50930	591-001-001-001	CASH - 5/3 POOLED SWEEP		979.08
		Check: 1 50930	591-002-202-000	ACCOUNTS PAYABLE	979.08	
					<u>979.08</u>	<u>979.08</u>
05/19/2015	CD	SOUTH HAVEN AREA CHAMBER	Check: 1 50931			
AP Trx #: 67962		Check: 1 50931	101-001-001-001	CASH - 5/3 POOLED SWEEP		30.00
		Check: 1 50931	101-002-202-000	ACCOUNTS PAYABLE	30.00	
		Check: 1 50931	250-001-001-001	CASH - 5/3 POOLED SWEEP		30.00
		Check: 1 50931	250-002-202-000	ACCOUNTS PAYABLE	30.00	
					<u>60.00</u>	<u>60.00</u>
05/19/2015	CD	LINDA SPEARS	Check: 1 50932			
AP Trx #: 67963		Check: 1 50932	101-001-001-001	CASH - 5/3 POOLED SWEEP		24.00
		Check: 1 50932	101-002-202-000	ACCOUNTS PAYABLE	24.00	
					<u>24.00</u>	<u>24.00</u>
05/19/2015	CD	STANARD & ASSOCIATES INC	Check: 1 50933			
AP Trx #: 67964		Check: 1 50933	101-001-001-001	CASH - 5/3 POOLED SWEEP		217.50
		Check: 1 50933	101-002-202-000	ACCOUNTS PAYABLE	217.50	
					<u>217.50</u>	<u>217.50</u>
05/19/2015	CD	THAYER INC	Check: 1 50934			
AP Trx #: 67965		Check: 1 50934	594-001-001-001	CASH - 5/3 POOLED SWEEP		826.56
		Check: 1 50934	594-002-202-000	ACCOUNTS PAYABLE	826.56	
					<u>826.56</u>	<u>826.56</u>
05/19/2015	CD	TRACTOR SUPPLY CREDIT PLAN	Check: 1 50935			
AP Trx #: 67966		Check: 1 50935	101-001-001-001	CASH - 5/3 POOLED SWEEP		31.97
		Check: 1 50935	101-002-202-000	ACCOUNTS PAYABLE	31.97	
					<u>31.97</u>	<u>31.97</u>
05/19/2015	CD	U S BUSINESS SYSTEMS INC	Check: 1 50936			
AP Trx #: 67967		Check: 1 50936	101-001-001-001	CASH - 5/3 POOLED SWEEP		104.29
		Check: 1 50936	101-002-202-000	ACCOUNTS PAYABLE	104.29	
					<u>104.29</u>	<u>104.29</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	ULINE	Check: 1 50937			
AP Trx #: 67968		Check: 1 50937	101-001-001-001	CASH - 5/3 POOLED SWEEP		278.68
		Check: 1 50937	101-002-202-000	ACCOUNTS PAYABLE	278.68	
		Check: 1 50937	582-001-001-001	CASH - 5/3 POOLED SWEEP		278.69
		Check: 1 50937	582-002-202-000	ACCOUNTS PAYABLE	278.69	
					<hr/>	<hr/>
					557.37	557.37
05/19/2015	CD	UPS STORE #5080	Check: 1 50938			
AP Trx #: 67969		Check: 1 50938	592-001-001-001	CASH - 5/3 POOLED SWEEP		502.75
		Check: 1 50938	592-002-202-000	ACCOUNTS PAYABLE	502.75	
					<hr/>	<hr/>
					502.75	502.75
05/19/2015	CD	US BANK	Check: 1 50939			
AP Trx #: 67970		Check: 1 50939	591-001-001-001	CASH - 5/3 POOLED SWEEP		213,388.76
		Check: 1 50939	591-002-202-000	ACCOUNTS PAYABLE	213,388.76	
					<hr/>	<hr/>
					213,388.76	213,388.76
05/19/2015	CD	USA BLUE BOOK	Check: 1 50940			
AP Trx #: 67971		Check: 1 50940	592-001-001-001	CASH - 5/3 POOLED SWEEP		497.03
		Check: 1 50940	592-002-202-000	ACCOUNTS PAYABLE	497.03	
					<hr/>	<hr/>
					497.03	497.03
05/19/2015	CD	VILLA ENVIRONMENTAL CONSULTANTS	Check: 1 50941			
AP Trx #: 67972		Check: 1 50941	101-001-001-001	CASH - 5/3 POOLED SWEEP		450.00
		Check: 1 50941	101-002-202-000	ACCOUNTS PAYABLE	450.00	
					<hr/>	<hr/>
					450.00	450.00
05/19/2015	CD	WAGNER'S PLUMBING & HEATING	Check: 1 50942			
AP Trx #: 67973		Check: 1 50942	101-001-001-001	CASH - 5/3 POOLED SWEEP		229.52
		Check: 1 50942	101-002-202-000	ACCOUNTS PAYABLE	229.52	
		Check: 1 50942	591-001-001-001	CASH - 5/3 POOLED SWEEP		231.77
		Check: 1 50942	591-002-202-000	ACCOUNTS PAYABLE	231.77	
					<hr/>	<hr/>
					461.29	461.29

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	WOLVERINE HARDWARE	Check: 1 50943			
AP Trx #: 67974						
		Check: 1 50943	101-001-001-001	CASH - 5/3 POOLED SWEEP		268.93
		Check: 1 50943	101-002-202-000	ACCOUNTS PAYABLE	268.93	
		Check: 1 50943	250-001-001-001	CASH - 5/3 POOLED SWEEP		9.54
		Check: 1 50943	250-002-202-000	ACCOUNTS PAYABLE	9.54	
		Check: 1 50943	545-001-001-001	CASH - 5/3 POOLED SWEEP		173.33
		Check: 1 50943	545-002-202-000	ACCOUNTS PAYABLE	173.33	
		Check: 1 50943	591-001-001-001	CASH - 5/3 POOLED SWEEP		17.34
		Check: 1 50943	591-002-202-000	ACCOUNTS PAYABLE	17.34	
		Check: 1 50943	594-001-001-001	CASH - 5/3 POOLED SWEEP		422.03
		Check: 1 50943	594-002-202-000	ACCOUNTS PAYABLE	422.03	
		Check: 1 50943	661-001-001-001	CASH - 5/3 POOLED SWEEP		94.48
		Check: 1 50943	661-002-202-000	ACCOUNTS PAYABLE	94.48	
					<u>985.65</u>	<u>985.65</u>
					535,036.17	535,036.17
TOTALS:						
		CASH - 5/3 POOLED SWEEP	101-001-001-001			39,944.01
		ACCOUNTS PAYABLE	101-002-202-000		39,944.01	
		CASH - 5/3 POOLED SWEEP	202-001-001-001			21.22
		ACCOUNTS PAYABLE	202-002-202-000		21.22	
		CASH - 5/3 POOLED SWEEP	203-001-001-001			21.22
		ACCOUNTS PAYABLE	203-002-202-000		21.22	
		CASH - 5/3 POOLED SWEEP	204-001-001-001			5,021.17
		ACCOUNTS PAYABLE	204-002-202-000		5,021.17	
		CASH - 5/3 POOLED SWEEP	226-001-001-001			30,477.94
		ACCOUNTS PAYABLE	226-002-202-000		30,477.94	
		CASH - 5/3 POOLED SWEEP	250-001-001-001			11,916.00
		ACCOUNTS PAYABLE	250-002-202-000		11,916.00	
		CASH - 5/3 POOLED SWEEP	296-001-001-001			6,000.00
		ACCOUNTS PAYABLE	296-002-202-000		6,000.00	
		CASH - 5/3 POOLED SWEEP	401-001-001-001			3,831.00
		ACCOUNTS PAYABLE	401-002-202-000		3,831.00	
		CASH - 5/3 POOLED SWEEP	545-001-001-001			712.85
		ACCOUNTS PAYABLE	545-002-202-000		712.85	
		CASH - 5/3 POOLED SWEEP	577-001-001-001			16,560.00
		ACCOUNTS PAYABLE	577-002-202-000		16,560.00	
		CASH - 5/3 POOLED SWEEP	582-001-001-001			87,119.60
		ACCOUNTS PAYABLE	582-002-202-000		87,119.60	
		CASH - 5/3 POOLED SWEEP	591-001-001-001			238,737.50
		ACCOUNTS PAYABLE	591-002-202-000		238,737.50	
		CASH - 5/3 POOLED SWEEP	592-001-001-001			69,034.54
		ACCOUNTS PAYABLE	592-002-202-000		69,034.54	
		CASH - 5/3 POOLED SWEEP	594-001-001-001			9,462.29
		ACCOUNTS PAYABLE	594-002-202-000		9,462.29	
		CASH - 5/3 POOLED SWEEP	636-001-001-001			6,465.00

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
		ACCOUNTS PAYABLE	636-002-202-000		6,465.00	
		CASH - 5/3 POOLED SWEEP	661-001-001-001			9,711.83
		ACCOUNTS PAYABLE	661-002-202-000		9,711.83	
		GRAND TOTAL:			<u>535,036.17</u>	<u>535,036.17</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
05/19/2015	CD	KALIN CONSTRUCTION CO, INC	Check: 1 50952			
AP Trx #: 67991		Check: 1 50952	204-001-001-001	CASH - 5/3 POOLED SWEEP		437,866.08
		Check: 1 50952	204-002-202-000	ACCOUNTS PAYABLE	437,866.08	
					<u>437,866.08</u>	<u>437,866.08</u>
					<u>437,866.08</u>	<u>437,866.08</u>
TOTALS:		CASH - 5/3 POOLED SWEEP	204-001-001-001			437,866.08
		ACCOUNTS PAYABLE	204-002-202-000		437,866.08	
			GRAND TOTAL:		<u>437,866.08</u>	<u>437,866.08</u>



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
Roger Huff, PE, DPW Director
Deb Davidson, DDA Director

From: Larry Halberstadt, PE, City Engineer

Date: May 12, 2015

RE: Professional Service Agreement for Center Street and Michigan Avenue Resurfacing Project

Background Information

Council has approved priorities for the 2015-16 fiscal year that include several street resurfacing and reconstruction projects. During the priority setting and budgeting process, Council expressed a desire to see the following streets resurfaced:

Center Street from Elkenburg Street to Superior Street
Michigan Avenue from Center Street to Broadway Street

The work will include cold milling of the existing asphalt surface, placing new asphalt surface, replacing traffic signs, and installation of barrier free ramps at all intersections within the project limits. The total budget for these projects is approximately \$553,500, including approximately \$82,000 in professional service fees. The Downtown Development Authority will be providing funding for the Michigan Avenue resurfacing.

In order to ensure that the Center Street and Michigan Avenue resurfacing project are completed in a timely fashion, I recommend that an outside engineering consultant be hired to provide professional services. This will permit City staff to focus on completing the design, bidding, and construction inspection for Kalamazoo Street Reconstruction, Phase III.

Abonmarche has been requested to provide proposals to the City for performing design phase, bid phase, and construction phase services for the Center Street and Michigan Avenue resurfacing project. The scope of services along with proposed fee for the project are outlined in the attached proposal.

Memorandum

May 12, 2015

Professional Service Agreement for Center Street and Michigan Avenue Resurfacing Project

Page 2 of 2

Recommendation

It is recommended that Council authorize the City Manager to enter into professional service agreements with Abonmarche in the amount of \$75,700.

Attachments

Abonmarche Proposal, Center Street and Michigan Avenue Resurfacing

April 24, 2015

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

RE: Proposal for Professional Services
2015 Street Resurfacing Projects

Dear Larry:

Abonmarche is pleased to present this proposal for Engineering Services related to the 2015 Street Resurfacing Projects. With recent completion of numerous city construction projects, we are familiar with the design and construction administration efforts needed to successfully complete this type of project. The following will detail our understanding of the project, scope of services and fees.

We understand that the projects will consist of the following:

Center Street – Superior Street to Elkenburg Street

This project includes milling and resurfacing the existing asphalt pavement, intersection curbs and sidewalk ramp improvements and replacement of permanent traffic signs and pavement markings within the limits identified above. The total project budget has been established at \$400,800.

Michigan Avenue – Center Street to Broadway Street

This project includes milling and resurfacing the existing asphalt pavement, intersection curbs and sidewalk ramp improvements and replacement of permanent traffic signs and pavement markings within the limits identified above. The total project budget has been established at \$152,730.

SCOPE OF SERVICES

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

Preliminary/Final Design

1. Topographic survey work has been previously completed by Abonmarche for the Center Street project.
2. Topographic survey work will be completed for the Michigan Avenue project including roadway cross-sections at 50 foot intervals and detailed intersection grades for design of ADA ramps.

3. Pavement corings have been previously completed by SME for the Center Avenue project.
4. Two (2) pavement corings will be completed for the Michigan Avenue project to determine the existing pavement sections.
5. Development of recommended pavement rehabilitation cross-sections. This will include meeting with the City to review alternatives for each project.
6. Intersection grading plans showing spot elevations and slopes for all ADA ramps at a scale of 1" = 10'.
7. Plan sheets including: title sheet, details, cross-sections, removal and plan sheets, and traffic maintenance plan (s).
8. Specifications and Special Provisions
9. Utility coordination including gathering information from utility companies and resolving conflicts as necessary.
10. Permit assistance, as necessary.
11. Quantities and Cost Estimates
12. Project meetings with city staff, as necessary.
13. Attendance at one (1) public meeting open house, if necessary.
14. Compiling the Plans and Specifications into bidding documents, including proper insurance and local bidder preference statements.

Bidding Phase

This is expected to include:

1. Advertising the project in accordance with the City Purchasing Policy (advertising fees to be paid directly by the City).
2. Distribution of bidding documents to potential bidders and maintaining a register of bidders. (This assumes that the individual projects will be combined into one contract document set.)
3. Answering questions from Contractors and issuing addenda, if necessary.
4. Attending the Bid Opening
5. Reviewing the bids, and completion of a Bid Tabulation
6. Completing a Recommendation for Award of the Construction Contract
7. Compiling the construction contracts



Construction Phase

The construction phase is anticipated to consist of:

1. Administering a Pre-Construction Meeting with the Contractor, City staff, and utility companies. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
2. Construction Progress Meetings including meeting minutes, on a weekly or bi-weekly basis as determined. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
3. Full-time and part-time construction inspection and testing as needed and per City requirements.
4. Construction administration using the Field Manager program including reviewing material submittals, daily pay item tracking, preparing monthly pay estimates based on daily inspection records, processing pay requests, work orders, contract modifications, complete file management, and initial follow-up on citizen complaints.
5. Construction staking, as needed.
6. Construction closeout including a final walk-through, development of a punchlist, providing as-built drawings, and closeout paperwork necessary per City requirements.
7. Compiling a breakdown of project costs per street that is necessary for audit purposes.

FEES

Our fees to complete this project are proposed as follows:

<u>Phase</u>	<u>Fee</u>
Preliminary/Final Design	\$31,700
Bidding Phase	\$ 3,000
Construction Phase	<u>\$41,000</u>
TOTAL	\$75,700

Any tasks required that are beyond the scope identified above will be considered as additional services. We will contact you regarding such items, and obtain authorization from the City prior to commencement with such work.



SCHEDULE

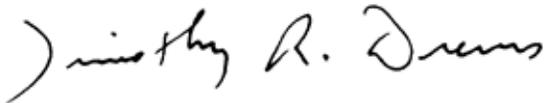
The following schedule is anticipated for these projects:

Engineering Authorization	May 4, 2015
Advertise for bidding	June 26, 2015
Bid Opening	July 23, 2015
Construction Contract Award	August 3, 2015
Construction Start	August 10, 2015
Construction Complete	September 11, 2015

Your signature in the space provided below will serve as authorization to proceed with this project. We look forward to working with you on this project. If you have any questions or need additional information, please contact me at 269.926.4550.

Sincerely,

ABONMARCHE



Timothy R. Drews, P.E., PTOE
Vice President

TRD/sdr

cc: Brian Disette	City of South Haven
Christopher J. Cook, P.E.	Abonmarche
Tony C. McGhee	Abonmarche

APPROVED BY:

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, City Manager
Roger Huff, PE, DPW Director
Tom Martin, Police Chief

From: Larry Halberstadt, PE, City Engineer

Date: May 12, 2015

RE: Motor Pool Purchase, Police Patrol Vehicles

General Information, Motor Pool Fund

Vehicle purchases are scheduled on a revolving basis. Each department that requires vehicles pays 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:

Two police patrol vehicles are scheduled for replacement in the 2014-15 fiscal year. Police cruisers are used by law enforcement officials for routine patrols, transport of incarcerated individuals, responding to emergencies, and during all aspects of police business. The South Haven police department currently provides services in the City Limits and throughout South Haven Charter Township.

The City of South Haven participates in the MiDEAL purchasing program. MiDEAL allows local units of government to benefit from the State's negotiating and purchasing power. MiDEAL prepares and provides specifications for various vehicles to ensure that a fair bidding process can

Memorandum

May 12, 2015

Motor Pool Purchase, Police Patrol Vehicles

Page 2 of 2

occur. The vehicles to be purchased are to meet Michigan Spec. #3905-0016, Police Car: Patrol, 4-Door Utility Vehicle, All Wheel Drive, Unitized Body construction. The make of vehicle meeting this specification is the Ford Police Interceptor Utility, based on the Ford Explorer.

Staff has reviewed the MiDEAL bids on this vehicle specification and requested Woodhams Ford, located in South Haven, Michigan, to provide alternate pricing. Woodhams is typically able to offer the same manufacturer discounts that are offered to the dealers that participate in the MiDEAL program. As a result, we are able to do business locally and avoid the delivery fees associated with the MiDEAL program.

Gorno Ford of Woodhaven, Michigan is the Ford dealer that participates in the MiDEAL program. They have provided a price of \$25,285 for the base vehicle that meets the state specifications. Gorno Ford also charges \$2.00 per mile for delivery which would amount to approximately \$346.00. Woodhams Ford has provided a quote of \$28,997. The quotation from Woodhams Ford includes the "Ready for the Road Package". This package includes a variety of controls and wiring harnesses for lights and sirens, preinstalled at the factory. Purchasing the vehicle with these items preinstalled saves time and money versus having them installed by an aftermarket vendor.

Recommendation:

Award the purchase of two Ford Police Interceptor Utility vehicles with options as noted to Woodhams Ford in the amount of \$28,997 each for a total purchase amount of \$57,994.

Support Material:

Bid – Woodhams Ford
2016 Standard Equipment List

2016 Ford Utility Police Interceptor Standard Equipment

Powertrain/Functional

- 3.7LV6 Ti-VCT w/true dual exhaust/6 speed automatic transmission
- 220 Amp alternator/HD 78A/750 CCA battery
- Brakes-4 wheel Heavy Duty Disc – anti lok w/ HD front and rear calipers with large mass rotors for high thermal capacity
- All Wheel Drive
- Engine Hour Meter
- Cooling System- Heavy duty w/ high volume radiator, engine oil cooler, and transmission oil cooler
- Electric Power assist steering- heavy duty
- Fuel Tank – 18.6 gallon – w/ capless fuel fill
- Rear Window defroster
- Rear recovery tow hooks
- Simple Fleet Key – no microchip
- Wipers- speed sensitive intermittent front- 2 speed rear window

Interior

- Column Shifter
- Air conditioning
- Heavy duty vinyl flooring
- Power adjustable pedals w/ driver dead pedal
- Seats –Police grade cloth 6 way power adjustable, manual lumbar, seatback designed to accommodate a utility belt, 2nd row Police grade vinyl
- Certified Speedometer
- Overhead console w/ 1st row task lights
- Power windows & Power door locks
- 2 front row power points
- Universal equipment tray atop instrument panel for mounting equipment
- Halogen projector Headlamps and LED tail lamps
- Speed control/tilting steering column
- AM/FMCD Radio MP3 capable
- Interior particulate air filter

Exterior

- Tinted Solar Glass- Privacy in windows behind driver
- Power mirrors w/ blind spot mirror
- P245/55R18 All Season tires w/ full size spare 18"X 8" steel wheels

Safety & Security

- Advance Trac w/roll stability control – police tuned
- Anti Lok brakes w/ traction control
- Airbags – front, side & safety canopy
- Tire pressure monitoring system

Don Woodhams Inc
1111 LaGrange
South Haven, MI 49090
269-637-2137
ross.woodhams@woodhamsford.com

April 23, 2015

City of South Haven
Attn: Larry Halberstadt
RE: Police Bid

2016 Ford Interceptor Utility

All standard equipment as per attached sheet
Equipped like present 2014 Interceptor Utility
All Wheel Drive
Cloth front/rear vinyl seating
Dark car feature – courtesy lamp disable
Rear door handles inoperable/locks operable
Rear power window delete
Noise suppression bonds
Dual LED spot lamps
Keyed alike 1435X
Front Headlamp Pkg – includes grill wiring
Light controller package - includes grill lamp, siren and speaker wire,
electronics tray w/o fan, rear console plate, trunk circulation fan
wiring overlay harness w/siren and lighting interface, Whelan light
controller PCC8R, Whelan PCC8R relay center, Light controller/relay
jumper harness, Whelan specific control cable (trunk to front),
vehicle engine wiring harness for lighting

Net price -\$28,997

Ross Woodhams

Planning Commission

Regular Meeting Minutes Thursday, April 2, 2015 7:00 p.m., Council Chambers



City of South Haven

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

2. Roll Call

Present: Heinig, Miles, Peterson, Smith, Stimson, Webb, Paull
Absent: Frost, Wall

Motion by Heinig, second by Smith to excuse Frost and Wall for personal reasons.

All in favor. Motion carried.

3. Approval of Agenda

Motion by Heinig, second by Peterson to approve the agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – March 5, 2015

Motion by Stimson, second by Miles to approve the March 5, 2015 regular meeting minutes as written.

All in favor. Motion carried.

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

There were none.

6. New Business – Public Hearing

Public hearing for Phase 2 of Central Lofts Condominiums, 500 Erie Street. The applicant Erie Street Properties, LLC of Kalamazoo, MI seek to make Phase 2 improvements which include the development of ten (10) residential units in the detached building on Superior Street (commonly referred to as the old VB building). Parking for the units is proposed to be in the lower level of the building.

Because the zoning ordinance requires that condominium reviews be completed in the same manner as planned unit developments, a public hearing is required.

Motion by Smith, second by Heinig to open the public hearing.

All in favor. Motion carried.

Anderson noted that any motion regarding the site plan review of Central Lofts Phase II should be made in the form of a recommendation to City Council.

Anderson: The background of this development began in 2007 when the Planning Commission approved a special use permit to develop condominiums including twenty-two (22) condo units; indoor pool and other amenities. That developer gave up on the project in 2008. In February of 2013, after a second developer abandoned the project, the property was purchased by the current owner. Approval for parking and other property improvements has been made.

Anderson noted that the developer now submits a proposal to convert the former Vocation Building (VB) into ten (10) condominium units with some parking provided on the lowest level. This property was split off from the original condominium with the approval of Van Buren County. Anderson's concern upon learning of this split was that parking was being cut along with open space. After talking to the applicant and after the city attorney and the applicant's attorney communicated on the matter, Anderson learned that easements have been recorded to share parking and open space between the two areas. Anderson noted that Phase II was always part of this project, with the plan being to make this building into condo units with parking underneath.

Anderson explained that ten (10) residential units require twenty (20) parking spaces; seventeen (17) are to be provided in the proposed lower level parking with the remaining three being provided in the main parking lot. There are thirty-four (34) extra spaces in the large parking lot and three (3) will be used to meet this requirement. The applicants were granted a variance for parking space size in 2008 by the Zoning Board of Appeals (ZBA). Anderson reminded that a variance goes with the land and this variance included both the upper and lower lots; variances go with the land, not with the owner.

Anderson recommends approval with conditions, specifically noting any of the city engineer's outstanding issues. In speaking with Larry Halberstadt, City Engineer, Anderson learned that Halberstadt has no concern that the issues could not be addressed and he is currently working with the project engineers. Anderson advised that the board should include resolution of all engineering concerns in any approval. Anderson also recommends that details of wall lights (100% cut off) and any signs proposed, if planned, will need to be included for staff review.

Paull asked if the water connection engineering issue has been resolved.

Todd Olin, Land & Resource Engineering Inc., Grand Rapids introduced Randy Schipper, Attorney and Larry Hollenbeck, representing the developer.

Olin: Noted he has been with this project since the first developers; the drawings have been submitted and have had a comprehensive and thorough engineering review. There

is nothing here that we cannot resolve, and Olin explained that the water discrepancy is regarding the size of the water main in Center Street. Olin ordered the original survey and he believes that main is a six inch (6") main; but if it is not, the developers will have to go south to the next water main which is a twelve inch (12") main. "This is not a matter of do we or do we not have water; just a matter of where we connect."

Heinig questioned the statement at the bottom of first page regarding recommending specific site grading close to the public sidewalk. Heinig noted that this should be a requirement and not a recommendation. Olin said he (city engineer and developers) are looking at that; the city engineer are looking at slopes, safety etc. M-DOT sets the requirements and the developers will change the slope or add a barrier based on those requirements as required.

Chairman Paull asked if anyone else was there to speak to this issue.

Shannon Kerry, 500 Erie Street, Unit 114. Owner and President of Condo Association of Central Lofts: This is a transitional board since November 2014. Kerry is speaking on behalf of the association from the perspective of owners of a development which was turned over to them. The failed condominium development needed a developer to purchase the building and sell the remaining units. Stated that the board is grateful to Erie Street Properties LLC for facilitating those sales. Kerry stated, "Our purchase was the first transaction after Erie Street Properties LLC purchased the building; our relationship was not directly with Erie Street but mutually beneficial." Kerry explained that the unit she owns was not purchased from Erie Street Developers but from a private owner.

Kerry noted that she wanted to detail the experience residents have had with Erie Street Properties LLC and Larry Hollenbeck, which purchased the development in 2013 as a successor developer. In July 2013 Hollenbeck added and divided; hired himself as Association Manager with a salary and unit; removed a sentence on the property's master deed from the original developer that required him to pay association dues. Hollenbeck sold and closed many units without escrow funds as required by the Michigan Condominium Act and against the requirements of the escrow group. "Hollenbeck altered our master deed, removing 4 units, \$14,000 per year dues and storage units, using "scrivener's error" as a reason.

Paull noted that although Kerry was given the courtesy of speaking, her comments do not bear on the subject at hand.

Donna Cullen, Condominium unit owner, continued the previous speaker's written comments. She stated that material changes of the master deed require a two-thirds (2/3) vote of association members, which never happened. Members of the association board have not been notified or given a copy of the affidavit; this information was learned from one of the new owners. Storage units were used as an incentive to the thirteen (13) new buyers who purchased units from Mr. Hollenbeck to date as well as private owners who were told they would be built. Storage units are important for owners of units that were designed with no closets. Hollenbeck owns a unit not listed for sale which he keeps for his use. The Condominium Manager has attempted to issue a 1099 and no W-9 was ever issued from Hollenbeck or his accountant. Meters for billing purposes are now located in the non-association-owned part/unit of the development and Hollenbeck has threatened to hold it for ransom. The parking lot is not completed, something about the

snowplowing charges, Based on residents' experiences with Larry Hollenbeck and Erie Street Developers, the city should expect a difficult time finding reputable vendors.

Larry Hollenbeck, Developer Representative for Erie Street Properties. Hollenbeck stated that he had not intended to speak tonight but wanted to clarify that he took over a very difficult property that sat in this town for ten (10) years in foreclosure and disarray. It has been hard to get this property where it should be. He stated the past developers have done a great job cleaning up the property so development could continue. The association has been turned over to the homeowners who have decided not to ask us questions or deal with us; they have disassociated from the developer and that's their choice. The developers will do our best to bring this property to taxpaying status and appreciate your help with doing that.

Randy Schipper, Attorney representing Erie Street Properties. Has three (3) decades of real estate law experience. Stated there are many Issues due to this being a failed project because Condominium Project law was not written with the idea that projects would stall, much less stall for numbers of years. He wants to correct errors regarding the amendment that added storage units; stated that Larry Hollenbeck still plans to build them, but he is not required to build them. "It's a question of how and when that happens, due to condo law."

Motion by Smith, second by Stimson to close the public hearing.

All in favor. Motion carried.

Smith: "I am pleased that it is finally getting finished. I was here when it started. It's nice to see the parking lot finished; it looks a lot better."

Someone in the audience spoke out about the parking lot not being finished and was informed by Paull that the public hearing had been closed.

Heinig: Has a major issue with the flood hazard area being encroached upon by the fill. "Have you applied for a permit from the Department of Natural Resources (DNR)?"

Todd Olin: "There is no permit required." The developers are planning to submit additional information. An elevation certificate was submitted from FEMA but when the result from them was sent out it was sent out to an address unknown to us; we do not know where it went. The road commission drainage ways which caused flooding are now closed and a significant system is in place in that low area including a sixty inch (60") pipe and entire system. An established floodplain engineer and the city engineer are working with us; we are going a foot above the floodplain. "We just have to get that certificate to Larry Halberstadt."

Paull stated that it will be important, whatever motion you make, that you be sure answers to some of the issues that have been raised be resolved before a building permit is issued. Anderson said the motion should make clear that the issues referred to as needing resolution are the engineer's issues.

Motion by Smith to recommend to city council approval of the site plan for Phase II, Central Lofts, with the following conditions:

1. All engineering issues will be resolved before any permits are issued.
3. Details of any wall lights or signage proposed shall be approved by the Zoning Administrator prior to final approval.

Second by Heinig.

A roll call vote was taken.

Ayes: Heinig, Miles, Peterson, Smith, Stimson, Webb, Paull
Nays: None

Motion carried.

7. Commissioner Comments

Smith: Happy Spring

There were no other comments.

8. Adjourn

Motion by Heinig, second by Peterson to adjourn at 7:28 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,
Marsha Ransom
Recording Secretary

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

Apr 15, 2015

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

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

Agenda: Moved by Ken Ratzlaff, seconded by Ren Wright to approve the Agenda, approved.

Public Comments: Mr. John Vanderven from the Yankee Air Museum thanked the board for their support and presented the board with several prints of the B-25.

Ken Ratzlaff moved and David Orr seconded to approve the Consent Agenda:

- A. Minutes of the Mar 18, 2015 Authority meeting be approved.
- B. Bills from Mar 19, 2015 through Apr 15, 2015 totaling \$24,594.18 be approved.
- C. Manager's report dated Apr 15, 2015 be approved.

A roll call vote was taken; Yeas: Ratzlaff, Rose, Orr, Johnson, and Wright. Nays: None. Approved.

Committee Reports: The Finance Committee met on Apr14, 2015 and have submitted a budget for 2015-2016.

Old Business: Ren Wright moved to approve the 2015-2016 budget as submitted by the finance committee, Barbara Rose seconded. A roll call vote was taken; Yeas: Ratzlaff, Rose, Orr, Johnson and Wright. Nays: None. Approved.

New Business: The following resolution was offered by David Orr and seconded by Ren Wright: Resolution 2015-1, Resolution of support to submit a request and loan application to the Michigan Airport Loan Program for the South Haven Area Regional Airport Authority for the purchase of snow removal equipment for the maximum amount of one hundred thousand dollars (\$100,000.00). A roll call vote was taken; Yeas: Ratzlaff, Rose, Orr, Johnson, and Wright. Nays: None. Resolution Adopted.

Barbara Rose moved to increase hangar rents by 5%, Ren Wright seconded. A roll call vote was taken; Yeas: Ratzlaff, Rose, Orr, Johnson, and Wright. Nays: None. Approved.

Member Comments: Barbara Rose requested a benefits to the community statement from the airport, will be provided by the Manager.

Ken Ratzlaff moved to thank David Johnson in his efforts on reducing airport expenses, seconded by Barbara Rose, approved.

David Orr moved to adjourn the meeting at 8:00 pm, seconded by Ren Wright , adjourned.



City of South Haven

BOARD AND COMMISSION APPLICATION

Name George S. Dunn Phone [Redacted]

Address [Redacted]
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One) Yes No If Yes, how long: 30+ yrs

Board or Commission Applying for: Airport Authority

Qualifications: Haven been a member for number of years

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

I have been a board member for number of years

Signature [Signature] Date 5/11/15

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name MIKE HENRY Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 1986 -> PRESENT

Board or Commission Applying for: BPU

Qualifications: CURRENT MEMBER
COUNTY COMMISSIONER - VAN BUREN COUNTY
FORMER COUNTY ADMINISTRATOR/CONTROLLER - BERRIEN COUNTY

I believe I can benefit the City of South Haven by serving on a board and commission because: SIGNIFICANT EXPERIENCE WORKING WITH BOARDS AND DEALING WITH PUBLIC FINANCE.

Signature [Handwritten Signature] Date 12-MA-15

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Stephanie Timmer Phone [Redacted]

Address [Redacted]
Street City State Zip

E-Mail Address [Redacted]

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

Board or Commission Applying for: Community Development Commission

Qualifications: I have almost 20 years of experience in banking + finance including home equity lending. Have been on this board for the last 4 years.

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

I have many years of lending experience and am passionate about the welfare of the City of South Haven and its citizens.

Signature Stephanie Timmer Date 5/4/15

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	_____



CHEMICAL BANK®
Member FDIC



May 4, 2015

To Whom It May Concern,

Please accept this letter and application as interest in reappointment to the Community Development Commission.

Please feel free to contact me with any questions.

Sincerely,

Stephanie Timmer
Branch Manager



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Sally Newton Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

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

Board or Commission Applying for: MA

Qualifications: manager of business
promoter of MA businesses + events
organizer of downtown event

I believe I can benefit the City of South Haven by serving on a board and commission because:
I am reliable
I am interested
I love SOHA

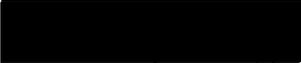
Signature [Handwritten Signature] Date 5/12/15

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	_____

Andrea Olson

May 12, 2015

Andrea Olson


City of South Haven
Attn: Clerk's Office
539 Phoenix St
South Haven, MI 49090

Kate,

Please pass along to the council my desire to continue serving on the DDA board.

I appreciate your help.

Andrea Olson

 State Farm Insurance
Providing Insurance & Financial Services




City of South Haven

BOARD AND COMMISSION APPLICATION

Name Andrea Olson

Phone [Redacted]

Address [Redacted]
Street City State Zip

E-Mail Address [Redacted]

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

Board or Commission Applying for: DDA

Qualifications: Have served on DDA prior 2 terms.

I believe I can benefit the City of South Haven by serving on a board and commission because: prior board experience and the desire to see South Haven thrive

Signature [Handwritten Signature]

Date 5-12-15

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name TIM STEGEMAN Phone _____

Address _____
Street City State Zip

E-Mail Address _____

Resident of City? (Circle One) Yes No If Yes, how long: 30

Board or Commission Applying for: HARBOR COMMISSION

Qualifications: PREVIOUSLY ON VARIOUS CITY OF SOUTH HAVEN COMMISSIONS: PARKS & REC, HARBOR, BOARD OF PUBLIC UTILITIES, AIRPORT AUTHORITY, 8 YRS THIRD WARD ALDERMAN.

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

PROVEN TRACK RECORD WITH SUCH ACCOMPLISHMENTS AS SPEARHEADING THE 20 YR. ROAD MILLAGE & STREET RECONSTRUCTION PLAN.

Signature [Handwritten Signature]

Date 11-20-19

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Joan Hiddema

Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 14 yrs

Board or Commission Applying for: Liberty Hyde Bailey Museum

Qualifications: _____

I have served on the museum board for the past few years (can't remember the number exactly!) and I have been the treasurer for the past 3 years.

I am excited about our new agreement with the city and looking forward to the museum's future.

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

I have the financial background and education to help the museum with the treasurer's position on the board.

Signature *Joan Hiddema*

Date May 5, 2015

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

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

Joan Hiddema

South Haven, MI 49090

May 5, 2015

Kate Hosier
Deputy City Clerk
City of South Haven
539 Phoenix
South Haven, MI 49090

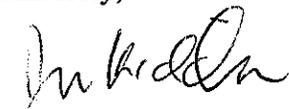
Dear South Haven City Council:

I wish to be reappointed to the Liberty Hyde Bailey Museum Board for a 4 year term. Because of the museum's new agreement with the city, we are embarking on an exciting future and I would like to continue my involvement and work on the board.

This is the 100th anniversary of the publication of Bailey's signature work "The Holy Earth" and we hope you visit the museum for the exhibit starting July 18, 2015. The show will present original documents and items from Bailey's life demonstrating his influences and the influence he has exerted on the world.

Thank you for your continued support of the museum.

Sincerely,



Joan Hiddema



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Warren "Buff" Toneman Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 13 years

Board or Commission Applying for: Park Board

Qualifications: Currently V-President of Park Bd.
Worked with City on Skateboard Park -
North + South Beach projects - Elkensburg Park -
and other projects for the last 3 years.
Physical Ed + Recreation Teacher for 35 years.
Have designed playgrounds + recreation areas in the
Past

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

I am a full-time resident and am retired
so the Board is not a time problem. I've
enjoyed what we've accomplished in the
last several years on the beaches + in
the Parks. I would like to continue this
Progress

Signature Warren Toneman

Date May 6, 2015

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Robert E McAlear Phone [Redacted]

Address [Redacted]
Street City State Zip

E-Mail Address [Redacted]

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

Board or Commission Applying for: Parks Commission

Qualifications: Presently on the commission

50 years of successful business experience

Past President of the South Haven Rotary Club

Served on the South Haven Board of Review 3 years

Have chaired and directed various programs and events in the community

I believe I can benefit the City of South Haven by serving on a board and commission because: of my passion for our wonderful town and my past experience

Signature [Handwritten Signature] Date May 4, 2015

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name John Frust Phone [Redacted]

Address [Redacted]
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One) Yes No If Yes, how long: 7 years

Board or Commission Applying for: Planning

Qualifications: Planning Commission 2+ years; attorney.

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

I have served on the Commission for several years, and continuity is important. I am familiar with the types of issues that typically come before the Commission.

Signature [Handwritten Signature] Date 5/12/15

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Larry K Heinig Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 4 years

Board or Commission Applying for: Reappointment to Planning Commission

Qualifications: 3 years experience on Planning Commission

7 years experience on Delta Township Planning Commission including all elected commission offices.

Education (BS and MS) and 50years of practice as a Civil Engineer.

I believe I can benefit the City of South Haven by serving on a board and commission because: Of my experience and training.

I work well with diverse personalities and handle public controversy without being defensive.

Several areas of planning have been started and remain unfinished. I would like to see them to completion.

Signature Larry K Heinig Date 5/13/2015

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Dennis Lewis Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

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

Board or Commission Applying for: Zoning Board of Appeals

Qualifications: I am currently out of the country and will probably not be returning until the evening of the 18th.

I do wish to be reappointed for another 3 year term

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

Signature Dennis Lewis - signed with Date 5/4/15
permission K. Hosier

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

5/13/15

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Scott A. Boyd Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 6 years

Board or Commission Applying for: ZBA

Qualifications: Past board member, Past business owner in South Haven and West Michigan. Served on multiple civic and commercial boards.

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

I bring a common sense with my approach to the board along with protecting the past decisions of the planning commission.

Signature *S.A. Boyd*

Date 5/09/2015

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Larry K Heinig Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 5 years

Board or Commission Applying for: Construction Board of Appeals

Qualifications: 3 years experience on Planning Commission
7 years experience on Delta Township Planning Commission including all elected commission offices.
Education (BS and MS) and 50years of practice as a Civil Engineer.

I believe I can benefit the City of South Haven by serving on a board and commission because: Of my experience and training.

I work well with diverse personalities and handle public controversy without being defensive.

Several areas of planning have been started and remain unfinished. I would like to see them to completion.

Signature Larry K Heinig Date 5/13/2015

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Robert G. Stickland Phone [Redacted]

Address [Redacted]
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One) Yes No If Yes, how long: 20 yrs

Board or Commission Applying for: Constr. Bd of Appeals

Qualifications: Retired Professional Engineer
50 yrs Public Utilities Administration

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

Interest in City
Pragmatic Outlook
Requested by others

Signature [Handwritten Signature] Date 5/13/15

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name TOM STEGEMAN Phone [REDACTED]

Address [REDACTED]
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: 50 YEARS

Board or Commission Applying for: ZONING BOARD OF APPEALS

Qualifications: CONSTRUCTION MANAGEMENT 45 YEARS.

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

I HAVE A DESIRE TO SERVE THE COMMUNITY,

Signature Tom Stegeman

Date 5-13-15

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

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



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: April 29, 2015

RE: Special Event 2015-11 – Light up the Night in South Haven 5K

Background Information

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

This event will take place on Saturday, October 3, 2015 from 5:30 pm to 9:00 pm.

Attachments

Special Event 2015-11 Special Event Application and map

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY	
Special Event #	<u>2015-11</u>
Date Received	<u>4/27/15</u>

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

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

A new application must be submitted each year.

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

Initial _____ Date _____

CONTACT INFORMATION

Event Title: Light up the night in South Haven 5K
Sponsoring Organization: South Haven Public Schools
Applicants Name: Heather Chalupa
Telephone #: 637-0500 x3029 Phone # During Event: 269-767-4451
E-mail Address: Hchalupa@shps.

Other contacts for/during event

Name: Allison Dubbinck Telephone: _____
Name: Jennifer Puoyel Telephone: 231-642-1945

EVENT SPECIFIC INFORMATION

Event Location: Race starts/ends at LC Mohr High School
Date(s) Requested: Saturday, October 3 Alternative Date(s): _____
Start Time: 5:30 End Time: 9:00

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

Number of people expected to attend: 850

EVENT DESCRIPTION

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

We are hosting our 5K run/walk as a fundraiser for our schools! It will begin and end at the High School. See attached map for the route! Music will be along the route at Kids Corner and Hope Church. There will be pre race activities 5:45-6:45 and concert from 7:30-9:00.

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. *LC Mohr parking lot*
- Event Command Post. Mark location on maps. *Working with Officer Olney for details along route.*
- 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 know they are an approved vendor.

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

Name: *South Haven Health Systems* Telephone: _____

*@ High school
2 of 4*

**SHAES along route if needed*

- Live animal sites. Mark location on maps and describe: _____
- Any other item(s) that should be included on maps. Explain: _____

ADDITIONAL EVENT INFORMATION

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

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

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

Music at mile 1 + mile 2 during event. Concert in High School parking lot 7-9

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: Police services at school from 6:45-9 to help with crowd control. SHAES + Police support along the 5K event for traffic control

Will you require additional fire/ambulance services: Yes No
If yes, explain: SHAES support the same as 2014 event along the course.

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 *will bring updated in fall. Updates early fall*
 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

April 24, 2015
Date

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

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



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

Cones and Barricades Request Form

Requester's Name Heather Chalupa
 Date Requested October 3, 2015
 Organization/Committee South Haven Public Schools
 Mailing Address _____
 Office/Main Phone 637-0500 X3029
 Cell Phone 269-767-4451

EVENT: Light up the night in South Haven 5K DATE of EVENT: October 3, 2015

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

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

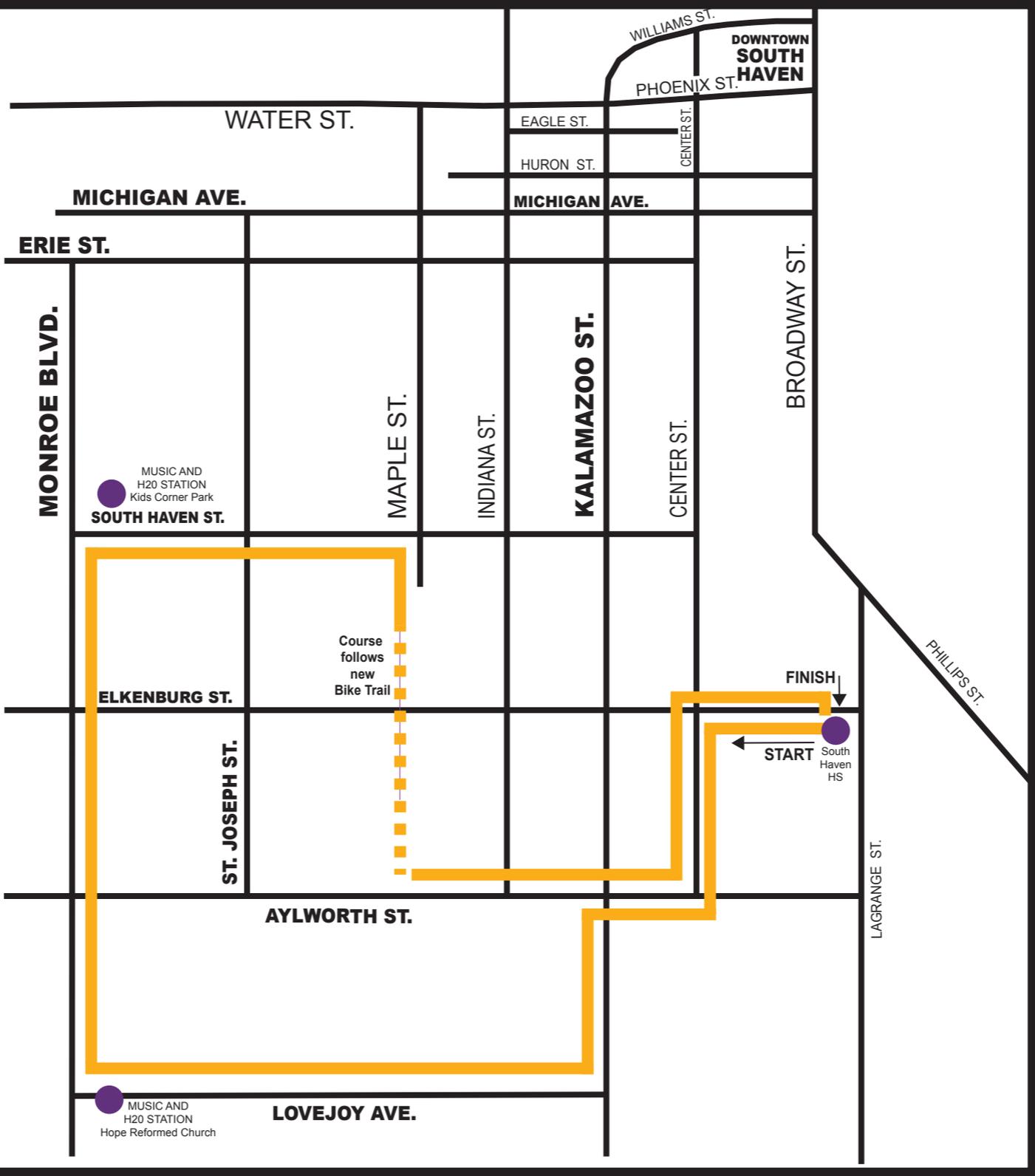
**Shawn Aney is working with us and will contact what areas these are needed.*

Borrower's Signature: Heather Chalupa

Authorized by: _____

LAKE MICHIGAN

SOUTH BEACH





City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: May 13, 2015

RE: Special Event 2015-12 – Diamond Dig

Background Information

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

Attachments

Special Event 2015-12 Special Event Application

FOR OFFICE USE ONLY	
Special Event #	_____
Date Received	_____

CITY OF SOUTH HAVEN

Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

Initial: [Signature]

Date: 5-4-15

CONTACT INFORMATION

Event Title: Dig For Diamonds
 Sponsoring Organization: Johnny's Jewelry & Al-VAN Humane Society
 Applicants Name: Lisa Galdikas
 Telephone #: 630-632-3596 Phone # During Event: 630-632-3596
 E-mail Address: lisa.galdikas@gmail.com

Other contacts for/during event

Name: Wayne Balser Telephone: 269-637-8026
 Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: 501 Phoenix St. (Johnny's Jewelry Store)
 Date(s) Requested: Saturday June 20th Alternative Date(s): none
 Start Time: 10am End Time: 4pm

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

Number of people expected to attend: shoppers as they go by throughout the day.

EVENT DESCRIPTION

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

for a donation people can take a scoop of sand from a kiddie pool & sift it to see if they have dug up a buried stone.

Live animal sites. Mark location on maps and describe: May have a shelter
a adoptable pet on-site.

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.

N/A

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
is the insurance that the store owner carries sufficient?

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

5-4-15
Date

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

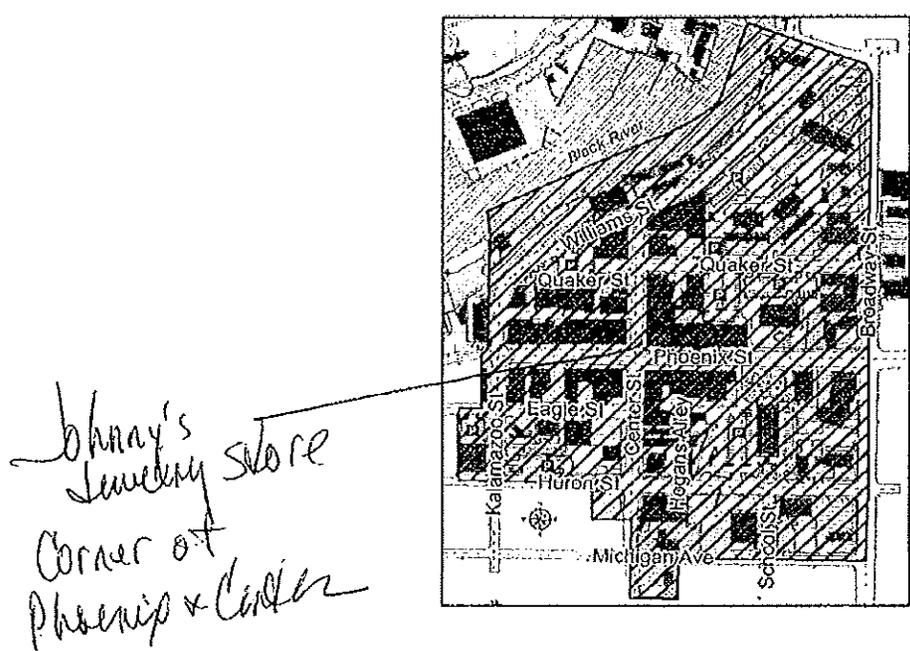
Please remember this application must be submitted to the Parks and Recreation Office at least 21 business days prior to the start of the event.

- **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.





City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Michelle Coffey, Special Events Coordinator

Date: May 14, 2015

RE: Special Event 2015-13 – Fireworks 2015

Background Information

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

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

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

Attachments

Special Event 2015-13 Special Event Application

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY	
Special Event #	<u>2015-13</u>
Date Received	<u>05/14/15</u>

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

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

A new application must be submitted each year.

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

Initial _____ Date _____

CONTACT INFORMATION

Event Title: South Haven Fireworks - "Light Up The Lake"
Sponsoring Organization: South Haven Fireworks Committee
Applicants Name: Bob Burr
Telephone #: 616-405-2323 Phone # During Event: 616-405-2323
E-mail Address: rburr@south-haven.com

Other contacts for/during event

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

EVENT SPECIFIC INFORMATION

Event Location: City Beaches
Date(s) Requested: 07-03-2015 Alternative Date(s): _____
Start Time: 10:30 p.m. End Time: _____

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

Number of people expected to attend: Unknown

EVENT DESCRIPTION

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

Independence Day fireworks display fired off of the North Pier over Lake Michigan. The fireworks committee is working closely with the City to ensure that the town is prepared for the show and increased crowds. The committee will also be working with bridge tenders to ensure there are no issues with backups at the bridge.

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: Fireworks Committee/Bob Burr Telephone: 616-405-2323

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

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

Name: _____ Telephone: _____

- Live animal sites. Mark location on maps and describe: _____
- Any other item(s) that should be included on maps. Explain: _____

ADDITIONAL EVENT INFORMATION

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

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

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

NORTH BEACH - DJ/MUSIC

Date: 07-03-2015 Time: 3:00 P.M. - EVENT OVER

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: WATER FOR VENDOR

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: TRAFFIC CONTROL

Will you require additional fire/ambulance services: Yes No
 If yes, explain: WILL STAFF 3 AMBULANCES, MULTIPLE FIRE ENGINES, GRASS RIGS, AND RESCUE TRUCK

Additional fire information: Mark all that apply

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

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

- x Map(s)
- x 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

Robert Burr
Applicants Signature

5-14-2015
Date

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

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

Map	#of Porta-Potties	# of Portable Trash Containers	Dumpsters
Riverfront Park- East	0	5	0
Riverfront Park- West	12	7	0
South Beach	10	13	1
Kids Corner/Blue Stairs	10	13	0
North Beach	12	11	0
Dyckman Ave (Near Bridge	1	1	0
Dyckman Access	1 2	0	1
Total	45	50	2

*Please refer to maps in the special events application for location of porta-potties, portable trash containers, and dumpsters.

Porta-potties: Plumbers Porta Potties 269-673-9563

Needs to be delivered and set up (by company) on Wednesday, July 3rd (A.M.)

Needs to be removed on Thursday, July 4th (A.M.)

Portable Trash Receptacles: Reliable Disposal, Bob DeOrsey 616-262-2586

Needs to be delivered to DPW by Tuesday, July 2nd

Will be set out by parks staff on Wednesday, July 3rd (A.M.)

Needs to be emptied Thursday, July 4th (A.M.)

Dumpsters: Reliable Disposal, Bob DeOrsey 616-262-2586

Needs to be delivered to correct location (see maps) by Wednesday, July 3rd

Needs to be picked up by Thursday, July 4th

Additional Metal (barrel) Trash Cans Set Out for 4th of July Fireworks

Location	#of Cans	Where to place
Packard Park	4	2- by bathroom 2- near beach entrance/overlook
Dyckman Access	2	1- near fence street entrance 1- near boardwalk
Dyckman & N. Shore Drive	3	These three need to be put in park way and spread evenly from corner towards North Shore Memories
Riverfront Park	12	Spread out throughout park from South Marina to the Parking lot that is East of the South Beach Bathroom
S.B. Bathroom/ Pavilion Area	8	Spread throughout this area
Van Buren Overlook	6	2 - Near sidewalks & cans that are already there and 2- near bike rack
Bluff /Blue Stairs	5	2-on bluff south of Blue stairs 3- north of Blue Stairs spread evenly from Blue Stairs to Clinton St.
Kids Corner	16	10 – spread throughout open grass area 3- north Side of Play Structure near picnic tables 3- south east side of play structure between structure and restrooms
Total:	56	

Police Department Cone and Barricade Request for Fireworks 2013

Needs to be in place during the day of July 3, 2013:

1. Erie and Monroe Blvd (1 barricade and 11 cones)
2. Water and Kalamazoo (2 barricades)
3. Michigan and St. Joseph (2 barricades)
4. Michigan and Maple (2 barricades)
5. North Shore and Dyckman (2 barricades)
6. Dyckman and Black River (2 barricades)
7. Phoenix and Center (2 barricades)
8. Broadway and Phoenix (2 barricades and 16 traffic cones)
9. Williams and Dyckman (2 barricades and 6 traffic cones)
10. Lagrange and Aylworth (2 barricades and 6 traffic cones)
11. Phoenix and 73rd St. (3 barricades and 35 cones)
12. Monroe Blvd. and Monroe St (2 barricades)
13. Monroe St. and St. Joe (2 barricades)
14. *Brockway, North Shore to Cul de sac, temporary "no parking."*
Contact by Sgt. Thompson w/MDOT
14. Blue Star and Phoenix (3 barricades and 25 cones to close SB Blue Star)
15. Blue Star and M43 (4 barricades and 25 cones to close NB Blue Star)
16. ~~Blue Star and M140 (3 barricades and 20 cones to close NB Blue Star)~~

Totals:

Cones: 144

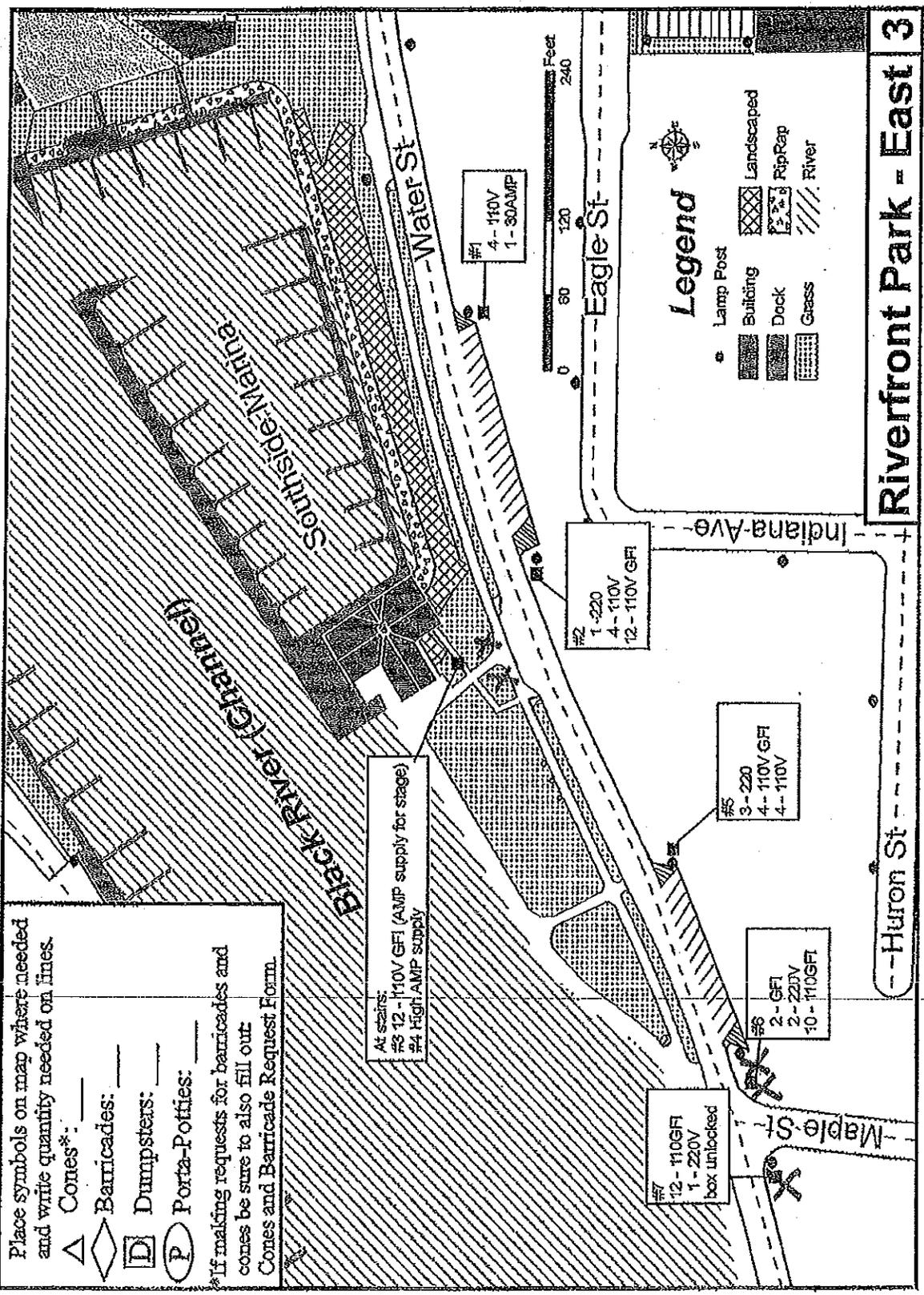
Barricades: 36

X-Portable Trash Receptacles (5)

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

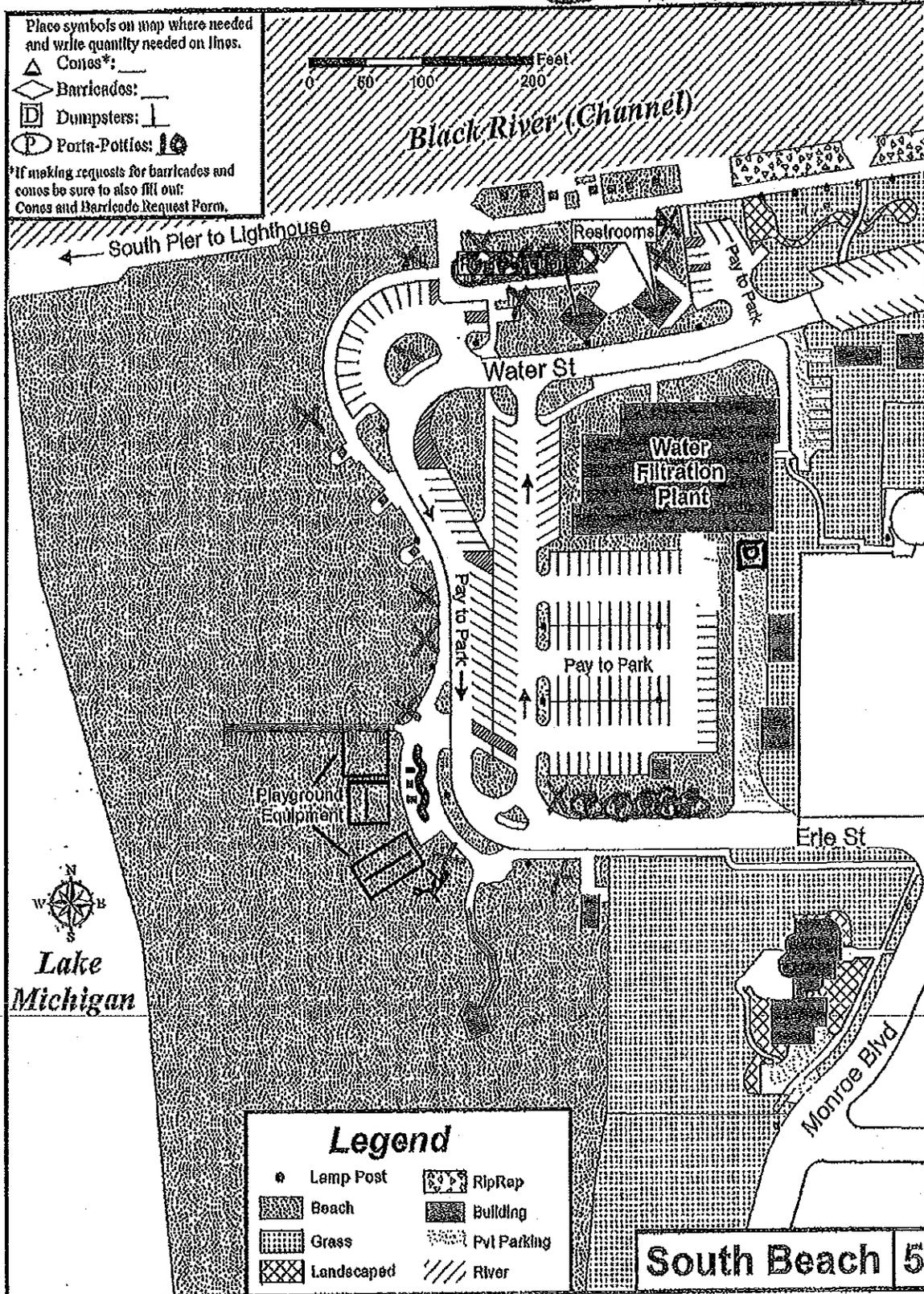
△ Cones*:
 ◇ Barricades:
 D Dumpsters:
 P Porta-Potties:

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



Riverfront Park - East 3

X- Portable Trash Receptacles (13) P- Porta Potties (10)



□ - Dumpster (1)

X - Portable Trash Receptacles (13)

P - Porta Potties (10)

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

Cones: _____

Barricades: _____

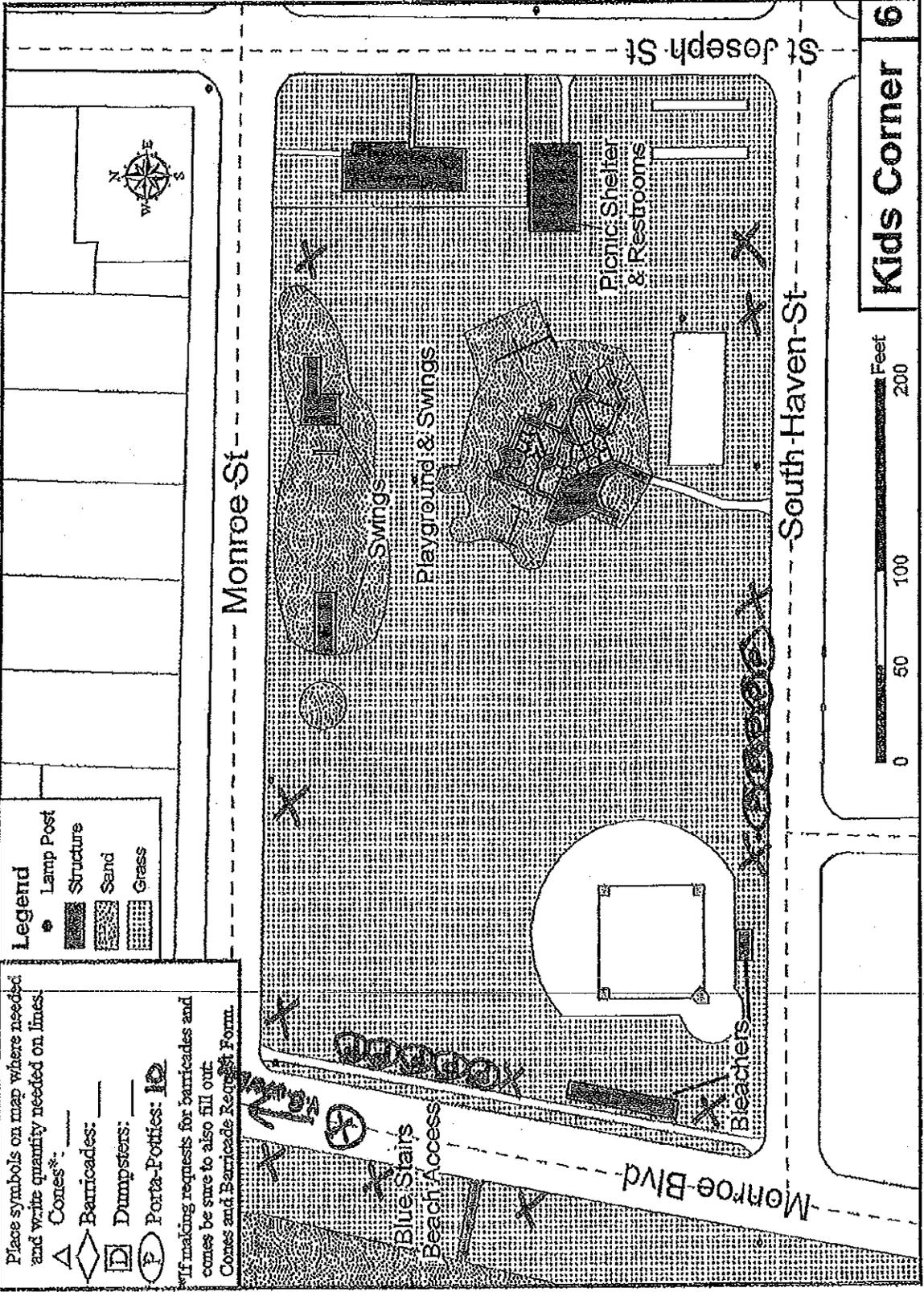
Dumpsters: _____

Porta-Potties: 10

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

Legend

- Lamp Post
- Structure
- Sand
- Grass



Kids Corner 6

X Portable Trash Receptacles (11) P- Porta-Potties (12)

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

△ Cones*:
 ◇ Barricades:
 D Dumpsters:
 P Porta-Potties:

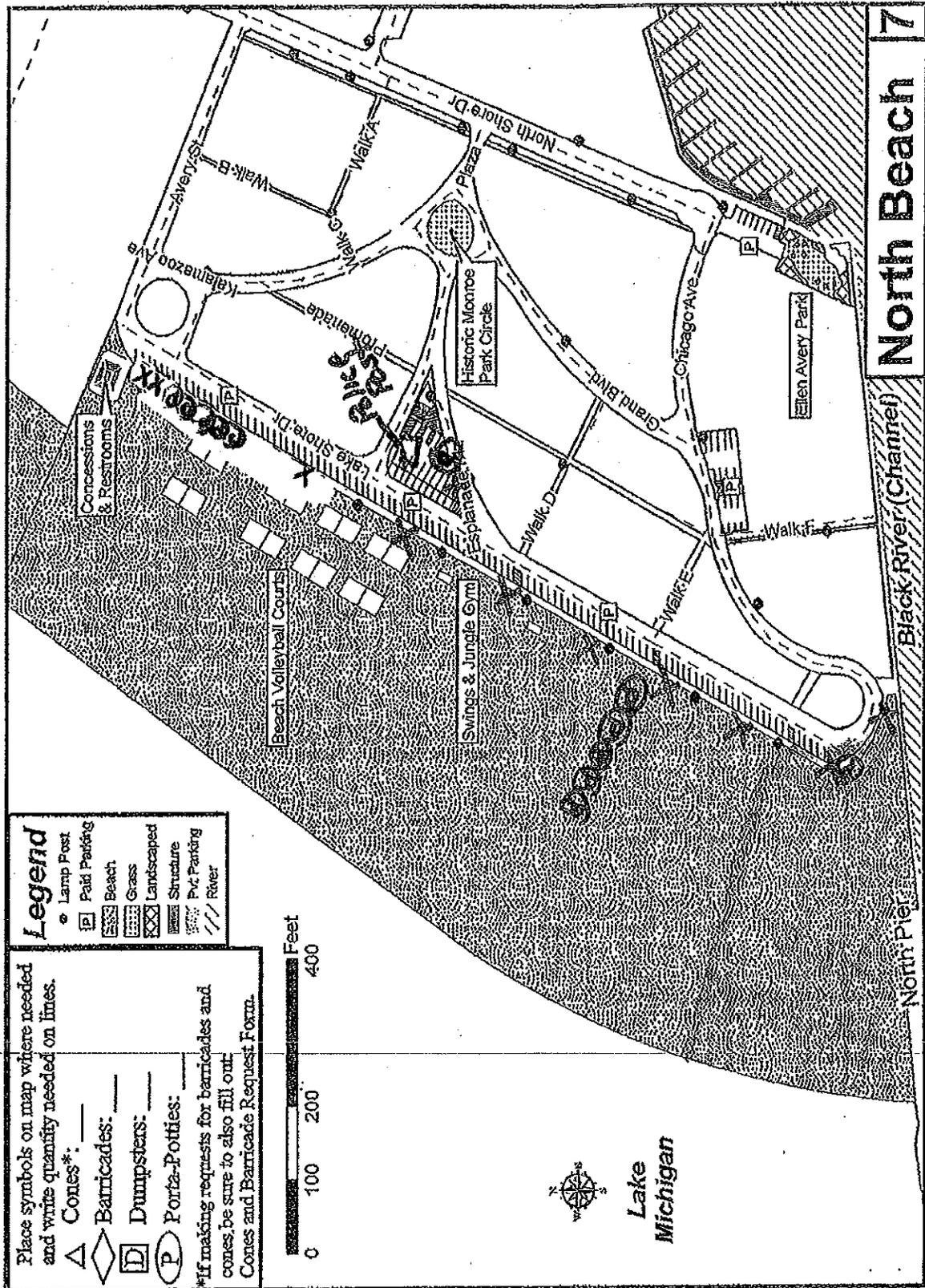
*If making requests for barricades and cones, be sure to also fill out Cones and Barricade Request Form.

Legend

- Lamp Post
- Paid Parking
- ▨ Beach
- ▧ Grass
- ▩ Landscaped
- ▭ Structure
- ▮ Pic Parking
- /// River

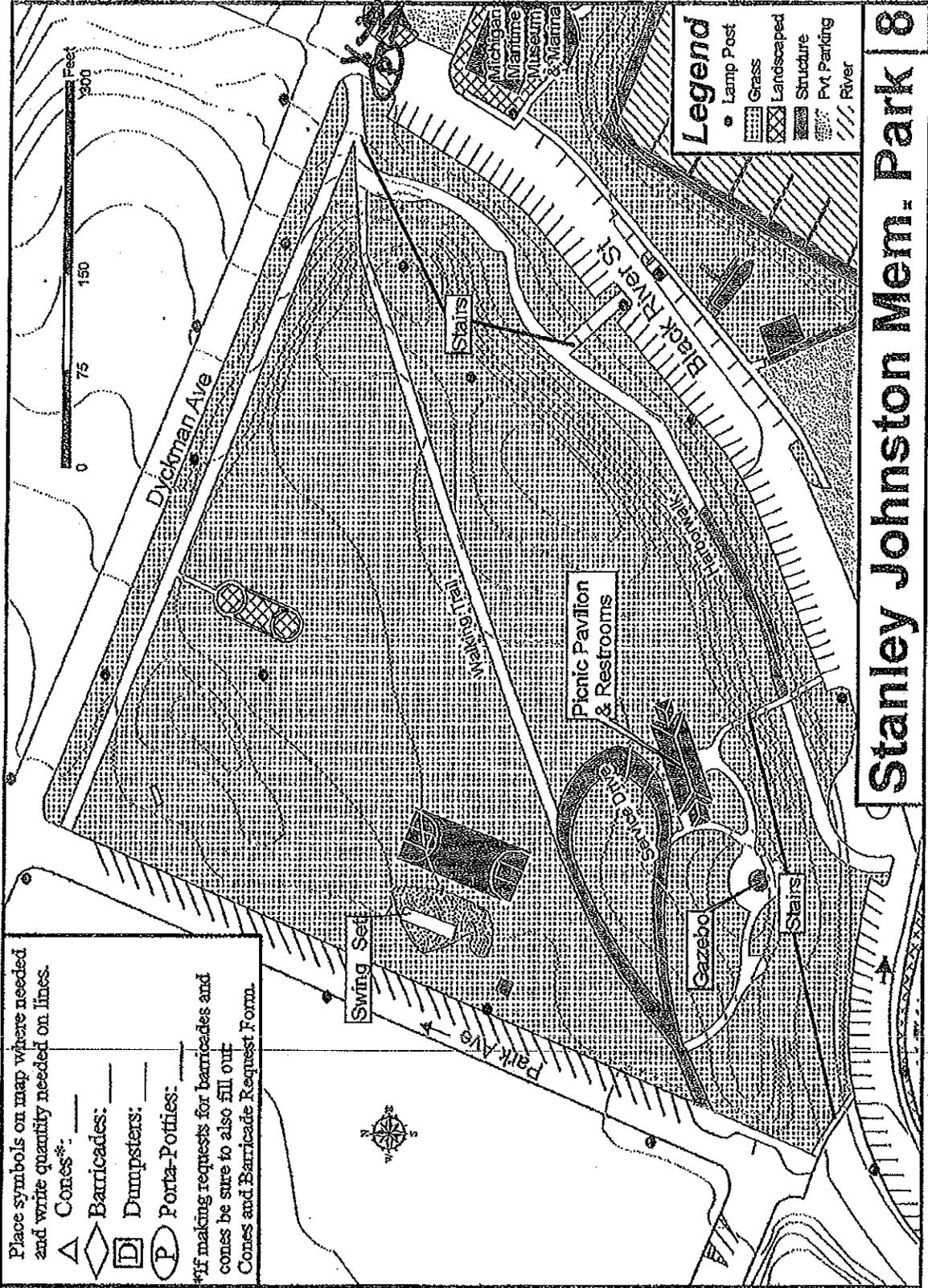


Lake Michigan



North Beach 7

X - Portable Trash Receptacle (1) P - Porta Potties (1)



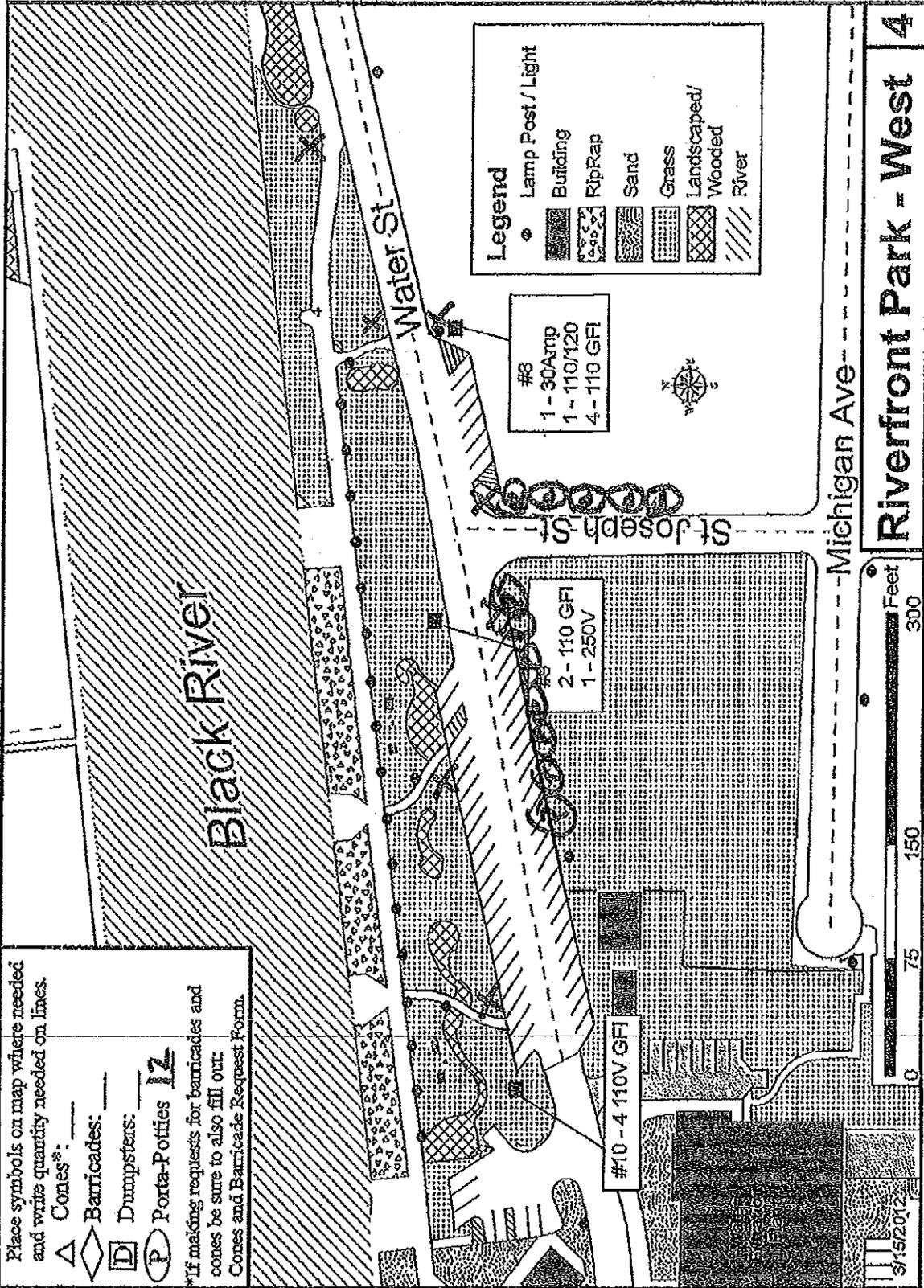
Stanley Johnston Mem. Park | 8

X-portable Trash Receptacles (7) (P) - Porta-Potties (12)

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

△ Cones*
 ◇ Barricades:
 D Dumpsters:
 P Porta-Potties **12**

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



Riverfront Park - West 4

3/15/2012

D Dumpster

LAKE MICHIGAN



Boardwalk and Overlook

North Shore Dr

Dyckman Access

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

- △ Cones: _____
- ◇ Barricades: _____
- D** Dumpsters: _____
- P** Porta-Potties: _____

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



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 South Haven Fireworks Committee/Bob Burr
Date Requested 07-03-2015
Organization/Committee South Haven Fireworks Committee
Mailing Address 539 Phoenix Street

Office/Main Phone _____
Cell Phone 616-405-2323

EVENT: South Haven Fireworks - "Light Up The Lake" **DATE of** 07-03-2015
EVENT: 07-03-2015

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	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
				AM PM	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 within the city's noise ordinance. Noise Ordinance Sec. 30-28. City Noise Ordinance will be enforced.** If you have any questions about the noise ordinance please contact the local police department 269-637-5151. 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 within 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.

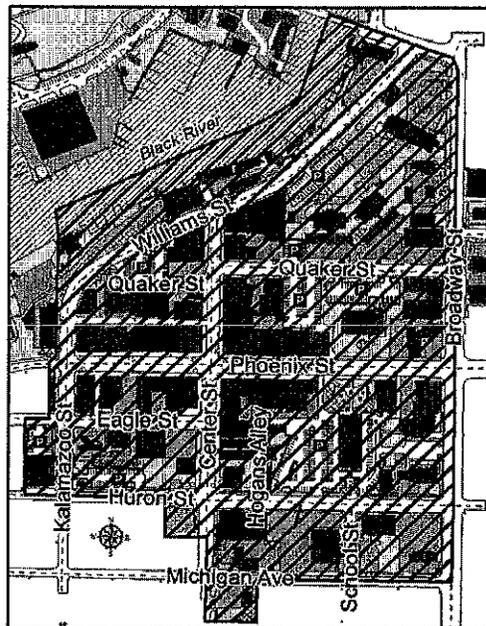
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Festival Vendor. Operator of a removable stand or mobile vending cart licensed for a limited, specific period in association with a festival blanket vendor license. The removable stand or mobile vending cart may be left on the site for the duration 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.

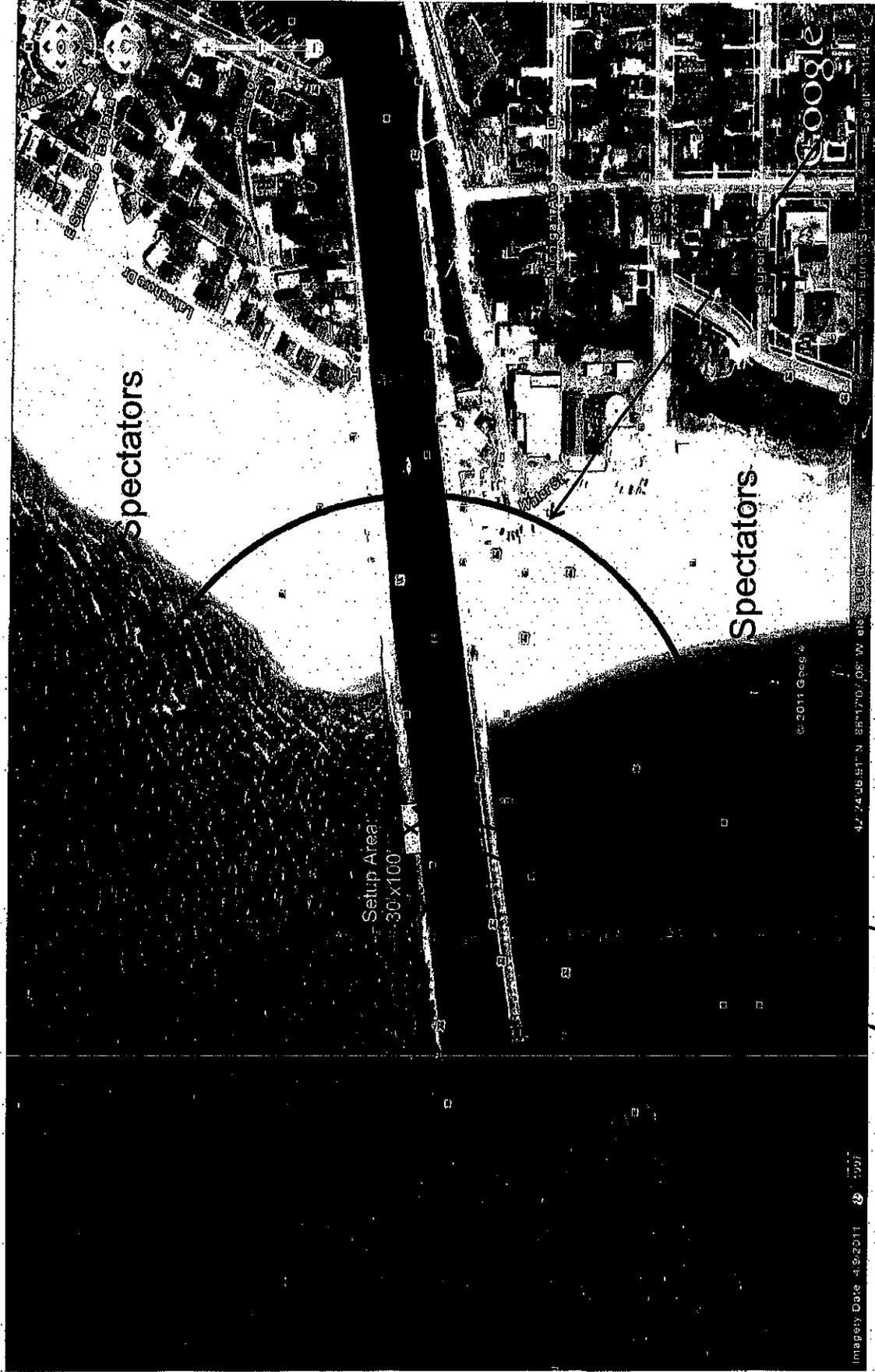
CITY OF SOUTH HAVEN PARK RULES

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.

South Haven, MI 1/22/2013

10' Limit / 3" thru 8" angles



Launch Location: X / Setup Area: 30'x100' Radius: 700' from setup area

May 8, 2015

TO: Brian Dissette

FR: Paul VandenBosch

RE: Belgravia Factory Condo Health Club Demolition

The City received five bids for demolition of the health club portion of Factory Condominiums. The bids ranged from \$53,930 to \$101,700.

Low bidder was Melching, from Nunica, MI, with a bid of \$53,930.

The engineering consultant recommends Melching Demolition, the low bidder, at \$53,930.

This expense will be reimbursed from the Factory Condominium brownfield plan and will not affect the General Fund.

Work will not proceed until we receive approval of the Act 381 Work Plan from the DEQ.

Recommendation:

Approve the low bid for the Belgravia Factory Condominium Health Club Demolition project.



95 West Main Street
 P.O. Box 1088
 Benton Harbor, MI 49023
 T 269.927.2295
 F 269.934.7146
 www.abonmarche.com

City of South Haven
 Belgravia Factory Condo Demolition
 May 6, 2015 at 10:00 a.m.
 14-0521

CONTRACTOR:	JMB Demolition	SC Environmental	Specialized Demolition	Eco Demolition	Melching
LOCATION:	Zeeland, MI	Lansing, MI	Hamilton, MI	Holland, MI	Nunica, MI
Base Bid: (with Performance Bond)	\$101,700.00	\$79,672.00	\$56,000.00	\$64,500.00	\$53,930.00
Acknowledged Addenda #1 - (yes/no)	yes	no	yes	yes	no
Bid Bond (5% bond or check)	yes	yes	yes	yes	yes
Voluntary Alternates:					
Non-Collusion Affidavit (yes/no)	yes	yes	yes	yes	yes
Non-Asbestos Affidavit (yes/no)	yes	yes	yes	yes	yes
Notes:					

May 7, 2015

Paul Vandebosch
City of South Haven
539 Phoenix Street
South Haven, Michigan 49090

Re: Belgravia Factory Condo Demolition

Dear Paul,

Bids were received on the above project on May 6th, 2015 at 10 am at the City Council chambers. Five bids were received per the attached bid tabulation form. The low bidder was Melching Demolition from Nunica, Michigan with a bid of \$53,930. The next two lowest bids were within a close range to Melching's bid in the amounts of \$56,000 and \$64,500.

Melching Demolition did not acknowledge receipt of Addendum #1. After forwarding Addendum #1 to them they confirmed that nothing within that addendum would affect their price and therefore they would stand by their bid amount.

We recommend that the City award the demolition contract to Melching Demolition. Melching Demolition has a long-standing, positive reputation in the demolition industry. They have been in business for almost 30 years and have a significant portfolio of successfully completed demolition projects, most of which are much larger in scale and complexity than ours. We are very comfortable with their selection as the demolition contractor for this important project.

Please contact us should you have any questions or comments or need further assistance with selection of your demolition contractor.

Sincerely,



Jeffrey M. Saylor, AIA/LEED, AP
Vice President



Tony McGhee
Business Development Director



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Larry Halberstadt, PE, City Engineer

Date: May 11, 2015

RE: Donation of Sculpture for City Hall Rain Garden

Background Information

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

SHOUT was the organization that donated the little girl statue many years ago. Prior to the Phoenix Street Improvements, this statue was located in the front lawn area of City Hall. Since the completion of the Phoenix Street improvements, SHOUT has asked that the statue be returned to the front lawn. Last November, SHOUT proposed donating a second sculpture to be placed in the west rain garden. This will permit the relocation of the little girl statue.

With the assistance of the landscape architect, SHOUT members and City staff were presented with photos of several sculptures created by area artists. SHOUT chose a photo of a sculpture that they desired to be replicated. City staff, the landscape designer, and members of SHOUT met with the artist to determine concepts and details.

After approval of the concept, SHOUT moved forward with commissioning the sculpture. The selected artist is Cynthia McKean of Saugatuck, Michigan. The sculpture will be constructed of welded steel elements depicting three seagulls in flight.

The September 15, 2008, Council adopted Resolution 08-49: A Resolution Amending the Gift Policy for the City of South Haven. The guidelines set forth in the gift policy require that City Council review the gift prior to installation.

Recommendation

City Council should be requested to review and accept the gift of a sculpture from SHOUT to be placed in the west rain garden at City Hall. If approved at their May 18, 2015 regular meeting, the sculpture will be installed prior to Memorial Day.

Memorandum

May 11, 2015

Donation of Sculpture for City Hall Rain Garden

Page 2 of 4

Attachments

Photos of Sculpture under Construction

Rendering of Proposed Sculpture

Resolution 08-49: Amended Gift Policy

Sculpture Base and Support Ring



Memorandum

May 11, 2015

Donation of Sculpture for City Hall Rain Garden

Page 3 of 4

Attaching First Seagull to Support Ring



Memorandum

May 11, 2015

Donation of Sculpture for City Hall Rain Garden

Page 4 of 4

Completed Sculpture Ready for Finishing





PROPOSED CITY HALL RAIN GARDN STATUE

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 08-49

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

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on September 15, 2008 at 7:30 p.m. local time.

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

ABSENT: McCoy

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

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

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

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

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

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

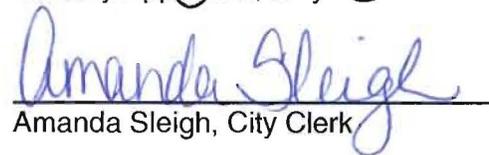
RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.


Dorothy Appleyard, Mayor


Amanda Sleight, City Clerk

City of South Haven Gift Policy

Introduction

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

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

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

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

Guidelines

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

Exhibit A

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

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

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

Donations will be recognized as follows:

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

Conclusion

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

Suggested Gift List:

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



Agenda Item

Fiscal Year 2015-16; Draft Budget Public Hearing

Background Information:

The City Council will be asked to host a public hearing for the Fiscal Year 2015-16 Budget.

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

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

The City Charter requires a public hearing on the proposed budget. The City Council is required to adopt a budget at the first meeting in June.

Recommendation:

Hold a public hearing for the Fiscal Year 2015/16 Budget as part of tonight's City Council meeting.

Support Material:

[Fiscal Year 2015/16 Budget Proposal](#)