

City Council

Regular Meeting Agenda

Monday, January 7, 2013
7:00 p.m., Council Chambers



1. **Call to Order**
2. **Invocation**
 - Pastor Robert Linstrom, Peace Lutheran Church
3. **Roll Call**
4. **Approval of Agenda**
5. **Consent Agenda: Items A thru C (Roll Call Vote Required)**

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

 - A. Council will be requested to approve the City Council Minutes of December 17, 2012.
 - B. Bills totaling \$1,354,997.75 for the period ending January 6, 2013 be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) South Haven Memorial Library Board: Minutes, November 13, 2012.
 - 2) Planning Commission: Annual Report

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

NEW BUSINESS

6. **City Council will be asked to consider approving a license agreement with IT-IL-DO Charters, LLC to operate a charter fishing boat out of the South Side Marina.**
7. **City Council will be asked to consider Resolution 2013-01: A Resolution granting SHAES authority to conduct inspections of fireworks sales facilities located in the City of South Haven.**
8. **City Council will be asked to consider Special Event 2013-05: 2013 Bike Tour (August 17, 2013).**
9. **Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**

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

10. City Manager's Comments

11. Mayor and Councilperson's Comments

12. 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.

13. Adjourn

RESPECTFULLY SUBMITTED,

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

Brian Dissette
City Manager

DRAFT

City Council

Regular Meeting Minutes

Monday, December 17, 2012
7:00 p.m., Council Chambers



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

2. Invocation

Council observed a moment of silence.

3. Roll Call

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

Moved by Klavins to excuse Councilmember Kozlik Wall due to illness. Seconded by Arnold.

Voted Yes: All. Motion carried.

4. Approval of Agenda

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

Voted Yes: All. Motion carried.

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

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

- A. Council will be requested to approve the following City Council Minutes:
 - 1) Special Meeting: December 3, 2012.
 - 2) Regular Meeting: December 3, 2012.
- B. Bills totaling \$398,010.38 for the period ending December 16, 2012 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve a proposal for Construction Documents, Bidding Services, and Dredging Project Oversight for the Northside and Southside Marinas with Abonmarche in the amount of \$19,700.
- D. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) South Haven Area Recreation Authority: Minutes, September 18, 2012.
 - 2) Parks Commission: Minutes, October 9, 2012.

A Roll Call Vote was taken:

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

Nays: None

Motion carried.

UNFINISHED BUSINESS

6. City Council will be asked to take the following actions regarding a liquor license transfer to JWilco, Inc.:

A. Hold a public hearing regarding the request.

B. Consider Resolution 2012-49: A Resolution to transfer a Class C liquor license from Chemical Bank to JWilco, Inc.

Background Information: The City of South Haven has received a request to transfer a liquor license from Chemical Bank to JWilco, Inc.

JWilco, Inc. recently purchased the property located at 402 Phoenix Street (formerly the Harborside Bistro). JWilco, Inc. will not operate a business from this location. Instead they will be leasing the facility for use as a restaurant which will allow the sale of alcoholic beverages.

This request is to transfer the liquor license from Chemical Bank, which has been holding it in escrow, to JWilco, Inc. Once the lease is finalized, there will be another request to transfer the license from JWilco, Inc. to the lessor.

Per the City's Liquor Control Ordinance, a public hearing must be held regarding the application. After the City Council has received public comment, they will be asked to consider a resolution to recommend/not recommend the license be approved by the Michigan Liquor Control Commission.

The applicant has been asked to be present during the public hearing to answer any questions City Council may have regarding the license transfer.

Item A: Hold a public hearing regarding the request.

Moved by Gruber to open the public hearing. Seconded by Arnold.

Voted Yes: All. Motion carried. Public hearing declared open.

Joe Wiltgen of JWilco, Inc. was present to answer any questions City Council had regarding the liquor license request.

Moved by Patterson to close the public hearing. Seconded by Arnold.

Voted Yes: All. Motion carried. Public hearing closed.

Item B: Consider Resolution 2012-49: A Resolution to transfer a Class C liquor license from Chemical Bank to JWilco, Inc.

Moved by Fitzgibbon to approve Resolution 2012-49: A Resolution to transfer a Class C liquor license from Chemical Bank to JWilco, Inc. Seconded by Gruber.

Voted Yes: All. Motion carried.

NEW BUSINESS

7. City Council will be asked to consider the following actions regarding the Celery Pond Land:

A. Consider acceptance of the property donation from WSJM, Inc.

B. Consider approval of a restrictive covenant to be managed by the Southwest Michigan Land Conservancy.

Background Information: The City Council will be asked to approve two actions related to property located within the Celery Pond. First, the Council will be asked to accept donation of several properties, located within the Celery Pond, from WSJM, Inc. The Council will then be asked to approve a restrictive covenant agreement, for the Celery Pond properties, with the Southwest Michigan Land Conservancy.

Over the past year, the city's staff has been engaged in conversations with representatives from WSJM, Inc., a southwest Michigan based radio station and news business, about their properties located within the Celery Pond. WSJM has removed their radio antennae equipment from the pond, and decided the pond property is no longer needed for their business operations. As a result, WSJM has agreed to donate their property to the City of South Haven, to ensure preservation of the property. In order to accomplish the preservation, the city's staff has negotiated with representatives from the Southwest Michigan Land Conservancy to create a management agreement for the property, which ensures the included Celery Pond property will be protected.

The proposed restrictive covenant protects the land under City of South Haven ownership with the restrictions contained within the management agreement. The covenant is permanent and recorded to the deed of the properties. By including the City of South Haven's existing property, along with the WSJM property, the bulk of the Celery Pond property will be protected by the restrictive covenant. The proposed covenant has been reviewed and endorsed by both the Celery Pond Advocates and the Two Rivers Coalition.

Item A: Consider acceptance of the property donation from WSJM, Inc.

Gayle Olson, representative of WSJM, was present to present the land donation to City Council.

Moved by Fitzgibbon to accept the property donation from WSJM, Inc. Seconded by Patterson.

A Roll Call Vote was taken:

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

Motion carried.

Item B: Consider approval of a restrictive covenant to be managed by the Southwest Michigan Land Conservancy.

Pete TerLouw with the Southwest Michigan Land Conservancy discussed their intent to manage the restrictive covenant on the property.

Moved by Fitzgibbon to approve a restrictive covenant to be managed by the Southwest Michigan Land Conservancy. Seconded by Patterson.

A Roll Call Vote was taken:

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

Motion carried.

Dave Forester, Two Rivers Coalition – stated excitement over possibilities with the newly donated land.

8. 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.)

None at this time.

9. City Manager's Comments

10. Mayor and Councilperson's Comments

Gruber: Happy Holidays.

Fitzgibbon: Very happy for Celery Pond Advocates and Two Rivers Coalition for the property donation.

Patterson: Also thanked the CPA & Two Rivers for all their work and WSJM for their donation. Thanks the all the work the volunteers within the community.

Gruber: Happy Holidays.

Klavins: Merry Christmas.

Burr: Special thanks to Gayle Olson and COSY radio. Happy Holidays.

11. Adjourn

Moved by Fitzgibbon to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 7:25 p.m.

RESPECTFULLY SUBMITTED,

City of South Haven
Regular Meeting Council Minutes
City Hall, Council Chambers
7:00 p.m., Monday, December 17, 2012

DRAFT

A handwritten signature in cursive script that reads "Amanda Morgan".

Amanda Morgan, CMC
City Clerk

Approved by City Council: **DRAFT**

**CITY OF SOUTH HAVEN
JANUARY 7, 2013**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 95,238.51	\$ 37,899.96	\$ 133,138.47
202-MAJOR STREET FUND	\$ -	\$ -	\$ -
203-LOCAL STREET FUND	\$ -	\$ 18,276.00	\$ 18,276.00
204-STREET FUND	\$ 57.11	\$ 140,508.00	\$ 140,565.11
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ 21.04	\$ 11,829.18	\$ 11,850.22
251-LDFA #1	\$ -	\$ 130.00	\$ 130.00
253-LDFA #3	\$ 6,802.09	\$ 130.00	\$ 6,932.09
260-BROWNFIELD AUTHORITY	\$ 65.50	\$ -	\$ 65.50
265-NARCOTICS UNIT	\$ -	\$ -	\$ -
266-POLICE TRAINING	\$ 700.78	\$ -	\$ 700.78
296-RIVER MAINTENANCE	\$ -	\$ 3,628.10	\$ 3,628.10
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ 17,984.00	\$ 17,984.00
466-ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 181.30	\$ 132.00	\$ 313.30
577-BEACH FUND	\$ 139.52	\$ 833.00	\$ 972.52
582-ELECTRIC FUND	\$ 24,026.05	\$ 7,759.95	\$ 31,786.00
591-WATER FUND	\$ 38,281.07	\$ 44,279.69	\$ 82,560.76
592-SEWER FUND	\$ 53,744.20	\$ 80,662.94	\$ 134,407.14
594-MUNICIPAL MARINA	\$ 1,036.45	\$ 186,184.99	\$ 187,221.44
636-INFORMATION SERVICES	\$ 152.94	\$ 1,621.23	\$ 1,774.17
661-MOTOR POOL	\$ 77,602.99	\$ 104,983.19	\$ 182,586.18
677-SELF INSURANCE	\$ -	\$ 971.65	\$ 971.65
703-TAX FUND	\$ 399,134.32	\$ -	\$ 399,134.32
718-TRUST & AGENCY	\$ -	\$ -	\$ -
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 697,183.87	\$ 657,813.88	\$ 1,354,997.75

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/21/2012	1	43237	001610	MICHIGAN GAS UTILITIES	NATURAL GAS 4716366-2	2,648.86
12/21/2012	1	43238	UB REFUND	SODERQUIST, BRIAN M	UB refund for account: 40134007	4.48
12/21/2012	1	43239	002424	SOUTH HAVEN/CASCO	REU CHARGES	84,581.32
12/21/2012	1	43240	002491	STATE OF MICHIGAN	QUARTELY LOAN PAYMENT MSC 200040-EDIG	6,802.09
12/21/2012	1	43241	UB REFUND	TAYLOR, JACOB L	UB deposit refund for account: 20234004	380.00
12/21/2012	1	43242	002882	WEST MICHIGAN CRIMINAL JUSTICE	MICOLES SPRING DISTRIBUTION	662.90 V
12/21/2012	1	43243	UB REFUND	WOODLAND HARBOR MARINA	UB refund for account: 10106603	316.52
12/21/2012	1	43244	UB REFUND	WRIGHT, GEORGE R & EDDIE L	UB refund for account: 20027602	70.30
12/21/2012	1	43245	002882	WEST MICHIGAN CRIMINAL JUSTICE	MCOLES LAW ENFORCMENT DISTRIBUTION	662.90
12/27/2012	1	43246	000059	ALLEGAN COUNTY TREASURER	PROPERTY TAX COLLECTION	393.11
12/27/2012	1	43247	002992	FREIGHTLINER OF GRAND RAPIDS	CONVENTIONAL CHASSIS	76,730.00
12/27/2012	1	43248	000843	FRONTIER	TELEPHONE 616-001-7480-082802-5	69.70
					TELEPHONE 269-637-9127-080204-5	73.01
					TELEPHONE 616-001-2946-100103-5	73.60
					TELEPHONE 616-040-6480-021893-5	26.16
					TELEPHONE 231-189-0674-032599-5	2,105.16
					TELEPHONE 269-637-5151-010165-5	625.01
					TELEPHONE 269-637-3171-031500-5	227.63
					TELEPHONE 269-637-3523-042994-5	133.05
					TELEPHONE 269-639-2048-112509-5	36.93
					TELEPHONE 269-637-4778-082302-5	36.88
						<u>3,407.13</u>
12/27/2012	1	43249	003045	KIM HASTY	MEALS (OUTAGE)	163.63
12/27/2012	1	43250	001329	LAKE MICHIGAN COLLEGE	PROPERTY TAX COLLECTION	837.39
12/27/2012	1	43251	001610	MICHIGAN GAS UTILITIES	NATURAL GAS 4717977-5	61.18
					NATURAL GAS 4709495-8	315.52
					NATURAL GAS 4714392-0	58.54
					NATURAL GAS 4716744-0	37.73
					NATURAL GAS 5110094-9	736.96
						<u>1,209.93</u>
12/27/2012	1	43252	UB REFUND	PARDEE, KEN R	UB refund for account: 40539500	5.72
12/27/2012	1	43253	002774	PAUL VANDEN BOSCH	MILEAGE & OUT OF POCKET EXPENSE	275.54
12/27/2012	1	43254	002396	SOUTH HAVEN COMMUNITY HOSPITAL	PROPERTY TAX COLLECTION	13,374.68
12/27/2012	1	43255	002410	SOUTH HAVEN MEMORIAL LIBRARY	PROPERTY TAX COLLECTION	265.98
12/27/2012	1	43256	002415	SOUTH HAVEN PUBLIC SCHOOLS	PROPERT TAX COLLECTION	8,752.29
12/27/2012	1	43257	002417	SOUTH HAVEN SENIOR SERVICES	PROPERTY TAX COLLECTION	10,117.06
12/27/2012	1	43258	002757	VAN BUREN COUNTY TREASURER	PROPERTY TAX COLLECTION	118,509.65
12/27/2012	1	43259	002758	VAN BUREN INTERMEDIATE	PROPERTY TAX COLLECTION	241,748.95
12/27/2012	1	43260	002792	VERIZON WIRELESS	CELL PHONES 886568152-00001	807.33
					CELL PHONES 486573081-00001	1,485.67
						<u>2,293.00</u>
1 TOTALS:						
Total of 52 Checks:						697,846.77
Less 1 Void Checks:						662.90
Total of 51 Disbursements:						<u>697,183.87</u>

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 000010 AB SPRING SERVICE INC		
BANK CODE: 1		
223420005	REPAIRS	435.77
223470005	REPAIRS	1,851.42
TOTAL BANK CODE: 1		2,287.19
TOTAL VENDOR 000010 AB SPRING SERVICE INC		2,287.19
VENDOR CODE: 000014 ABONMARCHE CONSULTANTS INC		
BANK CODE: 1		
105803	DREDGING PROJECT - MUSEUM MARINA	4,945.64
105802	DREDGE PERMITTING SERVICES	1,263.00
105798	PUBLIC SAFETY BUILDING	17,984.00
105781	SEWER SYSTEM EVALUATION	22,980.62
105794	WILSON STREET TRAFFIC REVIEW	290.00
105787	MICHIGAN AVE & SUPERIOR STREET PROJECT	1,500.00
105851	COMMUNITY CENTER GEOTECH	3,600.00
TOTAL BANK CODE: 1		52,563.26
TOTAL VENDOR 000014 ABONMARCHE CONSULTANTS INC		52,563.26
VENDOR CODE: 000039 AGILE SAFETY		
BANK CODE: 1		
19600	SAFETY EQUIPMENT	3,018.60
TOTAL BANK CODE: 1		3,018.60
TOTAL VENDOR 000039 AGILE SAFETY		3,018.60
VENDOR CODE: 000043 AIRGAS USA, LLC		
BANK CODE: 1		
9905681308	CYLINDER RENTAL	36.56
TOTAL BANK CODE: 1		36.56
TOTAL VENDOR 000043 AIRGAS USA, LLC		36.56
VENDOR CODE: 000050 ALEXANDER CHEMICAL CORP		
BANK CODE: 1		
0485324-IN	SODIUM BISULFITE & CHLORINE	2,297.50
0485325-CM	DEPOSIT REFUND	(500.00)
0484848-IN	SODIUM HYPOCHLORITE	2,841.42
TOTAL BANK CODE: 1		4,638.92
TOTAL VENDOR 000050 ALEXANDER CHEMICAL CORP		4,638.92
VENDOR CODE: 000065 ALLIED MECHANICAL SERVICES INC		
BANK CODE: 1		
108019	BOILER MAINTENANCE	701.83
TOTAL BANK CODE: 1		701.83
TOTAL VENDOR 000065 ALLIED MECHANICAL SERVICES INC		701.83
VENDOR CODE: 000162 ASR HEALTH BENEFITS		
BANK CODE: 1		
JAN 2013	MEMBER ADMINISTRATION FEE	971.65
TOTAL BANK CODE: 1		971.65
TOTAL VENDOR 000162 ASR HEALTH BENEFITS		971.65
VENDOR CODE: 000177 AUTOWARES INC		
BANK CODE: 1		
233-750339	REPAIR/MAINTENACE SUPPLIES	33.19
233-750312	REPAIR/MAINTENACE SUPPLIES	38.31
233-749966	REPAIR/MAINTENACE SUPPLIES	33.09
233-750157	REPAIR/MAINTENACE SUPPLIES	29.29
233-749973	REPAIR/MAINTENACE SUPPLIES	1.27
233-749866	REPAIR/MAINTENACE SUPPLIES	12.18
233-749290	REPAIR/MAINTENACE SUPPLIES	7.07

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 000177 AUTOWARES INC		
BANK CODE: 1		
233-749316	REPAIR/MAINTENACE SUPPLIES	36.66
TOTAL BANK CODE: 1		191.06
TOTAL VENDOR 000177 AUTOWARES INC		191.06
VENDOR CODE: 000229 BEAVER RESEARCH COMPANY		
BANK CODE: 1		
0188652-IN	KLEEN & GLOW	403.50
TOTAL BANK CODE: 1		403.50
TOTAL VENDOR 000229 BEAVER RESEARCH COMPANY		403.50
VENDOR CODE: 000290 BLUE STAR SUPPLY		
BANK CODE: 1		
13575	LP	99.80
13582	LP	62.38
TOTAL BANK CODE: 1		162.18
TOTAL VENDOR 000290 BLUE STAR SUPPLY		162.18
VENDOR CODE: 000375 C.T. ELECTRICAL SERVICES INC		
BANK CODE: 1		
55984	BOOSTER STATIONS ELECTRICAL REPAIR	130.00
TOTAL BANK CODE: 1		130.00
TOTAL VENDOR 000375 C.T. ELECTRICAL SERVICES INC		130.00
VENDOR CODE: 000418 CDW GOVERNMENT INC		
BANK CODE: 1		
V079233	PARTS	63.93
TOTAL BANK CODE: 1		63.93
TOTAL VENDOR 000418 CDW GOVERNMENT INC		63.93
VENDOR CODE: 000453 CHIEF SUPPLY CORP		
BANK CODE: 1		
153905	GLOVES,BELTKEEPERS,MAG POUCH,MACE HOLDE	272.16
164214	BOOTS	107.99
163815	BOOTS	265.27
160692	SHIRTS & BADGE CASE	161.71
155365	JACKET	181.49
155121	HOLSTERS	292.47
159157	BOOTS	242.49
159125	BADGE	72.96
156020	HANDCUFFS	29.95
157648	JACKETS	499.50
TOTAL BANK CODE: 1		2,125.99
TOTAL VENDOR 000453 CHIEF SUPPLY CORP		2,125.99
VENDOR CODE: 000498 COMCAST		
BANK CODE: 1		
1/15/13	INTERNET SERVICE 01720-566275-01-7	116.90
TOTAL BANK CODE: 1		116.90
TOTAL VENDOR 000498 COMCAST		116.90
VENDOR CODE: 000502 COMMUNITY ANSWERING SERVICE		
BANK CODE: 1		
475312102012	ANSWERING SERVICES	456.85
TOTAL BANK CODE: 1		456.85
TOTAL VENDOR 000502 COMMUNITY ANSWERING SERVICE		456.85

User: sonofrio

DB: South Haven

EXP CHECK RUN DATES 01/08/2013 - 01/08/2013

UNJOURNALIZED

OPEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 000505 COMPTON INC		
BANK CODE: 1		
111228	LEE STREET REPAIRS	18,276.00
111217	WILSON ST TOT LOT CEMENT WORK	3,701.00
TOTAL BANK CODE: 1		21,977.00
TOTAL VENDOR 000505 COMPTON INC		21,977.00
VENDOR CODE: 000517 CONSUMERS CONCRETE CORP		
BANK CODE: 1		
79091	BLUE SPEEDCRETE	75.08
TOTAL BANK CODE: 1		75.08
TOTAL VENDOR 000517 CONSUMERS CONCRETE CORP		75.08
VENDOR CODE: 000519 CONSUMERS ENERGY		
BANK CODE: 1		
202960180433	ELECTRIC 1000 1414 0840	32.30
202960180432	ELECTRIC 1000 1414 0568	35.46
202960180431	ELECTRIC 1000 1414 0337	50.76
TOTAL BANK CODE: 1		118.52
TOTAL VENDOR 000519 CONSUMERS ENERGY		118.52
VENDOR CODE: 000622 DELL MARKETING L P		
BANK CODE: 1		
XJ1K44CM9	COMPUTER	1,128.40
TOTAL BANK CODE: 1		1,128.40
TOTAL VENDOR 000622 DELL MARKETING L P		1,128.40
VENDOR CODE: 000716 EJ USA INC		
BANK CODE: 1		
3561061	REPAIR KIT & GASKET	765.25
TOTAL BANK CODE: 1		765.25
TOTAL VENDOR 000716 EJ USA INC		765.25
VENDOR CODE: 000728 EMBLEM AUTHORITY, THE		
BANK CODE: 1		
12755	SHOULDER PATCHES	310.00
TOTAL BANK CODE: 1		310.00
TOTAL VENDOR 000728 EMBLEM AUTHORITY, THE		310.00
VENDOR CODE: 000764 FASTENAL COMPANY		
BANK CODE: 1		
MISOU5036	FASTENERS	33.50
MISOU5022	FASTENERS	72.19
TOTAL BANK CODE: 1		105.69
TOTAL VENDOR 000764 FASTENAL COMPANY		105.69
VENDOR CODE: 000834 FREDRICKSON SUPPLY LLC		
BANK CODE: 1		
7440	REPAIRS	677.68
TOTAL BANK CODE: 1		677.68
TOTAL VENDOR 000834 FREDRICKSON SUPPLY LLC		677.68
VENDOR CODE: 000843 FRONTIER		
BANK CODE: 1		
3140 1/18/13	TELEPHONE 269-637-3649-041905-5	41.12
5174 1/18/13	TELEPHONE 269-637-7926-011395-5	26.63

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 000843 FRONTIER		
BANK CODE: 1		
TOTAL BANK CODE: 1		67.75
TOTAL VENDOR 000843 FRONTIER		67.75
VENDOR CODE: 000872 GEMPLER'S		
BANK CODE: 1		
1019208824	SUPPLIES	68.85
1019216084	JACKET	50.00
TOTAL BANK CODE: 1		118.85
TOTAL VENDOR 000872 GEMPLER'S		118.85
VENDOR CODE: 000911 GOVERNMENT FINANCE OFFICERS ASSOC		
BANK CODE: 1		
FY 2012	GFOA CAFR APPLICATION FEE	435.00
TOTAL BANK CODE: 1		435.00
TOTAL VENDOR 000911 GOVERNMENT FINANCE OFFICERS AS		435.00
VENDOR CODE: 000913 GRAINGER		
BANK CODE: 1		
9019394247	SUPPLIES	320.12
9021388625	LCD GRAPHIC KEYPAD	161.25
9021388617	BATTERY	147.90
TOTAL BANK CODE: 1		629.27
TOTAL VENDOR 000913 GRAINGER		629.27
VENDOR CODE: 000999 HARBOR TOWING, INC		
BANK CODE: 1		
30425	WRECKER SERVICE	163.50
TOTAL BANK CODE: 1		163.50
TOTAL VENDOR 000999 HARBOR TOWING, INC		163.50
VENDOR CODE: 001046 HERALD PALLADIUM		
BANK CODE: 1		
PERIOD 12 2012	PUBLISHING	1,080.48
TOTAL BANK CODE: 1		1,080.48
TOTAL VENDOR 001046 HERALD PALLADIUM		1,080.48
VENDOR CODE: 001067 HI TEC BUILDING SERVICES		
BANK CODE: 1		
4478	JANITORIAL SERVICE	1,150.00
4479	JANITORIAL SERVICE	1,475.00
4480	JANITORIAL SERVICE	1,225.00
4484	JANITORIAL SERVICE	390.00
TOTAL BANK CODE: 1		4,240.00
TOTAL VENDOR 001067 HI TEC BUILDING SERVICES		4,240.00
VENDOR CODE: 001107 HULL LIFT TRUCK INC		
BANK CODE: 1		
S-0077801	PARTS	197.81
WO-241491	REPAIRS	2,080.59
S-0075334	BOBCAT COMPACT TRACK LOADER	40,064.00
TOTAL BANK CODE: 1		42,342.40
TOTAL VENDOR 001107 HULL LIFT TRUCK INC		42,342.40
VENDOR CODE: 001120 HYDRO DESIGNS INC		
BANK CODE: 1		
28297-IN	CROSS CONNECTION CONTROL PROGRAM	995.00

User: sonofrio

DB: South Haven

EXP CHECK RUN DATES 01/08/2013 - 01/08/2013

UNJOURNALIZED

OPEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 001120 HYDRO DESIGNS INC		
BANK CODE: 1		
TOTAL BANK CODE: 1		995.00
TOTAL VENDOR 001120 HYDRO DESIGNS INC		
		995.00
VENDOR CODE: 001134 IDEXX DISTRIBUTION INC		
BANK CODE: 1		
264596112	LAB SUPPLIES	921.10
TOTAL BANK CODE: 1		921.10
TOTAL VENDOR 001134 IDEXX DISTRIBUTION INC		
		921.10
VENDOR CODE: 001189 JIM & TONI'S DRYCLEANERS		
BANK CODE: 1		
NOV 2012	DRYCLEANING	447.25
TOTAL BANK CODE: 1		447.25
TOTAL VENDOR 001189 JIM & TONI'S DRYCLEANERS		
		447.25
VENDOR CODE: 001225 KALIN CONSTRUCTION CO, INC		
BANK CODE: 1		
PP 4	KALAMAZOO STREET RECONSTRUCTION	201,813.38
TOTAL BANK CODE: 1		201,813.38
TOTAL VENDOR 001225 KALIN CONSTRUCTION CO, INC		
		201,813.38
VENDOR CODE: 001373 LAWN BOYS INC		
BANK CODE: 1		
CLIP26997	INSTALLATION OF ICE RINK LIGHTS	5,000.00
CLIP27015	DOWNTOWN CHRISTMAS LIGHTS	1,000.00
TOTAL BANK CODE: 1		6,000.00
TOTAL VENDOR 001373 LAWN BOYS INC		
		6,000.00
VENDOR CODE: 001387 LERMA INC		
BANK CODE: 1		
2013	MEMBERSHIP	35.00
TOTAL BANK CODE: 1		35.00
TOTAL VENDOR 001387 LERMA INC		
		35.00
VENDOR CODE: 001544 MENARDS		
BANK CODE: 1		
8320	MAINTENANCE SUPPLIES	113.41
8233	MAINTENANCE SUPPLIES	72.17
8219	MAINTENANCE SUPPLIES	55.91
8477	MAINTENANCE SUPPLIES	7.55
7659	MAINTENANCE SUPPLIES	3.97
8037	MAINTENANCE SUPPLIES	9.95
8620	MAINTENANCE SUPPLIES	20.93
8600	MAINTENANCE SUPPLIES	34.07
8473	MAINTENANCE SUPPLIES	17.91
8211	MAINTENANCE SUPPLIES	319.99
7886	MAINTENANCE SUPPLIES	9.98
7715	MAINTENANCE SUPPLIES	319.99
7716	MAINTENANCE SUPPLIES	37.66
TOTAL BANK CODE: 1		1,023.49
TOTAL VENDOR 001544 MENARDS		
		1,023.49
VENDOR CODE: 001584 MICHIGAN ASSOC OF MAYORS		
BANK CODE: 1		
2013	MEMBERSHIP	85.00
TOTAL BANK CODE: 1		85.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 001584 MICHIGAN ASSOC OF MAYORS		
TOTAL VENDOR 001584 MICHIGAN ASSOC OF MAYORS		85.00
VENDOR CODE: 001604 MICHIGAN ECONOMIC		
BANK CODE: 1		
8280	MEMBERSHIP	260.00
TOTAL BANK CODE: 1		260.00
TOTAL VENDOR 001604 MICHIGAN ECONOMIC		260.00
VENDOR CODE: 001619 MICHIGAN MUNICIPAL LEAGUE		
BANK CODE: 1		
1/23/13	PUBLIC EMPLOYMENT LAW SEMINAR-D LULL	10.00
TOTAL BANK CODE: 1		10.00
TOTAL VENDOR 001619 MICHIGAN MUNICIPAL LEAGUE		10.00
VENDOR CODE: 001766 MUZZALL GRAPHICS		
BANK CODE: 1		
69201	BUSINESS CARDS	52.09
69214	ENVELOPES	4,705.41
TOTAL BANK CODE: 1		4,757.50
TOTAL VENDOR 001766 MUZZALL GRAPHICS		4,757.50
VENDOR CODE: 001828 NEXTEL COMMUNICATIONS		
BANK CODE: 1		
656734517-130	CELL PHONES	188.28
TOTAL BANK CODE: 1		188.28
TOTAL VENDOR 001828 NEXTEL COMMUNICATIONS		188.28
VENDOR CODE: 001853 NORTHERN FIRST AID		
BANK CODE: 1		
8832	FIRST AID SUPPLIES	56.43
TOTAL BANK CODE: 1		56.43
TOTAL VENDOR 001853 NORTHERN FIRST AID		56.43
VENDOR CODE: 001874 OCE IMAGISTICS INC		
BANK CODE: 1		
418170097	MAINTENANCE USAGE FEE	63.74
TOTAL BANK CODE: 1		63.74
TOTAL VENDOR 001874 OCE IMAGISTICS INC		63.74
VENDOR CODE: 001881 OFFICE MAX INC		
BANK CODE: 1		
410111	SUPPLIES	130.00
985603	SUPPLIES	72.98
TOTAL BANK CODE: 1		202.98
TOTAL VENDOR 001881 OFFICE MAX INC		202.98
VENDOR CODE: 001888 OKUN BROTHERS SHOES		
BANK CODE: 1		
11355841984	BOOTS	119.96
11355841657	BOOTS	97.46
11355306993	BOOTS	181.46
11355393433	BOOTS	181.46
TOTAL BANK CODE: 1		580.34
TOTAL VENDOR 001888 OKUN BROTHERS SHOES		580.34
VENDOR CODE: 001965 PEERLESS MIDWEST INC		
BANK CODE: 1		

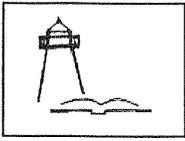
INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 001965 PEERLESS MIDWEST INC		
BANK CODE: 1		
31534	TEST & SERVICE PUMPS	1,050.00
TOTAL BANK CODE: 1		1,050.00
TOTAL VENDOR 001965 PEERLESS MIDWEST INC		1,050.00
VENDOR CODE: 002002 PLUMBER'S PORTABLE TOILETS		
BANK CODE: 1		
243462	RENTAL	132.00
TOTAL BANK CODE: 1		132.00
TOTAL VENDOR 002002 PLUMBER'S PORTABLE TOILETS		132.00
VENDOR CODE: 002020 POWER LINE SUPPLY CO		
BANK CODE: 1		
5697198	RETURN	(307.84)
5697207	MAINTENANCE SUPPLIES	360.26
5697208	ELECTRICAL SUPPLIES	400.28
5697292	MAINTENANCE SUPPLIES	151.62
5697211	MAINTENANCE SUPPLIES	292.12
5697209	ELECTRICAL SUPPLIES	541.22
5697210	MAINTENANCE SUPPLIES	688.00
5695104	GLOVES	222.00
5694973	MAINTENANCE SUPPLIES	214.63
5695043	MAINTENANCE SUPPLIES	150.55
5694978	SUPPLIES	64.52
5694093	GLOVES	384.00
TOTAL BANK CODE: 1		3,161.36
TOTAL VENDOR 002020 POWER LINE SUPPLY CO		3,161.36
VENDOR CODE: 002033 PRI MAR PETROLEUM INC		
BANK CODE: 1		
41488	CARS WASHED	20.00
TOTAL BANK CODE: 1		20.00
TOTAL VENDOR 002033 PRI MAR PETROLEUM INC		20.00
VENDOR CODE: 002044 PRISM SCIENCE & TECHNOLOGY, LL		
BANK CODE: 1		
12.0772.01 12/20	SEDIMENT SAMPLES ANALYSIS	5,993.20
TOTAL BANK CODE: 1		5,993.20
TOTAL VENDOR 002044 PRISM SCIENCE & TECHNOLOGY, LL		5,993.20
VENDOR CODE: 002060 PUBLIC AGENCY TRAINING COUNCIL		
BANK CODE: 1		
159905	MANAGING PROPERTY/EVICDENCE SEMINAR	260.00
TOTAL BANK CODE: 1		260.00
TOTAL VENDOR 002060 PUBLIC AGENCY TRAINING COUNCIL		260.00
VENDOR CODE: 002184 ROD'S PRINTS & PROMOTIONS		
BANK CODE: 1		
5094	SHIRTS	57.00
TOTAL BANK CODE: 1		57.00
TOTAL VENDOR 002184 ROD'S PRINTS & PROMOTIONS		57.00
VENDOR CODE: 002187 ROLYAN BUOYS		
BANK CODE: 1		
3596578	BUOYS	833.00
TOTAL BANK CODE: 1		833.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 002187 ROLYAN BUOYS		
TOTAL VENDOR 002187 ROLYAN BUOYS		833.00
VENDOR CODE: 002268 SECURALARM SYSTEMS INC		
BANK CODE: 1		
76112	CENTRAL STATION MONITORING	312.00
TOTAL BANK CODE: 1		312.00
TOTAL VENDOR 002268 SECURALARM SYSTEMS INC		312.00
VENDOR CODE: 002316 SIEMENS INDUSTRY, INC		
BANK CODE: 1		
901010969	PARTS	3,420.00
TOTAL BANK CODE: 1		3,420.00
TOTAL VENDOR 002316 SIEMENS INDUSTRY, INC		3,420.00
VENDOR CODE: 002347 SLOCUM ASSOCIATES INC		
BANK CODE: 1		
11151001-04	MARINA PROJECT	1,500.00
11151101-06	MARINA PROJECT	2,388.00
11151101-07	MARINA PROJECT	1,175.00
11151115	MARINA PROJECT	0.00
TOTAL BANK CODE: 1		5,063.00
TOTAL VENDOR 002347 SLOCUM ASSOCIATES INC		5,063.00
VENDOR CODE: 002373 SOIL & MATERIALS ENGINEERS INC		
BANK CODE: 1		
39058	KALAMAZOO ST RECEONSTRUCTION	6,471.50
TOTAL BANK CODE: 1		6,471.50
TOTAL VENDOR 002373 SOIL & MATERIALS ENGINEERS INC		6,471.50
VENDOR CODE: 002395 SOUTH HAVEN COMMUNITY HOSPITAL		
BANK CODE: 1		
1662 NOV 2012	PHYSICALS	439.00
10542109-10	ER SERVICES	33.00
10516325-10	ER SERVICES	33.00
TOTAL BANK CODE: 1		505.00
TOTAL VENDOR 002395 SOUTH HAVEN COMMUNITY HOSPITAL		505.00
VENDOR CODE: 002413 SOUTH HAVEN OFFICE SUPPLY		
BANK CODE: 1		
23520014	SUPPLIES	32.19
23480014	SUPPLIES	77.98
23390011	SUPPLIES	38.97
TOTAL BANK CODE: 1		149.14
TOTAL VENDOR 002413 SOUTH HAVEN OFFICE SUPPLY		149.14
VENDOR CODE: 002425 SOUTH HAVEN VISITORS BUREAU		
BANK CODE: 1		
2012	ANNUAL LEASE	6,667.00
TOTAL BANK CODE: 1		6,667.00
TOTAL VENDOR 002425 SOUTH HAVEN VISITORS BUREAU		6,667.00
VENDOR CODE: 002447 LINDA SPEARS		
BANK CODE: 1		
13064	ALTERATIONS	56.00
13063	ALTERATIONS	16.00
13062	ALTERATIONS	16.00
13059	ALTERATIONS	8.00
TOTAL BANK CODE: 1		96.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 002447 LINDA SPEARS		
TOTAL VENDOR 002447 LINDA SPEARS		96.00
VENDOR CODE: 002461 SPRING BROOK SUPPLY		
BANK CODE: 1		
127283	MAINTENANCE SUPPLIES	24.44
TOTAL BANK CODE: 1		24.44
TOTAL VENDOR 002461 SPRING BROOK SUPPLY		24.44
VENDOR CODE: 002478 STAPLES ADVANTAGE		
BANK CODE: 1		
8023929943	SUPPLIES	130.56
8023999398	SUPPLIES	51.01
8024069399	SUPPLIES	152.40
TOTAL BANK CODE: 1		333.97
TOTAL VENDOR 002478 STAPLES ADVANTAGE		333.97
VENDOR CODE: 002513 STEEL CENTER SUPPLY CO		
BANK CODE: 1		
13198	MAINTENANCE SUPPLIES	8.26
13151	MAINTENANCE SUPPLIES	367.14
13298	MAINTENANCE SUPPLIES	102.23
13297	MAINTENANCE SUPPLIES	213.62
13268	MAINTENANCE SUPPLIES	75.57
13323	BUILD HANDRAIL	3,900.00
TOTAL BANK CODE: 1		4,666.82
TOTAL VENDOR 002513 STEEL CENTER SUPPLY CO		4,666.82
VENDOR CODE: 002583 TELE-RAD INC		
BANK CODE: 1		
842715	REPAIRS	45.00
842949	MAINTENANCE JAN-MAR 2013	1,695.15
TOTAL BANK CODE: 1		1,740.15
TOTAL VENDOR 002583 TELE-RAD INC		1,740.15
VENDOR CODE: 002589 TERMINIX PROCESSING CENTER		
BANK CODE: 1		
320343248	EXTERMINATING SERVICE	39.00
TOTAL BANK CODE: 1		39.00
TOTAL VENDOR 002589 TERMINIX PROCESSING CENTER		39.00
VENDOR CODE: 002645 TRACTOR SUPPLY CREDIT PLAN		
BANK CODE: 1		
110608	SUPPLIES ACCT#6035 3012 0321 1402	59.96
141419	SUPPLIES ACCT#6035 3012 0321 1402	219.99
141145	SUPPLIES ACCT#6035 3012 0321 1402	17.19
141119	SUPPLIES ACCT#6035 3012 0321 1402	2.50
TOTAL BANK CODE: 1		299.64
TOTAL VENDOR 002645 TRACTOR SUPPLY CREDIT PLAN		299.64
VENDOR CODE: 002683 TRUCK & TRAILER SPECIALTIES		
BANK CODE: 1		
C35547	PLOW TRUCK EQUIPMENT	40,506.00
TOTAL BANK CODE: 1		40,506.00
TOTAL VENDOR 002683 TRUCK & TRAILER SPECIALTIES		40,506.00
VENDOR CODE: 002721 UPLINK SECURITY LLC		
BANK CODE: 1		
694074	MONTHLY SERVICE FEE	6.45

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 002721 UPLINK SECURITY LLC		
BANK CODE: 1		
TOTAL BANK CODE: 1		6.45
TOTAL VENDOR 002721 UPLINK SECURITY LLC		6.45
VENDOR CODE: 002728 USA BLUE BOOK		
BANK CODE: 1		
828091	GLOVES & PUMP	610.35
835897	MAINTENANCE SUPPLIES	1,748.41
836171	SIGN	13.49
TOTAL BANK CODE: 1		2,372.25
TOTAL VENDOR 002728 USA BLUE BOOK		2,372.25
VENDOR CODE: 002752 VAN BUREN COUNTY DRAIN		
BANK CODE: 1		
2012	DRAINAGE SPECIAL-N PHOENIX,PETERSON	11,746.82
TOTAL BANK CODE: 1		11,746.82
TOTAL VENDOR 002752 VAN BUREN COUNTY DRAIN		11,746.82
VENDOR CODE: 002761 VAN BUREN SPORTSMEN'S CLUB		
BANK CODE: 1		
2013	MEMBERSHIP	30.00
TOTAL BANK CODE: 1		30.00
TOTAL VENDOR 002761 VAN BUREN SPORTSMEN'S CLUB		30.00
VENDOR CODE: 002798 VILLAGE COIN LAUNDRY		
BANK CODE: 1		
139741	LAUNDRY SERVICE	15.00
TOTAL BANK CODE: 1		15.00
TOTAL VENDOR 002798 VILLAGE COIN LAUNDRY		15.00
VENDOR CODE: 002860 WEBB CHEMICAL SERVICE CORP		
BANK CODE: 1		
390209	FERROC CHLORIDE	5,360.30
TOTAL BANK CODE: 1		5,360.30
TOTAL VENDOR 002860 WEBB CHEMICAL SERVICE CORP		5,360.30
VENDOR CODE: 002931 WILTSE FENCING & KENNELS, INC		
BANK CODE: 1		
121012	INSTALLATION OF STAND W/KEYPAD	961.00
TOTAL BANK CODE: 1		961.00
TOTAL VENDOR 002931 WILTSE FENCING & KENNELS, INC		961.00
VENDOR CODE: 002935 WINGFOOT COMMERCIAL TIRE		
BANK CODE: 1		
159-1044401	TIRES	853.56
TOTAL BANK CODE: 1		853.56
TOTAL VENDOR 002935 WINGFOOT COMMERCIAL TIRE		853.56
VENDOR CODE: 002936 WINKEL'S COMMUNICATION INC		
BANK CODE: 1		
3073	RADIO INSTALLATION	647.95
3131	BATTERY	60.00
3064	REMOVE & REINSTALL RADIOS	163.95
3130	RADIOS INCLUDING INSTALLATION	13,235.00
TOTAL BANK CODE: 1		14,106.90

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 002936 WINKEL'S COMMUNICATION INC		
TOTAL VENDOR 002936 WINKEL'S COMMUNICATION INC		14,106.90
VENDOR CODE: 002953 WOODHAMS, INC , DON		
BANK CODE: 1		
C130715	REPAIRS	48.00
C130583	REPAIRS	3,151.45
TOTAL BANK CODE: 1		3,199.45
TOTAL VENDOR 002953 WOODHAMS, INC , DON		3,199.45
VENDOR CODE: 002977 ZEE MEDICAL, INC		
BANK CODE: 1		
139411583	FIRST AID SUPPLIES	44.00
TOTAL BANK CODE: 1		44.00
TOTAL VENDOR 002977 ZEE MEDICAL, INC		44.00
VENDOR CODE: 002992 FREIGHTLINER OF GRAND RAPIDS		
BANK CODE: 1		
X001443355:01	PARTS	32.18
TOTAL BANK CODE: 1		32.18
TOTAL VENDOR 002992 FREIGHTLINER OF GRAND RAPIDS		32.18
VENDOR CODE: 003000 TIGER DIRECT INC		
BANK CODE: 1		
J11588050104	PARTS	2.27
TOTAL BANK CODE: 1		2.27
TOTAL VENDOR 003000 TIGER DIRECT INC		2.27
VENDOR CODE: 003017 PROGRESSIVE/AE		
BANK CODE: 1		
145940	CORRIDOR IMPROVEMENT PLAN	1,382.50
00145939	CORRIDOR PLAN	2,119.95
TOTAL BANK CODE: 1		3,502.45
TOTAL VENDOR 003017 PROGRESSIVE/AE		3,502.45
VENDOR CODE: 003025 VENEKLASSEN INC, A J		
BANK CODE: 1		
APP #3	MARINA PROJECT	172,548.25
TOTAL BANK CODE: 1		172,548.25
TOTAL VENDOR 003025 VENEKLASSEN INC, A J		172,548.25
VENDOR CODE: 003073 ALS GROUP USA, CORP		
BANK CODE: 1		
20-1211118-0	CHEMICAL ANALYSIS	590.00
TOTAL BANK CODE: 1		590.00
TOTAL VENDOR 003073 ALS GROUP USA, CORP		590.00
VENDOR CODE: 003074 APX INC		
BANK CODE: 1		
1944	REGISTRATION & SUBSCRIPTION	1,100.00
TOTAL BANK CODE: 1		1,100.00
TOTAL VENDOR 003074 APX INC		1,100.00
		657,813.88



South Haven Memorial Library
Minutes of the Meeting of the Board of Trustees
Nov. 13, 2012

Members:

Gretchen Spreitzer - President
Robin McAlear - Vice President
Marilyn Bertorelli - Treasurer

Catherine Jarvie - Secretary
Lois Howard - Trustee
Jean Stein - Trustee
Ida Sledge - Trustee

Also Present: James France, Director, Elaine Fluck

Call to order: The meeting was called to order by Spreitzer at 7:00 p.m.

Approval of minutes for Oct. 9, 2012: Motion for approval of minutes by McAlear, seconded by Jarvie. Motion carried. A copy will be sent to City Council.

Approval of agenda for Nov. 13, 2012: Motion for approval by Jarvie, with the addition of Health Insurance under New Business, seconded by Bertorelli. Motion carried.

Public Comments: none

Treasurer's report:

Current budget amounts were reviewed. Vendor's bills totaled \$31,768.45 for the month. Motion to approve vendor bills by McAlear, seconded by Howard. Motion carried.

Committee reports: No new information

Director's Report: Jim updated the board on recent Library activity.

Correspondence: Thank You note from Cynthia for opportunity to attend MLA conference

Old Business: none

New Business:

HB 4438 (concealed weapon act) & HB 4439 to add libraries to the 'weapon-free' zone. The library board may want to write a letter in support of the legislation. Stein will contact representative Nesbitt.

Health Insurance:

Proposal for wording of new policy: "It is the policy of the South Haven Library that for those employees that are eligible for or receiving Medicare, their Medicare coverage will be treated as their primary health insurance coverage and the library shall provide supplemental coverage."

Quotes for Medical Insurance Options were presented by France.

Board Comments: none

Adjournment: Motion to adjourn by Stein and seconded by Spreitzer. Motion carried. Meeting adjourned at 8:03p.m.

Next meeting: December 11, 2012

Respectfully submitted,
Catherine Jarvie, Secretary



Planning Commission Annual Report to City Council

City of South Haven

Background Information: The Michigan Planning Enabling Act (Article II, Section 19-2) requires that the Planning Commission prepare an annual report to the City Council concerning “its operations and the status of planning activities, including recommendations regarding actions by the legislative body...” This report has been prepared in accordance with that requirement.

The planning commission members also attended several subcommittee meetings throughout the year to work on updating various articles in the zoning ordinance. The purpose of the update is to bring the zoning ordinance into compliance with the recently adopted master plan and to address other areas of concern.

Recommendation: This report is informational only. No action needs to be taken.

Support Material: Annual Report to the City Council on Planning Commission Activities for 2012

Annual Report to the City Council on Planning Commission Activities for 2012

Meeting Date	Agenda Items	Planning Commission Action
January 5	LDFA Rezoning request 1600 to 1800 2 nd Avenue B-2 to I-1	Recommendation to adopt forwarded to city council
February 2	Woodland Harbor PUD amendment	Action postponed for additional detail of the request
March 8	Woodland Harbor PUD amendment	Recommendation to approve forwarded to city council
	Skate Park Site Plan Review (SPR) (continued from August 2012) 901 Wells Street	Site plan approved
	Riveer Environmental SPR 233 Veteran's Blvd.	Approved
March 22	Worksession to discuss the Meijer Traffic Study	No action
April 5	Meijer Special Use Permit (SUP)	Approved
	Meijer SPR	Approved
	Van Horn Service Drive Northshore Drive	Withdrawn by applicant just prior to the meeting
May 10	Eagle Street Café (Brix) SUP 402 Eagle Street	Approved
June 7	240 Itzen Court SUP (home occupation)	Approved
	Su Casa SUP (outdoor seating)	Approved (License agreement forwarded to city council)
July 12	423 Williams SPR (boat launch)	Approved
	System Components SPR 1625 Stieve Drive	Approved
August 2	PUD Ordinance amendments public hearing	Recommendation to adopt forwarded to city council
	East Wilson Street Traffic Report review	Forwarded to city council with a recommendation to approve with some changes
September 6	807 LaGrange SUP (car lot)	Approved
October 13	CBD permit parking amendment	Public safety bldg. SPR Approved a resolution to forward the amendment to City Council for adoption
	PUD Ordinance returned from city council	Discussion and response prepared for city council
November 1	Review of proposed draft Recreation Plan	No action needed
	Corridor zoning worksession	None
December 1	No meeting	None

Although not required, we have also prepared a summary of Zoning Board of Appeals (ZBA) activities in 2012:

The ZBA met seven (7) times and heard thirteen (13) applications. Nine (9) applications concerned dimensional variances, three (3) involved zoning ordinance text interpretations and one (1) involved the extension of a site plan approval. Of the nine (9) dimensional variances, five (5) were approved.

December 19, 2012

TO: Brian Dissette

FR: Paul VandenBosch

RE: Charter Fishing Boat at the South Side Marina

Chad Bard has requested that he be allowed to operate a charter fishing boat out of the South Side Marina.

The attached license agreement provides for insurance requirements, operational requirements, and a provision for termination in case of breach of agreement.

The marina slip fee has been doubled for this commercial use and the boater will be charged \$5,830 for the season as a commercial rate.

The South Side Marina realized a drop in transient revenue from the previous year. The 2011 season transient revenue at South Side Marina was \$139,930 and 2012 transient revenue was \$115,343. Our goal with this request is to increase South Side Marina revenue, and to encourage development of charter fishing business in South Haven Harbor. We are interested in attracting other charter fishing vessels to the South Side Marina.

Harbor Commission considered this request at their December 18, 2012 meeting, and recommended approval of the license agreement.

Staff Recommendation:

Approve the Charter Fishing License Agreement.

LICENSE AGREEMENT

This License Agreement is made as of _____, 2012, between the City of South Haven, a Michigan municipal corporation, the principal business address of which is 539 Phoenix Street, South Haven, MI 49090 (the “City”), and IT-IL-DO Charters, LLC, a Michigan Limited Liability Company, the principal business address of which is 46379 Leedy Point Road, Bloomingdale, MI 49026 (the “Licensee”).

RECITALS

- A. The City owns and operates the Southside Municipal Marina (“Marina”) as is described and depicted on the attached Exhibit A.
- B. The Licensee wishes to provide a charter fishing boat operation on Lake Michigan to be operated primarily from the Marina during fishing season.
- C. The City wishes to accommodate the Licensee’s request in accordance with the terms and conditions of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. License. The City licenses to the Licensee for commercial use, seasonal slip number 26 in the South Side Marina (the “Marina Slip”), for its use in operating a charter fishing boat business, subject to the terms and conditions of this Agreement and for no other purpose or use.
2. Term. Unless terminated earlier pursuant to this Agreement, the term of the license shall commence at 5:45 a.m. on April, 15, 2013 and expire at 9:30 p.m. on October 15, 2013.
3. License Fee. Within 30 days of the execution of this Agreement the Licensee shall pay to the City a nonrefundable license fee of \$1 and Marina Seasonal Slip Fee of \$5,830.
4. Property Rights. This Agreement grants only a license to use and does not grant or convey to the Licensee any rights, title, or interest in the Marina Slip. The City retains all property rights in the Marina Slip. Except as otherwise provided by this Agreement, no changes may be made to the Marina Slip, including no modifications or additions, without the City’s prior written consent. At the expiration of this Agreement, or any renewal, the Licensee shall return the Marina Slip to the condition it was in prior to the effective date of this Agreement. The Licensee shall pay any costs incurred by the City to repair or restore the Marina Slip to its pre-Agreement condition.
5. Parking. No parking will be provided specifically for the Licensee’s charter fishing boat operation. Customers must use the general public parking area provided at the Marina. Customers may also use the Marina loading area on Water Street for a maximum of 15 minutes.
6. Nonexclusive License. This license is not exclusive to the Licensee. The City may license other charter fishing boat operations at its marinas.
7. Requirements of Licensee. This license is subject to the following terms and conditions:
 - (a) The Licensee’s charter fishing boat business shall consist only of offering chartered fishing excursions on Lake Michigan to the public for a fee. No other use is permitted by this license.

(b) The Licensee may advertise its charter fishing boat business at the Marina by displaying the Licensee's name, phone number and other contact information on a dock box near the Marina Slip, by placing advertising literature in a flier box on or near the southwest side of the Marina, and by displaying a flag or banner flown on its vessel. All advertising is subject to City of South Haven Zoning Ordinance regulations and subject to approval of the Marina Manager.

(c) The Licensee shall ensure that its operation of the charter fishing boat business, and the use and operation of its vessel complies at all times with applicable local, state and federal laws, rules, regulations, ordinances, orders, permits, and licenses.

(d) The Licensee may operate its business from the licensed Marina slip from 5:45 a.m. to 9:30 p.m., seven days per week, during the term of this Agreement.

(e) The Licensee understands and acknowledges that, from time to time, its vessel may be required to be relocated from the Marina to accommodate special events. At the time of the execution of this Agreement, there are no such events scheduled. If an event is scheduled that requires the Licensee to remove its vessel, the City shall notify the Licensee in writing at least 60 days in advance.

(f) The Licensee understands and acknowledges that from time to time, its ability to access the Marina slip licensed under this Agreement may be affected by festivals and other events.

(g) The Licensee shall make no representations to any person or entity as to any affiliation with, endorsement by, or sponsorship with the City. The City is in no way and at no time during the term of this Agreement affiliated with the City. The Licensee shall not use the City's logo at any time for any purpose.

(h) The Licensee shall remove and dispose of all fish and fish remains, including bait, offsite.

8. Indemnification. The City shall not be responsible for any loss, damage or injury from the Licensee's operation of the charter fishing boat business or its use of the Marina Slip under this Agreement. The Licensee shall hold the City (defined for purposes of this paragraph to include the City's officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any demands, claims or causes of action arising from the Licensee's operation of the charter fishing boat business or its use of the Marina Slip under this Agreement.

9. Insurance. Throughout the term of this Agreement, or any renewals thereof, the Licensee shall obtain and maintain commercial general liability insurance with limits of not less than \$1,000,000.00 dollars per occurrence and \$3,000,000.00 dollars in the aggregate. All policies shall name the City (including its officers and employees) as an additional insured and certificate holder. Copies of certificates of insurance showing the coverage to be in place, that the premiums are fully paid, and that coverage cannot be terminated or modified except after 30 days prior written notice to the City, shall be provided to the City. Upon request, the Licensee shall provide the City with copies of the policies of insurance and all endorsements.

10. Assignment or Use by Others Prohibited. The Licensee may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement and may not allow any other

person or entity to use the Licensed Property for any purpose without the City’s prior written consent.

11. Termination. The license granted pursuant to this Agreement is terminable at the will of either the City Council or the Licensee. The City Manager may, upon a reasonable belief that a breach of this Agreement has occurred suspend the license granted by this Agreement, effective immediately. In case of suspension, Licensee may appeal such suspension to the City Council in writing. Upon receipt of the written appeal, the City shall give the Licensee written notice of the date and time of the next City Council meeting at which such appeal will be considered so that the Licensee may address the City Council. Upon the early termination of this Agreement, the Licensee shall, unless the City otherwise consents by resolution of the City Council, without cost to the City, remove any advertising dock box and restore the Marina Slip to the condition it was in prior to the date of this Agreement.

12. Miscellaneous.

(a) This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. It may not be modified or amended except in writing, signed by all parties. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation. This Agreement shall be construed as though it was mutually drafted.

(b) Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

The parties have signed this Agreement as of the date first above written.

CITY OF SOUTH HAVEN

IT-IL-DO Charters, LLC

By: _____
Robert Burr, Mayor

By: _____
Chad Bard, Co-Owner

Date Signed: _____, 2012

By: _____
Amanda Morgan, Clerk

Date Signed: _____, 2012



Agenda Item 7

Authorize SHAES Firework Vendor Inspections

Background Information:

The City Council will be asked to consider approval of Resolution 2013-01, a resolution which authorizes South Haven Area Emergency Services (SHAES) to conduct inspections of consumer fireworks sales facilities (CFRS) within the City of South Haven.

Recently, the State of Michigan Department of Licensing and Regulatory Affairs Bureau of Fire Services announced interest in having local fire departments conduct inspection services for locally based CFRS. If approved, SHAES will be conducting the CFRS inspections on behalf of the City of South Haven, along with inspections for other SHAES community members. SHAES will then receive 80% of the application fee paid to the State of Michigan, for the consumer fireworks certificate (\$800 for permanent sites and \$480 for temporary sites.)

Recommendation:

The City Council should consider a motion to approve Resolution 2013-01, a resolution authorizing South Haven Area Emergency Services to conduct inspections of consumer fireworks sales facilities, located within the City of South Haven.

Support Material:

Resolution 2013-01

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2013-01

A RESOLUTION GRANTING SOUTH HAVEN EMERGENCY SERVICES AUTHORITY TO
CONDUCT INSPECTIONS OF FIREWORKS SALES FACILITIES LOCATED WITHIN 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 January 7, 2013 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the State of Michigan Department of Licensing and Regulatory Affairs Bureau of fire Services is seeking fire departments that are interested in applying for inspection delegation for consumer fireworks sales facilities (CFRS) under Section 19 of 2011 PA. 256; and

WHEREAS, South Haven Area Emergency Services Authority would be responsible to conduct inspections of the permanent and temporary CFRS locations within the City of South Haven with the delegation effective for one year, and

WHEREAS, South Haven Area Emergency Services will receive 80% of the application fee paid for the consumer fireworks certificate (\$800 for permanent and \$480 for temporary).

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven hereby grants South Haven Area Emergency Services authority to conduct inspections of consumer fireworks sales facilities within the City of South Haven for calendar year 2013.

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

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the ___ day of _____, 2012, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

Amanda Morgan, City Clerk

Memo

To: Brian Dissette
City Manager

From: Brandy Gildea
Parks and Recreation Supervisor

Date: January 2, 2013

Re: 2013 Bike Tour
Special Event 2013 - 05

This special event request is ready for City Council's approval. This is a new event being put on by the Friends of the Blue Star Trail. The event is scheduled for August 17th, 2013. The event consists of a bike tour that begins at Black River Park and riders will proceed to the Kal-Haven Trail, along the Kal Haven Trail extension, from there the rider will have a choice of which route they will take, from mini to longer distances. Along these routes rest stops are arranged at several farm markets and art studios where lunch, snacks, and water will be provided for the riders. The route will eventually lead them back to Black River Park to end the ride. Friends of the Blue Star Trail will provide portable toilets and a dumpster at Black River Park for the riders. A map detailing the area of Black River Park that they will be using has been provided in the special event application.

They will provide proof of insurance as soon as it is available.

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: Lakeshore Harvest Country Bike Tour - 2013Sponsoring Organization: Friends of the Blue Star TrailApplicants Name: James W. Van BurenTelephone #: 269-998-3834 Phone # During Event: 269-998-3834E-mail Address: info@lhcbt.com / jim.vanburen@comcast.net

Other contacts for/during event

Name: Bruce Brandon Telephone: 269-214-8825Name: John Adams Telephone: 269-543-5077

EVENT SPECIFIC INFORMATION

Event Location: Black River ParkDate(s) Requested: August 17, 2013 Alternative Date(s): NoneStart Time: 5:00 AM End Time: 5:00PM

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

Number of people expected to attend: 200

EVENT DESCRIPTION

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

This is an organized bicycle tour designed for riders of all ages and abilities. Riders will proceed from the Black River Park via the Kal-Haven Trail extension to the Kal-Haven trail, and there the will explore picturesque country roads, with a choice of mini-routes to longer distances of 25 to 55 miles, in the area known as Lakeshore Harvest Country. Rest stops are arranged at several farm markets and art studios, where lunch, snacks and water well be provided for the riders. Riders will return to the Black River Park by the same route that the left it.

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 Entrance to the park from E. Wells St. will be closed for the day. This needed to prevent incidental traffic from entering the parking area in an uncontrolled fashion.

- 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? 2
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: James Van Buren Telephone: 269-998-3834

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: To be arranged Telephone: _____

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

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

ADDITIONAL EVENT INFORMATION

- 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

It is not possible to get an insurance binder more than 90 days prior to the event, as soon as one is available it will be submitted.

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)

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

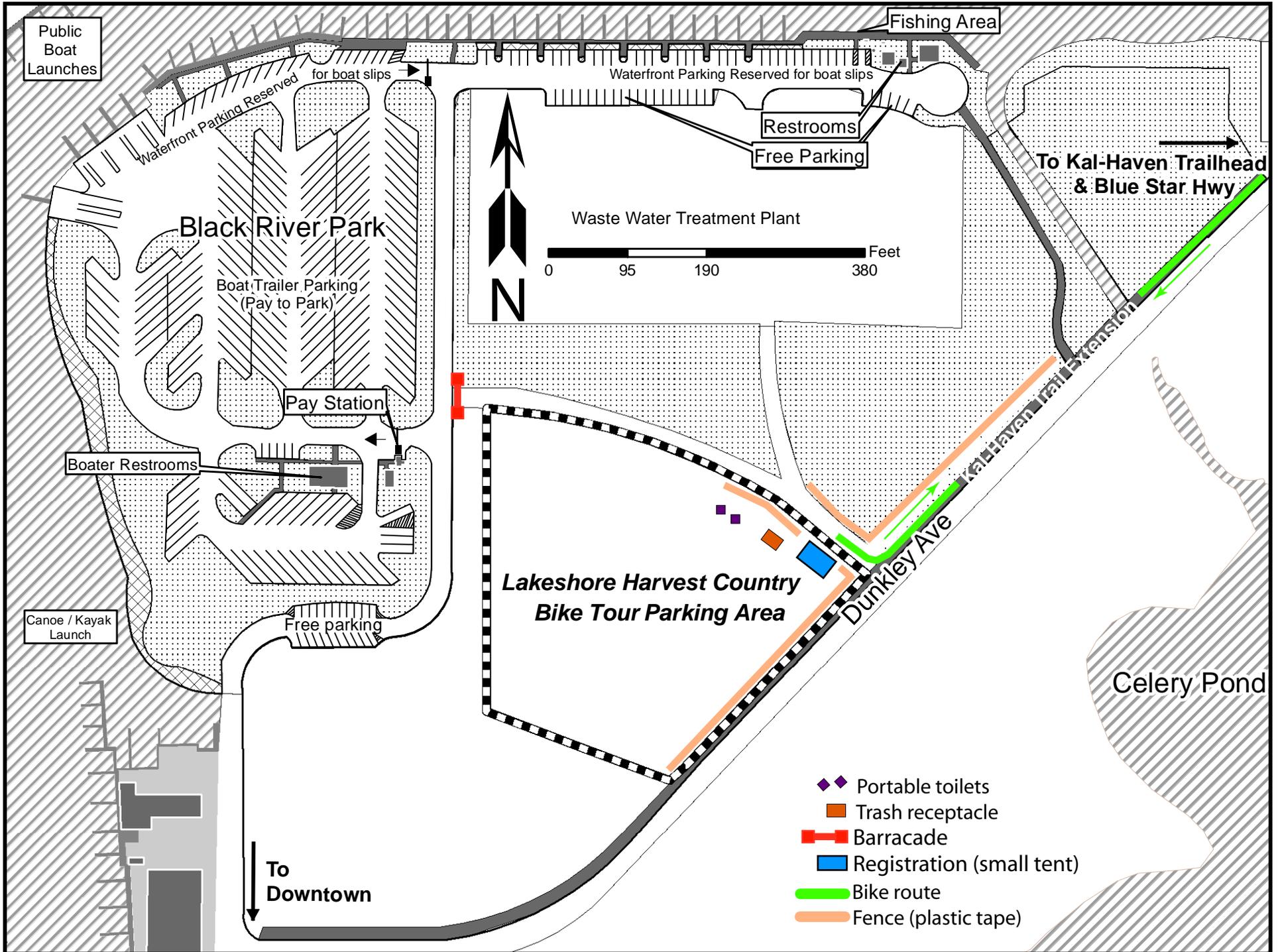
Applicants Signature

December 18, 2012

Date

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

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





17' 17' 24' 17' 17'

**Special Event
Parking Area
(451 Spaces)**

Dunkley Ave

39

40 40

40 40

41 41

35 35

28 28

17 17

5 5



Department of Public Works

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

Cones and Barricades Request Form

Requester's Name James Van Buren

Date Requested December 12, 2012

Organization/Committee Lakeshore Harvest Country Bike Tour

Mailing Address 7104 107th Ave.

South Haven, MI 49090-9678

Office/Main Phone None

Cell Phone 269-998-3834

EVENT: Lakeshore Harvest Country Bike Tour - 2013 **DATE of EVENT:** August 17, 2013

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

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

BARRICADES	Quantity	Drop Off Location <i>(Please Print Legibly)</i>	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
				6:00 AM PM	5:00 AM PM
	2	Black River Park	269-998-3834		

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: _____