

City Council

Regular Meeting Agenda

Monday, February 2, 2015
7:00 p.m., Council Chambers



1. Call to Order
2. Invocation – Pastor Milan Bittenbender – Life Bridge
3. Roll Call
4. Approval of Agenda
5. **Consent Agenda: Items A thru C (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 January 19, 2015.
 - B. Bills totaling \$ 1,552,530.49 for the period ending February 3, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 11-13-2014 Planning Commission Minutes
 - 2) 11-18-2014 LHBM Minutes
 - 3) 11-24-2014 Brownfield Minutes
 - 4) 12-08-2014 LDFA Minutes
 - 5) 12-09-2014 Parks Minutes
 - 6) 12-16-2014 LHBM Minutes
 - 7) 01-20-2015 LHBM 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.

UNFINISHED BUSINESS

6. Council will be asked to consider approval of two ordinance amendments related to animal control and ownership. Council will be asked to consider approval of amendments to the following sections of the city's Code of Ordinances:
 - A. Chapter 1 of the Code of Ordinances, Sections 1-16
 - B. Chapter 6 of the Code of Ordinances, Sections 6-2 and 6-3

NEW BUSINESS

7. Council will be asked to consider a motion to prohibit animals from entering the Huron Street Pavilion, during the hours of operation for the city's Farmers' Market, with the exception of guide and service animals.
8. Council will be asked to approve the following Special Events:
 - A. Special Event 2014-54, South Beach Triathlon to be held on August 29, 2015.
 - B. Special Event 2014-53 Paws on Parade REVISED to be held on June 28, 2015
 - C. Special Event 2015-03, Summer Kickoff to be held on May 30, 2015.
9. Council will be asked to consider Resolution 2015-05, a resolution appointing a Board of Review, rate of compensation, and a meeting schedule for 2015.
10. Council will be asked to consider Resolution 2015-06, a resolution appointing board members and establishing term limits for the Liberty Hyde Bailey Museum Memorial Fund foundation board.
11. Council will be asked to consider an amendment to the marina manager agreement with HAPA, LLC to add Black River Park Boat Launch to the agreement.
12. Council will be asked to consider rescheduling the February 16, 2015 regular City Council meeting, to occur on Monday, February 23, 2015 at 7:00 p.m.
13. 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.)
14. City Manager's Comments
15. Mayor and Councilperson's Comments
16. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, January 19, 2015
7:00 p.m., Council Chambers



1. **Call to Order by Mayor 7:00 p.m.**
2. **Invocation by Reverend Jeffrey Dick, 1st Congregational Church**
3. **Roll Call**

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

4. **Approval of Agenda**

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

Voted Yes: All. Motion carried.

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

Moved by Patterson seconded by Fitzgibbon to approve the Consent Agenda as follows:

- A. Council will be requested to approve the City Council Minutes of January 5, 2014.
- B. Bills totaling \$2,149,936.07 for the period ending January 20, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve the City Hall renovation project bids to CPM Construction, in the amount of \$58,935.00 and to Paul Perez Painting, in the amount of \$9,200.00.

A Roll Call Vote was taken:

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

Motion carried.

NEW BUSINESS

6. **Council will be asked to consider Resolution 2015-04, a resolution amending the cost-based formula rate agreement for full requirements electric service by and between Indiana Michigan Power Company and the City of South Haven.**

Background Information: The City of South Haven is currently party to a Cost-Based Formula Rate Agreement for Full Requirements Electric Service with Indiana Michigan

Power Company (the Agreement). The City entered into this Agreement effective July 1, 2006.

At their March 31, 2014 regular meeting, the Board reviewed and approved a minor change to Agreement. The modification that was approved would reduce the notice period for termination of the contract from 7 years to 4 years. Council subsequently passed Resolution 2014-14 at their April 7, 2014 regular meeting, affirming the decision of the Board. Subsequent to Council action, staff obtained a signed version of FERC Rate Schedule 108 and sent this to Lisa Gast at Duncan, Weinberg, Genzer & Pembroke, PC.

The reason for the contract change is described in the attached letter from Lisa Gast. Over the past 6 months, Lisa Gast has been working with the legal staff from American Electric Power Company (the parent to Indiana Michigan Power Company) to file the new Rate Schedule with the Federal Energy Regulatory Commission (FERC). In 2010, FERC changed the requirements for amending an existing contract to require the use of the etariff system. This process is described as being arduous, with the possibility of errors occurring and the need for multiple revisions.

In an effort to avoid the etariff process, AEP is proposing to file appropriate documents with FERC to terminate the current Agreement. Immediately upon termination of the current Agreement, Indiana Michigan Power Company would begin providing service under the Amended and Restated Cost-Based Formula Rate Agreement for Full Requirements Electric Service (the Amended Agreement). The termination of the current Agreement is anticipated to occur on January 31, 2015 at 11:59:59 pm (EST), pending approval of the Board and City Council. Section 205 of the Federal Power Act permits AEP to treat the Amended Agreement as a service agreement under the Company's market-based rate tariff authority. This agreement does not need to be filed with FERC provided that the individual customer specific rates defined in the contract are reported in quarterly reports known as EQRs. Thus, the complex etariff process can be avoided.

It should be noted that the City of Dowagiac Full Requirements Agreement is a service agreement that was entered into under AEP's market-based rate authority and is not filed with FERC. Thus, there is precedent for this type of agreement.

The only change in the Amended Agreement is the reduction in the notice period for termination of the agreement. The cost of providing service will continue to be calculated in the same manner as it has been since 2006. In addition, billing will continue on a monthly basis. Thus, staff does not anticipate any cost impact to City of South Haven electric customers due to this modification.

On December 18, 2014, the Board of Public Utilities held a special meeting to consider the change as described above. Upon discussion and consideration of the issue, the Board passed a motion recommending that Council approve the Amended and Restated Cost-Based Formula Rate Agreement for Full Requirements Electric Service with Indiana Michigan Power Company.

Moved by Patterson to approve Resolution 2015-04, a resolution amending the cost-based formula rate agreement for full requirements electric service by and between Indiana Michigan Power Company and the City of South Haven. Seconded by Klavins.

Voted Yes: All. Motion carried.

7. Council will be asked to consider two ordinance amendments related to animal control and ownership. Council will be asked to consider amendments to the following sections of the city's Code of Ordinances:

A. Chapter 1 of the Code of Ordinances, Sections 1-16

B. Chapter 6 of the Code of Ordinances, Sections 6-2 and 6-3

Background Information: The City Council will be asked to consider two ordinance amendments related to animal ownership and animal control. The ordinances reflect recommendations made by the city's Planning Commission.

Over the past year, the city's Planning Commission has reviewed the city's adopted animal control ordinances, with focus on the sections related to dogs. A subcommittee of the Planning Commission was formed to review the ordinance language, and sought to determine if the language was clear and enforceable. The committee sought input for the South Haven Police Department. After review, the Planning Commission made a series of recommended changes to the ordinances. Attached is a summary of the Planning Commission's findings.

The first proposed change to an ordinance would seek to amend Chapter 6 of the Code of Ordinances to more clearly define the public areas where animals are allowed while under reasonable control. As currently written, Section 6-2 prohibits allowing animals to be "in any public park or recreation area, public building, or *any building or area which is open to the general public.*" Literally construed, the italicized language makes it unlawful to walk a dog on a City street or sidewalk, or even to take a dog to a designated dog park. The proposed ordinance would narrow the list of places where animals are generally prohibited to include only public parks, public beaches, and public buildings. The ordinance also authorizes the City or private property owners to prohibit animals in other areas by posting signs to that effect. The signage may specify particular animals that are prohibited, or particular times of day when the prohibition applies. The ordinance also repeals unnecessary and redundant provisions in Section 6-3, which pertains to animals at large and dogs in heat.

The second ordinance amends Section 1-16 to increase the fines for first and second violations of Chapter 6 that are designated as municipal civil infractions. The fine for first offenses would be raised from \$50 to \$100, and the fine for second offenses would be raised from \$100 to \$150. The City Charter requires that when a code section is amended, the entire section must be restated in full in the amending ordinance. To eliminate the need for readopting all of Section 1-16 whenever a change is made to the fee schedule, the proposed ordinance moves the fee schedule to a newly created Section 1-16a.

Dorothy Appleyard – Spoke about ordinance.

Item A: Council will be asked to consider an introduction to amend Chapter 1 of the Code of Ordinances, Sections 1-16.

Moved by Fitzgibbon to introduce an amendment to Chapter 1 of the Code of Ordinances, Sections 1-16. Seconded by Gruber.

Voted Yes: All. Motion carried.

Item B: Council will be asked to consider an introduction to amend Chapter 6 of the Code of Ordinances, Sections 6-2 and 6-3.

Moved by Patterson to introduce an amendment to Chapter 6 of the Code of Ordinances, Sections 6-2 and 6-3. Seconded by Klavins.

Voted Yes: All. Motion carried.

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

David Nixon – 1073 Wells St. – Spoke about campground ordinances regarding overnight parking.

Phil Poole – Invited everyone to sign up for the Citizen's Academy. Applications are due February 1, 2015 and are available at the Police Dept. Classes will be on Tuesdays from 6:30 to 9:30 pm.

8. City Manager's Comments

9. Mayor and Councilperson's Comments

Kozlik Wall – Please remember to shovel and snow blow around fire hydrants in front of your house or business.

Gruber – Hope everyone had a great Martin Luther King Day.

Fitzgibbon – No Comment.

Patterson – Quote by Martin Luther King.

Arnold – Quote by Martin Luther King.

Klavins – Spoke about Christmas tree pick up.

Burr – No Comment.

10. Adjourn

Moved by Fitzgibbon to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 7:47 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey
Deputy City Clerk

Approved by City Council: **DRAFT**

**CITY OF SOUTH HAVEN
FEBRUARY 3, 2015**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 79,882.62	\$ 50,623.15	\$ 130,505.77
202-MAJOR STREET FUND	\$ -	\$ 1,600.00	\$ 1,600.00
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ -	\$ 58,264.11	\$ 58,264.11
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ 3,963.00	\$ 4,215.70	\$ 8,178.70
251-LDFA #1	\$ 81.00	\$ -	\$ 81.00
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ 189.00	\$ -	\$ 189.00
260-BROWNFIELD AUTHORITY	\$ 9,622.96	\$ -	\$ 9,622.96
265-NARCOTICS UNIT	\$ 195.97	\$ -	\$ 195.97
266-POLICE TRAINING	\$ 815.00	\$ -	\$ 815.00
296-RIVER MAINTENANCE	\$ -	\$ -	\$ -
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ -	\$ -
402-CAPITAL PROJECTS #2	\$ -	\$ 84,005.22	\$ 84,005.22
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 140.00	\$ -	\$ 140.00
577-BEACH FUND	\$ 123.02	\$ -	\$ 123.02
582-ELECTRIC FUND	\$ 886,841.24	\$ 292,854.33	\$ 1,179,695.57
591-WATER FUND	\$ 1,901.33	\$ 32,299.38	\$ 34,200.71
592-SEWER FUND	\$ 1,019.16	\$ 4,257.08	\$ 5,276.24
594-MUNICIPAL MARINA	\$ 1,642.76	\$ -	\$ 1,642.76
636-INFORMATION SERVICES	\$ 204.40	\$ 4,653.72	\$ 4,858.12
661-MOTOR POOL	\$ 8,639.33	\$ 8,395.70	\$ 17,035.03
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 8,501.31	\$ -	\$ 8,501.31
718-TRUST & AGENCY	\$ 7,600.00	\$ -	\$ 7,600.00
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 1,011,362.10	\$ 541,168.39	\$ 1,552,530.49

User: ksteinman
DB: South Haven

BANK CODE: 1 CHECK DATE: 02/03/2015 INVOICE PAY DATE FROM 02/03/2015 TO 02/03/2015

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
02/03/2015	1	49981	003342	ABB INC	75,060.00	0.00	75,060.00	1
02/03/2015	1	49982	000014	ABONMARCHE CONSULTANTS INC	9,489.30	0.00	9,489.30	4
02/03/2015	1	49983	000043	AIRGAS USA, LLC	49.76	0.00	49.76	1
02/03/2015	1	49984	000050	ALEXANDER CHEMICAL CORP	1,996.97	400.00	1,596.97	2##
02/03/2015	1	49985	000145	ARISTA TRUCK SYSTEMS, INC	1,926.70	0.00	1,926.70	5
02/03/2015	1	49986	000174	AUTO GLASS BY GOBLES	490.00	0.00	490.00	1
02/03/2015	1	49987	000229	BEAVER RESEARCH COMPANY	1,362.50	0.00	1,362.50	1
02/03/2015	1	49988	000346	BRUSH ENTERPRISES	426.97	0.00	426.97	2
02/03/2015	1	49989	000418	CDW GOVERNMENT INC	353.31	0.00	353.31	1
02/03/2015	1	49990	003030	CELLEBRITE USA INC	3,098.99	0.00	3,098.99	1
02/03/2015	1	49991	000453	CHIEF SUPPLY CORP	192.40	0.00	192.40	2
02/03/2015	1	49992	000475	CLARK HILL PLC	2,173.96	0.00	2,173.96	1
02/03/2015	1	49993	000502	COMMUNITY ANSWERING SERVICE	477.70	0.00	477.70	1
02/03/2015	1	49994	001843	COMPASS MINERALS AMERICA INC	26,755.86	0.00	26,755.86	4
02/03/2015	1	49995	000505	COMPTON INC	55,782.50	0.00	55,782.50	2
02/03/2015	1	49996	000622	DELL MARKETING L P	2,670.41	0.00	2,670.41	3
02/03/2015	1	49997	003043	ENVIROLOGIC	4,021.70	0.00	4,021.70	1
02/03/2015	1	49998	000804	FLAMETAMER FIRE PROTECTION	110.00	0.00	110.00	1
02/03/2015	1	49999	003065	FOSTER SWIFT COLLINS & SMITH PC	1,011.44	0.00	1,011.44	5
02/03/2015	1	50000	000837	FREIGHTLINER OF KALAMAZOO	763.69	0.00	763.69	3
02/03/2015	1	50001	000847	FUEL MANAGEMENT SYSTEM	4,616.42	0.00	4,616.42	1
02/03/2015	1	50002	003316	GARMENT DISTRICT DBA JIM AND TONI'S	175.00	0.00	175.00	1
02/03/2015	1	50003	000888	GIVE 'EM A BRAKE SAFETY	1,293.65	0.00	1,293.65	1
02/03/2015	1	50004	000913	GRAINGER	36.48	0.00	36.48	1
02/03/2015	1	50005	003040	GREAT LAKES ENGINEERING GROUP	1,600.00	0.00	1,600.00	1
02/03/2015	1	50006	001011	HARLO CORP	29,116.00	0.00	29,116.00	1
02/03/2015	1	50007	003330	HASTINGS FIBER GLASS PRODUCTS, INC.	208.85	0.00	208.85	1
02/03/2015	1	50008	MISC	HAVEMAN ELECTRICAL SERVICES	330.00	0.00	330.00	1
02/03/2015	1	50009	003198	HOFFMAN BOOTS	270.00	0.00	270.00	1
02/03/2015	1	50010	001107	HULL LIFT TRUCK INC	1,346.27	0.00	1,346.27	4
02/03/2015	1	50011	001134	IDEXX DISTRIBUTION INC	135.09	0.00	135.09	1
02/03/2015	1	50012	001161	INTERSTATE ALL BATTERY CENTER	179.40	0.00	179.40	1
02/03/2015	1	50013	001171	J & L ORCHARD SUPPLY LLC	13.81	0.00	13.81	1
02/03/2015	1	50014	001196	JOHN'S STEREO INC	47.97	0.00	47.97	2
02/03/2015	1	50015	001246	KENDALL ELECTRIC INC	3,238.50	0.00	3,238.50	4
02/03/2015	1	50016	001252	KENT POWER INC	94,748.51	0.00	94,748.51	1
02/03/2015	1	50017	001288	KONE INC	276.00	0.00	276.00	1
02/03/2015	1	50018	001467	MARK A MANNING	3,160.00	0.00	3,160.00	1
02/03/2015	1	50019	001500	MATERIALS TESTING CONSULTANTS	4,387.50	0.00	4,387.50	1
02/03/2015	1	50020	001561	METRON-FARNIER, LLC	27,269.53	0.00	27,269.53	4
02/03/2015	1	50021	001633	MICHIGAN PUBLIC POWER AGENCY	1,000.00	0.00	1,000.00	1
02/03/2015	1	50022	001675	MIDWEST CIVIL ENGINEERS INC	2,578.00	0.00	2,578.00	1

User: ksteinman
DB: South Haven

BANK CODE: 1 CHECK DATE: 02/03/2015 INVOICE PAY DATE FROM 02/03/2015 TO 02/03/2015

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
02/03/2015	1	50023	001948	PAT'S PRONTO PRINT	43.65	0.00	43.65	1
02/03/2015	1	50024	002020	POWER LINE SUPPLY CO	79,743.81	0.00	79,743.81	20
02/03/2015	1	50025	003124	RPM MACHINERY	473.43	0.00	473.43	3
02/03/2015	1	50026	002267	SECANT TECHNOLOGIES	910.00	0.00	910.00	1
02/03/2015	1	50027	002268	SECURALARM SYSTEMS INC	720.00	0.00	720.00	1
02/03/2015	1	50028	002272	SEELYE WRIGHT	316.90	0.00	316.90	1
02/03/2015	1	50029	002361	SMITH'S CONCRETE CUTTING	325.00	0.00	325.00	1
02/03/2015	1	50030	003331	STATE OF MICHIGAN- MDOT	84,005.22	0.00	84,005.22	2
02/03/2015	1	50031	002580	TECHNICAL ENERGY SOLUTIONS	4,440.00	0.00	4,440.00	1
02/03/2015	1	50032	003179	TOTAL ENERGY SYSTEMS	1,189.00	0.00	1,189.00	1
02/03/2015	1	50033	003179	TOTAL ENERGY SYSTEMS	1,471.00	0.00	1,471.00	1
02/03/2015	1	50034	002644	TRACE ANALYTICAL LAB INC	275.00	0.00	275.00	1
02/03/2015	1	50035	002721	UPLINK SECURITY LLC	7.45	0.00	7.45	1
02/03/2015	1	50036	002728	USA BLUE BOOK	992.97	0.00	992.97	4
02/03/2015	1	50037	002822	WAGNER'S PLUMBING & HEATING	265.22	0.00	265.22	1
02/03/2015	1	50038	003220	WINGFOOT COMMERCIAL TIRE SYSTEMS	1,888.38	0.00	1,888.38	3
02/03/2015	1	50039	002953	WOODHAMS, INC , DON	260.22	0.00	260.22	1

Num Checks: 59 Num Stubs: 0 Num Invoices: 118 Total Amount: 541,168.39

Denotes that check has vendor credit applied.

01/28/2015 10:39 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/03/2015 - 02/03/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
7102477739 43477	ABB INC MB1114066MH5KMZ410 R-MAG OUTDOOR D 582-558-988-001	12/30/2014 ksteinman DEAD TANK BREAKERS	02/03/2015	75,060.00 75,060.00	0.00	P	Y 01/26/2015
110453 43342	ABONMARCHE CONSULTANTS INC PHOENIX STREET- PAYROLL REVIEW SER 250-729-974-018-0150	01/12/2015 ksteinman CAPITAL PROJECTS	02/03/2015	194.00 194.00	0.00	P	Y 01/22/2015
110466 43468	ABONMARCHE CONSULTANTS INC CENTER FOR THE ARTS FIRE ESCAPE 101-804-802-000-0178	01/19/2015 ksteinman OTHER CONTRACTUAL SERVICES	02/03/2015	162.00 162.00	0.00	P	Y 01/26/2015
110468 43499	ABONMARCHE CONSULTANTS INC ELECTRIC CORE UPGRADE- PHASE I 582-558-988-000-0175	01/21/2015 ksteinman ELECTRICAL SYSTEM CONSTR	02/03/2015	3,892.25 3,892.25	0.00	P	Y 01/28/2015
110470 43500	ABONMARCHE CONSULTANTS INC ELECTRIC CORE UPGRADE- PHASE II 582-558-988-000-0175	01/21/2015 ksteinman ELECTRICAL SYSTEM CONSTR	02/03/2015	5,241.05 5,241.05	0.00	P	Y 01/28/2015
9924235388 43343	AIRGAS USA, LLC CYLINDER RENTAL 661-450-741-003	12/31/2014 ksteinman REPAIR & MAINT SUPPLIES	02/03/2015	49.76 49.76	0.00	P	Y 01/22/2015
SLS 10027626 43344	ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000	01/08/2015 ksteinman OPERATING SUPPLIES	02/03/2015	1,996.97 1,996.97	0.00	P	Y 01/22/2015
SCL 10007752 43345	ALEXANDER CHEMICAL CORP DEPOSIT REFUND 592-559-741-000	01/13/2015 ksteinman OPERATING SUPPLIES	02/03/2015	(400.00) (400.00)	0.00	P	Y 01/22/2015
S 33730 43346	ARISTA TRUCK SYSTEMS, INC SUPPLIES 661-450-741-003	01/16/2015 ksteinman REPAIR & MAINT SUPPLIES	02/03/2015	39.01 39.01	0.00	P	Y 01/22/2015

01/28/2015 10:39 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/03/2015 - 02/03/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
S 33722 43347	ARISTA TRUCK SYSTEMS, INC SUPPLIES 661-450-741-003	01/12/2015 ksteinman	02/03/2015	417.18	0.00	P	Y 01/22/2015
	REPAIR & MAINT SUPPLIES			417.18			
S 33833 43453	ARISTA TRUCK SYSTEMS, INC AIR BONNET 661-450-741-003	01/19/2015 ksteinman	02/03/2015	156.91	0.00	P	Y 01/23/2015
	REPAIR & MAINT SUPPLIES			156.91			
S 33897 43483	ARISTA TRUCK SYSTEMS, INC AIR VALVE 661-450-741-003	01/21/2015 ksteinman	02/03/2015	254.60	0.00	P	Y 01/27/2015
	REPAIR & MAINT SUPPLIES			254.60			
S 33834 43498	ARISTA TRUCK SYSTEMS, INC HITCH 661-450-741-003	01/21/2015 ksteinman	02/03/2015	1,059.00	0.00	P	Y 01/28/2015
	REPAIR & MAINT SUPPLIES			1,059.00			
WO 9000002707 43348	AUTO GLASS BY GOBLES REPAIRS/MAINTENANCE 661-450-935-000	01/13/2015 ksteinman	02/03/2015	490.00	0.00	P	Y 01/22/2015
	REPAIRS/MAINTENANCE - VEHICLES			490.00			
0223135-IN 43409	BEAVER RESEARCH COMPANY ICE BUSTER 101-446-741-000	01/14/2015 ksteinman	02/03/2015	1,362.50	0.00	P	Y 01/22/2015
	OPERATING SUPPLIES			1,362.50			
7201 43349	BRUSH ENTERPRISES REPAIRS 661-450-935-000	01/12/2015 ksteinman	02/03/2015	184.74	0.00	P	Y 01/22/2015
	REPAIRS/MAINTENANCE - VEHICLES			184.74			
7185 43350	BRUSH ENTERPRISES REPAIRS 661-450-935-000	01/08/2015 ksteinman	02/03/2015	242.23	0.00	P	Y 01/22/2015
	REPAIRS/MAINTENANCE - VEHICLES			242.23			
RR56130 43351	CDW GOVERNMENT INC TONER 636-258-980-001	01/07/2015 ksteinman	02/03/2015	353.31	0.00	P	Y 01/22/2015
	COMPUTER HARDWARE			353.31			

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/03/2015 - 02/03/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Q43563P 43352	CELLEBRITE USA INC SOFTWARE RENEWAL 101-301-802-001	01/14/2015 ksteinman	02/03/2015	3,098.99	0.00	P	Y 01/22/2015
	SERVICE CONTRACTS			3,098.99			
188176 43353	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	12/19/2014 ksteinman	02/03/2015	156.01	0.00	P	Y 01/22/2015
	UNIFORMS			156.01			
192695 43354	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	12/30/2014 ksteinman	02/03/2015	36.39	0.00	P	Y 01/22/2015
	UNIFORMS			36.39			
577382 43355	CLARK HILL PLC THAYER LITIGATION 101-210-801-000	01/13/2015 ksteinman	02/03/2015	2,173.96	0.00	P	Y 01/22/2015
	PROFESSIONAL/CONSULTING FEES			2,173.96			
475301052015 43356	COMMUNITY ANSWERING SERVICE ANSWERING SERVICES 101-350-802-000	01/05/2015 ksteinman	02/03/2015	477.70	0.00	P	Y 01/22/2015
	OTHER CONTRACTUAL SERVICES			477.70			
71283834 43357	COMPASS MINERALS AMERICA INC ROAD SALT 101-001-111-000	01/08/2015 ksteinman	02/03/2015	7,609.88	0.00	P	Y 01/22/2015
	INVENTORY-ROAD SALT			7,609.88			
71287702 43469	COMPASS MINERALS AMERICA INC ROAD SALT 101-001-111-000	01/14/2015 ksteinman	02/03/2015	7,667.79	0.00	P	Y 01/26/2015
	INVENTORY-ROAD SALT			7,667.79			
71288541 43470	COMPASS MINERALS AMERICA INC ROAD SALT 101-001-111-000	01/15/2015 ksteinman	02/03/2015	3,832.88	0.00	P	Y 01/26/2015
	INVENTORY-ROAD SALT			3,832.88			
71286891+ 43471	COMPASS MINERALS AMERICA INC ROAD SALT 101-001-111-000	01/13/2015 ksteinman	02/03/2015	7,645.31	0.00	P	Y 01/26/2015
	INVENTORY-ROAD SALT			7,645.31			

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12/18/14 43358	COMPTON INC INDIANA & EAGLE DRAINAGE IMPROVEME 204-446-802-000	12/18/2014 ksteinman	02/03/2015	55,182.50 55,182.50	0.00	P	Y 01/22/2015
121418 43359	COMPTON INC REMOVE REPLACE CONCRETE 314 INDIAN 101-446-802-000	12/18/2014 ksteinman	02/03/2015	600.00 600.00	0.00	P	Y 01/22/2015
XJM2F4P23 43360	DELL MARKETING L P LATE FEE 636-258-933-000	12/11/2014 ksteinman	02/03/2015	24.00 24.00	0.00	P	Y 01/22/2015
XJMKK3539 43496	DELL MARKETING L P LATE FEE ASSESSMENT 636-258-933-000	01/22/2015 ksteinman	02/03/2015	36.00 36.00	0.00	P	Y 01/28/2015
XJMJF6MD3 43497	DELL MARKETING L P COMPUTER HARDWARE 636-258-980-001	01/20/2015 ksteinman	02/03/2015	2,610.41 2,610.41	0.00	P	Y 01/28/2015
00745 43454	ENVIROLOGIC PRE-DEMOLITION HAZARDOUS MATERIALS 250-729-974-018-0122	01/14/2015 ksteinman	02/03/2015	4,021.70 4,021.70	0.00	P	Y 01/23/2015
17620 43361	FLAMETAMER FIRE PROTECTION ANNUAL MAINTENANCE 101-301-802-001	01/09/2015 ksteinman	02/03/2015	110.00 110.00	0.00	P	Y 01/22/2015
664007 43362	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	01/14/2015 ksteinman	02/03/2015	527.16 527.16	0.00	P	Y 01/22/2015
664010 43363	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	01/14/2015 ksteinman	02/03/2015	35.00 35.00	0.00	P	Y 01/22/2015

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664017 43364	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	01/14/2015 ksteinman	02/03/2015	50.00	0.00	P	Y 01/22/2015
	PROFESSIONAL/CONSULTING FEES			50.00			
664011 43365	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	01/14/2015 ksteinman	02/03/2015	101.68	0.00	P	Y 01/22/2015
	PROFESSIONAL/CONSULTING FEES			101.68			
664020 43366	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	01/14/2015 ksteinman	02/03/2015	297.60	0.00	P	Y 01/22/2015
	PROFESSIONAL/CONSULTING FEES			297.60			
X002193383:01 43367	FREIGHTLINER OF KALAMAZOO SUPPLIES 661-450-741-003	01/14/2015 ksteinman	02/03/2015	152.51	0.00	P	Y 01/22/2015
	REPAIR & MAINT SUPPLIES			152.51			
R002044849:01 43368	FREIGHTLINER OF KALAMAZOO SUPPLIES 661-450-935-000	12/31/2014 ksteinman	02/03/2015	409.72	0.00	P	Y 01/22/2015
	REPAIRS/MAINTENANCE - VEHICLES			409.72			
R002044940:01 43484	FREIGHTLINER OF KALAMAZOO EQUIPMENT 661-450-935-000	01/15/2015 ksteinman	02/03/2015	201.46	0.00	P	Y 01/27/2015
	REPAIRS/MAINTENANCE - VEHICLES			201.46			
1501501 43476	FUEL MANAGEMENT SYSTEM FUEL 101-301-748-000 204-447-748-000 591-558-748-000 592-558-748-000 101-728-748-000 101-371-748-000 582-558-748-000 101-446-748-000 582-558-748-000 591-558-748-000 592-558-748-000 591-559-748-000	01/15/2015 ksteinman	02/03/2015	4,616.42	0.00	P	Y 01/26/2015
	MOTOR FUEL			1,072.01			
	MOTOR FUEL			58.50			
	MOTOR FUEL			19.51			
	MOTOR FUEL			19.51			
	MOTOR FUEL			29.10			
	MOTOR FUEL			21.83			
	MOTOR FUEL			269.71			
	MOTOR FUEL			1,908.74			
	MOTOR FUEL			68.65			
	MOTOR FUEL			19.31			
	MOTOR FUEL			19.31			
	MOTOR FUEL			33.51			

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	GL Distribution						
	592-559-748-000	MOTOR FUEL		141.98			
	591-558-748-000	MOTOR FUEL		82.23			
	592-558-748-000	MOTOR FUEL		82.24			
	661-450-748-000	MOTOR FUEL & LUBRICANTS		770.28			
5							
43369	GARMENT DISTRICT DBA JIM AND TONI'S CLEANING SERVICES	01/13/2015 ksteinman	02/03/2015	175.00	0.00	P	Y 01/22/2015
	101-301-801-021	LAUNDRY & DRYCLEANING		175.00			
37474							
43370	GIVE 'EM A BRAKE SAFETY LUMP SUM	12/31/2014 ksteinman	02/03/2015	1,293.65	0.00	P	Y 01/22/2015
	591-564-802-000	OTHER CONTRACTUAL SERVICES		1,293.65			
9638122938							
43371	GRAINGER SUPPLIES	01/13/2015 ksteinman	02/03/2015	36.48	0.00	P	Y 01/22/2015
	591-559-741-000	OPERATING SUPPLIES		36.48			
14-1481							
43408	GREAT LAKES ENGINEERING GROUP STRAM CROSS SECTIONS FOR DYCKMAN A	12/19/2014 ksteinman	02/03/2015	1,600.00	0.00	P	Y 01/22/2015
	202-473-802-000	OTHER CONTRACTUAL SERVICES		1,600.00			
0000004306							
43488	HARLO CORP CONTROL PANEL 3- PER PROPOSAL #172	01/19/2015 ksteinman	02/03/2015	29,116.00	0.00	P	Y 01/27/2015
	582-558-988-001-0301	CONTROL PANEL 3- PER PROPOSAL #17222		29,116.00			
451454-1							
43486	HASTINGS FIBER GLASS PRODUCTS, INC. FIXED SHOTGUN STK- INT	11/13/2014 ksteinman	02/03/2015	208.85	0.00	P	Y 01/27/2015
	582-558-933-000	REPAIRS/MAINTENANCE - EQUIPM		208.85			
64700							
43372	HAVEMAN ELECTRICAL SERVICES REPLACE METER SOCKET	01/16/2015 ksteinman	02/03/2015	330.00	0.00	P	Y 01/22/2015
	582-558-802-000	OTHER CONTRACTUAL SERVICES		330.00			
164625							
43373	HOFFMAN BOOTS BOOTS	12/29/2014 ksteinman	02/03/2015	270.00	0.00	P	Y 01/22/2015
	582-558-729-001	OTHER CLOTHING & SUPPLIES		270.00			

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S-0112261 43374	HULL LIFT TRUCK INC PARTS 661-450-741-003	01/13/2015 ksteinman	02/03/2015	57.56	0.00	P	Y 01/22/2015
	REPAIR & MAINT SUPPLIES			57.56			
S-0111868 43456	HULL LIFT TRUCK INC PARTS 661-450-741-003	01/13/2015 ksteinman	02/03/2015	452.92	0.00	P	Y 01/23/2015
	REPAIR & MAINT SUPPLIES			452.92			
S-0112212 43457	HULL LIFT TRUCK INC PARTS 661-450-741-003	01/13/2015 ksteinman	02/03/2015	10.81	0.00	P	Y 01/23/2015
	REPAIR & MAINT SUPPLIES			10.81			
S-0112023 43487	HULL LIFT TRUCK INC PARTS 661-450-741-003	01/13/2015 ksteinman	02/03/2015	824.98	0.00	P	Y 01/27/2015
	REPAIR & MAINT SUPPLIES			824.98			
283510914 43375	IDEXX DISTRIBUTION INC SUPPLIES 591-559-741-000	11/24/2014 ksteinman	02/03/2015	135.09	0.00	P	Y 01/22/2015
	OPERATING SUPPLIES			135.09			
1901802008720 43376	INTERSTATE ALL BATTERY CENTER BATTERIES 101-301-741-000	01/02/2015 ksteinman	02/03/2015	179.40	0.00	P	Y 01/22/2015
	OPERATING SUPPLIES			179.40			
23325 43391	J & L ORCHARD SUPPLY LLC ADAPTERS 204-446-802-000-0158	12/19/2014 ksteinman	02/03/2015	13.81	0.00	P	Y 01/22/2015
	OTHER CONTRACTUAL SERVICES			13.81			
10044261 43377	JOHN'S STEREO INC CABLE 101-446-727-000 591-558-727-000 592-558-727-000	01/16/2015 ksteinman	02/03/2015	35.98	0.00	P	Y 01/22/2015
	OFFICE SUPPLIES			12.00			
	OFFICE SUPPLIES			11.99			
	OFFICE SUPPLIES			11.99			
10044333 43451	JOHN'S STEREO INC MICRO USB CAB 591-558-741-000	01/21/2015 ksteinman	02/03/2015	11.99	0.00	P	Y 01/23/2015
	OPERATING SUPPLIES			11.99			

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S103357127.001 43378	KENDALL ELECTRIC INC EQUIPMENT 582-558-933-000	01/13/2015 ksteinman	02/03/2015	485.42	0.00	P	Y 01/22/2015
	REPAIRS/MAINTENANCE - EQUIPM			485.42			
S103365781.001 43379	KENDALL ELECTRIC INC EQUIPMENT 582-558-933-000	01/15/2015 ksteinman	02/03/2015	60.41	0.00	P	Y 01/22/2015
	REPAIRS/MAINTENANCE - EQUIPM			60.41			
S103365752.001 43410	KENDALL ELECTRIC INC LAMP 582-558-933-000	01/15/2015 ksteinman	02/03/2015	1,211.70	0.00	P	Y 01/22/2015
	REPAIRS/MAINTENANCE - EQUIPM			1,211.70			
S103379801.001 43501	KENDALL ELECTRIC INC EQUIPMENT 582-558-933-000	01/21/2015 ksteinman	02/03/2015	1,480.97	0.00	P	Y 01/28/2015
	REPAIRS/MAINTENANCE - EQUIPM			1,480.97			
PAY REQ #4 43485*	KENT POWER INC PHOENIX ROAD SUBSTATION 582-558-988-001-0301 582-002-211-130	01/08/2015 ksteinman	02/03/2015	94,748.51	0.00	P	Y 01/27/2015
	ELECTRICAL SYSTEM EQUIPMENT			105,276.12			
	CONTR RET PYBLE-KENT POWER			(10,527.61)			
221660391 43380	KONE INC ELEVATOR MAINTENANCE 101-265-802-000	01/01/2015 ksteinman	02/03/2015	276.00	0.00	P	Y 01/22/2015
	OTHER CONTRACTUAL SERVICES			276.00			
479 43411	MARK A MANNING ATTORNEY SERVICES 101-210-801-000	01/18/2015 ksteinman	02/03/2015	3,160.00	0.00	P	Y 01/22/2015
	PROFESSIONAL/CONSULTING FEES			3,160.00			
0050612 43381	MATERIALS TESTING CONSULTANTS MATERIALS TESTING SDRVICES FOR DYC 204-446-801-000-0158 591-558-801-000-0158 592-558-801-000-0158	01/14/2015 ksteinman	02/03/2015	4,387.50	0.00	P	Y 01/22/2015
	MATERIALS TESTING- STREETS			1,462.50			
	MATERIALS TESTING- WATER			1,462.50			
	MATERIALS TESTING- SEWER			1,462.50			
19816 43472	METRON-FARNIER, LLC SUPPLIES	12/01/2014 ksteinman	02/03/2015	4,553.75	0.00	P	Y 01/26/2015

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	591-558-741-000	OPERATING SUPPLIES		4,553.75			
19817 43473	METRON-FARNIER, LLC SUPPLIES 591-558-741-000	12/01/2014 ksteinman OPERATING SUPPLIES	02/03/2015	10,178.75	0.00	P	Y 01/26/2015
19837 43474	METRON-FARNIER, LLC SUPPLIES 591-558-741-000	12/04/2014 ksteinman OPERATING SUPPLIES	02/03/2015	9,108.28	0.00	P	Y 01/26/2015
19818 43475	METRON-FARNIER, LLC SUPPLIES 591-558-741-000	12/01/2014 ksteinman OPERATING SUPPLIES	02/03/2015	3,428.75	0.00	P	Y 01/26/2015
201521 43382	MICHIGAN PUBLIC POWER AGENCY 2015 ASSOCIATES DUES 582-558-958-000	01/12/2015 ksteinman SUBSCRIPTIONS/MEMBERSHIPS	02/03/2015	1,000.00	0.00	P	Y 01/22/2015
05-10428 43495	MIDWEST CIVIL ENGINEERS INC DRAFTING AND CONSTRUCTION STAKING 591-558-972-000-0158 592-558-973-000-0158 204-446-802-000-0158	01/08/2015 ksteinman CONSTRUCTION STAKING- WATER CONSTRUCTION STAKING- SEWER CONSTRUCTION STAKING- STREET	02/03/2015	2,578.00 515.60 515.60 1,546.80	0.00	P	Y 01/28/2015
1/26/15 43489	PAT'S PRONTO PRINT SIGN 101-202-727-000	01/26/2015 ksteinman OFFICE SUPPLIES	02/03/2015	43.65 43.65	0.00	P	Y 01/27/2015
5892357 43383	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	01/08/2015 ksteinman ELECTRICAL SYSTEM CONSTR	02/03/2015	54,144.53 54,144.53	0.00	P	Y 01/22/2015
5893854 43384	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	01/14/2015 ksteinman ELECTRICAL SYSTEM CONSTR	02/03/2015	3,240.00 3,240.00	0.00	P	Y 01/22/2015
5893401 43385	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES	01/13/2015 ksteinman	02/03/2015	1,678.37	0.00	P	Y 01/22/2015

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	582-558-988-000-0175	ELECTRICAL SYSTEM CONSTR		1,678.37			
5893402 43386	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/13/2015 ksteinman	02/03/2015	6,528.06	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		6,528.06			
5893631 43387	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/13/2015 ksteinman	02/03/2015	100.51	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		100.51			
5893403 43388	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/13/2015 ksteinman	02/03/2015	93.10	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		93.10			
5893484 43389	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001 101-446-729-001 591-558-729-001 592-558-729-001	01/13/2015 ksteinman	02/03/2015	444.00	0.00	P	Y 01/22/2015
		OTHER CLOTHING & SUPPLIES		111.00			
		OTHER CLOTHING & SUPPLIES		111.00			
		OTHER CLOTHING & SUPPLIES		111.00			
		OTHER CLOTHING & SUPPLIES		111.00			
5895081 43390	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/20/2015 ksteinman	02/03/2015	62.00	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		62.00			
5895080 43392	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/20/2015 ksteinman	02/03/2015	73.93	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		73.93			
5895079 43393	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/20/2015 ksteinman	02/03/2015	346.71	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		346.71			
5892487 43394	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	01/08/2015 ksteinman	02/03/2015	10.48	0.00	P	Y 01/22/2015
		ELECTRICAL SYSTEM CONSTR		10.48			

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5892348 43395	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/08/2015 ksteinman	02/03/2015	615.68	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		615.68			
5895077 43414	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/20/2015 ksteinman	02/03/2015	1,383.16	0.00	P	Y 01/22/2015
		REPAIRS/MAINTENANCE - EQUIPM		1,383.16			
5895083 43415	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	01/20/2015 ksteinman	02/03/2015	3,321.91	0.00	P	Y 01/22/2015
		ELECTRICAL SYSTEM CONSTR		3,321.91			
5895114 43460	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-741-000	01/20/2015 ksteinman	02/03/2015	903.11	0.00	P	Y 01/23/2015
		OPERATING SUPPLIES		903.11			
5895101 43461	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	01/20/2015 ksteinman	02/03/2015	862.84	0.00	P	Y 01/23/2015
		REPAIRS/MAINTENANCE - EQUIPM		862.84			
5895135 43462	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	01/20/2015 ksteinman	02/03/2015	464.60	0.00	P	Y 01/23/2015
		ELECTRICAL SYSTEM CONSTR		464.60			
5895236 43463	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-741-000	01/20/2015 ksteinman	02/03/2015	18.27	0.00	P	Y 01/23/2015
		OPERATING SUPPLIES		18.27			
5895235 43464	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-741-000	01/20/2015 ksteinman	02/03/2015	15.91	0.00	P	Y 01/23/2015
		OPERATING SUPPLIES		15.91			
5895109 43467	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	01/20/2015 ksteinman	02/03/2015	5,436.64	0.00	P	Y 01/26/2015
		ELECTRICAL SYSTEM CONSTR		5,436.64			

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P08799 43458	RPM MACHINERY SUPPLIES 661-450-741-003	01/20/2015 ksteinman	02/03/2015	21.95	0.00	P	Y 01/23/2015
	REPAIR & MAINT SUPPLIES			21.95			
W01609 43459	RPM MACHINERY WHEEL LOADER 661-450-933-000	01/06/2015 ksteinman	02/03/2015	296.48	0.00	P	Y 01/23/2015
	REPAIRS/MAINTENANCE - EQUIP			296.48			
P08834 43490	RPM MACHINERY BULBS 661-450-741-003	01/21/2015 ksteinman	02/03/2015	155.00	0.00	P	Y 01/27/2015
	REPAIR & MAINT SUPPLIES			155.00			
INVO58815 43396	SECANT TECHNOLOGIES REACTIVE SUPPORT 636-258-801-000	12/31/2014 ksteinman	02/03/2015	910.00	0.00	P	Y 01/22/2015
	PROFESSIONAL/CONSULTING FEES			910.00			
101224 43397	SECURALARM SYSTEMS INC SOFTWARE PROTECTION AGREEMENT 636-258-802-000	01/01/2015 ksteinman	02/03/2015	720.00	0.00	P	Y 01/22/2015
	OTHER CONTRACTUAL SERVICES			720.00			
PNCS107822 43398	SEELYE WRIGHT REPAIRS 101-301-941-000	01/16/2015 ksteinman	02/03/2015	316.90	0.00	P	Y 01/22/2015
	MOTOR POOL FEES			316.90			
8395 43452	SMITH'S CONCRETE CUTTING SAW CUT 591-558-802-000	01/19/2015 ksteinman	02/03/2015	325.00	0.00	P	Y 01/23/2015
	OTHER CONTRACTUAL SERVICES			325.00			
AP 372901 43400	STATE OF MICHIGAN- MDOT LOCAL PROGRESS BILLNG 402-202-988-010	12/09/2014 ksteinman	02/03/2015	80,105.76	0.00	P	Y 01/22/2015
	MAJOR STREET UPGRADES			80,105.76			
AP 372902 43401	STATE OF MICHIGAN- MDOT LOCAL PROGRESS BILLING 402-202-988-010	12/12/2014 ksteinman	02/03/2015	3,899.46	0.00	P	Y 01/22/2015
	MAJOR STREET UPGRADES			3,899.46			

01/28/2015 10:39 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/03/2015 - 02/03/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
744233 43502	TECHNICAL ENERGY SOLUTIONS SOUTH HAVEN ACTUATOR PROJECT 101-265-802-000 OTHER	01/19/2015 ksteinman	02/03/2015	4,440.00 4,440.00	0.00	P	Y 01/28/2015
253815 43412	TOTAL ENERGY SYSTEMS KOHLER GAS GENERATOR 101-265-802-000 OTHER	12/29/2014 ksteinman	02/03/2015	1,471.00 1,471.00	0.00	P	Y 01/22/2015
253814 43413	TOTAL ENERGY SYSTEMS KOHLER GAS GENERATOR 101-265-802-000 OTHER	12/29/2014 ksteinman	02/03/2015	1,189.00 1,189.00	0.00	P	Y 01/22/2015
5010138 43402	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 592-559-802-000 OTHER	01/13/2015 ksteinman	02/03/2015	275.00 275.00	0.00	P	Y 01/22/2015
0891208 43403	UPLINK SECURITY LLC NETWORK SURCHARGE 101-301-850-000 TELEPHONE	01/01/2015 ksteinman	02/03/2015	7.45 7.45	0.00	P	Y 01/22/2015
541528 43404	USA BLUE BOOK LAB SUPPLIES 592-559-741-000 OPERATING	01/14/2015 ksteinman	02/03/2015	20.98 20.98	0.00	P	Y 01/22/2015
541433 43405	USA BLUE BOOK LAB SUPPLIES 591-559-741-000 OPERATING	01/14/2015 ksteinman	02/03/2015	543.39 543.39	0.00	P	Y 01/22/2015
540183 43406	USA BLUE BOOK LAB SUPPLIES 591-559-741-000 OPERATING	01/13/2015 ksteinman	02/03/2015	40.06 40.06	0.00	P	Y 01/22/2015
541625 43407	USA BLUE BOOK LAB SUPPLIES 591-559-741-000 OPERATING	01/14/2015 ksteinman	02/03/2015	388.54 388.54	0.00	P	Y 01/22/2015

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 02/03/2015 - 02/03/2015

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
17199 43494	WAGNER'S PLUMBING & HEATING ICE RINK BATHROOM REPAIRS 101-751-802-000	01/12/2015 ksteinman	02/03/2015	265.22	0.00	P	Y 01/27/2015
	OTHER CONTRACTUAL SERVICES			265.22			
159-1051320 43491	WINGFOOT COMMERCIAL TIRE SYSTEMS TIRES 661-450-741-003	01/22/2015 ksteinman	02/03/2015	684.60	0.00	P	Y 01/27/2015
	REPAIR & MAINT SUPPLIES			684.60			
159-1051315 43492	WINGFOOT COMMERCIAL TIRE SYSTEMS TIRES 661-450-741-003	01/21/2015 ksteinman	02/03/2015	597.08	0.00	P	Y 01/27/2015
	REPAIR & MAINT SUPPLIES			597.08			
159-1051267 43493	WINGFOOT COMMERCIAL TIRE SYSTEMS TIRES 661-450-741-003	01/13/2015 ksteinman	02/03/2015	606.70	0.00	P	Y 01/27/2015
	REPAIR & MAINT SUPPLIES			606.70			
C147665 43455	WOODHAMS, INC , DON REPAIRS 661-450-935-000	01/19/2015 ksteinman	02/03/2015	260.22	0.00	P	Y 01/23/2015
	REPAIRS/MAINTENANCE - VEHICLES			260.22			
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# of Credit Memos:	1	# Due:	0	Totals:	(400.00)	0.00	
Net of Invoices and Credit Memos:					541,168.39	0.00	
* 1 Net Invoices have Credits Totalling:					(10,527.61)		

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 02/03/2015 - 02/03/2015

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
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	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			50,623.15	0.00		
	202 - MAJOR STREET FUND			1,600.00	0.00		
	204 - STREET FUND			58,264.11	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			4,215.70	0.00		
	402 - CAPITAL PROJECTS FUND 2			84,005.22	0.00		
	582 - ELECTRIC FUND			292,854.33	0.00		
	591 - WATER FUND			32,299.38	0.00		
	592 - SEWER FUND			4,257.08	0.00		
	636 - INFORMATION SERVICES FUND			4,653.72	0.00		
	661 - MOTOR POOL FUND			8,395.70	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	001 - ASSETS			26,755.86	0.00		
	002 - LIABILITIES			(10,527.61)	0.00		
	202 - CITY TREASURER			84,048.87	0.00		
	209 - ASSESSOR			1,011.44	0.00		
	210 - LEGAL & PROFESSIONAL			5,333.96	0.00		
	258 - DATA PROCESSING			4,653.72	0.00		
	265 - BUILDINGS & GROUNDS			7,376.00	0.00		
	301 - POLICE			5,152.15	0.00		
	350 - INFORMATION CENTER			477.70	0.00		
	371 - BUILDING INSPECTIONS			21.83	0.00		
	446 - HIGHWAYS & STREETS			62,199.85	0.00		
	447 - ENGINEERING			58.50	0.00		
	450 - EQUIPMENT MAINTENANCE			8,395.70	0.00		
	473 - BRIDGES			1,600.00	0.00		
	558 - OPERATIONS			335,432.75	0.00		
	559 - TREATMENT			3,212.00	0.00		
	564 - OPERATIONS - SOUTH HAVEN TW			1,293.65	0.00		
	728 - ECONOMIC DEVELOPMENT			29.10	0.00		
	729 - DOWNTOWN DEVELOPMENT			4,215.70	0.00		
	751 - PARK DEPARTMENT			265.22	0.00		
	804 - MUSEUMS			162.00	0.00		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
01/15/2015	1	49914	MISC	ALDOUS LAND LLC	2,279.88
01/15/2015	1	49915	MISC	REVOLUTION DESIGN	2,000.00
01/15/2015	1	49916	MISC	REVOLUTION DESIGN	5,600.00
01/16/2015	1	49917	003305	ALL SEASONS MARINE	396.26
01/16/2015	1	49918	000177	AUTOWARES INC	737.61
01/16/2015	1	49919	000430	CENTURY LINK	76.21
01/16/2015	1	49920	000807	FLEMING BROS OIL CO INC	454.02
01/16/2015	1	49921	000843	FRONTIER	804.14
01/16/2015	1	49922	003250	GREAT LAKES SCUTTLEBUTT	500.00
01/16/2015	1	49923	001127	ALEXANDER BELETSKIY	3,763.00
01/16/2015	1	49924	001161	INTERSTATE ALL BATTERY CENTER	83.95
01/16/2015	1	49925	001196	JOHN'S STEREO INC	26.98
01/16/2015	1	49926	003183	KIRSCH, GERALD	109.99
01/16/2015	1	49927	001544	MENARDS	173.39
01/16/2015	1	49928	001657	MICHIGAN TOWNSHIP SERVICES	600.00
01/16/2015	1	49929	001690	MIKE'S TOWING	200.00
01/16/2015	1	49930	001948	PAT'S PRONTO PRINT	339.62
01/16/2015	1	49931	002002	PLUMBER'S PORTABLE TOILETS	140.00
01/16/2015	1	49932	002033	PRI MAR PETROLEUM INC	27.50
01/16/2015	1	49933	002155	RIDGE AND KRAMER AUTO PARTS	510.43
01/16/2015	1	49934	002188	ROME'S STANDARD SERVICE INC	770.76
01/16/2015	1	49935	002372	SOCIETY FOR HUMAN RESOURCE MGMNT	190.00
01/16/2015	1	49936	002416	SOUTH HAVEN ROTARY CLUB	154.00
01/16/2015	1	49937	002447	LINDA SPEARS	18.00
01/16/2015	1	49938	002478	STAPLES ADVANTAGE	1,207.93
01/16/2015	1	49939	002513	STEEL CENTER SUPPLY CO	1,157.13
01/16/2015	1	49940	UB REFUND	TAFT, DEVONE M	442.09
01/16/2015	1	49941	002724	UPS STORE #5080	15.39
01/16/2015	1	49942	002843	RON WASHEGESIC	300.00
01/16/2015	1	49943	002949	WOLVERINE HARDWARE	180.14
01/19/2015	1	49944	MISC	HAROLD C EXUM, JR	357.20
01/19/2015	1	49945	MISC	MERRITT GEORGE A & LINDA L	209.31
01/19/2015	1	49946	MISC	QUANDT PHILIP D	431.18
01/19/2015	1	49947	MISC	SHREEJI-SOUTH HAVEN CORPORATION	5,223.74
01/19/2015	1	49948	UB REFUND	WARE, SHIDASHA T	125.70
01/20/2015	1	49949	000174	AUTO GLASS BY GOBLES	343.30
01/20/2015	1	49950	000967	JODY GUILFORD	204.40
01/20/2015	1	49951	002683	TRUCK & TRAILER SPECIALTIES	458.00
01/20/2015	1	49952	003206	UNITED STATE OF AMERICA	144.25
01/20/2015	1	49953	002883	WEST MICHIGAN DOCUMENT	110.00
01/23/2015	1	49954	UB REFUND	AMERICAN VILLAGE BUILDERS	200.00
01/23/2015	1	49955	000107	AMWAY GRAND PLAZA HOTEL	815.00
01/23/2015	1	49956	000177	AUTOWARES INC	371.17
01/23/2015	1	49957	003213	DALE CLAYTON	78.53
01/23/2015	1	49958	000754	FACTORY CONDOMINIUM ASSOC	9,622.96
01/23/2015	1	49959	000994	HAPA LLC	604.27
01/23/2015	1	49960	001107	HULL LIFT TRUCK INC	5,200.00
01/23/2015	1	49961	001544	MENARDS	588.56
01/23/2015	1	49962	001604	MICHIGAN ECONOMIC	270.00
01/23/2015	1	49963	001618	MICHIGAN MUNICIPAL ELECTRIC	12,642.00
01/23/2015	1	49964	001925	PACKARD, MICHAEL	100.00
01/23/2015	1	49965	003047	ERIC SMITH	78.53
01/23/2015	1	49966	002478	STAPLES ADVANTAGE	488.59
01/23/2015	1	49967	002513	STEEL CENTER SUPPLY CO	50.30
01/23/2015	1	49968	003318	STRUCTURES, INC.	9,461.50
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01/23/2015	1	49970	MISC	TWO RIVERS COALITION	100.00
01/23/2015	1	49971	UB REFUND	VAN ZALEN, THOMAS L	126.14
01/23/2015	1	49972	002792	VERIZON WIRELESS	1,704.72
01/23/2015	1	49973	002815	VREDEVELD HAEFNER LLC	2,450.00
01/23/2015	1	49974	002949	WOLVERINE HARDWARE	58.15
01/23/2015	1	49975	UB REFUND	L C MOHR HIGH SCHOOL	2,913.17
01/23/2015	1	49976	UB REFUND	L C MOHR HIGH SCHOOL	2,352.28
01/27/2015	1	49977	003180	COPS HEALTH TRUST	1,748.95
01/27/2015	1	49978	000624	DELTA DENTAL OF MICHIGAN	5,252.10
01/27/2015	1	49979	001405	LINCOLN NATIONAL LIFE INS CO	3,105.12
01/27/2015	1	49980	003327	UNITED HEALTHCARE INSURANCE CO	63,574.80

1 TOTALS:

Total of 67 Checks:	154,908.32
Less 0 Void Checks:	0.00
Total of 67 Disbursements:	154,908.32

01/28/2015 10:44 AM
User: ksteinman
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 01/20/2015 - 01/20/2015

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
01/20/2015	1	73(E)	000087	AMERICAN ELECTRIC POWER	<u>856,453.78</u>
1 TOTALS:					
Total of 1 Checks:					856,453.78
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					856,453.78

Planning Commission

Meeting Minutes Thursday, November 13, 2014 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: Frost (arrived 7:03 p.m.), Heinig, Peterson, Smith, Stimson, Webb, Paull
Absent: Miles, Wall

Motion by Smith, second by Stimson to excuse absent members.

All in favor. Motion carried.

3. Approval of Agenda

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

All in favor. Motion carried.

4. Approval of Minutes – October 2, 2014

Motion by Heinig, second by Peterson to approve the October 2, 2014 regular meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

6. New Business – Approve 2015 Meeting Schedule

Motion by Smith, second by Heinig to approve 2015 schedule.

All in favor. Motion carried.

7. Unfinished Business

a) Draft Noise Ordinance Review

Paull explained that the purpose of the meeting is to review the changes to the noise ordinance proposed by the sub-committee. Paull also noted that he is hopeful that after review this committee's recommendation can be recommended to City Council. The Planning Commission will not be approving these changes but City Council will be making that decision.

Anderson gave an overview of the original ordinance and the sub-committee's work since March 2014. She noted that this task was assigned to the Planning Commission because reviewing the noise ordinance was one of the City Council's goals for this year. It was important to the subcommittee to draft an ordinance that would be easy to understand and enforce. There was vague or confusing language which had to be addressed right away. Some language was too subjective or not specific enough for an ordinance. Anderson reviewed the language in question pointing out the sections that are vague, confusing or subjective.

Anderson also noted that the ordinance contained a table of acceptable decibel limits which were different for day and night which was very confusing and which also required the police officers to know the zoning districts and specific land use categories within the city. The ordinance also had confusing language in regard to decibel limits. Anderson reviewed the table of decibel limits, distances, land uses and zoning districts noting this could be really confusing.

The decibel level limitations included a sentence which read "Noise levels shall be measured on the property line or on the adjacent property." Anderson noted that it was not difficult for the subcommittee to see how these readings were confusing.

After identifying those issues the subcommittee tried to come up with something that would be easy to use and fair for everyone, according to Anderson. Noted that Teri Webb will speak to the methodology used by the subcommittee, then Larry Heinig will talk about noise levels and decibels, and finally, Anderson will explain the specific changes recommended in the proposed ordinance.

Terry Webb, subcommittee member: "The subcommittee met with the mayor, the police chief and directors and managers of the Housing Commission and Old Harbor Village. They then took a field trip to Listiak Auditorium to hear what decibel levels sounded like. Once that was accomplished, the subcommittee also wanted to hear the decibels in the open environment in which they were taken, including the ambient noises such as traffic, wind and conversation. It was thought that it would be different to experience the decibel levels in this environment rather than in a closed auditorium."

Webb noted that the subcommittee went with one of the police officers to visit the sites around the Saturday night midnight hour. "We wanted to hear what the noise sounded like, not to determine if the bars were complying with the ordinances, but to hear what seventy-five (75) or sixty (60) decibels sounded like at the establishment."

Webb observed that while four members of the subcommittee were having a quiet conversation the decibel meter spiked to about sixty-eight (68) decibels. "We went to the

different areas, and looked at the decibel levels when someone was walking down the street and saw that the drawbridge registered in the eighties. We thought it was responsible for us to go out and hear and see what different noises registered on the decibel meter. It was a windy night and we were on the drawbridge, the yacht club had a band playing, which you could hear all the way up to the drawbridge. It became evident that there were many factors.” Webb noted that the subcommittee felt best practice would be to take the readings at a predetermined place at each establishment: 1.) for consistency and 2.) because previous readings were being taken from all different places including across the street or from neighboring properties which brought in many other factors. “We felt it was important to take the readings from the same place each time.”

Anderson interjected that readings taken in the summer were around the mid-to-high fifties but when the decibel reading was close enough to rule out ambient noise the numbers rose considerably. Even ten feet (10’) away made a terrific difference.

Larry Heinig, subcommittee member: “The question we had was with all these decibel readings taken from all different places and in many different circumstances. *‘How can we use this information?’*” He explained the subcommittee used a ~~logarithm~~ *logarithmic formula* which comes with the decibel reader the city is using. The point of using the ~~logarithm~~ *formula* was to try to explain how decibel levels reduce the further the decibel reader is from the source of the noise. Heinig noted that there are limitations to this kind of formula. Being theoretical the ~~logarithm~~ *formula* does not consider every possible situation in the real world such as air density, wind speed and direction and interference of other sounds with the noise you are trying to measure. “So the subcommittee tried to work with measuring noise from a point as close as possible to the source of the noise; even then you have never completely taken into consideration other noises.”

Heinig noted that the source of noise is different from one establishment or location to another. “Black River Tavern is all enclosed so the best place would be an open window or door. Captain Lou’s is very open so you need to look closer at where the noise is being measured.” Heinig explained that the maps in the Planning Commission packet take into account the distance and other factors that need to be considered. Once the subcommittee had visited and measured sound at various sites, they tried to come up with an average that could be used with all of the sites throughout the city.

Webb pointed out that when the subcommittee first began meeting they started by looking at other cities along the lake and what levels they had set. “But after doing our research, the group questioned whether these cities actually did research and knew what a decibel sounded like or if some city somewhere set a level and maybe others just followed suit.” Webb stated that she is glad the subcommittee went out in the field and learned what these decibel levels sound like.

Anderson interjected that the majority of cities the group looked at “don’t use decibels, but still use that ‘unreasonably loud’ language, and hardly enforced the ordinance.

Smith questioned the table with average decibels and weighted decibels. Heinig explained that the weighted decibels were what the group felt those readings would convert to when measuring from a pre-determined location. Heinig explained, “It’s the same noise and the table is just showing how we come up with a different reading.”

Anderson went over the changes in the ordinance that may be proposed to the city council. "We added 'ambient noise level' to the definitions. From 1:30 a.m. to 7:00 a.m. ambient noise (around 55 – 60 decibels) would be permitted in the general area. In Section 30-29: 'Specific Prohibitions' the last line regarding reproducing sound was deleted. The decibel limit levels were changed quite dramatically. The group eliminated the table that was in the ordinance and clarified that taking the reading from different locations each time is not working; we are saying that noise levels will be measured at the property line or a specific location determined by the police chief or his representative. Because the measurements will be taken at the closer proximity, by setting a designated location where the readings would be taken, the subcommittee combined commercial and residential together – the areas where the majority of the sound is occurring. Downtown there is a mix of commercial and residential. The subcommittee decided not to recommend that decibel levels change various times during the evening. Their recommendation is that the decibel level would be raised to seventy-five (75) over the sixty (60) currently in the ordinance but would be measured at close proximity." Anderson noted that the readings taken last summer by the subcommittee ranged between sixty-eight (68) and seventy-four (74), the average reading at close proximity.

Anderson noted that the subcommittee recommends seventy-five (75) decibels around the clock in industrial areas and eliminated sections following the table which reference specific noise activities and talking about the one hundred foot (100') distance. "The goal was to have real consistency. This is how it's measured, to measure in the same spot every time to be absolutely consistent."

Regarding Section 30-31 the part concerning operation or use between 9:00 a.m. and 10:00 p.m. regarding amplifiers, loudspeakers, and similar devices, it was noted that it does not matter what the noise is if you are staying within the decibel level. The subcommittee also combined a few things regarding lawn maintenance and snow removal. Anderson noted, "We didn't want people to be unable to come home from work and mow their lawn." Anderson also pointed out that (6) *Construction sounds* has not changed "except that we have placed a limit of 100 decibels for that and limited the work to no more than two (2) hours at one time.

The biggest changes made, according to Anderson, were to take out conflicting language and vague language that is not enforceable to base the ordinance solely on decibel levels, not distances, and identify exactly where readings would be taken. "This makes it much easier to enforce; seems fair to bar owners, fair to the public and should work fairly well. The subcommittee put literally hundreds of hours into this. If you have questions for the subcommittee ask them. We cannot send this document to City Council without the full planning commission reviewing it first. Then it is up to the city council what they decide to do and what they will do." Anderson explained that the ordinance cannot be adopted or enacted without a public hearing. "We have to have at least one more before adoption can happen. The subcommittee believes the Planning Commission has fulfilled their task as assigned."

Heinig noted that we had a recommendation regarding the fine. Anderson explained that the current ordinance recommends a fine of \$50 for most things in the code. The subcommittee proposes that be increased to \$100 for a first offense.

Smith again brought up the issue of average decibels versus weighted averages. Heinig said the weighted average is louder than what is being proposed. Webb noted that the formula was used simply to reconcile the differences between the summer readings and what subcommittee members were hearing at the site as opposed to across the street or down the block. Webb further explained that the weighted averages were used to show what the summer readings would have been if taken at the proposed sites. The subcommittee was trying to reconcile the reason why the readings taken by the police officers and the subcommittee members were different.

Peterson pointed out that the people that spoke at the last public meeting should be given credit because that is what prompted the subcommittee to go into the field and hear for themselves.

Webb reiterated that the way the original ordinance was worded needed to be reconciled with what the subcommittee was hearing. In fairness to the establishments, when the reading is taken in close proximity, that is something they can control. If you are taking it from a different location there will be interference from other activities and noise.

Frost asked what the decibel reading of seventy-five (75) is comparable to, which is conversation, according to Anderson. Sixty-five (65) is approximately the ambient noise downtown. Frost does not understand why the recommendation is seventy-five (75) decibels when quiet conversation is sixty (60) and a vehicle going over the Dyckman Bridge registered eight-three (83) decibels. Why is it not higher?

The readings, according to Anderson, at the bars at midnight outside the doors were about sixty-eight (68) to seventy-three (73), so it was felt that seventy-five (75) was reasonable. Increasing acceptable levels to seventy-five (75), according to Anderson, would reflect the noise level at about what it was last year. "This doesn't change the noise level, just the decibel level because of where the readings will be taken."

Frost asked if there was discussion about allowing louder noise on Friday night and Saturday night. Heinig said one of the goals we had was to get an ordinance that was easy for the police officers to understand and enforce. To keep it simple, we concluded it was best to keep one decibel level. Anderson said changing by day of the week would still be simpler than the way the original ordinance was, changing by hour. Frost feels it makes sense to explore that, at least during the summer. Heinig pointed out you have people in residences trying to sleep; "we are trying to find a balance."

Anderson interjected that most of the people who live in condos nearby showed support at the public hearing but it was the Nichols Hotel and Old Harbor Village owners and managers that felt the music/sound was too loud and went too far into the night.

Smith questioned whether there is a big difference between a reading of seventy-five (75) and a reading of eighty (80). Peterson said the music playing was very loud right at the door. Paull explained the decibel reading is logarithmic so five (5) units means a very large change. The difference between seventy-five (75) and eighty (80) is actually significant. Paull explained the committee spent a lot of time to try to determine a reasonable level to permit the noise coming out of an establishment.

Frost noted that “reasonable” is a malleable term, as was explained, but he understands what Paull is saying. Smith asked why the averages shown using the logarithm are around one hundred (100). Heinig explained it by noting that those readings were taken at quite a distance and would have ambient noise which would make interpreting the readings we were getting very difficult.

Frost doesn’t understand why the noise at the door or the source matters. Webb explained that the readings are not proposed to be taken at the door; the maps show the locations that were determined. Heinig noted that most proposed locations are at the property line of the establishment.

Smith asked what the subcommittee’s conclusion was regarding changing to a higher permitted decibel level on Friday and Saturday. Peterson noted that the subcommittee ended up throwing out that idea after doing their own decibel level readings.

Anderson asked if the subcommittee wants to meet another time to determine whether to change the decibels on the weekends. Peterson noted that the readings were done the weekend before Labor Day, and the subcommittee rarely saw louder decibels than what is proposed. Stimson said the number we are proposing is not saying the noise level would have to be reduced. “The fact is the numbers taken from the proposed locations are what we are proposing.” Webb explained that the subcommittee used the formula only to reconcile the readings we had from the police with what we were hearing.

Stimson stated that she thinks the Planning Commission is ready to go to City Council and give them our recommendation. City Council can take it from there and implement it or not. Stimson noted that it is her understanding that this portion of the ordinance is not even in the Planning or Zoning venue, but that City Council asked the Planning Commission to put this information together and they can do whatever they want to with it.

Webb wondered about whether the subcommittee should meet again to discuss the Friday/Saturday increase. Heinig stated, “We do not have any new information.” Peterson added, “We were out on a typical Saturday night, a nice night, and we didn’t hear anything louder than what we are proposing.”

Webb asked if the subcommittee would consider raising the permitted decibel level on Friday and Saturday nights to which Heinig said he has been against that from the very beginning and that he would not consider it. Peterson said he would. Stimson said she would like to hear the reasoning. Webb said City Council can make that change if they want to. Anderson agreed. “They can accept the recommendation, not use it or change it.”

Motion by Heinig, second by Stimson to recommend the findings of the sub-committee to City Council for their consideration.

A roll call vote was taken:

Yes: Heinig, Peterson, Smith, Stimson, Webb, Paull
No: Frost

Motion carried.

Paull noted that this recommendation will go to City Council, possibly with a work session with Planning Commission. Anderson said it will be an open meeting and anyone may attend. "Then City Council will decide."

Paull: "This has been a long and arduous process and I appreciate the effort and the stick-to-it-iveness in coming up with a recommendation for City Council. I am sorry to say that I have heard that this recommendation may not go anywhere and feel bad about that as it clarifies the current ordinance and makes it easier to enforce. We will have to see where it progresses from here. It would be unfortunate if this recommendation were not implemented as a lot of work and thought has gone into this, and as chairman, I appreciate that a lot."

8. Commissioner Comments

Frost: Said the roads are nasty; drive safe if you have to go out.

Stimson: Agreed with Frost.

Webb: Hoped that the city council, when they receive this recommendation, will go out and hear decibels in their environment for themselves.

Smith: Thanked those who went on the field trip.

Peterson: Backed up what Webb said; would like council to hear what the subcommittee heard on a late night.

Heinig: Reminded that November is Prostate Awareness Month and encouraged men to have the test and have the blood test. "I am here today because I had the blood test."

Paull: None.

9. Adjourn

Motion by Heinig, second by Frost to adjourn at 8:02 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

LIBERTY HYDE BAILEY MUSEUM BOARD OF TRUSTEE MEETING MINUTES

Tuesday

November 18, 2014

7 P.M.

Board Members Present: Anne Long, Joan Hiddema, David Fenske, Olga Lewis, Rebecca Linstrom, Robin Reva, Cindy McAlear

City Council Representative Present: Clark Gruber

LHBM Interim Director Present: Michael Fiedorowicz

LHBM Facilities Manager Present: Bill Lundy

Anne Long, LHBM Board Chair, called the meeting to order. Anne called for a motion to accept the LHBM Board of Trustee Meeting minutes from the October 21, 2014 meeting.

It was moved by Joan Hiddema to accept the LHBM Board of Trustee Meeting minutes from October 21, 2014. Seconded by Robin Reva. Motion carried.

LIBERTY HYDE BAILEY MEMORIAL FUND/TREASURER'S REPORT – JOAN HIDDEMA

CHECKING ACCOUNT: \$17,429.79

DEPOSITS: \$ 2,186.26

EXPENSES: \$ 890.75

ENDOWMENT: \$13,082.75

Joan reported that \$5,000 was deposited into the South Haven Community Foundation in LHBM name. After another five years, we will be expected to deposit another \$5,000. Our name is now listed on the SHCF recruiting pamphlet and will appear on their annual appeal letter that will be going out.

LIBERTY HYDE BAILEY MUSEUM INTERIM DIRECTOR'S REPORT- MICHAEL FIEDOROWICZ

1. Mike was interviewed by Becky Kark for the South Haven Tribune this morning regarding becoming the LHBM's Interim director and the 100th Anniversary for The Holy Earth.
2. Mike submitted the South Haven Community Foundation grant on October 31. He requested \$1,600, which will provide money for the Voices from the Land program next summer, specifically for five scholarships and promotion.

3. Joan & Mike have been working out a chart of accounts and its organization for the budget process. Bobbi Otto, our accountant, has finished the 990 pf and Joan will be putting it in the mail.
4. Mike reported that as we plan for classes, exhibitions, etc. for next year he will come up with budget numbers and some plans for marketing and promotion. He said that our committees will be an important aspect of planning. We should start thinking about the next two or three years in terms of what we want to perpetuate, add to the schedule or eliminate. He said that thinking long-term will help to raise money and build a broader audience.

NEW BUSINESS

1. Motion needed to approve city/museum documents

It was moved by Olga Lewis to approve all the documents from Dickinson Wright PLLC for the LHBM Memorial Fund, Inc. Seconded by Joan Hiddema. Motion Carried.

2. South Haven Community Foundation/Liberty Hyde Bailey Museum Memorial Fund Endowment
As Joan reported we are now members of this organization so members and the public can make endowments and contributions to this fund in our name. All money collect goes toward our organization and can help us collect the next \$5,000 needed in the next five years.
3. Motion needed to endorse John Linstrom's museum affiliation; Bailey Fellow

The Bailey Foundation Fellows Program, established on November 18, 2014, by the Liberty Hyde Bailey Museum Memorial Fund, Inc., (also known as the Liberty Hyde Bailey Foundation), recognizes scholars and public intellectuals who are actively researching the life and work of Liberty Hyde Bailey in ways that develop and publicize Bailey's complex legacy in the twenty-first century. Bailey Foundation Fellows may receive financial support from the Program in order to aid in original research, publication, exhibit curation and other scholarly activities directly related to Bailey's life and work. The Liberty Hyde Bailey Museum Memorial Fund, Inc., reserves the right to determine the acceptance, duration and financial supports given to this program. The Bailey Foundation Fellows Program is committed to academic freedom and integrity and to ensuring that Bailey's significant place in the history of American agrarianism, horticulture and environmentalism remains vital in academic and public discourse.

It was moved by Joan Hiddema to accept The Bailey Foundation Fellows Program. Seconded by Robin Reva. Motion carried.

It was moved by Joan Hiddema to endorse John Linstrom as the first Bailey Fellow to be affiliated with The Bailey Foundation Fellows Program. Seconded by Robin Reva. Motion carried.

4. Original 1862 Land Deed restoration
Graphic Conservation in Chicago is now holding our 1862 Bailey Sr. Land Deed waiting to hear if we want to restore this very rare and valuable article. It will cost \$1,990 to restore it.

It was moved by Joan Hiddema to restore the Bailey 1862 Land Deed with a copy for \$1,990 by Graphic Conservation. Seconded Becky Linstrom. Motion carried.

Anne Long and Robin Reva will visit Graphic Conservation in Chicago. They will also look into purchasing a light and vacuum to restore our LHB books. Graphic Conservation will train one person for free to learn this skill.

5. Holy Earth 2015 Exhibit – John Linstrom is willing to be our guest curator for this event. The opening for the 100 year Anniversary of the Holy Earth could be our big event this coming season by holding it on the museum grounds and serving food & wine.
6. December Meeting – Christmas Party at Anne Long's House December 16th 6:30 P.M. Please bring a dish to pass, BYO, and a white elephant gift for each person attending (Sandy's rules this year! Please let Anne know if you are planning on attending.

CONTINUING BUSINESS

1. Approval and adoption of committees with trustee placement on each committee – ON Hold for the January meeting.
2. Arts and Antique Show – Going very well but the weather is not cooperating. Robin Reva has done a beautiful job with changing the Woodshed into a Holiday market place. The museum is also selling poinsettias and nature toys for children.

FLOOR

1. Olga Lewis suggested that maybe we can have a program here at the museum on how to restore our family heirlooms.
2. Bill Lundy informed us that a new phone will be installed by Frontier as suggested by Tyco Alarm System. Bill will also be doing some temporary repairs in the bathroom, like a new faucet. He mentioned that we need a new door leading to the event room. It should be replaced with an outside door.
3. Robin Reva thanked everyone for their support with the Holiday Art and Antique Show.
4. David Fenske brought up that it would be nice to have a reciprocal agreement with Sarett, Fernwood and The Kalamazoo Nature Center. We will look into this.
5. Cindy McAlear reported that the membership stands at 185 and 25 people have contributed to the Annual Appeal Drive so far bringing in \$1,400. She suggested that we talk to Paul Rood about telling his stories about LHB and the fruit growers in the area. She mentioned that Maynard Kaufman will be selling his book at the museum and Joan Donaldson is knowable about Spencerian Script which would be fun to do at the museum. Joan Hiddema asked Maynard to bring his books in to sell. Anne, Becky, and Joan brought up that maybe we can get Joan Donaldson to do Valentine program using Spencerian Script.
6. Becky Linstrom would like to see the museum sponsor one winter event a year with the North Shore School, maybe at Sarret Nature Center. Anne and Becky will talk more about this.

It was moved by Joan Hiddema to adjourn.

8:40 P.M.

Respectfully submitted by,

Cindy McAlear, Board Secretary

Brownfield Redevelopment Authority

Special Meeting Minutes

Monday, November 24, 2014
4:00 p.m., Council Chambers



City of South Haven

1. Call to Order by Bolt

2. Roll Call

Present: Erdmann, Gawreliuk, Henry, Klavins, Rainey, Schaffer, Bolt
Absent: Herrera, Kerber, Valentine

3. Approval of Agenda

Motion by Henry, second by Schaffer to approve the November 24, 2014 Special Meeting Agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – July 14, 2014

Motion by Schaffer, second by Henry to approve the July 14, 2014 Regular Meeting Minutes as written.

All in favor. Motion carried.

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

None

6. Financial Report

VandenBosch gave an overview of the Financial Report.

Motion by Erdmann, second by Schaffer to approve the financial report.

All in favor. Motion carried.

7. Brownfield Report

VandenBosch noted that his recommendation is to approve reimbursements to Lago Blue and Roland J. Peterson, LLC.

Motion by Gawreliuk, second by Erdmann to approve the payments of reimbursements of \$18,099.89 to Lago Blue LLC from the Erie Street (Central Lofts) brownfield plan and a reimbursement of \$7,314.65 to Roland J. Peterson, LLC and Peterson Land Company, Inc. from the 1070 Indiana Avenue (National Motors) brownfield plan.

All in favor. Motion carried.

8. Adjourn

Motion by Henry, second by Gawreliuk to adjourn.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Local Development Finance Authority

Regular Meeting Minutes

Monday, December 8, 2014
4:00 p.m., Council Chambers
South Haven City Hall



City of South Haven

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

2. Roll Call

Present: Erdmann, Gawreliuk, Henry, Kerber, Klavins, Rainey, Valentine
Absent: Bolt, Herrera, Schaffer

3. Approval of Agenda

Motion by Klavins, second by Rainey to approve the agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – July 14, 2014 Regular Meeting

Motion by Henry, second by Klavins to approve the July 14, 2014 regular Meeting Minutes as written.

All in favor. Motion carried.

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

None at this time.

6. Financial Report

VandenBosch reviewed the financial report.

Motion by Erdmann, second by Klavins to accept the financial report.

All carried.

7. Economic Development Report

McCloughan presented a report on Economic Development.

8. Water Tower Painting Project

VandenBosch reviewed the backstory on the water tower. After an inspection, preventative maintenance/touch-up was recommended. The request today is for \$10,225 to Dixon Engineering, who will put the bid specs together and monitor the work as it goes on.

Valentine clarified the total cost.

Motion by Henry, second by Erdmann to contract with Dixon Engineering to put the bid specs together and monitor the work.

All in favor. Motion carried.

9. 220 Aylworth Agency Agreement

VandenBosch gave an overview regarding the previous contract with Bradley, noting that this agreement with NAI Wisinski is very similar but does have an additional fee. VandenBosch explained that the reason for the change is the agent, Dane Davis, moved to the latter agency.

Dane Davis, NAI Wisinski of West Michigan. Stated the firm he is now affiliated with is out of Grand Rapids. Advantages include more connectivity with lead referrals and collaboration with agencies. Davis pointed out that the combined experience which forms NAI North America International allows us to reach out to many different markets and to market to different areas. "We feel it's better for our team and for our clients."

Valentine asked how this affects the current offer to which Davis responded this change of firm "won't affect the current offer at all." Part of Davis' withdrawal agreement with Bradley was to take his clients with him. VandenBosch noted he would like something in writing since the offer was with the previous agency.

Rainey noted the difference between residential and commercial listing. Davis said it was very good of the previous agency to let them take their listings with them, noting, "We have substantial time and effort into this, but the minimum commission would be \$5,000."

Valentine asked if partial lot sales would also be \$5,000. Klavins explained the commission is 7.5% with a minimum of \$5,000. Davis noted it will be tremendous work to bring one closing.

Rainey asked about the advantage with the new agency to which Davis responded it is international so we have the local, regional and global coverage.

VandenBosch noted that today he would like approval of the contract.

Motion by Henry to approve the agency agreement with NAI Wisinski of West Michigan.

Compton noted there is a co-broker agreement with Berkshire Hathaway to allow her broker and Davis' broker to share the commission.

Klavins asked how many people she has shown it to. Compton stated she has contacted about sixty (60) people; has been in contact with the current potential buyer about a dozen times. Davis comes over from Kalamazoo to meet with potential buyers, contractors, etc.

whenever Compton cannot be there. Compton noted she has physically at least fifteen (15) other times been in that building; meeting with contractors to get an idea of what needs to be done to bring the building up to speed.

Klavins noted that Compton and he work together but they do not talk about this type of thing in the office for ethical reasons. Valentine suggested that Klavins abstain from the vote, to which Klavins agreed.

Valentine noted there is a motion on the table.

Second by Rainey.

Klavins abstained.

All others in favor. Motion carried.

10. 220 Aylworth Purchase Offer

VandenBosch wants to know if the group feels this offer is a move in the right direction, noting that he would like to put together a sub-committee to look at cost estimates and put together a recommendation to the full board for a counter offer or to accept the offer as it sees fit. That is the direction VandenBosch would like to go.

Fox group has offered \$275,000, stating they will preserve forty jobs locally and create an additional fifty (50) jobs.

Likely to be a Brownfield Authority request to get asbestos removal funded. They want to do future incentive requirements, probably coming to the MEDC, potentially the United States Department of Agriculture (USDA) but probably the Brownfield and LDFA may be asked to support this project with economic development incentives. VandenBosch noted that it is important that we try to clarify what those incentives are before we approve any final purchase agreement.

VandenBosch noted that the things the city has been asked to do: restore electric service, transformers and meter; resurface part of the parking lot and removal of asphalt from another part and make fire suppression operable. Details of the requests are in the handout you have. Staff is working to put together an estimate of what it will cost. When we have that number the subcommittee could meet, look at the hard numbers and see what the agreement would be costing us. VandenBosch noted that we could also start working with the MEDC and find out how much the state would be willing to pay to help with items we are being asked to undertake.

Offer is fairly low and VandenBosch expects the cost to be \$200,000 to \$500,000. If there is job creation the MEDC can make money available at the rate of \$10,000 per job. If it is fifty (50) jobs, we could have a million state-funded to do infrastructure type items. Because of the complication of responding to this offer, VandenBosch is looking for a sub-committee to look at this, possibly meet with the prospective buyer and work through the details.

Henry asked what kind of business this is. VandenBosch noted that it is West Michigan Flocking, an auto parts company that does injection molding and blocking (adding a fabric coating to plastic or fabric interior automotive parts).

In response to a query by Henry about West Michigan Flocking's reputation, McCloughan noted they have been in the city for around fifteen (15) years, noting that it is a niche market. McCloughan said the owner was in Fennville, and came here to grow his business, and commutes from Grand Rapids to South Haven daily; "I've never seen the weather stop him."

Erdmann asked if he will use the whole building to which VandenBosch responded that the prospective buyer is asking for the entire property.

Klavins asked about the survey requirement. VandenBosch responded that the city has a survey so could get that recertified.

Following a question by Kerber regarding control of the injection molding process, McCloughan noted that the firm does occasional injection molding projects but not as much as formerly.

Cindi Compton, Berkshire-Hathaway. Interjected that West Michigan Flocking is operating out of the old Clarion building but needs to move from that location. McCloughan added that the potential buyer has had conversation with someone who wants him to build a new building and be their tenant but "We would like to see him at this location."

Klavins questioned whether any existing special assessments exist on the subject property to which VandenBosch responded, "Not on the Bohn Building."

Henry commented that the potential buyer's list of requirements is quite substantial. VandenBosch responded that it is hard to say what the cost will be to fulfill the requirements until an estimate is obtained, noting that at least some of the items are not huge dollar amounts. For example, VandenBosch has learned that restoring the gas service would be less than \$1,000. Removal of old electric poles is not going to be a lot. Until we really know the cost it is hard to respond to the offer.

Gawreliuk, asked about infrastructure to which VandenBosch responded that is the type of cost the Michigan Economic Development Corporation (MEDC) will potentially cover. VandenBosch needs the estimates before he takes a package to the MEDC, noting that the city/LDFA has done this type of arrangement for a number of companies, VandenBosch thinks this will be a successful project as long as the buyer will agree to the job creation.

Klavins asked if the potential buyer will be willing to agree to extend the length of time to receive a counter-offer.

Davis said the potential buyer has hired an attorney to help him with approaching the state. Davis' agency has also asked the potential buyer, Mr. Fox, for information regarding his banking relationship. Fox indicated that the bank is on board with what he is trying to accomplish, according to Davis. VandenBosch's recommendation to have a sub-committee is good.

Regarding a comment by Valentine about the length of time needed to respond to the offer, Davis thinks the buyer realizes that it will take time. Davis noted that Fox was getting pretty good pricing from his contractor to work during the winter.

Henry commented that having a steering committee makes sense to him; there is a lot on the table with very little specificity. "We want to make sure we understand the proposal."

VandenBosch asked for volunteers for the sub-committee. Kerber and Henry volunteered. Valentine asked about Bolt's potential attendance to which VandenBosch responded that he is either gone for the winter or leaving soon. Erdmann volunteered. VandenBosch asked if there was anyone else. Valentine volunteered. Davis, NAI Wisinski, said he would be happy to meet with the sub-committee at any time. VandenBosch noted that the sub-committee can also utilize conference calling.

Motion by Rainey to set up a subcommittee, second by Klavins to further evaluate the cost. All in favor. Motion carried.

Henry asked about time frame. VandenBosch said we would be doing good to have the recommendation to the full board in thirty (30) days. Davis noted that he will reach out to Mr. Fox and make sure he is okay with the time line.

After a question from Erdmann, VandenBosch enumerated some of the steps: working with the MEDC, meeting with the purchaser about incentives. It was noted that it is good to lay that out requirements before the purchase agreement. Henry said the sticking point is always the number of jobs. Job creation is very important. It will be helpful, according to Erdmann, to know how the buyer will arrive at that number of jobs. Valentine added, "And is he willing to commit to it?" Based on Valentine's husband's experience, the prospective buyer could lose incentives if he does not meet the target.

11. General Comments

There were none.

12. Adjourn

Motion by Henry, second by Rainey to adjourn at 4:40 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom,
Recording Secretary

Parks Commission

Regular Meeting Minutes

Tuesday, December 9, 2014
6:00 p.m., Council Chambers



City of South Haven

1. Call to Order by Reinert at 6:00 p.m.

2. Roll Call

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

3. Introduction of Commissioner McAlear

At Reinert's request McAlear briefly introduced himself and was welcomed by the board.

4. Approval of Agenda

Motion by McAlear, second by Toneman to approve the December 9, 2014 Regular Meeting Agenda moving item #9 to before Item #7.

All in favor. Motion carried.

5. Approval of Minutes for the Record – October 14, 2014

Motion by Cobbs, second by Toneman to approve the October 14, 2014 Regular Meeting Minutes as written.

All in favor. Motion carried.

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

None at this time.

6a. (was 9). Commission will be requested to review the donation of a sequoia tree to be placed in Stanley Johnston Park.

Jon Jillson, 854 Phoenix Street. Recounted how he became aware of the Archangel Ancient Tree Project in Copemish, Michigan and expressed his wish to donate a Sequoia tree to the City, within Stanley Johnston Park.

Halberstadt pointed out the map in commissioners' packet on page 34 or 35 showing the approximate proposed location.

Discussion ensued regarding whether Sequoia trees will grow in Michigan. Halberstadt noted that links are included in the packet. Jillson is aware of a Sequoia tree on Lyons Street that has been there many years.

Halberstadt talked to the City Arborist, Aaron Priebe, who feels the tree will do well here.

There was discussion of when and by whom the tree would be planted. Jillson also expressed his desire to place a plaque at the base of the tree eventually in memory of his father's service to the city.

Reinert indicated that a plaque would require future review and approval by the Commissioners.

Motion by Moore, second by Cobbs, to accept the donation of the Sequoia Tree.

All in favor. Motion carried.

Reinert thanked Jillson on behalf of the city.

REPORTS

7. Grant Application Status

Halberstadt explained that he put this grant information in the packet for commissioners to be aware of progress with several grants the city has applied for. This information was part of one of the City Manager's weekly updates to City Council a few weeks back.

Halberstadt informed that three grants were applied for: Michigan Natural Resources Trust Fund was for the North Beach Improvements. The City was not awarded this grant and staff is already looking at the application to determine how to get the score higher during the next application period.

The other two, according to Halberstadt, have not been awarded yet. The city applied for a Michigan Recreation Passport Grant to increase accessibility and safety at the Optimist Tot Lot and a Land & Water Conservation Fund Grant for expansion and improvements at Black River Park including riverbank stabilization, a fishing platform and a paved parking lot. After reviewing the latter two projects, Halberstadt stated there is still a possibility the city may get awarded one of those.

Moore asked how the scoring works. Reinert explained it is very detailed and the City has been very successful at getting grants. Halberstadt noted that the city has received three (3) awards under the Michigan Natural Resources Trust Fund.

Halberstadt stated that if the city is awarded either of the latter grants before the next meeting he will email the Parks Commissioners.

Toneman brought up the splash pad discussed at previous meetings, noting that everyone he has talked to has been very excited about it. Toneman hopes it will get added back to the

South Beach. Halberstadt knows the City has been looking at the design and location; assured it's definitely a project the City wants to do but where to get the funding is the issue. Toneman pointed out the benefits for beach goers when going in the water is too cold.

Halberstadt noted that the packet also includes information on a grant application staff is currently working on which would create accessibility at the Black River Park Boat Launch area. "It's an application to Coastal Zone Management to install a barrier free area for handicapped to launch their kayaks," Halberstadt noted, adding that the application is being submitted this month. Commissioners were enthusiastic, noting that this installation would make launching a kayak easier for the inexperienced able-bodied person as well.

8. South Beach Concession Stand/Restroom Improvements

Halberstadt informed that staff is getting started with design improvements to the area of the restrooms and temporary concession stand at the South Beach. Noted that the concessionaire and the city worked to establish a temporary concession when the old South Beach Concession stand was torn down to allow the new water filtration plant to be built. Halberstadt informed that the concessionaire likes the temporary location; business has improved since he has been in that location, due to accessibility for people using the Harbor Walk and walking out on the pier. Halberstadt said staff is looking at rehabbing and possibly expanding the existing restroom to add more toilets as the current facility seems undersized at certain times during the season. After questions, Halberstadt informed that staff has talked of either rehabbing the pavilion or building a new building for the concessions.

Reinert questioned how long the concessionaire is willing to be in a temporary facility and whether the concessionaire wants to be in a permanent facility. Halberstadt noted that it is in the concessionaire's contract for the city to provide a permanent facility. After a question regarding how long the concessionaire's contract is, Halberstadt explained that when the old facility was torn down, part of the revised contract included giving the concessionaire a rather lengthy extension on his contract.

Halberstadt reminded that GMB Architecture + Engineering has been retained to assist in creating a master plan for the redevelopment of the restroom and pavilion area and will be holding a design charrette at the January meeting with the Parks Commission. Reinert noted that it would be good if as many of the commissioners as possible be in attendance. Discussion ensued regarding availability during the winter months.

NEW BUSINESS

9. Commission will be requested to review the donation of a sequoia tree to be placed in Stanley Johnston Park.

During Agenda approval this became Item 6a.

10. Commission will be requested to establish a schedule for Regular Meeting Dates for the 2015 Calendar Year.

Discussion ensued about the necessity for establishing such a schedule.

Motion by Moore, second by Toneman to approve a schedule for the Parks Commission to meet on the second Tues of each month.

All in favor. Motion carried.

11. Commissioner Comments

Cobbs: None

Toneman: None

Moore: Asked about the Newcomb Beach overlook donor. Halberstadt said he has contact information to get in touch with the donor and discuss putting off the donation until after the sewer project, as discussed previously.

Asked for an update on the results of the evaluation of Kids' Corner. Halberstadt stated that he met with the representative from the Leathers group briefly and is waiting for the results of the report. After questions regarding the sub-committee formed, Halberstadt noted that if there is a recommendation for safety improvements, then the sub-committee will be meeting to determine what needs to be done.

Asked for the status of the Black River Park project. Halberstadt says we need to bring that plan back to the board for discussion. Halberstadt has met with the Celery Pond Advocates. There has been discussion regarding the no-mow grass as recommended by Cornelisse. Halberstadt noted that the City has some ordinances about grass height so he is not sure planting grass that will only be mowed twice a year is going to be acceptable.

Asked about an article that was published in the city newsletter with a picture of the Dyckman Beach Access. Stated that it was not easy to understand. Halberstadt pointed out that it was the same graphic that the board saw and agreed that it might be difficult for the public to understand.

White: Wondered why the Parks do not have decorative lights during the holiday season. Discussion ensued regarding who pays for and installs the lights and where. Donations are solicited for downtown decorative lighting. After discussion it seemed clear that the bottom line is that parks workers are temporary seasonal employees and not available to install lights in the winter and the bottom line is funding. It was pointed out that the ice rink is nicely decorated and a good draw during the winter months.

Reinert: Informed that the Maritime Museum is working on the Harbor Walk markers in collaboration with the city; locating sponsors and replacing all of the existing markers and adding a couple more. These markers are reminders of the city's historical background and provide a new fresh look. There is a sample sponsored by and located near Old Harbor Inn that is very attractive and easy to read. Reinert added that developing sponsors has not been difficult.

Moore: Noted that Southwest Michigan Land Conservancy's Pilgrim Haven project is nearing the end; this is twenty (20) acres on the beach south of town. Noted they also have one hundred twenty (120) acres on 8th Street that will soon be open to the public. Phase 1 trails are complete and work is starting on phase 2 now. This easily accessible property is on the Black River about a mile from South Haven.

12. Adjourn

Motion by McAlear, second by Moore to adjourn at 6:39 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom,
Recording Secretary

LIBERTY HYDE BAILEY MUSEUM BOARD OF TRUSTEE MEETING MINUTES

Tuesday

December 16, 2014

7 P. M.

Board Members Present: Anne Long, Joan Hiddema, Becky Linstrom, Robin Reva, Cindy McAlear

Board Members Absent: Olga Lewis, David Fenske

City Council Representative Present: Clark Gruber

LHBM Interim Director Present: Michael Fiedorowicz

LHBM Facilities Manager Present: Bill Lundy

Anne Long, LHBM Board Chair, called the meeting to order. Anne requested a motion to table the December meeting agenda until January.

It was moved by Joan Hiddema to table the present agenda concerning new and old business until the January 2015 LHBM Board Meeting. Seconded by Clark Gruber. Motion Carried.

Meeting adjourned.

Respectfully submitted by,

Cindy McAlear, Board Secretary

Liberty Hyde Bailey Museum Memorial Fund, Inc. "Foundation" Meeting Minutes

Tuesday

January 20, 2015

7 P.M.

Board Members Present: Anne Long, Joan Hiddema, Becky Linstrom, Bill Lundy, Melanie Gleiss, Olga Lewis

Board Members Absent: Cindy McAlear (excused)

Honorary Trustee Present: David Fenske

City Council Representative Present: Clark Gruber

Interim Director Present: Michael Fiedorowicz

Anne Long, Foundation Chair, called the meeting to order and called for a motion to accept November 2014 minutes. Motion by Lewis, seconded by Hiddema. Motion carried.

Treasurer's Report-Joan Hiddema

Checking Account balance: \$18,705.56

"McNeil" Endowment Balance: \$13,087.44

South Haven Community Foundation LHBM Endowment Fund: \$5,000

Treasurer Hiddema reported that she will investigate investment possibilities with Morgan Stanley using the McNeil monies. Additionally, a summary of our insurance coverage was given and conditions of special events. The insurance paperwork is on file at the museum.

Interim Director's Report- Michael Fiedorowicz

1. Recent newspaper coverage and releases sent to other agencies.
2. Michigan Council for Arts and Cultural Affairs grant.
3. Calendar of Events: Several events in place, others in progress.
4. Organization Chart presented for trustees for creation of committees.
5. Budget: Structure is being planned by Hiddema and Fiedorowicz

New Business:

1. New Trustees, William Lundy, Melanie Gleiss, and John Stempien were welcomed. Their terms are January 2015- January 2018 and they can serve a second term from January 2018- January 2021.
2. David Fenske: Is now an Honorary Trustee and Bailey Master Gardener in Residence
3. Evie Kirkwood will be working with the board and identified community members to do strategic planning. Date to be set in June. SWOT to be done late April.
4. Further Meeting Dates: It was agreed to continue board meetings on the third Tuesday of each month at 7 P.M. at the museum. Trustee Stempien will be electronically attending.

Floor:

1. Trustee Linstrom reported on the summer program, Voices from the Land. She has secured a grant that will stipend five teachers to this workshop. The workshop is open for registration and offers CEUs for educators. Attendance is capped at 25 participants. Further discussion was held pertaining to an Earth Day program that will be underwritten by the Foundation to be held at North Shore Elementary. She stated that Outdoor Education committee meetings would be held on Tuesday evenings at 7 P.M. on site.
2. Trustee Lewis made a confused request for a "Balance Sheet". A balance sheet shows Assets and Liabilities, and it was pointed out by Treasurer Hiddema that the Foundation's only real asset is the cash in our bank accounts, The Foundation does not own the building or the property, the City does. The current bank balances were in the January Treasurer's report, as they are every month. After discussion, it was determined that what Trustee Lewis wanted was a check register of the past month's activities included in this month's minutes since we now have a new board, new bylaws and an agreement with the city.
3. Honorary Trustee Fenske reported that he has purchased Mason bees and would like to renovate the Herb garden area. He has asked Master Gardener Steve Small to serve his required volunteer hours at the museum. Lastly, he is working to identify a person who is an authority on book restoration.

Meeting adjourned.

Respectfully submitted by,

Anne Long, Board Chair



Agenda Item 6

Animal Control Ordinance Amendment

Background Information:

The City Council will be asked to consider approval of two ordinance amendments related to animal ownership and animal control. The ordinances reflect recommendations made by the city's Planning Commission.

Over the past year, the city's Planning Commission has reviewed the city's adopted animal control ordinances, with focus on the sections related to dogs. A subcommittee of the Planning Commission was formed to review the ordinance language, and sought to determine if the language was clear and enforceable. The committee sought input for the South Haven Police Department. After review, the Planning Commission made a series of recommended changes to the ordinances. Attached is a summary of the Planning Commission's findings.

The first proposed change to an ordinance would seek to amend Chapter 6 of the Code of Ordinances to more clearly define the public areas where animals are allowed while under reasonable control. As currently written, Section 6-2 prohibits allowing animals to be "in any public park or recreation area, public building, or *any building or area which is open to the general public.*" Literally construed, the italicized language makes it unlawful to walk a dog on a City street or sidewalk, or even to take a dog to a designated dog park. The proposed ordinance would narrow the list of places where animals are generally prohibited to include only public parks, public beaches, and public buildings. The ordinance also authorizes the City or private property owners to prohibit animals in other areas by posting signs to that effect. The signage may specify particular animals that are prohibited, or particular times of day when the prohibition applies. The ordinance also repeals unnecessary and redundant provisions in Section 6-3, which pertains to animals at large and dogs in heat.

The second ordinance amends Section 1-16 to increase the fines for first and second violations of Chapter 6 that are designated as municipal civil infractions. The fine for first offenses would be raised from \$50 to \$100, and the fine for second offenses would be raised from \$100 to \$150. The City Charter requires that when a code section is amended, the entire section must be restated in full in the amending ordinance. To eliminate the need for readopting all of Section 1-16 whenever a change is made to the fee schedule, the proposed ordinance moves the fee schedule to a newly created Section 1-16a.

Please note; at the January 19th regular meeting of the City Council, members of the Council expressed concern about the ordinance implementation, and the potential for making certain sidewalks inaccessible for dog walkers. Specifically, the walking routes along the sidewalks adjacent to the city's North Beach and South Beach were points of discussion. Council members noted that the public often use these walks as an extension of the city's Harbor walk.

Staff worked with the city's attorney to modify the ordinance language to address these walking routes. As written, the modified ordinance language will allow animals to be walked on paved sidewalks and pathways at the city's beaches and in other public parks, so long as the animal is not under a covered area (e.g., the city's Farmers' Market.) Further, the city's Police Chief has reviewed the language and inquired about the ordinance's definition of "reasonable control." The ordinance defines "reasonable control" as being:

"Restraining the animal on a suitable leash in all places other than the property of the owner. A dog need not be leashed when on the property of the owner so long as the animal is kept under the oral control of the owner. Reasonable control of any animal other than a dog shall mean restraining such animal on a suitable leash in all places including the property of the owner. Reasonable control of fowls shall mean a cage, pen, fenced area or other enclosure which confines the fowls to such enclosure. Animals which are confined to a dwelling, building, cage, pen, fenced area, or other enclosure, or which are confined in a closed motor vehicle or shipping receptacle, shall be presumed to be under reasonable control."

Finally, staff worked with the city's attorney to further modify the ordinance language to address the issue of "reasonable control." In an effort to address concerns voiced by the Police Chief, the attorney has inserted the following statement:

"Allow such animal outside the boundaries of the property of the owner or person having possession, charge, custody, or control of that animal unless the animal is under reasonable control, **as that term is defined in section 6.1.**"

With the changes made to the proposed ordinance amendment, staff believes that the ordinance is now ready for the City Council's adoption.

Recommendation:

The City Council should consider motions to approve amendments to the following sections of the city's Code of Ordinances:

1. Chapter 1 of the Code of Ordinances, Sections 1-16.
2. Chapter 6 of the Code of Ordinances, Sections 6-2 and 6-3.

Support Material:

Staff Report RE: Planning Commission Recommendations
DRAFT Ordinance Amendment, Chapter 1 of the Code of Ordinances, Sections 1-16
DRAFT Ordinance Amendment, Chapter 6 of the Code of Ordinances, Sections 6-2 and 6-3



City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499
Telephone (269) 637-0760 • Fax (269) 637-5319

MEMORANDUM

To: Brian Dissette, City Manager
From: Linda Anderson, Zoning Administrator
Re: Dog Ordinances
Date: December 11, 2014

On July 30, 2014, a subcommittee of the planning commission met to discuss the city's animal control ordinance, most specifically the sections related to dogs (Chapter 6, Article II, Dogs). This meeting was held in response to complaints by certain citizens that the regulations as currently adopted did not provide adequate protection for residents. The subcommittee asked that the deputy police chief also attend the meeting to discuss her experiences enforcing the current code. The group began the meeting with a review of existing city codes related to animals. A review of zoning ordinance and city codes follows:

The zoning ordinance does not include penalties for allowing a dog to run free or to exhibit threatening behavior. It does limit the number of dogs which may be owned outside of a licensed kennel as five (5).

Sec. 201.11. Kennel, Commercial: *Any lot or premise on which five (5) or more dogs, cats, or other household pets four (4) months of age or older, are either permanently or temporarily boarded for remuneration, breeding, training, transfer or for sale purposes.*

The city code of ordinances includes detailed explanation for what is expected of dog owners in the city. The code states that a dog owner shall at all times have reasonable control over their dog(s). This reasonable control is defined as:

Reasonable control of a dog means restraining the animal on a suitable leash in all places other than the property of the owner. A dog need not be leashed when on the property of the owner so long as the animal is kept under the oral control of the owner. Reasonable control of any animal other than a dog shall mean restraining such animal on a suitable leash in all places including the property of the owner. Reasonable control of fowls shall mean a cage, pen, fenced area or other enclosure which confines the fowls to such enclosure. Animals which are pen, fenced area, or other enclosure, or which are confined in a closed motor vehicle or shipping receptacle, shall be presumed to be under reasonable control.

It is also prohibited for dog owners to allow their pets to run loose or to damage or trespass on properties not belonging to the owner.

Sec. 6-3. *It shall be unlawful for an owner of an animal to permit or allow the animal to run at-large in any public street, lane, alley, sidewalk, or other public place or area set apart for use by pedestrians or for vehicular traffic or parking.*

Sec. 6-5. *It shall be unlawful for a person who owns, harbors or keeps, or who is the custodian of an animal to permit or allow such animal to destroy or damage, or to trespass upon, the property of another person.*

Vicious and dangerous dogs are not specifically prohibited in the city but the ordinance states that such animals are not allowed to roam loose or attack another person or animal.

Sec. 6-32. *Every fierce, dangerous or vicious dog, or bitch while in heat, and every dog with a contagious disease, when running at large, is a public nuisance. It shall be the duty of the county animal warden or any peace officer to take up and confine any such dog, or, if necessary, to kill such dog at once, whether or not the same may be licensed. Every dog shall be deemed fierce, dangerous or vicious that shall run after, chase, or bite or attempt to bite any person.*

Sec. 6-36. *No person shall keep any dog known to be vicious and liable to attack and injure human beings unless such dog is securely kept so as to prevent injury to any person.*

Discussion was held regarding breed specific ordinances and all attending were in agreement that such ordinances are often deemed unenforceable and largely held to be illegal. The deputy police chief stated that she has compiled some case summaries showing how that type of ordinance is being perceived as discriminatory against dog owners and showing how courts have handled challenges to the ordinances. Communities adopting this type of ordinance are often required to have the DNA tested of dogs suspected to be violent to determine the specific breed of the dog and whether that breed is outlawed.

The deputy police chief talked about the processes the police have in place for issues like dog bites. She said that serious injuries and attacks by dogs in South Haven are extremely rare. The members of the subcommittee discussed a recent animal threat and all believed the ordinance worked well in addressing that particular incident. There are also a group of police officers in town, including the deputy chief, who will be taking U.S. Humane Society training so they can assist the humane society when they are overburdened with animal complaints.

The idea offered by a citizen that dog owners be required to build fences around their property was dismissed as being too costly and likely not legally defensible. It was also noted that some dogs would easily dig their way out of a fence.

Subcommittee members agreed that the ordinance as written is adequate and may need just minor adjustments. They also thought the fines should be increased to provide further incentive for pet owners. The specific changes recommended by the subcommittee follow:

Section 6-2b reads, "It shall be unlawful for a person who owns, harbors or keeps, or who has custody of an animal to permit or allow the animal to enter or remain in any public park or recreation area, public building, or any building or area which is open to the general public. That an animal may otherwise be under reasonable control shall not constitute a defense to prosecution under this subsection" (This

section should have some clarifying language added to allow dogs in public places when on a leash. The subcommittee members believe this is the intent of the section but the wording is confusing.)

Section 6-3b, which reads “(b) It shall be unlawful for a person who owns, harbors or keeps, or who has custody of a female animal in heat to permit such female animal to go outside a dwelling, building, cage, pen, fenced area or other enclosure unless effectively held on a leash”. (Since police officers are not usually medically trained to know when an animal is in heat by sight only, this section may be hard to enforce. Further, since other sections of the code prohibit animals from running loose, this section may not be necessary.)

Part II, Chapter 1, Section 1-16, Municipal Civil Infractions, sets the fine for a first offense of the animal control ordinance at \$50.00. The subcommittee recommends increasing the fine for first offense to \$100.00.

Please let staff know if further information is needed.

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 6-2 AND REPEAL SECTION 6-3 OF THE
CODE OF ORDINANCES, CITY OF SOUTH HAVEN, MICHIGAN CONCERNING
ANIMALS**

The City of South Haven Ordains:

Section 1. Amendment. Section 6-2 of the Code of Ordinances, City of South Haven, Michigan, is amended to to read as follows:

Sec. 6-2. Animals outside the property of the owner.

- (a) No person owning or having possession, charge, custody or control of any animal shall:
 - (1) Allow such animal outside the boundaries of the property of the owner or person having possession, charge, custody, or control of that animal unless the animal is under reasonable control, as that term is defined in section 6-1.
 - (2) Bring or allow such animal to be in any public park, public beach, or building open to the public, except when: (1) the presence of such animal is expressly permitted by posted signage; or (2) the animal is on a paved sidewalk or walkway outside of any building or covered area.
 - (3) Bring or allow such animal to be in any area, whether publicly or privately owned, where its presence is prohibited by posted signage.
- (b) The prohibitions in subsections (a)(2) and (a)(3) do not apply when the animal is a fully trained service dog that is assisting a person.
- (c) Any person who violates this section shall be responsible for a municipal civil infraction.

Section 2. Repeal. Section 6-3 of the Code of Ordinances, City of South Haven, Michigan, entitled "Animals running at large prohibited," is repealed.

Section 3. Publication and Effective Date. The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect 10 days after its adoption or upon publication of the notice of adoption, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

[Certification on Next Page]

CERTIFICATION

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

Robert Burr, Mayor

Amanda Morgan, City Clerk

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

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 1-16 AND CREATE A NEW SECTION 1-16a
OF THE CODE OF ORDINANCES, CITY OF SOUTH HAVEN, MICHIGAN TO
PROVIDE FOR AND SET FINES FOR MUNICIPAL INFRACTIONS**

The City of South Haven Ordains:

Section 1. Amendment. Chapter 1, Section 1-16 of the Code of Ordinances, City of South Haven, Michigan, is amended to read as follows:

Sec. 1-16. Municipal civil infractions.

- (a) Definitions. For purposes of their use in this section, the following words and terms are herein defined. Any word or term not herein defined shall be considered to be defined in accordance with its common or standard definitions.
- (1) *Act* means Act No. 236 of the Public Acts of 1961, as amended.
 - (2) *Authorized city official* means a police officer or other personnel of the city authorized by ordinance to issue municipal civil infraction citations or municipal civil infraction violation notices.
 - (3) *Bureau* means the City of South Haven Municipal Ordinance Violations Bureau as established by this section.
 - (4) *City ordinance* means the City of South Haven Code of Ordinances and all other ordinances adopted by the City of South Haven.
 - (5) *Municipal civil infraction* means an act or omission that is prohibited by ordinance of the city, but which is not a crime under this section or other ordinances of the city, and for which civil sanctions, including without limitation, fines, damages, expenses and costs, may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended, when designated as a municipal civil infraction by city ordinance. A municipal civil infraction is not a lesser included offense of a violation of the ordinances of the city which is a criminal offense.
 - (6) *Municipal civil infraction action* means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
 - (7) *Municipal civil infraction citation* means a written complaint or notice prepared by an authorized city official, directing a person to appear in a court of law regarding the occurrence or existence of a municipal civil infraction violation by the person cited.
 - (8) *Municipal civil infraction determination* means a determination that a defendant is responsible for a municipal civil infraction by one of the following: (i) an admission of responsibility for the municipal civil infraction, (ii) an admission of responsibility for the municipal civil infraction "with explanation," (iii) a preponderance of the evidence at an informal hearing or formal hearing, (iv) a default judgment for failing to appear as directed by citation or other notice.
 - (9) *Municipal civil infraction violation notice* means a written notice prepared by an authorized city official, directing a person to appear at the City of South Haven Municipal Ordinance Violations Bureau and to pay the fine and costs, if any, prescribed for the violation by the schedule of civil fines adopted by the city, as authorized under Sections 8396 and 8707(6) of the Act.
- (b) Municipal civil infraction action; commencement. A municipal civil infraction may be commenced upon the issuance by an authorized city official of:
- (1) A municipal civil infraction citation directing the alleged violator to appear in court; or
 - (2) A municipal civil infraction violation notice directing the alleged violator to appear at the City of South Haven Municipal Ordinance Violations Bureau.

(c) Municipal civil infraction citations; issuance and service. Municipal civil infraction citations shall be issued and served by authorized city officials as follows:

- (1) The time for appearance specified on a citation shall be within a reasonable time after the citation is issued.
- (2) The place for appearance specified on the citation shall be the district court unless the person cited for a municipal civil infraction is under the age of 17 at the time of the occurrence of the violation, in which case the matter shall be referred to the probate court.
- (3) Each citation shall be numbered consecutively, shall be in the form approved by the state court administrator and shall consist of the following parts:
 - a. The original, which is a complaint and notice to appear, shall be filed with the district court;
 - b. The first copy shall be retained by the city and/or the ordinance enforcing agency;
 - c. The second copy shall be issued to the alleged violator if the violation is a municipal civil infraction; and
 - d. The third copy shall be issued to the alleged violator if the violation is a misdemeanor.
- (4) A citation for a municipal civil infraction signed by an authorized city official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."
- (5) An authorized city official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- (6) An authorized city official may issue a citation to a person if:
 - a. Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
 - b. Based upon investigation of a complaint by someone who allegedly witnessed the person violate an ordinance, a violation of which is a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the prosecuting attorney or city attorney approves in writing the issuance of the citation.
- (7) Municipal civil infraction citations shall be served by an authorized city official as follows:
 - a. Except as provided in subsection (c)(7)b. below, an authorized city official shall personally serve a copy of the citation upon the alleged violator.
 - b. If the municipal civil infraction action involves the use or occupancy of land, a building or other structure, a copy of the municipal civil infraction citation does not need to be personally served upon the alleged violator, but may be served upon the owner or occupant of the land, building or structure by posting the copy on the land or attaching the copy to the building or structure. In addition, a copy of the citation shall be sent by first-class mail to the owner of the land, building, or structure at the owner's last known address. A citation served in accordance with this subsection for a violation involving the use or occupancy of land or a building or other structure shall be processed in the same manner as a citation served personally upon a defendant.

(d) Municipal civil infraction citations; contents.

- (1) A municipal civil infraction citation shall contain the name of the city and the name and the address of the alleged violator, the municipal civil infraction alleged, the place where the alleged violator shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.

- (2) A municipal civil infraction citation shall inform the alleged violator that he or she may do one of the following:
- a. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
 - b. Admit responsibility for the municipal civil infraction “with explanation” by mail, in person, or by representation, by the time specified for appearance.
 - c. Deny responsibility for the municipal civil infraction by doing either of the following:
 1. Appearing in person for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the city.
 2. Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney. A party requesting a formal hearing shall notify the court, the city and any other named party or parties of the request at least ten days before the hearing date, which request may be made in person, by representation, by mail or by telephone.
- (3) The citation shall also inform the alleged violator of all of the following:
- a. That if the alleged violator desires to admit responsibility “with explanation” in person or by representation, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
 - b. That if the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified to appear for a hearing, unless a hearing date is specified on the citation.
 - c. That a hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the city.
 - d. That at an informal hearing the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.
 - e. That at a formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney.
- (4) The citation shall contain a notice in boldfaced type that the failure of the alleged violator to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the municipal civil infraction. Return of the citation with an admission of responsibility and with full payment of applicable civil fines and costs, return of citation with an admission of responsibility with explanation, and with full payment of applicable civil fines and costs, or timely application to the court for a scheduled date and time for an appearance under subsection (d)(3)a. or a hearing under subsection (d)(3)b. constitutes a timely appearance.
- (5) If an authorized city official issues a citation as set forth in this section, the court may accept an admission with explanation or an admission or denial of responsibility without the necessity of a sworn complaint. If the defendant denies responsibility for the municipal civil infraction, further proceedings shall not be held until a sworn complaint is filed with the court. A warrant for arrest for failure to appear on the municipal civil infraction citation shall not be issued until a sworn complaint relative to the municipal civil infraction is filed with the court.

(e) Municipal ordinance violations bureau.

- (1) The city hereby establishes a municipal ordinance violations bureau (the bureau) as authorized under Section 8396 of the Act to accept admissions of responsibility for municipal civil infractions in response to municipal civil infraction violation notices issued and served by authorized city officials, and to collect and retain civil fines and costs as prescribed by ordinance. The expenses of operating the bureau shall be borne by the city, and the personnel of the bureau shall be city employees.
- (2) The bureau shall be located at South Haven City Hall, and shall be under the supervision and control of the city treasurer. The city treasurer, subject to the approval of the city council, shall adopt rules and regulations for the operation of the bureau and appoint any necessary qualified city employees to administer the bureau.
- (3) The bureau may dispose only of municipal civil infraction violations for which a fine has been scheduled and for which a municipal civil infraction violation notice (as opposed to a citation) has been issued. The fact that a fine has been scheduled for a particular violation shall not entitle any person to dispose of the violation at the bureau. Nothing in this section shall prevent or restrict the city from issuing a municipal civil infraction citation for any violation or from prosecuting any violation in a court of competent jurisdiction. No person shall be required to dispose of a municipal civil infraction violation at the bureau and may have the violation processed before a court of appropriate jurisdiction. The unwillingness of any person to dispose of any violation at the bureau shall not prejudice the person or in any way diminish the person's rights, privileges and protection accorded by law.
- (4) The scope of the bureau's authority shall be limited to accepting admissions of responsibility for municipal civil infractions and collecting and retaining civil fines and costs as a result of those admissions. The bureau shall not accept payment of a fine from any person who denies having committed the offense or who admits responsibility only with explanation, and in no event shall the bureau determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.

(f) Municipal civil infraction notices; contents, issuance and service.

- (1) An authorized city official may issue and serve a municipal civil infraction violation notice instead of a citation under the same circumstances and upon the same persons as provided for service of municipal civil infraction citations. In addition to any other information required by this section or other ordinances, the violation shall indicate the time by which the alleged violator must appear at the bureau, the methods by which an appearance may be made, the address and telephone number of the bureau, the hours during which the bureau is open, the amount of the fine scheduled for the alleged violation, and the consequences for failure to appear and pay the required fine within the required time.
- (2) An alleged violator receiving a municipal civil infraction violation notice shall appear at the bureau and pay the specified fine and costs at or by the time specified for appearance in the municipal civil infraction violation notice. An appearance may be made by mail, in person, or by representation.
- (3) If an authorized city official issues and serves a municipal ordinance violation notice and if an admission of responsibility is not made and the civil fine and if any costs, prescribed by the schedule of fines for the violation are not paid at the bureau, a municipal civil infraction citation may be filed with the district court and a copy of the citation may be served by first-class mail upon the alleged violator at the alleged violator's last known address. The citation filed with the court does not need to comply in all particulars with the requirements for citations as provided by Sections 8705 and 8709 of the Act, but shall consist of a sworn complaint containing the allegations stated in the municipal ordinance violation notice and shall fairly inform the alleged violator how to respond to the citation.

(g) Municipal civil infractions; sanctions, continuing violations, injunctive relief:

(1) The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount as provided for herein, or established by city ordinance, plus any costs, damages, expenses, and other sanctions, as authorized under Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended, and other applicable laws.

a. Unless otherwise specifically provided for a particular municipal civil infraction violation in Section 1-16a, or by city ordinance, the civil fine for a violation shall be \$50.00, plus costs and other sanctions, for each infraction.

b. Increased civil fines may be imposed for repeated violations by a person of any requirement or provision of city ordinance. As used in this section, "repeat offense" means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision (i) committed by a person within any 12-month period (unless some other period is specifically provided by ordinance), and (ii) for which the person admits responsibility or is determined to be responsible. Unless otherwise specifically provided for in Section 1-16a, or by city ordinance for a particular municipal civil infraction violation, the increased fine for a repeat offense should be as follows:

1. The fine for any offense which is a first repeat offense shall be \$250.00, plus costs.
2. The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be \$500.00, plus costs.

(2) A "violation" includes any act which is prohibited or made or declared to be unlawful by city ordinance and, any omission or failure to act where the act is required by city ordinance.

(3) Each day on which any violation of a city ordinance continues constitutes a separate violation and shall be subject to penalties and/or sanctions as a separate violation. Where a particular city ordinance requires notice of a violation or order by city official to be given, each day on which any violation continues after such notice or order is given constitutes a separate violation and will be subject to penalties and/or sanctions as a separate violation.

(4) In addition to any remedies available at law, the city may bring an action for an injunction or other process against a person to restrain, prevent or abate any violation of city ordinance.

(h) Authorized city official. The chief of police and all other sworn police officers, the chief of the fire department, assistant fire chief, fire marshal and shift supervisor, building inspector, code enforcement official, zoning administrator, harbor master, city manager, public works director and any other individuals who may from time to time be appointed by resolution of the city council, are hereby designated as the authorized city officials to issue municipal civil infraction citations (directing alleged violators to appear at the City of South Haven Municipal Ordinance Violations Bureau), for violations which fall within respective jurisdictions, as provided by this section.

Section 2. Addition. Chapter 1, Section 1-16a, entitled "Fine Schedule," is added to the Code of Ordinances, City of South Haven, Michigan, shall read as follows:

Sec. 1-16a. Fine Schedule.

The civil fine for the following specific violations, which shall be calculated in addition to other appropriate costs and sanctions, are:

Section	<u>First offense</u>	<u>Second offense</u>	<u>Third offense</u>	<u>Fourth offense</u>
1. 6-2	\$100.00	\$150.00	\$250.00	\$500.00
2. 6-4	\$100.00	\$150.00	\$250.00	\$500.00
3. 6-31	\$100.00	\$150.00	\$250.00	\$500.00
4. 10-53	\$50.00	\$250.00	\$500.00	---
5. 10-146.5	\$50.00	\$250.00	\$500.00	---
6. 10-173	\$50.00	\$250.00	\$500.00	---

7. 18-3	\$50.00	\$100.00	\$250.00	\$500.00
8. 22-37	\$50.00	\$100.00	\$250.00	\$500.00
9. 30-95	\$50.00	\$100.00	\$250.00	\$500.00
10. 34-60(b)	\$50.00	\$250.00	\$500.00	---
11. 38-3	\$50.00	\$250.00	\$500.00	---
12. 58-81	\$50.00	\$100.00	\$250.00	\$500.00
13. 58-85	\$50.00	\$100.00	\$250.00	\$500.00
14. 58-88	\$50.00	\$100.00	\$250.00	\$500.00
15. 58-89	\$50.00	\$100.00	\$250.00	5500.00
16. 58-94	\$50.00	\$100.00	\$250.00	\$500.00
17. 58-95	\$50.00	\$100.00	\$250.00	\$500.00
18. 58-96	\$50.00	\$100.00	\$250.00	\$500.00
19. 58-98	\$50.00	\$250.00	\$500.00	---
20. 70-3	\$50.00	\$100.00	\$250.00	\$500.00
21. 74-2	\$50.00	\$100.00	\$250.00	\$500.00
22. 74-3	\$50.00	\$100.00	\$250.00	\$500.00
23. 74-4	\$50.00	\$100.00	\$250.00	\$500.00
24. 74-9	\$50.00	\$100.00	\$250.00	\$500.00
25. 74-10	\$50.00	\$100.00	\$250.00	\$500.00
26. 74-11	\$50.00	\$100.00	\$250.00	\$500.00
27. 74-35	\$50.00	\$100.00	\$250.00	\$500.00
28. 74-61	\$50.00	\$250.00	\$500.00	---
29. 86-175	\$50.00	\$250.00	\$500.00	\$1,000.00
30. Zoning, §2803	\$50.00	\$250.00	\$500.00	---
31. Housing, §12.24	\$50.00	\$250.00	\$500.00	---

Section 3. Publication and Effective Date. The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect 10 days after its adoption or upon publication of the notice of adoption, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

[Certification on Next Page]

CERTIFICATION

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

Robert Burr, Mayor

Amanda Morgan, City Clerk

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

GRAPIDS 57671-5 347363v2

DRAFT



Agenda Item 7

Farmers' Market Animal Prohibition

Background Information:

The City Council will be asked to consider a prohibition on animals from entering the Huron Street Pavilion, during the hours of operation for the city's Farmers' Market, with the exception of guide and service animals.

The city's Farmers' Market operates under and around the Huron Street Pavilion, on Wednesday and Saturday, from June until August. During the event, pedestrian traffic is quite high in the area under the pavilion. As a result, bringing animals into the crowded area potentially places pedestrians at risk.

Staff has reviewed rules issued for farm markets in nearby communities. The City of Holland has restricted animals from entering their market. The City of Grand Rapids has restricted animals from entering their market. Further, the city has received guidance from the Michigan Department of Agriculture, which notes that state's 2009 Food Code recommends a prohibition on animals from the premises of a food establishment.

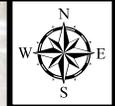
Recommendation:

The City Council should consider a motion to prohibit animals from entering the Huron Street Pavilion, during the hours of operation for the city's Farmers' Market, with the exception of guide and service animals.

Support Material:

Farm Market Map

South Haven Farmer's Market - Animal Restrictions



PHOENIX ST

BROADWAY ST

HURON ST

HOGANS ALLEY

Animals Prohibited within the highlighted area during Farmer's Market Hours of Operation



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: January 15, 2015

RE: Special Event 2014-54 – South Beach Triathlon

Background Information

3 Disciplines Racing would like to hold a triathlon event on the city's South Beach, on August 29, 2015. They are also requesting August 27-28, 2015 as set-up days, to prepare the site for the event. They have agreed to pay parking fees of \$3,444 for the three days. The special event will include a variety of racing disciplines, including: Sprint Triathlon, Olympic Triathlon, Kayak Triathlon, and Aquathon.

Attachments

Special Event 2014-54 Application and Maps

CITY OF SOUTH HAVEN

Special Events & Festivals Application

Special Event # 2014-54

Date Received 10/14/14

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 KK

Date 10-14-14

CONTACT INFORMATION

Event Title: South Beach Triathlon + Half Marathon

Sponsoring Organization: 3 Disciplines

Applicants Name: Kenny Krell

Telephone #: 231-546-2229 Phone # During Event: 810-577-3160

E-mail Address: kenny@3disciplines.com or becky@3disciplines.com

Other contacts for/during event

Name: Becky Willson Telephone: 231-546-2229

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: South Beach Park

Date(s) Requested: 8-27, 8-28, 8-29 ~~8-30~~ 2015 Alternative Date(s): _____

Start Time: 8am End Time: 12pm Both days

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

Number of people expected to attend: _____

EVENT DESCRIPTION

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

8-29 Sprint/olympic/kayak Triathlon

8-30 Half Marathon, 10k, 5k Kids Run

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? 10-8 based on # registered
The City requires the use of portable facilities for events expecting over 500 attendants.

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: _____ Telephone: _____

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

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

Name: South Haven EMS Telephone: _____

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

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

ADDITIONAL EVENT INFORMATION

Liquor License

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

City of South Haven Liquor License Application
Michigan Liquor Control Commission Website

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

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

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by the Parks and Recreation Supervisor; additional approval may be required.

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

CITY SERVICES

Are you requesting any utility services to be provided: Yes No
If yes, explain: Electric + Water for RV and Trailer

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: EMS onsite for both Races

Additional fire information: Mark all that apply

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

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

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

INSURANCE

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

Is the Proof of Insurance Certification Provided with Special Event Application? Yes No
Will be sent closer to event

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

Kenneth Keell
Applicants Signature

10-14-14
Date

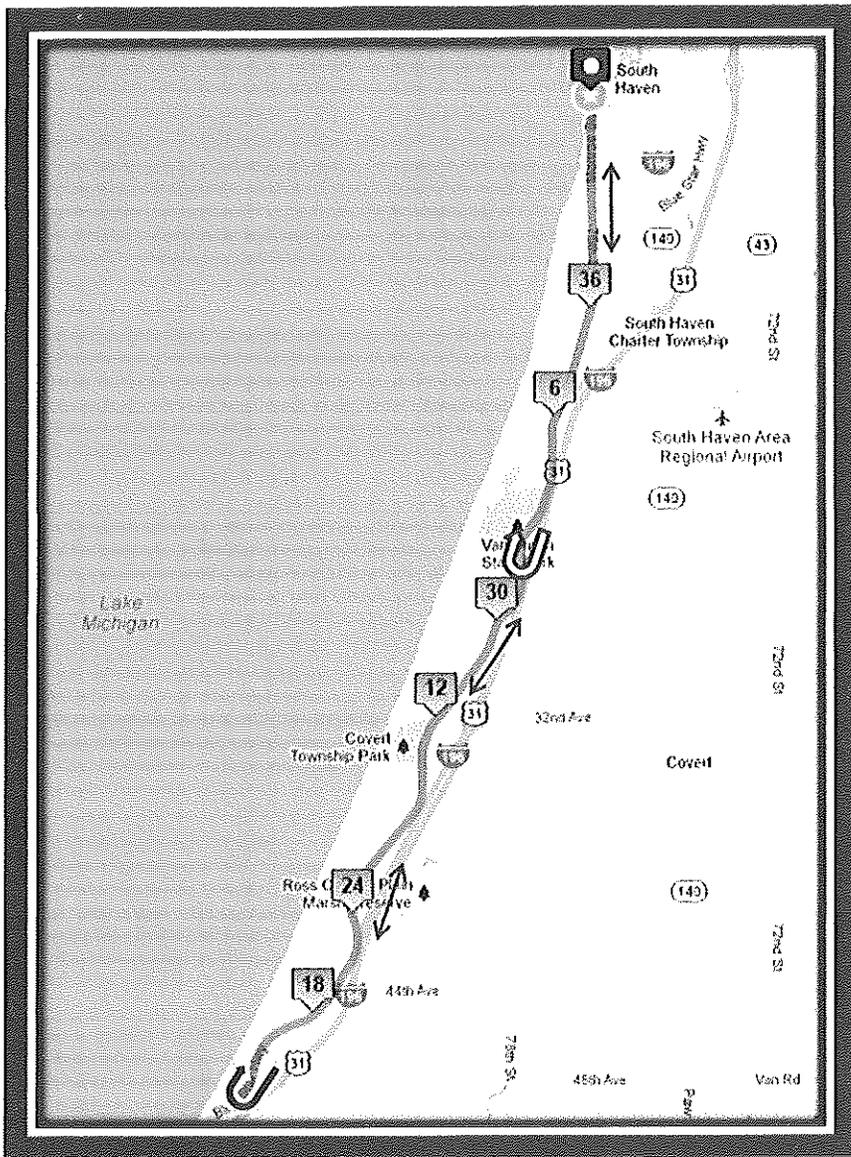
Please return to:
Parks and Recreation Supervisor
Department of Public Works
City of South Haven
1199 8th Ave
South Haven, MI 49010
Phone: 269-637-0772 / Fax: 269-637-4778
Hours: Monday-Friday 7:00a.m. - 3:30p.m.

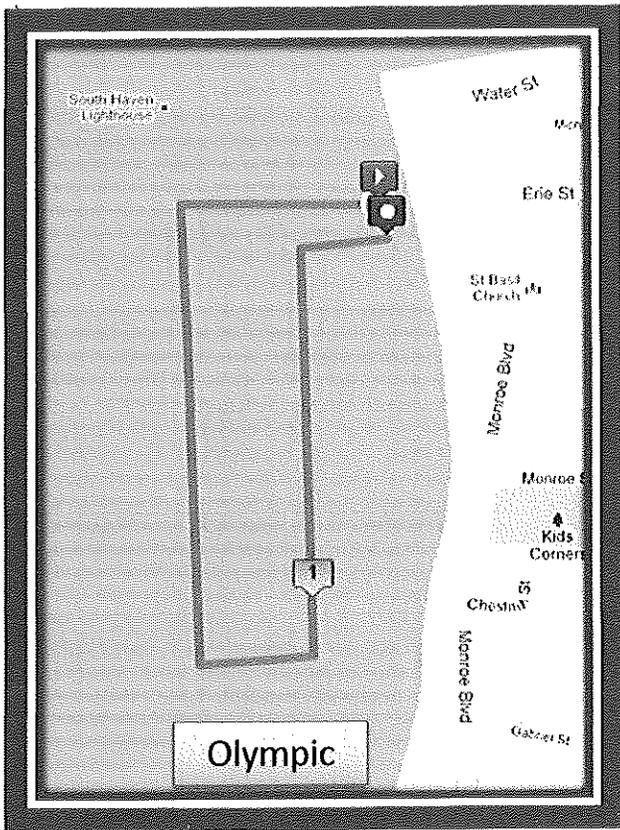
Please remember this application must be submitted to the Parks and Recreation Office
at least 21 business days prior to the start of the event.

South Beach 20k/40k Bike

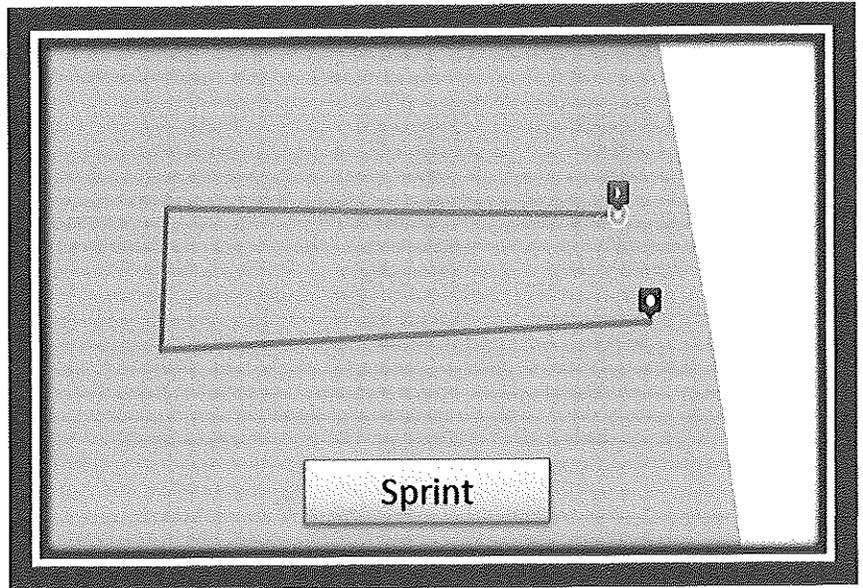


-  20k Turnaround
-  40k turnaround
-  Mile Marker
-  Start
-  Finish

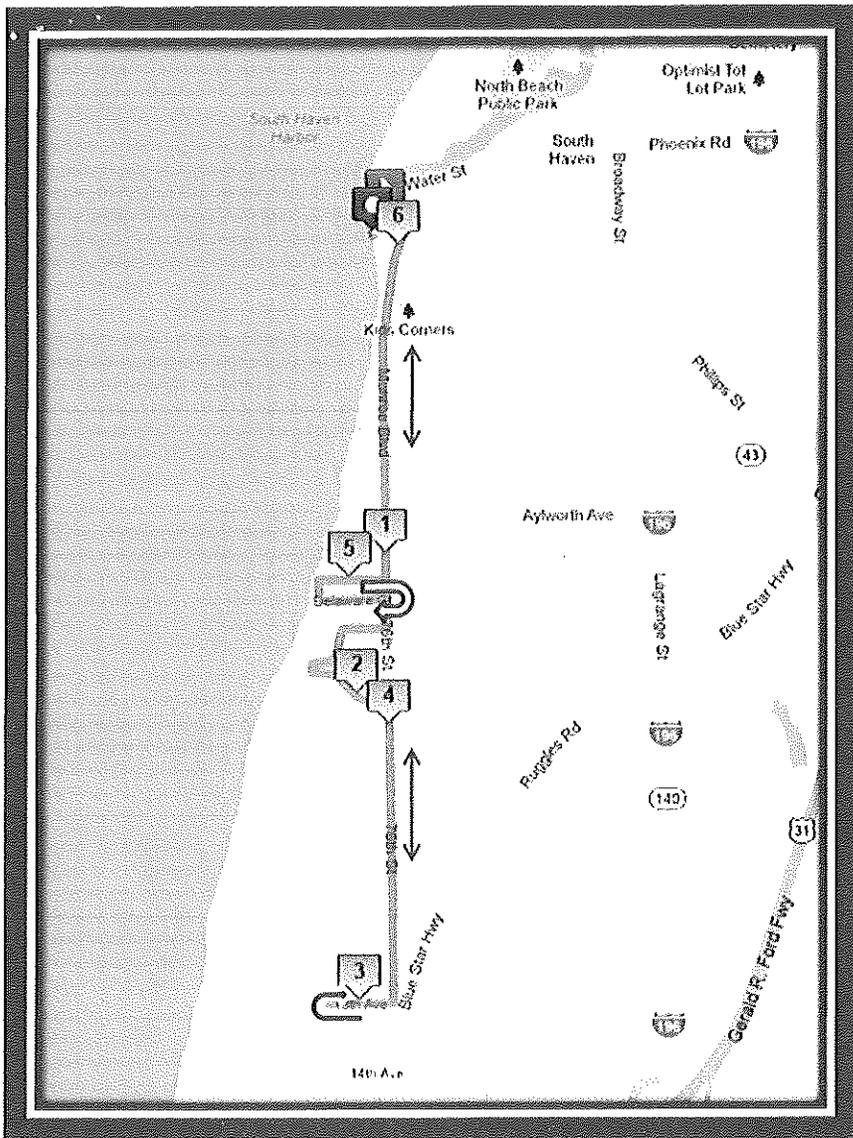
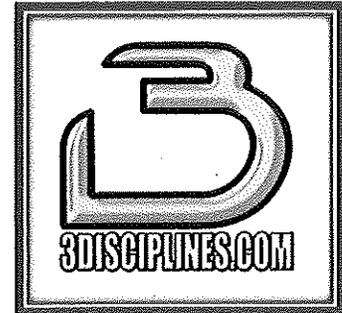




South Beach SWIM



South Beach 5k/10k Run



-  5k Turnaround
-  10k turnaround
-  Mile Marker
-  Start
-  Finish



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: January 15, 2015

RE: Special Event 2014-53 – Paws on Parade - REVISED

Background Information

Paws on Parade is a special event with the local Al-Van Humane Society acting as the event sponsoring organization. This special event is an adoption fair, which features informational booths, demonstrations, and a pet parade. The event is typically held at Stanley Johnston Park, but this time they would like to have it at the city's Riverfront Park. The special event is planned to occur on Sunday June 28, 2015, from 8 am to 3 pm.

REVISED – Al-Van Humane Society would like to add a 5K walk to their approved event. They would like to use the same 5K route as the Blueberry Festival uses.

Proof of Insurance has been received.

Attachments

Special Event 2014-53 Revised 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.

LMG
Initial

September 11, 2014
Date

Revised 1-12-15

CONTACT INFORMATION

Event Title: Paws on Parade

Sponsoring Organization: AL-Van Humane Society

Applicants Name: Lisa Galdikas

Telephone #: 637-5062 Phone # During Event: 630-632-3596

E-mail Address: lisagaldikas@gmail.com

Other contacts for/during event

Name: Tim Kotas Telephone: 630-842-0933

Name: Cathy Novak Telephone: 269-214-6485

EVENT SPECIFIC INFORMATION

Event Location: Riverfront Park East and West

Date(s) Requested: Sunday June 28, 2015 Alternative Date(s): _____

Start Time: 6:00am (Revised) End Time: 3:00pm

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

Number of people expected to attend: 100

EVENT DESCRIPTION

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

Adoption Fair, Informational booths, demonstrations, pet parade

(Revised)

5K WALK/RUN - using same course as Blueberry Festival route -
see attached map. Road closures 7am-10am

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.**

*Revised
for SK course*

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

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

Explain closure N/A

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. 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: Cathy Novak Telephone: 269-214-6485

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: Suzanne Nagel Telephone: 269-767-7359

Live animal sites. Mark location on maps and describe: Al-Van Humane Society and other shelter adoptable dogs and cats

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

ADDITIONAL EVENT INFORMATION

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

City of South Haven Liquor License Application
Michigan Liquor Control Commission Website

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

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

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by the Parks and Recreation Supervisor; additional approval may be required.

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

CITY SERVICES

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

If yes, explain: electric and water

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

Name: Tim Kotas Telephone: 630-842-0933

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: canopies for shade

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

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

INSURANCE

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

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

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

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



Applicants Signature

9/11/14

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 Lisa Galdikas

Date Requested Sunday June 28, 2015

Organization/Committee Al-Van Humane Society

Mailing Address P O Box 421
South Haven, MI 49090

Office/Main Phone 269-637-5062

Cell Phone 630-632-3596

EVENT: Paws on Parade **DATE of**
EVENT: 6/28/15

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	25	Lisa Galdikas	630-632-3596	6/26/15 2 AM 2 PM	6/29/15 9 AM PM

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

Revised

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
	we will work with city to how they set up	for SK	TIM KOTAS	6/28/15 AM PM	6/28/15 AM PM
			630-842-0933		

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: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/11/2014

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

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

PRODUCER South Haven Insurance Services 613 Huron St. PO Box 469 South Haven MI 49090		CONTACT NAME: Jon Dorow PHONE (A/G, No, Ext): (269) 637-2105 FAX (A/G, No): (269) 637-5622 E-MAIL ADDRESS: sohavenins@btc-bci.com	
INSURED Al Van Humane Society 73303 8th Avenue see mail address South Haven MI 49090		INSURER(S) AFFORDING COVERAGE INSURER A: Home Owners Insurance Company NAIC # 26638 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL12112100541 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	16030959	5/8/2014	5/8/2015	MED EXP (Any one person) \$ 10,000
				5/8/2015	5/8/2016	PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> OCCUR				AGGREGATE \$
		<input type="checkbox"/> CLAIMS-MADE				\$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of South Haven named as an Additional Insured on this policy with respect to General Liability for Paws on Parade 6/28/2015

CERTIFICATE HOLDER

(269) 637-4778

City of South Haven
Parks and Recreation Supervisor
1199 8th Ave
South Haven, MI 49090**CANCELLATION**

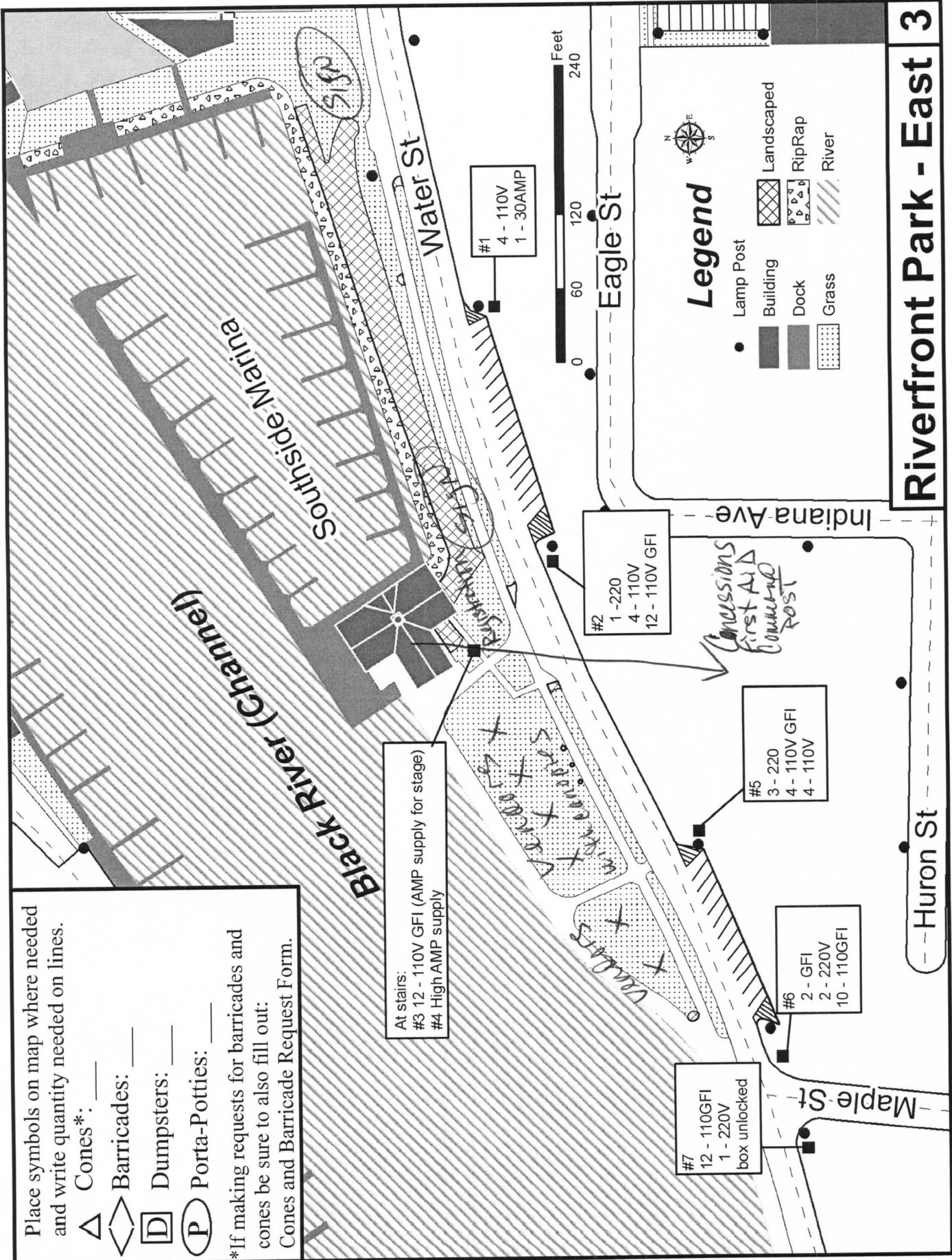
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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

Legend

- Lamp Post
- Building
- Dock
- ▨ Grass
- ▨ Landscaped
- ▨ RipRap
- ▨ River



At stairs:
 #3 12 - 110V GFI (AMP supply for stage)
 #4 High AMP supply

#2
 1 - 220
 4 - 110V
 12 - 110V GFI

#5
 3 - 220
 4 - 110V GFI
 4 - 110V

#6
 2 - GFI
 2 - 220V
 10 - 110GFI

#7
 12 - 110GFI
 1 - 220V
 box unlocked

Concessions
 First Aid
 Comm. ROST

Black River (channel)
 Southside Marina

Water St

Eagle St

Indiana Ave

Huron St

Maple St

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.

Black River

Water St
St Joseph St
Michigan Ave

Legend

- Lamp Post / Light
- Building
- ▤ RipRap
- ▧ Sand
- ▨ Grass
- ▩ Landscaped/Wooded
- River

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

#9
2 - 110 GFI
1 - 250V

#10 - 4 110V GFI



6/29/2012



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: January 16, 2015

RE: Special Event 2015-03 – Summer Kickoff

Background Information:

The Summer Kickoff is requesting be held in Elkenburg Park on May 30, 2015 from 12:00-5:00 pm. This is a church organized event and free for the community. There will be free food, games, music, dunk tank, and relay/sack races. Last year they raffled off 6 bicycles for the youth and a TV. They would like to do something similar this year.

Attachments

Special Event 2015-03 Application

Special Event # 2015-03

Date Received 1/8/15

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.

A.G.
Initial

1-8-15
Date

CONTACT INFORMATION

Event Title: Summer Kickoff.

Sponsoring Organization: Solomon's Temple Ministries

Applicants Name: Ahmmad Goodwin

Telephone #: 616-405-3165 Phone # During Event: 616-405-3165

E-mail Address: goodwin-aj@hotmail.com

Other contacts for/during event

Name: Alfred Goodwin Telephone: 616-405-8420

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Elkensburg Park

Date(s) Requested: May 30th 2015 Alternative Date(s): _____

Start Time: 12:00 noon End Time: 5:00 PM

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

Number of people expected to attend: 100 - 150

EVENT DESCRIPTION

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

church organized event free for the community.
Free food, music, games, dunk tank, relay race, sack race,
bean bag toss, Trying to make this an annual
event. And last year we raffled off six bicycles
for youth and a t.v. with our sponsors help. And
hopefully this year we will be able to do the same.

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 To block off streets to ensure safety.

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

Event Command Post. Mark location on maps.

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

Portable toilet facilities. Mark locations on maps. How many? _____
The City requires the use of portable facilities for events expecting over 500 attendants.

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: _____ Telephone: _____

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

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

Name: _____ Telephone: _____

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

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

ADDITIONAL EVENT INFORMATION

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

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

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

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

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

CITY SERVICES

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

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

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

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

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

Additional fire information: Mark all that apply

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

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

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

INSURANCE

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

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

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

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



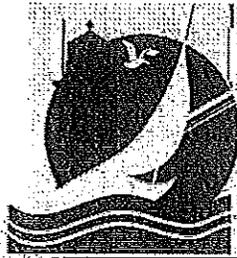
Applicants Signature

1-8-15

Date

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

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



Department of Public Works

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

Cones and Barricades Request Form

Requester's Name: Ahmmad Goodwin
 Date Requested: 1-8-15
 Organization/Committee: Solomon's Temple Ministries
 Mailing Address: _____
 Office/Main Phone: _____
 Cell Phone: 616-405-3165

EVENT: Summer Kickoff DATE of EVENT: May 30th 2015

CONES	Quantity	Who will pick up cones (Please Print Legibly)	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 (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
	<u>8</u>	<u>Elkesburg Park</u>	<u>Ahmmad Goodwin</u> <u>616-405-3165</u>	<u>10:30 AM</u> <u>PM</u>	<u>AM</u> <u>5:00 PM</u>

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

Borrower's Signature: [Signature]

Authorized by: _____

Humphrey St

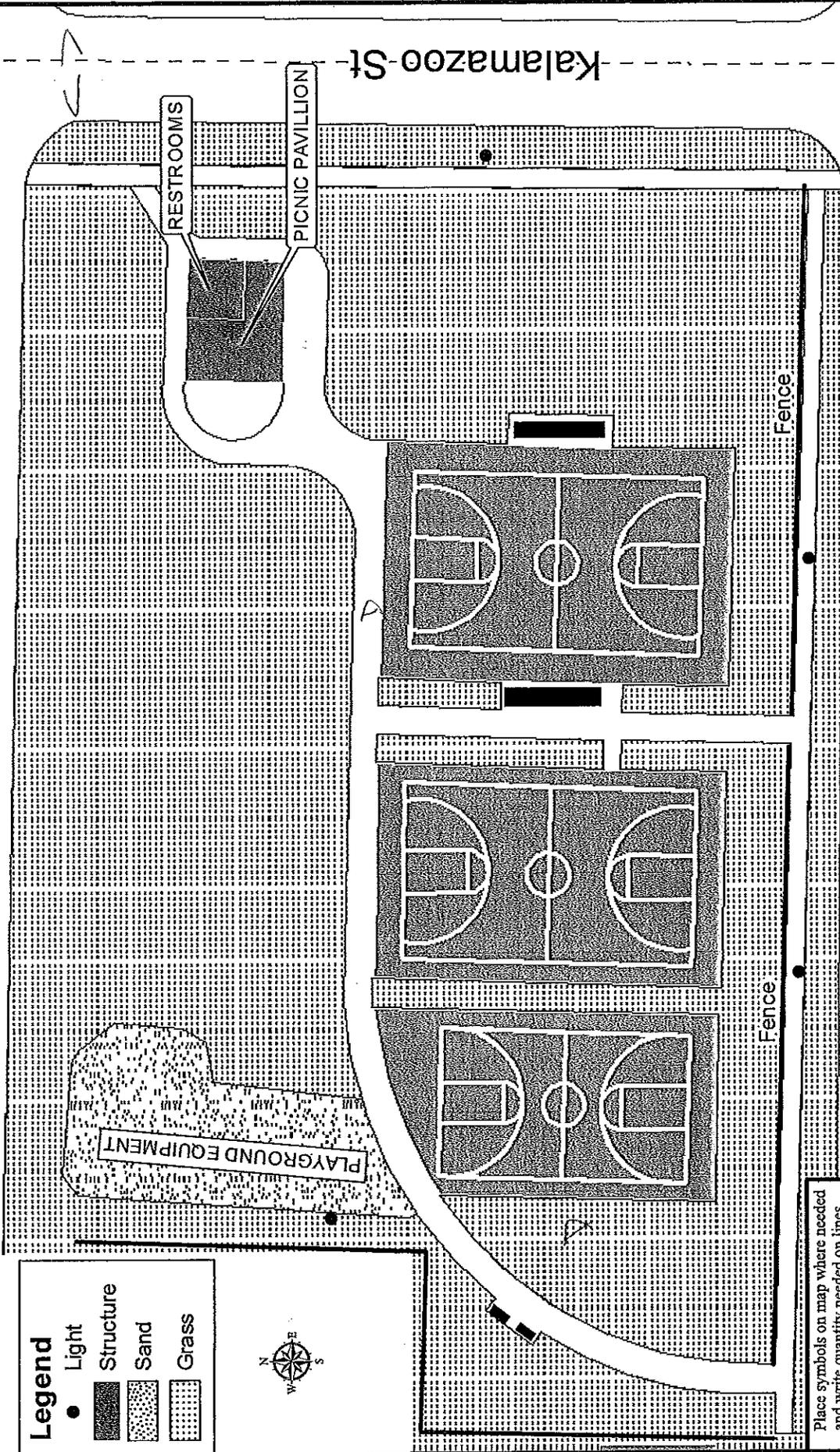
Kalamazoo St

Elkenburg St

Elkenburg Park 10

Legend

- Light
- Structure
- ▨ Sand
- ▧ Grass



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

- △ Cones*: 8
- ◇ Barricades: 3
- ▣ Dumpsters:
- ⊖ Porta-Potties:

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

MEMORANDUM

DATE: January 23, 2015

TO: Brian Dissette, South Haven City Manager

FROM: Connie Phillips-Thompson, South Haven City Deputy Assessor

SUBJECT: Resolution to Appoint Board of Review, Rate of Compensation, and Meeting Schedule for 2015

The Assessor's Office would like to submit the attached resolution appointing the board members, setting the board's compensation, and setting the meeting dates for tax year 2015.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-05

A RESOLUTION APPOINTING A BOARD OF REVIEW
AND ESTABLISHING A RATE OF COMPENSATION
AND A MEETING SCHEDULE FOR TAX YEAR 2015

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 February 2, 2015 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the South Haven City Charter and state property tax law require the appointment and operation of a Board of Review for the purpose of hearing and deciding property tax appeals at a duly appointed time and place annually; and

WHEREAS, the City of South Haven by ordinance requires that appointments, compensation, and meetings of the Board of Review shall be provided for by resolution annually for the current tax year:

WHEREAS, Public Act of 143 of 2006 allows the appointment of not more than two alternate members for the same term as the regular members of the Board of Review, who may be called to perform the duties of a regular member of the board of review as needed,

BE IT THEREFORE RESOLVED, that for tax year 2015 there is hereby established a City of South Haven Board of Review of regular members and an alternate member which shall elect from its own membership a chairperson and an alternate,

BE IT FURTHER RESOLVED, that the following City of South Haven residents are hereby appointed as regular or alternate members to the 2015 City of South Haven Board of Review:

<u>Name</u>	<u>Address</u>
1. Joan Hoyt	922 Hazel Street
2. Eugene Ladewski	325 North Shore Drive
3. Joan Roth	729 South Haven Place
4. Elaine Shumaker	313 Erie Street

BE IT FURTHER RESOLVED, that each member and alternate member of the 2015 Board of Review shall be compensated at a rate of \$100.00 per day for each day the member sits in session for hearing of appeals; and,

BE IT FURTHER RESOLVED, the regular schedule for 2015 Board of Review meetings and appeal hearings, to be conducted at the South Haven City Hall, shall be as follows:

- First Meeting Monday, March 2. 3:30 p.m. for board organization and review of assessment roll. (No hearing of appeals)
- Second Meeting Tuesday, March 10. 9:00 a.m. – 12:00 noon and 1:30 p.m. – 4:30 p.m., hearing of appeals.
- Third Meeting Friday, March 13. 3:00 p.m. – 9:00 p.m., hearing of appeals.
- Fourth Meeting Thursday, March 19. 9:00 a.m. – 12:00 noon hearing of final appeals and board finalization of assessment roll.
- Fifth Meeting Thursday, July 23. 10:00 a.m.
- Sixth Meeting Thursday, December 17. 10:00 a.m.

Additional meetings may be scheduled by the Board Chairperson, as deemed necessary, for the hearing of appeals and/or deliberating and rendering board decisions; and

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby repealed; and

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

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 2nd day of February, 2015, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Amanda Morgan, City Clerk

MEMO

DATE: January 28, 2015

TO: Brian Dissette
City Manager

FROM: Amanda Morgan
City Clerk-Customer Service Manager

SUBJECT: Liberty Hyde Bailey Museum Memorial Fund Board of Trustees

During the City Council meeting on January 5th City Council approved an operating agreement with the Liberty Hyde Bailey Museum Memorial Fund for the operation of the museum. As part of the agreement, the board as it had existed was abolished. Further, the agreement called for the City Council to appoint three trustees to the board and set the length of their terms.

Members of the City Staff met with members of the board to determine the appropriate people to appoint and the length of their terms. City Council is being asked to approve a resolution confirming those appointments and term lengths.

It is important to note that the City Council had 6 members on the former Liberty Hyde Bailey Board. As we move forward with the new agreement, all 6 members will still remain on the board, however, only 3 of those are City appointed. The other 3 have been appointed by different means.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-06

A RESOLUTION APPOINTING BOARD MEMBERS AND ESTABLISHING TERMS LIMITS
FOR THE LIBERTY HYDE BAILEY MUSEUM MEMORIAL FUND FOUNDATION BOARD

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 February 2, 2015 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, on January 5, 2014 City Council approved a Museum Operating Agreement with the Liberty Hyde Bailey Museum Memorial Fund, Inc; and

WHEREAS, as a condition of the agreement the City of South Haven shall appointment three trustees to the board; and

WHEREAS, the agreement gives the City of South Haven sole distraction to set the length of the appointed Trustees' service terms.

THEREFORE, BE IT RESOLVED as follows:

1. The City of South Haven hereby sets the term length for the City appointed trustees at three years, except that for the initial appointments one member shall be appointed to serve a three year term, one member will be appointed to serve a two year term and one member will be appointed to serve a one year term.
2. The City of South Haven appoints the following trustees to the Liberty Hyde Bailey Museum Memorial Fund Board of Trustees:
 - Joan Hiddema, one year term expiring in 2016
 - Cynthia McAlear, two year term expiring in 2017
 - Rebecca Linstrom, three year term expiring in 2018.

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

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 2nd day of February, 2015, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Amanda Morgan, City Clerk



Agenda Item 11

Black River Park Boat Launch Management Agreement

Background Information:

The City Council will be asked to consider an amendment to the marina manager agreement with HAPA, LLC (John Marple.) The amendment would add Black River Park Board Launch management to the HAPA, LLC marina management agreement.

The current contract with HAPA covers management of municipal marinas (South Side, North Side, Maritime and Black River Park Marina) with a compensation of \$62,200 (plus inflationary increases). The contract continues through November, 2017.

The amendment to marina manager agreement would add management oversight responsibilities for maintaining the boat launch gates, maintaining the fish cleaning station, cleaning of Black River Park rest rooms and brushing of docks.

The compensation for management of these items is \$6,000 per year to HAPA. Please note that the city also pays HAPA an amount based on cost of labor and materials to perform these services.

Currently the Black River Park rest rooms are cleaned by the city's Parks personnel. The restrooms are being cleaned once a day, however we have found that it is important to clean early in the morning and again after the boaters have used the facilities in mid-morning. We would like to move cleaning of the Black River Park restroom to marina staff.

One of the items identified as shortcomings in the audit was that marina payments made at Black River Park were not entered into the marina computer system, instead a paper receipt system was used. This contract would allow for a computerized marina payment system at Black River Park.

We currently have two staff working at Black River Park. Mr. Marple has indicated that he will consider hiring staff for the marina operation.

Over the past three seasons, Mr. Marple has provided a high quality level of customer service at the municipal marinas, and has increased revenues as a result of his management.

The city's Harbor Commission has reviewed the proposal and recommended in favor of

the proposed amendment, with the addition of language which would allow either party to terminate the amendment without affecting the marina contract. This language has been added to the amendment.

Recommendation:

The City Council should consider a motion to approve an amendment to the marina manager agreement with HAPA, LLC (John Marple.) The amendment would add Black River Park Boat Launch management to the HAPA, LLC marina management agreement.

Support Material:

DRAFT Black River Park Launch Management Amendment

**1st AMENDMENT TO SOUTH HAVEN
MARINA MANAGER INDEPENDENT CONTRACTOR AGREEMENT**

This is the 1st Amendment to the South Haven Marina Manager Independent Contractor Agreement, dated as of November 5, 2012, between the City of South Haven (the "City") and HAPA, LLC ("HAPA") and is intended to add to the list of services to be provided by HAPA and to the compensation paid HAPA.

1. HAPA shall have the following additional duties:

HAPA shall ensure that the Black River Park Boat Launch and Celery Pond Creek Fishing Area restroom(s) are maintained in a clean and sanitary condition as set forth in paragraph 11 below. HAPA shall provide general maintenance for the Black River Park Boat Launch as set forth in Paragraph 7 above and shall brush the docks and sidewalks daily. HAPA shall also ensure that the Black River Park Boat Launch fish cleaning station is maintained in a clean and sanitary condition, including but not limited to regularly cleaning the fish cleaning station, checking for proper operation, removing fish when the station is overloaded, and any other tasks necessary to maintain a clean and sanitary condition. HAPA shall also coordinate with electrical and other contractors for repairs and maintenance to the Black River Park Boat Launch. HAPA shall check the gates and parking terminal for proper operation daily, replace broken gate boards, and contact and coordinate with an electrical contractor, or the parking terminal contractor, if the gate or pay terminal is not working properly.

2. The City shall pay HAPA an additional \$6,000 per year paid in the same manner as other compensation under the 2012 Agreement.

3. Either party may terminate this Amendment by providing 30 days' written notice. Upon termination of this Amendment, the terms of the 2012 Agreement shall remain fully in effect unless otherwise terminated by the parties in a manner consistent with the terms of the 2012 Agreement.

4. All other terms of the 2012 Agreement shall remain fully in effect.

The parties have signed this Agreement as of January ____, 2015.

CITY OF SOUTH HAVEN

HAPA, LLC

By: _____
Robert Burr, Mayor

By: _____
John L. Marple, Owner

By: _____
Amanda Morgan, City Clerk

Date signed: _____, 2015

Date signed: _____, 2015