

# City Council

## Regular Meeting Agenda

Monday, March 16, 2015  
7:00 p.m., Council Chambers



1. Call to Order
2. Invocation – Simon Harrington – Solomon’s Temple
3. Roll Call
4. Approval of Agenda
5. **Consent Agenda: Items A thru F (Roll Call Vote Required)**  
(All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. Unless requested by a Council Member or a citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and considered separately.)
  - A. Council will be requested to approve the City Council Minutes of March 2, 2015.
  - B. Bills totaling \$745,940.03 for the period ending March 17, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
  - C. City Council will be asked to approve Change Order No. 2 for the Dyckman Avenue Project authorizing Kalin Construction to perform additional paving work on Park Avenue from Dyckman Avenue to Wells Street and Wells Street form North Shore Drive to Park Avenue.
  - D. City Council will be asked to approve a Proposal from J. Ranck Electric for upgrades to the Meijer Traffic Signal.
  - E. City Council will be asked to approve a Professional Services Agreement with Fishbeck, Thompson, Carr & Huber for engineering services related to demolition of 801 Green Street and related flood mitigation work.
  - F. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
    - 1) 12-15-2014 ZBA 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.*

6. Van Buren County Circuit Court will provide an informational update.

### NEW BUSINESS

7. Council will be asked to consider the following Special Events:
  - A. Council will be asked to consider Special Event 2015-04, Welcome to South Haven “Free Concert”, to be held May 25, 2015.

- B. Council will be asked to consider Special Event 2015-05, Casco United Methodist Church Public Fundraising Auction.**
- 8. Council will be asked to take the following actions related to the proposed accessible canoe/kayak launch project improvements at Black River Park:**
  - A. Council will be asked to approve a contract with the Michigan Department of Environmental Quality related to the Black River Park Launch Accessibility Grant Agreement.**
  - B. Council will be asked to approve a contract with Abonmarche for design services related to the proposed accessible canoe/kayak launch project, in the amount of \$15,000.**
- 9. Council will be asked to consider the following regarding Marina and Boat Launch Grant Applications:**
  - A. Council will be asked to host a public hearing on the Michigan Department of Natural Resources Waterways Boating Access Infrastructure Grant regarding proposed improvements to the Black River Park driveway.**
  - B. Council will be asked to consider Resolution 2015-11, a resolution authorizing a grant application for the proposed improvements to the Black River Park driveway.**
  - C. Council will be asked to host a public hearing on the Michigan Department of Natural Resources Trust Fund grant, regarding the Black River Park skid pier.**
  - D. Council will be asked to consider Resolution 2015-12, a resolution authorizing a grant application for Black River Park skid piers.**
  - E. Council will be asked to host a public hearing on the Michigan Department of Natural Resources Recreation Passport grant, regarding the proposed Black River Park restroom renovation.**
  - F. Council will be asked to consider Resolution 2015-13 a resolution authorizing a grant application for the proposed Black River Park restroom renovation.**
  - G. Council will be asked to host a public hearing on the Michigan Department of Natural Resources Waterways Harbor Infrastructure grant, regarding the proposed South Side Municipal Marina building renovation.**
  - H. Council will be asked to consider Resolution 2015-14, a resolution authorizing a grant application for the proposed South Side Municipal Marina building renovation.**
  - I. Council will be asked to host a public hearing on the Michigan Department of Natural Resources Waterways Harbor Preliminary Engineering grant, regarding the proposed South Side Municipal Marina dock extension engineering.**
  - J. Council will be asked to consider Resolution 2015-15, a resolution authorizing a grant application for the proposed South Side Municipal Marina dock extension.**
- 10. Council will be asked to take the following actions related to the proposed improvements to the North Beach Park:**

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

- A. Council will be asked to host a public hearing on the Michigan Department of Natural Resources grant application for the proposed improvements to the North Beach Park.
  - B. Council will be asked to reconsider Resolution 2015-09, a resolution authorizing the City Manager to apply for a Michigan Department of Natural Resources grant for the proposed improvements to the North Beach Park.
11. Council will be asked to take the following actions related to the proposed bicycle “pump track” development:
- A. Council will be asked to host a public hearing on the Michigan Department of Natural Resources grant application for the proposed bicycle “pump track” development.
  - B. Council will be asked to reconsider Resolution 2015-10, a resolution authorizing the City Manager to apply for a Michigan Department of Natural Resources grant for the proposed bicycle “pump track” development.
12. Council will be asked to consider approval of a Declaration and Notice to close out the Elkenburg Park improvement grant.
13. Council will be asked to consider adoption of the Fiscal Year 2015/2016 Priorities.
14. 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.)*
15. City Manager’s Comments
16. Mayor and Councilperson’s Comments
17. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

# City Council

## Regular Meeting Minutes

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



1. **Call to Order by Mayor 7:00 p.m.**
2. **Invocation – Virginia Heller – 1<sup>st</sup> United Methodist**
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 D (Roll Call Vote Required)**

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

- 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

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 schedule a series of budget workshops for the upcoming fiscal year.**

*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 6<sup>th</sup> at 5:30 p.m.
- Monday, April 13<sup>th</sup> at 6:00 p.m.
- Monday, April 20<sup>th</sup> 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.

Moved by Fitzgibbon to schedule a series of budget workshops for the upcoming fiscal year. Seconded by Patterson.

Voted Yes: All. Motion carried.

## **7. City Council will be asked to consider the approval of the SHARP farm lease.**

*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 103<sup>rd</sup> Street and 71<sup>st</sup> 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.

Moved by Fitzgibbon to approve the SHARP farm lease. Seconded by Gruber.

Voted Yes: All. Motion carried.

**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.**

*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 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.

Moved by Patterson to approve 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. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

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

**10. City Manager's Comments**

**11. Mayor and Councilperson's Comments**

Klavins – Welcomed Mayor and Councilmembers back.

Arnold – No comment.

Patterson – No comment.

Fitzgibbon – No comment.

Gruber – Spoke about painting company signs.

Kozlik Wall – Reminder to spring forward this weekend.

Burr – Will be gone next week.

**12. Adjourn**

Moved by Kozlik Wall to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 7:11 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey  
Deputy City Clerk

Approved by City Council: **DRAFT**

**CITY OF SOUTH HAVEN  
MARCH 17, 2015**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 52,900.98	\$ 42,276.45	\$ 95,177.43
202-MAJOR STREET FUND	\$ -	\$ -	\$ -
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ 36.95	\$ 118.40	\$ 155.35
226-GARBAGE/REFUSE FUND	\$ 31,284.29	\$ -	\$ 31,284.29
250-DOWNTOWN DEVELOPMENT	\$ 2,471.24	\$ 2,230.00	\$ 4,701.24
251-LDFA #1	\$ 7.50	\$ -	\$ 7.50
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ 17.50	\$ -	\$ 17.50
260-BROWNFIELD AUTHORITY	\$ 26.00	\$ -	\$ 26.00
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	\$ -	\$ 158,567.50	\$ 158,567.50
401-CAPITAL PROJECTS	\$ -	\$ -	\$ -
402-CAPITAL PROJECTS #2	\$ -	\$ 34,518.77	\$ 34,518.77
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 94.64	\$ 140.00	\$ 234.64
577-BEACH FUND	\$ 358.10	\$ 217.35	\$ 575.45
582-ELECTRIC FUND	\$ 7,389.58	\$ 235,989.80	\$ 243,379.38
591-WATER FUND	\$ 47,384.20	\$ 36,581.21	\$ 83,965.41
592-SEWER FUND	\$ 55,754.58	\$ 7,179.10	\$ 62,933.68
594-MUNICIPAL MARINA	\$ 7,465.55	\$ 1,885.29	\$ 9,350.84
636-INFORMATION SERVICES	\$ 3,445.45	\$ -	\$ 3,445.45
661-MOTOR POOL	\$ 13,050.29	\$ 4,549.31	\$ 17,599.60
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ -	\$ -	\$ -
718-TRUST & AGENCY	\$ -	\$ -	\$ -
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 221,686.85</b>	<b>\$ 524,253.18</b>	<b>\$ 745,940.03</b>

User: ksteinman  
DB: South Haven

BANK CODE: 1 CHECK DATE: 03/17/2015 INVOICE PAY DATE FROM 03/17/2015 TO 03/17/2015

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
03/17/2015	1	50317	MISC	ACTION TRANSMISSION	2,075.00	1
03/17/2015	1	50318	000050	ALEXANDER CHEMICAL CORP	1,930.00	1
03/17/2015	1	50319	000229	BEAVER RESEARCH COMPANY	676.06	2
03/17/2015	1	50320	000346	BRUSH ENTERPRISES	464.60	2
03/17/2015	1	50321	000372	C.C. JOHNSON & MALHOTRA PC	3,488.54	1
03/17/2015	1	50322	000418	CDW GOVERNMENT INC	858.29	4
03/17/2015	1	50323	000502	COMMUNITY ANSWERING SERVICE	882.30	1
03/17/2015	1	50324	000505	COMPTON INC	5,810.25	1
03/17/2015	1	50325	000514	CONSTRUCTION ASSOCIATES INC	2,716.35	1
03/17/2015	1	50326	000533	CORNELISSE DESIGN ASSOC INC	2,230.00	2
03/17/2015	1	50327	003322	DH WIRELESS SOLUTIONS	835.35	1
03/17/2015	1	50328	000637	DICKINSON WRIGHT	10,331.46	1
03/17/2015	1	50329	000802	FLAGS USA	886.00	1
03/17/2015	1	50330	000872	GEMPLER'S	766.30	4
03/17/2015	1	50331	000913	GRAINGER	57.75	1
03/17/2015	1	50332	000963	GRP ENGINEERING INC	26,227.95	9
03/17/2015	1	50333	001107	HULL LIFT TRUCK INC	1,093.54	3
03/17/2015	1	50334	001134	IDEXX DISTRIBUTION INC	978.93	2
03/17/2015	1	50335	001196	JOHN'S STEREO INC	82.95	3
03/17/2015	1	50336	001223	KAL-BLUE	92.07	1
03/17/2015	1	50337	001252	KENT POWER INC	144,906.08	1
03/17/2015	1	50338	001311	KUSTOM SIGNALS, INC	1,459.00	1
03/17/2015	1	50339	001500	MATERIALS TESTING CONSULTANTS	355.20	1
03/17/2015	1	50340	MISC	MATTOON AND LEE EQUIPMENT	937.23	1
03/17/2015	1	50341	001590	MICHIGAN CAT	223.24	2
03/17/2015	1	50342	001606	MICHIGAN ELECTION RESOURCES	18.05	1
03/17/2015	1	50343	001614	MICHIGAN LAW ENFORCEMENT	200.00	1
03/17/2015	1	50344	003353	MLIVE MEDIA GROUP	1,377.00	1
03/17/2015	1	50345	001766	MUZZALL GRAPHICS	403.60	1
03/17/2015	1	50346	003354	NEWSPAPER SERVICES	113.49	1
03/17/2015	1	50347	001853	NORTHERN FIRST AID	149.94	1
03/17/2015	1	50348	001902	OPTIMIZATION SOLUTIONS	1,250.00	1
03/17/2015	1	50349	001948	PAT'S PRONTO PRINT	175.50	1
03/17/2015	1	50350	002002	PLUMBER'S PORTABLE TOILETS	140.00	1
03/17/2015	1	50351	002020	POWER LINE SUPPLY CO	15,418.04	4
03/17/2015	1	50352	003326	RICE'S LOCKSMITH SERVICE	62.00	1
03/17/2015	1	50353	002203	RS TECHNICAL SERVICES, INC	1,605.20	2
03/17/2015	1	50354	002217	SAFARILAND, LLC	89.50	1
03/17/2015	1	50355	002254	SCHWEITZER ENGINEERING LAB INC	4,697.00	1
03/17/2015	1	50356	002334	SIRCHIE	228.17	1
03/17/2015	1	50357	002385	SOUTH HAVEN AIRPORT AUTHORITY	18,797.02	1
03/17/2015	1	50358	002478	STAPLES ADVANTAGE	731.52	7
03/17/2015	1	50359	003331	STATE OF MICHIGAN- MDOT	34,518.77	2
03/17/2015	1	50360	002580	TECHNICAL ENERGY SOLUTIONS	2,910.00	1
03/17/2015	1	50361	003351	TECHXTEND	874.50	2
03/17/2015	1	50362	002589	TERMINIX PROCESSING CENTER	43.00	1
03/17/2015	1	50363	002644	TRACE ANALYTICAL LAB INC	1,678.80	4
03/17/2015	1	50364	002665	TRECORE	35,372.00	2
03/17/2015	1	50365	002701	ULINE	3,050.20	2
03/17/2015	1	50366	002726	US BANK	189,367.50	2
03/17/2015	1	50367	003220	WINGFOOT COMMERCIAL TIRE SYSTEMS	227.94	1
03/17/2015	1	50368	002936	WINKEL'S COMMUNICATION INC	390.00	1

Num Checks: 52

Num Stubs: 0

Num Invoices: 93

Total Amount: 524,253.18

03/11/2015 09:50 AM  
 User: ksteinman  
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 03/17/2015 - 03/17/2015  
 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
2-19-15 44142	ACTION TRANSMISSION REPAIRS 661-450-935-000	02/19/2015 ksteinman	03/17/2015	2,075.00	0.00	P	Y 03/10/2015
		REPAIRS/MAINTENANCE - VEHICLES		2,075.00			
SLS 10028904 44143	ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000	02/12/2015 ksteinman	03/17/2015	1,930.00	0.00	P	Y 03/10/2015
		OPERATING SUPPLIES		1,930.00			
SCL 10008082 44144	ALEXANDER CHEMICAL CORP DEPOSIT REFUND 592-559-741-000	02/16/2015 ksteinman	03/17/2015	(700.00)	(700.00)	O	Y 03/10/2015
		OPERATING SUPPLIES		(700.00)			
0224491-IN 44145	BEAVER RESEARCH COMPANY SUPPLIES 661-450-741-003	02/11/2015 ksteinman	03/17/2015	407.24	0.00	P	Y 03/10/2015
		REPAIR & MAINT SUPPLIES		407.24			
0224492-IN 44146	BEAVER RESEARCH COMPANY SUPPLIES 582-558-741-000 591-558-741-000 592-558-741-000 101-446-741-000	02/13/2015 ksteinman	03/17/2015	268.82	0.00	P	Y 03/10/2015
		OPERATING SUPPLIES		67.21			
		OPERATING SUPPLIES		67.21			
		OPERATING SUPPLIES		67.20			
		OPERATING SUPPLIES		67.20			
7344 44147	BRUSH ENTERPRISES REPAIRS 661-450-741-003	02/18/2015 ksteinman	03/17/2015	87.39	0.00	P	Y 03/10/2015
		REPAIR & MAINT SUPPLIES		87.39			
7339 44148	BRUSH ENTERPRISES REPAIRS 661-450-935-000	02/16/2015 ksteinman	03/17/2015	377.21	0.00	P	Y 03/10/2015
		REPAIRS/MAINTENANCE - VEHICLES		377.21			
3/3/15 44248	C.C. JOHNSON & MALHOTRA PC MERCURY MINIMIZATION PROGRAM 592-559-801-000 592-566-801-000 592-567-801-000	03/03/2015 ksteinman	03/17/2015	3,488.54	0.00	P	Y 03/11/2015
		PROFESSIONAL/CONSULTING FEES		2,476.86			
		PROFESSIONAL/CONSULTING FEES		708.18			
		PROFESSIONAL/CONSULTING FEES		303.50			

03/11/2015 09:50 AM  
 User: ksteinman  
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 03/17/2015 - 03/17/2015  
 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
SS07610							
44149	CDW GOVERNMENT INC SUPPLIES 101-301-727-000	02/24/2015 ksteinman OFFICE SUPPLIES	03/17/2015	64.88 64.88	0.00	P	Y 03/10/2015
SP14011							
44150	CDW GOVERNMENT INC TONER 636-258-727-000	02/17/2015 ksteinman OFFICE SUPPLIES	03/17/2015	224.16 224.16	0.00	P	Y 03/10/2015
SP50997							
44151	CDW GOVERNMENT INC TONER 636-258-727-000	02/17/2015 ksteinman OFFICE SUPPLIES	03/17/2015	474.65 474.65	0.00	P	Y 03/10/2015
SQ25058							
44152	CDW GOVERNMENT INC SUPPLIES 101-301-727-000	02/18/2015 ksteinman OFFICE SUPPLIES	03/17/2015	94.60 94.60	0.00	P	Y 03/10/2015
475303022015							
44153	COMMUNITY ANSWERING SERVICE ANSWERING SERVICES 101-350-802-000	03/02/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	882.30 882.30	0.00	P	Y 03/10/2015
011512							
44212	COMPTON INC CLEMENTINES SEWER REPAIR 582-558-802-000	01/12/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	5,810.25 5,810.25	0.00	P	Y 03/10/2015
22881							
44208	CONSTRUCTION ASSOCIATES INC BUILDING INSPECTIONS 101-371-802-020	03/09/2015 ksteinman BUILDING INSPECTIONS	03/17/2015	2,716.35 2,716.35	0.00	P	Y 03/10/2015
201502-01							
44249	CORNELISSE DESIGN ASSOC INC CENTER STREET CONCEPT IMPROVEMENTS 250-729-974-018-0183	02/28/2015 ksteinman CAPITAL PROJECTS	03/17/2015	1,430.00 1,430.00	0.00	P	Y 03/11/2015
201502-01A							
44250	CORNELISSE DESIGN ASSOC INC BROADWAY STREET CONCEPT IMPROVEMEN 250-729-974-018-0184	02/28/2015 ksteinman CAPITAL PROJECTS	03/17/2015	800.00 800.00	0.00	P	Y 03/11/2015

INVOICE DUE DATES 03/17/2015 - 03/17/2015

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
EXECUIN12557							
44247	DH WIRELESS SOLUTIONS ANTENNA 101-301-977-000	03/09/2015 ksteinman	03/17/2015	835.35	0.00	P	Y 03/11/2015
	EQUIPMENT - SHOP			835.35			
982259							
44154	DICKINSON WRIGHT ATTORNEY FEES 101-210-801-000	02/23/2015 ksteinman	03/17/2015	10,331.46	0.00	P	Y 03/10/2015
	PROFESSIONAL/CONSULTING FEES			10,331.46			
60174							
44155	FLAGS USA FLAGS 101-265-741-000	03/02/2015 ksteinman	03/17/2015	886.00	0.00	P	Y 03/10/2015
	OPERATING SUPPLIES			886.00			
1020508486							
44156	GEMPLER'S EQUIPMENT 582-558-933-000	02/23/2015 ksteinman	03/17/2015	118.80	0.00	P	Y 03/10/2015
	REPAIRS/MAINTENANCE - EQUIPM			118.80			
1020499009							
44157	GEMPLER'S SUPPLIES 591-558-741-000 101-446-741-000 592-558-741-000	02/16/2015 ksteinman	03/17/2015	151.60	0.00	P	Y 03/10/2015
	OPERATING SUPPLIES			50.54			
	OPERATING SUPPLIES			50.53			
	OPERATING SUPPLIES			50.53			
1020504859							
44158	GEMPLER'S SUPPLIES 591-558-741-000 592-558-741-000 101-446-741-000 591-558-729-001 592-558-729-001 101-446-729-001	02/19/2015 ksteinman	03/17/2015	323.10	0.00	P	Y 03/10/2015
	OPERATING SUPPLIES			15.87			
	OPERATING SUPPLIES			15.87			
	OPERATING SUPPLIES			15.86			
	OTHER CLOTHING & SUPPLIES			91.83			
	OTHER CLOTHING & SUPPLIES			91.83			
	OTHER CLOTHING & SUPPLIES			91.84			
1020497614							
44159	GEMPLER'S SUPPLIES 101-446-741-000 591-558-741-000 592-558-741-000 101-751-741-000 101-446-729-001	02/13/2015 ksteinman	03/17/2015	172.80	0.00	P	Y 03/10/2015
	OPERATING SUPPLIES			9.90			
	OPERATING SUPPLIES			9.90			
	OPERATING SUPPLIES			9.90			
	OPERATING SUPPLIES			9.91			
	OTHER CLOTHING & SUPPLIES			33.30			

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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
	101-751-729-001	OTHER CLOTHING & SUPPLIES		33.30			
	591-558-729-001	OTHER CLOTHING & SUPPLIES		33.30			
	592-558-729-001	OTHER CLOTHING & SUPPLIES		33.29			
1020377131							
44160	GEMPLER'S SUPPLIES	11/17/2014 ksteinman	03/17/2015	(18.50)	(18.50)	O	Y 03/10/2015
	582-558-741-000	OPERATING SUPPLIES		(6.17)			
	591-558-741-000	OPERATING SUPPLIES		(6.17)			
	592-558-741-000	OPERATING SUPPLIES		(6.16)			
9670338194							
44161	GRAINGER EQUIPMENT	02/19/2015 ksteinman	03/17/2015	57.75	0.00	P	Y 03/10/2015
	661-450-935-000	REPAIRS/MAINTENANCE - VEHICLES		57.75			
20150082							
44214	GRP ENGINEERING INC ENGINEERING SERVICES- LOVEJOY	02/02/2015 ksteinman	03/17/2015	2,000.00	0.00	P	Y 03/10/2015
	582-558-988-000-0305	ELECTRICAL SYSTEM CONSTR		2,000.00			
20150081							
44215	GRP ENGINEERING INC ENGINEERING SERVICES- BLUE STAR HI	02/02/2015 ksteinman	03/17/2015	3,000.00	0.00	P	Y 03/10/2015
	582-558-988-000-0304	ELECTRICAL SYSTEM CONSTR		3,000.00			
20150083							
44216	GRP ENGINEERING INC ENGINEERING SERVICES- ST JOSEPH ST	02/02/2015 ksteinman	03/17/2015	2,000.00	0.00	P	Y 03/10/2015
	582-558-988-000-0309	ELECTRICAL SYSTEM CONSTR		2,000.00			
20150084							
44217	GRP ENGINEERING INC ARC FLASH STUDY	02/02/2015 ksteinman	03/17/2015	1,000.00	0.00	P	Y 03/10/2015
	582-558-801-000	ARC FLASH STUDY		1,000.00			
20150076							
44218	GRP ENGINEERING INC #103 PR-G CIRCUIT UG VETERAN'S	02/02/2015 ksteinman	03/17/2015	2,000.00	0.00	P	Y 03/10/2015
	582-558-988-000-0303	ELECTRICAL SYSTEM CONSTR		2,000.00			
20150077							
44219	GRP ENGINEERING INC ENGINEERING SERVICES	02/02/2015 ksteinman	03/17/2015	3,626.96	0.00	P	Y 03/10/2015
	582-558-988-001-0301	ELECTRICAL SYSTEM EQUIPMENT		3,626.96			

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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
20150078 44220	GRP ENGINEERING INC ENGINEERING SERVICES 582-558-801-000	02/02/2015 ksteinman	03/17/2015	814.16	0.00	P	Y 03/10/2015
		PROFESSIONAL/CONSULTING FEES		814.16			
20150079 44221	GRP ENGINEERING INC ENGINEERING SERVICES 582-558-988-000-0175	02/02/2015 ksteinman	03/17/2015	2,829.31	0.00	P	Y 03/10/2015
		ELECTRICAL SYSTEM CONSTR		2,829.31			
20150080 44222	GRP ENGINEERING INC ENGINEERING SERVICES 582-558-988-000-0175	02/02/2015 ksteinman	03/17/2015	8,957.52	0.00	P	Y 03/10/2015
		ELECTRICAL SYSTEM CONSTR		8,957.52			
S-0113229 44162	HULL LIFT TRUCK INC PARTS 661-450-741-003	02/19/2015 ksteinman	03/17/2015	797.64	0.00	P	Y 03/10/2015
		REPAIR & MAINT SUPPLIES		797.64			
S-0114046 44163	HULL LIFT TRUCK INC PARTS 661-450-741-003	02/25/2015 ksteinman	03/17/2015	86.90	0.00	P	Y 03/10/2015
		REPAIR & MAINT SUPPLIES		86.90			
S-0113911 44164	HULL LIFT TRUCK INC PARTS 661-450-741-003	02/25/2015 ksteinman	03/17/2015	209.00	0.00	P	Y 03/10/2015
		REPAIR & MAINT SUPPLIES		209.00			
0284837686 44228	IDEXX DISTRIBUTION INC SUPPLIES 591-559-741-000	01/14/2015 ksteinman	03/17/2015	140.35	0.00	P	Y 03/10/2015
		OPERATING SUPPLIES		140.35			
0284282808 44229	IDEXX DISTRIBUTION INC SUPPLIES 591-559-741-000	12/23/2014 ksteinman	03/17/2015	838.58	0.00	P	Y 03/10/2015
		OPERATING SUPPLIES		838.58			
10044890 44165	JOHN'S STEREO INC DATA CABLE 591-558-741-000	03/05/2015 ksteinman	03/17/2015	29.98	0.00	P	Y 03/10/2015
		OPERATING SUPPLIES		29.98			

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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
10044706 44166	JOHN'S STEREO INC PALM CHARGER 591-558-741-000	02/20/2015 ksteinman OPERATING SUPPLIES	03/17/2015	37.98 37.98	0.00	P	Y 03/10/2015
10044934 44231	JOHN'S STEREO INC ADDRESS LABELS 592-559-727-000	03/09/2015 ksteinman OFFICE SUPPLIES	03/17/2015	14.99 14.99	0.00	P	Y 03/10/2015
13708 44167	KAL-BLUE SUPPLIES 101-447-727-000 101-446-727-000 582-558-727-000 591-558-727-000 592-558-727-000	02/20/2015 ksteinman OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	03/17/2015	92.07 18.42 18.42 18.41 18.41 18.41	0.00	P	Y 03/10/2015
29610 44226*	KENT POWER INC CORE CITY SECONDARY UPGRADE PHASE 582-558-988-000-0175 582-002-211-130	02/28/2015 ksteinman ELECTRICAL SYSTEM CONSTR CONTR RET PYBLE-KENT POWER	03/17/2015	144,906.08 161,006.76 (16,100.68)	0.00	P	Y 03/10/2015
509798 44168	KUSTOM SIGNALS, INC SUPPLIES 101-301-741-000	02/13/2015 ksteinman OPERATING SUPPLIES	03/17/2015	1,459.00 1,459.00	0.00	P	Y 03/10/2015
0050765 44169	MATERIALS TESTING CONSULTANTS MATERIALS TESTING SDRVICES FOR DYC 204-446-801-000-0158 591-558-801-000-0158 592-558-801-000-0158	02/12/2015 ksteinman MATERIALS TESTING- STREETS MATERIALS TESTING- WATER MATERIALS TESTING- SEWER	03/17/2015	355.20 118.40 118.40 118.40	0.00	P	Y 03/10/2015
8720 44173	MATTOON AND LEE EQUIPMENT SUPPLIES 591-559-741-000	02/18/2015 ksteinman OPERATING SUPPLIES	03/17/2015	937.23 937.23	0.00	P	Y 03/10/2015
PD4965439 44170	MICHIGAN CAT PARTS	02/20/2015 ksteinman	03/17/2015	1.88	0.00	P	Y 03/10/2015

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	661-450-741-003	REPAIR & MAINT SUPPLIES		1.88			
PD4965440							
44171	MICHIGAN CAT PARTS 661-450-741-003	02/17/2015 ksteinman REPAIR & MAINT SUPPLIES	03/17/2015	221.36	0.00	P	Y 03/10/2015
33674							
44174	MICHIGAN ELECTION RESOURCES CITY TOWNSHIP NONPARTISAN PETITION 101-191-727-000	02/17/2015 ksteinman OFFICE SUPPLIES	03/17/2015	18.05	0.00	P	Y 03/10/2015
3/2/15							
44246	MICHIGAN LAW ENFORCEMENT REGISTRATION- NATALIE THOMPSON 101-301-860-000	03/02/2015 ksteinman TRAVEL/CONFERENCES/TRAINING	03/17/2015	200.00	0.00	P	Y 03/11/2015
0007219813							
44211	MLIVE MEDIA GROUP RECRUIT GKM PKG 101-447-900-000 591-561-900-000 592-561-900-000	02/28/2015 ksteinman PRINTING/PUBLISHING PRINTING/PUBLISHING PRINTING/PUBLISHING	03/17/2015	1,377.00	0.00	P	Y 03/10/2015
75784							
44172	MUZZALL GRAPHICS SHUT OFF NOTICES 582-558-727-000 591-558-727-000 592-558-727-000	03/02/2015 ksteinman OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	03/17/2015	403.60	0.00	P	Y 03/10/2015
3/8/15							
44224	NEWSPAPER SERVICES SUMMER INTER POSTING 577-751-900-000	03/08/2015 ksteinman PRINTING/PUBLISHING	03/17/2015	113.49	0.00	P	Y 03/10/2015
10976							
44175	NORTHERN FIRST AID FIRST AID SUPPLIES 101-265-802-000	03/02/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	149.94	0.00	P	Y 03/10/2015
0372							
44213	OPTIMIZATION SOLUTIONS COALULATION FEED CONTROL MODEL 591-559-802-000	01/20/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	1,250.00	0.00	P	Y 03/10/2015

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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
3/3/15 44176	PAT'S PRONTO PRINT CHARGING REQUESTS 101-301-741-000	03/03/2015 ksteinman OPERATING SUPPLIES	03/17/2015	175.50 175.50	0.00	P	Y 03/10/2015
252580 44223	PLUMBER'S PORTABLE TOILETS RENTALS 545-776-802-000	03/03/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	140.00 140.00	0.00	P	Y 03/10/2015
5905689 44177	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	03/03/2015 ksteinman ELECTRICAL SYSTEM CONSTR	03/17/2015	14,479.30 14,479.30	0.00	P	Y 03/10/2015
5904052 44178	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	02/24/2015 ksteinman REPAIRS/MAINTENANCE - EQUIPM	03/17/2015	116.78 116.78	0.00	P	Y 03/10/2015
5904054 44179	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	02/24/2015 ksteinman ELECTRICAL SYSTEM CONSTR	03/17/2015	144.00 144.00	0.00	P	Y 03/10/2015
5904051 44180	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000-0175	02/24/2015 ksteinman ELECTRICAL SYSTEM CONSTR	03/17/2015	677.96 677.96	0.00	P	Y 03/10/2015
EH352 44183	RICE'S LOCKSMITH SERVICE EQUIPMENT 101-265-933-000	03/03/2015 ksteinman REPAIRS/MAINTENANCE - EQUIP	03/17/2015	62.00 62.00	0.00	P	Y 03/10/2015
18648 44181	RS TECHNICAL SERVICES, INC PARTS 591-559-741-000	02/25/2015 ksteinman OPERATING SUPPLIES	03/17/2015	614.41 614.41	0.00	P	Y 03/10/2015
18637 44182	RS TECHNICAL SERVICES, INC FIELD SERVICE HOURS 591-559-933-000	02/18/2015 ksteinman REPAIRS/MAINTENANCE - EQUIPM	03/17/2015	990.79 990.79	0.00	P	Y 03/10/2015

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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
I15-025655							
44184	SAFARILAND, LLC SUPPLIES 101-301-741-000	02/19/2015 ksteinman OPERATING SUPPLIES	03/17/2015	89.50 89.50	0.00	P	Y 03/10/2015
.27078-628419							
44195	SCHWEITZER ENGINEERING LAB INC SUPPLIES 582-558-988-001-0301	02/13/2015 ksteinman C805G04000X0610	03/17/2015	4,697.00 4,697.00	0.00	P	Y 03/10/2015
0196416-IN							
44185	SIRCHIE SUPPLIES 101-301-741-000	02/13/2015 ksteinman OPERATING SUPPLIES	03/17/2015	228.17 228.17	0.00	P	Y 03/10/2015
10226							
44186	SOUTH HAVEN AIRPORT AUTHORITY QUARTERLY CONTRIBUTION 101-895-959-001	02/28/2015 ksteinman AIRPORT AUTHORITY	03/17/2015	18,797.02 18,797.02	0.00	P	Y 03/10/2015
7130705568-000001							
44189	STAPLES ADVANTAGE SUPPLIES 591-559-741-000	02/07/2015 ksteinman OPERATING SUPPLIES	03/17/2015	71.29 71.29	0.00	P	Y 03/10/2015
7132290708-000001							
44190	STAPLES ADVANTAGE SUPPLIES 636-258-727-000	02/23/2015 ksteinman OFFICE SUPPLIES	03/17/2015	311.98 311.98	0.00	P	Y 03/10/2015
71324820007-000001							
44191	STAPLES ADVANTAGE SUPPLIES 101-265-727-000 101-202-727-000	02/25/2015 ksteinman OFFICE SUPPLIES OFFICE SUPPLIES	03/17/2015	50.81 15.67 35.14	0.00	P	Y 03/10/2015
7132514863-000001							
44192	STAPLES ADVANTAGE SUPPLIES 591-558-727-000 592-558-727-000 101-446-727-000 101-447-727-000 582-558-727-000 591-558-741-000	02/26/2015 ksteinman OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OPERATING SUPPLIES	03/17/2015	150.50 27.71 27.71 27.70 27.70 27.70 3.99	0.00	P	Y 03/10/2015

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	592-558-741-000	OPERATING SUPPLIES		3.99			
	101-446-741-000	OPERATING SUPPLIES		4.00			
7131260289-002001							
44193	STAPLES ADVANTAGE SUPPLIES	02/07/2015 ksteinman	03/17/2015	119.76	0.00	P	Y 03/10/2015
	101-301-727-000	OFFICE SUPPLIES		119.76			
7131260289-000002							
44194	STAPLES ADVANTAGE SUPPLIES	02/07/2015 ksteinman	03/17/2015	20.19	0.00	P	Y 03/10/2015
	101-301-727-000	OFFICE SUPPLIES		20.19			
7131800921-000001							
44227	STAPLES ADVANTAGE SUPPLIES	02/12/2015 ksteinman	03/17/2015	6.99	0.00	P	Y 03/10/2015
	101-447-741-000	OPERATING SUPPLIES		6.99			
AP 374325							
44187	STATE OF MICHIGAN- MDOT LOCAL PROGRESS BILLINGS	02/12/2015 ksteinman	03/17/2015	19,751.59	0.00	P	Y 03/10/2015
	402-202-988-010	MAJOR STREET UPGRADES		19,751.59			
AP 374326							
44188	STATE OF MICHIGAN- MDOT LOCAL PROGRESS BILLING	02/12/2015 ksteinman	03/17/2015	14,767.18	0.00	P	Y 03/10/2015
	402-202-988-010	MAJOR STREET UPGRADES		14,767.18			
744341							
44197	TECHNICAL ENERGY SOLUTIONS FINAL BILLING	02/18/2015 ksteinman	03/17/2015	2,910.00	0.00	P	Y 03/10/2015
	101-265-802-000	OTHER CONTRACTUAL SERVICES		2,910.00			
X00630380101							
44203	TECHXTEND ANTI-MALWARE	02/26/2015 ksteinman	03/17/2015	535.80	0.00	P	Y 03/10/2015
	636-258-980-002	COMPUTER SOFTWARE		535.80			
X00629790101							
44204	TECHXTEND CCLEANER NTWK ED	02/25/2015 ksteinman	03/17/2015	338.70	0.00	P	Y 03/10/2015
	636-258-980-002	COMPUTER SOFTWARE		338.70			
12762874081							
44196	TERMINIX PROCESSING CENTER EXTERMINATING SERVICE	03/04/2015 ksteinman	03/17/2015	43.00	0.00	P	Y 03/10/2015
	101-301-802-001	SERVICE CONTRACTS		43.00			

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407504 44198	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 101-265-741-000	02/19/2015 ksteinman OPERATING SUPPLIES	03/17/2015	803.80 803.80	0.00	P	Y 03/10/2015
5020065 44199	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 592-559-802-000	02/09/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	455.00 455.00	0.00	P	Y 03/10/2015
5020236 44200	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 592-566-802-000 592-567-802-000	02/24/2015 ksteinman OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES	03/17/2015	185.00 129.92 55.08	0.00	P	Y 03/10/2015
5030065 44230	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 592-560-802-000	03/05/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	235.00 235.00	0.00	P	Y 03/10/2015
0532 44201	TREECORE TREE WORK 582-558-802-000	03/02/2015 ksteinman OTHER CONTRACTUAL SERVICES	03/17/2015	8,620.00 8,620.00	0.00	P	Y 03/10/2015
0531 44202	TREECORE TREE WORK 582-558-988-000-0175	03/02/2015 ksteinman ELECTRICAL SYSTEM CONSTR	03/17/2015	26,752.00 26,752.00	0.00	P	Y 03/10/2015
65373829 44205	ULINE EQUIPMENT 582-558-979-000	02/18/2015 ksteinman EQUIPMENT - YARD & STORAGE	03/17/2015	2,946.34 2,946.34	0.00	P	Y 03/10/2015
69690513 44225	ULINE ROPE 577-751-741-000	03/03/2015 ksteinman OPERATING SUPPLIES	03/17/2015	103.86 103.86	0.00	P	Y 03/10/2015
0009334NS 44209	US BANK BOND PAYMENT 396-905-991-000 396-905-995-000	04/01/2015 ksteinman PRINCIPAL DEBT INTEREST DEBT	03/17/2015	158,567.50 110,000.00 48,567.50	0.00	P	Y 03/10/2015

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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
4200_5 44210	US BANK BOND PAYMENT 591-905-991-000 591-905-995-000	04/01/2015 ksteinman	03/17/2015	30,800.00	0.00	P	Y 03/10/2015
		DEBT SERVICE - PRINCIPAL		25,000.00			
		DEBT SERVICE - INTEREST		5,800.00			
159-1051491 44207	WINGFOOT COMMERCIAL TIRE SYSTEMS TIRES 661-450-741-003	02/23/2015 ksteinman	03/17/2015	227.94	0.00	P	Y 03/10/2015
		REPAIR & MAINT SUPPLIES		227.94			
3/1/15 44206	WINKEL'S COMMUNICATION INC RADIO SYSTEM MAINTENANCE 582-558-802-000 591-558-802-000 592-558-802-000 101-446-802-000	03/01/2015 ksteinman	03/17/2015	390.00	0.00	P	Y 03/10/2015
		OTHER CONTRACTUAL SERVICES		97.50			
		OTHER CONTRACTUAL SERVICES		97.50			
		OTHER CONTRACTUAL SERVICES		97.50			
		OTHER CONTRACTUAL SERVICES		97.50			
# of Invoices:	93	# Due:	0	Totals:	524,253.18	0.00	
# of Credit Memos:	2	# Due:	2	Totals:	(718.50)	(718.50)	
Net of Invoices and Credit Memos:					523,534.68	(718.50)	
* 1 Net Invoices have Credits Totalling:					(16,100.68)		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			42,276.45	0.00		
	204 - STREET FUND			118.40	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			2,230.00	0.00		
	396 - DDA DISTRICT #2			158,567.50	0.00		
	402 - CAPITAL PROJECTS FUND 2			34,518.77	0.00		
	545 - BLACK RIVER PARK FUND			140.00	0.00		
	577 - BEACH FUND			217.35	0.00		
	582 - ELECTRIC FUND			235,983.63	(6.17)		
	591 - WATER FUND			36,575.04	(6.17)		
	592 - SEWER FUND			6,472.94	(706.16)		
	636 - INFORMATION SERVICES FUND			1,885.29	0.00		
	661 - MOTOR POOL FUND			4,549.31	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	002 - LIABILITIES			(16,100.68)	0.00		
	191 - ELECTIONS			18.05	0.00		
	202 - CITY TREASURER			34,553.91	0.00		
	210 - LEGAL & PROFESSIONAL			10,331.46	0.00		
	258 - DATA PROCESSING			1,885.29	0.00		
	265 - BUILDINGS & GROUNDS			4,827.41	0.00		
	301 - POLICE			3,329.95	0.00		
	350 - INFORMATION CENTER			882.30	0.00		
	371 - BUILDING INSPECTIONS			2,716.35	0.00		
	446 - HIGHWAYS & STREETS			534.65	0.00		
	447 - ENGINEERING			879.31	0.00		
	450 - EQUIPMENT MAINTENANCE			4,549.31	0.00		
	558 - OPERATIONS			253,330.31	(18.50)		
	559 - TREATMENT			9,019.50	(700.00)		
	560 - IPP PROGRAM			235.00	0.00		
	561 - ADMINISTRATION			550.80	0.00		
	566 - TREATMENT - CASCO TWP			838.10	0.00		
	567 - TREATMENT - SH TWP			358.58	0.00		
	729 - DOWNTOWN DEVELOPMENT			2,230.00	0.00		
	751 - PARK DEPARTMENT			260.56	0.00		
	776 - OPERATIONS			140.00	0.00		
	895 - OTHER FUNCTIONS			18,797.02	0.00		
	905 - DEBT SERVICE			189,367.50	0.00		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
02/25/2015	1	50257	003049	JAMES DOTSON	100.00
02/25/2015	1	50258	000843	FRONTIER	2,488.37
02/25/2015	1	50259	000847	FUEL MANAGEMENT SYSTEM	6,223.30
02/25/2015	1	50260	MISC	HASTINGS, PETER	4,050.00 V
02/25/2015	1	50261	001610	MICHIGAN GAS UTILITIES	11,976.39
02/25/2015	1	50262	002262	SEA TECHNOLOGY	2,200.00
02/25/2015	1	50263	002792	VERIZON WIRELESS	1,739.15
02/25/2015	1	50264	MISC	HASTINGS, PETER	3,595.00
02/25/2015	1	50265	MISC	HORNBLLOWER, DANIEL	455.00
03/03/2015	1	50266	UB REFUND	ADKIN, RUTH	28.98
03/03/2015	1	50267	000177	AUTOWARES INC	128.49
03/03/2015	1	50268	003195	BLUE CARE NETWORK	10.85
03/03/2015	1	50269	000309	A.D. BOS OFFICE COFFEE SERVICE	82.09
03/03/2015	1	50270	000519	CONSUMERS ENERGY	142.52
03/03/2015	1	50271	000660	DOMESTIC LINEN-KALAMAZOO	1,767.20
03/03/2015	1	50272	000843	FRONTIER	1,805.88
03/03/2015	1	50273	003238	GARCIA, RICARDO	135.70
03/03/2015	1	50274	UB REFUND	HALLER, RICHARD J & DEBORAH F	79.95
03/03/2015	1	50275	001067	HI TEC BUILDING SERVICES	3,467.87
03/03/2015	1	50276	001120	HYDRO DESIGNS INC	995.00
03/03/2015	1	50277	001196	JOHN'S STEREO INC	46.93
03/03/2015	1	50278	003335	KRISTY JENKS	133.40
03/03/2015	1	50279	001544	MENARDS	764.70
03/03/2015	1	50280	UB REFUND	NICHOLAS, RABECCA L	308.37
03/03/2015	1	50281	UB REFUND	SOUTHERS, SCOTT G	235.97
03/03/2015	1	50282	UB REFUND	TINKLENBERG, NANCY M	72.93
03/03/2015	1	50283	002645	TRACTOR SUPPLY CREDIT PLAN	139.98
03/03/2015	1	50284	002724	UPS STORE #5080	96.69
03/03/2015	1	50285	002800	VILLAGE MARKET #869	116.95
03/03/2015	1	50286	002850	WATER ENVIRONMENT FEDERATION	127.00
03/03/2015	1	50287	001552	MERS	400.00
03/03/2015	1	50288	002424	SOUTH HAVEN/CASCO	87,691.77
03/05/2015	1	50289	UB REFUND	BURTON, VERONICA L	212.00
03/05/2015	1	50290	UB REFUND	DEBEST, BRIAN A	99.19
03/05/2015	1	50291	UB REFUND	KERNS, JENNIFER A	104.72
03/05/2015	1	50292	UB REFUND	QSP - SH MOBILE HOME PARK	219.04
03/05/2015	1	50293	UB REFUND	QSP-SH MOBILE HOME PARK	119.14
03/05/2015	1	50294	UB REFUND	SCHULTZ, SHARON D PASKEL	302.63
03/06/2015	1	50295	000137	APWA-MICHIGAN CHAPTER	100.00
03/06/2015	1	50296	000468	CITY OF SOUTH HAVEN-PETTY CASH	562.05
03/06/2015	1	50297	000498	COMCAST	59.70
03/06/2015	1	50298	MISC	COOKIES ON CALL	28.50
03/06/2015	1	50299	000718	ELECSYS INTERNATIONAL CORP	267.00
03/06/2015	1	50300	000994	HAPA LLC	480.95
03/06/2015	1	50301	003258	STATE OF MICHIGAN	17.00
03/06/2015	1	50302	002513	STEEL CENTER SUPPLY CO	115.64
03/06/2015	1	50303	002755	VAN BUREN COUNTY ROAD COMM	1,200.00
03/06/2015	1	50304	002949	WOLVERINE HARDWARE	175.57
03/10/2015	1	50305	UB REFUND	FIRST NATIONAL BANK	198.62
03/10/2015	1	50306	UB REFUND	MARTINEZ, STEPHANIA G	43.96
03/10/2015	1	50307	UB REFUND	MORRISON, JASMINE J	65.69
03/10/2015	1	50308	UB REFUND	PLEASANT VIEW MHP-SOUTH HAVEN	58.11
03/10/2015	1	50309	UB REFUND	SPEARS, SAMUEL E	36.74
03/10/2015	1	50310	UB REFUND	TRANQUILITY CENTRAL	11.79
03/10/2015	1	50311	003213	DALE CLAYTON	222.46
03/10/2015	1	50312	003127	ADAM DE BOER	7.09
03/10/2015	1	50313	003355	KEVIN VANBRUSSEL	12.42
03/10/2015	1	50314	003249	MYERS, RYAN	17.08
03/10/2015	1	50315	001892	SHAWN OLNEY	24.79
03/10/2015	1	50316	003058	NATALIE THOMPSON	19.90

1 TOTALS:

Total of 60 Checks:	136,388.21
Less 1 Void Checks:	4,050.00
Total of 59 Disbursements:	<u>132,338.21</u>

03/11/2015 09:52 AM  
User: ksteinman  
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN  
CHECK DATE FROM 03/03/2015 - 03/05/2015

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
03/03/2015	1	77(E)	003227	FIFTH THIRD BANK	66,034.39
03/05/2015	1	78(E)	003062	MCAAA	23,314.25
1 TOTALS:					
Total of 2 Checks:					89,348.64
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					89,348.64



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Roger Huff, PE, DPW Director

**From:** Larry Halberstadt, PE, City Engineer

**Date:** March 9, 2015

**Subject:** Dyckman Avenue Reconstruction: Change Order No. 2

### Background Information

On October 6, 2014, Council awarded the construction contract for Dyckman Avenue Reconstruction to Kalin Construction in the amount of \$1,036,189.95. The project was bid on August 20, 2014 and the City received 5 bids ranging up to \$1,310,915.35. To date, one contract change order has been approved in the amount of \$255.35 raising the total contract amount to \$1,036,445.30.

During priority setting and budgeting for the current fiscal year, Council approved a variety of street resurfacing projects. Some of the projects were completed early last fall. Several projects that have not yet been implemented include resurfacing of Park Avenue from Dyckman Avenue to Wells Street and resurfacing of Wells Street from North Shore Drive to Park Avenue. Because Kalin Construction is already working in this area, staff requested that they consider completion of this work as a change order to the Dyckman Avenue Reconstruction project. Kalin has agreed to perform the resurfacing of Park Avenue and Wells Street at the same unit prices as the Dyckman Avenue project.

The work will include cold milling of the existing asphalt surfaces, adjusting drainage structures, new asphalt wearing surface, new traffic signs, and barrier free sidewalk ramps at intersections. The total amount of the proposed change order is \$60,109.60.

If the change order is approved, it is anticipated that Kalin would schedule the paving to be completed concurrent with the spring completion of Dyckman Avenue. Thus, these streets would be repaved and open to vehicle traffic prior to Memorial Day, 2015.

### Recommendation

If Council still desires to see these two resurfacing projects completed in the current fiscal year, then they should review and approve the change order at their March 16, 2015 regular meeting.

### Attachments

Change Order No. 2: Dyckman Avenue Reconstruction

Change Order No. 2  
 Dyckman Avenue Reconstruction  
 Owner: City of South Haven  
 Contractor: Kalin Construction

Summary of Changes:

Add Resurfacing project on Park Avenue from Dyckman to Wells  
 Add Resurfacing project on Wells Street from Park to North Shore

Item No.	Spec Reference	Pay Item	Current Contract Quantity	Units	Unit Price	Current Contract Amount	Contract Change Quantity	Contract Change Amount	Revised Contract Quantity	Revised Contract Amount
1	01 10 00	Mobilization, Max \$70,000	1	Lump Sum	\$ 52,800.00	\$ 52,800.00	-	\$ -	1	\$ 52,800.00
2	01 50 00	Barricade, Type III, High Intensity, Lighted, Furn	15	Each	165.00	2,475.00	-	-	15	2,475.00
3	01 50 00	Barricade, Type III, High Intensity, Lighted, Oper	15	Each	10.00	150.00	-	-	15	150.00
4	01 50 00	Plastic Drum, High Intensity, Furn	75	Each	29.00	2,175.00	-	-	75	2,175.00
5	01 50 00	Plastic Drum, High Intensity, Oper	75	Each	1.00	75.00	-	-	75	75.00
6	01 50 00	Sign, Type B, Temp, Prismatic, Furn	458	Sq. Ft.	5.00	2,290.00	-	-	458	2,290.00
7	01 50 00	Sign, Type B, Temp, Prismatic, Oper	458	Sq. Ft.	1.00	458.00	-	-	458	458.00
8	01 50 00	Traffic Regulator Control	1	Lump Sum	2,621.21	2,621.21	-	-	1	2,621.21
9	01 50 00	maintenance gravel	950	Cu. Yd.	6.67	6,336.50	-	-	950	6,336.50
10	10 14 53	Traffic Signs, Permanent	223	Sq. Ft.	16.50	3,679.50	32	528.00	255	4,207.50
11	10 14 53	Post, Steel, U-Channel, 3lb	31	Each	77.00	2,387.00	4	308.00	35	2,695.00
12	31 10 00	HMA Surface Rem.	4,931	Sq. Yd.	1.60	7,889.60	-	-	4,931	7,889.60
13	31 10 00	Pavt Rem.	890	Sq. Yd.	9.09	8,090.10	4	36.36	894	8,126.46
14	31 10 00	Sidewalk Rem.	660	Sq. Yd.	4.29	2,831.40	45.5	195.20	706	3,026.60
15	31 10 00	Curb & Gutter Rem.	2,423	Ln. Ft.	4.41	10,685.43	44	194.04	2,467	10,879.47
16	31 10 00	Utility Line Rem, Storm	298	Ln. Ft.	6.75	2,011.50	-	-	298	2,011.50
17	31 10 00	Utility Line Rem, Water	147	Ln. Ft.	6.95	1,021.65	-	-	147	1,021.65
18	31 10 00	Utility Str. Rem, Storm	22	Each	383.69	8,441.18	-	-	22	8,441.18
19	31 10 00	Utility Str. Rem, Sanitary	6	Each	383.69	2,302.14	-	-	6	2,302.14
20	31 10 00	Utility Str. Rem, Water	2	Each	213.77	427.54	-	-	2	427.54
21	31 10 00	Utility Str. Rem, Phone	1	Each	1,137.23	1,137.23	-	-	1	1,137.23
22	31 10 00	Sign Rem.	27	Each	23.89	645.03	5	119.45	32	764.48
23	31 10 00	Pavement Line Marking, Rem	48	Ln. Ft.	2.50	120.00	-	-	48	120.00
24	31 22 13	Roadway Grading	12.5	Station	2,830.84	35,385.50	-	-	12.5	35,385.50
25	31 23 19	Dewatering System	1	Lump Sum	11,865.00	11,865.00	-	-	1	11,865.00

Item No.	Spec Reference	Pay Item	Current Contract Quantity	Units	Unit Price	Current Contract Amount	Contract Change Quantity	Contract Change Amount	Revised Contract Quantity	Revised Contract Amount
26	31 23 24	Fill Abandoned Utility, 6 inch	-	Ln. Ft.	13.80	-	-	-	-	-
27	31 23 24	Fill Abandoned Utility, 8 inch	303	Ln. Ft.	5.38	1,630.14	-	-	303	1,630.14
28	31 23 24	Fill Abandoned Utility, 10 inch	144	Ln. Ft.	8.67	1,248.48	-	-	144	1,248.48
29	31 23 24	Fill Abandoned Utility, 12 inch	138	Ln. Ft.	10.27	1,417.26	-	-	138	1,417.26
30	31 23 24	Fill Abandoned Utility, 15 inch	298	Ln. Ft.	10.48	3,123.04	-	-	298	3,123.04
31	31 25 13	Silt Fence	190	Ln. Ft.	3.15	598.50	-	-	190	598.50
32	31 25 13	Inlet Protection, Silt Bag	17	Each	103.11	1,752.87	-	-	17	1,752.87
33	31 25 13	Inlet Protection, Geotextile and Stone	6	Each	153.29	919.74	-	-	6	919.74
34	31 25 13	Aggregate Cover, 12 inch	1,040	Sq. Yd.	10.40	10,816.00	-	-	1,040	10,816.00
35	32 01 16	Cold Milling HMA Pavement Surface	1,206	Sq. Yd.	2.20	2,653.20	5,125	11,275.00	6,331	13,928.20
36	32 11 16	Subbase	1,573	Cu. Yd.	11.64	18,309.72	-	-	1,573	18,309.72
37	33 11 23	Aggregate Base, 21AA	1,261	Cu. Yd.	35.76	45,093.36	-	-	1,261	45,093.36
38	32 05 19.19	Geogrid	272	Sq. Yd.	3.51	954.72	-	-	272	954.72
39	32 12 16	HMA, 5E1	443	Ton	82.44	36,520.92	450	37,098.00	893	73,618.92
40	32 12 16	HMA, 4E1	146	Ton	84.71	12,367.66	-	-	146	12,367.66
41	32 12 16	HMA, 3E1	779	Ton	68.17	53,104.43	-	-	779	53,104.43
42	32 12 16	HMA, 36A	100	Ton	98.58	9,858.00	-	-	100	9,858.00
43	32 12 16	HMA, 13A	100	Ton	94.46	9,446.00	-	-	100	9,446.00
44	32 12 16	Hand Patching	39	Ton	155.00	6,045.00	-	-	39	6,045.00
45	plans	Brick Paver Sidewalk	9	Sq. Ft.	50.00	450.00	-	-	9	450.00
46	32 13 13	Sidewalk, 4 inch	4,583	Sq. Ft.	2.05	9,395.15	-	-	4,583	9,395.15
47	32 13 13	Sidewalk, 8 inch	782	Sq. Ft.	3.15	2,463.30	-	-	782	2,463.30
48	32 13 13	Sidewalk Ramp, 6 inch	834	Sq. Ft.	3.60	3,002.40	480	1,728.00	1,314	4,730.40
49	32 13 13	Detectable Warning Surface, C.I.	117	Ln. Ft.	72.00	8,424.00	20	1,440.00	137	9,864.00
50	32 13 13	Curb & Gutter, Det E1	70	Ln. Ft.	45.00	3,150.00	-	-	70	3,150.00
51	32 13 13	Curb & Gutter, Det F2	236	Ln. Ft.	15.00	3,540.00	-	-	236	3,540.00
52	32 13 13	Curb & Gutter, Det F4	2,249	Ln. Ft.	10.50	23,614.50	44	462.00	2,293	24,076.50
53	32 13 13	Curb & Gutter, F3-mod, Bridge Approach	37	Ln. Ft.	28.00	1,036.00	-	-	37	1,036.00
54	32 13 13	Driveway Opening, Conc, Det M	151	Ln. Ft.	14.00	2,114.00	-	-	151	2,114.00
55	32 13 13	Driveway, Nonreinf Conc, 8 inch	463	Sq. Yd.	29.00	13,427.00	-	-	463	13,427.00
56	MDOT 706	Conc Pavt, Reinf, 12 inch, Bridge Approach, Night Casting	52	Sq. Yd.	112.00	5,824.00	-	-	52	5,824.00
57	MDOT 706	Sleeper Slab	1	Each	2,000.00	2,000.00	-	-	1	2,000.00
58	32 13 13	Joint, Expansion, E2	50	Ln. Ft.	18.00	900.00	-	-	50	900.00
59	32 13 13	Concrete Cold Weather Protection, Curb	2,729	Ln. Ft.	1.00	2,729.00	-	-	2,729	2,729.00

Item No.	Spec Reference	Pay Item	Current Contract Quantity	Units	Unit Price	Current Contract Amount	Contract Change Quantity	Contract Change Amount	Revised Contract Quantity	Revised Contract Amount
60	32 13 13	Concrete Cold Weather Protection, Pavement	52	Sq. Yd.	2.00	104.00	-	-	52	104.00
61	32 13 13	Concrete Cold Weather Protection, Driveway	463	Sq. Yd.	6.00	2,778.00	-	-	463	2,778.00
62	32 13 13	Concrete Cold Weather Protection, Sidewalk	5,830	Sq. Ft.	0.60	3,498.00	-	-	5,830	3,498.00
63	32 17 23	Line Mrkg, Cold Plastic, White, 6 in	392	Ln. Ft.	2.99	1,172.08	65	194.35	457	1,366.43
64	32 17 23	Line Mrkg, Cold Plastic, White, 12 in	229	Ln. Ft.	5.90	1,351.10	-	-	229	1,351.10
65	32 17 23	Line Mrkg, Cold Plastic, White, 24 in	132	Ln. Ft.	11.75	1,551.00	15	176.25	147	1,727.25
66	32 17 23	Line Mrkg, Waterborne, White, 4 in	797	Ln. Ft.	0.45	358.65	-	-	797	358.65
67	32 17 23	Line Mrkg, Waterborne, White, 4 in, 2nd Appl	797	Ln. Ft.	0.05	39.85	-	-	797	39.85
68	32 17 23	Line Mrkg, Waterborne, Blue, 4 in	300	Ln. Ft.	0.60	180.00	-	-	300	180.00
69	32 17 23	Line Mrkg, Waterborne, Blue, 4 in, 2nd Appl	300	Ln. Ft.	0.10	30.00	-	-	300	30.00
70	32 17 23	Line Mrkg, Waterborne, Yellow, 4 in	6,050	Ln. Ft.	0.37	2,238.50	-	-	6,050	2,238.50
71	32 17 23	Line Mrkg, Waterborne, Yellow, 4 in, 2nd Appl	6,050	Ln. Ft.	0.10	605.00	-	-	6,050	605.00
72	32 17 23	Legend Mrkg, Waterborne, Blue, Accessible Parking	3	Each	35.00	105.00	-	-	3	105.00
73	32 17 23	Legend Mrkg, Waterborne, White, Left Arrow	1	Each	45.00	45.00	-	-	1	45.00
74	32 17 23	Legend Mrkg, Waterborne, White, Thru/Right Arrow	1	Each	65.00	65.00	-	-	1	65.00
75	32 91 19	Topsoil Surface, 4 inch, screened	5,200	Sq. Yd.	3.71	19,292.00	85	315.35	5,285	19,607.35
76	32 92 19	Seed & Fertilizer	5,200	Sq. Yd.	0.48	2,496.00	85	40.80	5,285	2,536.80
77	32 92 19	Erosion Fabric, NAG S75-BN	5,100	Sq. Yd.	1.08	5,508.00	85	91.80	5,185	5,599.80
78	32 92 19	Erosion Fabric, NAG C-125	100	Sq. Yd.	2.99	299.00	-	-	100	299.00
79	32 92 19	Mowing	5,200	Sq. Yd.	0.23	1,196.00	-	-	5,200	1,196.00
80	33 01 33	Video Taping Sewer Pipe	1,204	Ln. Ft.	0.80	963.20	-	-	1,204	963.20
81	33 05 14	Structure, San. MH, 48 in. Dia	7	Each	2,745.76	19,220.32	-	-	7	19,220.32
82	33 05 14	Structure, Strm. MH, 48 in. Dia	4	Each	1,103.12	4,412.48	-	-	4	4,412.48
83	33 05 14	Structure, Strm. CB, 24 in. Dia	13	Each	760.65	9,888.45	-	-	13	9,888.45
84	33 05 14	Structure, Strm. CB, 48 in. Dia	9	Each	1,317.87	11,860.83	-	-	9	11,860.83
85	33 05 14	Structure Conn. to Ex. Swr, 8 inch Stm	1	Each	143.81	143.81	-	-	1	143.81
86	33 05 14	Structure Conn. to Ex. Swr, 10 inch Stm	1	Each	208.03	208.03	-	-	1	208.03
87	33 05 14	Structure Conn. to Ex. Swr, 12 inch Stm	2	Each	208.03	416.06	-	-	2	416.06
88	33 05 14	Structure Cover, EJ #1040 Logo San	8	Each	566.44	4,531.52	5	2,832.20	13	7,363.72
89	33 05 14	Structure Cover, EJ #1040 Logo Stm	4	Each	566.44	2,265.76	-	-	4	2,265.76
90	33 05 14	Structure Cover, EJ #1040 M1 Grate	4	Each	533.80	2,135.20	-	-	4	2,135.20
91	33 05 14	Structure Cover, EJ #7045	17	Each	703.76	11,963.92	-	-	17	11,963.92
92	33 05 14	Structure Cover, EJ #6508	1	Each	368.40	368.40	-	-	1	368.40
93	34 05 14	Structure Cover, EJ #5100	2	Each	638.12	1,276.24	-	-	2	1,276.24

Item No.	Spec Reference	Pay Item	Current Contract Quantity	Units	Unit Price	Current Contract Amount	Contract Change Quantity	Contract Change Amount	Revised Contract Quantity	Revised Contract Amount
94	35 05 14	Structure Cover, EJ #7030	2	Each	825.08	1,650.16	-	-	2	1,650.16
95	33 05 14	Structure Adjust, Case 2	2	Each	185.82	371.64	-	-	2	371.64
96	33 05 14	Structure Tap, 15 inch San	1	Each	748.90	748.90	-	-	1	748.90
97	33 05 14	Valve Box Adjust	1	Each	176.67	176.67	-	-	1	176.67
98	33 05 14	Structure Inside Drop	2	Each	924.25	1,848.50	-	-	2	1,848.50
99	33 11 13	Watermain, 6 inch	26	Ln. Ft.	60.79	1,580.54	-	-	26	1,580.54
100	33 11 13	Watermain, 8 inch	1,128	Ln. Ft.	64.90	73,207.20	-	-	1,128	73,207.20
101	33 11 13	Watermain, 12 inch	159	Ln. Ft.	149.56	23,780.04	-	-	159	23,780.04
102	33 11 13	Valve & Box, 4 inch	2	Each	945.66	1,891.32	-	-	2	1,891.32
103	33 11 13	Valve & Box, 6 inch	2	Each	1,085.39	2,170.78	-	-	2	2,170.78
104	33 11 13	Valve & Box, 8 inch	7	Each	1,472.21	10,305.47	-	-	7	10,305.47
105	33 11 13	Valve & Box, 12 inch	5	Each	2,556.77	12,783.85	-	-	5	12,783.85
106	33 11 13	Hydrant Assembly	3	Each	3,309.24	9,927.72	-	-	3	9,927.72
107	33 11 13	Hydrant Lead, 6 inch	30	Ln. Ft.	30.16	904.80	-	-	30	904.80
108	33 11 13	Line Stop, 6 inch	1	Each	2,700.00	2,700.00	-	-	1	2,700.00
109	33 11 13	Line Stop, 8 inch	2	Each	2,900.00	5,800.00	-	-	2	5,800.00
110	33 11 13	Line Stop, 12 inch	1	Each	4,600.00	4,600.00	-	-	1	4,600.00
111	33 12 13	Water Svc., 1 inch	241	Ln. Ft.	21.71	5,232.11	-	-	241	5,232.11
112	33 12 13	Water Svc., 2 inch	192	Ln. Ft.	39.53	7,589.76	-	-	192	7,589.76
113	33 12 13	Water Svc., 4 inch D.I.	108	Ln. Ft.	43.46	4,693.68	-	-	108	4,693.68
114	33 12 13	Curb Stop, 1 inch	7	Each	236.27	1,653.89	-	-	7	1,653.89
115	33 12 13	Curb Stop, 2 inch	5	Each	560.99	2,804.95	-	-	5	2,804.95
116	33 12 13	Meter Pit, 18 inch	6	Each	638.61	3,831.66	-	-	6	3,831.66
117	33 12 13	Meter Pit, 24 inch	1	Each	668.25	668.25	-	-	1	668.25
118	33 31 13	San. Swr., PVC SDR35, 8 inch	46	Ln. Ft.	83.52	3,841.92	-	-	46	3,841.92
119	33 31 13	San. Swr., PVC SDR35, 10 inch	37	Ln. Ft.	131.01	4,847.37	-	-	37	4,847.37
120	33 31 13	San. Swr., PVC SDR35, 12 inch	700	Ln. Ft.	86.68	60,676.00	-	-	700	60,676.00
121	33 31 13	San. Swr., PVC SDR26, 15 inch	419	Ln. Ft.	131.16	54,956.04	-	-	419	54,956.04
122	33 31 13	San. Swr. Service, 6 inch	301	Ln. Ft.	41.32	12,437.32	-	-	301	12,437.32
123	33 31 13	San. Swr. Service.Cleanout	13	Each	315.73	4,104.49	-	-	13	4,104.49
124	33 31 13	Cleanout Riser Cover, EJ #1578	2	Each	243.12	486.24	-	-	2	486.24
125	33 31 13	Sewer Bypass Pumping	1	Lump Sum	5,940.85	5,940.85	-	-	1	5,940.85
126	33 41 13	Stm. Swr. 8 inch, Ductile Iron	36	Ln. Ft.	31.42	1,131.12	-	-	36	1,131.12
127	33 41 13	Stm. Swr. 12 inch, R.C.P.	1,147	Ln. Ft.	47.18	54,115.46	-	-	1,147	54,115.46

Item No.	Spec Reference	Pay Item	Current Contract Quantity	Units	Unit Price	Current Contract Amount	Contract Change Quantity	Contract Change Amount	Revised Contract Quantity	Revised Contract Amount
128	33 41 13	Stm. Swr. 18 inch, R.C.P.	329	Ln. Ft.	68.80	22,635.20	-	-	329	22,635.20
129	33 41 13	Stm. Swr. 18 inch, R.C.P. (river outlet pipe)	96	Ln. Ft.	69.83	6,703.68	-	-	96	6,703.68
130	33 41 13	Stm. Swr. Service. 4 inch	47	Ln. Ft.	37.10	1,743.70	-	-	47	1,743.70
131	33 41 13	Stm. Swr. Service Cleanout	4	Each	306.45	1,225.80	-	-	4	1,225.80
132	33 46 00	Underdrain, Subbase, 6 inch	2,337	Ln. Ft.	3.19	7,455.03	-	-	2,337	7,455.03
133	plans	Trench Undercutting, Stone Bedding	400	Cu. Yd.	49.44	19,776.00	-	-	400	19,776.00
134	plans	Trench Undercutting, Sand Bedding	600	Cu. Yd.	22.49	13,494.00	-	-	600	13,494.00
135	33 11 13	Thrust Block	1	Each	482.89	482.89	-	-	1	482.89
136	C.O. 1	Concrete Bedding for Sewer Crossing	1	Lump Sum	675.00	675.00	-	-	1	675.00
137	C.O. 2	Structure Adjust, Case 1	-	Each	300.00	-	5	1,500.00	5	1,500.00
138	C.O. 2	Conc Base, Cse, Nonreinf, 7 inch	-	Cu. Yd.	175.00	-	9	1,575.00	9	1,575.00
						\$ 1,036,445.30	\$ 60,109.80	\$ 1,096,555.10		
						Current Contract	Contract Change	Revised Contract		

The Contract Documents are hereby modified as show above, effective upon signature by the following parties:

RECOMMENDED

By: \_\_\_\_\_  
Engineer

Date: \_\_\_\_\_

ACCEPTED

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED

By: *Rob M...*  
Contractor (Authorized Signature)

Date: 2/17/2015



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Roger Huff, PE, DPW Director

**From:** Larry Halberstadt, PE, City Engineer

**Date:** March 9, 2015

**Subject:** New Traffic Signal at Meijer Driveway

### Background Information

In May of 2014, Meijer opened Store #271 near the northeast corner of Blue Star Highway and Phoenix Street (BR-196). The site is served by three driveways. The delivery drive and secondary entrance are on Blue Star Highway. The main entrance is on Phoenix Street. Since the store opening, Meijer has been working with the Michigan Department of Transportation (MDOT) to secure permission to erect a traffic signal at their main entrance. Upon completion of a traffic study performed by MDOT, Meijer was given permission to begin work on installation of the traffic signal.

The design of the traffic signal was initially prepared to meet the minimum requirements stipulated by MDOT. The signal configuration will be a box span supported on three galvanized steel strain poles and one wood pole. Signal heads will hang from span wires extended across the roadways. Two signal heads will face traffic in each direction with shared through cycles for east-west traffic on Phoenix Street and north-south traffic at the driveways serving Meijer and the Phoenix Square shopping area. In pavement sensors will be installed for north-south traffic and priority will be given to traffic on Phoenix Street if there are no vehicles queued to exit from Meijer or Phoenix Square. The signal will not include left turn phases in any direction. A striped crosswalk will be installed across Phoenix Street on the west side of the driveways and push button activated pedestrian signals will be installed for east-west and north-south pedestrian traffic. The general appearance of the traffic signal will be similar to the nearby signal at Blue Star Highway and Phoenix Street, installed by MDOT in 2010.

## Memorandum

March 9, 2015

New Traffic Signal at Meijer Driveway

Page 2 of 4



*Existing Traffic Signal at Blue Star Highway and Phoenix Street*

Over the past several years, the City has replaced the two traffic signals owned and operated by the City. These signals are located at intersections of Phoenix and Kalamazoo Streets and Phoenix and Center Streets. Because of the prominent downtown location, each of these signals has been constructed with an upgraded appearance. The upgrades include powder coating all support poles and hardware black. In addition, the signal heads are supported by black mast arms. All signal wires are located underground in conduits.

MDOT has also been planning a replacement of the traffic signal at the intersection on Phoenix Street and Broadway Avenue to be constructed later this year. MDOT has agreed to upgrade the appearance of the new traffic signal at this location, provided that the City enter into a cost sharing agreement with MDOT to cover the additional costs for the mast arms and black powder coating.

## Memorandum

March 9, 2015

New Traffic Signal at Meijer Driveway

Page 3 of 4



*Existing Traffic Signal at Phoenix and Center Streets*

Over the past several weeks, City staff has been working with Fishbeck, Thompson, Carr and Huber (FTCH) and Rockford Construction to determine if Meijer was willing to permit upgrades to the new traffic signal planned at their driveway. The upgrades would provide a uniform appearance with the existing and proposed signals in the downtown area. FTCH provided a response indicating that Meijer would not object to the upgrades, provided that funding was provided by the City of South Haven. In order to upgrade the signal from the strain pole/span wire design described above, the following changes would be needed:

- Enlarge all strain pole foundations to support the added weight and loading of steel mast arms
- Replace one planned wood pole with steel strain pole
- Add mast arms to all strain poles
- Powder coat all hardware black
- Bore and jack conduits and install all signal wiring underground
- Redesign signal and resubmit for MDOT permit approval

**Memorandum**

March 9, 2015

New Traffic Signal at Meijer Driveway

Page 4 of 4

At this point in time, Meijer and Rockford Construction have already selected J. Ranck Electric to construct the traffic signal. J. Ranck Electric is a MDOT prequalified contractor for the work proposed. Meijer is currently in the process of installing traffic signals at three new stores in Michigan, including the South Haven store. Rockford Construction completed a bidding process for the traffic signals at the other two locations and J. Ranck Electric was the low bidder. As a result, Rockford Construction solicited a quotation for the South Haven signal from J. Ranck Electric. The quotation for construction of the strain pole/span wire design is approximately \$150,000.

At this point in time, FTCH has prepared a revised design for the traffic signal that included the upgrades noted above. In addition, MDOT has reviewed and approved the modified signal design. J. Ranck Electric has reviewed the revised design and provided a proposal to upgrade the traffic signal for \$86,120.00.

The work is scheduled to begin within the next few months with a completion date near the end of June. The completion is scheduled to coincide with the completion of the new exit ramp at I-196 and Phoenix Street. This new loop ramp will permit northbound traffic on I-196 to turn right onto Phoenix Street, rather than needing to turn left as currently configured. MDOT estimates that this may affect traffic at the location of the Meijer driveway by reducing the available gaps for turning movements at the driveway. Procuring the traffic signal poles and mast arms is the critical path to completing the signal. It is estimated that these products can take up to 14 weeks to procure after submittal approval. Thus, the late June completion date may need to be extended by 2-4 weeks.

At this point in time, the pricing does not include relocation of the Comcast aerial fiber that crosses the intersection. In addition, it does not include costs for equipment to permit coordination with the nearby traffic signal at Phoenix Street and Blue Star Highway.

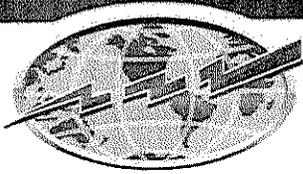
**Recommendation**

City Council should review this memo and the attached proposal at their regular meeting scheduled for March 16, 2015. If they desire to see the upgrades installed, then they should approve an expenditure of \$86,120.00 plus 10% contingency for a total amount of \$94,732.00.

Staff will continue discussions related relocation of the Comcast lines and traffic signal coordination. If additional costs are required to implement those changes, they will be presented to Council for future approval.

**Attachments**

Proposal Letter: Change Order to South Haven Meijer Traffic Signal



# J. RANCK ELECTRIC, INC.

Mt. Pleasant, Michigan  
1993 Gover Parkway  
Mt. Pleasant, MI 48858  
Phone: (800) 792-3822  
Fax: (989) 775-8830

March 4, 2015

To: Larry Halberstadt, PE / City Engineer  
City of South Haven / 269-637-0770  
[lhalberstadt@south-haven.com](mailto:lhalberstadt@south-haven.com)

Reference: Meijer Traffic Signal work located at Phoenix Road / I-196 BL and Meijer Drive in  
South Haven

Subject: Proposal for Traffic Signal Work/Change Order

J. Ranck Electric, Inc. is pleased to submit a proposed change for the Traffic Signal work at the Meijer in South Haven, MI. Our proposal is based on the approved Traffic Signal Plans prepared by FTC&H dated 2/18/15. All of the flat work, curb and gutter, detectable warnings surfaces, staking, permanent signs, and pavement markings are included. We exclude QA/QC testing and service connection fees.

Change Order Price: \$86,120.00  
Eighty-Six Thousand One Hundred Twenty Dollars and Zero Cents

Please note that the changes made from the original plans have changed drastically and certain materials such as mast arms can take up to 14 weeks to procure after submittal approvals. Please let this change order serve as notice to file a claim for additional contract time and compensation. We will do everything in our power at JRE to expedite the material procurement process on this project.

J. Ranck Electric, Inc. appreciates this opportunity to work with your organization. Should additional information be required, please call me.

Sincerely,

**J. RANCK ELECTRIC, INC.**

  
Nate Stainsby  
Project Manager

Flint, Michigan  
3015 Airpark Drive North, Flint, MI 48507 | Fax: (810) 424-9750

Sault Ste. Marie, Michigan  
511 Ashmun, Suite 201, Sault Ste. Marie, MI 49783 | Fax: (906) 632-7014

WEBSITE: [WWW.JRANCK.COM](http://WWW.JRANCK.COM)





# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Roger Huff, DPW Director

**From:** Larry Halberstadt, PE, City Engineer

**Date:** March 10, 2015

**RE:** 801 Green Street, Flooding Issues

### Background Information

At their October 20, 2014 regular meeting, Council reviewed several alternatives to mitigate flooding issues that are affecting three residential parcels located at 757 Green Street, 801 Green Street, and 557 Prospect Street. These three parcels are located adjacent to a tributary to the South Branch of the North Phoenix Drain. Staff has reviewed the Flood Insurance Rate Map Number 26159C0019C, Panel 0019C prepared by the Federal Emergency Management Agency. The property at 801 Green Street is entirely within a Special Flood Hazard Area, Zone A (No Base Flood Elevations Determined). Portions of 757 Green Street and 557 Prospect Street are also within the Special Flood Hazard Area, Zone A. Special Flood Hazard Areas are defined as areas subject to inundation by the 1% annual chance flood (often referred to as a "100-year flood").

All three of these properties have experienced some level of flooding over the past five years, with the most significant event occurring in April of 2013. The property at 801 Green Street has the lowest minimum opening and was subject to approximately 4 feet of water in the walk out basement during the April 2013 event.

After reviewing the options, Council authorized the City Manager to proceed with the purchase of the property at 801 Green Street in the amount of \$215,000. The intent of the purchase is to permit demolition of the residential structure. This will ensure that the structure will not be subject to future flooding.

In addition to demolition of 801 Green Street, efforts also need to be made to address the flooding that occurs at 757 Green Street and 557 Prospect Street. These improvements may include construction of protective berms, regrading of rear and side yard areas, or building modifications to mitigate the risk of future flooding.

The proposed mitigation activities will also include the replacement of the 42-inch diameter storm sewer outlet from Green Street. This pipe currently crosses the rear yard of 557 Prospect Street. The pipe material is corrugated steel. The crown (top) of the pipe has developed numerous holes due to rust. Soil often washes down through the rust holes, creating dangerous

## **Memorandum**

March 10, 2015

801 Green Street, Flooding Issues

Page 2 of 2

sinkholes in the rear yard of 557 Prospect Street. The purchase of 801 Green Street will permit the storm sewer outlet to be moved 25 feet easterly onto public property.

The Engineering Department is currently working to complete plans and specifications for Phase III of the Kalamazoo Street project and to complete construction oversight on the Dyckman Avenue and Bascule Bridge projects. In addition, the Engineering Department is not fully staffed due to the departure of Steve Oosting for a new job. In order to implement the improvements described above in a timely manner, staff has solicited a proposal from FTC&H to provide engineering services. The proposal includes the following scope of services:

- Preparation of bid documents, bid phase services, and construction oversight for demolition of the residential structure at 801 Green Street
- Completion of a topographic survey
- Supervision of storm sewer televising and location of buried storm manholes
- Preparation of construction drawings and specifications for flood mitigation measures and storm sewer reconstruction
- Obtaining necessary permits for construction
- Preparation of easement documents
- Meeting with the two impacted property owners to discuss the flood mitigation measures

FTC&H proposes to complete the services indicated above for an amount not to exceed \$43,425. The proposal includes a geotechnical allowance in the amount of \$2,500. City staff will attempt to coordinate the geotechnical work with other local projects in an effort to reduce the cost of the geotechnical work (soil borings).

During previous efforts to evaluate the storm sewers in the vicinity of Green, Prospect, and Florence Streets, a variety of buried manholes have been encountered. In addition, there are no as-built drawings of existing storm sewers in this area. In order to create an accurate topographic survey, it will be necessary to hire an outside televising crew to perform underground videotaping and location of storm sewer pipes and structures. FTC&H has received one quotation for completing this work from Clean Earth Environmental Contracting Services. Based on that quotation, it is anticipated that the work could be completed in one day at a cost not to exceed \$3,188.00.

## **Recommendation**

City Council should be requested to review the proposal letters at their March 16, 2015 regular meeting. If the proposals are acceptable, they should pass a motion authorizing the City Manager to sign the Professional Services Agreement.

## **Attachments**

October 14, 2014 Memorandum

FTC&H Proposal Letter

Clean Earth Proposal Letter

FTC&H Professional Services Agreement



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Roger Huff, DPW Director

**From:** Larry Halberstadt, PE, City Engineer

**Date:** October 14, 2014

**RE:** 801 Green Street, Flooding Issues

### Background Information

Over the past several years, the City has received reports of basement flooding from Al and Linda Crawford, the owners of 801 Green Street. The Crawford's house is located along a tributary of the South Branch of the North Phoenix Drain. Staff has reviewed the Flood Insurance Rate Map Number 26159C0019C, Panel 0019C prepared by the Federal Emergency Management Agency. The property at 801 Green Street is entirely within a Special Flood Hazard Area, Zone A (No Base Flood Elevations Determined). Special Flood Hazard Areas are defined as areas subject to inundation by the 1% annual chance flood (often referred to as a "100-year flood").

The residential structure at 801 Green Street is a single story, ranch style home. The basement wall is exposed on the west side and contains a sliding glass door and several windows. The lower level is partially finished as additional living space. The Crawfords have experienced floodwaters entering the lower level through the sliding glass door on repeated occasions including June of 2010, June of 2011, and most recently in April of 2013. It is estimated that the water was approximately 4 feet deep during the April 2013 event.

The two parcels immediately west of 801 Green Street, 757 Green Street and 557 Prospect Street also reported flooding during the April 2013 event. However, both of these structures are at a slightly higher elevation and the depth of the floodwaters was consequently shallower.

In August of 2013, the City hired Fishbeck, Thompson, Carr & Huber (FTC&H) to review the flooding that has occurred in the vicinity of Green and Florence Streets and to evaluate potential options for correcting the situation. In addition, FTC&H was requested to review the improvements to Superior Street constructed in 2008 to determine if these improvements impacted the three parcels noted above.

Stormwater runoff upstream from the study area is collected by City storm sewers. The storm sewer system outlets through a 42" diameter pipe that crosses private property (757 Green Street and 557 Prospect Street) and outlets into a natural ravine that flows to the north. At the time that South Haven was originally developed, Superior Street, Phoenix Street, and Church Street were all constructed across this ravine. Rather than constructing bridges at these

## Memorandum

October 14, 2014

801 Green Street, Flooding Issues

Page 2 of 3

locations, it was decided to fill the ravines with soil. The soil fill at each of these locations essentially acts as a dam across the natural ravine. Each crossing has a storm culvert at the base of the embankment to permit the flow of stormwater. The capacity of the storm culverts is limited and water ponds upstream from Superior and Phoenix Streets during large rainfall events.

FTC&H performed a field survey of Superior Street at the ravine crossing. They also collected the lowest opening elevation of 801 Green Street and several residential structures downstream from Superior Street. The collected survey data was compared to the construction drawings prepared by Wade-Trim for the reconstruction of Superior Street in 2008. The storm culvert under Superior Street was increased in size. However, the elevation of Superior Street at the low point over the ravine was raised by approximately 1.3 feet. FTC&H evaluated the capacity of the existing and pre-construction storm culverts utilizing computerized modeling software. The model indicates that the larger pipe size provides a slight increase in capacity when compared to the pre-construction infrastructure. However, storm events with a 10% annual chance or less have a detrimental effect because of the increase in the road elevation. Prior to the reconstruction project, stormwater would pond to an elevation of 615.2 prior to flowing over Superior Street. Currently, stormwater will pond to an elevation of 616.5. The elevation of the lowest opening at 801 Green Street is 612.98. The flooding that occurs at 801 Green Street is caused by the water ponding in the ravine at Superior Street. The depth of the flooding is affected by the existing elevation of Superior Street and is approximately 3.5 feet for all storm events with a 10% annual chance or less.

Once the cause of the flooding was established, FTC&H worked with City staff to evaluate various alternatives to mitigate or eliminate the risk of flooding at 801 Green Street. The alternatives were evaluated on their effectiveness in correcting the flooding at 801 Green Street, on the cost to implement, and to ensure that the flood risk would not negatively impact a different structure. A variety of mitigation methods were evaluated including constructing upstream detention, flood-proofing the structure at 801 Green Street, and constructing storm sewer improvements downstream from 801 Green Street.

The evaluation concluded that upstream detention would not be effective in correcting the flooding issue. In addition, the Crawfords have indicated that they do not support efforts to flood-proof their structure due to a perceived loss in value and loss of useable living space on the lower level. As a result, increasing the capacity of the culvert and storm sewer systems downstream from 801 Green Street is the only viable alternative to relieve the flooding issue.

In order to lower the floodwater elevation at 801 Green Street, the 30" diameter culvert beneath Superior Street must be increased in size to 54" diameter. Alternately, a 42" parallel pipe could be bored beneath the roadway. Both of these alternatives have a similar cost. While increasing the pipe size benefits 801 Green Street, it would be detrimental to two properties downstream from Superior Street located at 753 Superior Street and 358 Prospect Street. 358 Prospect Street would have the potential for up to 6 feet of water above the lowest opening elevation. In order to ensure that 358 Prospect Street is not negatively impacted, additional improvements would be needed in the storm sewer systems along the route of the North Phoenix Drain. Portions of the North Phoenix Drain would need to be increased in size from 48" diameter and 60" diameter to 72" diameter. These storm sewers run beneath Phoenix Street, Church Street,

**Memorandum**

October 14, 2014

801 Green Street, Flooding Issues

Page 3 of 3

Conger Street, and Prospect Street. In addition, the storm sewers are beneath the parking lot of the South Haven First Congregational Church located at 651 Phoenix Street. The total cost of the improvements described in this paragraph is estimated at \$1.3 million.

The alternative to performing the downstream improvements is to purchase the home at 801 Green Street and remove the structure. If this alternate is selected, staff recommends that the property be graded to increase the storage volume within the Special Flood Hazard Area. A berm would be constructed at the west edge of the parcel to protect 757 Green Street and 557 Prospect Street from future flooding. In addition, storm sewer improvements would be constructed at the intersection of Green and Florence Streets and at the outlet into the drainage ravine. A sketch showing the conceptual improvements to be made is attached. This alternative is estimated to cost \$475,000 including the cost of property acquisition.

**Attachments**

Location Map

Cost Estimate – Storm Sewer Improvements (Superior Street to Celery Pond)

Conceptual Grading Plan – 801 Green Street

Cost Estimate – Green Street Grading



ENGINEER'S ESTIMATE OF PROBABLE PROJECT COST						
Item No.	Item Description	Quantity	Unit	Unit Price	Amount	
<b>Replace Storm Sewer with New 54-inch Pipe (Alternative 4a)</b>						
1	Mobilization	1	LS	\$ 7,500.00	\$ 7,500.00	
2	Maintaining Traffic	1	LS	\$ 5,000.00	\$ 5,000.00	
3	Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00	
4	Dr Structure, Rem	2	EA	\$ 500.00	\$ 1,000.00	
5	Sewer, Rem, 24 to 48-inch	220	LF	\$ 10.00	\$ 2,200.00	
6	Curb and Gutter, Rem	100	LF	\$ 4.00	\$ 400.00	
7	Pavt, Rem	170	SY	\$ 5.00	\$ 850.00	
8	Sidewalk, Rem	55	SY	\$ 5.00	\$ 275.00	
9	Sewer, CI IV, 54-inch	220	LF	\$ 225.00	\$ 49,500.00	
10	Dr Structure, 96-inch Dia	2	EA	\$ 10,000.00	\$ 20,000.00	
11	Mh, Precast, Tee, CI IV, 54-inch	1	EA	\$ 6,500.00	\$ 6,500.00	
12	Underdrain, Fdn, 6-inch	100	LF	\$ 10.00	\$ 1,000.00	
13	Culv End Sect, Conc, 54-inch	2	EA	\$ 4,000.00	\$ 8,000.00	
14	Culv End Sect, Grate	1	EA	\$ 1,000.00	\$ 1,500.00	
15	Reconnect Storm Lateral	3	EA	\$ 500.00	\$ 1,500.00	
16	Utility Coordination	1	LS	\$ 9,000.00	\$ 9,000.00	
17	Aggregate Base, 10-inch	50	CY	\$ 8.00	\$ 400.00	
18	HMA, 3E1/4E1, 5-inch	50	TN	\$ 100.00	\$ 5,000.00	
19	Curb and Gutter, Conc	100	LF	\$ 12.00	\$ 1,200.00	
20	Sidewalk, Conc, 4-inch	500	SF	\$ 3.00	\$ 1,500.00	
21	Driveway, Nonreinf Conc, 6-inch	480	SF	\$ 4.00	\$ 1,920.00	
22	Block Retaining Wall, Mortarless, Reinf	500	SF	\$ 12.00	\$ 6,000.00	
23	Lawn Restoration	186	LF	\$ 6.00	\$ 1,116.00	
					Construction Subtotal	\$ 134,361.00
					Contingencies (20%)	\$ 26,872.20
					Engineering and Permitting	\$ 40,000.00
					<b>TOTAL</b>	<b>\$ 201,233.20</b>
<b>Bore and Jack Parallel 42-inch Pipe (Alternative 4b)</b>						
1	Mobilization	1	LS	\$ 7,500.00	\$ 10,000.00	
2	Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00	
3	Sewer, CI V, 42-inch, Jacked in Place	180	LF	\$ 600.00	\$ 108,000.00	
4	Riprap, Heavy	50	SY	\$ 100.00	\$ 5,000.00	
5	Culv End Sect, Grate	1	EA	\$ 1,000.00	\$ 1,000.00	
6	Restoration	1	LS	\$ 3,500.00	\$ 3,500.00	
					Construction Subtotal	\$ 130,500.00
					Contingencies (20%)	\$ 26,100.00
					Engineering and Permitting	\$ 40,000.00
					<b>TOTAL</b>	<b>\$ 196,600.00</b>

**NOTES:**

*Does not include Legal, Administrative or Finance Costs.*

*In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing.*

*The Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience.*

*The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.*



Project: City of South Haven/Green Street Flooding  
 No.: G130583  
 By: CES

Item No.	Item Description	Quantity	Unit	Unit Price	Amount
<b>Replace Downstream Storm Sewer with New 72-inch Pipe</b>					
1	Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00
2	Maintaining Traffic	1	LS	\$ 10,000.00	\$ 10,000.00
3	Erosion Control	1	LS	\$ 6,500.00	\$ 6,500.00
4	Dr Structure, Rem	10	EA	\$ 500.00	\$ 5,000.00
5	Sewer, Rem, 48 to 60-inch	1550	LF	\$ 15.00	\$ 23,250.00
6	Curb and Gutter, Rem	550	LF	\$ 4.00	\$ 2,200.00
7	Pavt, Rem	2500	SY	\$ 5.00	\$ 12,500.00
8	Sidewalk, Rem	105	SY	\$ 5.00	\$ 525.00
9	Remove Tree	1	EA	\$ 500.00	\$ 500.00
10	Sewer, CI IV, 72-inch	1550	LF	\$ 300.00	\$ 465,000.00
11	Tunnel Trees	1	EA	\$ 30,000.00	\$ 30,000.00
12	Dr Structure, 96-inch Dia	6	EA	\$ 10,000.00	\$ 60,000.00
13	Mh, Precast, Tee, CI IV, 72-inch	2	EA	\$ 7,500.00	\$ 15,000.00
14	Junction Chamber (at N. Branch)	1	EA	\$ 20,000.00	\$ 20,000.00
15	Underdrain, Fdn, 6-inch	100	LF	\$ 10.00	\$ 1,000.00
16	Culv End Sect, Conc, 72-inch	2	EA	\$ 5,000.00	\$ 10,000.00
17	Culv End Sect, Grate	2	EA	\$ 2,500.00	\$ 5,000.00
18	Reconnect Storm Lateral	4	EA	\$ 500.00	\$ 2,000.00
19	Utility Coordination	1	LS	\$ 9,000.00	\$ 9,000.00
20	Aggregate Base, 10-inch	360	CY	\$ 8.00	\$ 2,880.00
21	HMA, 3E1/4E1, 5-inch	300	TN	\$ 100.00	\$ 30,000.00
22	Aggregate Base, 6-inch	275	SY	\$ 5.00	\$ 1,375.00
23	Concrete Pavement, 9-inch	275	SY	\$ 55.00	\$ 15,125.00
24	Aggregate Base, 6-inch	1000	SY	\$ 7.00	\$ 7,000.00
25	HMA, 4-inch	170	TN	\$ 100.00	\$ 17,000.00
26	Curb and Gutter, Conc	550	LF	\$ 12.00	\$ 6,600.00
27	Sidewalk, Conc, 4-inch	105	SF	\$ 3.00	\$ 315.00
28	Driveway, Nonreinf Conc, 6-inch	405	SF	\$ 4.00	\$ 1,620.00
29	Church Parking Coordination	1	LS	\$ 10,000.00	\$ 10,000.00
30	Landscape Restoration	1	LS	\$ 3,000.00	\$ 3,000.00
31	Lawn Restoration	970	LF	\$ 6.00	\$ 5,820.00
Construction Subtotal					\$ 828,210.00
Contingencies (20%)					\$ 165,642.00
Engineering and Permitting					\$ 100,000.00
<b>TOTAL</b>					<b>\$ 1,093,852.00</b>

**NOTES:**

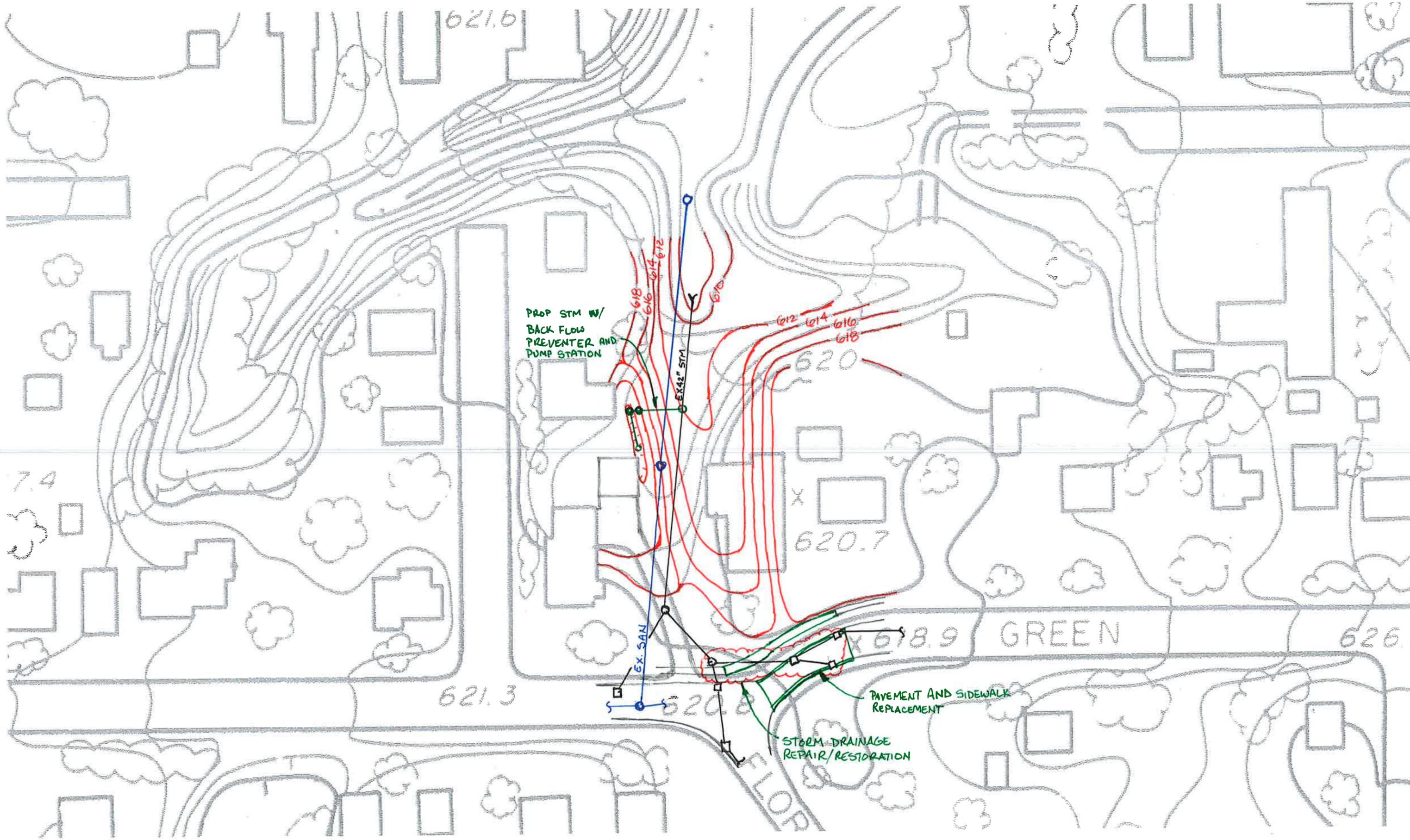
*Does not include Legal, Administrative or Finance Costs.*

*In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing.*

*The Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience.*

*The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.*





621.6

PROP STM W/  
BACK FLOW  
PREVENTER AND  
PUMP STATION

618  
616  
614  
612

EX 42" STM

612  
614  
616  
618

620

X  
620.7

EX SAN

621.3

620.8

EX 618.9

GREEN

626.9

PAVEMENT AND SIDEWALK  
REPLACEMENT

STORM DRAINAGE  
REPAIR/RESTORATION

FLOOR

7.4

No.: G130583

By: BM

ENGINEER'S ESTIMATE OF PROBABLE PROJECT COST					
Item No.	Item Description	Quantity	Unit	Unit Price	Amount
<b>Remove Home at 801 Green Street and Regrade Lot</b>					
1	Mobilization	1	LS	\$ 7,500.00	\$ 7,500.00
2	Maintaining Traffic	1	LS	\$ 5,000.00	\$ 5,000.00
3	Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
4	Residential Structure Removal	3000	SF	\$ 10.00	\$ 30,000.00
5	Retaining Wall Removal	1	LS	\$ 1,500.00	\$ 1,500.00
6	Shed Relocation	1	LS	\$ 5,000.00	\$ 5,000.00
7	Pavt, Rem	450	SY	\$ 8.00	\$ 3,600.00
8	Curb and Gutter, Rem	200	LF	\$ 7.00	\$ 1,400.00
9	Remove Tree (12 to 18-inch)	4	EA	\$ 800.00	\$ 3,200.00
10	Storm Sewer, 12-inch CPP (from pump)	50	LF	\$ 25.00	\$ 1,250.00
11	Storm Sewer, 12-inch RCP (CB leads)	100	LF	\$ 35.00	\$ 3,500.00
12	Storm Sewer, 30-inch RCP	150	LF	\$ 65.00	\$ 9,750.00
13	Storm Sewer, 42-inch RCP	200	LF	\$ 150.00	\$ 30,000.00
14	Manhole, 60-inch Dia	1	EA	\$ 3,000.00	\$ 3,000.00
15	Manhole, 72-inch Dia	2	EA	\$ 8,000.00	\$ 16,000.00
16	Catch Basin, 48-inch Dia	4	EA	\$ 2,500.00	\$ 10,000.00
17	Pump Station	1	EA	\$ 30,000.00	\$ 30,000.00
18	Adjust Manhole	2	EA	\$ 1,500.00	\$ 3,000.00
19	Check Valve	1	EA	\$ 3,500.00	\$ 3,500.00
20	Curb and Gutter, Conc	200	LF	\$ 12.00	\$ 2,400.00
21	Aggregate Base, 10-inch	100	CY	\$ 8.00	\$ 800.00
22	HMA, 3E1/4E1, 5-inch	100	TN	\$ 100.00	\$ 10,000.00
23	Sidewalk, Conc, 4-inch	650	SF	\$ 3.00	\$ 1,950.00
24	Pull Back of Material	1500	CY	\$ 5.00	\$ 7,500.00
25	Site Grading	2400	SY	\$ 2.00	\$ 4,800.00
26	Haul and Dispose of Material	200	CY	\$ 9.00	\$ 1,800.00
27	Lawn Restoration	2400	SY	\$ 3.00	\$ 7,200.00
28	Trees	5	EA	\$ 500.00	\$ 2,500.00
Construction Subtotal					\$ 209,150.00
Contingencies (20%)					\$ 41,830.00
Engineering and Permitting					\$ 40,000.00
Property Acquisition Costs					\$ 250,000.00
<b>TOTAL</b>					<b>\$ 500,980.00</b>

**NOTES:**

Does not include Legal, Administrative or Finance Costs.

In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing.

The Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience.

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March 10, 2015

Mr. Larry Halberstadt, P.E.  
Department of Public Works  
City of South Haven  
1199 8th Avenue  
South Haven, MI 49090

Re: Green Street Design Phase  
North Phoenix Drain

Dear Mr. Halberstadt:

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to submit this proposal to complete the design phase to mitigate flooding of structures associated with a tributary to the South Branch of the North Phoenix Drain (Drain) located between Superior and Green Streets within the City of South Haven (City).

## STATEMENT OF UNDERSTANDING

The City has acquired the property at 801 Green Street and is looking to demolish the building and perform improvements to mitigate flooding of the two homes immediately west of the site.

It is the intent of the City to obtain a full topographic survey of the property, adjacent properties east of Prospect Street (757 Green Street and 557 Prospect Street), and including the entire ravine area between Green and Superior Streets. It is also imperative to locate all of the storm sewers near Green and Florence Streets through excavation of structures and televising with a camera that has radio detection so that the path of the pipes can be identified.

## SCOPE OF SERVICES

FTCH proposes the following scope of services to meet the identified objectives:

### Task 1 – Demolition of Existing Building

FTCH will prepare contract documents for the demolition of the existing residential structure at 801 Green Street. We have included a site visit by an engineer from our construction services department to inspect the structure and obtain photographic documentation. We will coordinate the bidding process and make the structure available for inspection by prospective bidders during an onsite prebid meeting. We will make a recommendation for award of a demolition contract and review the contractor's bonds and insurance. We will conduct a predemolition meeting and provide part-time oversight during demolition activities (20 hours estimated). We will conduct demolition closeout activities.

### Task 2 - Topographic Survey

FTCH will complete a detailed topographic survey of the properties and structures adjacent to the South Branch and tributary between Green and Superior Streets. Surveyors will also be present to record locations of televised storm sewers and to hand-dig buried structures identified during the televising operation. A total of four days of field time are included.

### Task 3 – Televis Existing Storm Sewer

The 12, 30 and 36-inch storm sewer along Green Street at Florence Street will be televised and pipe location tracked with a radio detection device. We estimate approximately 500 feet of sewer will need to be televised. An FTCH Engineer will be onsite during the televising. The budget below reflects FTCH time, and a separate



proposal for budgeting purposes is attached from Clean Earth Environmental Contracting Services. FTCH will contract with the subconsultant and coordinate the work, but the subconsultant will invoice the City directly.

#### **Task 4 – Construction Drawings and Specifications**

Utility information will be obtained and locations coordinated with the proposed work. The topographic survey information and results of the storm sewer investigation will be used to develop a set of construction drawings for 801 Green Street and the two properties east of Prospect Street. The existing EPA SWMM model will be used to verify the hydraulics of proposed improvements. It is anticipated that four drawings sheets will be required. Proposed grading, berming and storm sewer improvements will be provided in plan, profile, section and detail.

Architectural improvements are proposed for the structure at 557 Prospect Street. Details of the proposed improvements including a concrete floodwall, stairs and basement drainage system (dry well and sump pump) will be provided. It appears the home foundation is block construction and consideration must be given to earth loads depending on the final grading plan. An additional site visit by a structural engineer is also included. It is anticipated that a soil boring will be necessary to determine bearing capacity of existing soils for structural design. A budgetary allowance for a geotechnical subconsultant is included in this proposal.

Quantities will be calculated for cost estimating. An Engineer's Estimate of Probable Construction Cost will also be provided.

Construction specifications and contract documents will be prepared for the project. Submittals will be provided to the City in electronic format. Two full-size hard copies are included in the budget.

#### **Task 5 –Permits**

A Soil Erosion and Sedimentation Control (SESC) Permit will be obtained from the Van Buren County Drain office for earth disturbances of greater than 1 acre or within 500 feet of an inland lake or stream under Part 91, Act 451, PA 1994. We anticipate a permit fee of \$270, which is included in the budget.

A Notice of Coverage (NOC) should not be required under the NPDES stormwater permit program for construction sites since the earth disturbance should be less than 5 acres.

A permit from the Van Buren County Drain office for work within a county drain right-of-way may or may not be required (permit fee \$25, included in budget).

We do not anticipate the need for a Joint Permit since the work should not impact an inland stream or wetland.

#### **Task 6 –Easements**

We anticipate the need for two grading and drainage easements on 757 Green Street (Herrell) and 557 Prospect Street (Willett). We will obtain title work, prepare legal descriptions and exhibits, and provide your office with executable easement documents. The cost for title work is included in the budget. We recommend that your City attorney review the final easement agreement language.

#### **Task 7 – Meetings**

We have included one meeting with the City to be used as necessary in addition to meeting with your office during our Engineer's field visit.

We have included time for one meeting each with the two private property owners to review the flood mitigation measures proposed for their property and discuss the necessary easements.

Mr. Larry Halberstadt, P.E.

Page 3

March 10, 2015

## PROJECT ASSUMPTIONS

The work outlined in this proposal has been prepared with the following assumptions:

- The City will obtain necessary easements.
- The City will bid the floodshelving and floodproofing project.

## BUDGET AND SCHEDULE

FTCH proposes to perform the outlined scope of services for a fee of Forty Three Thousand Four Hundred Twenty Five Dollars (\$43,425) itemized as follows:

Description	Amount
Task 1 – Demolition of Existing Structure	\$ 6,800
Task 2 – Topographic Survey	\$ 6,800
Task 3 – Televis Existing Storm Sewer	\$ 1,800
Task 4 – Construction Drawings and Specifications	\$16,900
Task 5 – Permits	\$ 900
Task 6 – Easements	\$ 2,800
Task 7 – Meetings	\$ 2,700
Expenses	\$ 2,225
<b>FTCH TOTAL</b>	<b>\$40,925</b>
<b>Geotechnical Allowance</b>	<b>\$ 2,500</b>
<b>TOTAL</b>	<b>\$43,425</b>

This amount will not be exceeded without written approval from the City. We propose to complete this work to allow for 2015 construction.

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Josephine Cummings (jmcummings@ftch.com). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted every four weeks and payment is due upon receipt.

FTCH appreciates the opportunity to continue to provide assistance to the City of South Haven. If you have any questions or require additional information, please contact me at 616-464-3947 ([ceschwartz@ftch.com](mailto:ceschwartz@ftch.com)).

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.



Claire E. Schwartz, P.E.

lkb

Attachment

By email



December 5, 2014

Fishbeck, Thompson, Carr & Huber, Inc.  
Attn: Claire E. Schwartz  
Email: [ceschwartz@ftch.com](mailto:ceschwartz@ftch.com)  
1515 Arboretum Drive SE  
Grand Rapids, MI 49546

**SITE LOCATION: Near 801 Green Street, South Haven, MI**

Dear Claire:

As per our onsite inspection of the above referenced location, I am pleased to offer you the following proposal:

**DESCRIPTION OF WORK TO BE COMPLETED:**

- **Closed Circuit Camera Trailer along with (2) Technicians to Televise and Locate all Storm Structures along with any Inter-connecting Lines Running To and From**

**COST: Not to Exceed \$ 3,188.00**

**NOTE: Additional footage will be charged at \$3.18 per foot. If job requires we return on a different day, there will also be a separate mobilization/demobilization charge of \$500.00.**

The above proposal includes all equipment and personnel necessary to complete the project in a timely and professional manner. Any problems that may arise due to unforeseen circumstances may be subject to a PRE-APPROVED change order. This quote is valid for 90 days from date at which time the price quoted is subject to change.

Thank you for the opportunity to present this proposal to you. Should you have any questions, concerns, and/or would like to schedule this service, please do not hesitate to contact me.

Sincerely,

Brian Colvin  
Field Consultant

BEC:nan



# PROFESSIONAL SERVICES AGREEMENT

**PROJECT NAME** Green Street Design Phase - North Phoenix Drain  
**FTC&H CONTACT** Claire E. Schwartz, PE  
**CLIENT** City of South Haven  
**CLIENT CONTACT** Mr. Larry Halberstadt, PE  
**ADDRESS** 1199 8th Avenue, South Haven, MI 49090

hereby requests and authorizes Fishbeck, Thompson, Carr & Huber, Inc. (FTC&H) to perform the following services:

**SCOPE OF SERVICES:**

Professional engineering services in accordance with the FTCH proposal letter dated March 10, 2015.

**AGREEMENT. The Agreement consists of this page and the documents that are checked:**

- Terms and Conditions for Professional Services, attached.**
- Proposal dated March 10, 2015.**
- Other:**

**METHOD OF COMPENSATION:**

- Lump Sum for Defined Scope of Services**
- Hourly Billing Rates plus Reimbursable Expenses**
- Other:**

**Budget for above Scope of Services:**

Forty Three Thousand Four Hundred Twenty Five Dollars (\$43,425).

**ADDITIONAL PROVISIONS (IF ANY):**

**APPROVED FOR:**

City of South Haven

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**CONTRACT DATE:** \_\_\_\_\_

**ACCEPTED FOR:**

**Fishbeck, Thompson, Carr & Huber, Inc.**

**BY:**  \_\_\_\_\_

**TITLE:** Vice President

**DATE:** March 10, 2015

## Terms and Conditions for Professional Services

1. **METHOD OF AUTHORIZATION.** CLIENT may authorize FTC&H to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method used, these Terms and Conditions shall prevail as the basis of CLIENT's authorization to FTC&H. Any CLIENT document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** CLIENT shall provide all criteria and full information as to requirements for the Project and designate in writing a person with authority to act on CLIENT's behalf on all matters concerning the Project. If FTC&H's services under this Agreement do not include full-time construction observation or review of Contractor's performance, CLIENT shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against FTC&H that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, CLIENT shall compensate FTC&H at hourly billing rates in effect when services are provided by FTC&H employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Those costs incurred on or directly for CLIENT's Project. Reimbursement shall be at FTC&H's current rate for mileage for service vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions of probable construction cost and/or total project cost provided by FTC&H will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures, FTC&H cannot warrant that bids or ultimate construction or total project costs will not vary from such estimates.
6. **PROFESSIONAL STANDARDS; WARRANTY.** The standard of care for services performed or furnished by FTC&H will be the care and skill ordinarily used by members of FTC&H's profession practicing under similar circumstances at the same time and in the same locality. FTC&H makes no warranties, express or implied, under this Agreement or otherwise, in connection with FTC&H's services.
7. **TERMINATION.** Either CLIENT or FTC&H may terminate this Agreement by giving ten days' written notice to the other party. In such event, CLIENT shall pay FTC&H in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of FTC&H) a termination charge to cover finalization work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, FTC&H will return to CLIENT all documents and information which are the property of CLIENT.
8. **SUBCONTRACTORS.** FTC&H may engage subcontractors on behalf of CLIENT to perform any portion of the services to be provided by FTC&H hereunder.
9. **PAYMENT TO FTC&H.** Invoices will be issued every four weeks, payable upon receipt, unless otherwise agreed. Interest of 1 percent per four-week period will be payable on all amounts not paid within 28 days from date of invoice, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by CLIENT.  
  
CLIENT agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on FTC&H by any governmental entity.  
  
If CLIENT directs FTC&H to invoice another, FTC&H will do so, but CLIENT agrees to be ultimately responsible for FTC&H's compensation until CLIENT provides FTC&H with that third party's written acceptance of all terms of this Agreement and until FTC&H agrees to the substitution.  
  
In addition to any other remedies FTC&H may have, FTC&H shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.
10. **HAZARDOUS WASTE.** FTC&H has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. FTC&H shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of FTC&H.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, FTC&H's total liability to CLIENT for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$50,000 or the amount of the fee earned under this Agreement.

## Terms and Conditions for Professional Services (continued)

To the fullest extent permitted by law, FTC&H's total liability to CLIENT for any cause or combination of causes, which arise out of claims for which FTC&H is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to FTC&H by FTC&H's insurers in settlement or satisfaction of CLIENT's claims under the terms and conditions of FTC&H's insurance policies applicable thereto.

Higher limits of liability may be considered upon CLIENT's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** CLIENT recognizes and holds FTC&H harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** CLIENT shall cause FTC&H and FTC&H's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by CLIENT which are applicable to the Project. CLIENT shall also provide workers' compensation insurance for CLIENT's employees. CLIENT agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against FTC&H.  
Upon request, CLIENT and FTC&H shall each deliver to the other certificates of insurance evidencing their coverages.  
CLIENT shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause FTC&H and FTC&H's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against FTC&H.
14. **INDEMNIFICATION.** FTC&H will defend, indemnify, and hold CLIENT harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures to the extent caused by FTC&H's negligence or willful misconduct. CLIENT agrees to defend, indemnify, and hold FTC&H harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures allegedly caused by FTC&H's performance of services hereunder, except for injury or loss to the extent caused by the negligence or willful misconduct of FTC&H. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** CLIENT and FTC&H waive consequential damages for claims, disputes, or other matters in question relating to this Agreement including, but not limited to, loss of business.
16. **LEGAL EXPENSES.** If either CLIENT or FTC&H makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If FTC&H brings a lawsuit against CLIENT to collect invoiced fees and expenses, CLIENT agrees to pay FTC&H's reasonable collection expenses including attorney fees.
17. **OWNERSHIP OF WORK PRODUCT.** FTC&H shall remain the owner of all drawings, reports, and other material provided to CLIENT, whether in hard copy or electronic media form. CLIENT shall be authorized to use the copies provided by FTC&H only in connection with the Project. Any other use or reuse by CLIENT or others for any purpose whatsoever shall be at CLIENT's risk and full legal responsibility, without liability to FTC&H. CLIENT shall defend, indemnify, and hold harmless FTC&H from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. **ELECTRONIC MEDIA.** Data, reports, drawings, specifications, and other material and deliverables may be transmitted to CLIENT in either hard copy, digital, or both formats. If transmitted electronically, and a discrepancy or conflict with the electronically transmitted version occurs, the hard copy in FTC&H's files used to create the digital version shall govern. If a hard copy does not exist, the version of the material or document residing on FTC&H's computer network shall govern. FTC&H cannot guarantee the longevity of any material transmitted electronically nor can FTC&H guarantee the ability of the CLIENT to open and use the digital versions of the documents in the future.
19. **GENERAL CONSIDERATIONS.** CLIENT and FTC&H each are hereby bound and the partners, successors, executors, administrators, and legal representatives of CLIENT and FTC&H are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither CLIENT nor FTC&H shall assign this Agreement without the written consent of the other.

Neither CLIENT nor FTC&H will have any liability for nonperformance caused in whole or in part by causes beyond FTC&H's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed by the law of the principal place of business of FTC&H.

This Agreement constitutes the entire agreement between CLIENT and FTC&H and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

## End of Terms and Conditions for Professional Services

# Zoning Board of Appeals

## Regular Meeting Minutes

Monday, December 15, 2014  
7:00 p.m., City Hall Basement



City of South Haven

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

### 2. Roll Call

Present: Bugge, Paull, Wheeler, Wittkop, Lewis  
Absent: Boyd, Miller

### 3. Approval of Agenda

Motion by Wittkop, second by Bugge to approve the December 15, 2014 Regular Meeting Agenda as presented.

All in favor. Motion carried.

### 4. Approval of Minutes – November 17, 2014

Motion by Bugge, second by Wittkop to approve the November 17, 2014 Regular Meeting Minutes as revised.

Page 12, roll call vote for Kenneth Hogan request. Change the roll call vote to read as follows:

Yeas: Paull, Wheeler, Wittkop, Lewis  
Nays: Bugge

Motion carried.

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

There were none.

### 6. New Business – None

## 7. Unfinished Business – 310 Eagle Street variances

Anderson gave the background of this being last month's request which was continued for clarification. The original request was correct as advertised and did not need to be re-noticed. The applicant's proposal is that the house will have a nine foot (9') setback where fifteen feet is required and three foot (3') setback for an open deck where a six foot (6') setback is required. Neighbors were generally in favor of the request at last month's public hearing.

Bugge questioned whether the required lot coverage is thirty-five percent (35%) or forty percent (40%). After discussion of what the lot coverage requirements are in the zone, Anderson stated that a variance is not required for lot coverage. Lewis thought that was the question last time which Bugge agreed with. After discussion regarding which zone the lot is in it was determined that the lot is in the R-1A zone which requires forty percent (40%) lot coverage, and further discussion on whether the garage square footage had been considered in the calculations. Anderson clarified that the lot coverage, including the garage, is forty-three and one-half percent (43.5%), which makes the proposed lot coverage three and one-half percent (3.5%) over the maximum.

To clarify, Wheeler noted that the two issues are the front setbacks to the drip edge and to the deck and the percentage of lot coverage.

Bugge asked about whether there are variances on the adjacent houses. Anderson noted that she did research that question and at the time those houses were issued building permits, zoning permits were not apparently issued as a separate document as they are now. The building inspector would have reviewed the zoning and if it was over must have let it go. In researching, Anderson found that the zoning on those properties was the same then as it is now. There was no evidence that a variance had been granted. Anderson explained that the adjacent houses were close so perhaps the averaging rule was used. Anderson did not find documentation regarding when the averaging rule went into effect.

Fries wondered whether the lot coverage requirement was the same then as now because 314 Eagle exceeds the lot coverage he is requesting.

The board decided that the three variances would be considered separately.

Bugge clarified the dimensions of the proposed setback as being twelve feet (12') to the existing foundation. Wheeler asked, "So the setback request is officially nine feet (9')?" which was agreed to by the board.

Bugge said she would not be comfortable with the new setback but would rather see it be similar (to match) the setback on the adjacent houses. Bugge, however, does not know whether those houses sit at the ten foot (10') line or would be less. Discussion ensued regarding the request and exactly what the applicant is asking for. Bugge stated that we are considering the setback to the house.

Lewis asked for comments on the house setback, noting that he is inclined to keep it all straight. Wittkop asked if we knew what the distance is from the street to the adjacent houses, to which Anderson said, "No." Bugge thinks it is about ten feet (10') and Anderson said it could be ten (10) feet if averaging were used, but no closer. Lewis asked for the

purpose of the motion, noting that the board does not need the measurement to make a motion.

Motion by Bugge, second by Wittkop, to grant a variance to the front *setback* of the house equivalent to the adjacent houses.

A Roll Call vote was taken:

Ayes: Bugge, Paull, Wheeler, Wittkop, Lewis

Nays: None

Motion carried.

Lewis moved on to discussion of the deck request, which is to be within three feet (3') of the property line when the required setback is nine feet (9'). It was noted that the applicant had already removed the railroad ties. Anderson pointed out that since the structure is currently nonconforming, once the applicant took it down he would need a variance to rebuild.

Motion by Paull, second by Bugge to approve the variance as requested because it is not going to change the current footprint.

A Roll Call vote was taken:

Ayes: Paull, Wheeler, Wittkop, Bugge, Lewis.

Nays: None

Motion carried.

Lewis suggested that regarding the lot coverage, that the house should not exceed the foundation as current. Anderson did a quick calculation regarding the setback and lot coverage, noting that if the applicant did that it would be thirty-one and thirty-six hundredths percent lot coverage (31.36%) for the house. Bugge pointed out that the applicant might come back with a different design. Lewis would like to see the numbers. Anderson stated that with the garage figured in the lot coverage would be two and eight-tenths percent (2.8%) less if the applicant took the one foot (1') off the front. Bugge would like to see the applicant just conform with the ordinance.

Motion by Bugge to deny the variance for lot coverage.

Lewis asked for support.

Hearing none, motion fails.

Lewis commented that he does not have too much problem with lot coverage approval; contingencies can always be added. For example, the applicant could build to the required coverage; they could also enclose that front. Lewis explained that a condition that could be put on the property is a requirement that the porch remain an open porch; he remembers doing that with other roof porches. Once someone did enclose such a porch and we made them rip it out.

Wittkop stated that it was at Maple and Erie Streets.

Wheeler questioned whether Lewis is thinking of giving some grace since part of it is open deck. Lewis said we can consider that.

Bugge asked what the design of the house they are going to build will be. Paull said we have to grant lot coverage of a certain percentage but we have no idea now what that is going to be. Wittkop said that lot is currently all house and no green space. Discussion ensued about concrete being open space but it is not green space.

Fries said he would agree with that to leave the upper deck open. Bugge said the open deck is not the issue. Fries clarified he is talking about the upper and lower covered porches.

Bugge noted that on the drawing it looks like the deck is about 3' from the roofline to the foundation. Bugge asked what the width of the floor from the wall of the building to the roofline. Fries noted that the measurement does not matter; the set back to the roofline is what matters.

Bugge asked for clarification of the scale of the drawing; it was noted that the drawing is not to scale but the noted measurements are accurate.

Paull observed that what the board has approved so far will send the applicant back to the drawing board for a new design, stating, "If we deny the request for the variance on lot coverage, he has to go back and redesign his house, and then wait to come back to us in a year. We don't want that."

Lewis asked about continuing this request until a design is submitted. Paull stated that the request should not be continued but tabled, because if the applicant complies with the current required lot coverage he will not have to come back, and he won't have to wait a year because we denied it.

Motion by Paull, second by Wittkop to table any action on the lot coverage variance request.

Paull noted to Fries that when he gets a new design he should bring it in to Anderson. If the design complies with the forty percent (40%) limit then a variance will not be needed. Bugge noted this does not mean that the applicant would automatically be granted a variance if he came back with more than 40% within the year.

All in favor. Motion carried.

## **8. Member Comments**

Bugge: Happy Holidays, Merry Christmas, Happy New Year, etc.

Wittkop: Will it snow?

Paull: None

Wheeler: None

Wittkop: None

Lewis: None

## **8. Adjourn**

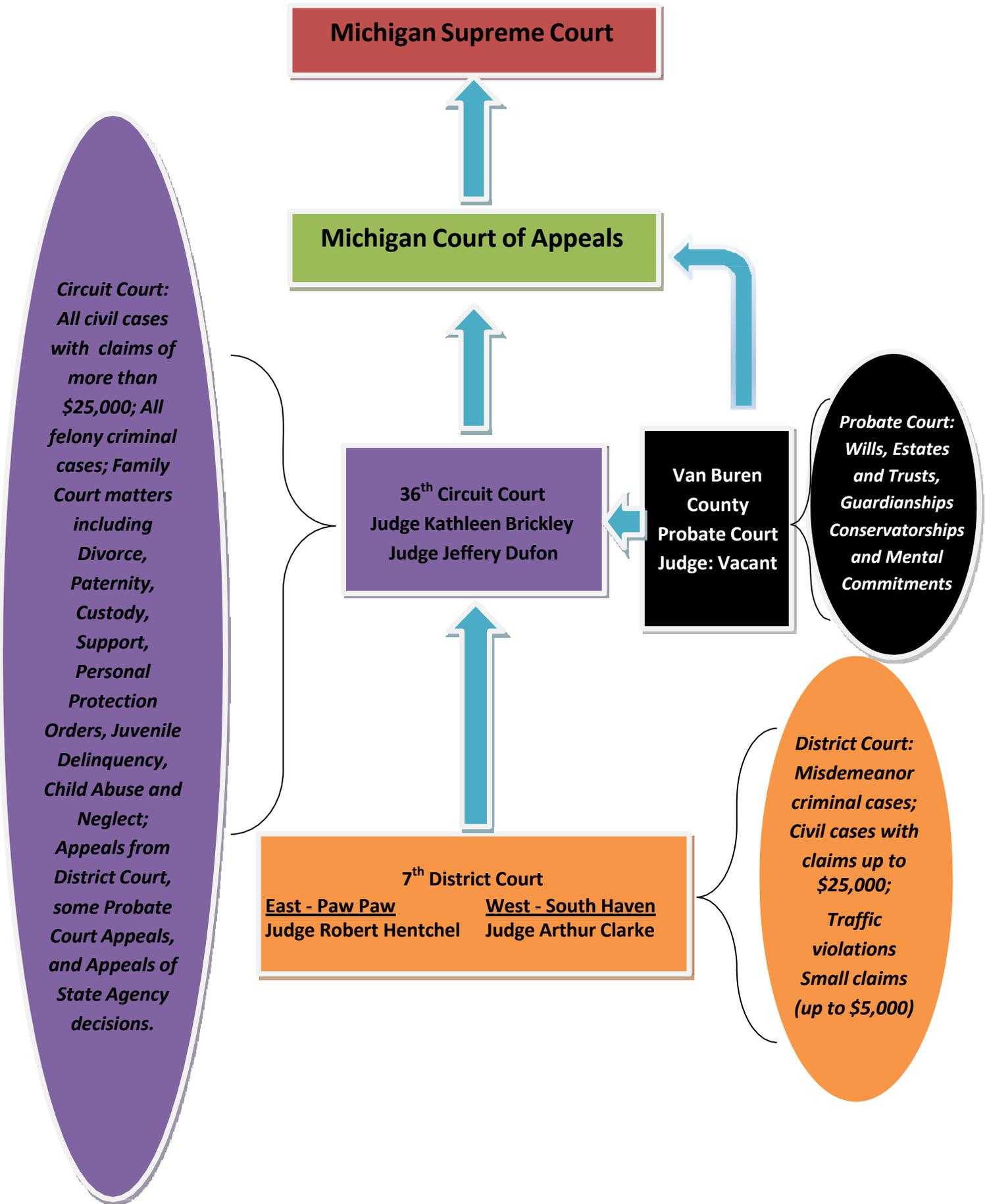
Motion by Paull, second by Wheeler to adjourn at 7:35 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

# Van Buren County Courts



**1. Honorable Frank D. Willis:**

- Retired after 38.5 years of service
- Awaiting appointment of a new judge by Governor Snyder
- Judge Brickley selected as new chief judge

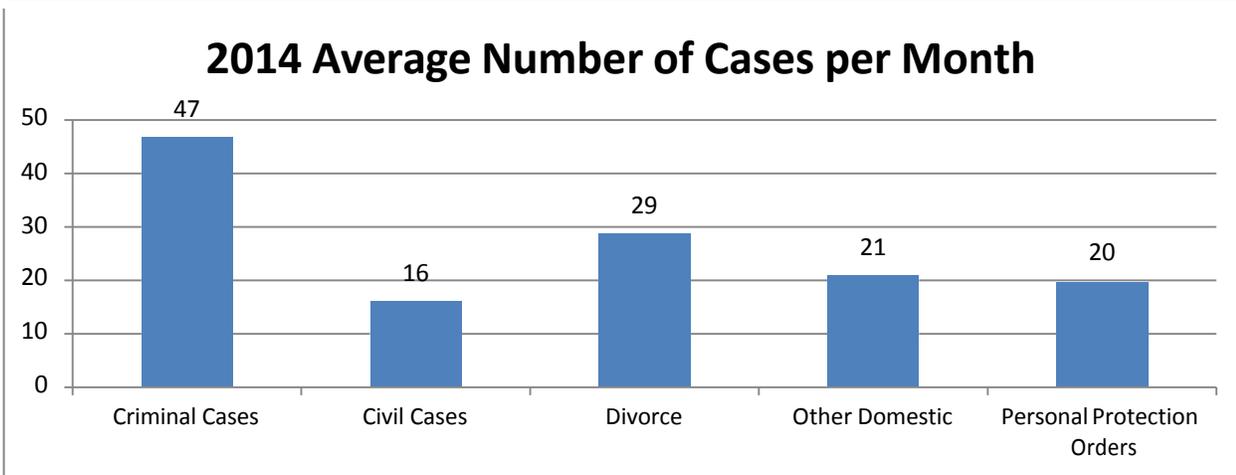
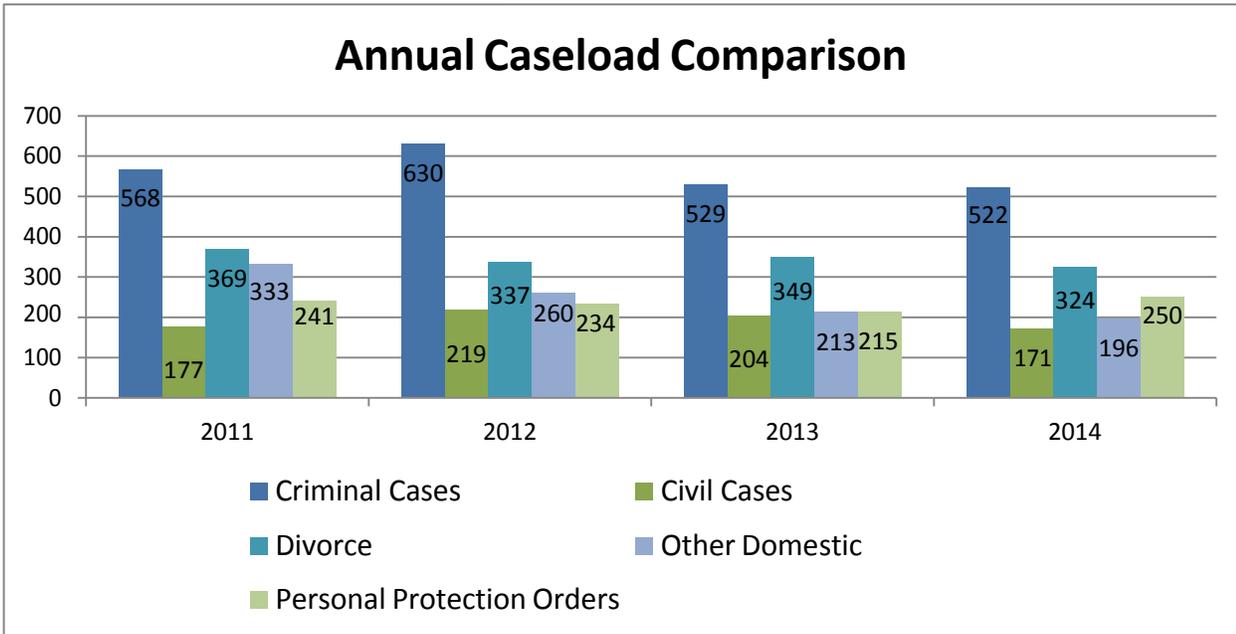
**2. Technology Initiatives:**

- Courtroom audio / video upgrades in two courtrooms
- Selected by the state as a pilot court in 2015 for a new case management system
- Implementing the use of electronic signatures and workflow to process court orders
- Increased use of video conferencing

**3. Courthouse Improvements:**

- Security Entrance
- Historical Preservation

**4. 36<sup>th</sup> Circuit Court Caseload Data:**



**5. Performance Measures:**

2013 Circuit Case Age Rates by Court  
Courts are sorted by court number.

		Felony = AX, FC, FH, FJ										
		Disposed During 2013				Pending December 31, 2013				Percent Disposed		
		Within 91 Days	92-154 Days	155-301 Days	After 301 Days	Through 91 Days	92-154 Days	155-301 Days	Over 301 Days	Within 91 Days	Within 154 Days	Within 301 Days
Time Guidelines										70%	85%	98%
<b>Statewide Court Average</b>										<b>65%</b>	<b>85%</b>	<b>97%</b>
C18	Bay	634	70	52	29	55	6	11	3	79%	88%	96%
C21	Isabella	699	94	14	3	108	4	0	0	86%	98%	100%
C25	Marquette	241	31	32	3	18	8	10	1	74%	86%	99%
C35	Shiawassee	106	88	130	12	55	37	27	1	26%	53%	96%
C36	Van Buren	613	55	20	2	58	0	1	0	89%	97%	100%
C39	Lenawee	334	154	72	19	135	26	33	9	52%	79%	95%
C40	Lapeer	284	52	56	15	68	12	16	8	64%	78%	94%
C42	Midland	196	91	24	10	59	18	3	2	57%	88%	96%
C48	Allegan	208	258	185	15	109	36	27	5	28%	67%	97%
C56	Eaton	287	70	65	16	65	8	13	11	61%	77%	94%
<b>Medium County Court Average</b>										<b>62%</b>	<b>81%</b>	<b>97%</b>

2013 Circuit Case Age Rates by Court  
Courts are sorted by court number.

		Civil = Case Types Starting With C, N, or P									
		Disposed During 2013			Pending December 31, 2013			Percent Disposed			
		Within 364 Days	365-728 Days	After 728 Days	Through 364 Days	365-728 Days	Over 728 Days	Within 364 Days	Within 728 Days		
Time Guidelines								70%	95%		
<b>Statewide Court Average</b>								<b>66%</b>	<b>93%</b>		
C18	Bay	168	70	10	136	28	7	59%	93%		
C21	Isabella	126	38	4	88	16	0	68%	98%		
C25	Marquette	111	40	8	74	16	4	62%	93%		
C35	Shiawassee	146	25	6	69	12	4	76%	94%		
C36	Van Buren	178	35	4	100	7	1	79%	98%		
C39	Lenawee	198	63	12	139	38	22	59%	88%		
C40	Lapeer	168	81	18	138	54	12	50%	89%		
C42	Midland	105	34	6	83	20	4	62%	93%		
C48	Allegan	141	54	13	99	23	11	58%	89%		
C56	Eaton	195	40	16	124	20	5	71%	92%		
<b>Medium County Court Average</b>								<b>65%</b>	<b>93%</b>		

2013 Circuit Case Age Rates by Court  
Courts are sorted by court number and county.  
Rates are not calculated for courts with fewer than 10 cases.

		Divorce With Minor Children = DM								
		Disposed During 2013			Pending December 31, 2013			Percent Disposed		
		Within 301 Days	302-364 Days	After 364 Days	Within 301 Days	302-364 Days	Over 364 Days	Within 301 Days	Within 364 Days	
Time Guidelines								85%	95%	
<b>Statewide Court Average</b>								<b>84%</b>	<b>92%</b>	
C18	Bay	216	11	15	90	2	0	89%	94%	
C21	Isabella	124	6	1	47	0	0	95%	99%	
C25	Marquette	121	7	1	65	2	0	92%	99%	
C35	Shiawassee	139	9	10	72	2	1	86%	93%	
C36	Van Buren	170	2	14	90	2	1	90%	92%	
C39	Lenawee	178	32	53	142	9	12	63%	76%	
C40	Lapeer	194	27	16	107	5	2	80%	92%	
C42	Midland	183	11	15	80	5	3	84%	92%	
C48	Allegan	177	28	48	177	7	20	63%	75%	
C56	Eaton	223	22	13	151	2	6	84%	93%	
<b>Medium County Court Average</b>								<b>83%</b>	<b>91%</b>	

**2013 Circuit Case Age Rates by Court**

*Courts are sorted by court number and county.*

*Rates are not calculated for courts with fewer than 10 cases.*

**Divorce Without Minor Children = DO**

	Disposed During 2013			Pending December 31, 2013			Percent Disposed	
	Within 182 Days	183-364 Days	After 364 Days	Within 182 Days	183-364 Days	Over 364 Days	Within 182 Days	Within 364 Days
Time Guidelines							85%	98%
<b>Statewide Court Average</b>							<b>79%</b>	<b>97%</b>
C18 Bay	187	28	2	51	4	1	84%	99%
C21 Isabella	132	7	1	25	1	0	94%	99%
C25 Marquette	105	18	1	35	5	0	81%	99%
C35 Shiawassee	142	34	6	43	2	0	77%	97%
<b>C36 Van Buren</b>	<b>157</b>	<b>13</b>	<b>1</b>	<b>36</b>	<b>2</b>	<b>0</b>	<b>91%</b>	<b>99%</b>
C39 Lenawee	165	47	13	62	18	5	67%	92%
C40 Lapeer	166	38	3	61	5	1	78%	98%
C42 Midland	150	18	6	40	3	4	83%	94%
C48 Allegan	190	47	11	88	23	6	69%	93%
C56 Eaton	225	46	9	54	4	3	78%	96%
<b>Medium County Court Average</b>							<b>80%</b>	<b>97%</b>

**6. Mental Health Court Planning Grant:**

Van Buren County was awarded a planning grant in the amount of \$100,740 to establish a mental health court program for adult and juvenile defendants. This is a brand new specialty court opportunity that will serve mentally ill defendants. The State Court Administrative Office reports that the recidivism rate for a mental health court participant is 4%, compared to the recidivism rate for a comparison group at 22%. Mental health courts are modeled after drug treatment courts and were developed in response to the overrepresentation of people with mental illnesses in the criminal justice system.

**7. Swift and Sure Sanctions Probation Program (SSSPP):**

A. Description:

The SSSPP is an intensive probation program that targets high-risk offenders with a history of probation violations or failures. Participants are closely monitored and are subject to frequent random testing for drug and alcohol use. The program aims to improve probationer success by promptly imposing graduated sanctions, including jail time, for probation violations.

B. Program Data and Funding:

- Total grant awards for fiscal year 2015: \$220,650.
- Maximum capacity of 30 probationers. As of 12/31/14, 21 probationers are enrolled, 1 graduate, and 6 unsuccessful discharges. The program completed its first year in November.
- 75% is the average recidivism rate in the criminal justice system for business as usual probation or incarceration. The national recidivism rate for participants in SSSPP is 20%.
- In a 10 year nationwide study conducted by Dr. Angela Hawkins, probationers in this program are found to be 55% less likely to be arrested for a new crime and 72% less likely to use drugs (as measured by the number of positive drug tests during SSSPP enrollment). These probationers also served 48% fewer days incarcerated, which is a significant cost-savings to taxpayers.

**8. Treatment Court:**

A. Description:

Treatment Courts rebuild lives by providing substance abuse treatment to non-violent addicted offenders. Van Buren's is 15 month minimum, 4 stage program that incorporates treatment and productivity as primary requirements. Participants must submit to random and frequent substance abuse testing, attend therapy sessions, attend 12-step meetings, attend case management meetings with court staff, complete educational and employment goals and report regularly for court status reviews before Judge Brickley and Judge Dufon.

B. Program Data and Funding:

- Total grant awards for fiscal year 2015: \$574,047
- The average cost for an offender in prison is \$30,000 per year. The average cost for a participant in treatment court is \$2,000 per year (a savings of \$28,000 per year for every participant in the program).
- Van Buren offers additional treatment and services to treatment court participants that is 100% grant funded. If you add these services, the average cost for a Van Buren County participant is \$5,300 per year. (This still reflects a significant savings of \$24,700 per year for every participant).
- As of 12/31/14, 396 participants have been admitted, with 85 presently enrolled and 173 graduates to date.
- The state average graduation rate is 50%; Van Buren's average is 55%.
- The state average recidivism rate for treatment court graduates is 25%; Van Buren's is 19%.
- The recidivism rate for unsuccessfully discharged participants in Van Buren is 25%. Given that the average recidivism rate without treatment court is 75%, this indicates that recidivism is significantly reduced even when participants do not complete the program.
- Van Buren's family preservation/reunification rate is 80%. This cost-savings to taxpayers and the emotional benefit to the family is exponential.
- Zero drug-exposed babies have been born to parents enrolled in the treatment court program.

**9. Veterans Court:**

A. Description:

Allegan and Van Buren County are working together to provide a specialized program aimed at veterans involved with the court system. The regional program is one of fewer than a dozen veterans courts in the state and more than 250 nationwide. The court promotes sobriety and recovery while working with the Department of Veterans Affairs healthcare networks, Veterans Benefits Administration, State Departments of Military and Veterans Affairs and volunteers.

B. Program Data & Funding:

- Our regional program has participants from Allegan, Ottawa, and Van Buren counties. As of 2/9/15, there are five participants with one pending. The program will accept veterans from all adjacent counties.
- The program is funded through grants and with some investments by each county. The program can handle about 15-20 participants who are charged with misdemeanors and felonies, but does not work with violent felonies or criminal sexual conduct cases. Participants in the program receive specialized services and counseling.



# City of South Haven

## Department of Public Works

DPW Building • 1199 8<sup>th</sup> 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:** February 20, 2015

**RE:** Special Event 2015-04 – Welcome to South Haven “Free Concert”

### Background Information

Dolly Harris from The US Band would like to host a free concert at Riverfront Park on Monday, May 25, 2015 (Memorial Day) from 1:00 pm to 5:00 pm. This special event is a free musical event by local entertainers to kick off the summer outdoor season.

### Attachments

Special Event 2015-04 Special Event Application

Special Event # 2015-04

Date Received 2/17/15

# 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.

Initial DH

Date 2-17-15

### CONTACT INFORMATION

Event Title: WELCOME TO SOUTH HAVEN "FREE CONCERT"

Sponsoring Organization: THE US BAND

Applicants Name: DOLLY HARRIS

Telephone #: 269 639 8051 Phone # During Event: 616-834-8387

E-mail Address: Dolly.Harris345@ComCast.net

### Other contacts for/during event

Name: DOLLY HARRIS Telephone: 616-834-8387

Name: William Harris Telephone: Same

### EVENT SPECIFIC INFORMATION

Event Location: RIVERFRONT PARK - WEST

Date(s) Requested: 5-25-15 Alternative Date(s): ~~\_\_\_\_\_~~

Start Time: 1:00 PM 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 + PASSER - BYS

### EVENT DESCRIPTION

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

FREE MUSICAL EVENT BY LOCAL ENTAINERS THE US BAND, AND SPECIAL GUESTS. THIS IS OUR KICK-OFF TO THE SUMMER OUTDOOR SEASON.

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

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

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

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

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

Explain closure \_\_\_\_\_  
\_\_\_\_\_

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

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**ADDITIONAL EVENT INFORMATION**

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

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

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

LIVE BAND(S)

Date: 5-25-15 Time: 1pm - 5pm

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: 4 120 VOLT ELECTRICAL OUTLETS (STANDARD)

If electric utilities requested, name of festival person or electrician who will be responsible:  
 Name: CHIP HARRIS Telephone: 269 639 8051

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 *(MISTAKE)*                       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

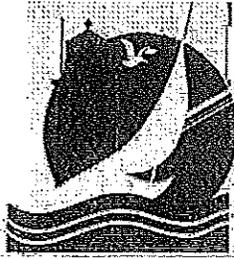
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

*Dorey J. Harris*  
Applicants Signature

2-17-15  
Date

Please return to:  
Parks and Recreation Supervisor  
Department of Public Works  
City of South Haven  
1199 8<sup>th</sup> 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 8<sup>th</sup> Ave. • South Haven, Michigan 49090  
 Telephone (269) 637-0737 • Fax (269) 637-4778

## Cones and Barricades Request Form

Requester's Name \_\_\_\_\_

Date Requested \_\_\_\_\_

Organization/Committee \_\_\_\_\_

Mailing Address \_\_\_\_\_

Office/Main Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE of EVENT: \_\_\_\_\_

CONES	Quantity	Who will pick up cones (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
					AM PM

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

Borrower's  
Signature: \_\_\_\_\_

Authorized  
by: \_\_\_\_\_

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**

**Riverfront Park - West**

#10 - 4 110V GFI

#9  
2 - 110 GFI  
1 - 250V

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

**Legend**

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



6/29/2012



# City of South Haven

## Department of Public Works

DPW Building • 1199 8<sup>th</sup> 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:** February 20, 2015

**RE:** Special Event 2015-05 – Casco United Methodist Church Public Fundraising Auction

### Background Information

The Casco United Methodist Church would like to host a public fundraising auction on Saturday, May 30, 2015 at the Huron Street Pavilion until 3:00 pm. Items will be donated and auctioned off to raise money supporting mission that the church participates in. Donated items will be put on display for viewing two hours before the auction. All items will be removed upon the completion of the auction. The auction is open to everyone.

Proof of insurance has been provided.

### Attachments

Special Event 2015-05 Special Event Application

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2015-05  
Date Received 2/17/15

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.

JTP 1/23/2015  
Initial Date

### CONTACT INFORMATION

Event Title: CUMC Public Fundraising Auction

Sponsoring Organization: Casco United Methodist Church

Applicants Name: Jason T. Pettet

Telephone #: 269-655-4885 Phone # During Event: Same

E-mail Address: dreamreacher\_inc@hotmail.com

### Other contacts for/during event

Name: Rev. Dave Meister Telephone: 269-876-7204

Name: George Carier Telephone: 269-253-4000

### EVENT SPECIFIC INFORMATION

Event Location: Huron St. Pavillion

Date(s) Requested: Saturday May 30, 2015 Alternative Date(s): \_\_\_\_\_

Start Time: 6:00 AM End Time: 3:00 PM

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

Number of people expected to attend: 300

### EVENT DESCRIPTION

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

A public fundraising auction. Items will be donated and auctioned off to raise money supporting missions Casco United Methodist Church participates in. Donated items will be put on display for viewing 2 hours before the auction. All Items will be removed at the completion of the auction. The auction is open to everyone. The more funds raised the more missionary support can happen.

**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 Closure of parking under Huron St. Pavilion to reserve space for the display of large donated item and control of foot traffic during the auction.

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 \_\_\_\_\_ . Guidelines for such special event liquor licensing are available in the \_\_\_\_\_ . These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.

**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 for PA system. \_\_\_\_\_

If electric utilities requested, name of festival person or electrician who will be responsible:  
 Name: Karl Andrews Telephone: 269-637-8097

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

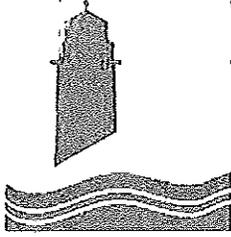
1/23/2015

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**Please return to:  
Parks and Recreation Supervisor  
Department of Public Works  
City of South Haven  
1199 8<sup>th</sup> 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.**



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

## Cones and Barricades Request Form

**Requester's Name** Jason T. Pette

**Date Requested** May 30, 2015

**Organization/Committee** Casco United Methodist Church

**Mailing Address** 880 66th St  
S. Haven MI. 49090

**Office/Main Phone** church 269-227-3328

**Cell Phone** Jason 269-655-4885

**EVENT:** cumc Public Fundraising Auction **DATE of**  
**EVENT:** May 30, 2015

CONES	Quantity	Who will pick up cones <i>(Please Print Legibly)</i>	Cell Phone	Pick Up Date/Time	Return Date/Time
	20	Jason Pettet	269-655-4885	May 29, 2015	June 1, 2015
				AM PM	AM PM

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

BARRICADES	Quantity	Drop Off Location <i>(Please Print Legibly)</i>	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
8	Huron St Pavilion	Jason Pettet	May 29, 2015	May 31, 2015	
			269-655-4885	AM PM	AM PM

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

Borrower's  
Signature

Authorized  
hv

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

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

Cones\*: \_\_\_\_\_

Barricades: \_\_\_\_\_

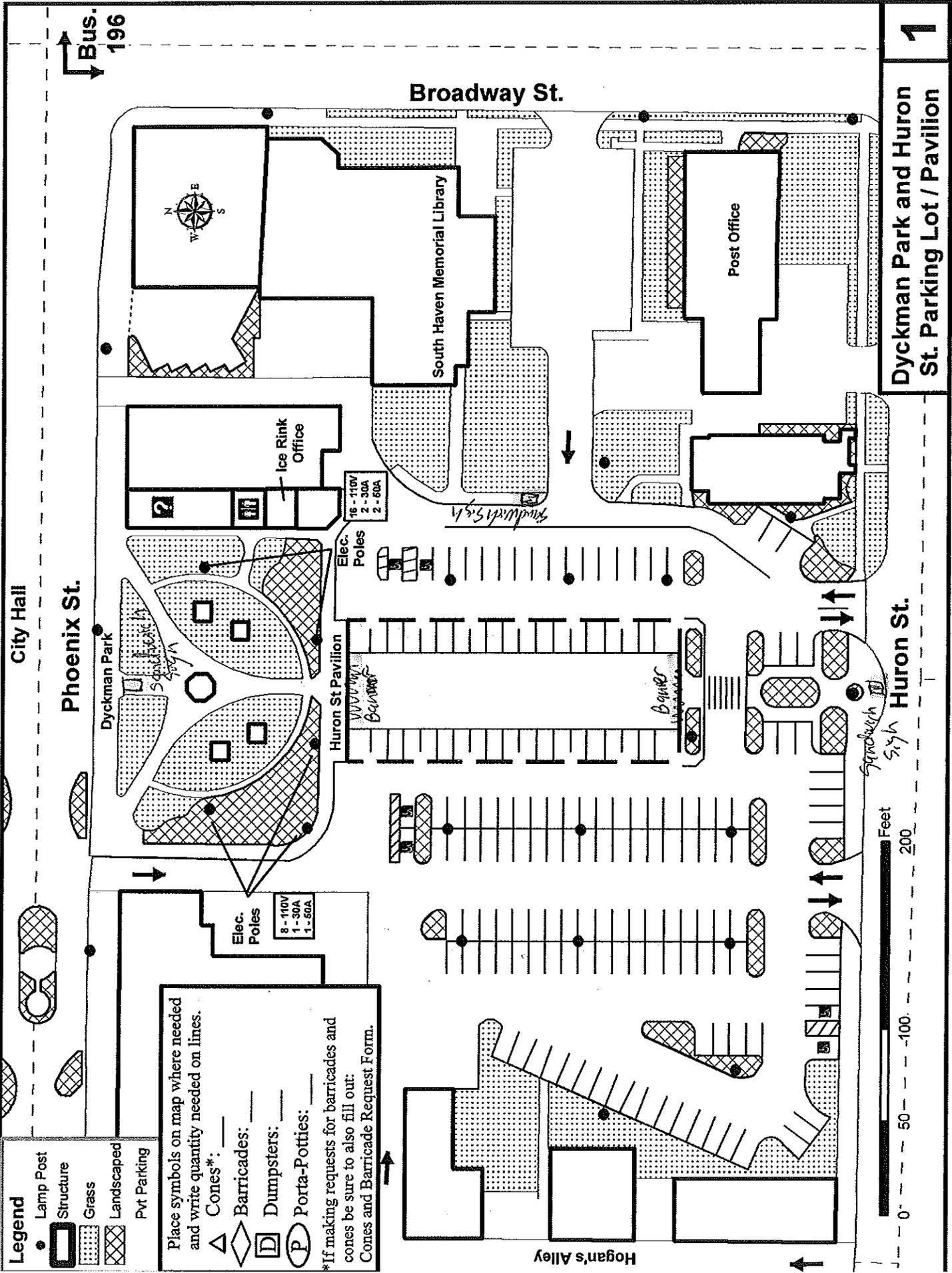
Dumpsters: \_\_\_\_\_

Porta-Potties: \_\_\_\_\_

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

Elec. Poles  
8 - 110V  
1 - 30A  
1 - 60A

Elec. Poles  
16 - 110V  
2 - 30A  
2 - 60A



Dyckman Park and Huron St. Parking Lot / Pavilion

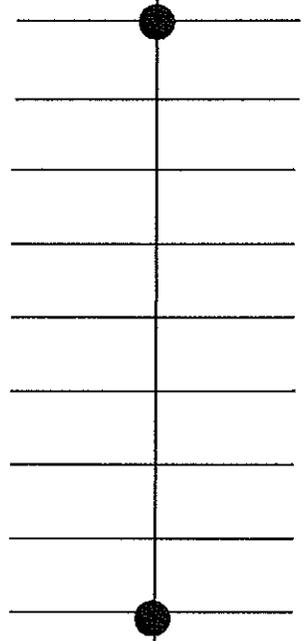
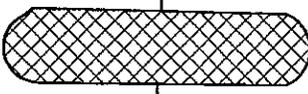
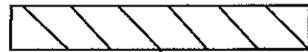
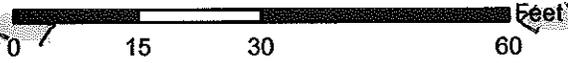
1

Elec. Poles

Elec. Pole

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

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



Command Post + PA System

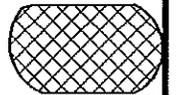
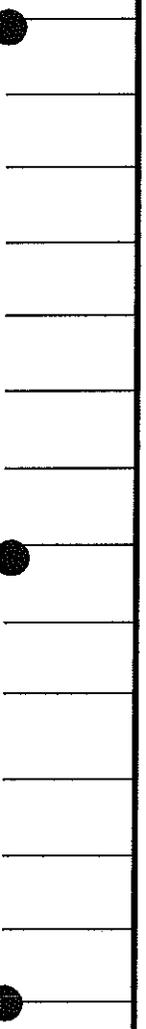
Small Auction Display Area

Participant Parking

Trash

Large Auction Storage

Huron St Pavilion



**Legend**

● Lamp Post

▭ Structure

▨ Grass

▩ Landscaped

Pvt Parking

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

▲ Cones\*: 20

◊ Barricades: 8

□ Dumpsters:     

Ⓟ Porta-Potties:     

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

**Huron St. Pavilion 1B**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/28/2016

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

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

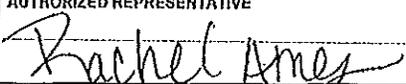
<b>PRODUCER</b> Church Mutual Insurance Company 3000 Schuster Lane Merrill WI 54452	<b>CONTACT NAME:</b> Wendy J Smith <b>PHONE (A/C No. Ext):</b> 1-800-554-2642 Option 1 <b>FAX (A/C No.):</b> 855-264-2329 <b>E-MAIL ADDRESS:</b> cs5@churchmutual.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> CASCO UNITED METHODIST CHURCH  880 66TH ST SOUTH HAVEN MI 49090-9523	<b>INSURER A:</b> Church Mutual Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	0189671-21-656321	02/18/2014	02/18/2017	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE <input type="checkbox"/> <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of Liability Insurance for an auction on May 31, 2015 at Huron Street Pavilion, Huron Street, South Haven, MI. Commercial General Liability Additional Insured = The City of South Haven, subject to the coverage provided by the referenced policy. E 208 - RUAP 163

<b>CERTIFICATE HOLDER</b> The City of South Haven Parks and Recreation Supervisor Department of Public Works 1199 8th Ave South Haven, MI 49090-7132	<b>CANCELLATION</b> 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 

March 10, 2015

TO: Brian Dissette

FR: Paul VandenBosch

RE: Black River Park Launch Accessibility Improvements Grant Agreement

The Black River Park Accessibility Improvements project will construct an accessible canoe/kayak launch, concrete sidewalk access routes, and a paddle craft loading area in Black River Park, near the current canoe/kayak launch site.

The Michigan Department of Environmental Quality approved a \$50,000 grant toward a total project cost of \$100,000, with the City funding the remaining portion of the project.

The attached agreement would authorize the City to move forward with the Black River Park Launch Accessibility Project upon state approval of the agreement.

Please note that state approval and the grant award is subject to project approval by the State Historic Preservation Office.

Staff recommendation

Approve the Black River Park Launch Accessibility Grant Agreement with the Michigan Department of Environmental Quality.



# BLACK RIVER PARK WATER TRAIL IMPLEMENTATION





**MICHIGAN COASTAL ZONE MANAGEMENT PROGRAM GRANT CONTRACT**  
 BETWEEN THE  
 MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
 AND **CITY OF SOUTH HAVEN**

This Grant Contract ("Contract") is made between the Michigan Department of Environmental Quality (DEQ), Office of the Great Lakes ("State"), and **City of South Haven** ("Grantee").

The purpose of this Contract is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended, P.L. 109-58 (16 U.S.C. 1451-1465 "Federal Act"). Legislative appropriation of funds of grant assistance is set forth in Public Act number 252 of 2014. This Contract is subject to the terms and conditions specified herein.

Project Name: Black River Park Launch Accessibility Improvements Project #: \_\_\_\_\_  
 Amount of grant: \$50,000 % of grant state \_\_\_\_\_ / % of grant federal 100  
 Amount of match: \$50,000 PROJECT TOTAL: \$100,000 (grant plus match)  
 Start Date: April 1, 2015 End Date: December 31, 2015

**GRANTEE CONTACT:**

Brian Dissette, City Manager  
 Name/Title  
City of South Haven  
 Organization  
539 Phoenix Street  
 Address  
South Haven, MI 49090  
 Address  
269-637-0700  
 Telephone number  
 \_\_\_\_\_  
 Fax number  
bdissette@south-haven.com  
 E-mail address  
38-6004594  
 Federal ID number  
040280950 0000  
 Grantee DUNS number

**STATE'S CONTACT:**

\_\_\_\_\_  
 Name/Title  
DEQ – Office of the Great Lakes  
 Division/Bureau/Office  
525 West Allegan, P.O. Box 30473  
 Address  
Lansing, Michigan 48909-7973  
 Address  
 \_\_\_\_\_  
 Telephone number  
517-335-4053  
 Fax number  
 \_\_\_\_\_  
 E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Contract on behalf of their agencies and that the parties will fulfill the terms of this Contract, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

\_\_\_\_\_  
 Signature  
Brian Dissette, City Manager  
 Name/Title

\_\_\_\_\_  
 Date

**FOR THE STATE:**

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name/Title

\_\_\_\_\_  
 Date

**I. PROJECT SCOPE**

This Contract and its appendices constitute the entire Contract between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Contract. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Contract.

(B) By acceptance of this Contract, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Contract and in accordance with the terms and conditions of this Contract.

**II. CONTRACT PERIOD**

Upon signature by the State, the Contract shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Contract are not eligible for payment under this Contract.

**III. CHANGES**

Any changes to this Contract, other than budget line item revisions less than 10 percent of the budget line item, shall be requested by the Grantee in writing and approved in writing by the State. The State reserves the right to deny requests for changes to the Contract or to the appendices. No changes can be implemented without approval by the State.

**IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Contract.

(A) The Grantee must complete and submit quarterly financial and progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
October 1 – December 31, 2014	January 31, 2015
January 1 – March 31, 2015	April 30, 2015
April 1 – June 30, 2015	July 31, 2015
July 1 – September 30, 2015	*October 9, 2015
October 1 – December 31, 2015	January 31, 2016

\*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State, and also available on website at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement), shall be submitted to the State's contact at the address on page 1. The financial report shall specify total expenditures for the quarterly period and the cumulative totals to date. All required supporting documentation for grant and match expenses incurred must be included with the reports.

(B) The Grantee shall provide a final project report in a format prescribed by the State.

(C) The Grantee must provide two copies of all final products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by the Coastal Zone Management Program, DEQ, per the guidelines provided by the program.

**V. GRANTEE RESPONSIBILITIES**

(A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by the Grantee or its subcontractor under this Contract. The Grantee or its subcontractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Contract or any payment under the Contract, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

**VI. USE OF MATERIAL**

Unless otherwise specified in this Contract, the Grantee may release information or material developed under this Contract, provided it is acknowledged that the State funded all or a portion of its development.

The State retains an irrevocable license to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

Unless otherwise specified in this Contract, the Grantee may not patent products or processes developed under this Contract.

**VII. ASSIGNABILITY**

The Grantee shall not assign this Contract or assign or delegate any of its duties or obligations under this Contract to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

**VIII. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Contract. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Contract and shall be qualified to perform the duties required.

**IX. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Contract, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Contract this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Contract.

**X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

**XI. LIABILITY**

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Contract, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Contract is the responsibility of the State and not the responsibility of the Grantee if the liability is caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State in fulfillment of their responsibilities under this Contract, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this Contract should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

**XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Contract.

**XIII. ANTI-LOBBYING**

If all or a portion of this Contract is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds, regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Contract is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Contract for the purpose of lobbying, as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Contract for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

#### **XIV. DEBARMENT AND SUSPENSION**

By signing this Contract, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not, within a three-year period preceding this Contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not, within a three-year period preceding this Contract, had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

#### **XV. AUDIT AND ACCESS TO RECORDS**

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Contract, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the State.

#### **XVI. INSURANCE**

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Contract or from the actions of others for whom the Grantee may be held liable.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Contract.

#### **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Contract must not be financed by any source other than the State under the terms of this Contract. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

#### **XVIII. COMPENSATION**

(A) A breakdown of costs allowed under this Contract is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Contract, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Contract are not allowed under the Contract.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Contract.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Contract may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express Web Site (<http://www.cpexpress.state.mi.us>).

(F) An amount equal to 25 percent of the grant award, or final payment will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.

(G) The Grantee is committed to the match percentage on page 1 of the Contract, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Contract.

#### **XIX. CLOSEOUT**

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Contract. Unless otherwise provided in this Contract or by State law, final payment under this Contract shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Contract.

#### **XX. CANCELLATION**

This Contract may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Contract.

#### **XXI. TERMINATION**

(A) This Contract may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Contract, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Contract or any payment under this Contract.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Contract.
- d. During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs a through c, above.

e. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Labor and Economic Growth or its successor.

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including, but not limited to, any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Contract.

#### **XXII. IRAN SANCTIONS ACT**

By signing this Contract the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

#### **XXIII. QUALITY ASSURANCE/QUALITY CONTROL**

A project-specific Quality Assurance Project Plan (QAPP) must be submitted to the State in accordance with guidance provided by the DEQ project administrator. Monitoring conducted prior to final DEQ approval of the QAPP will not be reimbursed.

#### **XXIV. FEDERAL FUNDING REQUIREMENTS**

A maximum of 100 percent of total disbursements is funded with Federal Funding. The Catalog of Federal Domestic Assistance (CFDA) title is Coastal Zone Management Administration Awards and the CFDA number is 11.419. The federal grant number is NA14NOS4190120, and this grant is funded with Federal funds from the National Oceanic and Atmospheric Administration, United States Department of Commerce." By accepting this Contract, the Grantee shall comply with all applicable Federal statutes and regulations in effect with respect to the period during which it receives grant funding. These regulations include, but are not limited to, the following:

(A) Grantees receiving \$500,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with OMB Circular A-133, Revised June 24, 1997, "Audits of State, Local Governments, & Non-Profit Organizations. This audit must be performed and copies provided to the appropriate agencies within nine months from the end of the grantee's fiscal year. The Grantee must submit a copy of the Audit Report to the Michigan Department of Education at the following address:

Michigan Department of Education  
Office of Audits  
P.O. Box 30008  
Lansing, Michigan 48909

Or, the grantee may also submit the single audit report electronically to the Michigan Department of Treasury website ([http://www.michigan.gov/treasury/0,1607,7-121-1751\\_31038---,00.html](http://www.michigan.gov/treasury/0,1607,7-121-1751_31038---,00.html).)\_\_

It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards.

(B) The Grantee agrees to fulfill conditions that the Federal Government has imposed on the State as a condition of Federal funding, as indicated herein and in all appendices.

(C) The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

(D) HISTORIC PRESERVATION

Any project directed toward historic preservation will include timely consultation with the State Historic Preservation Office (SHPO), Department of History, Arts and Libraries. Contracts will not be awarded before adequate consultation with this agency. No construction or repair work will be performed prior to obtaining clearance from SHPO concerning possible effects to archeological or historic resources.

For projects not primarily aimed at historic preservation, federal and state agencies, principally the State Historic Preservation Officer, may make recommendations pursuant to federal and state requirements for minimizing possible adverse effects on historic and archaeological resources. In consultation with the Project Manager, the Grantee for such a project will consider such recommendations and will take steps to avoid or mitigate possible damage as appropriate and feasible.

(E) AVAILABILITY TO USERS

Projects developed for public use with assistance from this Contract shall be open to entry and use by all persons, regardless of race, color, religion, sex or national origin, who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems is prohibited, except to the extent that differences in admission or other fees may be maintained on the basis of residence where local contributions to the project make such differences reasonable.

(F) OBLIGATION OF GRANT FUNDS

Grant funds may not, without advance written approval of the Project Manager, be obligated prior to the effective date or subsequent to the end date of this Agreement. Obligations outstanding as of the end date shall be liquidated within 45 days. Such obligations must be related to goods or services provided and utilized within the Contract period, except that reasonable costs associated with the Agreement closeout, e.g., final reports, may be incurred within a short time after the end date.

(G) BONDS

Contractors/subcontractors performing construction work costing one thousand dollars or more shall furnish, in acceptable form, surety bonds in the amount of 100 percent of their respective contract sums under this contract. These bonds will be security for faithful performance of this contract or subcontracts there under, and for payment of all persons performing labor and furnishing material in connection with this contract or subcontract there under. The agency receiving a subgrant under this contract will secure evidence (e.g., a letter of certification from a reputable bonding company) that its construction contractors/subcontractors have obtained such bonds which will remain in effect for the duration of the project, or will otherwise arrange for an equally effective performance bond. The State will not pay any charge for such bonds additional to the face value of this contract/subgrant.

(H) GUARANTEE

The public/nonprofit agency responsible for this project shall require each construction contractor/subcontractor to furnish a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the public/nonpublic agency responsible. Construction contractors and subcontractors shall provide such guarantees.

(I) INSPECTION

Construction contractors and subcontractors shall at all times permit and facilitate inspection of the work by appropriate representatives of the public/nonprofit agency responsible for the project and the State. Agencies responsible for projects shall include this requirement in all construction contracts and subcontracts.

(J) OPERATION AND MAINTENANCE

The subgrantee assures that property developed with assistance from this agreement will be kept reasonably safe, clean and sanitary. Structures and improvements (trails, boardwalks, etc.) shall be kept in reasonable repair throughout their estimated lifetime.

(K) UNEMPLOYMENT CLAIMS

The Grantee is liable for any valid unemployment compensation claims. No unemployment compensation claims will be paid from this Grant Agreement. This provision does not prohibit standard allocations to unemployment compensation funds as part of the approved indirect cost/fringe benefit arrangements.

(L) FLOOD INSURANCE REQUIREMENTS

Funds from this Grant Agreement will not be used to assist the construction or acquisition in identified flood hazard areas for which the appropriate governmental unit has failed to comply with flood insurance purchase requirements under Sections 102(2) of the Flood Disaster Protection Act of 1973 (public Law 93-234), approved December 31, 1976.

**APPENDIX A**

**SECTION I: PROJECT DESCRIPTION**

Black River Park is located on the Black River, a tributary to Lake Michigan. This site is a key access point for both the Lake Michigan Water Trail and the Bangor to South Haven Heritage Water Trail. Currently, there are no accessible launch facilities in the Black River Harbor. The City of South Haven will install a handicap accessible dock with a ramp and paved pathway from the parking area of the Black River Park. A floating launch will be installed with handrails and rollers to assist boaters with physical limitations. An accessible boat drop-off area and designated access parking spaces will also be added.

This project continues the objective of Phase I of Michigan’s Lake Michigan Water Trail Plan: Inventory and Analysis of Access Sites in Support of a Lake Michigan Water Trail (July 2014) to establish universal access for Lake Michigan Water Trail users in every harbor and at sites where installation of universal access is feasible. The project is part of a wider initiative for South Haven and other Lake Michigan communities to become “Trail Towns.” South Haven desires to utilize its trail system as a focal point of a tourism-centered strategy for economic development and downtown revitalization.

**SECTION II: PROJECT TASKS AND SCHEDULE**

Tasks	April-June 2015	July-Sept 2015	Oct-Dec 2015	Outcome/Product
1. Finalize Engineering Plans	X			Stamped Engineered Plans.
2. Construction		X	X	Designated accessible parking area; boat drop off area; ADA pathway to launch; ADA ramp and dock.
3. City of South Haven submit final report and deliverables			X	Final reports and deliverables to the State.

Be advised that in the event that no activity occurs on the tasks of the project 90 days from the date of Grant Contract execution, the State may take Termination actions in accordance with Section XXI.

**SECTION III: PROJECT BUDGET**

See Attached Project Budget form.

**SECTION IV: GENERAL PROVISIONS**

**A. GRANT ACKNOWLEDGEMENT**

All project deliverables must acknowledge financial assistance of the Michigan Coastal Zone Management Program and the NOAA.

(1) This grant acknowledgement will include the OGL, DEQ and the NOAA logos to be provided by the State and the following (or other mutually agreed upon) language: “Financial assistance for this project was

provided, in part, by the Michigan Coastal Zone Management Program, Office of the Great Lakes, Department of Environmental Quality, under the National Coastal Zone Management Program, through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.”

(2) A view disclaimer is required for reports/videos in addition to the DEQ and the NOAA logos and financial acknowledgment language listed in the above paragraph. The view disclaimer shall include the following language: “The statements, findings, conclusions, and recommendation in this (report/video) are those of the (Grantee) and do not necessarily reflect the views of the Department of Environmental Quality and the National Oceanic and Atmospheric Administration.”

(3) For press releases, newsletters, newspaper articles, graphic displays meant for public presentations and in other public forums, the DEQ and the NOAA logos are not required; however, the funding source will be listed as the “Michigan Coastal Zone Management Program, Office of the Great Lakes, Department of Environmental Quality and the National Oceanic and Atmospheric Administration.”

#### **B. EXTENSIONS:**

In accordance with Section III - Changes, page 2 of this contract, the Grantee shall submit to the State, for review and approval, written extension requests no less than 45 days prior to the end date of the Contract. The Grantee shall provide justification for the extension and the requested new end date of the Contract.

#### **C. SPECIAL PROVISIONS:**

If applicable, all geospatial data collected and/or produced for the purposes of this grant and put into a GIS layer must be provided, along with associated metadata (requirements described below), to the Coastal Zone Management Program on a CD, DVD, or portable hard drive in ESRI's ArcGIS format (shapefile including appropriate projection file or geodatabase) .

Grantee shall provide relevant information (e.g. expected dates of data collection, type of collection, flight lines, etc.) on the collection or production of geospatial data (e.g., information for GIS data layers, acquisition of topographic or bathymetric data or other remotely sensed data), to the State contact as early as practicable and before data collection commences.

Grantee shall ensure the data and the planned acquisition activities are registered in Geospatial Platform (geodata.gov) and comply with OMB Circular A-16, Coordination of Geographic Information and Related Spatial Data Activities at: [http://www.whitehouse.gov/omb/circulars/a016/a016\\_rev.html](http://www.whitehouse.gov/omb/circulars/a016/a016_rev.html). The grantee shall document all new geospatial data it collects or produces using the metadata standards developed by the Federal Geospatial Data Committee (FGDC), and make that standardized documentation electronically accessible to NOAA, if requested. Current FGDC standards can be found at: <http://www.fgdc.gov/metadata/csdlgm/>. Metadata that conforms to the proposed North American Profile of the ISO (International Organization for Standardization) 19115, which may be adopted by the FGDC, is also acceptable. To the greatest extent practicable, the recipient shall also, prior to the conclusion of the award, make the data collected publicly accessible online, except where limited by law, regulation, policy or security requirements.

All final products and deliverables shall be submitted to the state as hard copy and digitally on two CD/DVDs. E-mail submissions will not be accepted.

#### **D. SPECIAL PROVISIONS:**

This project is required to be located on public land and open to the general public. If the property or elements constructed under this grant are leased or sold out of public ownership or are used for purposes other than public use, the Grantee will reimburse the State for grant funds received for the project.

Required permits (local, state, tribal and federal) must be received by the CZM Program before work can commence on all construction projects.

State Historic Preservation Officer's Clearance must be received by the CZM Program before work can commence on all construction projects.

By affixing their signature to this Contract, the Grantee accepts the responsibility for maintaining, in serviceable condition, the items constructed with the funds jointly provided by the State and the Grantee for a minimum of 20 years from the end date of this Contract.

A sign provided by the State will be installed during construction and permanently installed at the site of all construction projects indicating that the project is being funded under a grant of the Michigan Coastal Zone Management Program, Department of Environmental Quality and the National Oceanic and Atmospheric Administration.

All final products and deliverables shall be submitted to the CZM Program as hard copy and digitally on two CD/DVDs. E-mail submissions will not be accepted.

#### **E. COMPENSATION:**

Grant payments will be made quarterly on a costs-incurred only basis. Estimates of costs will not be accepted. The following is required when requesting a grant payment for incurred costs:

- A cover letter specifying the dollar amount
- Corresponding progress and financial reports for that quarter
- Copies of supporting documentation for grant and match expenses (invoices and receipts or other supporting documentation) for that quarter.

#### **F. FINAL QUARTER REPORT REQUIREMENTS:**

Grantee shall submit to the State the Final Quarter Report no later than **30** days past the end date of the Contract.

The Final Quarter Report shall include:

- **COVER** letter from the Grantee requesting final payment and specify the dollar amount.
- **ONE** copy of a detailed narrative that describes all project tasks performed, including any special considerations or problems encountered according to a form and format prescribed by the state.
- **ONE** progress report showing completion of all project tasks.
- **ONE** financial report showing all grant and match expenditures.
- **ONE** copy of invoices, receipts, or other documentation for grant and match expenditures incurred on the project.
- **TWO SETS** of a minimum of ten color photographs depicting the work completed before and after on this project. In addition, one photograph of the MCZMP project sign installed at the project site.

March 4, 2015

TO: Brian Dissette

FR: Paul VandenBosch

RE: Black River Park Accessible Canoe/Kayak Launch Improvements Proposal

Abonmarche has provided a proposal to prepare engineering design plans, obtain permitting, prepare bid specifications and oversee construction of the improvements in the Black River Park Accessible Canoe/Kayak Launch Improvements Grant.

The total fee amount for the services described in the proposal is \$15,000.

Staff Recommendation:

Approve the proposal for design services from Abonmarche for the Accessible Canoe/Kayak Launch Project.

February 27, 2015

Mr. Paul VandenBosch  
City of South Haven  
539 Phoenix Street  
South Haven, MI 49090-1499

Re: Accessible Canoe / Kayak Launch – Design Services

Dear Mr. VandenBosch:

The City of South Haven has been awarded a grant from the Michigan Coastal Zone Management Program of the Michigan Department of Environmental Quality. The Grant allows the City to proceed with design and construction of barrier-free canoe/kayak launch facilities on the Black River. Currently, a canoe/kayak launch is located at Black River Park. It is a dinghy dock for paddlers that is a non-accessible floating dock. Additionally, a hard surface/accessible pathway to the launch from the parking area is not available. The plan is to provide an accessible dock/ramp with a hard surface/accessible pathway and parking area improvements. The site is a key access point for both the Lake Michigan Water Trail and the Bangor to South Haven Water Trail (Black River).

This proposal will include services required to meet the grant requirements and expectations including:

- Working with users to understand desires, concerns, etc.
- Conducting boundary, topographic and bathymetric surveys of the site as needed
- Developing an effective site design for a barrier-free accessible canoe/kayak launch at Black River Park, including accessible parking and appropriate amenities
- Considering bank heights, siltation/dredging, debris, other watercraft, etc.
- Preparing final site development construction plans for City and DEQ approval
- Creating cost estimates of the proposed construction

It is expected that our services would commence quickly following your approval with field work commencing as soon as weather allows. We expect that the project schedule will proceed as follows:

Project commencement authorized	March 2015
Kickoff meeting	March 2015
Conduct bathymetric surveys	April 2015
Refine schematic designs	April-May 2015
Permitting	May-July 2015
Prepare site development plans	June - July 2015
Project construction	August-November 2015
Submit final report to MCMP	February 15, 2016

95 West Main Street  
Benton Harbor, MI 49022  
269.927.2295

361 First Street  
Manistee, MI 49660  
231.723.1198

503 Quaker Street  
South Haven, MI 49090  
269.637.1293

750 Lincoln Way East  
South Bend, IN 46601  
574.232.8700

3177 Willowcreek Road  
Portage, IN 46368  
219.850.4624

Our team will be led by Timothy R. Drews, P.E. and supported by Landscape Architect Kathy A. Burczak, ASLA, who have a long history of successful projects for the City. Our fees and services to be provided are as follows:

### **Task 1 – Boundary and Topographic Survey**

We will utilize previously completed boundary and topographic surveys and provide a bathymetric survey for a distance of 300 feet each way from the facility. An AutoCAD base sheet will be developed as part of these services for development of the site plan.

Our fee for these services is as follows:

Boundary and Topographic Survey - Complete  
Bathymetric Survey - \$1,800

### **Task 2 – Schematic Design**

Previously, sketches were prepared for the proposed project concept. After a kickoff meeting with the project team and users, we will refine the schematic layout including a sketch for the location of the parking lot and canoe launch facility.

Our fee for these services is: \$1,000

### **Task 3 – Preparation of Site Development Plans and Specifications**

The plan will include a CAD generated drawing and bid documents of the site improvements, a grading plan, details and specifications for the layout of the kayak/canoe launch and adjacent parking. A preliminary construction cost estimate will also be prepared to establish a budget for contract purposes.

Our fee for these services is: \$4,000

### **Task 4 – Permitting Services**

We will address MDEQ and USACE permit requirements. We expect the project to meet minor project criteria for Part 301, Inland Lakes and Streams and a Nationwide Permit under the USACE. We expect the permit review process to take approximately 90-120 days after submittal.

Our fee for these services is: \$2,000

As part of the permitting process a Threatened and Endangered Species review and investigation may be requested. If so, then an additional \$500 will be required to address this issue.

### **Task 5 – Bidding Phase**



Bidding Phase Services will include coordination of advertisement for bids, bid review and analysis, recommendation of award and preparing a contract between the City and the selected contractor.

Our fee for these services is: \$1,200

**Task 6 – Construction Administration**

We will provide construction staking and layout for the contractor and provide periodic site visits to review progress of the construction in conformance with the contract documents. We will also review and approve shop drawings, pay requests, change orders, etc. After construction is complete we will conduct a final field visit and prepare necessary closeout documents.

Our fee for these services is: \$5,000

Thank you for the opportunity to submit this proposal to provide engineering services. If you have any questions or need clarification regarding this proposal, please do not hesitate to contact us. Please indicate your acceptance of this proposal by signing below and returning one copy for our file.

Sincerely,

Christopher J. Cook, P.E.  
President/CEO

Cc:	Timothy R. Drews, P.E.	Abonmarche
	Kathy A. Burczak, ASLA	Abonmarche
	Tony McGhee	Abonmarche

\_\_\_\_\_  
Accepted By

\_\_\_\_\_  
Date



March 5, 2015

TO: Brian Dissette

FR: Paul VandenBosch

RE: Marina and Boat Launch Grant Applications

In September, 2014, Harbor Commission approved a capital improvement plan which prioritized marina and boat launch improvements, and identified potential grant funding sources.

Based on this capital improvement plan, staff has prepared a number of resolutions, project descriptions and grant applications for submittal. Many of the current grants have a deadline of April 1, so we are requesting a timely approval in order to apply before the deadline.

#### Current Marina and Boat Launch Grant Applications

Black River Park Driveway Improvements  
MDNR Waterways Boating Access Infrastructure Grant

Black River Park Skid Pier  
MDNR Michigan Natural Resources Trust Fund

Black River Park Restroom Renovation  
MDNR Recreation Passport

South Side Marina Building Renovation  
MDNR Waterways Harbor Infrastructure

South Side Marina Dock Extension Engineering  
MDNR Waterways Harbor Preliminary Engineering

#### Staff Recommendation:

Hold a public hearing on each individual grant application to take public comment on the Marina and Boat Launch grant applications.

Approve the resolutions authorizing the grant applications and committing to the local match.

03/05/15

2015 Marina and Boat Launch Grant Applications

Grant Name	Agency	Grant Type	Project Total	Grant Amount	Local Match	Local Match Percent	
April 1, 2015 Grant Applications							
Black River Park Driveway Improvements	MDNR	Waterways Boating Access Infrastructure Grant	172,000	86,000	86,000	50%	
Black River Park Skid Pier	MDNR	Michigan Natural Resources Trust Fund	50,000	37,500	12,500	25%	
Black River Park Restroom Renovation	MDNR	Recreation Passport	50,000	37,500	12,500	25%	
South Side Marina Building Renovation	MDNR	Waterways Harbor Infrastructure	125,000	62,500	62,500	50%	
South Side Marina Dock Extension Engineering	MDNR	Waterways Harbor Preliminary Engineering	100,000	50,000	50,000	50%	
2015 Awarded Grants							
Black River Park Launch Accessibility	Coastal Zone Management	General Fund Project	100,000	50,000	50,000	50%	
Applications in Review							
Black River Park Parking Lot Improvements	USDA	Rural Development – RBEG, DDA Project	161,633	99,000	62,633	39%	
August, 2015 Application							
Black River Park Fish Cleaning Station	Great Lakes Fisheries Trust		165,000	165,000	0	0%	
			Total	923,633	587,500	336,133	36%

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-11

A RESOLUTION AUTHORIZING A GRANT APPLICATION FOR  
BLACK RIVER PARK DRIVEWAY IMPROVEMENTS  
AND COMMITTING LOCAL FUNDS TO MATCH THE GRANT AWARD

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 16, 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 Council supports the submission of an application titled "Black River Park Driveway Improvements" to the Michigan Department of Natural Resources, Waterways Boating Access Infrastructure Grant for development of a driveway to the Black River Park Boat Launch, South Haven, Van Buren County, Michigan; and,

WHEREAS, the proposed application is supported by the Community's Approved Five Year Recreation Plan, and;

WHEREAS, the City of South Haven has made a financial commitment to the project in the amount of \$86,000 in matching funds, in the form of cash; and,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby authorizes submission of Black River Park Driveway Improvements, a Michigan Department of Natural Resources Waterways Boating Access Infrastructure Grant Application for \$86,000, and further resolves to make available its financial obligation amount of \$86,000 (50%) of a total \$172,000 project cost, during the 2015-2016 fiscal year.

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 16th 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*).

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Amanda Morgan, City Clerk



# WATERWAYS GRANT PROGRAM APPLICATION

This information is required by Authority of 1947 PA 320.

**GRANT APPLICATIONS MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1**

Applicant Name (Local Government) City of South Haven		Name of Contact Person/Title Paul VandenBosch/Harbormaster	
Address 539 Phoenix Street		Address 539 Phoenix Street	
City, State, ZIP South Haven, MI 49090		City, State, ZIP South Haven, MI 49090	
Federal Employer Identification Number (FEIN) (REQUIRED) 38-6004594		E-mail Address pvandenbosch@south-haven.com	
<b>NOTE:</b> FEIN Number of municipality identified as Applicant Name ( <i>Local Government</i> ) above <b>MUST</b> be provided to receive grant funds.			
Applicant Telephone ( 269 )637-0700	Applicant FAX ( 269 )637-5319	Contact Person Telephone ( 269 )637-0775	Contact Person FAX ( 269 )637-5319
PROJECT LOCATION <input type="checkbox"/> County <input type="checkbox"/> Township <input checked="" type="checkbox"/> City <input type="checkbox"/> Village		County Van Buren	State Senate District 21
		State House of Representative District 066	
<b>TYPE OF PROJECT</b> <input type="checkbox"/> Harbor  <input checked="" type="checkbox"/> <b>Boating Access Site</b> (must contain or propose a ramp, maneuver area, and parking to be grant eligible)		<b>TYPE OF GRANT</b> <input type="checkbox"/> Preliminary Engineering Study <input checked="" type="checkbox"/> <b>Infrastructure Improvements*</b> (i.e., construction projects) *Preliminary engineering has been completed by a licensed design professional	
<b>PROJECT TITLE</b> Black River Park Driveway Improvements			
<b>DESCRIPTION OF PROJECT</b> Attach a description of the overall project (including scope items, estimated costs, estimated construction schedule, and digital site photos) and a needs assessment. Note, for harbor projects, attach the last 3 years of harbor traffic (harbor logs), and last 3 years of harbor financial summaries. In addition, you must provide a 5 Year Harbor Recreation Plan to the Natural Resources Trust Fund.			
<b>BUDGET SUMMARY</b>			
A. Estimated Project Cost (B + C):		\$ 172,000	
B. Requested Grant Amount		\$ 86,000	
C. Applicant's Matching Funds:		\$ 86,000	

As Designated Representative of above-named Applicant, I hereby agree to implement this project according to the materials provided with this application and to abide by the provisions of the Waterways Grant program, including compliance with all applicable Federal and State laws and regulations.

Brian Dissette, City Manager

Printed Name and Title of Applicant's Designated Representative

Signature

Date

**APPLICATION WITH ATTACHED PROJECT DESCRIPTION MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1.**

Applications should be mailed to:

PAUL PETERSEN  
PARKS AND RECREATION DIVISION  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30257  
LANSING MI 48909

Overnight or Express Mail Address:

PAUL PETERSEN  
PARKS AND RECREATION DIVISION  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
525 WEST ALLEGAN  
LANSING MI 48933

### FOR DNR USE ONLY

Facility No.:

Compliance Review

Comments

Program Manager (please print)

Signature

Date

## **DESCRIPTION OF PROJECT**

Attach a description of the overall project (including scope items, estimated costs, estimated construction schedule, and digital site photos) and a needs assessment.

### **Project Description**

Black River Park Boat Launch is a public boat launch into the Black River. It is approximately one mile to Lake Michigan, and is the only boat launch access point to Lake Michigan between Saugatuck and Benton Harbor, an approximately 45 mile stretch. It has 60 seasonal or transient docks available with ten boat launch ramps and over 125 boat and trailer parking spaces.

For many years the preferred road access to the boat launch has been from the south along a narrow road which crosses a culvert/bridge. The south access encourages drivers with trailered boats to use Phoenix Street, Broadway and Dunkley Avenue to approach the boat launch. The intersections Phoenix/Broadway and Dunkley/Broadway/Dyckman are congested, highly traveled by pedestrians and bicyclists and are in the queuing lanes for the Dyckman Bascule Bridge, which opens every half hour blocking traffic.

In order to encourage boat trailer traffic to approach the boat launch from Blue Star Highway, Wells Street and Dunkley Avenue, the City of South Haven proposes to construct a driveway to the boat launch gate from the southeastern edge of the park along Dunkley Avenue and reconfigure the exit route to allow for easier exit to the east. The site of the proposed drives is owned by the city and would require no easements or permissions to use.

Improvements would be constructed in phases in order to meet with Five Year Capital Improvements Plan - Black River Park fund allocations. The first phase would include creating a new entry drive off Dunkley Avenue and a separate exit road exiting the boat launch area and dock parking spaces. The existing route from the south would remain in place, but traffic to the boat launch gate would be redirected around to the new driveway. This first phase would immediately mitigate the problem of backed up traffic at the entry gate blocking exiting traffic. It would also ease the congestion in the downtown area by allowing a direct path along Wells Street to Black River Park from Blue Star Highway. Storm drainage improvements will be made to area to support the driveway infrastructure.

The scope of the project would include removal of approximately 480 SYD of existing paved roadway, installation of appropriate storm system lines, laying an 8 inch aggregate base, grading and compacting the new drives' surface, paving the surface with Hot Mix Asphalt, landscape restoration and installation of signage to direct traffic along the new entrance and exit routes, as well as signage to acknowledge DNR funding.

The remaining phases of the improvements to Black River Park were outlined in the City of South Haven's Black River Park Master Plan, which went through a Harbor Commission led planning process including a number of public input meetings. The Black River Park Master Plan incorporates this new driveway configuration for the boat launch, additional free car and trailer parking area off Dunkley Avenue, a new fish cleaning station, an additional canoe/kayak launch, plus additional picnicking areas and landscape improvements. The area to the east of the water treatment facility will also be developed to increase recreational opportunities, including adding a fishing pier, kayak launch, recreational trail development, and additional playground and picnic sites.

**Estimated Costs**

The estimated cost to complete the Phase I Driveway Improvements is \$172,000 including engineering costs. The City of South Haven would request \$86,000 in grant monies from the Waterways Program and the City would provide the required 50% matching project funds of \$86,000 of Capital Improvement Plan monies from their Black River Park Fund.

**Estimated Construction Schedule**

Grant Agreement signed and returned to DNR	March 2016
Send Professional Services Agreement for Design Work to DNR for Review (2 months)	March 2016
Submit Design, Specifications, Bidding Documents, Final Engineering Drawings to DNR for Review (2 months)	May 2016
Submit Permit Applications as required, send copies to DNR	May 2016
Bidding	July 2016
Submit bid summary and recommendation of Award to DNR for review and approval	August 2016
Award contract	October 2016
Construction	October 2016 – December 2016
Install signage identifying use of Waterways Funds	December 2016
Send final engineer approval of construction work to DNR	January 2017
Submit As Built plans to DNR	January 2017

**Photos**

Please see enclosed photos of project site.

**Needs Assessment**

Tourism in South Haven has risen in the past several years, and an increase in recreational boating has followed it. Black River Park, located in the center of the city, includes a boat launching facility with 10 launch ramps. It has 60 seasonal or transient docks for boats up to twenty-six feet in length, 125 parking spaces for vehicles with trailers, additional public parking, public restrooms, and over four acres of park land with landscaped areas. Additions to the Park in 2003 included new docks, a new restroom facility, a fishing dock, additional parking and landscaping. With its high amenities and access to Lake Michigan, it is heavily used by both residents and visitors. Planned improvements to the park are further expected to increase demand and use as the park becomes a center for several recreational opportunities in addition to boating.

Currently, the city experiences several issues with the existing approach to the park. With the access to the park from the south using Dyckman and Broadway Avenues, vehicles with trailered boats are subject to the congestion of tourist traffic in the downtown area and bridge opening delays. The bridge opens on the hour every half hour from early morning until midnight during boating season. Providing an alternate route to the park that bypasses the heavy Phoenix Street and Dyckman Avenue traffic will improve the boating experience for users and allow for more efficient access to the water. An added benefit to the city will be fewer vehicles caught in the backlog of waiting vehicles at Dyckman Bridge, and a resulting ease of congestion in the busy downtown corridor.

Another issue to address at Black River Park is the traffic blockage that occurs as patrons are in line to enter the park. New vehicles arriving to enter the park can often back up at the entrance gate while waiting to pay the boat launch fee, which in turn blocks vehicles on the current drive exiting the park. Creating separate drives to enter and exit the launch area will alleviate this.

The overall plan for the Black River Park area is to develop its recreational opportunities to offer several opportunities to recreate beyond boating. The plan would integrate a Black River Park expansion to the east of the water treatment facility, which would include a kayak launch, fishing pier, additional playground and picnicking sites, and trail development. With the long term outlook's goal to increase usage of the entire park area, improving the drive approach for users becomes even more necessary. The City wants to associate usage of the park with ease of access and a pleasant boating experience, not traffic frustration.

# Black River Park - City of South Haven - Phase I Budgetary Construction Estimate

Date: 2015-01-27

Job #: P15-0100

## Phase I : New Pavement and storm improvements

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Bid Price</i>	<i>Total Bid Price</i>
1 Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
2 Bury Pipe 18"/ 300'	1	LS	\$ 20,000.00	\$ 20,000.00
3 Aggregate Base, 8 inch	2550	SYD	\$ 6.00	\$ 15,300.00
4 2.5" HMA 13A Leveling	365	SYD	\$ 70.00	\$ 25,550.00
5 1.5 HMA LVSP Top	220	TON	\$ 70.00	\$ 15,400.00
6 Restoration	2125	SYD	\$ 3.00	\$ 6,375.00
7 Storm Improvements	1	LS	\$ 20,000.00	\$ 20,000.00
8 Pavt, Rem	488	SYD	\$ 7.50	\$ 3,660.00
9 Machine Grading	9	STA	\$ 1,200.00	\$ 10,320.00
11 Erosion Control, Silt Fence	1000	FT	\$ 2.00	\$ 2,000.00
12 Signage	1	LS	\$ 1,000.00	\$ 1,000.00
			Subtotal	\$ 124,605.00
			Contingency	20%
			<b>Phase I</b>	<b>\$ 149,526.00</b>
			Eng. Fees (15%)	\$ 22,428.90
			<b>Phase I Total</b>	<b>\$ 171,954.90</b>



**MASTER PLAN  
BLACK RIVER PARK**





CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-12

A RESOLUTION AUTHORIZING A GRANT APPLICATION FOR TWO BLACK RIVER PARK  
SKID PIERS AND COMMITTING LOCAL FUNDS TO MATCH THE GRANT AWARD

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 16, 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 Council supports the submission of an application titled "Black River Park Skid Pier Replacement" to the Michigan Natural Resources Trust Fund for development of removal and replacement of two (2) skid piers at Black River Park, South Haven, Van Buren County, Michigan; and,

WHEREAS, the proposed application is supported by the Community's Approved Five Year Recreation Plan, and;

WHEREAS, the City of South Haven has made a financial commitment to the project in the amount of \$12,500 in matching funds, in the form of cash; and,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby authorizes submission of Black River Park Skid Pier Replacement, a Michigan Natural Resources Trust Fund Grant Application for \$37,500, and further resolves to make available its financial obligation amount of \$12,500 (25%) of a total \$50,000 project cost, during the 2015-2016 fiscal year.

RECORD OF VOTE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Robert G. Burr, Mayor

CERTIFICATION

Resolution 2015-12

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 16th 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*).

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Amanda Morgan, City Clerk

## **Black River Park Skid Pier Replacement MNRTF Grant Application**

### *I. Project Need and Justification*

The proximity of South Haven, Michigan has made it a convenient location for tourists accessing Lake Michigan from both Detroit and Chicago, particularly those interested in a variety of recreational activities. South Haven boasts numerous parks, many along the Black River which provides easy access to Lake Michigan. Black River Park itself has been a destination for watercraft, kayak, and canoe enthusiasts for decades. The Black River Park contains one of four municipal marinas in the city of South Haven. The public boat launch enters the Black River approximately one mile from Lake Michigan and is the only boat launch access point to Lake Michigan between Benton Harbor and Saugatuck, a distance of roughly forty-five miles. The park contains sixty seasonal and transient slips and five boat launch ramps, a picnic area, showers and restrooms. The municipal marina is open from April 15-October 15 but the park facilities and grounds remain open throughout the year.

The park's primary service area and target population includes permanent and seasonal residents and visitors to the City of South Haven. The City currently contains a permanent resident population of 4,403, according to the 2010 US Census. The project site is located less than one-half mile from South Haven's downtown area, and is within Van Buren County's Census Tract 103, which contains 1,732 persons per square mile. In addition, it has a secondary user base of citizens from Van Buren County, which contains 76,258 people, as well as other nearby areas. People throughout Southwest Michigan come to South Haven for the numerous recreational opportunities the community provides. Seasonal residents as well as tourists contribute significantly to the use of the City of South Haven's recreational amenities. Around 50% of the residential parcels in the City are occupied seasonally and the City has approximately 2,400 seasonal residents within its limits.

The location of the Black River park public boat launch in relation to both the Black River and the municipal marina makes it ideal for both resident and seasonal watercraft users. However, sections of the skid pier's wood decking are broken, risers have had to be replaced and rebolted, and the steel structure has started to loosen. Repairs are frequently needed despite the piers being pulled out of the water at the end of the season to prevent ice damage. The existing skid piers were first constructed in 1974 and rehabbed to 70% in 1992.

### *II. Project Description*

The City of South Haven is seeking grant assistance for replacement of two public boat launch skid piers.

This project meets the goals and objectives of the City's Five Year Recreational Plan. The Plan was a collaborative effort, developed in partnership with the City, the Public School System, and South Haven Township. Page eighty-two (82) of the Plan outlines Priority #3: Parks and Public Spaces. Included in Priority #3 is a goal for the City Council to work with staff to seek grant funds to assist with the planning and development of improvements in and near the Black River Park, keeping in mind improved access to the Black River and attempts to improve water quality. Additionally, page 92 to 93 of the Plan outlines the capital improvements and projects that city staff, the Parks Commission, and the community have identified for Black River Park Marina. These include updating the picnic area, fishing area, non-motorized boat launch, parking, and accessible route to river's

edge. These suggested improvements specifically speak to goal five on page 81, “develop recreation opportunities that focus upon and take advantage of the South Haven area water resources.”

The proposed replacement of two skid piers is included within the City of South Haven’s Five Year Capital Improvement Plan. Future renovations within the larger, master plan upgrade to Black River Park give the park an overall facelift while making necessary upgrades and replacements to meet the ever growing demands of tourists and residents. Included are plans for driveway improvements in order to relieve traffic congestion through the center of downtown South Haven. An expansion of the Black River Park parking into the unpaved area east of current parking will increase parking availability. A new fish cleaning station and a second restroom facility is included within the Black River Park Master Plan although; improvements to the existing facility are a higher priority. The City of South Haven is also making moves to expand Black River Park into a 1.5 acre empty lot to the east. That plan includes a sustainable fishing platform and riverbank stabilization.

It is expected that no additional maintenance will be necessary upon completion of this project. The city maintains 10 public parks, seven beaches, and beach access sites, and their associated amenities. They have, and continue to, successfully and safely manage heavily frequented public lands while enforcing regulations. The existing piers and ramp are deteriorating and require maintenance above and beyond their respective norm. Since this park is already within the City’s park system, maintenance of the park will continue to be under the Park and Recreation Department’s jurisdiction.

To facilitate communication with the community, information about the park upgrades will be published on the City’s website and updated throughout the duration of the project.

### *III. Natural Resource Access and Protection*

The Michigan Natural Resources Trust Fund listed projects located within an Urban Area as one of three funding priorities for its 2015 grant funding. Black River Park is located in such, providing access to natural resources within city limits. The park is walking distance from downtown South Haven and is part of the Bangor to South Haven Heritage Water Trail. Cyclists and walkers, hikers, joggers also frequent the park on their way to/from the adjacent Kal-Haven trail head or while enjoying a leisurely bike ride or stroll through town or along the river’s edge.

Black River Park gives visitors direct access to the Black River and is one mile from Lake Michigan and because it is a designated park, it provides protection from further impeding development. Such development could threaten the existing environment in a variety of ways. Rather, necessary upgrades and improvements to the park, incrementally, will ensure that the natural resources and appropriate recreational activities remain and can be enjoyed well into the future. The park and associated amenities were originally constructed in 1974 and remodeled in 1992.

In addition to providing access and protection of the Black River and further, Lake Michigan, Black River contains a number of fish species and is a favorite fishing spot for both locals and tourists.

The City values recreation as an important land-use and recognizes the economic value and ecosystem services provided by protecting natural resources. South Haven has not closed, sold, or transferred control of any parkland or recreation facility within its park system and has strict provisions in the City Charter regarding parkland.

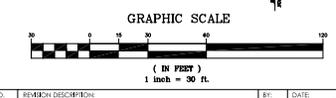
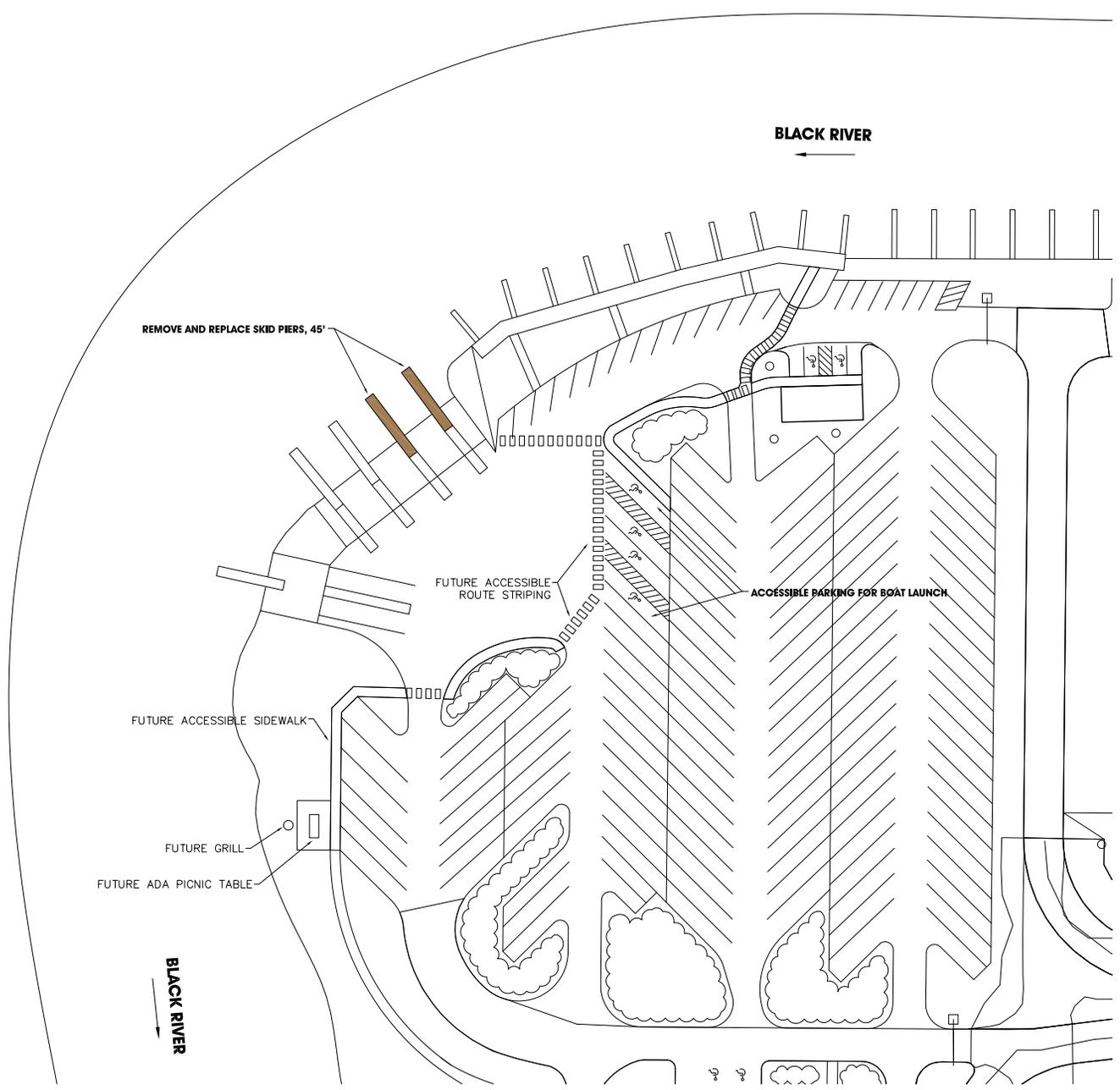
*IV. Other Information*

Safety within city parks is very important to the city of South Haven. Signs displaying the park entrance and hours of operation are clearly posted. The park does not allow unleashed animals or alcohol and it requires those picnicking to properly dispose of hot coals. The restroom facility, and the entire park, is well lit. Vandalism has never been an issue at Black River Park but there is a gate attendant during the day and the grounds are monitored by Police, as their schedule allows. The restrooms are cleaned daily in the early morning and are inspected and cleaned again throughout the day.

Historically, South Haven has established a rich relationship with MNRTF. In the past 37 years South Haven has received 7 MNRTF grants. All grants were managed and implemented successfully and continue to provide and protect access to recreational opportunities and natural resources.

**Black River Park Skid Pier Replacement**  
City of South Haven  
Project Number: 14-0754

<u>Item</u>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Skid Pier, 45 foot, Removal and Replacement	2	EA	\$ 25,000.00	\$ 50,000.00
			Contracted Work \$	50,000.00
			<b>Total Project Cost \$</b>	<b>50,000.00</b>



CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-13

A RESOLUTION AUTHORIZING A GRANT APPLICATION FOR  
BLACK RIVER PARK RESTROOM RENOVATION  
AND COMMITTING LOCAL FUNDS TO MATCH THE GRANT AWARD

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 16, 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 Council supports the submission of an application titled "Black River Park Restroom Renovation" to the Michigan Natural Resources Trust Fund for development of renovation of the restroom at Black River Park, South Haven, Van Buren County, Michigan; and,

WHEREAS, the proposed application is supported by the Community's Approved Five Year Recreation Plan, and;

WHEREAS, the City of South Haven has made a financial commitment to the project in the amount of \$12,500 in matching funds, in the form of cash; and,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby authorizes submission of Black River Park Restroom Renovation, a Michigan Natural Resources Recreational Passport Grant Application for \$37,500, and further resolves to make available its financial obligation amount of \$12,500 (25%) of a total \$50,000 project cost, during the 2015-2016 fiscal year.

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 16th 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*).

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Amanda Morgan, City Clerk

## **Black River Park Restroom Renovation**

### *Need for the Project*

The proximity of South Haven, Michigan has made it a convenient location for tourists accessing Lake Michigan from both Detroit and Chicago, particularly those interested in a variety of recreational activities. South Haven boasts numerous parks, many along the Black River which provides easy access to Lake Michigan. Black River Park itself has been a destination for watercraft, kayak, and canoe enthusiasts for decades. The Black River Park contains one of four municipal marinas in the city of South Haven. The public boat launch enters the Black River approximately one mile from Lake Michigan and is the only boat launch access point to Lake Michigan between Benton Harbor and Saugatuck, a distance of roughly forty-five miles. The park contains sixty seasonal and transient slips and four boat launch ramps, a picnic area, showers and restrooms. Black River Park is walking distance from downtown South Haven and is part of the Bangor to South Haven Heritage Water Trail therefore, receives additional visitors passing through on foot and canoe/kayak tours. Furthermore, Black River Park provides an easy access to the Kal-Haven trail and during perch and salmon fishing seasons, anglers drive from throughout Michigan, Indiana, and Illinois to launch their watercrafts to take advantage of the fishery available in the South Haven Area. The municipal marina is open from April 15-October 15 but the park facilities and grounds remain open throughout the year.

The existing restroom facility at the Black River Park Boat Launch is forty years old and was remodeled over twenty years ago, in 1992. It is the only facility within the park and the surrounding area and is utilized by both those parking within the gates and outside of the gates; anyone launching at Black River Park, or taking advantage of the park itself, all funnel to the single existing restroom facility. While the facility is structurally sound, it is in need of renewed interior furnishings in order to extend the overall life of the restroom and improve universal accessibility. These restroom renovations are just one phase of a larger, master plan upgrade to Black River Park. The additional upgrades will be funded through various other funding sources and supported by the City of South Haven. The city maintains 10 public parks, seven beaches, and beach access sites, and their associated amenities. They have, and continue to, successfully and safely manage heavily frequented public lands while enforcing regulation.

### *Site Quality*

South Haven recognizes the importance of recreation as well as the responsibility to care for and preserve the natural resources. This is reflected in the Master Plan which outlines changes that accommodate both of the aforementioned priorities. Future renovations within the larger, master plan upgrade to Black River Park give the park an overall facelift while making necessary upgrades and replacements to meet the ever growing demands of tourists and residents. Plans for driveway improvements in order to relieve traffic congestion through the center of downtown and encourage boat trailer traffic to approach the boat launch from Blue Star Highway. Additionally, the master plan calls for replacing four of the Black River Park skid piers; regrading and paving the ramp approach and improving the landscaping and picnic options within the park. The volume of visitors during peak season suggests additional parking is needed in the downtown area. An expansion of the Black River Park parking into the unpaved area east of the current parking is proposed to increase parking availability. A second restroom facility is included within the Black River Park Master Plan but improvements to the existing facility are a higher priority. The City of South Haven is also making moves to expand Black River Park into a 1.5 acre empty lot to the east. That plan includes a sustainable fishing platform and riverbank stabilization project that will take place in 2015.

All of these improvements within the Black River Park master plan will help meet the needs of an ever growing population both visiting and residing in South Haven. However, increasing the accessibility of Black River Park will in turn increase the stress put on the existing, outdated restroom facility. The proposed updates are a pressing priority within the larger, master plan upgrade.

Safety within city Parks is very important to the city of South Haven. Black River Park opens at 8:00am and closes at 10:00pm. Signs displaying the park entrance and hours of operation are clearly posted. The park does not allow unleashed animals or alcohol and it requires those picnicking to properly dispose of hot coals. The restroom facility, as well as the entire park, is well lit by city managed lights. Vandalism has never been an issue at Black River Park but there is a gate attendant during the day and the grounds are routinely monitored by Police, as their schedule allows. From the facility entrance, visibility of people and parking areas is at a maximum. Property lines will remain intact and the existing fence structure around the parking area will remain, helping minimize trespassing. The adjacent properties are also City owned and are clearly marked as public parks with evident entrances. The restrooms are cleaned daily in the early morning and are inspected and cleaned again throughout the day.

#### Project Quality

The proposed project includes updating the existing restroom facility interior furnishings to extend the overall life of the restroom. Priority was given to interior furnishings where existing conditions were causing the furnishing to intermittently fail, lose efficiency, or lacked universal accessibility. Existing toilet and urinal partitions will be replaced with recycled plastic partitions. Touchless faucets will replace the existing faucets and new recycled plastic countertops will replace the old. The shower will be reconfigured with a new shower head and hand bar to provide ADA accessibility. Door closures, hardware, and louvers will be upgraded and all light fixtures will be replaced. The exterior of the building will also receive a face-lift including upgrades to the light fixtures, trim, paint, and fascia.

The proposed restroom upgrades will all take place within the existing building structure and no relocation or new construction will be necessary. The existing location is ideal because visitors and residents are familiar with the restroom location. It is centrally located, and easily accessed by patrons taking advantage of any of the recreational activities available on site however; it is already receiving high traffic, particularly during the peak season. The Black River Park restroom facility upgrades will improve universal access in the following ways,

- The facility is useful to people with diverse abilities because it provides the same means of use for all users. There is one ADA accessible stall in each restroom and the updates provide an accessible route to the restroom. The newly configured showers will allow ADA accessibility.
- The restroom design is accommodating to a range of individual abilities particularly with the sensor faucets which allow for easy use with minimal to no dexterity. The sinks, toilet paper dispensers, soap dispensers, and hand driers will be positioned at a level approachable to all.
- The simplicity and consistency of the upgrades allow the use of design of the restroom to be easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level. The facility is very basic in terms of design.
- The restroom upgrades minimize hazards and the adverse consequences of accidental or unintended actions by providing modern upgrades improving the reliability, efficiency, and safety of the furnishings. The facility poses no hazards above and beyond daily operations.

- No physical effort is required above and beyond the normal exertion of using restroom facilities.
- Appropriate size and space is maintained for approach, reach, manipulation, and use regardless of body size, posture, or mobility.

### **Supplemental Supporting Documentation**

#### Documentation justifying a larger service area

South Haven offers a variety of recreational resources not only to its local residents, but to the residents of the immediate surrounding area and acts as a regional base for recreation for visitors throughout the state and the Midwest. South Haven has a year-round population of approximately 4,403 but during the summer months, South Haven's population swells when second-home owners and tourists flock to the city to take part in any number of the recreational opportunities offered. Around 50% of the residential parcels in the City are occupied seasonally and the City has approximately 2,400 seasonal residents within its limits. The project site is located less than one-half mile from South Haven's downtown area, and is within Van Buren County's Census Tract 103, which contains 1,732 persons per square mile. In addition, it will have a secondary user base of citizens from Van Buren County, which contains 76,258 people. Local and seasonal residents as well as tourists will benefit from the Black River Park restroom renovation.

#### Applicant History

Due to the City's extensive and successful history managing grants and developing recreational areas, the City is confident it will be able to successfully execute this grant-funded project. They do not anticipate additional maintenance work as a result of the proposed updates. That being said, the City currently maintains ten public parks, seven beaches, and beach access sites, and their associated amenities. They have, and will continue to, successfully and safely manage heavily frequented public lands while enforcing regulations. Below is an outline of South Haven's DNR grant history:

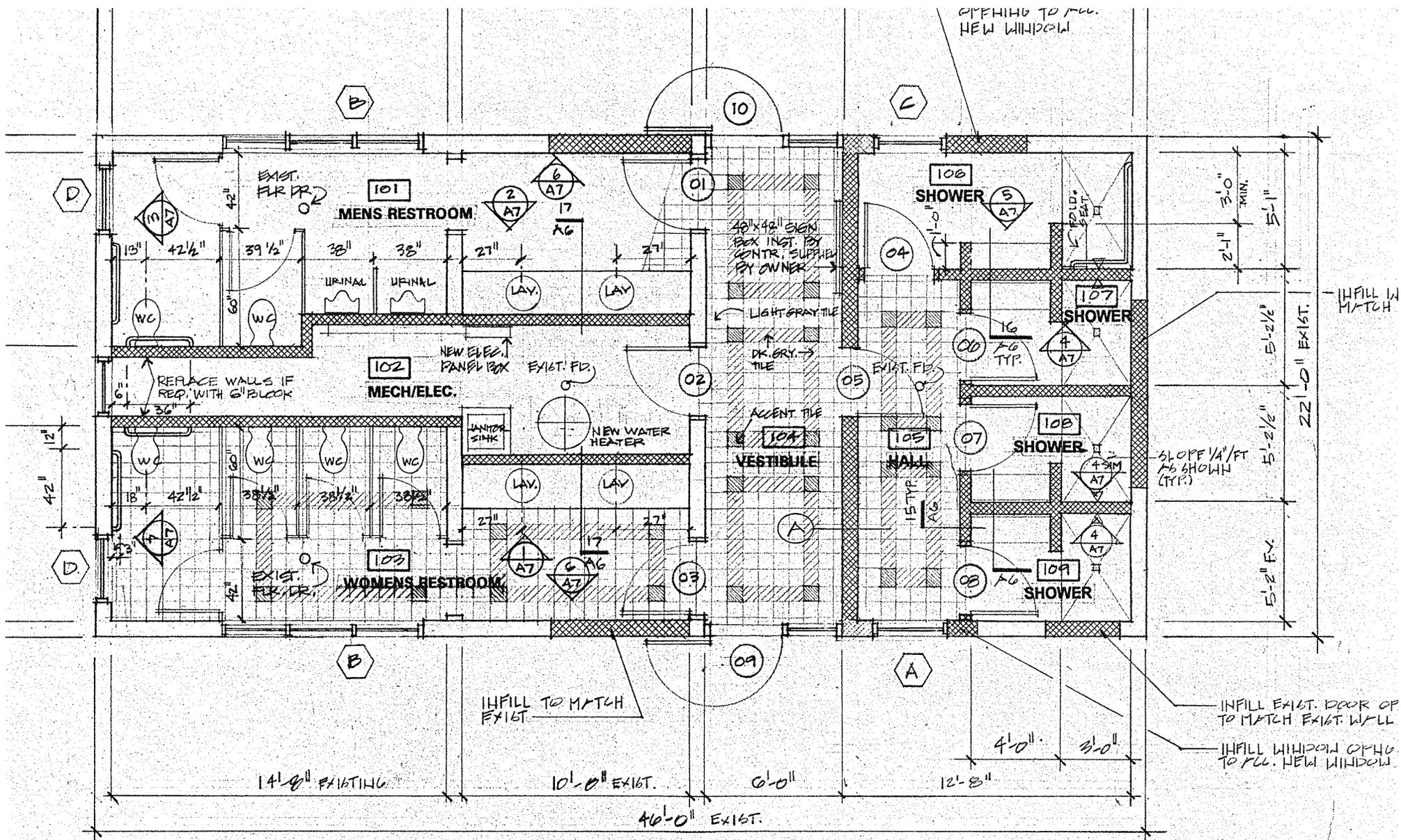
- 26-00420 Black River Park (Development) – Closed
- BF93-158 South Beach/Riverfront Park (Development) – Closed
- TF887 South Shore Recreational Area (Acquisition) – Closed
- TF95-093 Dyckman & Packard Park (Development) – Closed
- TF10-097 South Beach (Development) – Closed
- TF11-144 Elkenburg (Development) – Closed

## Black River Park Restroom Renovation

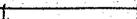
City of South Haven

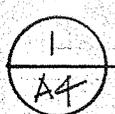
Project Number: 14-0757

		QTY/AREA	Unit	Unit Cost	Total
<b><u>Interior</u></b>					
Light fixture replacement					
	surface mount flourescent	2	EA	\$ 250.00	\$ 500.00
	soffit recessed flourescent	10	EA	\$ 350.00	\$ 3,500.00
Facuets	new sensor faucets	4	ea	\$ 500.00	\$ 2,000.00
Countertop	recycled plastic	20.5	LF	\$ 75.00	\$ 1,537.00
ADA shower	replace shower head with hand held on bar	1	ea	\$ 1,000.00	\$ 1,000.00
Toilet Partitions	recycled plastic	55	LF	\$ 75.00	\$ 4,125.00
Paint Finishes					
	walls,door, frames	2400	SF	\$ 1.50	\$ 3,600.00
	ceiling	600	SF	\$ 1.50	\$ 900.00
Door Closures	at restrooms and shower door	3	EA	\$ 650.00	\$ 1,950.00
Door Hardware	new keypad locks	3	EA	\$ 1,000.00	\$ 3,000.00
Door Louvres	at restrooms and shower door	3	EA	\$ 500.00	\$ 1,500.00
<b><u>Exterior</u></b>					
Fascia	new or aluminum wrap	175	LF	\$ 20.00	\$ 3,500.00
Replace wood at cupola bases		1	LS	\$ 1,200.00	\$ 1,200.00
Paint exterior siding and trim		1680	SF	\$ 2.50	\$ 4,200.00
Misc trim replacement	windows	1	EA	\$ 500.00	\$ 500.00
Light fixture replacement					
	surface mount flourescent	2	EA	\$ 250.00	\$ 500.00
	surface mount decorative	2	EA	\$ 500.00	\$ 1,000.00
					\$ 34,512.00
				15% CONT.	\$ 5,176.80
				<b>CONSTRUCTION TOTAL:</b>	<b>\$ 39,688.80</b>
				A/E FEES	\$ 5,500.00
				<b>PROJECT TOTAL:</b>	<b>\$ 45,188.80</b>



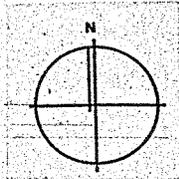
**LEGEND**

-  EXIST. CMU
-  NEW CMU



**FLOOR PLAN**

1/4" = 1'-0"



PROJECT:

**PROPOSED SITE PLAN  
 RESTROOM RENOVATION**

SHEET FILE:

DRAWN BY:  
**LW**

DESIGNED BY:

PKY REVIEW:

QA/QC REVIEW:

DATE:  
**JANUARY 2015**

SCALE:

SIGNATURE:

DATE:

HARD COPY IS INTENDED TO BE 24" x 36" WHEN PLOTTED. SCALES IN PARENT AND GRAPHIC SCALE MAY VARY. NOT BE ACCURATE FOR ANY OTHER USES.

SCALE:

HORZ: 1"=20'

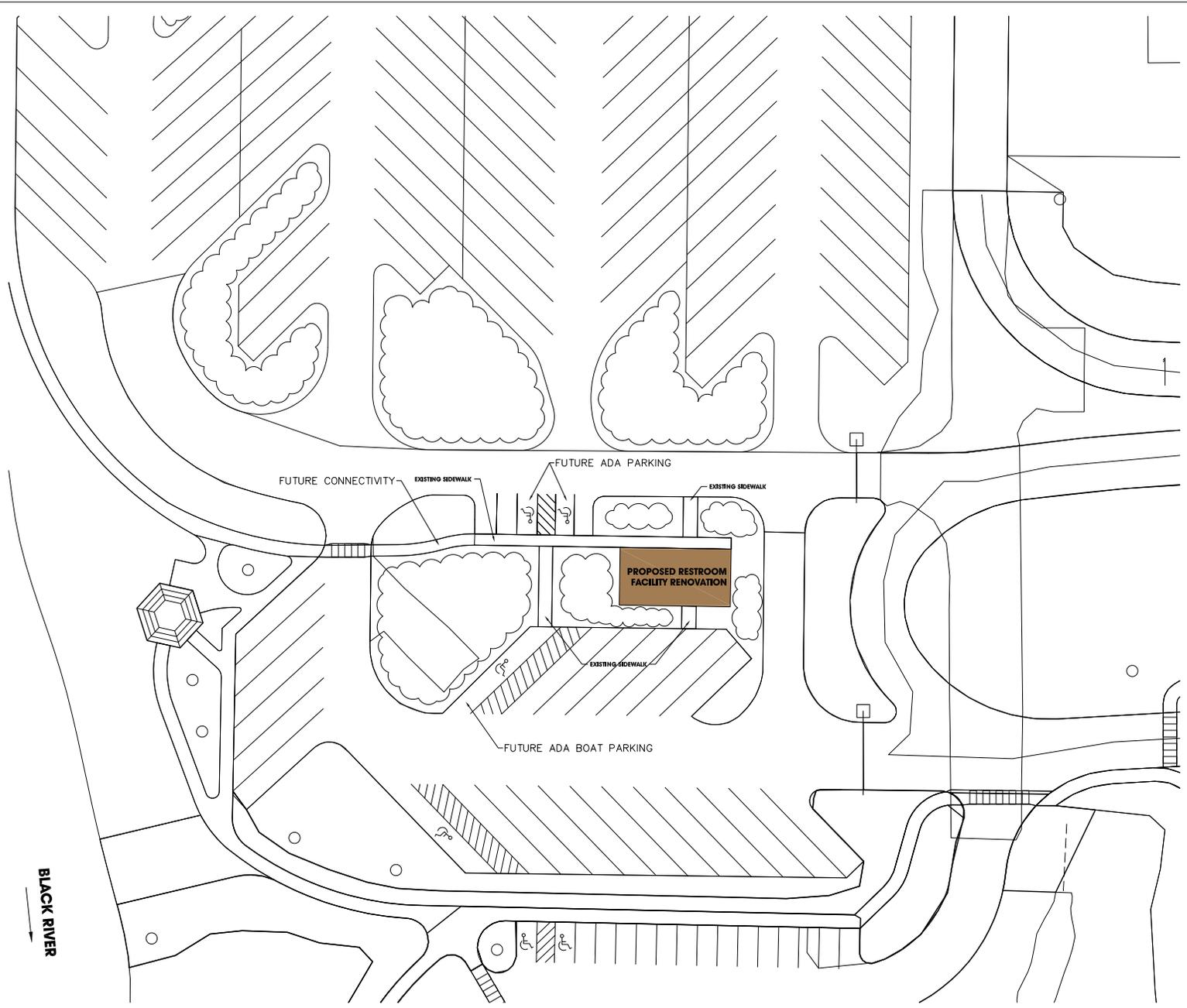
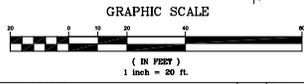
VERT:

ACI JOB #

**14-0757**

SHEET NO.:

**1 of 1**



CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-14

A RESOLUTION AUTHORIZING A GRANT APPLICATION FOR  
SOUTH SIDE MARINA BUILDING RENOVATION  
AND COMMITTING LOCAL FUNDS TO MATCH THE GRANT AWARD

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 16, 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 Council supports the submission of an application titled "South Side Marina Building Renovation" to the Michigan Department of Natural Resources, Waterways Harbor Infrastructure Grant Application for repairs to the South Side Marina, South Haven, Van Buren County, Michigan; and,

WHEREAS, the proposed application is supported by the Community's Approved Five Year Recreation Plan, and;

WHEREAS, the City of South Haven has made a financial commitment to the project in the amount of \$62,500 in matching funds, in the form of cash; and,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby authorizes submission of South Side Marina Building Renovation, a Michigan Department of Natural Resources Waterways Harbor Infrastructure Grant Application for \$62,500, and further resolves to make available its financial obligation amount of \$62,5000 (50%) of a total \$125,000 project cost, during the 2015-2016 fiscal year.

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 16th 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*).

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Amanda Morgan, City Clerk



# WATERWAYS GRANT PROGRAM APPLICATION

*This information is required by Authority of 1947 PA 320.*

**GRANT APPLICATIONS MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1**

Applicant Name (Local Government) City of South Haven		Name of Contact Person/Title Paul VandenBosch/Harbormaster	
Address 539 Phoenix Street		Address 539 Phoenix Street	
City, State, ZIP South Haven, MI 49090		City, State, ZIP South Haven, MI 49090	
Federal Employer Identification Number (FEIN) (REQUIRED) 38-6004594		E-mail Address pvandenbosch@south-haven.com	
<b>NOTE:</b> FEIN Number of municipality identified as Applicant Name ( <i>Local Government</i> ) above <b>MUST</b> be provided to receive grant funds.			
Applicant Telephone ( 269 ) 637-0700	Applicant FAX ( 269 ) 637-5319	Contact Person Telephone ( 269 ) 637-0775	Contact Person FAX ( 269 ) 637-5319
PROJECT LOCATION <input type="checkbox"/> County <input type="checkbox"/> Township <input checked="" type="checkbox"/> City <input type="checkbox"/> Village		County Van Buren	State Senate District 21
			State House of Representative District 066
<b>TYPE OF PROJECT</b> <input checked="" type="checkbox"/> Harbor  <input type="checkbox"/> Boating Access Site (must contain or propose a ramp, maneuver area, and parking to be grant eligible)		<b>TYPE OF GRANT</b> <input type="checkbox"/> Preliminary Engineering Study <input checked="" type="checkbox"/> Infrastructure Improvements* (i.e., construction projects) *Preliminary engineering has been completed by a licensed design professional	
<b>PROJECT TITLE</b> South Side Marina Building Renovation			
<b>DESCRIPTION OF PROJECT</b> Attach a description of the overall project (including scope items, estimated costs, estimated construction schedule, and digital site photos) and a needs assessment. Note, for harbor projects, attach the last 3 years of harbor traffic (harbor logs), and last 3 years of harbor financial summaries. In addition, you must provide a 5 Year Harbor Recreation Plan to the Natural Resources Trust Fund.			
<b>BUDGET SUMMARY</b>			
A. Estimated Project Cost (B + C):		\$ 125,000	
B. Requested Grant Amount		\$ 62,500	
C. Applicant's Matching Funds:		\$ 62,500	

*As Designated Representative of above-named Applicant, I hereby agree to implement this project according to the materials provided with this application and to abide by the provisions of the Waterways Grant program, including compliance with all applicable Federal and State laws and regulations.*

Brian Dissette, City Manager

Printed Name and Title of Applicant's Designated Representative \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION WITH ATTACHED PROJECT DESCRIPTION MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1.**

Applications should be mailed to:

**PAUL PETERSEN  
PARKS AND RECREATION DIVISION  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30257  
LANSING MI 48909**

Overnight or Express Mail Address:

**PAUL PETERSEN  
PARKS AND RECREATION DIVISION  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
525 WEST ALLEGAN  
LANSING MI 48933**

**FOR DNR USE ONLY**

Facility No.: \_\_\_\_\_  Compliance Review

Comments

\_\_\_\_\_  
Program Manager (please print) Signature Date

## **South Side Marina Building Renovation**

### **DESCRIPTION OF PROJECT**

Attach a description of the overall project (including scope items, estimated costs, estimated construction schedule, and digital site photos) and a needs assessment.

Note, for harbor projects, attach the last **3 years of harbor traffic** (harbor logs), and last **3 years of harbor financial summaries**. In addition, you must provide a **5 Year Harbor Recreation Plan** to the Natural Resources Trust Fund.

### **Description of Project and Scope**

Southside Marina is one of four municipal marinas in South Haven and is closest to the pier heads and Lake Michigan. It contains forty slips and, of the four municipal marinas, is the closest to Lake Michigan; approximately 0.5 miles. Southside Marina slips are heavily sought after due to their proximity to Lake Michigan and its short two block walk to South Haven's vibrant downtown. The marina is a transient boater marina facility and is part of the State of Michigan Harbor of Refuge program. The facility fully participates in the State Reservation System. The growing enthusiasm by both residents and tourists to dock their boat in South Haven and enjoy the recreational activities, restaurants, or shopping available in the downtown area has raised the demand for boating facilities on the Black River. The Southside Marina building has served for 25 years as a marina office, boater lounge, laundry and restroom/shower facility.

Currently, the 7,850 square foot roof of the South Side Marina building is showing signs of failure. Leaks are occurring which threaten the integrity of the structure. The City of South Haven feels it must replace the structure soon to protect its investment in the waterfront and provide healthy, safe, and sound facilities to the public. After reviewing its options, the City feels that a standing seam roof would provide the best alternative for replacement and provide the best cost benefit option as well as lessen environmental impact of the building on the surrounding waterway. Climate forecasts predict storm events to increase in volume in the coming years and the durability of the metal roof will extend the lifetime of the marina building and decrease the vulnerability of the marina in the face of climate change. An additional component to consider is the environmental impact of the ceramic-coated minerals and slag granules of an asphalt roof washing into the water stream.

The process will follow this general order:

- Remove existing asphalt shingles, including roofing felt underneath and dripline flashing
- Inspect plywood sheathing for any damage and replace as needed
- Install new ice and water shield membrane over entire roof
- Install underlayment felt over ice and water shield
- Install new standing seam roofing including all flashing and drip edge material

Necessary safety precautions and standard construction practices will be put in place to protect the public during project.

### Estimated Costs

The estimated cost of this project is \$125,000, with the City of South Haven contributing a 50% project match of \$62,500 to the grant request of \$125,000.

### Estimated Construction Schedule

Grant Agreement signed and returned to DNR	March 2016
Send Professional Services Agreement for Design Work to DNR for Review (2 months)	March 2016
Submit Design, Specifications, Bidding Documents, Final Engineering Drawings to DNR for Review (2 months)	May 2016
Submit Permit Applications as required, send copies to DNR	May 2016
Bidding	July 2016
Submit bid summary and recommendation of Award to DNR for review and approval	August 2016
Award contract	October 2016
Construction	October 2016 – November 2016
Install signage identifying use of Waterways Funds	December 2016
Send final engineer approval of construction work to DNR	January 2017
Submit As Built plans to DNR	January 2017

### Photos

Please see enclosed photos

### Needs Assessment

Increased demand for boat space and dockage of larger vessels at the Southside Marina is leading to higher demand on the South Side Marina building facility. The City is in the process of making alterations to the dock area of the facility to allow for the docking of a tour boat that will conduct several tours a day on Lake Michigan, placing further demands on the facility. The project site is located very near (less than ½ mile) from the City's bustling downtown area, and also the entrance to Lake Michigan, and serves a population of both local residents and visitors.

The proximity of South Haven, Michigan has made it a convenient location for tourists accessing Lake Michigan from both Detroit and Chicago, particularly those interested in a variety of recreational activities. South Haven boasts numerous parks, many along the Black River which provides easy access to Lake Michigan.

The park's primary service area and target population includes permanent and seasonal residents and visitors to the City of South Haven. The City currently contains a permanent resident population of 4,403, according to the 2010 US Census. The project site is located less than one-half mile from South Haven's downtown area, and is within Van Buren County's Census Tract 103, which contains 1,732 persons per square mile. In addition, it has a secondary user base of citizens from Van Buren County, which contains 76,258 people, as well as other nearby areas. People throughout southwest Michigan come to South Haven for the numerous recreational opportunities the community provides. Seasonal residents as well as tourists contribute significantly to the use of the City of South Haven's recreational amenities. Around 50% of the residential parcels in the City are occupied seasonally and the City has approximately 2,400 seasonal residents within its limits.

As part of the Harbor Recreation Plan developed by the South Haven Harbor Commission, Section B. 1 addresses the need to ensure municipal Marina facilities provide a quality experience to users as well as be upgraded and expanded to accommodate the high usage the facilities receive.

The Marina facility currently has a 25-year-old asphalt shingle roof that is showing signs of failure. Leaks are visible in the decking and the outer shingle layer of the roof has eroded. Roof leaks can cause a number of problems, beyond the unsightly visual. Leaks allow mildew and mold to grow, which can cause allergic reactions and asthma attacks. Mold has been linked to upper respiratory problems such as wheezing and coughing in otherwise healthy people. As this is a public marina, the City has an obligation to provide a safe environment to its patrons. Leaks can also create a fire hazard should water come into contact with electrical wiring, further endangering the public. In order to protect the City's investment in its public recreational offerings, which generate much needed tourism dollars to the area, a new roof is essential.

The replacement choice, a standing seam roof, has a longer lifespan of 50-70 years, is more durable, and offers insulating properties that an asphalt roof does not. With the additional insulating value, cooling loads would be reduced for the facility which would not only ease City budgets, but also provide less energy demands on the environment.

The deterioration of an asphalt roof has environmental consequences that increase over time, as well. As asphalt shingles age and fail, they release the top layer of the shingles, which are made up of ceramic-coated minerals and slag granules. Asphalt roofs are composed of thousands of pounds of this gritty material, which is washed off during storms and enters the water stream. As storm intensity is projected to increase due to climate change further granule runoff will occur, causing thousands of pounds of granules to be washed directly into the adjacent waterways if the roof is not replaced. South Haven's marinas are already plagued with dredging problems, and asphalt roof granules contain material that can be hazardous to the environment, creating sediment that doesn't simply add to the amount of material that must be dredged, but could also release chemicals into the water and become harmful to the aquatic environment.

A standing seam/metal roof would not only stand up to damage from storms, it would also cause no environmental impact due to particle release. The improved roof structure can be integral in the

transition of the South Side Marina to a sustainable harbor, a goal that the DNR has for all Michigan State Waterways grant recipients. It would also allow South Haven to participate in the Michigan Clean Marina Program, a program that promotes environmentally sound marina and boating practices to reduce pollution, enhance fish and wildlife habitat and protect Great Lakes water quality. The City of South Haven enthusiastically supports this mission and wants to be proactive in its support in all its recreational opportunities, as stated in their recreation plan under Natural Environment preservation – encourage all marinas to achieve clean marina status (recreation plan amendment D. 3).

Another factor to consider is that the current aged and failing roof of the marina building is an eyesore and makes the South Side Marina look much less welcoming to tourists. South Haven's marinas are popular, well used, and an essential element to the City's annual income. However, other cities are vying for boaters and the tourism dollars they bring to communities. If the choice is between a marina with a failing boater services building and perfectly functional and safe facilities in the next town over, boaters will pass South Haven by.

**FINANCIAL SUMMARY OF HARBOR OPERATIONS**

FOR 2012 South Side Marina -- South Haven  
(HARBOR NAME – COMMUNITY NAME)

RECEIPTS:

Gasoline, Diesel, Oils	\$ _____
Dockage: Transient Slips	<u>183,126.76</u>
Seasonal Slips	<u>321,099.45</u>
Mooring Buoy Fees	_____
Sewage Pump-Out Fees	_____

OTHER RECEIPTS (Examples: Pay Phone, Ice, Beverages, Unclaimed key deposits, Boat Launch Fees if integral to the Harbor Operation, Interest):

Other ( <u>State Dredging Fund + Grants</u> )	\$ <u>4,194.36</u>
Other ( <u>Interest Income + Market Value Adjustment</u> )	<u>12,450.51</u>
Other ( <u>Sales + Misc. Operating Revenue</u> )	<u>8,791.72</u>
<b>TOTAL RECEIPTS</b>	<b>\$ <u>529,662.80</u></b>

DISBURSEMENTS:

Cost of Fuels and Oils	\$ _____
Salaries, Wages, Fringes	<u>58,683.83</u>
Administrative Charges	<u>51,353.00</u>
Bond retirement	_____

OTHER DISBURSEMENTS (Examples: Utility Bills, Telephone Bills, Sewer Fees, Cost of Ice and Beverages, Contracted Maintenance Services, Maintenance Supplies, Credit Card Fees, Advertising, Insurance's):

Other ( <u>Building Lease</u> )	<u>100,830.00</u>
Other ( <u>Utilities</u> )	<u>30,572.51</u>
Other ( <u>Payment In Lieu of Taxes</u> )	<u>26,350.00</u>
Other ( <u>Credit Card Fees</u> )	<u>12,018.66</u>
Other ( <u>Professional Consulting/Contracting</u> )	<u>70,544.44</u>
Other ( <u>Other Expenses</u> )	<u>169,428.19</u>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ <u>519,780.63</u></b>

**NET INCOME: (LOSS)** **\$ 9,882.12**

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\*\*\*\*\*

HARBOR FUND BALANCE FROM PREVIOUS YEAR'S REPORT **\$ 2,026,742.38**

PLUS (MINUS) CURRENT NET INCOME (LOSS) **\$ 9,882.12**

NEW HARBOR FUND BALANCE AS OF 2012 **\$ 2,036,624.50**  
(Date)

**FINANCIAL SUMMARY OF HARBOR OPERATIONS**

FOR 2014 South Side Marina -- South Haven  
(HARBOR NAME – COMMUNITY NAME)

RECEIPTS:

Gasoline, Diesel, Oils	\$ _____
Dockage: Transient Slips	<u>157,293.52</u>
Seasonal Slips	<u>389,428.85</u>
Mooring Buoy Fees	_____
Sewage Pump-Out Fees	_____
<b>OTHER RECEIPTS (Examples: Pay Phone, Ice, Beverages, Unclaimed key deposits, Boat Launch Fees if integral to the Harbor Operation, Interest):</b>	
Other ( <u>State Dredging Fund + Grants</u> )	\$ <u>52,918.82</u>
Other ( <u>Interest Income + Market Value Adjustment</u> )	<u>5,995.29</u>
Other ( <u>Sales + Misc. Operating Revenue</u> )	<u>3,685.95</u>
<b>TOTAL RECEIPTS</b>	<b>\$ <u>597,331.85</u></b>

DISBURSEMENTS:

Cost of Fuels and Oils	\$ <u>106.73</u>
Salaries, Wages, Fringes	<u>97,279.42</u>
Administrative Charges	<u>25,000.00</u>
Bond retirement	_____
<b>OTHER DISBURSEMENTS (Examples: Utility Bills, Telephone Bills, Sewer Fees, Cost of Ice and Beverages, Contracted Maintenance Services, Maintenance Supplies, Credit Card Fees, Advertising, Insurance's):</b>	
Other ( <u>Building Lease</u> )	<u>70,581.00</u>
Other ( <u>Utilities</u> )	<u>39,283.62</u>
Other ( <u>Payment In Lieu of Taxes</u> )	<u>26,350.08</u>
Other ( <u>Credit Card Fees</u> )	<u>13,014.61</u>
Other ( <u>Professional Consulting/Contracting</u> )	<u>211,598.05</u>
Other ( <u>Other Expenses</u> )	<u>198,826.57</u>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ <u>682,040.08</u></b>

**NET INCOME: (LOSS)** \$ (84,708.23)

\*\*\*\*\*  
\*\*\*\*\*

HARBOR FUND BALANCE FROM PREVIOUS YEAR'S REPORT \$ 2,475,738.18

PLUS (MINUS) CURRENT NET INCOME (LOSS) \$ (93,645.07)

NEW HARBOR FUND BALANCE AS OF 2014 \$ 2,391,029.95  
(Date)

**FINANCIAL SUMMARY OF HARBOR OPERATIONS**

FOR 2013 South Side Marina -- South Haven  
(HARBOR NAME – COMMUNITY NAME)

RECEIPTS:

Gasoline, Diesel, Oils	\$ _____
Dockage: Transient Slips	<u>91,937.19</u>
Seasonal Slips	<u>350,051.19</u>
Mooring Buoy Fees	_____
Sewage Pump-Out Fees	_____

OTHER RECEIPTS (Examples: Pay Phone, Ice, Beverages, Unclaimed key deposits, Boat Launch Fees if integral to the Harbor Operation, Interest):

Other ( <u>State Dredging Fund + Grants</u> )	\$ <u>1,032,905.18</u>
Other ( <u>Interest Income + Market Value Adjustment</u> )	<u>11,240.32</u>
Other ( <u>Sales + Misc. Operating Revenue</u> )	<u>6,877.00</u>
<b>TOTAL RECEIPTS</b>	<b>\$ <u>1,493,010.88</u></b>

DISBURSEMENTS:

Cost of Fuels and Oils	\$ _____
Salaries, Wages, Fringes	<u>33,837.84</u>
Administrative Charges	<u>51,353.00</u>
Bond retirement	_____

OTHER DISBURSEMENTS (Examples: Utility Bills, Telephone Bills, Sewer Fees, Cost of Ice and Beverages, Contracted Maintenance Services, Maintenance Supplies, Credit Card Fees, Advertising, Insurance's):

Other ( <u>Building Lease</u> )	<u>100,830.00</u>
Other ( <u>Utilities</u> )	<u>44,330.15</u>
Other ( <u>Payment In Lieu of Taxes</u> )	<u>26,350.00</u>
Other ( <u>Credit Card Fees</u> )	<u>10,155.57</u>
Other ( <u>Professional Consulting/Contracting</u> )	<u>600,786.71</u>
Other ( <u>Other Expenses</u> )	<u>186,233.93</u>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ <u>1,053,877.20</u></b>

**NET INCOME: (LOSS)** **\$ 439,133.68**

\*\*\*\*\*  
\*\*\*\*\*

HARBOR FUND BALANCE FROM PREVIOUS YEAR'S REPORT **\$ 2,036,624.50**

PLUS (MINUS) CURRENT NET INCOME (LOSS) **\$ 439,133.68**

NEW HARBOR FUND BALANCE AS OF 2013 **\$ 2,475,738.18**  
(Date)



Michigan Department of Natural Resources  
Parks and Recreation

# HARBOR LOG

HARBOR OF <b>SOUTH SIDE MARINA, SOUTH HAVEN</b>
INCLUSIVE DATES  <b>APRIL 2014 THRU OCTOBER 2014</b>

	BOAT CLASS (SIZE)	NUMBER OF BOATS	NUMBER OF PERSONS	NUMBER OF BOAT DAYS	TOTAL BOATS	TOTAL PERSONS	TOTAL BOAT DAYS
<b>POWER BOATS</b>	LESS THAN <b>20'</b>	7		16			
	<b>20'</b> BUT LESS THAN <b>30'</b>	191		348			
	<b>30'</b> BUT LESS THAN <b>40'</b>	224		399			
	<b>40'</b> BUT LESS THAN <b>50'</b>	189		337			
	<b>50'</b> AND OVER	10		22			

<b>SAIL BOATS</b>	LESS THAN <b>20'</b>	3		3			
	<b>20'</b> BUT LESS THAN <b>30'</b>	58		86			
	<b>30'</b> BUT LESS THAN <b>40'</b>	152		248			
	<b>40'</b> BUT LESS THAN <b>50'</b>	50		73			
	<b>50'</b> AND OVER	3		7			



Michigan Department of Natural Resources  
Parks and Recreation

# HARBOR LOG

HARBOR OF <b>SOUTH SIDE MARINA, SOUTH HAVEN</b>
INCLUSIVE DATES  <b>APRIL 2013 THRU OCTOBER 2013</b>

	BOAT CLASS (SIZE)	NUMBER OF BOATS	NUMBER OF PERSONS	NUMBER OF BOAT DAYS	TOTAL BOATS	TOTAL PERSONS	TOTAL BOAT DAYS
<b>POWER BOATS</b>	LESS THAN <b>20'</b>						
	<b>20'</b> BUT LESS THAN <b>30'</b>	242		576	259		540
	<b>30'</b> BUT LESS THAN <b>40'</b>	236		545	236		545
	<b>40'</b> BUT LESS THAN <b>50'</b>	193		331	193		331
	<b>50'</b> AND OVER	160		371	155		371

<b>SAIL BOATS</b>	LESS THAN <b>20'</b>						
	<b>20'</b> BUT LESS THAN <b>30'</b>						
	<b>30'</b> BUT LESS THAN <b>40'</b>						
	<b>40'</b> BUT LESS THAN <b>50'</b>						
	<b>50'</b> AND OVER	2		32	2		32



CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-15

A RESOLUTION AUTHORIZING A GRANT APPLICATION FOR  
SOUTH SIDE MARINA DOCK EXTENSION ENGINEERING  
AND COMMITTING LOCAL FUNDS TO MATCH THE GRANT AWARD

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 16, 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 Council supports the submission of an application titled "South Side Marina Dock Extension Engineering" to the Michigan Department of Natural Resources for a Waterways Harbor Preliminary Engineering Grant for development of engineering design for a dock extension and wave attenuation at the South Side Marina, South Haven, Van Buren County, Michigan; and,

WHEREAS, the proposed application is supported by the Community's Approved Five Year Recreation Plan, and;

WHEREAS, the City of South Haven has made a financial commitment to the project in the amount of \$50,000 in matching funds, in the form of cash; and,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby authorizes submission of South Side Marina Dock Extension Engineering, a Michigan Department of Natural Resources Recreational Waterways Preliminary Engineering Grant Application for \$50,000, and further resolves to make available its financial obligation amount of \$50,000 (50%) of a total \$100,000 project cost, during the 2015-2016 fiscal year.

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 16th 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*).

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Amanda Morgan, City Clerk

## **South Side Marina Dock Extension Engineering**

### **Project Scope**

Southside Marina is one of four municipal marinas in South Haven. It contains forty slips and, of the four municipal marinas, is the closest to Lake Michigan; approximately 0.5 miles. Southside Marina slips are heavily sought after because of their proximity on Black River to Lake Michigan. The marina is a transient boater marina facility which is part of the State of Michigan Harbor of Refuge program and participates in the State Reservation System. The growing enthusiasm by both residents and tourists to dock their boat in South Haven and enjoy the recreational activities, restaurants, or shopping available in the downtown area has raised the demand for more dock space during the peak season and for dockage of larger vessels than can be accommodated in existing marina slips. In response to these demands, the City of South Haven seeks to extend the South Side Marina head dock to the west to allow for more head dock mooring for transient vessels. The purpose of the dock extension is primarily for transient boat mooring however, the City occasionally hosts events such as the Queen's Cup and Tall Ship festivals, and the dock must be usable for these purposes, which includes space for public dinghies.

Additionally, the orientation and composition of the Black River channel walls coupled with summer storms or high winds cause marina users in the existing marina basin to experience motion of boats due to wave action in Lake Michigan. This motion can cause considerable damage because anytime there is a westerly wind it creates a surge down the channel. Frequently during wind weather, transient boats will request to move out of the South Side basin, especially when there is a west wind funneling winds and waves off the lake. The boats rock the worst along the riverside pier and least along the landside pier, which is why most boaters request to be docked on the landside pier. In an effort to address these issues, included in this project is a wave attenuation component that reduces wave action in the South Side Marina basin. Absorbing some of the force of the wave and re-directing it will decrease the impact on the docked boats and in turn, minimize damage and ease the minds of the boat owners utilizing South Side Marina. Climate forecasts predict storm events to increase in volume in the coming years. Preparing South Haven's municipal marinas for future intense weather events, on top of routine wave fluctuations and water surges, will extend the lifetime and decrease the vulnerability of the marina in the face of climate change.

Grant monies awarded for this project will be used to first perform a wave attenuation study to gain an understanding of the wave impacts at South Side Marina and other areas of the harbor. This will avoid reflecting waves and dissipating energy across the river, exacerbating wave issues to other property owners. Various wave attenuation components for the dock expansion will be considered in order to choose the most appropriate one for the conditions at South Side Marina.

This project will also include a public input process to assess the impact of a dock extension on users of the adjacent Riverfront Park, as well as general public concerns related to view, impacts to navigation in harbor, and aesthetics of the dock design and location.

The preliminary engineering and feasibility study hopes to help transition South Side Marina to a sustainable harbor, a goal that the DNR has for all Michigan State Waterways grant recipients. The marina remains strongly woven into the community fabric as one of the four municipal marinas in South Haven and the closest marina on the Black River to Lake Michigan. The adjacent park, Riverfront Park, is a place where people like to enjoy watching boats pass. The marina is ideally positioned geographically and the proposed preliminary engineering study will equip the City with the proper information to correctly structure the dock extension to help with wave attenuation.

### Estimated Costs

The estimated cost of this preliminary engineering and feasibility study will be \$100,000 with a 50% match by the City of South Haven. The wave attenuation study is anticipated to cost \$75,000 with the remaining \$25,000 for preliminary engineering.

### Estimated Construction Schedule

This project proposes a preliminary engineering study of the wave attenuation experienced at South Side Marina and adjacent effected areas. Included in this project is a public input process to assess the impact as well as the general public concerns related to view, navigation, and aesthetics of the dock extension. No large-scale construction is expected within the scope of this project. Future grant applications will address the development of the dock extension and wave attenuation component based on the results of this study.

Grant Application Submission	April 2015
Grant Awarded	Summer 2015
Public Input Process	Fall 2015/Spring 2016
Feasibility Study/Preliminary Engineering	Spring/Summer 2016
Grant Application Submission	Spring 2017
Grant Awarded	Summer 2017
Design	Fall 2017
Construction	Winter 2017/Spring 2018

### Needs Assessment

The demand for more dock space during the peak season and for dockage of larger vessels than can be accommodated in existing marina slips defines the need for this preliminary engineering project. In 2014, 887 transient boats passed through the South Side Marina all requesting dock space. The 40 existing slips cannot accommodate boats exceeding 50' which does not suffice for the Tall Ships that South Haven welcomes multiple times throughout the season. Additionally, damaging westerly winds send surges down the channel that send boaters away from the South Side basin because owners do not want to risk the chance of boat damage.

South Haven offers a variety of recreational resources not only to its local residents, but to the residents of the immediate surrounding area. South Haven has a year-round population of approximately 4,403<sup>1</sup> but during the summer months, South Haven's population swells when second-home owners and tourists flock to the city to take part in any number of the recreational opportunities offered. Around 50% of the residential parcels in the City are occupied seasonally and the City has approximately 2,400 seasonal residents within its limits. The project site is located less than one-half mile from South Haven's downtown area, and is within VanBuren County's Census Tract 103, which contains 1,732 persons per square mile. In addition, it will have a secondary user base of citizens from Van Buren County, which contains 76,258 people. This project will allow the city of South Haven to better serve both residents and tourists alike by expanding the docking options. The wave study proposed will help engineers appropriately design a wave attenuation component, improving safety and security of dock patrons.

Currently the daily slip rates vary from \$32.25-86.00 with increasing footage. Boats 60+ feet are \$1.75 per foot and temporary rates are available in two-hour increments. The 2012 City of South Haven municipal marina rates are outlined in Table 1.

Table 1.

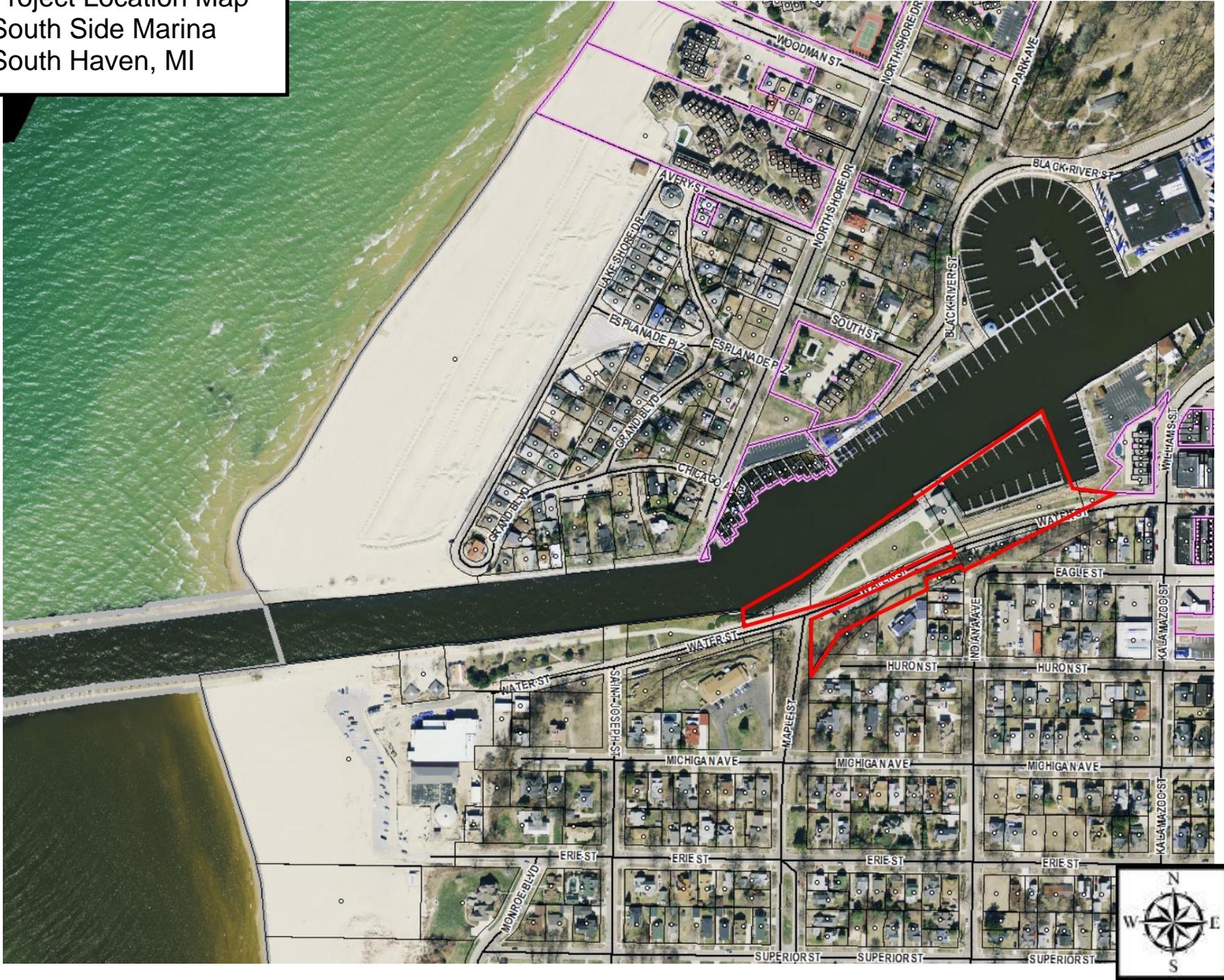
<b>2012 City of South Haven Rates</b>	
<b>South Haven Municipal Marinas Northside, Southside, and Museum Slips</b>	
<b>Boat Size</b>	<b>Daily Rate</b>
1-24 feet	\$32.25
25 feet	\$32.25
26 feet	\$32.25
27 feet	\$32.25
28 feet	\$32.25
29 feet	\$33.50
30 feet	\$36.00
31 feet	\$37.50
32 feet	\$39.00
33 feet	\$40.25
34 feet	\$41.00
35 feet	\$42.75
36 feet	\$44.25
37 feet	\$45.75
38 feet	\$47.25
39 feet	\$48.00
40 feet	\$51.25
41 feet	\$52.25
42 feet	\$53.75
43 feet	\$54.75
44 feet	\$56.25
45 feet	\$59.00
46 feet	\$59.50
47 feet	\$61.25
48 feet	\$62.75
49 feet	\$64.25
50 feet	\$72.00
51 feet	\$73.00
52 feet	\$74.00
53 feet	\$75.25
54 feet	\$76.50
55 feet	\$80.25
56 feet	\$82.00
57 feet	\$83.00
58 feet	\$84.50

59 feet	\$86.00
60 feet and over	\$1.75 per foot
<b>Temporary Rate:</b>	
\$7.25 up to 45 foot length	
\$12.00 over 45 foot length - two hours	
\$23.25 Black River Park All Slips	

South Side Marina  
101 Water Street  
South Haven, MI



Project Location Map  
South Side Marina  
South Haven, MI





## Agenda Item 10

### North Beach Park Grant Application; Re-approval

#### Background Information:

The City Council will be asked to host a public hearing and reconsider an application to the Michigan Department of Natural Resources, Michigan Natural Resources Trust Fund (MNRTF), for the construction of improvements at the city's North Beach 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 public infrastructure at the North Beach Park. Application to the MNRTF for the North Beach Park project supports the Council's priority. At the City Council's February 23<sup>rd</sup> meeting, the Council approved the North Beach Park grant application. For tonight's meeting, the city's staff is requesting the City Council host a public hearing on the grant application, and again approve the grant application. After additional review of the grant application requirements, staff determined that a notice of publication and public hearing are grant requirements. As a result, staff is recommending the public hearing and resolution reconsideration.

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.

Recommendation:

The City Council should consider take the following actions:

- 1) The City Council should host a public hearing on the proposed North Beach Park grant application.
- 2) The City Council should consider approval of Resolution 2015-09, a resolution authorizing the city manager to apply for a Michigan Natural Resources Trust Fund application for the proposed improvements to the city's North Beach Park.

Support Material:

Resolution 2015-09  
North Beach Park Plan  
North Beach Park Project Budget  
Excerpts of Harbor Commission & Parks Commission Minutes

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-09

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A  
MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR  
NORTH BEACH IMPROVEMENTS

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 16, 2015, at 7:00 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution was offered by Member Patterson and supported by Member Gruber.

WHEREAS, funds have become available to the Michigan Natural Resources Trust Fund to provide grants to local units of government for recreational improvements; and

WHEREAS, the City of South Haven has identified needs and wants for recreation facilities that relate to the overall delivery of the park and recreation services for the community including the improvement of all park land to accommodate a variety of uses that serve all age groups and levels of ability is extremely critical; and

WHEREAS the City of South Haven staff and the Parks Commission have identified North Beach as needing capital improvements as expressed in the 2013-2017 Recreation Plan; and

WHEREAS, the City of South Haven wishes to develop North Beach, improve safety, ensure universal accessibility, enhance amenities, improve appearances, and create recreational opportunities for all residents and visitors.

NOW THEREFORE BE IT RESOLVED, that the City of South Haven does hereby authorize the City Manager act as the authorized signatory and to make application not to exceed \$300,000 for a Michigan Natural Resource Trust Fund grant to the Michigan Department of Natural Resources for recreation facility improvement and development; and

BE IT FURTHER RESOLVED, that funds from City of South Haven General Fund shall be used for a 64% local match for grant funds from the Michigan Department of Natural Resources, for a total project cost of \$836,644.

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 16<sup>th</sup> 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*).

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Amanda Morgan, City Clerk



NORTH BEACH PARK  
MASTER PLAN  
CITY OF SOUTH HAVEN



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**City of South Haven**  
**North Beach Park Master Plan**  
 February 12, 2015

**PHASE ONE**

	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
<b><u>Site Preparation and Removals</u></b>				
Demolition				
Remove/relocate existing street lights	1	EA	\$3,000.00	\$3,000.00
Remove concrete walkways	1225	SY	\$6.00	\$7,350.00
Remove curb and gutter	1310	LF	\$6.00	\$7,860.00
Remove roadway/parking paving	7200	SY	\$5.00	\$36,000.00
Remove and stockpile ex. benches	11	EA	\$200.00	\$2,200.00
Remove concrete paving around building	340	SY	\$7.50	\$2,550.00
Sign Removal	30	EA	\$100.00	\$3,000.00
			<b>SUBTOTAL</b>	<b>\$61,960.00</b>
<b><u>Beach Amenities</u></b>				
Picnic Tables, bolted in place, ADA	2	EA	\$3,000.00	\$6,000.00
Existing Benches, re-installed	11	EA	\$250.00	\$2,750.00
New Benches	4	EA	\$2,000.00	\$8,000.00
Bike Rack Loops	10	EA	\$350.00	\$3,500.00
Accessible Beach Mobi-Mat, 6.5' (north end)	250	LF	\$100.00	\$25,000.00
Water's Edge Transfer Step Structure, north end	1	LS	\$5,000.00	\$5,000.00
Accessible Beach Mobi-Mat, 6.5' (south end)	250	LF	\$100.00	\$25,000.00
Bottle Recycle Receptacle	1	EA	\$2,000.00	\$2,000.00
Bollards	27	EA	\$200.00	\$5,400.00
			<b>SUBTOTAL</b>	<b>\$82,650.00</b>
<b><u>Playground Construction</u></b>				
Ramped play piece with accessible features	1	LS	\$25,000.00	\$25,000.00
Accessible Beach Mobi-Mat, 6.5' wide	50	LF	\$100.00	\$5,000.00
			<b>SUBTOTAL</b>	<b>\$30,000.00</b>
<b><u>Promenade and Plaza Walkway</u></b>				
Site Grading	1	LS	\$20,000.00	\$20,000.00
Curb for Dune Grass Islands	340	LF	\$20.00	\$6,800.00
Thickened Edge Curb on Lakeward Edge of Promenade	2000	LF	\$10.00	\$20,000.00
Concrete Bollards at Drop-off	12	EA	\$350.00	\$4,200.00
Concrete Paving - Road/Dumpster, 8"	195	SY	\$55.00	\$10,725.00
Concrete Paving - Plaza/Promenade 6"	3360	SY	\$45.00	\$151,200.00
Aggregate Base 8"	7000	SY	\$7.50	\$52,500.00
HMA, 4 inch	1550	TON	\$75.00	\$116,250.00
Detectible Warning Surface, 2' wide	40	LF	\$60.00	\$2,400.00
Pavement Marking Lines	3200	LF	\$0.50	\$1,600.00
High Visibility Crosswalk, 8' Length x 2' Width	520	EA	\$10.00	\$5,200.00
Pavement Markings, Directional and Only	10	EA	\$300.00	\$3,000.00
Tire Stops	91	EA.	\$100.00	\$9,100.00
Channel Wall	30	LF	\$400.00	\$12,000.00
Miscellaneous (signs, etc.)	30	EA	\$250.00	\$7,500.00
Dune Grass	1250	EA	\$3.00	\$3,750.00
Restoration	1	LS	\$2,000.00	\$2,000.00
			<b>SUBTOTAL</b>	<b>\$428,225.00</b>

**Security Lighting**

Convert Street Light Ballasts	9	EA.	\$900.00	\$8,100.00
Power Upgrade	1	LS	\$2,500.00	\$2,500.00
			<b>SUBTOTAL</b>	<b>\$10,600.00</b>

**Miscellaneous**

Mobilization	1	LS	\$25,000.00	\$25,000.00
Soil Erosion Measures/Traffic Control/etc	1	LS	\$5,000.00	\$5,000.00
Pier Riprap Stabilization	50	TON	\$300.00	\$15,000.00
Conduit, 2"	2000	LF	\$5.00	\$10,000.00
			<b>SUBTOTAL</b>	<b>\$55,000.00</b>

<b>PHASE ONE CONSTRUCTION TOTAL</b>	<b>\$668,435.00</b>
<b>10% Contingency</b>	<b>\$66,843.50</b>
<b>15% PROFESSIONAL FEES</b>	<b>\$100,265.25</b>
<b>MDNR PLAQUE</b>	<b>\$600.00</b>
<b>PERMIT FEES</b>	<b>\$500.00</b>
<b>PHASE ONE TOTAL</b>	<b>\$836,643.75</b>

*Excerpt from January 20, 2015 Harbor Commission Meeting draft minutes:*

VandenBosch explained that the city manager requested that the Harbor Commission review the proposed addition of a paddle lane to the North Beach. The City has been applying for a grant for North Beach improvements, and one way to achieve a higher ranking would be to participate in the state initiative for a stopping point for paddle craft.

**Motion by Stegeman that the Harbor Commission is supportive of a non-motorized water craft lane for the North Beach. Second by Stephens.**

Sullivan asked if there have been any incidents reported regarding the use of kayaks at the South Beach. VandenBosch noted he is not aware that there have been any serious incidents at the South Beach.

Sullivan asked who would enforce the watercraft use at the North Beach and whether the city ever considered using life guards. VandenBosch noted that the city used to have life guards and the advice we have been given by legal council is that by providing that service, any failure by the lifeguard can be used against the City in any legal action. Therefore the recommendation from legal counsel has been not to have lifeguards. VandenBosch noted a lifeguard program has been discussed several times but we have not restarted the lifeguard program. Sullivan asked about someone less than a lifeguard. VandenBosch noted that our Parks crews are there to clean, not for oversight of beach activities. Arnold noted that with the beach parking program and the flag system there are South Haven Area Emergency Services people on the beach periodically.

Stephens asked whether there have been issues with the lane on the South Beach. VandenBosch responded, "If you are asking about issues when the police are called in . . . " Stephens interjected, "No, I am asking regarding whether there have been issues with the South Beach lane with jet skis." VandenBosch said that he has seen some kayaks in the swimming area, but has not heard of any issues. Stegemen pointed out that this request is for a non-motorized lane. VandenBosch noted that boats are not allowed in the swimming area, but swimmers are not restricted in the watercraft lane area. VandenBosch also noted this activity is overseen by the Sheriff's Marine Patrol.

Stephens stated that her opinion is that anything the city can do to attract kayakers is a good thing and noted that concept was brought up by John (Marple, Marina Manager) at our last meeting. "From a marketing perspective, this is a good idea," according to Stephens.

Arnold called the vote.

**All in favor. Motion carried.**

*Excerpt from January 13, 2015 Parks Commission meeting draft minutes:*

Dissette explained the State's methodology in awarding points to determine grant awards and that while the city has had a long run, there is less money available and the at some point the awards may stop. However, staff has learned that the governor has an initiative to provide locations in lakefront communities where people can put in and launch their non-motorized watercraft. Dissette noted that in the last grant application for North Beach improvements the city fell short of

receiving funding by forty (40) points and that fifty (50) points could be gained by providing a non-motorized watercraft lane at North Beach. Dissette made it clear that he does not want the grant to be a reason to approve the idea of such a lane, but rather to have open discussion of the pros and cons regarding the impact of the lane itself and input from the Parks Commission.

While kite boarders will still use the area closer to the pier, Dissette does not advise placing the watercraft lane there, due to the danger from wave action, but instead would like to place it near the north end of the North Beach, down from the concession stand. It was noted that buoys and signage would be components of adding such a lane. Discussion took place regarding the possibility of a space or two near the concession stand being for drop off for those using the lane. However, Dissette also pointed out that the parking is an Enterprise Fund and that there are no parking requirements for the non-motorized watercraft lane initiative.

While the South Beach lane has been well accepted the North Beach is a residential area, which is one of the points Dissette wants discussion to address.

During discussion regarding the fifty (50) foot width, Dissette noted that the lane near the blue stairs, which is used for both non-motorized and small motorized watercraft, is that size but there is nothing in the governor's specs requiring a specific size. Toneman stated his discomfort with allowing motorized watercraft to be on the North Beach and Dissette clarified that is not his intent. After discussion, Moore would like to see some sort of visual, and that the width could be less than fifty (50) feet. It was noted that while the city can provide this lane, that does not prohibit anyone from using Dyckman Beach access, the blue stairs area on the South Beach or anywhere else to launch or put in non-motorized watercraft.

Commissioners expressed their general support of the idea but requested additional details be provided. Dissette indicated that staff will work on developing the concept and continue the discussion at a future meeting.

*Excerpt from February 10, 2015 Parks Commission Meeting draft minutes:*

Halberstadt stated that while this project will not happen overnight, it is hoped that a motion of support could be obtained so work could proceed on planning to include this preliminary concept in a grant application. The preliminary concept would place buoys in the lake for a non-motorized watercraft lane which would help the city get points to help with grant approval, as discussed at the previous meeting.

Discussion ensued regarding the width of the proposed lane, suggestions at the last meeting and the compromise to a lane that would be about 25' wide.

Reinert asked if the loading and unloading zone for the non-motorized watercraft would be only for the kayak and canoe users. Toneman expressed concern over indicating that parking would be limited to only non-motorized watercraft loading and unloading. After discussion,

Fitzgibbon noted that this project will come back to the Parks Commission for nuts and bolts planning, if approved and granted by the state.

Motion by Fitzgibbon, second by McAlear to recommend that City Council consider approval of the addition of a non-motorized watercraft lane to the plan for North Beach.

All in favor. Motion carried.

## **APPLICATION NARRATIVE**

### **Project Justification and Support – 3000 Character Limit (2999)**

Improvements and amenity upgrades to North Beach Park are a critical component to the City's efforts to provide more diverse, community-wide, recreational opportunities to area residents and visitors as it is one of the highest used parks within the community's entire parks system. Improvements and upgrades to the community's park system were ranked as the highest priority by the City Commission during a recent budget planning session.

For years, South Haven's beaches were mostly visited by local residents and persons from surrounding communities. However, over the past few years, the people visiting the community's two public beaches on Lake Michigan has fundamentally changed as more out-of-state people have discovered what area residents have always known about these beautiful natural resources. This overall trend is in-line with what is being seen throughout the state's lakefront communities. Out-of-state visitors now account for the majority of leisure travel spending in Michigan, according to State data. This shift occurred in 2010 and continued into 2011, according to the most recent data available. Data show that out-of-state visitors in 2011 spent more money on leisure travel in Michigan (\$6.8 billion) than state residents did (\$6.2 billion).

While the trend of people utilizing the area's natural resources has had a significant impact on the economy and the quality of life for local residents, the pressure of this increased usage has placed focus on upgrades and improvements needed in the park to sustain and further capitalize on this positive trend. In its current state, the park does not meet the requirements of the Americans with Disabilities Act nor national safety regulations for playground equipment. The lack of accessible paths in the park, coupled with the condition of the terrain, makes it inaccessible for the mobility impaired. The playground is also inaccessible and does not meet national safety requirements. The 75 mile Lake Michigan Water Trail runs along the shoreline, but there is no kayak launch location at the beach to connect to it. The proposed improvements address these issues by installing universally accessible beach mats, adding accessible walkways, adding a kayak drop off and launch area, and new playground equipment. This project will improve access to the City's most prized asset - Lake Michigan.

North Beach Park serves as a centerpiece of activity in the community and is utilized by a diverse group of residents of all age levels. Improving the park's amenities will enable more people to utilize and enjoy North Beach Park on the shore and in the water. Needed North Beach Park improvements are delineated in the City of South Haven's Recreation Plan (pages 89, 90, and 104) which was developed in collaboration with South Haven Charter Township, and South Haven Public Schools. A collaborative agreement with South Haven Area Emergency Services (SHAES) also ensures the safety of park users.

### **Project Description – 3000 Character Limit (2987)**

The proposed improvements to North Beach Park fall into two primary categories, beach enhancements and access improvements with an emphasis on little to no disruption to the existing natural resources. This will increase accessibility and recreational opportunities, add environmentally friendly components, be safer and will improve visitor experience. The overall project will be completed in two phases.

## 2015 MNRTF North Beach Park

Phase I will focus on improving accessibility in the park, with a significant increase for the mobility impaired, as well as amenity upgrades, while reducing user impact on the park's natural resources. Beach and water access will be enhanced through the installation of seasonal, ADA beach mats and transfer platform on both the north and south end of the beach. A beach mat to the water's edge will allow kayak launching and connection to the Lake Michigan Water Trail, a 75 mile water trail that follows the shoreline from Holland to the Michigan state line. A new beach promenade will include the construction of a 12' concrete walk. The playground area will have an accessible walkway mat and play equipment to replace the current equipment. An accessible connection to the pier will provide for emergency, service vehicles, and pedestrian walkway access connecting the beach and parking lot to the channel walk. A drop off lane at the park entrance will allow kayakers to unload equipment, and serve as a safe drop off point for the mobility impaired.

Environmental improvements will be made through the use of recycling bins placed next to trash bins, native species of dune grass planted on curbed islands and new landscaped areas to help prevent soil erosion, high-efficient street lights replacing existing lights- saving energy while maintaining safety, beach mats made of 100% recycled and recyclable polyester. The playground equipment materials will be 99% PVC-free and are certified Cradle to Cradle Silver which ensures that the product has minimal impact on human and environmental health and assures recyclability after the usable life.

The proposed entryway/parking improvements will improve traffic flow within the park, add parking, add a kayak/patron drop off lane, and increase pedestrian safety by reducing conflicts. These include curb bump outs, crosswalks, additional and reconstructed sidewalk, light improvements, and a new park entry sign.

Phase II will focus on accessibility improvements to the concession and restroom areas and further safety improvements.

The overall project scope was developed to ensure the greatest amount of public access to the park while minimally impacting the environment and maintaining its natural, aesthetic qualities. Universal accessibility was key to the design strategy and considered for the location, placement and design of all amenities and enhancements. This project strives to ensure that people of all abilities are able to enjoy the amenities, access and improvements of the park to the fullest possible extent.

### **Natural Resource Access and Protection – 3000 Character Limit (2963)**

Lake Michigan has received national acclaim as one of the most beautiful places in America. Renowned for its crystal blue waters and sandy beaches, visitors from across the country are drawn to the recreational opportunities provided by communities on Michigan's "sunset coast". North Beach Park offers this sought-after recreational experience, be it swimming, beach volleyball, fishing from the pier, or leisurely enjoying the park. The proposed improvements to North Beach Park will enhance access to the beach's amenities, ensuring that people of all abilities are able to fully experience the park. It will provide new opportunities to kayak on Lake Michigan and access the Lake Michigan Water Trail, and connect with the South Haven Harborwalk and Kal Haven Trails, opening up a host of new vistas, flora and fauna exploration, and recreational opportunities for users. Signage for the trails directs bicyclists and pedestrians to North Beach, among other city destinations. The City is committed to maintaining the natural resources of North Beach Park and all proposed development will adhere to this assurance through low-impact design, such as utilizing bituminous paving, energy efficient fixtures, water conserving measures, and recycled materials whenever possible.

## 2015 MNRTF North Beach Park

North Beach is designed to be as natural as possible with little need for maintenance and the proposed improvements were designed with the intention of maintaining the park's natural feel. Currently, the Public Works Department staff operates a beach cleaner that picks up litter from the beach while simultaneously re-depositing the sand. Given the difficult financial situation affecting communities throughout Michigan, the proposed project was designed in a manner which would not result in an increase in the maintenance or operation costs beyond the levels currently being committed by the City of South Haven's Public Works Department and Parks and Recreation Departments. This is important given the constant pressure on municipal budgets. As the park is already within the City's park system, operation and maintenance of the park will continue to be under the Parks and Recreation Department's jurisdiction. Should additional expenses be incurred due to operating or maintaining the project, the City of South Haven Parks and Recreation budget will meet the added expense.

Seasonal residents contribute significantly to the use of City of South Haven's recreational amenities. A report from the Assessor's Office shows the homestead residents versus the non-homestead residents. The information provided gives the number of residential parcels (1,989) and those claiming 100% Homestead (1,091). Using these figures, an approximation of the number of non-homestead households is 900 or 45%. Using 2.7 as the average of residents per household, an approximate number of seasonal residents is 2,430. Documentation supporting the service area is attached in Expert Documentation.

### **Other Information – 2000 Character Limit (1852) Crime Prevention, Ribbon Cutting, Marketing, Formal Recreation Dept Structure Add Collaboration with Disability Network and Universal Design elements**

Residents and visitors will be informed of project construction progress through social media, media releases to local newspapers, television and radio stations, and a dedicated project page on the City's website. Any homes that may be impacted by construction vehicles or noise will be alerted via public meetings and door hanger flyers. The beach is featured on the City's government website, maps and signage, and on the South Haven Chamber of Commerce's website and visitor's information. All work on the project will be done between Labor Day and Memorial Day to minimize the impact on park users. A ribbon cutting ceremony for the completed project will be planned and advertised via website, newspaper and social media for Memorial Day weekend, with invitations to attend sent to public and elected officials.

Section 2, pages 23-33, of the Five Year Recreation plan, describes the organizational structure for the recreation departments of participating members of the plan.

The project site is on the regular patrol route for the South Haven Public Safety officers, plus officers on bicycles regularly patrol the beaches. As part of the project, the already adequate lighting will be improved, and a 911 call box will be installed. There is a camera on top of the nearby water filtration plant that captures North Beach and, as part of this project, a second camera will be installed on top of the concession stand. These cameras are monitored by the South Haven Police Department and recorded.

Representatives of the Disability Network of Southwest Michigan were contacted about the details of the project. Information about accessible features was discussed and a walk through of the project site occurred. Attached is a support letter from the network as well as a description of Universal Design components proposed for the park.

**ADDITIONAL INFORMATION – 2000 Characters (1791)**

**Provide the information listed below, as applicable, and any other information you believe will give us a more complete understanding of your proposed project and assist us in evaluating your application.**

- 1) Explain the circumstances under which you closed, sold, or transferred control of any parkland or recreation facilities within your park system.**
- 2) List any parks within your system for which you have a "residents only" policy.**
- 3) Discuss any health advisories for the water bodies accessed by your project. Describe how these advisories will affect the use of the site and your proposed facilities.**

The City does not require an entrance fee to North Beach or any public park; however, there is a fee to use the parking lot should a person choose to drive to the park. However, to encourage the use of the park by persons with special needs or physical limitations, the City has mandated that barrier-free parking spaces in the parking lot are exempt from paying the fee. Park users who enter the park by either non-motorized or public transportation means are not charged a fee. North Beach is also accessible by walking or bicycling, and non-motorized watercraft. Information about the trails will be placed on the City and Chamber website with signage placed to indicate trail connections. The water trail connection will have buoys and signage to mark out a 10' wide non-motorized watercraft lane section of Lake Michigan. The Project Location Map attachment includes maps showing trail connections to a regional trail system and the Lake Michigan Water Trail. A connection trail from Van Buren State Park to existing non-motorized paths in the community was completed in 2014 and further increases the non-motorized accessibility to the park.

The City considers recreation to be an important land-use and has not closed, sold, or transferred control of any parkland or recreation facilities and has strict provisions in the City Charter regarding its parkland, including the approval of no less than two-thirds of the electorate population for the sale of any parkland. No parks within the City's park system have a residents only policy.

Van Buren County Health Department conducts water tests weekly at the public beaches. Should any of the tests fail, the City will be notified and instructed to post the necessary signs for temporary closure. No health or safety concerns are present.

**Michigan Natural Resources Trust Fund Application 2015**

**Organization: City of South Haven**

**TF15-0072**

**Section B: Project Funding and Explanation of Match Sources**

(2) Program Name	Administering Agency	
Contact Name for Administering Agency	Telephone	Amount

Type of Funds

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

Is documentation containing the scope of work and budget for the other grant funds included with application?

Yes No

Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?

Yes No

Check to add program information for additional State of Federal funds that will be used as Match.

(3) Program Name	Administering Agency	
Contact Name for Administering Agency	Telephone	Amount

Type of Funds

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

Is documentation containing the scope of work and budget for the other grant funds included with application?

Yes No

Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?

Yes No

d) Cash Donations

Section C2: Project Details

Development Applications ONLY

\*Applicant's current control of the site:

- Fee Simple
- Lease
- Easement
- Other (describe)

\*Age of Park 70 Years

\*Acres 15.1

Project Cost Estimate Table

<u>SCOPE ITEM</u>	<u>IS SCOPE ITEM OF UNIVERSAL DESIGN?</u>	<u>QUANTITY</u>	<u>TOTAL ESTIMATED COST</u>
Play Equipment	No <input checked="" type="checkbox"/> Yes	1	\$27,500.00
Beach Access Mat	No <input checked="" type="checkbox"/> Yes	550 lf	\$60,500.00
Picnic Table	No <input checked="" type="checkbox"/> Yes	2	\$6,000.00
Bench	No <input checked="" type="checkbox"/> Yes	15	\$10,800.00
Bike Rack	No <input checked="" type="checkbox"/> Yes	10	\$3,500.00
Boardwalk	No <input checked="" type="checkbox"/> Yes	1	\$250,000.00
Canoe/Kayak Launch or ramp	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	1	\$5,000.00
Recycle Bin(s)	No <input checked="" type="checkbox"/> Yes	1	\$2,000.00
Landscaping	No <input checked="" type="checkbox"/> Yes	1	\$6,400.00
Seawall or Shoreline Stabilization	No <input checked="" type="checkbox"/> Yes	50 Ton	\$16,500.00
Paved Parking Lot	No <input checked="" type="checkbox"/> Yes	1	\$212,500.00
Lighting	No <input checked="" type="checkbox"/> Yes	9	\$11,700.00
Signage	No <input checked="" type="checkbox"/> Yes	30	\$10,700.00

(New rows will appear as rows are completed and Saved)

Other: <input type="text" value="Site Preparation"/>	No <input checked="" type="checkbox"/> Yes	1	\$112,200.00
	No <input checked="" type="checkbox"/> Yes		

Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. (New rows will appear as rows are completed and Saved)

<b>Permit Fees</b>	\$500.00
<b>MNRTF Sign</b>	\$600.00
<b>Subtotal</b>	\$736,400.00
<b>Engineering</b> (These fees may not exceed 15% of subtotal)	\$100,300.00

**Michigan Natural Resources Trust Fund Application 2015**

Organization: City of South Haven

TF15-0072

**Section B: Project Funding and Explanation of Match Sources**

**SOURCES OF MATCHING FUNDS**

**PROJECT COST AMOUNTS**

<b>*Grant amount requested (round to the nearest hundred dollars)</b>	\$300,000.00
<b>Total Match</b>	\$536,700.00
<b>Total Project Cost</b>	\$836,700.00
Percentage of match commitment ( <b>Must be at least 25% of total project cost</b> )	64%
a) General Funds or Local Restricted Funds (Applicant's own cash)	\$536,700.00
b) Force Account Labor/Materials (Applicant's own paid labor or materials)	
c) Federal or State Funds	

*You have entered a value for item c). Please provide the information below for each federal or state program from which matching funds will be provided. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND RECREATIONAL TRAILS PROGRAM (RTP) ARE THE ONLY FEDERAL FUNDS THAT CAN BE USED AS MATCH:*

*(1) Program Name	*Administering Agency	
*Contact Name for Administering Agency	*Telephone	*Amount

**\*Type of Funds**

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

**\*Is documentation containing the scope of work and budget for the other grant funds included with application?**

Yes No

**\*Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?**

Yes No

Check to add program information for additional State of Federal funds that will be used as Match.

**Michigan Natural Resources Trust Fund Application 2015**

**Organization: City of South Haven**

**TF15-0072**

**Section B: Project Funding and Explanation of Match Sources**

*You have entered a value for item d). Please list the individual sources and the amounts to be donated below.*

SOURCE	AMOUNT
*	
<i>Total</i>	<b>\$0</b>

\*Is a letter of intent from each donor included with the application?  
Yes No

e) Donated Labor and/or Materials

*You have entered a value for item e). Please include each item to be donated, the source, dollar value, and how the dollar value was determined.*

ITEM	SOURCE	DOLLAR VALUE	VALUATION METHOD
*			
<i>Total</i>		<b>\$0</b>	

\*Is a letter of intent from each donor included with application?  
Yes No

f) Donated Land Value (acquisition applications only)

*You have entered a value for item f). Please describe how the value of the land donation was determined.*

\*

\*Is a letter from the landowner committing to the donation of a portion of fair market value and any conditions placed upon their commitment included with application?  
Yes No

**Michigan Natural Resources Trust Fund Application 2015**

**Organization: City of South Haven**

**TF15-0072**

**Section C2: Project Details**

**Total Estimated Cost** (*Must equal Total Project Cost amount on  
Section B page.*)

**\$836,700.00**

<b>City of South Haven</b>				
<b>North Beach Park Master Plan</b>				
February 12, 2015				
<b>PHASE ONE</b>				
	<b>Quantity</b>	<b>Units</b>	<b>Unit Cost</b>	<b>Total</b>
<b>Site Preparation and Removals</b>				
Demolition				
Remove/relocate existing street lights	1	EA	\$3,000.00	\$3,000.00
Remove concrete walkways	1225	SY	\$6.00	\$7,350.00
Remove curb and gutter	1310	LF	\$6.00	\$7,860.00
Remove roadway/parking paving	7200	SY	\$5.00	\$36,000.00
Remove and stockpile ex. benches	11	EA	\$200.00	\$2,200.00
Remove concrete paving around building	340	SY	\$7.50	\$2,550.00
Sign Removal	30	EA	\$100.00	\$3,000.00
			<b>SUBTOTAL</b>	<b>\$61,960.00</b>
<b>Beach Amenities</b>				
Picnic Tables, bolted in place, ADA	2	EA	\$3,000.00	\$6,000.00
Existing Benches, re-installed	11	EA	\$250.00	\$2,750.00
New Benches	4	EA	\$2,000.00	\$8,000.00
Bike Rack Loops	10	EA	\$350.00	\$3,500.00
Accessible Beach Mobi-Mat, 6.5' (north end)	250	LF	\$100.00	\$25,000.00
Water's Edge Transfer Step Structure, north end	1	LS	\$5,000.00	\$5,000.00
Accessible Beach Mobi-Mat, 6.5' (south end)	250	LF	\$100.00	\$25,000.00
Bottle Recycle Receptacle	1	EA	\$2,000.00	\$2,000.00
Bollards	27	EA	\$200.00	\$5,400.00
			<b>SUBTOTAL</b>	<b>\$82,650.00</b>
<b>Playground Construction</b>				
Ramped play piece with accessible features	1	LS	\$25,000.00	\$25,000.00
Accessible Beach Mobi-Mat, 6.5' wide	50	LF	\$100.00	\$5,000.00
			<b>SUBTOTAL</b>	<b>\$30,000.00</b>

<b>Promenade and Plaza Walkway</b>				
Site Grading	1	LS	\$20,000.00	\$20,000.00
Curb for Dune Grass Islands	340	LF	\$20.00	\$6,800.00
Thickened Edge Curb on Lakeward Edge of Promenade	2000	LF	\$10.00	\$20,000.00
Concrete Bollards at Drop-off	12	EA	\$350.00	\$4,200.00
Concrete Paving - Road/Dumpster, 8"	195	SY	\$55.00	\$10,725.00
Concrete Paving - Plaza/Promenade 6"	3360	SY	\$45.00	\$151,200.00
Aggregate Base 8"	7000	SY	\$7.50	\$52,500.00
HMA, 4 inch	1550	TON	\$75.00	\$116,250.00
Detectible Warning Surface, 2' wide	40	LF	\$60.00	\$2,400.00
Pavement Marking Lines	3200	LF	\$0.50	\$1,600.00
High Visibility Crosswalk, 8' Length x 2' Width	520	EA	\$10.00	\$5,200.00
Pavement Markings, Directional and Only	10	EA	\$300.00	\$3,000.00
Tire Stops	91	EA.	\$100.00	\$9,100.00
Channel Wall	30	LF	\$400.00	\$12,000.00
Miscellaneous (signs, etc.)	30	EA	\$250.00	\$7,500.00
Dune Grass	1250	EA	\$3.00	\$3,750.00
Restoration	1	LS	\$2,000.00	\$2,000.00
			<b>SUBTOTAL</b>	<b>\$428,225.00</b>
<b>Security Lighting</b>				
Convert Street Light Ballasts	9	EA.	\$900.00	\$8,100.00
Power Upgrade	1	LS	\$2,500.00	\$2,500.00
			<b>SUBTOTAL</b>	<b>\$10,600.00</b>
<b>Miscellaneous</b>				
Mobilization	1	LS	\$25,000.00	\$25,000.00
Soil Erosion Measures/Traffic Control/etc	1	LS	\$5,000.00	\$5,000.00
Pier Riprap Stabilization	50	TON	\$300.00	\$15,000.00
Conduit, 2"	2000	LF	\$5.00	\$10,000.00
			<b>SUBTOTAL</b>	<b>\$55,000.00</b>
			<b>PHASE ONE CONSTRUCTION TOTAL</b>	<b>\$668,435.00</b>
			<b>10% Contingency</b>	<b>\$66,843.50</b>
			<b>15% PROFESSIONAL FEES</b>	<b>\$100,265.25</b>
			<b>MDNR PLAQUE</b>	<b>\$600.00</b>
			<b>PERMIT FEES</b>	<b>\$500.00</b>
			<b>PHASE ONE TOTAL</b>	<b>\$836,643.75</b>



NEW NON-MOTORIZED WATERCRAFT LANE (WIDTH = 25 FT) LANE BUOY DESIGNATION

NEW CONCESSION AREA  
remodeled & expanded building  
remodeled plaza area & extension across roadway  
accessible picnic table (2)

non-motorized parking area with security bollards

dumpster enclosure  
link concrete area

NEW BEACH ACCESS  
accessible beach mat  
seasonal  
transfer area  
kayak launch point

shower tower  
recycle bin

DROP-OFF LANE  
VEHICULAR AND VEHICLE WITH TRAILER  
(FOR NON-MOTORIZED WATERCRAFT DROP)  
accessible  
control bollards

VOLLEYBALL COURTS

bike rack loop (typ.)

NEW PLAYGROUND AREA  
accessible walkway mat  
accessible playpiece

REVISED ESPLANADE PLAZA PUBLIC PARKING  
new bituminous paving  
new curbed islands with sand & dune grass stabilizing  
21 vehicle parking spaces  
3 vehicle with trailer spaces

existing swing to remain  
existing slide to remain  
high visible crosswalk

FLUSH CROSSWALK ISLAND  
crosswalk extension  
accessible parking aisle  
informal drop off zone  
control bollards

existing swing to remain

NEW BEACH PROMENADE  
concrete walk, 12' min.  
memorial benches on paving

retrofitted street lights for night sky compliance  
trash (typ.)

existing parking kiosk  
relocated memorial benches, 11

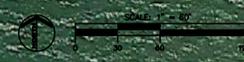
ROADWAY IMPROVEMENTS  
new bituminous paving  
91 parking spaces

NEW BEACH ACCESS  
accessible beach mat  
seasonal

NEW PIER CONNECTION  
curbed walkway  
emergency access  
service vehicles  
accessible pedestrian connection  
site amenities  
riprap stabilization

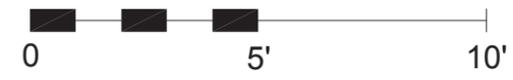
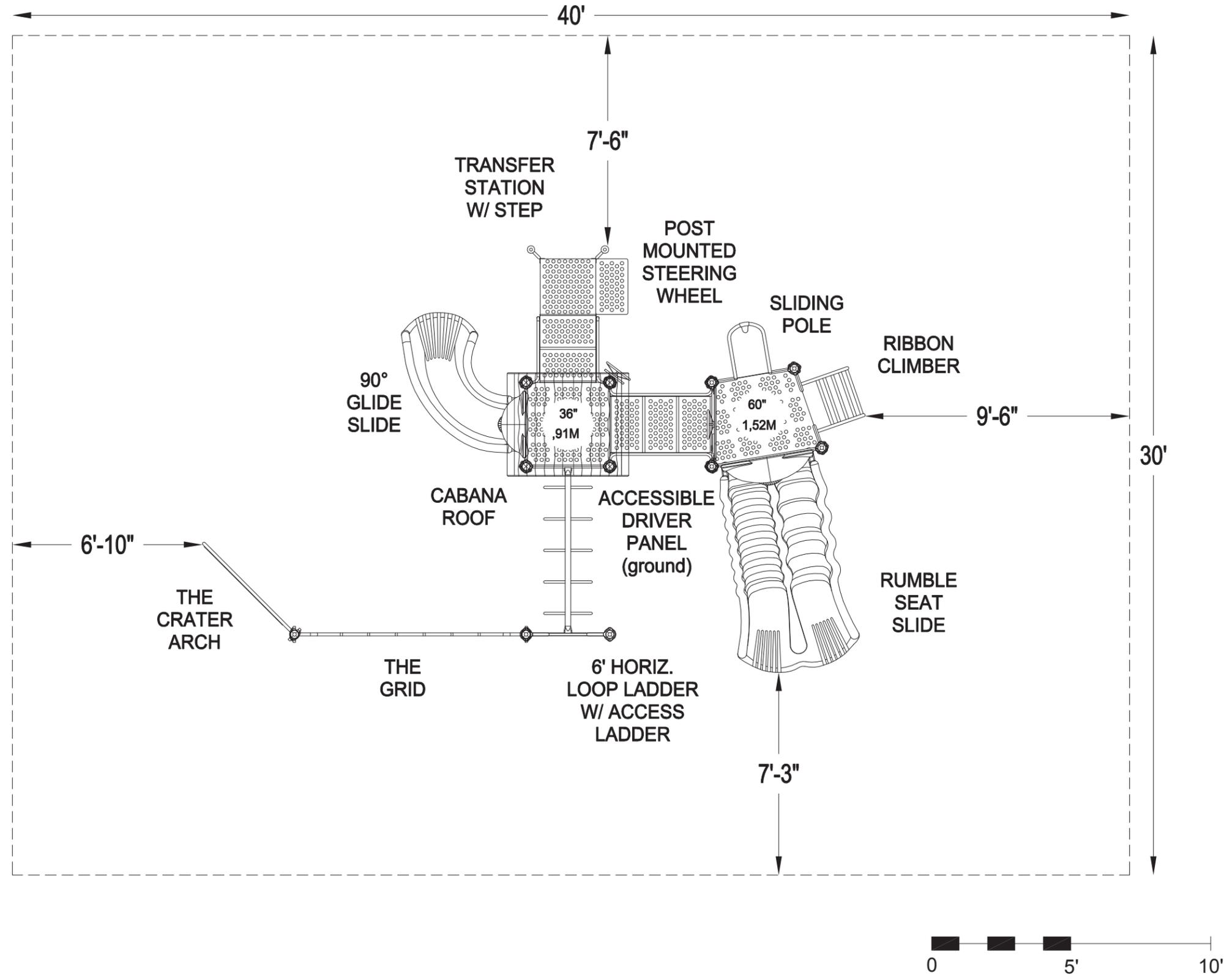
PEDESTRIAN CONNECTION TO CHANNEL WALK  
control bollards

NORTH BEACH PARK  
MASTER PLAN  
CITY OF SOUTH HAVEN





# NORTH BEACH PLAYSTRUCTURE 12-4116B.PMD



\*Playground Supervision Required

- 

ASTM  
F1487-11
- 

31 USERS
- 

5-12
- 
- 
- 

7 FT.
- 

1200 Sq Ft.
- 

30' x 40'

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PROJECT NO: 12-4116.PMD	REV: B	DATE: 09-JAN-15	SCALE: 1/4" = 1'-0"
SYSTEM: CHALLENGERS		DRAWN BY: L.RICE	
SITE PLAN			

# NORTH BEACH PLAY STRUCTURE

SOUTH HAVEN, MI



## Agenda Item 11

### Pump Track Grant Application; Re-approval

#### Background Information:

The City Council will be asked to host a public hearing and reconsider 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. At the City Council's March 2<sup>nd</sup> meeting, the Council approved the “pump track” bicycle park grant application. For tonight's meeting, the city's staff is requesting the City Council host a public hearing on the grant application, and again approve the grant application. After additional review of the grant application requirements, staff determined that a notice of publication and public hearing are grant requirements. As a result, staff is recommending the public hearing and resolution reconsideration.

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 the following actions:

- 1) The City Council should host a public hearing on the proposed grant application.
- 2) The City Council should consider approval of Resolution 2015-10, 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 2015-10  
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. 2015-10

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 16, 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 16<sup>th</sup> 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

March 3, 2015

TO: Brian Dissette

FR: Paul VandenBosch

RE: Declaration and Notice, Elkenburg Park

The attached Declaration and Notice document is a requirement of the Van Buren Trail grant agreement. This is the final item in closing out the Elkenburg Park grant.

The total project cost for the Elkenburg Park Project was \$337,843.06. The State of Michigan paid for 75% of this amount as a grant. We have been paid 90% of the grant amount. The remaining 10% amount of \$33,784 will be paid upon submittal of the Declaration and Notice document to the DNR.

Upon approval, the Declaration and Notice must be signed, notarized and recorded.

Recommendation:

Approve the signature and recording of the Declaration and Notice.

## **DECLARATION and NOTICE**

This Declaration made this 16th day of March, 2015, by the City of South Haven, a Michigan municipal corporation, 539 Phoenix Street, South Haven, Michigan, 49090, (hereafter called "City"), being the owner of all the property described in Exhibit A, hereinafter referred to as the Property, attached hereto, located in the City of South Haven, Van Buren County, Michigan, hereby makes the following declaration to which the Property may be put.

WITNESSETH:

The declaration contained herein is based on the following factual recitals:

A. City developed the Property, in part, through the grant of money from the Michigan Natural Resources Trust Fund.

B. As a condition of the grant by the DNR, City has agreed to impose certain restrictions on the developed portion of the Property.

**NOW, THEREFORE**, the City hereby declares that the portion of the property identified as the project area is and shall be held, transferred, sold, conveyed, leased, occupied and used subject to the obligation hereinafter set forth, all of which shall run with the land.

The lands included in this deed were developed by City with funding assistance from the Michigan Natural Resources Trust Fund pursuant to project agreement TF11-144 between the Michigan Department of Natural Resources and City, executed on November 14, 2012. The project agreement describes certain requirements to ensure the long-term conservation of the property and its use for public outdoor recreation. City is placing this notice on record as confirmation of its obligations as set forth in the project agreement, including the requirement that the consent of the Michigan Department of Natural Resources and the Michigan Natural Resources Trust Fund Board of Trustees is required prior to the conveyance of any rights or interest in the property to another entity, or for the use of the property for purposes other than conservation or public outdoor recreation.

City of South Haven

By: \_\_\_\_\_ .

STATE OF MICHIGAN            )  
  ) **ss**  
COUNTY OF VAN BUREN        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

\_\_\_\_\_  
\*Notary Public  
\_\_\_\_\_ County, Michigan  
  
My Commission Expires \_\_\_\_\_

Prepared by:

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

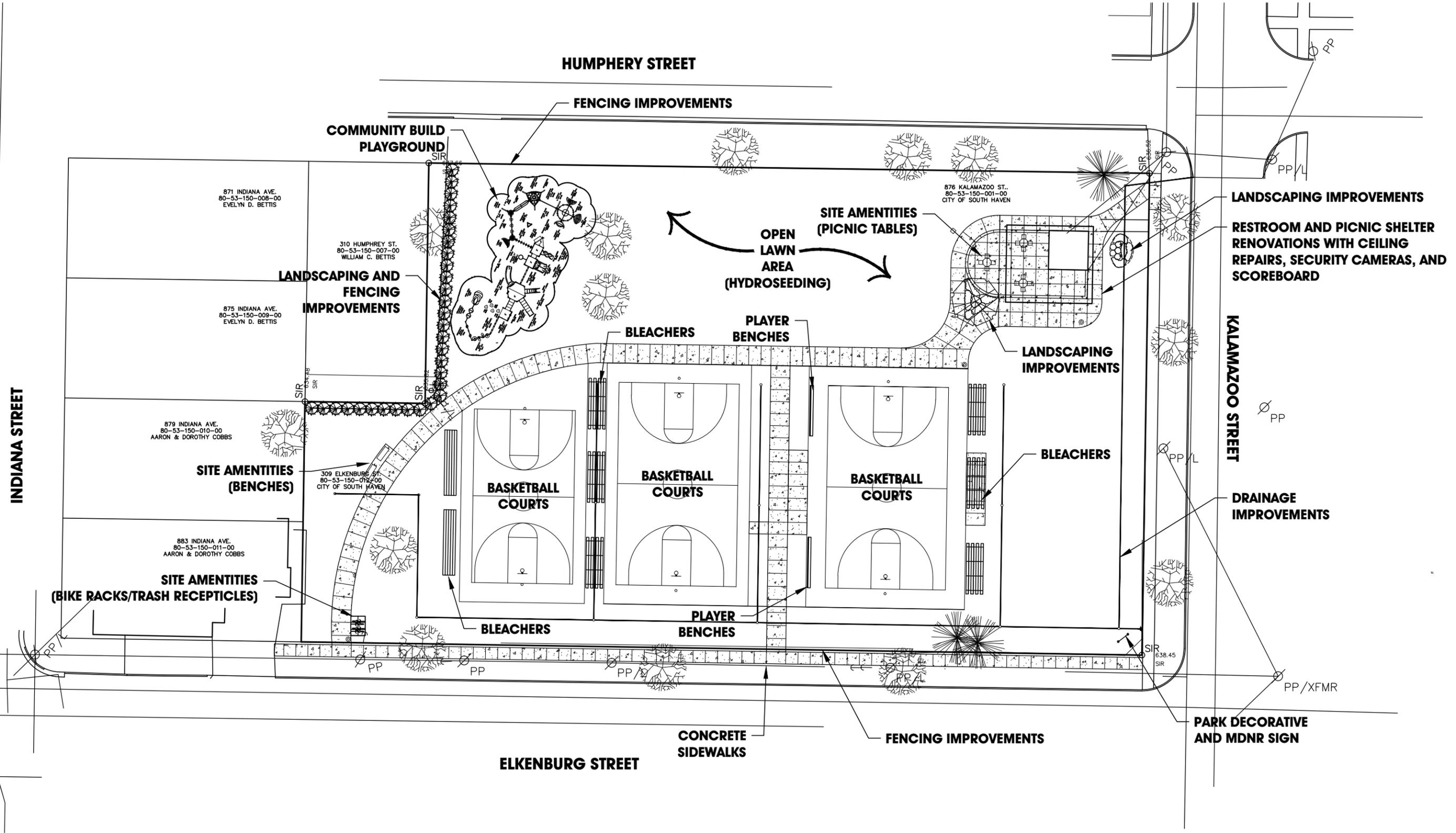
## EXHIBIT A

### LEGAL DESCRIPTION

Elkenburg Park, South Haven, Michigan. That certain piece or parcel of land situate and being in the City of South Haven, County of Van Buren, and State of Michigan, known and described as follows, to-wit:

Lots One (1), Two (2), Three (3), Four (4), Five (5), Six (6), Twelve (12), Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16), Seventeen (17), Eighteen (18) of Block Ten (10), Home Addition to the Village (now City) of South Haven, according to the recorded plat thereof; being a part of the East Half (1/2) of the Southwest Quarter (1/4) of Section Ten (10), Town One (1) South, range Seventeen (17) West, according to the Government Survey thereof.

R:\ENG PROJECTS\PROJ AND DWGS (BY YEAR)\2012\12-0408 ELKENBURG PARK PHASE II.dwg, 11-17 PLAIN H, 3/3/2015 2:26:31 PM, jmarquardt, 1:1



ELKENBURG PARK AS CONSTRUCTED SITE PLAN



SCALE 1" = 30'



DATE: 03-03-15 ACI JOB #: 12-0408 SHT: 1 of 1  
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## Agenda Item 13

### Annual Priority Setting Approval

#### Background Information:

The City Council will be asked to adopt the annual priorities for the upcoming fiscal year 2015-16.

Attached is a listing of the priorities discussed at the City Council's priority setting workshop session, which was held on March 2, 2015. As part of the workshop session, Council members were asked to provide guidance to staff on their priorities for the City of South Haven. Those goals/priorities were described by the attendees in broad terms and then focused towards the upcoming fiscal year. The list indicates a strong commitment to addressing both the long-term and short-term needs of the community. Some of the highlights of the proposed priorities includes: improved roads and infrastructure, development of bike/pedestrian pathways, building improvements, and economic development.

Council has received a listing of the proposed annual priorities that intends to focus time and resources on for the fiscal year 2015-16.

#### Recommendation:

City Council is encouraged to adopt the set of City Council Priorities for the upcoming fiscal year 2015-16.

#### Support Material:

FY 2015/2016 DRAFT City Council Priorities

## **City Council Priorities Fiscal Year 2015-16**

### **Priority #1; Street Repairs**

- City Council will focus on the planning and execution of as many paving projects as possible, throughout the city. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff and the Downtown Development Authority to plan the reconstruction of the Center Street, between Michigan Avenue and Williams Street.
  - During the 2015-16 fiscal year Council will work with staff and consulting engineers on the construction planning and financial planning for the implementation of the Indian Grove infrastructure improvement (e.g. Monroe, Lovejoy, and Kalamazoo Streets) project.
    - Utilizing the SAW grant funding provided by the State of Michigan, through the SRF program, for the Indian Grove infrastructure improvement project, the City will ensure the sanitary sewer system planning is complete and future capital projects will maximize benefit to the sewers.
  - During the 2015-16 fiscal year Council will work with staff to execute paving projects in the 2015 paving season and begin planning for 2016-17 projects.
    - The City will identify a “mix of fixes” and invest in both the resurfacing and the reconstruction of streets. The City will identify the publicly controlled alleys, and will plan and implement necessary maintenance and improvements to those alleyways. As part of these investments, the City will prioritize the street reconstruction of portions of Kalamazoo Street and Michigan Avenue. And will also prioritize street repair efforts on portions of Center Street, Brockway Avenue, and Park Avenue. Further, the City will seek to partner with the Michigan Department of Transportation and Van Buren County Road Commission to seek improvements to the intersection of Phoenix Street and Blue Star Highway.

### **Priority #2; Economic Development**

- City Council will seek to participate in Economic Development efforts for the City of South Haven. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff and the Local Development Finance Authority (LDFA) to redevelop the recently acquired industrial site at 220 Aylworth.

- During the 2015-16 fiscal year Council will work with staff, local businesses and stake holders to encourage, attract, and maintain local businesses and opportunities.
  - The City will attempt to attract and develop agriculture based businesses and industry within the South Haven community.
  - The City will review the current special events and consider new special events, in an attempt to ensure that the special events generate a positive economic impact for local businesses, and seek to improve the quality of life of community residents and visitors. The City will review the use of the South Beach for future special events, and determine whether to limit the number of events and/or modify the fees for the beach usage.
- During the 2015-16 fiscal year Council will focus on continuing to explore and enact partnership opportunities with the local units of government which surround the City of South Haven.
- During the 2015-16 fiscal year Council will focus on supporting training initiatives/internships for existing and potential citizens and businesses in the City of South Haven, and will attempt to finalize a partnership with Kinexus/MiWorks, in an attempt to provide local job placement services. Further, the City will pursue a partnership with Southwest Michigan First for economic development services.
- During the 2015-16 fiscal year Council will refine policies and programs which encourage, whenever fiscally prudent, the purchase of local goods and services.
- During the 2015-16 fiscal year Council will work with staff to develop a plan for the future of the city's dump site, located at Blue Star Hwy and 2<sup>nd</sup> Avenue.
- During the 2015-16 fiscal year Council will work with staff to continue the monitoring of the Meijer commercial development, along with the potential development of the adjacent properties, and their effects on the surrounding neighborhoods.

**Priority #3; Parks & Public Spaces**

- City Council will seek to improve, maintain, and seek funding opportunities for the city's parks and public facilities. The City Council will seek to develop new recreation opportunities within the city. The following tasks will be completed:

- During the 2015-16 fiscal year Council will work with staff to complete the planning and submit grant funding requests for the proposed improvements to the city's North Beach Park.
  - Maintenance of the City's various beach access points will be a priority. Staff will work with the City's Parks Commission to plan and landscape and signage standards for the various public bathing beach access areas.
  - Complete the planning for the proposed "splash pad" water park and begin financial planning for the project.
- During the 2015-16 fiscal year Council will work with staff to develop landscape plans for the Water Street hillside (the public property on the south side of Water Street, between Kalamazoo Street & South Beach.) That plan will seek to improve public space, improve accessibility to Water Street, from the adjacent streets, and create a unified landscape design.
- During the 2015-16 fiscal year Council will work with staff and the Parks Commission to develop repair and replacement plans for the City's Kids' Corner playground at Monroe Park.
- During the 2015-16 fiscal year Council will work with staff and the Harbor Commission to develop repair and replacement plans, dredging plans, and harbor improvement plans, for the City's public marina facilities. As part of this process, the City will actively seek funding from the State of Michigan, to assist with the project planning and implementation.
- During the 2015-16 fiscal year Council will work with staff to seek grant funds to assist with the planning and development of improvements in and near the Black River Park. Those improvements should allow greater access to the Black River and attempt to improve water quality.
  - The Council will seek to fund improvements to the riverfront at Black River Park. The Council will implement the partially grant funded projects at Black River Park, using the LWCF and CZM grants from the State of Michigan. Those improvements will include a new kayak launch, parking, stone based seawall, and landscape upgrades.
  - The Council will seek grant funding for the proposed fish cleaning station at Black River Park.
  - The Council will seek grant funding for the proposed parking lot, which is included in the Black River Park plan, and provides additional parking to the park and the Central Business District.

- During the 2015-16 fiscal year Council will work with staff and the regional community stakeholders to assist with planning and development of the SHARP project.
  - Staff will continue to assist with the development of the South Haven Area Recreation Authority (SHARA.) Staff will assist with the restoration of the farm lease agreement for the SHARP property, in Casco Township, in an attempt to develop additional project revenue.
- During the 2015-16 fiscal year Council will work with staff to complete the planning and construction of the proposed BMX/Pump Track park facility.
- During the 2015-16 fiscal year Council will work with staff, along with the impacted organizational stakeholders, to begin the implementation of the completed capital improvement plans for the buildings and grounds at the South Haven Center for the Arts and the Liberty Hyde Bailey Museum.
  - The Council will seek to partner with the South Haven Memorial Library to develop a capital improvement plan for the library building. As part of the planning process, an analysis will be performed to determine the funding source(s) for the improvements.
  - The Council will seek to partner with the Michigan Maritime Museum to develop a capital improvement plan for the museum building. As part of the planning process, an analysis will be performed to determine if the site can house a conference center.
- During the 2015-16 fiscal year Council will explore new park and public space programs which enhance City revenue and provide greater management oversight.
  - The Council will explore park rental programs, and continued updates to the beach parking program, and other revenue enhancements which could be used to benefit the City's parks and public spaces.

#### **Priority #4; Infrastructure Maintenance & Improvements**

- City Council will seek to maintain the highest quality public infrastructure. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff and the Board of Public Utilities to explore the city's sanitary sewer system and eliminate inflow and infiltration of storm water connections from flowing to the Waste Water Treatment Plant.

- During the 2015-16 fiscal year Council will work with staff to implement the creation of a Corridor Improvement Authority, which seeks to improve the public infrastructure on portions of Broadway and Phoenix Streets, and develop street improvements plans for Phoenix and Broadway. Those plans will seek input and potential funding from MDOT.

#### **Priority #5; Central Business District Maintenance & Improvements**

- City Council will seek to improve the city's downtown central business district. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff and the Downtown Development Authority to plan and complete the demolition of the Baars Printing building, and construct additional parking for the Huron Street parking lot.
  - During the 2015-16 fiscal year Council will work with staff to plan and implement repairs and maintenance of the downtown public infrastructure.
  - During the 2015-16 fiscal year Council will work with staff to review funding options to make improvements in the city's downtown.
  - During the 2015-16 fiscal year Council will work with staff to plan and implement the expansion of the public WIFI system, throughout the Central Business District. The proposed WIFI system should be reviewed for the possible creation of a new enterprise fund.
  - During the 2015-16 fiscal year Council will work with staff to plan additions to the decorative lighting systems in the Central Business District, specifically along Broadway Avenue, between Phoenix Street and Williams Street.

#### **Priority #6; Building Improvements & Construction**

- City Council will seek to construct and/or improve a portion of the city's public buildings and grounds. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will actively explore concession stand proposals for the South Beach. These proposals may include potential partner agencies to assist with the capital cost for the proposed project.
    - As part of the concession stand planning, City Council will explore improvements which provide greater access to restrooms, family restrooms, changing rooms, and accessibility improvements.
  - During the 2015-16 fiscal year Council will work with staff to plan and implement upgrades to the Department of Public Works facility, which may include the

development of a cold storage area for electric transformers and the possible expansion of the facility's grounds.

- During the 2015-16 fiscal year Council will work with staff to plan and implement upgrades to City Hall, which may include improvements to the building's emergency exits.
- During the 2015-16 fiscal year Council will work with staff and the City's Local Development Finance Authority and Brownfield Redevelopment Authority to plan and implement the demolition of the "Overton Building" at 229 Elkenburg Street.
- During the 2015-16 fiscal year Council will work with staff and the City's Housing Commission to plan and implement housing improvement grants for traditional neighborhoods in the City.

#### **Priority #7; Land Acquisition**

- City Council will explore the possible acquisition of property which present specific value (e.g., recreational and/or environmental) to the citizens and guests of the City of South Haven. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff to seek grant funds to assist with the potential acquisition of the privately owned, undeveloped parcels adjacent to Lake Michigan and/or the Black River.
  - During the 2015-16 fiscal year Council will work with staff and the South Haven Public School system to seek grant funding for the purchase of the Packard Park property.
  - During the 2015-16 fiscal year Council will work with staff and the Harbor Commission to explore space needs for future Black River dredging project spoils, and will research privately owned and/or undeveloped parcels which could house dredge spoils.

#### **Priority #8; City Code & Charter Review**

- City Council will seek to review and consider possible alterations to the City's Code of Ordinances. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff to review and consider alterations to the City's Code of Ordinances to ensure best practices. Staff will be expected to prepare a variety of code review reports, with possible alterations, for the City Council's consideration.

- Included in the review process, the Council will work with staff to review the effect of term limits for local elected officials, and consider whether term limits are beneficial to the City of South Haven.
- Also included in the review process, the Council will work with the Board of Public Utilities and staff to review the adopted Utility Policy and determine possible updates and improvements to the document.
- Also included in the review process, the Council will work with staff and the Planning Commission to review the Code of Ordinances and Zoning Ordinance to determine whether updates are needed for the Monroe Park neighborhood, adjacent to the North Beach.

### **Priority #9; Budget Controls**

- City Council will seek to develop policies and procedures which assure budget controls and cost containment are a priority.
  - During the 2015-16 fiscal year Council will work with staff to plan and develop an operating budget which aligns with the decreasing State and local anticipated revenues.
    - During the 2015-16 fiscal year Council will seek to update the City's capital improvement plan. That plan will seek to incorporate and update the adopted Infrastructure Improvement Plan, WWTP Capital Plan, Indian Grove Infrastructure Plan, and Electric System Capital, and seek to guide spending decisions and budget planning for the next ten (10) years.

### **Priority #10; Bicycle & Pedestrian Pathways**

- City Council will seek to plan and construct bicycle paths throughout the city. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will seek to partner with the MDNR to complete the construction of the Van Buren Trail bicycle pathway project. When completed, the pathway will connect pedestrians from the city's downtown to the State of Michigan's Van Buren State Park.
  - During the 2015-16 fiscal year Council will work with staff on the planning and development of the Blue Star Highway multi-use trail project.

### **Priority #11; Explore Youth Services Programs**

- City Council will explore the possible expansion of services tailored to address the needs of local youth. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff to explore the possible development of youth services. Staff will seek to develop possible partnerships to develop youth services programs. Staff will seek possible funding sources to offset the service costs.
  - During the 2015-16 fiscal year Council will work with staff to explore potential partnerships with MiWorks, and other agencies, to improve employment opportunities for local youth.

### **Priority #12; Customer Service**

- City Council will seek to improve customer service and support from the city's various departments. The following tasks will be completed:
  - During the 2015-16 fiscal year Council will work with staff to plan and implement customer service and job training to city staff, focusing on improving the public's impression of and interaction with the city's staff.
  - During the 2015-16 fiscal year Council will work with staff to plan and implement the addition of electronic forms to the city's website. In an effort to improve customer service and expedite requests for city services.
  - During the 2015-16 fiscal year Council will work with staff to plan and implement improvements to the City's website. The improvements will be designed to improve the public's access to information and services.
  - During the 2015-16 fiscal year Council will work with staff to research the implementation of a one-time parking ticket forgiveness plan, for the City's beach parking lots. The plan is intended to allow beach visitors a one-time parking ticket waiver, in an effort to improve relations with beach goers and encourage greater compliance for returning guests.