

City Council

Regular Meeting Agenda

Monday, February 3, 2014
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation

- Moment of Silence

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 January 20, 2014.
- B. Bills totaling \$489,018.78 for the period ending February 4, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 10-08-2013 Parks Commission Minutes
 - 2) 11-26-2013 SHARA Minutes
 - 3) 12-17-2013 LHBM Minutes

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

NEW BUSINESS

6. Council will be asked to approve Resolution 2014-04, a resolution appointing a Board of Review and establishing a rate of compensation and a meeting schedule for tax year 2014.
7. Council will be asked to approve Resolution 2014-05, a resolution to enter into Michigan Municipal Electric Association ("MMEA") Mutual Aid Agreement and designate persons authorized to request or approve requests for assistance thereunder.
8. Council will be asked to consider the approval of the Jet Ski license agreement with LJ Agency.

9. Council will be asked to approve Special Event 2014-08, Festival of Cars.
10. Council will be asked to consider approval of a Customer Service Policy for Shut Off for Nonpayment for Services.
11. Council will be asked to consider scheduling workshop sessions to begin the annual priority setting process.
12. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda
(You will be given up to 5 minutes to address your concerns.)
13. City Manager's Comments
14. Mayor and Councilperson's Comments
15. City Council will be asked to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(a) for annual personnel evaluation for the City Manager.
16. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, January 20, 2014
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation

- Moment of silence

3. Roll Call

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

4. Approval of Agenda

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

Voted Yes: All. Motion Carried.

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

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

- A. Council will be requested to approve the City Council Minutes of January 13, 2014.
- B. Bills totaling \$2,095,710.86 for the period ending January 21, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 12-05-2013 Planning Commission Minutes

A Roll Call Vote was taken:

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

Voted Yes: All. Motion Carried.

UNFINISHED BUSINESS

6. Council will be asked to approve an ordinance to amend the city code by adding chapter 10, article IX, "Dangerous Buildings and Structures".

Background Information: In May of 2006, the City Council adopted Ordinance Number 942 to regulate the repair or demolition of dangerous buildings and structures in the city. That ordinance was codified in Chapter 10, Article IX, of the South Haven Code of Ordinances. On May 1, 2013, that ordinance expired, effectively repealing Ordinance 942.

Staff requested city council assistance in preparing the ordinance for reoption with some modifications. The most notable change to the ordinance is found in Section 10-277, b-c. This addition to the ordinance allows the city council to hold a hearing which will expedite the demolition process in emergency situations. (An emergency situation would involve a structure which is in imminent danger of collapse or which is causing an immediate hazard to persons or property.) This provision bypasses the construction board of appeals and court order requirements of the process, reducing the demolition process from several months to a few weeks. One provision is the agreement of the property owner to the demolition and application of liens to the property. This expedited process will be used in the demolition of the building at 335 Center Street.

Public Comment: None

Moved by Patterson, to approve an ordinance to amend the city code by adding chapter 10, article IX, "Dangerous Buildings and Structures". Seconded by Kozlik Wall.

Voted Yes: All. Motion carried.

NEW BUSINESS

7. Council will be asked to approve Resolution 2014-02, a resolution to order the immediate demolition of the building located at 335 Center Street, South Haven, Michigan.

Background Information: Enforcement efforts for the structure at 335 Center Street date back to 2006. In 2011, the city filed in court either demolish the structure or compel the owner to make the needed repairs. The owner subsequently made the minimum repairs needed and the building was allowed to remain. There have been no additional attempts at maintenance of the building and the structure has continued to deteriorate.

On April 5, 2013, amid complaints of falling glass and shingles, the city building official posted the building as dangerous and ordered that it be secured to halt the falling debris.

In August of 2013, certain areas of the building was observed by the building inspector to be in danger of collapse. He ordered that the sidewalk and parking spaces on the west side of the building be blocked from pedestrian or vehicular traffic.

The condition of this building is rapidly deteriorating with the west wall beginning to bow outward and the east side by the open stairway now sinking into the ground about 12 inches.

Moved by Fitzgibbon, to approve Resolution 2014-02, a resolution to order the immediate demolition of the building located at 335 Center Street, South Haven, Michigan. Seconded by Patterson.

Voted Yes: All. Motion Carried.

8. **Council will be asked to receive the 2013 Comprehensive Annual Financial Report presentation.**
9. **Council will be asked to approve Resolution 2014-03, a resolution updating state required poverty level income standards for property tax poverty exemption guidelines for tax year 2014.**

Background Information: The City Council will be asked to consider the 2014 property tax poverty exemption guidelines for approval and adoption. The poverty exemption guidelines are used by the Assessing Department when considering tax relief requests at the annual Board of Review meeting(s).

Several years ago, at a meeting of the City Council, there was debate over the proposed Federal Poverty Guidelines and whether or not they should be adopted. Ultimately the City Council opted not to adopt the guidelines, stating that the proposed levels were set too low, and should be adjusted to a more acceptable level.

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.

Moved by Patterson, to approve Resolution 2014-03, a resolution updating state required poverty level income standards for property tax poverty exemption guidelines for tax year 2014. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

10. **Council will be asked to approve the Charter Fishing License Agreement.**

Background Information: Chad Bard has requested that he be allowed to operate a charter fishing boat out of the South Side Marina again in 2014. This would be the second year of operation for It'll Do Charters.

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

The agreement is a 3 year agreement, which may be terminated by either party after each year.

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

Moved by Fitzgibbon, to approve the Charter Fishing License Agreement. Seconded by Patterson.

Voted Yes: All. Motion Carried.

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

12. City Manager's Comments

13. Mayor and Councilperson's Comments

Klavins: No comment.

Arnold: No comment.

Patterson: Happy Martin Luther King Day.

Fitzgibbon: Nice to celebrate MLK Day.

Gruber: Kids – Clean your rooms and eat your vegetables.

Kozlik Wall: Come out and support Icebreaker, January 31st through February 2nd.

Burr: Spoke about attending the Governor's State of the State address.

14. Adjourn

Moved by Fitzgibbon to adjourn. Seconded by Klavins.

Voted Yes: All. Motion carried. Meeting adjourned at 7:49 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey,
Deputy City Clerk

Approved by City Council: **DRAFT**

CITY OF SOUTH HAVEN

FEBRUARY 4, 2014

| | PREPAID | CURRENT | TOTAL |
|----------------------------|----------------------|---------------------|----------------------|
| 101-GENERAL FUND | \$ 11,109.07 | \$ 25,384.42 | \$ 36,493.49 |
| 202-MAJOR STREET FUND | \$ - | \$ - | \$ - |
| 203-LOCAL STREET FUND | \$ - | \$ - | \$ - |
| 204-STREET FUND | \$ - | 0 | \$ - |
| 226-GARBAGE/REFUSE FUND | \$ - | \$ - | \$ - |
| 250-DOWNTOWN DEVELOPMENT | \$ 114.08 | \$ 4,988.27 | \$ 5,102.35 |
| 251-LDFA #1 | \$ - | \$ - | \$ - |
| 253-LDFA #3 | \$ - | \$ - | \$ - |
| 260-BROWNFIELD AUTHORITY | \$ - | \$ - | \$ - |
| 265-NARCOTICS UNIT | \$ - | \$ - | \$ - |
| 266-POLICE TRAINING | \$ - | \$ 200.00 | \$ 200.00 |
| 296-RIVER MAINTENANCE | \$ - | \$ - | \$ - |
| 363- CAPITAL BOND | \$ - | \$ - | \$ - |
| 370- BUILDING AUTHORITY #2 | \$ - | \$ - | \$ - |
| 371-CAPITAL BOND DEBT SERV | \$ - | \$ - | \$ - |
| 372-WATER PLANT FUND | \$ - | \$ - | \$ - |
| 395-DDA DEBT SERVICE | \$ - | \$ - | \$ - |
| 396- DDA DISTRICT #2 | \$ - | \$ - | \$ - |
| 401-CAPITAL PROJECTS | \$ 394,418.19 | \$ 4,288.00 | \$ 398,706.19 |
| 402-CAPITAL PROJECTS #2 | \$ - | \$ - | \$ - |
| 466- PAVILION AND ICE RINK | \$ - | \$ - | \$ - |
| 545-BLACK RIVER PARK | \$ 32.12 | \$ - | \$ 32.12 |
| 577-BEACH FUND | \$ 32.12 | \$ - | \$ 32.12 |
| 582-ELECTRIC FUND | \$ 1,908.01 | \$ 4,249.44 | \$ 6,157.45 |
| 591-WATER FUND | \$ 2,682.10 | \$ 1,627.22 | \$ 4,309.32 |
| 592-SEWER FUND | \$ 2,161.07 | \$ 3,683.25 | \$ 5,844.32 |
| 594-MUNICIPAL MARINA | \$ 64.25 | \$ 4,321.67 | \$ 4,385.92 |
| 636-INFORMATION SERVICES | \$ 156.21 | \$ - | \$ 156.21 |
| 661-MOTOR POOL | \$ 597.29 | \$ 5,105.90 | \$ 5,703.19 |
| 677-SELF INSURANCE | \$ - | \$ - | \$ - |
| 703-TAX FUND | \$ 20,316.34 | \$ - | \$ 20,316.34 |
| 718-TRUST & AGENCY | \$ - | \$ 39.95 | \$ 39.95 |
| 750-EMPLOYEE WITHHOLDING | \$ 1,539.81 | \$ - | \$ 1,539.81 |
| TOTAL | \$ 435,130.66 | \$ 53,888.12 | \$ 489,018.78 |

User: ksteinma
DB: South Haven

BANK CODE: 1 CHECK DATE: 02/04/2014 INVOICE PAY DATE FROM 02/04/2014 TO 02/04/2014

| Check Date | Bank | Check # | Vendor Code | Vendor Name | Amount | # Invoices |
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| 02/04/2014 | 1 | 46728 | 000014 | ABONMARCHE CONSULTANTS INC | 3,185.59 | 2 |
| 02/04/2014 | 1 | 46729 | 000043 | AIRGAS USA, LLC | 48.03 | 1 |
| 02/04/2014 | 1 | 46730 | 000050 | ALEXANDER CHEMICAL CORP | 1,961.00 | 1 |
| 02/04/2014 | 1 | 46731 | 000065 | ALLIED MECHANICAL SERVICES INC | 1,087.00 | 1 |
| 02/04/2014 | 1 | 46732 | 000087 | AMERICAN ELECTRIC POWER | 688.00 | 1 |
| 02/04/2014 | 1 | 46733 | 000210 | H H BARNUM COMPANY | 1,560.52 | 1 |
| 02/04/2014 | 1 | 46734 | 000229 | BEAVER RESEARCH COMPANY | 2,257.78 | 2 |
| 02/04/2014 | 1 | 46735 | 000254 | BERRIEN COUNTY TREASURER | 1,950.00 | 1 |
| 02/04/2014 | 1 | 46736 | 003225 | BRONSON METHODIST HOSPITAL | 1,018.07 | 1 |
| 02/04/2014 | 1 | 46737 | 000346 | BRUSH ENTERPRISES | 1,497.03 | 3 |
| 02/04/2014 | 1 | 46738 | 000351 | BS&A SOFTWARE INC | 400.00 | 1 |
| 02/04/2014 | 1 | 46739 | 000418 | CDW GOVERNMENT INC | 156.77 | 2 |
| 02/04/2014 | 1 | 46740 | 003030 | CELLEBRITE USA INC | 2,998.99 | 1 |
| 02/04/2014 | 1 | 46741 | 000475 | CLARK HILL PLC | 4,617.00 | 2 |
| 02/04/2014 | 1 | 46742 | 000604 | DE BEST INC | 2,452.50 | 1 |
| 02/04/2014 | 1 | 46743 | 003123 | EMERGENCY VEHICLE PRODUCTS F161733 | 2,453.30 | 2 |
| 02/04/2014 | 1 | 46744 | 000875 | GENZINK STEEL | 1,218.00 | 1 |
| 02/04/2014 | 1 | 46745 | 001031 | HAVEN HEATING AND AIR CONDITIONING | 106.00 | 1 |
| 02/04/2014 | 1 | 46746 | 001108 | GORDON HULL | 2,358.50 | 1 |
| 02/04/2014 | 1 | 46747 | 001162 | INTERSTATE BATTERY SYSTEMS | 167.83 | 1 |
| 02/04/2014 | 1 | 46748 | 001189 | JIM & TONI'S DRYCLEANERS | 402.00 | 1 |
| 02/04/2014 | 1 | 46749 | 001196 | JOHN'S STEREO INC | 34.96 | 1 |
| 02/04/2014 | 1 | 46750 | 001195 | JOHNNY'S LAKESHORE JEWELRY | 39.95 | 1 |
| 02/04/2014 | 1 | 46751 | 001246 | KENDALL ELECTRIC INC | 437.22 | 1 |
| 02/04/2014 | 1 | 46752 | 001255 | KERR PUMP AND SUPPLY | 25.55 | 1 |
| 02/04/2014 | 1 | 46753 | 001350 | LAMBRIX DESIGN AND COMPANY | 3,593.17 | 2 |
| 02/04/2014 | 1 | 46754 | 001606 | MICHIGAN ELECTION RESOURCES | 120.67 | 1 |
| 02/04/2014 | 1 | 46755 | 001660 | MICHIGAN WATER ENVIRONMENT | 170.00 | 1 |
| 02/04/2014 | 1 | 46756 | 001675 | MIDWEST CIVIL ENGINEERS INC | 4,548.00 | 1 |
| 02/04/2014 | 1 | 46757 | 003157 | MULDER'S RED CARPET MOVING | 3,288.00 | 1 |
| 02/04/2014 | 1 | 46758 | 001863 | NTH CONSULTANTS, LTD | 37.00 | 1 |
| 02/04/2014 | 1 | 46759 | 001881 | OFFICE MAX INC | 593.53 | 1 |
| 02/04/2014 | 1 | 46760 | 001902 | OPTIMIZATION SOLUTIONS | 1,250.00 | 1 |
| 02/04/2014 | 1 | 46761 | 002033 | PRI MAR PETROLEUM INC | 47.50 | 1 |
| 02/04/2014 | 1 | 46762 | 002155 | RIDGE AND KRAMER AUTO PARTS | 422.26 | 4 |
| 02/04/2014 | 1 | 46763 | 003093 | RIDGE AUTO PARTS | 13.73 | 1 |
| 02/04/2014 | 1 | 46764 | 002184 | ROD'S PRINTS & PROMOTIONS | 34.00 | 1 |
| 02/04/2014 | 1 | 46765 | 003143 | ROLAND ELECTRIC LLC | 311.33 | 1 |
| 02/04/2014 | 1 | 46766 | 003124 | RPM MACHINERY | 486.56 | 1 |
| 02/04/2014 | 1 | 46767 | 002453 | SPENCER MANUFACTURING, INC | 1,170.00 | 1 |
| 02/04/2014 | 1 | 46768 | 002478 | STAPLES ADVANTAGE | 1,087.69 | 5 |
| 02/04/2014 | 1 | 46769 | 002698 | U S BUSINESS SYSTEMS INC | 99.14 | 1 |
| 02/04/2014 | 1 | 46770 | 002721 | UPLINK SECURITY LLC | 6.45 | 1 |
| 02/04/2014 | 1 | 46771 | 002769 | VAN METER & ASSOCIATES INC | 2,500.00 | 1 |
| 02/04/2014 | 1 | 46772 | 002815 | VREDEVELD HAEFNER LLC | 622.50 | 1 |
| 02/04/2014 | 1 | 46773 | 002843 | RON WASHEGESIC | 120.00 | 1 |
| 02/04/2014 | 1 | 46774 | 002883 | WEST MICHIGAN DOCUMENT | 45.00 | 1 |
| 02/04/2014 | 1 | 46775 | 003172 | WMCJTC | 200.00 | 1 |

Num Checks: 48

Num Invoices: 63

Total Amount: 53,888.12

01/29/2014 11:39 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/04/2014 - 02/04/2014
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

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| Inv Ref# | Description | Entered By | | | | | Post Date |
| 107954 | | | | | | | |
| 36523 | ABONMARCHE CONSULTANTS INC BAILEY/CHERRY STREET DRAINAGE REVI 101-447-801-000 | 11/25/2013 ksteinman | 02/04/2014 | 2,185.59 2,185.59 | 0.00 | P | Y 01/29/2014 |
| 108230 | | | | | | | |
| 36570 | ABONMARCHE CONSULTANTS INC PUBLIC SAFETY BUILDING RENOVATONS 401-301-980-000-0145 | 01/15/2014 ksteinman | 02/04/2014 | 1,000.00 1,000.00 | 0.00 | P | Y 01/29/2014 |
| 9915425771 | | | | | | | |
| 36555 | AIRGAS USA, LLC CYLINDER RENTAL 661-450-748-000 | 12/31/2013 ksteinman | 02/04/2014 | 48.03 48.03 | 0.00 | P | Y 01/29/2014 |
| SLS 10013645 | | | | | | | |
| 36522 | ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000 | 01/08/2014 ksteinman | 02/04/2014 | 1,961.00 1,961.00 | 0.00 | P | Y 01/29/2014 |
| 113300 | | | | | | | |
| 36524 | ALLIED MECHANICAL SERVICES INC PREVENTATIVE MAINTENANCE 101-265-802-000 | 12/31/2013 ksteinman | 02/04/2014 | 1,087.00 1,087.00 | 0.00 | P | Y 01/29/2014 |
| 120-20835779 | | | | | | | |
| 36541 | AMERICAN ELECTRIC POWER TEMPORARY GROUNDS- PHOENIX RD SUBS 582-558-933-000 | 01/08/2014 ksteinman | 02/04/2014 | 688.00 688.00 | 0.00 | P | Y 01/29/2014 |
| Z43644 | | | | | | | |
| 36521 | H H BARNUM COMPANY SCF SERIES DRIVE 592-569-933-000-0069 | 01/10/2014 ksteinman | 02/04/2014 | 1,560.52 1,560.52 | 0.00 | P | Y 01/29/2014 |
| 0205919-IN | | | | | | | |
| 36529 | BEAVER RESEARCH COMPANY ICE BUSTER AND ICE AWAY 101-446-741-000 250-729-835-000 | 01/08/2014 ksteinman | 02/04/2014 | 1,679.53 1,276.26 403.27 | 0.00 | P | Y 01/29/2014 |
| 0206082-IN | | | | | | | |
| 36551 | BEAVER RESEARCH COMPANY WEATHERPROOF WAX 101-446-741-000 | 01/13/2014 ksteinman | 02/04/2014 | 578.25 578.25 | 0.00 | P | Y 01/29/2014 |

01/29/2014 11:39 AM
 User: ksteinman
 DB: South Haven

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 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

| Inv Num Inv Ref# | Vendor Description GL Distribution | Inv Date Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnalized Post Date |
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| 71 36525 | BERRIEN COUNTY TREASURER LEIN 10 TALON 101-350-802-000 | 01/10/2014 ksteinman | 02/04/2014 | 1,950.00 1,950.00 | 0.00 | P | Y 01/29/2014 |
| H500019468001 36532 | BRONSON METHODIST HOSPITAL CHARLES V ECHOLS DOS 12-3-13 101-301-802-000 | 12/03/2013 ksteinman | 02/04/2014 | 1,018.07 1,018.07 | 0.00 | P | Y 01/29/2014 |
| 5808 36542 | BRUSH ENTERPRISES REPAIRS 661-450-741-003 | 01/15/2014 ksteinman | 02/04/2014 | 892.21 892.21 | 0.00 | P | Y 01/29/2014 |
| 5807 36552 | BRUSH ENTERPRISES REPAIRS 661-450-935-000 | 01/15/2014 ksteinman | 02/04/2014 | 39.74 39.74 | 0.00 | P | Y 01/29/2014 |
| 5823 36565 | BRUSH ENTERPRISES REPAIRS 661-450-741-003 | 01/16/2014 ksteinman | 02/04/2014 | 565.08 565.08 | 0.00 | P | Y 01/29/2014 |
| 094889 36558 | BS&A SOFTWARE INC UTILITY BILLING CUSTOMIZATION 582-558-801-000 | 01/15/2014 ksteinman | 02/04/2014 | 400.00 400.00 | 0.00 | P | Y 01/29/2014 |
| HX14679 36560 | CDW GOVERNMENT INC BROTHER CAR ADAPTER 101-301-941-000 | 12/30/2013 ksteinman | 02/04/2014 | 62.28 62.28 | 0.00 | P | Y 01/29/2014 |
| JB60360 36569 | CDW GOVERNMENT INC CORD AWAY GROMMET 101-301-933-000 | 01/07/2014 ksteinman | 02/04/2014 | 94.49 94.49 | 0.00 | P | Y 01/29/2014 |
| Q-23450-M 36516 | CELLEBRITE USA INC LOGICAL LICENSE UPGRADE 101-301-942-000 | 12/05/2014 ksteinman | 02/04/2014 | 2,998.99 2,998.99 | 0.00 | P | Y 01/29/2014 |

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 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

| Inv Num | Vendor | Inv Date | Due Date | Inv Amt | Amt Due | Status | Jrnalized |
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| Inv Ref# | Description | Entered By | | | | | Post Date |
| 523250 | | | | | | | |
| 36509 | CLARK HILL PLC PROFESSIONAL SERVICES 101-210-801-000 | 01/13/2014 ksteinman | 02/04/2014 | 4,389.00 | 0.00 | P | Y 01/29/2014 |
| | | PROFESSIONAL/CONSULTING FEES | | 4,389.00 | | | |
| 523550 | | | | | | | |
| 36510 | CLARK HILL PLC PROFESSIONAL SERVICES 101-210-801-000 | 01/13/2014 ksteinman | 02/04/2014 | 228.00 | 0.00 | P | Y 01/29/2014 |
| | | PROFESSIONAL/CONSULTING FEES | | 228.00 | | | |
| 13969 | | | | | | | |
| 36520 | DE BEST INC LOAD TRUCKS WITH SNOW 101-446-802-000 | 01/13/2014 ksteinman | 02/04/2014 | 2,452.50 | 0.00 | P | Y 01/29/2014 |
| | | OTHER CONTRACTUAL SERVICES | | 2,452.50 | | | |
| S0007263 | | | | | | | |
| 36526 | EMERGENCY VEHICLE PRODUCTS F161733 LABOR AND PARTS 101-301-941-000 | 12/28/2013 ksteinman | 02/04/2014 | 1,226.65 | 0.00 | P | Y 01/29/2014 |
| | | MOTOR POOL FEES | | 1,226.65 | | | |
| S0007264 | | | | | | | |
| 36527 | EMERGENCY VEHICLE PRODUCTS F161733 LABOR AND PARTS 101-301-941-000 | 12/28/2013 ksteinman | 02/04/2014 | 1,226.65 | 0.00 | P | Y 01/29/2014 |
| | | MOTOR POOL FEES | | 1,226.65 | | | |
| 34097 | | | | | | | |
| 36515 | GENZINK STEEL PLOW BLADE 661-450-741-003 | 01/16/2014 ksteinman | 02/04/2014 | 1,218.00 | 0.00 | P | Y 01/29/2014 |
| | | REPAIR & MAINT SUPPLIES | | 1,218.00 | | | |
| 4574 | | | | | | | |
| 36538 | HAVEN HEATING AND AIR CONDITIONING MAINTENANCE AND REPAIRS 594-776-933-000 | 01/19/2014 ksteinman | 02/04/2014 | 106.00 | 0.00 | P | Y 01/29/2014 |
| | | REPAIRS/ MAINTENANCE - EQUIP | | 106.00 | | | |
| JAN 2014 | | | | | | | |
| 36528 | GORDON HULL CONTRACTUAL SERVICES 582-558-802-000 | 01/16/2014 ksteinman | 02/04/2014 | 2,358.50 | 0.00 | P | Y 01/29/2014 |
| | | OTHER CONTRACTUAL SERVICES | | 2,358.50 | | | |
| 40032672 | | | | | | | |
| 36548 | INTERSTATE BATTERY SYSTEMS BATTERIES 661-450-741-000 | 01/21/2014 ksteinman | 02/04/2014 | 167.83 | 0.00 | P | Y 01/29/2014 |
| | | OPERATING SUPPLIES | | 167.83 | | | |

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 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

User: ksteinman
 DB: South Haven

| Inv Num | Vendor | Inv Date | Due Date | Inv Amt | Amt Due | Status | Jrnlized |
|----------------|---|-------------------------|------------|----------|---------|--------|-----------------|
| Inv Ref# | Description | Entered By | | | | | Post Date |
| | GL Distribution | | | | | | |
| JANUARY | | | | | | | |
| 36564 | JIM & TONI'S DRYCLEANERS LAUNDRY SERVICE 101-301-801-021 | 01/01/2014 ksteinman | 02/04/2014 | 402.00 | 0.00 | P | Y 01/29/2014 |
| | LAUNDRY & DRYCLEANING | | | 402.00 | | | |
| 001-35880 | | | | | | | |
| 36549 | JOHNNY'S LAKESHORE JEWELRY BENCHPLATE 718-002-277-003 | 12/10/2013 ksteinman | 02/04/2014 | 39.95 | 0.00 | P | Y 01/29/2014 |
| | DEPOSIT-SUMMER CONCERT | | | 39.95 | | | |
| 10039046 | | | | | | | |
| 36544 | JOHN'S STEREO INC AUTO CHARGER/LIGHTNING TO USB SYNC 661-450-741-003 | 01/14/2014 ksteinman | 02/04/2014 | 34.96 | 0.00 | P | Y 01/29/2014 |
| | REPAIR & MAINT SUPPLIES | | | 34.96 | | | |
| S102278220.001 | | | | | | | |
| 36539 | KENDALL ELECTRIC INC PARTS 582-558-933-000 | 01/14/2014 ksteinman | 02/04/2014 | 437.22 | 0.00 | P | Y 01/29/2014 |
| | REPAIRS/MAINTENANCE - EQUIPM | | | 437.22 | | | |
| INV153951 | | | | | | | |
| 36531 | KERR PUMP AND SUPPLY CASE GASKET 591-559-933-000 | 01/10/2014 ksteinman | 02/04/2014 | 25.55 | 0.00 | P | Y 01/29/2014 |
| | REPAIRS/MAINTENANCE - EQUIPM | | | 25.55 | | | |
| PROPOSAL | | | | | | | |
| 36517 | LAMBRIX DESIGN AND COMPANY 50% DEPOSIT 594-776-964-000 | 12/18/2013 ksteinman | 02/04/2014 | 2,700.00 | 0.00 | P | Y 01/29/2014 |
| | MARKETING | | | 2,700.00 | | | |
| 3804 | | | | | | | |
| 36530 | LAMBRIX DESIGN AND COMPANY MARINA BROCHURE 594-776-900-000 | 01/08/2014 ksteinman | 02/04/2014 | 893.17 | 0.00 | P | Y 01/29/2014 |
| | PRINTING/PUBLISHING | | | 893.17 | | | |
| 31787 | | | | | | | |
| 36566 | MICHIGAN ELECTION RESOURCES BALLOT MARKING INSTRUCTIONS 101-191-727-000 | 10/10/2013 ksteinman | 02/04/2014 | 120.67 | 0.00 | P | Y 01/29/2014 |
| | OFFICE SUPPLIES | | | 120.67 | | | |
| E12089 | | | | | | | |
| 36512 | MICHIGAN WATER ENVIRONMENT ROBERT MILLER RICARDO GARCIA FEBRU 591-559-860-000 | 01/20/2014 ksteinman | 02/04/2014 | 170.00 | 0.00 | P | Y 01/29/2014 |
| | TRAVEL/CONFERENCES/TRAINING | | | 170.00 | | | |

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/04/2014 - 02/04/2014
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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| Inv Num | Vendor | Inv Date | Due Date | Inv Amt | Amt Due | Status | Jrnlized |
|------------|---|---|------------|----------------------|---------|--------|-----------------|
| Inv Ref# | Description | Entered By | | | | | Post Date |
| 05-10069 | | | | | | | |
| 36513 | MIDWEST CIVIL ENGINEERS INC CONSTRUCTION STAKING PHOENIX ST IM 250-729-974-018-0150 | 01/16/2014 ksteinman CAPITAL PROJECTS | 02/04/2014 | 4,548.00 4,548.00 | 0.00 | P | Y 01/29/2014 |
| 1401-116 | | | | | | | |
| 36571 | MULDER'S RED CARPET MOVING MOVING POLICE DEPT OFFICES 401-301-980-000-0145 | 01/15/2014 ksteinman POLICE/FIRE COMPLEX | 02/04/2014 | 3,288.00 3,288.00 | 0.00 | P | Y 01/29/2014 |
| 592861 | | | | | | | |
| 36543 | NTH CONSULTANTS, LTD MATERIALS TESTING FOR PHOENIX ST I 250-729-974-018-0150 | 01/13/2014 ksteinman PHOENIX ST IMPROVEMENTS | 02/04/2014 | 37.00 37.00 | 0.00 | P | Y 01/29/2014 |
| 770502 | | | | | | | |
| 36533 | OFFICE MAX INC SUPPLIES 101-301-727-000 | 01/10/2014 ksteinman OFFICE SUPPLIES | 02/04/2014 | 593.53 593.53 | 0.00 | P | Y 01/29/2014 |
| 251 | | | | | | | |
| 36518 | OPTIMIZATION SOLUTIONS COAGULATION FEED CONTROL 591-559-802-000 | 01/16/2014 ksteinman OTHER CONTRACTUAL SERVICES | 02/04/2014 | 1,250.00 1,250.00 | 0.00 | P | Y 01/29/2014 |
| 43138 | | | | | | | |
| 36559 | PRI MAR PETROLEUM INC CARS WASHED 661-450-935-000 | 12/31/2013 ksteinman REPAIRS/MAINTENANCE - VEHICLES | 02/04/2014 | 47.50 47.50 | 0.00 | P | Y 01/29/2014 |
| 490-013684 | | | | | | | |
| 36553 | RIDGE AND KRAMER AUTO PARTS MAINTENANCE SUPPLIES 661-450-741-003 | 01/15/2014 ksteinman REPAIR & MAINT SUPPLIES | 02/04/2014 | 103.28 103.28 | 0.00 | P | Y 01/29/2014 |
| 490-013645 | | | | | | | |
| 36554 | RIDGE AND KRAMER AUTO PARTS MAINTENANCE SUPPLIES 661-450-741-003 | 01/14/2014 ksteinman REPAIR & MAINT SUPPLIES | 02/04/2014 | 122.19 122.19 | 0.00 | P | Y 01/29/2014 |
| 490-013782 | | | | | | | |
| 36556 | RIDGE AND KRAMER AUTO PARTS MAINTENANCE SUPPLIES 661-450-741-003 | 01/29/2014 ksteinman REPAIR & MAINT SUPPLIES | 02/04/2014 | 108.63 108.63 | 0.00 | P | Y 01/29/2014 |

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/04/2014 - 02/04/2014
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 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

| Inv Num Inv Ref# | Vendor Description GL Distribution | Inv Date Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized Post Date |
|----------------------------|--|---|------------|---|---------|--------|-----------------------|
| 120323 36557 | RIDGE AND KRAMER AUTO PARTS MAINTENANCE SUPPLIES 661-450-741-003 | 01/20/2014 ksteinman REPAIR & MAINT SUPPLIES | 02/04/2014 | 88.16 88.16 | 0.00 | P | Y 01/29/2014 |
| 120194 36550 | RIDGE AUTO PARTS MAINTENANCE SUPPLIES 661-450-741-000 | 01/16/2014 ksteinman OPERATING SUPPLIES | 02/04/2014 | 13.73 13.73 | 0.00 | P | Y 01/29/2014 |
| 5498 36535 | ROD'S PRINTS & PROMOTIONS GREY SPORT SHIRTS 101-301-729-000 | 01/12/2014 ksteinman UNIFORMS | 02/04/2014 | 34.00 34.00 | 0.00 | P | Y 01/29/2014 |
| 107 36568 | ROLAND ELECTRIC LLC BYPASS BURNED FUSE TERMINAL 101-265-802-000 | 12/02/2013 ksteinman OTHER CONTRACTUAL SERVICES | 02/04/2014 | 311.33 311.33 | 0.00 | P | Y 01/29/2014 |
| P02627 36545 | RPM MACHINERY PARTS 661-450-741-003 | 01/15/2014 ksteinman REPAIR & MAINT SUPPLIES | 02/04/2014 | 486.56 486.56 | 0.00 | P | Y 01/29/2014 |
| 9671 36514 | SPENCER MANUFACTURING, INC REPAIR TRAILER 661-450-935-000 | 01/14/2014 ksteinman REPAIRS/MAINTENANCE - VEHICLES | 02/04/2014 | 1,170.00 1,170.00 | 0.00 | P | Y 01/29/2014 |
| 7111850519-000001 36536 | STAPLES ADVANTAGE SUPPLIES 101-301-727-000 | 01/05/2014 ksteinman OFFICE SUPPLIES | 02/04/2014 | 262.64 262.64 | 0.00 | P | Y 01/29/2014 |
| 7110321862-000002 36540 | STAPLES ADVANTAGE SUPPLIES 591-558-741-000 592-558-741-000 101-446-741-000 101-447-741-000 582-558-741-000 | 01/11/2014 ksteinman OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES | 02/04/2014 | 43.99 8.79 8.80 8.80 8.80 8.80 | 0.00 | P | Y 01/29/2014 |

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/04/2014 - 02/04/2014
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| Inv Num | Vendor | Inv Date | Due Date | Inv Amt | Amt Due | Status | Jrnalized |
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| Inv Ref# | Description | Entered By | | | | | Post Date |
| 7111917506-000001 | | | | | | | |
| 36546 | STAPLES ADVANTAGE SUPPLIES | 01/16/2014 ksteinman | 02/04/2014 | 89.55 | 0.00 | P | Y 01/29/2014 |
| | 591-558-741-000 | OPERATING SUPPLIES | | 1.00 | | | |
| | 592-558-741-000 | OPERATING SUPPLIES | | 1.00 | | | |
| | 101-446-741-000 | OPERATING SUPPLIES | | 1.01 | | | |
| | 101-447-741-000 | OPERATING SUPPLIES | | 1.01 | | | |
| | 582-558-741-000 | OPERATING SUPPLIES | | 1.01 | | | |
| | 591-558-727-000 | OFFICE SUPPLIES | | 16.91 | | | |
| | 592-558-727-000 | OFFICE SUPPLIES | | 16.91 | | | |
| | 101-446-727-000 | OFFICE SUPPLIES | | 16.90 | | | |
| | 101-447-727-000 | OFFICE SUPPLIES | | 16.90 | | | |
| | 582-558-727-000 | OFFICE SUPPLIES | | 16.90 | | | |
| 7112134556-000001 | | | | | | | |
| 36547 | STAPLES ADVANTAGE SUPPLIES | 01/21/2014 ksteinman | 02/04/2014 | 539.06 | 0.00 | P | Y 01/29/2014 |
| | 591-559-727-000 | OFFICE SUPPLIES | | 139.96 | | | |
| | 582-558-727-000 | OFFICE SUPPLIES | | 323.99 | | | |
| | 591-558-727-000 | OFFICE SUPPLIES | | 9.82 | | | |
| | 592-558-727-000 | OFFICE SUPPLIES | | 9.82 | | | |
| | 582-558-727-000 | OFFICE SUPPLIES | | 9.82 | | | |
| | 101-446-727-000 | OFFICE SUPPLIES | | 9.83 | | | |
| | 101-447-727-000 | OFFICE SUPPLIES | | 9.83 | | | |
| | 591-558-741-000 | OPERATING SUPPLIES | | 5.19 | | | |
| | 592-558-741-000 | OPERATING SUPPLIES | | 5.20 | | | |
| | 101-446-741-000 | OPERATING SUPPLIES | | 5.20 | | | |
| | 101-447-741-000 | OPERATING SUPPLIES | | 5.20 | | | |
| | 582-558-741-000 | OPERATING SUPPLIES | | 5.20 | | | |
| 7111910961-000001 | | | | | | | |
| 36567 | STAPLES ADVANTAGE SUPPLIES | 01/16/2014 ksteinman | 02/04/2014 | 152.45 | 0.00 | P | Y 01/29/2014 |
| | 101-202-727-000 | OFFICE SUPPLIES | | 93.36 | | | |
| | 101-301-727-000 | OFFICE SUPPLIES | | 16.99 | | | |
| | 101-265-727-000 | OFFICE SUPPLIES | | 42.10 | | | |
| IN25849 | | | | | | | |
| 36537 | U S BUSINESS SYSTEMS INC OTHER CONTRACTUAL | 01/17/2014 ksteinman | 02/04/2014 | 99.14 | 0.00 | P | Y 01/29/2014 |
| | 101-301-802-000 | OTHER CONTRACTUAL SERVICES | | 99.14 | | | |

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 02/04/2014 - 02/04/2014
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|-----------------------------------|------------------------------------|------------------------------|------------|----------|-----------|--------|------------|
| Inv Ref# | Description | Entered By | | | | | Post Date |
| 0789536 | | | | | | | |
| 36562 | UPLINK SECURITY LLC | 01/01/2014 | 02/04/2014 | 6.45 | 0.00 | P | Y |
| | MONTHLY SERVICE FEES | ksteinman | | | | | 01/29/2014 |
| | 101-350-802-000 | OTHER CONTRACTUAL SERVICES | | 6.45 | | | |
| TRAINING INVOICE | | | | | | | |
| 36519 | VAN METER & ASSOCIATES INC | 01/29/2014 | 02/04/2014 | 2,500.00 | 0.00 | P | Y |
| | QUOTA FREE POLICE PORDUCTIVITY SYS | ksteinman | | | | | 01/29/2014 |
| | 101-301-860-000 | TRAVEL/CONFERENCES/TRAINING | | 2,500.00 | | | |
| 3000 | | | | | | | |
| 36561 | VREDEVELD HAEFNER LLC | 12/31/2013 | 02/04/2014 | 622.50 | 0.00 | P | Y |
| | MARINA INTERNAL CONTROL PROJECT | ksteinman | | | | | 01/29/2014 |
| | 594-776-801-000 | PROFESSIONAL/CONSULTING FEES | | 622.50 | | | |
| 390286 | | | | | | | |
| 36511 | RON WASHEGESIC | 01/10/2014 | 02/04/2014 | 120.00 | 0.00 | P | Y |
| | CAMERA SEWER | ksteinman | | | | | 01/29/2014 |
| | 592-558-802-000 | OTHER CONTRACTUAL SERVICES | | 120.00 | | | |
| 39879 | | | | | | | |
| 36563 | WEST MICHIGAN DOCUMENT | 01/09/2014 | 02/04/2014 | 45.00 | 0.00 | P | Y |
| | SHREDDING SERVICE | ksteinman | | | | | 01/29/2014 |
| | 101-350-802-000 | OTHER CONTRACTUAL SERVICES | | 45.00 | | | |
| JAN 17TH | | | | | | | |
| 36534 | WMCJTC | 01/17/2014 | 02/04/2014 | 200.00 | 0.00 | P | Y |
| | LESS LETHAL CHEMICAL DISTRACTION D | ksteinman | | | | | 01/29/2014 |
| | 266-301-861-000 | POLICE TRAINING | | 200.00 | | | |
| # of Invoices: | 63 | # Due: | 0 | Totals: | 53,888.12 | 0.00 | |
| # of Credit Memos: | 0 | # Due: | 0 | Totals: | 0.00 | 0.00 | |
| Net of Invoices and Credit Memos: | | | | | 53,888.12 | 0.00 | |

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 02/04/2014 - 02/04/2014
 BOTH JOURNALIZED AND UNJOURNALIZED 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 |
| GL Distribution | | | | | | | |
| --- TOTALS BY FUND --- | | | | | | | |
| | 101 - GENERAL FUND | | | 25,384.42 | 0.00 | | |
| | 250 - DOWNTOWN DVLP AUTHORITY | | | 4,988.27 | 0.00 | | |
| | 266 - POLICE TRAINING FUND | | | 200.00 | 0.00 | | |
| | 401 - CAPITAL PROJECTS FUND 1 | | | 4,288.00 | 0.00 | | |
| | 582 - ELECTRIC FUND | | | 4,249.44 | 0.00 | | |
| | 591 - WATER FUND | | | 1,627.22 | 0.00 | | |
| | 592 - SEWER FUND | | | 3,683.25 | 0.00 | | |
| | 594 - MARINA FUND | | | 4,321.67 | 0.00 | | |
| | 661 - MOTOR POOL FUND | | | 5,105.90 | 0.00 | | |
| | 718 - TRUST & AGENCY FUND | | | 39.95 | 0.00 | | |
| --- TOTALS BY DEPT/ACTIVITY --- | | | | | | | |
| | 002 - LIABILITIES | | | 39.95 | 0.00 | | |
| | 191 - ELECTIONS | | | 120.67 | 0.00 | | |
| | 202 - CITY TREASURER | | | 93.36 | 0.00 | | |
| | 210 - LEGAL & PROFESSIONAL | | | 4,617.00 | 0.00 | | |
| | 265 - BUILDINGS & GROUNDS | | | 1,440.43 | 0.00 | | |
| | 301 - POLICE | | | 15,023.43 | 0.00 | | |
| | 350 - INFORMATION CENTER | | | 2,001.45 | 0.00 | | |
| | 446 - HIGHWAYS & STREETS | | | 4,348.75 | 0.00 | | |
| | 447 - ENGINEERING | | | 2,227.33 | 0.00 | | |
| | 450 - EQUIPMENT MAINTENANCE | | | 5,105.90 | 0.00 | | |
| | 558 - OPERATIONS | | | 4,452.88 | 0.00 | | |
| | 559 - TREATMENT | | | 3,546.51 | 0.00 | | |
| | 569 - LIFSTATIONS - SOUTH HAVEN T | | | 1,560.52 | 0.00 | | |
| | 729 - DOWNTOWN DEVELOPMENT | | | 4,988.27 | 0.00 | | |
| | 776 - OPERATIONS | | | 4,321.67 | 0.00 | | |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|-------------------------|------|-------|-----------|--------------------------------|------------|
| Bank 1 FIFTH THIRD BANK | | | | | |
| 01/17/2014 | 1 | 46690 | 000514 | CONSTRUCTION ASSOCIATES INC | 4,089.40 |
| 01/17/2014 | 1 | 46691 | 000597 | DEBRA DAVIDSON | 49.84 |
| 01/17/2014 | 1 | 46692 | 003127 | ADAM DE BOER | 34.28 |
| 01/17/2014 | 1 | 46693 | 000843 | FRONTIER | 572.46 |
| 01/17/2014 | 1 | 46694 | 001107 | HULL LIFT TRUCK INC | 531.20 |
| 01/17/2014 | 1 | 46695 | 003223 | KALAMAZOO COUNTY TREASURER | 25.00 |
| 01/17/2014 | 1 | 46696 | 003222 | KSS ENTERPRICES | 149.55 |
| 01/17/2014 | 1 | 46697 | 001346 | LAKWOOD INC | 394,227.00 |
| 01/17/2014 | 1 | 46698 | 001544 | MENARDS | 1,038.06 |
| 01/17/2014 | 1 | 46699 | 001619 | MICHIGAN MUNICIPAL LEAGUE | 1,539.81 |
| 01/17/2014 | 1 | 46700 | 001658 | MICHIGAN TOWNSHIPS ASSOCIATION | 201.60 |
| 01/17/2014 | 1 | 46701 | 003224 | RON WISE | 338.64 |
| 01/17/2014 | 1 | 46702 | MISC | SAFEGUARD PROPERTIES | 550.00 |
| 01/17/2014 | 1 | 46703 | 002645 | TRACTOR SUPPLY CREDIT PLAN | 292.95 |
| 01/17/2014 | 1 | 46704 | 002949 | WOLVERINE HARDWARE | 219.50 |
| 01/17/2014 | 1 | 46705 | UB REFUND | CHEMICAL BANK | 65.43 |
| 01/17/2014 | 1 | 46706 | UB REFUND | CHICAGO TITLE OF MICHIGAN | 114.23 |
| 01/17/2014 | 1 | 46707 | UB REFUND | SPEARS, SCOTT W | 165.69 |
| 01/17/2014 | 1 | 46708 | UB REFUND | WEST MICH REALTORS TITLE CO | 5.21 |
| 01/20/2014 | 1 | 46709 | 000430 | CENTURY LINK | 19.31 |
| 01/20/2014 | 1 | 46710 | 000843 | FRONTIER | 8,150.09 |
| 01/20/2014 | 1 | 46711 | 001544 | MENARDS | 954.05 |
| 01/20/2014 | 1 | 46712 | 002645 | TRACTOR SUPPLY CREDIT PLAN | 1,319.95 |
| 01/20/2014 | 1 | 46713 | 002724 | UPS STORE #5080 | 70.01 |
| 01/20/2014 | 1 | 46714 | 002949 | WOLVERINE HARDWARE | 91.06 |

1 TOTALS:

| | |
|----------------------------|------------|
| Total of 25 Checks: | 414,814.32 |
| Less 0 Void Checks: | 0.00 |
| Total of 25 Disbursements: | 414,814.32 |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|-------------------------|------|-------|--------|-----------------------|-----------|
| Bank 1 FIFTH THIRD BANK | | | | | |
| 01/22/2014 | 1 | 46717 | MISC | BUMS BEACH GRILL | 285.98 |
| 01/22/2014 | 1 | 46718 | MISC | FITZGERALD PATRICK W | 1,135.17 |
| 01/22/2014 | 1 | 46719 | MISC | GRAYHAWK LEASING LLC | 372.85 |
| 01/22/2014 | 1 | 46720 | MISC | GROWDEN WILLIAM G | 459.34 |
| 01/22/2014 | 1 | 46721 | MISC | JANICKI DANIEL S | 1,676.20 |
| 01/22/2014 | 1 | 46722 | MISC | JOSEPH JEAN & MEGAN | 1,859.81 |
| 01/22/2014 | 1 | 46723 | MISC | LEFFEL DAVID E | 27.96 |
| 01/22/2014 | 1 | 46724 | MISC | STEGMAN NICHOLAS J | 481.77 |
| 01/22/2014 | 1 | 46725 | MISC | GRIMES JACOB T | 1,721.64 |
| 01/22/2014 | 1 | 46726 | MISC | ALDOUS LAND LLC | 265.77 |
| 01/22/2014 | 1 | 46727 | MISC | ALBEMARLE CORPORATION | 12,029.85 |

1 TOTALS:

| | |
|----------------------------|-----------|
| Total of 11 Checks: | 20,316.34 |
| Less 0 Void Checks: | 0.00 |
| Total of 11 Disbursements: | 20,316.34 |

Parks Commission

Regular Meeting Minutes

Tuesday, October 08, 2013
6:00 p.m., Council Chambers



City of South Haven

1. Call to Order by Reinert at 6:00 p.m.

2. Roll Call

Present: Cobbs, Toneman, White, Reinert
Absent: Comeau, Fitzgibbon, Moore

3. Approval of Agenda

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

All in favor. Motion carried.

4. Approval of Minutes – August 13, 2013

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

All in favor. Motion carried.

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

None at this time.

6. Elkenburg Park – Phase II

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

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

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

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

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

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

All in favor. Motion carried.

7. Pump Track

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

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

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

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

Yeas: Cobbs, White, Reinert
Nays: Toneman

Motion carried.

8. Adjourn

Adjourn at 6:17 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,
Marsha Ransom
Recording Secretary

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

**Tuesday, November 26, 2013
3:00 p.m., South Haven Charter Township Hall**

MINUTES

1. Call to Order

Meeting Opened at 3:00 p.m.

2. Roll Call

Members Present: Mr. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman

Absent: Dr. Robert Herrera, Mr. Mark McClendon

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Mr. Mike Dopp, Midwest Civil Engineers
Mr. Jim Marcoux

3. Approval of Meeting Minutes:

July 16, 2013 Board Meeting: Motion by Getman, seconded by Fitzgibbon to approve the minutes as presented. All in favor, motion carried.

4. Approval of Agenda:

Motion by Getman, seconded by Fitzgibbon to approve the agenda of the November 26, 2013 meeting. All in favor, motion carried.

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

Mr. Jim Marcoux addressed the board on his support for the proposed Pilgrim Haven Park project. Marcoux noted that he is part of a group of South Haven residents which have been actively meeting with representatives from the Southwest Michigan Land Conservancy (SWMLC.) Marcoux stated that the group has been discussing the proposed park at the Pilgrim Haven site. Marcoux expressed support for the proposed park development and encouraged the board to continue its work with SWMLC.

6. Approval of the SHARA Finance Reports:

- a) The board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$91,426.54. Dissette noted that the report illustrates bank interest has been paid.

Motion by Getman, seconded by Fitzgibbon to approve the SHARA

finance report. All in favor, motion carried.

- b) The board was updated on the SHARP account, which now has a balance of \$24,382.26.
- c) The board discussed the SHARA fiscal year 2013 budget amendment. Dissette noted the budget amendment was created to ensure the board's spending on professional services is a budgeted expense. Dissette noted that there is sufficient fund balance to pay for the contracted services, but the amendment was needed to ensure the budget accounts for the expenses.

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

- d) The board was updated on the SHARA fiscal year 2014 budget proposal. Dissette noted that the budget proposal was created to closely mirror the 2013 budget document, and may need amendments, should the board consider professional services in the upcoming year. Dissette noted that no action was needed from the board, but recommended the board review the budget proposal and be prepared to adopt a budget at the January meeting.

7. Update on the status of the SHARP site:

The board was provided an update on the SHARP site construction plans by Mr. Mike Dopp, Midwest Civil Engineers (MCE). Dopp noted that MCE continues to make progress on the SHARP construction plans. Dopp described his efforts to refine the construction plans, in an effort to lower the construction costs. Dopp stated the revised construction cost estimate for the first phase of the SHARP site has been reduced to \$2,600,000. With the first phase including four baseball fields, three soccer fields, parking, concession stand, restrooms, lighting, and other site improvements. Dopp also noted that the changes to the SHARP plans will likely require Casco Planning Commission review and consideration. Stein echoed a similar statement, noting that he had inquired with Casco staff and confirmed the Planning Commission would have to consider the changes.

8. Update on the possible mountain bike trail development:

Dissette noted that the city's staff has been in conversations with Mr. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC), regarding the possible acquisition of up to ninety acres of forested property in South Haven Charter Township. Dissette noted that in those conversations with SWMLC, the group has discussed the possible development of biking/hiking trails, which could be constructed along the Black River and Kal-Haven Trail. Dissette noted that SWMLC is planning to seek funding for the land acquisition and that if SWMLC acquires the site, SHARA could be invited to develop trails on the property. Dissette expressed a willingness to seek grant funds from the South Haven Area Resource Council to fund the trail design, for SHARA's consideration. Dissette inquired with the SHARA board if there was interest in seeking local grant funds for the design of a trail system for the forest land. Fitzgibbon expressed a desire to understand the annual maintenance costs for the proposed trails, along with the potential insurance costs.

Dissette agreed to provide that information to the board.

Motion by Getman, seconded by Fitzgibbon to authorize Dissette to seek grant funds for SHARA, to provide funding for professional services related to trail design development. All in favor, motion carried.

10. Adjourn

Motion by Getman, seconded by Fitzgibbon to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 4:06 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven

MEMORANDUM

DATE: January 20, 2014

TO: Brian Dissette, South Haven City Manager

FROM: Connie Phillips, South Haven City Deputy Assessor

SUBJECT: Resolution to Appoint Board of Review, Rate of Compensation, and Meeting Schedule for 2014

The Assessor's Office would like to submit the attached resolution appointing the board members, setting the board's compensation, and setting the meeting dates for tax year 2014.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-04

A RESOLUTION APPOINTING A BOARD OF REVIEW
AND ESTABLISHING A RATE OF COMPENSATION
AND A MEETING SCHEDULE FOR TAX YEAR 2014

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 February 3, 2014 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the South Haven City Charter and state property tax law require the appointment and operation of a Board of Review for the purpose of hearing and deciding property tax appeals at a duly appointed time and place annually; and

WHEREAS, the City of South Haven by ordinance requires that appointments, compensation, and meetings of the Board of Review shall be provided for by resolution annually for the current tax year:

WHEREAS, Public Act of 143 of 2006 allows the appointment of not more than two alternate members for the same term as the regular members of the Board of Review, who may be called to perform the duties of a regular member of the board of review as needed,

BE IT THEREFORE RESOLVED, that for tax year 2014 there is hereby established a City of South Haven Board of Review of regular members and an alternate member which shall elect from its own membership a chairperson and an alternate,

BE IT FURTHER RESOLVED, that the following City of South Haven residents are hereby appointed as regular or alternate members to the 2014 City of South Haven Board of Review:

| <u>Name</u> | <u>Address</u> |
|--------------------|--------------------|
| 1. Joan Hoyt | 922 Hazel St |
| 2. Eugene Ladewski | 325 North Shore Dr |
| 3. Joan Roth | 729 South Haven Pl |
| 4. William Roberts | 36 Apache Ct |

BE IT FURTHER RESOLVED, that each member and alternate member of the 2014 Board of Review shall be compensated at a rate of \$100.00 per day for each day the member sits in session for hearing of appeals; and,

BE IT FURTHER RESOLVED, the regular schedule for 2014 Board of Review meetings and appeal hearings, to be conducted at the South Haven City Hall, shall be as follows:

- | | |
|-----------------------|---|
| <u>First Meeting</u> | Tuesday, March 4. 10:00 a.m. for board organization and review of assessment roll. (No hearing of appeals) |
| <u>Second Meeting</u> | Tuesday, March 11. 9:00 a.m. – 12:00 noon and 1:30 p.m. – 4:30 p.m., hearing of appeals. |
| <u>Third Meeting</u> | Friday, March 14. 3:00 p.m. – 9:00 p.m., hearing of appeals. |
| <u>Fourth Meeting</u> | Tuesday, March 18. 9:00 a.m. – 12:00 noon hearing of final appeals and board finalization of assessment roll. |
| <u>Fifth Meeting</u> | Tuesday, July 22. 10:00 a.m. |
| <u>Sixth Meeting</u> | Tuesday, December 9. 10:00 a.m. |

Additional meetings may be scheduled by the Board Chairperson, as deemed necessary, for the hearing of appeals and/or deliberating and rendering board decisions; and

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby repealed; and

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 3rd day of February, 2014, 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 of South Haven

Dept. of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Roger Huff, PE, DPW Director

RE: MMEA Mutual Aid Agreement

Date: January 29, 2014

Background Information:

Since 2009, the City of South Haven has participated in Southern Rebel Mutual Aid Meetings. This is a loosely organized group consisting of Chelsea, Clinton, Coldwater, Dowagiac, Hillsdale, Marshall, Niles, Paw Paw, South Haven, Sturgis, and Union City. By working agreement, the Electric Departments of the above-named members, have agreed to furnish mutual aid in the form of equipment, labor and materials to other member cities in times of emergencies and disasters.

In 2013, this group discussed the need to have standardized requirements, obligations, and conditions for the furnishing of emergency assistance to one another; and sought the assistance of the Michigan Municipal Electric Association (MMEA). MMEA has crafted this standardized written agreement and has agreed to act as a coordinating agent to help promote the purposes of this agreement. MMEA Participating Members consist of Bay City, Chelsea, Clinton, Coldwater, Crosswell, Dowagiac, Eaton Rapids, Escanaba, Gladstone, Grand Haven, Harbor Springs, Hillsdale, Holland, L'Anse, Lansing, Lowell, Marquette, Marshall, Negaunee, Niles, Norway, Paw Paw, Petoskey, Portland, St. Louis, Sebawaing, South Haven, Stephenson, Sturgis, Traverse City, Union City, Wyandotte, and Zeeland.

The proposed agreement specifies standardization and requirements of contact information procedures; insurance and liability requirements; requesting assistance; response; training; equipment; invoicing and payment for services; lodging, meals, and transportation; damage to equipment; and the role of MMEA.

This agreement shall extend for a period of 30 years, unless sooner terminated by mutual agreement; and a participating member may withdraw from this agreement at any time as authorized by resolution of its governing body.

City staff feels it is advisable and in the best interests of the City of South Haven to have standardized requirements, obligations and conditions under which emergency assistance will be furnished or requested, and recommends approval.

Memorandum

January 29, 2014

MMEA Mutual Aid Agreement

Page 2 of 2

On January 27, 2014, the Board of Public Utilities reviewed and provided unanimous approval of a recommendation to City Council to enter into the Michigan Municipal Electric Association ("MMEA") Mutual Aid Agreement.

Recommendation:

The City Council should consider approval of Resolution 2014-05, a resolution to enter into Michigan Municipal Electric Association ("MMEA") mutual aid agreement & designate persons authorized to request or approve requests for assistance thereunder.

Support Material:

MMEA Mutual Aid Agreement

Resolution 2014-05

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-05

A RESOLUTION TO ENTER INTO MICHIGAN MUNICIPAL ELECTRIC ASSOCIATION
("MMEA") MUTUAL AID AGREEMENT & DESIGNATE PERSONS AUTHORIZED TO
REQUEST OR APPROVE REQUESTS FOR ASSISTANCE THEREUNDER

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 February 3, 2014 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 of South Haven is a member of the Michigan Municipal Electric Association (MMEA); and

WHEREAS, from time to time it becomes necessary for members of MMEA to request emergency assistance in the form of equipment and personnel from other MMEA members in connection with the operation of their respective electric utilities; and

WHEREAS, MMEA has prepared a standardized written agreement entitled the "MMEA Mutual Aid Agreement" which sets forth requirements and conditions regarding the furnishing of emergency assistance by MMEA members to one another; and

WHEREAS, it is advisable and in the best interests of the City of South Haven to have standardized requirements, obligations and conditions under which emergency assistance will be furnished to, or may be requested by the City of South Haven; and

WHEREAS, all of the terms of the MMEA Mutual Aid Agreement are acceptable to the City of South Haven and protective of the City of South Haven's best interests.

WHEREAS, the City of South Haven desires to designate the persons authorized on its behalf to request emergency assistance or to act on the City's behalf in response to requests for emergency assistance as set forth in paragraph 3 of the MMEA Mutual Aid Agreement

The following persons are hereby designated and authorized to request emergency assistance on behalf of the City of South Haven under the MMEA Mutual Aid Agreement and to approve requests made to the City of South Haven for emergency assistance under that agreement. These persons are listed in the specific descending order in which they are authorized on behalf of the City of South Haven to request emergency assistance or, alternatively in which they are to be contacted by another signatory to the agreement, if the person at the top of the list is not timely available under the applicable circumstances.

1. Jim Pezzuto, Electrical Supervisor

2. Joe Miller, Working Foreman
3. Todd Bloomstine, Working Foreman
4. Chris May, Lineman A
5. Roger Huff, Public Works Director

The preceding list may from time to time be amended by the City of South Haven Public Works Director as determined necessary by the Public Works Director by the preparation of a replacement list which shall be dated and which shall become effective upon its being filed with the City Clerk.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City of South Haven Clerk are hereby authorized on behalf of the City of South Haven to sign and enter into the MMEA Mutual Aid Agreement

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 3rd day of February, 2014, 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

MMEA MUTUAL AID AGREEMENT

(Revised 04/30/01)

This agreement is made this ____ day of _____ 2014, by and between the City of South Haven, and other members of the Michigan Municipal Electric Association (MMEA) which have or may hereafter execute this Agreement.

WHEREAS, from time to time it becomes necessary for members of MMEA to request emergency assistance from other MMEA members in connection with the operation of their respective electric utilities; and

WHEREAS, it is advisable and in the best interest of the parties to this Agreement to have standardized requirements, obligations, and conditions for the furnishing of emergency assistance to one another;

NOW, THEREFORE, in consideration of the foregoing and the mutual benefits to be derived by each of the parties to this Agreement, it is agreed as follows:

1. DEFINITIONS.

- a. Participating Member means any MMEA member which has executed this Agreement as authorized to do so by resolution of its governing body.
- b. Aided Party means a Participating Member that requests emergency assistance from another Participating Member.
- c. Aiding Party means a Participating Member that has been requested by another Participating Member to provide emergency assistance.

- d. MMEA Mutual Aid Group means all of the Participating Members considered together.

2. PURPOSE.

The purpose of this Agreement is to set forth the requirements, obligations and conditions for the furnishing of emergency assistance by the Participating Members to one another and by any MMEA Member which hereafter becomes a Participating Member by executing this Agreement.

3. OBLIGATIONS OF PARTICIPATING MEMBERS.

All Participating Members shall have the following obligations:

- a. Upon execution of this Agreement, each Participating Member shall provide the following information to MMEA for distribution by MMEA to other Participating Members:
 - 1. The names, addresses, telephone numbers, telefax numbers, and titles of the persons authorized on behalf of a Participating Member to request emergency assistance from another Participating Member. These persons shall be listed in the specific descending order in which they are authorized by the Participating Member to request emergency assistance if the person at the top of the list is not timely available under the applicable circumstances.
 - 2. The names, addresses, telephone numbers, telefax numbers, and titles of the persons to be contacted by a Participating Member when making a request for emergency assistance. The persons listed as contact persons shall be authorized on behalf of a Participating Member to approve requests made for

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emergency assistance by another Participating Member. The contact persons shall be listed in the specific descending order in which they are to be contacted if the person at the top of the list is not timely available under the applicable circumstances.

3. The equipment (including normally stocked materials and supplies) and supporting personnel that each Participating Member expects to be available if requested to provide emergency assistance to another Participating Member.
 - b. Participating Members shall also provide any other information to MMEA as requested from time to time by MMEA as is reasonably necessary to effectuate the purposes of this Agreement. Participating Members shall take all reasonable steps necessary to ensure that information provided to MMEA as requested by MMEA or as otherwise required by this Agreement is accurate, and shall promptly notify MMEA if any information previously provided becomes incorrect or obsolete.
 - c. Each Participating Member shall, to the best of its ability under all of the circumstances, maintain in good working order the equipment it intends to make available to provide emergency service and shall maintain an adequate stock of materials and supplies for that equipment.
 - d. Each Participating Member shall maintain insurance adequate to cover any loss, damage, liability or claim resulting from any work or activities performed while furnishing emergency assistance to another Participating Member under this Agreement, including insurance coverage for equipment and personnel used during emergency assistance provided outside the territorial limits of the Participating Member furnishing the assistance.

4. OBLIGATIONS OF AIDING PARTIES.

Aiding Parties shall:

- a. Respond in a positive manner when emergency assistance is requested by another Participating Member (or by MMEA on behalf of the Participating Member) by providing personnel, equipment and supplies, as needed. However, an Aiding Party shall be the sole and exclusive judge of its ability and capacity to furnish assistance and shall not under any circumstances be required to imperil or put into jeopardy its own electric system.
- b. Provide personnel adequately trained to provide the assistance requested by another Participating Member.
- c. Provide equipment in good working order and stocked in accordance with good utility practices.
- d. Bill an Aided Party for service rendered while furnishing requested emergency assistance as provided by paragraph 6 of this Agreement.

5. OBLIGATIONS OF AIDED PARTIES.

Aided Parties shall:

- a. Promptly follow up any oral request for emergency assistance with a confirming written

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request.

- b. When making a request for emergency assistance, state the nature of the work to be performed in sufficient detail so that the proper personnel and equipment may be supplied by the Aiding Party.
- c. Furnish adequate supervision and communications for outside personnel used in responding to an emergency so that the work may be performed safely. Aided parties shall be fully responsible for the means and methods of rendering emergency assistance by the Aiding Party.
- d. Furnish system maps and diagrams, if necessary for the Aiding Party to provide the emergency assistance requested.
- e. Arrange housing and provide for meals, fuel or other items that would be out of pocket expenses for personnel furnished by an Aiding Party, as necessary.
- f. Promptly pay an Aiding Party for services rendered upon receipt of an invoice as provided by paragraph 6 of this Agreement.

6. **BILLING AND PAYING FOR SERVICES RENDERED.**

Aiding Parties shall bill Aided Parties and Aided Parties shall pay bills for services rendered while furnishing emergency assistance under this Agreement as provided by this paragraph.

- a. An Aiding Party shall bill an Aided Party for services rendered while furnishing

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emergency assistance, as follows:

1. All labor furnished by the Aiding Party shall be billed at the established direct wage or salary rate of the Aiding Party (including overtime rate, but not overhead), multiplied by 1.5 to cover overhead costs. Labor hours shall include all working hours and necessary travel time hours, but shall not include periods of rest or off-duty periods.
2. Materials and supplies furnished by the Aiding Party, including fuel for equipment, shall be billed at replacement cost plus 10%.
3. Equipment furnished by the Aiding Party shall be billed at the standard hourly or daily rate of the Aiding Party. If the Aiding Party does not have an equipment charge, a reasonable rate may be used. The time elapsed shall be computed from the time the equipment leaves the Aiding Party's yard, place of storage, or place of duty, until the time the equipment has been returned to its usual place of storage or duty, except for periods during which the equipment is not in use.
4. Lodging, meals and transportation expenses paid for by the Aiding Party, if any, shall be billed at cost.
5. The Aiding Party may bill the Aided Party at cost for any loss or damage to equipment not covered by insurance and suffered while providing emergency assistance to the Aided Party, excluding damage incurred in a motor vehicle accident.
6. The Aiding Party shall provide receipts or other applicable data or

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documentation to substantiate the billing as rendered, if requested by the Aided Party.

- b. An Aided Party shall promptly pay an Aiding Party for services rendered while furnishing emergency assistance after a bill is rendered and an invoice is received by the Aided Party.

7. ROLE OF MMEA.

Although MMEA is not itself a party to this Agreement, it has resolved to undertake various responsibilities on behalf of the MMEA Mutual Aid Group to help effectuate the purpose of this Agreement, including, without limitation, the following:

- a. MMEA shall maintain an up-to-date a list of Participating Members and other information provided to MMEA by Participating Members as required by this Agreement. MMEA shall provide each Participating Member with an up-dated copy of the list within [two (2) weeks] of any substantive change made to the list.
- b. MMEA shall coordinate meetings of the MMEA Mutual Aid Group, as required.
- c. Requests for aid by a Participating Member may be made to MMEA who shall then contact other Participating Members on behalf of the Participating Member in need of assistance.

It is agreed that MMEA merely acts as a coordinating agent to help effectuate the purposes of this Agreement and shall not be deemed liable for any claims that may arise under this Agreement between members of the MMEA Mutual Aid Group.

8. GENERAL PROVISIONS.

- a. If a request for emergency assistance is:
- (1) made by a person designated by a Participating Member under paragraph 3(a)(1) of this Agreement as being authorized to request emergency assistance from another Participating Member
 - (2) to a person designated by a Participating Member under paragraph 3(a)(2) of this Agreement as being authorized to approve requests made for emergency assistance by another Participating Member,
 - (3) whether the request is routed through MMEA or communicated directly between Participating Members, then the request for assistance shall be deemed to have been properly made and approved for purposes of this Agreement by the Participating Members involved.
- b. Personnel furnished by an Aiding Party in response to a request for emergency assistance under this Agreement shall be deemed to remain employees of the Aiding Party and shall remain on the Aiding Party's payroll. Further, all of the privileges and immunities from liability, and exemptions, from laws, ordinances and rules, and all pensions, relief, disability, workmen's compensation and other benefits which may apply to the activities of the Aiding Party or the employees of the Aiding Party when performing their functions within the territorial limits of the Aiding Party shall apply to the same degree and extent to the performance of those functions extraterritorially.

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- c. The furnishing of emergency assistance as provided by this Agreement shall not be held or construed to confer a right of action for damages upon any property, or any person, firm or corporation. To the fullest extent permitted by law or agreement, an Aided party shall save, indemnify, defend, and hold harmless an Aiding Party, its officers, directors, and employees, jointly and severally, from any claim, action, damage, of liability, including incidental and consequential damages, resulting in damages to property or injury to persons (including death) arising out of or connected with the Aiding Party's activities in furnishing emergency assistance to the Aided Party as provided by this Agreement. This covenant of indemnification shall include all costs, including but not limited to expert witness fees, reasonable attorneys fees, and other expenses of litigation incurred by the Aiding Party in defense of such claims, action, liability, or damage. This covenant of indemnification shall not apply or relate to any claim, action, or liability solely caused by the Aiding Party.
- d. This Agreement shall inure to the benefit of and be binding upon Participating Members only and shall not confer any rights upon any other person.

9. EFFECTIVE DATE; METHOD OF EXECUTION; NEW PARTICIPATING MEMBERS.

The effective date of this Agreement shall be the date first stated above. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Any member of MMEA may become a Participating Member after the effective date of this Agreement by execution of this Agreement as authorized by resolution of its governing body.

10. TERM OF AGREEMENT.

This Agreement shall extend for a period of 30 years, unless sooner terminated by the mutual written agreement of all then existing Participating Members as authorized by resolution of their respective governing bodies.

11. WITHDRAWAL OF PARTICIPATING MEMBERS.

A Participating Member may withdraw from this Agreement at any time as authorized by resolution of its governing body. The withdrawal shall be effective upon receipt by MMEA of written notice of the withdrawal. A Participating Member that withdraws from this Agreement shall remain liable to pay any bills for services which were rendered under this Agreement by another Participating Member prior to the withdrawal.

12. AMENDMENTS.

This Agreement may be amended at any time by the mutual written agreement of all Participating Members, and the Agreement, as amended, shall thereafter be binding upon all Participating Members.

13. PRIORITY.

As between participating members who are parties to any other mutual aid agreement, this agreement shall take priority over and supersede any other such agreement.

14. REVOCAION OF PRIOR AGREEMENTS.

This agreement shall revoke any prior MMEA Mutual Aid Agreement which may be, or is, in

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effect between or among participating members.

IN WITNESS WHEREOF, this Agreement has been executed on the date designated by the following MMEA member as authorized by resolution of its governing body.

Dated: _____

City of South Haven

By: _____

Mayor

City Clerk

January 23, 2014

TO: Brian Dissette

FR: Paul VandenBosch

RE: VanDerZee Jet Ski Request

Linda VanDerZee, doing business as LJ Agency, Inc., is requesting to renew the license agreement for a jet ski excursion business from a floating dock attached to the deck at the South Side Marina.

The agreement is a three year agreement, which may be terminated by either party each year. LJ Agency will pay \$1,650 for the right to place the floating dock and operate its excursion business.

There are a number of requirements on the business, including an insurance requirement, a training requirement, no operation during unsuitable weather, and compliance with all safety rules. LJ Agency will allow emergency services to use a jet ski when needed.

The proposed jet ski excursion will provide an interesting attraction to downtown South Haven and will create approximately 10 part time jobs. Participants in the excursions will park in the downtown area and the excursion will bring more people on foot into the downtown.

Harbor Commission recommended the license agreement at its January 21 meeting.

Staff recommendation:

Recommend to City Council the approval of the license agreement with LJ Agency, Inc.

LICENSE AGREEMENT

This License Agreement is made as of _____, 2014, between the City of South Haven, a Michigan municipal corporation, the principal business address of which is 539 Phoenix Street, South Haven, MI 49090 (the "City"), and LJ Agency, Inc., a Michigan corporation, the principal business address of which is 70720 2nd Avenue, South Haven, MI 49090 (the "Licensee").

RECITALS

- A. The City owns the property located on the Black River commonly referred to as South Side Marina, as is described and depicted on the attached Exhibit A.
- B. The Licensee wishes to provide a jet ski watercraft excursion service on Lake Michigan to the public and operate a jet ski excursion facility at the South Side Marina during the summer months.
- C. The City wishes to accommodate the Licensee's request in accordance with the terms and conditions of this Agreement.

TERMS AND CONDITIONS

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

- 1. License. The City licenses to the Licensee those portions of the South Side Marina designated on the attached Exhibit A (the "Licensed Property") for its use in operating a jet ski watercraft excursion business, subject to the terms and conditions of this Agreement and for no other purpose or use.
 - (a) This license is granted on an "AS IS" basis. The City makes no representations or warranties about the condition of the Licensed Property or its fitness for any purpose or use, and shall have no duty to maintain, repair, replace or improve any portion of the Licensed Property.
 - (b) Except as otherwise provided by this Agreement, no changes may be made to the Licensed Property and no permanent additions may be added to the Licensed Property without the City's prior written consent which the City may for any reason decline. At the expiration of this Agreement, or any renewal thereof, the Licensee shall return the Licensed Property to the condition it was in prior to the effective date of this Agreement. Any costs incurred to the City in the restoration of the Licensed Property to its pre-Agreement condition shall be charged to the Licensee.
- 2. Term. Unless terminated earlier pursuant to this Agreement, the term of the license shall commence at 7:00 a.m. on May 15, 2014 and expire at 6:00 p.m. on October 1, 2017. This Agreement is subject to annual termination on November 15 of each year as described in Section 9.
- 3. License Fee. Within 30 days of the execution of this Agreement, the Licensee shall pay to the City an annual, nonrefundable license fee of \$1,650.00. Unless this agreement is terminated

subject to Section 9, the Licensee shall pay an annual, nonrefundable license fee of \$1,650 on January 31, 2015 and January 31, 2016.

4. Property Rights. This Agreement only grants a license to use and does not grant or convey to the Licensee any rights, title, or interest in the Licensed Property. The City retains all property rights in the Licensed Property.

5. Requirements of Licensee. This license is subject to the following terms and conditions:

(a) The Licensee's jet ski watercraft excursion business shall only consist of offering guided excursions on Lake Michigan to the public including the use of watercraft for a fee. Prior to any such excursion, the Licensee shall make reasonable efforts to ensure that its customers are capable of operating the jet ski watercraft in a safe and suitable manner, including ensuring renters are of a suitable age and physical condition to operate the jet ski watercraft, providing fundamental training on the operation and safety features of the watercraft, and providing instructional materials and background information to ensure its customers are capable of operating its jet ski watercraft safely and in compliance with all applicable laws.

(b) The Licensee shall instruct its customers not to operate any of its jet ski watercraft within 100 feet of any designated swimming area. The Licensee shall be responsible for ensuring compliance with this requirement.

(c) The Licensee shall use reasonable judgment in determining whether to operate, or otherwise utilize its jet ski watercraft when it is readily apparent that weather or water conditions, including but not limited to wind conditions, undertows or rip currents or other wind or weather condition make use of the jet ski watercraft dangerous or unsuitable.

(d) The Licensee may install a floating dock on the Licensed Property, in accordance with plans and specifications approved by the City. The Licensee shall be responsible for outfitting the dock with any equipment reasonably necessary for the operation of the jet ski watercraft excursion business.

(e) The Licensee shall ensure that its operation of the jet ski watercraft excursion business, and the use and operation of its jet ski watercraft on Lake Michigan comply at all times with applicable local, state and federal laws, rules, regulations, ordinances, orders, permits, and licenses.

(f) The Licensee may operate its business on the Licensed Property from 9:00 a.m. to 8:00 p.m., seven days per week, during the term of this Agreement.

(g) During the operating hours specified above, the Licensee may moor its jet ski watercraft in a designated area as specified on the attached Exhibit A.

(h) The Licensee agrees that, if deemed necessary by City emergency rescue personnel, such personnel may utilize an available jet ski watercraft to respond to public emergencies at no cost to the City.

(i) The Licensee may not sell or vend any food products or other merchandise from the Licensed Property.

(j) The Licensee shall make no representations to any person or entity as to any affiliation with, endorsement by, or sponsorship with the City. At no time during the term

of this Agreement is the Licensee to be considered affiliated with the City. The City's logo shall not be used at any time for any purpose by the Licensee. On its excursion agreement with customers, the Licensee shall conspicuously display a notice disclaiming any affiliation with the City. The notice shall read:

THIS EXCURSION AND JET SKI OPERATION IS OPERATED
EXCLUSIVELY BY LJ AGENCY, INC. d/b/a HARBOR JET SKIS. THE CITY
OF SOUTH HAVEN HAS NO ROLE IN ITS OPERATION.

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

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

8. Assignment or Use by Others Prohibited. The Licensee may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement and may not allow any other person or entity to use the Licensed Property for any purpose without the City's prior written consent.

9. Termination. Either party may terminate this Agreement for any reason by providing written notice to the other party prior to November 15 of each year. Further, the City Manager may, upon reasonable belief that a breach of this Agreement has occurred suspend the license granted by this Agreement effective immediately. In case of suspension, Licensee may appeal such suspension to the City Council in writing. Upon receipt of the written appeal, the City shall give the Licensee written notice of the date and time of the next City Council meeting at which such appeal will be considered so that the Licensee may address the City Council. Upon the termination of this Agreement, the Licensee shall, unless the City otherwise consents by resolution of the City Council, without cost to the City, remove any temporary structure and restore the Licensed Property to the condition it was in prior to the date of this Agreement.

10. Miscellaneous.

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

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

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

CITY OF SOUTH HAVEN

LJ AGENCY, INC.

By: _____
Robert Burr, Mayor

By: _____
Linda VanDerZee, President

Date Signed: _____, 2014

By: _____
Amanda Morgan, Clerk

Date Signed: _____, 2014

Memo

To: Brian Dissette
City Manager

From: Brandy Gildea
Parks and Recreation Supervisor

Date: January 29, 2014

Re: Festival of Cars
Special Event 2014-08

This special event request is ready for City Council's approval. This year the festival of Cars is again requesting to use the Huron St. parking lot & pavilion and west side of Huron St. The event is to be held on Saturday, June 7, 2014 from 5:30am to 4:00 pm. The Festival of Cars has already communicated with the two businesses that could be effect by the partial closure of Huron St and neither business had an issue with the closure. The Farmers Market will need to make arrangements to move from the Huron St. Pavilion to Dyckman Park just like they do during the Blueberry Festival. City staff has reviewed the proposal and has no objections to the proposed event.

Proof of insurance has been provided.

Special Event # _____

Date Received _____

CITY OF SOUTH HAVEN

Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

DE
Initial

12-11-13
Date

CONTACT INFORMATION

Event Title: South Haven Festival of Cars / Kruisin' for Kylie

Sponsoring Organization: South Haven Festival of Cars Committee

Applicants Name: Deryck Gruber

Telephone # 269-637-2785 Phone # During Event: 269-449-7611 / 269-637-2785

E-mail Address: mihomeinspector@yahoo.com

Other contacts for/during event

Name: Kim Morse Telephone: 269-214-0981

Name: Kari Woodall Telephone: 269-214-7035

EVENT SPECIFIC INFORMATION

Event Location: Huron St. + (from Hogans Alley to Lake Julia) Parking Lot + Pavilion

Date(s) Requested: 6-7-2014 Alternative Date(s): _____

Start Time: 5:30 am End Time: 4:00 pm

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

Number of people expected to attend: 600 - 1000

EVENT DESCRIPTION

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

Car Show

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 Close Huron St. from Hogan's Alley to East entrance to Parking lot

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.

Music + DJ

Date: 6-7-2014 Time: 9-3:30
 Date: _____ Time: _____
 Date: _____ Time: _____

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

CITY SERVICES

Are you requesting any utility services to be provided; Yes No
 If yes, explain: Electric at Pavilion

If electric utilities requested, name of festival person or electrician who will be responsible:
 Name: Jacob Taylor Telephone: 616-893-8426

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
renewal to follow

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

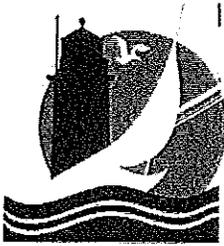
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

South Haven Fire Dept
Applicants Signature

6-7-13
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.



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

Cones and Barricades Request Form

Requester's Name South Haven Festival of Cars / Deryck Gruber
 Date Requested 6-7-13
 Organization/Committee South Haven Festival of Cars
 Mailing Address P.O. Box 22
South Haven, MI 49090
 Office/Main Phone 269-637-2785
 Cell Phone 269-449-7611

EVENT: South Haven Festival of Cars / Kruising' for Kyle DATE of EVENT: 6-7-13

| CONES | Quantity | Who will pick up cones (Please Print Legibly) | Cell Phone | Pick Up Date/Time | Return Date/Time |
|-------|----------|--|--------------|----------------------|----------------------|
| | 25 | Deryck Gruber | 269-449-7611 | 6-6-13 2 AM PM | 6-9-13 — AM PM |

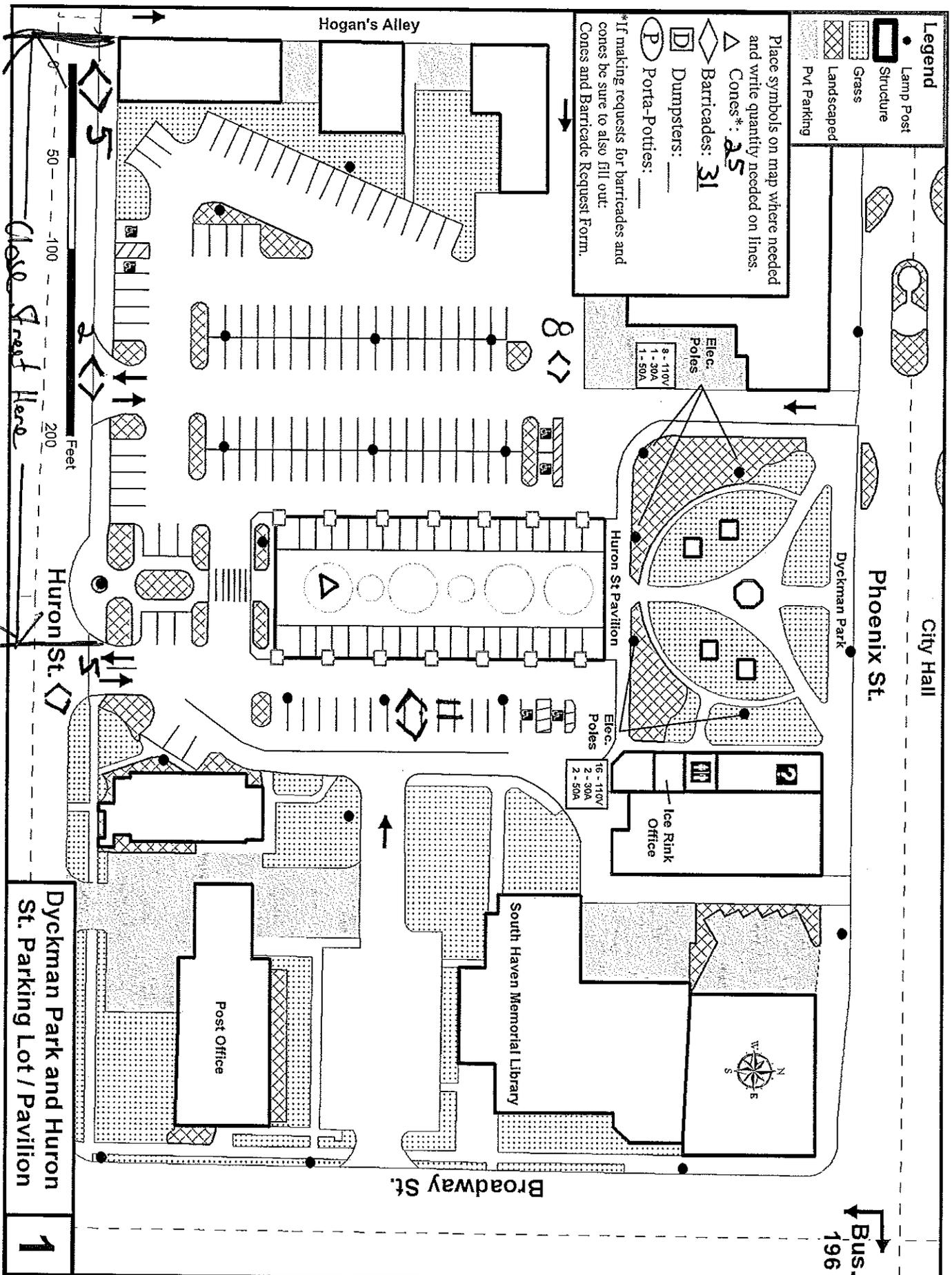
Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$10.00 per cone.

| BARRICADES | Quantity | Drop Off Location (Please Print Legibly) | Contact Person Cell Phone | Drop Off Date/Time | Pick Up Date/Time |
|------------|----------|---|-------------------------------|----------------------|----------------------|
| | 31 | | Deryck Gruber 269-449-7611 | 6-7-13 6 AM PM | 6-9-13 X AM PM |

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

Borrower's Signature: Deryck Gruber

Authorized by: _____



Legend

- Lamp Post
- Structure
- ▨ Grass
- ▩ Landscaped
- ▧ PVI Parking

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

- △ Cones*: 25
- ◇ Barricades: 31
- D Dumpsters: ___
- P Porta-Potties: ___

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

Elec. Poles
 8 - 110V
 1 - 30A
 1 - 50A

Elec. Poles
 15 - 110V
 2 - 30A
 2 - 50A

Phoenix St.

City Hall

Dyckman Park

Huron St Pavilion

Ice Rink Office

South Haven Memorial Library

Post Office

Broadway St.

Huron St.

Hogan's Alley

50 - 100 - 200 Feet

Close Street Here

Bus. 196



Dyckman Park and Huron St. Parking Lot / Pavilion



West Bend Mutual Insurance Company
1900 S. 18th Avenue | West Bend, WI 53095

CUSTOMER NO. 0110539672

R NS1

COMMERCIAL LINES POLICY ENDORSEMENT

POLICY NUMBER NSL 1419895 01

ENDORSEMENT EFFECTIVE JUNE 04, 2012

CHANGING EXPOSURE ON CODE 70033

INSURED NAME AND ADDRESS

SOUTH HAVEN FESTIVAL OF CARS
6761 BASELINE RD
SOUTH HAVEN, MI 49090

AGENCY NAME AND ADDRESS

APPLE INS OF SOUTH HAVEN
532 BROADWAY ST
PO BOX 988
SOUTH HAVEN, MI 49090
(269) 639-2279
AGENCY NUMBER: 2160030 00

POLICY PERIOD: FROM: JUNE 04, 2012 TO: JUNE 04, 2013 AT
12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS
POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS
FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY
BE SUBJECT TO ADJUSTMENT.

| | PREMIUM |
|---------------------------------------|----------|
| COMMERCIAL GENERAL LIABILITY COVERAGE | \$412.00 |
| TOTAL PREMIUM: | \$412.00 |
| RETURN AMOUNT: | \$302.00 |

COUNTERSIGNED THIS ____ DAY OF _____, 20__ BY _____

(AUTHORIZED REPRESENTATIVE)

FORM NO. COMMONDEC 02/09

ISSUED 04/30/2012

INSURED COPY

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATION AMENDMENT

POLICY NUMBER NSL 1419895 01
 ENDORSEMENT EFFECTIVE JUNE 04, 2012
 CHANGING EXPOSURE ON CODE 70033

INSURED NAME: SOUTH HAVEN FESTIVAL OF CARS

LIMITS OF INSURANCE:
 GENERAL AGGREGATE LIMIT
 (OTHER THAN PRODUCTS - COMPLETED OPERATIONS) \$2,000,000
 PRODUCTS - COMPLETED OPERATIONS AGGREGATE LIMIT \$2,000,000
 EACH OCCURRENCE LIMIT \$1,000,000
 DAMAGE TO PREMISES RENTED TO YOU LIMIT \$100,000
 PERSONAL AND ADVERTISING INJURY LIABILITY LIMIT \$1,000,000
 MEDICAL EXPENSE LIMIT, ANY ONE PERSON \$5,000

DEDUCTIBLE \$ 250 APPLICABLE TO PROPERTY DAMAGE CLAIMS.
 RETURN PREMIUM IS: \$302.00

POLICY NUMBER NSL 1820626 00

NEW BUSINESS

INSURED NAME: SOUTH HAVEN FESTIVAL OF CARS

ADDITIONAL INTEREST

VARIOUS LOCATIONS
CITY OF SOUTH HAVEN
539 PHOENIX ST
SOUTH HAVEN, MI
49090
FORM CG2026 APPLIES
DESIGNATED PERSON OR ORGANIZTN
*ADDITIONAL INSURED

MEMO

DATE: January 29, 2014
TO: City Council
FROM: Amanda Morgan
City Clerk-Customer Service Manager
SUBJECT: Proposed Shut-Off for Non-Payment Policy

Over the past several months, staff has been working on creating a policy regarding the shut-off of utility services for non-payment.

While there is no written policy in place, staff has been working under a set of unofficial “best practices” when dealing with shut-off situations. The proposed policy blends state law, utility policy and portions of these best practices. Further, the proposed policy provides clear guidelines and expectations for both staff and customers. Following are some of the items that the policy addresses.

- Section 3 of the policy clarifies that customers will be given a minimum of seven days to make payment before shutting of the service.
- State law requires that both customers and occupants are provided with notice of the impending shut off. Section 4 of the policy provides for notification to the tenants.
- State law also requires customers be given an opportunity to appeal the shut off. The policy provides an opportunity to appear before the Finance Director to appeal the shut off notice. Section 5 specifically states the reasons that would qualify for appeal. Inability to pay is not cause for an appeal.
- Section 6 of the policy allows customers to request two 14-day extensions of the due date on their shut off notice. The requests must be made in writing by the customer.
- Section 8 of the policy states that the City will not perform shut-offs for non-payment of services for residential customers from November 1 to April 15 of each year as dictated by State law.
- Section 10 states that the entire delinquent balance, including late fees and turn on fees, must be paid before service will be restored.

The proposed policy was reviewed by the City’s attorney. The policy was presented and approved by the Board of Public Utilities at their January 27, 2014 meeting.

Please do not hesitate to contact me if you have any questions or concerns regarding the policy.

**City of South Haven
Customer Service Policy**

Shut Off for Nonpayment for Services

1. Purpose and Authority

This Policy explains the rules and regulations relating to the shut off of utility services for nonpayment. Section 86-3 of the South Haven City Code allows “the shut-off or discontinuance of utility services for nonpayment in accordance with the policies and regulations from time to time established by the City.”

2. Reason for Shut Offs

The City may shut off utility services when a customer fails to pay the full account balance by the specified due date on a utility bill, or when a customer fails to pay or maintain the required deposit amount. Services will not be shut off if the City has received a pledge of payment from a state or federal heating assistance program for the full account balance.

3. Customer Shut Off Notices

The City will mail a written notice informing the customer of the delinquency on the account at least 7 days before shutting off utility service. For purposes of this Policy, the term “customer” means the person listed on the account. All shut off notices will include an estimated shut off date, and will inform the customer that an appeal of the shut off notice or request for an extension agreement may be made in writing, and must be received by the City prior to the shut-off date. Appeals and requests for extension agreements can only be made by the customer on the account who may be required to produce photo identification. Copies of tenants’ shut off notices will be provided to landlords upon request.

4. Occupant Shut Off Notices

Whenever an account has differing billing and service addresses, the City will assume that the occupant of the service property is not the customer on the account. In these cases, the City will, in addition to mailing a notice to the customer, mail a notice to the service address to notify the occupant(s) of the planned shut off.

5. Customer Appeals

A customer filing an appeal in writing will have the opportunity to appear before the City’s Finance Director or another designated official and show cause as to why utility services should not be shut off. Reasons that qualify as cause include billing and accounting errors, evidence of payment, meter malfunctions, or a legal prohibition against shut-off. The hearing will not apply formal rules of evidence and the hearing officer may rely on information persons rely upon in prudent business decisions as well as application laws and documents. The decision of the hearing officer is final and binding. The City will not shut off services while an appeal is pending.

6. Customer Extension Agreements

Upon request, the City will extend the estimated shut off date on an account for up to 14 days. The City will grant up to two extensions per account per calendar year, but only one extension will be granted on any given shut off notice. To avoid a utility shut off, the customer must pay the delinquent balance in full before the end of the 14-day extension period.

7. Shut Offs

Services may be shut off for nonpayment any time after the estimated shut off date unless: (1) the delinquent balance is paid in full, including any applicable late fees; (2) the customer successfully appeals the shut off notice; or (3) the customer enters into an extension agreement with the City. Services will not be shut off on a day, or a day immediately preceding a day, when City personnel are not available to restore services.

8. No Winter Shut Offs

The City will not shut off utility service for nonpayment for residential properties between November 1 and April 15 of each year. The City may shut off service to commercial and industrial properties any time of the year.

9. Restoration of Services

Once service has been shut-off for nonpayment, the City will not restore services until the delinquent balance on the account has been paid in full (including any applicable late fees, shut off fees, restoration fees, and required deposit amounts). The City also will not restore services if the customer on the account is deceased. The City will make reasonable efforts to restore services on the day when restoration is requested. Except for reasons beyond the City's control, services will be restored not later than the first working day after receiving the restoration request.

10. Restoration Fee

A fee will be assessed for restoring services after a shut off for nonpayment. The applicable amounts are set forth in appendix 3 of the utility policy. Overtime rates will apply when the restoration request is made after normal business hours, as set forth in the utility policy, if the City is able to accommodate the request.

11. Related Provisions in the Utility Policy

Disconnecting Service (pg. 5)

Reconnecting Service (pg. 6)

Penalty Charge for Late Payment (pg. 17, 18, 20, 22)

Meter Tampering Resolution 2010-49



Agenda Item

Priority Setting Workshop Schedule

Background Information:

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

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

Attached are the approved Fiscal Year 2013-14 Annual Priorities. It is my hope that through the review of the previously approved priorities and goals, the City Council members will develop ideas for the upcoming priority setting workshop.

Possible workshop dates that the City Council could consider are:

- February 10th at 6:00 p.m.
- February 17th at 6:00 p.m.

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

Recommendation:

The City Council should consider a motion to schedule a workshop session to begin the annual priority setting process.

Support Material:

Adopted Fiscal Year 2013-14 Annual Priorities

:

**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.