

# City Council

## Workshop Agenda

Monday, May 5, 2014  
6:15 p.m., City Hall, Council Chambers



1. Call to Order
2. Roll Call
3. City Council will be provided an update on the proposed Transformer Inventory Management Agreement with Power Line Supply Company
4. City Council will be provided a general update on the DRAFT 2014-15 Fiscal Year Budget document.
5. Adjourn

RESPECTFULLY SUBMITTED,

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

Brian Dissette  
City Manager

South Haven City Hall is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0750.

# City Council

## Regular Meeting Agenda

Monday, May 5, 2014  
7:00 p.m., Council Chambers



### 1. Call to Order

### 2. Invocation

- Pastor Mark Wheeler - Greater Faith Community Church

### 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 14, 21 and 25, 2014.
- B. Bills totaling \$2,803,772.54 for the period ending May 6, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award a thirty-six (36) month contract for application of biosolids to farmland to GroAmerica at the unit prices noted in their bid.
- D. Council will be asked to approve document management software from Secant.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
  - 1) 01-14-2014 Parks Minutes
  - 2) 03-18-2014 LHBM Minutes
  - 3) 03-26-2014 Housing Commission 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 consider the following Special Events:

A. Consider Special Event 2014-14, Steel Headers Pro-Am on May 16-18, 2014.

B. Consider Special Event 2014-16, Light Up The Night Sky 5K on October 11, 2014.

**C. Consider Special Event 2014-17, Farmers' Market starting May 10, 2014 through October on Saturdays. The Farmers' Market will also be held on Wednesdays from June through September.**

- 7. Council will be asked to consider Resolution 2014-18, a resolution to ensure compliance with Public Act 95 of 2013 by the City of South Haven electric utility.**
- 8. Council will be asked to consider contract award for the Monroe Blvd. Bluff Stabilization project to Brad Thomas Excavating, Inc., in the amount of \$47,112.50.**
- 9. Council will be asked to consider Resolution 2014-19, a resolution to establish a policy on commercial uses at municipal marinas and boat launch facilities.**
- 10. Council will be asked to consider approval of a Transformer Inventory Management Agreement with Power Line Supply Company, in the amount of \$213,648.60.**
- 11. Council will be asked to consider approval of Resolution 2014-20, a resolution setting a public hearing date for the Fiscal Year 2014-15 Budget.**
- 12. Council will be asked to consider Resolution 2014-21, a resolution authorizing ballot proposal for senior services millage renewal.**

**13. 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.)*

**14. City Manager's Comments**

**15. Mayor and Councilperson's Comments**

**16. Adjourn**

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

# City Council

## Workshop Minutes

Monday, April 14, 2014  
6:00 p.m., City Hall Conference Room B



City of South Haven

1. Call to Order by Mayor Burr at 6:00 p.m.
2. City Council discussed the Fiscal Year 2014-2015 Budget.
  - A. Topics for review at Budget Workshop #1:
    - i. Fund 101– General Fund
    - ii. Fund 202 – Major Streets
    - iii. Fund 203 – Local Streets
    - iv. Fund 204 – Streets Improvements
    - v. Fund 226 – Refuse
    - vi. Fund 265 – Narcotics Fund
    - vii. Fund 266 – Police Training Fund
    - viii. Fund 296 – River Maintenance Fund
    - ix. Fund 363 – 2007 Capital Bond Debt
    - x. Fund 370 – Building Authority #2 Debt
    - xi. Fund 371 – 2003 Capital Bond Debt
    - xii. Fund 395 – DDA Debt #1
    - xiii. Fund 396 – DDA Debt #2
    - xiv. Fund 401 – Capital Projects 1
    - xv. Fund 402 – Capital Projects 2
    - xvi. Fund 466 – Pavilion and Ice Rink Fund
    - xvii. Fund 467 – Sewer Rehab Fund
    - xviii. Fund 498 – Cemetery Improvement

Finance Director Hochstedler highlighted the following funds for the proposed Fiscal Year 2014-2015 Budget:

**GENERAL FUND: FUND 101**

FY 15 Total Revenues = \$6,664,008  
FY 15 Total Expenditures = \$6,608,788  
FY 15 Expense < Revenue = add to reserves \$55,220  
Fund Balance Remaining after FY 15 = \$2,259,444

**MAJOR STREETS FUND: Fund 202**

FY 15 Total Revenues = \$323,306  
FY 15 Total Expenditures= \$323,306  
FY 15 Expense = Revenues = \$0

Fund Balance Remaining after FY 15 = \$96,249

LOCAL STREETS FUND: Fund 203  
FY 15 Total Revenues = \$178,023  
FY 15 Total Expenditures= \$178,023  
FY 15 Expense = Revenues = \$0  
Fund Balance Remaining after FY 15 = \$39,439

STREET IMPROVEMENTS FUND: Fund 204  
FY 15 Total Revenues = \$1,150,630  
FY 15 Total Expenditures= \$1,502,274  
FY 15 Expense > Revenues = use reserves of \$351,644  
Fund Balance Remaining after FY 15 = \$324,100

REFUSE FUND: Fund 226  
FY 15 Total Revenues = \$387,650  
FY 15 Total Expenditures = \$387,650  
FY 15 Expense = Revenues = \$0  
Fund Balance Remaining after FY 15 = \$22,827

NARCOTICS FUND: Fund 265  
FY 15 Total Revenues = \$218,203  
FY 15 Total Expenditures= \$236,303  
FY 15 Expense > Revenues = use reserves of \$18,100  
Fund Balance Remaining after FY 15 = \$48,105

POLICE TRAINING FUND: Fund 266  
FY 15 Total Revenues = \$3,500  
FY 15 Total Expenditures= \$3,500  
FY 15 Expense = Revenues = \$0  
Fund Balance Remaining after FY 15 = \$307

RIVER MAINTENANCE FUND: Fund 296  
FY 15 Total Revenues = \$36,880  
FY 15 Total Expenditures= \$20,500  
FY 15 Revenues > Expenses = add to reserves of \$16,380  
Fund Balance Remaining after FY 15 = \$23,266

2007 CAPITAL BOND DEBT FUND: Fund 363  
FY 15 Total Revenues = \$109,087  
FY 15 Total Expenditures= \$109,087  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$1,315

BUILDING AUTHORITY #2 DEBT FUND: Fund 370  
FY 15 Total Revenues = \$258,925  
FY 15 Total Expenditures= \$258,925  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$30,762

2003 CAPITAL BOND DEBT FUND: Fund 371

FY 15 Total Revenues = \$341,438  
FY 15 Total Expenditures= \$341,438  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$32,256

DDA DEBT SERVICE #1 FUND: Fund 395

FY 15 Total Revenues = \$377,110  
FY 15 Total Expenditures= \$377,110  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$413

DDA DEBT SERVICE #2 FUND: Fund 396

FY 15 Total Revenues = \$207,685  
FY 15 Total Expenditures= \$207,685  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$15,548

CAPITAL PROJECTS 1 FUND: Fund 401

FY 15 Total Revenues = \$715,000  
FY 15 Total Expenditures= \$902,500  
FY 15 Revenues < Expenses = add to reserves \$187,500  
Fund Balance Remaining after FY 15 = \$152,036

CAPITAL PROJECTS 2 FUND: Fund 402

FY 15 Total Revenues = \$2,125,200  
FY 15 Total Expenditures= \$2,125,200  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$597

PAVILION & ICE RINK FUND: Fund 466

FY 15 Total Revenues = \$40,000  
FY 15 Total Expenditures = \$40,000  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$7,656

SEWER REHAB FUND: Fund 467

FY 15 Total Revenues = \$0  
FY 15 Total Expenditures = \$0  
FY 15 Revenues = Expenses = \$0  
Fund Balance Remaining after FY 15 = \$0

CEMETERY IMPROVEMENT FUND: Fund 498

FY 15 Total Revenues = \$12,500  
FY 15 Total Expenditures= \$20,000  
FY 15 Revenues > Expenses = using reserves \$7,500  
Fund Balance Remaining after FY 15 = \$263,334

City of South Haven  
Workshop Council Minutes  
City Hall, Conference Room B  
6:00 p.m., Monday, April 14, 2014

### 3. Adjourn

Council adjourned the workshop session at 8:17 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Michelle Coffey". The signature is written in a cursive, flowing style.

Michelle Coffey  
Deputy City Clerk

Approved by City Council: **DRAFT**

# City Council

## Regular Meeting Minutes

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



### 1. Call to Order

### 2. Invocation

- Moment of Silence

### 3. Roll Call

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

### 4. Approval of Agenda

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

Voted Yes: All. Motion Carried.

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

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

- 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

A Roll Call Vote was taken:

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

Voted Yes: All. Motion Carried.

### 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).**

**Item A: Special Event 2014-12, Harborfest (June 19-22, 2014).**

*Background Information:* The special event request for Harborfest is ready for City Council approval. This year's 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.

Moved by Patterson to approve Special Event 2014-12, Harborfest to be held June 19-22, 2014. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

**Item B: Special Event 2014-13, Phoenix Street Rising (May 10, 2014).**

*Background Information:* 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.

Jane Nickerson – Spoke in favor the Phoenix Street Rising Special Event.

Moved by Patterson to approve Special Event 2014-13, Phoenix Street Rising, to be held on May 10, 2014. Seconded by Klavins.

Voted Yes: All. Motion Carried.

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

*Background Information:* City Council will be asked to consider the employment of Donna Jordan for the 2014 parks and recreation season. Donna is Vickiy Kozlik 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.

Kozlik Wall requested to abstain from voting.

All of council consented.

Voted Yes: All. Motion Carried.

Moved by Fitzgibbon to approve a request for employment of Donna Jordan, a seasonal employee. Seconded by Patterson.

Voted Yes: All. Motion Carried.

- 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.**

*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.

**Item A: Hold public hearing related to the single lot special assessment for the installation of a fence around the building at 229 Elkenburg.**

Moved by Patterson, to open the public hearing related to the single lot special assessment for the installation of a fence around the building at 229 Elkenburg. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

No Public Comment.

Moved by Fitzgibbon, to close the public hearing related to the single lot special assessment for the installation of a fence around the building at 229 Elkenburg. Seconded by Gruber.

Voted Yes: All. Motion Carried.

**Item 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.**

Moved by Patterson, 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. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

**9. Council will be asked to consider temporary signs on public property for the 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.

Moved by Kozlik Wall, to approve temporary signs on public property for the Waterfront Film Festival. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

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

Steven Small – Spoke about Sister Cities fundraisers going on.

**11. City Manager's Comments**

**12. Mayor and Councilperson's Comments**

Kozlik Wall – No Comment

Gruber – Spoke about school election and voting.

Fitzgibbon – Happy Spring!

Patterson – Spoke about school election and voting.

Arnold – No Comment

Klavins – No Comment

Burr – Called Corey Corolla from Kinexus up and they both spoke about Kinexus having a physical location in South Haven now.

**13. Adjourn**

Moved by Fitzgibbon to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 7:32 p.m.

RESPECTFULLY SUBMITTED,

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

Michelle Coffey,  
Deputy City Clerk

Approved by City Council: **DRAFT**

# City Council

## Special Meeting Minutes

Friday, April 25, 2014  
12:00 p.m., Council Chambers



### 1. Call to Order by Burr at 12:00 noon.

### 2. Roll Call

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

Motion by Kozlik-Wall, second by Arnold to excuse Gruber and Patterson for personal reasons.

All in favor. Motion carried.

### 3. Approval of Agenda

Motion by Wall, second by Arnold to approve the Friday, April 25, 2014 Special Meeting Agenda as presented.

All in favor. Motion carried.

*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

### 4. Council will be asked to consider approval of two items related to a sanitary sewer main extension project in Monroe Blvd:

#### A. Council will be asked to approve a utility connection contract with Pier View South, LLC, for fees to be paid to the City of South Haven related to the sanitary sewer main extension project along Monroe Blvd.

Motion by Fitzgibbon, second by Arnold to approve a utility connection contract with Pier View South, LLC, for fees to be paid to the City of South Haven related to the sanitary sewer main extension project along Monroe Boulevard.

A Roll Call vote was taken:

Ayes: Arnold, Fitzgibbon, Klavins, Kozlik-Wall, Burr  
Nays: None

Motion carried.

**B. Council will be asked to award contract to Compton, Inc., in the amount of \$155,166.50, for the sanitary sewer main extension project along Monroe Blvd.**

Motion by Wall, second by Arnold to award contract to Compton, Inc., in the amount of \$155,166.50, for the sanitary sewer main extension project along Monroe Boulevard.

A Roll Call Vote was taken:

Ayes: Klavins, Kozlik-Wall, Arnold, Fitzgibbon, Burr

Nays: None

Motion carried.

**5. Council will be asked to consider approval of a contract modification for the Van Buren Trail construction project, to add asphalt work on Maple Street, between South Haven and Monroe Streets, in the amount of \$14,806.50.**

Motion by Wall, second by Fitzgibbon to approve a contract modification for the Van Buren Trail Construction project, to add asphalt work on Maple Street, between South Haven and Monroe Streets, in the amount of \$14,806.50.

A Roll Call vote was taken:

Ayes: Kozlik-Wall, Arnold, Fitzgibbon, Klavins, Burr

Nays: None

Motion carried.

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

Not at this time.

**7. City Manager's Comments**

None.

**8. Mayor and Councilperson's Comments**

None.

**9. Adjourn**

Motion by Wall, second by Klavins to adjourn at 12:16 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,  
Marsha Ransom  
Recording Secretary

**CITY OF SOUTH HAVEN**

**MAY 6, 2014**

|                            | PREPAID                | CURRENT              | TOTAL                  |
|----------------------------|------------------------|----------------------|------------------------|
| 101-GENERAL FUND           | \$ 101,662.55          | \$ 17,190.27         | \$ 118,852.82          |
| 202-MAJOR STREET FUND      | \$ -                   | \$ -                 | \$ -                   |
| 203-LOCAL STREET FUND      | \$ -                   | \$ -                 | \$ -                   |
| 204-STREET FUND            | \$ -                   | 105.85               | \$ 105.85              |
| 226-GARBAGE/REFUSE FUND    | \$ 31,757.00           | \$ -                 | \$ 31,757.00           |
| 250-DOWNTOWN DEVELOPMENT   | \$ 407,829.68          | \$ 18,314.55         | \$ 426,144.23          |
| 251-LDFA #1                | \$ 164.60              | \$ 2,216.41          | \$ 2,381.01            |
| 253-LDFA #3                | \$ 164.60              | \$ -                 | \$ 164.60              |
| 260-BROWNFIELD AUTHORITY   | \$ -                   | \$ -                 | \$ -                   |
| 265-NARCOTICS UNIT         | \$ -                   | \$ -                 | \$ -                   |
| 266-POLICE TRAINING        | \$ -                   | \$ -                 | \$ -                   |
| 296-RIVER MAINTENANCE      | \$ -                   | \$ -                 | \$ -                   |
| 363- CAPITAL BOND          | \$ 22,393.75           | \$ -                 | \$ 22,393.75           |
| 370- BUILDING AUTHORITY #2 | \$ 25,237.50           | \$ -                 | \$ 25,237.50           |
| 371-CAPITAL BOND DEBT SERV | \$ 297,943.75          | \$ -                 | \$ 297,943.75          |
| 372-WATER PLANT FUND       | \$ -                   | \$ -                 | \$ -                   |
| 395-DDA DEBT SERVICE       | \$ 361,042.50          | \$ -                 | \$ 361,042.50          |
| 396- DDA DISTRICT #2       | \$ -                   | \$ -                 | \$ -                   |
| 401-CAPITAL PROJECTS       | \$ -                   | \$ 73,869.87         | \$ 73,869.87           |
| 402-CAPITAL PROJECTS #2    | \$ -                   | \$ -                 | \$ -                   |
| 466- PAVILION AND ICE RINK | \$ -                   | \$ -                 | \$ -                   |
| 545-BLACK RIVER PARK       | \$ 36.31               | \$ 58.24             | \$ 94.55               |
| 577-BEACH FUND             | \$ 162.04              | \$ 1,258.24          | \$ 1,420.28            |
| 582-ELECTRIC FUND          | \$ 732,081.76          | \$ 157,788.87        | \$ 889,870.63          |
| 591-WATER FUND             | \$ 11,794.60           | \$ 464,306.67        | \$ 476,101.27          |
| 592-SEWER FUND             | \$ 21,433.91           | \$ 20,649.87         | \$ 42,083.78           |
| 594-MUNICIPAL MARINA       | \$ 1,341.37            | \$ -                 | \$ 1,341.37            |
| 636-INFORMATION SERVICES   | \$ 16,678.46           | \$ 3,373.80          | \$ 20,052.26           |
| 661-MOTOR POOL             | \$ 9,025.83            | \$ 3,483.07          | \$ 12,508.90           |
| 677-SELF INSURANCE         | \$ 69.30               | \$ -                 | \$ 69.30               |
| 703-TAX FUND               | \$ -                   | \$ -                 | \$ -                   |
| 718-TRUST & AGENCY         | \$ -                   | \$ 337.32            | \$ 337.32              |
| 750-EMPLOYEE WITHHOLDING   | \$ -                   | \$ -                 | \$ -                   |
| <b>TOTAL</b>               | <b>\$ 2,040,819.51</b> | <b>\$ 762,953.03</b> | <b>\$ 2,803,772.54</b> |

User: ksteinma  
DB: South Haven

BANK CODE: 1 CHECK DATE: 05/06/2014 INVOICE PAY DATE FROM 05/06/2014 TO 05/06/2014

| Check Date | Bank | Check # | Vendor Code | Vendor Name                       | Amount     | # Invoices |
|------------|------|---------|-------------|-----------------------------------|------------|------------|
| 05/06/2014 | 1    | 47502   | 000014      | ABONMARCHE CONSULTANTS INC        | 9,413.16   | 5          |
| 05/06/2014 | 1    | 47503   | 000050      | ALEXANDER CHEMICAL CORP           | 5,527.24   | 2          |
| 05/06/2014 | 1    | 47504   | 000088      | AMERICAN HOIST,AIR & LUBE         | 455.50     | 1          |
| 05/06/2014 | 1    | 47505   | 003064      | APPRAISAL ASSOCIATES INC          | 1,000.00   | 4          |
| 05/06/2014 | 1    | 47506   | 000256      | BERRYMAN EQUIPMENT COMPANY        | 12,751.00  | 2          |
| 05/06/2014 | 1    | 47507   | 003225      | BRONSON METHODIST HOSPITAL        | 73.00      | 1          |
| 05/06/2014 | 1    | 47508   | 000346      | BRUSH ENTERPRISES                 | 120.00     | 1          |
| 05/06/2014 | 1    | 47509   | 000351      | BS&A SOFTWARE INC                 | 3,150.00   | 1          |
| 05/06/2014 | 1    | 47510   | 000368      | BYCE & ASSOCIATES INC             | 1,200.00   | 1          |
| 05/06/2014 | 1    | 47511   | 003145      | CANNEY'S WATER TREATMENT          | 51.99      | 1          |
| 05/06/2014 | 1    | 47512   | 000418      | CDW GOVERNMENT INC                | 223.80     | 1          |
| 05/06/2014 | 1    | 47513   | 000453      | CHIEF SUPPLY CORP                 | 225.68     | 2          |
| 05/06/2014 | 1    | 47514   | 000475      | CLARK HILL PLC                    | 152.00     | 1          |
| 05/06/2014 | 1    | 47515   | 003266      | COASTAL CONCIERGE                 | 985.00     | 1          |
| 05/06/2014 | 1    | 47516   | 000505      | COMPTON INC                       | 3,100.00   | 3          |
| 05/06/2014 | 1    | 47517   | 003244      | D HILL ENVIRONMENTAL              | 325.00     | 1          |
| 05/06/2014 | 1    | 47518   | 000716      | EJ USA INC                        | 186.53     | 1          |
| 05/06/2014 | 1    | 47519   | 000718      | ELECSYS INTERNATIONAL CORP        | 267.00     | 1          |
| 05/06/2014 | 1    | 47520   | 003168      | ELWOOD STAFFING                   | 740.00     | 1          |
| 05/06/2014 | 1    | 47521   | 000738      | ENVIRONMENTAL RESOURCE ASSOCIATES | 170.22     | 1          |
| 05/06/2014 | 1    | 47522   | 003065      | FOSTER SWIFT COLLINS & SMITH PC   | 1,320.96   | 4          |
| 05/06/2014 | 1    | 47523   | 000834      | FREDRICKSON SUPPLY LLC            | 1,152.57   | 2          |
| 05/06/2014 | 1    | 47524   | 000837      | FREIGHTLINER OF KALAMAZOO         | 126.94     | 1          |
| 05/06/2014 | 1    | 47525   | 000847      | FUEL MANAGEMENT SYSTEM            | 7,654.56   | 1          |
| 05/06/2014 | 1    | 47526   | 000856      | J.O. GALLOUP COMPANY              | 562.37     | 1          |
| 05/06/2014 | 1    | 47527   | 000913      | GRAINGER                          | 742.07     | 1          |
| 05/06/2014 | 1    | 47528   | 000963      | GRP ENGINEERING INC               | 20,193.86  | 4          |
| 05/06/2014 | 1    | 47529   | 000974      | HACH COMPANY                      | 49.74      | 1          |
| 05/06/2014 | 1    | 47530   | 001161      | INTERSTATE ALL BATTERY CENTER     | 199.95     | 1          |
| 05/06/2014 | 1    | 47531   | 001169      | J & B LANDING                     | 2,500.00   | 1          |
| 05/06/2014 | 1    | 47532   | 003248      | KATERBERG VERHAGE, INC.           | 72,619.87  | 1          |
| 05/06/2014 | 1    | 47533   | 001330      | LAKE MICHIGAN CONCESSION          | 1,200.00   | 1          |
| 05/06/2014 | 1    | 47534   | 001412      | LITTLE OSCAR'S SCREEN PRINTS      | 715.50     | 1          |
| 05/06/2014 | 1    | 47535   | 003265      | MCCRACKENS PLUMBING               | 130.00     | 1          |
| 05/06/2014 | 1    | 47536   | 001606      | MICHIGAN ELECTION RESOURCES       | 486.54     | 1          |
| 05/06/2014 | 1    | 47537   | 001640      | MICHIGAN RURAL WATER ASSOC        | 145.00     | 1          |
| 05/06/2014 | 1    | 47538   | 001675      | MIDWEST CIVIL ENGINEERS INC       | 5,928.00   | 1          |
| 05/06/2014 | 1    | 47539   | 001707      | MITCHELL& MORSE LAND SURVEYING    | 125.00     | 2          |
| 05/06/2014 | 1    | 47540   | 001848      | NORTH SHORE PEST CONTROL INC      | 150.00     | 3          |
| 05/06/2014 | 1    | 47541   | 001853      | NORTHERN FIRST AID                | 85.09      | 1          |
| 05/06/2014 | 1    | 47542   | 001863      | NTH CONSULTANTS, LTD              | 7,678.55   | 1          |
| 05/06/2014 | 1    | 47543   | 001902      | OPTIMIZATION SOLUTIONS            | 1,250.00   | 1          |
| 05/06/2014 | 1    | 47544   | 001948      | PAT'S PRONTO PRINT                | 179.82     | 1          |
| 05/06/2014 | 1    | 47545   | 002020      | POWER LINE SUPPLY CO              | 37,756.34  | 20         |
| 05/06/2014 | 1    | 47546   | 002114      | RATHCO SAFETY SUPPLY INC          | 125.50     | 2          |
| 05/06/2014 | 1    | 47547   | 002184      | ROD'S PRINTS & PROMOTIONS         | 157.50     | 1          |
| 05/06/2014 | 1    | 47548   | 002188      | ROME'S STANDARD SERVICE INC       | 94.13      | 1          |
| 05/06/2014 | 1    | 47549   | 002268      | SECURALARM SYSTEMS INC            | 250.00     | 1          |
| 05/06/2014 | 1    | 47550   | 002341      | SKF ELECTRICAL CONTRACTING        | 62,722.20  | 1          |
| 05/06/2014 | 1    | 47551   | 002361      | SMITH'S CONCRETE CUTTING          | 550.00     | 1          |
| 05/06/2014 | 1    | 47552   | 002418      | SOUTH HAVEN SMALL ENGINES         | 181.14     | 1          |
| 05/06/2014 | 1    | 47553   | 002478      | STAPLES ADVANTAGE                 | 711.46     | 5          |
| 05/06/2014 | 1    | 47554   | 002589      | TERMINIX PROCESSING CENTER        | 41.00      | 1          |
| 05/06/2014 | 1    | 47555   | 002599      | THAYER INC                        | 1,059.86   | 3          |
| 05/06/2014 | 1    | 47556   | 003134      | THOMSON REUTERS - WEST            | 554.16     | 1          |
| 05/06/2014 | 1    | 47557   | 002644      | TRACE ANALYTICAL LAB INC          | 826.00     | 3          |
| 05/06/2014 | 1    | 47558   | 002665      | TREECORE                          | 33,918.00  | 1          |
| 05/06/2014 | 1    | 47559   | 002697      | U S BANK                          | 457,058.75 | 1          |

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BANK CODE: 1 CHECK DATE: 05/06/2014 INVOICE PAY DATE FROM 05/06/2014 TO 05/06/2014

| Check Date | Bank | Check # | Vendor Code | Vendor Name            | Amount   | # Invoices |
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| 05/06/2014 | 1    | 47560   | 002721      | UPLINK SECURITY LLC    | 8.45     | 1          |
| 05/06/2014 | 1    | 47561   | 002728      | USA BLUE BOOK          | 1,430.54 | 9          |
| 05/06/2014 | 1    | 47562   | 002883      | WEST MICHIGAN DOCUMENT | 45.00    | 1          |
| 05/06/2014 | 1    | 47563   | 002966      | X-ERGON                | 149.49   | 1          |

Num Checks: 62

Num Invoices: 120

Total Amount: 762,953.03

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 05/06/2014 - 05/06/2014  
 JOURNALIZED OPEN AND PAID  
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

| Inv Num<br>Inv Ref#   | Vendor<br>Description<br>GL Distribution  | Inv Date<br>Entered By  | Due Date   | Inv Amt              | Amt Due  | Status | Jrnlized<br>Post Date |
|-----------------------|---|-------------------------|------------|----------------------|----------|--------|-----------------------|
| 108612<br>38071       | ABONMARCHE CONSULTANTS INC<br>PEDESTRIAN BRIDGE DESIGN- PER PROP<br>101-751-801-000   | 04/07/2014<br>ksteinman | 05/06/2014 | 2,610.00<br>2,610.00 | 0.00     | P      | Y<br>04/24/2014       |
| 108636<br>38072       | ABONMARCHE CONSULTANTS INC<br>SOUTH BEACH COMMUNITY CENTER<br>101-728-802-000         | 04/14/2014<br>ksteinman | 05/06/2014 | 2,343.75<br>2,343.75 | 0.00     | P      | Y<br>04/24/2014       |
| 108686<br>38231       | ABONMARCHE CONSULTANTS INC<br>CONCEPT LAYOUT BOHN SITE<br>251-901-801-000             | 04/23/2014<br>ksteinman | 05/06/2014 | 1,231.41<br>1,231.41 | 0.00     | P      | Y<br>04/28/2014       |
| 108683<br>38239       | ABONMARCHE CONSULTANTS INC<br>PAYROLL REVIEW SERVICES<br>250-729-974-018-0150         | 04/23/2014<br>ksteinman | 05/06/2014 | 2,498.00<br>2,498.00 | 0.00     | P      | Y<br>04/29/2014       |
| 108679<br>38258       | ABONMARCHE CONSULTANTS INC<br>PHOENIX & CENTER TRAFFIC SIGNAL<br>250-729-974-018-0150 | 04/23/2014<br>ksteinman | 05/06/2014 | 730.00<br>730.00     | 0.00     | P      | Y<br>04/30/2014       |
| SLS 10016952<br>38073 | ALEXANDER CHEMICAL CORP<br>CHEMICALS<br>592-559-741-000                               | 04/04/2014<br>ksteinman | 05/06/2014 | 2,610.00<br>2,610.00 | 0.00     | P      | Y<br>04/24/2014       |
| SLS 10015717<br>38074 | ALEXANDER CHEMICAL CORP<br>CHEMICALS<br>591-559-741-000                               | 02/28/2014<br>ksteinman | 05/06/2014 | 2,917.24<br>2,917.24 | 0.00     | P      | Y<br>04/24/2014       |
| SLS 10004300<br>38075 | ALEXANDER CHEMICAL CORP<br>DEPOSIT REFUND<br>592-559-741-000                          | 04/08/2014<br>ksteinman | 05/06/2014 | (800.00)<br>(800.00) | (800.00) | O      | Y<br>04/24/2014       |
| SLS 10003872<br>38076 | ALEXANDER CHEMICAL CORP<br>DEPOSIT REFUND<br>592-559-741-000                          | 03/03/2014<br>ksteinman | 05/06/2014 | (600.00)<br>(600.00) | (600.00) | O      | Y<br>04/24/2014       |

## INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 05/06/2014 - 05/06/2014

JOURNALIZED OPEN AND PAID

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| 8192<br>38077        | AMERICAN HOIST,AIR & LUBE<br>INSPECTION HOIST<br>661-450-935-000   | 04/10/2014<br>ksteinman | 05/06/2014 | 455.50    | 0.00    | P      | Y<br>04/24/2014       |
|                      | REPAIRS/MAINTENANCE - VEHICLES   |                         |            | 455.50    |         |        |                       |
| 125463<br>38079      | APPRAISAL ASSOCIATES INC<br>APPRAISAL SERVICES<br>401-577-975-012  | 11/04/2013<br>ksteinman | 05/06/2014 | 250.00    | 0.00    | P      | Y<br>04/24/2014       |
|                      | BEACH IMPROVEMENTS   |                         |            | 250.00    |         |        |                       |
| 125462<br>38080      | APPRAISAL ASSOCIATES INC<br>APPRAISAL SERVICES<br>401-577-975-012  | 11/04/2013<br>ksteinman | 05/06/2014 | 250.00    | 0.00    | P      | Y<br>04/24/2014       |
|                      | BEACH IMPROVEMENTS   |                         |            | 250.00    |         |        |                       |
| 125464<br>38081      | APPRAISAL ASSOCIATES INC<br>APPRAISAL SERVICES<br>401-577-975-012  | 11/04/2014<br>ksteinman | 05/06/2014 | 250.00    | 0.00    | P      | Y<br>04/24/2014       |
|                      | BEACH IMPROVEMENTS   |                         |            | 250.00    |         |        |                       |
| 125461<br>38082      | APPRAISAL ASSOCIATES INC<br>APPRAISAL SERVICES<br>401-577-975-012  | 11/04/2013<br>ksteinman | 05/06/2014 | 250.00    | 0.00    | P      | Y<br>04/24/2014       |
|                      | BEACH IMPROVEMENTS   |                         |            | 250.00    |         |        |                       |
| 14-0406<br>38078     | BERRYMAN EQUIPMENT COMPANY<br>REBUILD BLOWER PER QUOTE DATED 01/<br>592-559-933-000                            | 04/02/2014<br>ksteinman | 05/06/2014 | 12,051.00 | 0.00    | P      | Y<br>04/24/2014       |
|                      | REPAIRS/MAINTENANCE - EQUIP  |                         |            | 12,051.00 |         |        |                       |
| 14-0411<br>38083     | BERRYMAN EQUIPMENT COMPANY<br>LABOR FOR SERVICE CALLS<br>592-559-933-000<br>592-566-933-000<br>592-567-933-000 | 04/04/2014<br>ksteinman | 05/06/2014 | 700.00    | 0.00    | P      | Y<br>04/24/2014       |
|                      | REPAIRS/MAINTENANCE - EQUIP  |                         |            | 497.00    |         |        |                       |
|                      | REPAIRS/MAINTENANCE - EQUIP  |                         |            | 142.10    |         |        |                       |
|                      | REPAIRS/MAINTENANCE - EQUIP  |                         |            | 60.90     |         |        |                       |
| P1014119950<br>38084 | BRONSON METHODIST HOSPITAL<br>CHARLES V ECHOLS<br>101-301-802-000  | 03/27/2014<br>ksteinman | 05/06/2014 | 73.00     | 0.00    | P      | Y<br>04/24/2014       |
|                      | OTHER CONTRACTUAL SERVICES   |                         |            | 73.00     |         |        |                       |
| 6181<br>38216        | BRUSH ENTERPRISES<br>REPAIRS<br>661-450-935-000  | 04/16/2014<br>ksteinman | 05/06/2014 | 120.00    | 0.00    | P      | Y<br>04/25/2014       |
|                      | REPAIRS/MAINTENANCE - VEHICLES   |                         |            | 120.00    |         |        |                       |

INVOICE DUE DATES 05/06/2014 - 05/06/2014

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|---------------------|---|------------------------------|------------|----------|---------|--------|------------------------|
| 096266<br>38263     | BS&A SOFTWARE INC<br>ANNUAL SERVICE SUPPORT<br>636-258-802-000<br>636-001-123-000   | 05/01/2014<br>ksteinman      | 05/06/2014 | 3,150.00 | 0.00    | P      | Y<br>04/30/2014        |
|                     |   | OTHER CONTRACTUAL SERVICES   |            | 525.00   |         |        |                        |
|                     |   | PREPAID ITEMS                |            | 2,625.00 |         |        |                        |
| 10971<br>38240      | BYCE & ASSOCIATES INC<br>ELECTRICAL ENGINEERING FOR DOWNTOW<br>250-729-974-018-0151 | 04/25/2014<br>ksteinman      | 05/06/2014 | 1,200.00 | 0.00    | P      | Y<br>04/29/2014        |
|                     |   | CAPITAL PROJECTS             |            | 1,200.00 |         |        |                        |
| 90175TD<br>38085    | CANNEY'S WATER TREATMENT<br>BOTTLED WATER<br>101-301-802-000                        | 04/17/2014<br>ksteinman      | 05/06/2014 | 51.99    | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | OTHER CONTRACTUAL SERVICES   |            | 51.99    |         |        |                        |
| KZ72262<br>38086    | CDW GOVERNMENT INC<br>TONER<br>636-258-727-000                                      | 04/07/2014<br>ksteinman      | 05/06/2014 | 223.80   | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | OFFICE SUPPLIES              |            | 223.80   |         |        |                        |
| 428705<br>38087     | CHIEF SUPPLY CORP<br>SPIT NET<br>101-301-741-000                                    | 04/24/2014<br>ksteinman      | 05/06/2014 | 132.29   | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | OPERATING SUPPLIES           |            | 132.29   |         |        |                        |
| 434409<br>38088     | CHIEF SUPPLY CORP<br>HOLSTER<br>101-301-729-000                                     | 04/15/2014<br>ksteinman      | 05/06/2014 | 93.39    | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | UNIFORMS                     |            | 93.39    |         |        |                        |
| 535672<br>38089     | CLARK HILL PLC<br>THAYER LITIGATION<br>101-210-801-000                              | 04/07/2014<br>ksteinman      | 05/06/2014 | 152.00   | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | PROFESSIONAL/CONSULTING FEES |            | 152.00   |         |        |                        |
| 8487<br>38264       | COASTAL CONCIERGE<br>BOHN BUILDING CLEANING<br>251-901-802-000                      | 04/25/2014<br>ksteinman      | 05/06/2014 | 985.00   | 0.00    | P      | Y<br>04/30/2014        |
|                     |   | OTHER CONTRACTUAL SERVICES   |            | 985.00   |         |        |                        |
| 041429<br>38090     | COMPTON INC<br>DIRECTIONAL BORE 99 CHICAGO DRIVE<br>582-558-802-000                 | 04/18/2014<br>ksteinman      | 05/06/2014 | 1,400.00 | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | OTHER CONTRACTUAL SERVICES   |            | 1,400.00 |         |        |                        |

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 05/06/2014 - 05/06/2014  
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|---------------------|---|-------------------------|------------|------------------------------------|---------|--------|-----------------------|
| 041423<br>38091     | COMPTON INC<br>MOVE TRAILER FROM ICE RINK BACK TO<br>250-751-802-000  | 04/14/2014<br>ksteinman | 05/06/2014 | 100.00<br>100.00                   | 0.00    | P      | Y<br>04/24/2014       |
| 041435<br>38229     | COMPTON INC<br>LEAVITT DENTISTRY REPAIRS<br>591-558-802-000   | 04/22/2014<br>ksteinman | 05/06/2014 | 1,600.00<br>1,600.00               | 0.00    | P      | Y<br>04/28/2014       |
| 630<br>38245        | D HILL ENVIRONMENTAL<br>SEQUENCING BATCH REACTOR CLASS<br>592-559-860-000                                       | 04/28/2014<br>ksteinman | 05/06/2014 | 325.00<br>325.00                   | 0.00    | P      | Y<br>04/29/2014       |
| 3701277<br>38092    | EJ USA INC<br>FRAME<br>591-558-741-000  | 04/11/2014<br>ksteinman | 05/06/2014 | 186.53<br>186.53                   | 0.00    | P      | Y<br>04/24/2014       |
| 123438<br>38093     | ELECSYS INTERNATIONAL CORP<br>MONTHLY MAINTENANCE FEES<br>582-558-802-000<br>591-558-802-000<br>592-558-802-000 | 03/28/2014<br>ksteinman | 05/06/2014 | 267.00<br>186.90<br>40.05<br>40.05 | 0.00    | P      | Y<br>04/24/2014       |
| 641580<br>38222     | ELWOOD STAFFING<br>STAFFING SERVICES<br>101-751-802-000   | 04/24/2014<br>ksteinman | 05/06/2014 | 740.00<br>740.00                   | 0.00    | P      | Y<br>04/25/2014       |
| 717746<br>38094     | ENVIRONMENTAL RESOURCE ASSOCIATES<br>LAB SUPPLIES<br>591-559-741-000  | 04/07/2014<br>ksteinman | 05/06/2014 | 170.22<br>170.22                   | 0.00    | P      | Y<br>04/24/2014       |
| 647708<br>38095     | FOSTER SWIFT COLLINS & SMITH PC<br>ATTORNEY SERVICES<br>101-209-801-000   | 04/15/2014<br>ksteinman | 05/06/2014 | 35.00<br>35.00                     | 0.00    | P      | Y<br>04/24/2014       |
| 647709<br>38096     | FOSTER SWIFT COLLINS & SMITH PC<br>ATTORNEY SERVICES<br>101-209-801-000   | 04/15/2014<br>ksteinman | 05/06/2014 | 654.88<br>654.88                   | 0.00    | P      | Y<br>04/24/2014       |

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
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|------------------------|---|-------------------------|------------|----------|---------|--------|------------------------|
| 647706<br>38097        | FOSTER SWIFT COLLINS & SMITH PC<br>ATTORNEY SERVICES<br>101-209-801-000 | 04/15/2014<br>ksteinman | 05/06/2014 | 578.58   | 0.00    | P      | Y<br>04/24/2014        |
|                        | PROFESSIONAL/CONSULTING FEES  |                         |            | 578.58   |         |        |                        |
| 647707<br>38098        | FOSTER SWIFT COLLINS & SMITH PC<br>ATTORNEY SERVICES<br>101-209-801-000 | 04/15/2014<br>ksteinman | 05/06/2014 | 52.50    | 0.00    | P      | Y<br>04/24/2014        |
|                        | PROFESSIONAL/CONSULTING FEES  |                         |            | 52.50    |         |        |                        |
| 10060<br>38218         | FREDRICKSON SUPPLY LLC<br>SUPPLIES<br>661-450-741-003                   | 04/18/2014<br>ksteinman | 05/06/2014 | 522.53   | 0.00    | P      | Y<br>04/25/2014        |
|                        | REPAIR & MAINT SUPPLIES   |                         |            | 522.53   |         |        |                        |
| 10051<br>38219         | FREDRICKSON SUPPLY LLC<br>SUPPLIES<br>661-450-741-003                   | 04/17/2014<br>ksteinman | 05/06/2014 | 630.04   | 0.00    | P      | Y<br>04/25/2014        |
|                        | REPAIR & MAINT SUPPLIES   |                         |            | 630.04   |         |        |                        |
| X002179314:01<br>38099 | FREIGHTLINER OF KALAMAZOO<br>SUPPLIES<br>661-450-741-003                | 04/17/2014<br>ksteinman | 05/06/2014 | 126.94   | 0.00    | P      | Y<br>04/24/2014        |
|                        | REPAIR & MAINT SUPPLIES   |                         |            | 126.94   |         |        |                        |
| 1410501<br>38100       | FUEL MANAGEMENT SYSTEM<br>FUEL  | 04/15/2014<br>ksteinman | 05/06/2014 | 7,654.56 | 0.00    | P      | Y<br>04/24/2014        |
|                        | 101-301-748-000   | MOTOR FUEL              |            | 2,196.37 |         |        |                        |
|                        | 101-728-748-000   | MOTOR FUEL              |            | 76.17    |         |        |                        |
|                        | 101-371-748-000   | MOTOR FUEL              |            | 97.03    |         |        |                        |
|                        | 582-558-748-000   | MOTOR FUEL              |            | 975.51   |         |        |                        |
|                        | 101-751-748-000   | MOTOR FUEL              |            | 232.06   |         |        |                        |
|                        | 101-276-748-000   | MOTOR FUEL              |            | 54.65    |         |        |                        |
|                        | 582-558-748-000   | MOTOR FUEL              |            | 192.51   |         |        |                        |
|                        | 591-558-748-000   | MOTOR FUEL              |            | 54.15    |         |        |                        |
|                        | 592-558-748-000   | MOTOR FUEL              |            | 54.15    |         |        |                        |
|                        | 591-558-748-000   | MOTOR FUEL              |            | 541.09   |         |        |                        |
|                        | 592-558-748-000   | MOTOR FUEL              |            | 541.08   |         |        |                        |
|                        | 101-446-748-000   | MOTOR FUEL              |            | 625.03   |         |        |                        |
|                        | 591-559-748-000   | MOTOR FUEL              |            | 88.01    |         |        |                        |
|                        | 592-559-748-000   | MOTOR FUEL              |            | 303.42   |         |        |                        |
|                        | 204-447-748-000   | MOTOR FUEL              |            | 105.85   |         |        |                        |
|                        | 591-558-748-000   | MOTOR FUEL              |            | 35.28    |         |        |                        |

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|---------------------|---|------------------------------|------------|-----------|---------|--------|------------------------|
|                     | GL Distribution   |                              |            |           |         |        |                        |
|                     | 592-558-748-000   | MOTOR FUEL                   |            | 35.28     |         |        |                        |
|                     | 661-450-748-000   | MOTOR FUEL & LUBRICANTS      |            | 1,446.92  |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| S102559604.001      |   |                              |            |           |         |        |                        |
| 38256               | J.O. GALLOUP COMPANY<br>REPAIRS                           | 04/17/2014<br>ksteinman      | 05/06/2014 | 562.37    | 0.00    | P      | Y<br>04/30/2014        |
|                     | 592-559-933-000   | REPAIRS/MAINTENANCE - EQUIP  |            | 399.28    |         |        |                        |
|                     | 592-566-933-000   | REPAIRS/MAINTENANCE - EQUIP  |            | 114.16    |         |        |                        |
|                     | 592-567-933-000   | REPAIRS/MAINTENANCE - EQUIP  |            | 48.93     |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| 9408574425          |   |                              |            |           |         |        |                        |
| 38101               | GRAINGER<br>SUPPLIES                                      | 04/07/2014<br>ksteinman      | 05/06/2014 | 742.07    | 0.00    | P      | Y<br>04/24/2014        |
|                     | 592-559-742-000   | SMALL TOOLS                  |            | 697.02    |         |        |                        |
|                     | 592-559-933-000   | REPAIRS/MAINTENANCE - EQUIP  |            | 45.05     |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| 20140273            |   |                              |            |           |         |        |                        |
| 38102               | GRP ENGINEERING INC<br>ENGINEERING SERVICES 3/3/14-4/6/14 | 04/07/2014<br>ksteinman      | 05/06/2014 | 3,193.86  | 0.00    | P      | Y<br>04/24/2014        |
|                     | 582-558-801-000   | PROFESSIONAL/CONSULTING FEES |            | 3,193.86  |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| 20140272            |   |                              |            |           |         |        |                        |
| 38103               | GRP ENGINEERING INC<br>ENGINEERING SERVICES 3/3/14- 4/6/1 | 04/07/2014<br>ksteinman      | 05/06/2014 | 10,000.00 | 0.00    | P      | Y<br>04/24/2014        |
|                     | 582-558-801-000   | PROFESSIONAL/CONSULTING FEES |            | 10,000.00 |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| 20140271            |   |                              |            |           |         |        |                        |
| 38104               | GRP ENGINEERING INC<br>ENGINEERING SERVICES 3/3/14- 4/6/1 | 04/07/2014<br>ksteinman      | 05/06/2014 | 5,000.00  | 0.00    | P      | Y<br>04/24/2014        |
|                     | 582-558-801-000   | PROFESSIONAL/CONSULTING FEES |            | 5,000.00  |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| 20140270            |   |                              |            |           |         |        |                        |
| 38105               | GRP ENGINEERING INC<br>ENGINEERING SERVICES 3/3/14- 4/6/1 | 04/07/2014<br>ksteinman      | 05/06/2014 | 2,000.00  | 0.00    | P      | Y<br>04/24/2014        |
|                     | 582-558-801-000   | PROFESSIONAL/CONSULTING FEES |            | 2,000.00  |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| 8787656             |   |                              |            |           |         |        |                        |
| 38248               | HACH COMPANY<br>LAB SUPPLIES                              | 04/15/2014<br>ksteinman      | 05/06/2014 | 49.74     | 0.00    | P      | Y<br>04/29/2014        |
|                     | 592-559-741-000   | OPERATING SUPPLIES           |            | 49.74     |         |        |                        |
| <hr/>               |   |                              |            |           |         |        |                        |
| 1901802007050       |   |                              |            |           |         |        |                        |
| 38234               | INTERSTATE ALL BATTERY CENTER<br>BATTERIES                | 04/23/2014<br>ksteinman      | 05/06/2014 | 199.95    | 0.00    | P      | Y<br>04/28/2014        |
|                     | 582-558-933-000   | REPAIRS/MAINTENANCE - EQUIPM |            | 199.95    |         |        |                        |

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|-------------------------------|--|-------------------------|------------|------------|---------|--------|------------------------|
| 2018<br>38106                 | J & B LANDING<br>INSTALL 5/35 CLASS 5 PLING<br>101-751-802-000   | 04/12/2012<br>ksteinman | 05/06/2014 | 2,500.00   | 0.00    | P      | Y<br>04/24/2014        |
|                               | OTHER CONTRACTUAL SERVICES   |                         |            | 2,500.00   |         |        |                        |
| PAY REQ #2<br>38230*          | KATERBERG VERHAGE, INC.<br>VAN BUREN TRAIL<br>401-751-972-000-0155<br>401-002-211-155  | 04/21/2014<br>ksteinman | 05/06/2014 | 72,619.87  | 0.00    | P      | Y<br>04/28/2014        |
|                               | WATER SYSTEM CONSTRUCTION  |                         |            | 80,688.75  |         |        |                        |
|                               | RETAINAGE- KATERBERG VERHAGE   |                         |            | (8,068.88) |         |        |                        |
| 04/22/14 TO 10/22/14<br>38107 | LAKE MICHIGAN CONCESSION<br>STORAGE RENTAL<br>577-751-802-000  | 04/16/2014<br>ksteinman | 05/06/2014 | 1,200.00   | 0.00    | P      | Y<br>04/24/2014        |
|                               | OTHER CONTRACTUAL SERVICES   |                         |            | 1,200.00   |         |        |                        |
| 3/18/14<br>38251              | LITTLE OSCAR'S SCREEN PRINTS<br>SHIRTS<br>101-446-729-001<br>591-558-729-001<br>592-558-729-001<br>582-558-729-001<br>101-751-729-001<br>101-301-729-000 | 03/18/2014<br>ksteinman | 05/06/2014 | 715.50     | 0.00    | P      | Y<br>04/29/2014        |
|                               | OTHER CLOTHING & SUPPLIES  |                         |            | 119.25     |         |        |                        |
|                               | OTHER CLOTHING & SUPPLIES  |                         |            | 119.25     |         |        |                        |
|                               | OTHER CLOTHING & SUPPLIES  |                         |            | 119.25     |         |        |                        |
|                               | OTHER CLOTHING & SUPPLIES  |                         |            | 119.25     |         |        |                        |
|                               | OTHER CLOTHING & SUPPLIES  |                         |            | 119.25     |         |        |                        |
|                               | UNIFORMS   |                         |            | 119.25     |         |        |                        |
| 1879<br>38241                 | MCCRACKENS PLUMBING<br>FLUSH WATER LINE AT KILWINS CHOCOL<br>250-729-974-018-0150  | 04/23/2014<br>ksteinman | 05/06/2014 | 130.00     | 0.00    | P      | Y<br>04/29/2014        |
|                               | CAPITAL PROJECTS   |                         |            | 130.00     |         |        |                        |
| 32265<br>38227                | MICHIGAN ELECTION RESOURCES<br>ELECTION SUPPLIES<br>101-191-727-000  | 04/04/2014<br>ksteinman | 05/06/2014 | 486.54     | 0.00    | P      | Y<br>04/28/2014        |
|                               | OFFICE SUPPLIES  |                         |            | 486.54     |         |        |                        |
| T14-0062<br>38108             | MICHIGAN RURAL WATER ASSOC<br>BUDGETING FOR WATER & WASTEWATER U<br>591-558-860-000<br>591-559-860-000<br>592-558-860-000<br>592-559-860-000             | 04/11/2014<br>ksteinman | 05/06/2014 | 145.00     | 0.00    | P      | Y<br>04/24/2014        |
|                               | TRAVEL/CONFERENCES/TRAINING  |                         |            | 36.25      |         |        |                        |
|                               | TRAVEL/CONFERENCES/TRAINING  |                         |            | 36.25      |         |        |                        |
|                               | TRAVEL/CONFERENCES/TRAINING  |                         |            | 36.25      |         |        |                        |
|                               | TRAVEL/CONFERENCES/TRAINING  |                         |            | 36.25      |         |        |                        |

04/30/2014 11:07 AM  
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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 05/06/2014 - 05/06/2014  
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|---------------------|---|-------------------------|------------|----------|---------|--------|-----------------------|
| 05-10121<br>38255   | MIDWEST CIVIL ENGINEERS INC<br>CONSTRUCTION STAKING PHOENIX ST IM<br>250-729-974-018-0150 | 04/04/2014<br>ksteinman | 05/06/2014 | 5,928.00 | 0.00    | P      | Y<br>04/30/2014       |
|                     | CONSTRUCTION STAKING PHEONIX ST IMPROV  |                         |            | 5,928.00 |         |        |                       |
| 108243<br>38109     | MITCHELL& MORSE LAND SURVEYING<br>99 CHICAGO AVE<br>582-558-802-000                       | 04/15/2014<br>ksteinman | 05/06/2014 | 75.00    | 0.00    | P      | Y<br>04/24/2014       |
|                     | OTHER CONTRACTUAL SERVICES  |                         |            | 75.00    |         |        |                       |
| 108249<br>38242     | MITCHELL& MORSE LAND SURVEYING<br>PROPOSED EASEMENT ON LOT 33, BLOCK<br>250-729-974-018   | 04/17/2014<br>ksteinman | 05/06/2014 | 50.00    | 0.00    | P      | Y<br>04/29/2014       |
|                     | CAPITAL PROJECTS  |                         |            | 50.00    |         |        |                       |
| 89714<br>38111      | NORTH SHORE PEST CONTROL INC<br>PEST CONTROL<br>101-751-802-000                           | 04/10/2014<br>ksteinman | 05/06/2014 | 50.00    | 0.00    | P      | Y<br>04/24/2014       |
|                     | OTHER CONTRACTUAL SERVICES  |                         |            | 50.00    |         |        |                       |
| 89913<br>38215      | NORTH SHORE PEST CONTROL INC<br>PEST CONTROL<br>101-751-802-000                           | 04/16/2014<br>ksteinman | 05/06/2014 | 50.00    | 0.00    | P      | Y<br>04/25/2014       |
|                     | OTHER CONTRACTUAL SERVICES  |                         |            | 50.00    |         |        |                       |
| 90068<br>38233      | NORTH SHORE PEST CONTROL INC<br>PEST CONTROL<br>101-751-741-000                           | 04/28/2014<br>ksteinman | 05/06/2014 | 50.00    | 0.00    | P      | Y<br>04/28/2014       |
|                     | OPERATING SUPPLIES  |                         |            | 50.00    |         |        |                       |
| 10186<br>38110      | NORTHERN FIRST AID<br>FIRST AID SUPPLIES<br>101-265-802-000                               | 04/09/2014<br>ksteinman | 05/06/2014 | 85.09    | 0.00    | P      | Y<br>04/24/2014       |
|                     | OTHER CONTRACTUAL SERVICES  |                         |            | 85.09    |         |        |                       |
| 594025<br>38262     | NTH CONSULTANTS, LTD<br>MATERIALS TESTING FOR PHOENIX ST I<br>250-729-974-018-0150        | 04/18/2014<br>ksteinman | 05/06/2014 | 7,678.55 | 0.00    | P      | Y<br>04/30/2014       |
|                     | CAPITAL PROJECTS  |                         |            | 7,678.55 |         |        |                       |
| 0290<br>38252       | OPTIMIZATION SOLUTIONS<br>COAGULATION FEED CONTROL MODEL<br>591-559-802-000               | 04/22/2014<br>ksteinman | 05/06/2014 | 1,250.00 | 0.00    | P      | Y<br>04/29/2014       |
|                     | OTHER CONTRACTUAL SERVICES  |                         |            | 1,250.00 |         |        |                       |

04/30/2014 11:07 AM  
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| 4/22/14<br>38232    | PAT'S PRONTO PRINT<br>RIVERFRONT CONCERT SERIES RACK CAR<br>718-002-277-003 | 04/22/2014<br>ksteinman      | 05/06/2014 | 179.82   | 0.00    | P      | Y<br>04/28/2014       |
|                     |   | DEPOSIT-SUMMER CONCERT       |            | 179.82   |         |        |                       |
| 5818812<br>38112    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-988-000             | 04/21/2014<br>ksteinman      | 05/06/2014 | 262.84   | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | ELECTRICAL SYSTEM CONSTR     |            | 262.84   |         |        |                       |
| 5818142<br>38113    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000             | 04/17/2014<br>ksteinman      | 05/06/2014 | 134.42   | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 134.42   |         |        |                       |
| 5817464<br>38114    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-988-000             | 04/15/2014<br>ksteinman      | 05/06/2014 | 59.85    | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | ELECTRICAL SYSTEM CONSTR     |            | 59.85    |         |        |                       |
| 5818182<br>38115    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000             | 04/17/2014<br>ksteinman      | 05/06/2014 | 9,299.79 | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 9,299.79 |         |        |                       |
| 5818174<br>38116    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000             | 04/17/2014<br>ksteinman      | 05/06/2014 | 9,214.09 | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 9,214.09 |         |        |                       |
| 5818161<br>38117    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000             | 04/17/2014<br>ksteinman      | 05/06/2014 | 4,668.90 | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 4,668.90 |         |        |                       |
| 5817461<br>38118    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000             | 04/15/2014<br>ksteinman      | 05/06/2014 | 1,341.28 | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 1,341.28 |         |        |                       |
| 5817639<br>38119    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000             | 04/15/2014<br>ksteinman      | 05/06/2014 | 307.84   | 0.00    | P      | Y<br>04/24/2014       |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 307.84   |         |        |                       |

## INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 05/06/2014 - 05/06/2014

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| 5817468<br>38120    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000 | 04/15/2014<br>ksteinman      | 05/06/2014 | 183.44   | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 183.44   |         |        |                        |
| 5817467<br>38121    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000 | 04/15/2014<br>ksteinman      | 05/06/2014 | 370.68   | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 370.68   |         |        |                        |
| 5817596<br>38122    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000 | 04/15/2014<br>ksteinman      | 05/06/2014 | 137.00   | 0.00    | P      | Y<br>04/24/2014        |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 137.00   |         |        |                        |
| 5819323<br>38235    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000 | 04/22/2014<br>ksteinman      | 05/06/2014 | 59.43    | 0.00    | P      | Y<br>04/28/2014        |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 59.43    |         |        |                        |
| 5819322<br>38236    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000 | 04/22/2014<br>ksteinman      | 05/06/2014 | 285.50   | 0.00    | P      | Y<br>04/28/2014        |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 285.50   |         |        |                        |
| 5819512<br>38237    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-988-000 | 04/23/2014<br>ksteinman      | 05/06/2014 | 76.47    | 0.00    | P      | Y<br>04/28/2014        |
|                     |   | ELECTRICAL SYSTEM CONSTR     |            | 76.47    |         |        |                        |
| 5819613<br>38238    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-988-000 | 04/23/2014<br>ksteinman      | 05/06/2014 | 24.75    | 0.00    | P      | Y<br>04/28/2014        |
|                     |   | ELECTRICAL SYSTEM CONSTR     |            | 24.75    |         |        |                        |
| 5819321<br>38249    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-988-000 | 04/22/2014<br>ksteinman      | 05/06/2014 | 511.16   | 0.00    | P      | Y<br>04/29/2014        |
|                     |   | ELECTRICAL SYSTEM CONSTR     |            | 511.16   |         |        |                        |
| 5819320<br>38250    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000 | 04/22/2014<br>ksteinman      | 05/06/2014 | 2,258.19 | 0.00    | P      | Y<br>04/29/2014        |
|                     |   | REPAIRS/MAINTENANCE - EQUIPM |            | 2,258.19 |         |        |                        |

INVOICE DUE DATES 05/06/2014 - 05/06/2014

JOURNALIZED OPEN AND PAID

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| 5820233<br>38259    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-988-000                    | 04/25/2014<br>ksteinman      | 05/06/2014 | 5,447.91  | 0.00    | P      | Y<br>04/30/2014        |
|                     |  | ELECTRICAL SYSTEM CONSTR     |            | 5,447.91  |         |        |                        |
| 5820240<br>38260    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000                    | 04/25/2014<br>ksteinman      | 05/06/2014 | 2,335.68  | 0.00    | P      | Y<br>04/30/2014        |
|                     |  | REPAIRS/MAINTENANCE - EQUIPM |            | 2,335.68  |         |        |                        |
| 5820234<br>38261    | POWER LINE SUPPLY CO<br>MAINTENANCE SUPPLIES<br>582-558-933-000                    | 04/25/2014<br>ksteinman      | 05/06/2014 | 777.12    | 0.00    | P      | Y<br>04/30/2014        |
|                     |  | REPAIRS/MAINTENANCE - EQUIPM |            | 777.12    |         |        |                        |
| 145331<br>38123     | RATHCO SAFETY SUPPLY INC<br>ALUM SIGN<br>101-446-741-000                           | 04/07/2014<br>ksteinman      | 05/06/2014 | 17.50     | 0.00    | P      | Y<br>04/24/2014        |
|                     |  | OPERATING SUPPLIES           |            | 17.50     |         |        |                        |
| 145330<br>38223     | RATHCO SAFETY SUPPLY INC<br>SUPPLIES<br>101-446-741-000                            | 04/07/2014<br>ksteinman      | 05/06/2014 | 108.00    | 0.00    | P      | Y<br>04/25/2014        |
|                     |  | OPERATING SUPPLIES           |            | 108.00    |         |        |                        |
| 5603<br>38124       | ROD'S PRINTS & PROMOTIONS<br>NAVY SHIRTS<br>718-002-277-002                        | 04/11/2014<br>ksteinman      | 05/06/2014 | 157.50    | 0.00    | P      | Y<br>04/24/2014        |
|                     |  | DEPOSIT-CRIME PREVENTION     |            | 157.50    |         |        |                        |
| 4/22/14<br>38244    | ROME'S STANDARD SERVICE INC<br>MOWER TIRE<br>592-559-933-000                       | 04/22/2014<br>ksteinman      | 05/06/2014 | 94.13     | 0.00    | P      | Y<br>04/29/2014        |
|                     |  | REPAIRS/MAINTENANCE - EQUIP  |            | 94.13     |         |        |                        |
| 93126<br>38125      | SECURALARM SYSTEMS INC<br>PROXIMITY CARD/TAGS<br>401-301-980-000                   | 04/16/2014<br>ksteinman      | 05/06/2014 | 250.00    | 0.00    | P      | Y<br>04/24/2014        |
|                     |  | POLICE/FIRE COMPLEX          |            | 250.00    |         |        |                        |
| 889<br>38254        | SKF ELECTRICAL CONTRACTING<br>#102 PR-C CIRCUIT/2ND AVE REBUILD<br>582-561-802-000 | 04/17/2014<br>ksteinman      | 05/06/2014 | 62,722.20 | 0.00    | P      | Y<br>04/30/2014        |
|                     |  | OTHER CONTRACTUAL SERVICES   |            | 62,722.20 |         |        |                        |

04/30/2014 11:07 AM  
 User: ksteinman  
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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
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|----------------------------|---|-------------------------|------------|---------|---------|--------|------------------------|
| 8137<br>38126              | SMITH'S CONCRETE CUTTING<br>SAW CUT ERIE ST<br>101-446-802-000  | 04/10/2014<br>ksteinman | 05/06/2014 | 550.00  | 0.00    | P      | Y<br>04/24/2014        |
|                            | OTHER CONTRACTUAL SERVICES  |                         |            | 550.00  |         |        |                        |
| 04/17/14<br>38224          | SOUTH HAVEN SMALL ENGINES<br>REPAIRS<br>661-450-802-000<br>661-450-741-003  | 04/17/2014<br>ksteinman | 05/06/2014 | 181.14  | 0.00    | P      | Y<br>04/25/2014        |
|                            | OTHER CONTRACTUAL SERVICES  |                         |            | 22.50   |         |        |                        |
|                            | REPAIR & MAINT SUPPLIES   |                         |            | 158.64  |         |        |                        |
| 7115718536-000001<br>38127 | STAPLES ADVANTAGE<br>SUPPLIES<br>101-301-741-000  | 04/05/2014<br>ksteinman | 05/06/2014 | 126.35  | 0.00    | P      | Y<br>04/24/2014        |
|                            | OPERATING SUPPLIES  |                         |            | 126.35  |         |        |                        |
| 7116537996-000001<br>38128 | STAPLES ADVANTAGE<br>SUPPLIES<br>101-446-741-000<br>101-447-741-000<br>591-558-741-000<br>592-558-741-000<br>582-558-741-000  | 04/15/2014<br>ksteinman | 05/06/2014 | 112.97  | 0.00    | P      | Y<br>04/24/2014        |
|                            | OPERATING SUPPLIES  |                         |            | 22.60   |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 22.59   |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 22.60   |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 22.59   |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 22.59   |         |        |                        |
| 7114448443-000002<br>38129 | STAPLES ADVANTAGE<br>SUPPLIES<br>101-301-727-000  | 03/22/2014<br>ksteinman | 05/06/2014 | 16.69   | 0.00    | P      | Y<br>04/24/2014        |
|                            | OFFICE SUPPLIES   |                         |            | 16.69   |         |        |                        |
| 7116846443-000001<br>38217 | STAPLES ADVANTAGE<br>SUPPLIES<br>101-446-741-000<br>101-447-741-000<br>591-558-741-000<br>592-558-741-000<br>582-558-741-000<br>582-558-727-000<br>101-446-727-000<br>101-447-727-000<br>591-558-727-000<br>592-558-727-000 | 04/22/2014<br>ksteinman | 05/06/2014 | 133.75  | 0.00    | P      | Y<br>04/25/2014        |
|                            | OPERATING SUPPLIES  |                         |            | 6.52    |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 6.51    |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 6.51    |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 6.51    |         |        |                        |
|                            | OPERATING SUPPLIES  |                         |            | 6.51    |         |        |                        |
|                            | OFFICE SUPPLIES   |                         |            | 20.24   |         |        |                        |
|                            | OFFICE SUPPLIES   |                         |            | 20.24   |         |        |                        |
|                            | OFFICE SUPPLIES   |                         |            | 20.24   |         |        |                        |
|                            | OFFICE SUPPLIES   |                         |            | 20.23   |         |        |                        |
|                            | OFFICE SUPPLIES   |                         |            | 20.23   |         |        |                        |

INVOICE DUE DATES 05/06/2014 - 05/06/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

| Inv Num<br>Inv Ref# | Vendor<br>Description<br>GL Distribution            | Inv Date<br>Entered By     | Due Date   | Inv Amt | Amt Due | Status | Jrnalized<br>Post Date |
|---------------------|---|----------------------------|------------|---------|---------|--------|------------------------|
| 7117003978-000001   |   |                            |            |         |         |        |                        |
| 38253               | STAPLES ADVANTAGE<br>SUPPLIES                       | 04/24/2014<br>ksteinman    | 05/06/2014 | 321.70  | 0.00    | P      | Y<br>04/29/2014        |
|                     | 592-559-727-000                                     | OFFICE SUPPLIES            |            | 99.36   |         |        |                        |
|                     | 101-265-727-000                                     | OFFICE SUPPLIES            |            | 87.19   |         |        |                        |
|                     | 101-209-727-000                                     | OFFICE SUPPLIES            |            | 115.20  |         |        |                        |
|                     | 101-202-727-000                                     | OFFICE SUPPLIES            |            | 19.95   |         |        |                        |
| 333771869           |   |                            |            |         |         |        |                        |
| 38130               | TERMINIX PROCESSING CENTER<br>EXTERMINATING SERVICE | 04/21/2014<br>ksteinman    | 05/06/2014 | 41.00   | 0.00    | P      | Y<br>04/24/2014        |
|                     | 101-301-802-000                                     | OTHER CONTRACTUAL SERVICES |            | 41.00   |         |        |                        |
| 391572-00           |   |                            |            |         |         |        |                        |
| 38220               | THAYER INC<br>TOWELS AND TOILET TISSUE              | 04/11/2014<br>ksteinman    | 05/06/2014 | 816.27  | 0.00    | P      | Y<br>04/25/2014        |
|                     | 101-265-741-000                                     | OPERATING SUPPLIES         |            | 816.27  |         |        |                        |
| 391913-00           |   |                            |            |         |         |        |                        |
| 38221               | THAYER INC<br>SUPPLIES                              | 04/22/2014<br>ksteinman    | 05/06/2014 | 174.73  | 0.00    | P      | Y<br>04/25/2014        |
|                     | 101-751-741-000                                     | OPERATING SUPPLIES         |            | 58.25   |         |        |                        |
|                     | 577-751-741-000                                     | OPERATING SUPPLIES         |            | 58.24   |         |        |                        |
|                     | 545-776-741-000                                     | OPERATING SUPPLIES         |            | 58.24   |         |        |                        |
| 391709-00           |   |                            |            |         |         |        |                        |
| 38226               | THAYER INC<br>TOWELS                                | 04/15/2014<br>ksteinman    | 05/06/2014 | 68.86   | 0.00    | P      | Y<br>04/25/2014        |
|                     | 591-559-741-000                                     | OPERATING SUPPLIES         |            | 68.86   |         |        |                        |
| 829428766           |   |                            |            |         |         |        |                        |
| 38131               | THOMSON REUTERS - WEST<br>ANNUAL/MONTHLY CHARGES    | 04/04/2014<br>ksteinman    | 05/06/2014 | 554.16  | 0.00    | P      | Y<br>04/24/2014        |
|                     | 101-301-958-000                                     | SUBSCRIPTIONS/MEMBERSHIPS  |            | 554.16  |         |        |                        |
| 125595              |   |                            |            |         |         |        |                        |
| 38132               | TRACE ANALYTICAL LAB INC<br>CHEMICAL ANALYSIS       | 04/17/2014<br>ksteinman    | 05/06/2014 | 93.00   | 0.00    | P      | Y<br>04/24/2014        |
|                     | 592-559-741-000                                     | OPERATING SUPPLIES         |            | 93.00   |         |        |                        |
| 123863              |   |                            |            |         |         |        |                        |
| 38246               | TRACE ANALYTICAL LAB INC<br>CHEMICAL ANALYSIS       | 11/04/2013<br>ksteinman    | 05/06/2014 | 100.00  | 0.00    | P      | Y<br>04/29/2014        |
|                     | 592-559-741-000                                     | OPERATING SUPPLIES         |            | 100.00  |         |        |                        |

INVOICE DUE DATES 05/06/2014 - 05/06/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

| Inv Num<br>Inv Ref# | Vendor<br>Description<br>GL Distribution                                     | Inv Date<br>Entered By  | Due Date   | Inv Amt    | Amt Due | Status | Jrnalized<br>Post Date |
|---------------------|--|-------------------------|------------|------------|---------|--------|------------------------|
| 123866<br>38257     | TRACE ANALYTICAL LAB INC<br>CHEMICAL ANALYSIS<br>592-559-703-000             | 11/14/2013<br>ksteinman | 05/06/2014 | 633.00     | 0.00    | P      | Y<br>04/30/2014        |
|                     | SALARIES & WAGES - FULL-TIME   |                         |            | 633.00     |         |        |                        |
| 0442<br>38243       | TREECORE<br>TREE WORK<br>582-558-802-000                                     | 04/28/2014<br>ksteinman | 05/06/2014 | 33,918.00  | 0.00    | P      | Y<br>04/29/2014        |
|                     | OTHER CONTRACTUAL SERVICES   |                         |            | 33,918.00  |         |        |                        |
| 06/01/14<br>38228   | U S BANK<br>PRINCIPAL AND INTEREST DUE<br>591-905-991-591<br>591-905-995-591 | 04/24/2014<br>ksteinman | 05/06/2014 | 457,058.75 | 0.00    | P      | Y<br>04/28/2014        |
|                     | DEBT SERVICE - PRINCIPAL WFP   |                         |            | 225,000.00 |         |        |                        |
|                     | DEBT SERVICE - INTEREST WFP  |                         |            | 232,058.75 |         |        |                        |
| 0813603<br>38133    | UPLINK SECURITY LLC<br>NETWORK SURCHARGE<br>101-301-850-000                  | 04/01/2014<br>ksteinman | 05/06/2014 | 8.45       | 0.00    | P      | Y<br>04/24/2014        |
|                     | TELEPHONE  |                         |            | 8.45       |         |        |                        |
| 312948<br>38134     | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000                             | 04/07/2014<br>ksteinman | 05/06/2014 | 314.63     | 0.00    | P      | Y<br>04/24/2014        |
|                     | OPERATING SUPPLIES   |                         |            | 314.63     |         |        |                        |
| 312896<br>38135     | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000                             | 04/07/2014<br>ksteinman | 05/06/2014 | 227.50     | 0.00    | P      | Y<br>04/24/2014        |
|                     | OPERATING SUPPLIES   |                         |            | 227.50     |         |        |                        |
| 313555<br>38136     | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000                             | 04/08/2014<br>ksteinman | 05/06/2014 | 326.89     | 0.00    | P      | Y<br>04/24/2014        |
|                     | OPERATING SUPPLIES   |                         |            | 326.89     |         |        |                        |
| 313632<br>38137     | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000                             | 04/08/2014<br>ksteinman | 05/06/2014 | 61.78      | 0.00    | P      | Y<br>04/24/2014        |
|                     | OPERATING SUPPLIES   |                         |            | 61.78      |         |        |                        |
| 316579<br>38138     | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000                             | 04/10/2014<br>ksteinman | 05/06/2014 | 149.09     | 0.00    | P      | Y<br>04/24/2014        |
|                     | OPERATING SUPPLIES   |                         |            | 149.09     |         |        |                        |

04/30/2014 11:07 AM  
 User: ksteinman  
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN  
 INVOICE DUE DATES 05/06/2014 - 05/06/2014  
 JOURNALIZED OPEN AND PAID  
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

| Inv Num<br>Inv Ref#                      | Vendor<br>Description<br>GL Distribution                       | Inv Date<br>Entered By                                | Due Date   | Inv Amt          | Amt Due    | Status     | Jrnlized<br>Post Date |
|--|--|---|------------|------------------|------------|------------|-----------------------|
| 311358<br>38139                          | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000               | 04/04/2014<br>ksteinman<br>OPERATING SUPPLIES         | 05/06/2014 | 145.38<br>145.38 | 0.00       | P          | Y<br>04/24/2014       |
| 307641<br>38140                          | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000               | 04/01/2014<br>ksteinman<br>OPERATING SUPPLIES         | 05/06/2014 | 56.00<br>56.00   | 0.00       | P          | Y<br>04/24/2014       |
| 316560<br>38214                          | USA BLUE BOOK<br>LAB SUPPLIES<br>591-559-741-000               | 04/10/2014<br>ksteinman<br>OPERATING SUPPLIES         | 05/06/2014 | 55.40<br>55.40   | 0.00       | P          | Y<br>04/25/2014       |
| 318577<br>38247                          | USA BLUE BOOK<br>LAB SUPPLIES<br>592-559-741-000               | 04/14/2014<br>ksteinman<br>OPERATING SUPPLIES         | 05/06/2014 | 93.87<br>93.87   | 0.00       | P          | Y<br>04/29/2014       |
| 41475<br>38141                           | WEST MICHIGAN DOCUMENT<br>SHREDDING SERVICE<br>101-301-802-000 | 04/10/2014<br>ksteinman<br>OTHER CONTRACTUAL SERVICES | 05/06/2014 | 45.00<br>45.00   | 0.00       | P          | Y<br>04/24/2014       |
| 20773943<br>38142                        | X-ERAGON<br>SUPPLIES<br>101-301-802-000                        | 04/08/2014<br>ksteinman<br>OTHER CONTRACTUAL SERVICES | 05/06/2014 | 149.49<br>149.49 | 0.00       | P          | Y<br>04/24/2014       |
| # of Invoices:                           | 120  | # Due:  | 0          | Totals:          | 762,953.03 | 0.00       |                       |
| # of Credit Memos:                       | 2  | # Due:  | 2          | Totals:          | (1,400.00) | (1,400.00) |                       |
| Net of Invoices and Credit Memos:        |  |   |            |                  | 761,553.03 | (1,400.00) |                       |
| * 1 Net Invoices have Credits Totalling: |  |   |            |                  | (8,068.88) |            |                       |

| Inv Num                         | Vendor                            | Inv Date   | Due Date | Inv Amt    | Amt Due    | Status | Jrnlized  |
|---------------------------------|-----------------------------------|------------|----------|------------|------------|--------|-----------|
| Inv Ref#                        | Description                       | Entered By |          |            |            |        | Post Date |
|                                 | GL Distribution                   |            |          |            |            |        |           |
| --- TOTALS BY FUND ---          |                                   |            |          |            |            |        |           |
|                                 | 101 - GENERAL FUND                |            |          | 17,190.27  | 0.00       |        |           |
|                                 | 204 - STREET FUND                 |            |          | 105.85     | 0.00       |        |           |
|                                 | 250 - DOWNTOWN DVLP AUTHORITY     |            |          | 18,314.55  | 0.00       |        |           |
|                                 | 251 - LOCAL DVLP FINANCE ATHR DIS |            |          | 2,216.41   | 0.00       |        |           |
|                                 | 401 - CAPITAL PROJECTS FUND 1     |            |          | 73,869.87  | 0.00       |        |           |
|                                 | 545 - BLACK RIVER PARK FUND       |            |          | 58.24      | 0.00       |        |           |
|                                 | 577 - BEACH FUND                  |            |          | 1,258.24   | 0.00       |        |           |
|                                 | 582 - ELECTRIC FUND               |            |          | 157,788.87 | 0.00       |        |           |
|                                 | 591 - WATER FUND                  |            |          | 464,306.67 | 0.00       |        |           |
|                                 | 592 - SEWER FUND                  |            |          | 19,249.87  | (1,400.00) |        |           |
|                                 | 636 - INFORMATION SERVICES FUND   |            |          | 3,373.80   | 0.00       |        |           |
|                                 | 661 - MOTOR POOL FUND             |            |          | 3,483.07   | 0.00       |        |           |
|                                 | 718 - TRUST & AGENCY FUND         |            |          | 337.32     | 0.00       |        |           |
| --- TOTALS BY DEPT/ACTIVITY --- |                                   |            |          |            |            |        |           |
|                                 | 001 - ASSETS                      |            |          | 2,625.00   | 0.00       |        |           |
|                                 | 002 - LIABILITIES                 |            |          | (7,731.56) | 0.00       |        |           |
|                                 | 191 - ELECTIONS                   |            |          | 486.54     | 0.00       |        |           |
|                                 | 202 - CITY TREASURER              |            |          | 19.95      | 0.00       |        |           |
|                                 | 209 - ASSESSOR                    |            |          | 1,436.16   | 0.00       |        |           |
|                                 | 210 - LEGAL & PROFESSIONAL        |            |          | 152.00     | 0.00       |        |           |
|                                 | 258 - DATA PROCESSING             |            |          | 748.80     | 0.00       |        |           |
|                                 | 265 - BUILDINGS & GROUNDS         |            |          | 988.55     | 0.00       |        |           |
|                                 | 276 - CEMETERY DEPARTMENT         |            |          | 54.65      | 0.00       |        |           |
|                                 | 301 - POLICE                      |            |          | 3,857.43   | 0.00       |        |           |
|                                 | 371 - BUILDING INSPECTIONS        |            |          | 97.03      | 0.00       |        |           |
|                                 | 446 - HIGHWAYS & STREETS          |            |          | 1,469.14   | 0.00       |        |           |
|                                 | 447 - ENGINEERING                 |            |          | 155.19     | 0.00       |        |           |
|                                 | 450 - EQUIPMENT MAINTENANCE       |            |          | 3,483.07   | 0.00       |        |           |
|                                 | 558 - OPERATIONS                  |            |          | 98,604.00  | 0.00       |        |           |
|                                 | 559 - TREATMENT                   |            |          | 22,594.37  | (1,400.00) |        |           |
|                                 | 561 - ADMINISTRATION              |            |          | 62,722.20  | 0.00       |        |           |
|                                 | 566 - TREATMENT - CASCO TWP       |            |          | 256.26     | 0.00       |        |           |
|                                 | 567 - TREATMENT - SH TWP          |            |          | 109.83     | 0.00       |        |           |
|                                 | 577 - BEACH                       |            |          | 1,000.00   | 0.00       |        |           |
|                                 | 728 - ECONOMIC DEVELOPMENT        |            |          | 2,419.92   | 0.00       |        |           |
|                                 | 729 - DOWNTOWN DEVELOPMENT        |            |          | 18,214.55  | 0.00       |        |           |
|                                 | 751 - PARK DEPARTMENT             |            |          | 88,456.55  | 0.00       |        |           |
|                                 | 776 - OPERATIONS                  |            |          | 58.24      | 0.00       |        |           |
|                                 | 901 - INDUSTRIAL DEVELOPMENT      |            |          | 2,216.41   | 0.00       |        |           |
|                                 | 905 - DEBT SERVICE                |            |          | 457,058.75 | 0.00       |        |           |

| Check Date              | Bank | Check | Vendor    | Vendor Name                    | Amount     |
|-------------------------|------|-------|-----------|--------------------------------|------------|
| Bank 1 FIFTH THIRD BANK |      |       |           |                                |            |
| 04/17/2014              | 1    | 47428 | UB REFUND | CAREY, BARBARA                 | 59.60      |
| 04/17/2014              | 1    | 47429 | UB REFUND | CHINNASWAMY, SHARON A          | 138.86     |
| 04/17/2014              | 1    | 47430 | UB REFUND | GOODRICH, TINA M               | 147.42     |
| 04/17/2014              | 1    | 47431 | UB REFUND | JIM & BERNIE ENTERPRISES       | 96.50      |
| 04/17/2014              | 1    | 47432 | UB REFUND | YALE, RICK                     | 54.02      |
| 04/17/2014              | 1    | 47433 | 000471    | CITY PLUMBING & HEATING CO     | 293.65     |
| 04/17/2014              | 1    | 47434 | 000506    | COMPTON, HENRY J               | 45.36      |
| 04/17/2014              | 1    | 47435 | 003213    | DALE CLAYTON                   | 75.67      |
| 04/17/2014              | 1    | 47436 | 000716    | EJ USA INC                     | 2,663.53   |
| 04/17/2014              | 1    | 47437 | 000963    | GRP ENGINEERING INC            | 30,933.10  |
| 04/17/2014              | 1    | 47438 | 003130    | DAVID KREAGER                  | 602.62     |
| 04/17/2014              | 1    | 47439 | 003253    | LABOR ARBITRATION INSTITUTE    | 250.00     |
| 04/17/2014              | 1    | 47440 | MISC      | MARK CAPONIGRO                 | 844.99     |
| 04/17/2014              | 1    | 47441 | 001605    | MICHIGAN ECONOMIC DEVELOPERS   | 270.00     |
| 04/17/2014              | 1    | 47442 | 001642    | MICHIGAN SECTION AWWA          | 190.00     |
| 04/17/2014              | 1    | 47443 | 001657    | MICHIGAN TOWNSHIP SERVICES     | 1,592.00   |
| 04/17/2014              | 1    | 47444 | 003153    | BOB MILLER                     | 42.56      |
| 04/17/2014              | 1    | 47445 | 001766    | MUZZALL GRAPHICS               | 53.09      |
| 04/17/2014              | 1    | 47446 | 002267    | SECANT TECHNOLOGIES            | 11,641.00  |
| 04/17/2014              | 1    | 47447 | 002268    | SECURALARM SYSTEMS INC         | 80.00      |
| 04/17/2014              | 1    | 47448 | 003047    | ERIC SMITH                     | 75.67      |
| 04/17/2014              | 1    | 47449 | 003132    | SOUTH HAVEN HEALTH SYSTEM      | 474.18     |
| 04/17/2014              | 1    | 47450 | 003058    | NATALIE THOMPSON               | 33.04      |
| 04/17/2014              | 1    | 47451 | 003203    | TROWBRIDGE, MELINDA            | 802.12     |
| 04/17/2014              | 1    | 47452 | 003095    | JOSEPH TRUNK                   | 425.71     |
| 04/17/2014              | 1    | 47453 | 002697    | U S BANK                       | 345,575.00 |
| 04/18/2014              | 1    | 47454 | 000162    | ASR HEALTH BENEFITS            | 69.30      |
| 04/18/2014              | 1    | 47455 | 000177    | AUTOWARES INC                  | 53.93      |
| 04/18/2014              | 1    | 47456 | 003195    | BLUE CARE NETWORK              | 53,156.99  |
| 04/18/2014              | 1    | 47457 | 003180    | COPS HEALTH TRUST              | 14,564.42  |
| 04/18/2014              | 1    | 47458 | 000624    | DELTA DENTAL OF MICHIGAN       | 4,932.19   |
| 04/18/2014              | 1    | 47459 | 000843    | FRONTIER                       | 631.63     |
| 04/18/2014              | 1    | 47460 | 001352    | LANDERS HARDWARE INC           | 86.37      |
| 04/18/2014              | 1    | 47461 | 001405    | LINCOLN NATIONAL LIFE INS CO   | 2,719.17   |
| 04/18/2014              | 1    | 47462 | 001544    | MENARDS                        | 657.68     |
| 04/18/2014              | 1    | 47463 | 001552    | MERS                           | 1,282.00   |
| 04/18/2014              | 1    | 47464 | 001610    | MICHIGAN GAS UTILITIES         | 12,409.62  |
| 04/18/2014              | 1    | 47465 | 002155    | RIDGE AND KRAMER AUTO PARTS    | 30.70      |
| 04/18/2014              | 1    | 47466 | 002645    | TRACTOR SUPPLY CREDIT PLAN     | 51.25      |
| 04/18/2014              | 1    | 47467 | 002724    | UPS STORE #5080                | 13.48      |
| 04/18/2014              | 1    | 47468 | 002726    | US BANK                        | 361,042.50 |
| 04/18/2014              | 1    | 47469 | 002774    | PAUL VANDEN BOSCH              | 89.60      |
| 04/18/2014              | 1    | 47470 | 002949    | WOLVERINE HARDWARE             | 384.11     |
| 04/21/2014              | 1    | 47471 | 003254    | WAUSAU TILE                    | 319.18     |
| 04/22/2014              | 1    | 47472 | 000648    | BRIAN DISSETTE                 | 64.96      |
| 04/22/2014              | 1    | 47473 | 003252    | DRAGON ARGO PRODUCTS           | 9,167.00   |
| 04/22/2014              | 1    | 47474 | MISC      | MARTHA JACKSON                 | 112.00     |
| 04/22/2014              | 1    | 47475 | 001610    | MICHIGAN GAS UTILITIES         | 1,284.76   |
| 04/22/2014              | 1    | 47476 | 001691    | MILBOCKER & SONS INC           | 396,375.75 |
| 04/22/2014              | 1    | 47477 | 003258    | STATE OF MICHIGAN              | 10.00      |
| 04/22/2014              | 1    | 47478 | 002751    | VAN BUREN COUNTY CLERK         | 10.00      |
| 04/24/2014              | 1    | 47479 | UB REFUND | ANDERSON BLUEBERRY FARMS       | 200.00     |
| 04/24/2014              | 1    | 47480 | 000309    | A.D. BOS OFFICE COFFEE SERVICE | 82.78      |
| 04/24/2014              | 1    | 47481 | 003127    | ADAM DE BOER                   | 151.11     |
| 04/24/2014              | 1    | 47482 | UB REFUND | FIRST MERIT BANK               | 434.40     |
| 04/24/2014              | 1    | 47483 | 003187    | HATHAWAY, RODERICK             | 228.77     |
| 04/24/2014              | 1    | 47484 | 001286    | KNOX, JARED                    | 67.20      |
| 04/24/2014              | 1    | 47485 | 001610    | MICHIGAN GAS UTILITIES         | 5,499.13   |
| 04/24/2014              | 1    | 47486 | 002010    | POOLE, PHILLIP                 | 50.13      |
| 04/24/2014              | 1    | 47487 | 003047    | ERIC SMITH                     | 75.67      |
| 04/24/2014              | 1    | 47488 | 002418    | SOUTH HAVEN SMALL ENGINES      | 75.78      |
| 04/24/2014              | 1    | 47489 | MISC      | WARREN, MATTHEW J              | 680.00     |
| 04/25/2014              | 1    | 47490 | 000177    | AUTOWARES INC                  | 95.78      |
| 04/25/2014              | 1    | 47491 | 000843    | FRONTIER                       | 597.19     |
| 04/25/2014              | 1    | 47492 | 001544    | MENARDS                        | 594.33     |
| 04/25/2014              | 1    | 47493 | 002155    | RIDGE AND KRAMER AUTO PARTS    | 66.51      |
| 04/25/2014              | 1    | 47494 | 003093    | RIDGE AUTO PARTS               | 14.99      |
| 04/25/2014              | 1    | 47495 | 003262    | SMITH, GINGER                  | 817.72     |
| 04/25/2014              | 1    | 47496 | 002645    | TRACTOR SUPPLY CREDIT PLAN     | 83.95      |
| 04/25/2014              | 1    | 47497 | 002724    | UPS STORE #5080                | 25.67      |
| 04/25/2014              | 1    | 47498 | 002792    | VERIZON WIRELESS               | 2,379.57   |
| 04/25/2014              | 1    | 47499 | 002843    | RON WASHEGESIC                 | 120.00     |
| 04/25/2014              | 1    | 47500 | 002949    | WOLVERINE HARDWARE             | 412.92     |
| 04/25/2014              | 1    | 47501 | 003213    | DALE CLAYTON                   | 75.67      |

1 TOTALS:

Total of 74 Checks:  
 Less 0 Void Checks:

1,269,807.55  
 0.00

04/30/2014 11:04 AM  
User: ksteinman  
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN  
CHECK NUMBERS 47428 - 47501

| Check Date                 | Bank | Check | Vendor | Vendor Name | Amount              |
|----------------------------|------|-------|--------|-------------|---------------------|
| Total of 74 Disbursements: |      |       |        |             | <u>1,269,807.55</u> |

04/30/2014 10:57 AM  
User: ksteinman  
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN  
CHECK NUMBERS 46 - 47

Page: 1/1

| Check Date                | Bank | Check | Vendor | Vendor Name             | Amount     |
|---------------------------|------|-------|--------|-------------------------|------------|
| Bank 1 FIFTH THIRD BANK   |      |       |        |                         |            |
| 05/02/2014                | 1    | 46(E) | 003227 | FIFTH THIRD BANK        | 103,886.89 |
| 04/21/2014                | 1    | 47(E) | 000087 | AMERICAN ELECTRIC POWER | 667,200.74 |
| 1 TOTALS:                 |      |       |        |                         |            |
| Total of 2 Checks:        |      |       |        |                         | 771,087.63 |
| Less 0 Void Checks:       |      |       |        |                         | 0.00       |
| Total of 2 Disbursements: |      |       |        |                         | 771,087.63 |



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Roger Huff, DPW Director

**From:** Larry Halberstadt, PE, City Engineer

**Date:** April 29, 2014

**RE:** Bid Number 2014-08 – Application of Biosolids to Farmland

### Background Information

The City of South Haven Wastewater Treatment Plant utilizes a process of sludge thickening and anaerobic digestion to treat liquid residue generated during the treatment of domestic sewage. The anaerobic digestion process utilizes bacteria in an oxygen-free environment to break down the residual sludge. Anaerobic digestion produces biogas, which is burned off in a waste flare, and effluent. The effluent is moved into the secondary digester for storage and consists of a biosolids liquid with a solids concentration of 2.3 to 2.5%.

The secondary digester has a storage volume of approximately 500,000 gallons. Historically, this tank is filled every three months. Once full, the biosolids must be pumped out of the tank and hauled away. The Michigan Department of Environmental Resources permits the biosolids to be applied to farmland as a fertilizer.

The process of pumping out the secondary digester, hauling the biosolids to farmland, and applying as a fertilizer has always been handled as a contractual service. The current three year contract with Synagro Central, LLC will be complete on May 31, 2014. As a result, Bid Package 2014-08 was issued to solicit quotations for biosolids hauling for the next thirty-six month period. On April 22, 2014, the City received three bids, tabulated as follows:

| Bidder           | Bio Tech Agronomics, Inc. | GroAmerica      | Synagro Central, LLC |
|------------------|---------------------------|-----------------|----------------------|
| Unit Price, 2014 | \$0.048/gallon            | \$0.0305/gallon | \$0.0363/gallon      |
| Unit Price, 2015 | \$0.048/gallon            | \$0.0310/gallon | \$0.0370/gallon      |
| Unit Price, 2016 | \$0.048/gallon            | \$0.0315/gallon | \$0.0377/gallon      |
| Unit Price, 2017 | \$0.048/gallon            | \$0.0325/gallon | \$0.0377/gallon      |

(Bids include unit prices per quarter. See attached bids for detailed quarterly pricing.)

GroAmerica of Grand Rapids, Michigan is the low bidder. During the past 12 month period, the City has paid \$0.0335/gallon plus a diesel fuel surcharge. Thus, the bid price from GroAmerica will result in a reduction in cost over the next three years. Staff has reviewed qualifications of GroAmerica and is confident that GroAmerica has the ability to adequately handle the City's biosolids application program.

**Memorandum**

April 29, 2014

Bid Number 2014-08

Page 2 of 2

At their April 28, 2014 regular meeting, the Board of Public Utilities reviewed the bid results and recommended award of contract to GroAmerica of Grand Rapids, Michigan.

**Recommendation**

Award a thirty-six (36) month contract for application of biosolids to farmland to GroAmerica of Grand Rapids, Michigan at the unit prices noted in their bid. The contract is anticipated to run from June 1, 2014 to May 31, 2017.

**Attachments**

Bid 2014-08 – Application of Biosolids to Farmland

Bid – Bio Tech Agronomics, Inc.

Bid – GroAmerica

Bid – Synagro Central, LLC

**CITY OF SOUTH HAVEN, MICHIGAN**  
INVITATION TO BID

BID NUMBER: 2014-08

Date: April 10, 2014

ITEM(S) REQUIRED: Application of Biosolids to Farmland

NOTICE TO BIDDERS: Sealed bids will be received until 2:00 P.M., Tuesday, April 22, 2014 in the Office of the Department of Public Works, 1199 8<sup>th</sup> Ave., South Haven, Michigan 49090 requesting quotations for supplying the City with item(s) and/or service(s) listed herein and as further specified. These bids will be publicly opened in the Department of Public Works Office, in the presence of bidders. All bidders and the public are invited and encouraged to attend the bid opening. After tabulation and review when required, bids will be presented to the City Council for award of contract.

HOW TO SUBMIT PROPOSAL: All bids shall be submitted in **sealed opaque envelopes, mailed** to the Department of Public Works, 1199 8<sup>th</sup> Ave., South Haven, Michigan 49090 OR **delivered** to the office of the Department of Public Works, 1199 8<sup>th</sup> Ave., South Haven, Michigan, and plainly marked on the outside of the envelope as follows:

**BID NO: 2014-08**

**SEALED PROPOSAL FOR: Application of Biosolids to Farmland**

Any bid that is transmitted to the City of South Haven's facsimile (fax) machine will be deemed **an invalid bid and will not be considered for review**. It will be the sole responsibility of the bidder to ensure that their proposal reaches the Office of the Department of Public Works, City of South Haven on or before the closing hour and date shown above.

PURPOSE OF BID: The City of South Haven intends to secure a source of supply for the specified item(s) and/or service(s) by considering (but not limited to) the following: lowest price, terms and length of warranty, prompt and convenient shipment, and service by the supplier to the City. Any failure on the part of the supplier or Contractor to comply with the ensuing conditions and specifications shall be reasons for termination of contract. The City reserves the right to make an award to the supplier where the product or service meets the specifications, terms and conditions and where the bid is considered by the City Council to be in the City's best interest.

Larry Halberstadt, PE

City Engineer

(269) 637-0770

[lhalberstadt@south-haven.com](mailto:lhalberstadt@south-haven.com)

**Bidder please read**  
**CITY OF SOUTH HAVEN, MICHIGAN**  
GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS  
AND INFORMATION FOR BIDDERS

1. SUBMISSIONS AND RECEIPT OF BIDS:
  - a. To receive consideration, proposals must be received prior to the specified time of opening as designated in the invitation.
  - b. Unless otherwise specified, bidders **MUST** use the proposal form furnished by the City. Failure to do so may cause bid to be rejected. Removal of any part of the bid proposal may invalidate the bid.
  - c. Bidder in ink **MUST** initial proposals having any erasures or corrections. Bids shall be signed in ink; all quotations shall be typewritten or filled in with pen and ink.
  - d. Separate proposals **MUST** be submitted on each bid reference number.
  - e. All sections of the proposal form must be completed in full. Failure to do so may invalidate the bid.
  
2. WARRANTIES FOR USAGE: Whenever a bid is sought seeking a source of supply for a specified period of time for materials or services, the quantities or usage shown are estimated **ONLY**. No guarantee or warranty is given or implied by the City as to the total amounts that may or may not be purchased from any resulting contracts. These quantities are for bidders information **ONLY** and will be used for tabulation and presentation of bid and the City reserves the right to increase or decrease quantities as required.
  
3. PRICES TO BE FIRM: Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the City or the bidder.
  
4. DELIVERY POINT: All items shall be delivered F.O.B. destination (i.e., at a specific City of South Haven address), and delivery costs and charges (if any) will be included in the bid price. Failure to do so may be cause for rejection of bid.
  
5. BRAND NAMES: If and wherever in the specifications a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase **OR EQUAL** is added. However, if a product other than that specified is bid, it is the vendor's responsibility to name such a product within his bid and to prove to the City that said product is equal to that specified and to submit brochures, samples, and/or specifications in detail on item(s) bid. The City shall be the sole judge concerning the merits of bids submitted.
  
6. SAMPLES AND DEMONSTRATIONS: Evidence in the form of samples may be requested. Such samples are to be furnished after the date of bid opening only upon request of the City unless otherwise stated in the bid proposal. If samples should be requested, such samples must be received by the City no later than seven (7) days after formal request is made. When required, the City may request full demonstrations of any unit(s) bid prior to the award of any contract. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request within thirty (30) days of bid award be returned at the bidder's expense.
  
7. QUALITY: All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new. The items bid must be new, the latest models, of the best quality, and highest-grade workmanship.

8. SIGNATURE REQUIRED: All quotations and proposals MUST be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature.
  9. ACCEPTANCE OF MATERIAL: The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or service supplied to the City is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return the product to seller at the seller's expense.
  10. VARIATIONS TO SPECIFICATIONS: For purposes of evaluation, bidder MUST indicate any variances from our specifications, terms and/or conditions, no matter how slight. If variations are not stated in the proposal, it will be assumed that the product or service fully complies with our specifications, terms, and conditions.
  11. DELIVERY: Time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders or any part thereof, without obligations, if delivery is not made at the time(s) specified on the proposal form.
  12. DEFAULT PROVISION: In case of default by the bidder or Contractor, the City of South Haven may procure the articles or services from other sources and hold the bidder or Contractor responsible for any excess costs occasioned or incurred thereby.
  13. PRICING/UNIT PRICES: Prices should be stated in units of quantity specified in the PROPOSAL FORM. In case of discrepancy in computing the amount of the bid, the unit price quoted will govern. Payment will be made based on the actual quantity of work completed, as measured by the City. The City will make no allowances for items not included in the proposal.
  14. PRICE CHANGES DURING CONTRACTS (when applicable): Consideration in awarding bids for yearly contracts will be given:
    - First to: Bidder offering firm prices subject to market price reduction.
    - Second to: Bidder offering firm prices for full contract period.
- If at any time during the period of this contract, the City of South Haven is able to purchase the items and/or services at prices less than our contract price, the successful bidder shall meet these prices and in the event of his failure to do so, the City may seek a new contract on the open market.
15. COPYRIGHTS & PATENT RIGHTS: Bidder warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered as a result of this bid, and seller agrees to hold the purchaser harmless from any and all liability, loss, or expense occasioned by such violation.
  16. SAFETY STANDARDS: The bidder warrants that the product supplied to the City conforms in all respects to the standards set forth in the Occupational Safety and Health Act of 1970 and its amendments and the failure to comply with this condition will be considered a breach of contract.
  17. TAXES: The City of South Haven is exempt from any taxes imposed by the State and/or Federal Government.
  18. FAILURE TO QUOTE: If you do not quote, please return quotation sheet, state reason thereon, and request that your name be retained on our mailing list, otherwise, your name may be removed from our bid mailing list.

19. MANUFACTURER'S CERTIFICATION: The City of South Haven reserves the right to request from bidders separate manufacturer certification of all statements made in the proposal.
20. SIGNED BID CONSIDERED AN OFFER: This signed bid shall be considered an offer on the part of the bidder or Contractor, which offer shall be deemed acceptable upon approval by the City Council of the City of South Haven and in case of a default on the part of the bidder or Contractor after such acceptance, the City of South Haven may take such action as it deems appropriate including legal action for damages or specific performance.
21. LIABILITY, INSURANCE, LICENSES AND PERMITS: Where bidders are required to enter or go onto City of South Haven property to deliver materials or perform work or services as a result of bid award, the bidder will assume the full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance when required. The bidder shall be liable for any damages or loss to the City occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid.

Prior to execution of contract, the Bidder shall provide to the City of South Haven, certificates and polices for Insurance Coverage as follows:

- A. Workers' Compensation Insurance: The Bidder shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
  - B. Commercial General Liability Insurance: The Bidder shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$3,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
  - C. Motor Vehicle Liability: The Bidder shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$3,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
  - D. Additional Insured: Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement naming the City of South Haven as *Additional Insured*. It is understood and agreed by naming the City of South Haven as additional insured, coverage afforded is considered to be primary and any other insurance the City of South Haven may have in effect shall be considered secondary and/or excess.
  - E. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change in Coverage or Ten (10) days notice for non-payment of premium shall be sent to: Mr. Roger C. Huff, City of South Haven, 1199 8<sup>th</sup> Avenue, South Haven, MI, 49090."
22. RESERVATIONS FOR REJECTION AND AWARD: The City of South Haven reserves the right to accept or reject any or all bids or parts of bids, to waive irregularities and technicalities, to accept variances to the terms of the specifications or to the general conditions or to request rebids on the required materials. The City also reserves the right to award the contract on such material the City deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum, or individual item basis, or such combination as shall best serve the interest of the City unless otherwise stated. The City also reserves the right to

waive variations to specifications (interpretation of variances will be made by applicable City personnel).

23. CONTRACT: For contractual services, bidders MUST enter into a formal contract with the City of South Haven.

24. BONDS/SECURITY:

Bonds/Security for this bid will be required as follows:

- a)  No bonds are required for this bid.
- b)  A bid bond in the amount of 5% of the bid is required. Bid bonds shall be issued by a Surety named in the US Treasury Circular 570 licensed to conduct business in the State of Michigan. Bid Security from each bidder on the work shall be a bond or bonds written by a single Surety. The bid security of the successful bidder will be retained until the agreement is executed. The form of the Bid Bond, if required, is attached hereto. The Bid Security accompanying this bid is in the following form:

|                 |       |
|-----------------|-------|
| Surety Bid Bond | _____ |
| Certified Check | _____ |
| Bank Drafts     | _____ |
| Cashier's Check | _____ |

- c)  A Performance Bond in the full amount of the total bid will be required prior to the issuance of the Notice to Proceed. The form of the Performance Bond, if required, is attached hereto.
- d)  A Payment Bond in the amount of the total bid will be required prior to the issuance of the Notice to Proceed. The form of the Payment Bond is attached hereto.
- e)  The Contractor's Affidavit of Completion will be required prior to the final payment. The form of the Contractor's Affidavit of Completion, if required, is attached hereto.

**Bid must be submitted on this Form  
CITY OF SOUTH HAVEN, MICHIGAN  
PROPOSAL FORM**

BID NUMBER: 2014-08

ITEM(S) REQUIRED: Application of Biosolids to Farmland

Section 1. BID PRICES

Having carefully examined the bid specifications contained herein, and having carefully read the "GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS"; the Bidder proposes to provide the specified service(s) at the below listed unit price(s) stated subject to all instructions, conditions, specifications and all attachments hereto.

| <u>1st. Year - 2014</u>                    | <u>Estimated Maximum Volume</u> | <u>Unit Price (gallon)</u> |
|--|---------------------------------|----------------------------|
| Beginning June 1 <sup>st</sup> , 2014      | 500,000 gallons                 | \$ _____                   |
| Beginning September 1 <sup>st</sup> , 2014 | 500,000 gallons                 | \$ _____                   |
| Beginning December 1 <sup>st</sup> , 2014  | 500,000 gallons                 | \$ _____                   |
| <br><u>2nd. Year - 2015</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2015     | 500,000 gallons                 | \$ _____                   |
| Beginning June 1 <sup>st</sup> , 2015      | 500,000 gallons                 | \$ _____                   |
| Beginning September 1 <sup>st</sup> , 2015 | 500,000 gallons                 | \$ _____                   |
| Beginning December 1 <sup>st</sup> , 2015  | 500,000 gallons                 | \$ _____                   |
| <br><u>3rd. Year - 2016</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2016     | 500,000 gallons                 | \$ _____                   |
| Beginning June 1 <sup>st</sup> , 2016      | 500,000 gallons                 | \$ _____                   |
| Beginning September 1 <sup>st</sup> , 2016 | 500,000 gallons                 | \$ _____                   |
| Beginning December 1 <sup>st</sup> , 2016  | 500,000 gallons                 | \$ _____                   |
| <br><u>4th. Year - 2017</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2017     | 500,000 gallons                 | \$ _____                   |

Section 2. VARIANCES

State any variations to specifications, terms, and/or conditions, no matter how slight:

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Section 3. MEASUREMENT AND PAYMENT

The volume of biosolids hauled must be verified by City staff with truck loading reports submitted daily to City staff. Invoices shall be submitted to the City based on the actual volume of biosolids applied to farmland. The City will pay all invoices within thirty (30) days after receipt of invoice.

Section 4. BONDS/SECURITY

The types and amounts of bonds or security required (if any) are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.

Section 5. BIDDER CERTIFICATION

The Bidder certifies the Bid Price is correct and complete and that all information given or furnished is correct, complete and submitted as intended. The Bidder waives any right to refuse to execute the Contract if awarded to him or be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid.

The undersigned, as Bidder, hereby certifies that they or a qualified designated person in their employ have examined the Contract Documents provided by the City for bidding purposes.

Section 6. ANTI-COLLUSION STATEMENT

The Bidder certifies that this Bid is fair, genuine and not collusive or sham, and has not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid, to refrain from bidding, or in any way to fix the amount of this Bid or that of any other Bidder, or to secure any advantage against the City. If an officer or employee of the City is personally or financially interested, directly or indirectly, in this Bid, notation of such must be made in SECTION 2. VARIANCES. Furthermore, such Bidder shall file with the City Clerk a statement, under oath, setting forth the nature of such business dealings, and his interest therein. The statement shall be filed with the City Clerk not less than ten (10) days before the date when action may be taken by the City Council upon the matter involved. Failure to comply with this section may be cause for rejection of Bid. NOTE: No premiums, rebates or gratuities are permitted either with, prior to, or after any delivery of materials.

Section 7. ADDRESS

If Purchase Order and/or payment are to be mailed to other than address shown below, please complete the following:

MAIL PURCHASE ORDER TO:

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MAIL PAYMENT TO:

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Section 8. BID SIGNATURE

This Bid is submitted in the name of: \_\_\_\_\_  
Company

\_\_\_\_\_  
Street City State Zip Code Phone

For the stated conditions and price(s), the Undersigned submits this Bid:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2014

BY \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone Number)

**Bidder please read**  
**CITY OF SOUTH HAVEN, MICHIGAN**  
**TECHNICAL REQUIREMENTS**

BID NUMBER: 2014-08

ITEM(S) REQUIRED: Application of Biosolids to Farmland

Section 1. BIOSOLIDS MANAGEMENT PLAN

The Contractor will prepare a Biosolids Management Plan for the application of liquid biosolids to farmland. The Plan must include the latest regulations as required by federal, state, and local agencies for liquid biosolids application. The Biosolids Management Plan will be submitted to the City for review (60) days prior to the first scheduled hauling. If modifications to the Biosolids Management Plan are required during the contract period, they shall be submitted in a timely manner to ensure continued compliance with all federal, state, and local rules, regulations, and requirements.

P.E.R.M. Requirements. In accordance with the Wastewater Treatment Plant (WWTP) NPDES Permit, the Contractor will provide all necessary information and assist with the development of the Program for Effective Residuals Management.

Locate and Identify Primary and Secondary Land sites. Based on the Biosolids Management Plan, the Contractor will locate and identify potential application sites. First priority will be given to the owners of land sites which have participated in City biosolids hauling program in the past. The Contractor will obtain a variety of sites that can be used during all four seasons of the year. A summary report will be prepared which identifies and rates each site found according to its suitability. Consideration will be given in locating sites to minimize hauling distances. An agreement signed by the land owner will be required for securing approval to apply biosolids to all farmland.

Technical Site Evaluation. Once sites are located, a technical evaluation will be accomplished. This evaluation will address itself to (1) soil types, (2) drainage, (3) access, (4) surface and ground water condition, (5) isolation and screening, (6) modifications needed to prepare the site to receive biosolids, (7) soil analysis, (8) land use, and (9) calculated biosolids application rates.

Site Approval Procedures. The Contractor will be responsible for submitting to the federal, state, and local agencies all technical and specific site recommendations for approval ***before*** any biosolids are applied.

Section 2. HAULING

The Contractor will be required to haul and dispose of up to 500,000 gallons of anaerobically digested biosolids every three months. The solids concentrations in the biosolids can vary from 2.3 to 2.5%. The biosolids is stored in the secondary digester which has a total volume of 500,000 gallons. The Contractor is responsible for pumping biosolids out of the digester into the trucks used for hauling.

The schedule for biosolids hauling and disposal under this contract is as follows:

| <u>1st. Year - 2014</u>                    | <u>Estimated Maximum Volume</u> |
|--|---------------------------------|
| Beginning June 1 <sup>st</sup> , 2014      | 500,000 gallons                 |
| Beginning September 1 <sup>st</sup> , 2014 | 500,000 gallons                 |
| Beginning December 1 <sup>st</sup> , 2014  | 500,000 gallons                 |
| <u>2nd. Year - 2015</u>                    |                                 |
| Beginning March 1 <sup>st</sup> , 2015     | 500,000 gallons                 |
| Beginning June 1 <sup>st</sup> , 2015      | 500,000 gallons                 |
| Beginning September 1 <sup>st</sup> , 2015 | 500,000 gallons                 |

Beginning December 1<sup>st</sup>, 2015 500,000 gallons

3rd. Year - 2016

Beginning March 1<sup>st</sup>, 2016 500,000 gallons

Beginning June 1<sup>st</sup>, 2016 500,000 gallons

Beginning September 1<sup>st</sup>, 2016 500,000 gallons

Beginning December 1<sup>st</sup>, 2016 500,000 gallons

4th. Year - 2017

Beginning March 1<sup>st</sup>, 2017 500,000 gallons

**TOTAL 6,000,000 gallons**

The Contractor will be required to remove between 400,000 and 500,000 of biosolids within 14 days of the beginning of each period. The Contractor will notify the City within 5 days of the beginning of the period if they cannot meet this schedule, and the date they expect to start hauling and complete hauling. The completion date for hauling will not be extended more than 30 days after the beginning of a period.

This estimated removal volume is based on previous removal rates. Lesser quantities may be required to be removed if the digester begins to cone out or poor quality biosolids are being removed. Higher quantities may be required to be removed if digester system becomes overloaded. Biosolids withdrawn from the secondary digester will be at a rate that will not upset the normal digesting process.

The Contractor will be required to supply adequate pumping equipment to fully complete the pumping operation.

Section 3. DISPOSAL

Disposal will be done in accordance with the Biosolids Management Plan and only on approved farmland.

The Contractor shall perform required testing and sampling, and follow all applicable State of Michigan and Federal regulations regarding biosolids handling and biosolids management criteria.

All equipment must be licensed by the State of Michigan.

**Bid must be submitted on this Form  
CITY OF SOUTH HAVEN, MICHIGAN  
PROPOSAL FORM**

BID NUMBER: 2014-08

ITEM(S) REQUIRED: Application of Biosolids to Farmland

Section 1. BID PRICES

Having carefully examined the bid specifications contained herein, and having carefully read the "GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS"; the Bidder proposes to provide the specified service(s) at the below listed unit price(s) stated subject to all instructions, conditions, specifications and all attachments hereto.

| <u>1st. Year - 2014</u>                    | <u>Estimated Maximum Volume</u> | <u>Unit Price (gallon)</u> |
|--|---------------------------------|----------------------------|
| Beginning June 1 <sup>st</sup> , 2014      | 500,000 gallons                 | \$ 0.048                   |
| Beginning September 1 <sup>st</sup> , 2014 | 500,000 gallons                 | \$ 0.048                   |
| Beginning December 1 <sup>st</sup> , 2014  | 500,000 gallons                 | \$ 0.048                   |
| <u>2nd. Year - 2015</u>                    |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2015     | 500,000 gallons                 | \$ 0.048                   |
| Beginning June 1 <sup>st</sup> , 2015      | 500,000 gallons                 | \$ 0.048                   |
| Beginning September 1 <sup>st</sup> , 2015 | 500,000 gallons                 | \$ 0.048                   |
| Beginning December 1 <sup>st</sup> , 2015  | 500,000 gallons                 | \$ 0.048                   |
| <u>3rd. Year - 2016</u>                    |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2016     | 500,000 gallons                 | \$ 0.048                   |
| Beginning June 1 <sup>st</sup> , 2016      | 500,000 gallons                 | \$ 0.048                   |
| Beginning September 1 <sup>st</sup> , 2016 | 500,000 gallons                 | \$ 0.048                   |
| Beginning December 1 <sup>st</sup> , 2016  | 500,000 gallons                 | \$ 0.048                   |
| <u>4th. Year - 2017</u>                    |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2017     | 500,000 gallons                 | \$ 0.048                   |

Section 2. VARIANCES

State any variations to specifications, terms, and/or conditions, no matter how slight:

Current insurance listed as per existing limits. Sample of certificate  
attached for exhibit.

Section 3. MEASUREMENT AND PAYMENT

The volume of biosolids hauled must be verified by City staff with truck loading reports submitted daily to City staff. Invoices shall be submitted to the City based on the actual volume of biosolids applied to farmland. The City will pay all invoices within thirty (30) days after receipt of invoice.

Section 4. BONDS/SECURITY

The types and amounts of bonds or security required (if any) are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.



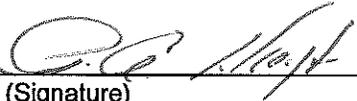
Section 8. BID SIGNATURE

This Bid is submitted in the name of: BioTech Agronomics, Inc.  
Company

1651 Beulah Highway Beulah, Michigan 49617 231-882-7219  
Street City State Zip Code Phone

For the stated conditions and price(s), the Undersigned submits this Bid:

Signed this 17th day of April, 2014

BY   
(Signature)

Philip A. Hoyt  
(Name Printed)

General Mgr. / Corporate Secretary  
(Title)

231-882-7219  
(Telephone Number)

**Bid must be submitted on this Form  
CITY OF SOUTH HAVEN, MICHIGAN  
PROPOSAL FORM**

BID NUMBER: 2014-08

ITEM(S) REQUIRED: Application of Biosolids to Farmland

Section 1. BID PRICES

Having carefully examined the bid specifications contained herein, and having carefully read the "GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS"; the Bidder proposes to provide the specified service(s) at the below listed unit price(s) stated subject to all instructions, conditions, specifications and all attachments hereto.

| <u>1st. Year - 2014</u>                    | <u>Estimated Maximum Volume</u> | <u>Unit Price (gallon)</u> |
|--|---------------------------------|----------------------------|
| Beginning June 1 <sup>st</sup> , 2014      | 500,000 gallons                 | \$ .0305                   |
| Beginning September 1 <sup>st</sup> , 2014 | 500,000 gallons                 | \$ .0305                   |
| Beginning December 1 <sup>st</sup> , 2014  | 500,000 gallons                 | \$ .0305                   |
| <br><u>2nd. Year - 2015</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2015     | 500,000 gallons                 | \$ .031                    |
| Beginning June 1 <sup>st</sup> , 2015      | 500,000 gallons                 | \$ .031                    |
| Beginning September 1 <sup>st</sup> , 2015 | 500,000 gallons                 | \$ .031                    |
| Beginning December 1 <sup>st</sup> , 2015  | 500,000 gallons                 | \$ .031                    |
| <br><u>3rd. Year - 2016</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2016     | 500,000 gallons                 | \$ .0315                   |
| Beginning June 1 <sup>st</sup> , 2016      | 500,000 gallons                 | \$ .0315                   |
| Beginning September 1 <sup>st</sup> , 2016 | 500,000 gallons                 | \$ .0315                   |
| Beginning December 1 <sup>st</sup> , 2016  | 500,000 gallons                 | \$ .0315                   |
| <br><u>4th. Year - 2017</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2017     | 500,000 gallons                 | \$ .0325                   |

Section 2. VARIANCES

State any variations to specifications, terms, and/or conditions, no matter how slight:

None

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Section 3. MEASUREMENT AND PAYMENT

The volume of biosolids hauled must be verified by City staff with truck loading reports submitted daily to City staff. Invoices shall be submitted to the City based on the actual volume of biosolids applied to farmland. The City will pay all invoices within thirty (30) days after receipt of invoice.

Section 4. BONDS/SECURITY

The types and amounts of bonds or security required (if any) are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.

Section 5. BIDDER CERTIFICATION

The Bidder certifies the Bid Price is correct and complete and that all information given or furnished is correct, complete and submitted as intended. The Bidder waives any right to refuse to execute the Contract if awarded to him or be relieved from any obligation by reason of any errors, mistakes or omissions, *subject to right of withdrawal of Bid.*

The undersigned, as Bidder, hereby certifies that they or a qualified designated person in their employ have examined the Contract Documents provided by the City for bidding purposes.

Section 6. ANTI-COLLUSION STATEMENT

The Bidder certifies that this Bid is fair, genuine and not collusive or sham, and has not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid, to refrain from bidding, or in any way to fix the amount of this Bid or that of any other Bidder, or to secure any advantage against the City. If an officer or employee of the City is personally or financially interested, directly or indirectly, in this Bid, notation of such must be made in SECTION 2. VARIANCES. Furthermore, such Bidder shall file with the City Clerk a statement, under oath, setting forth the nature of such business dealings, and his interest therein. The statement shall be filed with the City Clerk not less than ten (10) days before the date when action may be taken by the City Council upon the matter involved. Failure to comply with this section may be cause for rejection of Bid. NOTE: No premiums, rebates or gratuities are permitted either with, prior to, or after any delivery of materials.

Section 7. ADDRESS

If Purchase Order and/or payment are to be mailed to other than address shown below, please complete the following:

MAIL PURCHASE ORDER TO:

Gro America

612 North Avenue

Grand Rapids, Michigan 49503

MAIL PAYMENT TO:

Gro America

612 North Avenue

Grand Rapids, Michigan 49503

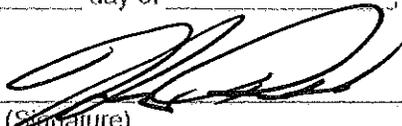
Section 8. BID SIGNATURE

This Bid is submitted in the name of: Gro America  
*Company*

|                      |                     |                 |                 |                     |
|----------------------|---------------------|-----------------|-----------------|---------------------|
| <u>612 North Ave</u> | <u>Grand Rapids</u> | <u>Michigan</u> | <u>49503</u>    | <u>616-855-0188</u> |
| <i>Street</i>        | <i>City</i>         | <i>State</i>    | <i>Zip Code</i> | <i>Phone</i>        |

For the stated conditions and price(s), the Undersigned submits this Bid:

Signed this 22nd day of April, 2014

BY   
*(Signature)*

Henry R. Rosendall  
*(Name Printed)*

Managing Member  
*(Title)*

616-855-0188  
*(Telephone Number)*

## Proof of Responsibility:

**Gro America**  
612 North Ave  
Grand Rapids, Michigan 49503  
616-855-0188 Ph.  
616-454-9254 fax  
jr@groamericainc.com

**Incorporation Date:** August 8, 2011  
**Incorporation State:** Michigan  
**States Registered:** Wisconsin, Minnesota, Iowa, Illinois, Indiana, Ohio, Missouri, New York, Kentucky, Nebraska

## Current WWTP Projects:

**John Stuparits**  
City of Grand Haven  
1525 Washington St.  
Grand Haven, Michigan 49417  
616-847-3485

**Program Management and Land  
Application Services**  
Contract Amount \$225,000.00

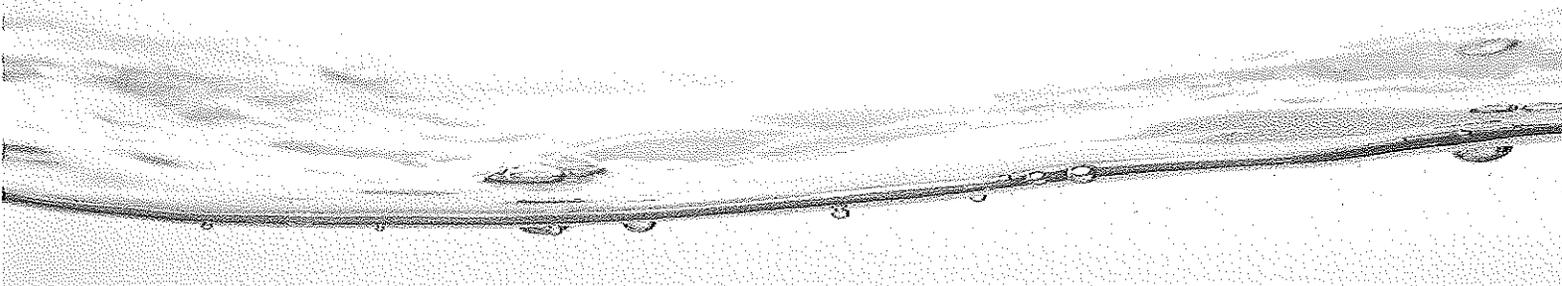
**State of Michigan**  
Department of Technology, Management & Budget  
7150 Harris Dr.  
Lansing, Michigan 48909  
517-284-7900

**Dredging & Land Application Services**  
Prime Contractor  
Contract Amount \$137,950.00

## Completed WWTP projects:

**Pat Rivera**  
Mackinaw City WWTP  
102 S. Huron Ave  
Mackinaw City, MI 49701  
231-818-5615

**Program Management**  
Mechanical Dredging, Hydraulic  
Dredging, Pumping Dewatering  
Land Application Services  
Contract Amount \$169,675.00



**Mr. Vivek Singh**  
Muskegon County WWTP  
141 East Apple Ave  
Muskegon, Michigan 49442  
231-724-6281

**Dredging Services**  
Prime Contractor  
Contract Amount \$ 125,000.00

**Mr. Joseph Goergen**  
Genesee County Div. of Water & Waste Services  
G-4610 Beecher Rd.  
Flint, Michigan 48532

**Program Management**  
Land Application Services  
Prime Contractor  
Annual Contract \$875,000.00

**Ms. Jennifer Hodges (City of Clare)**  
Gourdie Fraser and Assoc.  
123 West Front St.  
Traverse City, MI  
231-946-5874

**Program Management**  
Land Application  
Prime Contractor  
Contract Amount \$52,000.00

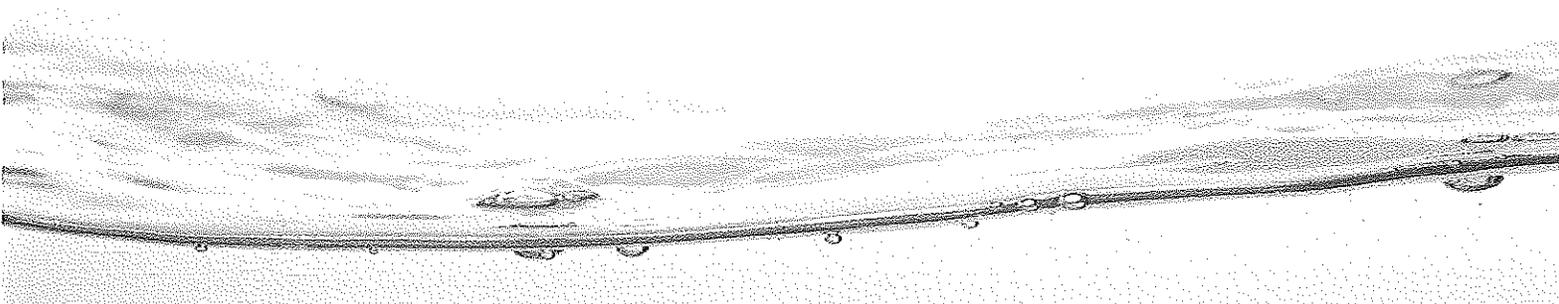
**Rob Kaliniak (Village of Bloomingdale)**  
Davis Construction  
456 Plymouth NE  
Grand Rapids, MI 49505  
616-456-0059

**Program Management**  
Dewatering, Mechanical Dredging,  
Pumping Services  
Land Application Services  
Contract Amount \$190,750.00

**Bob Wilcox (Village of Edmore)**  
Flies & Vandenbrink  
2960 Lucern Dr.  
Grand Rapids, MI 49546  
616-977-1000 ph.

**Program Management**  
Dredging, Land Application  
Land Application Services

As current owners of Gro America, and past owners of National Resource Recovery we have successfully completed hundreds of land application, dewatering and dredge projects in Michigan, Ohio, and Wisconsin over the years. The team at Gro America collectively, has decades of experience in the dredging and residual management business.



**Bid must be submitted on this Form  
CITY OF SOUTH HAVEN, MICHIGAN  
PROPOSAL FORM**

BID NUMBER: 2014-08

ITEM(S) REQUIRED: Application of Biosolids to Farmland

Section 1. BID PRICES

Having carefully examined the bid specifications contained herein, and having carefully read the "GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION FOR BIDDERS"; the Bidder proposes to provide the specified service(s) at the below listed unit price(s) stated subject to all instructions, conditions, specifications and all attachments hereto:

| <u>1st. Year - 2014</u>                    | <u>Estimated Maximum Volume</u> | <u>Unit Price (gallon)</u> |
|--|---------------------------------|----------------------------|
| Beginning June 1 <sup>st</sup> , 2014      | 500,000 gallons                 | \$ <u>0.0363</u>           |
| Beginning September 1 <sup>st</sup> , 2014 | 500,000 gallons                 | \$ <u>0.0363</u>           |
| Beginning December 1 <sup>st</sup> , 2014  | 500,000 gallons                 | \$ <u>0.0363</u>           |
| <br><u>2nd. Year - 2015</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2015     | 500,000 gallons                 | \$ <u>0.0370</u>           |
| Beginning June 1 <sup>st</sup> , 2015      | 500,000 gallons                 | \$ <u>0.0370</u>           |
| Beginning September 1 <sup>st</sup> , 2015 | 500,000 gallons                 | \$ <u>0.0370</u>           |
| Beginning December 1 <sup>st</sup> , 2015  | 500,000 gallons                 | \$ <u>0.0370</u>           |
| <br><u>3rd. Year - 2016</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2016     | 500,000 gallons                 | \$ <u>0.0370</u>           |
| Beginning June 1 <sup>st</sup> , 2016      | 500,000 gallons                 | \$ <u>0.0377</u>           |
| Beginning September 1 <sup>st</sup> , 2016 | 500,000 gallons                 | \$ <u>0.0377</u>           |
| Beginning December 1 <sup>st</sup> , 2016  | 500,000 gallons                 | \$ <u>0.0377</u>           |
| <br><u>4th. Year - 2017</u>                |                                 |                            |
| Beginning March 1 <sup>st</sup> , 2017     | 500,000 gallons                 | \$ <u>0.0377</u>           |

Section 2. VARIANCES

State any variations to specifications, terms, and/or conditions, no matter how slight:

None

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Section 3. MEASUREMENT AND PAYMENT

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Section 7. ADDRESS

If Purchase Order and/or payment are to be mailed to other than address shown below, please complete the following:

MAIL PURCHASE ORDER TO:

Synagro Central, LLC

435 Williams Ct, Ste 100

Baltimore, MD 21220

MAIL PAYMENT TO:

Synagro Technologies, Inc

7773 Solution Center

Chicago, IL 60677-7007

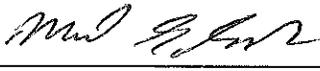
Section 8. BID SIGNATURE

This Bid is submitted in the name of: Synagro Central, LLC  
Company

|                                 |                      |              |                     |
|---------------------------------|----------------------|--------------|---------------------|
| <u>435 Williams Ct, Ste 100</u> | <u>Baltimore, MD</u> | <u>21220</u> | <u>443-489-9000</u> |
| Street                          | City                 | State        | Phone               |

For the stated conditions and price(s), the Undersigned submits this Bid:

Signed this 21st day of April, 2014

BY   
(Signature)

Michael Schwartz  
(Name Printed)

Vice President  
(Title)

443-489-9000  
(Telephone Number)

Memorandum:

Date: April 29, 2014

To: Brian Dissette, City Manager

From: Joe Guilford, Information Technology Director

Re: Document Management Software

---

The City currently uses Filehold to perform document management functions. These include document management, archiving, and retrieval of all City of South Haven official documents. The existing system is out of date and is no longer functional on the Windows 7 or higher operating system. The function of document management is a crucial part of the City's transparency plan and essential to staff for records retention and retrieval. Filehold provided some of the features the City needed, but over the years we found that the product was more geared towards workflow production, than a document archival system. We were at a point where we needed to upgrade the existing product or look for alternative products to meet our need.

After meeting with the records management committee, we decided to pursue other software vendors to see if we could find a software package that met more of our criteria than the existing filehold system. We reviewed demos and quotes for the following software packages: Docuware, Laserfiche, and OnBase. We also looked at upgrading our existing Filehold system. All of the packages had similar features as far as document management, but only two focused more on document archiving and retrieval and a simple web interface for the constitutes of South Haven. The existing filehold upgrade did not provide the necessary components that we were looking for and the price was the same as some of the other products reviewed. We were able to eliminate OnBase merely for the fact of price, which was almost twice as much as the other products. After several meetings with the records management committee, we decided on Docuware from Secant Technologies. Secant Technologies is our current information technology consultant, so a relationship with this vendor is already established. The software was praised from every reference that we contacted, including the City of Niles and the Kalamazoo County Sheriffs Office.

The total cost for phase 1 is to include setup, training, and document conversion is \$9,100.00. Phase 2 is the roll out and annual contract fee of \$9,900. Phase 1 has been budgeted for this budget year and Phase 2 is in the 2014-2015 budget. If the City Council wishes to proceed with this project Phase 1 could be awarded at the May 5<sup>th</sup> City Council Meeting. This will allow work to be done prior to July 1, 2014. Phase 2 would be slated to begin around mid August after the election.



# SECANT TECHNOLOGIES

Computers, networking and whatever else comes next.

6395 Technology Avenue Suite A \* Kalamazoo, MI 49009 \* P: 800-875-4222 \* F: 269-375-4222

www.secantcorp.com

Date: April 25 2014

Company: City of South Haven  
Attention: Brian Dissette, Paul Vandenbosh  
Address: 539 Phoenix Road  
South Haven, MI 49090  
Phone: 269-637-0773  
Fax:

Prepared By:  
Brad Buiwitt  
bbuiwitt@secantcorp.com  
36 months  
Terms: July 1, 2014

| Quantity | Description   | Monthly             | Annual            |
|----------|---|---------------------|-------------------|
|          | 36 Month Contract Showing Annual Cost   |                     |                   |
| 12       | DocuWare Cloud 5-Users<br>Unlimited Phone Support, Maintenance Upgrades, 10Gb Storage per User  | \$475.00            | \$5,700.00        |
| 12       | DocuWare Cloud Read-Only Site License (Unlimited Users)<br><b>Public User Access</b>  | \$350.00            | \$4,200.00        |
|          | <b>Contract Start Date July 1st 2014</b>  |                     | <b>\$9,900.00</b> |
|          | <b>One Time Fees</b>  | <b>One Time Fee</b> |                   |
| 1        | Professional services to conduct configuration workshop to determine storage and security structure for SecantDOCS environment. Create SecantDOCS organizational unit, create users, create up to five file cabinets, install and configure Smart Connect on up to 10 computers, conduct 24 hours of onsite training for users, train IT representative to configure Smart Connect and how to train users on Smart Connect use. Investigate and if reasonably possible, create database link to BS&A for automated indexing. Create templates to automate indexing of existing agenda forms. Show IT representative how to add links to documents in their website. | \$6,500.00          |                   |
| 1        | Convert approximately 19,000 documents from FileHold to DocuWare and apply index as defined below.<br>Index Fields: Document Name, Document Type, Document Date and Department  | \$2,600.00          |                   |
|          | <b>Summary</b>  |                     |                   |
|          | <b>Annual Contract</b>  |                     | <b>\$9,900.00</b> |
|          | <b>Setup/training Document Conversion</b>   |                     | <b>\$9,100.00</b> |

Quote accepted by: \_\_\_\_\_

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

# Parks Commission

## Regular Meeting Minutes

Tuesday, January 14, 2014  
6:00 p.m., Council Chambers



City of South Haven

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

### 2. Roll Call

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

### 3. Approval of Agenda

Motion by Fitzgibbon, second by Moore to approve the agenda as presented.

All in favor. Motion carried.

### 4. Approval of Minutes – October 8, 2013

Motion by Fitzgibbon, second by Toneman to approve the October 8, 2013 regular meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

### 6. Dog Park

Joan Hiddema, 212 Monroe Street. Summarized their request and stated that dog parks have become very popular in many cities. Their volunteer group has had a dog park on leased land since 2012. The group has done the things necessary to qualify for grants; we have the organization, 501(3) c status, a board, volunteers, etc. The piece that has been a stumbling block is the fact that we are located on privately owned leased land. The request is for support from the city to help us find a place to locate the dog park so it can be a municipal park for the purpose of applying for grants. Hiddema has learned that there are people who use a dog park because they can no longer walk their dog. According to research, there has been a thirty-four percent (34%) increase in the past five years in the building of dog parks in cities. More households now have dogs than children. A dog park

becomes a small community, a social outlet. Hiddema stated that liability insurance is the group's largest single expense.

Moore asked what exactly the group is looking for to which Hiddema stated her wish list would be three (3) acres, a perimeter fence and water. Hiddema is also confident that she could raise the money for some of the amenities. Spoke with the city manager and he said that now is the time to ask.

Gildea outlined the way the budget and priority setting process works and noted that if the commission would support having a dog park as a municipal park, location aside, now is a good time to let council know that. The commission needs to decide if there is a benefit to the city to have a dog park.

Reinert asked what permanent fixtures there are in a dog park to which Hiddema responded that the fence is the main one. Reinert asked about a lease and Hiddema reiterated that entities that award grants want the property the dog park is on to be owned and permanent.

Moore asked what the cost would be to the city. Hiddema said the current membership dues are twenty-five dollars (\$25.00). Gildea noted that county and other municipal parks that she is aware of that have dog parks do charge. Hiddema said it is usually a fee to ensure that dogs have licenses. In response to questions, Gildea noted that checking that would come back on the city.

Moore said he would be in favor of it, there would be start-up costs, but cannot see any downsides. Hiddema said we would like to be somewhere that the dogs would not disturb others, noting that their current location is ideal since there are not a lot of residential properties nearby and because Al-Van is a no-kill shelter, they use the park, too. However, Hiddema pointed out that the current property is valuable industrial property which could eventually be used to expand the Do-It business.

Toneman said location would be a great part of it, as well as parking, water, etc.

Fitzgibbon noted that when she started on the Parks Commission in 2003 a dog park was something wanted then. Liability was a factor in not moving forward. We would like to see some things at the SHARP Park, such as the dog park, soccer fields, and other things but the Casco Township Planning Commission wants to see a plan for a completed park; they want it all to happen at once.

Discussion ensued regarding the old dump site by Meijer's.

There was discussion regarding the skate park group working with the city; the skate park supporters raised the money, got the equipment, etc. which is the same as the dog park group would be doing for the dog park. While it is not thought that City Council would not want a dog park, but finding three (3) acres in the city is a problem. SHARA (South Haven Area Regional Authority) was formed to have oversight of SHARP Park.

Hiddema just wants the Parks Commission to perhaps speak to City Council, noted there are volunteers available to help with maintenance and perhaps even installing the fence. Hiddema pointed out that volunteers installed the existing fence at the Do-It site.

Fitzgibbon said finding and securing the land will be the biggest problem.

Reinert asked how long their lease is to which Hiddema responded that their lease goes through 2015.

Moore suggested speaking to someone at South Haven Township regarding a particular property. Fitzgibbon noted that the piece Moore is speaking about was purchased as a possible alternative site for the sewer plant.

Reinert said perhaps you should look into the options of leases. Hiddema agreed that leasing from a municipality is better than leasing from a private individual from the viewpoint of applying for grants.

Toneman suggested combining the dog park and the disc golf so they could share the parking, etc.

Reinert agreed that is a good idea. Hiddema agreed that leasing from the township could work well for both. Neither would be permanent.

Hiddema said people come from Bangor so dog parks pull from around the city to the dog park. Gildea noted that the property they are talking about by Maple Grove will eventually be a city dump.

Hiddema would like to see the Parks Commission support the idea. Fitzgibbon asked whether a motion was needed to which Gildea responded, "You could make a motion of support but if the board is in agreement, there does not have to be a motion."

Reinert noted that the Parks Commission agreed that they are in favor of the idea of a dog park and would like to support it once some property has been secured.

## **7. a. City Park "Kids Corner" Name Change Request**

Michael Ross, St. Joseph Street. Stated that his mother was born here as Marilyn Park in 1930 and lived and died here. Park's parents lived here long before that. Requests this action because while he knew of the Carnegie medal since he was a child, he was not aware of its significance. When his mother passed away, his father had the medal at the funeral and Ross realized it was something special. He recently retired from the military and lives on St. Joseph Street near the Kids Corner Park. Noted that he has not seen a sign there proclaiming the name of the park.

Discussion ensued regarding the name of the park. Gildea noted that the park was named for the person who purchased the original land grant in what became South Haven. Ross noted that Monroe Boulevard and Monroe Street border the park. It was clarified that the park's name is Monroe Park and the wooden structure was built in the 1970s and called Kids' Corner. Gildea noted her intention of installing a sign that says "Kid's Corner at Monroe Park."

Ross has been in contact with the Goodwillie's who lived here for many years and told him about this event from their perspective. Ross noted that it is important to him when he thinks of his daughter and granddaughter who live in Grand Rapids. He has noted that not many

places honor women. Stanley Johnson Park is a nice park, Ross indicated he had walked in it, he does not know who it is named for but it must be someone that did something noteworthy. Ross pointed out that when people drive by, whether they know what he did or not, they know that he did something significant. If people went by the park and it was named for his mother, they would see her name and it would indicate that the City of South Haven honors women as well as men.

Moore asked about the questions in the staff report to which Gildea noted that she put the questions there to help with discussion.

Reinert thanked Ross for coming in with his request and noted that these questions have to be answered because they are all valid. Reinert asked, "If we start changing the name of existing parks, what will stop that from becoming a trend?"

Ross asked if anyone else has ever asked to change the name of the park. Gildea said not that she knows of but her experience has been that once people see something like that happen, people will come out of the woodwork with similar requests. Reinert and Moore pointed out that there are options already in place in the city for memorials for loved ones.

Reinert asked whether Ross has any other options in mind. Dissette called him and told him about the bench program. Ross explained that he was not sure whether the bench was an actual bench or what.

Moore asked whether the Van Buren Overlook is named for someone. Gildea said Joyce Thompson paid to have the overlook put there in honor of her daughter, and there are three (3) memorial park benches there. Thompson also maintains the gardens at that site.

Ross asked about the property along the Monroe Boulevard bluff which the city recently acquired. There was discussion regarding whether improvements were going to be made in that area and whether memorial benches could be located there.

After further discussion, both Toneman and Reinert proposed that Ross should work with Gildea and determine the best place to install a memorial bench. Reinert said she enjoys looking at the benches and reading the memorial plaques; noted that the nice part of the memorial benches is that people actually use them. It is a good way to handle memorials, Reinert believes.

Motion by Fitzgibbon, second by Moore that the commission does not recommend renaming a park but that Michael Ross, the applicant, work with Gildea to determine the best way to honor his mother.

All in favor. Motion carried.

Gildea will contact Ross in March and they can work together to determine a good spot for a memorial bench.

## **7. b. Commissioner Comments**

**Moore.** Said in the last few days he has observed people out on the ice floes by the piers. Fitzgibbon suggested we put a notice on the website. Gildea will look into seeing if the city could put out a press release.

**Toneman.** Was glad to hear talk about the skate park; very happy with how it turned out but does want to address the idea of shade for the park. Gildea said once she gets back in March will set up a meeting with the skate park group. Reinert suggested some benches and picnic tables for observers, outside the fence, away from the area where kids are skating...

## **8. Adjourn**

Motion by Toneman, second by Fitzgibbon to adjourn at 6:56 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

# **LIBERTY HYDE BAILEY MUSEUM BOARD OF TRUSTEE MEETING MINUTES**

Tuesday

March 18, 2014

7 PM

Board Members Present: Anne Long, Joan Hiddema, David Fenske, Robin Reva, Olga Lewis and Cindy McAlear

City Council Representative Present: Clark Gruber

LHBM Director Absent: John Linstrom (Excused)

Facilities Manager Present: Bill Lundy

Guest Present: Amy Cook

Anne Long, Chair, called the meeting to order and introduced our guest, Amy Cook, from Abonmarche. Amy was representing Abonmarche Consultants and reported on the upcoming painting of the LHB Museum. She assured the board that Abonmarche will be monitoring the progress of the painting to make sure that it is done correctly. Amy also answered any questions that the board had at this time.

A resolution was moved by Olga Lewis that we move forward with the painting of the museum as recommended by Abonmarche Consultants. Seconded by Robin Reva. Motion Carried.

Anne Long called for a motion to accept the LHBM Board Meeting Minutes from the February 18, 2014 meeting.

It was moved by Joan Hiddema to accept the minutes from the February 18, 2014 meeting. Seconded by David Fenske. Motion Carried.

## **LIBERTY HYDE BAILEY MEMORIAL FUND/TREASURER'S REPORT – JOAN HIDDEMA**

|                           |             |
|---------------------------|-------------|
| CHECKING ACCOUNT BALANCE: | \$17,687.73 |
| DEPOSITS:                 | 2,300.00    |
| EXPENSES:                 | 1,996.79    |
| ENDOWMENT ACCOUNT:        | 18,054.47   |

## **LIBERTY HYDE BAILEY MUSEUM DIRECTOR'S REPORT – JOHN LINSTROM**

### **OLD BUSINESS**

1. Albemarle Grant – Still no word back.

2. "Bailey Lazy Club" – new book group to kick off March 24<sup>th</sup> at 7 PM at the Museum. Nine attendees have signed up so far. This is Free or \$15 if you need to buy a copy of the "Holy Earth".
3. Internships – Craig Pennock has been interviewed and approved for our Children's Education Internship. Craig will be working on children's programming along with John Linstrom, Anne Long and the Kalamazoo Nature Center. We are still looking for additional interns to serve in other areas of the museum.
4. Summer Programming – a list of events was submitted with John's report. This will be printed into a type of rack card to be included in with the membership letter that will be going out in April.
5. Springfest on March 15 – The celebration of Bailey's birthday went off quite well with an estimated 50 people in attendance. John would suggest that next year we do a more focused event hosted onsite and the museum play a larger role in the planning of the celebration.
6. Sarah's bonnet and LHB baptismal gown have been restored! John will pick them up on March 29<sup>th</sup>.

#### NEW BUSINESS

1. Thanks to Anne Long for securing a \$1,500 Wal-Mart Foundation grant. It will be used for children's programming and the community gardens.
2. John has received an invitation to a Conservation Legacy Workshop hosted jointly by the Aldo Leopold Foundation and the National Conservation Training Center of the U.S. Fish & Wildlife Service. The conference itself is free; the only cost is lodging and meals which comes to \$124 per night and transportation. Skip Nagelvoort is going. He will be paying his own way and driving out to the workshop. He has offered John to ride out to D. C. with him.

It was moved by Joan Hiddema to give John Linstrom, not to exceed, \$400 to attend the Conservation Legacy Workshop with Skip Nagelvoort on April 11-13, 2014. Seconded by Robin Reva. Motion Carried.

It was moved by Joan Hiddema to buy a gas card for \$150 for the trip to the Conservation Legacy Workshop, should John Linstrom and Skip Nagelvoort go. Seconded by Clark Gruber. Motion Carried.

3. Country Life Fair – This is an idea developing with Skip Nagelvoort's partnership, as a general celebratory fair for "Country Life" along the lines of the Country-Life Movement of which Bailey was such an integral leader. They are envisioning a one-day outdoor festival in early to mid-September, possibly at Stanley Johnston Park. Farms and various organizations will pay for table space, etc. People are already showing interest in this to our partners at the Collaboration Center and the detailed planning hasn't even begun, so it sounds like the interest is there.
4. John has been working with Robin Reva to brainstorm new ideas for a museum logo.
5. John has been accepted admission into the English PhD program at New York University. He will be leaving the museum this fall. We need to start thinking about a leadership transition.

## **NEW BUSINESS**

1. Meeting with the City – Joan Hiddema reported on her meeting with the city and how they are trying to work out the details on the number of board members, the liquor policy and our lease with the city. It is coming along and hopefully will be completed soon.

## **CONTINUING BUSINESS**

1. Membership Committee – Anne Long reported that all the materials that need to be printed are at Pat's Pronto Printing. We are just waiting until the materials can be printed then we can have a work party for addressing and stuffing the envelope for the bulk mailing.

## **FLOOR**

1. David Fenske – David has called Fred Kirschenmann and talked to him. The Transition Group which David is a part of would like to hear Fred talk and then they would like a chance to talk to him. David's group would also like to become connected somehow with the LHBM.

David proposed that LHBM have some posters made up to put in Foundry Hall during the Winter Farmers' Farm Market. A discussion followed about having a table or sharing a table with the Master Gardeners during the spring/summer/fall Farmers' Farm Market too.

David will start to work on the tree slab after the snow is gone. He is thinking about displaying it on a table built for it instead of hanging it on the barn wall.

Annie's Seed Company has been in contact with David and we can buy packets of seed from them at a reasonable price. We might use this as the surprise for our members who join early this year. We are also considering offering flower collection packets and vegetable collection packets for our membership to purchase.

David reported that we have had no interest in a raised community handicap garden bed. We will postpone this idea until there is some interest shown.

2. Robin Reva – Robin mentioned that when the Bailey bonnet and gown are ready to be displayed, she would like to help out with the selection of the presentation box for them. She would like to see a custom made display box purchased for these items.

Robin displayed samples for the new LHBM logo that she and John have come up with. The board chose two that they considered to be the best.

It was moved by Joan Hiddema to adjourn.

8:40 PM

Respectfully submitted,

Cindy McAlear, LHBM Board Secretary



**SOUTH HAVEN HOUSING COMMISSION**  
**Regular Meeting**  
**Warren Senior Community Center**  
**540 Williams Street, South Haven, Michigan 49090**  
**March 26, 2014**

**CALL TO ORDER:** The Regular Meeting of the South Haven Housing Commission was called to order at 5:14 p.m. by Chairperson Eugene Ladewski at the South Haven Housing Commission Warren Senior Community Center , 540 Williams Street, South Haven, Michigan.

**ROLL CALL:** Present: Chairperson Eugene Ladewski, Vice-Chairperson Sandra Seroke, Commissioner Rev. Aaron Cobbs and Resident Commissioner Tom Thomson. Absent: Commissioner Daniel Mezak and City Council Representative Gail Patterson. Also present: Executive Director and Secretary Charles Fullar.

**INVOCATION:** Commissioner Rev. Aaron Cobbs delivered the invocation.

**PUBLIC COMMENTS:** None.

**CONSENT AGENDA:** 1) Minutes of the Regular Meeting February 26, 2014. 2) Current Operating Expenses - \$51,267.17; 3) Homeownership Expenses - \$0.00; 2011 Capital Fund - \$0.00; 2012 Capital Fund - \$0.00; and 2013 Capital Fund - \$0.00. 4) Administrative Reports for Approval: Occupancy and Waiting List Reports; Monthly Investment Report; Delinquent Accounts Report; Accounts Receivable Balance Due Report; and Income and Expenditures Report for February 2014. 5) Correspondence: SSVBC Memorandum March 26, 2014. 6) Other Reports: None.

It was moved by Commissioner Seroke to approve the Consent Agenda; Seconded by Commissioner Rev. Cobbs. All votes in favor. Motion carried.

2029

**UNFINISHED BUSINESS:** 1) Status Report Updating and Adapting the HDC: Executive Director Fullar reported that a billing from consulting with the attorney regarding HDC conversion has been received by the Housing Commission. Progress with the process is expected to gain momentum in April and May.

2) Status Update on the Development of the Trespass and Barring Policy: Executive Director reported that the policy will be presented for Housing Commission review in May.

3) Separation Between and with VBCSS and dba SHASS and South Haven Housing Commission: Executive Director Fullar supplied copies of the SSVBC Memorandum dated March 26, 2014, completing the separation between the two organizations. The Housing Commission reviewed the Warren Center Monthly Planning Calendar. By consensus it was agreed to publish the monthly calendar in the (Bangor) now Van Buren Reminder.

**NEW BUSINESS:** 1) Process to Update the Personnel Policy Handbook: Executive Director Fullar reported that he will begin the process to update the Personnel Policy with the assistance and review of the Housing Commission attorney.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director reported planning for upcoming CFP projects; the next regular RAB meeting is April 17, 2014; there were no participants for the Homeownership training scheduled for March 17-19, the training will be rescheduled; The next regular CDC meeting is April 9, 2014.

**COMMISSIONER'S COMMENTS:** None.

**ADJOURNMENT:** It was moved by Commissioner Rev. Cobbs to adjourn; Seconded by Commissioner Seroke. All votes in favor. Motion carried. Meeting adjourned at 6:05 p.m.

Respectfully submitted:

Approved April 23, 2014

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Charles R. Fullar, Secretary

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Eugene Ladewski, Chairperson

April 29, 2014

TO: Brian Disette

FR: Paul VandenBosch, Harbormaster

RE: Steelheaders Special Event

The Steelheaders Tournament is an annual event that has been held at the South Side Marina for many years.

There are available transient slips at that time, and the South Side Marina Lounge is available for use by the event committee for a command post. There is adequate room at the South Side deck and Riverfront Park for the weigh-in and any other event activities.

Staff Recommendation:

Approve the special event request for the Steelheaders Fishing Tournament.

# Memo

To: Brian Dissette  
City Manager

From: Jeannine Blair  
Special Events Coordinator

Date: April 29, 2014

Re: South Haven Steel Headers Pro-Am  
2014-14

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This fishing tournament is scheduled for May 16-18, 2014. Boaters travel from all over to participate in this tournament. It is also the event that provides all the fish for the fish boil dinner during the Blueberry Festival.

This fishing tournament has a history of being well run with minimal incident. The City facility impacted the most is the Southside Marina. They are requesting use of dock space #1 and #2 on the headwall at the Southside marina; this is where the vessels pull up to drop off the fish to be weighed in.

Special Event # 2014-14

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

Please read the Special Events &amp; Festivals Information Pamphlet before filling out this application.

**CONTACT INFORMATION**

Event Title: SOUTH HAVEN STEELHEADERS PRO-AM  
 Sponsoring Organization: SOUTH HAVEN STEELHEADERS  
 Contact Name: CHAD BARD / TIM STEGEMAN  
 Telephone: 269-214-6934 Cell Phone During Event: - SAME -  
 E-mail Address: www.southhavensteelheaders.com

**Other contacts for/during event**

Name: LARRY OLSON Telephone: 269-767-0389  
 Name: TIM STEGEMAN Telephone: 269-208-4235  
 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**EVENT SPECIFIC INFORMATION**

Date(s) Requested: MAY 16, 17, 18 Alternative Date(s): - NA -  
 Time: 0500 - 1700 Sat - 8pm Number of people expected to attend: 400

**EVENT DESCRIPTION**

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

COMMAND POST FOR 2 DAY TOURNAMENT WITH  
CONTESTANTS FISHING ON LAKE MICHIGAN. START AND  
FINISH IS IN SOUTH HAVEN. AWARD CEREMONIES  
TO TAKE PLACE SATURDAY & SUNDAY AFTERNOON  
FOR PARTICIPANTS.

NOTE! WILL HAVE AN EVENT TENT AT THE SHYC  
AS A BACK-UP LOCATION FOR INCLEMENT WEATHER.  
OTHER TRAILER FOR HAULING FISH AFTER WEIGH-IN  
WEST SIDE BUILDING

CONCESSION TRAILER WEST SIDE BUILDING ON MAP #3

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.

CB  
 Initial

4/16/14  
 Date

**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. **MAP #3**

Dumpsters and/or trash containers. 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)

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**

Noise: Please describe, i.e. music, sound, amplification and any other noise that impacts surrounding area. Provide dates and times noise will occur.

\_\_\_\_\_

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

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

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

Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Special Event Coordinator. Upon submission the signage requests will be reviewed by the Special Event Coordinator; 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 Special Events Coordinator for approved list.

**CITY SERVICES**

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

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

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

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

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

Additional fire information: Mark all that apply

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

If any of the above are checked, 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

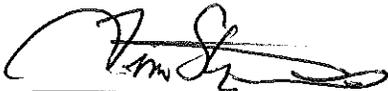
**REMINDERS**

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

- Map(s)
- Proof of Insurance Certification *- SENT DIRECT FROM S.H INSURANCE SERV.*
- Cones and Barricade Request Form (if applicable)

**INDEMNIFICATION AGREEMENT**

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



Applicants Signature

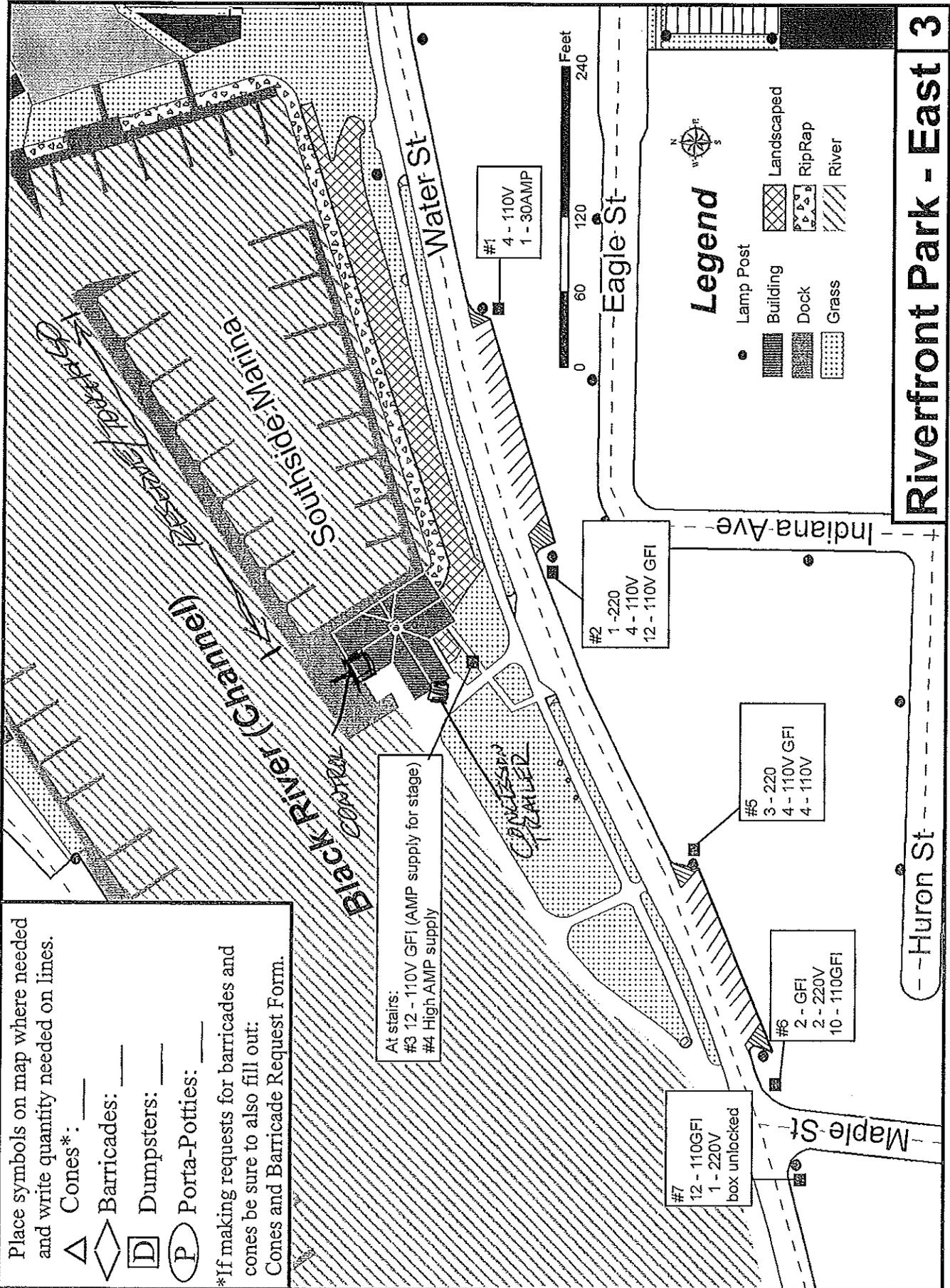
*4/16/14*  
Date

Please return to:  
City of South Haven  
Department of Public Works  
1199 8<sup>th</sup> Ave  
South Haven, MI 49010  
Phone: 269-637-0737 / Fax: 269-637-4778  
Hours: Monday-Friday 7:00a.m. – 3:30p.m.

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

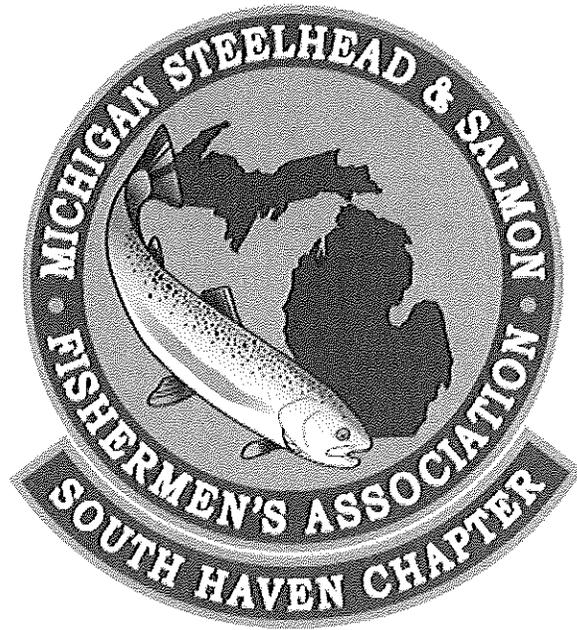
- △ Cones\*:
- ◇ Barricades:
- D Dumpsters:
- P Porta-Potties:

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



# Riverfront Park - East 3

**FREE PARKING**



**PRO-AM  
Tournament**

*Valid May 16-18, 2014*



**2014**

# **SOUTH HAVEN STEELHEADERS**

## **Pro Am**

**MAY 16TH THRU MAY 18TH, 2014**

**GUARANTEED \$5000 1<sup>ST</sup> PLACE PRIZE PRO**  
BASED ON 20 ENTRIES

**GUARANTEED \$2000 1<sup>ST</sup> PLACE PRIZE AMATUER**  
BASED ON 25 ENTRIES

**GUARANTEED \$1000 1<sup>ST</sup> PLACE PRIZE SHOOT-OUT**  
BASED ON 25 ENTRIES

| ENTRY FEES: | Received before May 10 <sup>th</sup> : | Received May 10 <sup>th</sup> or after: |
|-------------|--|---|
|             | PRO: \$400                             | \$425                                   |
|             | AMATUER: \$200                         | \$225                                   |
|             | SHOOT-OUT: \$100                       | \$125                                   |

**PRO DIVISION: OBSERVERS REQUIRED, NO COMMUNICATION OF ANY KIND**  
**ALL BOATS: FISH 9 RODS/ CATCH 15/ WEIGH 12/ NO MORE THAN 3 LAKE TROUT**

**SPECIAL TOURNAMENT PRIZE** for highest scoring boat where all crew members are members of the Michigan Steelheaders

### **TOURNAMENT DOCK SPECIAL**

**South Haven Municipal Marina Dock Rental: SEVEN NIGHTS for the price of FOUR!**  
**YOU MUST RESERVE DIRECTLY THROUGH THE MUNICIPAL MARINA TO RECEIVE DEAL**  
Call early for reservations 269-637-3171 starting April 15<sup>th</sup>

**TOURNAMENT TRAIL**



## EVENT SCHEDULE

### FRIDAY MAY 16, 2014:

7:00 a.m. to 4:00 p.m. South Haven Yacht Club Friday 5 Challenge Prefish Tournament and Awards

Visit: [www.southhavenyachtclub.com](http://www.southhavenyachtclub.com) for more information and to register

4:00 p.m. TO 7:00 p.m. PRO-AM/SHOOTOUT REGISTRATION AT THE SOUTH HAVEN MOOSE CLUB, WELLS STREET  
(JUST WEST OF BLUE STAR HIGHWAY) TRANSPORTATION FROM MARINA UPON REQUEST.

7:30 p.m. CAPTAIN'S MEETING

### SATURDAY MAY 17 AND SUNDAY MAY 18, 2014:

6:00 a.m. LISTEN FOR ANNOUNCEMENTS FROM TOURNAMENT CONTROL ON CHANNEL 78

6:15 a.m. ALL OBSERVERS (PRO DIVISION) MUST BE ON THEIR ASSIGNED VESSELS

6:45 a.m. BEGIN FISHING PERIOD; HOLD FOR OFFICIAL START ON CH 78

1:30 p.m. END OF FISHING PERIOD, BOATS MUST BE INSIDE PIERHEADS; WEIGH-IN AT RIVERFRONT TRANSCIENT MARINA (SOUTH SIDE CITY MARINA)

3:00 p.m. SATURDAY SHOOT-OUT AWARDS & PAYOFFS @ SOUTH HAVEN YACHT CLUB including a FISH FEAST with proceeds benefitting the South Haven Boating Foundation and Junior Sailing.

3:00 p.m. SUNDAY PRO-AM AWARDS CEREMONY AND PAYOFFS @ RIVERFRONT MARINA LOTS OF DOOR PRIZES !!!

### Pro-Am TOURNAMENT CHAIRMAN CONTACT

Chad Bard

(269)214-6934

FOR FURTHER EVENT INFORMATION, VISIT OUR WEBSITE AT

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



# Michigan Steelhead & Salmon Fishermen's Association

PROTECTING YOUR SPORTFISHERY

# Memo

To: Brian Dissette  
City Manager

From: Jeannine Blair  
Special Events Coordinator

Date: April 29, 2014

Re: Light up the Night Sky 5K  
Special Event 2014-16

---

The special event request for the Light up the Night Sky 5K is ready to be approved by City Council. The Light up the Night 5K will begin on Saturday October 11<sup>th</sup>. It starts at 5:30 in the parking lot of South Haven High School.

The Light up the Night 5K will be using the South Haven High School parking lot, soccer and baseball fields and the Armory parking lots.

They will begin by having events planned for the family at the high school parking lot from 5:30-6:00pm. The race/walk starts at 6:45. Each mile they would like music. At the end of the race they will have a glow in the dark concert in the high school parking lots and fields. They will also need assistance with main road on the course during 5K walk/run. Map for this event is included.

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

FOR OFFICE USE ONLY

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

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

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

Initial HC

Date 4-26-14

### CONTACT INFORMATION

Event Title: Light up the Night 5K

Sponsoring Organization: South Haven Public Schools

Applicants Name: Heather Chalupa

Telephone #: 269-637-0500 x3029 Phone # During Event: 269-252-1611

E-mail Address: HChalupa@shps.org

### Other contacts for/during event

Name: Allison Dubbink Telephone: 269-767-4994

Name: Jenny Puvogel Telephone: 231-642-1945

### EVENT SPECIFIC INFORMATION

Event Location: South Haven High School Start and Finish *See map of route*

Date(s) Requested: Saturday, October 11 Alternative Date(s): \_\_\_\_\_

Start Time: 5:30-6:30 Events in parking lot at high school End Time: 9:00

\* Race starts 6:45

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

Number of people expected to attend: 500-750

### EVENT DESCRIPTION

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

We will begin by having events planned for the family at the high school parking lot from 5:30-6:30 Race/walk starts at 6:45. Each mile we would like music. At the end of the race we will have a glow in the dark concert in the high school parking lot/fields

**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 We would need assistance with main roads on course during 5K walk/run. Will get several volunteers

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. N/A

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

*\* Plan on using high school and Lincoln bathroom facilities.*

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.

*parking at high school and soccer fields, baseball fields and Armory*

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: South Haven Health System Telephone: 637-5271

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

Any other item(s) that should be included on maps. Explain: Mile 1 @ Hope Church music / water station  
mile 2 @ kids corner music and water station

**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.

We will be hoping to have music at mile 1 (Hope church)  
and mile 2 at (kids corner) and finish line (High school)

Date: October 11, 2014 Time: 6:45 - 9:00

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: We would like to set up music at kids  
corner so if we would have access to power to plug into

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: We would like to have police to help with crowd

5k with road closures and route. If available would like help with crowd control at the  
glow in dark concert at high school.

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 *SHPS is getting new insurance in July. I will bring in when new insurance is updated.*
- 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

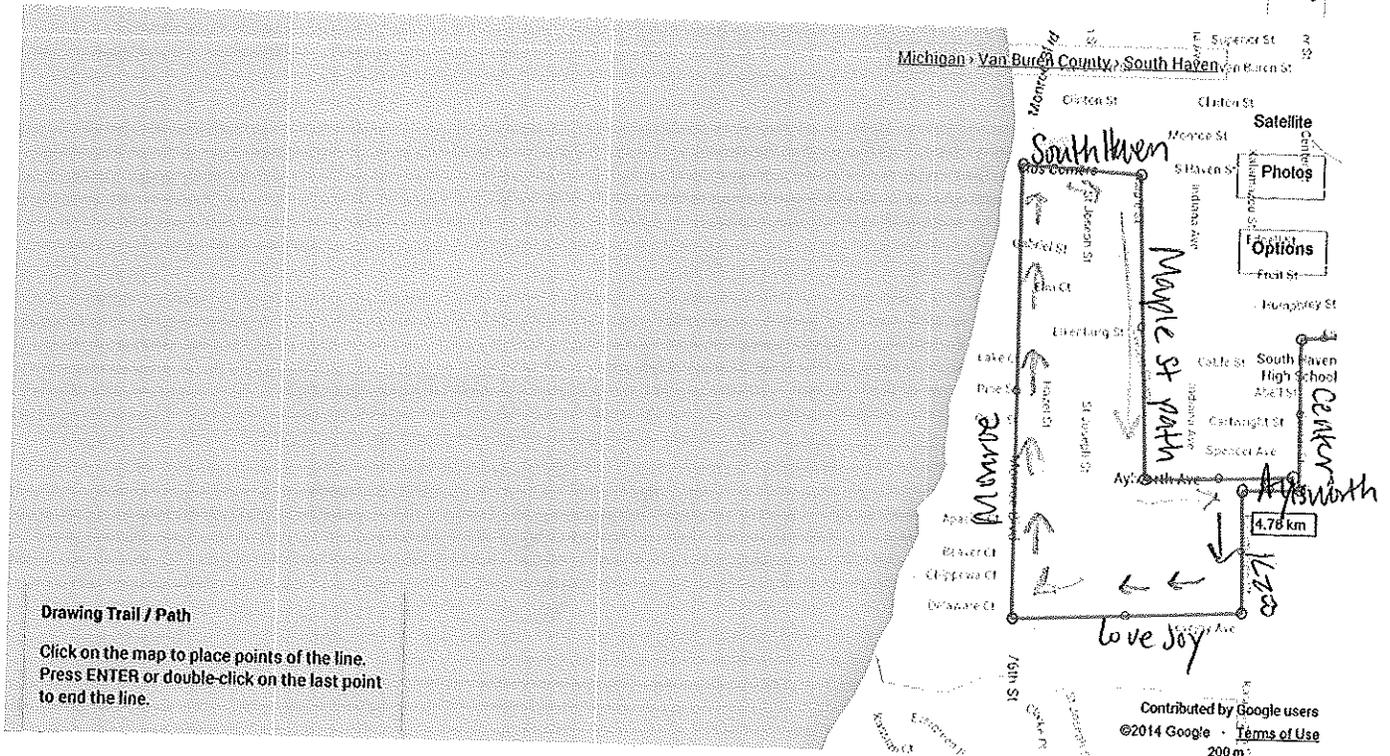
*Heather K. Chelzo*  
Applicants Signature

4-26-14  
Date

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

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

Drawing Trail / Path Done Cancel



5k race/walk  
 \* Event will begin and end at the high school. All events before and after will take place on the high school grounds.  
 Parking will be at high school, soccer fields, baseball fields, Armory

# Memo

**To:** Brian Dissette  
City Manager

**From:** Jeannine Blair  
Special Events Coordinator

**Date:** April 29, 2014

**Re:** Farmers Market  
Special Event 2014-17

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The special event request for the South Haven Farm Market is ready to be approved by City Council. The South Haven Farm Market will begin Saturday, May 10<sup>th</sup> and runs through October. The event will also be held on Wednesday's during June, July, August and September.

The South Haven Farm Market will be using the Huron St. parking lot/ Pavilion. During the Blueberry Festival and the Festival of Cars the South Haven Farm Market will use Dyckman Park.

Both the Farm Market and the other events can use this area at the same time; it will simply require some coordination and communication between the organizations. It is believed that the events will enhance the Farm Market, at least for that particular day.

Proof of insurance is required and has been provided

FOR OFFICE USE ONLY

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

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

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

MM  
Initial

4/20/14  
Date

### CONTACT INFORMATION

Event Title: South Haven Farmer's Market

Sponsoring Organization: The City of South Haven

Applicants Name: The City of South Haven

Telephone #: 269-409-1444 Phone # During Event: 269-

E-mail Address: Mary @ beachtown creative

### Other contacts for/during event

Name: Mary Magowski Telephone: \_\_\_\_\_

Name: Alec Borezinski Telephone: \_\_\_\_\_

### EVENT SPECIFIC INFORMATION

Event Location: Huron street

Date(s) Requested: May 10 through mid October Alternative Date(s): \_\_\_\_\_

Start Time: May 16th / 8A-2p Sat End Time: mid October

June July Aug Sep - Wed Also 8A-2p

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

Number of people expected to attend: order 499

### EVENT DESCRIPTION

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

Weekly Farmer's market from 8AM to 2PM on Wednesday and Saturday from May 16th until mid October. vendors will be under the pavilion and in the park.

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

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

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

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

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

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

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

Event Command Post. Mark location on maps.

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

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

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

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

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

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

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

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

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

### ADDITIONAL EVENT INFORMATION

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

\_\_\_\_\_

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

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

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

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

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

### CITY SERVICES

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

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

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

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

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

Additional fire information: Mark all that apply

Tents  Concessions  Exits  Compressed Gases

Extinguishers  Electrical  Exposed Flames

Other: \_\_\_\_\_

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

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

**INSURANCE**

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

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

**REMINDERS**

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

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

**INDEMNIFICATION AGREEMENT**

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

  
Applicants Signature

  
Date

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

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

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

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

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

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

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

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

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

- The City may request that dates or times of special events be changed to facilitate coordination of City services. If changes are required, the sponsoring organization will be notified well in advance.
- 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.

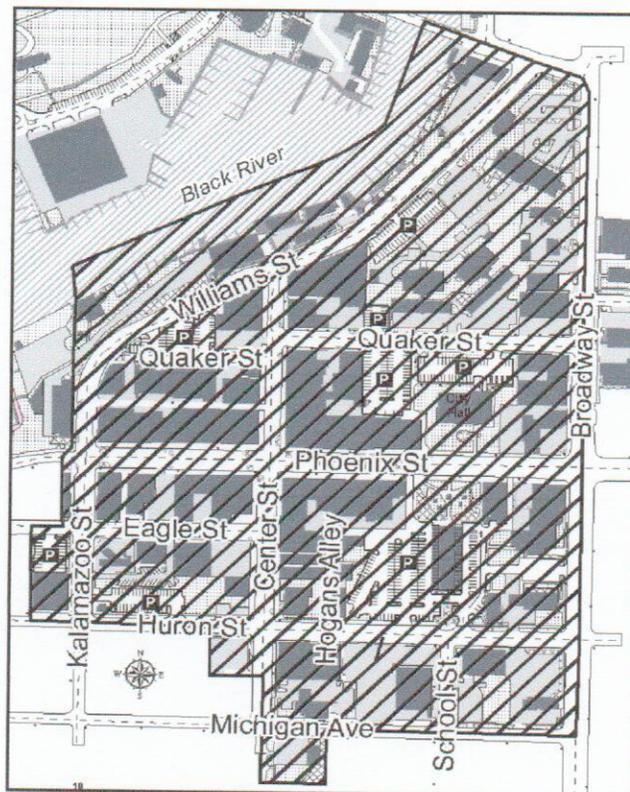
- POLICE AND FIRE PROTECTION: The Police and Fire Departments need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you 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 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](http://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: Consumption of alcoholic beverages within any public park, beach, or street is prohibited. Provisions must be made on private property for any "beer tent" or other event at which alcoholic beverages are planned. Remember that special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting.
- STREET MARKING: Painting and marking on roads and sidewalks should be held to a minimum and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.
- SIGNAGE: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by the Parks and Recreation Supervisor; additional approval may be required.
- PARADE: Candy or other items shall not be thrown from any moving object, vehicle or float.
- VEHICLES IN THE PARKS: Vehicles are allowed only on public access roads within City parks.

- **FLOWERBEDS:** When planning the locations of concessions, booths, and eating areas, every effort must be made to avoid placement near flowerbeds.
- **VENDORS/CONCESSIONS:** Any concession stand must meet the State and County Health Department requirements.

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

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

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



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

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

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

1. No open intoxicants allowed.
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.



# Department of Public Works

DPW Building • 1199 8<sup>th</sup> Ave. • South Haven, Michigan 49090

Telephone (269) 637-0737 • Fax (269) 637-4778

## Cones and Barricades Request Form

Requester's Name Mary Macyanski

Date Requested May 9

Organization/Committee FARM market

Mailing Address \_\_\_\_\_

Office/Main Phone \_\_\_\_\_

Cell Phone 269-767-0278

EVENT: \_\_\_\_\_ DATE of EVENT: \_\_\_\_\_

| CONES | Quantity | Who will pick up cones<br>(Please Print Legibly) | Cell Phone   | Pick Up Date/Time | Return Date/Time |
|-------|----------|--|--------------|-------------------|------------------|
|       | 14       | MARY MACYANSKI                                   | 269-767-0278 |                   | AM<br>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<br>(Please Print Legibly) | Contact Person | Drop Off Date/Time | Pick Up Date/Time |
|------------|----------|---|----------------|--------------------|-------------------|
|            |          |   | Cell Phone     |                    |                   |
|            |          |   |                | AM<br>PM           | AM<br>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: Mary Macyanski Authorized by: \_\_\_\_\_



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Roger Huff, DPW Director

**From:** Larry Halberstadt, PE, City Engineer

**Date:** April 29, 2014

**RE:** Public Act 95 of 2013

### Background Information

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

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

The legislation does include an opt-out provision for all utilities. Each year, a utility may file a notice with the Public Service Commission by July 1 indicating that they desire to opt out of collecting the surcharge. A utility that opts out may not shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account. Michigan's two largest electric providers, Consumers Energy and DTE, both intend to collect the surcharge.

In 2009, the legislature passed a series of bills that placed winter shutoff restrictions on municipal utilities. These bills place restrictions on performing winter shutoffs for certain customers. Eligible military customers, critical care customers, and senior citizens are provided certain shutoff protections by these bills. In addition, there are specific steps outlined that must be followed by the City to legally shut off a residential customer during the heating season (defined as November 1 through March 31). Due to the complexity of the legislation, the City's practice has been to restrict all residential shutoffs during the heating season. If the City elects to opt out of collecting the low income surcharge, we will not be permitted to shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account. Since we already limit winter shutoffs, utility operations will not be substantially changed if the City elects to opt out.

## Memorandum

April 29, 2014

Public Act 95 of 2013

Page 2 of 3

On July 15, 2014, Council passed Resolution 2013-44, electing to not collect the low income energy assistance funding factor between July 1, 2013 and June 30, 2014. As a result, the City was restricted from performing residential electric shutoffs between November 1, 2013 and April 15, 2014. Council cited the following three primary reasons for passage of Resolution 2013-44:

1. Council was concerned that a portion of the surcharge would be used to assist customers outside of the City's service territory.
2. Council felt that it was unfair to subsidize customers of the investor owned gas utility operating in the City's service territory.
3. Since 2009, the City has implemented an unwritten policy restricting residential customer shutoffs during the heating season.

At the beginning of the past heating season, there was some confusion related to the types of assistance available to City electric customers. The Michigan Department of Human Services (DHS) denied State Emergency Relief (SER) funding to customers of any electric utility that elected to opt out of collecting the surcharge. The SER program is funded with federal Low Income Home Energy Assistance Program (LIHEAP) dollars and not through the LIEAF program. DHS determined that City customers seeking SER funding were not in threat of shutoff and ineligible to receive SER funds.

The \$50 million collected through the LIEAF program is distributed to customers via the Michigan Energy Assistance Program established by Public Act 615 of 2012. The purpose of the Michigan Energy Assistance Program is to implement preventative programs designed to help low-income customers reach energy self-sufficiency. This program distributes \$50 million of LIEAF money and \$40 million in LIHEAP funds via grants to 14 various entities. South Haven electric customers are eligible to seek assistance from the following six agencies providing services in Van Buren County:

Bureau of Community Action and Economic Opportunity  
Michigan Community Action Agency Association  
The Salvation Army  
SEMCO Energy Gas Company  
The Heat and Warmth Fund  
True North Community Services

During the 2013-2014 heating season, 14 municipal electric utilities elected to collect the surcharge while 27 elected to opt out. The Michigan Public Service Commission requires an annual filing on each utility's opt-out choice. If the City does not opt out, approximately \$100,000 will be paid to the state in the upcoming fiscal year.

At their April 28, 2014 regular meeting, the Board of Public Utilities reviewed PA 95 and passed a motion recommending that Council elect to opt out of collecting the surcharge for the upcoming 12 month period.

**Memorandum**

April 29, 2014

Public Act 95 of 2013

Page 3 of 3

**Recommendation**

It is recommended that Council consider the attached resolution at their May 5, 2014 regular meeting.

**Attachments**

Resolution 2014-18

2013 Senate Bill 0284

Legislative Analysis

Michigan Energy Assistance Program – Frequently Asked Questions

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-18

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

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on May 5, 2014 at 7:00 p.m. local time.

PRESENT: \_\_\_\_\_

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

The following preamble and resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the City of South Haven elects to not collect the low income energy assistance funding factor between July 1, 2014 and June 30, 2015.

BE IT FURTHER RESOLVED that the City Manager is instructed to notify the public service commission of the City's intention to not collect the low income energy assistance funding factory no later than July 1, 2014.

BE IT FURTHER RESOLVED that the City of South Haven will not shut off service to any residential customer between November 1, 2014 and April 15, 2015 for nonpayment of a delinquent account.

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

RECORD OF VOTE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 5<sup>th</sup> day of May, 2014, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was give pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

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

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

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

**ENROLLED SENATE BILL No. 284**

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

*The People of the State of Michigan enact:*

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

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

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

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

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

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

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

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

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

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

(10) As used in this section:

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

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

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved .....

.....  
Governor

## LOW-INCOME ENERGY ASSISTANCE PROGRAM

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

**Senate Bill 284 (Proposed H-1 Substitute)**

**Sponsor: Sen. Mike Nofs**

**House Committee: Energy and Technology**

**Senate Committee: Energy and Technology**

**Complete to 6-11-13**

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

Briefly, Senate Bill 284 would do the following:

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

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

### Low-Income Energy Assistance Fund

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

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

### Low-Income Energy Assistance Funding Factor

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

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

### Electric Utilities Collections & Opt Out

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

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

## **FISCAL IMPACT:**

Senate Bill 284 would have a minimal fiscal impact on the Department of Human Services (DHS). The FY 2013-14 DHS budget appropriates \$60.0 million in low-income energy assistance funds for the new Michigan Energy Assistance Program (2012 PA 615), and this bill would provide the funding mechanism for up to \$50.0 million in low-income energy assistance funding<sup>1</sup>. The Governor did request, and the Legislature

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

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

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

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

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

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

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

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

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

## **Michigan Energy Assistance Program Frequently Asked Questions**

**Q. What is the Michigan Energy Assistance Program?**

- A. On March 28, 2013 [Public Act 615](#) of the Michigan Public Acts of 2012 was enacted creating the Michigan Energy Assistance Act that requires the Michigan Department of Human Services (DHS) to establish and administer the Michigan Energy Assistance Program (MEAP). The purpose of the MEAP is to establish and administer programs statewide that provide energy assistance to eligible low-income households. Energy assistance programs must include services that enable participants to become or move toward becoming self-sufficient, including assisting participants in paying their energy bills on time, assisting participants in budgeting for and contributing to their ability to provide for energy expenses, and assisting participants in utilizing energy services to optimize on energy efficiency.

On July 1, 2013 [Public Act 95](#) of the Michigan Public Acts of 2013 was enacted creating the Low-Income Energy Assistance Fund (LIEAF) charging the Michigan Department of Human Services with expending money from the fund as provided by the Michigan Energy Assistance Act. The Act allows the Michigan Public Service Commission (MPSC) to annually approve a low-income energy assistance funding factor, not to exceed \$50,000,000, to support the LIEAF.

On July 29, 2013, in Case No. [U-17377](#), the MPSC adopted a funding factor of 99 cents per meter per month for all Michigan electric utilities that have opted to participate in the funding of the LIEAF, effective for the September 2013 billing month.

**Q. What is the DHS State Emergency Relief (SER) Program?**

- A. The State Emergency Relief (SER) Program provides immediate help to individuals and families facing conditions of extreme hardship or for emergencies that threaten health and safety. Through a combination of direct financial assistance and contracts with a network of non-profit organizations SER helps low-income households meet emergency needs such as:

- Heat & Utilities
- Home Repairs
- Relocation Assistance
- Home Ownership Services
- Burial

The SER program is primarily designed to maintain low-income households who are normally able to meet their needs but occasionally need help when unexpected emergency situations arise. The SER program is not an appropriate solution to ongoing or chronic financial difficulties.

**Q. What is the difference between SER and MEAP?**

- A. SER is supported by federal LIHEAP (Low-Income Home Energy Assistance Program) funds. The SER funds administered by DHS are intended to avoid emergency situations (i.e., loss of a utility connection posing a risk to health and safety). Under DHS policy, SER funds are only available when there has been a shut off or threat of a shut off. DHS policy provides as follows: “When the group’s heat or electric service for their current residence is in past due status, in threat of shut off or is already shut off and must be restored, payment may be authorized to the enrolled provider. The amount of the payment is the minimum necessary to prevent shut off or restore service, not to exceed the fiscal year cap. Payment must

resolve the emergency by restoring or continuing the service for at least 30 calendar days. Current bills that are not subject to shut off should not be included in the amount needed.”

To be eligible to receive SER benefits an individual must be at or below 150% of the federal poverty level, and be in threat of having his/her power shut off or loss of utility connection due to shut off. The SER cap per household is \$450 each for natural gas and non-heat electric service.

MEAP is supported by a combination of LIEAF and LIHEAP funds. MEAP funds are intended for preventative programs designed to help low-income customers reach energy self-sufficiency. These funds are subject to the limitations set forth in 2012 PA 615. To be eligible to receive assistance from a MEAP provider an individual must be at or below 150% of federal poverty level, and must have a past due notice an energy bill for his or her household. The amount of energy assistance available per household varies from one MEAP provider to another.

**Q. How does a low-income household apply for or gain access to MEAP assistance?**

A. Below is a list of MEAP providers; click on the organization name for additional information. Low-income households can also contact [United Way 2-1-1](#) for information regarding MEAP providers in their county.

- [Barry County United Way](#)
- [Consumers Energy Company](#)
- [DHS – Bureau of Community Action and Economic Opportunity](#)
- [Downriver Community Conference](#)
- [DTE Energy](#)
- [Flat River Outreach Ministries, Inc.](#)
- [Lighthouse Emergency Services](#)
- [Michigan Community Action Agency Association](#)
- [SEMCO ENERGY Gas Company](#)
- [Society of St. Vincent de Paul of the Archdiocese of Detroit](#)
- [Superior Watershed Partnership](#)
- [The Heat and Warmth Fund](#)
- [The Salvation Army](#)
- [TrueNorth Community Services](#)

**Q. What is the “crisis season,” what is the “heating season,” and when are customers of opt-out utilities protected from shut off?**

A. The “crisis season” is the period from November 1 through May 31. State law requires that 70% of MEAP grant funds must be spent during that time.

The “heating season” is the period from November 1 through March 31. The MPSC rules and state law require all regulated natural gas and electric companies, municipally owned utilities and some electric cooperatives to provide shutoff protection for senior citizens and low-income customers who are enrolled and meeting the requirements of a Winter Protection Program.

From November 1 through April 15 residential customers of electric utilities, municipally owned electric utilities, or cooperative electric utilities that elected to not collect a low-income energy assistance funding factor are protected from shut off.

**Q. Is a DHS decision letter required before a low-income household can seek energy assistance from a MEAP provider?**

A. No, that is a benefit of MEAP; a decision letter from DHS is NOT required.

**Q. Are low-income households required to seek energy assistance services from SER prior to seeking energy assistance from a MEAP provider?**

A. No. In the past low-income households were required to seek SER assistance prior to seeking energy assistance from other agencies.

With the creation of the MEAP, low-income households are encouraged to first seek energy assistance from MEAP providers and continue working with one MEAP provider through the heating season.

**Q. Can a low-income household receive SER benefits and subsequent MEAP energy assistance?**

A. MEAP providers may assist DHS customers who have received SER benefits at their discretion and according to their program requirements.

There are instances where the DHS-established SER cap for fiscal year 2014 may not resolve the emergency; in these cases the low-income household would be referred to a MEAP provider if additional assistance is needed.

Low-income households enrolled in Consumers Energy's CARE program cannot apply for SER energy benefits from DHS for their Consumers Energy bill until November 1, 2014; and likewise if a CARE participant is removed from the CARE program for non-payment he/she cannot apply for SER energy benefits until November 1, 2014.

Low-income households enrolled in DTE's LSP program that are struggling to make payments or that have been terminated from the LSP program may not be eligible for fiscal year 2014 SER benefits. However, they could be eligible for assistance from other MEAP agencies if an agency determines extenuating circumstances or hardship.

If a low-income household needs additional SER support after seeking assistance from a MEAP energy assistance provider, efforts to access those funds should be coordinated between the MEAP agency, DHS and the client.

It is anticipated that if a household works first with a MEAP service provider, the household will continue working with that agency for any energy assistance needed during the 2014 heating season.

The ultimate goal is that one MEAP service provider will resolve a low-income household's energy crisis in full resulting in a convenient, customer-friendly system for distributing energy assistance to eligible low-income households.

**Q. Is there a cap on the dollar amount of MEAP assistance a low-income household can receive?**

A. 2012 PA 615 does not impose a cap on the dollar amount of energy assistance available to an eligible low-income household. The dollar amount of energy assistance available per household varies from one MEAP provider to another.

**Q. Can a low-income household be assisted more than one time during the crisis season?**

A. The number of times a low-income household can be assisted during the crisis season varies from one MEAP provider to another.

**Q. Can a low-income household be assisted with an electric crisis whose home is not heated with electricity?**

A. Yes, the intent of the grant is to provide energy assistance program services that will help eligible low-income households meet home energy costs for their primary residence through payment or partial payment of bills for one or more of the following: 1) electricity; 2) natural gas; 3) propane; 4) heating oil; or 5) any other deliverable fuel used to provide heat.

**Q. If a low-income household fails to complete a MEAP provider's program, would the household be eligible for the Winter Protection Program?**

A. Enrollment in a MEAP provider's program or failure to complete a program does not preclude a low-income household from enrolling in a Winter Protection Program.

**Q. Are low-income customers limited to receiving assistance from a certain number of agencies, including not-for-profit and DHS, during the heating season?**

A. Low-income households are not required to seek energy assistance services from SER prior to seeking energy assistance from a MEAP energy provider.

It is anticipated that eligible low-income households will work with a single MEAP provider throughout the entire heating season. This will enable the MEAP provider to identify the needs of the household and work with the household to provide energy assistance and other wrap around services, as needed.

**Q. Are low-income households limited to receiving assistance from two agencies only, e.g., if a low-income household receives SER assistance and the cap is met, can the low-income household seek help from only one other agency?**

A. The MEAP does not include a specific policy stating that a household may or may not work with more than one MEAP provider.

There are instances where the DHS-established SER cap for fiscal year 2014 may not resolve the emergency; in these cases the low-income household would be referred to a MEAP provider if additional assistance is needed.

Low-income households enrolled in Consumers Energy's CARE program cannot apply for SER energy benefits from DHS for their Consumers Energy bill until November 1, 2014; and likewise if a CARE participant is removed from the CARE program for non-payment he/she cannot apply for SER energy benefits until November 1, 2014.

Low-income households enrolled in DTE's LSP program that are struggling to make payments or that have been terminated from the LSP program may not be eligible for fiscal year 2014 SER benefits. However, they could be eligible for assistance from other MEAP agencies if an agency determines extenuating circumstances or hardship.

If a low-income household needs additional SER support after seeking assistance from a MEAP energy assistance provider, efforts to access those funds should be coordinated between the MEAP agency, DHS and the client.

It is anticipated that if a household works first with a MEAP service provider, the household will continue working with that agency for any energy assistance needed during the 2014 heating season.

The ultimate goal is that one MEAP service provider will resolve a low-income household's energy crisis in full resulting in a convenient, customer-friendly system for distributing energy assistance to eligible low-income households.

**Q. Are customers who are served by opt-out utilities eligible to receive SER assistance?**

A. The SER funds administered by DHS are intended to avoid emergency situations (i.e., the loss of a utility connection posing a risk to health and safety). Under DHS policy, these funds are only available when there has been a shut off or the threat of a shut off, except in special cases involving health and safety concerns. DHS policy applicable to SER (ERM 301) provides in pertinent part:

“When the group's heat or electric service for their current residence is in past due status, in threat of shut off or is already shut off and must be restored, payment may be authorized to the enrolled provider. The amount of the payment is the minimum necessary to prevent shut off or restore service, not to exceed the fiscal year cap. Payment must resolve the emergency by restoring or continuing the service for at least 30 calendar days. Current bills that are not subject to shut off should not be included in the amount needed.”

In some situations, a customer with a past due notice may be in threat of shut off, but that would not be the case if the provider is legally precluded from disconnecting the customer. Accordingly, DHS does not provide emergency relief in these situations. Rather, a customer in that situation would be advised to seek assistance from the MEAP funds. This is not a new policy. What is new is the number of providers who are legally precluded from shutting off customers during the winter months. In past years, a provider on the Wisconsin-Michigan border was under the same restriction and DHS did not provide SER during the time period when disconnection was not possible.

If the MEAP funds are properly utilized as preventative measures, then DHS should not be “swamped” with SER requests in April, and providers will not have to wait until April, or shut off customers, in order to obtain payment.

**Q. Are customers who are served by opt-out utilities eligible to receive MEAP assistance?**

A. Low-income customers of opt-out utilities are eligible to receive MEAP assistance. It does not matter if the utility is participating or opting out of the LIEAF funding factor, all utility customers are eligible to receive assistance through the MEAP grants as long as they meet the eligibility criteria. An electric utility, municipally owned electric utility, or cooperative electric utility that elects to not collect a low-income energy assistance funding factor under this section shall not shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account.

**Q. Is the dollar amount of assistance ultimately available to a low-income customer the same regardless of whether or not he/she is a customer of an opt-out utility?**

A. The dollar amount of energy assistance available to eligible low-income households is the same regardless of whether or not the household is a customer of an opt-in or opt-out utility.

The MEAP requires that any payment made on behalf of an energy customer must resolve the crisis/emergency for at least 30 days.

The MEAP does not impose a cap on the dollar amount of energy assistance that can be provided to a low-income household, and does not impose a cap on the number of times a payment can be made on behalf of a low-income household. Individual MEAP providers, based on their specific program, may have a cap on the dollar amount of assistance provided or the number of payments that can be made on behalf of a household.

**Q. Do the local DHS case workers understand the MEAP program and how a low-income customer can gain access to MEAP assistance?**

A. Information has been distributed to DHS local office staff and management. They have received the MEAP provider fact sheets and other procedural information. The MEAP provider fact sheets are available on the MPSC website at [www.michigan.gov/MPSC](http://www.michigan.gov/MPSC).

**Q. Are DHS case workers advising low income customers of opt-out utilities they are not eligible for SER funds but not to worry, the utility cannot disconnect until April 15?**

A. The local offices have been provided the list of providers who opted out of the surcharge and have been instructed to refer those customers to the participating MEAP providers in their area for help with the utility bill prior to April 15th. Local offices are not telling clients not to worry but telling them to contact the MEAP provider in their area for assistance prior to April 15.

**Q. Some opt-out utilities have had caseworkers tell them to continue referring low income customers to them and they will direct them to possible other agencies. They have been told by other caseworkers that they cannot refer these customers to other agencies because in April they will not be eligible for DHS funds if they have received funding from other agencies. Which caseworker is correct?**

A. Customers do not have to seek DHS assistance (or receive a denial for SER), prior to requesting assistance from a MEAP provider. DHS has not released any policy prohibiting a customer from receiving MEAP assistance and SER (LIHEAP) assistance.

**Q. What are DHS' plans for dealing with low-income households that come off shut off protection in April with large arrearages that apply for SER?**

A. It is anticipated that customers will seek assistance from MEAP providers, as needed, and prior to April. Energy providers may want to refer customers with large account arrearages to participating MEAP providers in their service territory. From a SER perspective, this is no different than it has been in the past for those coming off winter protection or senior protection plans, except with the benefit that MEAP funding is available to qualifying households prior to the end of winter protection programs.

**Q. Will there be adequate funding?**

A. The amount of SER/LIHEAP crisis funds is less than previous years since money was allocated to the MEAP program.

- Q. Is there information that opt-out utilities should be including in delinquent customers' utility bills that would increase their chances of accessing the SER funds in April?**
- A. As previously stated, energy providers should advise customers that assistance is currently available through MEAP providers.
- Q. How far in advance of the April 16, 2014 date can low-income customers from opt-out utilities go to DHS for assistance?**
- A. April 1, 2014.
- Q. DHS normally requires a 10 day hold period to determine eligibility. When will the 10-day clock start for opt-out utilities?**
- A. The Standard of Promptness for a SER application is 10 days which starts the date DHS receives the application.
- Q. Should opt-out utilities advise their low-income customers to contact their DHS caseworker for a "denial" before they contact possible other agencies for help?**
- A. No, that is a benefit of MEAP; a DHS denial is not needed to receive assistance.
- Q. Are MEAP providers allowed to exclude Medicare premiums when calculating a low-income household's income?**
- A. MEAP providers are allowed to deduct Medicare premiums when calculating a low-income household's income for eligibility purposes.
- Q. Are MEAP providers allowed to exclude Foster Care payments when calculating a low-income household's income?**
- A. MEAP providers are allowed to deduct Foster Care payments (made by the State of Michigan) when calculating a low-income household's income for eligibility purposes.
- Q. Are MEAP providers allowed to exclude DHS food assistance benefits when calculating a low-income household's income?**
- A. MEAP providers are allowed to deduct DHS food assistance benefits when calculating a low-income household's income for eligibility purposes.
- Q. Can MEAP providers assist eligible low-income individuals that receive and pay their utility bills through a third-party utility bill management company?**
- A. Payment to a third-party billing company is not allowed. All payments must be in the form of a voucher or direct payment to the utility provider, cooperative, or distributor of deliverable fuel. Specifically, MEAP payments to residential landlords, residential management companies, billing service agencies, or collection agencies are not allowed.

**Q. Can MEAP providers use a portion of the funds allowed to be used outside of the crisis season to pay for utility bills for services provided to the customer outside of the crisis season, e.g., if a low-income customer is unable to pay for utility service provided in the month of July, can they be assisted using MEAP funds?**

A. The MEAP does not include a specific policy addressing these circumstances; however, 2012 PA 615 does specifically state that the intent is to assist low-income households with payment of bills for all sources of energy used to provide heat.

The requirement that not more than 30% of the funds received by the MEAP provider shall be spent outside of the crisis season means that “actual grant funds spent” after May 31 will count toward the 30%. Bills that are paid in November do not count toward the 30% because the grant funds are being spent between November 1 and May 31. However, bills paid in June will count toward the 30% because the grant funds are being spent after May 31.

**Q. Can MEAP funds be used for cooling assistance?**

A. The MEAP does not specifically indicate that funding cannot be used for cooling assistance; however the act describes energy assistance as “a program to assist eligible low-income households in meeting their home energy costs for their primary residence through payment or partial payment of bills for one or more of the following:

- (i) Electricity
- (ii) Natural gas
- (iii) Propane
- (iv) Heating oil
- (v) Any other deliverable fuel used to provide heat.”

**Q. If a propane provider fills an eligible low-income household’s heating fuel/propane tank that is over 25% capacity, can the fill be paid with MEAP funds?**

A. MEAP standards for receiving funds do not define the fuel/propane tank capacity level as a determining factor for providing assistance.

2012 PA 615 states if a residential fuel tank is “estimated to contain not more than 25% of its heating fuel capacity” (key word being estimated).

Determining the level of fuel remaining in a propane tanks is not an exact science. Since the capacity in fuel tanks changes based on the weather, there is no real way to determine the fuel capacity accurately based on the amount of capacity filled during delivery.

Based on information received from the Michigan Propane Association, a propane company, and other sources, the following trends are customary for propane customers:

- In order to accommodate for propane’s tendency to expand as the temperature warms, propane tanks are generally filled only to 80% - 85% capacity. This is standard practice in the propane industry. A MEAP provider may assume from a bill that states 55% of the tank capacity was delivered that the tank was at 45% (100% minus 55% equals 45%). However, 55% delivered plus 25% before the fill equals 80% capacity, which is the guideline used by propane companies.

- “Will call customers” are asked to schedule delivery when their gauge reaches 30%.
- If the tank runs out there is a \$75 charge because lines must be re-pressurized.
- Propane companies generally charge a fee (around \$75) when a customer requests same day or next day refueling services.
- Generally at least 50% of customers are on automatic fill.
- Budget billing is designed to evenly spread propane costs throughout the year. Rather than allowing a large balance to build up in the colder months when budgets might already be stretched thin.

**Q. What are the TANF eligibility requirements?**

A. TANF eligible clients are low-income households with:

- (a) a related child under age 18,
- (b) an unemancipated child, age 18 or under, who is a full-time high school student living with an adult caretaker; or
- (c) a pregnant woman living in the home.

**Q. What utilities opted out of the LIEAF funding factor?**

A. The following utilities opted out:

- Alpena Power Company
- Bayfield Electric Cooperative
- Charlevoix, City of
- Cloverland Electric Cooperative
- Coldwater Board of Public Utilities
- Croswell Municipal Light & Power Department
- Crystal Falls, City of
- Daggett Electric Department
- Detroit Public Lighting Department
- Dowagiac, City of
- Eaton Rapids, City of
- Escanaba, City of
- Gladstone, City of
- Grand Haven Board of Light and Power
- Great Lakes Energy Cooperative
- Harbor Springs, City of
- Hart Hydro, City of
- Holland Board of Public Works
- HomeWorks Tri-County Electric Cooperative
- L’Anse, Village of
- Lansing Board of Water & Light

- Marquette Board of Light and Power
- Ontonagon Co. Rural Electrification Association
- Paw Paw, City of
- Portland, City of
- Sebewaing, City of
- South Haven, City of
- Stephenson, City of
- Sturgis, City of
- Traverse City Light & Power
- Upper Peninsula Power Company
- Wakefield, City of
- Wisconsin Public Service Corporation
- Wisconsin-Electric Power Company d/b/a/ We Energies
- Wyandotte Department of Municipal Service
- Zeeland Board of Public Works

**Q. What utilities are participating in the LIEAF funding factor?**

A. The following utilities are participating:

- Alger-Delta Cooperative Electric Association
- Baraga, Village of
- Bay City, City of
- Chelsea Department of Electric and Water
- Cherryland Electric Cooperative
- Clinton, Village of
- Consumers Energy Company
- DTE Electric Co. f/k/a Detroit Edison Company
- Hillsdale Board of Public Utilities
- Indiana Michigan Power Company
- Lowell Light and Power
- Marshall Electric Department
- Midwest Energy Cooperative
- Negaunee Department of Public Works
- Newberry Water and Light Board
- Niles Utility Department
- Northern States Power Company-Wisconsin
- Norway, City of
- Petoskey, City of
- Presque Isle Electric and Gas Co-op
- St. Louis, City of
- Thumb Electric Cooperative
- Union City Electric Department



# City of South Haven

## Department of Public Works

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

### MEMORANDUM

**To:** Brian Dissette, City Manager  
Roger Huff, DPW Director

**From:** Larry Halberstadt, PE, City Engineer

**Date:** April 29, 2014

**RE:** Monroe Boulevard Bluff Restoration

### Background Information

The City owns property located at 660 Monroe Boulevard. This property serves as a City park and is commonly referred to as the "Blue Stairs Beach Access". The water level of Lake Michigan fluctuates over time. During the last period of high water that occurred in October of 1986, the water level reached a monthly average of 582.35 feet (IGLD). As of March 2014, the water level was 577.26 feet (IGLD) and rising. During high water periods, the current expanse of beach becomes submerged below Lake Michigan. Wind and waves are able to erode the bluff line along Monroe Boulevard during these periods.

In fall of 2012, a local contractor offered to begin the process of bluff restoration by placing excess soil material from a nearby construction site along the eroded bluff areas. Approximately 200 - 300 feet of bluff restoration was completed north and south of South Haven Street. The work was stopped short of South Haven Street due a storm sewer outlet at that location.

As part of the current fiscal year budget, \$50,000 was allocated to extend the storm sewer outlet and complete the bluff restoration in the vicinity of South Haven Street. Abonmarche was hired to develop plans and specifications and solicit bids for completion of the work. On April 22, 2014, the City received four (4) bids for the bluff stabilization project. The low bid was submitted by Brad Thomas Excavating, Inc. of Grand Junction, Michigan. Abonmarche has contacted the references provided by Brad Thomas Excavating, Inc. and determined the bidder to be qualified to complete this project.

If Council decides to move forward with this project at its May 5<sup>th</sup> meeting, it is anticipated that the project will be completed by June 6, 2014.

### Recommendation

Award the contract for J.R. Monroe Boulevard Bluff Stabilization to Brad Thomas Excavating, Inc. of Grand Junction, Michigan at the unit prices noted in the Bid Tabulation. The anticipated total cost of the contract will be \$47,112.50.

**Memorandum**

April 29, 2014

Monroe Boulevard Bluff Restoration

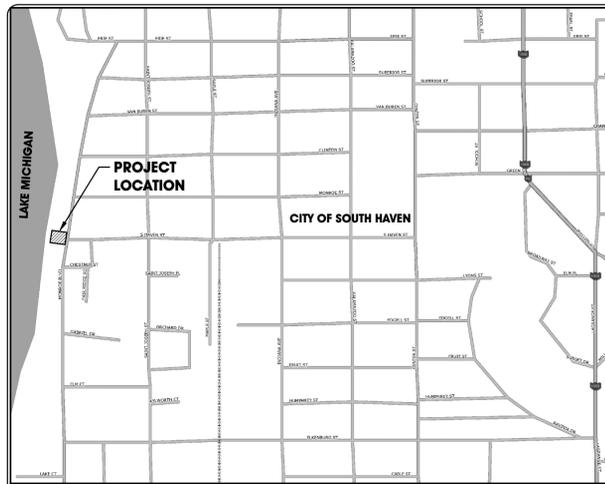
Page 2 of 2

**Attachments**

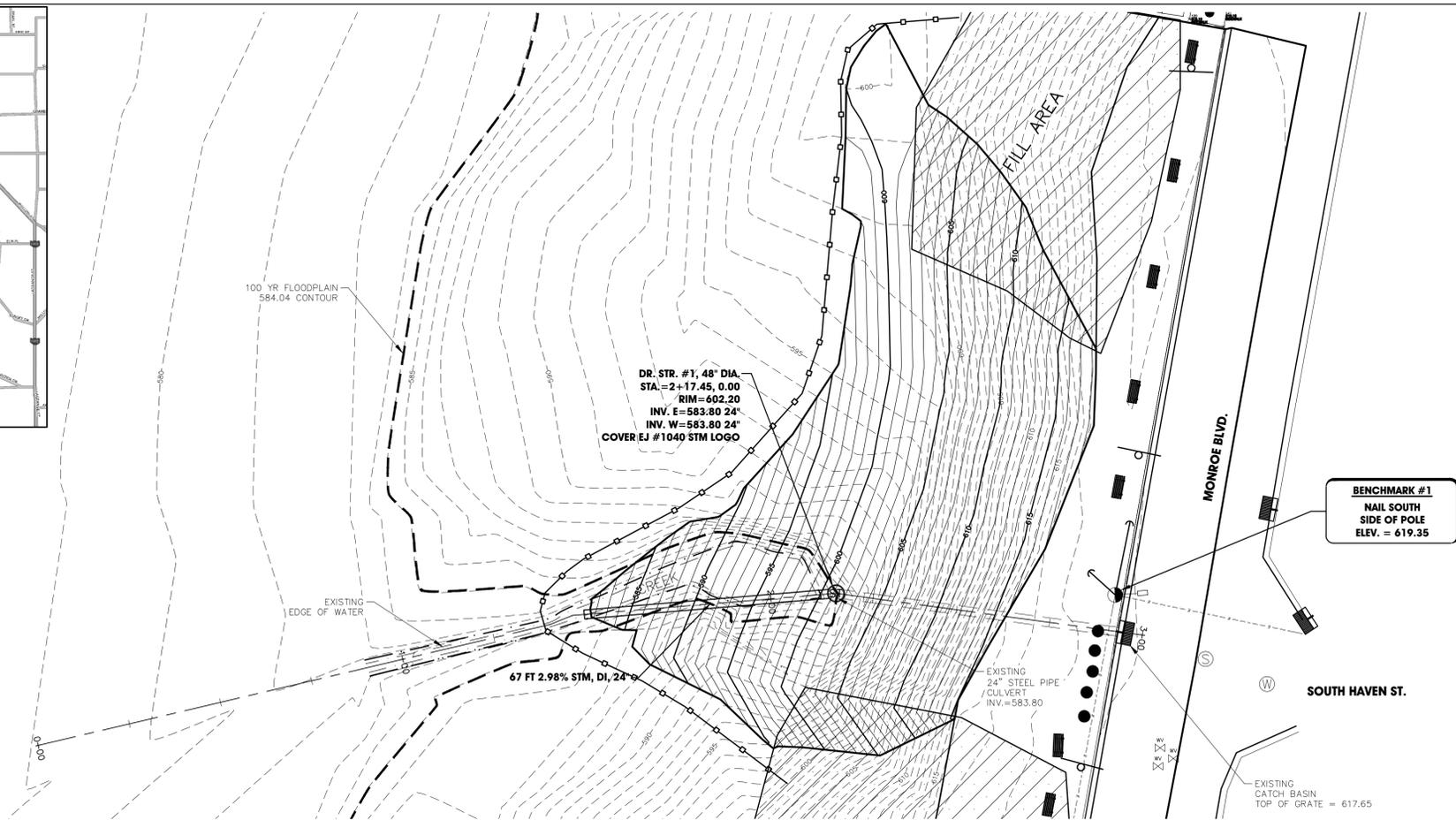
Bluff Stabilization Drawing

Bid Tabulation Spreadsheet

Award Recommendation Letter



LOCATION MAP  
NOT TO SCALE



| Item Description                   | Unit | Sht 1 Quantity |
|------------------------------------|------|----------------|
| Mobilization, Max.                 | LS   | 1              |
| Temporary Traffic Control          | LS   | 1              |
| Clearing and Grubbing              | LS   | 1              |
| Site Grading                       | LS   | 1              |
| Silt Fence                         | Ft   | 300            |
| Seed                               | LB   | 100            |
| Fertilizer                         | LB   | 100            |
| Erosion Control Blanket            | Syd  | 1375           |
| Structure, Stm. MH, 48 inch Dia.   | Ea   | 1              |
| Structure Cover, EJ #1040 STM Logo | Ea   | 1              |
| Stm Swr., DI, 24 inch              | Ft   | 67             |

- NOTE:
- SEED MIX SHALL BE GEOPRO MDT PERFORMANCE SEED MIX OR ENGINEER APPROVED EQUIVALENT.
  - EROSION CONTROL BLANKET SHALL BE AMERICAN EXCELSIOR COMPANY - CUREX II OR ENGINEER APPROVED EQUIVALENT.
  - SITE GRADING INCLUDES SUPPLYING, SPREADING, AND COMPACTING ALL NECESSARY FILL MATERIAL. SEE "SPECIFICATION FOR ROUGH GRADING".

**ABONMARCHÉ**  
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Engineering  
Land Surveying  
Architecture  
Community Planning  
Landscape Architecture  
Development Services

95 West Main Street  
Benton Harbor, MI 49023  
T 269.927.2295  
F 269.927.1017

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**J.R. MONROE BOULEVARD  
BLUFF STABILIZATION  
CITY OF SOUTH HAVEN**

**BLUFF STABILIZATION  
PLAN AND PROFILE**

PROJECT:

SHEET TITLE:

DRAWN BY: **DJL**

DESIGNED BY: **TRD**

PM REVIEW:

QA/QC REVIEW:

DATE: **MARCH 2014**

SEAL:

SIGNATURE:

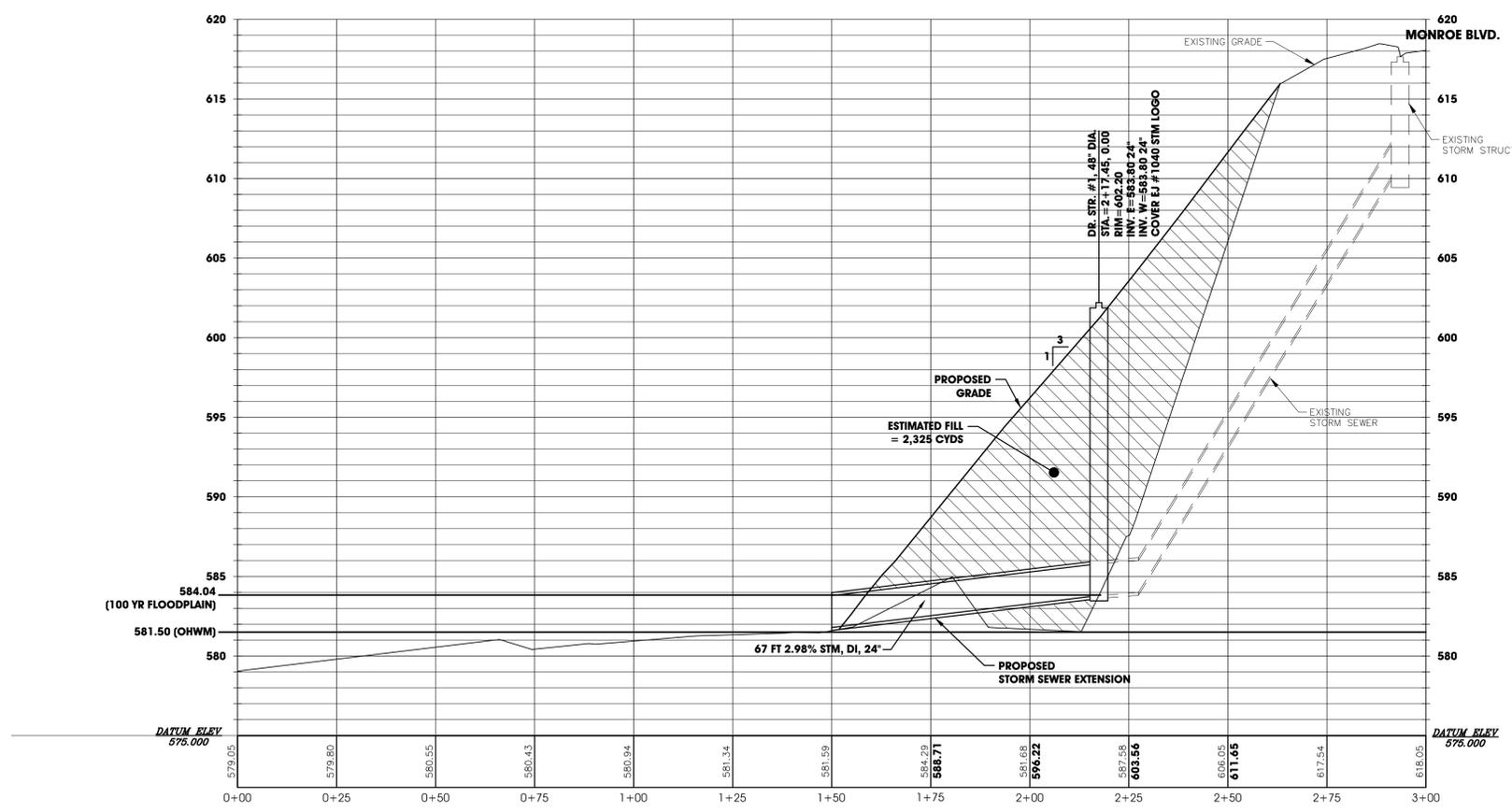
DATE:

HARD COPY IS INTENDED TO BE 24" X 36" WHEN PLOTTED. SCALE(S) INDICATED AND GRAPHIC QUALITY MAY NOT BE ACCURATE FOR ANY OTHER SIZES.

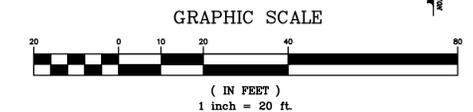
SCALE:  
HORIZ: 1"=20'  
VERT: 1"=5'

ACI JOB # **13-0514**

SHEET NO.



NOTE:  
SURVEY DATA PROVIDED BY OTHERS.  
ALL ELEVATIONS REFERENCE VERTICAL DATUM IGLD 85.



Owner: City of South Haven  
Project Name: J.R. Monroe Boulevard Bluff Stabilization  
Project Number: 13-0514  
Date and Time: Tuesday, April 22, 2014 @ 2:00pm

Legend: Correction

# Bid Tabulation

| Item          | Unit                               | Estimated Quantity | Engineer's Estimate |                     | Brad Thomas Excavating, Inc. |              | Compton, Inc.       |                     | Quantum Construction |              | D.A. D'Agostino |              |              |
|---------------|------------------------------------|--------------------|---------------------|---------------------|------------------------------|--------------|---------------------|---------------------|----------------------|--------------|-----------------|--------------|--------------|
|               |                                    |                    | Unit Price          | Total               | Unit Price                   | Total        | Unit Price          | Total               | Unit Price           | Total        | Unit Price      | Total        |              |
| 1             | Mobilization, Max \$2,000          | LS                 | 1                   | \$ 2,000.00         | \$ 2,000.00                  | \$ 2,000.00  | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00          | \$ 1,550.00  | \$ 1,550.00     | \$ 2,000.00  | \$ 2,000.00  |
| 2             | Temporary Traffic Control          | LS                 | 1                   | \$ 1,000.00         | \$ 1,000.00                  | \$ 500.00    | \$ 500.00           | \$ 1,000.00         | \$ 1,000.00          | \$ 575.00    | \$ 575.00       | \$ 1,200.00  | \$ 1,200.00  |
| 3             | Clearing and Grubbing              | LS                 | 1                   | \$ 5,000.00         | \$ 5,000.00                  | \$ 1,450.00  | \$ 1,450.00         | \$ 3,000.00         | \$ 3,000.00          | \$ 3,300.00  | \$ 3,300.00     | \$ 21,500.00 | \$ 21,500.00 |
| 4             | Site Grading                       | LS                 | 1                   | \$ 25,000.00        | \$ 25,000.00                 | \$ 15,575.00 | \$ 15,575.00        | \$ 21,500.00        | \$ 21,500.00         | \$ 32,550.00 | \$ 32,550.00    | \$ 59,400.00 | \$ 59,400.00 |
| 5             | Silt Fence                         | FT                 | 300                 | \$ 1.50             | \$ 450.00                    | \$ 2.00      | \$ 600.00           | \$ 2.00             | \$ 600.00            | \$ 1.25      | \$ 375.00       | \$ 4.00      | \$ 1,200.00  |
| 6             | Seed                               | LB                 | 100                 | \$ 5.00             | \$ 500.00                    | \$ 6.50      | \$ 650.00           | \$ 4.50             | \$ 450.00            | \$ 2.50      | \$ 250.00       | \$ 26.00     | \$ 2,600.00  |
| 7             | Fertilizer                         | LB                 | 100                 | \$ 2.00             | \$ 200.00                    | \$ 6.50      | \$ 650.00           | \$ 4.50             | \$ 450.00            | \$ 1.25      | \$ 125.00       | \$ 6.00      | \$ 600.00    |
| 8             | Erosion Control Blanket            | SYD                | 1,375               | \$ 2.00             | \$ 2,750.00                  | \$ 1.50      | \$ 2,062.50         | \$ 2.00             | \$ 2,750.00          | \$ 1.25      | \$ 1,718.75     | \$ 1.70      | \$ 2,337.50  |
| 9             | Structure, Stm. MH, 48 inch Dia.   | EA                 | 1                   | \$ 3,500.00         | \$ 3,500.00                  | \$ 3,975.00  | \$ 3,975.00         | \$ 9,400.00         | \$ 9,400.00          | \$ 2,850.00  | \$ 2,850.00     | \$ 4,500.00  | \$ 4,500.00  |
| 10            | Structure Cover, EJ #1040 STM Logo | EA                 | 1                   | \$ 625.00           | \$ 625.00                    | \$ 550.00    | \$ 550.00           | \$ 600.00           | \$ 600.00            | \$ 890.00    | \$ 890.00       | \$ 520.00    | \$ 520.00    |
| 11            | Stm. Swr., DI, 24 inch             | FT                 | 67                  | \$ 120.00           | \$ 8,040.00                  | \$ 188.06    | \$ 12,600.00        | \$ 220.00           | \$ 14,740.00         | \$ 225.00    | \$ 15,075.00    | \$ 154.00    | \$ 10,318.00 |
| 12            | Riprap, Heavy                      | SYD                | 50                  | \$ 70.00            | \$ 3,500.00                  | \$ 130.00    | \$ 6,500.00         | \$ 80.00            | \$ 4,000.00          | \$ 52.00     | \$ 2,600.00     | \$ 60.00     | \$ 3,000.00  |
| <b>Total:</b> |                                    |                    |                     | <b>\$ 52,565.00</b> | <b>\$ 47,112.50</b>          |              | <b>\$ 60,490.00</b> | <b>\$ 61,858.75</b> | <b>\$ 109,175.50</b> |              |                 |              |              |
|               |                                    |                    |                     |                     | % of Eng. Est.               | 89.63%       | % of Eng. Est.      | 115.08%             | % of Eng. Est.       | 117.68%      | % of Eng. Est.  | 207.70%      |              |

Owner: City of South Haven  
Project Name: J.R. Monroe Boulevard Bluff Stabilization  
Project Number: 13-0514  
Date and Time: Tuesday, April 22, 2014 @ 2:00pm

## Bid Tabulation

| Item          | Unit                               | Estimated Quantity | Bidder 1       |       | Bidder 2       |       | Bidder 3       |       |
|---------------|------------------------------------|--------------------|----------------|-------|----------------|-------|----------------|-------|
|               |                                    |                    | Unit Price     | Total | Unit Price     | Total | Unit Price     | Total |
| 1             | Mobilization, Max \$2,000          | LS                 | 1              | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 2             | Temporary Traffic Control          | LS                 | 1              | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 3             | Clearing and Grubbing              | LS                 | 1              | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 4             | Site Grading                       | LS                 | 1              | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 5             | Silt Fence                         | FT                 | 300            | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 6             | Seed                               | LB                 | 100            | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 7             | Fertilizer                         | LB                 | 100            | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 8             | Erosion Control Blanket            | SYD                | 1,375          | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 9             | Structure, Stm. MH, 48 inch Dia.   | EA                 | 1              | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 10            | Structure Cover, EJ #1040 STM Logo | EA                 | 1              | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 11            | Stm. Swr., DI, 24 inch             | FT                 | 67             | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| 12            | Riprap, Heavy                      | SYD                | 50             | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
| <b>Total:</b> |                                    |                    |                | \$ -  | \$ -           | \$ -  | \$ -           | \$ -  |
|               |                                    |                    | % of Eng. Est. | 0.00% | % of Eng. Est. | 0.00% | % of Eng. Est. | 0.00% |

April 28, 2014

Mr. Larry Halberstadt, P.E.  
City of South Haven  
1199 8<sup>th</sup> Avenue  
South Haven, MI 49090

RE: City of South Haven  
J.R. Monroe Boulevard- Bluff Stabilization  
Recommendation for Award

Dear Larry:

On April 22, 2014, we received four (4) bids for the J.R. Monroe Boulevard Bluff Stabilization project.

A summary of the attached bid tabulation is provided below.

**BID SUMMARY**

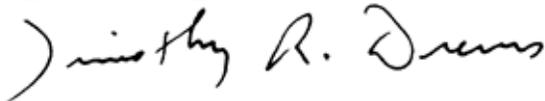
| <u>Prepared By:</u>          | <u>Total Amount</u> |
|------------------------------|---------------------|
| Brad Thomas Excavating, Inc. | \$ 47,112.50        |
| Compton, Inc.                | \$ 60,490.00        |
| Quantum Construction         | \$ 61,858.75        |
| D.A D'Agostino               | \$109,175.50        |

After review and reference checks, we have found all bidders to be qualified and their bids to be properly prepared and responsive. Abonmarche recommends that the city award to the low bidder of Brad Thomas Excavating, Inc.

Should you have any questions or comments, please feel free to contact us at our office.

Sincerely,

ABONMARCHE



Timothy R. Drews, P.E.  
Vice President

TRD/jkr

2014-03-26

TO: Brian Dissette

FR: Paul VandenBosch

RE: Commercial Use Policy

Staff was requested to prepare a commercial use policy for how the City responds to businesses desiring to use City Marina facilities for commercial uses.

The attached commercial use policy lays out an application procedure and approval process.

License agreement requirements are stated, and specific requirements for specific facilities are listed.

This document was reviewed by the Harbor Commission at their March 18 meeting and recommended to City Council. City Council may wish to review and add or amend the terms of the commercial use policy.

Recommendation:

If the commercial use policy is acceptable, approve the resolution establishing the policy.

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-19

A RESOLUTION TO ESTABLISH A POLICY ON COMMERCIAL USES AT  
MUNICIPAL MARINAS AND BOAT LAUNCH FACILITIES

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 May 5, 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 Council desires to establish rules and regulations for the commercial use of the Southside Marina, Northside Marina, Maritime Marina, Black River Park Marina, and Black River Park Boat Launch facilities.

THEREFORE, BE IT RESOLVED, that the City of South Haven City Council adopts a Marina and Boat Launch Facility Commercial Use Policy set forth in Attachment A.

RECORD OF VOTE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 5<sup>th</sup> day of May 2014, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

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

### Marina and Boat Launch Facility Commercial Use Policy

1. Purpose. This Policy governs the application process for persons or entities wishing to establish commercial operations at the South Side Marina, North Side Marina, Maritime Marina, Black River Park Marina, and Black River Boat Launch facilities.
2. Application. The person or entity wishing to establish a commercial operation at a facility (the "Applicant") shall submit a written letter of request to the City Manager with the following information:
  - A. The Applicant's name, mailing address, and telephone number. Where the Applicant is a partnership, corporation or other association, this information shall be provided for all partners, officers and directors, or members.
  - B. A statement regarding the type of commercial operation the Applicant wishes to operate. The statement shall identify the space within the facilities (including, if applicable, specific boat slips) that the Applicant wishes to use in the operation.
  - C. Proposed hours of operation, and, if applicable, an approximate schedule of the departure and arrival of boats to be used as part of the commercial operation.
3. Preliminary Approval. The City Manager will review the application and grant preliminary approval upon determining that: (a) the requested space or comparable space is available and has not been requested in a pending application; (b) the requested facility has additional capacity for commercial uses; (c) the proposed operation will not interfere with adjacent use by other customers, produce noise, noxious smells or be otherwise offensive; (d) the proposed operation is not prohibited by the facility regulations in Section 5 of this Policy; (e) the use is a lawful use and all appropriate permits and approvals have been granted; and (f) the proposed operation will not unduly interfere with other commercial operations or recreational uses of the facility.
4. License Agreement. If the application receives preliminary approval, the City Attorney will prepare a license agreement with the following components:
  - A. Term – The initial term of each license agreement shall be one year. The City may, at its discretion, grant renewal terms for longer periods for commercial operations that consistently satisfy their license obligations.
  - B. License Fee – Commercial operations in the facilities shall pay an annual license fee in amount consistent with applicable state and federal regulations. The license fee shall be determined based on the nature and character of the occupied space. For a commercial operation that operates exclusively from a boat slip, the license fee shall generally be double the amount charged for seasonal use of the slip by a recreational boater. However, the City Council may determine from time to time that a particular facility has excess commercial capacity, and, in such situations, the City reserves the right to adjust fees accordingly.
  - C. Insurance Requirements – The applicant shall be required to maintain general commercial liability insurance with minimum liability limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, naming the City as an additional insured.

5. Facility Regulations. The following regulations shall apply within the specified facilities.
  - A. Commercial operations at Black River Park Boat Launch involving the rental of motorized boats and motorized watercraft to customers, for operation by such customers, are prohibited.
  - B. Rental of boats which are under a seasonal recreational marina contract is not permitted. This includes rental of boats as lodging, operation as a charter vessel and person to person boat rentals. Operation of a charter vessel from municipal marinas may be permitted under a license agreement subject to this Commercial Use Policy.
  - C. The Black River Park Marina shall not have more than five commercial operations involving the use of a charter vessel.
  - D. The South Side Marina shall not have more than six commercial operations involving the use of a charter vessel.
  - E. The Maritime Marina may be used by the Michigan Maritime Museum for display of historic and character boats and for special events, subject to City Council approval.
  - F. Special events may use municipal marina facilities subject to approval of the Harbormaster and City Council.
6. License Agreement Approval. The license agreement prepared by the City Attorney is subject to review by the Harbor Commission and approval by the City Council. No commercial use shall take place before the license agreement has been executed by the City and the entity operating the commercial use.



## Agenda Item 10

### Transformer Inventory Management Agreement

#### Background Information:

The City Council will be asked to consider approval of a Transformer Inventory Management Agreement with Power Line Supply Company (PLS.)

In October 2009, the City of South Haven entered into a number of contracts with PLS for the purchase of transformers. The contracts expired in October, 2012. Those contracts required the parties to mutually establish minimum and maximum inventory levels for the transformer stock, and that the stock would be purchased upon termination of the contracts. PLS and the city do not agree on the number of transformers which have been ordered. PLS has an extra 68 transformers, which have a value of \$427,297.21. PLS believes the city is responsible to pay this amount and purchase the transformers. The city disputes the inventory level, and does not believe staff authorized the order of all of the 68 transformers.

The city's staff, city attorney, and representatives from the Board of Public Utilities worked for more than six months to negotiate an agreement with PLS, to resolve the inventory dispute. The benefit of reaching an agreement ensures that the city will not face litigation on this issue, and ensures the Department of Public Works is able to continue working with PLS for electric system inventory needs.

As part of the agreement, the city and PLS agree to liquidate the 68 transformers. The city agrees to share half of the inventory cost, with a local cost of \$213,648.60. The city and PLS agree to share in gains or losses as the excess transformers are sold. PLS agrees to retain the transformers, and to actively market the units.

At the October 16, 2013 meeting of the Board of Public Utilities (BPU), the board approved a motion to recommend to the City Council that the Transformer Inventory Management Agreement, in the amount of \$213,648.60, be approved.

#### Recommendation:

The City Council should consider approval of a Transformer Inventory Management Agreement with Power Line Supply Company, in the amount of \$213,648.60.

#### Support Material:

City Attorney Correspondence  
Transformer Inventory Management Agreement  
BPU Meeting Minutes

MEMORANDUM

**To:** Hon. Mayor and City Council Members  
**From:** Scott G. Smith  
**Re:** Power Line Supply Company  
**Date:** April 29, 2014

In October 2009 the City entered into a number of contracts with Power Line Supply Company ("PLS") for the purchase of transformers which expired in October 2012. The contracts required the parties to mutually establish minimum and maximum inventory levels for transformer stock and also required the City to purchase all inventory stock items upon termination of the contracts.

The City and PLS do not agree on the number of transformers that have been ordered. Jeff Stauffer, the Senior Vice President of PLS, believes the ordered inventory under the contracts includes approximately 68 transformers worth approximately \$427,297.21. PLS believes the City is responsible to pay this amount and purchase the 68 transformers. However, the City does not believe staff authorized orders for all 68 transformers.

This inventory significantly exceeds any currently foreseeable City needs over many years. The failure of some development projects ensures local demands for transformers will be minimal.

Due to changes in the market, the transformers are now worth less (perhaps as much as 20% less) than when PLS first acquired them. They were ordered at a time when there seemed to be a relative scarcity of such items and when purchase prices were escalating. No one predicted the market values would plummet as they have.

The City wishes to enter into a Transformer Inventory Management Agreement with PLS ("Inventory Management Agreement") to resolve the disagreement concerning the surplus transformer inventory. Resolution of this disagreement in accordance with the Inventory Management Agreement will require us to pay PLS one-half of the cost of the transformers in dispute. PLS will continue to market and sell these transformers at market value. The proceeds of any sale would be shared equally between PLS and the City.

The resolution of the disagreement benefits the City and should be entered into as provided in the Inventory Management Agreement for the following reasons:

1. It eliminates the cost and uncertainty of litigation.

PLS could sue the City to recover the \$427,297.21 PLS believes the City owes, plus costs and legal fees.

Litigation outcomes can be unpredictable because the decision is left to a third party.

The City's legal counsel estimates litigation costs for such a matter could be at least \$50,000.

2. The City and PLS will equally share in gains or losses as the excess transformers are sold. PLS will have an incentive to sell the inventory and it has the best access to potential customers.
3. Rapid liquidation of the transformer inventory hedges against further decreases in value due to any variety of factors such as the volatile market, any deterioration in their condition, changes in design, increased transportation costs, etc.

A resolution that PLS finds acceptable allows a continued working relationship with PLS. That relationship avoids the need to write complicated, technical bid specifications and undertake bidding for needed utility equipment, a process that is time-consuming, costly and can result in errors.

## TRANSFORMER INVENTORY MANAGEMENT AGREEMENT

This Transformer Inventory Management Agreement is made as of \_\_\_\_\_, 2014, between the City of South Haven, a Michigan municipal corporation, the principal business address of which is 539 Phoenix Street, South Haven, MI 49090 (the "City") and Power Line Supply Company, a Michigan corporation, with an address of 420 Roth Street, P.O. Box 88, Reed City, MI 49677 ("PLS").

### RECITALS

- A. The City and PLS entered into a Transformer Consigned Inventory Alliance Agreement and Vendor Managed Inventory Alliance Agreement, each with an effective date of October 1, 2009 (collectively, the "Transformer Contracts").
- B. The parties have disagreed over whether the City authorized the number of items to be ordered and the corresponding balance owed PLS, resulting in 68 excess transformers currently held by PLS (the "Surplus Transformers").
- C. The parties desire to resolve this disagreement, and provide for the joint liquidation of the Surplus Transformers, pursuant to the terms and conditions in this Agreement.

### TERMS AND CONDITIONS

#### 1. Purchase and Sale of Surplus Transformers.

A. Upon the execution of this Agreement, PLS will provide the City with a written invoice in the amount of \$213,648.60, which dollar amount represents approximately one-half of the retail value of the Surplus Transformers as agreed to between the parties. The City will pay the invoiced amount to PLS upon receipt of the invoice.

B. PLS will, at its sole cost and expense, warehouse, transport, as necessary, and exercise best efforts to market and sell the Surplus Transformers to existing customers and other third-party purchasers. However, the City will, upon PLS's reasonable request, and at PLS's sole cost and expense, provide reasonable assistance to facilitate PLS's efforts to market and sell the Surplus Transformers. PLS will market the Surplus Transformers at a sales price that equals or is near current fair market value. All purchase offers must be submitted in writing to PLS's Senior Vice President and the City's Public Works Director for review within 3 days of receipt of the offer. The completion of any sale of Surplus Transformers requires PLS's and the City's joint acceptance of the purchase offer, and the parties may agree to sell the Surplus Transformers at any price, including, without limitation, less than the fair market value of any or all of the Surplus Transformers. Upon acceptance by both parties of a purchase offer, the Surplus Transformers will be sold in accordance with the terms of the accepted offer, and the City and PLS will equally share the net proceeds of such sale. PLS must remit payment to the City of the City's portion of sale proceeds within 5 days of the completion of any sale of Surplus Transformers.

2. Extension of Transformer Contracts. The Transformer Contracts expired on October 1, 2012. Upon execution of this Agreement, the Transformer Contracts (*i.e.*, both the Transformer Consigned Inventory Alliance Agreement and Vendor Managed Inventory Alliance Agreement) are modified so (i) their expiration dates shall extend until October 1, 2017 and may be extended as necessary until the Surplus Transformer inventory is sold and (ii) they are subject to the terms and conditions of this Agreement.

3. Release and Waiver. PLS forever releases and discharges the City, and the City forever releases and discharges PLS including their respective officers, employees, and agents, of and from any and all claims, demands, or causes of action, either may have against the other arising out of or related in any way to

the Transformer Contracts prior to the date of this Agreement. This Agreement resolves all those claims, demands and causes of action.

4. Miscellaneous.

A. This Agreement, together with the both of the Transformer Contracts, are the sole agreements of the parties with respect to their subject matter. There are no other understandings, agreements, representations and warranties. This Agreement may only be modified by an agreement in writing signed by each party.

B. No party may assign any of its rights or obligations under this Agreement without the prior written consent of the other party. This Agreement will be binding upon and inure to the benefit of the parties to this Agreement, and their respective permitted successors and assigns.

C. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

The parties have signed this Agreement, effective as of the date first set forth above.

**CITY OF SOUTH HAVEN**

**POWER LINE SUPPLY COMPANY**

By: \_\_\_\_\_  
Robert Burr, Mayor

By \_\_\_\_\_  
Jeff Stauffer, Senior Vice President

By: \_\_\_\_\_  
Amanda Morgan, Clerk

Date signed: \_\_\_\_\_, 2014

Date signed: \_\_\_\_\_, 2014

# Board of Public Utilities

## Special Meeting Minutes

Wednesday, October 16, 2013  
9:00 a.m., DPW Conference Room



City of South Haven

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

### 2. Roll Call

Present: Burr, Henry, Stein (Ex-officio), Winkel, Stickland  
Absent: Overhiser (Ex-officio), Rose (Ex-officio)

Also present: Brian Dissette, City Manager

### 3. Approval of Agenda

Motion by Burr, second by Winkel to approve the agenda as presented.

All in favor. Motion carried.

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

None at this time.

### UNFINISHED BUSINESS

### 5. Board will be requested to review the Power Line Supply agreements and make a recommendation to City Council.

Huff noted that this agreement has been worked on for a year and reviewed the background of the request. Huff credited Chair Stickland with bringing this proposal to the form it is in today, where the city and Power Line Supply share the risk, and all in principal are in agreement. Whatever profit is made would be split between the city and Power Line Supply.

Stickland expanded on the difficulty of negotiations and how this agreement was drafted.

Dissette said we have worked actively with the city's attorney in drafting this agreement. Counsel advises that if the city took this to court we would have approximately fifty thousand dollars (\$50,000) in legal fees with a fifty-fifty (50/50) chance of getting a jury to agree with us and we would still be a customer of this company. The city attorney has been saying, "Work to get an agreement."

Henry understands all the hard work done, and all the information he has, but the proposed agreement should have some discussion about ending. If this issue is not resolved, we are back at the same point at the Oct. 2016 date. Dissette explained that the four year issue can be resolved easily. Stickland suggested making that a contingency of approval.

Motion by Henry, second by Winkel to approve the Transformer Inventory Management Agreement in the amount of \$213,648.60, with a revision for the agreement to be completed October 2017.

Discussion ensued regarding how this agreement will be handled through council.

Burr asked if we are going to actually going to meet again in two weeks. Huff noted that Stickland is not going to be here for the regular meeting on Oct. 28. Tomorrow we are receiving bids for one of the GRP jobs, Huff noted, and he would like to get approval for that unless the board wants to let staff make that decision based on GRP's recommendation.

**6. Next meeting is scheduled for Monday October 28, 2013 at 8:00 a.m. in the DPW Conference Room.**

Burr requested financial statements be presented at the special meeting.

The regularly scheduled 4:00 p.m. meeting has been canceled.

**7. Board Member Comments**

Discussion of a conference call to be placed following this meeting.

**8. Adjourn**

Motion by Winkel, second by Burr to adjourn at 9:52.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary



## Agenda Item 11

Fiscal Year 2014-15; DRAFT Budget Introduction

### Background Information:

The City Council will be asked to consider a resolution which establishes a public hearing date for the Fiscal Year 2014-15 Budget, to be held on May 19, 2014.

The budget process begins in earnest in January with department heads preparing budget concerns and requests for the City Manager's review. The Finance Department compiles and reviews these requests. As staff works through the various budget projections, a series of reports are distributed for the City Council's review. This year, several workshop sessions were held by the City Council to make sure the budget reflects the adopted policy priorities of City Council.

The manager's proposed budget for 2014-15 is complete and is now presented to the City Council for consideration. It is available for the public to review, and can be downloaded from the city's website at [www.south-haven.com](http://www.south-haven.com) or can be obtained in print form at City Hall.

The City Charter requires a public hearing on the proposed budget. The City Council is required to adopt a budget at the first meeting in June.

### Recommendation:

Approve Resolution 2014-20: A Resolution setting a public hearing date for the Fiscal Year 2014-2015 Budget on May 19, 2014.

### Support Material:

[Fiscal Year 2014-15 Budget Proposal](#)  
Resolution 2014-20 Budget Public Hearing

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-20

A RESOLUTION SETTING A PUBLIC HEARING DATE FOR THE  
FISCAL YEAR 2014/2015 BUDGET

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 May 5, 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 Council of the City of South Haven is required by MCL141.412 (2) to conduct a public hearing before the Fiscal Year 2014/2015 Budget can be adopted; and

WHEREAS, said budget is required by City Charter section 8.5 to be adopted by the first regular Council meeting in June of each year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Haven that a public hearing will be held at 7:00 p.m. on Monday, May 19, 2014, for the purpose of hearing public comment on the proposed Fiscal Year 2014/2015 Budget and the proposed property tax millage rate to be levied to support the proposed Budget.

BE IT FURTHER RESOLVED, that City Council directs staff to publish a Notice of Public Hearing as attached in Exhibit A.

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

RECORD OF VOTE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 5<sup>th</sup> day of May, 2014, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

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Amanda Morgan, City Clerk

EXHIBIT A

CITY OF SOUTH HAVEN

NOTICE OF PUBLIC HEARING  
"THE TRUTH IN BUDGETING ACT"

The City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan will hold a public hearing on the proposed Fiscal Year 2014/2015 Budget. The hearing will be held on Monday, May 19, 2014 at 7:00 p.m. at the South Haven City Hall, 539 Phoenix Street, South Haven, Michigan.

A copy of the proposed budget is on file in the Office of the City Clerk from 8:00 a.m. to 5:00 p.m., Monday through Friday.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

This notice is published by:

City of South Haven  
539 Phoenix Street  
South Haven, MI 49090  
(269) 637-0700

## MEMORANDUM

May 2, 2014

TO: Brian Dissette, City Manager  
FROM: Wendy Hochstedler, Finance Director  
SUBJECT: Resolution for Senior Millage Renewal

At the April 7, 2014 regular meeting of the City Council, Resolution 2014-15 was adopted to place the Senior Services millage proposal on the August 5, 2014 ballot. The information in the resolution regarding the proposed ballot language was provided by South Haven Area Senior Services and submitted to the Council as presented. A certified copy of the resolution must be submitted to the County Clerk no later than May 13, 2014 in order to be placed on the ballot.

The City Attorney subsequently reviewed the resolution and determined there were a couple of changes needed in the wording. One of the items was the 4-year period of 2014 to 2017 that should read 2015 to 2018. As previously stated, it would actually limit the period to 3-years. It was also noted that there was no language included that addressed tax capture by the City's Tax Increment Financing Districts and applicable Brownfield plans.

RECOMMENDATION: City Council consider the adoption of the revised resolution that addresses both of the aforementioned issues.

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-21

A RESOLUTION AUTHORIZING BALLOT PROPOSAL FOR SENIOR SERVICES MILLAGE

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 May 5, 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 Council has determined that it is necessary to continue to levy a millage for services to older citizens; and

WHEREAS, Act 39, Public Acts of Michigan, 1976, as amended, authorizes the City to submit a millage proposition to the electorate for this purpose.

NOW, IT IS THEREFORE RESOLVED that:

1. The following proposition shall be submitted to the electors of the City at the August 5, 2014, Primary Election:

Senior Millage Proposal

This proposal is for a reauthorization of a millage which expired with the 2013 tax levy.

Shall the previously-voted millage levied by the City of South Haven, Van Buren and Allegan Counties, Michigan, be renewed at 0.25 mill (\$0.25 per \$1,000 of taxable value) for a period of four years (2015 through 2018, inclusive), to be paid to Senior Services of Van Buren County (also known as South Haven Area Senior Services) for the purpose of providing services to senior citizens, which levy is estimated to raise \$77,100 in the first year of the levy, and shall the City of South Haven be authorized to levy said tax?

(To the extent required by law, a small portion of the tax levy will be captured by and disbursed to the Brownfield Redevelopment Authority of the City of South Haven, the Downtown Development Authority of the City of South Haven, and the City of South Haven Local Development Finance Authority.)

Yes  No

2. The City Clerk, the City Attorney, and all other City officials are authorized and directed to take any and all actions necessary to have the proposal placed on the August 5, 2014, Primary Election ballot.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

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

RECORD OF VOTE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 5<sup>th</sup> day of May, 2014, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).

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