

City Council

Regular Meeting Agenda

Monday, July 15, 2013
7:00 p.m., Council Chambers



1. **Call to Order**
2. **Invocation**
 - Pastor Duryea Gibson – Emmanuel Community 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 July 1, 2013.
 - B. Bills totaling \$524,643.91 for the period ending July 15, 2013 be approved and forwarded to the Clerk and Treasurer for payment.
 - C. Council will be asked to consider a motion to approve professional services agreements for the following projects:
 - 1) Street Resurfacing on Center Street, Conger Street, and Wilson Street: \$86,500.00
 - 2) Monroe Bluff Restoration: \$14,300.00
 - 3) BMX Pump Track: \$6,500.00

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

UNFINISHED BUSINESS

6. **City Council will be asked to consider the following regarding the Kalamazoo Street Phase 2 Special Assessment:**
 - A. **Hold a public hearing regarding the Kalamazoo Street Phase 2 Special Assessment District.**
 - B. **Approve Resolution 2013-39 for confirmation of the Kalamazoo Street Phase 2 Special Assessment roll; lien; payment and collection of the special assessment.**
 - C. **Approve construction contract for the Kalamazoo Street Phase 2 Special Assessment.**
 - D. **Approve materials testing contract for the Kalamazoo Street Phase 2 Project.**

- E. **Instruct City Manager to prepare an update to the city's property tax exemption policy for the City Council's consideration, to provide relief for poverty stricken property owners with special assessment debt.**

NEW BUSINESS

7. **City Council will be asked to consider approval of Resolution 2013-42 to approve and submit the language of the proposed amendment to Chapter 4, Section 4.15 of the Charter of the City of South Haven, Michigan.**
8. **City Council will be asked to consider approval of Resolution 2013-43 intent to establish a Corridor Improvement Authority to address issues related to the I-196 Business Loop and M-43 in the city limits.**
9. **City Council will be asked to consider approval of a temporary sign to promote the South Haven app.**
10. **City Council will be asked to consider Special Event 2013-26 Elkenberg Basketball Festival.**
11. **City Council will be asked to consider Resolution 2013-44 to ensure compliance with Public Act 95 of 2013 by the City of South Haven electric utility.**
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. **Adjourn**

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, July 1, 2013
7:00 p.m., Council Chambers



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

2. Invocation

- Gerrit Haagsma – Hospice at Home

3. Roll Call

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

Moved by Fitzgibbon to excuse Councilmembers Klavins and Kozlik Wall due to personal business. Seconded by Arnold.

Voted Yes: All. Motion Carried.

4. Approval of Agenda

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

Voted Yes: All. Motion Carried.

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

Moved by Arnold seconded by Fitzgibbon to approve the Consent Agenda as follows with the removal of items C and G:

- A. Council will be requested to approve the City Council Minutes of June 17, 2013.
- B. Bills totaling \$932,422.36 for the period ending June 30, 2013 be approved and forwarded to the Clerk and Treasurer for payment.
- D. Council will be asked to consider a motion to approve Resolution 2013-41 adopting the change to the TPOAM ratified contract allowing a MERS decrease.
- E. Council will be asked to consider a motion to approve the professional services agreement with Progressive AE for the BR-196 Traffic Study.
- F. Council will be asked to consider a motion to approve the license agreement for 330 Kalamazoo Street (Phoenix Records and Boutique).
- H. City Council will be asked to consider a motion to approve the construction of a dumpster enclosure for Williams Street at a total cost of \$16,878.
- I. City Council will be asked to consider a motion to approve the Bailey Street license agreement.

- J. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
- 1) 05-21-13 LHBM minutes
 - 2) 09-14-11 CBA minutes
 - 3) 05-15-13 Airport Authority minutes
 - 4) 05-14-13 SH Memorial Library minutes
 - 5) 05-21-13 Harbor minutes
 - 6) 05-20-13 ZBA minutes
 - 7) 03-25-13 BPU minutes
 - 8) 03-25-13 BPU Workshop minutes
 - 9) 05-08-13 DDA minutes
 - 10) 06-05-13 DDA Workshop minutes

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Fitzgibbon, Patterson, Burr

Nays: None

Motion carried

City Council considered Item C originally on Consent Agenda; to approve a sign agreement with Harbor Jet Skis.

Moved by Fitzgibbon to send the license agreement with Harbor Jet Ski back to Harbor Commission. Seconded by Gruber.

Voted Yes: All. Motion Carried.

City Council considered Item G originally on Consent Agenda; a motion to approve the license agreement for Monroe Park sign.

Moved by Gruber to approve the license agreement for Monroe Park sign. Seconded by Arnold.

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Fitzgibbon, Burr

Nays: Patterson

Motion Carried.

UNFINISHED BUSINESS

6. City Council will be asked to consider the following items regarding the BEI IFT:

A. Hold public hearing regarding BEI IFT

B. Approve Resolution 2013-40 regarding the approval of the BEI IFT.

Background Information: The City Council will be asked to consider approval of an Industrial Facilities Tax Exemption Certificate for BEI International, LLC, located at 1375 Kalamazoo Street.

The tax exemption request, which totals \$11,132, is for personal property acquired by the company. The applicant notes that the company anticipates retaining 2 existing jobs at their facility as a result of the project.

BEI International was founded in the City of South Haven in 1959. BEI International features a range of standard and custom designed harvesting equipment for farm applications. The company currently employs 23 full time and 2 temporary staff members.

The estimated total value of the Industrial Facilities Tax Exemption Certificate for BEI International is \$579 over the 12 year life of agreement if all machinery is included in the certificate. The tax exemption does include a "claw-back" provision, which allows the City of South Haven to seek the abated tax amount if the terms of the abatement are not met by the business.

Item A: Hold public hearing regarding BEI IFT

Moved by Arnold to open the public hearing regarding BEI IFT. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Fitzgibbon, Patterson, Burr

Nays: None

Motion carried

No public comment at this time.

Moved by Fitzgibbon to close the public hearing regarding BEI IFT. Seconded by Patterson.

Voted Yes: All. Motion carried

Item B: Approve Resolution 2013-40 regarding the approval of the BEI IFT

Moved by Patterson and seconded by Fitzgibbon to approve Resolution 2013-40 regarding approval of the BEI IFT.

Voted Yes: All. Motion carried.

7. **City Council will be asked to consider the following regarding the Kalamazoo Street Phase 2 Special Assessment:**
 - A. **Hold public hearing regarding the Kalamazoo Street Phase 2 Special Assessment.**
 - B. **Approve construction contract for the Kalamazoo Street Phase 2 Special Assessment**
 - C. **Approve Resolution 2013-39 for confirmation of the Kalamazoo Street Phase 2 Special Assessment roll; lien; payment and collection of the special assessment.**
 - D. **Approve materials testing contract for the Kalamazoo Street Phase 2 Project.**

Background Information: With the first two City Council meetings for the Kalamazoo Street special assessment process now complete, the City Council has the ability to complete the

process at their July 1 meeting. If the City Council wishes to authorize the construction to begin, the following actions should be taken:

- 1) conduct a public hearing regarding the special assessment roll and approve the final special assessment district resolution
- 2) approve a contract with DeSal Excavating for the completion of the construction work
- 3) approve a contract with Soil and Materials Engineers for materials testing services

Each of these steps is described in further detail below.

1) Public Hearing and Special Assessment Resolution

The public hearing is required by city ordinance for the purpose of hearing any objections to the proposed special assessment roll. After conducting the public hearing, if the City Council is satisfied with the roll as presented, the City Council may confirm the roll by approving the final special assessment resolution. This is the final step in the special assessment process.

2) Construction Contract Approval

The general contractor will be responsible for all construction work on site, generally consisting of watermain, storm sewer, and sanitary sewer replacement; as well as construction of new street, driveway approaches, sidewalk ramps and repairs; along with topsoil and grass restoration. Various portions of this work will be performed by subcontractors, but the entire project is made the responsibility of one general contractor. On May 21, 2013, city staff received bids for the construction contract. Seven bids were received, with the low bid coming from DeSal Excavating, Inc. in the amount of \$848,553.70. Desal Excavating is the same contractor that completed the Hogans Alley reconstruction project in 2009. DeSal is tentatively planning to begin work the week of July 9 in anticipation of an October 18 project completion.

Item A: Hold public hearing regarding the Kalamazoo Street Phase 2 Special Assessment.

Moved by Patterson to open the public hearing regarding the Kalamazoo Street Phase 2 Special Assessment. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Fitzgibbon, Patterson, Burr

Nays: None

Public Comment –

Dorothy Sherrod – Clarification on interest rate. Which taxes will it be assessed on?

Aaron Cobb – How does the City determine the 4.5% interest rate. Can we get the interest rate lowered?

Venitia Hartfield – Clarification on how often the interest will be charged. Who pays the assessment if house is sold?

Lisa Bettis-Cooper - Clarification on how to pay taxes without paying the special assessment. Will there be a penalty? Wanted to state that if this assessment is not paid the County may eventually sell your home on a tax sale.

Dorothy Sherrod – Reminded Council that there is a tax increase on Van Buren County's agenda to increase taxes for all of Van Buren County.

Moved by Arnold to close the public hearing regarding the Kalamazoo Street Phase 2 Special Assessment. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

Moved by Fitzgibbon to table items 7b-d for two weeks to review interest rate and research relief programs to help low income families pay for special assessments. Seconded by Patterson.

Voted Yes: All. Motion carried.

BOARD & COMMISSION APPOINTMENTS

8. City Council will be asked to consider the appointment of Marilyn White to fill a 3-year term on the Parks Commission expiring in 2014.

Moved by Fitzgibbon seconded by Patterson to approve the appointment of Marilyn White to a 3-year term on the Parks Commission expiring in 2014.

Voted Yes: All. Motion Carried.

NEW BUSINESS

9. City Council will be asked to consider approval of the license agreement with Adventure Water Sports.

Background Information: Adventure Water Sports is requesting to use Black River Park Boat Launch to rent a 16 foot runabout and two jet skis.

The City's insurance carrier has reviewed the insurance and finds it acceptable with minor changes, including listing the City as an additional insured and a 10 day notification of cancellation of the policy.

The process for license agreements is for Harbor Commission to recommend to City Council, and City Council to consider approval of the license agreement.

Moved by Fitzgibbon to send the approval of license agreement with Adventure Water Sports back to Harbor Commission. Seconded by Gruber.

Voted Yes: All. Motion Carried.

10. City Council will be asked to consider Special Event 2013-23 Summer Jam Midnight

Background Information: After meeting with staff to discuss the issues with the originally submitted special event application, Summer Jam Midnight, the event organizers would like to make an amendment to their original request.

Originally the organizers were asking to use Elkenburg Park on July 19th & 20th from 10:00pm – 2:00 am each day for a basketball tournament. They are also requesting to bring in additional lights.

The event organizer is now requesting to just host a single basketball game starting on Saturday July 20th at 10:00 pm and ending on Sunday at 1:00 am. They will submit an application to host a basketball tournament on a different weekend. They are still requesting to bring in additional lights.

Staff has reviewed the amendment to the special event application would still recommend that City Council consider not approving this special event on this date due to the other event occurring in the park until 10:00 pm and due to the ending time of the event.

Public Comment –

Amere May – In favor of Special Event 2013-23

Imad Goodwin – In favor of Special Event 2013-23

Roselynn Baker – Opposed to Special Event 2013-23

Jeremiah Smith - In favor of Special Event 2013-23

Nathaniel Goodwin – In favor of Special Event 2013-23

Wanita Sutton – Opposed to Special Event 2013-23

Dorothy Sherrod – Opposed to Special Event 2013-23

Moved by Gruber to deny Special Event 2013-23 Summer Jam Midnight. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried. Special Event 2013-23 Summer Jam Midnight is denied as submitted.

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

Aaron Cobb – Nice courts at Elkenburg, but there seems to be a water problem.

Jessica Nichol – Protesting 10% late fees on utility bills.

Joe Wilkins – Concerned that the far right court in Elkenburg is not level. Also concerned about the traffic parking in front of church.

Revisited Item 5c on the consent agenda; to approve a sign agreement with Harbor Jet Skis.

Moved by Fitzgibbon to approve a sign agreement with Harbor Jet Skis. Seconded by Arnold

Voted Yes: All. Motion Carried.

11. City Manager's Comments

12. Mayor and Councilperson's Comments

Gruber – Summer is here. The 4th is around the corner. Hope everyone is enjoying their summer.

Fitzgibbon – July 3rd is the fireworks. Please be patient with traffic.

Patterson – Thank you to everyone who came out to the meeting. The City can't run without citizens. Sorry that both programs can't run together, hope they can in the future.

Arnold – Thanks to everyone who came out and spoke.

Burr – Fireworks will be from about 10:30-11:00. The bridge will be open for boat traffic from about 11:30-12:30. Channel 3 News will be covering the events from about 5:00-11:00 p.m.

13. Adjourn

Moved by Gruber to adjourn. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Meeting adjourned at 9:14 p.m.

RESPECTFULLY SUBMITTED,

Michelle Coffey
Deputy City Clerk

Approved by City Council: **DRAFT**

**CITY OF SOUTH HAVEN
JULY 15, 2013**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 61,259.22	\$ 85,744.03	\$ 147,003.25
202-MAJOR STREET FUND	\$ 1,925.14	\$ 18.25	\$ 1,943.39
203-LOCAL STREET FUND	\$ 1,153.44	\$ 18.24	\$ 1,171.68
204-STREET FUND	\$ 179.50	\$ 65.41	\$ 244.91
226-GARBAGE/REFUSE FUND	\$ 30,084.09		\$ 30,084.09
250-DOWNTOWN DEVELOPMENT	\$ 3,678.95	\$ 23,392.80	\$ 27,071.75
251-LDFA #1	\$ 31.32		\$ 31.32
253-LDFA #3	\$ 6,873.39		\$ 6,873.39
260-BROWNFIELD AUTHORITY	\$ -		\$ -
265-NARCOTICS UNIT	\$ 1,894.17	\$ 470.24	\$ 2,364.41
266-POLICE TRAINING	\$ -		\$ -
296-RIVER MAINTENANCE	\$ -	\$ 2,037.50	\$ 2,037.50
371-CAPITAL BOND DEBT SERV	\$ -		\$ -
372-WATER PLANT FUND	\$ -		\$ -
395-DDA DEBT SERVICE	\$ -		\$ -
401-CAPITAL PROJECTS	\$ -	\$ 6,308.06	\$ 6,308.06
402-CAPITAL PROJECTS #2	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 2,428.60	\$ 4,870.60	\$ 7,299.20
577-BEACH FUND	\$ 437.49	\$ 736.24	\$ 1,173.73
582-ELECTRIC FUND	\$ 55,166.32	\$ 34,140.43	\$ 89,306.75
591-WATER FUND	\$ 44,065.60	\$ 31,425.75	\$ 75,491.35
592-SEWER FUND	\$ 48,455.00	\$ 17,637.31	\$ 66,092.31
594-MUNICIPAL MARINA	\$ 1,639.22	\$ 2,607.50	\$ 4,246.72
636-INFORMATION SERVICES	\$ 323.21	\$ 245.85	\$ 569.06
661-MOTOR POOL	\$ 1,591.44	\$ 9,374.93	\$ 10,966.37
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ -	\$ -	\$ -
718-TRUST & AGENCY	\$ 33,400.00	\$ 685.80	\$ 34,085.80
750-EMPLOYEE WITHHOLDING	\$ 10,278.87	\$ -	\$ 10,278.87
TOTAL	\$ 304,864.97	\$ 219,778.94	\$ 524,643.91

User: ksteinman
BANK CODE: 1
DB: South Haven

CHECK DATE: 07/16/2013 INVOICE PAY DATE FROM 07/16/2013 TO 07/16/2013

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07/16/2013	1	44945	000014	ABONMARCHE CONSULTANTS INC	29,402.75	12
07/16/2013	1	44946	MISC	ALL SEASONS MARINE	7.00	1
07/16/2013	1	44947	000086	AMERICAN DRYER INC	746.60	1
07/16/2013	1	44948	000134	APPLIED SPECIALTIES INC	12,354.00	1
07/16/2013	1	44949	000177	AUTOWARES INC	150.11	6
07/16/2013	1	44950	003146	B & R MOBILE HOMES INC	1,793.94	1
07/16/2013	1	44951	000200	BARBER & SONS INC	866.01	2
07/16/2013	1	44952	000229	BEAVER RESEARCH COMPANY	306.14	2
07/16/2013	1	44953	000351	BS&A SOFTWARE INC	14,390.00	1
07/16/2013	1	44954	000453	CHIEF SUPPLY CORP	644.22	3
07/16/2013	1	44955	000471	CITY PLUMBING & HEATING CO	1,000.00	1
07/16/2013	1	44956	000498	COMCAST	119.85	1
07/16/2013	1	44957	MISC	COMERICA BANK	120.06	1
07/16/2013	1	44958	000502	COMMUNITY ANSWERING SERVICE	1,126.45	1
07/16/2013	1	44959	000505	COMPTON INC	2,400.00	1
07/16/2013	1	44960	000514	CONSTRUCTION ASSOCIATES INC	7,148.83	1
07/16/2013	1	44961	000519	CONSUMERS ENERGY	161.98	3
07/16/2013	1	44962	000520	CONTINENTAL LINEN SERVICES	133.82	1
07/16/2013	1	44963	000604	DE BEST INC	7,153.32	2
07/16/2013	1	44964	000656	JACK DOHENY SUPPLIES INC	261.72	1
07/16/2013	1	44965	MISC	E PROMOS	685.80	1
07/16/2013	1	44966	000716	EJ USA INC	1,446.00	1
07/16/2013	1	44967	000718	ELECSYS INTERNATIONAL CORP	267.00	1
07/16/2013	1	44968	003168	ELWOOD STAFFING	3,315.20	3
07/16/2013	1	44969	003123	EMERGENCY VEHICLE PRODUCTS F161733	3,084.16	1
07/16/2013	1	44970	000843	FRONTIER	199.87	1
07/16/2013	1	44971	000846	FTC & H, INC	1,625.40	1
07/16/2013	1	44972	000847	FUEL MANAGEMENT SYSTEM	7,795.64	1
07/16/2013	1	44973	000858	GALLS	140.48	1
07/16/2013	1	44974	000913	GRAINGER	464.64	2
07/16/2013	1	44975	000934	GREAT LAKES COATINGS	400.00	1
07/16/2013	1	44976	000974	HACH COMPANY	356.88	1
07/16/2013	1	44977	000999	HARBOR TOWING, INC	278.00	3
07/16/2013	1	44978	001046	HERALD PALLADIUM	3,917.07	1
07/16/2013	1	44979	001047	HERALD PALLADIUM	5,069.52	1
07/16/2013	1	44980	001107	HULL LIFT TRUCK INC	37.15	1
07/16/2013	1	44981	001108	GORDON HULL	2,216.99	1
07/16/2013	1	44982	001189	JIM & TONI'S DRYCLEANERS	475.00	1
07/16/2013	1	44983	001223	KAL-BLUE	181.88	1
07/16/2013	1	44984	001298	KREIS,ENDERLE,HUDGINS & BORSOS PC	220.00	1
07/16/2013	1	44985	001343	LAKESHORE PAINT & ARTWORKS	46.86	1
07/16/2013	1	44986	001373	LAWN BOYS INC	2,001.01	2
07/16/2013	1	44987	001396	LEXIS NEXIS MATTHEW BENDER	36.49	1
07/16/2013	1	44988	001412	LITTLE OSCAR'S SCREEN PRINTS	228.00	1
07/16/2013	1	44989	001460	MAINTENANCE CONNECTION INC	398.00	1
07/16/2013	1	44990	001561	METRON-FARNIER, LLC	5,588.52	2
07/16/2013	1	44991	001675	MIDWEST CIVIL ENGINEERS INC	2,330.00	2
07/16/2013	1	44992	001707	MITCHELL& MORSE LAND SURVEYING	1,000.00	1
07/16/2013	1	44993	001828	NEXTEL COMMUNICATIONS	42.68	1
07/16/2013	1	44994	001848	NORTH SHORE PEST CONTROL INC	100.00	2
07/16/2013	1	44995	001853	NORTHERN FIRST AID	131.66	2
07/16/2013	1	44996	001881	OFFICE MAX INC	397.24	1
07/16/2013	1	44997	003042	OMM ENGINEERING INC	629.50	1
07/16/2013	1	44998	001939	PARKWAY ELECTRIC &	2,990.03	1
07/16/2013	1	44999	002002	PLUMBER'S PORTABLE TOILETS	1,842.00	2
07/16/2013	1	45000	002020	POWER LINE SUPPLY CO	11,354.20	6
07/16/2013	1	45001	002132	RELIABLE DISPOSAL INC #646	475.00	1
07/16/2013	1	45002	003143	ROLAND ELECTRIC LLC	77.52	1

User: ksteinman
 BANK CODE: 1
 DB: South Haven

CHECK DATE: 07/16/2013 INVOICE PAY DATE FROM 07/16/2013 TO 07/16/2013

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
07/16/2013	1	45003	002188	ROME'S STANDARD SERVICE INC	35.00	2
07/16/2013	1	45004	002217	SAFARILAND, LLC	132.24	1
07/16/2013	1	45005	002267	SECANT TECHNOLOGIES	126.00	1
07/16/2013	1	45006	002347	SLOCUM ASSOCIATES INC	440.00	1
07/16/2013	1	45007	002416	SOUTH HAVEN ROTARY CLUB	179.00	1
07/16/2013	1	45008	002418	SOUTH HAVEN SMALL ENGINES	157.98	2
07/16/2013	1	45009	002453	SPENCER MANUFACTURING, INC	4,669.00	1
07/16/2013	1	45010	002478	STAPLES ADVANTAGE	455.69	3
07/16/2013	1	45011	MISC	TEAM VIEWER GMBH	1,499.00	1
07/16/2013	1	45012	002580	TECHNICAL ENERGY SOLUTIONS	408.90	1
07/16/2013	1	45013	002583	TELE-RAD INC	1,695.15	1
07/16/2013	1	45014	002589	TERMINIX PROCESSING CENTER	78.00	2
07/16/2013	1	45015	002599	THAYER INC	2,211.50	5
07/16/2013	1	45016	002634	TOTAL ENERGY SYSTEMS LLC	2,061.00	1
07/16/2013	1	45017	002665	TREECORE	27,131.10	1
07/16/2013	1	45018	002679	TRI-TECH INC	84.43	1
07/16/2013	1	45019	002674	TRICK TINT	260.00	1
07/16/2013	1	45020	002721	UPLINK SECURITY LLC	12.90	1
07/16/2013	1	45021	002724	UPS STORE #5080	96.19	2
07/16/2013	1	45022	002726	US BANK	500.00	1
07/16/2013	1	45023	002728	USA BLUE BOOK	828.81	4
07/16/2013	1	45024	003083	VANDER MEULEN BUILDERS INC	22,352.80	1
07/16/2013	1	45025	002935	WINGFOOT COMMERCIAL TIRE SYSTEMS	136.27	1
07/16/2013	1	45026	002953	WOODHAMS, INC , DON	2,095.79	4
07/16/2013	1	45027	002971	YOUTH DEVELOPMENT COMPANY	10,000.00	1

Num Checks: 83

Num Invoices: 138

Total Amount: 219,778.94

User: ksteinman

CHECK NUMBERS 44898 - 44944

DB: South Haven

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
06/27/2013	1	44898	003126	8TH DISTRICT COURT	100.00
06/27/2013	1	44899	000597	DEBRA DAVIDSON	58.76
06/27/2013	1	44900	003072	MARY ANN FRAZIER	249.16
06/27/2013	1	44901	UB REFUND	GALVAN, ANDREA H	78.63
06/27/2013	1	44902	003070	WENDY HOCHSTEDLER	220.46
06/27/2013	1	44903	UB REFUND	HYLTON, TREVOR B	37.63
06/27/2013	1	44904	UB REFUND	MEADOWS, KAREN D	36.02
06/27/2013	1	44905	UB REFUND	RYAN, WINFRED E	14.96
06/27/2013	1	44906	002724	UPS STORE #5080	188.90
06/27/2013	1	44907	002949	WOLVERINE HARDWARE	956.89
06/28/2013	1	44908	002132	RELIABLE DISPOSAL INC #646	32,321.05
07/03/2013	1	44909	000225	BEACHTOWN CREATIVE INC	2,182.38
07/05/2013	1	44910	UB REFUND	ALEXANDER, MICHAEL L	81.17
07/05/2013	1	44911	000085	AMERICAN CEMETERY	49.00
07/05/2013	1	44912	000103	AMERICAN WATER WORKS ASSOC	295.00
07/05/2013	1	44913	003128	LINDA ANDERSON	45.20
07/05/2013	1	44914	UB REFUND	BLACKSTON, CHRISTOPHER M	65.01
07/05/2013	1	44915	UB REFUND	BROWN, MARTIN R	374.40
07/05/2013	1	44916	UB REFUND	DEPARTMENT OF HUMAN SERVICES	17.60
07/05/2013	1	44917	000719	ELECTION SOURCE	270.00
07/05/2013	1	44918	UB REFUND	HAWK GARVERICK	305.88
07/05/2013	1	44919	001067	HI TEC BUILDING SERVICES	3,910.00
07/05/2013	1	44920	UB REFUND	HILL, JOHN R	54.53
07/05/2013	1	44921	UB REFUND	HOPSON, GERALD E	76.50
07/05/2013	1	44922	001331	LAKE MICHIGAN MAILERS	10,000.00
07/05/2013	1	44923	001443	MAA EDUCATION	250.00
07/05/2013	1	44924	001457	MAGLOCLEN	400.00
07/05/2013	1	44925	001619	MICHIGAN MUNICIPAL LEAGUE	3,211.00
07/05/2013	1	44926	001621	MICHIGAN MUNICIPAL LEAGUE	73,100.87
07/05/2013	1	44927	001635	MICHIGAN RECREATION & PARKS	118.00
07/05/2013	1	44928	002424	SOUTH HAVEN/CASCO	74,818.48
07/05/2013	1	44929	002491	STATE OF MICHIGAN	6,802.09
07/05/2013	1	44930	UB REFUND	SYLVESTER BACHLEGA	100.00
07/05/2013	1	44931	UB REFUND	TOWNSLEY, MONIQUE Y	20.07
07/05/2013	1	44932	002757	VAN BUREN COUNTY TREASURER	570.00
07/05/2013	1	44933	001621	MICHIGAN MUNICIPAL LEAGUE	10,278.87
07/05/2013	1	44934	001711	MML WORKERS' COMP FUND	62,822.00
07/08/2013	1	44935	000498	COMCAST	134.85
07/08/2013	1	44936	MISC	KEVIN MCDANIEL	400.00
07/08/2013	1	44937	001610	MICHIGAN GAS UTILITIES	1,971.10
07/08/2013	1	44938	003100	PLAYWORLD MIDSTATES	8,277.00
07/08/2013	1	44939	002132	RELIABLE DISPOSAL INC #646	540.00
07/08/2013	1	44940	MISC	RIVER BEND BOAT CLUB	1,400.00
07/08/2013	1	44941	002792	VERIZON WIRELESS	816.19
07/08/2013	1	44942	003076	KEVIN WILDEY	47.69
07/08/2013	1	44943	001350	LAMBRIX DESIGN AND COMPANY	3,065.00
07/10/2013	1	44944	001543	MELROSE PYROTECHNICS INC	33,000.00

1 TOTALS:

Total of 47 Checks:	334,132.34
Less 1 Void Checks:	73,100.87
Total of 46 Disbursements:	261,031.47

07/10/2013 01:48 PM
User: ksteinman
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 07/08/2013 - 07/08/2013

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
07/08/2013	1	19(E)	003062	MCAAA	<u>43,833.50</u>
1 TOTALS:					
Total of 1 Checks:					43,833.50
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					43,833.50

User: ksteinman

DB: South Haven

INVOICE DUE DATES 07/16/2013 - 07/16/2013

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
106929 32860	ABONMARCHE CONSULTANTS INC CITY HALL IMPROVEMENTS 101-265-975-000-0147	06/27/2013 ksteinman	07/16/2013	156.25 156.25	0.00	P	Y 06/30/2013
106931 32861	ABONMARCHE CONSULTANTS INC LIBERTY HYDE BAILEY MUSEUM 101-804-802-000	06/27/2013 ksteinman	07/16/2013	349.25 349.25	0.00	P	Y 06/30/2013
106883 32895	ABONMARCHE CONSULTANTS INC PROFESSIONAL SERVICES THROUGH 5/31 401-301-980-000-0145	06/20/2013 ksteinman	07/16/2013	674.75 674.75	0.00	P	Y 06/30/2013
106897 32896	ABONMARCHE CONSULTANTS INC SEWER SYSTEM EVALUATION PART 2 592-558-801-008	06/21/2013 ksteinman	07/16/2013	13,313.65 13,313.65	0.00	P	Y 06/30/2013
106899 32897	ABONMARCHE CONSULTANTS INC SEWER SYSTEM EVALUATION 592-558-801-008	06/21/2013 ksteinman	07/16/2013	483.00 483.00	0.00	P	Y 06/30/2013
106996 32940	ABONMARCHE CONSULTANTS INC DREDGE PERMITTING 594-776-802-000 296-774-974-006	06/28/2013 ksteinman	07/16/2013	4,075.00 2,037.50 2,037.50	0.00	P	Y 06/30/2013
106896 32942	ABONMARCHE CONSULTANTS INC ELKENBURG PARK PHASE II 101-751-801-000-0146	06/21/2013 ksteinman	07/16/2013	2,650.00 2,650.00	0.00	P	Y 06/30/2013
106908 32943	ABONMARCHE CONSULTANTS INC BLACK RIVER PARK IMPROVEMENT STUDY 545-776-801-000	06/24/2013 ksteinman	07/16/2013	3,992.00 3,992.00	0.00	P	Y 06/30/2013
106884 32954	ABONMARCHE CONSULTANTS INC PUBLIC SAFETY BLDG RENOVATIONS	06/20/2013 ksteinman	07/16/2013	1,911.00	0.00	P	Y 06/30/2013

User: ksteinman

DB: South Haven

INVOICE DUE DATES 07/16/2013 - 07/16/2013

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
	401-301-980-000-0145	POLICE/FIRE COMPLEX		1,911.00			
106939							
32959	ABONMARCHE CONSULTANTS INC PUBLIC SAFETY BLDG RENOVATIONS 401-301-980-000	06/27/2013 ksteinman POLICE/FIRE COMPLEX	07/16/2013	504.80 504.80	0.00	P	Y 06/30/2013
106930							
32960	ABONMARCHE CONSULTANTS INC DUMPSTER ENCLOSURE 401-301-980-000	06/27/2013 ksteinman POLICE/FIRE COMPLEX	07/16/2013	243.00 243.00	0.00	P	Y 06/30/2013
106937							
32961	ABONMARCHE CONSULTANTS INC PUBLIC SAFETY BLDG RENOVATIONS 401-301-980-000	06/27/2013 ksteinman POLICE/FIRE COMPLEX	07/16/2013	1,050.05 1,050.05	0.00	P	Y 06/30/2013
8218							
32836	ALL SEASONS MARINE PARTS 591-558-741-000	06/21/2013 ksteinman OPERATING SUPPLIES	07/16/2013	7.00 7.00	0.00	P	Y 06/30/2013
66907							
32885	AMERICAN DRYER INC EXTREME DRYER 545-776-741-000	06/21/2013 ksteinman OPERATING SUPPLIES	07/16/2013	746.60 746.60	0.00	P	Y 06/30/2013
309034							
32869	APPLIED SPECIALTIES INC AS-4070 591-559-741-000	06/11/2013 ksteinman OPERATING SUPPLIES	07/16/2013	12,354.00 12,354.00	0.00	P	Y 06/30/2013
233-771599							
32830	AUTOWARES INC REPAIR/MAINTENANCE SUPPLIES 661-450-741-000	07/05/2013 ksteinman OPERATING SUPPLIES	07/16/2013	29.77 29.77	0.00	P	Y 07/09/2013
233-770535							
32832	AUTOWARES INC REPAIR/MAINTENANCE SUPPLIES 661-450-741-003	06/26/2013 ksteinman REPAIR & MAINT SUPPLIES	07/16/2013	5.84 5.84	0.00	P	Y 06/30/2013
233-770398							
32833	AUTOWARES INC REPAIR/MAINTENANCE SUPPLIES	06/25/2013 ksteinman	07/16/2013	4.58	0.00	P	Y 06/30/2013

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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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
	661-450-741-003	REPAIR & MAINT SUPPLIES		4.58			
233-769772							
32834	AUTOWARES INC REPAIR/MAINTENANCE SUPPLIES 661-450-741-000	06/20/2013 ksteinman	07/16/2013	23.97	0.00	P	Y 06/30/2013
		OPERATING SUPPLIES		23.97			
233-771140							
32835	AUTOWARES INC REPAIR/MAINTENANCE SUPPLIES 661-450-741-003	07/01/2013 ksteinman	07/16/2013	67.57	0.00	P	Y 07/09/2013
		REPAIR & MAINT SUPPLIES		67.57			
860679							
32851	B & R MOBILE HOMES INC MOBILE HOME LEASE 401-301-980-000	06/25/2013 ksteinman	07/16/2013	1,793.94	0.00	P	Y 06/30/2013
		POLICE/FIRE COMPLEX		1,793.94			
BL26863							
32886	BARBER & SONS INC TINE 661-450-741-003	06/10/2013 ksteinman	07/16/2013	672.60	0.00	P	Y 06/30/2013
		REPAIR & MAINT SUPPLIES		672.60			
BL26939							
32924	BARBER & SONS INC FINISHER LEFT OUTSIDE 661-450-741-003	06/27/2013 ksteinman	07/16/2013	193.41	0.00	P	Y 06/30/2013
		REPAIR & MAINT SUPPLIES		193.41			
0197568-IN							
32841	BEAVER RESEARCH COMPANY FOGGING INSECT KILL 101-751-741-000	07/03/2013 ksteinman	07/16/2013	147.48	0.00	P	Y 07/09/2013
		OPERATING SUPPLIES		49.16			
		OPERATING SUPPLIES		49.16			
		OPERATING SUPPLIES		49.16			
0197563-IN							
32842	BEAVER RESEARCH COMPANY FOGGING INSECT KILL 101-751-741-000	07/03/2013 ksteinman	07/16/2013	158.66	0.00	P	Y 07/09/2013
		OPERATING SUPPLIES		52.89			
		OPERATING SUPPLIES		52.88			
		OPERATING SUPPLIES		52.89			
091569							
32890	BS&A SOFTWARE INC .NET PROGRAMS 101-202-980-004	07/02/2013 ksteinman	07/16/2013	14,390.00	0.00	P	Y 07/09/2013
		ACCT/BILLING/PAYROLL SOFTWARE		8,990.00			

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution 101-209-980-003	ASSESSING/TAX ADMIN SOFTWARE		5,400.00			
261446							
32872	CHIEF SUPPLY CORP UNIFORMS 265-301-729-001	06/13/2013 ksteinman OTHER CLOTHING & SUPPLIES	07/16/2013	470.24 470.24	0.00	P	Y 06/30/2013
014290							
32956	CHIEF SUPPLY CORP CREDIT MEMO 101-301-741-000	06/18/2013 ksteinman OPERATING SUPPLIES	07/16/2013	(198.79) (198.79)	0.00	P	Y 06/30/2013
268519							
32964	CHIEF SUPPLY CORP 20 MIN FLARES 101-301-741-000	06/28/2013 ksteinman OPERATING SUPPLIES	07/16/2013	372.77 372.77	0.00	P	Y 06/30/2013
022769							
32888	CITY PLUMBING & HEATING CO MAINTENANCE CONTRACT 101-301-802-001	06/25/2013 ksteinman SERVICE CONTRACTS	07/16/2013	1,000.00 1,000.00	0.00	P	Y 06/30/2013
JULY 2013							
32951	COMCAST INTERNET SERVICE 636-258-850-002	07/10/2013 ksteinman INTERNET FEES	07/16/2013	119.85 119.85	0.00	P	Y 07/10/2013
2217							
32871	COMERICA BANK LOAD BASED FEE 582-561-802-001	06/30/2013 ksteinman ENERGY OPTIMIZATION SERVICES	07/16/2013	120.06 120.06	0.00	P	Y 07/09/2013
475306242013							
32949	COMMUNITY ANSWERING SERVICE ANSWERING SERVICES 101-350-802-000	07/10/2006 ksteinman OTHER CONTRACTUAL SERVICES	07/16/2013	1,126.45 1,126.45	0.00	P	Y 06/30/2013
061315							
32858	COMPTON INC INSTALL 2" WATER LINE AND LABOR 591-558-802-000	06/17/2013 ksteinman OTHER CONTRACTUAL SERVICES	07/16/2013	2,400.00 2,400.00	0.00	P	Y 06/30/2013
070113-01							
32950	CONSTRUCTION ASSOCIATES INC BUILDING INSPECTIONS	07/02/2013 ksteinman	07/16/2013	7,148.83	0.00	P	Y 06/30/2013

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	101-371-802-020	BUILDING INSPECTIONS		7,148.83			
JUNE							
32847	CONSUMERS ENERGY ELECTRIC 592-562-921-000	06/25/2013 ksteinman UTILITIES - ELECTRIC	07/16/2013	35.28 35.28	0.00	P	Y 06/30/2013
JUNE							
32848	CONSUMERS ENERGY ELECTRIC 592-562-921-000	06/25/2013 ksteinman UTILITIES - ELECTRIC	07/16/2013	44.50 44.50	0.00	P	Y 06/30/2013
JUNE							
32849	CONSUMERS ENERGY ELECTRIC 592-562-921-000	06/25/2013 ksteinman UTILITIES - ELECTRIC	07/16/2013	82.20 82.20	0.00	P	Y 06/30/2013
0790710							
32844	CONTINENTAL LINEN SERVICES RUGS 101-301-802-000	06/19/2013 ksteinman OTHER CONTRACTUAL SERVICES	07/16/2013	133.82 133.82	0.00	P	Y 06/30/2013
13247							
32852	DE BEST INC MONROE BLVD BANK PROJECT 101-751-802-000	05/24/2013 ksteinman OTHER CONTRACTUAL SERVICES	07/16/2013	6,320.00 6,320.00	0.00	P	Y 06/30/2013
13389							
32874	DE BEST INC FURNISHED FUEL DURING OUTAGE 582-558-748-000 101-446-748-000 591-558-748-000 101-751-748-000	06/24/2013 ksteinman MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL	07/16/2013	833.32 208.33 208.33 208.33 208.33	0.00	P	Y 06/30/2013
A64987							
32920	JACK DOHENY SUPPLIES INC V3 RELAY/PARTS 661-450-741-003	06/18/2013 ksteinman REPAIR & MAINT SUPPLIES	07/16/2013	261.72 261.72	0.00	P	Y 06/30/2013
200616							
32955	E PROMOS 718-002-277-002	01/04/2013 ksteinman DEPOSIT-CRIME PREVENTION	07/16/2013	685.80 685.80	0.00	P	Y 06/30/2013

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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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
3611177 32865	EJ USA INC 97170183 591-558-741-000 OPERATING SUPPLIES	06/15/2013 ksteinman	07/16/2013	1,446.00 1,446.00	0.00	P	Y 06/30/2013
115559 32930	ELECSYS INTERNATIONAL CORP MONTHLY MAINTENANCE 591-558-802-000 592-558-802-000 582-558-802-000 OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES	06/28/2013 ksteinman	07/16/2013	267.00 40.05 40.05 186.90	0.00	P	Y 07/10/2013
555631 32892	ELWOOD STAFFING STAFFING WEEK ENDING 6/16/13 101-751-802-000 OTHER CONTRACTUAL SERVICES	06/19/2013 ksteinman	07/16/2013	947.20 947.20	0.00	P	Y 06/30/2013
557706 32893	ELWOOD STAFFING STAFFING WEEK ENDING 06/23/13 101-751-802-000 OTHER CONTRACTUAL SERVICES	06/26/2013 ksteinman	07/16/2013	1,184.00 1,184.00	0.00	P	Y 06/30/2013
558817 32894	ELWOOD STAFFING STAFFING WEEK ENDING 06/30/13 101-751-802-000 OTHER CONTRACTUAL SERVICES	07/02/2013 ksteinman	07/16/2013	1,184.00 1,184.00	0.00	P	Y 06/30/2013
S0006813 32854	EMERGENCY VEHICLE PRODUCTS F161733 VEHICLE UPGRADES 101-301-933-000 REPAIRS/MAINTENANCE - EQUIP	06/18/2013 ksteinman	07/16/2013	3,084.16 3,084.16	0.00	P	Y 06/30/2013
06/25/13 32901	FRONTIER TELEPHONE 101-301-802-000 OTHER CONTRACTUAL SERVICES	06/25/2013 ksteinman	07/16/2013	199.87 199.87	0.00	P	Y 06/30/2013
287396 32862	FTC & H, INC ENGINEERING SERVICES 591-002-202-001 ACCOUNTS PAYABLE-OTHER	06/17/2013 ksteinman	07/16/2013	1,625.40 1,625.40	0.00	P	Y 06/30/2013

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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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
1318101 32969	FUEL MANAGEMENT SYSTEM FUEL	06/30/2013 ksteinman	07/16/2013	7,795.64	0.00	P	Y 06/30/2013
	101-301-748-000	MOTOR FUEL		2,783.85			
	101-728-748-000	MOTOR FUEL		69.94			
	582-558-748-000	MOTOR FUEL		624.47			
	101-751-748-000	MOTOR FUEL		1,058.31			
	101-276-748-000	MOTOR FUEL		65.99			
	582-558-748-000	MOTOR FUEL		137.17			
	101-446-748-000	MOTOR FUEL		536.85			
	591-559-748-000	MOTOR FUEL		86.69			
	591-558-748-000	MOTOR FUEL		247.60			
	577-751-748-000	MOTOR FUEL		121.30			
	592-559-748-000	MOTOR FUEL		473.68			
	204-447-748-000	MOTOR FUEL		65.41			
	591-558-748-000	MOTOR FUEL		21.80			
	591-558-748-000	MOTOR FUEL		21.80			
	661-450-748-000	MOTOR FUEL & LUBRICANTS		1,123.88			
	101-371-748-000	MOTOR FUEL		32.15			
	591-558-748-000	MOTOR FUEL		38.58			
	592-558-748-000	MOTOR FUEL		38.58			
	592-558-748-000	MOTOR FUEL		247.59			
000756572 32963	GALLS NIKE SPECIAL FIELD QUARTER BOOT	07/01/2013 ksteinman	07/16/2013	140.48	0.00	P	Y 07/10/2013
	101-301-729-000	UNIFORMS		140.48			
9169848547 32905	GRAINGER GUAGE, EXPLOSION PROOF	06/18/2013 ksteinman	07/16/2013	276.24	0.00	P	Y 06/30/2013
	592-559-933-000	REPAIRS/MAINTENANCE - EQUIP		276.24			
9172376627 32910	GRAINGER BATTERY	06/20/2013 ksteinman	07/16/2013	188.40	0.00	P	Y 06/30/2013
	592-569-933-000	REPAIRS/MAINTENANCE - EQUIP		188.40			
16786 32868	GREAT LAKES COATINGS USED BARRELS NO LIDS	06/25/2013 ksteinman	07/16/2013	400.00	0.00	P	Y 06/30/2013
	101-751-741-000	OPERATING SUPPLIES		200.00			

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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
	577-751-741-000	OPERATING SUPPLIES		200.00			
8367775							
32948	HACH COMPANY LAB SUPPLIES 591-559-741-000	06/28/2013 ksteinman OPERATING SUPPLIES	07/16/2013	356.88 356.88	0.00	P	Y 06/30/2013
29947							
32839	HARBOR TOWING, INC TOWING SERVICE 101-301-802-000	06/27/2013 ksteinman OTHER CONTRACTUAL SERVICES	07/16/2013	69.50 69.50	0.00	P	Y 06/30/2013
1							
32958	HARBOR TOWING, INC TICKET 30998 & 30989 101-301-802-000 401-301-980-000	06/25/2013 ksteinman OTHER CONTRACTUAL SERVICES POLICE/FIRE COMPLEX	07/16/2013	155.50 102.50 53.00	0.00	P	Y 06/30/2013
1369							
32962	HARBOR TOWING, INC DUMPSTER 101-301-980-000	06/25/2013 ksteinman OFFICE EQUIPMENT & FURNITURE	07/16/2013	53.00 53.00	0.00	P	Y 06/30/2013
2297563-00							
32903	HD SUPPLY POWER SOLUTIONS LTD RETURNED ITEMS 582-558-988-000	06/27/2013 ksteinman ELECTRICAL SYSTEM CONSTR	07/16/2013	(831.78) (831.78)	(831.78)	O	Y 06/30/2013
PERIOD 5							
32945	HERALD PALLADIUM PUBLISHING 101-101-900-000 101-191-900-000 582-561-900-000	06/02/2013 ksteinman PRINTING/PUBLISHING PRINTING/PUBLISHING PRINTING/PUBLISHING	07/16/2013	3,917.07 3,122.25 593.91 200.91	0.00	P	Y 06/30/2013
PERIOD 6							
32946	HERALD PALLADIUM ADVERTISING 101-101-900-000 101-253-900-000	06/30/2013 ksteinman PRINTING/PUBLISHING PRINTING/PUBLISHING	07/16/2013	5,069.52 4,876.80 192.72	0.00	P	Y 06/30/2013
S-0087438-1							
32921	HULL LIFT TRUCK INC PARTS 661-450-741-003	07/08/2013 ksteinman REPAIR & MAINT SUPPLIES	07/16/2013	37.15 37.15	0.00	P	Y 07/09/2013

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
101 32968	GORDON HULL CONTRACTUAL SERVICES 582-558-802-000	07/08/2013 ksteinman	07/16/2013	2,216.99	0.00	P	Y 07/10/2013
		OTHER CONTRACTUAL SERVICES		2,216.99			
JUNE 32965	JIM & TONI'S DRYCLEANERS LAUNDRY SERVICE 101-301-801-021	07/01/2013 ksteinman	07/16/2013	475.00	0.00	P	Y 06/30/2013
		LAUNDRY & DRYCLEANING		475.00			
PSI0074618 32916	KAL-BLUE 86-500 36 X 300 BOND 101-447-741-000 101-447-741-000 582-558-741-000 591-558-741-000	06/25/2013 ksteinman	07/16/2013	181.88	0.00	P	Y 06/30/2013
		OPERATING SUPPLIES		45.47			
		OPERATING SUPPLIES		45.47			
		OPERATING SUPPLIES		45.47			
		OPERATING SUPPLIES		45.47			
221724 32902	KREIS, ENDERLE, HUDGINS & BORSOS PC PROFESSIONAL SERVICES 101-210-801-000	07/03/2013 ksteinman	07/16/2013	220.00	0.00	P	Y 07/09/2013
		PROFESSIONAL/CONSULTING FEES		220.00			
113065 32866	LAKESHORE PAINT & ARTWORKS PAINT AND SUPPLIES 577-751-741-000	06/27/2013 ksteinman	07/16/2013	46.86	0.00	P	Y 06/30/2013
		OPERATING SUPPLIES		46.86			
CLIP28389 32927	LAWN BOYS INC WEEDING OF DOWNTOWN 101-751-802-000	06/20/2013 ksteinman	07/16/2013	714.00	0.00	P	Y 06/30/2013
		OTHER CONTRACTUAL SERVICES		714.00			
CLIP28731 32928	LAWN BOYS INC IRRIGATION 101-265-802-000 594-776-802-000 101-751-802-000	07/01/2013 ksteinman	07/16/2013	1,287.01	0.00	P	Y 07/10/2013
		OTHER CONTRACTUAL SERVICES		382.31			
		OTHER CONTRACTUAL SERVICES		130.00			
		OTHER CONTRACTUAL SERVICES		774.70			
47422173 32850	LEXIS NEXIS MATTHEW BENDER MOTOR VEHICLE LAWS 2013 UPDATE 202-474-802-000	06/27/2013 ksteinman	07/16/2013	36.49	0.00	P	Y 07/09/2013
		OTHER CONTRACTUAL SERVICES		18.25			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	203-474-802-000	OTHER CONTRACTUAL SERVICES		18.24			
062813							
32870	LITTLE OSCAR'S SCREEN PRINTS	06/28/2013	07/16/2013	228.00	0.00	P	Y
	POCKET TEES	ksteinman					06/30/2013
	591-559-729-001	OTHER CLOTHING & SUPPLIES		228.00			
22072							
32904	MAINTENANCE CONNECTION INC	07/01/2013	07/16/2013	398.00	0.00	P	Y
	ASP SERVICE	ksteinman					07/09/2013
	592-570-802-000	OTHER CONTRACTUAL SERVICES		95.52			
	592-562-802-000	OTHER CONTRACTUAL SERVICES		59.70			
	592-569-802-000	OTHER CONTRACTUAL SERVICES		242.78			
17386							
32856	METRON-FARNIER, LLC	06/10/2013	07/16/2013	4,485.79	0.00	P	Y
	MISC SUPPLIES	ksteinman					06/30/2013
	591-558-741-000	OPERATING SUPPLIES		4,485.79			
17394							
32857	METRON-FARNIER, LLC	06/11/2013	07/16/2013	1,102.73	0.00	P	Y
	MISC SUPPLIES	ksteinman					06/30/2013
	591-558-741-000	OPERATING SUPPLIES		1,102.73			
05-9850							
32840	MIDWEST CIVIL ENGINEERS INC	06/28/2013	07/16/2013	1,290.00	0.00	P	Y
	TOPOGRAPHICAL SURVEY	ksteinman					06/28/2013
	101-446-802-000	OTHER CONTRACTUAL SERVICES		1,290.00			
05-9847							
32887	MIDWEST CIVIL ENGINEERS INC	06/21/2013	07/16/2013	1,040.00	0.00	P	Y
	PHOENIX STREET PROJECT	ksteinman					06/30/2013
	250-729-974-018-0149	LOCATE WATER SERVICES ON PHOENIX ST		1,040.00			
107874							
32845	MITCHELL& MORSE LAND SURVEYING	06/21/2013	07/16/2013	1,000.00	0.00	P	Y
	TOPO SURVEY- MONROE BLVD SEWER	ksteinman					06/30/2013
	592-558-801-000	TOPO SURVEY		1,000.00			
656734517-136							
32846	NEXTEL COMMUNICATIONS	06/27/2013	07/16/2013	42.68	0.00	P	Y
	CELL PHONES	ksteinman					06/30/2013
	101-265-850-000	TELEPHONE		40.99			
	582-558-850-000	TELEPHONE		1.69			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
82909							
32918	NORTH SHORE PEST CONTROL INC	06/13/2013	07/16/2013	50.00	0.00	P	Y
	PEST CONTROL	ksteinman					06/30/2013
	101-751-802-000	OTHER CONTRACTUAL SERVICES		50.00			
83319							
32919	NORTH SHORE PEST CONTROL INC	06/24/2013	07/16/2013	50.00	0.00	P	Y
	PEST CONTROL	ksteinman					06/30/2013
	577-751-802-000	OTHER CONTRACTUAL SERVICES		50.00			
9433							
32915	NORTHERN FIRST AID	06/19/2013	07/16/2013	76.24	0.00	P	Y
	FIRST AID SUPPLIES	ksteinman					06/30/2013
	101-265-802-000	OTHER CONTRACTUAL SERVICES		76.24			
549159							
32900	OFFICE MAX INC	06/28/2013	07/16/2013	397.24	0.00	P	Y
	SUPPLIES	ksteinman					06/30/2013
	101-301-727-000	OFFICE SUPPLIES		397.24			
3958-7							
32929	OMM ENGINEERING INC	06/29/2013	07/16/2013	629.50	0.00	P	Y
	ENGINEERING SERVICES	ksteinman					06/30/2013
	591-002-255-002	ENGINEERING SERVICES		629.50			
64537							
32853	PARKWAY ELECTRIC &	07/03/2013	07/16/2013	2,990.03	0.00	P	Y
	SOUTH HAVEN FILM FESTIVAL	ksteinman					06/30/2013
	591-002-202-000	ACCOUNTS PAYABLE		2,990.03			
245283							
32935	PLUMBER'S PORTABLE TOILETS	07/03/2013	07/16/2013	1,710.00	0.00	P	Y
	RENTALS	ksteinman					07/10/2013
	101-751-802-000	OTHER CONTRACTUAL SERVICES		1,710.00			
245182							
32947	PLUMBER'S PORTABLE TOILETS	06/25/2013	07/16/2013	132.00	0.00	P	Y
	RENTALS	ksteinman					06/30/2013
	545-776-802-000	OTHER CONTRACTUAL SERVICES		132.00			
5742910							
32863	POWER LINE SUPPLY CO	06/25/2013	07/16/2013	8,299.90	0.00	P	Y
	MAINTENANCE SUPPLIES	ksteinman					06/30/2013
	582-558-988-000	ELECTRICAL SYSTEM CONSTR		8,299.90			

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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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
5743048 32864	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/25/2013 ksteinman	07/16/2013	1,760.00	0.00	P	Y 06/30/2013
	REPAIRS/MAINTENANCE - EQUIPM			1,760.00			
5742881 32876	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/25/2013 ksteinman	07/16/2013	157.00	0.00	P	Y 06/30/2013
	REPAIRS/MAINTENANCE - EQUIPM			157.00			
5742882 32877	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/25/2013 ksteinman	07/16/2013	59.00	0.00	P	Y 06/30/2013
	REPAIRS/MAINTENANCE - EQUIPM			59.00			
5743943 32878	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/27/2013 ksteinman	07/16/2013	40.00	0.00	P	Y 06/30/2013
	REPAIRS/MAINTENANCE - EQUIPM			40.00			
5744941 32944	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	07/02/2013 ksteinman	07/16/2013	1,038.30	0.00	P	Y 07/10/2013
	REPAIRS/MAINTENANCE - EQUIPM			1,038.30			
0646-000746046 32882	RELIABLE DISPOSAL INC #646 DISPOSAL SERVICES 101-265-802-000	05/31/2013 ksteinman	07/16/2013	475.00	0.00	P	Y 06/30/2013
	OTHER CONTRACTUAL SERVICES			475.00			
34 32879	ROLAND ELECTRIC LLC REMOVAL OF OLD FIXTURE 401-301-980-000	06/19/2013 ksteinman	07/16/2013	77.52	0.00	P	Y 06/30/2013
	POLICE/FIRE COMPLEX			77.52			
5979 32913	ROME'S STANDARD SERVICE INC 3 VALVE STEMS REPLACED 661-450-935-000	06/18/2013 ksteinman	07/16/2013	15.00	0.00	P	Y 06/30/2013
	REPAIRS/MAINTENANCE - VEHICLES			15.00			
6774 32923	ROME'S STANDARD SERVICE INC HOIST FEE 661-450-935-000	06/24/2013 ksteinman	07/16/2013	20.00	0.00	P	Y 06/30/2013
	REPAIRS/MAINTENANCE - VEHICLES			20.00			

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INVOICE DUE DATES 07/16/2013 - 07/16/2013

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
I13-079992							
32843	SAFARILAND, LLC	06/18/2013	07/16/2013	132.24	0.00	P	Y
	NIK TEST E BOX	ksteinman					06/30/2013
	101-301-741-000	OPERATING SUPPLIES		132.24			
INVO52598							
32953	SECANT TECHNOLOGIES	06/25/2013	07/16/2013	126.00	0.00	P	Y
	WASTE WATER CONNECTION ISSUES	ksteinman					06/30/2013
	636-258-801-000	PROFESSIONAL/CONSULTING FEES		126.00			
11150507-07							
32941	SLOCUM ASSOCIATES INC	06/25/2013	07/16/2013	440.00	0.00	P	Y
	PREVAILING WAGE REPORTING	ksteinman					06/30/2013
	594-776-975-011	NORTH SIDE MARINA UPGRADE		440.00			
2159							
32967	SOUTH HAVEN ROTARY CLUB	07/05/2013	07/16/2013	179.00	0.00	P	Y
	QUARTERLY MEMBERSHIP DUES	ksteinman					07/10/2013
	101-728-958-000	SUBSCRIPTIONS/MEMBERSHIPS		179.00			
21901							
32837	SOUTH HAVEN SMALL ENGINES	06/30/2013	07/16/2013	77.50	0.00	P	Y
	EXHAUST TEST	ksteinman					06/30/2013
	101-751-741-000	OPERATING SUPPLIES		77.50			
21849							
32838	SOUTH HAVEN SMALL ENGINES	06/30/2013	07/16/2013	80.48	0.00	P	Y
	REPLACE CARB	ksteinman					06/30/2013
	101-751-741-000	OPERATING SUPPLIES		80.48			
9406							
32936	SPENCER MANUFACTURING, INC	06/25/2013	07/16/2013	4,669.00	0.00	P	Y
	INSTALLED LED TELELIGHT	ksteinman					06/30/2013
	661-450-935-000	REPAIRS/MAINTENANCE - VEHICLES		4,669.00			
7102066408-000002							
32880	STAPLES ADVANTAGE	06/25/2013	07/16/2013	187.80	0.00	P	Y
	SUPPLIES	ksteinman					06/30/2013
	591-558-727-000	OFFICE SUPPLIES		28.97			
	592-558-727-000	OFFICE SUPPLIES		28.97			
	101-446-727-000	OFFICE SUPPLIES		28.97			
	101-447-727-000	OFFICE SUPPLIES		28.97			
	582-558-727-000	OFFICE SUPPLIES		28.97			
	591-558-741-000	OPERATING SUPPLIES		8.59			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	592-558-741-000	OPERATING SUPPLIES		8.59			
	582-558-741-000	OPERATING SUPPLIES		8.59			
	101-446-741-000	OPERATING SUPPLIES		8.59			
	101-447-741-000	OPERATING SUPPLIES		8.59			
<hr/>							
7101675975-000002							
32881	STAPLES ADVANTAGE	06/18/2013	07/16/2013	9.99	0.00	P	Y
	SUPPLIES	ksteinman					06/30/2013
	591-558-727-000	OFFICE SUPPLIES		2.00			
	592-558-727-000	OFFICE SUPPLIES		2.00			
	101-446-727-000	OFFICE SUPPLIES		1.99			
	101-447-727-000	OFFICE SUPPLIES		2.00			
	582-558-727-000	OFFICE SUPPLIES		2.00			
<hr/>							
7101675975-000001							
32934	STAPLES ADVANTAGE	06/17/2013	07/16/2013	257.90	0.00	P	Y
	SUPPLIES	ksteinman					06/30/2013
	591-558-727-000	OFFICE SUPPLIES		35.22			
	592-558-727-000	OFFICE SUPPLIES		35.22			
	101-446-727-000	OFFICE SUPPLIES		35.22			
	101-447-727-000	OFFICE SUPPLIES		35.21			
	582-558-727-000	OFFICE SUPPLIES		35.21			
	591-558-741-000	OPERATING SUPPLIES		16.36			
	592-558-741-000	OPERATING SUPPLIES		16.36			
	101-446-741-000	OPERATING SUPPLIES		16.36			
	101-447-741-000	OPERATING SUPPLIES		16.37			
	582-558-741-000	OPERATING SUPPLIES		16.37			
<hr/>							
567393175							
32938	TEAM VIEWER GMBH	07/01/2013	07/16/2013	1,499.00	0.00	P	Y
	TEAM VIEWER 8 PREMIUM	ksteinman					07/10/2013
	101-301-802-000	OTHER CONTRACTUAL SERVICES		1,499.00			
<hr/>							
742254							
32952	TECHNICAL ENERGY SOLUTIONS	06/25/2013	07/16/2013	408.90	0.00	P	Y
	SITE VISIT	ksteinman					06/30/2013
	101-265-802-000	OTHER CONTRACTUAL SERVICES		408.90			
<hr/>							
847540							
32939	TELE-RAD INC	05/25/2013	07/16/2013	1,695.15	0.00	P	Y
	MAINTENANCE	ksteinman					07/10/2013
	101-301-802-001	SERVICE CONTRACTS		1,695.15			

User: ksteinman

DB: South Haven

INVOICE DUE DATES 07/16/2013 - 07/16/2013

JOURNALIZED OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
325472734							
32873	TERMINIX PROCESSING CENTER	06/05/2013	07/16/2013	39.00	0.00	P	Y
	EXTERMINATING SERVICE	ksteinman					06/30/2013
	101-001-070-000	DUE FROM SHAES		25.74			
	101-301-802-001	SERVICE CONTRACTS		13.26			
11433451888							
32899	TERMINIX PROCESSING CENTER	07/03/2013	07/16/2013	39.00	0.00	P	Y
	EXTERMINATING SERVICE	ksteinman					07/09/2013
	101-301-802-000	OTHER CONTRACTUAL SERVICES		39.00			
381624							
32859	THAYER INC	06/25/2013	07/16/2013	1,239.42	0.00	P	Y
	SUPPLIES	ksteinman					06/30/2013
	101-265-741-000	OPERATING SUPPLIES		1,239.42			
380764							
32883	THAYER INC	06/05/2013	07/16/2013	142.00	0.00	P	Y
	LINERS	ksteinman					06/30/2013
	591-559-741-000	OPERATING SUPPLIES		142.00			
381571							
32884	THAYER INC	06/24/2013	07/16/2013	193.92	0.00	P	Y
	TOILET TISSUE	ksteinman					06/30/2013
	591-559-741-000	OPERATING SUPPLIES		193.92			
381293-01							
32917	THAYER INC	06/19/2013	07/16/2013	117.04	0.00	P	Y
	GLOVES/FOAMY DISINFECTANT	ksteinman					06/30/2013
	101-751-741-000	OPERATING SUPPLIES		58.52			
	577-751-741-000	OPERATING SUPPLIES		58.52			
381696							
32926	THAYER INC	06/27/2013	07/16/2013	519.12	0.00	P	Y
	SOAP DISPENSERS	ksteinman					06/30/2013
	101-751-741-000	OPERATING SUPPLIES		259.56			
	577-751-741-000	OPERATING SUPPLIES		259.56			
233707							
32855	TOTAL ENERGY SYSTEMS LLC	06/14/2013	07/16/2013	2,061.00	0.00	P	Y
	PREVENTATIVE MAINTENANCE INSPECTIO	ksteinman					06/30/2013
	591-559-802-000	OTHER CONTRACTUAL SERVICES		2,061.00			

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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
062813 32867	TREECORE TREE WORK 582-558-802-000 101-446-802-000	06/28/2013 ksteinman	07/16/2013	27,131.10 18,953.10 8,178.00	0.00	P	Y 06/30/2013
952217 32875	TRICK TINT FULL TINT CHEVY TAHOE 101-301-802-000	06/22/2013 ksteinman	07/16/2013	260.00 260.00	0.00	P	Y 06/30/2013
93935 32957	TRI-TECH INC DNA COLLECTION KIT 101-301-741-000	07/01/2013 ksteinman	07/16/2013	84.43 84.43	0.00	P	Y 07/10/2013
0748295 32966	UPLINK SECURITY LLC MONTHLY SERVICE FEES 101-301-802-000	07/01/2013 ksteinman	07/16/2013	12.90 12.90	0.00	P	Y 07/10/2013
111888222 32911	UPS STORE #5080 SHIPPING FEE 592-559-741-000	07/09/2013 ksteinman	07/16/2013	21.96 21.96	0.00	P	Y 07/09/2013
751888478 32912	UPS STORE #5080 SHIPPING FEE 592-559-741-000	07/08/2013 ksteinman	07/16/2013	74.23 74.23	0.00	P	Y 07/09/2013
3430401 32932	US BANK ADMINISTRATION FEES 6/1/13 TO 5/31 591-905-801-000	06/25/2013 ksteinman	07/16/2013	500.00 500.00	0.00	P	Y 07/10/2013
992908 32906	USA BLUE BOOK LAB SUPPLIES 592-559-933-000	06/24/2013 ksteinman	07/16/2013	523.63 523.63	0.00	P	Y 06/30/2013
992850 32907	USA BLUE BOOK LAB SUPPLIES	06/24/2013 ksteinman	07/16/2013	193.52	0.00	P	Y 06/30/2013

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution 592-559-741-000	OPERATING SUPPLIES		193.52			
995125							
32908	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	06/26/2013 ksteinman OPERATING SUPPLIES	07/16/2013	24.74 24.74	0.00	P	Y 06/30/2013
998367							
32909	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	07/01/2013 ksteinman OPERATING SUPPLIES	07/16/2013	86.92 86.92	0.00	P	Y 06/30/2013
053113							
32889	VANDER MEULEN BUILDERS INC FACADE IMPROVEMENT GRANT 250-729-880-000	05/31/2013 ksteinman FACADE GRANTS	07/16/2013	22,352.80 22,352.80	0.00	P	Y 06/30/2013
0159-1046008							
32914	WINGFOOT COMMERCIAL TIRE SYSTEMS TIRE 661-450-741-003	06/25/2013 ksteinman REPAIR & MAINT SUPPLIES	07/16/2013	136.27 136.27	0.00	P	Y 06/30/2013
C134956							
32922	WOODHAMS, INC , DON REPAIRS 661-450-935-000	06/17/2013 ksteinman REPAIRS/MAINTENANCE - VEHICLES	07/16/2013	184.77 184.77	0.00	P	Y 06/30/2013
C134965							
32925	WOODHAMS, INC , DON NEW WATER PUMP 661-450-935-000	06/17/2013 ksteinman REPAIRS/MAINTENANCE - VEHICLES	07/16/2013	255.59 255.59	0.00	P	Y 06/30/2013
C135006							
32931	WOODHAMS, INC , DON NEW STARTER 661-450-935-000	06/19/2013 ksteinman REPAIRS/MAINTENANCE - VEHICLES	07/16/2013	514.40 514.40	0.00	P	Y 06/30/2013
C135052							
32937	WOODHAMS, INC , DON FRONT DAMAGE REPAIR 661-450-935-000	06/21/2013 ksteinman REPAIRS/MAINTENANCE - VEHICLES	07/16/2013	1,141.03 1,141.03	0.00	P	Y 06/30/2013
1							
32898	YOUTH DEVELOPMENT COMPANY SUMMER PARK PROGRAM	06/17/2013 ksteinman	07/16/2013	10,000.00	0.00	P	Y 07/09/2013

07/10/2013 01:50 PM
User: ksteinman
DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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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						
	101-777-959-007	YOUTH & COMPANY		10,000.00			
# of Invoices:	135	# Due:	0	Totals:	219,903.93	0.00	
# of Credit Memos:	2	# Due:	1	Totals:	(1,030.57)	(831.78)	
Net of Invoices and Credit Memos:				<u>218,873.36</u>	<u>(831.78)</u>		

User: ksteinman

DB: South Haven

INVOICE DUE DATES 07/16/2013 - 07/16/2013

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			85,688.61	0.00		
	202 - MAJOR STREET FUND			18.25	0.00		
	203 - LOCAL STREET FUND			18.24	0.00		
	204 - STREET FUND			65.41	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			23,392.80	0.00		
	265 - NARCOTICS FUND			470.24	0.00		
	296 - RIVER MAINTENANCE FUND			2,037.50	0.00		
	401 - CAPITAL PROJECTS FUND 1			6,308.06	0.00		
	545 - BLACK RIVER PARK FUND			4,870.60	0.00		
	577 - BEACH FUND			736.24	0.00		
	582 - ELECTRIC FUND			33,308.65	(831.78)		
	591 - WATER FUND			31,425.75	0.00		
	592 - SEWER FUND			17,637.31	0.00		
	594 - MARINA FUND			2,607.50	0.00		
	636 - INFORMATION SERVICES FUND			245.85	0.00		
	661 - MOTOR POOL FUND			9,356.55	0.00		
	718 - TRUST & AGENCY FUND			685.80	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	001 - ASSETS			25.74	0.00		
	002 - LIABILITIES			5,930.73	0.00		
	101 - CITY COUNCIL			7,999.05	0.00		
	191 - ELECTIONS			593.91	0.00		
	202 - CITY TREASURER			8,990.00	0.00		
	209 - ASSESSOR			5,400.00	0.00		
	210 - LEGAL & PROFESSIONAL			220.00	0.00		
	253 - FINANCE			192.72	0.00		
	258 - DATA PROCESSING			245.85	0.00		
	265 - BUILDINGS & GROUNDS			2,779.11	0.00		
	276 - CEMETERY DEPARTMENT			65.99	0.00		
	301 - POLICE			19,127.68	0.00		
	350 - INFORMATION CENTER			1,126.45	0.00		
	371 - BUILDING INSPECTIONS			7,180.98	0.00		
	446 - HIGHWAYS & STREETS			10,406.36	0.00		
	447 - ENGINEERING			247.49	0.00		
	450 - EQUIPMENT MAINTENANCE			9,356.55	0.00		
	474 - TRAFFIC SERVICES			36.49	0.00		
	558 - OPERATIONS			58,460.02	(831.78)		
	559 - TREATMENT			17,097.41	0.00		
	561 - ADMINISTRATION			320.97	0.00		

07/10/2013 01:50 PM
User: ksteinman
DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 07/16/2013 - 07/16/2013
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 DEPT/ACTIVITY ---							
	562 - LIFTSTATIONS- CASCO TOWNSHI			221.68	0.00		
	569 - LIFSTATIONS - SOUTH HAVEN T			431.18	0.00		
	570 - LIFTSTATIONS - CITY			95.52	0.00		
	728 - ECONOMIC DEVELOPMENT			248.94	0.00		
	729 - DOWNTOWN DEVELOPMENT			23,392.80	0.00		
	751 - PARK DEPARTMENT			18,314.89	0.00		
	774 - RECREATION			2,037.50	0.00		
	776 - OPERATIONS			7,478.10	0.00		
	777 - YOUTH RECREATION			10,000.00	0.00		
	804 - MUSEUMS			349.25	0.00		
	905 - DEBT SERVICE			500.00	0.00		



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager
Roger Huff, PE, DPW Director
Steve Oosting, PE, Senior Civil Engineer

From: Larry Halberstadt, PE, City Engineer

Date: July 8, 2014

RE: Professional Service Agreements for Various Projects

Background Information

Council has approved priorities for the current (2014) fiscal year that include a considerable number of construction projects. During priority setting and budgeting, Council approved funding for the following projects:

- Phoenix County Drain Improvements
- Bascule Bridge Rehabilitation
- Kalamazoo Street Reconstruction, Phase 2
- Street Resurfacing on Center Street, Conger Street, and Wilson Street
- Phoenix Street Reconstruction
- Monroe Bluff Restoration
- BMX Pump Track
- DPW Building Storage Addition and Interior Renovations
- Public Safety Building Improvements
- Van Buren Trail Extension

Of these 10 projects, one is currently under construction (Public Safety Building) and one is tentatively scheduled to begin construction in the next few weeks, pending Council approval on July 15 (Kalamazoo Street). Design engineering has been completed on three additional projects listed with construction anticipated to begin in the fall (Phoenix County Drain Improvements, Bascule Bridge Rehabilitation, and Phoenix Street Reconstruction).

Staff from the engineering department has been working diligently to complete preparation of bid documents for the three largest projects. It is anticipated that a considerable amount of staff time will be expended performing construction oversight on the Kalamazoo Street and Phoenix Street projects.

In order to ensure that smaller projects on the Council priority list are completed in a timely fashion, I recommend that an outside engineering consultant be hired to provide professional services for various small projects including:

Memorandum

July 15, 2013

Professional Service Agreements for Various Projects

Page 2 of 2

- Street Resurfacing on Center Street, Conger Street, and Wilson Street
- Monroe Bluff Restoration
- BMX Pump Track

Abonmarche has been requested to provide proposals to the City for performing design phase, bid phase, and construction phase services for the projects listed above. At the present time, the fees proposed are based on bidding each project individually. The scope of services along with proposed fees for each project are outlined in the attached proposals.

Recommendation

It is recommended that Council authorize the City Manager to enter into professional service agreements with Abonmarche in the following amounts:

- Street Resurfacing on Center Street, Conger Street, and Wilson Street: \$86,500.00
- Monroe Bluff Restoration: \$14,300.00
- BMX Pump Track: \$6,500.00

It is also recommended that the Monroe Bluff Restoration and BMX Pump Track be combined into a single project for the purpose of bidding. This will reduce the administrative costs incurred for these two projects.

Awarding these projects to Abonmarche will permit construction of these projects begin in the fall.

Attachments

Abonmarche Proposal - Street Resurfacing

Abonmarche Proposal - Monroe Bluff Restoration

Abonmarche Proposal - BMX Pump Track

June 28, 2013

Mr. Larry Halberstadt
City of South Haven
1199 8th Avenue
South Haven, MI 49090

RE: Proposal for Professional Services
FY2013-2014 Street Resurfacing

Dear Larry:

Abonmarche is pleased to present this proposal for Engineering Services related to the FY2013-2014 Street Resurfacing Project (Center, Conger, Hubbard, and Wilson Streets). With recent completion of several city construction projects, we are familiar with the design and construction administration efforts needed to successfully complete this type of project. The following will detail our understanding of the project, scope of services and fees.

We understand that the project will include pavement rehabilitation on Center Street from Superior to Huron, Conger Street from Prospect to Bailey, Wilson Street from Prospect to Bailey and from Bailey to Blue Star Highway, and Hubbard Street from Conger to Bailey. The project will utilize local funds with an anticipated construction cost of \$470,000. Construction is anticipated to start in August on Wilson, Conger and Hubbard, and after Labor Day on Center Street with completion yet this fall.

SCOPE OF SERVICES

We anticipate that our level of effort for completion of this project will include the following tasks:

Preliminary Final Design

1. Completion of Topographic Surveys including roadway cross-sections at 50 foot intervals and detailed intersection grades for design of ADA ramps.
2. Pavement corings to determine the existing pavement sections and completion of boring logs.
3. Development of recommended pavement rehabilitation cross-sections. This will include meeting with the City to review alternatives and project limits.
4. Development of alternatives for the sidewalk, stairs and hillside on Center Street at Erie Street.
5. Intersection grading plans showing spot elevations and slopes for all ADA ramps at a scale of 1" = 10'.

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

6. Plan sheets including: title sheet, removals, details, cross-sections, plan sheets, and traffic maintenance plan.
7. Specifications and Special Provisions
8. Utility coordination including gathering information from utility companies and resolving conflicts as necessary.
9. Quantities and Cost Estimates
10. Project meetings with city staff, as necessary.
11. Attendance at one (1) public meeting open house, if necessary.
12. Compilation of the Plans and Specifications into bidding documents, including proper insurance and local bidder preference statements.

Bidding Phase

This is expected to include:

1. Advertising the project in accordance with the City Purchasing Policy (advertising fees to be paid directly by the City).
2. Distribution of bidding documents to potential bidders and maintaining a register of bidders.
3. Answering questions from Contractors and issuing addenda, if necessary.
4. Attending the Bid Opening
5. Reviewing the bids, and completion of a Bid Tabulation
6. Completing a Recommendation for Award of the Construction Contract
7. Compiling the construction contracts

Construction Phase

The construction phase is anticipated to consist of:

1. Administering a Pre-Construction Meeting with the Contractor, City staff, and utility companies. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
2. Construction Progress Meetings including meeting minutes, on a weekly or bi-weekly basis as determined. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
3. Full-time construction inspection and testing as needed and per City requirements.



4. Construction administration using the Field Manager program including reviewing material submittals, daily pay item tracking, preparing monthly pay estimates based on daily inspection records, processing pay requests, work orders, contract modifications, complete file management, and initial follow-up on citizen complaints.
5. Construction staking, as needed.
6. Construction closeout including a final walk-through, development of a punchlist, providing as-built drawings, and closeout paperwork necessary per City requirements.

FEES

Our fees to complete this project are proposed as follows:

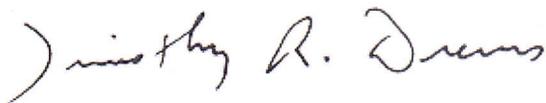
<u>Phase</u>	<u>Fee</u>
Preliminary/Final Design	\$36,000
Bidding Phase	\$ 2,500
Construction Phase	<u>\$48,000</u>
TOTAL	\$86,500

Any tasks required that are beyond the scope identified above will be considered as additional services. We will contact you regarding such items, and obtain authorization from the City prior to commencement with such work.

Your signature in the space provided below will serve as authorization to proceed with this project. We look forward to working with you on this project. If you have any questions or need additional information, please contact me at 269.926.4550.

Sincerely,

ABONMARCHE



Timothy R. Drews, P.E., PTOE
Vice President

TRD/vsc

cc: Brian Dissette City of South Haven
 Christopher J. Cook, P.E. Abonmarche
 Tony C. McGhee Abonmarche



APPROVED BY:

DATE:



June 28, 2013

Mr. Larry Halberstadt
City of South Haven
1199 8th Avenue
South Haven, MI 49090

RE: Proposal for Professional Services
Monroe Boulevard Bluff Restoration

Dear Larry:

Abonmarche is pleased to present this proposal for Engineering Services related to the Monroe Boulevard Bluff Restoration Project. We understand that the bluff in this area has eroded over time due to high Lake Michigan water levels in the mid 1980's. With recent low water levels, the beach has increased to several hundred feet from the edge of water to the toe of the bluff and a small dune has formed. In late 2012, a contractor placed excess fill material along the bluff to improve the appearance of the area. However, an area remains near the base of South Haven Street due to an existing storm sewer that needs to be extended prior to placement of fill. This project is intended to complete the bluff stabilization including extension of the storm sewer outlet and placement of fill material along the eroded bluff line with an estimated construction budget of \$53,000.

SCOPE OF SERVICES

We anticipate that our level of effort necessary for the completion of this project will include the following tasks:

Design and Permitting

1. Review of topographic survey provided by the city and preliminary plan set up.
2. Permitting services including:
 - a. Preparation of a Joint Permit application and permit drawings, and submittal for approval to the Michigan Department of Environmental Quality (MDEQ) and U.S. Army Corps of Engineers (USACE).
 - b. Preparation and submittal of a Soil Erosion and Sedimentation Control Permit to the Van Buren County Drain Commission.
3. Plan and profile drawings of the proposed improvements, details, and cross-sections as necessary.
4. Specifications and Special Provisions
5. Quantities and Cost Estimates

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

6. Project meetings with City staff, as necessary

Bidding Phase

This is expected to include:

1. Distribution of plans and specifications to prospective bidders
2. Maintaining a Bid Register
3. Answering Contractor questions and issuing addenda, as necessary
4. Attending the Bid Opening
5. Preparing a Recommendation for Award of the contract
6. Preparing contracts for execution by the City and Contractor

Construction Phase

The Construction Phase is anticipated to consist of:

1. Administering a Pre-Construction Meeting with the Contractor, City staff, and utility companies. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
2. Construction Progress Meetings including meeting minutes, on a weekly or bi-weekly basis as determined. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
3. Part-time construction inspection and testing as needed and per City requirements.
4. Construction administration using the Field Manager program including reviewing material submittals, daily pay item tracking, preparing monthly pay estimates based on daily inspection records, processing pay requests, work orders, contract modifications, complete file management, and initial follow-up on citizen complaints.
5. Construction staking, as needed.
6. Construction closeout including a final walk-through, development of a punchlist, providing as-built drawings, and closeout paperwork necessary per City requirements.



FEES

Our fees to complete this project are proposed as follows:

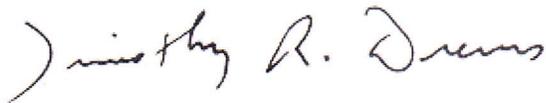
<u>Phase</u>	<u>Fee</u>
Design and Permitting	\$ 7,300
Bidding Phase	\$ 2,500
Construction Phase	<u>\$ 4,500</u>
Total	\$14,300

Any tasks required that are beyond the scope identified above will be considered as additional services. We will contact you regarding such items, and obtain authorization from the City prior to commencement with such work.

Your signature in the space provided below will serve as authorization to proceed with this project. We look forward to working with you on this project. If you have any questions or need additional information, please contact me at 269.926.4550.

Sincerely,

ABONMARCHE



Timothy R. Drews, P.E., PTOE
Vice President

TRD/vsc

cc: Brian Dissette City of South Haven
Christopher J. Cook, P.E. Abonmarche
Tony C. McGhee Abonmarche

APPROVED BY:

DATE:



June 28, 2013

Mr. Larry Halberstadt
City of South Haven
1199 8th Avenue
South Haven, MI 49090

RE: Proposal for Professional Services
South Haven Pump Track

Dear Larry,

Abonmarche is pleased to present this proposal for Engineering Services related to creation of a new pump track. The City desires to construct the track on city-owned property immediately adjacent to and northwest of the Public Safety Building on Wells Street. The site is currently vacant and measures approximately 200' x 200'. The intent will be to construct a track that is similar to the one Grand Rapids, Michigan and in accordance with industry design guides and IMBA recommendations. Excess clay material may be available from the Kalamazoo Street project and the City has budgeted \$15,000 for construction of the track.

SCOPE OF SERVICES

We anticipate that our level of effort necessary for completion of this project will include the following tasks:

1. Topographic survey has been completed previously by Abonmarche for the site as part of the Public Safety Building Project.
2. Plan drawings of the proposed pump track layout including details, dimensions, grades, and drainage. In addition, if additional parking is necessary, we will design the parking to meet the required conditions.
3. Specifications for the pump track construction.
4. Permitting including Soil Erosion and Sedimentation Control approvals by the Van Buren County Drain Commission.
5. Quantities and Cost Estimates.
6. Project Meetings with City staff, as needed.
7. We anticipate that this project will require approval by the City Planning Commission and Parks Commission. We will work with staff to achieve an acceptable plan.

8. When all approvals have been granted we will complete bidding documents including proper insurance and local bidder preference statements.

Bidding Phase

This is expected to include gathering quotes from a few selected contractors and providing a tabulation to the City for selection:

1. Advertising the project in accordance with the City Purchasing Policy (advertising fees to be paid directly by the City).
2. Distribution of bidding documents to potential bidders and maintaining a register of bidders.
3. Reviewing the bids, and completion of a Bid Tabulation
4. Compiling the construction contracts

Construction Phase

The construction phase is anticipated to consist of:

1. Administering a Pre-Construction Meeting with the Contractor, City staff, and utility companies. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
2. Construction Progress Meetings including meeting minutes, on a weekly or bi-weekly basis as determined. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
3. Construction administration including, processing pay requests, work orders, contract modifications, file management, and initial follow-up on citizen complaints.
4. Construction staking and field grading decisions, as needed.
5. Construction closeout including a final walk-through, development of a punchlist, and closeout paperwork necessary per City requirements.

FEES

Design	\$ 3,000
Bidding	\$ 1,000
Construction Administration	<u>\$ 2,500</u>
Total	\$ 6,500

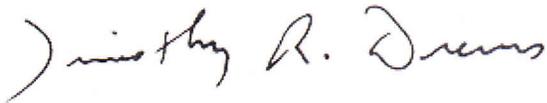


Any tasks required that are beyond the scope identified above will be considered as additional services. We will contact you regarding such items, and obtain authorization from the City prior to commencement with such work.

Your signature in the space provided below will serve as authorization to proceed with this project. We look forward to working with you on this project. If you have any questions or need additional information, please contact me at 269.926.4550.

Sincerely,

ABONMARCHE



Timothy R. Drews, P.E., PTOE
Vice President

TRD/sr

cc:	Brian Dissette	City of South Haven
	Christopher J. Cook, P.E.	Abonmarche
	Tony C. McGhee	Abonmarche

APPROVED BY:

DATE:





Agenda Item 6

Kalamazoo Street Reconstruction Phase 2

Background Information:

The City Council will be asked to consider a variety of actions on whether to allow the Kalamazoo Street Reconstruction Phase 2 project to proceed.

At the July 1st regular meeting, the City Council tabled action related to the Kalamazoo Street Reconstruction Phase 2 project. The decision to table action was reached after the City Council heard complaints from the impacted property owners about the use of the special assessment district (SAD) and the potential for personal hardship due to the SAD. At that time, the city's staff agreed to review the potential for poverty exemptions from the SAD and to review whether the city's SAD terms were competitive.

The city's attorney has reviewed the General Property Tax Act and noted that the city has adopted a policy to provide a property tax exemption to qualified homeowners who, by reason of poverty, are unable to contribute to the public charges. The city's attorney has noted that a similar accommodation can be provided to property owners who are unable to pay special assessment installments relating to public water and sewer improvements. As a result, should the City Council wish to offer this exemption, staff will prepare the files for the City Council's consideration. Attached is an attorney opinion which confirms that exemption program could be offered to property owners who have been part of a recent SAD.

The City Council approved a similar program, specifically for property tax relief, at the November 19, 2012 regular meeting. In an effort to create a more acceptable local level for the poverty guidelines, staff modified the asset standards to reflect the asset eligibility limitation to not exceed \$5,000 (as opposed to the original \$2,000). Further, the guidelines were modified to reflect that an individual's primary motor vehicle would not be included in the asset calculation. The final adjustment that staff made to the proposed guidelines was to increase the poverty threshold maximum income level by \$5,000 per unit of family. Ultimately the adjustments made by staff were accepted by the City Council and the guidelines were approved and adopted. These modified guidelines have been used since 2009.

As part of that program approval, the City Council adopted poverty standards which exceed the State's minimum standard, and are intended to provide a benefit to a greater number of applicants. Should the City Council wish to offer a similar benefit to individuals with SAD debt, staff would work with the city's attorney to establish a similar program and similar poverty exemption guidelines.

With regards to the city's percentage applied to SAD amounts, the city has traditionally charged 4.5%. Staff has inquired with other communities about the percentage being charged for special assessments. Below is a breakdown of those amounts:

- City of St. Joseph: 6.00% interest, 10 year terms
- City of Grand Haven: 6:00% interest
- City of Holland: 1.5% under the prime rate or 2.00% minimum
- City of Dowagiac: 4.25%, 10 year terms

Based on the informal polling of surrounding communities, it appears the accepted interest rate is placed at a reasonable level.

Finally, the city's staff recommends the City Council proceeds with the Kalamazoo Street Reconstruction Phase 2 project, SAD approval, and contract awards. In the attached staff report, it is noted that if the contract is not awarded on July 15th staff will likely need to rebid the street reconstruction project. The rebidding is likely to result in higher project costs and potentially higher assessment amounts. This is due to the current recommended contractor, DeSal Excavating, having a substantially lower construction bid than the city's other bidders. Staff anticipates that if rebidding is required, the project will not be constructed until the spring of 2014 and the costs are likely to rise.

Recommendation:

The City Council should consider the following actions, which if approved, will allow the Kalamazoo Street Reconstruction Phase 2 project to proceed:

- a) Hold a public hearing regarding the Kalamazoo Street Phase 2 Special Assessment District.
- b) Approve Resolution 2013-39 for confirmation of the Kalamazoo Street Phase 2 Special Assessment roll; lien; payment and collection of the special assessment.
- c) Approve construction contract for the Kalamazoo Street Phase 2 Special Assessment District.
- d) Approve materials testing contract for the Kalamazoo Street Phase 2 project.
- e) Instruct City Manager to prepare an update to the city's property tax exemption policy for the City Council's consideration, to provide relief for poverty stricken property owners with special assessment debt.

Support Material:

Attorney opinion regarding special assessment exemptions

Staff report: 7-8-2013

Staff report: 6-25-2013

Resolution 2013-39

Construction Contract Bid Tab

Materials Testing Bid Tab

TO: Brian Dissette, City Manager
Wendy Hochstedler, Finance Director
City of South Haven

FROM: Kenneth P. Lane 

DATE: July 8, 2013

SUBJECT: Exemptions for Special Assessment installments

In accordance with the provisions of the General Property Tax Act (“the GPTA”),¹ the City has adopted a policy to provide a property tax exemption to qualified homeowners who, by reason of poverty, are unable to contribute to the public charges (the “Property Tax Exemption Policy”). Some have questioned whether a similar accommodation can be provided to property owners who are unable to pay special assessment installments relating to public water and sewer improvements. Accordingly, you have asked us to research this issue and provide available options.

Section 7u of the GPTA provides in relevant part:

The principal residence of persons who...by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act.

MCL 211.7u (emphasis added).² The GPTA defines “taxation” to include the levying of “...ad valorem property taxes and special assessments” against real property and it defines “taxes” to include “...interest, penalties,... fees imposed... and unpaid special assessments.”³ Additionally, Michigan courts have consistently recognized that special assessments are a “form of taxation” under the GPTA.⁴ Therefore, in accordance with Section 7u of the GPTA, the City could expand the Property Tax Exemption Policy to include an exemption for a qualified homeowner (*i.e.*, a homeowner meeting the poverty requirements imposed by the policy) from the payment of special assessment installments relating to public water and sewer improvements.⁵ We would be happy to assist in drafting such an amendment upon your request.

¹ 1893 PA 206, as amended, MCL 211.1 *et seq.*

² It is important to note that this exemption does not apply to property owned by a business or corporation. “Principal residence” is defined to include exterior property areas adjacent to a home that are subject to taxation. *See*, 211.7dd.

³ MCL 211.44, MCL 211.78a(l).

⁴ *See, Wikman v Novi*, 413 Mich 617, 633-34 (1982), *SBC Mich v Pub Serv Comm*, 482 Mich 90, 103 (2008).

⁵ Without identifying the client on whose behalf we were calling, we made an inquiry to the Michigan Department of Treasury who agreed with our analysis.

Alternatively, state law does provide a method for the deferment of special assessment installment payments. The Deferment of Special Assessments on Homesteads Act (the "Deferment Act") provides a deferment option to qualified elderly and disabled homeowners.⁶ Unlike an exemption, the Deferment Act generally affords an eligible homeowner the option to defer payment of a special assessment by obtaining a loan from the state that covers the special assessment amount for a specified period.⁷ This "loan" is attached as a lien to the property to secure its eventual repayment, with interest.⁸ Forms and additional information relating to the Deferment Act are available on the Michigan Department of Treasury's website.

Finally, the City might consider a subsidy program for delinquent water and sewer bills. We are aware that other communities have successfully implemented programs of this type for low income individuals and families.⁹ We would be happy to provide you with additional information upon your request.

We trust this memorandum sufficiently responds to your request. Please contact us with any questions, or if we can provide further assistance.

⁶ 1976 PA 225, as amended, MCL 211.761 *et seq.*

⁷ MCL 211.766.

⁸ MCL 211.768a.

⁹ Specific restrictions may apply for improvements financed through bonds or similar securities.

Memorandum:

Date: July 8, 2013

To: Brian Dissette, City Manager

From: Steve Oosting, Senior Civil Engineer

Re: Kalamazoo Street Reconstruction Phase 2
Contract Award for DeSal Excavating

I have informed DeSal Excavating of the two week schedule delay which has resulted from the July 1st City Council meeting, when the Council delayed action on the special assessments and contract award. DeSal has adjusted their plans accordingly and is now anticipating contract award on July 15. If the contract is awarded on July 15, they will need about 1 week to submit the required performance bond, payment bond, and proof of insurance, then mobilize their crews to begin work. The contract completion date would be established as November 1.

If the contract is not awarded on July 15, some further consideration will need to be given as to how and when to proceed with the construction contract. Bids were received on May 21 along with a required bid bond. The bid bond provides a financial guarantee that the successful bidder shall enter into a contract with the City of South Haven if the contract is awarded by the City Council within 60 days after receiving bids. That 60 day window will expire on July 20. If the contract is not awarded by the Council prior to July 20, the City will no longer have a binding financial guarantee from the successful bidder. This would not necessarily be detrimental, as the successful bidder could still honor their bid with a subsequent delay, but it would introduce the possibility that the successful bidder could withdraw their bid without penalty. If that were to occur, I would recommend re-bidding the project, which would require delaying the project start until spring. Re-bidding the project also introduces some risk of higher bid prices. A review of the May 21 bid results shows the successful bid from DeSal Excavating was substantially lower than all the other bids. Given that fact, the likelihood of higher bid prices in a re-bid process seems a very realistic expectation. For this reason, if the City Council desires to complete the project as presently defined, I would recommend awarding the contract to DeSal Excavating prior to July 20.

Memorandum:

Date: June 25, 2013

To: Brian Dissette, City Manager

From: Steve Oosting, Senior Civil Engineer

Re: Kalamazoo Street Reconstruction Phase 2

With the first two City Council meetings for the Kalamazoo Street special assessment process now complete, the City Council has the ability to complete the process at their July 1 meeting. If the City Council wishes to authorize the construction to begin, the following actions should be taken:

- 1) conduct a public hearing regarding the special assessment roll and approve the final special assessment district resolution
- 2) approve a contract with DeSal Excavating for the completion of the construction work
- 3) approve a contract with Soil and Materials Engineers for materials testing services

Each of these steps is described in further detail below.

1) Public Hearing and Special Assessment Resolution

The public hearing is required by city ordinance for the purpose of hearing any objections to the proposed special assessment roll. After conducting the public hearing, if the City Council is satisfied with the roll as presented, the City Council may confirm the roll by approving the final special assessment resolution. This is the final step in the special assessment process.

2) Construction Contract Approval

The general contractor will be responsible for all construction work on site, generally consisting of watermain, storm sewer, and sanitary sewer replacement; as well as construction of new street, driveway approaches, sidewalk ramps and repairs; along with topsoil and grass restoration. Various portions of this work will be performed by subcontractors, but the entire project is made the responsibility of one general contractor.

On May 21, 2013, city staff received bids for the construction contract. Seven bids were received, with the low bid coming from DeSal Excavating, Inc. in the amount of \$848,553.70. DeSal Excavating is the same contractor that completed the Hogans Alley reconstruction project in 2009. DeSal is tentatively planning to begin work the week of July 9 in anticipation of an October 18 project completion.

3) Materials Testing Contract Approval

In order to provide quality control over various construction methods, the City typically contracts for materials testing services on all road, water, and sewer projects. This contract will include testing the sand backfill in the utility trenches, the sand subbase and gravel base layers below the street, the asphalt pavement, and the concrete used for curbs, driveways, and sidewalks. The purpose of this testing is to ensure that the Contractor has completed these items of work according to the contract specifications. The testing work is done in accordance with MDOT standard practices and is essential to ensure the new roadway will be constructed in sound condition.

On June 19, 2013, city staff received proposals for the materials testing contract. Three proposals were received, with the lowest price proposal coming from Soil and Materials Engineers Inc (SME). SME has provided satisfactory services for the City on similar projects, most recently on the Kalamazoo Street Phase 1 project last year. The contract for materials testing is based on an estimated total fee of \$26,804.50. The final amount will be determined upon completion of the project based on the actual amount of testing requested by city staff throughout the duration of the project.

If the City Council desires to proceed with the project as presented, each of the three items listed above should be approved at the July 1st City Council meeting.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2013-39

KALAMAMZOO STREET RECONSTRUCTION PHASE 2 PROJECT
SPECIAL ASSESSMENT DISTRICT

CONFIRMATION OF SPECIAL ASSESSMENT ROLL; LIEN;
PAYMENT AND COLLECTION OF SPECIAL ASSESSMENT

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 July 15, 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 City Council, pursuant to Ordinance No. 833A, as amended by Ordinance 853, of the City of South Haven (the "City") has resolved its intent to make the public improvements described in Exhibit A hereto (the "Public Improvements"); and

WHEREAS, after notice duly given by publication on June 23, 2013 in the Herald Palladium, by publication on June 23, 2013 in the South Haven Tribune and by first class mail on June 19, 2013, the City Council held a public hearing to consider a proposed special assessment roll and objections thereto for the Kalamazoo Street Reconstruction Phase 2 Project Special Assessment District on the 1st day of July, 2013, at 7:00 p.m., at the City Hall; and

WHEREAS, after hearing all persons interested therein, giving due consideration to any written objections to said special assessment roll filed with the City Clerk, the City Council deems said special assessment roll to be fair, just and equitable, and that each of the assessments contained thereon is relative to the benefits to be derived by the properties assessed.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the said special assessment roll prepared by the City Assessor and presented to the City Clerk and thus reported to the City Council, a copy of which roll is attached hereto as Exhibit B, in the Amount of \$84,893.97 for the Kalamazoo Street Reconstruction Phase 2 Project Special Assessment District (the "Special Assessment District") is hereby confirmed and shall be known and designated as Special Assessment District Roll Number 2013-01 (the "Roll").
2. That the City Clerk shall endorse on the Roll the date of this meeting as the date of confirmation of the Roll.
3. That said Roll shall be placed on the winter tax bills in fifteen (15) equal annual installments, with the first installment due and payable on December 1, 2013, and all subsequent installments shall be due and payable on or before December 1 of each year thereafter. The first installment will be for 1/15 of the assessment plus interest

accrued for the entire assessment from December 1, 2013. Subsequent installments will be for 1/15 of the assessment plus one year's interest on the unpaid balance of the assessment.

4. That interest shall accrue from December 1, 2013 and any payments on assessments made before such date shall be without interest.
5. That interest, payable annually on each installment due date, shall be paid on the balance of unpaid installments at the rate of four and one-half percent (4½%) per annum; provided, however, that if the City issues Bonds in anticipation of the unpaid installments of the special assessments, said interest rate shall be adjusted to a rate not exceeding one percent (1%) above the average rate of interest borne by said bonds.
6. That the outstanding balance of an assessment against any property may be paid to the City Treasurer at any time in full, with interest accrued through the month in which said installments are paid.
7. The Special Assessments shall be collected according to the provisions of the Ordinances, and any installment of a special assessment that is not paid when due shall be collected in the manner, and with such interest and penalties as are provided in the Ordinance and Chapter 11 of the City Charter.
8. That all special assessments contained in the Roll, including any part thereof deferred as to payment, shall from the date of confirmation of the Roll, pursuant to the Act, constitute a lien upon the respective property assessed.
9. That the special assessments made in the Roll are hereby ordered and directed to be collected and the City Clerk shall deliver the Roll to the City Treasurer with a warrant attached thereto, which shall command the City Treasurer to collect the special assessments in the Roll in accordance with the direction of the City Council. The form of said warrant is attached hereto as Exhibit C.
10. That upon receiving the Roll and warrant the City Treasurer shall proceed to collect the several amounts assessed therein as the same shall become due.
11. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

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 15 day of July 2013, 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

DESCRIPTION OF PUBLIC IMPROVEMENTS

KALAMAZOO STREET RECONSTRUCTION PHASE 2 PROJECT SPECIAL ASSESSMENT DISTRICT DESCRIPTION OF PUBLIC IMPROVEMENTS

Kalamazoo Street Reconstruction Phase 2 Project.

Reconstruction of street and underground utilities: including but not limited to;

Reconstruction of the water distribution system, including but not limited to installation of new water mains and services within the right of way, and removal of existing water mains and services with the right of way, and related improvements;

Reconstruction of the wastewater collection system, including but not limited to the installation of new sewer mains and services within the right of way and removal of existing sewer mains and services within the right of way, and related improvements;

Street reconstruction, including but not limited to storm sewer and drainage improvements, removal of existing roadway materials, installation of new sand subbase, gravel base, bituminous pavement, concrete curb and gutter, concrete driveway approaches, concrete curb ramps for barrier free access to existing sidewalks, and miscellaneous repairs to existing sidewalks, and related improvements.

The public improvements will be made on Kalamazoo Street from Lyon Street to Elkenburg Street.

The Kalamazoo Street Reconstruction Phase 2 Project Special Assessment District consists of property located in the City of South Haven, Van Buren County, Michigan, described as follows and as shown on the following map.



EXHIBIT B

KALAMAZOO STREET IMPROVEMENTS PROJECT PHASE 2
SPECIAL ASSESSMENT DISTRICT

SPECIAL ASSESSMENT ROLL 2013-01

Parcel Number	Owner Name	Water Assessment	Sewer Assessment	Total Assessment
80-53-200-001-00	EMMANUEL COMMUNITY CHURCH OF SOUTH HAVEN	\$ -	\$ -	\$ -
80-53-130-007-00	SOUTH HAVEN HOUSING COMMISSION	\$ 2,313.15	\$ -	\$ 2,313.15
80-53-144-008-01	TURNER SUSAN	\$ -	\$ 1,320.48	\$ 1,320.48
80-53-143-001-00	COSS SUE	\$ -	\$ 1,320.48	\$ 1,320.48
80-53-144-009-00	SEY WILLIAM B	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-143-002-00	MADRY ANNETTA MARIE	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-144-010-00	MARTIN VERONICA	\$ -	\$ -	\$ -
80-53-143-003-00	DANIELS STEPHEN WAYNE	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-143-019-00	SOUTH HAVEN HOUSING COMMISSION	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-144-012-00	MCCURINE DENNIS A & MARY H	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-143-020-00	STARLING DEBORAH J	\$ -	\$ 1,320.48	\$ 1,320.48
80-53-146-001-00	BROWNER BERNICE	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-145-008-00	MARCOUX CHAD E	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-145-009-00	MARCOUX JAMES T	\$ -	\$ -	\$ -
80-53-146-002-00	COKER VIOLET	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-145-010-00	CLARKE LILLIAN	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-146-003-00	ST JAMES THEODORE	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-146-019-00	GILL LATONYA R	\$ -	\$ -	\$ -
80-53-145-012-01	WILLIAMS DARRYL K & MICHELLE L	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-146-020-00	GILL LATONYA R	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63

80-53-147-001-00	MASCHKE DOREEN	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-148-007-00	COBBS AARON & DOROTHY J	\$ 2,313.15	\$ -	\$ 2,313.15
80-53-147-002-00	HEARTFIELD VERNITRIA	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-147-017-00	SCHMIDT ALBERT D TRUSTEE OF THE ALBERT D SCHMIDT TRUST	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-148-008-00	OWENS LEON R	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-148-009-00	GETMAN JENNIFER	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-148-010-00	CISCO ROBERT F	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-149-007-00	SHERROD DOROTHY J	\$ -	\$ -	\$ -
80-53-149-008-00	SHERROD DOROTHY J	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-150-001-00	CITY OF SOUTH HAVEN	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-149-009-00	GOFF SAUNDRA MANN JEFFREY T	\$ 2,313.15	\$ 1,320.48	\$ 3,633.63
80-53-149-010-10	CISCO ROBERT F	\$ -	\$ -	\$ -

ASSESSORS CERTIFICATE

I, Douglas Brousseau, Assessor of the City of South Haven, hereby state that the attached Special Assessment Roll was made pursuant to a resolution of the City Council adopted on June 17, 2013, and in making such Special Assessment Roll, I have according to my best judgment, conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

Date: _____, 2013

Douglas Brousseau, Assessor
City of South Haven

CERTIFICATE OF CONFIRMATION

I, Amanda Morgan, City Clerk of the City of South Haven, certify that the above Special Assessment Roll was confirmed on July 15, 2013 by resolution of the City Council of the City of South Haven.

Date: _____, 2013

Amanda Morgan, Clerk
City of South Haven

EXHIBIT C

WARRANT OF CITY CLERK

I, Amanda Morgan, the City Clerk of the City of South Haven, Van Buren and Allegan Counties, Michigan, hereby direct and command the City Treasurer, to collect the assessments set forth in the attached Wells Street Improvements Project Special Assessment District Roll Number 2012-01 in accordance with the directions of the City Council in respect thereto set forth in a Resolution adopted by the City Council on July 15, 2013, confirming such special assessment roll of the City.

Dated: _____, 2013

Amanda Morgan, City Clerk
City of South Haven, Michigan

Kalamazoo Street Reconstruction Phase 2
 Tabulation of Bids Received at 1:30pm Tuesday May 21, 2013
 City of South Haven MI

Item No.	Section No.	Pay Item	Qty	Units	DESAL EXCAVATING, INC.		GEORGETOWN CONSTRUCTION CO.		KALIN CONSTRUCTION		BALKEMA EXCAVATING		DIVERSCO CONSTRUCTION CO.		NORTHERN CONSTRUCTION SERVICES CORP.		CONNAN, INC	
					Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	01 10 00	Mobilization, Max 50,000		1 Lump Sum		\$ 17,500.00		\$ 50,000.00		\$ 28,816.40		\$ 50,000.00		50,000.00		\$ 50,000.00		\$ 50,000.00
2	01 50 00	Temporary Traffic Control		1 Lump Sum		6,175.00		20,000.00		5,875.00		7,500.00		12,575.00		6,000.00		25,750.00
3	10 14 53	Traffic Signs, Permanent		105 Sq. Ft.	16.80	1,764.00	17.00	1,785.00	16.00	1,680.00	16.00	1,680.00	16.00	1,680.00	18.00	1,890.00	16.00	1,680.00
4	10 14 53	Post, Steel, 3lb		10 Each	64.85	648.50	65.00	650.00	61.75	617.50	61.75	617.50	61.75	617.50	65.00	650.00	61.75	617.50
5	31 10 00	Tree Removal 6 inch to 18 inch		5 Each	235.00	1,175.00	230.00	1,150.00	225.00	1,125.00	500.00	2,500.00	365.00	1,825.00	465.00	2,325.00	225.00	1,125.00
6	31 10 00	Tree Removal 19 inch to 36 inch		1 Each	1,650.00	1,650.00	1,600.00	1,600.00	1,575.00	1,575.00	750.00	750.00	1,150.00	1,150.00	1,575.00	1,575.00	1,575.00	1,575.00
7	31 10 00	HMA Surface Rem.		5497 Sq. Yd.	1.80	9,894.60	1.20	6,596.40	1.14	6,266.58	3.00	16,491.00	2.25	12,368.25	0.85	4,672.45	1.00	5,497.00
8	31 10 00	Pavt Rem.		5771 Sq. Yd.	3.80	21,929.80	3.60	20,775.60	3.60	20,775.60	6.00	34,626.00	10.00	57,710.00	6.25	36,068.75	3.30	19,044.30
9	31 10 00	Sidewalk Rem.		560 Sq. Yd.	4.05	2,268.00	4.00	2,240.00	3.09	1,730.40	3.00	1,680.00	4.25	2,380.00	4.00	2,240.00	4.05	2,268.00
10	31 10 00	Utility Line Rem, Storm		703 Ln. Ft.	4.00	2,812.00	7.00	4,921.00	8.62	6,059.86	20.00	14,060.00	8.00	5,624.00	6.00	4,218.00	4.90	3,444.70
11	31 10 00	Utility Line Rem, Water		349 Ln. Ft.	6.00	2,094.00	7.00	2,443.00	6.51	2,271.99	7.00	6,980.00	8.00	2,792.00	6.00	2,094.00	7.80	2,722.20
12	31 10 00	Utility Line Rem, Forcemain		133 Ln. Ft.	10.00	1,330.00	7.00	931.00	6.51	865.83	20.00	2,660.00	10.00	1,330.00	6.00	798.00	7.80	1,037.40
13	31 10 00	Utility Str. Rem, Storm		14 Each	185.00	2,590.00	200.00	2,800.00	172.38	2,413.32	250.00	3,500.00	301.00	4,214.00	150.00	2,100.00	170.00	2,380.00
14	31 10 00	Utility Str. Rem, Sanitary		4 Each	235.00	940.00	300.00	1,200.00	359.24	1,436.96	250.00	1,000.00	380.00	1,520.00	250.00	1,000.00	170.00	680.00
15	31 10 00	Utility Str. Rem, Water		6 Each	150.00	900.00	200.00	1,200.00	185.26	1,111.56	250.00	1,500.00	301.00	1,806.00	150.00	900.00	170.00	1,020.00
16	31 10 00	Sign Rem.		21 Each	75.00	1,575.00	5.00	105.00	20.00	420.00	20.00	420.00	20.00	420.00	25.00	525.00	20.00	420.00
17	31 22 13	Roadway Grading		16 Station	1,065.00	17,040.00	800.00	12,800.00	1,302.82	20,845.12	2,100.00	33,600.00	2,400.00	38,400.00	2,200.00	35,200.00	2,000.00	32,000.00
18	31 23 24	Fill Abandoned Utility, 10 inch		437 Ln. Ft.	7.85	3,430.45	4.00	1,748.00	4.87	2,128.19	5.00	2,185.00	6.00	2,622.00	5.00	2,185.00	2.60	1,136.20
19	31 25 13	Inlet Protection, Silt Bag		17 Each	155.00	2,635.00	100.00	1,700.00	77.76	1,321.92	90.00	1,530.00	150.00	2,550.00	150.00	2,550.00	81.00	1,377.00
20	31 25 13	Aggregate Cover, 12 inch		2000 Sq. Yd.	12.25	24,500.00	9.00	18,000.00	9.66	19,320.00	15.00	30,000.00	9.60	19,200.00	16.00	32,000.00	12.50	25,000.00
21	32 11 16	Subbase		1944 Cu. Yd.	8.50	16,524.00	8.10	15,746.40	9.39	18,254.16	20.00	38,880.00	9.50	18,468.00	11.75	22,842.00	8.90	17,301.60
22	33 11 23	Aggregate Base, 21AA, 8 inch		5533 Sq. Yd.	7.00	38,731.00	6.60	36,517.80	7.39	40,888.87	9.00	49,797.00	6.05	33,474.65	8.30	45,923.90	8.00	44,264.00
23	32 12 16	HMA, 5E1		499 Ton	72.75	36,302.25	70.00	34,930.00	69.30	34,580.70	69.30	34,580.70	69.30	34,580.70	70.00	34,930.00	69.30	34,580.70
24	32 12 16	HMA, 4E1		745 Ton	63.15	47,046.75	61.00	45,445.00	60.10	44,774.50	60.10	44,774.50	61.60	45,892.00	61.00	45,445.00	60.10	44,774.50
25	32 13 13	Sidewalk, 4 inch		3025 Sq. Ft.	2.35	7,108.75	2.09	6,322.25	2.15	6,503.75	2.25	6,806.25	2.15	6,503.75	2.40	7,260.00	2.09	6,322.25
26	32 13 13	Sidewalk, 6 inch		495 Sq. Ft.	3.45	1,707.75	3.09	1,529.55	2.60	1,287.00	2.73	1,351.35	2.60	1,287.00	3.00	1,485.00	3.09	1,529.55
27	32 13 13	Sidewalk Ramp, 6 inch		1969 Sq. Ft.	3.60	7,088.40	3.28	6,458.32	3.40	6,694.60	3.57	7,029.33	3.40	6,694.60	2.40	4,725.60	3.28	6,458.32
28	32 13 13	Detectable Warning Surface, C.I.		160 Ln. Ft.	63.50	10,160.00	60.00	9,600.00	76.00	12,160.00	78.80	12,608.00	76.00	12,160.00	68.00	10,880.00	60.00	9,600.00
29	32 13 13	Curb and Gutter, Conc, Det F4		2747 Ln. Ft.	10.35	28,431.45	9.75	26,783.25	8.80	24,173.60	9.25	25,409.75	8.80	24,173.60	12.00	32,964.00	9.75	26,783.25
30	32 13 13	Driveway, Nonreinf Conc, 6 inch		349 Sq. Yd.	28.10	9,806.90	25.56	8,920.44	23.40	8,166.60	24.57	8,574.93	23.40	8,166.60	27.00	9,423.00	25.56	8,920.44
31	32 17 23	Line Mrkg, Cold Plastic, White, 6 in		580 Ln. Ft.	2.35	1,363.00	2.50	1,450.00	2.45	1,421.00	2.45	1,421.00	2.00	1,160.00	2.45	1,421.00	2.45	1,421.00
32	32 17 23	Line Mrkg, Cold Plastic, White, 24 in		135 Ln. Ft.	13.15	1,775.25	9.80	1,323.00	9.75	1,316.25	9.75	1,316.25	2.00	270.00	9.75	1,316.25	9.75	1,316.25
33	32 91 19	Topsoil Surface, 4 inch, screened		2918 Sq. Yd.	2.55	7,440.90	2.00	5,836.00	3.81	11,117.58	2.30	6,711.40	4.00	11,672.00	3.60	10,504.80	3.60	10,504.80
34	32 92 19	Seed		131 pound	3.65	478.15	3.00	393.00	7.18	940.58	1.50	196.50	8.00	1,048.00	4.00	524.00	10.50	1,375.50
35	32 92 19	Fertilizer		137 pound	2.65	363.05	3.00	411.00	7.39	1,012.43	0.50	68.50	2.00	274.00	1.50	205.50	21.00	2,877.00
36	32 92 19	Lime		32 pound	5.25	168.00	6.00	192.00	10.21	326.72	5.00	160.00	3.00	96.00	10.00	320.00	10.50	336.00
37	32 92 19	Erosion Fabric, NAG S75-BN		2918 Sq. Yd.	1.95	5,690.10	1.00	2,918.00	1.28	3,735.04	1.00	2,918.00	0.95	2,772.10	1.50	4,377.00	2.00	5,836.00
38	32 92 19	Mowing		1.2 Acre	335.00	402.00	200.00	240.00	238.52	286.22	100.00	120.00	110.00	132.00	1,000.00	1,200.00	567.00	680.40
39	32 92 19	Weed Control		0.6 Acre	420.00	252.00	200.00	120.00	235.27	141.16	500.00	300.00	275.00	165.00	1,000.00	600.00	567.00	340.20
40	33 01 33	Video Taping Sewer Pipe, San		1285 Ln. Ft.	2.10	2,698.50	1.00	1,285.00	0.85	1,092.25	4.00	5,140.00	1.75	2,248.75	2.00	2,570.00	1.00	1,285.00
41	33 01 33	Video Taping Sewer Pipe, Strm		1659 Ln. Ft.	2.10	3,483.90	1.00	1,659.00	0.85	1,410.15	4.00	6,636.00	1.60	2,654.40	2.00	3,318.00	1.00	1,659.00
42	33 05 14	Structure, San. MH, 48 in. Dia		8 Each	3,150.00	25,200.00	2,340.00	18,720.00	2,857.24	22,857.94	2,615.00	20,920.00	2,183.00	17,464.00	2,530.00	20,240.00	3,000.00	24,000.00
43	33 05 14	Structure, Strm. MH, 48 in. Dia		2 Each	1,725.00	3,450.00	1,360.00	2,720.00	1,587.98	3,175.96	1,720.00	3,440.00	1,169.00	2,338.00	1,000.00	2,000.00	1,200.00	2,400.00
44	33 05 14	Structure, Strm. MH, 60 in. Dia		1 Each	2,460.00	2,460.00	2,050.00	2,050.00	2,352.33	2,352.33	2,900.00	2,900.00	1,718.00	1,718.00	3,100.00	3,100.00	2,000.00	2,000.00
45	33 05 14	Structure, Strm. MH, 72 in. Dia		1 Each	3,165.00	3,165.00	2,640.00	2,640.00	3,064.68	3,064.68	4,370.00	4,370.00	2,264.00	2,264.00	3,850.00	3,850.00	3,000.00	3,000.00
46	33 05 14	Structure, Strm. CB, 24 in. Dia		8 Each	1,150.00	9,200.00	960.00	7,680.00	893.36	7,146.88	1,320.00	10,560.00	610.00	4,880.00	860.00	6,880.00	850.00	6,800.00
47	33 05 14	Structure, Strm. CB, 48 in. Dia		13 Each	1,725.00	22,425.00	1,250.00	16,250.00	1,302.10	16,927.30	1,720.00	22,360.00	968.00	12,584.00	1,100.00	14,300.00	1,200.00	15,600.00
48	33 05 14	Structure, Strm. CB, 72 in. Dia		2 Each	3,515.00	7,030.00	2,850.00	5,700.00	3,438.93	6,877.86	3,860.00	7,720.00	2,508.00	5,016.00	4,200.00	8,400.00	3,100.00	6,200.00
49	33 05 14	Structure Conn. to Ex. Swr, 8 in. San		2 Each	150.00	300.00	460.00	920.00	352.90	705.80	1,200.00	2,400.00	670.00	1,340.00	500.00	1,000.00	250.00	500.00
50	33 05 14	Structure Conn. to Ex. Swr, 10 in. San		2 Each	165.00	330.00	480.00	960.00	352.90	705.80	1,200.00	2,400.00	785.00	1,570.00	600.00	1,200.00	250.00	500.00

Item No.	Section No.	Pay Item	Qty	Units	DESAL EXCAVATING, INC.		CONSTRUCTION CO.		KALIN CONSTRUCTION		BALKEMA EXCAVATING		CONSTRUCTION CO.		SERVICES CORP;		CONNAN, INC	
					Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
51	33 05 14	Structure Cover, EJ #1040 San Logo	8	Each	375.00	3,000.00	400.00	3,200.00	411.49	3,291.92	715.00	5,720.00	403.00	3,224.00	775.00	6,200.00	1,000.00	8,000.00
52	33 05 14	Structure Cover, EJ #1040 Stim Logo	4	Each	375.00	1,500.00	400.00	1,600.00	411.49	1,645.96	715.00	2,860.00	403.00	1,612.00	775.00	3,100.00	1,000.00	4,000.00
53	33 05 14	Structure Cover, EJ #7045	23	Each	495.00	11,385.00	510.00	11,730.00	584.50	13,443.50	930.00	21,390.00	560.00	12,880.00	895.00	20,585.00	1,000.00	23,000.00
54	33 05 14	Structure Tap, 18 inch Strm	1	Each	775.00	775.00	400.00	400.00	196.93	196.93	1,200.00	1,200.00	700.00	700.00	300.00	300.00	300.00	300.00
55	33 05 14	Structure Inside Drop	1	Each	1,075.00	1,075.00	1,000.00	1,000.00	874.60	874.60	3,180.00	3,180.00	1,070.00	1,070.00	800.00	800.00	1,500.00	1,500.00
56	33 05 14	Structure Adj. Case 1	3	Each	900.00	2,700.00	500.00	1,500.00	531.07	1,593.21	125.00	375.00	396.00	1,188.00	650.00	1,950.00	600.00	1,800.00
57	33 05 14	Structure Adj. Add. Depth	1	Ln. Ft.	675.00	675.00	500.00	500.00	386.34	386.34	150.00	150.00	235.00	235.00	150.00	150.00	300.00	300.00
58	33 05 14	Valve Box Adjust	4	Each	675.00	2,700.00	200.00	800.00	82.89	331.56	65.00	260.00	305.00	1,220.00	200.00	800.00	250.00	1,000.00
59	33 11 13	Watermain, 4 inch	134	Ln. Ft.	51.50	6,901.00	66.00	8,844.00	93.72	12,558.48	30.00	4,020.00	70.35	9,426.90	45.00	6,030.00	72.00	9,648.00
60	33 11 13	Watermain, 6 inch	30	Ln. Ft.	64.85	1,945.50	66.00	1,980.00	76.72	2,301.60	31.00	930.00	86.85	2,605.50	48.00	1,440.00	80.00	2,400.00
61	33 11 13	Watermain, 8 inch	288	Ln. Ft.	41.75	12,024.00	69.00	19,872.00	72.36	20,839.68	35.00	10,080.00	77.55	22,334.40	53.00	15,264.00	85.00	24,480.00
62	33 11 13	Watermain, 12 inch	1345	Ln. Ft.	53.35	71,755.75	79.00	106,255.00	72.50	97,512.50	45.00	60,525.00	72.90	98,050.50	81.00	108,945.00	90.00	121,050.00
63	33 11 13	Valve & Box, 4 inch	5	Each	385.00	1,925.00	790.00	3,950.00	755.38	3,776.90	625.00	3,125.00	778.00	3,890.00	950.00	4,750.00	850.00	4,250.00
64	33 11 13	Valve & Box, 6 inch	1	Each	855.00	855.00	920.00	920.00	876.33	876.33	740.00	740.00	897.00	897.00	1,100.00	1,100.00	1,000.00	1,000.00
65	33 11 13	Valve & Box, 8 inch	6	Each	1,165.00	6,990.00	1,220.00	7,320.00	1,287.07	7,722.42	1,030.00	6,180.00	1,209.00	7,254.00	1,500.00	9,000.00	1,350.00	8,100.00
66	33 11 13	Valve & Box, 12 inch	8	Each	1,905.00	15,240.00	2,020.00	16,160.00	2,212.91	17,703.28	1,740.00	13,920.00	2,088.00	16,704.00	2,600.00	20,800.00	2,200.00	17,600.00
67	33 11 13	Hydrant Assembly	4	Each	2,775.00	11,100.00	3,300.00	13,200.00	3,197.12	12,788.48	3,300.00	13,200.00	3,478.00	13,912.00	3,550.00	14,200.00	3,500.00	14,000.00
68	33 11 13	Hydrant Lead, 6 inch	56	Ln. Ft.	28.50	1,596.00	50.00	2,800.00	34.86	1,952.16	40.00	2,240.00	39.20	2,195.20	48.00	2,688.00	60.00	3,360.00
69	33 11 13	Line Stop, 4 inch	5	Each	2,995.00	14,975.00	3,100.00	15,500.00	2,850.00	14,250.00	3,380.00	16,900.00	2,850.00	14,250.00	4,100.00	20,500.00	4,800.00	24,000.00
70	33 11 13	Line Stop, 6 inch	3	Each	3,095.00	9,285.00	3,200.00	9,600.00	2,950.00	8,850.00	3,480.00	10,440.00	2,950.00	8,850.00	4,300.00	12,900.00	5,500.00	16,500.00
71	34 11 13	Line Stop, 12 inch	2	Each	5,775.00	11,550.00	5,800.00	11,600.00	5,500.00	11,000.00	6,030.00	12,060.00	5,500.00	11,000.00	6,800.00	13,600.00	7,500.00	15,000.00
72	34 11 13	Thrust Block	10	Each	525.00	5,250.00	300.00	3,000.00	212.77	2,127.70	425.00	4,250.00	310.00	3,100.00	500.00	5,000.00	500.00	5,000.00
73	33 12 13	Water Svc., 1 inch	762	Ln. Ft.	14.75	11,239.50	25.00	19,050.00	21.69	16,527.78	18.00	13,716.00	27.60	21,031.20	31.00	23,622.00	33.00	25,146.00
74	33 12 13	Curb Stop, 1 inch	28	Each	455.00	12,740.00	470.00	13,160.00	246.49	6,907.72	450.00	13,600.00	484.00	13,552.00	350.00	9,800.00	500.00	14,000.00
75	33 12 13	Meter Pit, 18 inch	20	Each	455.00	9,100.00	320.00	6,400.00	561.74	11,234.80	545.00	10,900.00	627.00	12,540.00	400.00	8,000.00	500.00	10,000.00
76	33 31 13	San. Swr., PVC SDR35, 8 inch	84	Ln. Ft.	27.60	2,318.40	64.00	5,376.00	105.18	8,835.12	35.00	2,940.00	65.10	5,468.40	75.00	6,300.00	65.00	5,460.00
77	33 31 13	San. Swr., PVC SDR26, 15 inch	1201	Ln. Ft.	39.75	47,739.75	103.00	123,703.00	121.26	145,633.26	45.00	54,045.00	82.00	98,482.00	106.00	127,306.00	120.00	144,120.00
78	33 31 13	San. Swr. Service., 6 inch	891	Ln. Ft.	19.05	16,973.55	34.00	30,294.00	36.50	32,521.50	29.00	25,839.00	42.00	37,422.00	68.00	60,588.00	50.00	44,550.00
79	33 31 13	San. Swr. Service.Cleanout	31	Each	735.00	22,785.00	220.00	6,820.00	187.45	5,810.95	590.00	18,290.00	265.00	8,215.00	250.00	7,750.00	300.00	9,300.00
80	33 31 13	Cleanout Riser Cover	6	Each	435.00	2,610.00	200.00	1,200.00	154.62	927.72	380.00	2,280.00	375.00	2,250.00	250.00	1,500.00	250.00	1,500.00
81	33 41 13	Stm. Swr. 12 inch, R.C.P.	485	Ln. Ft.	23.75	11,518.75	37.00	17,945.00	40.39	19,589.15	26.00	12,610.00	45.80	22,213.00	47.00	22,795.00	35.00	16,975.00
82	34 41 13	Stm. Swr. 15 inch, R.C.P.	535	Ln. Ft.	25.65	13,722.75	39.00	20,865.00	51.67	27,643.45	28.00	14,980.00	40.75	21,801.25	48.00	25,680.00	40.00	21,400.00
83	35 41 13	Stm. Swr. 18 inch, R.C.P.	639	Ln. Ft.	29.85	19,074.15	41.00	26,199.00	57.56	36,780.84	31.00	19,809.00	43.30	27,668.70	53.00	33,867.00	45.00	28,755.00
84	33 41 13	Stm. Swr. Service. 4 inch	762	Ln. Ft.	9.25	7,048.50	18.00	13,716.00	12.68	9,662.16	18.00	13,716.00	24.50	18,669.00	23.85	18,173.70	18.00	13,716.00
85	33 41 13	Stm. Swr. Service Cleanout	30	Each	345.00	10,350.00	260.00	7,800.00	240.55	7,216.50	300.00	9,000.00	263.00	7,890.00	75.00	2,250.00	400.00	12,000.00
86	33 46 00	Underdrain, Subbase, 6 inch	2747	Ln. Ft.	5.95	16,344.65	4.40	12,086.80	2.39	6,565.33	12.00	32,964.00	4.25	11,674.75	2.80	7,691.60	3.50	9,614.50
87	s.p.	Exploratory Excavation	73	Cu. Yd.	6.00	438.00	40.00	2,920.00	34.39	2,510.47	100.00	7,300.00	27.00	1,971.00	30.00	2,190.00	12.00	876.00
88	s.p.	Maintenance Gravel	1000	Cu. Yd.	8.50	8,500.00	3.00	3,000.00	17.11	17,110.00	20.00	20,000.00	14.00	14,000.00	6.00	6,000.00	16.00	16,000.00
89	s.p.	Maintenance Gravel, 21AA	250	Cu. Yd.	26.50	6,625.00	6.00	1,500.00	31.25	7,812.50	30.00	7,500.00	19.00	4,750.00	30.00	7,500.00	26.00	6,500.00
90	s.p.	Bypass Pumping and Forcemain Conner	1	Lump Sum		10,375.00		13,000.00		13,060.83		25,000.00		24,839.00		15,000.00		20,000.00
91	s.p.	Structure Outside Drop	1	Each	415.00	415.00	900.00	900.00	770.94	770.94	2,000.00	2,000.00	500.00	500.00	800.00	800.00	800.00	800.00
					\$ 848,553.70		\$ 986,030.81		\$ 1,021,892.52		\$ 1,044,382.96		\$ 1,075,386.70		\$ 1,149,111.55		\$ 1,174,940.56	

DESAL EXCAVATING, INC.

GEORGETOWN
CONSTRUCTION CORP.

KALIN CONSTRUCTION

BALKEMA EXCAVATING

DIVERSCO
CONSTRUCTION CO.

NORTHERN CONSTRUCTION
SERVICES CORP;

CONNAN, INC

Items in italics indicate amounts corrected holding bidders unit price

BID TABULATION 6/19/2013

Contract for: Construction Materials Testing Services
 Project: Kalamazoo Street Reconstruction Phase 2 - Elkenburg St to Lyon St.
 City of South Haven Michigan

	SME		DRIESENGA		NTH	
	Estimated Quantity	Unit Unit	Unit Price	Estimated Amount	Unit Price	Estimated Amount
On-site Technician	528	Hours on site	\$ 25.00	\$ 13,200.00	\$ 40.00	\$ 21,120.00
Overtime: On-site Technician	65	Hours on site	\$ 32.50	\$ 2,112.50	\$ 40.00	\$ 2,600.00
Trip Charge to Site	66	Each round trip	\$159.00	\$ 10,494.00	\$ 40.00	\$ 2,640.00
HMA Technician	16	Hours in plant	\$ 36.00	\$ 576.00	\$ 40.00	\$ 640.00
Overtime - HMA Technician	2	Hours in plant	\$ 41.00	\$ 82.00	\$ 40.00	\$ 80.00
Trip Charge to HMA Plant	2	Each round trip	\$ 50.00	\$ 100.00	\$ 40.00	\$ 80.00
Concrete Cylinder Tests	12	Each cylinder	\$ 5.00	\$ 60.00	\$ -	\$ -
Sieve Analysis for Sand	2	Each test	\$ 45.00	\$ 90.00	\$ 60.00	\$ 120.00
Sieve Analysis for Gravel	2	Each test	\$ 45.00	\$ 90.00	\$ 70.00	\$ 140.00
				<u>\$ 26,804.50</u>		<u>\$ 27,420.00</u>
						<u>\$ 28,798.70</u>



Agenda Item 7

Board & Commission Term Lengths

Background Information:

The City Council will be asked to consider a resolution to place ballot language on the November 5, 2013 ballot, which asks the city's voters whether they wish to amend the city's Charter to remove term limits for the city's appointed boards and commissions. **Please note; this ballot proposal does not seek to change the use of term limits for the City Council.**

As part of this year's priority setting process, the City Council expressed interest in exploring the possibility of removing the term limit provision for board and commission members. That priority is listed below:

Priority #9; City Code & Charter Review

City Council will seek to review and consider possible alterations to the City's Code of Ordinances. The following tasks will be completed:

- During the 2013-14 fiscal year Council will work with staff to review and consider alterations to the City's Code of Ordinances to ensure best practices. Staff will be expected to prepare a variety of code review reports, with possible alterations, for the City Council's consideration.
- Included in the review process, the Council will work with staff to review term limits on appointed boards and commissions, and consider whether term limits are still beneficial to the City of South Haven.

As part of the effort to advance this issue, the city's staff has worked with the city attorney to review whether term limits, for appointed boards and commissions, are common for communities within the State of Michigan and to prepare possible ballot language for the Council's consideration. The city's attorney has noted that the use of term limits for appointed boards and commissions varies amongst communities throughout the state. The attorney further noted that the process for placing the language onto an upcoming ballot requires action from the City Council and officials from the State of Michigan. Should the Council wish to proceed with this process; the Council will need to adopt a resolution which allows staff to forward the proposal to the Governor's office and Attorney General's office for review and comment. Once the review process is completed, then the City Council could consider placing the item onto the November 5, 2013 ballot, for the city resident's consideration.

The ballot language described in the attached resolution reads as follows:

- Shall Chapter 4, Section 4.15 of the City Charter be amended to provide that members of all Boards and Commissions may serve on the same body without term limits?

Recommendation:

The City Council should consider approval of Resolution 2013-42, a resolution which seeks to place ballot language on the November 5, 2013 ballot, which asks the city's voters whether they wish to amend the city's Charter to remove term limits for the city's appointed boards and commissions.

Support Material:

Resolution 2013-42
Sample Ballot Language
FY 2013-14 City Council Adopted Priorities

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2013-42

A RESOLUTION TO APPROVE AND SUBMIT THE LANGUAGE OF THE
PROPOSED AMENDMENT TO CHAPTER 4, SECTION 4.15 OF THE CHARTER
OF THE CITY OF SOUTH HAVEN, MICHIGAN

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 July 15, 2013 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Act No. 279 of the Public Acts of 1909, as amended ("Act 279"), provides that a home rule city may amend its charter in accordance with the provisions of Act 279; and

WHEREAS, the City Council believes that it is in the best interests of the City to amend the City Charter to eliminate the requirement that members of all boards and commissions may serve on the same body for not more than two consecutive terms; and

WHEREAS, it is necessary for the qualified electors of the City to vote on the proposed amendment to City Charter Chapter 4, Section 4.15; and

WHEREAS, Section 21 of Act 279 requires that the form in which proposed amendments to the City Charter shall be submitted on the ballot shall be determined by resolution of the City Council.

NOW THEREFORE it is resolved that:

1. The City Council, by a 3/5 vote of its members, proposes that Chapter 4, Section 4.15 of the City Charter be amended to read as follows:

Chapter 4
Sec. 4.15. Boards and Commissions

The Council shall maintain a City Planning Commission in accordance with and having the powers and duties granted by the provisions of state law relating to such commissions. The Council shall maintain a Zoning Ordinance in accordance with the provisions of state law relating to such ordinances. Insofar as may be, such ordinance shall provide the zoning be coordinated with the work of the City Planning Commission.

The Council shall create by ordinance additional boards or commissions as deemed necessary or as required by law.

Except as required by law, the members of all boards and commissions shall not be subject to term limits.

2. The proposed Charter amendment referenced in this Resolution shall be placed on the ballot in the following form, with a provision for voting "yes" or "no" for its adoption:

SOUTH HAVEN CITY CHARTER AMENDMENT ELIMINATING TERM LIMITS FOR MEMBERS OF BOARDS AND COMMISSIONS

Shall Chapter 4, Section 4.15 of the City Charter be amended to provide that members of all boards and commissions may serve on the same body without term limits?

This amendment is proposed for the purpose of eliminating the City Charter requirement that members of all boards and commissions shall be limited to serving two (2) consecutive terms.

3. The foregoing ballot language and proposed Charter Amendment referenced in this Resolution shall be submitted to the electors, the Governor of the state of Michigan and the Attorney General of the state of Michigan as required by law.
4. A certified copy of this resolution shall be submitted to the Governor of the state of Michigan for his approval or disapproval of this amendment, and to the Attorney General, for his review of the proposed ballot language.
5. The foregoing Charter amendment shall be submitted to the electors for their adoption or rejection at an election to be held on November 5, 2013, or such date to which this election may be rescheduled.
6. The City Clerk shall give notice of such election as required by law. The notice shall include the proposed amendment to the City Charter in full with the existing Charter provisions which would be altered or abrogated. The clerk shall also post the amendment as required by law.
7. The City Manager, City Clerk, and City attorneys are authorized and directed to take any and all actions needed to seek voter approval of this Charter amendment.

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 15 day of July 2013, 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

EXPLANATORY CAPTION

City of South Haven

This amendment is proposed for the purpose of eliminating the City Charter requirement that all Board and Commission members may serve on that same body for not more than two (2) consecutive terms.

Ballot Proposal Language

Shall Chapter 4, Section 4.15 of the City Charter be amended to provide that members of all Boards and Commissions may serve on the same body without term limits?

**City Council Priorities
Fiscal Year 2013-14**

Priority #1; Street Repairs

- City Council will focus on the planning and execution of as many paving projects as possible, throughout the city. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff and the Downtown Development Authority to plan for the construction of the Phoenix Street reconstruction project.
 - During the 2013-14 fiscal year Council will work with staff and consulting engineers on the construction planning and financial planning for the implementation of the Indian Grove infrastructure improvement (e.g. Monroe, Lovejoy, and Kalamazoo Streets) project.
 - Utilizing the grant funding provided by the State of Michigan, through the SRF program, for the Indian Grove infrastructure improvement project, the City will ensure the sanitary sewer system planning is complete and future capital projects will maximize benefit to the sewers.
 - During the 2013-14 fiscal year Council will work with staff to execute paving projects in the 2013 paving season and begin planning for 2014-15 projects.
 - The City will identify a “mix of fixes” and invest in both the resurfacing and the reconstruction of streets. As part of these investments, the City will prioritize the street reconstruction of portions of Kalamazoo Street. And will also prioritize street repair efforts on portions of Center Street, Superior Street, Wilson Street, and Conger Streets.

Priority #2; Economic Development

- City Council will seek to participate in Economic Development efforts for the City of South Haven. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff and the Local Development Finance Authority (LDFA) to redevelop the recently acquired industrial site at 220 Aylworth.
 - During the 2013-14 fiscal year Council will work with staff, local businesses and stake holders to encourage, attract, and maintain local businesses and opportunities.
 - The City will attempt to attract and develop agriculture based businesses and industry within the South Haven community.

- The City will review the current special events and consider new special events, in an attempt to ensure that special events generate a positive economic impact for local businesses, and seek to improve the quality of life of community residents and visitors.
- During the 2013-14 fiscal year Council will focus on continuing to explore and enact partnership opportunities with the local units of government which surround the City of South Haven.
- During the 2013-14 fiscal year Council will focus on supporting training initiatives/internships for existing and potential citizens and businesses in the City of South Haven.
- During the 2013-14 fiscal year Council will refine policies and programs which encourage, whenever fiscally prudent, the purchase of local goods and services.
- During the 2013-14 fiscal year Council will work with staff to develop a plan for the future of the city's dump site, located at Blue Star Hwy and 2nd Avenue.
- During the 2013-14 fiscal year Council will work with staff to monitor the Meijer commercial development, along with the potential development of the adjacent properties, and their effects on the surrounding neighborhoods.

Priority #3; Parks & Public Spaces

- City Council will seek to improve, maintain, and seek funding opportunities for the city's parks and public facilities. The City Council will seek to develop new recreation opportunities within the city. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to complete the planning and develop grant funding requests for the proposed improvements to the city's North Beach Park.
 - Maintenance of the city's various beach access points will be a priority.
 - Explore the possible creation of a "splash pad" water park.
 - During the 2013-14 fiscal year Council will work with staff to complete the construction of the partially grant funded reconstruction of the Elkenburg Park.
 - During the 2013-14 fiscal year Council will work with staff to seek grant funds to assist with the planning and development of improvements in and near the Black River Park. Those improvements should allow greater access to the Black River and attempt to improve water quality.
 - City Council will seek to maintain the public infrastructure within the Dunkley Redevelopment Area.

- During the 2013-14 fiscal year Council will work with staff and the regional community stakeholders to assist with planning and development of the SHARP project.
 - Staff will continue to assist with the development of the South Haven Area Recreation Authority (SHARA)
- During the 2013-14 fiscal year Council will work with staff, concerned volunteers, and impacted property owners/stakeholders to plan and construct a new BMX/Pump Track park facility.
- During the 2013-14 fiscal year Council will work with staff, along with the impacted organizational stakeholders, to create capital improvement plans for the buildings and grounds at the South Haven Center for the Arts and the Liberty Hyde Bailey Museum.
- During the 2013-14 fiscal year Council will explore new park and public space programs which enhance City revenue and provide greater management oversight.
 - The Council will explore park rental programs, and continued updates to the beach parking program, and other revenue enhancements which could be used to benefit the City's parks and public spaces.

Priority #4; Building Improvements & Construction

- City Council will seek to construct and/or improve a portion of the city's public buildings and grounds. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will actively explore concession stand proposals for the South Beach. These proposals may include potential partner agencies to assist with the capital cost for the proposed project.
 - As part of the concession stand planning, City Council will explore improvements which provide greater access to restrooms, family restrooms, changing rooms, accessible improvements, and the possible creation of conference space.
 - During the 2013-14 fiscal year Council will work with staff to complete construction of the partially grant funded reconstruction of the North Marina building.
 - During the 2013-14 fiscal year Council will work with staff to complete the construction of the reconstruction of the Police/Fire Complex. These

improvements are to be financed through the emergency dispatch consolidation savings.

- During the 2013-14 fiscal year Council will work with staff to plan and implement upgrades to the City Hall façade.
- During the 2013-14 fiscal year Council will work with staff to plan and implement upgrades to the Department of Public Works facility, which may include the development of a cold storage area for electric transformers and the possible expansion of the facility's grounds.

Priority #5; Infrastructure Maintenance & Improvements

- City Council will seek to maintain the highest quality public infrastructure. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff and the Board of Public Utilities to explore the city's sanitary sewer system and eliminate inflow and infiltration of storm water connections from flowing to the Waste Water Treatment Plant.
 - During the 2013-14 fiscal year Council will work with staff to plan and explore the possible creation of a Corridor Improvement District, which seeks to improve the public infrastructure on portion of Broadway and Phoenix Streets.

Priority #6; Bicycle & Pedestrian Pathways

- City Council will seek to plan and construct bicycle paths throughout the city. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to complete construction of the partially grant funded Van Buren Trail bicycle pathway project, which connects bicycle riders from the city's downtown to the State of Michigan's Van Buren State Park.
 - During the 2013-14 fiscal year Council will work with staff on the planning and development of the Blue Star Highway multi-use trail project.

Priority #7; Budget Controls

- City Council will seek to develop policies and procedures which assure budget controls and cost containment are a priority.

- During the 2013-14 fiscal year Council will work with staff to plan and develop an operating budget which aligns with the decreasing State and local anticipated revenues.
 - During the 2013-14 fiscal year Council will seek to update the City's capital improvement plan. That plan will seek to incorporate and update the adopted Infrastructure Improvement Plan, WWTP Capital Plan, Indian Grove Infrastructure Plan, and Electric System Capital, and seek to guide spending decisions and budget planning for the next ten (10) years.
- During the 2013-14 fiscal year Council will work with staff to ensure the City of South Haven complies with the requirements of the State of Michigan's Economic Vitality Incentive Program (EVIP) to ensure maximum revenue is returned to the city.

Priority #8; Central Business District Maintenance & Improvements

- City Council will seek to improve the city's downtown central business district. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to plan and implement repairs and maintenance of the downtown public infrastructure.
 - During the 2013-14 fiscal year Council will work with staff to review funding options to make improvements in the city's downtown.
 - During the 2013-14 fiscal year Council will work with staff to plan and implement the development of a public WIFI system in the Central Business District.

Priority #9; City Code & Charter Review

- City Council will seek to review and consider possible alterations to the City's Code of Ordinances. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to review and consider alterations to the City's Code of Ordinances to ensure best practices. Staff will be expected to prepare a variety of code review reports, with possible alterations, for the City Council's consideration.
 - Included in the review process, the Council will work with staff to review term limits on appointed boards and commissions, and consider whether term limits are still beneficial to the City of South Haven.

Priority #10; Customer Service

- City Council will seek to improve customer service and support from the city's various departments. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to plan and implement customer service and job training to city staff, focusing on improving the public's impression of and interaction with the city's staff.

Priority #11; Land Acquisition

- City Council will explore the possible acquisition of property which present specific value (e.g., recreational and/or environmental) to the citizens and guests of the City of South Haven. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to seek grant funds to assist with the potential acquisition of the privately owned, undeveloped parcels adjacent to Lake Michigan and/or the Black River.
 - During the 2013-14 fiscal year Council will work with staff and the South Haven Public School system to seek grant funding for the purchase of the Packard Park property.

Priority #12; Explore Youth Services Programs

- City Council will explore the possible expansion of services tailored to address the needs of local youth. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to explore the possible development of youth services. Staff will seek to develop possible partnerships to develop youth services programs. Staff will seek possible funding sources to offset the service costs.



Agenda Item 8

Corridor Improvement District

Background Information:

The City Council will be asked to consider a resolution of intent to proceed with the establishment of a Corridor Improvement Authority to address issues related to the I-196 Business Loop and M-43 in the city limits.

As part of this year's priority setting process, the City Council expressed interest in planning improvements to the I-196 Business Loop and exploring financing for those improvements. That priority is listed below:

Priority #5; Infrastructure Maintenance & Improvements

City Council will seek to maintain the highest quality public infrastructure. The following tasks will be completed:

- During the 2013-14 fiscal year Council will work with staff and the Board of Public Utilities to explore the city's sanitary sewer system and eliminate inflow and infiltration of storm water connections from flowing to the Waste Water Treatment Plant.
- During the 2013-14 fiscal year Council will work with staff to plan and explore the possible creation of a Corridor Improvement District, which seeks to improve the public infrastructure on portion of Broadway and Phoenix Streets.

For tonight's meeting, staff has prepared the necessary materials for the City Council to consider whether or not to proceed with the establishment of the proposed Corridor Improvement Authority.

Recommendation:

The City Council should consider approval of Resolution 2013-43, a resolution of intent to proceed with the establishment of a Corridor Improvement Authority to address issues related to the I-196 Business Loop and M-43 in the city limits.

Support Material:

Staff Report
Resolution 2013-43
Notice of Public Hearing
Development Area Boundaries
Step Sheet for Establishment of Corridor Improvement Authority
Staff Report RE: Personal Property Taxes

June 28, 2013

TO: Brian Dissette

FR: Paul VandenBosch

RE: Corridor Improvement Authority, Resolution of Intent

Staff is requesting that City Council consider establishing a Corridor Improvement Authority to address issues related to the I-196 Business Loop and M-43 in the city limits.

A Corridor Improvement Authority is governed by a board of members appointed by the Mayor. A majority of the board should be persons who own property or a business within the development area. At least one of the members should be a resident of the development area or within 1/2 mile from the development area.

A Corridor Improvement Authority is similar to a Downtown Development Authority in that it can receive tax increment financing to manage and implement improvements in the public right of way. Improvements may include streetscaping, beautification, pedestrian crossings and changes to the road configuration.

In order to capture tax increment financing, a Development Plan and Tax Increment Financing Plan must be approved. Funding comes from tax capture on increases in property values over the base year when the CID was established. Tax captures from properties in the district stay within the district to be used for streetscaping and other public improvements within the district. The affected taxing jurisdictions include the City of South Haven, Van Buren County and Lake Michigan College.

Because the state legislature is considering changes to the Property Tax Act, it is unclear whether tax increment financing districts should be established in 2013. In particular, elimination of the personal property tax would have a negative impact on future revenues of a Development Plan approved in 2013. Until the legislature acts, legal counsel has recommended that the City delay approving a Development Plan and Tax Increment Financing Plan. An Authority CAN be established prior to action by the state legislature.

Staff is currently working with a consultant to do traffic counts, which will eventually be used to develop plans which would be recommended to MDOT and the Van Buren County Road Commission. Establishing an Authority would help staff ensure that the plans are developed with input from property owners and the public.

A Resolution of Intent is the first step in establishing a Corridor Improvement Authority. Upon approval of the resolution by City Council, staff will then prepare a notice of public hearing for newspaper publication, posting and mailing to property owners and taxing jurisdictions. The Council would then hold a public hearing, and after a waiting period, would then consider a resolution establishing the authority. The Mayor would then appoint the authority board with approval of the City Council.

Staff Recommendation: Approve the Resolution of Intent.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2013-43

A RESOLUTION OF INTENT TO ESTABLISH A CORRIDOR
IMPROVEMENT AUTHORITY AND SETTING A PUBLIC HEARING

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 July 15, 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 Corridor Improvement Authority Act, 2005 PA 280, as amended, MCL 125.2871 *et seq.* (the "Act") authorizes the City of South Haven to establish a corridor improvement authority (an "Authority") as a means for the City to address issues facing commercial corridors outside traditional downtown areas; and

WHEREAS, the City has reviewed the requirements of the Act and determined that it is in the best interests of the City to establish an Authority to capture tax increment revenues to foster economic development, redevelop commercial corridors, and promote economic growth within a development area; and

WHEREAS, the Act requires the City Council to hold a public meeting on the establishment of the Authority; and

WHEREAS, the City wishes to resolve its intent to establish an Authority in accordance with the requirements of the Act, and schedule a public hearing concerning the establishment of an Authority.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council finds that it is in the best interests of the City and the public to provide for the redevelopment of its commercial corridors and promote economic growth outside its traditional downtown area.
2. The City Council hereby declares its intent to establish and operate an Authority in the City.
3. The proposed development area within which the Authority will operate is the property legally described and depicted on the attached **Exhibit A** (the "Development Area").
4. The City Council finds that Development Area meets the criteria set forth in section 5 of the Act, as follows:

(a) Is adjacent to or is within 500 feet of a road classified as an arterial or collector according to the federal highway administration manual "Highway Functional Classification - Concepts, Criteria and Procedures;"

(b) Contains at least 10 contiguous parcels or at least 5 contiguous acres;

(c) More than 1/2 of the existing ground floor square footage in the Development Area is classified as commercial real property under section 34c of the General Property Tax Act, 1893 PA 206, MCL 211.34c;

(d) Residential use, commercial use, or industrial use has been allowed and conducted under the zoning ordinance or conducted in the entire Development Area, for the immediately preceding 30 years;

(e) Is presently served by municipal water or sewer;

(f) Is zoned to allow for mixed use that includes high-density residential use;

(g) The City agrees to all of the following;

(i) To expedite the local permitting and inspection process in the Development Area.

(ii) To modify its master plan, to the extent necessary, to provide for walkable nonmotorized interconnections, including sidewalks and streetscapes throughout the Development Area.

5. Pursuant to section 6 of the Act, the City shall hold a public hearing concerning the establishment of the Authority and designation of the Development Area on August 19, 2013, at 7:30 p.m., at City Hall, 539 Phoenix St., South Haven, MI 49090.

6. Notice of the public hearing shall be in the form attached as **Exhibit B** subject to changes approved by the City Manager.

7. Pursuant to section 6 of the Act, notice of the public hearing shall be published twice in a newspaper of general circulation in the City not less than 20 days and not more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the City Clerk shall mail notice of the hearing to the property taxpayers of record in the Development Area, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture by the Authority once a tax increment financing plan is approved, and to the State Tax Commission. The City Clerk shall also cause notice of the hearing to be posted in at least 20 conspicuous and public places in the Development Area not less than 20 days before the hearing.

8. That all resolutions or parts of resolutions are, to the extent of any conflict with this resolution, hereby rescinded.

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 15 day of July 2013, 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

**CITY COUNCIL
CITY OF SOUTH HAVEN
Van Buren and Allegan Counties, Michigan**

**NOTICE OF PUBLIC HEARING
ON PROPOSED CORRIDOR IMPROVEMENT AUTHORITY**

On August 19, 2013, during a meeting of the South Haven City Council which begins at 7:00 p.m. at City Hall, 539 Phoenix St., South Haven, Michigan, there will be a public hearing on the proposed establishment of the South Haven Corridor Improvement Authority (the "Authority") and to designate a proposed development area pursuant to the Corridor Improvement Authority Act, 2005 PA 280, as amended, MCL 125.2871 *et seq.*

The Authority would be empowered to capture tax increment revenues to foster economic growth and redevelopment of a development area in the City. The proposed development area is described on the attached **Exhibit 1**. A legal description and a map of the proposed development area is available for inspection at the office of the City Clerk, 529 Phoenix St., South Haven, Michigan, during normal City business hours, Monday through Friday, excluding City holidays. Written comments concerning the proposed amendment may be submitted to the City Clerk by first class mail or in person up to the meeting time.

All aspects of the proposed creation of the Authority and the designation of the development area will be open for discussion at the public hearing. At the time set for hearing, City Council will provide an opportunity for all interested persons to be heard and shall receive and consider communications in writing with reference to the matter. The hearing will provide the fullest opportunity for expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the establishment of the Authority and the designation of the development area.

Date: _____, 2013

Amanda Morgan, City Clerk

THE SOUTH HAVEN CITY HALL IS BARRIER FREE AND THE CITY OF SOUTH HAVEN WILL PROVIDE THE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES FOR PERSONS WITH DISABILITIES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON SEVEN (7) DAYS NOTICE TO THE SOUTH HAVEN CITY CLERK. INDIVIDUALS WITH DISABILITIES REQUIRING SERVICES SHOULD CONTACT THE CITY CLERK BY WRITING OR CALL THE SOUTH HAVEN CITY HALL.

Exhibit 1

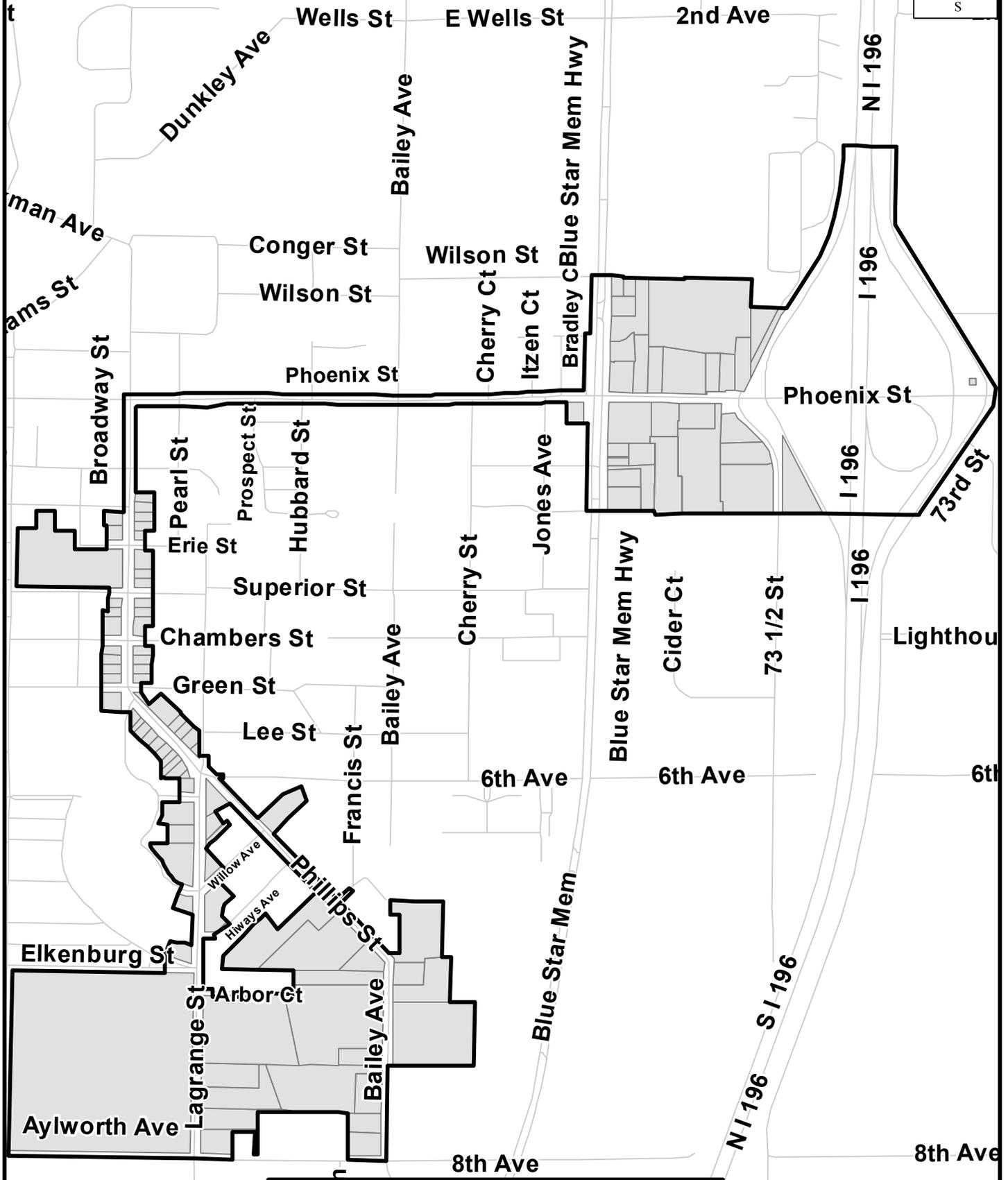
Corridor Improvement Authority Proposed Development Area

Lands being in Sections 2, 10 and 11, Town 1 South, Range 17 West, described as: Commencing at the Northeast corner of said Section 11; thence West along the North line of said Section 11 to the Easterly line of I-196 Service Road and the place of beginning of this description; thence Southwesterly along said Road to a point 812.31 feet South line of North line of said Section 11; thence West parallel with said North line to the North and South Quarter line; thence continue West parallel with said North line 858 feet; thence North 30.31 feet; thence West to the East line of M. Jones Addition to the City of South Haven; thence North along said East line to the South line of Lot 6 in Block 2; thence Westerly along said South line to the West line of Lot 6, Block 2 of M. Jones Addition to the City of South Haven; thence North along the West line of Lots 6, 4 and 2 to the South line of Phoenix Street; thence West on said line to the West line of Block 2, Dyckman, Hale and Co.'s Addition; thence South along said West line of Blocks 2 and 8 of said Addition 587 feet to the Southwest corner of Lot 3 said Block 8; thence East along the South line of said Lot, 132 feet to the Southeast corner of said Lot; thence South along the East line of Lots 6, 7, 10 and 11 said Block 8 a distance of 268 feet to the Southeast corner of said Lot 11; thence West along the South line of said Lot 11 a distance of 57 feet; thence South 132 feet to the North line of Block 10 of said Addition; thence East on said North line to the East line of Lot 6 said Block 10; thence South along the East line of Lots 6, 7, 8 and 9 said Block 10 to the North line of Superior Street; thence South 66 feet to the North line of Block 13 of Dyckman, Hale & Co.'s Addition; thence South along the East line of Lots 6, 7 and 8 said Block 13 to the Southeast corner of said Lot 8; thence West 55 feet; thence South to the North line of Block 14 of said Addition; thence East on said North line to the Northeast corner of said Lot 6, Block 14; thence South along the East line of Lots 6, 7, 8 and 9 said Block 14 to the Southeast corner of Lot 9; thence West on same to a point North of a line that is 56 feet East of the Northwest corner of Block 15; thence South 66 feet to said point on the North line of Block 15 of said Addition; thence Southeasterly 93.07 feet to a point on the North line of Lot 6 said Block; thence Northeasterly on said North line 107 feet to the Northeast corner of Lot 6 said Block 15; thence Southeasterly along the Easterly lines of Lots 6, 7, 8, 9, 10 and 11 said Block 15 to the East line of said Block 15; thence South on said East line to a point West of the Northwest corner of Harrison's Addition; thence East to the Northwest corner of Lot 1 said Addition; thence East on the North line of Lots 1 and 2 a distance of 97 feet to the East line of the West Half of Lot 2 of Harrison's Addition; thence South on said line to the North line of South Haven Place; thence South 33 feet to the North line of the Supervisor's Plat of Phillips Street Addition; thence West along same to the Northeasterly line of Phillips Street; thence Southeasterly along same to the Northwesterly corner of Lot 8 of Supervisor's Plat of Phillips Street Addition; thence Northeasterly on the line between Lots 7 and 8 said Plat a distance of 239.9 feet; thence Northeasterly 137.9 feet to the North line of Phillips Street Addition; thence Southwesterly on same, 109.7 feet; thence Southerly 330 feet

along the line between Lots 8 and 13 and between Lots 8 and 9 said Plat to the Northeasterly line of Phillips Street; thence Southeasterly along same to the line common between Sections 10 and 11; thence East 66 feet; thence Northerly 264 feet; thence West 66 feet to the line common between Section 10 and 11; thence Northerly on same, 101.6 feet to a point 824.8 feet South of the West Quarter post of Section 11; thence East 368 feet; thence South 398.6 feet parallel with the West line of Section 11; thence East 62 feet; thence South 311.70 feet to the North line of the South 439.3 feet of the North Half of the Southwest Quarter of the Southwest Quarter; thence East to the East line of the West 600 feet of the North Half of the Southwest Quarter of the Southwest Quarter; thence South on same 439.30 feet to the South line of the North Half of the Southwest Quarter of the Southwest Quarter; thence West 600 feet to the line common between Sections 10 and 11; thence South along same to the Southeast corner of Section 10; thence West on the South line of Section 10 a distance of 264.13 feet; thence North 296.15 feet; thence West 625.25 feet; thence South 296.30 feet; thence West 20.00 feet; thence North 156.00 feet; thence West 152.62 feet; thence South 189.00 feet to the South line of Section 10; thence West along same to the North and South Quarter line; thence North on same to the South line of Elkenburg Street projected; thence East on same to a point South of the Southwest corner of Lot 20, Ravinia Park Addition; thence North to the Southwest corner Lot 20, Block 7 of Ravinia Park Addition; thence Northeasterly on the West line of said Lot 20 a distance of 101.00 feet; thence Southeasterly along the North line of Lots 20, 21 and 22 said Addition to the West line of LaGrange Street; thence North on same 215.80 feet to the Southeast corner of Lot 12, Block 5 said Addition; thence along the South line of said Lots 12 and 11 a distance of 140.10 feet to the West line of Lot 11; thence Northeasterly on said West line and its projection to the South line of Block 3 said Addition; thence Northwesterly along the Westerly line of said Block 3 to the centerline of Deerfield Court (vacated); thence East on said centerline to a point 36 feet South and 23.88 feet West of the Southwest corner of Lot 10, Block 2 of said Addition; thence North 136 feet; thence West 62.18 feet to the Westerly line of said Block 2; thence Northeasterly along same 152.90 feet to the North line of said Block 2; thence East on same 117.20 feet; thence North to the Southeast corner of Lot 3, Block 1, Ravinia Park Addition; thence North on same 100 feet to the North line of Block 1 said Addition; thence West on same to the Southeast corner of Lot 23, Assessor's Plat of the Merrill Addition; thence North along the West line of Lots 33 and 32 of the Assessor's Plat of the Merrill Addition 116.1 feet; thence Northwesterly along the Westerly line of Lots 31, 30, 29, 28 and 27 of said Addition 298.05 feet to the East line of Broadway; thence North along same 127.20 feet; thence West to the Southeast corner of Lot 15, Assessor's Plat of the Merrill Addition; thence West 132 feet along the South line of said Lot; thence North 165 feet to the South line of Block 26, Dyckman, Hale & Co.'s Addition; thence continue North along the West line of Lots 8, 5, 4 and 1 and there projection, said Block 26 to the South line of Block 23 of said Addition; thence North along the West line of Lots 8, 5 and 4 said Block 23 a distance of 174 feet; thence East 40 feet; thence North 156 feet to the South line of Block 11, Dyckman, Hale & Co.'s Addition; thence West along the South line of said Block

11 and Block 12 of said Addition to the West line of said Block 12; thence North along same to the South line of Block 5, Dyckman, Hale & Co.'s Addition; thence continue North on the West line of Lots 7 and 6 of said Block 5 a distance of 76 feet; thence East to the West line of Lot 4 of said Block 5; thence North on same to the North line of said Lot 4; thence East on the North line of Lots 4 and 3 said Block 5 a distance of 132 feet; thence South on the East line of said Lot 3 a distance of 132 feet; thence East on the North line of Lot 9 to the East line of Lot 9 said Addition; thence South to the North line of Block 12, Dyckman, Hale & Co.'s Addition; thence East to a point South of the West line of the East 112 feet of Lot 6, Block 6 said Addition; thence North to the South line of Block 6, Dyckman, Hale & Co.'s Addition; thence North along the West line of the East 112 feet of Lots 6 and 2, said Block 6 a distance of 103 feet; thence West 20 feet; thence North to the North line of said Block 6 said Addition; thence East on same 132 feet; thence North to the East line of Block 7, Dyckman, Hale & Co.'s Addition to the South line of Block 3, Dyckman, Hale & Co.'s Addition; thence North along the East line of Block 3 said Addition to the Southeast corner of Block 9, Hale, Conger & Co.'s Addition; thence East along the North line of Phoenix Street to the Southwest corner of Block 5, Hale, Conger & Co.'s Addition; thence North along the West line of Lots 25, 24 & 23 said Block 5 a distance of 198 feet; thence East to the West line of Lot 19, Block 5 said Addition; thence North along same 198 feet to the North line of said Lot 19; thence East on same to the Southeast corner of Prospect and Church Streets; thence South to a point 49.5 feet South of the Southwest corner of Lot 10 said Addition; thence Northeasterly to a line 86 feet East of the West line of said Lot 19; thence South on said line to the North line of Phoenix Street; thence on the North line of Phoenix Street to the East line of Block 1, M. Jones 2nd Addition; thence North on the East line of Block 1 said Addition to the South line of Block 2 of said Addition; thence East on said South line and its projection to the West Eighth line of Section 2; thence North on said Eighth line to a point 835 feet North of the South line of Section 2; thence parallel with the South line of Section 2, North 88° 06' 17" East to the Easterly line of Blue Star Memorial Highway; thence continue North 88° 06' 17" East to a point 1086.5 feet West of the North and South Quarter line of Section 2; thence South parallel with said Quarter line 16.5 feet; thence North 88° 06' 17" East 426.5 feet; thence North 10.5 feet; thence North 88° 06' 17" East 460 feet; thence South 189.44 feet; thence East 233.43 feet to the Westerly right of way of Highway I-196; thence Northeasterly along said right of way to a point 1716.70 feet North of the South line of Section 2; thence parallel with said South line North 88° 04' 22" East to the Easterly line of the I-196 Service Road; thence South and Easterly on the East line of said Service Road to the place of beginning, EXCEPT Lots 2 - 5 and Lots 10 - 14, Dean's Addition, ALSO EXCEPT Lots 2 and 3, Willow Avenue Subdivision, ALSO EXCEPT Lots 2 - 12, Part of Lot 17 and Lots 18 - 25, Hiways Addition.

Exhibit C: Development Area Boundary Map



3/7/2013

CITY OF SOUTH HAVEN

**Establishing a Corridor Improvement Authority and Approving
Development and Tax Increment Financing Plans**

The City is considering establishing a Corridor Improvement Authority (the “Authority”) and adopting a development plan and tax increment financing (“TIF”) plan under the Corridor Improvement Authority Act (the “Act”).¹ The purpose of this step sheet is to provide a brief outline of the process that must be followed to establish the Authority and prepare the plans.

<u>Dates</u>	<u>Description</u>
July 15, 2013	<p>Step 1: <u>Resolution of Intent</u>. The City Council adopts a resolution declaring its intent to create and provide for the operation of an authority,² which designates the proposed boundaries of the development area, states that the development area meets the criteria set forth in section 5 of the Act,³ and sets a public hearing regarding the establishment of the Authority.</p> <p><u>Please send two certified copies of the resolution after it is adopted to Clark Hill.</u></p>
	<p>Step 2: <u>Notice of Public Hearing</u>. Notice of the public hearing, including date, time, and location must be given as follows⁴:</p>
<p><u>First Publication:</u> Not earlier than July 9, 2013</p> <p><u>Second Publication:</u> Not later than July 29, 2013</p>	<p>A. Published twice in a newspaper of general circulation in the City not less than 20 days and not more than 40 days before the hearing date.</p> <p><u>Please request three affidavits of publication of each publication, and send two copies to Clark Hill.</u></p>
No later than July 29, 2013	<p>B. Mailed to the property taxpayers of record for property in the proposed development area not less than 20 days before the hearing date.</p> <p><u>Please send two copies of an affidavit of mailing to Clark Hill.</u></p>
No later than July 29, 2013	<p>C. Mailed, via certified mail, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan approved not less than 20 days before the hearing date.</p>

¹ 2005 PA 280, as amended, MCL 125.2871 *et seq.*

² MCL 125.2876(1)(a).

³ MCL 125.2875 provides the following criteria: (a) a development area must be adjacent to or within 500 feet of an arterial or collector road; (b) contain at least 10 contiguous parcels or at least 5 contiguous acres; (c) more than ½ of the ground floor square footage must be classified as commercial real property; (d) residential use, commercial use, or industrial use has been allowed under the zoning ordinance or conducted in the entire development area, for the past 30 years; (e) is presently served by municipal water or sewer; (f) is zoned to allow for mixed use that includes high-density residential use, and; (g) the City agrees to expedite local permitting and inspection process, and modify its master plan to provide for walkable non-motorized paths.

⁴ MCL 125.2876(2).

	<u>Please send copies of the certified mail receipt to Clark Hill.</u>
No later than July 29, 2013	D. Mailed, via certified mail, to the State Tax Commission not less than 20 days before the hearing date. <u>Please send copies of the certified mail receipt to Clark Hill.</u>
No later than July 29, 2013	E. Posted in at least 20 conspicuous and public places within the proposed development area not less than 20 days from the date of the hearing. <u>Please send two copies of an affidavit of posting to Clark Hill.</u>
August 19, 2013	Step 3: <u>Public Hearing</u> . The City Council holds a public hearing on the formation of the proposed Authority.
No earlier than the October 21, 2013, City Council Meeting	Step 4: <u>Resolution Establishing Authority</u> . Not less than 60 days after the public hearing, the City Council adopts a resolution establishing the authority and designating the boundaries of the development area. ⁵ <u>Please send two certified copies of the resolution after its adoption to Clark Hill.</u>
<u>Date of filing:</u> _____, 2013 <u>Date published:</u> _____, 2013	Step 5: <u>Filing of Resolution</u> . The resolution is filed with the Secretary of State and is published at least once in a newspaper of general circulation in the City. ⁶
	Step 6: <u>Appointment of Authority Board</u> . The Mayor appoints, with the approval of the City Council, 5 to 9 members (with the number determined by City Council), including the Mayor or his designee to the Authority Board. A majority of the members of the Board shall be persons having an ownership or business interested in property located in the development area. At least one member must be a resident of the development area or reside within ½ mile of any part of the development area. ⁷ Members must be appointed initially for staggered terms, expiring in 1 to 4 years. ⁸ After the initial appointments, members serve 4 year terms. ⁹ The members elect a Board Chairperson. ¹⁰

⁵ MCL 125.2876(3).

⁶ MCL 125.2876(3).

⁷ MCL 125.2878(1).

⁸ MCL 125.2878(1).

⁹ MCL 125.2878(1).

¹⁰ MCL 125.2878(1).

	<p>Step 7: <u>Oath of Office</u>. Board members take the constitutional oath of office.¹¹</p> <p><u>ADOPTING A DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN</u></p>
	<p>In order to implement projects in the development area established in Step 1, the Authority may prepare for City Council approval, a development plan and a TIF plan.</p>
	<p>Step 8: <u>Preparation of Development Plan & TIF Plan</u>. The Authority Board prepares, approves and recommends City Council approval of a development plan and TIF plan.</p>
<p><u>Date of Hearing:</u> _____, 2013</p>	<p>Step 9: <u>Public Hearing on the Plans</u>. City Council sets a public hearing on the development and TIF plans.¹²</p>
	<p>Step 10: <u>Notice of Public Hearing on Development & TIF Plan</u>. Notice of a public hearing on the plan is given in the following manner:</p>
<p><u>First Publication:</u> _____, 2013</p> <p><u>Second Publication:</u> _____, 2013</p>	<p>A. Published twice in a newspaper of general circulation in the City, the first of which shall not be less than 20 days before the hearing date.</p> <p><u>Please request three affidavits of publication and send two copies to Clark Hill.</u></p>
<p>No later than _____, 2013</p>	<p>B. Posted in at least 20 conspicuous and public places within the development area not less than 20 days before the hearing date.</p> <p><u>Please send two affidavits of posting to Clark Hill.</u></p>
<p>No later than _____, 2013</p>	<p>C. Mailed to the property taxpayers of record for property in the development area not less than 20 days before the hearing date.</p> <p><u>Please send two affidavits of mailing to Clark Hill.</u></p>
<p>No later than _____, 2013</p>	<p>D. Mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the TIF plan is approved not less than 20 days before the hearing date.¹³</p> <p><u>Please send two affidavits of mailing to Clark Hill.</u></p>

¹¹ MCL 125.2878(2).

¹² MCL 125.2892.

¹³ MCL 125.2892(1).

<p>Prior to the public hearing</p>	<p>Step 11: <u>Opportunity to Meet with Taxing Jurisdictions</u>. Prior to holding the public hearing on the development and TIF plans, the City must provide a reasonable opportunity for taxing jurisdictions levying taxes within the development area subject to capture to meet with the City Council to discuss the implications of the plans.¹⁴</p>
<p>_____, 2013</p>	<p>Step 12: <u>Public Hearing</u>. City Council holds a public hearing on the proposed development and TIF plans.¹⁵</p>
<p>Opt-out period expires: _____, 2013 (60 days after public hearing)</p>	<p>Step 13: <u>Taxing Jurisdictions Opt-out Period</u>. Not more than 60 days after the public hearing on the development and TIF plans, the governing body of a taxing jurisdiction may, by adopting and filing a resolution with the City Clerk, exempt its taxes from capture.¹⁶</p>
<p>No sooner than: _____, 2013 (after opt-out period)</p>	<p>14. <u>Plan Approval</u>. City Council by resolution approves, rejects, or approves with modifications the development and TIF plans.¹⁷ In its resolution approving the plan, the City Council indicate that it base its approval of the development and TIF plans is based on a determination that (a) the plan meets the Act’s requirements; (b) the proposed method of financing the development feasible; (c) the development is reasonable and necessary to carry out the purposes of the Act; (d) the land within the development area to be acquired (if any) is reasonably necessary to carry out the purposes of the plan and the Act in an efficient and economically satisfactory manner; (e) the development plan is in reasonable accord with the City’s Master Plan; (f) public services, such as police, fire, and utilities, are or will be adequate to service the area, and (g) changes in zoning, streets, street levels, intersections and utilities are reasonably necessary for the project and for the City.¹⁸</p> <p><u>Please send two certified copies of the resolution adopting the development and TIF plans to Clark Hill.</u></p>

¹⁴ MCL 125.2888.

¹⁵ MCL 125.2892(3).

¹⁶ MCL 125.2888.

¹⁷ MCL 125.2893.

¹⁸ MCL 125.2893.



City of South Haven

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

Date: July 9, 2013
To: Brian Dissette, City Manager
From: Wendy Hochstedler, Finance Director
Subject: Personal Property & the Corridor Improvement District

I have had recent discussions with the State Tax Commission and the City's legal counsel regarding the impact of recent legislation involving personal property taxes and how it can affect the proposed Corridor Improvement District.

The issue with creation of authorities and the adoption of plans at this time is that the initial assessed value of the development area will include the taxable value of all of the personal property. Exempt personal property will then be removed from the tax rolls in the near future and count as a loss in the current taxable value. Conceivably the current taxable value will go lower than the initial taxable value, thus eliminating any tax capture.

The total taxable value for the proposed Corridor Improvement District is estimated at \$15,200,000, including 107 personal property parcels assessed at \$1,472,400, or approximately 10% of the value of the district. Public Act 402 exempts all commercial and industrial personal property owned by a single taxpayer and contained within a local tax collecting unit, if the total value of the industrial and commercial personal property is less than \$40,000. Forty percent of the total personal property value or \$590,700 stands to be eliminated entirely beginning in the 2014 tax year, because it consists of personal property parcels with assessments of \$40,000 or lower. This exemption would lead current taxable value to drop nearly 4% below initial taxable virtually right from the start, requiring a 4% increase in values just to get back to zero.

According to Jim Mills from the State Tax Commission, the legislation is being followed very closely and many believe there's the possibility of statutory fixes being introduced this summer that will alleviate this problem for new authorities by allowing them to exclude personal property from capture. If there is no statutory fix, the problem can be dealt with by waiting to adopt development & financing plans until after the personal property tax exemptions go into effect. This way the exempt personal property will not count in either the initial assessed value of the current assessed value.

Due to the uncertainty of what may come out of the Legislature on this issue, municipal attorneys are cautioning local units to delay the establishment of new districts and the adoption of plans until the issues surrounding the implementation of personal property exemptions have been resolved. I concur with this recommendation.

**City Council Priorities
Fiscal Year 2013-14**

Priority #1; Street Repairs

- City Council will focus on the planning and execution of as many paving projects as possible, throughout the city. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff and the Downtown Development Authority to plan for the construction of the Phoenix Street reconstruction project.
 - During the 2013-14 fiscal year Council will work with staff and consulting engineers on the construction planning and financial planning for the implementation of the Indian Grove infrastructure improvement (e.g. Monroe, Lovejoy, and Kalamazoo Streets) project.
 - Utilizing the grant funding provided by the State of Michigan, through the SRF program, for the Indian Grove infrastructure improvement project, the City will ensure the sanitary sewer system planning is complete and future capital projects will maximize benefit to the sewers.
 - During the 2013-14 fiscal year Council will work with staff to execute paving projects in the 2013 paving season and begin planning for 2014-15 projects.
 - The City will identify a “mix of fixes” and invest in both the resurfacing and the reconstruction of streets. As part of these investments, the City will prioritize the street reconstruction of portions of Kalamazoo Street. And will also prioritize street repair efforts on portions of Center Street, Superior Street, Wilson Street, and Conger Streets.

Priority #2; Economic Development

- City Council will seek to participate in Economic Development efforts for the City of South Haven. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff and the Local Development Finance Authority (LDFA) to redevelop the recently acquired industrial site at 220 Aylworth.
 - During the 2013-14 fiscal year Council will work with staff, local businesses and stake holders to encourage, attract, and maintain local businesses and opportunities.
 - The City will attempt to attract and develop agriculture based businesses and industry within the South Haven community.

- The City will review the current special events and consider new special events, in an attempt to ensure that special events generate a positive economic impact for local businesses, and seek to improve the quality of life of community residents and visitors.
- During the 2013-14 fiscal year Council will focus on continuing to explore and enact partnership opportunities with the local units of government which surround the City of South Haven.
- During the 2013-14 fiscal year Council will focus on supporting training initiatives/internships for existing and potential citizens and businesses in the City of South Haven.
- During the 2013-14 fiscal year Council will refine policies and programs which encourage, whenever fiscally prudent, the purchase of local goods and services.
- During the 2013-14 fiscal year Council will work with staff to develop a plan for the future of the city's dump site, located at Blue Star Hwy and 2nd Avenue.
- During the 2013-14 fiscal year Council will work with staff to monitor the Meijer commercial development, along with the potential development of the adjacent properties, and their effects on the surrounding neighborhoods.

Priority #3; Parks & Public Spaces

- City Council will seek to improve, maintain, and seek funding opportunities for the city's parks and public facilities. The City Council will seek to develop new recreation opportunities within the city. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to complete the planning and develop grant funding requests for the proposed improvements to the city's North Beach Park.
 - Maintenance of the city's various beach access points will be a priority.
 - Explore the possible creation of a "splash pad" water park.
 - During the 2013-14 fiscal year Council will work with staff to complete the construction of the partially grant funded reconstruction of the Elkenburg Park.
 - During the 2013-14 fiscal year Council will work with staff to seek grant funds to assist with the planning and development of improvements in and near the Black River Park. Those improvements should allow greater access to the Black River and attempt to improve water quality.
 - City Council will seek to maintain the public infrastructure within the Dunkley Redevelopment Area.

- During the 2013-14 fiscal year Council will work with staff and the regional community stakeholders to assist with planning and development of the SHARP project.
 - Staff will continue to assist with the development of the South Haven Area Recreation Authority (SHARA)
- During the 2013-14 fiscal year Council will work with staff, concerned volunteers, and impacted property owners/stakeholders to plan and construct a new BMX/Pump Track park facility.
- During the 2013-14 fiscal year Council will work with staff, along with the impacted organizational stakeholders, to create capital improvement plans for the buildings and grounds at the South Haven Center for the Arts and the Liberty Hyde Bailey Museum.
- During the 2013-14 fiscal year Council will explore new park and public space programs which enhance City revenue and provide greater management oversight.
 - The Council will explore park rental programs, and continued updates to the beach parking program, and other revenue enhancements which could be used to benefit the City's parks and public spaces.

Priority #4; Building Improvements & Construction

- City Council will seek to construct and/or improve a portion of the city's public buildings and grounds. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will actively explore concession stand proposals for the South Beach. These proposals may include potential partner agencies to assist with the capital cost for the proposed project.
 - As part of the concession stand planning, City Council will explore improvements which provide greater access to restrooms, family restrooms, changing rooms, accessible improvements, and the possible creation of conference space.
 - During the 2013-14 fiscal year Council will work with staff to complete construction of the partially grant funded reconstruction of the North Marina building.
 - During the 2013-14 fiscal year Council will work with staff to complete the construction of the reconstruction of the Police/Fire Complex. These

improvements are to be financed through the emergency dispatch consolidation savings.

- During the 2013-14 fiscal year Council will work with staff to plan and implement upgrades to the City Hall façade.
- During the 2013-14 fiscal year Council will work with staff to plan and implement upgrades to the Department of Public Works facility, which may include the development of a cold storage area for electric transformers and the possible expansion of the facility's grounds.

Priority #5; Infrastructure Maintenance & Improvements

- City Council will seek to maintain the highest quality public infrastructure. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff and the Board of Public Utilities to explore the city's sanitary sewer system and eliminate inflow and infiltration of storm water connections from flowing to the Waste Water Treatment Plant.
 - During the 2013-14 fiscal year Council will work with staff to plan and explore the possible creation of a Corridor Improvement District, which seeks to improve the public infrastructure on portion of Broadway and Phoenix Streets.

Priority #6; Bicycle & Pedestrian Pathways

- City Council will seek to plan and construct bicycle paths throughout the city. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to complete construction of the partially grant funded Van Buren Trail bicycle pathway project, which connects bicycle riders from the city's downtown to the State of Michigan's Van Buren State Park.
 - During the 2013-14 fiscal year Council will work with staff on the planning and development of the Blue Star Highway multi-use trail project.

Priority #7; Budget Controls

- City Council will seek to develop policies and procedures which assure budget controls and cost containment are a priority.

- During the 2013-14 fiscal year Council will work with staff to plan and develop an operating budget which aligns with the decreasing State and local anticipated revenues.
 - During the 2013-14 fiscal year Council will seek to update the City's capital improvement plan. That plan will seek to incorporate and update the adopted Infrastructure Improvement Plan, WWTP Capital Plan, Indian Grove Infrastructure Plan, and Electric System Capital, and seek to guide spending decisions and budget planning for the next ten (10) years.
- During the 2013-14 fiscal year Council will work with staff to ensure the City of South Haven complies with the requirements of the State of Michigan's Economic Vitality Incentive Program (EVIP) to ensure maximum revenue is returned to the city.

Priority #8; Central Business District Maintenance & Improvements

- City Council will seek to improve the city's downtown central business district. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to plan and implement repairs and maintenance of the downtown public infrastructure.
 - During the 2013-14 fiscal year Council will work with staff to review funding options to make improvements in the city's downtown.
 - During the 2013-14 fiscal year Council will work with staff to plan and implement the development of a public WIFI system in the Central Business District.

Priority #9; City Code & Charter Review

- City Council will seek to review and consider possible alterations to the City's Code of Ordinances. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to review and consider alterations to the City's Code of Ordinances to ensure best practices. Staff will be expected to prepare a variety of code review reports, with possible alterations, for the City Council's consideration.
 - Included in the review process, the Council will work with staff to review term limits on appointed boards and commissions, and consider whether term limits are still beneficial to the City of South Haven.

Priority #10; Customer Service

- City Council will seek to improve customer service and support from the city's various departments. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to plan and implement customer service and job training to city staff, focusing on improving the public's impression of and interaction with the city's staff.

Priority #11; Land Acquisition

- City Council will explore the possible acquisition of property which present specific value (e.g., recreational and/or environmental) to the citizens and guests of the City of South Haven. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to seek grant funds to assist with the potential acquisition of the privately owned, undeveloped parcels adjacent to Lake Michigan and/or the Black River.
 - During the 2013-14 fiscal year Council will work with staff and the South Haven Public School system to seek grant funding for the purchase of the Packard Park property.

Priority #12; Explore Youth Services Programs

- City Council will explore the possible expansion of services tailored to address the needs of local youth. The following tasks will be completed:
 - During the 2013-14 fiscal year Council will work with staff to explore the possible development of youth services. Staff will seek to develop possible partnerships to develop youth services programs. Staff will seek possible funding sources to offset the service costs.

City of South Haven

Temporary Sign Application
Public Property

CONTACT INFORMATION

Event Title: Promote South Haven / Download South Haven App
Sponsoring Organization: South Haven Area Chamber of Commerce
Contact Name: Susan Diepen
Telephone: 269-637-5171 Cell Phone: 269-906-0722
Email Address: events@southhavenmi.com

SPECIFIC INFORMATION

Nature of Event: Promote South Haven App
Sign Description (picture of sign showing dimensions **must** be included): "Download the South Haven App!" 18" h x 24" wide corrugated plastic sign with step-in wire frame. * See photo attached
Location of sign(s) (attach drawing if needed): *see attached, plus the following intersections: BlueStar/Phoenix, Highway exits/Phoenix, BlueStar/M-43, Aylworth/M-140, Chamber lawn.
Date(s) sign will be displayed: Upon approval until September 2, 2013.

****Proof of insurance naming the City of South Haven as additional insured may be required if signage will be placed on City property, including the public right-of-way. - not necessary per Linda.

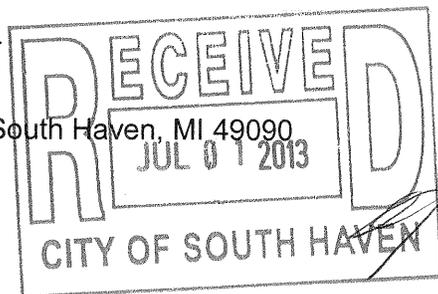
INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this 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 placement of said temporary signage.

Susan K Diepen, SHACC
Applicants Signature

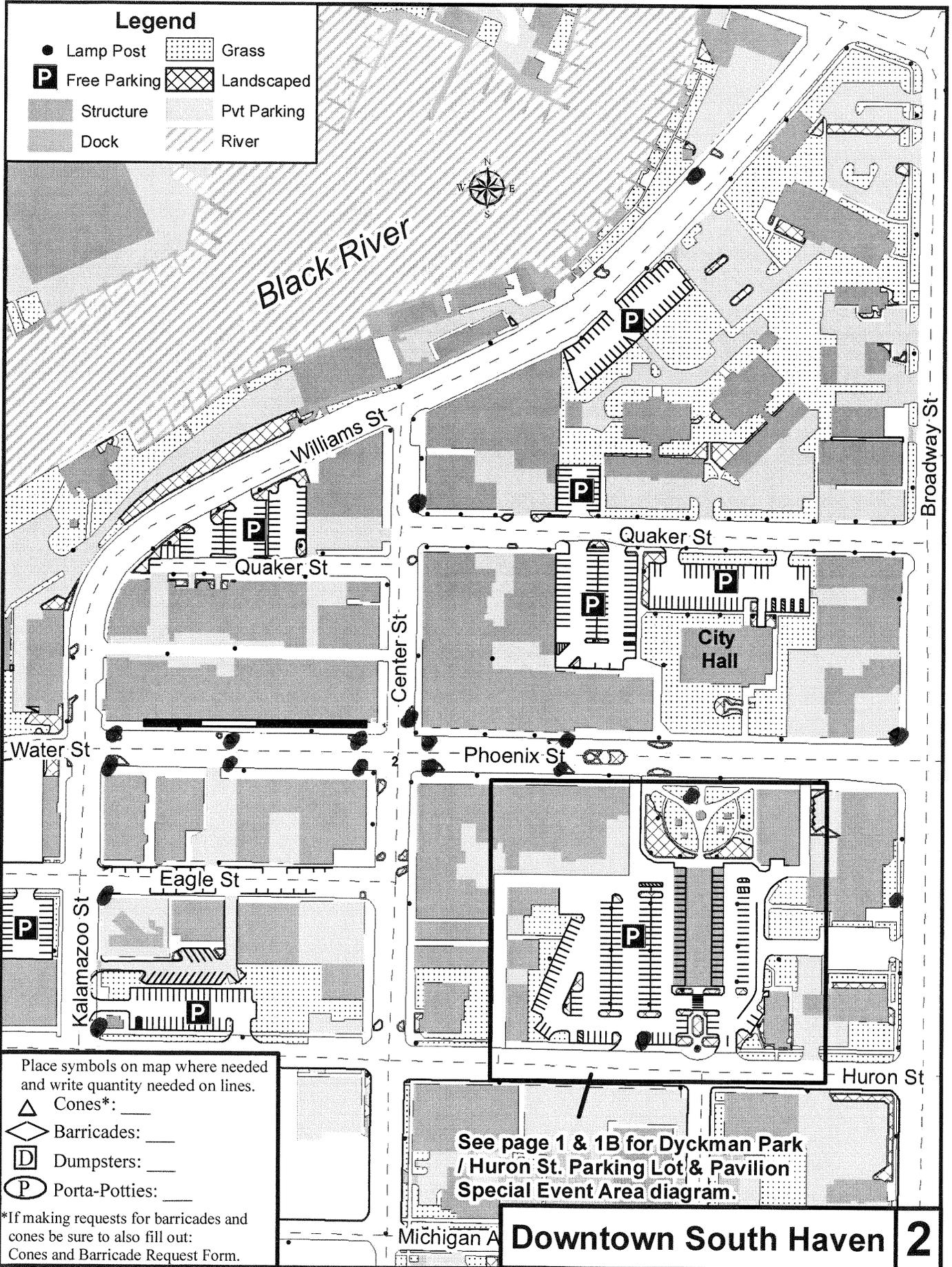
7/1/13
Date

Return Application to: Building Services at City Hall, 539 Phoenix Street, South Haven, MI 49090



Legend

- Lamp Post
- Free Parking
- Structure
- Dock
- ▨ Grass
- ▩ Landscaped
- ▨ Pvt Parking
- ▨ River



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

- △ Cones*: _____
- ◊ Barricades: _____
- Dumpsters: _____
- Ⓟ Porta-Potties: _____

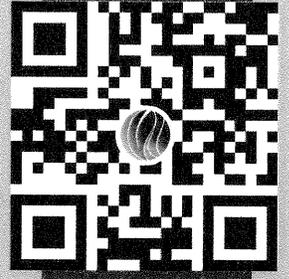
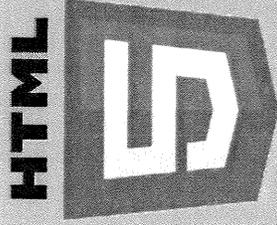
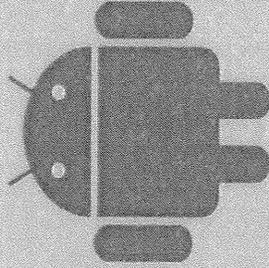
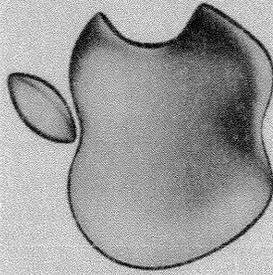
*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.

See page 1 & 1B for Dyckman Park / Huron St. Parking Lot & Pavilion Special Event Area diagram.

← 24" →

Download the South Haven App!

1181



www.southhavenmi.com

Memo

To: Brian Dissette
City Manager

From: Brandy Gildea
Parks and Recreation Supervisor

Date: July 10, 2013

Re: Elkenburg Basketball Festival
Special Event 2013 - 26

This special event, Elkenburg Basketball Festival, is ready for City Council to approve.

W.O.R.D. Impact is requesting to use Elkenburg Park on July 19th from 8:00pm – 12:00 am each day for a basketball game. They are also requesting to bring in additional lights.

The organization originally requested to do this event, called Summer Jam Midnight, on July 20th from 10:00 pm – 1:00 am but it was denied by City Council due to another event occurring on the 20th and the lateness of the event. During that City Council meeting it was suggested to the event organizer that they move the event to another night and end the event by the park's closing time of 10:00 pm. There were also many residents who live near the park, of the park that came forward stating that they also do not want to see the event occur past the closing time of the park.

Staff has reviewed this special event application and the following is a list of issues they have with this event.

- Event goes two hours past closing time of park.
- Neighbors of the park will be affected by the additional lights brought in and the noise (there were complaints about the lights from last year's event).

Due to the facts presented above, staff would recommend that City Council not approve this special event as submitted but should consider approving this event with one of the following considerations:

- 1) Event would begin earlier in the day and end by 10:00 pm (closing time of the park).
- 2) Event would begin earlier in the day and end by 11:00 pm (the same time other city events, such as Harborfest, Fireworks and the Blueberry Festival, end).

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY
Special Event # _____
Date Received _____

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

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

A new application must be submitted each year.

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

A.M.S.H. July 2nd 2013
Initial Date

CONTACT INFORMATION

Event Title: ~~Elkburg~~ Elkburg Basketball Festival
Sponsoring Organization: W.O.R.I. Impact & Citizens of Pleasant View
Applicants Name: Amere May
Telephone #: 269-993-1601 Phone # During Event: _____
E-mail Address: Elkburgpack@gmail.com

Other contacts for/during event

Name: Amere May Telephone: 269-993-1601
Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Elkburg Park
Date(s) Requested: July 19th Alternative Date(s): ~~July 19th~~
Start Time: 8:00 PM End Time: 12:00 A.M.

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

Number of people expected to attend: 150 ppl

EVENT DESCRIPTION

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

Basketball Game At Evening Time.

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

7-1-13

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.



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager
Roger Huff, PE, DPW Director
Wendy Hochstedler, Finance Director

From: Larry Halberstadt, PE, City Engineer

Date: July 11, 2013

RE: Public Act 95 of 2013 (Senate Bill 284)

Background Information

On July 1, 2013, Gov. Snyder signed Senate Bill 284 creating Public Act 95 of 2013. The bill authorizes the Public Service Commission to raise up to \$50 million annually for low income energy assistance in Michigan. The money will be placed in the Low Income Energy Assistance Fund (LIEAF) and will be dispensed by the Department of Human Services. The legislation requires that the money collected from a geographic area is returned, to the extent possible, to that geographic area. Low income customers will be able to receive State assistance to pay electric, natural gas, and propane bills.

In order to raise the \$50 million annual stipend, the legislation requires all electric utilities in Michigan, including municipal utilities, to place a monthly surcharge on customer bills and send the collected money to the State on an annual basis. The monthly surcharge will be established by the State but will not be more than \$1.00 per customer. A customer who has multiple meters at their residence is to be billed the surcharge on only one meter.

The legislation does include an opt-out provision for all utilities. Each year, a utility may file a notice with the Public Service Commission by July 1 indicating that they desire to opt out of collecting the surcharge. A utility that opts out may not shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account. The deadline for the opt-out notice has been extended to July 24, 2013 to permit municipal utilities to consider the opt-out provision. Michigan's two largest electric providers, Consumers Energy and DTE, both intend to collect the surcharge. **Low income customers of a utility that opts out of collecting the surcharge are still eligible to apply for assistance from the Department of Human Services.**

The Michigan Municipal Electric Association (MMEA) is performing a joint filing on July 24, 2013 on behalf of its 41 members, including South Haven. As of July 3, 4 members have elected to collect the surcharge and 6 have elected to opt out.

In 2009, the legislature passed a series of bills that placed winter shutoff restrictions on municipal utilities. These bills place restrictions on performing winter shutoffs for certain

Memorandum

July 11, 2013

Public Act 95 of 2013 (Senate Bill 284)

Page 2 of 2

customers. Eligible military customers, critical care customers, and senior citizens are provided certain shutoff protections by these bills. In addition, there are specific steps outlined that must be followed by the City to legally shut off a residential customer during the heating season (defined as November 1 through March 31). Due to the complexity of the legislation, the City's practice has been to restrict all residential shutoffs during the heating season. If the City elects to opt out of collecting the low income surcharge, we will not be permitted to shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account. Since we already limit winter shutoffs, utility operations will not be substantially changed if the City elects to opt out.

A special meeting of the Board of Public Utilities was held on Thursday, July 11, 2013. The Board reviewed Public Act 95 and recommends that Council pass a resolution opting out of participating in Public Act 95 of 2013. The Board's recommendation notes that Public Act 95 penalizes electric customers to subsidize gas customers. In addition, concerns were raised about the lack of a definition of geographic area in Public Act 95 and the low income funds being transferred to other parts of the state.

Recommendation

It is recommended that Council consider the attached resolution at their July 15, 2013 regular meeting.

Attachments

Board of Public Utilities Special Meeting Minutes, July 11, 2013 (Draft)

2013 Senate Bill 0284

Legislative Analysis

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2013-44

A RESOLUTION TO ENSURE COMPLIANCE WITH PUBLIC ACT 95 OF 2013
BY THE CITY OF SOUTH HAVEN ELECTRIC UTILITY

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 July 15, 2013 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, on July 1, 2013, Governor Snyder signed into law Public Act 95 of 2013 establishing a low-income energy assistance fund within the state treasury; and

WHEREAS, Public Act 95 of 2013 requires all electric utilities in Michigan, including municipal utilities, to collect a monthly low income energy assistance funding factor (surcharge) from each customer and to provide the revenues collected to the state treasurer on a monthly basis; or

WHEREAS, Public Act 95 of 2013 permits an electric utility to not collect the low income energy assistance funding factor by annually filing notice with the public service commission by July 1 of each year; and

WHEREAS, an electric utility that elects not to collect the low income energy assistance funding factor may not shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account.

NOW, THEREFORE BE IT RESOLVED that the City of South Haven elects to not collect the low income energy assistance funding factor between July 1, 2013 and June 30, 2014.

BE IT FURTHER RESOLVED that the City Manager is instructed to notify the public service commission of the City's intention to not collect the low income energy assistance funding factory by July 24, 2013.

BE IT FURTHER RESOLVED that the City of South Haven will not shut off service to any residential customer between November 1, 2013 and April 15, 2014 for nonpayment of a delinquent account.

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 15th day of July, 2013, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was give 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

Board of Public Utilities

Special Meeting Minutes

Thursday, July 11, 2013
9:00 a.m., DPW Conference Room



City of South Haven

1. Call to Order by Stickland at 9:00 a.m.

2. Roll Call

Present: Burr, Henry, Winkel, Stickland
Absent: Overhiser, Rose, Stein

3. Approval of Agenda

Motion by Winkel, second by Burr to approve the July 11, 2013 Special Meeting Agenda as presented.

All in favor. Motion carried.

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

None at this time.

UNFINISHED BUSINESS

5. Board will be requested to review Public Act 95 of 2013 and make a recommendation to City Council.

Halberstadt gave an overview of Public Act 95 of 2013 which was passed to provide assistance for low income energy customers in Michigan. The purpose of the act is to establish a \$50 million annual fund which low income customers can access to pay any kind of energy bill. The legislation places a surcharge on electric customers only and the surcharge is not to exceed more than \$1 per customer, with the actual amount calculated by the Michigan Public Service Commission (MPSC).

The board discussed where the low income funding will come from other than the surcharge and whether, if half of the utilities opt out, there be enough money. Halberstadt explained that the two largest electric providers in the state, Consumers Energy and DTE, supported the legislation and will not be opting out.

According to Halberstadt, the first option is to collect the surcharge from our customers and send the money to the state on a monthly basis. Optionally, the city can opt out and will not

be permitted to shut off electric customers between November 1st and April 15th for nonpayment of a delinquent account. Halberstadt noted that the date for utilities to let the state know will be July 1st but since the legislation was not signed until July 1st we have been given until July 24, 2013 to provide this information to the state.

Huff explained that the board is being requested to take formal action today so that City Council can consider the matter on Monday, July 15th at their regular meeting.

Winkel asked how the shut-off period stipulated in PA 95 compares to the City's current practice. Huff responded that there is a fifteen (15) day difference from current practice, with an extension in the spring from March 31 to April 15.

Burr noted that the City places a tax lien on properties with delinquent utility bills so the utility does have a mechanism to collect bad debt. Typically in the Detroit area the utility companies write off 2% of their gross billing for bad debt. Consumers, who serves outside the Detroit area, writes off 0.5%. So there is four times as much bad debt write-off in major cities.

Burr said our write off is considerably less because we put the delinquent bills on tax bills. Burr noted that we can shut people's water off and we can shut people off if they are stealing electricity from us.

Stickland pointed out that in reality this legislation does not really change what we are doing. Huff asked if there had been an update from the Michigan Municipal Electric Association (MMEA) which will be performing a joint filing on July 24th for its 41 members, including South Haven. Halberstadt said he has not heard anything since he wrote the report.

Burr said the geographical area is not really defined. Huff noted that even if we opt out low income customers can still access the assistance.

Motion by Burr, second by Henry to opt out of Senate Bill 284 creating Public Act 95 of 2013 because it penalizes electric customers to subsidize gas customers and because geographic area is not defined by PA 95, we have no assurance that they money collected will be returned to South Haven electric customers.

All in favor. Motion carried.

6. Next meeting is scheduled for Monday July 29, 2013 at 4:00 p.m. in the DPW Conference Room.

The board discussed issues that may appear on the next agenda.

7. Board Member Comments

Stickland called for comments. There were none at this time.

8. Adjourn

Motion by Winkel, second by Henry to adjourn at 9:25 a.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

DRAFT

**STATE OF MICHIGAN
97TH LEGISLATURE
REGULAR SESSION OF 2013**

**Introduced by Senators Nofs, Bieda, Caswell, Hopgood, Proos, Young, Anderson, Brandenburg, Jones,
Schuitemaker, Walker, Marleau and Pappageorge**

ENROLLED SENATE BILL No. 284

AN ACT to amend 1939 PA 3, entitled "An act to provide for the regulation and control of public and certain private utilities and other services affected with a public interest within this state; to provide for alternative energy suppliers; to provide for licensing; to include municipally owned utilities and other providers of energy under certain provisions of this act; to create a public service commission and to prescribe and define its powers and duties; to abolish the Michigan public utilities commission and to confer the powers and duties vested by law on the public service commission; to provide for the continuance, transfer, and completion of certain matters and proceedings; to abolish automatic adjustment clauses; to prohibit certain rate increases without notice and hearing; to qualify residential energy conservation programs permitted under state law for certain federal exemption; to create a fund; to provide for a restructuring of the manner in which energy is provided in this state; to encourage the utilization of resource recovery facilities; to prohibit certain acts and practices of providers of energy; to allow for the securitization of stranded costs; to reduce rates; to provide for appeals; to provide appropriations; to declare the effect and purpose of this act; to prescribe remedies and penalties; and to repeal acts and parts of acts," (MCL 460.1 to 460.11) by adding section 9t.

The People of the State of Michigan enact:

Sec. 9t. (1) The low-income energy assistance fund is created within the state treasury.

(2) The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments.

(3) Money in the fund at the close of the fiscal year shall remain in the fund and shall not lapse to the general fund.

(4) The department of licensing and regulatory affairs shall be the administrator of the fund for auditing purposes.

(5) Subject to the limitations imposed in this section, the department of human services shall expend money from the fund, upon appropriation, as provided in the Michigan energy assistance act, 2012 PA 615, MCL 400.1231 to 400.1236. The department of human services, in consultation with the public service commission, shall ensure that all money collected for the fund from a geographic area is returned, to the extent possible, to that geographic area.

(6) Subject to the limitations imposed in this subsection, the public service commission may, after an opportunity to comment, annually approve a low-income energy assistance funding factor no later than July 31 of each year for the subsequent fiscal year. The low-income energy assistance funding factor shall be the same across all customer classes and shall not exceed \$1.00. The amount used by the public service commission to calculate a low-income energy assistance funding factor during each fiscal year shall not exceed \$50,000,000.00 minus both the amount appropriated from the general fund in that fiscal year for home energy assistance and the amount remaining in the fund from the prior fiscal year. An electric utility, municipally owned electric utility, or cooperative electric utility that collects money under this subsection shall remit that money to the state treasurer for deposit in the fund on a monthly basis no later than 30 days

after the last day in each calendar month. The electric utility, municipally owned electric utility, or cooperative electric utility shall list the low-income energy assistance funding factor as a separate line item on each customer's bill.

(7) An electric utility, municipally owned electric utility, or cooperative electric utility may elect to not collect a low-income energy assistance funding factor under this section by annually filing a notice with the public service commission by July 1. Notwithstanding any other provision of this act, an electric utility, municipally owned electric utility, or cooperative electric utility that elects to not collect a low-income energy assistance funding factor under this section shall not shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account.

(8) An electric utility, municipally owned electric utility, or cooperative electric utility that does not opt out under subsection (7), or an association representing a municipally owned electric utility or cooperative electric utility that does not opt out under subsection (7), shall annually provide to the public service commission by July 1 the number of retail billing meters it serves in this state that are subject to the low-income energy assistance funding factor.

(9) Nothing in this act gives the public service commission the power to regulate a municipally owned electric utility.

(10) As used in this section:

(a) "Fund" means the low-income energy assistance fund created in subsection (1).

(b) "Low-income energy assistance funding factor" means a nonbypassable surcharge on each retail billing meter payable monthly by every customer receiving a retail distribution service from an electric utility, municipally owned electric utility, or cooperative electric utility that does not opt out under subsection (7), regardless of the identity of the customer's electric generation supplier. The low-income energy assistance funding factor shall not be charged on more than 1 residential meter per residential site.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved

.....
Governor

LOW-INCOME ENERGY ASSISTANCE PROGRAM

Mary Ann Cleary, Director
Phone: (517) 373-8080
<http://www.house.mi.gov/hfa>

Senate Bill 284 (Proposed H-1 Substitute)

Sponsor: Sen. Mike Nofs

House Committee: Energy and Technology

Senate Committee: Energy and Technology

Complete to 6-11-13

A REVISED SUMMARY OF PROPOSED H-1 SUBSTITUTE FOR SENATE BILL 284

Briefly, Senate Bill 284 would do the following:

- Create the Low-Income Energy Assistance Fund.
- Charge DHS with expending money from the Fund as provided in the Michigan Energy Assistance Act.
- Allow the MPSC to annually approve a low-income energy assistance funding factor (as a surcharge on an electric customer's bill) no greater than \$1 per month, and to cap the amount that could be collected each year.
- Allow an electric utility to opt out of the program, but then prohibit it from shutting off service to a residential customer from November 1 to April 15.
- Specify that the bill would not grant the MPSC power to regulate a municipally owned electric utility.

Senate Bill 284 would add Section 9t to Public Act 3 of 1939, which created the Michigan Public Service Commission (MPSC) and authorizes it to regulate public utilities (except municipally-owned utilities). The bill would create a long-term program to replace the now-defunct Low Income and Energy Efficiency Fund (LIEEF). In short, the bill would allow electric utilities to place a small surcharge (no more than \$1) on an electric customer's bill to generate funds to provide heating assistance to low-income individuals. (The bill would specify that nothing in PA 3 would give the MPSC the power to regulate a municipally owned electric utility.)

Low-Income Energy Assistance Fund

The Fund would be created in the state treasury, investments directed by the state treasurer, and money in the fund at the close of a fiscal year would remain and not lapse to the General Fund. The Department of Licensing and Regulatory Affairs would be the administrator of the fund for auditing purposes.

Subject to limitations imposed by the bill, the Department of Human Services (DHS) would expend money from the fund, upon appropriation, as provided in the Michigan Energy Assistance Act (Public Act 615 of 2012). DHS, in consultation with the MPSC, would have to ensure that all money collected for the fund from a geographic area be returned, to the extent possible, to that geographic area.

Low-Income Energy Assistance Funding Factor

After an opportunity to comment, the MPSC could annually approve a low-income energy assistance funding factor no later than July 31 of each year for the subsequent fiscal year. The term would be defined as a non-bypassable surcharge on each retail billing meter payable monthly by every customer receiving a retail distribution service from an electric utility, municipally owned electric utility, or cooperative electric utility that does not opt out under provisions of the bill, regardless of the identity of the customer's electric generation supplier. (In this sense, "retail" generally refers to an end user and thus includes both residential and commercial electric customers.) The LIEA funding factor could not be charged on more than one residential meter per residential site (for example, if a residential customer had a separate meter in a large garage or pole barn, only one LIEA funding factor would be attached to the monthly electric bill).

The LIEA funding factor would have to be the same across all customer classes and could not exceed \$1 per month. The amount used by the MPSC to calculate a LIEA funding factor during each fiscal year could not exceed \$50 million minus both the amount appropriated from the General Fund in that fiscal year for home energy assistance and the amount remaining in the fund from the prior fiscal year.

Electric Utilities Collections & Opt Out

The bill would allow an electric utility, municipally owned electric utility, or cooperative electric utility to collect money under the above provisions. Any of these utilities could also choose to opt out of collecting the LIEA funding factor. To opt out, the utility would have to annually file a notice with the MPSC by July 1. If a utility opted out, it could not shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account (generally speaking, shut-off for nonpayment is prohibited only for certain categories of customers, such as low-income, seniors, and persons with a disability).

If a utility collects the LIEA funding factor, the money must be remitted to the state treasurer on a monthly basis no later than 30 days after the last day in each calendar month. The utility would have to list the LIEA funding factor as a separate line item on each customer's bill. In addition, the utility, or an association representing a municipally owned electric utility or cooperative electric utility, would have to provide to the MPSC by July 1 the number of retail billing meters it serves in the state that are subject to the LIEA funding factor.

FISCAL IMPACT:

Senate Bill 284 would have a minimal fiscal impact on the Department of Human Services (DHS). The FY 2013-14 DHS budget appropriates \$60.0 million in low-income energy assistance funds for the new Michigan Energy Assistance Program (2012 PA 615), and this bill would provide the funding mechanism for up to \$50.0 million in low-income energy assistance funding¹. The Governor did request, and the Legislature

¹ Revenues drive the amount of funding available to appropriate, so the FY 2013-14 DHS budget would be overstating how much low-income energy assistance funding is available.

provided, 1.0 additional FTE funded with low-income energy assistance funds to administer the Michigan Energy Assistance Program.

Senate Bill 284 (H-1) would have a fiscal impact on the Michigan Public Service Commission (PSC) to the extent that the PSC would have to utilize staff to approve and oversee the collection of the Low-Income Energy Assistance (LIEA) Funding Factor and ensure, to the extent possible, that the revenue generated by the LIEA Funding Factor is expended for low-income energy assistance within the geographical area from which it was collected.² SB 284 (H-1) does not include a separate appropriation for the PSC to administer the LIEA program.³

SB 284 (H-1) would also have a nominal, yet indeterminate, fiscal impact on municipally-owned electric utilities to the extent that such utilities would either have to: 1) collect and remit revenue generated by the LIEA Funding Factor to the PSC on a monthly basis, or 2) annually file a notice with the PSC to opt out of the LIEA program and thus forfeit its ability to shut-off service to any residential customer during the heating season.

The PSC estimates that there are approximately 5.0 million electric customers in Michigan, with a roughly similar number of meters for the purposes of estimating a LIEA Funding Factor, and that the number of residential (i.e. single-family detached home) customers with more than one meter is negligible. Dividing the total annual amount, stipulated by SB 284 (H-1), that may be generated by the LIEA Funding Factor (\$50.0 million) by the estimated number of electric meters (5.0 million) in the state, results in a per customer LIEA Funding Factor of \$10 per year, or \$0.83 per month, assuming that no electric utilities opt out of collecting the LIEA Funding Factor.

Legislative Analyst: Susan Stutzky
Fiscal Analyst: Paul Holland
Kevin Koorstra

■ This analysis was prepared by nonpartisan House staff for use by House members in their deliberations, and does not constitute an official statement of legislative intent.

² It is not entirely clear by what means or with what statutory authority the PSC would be able to "ensure" that revenue generated by the LIEA Funding Factor was expended in area from which it was collected, since SB 284 (H-1) appropriates the LIEA Funding Factor revenue to the Department of Human Services (DHS) pursuant to 2012 PA 615. 2012 PA 615 does stipulate that, if DHS contracts with public or private entities to provide energy assistance, it shall do so in consultation with the PSC.

³ Under the now defunct Low-Income Energy Efficiency Fund program (LIEEF), administrative costs of the PSC were not supported with the LIEEF funds but rather with public utility assessments levied on utilities by the PSC under the Costs of Regulating Public Utilities act of 1972. The PSC did not separately account for the administrative costs of the LIEEF program which was administered by PSC staff who were also engaged in administering unrelated responsibilities. As of the date this analysis was prepared, the PSC has not provided an estimate of the costs to administer the LIEA program if SB 284 (H-1) is enacted.