

City Council

Regular Meeting Agenda

Monday, April 21, 2014
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation

- Father Michael Ryan – Epiphany South Haven

3. Roll Call

4. Approval of Agenda

5. Consent Agenda: Items A thru E (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 April 7, 2014.
- B. Bills totaling \$301,407.83 for the period ending April 22, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to receive Liberty Hyde Bailey Museum's 2013 Annual Report.
- D. Council will be asked to approve a license agreement request with Bahama Mama.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 01-21-2014 SHARA Minutes
 - 2) 03-10-2014 LDFA Minutes
 - 3) 04-03-2014 LHBM Workshop 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 the following Special Events:

- A. Special Event 2014-12 Harborfest (June 19-22, 2014).
- B. Special Event 2014-13, Phoenix Street Rising (May 10, 2014).

7. Council will be asked to consider a request for employment of a seasonal employee.

8. Council will be asked to consider the following actions regarding 229 Elkenburg:

- A. **Hold public hearing related to the single lot special assessment for the installation of a fence around the building at 229 Elkenburg.**
 - B. **Council will be asked to consider Resolution 2014-17, a resolution to levy a single-lot special assessment for the installation of a fence around the building at 229 Elkenburg.**
- 9. Council will be asked to consider temporary signs on public property for the Waterfront Film Festival.**
- 10. 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.)
- 11. City Manager's Comments**
- 12. Mayor and Councilperson's Comments**
- 13. Adjourn**

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, April 7, 2014
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation

- Moment of silence

3. Roll Call

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

Moved by Fitzgibbon to excuse Councilmembers Gruber and Klavins for personal reasons.
Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

4. Proclamation of the Order of Free and Accepted Masons

5. Approval of Agenda

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

Voted Yes: All. Motion Carried.

6. Consent Agenda: Items A thru F (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 March 17, 2014.
- B. Bills totaling \$1,497,638.75 for the period ending April 8, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve the bids, quotes, and proposals for Elkenburg Park Phase II.
- D. Council will be asked to award contractual services for Core City Secondary Upgrades – Phase 1, to Kent Power, Inc. of Kent City, Michigan in the amount of \$478,852.98.
- E. Council will be asked to approve award of Veterans Boulevard Underground Project materials quotes and construction bids as follows:
 - 1) Medium Voltage Underground Cable to Power Line Supply in the amount of \$176,700.

- 2) Padmount Switchgear to Champion-Charter in the amount of \$48,018.00.
 - 3) Conduit Installation to Compton, Inc. in the amount of \$117,917.50.
 - 4) Electrical Cable and Equipment Installation to Kent Power, Inc. in the amount of \$118,215.95.
- F. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
- 1) 10-28-2013 ZBA Minutes
 - 2) 01-15-2014 Airport Minutes
 - 3) 02-18-2014 Harbor Commission Minutes
 - 4) 02-18-2014 LBHM Minutes
 - 5) 02-21-2014 BPU Special Meeting Minutes
 - 6) 02-26-2014 Housing Commission Minutes

A Roll Call Vote was taken:

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

Nays: None

Voted Yes: All. Motion Carried.

NEW BUSINESS

- 7. Council will be asked to consider Resolution 2014-14, a resolution amending the cost-based formula rate agreement for full requirements electric service by and between Indiana Michigan Power Company and the City of South Haven.**

Background Information: The City of South Haven is currently party to a Cost-Based Formula Rate Agreement for Full Requirements Electric Service with Indiana Michigan Power Company (the Agreement). The City entered into this Agreement effective July 1, 2006.

The delivery period for this Agreement runs from July 1, 2006 through May 31, 2026 unless the Agreement is terminated in accordance with Section 2.2 (b) or 2.2 (c). Section 2.2 (b) of the Agreement permits the Customer (City of South Haven) to cancel the agreement by providing notification on or prior to May 31 of any year, 7 years prior to the effective date of termination. For example, the City could provide notification of cancellation before June 1, 2014 and the agreement would terminate on May 31, 2021.

On October 31, 2012, all American Electric Power (AEP) subsidiaries, including Indiana Michigan Power Company, filed documents with the Federal Energy Regulatory Commission (FERC) requesting termination of their Pool Agreement effective January 1, 2014. The Pool Agreement will be replaced with a Power Coordination Agreement (PCA). The new Power Coordination Agreement will require Indiana Michigan Power Company and the other AEP subsidiaries to meet their respective load and reserve obligations.

Indiana Michigan Power Company sells energy to other AEP subsidiaries and the revenue from these sales (off system sales) is shared with the City and other Indiana and Michigan Municipal Distributors Association (IMMDA) members. As a result, the off system sales revenue can reduce the cost that IMMDA members pay for purchased power. AEP has indicated that there should be no substantial cost increases to the City as a result of the new PCA. However, they are not able to provide accurate information regarding off system sales revenue under the new PCA. The primary issue for IMMDA members is that a reduction in

off system sales revenues could result in an increase in purchased power costs. However, if changes occur, they will probably be gradual and occur over a long period of time.

As a result of these changes, IMMMDA, acting on behalf of its members, began negotiations with AEP and Indiana Michigan Power Company to obtain a modification of the Cost-Based Formula Rate Agreements. Working through our legal representative, Lisa Gast of Duncan, Weinberg, Genzer & Pembroke, IMMMDA has negotiated a settlement that would modify the current Agreement for each member. The proposed contract modification will change the termination period in Section 2.2 (b) of the Agreement. The modified Agreement will replace the seven (7) year notification period with a four (4) year notification period, provided that notification may not be given prior to May 31, 2015. For example, the City could provide notification of cancellation before June 1, 2015 and the agreement would terminate on May 31, 2019.

IMMMDA will continue to monitor power costs moving forward. If the new PCA results in an increase in purchase power costs to the members, the shortened notification period will permit cancellation of the Agreement at an earlier date. If the City or other IMMMDA members decided to give notice of early cancellation, they would then need to enter into negotiations with Indiana Michigan Power Company for a revised Agreement or they could issue a request for proposals to solicit pricing from other unregulated power providers. The IMMMDA Board of Directors is recommending that all IMMMDA members review and approve the proposed Amendment.

At their March 31, 2014 regular meeting, the Board of Public Utilities reviewed the proposed Amendment and passed a motion recommending approval of the Amendment by Council.

Moved by Patterson to approve Resolution 2014-14, a resolution amending the cost-based formula rate agreement for full requirements electric service by and between Indiana Michigan Power Company and the City of South Haven. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

- 8. Council will be asked to consider the following regarding the Michigan Maritime Museum:**
 - A. Consider approval of a license agreement with the Michigan Maritime Museum.**
 - B. Consider approval of lease agreement addendum #9 with the Michigan Maritime Museum.**

Background Information:

License Agreement, Slip 28 - The Michigan Maritime Museum has requested to use slip 28 at the Maritime Marina for docking of historic and character vessels. This is the headwall area across from the Friends Goodwill dock. The intent is that this area will be used as seasonal dockage for vessels.

The 2014 annual seasonal slip fee for Slip 28 is \$3,795. The license agreement is a 10 year agreement. The slip fees will change as fee changes to the Maritime Marina are approved by City Council during the annual marina rate setting process. Harbor Commission recommended the license agreement to City Council at its March 18 meeting.

Lease Agreement - For a number of years, the Wilhelm Baum was docked at Slips 29 and 30

of the Maritime Marina. There was an agreement between the City and the owner of the Wilhelm Baum which provided this dockage for services. In 2013, due to low water conditions at Slips 29 and 30, the Wilhelm Baum was moved to the Friends Goodwill dock.

The Michigan Maritime Museum moved a floating dock into place, which was used for boarding excursion vessels. Upon review of the agreements between the Museum and the City, it was discovered that Slips 29 and 30 are part of the Maritime Marina and not included in the lease agreement with the Museum.

Due to the fact that Slips 29 and 30 have been in use for docking of the Wilhelm Baum for many years, and due to the visible nature of this area on the Museum grounds, staff is requesting consideration of adding Slips 29 and 30 to the Museum lease, in other words granting control of the slips to the Museum.

The attached Addendum #9 to the Lease Agreement between the City of South Haven and the Michigan Maritime Museum will transfer control of Slips 29 and 30 to the Museum. The terms and conditions are similar to the existing Maritime Museum dock, building and grounds lease, except that Lease Addendum #9 is for a 10 year period, while the remaining lease for the Maritime Museum grounds is through 2070. This lease agreement will allow the Museum to expand its boat excursion operations and dock character vessels in the area in front of the Museum grounds. Harbor Commission recommended the lease addendum to City Council at its March 18 meeting.

Item A: Consider approval of a license agreement with the Michigan Maritime Museum.

Moved by Fitzgibbon, to approve a license agreement with the Michigan Maritime Museum. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

Item B: Consider approval of lease agreement addendum #9 with the Michigan Maritime Museum.

Moved by Fitzgibbon, to approve lease agreement addendum #9 with the Michigan Maritime Museum. Seconded by Patterson.

Voted Yes: All. Motion Carried.

9. Council will be asked to consider the following items regarding Senior Services:

A. Consider Resolution 2014-15, a resolution placing a Senior Services millage proposal on the August 5, 2014 ballot.

B. Consider Resolution 2014-16, a resolution establishing a contract with Senior Services.

Background Information: The goal of Senior Services of Van Buren County is to keep senior citizens healthy, independent and in their homes. To meet this goal, we offer programs that include health screenings and education programs, senior meals, commodity distributions, tax assistance, ramp building and minor home repair. In addition, many wellness and enrichment activities are available at Senior Services is making the difference in the lives of

South Haven Seniors at various locations throughout the county. Care Watch is our senior outreach and care management program that helps extend independent living as long as possible and is available to every person 60 years of age and over living in South Haven. Care Watch case managers are available to evaluate a senior's needs with home visits and telephone contacts to make appropriate recommendations for services such as in-home care, complicated application processes, emergency response systems and more.

Overall, Senior Services continues to see incredible growth in the number of seniors who have been served through the agency. Last year, Senior Services provided service to over 4,000 different seniors. In the first 6 months of this fiscal year, we have served over 5,300 seniors and another 3,200 seniors through the Outreach Programs for a total of over 8,500 seniors (this is over 65% of the total VBC senior population).

The number of seniors we have served in the South Haven City area is on the increase. In FY 2012, we served nearly 800 seniors on a regular basis.

For the first 6 months of this fiscal year, July 1 – December 31, we have served 424 seniors with services and 338 in the Outreach Program for a total of 761 seniors in the six months. The 338 seniors in the Outreach Program means we have touched the lives of these additional 338 seniors at least once through an outreach event, a special program, phone call or through a mailing. It also means more South Haven seniors know and understand more of the services available to them. They know what we do and where to find us when they need help or assistance. Our outreach program is essential for reaching seniors and Senior Services is committed to using this continual process and approach to bring services to all City seniors. Between the Senior Center programs, Care Watch Care Management, In-Home care, all our support services and our Outreach Program, we have served 60% of the total senior population living in the City of South Haven.

Also included is a contract (same contract used since 1996) between the City and Senior Services which further validates the ballot language in that all the collected tax funds raised from the senior millage will be given to Senior Services of Van Buren County, dba South Haven Area Senior Services, to continue the services currently available and provided by Senior Services to all seniors in your area.

Item A: Consider Resolution 2014-15, a resolution placing a Senior Services millage proposal on the August 5, 2014 ballot.

Moved by Patterson to approve Resolution 2014-15, a resolution placing Senior Services millage proposal on the August 5, 2014 ballot. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

Item B: Consider Resolution 2014-16, a resolution establishing a contract with Senior Services.

Moved by Fitzgibbon, to approve Resolution 2014-16, a resolution establishing a contract with Senior Services. Seconded by Patterson.

Voted Yes: All. Motion Carried.

10. Council will be asked to consider the following regarding the approval of the bid for the Liberty Hyde Bailey Museum exterior painting project, in the amount of \$31,100.

- A. Consider approval of the bid for the Liberty Hyde Bailey Museum exterior painting project, in the amount of \$31,100.**
- B. Consider approval of a budget adjustment of the general fund in the amount of \$32,000.**

Background Information: The City Council will be asked to consider approval of the bid for the Liberty Hyde Bailey Museum exterior painting project, in the amount of \$31,100.

At the March 18, 2014, regular meeting of the Liberty Hyde Bailey Museum Board, the board received a recommendation to contract with David Noosbond General Contractor for \$31,100 for the exterior painting project. The board was provided a bid tabulation, which noted four bids had been received for the project, and that Noosbond was the low bidder. The board was also provided with a summary of the proposed scope of work, and assurance that Noosbond was EPA certified and had excellent references. As a result of this information, the Liberty Hyde Bailey Museum Board approved a motion to recommend, to the City Council, that David Noosbond General Contractor be selected for the exterior painting project, in the amount of \$31,100.

Item A: Consider approval of the bid for the Liberty Hyde Bailey Museum exterior painting project, in the amount of \$31,100.

Moved by Patterson, to approve the bid for the Liberty Hyde Bailey Museum exterior painting project, in the amount of \$31,100. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

Item B: Consider approval of a budget adjustment of the general fund in the amount of \$32,000.

Moved by Fitzgibbon to approve a budget adjustment of the general fund in the amount of \$32,000. Seconded by Kozlik Wall.

A Roll Call Vote was taken:

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

Nays: None

Voted Yes: All. Motion Carried.

- 1. Council will be asked to schedule a series of budget workshops for the upcoming fiscal year.**

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

No Public Comment

- 3. City Manager's Comments**

- 4. Mayor and Councilperson's Comments**

Kozlik Wall – No Comment

Fitzgibbon – Spoke about spring break.

Patterson – Wishes everyone a fun spring break and reminds everyone to stop by the library.

Arnold – No Comment

Burr – Spoke about this being his 100th City Council meeting and also about Meijer's grand opening.

5. Council will be asked to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; 15.268; Sec. 8(d) to discuss attorney opinion.

Moved by Fitzgibbon, to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(a) to discuss attorney opinion. Seconded by Arnold.

A Roll Call was taken:

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

Nays: None

Motion carried. Council adjourned into closed session at 7:27 p.m.

Moved by Kozlik Wall return to open session. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Council returned to open session at 8:10 p.m.

6. Adjourn

Moved by Fitzgibbon to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 8:10 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey,
Deputy City Clerk

Approved by City Council: **DRAFT**

CITY OF SOUTH HAVEN

APRIL 22, 2014

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 12,359.52	\$ 35,164.40	\$ 47,523.92
202-MAJOR STREET FUND	\$ 61.59	\$ 1,081.50	\$ 1,143.09
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ -	777.04	\$ 777.04
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ -	\$ 20,660.20	\$ 20,660.20
251-LDFA #1	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ 16.30	\$ -	\$ 16.30
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	\$ 156.09	\$ 6,102.00	\$ 6,258.09
402-CAPITAL PROJECTS #2	\$ -	\$ -	\$ -
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ -	\$ 2,310.37	\$ 2,310.37
577-BEACH FUND	\$ 126.19	\$ 17,280.00	\$ 17,406.19
582-ELECTRIC FUND	\$ 33,917.03	\$ 45,723.55	\$ 79,640.58
591-WATER FUND	\$ 38,923.18	\$ 9,618.13	\$ 48,541.31
592-SEWER FUND	\$ 50,528.39	\$ 13,184.69	\$ 63,713.08
594-MUNICIPAL MARINA	\$ 5,882.28	\$ 3,000.00	\$ 8,882.28
636-INFORMATION SERVICES	\$ 200.48	\$ 14.99	\$ 215.47
661-MOTOR POOL	\$ 557.35	\$ 1,031.96	\$ 1,589.31
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ -	\$ -	\$ -
718-TRUST & AGENCY	\$ 2,500.00	\$ -	\$ 2,500.00
750-EMPLOYEE WITHHOLDING	\$ 30.60	\$ -	\$ 30.60
TOTAL	\$ 145,259.00	\$ 156,148.83	\$ 301,407.83

User: ksteinman
DB: South Haven

BANK CODE: 1 CHECK DATE: 04/22/2014 INVOICE PAY DATE FROM 04/15/2014 TO 04/22/2014

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
04/22/2014	1	47368	000014	ABONMARCHE CONSULTANTS INC	6,112.00	0.00	6,112.00	3
04/22/2014	1	47369	000027	ADAMS REMCO, INC.	409.21	0.00	409.21	1
04/22/2014	1	47370	000043	AIRGAS USA, LLC	48.03	0.00	48.03	1
04/22/2014	1	47371	000065	ALLIED MECHANICAL SERVICES INC	1,087.00	0.00	1,087.00	1
04/22/2014	1	47372	000229	BEAVER RESEARCH COMPANY	238.45	0.00	238.45	1
04/22/2014	1	47373	000345	JOHN BRUSH BUILDERS INC	350.00	0.00	350.00	2
04/22/2014	1	47374	000368	BYCE & ASSOCIATES INC	2,000.00	0.00	2,000.00	1
04/22/2014	1	47375	000371	C E & A PROFESSIONAL SERVICES	773.66	0.00	773.66	1
04/22/2014	1	47376	000372	C.C. JOHNSON & MALHOTRA PC	8,087.07	0.00	8,087.07	3
04/22/2014	1	47377	000375	C.T. ELECTRICAL SERVICES INC	1,393.24	0.00	1,393.24	1
04/22/2014	1	47378	003145	CANNEY'S WATER TREATMENT	30.99	0.00	30.99	1
04/22/2014	1	47379	000417	CCP INDUSTRIES INC	218.24	0.00	218.24	1
04/22/2014	1	47380	000424	CENTRAL AUTO & EQUIP INC	269.99	0.00	269.99	1
04/22/2014	1	1(S)	000453	CHIEF SUPPLY CORP	274.32	274.32	0.00	5##
04/22/2014	1	47381	000502	COMMUNITY ANSWERING SERVICE	1,022.45	0.00	1,022.45	1
04/22/2014	1	47382	000505	COMPTON INC	15,293.20	0.00	15,293.20	4
04/22/2014	1	47383	000514	CONSTRUCTION ASSOCIATES INC	4,130.45	0.00	4,130.45	1
04/22/2014	1	47384	000533	CORNELISSE DESIGN ASSOC INC	2,225.00	0.00	2,225.00	1
04/22/2014	1	47385	000716	EJ USA INC	1,653.41	0.00	1,653.41	2
04/22/2014	1	47386	000720	ELECTION SYSTEMS & SOFTWARE	61.06	0.00	61.06	1
04/22/2014	1	47387	003065	FOSTER SWIFT COLLINS & SMITH PC	6,487.19	0.00	6,487.19	5
04/22/2014	1	47388	000847	FUEL MANAGEMENT SYSTEM	6,974.45	0.00	6,974.45	1
04/22/2014	1	47389	003250	GREAT LAKES SCUTTLEBUTT	500.00	0.00	500.00	1
04/22/2014	1	47390	001108	GORDON HULL	2,216.99	0.00	2,216.99	1
04/22/2014	1	47391	001153	INTERNATIONAL ASSOC OF CHIEFS	240.00	0.00	240.00	2
04/22/2014	1	47392	001161	INTERSTATE ALL BATTERY CENTER	191.76	0.00	191.76	1
04/22/2014	1	47393	001169	J & B LANDING	2,500.00	0.00	2,500.00	1
04/22/2014	1	47394	001186	JENSEN'S EXCAVATING INC	648.00	0.00	648.00	1
04/22/2014	1	47395	001189	JIM & TONI'S DRYCLEANERS	530.25	0.00	530.25	1
04/22/2014	1	47396	001196	JOHN'S STEREO INC	40.97	0.00	40.97	3
04/22/2014	1	47397	003055	KIESLER'S POLICE SUPPLY INC	1,936.16	0.00	1,936.16	1
04/22/2014	1	47398	003067	KONE CRANES INC	267.30	0.00	267.30	1
04/22/2014	1	47399	001343	LAKESHORE PAINT & ARTWORKS	32.85	0.00	32.85	1
04/22/2014	1	47400	001346	LAKEWOOD INC	6,102.00	0.00	6,102.00	1
04/22/2014	1	47401	001467	MARK A MANNING	3,560.00	0.00	3,560.00	1
04/22/2014	1	47402	001561	METRON-FARNIER, LLC	3,060.16	0.00	3,060.16	1
04/22/2014	1	47403	001582	MICHIGAN ASSOC OF CHIEFS OF POLICE	115.00	0.00	115.00	1
04/22/2014	1	47404	001690	MIKE'S TOWING	200.00	0.00	200.00	1
04/22/2014	1	47405	001743	MOTOROLA	1,182.00	0.00	1,182.00	1
04/22/2014	1	47406	003249	MYERS, RYAN	9,167.00	0.00	9,167.00	1
04/22/2014	1	47407	001898	ON DUTY GEAR LLC	715.00	0.00	715.00	1
04/22/2014	1	47408	001917	OVERISEL LUMBER COMPANY	5.25	0.00	5.25	1

User: ksteinman
DB: South Haven

BANK CODE: 1

CHECK DATE: 04/22/2014 INVOICE PAY DATE FROM 04/15/2014 TO 04/22/2014

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
04/22/2014	1	47409	001948	PAT'S PRONTO PRINT	150.37	0.00	150.37	1
04/22/2014	1	47410	003052	PERCEPTIVE CONTROLS INC	960.00	0.00	960.00	1
04/22/2014	1	47411	001997	PIPELINE SERVICE INC	742.50	0.00	742.50	1
04/22/2014	1	47412	002020	POWER LINE SUPPLY CO	16,807.23	1,229.49	15,577.74	18##
04/22/2014	1	47413	002033	PRI MAR PETROLEUM INC	65.00	0.00	65.00	1
04/22/2014	1	47414	002188	ROME'S STANDARD SERVICE INC	121.00	0.00	121.00	1
04/22/2014	1	47415	002416	SOUTH HAVEN ROTARY CLUB	154.00	0.00	154.00	1
04/22/2014	1	47416	002418	SOUTH HAVEN SMALL ENGINES	399.95	0.00	399.95	1
04/22/2014	1	47417	003242	STANLEY STEAMER GREAT LAKES, INC.	3,145.00	0.00	3,145.00	1
04/22/2014	1	47418	002478	STAPLES ADVANTAGE	660.69	0.00	660.69	7
04/22/2014	1	47419	002507	STATE OF MICHIGAN-MDOT	1,081.50	0.00	1,081.50	1
04/22/2014	1	47420	003251	SW CONTROLS INC	500.00	0.00	500.00	1
04/22/2014	1	47421	002589	TERMINIX PROCESSING CENTER	41.00	0.00	41.00	1
04/22/2014	1	47422	002637	TOTAL PARKING SOLUTIONS INC	19,440.00	0.00	19,440.00	1
04/22/2014	1	47423	002665	TREECORE	18,026.00	0.00	18,026.00	1
04/22/2014	1	47424	002701	ULINE	508.30	0.00	508.30	1
04/22/2014	1	47425	003094	US PUBLIC SAFETY GROUP INC	326.00	0.00	326.00	1
04/22/2014	1	47426	002815	VREDEVELD HAEFNER LLC	1,974.00	0.00	1,974.00	1
04/22/2014	1	47427	002882	WEST MICHIGAN CRIMINAL JUSTICE	200.00	0.00	200.00	1

Num Checks: 61

Num Invoices: 104

Total Amount: 156,148.83

Denotes that check has vendor credit applied.

EXP CHECK RUN DATES 04/22/2014 - 04/22/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
108531							
37876	ABONMARCHE CONSULTANTS INC	03/24/2014	04/22/2014	1,040.00	0.00	P	Y
	PAYROLL REVIEW SERVICES	ksteinman					04/15/2014
	250-729-974-018-0150	CAPITAL PROJECTS		1,040.00			
108611							
37963	ABONMARCHE CONSULTANTS INC	04/07/2014	04/22/2014	2,055.75	0.00	P	Y
	MONROE BLUFF RESTORATION DESIGN PE	ksteinman					04/16/2014
	101-751-801-000	PROFESSIONAL/CONSULTING FEES		2,055.75			
108530							
37968	ABONMARCHE CONSULTANTS INC	03/24/2014	04/22/2014	3,016.25	0.00	P	Y
	MONROE BOULEVARD SANITARY SEWER EX	ksteinman					04/16/2014
	592-558-801-000	PROFESSIONAL/CONSULTING FEES		3,016.25			
055255							
37877	ADAMS REMCO, INC.	04/08/2014	04/22/2014	409.21	0.00	P	Y
	QUARTERLY MAINTENANCE	ksteinman					04/15/2014
	101-265-802-000	OTHER CONTRACTUAL SERVICES		409.21			
9917697964							
37950	AIRGAS USA, LLC	03/31/2014	04/22/2014	48.03	0.00	P	Y
	CYLINDER RENTAL	ksteinman					04/16/2014
	661-450-748-000	MOTOR FUEL & LUBRICANTS		48.03			
114509							
37878	ALLIED MECHANICAL SERVICES INC	03/31/2014	04/22/2014	1,087.00	0.00	P	Y
	PREVENTATIVE MAINTENANCE	ksteinman					04/15/2014
	101-265-802-000	OTHER CONTRACTUAL SERVICES		1,087.00			
0210076-IN							
37879	BEAVER RESEARCH COMPANY	04/03/2014	04/22/2014	238.45	0.00	P	Y
	LUBRICANT	ksteinman					04/15/2014
	591-558-741-000	OPERATING SUPPLIES		238.45			
04/15/14							
37973	JOHN BRUSH BUILDERS INC	04/15/2014	04/22/2014	100.00	0.00	P	Y
	RE-INSPECT 229 ELKENBURG	ksteinman					04/16/2014
	101-371-802-000	OTHER CONTRACTUAL SERVICES		100.00			
04/14/14							
37974	JOHN BRUSH BUILDERS INC	04/14/2014	04/22/2014	250.00	0.00	P	Y
	INSPECTION OF DUPLEX AT SHERMAN HI	ksteinman					04/16/2014
	101-371-802-000	OTHER CONTRACTUAL SERVICES		250.00			

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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						
10921							
37880	BYCE & ASSOCIATES INC	03/28/2014	04/22/2014	2,000.00	0.00	P	Y
	ELECTRICAL ENGINEERING FOR DOWNTOW	ksteinman					04/15/2014
	250-729-974-018-0151	CAPITAL PROJECTS		2,000.00			
30757							
37970	C E & A PROFESSIONAL SERVICES	04/07/2014	04/22/2014	773.66	0.00	P	Y
	RANDOM DOT TESTING	ksteinman					04/16/2014
	101-276-801-000	PROFESSIONAL/CONSULTING FEES		97.32			
	582-558-801-000	PROFESSIONAL/CONSULTING FEES		194.64			
	101-446-801-000	PROFESSIONAL/CONSULTING FEES		192.19			
	591-558-801-000	PROFESSIONAL/CONSULTING FEES		104.23			
	592-558-801-000	PROFESSIONAL/CONSULTING FEES		185.28			
2-23-14 TO 3-22-14							
37881	C.C. JOHNSON & MALHOTRA PC	04/01/2014	04/22/2014	3,805.68	0.00	P	Y
	EVALUATION OF SLUDGE ALTERNATIVES	ksteinman					04/15/2014
	592-559-801-000	PROFESSIONAL/CONSULTING FEES		3,805.68			
5-19-13 TO 3-22-14							
37882	C.C. JOHNSON & MALHOTRA PC	04/01/2014	04/22/2014	2,854.26	0.00	P	Y
	ENGINEERING SERVICES	ksteinman					04/15/2014
	592-559-801-000	PROFESSIONAL/CONSULTING FEES		2,854.26			
2-23-14 TO 3-22-14							
37883	C.C. JOHNSON & MALHOTRA PC	04/01/2014	04/22/2014	1,427.13	0.00	P	Y
	WWTP IPP PROGRAM	ksteinman					04/15/2014
	592-560-801-000	PROFESSIONAL/CONSULTING FEES		1,427.13			
57842							
37893	C.T. ELECTRICAL SERVICES INC	03/28/2014	04/22/2014	1,393.24	0.00	P	Y
	COEVERT, BS PARK, HS PUMP, MAIN MCC	ksteinman					04/15/2014
	591-559-802-000	OTHER CONTRACTUAL SERVICES		1,393.24			
89585TD							
37885	CANNEY'S WATER TREATMENT	03/24/2014	04/22/2014	30.99	0.00	P	Y
	BOTTLED WATER	ksteinman					04/15/2014
	101-301-802-000	OTHER CONTRACTUAL SERVICES		30.99			
INO1255291							
37886	CCP INDUSTRIES INC	04/03/2014	04/22/2014	218.24	0.00	P	Y
	ABSORBAL	ksteinman					04/15/2014
	661-450-741-003	REPAIR & MAINT SUPPLIES		218.24			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
76609 37884	CENTRAL AUTO & EQUIP INC PARTS 661-450-741-003	04/04/2014 ksteinman REPAIR & MAINT SUPPLIES	04/22/2014	269.99 269.99	0.00	P	Y 04/15/2014
423607 37888	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	03/28/2014 ksteinman UNIFORMS	04/22/2014	31.98 31.98	0.00	Paid CR	Y 04/15/2014
419650 37889	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	03/24/2014 ksteinman UNIFORMS	04/22/2014	147.76 147.76	0.00	Paid CR	Y 04/15/2014
418555 37890	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	03/21/2014 ksteinman UNIFORMS	04/22/2014	94.58 94.58	0.00	Paid CR	Y 04/15/2014
025720 37891	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	03/10/2014 ksteinman UNIFORMS	04/22/2014	(150.00) (150.00)	0.00	P	Y 04/15/2014
025719 37892	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	03/10/2014 ksteinman UNIFORMS	04/22/2014	(150.00) (150.00)	(25.68)	P	Y 04/15/2014
475303312014 37887	COMMUNITY ANSWERING SERVICE ANSWERING SERVICES 101-350-802-000	03/31/2014 ksteinman OTHER CONTRACTUAL SERVICES	04/22/2014	1,022.45 1,022.45	0.00	P	Y 04/15/2014
041418 37902	COMPTON INC MOVE TRAILER 250-751-802-000	04/09/2014 ksteinman OTHER CONTRACTUAL SERVICES	04/22/2014	100.00 100.00	0.00	P	Y 04/15/2014
041409 37958	COMPTON INC EAGLE ST CONCRETE REPAIRS, MISC SA 250-729-967-001	04/04/2014 ksteinman STREET REPAIRS	04/22/2014	5,928.20 5,928.20	0.00	P	Y 04/16/2014

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
041420 37959	COMPTON INC PUBLIC WORKS FRONT ENTRANCE 101-265-802-000	04/10/2014 ksteinman	04/22/2014	2,065.00 2,065.00	0.00	P	Y 04/16/2014
041406 37977	COMPTON INC CONDUIT ON EAGLE & CENTER ST 582-558-802-000	04/03/2014 ksteinman	04/22/2014	7,200.00 7,200.00	0.00	P	Y 04/16/2014
022817 37969	CONSTRUCTION ASSOCIATES INC BUILDING INSPECTIONS 101-371-802-020	04/03/2014 ksteinman	04/22/2014	4,130.45 4,130.45	0.00	P	Y 04/16/2014
201220-08 37962	CORNELISSE DESIGN ASSOC INC LANDSCAPE ARCHITECTURE SERVICE- RE 250-729-974-018-0150	03/31/2014 ksteinman	04/22/2014	2,225.00 2,225.00	0.00	P	Y 04/16/2014
3694506 37894	EJ USA INC SUPPLIES 591-558-741-000	04/02/2014 ksteinman	04/22/2014	450.93 450.93	0.00	P	Y 04/15/2014
3684222 37895	EJ USA INC SUPPLIES 591-558-741-000	02/11/2014 ksteinman	04/22/2014	1,202.48 1,202.48	0.00	P	Y 04/15/2014
883041 37896	ELECTION SYSTEMS & SOFTWARE MAINTENANCE 101-191-801-000	04/04/2014 ksteinman	04/22/2014	61.06 61.06	0.00	P	Y 04/15/2014
647684 37952	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	04/14/2014 ksteinman	04/22/2014	1,437.50 1,437.50	0.00	P	Y 04/16/2014
647685 37953	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	04/14/2014 ksteinman	04/22/2014	400.00 400.00	0.00	P	Y 04/16/2014

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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						
647686							
37954	FOSTER SWIFT COLLINS & SMITH PC	04/14/2014	04/22/2014	1,875.90	0.00	P	Y
	ATTORNEY SERVICES	ksteinman					04/16/2014
	101-209-801-000	PROFESSIONAL/CONSULTING FEES		1,875.90			
647687							
37955	FOSTER SWIFT COLLINS & SMITH PC	04/14/2014	04/22/2014	1,993.80	0.00	P	Y
	ATTORNEY SERVICES	ksteinman					04/16/2014
	101-209-801-000	PROFESSIONAL/CONSULTING FEES		1,993.80			
647694							
37956	FOSTER SWIFT COLLINS & SMITH PC	04/14/2014	04/22/2014	779.99	0.00	P	Y
	ATTORNEY SERVICES	ksteinman					04/16/2014
	101-209-801-000	PROFESSIONAL/CONSULTING FEES		779.99			
1409001							
37897	FUEL MANAGEMENT SYSTEM	03/31/2014	04/22/2014	6,974.45	0.00	P	Y
	FUEL	ksteinman					04/15/2014
	101-301-748-000	MOTOR FUEL		2,536.56			
	101-728-748-000	MOTOR FUEL		102.08			
	101-371-748-000	MOTOR FUEL		58.48			
	582-558-748-000	MOTOR FUEL		1,107.21			
	101-446-748-000	MOTOR FUEL		929.26			
	101-276-748-000	MOTOR FUEL		103.71			
	582-558-748-000	MOTOR FUEL		197.41			
	591-558-748-000	MOTOR FUEL		55.52			
	592-558-748-000	MOTOR FUEL		55.52			
	591-558-748-000	MOTOR FUEL		544.27			
	592-558-748-000	MOTOR FUEL		544.28			
	591-559-748-000	MOTOR FUEL		49.87			
	592-559-748-000	MOTOR FUEL		258.04			
	204-447-748-000	MOTOR FUEL		34.54			
	591-558-748-000	MOTOR FUEL		11.50			
	592-558-748-000	MOTOR FUEL		11.50			
	661-450-748-000	MOTOR FUEL & LUBRICANTS		374.70			
530959							
37898	GREAT LAKES SCUTTLEBUTT	04/10/2014	04/22/2014	500.00	0.00	P	Y
	1/2 PAGE COLOR ADVERTISEMENT	ksteinman					04/15/2014
	594-776-900-000	PRINTING/PUBLISHING		500.00			
APRIL 2014							
37967	GORDON HULL	04/08/2014	04/22/2014	2,216.99	0.00	P	Y
	CONTRACTUAL SERVICES	ksteinman					04/16/2014

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	582-558-802-000	OTHER CONTRACTUAL SERVICES		2,216.99			
2014							
37899	INTERNATIONAL ASSOC OF CHIEFS	01/02/2014	04/22/2014	120.00	0.00	P	Y
	MEMBERSHIP RENEWAL	ksteinman					04/15/2014
	101-301-958-000	SUBSCRIPTIONS/MEMBERSHIPS		120.00			
2014							
37900	INTERNATIONAL ASSOC OF CHIEFS	01/01/2014	04/22/2014	120.00	0.00	P	Y
	ANNUAL MEMBERSHIP	ksteinman					04/15/2014
	101-301-958-000	SUBSCRIPTIONS/MEMBERSHIPS		120.00			
19018010008643							
37901	INTERSTATE ALL BATTERY CENTER	04/10/2014	04/22/2014	191.76	0.00	P	Y
	BATTERIES	ksteinman					04/15/2014
	582-558-741-000	OPERATING SUPPLIES		191.76			
2827							
37972	J & B LANDING	04/14/2014	04/22/2014	2,500.00	0.00	P	Y
	PILING/RIVER CONSTRUCTION	ksteinman					04/16/2014
	594-776-802-000	OTHER CONTRACTUAL SERVICES		2,500.00			
29534							
37903	JENSEN'S EXCAVATING INC	03/17/2014	04/22/2014	648.00	0.00	P	Y
	SAND AND STONE	ksteinman					04/15/2014
	582-558-741-000	OPERATING SUPPLIES		162.00			
	591-558-741-000	OPERATING SUPPLIES		162.00			
	592-558-741-000	OPERATING SUPPLIES		162.00			
	101-446-741-000	OPERATING SUPPLIES		162.00			
APRIL							
37904	JIM & TONI'S DRYCLEANERS	04/01/2014	04/22/2014	530.25	0.00	P	Y
	LAUNDRY SERVICE	ksteinman					04/15/2014
	101-301-801-021	LAUNDRY & DRYCLEANING		530.25			
10040057							
37905	JOHN'S STEREO INC	04/04/2014	04/22/2014	14.99	0.00	P	Y
	SUPPLIES	ksteinman					04/15/2014
	636-258-727-000	OFFICE SUPPLIES		14.99			
10040031							
37906	JOHN'S STEREO INC	04/03/2014	04/22/2014	5.99	0.00	P	Y
	SUPPLIES	ksteinman					04/15/2014
	591-558-729-001	OTHER CLOTHING & SUPPLIES		5.99			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
10040016							
37907	JOHN'S STEREO INC	04/02/2014	04/22/2014	19.99	0.00	P	Y
	SUPPLIES	ksteinman					04/15/2014
	591-558-729-001	OTHER CLOTHING & SUPPLIES		19.99			
0725627							
37960	KIESLER'S POLICE SUPPLY INC	04/02/2014	04/22/2014	1,936.16	0.00	P	Y
	SUPPLIES	ksteinman					04/16/2014
	101-301-741-002	OPERATING SUPPLIES - MUNITIONS		1,936.16			
221445729							
37908	KONE CRANES INC	04/01/2014	04/22/2014	267.30	0.00	P	Y
	QUARTERLY MAINTENANCE	ksteinman					04/15/2014
	101-265-802-000	OTHER CONTRACTUAL SERVICES		267.30			
116661							
37910	LAKESHORE PAINT & ARTWORKS	03/26/2014	04/22/2014	32.85	0.00	P	Y
	PAINT	ksteinman					04/15/2014
	101-751-741-000	OPERATING SUPPLIES		32.85			
PAY APP #10							
37909*	LAKEWOOD INC	03/31/2014	04/22/2014	6,102.00	0.00	P	Y
	PUBLIC SAFETY PROJECT	ksteinman					04/15/2014
	401-301-980-000-0145	POLICE/FIRE COMPLEX		6,423.00			
	401-002-211-114	CONT RETAINAGE-LAKEWOOD		(321.00)			
353							
37957	MARK A MANNING	03/07/2014	04/22/2014	3,560.00	0.00	P	Y
	ATTORNEY SERVICES	ksteinman					04/16/2014
	101-210-801-000	PROFESSIONAL/CONSULTING FEES		3,560.00			
18649							
37912	METRON-FARNIER, LLC	03/28/2014	04/22/2014	3,060.16	0.00	P	Y
	SUPPLIES	ksteinman					04/15/2014
	591-558-741-000	OPERATING SUPPLIES		3,060.16			
05/31/2015							
37913	MICHIGAN ASSOC OF CHIEFS OF POLICE	04/07/2014	04/22/2014	115.00	0.00	P	Y
	ANNUAL MEMBERSHIP DUES	ksteinman					04/15/2014
	101-301-958-000	SUBSCRIPTIONS/MEMBERSHIPS		115.00			
005620							
37911	MIKE'S TOWING	03/29/2014	04/22/2014	200.00	0.00	P	Y
	TOWING	ksteinman					04/15/2014
	250-751-802-000	OTHER CONTRACTUAL SERVICES		200.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
13001764							
37914	MOTOROLA MAINTENANCE 101-301-933-001	04/15/2014 ksteinman	04/22/2014	1,182.00	0.00	P	Y 04/15/2014
		REPAIR/MAINTENANCE - RADIOS		1,182.00			
14017							
37961	MYERS, RYAN PLANTERS 250-729-974-018-0150	02/21/2014 ksteinman	04/22/2014	9,167.00	0.00	P	Y 04/16/2014
		CAPITAL PROJECTS		9,167.00			
11177							
37915	ON DUTY GEAR LLC UNIFORMS 101-301-729-000	02/28/2014 ksteinman	04/22/2014	715.00	0.00	P	Y 04/15/2014
		UNIFORMS		715.00			
S101971							
37916	OVERISEL LUMBER COMPANY ADAPTER 592-559-933-000	03/25/2014 ksteinman	04/22/2014	5.25	0.00	P	Y 04/15/2014
		REPAIRS/MAINTENANCE - EQUIP		5.25			
4/14/14							
37917	PAT'S PRONTO PRINT BR MARINA CHECK IN SLIPS 545-776-900-000	04/14/2014 ksteinman	04/22/2014	150.37	0.00	P	Y 04/15/2014
		PRINTING/PUBLISHING		150.37			
10816							
37918	PERCEPTIVE CONTROLS INC INSTALL HARDWARE/SOFTWARE 591-559-933-000	03/20/2014 ksteinman	04/22/2014	960.00	0.00	P	Y 04/15/2014
		REPAIRS/MAINTENANCE - EQUIPM		960.00			
13051							
37919	PIPELINE SERVICE INC LABOR/TRAVEL 204-446-801-000	03/26/2014 ksteinman	04/22/2014	742.50	0.00	P	Y 04/15/2014
		PROFESSIONAL/CONSULTING FEES		742.50			
5813869							
37920	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/01/2014 ksteinman	04/22/2014	1,403.56	0.00	P	Y 04/15/2014
		ELECTRICAL SYSTEM CONSTR		1,403.56			
5813870							
37921	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/01/2014 ksteinman	04/22/2014	62.00	0.00	P	Y 04/15/2014
		REPAIRS/MAINTENANCE - EQUIPM		62.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
5815019 37922	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/04/2014 ksteinman	04/22/2014	3,136.93	0.00	P	Y 04/15/2014
		REPAIRS/MAINTENANCE - EQUIPM		3,136.93			
5814923 37923	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/03/2014 ksteinman	04/22/2014	894.50	0.00	P	Y 04/15/2014
		REPAIRS/MAINTENANCE - EQUIPM		894.50			
5814528 37924	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/03/2014 ksteinman	04/22/2014	534.00	0.00	P	Y 04/15/2014
		ELECTRICAL SYSTEM CONSTR		534.00			
5815555 37925	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/07/2014 ksteinman	04/22/2014	5,460.90	0.00	P	Y 04/15/2014
		ELECTRICAL SYSTEM CONSTR		5,460.90			
5815758 37926	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/08/2014 ksteinman	04/22/2014	541.24	0.00	P	Y 04/15/2014
		REPAIRS/MAINTENANCE - EQUIPM		541.24			
5815960 37927	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/08/2014 ksteinman	04/22/2014	137.26	0.00	P	Y 04/15/2014
		ELECTRICAL SYSTEM CONSTR		137.26			
5815922 37928	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/08/2014 ksteinman	04/22/2014	95.58	0.00	P	Y 04/15/2014
		ELECTRICAL SYSTEM CONSTR		95.58			
5815921 37929	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-742-000	04/08/2014 ksteinman	04/22/2014	413.39	0.00	P	Y 04/15/2014
		SMALL TOOLS		413.39			
5815760 37930	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/08/2014 ksteinman	04/22/2014	270.73	0.00	P	Y 04/15/2014
		REPAIRS/MAINTENANCE - EQUIPM		270.73			

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Inv Ref#	Description	Entered By					
	GL Distribution						
5815979 37931	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/08/2014 ksteinman	04/22/2014	136.00	0.00	P	Y 04/15/2014
	REPAIRS/MAINTENANCE - EQUIPM			136.00			
5815759 37964	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/08/2014 ksteinman	04/22/2014	741.36	0.00	P	Y 04/16/2014
	REPAIRS/MAINTENANCE - EQUIPM			741.36			
5815757 37965	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/08/2014 ksteinman	04/22/2014	1,219.20	0.00	P	Y 04/16/2014
	REPAIRS/MAINTENANCE - EQUIPM			1,219.20			
5815756 37966	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/08/2014 ksteinman	04/22/2014	1,420.58	0.00	P	Y 04/16/2014
	REPAIRS/MAINTENANCE - EQUIPM			1,420.58			
5816691 37976	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/10/2014 ksteinman	04/22/2014	340.00	0.00	P	Y 04/16/2014
	REPAIRS/MAINTENANCE - EQUIPM			340.00			
43497 37932	PRI MAR PETROLEUM INC CARS WASHED 101-301-941-000	03/31/2014 ksteinman	04/22/2014	65.00	0.00	P	Y 04/15/2014
	MOTOR POOL FEES			65.00			
31250 37933	ROME'S STANDARD SERVICE INC CONVERTORS 661-450-935-000	03/21/2014 ksteinman	04/22/2014	121.00	0.00	P	Y 04/15/2014
	REPAIRS/MAINTENANCE - VEHICLES			121.00			
2317 37934	SOUTH HAVEN ROTARY CLUB QUARTERLY MEMBERSHIP DUES 101-728-958-000	04/12/2014 ksteinman	04/22/2014	154.00	0.00	P	Y 04/15/2014
	SUBSCRIPTIONS/MEMBERSHIPS			154.00			
1 37935	SOUTH HAVEN SMALL ENGINES SUPPLIES 101-446-741-000	04/10/2014 ksteinman	04/22/2014	399.95	0.00	P	Y 04/15/2014
	OPERATING SUPPLIES			399.95			

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution						
1743851							
37936	STANLEY STEAMER GREAT LAKES, INC.	03/29/2014	04/22/2014	3,145.00	0.00	P	Y 04/15/2014
	DPW HVAC DUCTWORK SYSTEM CLEANING	ksteinman					
	101-446-932-000	DPW HVAC DUCTWORK SYSTEM CLEANING		786.25			
	591-558-932-000			786.25			
	592-558-932-000			786.25			
	582-558-932-000			786.25			
7116019781-000001							
37937	STAPLES ADVANTAGE	04/04/2014	04/22/2014	251.79	0.00	P	Y 04/15/2014
	SUPPLIES	ksteinman					
	591-558-727-000	OFFICE SUPPLIES		39.96			
	592-558-727-000	OFFICE SUPPLIES		39.96			
	101-446-727-000	OFFICE SUPPLIES		39.96			
	101-447-727-000	OFFICE SUPPLIES		39.96			
	582-558-727-000	OFFICE SUPPLIES		39.97			
	591-558-741-000	OPERATING SUPPLIES		10.40			
	592-558-741-000	OPERATING SUPPLIES		10.40			
	101-446-741-000	OPERATING SUPPLIES		10.40			
	101-447-741-000	OPERATING SUPPLIES		10.39			
	582-558-741-000	OPERATING SUPPLIES		10.39			
7116019781-000002							
37938	STAPLES ADVANTAGE	04/04/2014	04/22/2014	6.49	0.00	P	Y 04/15/2014
	SUPPLIES	ksteinman					
	101-447-729-001	OTHER CLOTHING & SUPPLIES		6.49			
7112347415-000002							
37939	STAPLES ADVANTAGE	03/03/2014	04/22/2014	13.95	0.00	P	Y 04/15/2014
	SUPPLIES	ksteinman					
	101-301-741-000	OPERATING SUPPLIES		13.95			
7115944902-000001							
37940	STAPLES ADVANTAGE	04/03/2014	04/22/2014	177.93	0.00	P	Y 04/15/2014
	SUPPLIES	ksteinman					
	101-202-727-000	OFFICE SUPPLIES		89.99			
	101-227-727-000	OFFICE SUPPLIES		36.67			
	101-265-727-000	OFFICE SUPPLIES		21.69			
	101-371-727-000	OFFICE SUPPLIES		29.58			
7114448443-000003							
37941	STAPLES ADVANTAGE	03/06/2014	04/22/2014	16.69	0.00	P	Y 04/15/2014
	SUPPLIES	ksteinman					
	101-301-727-000	OFFICE SUPPLIES		16.69			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
7115438567-000002							
37942	STAPLES ADVANTAGE	03/25/2014	04/22/2014	79.40	0.00	P	Y
	SUPPLIES	ksteinman					04/15/2014
	101-301-741-000	OPERATING SUPPLIES		79.40			
7116453122-000001							
37951	STAPLES ADVANTAGE	04/14/2014	04/22/2014	114.44	0.00	P	Y
	SUPPLIES	ksteinman					04/16/2014
	101-446-741-000	OPERATING SUPPLIES		5.54			
	101-447-741-000	OPERATING SUPPLIES		5.55			
	591-558-741-000	OPERATING SUPPLIES		5.55			
	592-558-741-000	OPERATING SUPPLIES		5.55			
	582-558-741-000	OPERATING SUPPLIES		5.55			
	101-446-741-000	OPERATING SUPPLIES		17.34			
	101-447-741-000	OPERATING SUPPLIES		17.34			
	591-558-741-000	OPERATING SUPPLIES		17.34			
	592-558-741-000	OPERATING SUPPLIES		17.34			
	582-558-741-000	OPERATING SUPPLIES		17.34			
SE 364881							
37975	STATE OF MICHIGAN-MDOT	03/27/2014	04/22/2014	1,081.50	0.00	P	Y
	SE BILLING FOR 4/1/13- 9/30/13	ksteinman					04/16/2014
	202-002-228-013	DUE TO STATE - MDOT		1,081.50			
0043298							
37943	SW CONTROLS INC	03/31/2014	04/22/2014	500.00	0.00	P	Y
	REPLACEMENT LABOR FOR FLOW METER	ksteinman					04/15/2014
	591-559-933-000	REPAIRS/MAINTENANCE - EQUIPM		500.00			
12010666691							
37944	TERMINIX PROCESSING CENTER	04/02/2014	04/22/2014	41.00	0.00	P	Y
	EXTERMINATING SERVICE	ksteinman					04/15/2014
	101-301-802-001	SERVICE CONTRACTS		41.00			
102536							
37945	TOTAL PARKING SOLUTIONS INC	04/02/2014	04/22/2014	19,440.00	0.00	P	Y
	1 YR WEBOFFICE MONITORING FOR 9 PA	ksteinman					04/15/2014
	545-001-123-000	PREPAID ITEMS		1,881.87			
	545-776-802-000	OTHER CONTRACTUAL SERVICES		278.13			
	577-001-123-000	PREPAID ITEMS		15,054.90			
	577-751-802-000	OTHER CONTRACTUAL SERVICES		2,225.10			
0441							
37971	TREECORE	04/02/2014	04/22/2014	18,026.00	0.00	P	Y
	TREE WORK	ksteinman					04/16/2014

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution						
	582-558-802-000	OTHER CONTRACTUAL SERVICES		15,534.00			
	101-446-802-000	OTHER CONTRACTUAL SERVICES		2,492.00			
57676277							
37946	ULINE	03/24/2014	04/22/2014	508.30	0.00	P	Y 04/15/2014
	YELLOW PADLOCK SEALS	ksteinman					
	582-558-933-000	REPAIRS/MAINTENANCE - EQUIPM		508.30			
2820							
37947	US PUBLIC SAFETY GROUP INC	01/10/2014	04/22/2014	326.00	0.00	P	Y 04/15/2014
	UNIFORMS	ksteinman					
	101-301-729-000	UNIFORMS		326.00			
3060							
37948	VREDEVELD HAEFNER LLC	03/31/2014	04/22/2014	1,974.00	0.00	P	Y 04/15/2014
	UTILITY BILLING WRITE OFF ANALYSIS	ksteinman					
	582-558-801-000	PROFESSIONAL/CONSULTING FEES		1,974.00			
03/28/14							
37949	WEST MICHIGAN CRIMINAL JUSTICE	03/28/2014	04/22/2014	200.00	0.00	P	Y 04/15/2014
	REALITY BASED TRAINING	ksteinman					
	266-301-861-000	POLICE TRAINING		200.00			
# of Invoices:	100	# Due:	0	Totals:	157,652.64	0.00	
# of Credit Memos:	2	# Due:	1	Totals:	(300.00)	(150.00)	
Net of Invoices and Credit Memos:					157,352.64	(150.00)	
* 1 Net Invoices have Credits Totalling:					(321.00)		

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			35,138.72	(124.32)		
	202 - MAJOR STREET FUND			1,081.50	0.00		
	204 - STREET FUND			777.04	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			20,660.20	0.00		
	266 - POLICE TRAINING FUND			200.00	0.00		
	401 - CAPITAL PROJECTS FUND 1			6,102.00	0.00		
	545 - BLACK RIVER PARK FUND			2,310.37	0.00		
	577 - BEACH FUND			17,280.00	0.00		
	582 - ELECTRIC FUND			46,953.04	0.00		
	591 - WATER FUND			9,618.13	0.00		
	592 - SEWER FUND			13,184.69	0.00		
	594 - MARINA FUND			3,000.00	0.00		
	636 - INFORMATION SERVICES FUND			14.99	0.00		
	661 - MOTOR POOL FUND			1,031.96	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	001 - ASSETS			16,936.77	0.00		
	002 - LIABILITIES			760.50	0.00		
	191 - ELECTIONS			61.06	0.00		
	202 - CITY TREASURER			89.99	0.00		
	209 - ASSESSOR			6,487.19	0.00		
	210 - LEGAL & PROFESSIONAL			3,560.00	0.00		
	227 - PERSONNEL			36.67	0.00		
	258 - DATA PROCESSING			14.99	0.00		
	265 - BUILDINGS & GROUNDS			3,850.20	0.00		
	276 - CEMETERY DEPARTMENT			201.03	0.00		
	301 - POLICE			14,425.32	(124.32)		
	350 - INFORMATION CENTER			1,022.45	0.00		
	371 - BUILDING INSPECTIONS			4,568.51	0.00		
	446 - HIGHWAYS & STREETS			5,777.39	0.00		
	447 - ENGINEERING			114.27	0.00		
	450 - EQUIPMENT MAINTENANCE			1,031.96	0.00		
	558 - OPERATIONS			58,502.39	0.00		
	559 - TREATMENT			9,826.34	0.00		
	560 - IPP PROGRAM			1,427.13	0.00		
	728 - ECONOMIC DEVELOPMENT			256.08	0.00		
	729 - DOWNTOWN DEVELOPMENT			20,360.20	0.00		
	751 - PARK DEPARTMENT			4,613.70	0.00		
	776 - OPERATIONS			3,428.50	0.00		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
04/05/2014	1	47334	UB REFUND	BROWN, DAVID B	101.81
04/05/2014	1	47335	UB REFUND	DARM, KATHERINE A	100.00
04/05/2014	1	47336	UB REFUND	FRAZIER, JOSHUA W	70.34
04/05/2014	1	47337	UB REFUND	KING, CATHERINE E	116.20
04/05/2014	1	47338	UB REFUND	KRCMA, ASHLEY M	87.03
04/05/2014	1	47339	UB REFUND	LANGSTON, KIMBERLY E	157.48
04/05/2014	1	47340	UB REFUND	LEATHERBERRY, JULIE A	98.62
04/05/2014	1	47341	UB REFUND	PIER VIEW NORTH LLC	57.05
04/05/2014	1	47342	UB REFUND	SMITH, BRANDY L	45.76
04/05/2014	1	47343	UB REFUND	WELLINGTON, CRYSTAL L	65.92
04/05/2014	1	47344	000076	ALTERATIONS & CREATIONS	8.00
04/05/2014	1	47345	000177	AUTOWARES INC	382.05
04/05/2014	1	47346	000498	COMCAST	129.60
04/05/2014	1	47347	003127	ADAM DE BOER	57.01
04/05/2014	1	47348	000660	DOMESTIC LINEN-KALAMAZOO	1,775.64
04/05/2014	1	47349	000843	FRONTIER	3,158.16
04/05/2014	1	47350	000967	JODY GUILFORD	200.48
04/05/2014	1	47351	001067	HI TEC BUILDING SERVICES	4,416.88
04/05/2014	1	47352	003089	ROGER HUFF	30.60
04/05/2014	1	47353	003056	MICHAEL LEDGER	69.29
04/05/2014	1	47354	001544	MENARDS	2,155.47
04/05/2014	1	47355	001607	MICHIGAN ELECTRIC COOPERATIVE	10,000.00
04/05/2014	1	47356	001640	MICHIGAN RURAL WATER ASSOC	430.00
04/05/2014	1	47357	003249	MYERS, RYAN	17.08
04/05/2014	1	47358	003132	SOUTH HAVEN HEALTH SYSTEM	53.00
04/05/2014	1	47359	002424	SOUTH HAVEN/CASCO	86,283.35
04/05/2014	1	47360	002447	LINDA SPEARS	22.00
04/05/2014	1	47361	002513	STEEL CENTER SUPPLY CO	423.54
04/05/2014	1	47362	002645	TRACTOR SUPPLY CREDIT PLAN	162.95
04/05/2014	1	47363	002755	VAN BUREN COUNTY ROAD COMM	61.59
04/05/2014	1	47364	003085	WATERFRONT FILM FESTIVAL	2,500.00
04/05/2014	1	47365	002949	WOLVERINE HARDWARE	122.35
04/15/2014	1	47366	000339	BROUSSEAU APPRAISAL SERVICES I	3,690.00
04/15/2014	1	47367	000994	HAPA LLC	5,183.33

1 TOTALS:

Total of 34 Checks:	122,232.58
Less 0 Void Checks:	0.00
Total of 34 Disbursements:	<u>122,232.58</u>

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CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 04/04/2014 - 04/04/2014

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
04/04/2014	1	45(E)	003062	MCAAA	<u>23,026.42</u>
1 TOTALS:					
Total of 1 Checks:					23,026.42
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					<u>23,026.42</u>



Liberty Hyde Bailey Birth Site Museum

Annual Report for the Year 2013

The following items have been accomplished with the help of the City of South Haven:

- Financial support for utilities, staff and outside maintenance
- Partnership with city to create a Five Year Maintenance and Historical Integrity Plan
- Partnership with the city to create a lease agreement between the city and the foundation
- Used city's antique fire truck in July 4th parade with the banner promoting all of the cultural institutions in the South Haven area

The following items have been accomplished by the Liberty Hyde Bailey Museum Memorial Fund:

- Permanent Exhibit in front three rooms of house honoring Dr. Liberty Hyde Bailey's life and accomplishments
- Continued programming for the community
- Introduction of the Bailey Outdoor Initiative
- Bailey's Budding Naturalist Program for students 6-11 in conjunction with the Kalamazoo Nature Center
- Co-Hosted, "Can You Dig It?" a cooperative outdoor learning experience with the South Haven Memorial Library
- Cooperative loans from the Star of the Lake Lodge 158
- Secured grants to fund the Liberty Hyde Bailey demonstration vegetable garden
- Offered community garden space



Liberty Hyde Bailey Birth Site Museum

- **Extensive volunteer work donated in creating gardens**
- **Received the donation of the personal library of the Bailey family, over 1,200 books, from Sage Place, Ithaca, New York.(being stored off site until restoration of books is finished)**
- **Raised membership to 190**
- **Hosted Keynote speaker, Jane Taylor, curator of Michigan State's Children's Garden**
- **With help from the Art Center, offered an exhibit of the works of Kalamazoo artist, Sy Ellens**
- **Established a code of Historic Preservation Guidelines for Developments and Maintenance of the LHBM collections**
- **Hosted two youth volunteers during the summer of 2013**
- **Sponsored John Linstrom's visit to the Cornell Plant Biology Centennial**



License Agreement Request Bahama Mama 513 Phoenix Street

City of South Haven

Background Information: The owner of Bahama Mama, 513 Phoenix Street, is seeking a license agreement to install a store length awning on the front of the store. This property was formerly Ducky's and the new owner is replacing the old awning with one identifying the new store.

The new awning is the same size as the Ducky awning, extending four (4) feet over the sidewalk.

Recommendation: Staff recommends approval of the license agreement.

Support Material:

Draft license agreement
Photo of proposed awning
Applicant description of awning
Proof of insurance

**LICENSE AGREEMENT
BETWEEN
THE CITY OF SOUTH HAVEN AND
BAHAMA MAMA RETAIL STORE
513 PHOENIX STREET**

This Agreement is made between the City of South Haven, a Michigan home rule city, of 539 Phoenix Street, South Haven, Michigan 49090-1499 (the "City"), and Bahama Mama (the "Leaseholder"), with respect to the following facts and circumstances.

RECITALS

A. Phoenix Street is a public street within the corporate limits of the City.

B. Leaseholder has a leasehold interest in a building and land commonly known as 513 Phoenix Street, South Haven, Michigan ("Leaseholder's Parcel"), in which building Leaseholder conducts a business.

C. Leaseholder desires to make or to continue the use of certain additions and improvements to the building on the Leaseholder's Parcel which additions and improvements would encroach upon the right-of-way of Phoenix Street.

D. The City is willing to permit such improvements and additions subject to the terms and conditions of this Agreement.

NOW, IN CONSIDERATION of the covenants contained in this Agreement, the City grants to Leaseholder a License as provided below:

1. License. The City licenses the use to the Leaseholder and the Leaseholder accepts the License from the City of the use of the premises located in the City of South Haven, Van Buren County, Michigan described as 666-758 C281 1-17 W 22' OF LOT 8 BLK 10 HALE CONGER & CO ADD. (the "Licensed Premises").

2. Term. The term of this License shall commence on _____, 2014 and will terminate at midnight on _____, 2034 unless earlier terminated or revoked as provided below.

3. Use. The Licensed Premises shall be used by the Leaseholder to erect and/or to continue the location of the additions and improvements to the building on the Leaseholder's Parcel as described and depicted on attached Schedule B. The Leaseholder will use the Licensed Premises in a clean, wholesome and lawful manner.

4. Fee. The Leaseholder shall pay the City, its successors and assigns a License Fee of One and no/100 Dollar (\$1.00).

5. No Assignment/Sublicensing. This License is personal with the Leaseholder and does not run with the land. This License shall not be assigned or transferred in any manner by the Leaseholder to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this License to a third party by amendment to this Agreement or by a separate License Agreement.

6. Acceptance of the Premises. The Leaseholder acknowledges and agrees that Leaseholder has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Leaseholder's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis.

7. Compliance with Law. The Leaseholder shall comply with and observe all laws, ordinances, rules, regulations and orders of all public authorities in connection with any improvement, construction, landscaping, maintenance or repairs that he undertakes on the Licensed Premises.

8. Repairs and Maintenance. Leaseholder shall, during the term of this License, and at his sole expense, do and perform all repairs and maintenance necessary to keep the Licensed Premises in a good and safe condition.

9. Improvements, Restoration, Construction Liens. The Leaseholder agrees to continue to occupy the Licensed Premises with the present building situated thereon, and that such building shall be maintained in habitable condition at all times. No improvements shall be made to the Licensed Premises unless the City shall have approved such improvements prior to the performance of work by the Leaseholder or by a contractor approved in writing by the City.

The Leaseholder shall not permit any construction lien to be filed against the fee of the Licensed Premises or against the Leaseholder's interest in the Licensed Premises by reason of work, labor, services, or materials supplied, or claimed to have been supplied, whether prior or subsequent to the commencement of the term hereof, to the Leaseholder. The Leaseholder shall indemnify the City against such liens or other liens arising out of the making of any alteration, repair or additional improvement by the Leaseholder. This Paragraph is not construed as an admission by the City that a construction lien can properly be filed against the Licensed Premises. It is intended solely as additional protection to that afforded by law that no such lien will be enforced against the Licensed Premises. The City will have the right to post the Licensed Premises from any such liens.

10. Public Liability and Indemnity. The Applicant shall carry fire and casualty insurance with an extended coverage endorsement on any improvements placed on or constructed by Applicant on the Licensed Premises equal in amount to the full insurable value of the improvements required to be insured under this Agreement. The Applicant shall indemnify and hold harmless the City and its elected and appointed officials, employees and agents from any liability for loss, damage, injury or other casualty to persons or property caused or occasioned by or arising from any act, use, omission, occupancy or negligence by or of the Applicant and any of his agents, servants, visitors, licenses or employees, occurring during the License Term or any extended term; and in case any action or proceeding is brought against the City or any of its elected or appointed officials, employees or agents by reason of any such claim, the Applicant, on a timely notice from the City shall resist or defend such action or proceeding by counsel employed by the Applicant which shall include the taking of all permissible appeals, unless full release of the City and its elected or appointed officials, employees or agents as aforesaid is obtained by way of settlement or compromise at the expense of the Applicant or Applicant's insurance carrier.

The Applicant shall furnish to the City certificates of insurance or other evidence acceptable to the City indicating that the Applicant maintains a policy or policies of insurance against damage to property in the minimum amount of Fifty Thousand and no/100 Dollars (\$50,000.00) and for bodily injury (including death), in the minimum amount of Three Hundred

Thousand and no/100 Dollars (\$300,000.00) for injury to one (1) person, and Five Hundred Thousand and no/100 Dollars (\$500,000) for injury to more than one person, in one (1) accident or occurrence, naming the City as an additional insured. The Applicant shall pay all premiums there on and furnish evidence of payment to the City upon request.

11. Casualty. In the event of damage to or destruction of the Licensed Premises by fire, storm or any other casualty or accident, this License shall not terminate if the Leaseholder gives written notice to the City that the Leaseholder desires the License to continue unless the Licensed Premises are so destroyed that it will require material reconstruction. The Leaseholder shall have the right to repair any such damage to a condition proper to the damage; however such repair must be completed within sixty (60) days of the loss. If written notice is not given, or if repairs are not timely completed, the License shall terminate sixty (60) days after the loss. If the damages destroy the building on the Leaseholder's Parcel in whole or in substantial part, then this License shall terminate immediately.

In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Leaseholder or placed on the Licensed Premises by the Leaseholder, which are caused by fire, theft, loss, vandalism or other casualty.

12. Default. The Leaseholder shall be in default of this License Agreement upon the occurrence of the following events: If at any time any fee, insurance premium or other charge or payment payable by the Leaseholder pursuant to the terms of this Agreement shall become in arrears and unpaid for a period of thirty (30) days after notice of default in performance; or if default in Leaseholder's obligations and duties hereunder is not cured within thirty (30) days from written notice of such default, then at the option of the City it may terminate this License Agreement and all rights of the Leaseholder as to the Licensed Premises shall terminate. The City shall also have such other lawful remedies as are required to enforce the terms of this Agreement.

13. Termination. This Agreement and the License granted under it shall terminate upon any of the following events:

A. The expiration of the Term of this Agreement without a written amendment by the parties, renewing or extending this Agreement.

B. At any time by the Leaseholder, upon giving the City fourteen (14) days prior written notice.

C. Immediately upon any default of the Leaseholder without timely cure as provided in Section 12.

D. At the option of the City upon sixty (60) days prior written notice given by the City to the Leaseholder. Further, the City may terminate this License immediately upon verbal or written notice to Leaseholder, where the City determines that the use of the Licensed Premises has become a hazard or presents an imminent risk or danger to the public health, safety and welfare.

E. In accordance with Section 11, upon the destruction in whole or substantial part of the building on Leaseholder's Parcel or upon the damage to or destruction of the Licensed Premises if the Leaseholder does not make timely repairs.

F. Immediately upon the issuance of a judgment, order, rule or regulation of a governmental unit or agency having jurisdiction, other than the City, requiring that the improvements and encroachments be removed from the Licensed Premises.

14. Effect of Termination. Upon termination of this Agreement, the Leaseholder, at Leaseholder's sole expense, shall promptly remove all improvements, additions and materials from the Licensed Premises and restore the Licensed Premises to the condition as existed prior to making use of the Licensed Premises. If the Leaseholder fails to take such action promptly, the City shall be entitled, after giving the Leaseholder seven (7) days prior written notice, to remove all such improvements, additions and materials from the Licensed Premises. Provided that, the City shall not be required to give such notice in the event of an emergency or imminent risk or danger to the health, safety and welfare of the public. Any costs and expenses, including without limitation legal expenses and attorney's fees, incurred by the City in enforcing this Section shall be the responsibility of and paid by the Leaseholder.

15. Leaseholder's Acknowledgements. Leaseholder acknowledges and agrees that the City is the Leaseholder of the Licensed Premises, that the License granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Leaseholder's use under this License may not interfere with the public's rights to the reasonable use of the Licensed Premises. Leaseholder further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.

16. Notices. Any notices, reports or statements required to be served hereunder shall be sufficiently given if mailed by first class mail addressed to the City and the Leaseholder at their respective addresses stated above. Notice shall be deemed to have been given upon the date of mailing.

17. No Waiver. The failure of either party to enforce any covenant or condition of this License shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this License shall be deemed to have been waived unless such waiver shall be in writing.

18. Payment. In the event that Leaseholder shall default in his obligations hereunder or become delinquent in the payment of any taxes, insurance or other charges to be paid by Leaseholder under the terms of this Agreement, then City shall have the right at its option, to perform such obligation or pay any such item. Upon such payment or performance by the City, said item shall be deemed an additional License Fee due hereunder and shall be immediately due and payable to the City. This provision shall not relieve Leaseholder of any default.

19. Captions. The captions of this License Agreement are for convenience only and shall not considered as part of this License or in any way limiting or amplifying its terms and provisions.

20. Copies. The License may be executed in two (2) or more counter-parts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

21. Laws. This License shall be interpreted and enforced by the Laws of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto have caused this License Agreement to be executed this _____ day of _____, 2014.

Signed in the Presence of:

CITY OF SOUTH HAVEN
a Michigan home rule city

By: _____

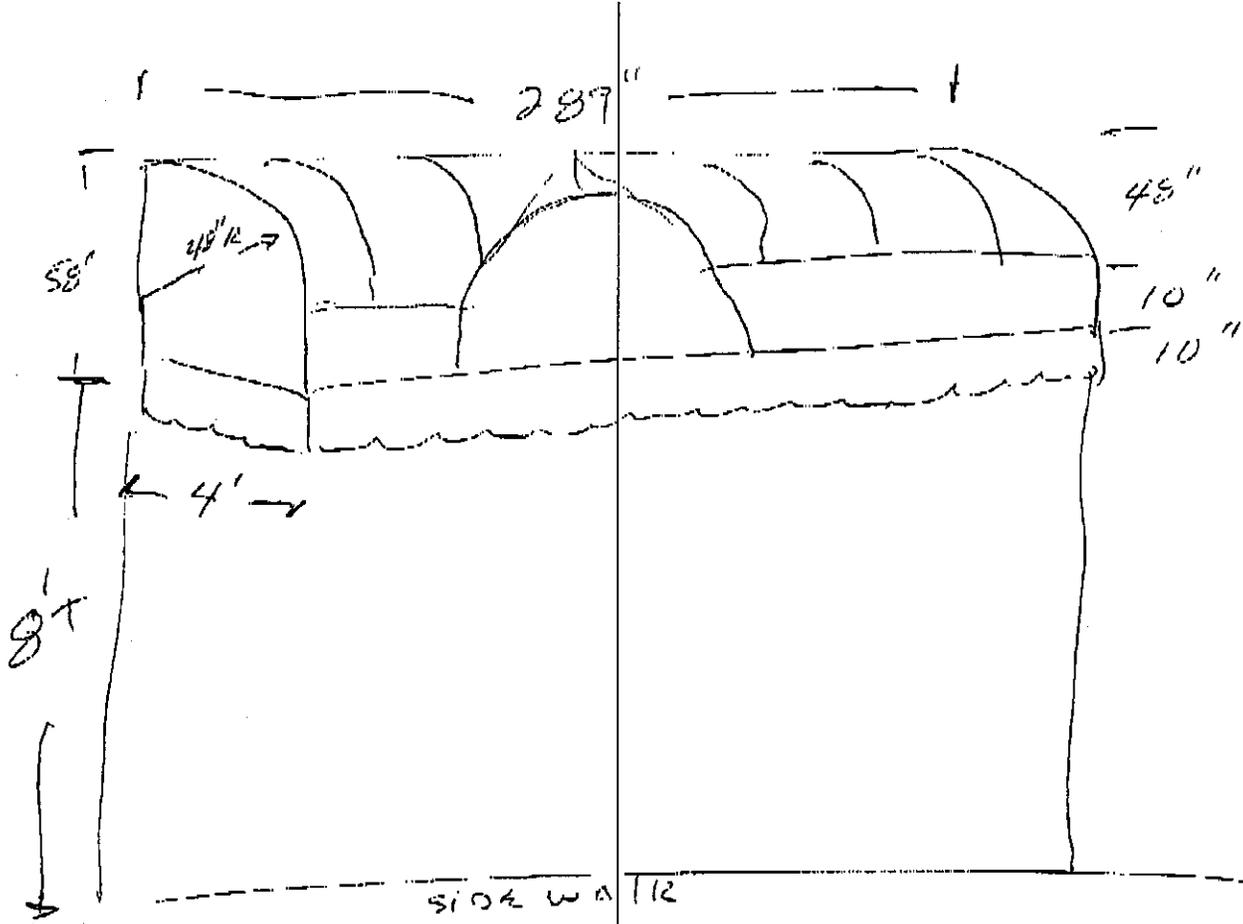
Its: City Manager

Leaseholder, 513 Phoenix Street

By: _____

Its: _____





NOT TO SCALE
 REFERENCE ONLY

BEHOMA MANIA

Linda Anderson

From: adc@parrett.net
Sent: Friday, April 11, 2014 11:47 AM
To: Linda Anderson
Cc: adc@parrett.net
Subject: [Fwd: RE: bahama mama]
Attachments: Bahama Mama.pdf

----- Original Message -----

Subject: RE: bahama mama
From: adc@parrett.net [mailto:adc@parrett.net]
Subject: bahama mama

Attached is a proposed awning for Dror Kfir @ 513 Phoenix.

This is a replacement awning to cover the wall area above the new store front where the old awning was. Final graphic colors are still being decided but the attached picture will give you a good idea of where we are headed.

The awning will be mounted over eight feet above the sidewalk. It will be approx 289" wide, 58" tall plus loose valance and will project 4'

The fabric will be black Sunbrella with a white panel over the store entrance. The entrance will not project more than the awning body.

The building/zoning permit application is being faxed.

If you have any question please give me a call.

Duane Case
Artistic Design Concepts
269-461-4000

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/11/2014

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

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

PRODUCER Apple Insurance of South Haven 662 Broadway PO Box 988 South Haven, MI 49090 Jean Smith	CONTACT NAME: Laurie Willett PHONE (A/C, No, Ext): 269-639-2279 FAX (A/C, No): 269-639-9355 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Cincinnati Insurance Company 10677 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED FLAMINGO ISLAND USA, INC. Dror Kfir 543 Quaker Street South Haven, MI 49090	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR LTR)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ENP 0238346	03/18/2014	03/18/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 STORE

CERTIFICATE HOLDER City of South Haven 539 Phoenix Street South Haven, MI 49090	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jean Smith
---------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

**Tuesday, January 21, 2014
3:00 p.m., South Haven Charter Township Hall**

MINUTES

1. Call to Order

Meeting Opened at 3:00 p.m.

2. Roll Call

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

Absent:

Guests: Mr. Brian Dissette, City Manager, City of South Haven
Ms. Sandra Bliesener, OCBA Landscape Architects
Mr. John Rambo, Slocum & Associates
Mr. Jim Marcoux
Mr. Brian Bosgraaf

3. Approval of Meeting Minutes:

November 26, 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 McClendon to approve the agenda of the January 21, 2014 meeting. All in favor, motion carried.

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

6. Approval of the SHARA Finance Reports:

- a) The board discussed the SHARA Finance Report, noting the SHARA account now has a balance of \$80,269.32. Dissette noted that the report illustrates bank interest has been paid.

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

- b) The board was updated on the SHARP account, which now has a balance of \$24,382.26.

c) The board discussed the SHARA fiscal year 2014 budget proposal.

Motion by Fitzgibbon, seconded by Getman to approve the SHARA fiscal year 2014 budget. All in favor, motion carried.

7. Update on the status of the SHARP site:

The board was provided an update on the SHARP site construction plans, which was prepared by Mr. Mike Dopp, Midwest Civil Engineers (MCE,) and included in the meeting packet. Dopp was not in attendance at the meeting. Dissette noted that the report and plans were prepared by Dopp, and appeared that plans were nearly complete. Fitzgibbon noted that he would soon be meeting with Dopp, to offer comments on the final plans.

8. Update on the status of the Pilgrim Haven park planning project:

The board was provided an update on the status of the Pilgrim Haven Park planning efforts by Mr. Peter Ter Louw, Southwest Michigan Land Conservancy (SWMLC.) Ter Louw noted that the planning efforts, including habitat planning, for the Pilgrim Haven site should be completed in March 2014. Ter Louw noted that SWMLC representatives had recently met in Lansing with Michigan Department of Natural Resources (MDNR) staff to discuss the proposed lease agreement, for the Pilgrim Haven site. Ter Louw noted that the MDNR has been unwilling to accept the past lease agreements and would not be willing to consider grant applications for the site. Ter Louw indicated that the meeting with MDNR was positive and that the proposed lease agreement between SWMLC and SHARA can likely be modified to satisfy the MDNR. If approved by the MDNR, SHARA could seek a grant application to help fund the capital improvement costs for Pilgrim Haven.

The board was provided an update on the park planning efforts by Ms. Sandra Bliesener, OCBA Landscape Architects. Bliesener explained her efforts to design planned improvements for the site, which included paved parking, concrete walkways, picnic structures, restrooms, and public facilities. Mr. John Rambo, Slocum & Associates, described his plans for the picnic structures and restrooms. Rambo noted that his material choices were chosen to minimize maintenance costs. The board discussed the material choices and inquired about project details.

Bliesener reviewed the projected costs for the project and noted the total estimated budget is \$1,550,000. Phase #1 is estimated to cost \$950,000 and Phase #2 is estimated to cost \$600,000. Bliesener noted the higher cost of the first phase is due to the installation of the public utilities, including water, sewer, and electric, to the property.

Marcoux inquired about potential park rentals and the board's adopted policies related to the park. Stein noted that the board has not yet adopted policies related to the park, but would plan to do so as the park is developed. Bosgraaf inquired about the board's timeline for developing the park. Dissette noted that due to funding restrictions, and the need for grant funding to allow the park development, the timeline for the park development could range from five to ten years.

- 9. Authority Board will be asked to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8 (d) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.**

Motion by Herrera, seconded by Getman to adjourn to closed session, to discuss the purchase or lease of real property. All in favor, motion carried.

Motion by Getman, seconded by McClendon to return from closed session. All in favor, motion carried.

10. Adjourn

Motion by McClendon, seconded by Getman to adjourn the meeting. All in favor, motion carried. The meeting was adjourned at 4:50 p.m.

Respectfully submitted by,

Brian Dissette
City Manager, City of South Haven

Local Development Finance Authority

Regular Meeting Minutes

Monday, March 10, 2014
4:00 p.m., Council Chambers
South Haven City Hall



City of South Haven

1. Call to Order by Valentine at 4:00 p.m.

2. Roll Call

Present: Erdmann, Gawreliuk, Henry, Kerber, Klavins, Valentine, Varney,

Absent: Bolt, Herrera, Rainey

3. Approval of Agenda

Motion by Klavins, second by Henry to approve the agenda with the additional item Dual Agency Agreement.

All in favor. Motion carried.

4. Approval of Minutes – November 13, 2013 Regular Meeting

Motion by Henry, second by Erdmann to approve the November 13, 2013 Regular Meeting minutes.

All in favor. Motion carried.

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

None at this time.

6. Financial Report

VandenBosch reviewed the Financial Report.

Motion by Erdmann, second by Klavins to accept the Financial Report.

All in favor. Motion carried.

7. 2014-2015 Budget

VandenBosch presented the draft budget and noted two capital projects for the upcoming budget year, Kalamazoo Street reconstruction and Veterans Boulevard Water Tower Painting. The General Fund Administration Transfer has been increased to \$25,000 from the current budget year. It had been \$40,000 in previous years but due to lower revenues, the General Fund Transfer had been reduced to \$0 in fiscal year 2013-2014. The projection for the General Fund Transfer is to increase it to \$40,000 again if revenues allow.

Kerber asked why no Other Revenue was included for LDFA 3, when it was included in the other districts. VandenBosch was not able to explain this.

There was a discussion on remaining land owned by the LDFA which could be sold for industrial development. VandenBosch stated that the land we have available are the 220 Aylworth site, the Du-Wel site and the Four Star site. The LDFA does not own developable land in the I-196 Industrial Park. The LDFA had considered developing an additional industrial park, however budget issues have put a hold on that.

Valentine asked if the LDFA sells 220 Aylworth, would that show an increase in the fund balance. VandenBosch said yes, it would increase the fund balance in LDFA 1.

Kerber recommended that we discuss strategy in a future LDFA meeting.

Motion by Erdman, second by Klavins to approve the 2014-2015 LDFA budget.

All in favor. Motion carried.

8. Dual Agency Agreement

VandenBosch explained that the realtor representing the LDFA on 220 Aylworth Ave. is working with a buyer who is also being represented by Bradley Company. The Dual Agency Agreement is a disclosure that the realtors are working with both the buyer and the seller on the transaction. VandenBosch stated that he had discussed the agreement with the City Attorney and had no concerns with the agreement.

Motion by Henry, second by Gawreliuk to authorize Vice-Chairman Valentine to sign the Dual Agency Agreement.

All in favor. Motion carried.

9. Economic Development Report

McCloughan gave a report on economic development activities.

10. General Comments

There were none.

11. Adjourn

Motion by Erdmann, second by Henry to adjourn at 4:45 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Secretary

Liberty Hyde Bailey Museum Board (LHBM)

Workshop Session

Thursday, April 3, 2014

12:30 p.m., South Haven Water Filtration Plant, Conference Room

80 Water Street

MINUTES

1. Call to Order

Workshop began at 12:30 p.m.

2. Roll Call

Members Present: Anne Long, Joan Hiddema, Clark Gruber

Guests: Brian Dissette, City Manager
Paul Vandebosch, Asst. City Manager
Wendy Hochstedler, Finance Director
Scott G. Smith, City Attorney
Nicholas Curcio, City Attorney

3. Liberty Hyde Bailey Museum Board (LHBM) will discuss the organizational structure of the board and museum.

Scott Smith discussed the LHBM organizational structure of the board and museum. Smith noted the city's Code of Ordinances provisions related to LHBM. Anne Long and Joan Hiddema described the LHBM's non-profit, which was created separate of the city's established endowment. Long and Hiddema expressed an interest in attracting additional board members, from inside and outside the city limits. Smith described a possible amendment to the Code of Ordinances, which would allow LHBM to add board members from outside the city limits, along with city residents. Smith described a possible operating agreement which allows for LHBM to establish a building lease, alcohol service policy, and budget agreement with the city. Long and Hiddema expressed support for concept. Smith indicated that a draft agreement would be prepared in the coming weeks, for LHBM review and comment.

4. Adjourn

Workshop ended at 1:30 p.m.

Respectfully Submitted,

Brian Disette

City Manager, City of South Haven

Memo

To: Brian Dissette
City Manager

From: Jeannine Blair
Special Events Coordinator

Date: April 15, 2014

Re: Harborfest
Special Event 2014 - 12

The special event request for Harborfest is ready for City Council approval. This years Harborfest is scheduled for June 19-22, 2014. With the exception of adding a beer tent/garden the application appears to be in order and consistent with past applications. The streets to be closed are identified on the application.

The event has requested a temporary liquor license. An application has been received by the City. Should City Council approve the event, they will be approving the request for the liquor license contingent upon meeting all the stipulations of the Special Event alcohol policy and approval by the Chief of Police and Liquor Control Commission.

Proof of insurance will be provided ASAP.

Special Event # 2014-12
Date Received 4/15/14

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.

DKM
initial

4-15-14
Date

CONTACT INFORMATION

Event Title: Harbor fest

Sponsoring Organization: Harborfest of South Haven Inc.

Applicants Name: Deborah K. Myers

Telephone #: 269 637 3657 Phone # During Event: 269 214 2576

E-mail Address: k95rus2@hotmail.com

Other contacts for/during event

Name: Chris Hill Telephone: 269 214 1477

Name: Carol Young Telephone: 269 906 5297

EVENT SPECIFIC INFORMATION

Event Location: River front part from Marina to ~~most~~ end of Water St ^{UM}

Date(s) Requested: 6-19-14 - 6-22-14 Alternative Date(s): _____

Start Time: 6:00 AM 6-19-14 End Time: Sunday June 22 '14 @ 9PM

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

Number of people expected to attend: 20 thousand est. for event

EVENT DESCRIPTION

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

Live music, food vendors, craft vendors, Dragon Boat races, Beer garden. Entertainment on stage by Marina. Food vendors & crafter all along Water St. Dragon Boat races on Black River.

Beer Garden on Water St Below the Legion Building area

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

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

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

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

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

Explain closure _____

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

Event Command Post. Mark location on maps.

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

Portable toilet facilities. Mark locations on maps. How many? Harborfest provides
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: Chris Hill Telephone: 269 227-3157

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: South Haven Health System Telephone: 269 637-5271

- 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.

^{6.19.14}
Thur 5:PM-10:PM; Friday 5:PM-11:PM; Sat 9:AM-11:PM;
Sunday 12:noon-6:PM

Date: June 19, 14 Time: 5:PM-10:PM

Date: June 20 14 Time: 5:PM-11 PM

Date: June 21, 14 Time: 9:AM-11:PM

June 22, 14 12 noon to 6 PM

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 on Water St., Barricade, Police Patrol

If electric utilities requested, name of festival person or electrician who will be responsible:
 Name: Russ Puckett Telephone: 269 208 7445

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: same as listed in City Services

Will you require additional fire/ambulance services: Yes No
 If yes, explain: as necessary

Additional fire information: Mark all that apply

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

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

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

INSURANCE

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

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

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

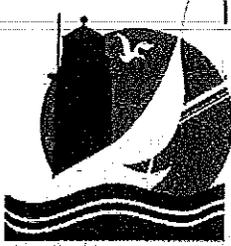
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

Deborah K Myers - secretary
Applicants Signature

1-15-14
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 Deborah Myers, Rick Young site manager
 Date Requested 2-5-14
 Organization/Committee Harborfest of So. Haven Inc.
 Mailing Address P O Box 282
South Haven MI 49090
 Office/Main Phone Deb Myers 269 637 3457
 Cell Phone Deb 269 214 2574 Rick Young 616 796 4621

EVENT: Harborfest 2014 DATE of June 19, 14
 EVENT: June 23, 14

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

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

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
	<u>total of 8</u>	<u>2 top of Kalamazoo at water</u> <u>2 top of Maple + water</u> <u>2 top of St Joseph St</u>	<u>616 796 4621</u>	<u>6-19-14</u>	<u>6-23-14</u>
				<u>6: AM</u> <u>9: PM</u>	<u>AM</u> <u>PM</u>

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

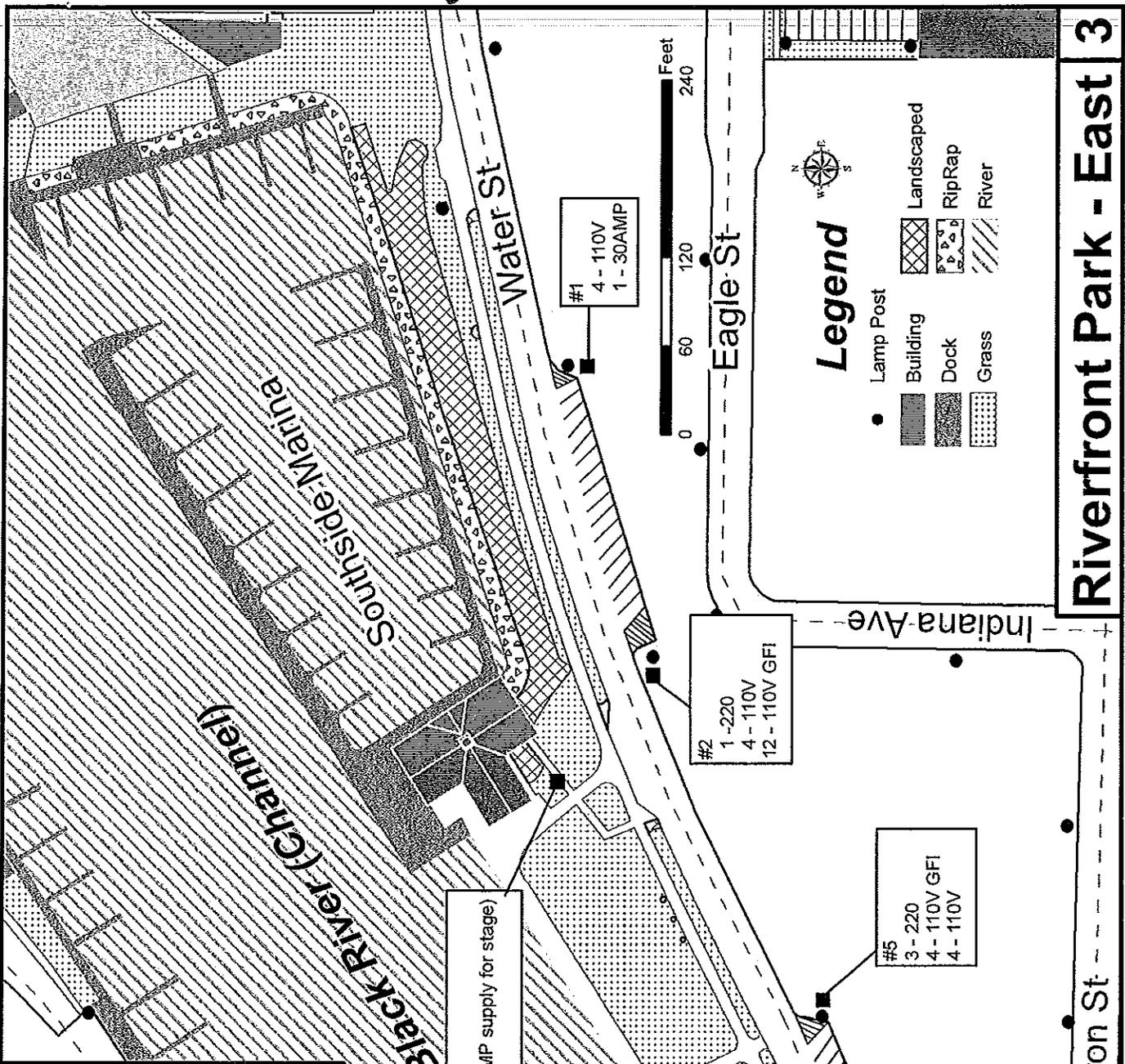
Borrower's Signature: Deb Myers

Authorized by: _____

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

△ Cones*: _____
 ◇ Barricades: _____
 D Dumpsters: _____
 P Porta-Potties: _____

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

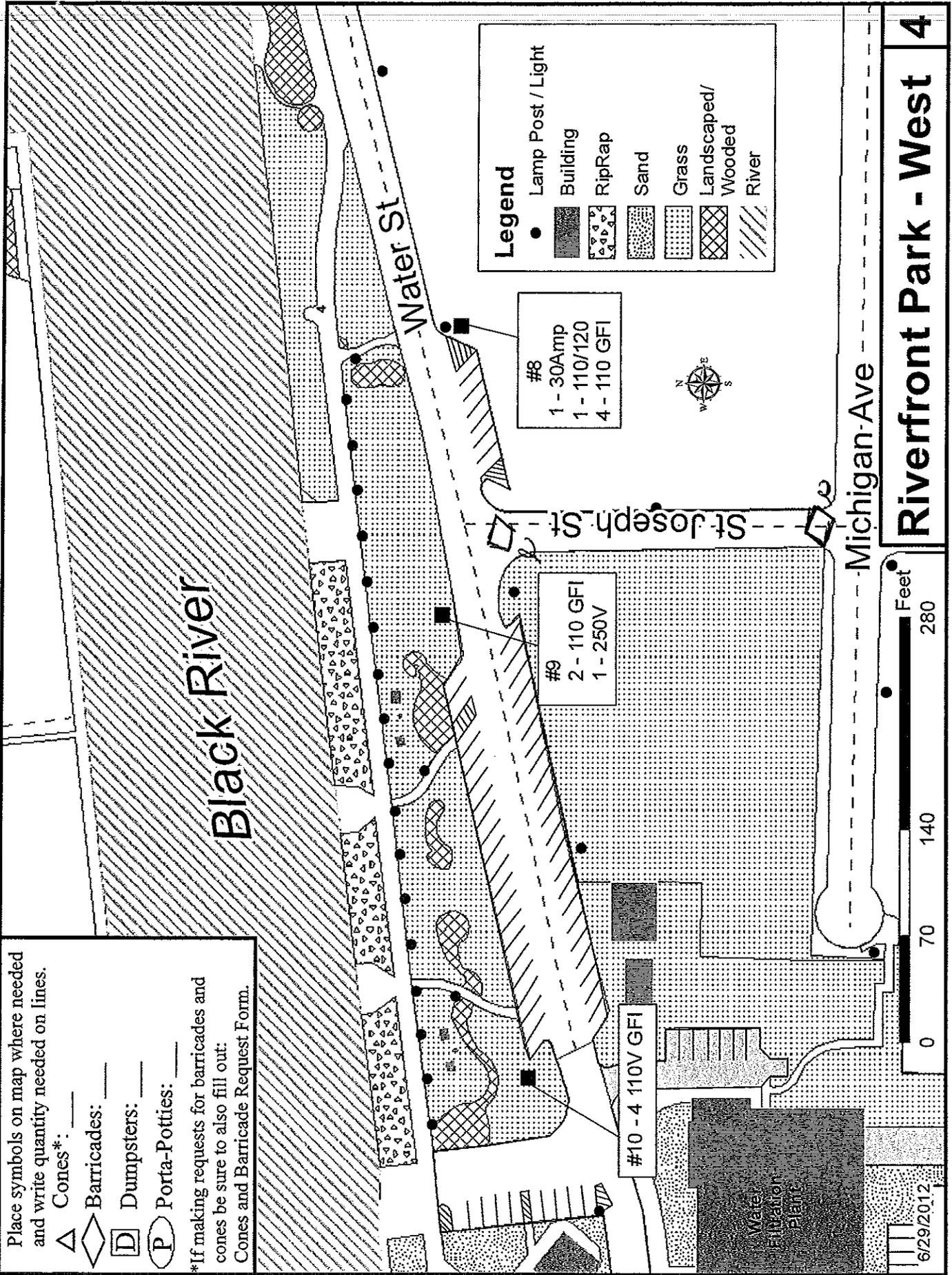


Riverfront Park - East 3

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

- △ Cones*: _____
- ◇ Barricades: _____
- D Dumpsters: _____
- P Porta-Potties: _____

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



SPECIAL EVENTS & FESTIVALS INFORMATION PAMPHLET

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

SPECIAL EVENTS & FESTIVALS APPROVAL PROCEDURE

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

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

CITY OF SOUTH HAVEN POLICIES & REGULATIONS REGARDING SPECIAL EVENTS

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

- The City may request that dates or times of special events be changed to facilitate coordination of City services. If changes are required, the sponsoring organization will be notified well in advance.
- Whenever possible, organizations will be encouraged to hold special events in City parks rather than on streets to minimize the need for additional Public Safety support to assist with traffic control. When the use of streets is required, every effort will be made to schedule events in such a manner so as to avoid the need for additional Public Safety support.
- Event organizers will be encouraged to use volunteers whenever possible to assist with logistics so as to reduce the need for additional City personnel.
- In some cases, where there are extraordinary costs incurred by the City, or the organization does not clean up the sites used or where severe damage to City property may incur, the organization may be required to reimburse the City for the additional costs that may incur as a result.

- **POLICE AND FIRE PROTECTION:** The Police and Fire Departments need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you may have. Any additional costs to the City will be the organizer's responsibility.
- **INSURANCE COVERAGE:** The city requires proof of insurance (\$1,000,000) naming the City as "additionally insured".
- **NOISE:** If your event will have amplified noise you will need to indicate the date and time this noise will be made on Special Events & Festivals Form. **All noise must stay within the city's noise ordinance. Noise Ordinance Sec. 30-28. City Noise Ordinance will be enforced.** If you have any questions about the noise ordinance please contact the local police department 269-637-5151. Noise must end by Midnight.
- **SANITARY FACILITIES:** Restroom facilities may be required by the local health department. Should any additional facilities be required, City personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the additional facilities.
- **STREET CLOSINGS:** If you anticipate that your special event will necessitate the closing of public streets, merchants and other property owners in the area must be informed of your request prior to City Council approval. The closing of streets for festivals/special events can be costly and inconvenient for the surrounding merchants and property owners. If street closings are required, a request outlining specific streets and intersections with time of closings and reasons should be included in your initial request to the City. Maps are available at the City Hall Customer Service Desk and at the city's website; www.south-haven.com. The Sponsoring Organization is responsible for the closing and opening of the streets and monitoring of the barricades. Major streets may require Police or Street Department personnel to close and reopen the streets. 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 from MDOT for road closure. At least one month should be reserved for this application process.
- **ALCOHOLIC BEVERAGES:** Provisions must be made for any "beer tent" or other event at which alcoholic beverages are planned. Special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting located on both private and public property..

Consumption of alcoholic beverages within any public park, beach, or street is prohibited unless the appropriate licensing has been obtained. The sale and consumption of alcoholic beverages may occur on publicly-owned property located within 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.

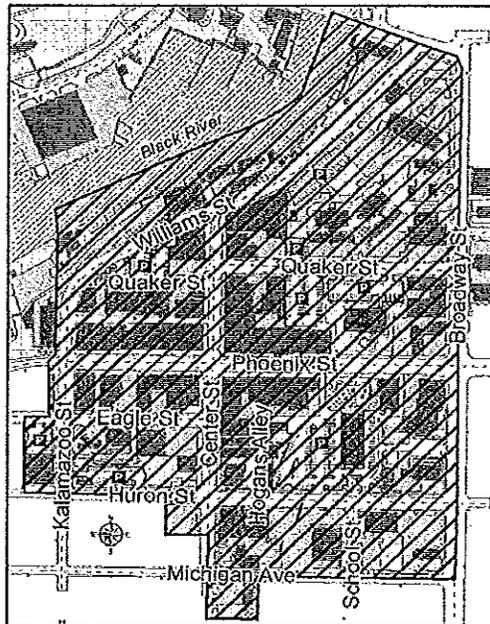
- **STREET MARKING:** Painting and marking on roads and sidewalks should be held to a minimum and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

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

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

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

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



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

CITY OF SOUTH HAVEN PARK RULES

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

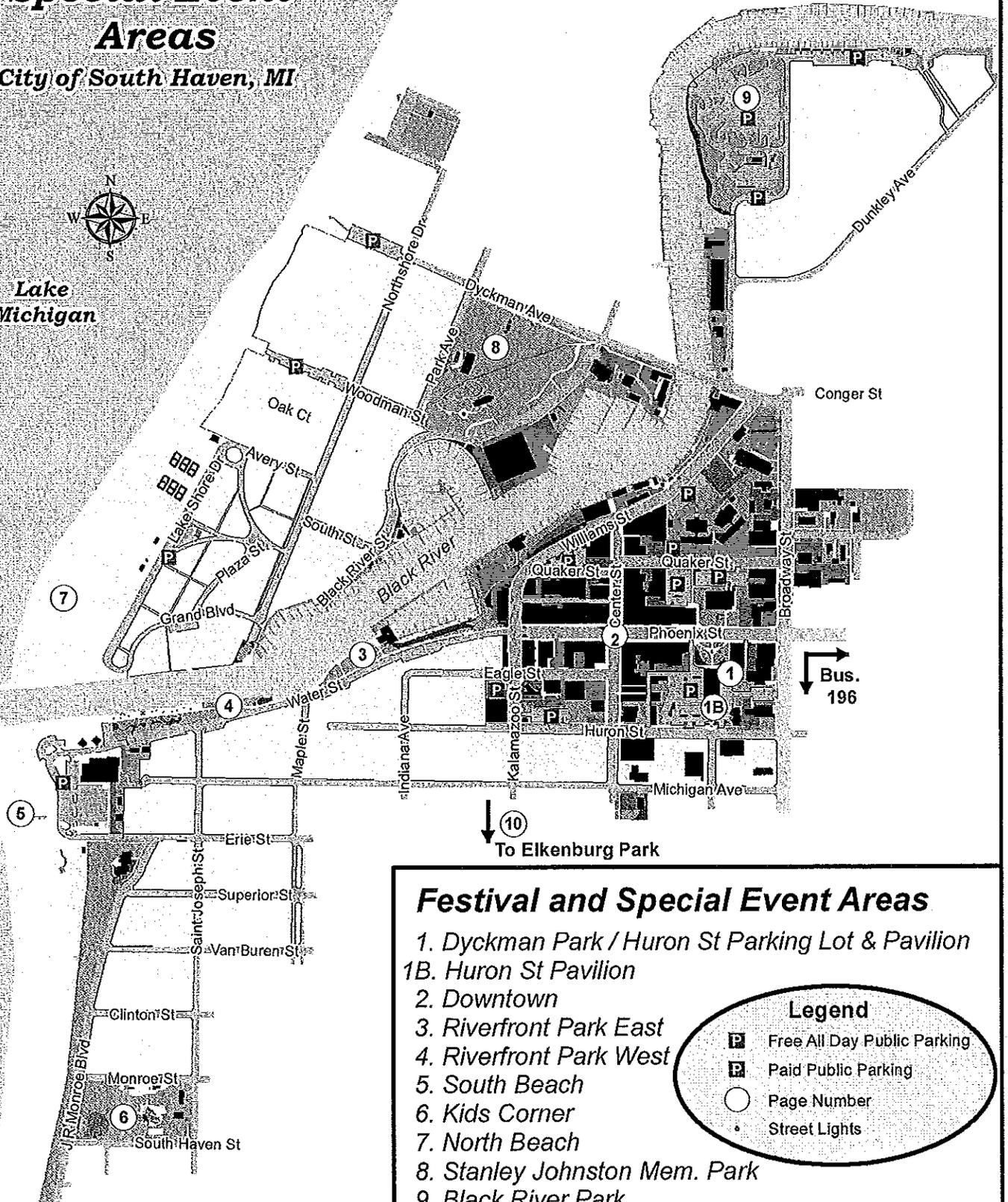
1. No open intoxicants allowed except within an approved and licensed area.
2. Motor vehicles permitted on paved roads, or designated areas only.
3. Sound producing equipment including, but not limited to, public address systems, radios, phonographs, musical instruments and other recording devices, shall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

Festival and Special Event Areas

City of South Haven, MI



Lake Michigan



Festival and Special Event Areas

1. Dyckman Park / Huron St Parking Lot & Pavilion
- 1B. Huron St Pavilion
2. Downtown
3. Riverfront Park East
4. Riverfront Park West
5. South Beach
6. Kids Corner
7. North Beach
8. Stanley Johnston Mem. Park
9. Black River Park
10. Elkenburg Park

Legend

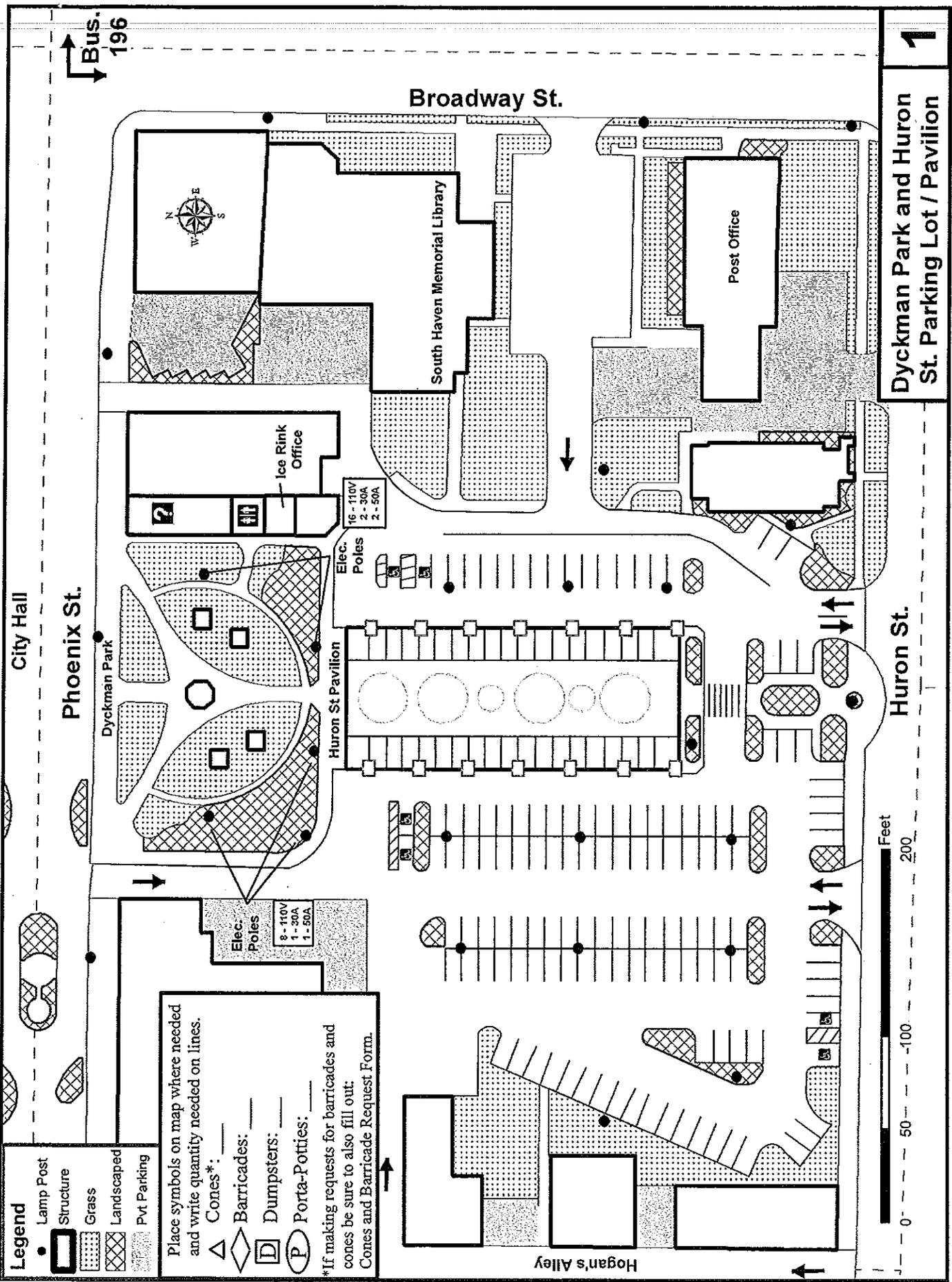
- Free All Day Public Parking
- Paid Public Parking
- Page Number
- Street Lights

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

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

△ Cones*
 ▾ Barricades:
 ▢ Dumpsters:
 ○ Porta-Potties:

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



1
 Dyckman Park and Huron St. Parking Lot / Pavilion

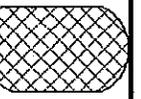
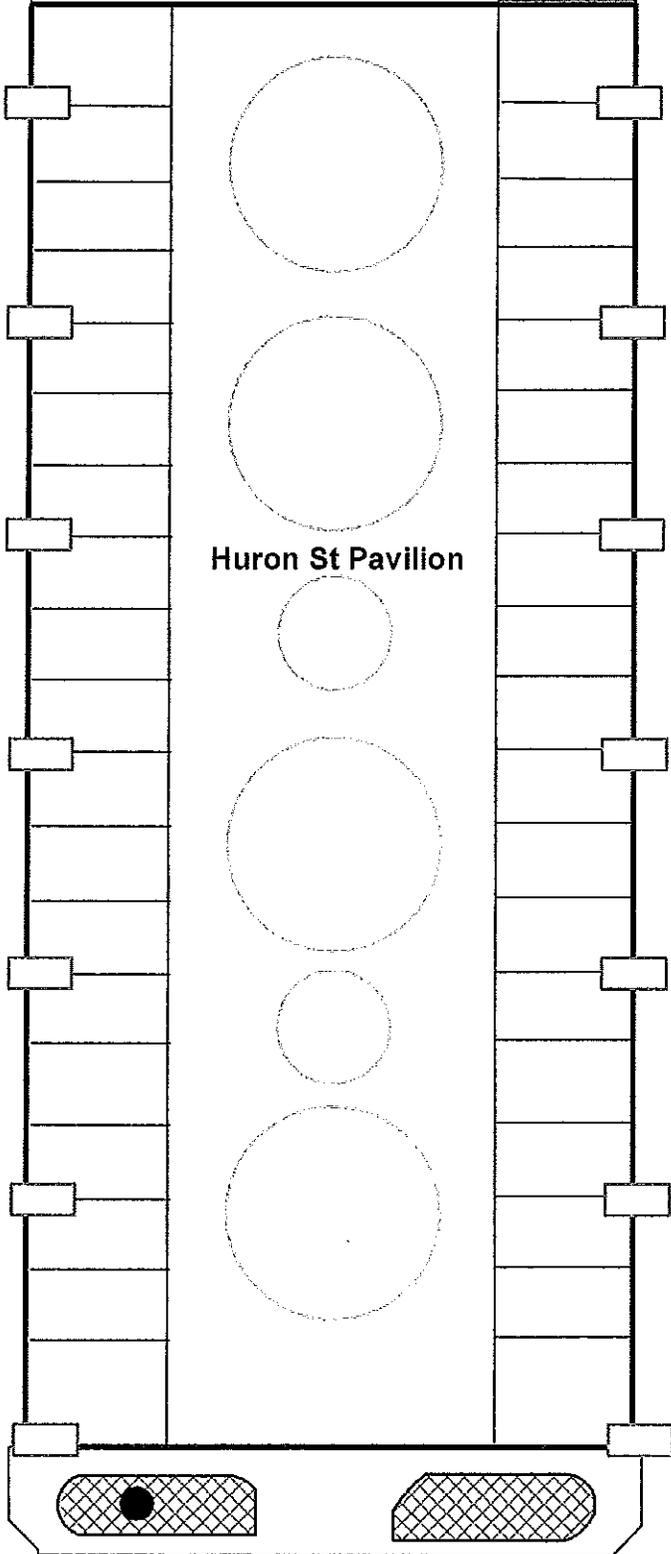
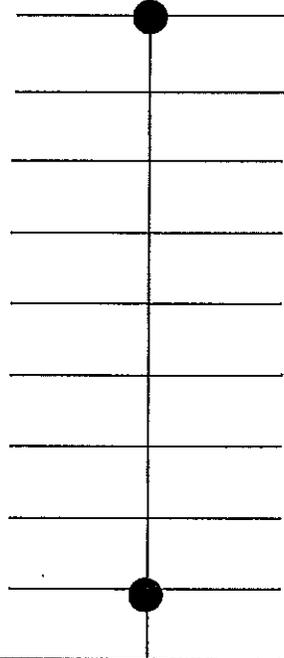
Elec. Poles

Elec. Pole

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

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

0 15 30 60 Feet



Legend

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

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

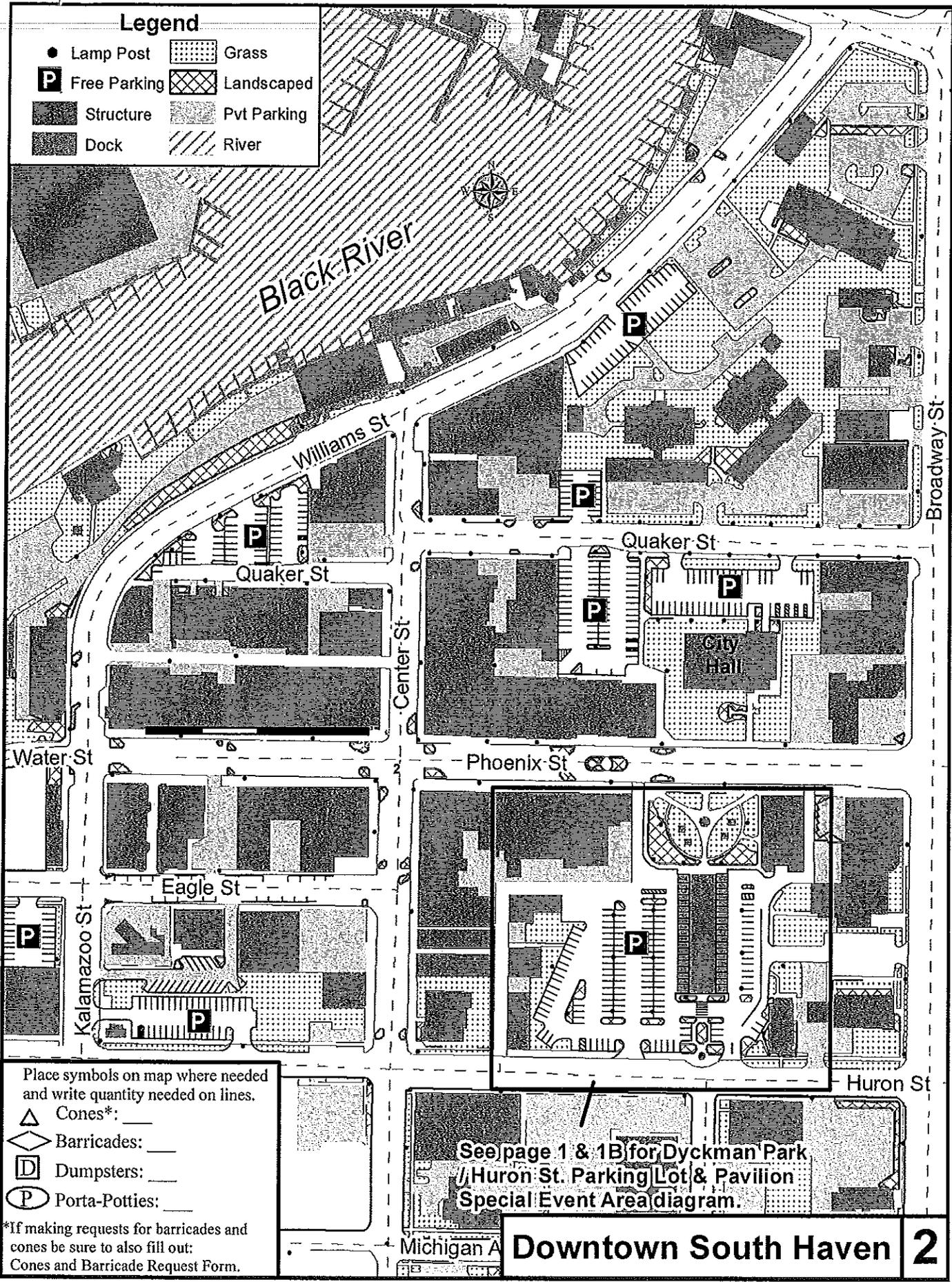
- △ Cones*: ____
- ◊ Barricades: ____
- Dumpsters: ____
- Ⓟ Porta-Potties: ____

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

Huron St. Pavilion 1B

Legend

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



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

- ▲ Cones*: _____
- ◊ Barricades: _____
- ◻ Dumpsters: _____
- Ⓟ Porta-Potties: _____

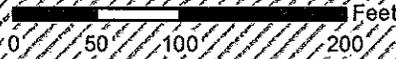
*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.

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

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

- ▲ Cones*: _____
- ◇ Barricades: _____
- Dumpsters: _____
- Ⓟ Porta-Potties: _____

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



Black River (Channel)

← South Pier to Lighthouse

Picnic Shelter

Restrooms

Metered Parking

Water St

Water Filtration Plant

Pay to Park

Playground Equipment

Erie St



Lake Michigan

Legend

- Lamp Post
- ▨ Beach
- ▤ Grass
- ▩ Landscaped
- ▧ RipRap
- Building
- ▨ Pvt Parking
- ▨ River

South Beach 5

Monroe Blvd

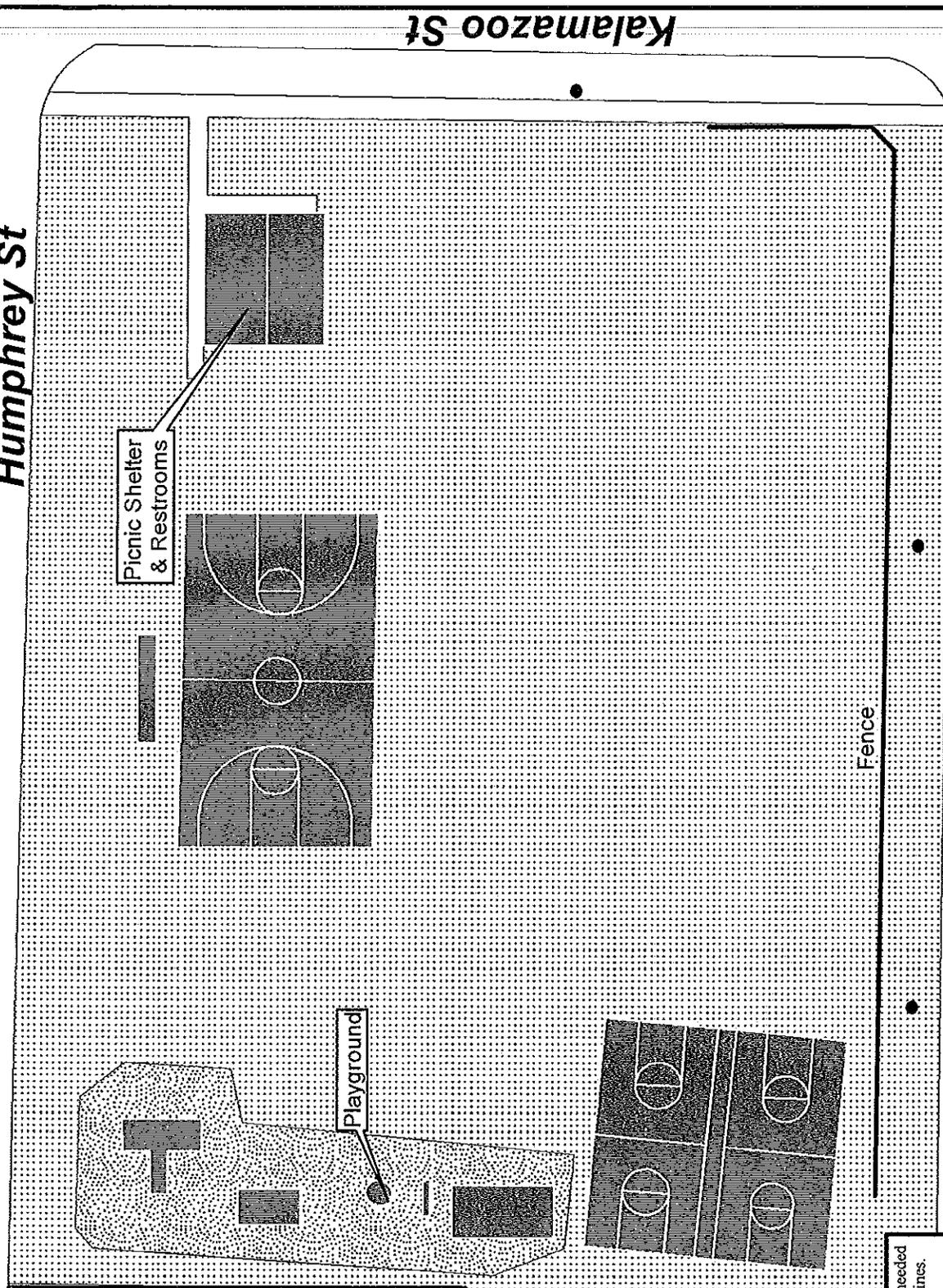
Humphrey St

Kalamazoo St

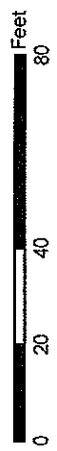
Elkenburg Park 10

Legend

- Lamp Post
- Structure
- ▨ Sand
- ▤ Grass



Elkenburg St



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

△ Cones* _____

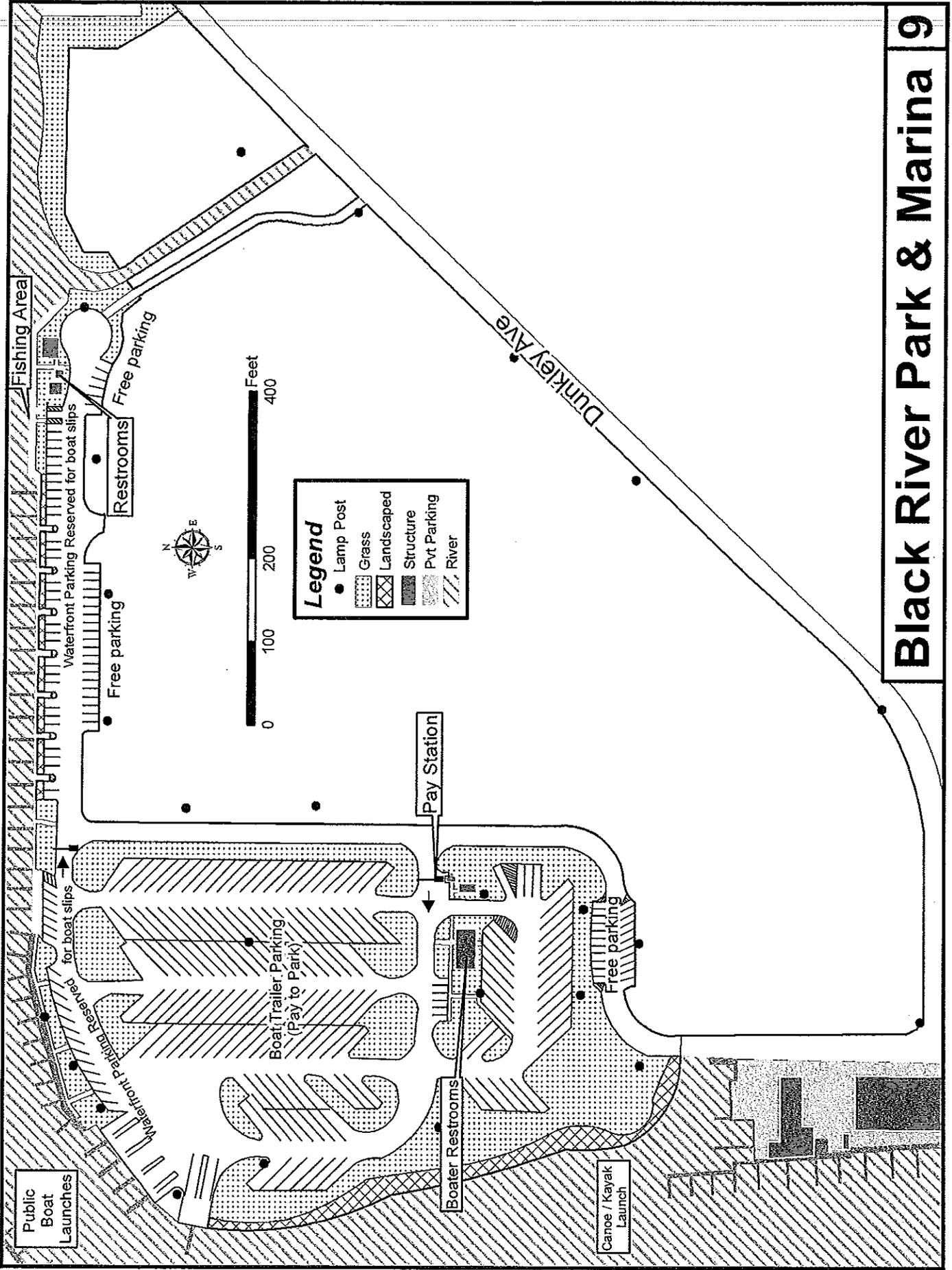
◇ Barricades: _____

□ Dumpsters: _____

⊖ Porta-Potties: _____

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

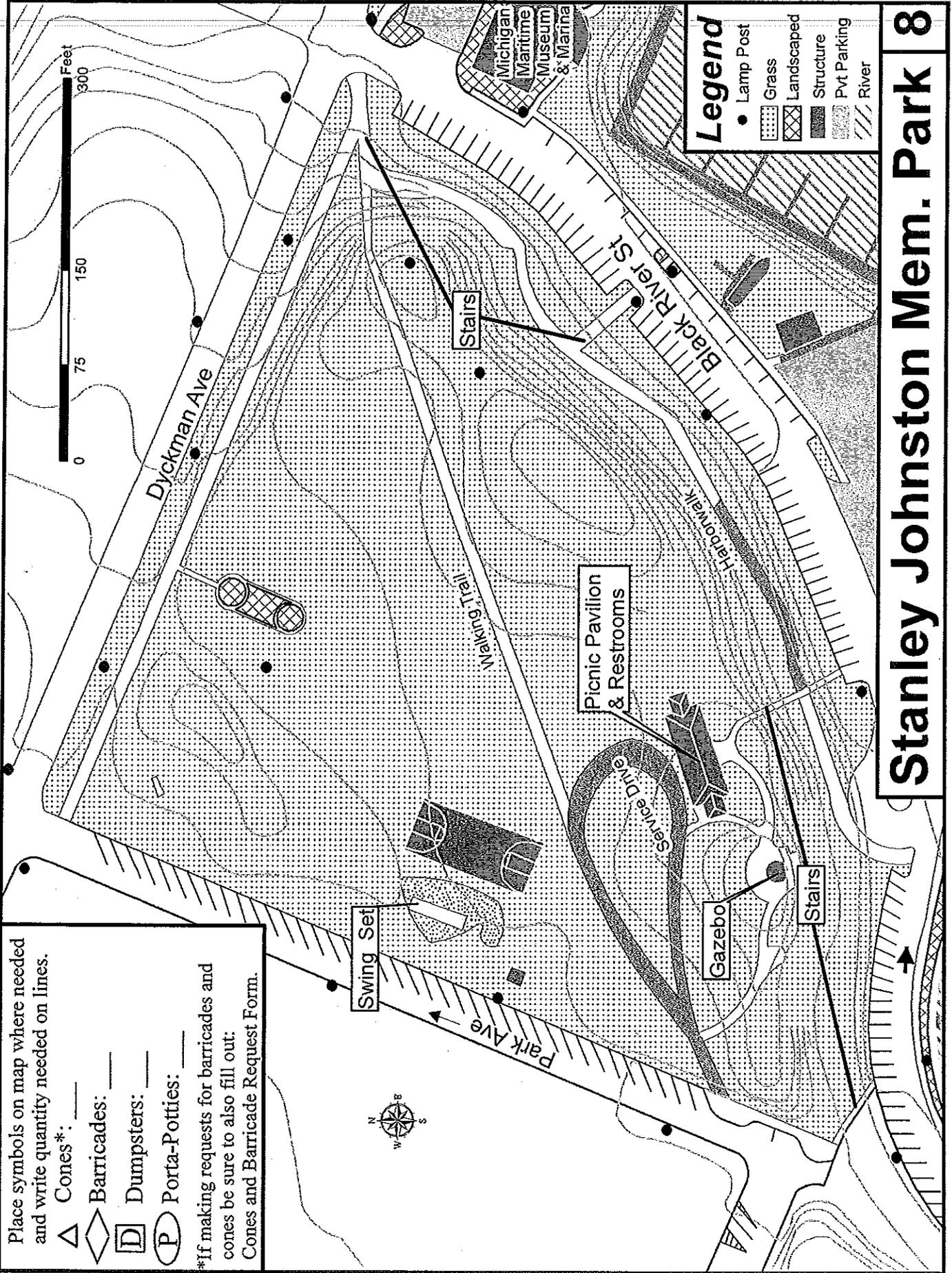
Black River Park & Marina 9



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

- △ Cones*: _____
- ◇ Barricades: _____
- D Dumpsters: _____
- P Porta-Potties: _____

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

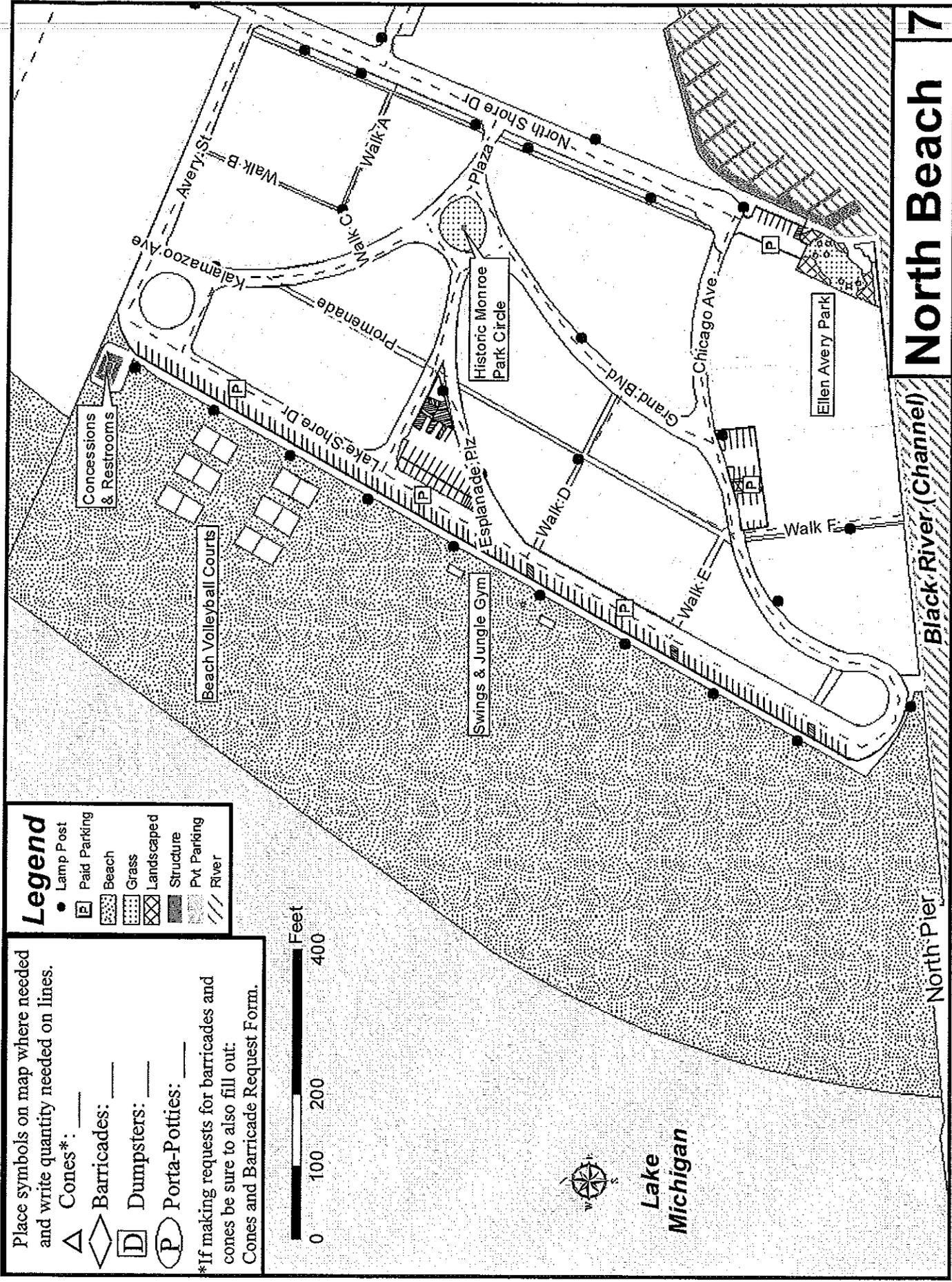


Stanley Johnston Mem. Park 8

North Beach 7

Black River (Channel)

North Pier



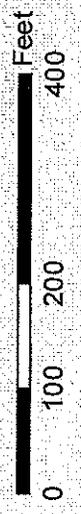
Legend

- Lamp Post
- Paid Parking
- Beach
- Grass
- Landscaped
- Structure
- Pvt Parking
- River

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

Cones*: _____
 Barricades: _____
 Dumpsters: _____
 Porta-Potties: _____

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



Lake Michigan

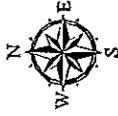
Place symbols on map where needed and write quantity needed on lines.

- △ Cones*: _____
- ◇ Barricades: _____
- D Dumpsters: _____
- P Porta-Potties: _____

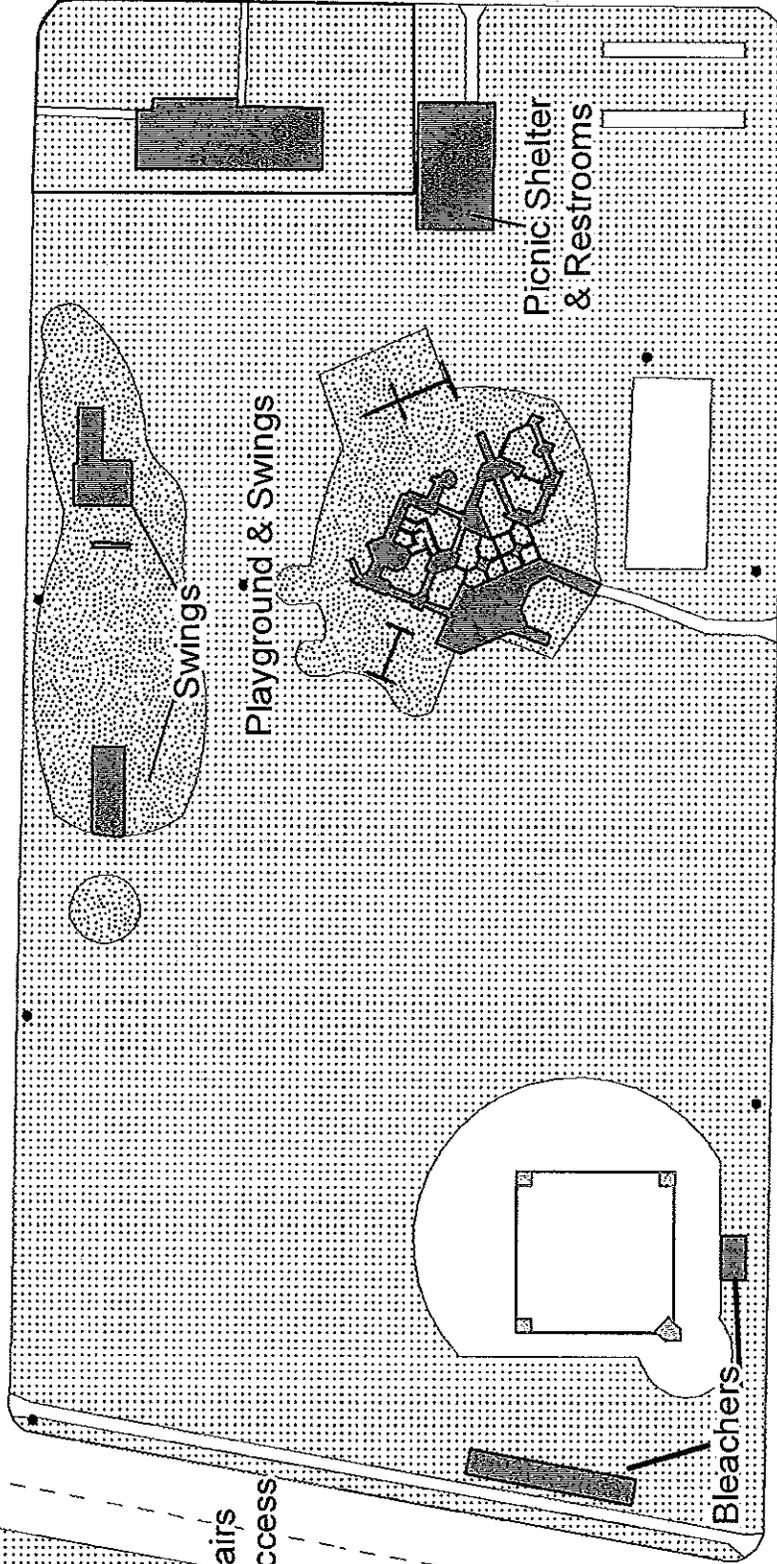
*If making requests for barricades and cones be sure to also fill out Cones and Barricade Request Form.

Legend

- Lamp Post
- Structure
- ▨ Sand
- ▤ Grass



Monroe St



Monroe Blvd

South Haven St

St Joseph St



Kids Corner 6

Memo

To: Brian Dissette
City Manager

From: Jeannine Blair
Special Events Coordinator

Date: April 16, 2014

Re: Phoenix Rising

This special event request is ready for City Council's approval. DASH - Downtown Association of South Haven is sponsoring a street reopening party. The event will be held on Saturday May 10, 2014 from 10 am – 8 pm. The Phoenix Rising event is a grand opening party for town residents and visitors to celebrate the beautiful new downtown streetscape.

The event will be located at Dyckman Park and they request to use the pavilion in case of rain. It is a free public concert featuring local musicians at Dyckman Park, free performance artists such as jugglers, magicians and other artists. They will also have special sales and demonstrations at the shops and restaurants along Phoenix Street, Center Street and Williams Street. Please see maps in the special event application for more details.

If you have any questions please feel free to contact me at 269 -637-0772.

City Council
City of South Haven
539 Phoenix Street
South Haven, MI 49090

Dear Mayor Burr and Members of the City Council:

Please find attached an application for a special event submitted by the Downtown Association of South Haven. Members of the association, the real estate community, restaurants and South Haven businesses have been planning a public event to celebrate the re-opening of our beautiful new downtown district.

The event will be scheduled for Saturday, May 10th and will include:

- a free public concert featuring local musicians at Dyckman Park,
- free performance artists such as jugglers, magicians and other artists,
- special sales and demonstrations at the shops and restaurants along Phoenix Street, Center Street and Williams Street.

Local residents, vacation residents and other seasonal visitors will learn about the event through a social media campaign using Facebook, email newsletters and television media outlets.

We have been working closely with all of the businesses in the downtown area from Broadway to Kalamazoo through weekly email updates to a list of over 92 persons. We are discussing the plans weekly after the Dig SoHa update meetings every Thursday morning, and have been in close communications with both Deb Davidson and Brian Dissette to make sure that our plans are in line with the city's construction and public safety concerns.

The effect of the construction on Phoenix Street has been a great hardship to the businesses of the downtown district. This event represents our wish to celebrate the beautiful restoration of our warm and friendly downtown neighborhood, and welcome our friends back to South Haven.

Thank you for your consideration of our efforts to revitalize our town,
DASH Representatives

Roxanne Leder
Owner, Decadent Dog

Jane Nickerson
Owner, Needle in a Haystack
Sent from my iPad

Special Event # 2014-18
Date Received 4/11/14

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.

JW
Initial

April 3, 2014
Date

CONTACT INFORMATION

Event Title: Phoenix Rising - Street Reopening Party

Sponsoring Organization: DASH - Downtown Association of South Haven

Applicants Name: Jane Nickerson and Roxanne Leder
203 526 5048 269 271 6564

Telephone #: _____ Phone # During Event: same

E-mail Address: nickersonjane@gmail.com Moi@decadentdogs.com

Other contacts for/during event

Name: Susan Hermenett Telephone: 269-214-0998

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Dyckman Park

Date(s) Requested: May 10, 2014 Alternative Date(s): _____

Start Time: 10 am - 8 pm End Time: 8 pm

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

Number of people expected to attend: 350

EVENT DESCRIPTION

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

Grand Opening party for town residents and visitors to celebrate the beautiful new downtown streetscape.

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: No closure are being planned. Use of the pavilion is requested in case of rain.

Entertainment, dance, tent or stage. Mark locations on maps. at corners on side walk. acoustic music jugglers, magicians

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.

Amplified Musical acts scheduled at Dyckman Park
(Pavilion in case of rain) Various local acts

Date: 5/10/14 Time: 10 am - 8 pm

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: Electrical for musicians in Dyckman Park.

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

Name: _____ Telephone: _____

Will vendors be using electric utilities: Yes No

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

Will you require additional police services: Yes No

If yes, explain: _____

Will you require additional fire/ambulance services: Yes No

If yes, explain: _____

Additional fire information: Mark all that apply *N/A*

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

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

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

INSURANCE

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

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

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

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


Applicants Signature

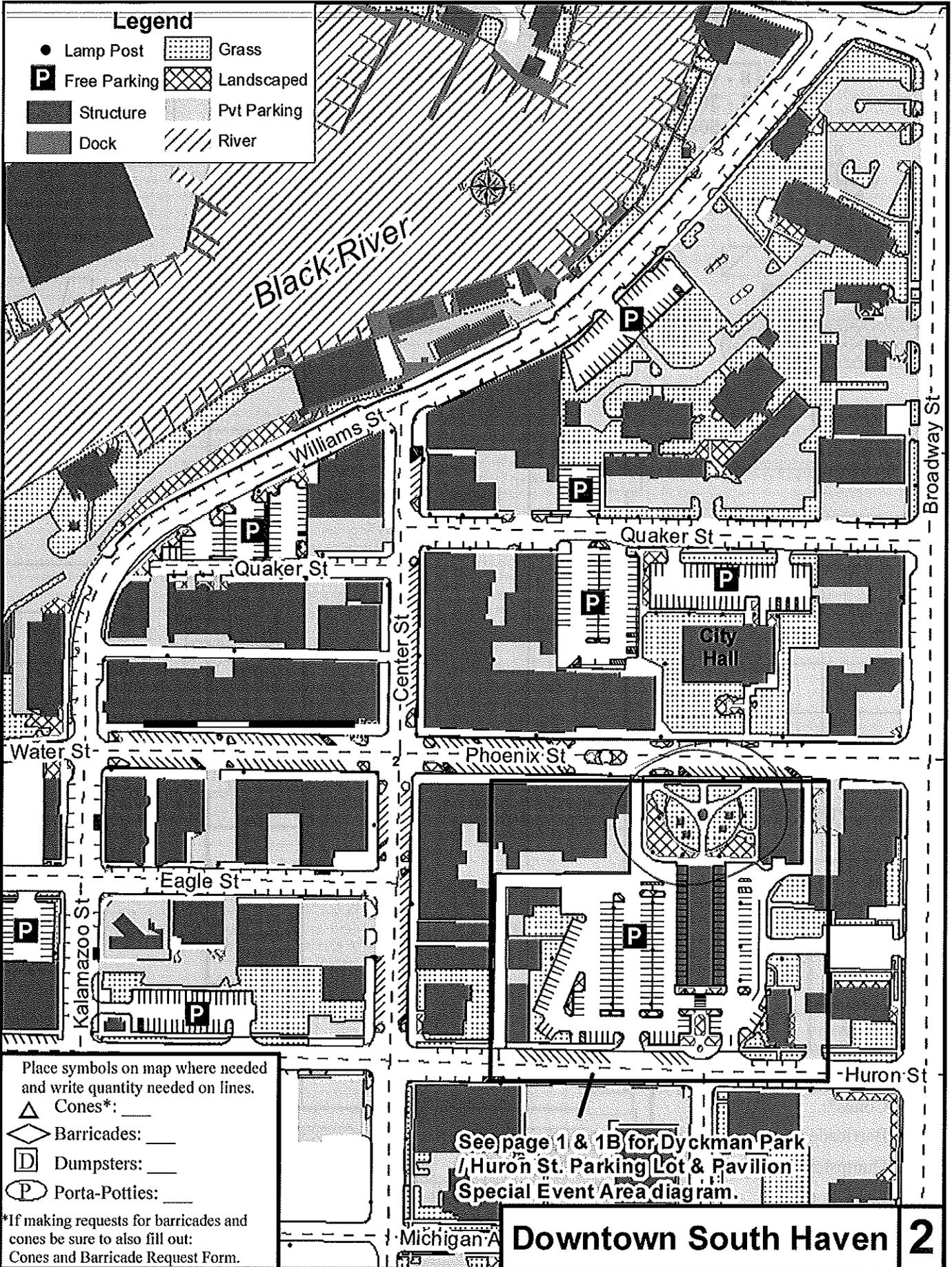
April 3, 2014
Date

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.

Legend

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



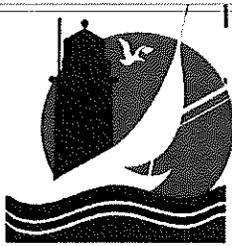
Place symbols on map where needed and write quantity needed on lines.

- ▲ Cones*: _____
- ◊ Barricades: _____
- ▢ Dumpsters: _____
- Porta-Potties: _____

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

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

Downtown South Haven 2



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 DASH Downtown Association of South Haven
 Date Requested May 10, 2014
 Organization/Committee Dash and other businesses, restaurants, real estate & Chamber
 Mailing Address _____
 Office/Main Phone Roxanne Leder 269 214 0998
 Cell Phone Jane Nickerson 203 526 5048

EVENT: Phoenix Rising Street Re-opening Party DATE of EVENT: May 10, 2014

We don't anticipate needing any barriers.

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

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

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

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

Borrower's Signature: *Jax A. [Signature]*

Authorized by: _____

- **POLICE AND FIRE PROTECTION:** The Police and Fire Departments need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you may have. Any additional costs to the City will be the organizer's responsibility.
- **INSURANCE COVERAGE:** The city requires proof of insurance (\$1,000,000) naming the City as "additionally insured".
- **NOISE:** If your event will have amplified noise you will need to indicate the date and time this noise will be made on Special Events & Festivals Form. **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. Noise must end by Midnight.
- **SANITARY FACILITIES:** Restroom facilities may be required by the local health department. Should any additional facilities be required, City personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the additional facilities.
- **STREET CLOSINGS:** If you anticipate that your special event will necessitate the closing of public streets, merchants and other property owners in the area must be informed of your request prior to City Council approval. The closing of streets for festivals/special events can be costly and inconvenient for the surrounding merchants and property owners. If street closings are required, a request outlining specific streets and intersections with time of closings and reasons should be included in your initial request to the City. Maps are available at the City Hall Customer Service Desk and at the city's website; www.south-haven.com. The Sponsoring Organization is responsible for the closing and opening of the streets and monitoring of the barricades. Major streets may require Police or Street Department personnel to close and reopen the streets. 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 from MDOT for road closure. At least one month should be reserved for this application process.
- **ALCOHOLIC BEVERAGES:** Provisions must be made for any "beer tent" or other event at which alcoholic beverages are planned. Special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting located on both private and public property..

Consumption of alcoholic beverages within any public park, beach, or street is prohibited unless the appropriate licensing has been obtained. 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.

- **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.

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

CITY OF SOUTH HAVEN PARK RULES

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

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

Festival and Special Event Areas

City of South Haven, MI



Lake Michigan



Request to Extra Trash Cans downtown

Festival and Special Event Areas

- 1. Dyckman Park / Huron St Parking Lot & Pavilion
- 1B. Huron St Pavilion conditional
- 2. Downtown
- 3. Riverfront Park East
- 4. Riverfront Park West
- 5. South Beach
- 6. Kids Corner
- 7. North Beach
- 8. Stanley Johnston Mem. Park
- 9. Black River Park
- 10. Elkenburg Park

Legend

- Free All Day Public Parking
- Paid Public Parking
- Page Number
- Street Lights

City of South Haven
Special Event & Festivals Alcohol Policy

1. Purpose and Authority.

The City of South Haven is required to adopt this Special Event & Festivals Alcohol Policy pursuant to Section 42-29 of the South Haven Code of Ordinances. This Policy is intended to regulate the sale and consumption of alcoholic beverages in public places at designated times and locations. The City intends to offer this option to accommodate festival goers and planners. The sale and consumption of alcoholic beverages authorized pursuant to this Policy shall occur only in those publicly-owned places designated by resolution of City Council.

2. Application Procedure.

Persons wishing to serve alcohol at a community wide special event shall, in addition to the special event application, provide to the City Clerk certain information about the planned alcoholic beverage service. Applicants shall apply in writing to the City Clerk to authorize the sale and consumption in public of alcoholic beverages related to a community wide special event. This application shall be in addition to any and all applicable permits or procedures required by the Michigan Liquor Control Commission (the "LCC"). Applicants shall pay a \$25.00 application fee to cover the cost of administering this Policy. The City may also require a security deposit.

3. Service and Consumption of Alcoholic Beverages.

The City Council may by resolution approve a request for public sale and consumption of alcoholic beverages as defined in Section 42-29 of the South Haven Code of Ordinances provided the applicant satisfies the following conditions:

A. Service and consumption of alcoholic beverages may occur only in the designated service area, and only to individuals 21 and older. The Applicant must provide the dimensions of the area for service and consumption, and provide a diagram of the area clearly showing where service and consumption of alcoholic beverages is to occur. The service area shall be secured and enclosed by either snow or chain-link fencing surrounding the area.

C. The Applicant shall not sell, offer to sell, or advertise the sale or service of an unlimited quantity of alcoholic beverages at a specific price (*e.g.* all-you-can-drink for \$20).

D. The entrance to, and exits from the service area shall be staffed with individuals over the age of 21 checking identification of persons entering the area. Staff members shall be appropriately trained in examining identification cards and identifying counterfeits. The Applicant shall provide to persons who have entered the service area a wristband or other clearly visible identification badge indicating that they are permitted access to the designated service area.

E. Alcoholic beverage service and consumption may occur only in the service area designated and approved by the City. Those designated areas shall be limited to only those areas designated by City Council resolution. At no time may an Applicant serve, or permit the consumption of alcoholic beverages in any area other than the designated service area. The Applicant shall not permit passage of alcoholic beverages to outside the designated service area.

F. All alcoholic beverages shall be served by professional bartenders or staff only. No self-serve alcoholic beverages shall be permitted. The Applicant shall provide to the City Clerk its vendor information including contact information for the persons in charge of providing service.

8. Other Considerations.

In addition to any condition or requirement specifically enumerated in this Policy, the City may consider the impact of service of alcoholic beverages at the event on the public health, welfare, and safety of the community; the size of the proposed event; the desired designated service area; the impact and/or costs of the service as they relate to the City's provision of services; the likelihood of attracting tourists; noise levels; road closures; and, vendors used. The City reserves the right to consider other information as it deems necessary in determining whether to grant the permit pursuant to this Policy.

9. Compliance with Laws.

The Applicant will comply with all applicable state and local laws, ordinances, rules and regulations, including any noise or nuisance ordinances. Applicants are solely responsible for obtaining all necessary permits and/or licenses to serve alcoholic beverages. Copies of all other permits or licenses shall be presented to the City Clerk with the application.

10. Indemnification and Insurance.

Applicants providing service of alcoholic beverages shall obtain and maintain insurance coverage in an amount reasonably acceptable to the City, but which shall not be less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, naming the City as an endorsed additional insured. The City may require additional amounts as determined in consultation with the City's insurance provider and risk assessor. The Applicant shall hold the City (defined for purposes of this policy 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 service or consumption of alcoholic beverages approved pursuant to this policy, except for any damages caused by the City's negligence.

11. Miscellaneous.

A. The City reserves the right to change these policies at any time. It is the Applicant's responsibility to ensure that it is complying with the most recent policies adopted by the City.

B. Failure to comply with any term, condition or provision of this Policy may result in the confiscation of alcoholic beverages, prohibition of further use during the event, or possible forfeiture of any damage deposit required by the City.

C. An Application pursuant to this Policy does not guarantee the right to serve or consume alcoholic beverages in conjunction with a special event or festival. The City reserves the right to reject any request to permit the service and consumption of alcoholic beverages for any reason outlined in this Policy, or to request additional information not specifically enumerated in this policy.

D. To the extent this Policy conflicts with any other policy adopted by the City Council, the provisions of this Policy shall govern.

Adopted February 4, 2013

Downtown South Haven Special Event Area



- Legend**
- Lamp Post
 - Ⓟ Paid Parking
 - ▨ Beach
 - ▨ Grass
 - ▨ Landscaped
 - ▨ Structure
 - ▨ Pvt. Parking
 - ▨ River

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

△ Cones*: _____

◇ Barricades: _____

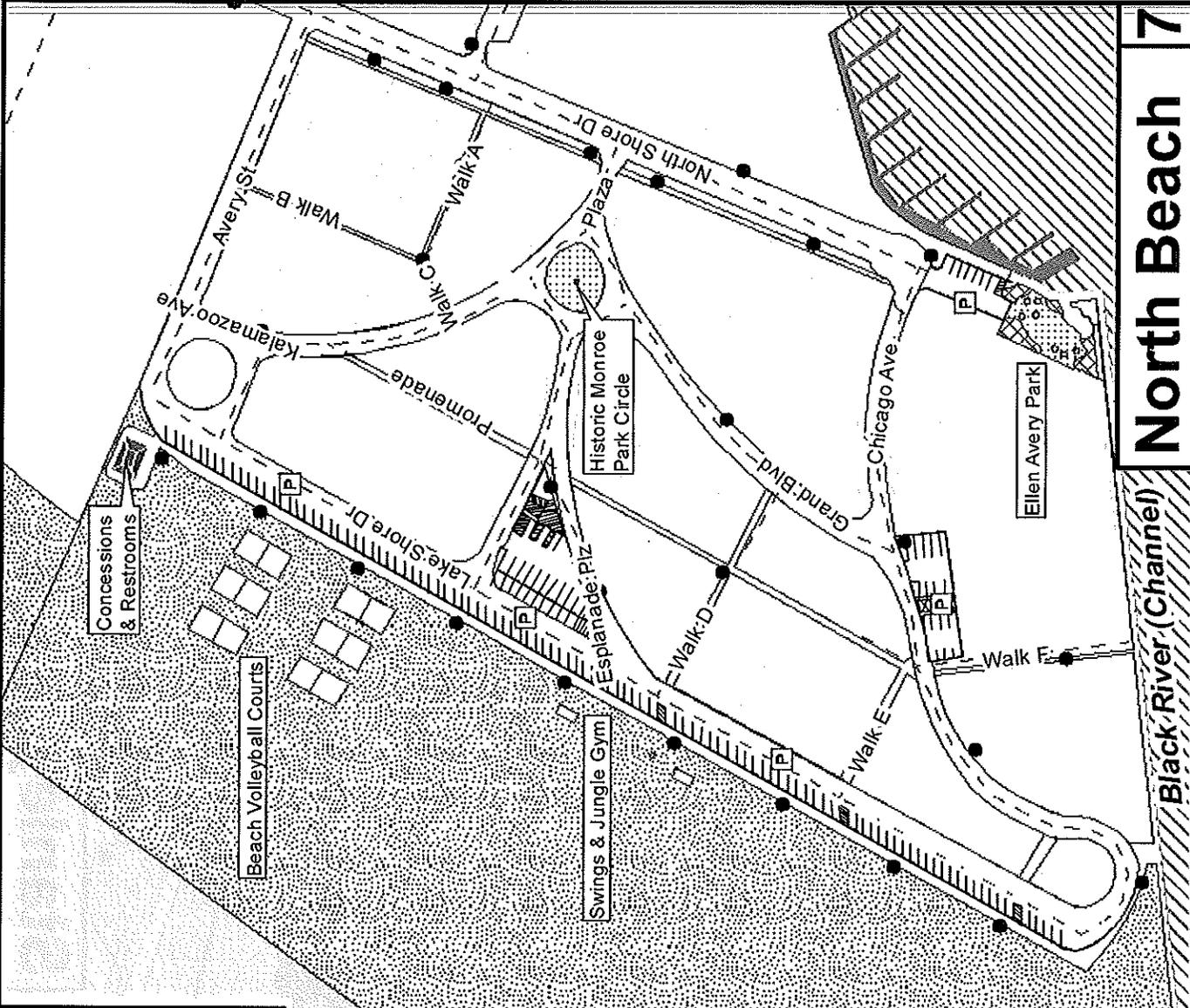
Ⓛ Dumpsters: _____

Ⓟ Porta-Potties: _____

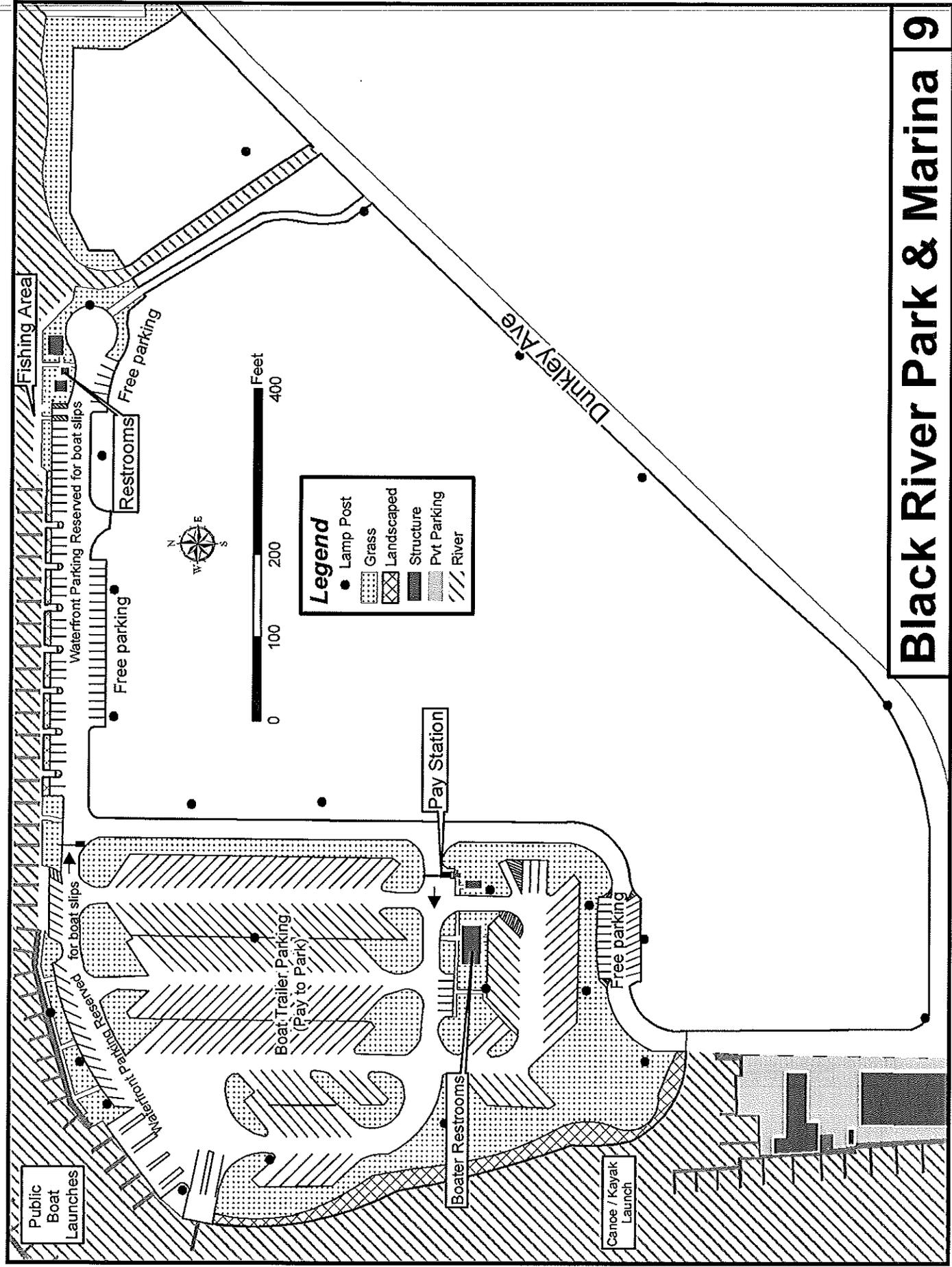
*If making requests for barricades and cones be sure to also fill out: Cones and Barricade Request Form.



Lake Michigan



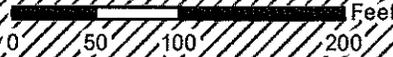
Black River Park & Marina 9



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

- ▲ Cones*: _____
- ◇ Barricades: _____
- Dumpsters: _____
- Ⓟ Porta-Potties: _____

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



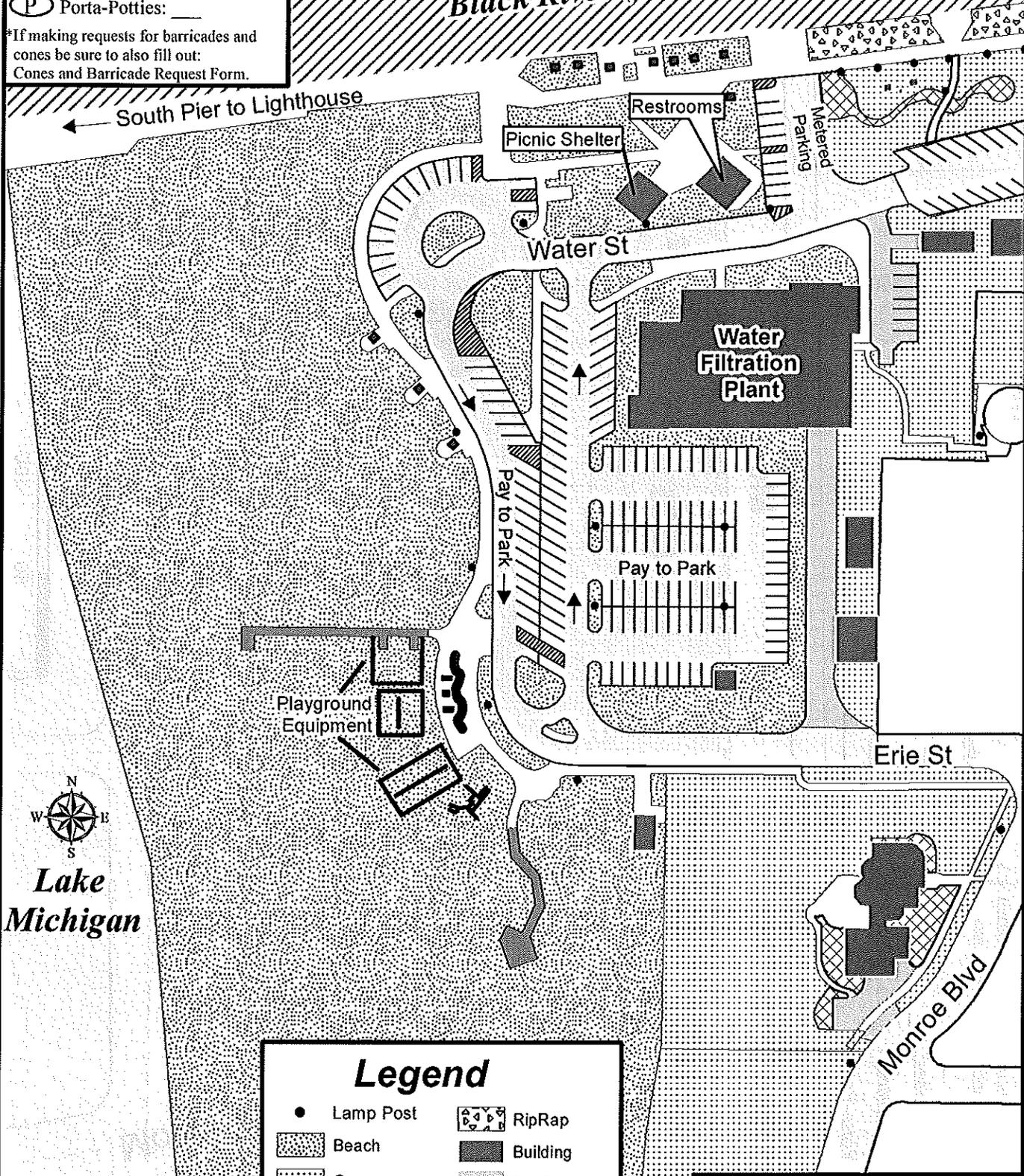
Black River (Channel)

← *South Pier to Lighthouse*



Legend	
● Lamp Post	▤ RipRap
▨ Beach	■ Building
▧ Grass	▨ Pvt Parking
▩ Landscaped	▨ River

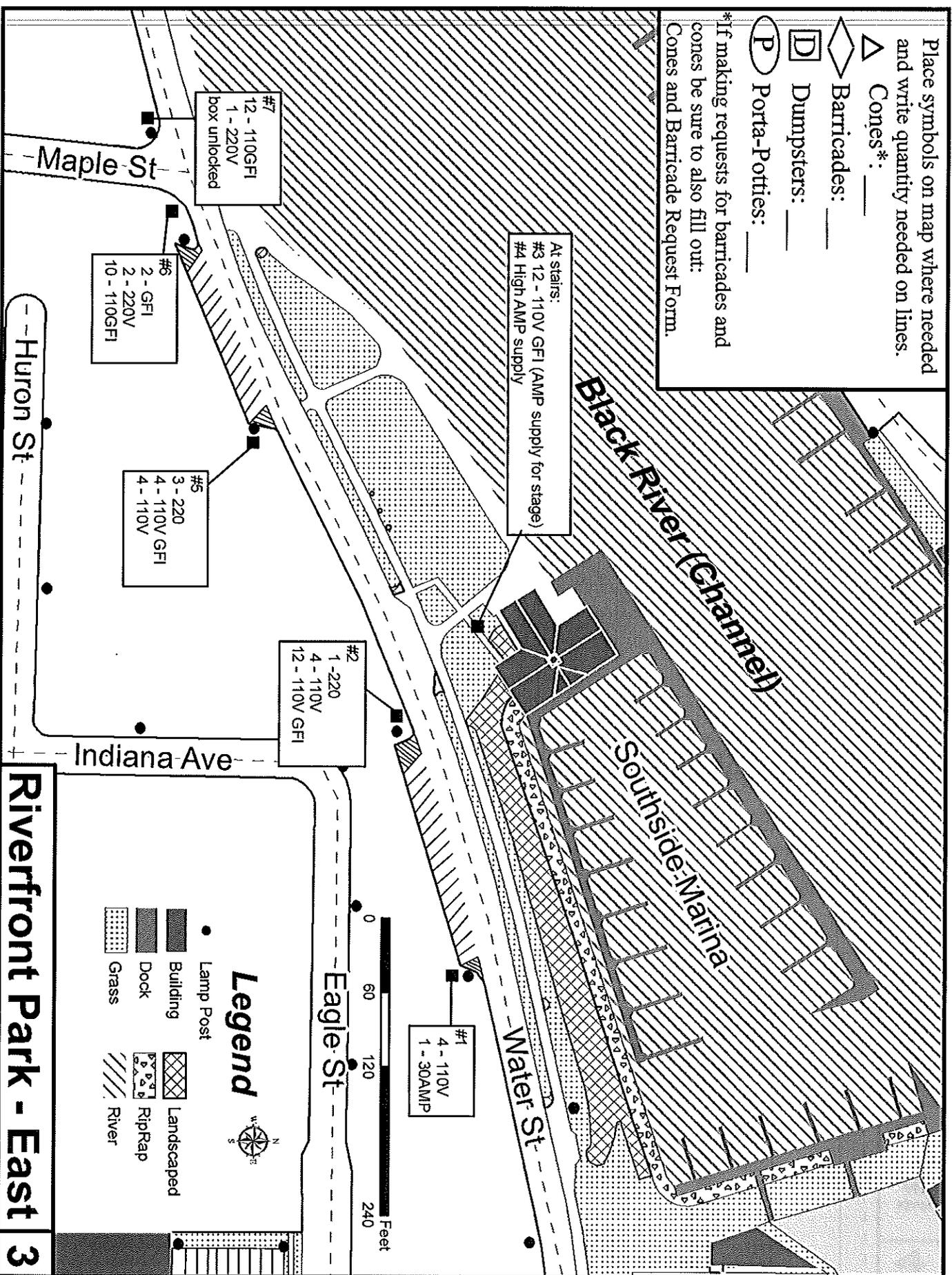
South Beach 5



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

▲ Cones*: _____
 ◇ Barricades: _____
 D Dumpsters: _____
 P Porta-Potties: _____

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



Legend

- Lamp Post
- Building
- ▨ Dock
- ▤ Grass
- ▩ Landscaped
- ▧ RipRap
- ▨ River



Riverfront Park - East 3



Agenda Item # 7

Seasonal Personnel Request

Background Information:

City Council will be asked to consider the employment of Donna Jordan for the 2014 parks and recreation season. Donna is Vickiy Kozlick Wall's sister.

Section 5.15 of the City Charter addresses the issue of employment for family members of elected officials. That section of the charter reads as follows:

Section 5.15. Antinepotism

Except and unless the members of the Council in office at the time shall unanimously determine that the best interests of the City will be served by the employment of individuals hereinafter mentioned, the following relatives and his/her spouses (a) of any elective official or of his/her spouse, or (b) of the City Manager or of his/her spouse, are disqualified from holding any appointive City office or City employment during the term for which said elective official was elected or during the tenure of office of the City Manager, respectively: spouse, child, parent, brother, sister, and their spouses. All relationships shall include those arising from adoption. This section shall in no way disqualify such relatives or their spouses who are bona fide appointive officers or employees of the city at the time of the election of said elective official.

The charter does provide provisions which allow family members (e.g., spouse, child, parent, brother, sister and/or their spouse) of City Council members to be employed by the City of South Haven, upon unanimous consent of the council. The charter specifies that at least one of the following criteria must be met:

Criteria #1: Was the family member employed by the city at the time of the election of said elective official?

Criteria #2: Will the best interest of the community be served by the hiring of an elected official's family member?

Having reviewed this situation, it appears that criteria #2 can be met if employment is approved.

Donna Jordan interviewed for a position in the parks department for the 2014 season. She has experience with gardening and flower bed arrangements that would benefit the City. The City's parks are a very important and visible part of the community and having a parks staff member with the gardening skills she possesses would be an important addition. Her resume shows that Donna is dependable and has the ability to work with minimal supervision. For those reasons I support and recommend that the City Council consider the

employment of Donna Jordan for the 2014 parks and recreation season. Attached is a letter of support from the Public Works Operations Manager.

Recommendation:

The City Council should consider a motion to allow the employment of Donna Jordan for the 2014 Parks and recreation season. Thank you for your time and attention.

Support Material:

Public Works Operations Manager Support Statement.

MEMORANDUM

To: Brian Dissette

From: Ron Dotson

Date: April 3, 2014

Subject: Request Council approval to hire family member of a Council member

I interviewed Donna Jordan, sister of Vickiy Kozlik-Wall, today for a seasonal position in the Parks department. The position responsibilities include a variety of parks maintenance tasks, including planting and maintaining flower beds in the City parks. While there are a number of candidates who are qualified for the maintenance tasks, Donna would bring experience and knowledge with flower bed arrangements and landscaping that the other candidates interviewed did not have. The City's parks are a very important and visible part of our community and I believe that the knowledge and experience Donna possesses would add value to the organization.

Her resume also showed some characteristics that I look for in an employee, such as dependability, reliability and the ability to work independently. During the interview she showed enthusiasm and a real desire to be a part of the parks team.

I would recommend that City Council allow me to hire her for a seasonal position in the parks department.

Thank you, in advance, for your consideration of this request.



Agenda Item 8

Overton Building Special Assessment

Background Information:

The City Council will be asked to consider approval of Resolution 2014-17, a resolution to levy a single lot special assessment for the installation of a fence around the building at 229 Elkenburg, commonly known as the Overton Building.

Recently, the City Council has been provided information on the failing condition of the Overton Building, and the need to protect the public from the building's dangerous conditions. The city's attorney has advised the City Council that should the Council desire to construct a fence around the building; the Council could use its authority to abate nuisances and could levy a single-lot special assessment in order to recover costs.

On April 10, 2014, the City sent a notice to the property owner, Sitties, LLC, stating that it planned to construct a fence around the property unless the nuisance conditions were otherwise abated by April 21, 2014. The notice also stated that the City Council would hold a hearing on April 21, 2014 to consider levying a special assessment of \$25,000 on the property. The proposed assessment amount was based on contractor estimates showing that the fence will cost somewhere between \$14,920 and \$22,380.

At the hearing on April 21, 2014, the property owner and other interested parties will have the opportunity to address the City Council and present objections. The City Council can then consider whether to adopt Resolution 2014-17. As written, the resolution would impose a \$25,000 single-lot special assessment on the property. The special assessment would be due in a single installment on Friday, May 16, 2014. If the assessment is not paid in full to the City Treasurer by that date, interest would begin to accrue at a rate of 1% month. The amount of the assessment would be a lien on the property, and could be adjusted downward if the actual cost of constructing the fence is less than \$25,000.

Staff is currently working to collect updated fencing quotes for the Overton Building. Staff anticipates having the updated fencing quotes in the coming days.

Recommendation:

The City Council should consider the following actions:

1. Host a public hearing related to the single lot special assessment for the installation of a fence around the building at 229 Elkenburg.
2. Consider approval of Resolution 2014-17, a resolution to levy a single lot special assessment for the installation of a fence around the building at 229 Elkenburg.

Support Material:

Resolution 2014-17
229 Elkenburg Aerial Image

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-17

A RESOLUTION TO LEVY A SINGLE-LOT SPECIAL ASSESSMENT

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on April 21, 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's building inspector determined that the building located at 229 Elkenburg Street (the "Overton Building") is dilapidated and at imminent risk of collapsing, making it a nuisance *per se* under Section 30-91 of the South Haven Code of Ordinances (the "City Code");

WHEREAS, the City's fire inspector determined that the Overton Building is a fire hazard and is imminently dangerous and menacing to public safety, making it a nuisance *per se* under MCL 29.23;

WHEREAS, City Code § 72-18 authorizes the City Council to levy a special assessment against a single parcel of real property to recover an expense incurred by the City that is chargeable to the property owner by law;

WHEREAS, the City Manager made a preliminary determination that the City should construct and install a temporary fence around the Overton Building to abate imminently dangerous nuisance conditions, pursuant to City Code §§ 30-93 and 30-94, if the property owner failed to abate such conditions by April 21, 2014;

WHEREAS, on April 10, 2014, the City sent a notice by first class mail informing the property owner that the City Council would hold a hearing on April 21, 2014, at 7:00 p.m. at City Hall to consider levying a single-lot special assessment in the amount of \$25,000 to recover the cost of constructing and installing a temporary fence; and

WHEREAS, after hearing any persons interested in the proposed levy of the special assessment and giving due consideration to any written objection filed with the City Clerk, the City Council deemed the proposed special assessment to be fair, equitable, just, and proportional to the benefits to be derived by the parcel of land assessed.

THEREFORE, BE IT RESOLVED:

1. The City Manager shall cause a temporary fence to be constructed and installed around the Overton Building as soon as possible in order to abate imminently dangerous nuisance conditions.

2. A special assessment in the amount of \$25,000 is levied against the parcel of real estate located at 229 Elkenburg Street to recover the cost of constructing and installing the temporary fence.
2. This resolution shall be treated as a confirmation of a special assessment roll, pursuant to City Code § 72-18(c).
3. On or before May 1, 2014, the City Treasurer shall send a copy of this resolution by first-class mail to the owner of the property at 229 Elkenburg Street.
4. The special assessment shall be paid to the City Treasurer in a single installment on or before May 16, 2014.
5. If the special assessment is not paid in full by May 16, 2014, the assessment shall be considered delinquent and the City shall collect interest at the rate of 1% per month on any amount that remains unpaid.
6. Pursuant to City Code § 72-11, the special assessment authorized in this resolution shall constitute a lien upon the property located at 229 Elkenburg Street.
7. All resolutions or parts of resolutions in conflict with this resolution are rescinded.

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert G. Burr, Mayor

CERTIFICATION

I certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on April 21, 2014.

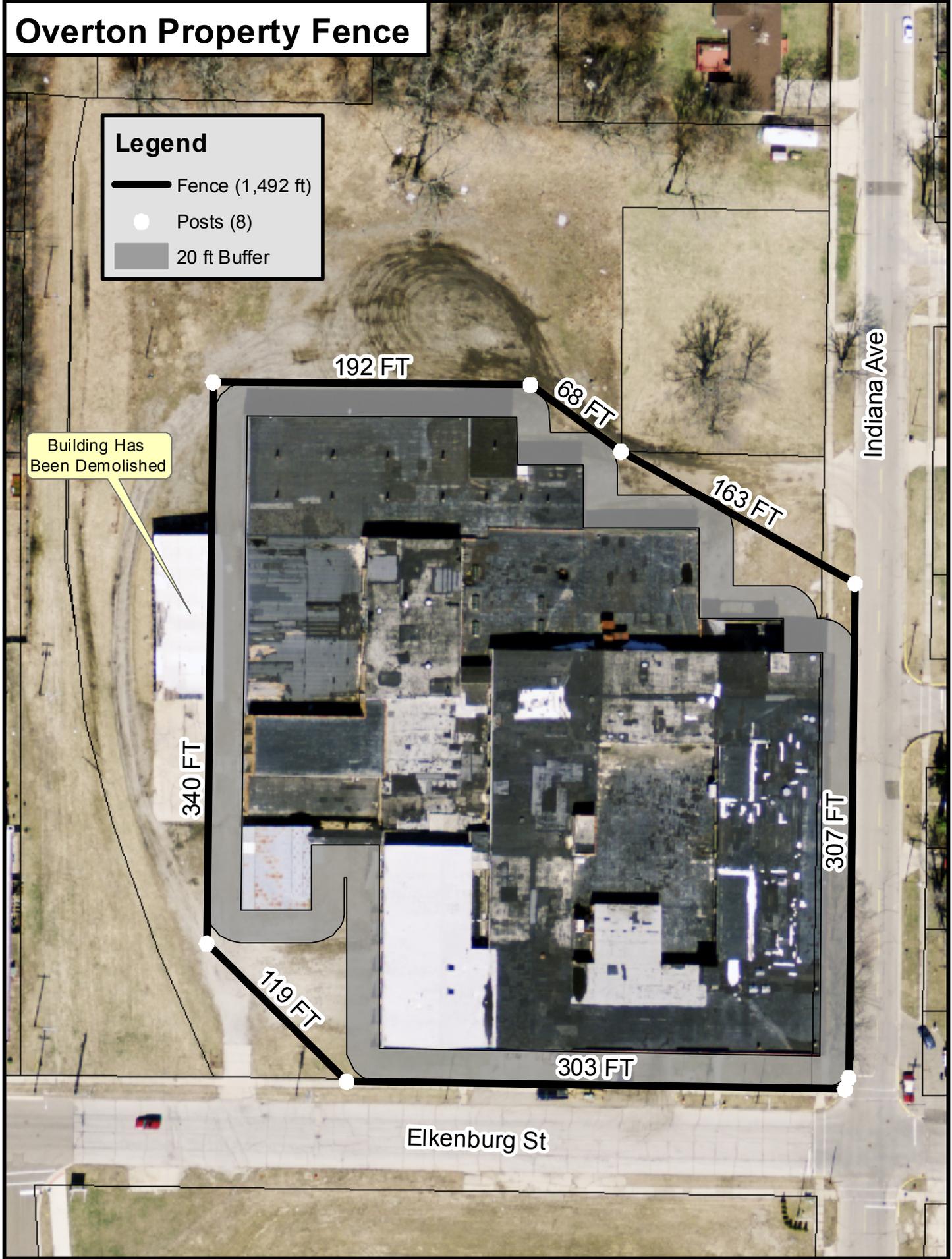
Amanda Morgan, City Clerk

Overton Property Fence

Legend

-  Fence (1,492 ft)
-  Posts (8)
-  20 ft Buffer

Building Has
Been Demolished



340 FT

192 FT

68 FT

163 FT

Indiana Ave

307 FT

303 FT

119 FT

Elkenburg St



Proposed Temporary Signs on Public Property Waterfront Film Festival

Background Information:

Lara LaShell, representing the Waterfront Film Festival Committee, has submitted a request to place signs promoting the festival on public property throughout the downtown area. The proposed signs are 22"x14" and will be placed in the ground with metal stakes. The signs will be in place from May 15 to June 16, 2014.

The applicant is proposing to place a total of eight (8) signs in the downtown area and two (2) more along Water Street. All of these signs are to be on public property. (Another six (6) signs are proposed for private property and will be dealt with separately by the building department.) Attached is a list and a map of proposed sign locations. Also attached is a graphic of the proposed sign.

Recommendation:

The applicant has significantly reduced the number of signs proposed from the first submission. The eight (8) signs currently proposed for the downtown does not seem excessive. Staff recommends approving the sign and the locations proposed.

Attachments:

Completed application
Sign graphic
Map of proposed public property sign locations in the CBD
List of proposed signs on public property

Respectfully submitted,
Linda Anderson
Zoning Administrator

City of South Haven

Temporary Special Event Sign Application

CONTACT INFORMATION

Event Title: Waterfront Film Festival

Sponsoring Organization: Waterfront Film Festival

Contact Name: Lara LaShell

Telephone: 269-767-8765 Cell Phone: 269-650-1694

Email Address: lara@waterfrontfilm.org

SPECIFIC INFORMATION

Nature of Event: Four day Film Festival Event June 12-15, 2014

Sign Description (picture of sign showing dimensions **must** be included): Yard Signs

22in W x 14in H on metal stakes

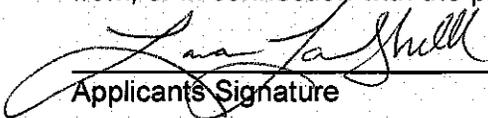
Location of sign(s) (attach drawing if needed): _____

Date(s) sign will be displayed: ASAP May 15 2014 – June 16, 2014

*****Proof of insurance naming the City of South Haven as additional insured may be required if signage will be placed on City property, including the public right-of-way.*

INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the placement of said temporary signage.


Applicant's Signature

March 24, 2014
Date

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

Approved on _____, 2014 by _____

Waterfront Film Festival

June 13-16, 2013

Downtown South Haven

WaterfrontFilm.org

14in

22in

Yard Sign Design will stay the same
Only dates will change.

Waterfront Film Festival 2014

Temporary Sign Locations

PUBLIC

STARTING FROM NORTH – WILLIAMS ST.

- One sign on landscaped lawn on North Side of Williams St., to West of Old Harbor Inn.
- One sign on the bump out on the corner of Center and Quaker
- One sign on the bump out on North side of Quaker St. at the end of the parking lot to the west of the WFF Office.
- One sign on lawn on South side of City Hall near Phoenix Rd
- One sign on bump out at the corner of Phoenix and Kalamazoo St, North side of Phoenix
- One sign on bump out at the corner of Phoenix and Center, East side of Center, North side of Phoenix
- One sign on East side of Center St near start of Eagle St
- One sign at Phoenix entry of Dyckman Park.

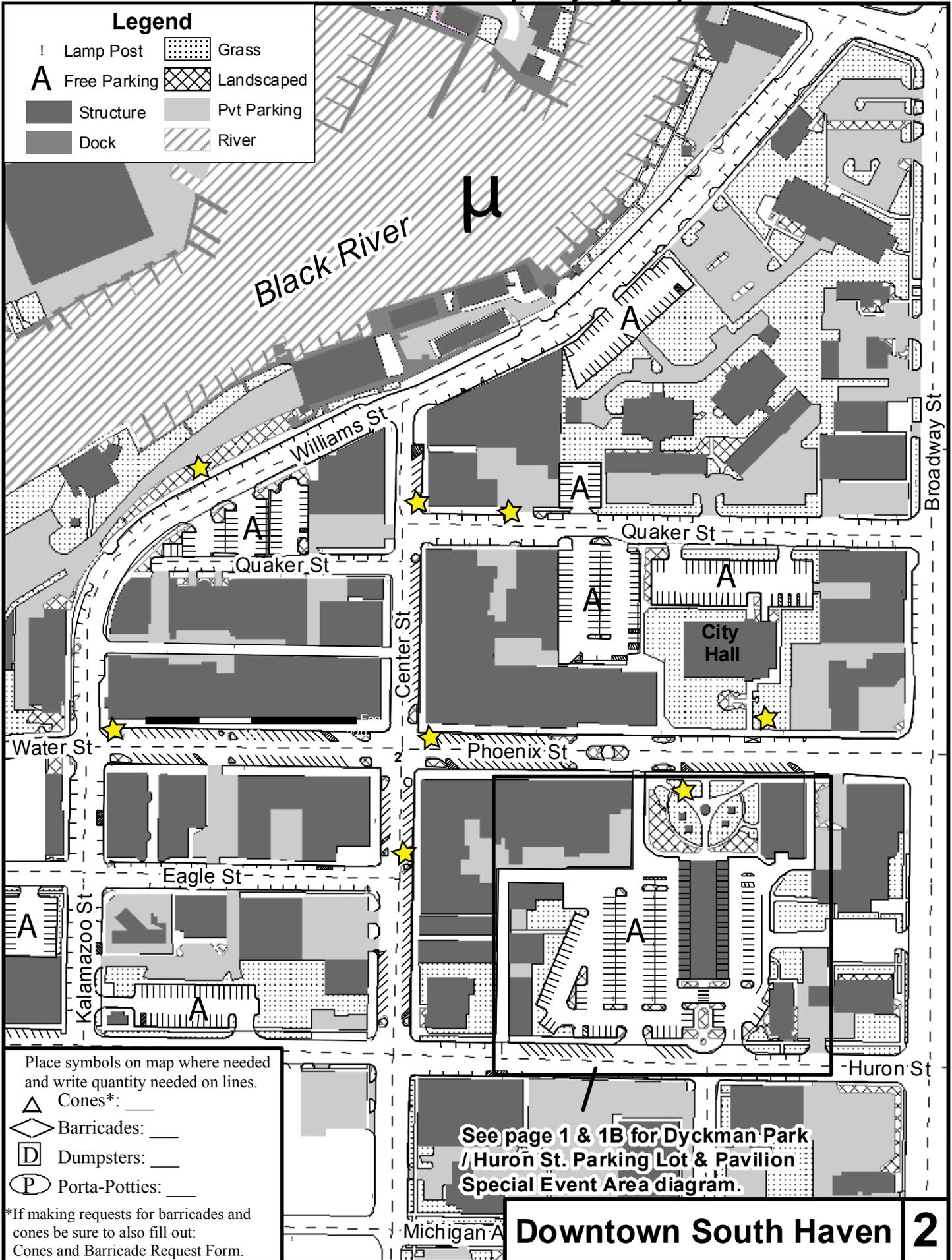
Heading Down towards South Beach on Water St.

- We would also like to post a couple signs leading down Water St. to South Beach, where the Opening Night Party is to be held Thursday June 12.

Waterfront Film Festival 2014 Temporary Sign Map - Public

Legend

- | | | | |
|---|--------------|--|-------------|
| ! | Lamp Post | | Grass |
| A | Free Parking | | Landscaped |
| | Structure | | Pvt Parking |
| | Dock | | River |



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

Cones*: _____

Barricades: _____

Dumpsters: _____

Porta-Potties: _____

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

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

Downtown South Haven 2

Yard Sign