

# City Council

## Regular Meeting Agenda

Monday, December 15, 2014  
7:00 p.m., Council Chambers



### 1. Call to Order

### 2. Invocation

- **Pastor Simon Harrington - Solomon's Temple**

### 3. Roll Call

### 4. Approval of Agenda

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

(All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. Unless requested by a Council Member or a citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and considered separately.)

- A. Council will be requested to approve the City Council Minutes of December 1, 2014.
- B. Bills totaling \$923,076.97 for the period ending December 16, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to consider acceptance of a donated Sequoia tree, for placement in Stanley Johnston Park, by Mr. Jon Jillson.
- D. Council will be asked to consider the following regarding the Center for the Arts fire escape replacement:
  - 1) Award the base bid and Alternate # 2 to David Noosbond for a total amount of \$20,020.
  - 2) Award the exit door removal and replacement (Alternate # 1) to Wagenmaker Construction for the amount of \$8,890.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
  - 1) 05-27-2014 SHARA Minutes
  - 2) 07-14-2014 BRA Minutes
  - 3) 07-14-2014 LDFA 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.*

### BOARD APPOINTMENTS

6. Council will be asked to appoint Mary Whiteford to fill a 4 year term on the DDA Board, expiring in 2018.

7. Council will be asked to appoint Sue Frederick to fill a 4 year term on the DDA Board, expiring in 2018.

NEW BUSINESS

8. Council will be asked to receive the 2014 Comprehensive Annual Financial Report presentation.
9. Council will be asked to affirm the design choice for the 2015-2017 beach parking sticker.
10. Council will be asked to introduce a code amendment to repeal Chapter 58, Article II, Division 3 of the City's Code of Ordinances.
11. Council will be asked to consider the following Special Events:
  - A. Special Event 2014-56, Warm Your Heart "Bridge Sit/Island Sit".
  - B. Special Event 2014-59, South Haven Farmer's Market 2015.
  - C. Special Event 2014-57, Break the Ice 5k and Kid's Frosty Dash.
  - D. Special Event 2014-58, Daily Lunch Combo at Dyckman Park.
  - E. Addendum to Special Event 2014-49, Ice Breaker 2015.
12. 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.)*
13. City Manager's Comments
14. Mayor and Councilperson's Comments
15. City Council will be asked to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(a) for annual personnel evaluation for the City Manager.
16. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

## City Council

### Regular Meeting Minutes

Monday, December 1, 2014  
7:00 p.m., Council Chambers



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

#### 2. Invocation – Moment of silence.

#### 3. Roll Call

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

#### 4. Approval of Agenda

Moved by Kozlik Wall to approve the agenda. Seconded by Patterson.

Voted Yes: All. Motion carried.

#### 5. Proclamation – National Hospice Palliative Care Month

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

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

- A. Council will be requested to approve the City Council Regular and Special Minutes of November 17, 2014.
- B. Bills totaling \$1,330,424.81 for the period ending December 2, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to consider approval of Bid #2014-11: Phoenix Road substation relay control panel #3 to Harlo Corp., in the amount of \$29,116.
- D. Council will be asked to consider approval of a Wi-Fi management contract with Secant Technologies, in the amount of \$28,764.
- E. Council will be asked to consider approval of Work Order #003, a contract modification to correct scour issues affecting the city's Bascule Bridge, by executing work orders and contract modifications, with an estimated total cost of \$230,000.
- F. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
  - 1) 10-02-2014 Planning Commission Minutes
  - 2) 10-13-2014 LHBM Minutes
  - 3) 10-15-2014 Airport Authority Minutes
  - 4) 10-22-2014 Housing Commission Minutes
  - 5) 10-27-2014 BPU Minutes

A Roll Call Vote was taken:

Yeas: Arnold, Fitzgibbon, Gruber, Klavins, Kozlik Wall, Patterson, Burr

Nays: None

Motion carried.

#### BOARD APPOINTMENTS

- 7. Council will be asked to consider the appointment of Mr. Tim Stegeman, to fill a 3-year term on the Harbor Commission, expiring in 2015.**

Moved by Patterson to appoint Mr. Tim Stegeman to fill a 3-year term on the Harbor Commission, expiring in 2015. Seconded by Kozlik Wall.

Voted Yes: All. Motion carried.

#### UNFINISHED BUSINESS

- 8. Council will be asked to consider the following regarding an ordinance rezoning 38 North Shore Drive:**

**A. Continue public hearing regarding an ordinance to rezone 38 North Shore Drive.**

**B. Approve an ordinance to rezone 38 North Shore Drive.**

*Background Information:* Tom Brussee, owner of 38 Northshore Drive, submitted an application to rezone his parcel from the B-3 Waterfront Business Zone to the R1-A Single Family Residential Zone on June 13, 2014. On July 10, 2014, the planning commissioners held a public hearing on this matter at which no comments were offered. (Subsequently, 10 emails in support of the rezoning have been received and one email in opposition.) The commission then moved to table action on this request until certain zoning ordinance amendments related to the B-3 zoning district were resolved with the city council. The issues with the zoning ordinance amendments have since been resolved and city council adopted the new amendments on September 2, 2014.

In the interim, the applicant applied for a land division on the site but was denied the request by the zoning administrator on the grounds that the zoning ordinance does not allow land divisions which result in parcels which are nonconforming. In the B-3 zone, single family homes may be built on *existing* lots with a special use permit. It is not the intent of the planning commission or the city council that lots be split for single family home construction. On September 22, 2014, the zoning board of appeals upheld the zoning administrator's decision to deny the land division.

The applicant returned to the planning commission for action on the rezoning request from B-3 to R1-A Residential on October 2, 2014. The commission deliberated the request and voted 6-1 to recommend approval of the rezoning.

**Item A: Continue public hearing regarding an ordinance to rezone 38 North Shore Drive.**

Attorney Matthew Van Dyk spoke about the rezoning.

Moved by Kozlik Wall to close the public hearing regarding an ordinance to rezone 38 North Shore Drive. Seconded by Klavins.

Voted Yes: All. Motion carried.

**Item B: Approve an ordinance to rezone 38 North Shore Drive.**

Moved by Kozlik Wall to approve an ordinance to rezone 38 North Shore Drive. Seconded by Patterson.

A Roll Call Vote was taken:

Yeas: Arnold, Klavins, Kozlik Wall, Patterson, Burr

Nays: Fitzgibbon, Gruber

Motion carried.

NEW BUSINESS

**9. Council will be asked to approve Resolution 2014-45, a resolution authorizing the City Manager to execute a lease agreement for the former Michigan State Police Post on LaGrange Street.**

*Background Information:* The City of South Haven owns the former Michigan State Police Post on LaGrange Street. The storage shed and back parking area are owned by the State of Michigan.

The State has indicated that it may be willing to consider transferring this property to the City. As a first step, the State has proposed to lease this property to the City under the terms of the attached lease.

Moved by Patterson to approve Resolution 2014-45, a resolution authorizing the City Manager to execute a lease agreement for the former Michigan State Police Post on LaGrange Street. Seconded by Kozlik Wall.

Voted Yes: All. Motion carried.

**10. Council will be asked to approve Resolution 2014-46, a resolution approving submission of Coastal Zone Management Grant Application for the proposed Black River Park accessible launch improvements.**

*Background Information:* Staff was recently made aware of a grant offered by the State of Michigan, Coastal Zone Management, to improve handicap accessibility for canoe and kayak launches. One of the priorities of the Coastal Zone Management program is to establish high quality paddlecraft facilities along the length of the Lake Michigan Water Trail. Through the Governor's support of trail development in Michigan, this funding has recently been made available to encourage construction of improvements in 2015. More information about the Lake Michigan Trail is available here: <http://www.michiganwatertrails.org/>

In order to take advantage of this grant, staff proposes to apply for a grant to install a canoe/kayak launch ramp with a dock that includes a roller system. This allows the user to enter the boat on the dock and roll the boat down a ramp into the water. In order to land the boat, the user pulls the boat up a ramp using handrails, and can easily exit the boat onto a bench. The proposed handicap accessible launch would be similar to the EZ-Dock pictured in the attached brochure.

The grant application would also include a ramp and sidewalk to make the canoe/kayak launch ADA accessible from the parking area to the launch.

The proposed improvements are part of the Black River Park Master Plan as approved by the Harbor Commission. Harbor Commission will be reviewing the plan at their December 16 meeting. Due to the December 15 grant application deadline, City Council is being asked to approve the resolution prior to Harbor Commission review of the project.

The existing floating dinghy dock at Black River Park may be relocated at Black River Park, or it may be moved to another location. This is yet to be determined and would be outside of the grant funded project.

The grant project cost is limited to \$100,000, with the City being responsible for costs exceeding this amount. The Abonmarche cost table shows an estimate of \$113,592 (with contingencies). We believe that this project can be done for approximately \$100,000, which is the grant limit. At the time of bidding we will receive actual costs, and will be able to adjust the project, if needed.

Moved by Kozlik Wall to approve Resolution 2014-46, a resolution approving submission of Coastal Zone Management Grant Application for the proposed Black River Park accessible launch improvements. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

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

### **12. City Manager's Comments**

### **13. Mayor and Councilperson's Comments**

Klavins – Thanked Susie for her question. Lights are up. Festival of trees is going on.

Arnold – No comment.

Patterson – Condolences to the Shinske family.

Fitzgibbon – Come support We Care.

Gruber – No comment

Kozlik Wall – Spoke about parade. Spoke about leaves.

Burr – Spoke about leaves.

## **14. Adjourn**

Moved by Fitzgibbon to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 7:39 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, appearing to read "M. Coffey".

Michelle Coffey  
Deputy City Clerk

Approved by City Council: **DRAFT**

**CITY OF SOUTH HAVEN  
DECEMBER 16, 2014**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 30,897.67	\$ 51,604.72	\$ 82,502.39
202-MAJOR STREET FUND	\$ -	\$ -	\$ -
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ 1,609.57	\$ 323,376.45	\$ 324,986.02
226-GARBAGE/REFUSE FUND	\$ 34,160.26	\$ -	\$ 34,160.26
250-DOWNTOWN DEVELOPMENT	\$ 144.54	\$ 175,329.54	\$ 175,474.08
251-LDFA #1	\$ -	\$ -	\$ -
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ 25,414.54	\$ -	\$ 25,414.54
265-NARCOTICS UNIT	\$ -	\$ -	\$ -
266-POLICE TRAINING	\$ 227.62	\$ -	\$ 227.62
296-RIVER MAINTENANCE	\$ -	\$ -	\$ -
363- CAPITAL BOND	\$ 500.00	\$ -	\$ 500.00
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ 500.00	\$ -	\$ 500.00
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ 175.00	\$ -	\$ 175.00
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ 3,099.00	\$ -	\$ 3,099.00
402-CAPITAL PROJECTS #2	\$ -	\$ 41,805.95	\$ 41,805.95
466- PAVILION AND ICE RINK	\$ 10,000.00	\$ 758.14	\$ 10,758.14
545-BLACK RIVER PARK	\$ 140.25	\$ 6,815.00	\$ 6,955.25
577-BEACH FUND	\$ 223.30	\$ -	\$ 223.30
582-ELECTRIC FUND	\$ 29,785.44	\$ 20,971.35	\$ 50,756.79
591-WATER FUND	\$ 50,593.57	\$ 7,602.32	\$ 58,195.89
592-SEWER FUND	\$ 51,940.33	\$ 19,040.15	\$ 70,980.48
594-MUNICIPAL MARINA	\$ 292.86	\$ 711.00	\$ 1,003.86
636-INFORMATION SERVICES	\$ 5,219.95	\$ 1,655.58	\$ 6,875.53
661-MOTOR POOL	\$ 3,432.18	\$ 7,915.53	\$ 11,347.71
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 17,135.16	\$ -	\$ 17,135.16
718-TRUST & AGENCY	\$ -	\$ -	\$ -
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 265,491.24</b>	<b>\$ 657,585.73</b>	<b>\$ 923,076.97</b>

BANK CODE: 1

CHECK DATE: 12/10/2014 INVOICE PAY DATE FROM 12/16/2014 TO 12/16/2014

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
12/10/2014	1	49608	000014	ABONMARCHE CONSULTANTS INC	8,223.15	0.00	8,223.15	4
12/10/2014	1	49609	000050	ALEXANDER CHEMICAL CORP	3,625.00	0.00	3,625.00	3
12/10/2014	1	49610	003184	ALTA EQUIPMENT COMPANY	103.10	0.00	103.10	1
12/10/2014	1	49611	000145	ARISTA TRUCK SYSTEMS, INC	291.62	0.00	291.62	1
12/10/2014	1	49612	000229	BEAVER RESEARCH COMPANY	7,923.60	0.00	7,923.60	2
12/10/2014	1	49613	000303	MERLE BOES INC	2,879.58	0.00	2,879.58	2
12/10/2014	1	49614	000346	BRUSH ENTERPRISES	316.05	0.00	316.05	1
12/10/2014	1	49615	000372	C.C. JOHNSON & MALHOTRA PC	475.71	0.00	475.71	1
12/10/2014	1	49616	000418	CDW GOVERNMENT INC	818.55	0.00	818.55	2
12/10/2014	1	49617	003333	CENTRAL TILE AND TERRAZZO CO., INC.	4,937.14	0.00	4,937.14	1
12/10/2014	1	49618	000453	CHIEF SUPPLY CORP	86.96	0.00	86.96	2
12/10/2014	1	49619	000471	CITY PLUMBING & HEATING CO	1,030.00	0.00	1,030.00	1
12/10/2014	1	49620	000505	COMPTON INC	6,150.00	0.00	6,150.00	1
12/10/2014	1	49621	000533	CORNELISSE DESIGN ASSOC INC	649.25	0.00	649.25	1
12/10/2014	1	49622	000604	DE BEST INC	918.00	0.00	918.00	1
12/10/2014	1	49623	000622	DELL MARKETING L P	260.57	0.00	260.57	3
12/10/2014	1	49624	003209	DOUBLEDAY OFFICE PRODUCTS	275.65	0.00	275.65	1
12/10/2014	1	49625	000718	ELECSYS INTERNATIONAL CORP	267.00	0.00	267.00	1
12/10/2014	1	49626	003168	ELWOOD STAFFING	592.00	0.00	592.00	1
12/10/2014	1	49627	003178	EXTERIOR SITE SERVICES/COTTAGE CARE	11,215.00	0.00	11,215.00	2
12/10/2014	1	49628	003065	FOSTER SWIFT COLLINS & SMITH PC	2,646.00	0.00	2,646.00	3
12/10/2014	1	49629	000837	FREIGHTLINER OF KALAMAZOO	233.47	0.00	233.47	1
12/10/2014	1	49630	000846	FTC & H, INC	1,980.50	0.00	1,980.50	1
12/10/2014	1	49631	000847	FUEL MANAGEMENT SYSTEM	5,109.38	0.00	5,109.38	1
12/10/2014	1	49632	000872	GEMPLER'S	240.51	0.00	240.51	1
12/10/2014	1	49633	000913	GRAINGER	441.05	0.00	441.05	1
12/10/2014	1	49634	003149	GRO AMERICA	11,870.32	0.00	11,870.32	2
12/10/2014	1	49635	000963	GRP ENGINEERING INC	7,141.47	0.00	7,141.47	5
12/10/2014	1	49636	003330	HASTINGS FIBER GLASS PRODUCTS, INC.	506.57	0.00	506.57	1
12/10/2014	1	49637	001031	HAVEN HEATING AND AIR CONDITIONING	111.00	0.00	111.00	1
12/10/2014	1	49638	001107	HULL LIFT TRUCK INC	625.95	0.00	625.95	4
12/10/2014	1	49639	001171	J & L ORCHARD SUPPLY LLC	8.15	0.00	8.15	1
12/10/2014	1	49640	001186	JENSEN'S EXCAVATING INC	1,275.00	0.00	1,275.00	1
12/10/2014	1	49641	001196	JOHN'S STEREO INC	85.36	0.00	85.36	2
12/10/2014	1	49642	001223	KAL-BLUE	108.43	0.00	108.43	1
12/10/2014	1	49643	001225	KALIN CONSTRUCTION CO, INC	164,212.94	0.00	164,212.94	1
12/10/2014	1	49644	001246	KENDALL ELECTRIC INC	580.68	0.00	580.68	1
12/10/2014	1	49645	001343	LAKESHORE PAINT & ARTWORKS	70.70	0.00	70.70	2
12/10/2014	1	49646	001467	MARK A MANNING	5,440.00	0.00	5,440.00	1
12/10/2014	1	49647	001616	MICHIGAN MARITIME MUSEUM	9,464.53	0.00	9,464.53	2
.2/10/2014	1	49648	003021	MICHIGAN PAVING & MATERIALS CO	324,303.42	0.00	324,303.42	1
.2/10/2014	1	49649	001642	MICHIGAN SECTION AWWA	95.00	0.00	95.00	1

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
12/10/2014	1	49650	001948	PAT'S PRONTO PRINT	22.15	0.00	22.15	1
12/10/2014	1	49651	002020	POWER LINE SUPPLY CO	1,126.40	0.00	1,126.40	7
12/10/2014	1	49652	003143	ROLAND ELECTRIC LLC	600.00	0.00	600.00	1
12/10/2014	1	49653	002267	SECANT TECHNOLOGIES	910.00	0.00	910.00	1
12/10/2014	1	49654	002342	SKIDMORE'S	1,350.00	0.00	1,350.00	1
12/10/2014	1	49655	002407	SOUTH HAVEN ICE RINK	758.14	0.00	758.14	1
12/10/2014	1	49656	002453	SPENCER MANUFACTURING, INC	86.00	0.00	86.00	1
12/10/2014	1	49657	002461	SPRING BROOK SUPPLY	19.30	0.00	19.30	1
12/10/2014	1	49658	002478	STAPLES ADVANTAGE	30.40	7.23	23.17	3##
12/10/2014	1	49659	003331	STATE OF MICHIGAN- MDOT	41,805.95	0.00	41,805.95	2
12/10/2014	1	49660	002514	STEENSMA LAWN & POWER EQUIP	1,045.82	0.00	1,045.82	1
12/10/2014	1	49661	002583	TELE-RAD INC	470.32	0.00	470.32	2
12/10/2014	1	49662	002728	USA BLUE BOOK	1,828.32	0.00	1,828.32	4
12/10/2014	1	49663	002752	VAN BUREN COUNTY DRAIN	12,997.82	0.00	12,997.82	1
12/10/2014	1	49664	002788	VERDIN COMPANY	795.00	0.00	795.00	1
12/10/2014	1	49665	002815	VREDEVELD HAEFNER LLC	5,000.00	0.00	5,000.00	1
12/10/2014	1	49666	003220	WINGFOOT COMMERCIAL TIRE SYSTEMS	684.60	0.00	684.60	1
12/10/2014	1	49667	002953	WOODHAMS, INC , DON	474.38	0.00	474.38	2

Num Checks: 60 Num Stubs: 0 Num Invoices: 99 Total Amount: 657,585.73

## Denotes that check has vendor credit applied.

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 12/16/2014 - 12/16/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
110121							
42673	ABONMARCHÉ CONSULTANTS INC ELECTRIC CORE UPGRADE- PHASE I 582-558-988-000-0175	11/19/2014 ksteinman	12/16/2014	5,956.90	0.00	P	Y 12/08/2014
	ELECTRICAL SYSTEM CONSTR			5,956.90			
110152							
42674	ABONMARCHÉ CONSULTANTS INC DEMOLITION OVERTON FACTORY/FACTORY 101-371-809-023-0156	11/20/2014 ksteinman	12/16/2014	404.00	0.00	P	Y 12/08/2014
	BUILDING DEMOLITIONS			404.00			
110153							
42675	ABONMARCHÉ CONSULTANTS INC DEMOLITION OVERTON FACTORY/FACTORY 101-371-809-023-0156	11/20/2014 ksteinman	12/16/2014	467.50	0.00	P	Y 12/08/2014
	BUILDING DEMOLITIONS			467.50			
110132							
42757	ABONMARCHÉ CONSULTANTS INC KAL-HAVEN TRAIL- BULLER PARKING OP 101-447-801-000	11/19/2014 ksteinman	12/16/2014	1,394.75	0.00	P	Y 12/10/2014
	PROFESSIONAL/CONSULTING FEES			1,394.75			
SLS 10026049							
42676	ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000	11/24/2014 ksteinman	12/16/2014	895.00	0.00	P	Y 12/08/2014
	OPERATING SUPPLIES			895.00			
SLS 10025888							
42677	ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000	11/19/2014 ksteinman	12/16/2014	1,930.00	0.00	P	Y 12/08/2014
	OPERATING SUPPLIES			1,930.00			
SLS 10004300							
42678	ALEXANDER CHEMICAL CORP DEPOSIT DEDUCTED TWICE 592-559-741-000	04/08/2014 ksteinman	12/16/2014	800.00	0.00	P	Y 12/08/2014
	OPERATING SUPPLIES			800.00			
I75038							
42679	ALTA EQUIPMENT COMPANY WIPER BLADE 661-450-741-003	11/25/2014 ksteinman	12/16/2014	103.10	0.00	P	Y 12/08/2014
	REPAIR & MAINT SUPPLIES			103.10			
S 32751							
42680	ARISTA TRUCK SYSTEMS, INC SPEEDOMETER MODULE 661-450-741-003	11/28/2014 ksteinman	12/16/2014	291.62	0.00	P	Y 12/08/2014
	REPAIR & MAINT SUPPLIES			291.62			

12/10/2014 11:11 AM  
 User: ksteinman  
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
 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
0221195-IN 42681	BEAVER RESEARCH COMPANY TRANS FLUID 250-751-741-001	11/19/2014 ksteinman	12/16/2014	3,961.80	0.00	P	Y 12/08/2014
	CHEMICALS			3,961.80			
0221404-IN 42682	BEAVER RESEARCH COMPANY TRANS FLUID 250-751-741-000	11/19/2014 ksteinman	12/16/2014	3,961.80	0.00	P	Y 12/08/2014
	ICE RINK SUPPLIES			3,961.80			
470855 42726	MERLE BOES INC SUPPLIES 661-450-741-003	11/28/2014 ksteinman	12/16/2014	1,628.35	0.00	P	Y 12/09/2014
	REPAIR & MAINT SUPPLIES			1,628.35			
470383 42727	MERLE BOES INC MOTOR FUEL & LUBRICANTS 661-450-748-000	11/20/2014 ksteinman	12/16/2014	1,251.23	0.00	P	Y 12/09/2014
	MOTOR FUEL & LUBRICANTS			1,251.23			
7008 42683	BRUSH ENTERPRISES REPAIRS 661-450-935-000	11/06/2014 ksteinman	12/16/2014	316.05	0.00	P	Y 12/08/2014
	REPAIRS/MAINTENANCE - VEHICLES			316.05			
OCT 19 - NOV 15 42684	C.C. JOHNSON & MALHOTRA PC WWTP IPP PROGRAM 592-560-801-000	11/25/2014 ksteinman	12/16/2014	475.71	0.00	P	Y 12/08/2014
	PROFESSIONAL/CONSULTING FEES			475.71			
QV02292 42685	CDW GOVERNMENT INC TONER 101-301-727-000	11/18/2014 ksteinman	12/16/2014	333.54	0.00	P	Y 12/08/2014
	OFFICE SUPPLIES			333.54			
QW58835 42764	CDW GOVERNMENT INC TONER 636-258-727-000	11/20/2014 ksteinman	12/16/2014	485.01	0.00	P	Y 12/10/2014
	OFFICE SUPPLIES			485.01			
27314 42769	CENTRAL TILE AND TERRAZZO CO., INC. CITY HALL STAIR TREADS IMPROVEMENT 101-265-975-000	11/07/2014 ksteinman	12/16/2014	4,937.14	0.00	P	Y 12/10/2014
	BUILDINGS/ADDITIONS IMPROVE			4,937.14			

## INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 12/16/2014 - 12/16/2014

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
167675 42686	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	11/19/2014 ksteinman	12/16/2014	44.49	0.00	P	Y 12/08/2014
	UNIFORMS			44.49			
168625 42687	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	11/20/2014 ksteinman	12/16/2014	42.47	0.00	P	Y 12/08/2014
	UNIFORMS			42.47			
029427 42688	CITY PLUMBING & HEATING CO MAINTENANCE AGREEMENT 101-265-802-000	12/01/2014 ksteinman	12/16/2014	1,030.00	0.00	P	Y 12/08/2014
	OTHER CONTRACTUAL SERVICES			1,030.00			
111442 42689	COMPTON INC DIRECTIONAL BORE M-140 AT JOHN'S S 591-564-802-000	11/25/2014 ksteinman	12/16/2014	6,150.00	0.00	P	Y 12/08/2014
	OTHER CONTRACTUAL SERVICES			6,150.00			
201406-07 42690	CORNELISSE DESIGN ASSOC INC LITTLE GIRL STATIE RELOCATION 101-265-802-000	11/30/2014 ksteinman	12/16/2014	649.25	0.00	P	Y 12/08/2014
	OTHER CONTRACTUAL SERVICES			649.25			
14720 42692	DE BEST INC CRUSHED ASPHALT 250-751-741-000	11/19/2014 ksteinman	12/16/2014	918.00	0.00	P	Y 12/08/2014
	ICE RINK SUPPLIES			918.00			
XJKJC7746 42766	DELL MARKETING L P ASSESSMENT 636-258-980-001	11/14/2014 ksteinman	12/16/2014	32.00	0.00	P	Y 12/10/2014
	COMPUTER HARDWARE			32.00			
XJKKFDPD1 42767	DELL MARKETING L P HARDWARE 636-258-980-001	11/18/2014 ksteinman	12/16/2014	27.59	0.00	P	Y 12/10/2014
	COMPUTER HARDWARE			27.59			
XJKJTC5P6 42768	DELL MARKETING L P HARDWARE 636-258-933-000	11/17/2014 ksteinman	12/16/2014	200.98	0.00	P	Y 12/10/2014
	REPAIRS/MAINTENANCE - EQUIP			200.98			

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
158964 42693	DOUBLEDAY OFFICE PRODUCTS FURNITURE 101-301-727-000	12/01/2014 ksteinman	12/16/2014	275.65	0.00	P	Y 12/08/2014
	OFFICE SUPPLIES			275.65			
130849 42694	ELECSYS INTERNATIONAL CORP MONTHLY MAINTENANCE 582-558-802-000	11/28/2014 ksteinman	12/16/2014	267.00	0.00	P	Y 12/08/2014
	591-558-802-000	OTHER CONTRACTUAL SERVICES		186.90			
	592-558-802-000	OTHER CONTRACTUAL SERVICES		40.05			
		OTHER CONTRACTUAL SERVICES		40.05			
756584 42695	ELWOOD STAFFING STAFFING SERVICES 101-751-802-000	11/25/2014 ksteinman	12/16/2014	592.00	0.00	P	Y 12/08/2014
	OTHER CONTRACTUAL SERVICES			592.00			
12889 42696	EXTERIOR SITE SERVICES/COTTAGE CARE MAN & EQUIP HOURS OF LINE CLEARING 582-558-802-000	12/05/2014 ksteinman	12/16/2014	4,400.00	0.00	P	Y 12/08/2014
	OTHER CONTRACTUAL SERVICES			4,400.00			
12849 42697	EXTERIOR SITE SERVICES/COTTAGE CARE LANDSCAPE ENHANCEMENTS 545-776-802-000	11/05/2014 ksteinman	12/16/2014	6,815.00	0.00	P	Y 12/08/2014
	OTHER CONTRACTUAL SERVICES			6,815.00			
662285 42698	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	12/02/2014 ksteinman	12/16/2014	1,925.00	0.00	P	Y 12/08/2014
	PROFESSIONAL/CONSULTING FEES			1,925.00			
662287 42699	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	12/02/2014 ksteinman	12/16/2014	521.00	0.00	P	Y 12/08/2014
	PROFESSIONAL/CONSULTING FEES			521.00			
662299 42700	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	12/02/2014 ksteinman	12/16/2014	200.00	0.00	P	Y 12/08/2014
	PROFESSIONAL/CONSULTING FEES			200.00			
X002191303:01 12701	FREIGHTLINER OF KALAMAZOO SUPPLIES 661-450-741-003	11/25/2014 ksteinman	12/16/2014	233.47	0.00	P	Y 12/08/2014
	REPAIR & MAINT SUPPLIES			233.47			

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
 JOURNALIZED OPEN AND PAID  
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
318590 42770	FTC & H, INC DOWNSTREAM IMPROVEMENT EVALUATION 101-445-801-010	12/01/2014 ksteinman	12/16/2014	1,980.50 1,980.50	0.00	P	Y 12/10/2014
1433401 42702	FUEL MANAGEMENT SYSTEM FUEL 101-301-748-000 204-447-748-000 591-558-748-000 592-558-748-000 101-728-748-000 101-371-748-000 582-558-748-000 101-751-748-000 101-276-748-000 101-446-748-000 582-558-748-000 591-558-748-000 592-558-748-000 591-558-748-000 592-558-748-000 591-559-748-000 592-559-748-000 661-450-748-000	11/30/2014 ksteinman	12/16/2014	5,109.38 1,577.03 73.03 24.35 24.35 30.55 35.18 479.36 127.26 91.64 1,278.41 92.00 25.88 25.87 152.04 152.04 65.08 181.13 674.18	0.00	P	Y 12/08/2014
1020383672 42708	GEMPLER'S PEDESTAL 101-000-675-000	11/19/2014 ksteinman	12/16/2014	240.51 240.51	0.00	P	Y 12/09/2014
9608901642 42713	GRAINGER EQUIPMENT 592-559-742-000 592-559-933-000	12/03/2014 ksteinman	12/16/2014	441.05 284.80 156.25	0.00	P	Y 12/09/2014
GA-072474 12709	GRO AMERICA WASTE HAUL 592-559-802-000	11/24/2014 ksteinman	12/16/2014	5,198.20 5,198.20	0.00	P	Y 12/09/2014

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
 JOURNALIZED OPEN AND PAID  
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GA-072481 42758	GRO AMERICA WASTE HAUL 592-559-802-000	12/01/2014 ksteinman	12/16/2014	6,672.12	0.00	P	Y 12/10/2014
		OTHER CONTRACTUAL SERVICES		6,672.12			
20140854 42703	GRP ENGINEERING INC ENGINEERING SERVICES 582-558-801-000	11/03/2014 ksteinman	12/16/2014	1,000.00	0.00	P	Y 12/09/2014
		PROFESSIONAL/CONSULTING FEES		1,000.00			
20140855 42704	GRP ENGINEERING INC ENGINERRING SERVICES 582-558-802-000-0163	11/03/2014 ksteinman	12/16/2014	1,341.29	0.00	P	Y 12/09/2014
		OTHER CONTRACTUAL SERVICES		1,341.29			
20140856 42705	GRP ENGINEERING INC ENGINEERING SERVICES 582-558-802-000	11/03/2014 ksteinman	12/16/2014	149.19	0.00	P	Y 12/09/2014
		OTHER CONTRACTUAL SERVICES		149.19			
20140857 42706	GRP ENGINEERING INC ENGINEERING SERVICES 582-558-801-000-0175	11/03/2014 ksteinman	12/16/2014	3,650.99	0.00	P	Y 12/09/2014
		PROFESSIONAL/CONSULTING FEES		3,650.99			
20140858 42707	GRP ENGINEERING INC ENGINEERING SERVICES 582-558-802-000	11/03/2014 ksteinman	12/16/2014	1,000.00	0.00	P	Y 12/09/2014
		OTHER CONTRACTUAL SERVICES		1,000.00			
451905-1 12710	HASTINGS FIBER GLASS PRODUCTS, INC. TELOPOLE 661-450-741-000	11/19/2014 ksteinman	12/16/2014	506.57	0.00	P	Y 12/09/2014
		OPERATING SUPPLIES		506.57			
5565 12711	HAVEN HEATING AND AIR CONDITIONING MISC WIRING REPAIR 594-776-931-000	11/21/2014 ksteinman	12/16/2014	111.00	0.00	P	Y 12/09/2014
		REPAIRS/MAINT-BLDS & STRCTRES		111.00			
S-0109570 12714	HULL LIFT TRUCK INC PARTS 661-450-741-003	11/11/2014 ksteinman	12/16/2014	78.20	0.00	P	Y 12/09/2014
		REPAIR & MAINT SUPPLIES		78.20			

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
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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
30110448							
12715	HULL LIFT TRUCK INC PARTS 661-450-741-003	12/01/2014 ksteinman REPAIR & MAINT SUPPLIES	12/16/2014	277.84 277.84	0.00	P	Y 12/09/2014
3-0109480							
12716	HULL LIFT TRUCK INC PARTS 101-265-741-000	12/02/2014 ksteinman OPERATING SUPPLIES	12/16/2014	23.16 23.16	0.00	P	Y 12/09/2014
NO-332245							
12717	HULL LIFT TRUCK INC PARTS 661-450-741-003 661-450-802-000	11/10/2014 ksteinman REPAIR & MAINT SUPPLIES OTHER CONTRACTUAL SERVICES	12/16/2014	246.75 11.75 235.00	0.00	P	Y 12/09/2014
23090							
12718	J & L ORCHARD SUPPLY LLC 2" UNION 591-558-741-000	11/10/2014 ksteinman OPERATING SUPPLIES	12/16/2014	8.15 8.15	0.00	P	Y 12/09/2014
30706							
12719	JENSEN'S EXCAVATING INC HOURLY EQUIPMENT RATE 250-751-802-000	11/10/2014 ksteinman OTHER CONTRACTUAL SERVICES	12/16/2014	1,275.00 1,275.00	0.00	P	Y 12/09/2014
10042899							
12720	JOHN'S STEREO INC HIGH POWER INVERTER 591-558-741-000	10/07/2014 ksteinman OPERATING SUPPLIES	12/16/2014	67.99 67.99	0.00	P	Y 12/09/2014
10043551							
12721	JOHN'S STEREO INC LIGHTER BATTERY 661-450-741-003	11/25/2014 ksteinman REPAIR & MAINT SUPPLIES	12/16/2014	17.37 17.37	0.00	P	Y 12/09/2014
11872							
12722	KAL-BLUE ROLL STOCK MATERIAL 101-447-727-000 101-446-727-000 591-558-727-000 592-558-727-000 582-558-727-000	12/04/2014 ksteinman OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	12/16/2014	108.43 21.69 21.69 21.69 21.68 21.68	0.00	P	Y 12/09/2014

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
 JOURNALIZED OPEN AND PAID  
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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
PAY REQ #2							
42738*	KALIN CONSTRUCTION CO, INC KENTUCKY AVE RECONSTRUCTION 250-729-974-018-0157 204-002-211-127	11/29/2014 ksteinman	12/16/2014	164,212.94	0.00	P	Y 12/09/2014
	CAPITAL PROJECTS CONTR RETAIN PYBLE - KALIN			165,212.94 (1,000.00)			
S103261810.001							
42712	KENDALL ELECTRIC INC EQUIPMENT 592-559-933-000	12/05/2014 ksteinman	12/16/2014	580.68	0.00	P	Y 12/09/2014
	REPAIRS/MAINTENANCE - EQUIP			580.68			
121026							
42723	LAKESHORE PAINT & ARTWORKS PAINT 101-751-741-000	11/06/2014 ksteinman	12/16/2014	30.45	0.00	P	Y 12/09/2014
	OPERATING SUPPLIES			30.45			
121084							
42724	LAKESHORE PAINT & ARTWORKS PAINT 101-751-741-000	11/13/2014 ksteinman	12/16/2014	40.25	0.00	P	Y 12/09/2014
	OPERATING SUPPLIES			40.25			
466							
42725	MARK A MANNING ATTORNEY SERVICES 101-210-801-000	11/30/2014 ksteinman	12/16/2014	5,440.00	0.00	P	Y 12/09/2014
	PROFESSIONAL/CONSULTING FEES			5,440.00			
APRIL 1- JUNE 30							
42759	MICHIGAN MARITIME MUSEUM EVELYN S GRANT 101-804-802-000	12/01/2014 ksteinman	12/16/2014	2,630.53	0.00	P	Y 12/10/2014
	OTHER CONTRACTUAL SERVICES			2,630.53			
JULY 1- SEPT 30							
42760	MICHIGAN MARITIME MUSEUM EVELYN S GRANT 101-804-802-000	12/02/2014 ksteinman	12/16/2014	6,834.00	0.00	P	Y 12/10/2014
	OTHER CONTRACTUAL SERVICES			6,834.00			
PAY REQ #2							
12728	MICHIGAN PAVING & MATERIALS CO PAVING PROJECT 204-446-802-000-0159 204-002-211-159	11/24/2014 ksteinman	12/16/2014	324,303.42	0.00	P	Y 12/09/2014
	OTHER CONTRACTUAL SERVICES RETAINAGE- MICHIGAN PAVING & MATERIALS			319,303.42 5,000.00			
14-0030							
12672	MICHIGAN SECTION AWWA HENRY COMPTON REGISTRATION 591-558-860-000	10/08/2014 ksteinman	12/16/2014	95.00	0.00	P	Y 12/08/2014
	TRAVEL/CONFERENCES/TRAINING			95.00			

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 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
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11/24/14 42730	PAT'S PRONTO PRINT NOTARY STAMP- JAMIE MANNING 101-301-741-000	11/24/2014 ksteinman	12/16/2014	22.15	0.00	P	Y 12/09/2014
	OPERATING SUPPLIES			22.15			
5883289 42729	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	12/02/2014 ksteinman	12/16/2014	351.21	0.00	P	Y 12/09/2014
	REPAIRS/MAINTENANCE - EQUIPM			351.21			
58832/88 42731	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	12/02/2014 ksteinman	12/16/2014	126.22	0.00	P	Y 12/09/2014
	REPAIRS/MAINTENANCE - EQUIPM			126.22			
5883446 42732	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001	12/02/2014 ksteinman	12/16/2014	62.50	0.00	P	Y 12/09/2014
	OTHER CLOTHING & SUPPLIES			62.50			
5882678 42733	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	11/26/2014 ksteinman	12/16/2014	119.43	0.00	P	Y 12/09/2014
	REPAIRS/MAINTENANCE - EQUIPM			119.43			
5882792 42734	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001 591-558-729-001 101-446-729-001	11/26/2014 ksteinman	12/16/2014	204.00	0.00	P	Y 12/09/2014
	OTHER CLOTHING & SUPPLIES			68.00			
	OTHER CLOTHING & SUPPLIES			68.00			
	OTHER CLOTHING & SUPPLIES			68.00			
5882339 42735	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001 591-558-729-001 101-446-729-001	11/25/2014 ksteinman	12/16/2014	71.04	0.00	P	Y 12/09/2014
	OTHER CLOTHING & SUPPLIES			23.68			
	OTHER CLOTHING & SUPPLIES			23.68			
	OTHER CLOTHING & SUPPLIES			23.68			
5882077 42736	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	11/25/2014 ksteinman	12/16/2014	192.00	0.00	P	Y 12/09/2014
	REPAIRS/MAINTENANCE - EQUIPM			192.00			

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 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
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285 42737	ROLAND ELECTRIC LLC LABOR 9/4/14 594-776-931-000	11/24/2014 ksteinman	12/16/2014	600.00	0.00	P	Y 12/09/2014
		REPAIRS/MAINT-BLDS & STRCTRES		600.00			
INV058486 42765	SECANT TECHNOLOGIES REACTIVE SUPPORT 636-258-801-000	11/30/2014 ksteinman	12/16/2014	910.00	0.00	P	Y 12/10/2014
		PROFESSIONAL/CONSULTING FEES		910.00			
11/21/14 42741	SKIDMORE'S ASPHALT PATCHING 101-446-741-000	11/21/2014 ksteinman	12/16/2014	1,350.00	0.00	P	Y 12/09/2014
		OPERATING SUPPLIES		1,350.00			
3208 42691	SOUTH HAVEN ICE RINK EQUIPMENT 466-751-801-101	10/31/2014 ksteinman	12/16/2014	758.14	0.00	P	Y 12/08/2014
		ICE RINK OPERATIONS		758.14			
10126 42746	SPENCER MANUFACTURING, INC REPAIRS/MAINTENANCE 661-450-935-000	11/25/2014 ksteinman	12/16/2014	86.00	0.00	P	Y 12/09/2014
		REPAIRS/MAINTENANCE - VEHICLES		86.00			
192265 42745	SPRING BROOK SUPPLY PARTS 592-559-933-000	12/01/2014 ksteinman	12/16/2014	19.30	0.00	P	Y 12/09/2014
		REPAIRS/MAINTENANCE - EQUIP		19.30			
7127289285-002001 12739	STAPLES ADVANTAGE SUPPLIES 101-447-727-000	11/22/2014 ksteinman	12/16/2014	7.23	0.00	P	Y 12/09/2014
		OFFICE SUPPLIES		7.23			
7127289285-001001 12740	STAPLES ADVANTAGE SUPPLIES 101-447-727-000	11/22/2014 ksteinman	12/16/2014	(7.23)	0.00	P	Y 12/09/2014
		OFFICE SUPPLIES		(7.23)			
7127421929-000002 12747	STAPLES ADVANTAGE SUPPLIES 101-202-727-000	11/22/2014 ksteinman	12/16/2014	23.17	0.00	P	Y 12/09/2014
		OFFICE SUPPLIES		23.17			

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
 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
AP 372075 12743	STATE OF MICHIGAN- MDOT LOCAL PROGRESS BILLINGS 402-202-988-010	11/19/2014 ksteinman	12/16/2014	21,309.11	0.00	P	Y 12/09/2014
	MAJOR STREET UPGRADES			21,309.11			
AP 372074 12744	STATE OF MICHIGAN- MDOT LOCAL PROGRESS BILLINGS 402-202-988-010	11/19/2014 ksteinman	12/16/2014	20,496.84	0.00	P	Y 12/09/2014
	MAJOR STREET UPGRADES			20,496.84			
225048 12742	STEENSMA LAWN & POWER EQUIP REPAIRS/MAINTENANCE 661-450-935-000	11/25/2014 ksteinman	12/16/2014	1,045.82	0.00	P	Y 12/09/2014
	REPAIRS/MAINTENANCE - VEHICLES			1,045.82			
360591 12748	TELE-RAD INC UNIFORMS 101-301-729-000	11/26/2014 ksteinman	12/16/2014	430.33	0.00	P	Y 12/09/2014
	UNIFORMS			430.33			
360595 12749	TELE-RAD INC UNIFORMS 101-301-741-000	11/26/2014 ksteinman	12/16/2014	39.99	0.00	P	Y 12/09/2014
	OPERATING SUPPLIES			39.99			
511665 12750	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	12/02/2014 ksteinman	12/16/2014	75.03	0.00	P	Y 12/09/2014
	OPERATING SUPPLIES			75.03			
510573 12751	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	12/01/2014 ksteinman	12/16/2014	997.99	0.00	P	Y 12/09/2014
	OPERATING SUPPLIES			997.99			
502965 12752	USA BLUE BOOK LAB SUPPLIES 591-558-729-001 592-558-729-001 101-446-729-001	11/18/2014 ksteinman	12/16/2014	404.84	0.00	P	Y 12/09/2014
	OTHER CLOTHING & SUPPLIES			134.95			
	OTHER CLOTHING & SUPPLIES			134.95			
	OTHER CLOTHING & SUPPLIES			134.94			
506974 12753	USA BLUE BOOK LAB SUPPLIES 591-559-741-000	11/24/2014 ksteinman	12/16/2014	350.46	0.00	P	Y 12/09/2014
	OPERATING SUPPLIES			350.46			

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
 JOURNALIZED OPEN AND PAID  
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

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NOVEMBER 26, 2014							
12754	VAN BUREN COUNTY DRAIN DRAIN ASSESSMENTS 101-445-801-010	11/26/2014 ksteinman COUNTY DRAIN ASSESSMENT	12/16/2014	12,997.82  12,997.82	0.00	P	Y 12/09/2014
MIS0015-2015							
12755	VERDIN COMPANY SERVICE AGREEMENT 101-751-802-000	11/24/2014 ksteinman OTHER CONTRACTUAL SERVICES	12/16/2014	795.00  795.00	0.00	P	Y 12/09/2014
3191							
12761	VREDEVELD HAEFNER LLC PROGRESS ON AUDIT 101-202-801-000 582-561-801-000 591-561-801-000 592-561-801-000	11/30/2014 ksteinman PROFESSIONAL/CONSULTING FEES PROFESSIONAL/CONSULTING FEES PROFESSIONAL/CONSULTING FEES PROFESSIONAL/CONSULTING FEES	12/16/2014	5,000.00  2,500.00 1,750.00 375.00 375.00	0.00	P	Y 12/10/2014
159-1050962							
12756	WINGFOOT COMMERCIAL TIRE SYSTEMS TIRES 661-450-741-003	12/02/2014 ksteinman REPAIR & MAINT SUPPLIES	12/16/2014	684.60  684.60	0.00	P	Y 12/09/2014
1146052							
12762	WOODHAMS, INC , DON VEHICLE MAINTENANCE 661-450-935-000	11/04/2014 ksteinman REPAIRS/MAINTENANCE - VEHICLES	12/16/2014	41.00  41.00	0.00	P	Y 12/10/2014
166607							
12763	WOODHAMS, INC , DON VEHICLE MAINTENANCE 661-450-741-003	11/17/2014 ksteinman REPAIR & MAINT SUPPLIES	12/16/2014	433.38  433.38	0.00	P	Y 12/10/2014
Total of Invoices: 98 # Due: 0				Totals:	657,592.96	0.00	
Total of Credit Memos: 1 # Due: 0				Totals:	(7.23)	0.00	
Net of Invoices and Credit Memos:					657,585.73	0.00	
1 Net Invoices have Credits Totalling:					(1,000.00)		

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 12/16/2014 - 12/16/2014  
 JOURNALIZED OPEN AND PAID  
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			51,604.72	0.00		
	204 - STREET FUND			323,376.45	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			175,329.54	0.00		
	402 - CAPITAL PROJECTS FUND 2			41,805.95	0.00		
	466 - PAVILION AND ICE RINK CAPIT			758.14	0.00		
	545 - BLACK RIVER PARK FUND			6,815.00	0.00		
	582 - ELECTRIC FUND			20,971.35	0.00		
	591 - WATER FUND			7,602.32	0.00		
	592 - SEWER FUND			19,040.15	0.00		
	594 - MARINA FUND			711.00	0.00		
	636 - INFORMATION SERVICES FUND			1,655.58	0.00		
	661 - MOTOR POOL FUND			7,915.53	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 - REVEUNES			240.51	0.00		
	002 - LIABILITIES			4,000.00	0.00		
	202 - CITY TREASURER			44,329.12	0.00		
	209 - ASSESSOR			2,646.00	0.00		
	210 - LEGAL & PROFESSIONAL			5,440.00	0.00		
	258 - DATA PROCESSING			1,655.58	0.00		
	265 - BUILDINGS & GROUNDS			6,639.55	0.00		
	276 - CEMETERY DEPARTMENT			91.64	0.00		
	301 - POLICE			2,765.65	0.00		
	371 - BUILDING INSPECTIONS			906.68	0.00		
	445 - DRAINS			14,978.32	0.00		
	446 - HIGHWAYS & STREETS			322,180.14	0.00		
	447 - ENGINEERING			1,489.47	0.00		
	450 - EQUIPMENT MAINTENANCE			7,915.53	0.00		
	558 - OPERATIONS			20,282.07	0.00		
	559 - TREATMENT			18,206.04	0.00		
	560 - IPP PROGRAM			475.71	0.00		
	561 - ADMINISTRATION			2,500.00	0.00		
	564 - OPERATIONS - SOUTH HAVEN TW			6,150.00	0.00		
	728 - ECONOMIC DEVELOPMENT			30.55	0.00		
	729 - DOWNTOWN DEVELOPMENT			165,212.94	0.00		
	751 - PARK DEPARTMENT			12,459.70	0.00		
	776 - OPERATIONS			7,526.00	0.00		
	804 - MUSEUMS			9,464.53	0.00		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
12/04/2014	1	49560	UB REFUND	CAPONIGRO, JANINE L	67.11
12/04/2014	1	49561	UB REFUND	ELLIS, JILL A	92.98
12/04/2014	1	49562	UB REFUND	HOVING, RONALD E	100.00
12/04/2014	1	49563	001329	LAKE MICHIGAN COLLEGE	1,194.03
12/04/2014	1	49564	UB REFUND	RYAN, DEIRDRE M	23.49
12/04/2014	1	49565	002395	SOUTH HAVEN COMMUNITY HOSPITAL	237.47
12/04/2014	1	49566	002410	SOUTH HAVEN MEMORIAL LIBRARY	394.40
12/04/2014	1	49567	002415	SOUTH HAVEN PUBLIC SCHOOLS	4,116.61
12/04/2014	1	49568	002417	SOUTH HAVEN SENIOR SERVICES	179.60
12/04/2014	1	49569	002424	SOUTH HAVEN/CASCO	87,916.88
12/04/2014	1	49570	002757	VAN BUREN COUNTY TREASURER	6,716.94
12/04/2014	1	49571	002758	VAN BUREN INTERMEDIATE	4,296.11
12/05/2014	1	49572	000043	AIRGAS USA, LLC	50.06
12/05/2014	1	49573	003074	APX INC	114.84
12/05/2014	1	49574	000177	AUTOWARES INC	892.07
12/05/2014	1	49575	000498	COMCAST	59.70
12/05/2014	1	49576	000519	CONSUMERS ENERGY	133.17
12/05/2014	1	49577	000660	DOMESTIC LINEN-KALAMAZOO	2,017.41
12/05/2014	1	49578	000843	FRONTIER	901.83
12/05/2014	1	49579	001067	HI TEC BUILDING SERVICES	4,141.07
12/05/2014	1	49580	003070	WENDY HOCHSTEDLER	137.24
12/05/2014	1	49581	MISC	HOLIDAY INN EXPRESS HOTEL/SUITES	77.62
12/05/2014	1	49582	001120	HYDRO DESIGNS INC	995.00
12/05/2014	1	49583	003189	LAGO BLUE, LLC	18,099.89
12/05/2014	1	49584	001544	MENARDS	919.30
12/05/2014	1	49585	003314	MICHIGAN STATE POLICE	30.00
12/05/2014	1	49586	002155	RIDGE AND KRAMER AUTO PARTS	350.58
12/05/2014	1	49587	003093	RIDGE AUTO PARTS	191.49
12/05/2014	1	49588	003188	ROLAND J PETERSON, LLC	7,314.65
12/05/2014	1	49589	002188	ROME'S STANDARD SERVICE INC	166.00
12/05/2014	1	49590	002407	SOUTH HAVEN ICE RINK	10,000.00
12/05/2014	1	49591	002418	SOUTH HAVEN SMALL ENGINES	1,023.75
12/05/2014	1	49592	002513	STEEL CENTER SUPPLY CO	621.95
12/05/2014	1	49593	002724	UPS STORE #5080	22.41
12/05/2014	1	49594	002726	US BANK	1,675.00
12/05/2014	1	49595	002769	VAN METER & ASSOCIATES INC	150.00
12/05/2014	1	49596	002792	VERIZON WIRELESS	195.58
12/05/2014	1	49597	002915	WIGHTMAN & ASSOCIATES INC	1,000.00
12/05/2014	1	49598	002949	WOLVERINE HARDWARE	488.88
12/05/2014	1	49599	UB REFUND	CRAWFORD, TIM & NELLIE	221.55
12/05/2014	1	49600	UB REFUND	DIEPEN, SUSAN K	88.12
12/05/2014	1	49601	UB REFUND	GARCIA, CAROLINA	240.00
12/05/2014	1	49602	UB REFUND	HUNT, LYNWOOD H	114.61
12/05/2014	1	49603	UB REFUND	MACATAWA BANK	1,167.75
12/05/2014	1	49604	UB REFUND	SHELL, CORINTHIUS	167.19
12/05/2014	1	49605	UB REFUND	WILCOX, MANDALINE K	240.26
12/05/2014	1	49606	UB REFUND	ZIMMER, MELISSA A	250.93
12/08/2014	1	49607	MISC	ENDEAVOR BUILDING SYSTEMS	3,025.73

1 TOTALS:

Total of 48 Checks:	162,621.25
Less 0 Void Checks:	0.00
Total of 48 Disbursements:	162,621.25

Check Date	Bank	Check	Vendor	Vendor Name	Amount
------------	------	-------	--------	-------------	--------

Bank 1 FIFTH THIRD BANK

12/02/2014	1	68 (E)	003227	FIFTH THIRD BANK	79,843.57
12/05/2014	1	69 (E)	003062	MCAAA	23,026.42

1 TOTALS:

Total of 2 Checks: 102,869.99

Less 0 Void Checks: 0.00

Total of 2 Disbursements: 102,869.99



# 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:** December 10, 2014

**RE:** Sequoia Tree Donation – Stanley Johnston Park

### Background Information

Jon Jillson would like to donate a Sequoia Tree to the City of South Haven. After reviewing several options with City staff, Mr. Jillson would prefer to see the tree located within Stanley Johnston Park, near the restroom/pavilion building as shown on the attached map.

The map illustrates two potential locations. Location 1 may be unsuitable because it is near a dirt two track that is used for vehicular access for cleaning staff. If Location 1 is not suitable, the tree will be placed at Location 2. The final placement will be determined in the field.

The donor would like to erect a short protective fence around the tree. The area between the fence and tree would be maintained with mulch. Once the tree grows larger, the fence will likely need to be removed. In addition, at some time in the future, an interpretive plaque may be erected that provides information to the public.

The tree to be planted is a Giant Sequoia (*Sequoiadendron giganteum*). Mr. Jillson obtained the tree from the Archangel Ancient Tree Archive in Copemish, Michigan. Additional information on the Archangel Ancient Tree Project can be found at their website: <https://www.ancienttreearchive.org/>. Additional information on Giant Sequoia trees can be found here: <https://www.giant-sequoia.com/homepage/>.

At their December 9, 2014 regular meeting, the Parks Commission reviewed the proposed donation and passed a motion recommending that City Council accept the donation. The final location of the tree will be selected by Mr. Jillson in cooperation with the City's Arborist, Aaron Priebe. If Mr. Jillson desires to erect a donor plaque in the future, the request will be returned to the Parks Commission and City Council for approval.

An image of mature Giant Sequoia trees is shown on the following page.

**Memorandum**

December 10, 2014

Sequoia Tree Donation – Stanley Johnston Park

Page 2 of 2



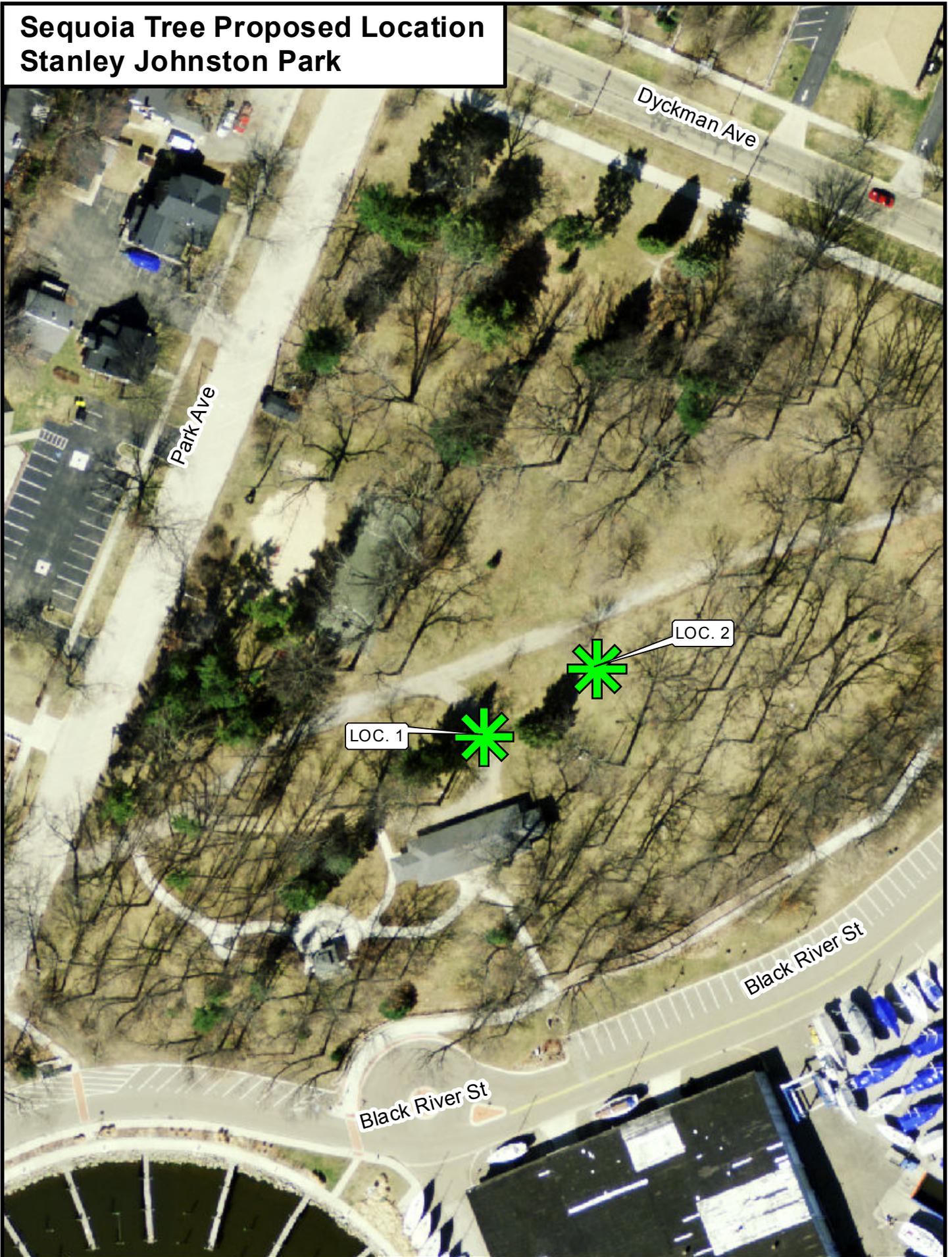
**Recommendation:**

City Council should review the proposed donation at their December 15, 2014 regular meeting. If they elect to accept the gift, the tree could be planted as early as December 16, 2014.

**Attachments:**

Sequoia Tree Donation – Location Map  
Resolution 08-49: Amended City Gift Policy

# Sequoia Tree Proposed Location Stanley Johnston Park



CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 08-49

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

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

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

ABSENT: McCoy

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

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

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

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

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

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

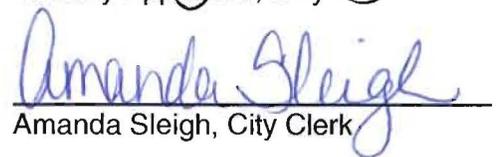
RECORD OF VOTE:

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

Nays: None

RESOLUTION DECLARED ADOPTED.

  
Dorothy Appleyard, Mayor

  
Amanda Sleight, City Clerk

## **City of South Haven Gift Policy**

### **Introduction**

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

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

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

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

### **Guidelines**

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

## Exhibit A

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

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

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

Donations will be recognized as follows:

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

### **Conclusion**

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

### **Suggested Gift List:**

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



# City of South Haven

## Dept. 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: Roger Huff, PE, DPW Director  
RE: Center for the Arts Fire Escape Replacement  
Date: December 8, 2014

### Background Information:

In February 2013, the City of South Haven contracted with Abonmarche to provide an Overview Facilities Survey / Needs Assessment of the South Haven Center for the Arts (SHCA) building. The purpose of this survey and assessment was to assist in planning short-term and long-term needs for the building with regards to all building systems (plumbing, heating, cooling, electrical, structural, etc.). The final report prioritized the needs requiring attention immediately, in the near future, and the years ahead (5-20 years).

The Facilities Survey / Needs Assessment was completed in May 2013 and presented to the SHCA staff and board. It was noted that the fire escape at the east wall is too narrow and steep and should be replaced with a code compliant design; and the exterior exit door at the fire escape is too narrow and needs to be widened to comply with the building code. Since this is a life safety and code compliance issue, replacement of the fire escape and exit door was given the highest priority.

In February 2014, the Board of Directors of the SHCA confirmed that it is in agreement with Abonmarche's May 2013 report on cost projections and priorities for facility repair and, for the first year, the city would concentrate its resources on the fire escape replacement for liability reasons.

Bid documents were prepared for replacement of the fire escape and exit door. On November 6, 2014, bids were opened. A copy of the bid tabulation prepared by Abonmarche is attached. Three (3) bids were received. Abonmarche has reviewed the bids and recommends the base bid and Alternate # 2 be awarded to David Noosbond for a total amount of \$20,020; and the exit door removal and replacement be awarded to Wagenmaker Construction for the amount of \$8,890.

### Recommendation:

1. Award the base bid and Alternate # 2 to David Noosbond for a total amount of \$20,020.
2. Award the exit door removal and replacement (Alternate # 1) to Wagenmaker Construction for the amount of \$8,890.

**Memorandum**

December 8, 2014

Center for the Arts Fire Escape Replacement

Page 2 of 2

3. Approve the attached budget adjustment, which provides funding for the project.

**Support Material:**

SHCA Board Approval

Bid Tabulation

Abonmarche Recommendation Letter

Budget Adjustment

TO: Brian Dissette & Roger Huff, City of South Haven, MI  
FROM: Thea Grigsby, South Haven Center for the Arts  
RE: Comments on Abonmarche's May 2013 Facility Survey  
DATE: Feb 28, 2014



The Board of Directors of South Haven Center for the Arts (SHCA) confirms that it is in agreement with Abonmarche's May 2013 report on cost projections and priorities for facility repair for 600 Phoenix Street.

For the first year, the city will concentrate its resources on fire escape repair for liability reasons, and SHCA will work with the city to seek funding for window replacement.

SHCA would like to clarify its preferences for the interior repair work undertaken for the following 2-5 years as defined in the Abonmarche report. The six listed ADA compliance repairs and the ADA elevator for access to the second floor are extremely important to SHCA.

The building is also in urgent need of hot water plumbing to bathrooms and work areas, which is highly important, but not mentioned in the Abonmarche report. Wired smoke detectors would also be good.

South Haven Center for the Arts is grateful for the city's dedication to the building and is committed to assist in any way possible to make this project successful.

**City of South Haven**  
South Haven Center for the Arts Fire Escape Replacement Project  
Thursday, November 6, 2014  
Project No. 14-0763

CONTRACTOR:	David Noosbond	Wagenmaker Construction	Compton, Inc.	
LOCATION:	South Haven, MI	Coopersville, MI	South Haven, MI	
Base Bid:	\$19,770.00	\$28,500.00	\$35,233.00	
Alternate #1	\$3,420.00	\$8,300.00	\$10,750.00	
Alternate #2	\$250.00	\$3,000.00	\$750.00	
Voluntary Alternates:			Steel Door/Alt. #1 (2,600.00)	
Acknowledged Addenda #1 - #3 (yes/no)		Yes	Yes	
Subcontractor List Complete	No	Yes	Yes	
Bid Bond	Yes	Yes	Yes	
Affidavits Completed	Yes	Yes	Yes	
Price Break-Out Form Complete	Yes	Yes	Yes	
Addendums 1-3 Acknowledged	No	Yes	Yes	
Notes:				

December 1, 2014

Brian Dissette, City Manager  
City of South Haven  
539 Phoenix Street  
South Haven, MI 49090-1499

Re: Center for the Arts Fire Escape Replacement Project

Dear Brian,

Bids were received on the above project on Thursday, November 6<sup>th</sup> at 3 pm. Three bids were received per the attached bid tabulation form.

After the bid opening, it was confirmed by the low bidder, David Noosbond, that he had underestimated Alternate #1 for the new exit doorway. He asked if that work could be excluded from his contract. We have confirmed with the next low bidder, Wagenmaker Construction that they are willing to build the new exit doorway but would require an additional \$590 over their quoted amount for Alternate #1. This cost would cover some of their additional overhead because of not being awarded the base bid contract.

We were informed by David Noosbond that his steel fabricator for the exit stairway is Rail Components, Inc. from Muskegon. We followed up with a phone conference and email correspondence asking them to identify similar experience to our project. We were given documentation that substantiates their claim that they are qualified to fabricate and erect the steel stair. They have completed similar projects at several locations within the South Haven area as well as numerous projects at Michigan State University. A similar stair has been fabricated and erected at Lake Michigan College's Student Center connecting two interior levels.

We recommend that the City award two separate contracts for this work. The first contract would be to David Noosbond for the base bid amount and Alternate #2 which would be for a total amount of \$20,020. The contract for Wagenmaker Construction - for removing the existing exterior exit door and replacing it, would be for the amount of \$8,890.

Please contact me should you have any questions or comments with regards to our recommendations. We look forward to assisting the City with the implementation of this important project.

Sincerely,



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

P:\\_Projects\2014 PROJECTS\14-0763 SH CFA Stairway\2014-12-1 Brian Dissette letter.docx

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

CITY OF SOUTH HAVEN  
 FY 2015  
 BUDGET ADJUSTMENT

**General Fund (101)**

<u>Account</u>	<u>Fund</u>	<u>Activity</u>	<u>Description</u>	<u>Rev/Exp</u>	<u>Increase</u>	<u>Decrease</u>	
101-804-802-000-0178	General	Museums	Art Center Fire Escape	Expense	28,910		
					28,910	-	<b>28,910</b> Net Increase in Expense

**South Haven Area Recreation Authority (SHARA)  
Regular Meeting**

**Wednesday, March 27, 2014  
3:00 p.m., South Haven Charter Township Hall**

**MINUTES**

**1. Call to Order**

Meeting Opened at 3:00 p.m.

**2. Roll Call**

Members Present: Mr. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman, Dr. Robert Herrera, Mr. Mark McClendon

Absent:

Guests: Mr. Robert Burr, Mayor, City of South Haven  
Mr. Brian Dissette, City Manager, City of South Haven  
Mr. Paul VandenBosch, Asst. City Manager, City of South Haven  
Mr. Peter Ter Louw, Southwest Michigan Land Conservancy

**3. Approval of Meeting Minutes:**

**March 26, 2014 Board Meeting: Motion by Getman, seconded by Fitzgibbon to approve the minutes as presented. All in favor, motion carried.**

**4. Approval of Agenda:**

**Motion by Fitzgibbon, seconded by Getman to approve the amended agenda, adding agenda item 9A, to consider updated resolutions related to the Pilgrim Haven grant applications, of the May 27, 2014 meeting. All in favor, motion carried.**

**5. Interested Citizens in the Audience Will Be Heard on Items Not on the Agenda:**

**6. Approval of the SHARA Finance Reports:**

- a) The board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$106,355.81.

**Motion by Getman, seconded by McClendon to approve the SHARA finance report. All in favor, motion carried.**

- b) The board was updated on the SHARP account, which now has a balance

of \$24,391.32.

- c) The board received copies of the completed comprehensive annual financial report.

**7. SHARA Board received an update on the SHARP design work:**

The board was provided an update on the status of the SHARP construction planning from Midwest Civil Engineering (MCE.) MCE provided a written update on the construction planning for the SHARP site.

**8. SHARA Board received an update on the MDNR's property purchase in South Haven Charter Township:**

The board was provided an update on the status of the property purchase in South Haven Charter Township by the Michigan Department of Natural Resources (MDNR.) Dissette noted that the MDNR has purchased the "Riverwoods" development on Blue Star Highway, between the Black River and 2<sup>nd</sup> Avenue. Dissette noted that MDNR officials met in South Haven on April 15, 2014 with city staff, Mayor Burr and Supervisor Stein to discuss the plan for the MDNR's property. Dissette noted the MDNR is desirous of developing the site into a state park, with camping sites for recreational vehicles, trailer units, and rustic camping. Stein described the MDNR's interest in partnering with SHARA for the development and management of the facility.

Burr noted that the site could have space for approximately 37 recreational vehicle camping sites, which could be rented on a seasonal basis. Burr noted that those sites could rent for up to \$3,000 per season. Burr and Stein described the MDNR's desire to have the park adjacent to the Kal-Haven Trail, and anticipated the site would attract cyclist to the trail and area. Stein noted the MDNR's property has water/sewer/electric/gas utilities in place and is ready for development. VandenBosch described a variety of options for partnering between SHARA and the MDNR. VandenBosch presented a draft letter that SHARA could use to state interest in partnering with the MDNR.

**Motion by Getman, seconded by McClendon to express support for continuing discussions with the Michigan Department of Natural Resources (MDNR) on a potential partnership for the development and management of the MDNR's park property in South Haven Charter Township. All in favor, motion carried.**

**9A. SHARA Board received an update on the grant applications for the Pilgrim Haven Project and was asked to consider updates to the resolutions of support for the project:**

The board was provided an update on the status of the Pilgrim Haven Park planning efforts by Mr. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC.) Ter Louw noted that SWMLC and SHARA had submitted two grant applications to the Michigan Department of Natural Resources Trust Fund, for capital improvement work at Pilgrim Haven. Dissette noted that the MDNR had reviewed the SHARA grant applications for Pilgrim Haven. The MDNR's review of the applications had noted suggested changes to the SHARA approved resolutions of support for the grant

applications. Dissette stated the SHARA board should consider re-approval of the resolutions, with the local match more clearly stated. Ter Louw noted that SHARA could consider increasing the local match for the project, and that SWMLC had secured higher commitments for local matching funds. Dissette explained that Resolution 2014-03 and Resolution 2014-04 were prepared to satisfy the MDNR's concerns and increase the SHARA local matching amounts. Ter Louw stated he was confident that if the grant applications were successful, SWMLC could support the increased local matching amounts for the Pilgrim Haven project.

**Motion by Fitzgibbon, seconded by McClendon to approve Resolution 2014-03, a motion to authorize Chairman Stein to apply for a Michigan Department of Natural Resources grant for Pilgrim Haven. All in favor, motion carried.**

**Motion by McClendon, seconded by Herrera to approve Resolution 2014-04, a motion to authorize Chairman Stein to apply for a Michigan Department of Natural Resources grant for Pilgrim Haven. All in favor, motion carried.**

## **9. Adjourn**

**Motion by Fitzgibbon, seconded by McClendon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 4:00 p.m.**

Respectfully submitted by,

Brian Dissette  
City Manager, City of South Haven

# Brownfield Redevelopment Authority

## Regular Meeting Minutes

Monday, July 14, 2014  
4:00 p.m., Council Chambers



City of South Haven

### 1. Call to Order by Valentine at 4:48 p. m.

### 2. Roll Call

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

### 3. Approval of Agenda

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

All in favor. Motion carried.

### 4. Approval of Minutes – November 11, 2013

Motion by Erdmann, second by Gawreliuk to approve the November 11, 2013 regular meeting minutes.

All in favor. Motion carried.

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

There were none.

### 6. Financial Report

VandenBosch reviewed the financial report for the Brownfield Authority.

Motion by Erdman, second by Klavins to approve the financial report as presented.

All in favor. Motion carried.

### 7. Demolition Project Financing

VandenBosch explained that the city has not only one difficult project but two, the Overton Building and the Factory Condominium Health Club. Total estimated cost for the two demolitions is about \$895,000.

### 8. Factory Condominium Health Club Demolition Proposal

VandenBosch explained that the Department of Environmental Quality (DEQ) has funding available to clean up the worst part of the contamination at the Factory Condos site. If the city will demolish the health club, the DEQ will do the remediation and cleanup. The cost estimate VandenBosch provided is only on demolition; these are preliminary numbers put together to provide a general estimate of \$360,000 to take down the health club portion only. There are still many items that have to be worked out with the property owners, determining what is to be left standing and what is coming down. This is an early estimate. This request is to help understand if we can do these two (2) large projects with the funding we have available.

VandenBosch said this amount does not include the money for a large remediation. VandenBosch noted that there is money available in the revolving fund. He does not have those figures yet. The Factory Condos brownfield plan has money which requires approval from the Factory Condominium Association. VandenBosch stated that he brought this up with the Association; although he did not ask them for a decision, he did not hear any loud objections. His hope is that the Factory Condo association and the DEQ will cooperate. This leaves us a shortfall which could be covered by the LDFA. VandenBosch noted that these estimates are very preliminary; he is not asking for a budget in that amount, but wanted to show that if there is a shortfall, the LDFA could cover it.

VandenBosch noted that the city has requested proposals for preparing bid specifications; there are two separate proposals. "This is the first step toward finding out what the full demolition will cost," VandenBosch explained, "Tonight you are not asked to decide on spending the full amount of demolition, only to put together bid specifications."

Varney wondered, if the primary purpose (of the LDFA) is to promote business in our area, how these projects align with that policy. VandenBosch said that there was a policy of the board established around 2007 that stated that brownfield plans would be accepted for non-residential projects. After the National Motors experience the city did not want to get into residential projects using brownfield funds and this request may require a change in that policy. This would benefit Factory Condominiums, which is clearly residential. The Overton site is suited more for residential than industrial, VandenBosch noted. This request includes considering a change to that policy.

Valentine pointed out that with regard to Factory Condominiums to use the policy that came in after the fact there, mainly because of the bad experience with it and the National Motors site, would be unfair. VandenBosch agreed that would be a wrong interpretation of the policy. Valentine stated that one could argue that development should not have been permitted, but it is done and there is already a brownfield. "So if you use the money out of that plan that seems legitimate to me," Valentine noted, "You all know I have a vested interest (in the Factory Condos)."

VandenBosch noted that Act 381 allows us to do the demolition and recover the funding through a brownfield plan. State law does not require us to stay strictly in an industrial area. State law does allow for demolition, recovering money from the brownfield and using the recovered funds for residential development. Klavins noted it is a win-win when the DEQ is going to come in and do the demolition. VandenBosch explained the process the DEQ will be using to remediate the contaminated area, which includes drilling and heat, not excavating. Erdmann said, "It won't be bringing value to the property." VandenBosch

explained that the remediation process will keep the contamination from moving toward Lake Michigan.

Kerber asked if this demolition and remediation is done, does the health club remain in the condo. VandenBosch said there will have to be an amendment to the master deed and to the planned unit development to get the city's approval to make this change. Erdmann asked if there is potential for more condos on that site to which VandenBosch responded, "Potentially, but that is not our decision." Varney asked if the city would have any ownership of the Health Club to which VandenBosch explained that the way condos work, the ownership is of the airspace inside a room. When the health club building is taken down, by amending the condo documents, the ownership of those units can be eliminated. The condominium owns the underlying land.

Valentine pointed out a letter from the condo association to the city is included in the packet, and noted that as of now the association does not have any intention of doing anything but they are open to other opportunities.

VandenBosch said the action item is to consider a proposal from Abonmarche for \$6,200 for preparation of bid documents and the work related to that; this would get us to a point of having hard numbers for demolition and at that time we could say, "Yes, we have the budget for it," or "No, we're not going to do it." In order to give you good cost estimates, this is the work we need to have done. Valentine noted that the proposal from Abonmarche is included in the packet. Varney asked if we will go out for bids for the demolition to which VandenBosch replied, that yes, it would be bid out.

Motion by Klavins, second by Gawreliuk to approve expenditure of \$6,200.00 to have Abonmarche prepare the bid documents for the Factory Condominiums.

Valentine abstained.  
All others in favor.  
Motion carried.

## **9. Overton Building Demolition Proposal**

VandenBosch noted that the Overton project is very complex, there are liens on the property including federal tax liens, utility liens and construction liens. At this time, we are looking for a motion to approve a proposal from Abonmarche to prepare bid documents for demolition. "This is a complicated project, but in order to get started we need help in putting bid specs together."

Motion by Gawreliuk, second by Klavins to approve the \$9,100 for bid documents to be prepared by Abonmarche for the demolition of the Overton building.

Varney wondered, "What if we determine that this is not feasible with the money we have." VandenBosch said we would approach the city for additional funding. We have been pursuing grant funding. VandenBosch contacted Upton's office on Friday but have not found anything yet. Varney explained that she does not want to see the board left as we were with previous projects. Varney advised, "Proceed carefully so we don't get in over our heads, and don't spend more than we should, be judicious with the money." VandenBosch commented that none of us wants to be in this position; this is a response to a community problem for which this board seems to be the most capable board to solve the problem.

Varney wondered, since the Overton building has been condemned, does the city have the right to demolish the building? "Purchasing the note is outside of that, isn't it?" VandenBosch responded yes, the City will get a court order to demolish through the dangerous buildings process. Kerber commented that we would be looking at a demolition either way. VandenBosch noted that whether we purchase the note or we do the demo under a special assessment, we are relying on the City Attorney to follow proper procedure. There is a federal tax lien on Engel which Kerber said would be behind the bank loan. VandenBosch believes some of the federal and construction liens were placed incorrectly. The City has a utility lien; the county has liens on prop taxes.

Varney commented that we do understand that the building is hazardous. VandenBosch apologized for not having the fence up yet noting that the contractor is very busy and just has not been able to get there.

Kerber wondered if the funds come from the Brownfield Revolving Funds does that hold up funding for other projects. VandenBosch said we do not have other brownfield projects at the moment, we stopped working on the DuWel site some time ago; these two projects under discussion are high priority. Board members discussed how tax captured could be used. VandenBosch said Act 381 puts certain restrictions on school operating funds, but it can be captured. We will need a development on the site to recover demolition costs through brownfield tax capture. Kerber noted that we don't know the potential value, and the ability to recover those funds is unknown. VandenBosch said if we do a special assessment, that assessment could limit any future development.

Valentine called the question.

All in favor. Motion carried.

## **10. General Comments**

Varney: How are we doing with the Aylworth properties?

VandenBosch responded that there are two interested parties. There is interest in the site.

Valentine: noticed cars at the Aylworth site the other day.

## **11. Adjourn**

Motion by Klavins, second by Erdmann to adjourn at 5:15 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

# Local Development Finance Authority

## Regular Meeting Minutes

Monday, July 14, 2014  
4:00 p.m., Council Chambers  
South Haven City Hall



City of South Haven

### 1. Call to Order by Valentine at 4:03 p.m.

### 2. Roll Call

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

### 3. Approval of Agenda

Motion by Gawreliuk, second by Varney to approve the agenda as presented.

All in favor. Motion carried.

### 4. Approval of Minutes – April 14, 2014 Regular Meeting

Motion by Klavins, second by Varney to approve the April 14, 2014 regular meeting minutes as written.

All in favor. Motion carried.

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

There were none.

### 6. Financial Report

VandenBosch reviewed the Financial Report.

Erdmann asked if we are going to have administrative costs in the future to which VandenBosch responded, “Yes, the administrative expenses cover staff time, finance department services. We stopped the administrative expense transfers that for a while when there were revenues were low, but added the transfers back in through the budget process.”

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

All in favor. Motion carried.

## 7. Stieve Drive Sign

VandenBosch noted there are two designs for signs in the packet. The current sign is looking aged and there will need to be landscaping work as well. Related the costs of the two designs. VandenBosch noted that the issue was brought to his attention by one of the companies in the industrial park.

Motion by Kerber, second by Erdmann to approve the sign replacement repair up to \$2,400.

Discussion regarding additional costs for tree removal and landscaping. Vanden Bosch will try to have that work done by Parks crews.

All in favor. Motion carried.

## 8. Executive Session

**The Local Development Finance Authority will move to a closed session under Section 8(d) of the Open Meetings Act to discuss a potential real estate acquisition.**

Motion by Varney to move into Executive Session. Second by Klavins.

A roll call vote was taken:

Yeas: Gawreliuk, Kerber, Klavins, Valentine, Varney, Erdmann

Nays: None

All in favor. Motion carried.

Executive Session was held.

Motion by Gawreliuk, second by Erdmann to go out of Executive Session.

All in favor. Motion carried.

Valentine: "Are we ready to discuss dollar amounts?" VandenBosch noted that we are trying to find financing to purchase a mortgage for the Overton building. In response to a question from Erdmann, VandenBosch stated that he does not believe the purchase will be covered by a Brownfield Plan. Kerber noted if the property were sold the money would be repaid. The board discussed offering \$125,000. Gawreliuk suggested an offer of \$80,000. Erdmann noted that then the city will have to come up with the difference and they are in no better shape than we are. Klavins agreed.

Valentine called the question.

All in favor. Motion carried.

Kerber noted that if the city purchases documents from the bank make sure we have indemnity from them on liability or counter claims that could be in the bank's documents. VandenBosch made note of that and Smith indicated he had also.

**9. General Comments**

Erdman stated he does not like to make that kind of decision.

**10. Adjourn**

Motion by Erdman, second by Gawreliuk to adjourn at 4:46 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Mary Whiteford Phone [Redacted]

Address [Redacted] South Haven MI 49090  
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One)  Yes  No If Yes, how long: \_\_\_\_\_ *dh*

Board or Commission Applying for: DDA

Qualifications: I am a business owner in South Haven and am committed to continuing the great progress that our town has made in recent years.

As a recent DDA member, I am asking to be reinstated.

I believe I can benefit the City of South Haven by serving on a board and commission because: I have experience as a DDA member and understand what is involved.

I work and live here, and love seeing everything that has been accomplished and want to help continue this progress.

Signature *Mary Whiteford*

Date November 24, 2014

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

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



City of South Haven

BOARD AND COMMISSION APPLICATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

E-Mail Address \_\_\_\_\_

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

Board or Commission Applying for: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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



# City of South Haven

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

REPORT TO: Honorable Mayor and City Council

FROM: Wendy J. Hochstedler, Finance Director

SUBJECT: Fiscal Year 2013-14 Comprehensive Annual Financial Report

MEETING DATE: December 15, 2014

BACKGROUND: The City of South Haven's annual audit has been completed for the fiscal year ended June 30, 2014. Mr. Doug Vredevelde from the City's independent auditing firm Vredevelde Haefner, LLC will present an overview of the Comprehensive Annual Financial report and respond to any questions the City Council may have. Below is a link to the audit report that is posted on the City's website.

[http://www.south-haven.com/pages/finance/pdf/2014\\_South\\_Haven\\_CAFR.pdf](http://www.south-haven.com/pages/finance/pdf/2014_South_Haven_CAFR.pdf)

RECOMMENDATION: If the audit report, as submitted, is satisfactory, the City Council should accept the audit report for Fiscal Year 2013-14 and place it on file in the Finance Department.

ALTERNATIVES: As suggested by the Council

Respectfully submitted,

A handwritten signature in black ink that reads "Wendy J. Hochstedler". The signature is written in a cursive, flowing style.

---

Wendy J. Hochstedler  
Finance Director



*Vredeveld Haefner LLC*

CPA's and Consultants

4001 Granada Ct.

Grand Rapids, MI 49534

FAX (616) 828-0307

**Douglas J. Vredeveld, CPA**

**(616) 446-7474**

**Peter S. Haefner, CPA**

**(616) 460-9388**

December 3, 2014

To the management and Members of the City Council  
City of South Haven, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of South Haven for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, *Government Auditing Standards and OMB Circular A-133*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 2, 2014. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Results

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of South Haven are described in Note 1 to the financial statements. The City adopted Statement of Governmental Accounting Standards (GASB Statement) No. 65 in 2014 which resulted in a prior period adjustment the effects of which are discussed in Note 9. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of capital assets which is based on previous history, and the estimate of pension plan and other post-employment benefits (OPEB) plan obligations which are based on actuarial valuations of the Plans. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We made a material adjustment to correct the allocation of wages.

##### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

##### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 3, 2014.

*Specializing in services to governmental and nonprofit entities*

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to management’s discussion and analysis, budgetary comparison information, and the benefit plan schedules which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual nonmajor fund financial statements and schedules and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on introductory section and statistical section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

### *Accounting and Financial Reporting for Pensions*

Effective for the year ending June 30, 2015, the City will be required to implement a new pension reporting standard. This standard establishes new requirements for governments to report a “net pension liability” for the unfunded portion of its pension plan. Historically, governments have only been required to report a net pension obligation to the extent that they have not met the annual required contribution (ARC) in any given year. Upon implementation of this standard, governments will be required to report a net pension liability based on the current funded status of their pension plans. This liability will be limited to the accrual basis financial statements. Changes in this liability from year to year will largely be reflected on the income statement, though certain amounts may be deferred and amortized over varying periods.

This new standard will also require more extensive note disclosures and required supplementary information, including 10 years of historical information. The methods used to determine the discount rate (the assumed rate of return on plan assets held in trust) are mandated and must be disclosed, along with what the impact would be on the net pension liability if that rate changed by 1% in either direction. Other new disclosure requirements include details of the changes in the components of the net pension liability, comparisons of actual employer contributions to actuarially determined contributions, and ratios to put the net pension liability in context.

### Restriction on Use

This information is intended solely for the use of the City Council and management of the City of South Haven, Michigan and is not intended to be, and should not be, used by anyone other than these specified parties.

*Uredaxeld Haefner LLC*



## Agenda Item 9

### Beach Sticker Selection

#### Background Information:

The City Council will be asked to affirm the design choice for the 2015-2017 beach parking sticker.

The current beach parking sticker was designed by a local graphic designer, who has since left the community. That design was used as part of a three-year period that included the 2012, 2013, and 2014 summer seasons. As a result of the original designer's relocation, staff contracted with Lambrich Designs, Inc. to develop the beach parking sticker design for the 2015, 2016, and 2017 summer season. Lambrich Designs, Inc. has completed numerous projects for the city, including the city's economic development packet, and the graphics for the city's website and DIG SoHa website.

The process to select the new beach parking sticker design began in June, 2014. Staff initially met with the design consultant and requested ten sticker design proposals. Once received, staff chose five designs to present to the beach parking sticker committee. The committee was comprised of three City Council members. The committee met to review the five designs, at which time, three designs were chosen and small revisions were requested. The committee met once again prior to the December 1<sup>st</sup> City Council meeting to review the revised sticker designs. One sticker design was chosen and is being recommended to City Council for confirmation.

Once the design is selected, staff will begin the process of ordering the stickers, preparing a mailing to announce the new design, and delivering the stickers for the 2015 summer season. The stickers which will be ordered will have outdoor durability, which is planned to last up to three years.

#### Recommendation:

The City Council should consider a motion to affirm the design choice for the 2015-2017 beach parking sticker.

#### Support Material:

DRAFT Beach Sticker Design



# south haven

-MI-

BEACH PARKING 2015-17

— [SOUTH-HAVEN.COM](http://SOUTH-HAVEN.COM) —



## Agenda Item 10

### Liberty Hyde Bailey Museum; Proposed Code Changes

#### Background Information:

The City Council will be asked to consider a motion to introduce a code amendment that, if approved, will repeal Chapter 58, Article II, Division 3 of the city's Code of Ordinances. If the amendment is approved, the Liberty Hyde Bailey Museum (LHBM) can consolidate the governance of the museum.

Over the past year, the city's staff and attorney have actively worked with representatives from LHBM. During that time, it has been noted that LHBM has two governing bodies. The LHBM is a public board which is created by ordinance that consists of up to seven members appointed by the City Council. The LHBM also has a Memorial Fund, which is a private non-profit corporation. The non-profit was created for the purpose of promoting and improving the museum. Many of the LHBM board members are active in the non-profit, and the functions of the two bodies overlap. For many months, staff and the attorney have worked with LHBM to determine the most prudent way to address the museum's management structure. Staff recommends this approach, as it allows for continued local control, but provides LHBM with greater flexibility (e.g., this approach allows LHBM to recruit members from the city and from outside of the city and adopt new bylaws which allow for greater fundraising opportunities.)

The proposed ordinance amendment will strike Chapter 58, Article II, Division 3 of the city's Code of Ordinances, which is the portion of the code that establishes the LHBM Board. If approved, the ordinance amendment allows the city to establish a new governing structure at the LHBM, through a contract agreement with the LHBM non-profit. If the code amendment is approved, staff will immediately supply the contract agreement to the City Council for consideration. In addition to the code changes and contract for service, LHBM will be asked to adopt new bylaws, which reflect the various changes to operations.

Please note; the ordinance amendment preserves the LHBM's status as a public park. However, the ordinance amendment makes clear that the LHBM's oversight will be provided by the City Council, instead of the city's Parks Commission.

Finally, the LHBM Board has actively considered the proposed changes, and has voted to recommend the changes. Attached is a cover letter from LHBM which endorses the proposed changes.

#### Recommendation:

The City Council should consider a motion to introduce the code amendment to repeal Chapter 58, Article II, Division 3 of the city's Code of Ordinances. If approved, the

amendment will allow for the consolidation of the governance of the Liberty Hyde Bailey Museum.

Support Material:

Attorney Correspondence RE: LHBM  
DRAFT Ordinance  
LHBM Correspondence

**CONFIDENTIAL MEMORANDUM  
SUBJECT TO ATTORNEY-CLIENT PRIVILEGE**

To: Brian Dissette, City Manager  
From: Scott G. Smith  
Date: October 22, 2014  
Re: Liberty Hyde Bailey Park Ordinance

---

At your direction, we drafted the attached ordinance amendment as part of an effort to consolidate the governance structure of the Liberty Hyde Bailey Museum (the "Museum"). In recent years, the Museum has essentially had two governing bodies. The Liberty Hyde Bailey Park Board (the "LHBP Board") is a public board created by ordinance that consists of up to 7 members appointed by the City Council. The Liberty Hyde Bailey Memorial Fund, Inc. (commonly known as the "Foundation") is a private non-profit corporation created for the purpose of promoting and improving the Museum. Many of the members of the LHBP Board are active in the Foundation, and the functions of the two bodies often overlap.

The attached ordinance repeals Chapter 58, Article II, Division 3 of the City Code, which is the portion of the Code that establishes the LHBP Board. By doing so, the ordinance allows the City to establish a new governance structure of the Museum through a contract with the Foundation. We have prepared a draft contract that comprehensively addresses the management functions to be performed by the City and the Foundation.

Notably, the ordinance preserves the Museum's status as a public park by listing it in the portion of the Code that designates public parks in the City. The ordinance also makes clear that the City's Parks Commission will not have jurisdiction over the Museum, which means that any City decisions regarding the Museum will be made directly by the City Council.

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTION 58-2 AND 58-41 OF THE SOUTH HAVEN  
CODE OF ORDINANCES, AND TO REPEAL CHAPTER 58, ARTICLE II, DIVISION 3,  
TO SIMPLIFY THE GOVERNANCE OF LIBERTY HYDE BAILEY PARK**

The City of South Haven Ordains:

Section 1. Amendment. Section 58-2 of the South Haven Code of Ordinances is amended to to read as follows:

**Sec. 58-2. Additions to the City Park System**

(a) In addition to the City parks established in the City Charter, the following properties are also designated as City parks:

1. Black River Park Addition Phase 1

Commencing at the East Quarter post of Section 3, Town 1 South, Range 17 West; thence North 88°59'17" West on the East and West Quarter line 1232.98 feet; thence North 31°04'26" West 2.80 feet to the place of beginning of this description; thence North 61°16'20" West 16.41 feet; thence North 79°59'29" West 57.14 feet; thence North 77°33'33" West 63.55 feet; thence North 00°51'13" East 19.00 feet; thence North 89°46'52" West 174.78 feet; thence South 01°11'31" West 20.11 feet; thence North 89°56'56" West 204.95 feet; thence North 03°18'52" West 20.02 feet; thence South 89°49'43" West 91.59 feet; thence North 00°53'39" East 58.86 feet to a point on an intermediate traverse line along the Black River; thence along said traverse line the following courses: South 89°19'28" East 387.40 feet; North 85°27'37" East 127.99 feet and South 79°48'42" East 115.44 feet to the end of said traverse line; thence South 14°16'39" West 98.00 feet to the place of beginning, together with all land lying between said intermediate traverse line and the Black River.

2. Black River Park Addition Phase 2

Situated in the City of South Haven, Van Buren County, Michigan

Commencing at the East Quarter post of Section 3, Town 1 South, Range 17 West; thence North 88° 59' 17" West on the East and West Quarter line 870.88 feet to the place of beginning of this description; thence South 43° 33' 38" West on the Northerly line of Dunkley Avenue, 40.00 feet; thence North 75° 05' 45" West 18.61 feet; thence North 16° 35' 36" West 47.73 feet; thence North 00° 54' 42" East 61.50 feet; thence North 89° 05' 18" West 200.50 feet; thence South 57° 54' 55" West 48.56 feet; thence South 32.00 feet; thence South 72° 51' 18" West 66.62 feet; thence North 14° 16' 39" East 98.00 feet to a point on an intermediate traverse line along the Black River; thence along said traverse line the following courses: North 79° 21' 03" East 64.54 feet and South 88° 55' 12" East 257.22 feet to the end of said traverse line; thence South 00° 46' 43" West 110.50 feet to the East and West Quarter line; thence South 88° 59' 17" East on same, 20.22 feet to the place of beginning, together with all land lying between said intermediate traverse line and the Black River. 0.48 Ac.

3. Liberty Hyde Bailey Park

Commencing at the southwest corner of Section 11, Town 1 south, Range 17 west, thence north on the west section line of Section 11 1097.63 feet to the point of beginning, thence north 88 28"26" east parallel to the south line of the north 1/2 of the southwest 1/4 of the southwest 1/4 of Section 11 430.00 feet, thence north parallel with the west section line of Section 11 311.70 feet, thence south 88 28"26" west 244.00 feet to the west section line of Section 11, thence south along the west section line of Section 11 120 feet to the point of beginning, subject to easements and road rights-of-way of record.

- (b) The City retains the right to lease the buildings and property for uses permitted in the zoning district in which it is located on specific terms and conditions that the City Council approves.

**Sec. 58-41. Duties.**

- (a) It shall be the duty of the parks commission to make recommendations to the city manager and/or parks superintendent and public officials of the city for the operation, maintenance, caretaking, rehabilitation, and capital expenditures for the city park facilities and property, including playgrounds, beaches, and other recreational facilities as follows:
- (1) South Beach. Consisting of that publicly owned beach frontage west of Monroe Boulevard from South Haven Street to the South Harbor Line.
  - (2) North Beach. Consisting of beach frontage from the north line of Avery Street to the North Harbor Line west of Lake Shore Drive.
  - (3) Stanley Johnston Park. Consisting of property abounded by Dyckman Avenue, Park Avenue, and Black River Street.
  - (4) Monroe Playground. Consisting of the area abounded by St. Joseph Street, Monroe Boulevard, Monroe Street and South Haven Street.
  - (5) Elkenburg Park. Consisting of public property located within Elkenburg Street, Kalamazoo Street, Humphrey Street and Indiana Avenue.
  - (6) Tot Lot. Consisting of that property owned by the cemetery at the corner of Wilson and Bailey.
  - (7) Ravinia Park. As platted.
  - (8) Hartman Park. As platted.
  - (9) Packard Park. As platted.
  - (10) Dyckman Park. Located between Phoenix Street and Huron Street at the city parking lot.
  - (11) All street frontages which are used or could be used for pedestrian access to the beaches such as the end of Lake Court, Apache Court, Chippewa Court, Woodman Street, Dyckman Avenue, Oak Street and Newcome Street.
  - (12) That section of Black River Park that is not utilized for boat-related purposes and is under the jurisdiction of the city council through the harbor commission.
  - (13) That parcel of land lying between Water Street and the Black River from South Beach to the Administration Building of the Municipal Marina, including the former Coast Guard Station property.
  - (14) Such other areas as are from time to time purchased and/or designated as park land by the city council, except that the parks commission shall not have jurisdiction over Liberty Hyde Bailey Park.
- (b) On a yearly basis, the parks commission shall review the annual budget for the parks department and recommend to the city council approval of the budget.
- (c) The parks commission shall review and recommend to the city council all development plans and rehabilitation of facilities at the city's parks. The parks commission shall, when requested by the city council, assist the administration in the oversight of the development of approved projects.
- (d) The parks commission shall prepare and submit to the city manager, for inclusion in the annual five-year capital improvement plan, its annual five-year capital improvement plan proposals with respect to city-owned park land.
- (e) The parks commission shall make recommendations to the city manager for the management of park properties within the city. It shall review and recommend to the city manager and city council rules for the use of city-owned parks and structures.

(f) The parks commission shall also act as the cemetery board of trustees, as specified within section 18-5 et seq.

Section 2. Repeal. Chapter 58, Article II, Division 3, of the South Haven Code of Ordinances is repealed.

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

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

CERTIFICATION

This true and complete copy of Ordinance No. \_\_\_\_ was declared adopted at a Regular Meeting of the South Haven City Council held on \_\_\_\_\_, 2014.

\_\_\_\_\_  
Robert Burr, Mayor

\_\_\_\_\_  
Amanda Morgan, City Clerk

Introduced: \_\_\_\_\_, 2014

Adopted: \_\_\_\_\_, 2014

Published: \_\_\_\_\_, 2014

Effective: \_\_\_\_\_, 2014

To: Brian Dissette

Fr: Liberty Hyde Bailey Park Board

Re: Proposed Changes to LHBM Code

Date: December 7, 2014

The Liberty Hyde Bailey Park Board fully endorses the change of city code in order to consolidate the governance structure of the Liberty Hyde Bailey Museum (the "Museum") and the Liberty Hyde Bailey Museum Memorial Fund Inc. ( the Foundation). In recent years, the Museum has essentially had two governing boards. The Liberty Hyde Bailey Park Board is the public board created by the current ordinance that consists of up to seven members appointed by the City Council and the Liberty Hyde Bailey Museum Memorial Fund, Inc. (the "Foundation"), is a private non-profit corporation created for the purpose of promoting and improving the museum. The members of the Liberty Hyde Bailey Park Board are also the members of the Liberty Hyde Bailey Museum Memorial Fund, Inc., and the functions of the two bodies overlap and cause a lack of transparency and inefficiency in the operational structure.

In repealing the ordinance, Chapter 58, Article II, Division 3 of the City Code, which is the portion of the Code that establishes the LHBP Board, the City will be able to establish a new governance structure for the museum through a contract with the Liberty Hyde Bailey Memorial Museum Fund, Inc. (the Foundation), that will create a collaborative relationship between the city and the Foundation whereby the Foundation will operate the Museum with the oversight of the City Council and assistance from City employees and thus allowing for clarity and purpose between the parties in this relationship.

Notably, the ordinance preserves the Museum's status as a public park by listing it in the portion of the Code that designates public parks in the City. The ordinance also makes clear that the City's Parks Commission will not have jurisdiction over the Museum, which means that any City decision regarding the Museum will be made directly by the City Council.

# Memo

To: Brian Dissette  
City Manager

From: Michelle Coffey  
Special Events Coordinator

Date: December 9, 2014

Re: Warm Your Heart "Bridge Sit" or "Island Sit"  
2014-56

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Warm Your Heart "Bridge Sit" or "Island Sit" is ready for Council approval. Bridge Sit has been held on Dyckman Bridge every year. Due to the bridge being closed, We Care I.N.C. is requesting use of the "island" for this event. Cosy FM will do 12 hours of live broadcasting with various community leaders and groups scheduled. Approximately \$8,000 was raised for We Care's Heat Assistance Fund last year, and the hope is to raise that much or more this year.

This event will take place on February 28, 2015 from 7:00 am to 7:00 pm.

Proof of Insurance will be provided the first of February.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2014-56

Date Received 11/4/14

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

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

A new application must be submitted each year.

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

  
Initial

10/30/14  
Date

### CONTACT INFORMATION

Event Title: Warm Your Heart "Bridge Sit" or "Island Sit"

Sponsoring Organization: We Care I.N.C.

Applicants Name: Linda J. Olsen, Executive Director

Telephone #: 269-637-4342, Ext. 21 Phone # During Event: 269-214-0168

E-mail Address: linda@wecare-inc.org

### Other contacts for/during event

Name: Paul Layendecker Telephone: 269-932-2380

Name: Unknown Leader Appointed 01/15 Telephone: \_\_\_\_\_

### EVENT SPECIFIC INFORMATION

Event Location: "Welcome" Island located on Phoenix Street (downtown)

Date(s) Requested: 02/28/15 Alternative Date(s): Rain Date 03/07/15

Start Time: 7 a.m. End Time: 7 p.m.

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

Number of people expected to attend: From 5 to 20 during each hour o the day.

### EVENT DESCRIPTION

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

Bridge Sit has been held on Dykman Bridge every year (last Sat. of Feb.), however, due to bridge closing, we are requesting use of the "Island" for this event. Paul Layendecker, 103.7 Cosy FM does 12 hours of live broadcasting with various community leaders and groups scheduled talk and collect donations throughout the day. People stop while driving by to make donations to We Care's Heat Assistance Fund. Approximately \$8,000 was raised during the Bridge Sit last year and dollars raised are essential in providing heat assistance to families within our community. There will be no "permanent" signage prior to the Island Sit, however, individual volunteers hold foam board signs during the event itself.

## 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 10 to 20 cones are needed and will be used strictly as a visual to insure drivers slow down while passing through the event area.

- 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? -0-  
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: Command Center at LifeBridge Church's Living Room building. Telephone: Contact Linda @ 269-214-0168.

Live animal sites. Mark location on maps and describe: \_\_\_\_\_  
\_\_\_\_\_

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

**ADDITIONAL EVENT INFORMATION**

Liquor License

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

**CITY SERVICES**

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

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

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

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

Will vendors be using electric utilities:  Yes  No

If yes, the city's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$10.00 per vendor will be billed to the **Sponsoring Organization** (NOT the vendor) following the event.

Will you require additional police services:  Yes  No

If yes, explain: Will contact Chief Tom Martin to arrange for officers on duty to drive by occasional in order to assist in slowing traffic down while passing through the event area.  
\_\_\_\_\_

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

*\*(will be provided first of February)*

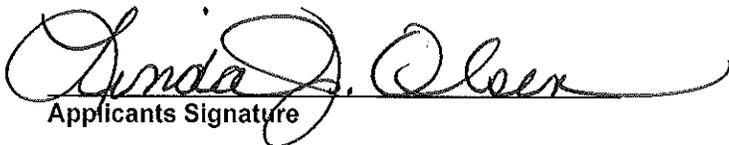
#### REMINDERS

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

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

#### INDEMNIFICATION AGREEMENT

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

  
Applicants Signature

10/30/14  
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 Linda J. Olsen, Executive Director  
 Date Requested 02/28/15  
 Organization/Committee We Care I.N.C.  
 Mailing Address 06321 Blue Star Hwy, S.H. MI 49090  
 Office/Main Phone 269-637-4342, Ext. 21  
 Cell Phone 269-214-0168

EVENT: Warm Your Heart Month Island Sit DATE of  
EVENT: 02/28/14

CONES	Quantity	Who will pick up cones <i>(Please Print Legibly)</i>	Cell Phone	Pick Up Date/Time	Return Date/Time
	10 to 20	Linda Olsen (Have always gotten cones from Police Dept. in past)	269-214-0168	02/27/14	03/02/14
				AM	AM
				PM	PM

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

BARRICADES	Quantity	Drop Off Location <i>(Please Print Legibly)</i>	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
	-0-				
				AM	AM
				PM	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: *Linda J. Olsen* Authorized by: \_\_\_\_\_



A

B

C

1

2

3

4

5

ALLEGAN CO.  
VAN BUREN CO.  
Newcomb Access

CASCO TWP

SOUTH HAVEN

Oak St Beach

Packard Park

Dyckman Beach

Woodman  
Access  
North  
Beach

South  
Beach

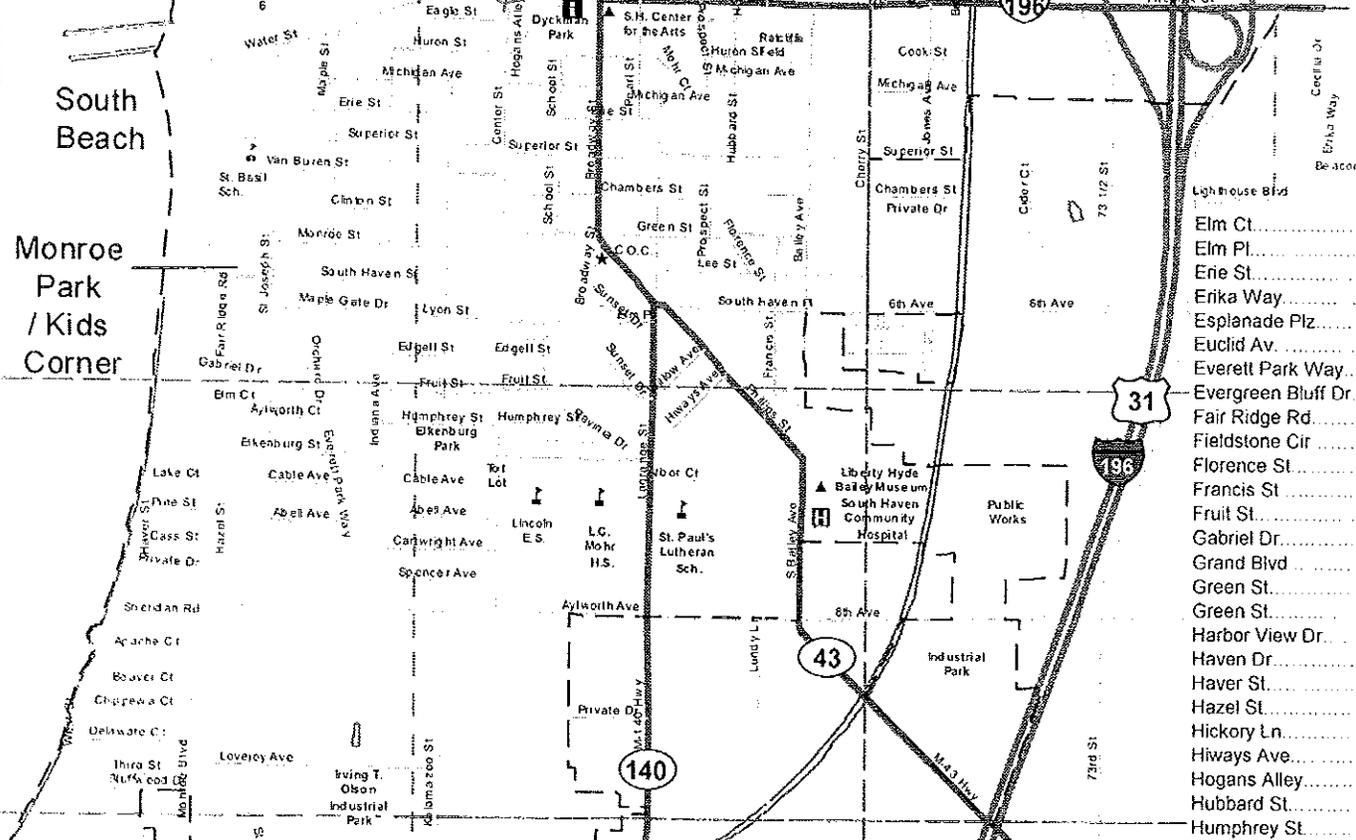
Monroe  
Park  
/ Kids  
Corner

SOUTH HAVEN TWP

1. Walk A
2. Walk B
3. Walk C
4. Walk D
5. Walk E
6. Walk F
7. Esplanade Pl
8. Grand Blvd
9. Kalamzoo Ave
10. Plaza
11. Promenade

*Island for water and commuter.*

11th Ave.....	A-5	Broadway St.....	B-2,3
12th Ave.....	A-5	Brockway Ave.....	B-1,2
2nd Ave.....	C,D-2	Cable Ave.....	A,B-4
71 1/2 St.....	D-1,2,3	Cartwright Ave.....	A,B-4
72nd St.....	D-1	Cass St.....	A-4
73 1/2 St.....	C-2,3,4	Cecilia Dr.....	C,D-3
73rd St.....	C-1,2,3	Center St.....	B-2,3,4
76th St.....	A-5	Central Park Trl.....	C-1,2
8th Ave.....	B,C-4	Chambers St.....	B,C-3
Abell Ave.....	A,B-4	Cherry Ct.....	C-2,3
Adams Ave.....	B-1	Chestnut St.....	A-3
Alder Ln.....	C-2	Chicago Ave.....	A-3



# Memo

To: Brian Dissette  
City Manager

From: Michelle Coffey  
Special Events Coordinator

Date: December 9, 2014

Re: South Haven Farmer's Market  
2014-59

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The City of South Haven in care of the Chamber of Commerce will present the South Haven Farmer's Market in 2015. Vendors will be under the pavilion and in the parks area.

This event will take place every Wednesday and Saturday from May until October in 2015 from 8:00 am to 2:00 pm.

Proof of Insurance has been provided.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY	
Special Event #	<u>2014-59</u>
Date Received	<u>12/5/14</u>

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

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

A new application must be submitted each year.

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

KW                      11-13-14  
Initial                      Date

### CONTACT INFORMATION

Event Title: South Haven Farmer's Market  
Sponsoring Organization: The City of South Haven  
Applicants Name: City of South Haven c/o Chamber of Commerce  
Telephone #: (269) 637-5171 Phone # During Event: (269) 208-2774 OR (269) 214-6178  
E-mail Address: cofc@southhavenmi.com Krissy KATHY

### Other contacts for/during event

Name: Krissy Garland Telephone: (269) 208-2774  
Name: Kathy Wagaman Telephone: (269) 214-6178

### EVENT SPECIFIC INFORMATION

Event Location: Huron Street Pavilion / Dyckman Park  
Date(s) Requested: May 16 - Oct. 17 Alternative Date(s): First Weds. June, July, Aug, Sept  
Start Time: May 16 8a-2p SAT End Time: (June, July, Aug, Sept. Weds) Mid Oct (Oct 24)  
2015 2015

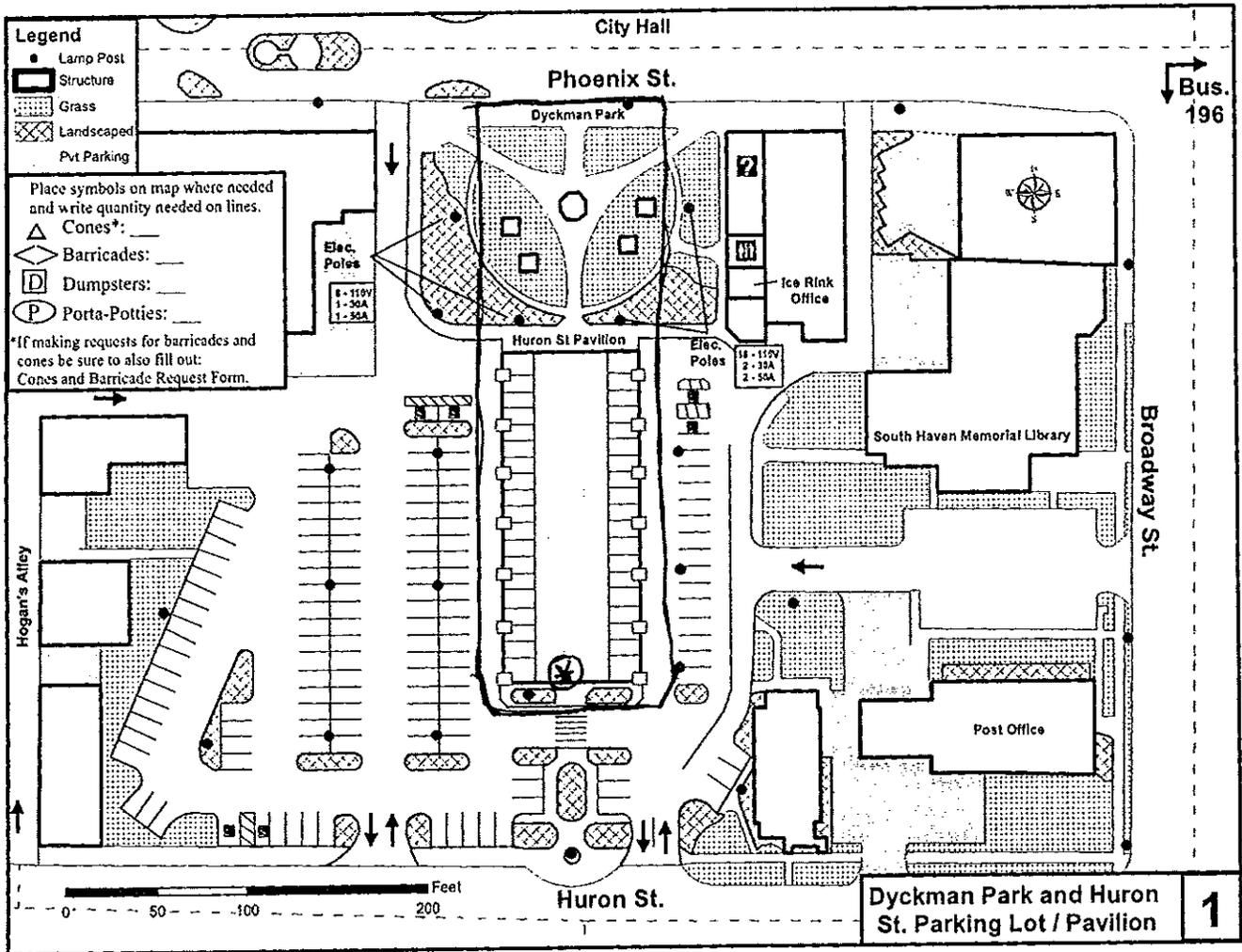
Any event that exceeds 10:00 P.M. has to be approved by City Council

Number of people expected to attend: 499

### EVENT DESCRIPTION

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

Farmer's market from 8am-2pm on Wednesdays  
and Saturdays from May until October  
vendors will be under the pavilion and in parks  
area.



⊗ market manager Post.

**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 within the city's noise ordinance. Noise Ordinance Sec. 30-28. City Noise Ordinance will be enforced.** If you have any questions about the noise ordinance please contact the local police department 269-637-5151.

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

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

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

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

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

**CITY SERVICES**

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

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

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

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

Will vendors be using electric utilities:  Yes  No

If yes, the city's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$10.00 per vendor will be billed to the Sponsoring Organization (NOT the vendor) following the event.

Will you require additional police services:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Will you require additional fire/ambulance services:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Additional fire information: Mark all that apply

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

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

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

#### INSURANCE

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

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

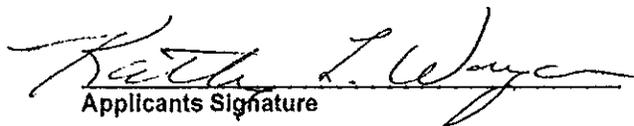
#### REMINDERS

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

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

#### INDEMNIFICATION AGREEMENT

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

  
Applicants Signature

11-13-14  
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.

## Jeannine Blair

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**From:** Brian Dissette  
**Sent:** Friday, November 14, 2014 9:32 AM  
**To:** Jeannine Blair  
**Cc:** Krissy Garland; Deb Davidson; Wendy Hochstedler  
**Subject:** Special Event Application  
**Attachments:** Farmer's Market scan 2014.pdf

**Importance:** High

Jeannine,

Attached is the special event application for the 2015 farmers' market. Please have staff complete the review process as soon as possible.

Please let Krissy Garland, Chamber of Commerce/Farmers' Market Manager, know when the application will be considered by the City Council. Krissy's contact information is listed on the application.

Thanks for your time and attention.

Brian Dissette

■ Brian Dissette // City Manager  
City of South Haven // Office (269) 637-0750  
City Hall // 539 Phoenix Street, South Haven, MI 49090 // [www.south-haven.com](http://www.south-haven.com)

The City of South Haven cares. Print only when necessary.

# Memo

To: Brian Dissette  
City Manager

From: Michelle Coffey  
Special Events Coordinator

Date: December 4, 2014

Re: Break the Ice 5k and Kid's Frosty Dash  
2014-57

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Break the Ice 5k and Kid's Frosty Dash is ready for Council approval. This event is a 5k walk/run and also a kid's small walk/run dash. This event will be put on by the High/Middle School cross country track and field. The event will be timed with age groups and awards. All proceeds from the race will go directly to South Haven Public Schools.

This event will take place on Saturday, January 31<sup>st</sup>, 2015 from 8:00 am to 12:00 pm.

Proof of Insurance has been provided.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY	
Special Event #	<u>2014-57</u>
Date Received	<u>12/4/14</u>

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

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

A new application must be submitted each year.

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

Initial LRH Date 12/2/14

### CONTACT INFORMATION

Event Title: Break the Ice 5k and Kid's Frosty Dash

Sponsoring Organization: South Haven Public Schools - Cross-Country and Track and Field Programs

Applicants Name: Lindsay Haqq and Charles Richards

Telephone #: 2699060121 Phone # During Event: 2699060121

E-mail Address: lhaqq@shps.org or crichards@shps.org

### Other contacts for/during event

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

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

### EVENT SPECIFIC INFORMATION

Event Location: Down-Town South Haven - Race Maps Attached

Date(s) Requested: January 31st Alternative Date(s): \_\_\_\_\_

Start Time: 8am End Time: 12pm

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

Number of people expected to attend: 200-300

### EVENT DESCRIPTION

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

This will be a fundraising event for South Haven Public Schools middle and high school Cross-Country and Track & Field Programs

All money made from this event will go directly to benefit these programs for SHPS student-athletes

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**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 There will need to be closures at the intersection of Pheonix and Center as runners go through.

All recommended closures are marked on the route map. Only need @ Beginning of race 10am

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

Event Command Post. Mark location on maps.

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

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

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

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

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

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

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

Live animal sites. Mark location on maps and describe: \_\_\_\_\_

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

**ADDITIONAL EVENT INFORMATION**

Liquor License

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

**CITY SERVICES**

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

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

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

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

Will vendors be using electric utilities:  Yes  No

If yes, the city's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$10.00 per vendor will be billed to the Sponsoring Organization (NOT the vendor) following the event.

Will you require additional police services:  Yes  No

If yes, explain: Letting police know about the event and route \_\_\_\_\_

\_\_\_\_\_

Will you require additional fire/ambulance services:  Yes  No

If yes, explain: Letting fire/ambulance services know about our event and route \_\_\_\_\_

\_\_\_\_\_

Additional fire information: Mark all that apply

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

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

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

#### INSURANCE

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

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

#### REMINDERS

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

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

#### INDEMNIFICATION AGREEMENT

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

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

\_\_\_\_\_  
Date

Please return to:  
Parks and Recreation Supervisor  
Department of Public Works  
City of South Haven  
1199 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 Lindsay Haqq and Charles Richards  
 Date Requested January 31st 2015  
 Organization/Committee SHPs Cross-Country and Track and Field  
 Mailing Address 19230 CR 681 Grand Junction, MI 49056  
 Office/Main Phone \_\_\_\_\_  
 Cell Phone 2699060121

EVENT: Break the Ice 5k and Kid's Frosty Dash DATE of EVENT: \_\_\_\_\_

CONES	Quantity	Who will pick up cones <i>(Please Print Legibly)</i>	Cell Phone	Pick Up Date/Time	Return Date/Time
	100	Lindsay Haqq Charles Richards Parent Volunteer	2699060121	January 30 3:00 AM PM	January 31 AM PM

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

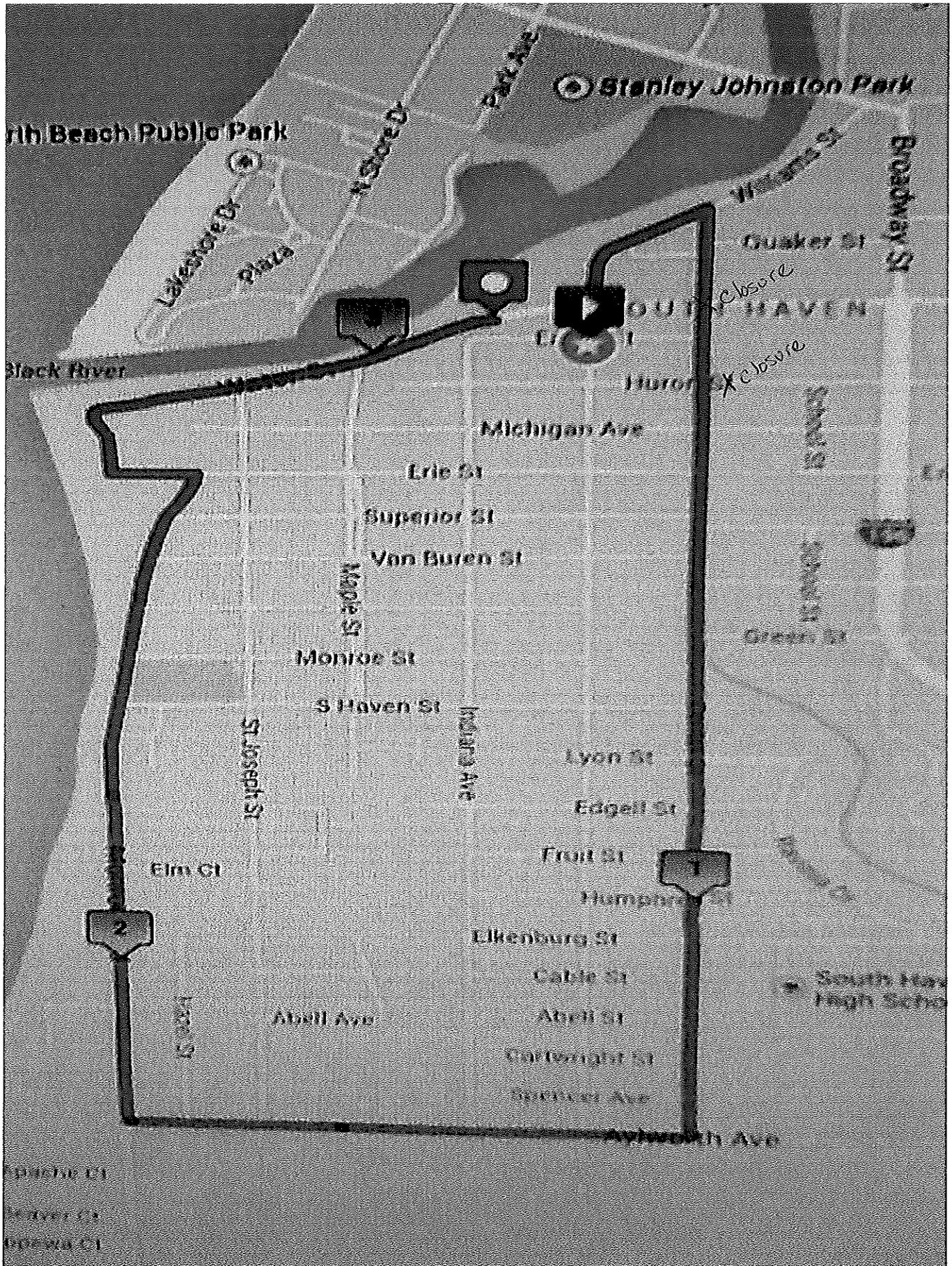
BARRICADES	Quantity	Drop Off Location <i>(Please Print Legibly)</i>	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
				AM PM	AM PM

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

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

Authorized  
 \_\_\_\_\_





**SOUTH HAVEN PUBLIC SCHOOLS  
REQUEST FOR FUND RAISING ACTIVITY**

Please use this form to request time allocations for school district fund raisers. Use a separate form for each fund raiser planned. If you decide to cancel a fund raiser, please contact the Superintendent's office upon reaching your decision so that others may be scheduled for your slot. Please read Board Policy #8770 (5135) and the Administrative Rules Concerning Fund Raisers before submitting a request.

Today's Date: 9/9/14 Coach Charlie Richards Coach Lindsay Hagg

Organization: High-School Cross-Country & Track & Field  
Middle School Cross-Country & Track & Field

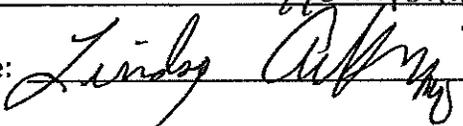
Date(s) Requested: \_\_\_\_\_

(Dec 1 - Jan 31) January 31<sup>st</sup> 2015

Description of Fund Raiser: (If a product is to be sold, please describe)

- A 5K Run/walk - Timed - w/ Age Groups/Awards
- Kids Dash

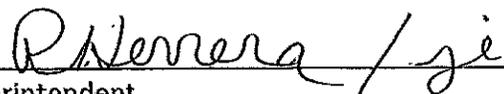
- Any questions/comments/concerns → Lindsay Hagg 269 906 0121  
lhagg@shps.org

Sponsor or organization president's signature: 

I approve this fund raiser:  9/11/14  
Principal Date 9/12/14

Comment: \_\_\_\_\_  
\_\_\_\_\_

Date(s) Assigned: As noted above

 9-12-14  
Superintendent Date



## Registration and Race Information:

[www.runsignup.com](http://www.runsignup.com)

January 31<sup>st</sup> 2015

5K Run/Walk 10a.m.

Frosty Dash 10 11a.m.

All proceeds from the race will directly go to South Haven Public Schools

Cross-Country and Track & Field Programs

# Memo

To: Brian Dissette  
City Manager

From: Michelle Coffey  
Special Events Coordinator

Date: December 5, 2014

Re: Daily Lunch Combo at Dyckman Park  
2014-58

---

This special event is ready for City Council approval. The Foundry Hall wants to sponsor a free concert event at Dyckman Park on December 19, 2014 from 6:00 pm to 9:00 pm. This event is named: Daily Lunch Combo at Dyckman Park.

Special Event # \_\_\_\_\_

Date Received \_\_\_\_\_

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

### CONTACT INFORMATION

Event Title: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Phone # During Event: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Other contacts for/during event

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

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

### EVENT SPECIFIC INFORMATION

Event Location: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Alternative Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Number of people expected to attend: \_\_\_\_\_

### EVENT DESCRIPTION

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

**ADDITIONAL EVENT INFORMATION**

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

**CITY SERVICES**

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

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

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

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

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

Additional fire information: Mark all that apply

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

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

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

### INSURANCE

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

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

### REMINDERS

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

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

### INDEMNIFICATION AGREEMENT

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

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

\_\_\_\_\_  
**Date**

**Please return to:  
Parks and Recreation Supervisor  
Department of Public Works  
City of South Haven  
1199 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 <i>(Please Print Legibly)</i>	Cell Phone	Pick Up Date/Time	Return Date/Time
					AM PM

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

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

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

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

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

## **SPECIAL EVENTS & FESTIVALS INFORMATION PAMPHLET**

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

### **SPECIAL EVENTS & FESTIVALS APPROVAL PROCEDURE**

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

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

### **CITY OF SOUTH HAVEN POLICIES & REGULATIONS REGARDING SPECIAL EVENTS**

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

- The City may request that dates or times of special events be changed to facilitate coordination of City services. If changes are required, the sponsoring organization will be notified well in advance.
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- In some cases, where there are extraordinary costs incurred by the City, or the organization does not clean up the sites used or where severe damage to City property may incur, the organization may be required to reimburse the City for the additional costs that may incur as a result.

- **POLICE AND FIRE PROTECTION:** The Police and Fire Departments need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you may have. Any additional costs to the City will be the organizer's responsibility.
- **INSURANCE COVERAGE:** The city requires proof of insurance (\$1,000,000) naming the City as "additionally insured".
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[City of South Haven Liquor License Application](#)  
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**Liquor license application must be submitted before the city will process this special event application.**

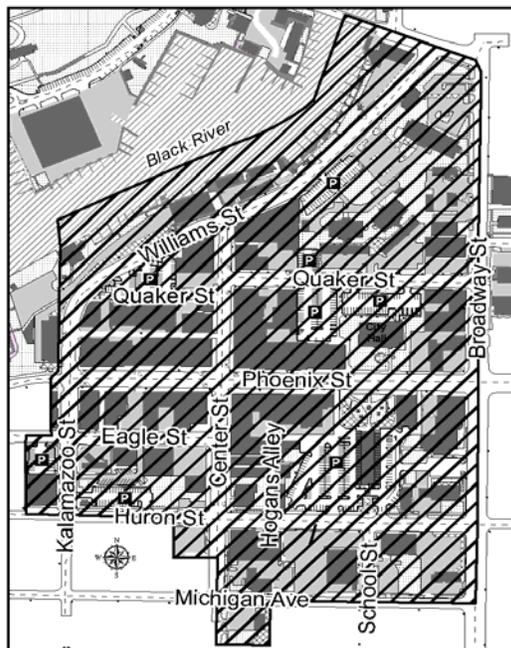
- **STREET MARKING:** Painting and marking on roads and sidewalks should be held to a minimum and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

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

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

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

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



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

#### **CITY OF SOUTH HAVEN PARK RULES**

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

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

# Memo

To: Brian Dissette  
City Manager

From: Michelle  
Special Events Coordinator

Date: December 10, 2014

Re: Ice Breaker 2015 - Addendum  
2014-49

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In response to requests from residents and business owners from the North Side, the Chamber is seeking approval on an addendum to the original Special Event application. This would include a one hour loop with 9 bus stops identified with signage and marketed on event brochure. There will be no cost for those riding the shuttle.



## **Addendum to Special Events Application – Icebreaker Fest 2015 Submitted by South Haven Area Chamber of Commerce**

In response to requests from residents and business owners from the North Side, the Chamber is seeking approval on the following addendum to the Special Events Application, previously approved by City Council. This would be a one hour loop with 9 bus stops identified with signage, and marketed on the event brochure. There will be no cost to those riding the shuttle.

The South Haven Area Chamber wishes to provide a bus shuttle:

Date of Service: Saturday, January 31<sup>st</sup>, 2015

Hours of operation: 12 Noon – 10:00 p.m.

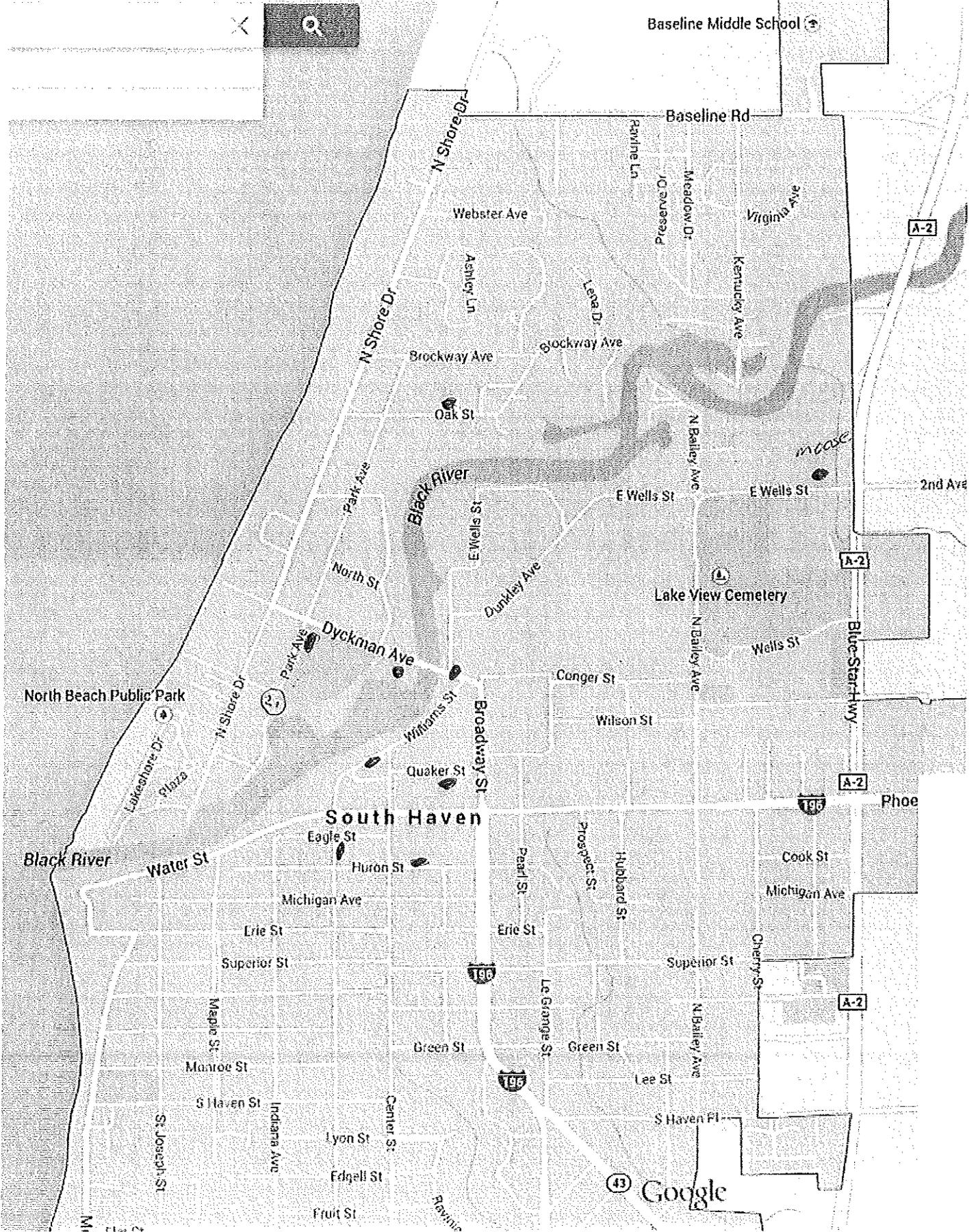
Service provided by: Van Buren Transit

Number of Parking Spaces Required:

See attached map for location of bus stops and route.

Stops include:

1. Park Ave, South of Dyckman By Stanley Johnston Park. We may consider corner of Woodman and Park Ave.
2. Michigan Maritime Museum Parking Lot
3. Oak Street – Victoria Resort Driveway
4. Moose Lodge Parking Lot
5. Dyckman – in front of Old Colonial Condo's. (This will require working with bridge construction crews to see if dumpster will be moved)
6. 511 Huron Street – in front of Hardt Insurance Two parking Spaces
7. 300 Block of Kalamazoo Street – in front of Brix Two parking Spaces
8. 500 Block of Williams Street near Old Harbor Inn Two parking Spaces
9. Quaker Street in City Hall Parking Lot



FOR OFFICE USE ONLY

Special Event # \_\_\_\_\_

Date Received \_\_\_\_\_

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

Initial \_\_\_\_\_

Date \_\_\_\_\_

### CONTACT INFORMATION

Event Title: IceBreaker

Sponsoring Organization: South Haven Area Chamber of Commerce

Applicants Name: Kathy Wagaman, Executive Director

Telephone #: 269-637-5171 Phone # During Event: 269-214-6178

E-mail Address: director@southhavenmi.com

### Other contacts for/during event

Name: Susan Diepen Telephone: 269-906-0722

Name: Krissy Garland Telephone: 269-208-2774

### EVENT SPECIFIC INFORMATION

Event Location: Downtown South Haven

Date(s) Requested: Jan 30-Feb 1, 2015 Alternative Date(s): \_\_\_\_\_

Start Time: 5pm Friday, Jan 30 End Time: 3pm Sunday, Feb 1

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

Number of people expected to attend: 7,000-9,000

### EVENT DESCRIPTION

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

See attached press release.

**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 Cones will keep crowds back during ice carving. We are requesting barricades to close Center St. between Phoenix & Eagle for event activities.

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps. "C" on map.
- Dumpsters and/or trash containers. The Mark location on maps. "D" on map.
- Portable toilet facilities. Mark locations on maps. How many? Wish to be exempt due to lack of The City requires the use of portable facilities for events expecting over 500 attendants. use.
- 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: Horse-drawn wagon rides will be under drive-through awning on Center St. at Chemical Bank. Wagon rides will go through city.
- Any other item(s) that should be included on maps. Explain: \_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

- Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by the Parks and Recreation Supervisor; additional approval may be required. (see "X" on map)
- 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: Access to all electrical outlets from traffic islands to light poles for ice carving tools

If electric utilities requested, name of festival person or electrician who will be responsible:  
Name: Kathy Wagaman Telephone: 269-214-6178  
Shane Draper 386-237-1799

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

Will you require additional police services:  Yes  No  
If yes, explain: Any extra assistance overnight downtown on 1/31 to protect ice sculptures if possible.

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 (will provide)  
 Cones and Barricade Request Form (if applicable)  
 Submitted liquor license application (if applicable)

#### **INDEMNIFICATION AGREEMENT**

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

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

\_\_\_\_\_  
Date

Please return to:  
Parks and Recreation Supervisor  
Department of Public Works  
City of South Haven  
1199 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** South Haven Area Chamber of Commerce

**Date Requested** 9/9/14

**Organization/Committee** Staff

**Mailing Address** 606 Phillips St.  
South Haven, MI 49090

**Office/Main Phone** 637-5171

**Cell Phone** 214-6178

**EVENT:** Ice Breaker Festival **DATE of EVENT:** 1/30-2/1/15

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	75	Please drop off at Wolverine Hardware.	214-6178	1/30/15 11:00 AM PM	2/2/15 7:00 AM PM

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

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
6	Corner of Eagle & Center	Kathy	214-6178	1/30/15 11:00AM PM	2/2/15 7:00 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: \_\_\_\_\_

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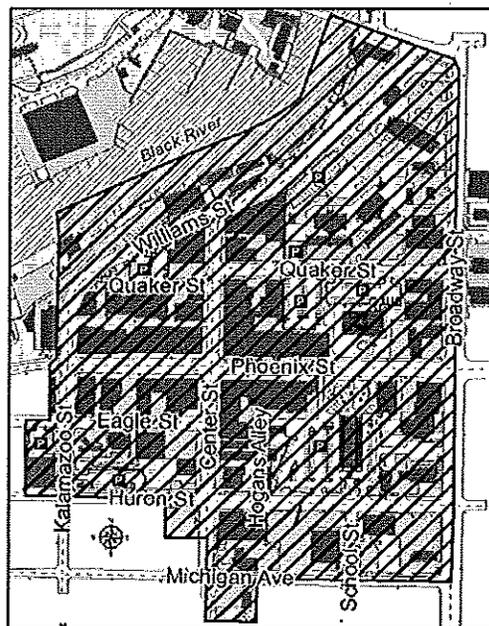
- **STREET MARKING:** Painting and marking on roads and sidewalks should be held to a minimum and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

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

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

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

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



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

#### **CITY OF SOUTH HAVEN PARK RULES**

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

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