

City Council

Regular Meeting Agenda

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



1. **Call to Order**
2. **Invocation – Virginia Heller – 1st United Methodist**
3. **Roll Call**
4. **Approval of Agenda**
5. **Consent Agenda: Items A thru D (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 February 23, 2015.
 - B. Bills totaling \$1,347,695.31 for the period ending March 3, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to award the purchase of two 2015 Ford F-350 trucks to Woodhams Ford in the total amount of \$58,624.
 - D. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 11-19-2014 Airport Authority Minutes
 - 2) 01-28-2015 Housing Commission Minutes
 - 3) 02-16-2015 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.

NEW BUSINESS

6. **Council will be asked to schedule a series of budget workshops for the upcoming fiscal year.**
7. **City Council will be asked to consider the approval of the SHARP farm lease.**
8. **Council will be asked to consider Resolution 2015-08, a resolution authorizing the City Manager to apply for a Michigan Department of Natural Resources grant for the proposed bicycle “pump track” development.**
9. **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.)
10. **City Manager’s Comments**

11. Mayor and Councilperson's Comments

12. Adjourn

RESPECTFULLY SUBMITTED,

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

Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, February 23, 2015
7:00 p.m., Council Chambers



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

2. Invocation – Moment of Silence

3. Roll Call

Present: Arnold, Gruber, Klavins, Patterson
Absent: Fitzgibbon, Kozlik Wall, Burr

Moved by Patterson to excuse Mayor Burr and Councilmembers Fitzgibbon and Kozlik Wall for personal reasons. Seconded by Arnold.

Voted Yes: All. Motion carried.

4. Proclamation – Albemarle Corporation

5. Approval of Agenda

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

Voted Yes: All. Motion carried.

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

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

- A. Council will be requested to approve the City Council Minutes of February 2, 2015.
- B. Bills totaling \$ 1,316,589.19 for the period ending February 24, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve a proposal by Abonmarche to perform dredging permit application services for a dredging permit in the Turning Basin.
- D. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 05-05-2014 CBA Minutes
 - 2) 11-19-2014 Airport Authority Minutes
 - 3) 11-19-2014 Housing Commission Minutes
 - 4) 12-16-2014 Harbor Commission Minutes
 - 5) 12-17-2014 Housing Commission Minutes
 - 6) 12-18-2014 BPU Special Minutes
 - 7) 01-13-2015 Parks Minutes

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Klavins, Patterson

Nays: None

Motion carried.

UNFINISHED 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.**

Background Information: The City Council will be asked to reconsider 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.

At the February 2nd regular meeting of the City Council, staff requested the City Council to consider the adoption of a prohibition on animals at the city's Farmers' Market, during the hours of market operation. During discussion of the issue, representatives from the Al-Van Humane Society requested the City Council allow the organization to continue displaying animals for adoption, as part of the market. City Council tabled the issue, and instructed staff to communicate with the market manager and representatives from the Al-Van Humane Society, to work towards a compromise. Staff has met with those parties and has reached an agreement which allows the prohibition to proceed. The Al-Van Humane Society will be allowed space in Dyckman Park, adjacent to the city's pavilion. The city will help provide a temporary shade structure to Al-Van Humane Society, to allow the animals to avoid the direct sunlight. As a result of the compromise, staff recommends that the City Council proceed with the adoption of the animal prohibition.

Moved by Arnold 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. Seconded by Patterson.

Voted Yes: All. Motion carried.

NEW BUSINESS

- 8. Council will be asked to consider approval of a Declaration and Notice to close out the Van Buren Trail grant.**

Background Information: The total project cost for the Van Buren Trail was \$488,040. Total eligible expenses for the grant project were \$389,198. The grant amount was \$217,400, of which we have been paid 90%. The remaining 10% amount of \$21,740 will be paid upon submittal of the Declaration and Notice document to the DNR.

Moved by Patterson to approve a Declaration and Notice to close out the Van Buren Trail grant. Seconded by Arnold.

Voted Yes: All. Motion carried.

9. Council will be asked to consider Special Event 2015-02, Festival of Cars/Kruisin for Kylie to be held June 6, 2015.

Moved by Arnold to approve Special Event 2015-02, Festival of Cars/Krusin for Kylie to be held June 6, 2015. Seconded by Gruber.

Derek Gruber - Spoke about the event.

Voted Yes: All. Motion carried.

10. Council will be asked to consider the following regarding the South Haven Recreation Plan:

A. Hold a public hearing regarding the proposed amendment.

B. Approve Resolution 2015-06, a resolution amending the South Haven Recreation Plan.

Background Information: In late 2014, we were made aware that the MDNR will require that cities applying for Waterways grants must include a reference to planning for marinas in their Recreation Plan.

Our 2014 Marina Capital Improvement Plan identifies the following 2015 grant applications:

South Side Marina Building Renovation
South Side Marina Dock Extension and Wave Attenuation Study
Black River Park Driveway Improvements.

We are busy preparing these applications, anticipating a spring application date. In order to be eligible for these grants, the MDNR is requiring a statement in the Recreation Plan regarding harbor planning.

In order to avoid a delay in applying for grants for these projects, staff proposes to amend the Recreation Plan to include two existing plans which have been approved by the Harbor Commission.

The Harbor Commission Strategic Plan is a description of goals and recommendations for improvement of South Haven Harbor.

The South Haven Municipal Marina, Black River Park and River Maintenance Capital Improvement Plan is a five year plan showing a number of improvement projects to those facilities, and potential grant sources for those projects.

We hope that by including these two documents as an amendment to the Recreation Plan that we will be eligible to apply for Waterways grants this spring.

Item A: Hold a public hearing regarding the proposed amendment.

Moved by Gruber to open a public hearing regarding the proposed amendment to the South Haven Recreation Plan. Seconded by Patterson.

Voted Yes: All. Motion carried.

No public comment

Moved by Arnold to close the public hearing regarding the proposed amendment to the South Haven Recreation Plan. Seconded by Patterson.

Voted Yes: All. Motion carried.

Item B: Approve Resolution 2015-06, a resolution amending the South Haven Recreation Plan.

Moved by Patterson to approve Resolution 2015-06, a resolution amending the South Haven Recreation Plan. Seconded by Arnold.

Voted Yes: All. Motion carried.

11. Council will be asked to consider a motion to schedule a workshop session to begin the annual priority setting process.

Background Information: The City Council will be asked to schedule a series of priority setting workshops, which will illustrate the Council's priorities for the upcoming calendar year.

Over the coming weeks, the City Council will be asked to host a series of workshops to discuss priority setting for the upcoming fiscal year. Through these conversations, elected and appointed officials will be able to compile lists of items, projects, and concerns. From the lists, the City Council will begin the process of prioritizing their goals for the upcoming year. Based on those priorities, staff will work to develop a draft budget document which is intended to meet the bulk of the council's priorities.

Attached are the approved Fiscal Year 2014-15 Annual Priorities. It is my hope that through the review of the previously approved priorities and goals, the City Council members will develop ideas for the upcoming priority setting workshop.

Possible workshop dates that the City Council could consider are:

- March 2nd at 5:30 p.m.
- March 16th at 6:00 p.m.

It is my hope that only one workshop session will be needed for the bulk of the priority setting process. However, an additional session has been scheduled if more time is needed to discuss the priorities. As a result, I am requesting that the City Council schedule one workshop session, but note that the additional workshop session may be needed.

Moved by Arnold to schedule a workshop session to begin the annual priority setting process. Seconded by Patterson.

Voted Yes: All. Motion carried.

12. Council will be asked to consider Resolution 2015-07, a resolution authorizing the City Manager to apply for a Michigan Natural Resources Trust Fund Grant for North Beach Improvements.

Background Information: The City Council adopted the “Fiscal Year 2014-15 Priorities.” As part of the approved priorities, the City Council seeks to plan and develop improvements to the public infrastructure at the North Beach Park. Application to the MNRTF for the North Beach Park project supports the Council’s priority.

The intent of the North Beach Park improvements is to provide improvements to the city’s sidewalks, streets, and beach areas for residents and visitors to the North Beach Park. Over the past two years, the city’s staff has worked with Monroe Park residents (Monroe Park is the neighborhood adjacent to the North Beach Park) to seek their input on the proposed park improvements. At the December 11, 2012 meeting of the city’s Parks Commission, the commission approved the proposed North Beach Park plan.

In 2013, the City Council approved a grant application to the MNRTF for the proposed improvements to the city’s North Beach Park. The 2013 grant application was not successful. A similar process occurred in 2014, with the city submitting the application and being denied by the State of Michigan. Staff recommends resubmitting the grant application, in an effort to secure MNRTF grant funds for the project.

One change to the application that will be made is the inclusion of a non-motorized watercraft lane. The lane is intended to provide access to Lake Michigan for small non-motorized watercraft (e.g., kayaks, stand-up paddleboards, and/or canoes.) The planned lane has been reviewed and recommended by the city’s Harbor Commission and Parks Commission. The planned inclusion of the non-motorized watercraft lane is predicated on the city’s efforts to secure grant funding for the reconstruction of the North Beach. For the past two years, the city has sought grant funds from the MNRTF. Each of those grant applications has been denied, due to limited MNRTF funding. In an effort to boost the city’s grant application score, and increase the likelihood of the grant being awarded, the city has consulted with the Michigan Department of Natural Resources (MDNR) on possible changes to the grant application. The MDNR oversees the MNRTF grant process, and was able to provide guidance on how to improve the application. The MDNR indicated that a non-motorized watercraft lane, which connects to Lake Michigan, is likely to result in additional points for the city’s application. As a result, staff anticipates the lane addition may be helpful in securing the MNRTF grant funding for the North Beach project.

The city’s staff has begun the process of preparing the MNRTF grant, and one of the required steps is for the City Council to pass a resolution supporting the grant application

submission. The funding request will be \$300,000 and the city will provide a 64% match of \$536,644 for a total project cost of \$836,644. The source of the local matching funds will be from the city's general fund. Due to funding pressures impacting the MNRTF, staff anticipates that recreation grant funds may be more competitive than previous years. As a result, the city's grant application seeks to build the North Beach Park improvements in two phases, as part of an effort to seek a lower grant request from the MNRTF. The proposed grant application seeks to fund to make improvements to the sidewalks, roadway, night sky compliant street lighting, playground equipment, and an ADA accessible beach mat. The installation of seat walls, dumpster enclosures, public showers/foot-wash, and the reconstruction of the concession stand would be delayed until the second phase of the project.

Moved by Patterson to approve Resolution 2015-07, a resolution authorizing the City Manager to apply for a Michigan Natural Resources Trust Fund Grant for North Beach Improvements. Seconded by Gruber.

Voted Yes: All. Motion carried.

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

Derek Gruber – Spoke about Icebreaker.

14. City Manager's Comments

15. Mayor and Councilperson's Comments

Gruber – No comment.

Klavins - Spoke about community questionnaire.

Patterson – Spoke about women's history month.

Arnold – Spoke about beach stickers.

16. Adjourn

Moved by Gruber to adjourn. Seconded by Arnold.

Voted Yes: All. Motion carried. Meeting adjourned at 7:35 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey
Deputy City Clerk

Approved by City Council: **DRAFT**

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

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 79,632.31	\$ 11,799.26	\$ 91,431.57
202-MAJOR STREET FUND	\$ -	\$ -	\$ -
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ -	\$ -	\$ -
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ -	\$ -	\$ -
251-LDFA #1	\$ -	\$ -	\$ -
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ -	\$ -	\$ -
266-POLICE TRAINING	\$ -	\$ -	\$ -
296-RIVER MAINTENANCE	\$ -	\$ -	\$ -
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ -	\$ -
402-CAPITAL PROJECTS #2	\$ -	\$ -	\$ -
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ -	\$ -	\$ -
577-BEACH FUND	\$ -	\$ -	\$ -
582-ELECTRIC FUND	\$ 1,221,050.74	\$ 17,050.04	\$ 1,238,100.78
591-WATER FUND	\$ 1,538.51	\$ 296.34	\$ 1,834.85
592-SEWER FUND	\$ 1,143.23	\$ 2,072.10	\$ 3,215.33
594-MUNICIPAL MARINA	\$ 1,305.18	\$ -	\$ 1,305.18
636-INFORMATION SERVICES	\$ 5,027.00	\$ 5,082.53	\$ 10,109.53
661-MOTOR POOL	\$ 1,432.88	\$ 165.19	\$ 1,598.07
677-SELF INSURANCE	\$ 100.00	\$ -	\$ 100.00
703-TAX FUND	\$ -	\$ -	\$ -
718-TRUST & AGENCY	\$ -	\$ -	\$ -
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 1,311,229.85	\$ 36,465.46	\$ 1,347,695.31

User: ksteinman
DB: South Haven

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

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
03/02/2015	1	50239	000014	ABONMARCHE CONSULTANTS INC	613.68	1
03/02/2015	1	50240	000179	AVI SYSTEMS INC	995.00	1
03/02/2015	1	50241	000418	CDW GOVERNMENT INC	957.53	2
03/02/2015	1	50242	000471	CITY PLUMBING & HEATING CO	663.46	2
03/02/2015	1	50243	000475	CLARK HILL PLC	4,475.85	1
03/02/2015	1	50244	MISC	COUNTY OF BERRIEN	1,950.00	1
03/02/2015	1	50245	000738	ENVIRONMENTAL RESOURCE ASSOCIATES	294.24	1
03/02/2015	1	50246	000764	FASTENAL COMPANY	24.66	1
03/02/2015	1	50247	003198	HOFFMAN BOOTS	624.00	1
03/02/2015	1	50248	001107	HULL LIFT TRUCK INC	165.19	2
03/02/2015	1	50249	001467	MARK A MANNING	2,620.00	1
03/02/2015	1	50250	001766	MUZZALL GRAPHICS	55.99	1
03/02/2015	1	50251	002009	POLYDYNE INC	2,070.00	1
03/02/2015	1	50252	002020	POWER LINE SUPPLY CO	16,513.58	15
03/02/2015	1	50253	002267	SECANT TECHNOLOGIES	4,125.00	1
03/02/2015	1	50254	002478	STAPLES ADVANTAGE	259.38	2
03/02/2015	1	50255	002589	TERMINIX PROCESSING CENTER	43.00	1
03/02/2015	1	50256	002721	UPLINK SECURITY LLC	14.90	1

Num Checks: 18

Num Stubs: 0

Num Invoices: 36

Total Amount: 36,465.46

02/24/2015 11:48 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 03/02/2015 - 03/02/2015
 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
110608 43974	ABONMARCHE CONSULTANTS INC CITY HALL REMODELING 101-265-975-000-0147	02/13/2015 ksteinman	03/02/2015	613.68	0.00	P	Y 02/24/2015
		BUILDINGS/ADDITIONS IMPROVE		613.68			
42719100 43975	AVI SYSTEMS INC ANNUAL SUBSCRIPTION 101-294-802-000	01/29/2015 ksteinman	03/02/2015	995.00	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES		995.00			
SC65445 43977	CDW GOVERNMENT INC HARDWARE 636-258-980-001	01/26/2015 ksteinman	03/02/2015	589.48	0.00	P	Y 02/24/2015
		COMPUTER HARDWARE		589.48			
SD64765 43978	CDW GOVERNMENT INC TONER 636-258-980-001	01/28/2015 ksteinman	03/02/2015	368.05	0.00	P	Y 02/24/2015
		COMPUTER HARDWARE		368.05			
030233 43979	CITY PLUMBING & HEATING CO REPAIRS 101-301-931-000	02/03/2015 ksteinman	03/02/2015	264.00	0.00	P	Y 02/24/2015
		REPAIRS/MAINT-BUILDS & STRUCTR		264.00			
030571 43980	CITY PLUMBING & HEATING CO PREVENTATIVE MAINTENANCE 101-265-802-000	02/15/2015 ksteinman	03/02/2015	399.46	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES		399.46			
582501 43981	CLARK HILL PLC THAYER LITIGATION 101-210-801-000	02/17/2015 ksteinman	03/02/2015	4,475.85	0.00	P	Y 02/24/2015
		PROFESSIONAL/CONSULTING FEES		4,475.85			
1877 43976	COUNTY OF BERRIEN LEIN 101-350-802-000	02/04/2015 ksteinman	03/02/2015	1,950.00	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES		1,950.00			
744476 43982	ENVIRONMENTAL RESOURCE ASSOCIATES LAB SUPPLIES 591-559-802-000	02/09/2015 ksteinman	03/02/2015	294.24	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES		294.24			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
MISOU11805 43983	FASTENAL COMPANY SUPPLIES 582-558-741-000	02/04/2015 ksteinman	03/02/2015	24.66 24.66	0.00	P	Y 02/24/2015
166507 43984	HOFFMAN BOOTS CLOTHING 582-558-729-001	01/30/2015 ksteinman	03/02/2015	624.00 624.00	0.00	P	Y 02/24/2015
S-0113671 43985	HULL LIFT TRUCK INC PARTS 661-450-741-003	02/18/2015 ksteinman	03/02/2015	24.33 24.33	0.00	P	Y 02/24/2015
S-0113439-1 43986	HULL LIFT TRUCK INC PARTS 661-450-741-003	02/18/2015 ksteinman	03/02/2015	140.86 140.86	0.00	P	Y 02/24/2015
499 43987	MARK A MANNING ATTORNEY SERVICES 101-210-801-000	02/16/2015 ksteinman	03/02/2015	2,620.00 2,620.00	0.00	P	Y 02/24/2015
75689 43988	MUZZALL GRAPHICS BUSINESS CARDS 101-227-727-000 582-561-727-000 591-561-727-000 592-561-727-000	02/17/2015 ksteinman	03/02/2015	55.99 41.99 9.80 2.10 2.10	0.00	P	Y 02/24/2015
946538 43989	POLYDYNE INC SUPPLIES 592-559-741-000 592-566-741-000 592-567-741-000	02/12/2015 ksteinman	03/02/2015	2,070.00 1,469.70 420.21 180.09	0.00	P	Y 02/24/2015
5902386 43993	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001	02/17/2015 ksteinman	03/02/2015	962.00 962.00	0.00	P	Y 02/24/2015

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 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
5902384 43994	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-802-000 582-558-729-001	02/17/2015 ksteinman	03/02/2015	833.00	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES		168.00			
		OTHER CLOTHING & SUPPLIES		665.00			
5902335 43995	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/17/2015 ksteinman	03/02/2015	654.00	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM		654.00			
5902391 43996	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-802-000	02/17/2015 ksteinman	03/02/2015	400.00	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES		400.00			
5902331 43997	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	02/17/2015 ksteinman	03/02/2015	5,443.36	0.00	P	Y 02/24/2015
		ELECTRICAL SYSTEM CONSTR		5,443.36			
5902334 43998	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/17/2015 ksteinman	03/02/2015	2,296.96	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM		2,296.96			
5902204 43999	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	02/16/2015 ksteinman	03/02/2015	2,583.00	0.00	P	Y 02/24/2015
		ELECTRICAL SYSTEM CONSTR		2,583.00			
5900612 44000	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/10/2015 ksteinman	03/02/2015	1,178.66	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM		1,178.66			
5902333 44001	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/17/2015 ksteinman	03/02/2015	1,552.50	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM		1,552.50			
5902337 44002	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/17/2015 ksteinman	03/02/2015	161.28	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM		161.28			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
5902339 44003	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/17/2015 ksteinman	03/02/2015	46.28 46.28	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM					
5902336 44004	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/17/2015 ksteinman	03/02/2015	33.98 33.98	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM					
5902364 44005	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/17/2015 ksteinman	03/02/2015	99.00 99.00	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM					
5902385 44006	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 101-446-729-001	02/17/2015 ksteinman	03/02/2015	122.00 122.00	0.00	P	Y 02/24/2015
		OTHER CLOTHING & SUPPLIES					
5901673 44007	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/13/2015 ksteinman	03/02/2015	147.56 147.56	0.00	P	Y 02/24/2015
		REPAIRS/MAINTENANCE - EQUIPM					
INV059028 43990	SECANT TECHNOLOGIES REACTIVE SUPPORT 636-258-802-000	12/31/2014 ksteinman	03/02/2015	4,125.00 4,125.00	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES					
7131284154-000002 43991	STAPLES ADVANTAGE SUPPLIES 101-227-727-000	02/07/2015 ksteinman	03/02/2015	246.49 246.49	0.00	P	Y 02/24/2015
		OFFICE SUPPLIES					
7130258051-000001 43992	STAPLES ADVANTAGE SUPPLIES 101-301-727-000	01/24/2015 ksteinman	03/02/2015	12.89 12.89	0.00	P	Y 02/24/2015
		OFFICE SUPPLIES					
12708280628 44008	TERMINIX PROCESSING CENTER EXTERMINATING SERVICE 101-301-802-000	02/04/2015 ksteinman	03/02/2015	43.00 43.00	0.00	P	Y 02/24/2015
		OTHER CONTRACTUAL SERVICES					

02/24/2015 11:48 AM
 User: ksteinman
 DB: South Haven

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

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

0899058							
44009	UPLINK SECURITY LLC	02/01/2015	03/02/2015	14.90	0.00	P	Y
	NETWORK SURCHARGE	ksteinman					02/24/2015
	101-301-802-000	OTHER CONTRACTUAL SERVICES		14.90			

# of Invoices:	36	# Due:	0	Totals:	36,465.46	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>36,465.46</u>	<u>0.00</u>

--- TOTALS BY FUND ---

101 - GENERAL FUND	11,799.26	0.00
582 - ELECTRIC FUND	17,050.04	0.00
591 - WATER FUND	296.34	0.00
592 - SEWER FUND	2,072.10	0.00
636 - INFORMATION SERVICES FUND	5,082.53	0.00
661 - MOTOR POOL FUND	165.19	0.00

--- TOTALS BY DEPT/ACTIVITY ---

210 - LEGAL & PROFESSIONAL	7,095.85	0.00
227 - PERSONNEL	288.48	0.00
258 - DATA PROCESSING	5,082.53	0.00
265 - BUILDINGS & GROUNDS	1,013.14	0.00
294 - CATV BROADCASTING	995.00	0.00
301 - POLICE	334.79	0.00
350 - INFORMATION CENTER	1,950.00	0.00
446 - HIGHWAYS & STREETS	122.00	0.00
450 - EQUIPMENT MAINTENANCE	165.19	0.00
558 - OPERATIONS	17,040.24	0.00
559 - TREATMENT	1,763.94	0.00
561 - ADMINISTRATION	14.00	0.00
566 - TREATMENT - CASCO TWP	420.21	0.00
567 - TREATMENT - SH TWP	180.09	0.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
02/18/2015	1	50200	003107	57TH DISTRICT COURT	189.00
02/18/2015	1	50201	000137	APWA-SOUTHWEST MICHIGAN BRANCH	20.00
02/18/2015	1	50202	MISC	BOMGAR CORPORATION	4,995.00
02/18/2015	1	50203	000430	CENTURY LINK	78.72
02/18/2015	1	50204	003190	ESRI	1,800.00
02/18/2015	1	50205	003298	GMB AE	2,070.00
02/18/2015	1	50206	001580	MICHIGAN ASSOC OF MUN CEMETERIES	120.00
02/18/2015	1	50207	002750	VAN BUREN COUNTY ASSOC OF	45.00
02/19/2015	1	50208	000048	AL VAN HUMANE SOCIETY	1,153.00
02/19/2015	1	50209	000177	AUTOWARES INC	805.63
02/19/2015	1	50210	003334	BASIC CORPORATE	100.00
02/19/2015	1	50211	003180	COPS HEALTH TRUST	1,748.95
02/19/2015	1	50212	003213	DALE CLAYTON	78.53
02/19/2015	1	50213	000622	DELL MARKETING L P	32.00
02/19/2015	1	50214	000624	DELTA DENTAL OF MICHIGAN	5,505.52
02/19/2015	1	50215	000837	FREIGHTLINER OF KALAMAZOO	241.79
02/19/2015	1	50216	000843	FRONTIER	403.38
02/19/2015	1	50217	000994	HAPA LLC	1,305.18
02/19/2015	1	50218	001114	HUTSELL, RODNEY	100.00
02/19/2015	1	50219	001252	KENT POWER INC	323,739.34
02/19/2015	1	50220	001405	LINCOLN NATIONAL LIFE INS CO	3,148.46
02/19/2015	1	50221	001544	MENARDS	217.34
02/19/2015	1	50222	001747	MRWA	145.00
02/19/2015	1	50223	002155	RIDGE AND KRAMER AUTO PARTS	225.47
02/19/2015	1	50224	003047	ERIC SMITH	78.53
02/19/2015	1	50225	003132	SOUTH HAVEN HEALTH SYSTEM	152.32
02/19/2015	1	50226	002502	STATE OF MICHIGAN-DEQ	70.00
02/19/2015	1	50227	002645	TRACTOR SUPPLY CREDIT PLAN	159.99
02/19/2015	1	50228	003348	TRANSOFT SOLUTIONS, INC.	430.00
02/19/2015	1	50229	003327	UNITED HEALTHCARE INSURANCE CO	63,762.92
02/19/2015	1	50230	002724	UPS STORE #5080	36.50
02/19/2015	1	50231	002800	VILLAGE MARKET #869	440.01
02/19/2015	1	50232	002949	WOLVERINE HARDWARE	168.99
02/23/2015	1	50233	UB REFUND	ECKMAN, THOMAS M	170.00
02/23/2015	1	50234	UB REFUND	FAY, FRANK M	58.41
02/23/2015	1	50235	UB REFUND	FINES, JOHN M	161.24
02/23/2015	1	50236	UB REFUND	GUMINSKI, TRAVIS K	53.73
02/23/2015	1	50237	001585	MICHIGAN ASSOC OF MUNICIPAL	640.00
02/23/2015	1	50238	UB REFUND	STAINBROOK, JOSEPH E	79.70

1 TOTALS:

Total of 39 Checks:	414,729.65
Less 0 Void Checks:	0.00
Total of 39 Disbursements:	414,729.65

02/24/2015 11:49 AM
User: ksteinman
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 02/19/2015 - 02/19/2015

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
02/19/2015	1	76(E)	000087	AMERICAN ELECTRIC POWER	<u>896,500.20</u>
1 TOTALS:					
Total of 1 Checks:					896,500.20
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					896,500.20



City of South Haven

Dept. of Public Works

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

MEMORANDUM

To: Brian Dissette, Roger Huff

From: Larry Halberstadt, PE, City Engineer

Date: February 24, 2015

RE: Motor Pool Purchase, F-350 Cab & Chassis

General Information, Motor Pool Fund

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

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

Background Information:

Vehicle 107 and vehicle 512 are both due for replacement. Vehicle 107 is used by the field supervisor in the electric department and vehicle 512 is used by staff to service wastewater lift stations. Each department has requested purchase of a chassis-cab and utility service body. The service body provides added utility over a standard pickup truck bed.

Memorandum

December 24, 2015

Motor Pool Purchase, F-350 Cab & Chassis

Page 2 of 3

The attached photo is similar to the trucks that will be purchased:



The City has received quotations for the cab and chassis from Woodhams Ford of South Haven, Michigan. The quotations are as follows:

Vehicle #	Type of Vehicle	Price
107	2015 Ford F350 Crewcab, pickup box delete, SRW, 172" wheelbase	\$30,326
512	2015 Ford F350 Supercab pickup, SRW, 142" wheelbase	\$28,298

The City of South Haven participates in the MiDEAL purchasing program. MiDEAL allows local units of government to benefit from the State's negotiating and purchasing power. MiDEAL prepares and provides specifications for various vehicles to ensure that a fair bidding process can occur. The vehicles to be purchased are similar to Michigan Spec. #3958-0098D. Staff has reviewed the MiDEAL pricing for this vehicle specification. The MiDEAL bid for this vehicle is \$32,129. The MiDEAL pricing is higher than the quotes provided by Woodhams due to a difference in equipment, wheelbase, and engine type (diesel vs. gasoline).

Council has favored doing business locally as much as possible. Thus, it is recommended that the vehicles be purchased from Woodhams Ford, the only new vehicle dealer located within the South Haven City limits.

Memorandum

December 24, 2015

Motor Pool Purchase, F-350 Cab & Chassis

Page 3 of 3

Recommendation:

Award the purchase of two 2015 Ford F-350 trucks to Woodhams Ford in the total amount of \$58,624.00.

Support Material:

Quotation – Truck 107

Quotation – Truck 512

Don Woodhams Inc
Ford-Lincoln
1111 LaGrange
South Haven, MI 49090
269-637-2137, 269-637-8060 Fax

02/20/2015

City of South Haven
RE: 1 ton truck bid
Attn: Larry Halberstadt

2015 Ford F350 Crewcab pickup box delete Single Rear Wheels

All standard equipment
172" Wheelbase 56.4" CA
6.2L V8 Gasoline
6 Speed Automatic Select Shift Automatic
3.73 regular rear axle
10800# GVWR

Net price - \$30,326

Options included in above price

XL VALUE PKG:

Cruise Control

Am/Fm CD Radio

LT245/7517 BSW all terrain tires

Spare Tire and Wheel

Power Equipment Group - includes power windows, power door
locks, power heated mirrors, with remote entry

Built in Ford brake controller

17" Steel Wheels

Ross Woodhams

Don Woodhams Inc
Ford-Lincoln
1111 LaGrange
South Haven, MI 49090
269-637-2137, 269-637-8060 Fax

02/20/2015

City of South Haven
RE: 1 ton truck bid
Attn: Larry Halberstadt

2015 Ford F350 Supercab pickup Single Rear Wheels
All standard equipment
Oxford White body color/Gray Interior
142" Wheelbase 40.2" CA
6.2L V8 Gasoline
6 Speed Automatic Select Shift Automatic
3.73 regular rear axle
10600# GVWR

Net price - \$28,298

Options included in above price

XL VALUE PKG:

Cruise Control

Am/Fm CD Radio

Snow plow prep package

LT245/7517 BSW all terrain tires

Spare Tire and Wheel

Power Equipment Group- includes power windows, door locks and
power heated mirrors with remote entry

Built in Ford brake controller

17" Steel Wheels

Ross Woodhams

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

Nov 19, 2014

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

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

Agenda: Moved by Dave Orr, seconded by Ken Ratzlaff to approve the Agenda, approved.

Public Comments: None.

Fred Bower moved and Jon Woodhams seconded to approve the Consent Agenda:

- A. Minutes of the Oct 15, 2014 Authority meeting be approved.
 - B. Bills from Oct 16, 2014 through Nov 19, 2014 totaling \$22,794.80 be approved.
 - C. Manager's report dated Nov 19, 2014 be approved.
- A roll call vote was taken; Yeas: Ratzlaff, Bower, Orr, Woodhams, Gruber, and Johnson.
Nays: None. Approved.

Committee Reports: None.

Old Business: None.

New Business: None.

Member Comments: Clark Gruber moved to cancel the Dec 2014 board meeting, seconded by Dave Orr, Approved.

Clark Gruber moved to adjourn the meeting at 7:40 pm, seconded by Ken Ratzlaff, adjourned.

SOUTH HAVEN HOUSING COMMISSION
Regular Meeting
Warren Senior Community Center
540 Williams Street, South Haven, Michigan 49090
January 28, 2015

CALL TO ORDER: The Regular Meeting of the South Haven Housing Commission was called to order at 5:13 p.m. by Chairperson Eugene Ladewski at the South Haven Housing Commission Warren Senior Community Center, 540 Williams Street, South Haven, Michigan.

ROLL CALL: Present: Chairperson Eugene Ladewski, Vice-Chairperson Sandra Seroke, Commissioner Rev. Aaron Cobbs, Resident Commissioner Tom Thomson and City Council Representative Gail Patterson. Absent: Commissioner Teresa Mahone-Jordan. Also present: Executive Director and Secretary Charles Fullar.

INVOCATION: Commissioner Rev. Cobbs delivered the invocation.

**PUBLIC HEARING AND AGENCY CAPITAL FUND PROGRAM FIVE-YEAR PLAN
2015-2019:**

It was moved by Commissioner Rev. Cobbs to open the public hearing; Seconded by Vice-Chairperson Seroke. All votes in favor. Motion carried. The Public Hearing began at 5:15 p.m. Executive Director Fullar supplied copies of the Agency Capital Fund Program 5-Year PHA Plan 2015-2019 and the 2015 Annual Plan, and reported two public notices, December 14, 2014 and January 11, 2015 were published in the South Haven Tribune requesting written comments and recommendations and notifying the public for this Public Hearing date and time. Executive Director Fullar reviewed the Plan including the Housing Commission Mission Statement, Strategic Goals and Goal Objectives, Housing Needs, and Strategy for Addressing Housing Needs. The 5-Year Agency Plan has been available to the public to review at the Housing Commission Office and at South Haven City Hall. At the regular meeting held on January 15, 2015, the Housing Commission Resident Advisory Board (RAB) reviewed, approved and forwarded the 5-Year PHA Plan 2015-2019 and the 2015 Annual Plan to the Housing Commission with the recommendation for approval and submission to HUD. No members of the public attended the public hearing. No additional input or comments were provided for the plan during the public hearing. No additional input or comments were received during the public comment period prior to the public hearing. It was moved by Vice-Chairperson Seroke to close the Public Hearing; Seconded by Commissioner Thomson. All votes in favor. Motion carried. The Public Hearing concluded at 5:22 p.m.

PUBLIC COMMENTS: None.

CONSENT AGENDA: 1) Minutes of the Regular Meeting December 17, 2014. 2) Current Operating Expenses - \$79,215.65; 3) Homeownership Expenses - \$0.00; 2011 Capital Fund - \$0.00; 2012 Capital Fund - \$0.00; 2013 Capital Fund - \$3,946.00; and 2014 Capital Fund - \$0.00. 4) Administrative Reports for Approval: Occupancy and Waiting List Reports; Monthly Investment Report; Delinquent Accounts Report; Petty Cash Report; Accounts Receivable Balance Due Report; and Income and Expenditures Report for December 2014. 5) Correspondence: Par Plan News, December 2014; and Foundry Hall, SH Tribune January 4, 2015. 6) Other Reports: None. It was moved by Commissioner Rev. Cobbs to approve the Consent Agenda; the motion was seconded by Vice-Chairperson Seroke. All votes in favor. Motion carried.

UNFINISHED BUSINESS: 1) Status Report Updating and Adapting the HDC: Executive Director Fullar reported meeting with the HDC board earlier this month. He anticipates completion of the new HDC By-Laws, Adoption of the By-Laws by the HDC and transfer of the HDC to the South Haven Housing Commission within the next three to six months. 2) Warren Center Rental/Use Agreement: Executive Director Fullar supplied copies of the currently used Warren Senior Community Center After Hours and Weekend Rental/Use Application and the Warren Senior Community Center Rental/Use Agreement Contract for review. Executive Director discussed the need to establish a rental use fee for the Warren Center. It was moved by Vice-Chairperson Seroke to approve the continued use of the current Warren Senior Community Center After Hours and Weekend Rental/Use Application and the Warren Senior Community Center Rental/Use Agreement Contract; to establish the Warren Center rental charge at \$100.00 for the first three hours and \$35.00 for each additional hour; to affirm use of the \$100.00 security deposit; and to have the Housing Commission Board review in six months how well the new process is working; Seconded by Commissioner Rev. Cobbs. All votes in favor. Motion carried.

NEW BUSINESS: 1) Resolution No. 15-01, to submit Agency Capital Fund Program 2015 5-Plan and Annual Plan to Department of Housing & Urban Development:

Resolution No. 15-01

Housing Agency 5-Year and Annual Plan for Fiscal Year Beginning July 1, 2015

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires the development of a Housing Agency Plan, including an Annual and Five Year Plan, and

WHEREAS, the Agency Plan has been developed in accordance with HUD regulations,

NOW THEREFORE BE IT RESOLVED, by the Board of the South Haven Housing Commission that the Housing Agency 5- Year Plan 2015-2019 and 2015 Annual Plan for the period beginning July 1, 2015, be approved for submission to HUD and the Chairperson of the Board of Commissioners is hereby authorized to sign the Certification of Compliance with the Public Housing Authority Plans and related regulations on behalf of the Board of Commissioners.

It was moved by Vice-Chairperson Seroke to approve the foregoing Resolution No. 15-01 as introduced and read; Seconded by Commissioner Rev. Cobbs. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

2) Resolution No. 15-02, 82-1 Utility Allowance:

Resolution No. 15-02

MI-82-1 Utility Allowance

WHEREAS, the South Haven Housing Commission has conducted a Public Housing Utility Allowance Survey and Study of its MI-82-1 Family Housing project using an acceptable engineering-based methodology that takes into consideration structure type, unit size and equipment, and

WHEREAS, the cost of the average electric, gas, water and sewer combined consumption of an energy conservative family of modest circumstances and to provide the basic essentials needed for a

safe, sanitary and healthful living environment for the single family houses at our MI-82-1 project has changed, and

WHEREAS, the South Haven Housing Commission in compliance with the 60 day tenant notification and 30 day comment period for the Public Housing Proposed Monthly Utility Allowances and Proposed Monthly Consumption Allowances established February 1, 2015 as a proposed effective date of implementation, and

WHEREAS, residents were notified November 7, 2014, of the thirty (30) day review and allowing for a sixty (60) comment period in which to submit written comments to the Housing Commission, and no comments were received,

NOW THEREFORE BE IT RESOLVED, by the Housing Commission of the City of South Haven, Michigan, that the Utility Allowance (UA) for the Family Housing Scattered Sites MI-82-1, the 38 three-bedroom Detached Houses with Pier-Beam construction including all units except units 23 and 41, the UA increased from \$201 to \$224: the two-bedroom houses UA increased from \$167 to \$187 per month; the two three-bedroom Detached Houses with Slab/Basement construction, (units 23 and 41), increased from \$210 to \$235 per month, will be effective upon adopting this resolution on January 28, 2015.

It was moved by Commissioner Rev. Cobbs to approve the foregoing Resolution No. 15-02 as introduced and read; Seconded by Vice-Chairperson Seroke. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

3) Resolution 15-03, 82-3 Utility Allowance;

Resolution No. 15-03

MI-82-3 Utility Allowance

WHEREAS, the South Haven Housing Commission has conducted a Public Housing Utility Allowance Survey and Study of its MI-82-3 River Terrace Senior Apartments building using an acceptable engineering-based methodology that takes into consideration structure type, unit size and equipment, and

WHEREAS, the River Terrace residents pay only electric; and the cost of the average electric use is based on consumption of an energy conservative household of modest circumstances and to provide the basic essentials needed for a safe, sanitary and healthful living environment at our MI-82-3 project for both the one bedroom and two bedroom apartments have changed, and

WHEREAS, the South Haven Housing Commission in compliance with the 60 day tenant notification and 30 day required comment period for the Public Housing Proposed Monthly Utility Allowances and Proposed Monthly Consumption Allowances established February 1, 2015 as a proposed effective date of implementation, and

WHEREAS, residents were notified November 7, 2014, of the thirty (30) day review and allowing for a sixty (60) day comment period in which to submit written comments to the Housing Commission, and one comment was received,

NOW THEREFORE BE IT RESOLVED, by the Housing Commission of the City of South Haven, Michigan that the Utility Allowance for the one bedroom apartment will decrease from \$28.00 to \$25.00 per month and from \$33.00 to \$29.00 per month for the two bedroom apartments is effective upon adopting this resolution on January 28, 2015 to be implemented on February 1, 2015.

It was moved by Vice-Chairperson Seroke to approve the foregoing Resolution No. 15-03 as introduced and read; Seconded by Commissioner Rev. Cobbs. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

4) Resolution No. 15-04, Update and Amend Cafeteria Plan;

Resolution No. 15-04

Adopt, Amend or Restate Cafeteria Plan

WHEREAS, the Board of Directors of South Haven Housing Commission deems it to be in the best interest of its employees and officers to adopt, amend or restate its Cafeteria Plan under Section 125 of the Internal Revenue Code of 1986, as amended, and

NOW THEREFORE BE IT RESOLVED, by the South Haven Housing Commission of the City of South Haven that hereby adopts, reinstates and approves this Cafeteria Plan as amended and restated to become effective as of 01/01/2015 pursuant to the Adoption Agreement and Cafeteria Plan which are attached hereto; and

THEREFORE BE IT RESOLVED FURTHER, that the Executive Director of the South Haven Housing Commission shall have the authority to:

- a. Execute this Adoption Agreement and Amended Cafeteria Plan, and other documents and agreements as may be necessary to implement the Plan;
- b. Appoint a plan administrator for such plan, and change such administrator from time to time with the advice and consent of the Board of Directors;
- c. Contract with BASIC to provide assistance to the plan administrator in establishing and maintaining such plan; and

THEREFORE BE IT RESOLVED FURTHER, that the Secretary of the Board is directed to enter a copy of this Adoption Agreement and this Cafeteria Plan, as amended, into the records of the South Haven Housing Commission, and into the minutes of this meeting.

It was moved by Vice-Chairperson Seroke to approve the foregoing Resolution No. 15-04 as introduced and read; Seconded by Commissioner Thomson. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

5) Resolution No. 15-05, Trespass and Barring Policy:

Trespass and Barring Policy

WHEREAS, The South Haven Housing Commission's mission pursuant to the lease, state and federal law is to promote adequate and affordable housing, economic opportunities and a suitable living environment free from discrimination; and

WHEREAS, by means of the South Haven Housing Commission (SHHC) mission, SHHC provides for safe and decent housing, provides for peaceful enjoyment for the residents, and safeguards the residents, staff members and property of the SHHC, and

WHEREAS, the need has arisen to be specific in regards to persons endangering the welfare of the SHHC residents or property,

NOW THEREFORE BE IT RESOLVED, by the Board of the South Haven Housing Commission that the Trespass and Barring Policy be approved and to enter into a Memorandum of Understanding between the South Haven Housing Commission and South Haven Police Department to assist with implementation of the Trespass and Barring Policy.

It was moved by Vice-Chairperson Seroke to approve the foregoing Resolution No. 15-05 as introduced and read; Seconded by Commissioner Rev. Cobbs. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

6) Michigan Township Participating Plan Insurance Renewal (2014) Property Insurance Renewal: Executive Director Fullar supplied historical data for insurance premiums from 2001 through 2014, including the proposed 2015 renewal rate from Michigan Township Participating Plan. The current 2015, premium renewal is \$18,382.00; a \$683.00 increase from the 2014 renewal rate. The 2015 renewal option includes a Casualty and Property Terrorism Coverage option for an additional \$318.00. Executive Director Fullar affirmed that the Michigan Township Participating Plan continues to provide property insurance rates at a reasonable cost and the company is responsive to the Housing Commission's needs.

It was moved by Vice-Chairperson Seroke to approve the Michigan Township Participating Plan Insurance Renewal, without the inclusion of the Casualty and Property Terrorism Coverage, in the amount of \$18,382.00 with the policy term beginning February 14, 2014, through February 14, 2015; Seconded by Commissioner Rev. Cobbs. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

7) 2014/2015 and 2015/2016 Snow Management Contract: Executive Director Fullar supplied copies of the November 21, 2014, Bid Tabulation for the 2014/2015 and 2015/2016 Snow

Plowing/Snow Management Services. The bidding process was reviewed and three proposals were received.

It was moved by Vice-Chairperson Seroke to award the contract to the responsive and lowest bidder, Exterior Site Services, for the 2014/2015 and 2015/2016 Snow Plowing/Snow Management Services; Seconded by Commissioner Rev. Cobbs. All votes in favor. Motion carried.

8) 5(h) Homeownership Participant Discharge of Mortgage: Executive Director Fullar reported that a 5(h) homeowner (Purchase No. 5.14.2005) is looking to refinance his current mortgage. The second mortgage cannot be discharged until May 27, 2015, with the expiration of the 10-year affordability period; however if no equity is obtained from a remortgage prior to the expiration of the 10-year affordability period, the Housing Commission can subordinate its mortgage position to the participating mortgage company. The homeowner must apply to the Housing Commission with the program Mortgage Subordination Request Application.

It was moved by Vice-Chairperson Seroke that to best facilitate, in a timely manner, a subordination request from the 5(h) Program participant, for Executive Director Fullar to supply an application; verify its thoroughness of completion; that no equity is being obtained prior to expiration of the 10-year affordability period; and grant Executive Director authority to complete a mortgage subordination. Seconded by Commissioner Rev. Cobbs; All votes in favor. Motion carried.

9) Employee HSA Contributions: Executive Director Fullar supplied and reviewed a copy of a staff letter dated January 22, 2015, requesting reconsideration of the Housing Commission 2015 HSA contributions for full-time Housing Commission employees. The South Housing Commission discussed the 2015 revision to its contributions for current full-time employees having a single person, 2-Person and Family Priority Health coverage as was determined equitable during the November 2014, regular meeting. It was further discussed that it is the Housing Commission's decision each year to determine an amount it may contribute to each employee's HSA account or to decide not to make contributions. Executive Director Fullar stated that he emphasizes yearly to each employee that it is their responsibility to manage and develop their HSA account into the future; and that they can make additional payroll HSA contributions, up to the maximum allowable annual HSA contribution, with pre-taxed dollars.

It was moved by Vice-Chairperson Seroke for the Housing Commission to provide funds for employees' HSA Contributions for calendar 2015 as it did for calendar year 2014; Seconded by Commissioner Rev. Cobbs; All votes in favor. Motion carried.

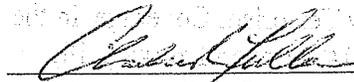
EXECUTIVE DIRECTOR'S REPORT: No report.

COMMISSIONER'S COMMENTS: Chairperson Ladewski commented on the Housing Commission's Feasibility and Market Study and for a need to review the study and further action on behalf of the Housing Commission's goal and objectives.

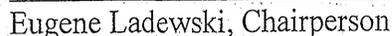
ADJOURNMENT: It was moved by Vice-chairperson Seroke to adjourn; the motion was seconded by Commissioner Rev. Cobbs. All votes in favor. Motion carried. Meeting adjourned at 6:58 p.m.

Respectfully submitted:

Approved February 25, 2015.



Charles R. Fullar, Secretary



Eugene Ladewski, Chairperson

LIBERTY HYDE BAILEY MUSEUM MEMORIAL, INC. "FOUNDATION"

Tuesday

February 17, 2015

7:05 P. M.

Board Members Present: Anne Long, Joan Hiddema, Becky Linstrom, Bill Lundy, Melanie Gleiss, Cindy McAlear

Board Members Absent: Robin Reva (Excused) and John Stempien (Excused)

Honorary Trustee Present: David Fenske

City Council Representative Absent: Clark Gruber (Excused)

Interim Director Present: Michael Fiedorowicz

Anne Long, Chair, called the meeting to order and asked for a motion to accept the January minutes.

It was moved by Joan Hiddema to accept the January 20, 2015 LHBM Memorial, Inc. "Foundation" minutes. Seconded by Becky Linstrom. Motion carried.

TREASURER'S REPORT – JOAN HIDDEMA

Checking Account Balance: \$16,739.80

McNeill Endowment Account: \$13,090.03

SH Community Foundation investment: \$5,000

DIRECTOR'S REPORT – MICHAEL FIEDOROWICZ

- A. Public Relations & Advocacy: LHBM had a booth at the Southwest Michigan Horticulture Fair at Lake Michigan College on February 5th and 6th. Mike, Anne Long, and Joan Hiddema attended the fair. Mike met Allyn Anthony, a representative from the Michigan state Horticulture Society. The Society might be interested in funding a program at the museum. Mike has sent letters to our legislators in Lansing informing them of our grant from the Michigan Council for Arts and Cultural Affairs to make a connection with legislators to create a positive image for the cultural sector. Mike is planning on publishing the LHBM newsletter on May 1st, July 1st, and September 1st.
- B. Education & Programs: Planning for BAILEY'S BUDDING NATURALISTS is going well. Mike met with Anne Long, Melanie Gleiss, Becky Linstrom, and Joan Hiddema. Sarett Nature Center has agreed to assist us this year with the programs. Sarett has a more flexible schedule than Kalamazoo Nature Center which will allow us to plan two, week-long sessions. There will be programs on Energy Flow, Adaptation, Recycling, and Interconnections of Living Things. The committee is looking into giving the students T-shirts this year. There will also be a charge of \$5

per student per day. The charge will cover many of the costs of the program in addition to the South Haven Garden Club's donation and the MCSCS funding. Other funding may be secured.

BAILEY'S BIRTHDAY PARTY is planned for March 14th with the LHBM membership will be invited to view the newly renovated restroom at the museum and to clean the museum for the opening of the season. There will be a potluck dinner. Time is 4-6 P. M. Membership envelopes for 2016 will also be passed out.

ZENTANGLE will be back on March 28th for two sessions, at 10 A.M. and 1 P.M. The class will focus on using eggs. Instructor, Georgianna Klein, is also interested in doing a class later in the year using leaves to Zentangle on and a class for children.

Mike has invited Victoria Howard to have another show in the McNeill gallery from May 29th until June 28th. The arrangements will be similar to her exhibition last year.

- C. Grants: The youth committee of the South Haven Community Foundation is offering a grant due in two weeks. Mike is submitting a request for the Bailey's Budding Naturalists program.
- D. Budget: Joan Hiddema and Mike have been making progress on creating a new budget system in which there will be several funds that track donations and expenses related to particular areas of operation. The Chart of Accounts is still being worked out.

NEW BUSINESS

- A. City Council Resolutions 2015-16 (Approved February 2, 2015): Anne Long and Joan Hiddema met with the city. The city has requested that three city representatives to be on the LHBM Memorial Fund, Inc. "Foundation". The following Trustees were named to fill this requirement: Joan Hiddema appointed for 1 year term up in 2016, Cindy McAlear appointed for 2 year term up in 2017, and Becky Linstrom appointed for 3 year term up in 2018. All city appointed trustees will be subject to three year term limits. The above trustees may choose to serve an additional three years after completion of the above limit.

Olga Lewis has chosen to become an Honorary Trustee of LHBM Memorial, Inc. "Foundation".

- B. Repair to bathroom: city has gotten estimates for completing the job and has approved to have the work done.

CONTINUING BUSINESS

- A. Outreach Education Committee Report
 - 1. Bailey's Budding Naturalists: there will be charge of \$5 per child per day this year. Committee is looking into T-shirts for the students. We will be putting the art work of the students on display and invite the parent to an open house at the end of the program.
 - 2. Voices From the Land: there are five scholarships students already signed up for the program with room for 20 more people. The cost is \$99. Becky Linstrom has arranged for

- CEU Credits through Hope College. Becky has also handed out information on the class to teachers in the South Haven District. Anne Long took information to hand out to Bloomingdale and other area schools. Melanie Gleiss will also hand out information.
3. Michigan Museum Days: This will be held at North Shore Middle School on April 24th. Joan Donaldson will be presenting Spencerian Script to the students. This is the type script that Liberty Hyde Bailey used during his lifetime.
- B. Organizational Chart of Committees for LHBM
1. Trustees were asked to commit to committees.
- C. Garden Club Funding
1. The South Haven Garden Club will be donating \$500 to the Bailey's Budding Naturalists for whenever we need it, with the proviso that we send a receipt back for that program. LHBM will also receive up to \$1,000 for clearing and cleaning out the area around the Carriage Barn. This money will be dispersed after the museum submits receipts for the work done. The remaining money (\$580) that was given to LHBM last year can be used for plantings in the gardens. Again, the garden Club would like a report and an accounting of what was bought along with copies of receipts from the museum for this money as we go forward. Nancy Daugherty and her crew were also given \$500 to finish the garden around the garden club bench on the LHBM grounds.

FLOOR

- A. Cindy McAlear presented each Trustee with a lapel pin for LHBM. Bob McAlear had 100 pins made up with the Logo that is on museum's sign out front. The remainder of the pins were given to the museum to sell or to be used for other purposes. Cindy also reported that our membership stands at 192 members. It was again discussed that membership letters and envelopes should be ready to hand out at the Bailey Birthday Celebration on March 14th.
- B. Melanie Gleiss will have trustee notebooks ready to hand out at the March meeting.
- C. Joan Hiddema announced that LHBM will be having another Garage Sale on May 22-23. She asked us to start looking for and collecting items to bring in for the sale.
- D. Bill Lundy reported that he sent out a request to Secure Alarms to take over our alarm system at the museum.
- E. David Fenske requested to have the cement removed around the area of the herb garden. He will be putting in a new one for the museum.
- F. Becky Linstrom spoke about Voices From the Land Program that will be on June 18th and 19th at the museum.

Joan Hiddema called for adjournment.

8:40 P.M.

Respectfully submitted by,

Cindy McAlear, Secretary



Agenda Item 6

Budget Workshop Schedule

Background Information:

The City Council will be asked to schedule a series of budget workshops for the upcoming fiscal year.

Over the coming months, the City Council will be asked to host a series of workshop sessions to discuss the upcoming fiscal year budget. Through these conversations, elected and appointed officials will be able to refine the draft budget document, which meets the City Council's expectations.

Possible workshop dates that the City Council could consider are:

- Monday, April 6th at 5:30 p.m.
- Monday, April 13th at 6:00 p.m.
- Monday, April 20th at 5:30 p.m.

It is my hope that only one or two workshop sessions will be needed for the bulk of the budget development process. However, an additional session has been scheduled if more time is needed to discuss the budget. As a result, I am requesting that the City Council schedule one workshop session, but note that the additional workshop sessions may be needed.

Recommendation:

The City Council should consider a motion to schedule a budget workshop session to occur on Monday, April 6th at 5:30 p.m., at City Hall, in Conference Room B.

Support Material:



Agenda Item 7

SHARP Farm Lease Agreement

Background Information:

The City Council will be asked to authorize the City Manager to issue a farm lease agreement for the city's property in Casco Township.

The City of South Haven owns approximately 96 acres of farmland in Casco Township, located north of 103rd Street and 71st Street. The property is generally known as the "SHARP Park." The property was purchased by the City of South Haven using community donations for the development of a recreation facility. The SHARP property has been leased to the South Haven Area Recreation Authority "SHARA" for the development of a recreation facility. SHARA has discussed the property and noted that funds are not currently available to construct improvements to the site. As a result, SHARA has expressed support for the property being farmed during the 2015 farming season. The benefits to farming the property are twofold: 1) the farm lease will generate revenue; 2) the farming work will provide maintenance to the property, through the removal of trash/debris from the site.

The city's staff has prepared an updated farm lease agreement, with Mr. Matthew Hamlin, which will pay \$160.00 per tillable acre. The lease calls for GPS data to confirm the total tillable acreage of the property. The city's staff has met with Mr. Hamlin and found him to be in agreement with the terms of the lease. The city's staff has consulted with SHARA about the farm lease agreement, and found the board to be supportive of the farm lease. Finally, the city's staff has consulted with Casco Township's Assessor and confirmed that the farm lease agreement will force the SHARP site to be added to the township's tax roll. Staff has confirmed that the farm lease revenue should generate approximately \$9,350 in net revenue (after maintenance and tax expenses are paid.)

Should the lease agreement proceed, staff will plan to deposit the lease revenue into the SHARP account. A portion of the lease revenue will be used to pay the taxes for the SHARP property.

Recommendation:

Should the City Council wish to allow the farm lease agreement for the SHARP site, the Council should consider a motion to authorize staff to proceed with the lease agreement.

Support Material:

DRAFT SHARP Farm Lease

FARM LEASE

Section I. Date, Contracting Parties, Description of Property and Terms of the Lease:

1. On the date of January __, 20__ this lease is between the City of South Haven herein called the Landlord, and Matthew Hamlin, 846 64th Street, South Haven, MI 49090, (phone: (616) 836-1778) herein called the Renter.
2. The Landlord hereby leases to the Renter to occupy and use for agricultural purposes only, consisting of approximately 96 acres north of 103rd Street and 71st (referred to as the SHARP Park) in Casco Township in Allegan County, MI.
3. This lease shall be for a period of one growing season, terminating in December 20__.

Section II. Amount of Rent and Time of Payment:

1. The annual cash rent shall be \$160.00/tillable acre, paid by December 15th of the year cropped.
2. The parties agree that if the crop/harvest is interrupted so as to accommodate further development of the property, the City will agree to reimburse the "farmer" for his costs plus a factor, say 10%, or at a discount to the prevailing market rate.
3. The parties agree that the total tillable acreage of the site shall be verified using GPS to measure the site.

Section III. The Landowner Agrees To:

1. Furnish the land and the improvements located thereon referred to in Section I.
2. Pay all the taxes and the assessments against the real estate and all taxes on the Landowner's personal property on the farm.

Section IV. The Renter Agrees To:

1. Follow the farming practices that are generally recommended for and are best adapted type of farm and for this locality unless other practices are agreed upon.
2. Furnish all labor, power machinery, moveable equipment, all operation and maintenance expenses therefore to plant, cultivate, and harvest the crop.
3. Follow generally recommended practices in plowing, planting and cultivating to prevent excessive loss of soil and water through sheet erosion. Control gullies in their early stages.
4. Neither assign this lease to any person or persons nor sublet any part of the real estate for any purpose without notice to the Landowner.
5. Yield peaceable possession of the farm at the termination of this lease.
6. Not burn cornstalks, straw or other crop residue grown upon the property.
7. Hold Landowner harmless against any damages to persons or property sustained while conducting farming activities.

Section V. Rights and Privileges:

1. The Landowner or anyone designated by him shall have the right of entry at any mutually convenient time to inspect his property and/or the farming methods being used.

Section VI. Enforcements of Agreements:

1. Failure of either the Landowner or the Renter to comply with the agreements set forth in this lease shall make him liable for damages to the other party. Any claim by either party for such damages shall be presented, in writing, to the other party, at least 30 days before the termination of this lease.
2. If either or both of the parties to this lease die during the term of the lease, the provisions of this lease shall be binding on the heirs, executors, administrators, and assigns of the party or parties involved.

IN WITNESS WHEREOF, this lease has been signed the date first above written.

LANDOWNER: _____

NOTARY: _____

RENTER: _____

NOTARY: _____



Agenda Item 8

Pump Track Grant Application

Background Information:

The City Council will be asked to consider an application to the Michigan Department of Natural Resources, Michigan Natural Resources Trust Fund (MNRTF,) for the construction of the proposed “pump track” bicycle park.

The City Council adopted the “Fiscal Year 2014-15 Priorities.” As part of the approved priorities, the City Council seeks to plan and develop improvements to the proposed park facility. Application to the MNRTF for the “pump track” bicycle park project supports the Council's priority.

The city's staff had planned to develop the proposed “pump track” bicycle park using in-house labor and materials, with an intent to minimize project costs. As the park planning has progressed, staff has delayed the construction of the project, while analyzing the total project costs. At this time, the park plan has a total budget of \$90,040. The city plans to seek a \$42,790 grant from the MNRTF to assist with the park development, and provide \$47,250 in the form of in-kind labor and materials donations. Staff anticipates being able to provide clay fill for the site, from the upcoming Kalamazoo Street reconstruction. Further, staff anticipates being able to provide existing bike racks, benches, and fencing to the project, which will be used as part of the local matching amount towards the grant. As a result, staff anticipates that the grant application could provide the needed funds to develop the site, with minimal capital outlay for the city.

A “pump track” is constructed of hard packed dirt and equipped with a series of rollers and banked turns. They are typically designed to permit a bicycle rider to traverse a looped course with minimal pedaling. The image shown below is of an existing “pump track.” The design of each “pump track” is unique, thus South Haven's “pump track” will not be exactly like the image shown:



The proposed facility will be located at 1026 E. Wells Street, adjacent to the existing Police/Fire Complex, with the site being accessible from Wells Street. The proposed track will be 1,045 feet in length and cover approximately 55,780 sq. ft. (1.28 acres) of the 7.8 acres available at the property.

The proposed “pump track” will have a 4’ high chain link fence constructed around the perimeter and various shade trees will be installed near the facility. In addition, four parking spaces will be added for park users.

The proposed project has been actively reviewed by the city’s Parks Commission and Planning Commission. Both boards have approved motions to permit the “pump track” development.

Recommendation:

The City Council should consider approval of Resolution 2015-08, a resolution authorizing the city manager to apply for a Michigan Natural Resources Trust Fund application for the proposed “pump track” bicycle park.

Support Material:

- Resolution 2015-08
- Pump Track Budget
- Pump Track Plan
- Excerpts of Parks Commission & Planning Commission Minutes

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-08

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A
MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FOR
THE CONSTRUCTION OF A BICYCLE PUMP TRACK

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 March 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, funds have become available to the Michigan Department of Natural Resources through the Recreation Passport Grant Program to provide grants to local units of government for recreational improvements; and,

WHEREAS, the City of South Haven desires to construct a public bicycle pump track for non-motorized bikes; and

WHEREAS, the proposed location is the northern portion of the grounds of the Public Safety Building located at 90 Blue Star Highway, an area unused by the police and fire departments; and

WHEREAS, as a result of the improvements, the City of South Haven anticipates increased opportunities for cyclists in the community while continuing the City's efforts to make South Haven an active and bike friendly community; and

WHEREAS, the City of South Haven wishes to apply for a Recreation Passport Grant through the Michigan Department of Natural Resources in the amount of \$42,790; and provide over 50% matching funds in the amount of \$47,250 of the total project cost of \$90,040 funded by the City General Fund.

NOW THEREFORE BE IT RESOLVED, that the City of South Haven does hereby authorize the City Manager to make application to the Michigan Department of Natural Resources for a Recreation Passport Grant for recreation facility development; and,

BE IT FURTHER RESOLVED, that the source of funds shall be from the City of South Haven General Fund as the over 50% local match for grant funds from the Michigan Department of Natural Resources.

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 March, 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

Item	Quantity	Units	Unit Price	Amount	Source		
					Recreation Passport Grant	City of South Haven (In-kind)	Total
Mobilization	1	LS	5%	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Clearing	0.5	Acre	\$ 4,500.00	\$ 2,250.00	\$ -	\$ 2,250.00	\$ 2,250.00
Pump Track Grading**	1	LS	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
Clay Fill for rollers and berms*	1700	Cyd	\$ 6.00	\$ 10,200.00	\$ -	\$ 10,200.00	\$ 10,200.00
Water Service with Yard Hydrant	1	Ea	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Bike Rack	1	Ea	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Bench	2	Ea	\$ 750.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
Trash Receptacle	1	Ea	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	\$ 250.00
Fence, Woven Wire with Steel Post	700	Ft	\$ 15.00	\$ 10,500.00	\$ -	\$ 10,500.00	\$ 10,500.00
Gate, 10' wide, 4' high	1	Ea	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	\$ 350.00
Storm Pipe 12 inch	40	Ft	\$ 50.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Subbase, Sand, 12 inch CIP	30	Cyd	\$ 10.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00
Aggregate Base, 8 inch	85	Syd	\$ 6.00	\$ 510.00	\$ 510.00	\$ -	\$ 510.00
HMA, 36A, for additional parking	20	Ton	\$ 100.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Pavt Markings & Signage	1	LS	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ 250.00
Shade Tree, 2" BB	15	Ea	\$ 300.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00
Ornamental Tree, 8' BB	7	Ea	\$ 200.00	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 1,400.00
Evergreen Tree, 8' BB	4	Ea	\$ 200.00	\$ 800.00	\$ -	\$ 800.00	\$ 800.00
Sidewalk Conc, 4 inch	1210	Sft	\$ 3.00	\$ 3,630.00	\$ 3,630.00	\$ -	\$ 3,630.00
Erosion Control, Silt Fence	500	Ft	\$ 1.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Mulch Blanket	5800	Syd	\$ 1.00	\$ 5,800.00	\$ 5,800.00	\$ -	\$ 5,800.00
Slope Restoration	5800	Syd	\$ 2.50	\$ 14,500.00	\$ 14,500.00	\$ -	\$ 14,500.00
	Pump Track Subtotal			\$ 82,740.00	\$ 35,490.00	\$ 47,250.00	\$ 82,740
	Contingency			\$ 7,300.00	\$ 7,300.00	\$ -	\$ 7,300
	Total			\$ 90,040.00	\$ 42,790.00	\$ 47,250.00	\$ 90,040.00

Parks Commission

Regular Meeting Minutes

Tuesday, October 08, 2013
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, Toneman, White, Reinert
Absent: Comeau, Fitzgibbon, Moore

3. Approval of Agenda

Motion by Toneman, second by White to approve the agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – August 13, 2013

Motion by Toneman, second by Cobbs to approve the August 13, 2013 regular meeting agenda as written.

All in favor. Motion carried.

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

None at this time.

6. Elkenburg Park – Phase II

Gildea overviewed the progress so far for Phase II of Elkenburg Park and pointed out the list of priorities in the packets which were developed at the last Elkenburg Park Redevelopment meeting.

After questions, Gildea explained that the recommendation to City Council could include items one (1) through four (4), six (6) and seven (7), except on Item 4, reduce the number of trash receptacles from four (4) to two (2).

Toneman asked for reassurance that the playground will be a really nice one.

Gildea noted that the only priority that was suggested but not included was the fencing.

Motion by Cobbs, second by White to recommend the City Council consider the approval of using the remaining funds from the Elkenburg Park grant, in the estimated amount of \$78,665, to fund the following items from the priority list that will total an estimated \$78,340:

# 1 Playground Equipment	\$55,000
# 2 Security Camera System	\$2,600
# 3 Bike Racks	\$500
# 4 Trash Receptacles (quantity of 2, not 4)	\$2,500
# 6 Bleachers	\$13,360
# 7 Sign	\$2,520
# 8 Player Benches	\$1,860

All in favor. Motion carried.

7. Pump Track

Gildea introduced Tony McGhee, Business Development Director and Timothy Drews, Engineering Group Director and Vice President from Abonmarche.

McGhee gave an explanation of the concept of a pump track, the way they are constructed and responded to questions regarding maintenance; dealing with run-off on the site; the popularity of pump tracks across the state; fencing and parking.

Drews answered questions regarding the difference between the novice and advanced areas of the track; shade trees, grass and other landscaping and materials used in constructing the track.

Motion by Cobbs, second by White for staff to continue moving forward with the pump track as proposed.

Yeas: Cobbs, White, Reinert

Nays: Toneman

Motion carried.

8. Adjourn

Adjourn at 6:17 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,
Marsha Ransom
Recording Secretary

Planning Commission

Regular Meeting Minutes Thursday, November 7, 2013 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, Heinig, Miles, Peterson, Smith, Webb, Paull
Absent: Wall

Motion by Smith, second by Heinig to excuse Wall.

All in favor. Motion carried.

3. Approval of Agenda

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

All in favor. Motion carried.

4. Approval of Minutes – October 3, 2013

Motion by Smith, second by Peterson to approve the October 3, 2013 regular meeting minutes.

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

A. PUBLIC HEARING – Special Use Permit, BMX Track

The City of South Haven requests approval to develop a BMX Pump Track at 1026 E. Wells Street. Public recreation facilities are permitted in this R-1B zone with a special use permit from the planning commission.

Anderson introduced the request for a public BMX pump track for non-motorized bikes, which is to be located near the Public Safety complex. Anderson noted she has some site plan related comments she will discuss later.

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

All in favor. Motion carried.

Tony McGhee, Abonmarche. Noted the uses in the surrounding area; reviewed the site plan; additional parking is planned that can also be used to accommodate events being held at the public safety building.

McGhee displayed two (2) three-dimensional (3-D) concept drawings, explaining the track will be made out of clay and was designed with built-in drainage.

Paull called for questions.

Peterson asked if it is fully fenced in. McGhee indicated that there is fencing all the way around and identified the location on the site plan.

Smith had questions about maintenance. McGhee said pump tracks are relatively low maintenance. The Parks staff will need to go out there every month or so and do some raking. Frost asked about erosion; McGhee noted that that is not a typical problem with these tracks and indicated where drainage has been accommodated on the site.

Peterson asked if the property was originally earmarked for cemetery expansion. McGhee said to the best of his knowledge, this piece of land has always been part of the public safety complex.

By motion the public clearing was closed.

Paull called for discussion, comments and suggestions.

Anderson: Thinks it is a good project but would like a few minor changes made to the site plan. Would like to see setback distances shown on the final site plan. Noted that Ron Wise wants to keep one area clear for training (she identified the area on the site plan). There should be a trash container on site, which must be screened. Bike racks, not a lot of them, but some so bikes are not lying all over. Would like to see more screening between the residence that exists across the driveway. Suggested some seating for parents or observers. If there is going to be any exterior lighting, she would like to see a detail of that. Any signage will be done under our new institutional sign requirements and will require a zoning permit. The City Engineer would like to see storm sewer and drainage shown on the site plan.

McGhee: All of the suggestions are fine; there will not be lighting, but the rest will be easy to put together.

In response to a question by Smith about restroom facilities, Anderson noted they will be using the facilities at the Public Safety (SHAES) building. McGhee explained that the new building will have restrooms that are available without going into the restricted area.

Motion by Smith, second by Heinig to approve the proposal with the following additions:

- Indicate setback distances on the final site plan
- Keep the designated area clear for public safety training
- include a trash container on site, which must be screened
- Bike racks
- More screening between the residence that exists across the way
- Seating
- Signage with zoning approval and in compliance with the city's new institutional sign requirements
- Storm sewers and drainage shown on the site plan

All in favor. Motion carried.

B. Discussion of Draft Wind Turbine Generator Regulations (2010)

Paull reviewed the Planning Commission's previous discussions and the history of the ordinance. He stated that the ordinance had been forwarded to the city council in 2011. The city council and planning commission then held a joint worksession to discuss the areas of concern. The planning commission then sent the ordinance back to the city council in November of 2011 with only minor changes. The ordinance has remained in limbo since that time. The primary point of contention was a provision for 400' towers within the city limits. Even a 200' one would require an appropriate fall zone.

Paull noted that If the commission does not feel there are any additional changes or requirements the board can vote to move it again to City Council or if members feel it needs to be tweaked or fixed, we might form a sub-committee and discuss it or we could add comments tonight.

Miles stated he believes the ordinance is perfect the way it is.

Peterson asked about the City Council's issue with the draft. Paull said there was interest by a particular developer to put up a 400' windmill and that was a sticking point for the whole ordinance. That interest has since disappeared.

For the benefit of the three members who were not on the planning commission at the time the ordinance was previously discussed, Anderson reviewed the history. After several public hearings, the Planning Commission sent the ordinance to council. The City Council is required to present the draft ordinance twice; the first time they cannot act on the proposed amendment or make any changes. They do have the authority to send the ordinance back to the planning commission to require further study or consider changes to specific areas of the text. In this case, the City Council received the text and requested a work session with the Planning Commission to go over the ordinance in detail. After that meeting the Planning Commission took the comments back but decided they were not going to change it and sent it back to City Council but it never got put back on the agenda. Anderson stated that she does not think it was an oversight but perhaps it was not a good time to deal with it. This draft ordinance has been in limbo ever since that time. Anderson stated that she wondered about this unfinished project when she started working for the city. A few months ago the City Manager wanted to pick that issue up again and dispose of it one way or another. Anderson asked to bring it back to the

Planning Commission and see what their feelings are, whether they want to change anything, or whether they want to resend it on to City Council the way it currently reads. The City Council, since it is the second time for them, can make whatever changes or amendments they want to make. Anderson said she would like to have an ordinance in place because we do get calls now and then, but does not want to re-invent the wheel.

The following question was asked, "The area to the east side of the highway, the City Council wanted that area to allow 400 feet tall wind turbines and the Planning Commission kept 200 feet as the height limitation for such fans anywhere within the city limits.

Smith asked if locating the wind turbine out in the industrial park would prohibit building anything else, Paull said yes, and Miles explained it would eat up a lot of valuable property given the required fall zone. Smith said he has no problem with sending it back to City Council. Smith said 40' is the max allowed in most of the city, because we allow the peak of a house to be 40' – the two industrial areas south of the city could have wind turbines up to 200'.

When asked, Anderson restated that the November 11, 2010 version was the final version of the ordinance that was sent to City Council.

Motion by Miles to send the draft wind turbine ordinance on to City Council as written; second by Smith.

All in favor. Motion carried.

C. Discussion of B-3 Zoning District.

Anderson noted a sub-committee of Paull, Heinig, Webb and herself was formed which looked at the entire B-3 area and current regulations to identify any problem areas other than what had already been discussed. The subcommittee agreed that all amendments to the zone should be drafted at one time rather than piece-mealing it. The B-3 zone does not allow single family homes but we could not find any reason for that limitation. The committee suggests simply adding single family homes to permitted uses and changing the zoning from B-3 to Central Business District (CBD) for the Old Harbor Village/Inn retail area.

Anderson noted that the area along Williams Street that is zoned B-3 but actually is more consistent with the character of the Central Business District. The marinas should not be rezoned to CBD as they are more compliant with the B-3 zoning district regulations. This area which includes the Old Harbor is of similar character to the downtown and eliminates the need for off-street parking. The Old Harbor Village was able to develop without the off-street parking requirement because the city had a parking program at that time which allowed business owners to pay into a fund established to create new public parking lots in lieu of off-street parking. That program has since been abandoned.

Anderson noted that one issue with changing Old Harbor to CBD is that in the B-3 zone buildings may only be thirty-five feet (35') or two-and-a half (2.5) stories high but in the downtown buildings may be as high as forty-five feet (45') and 3.5 stories.. Buildings at that height would likely not be acceptable along the riverfront. If the planning commission

does decide to pursue changing the Old Harbor from B-3 to CBD we would have the option of placing an overlay on just that area, saying height could not exceed thirty-five feet (35') or specifically write that exemption into the ordinance. Anderson is currently favoring establishing this height restriction as an overlay zone to cover just the area that is being changed.

Paull commented that if these changes sound reasonable to the Planning Commission we could draft some text and arrange for a public hearing for these amendments.

Smith likes the solution to the height issue but wondered if, long-term, we would run into questions about doing the overlay: "Would some ask whether we would do that on the other side of the river?" Anderson reassured that that would not be an issue across the river as they are not in the Central Business District.

After a comment by Miles, Anderson noted that she has received calls regarding building a home on the old Three Pelicans site but presently that is not permitted. If single family residential becomes a permitted use in the B-3 zone, that lot would be a potential site for a house to be built. Heinig said adding the single-family residential to permitted uses in the B-3 zone could also solve the problem of there being so many non-conforming single family homes in the area. Paull agreed that was a good consideration.

Paull suggested that if the board is agreeable, Anderson could construct the language, draft the ordinance changes as described, and come before the Planning Commission in December for public hearing.

By consensus, the board agreed to Paull's suggestion.

7. Commissioner Comments

Anderson:

Planning Commission will have other requests in December, including outdoor dining requests from current business owners.

The corridor overlay zone was approved at City Council and will be enacted shortly.

There were no comments from the Commissioners.

8. Adjourn

Motion by Smith, second by Heinig to adjourn at 7:37 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary