

# City Council

## Regular Meeting Agenda

Monday, May 19, 2014  
7:00 p.m., Council Chambers



### 1. Call to Order

### 2. Invocation

- Linda Olsen – We Care I.N.C.

### 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 May 5, 2014.
- B. Bills totaling \$1,209,256.21 for the period ending May 20, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve the contract with Progressive Engineering to complete the traffic study for \$12,470.
- D. Council will be asked to approve a license agreement with 601 Kalamazoo Street to allow the construction of a residential driveway.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
  - 1) 02-06-2014 Planning Minutes
  - 2) 02-12-2014 DDA Minutes
  - 3) 03-06-2014 Planning Workshop Minutes
  - 4) 03-19-2014 Airport Authority Minutes
  - 5) 03-31-2014 BPU 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.*

### BOARD & COMMISSION APPOINTMENTS

### 6. City Council will be asked to consider the following annual board and commission appointments/reappointments:

#### A. Confirm the Mayor's reappointments as follows:

<u>Name</u>	<u>Board</u>	<u>Term</u>
Dave Paull	Planning Commission	3-year term
Brian Peterson	Planning Commission	3-year term

Sharon Fanger                      Community Development Commission                      4-year term

**B. Reappoint board and commission members as follows:**

<u>Name</u>	<u>Board</u>	<u>Term</u>
Robert Stickland	Board of Public Utilities	5-year term
Brian Dissette	Building Authority	4-year term
Mark Dibble	Construction Board of Appeals	5-year term
Cathy Pyle	Harbor Commission	3-year term
Greg Sullivan	Harbor Commission	3-year term
Tom Thomson	Housing Commission	5-year term
Robin Reva	Liberty Hyde Bailey Board	4-year term
Robin McAlear	Library Board	5-year term
Art Bolt	LDF/BRDA Board	4-year term
Christine Valentine	LDF/BRDA Board	4-year term
Marilyn White	Parks Commission	3-year term
Patti Reinert-Montgomery	Parks Commission	3-year term

**7. Council will be asked to consider the appointment of Judy Stimson to fill a 3-year term on the Planning Commission expiring in 2017.**

UNFINISHED BUSINESS

**8. Council will be asked to hold a public hearing regarding the FY 2014/15 budget.**

NEW BUSINESS

**9. Council will be asked to consider the following Special Events:**

- A. Consider Special Event 2014-02, Elkenburg Park Basketball Reunion (July 4-6, 2014).**
- B. Consider Special Event 2014-18, The Session Basketball (June 28-29, 2014)**
- C. Consider Special Event 2014-20, Blueberry Fest Craft Fair (August 9-10, 2014)**
- D. Consider Special Event 2014-21, All Crafts Fair (August 30-31, 2014)**
- E. Consider Special Event 2014-22, North Shore Elementary 5K (June 3, 2014)**
- F. Consider Special Event 2014-25, Summer Kickoff 2014 (June 14, 2014)**
- G. Consider Special Event 2014-26, 2014 Independence Day Fireworks (July 3, 2014)**
- H. Consider Special Event 2014-27, Memorial Day Parade 2014 (May 26, 2014)**

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.

10. Council will be asked to approve Resolution 2014-22, a resolution to set a public hearing for an Industrial Facilities Tax Abatement for System Components.
11. Council will be asked to approve an outdoor dining license agreement with Taste, 402 Phoenix Street.
12. Council will be asked to consider several approvals related to the proposed downtown and public marina Wi-Fi project.
  - A. Council will be asked to approve Resolution 2014-23, a resolution to use Marina fund to repay the cost of providing Wi-Fi capability to Marina users.
  - B. Council will be asked to award electrical work to Severance Electric in the amount of \$34,820.
  - C. Council will be asked to award the cable infrastructure to Turn-Key Networks in the amount of \$56,742.
  - D. Council will be asked to award professional services to Secant Technologies in the amount of \$41,550.
  - E. Council will be asked to award the network electronics purchase to Secant Technologies in the amount of \$38,309.31.
13. Council will be asked to approve part three of the Economic Incentive Plan – Unfunded Accrued Liability and authorize staff to submit the plan to the State by the June 1, 2014 deadline.

14. 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.)*

15. City Manager's Comments

16. Mayor and Councilperson's Comments

17. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

# City Council

## Regular Meeting Minutes

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

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 Patterson to approve the Consent Agenda as follows:

- 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

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 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.**

#### **Item A: Special Event 2014-14, Steel Headers Pro-Am (May 16-18, 2014).**

*Background Information:* 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.

Moved by Patterson to approve Special Event 2014-14, Steel Headers Pro-Am (May 16-18, 2014). Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

#### **Item B: Special Event 2014-16, Light Up the Night Sky 5K (October 11, 2014).**

*Background Information:* 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 11th. 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.

Moved by Gruber to approve Special Event 2014-16, Light Up The Night Sky 5K (October 11, 2014). Seconded by Klavins.

Voted Yes: All. Motion Carried.

**Item C: 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.**

*Background Information:* The South Haven Farm Market will begin Saturday, May 10th 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.

Moved by Fitzgibbon to approve 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. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

**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.**

*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.

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.

Moved by Patterson to approve Resolution 2014-18, a resolution to ensure compliance with Public Act 95 of 2013 by the City of South Haven electric utility. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

**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.**

*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.

Moved by Kozlik Wall, to award for the Monroe Blvd. Bluff Stabilization project to Brad Thomas Excavating, Inc., in the amount of \$47,112.50. Seconded by Patterson.

Voted Yes: All. Motion Carried.

**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.**

*Background Information:* 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.

Moved by Fitzgibbon, to approve Resolution 2014-19, a resolution to establish a policy on commercial uses at municipal marinas and boat launch facilities. Seconded by Patterson.

Voted Yes: All. Motion Carried.

**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.**

*Background Information:* 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.

Moved by Patterson, to approve a Transformer Inventory Management Agreement with Power Line Supply Company, in the amount of \$213,648.60. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

**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.**

*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.

Moved by Kozlik Wall, to approve Resolution 2014-20, a resolution setting a public hearing date for the Fiscal Year 2014-15 Budget. Seconded by Fitzgibbon.

Voted Yes: All. Motion Carried.

**12. Council will be asked to consider Resolution 2014-21, a resolution authorizing a ballot proposal for senior services millage.**

*Background Information:* 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

Moved by Patterson, to approve Resolution 2014-21, a resolution authorizing a ballot proposal for senior services millage. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

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

No Public Comment

**14. City Manager's Comments**

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

Kozlik Wall – Spoke about Phoenix Street.

Gruber – Vote tomorrow.

Fitzgibbon – Vote tomorrow.

Patterson – Spoke about Senior Services and Warren Center. Vote tomorrow.

Arnold – Spoke about receiving letters from citizens and thanked them. Vote tomorrow.

Klavins – Spoke about concert. Vote tomorrow.

Burr – Spoke about the new exhibit at the Michigan Maritime Museum.

**16. Adjourn**

Moved by Patterson to adjourn. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Meeting adjourned at 7:27 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 OF SOUTH HAVEN

## MAY 20, 2014

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 21,342.54	\$ 135,625.29	\$ 156,967.83
202-MAJOR STREET FUND	\$ 45.10	\$ 497.23	\$ 542.33
203-LOCAL STREET FUND	\$ -	\$ 490.00	\$ 490.00
204-STREET FUND	\$ -	525.80	\$ 525.80
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ 35.79	\$ 650,557.12	\$ 650,592.91
251-LDFA #1	\$ 19.98	\$ -	\$ 19.98
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ 109.15	\$ 103.96	\$ 213.11
266-POLICE TRAINING	\$ 49.57	\$ 655.22	\$ 704.79
296-RIVER MAINTENANCE	\$ -	\$ -	\$ -
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ -	\$ -
402-CAPITAL PROJECTS #2	\$ -	\$ -	\$ -
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 110.27	\$ 132.00	\$ 242.27
577-BEACH FUND	\$ 125.21	\$ -	\$ 125.21
582-ELECTRIC FUND	\$ 24,928.19	\$ 33,009.53	\$ 57,937.72
591-WATER FUND	\$ 39,670.75	\$ 220,631.91	\$ 260,302.66
592-SEWER FUND	\$ 52,105.06	\$ 3,910.83	\$ 56,015.89
594-MUNICIPAL MARINA	\$ 6,634.94	\$ 149.99	\$ 6,784.93
636-INFORMATION SERVICES	\$ 117.77	\$ -	\$ 117.77
661-MOTOR POOL	\$ 1,881.70	\$ 5,693.92	\$ 7,575.62
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 6,122.39	\$ -	\$ 6,122.39
718-TRUST & AGENCY	\$ 3,975.00	\$ -	\$ 3,975.00
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 157,273.41</b>	<b>\$ 1,051,982.80</b>	<b>\$ 1,209,256.21</b>

User: ksteinman  
DB: South Haven

BANK CODE: 1 CHECK DATE: 05/20/2014 INVOICE PAY DATE FROM 05/20/2014 TO 05/20/2014

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
05/20/2014	1	47634	000014	ABONMARCHE CONSULTANTS INC	19,753.00	7
05/20/2014	1	47635	000043	AIRGAS USA, LLC	48.03	1
05/20/2014	1	47636	000074	ALTEC INDUSTRIES INC	137.29	1
05/20/2014	1	47637	000229	BEAVER RESEARCH COMPANY	172.79	1
05/20/2014	1	47638	003225	BRONSON METHODIST HOSPITAL	2,423.82	2
05/20/2014	1	47639	000346	BRUSH ENTERPRISES	1,584.66	1
05/20/2014	1	47640	000418	CDW GOVERNMENT INC	537.66	1
05/20/2014	1	47641	000453	CHIEF SUPPLY CORP	270.13	1
05/20/2014	1	47642	000502	COMMUNITY ANSWERING SERVICE	615.95	1
05/20/2014	1	47643	000514	CONSTRUCTION ASSOCIATES INC	1,268.26	1
05/20/2014	1	47644	000627	DEPATIE FLUID POWER CO	7.23	1
05/20/2014	1	47645	000716	EJ USA INC	351.98	1
05/20/2014	1	47646	000718	ELECSYS INTERNATIONAL CORP	267.00	1
05/20/2014	1	47647	003168	ELWOOD STAFFING	1,184.00	2
05/20/2014	1	47648	003215	FALCON ASPHALT REPAIR EQUIPMENT	1,530.12	1
05/20/2014	1	47649	000803	FLAGSTAR BANK	938.00	1
05/20/2014	1	47650	000847	FUEL MANAGEMENT SYSTEM	8,057.34	1
05/20/2014	1	47651	000872	GEMPLER'S	474.45	2
05/20/2014	1	47652	000913	GRAINGER	461.45	1
05/20/2014	1	47653	MISC	GREENMARK EQUIPMENT	19.44	1
05/20/2014	1	47654	001004	HARBOUR FAMILY COUNSELING	225.00	1
05/20/2014	1	47655	001107	HULL LIFT TRUCK INC	162.35	2
05/20/2014	1	47656	001120	HYDRO DESIGNS INC	995.00	1
05/20/2014	1	47657	001161	INTERSTATE ALL BATTERY CENTER	238.74	2
05/20/2014	1	47658	001171	J & L ORCHARD SUPPLY LLC	1,255.00	2
05/20/2014	1	47659	001186	JENSEN'S EXCAVATING INC	340.00	1
05/20/2014	1	47660	001189	JIM & TONI'S DRYCLEANERS	434.75	1
05/20/2014	1	47661	001196	JOHN'S STEREO INC	19.99	1
05/20/2014	1	47662	003271	KALAMAZOO FLAG	331.36	1
05/20/2014	1	47663	001343	LAKESHORE PAINT & ARTWORKS	40.80	2
05/20/2014	1	47664	001467	MARK A MANNING	4,420.00	1
05/20/2014	1	47665	001590	MICHIGAN CAT	210.00	1
05/20/2014	1	47666	001619	MICHIGAN MUNICIPAL LEAGUE	29.50	1
05/20/2014	1	47667	001631	MICHIGAN POLICE EQUIPMENT CO	284.85	1
05/20/2014	1	47668	001657	MICHIGAN TOWNSHIP SERVICES	917.25	1
05/20/2014	1	47669	001691	MILBOCKER & SONS INC	639,934.12	1
05/20/2014	1	47670	001889	OLD DOMINION BRUSH	567.50	1
05/20/2014	1	47671	002002	PLUMBER'S PORTABLE TOILETS	132.00	1
05/20/2014	1	47672	002020	POWER LINE SUPPLY CO	31,273.79	15
05/20/2014	1	47673	002033	PRI MAR PETROLEUM INC	35.00	1
05/20/2014	1	47674	002080	QUALITY DOOR OF SO HAVEN INC	893.80	1
05/20/2014	1	47675	002114	RATHCO SAFETY SUPPLY INC	330.00	1
05/20/2014	1	47676	002168	RIVERSIDE ELECTRIC SERVICE INC	128.00	1
05/20/2014	1	47677	002182	ROCK 'N' ROAD CYCLE	840.25	2
05/20/2014	1	47678	003270	RURAL DEVELOPMENT	99,524.70	1
05/20/2014	1	47679	002217	SAFARILAND, LLC	122.89	1
05/20/2014	1	47680	002478	STAPLES ADVANTAGE	732.03	8
05/20/2014	1	47681	002486	STATE OF MICHIGAN	120.00	1
05/20/2014	1	47682	002589	TERMINIX PROCESSING CENTER	82.00	2
05/20/2014	1	47683	002645	TRACTOR SUPPLY CREDIT PLAN	103.96	2
05/20/2014	1	47684	002697	U S BANK	218,288.76	1
05/20/2014	1	47685	002698	U S BUSINESS SYSTEMS INC	99.14	1
05/20/2014	1	47686	002721	UPLINK SECURITY LLC	15.90	1
05/20/2014	1	47687	002728	USA BLUE BOOK	150.31	1
05/20/2014	1	47688	002822	WAGNER'S PLUMBING & HEATING	176.25	2
05/20/2014	1	47689	002843	RON WASHEGESIC	120.00	1
05/20/2014	1	47690	002882	WEST MICHIGAN CRIMINAL JUSTICE	655.22	1
05/20/2014	1	47691	002946	WOLF'S MARINE INC	149.99	1

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BANK CODE: 1

CHECK DATE: 05/20/2014 INVOICE PAY DATE FROM 05/20/2014 TO 05/20/2014

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Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
05/20/2014	1	47692	002971	YOUTH DEVELOPMENT COMPANY	7,500.00	1

Num Checks: 59

Num Invoices: 97

Total Amount: 1,051,982.80

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
108724 38412	ABONMARCHE CONSULTANTS INC ELKENBURG PARK- PHASE II 101-751-975-000-0146	04/28/2014 ksteinman	05/20/2014	2,167.50	0.00	P	Y 05/13/2014
	BUILDINGS/ADDITIONS IMPROVE			2,167.50			
108681 38413	ABONMARCHE CONSULTANTS INC MONROE BLUFF RESTORATION DESIGN PE 101-751-801-000	04/23/2014 ksteinman	05/20/2014	1,035.00	0.00	P	Y 05/13/2014
	PROFESSIONAL/CONSULTING FEES			1,035.00			
108684 38414	ABONMARCHE CONSULTANTS INC PEDESTRIAN BRIDGE DESIGN- PER PROP 101-751-801-000	04/23/2014 ksteinman	05/20/2014	1,000.00	0.00	P	Y 05/13/2014
	PROFESSIONAL/CONSULTING FEES			1,000.00			
108682 38415	ABONMARCHE CONSULTANTS INC MONROE BOULEVARD SANITARY SEWER EX 592-558-801-000	04/23/2014 ksteinman	05/20/2014	957.50	0.00	P	Y 05/13/2014
	PROFESSIONAL/CONSULTING FEES			957.50			
108680 38416	ABONMARCHE CONSULTANTS INC FALL PAVING DESIGN SERVICES PER PR 204-446-801-000 202-447-801-000 203-447-801-000	04/23/2014 ksteinman	05/20/2014	1,470.00	0.00	P	Y 05/13/2014
				490.00			
				490.00			
				490.00			
108685 38417	ABONMARCHE CONSULTANTS INC INDIANA/EAGLE DRAINAGE IMPROVEMENT 101-445-801-010	04/23/2014 ksteinman	05/20/2014	2,500.00	0.00	P	Y 05/13/2014
	INDIANA/EAGLE DRAINAGE IMPROVEMENTS			2,500.00			
108753 38418	ABONMARCHE CONSULTANTS INC VAN BUREN TRAIL CONNECTION DEVELOP 250-729-974-018-0127	04/30/2014 ksteinman	05/20/2014	10,623.00	0.00	P	Y 05/13/2014
	CAPITAL PROJECTS			10,623.00			
9918335732 38498	AIRGAS USA, LLC CYLINDER RENTAL 661-450-741-000	04/30/2014 ksteinman	05/20/2014	48.03	0.00	P	Y 05/13/2014
	OPERATING SUPPLIES			48.03			
10220503 38419	ALTEC INDUSTRIES INC PARTS 661-450-935-000	04/28/2014 ksteinman	05/20/2014	137.29	0.00	P	Y 05/13/2014
	REPAIRS/MAINTENANCE - VEHICLES			137.29			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
0211316-IN 38420	BEAVER RESEARCH COMPANY CLEAR EPOXY COAT 582-558-741-000	04/30/2014 ksteinman	05/20/2014	172.79 172.79	0.00	P	Y 05/13/2014
H500069487200 38421	BRONSON METHODIST HOSPITAL CHARLES VERNON ECHOLS 101-301-802-000	03/24/2014 ksteinman	05/20/2014	1,519.39 1,519.39	0.00	P	Y 05/13/2014
H500069205200 38422	BRONSON METHODIST HOSPITAL CHARLES V ECHOLS 101-301-802-000	03/23/2014 ksteinman	05/20/2014	904.43 904.43	0.00	P	Y 05/13/2014
6257 38423	BRUSH ENTERPRISES REPAIRS 661-450-935-000	05/02/2014 ksteinman	05/20/2014	1,584.66 1,584.66	0.00	P	Y 05/13/2014
LF30849 38499	CDW GOVERNMENT INC SUPPLIES 101-301-741-000	04/14/2014 ksteinman	05/20/2014	537.66 537.66	0.00	P	Y 05/13/2014
447919 38424	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	05/06/2014 ksteinman	05/20/2014	270.13 270.13	0.00	P	Y 05/13/2014
475304282014 38425	COMMUNITY ANSWERING SERVICE ANSWERING SERVICES 101-350-802-000	04/28/2014 ksteinman	05/20/2014	615.95 615.95	0.00	P	Y 05/13/2014
022825 38515	CONSTRUCTION ASSOCIATES INC BUILDING INSPECTIONS 101-371-802-020	05/12/2014 ksteinman	05/20/2014	1,268.26 1,268.26	0.00	P	Y 05/14/2014
618655-001 38500	DEPATIE FLUID POWER CO SUPPLIES 202-473-741-000	05/07/2014 ksteinman	05/20/2014	7.23 7.23	0.00	P	Y 05/13/2014

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3706823							
38501	EJ USA INC SUPPLIES 591-558-741-000	05/08/2014 ksteinman OPERATING SUPPLIES	05/20/2014	351.98  351.98	0.00	P	Y 05/13/2014
124384							
38426	ELECSYS INTERNATIONAL CORP MONTHLY MAINTENANCE 582-558-802-000 591-558-802-000 592-558-802-000	04/28/2014 ksteinman OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES	05/20/2014	267.00  186.90 40.05 40.05	0.00	P	Y 05/13/2014
648084							
38427	ELWOOD STAFFING STAFFING 101-751-802-000	05/08/2014 ksteinman OTHER CONTRACTUAL SERVICES	05/20/2014	592.00  592.00	0.00	P	Y 05/13/2014
647876							
38497	ELWOOD STAFFING STAFFING 101-751-802-000	05/01/2014 ksteinman OTHER CONTRACTUAL SERVICES	05/20/2014	592.00  592.00	0.00	P	Y 05/13/2014
14118-581							
38428	FALCON ASPHALT REPAIR EQUIPMENT ASPHALT RELEASE AGENT 55 GALLON DR 661-450-741-000	04/29/2014 ksteinman OPERATING SUPPLIES	05/20/2014	1,530.12  1,530.12	0.00	P	Y 05/13/2014
57863							
38429	FLAGSTAR BANK FLAGS 101-265-741-000	04/23/2014 ksteinman OPERATING SUPPLIES	05/20/2014	938.00  938.00	0.00	P	Y 05/13/2014
1412001							
38430	FUEL MANAGEMENT SYSTEM FUEL 101-301-748-000 101-728-748-000 101-371-748-000 582-558-748-000 101-751-748-000 101-276-748-000 582-558-748-000 591-558-748-000 592-558-748-000 591-558-748-000	04/30/2014 ksteinman MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL MOTOR FUEL	05/20/2014	8,057.34  2,226.09 39.70 52.99 933.28 627.11 210.57 212.76 59.84 59.84 417.26	0.00	P	Y 05/13/2014

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	GL Distribution						
	592-558-748-000	MOTOR FUEL		417.25			
	101-446-748-000	MOTOR FUEL		989.11			
	591-559-748-000	MOTOR FUEL		88.45			
	592-559-748-000	MOTOR FUEL		520.84			
	204-447-748-000	MOTOR FUEL		35.80			
	591-558-748-000	MOTOR FUEL		11.93			
	592-558-748-000	MOTOR FUEL		11.93			
	661-450-748-000	MOTOR FUEL & LUBRICANTS		1,142.59			
1020097366							
38431	GEMPLER'S	04/24/2014	05/20/2014	162.00	0.00	P	Y
	INSULATED JACKET	ksteinman					05/13/2014
	101-446-741-000	OPERATING SUPPLIES		162.00			
1020113522							
38502	GEMPLER'S	05/05/2014	05/20/2014	312.45	0.00	P	Y
	OTHER CLOTHING & SUPPLIED	ksteinman					05/13/2014
	591-558-729-001	OTHER CLOTHING & SUPPLIES		78.11			
	592-558-729-001	OTHER CLOTHING & SUPPLIES		78.11			
	101-446-729-001	OTHER CLOTHING & SUPPLIES		78.11			
	582-558-729-001	OTHER CLOTHING & SUPPLIES		78.12			
9428642277							
38432	GRAINGER	04/30/2014	05/20/2014	461.45	0.00	P	Y
	SUPPLIES	ksteinman					05/13/2014
	592-559-933-000	REPAIRS/MAINTENANCE - EQUIP		50.30			
	592-569-933-000-0062	REPAIRS/MAINTENANCE - EQUIP		411.15			
147817							
38433	GREENMARK EQUIPMENT	04/21/2014	05/20/2014	19.44	0.00	P	Y
	PARTS	ksteinman					05/13/2014
	661-450-741-003	REPAIR & MAINT SUPPLIES		19.44			
4/15/2014							
38435	HARBOUR FAMILY COUNSELING	04/15/2014	05/20/2014	225.00	0.00	P	Y
	PSYCHO-SOCIAL ASSESSMENTS	ksteinman					05/13/2014
	101-301-801-011	EMPLOYEE PHYSICAL EXAMS		225.00			
S-0101133							
38434	HULL LIFT TRUCK INC	05/02/2014	05/20/2014	99.00	0.00	P	Y
	PARTS	ksteinman					05/13/2014
	661-450-933-000	REPAIRS/MAINTENANCE - EQUIP		99.00			
S-0101408							
38503	HULL LIFT TRUCK INC	05/12/2014	05/20/2014	63.35	0.00	P	Y
	PARTS	ksteinman					05/13/2014

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	661-450-933-000	REPAIRS/MAINTENANCE - EQUIP		63.35			
0031993-IN							
38436	HYDRO DESIGNS INC CROSS CONNECTION CONTROL PROGRAM 591-559-802-000	04/30/2014 ksteinman	05/20/2014	995.00	0.00	P	Y 05/13/2014
		OTHER CONTRACTUAL SERVICES		995.00			
1901802006970							
38437	INTERSTATE ALL BATTERY CENTER BATTERIES 101-301-741-000	04/14/2014 ksteinman	05/20/2014	94.79	0.00	P	Y 05/13/2014
		OPERATING SUPPLIES		94.79			
10040166							
38504	INTERSTATE ALL BATTERY CENTER BATTERIES 661-450-935-000	05/08/2014 ksteinman	05/20/2014	143.95	0.00	P	Y 05/13/2014
		REPAIRS/MAINTENANCE - VEHICLES		143.95			
19640							
38439	J & L ORCHARD SUPPLY LLC SUPPLIES 101-751-741-000	04/24/2014 ksteinman	05/20/2014	200.00	0.00	P	Y 05/13/2014
		OPERATING SUPPLIES		200.00			
19676							
38440	J & L ORCHARD SUPPLY LLC PIPE 592-558-741-000	04/25/2014 ksteinman	05/20/2014	1,055.00	0.00	P	Y 05/13/2014
		OPERATING SUPPLIES		1,055.00			
29714							
38438	JENSEN'S EXCAVATING INC TOPSOIL 101-446-741-000	04/25/2014 ksteinman	05/20/2014	340.00	0.00	P	Y 05/13/2014
		OPERATING SUPPLIES		113.34			
		OPERATING SUPPLIES		113.33			
		OPERATING SUPPLIES		113.33			
5/3/14							
38441	JIM & TONI'S DRYCLEANERS LAUNDRY SERVICE 101-301-801-021	05/03/2014 ksteinman	05/20/2014	434.75	0.00	P	Y 05/13/2014
		LAUNDRY & DRYCLEANING		434.75			
10040418							
38442	JOHN'S STEREO INC MINI TOOL SET 661-450-748-000	04/29/2014 ksteinman	05/20/2014	19.99	0.00	P	Y 05/13/2014
		MOTOR FUEL & LUBRICANTS		19.99			
1658							
38505	KALAMAZOO FLAG FLAGS	05/02/2014 ksteinman	05/20/2014	331.36	0.00	P	Y 05/13/2014

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution 101-265-741-000	OPERATING SUPPLIES		331.36			
117038 38443	LAKESHORE PAINT & ARTWORKS LATEX FLAT 101-446-741-000	04/18/2014 ksteinman OPERATING SUPPLIES	05/20/2014	10.55 10.55	0.00	P	Y 05/13/2014
117264 38444	LAKESHORE PAINT & ARTWORKS EGGSHELL 101-265-932-000	04/30/2014 ksteinman REPAIRS/MAINTENANCE - OTHER	05/20/2014	30.25 30.25	0.00	P	Y 05/13/2014
359 38445	MARK A MANNING ATTORNEY SERVICES 101-210-801-000	05/01/2014 ksteinman PROFESSIONAL/CONSULTING FEES	05/20/2014	4,420.00 4,420.00	0.00	P	Y 05/13/2014
ER4054910 38446	MICHIGAN CAT CATERPILLAR WORK TOOLS 661-450-802-000	04/22/2014 ksteinman OTHER CONTRACTUAL SERVICES	05/20/2014	210.00 210.00	0.00	P	Y 05/13/2014
10128 38448	MICHIGAN MUNICIPAL LEAGUE WEBSITE CLASSIFIED ADS 101-209-900-000	05/08/2014 ksteinman PRINTING/PUBLISHING	05/20/2014	29.50 29.50	0.00	P	Y 05/13/2014
160830 38449	MICHIGAN POLICE EQUIPMENT CO NIGHT SIGHTS 101-301-729-000	03/21/2014 ksteinman UNIFORMS	05/20/2014	284.85 284.85	0.00	P	Y 05/13/2014
2749 38450	MICHIGAN TOWNSHIP SERVICES ELECTRICAL INSPECTIONS 101-371-802-021	05/05/2014 ksteinman ELECTRICAL INSPECTIONS	05/20/2014	917.25 917.25	0.00	P	Y 05/13/2014
PAY APP #8 38507	MILBOCKER & SONS INC PHOENIX ST IMPROVEMENTS 250-729-974-018-0150	05/03/2014 ksteinman CAPITAL PROJECTS	05/20/2014	639,934.12 639,934.12	0.00	P	Y 05/13/2014
0057947-IN 38451	OLD DOMINION BRUSH JOYSTICK WITH HARNESS 661-450-935-000	04/29/2014 ksteinman REPAIRS/MAINTENANCE - VEHICLES	05/20/2014	567.50 567.50	0.00	P	Y 05/13/2014

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
248567 38452	PLUMBER'S PORTABLE TOILETS RENTALS 545-776-802-000	04/29/2014 ksteinman	05/20/2014	132.00	0.00	P	Y 05/13/2014
	OTHER CONTRACTUAL SERVICES			132.00			
5824597 38453	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	05/09/2014 ksteinman	05/20/2014	546.72	0.00	P	Y 05/13/2014
	ELECTRICAL SYSTEM CONSTR			546.72			
5824587 38454	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/09/2014 ksteinman	05/20/2014	878.00	0.00	P	Y 05/13/2014
	REPAIRS/MAINTENANCE - EQUIPM			878.00			
5823369 38455	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	05/06/2014 ksteinman	05/20/2014	2,231.36	0.00	P	Y 05/13/2014
	ELECTRICAL SYSTEM CONSTR			2,231.36			
5821167 38456	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/29/2014 ksteinman	05/20/2014	24,530.09	0.00	P	Y 05/13/2014
	ELECTRICAL SYSTEM CONSTR			24,530.09			
5821160 38457	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/29/2014 ksteinman	05/20/2014	636.20	0.00	P	Y 05/13/2014
	ELECTRICAL SYSTEM CONSTR			636.20			
5823126 38458	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	05/05/2014 ksteinman	05/20/2014	179.38	0.00	P	Y 05/13/2014
	ELECTRICAL SYSTEM CONSTR			179.38			
5821156 38459	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/29/2014 ksteinman	05/20/2014	55.82	0.00	P	Y 05/13/2014
	ELECTRICAL SYSTEM CONSTR			55.82			
5821240 38460	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	04/29/2014 ksteinman	05/20/2014	126.72	0.00	P	Y 05/13/2014
	ELECTRICAL SYSTEM CONSTR			126.72			

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5821337 38461	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	04/29/2014 ksteinman	05/20/2014	171.00	0.00	P	Y 05/13/2014
		REPAIRS/MAINTENANCE - EQUIPM		171.00			
5822306 38462	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/01/2014 ksteinman	05/20/2014	904.66	0.00	P	Y 05/13/2014
		REPAIRS/MAINTENANCE - EQUIPM		904.66			
5806834 38463	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	03/04/2014 ksteinman	05/20/2014	633.24	0.00	P	Y 05/13/2014
		REPAIRS/MAINTENANCE - EQUIPM		633.24			
5823371 38464	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	05/06/2014 ksteinman	05/20/2014	5.78	0.00	P	Y 05/13/2014
		ELECTRICAL SYSTEM CONSTR		5.78			
5823374 38465	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/06/2014 ksteinman	05/20/2014	4.80	0.00	P	Y 05/13/2014
		REPAIRS/MAINTENANCE - EQUIPM		4.80			
5823648 38466	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001	05/06/2014 ksteinman	05/20/2014	132.90	0.00	P	Y 05/13/2014
		OTHER CLOTHING & SUPPLIES		132.90			
5823875 38467	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/07/2014 ksteinman	05/20/2014	237.12	0.00	P	Y 05/13/2014
		REPAIRS/MAINTENANCE - EQUIPM		237.12			
43564 38468	PRI MAR PETROLEUM INC CARS WASHED 101-301-941-000	04/30/2014 ksteinman	05/20/2014	35.00	0.00	P	Y 05/13/2014
		MOTOR POOL FEES		35.00			
SH140389 38469	QUALITY DOOR OF SO HAVEN INC TORSION SPRING, CONE & LABOR 101-265-802-000	04/21/2014 ksteinman	05/20/2014	893.80	0.00	P	Y 05/13/2014
		OTHER CONTRACTUAL SERVICES		893.80			

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145515 38470	RATHCO SAFETY SUPPLY INC SUPPLIES 101-446-741-000	04/23/2014 ksteinman OPERATING SUPPLIES	05/20/2014	330.00 330.00	0.00	P	Y 05/13/2014
253406 38471	RIVERSIDE ELECTRIC SERVICE INC STARTER 661-450-933-000	05/02/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	05/20/2014	128.00 128.00	0.00	P	Y 05/13/2014
38279 38472	ROCK 'N' ROAD CYCLE EQUIPMENT 101-301-933-000	05/05/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	05/20/2014	819.28 819.28	0.00	P	Y 05/13/2014
38335 38473	ROCK 'N' ROAD CYCLE TUBES 101-301-933-000	05/09/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	05/20/2014	20.97 20.97	0.00	P	Y 05/13/2014
INTEREST DUE 38489	RURAL DEVELOPMENT LOAN PAYMENT 97-01 101-905-991-000 101-905-995-000	05/13/2014 ksteinman PRINCIPAL DEBT-PD/FIRE INTEREST DEBT-PD/FIRE	05/20/2014	99,524.70 62,000.00 37,524.70	0.00	P	Y 05/13/2014
14-053565 38474	SAFARILAND, LLC TESTS 101-301-741-000	04/28/2014 ksteinman OPERATING SUPPLIES	05/20/2014	122.89 122.89	0.00	P	Y 05/13/2014
7116944887-000001 38475	STAPLES ADVANTAGE SUPPLIES 101-301-741-000	04/26/2014 ksteinman OPERATING SUPPLIES	05/20/2014	70.35 70.35	0.00	P	Y 05/13/2014
7116852376-000002 38476	STAPLES ADVANTAGE SUPPLIES 101-301-741-000	04/26/2014 ksteinman OPERATING SUPPLIES	05/20/2014	51.99 51.99	0.00	P	Y 05/13/2014
7116852376-000001 38477	STAPLES ADVANTAGE SUPPLIES 101-301-741-000	04/26/2014 ksteinman OPERATING SUPPLIES	05/20/2014	75.12 75.12	0.00	P	Y 05/13/2014

INVOICE DUE DATES 05/20/2014 - 05/20/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
7117488361-000001							
38478	STAPLES ADVANTAGE SUPPLIES	05/05/2014 ksteinman	05/20/2014	76.40	0.00	P	Y 05/13/2014
	101-227-727-000	OFFICE SUPPLIES		23.95			
	101-191-727-000	OFFICE SUPPLIES		52.45			
7117220541-000002							
38479	STAPLES ADVANTAGE SUPPLIES	04/29/2014 ksteinman	05/20/2014	282.65	0.00	P	Y 05/13/2014
	591-558-741-000	OPERATING SUPPLIES		4.51			
	592-558-741-000	OPERATING SUPPLIES		4.51			
	582-558-741-000	OPERATING SUPPLIES		4.51			
	101-446-741-000	OPERATING SUPPLIES		4.51			
	101-447-741-000	OPERATING SUPPLIES		4.52			
	591-558-727-000	OFFICE SUPPLIES		22.29			
	592-558-727-000	OFFICE SUPPLIES		22.29			
	582-558-727-000	OFFICE SUPPLIES		22.29			
	101-446-727-000	OFFICE SUPPLIES		22.29			
	101-447-727-000	OFFICE SUPPLIES		22.28			
	591-559-727-000	OFFICE SUPPLIES		148.65			
7117659106-000001							
38480	STAPLES ADVANTAGE SUPPLIES	05/07/2014 ksteinman	05/20/2014	58.76	0.00	P	Y 05/13/2014
	591-558-727-000	OFFICE SUPPLIES		11.75			
	592-558-727-000	OFFICE SUPPLIES		11.75			
	101-446-727-000	OFFICE SUPPLIES		11.75			
	101-447-727-000	OFFICE SUPPLIES		11.75			
	582-558-727-000	OFFICE SUPPLIES		11.76			
7117169338-000001							
38481	STAPLES ADVANTAGE SUPPLIES	04/28/2014 ksteinman	05/20/2014	77.57	0.00	P	Y 05/13/2014
	101-301-727-000	OFFICE SUPPLIES		77.57			
7117169338-000002							
38482	STAPLES ADVANTAGE SUPPLIES	04/28/2014 ksteinman	05/20/2014	39.19	0.00	P	Y 05/13/2014
	101-301-727-000	OFFICE SUPPLIES		39.19			
BLR357396							
38447	STATE OF MICHIGAN BOILER CERTIFICATE	05/08/2014 ksteinman	05/20/2014	120.00	0.00	P	Y 05/13/2014
	101-265-802-000	OTHER CONTRACTUAL SERVICES		120.00			

INVOICE DUE DATES 05/20/2014 - 05/20/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
12040896237							
38483	TERMINIX PROCESSING CENTER	05/07/2014	05/20/2014	41.00	0.00	P	Y
	EXTERMINATING SERVICE	ksteinman					05/13/2014
	101-301-802-000	OTHER CONTRACTUAL SERVICES		41.00			
11961638148							
38486	TERMINIX PROCESSING CENTER	03/05/2014	05/20/2014	41.00	0.00	P	Y
	EXTERMINATING SERVICE	ksteinman					05/13/2014
	101-301-802-000	OTHER CONTRACTUAL SERVICES		41.00			
165584							
38484	TRACTOR SUPPLY CREDIT PLAN	03/15/2014	05/20/2014	59.98	0.00	P	Y
	SUPPLIES ACCT#6035 3012 0321 140 ksteinman						05/13/2014
	265-301-805-000	K-9 SERVICES & SUPPLIES		59.98			
162317							
38485	TRACTOR SUPPLY CREDIT PLAN	02/11/2014	05/20/2014	43.98	0.00	P	Y
	SUPPLIES ACCT#6035 3012 0321 140 ksteinman						05/13/2014
	265-301-805-000	K-9 SERVICES & SUPPLIES		43.98			
6/1/14							
38488	U S BANK	06/13/2014	05/20/2014	218,288.76	0.00	P	Y
	INTEREST DUE ACCT #802702000	ksteinman					05/13/2014
	591-905-995-591	DEBT SERVICE - INTEREST WFP		218,288.76			
IN31469							
38491	U S BUSINESS SYSTEMS INC	04/25/2014	05/20/2014	99.14	0.00	P	Y
	CONTRACT 4/1/14- 6/30/14	ksteinman					05/13/2014
	101-301-802-000	OTHER CONTRACTUAL SERVICES		99.14			
0822739							
38487	UPLINK SECURITY LLC	05/01/2014	05/20/2014	15.90	0.00	P	Y
	MONTHLY SERVICE FEES	ksteinman					05/13/2014
	101-350-802-000	OTHER CONTRACTUAL SERVICES		15.90			
324746							
38490	USA BLUE BOOK	04/21/2014	05/20/2014	150.31	0.00	P	Y
	LAB SUPPLIES	ksteinman					05/13/2014
	592-559-741-000	OPERATING SUPPLIES		150.31			
16726							
38492	WAGNER'S PLUMBING & HEATING	04/30/2014	05/20/2014	99.10	0.00	P	Y
	SENSOR CONTROL BOX	ksteinman					05/13/2014
	101-751-741-000	OPERATING SUPPLIES		99.10			

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 05/20/2014 - 05/20/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
16723							
38493	WAGNER'S PLUMBING & HEATING	04/30/2014	05/20/2014	77.15	0.00	P	Y
	REPAIR LEAK	ksteinman					05/13/2014
	101-751-802-000	OTHER CONTRACTUAL SERVICES		77.15			
390294							
38494	RON WASHEGESIC	05/07/2014	05/20/2014	120.00	0.00	P	Y
	CAMERA CITY MAIN SOUTH HAVEN STREE	ksteinman					05/13/2014
	592-558-802-000	OTHER CONTRACTUAL SERVICES		120.00			
1943							
38495	WEST MICHIGAN CRIMINAL JUSTICE	05/04/2014	05/20/2014	655.22	0.00	P	Y
	MCOLES LAW ENFORCMENT DISTRIBUTION	ksteinman					05/13/2014
	266-301-861-000	POLICE TRAINING		655.22			
19521							
38496	WOLF'S MARINE INC	04/24/2014	05/20/2014	149.99	0.00	P	Y
	ECLIPSE 1200 VHF RADIO FOR SOUTH S	ksteinman					05/13/2014
	594-776-741-000	ECLIPSE 1200 VHF RADIO		149.99			
59							
38506	YOUTH DEVELOPMENT COMPANY	05/09/2014	05/20/2014	7,500.00	0.00	P	Y
	SUMMER FUN PROGRAM 2014	ksteinman					05/13/2014
	101-777-959-007	YOUTH & COMPANY		7,500.00			
# of Invoices:	97	# Due:	0	Totals:	1,051,982.80	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					1,051,982.80	0.00	

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			135,625.29	0.00		
	202 - MAJOR STREET FUND			497.23	0.00		
	203 - LOCAL STREET FUND			490.00	0.00		
	204 - STREET FUND			525.80	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			650,557.12	0.00		
	265 - NARCOTICS FUND			103.96	0.00		
	266 - POLICE TRAINING FUND			655.22	0.00		
	545 - BLACK RIVER PARK FUND			132.00	0.00		
	582 - ELECTRIC FUND			33,009.53	0.00		
	591 - WATER FUND			220,631.91	0.00		
	592 - SEWER FUND			3,910.83	0.00		
	594 - MARINA FUND			149.99	0.00		
	661 - MOTOR POOL FUND			5,693.92	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	191 - ELECTIONS			52.45	0.00		
	209 - ASSESSOR			29.50	0.00		
	210 - LEGAL & PROFESSIONAL			4,420.00	0.00		
	227 - PERSONNEL			23.95	0.00		
	265 - BUILDINGS & GROUNDS			2,313.41	0.00		
	276 - CEMETERY DEPARTMENT			210.57	0.00		
	301 - POLICE			8,749.77	0.00		
	350 - INFORMATION CENTER			631.85	0.00		
	371 - BUILDING INSPECTIONS			2,238.50	0.00		
	445 - DRAINS			2,500.00	0.00		
	446 - HIGHWAYS & STREETS			2,211.66	0.00		
	447 - ENGINEERING			1,054.35	0.00		
	450 - EQUIPMENT MAINTENANCE			5,693.92	0.00		
	473 - BRIDGES			7.23	0.00		
	558 - OPERATIONS			36,898.81	0.00		
	559 - TREATMENT			1,953.55	0.00		
	569 - LIFSTATIONS - SOUTH HAVEN T			411.15	0.00		
	728 - ECONOMIC DEVELOPMENT			39.70	0.00		
	729 - DOWNTOWN DEVELOPMENT			650,557.12	0.00		
	751 - PARK DEPARTMENT			6,389.86	0.00		
	776 - OPERATIONS			281.99	0.00		
	777 - YOUTH RECREATION			7,500.00	0.00		
	905 - DEBT SERVICE			317,813.46	0.00		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
05/01/2014	1	47564	000468	CITY OF SOUTH HAVEN-PETTY CASH	554.79
05/02/2014	1	47565	000177	AUTOWARES INC	794.20
05/02/2014	1	47566	MISC	BENNETT, JULIE	256.94
05/02/2014	1	47567	000498	COMCAST	129.60
05/02/2014	1	47568	000519	CONSUMERS ENERGY	179.30
05/02/2014	1	47569	000660	DOMESTIC LINEN-KALAMAZOO	2,294.88
05/02/2014	1	47570	000843	FRONTIER	4,593.82
05/02/2014	1	47571	003187	HATHAWAY, RODERICK	10.23
05/02/2014	1	47572	001067	HI TEC BUILDING SERVICES	4,273.73
05/02/2014	1	47573	003183	KIRSCH, GERALD	39.34
05/02/2014	1	47574	001544	MENARDS	757.14
05/02/2014	1	47575	MISC	MIAPWA	370.00
05/02/2014	1	47576	001752	MULAC, DAVID	282.51
05/02/2014	1	47577	003267	OWENS, ROBERT	156.80
05/02/2014	1	47578	002155	RIDGE AND KRAMER AUTO PARTS	179.37
05/02/2014	1	47579	003093	RIDGE AUTO PARTS	10.40
05/02/2014	1	47580	MISC	SMITH, JAY	100.00
05/02/2014	1	47581	MISC	SPEEDY, MIKE	810.00
05/02/2014	1	47582	MISC	SWARTZLE, CHARLES	200.00
05/02/2014	1	47583	MISC	WARREN, MATTHEW	480.00
05/02/2014	1	47584	002949	WOLVERINE HARDWARE	699.82
05/05/2014	1	47585	UB REFUND	GREEN, ROBERT J	16.97
05/05/2014	1	47586	UB REFUND	MALE, SANDRA	108.94
05/05/2014	1	47587	UB REFUND	MICHIGAN COMMERCE BANK	80.18
05/05/2014	1	47588	UB REFUND	OBRIEN, TIMOTHY H	181.86
05/05/2014	1	47589	MISC	CZUK, JOSEPH	200.00
05/05/2014	1	47590	002424	SOUTH HAVEN/CASCO	85,663.09
05/05/2014	1	47591	002726	US BANK	175.00
05/08/2014	1	47592	000843	FRONTIER	243.05
05/08/2014	1	47593	001067	HI TEC BUILDING SERVICES	365.00
05/08/2014	1	47594	003056	MICHAEL LEDGER	84.78
05/08/2014	1	47595	003046	AMANDA MORGAN	97.44
05/08/2014	1	47596	001941	MICHELLE PARRISH	19.08
05/08/2014	1	47597	003047	ERIC SMITH	75.67
05/08/2014	1	47598	002447	LINDA SPEARS	60.00
05/08/2014	1	47599	003231	SPRINT	81.98
05/08/2014	1	47600	002724	UPS STORE #5080	195.85
05/08/2014	1	47601	002931	WILTSE FENCING & KENNELS, INC	7,498.50
05/08/2014	1	47602	MISC	ANDREW C NEWELL	261.64
05/08/2014	1	47603	MISC	FRANK AND KAREN BRAGG	3,818.75
05/08/2014	1	47604	MISC	GRAYHAWK LEASING LLC	96.23
05/08/2014	1	47605	MISC	GREENE RENTALS LLC	192.61
05/08/2014	1	47606	MISC	HOUSEHOLD FINANCE CORP	14.48
05/08/2014	1	47607	MISC	JON & ANNETTE PELLOWE	140.15
05/08/2014	1	47608	MISC	LOCKER AND LOCKER PROPERTIES LLC	57.80
05/08/2014	1	47609	MISC	MUCERINO THEA TRUSTEE	1,511.09
05/08/2014	1	47610	MISC	RICHARD ASHBAUGH	29.64
05/08/2014	1	47611	UB REFUND	MCGEE, TONYA M	241.33
05/08/2014	1	47612	UB REFUND	REINHARDT, ALLEN R	80.32
05/08/2014	1	47613	UB REFUND	SHAPIRO, JACK	463.57
05/09/2014	1	47614	000177	AUTOWARES INC	174.97
05/09/2014	1	47615	003213	DALE CLAYTON	75.67
05/09/2014	1	47616	000665	DOTSON, RON	222.00
05/09/2014	1	47617	000807	FLEMING BROS OIL CO INC	24.00
05/09/2014	1	47618	001286	KNOX, JARED	78.20
05/09/2014	1	47619	001544	MENARDS	426.11
05/09/2014	1	47620	002155	RIDGE AND KRAMER AUTO PARTS	69.97
05/09/2014	1	47621	002513	STEEL CENTER SUPPLY CO	140.95
05/09/2014	1	47622	002949	WOLVERINE HARDWARE	154.76
05/09/2014	1	47623	003269	YOGI BEAR'S YELLOWSTONE PARK	46.20
05/14/2014	1	47624	003099	5TH DISTRICT COURT	950.00
05/14/2014	1	47625	000339	BROUSSEAU APPRAISAL SERVICES I	3,740.00
05/14/2014	1	47626	000648	BRIAN DISSETTE	22.40
05/14/2014	1	47627	000994	HAPA LLC	5,183.33
05/14/2014	1	47628	003056	MICHAEL LEDGER	24.37
05/14/2014	1	47629	001491	TOM MARTIN	83.25
05/14/2014	1	47630	003272	PHIL MATA	45.00
05/14/2014	1	47631	MISC	STEELHEADERS	3,975.00
05/14/2014	1	47632	UB REFUND	HERNANDEZ, ERIBERTO	52.50
05/14/2014	1	47633	UB REFUND	MACGREGOR, MARY R	10.44

1 TOTALS:

Total of 70 Checks:	134,726.99
Less 1 Void Checks:	480.00
Total of 69 Disbursements:	134,246.99

05/14/2014 10:43 AM  
User: ksteinman  
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN  
CHECK DATE FROM 05/05/2014 - 05/05/2014

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
05/05/2014	1	48(E)	003062	MCAAA	<u>23,026.42</u>
1 TOTALS:					
Total of 1 Checks:					23,026.42
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					23,026.42



## 2014 Traffic Study Consultant Recommendation

City of South Haven

### Background Information:

An identified City Council priority for the 2014-2015 year was for the Council to “work with staff to monitor the Meijer commercial development, along with the potential development of the adjacent properties, and their effects on the surrounding neighborhoods”. With the State of Michigan plans to develop a campground just north of the Meijer site, the potential for impact on the adjacent neighborhoods further increases.

On April 8, 2014, the City of South Haven solicited proposals from four (4) qualified consultants to complete a Traffic Impact Study of Blue Star Highway from Phoenix Street north to Wells Street including traffic counts as well as intersection movement analysis. If the analysis finds that the neighborhoods will be negatively affected by the increased traffic on Blue Star Highway, alternatives for mitigating that impact will be developed. Four (4) firms submitted proposals which were subsequently reviewed by staff.

Of the proposals received, Progressive Engineering of Grand Rapids is the preferred selection. This is based on company experience, quality of staff and understanding of the project request. The city has worked with this firm in the past and has been extremely satisfied with the process and the final work product.

The firm has agreed to complete traffic counts during mid-July to assure that the counts will reflect the highest summer averages. Progressive also agrees to complete the project no later than September 15, 2014.

### Recommendation:

Staff recommends that City Council approve the contract with Progressive Engineering to complete the traffic study as described in their proposal dated May 5, 2014 for a professional fee of \$12,470. As with all proposals submitted, if there is found to be a need for traffic control at the intersection of East Wilson and Blue Star Highway, the options for those control options will be separate from the initial fee.

### Support Material:

Email from City engineer

Respectfully submitted,  
Linda Anderson

Zoning Administrator

## Michelle Coffey

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**From:** Larry Halberstadt  
**Sent:** Monday, May 12, 2014 6:27 PM  
**To:** Linda Anderson  
**Subject:** Traffic Study RFP

Linda:

I have reviewed the four proposals for traffic services related to the Meijer Development and potential DNR Campground. I recommend that Progressive AE be hired to complete the work. If you need any additional information, please let me know.

■ Larry Halberstadt, PE // City Engineer

City of South Haven // (269) 637-0770 // [lhalberstadt@south-haven.com](mailto:lhalberstadt@south-haven.com)  
Department of Public Works // 1199 8<sup>th</sup> Avenue, South Haven, MI 49090  
<http://south-haven.com/>



# 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  
**From:** Larry Halberstadt, PE, City Engineer  
**Date:** May 14, 2014  
**RE:** License Agreement, 601 Kalamazoo Street

### Background Information

In 2012-13, the City completed Phase I of the Kalamazoo Street construction project. Phase I included construction of new storm sewer and sanitary sewer mains in the unimproved right-of-way of Clinton Street, running east from Kalamazoo Street to the Peterson Drain ravine. At the time of project design, staff discovered that property owners at 569 and 601 Kalamazoo Street had been using the unimproved Clinton Street right-of-way for private uses. Prior to construction, the City entered into a license agreement with Dennis Gist, the owner of 569 Kalamazoo Street. That agreement permitted Mr. Gist to continue to maintain a fence and a landscaped yard within a portion of the Clinton Street right-of-way.

At the time of the construction project, 601 Kalamazoo Street was being remodeled by a local builder. At the conclusion of utility construction, the City restored a gravel driveway that serves as the off street parking for 601 Kalamazoo Street. Soon after completion of construction, the newly remodeled home was purchased by Shannon M. Carey and Donna M. Cullen. After living with the gravel driveway for a year, the property owners have decided that they would like to construct a concrete driveway along the north side of their home. The proposed driveway will be 46 feet long by 16 feet wide. Access will be via an existing driveway apron onto Kalamazoo Street.

Staff has drafted a License Agreement for this property and the property owners have signed the agreement. The form of the agreement is the standard form utilized by the City for this type of right-of-way use.

### Recommendation

Council should review the license agreement at their May 19, 2014 regular meeting. Once approved by Council, the property owners would be permitted to construct the concrete driveway under the City's right-of-way and excavation permit program. The property owners would also be required to provide the requisite insurance documents to the City.

### Attachments

License Agreement

**LICENSE AGREEMENT  
BETWEEN  
THE CITY OF SOUTH HAVEN  
AND  
SHANNON M. CAREY & DONNA M. CULLEN**

This Agreement is made between the City of South Haven, a Michigan municipal corporation, whose principal business address is 539 Phoenix Street, South Haven, Michigan 49090-1499 (the "City"), and Shannon M. Carey & Donna M. Cullen, individuals, whose address is 5219 Grand Avenue, Downers Grove, Illinois 60515 (the "Leaseholder") with respect to the following facts and circumstances.

**RECITALS**

A. Clinton Street is a public street within the corporate limits of the City of South Haven as platted on the Village of South Haven original plat and recorded in Van Buren County, Michigan on January 14<sup>th</sup>, 1852. Clinton Street is currently unimproved between Kalamazoo and Center Streets.

B. Leaseholder has a leasehold interest in a building and land commonly known as 601 Kalamazoo Street, South Haven, Michigan ("Leaseholder's Parcel"), which is used as a residence. Leaseholder's Parcel has frontage on Kalamazoo Street and the unimproved segment of Clinton Street.

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

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

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

1. License. The City licenses the use to the Leaseholder and the Leaseholder accepts the License from the City for the use of the premises located in the City of South Haven, Van Buren County, Michigan described in attached Exhibit A (the "Licensed Area").

2. Term. The term of this License shall commence on June 1, 2014 and will terminate at midnight on May 31, 2034 unless earlier terminated or revoked as provided below.

3. Use. The Licensed Area shall be used by the Leaseholder to erect and/or to continue the location of the additions and improvements to the building on the Leaseholder's Parcel described as: concrete driveway pavement, lawn, and landscaping. The Leaseholder will use the Licensed Area in a clean, wholesome and lawful manner.

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

5. No Assignment/Sublicensing. This License is personal with the Leaseholder and does not run with the land. This License shall not be assigned or transferred in any manner by

the Leaseholder to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this License to a third party by amendment to this Agreement or by a separate License Agreement.

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

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

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

9. Improvements, Restoration, Construction Liens. No improvements shall be made to the Licensed Area unless the City has approved such improvements prior to the performance of work by the Leaseholder or by a contractor approved in writing by the City.

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

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

The Leaseholder shall furnish to the City certificates of insurance or other evidence acceptable to the City indicating that the Leaseholder maintains a policy or policies of insurance

against damage to property in the minimum amount of Fifty Thousand and no/100 Dollars (\$50,000.00) and for bodily injury (including death), in the minimum amount of Three Hundred Thousand and no/100 Dollars (\$300,000.00) for injury to one (1) person, and Five Hundred Thousand and no/100 Dollars (\$500,000.00) for injury to more than one person, per each accident or occurrence, naming the City as an additional insured. The Leaseholder shall pay all premiums thereon and furnish evidence of payment to the City upon request.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

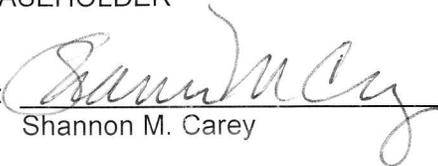
21. Laws. This License shall be interpreted and enforced by the Laws of the State of Michigan.

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

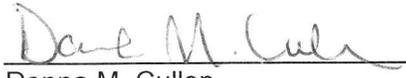
CITY OF SOUTH HAVEN

LEASEHOLDER

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

By:   
Shannon M. Carey

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

By:   
Donna M. Cullen

# Planning Commission

## Regular Meeting Minutes Thursday, February 6, 2014 7:00 p.m., Council Chambers



City of South Haven

### 1. Call to Order by Paull at 7:00 p.m.

### 2. Roll Call

Present: Heinig, Miles, Peterson, Wall, Webb, Paull  
Absent: Frost, Smith

Anderson noted that both Frost and Smith had notified her of their inability to attend.

On motion with second, Frost and Smith were excused.

All in favor. Motion carried.

### 3. Approval of Agenda

Motion by Miles, second by Wall to approve the February 6, 2014 Planning Commission Agenda as presented on the City of South Haven website.

All in favor. Motion carried.

### 4. Approval of Minutes – January 9, 2014

Motion by Wall, second by Miles to approve the January 9, 2014 minutes as written.

All in favor. Motion carried.

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

None at this time.

### 6. Unfinished Business – Discussion of following items from the January agenda:

- A. A zoning ordinance text amendment to add One Family Detached Dwellings to the list of uses permitted in the B-3, Waterfront Business Zone.

Paull questioned the size of lots required for one family detached dwellings in the B-3 zone. Anderson reviewed the proposed requirements for single family homes in the B-3 zone.

Paul pointed out that the proposed addition to the B-3, Waterfront Business zone would not put at risk the zone continuing as a waterfront business district. The Planning Commission sub-committee recognized approximately fifteen (15) single-family homes already in the zone plus another dozen lots that are too small to develop as a waterfront business but could possibly be used for a single family home site under the conditions as stated.

Motion by Wall, second by Miles to recommend to city council the approval of the proposed amendment to Article IX, B-3, Waterfront Business District, Section 901 Use Regulations of the South Haven Zoning Ordinance as follows:

*“One family detached dwellings on existing lots when it is documented that the development of any other permitted use is not possible due to lot size or configuration.*

*Conversion of an existing permitted use to single family homes on individual lots is not permitted without a special use permit from the planning commission. In addition to the standards found in Section 1502 of this ordinance, the applicant shall demonstrate that the conversion is of substantial benefit to the city of South Haven and the waterfront business community.”*

All in favor. Motion carried.

B. A request from the City of South Haven Planning Commission to amend the official zoning map to rezone the properties at 515, 519 and 521 Williams Street and 423 and 425 Williams Street from B-3, Waterfront Business Zone to the CBD, Central Business Zone:

Anderson introduced the proposed text amendment, noting that at the January meeting the commission heard public comments on the changes proposed. Since that time, business owners and association representatives have met to discuss the concerns associated with the rezoning proposal as heard at the public hearing.

Anderson explained that staff has had discussions with involved parties; the issues have been resolved and the association no longer objects, provided that the height restriction is removed from the proposed amendment.

Anderson explained that this would change the Old Harbor Village and Old Harbor Inn, including those businesses in the condominium association related to the Old Harbor development, from B-3, Waterfront Business to the CBD, Central Business District with the advantages (opportunity for additional waterside dining and relief from the off-street parking requirements) outweighing the concerns heard. Anderson also recommended that the proposed text change associated with the building height be deleted from the request and noted that this provision was not initiated by the planning commission or the subcommittee. Paull noted that this amendment recognizes what has been and is actually happening in the Old Harbor development. Over time, parking requirements have either been eliminated, granted waivers or were part of the now defunct buy-in parking program. Since there

actually is no parking available at this time for this area, changing the zoning from B-3, Waterfront Business to the CBD, Central Business District, eliminates the requirement for parking, making the area open to future development and other potential opportunities.

Motion by Heinig, second by Wall to recommend to city council the rezoning of the following properties:

519 Williams Street (C299A)  
519 Williams Street (C299A1)  
521 Williams Street (C299B)  
423 Williams Street, Units #1-8  
515 Williams Street, Units #1-19, 30-38, and #61-62  
425 Williams Street, Units #20-29 and #39-60

from B-3, Waterfront Business Zone to the CBD, Central Business Zone.

All in favor. Motion carried.

- C. Proposed Noise Restriction on Businesses Rezoned from B-3, Waterfront Business District to the CBD, Central Business District.

Anderson explained that as noted during previous discussion, the height amendment has been removed from the proposed text amendment.

Added was the noise provision which was on the agenda at the last meeting, having been added at the last minute. Anderson read the proposed ordinance amendment:

*Any business in the CBD located north of Williams Street, including those businesses which extend over the Black River, shall not have amplified sound after 11:00 P.M. This provision includes the use of any loudspeaker, music amplifier, public address system or similar device used to amplify sounds. This sound provision is in addition to any requirements in other City ordinances and that, in case of any inconsistency, the stricter of the provisions will apply.*

Anderson explained that staff had correspondence from the Old Harbor Village Association president, stating that the Old Harbor Village Condominium Association will go along with the rezoning proposal if Joe Wiltgen signs an agreement that he understands and will abide by noise restrictions as presented at the last meeting. Signatures were obtained on an agreement between the Planning Commission and Mr. Wiltgen stating that he will abide by all city ordinances. Anderson pointed out that this type of restriction really comes into play with any Special Use application and does not have much bearing on the proposed rezoning.

Paull noted that this particular portion of the amendments came out of discussions with the Old Harbor Village Condominium Association and the owners of the Old Harbor Inn, whose particular concern was trying to run a hotel in a neighborhood that has many sources of noise, particularly bars. The owners of the inn were concerned with keeping the noise at a level that would not disturb their guests. Paull said he believes that this came out of a concern to have the cessation of amplified music at a specific time, 11:00 p.m. Since then, review of the ordinance by staff has shown that the limit for amplified noise in the City Code

of Ordinances is at 10:00 p.m. Paull stated that passing this amendment would amount to conflict with city code and dereliction of duty by the Planning Commission.

Wall asked the chair for clarification of what is being asked of the Planning Commission. Wall stated that the City Code of Ordinances clearly states that amplified noise shall end at 10:00 p.m. and that the police have the right to go in and reprimand or ticket the establishment which does not comply. We also have two signed agreements stating that the people concerned, John Marple, the manager of Old Harbor Inn and Wiser) have agreed to this. Anderson pointed out that, if a special use permit was being considered, the applicant would be allowed to amplify sound until 11:00 p.m. Wall asked whether the chair was suggesting that the Planning Commission should take the whole issue of noise end time out of the ordinance or just insert the new verbiage.

Anderson interjected that the current City Code requires amplified sound to be turned down at 10:00 p. m. and that this proposal for an 11:00 p.m. end time confuses the issue. Anderson explained that no matter what this amendment might state, the more restrictive ordinance will pre-empt any others.

Anderson asked the chair if Old Harbor Village association president Wiser could be allowed to speak to this controversy. Paull invited Mr. Wiser to the podium.

Wiser explained he is the owner of a large portion of the Old Harbor Inn and asked for clarification of the question. Anderson explained that the City Code of Ordinances stated that amplified noise must cease at 10:00 p.m. and the agreement verbiage regarding 11:00 p.m. being requested is moot because in the case of conflict between ordinances the police will enforce the more restrictive ordinance.

Wiser stated that the condominium association had a concern and wanted to try to restrict the noise. "We didn't really intend to change the ordinance," Wiser explained.

Paull asked if the Wiser would agree to allow the ordinance to stand as it is. Wiser said the association has two conflicts: the timing of the noise and possible conflict with Wiltgen, who Wiser considers a friend.

Wall asked whether we should change the time in the amendment or strike the entire proposed noise amendment.

Anderson suggested an alternative way to handle this, referencing the actual wording of the noise ordinance in the amendment.

Paull agreed that might be an appropriate way to deal with the noise issue, explaining that the type of noise is the real issue.

Wall commented that use of the references to City Code will make it simple for any proposed business as it would point them to the current City Code of Ordinances' conditions for amplified music by reference.

Anderson noted that she would draft language referencing the City Code of Ordinances which will clarify what is being discussed.

Paull called for a recommendation to council.

Motion by Wall to add in the reference to the City of South Haven Code of Ordinances to this section of the Zoning Ordinance amendment. Second by Peterson.

All in favor. Motion carried.

**7. New Business - None**

**8. Other Business - None**

**9. Commissioner Comments**

Wall: None

Peterson: None

Miles: Ice Breaker was a success; very well attended

Webb: None

Heinig: None

Anderson: We have nothing on the agenda as of yet; unless we get an application in the next few days, there will not be a meeting in March.

**10. Adjourn**

Motion by Wall, second by Heinig to adjourn at 7:34 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,  
Marsha Ransom  
Recording Secretary

# Downtown Development Authority

## Regular Meeting Minutes

Wednesday, February 12, 2014  
Noon, Council Chambers



City of South Haven

**MISSION STATEMENT:** The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

**1. Call to Order by Olson at 12:00 noon.**

**2. Roll Call**

Present: Braun, Burr, Marcoux, Maxwell, Olson  
Absent: Whiteford, Zuckerman

Also present: Brian Dissette, City Manager; Wendy Hochstedler, Finance Director

Newton arrived at 12:05 p.m.

**3. Approval of Agenda**

Motion by Marcoux, second by Braun to approve the February 12, 2014 Agenda as presented.

All in favor. Motion carried.

**4. Approval of Minutes – October 2, 2013**

Motion by Marcoux, second by Burr to approve the October 2, 2013 Regular Meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

NEW BUSINESS

**6. DDA will be asked to consider approval of outdoor seating furniture at 402 Phoenix and 403 Phoenix.**

Regarding a question about the height of the table umbrellas as it relates to pedestrian safety: the draft Outdoor Sidewalk Café License Agreement require umbrellas to be no lower than seven feet (7') above the sidewalk.

Motion by Marcoux, second by Maxwell to approve the outdoor seating furniture for use at 402 and 403 Phoenix Street.

All in favor. Motion carried.

**7. DDA will be presented with the Proposed Fiscal Year 2014-2015 Budget.**

Davidson explained that getting the Kentucky Avenue project done is a priority this year and referenced an ordinance passed in May of 2013 that parcels will be removed from DDA2 by July 1, 2017.

In response to a question by Olson regarding the Kentucky Avenue project time line, Davidson noted that fall 2014 is the projected start time with completion in spring of 2015.

Davidson stated that the Kentucky Avenue project and Wi-Fi are the projects for this budget year. Burr noted that almost all of the DDA funds will be spent for those projects leaving a year to catch up. DDA funds have budgeted for conduit and fiber optic cable installation for the Phoenix Street project. Burr stated that the DDA cannot afford to do any more projects in FY 2014-2015.

Marcoux asked what impact the bridge had on DDA money. Hochstedler noted that DDA involvement was the money provided in 2013 for engineering.

Discussion ensued regarding the time line presented to the DDA during discussions and whether or not the merchants were led to believe that the parking lot on the Baar property was on the "fast track". It was reiterated that the DDA does not have the funds to develop the Baars building in FY 2014-2015. It will be a priority in FY 2015-16.

Dissette pointed out some financial pressures related to the DDA and observed that City Council has adopted the DDA Plan Ordinance which removes parcels in DDA2 and revenues will be reduced. The DDA has committed to Kentucky Avenue reconstruction. Dissette noted out that in the next couple of years, the funding will be available to convert the Baars property into parking. Dissette noted that borrowing could be explored but reminded the board of the debt recently issued to the DDA.

Marcoux stated the DDA was presented with plans and there was discussion on how to maximize the number of spaces to be placed on the Baars property. Since the parking project has to be delayed, the DDA should be able to use this time to maximize the number of spaces. Dissette stated that the engineering department and DDA will be working on that together.

Regarding a question about the demolition of the Baars building, Dissette explained that the city has leased the building to a local merchant who is using the space for storing product which provides some minimal revenue to the city. Dissette noted that the building is in good enough shape that there is no other issue driving its demolition. Marcoux expressed satisfaction that revenue is coming in during the waiting period.

## **8. Board Comments**

Burr: Informed that the State of Michigan acquired the land at Blue Star Highway and Black River Road and explained that the state is going to put in a campground on that site in addition to amenities for the trail. This project, Burr noted, will result in more investment by the State of Michigan in terms of recreational facilities. Burr spoke with the Department of Natural Resources people in Lansing this morning and they are still planning to pave the trail from the State Park to the City of South Haven, which will coincide with the city paving from downtown to the old Bohn Aluminum site, where the trail becomes state land. Burr explained that it is quite encouraging that the State of Michigan did acquire the property and are going to make a substantial investment.

Dissette reported that asbestos abatement has been approved on the former Baptist Church site, and abatement expected in mid-March. The State will issue a contract for demolition and by early April demolition should begin. Burr noted the asbestos shingles on the exterior have to be removed pre-demolition. Dissette said there is also underground storage for fuel underneath the building; this building is going to cost about \$350,000 to take down and the city is thankful for the blight grant money provided by the state.

Dissette said the city was able to get this project funded through Kinexus; an invitation was sent out to communities for removal and abatement of blighted downtown properties. Dissette noted that it has been a slow process due to there being multiple lien holders as well as the requirement for the Construction Board of Appeals to rule the building as blighted and a dangerous building, with a call out for demolition. The property owner will not be facing any liens on it. If so, the city would have had to lien the property from general funds or Downtown Development Authority funds. Dissette pointed out that once the abatement and demolition is complete, this will become a very valuable property. Dissette reported that according to the owner's representative, there is already an individual prepared to buy it.

Dissette explained that one year prior to the reconstruction of Williams Street the city allowed snowmobiles to go all the way to the new parking lot on Huron Street, via Williams Street. Once the new road was in place, the city designated The Depot parking lot for snowmobile parking. Dissette pointed out that the city has worked with snowmobile clubs in the past so snowmobilers will know where they are permitted to go, however the snow has been so deep that snowmobilers have been pushing a little further. The police are trying to educate people to stop where they are supposed to stop (at the Depot).

Dissette outlined the routes as posted on the city website. Dissette noted that while the Van Buren Trail has not been maintained since it was a railway, this year the state placed a sand base and cleared debris and snowmobilers saw a new route and took it. The city has received complaints from south side residents about snowmobilers riding through residential neighborhoods. After questions, Dissette said the Van Buren Trail runs by American Twisting. Dissette said city staff put up barricades and signs in an effort to notify snowmobilers "please do not ride your sleds through residential neighborhoods".

Burr noted the studs on the snowmobiles' tracks cut into the sidewalks and the asphalt both of which are brand new. That is one of the reasons the city stopped snowmobiles from coming any further into town. Dissette stated he would love to welcome snowmobilers further into town but noted there is a balancing act with keeping residents in neighborhoods happy and maintaining the infrastructure. Dissette suggested this issue will be coming back to the DDA and to City Council for further discussion.

## **9. Director Comments**

Davidson: \$7,100 has been spent in the month of January for downtown snow removal.

Dissette: The city just acquired a new patching machine which is timely because when plowing is done the patching will begin. Credited City Council for blessing the city with a hot-patch machine whereby extremely hot patch will be placed into the hole in combination with a wand that vibrates and packs down the patch resulting in a more flush patch that will likely last much longer than the cold-patch previously used.

Davidson: The Phoenix Street project continues to move along; tries to keep communication flowing. Olson remarked that she has been told that retail sales have gone down but most have attributed it, at least in part, to the weather.

## **10. Adjourn**

Motion by Maxwell, second by Newton to adjourn at 12:31 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

# Planning Commission

## **Work Session Minutes** **Thursday, March 6, 2014** **7:00 p.m., Conference Room B**



**City of South Haven**

The meeting was called to order by chair Paull at 7:00 p.m. Present in addition to Paull were members Peterson, Smith and Heinig.

Paull introduced the discussion items stating that city council has included in their 2014 goals that the planning commission shall review the noise and vendor ordinances. This meeting was held to begin working on a strategy for completing that task.

After brief discussion of the ordinances, it was decided that the ordinances would be reviewed concurrently by separate subcommittees. The mayor, city clerk and police chief will be included in the discussions to supply history and direction.

Staff will send email sign up lists to all planning commission members and preliminary meeting dates will be scheduled. Staff will also check availability of other officials to be included.

The meeting was adjourned at 8:05 p.m.

RESPECTFULLY SUBMITTED,  
Linda Anderson, Zoning Administrator



**Agenda Item #3  
Review and Discuss  
Noise and Vendor Ordinances**

**Background Information:**

At their annual goal setting session this week, the city council discussed the need for a review of two (2) city ordinances: the noise ordinance and the vendor ordinance. They have asked the planning commission to begin this review and draft any amendments determined necessary. They have identified some areas of concern which we will discuss at the meeting.

I would like to begin this process with a work session to discuss the ordinances as they read now and to identify any additional problem areas. The planning commission may decide to appoint a subcommittee to work on drafting the initial changes. The planning commission will eventually hold a public hearing before presenting recommended changes to the city council.

It is expected that the project will be completed in July of this year.

**Recommendation:**

Please review the attached ordinances and be prepared to discuss at the March 6 work session.

**Attachments:**

Noise Ordinance  
Vendor Ordinance

Respectfully submitted,  
Linda Anderson  
Zoning Administrator

## **SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES**

March 19, 2014

The Secretary, Dave Johnson called a regular meeting of the South Haven Area Regional Airport Authority Board to order at 7:30 PM in the terminal building.

Roll Call: Todd Jensen, Fred Bower, David Orr, Clark Gruber, Jon Woodhams, and Dave Johnson. Excused: Ren Wright, Don Woodhams, Barbara Rose, Ken Ratzlaff and Charles E. Smith.

Agenda: Moved by Todd Jensen, seconded by David Orr to approve the Agenda, approved.

Public Comments: None.

Clark Gruber moved and Fred Bower seconded to approve the Consent Agenda:

- A. Minutes of the Jan 15, 2014 Authority meeting be approved. (No February meeting)
  - B. Bills from Jan 16, 2014 through Feb 19, 2014 totaling \$55,234.19 be approved.  
Bills from Feb 20, 2014 through Mar 19, 2014 totaling \$19,758.97 be approved.
  - C. Manager's report dated Mar 19, 2014 be approved.
- A roll call vote was taken; Yeas: Jensen, Bower, Orr, Gruber, Woodhams and Johnson.  
Nays: None.

Committee Reports: None.

Old Business: None.

New Business: Todd Jensen moved to cancel the April board meeting, seconded by David Orr, approved. Next board meeting May 21, 2014.

Member Comments: Dave Johnson advised the budget committee meeting is set for March 26, 2014, 1:30pm at the Airport.

David Orr moved to adjourn the meeting at 7:40 pm, seconded by Jon Woodhams, approved, meeting adjourned.

# Board of Public Utilities

## Regular Meeting Minutes

Monday, March 31, 2014  
4:00 p.m., DPW Conference Room, 1199 8<sup>th</sup> Avenue



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

### 2. Roll Call

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

Motion by Henry to excuse Stickland. Second by Roberts.  
All in favor. Motion carried.

Also present: Wendy Hochstedler, Finance Director; Larry Halberstadt, City Engineer; Bill Conklin, Electric Engineer; Michael P. McGeehan, GRP Engineering

### 3. Approval of Agenda

Motion by Winkel, second by Henry to approve the agenda as presented.  
All in favor. Motion carried.

### 4. Acceptance of Minutes for the Record – February 21, 2014 Special Meeting

Motion by Henry, second by Winkel to accept the February 21, 2014 Special Meeting Minutes for the record with corrections by Chairman Stickland via email:

Page 5, Item #14, as follows: Stickland stated that staff should tell the customer to run their water and the utility billing department will issue the customer a credit based on half of the water consumption of the ~~previous~~ current year. Stickland suggested doing this on a case-by-case basis ~~as a staff procedure at the discretion of water staff.~~

All in favor. Motion carried.

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

Margaret and John Kelson-Johnson, 56226 Red Arrow Highway, Lawrence re: their property at 78910 CR 376, Coloma (Covert Township). M. Kelson-Johnson stated the water for their Covert Township property was turned off in 2011 but they continuously get a bill. Wondered why they are being billed for what they are not using. Called and was told to remove the meter and bring it in; did that and then were told by someone at the desk that they could

have been charged with meter tampering. Stated they bought the house, gutted it and there is no plumbing in the house, yet their bill since the water was shut off is over \$1,000. Explained their economic difficulties.

Mayor Burr explained that the water department can cut the service at your end but there will be a \$5,400.00 charge if you ever want to reconnect. There was discussion regarding whether cutting off the service would require reaching the main by cutting into the pavement. Burr noted that what the Kelson-Johnson's are being billed for is availability service.

Discussion ensued about whether the yard would have to be dug up but Burr stated the water crews can dig up the main and cut the water off at the main.

J. Kelson-Johnson asked what the thing is sticking up out of the ground, a pipe with a valve that he almost hit the first time he mowed there; Halberstadt said it is probably a curb stop. J. Kelson-Johnson asked if the valve can just be turned off instead of digging up the yard and the road. Burr said if it can be turned off at the curb stop we will do that. Once service is disconnected a note will be put in the file that the purchasers either have to pay back standby charges or pay the tap fee, whichever is cheaper. Burr also noted that the tamper fee would be waived.

M. Kelson-Johnson asked if they can get help with the current bill. Covert Township Supervisor Rose directed the Kelson-Johnsons to the Community Action Services office at the Lily-of-the-Valley Church, Covert.

## REPORTS

### **6. Cost of Energy from Indiana-Michigan Power Company (AEP)**

- A. 2013 Billings – All Charges
- B. 2012 Billings – All Charges

Burr reviewed the Cost of Energy report with the board. For the benefit of the new member, Burr explained that the winter month reports do not have a lot of meaning since many of the charges are estimated.

Burr asked what the credit column represents. 6.5 cents has been the city's standard. The only thing that changed a year ago was the demand charge went up, but the cost per kWh remained the same. Burr noted these are all fuel charges that are charged back to the customers.

Discussion ensued regarding the demand charge, with Burr noting that peaks occur early in the morning and during the summer air conditioning season.

### **7. Financial Reports**

- A. Water Fund CuFt Comparisons
- B. Water Fund Financial Statement
- C. Sewer Fund Financial Statement
- D. Electric Fund KWH Comparisons
- E. Electric Fund Financial Statement

Water Fund. Hochstedler reviewed the financial reports. Huff noted that February is still as high as January was; we are still recording high pumpage. Huff noted that city crews located a leak, but we are still running about ten thousand (10,000) gallons per day. Burr noted that our rolling twelve month averages have always fallen within the industry standard, at around fifteen per cent (15%).

Burr explained the way the debt service is credited twice a year, even though it is budgeted monthly.

Sewer Fund. Huff noted that Stickland questioned via email why the operating costs are higher than usual and over budget. Hochstedler and Burr noted that sales are up more than budgeted and operating expenses are less than budgeted. Hochstedler noted she did not locate anything particular, although more was spent on Kalamazoo Street than what was budgeted and this will have to be adjusted.

Regarding the SSES grant expense, Hochstedler noted we are doing the S-2 grant sanitary sewer study; \$104,000 has been spent and the city expects to get the majority back but it has not been put in for reimbursement yet. Burr noted that we have not spent the capital money that was budgeted.

Electric Fund. Burr said we have one million dollars (\$1M) set aside which we will be spending in the next item. Hochstedler explained that the city is selling more and the cost is less because of the estimating; it will all even up in the end. Burr noted that he looks at the year-to-date (YTD) column rather than the monthly. Hochstedler explained that there are more sales but there are expenses which will offset that.

## **8. Indian Grove Infrastructure Project**

### **A. No Report**

Huff noted that the schedule has been updated; will meet with city hall, then the Department of Environmental Quality (DEQ) in April; advertise the public hearing in late May/early June with submittal before July 1<sup>st</sup>.

## **9. Unresolved Issues Report**

Nothing new at this time.

## **10. GRP Engineering – 2013-14 Projects**

Burr noted there are two categories of projects; under Item Eleven (11) there are four (4) separate contracts to be awarded.

Michael P. McGeehan, P.E., President, GRP Engineering, Inc. reviewed the four bids GRP went out for:

- A. Cable, which is a major portion of that project since it is an underground cable project.
- B. Padmount Switchgear, accounts for the other major material on the project.

The two labor portions are broken up into :

C. Conduit Installation.

D. Electrical Cable and Equipment Installation.

#### NEW BUSINESS

#### **11. Board will be requested to approve award of four Veterans Boulevard Underground Project bids.**

After the review by the GRP representative (see Item 10) and discussion

Motion by Henry, second by Winkel to approve all four bids as follows:

- A. Medium Voltage Underground Cable to Power Line Supply in the amount of \$176,700.
- B. Padmount Switchgear to Champion-Charter in the amount of \$48,018.00.
- C. Conduit Installation to Compton, Inc. in the amount of \$117,917.50.
- D. Electrical Cable and Equipment Installation to Kent Power, Inc. in the amount of \$118,215.95.

All in favor. Motion carried.

#### **12. Board will be requested to approve award of the Core City Secondary Upgrades – Phase 1 bids.**

Burr explained this is a proposal to rebuild the secondary services to the houses south of St. Basil's. This area has never been upgraded and is the area that experiences the most outages. Noted there will be creative tree trimming and construction. Burr asked that GRP not delay; getting this done is a top priority. Michael P. McGeehan responded, "Understood."

Huff noted that these actual bid prices can be extended to the other phases to give an estimate of the potential cost of what is still coming up. McGeehan noted that GRP is looking to replace all the secondaries in this core city area where the most outages are. We now have hard numbers for Phase 1; number of blocks and number of services. A handout was distributed which included the costs, with an average cost per service of \$1,801.32. Noted the map, which was provided for the board to review, which indicates that the highest density of services is in the 1<sup>st</sup> phase; as we move on to the other phases the density decreases. There is an effort to balance the project out.

Rose asked if this is replacing above-ground which McGeehan confirmed as correct. Hochstedler asked whether each phase is per year; Burr noted, "No, we want to accelerate this; we have been setting aside the funds for this and we are ready to go."

Conklin noted concerns, stating that the bid results indicate six bidders and really we only received two "very somewhat high" bids. Noted that the low bidder is not very low. Burr said the problem is that we have never trimmed in this area. McGeehan noted that the tree

trimming is not included in these costs; tree trimming will be done by Tree Core. Burr explained the contract with Tree Core and noted they have been informed of this project.

McGeehan explained that work will not be done in May, June and July, with the knowledge that these contractors are very busy and have a completion date to of December 31, 2014. McGeehan noted the cost for underground is considerably higher than above ground, and provided the numbers regarding the difference to try to show the cost per customer. McGeehan said we noted this is an issue from secondary service from pole, to pole, to pole. Many times we see that trees have broken through the lines. Burr stated that area has not been worked in thirty (30) years; McGeehan commented, "Or probably longer." Burr questioned, "This includes some new poles?" to which McGeehan responded, "This includes all new poles, with the exception of a few that have been replaced recently." According to Burr, "Fences will be coming down, favorite trees will be trimmed, and so on.

After a question by Henry regarding the boundaries on the map, McGeehan explained that the map is a visual but there will be some legs that go beyond the depiction. McGeehan said his biggest concern is the workload of the contractors, both in and out of state.

Motion by Henry, second by Winkel to approve a recommendation to City Council to award contractual services for Core City Secondary Upgrades – Phase 1 to Kent Power, Inc. of Kent City, Michigan in the amount of \$478,852.98. Labor and materials to be provided are defined in the contract documents prepared by GRP Engineering.

All in favor. Motion carried.

Discussion of who is doing the tree trimming, Huff reiterated that the city has a contract with Tree Core and that they are aware of the scope of this project.

**13. Board will be requested to approve a recommendation to City Council to approve an Amendment to the Cost-Based Formula Rate Agreement for Full Requirements Electric Service with Indiana Michigan Power Company.**

Halberstadt explained the sharing of off system sales as currently defined in the Cost-Based Formula Rate Agreement. Due to a modification of the agreement between various AEP subsidiaries, the volume of off system sales could potentially decrease moving forward. In order to ensure that the amount that South Haven pays for electricity does not increase substantially, IMMUDA has negotiated a settlement that permits an earlier termination date for the Agreement. In the event that costs escalate, the City could consider early termination and seek pricing from other power supply vendors.

Motion by Winkel, second by Henry to pass a motion recommending that Council approve the Amendment to the Cost-Based Formula Rate Agreement for Full Requirements Electric Rate, Schedule 108. Council's approval to take the form of a resolution authorizing the Mayor to execute the Amendment on behalf of the City.

All in favor. Motion carried.

**14. Next meeting is scheduled for Monday, April 28, 2014 at 4:00 pm in the DPW Conference Room, 1199 8<sup>th</sup> Avenue, South Haven, Michigan.**

## **15. Director's Comments**

Updated the Board on water main breaks since November 13, 2013 through the present.

## **16. Board Member Comments**

Rose: We have a small leak at Covert Park that staff is trying to identify; it is on our side.

Burr: Noted that according to Kevin Anderson, City Manager from Dowagiac (former South Haven City Manager) Dowagiac is going into automated metering through Itron, Inc. Burr noted Itron has been at Consumers since 1973 or 1974 and pointed out that at some point the City of South Haven are going to have to do an automated metering system; this one through Itron is outage related.

Burr explained that a municipality can adopt a pre-pay system where the customer can put down \$300, for example, and it is up to the customer to replenish the amount before it runs out. Winkel suggested that maybe it could be automatically replenished, kind of like the I-Pass, through a customer's bank. It was noted that this could replace the deposit. Halberstadt noted there pre-pay systems typically include an in home display to keep the customer informed of their account balance. Burr noted that when the money runs out the meter shuts off. Burr has requested that Itron come and show us their system. Henry asked what kind of cost would be involved for this kind of system. Huff noted that city staff looked at that a while ago and the cost was pretty high.

Henry asked about his gas bill which seemed extremely high. Discussion ensued regarding the parallel with other utility bills; there could have been estimated reads for January and February, and his current bill could be the "catch-up" with an actual reading. Suggested contacting the utility.

## **17. Adjourn**

Motion by Henry, second by Roberts to adjourn at 5:03 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary



City of South Haven

BOARD AND COMMISSION APPLICATION

Name David W. Paull Phone [Redacted]

Address [Redacted] South Haven, MI 49090  
City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One)  Yes No If Yes, how long: 44 years

Board or Commission Applying for: Planning Commission

Qualifications: Current member. Experience as chairman  
Member of Zoning Board of Appeals. Former Mayor.  
Training as municipal planner. Training and  
experience in mediation.

I believe I can benefit the City of South Haven by serving on a board and commission because:

I believe in the concept of self governance.

Signature David W. Paull Date 4.28.2014

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
South Haven, MI 49090  
Fax: (269) 637-5319  
Phone: (269) 637-0750

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City of South Haven

BOARD AND COMMISSION APPLICATION

Name BRIAN A. PETERSON Phone [REDACTED]

Address [REDACTED] SOUTH HAVEN MI 49090  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes No If Yes, how long: 10+

Board or Commission Applying for: PLANNING

Qualifications: CURRENT MEMBER OF PLANNING COMM.  
WANT TO SEE CITY GROW IN A SMART  
SUSTAINABLE WAY.

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

Signature Brian Peterson Date 4/28/2014

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Sharon Fanger

Phone [REDACTED]

Address [REDACTED]

S. Haven  
City

MI 49090  
State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes No If Yes, how long: since 1982

Board or Commission Applying for: CDC

Qualifications: city council 8 years, planning Commission, LA Bailey Bd, Parks Bd, CDC.

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

I'm interested in helping people and improving situations

Signature Sharon J. Fanger

Date 4-21-14

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
South Haven, MI 49090  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Robert G. Stickland Phone [Redacted]

Address [Redacted] South Haven MI 49090  
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One)  Yes  No If Yes, how long: 19 yrs

Board or Commission Applying for: B.P.U.

Qualifications: 9 yrs. Chair B.P.U.  
15 yrs Dir of Public Works - South Haven  
33 yrs Engr. Consumers Energy

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

Interest and experience

Signature [Handwritten Signature]

Date 4-9-14

Return Application to:  
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539 Phoenix Street  
South Haven, MI 49090  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Mark Dibble Phone [Redacted]

Address [Redacted] SH MI 49090  
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One) Yes  No  If Yes, how long: \_\_\_\_\_

Board or Commission Applying for: Construction Board of Appeals

Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature Mark Dibble Date 4/29/14

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
South Haven, MI 49090  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Cathy Pyle Phone [Redacted]

Address [Redacted] South Haven MI 49090  
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One)  Yes No If Yes, how long: 7 years (in city limits)

Board or Commission Applying for: Harbor Commission

Qualifications: Reapplying for current position held for the past 3 years. Owner of local fishing store in South Haven. Have knowledge of community, harbor, regulations regarding DEQ and DNR.

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

I have lived in South Haven my entire life, opening a business in the town I've grown up in has given me perspective of South Haven as a resident & business owner, hoping to continue moving South Haven in a forward direction.

Signature Cathy Pyle Date 3/10/14

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
South Haven, MI 49090  
Fax: (269) 637-5319  
Phone: (269) 637-0750

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**Cathy Pyle**



March 10, 2014

City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
South Haven, MI 49090

**Subject: Harbor Commission Position**

I am asking for reappointment to the Harbor Commission for another term. I feel throughout my current appointment to the commission, I have brought useful and relevant information to the meetings, and will continue to do so in the future. Being a resident of the South Haven my entire life, has given me a view of where the city has been and the path on which it is moving forward. I look forward to helping the community continue to grow by working with the Harbor Commission in a way that is positive yet protecting of our valuable resources that we call home.

Sincerely,

A handwritten signature in black ink, appearing to read "Cathy Pyle", with a long horizontal flourish extending to the right.

Cathy Pyle



City of South Haven

BOARD AND COMMISSION APPLICATION

Name GREG SULLIVAN Phone [REDACTED]

Address [REDACTED] SO HA MI 49090  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes No If Yes, how long: 8 years +/-

Board or Commission Applying for: HARBOR COMMISSION

Qualifications: CURRENT HARBOR COMMISSION MEMBER,

USCG MASTER CAPTAIN

TREASURER - RIVER NOISE YACHT CLUB CONRO ASSOC.

MICHIGAN BULLDOG.

TRAINING LEAD - GREATER Kalamazoo AMERICAN RED CROSS.

PAST TOUR BOAT CAPTAIN - CHICAGO, IL

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

- MY HISTORY WITH THE COMMISSION

- 20+ YEARS SAILING SOUTH HAVEN

- AND, LIKE THE OTHER COMMISSION MEMBERS -

A UNIQUE POINT OF VIEW.

Signature [Handwritten Signature]

Date 4/28/2014

Return Application to:  
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South Haven, MI 49090  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Tom Thomson Phone [REDACTED]

Address [REDACTED] South Haven, MI 49090  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes  No If Yes, how long: 26 years

Board or Commission Applying for: Housing Commission

Qualifications: I serve as a resident commissioner. My renewal  
of term will allow me to continue to serve the  
Housing Commission and the City.

I believe I can benefit the City of South Haven by serving on a board and commission because: I am experienced with the Housing Commission  
operations and wish to continue to serve.

Signature Tom Thomson Date 3-31-14

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
South Haven, MI 49090  
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Phone: (269) 637-0750

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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Robin Reva Phone [REDACTED]  
Address [REDACTED] S. Haven MI 49090  
Street City State Zip  
E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes No If Yes, how long: 10 years

Board or Commission Applying for: Trustee at LTBK,

Qualifications: I have been an existing  
4 year team member on the board  
serving in a variety of situations  
and often complete advertising,  
art, marketing & sales concepts.

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

I have many more ideas & abilities  
to share and wish to assist  
in developing LTBK as a well known  
national entity beyond S.H. and  
as a teacher, expand our educational

Signature Robin Reva Date 4/24/2014  
*outreach*

Return Application to:  
City of South Haven  
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South Haven, MI 49090  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Robin McAlear Phone [REDACTED]

Address [REDACTED] South Haven MI 49090  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes  No If Yes, how long: 9 years

Board or Commission Applying for: Library Board

Qualifications: Library Board 2009-2014  
strategic planning and  
personnel committees  
MBA - GUSU

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

I am proud to have served with this  
board. And I hope to be a part of  
the library's continued growth and progress  
over the next five years.

Signature Robin McAlear

Date April 7, 2014

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Art Bolt Phone [REDACTED]

Address [REDACTED] South Haven MI 49090  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One)  Yes  No If Yes, how long: 39 years

Board or Commission Applying for: LDFP / Brownfield

Qualifications: I AM CURRENTLY CHAIR PERSON OF BOTH -  
PREVIOUS - PLANNING COM - ZBA - BPCY  
CITY COUNCIL

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature [Signature] Date 4-24-2014

Return Application to:  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Christine Valentine

Phone [Redacted]

Address [Redacted]

South Haven  
City

MI 49090  
State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One) Yes No If Yes, how long: 9 years

Board or Commission Applying for: Brownfield / LDFA

Qualifications: Education: BA Marketing, Washington State University; MBA Michigan State University; MLS Indiana University.

Career: U.S. Navy Supply Officer 6 years Active, 20 years Reserve, Business Reference Librarian Davenport University 10 years. Currently retired.

I believe I can benefit the City of South Haven by serving on a board and commission because: In the two terms I have served on the Brownfield and LDFA Authorities, I believe that I have developed a good grasp of the issues facing these boards. Because of that, I can contribute in the decision making process. I believe that I provide a unique perspective in that I live and own property in a Brownfield

Signature

Christine Valentine

Date 4-14-2014

Return Application to:  
City of South Haven  
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539 Phoenix Street  
South Haven, MI 49090  
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Appointed \_\_\_\_\_

Term Expires \_\_\_\_\_

Letter Mailed \_\_\_\_\_



City of South Haven

BOARD AND COMMISSION APPLICATION

Name Marilyn White Phone [REDACTED]

Address [REDACTED] South Haven Mich 49090  
City State Zip

E-Mail Address \_\_\_\_\_

Resident of City? (Circle One)  Yes No If Yes, how long: 20 years

Board or Commission Applying for: Parks Committee

Qualifications: I live close to Elkenburg park and across the street from the Tot Lot. I see to it that the Tot Lot is kept up and I also watch and make sure the Kids are safe that visit. I observe different events at Elkenburg and daily activity with Kids visiting the park. Safety is a priority for me at the parks so I keep watch on them.

I believe I can benefit the City of South Haven by serving on a board and commission because: I watch what happens in the parks and I make sure all kids are being safe and responsible. I will communicate with parents if necessary of the conduct of their child and or children.

Signature Marilyn White Date 4-22-14

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Patti Montgomery-Reinert Phone [REDACTED]

Address [REDACTED] SOUTH HAVEN MI 49690  
Street City State Zip

E-Mail Address [REDACTED]

Resident of City? (Circle One) Yes No If Yes, how long: nearly 30 years

Board or Commission Applying for: PARKS

Qualifications: I am currently serving on the Parks Commission  
has been on the Board for approximately 3 months, and  
was asked to chair this group.  
I am willing to continue service to the Parks  
Commission in the City of S.H.

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

I am very involved with the community both  
personally and as the Executive Director of the  
Michigan Maritime Museum. I feel that this short  
year has acquainted me with the position I am  
interested in and would be happy to continue a full term.

Signature Patti Montgomery-Reinert Date 5-8-14

Return Application to:  
City of South Haven  
Attn: Clerk's Office  
539 Phoenix Street  
South Haven, MI 49090  
Fax: (269) 637-5319  
Phone: (269) 637-0750

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City of South Haven

BOARD AND COMMISSION APPLICATION

Name Judi Stimson Phone [Redacted]

Address [Redacted] South Haven MI 49090  
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One)  Yes  No If Yes, how long: 16

Board or Commission Applying for: Planning

Qualifications: please see attached sheet

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe I can benefit the City of South Haven by serving on a board and commission because: \_\_\_\_\_

Please see attached sheet

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature Judith Stimson Date 3-10-14

Return Application to:  
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South Haven, MI 49090  
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## **South Haven Planning Commission Application**

**3/10/2014**

### **Qualifications:**

In 2013 I attended the "Hot Topics in Planning/Zoning August 2013" presented by Catherine Kaufman. This seminar was provided through the Michigan Township Association - Planning and Zoning organization. In 2012 I attended the presentation given by the City of South Haven on Parliamentary Procedure, to learn Robert's Rules of Order. I have also been working with a member of the Casco Township Planning Commission to gain more knowledge of the processes.

I have done these activities in preparation for volunteering for the South Haven Planning Commission.

**Professional Qualifications:** I am a Project Management Institute certified Project Manager since 1999. Being a project manager brings me excellent organizational and communication skills. I spent 36 years of my career in Information Services, where I've held positions in management, project management, database analysis, consulting and teaching. I am fluent in all the personal computer productivity tools.

### **Benefits I bring to the City of South Haven by serving on the Planning Commission:**

I bring a positive attitude of our city's government. I want to use the business abilities and skills I've built over a lifetime, to giveback to my community. I am dedicated to any activity in which I participate. I've worked with many committees and teams, through work and personally, to solve problems. Also being a project manager I am very focused on following processes.

I am a member of the South Haven Historical Society. I believe in studying the past to know where we came from. I believe this helps us to know what parts of our City are important to keep, and what we can improve on. My Grandparents had a residence here during my childhood, and I lived in Kalamazoo my whole life while renting houses in South Haven for summer vacations. I built my home in South Haven in 1999, moving here full time 6 years ago. All of this helps me bring the continuity of a lifetime of South Haven experiences to this position.

I bring an eagerness to help, and a new eye to view improvement. I very much want to participate in keeping South Haven the place I decided to live in for my retirement.



## Agenda Item 8

Fiscal Year 2014-15; Draft Budget Public Hearing

### Background Information:

The City Council will be asked to host a public hearing for the Fiscal Year 2014-15 Budget.

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:

The City Council should host a public hearing to review the Fiscal Year 2014-15 Budget.

### Support Material:

[Fiscal Year 2014-15 Budget Proposal](#)

# Memo

To: Brian Dissette  
City Manager

From: Brandy Gildea  
Parks and Recreation Supervisor

Date: October 1, 2013

Re: Elkenburg Park Basketball Reunion  
Special Event 2014-02

---

The special event, Elkenburg Park Basketball Reunion, is ready for City Council to approve.

W.O.R.D. Impact is requesting to use Elkenburg Park on July 4, 5, & 6, 2014 from 9:00 am to 11:00 pm each day for basketball games. They are also requesting to bring in additional lights from 9:00 pm to 11:00 pm.

Last year the City worked with the organizers of this event to ensure that the event ended and the park was cleared out no later than 11:00 pm, that neighbors were not effect by the noise and lights of the event and that the park was cleaned up following the event. All of these requests from the City were met. The event was successful and the City did not receive complaints about this event.

FOR OFFICE USE ONLY

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

Date Received 7/26/2013

# 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.

A.M.S.R.  
Initial

July 25<sup>th</sup> 2013  
Date

### CONTACT INFORMATION

Event Title: Elkensburg Park Basketball Re Union

Sponsoring Organization: W. ORD Impact

Applicants Name: Amy May

Telephone #: 269-993-1601 Phone # During Event: SAME

E-mail Address: ElkensburgPark@gmail.com

### Other contacts for/during event

Name: Kelley May Telephone: 269-779-6917

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

### EVENT SPECIFIC INFORMATION

Event Location: Elkensburg Park.

Date(s) Requested: July 4, 5, 6<sup>th</sup> 2014 Alternative Date(s): \_\_\_\_\_

Start Time: 8AM to 11:00AM End Time: 11:00P.M.

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

Number of people expected to attend: 150 to 200

### EVENT DESCRIPTION

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

Free basketball Camps, basketball games Free for Kids  
Alumni basketball Re Union

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

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

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

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

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

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

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. The Mark location on maps.
- Portable toilet facilities. Mark locations on maps. How many? \_\_\_\_\_  
The City requires the use of portable facilities for events expecting over 500 attendants.
- Parade. Mark beginning area, the route\* (with arrows) and finish area on maps  
\*If Business Route I-196 needs to be closed for the Parade you will need to contact Department of Public Works at 269-637-0737 to obtain a MDOT permit for road closure.
- Participants. Mark parking areas, bus locations, and special passengers on maps.
- Relay event. Indicate "hand-off" points and areas of participant equipment impact.
- Aircraft landing / hot air balloons. Mark location on maps.
- Fireworks/pyrotechnics site. Mark location on maps.
- Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)

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

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

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

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

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

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

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

**ADDITIONAL EVENT INFORMATION**

Liquor License  
The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.  
City of South Haven Liquor License Application  
Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

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

Date: July 4<sup>th</sup> Time: 10 AM to 10 PM

Date: July 5<sup>th</sup> Time: 10 AM to 10 PM

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

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

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

**CITY SERVICES**

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

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

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

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

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

Additional fire information: Mark all that apply

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

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

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

**INSURANCE**

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

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

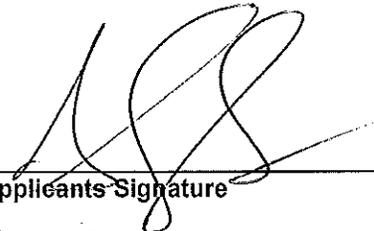
**REMINDERS**

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

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

**INDEMNIFICATION AGREEMENT**

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

  
\_\_\_\_\_  
Applicants Signature

7-23-13  
\_\_\_\_\_  
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.

FOR OFFICE USE ONLY

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

Date Received 7/26/2013

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

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

A new application must be submitted each year.

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

A.M.S.R.  
Initial

July 25<sup>th</sup> 2013  
Date

### CONTACT INFORMATION

Event Title: Elkensburg Park Basketball Re Union

Sponsoring Organization: W. ORD Impact

Applicants Name: Amerie May

Telephone #: 269-993-1601 Phone # During Event: SAME

E-mail Address: ElkensburgPARK@gmail.com

### Other contacts for/during event

Name: Kennya May Telephone: 269-779-6917

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

### EVENT SPECIFIC INFORMATION

Event Location: Elkensburg Park.

Date(s) Requested: July 4, 5, 6<sup>th</sup> 2014 Alternative Date(s): \_\_\_\_\_

Start Time: 8AM to 11:00AM End Time: 11:00P.M.

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

Number of people expected to attend: 150 to 200

### EVENT DESCRIPTION

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

Free basketball Camps, basketball games Free for Kids  
Alumni basketball Re Union

**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.**
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  - 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? \_\_\_\_\_  
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- Relay event. Indicate "hand-off" points and areas of participant equipment impact.
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- Fireworks/pyrotechnics site. Mark location on maps.
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**Vendors and General Merchandise Concessions will not be allowed in the Central Business District (CBD). Please refer to the Special Events & Festivals Information Pamphlet for a detailed map of this area.**

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

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

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

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

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

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

**ADDITIONAL EVENT INFORMATION**

Liquor License  
The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.  
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Date: July 4<sup>th</sup> Time: 10 AM to 10 PM

Date: July 5<sup>th</sup> Time: 10 AM to 10 PM

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

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

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

**CITY SERVICES**

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

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

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

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

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

Additional fire information: Mark all that apply

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

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

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

**INSURANCE**

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

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

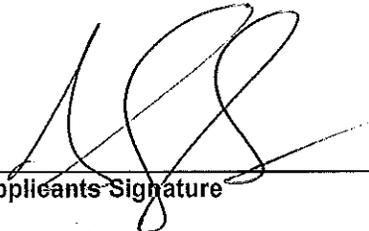
**REMINDERS**

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

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

**INDEMNIFICATION AGREEMENT**

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

  
\_\_\_\_\_  
Applicants Signature

7-23-13  
\_\_\_\_\_  
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.

# Memo

To: Brian Dissette  
City Manager

From: Jeannine Blair  
Special Events Coordinator

Date: May 1, 2014

Re: The Session – Basketball tournament  
2014-18

---

The special event request for this basketball Tournament (The Session) is ready to be approved by City Council. The event would be June 28 - 29, 2014.

The Session would be using Elkenburg Park for this event.

They will begin at 8:00 am on June 28<sup>th</sup> with a basketball tournament. They will also have food/ vendors on sight along with a live DJ ending at 10:00 pm both nights. They request to have 2 portable toilet facilities on site.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2014-18

Date Received 5/1/14

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.

AG  
Initial

5/1/14  
Date

### CONTACT INFORMATION

Event Title: The Session

Sponsoring Organization: ///

Applicants Name: Alantis Goodwin

Telephone #: 269 214 2648 Phone # During Event: Same

E-mail Address: alantisgoodwin@gmail.com

### Other contacts for/during event

Name: Jeremiah Smith Telephone: 269 214-7480

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

### EVENT SPECIFIC INFORMATION

Event Location: ElKenburg Park

Date(s) Requested: 6/28 - 6/29 Alternative Date(s): \_\_\_\_\_

Start Time: 8:00 am End Time: 10:00 pm

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

Number of people expected to attend: 200+

### EVENT DESCRIPTION

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

Basketball tournament

Food/vendors

Music

**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? 2  
The City requires the use of portable facilities for events expecting over 500 attendants.

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: Alantis Goodwin Telephone: 269 214 2648

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

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

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

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

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

### ADDITIONAL EVENT INFORMATION

Liquor License

The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.

City of South Haven Liquor License Application

Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

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

Live DJ

Date: 6/28 Time: 8:00 am - 10:00 pm

Date: 6/29 Time: 8:00 am - 10:00 pm

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: Atlanta's Goodwin Telephone: 269 214 2648

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: Just a couple police to do walk downs.

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

Additional fire information: Mark all that apply

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

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

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

**INSURANCE**

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

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

**REMINDERS**

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

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

**INDEMNIFICATION AGREEMENT**

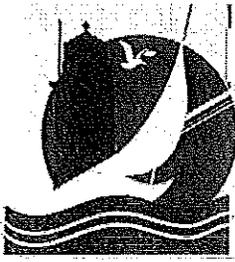
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

  
\_\_\_\_\_  
Applicants Signature

5/1/14  
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.



**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 \_\_\_\_\_

Date Requested \_\_\_\_\_

Organization/Committee \_\_\_\_\_

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

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

Cell Phone \_\_\_\_\_

EVENT: \_\_\_\_\_

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

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

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

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

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

Borrower's  
Signature: \_\_\_\_\_

Authorized  
by: \_\_\_\_\_

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

---

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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.

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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:

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- **INSURANCE COVERAGE:** The city requires proof of insurance (\$1,000,000) naming the City as "additionally insured".
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- **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.
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Consumption of alcoholic beverages within any public park, beach, or street is prohibited unless the appropriate licensing has been obtained. The sale and consumption of alcoholic beverages may occur on publicly-owned property located within the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.

City of South Haven Liquor License Application  
Michigan Liquor Control Commission Website

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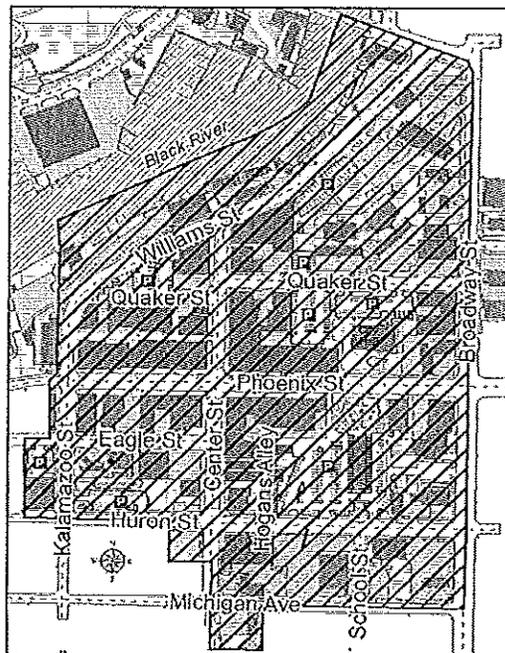
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- SIGNAGE: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the city's Parks and Recreation Supervisor. Upon submission the signage requests will be reviewed by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



# Memo

To: Brian Dissette  
City Manager

From: Jeannine Blair  
Special Events Coordinator

Date: May 7, 2014

Re: Blueberry Festival Craft Fair  
2014-20

---

The special event request for the Blueberry Festival Craft Fair is ready for City Council approval. As in past years the Blueberry Festival Craft Fair is being run by the South Haven Area Chamber of Commerce. The event is scheduled for August 9-10, 2014. Their requests appear to be in order and consistent with past requests. Including overnight police patrol on both Friday and Saturday nights.

Proof of insurance has already been provided.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2014-20

Date Received 5/5/14

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.

[Signature]  
Initial

5/2/14  
Date

### CONTACT INFORMATION

Event Title: 29th Annual Blueberry Festival Craft Fair

Sponsoring Organization: South Haven Area Chamber of Commerce

Applicants Name: Kathy Wagaman, Executive Director

Telephone #: 269-637-5171 Phone # During Event: 269-214-6178

E-mail Address: director@southhavenmi.com

### Other contacts for/during event

Name: Susan Diepen Telephone: 269-906-0722

Name: Krissy Garland Telephone: 269-208-2774

### EVENT SPECIFIC INFORMATION

Event Location: Stanley Johnston Park

Date(s) Requested: August 9-10, 2014 Alternative Date(s): \_\_\_\_\_

Start Time: 10am Saturday End Time: 4pm Sunday

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

Number of people expected to attend: 15,000

### EVENT DESCRIPTION

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

A juried arts and crafts fair with 150 vendor booths. Event will include food and beverage vendors. This event will also provide free space for non-profit organizations to display information, and for the Boy Scouts to sell bottled water. Overnight security and portable restrooms will be provided by Chamber. Set up times will begin at 2pm Friday, clean up will last until 7pm Sunday.

**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 Fencing along Dyckman Ave. right of way beginning at Maritime Museum and ending at Park St.

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? 7  
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: Kathy Wagaman Telephone: 269-637-5171

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

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

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

- Live animal sites. Mark location on maps and describe: \_\_\_\_\_
- Any other item(s) that should be included on maps. Explain: \_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

- Liquor License  
 The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.  
City of South Haven Liquor License Application  
Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**CITY SERVICES**

Are you requesting any utility services to be provided:  Yes  No  
 If yes, explain: Existing infrastructure water & electrical available at Stanley Johnston Park. Including water spigots on (both) fire hydrants) + water turned on at all other spigots.  
 If electric utilities requested, name of festival person or electrician who will be responsible:  
 Name: Shane Draper Telephone: 386-237-1799

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: An increase of overnight police patrols on Friday and Saturday nights (August 29-30).

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

Additional fire information: Mark all that apply

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

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

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

**INSURANCE**

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

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

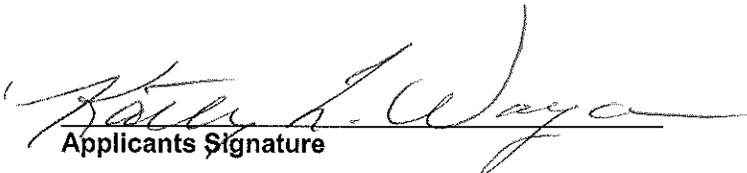
**REMINDERS**

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

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

**INDEMNIFICATION AGREEMENT**

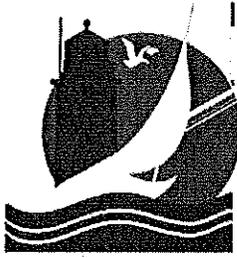
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## Cones and Barricades Request Form

Requester's Name South Haven Area Chamber of Commerce  
 Date Requested 4-23-14  
 Organization/Committee Nat'l Blueberry Fest Craft Fair  
 Mailing Address 606 Phillips  
S.H. MI 49090  
 Office/Main Phone 269-637-5171  
 Cell Phone 269-214-6178

EVENT: Blueberry Festival Craft Fair

DATE of EVENT: Aug. 9+10, 2014

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	100	will inform prior to event	269-214-6178 269-906-0722	8/8/14 AM PM	8/11/14 AM PM

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

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
		Aluminum crowd fencing between Park and Black River Drive.	along Dymman		8/8/14 AM PM

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

Borrower's Signature: Kathy Wagon

Authorized by: \_\_\_\_\_

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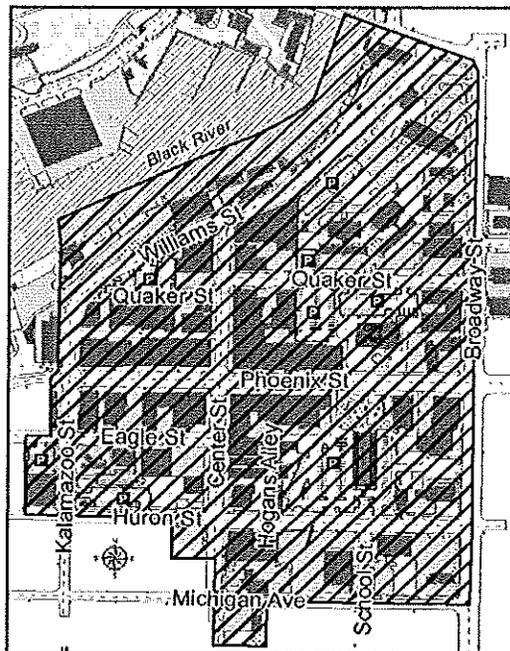
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*Festival/Event Blanket Vendor License Location:* Vendor sites in an area approved under a Festival Blanket Vendor License for a specified period of time. The area in which vendors may operate is designated in a festival special event application.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

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

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

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

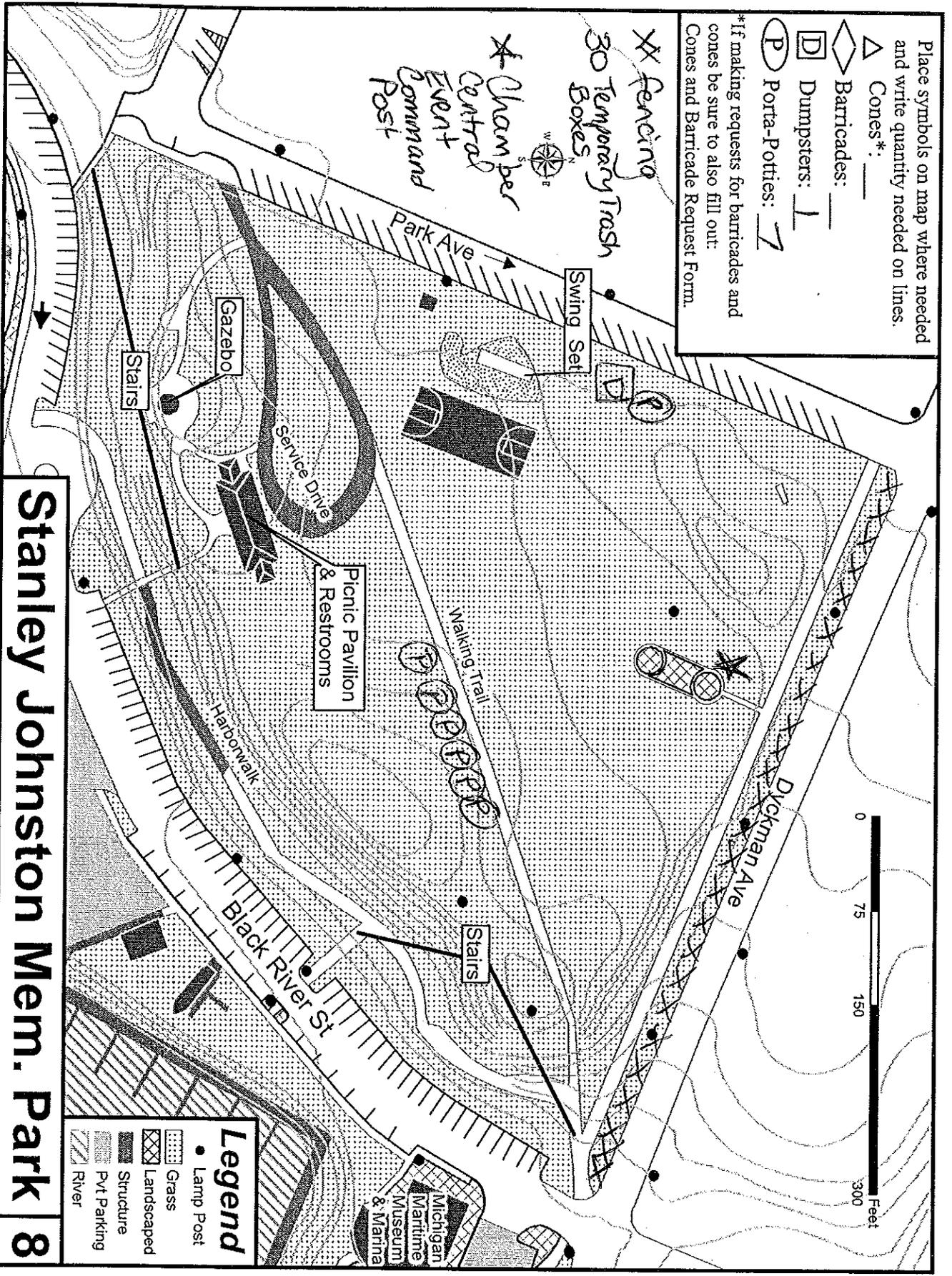
1. No open intoxicants allowed except within an approved and licensed area.
2. Motor vehicles permitted on paved roads, or designated areas only.
3. Sound producing equipment including, but not limited to, public address systems, radios, phonographs, musical instruments and other recording devices, shall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

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

- △ Cones:
- ◇ Barricades:
- D Dumpsters:   1
- P Porta-Potties:   7

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

XX Fencing  
 30 Temporary Trash Boxes  
 \* Chamber Central Event Command Post



# Stanley Johnston Mem. Park 8

**Legend**

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

# Memo

To: Brian Dissette  
City Manager

From: Jeannine Blair  
Special Events Coordinator

Date: May 7, 2014

Re: All Crafts Fair  
2014-21

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This special event request is ready for City Council's approval. The All Crafts Fair event is scheduled for August 30<sup>th</sup> and August 31<sup>st</sup>. It is the same as it has been in the previous years. They are requesting snow fencing to be placed as it has in previous years. They also requested additional police patrols over night on August 30<sup>th</sup> and August 31<sup>st</sup>.

Proof of insurance has already been provided.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2014-21

Date Received 5/5/14

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 [Signature]

Date 5/8/14

### CONTACT INFORMATION

Event Title: 38th Annual All Crafts Fair

Sponsoring Organization: South Haven Area Chamber of Commerce

Applicants Name: Kathy Wagaman, Executive Director

Telephone #: 269-637-5171 Phone # During Event: 269-214-6178

E-mail Address: director@southhavenmi.com

### Other contacts for/during event

Name: Susan Diepen Telephone: 269-906-0722

Name: Krissy Garland Telephone: 269-208-2774

### EVENT SPECIFIC INFORMATION

Event Location: Stanley Johnston Park

Date(s) Requested: August 30-31, 2014 Alternative Date(s): \_\_\_\_\_

Start Time: 10am Saturday End Time: 4pm Sunday

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

Number of people expected to attend: 15,000

### EVENT DESCRIPTION

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

A juried arts and crafts fair with 185 vendor booths. Event will include food and beverage vendors. This event will also provide free space for non-profit organizations to display information, and for the Boy Scouts to sell bottled water. Overnight security and portable restrooms will be provided by Chamber. Set up times will begin at 2pm Friday, clean up will last until 7pm Sunday.

**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 Fencing along Dyckman Ave. right of way beginning at Maritime Museum and ending at Park St.

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? 7  
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: Kathy Wagaman Telephone: 269-637-5171

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

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

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

- Live animal sites. Mark location on maps and describe: \_\_\_\_\_
- Any other item(s) that should be included on maps. Explain: \_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

- Liquor License  
 The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.  
City of South Haven Liquor License Application  
Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

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

\_\_\_\_\_

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

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

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

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

**CITY SERVICES**

Are you requesting any utility services to be provided:  Yes  No  
 If yes, explain: Existing infrastructure water & electrical available  
at Stanley Johnston Park.

If electric utilities requested, name of festival person or electrician who will be responsible:  
 Name: Shane Draper Telephone: 386-237-1799

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: An increase of overnight police patrols on Friday and  
Saturday nights (August 29-30).

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

Additional fire information: Mark all that apply

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

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

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

#### INSURANCE

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

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

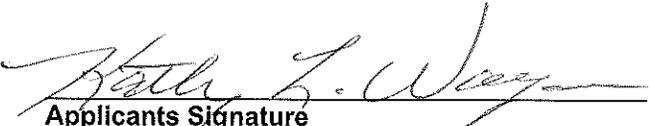
#### REMINDERS

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

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

#### INDEMNIFICATION AGREEMENT

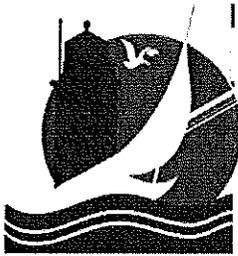
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

  
Applicants Signature

5/2/14  
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.



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 South Haven Area Chamber of Commerce  
 Date Requested 5/2/14  
 Organization/Committee SHACC  
 Mailing Address 606 Phillips St.  
South Haven, MI 49090  
 Office/Main Phone 269-637-5171  
 Cell Phone 269-214-6178

EVENT: All Crafts Fair

DATE of EVENT: August 30-31, 2014

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

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

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
		Aluminum crowd control fencing along Dyekman St. Parker Black River Dr.	Kathy Wagoner 214-6178	Friday Morning <del>(AM)</del> <sup>PM</sup>	Monday any AM + time 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: Kathy Wagoner

Authorized by: \_\_\_\_\_

## **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 within the city's noise ordinance. Noise Ordinance Sec. 30-28. City Noise Ordinance will be enforced.** If you have any questions about the noise ordinance please contact the local police department 269-637-5151. Noise must end by Midnight.
- **SANITARY FACILITIES:** Restroom facilities may be required by the local health department. Should any additional facilities be required, City personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the additional facilities.
- **STREET CLOSINGS:** If you anticipate that your special event will necessitate the closing of public streets, merchants and other property owners in the area must be informed of your request prior to City Council approval. The closing of streets for festivals/special events can be costly and inconvenient for the surrounding merchants and property owners. If street closings are required, a request outlining specific streets and intersections with time of closings and reasons should be included in your initial request to the City. Maps are available at the City Hall Customer Service Desk and at the city's website; [www.south-haven.com](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:** Provisions must be made for any "beer tent" or other event at which alcoholic beverages are planned. Special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting located on both private and public property..

Consumption of alcoholic beverages within any public park, beach, or street is prohibited unless the appropriate licensing has been obtained. The sale and consumption of alcoholic beverages may occur on publicly-owned property located within the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.

City of South Haven Liquor License Application  
Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

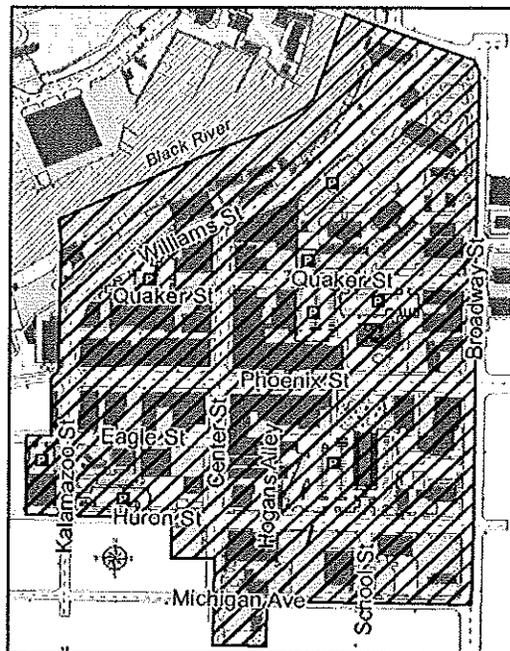
- **STREET MARKING:** Painting and marking on roads and sidewalks should be held to a minimum and paint specifically designed to wear away in a short period of time and approved by the city shall be used. Please contact the Parks and Recreation Supervisor for approved list.

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

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

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

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



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- **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.
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- **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**

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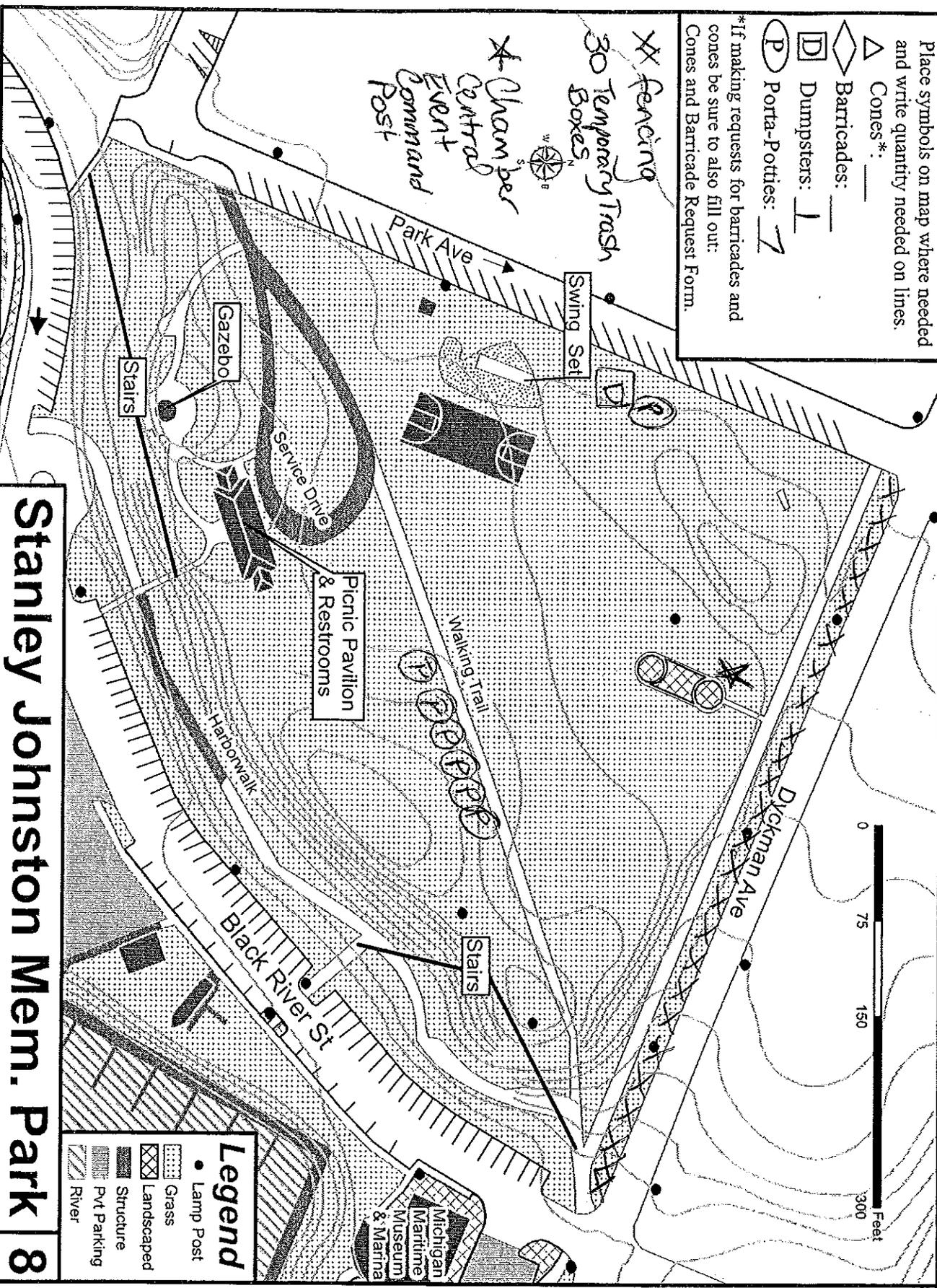
1. No open intoxicants allowed except within an approved and licensed area.
2. Motor vehicles permitted on paved roads, or designated areas only.
3. Sound producing equipment including, but not limited to, public address systems, radios, phonographs, musical instruments and other recording devices, shall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

# Stanley Johnston Mem. Park 8

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

△ Cones\*: \_\_\_  
 ◇ Barricades: \_\_\_  
 D Dumpsters: 1  
 P Porta-Potties: 7

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



**Legend**

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

# Memo

**To:** Brian Dissette  
City Manager

**From:** Jeannine Blair  
Special Events Coordinator

**Date:** May 6, 2014

**Re:** North Shore Elementary 5K  
2014-22

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The special event North Shore Elementary 5K is ready to be approved by City Council. This event will be held at North Shore Elementary and on the north side race route. The event will begin at 9:00 am and will end at 11:00 am.

This event is an end of the school year 5K celebration. This will be the 4<sup>th</sup> year for this event and will be the same race route and set up as previous years.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2014-22

Date Received 5/6/14

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 JF

Date 4-18-14

### CONTACT INFORMATION

Event Title: North Shore Elementary 5K

Sponsoring Organization: South Haven Public School

Applicants Name: Jennifer Puvogel

Telephone #: 231-642-1945 Phone # During Event: 269-637-0560

E-mail Address: jpuvogel@shps.org

### Other contacts for/during event

Name: Cory Evink Telephone: 269-637-0560

Name: LaTonya Gill-Williams Telephone: 269-637-0560

### EVENT SPECIFIC INFORMATION

Event Location: North Shore Elementary and North Side Race Route

Date(s) Requested: 6/3/14 Alternative Date(s): 6/10/14

Start Time: 9:00 am End Time: 11:00 am

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

Number of people expected to attend: around 400 - elementary staff & students

### EVENT DESCRIPTION

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

End of the school year 5K celebration. This is the 4th year for this event and will be the same race route and set up.

**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.

*> all at North Shore Elementary*

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

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

Parade. Mark beginning area, the route\* (with arrows) and finish area on maps  
\*If Business Route I-196 needs to be closed for the Parade you will need to contact Department of Public Works at 269-637-0737 to obtain a MDOT permit for road closure.

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

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

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

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

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

- Live animal sites. Mark location on maps and describe: \_\_\_\_\_
- Any other item(s) that should be included on maps. Explain: \_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

- Liquor License  
 The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.  
City of South Haven Liquor License Application  
Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**CITY SERVICES**

Are you requesting any utility services to be provided:  Yes  No

If yes, explain: Police Assistance - I have contacted police, fire and hospital services.

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: road assistance

Will you require additional fire/ambulance services:  Yes  No  
 If yes, explain: assistance on race route

Additional fire information: Mark all that apply

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

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

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

#### INSURANCE

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

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

#### REMINDERS

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

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

#### INDEMNIFICATION AGREEMENT

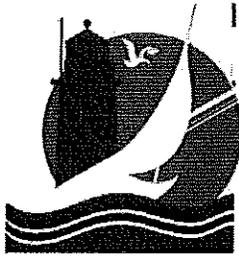
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

  
Applicants Signature

4-18-14  
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.**



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 Jennifer Puvogel  
 Date Requested 6/3/14  
 Organization/Committee North Shore Elementary  
 Mailing Address 7320 N. Shore Dr.  
South Haven, MI 49090  
 Office/Main Phone 269 637 0560  
 Cell Phone 231 642-1945

EVENT: North Shore 5K DATE of EVENT: 6/3

CONES	Quantity	Who will pick up cones <i>(Please Print Legibly)</i>	Cell Phone	Pick Up Date/Time	Return Date/Time
	20	Jennifer Puvogel	231-642-1945	6/2 3:00 AM 3:00 PM	6/3 3:00 AM 3:00 PM

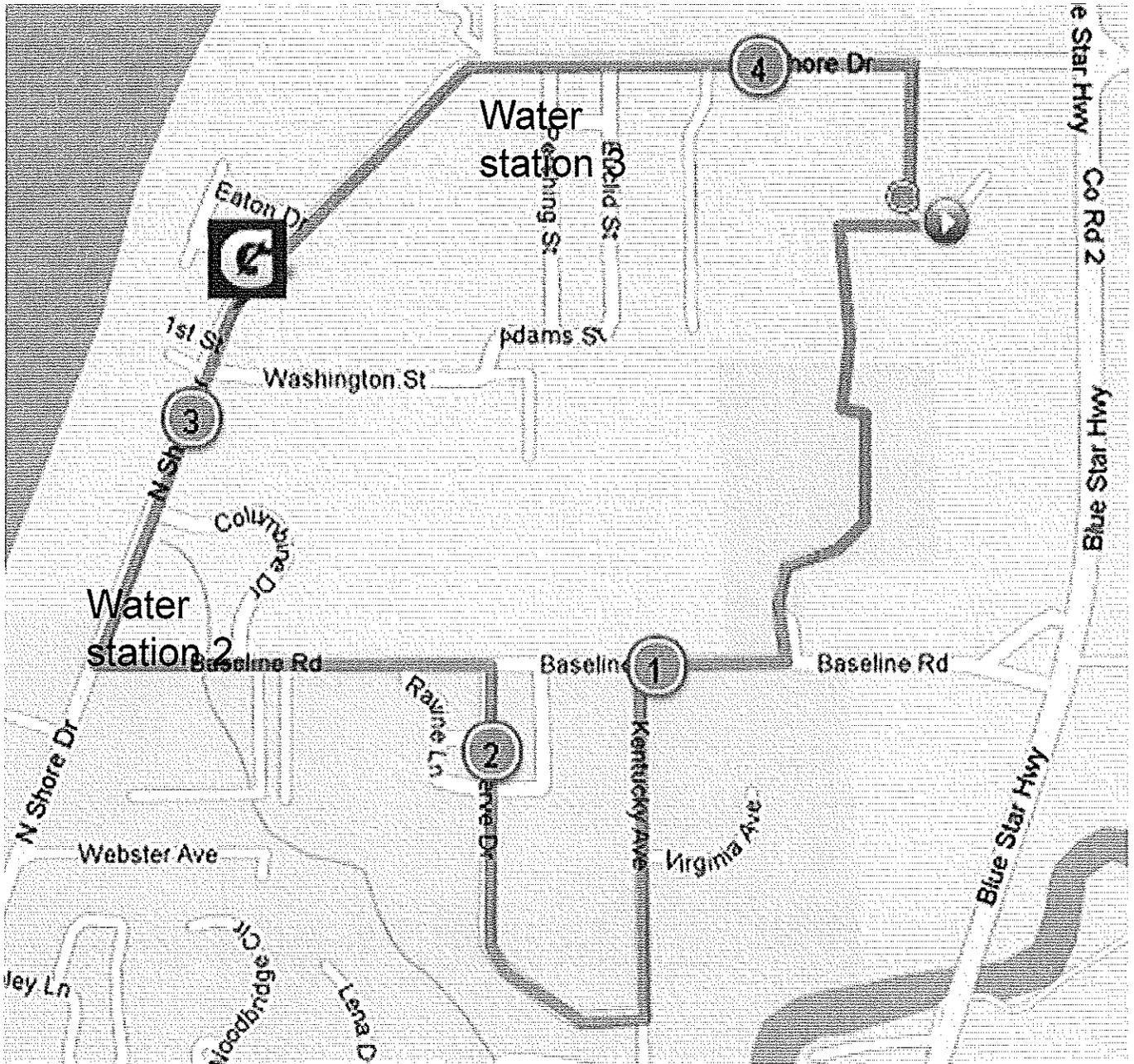
Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$10.00 per cone.

BARRICADES	Quantity	Drop Off Location <i>(Please Print Legibly)</i>	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
4	North Shore Elementary	Jennifer Puvogel	231 642 1945	6/2 3:00 AM 3:00 PM	6/3 3:00 AM 3:00 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: Jennifer Puvogel

Authorized by: \_\_\_\_\_



Water  
Station 1

# Memo

To: Brian Dissette  
City Manager

From: Jeannine Blair  
Special Events Coordinator

Date: May 13<sup>th</sup>, 2014

Re: Summer Kickoff  
2014-25

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This special event is ready for City Councils approval. Summer Kickoff is a church organized event for children and adults. Solomon's Temple Ministries is hosting this event and there will be dunk tanks, a bouncer, food, music, relay races, sack races, face painting, etc.

This event will be held on June 14<sup>th</sup>, 2014 between the hours of 12 noon and 6:00 pm.

FOR OFFICE USE ONLY

Special Event # 2014-25

Date Received 5/12/14

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

5-12-2014  
Initial

5-12-2014  
Date

### CONTACT INFORMATION

Event Title: Summer Kickoff

Sponsoring Organization: Solomon's Temple Ministries

Applicants Name: Ahmmad Goodwin

Telephone #: 616-405-3165 Phone # During Event: 616-405-3165

E-mail Address: goodwin - aj @ hotmail . com

### Other contacts for/during event

Name: Alfred Goodwin Telephone: 616-405-8420

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

### EVENT SPECIFIC INFORMATION

Event Location: Elkenburg Park

Date(s) Requested: June 14<sup>th</sup> 2014 Alternative Date(s): \_\_\_\_\_

Start Time: 12:00pm End Time: 6:00pm

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

Number of people expected to attend: 50 or more

### EVENT DESCRIPTION

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

church organized event for children and adults.  
Dunk Tank, bouncer, food, music, relay races,  
Sacks races, 3 point shoot-out, face painting.

**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 for relay races and loading & unloading.  
From Elkburg to Humphrey ST. Kalamazoo to Indiana ST.

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

Event Command Post. Mark location on maps.

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

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

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

**Vendors and General Merchandise Concessions will not be allowed in the Central**

**Business District (CBD). Please refer to the Special Events & Festivals**

**Information Pamphlet for a detailed map of this area.**

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

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

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

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

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

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

**ADDITIONAL EVENT INFORMATION**

Liquor License

The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.

City of South Haven Liquor License Application

Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

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

\_\_\_\_\_ *music / sound* \_\_\_\_\_

Date: 6-14-2014 Time: 12:00pm - 6:00pm

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

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

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

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

**CITY SERVICES**

Are you requesting any utility services to be provided:  Yes  No

If yes, explain: \_\_\_\_\_

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

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

Will vendors be using electric utilities:  Yes  No

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

Will you require additional police services:  Yes  No

If yes, explain: \_\_\_\_\_

Will you require additional fire/ambulance services:  Yes  No

If yes, explain: \_\_\_\_\_

Additional fire information: Mark all that apply

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

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

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

#### INSURANCE

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

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

#### REMINDERS

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

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

#### INDEMNIFICATION AGREEMENT

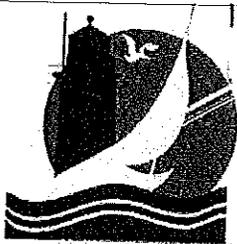
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

  
\_\_\_\_\_  
Applicants Signature

5-12-2014  
\_\_\_\_\_  
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.



# 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 Ahmmad Goodwin  
 Date Requested 6-14-2014  
 Organization/Committee Solomon's Temple Ministries.  
 Mailing Address 04805 Blue Star Memorial Hwy.  
 Office/Main Phone 269-637-2993  
 Cell Phone 616-405-3165

EVENT: Summer Kickoff.

DATE of EVENT: 6-14-2014

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

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

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
	6	<del>E Parkside</del> Sawyer Elkeshburg Park.	Ahmmad Goodwin 616-405-3165	6-14-2014 9:00 AM <del>12:00 PM</del>	6-14-2014 AM 7:00 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:

Authorized by: \_\_\_\_\_

Humphrey St

Kalamazoo St

Elkenburg Park 10

**Legend**

- Lamp Post
- Structure
- ▨ Sand
- ▤ Grass

Picnic Shelter & Restrooms

Playground

Fence

Elkenburg St



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

- △ Cones\*: 6
- ◇ Barricades: 4
- Dumpsters: 4
- ⊙ Porta-Potties: 4

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

# Memo

To: Brian Dissette  
City Manager

From: Michelle Coffey  
Deputy City Clerk

Date: May 13, 2014

Re: South Haven Fireworks  
Special Event 2014 - 26

---

The South Haven Fireworks special event is ready for City Councils approval. The request date for the fireworks show is Wednesday, July 3, 2014. This event is sponsored by the South Haven Fireworks Committee. The Fireworks Committee and city staff is working together to ensure that town is prepared for the show and the increased crowds. The Fireworks Committee will also be working with the bridge tender to make sure there are no problems with backups at the bridge. The attached maps illustrate the proposed locations of portable trash receptacles, dumpsters, and porta-potties. Clean up will begin early the next morning to ensure everything is ready for the 4<sup>th</sup> of July parade. SHAES is asking for very strict parking enforcement all day to keep fire and ambulance access open on the temporary no parking routes throughout town.

Proof of insurance has been provided.

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2014-26

Date Received 05-13-2014

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.

RB  
Initial

5-13-2014  
Date

### CONTACT INFORMATION

Event Title: South Haven Fireworks

Sponsoring Organization: South Haven Fireworks Committee

Applicants Name: Bob Burr

Telephone #: 616-405-2323 Phone # During Event: 616-405-2323

E-mail Address: rburr@south-haven.com

### Other contacts for/during event

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

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

### EVENT SPECIFIC INFORMATION

Event Location: City Beaches

Date(s) Requested: 07-03-2014 Alternative Date(s): \_\_\_\_\_

Start Time: 10:30 p.m. End Time: \_\_\_\_\_

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

Number of people expected to attend: Unknown

### EVENT DESCRIPTION

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

Independence Day fireworks display fired off North Pier over Lake Michigan. The fireworks committee is working closely with the City to ensure that town is prepared for the show and increased crowds. The committee will also be working with bridge tender to ensure there are no issues with backups at the bridge.

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

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

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

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

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

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

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. The Mark location on maps.
- Portable toilet facilities. Mark locations on maps. How many? \_\_\_\_\_  
The City requires the use of portable facilities for events expecting over 500 attendants.
- Parade. Mark beginning area, the route\* (with arrows) and finish area on maps  
\*If Business Route I-196 needs to be closed for the Parade you will need to contact Department of Public Works at 269-637-0737 to obtain a MDOT permit for road closure.
- Participants. Mark parking areas, bus locations, and special passengers on maps.
- Relay event. Indicate "hand-off" points and areas of participant equipment impact.
- Aircraft landing / hot air balloons. Mark location on maps.
- Fireworks/pyrotechnics site. Mark location on maps.
- Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)

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

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

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

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

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

- Live animal sites. Mark location on maps and describe: \_\_\_\_\_  
\_\_\_\_\_
- Any other item(s) that should be included on maps. Explain: \_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

- Liquor License  
The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved [Downtown South Haven Special Event Area](#). Guidelines for such special event liquor licensing are available in the [Special Event & Festivals Alcohol Policy](#). These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.  
[City of South Haven Liquor License Application](#)  
[Michigan Liquor Control Commission Website](#)

**Liquor license application must be submitted before the city will process this special event application.**

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

**CITY SERVICES**

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

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

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

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

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

Additional fire information: Mark all that apply

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

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

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

**INSURANCE**

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

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

**REMINDERS**

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

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

**INDEMNIFICATION AGREEMENT**

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

Robert Burr  
Applicants Signature

5-13-2014  
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.**



<b>Map</b>	<b>#of Porta-Potties</b>	<b># of Portable Trash Containers</b>	<b>Dumpsters</b>
Riverfront Park- East	0	5	0
Riverfront Park- West	12	7	0
South Beach	10	13	1
Kids Corner/Blue Stairs	10	13	0
North Beach	12	11	0
Dyckman Ave (Near Bridge)	1	1	0
Dyckman Access	0	0	1
<b>Total</b>	<b>45</b>	<b>50</b>	<b>2</b>

\*Please refer to maps in the special events application for location of porta-potties, portable trash containers, and dumpsters.

Porta-potties: Plumbers Porta Potties 269-673-9563

Needs to be delivered and set up (by company) on Wednesday, July 3<sup>rd</sup> (A.M.)

Needs to be removed on Thursday, July 4<sup>th</sup> (A.M.)

Portable Trash Receptacles: Reliable Disposal, Bob DeOrsey 616-262-2586

Needs to be delivered to DPW by Tuesday, July 2<sup>nd</sup>

Will be set out by parks staff on Wednesday, July 3<sup>rd</sup> (A.M.)

Needs to be emptied Thursday, July 4<sup>th</sup> (A.M.)

Dumpsters: Reliable Disposal, Bob DeOrsey 616-262-2586

Needs to be delivered to correct location (see maps) by Wednesday, July 3<sup>rd</sup>

Needs to be picked up by Thursday, July 4<sup>th</sup>

# Additional Metal (barrel) Trash Cans Set Out for 4<sup>th</sup> of July Fireworks

Location	#of Cans	Where to place
Packard Park	4	2- by bathroom 2- near beach entrance/overlook
Dyckman Access	2	1- near fence street entrance 1- near boardwalk
Dyckman & N. Shore Drive	3	These three need to be put in park way and spread evenly from corner towards North Shore Memories
Riverfront Park	12	Spread out throughout park from South Marina to the Parking lot that is East of the South Beach Bathroom
S.B. Bathroom/ Pavilion Area	8	Spread throughout this area
Van Buren Overlook	6	2 - Near sidewalks & cans that are already there and 2- near bike rack
Bluff /Blue Stairs	5	2-on bluff south of Blue stairs 3- north of Blue Stairs spread evenly from Blue Stairs to Clinton St.
Kids Corner	16	10 – spread throughout open grass area 3- north Side of Play Structure near picnic tables 3- south east side of play structure between structure and restrooms
<b>Total:</b>	<b>56</b>	

## **Police Department Cone and Barricade Request for Fireworks 2013**

Needs to be in place during the day of July 3, 2013:

1. Erie and Monroe Blvd (1 barricade and 11 cones)
2. Water and Kalamazoo (2 barricades)
3. Michigan and St. Joseph (2 barricades)
4. Michigan and Maple (2 barricades)
5. North Shore and Dyckman (2 barricades)
6. Dyckman and Black River (2 barricades)
7. Phoenix and Center (2 barricades)
8. Broadway and Phoenix (2 barricades and 16 traffic cones)
9. Williams and Dyckman (2 barricades and 6 traffic cones)
10. Lagrange and Aylworth (2 barricades and 6 traffic cones)
11. Phoenix and 73rd St. (3 barricades and 35 cones)
12. Monroe Blvd. and Monroe St (2 barricades)
13. Monroe St. and St. Joe (2 barricades)

Contact by Sgt. Thompson w/MDOT

14. Blue Star and Phoenix (3 barricades and 25 cones to close SB Blue Star)
15. Blue Star and M43 (4 barricades and 25 cones to close NB Blue Star)
16. Blue Star and M140 (3 barricades and 20 cones to close NB Blue Star)

### **Totals:**

Cones: 144

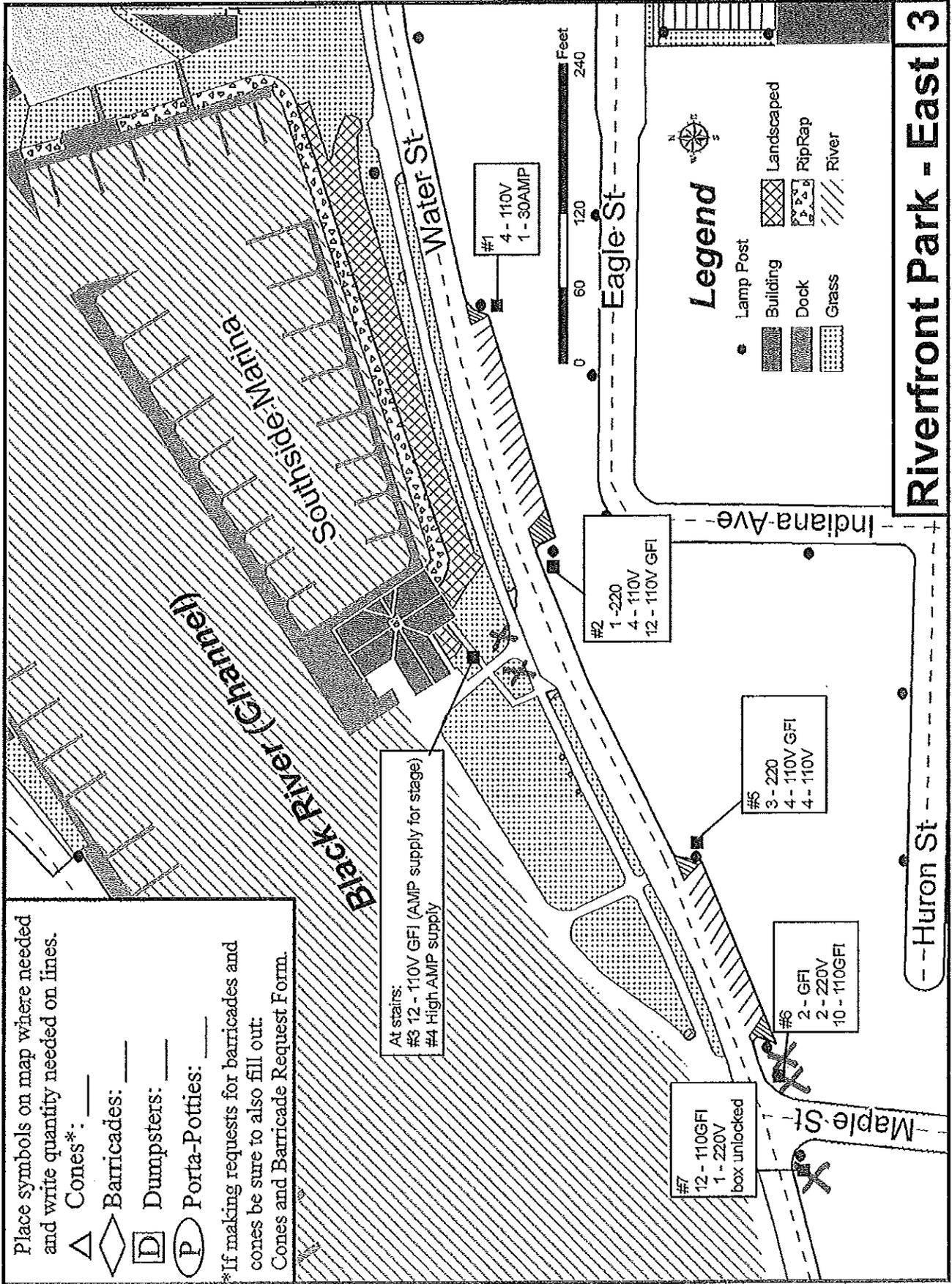
Barricades: 36

# X- Portable Trash Receptacles (5)

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

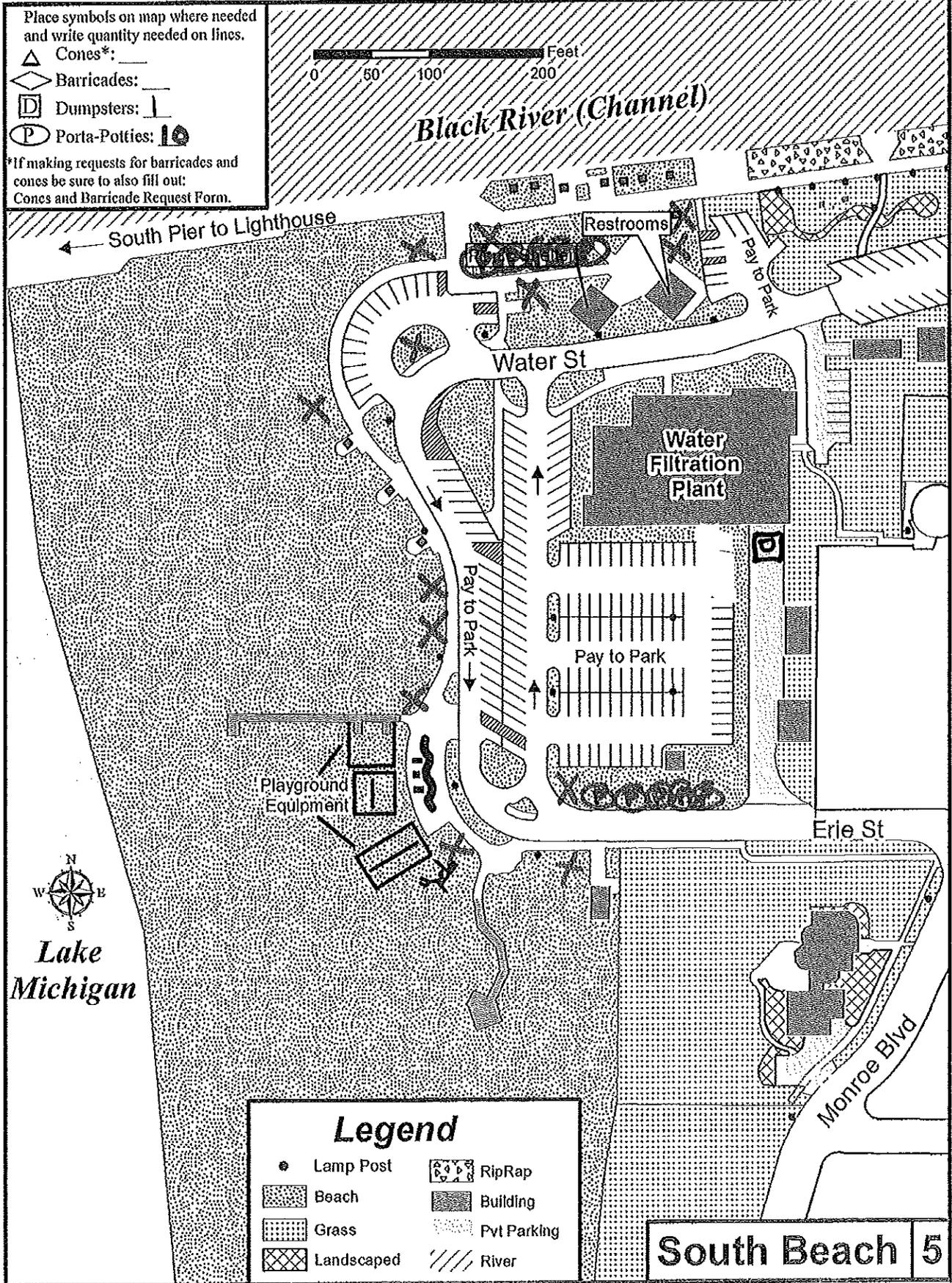
- △ Cones\*: \_\_\_\_\_
- ◇ Barricades: \_\_\_\_\_
- D Dumpsters: \_\_\_\_\_
- P Porta-Potties: \_\_\_\_\_

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



**Riverfront Park - East 3**

X- Portable Trash Receptacles (13)      P - Porta Potties (10)



Ⓛ - Dumpster (1)

X - Portable Trash Receptacles (13)

P - Porta Potties (10)

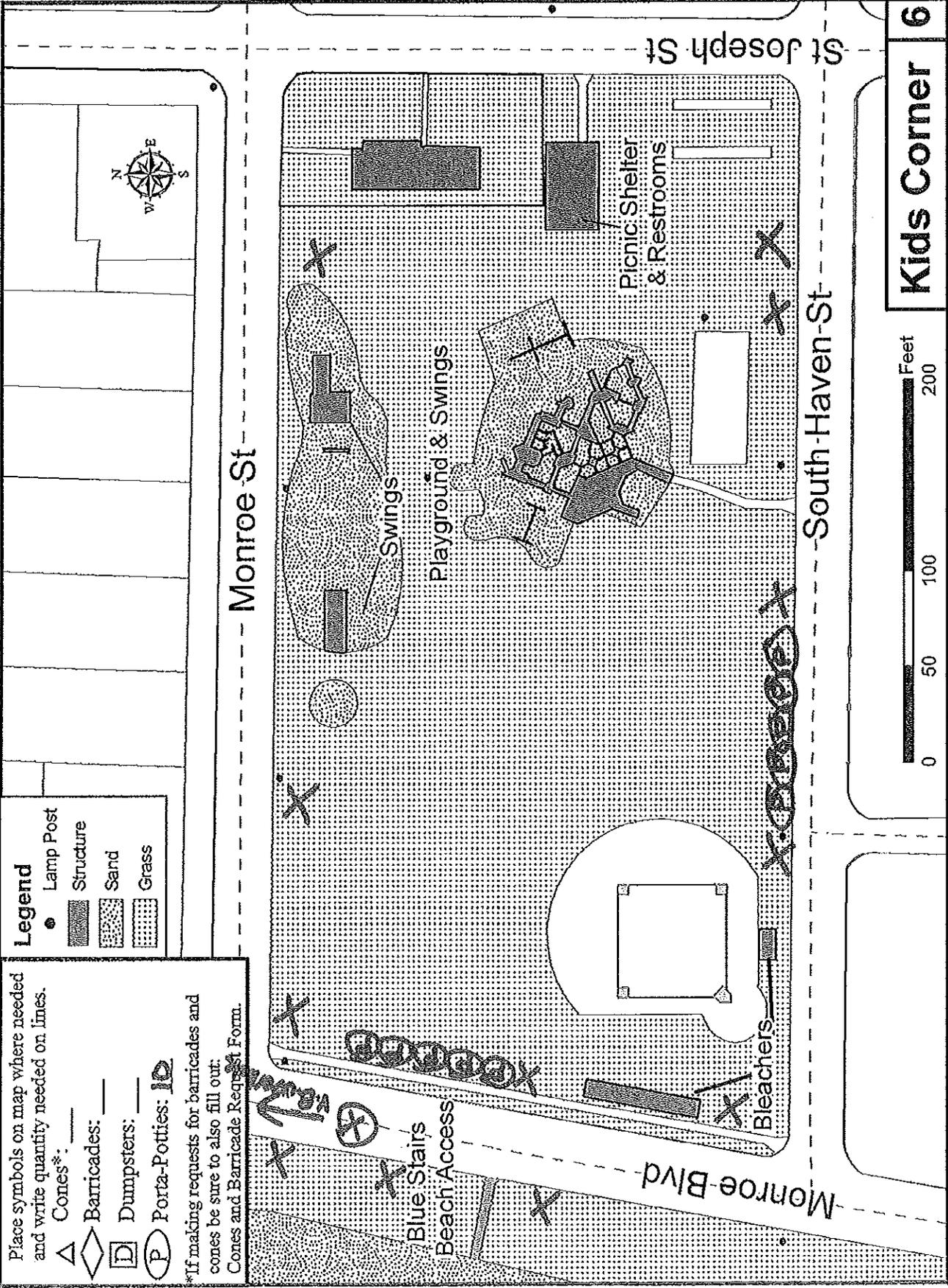
Place symbols on map where needed and write quantity needed on lines.

△ Cones\*: \_\_\_\_\_  
 ◇ Barricades: \_\_\_\_\_  
 D Dumpsters: \_\_\_\_\_  
 P Porta-Potties: **10**

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

**Legend**

- Lamp Post
- Structure
- ▨ Sand
- ▤ Grass



**Kids Corner 6**

X Portable Trash Receptacles (11)    D- Porta-Potties (12)

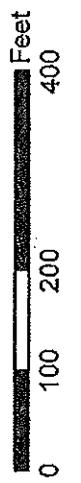
Place symbols on map where needed and write quantity needed on lines.

△ Cones\*: \_\_\_\_\_  
 ◇ Barricades: \_\_\_\_\_  
 □ Dumpsters: \_\_\_\_\_  
 ○ Porta-Potties: \_\_\_\_\_

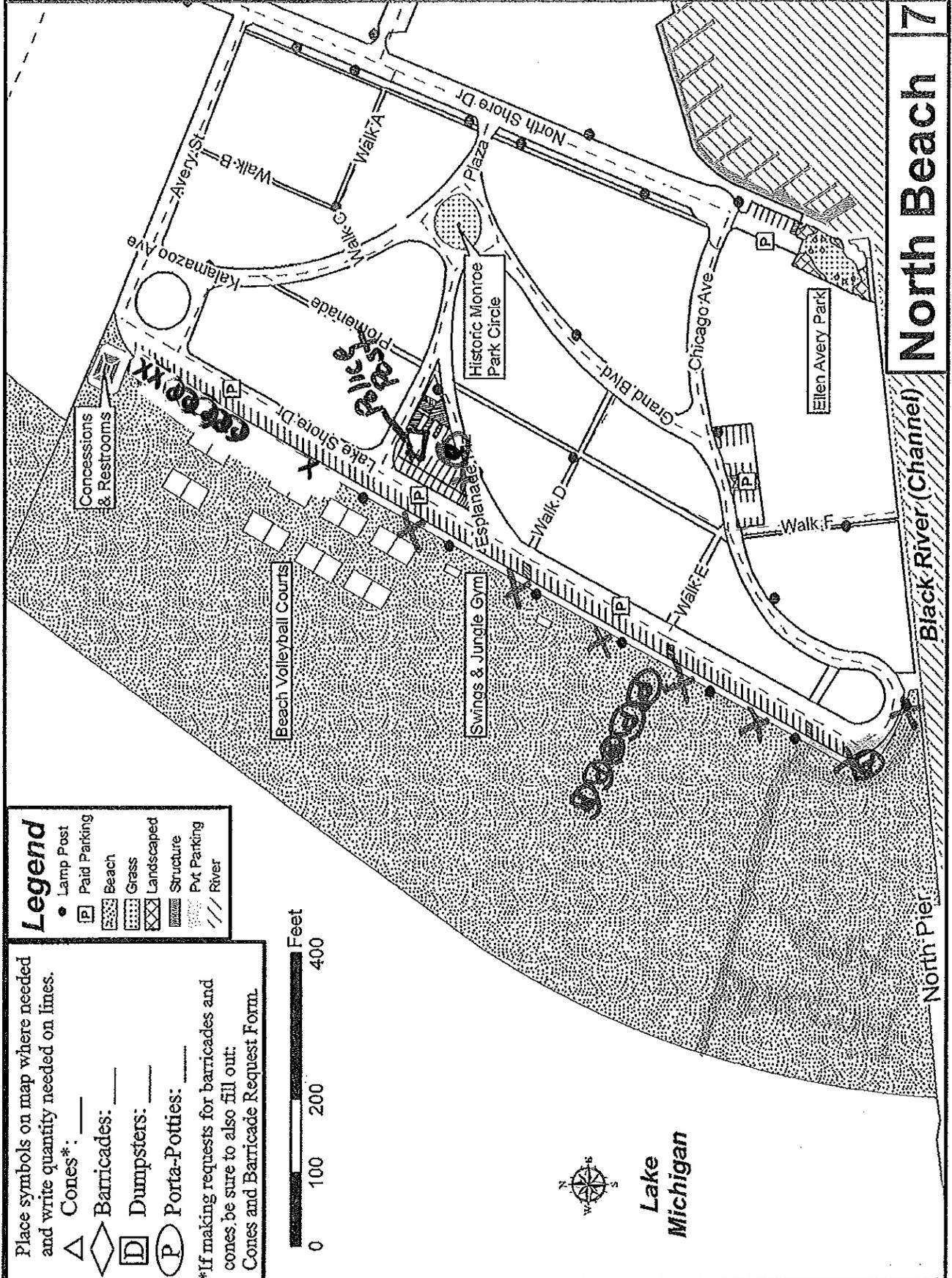
\*If making requests for barricades and cones, be sure to also fill out: Cones and Barricade Request Form.

**Legend**

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



Lake Michigan



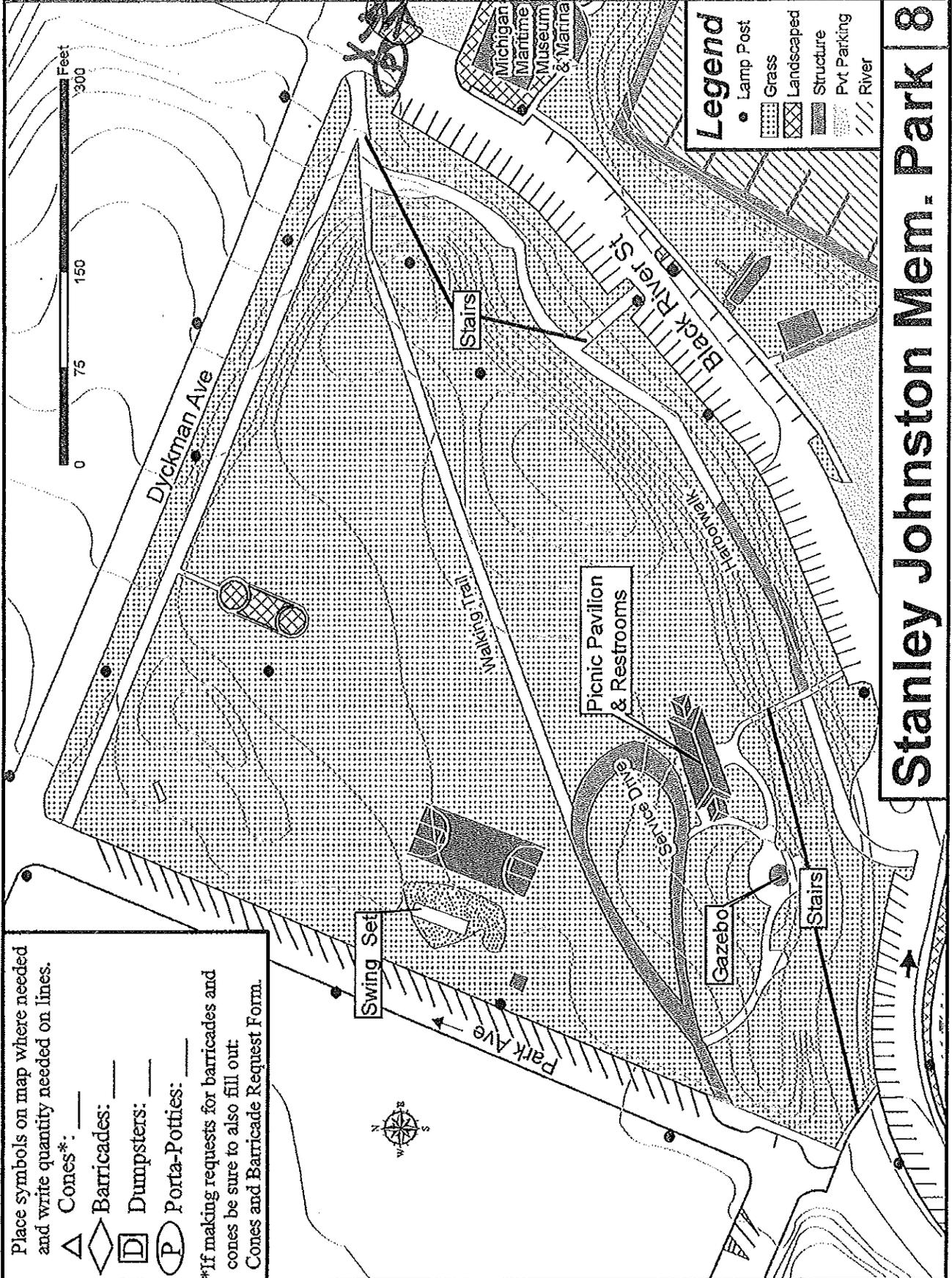
North Beach 7

# X - Portable Trash Receptacle (1) P - Porta Potties (1)

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

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

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



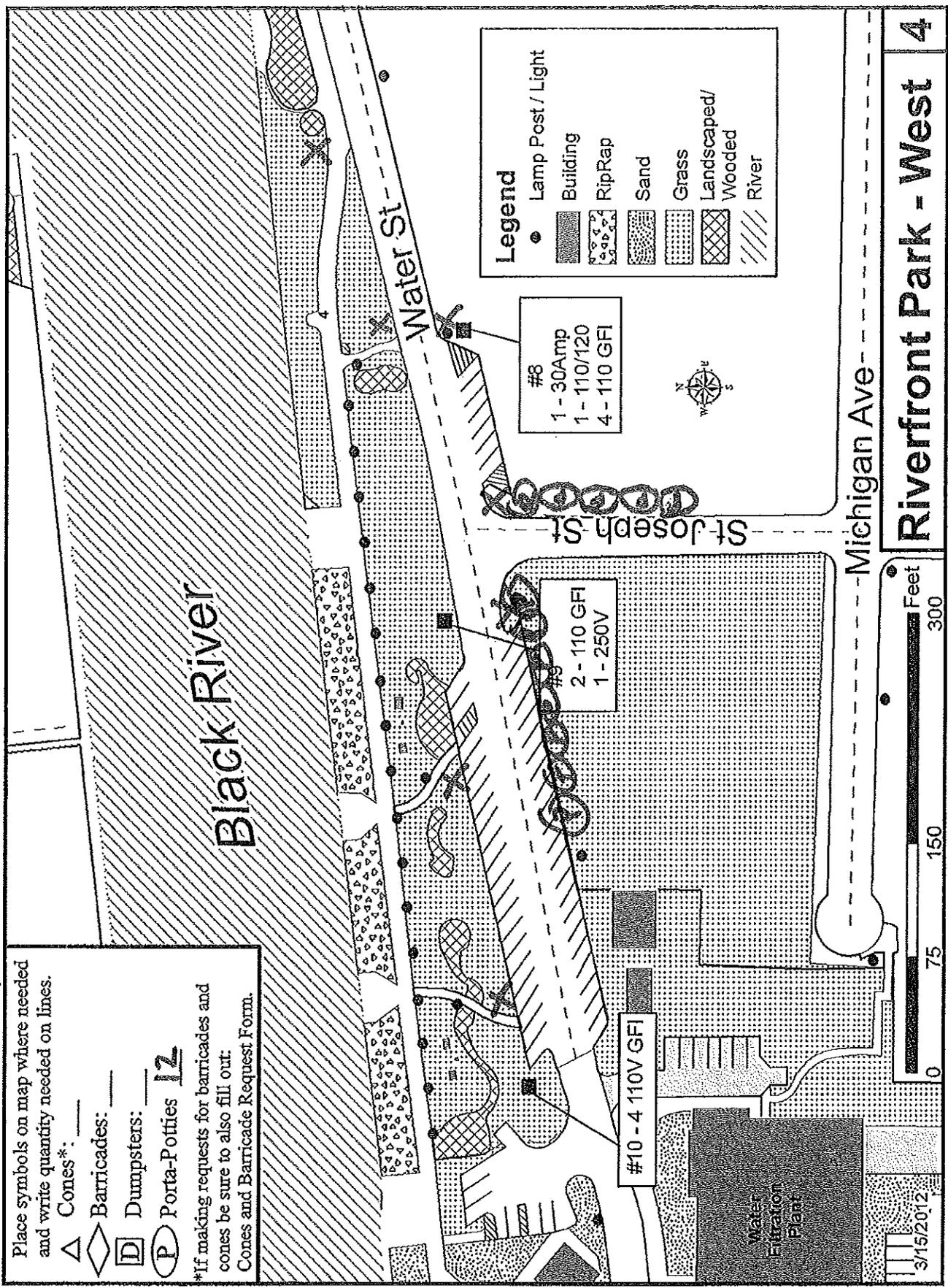
## Stanley Johnston Mem. Park 8

# X-portable Trash Receptacles (7) (P) - Porta-Potties (12)

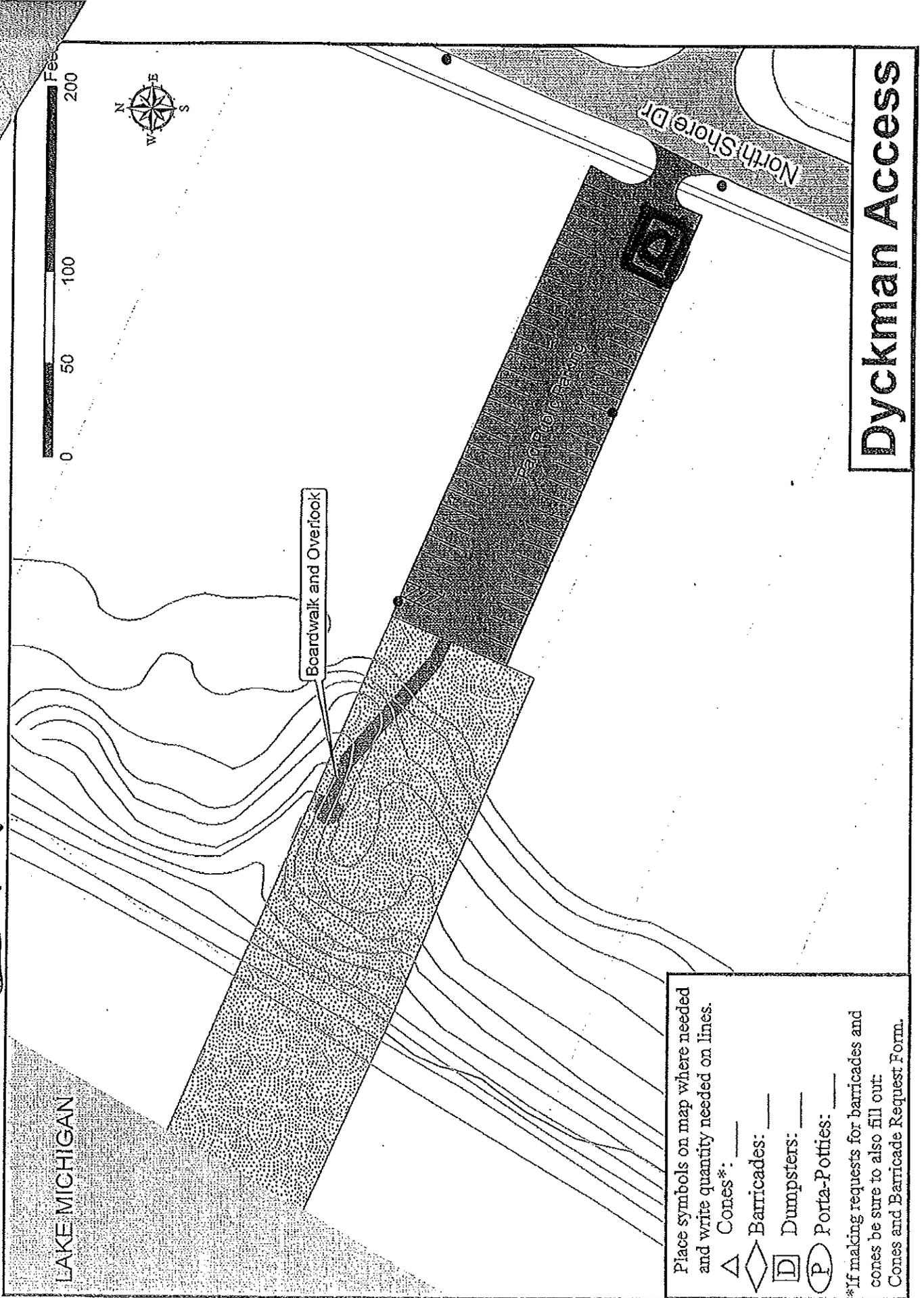
Place symbols on map where needed and write quantity needed on lines.

△ Cones\* \_\_\_\_\_  
 ◇ Barricades: \_\_\_\_\_  
 D Dumpsters: \_\_\_\_\_  
 P Porta-Potties 12

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



 Dumpster



# Memo

To: Brian Dissette  
City Manager

From: Jeannine Blair  
Special Events Coordinator

Date: May 14, 2014

Re: Memorial Day Parade  
2014-27

---

This special event is ready for City Council approval. The South Haven American Legion sponsors this event this year which is scheduled for May 26, 2014. The parade is being done in the same way it has been done in the previous years. The parade route is identified on the event application.

Usually proof of insurance is required with the City named as co-insured however as in the past they are requesting to waive insurance.

FOR OFFICE USE ONLY

Special Event # 2014-27

Date Received 4/13/14

# CITY OF SOUTH HAVEN

## Special Events & Festivals Application

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

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

A new application must be submitted each year.

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

KLF  
Initial

5-6-14  
Date

### CONTACT INFORMATION

Event Title: Memorial Day Parade

Sponsoring Organization: South Haven American Legion Post 49

Applicants Name: Kevin Ferguson - Commander

Telephone #: 269-637-6967 Phone # During Event: (269) 214-6230

E-mail Address: KEU FER 36 @ Hotmail.com

### Other contacts for/during event

Name: Stanley Wakiid Telephone: 269-214-4667

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

### EVENT SPECIFIC INFORMATION

Event Location: \_\_\_\_\_

Date(s) Requested: MAY 26, 2014 Alternative Date(s): N/A

Start Time: 0900 End Time: 1045 - PARADE + CEREMONY

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

Number of people expected to attend: \_\_\_\_\_

### EVENT DESCRIPTION

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

Parade from Center St & Mich Ave TO Phoenix St - East on Phoenix St to Bailey Ave, N on Bailey to Lakeview Cemetery - Veterans Section.

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

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

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

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

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

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

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

Event Command Post. Mark location on maps.

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

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

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

**Vendors and General Merchandise Concessions will not be allowed in the Central**

**Business District (CBD). Please refer to the Special Events & Festivals**

**Information Pamphlet for a detailed map of this area.**

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

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

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

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

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

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

**ADDITIONAL EVENT INFORMATION**

Liquor License

The sale and consumption of alcoholic beverages may occur on publicly-owned property located with the approved Downtown South Haven Special Event Area. Guidelines for such special event liquor licensing are available in the Special Event & Festivals Alcohol Policy. These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission.

City of South Haven Liquor License Application  
Michigan Liquor Control Commission Website

**Liquor license application must be submitted before the city will process this special event application.**

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

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

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

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

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

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

**CITY SERVICES**

Are you requesting any utility services to be provided:  Yes  No

If yes, explain: \_\_\_\_\_

ONE WORKING OUTLET @ CEREMONY SITE - PER CHIEF WISE

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: SHALS EMS ON SITE @ CEREMONY DURING CEREMONIES

Additional fire information: Mark all that apply

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

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

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

#### INSURANCE

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

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

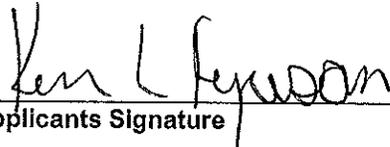
#### REMINDERS

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

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

#### INDEMNIFICATION AGREEMENT

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

  
\_\_\_\_\_  
Applicants Signature

5-6-14  
\_\_\_\_\_  
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.



**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** \_\_\_\_\_

**Date Requested** \_\_\_\_\_

**Organization/Committee** \_\_\_\_\_

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

\_\_\_\_\_

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

**Cell Phone** \_\_\_\_\_

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

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

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

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

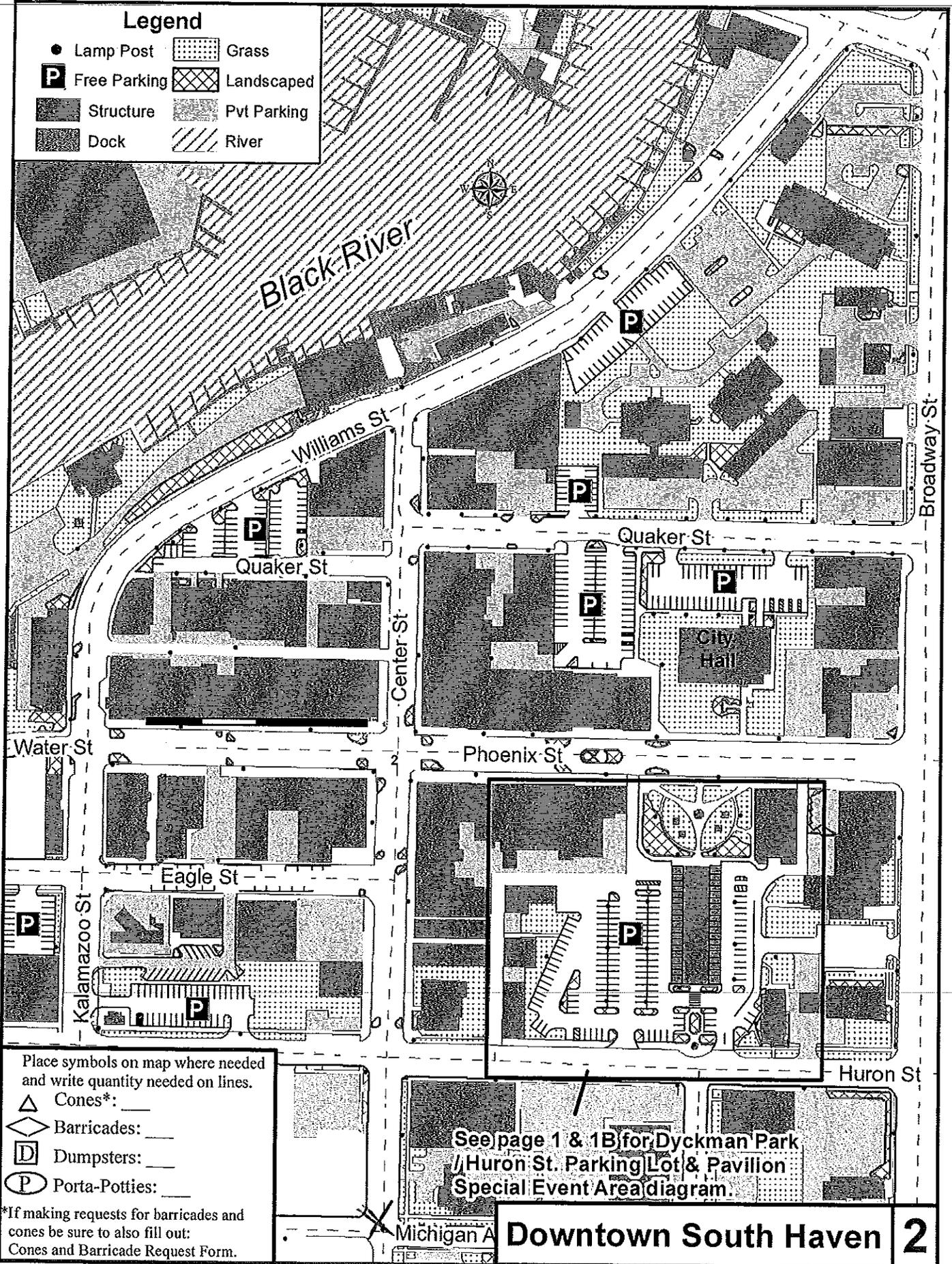
Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$25.00 per barricade.

Borrower's Signature: \_\_\_\_\_

Authorized by: \_\_\_\_\_

**Legend**

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



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.

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



## Agenda Item 10

### System Components IFT

#### Background Information:

The City Council will be asked to set a public hearing for consideration of an Industrial Facilities Tax Exemption Certificate for System Components, Inc., located at 1635 Stieve Drive.

The tax exemption request, which totals \$531,885, is for new construction and personal property acquired by the company. The applicant notes that the company anticipates creating 3 new jobs at their facility as a result of the project.

System Components, Inc. was founded in the City of South Haven in 1967. System Components, Inc. features a range of standard and custom designed couplings for power transmission applications. The company currently employs 44 full time staff members. Currently, the company is running three shifts to keep pace with production demands.

The estimated total value of the Industrial Facilities Tax Exemption Certificate for System Components is \$17,216 over the 12 year life of agreement if all machinery is included in the certificate. The tax exemption does include a “claw-back” provision, which allows the City of South Haven to seek the abated tax amount if the terms of the abatement are not met by the business.

#### Recommendation:

The City Council should consider approval of Resolution 2014-22: A Resolution which sets a public hearing for an Industrial Facilities Exemption Certificate requested by System Components, Inc.

#### Support Material:

Staff Report – System Components IFT  
Resolution 2014-22

**MEMORANDUM**

**DATE:** May 6, 2014

**TO:** Brian Dissette, City Manager

**FROM:** Connie Phillips-Thompson, Deputy Assessor

**SUBJECT:** Resolution to set a Public Hearing for an Industrial Facilities Tax Exemption Application for System Components, Inc.

System Components, Inc. filed an application for an Industrial Facilities Tax Exemption Certificate on April 11, 2014 with a location of 1635 Stieve Drive. The application listed the acquisition and installation machinery and equipment at an estimated cost of \$531,885.

System Components, Inc expects to create 3 new jobs within 2 years of completion as a result of this project.

The estimated 12 year tax savings is \$17,216.

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-22

A RESOLUTION SETTING A PUBLIC HEARING DATE  
FOR CONSIDERATION OF AN APPLICATION FOR AN  
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE REQUESTED BY  
SYSTEM COMPONENTS INC

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 19, 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 April 11, 2014, the City of South Haven received an application from System Components, Inc., 1635 Stieve Drive, South Haven MI 49090 for issuance of an Industrial Facilities Exemption Certificate pursuant to Act 198, Public Acts of 1974, as amended, the Plant Rehabilitation and Industrial Development Districts Act, for an industrial development project located at 1635 Stieve Drive; and

WHEREAS, an Industrial Development District, known as Industrial Development District No. 94-01, within which the project is located has previously been established by the City of South Haven; and

WHEREAS, the City is required to schedule, provide notice of, and conduct a public hearing for consideration of the application:

BE IT THEREFORE RESOLVED, that a public hearing for consideration of the application for an Industrial Development Exemption Certificate submitted by System Components, Inc. on April 11, 2014, shall be conducted by the City Council on June 2, 2014 during the regular City Council meeting which begins at 7:00 p.m. local time in the City Council Chambers at 539 Phoenix Street in the City of South Haven; and

BE IT FURTHER RESOLVED, that proper notice of the public hearing shall be issued; and

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

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

RECORD OF VOTE:

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

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

RESOLUTION DECLARED ADOPTED.

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

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 19<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



## Agenda Item 11

### Outdoor Dining Agreement for Taste

#### Background Information:

The City Council will be asked to authorize staff to issue a license agreement, to add outdoor dining along Phoenix Street, to the restaurant owners of Taste.

Taste is a local restaurant, located at 402 Phoenix Street. The owners of Taste, Mr. Joel Gesiakowski and Mrs. Heidi Gesiakowski, are seeking a license agreement to add outdoor dining along Phoenix Street. The Planning Commission approved the special use permit for outdoor dining at their regular meeting on December 5, 2013. Two (2) conditions were placed on the approval: the noise level currently heard outside the building may not increase with the outdoor seating and that the Downtown Development Authority (DDA) approved the outdoor furniture. The DDA approved the outdoor furniture plan at the February 12, 2014 regular meeting. Please note that the City Council originally approved a motion to authorize staff to effectuate an agreement with Taste, at the March 3, 2014 regular meeting of the Council. Staff is requesting an additional approval from the City Council because it was determined that the original Taste license agreement did not include the building owner and liquor license holder, Mr. Joe Wiltgen, JWILCO, Inc. As staff worked to complete the original license agreement, it was determined that JWILCO should be an included party in the agreement. As a result, the secondary approval is being sought from the City Council.

The draft license agreement for Taste has been actively reviewed by staff, the city's attorney, and the restaurant owners. The license agreement requires a payment of \$250 per year to the City of South Haven. The fee is based on comparison to other lake front communities, and mirrors the fees charged by the City of Grand Haven. The agreement has a variety of requirements. Some of the highlights of the agreement are:

- The agreement allow customer seating to occur until 11:00 p.m.,
- The agreement require the city be provided with certificates of insurance,
- The agreement require that a designated clear path be maintained, to allow pedestrians to use the city's sidewalks,
- The agreement also requires that if alcohol service is to be provided, at the outdoor dining location, and that the owner be in compliance with Michigan Liquor Control Commission rules and regulations.

#### Recommendation:

Should the City Council wish to proceed with allowing outdoor dining at Taste, the Council should consider a motion to authorize staff to issue a license agreement, to add outdoor dining along Phoenix Street, to the restaurant owners of Taste.

Support Material:

DRAFT License Agreement; Taste  
Outdoor Dining Image; Taste

**OUTDOOR SIDEWALK CAFÉ LICENSE AGREEMENT  
FOR TASTE RESTAURANT  
402 PHOENIX STREET**

This Outdoor Sidewalk Café License Agreement shall apply to food establishments and eating or drinking places including restaurants, delicatessen, café, bars, taverns or other similar establishments which serve food and/or beverages to the general public for personal consumption in or on outdoor facilities known as Outdoor Sidewalk Cafes.

This License Agreement shall be accompanied by Exhibit A, the Licensed Premises, which is a site plan drawing showing the location of the Owner's Parcel, the public right-of-way, the sidewalk, curb, landscaped areas, any structures or obstacles, the Designated Clear Path area and the Outdoor Sidewalk Café Licensed Premises area. The Licensed Premises shall be clearly designated by shading or cross-hatching and shall not include the Designated Clear Path.

This License Agreement shall be accompanied by certificates of insurance or other evidence reasonably acceptable to the City indicating that the Licensees maintain a policy or policies of insurance as described in Section 11.

This License Agreement shall be accompanied by a copy of the a food service license and a statement by the Licensees regarding the number of food service related seats within the building, and the number of food-service related seats in the Outdoor Sidewalk Café.

This Outdoor Sidewalk Café License Agreement is made among the City of South Haven, a Michigan home rule city, of 523 Phoenix Street, South Haven, Michigan 49090-1499 (the "City"), JWilco Properties, LLC, a Michigan limited liability company, of 519 Virginia Avenue, South Haven, Michigan 49090 (the "Owner"), and Peelie, LLC, a Michigan limited liability company, of 402 Phoenix Street, South Haven, MI 49090, doing business as Taste South Haven (the "Tenant").

The Owner and the Tenant shall be referred to collectively as the "Licensees."

**RECITALS**

- A. Phoenix Street is a public right-of-way and/or public open-space within the corporate limits of the City.
- B. The Owner owns a building and land commonly known as 402 Phoenix Street, South Haven, Michigan ("Owner's Parcel"), and leases the parcel to the Tenant for use as a food establishment or eating or drinking place.
- C. The Licensees desire that an Outdoor Sidewalk Café be established and operated on the public right-of-way and/or public spaces in front of or adjacent to the building or land described in Recital B, which would encroach upon the public right-of-way or City owned property at 402 Phoenix Street.
- D. The Licensees have been granted a special use permit by the City Planning Commission for the establishment and operation an Outdoor Sidewalk Café at the location described in Recital B.
- E. The City is willing to permit such Outdoor Sidewalk Café in strict accordance with the terms and conditions of this Agreement.

**DEFINITIONS**

*"Outdoor Sidewalk Café"* means any portion of a food establishment or eating or drinking place located on a public sidewalk or public open-space on a City right-of-way or City-owned property.

"*Excess Sidewalk or Excess Open-Space Area*" means the remaining area or sidewalk or open-space in front of or adjacent to the Owner's Parcel after five (5') feet of clear unobstructed sidewalk or open-space is made available to pedestrians for free passage.

"*Food Establishment or Eating or Drinking Place*" means a business which has been licensed by the Van Buren County Health Department or the Department of Agriculture to sell food and/or drinks for consumption on the premises, and which provides food service seating or restaurant seating inside a building on the Owner's Parcel.

"*Owner's Parcel*" means the private property under control of the Owner as described in Recital B.

"*Designated Clear Path*" means the area designated in Exhibit A as an unobstructed public walkway. A Designated Clear Path shall be maintained free from any obstruction, including those amenities associated with an Outdoor Sidewalk Café that impede or delay free pedestrian passage along a public sidewalk or public open-space and including but not limited to chairs, umbrellas, tables, trash containers, railings, planters and signage.

"*Licensed Premises*" means the area designated for use as an Outdoor Sidewalk Café in Exhibit A. The Licensed Premises shall not include any part of the Designated Clear Path or other area required to remain unobstructed.

"*Readily Removable*" means any such furniture that is **not** leaded, cemented, nailed, bolted, power riveted, screwed in or affixed even in a temporary manner to the public sidewalk or an public open-space area.

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

1. License. The City licenses to the Licensees and the Licensees accept from the City the use of the premises located in the City described and depicted in the attached Exhibit A (the "Licensed Premises").

2. Joint and Several Obligations. The Licensees shall be jointly and severally responsible for all obligations imposed under this Agreement. The City may elect to recover from any one or more Licensees the full amount of any collective liability of the Licensees under this Agreement, and the City may bring a legal action against any one or more Licensees with respect to any such liability.

3. Term. The term of this License shall commence on the date of signature and will terminate at midnight on December 31, 2017, unless earlier terminated or revoked as provided below.

4. Use. The Licensed Premises shall be used to establish and operate an Outdoor Sidewalk Café in compliance with the standards and conditions of the special use permit granted by the City Planning Commission. The Licensed Premises will be used in a clean, wholesome and lawful manner, in compliance with all applicable City ordinances, and permit requirements, and any applicable state laws, rules or regulations.

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

6. License Fee. The Licensees shall be jointly responsible for the payment of a single annual License Fee of \$250, to be paid to the City or its successors and assigns. The annual License Fee shall be paid in advance, with the first payment due on the date this Agreement is signed, and subsequent payments due each year on the anniversary of the signing. The City may, at its discretion, increase the amount of the annual License Fee each year by providing written notice to the Licensees not less than 30

days prior to the payment due date. The total amount of the annual License Fee shall not exceed the product of \$250 compounded annually at a rate of 5% for each year that this Agreement has been in effect. To illustrate, the fee due on the first anniversary of the signing shall not exceed \$262.50, and the fee due on the second anniversary of the signing shall not exceed \$275.63.

7. Acceptance of the Premises. The Licensees acknowledge and agree that the Licensees have inspected the Licensed Premises and have determined such premises to be in a satisfactory condition and that the Licensees' entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis.

8. Compliance with Law. The Licensees shall comply with and observe all applicable laws, ordinances, rules, regulations and orders of all public authorities including but not limited to health rules, laws and regulations.

9. General Restrictions, Standards and Conditions. In addition to any restrictions, standards, or conditions placed on the Licensees by the Planning Commission in granting special use approval, and without limitation, the License is subject to the following general restrictions designed to control the design, materials, installation and maintenance of Outdoor Sidewalk Cafés:

A. The licensed Outdoor Sidewalk Café shall not be conducted in such a way as to become a public nuisance as proscribed by City ordinance. The licensed Outdoor Sidewalk Café shall not interfere with vehicular or pedestrian traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.

B. Sale of Alcoholic Beverages. A Food Establishment or Eating or Drinking Place operating an Outdoor Sidewalk Café and possessing a valid liquor license issued by the Michigan Liquor Control Commission may serve alcoholic beverages subject to the following provisions:

1. The service of liquor on the Outdoor Sidewalk Café shall occur only in compliance with all rules and regulations promulgated by the Michigan Liquor Control Commission, including any prior Liquor Control Commission approval that may be required.
2. All alcoholic beverages to be served at Outdoor Sidewalk Cafés shall be prepared within the existing Food Establishment or Eating or Drinking Place, and alcoholic beverages shall only be served to patrons seated at tables.
3. The consumption of alcoholic beverages at an Outdoor Sidewalk Café shall be limited to the confines of the Licensed Premises. Any consumption of alcoholic beverages occurring within the confines of the Licensed Premises shall not be construed as a violation of any ordinance controlling open alcohol containers in a public area.
4. Employees of the Food Establishment or Eating or Drinking Place shall continuously supervise Outdoor Sidewalk Cafés serving alcoholic beverages.
5. Upon application for the License authorized under this Agreement, the Licensees shall submit to the City all documentation submitted to the Michigan Liquor Control Commission in applying for the liquor license, and a full history of the liquor license holder including all complaints filed with the Michigan Liquor Control Commission.
6. A violation of any provision of this Agreement relating to the sale of alcoholic beverages is a material breach of this Agreement, and may result in immediate termination of the License as provided by this Agreement.

C. Outdoor Sidewalk Café Hours of Operation.

Except as otherwise provided in this Agreement, the Licensees may begin conducting business in Outdoor Sidewalk Cafés upon City right-of-way or public space areas daily at 7:00 A.M. No customer shall be seated in an Outdoor Sidewalk Café after 11:00 P.M., and the Licensees shall make all reasonable efforts to ensure that no customers remain in the Café area after 12:00 P.M.

D. Service Requirements.

1. The number of seats in an Outdoor Sidewalk Café shall not exceed the number of seats inside the building of the Food Establishment or Eating or Drinking Place.

2. The number of seats in an Outdoor Sidewalk Café shall be included in the Food Service License of the Food Establishment or Eating or Drinking Place.
3. Trash and/or refuse containers are required in an Outdoor Sidewalk Café and shall be located on the Licensed Premises.
4. Outdoor bussing or service stations are prohibited.
5. The presetting of tables with utensils, dinnerware, glasses, napkins, condiments and the like is prohibited.
6. The outdoor preparation of food is prohibited.
7. All exterior surfaces within the Outdoor Sidewalk Café shall be easily cleanable and shall be kept clean at all times by the Licensees, the Licensees' agent, or the employees of the Licensees.
8. The Licensees shall be responsible for maintaining the Outdoor Sidewalk Café, including the sidewalk surface and furniture and adjacent areas in a clean, wholesome and safe condition.
9. Maintenance of the Outdoor Sidewalk Café shall include the immediate cleaning and sweeping/brooming of any trash, food, debris, liquid, broken glass or other trash to be placed in trash receptacles.

#### E. Outdoor Sidewalk Café Area Limitations

1. The area of an Outdoor Sidewalk Café shall be limited to the excess sidewalk and/or excess open-space area located directly in front of or adjacent to a food establishment or eating or drinking place.
2. No Outdoor Sidewalk Café shall encroach or extend beyond the property lines of the Owner's Parcel extended into the City right-of-way or City-owned property.
3. No Outdoor Sidewalk Café or associated furniture shall block or impede the passage and free movement of pedestrians entering the sidewalk from a legally parked vehicle.
4. No Outdoor Sidewalk Café shall encroach upon the Designated Clear Path. The Designated Clear Path shall be maintained free from any obstruction, including those amenities associated with an Outdoor Sidewalk Café that impede or delay free pedestrian passage along a public sidewalk or public open-space and including but not limited to chairs, umbrellas, tables, railings, trash containers, planters and signage.
5. No Outdoor Sidewalk Café shall interfere with any public service facility, such as a telephone, mailbox, or bench located on a right-of-way or other City-owned property.
6. An Outdoor Sidewalk Café shall leave sufficient space to allow access to the Food Establishment or Eating or Drinking Place in accordance with accessibility requirements under the Americans with Disabilities Act.

#### F. Outdoor Sidewalk Café Designated Clear Path

1. A Designated Clear Path shall be provided with a minimum width of five (5') feet, free of all obstructions in order to allow adequate pedestrian movement along sidewalks and public places as shown in Exhibit A.
2. The Designated Clear Path shall be marked upon the pavement where it is adjacent to any Licensed Premises.
3. The Designated Clear Path shall be located on the sidewalk between the Owner's building and a line drawn between the two nearest tree landscaping cut-outs in the sidewalk.
4. If an adjacent property owner has an established Outdoor Sidewalk Café, the Designated Clear Path must be aligned with the established Designated Clear Path.
5. The minimum height clearance for the Designated Clear Path shall be seven (7') feet measured vertically from the sidewalk to any Outdoor Sidewalk Café furniture in order to allow adequate pedestrian movement along sidewalks and public places.
6. The Licensees shall be responsible for preserving the Designated Clear Path area at all times. The Designated Clear Path shall be maintained free from any obstruction, including those amenities associated with an Outdoor Sidewalk Café that impede or delay free pedestrian passage along a public sidewalk or public open-space and including but not limited to chairs, umbrellas, tables, trash containers, railings, planters and signage.
7. The Licensees shall take such action as is necessary to prevent patrons and/or employees from encroaching beyond the Licensed Premises into the Designated Clear Path at all times.

G. Outdoor Sidewalk Café Furniture.

1. All Outdoor Sidewalk Café furniture, including tables, chairs, umbrellas, trash containers, railing and planters shall be approved by the Downtown Development Authority to insure the integrity and to preserve the character and compatibility of the local business district. Furniture which is identical in design, material and character to furniture previously approved by the Downtown Development Authority for an Outdoor Sidewalk Café shall be considered to have Downtown Development Authority Approval.
2. All outdoor dining furniture, including tables, chairs, umbrellas, trash containers, railing and planters shall be readily removable.
3. Outdoor heaters or fans are prohibited.
4. Outdoor Sidewalk Café furniture shall not be stored in the public right-of-way at any time.
5. Umbrellas shall be removed from the Licensed Premises during hours when the Outdoor Sidewalk Café is not open for business.
6. Outdoor Sidewalk Café furniture, including tables, chairs, umbrellas, trash containers, railing and planters, shall be removed from the Licensed Premises during periods of inclement weather which might cause injury or harm to staff, customers or passersby, including periods of high winds, tornadoes, lightning and thunder storms, hail or ice storms, or snowstorms.
7. Outdoor Sidewalk Café furniture, including tables, chairs, umbrellas, trash containers, railing and planters, shall be removed from the Licensed Premises at the close of the outdoor dining season. The Licensees may exercise reasonable discretion in determining, based on weather conditions, when the outdoor dining season has come to a close. However, the Licensees shall be in violation of this section if Outdoor Sidewalk Café furniture remains in the Licensed Premises more than 2 weeks after the date when the Outdoor Sidewalk Café was last open for business.

H. Outdoor Sidewalk Café Table Umbrella Restrictions.

Table umbrellas shall be permitted as Outdoor Sidewalk Café furniture under the following conditions that:

1. All table umbrellas shall be properly supported, retractable, and made of a non-combustible frame, covered with flameproof canvas or cloth only.
2. No table umbrella shall exceed seven (7') feet in diameter.
3. No table umbrella shall obstruct the clear vision of any street sign or traffic regulatory sign.
4. No table umbrella shall contain or display any type sign or signage except on the fringe or valance
5. No table umbrella lower than seven (7') feet measured perpendicular from the sidewalk surface shall encroach into the designated clear path.
6. The valance or fringe of a table umbrella shall not exceed six (6") inches.
7. All table umbrellas must be properly secured with a base of not less than 60 pounds minimum.

I. Planters or Railings.

1. In order to maintain maximum visual access, the height of the planter or railing including vegetation therein, shall not be higher than thirty-six (36") inches.
2. All planters or railings utilized as part of the Outdoor Sidewalk Café for decoration or delineation of the Outdoor Sidewalk Café area shall be self-supporting.
3. All planters and railings shall be readily removable and shall be removed from the sidewalk right-of-way or open-space area during those hours when an Outdoor Sidewalk Café is prohibited.

J. Elevation and Surface Coverings Prohibited.

1. An Outdoor Sidewalk Café shall have the same surface elevation as the adjoining sidewalk.
2. Paint, artificial turf, carpets, platforms or any other surface cover or treatment of any kind are prohibited from being placed upon the area designated as an Outdoor Sidewalk Café at any

time, except that the pavement may be marked to show the location of the Designated Clear Path.

K. The Outdoor Sidewalk Café shall be made available to patrons of the Licensees only.

L. Noise Restrictions.

Stereo systems, stereo speakers or other audio devices for sound reproduction shall not be operated in or on Outdoor Sidewalk Cafes, and shall not be directed to an Outdoor Sidewalk Café from the Owner's Parcel.

M. Sign Restrictions.

Signs, signboards, or advertisements recognizing an Outdoor Sidewalk Café are prohibited in the Licensed Premises except for the name of the establishment on the fringe or valance of a table umbrella or on the valance of any awning.

N. Fire Code Compliance.

A permitted Outdoor Sidewalk Café is required to comply at all times with all requirements of the BOCA National Fire Prevention Code and other related fire ordinances to the satisfaction of the South Haven Emergency Services Fire Marshal or his designee.

O. Outdoor Sidewalk Café Limitation.

No more than one Outdoor Sidewalk Café license agreement shall be issued by the South Haven City Council for each parcel.

10. Maintenance. The Licensees shall, during the term of this License, and at their sole expense, do and perform all maintenance necessary to keep the Licensed Premises in good repair and in a safe condition.

11. Improvements, Restoration, Construction Liens.

A. No improvements shall be made to the Licensed Premises without the prior written consent of the City.

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

12. Public Liability and Indemnity. The City shall not be responsible for any loss or damage from whatever cause to personal property located on the Licensed Premises. The Licensees shall hold the City (defined for purposes of this paragraph to include the City's officers and employees) harmless from, indemnify it for, and defend it (with legal counsel reasonably acceptable to the City) against any demand, claim, judgment, award, legal proceeding or loss of any kind arising from the Licensees' use, occupancy, maintenance (or failure to maintain), or repair (or failure to repair) the Licensed Premises. The Licensees shall obtain and maintain a general liability insurance policy covering the Licensed Premises and the Licensees' activities on the Licensed Premises in minimal coverage amounts of \$1,000,000 per occurrence and fire and casualty insurance with an extended coverage endorsement on any improvements placed or constructed by the Licensees on the Licensed Premises equal to the amount to the full insurable value of such improvements. All policies shall name the City as an additional insured and certificate holder. Copies of certificates of insurance showing the coverage to be in place, that the premiums are fully paid, and that coverage cannot be terminated or modified except after 30 days prior

written notice to the City, shall be provided to the City. Upon request, the City shall be provided copies of the policies of insurance and all endorsements.

13. Casualty. In the event of damage to or destruction of the Licensed Premises by fire, storm or any other casualty or accident, this License shall not terminate if both Licensees give written notice to the City that the Licensees desire the License to continue, unless the Licensed Premises are so destroyed that it will require material reconstruction. The Licensees shall have the right to repair any such damage to a condition prior to the damage; however such repair must be completed within sixty (60) days of the loss. If written notice is not given, or if repairs are not timely completed, the License shall terminate sixty (60) days after the loss. If the damages destroy the building on the Owner's Parcel in whole or in substantial part, then this License shall terminate immediately. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensees or placed on the Licensed Premises by the Licensees, which are caused by fire, theft, loss, vandalism or other casualty.

14. Breach. The Licensees shall be in breach of this Agreement upon the occurrence of the following events: If at any time any fee, insurance premium or other charge or payment payable by the Licensees pursuant to the terms of this Agreement shall become in arrears and unpaid for a period of thirty (30) days after notice of default in performance; or if default in the Licensees' requirements, obligations and duties hereunder is not cured within fourteen (14) days from written notice of such default, then at the option of the City it may terminate this Agreement and all rights of the Licensees as to the Licensed Premises shall terminate. The City shall also have such other lawful remedies as are required to enforce the terms of this Agreement.

15. Temporary Suspension of License. The City Manager shall have the right and power, acting through the City Police Department, to suspend this license for an Outdoor Sidewalk Café and cause removal of the Licensees' furniture and other personal property from the licensed premises at any time because of anticipated or actual problems or conflicts in the use of the public right-of-way, sidewalk or a public open-space area. Such problems and conflicts may arise from, but are not limited to, scheduled festivals and similar events, parades or marches, repairs to the street or sidewalk, or from demonstrations or emergencies occurring on, in, adjacent to, or near the Licensed Premises. To the extent possible, the City shall give the Licensees prior written notice of any time period during which the operation of the Outdoor Sidewalk Café will be suspended by the City due to a specific problem or conflict; however, any failure to give prior written notice shall not affect the right and power of the City to suspend the license for operation of any Outdoor Sidewalk Café at any particular time.

16. Exceptions. Exceptions to the conditions of this agreement may be granted by the South Haven City Council during planned and organized festival events and sidewalk sales.

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

A. The expiration of the term of this Agreement without a written amendment or extension by the parties.

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

C. At any time by the City, upon fourteen (14) days prior written notice to the Licensees. Whenever notice of early termination is provided to the Licensees under this subsection, the Licensees shall be afforded an opportunity to appear before the City Council at its next regularly scheduled meeting to show cause as to why this Agreement should continue.

D. The License granted under this Agreement shall be suspended immediately upon verbal or written notice to the Licensees, where the City Manager determines that the use of the Licensed Premises has become a hazard or presents an imminent risk or danger to the public health, safety and welfare. Unless the City Manager subsequently rescinds such suspension, the City Council, at its next regular meeting shall consider whether to reinstate the License, continue the suspension, or

terminate this Agreement, in its sole discretion. The Licensees shall be afforded an opportunity to appear before the City Council to show cause as to why the License should be reinstated.

E. Immediately upon any default of the Licensees without timely cure as provided in Section 13.

F. In accordance with Section 12, upon the destruction in whole or substantial part of the building on Owner's Parcel or upon the damage to or destruction of the Licensed Premises if the Licensees do not make timely repairs.

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

H. Immediately, at the option of the City Manager, upon the Licensees' failure to meet, observe or fulfill any obligation, general restrictions, standards, condition, or requirement of this Agreement.

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

19. Licensees' Acknowledgements. The Licensees acknowledge and agree that the City owns the Licensed Premises, that the License granted under this Agreement involves the permission to enter and use property which is a public right of way and/or City owned property, that the public's rights are paramount, and that the Licensees' use under this License may not interfere with the public's rights to the reasonable use of the Licensed Premises. The Licensees further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other property interest in the Licensed Premises. The Licensees further acknowledges that it has no claim to any amount of lost revenues due to suspension, termination or any other interruption in the use of the Licensed Premises.

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

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

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

23. Miscellaneous.

A. This Agreement is written pursuant to the laws of the State of Michigan and was made in Van Buren County, Michigan. This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. This Agreement may not be modified or amended except in writing, signed by the parties. It shall not be affected by any course of dealing.

B. The captions of this Agreement are for convenience only and shall not be considered as part of this License or in any way limiting or amplifying its terms and provisions. The recitals, however, are an integral part of this Agreement. More than one copy of this Agreement may be signed, but all constitute one agreement.

The parties have caused this Agreement to be executed as of the date first written above.

CITY OF SOUTH HAVEN

JWILCO PROPERTIES, LLC

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

By: \_\_\_\_\_  
Joseph Wiltgen, Owner

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

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

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

PEELIE, LLC, D.B.A. TASTE SOUTH HAVEN

By: \_\_\_\_\_  
Joel Gesiakowski, Owner

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

Kalamazoo  
KALAMAZOO ST

# EXHIBIT A

PHOENIX ST

IRRIGATED 10" DEEP BY 36" WIDE PLANT  
-BY CONTRACTOR

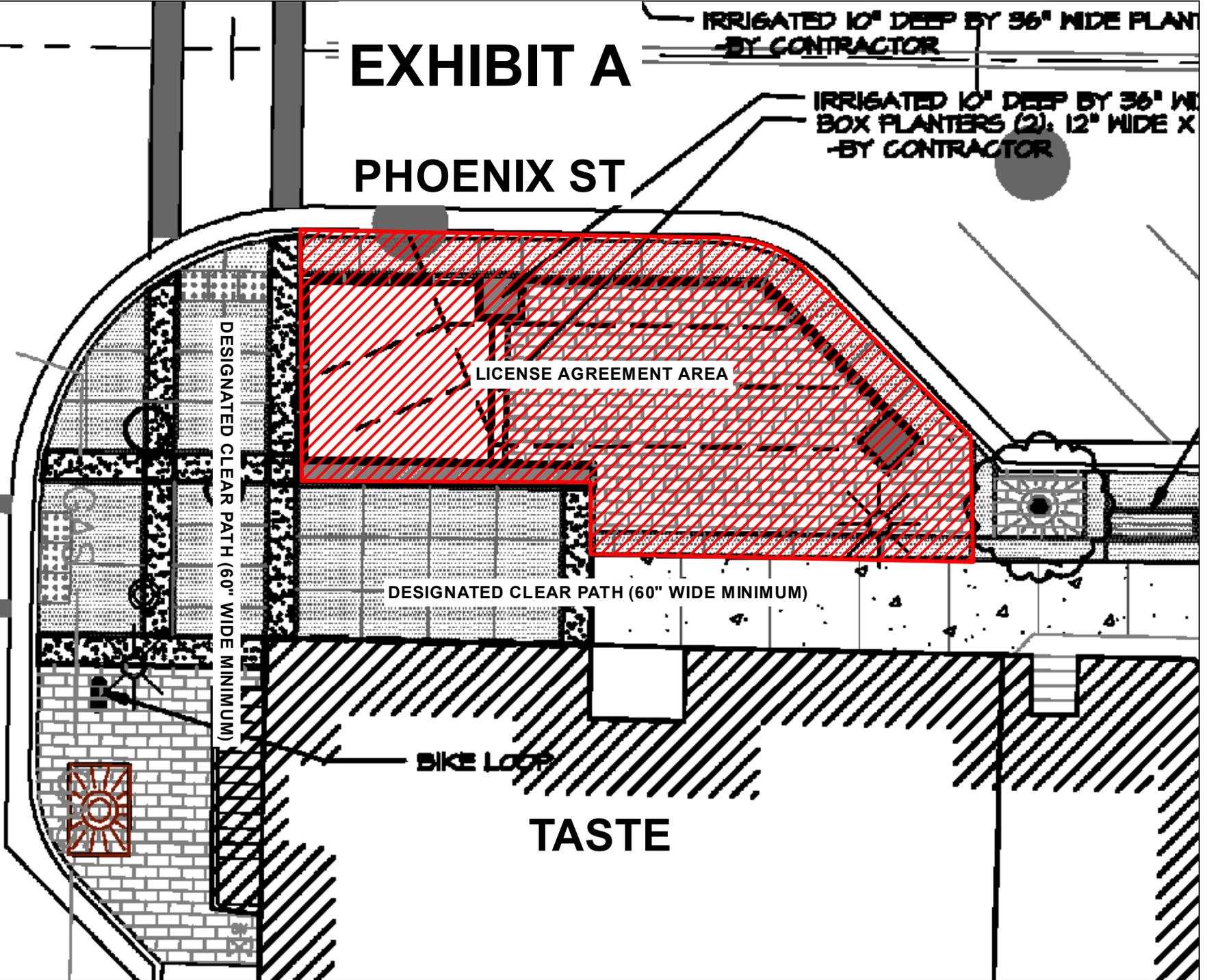
IRRIGATED 10" DEEP BY 36" WIDE  
BOX PLANTERS (2), 12" WIDE X  
-BY CONTRACTOR

LICENSE AGREEMENT AREA

DESIGNATED CLEAR PATH (60" WIDE MINIMUM)

BIKE LOOP

TASTE





## Agenda Item 12

### Downtown & Marina WIFI Project

#### Background Information:

The City Council will be asked to consider several approvals related to the proposed downtown and public marina WIFI project.

Over the past several months, the city's staff and information technology consultant, Secant Technologies, have actively worked to finalize plans and to seek bids for the development of a WIFI system for the downtown and public marinas. The project is designed to provide WIFI service which covers portions of the downtown and public marinas. The service is designed to provide internet service for people using computers, laptops, tablets, phones and WIFI enabled devices.

The total project cost, at the time of launch, is estimated at \$212,000 (including a \$25,000 contingency.) Ongoing expenses for bandwidth and system management are estimated at \$2,900 per month. The Downtown Development Authority (DDA) and Marina funds have budgeted the monthly expenses to ensure the system will have bandwidth and support.

The Board of Public Utilities (BPU) reviewed the WIFI project at the board's February 21, 2014 special meeting. At that meeting, the BPU approved a resolution which recommended the use of electric system funds for the construction and development of the WIFI projects in the downtown and at the public marinas. That resolution notes that the DDA and Marina funds will repay the electric system fund over a five year period, beginning 2015. The DDA adopted a resolution at the board's May 7, 2014 regular meeting. At that meeting, the DDA approved a resolution which confirms the DDA's commitment to repay the cost of providing WIFI service in the downtown.

For tonight, in addition to approving the construction contract and professional services agreement, the City Council will also be asked to adopt Resolution 2014-23, a resolution which commits marina funds to repay the electric system fund for providing WIFI service to the public marinas.

#### Recommendation:

Should the City Council wish to see the downtown and public marina WIFI project constructed, the Council should consider approval of the following items:

- A. Council will be asked to approve Resolution 2014-23, a resolution to use Marina fund to repay the cost of providing Wi-Fi capability to Marina users.

B. Council will be asked to award electrical work to Severance Electric in the amount of \$34,820.

C. Council will be asked to award the cable infrastructure to Turn-Key Networks in the amount of \$56,742.

D. Council will be asked to award professional services to Seacant Technologies in the amount of \$41,550.

E. Council will be asked to award the network electronics purchase to Seacant Technologies in the amount of \$38,309.31.

Support Material:

Staff Report; WIFI Project  
City Council Resolution 2014-23  
Attorney Opinion; WIFI Project & Funding Sources  
BPU Resolution 2014-09  
DDA Resolution 2014-01

Memorandum:

Date: May 14, 2014

To: Brian Dissette, City Manager

From: Steve Oosting, Senior Civil Engineer

Re: Downtown and Marinas Wi-Fi System

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During the last several months, the city's information technology consultant, Secant Technologies, has been finalizing plans and assisting with a public bid process for selecting contractors to launch the downtown and marinas Wi-Fi system. The project is designed to provide a Wi-Fi signal covering portions of the downtown and marinas allowing public internet access for anyone with computers, laptops, tablets, phones, or other Wi-Fi enabled devices within range of the signal.

A map of the Wi-Fi signal coverage areas accompanies this report. The downtown coverage area focuses on Phoenix Street, Center Street, and the farmer market / ice rink pavilion. The coverage areas shown on the map are somewhat uncertain and will be influenced by a number of factors such as trees, buildings and other obstructions, along with the capabilities of a users own device, and the number of people using the system at any given time. Therefore the circles shown on the drawing are only an approximation of the coverage areas, not a precise boundary. Due to these uncertainties, this initial system is engineered with some flexibility for expansion, should there be a desire and available funding for increased coverage areas in the future.

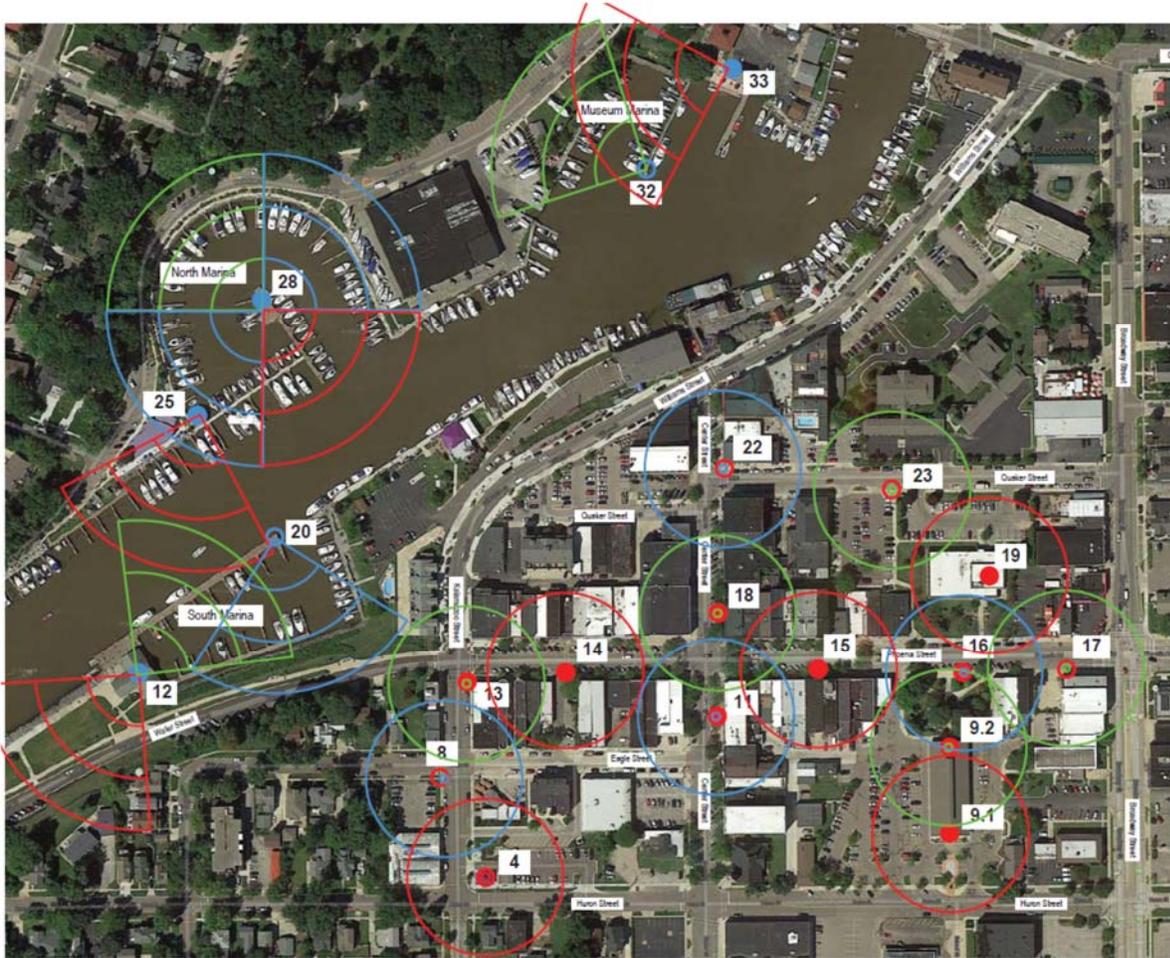
The total cost of the project launch is estimated at \$212,000 (including a \$25,000 contingency). Ongoing expenses for bandwidth and system management are estimated at \$2,900 per month. The expenditures which will require City Council authorization to proceed consist of the following:

- 1) Electrical Work – Bid No. 2014-04  
Successful bidder is Severance Electric in the amount of \$34,820.00
- 2) Cabling Infrastructure – Bid No. 2014-07  
Successful bidder is Turn-Key Networks in the amount of \$56,742.00
- 3) Professional Services  
Proposal from Secant Technologies in the amount of \$41,550.00
- 4) Network Electronics Purchase.- Bid No. 2014-09  
Successful bidder is Secant Technologies in the amount of 38,309.31

If the City Council desires to proceed with the project as presented, each of the four contracts noted above could be awarded at the May 19 City Council meeting. If the contracts are awarded at this time, the system is expected to begin operation in mid July.

Wifi System Coverage Map Page 1 of 2

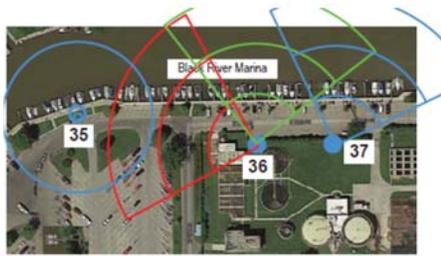
Downtown, North Side Marina, South Side Marina, Maritime Museum



Wifi System Coverage Map Page 2 of 2



North Beach and South Beach



Black River Park

CITY OF SOUTH HAVEN, MICHIGAN  
PROPOSAL FORM

BID NO: 2014-04

Section 1. Article(s) and/or services

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

Location No.	Location	Price	
3	North Beach Light Pole	\$ 500 <sup>00</sup>	
8	Eagle & Kalamazoo	\$ 650 <sup>00</sup>	
9	Pavllion-Enclosure	\$ 2,225 <sup>00</sup>	
11	Center - South of Phoenix Street	\$ 1,210 <sup>00</sup>	
13	Water & Kalamazoo	\$ 1,150 <sup>00</sup>	
14	Phoenix Street - Between Kalamazoo & Center	\$ 1,625 <sup>00</sup>	
15	Phoenix Street - Between Center & City Hall	\$ 1,575 <sup>00</sup>	
16	Phoenix Street - Near City Hall	\$ 1,075 <sup>00</sup>	
17	Phoenix Street - Across from Dairy Queen	\$ 1,065 <sup>00</sup>	
18	Center - North of Phoenix Street	\$ 1,710 <sup>00</sup>	
20	South Marina - Dock North East	\$ 1,420 <sup>00</sup>	
22	Center & Quaker	\$ 1,025 <sup>00</sup>	
23	Quaker Street - Near City Hall	\$ 1,045 <sup>00</sup>	
25	North Marina - Gazebo	\$ 4,775 <sup>00</sup>	
28	North Marina - Center Dock	\$ 4,860 <sup>00</sup>	
32	Museum Marina - Dock South	\$ 1,450 <sup>00</sup>	
35	Black River Marina - Dock - West	\$ 1,150 <sup>00</sup>	
36	Black River Marina - West Light Pole	\$ 1,325 <sup>00</sup>	
37	Black River Marina - East Light Pole	\$ 1,210 <sup>00</sup>	
	Waste Water Plant - New outlet and circuit	\$ 1,560 <sup>00</sup>	
		Per Day	5 Days
	Allowance for Wireless Tuning Support	\$ 595 <sup>00</sup>	2,975 <sup>00</sup>
		Subtotal	\$ 34,020 <sup>00</sup>
	Performance Bond Percentage	Performance Bond	\$ 800 <sup>00</sup>
		Grand Total	\$ 34,820 <sup>00</sup>

**Section 2. VARIANCES**

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

Did receive Receipt of Addendum.

**Section 3. SCHEDULE**

Work is expected to start immediately following the awarding of this contract. The city is requiring the Work of this contract to be substantially completed by May 15, 2014.

**Section 4. WARRANTY**

State Terms: Conditions and Length of Warranty: 3 year Labor &  
Contractor provided material, due to  
normal wear.

**Section 5. BONDS/SECURITY & INSURANCE**

The types and amounts of any required bonds/security and insurance are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.

**Section 6. SEPARATE AWARD**

The City of South Haven reserves the right to make a separate award for each item listed above.

**Section 7. 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; be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid.

**Section 8. 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 permitted either with, prior to, or after any delivery of materials.

**Section 9. ADDRESSES**

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

MAIL PURCHASE ORDER TO:

4140 Rollridge  
Kalamazoo Mich  
49004

MAIL PAYMENT TO:

4140 Rollridge  
Kalamazoo Mich  
49004.

**Section 10. BID SIGNATURE**

This Bid is submitted in the name of: Severance Electric Co.  
Company

7076 E W AVE KAL Mich 49048  
Street Address City State Zip Code  
Phone

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

Signed this 28 day of MARCH, 2014

BY Scott T. Severance  
(Signature)  
Scott T. Severance  
(Name Printed)  
Project Manager  
(Title)

CITY OF SOUTH HAVEN, MICHIGAN  
PROPOSAL FORM

BID NO: 2014-07

Section 1. Article(s) and/or services

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

Item	Price	*ALT 1*
Category 6 cabling for all locations – parts & labor	\$6,554	\$6,554
Access point mounting – parts & labor	\$6,948	\$6,948
Fiber cabling for North Marina – Location 28	\$2,000	\$2,000
Fiber cabling from City Hall to locations: 9, 11, 13, 14, 15, 16, 18.	\$24,551	\$24,551
Qty 10 - Altronix model NetWay1E PoE+ injector	\$2,231	\$2,231
Qty 8 - OmniConverter model 9423-1-21W, media converter and PoE+ injector	\$13,800	\$13,800
*ALTERNATE 1 - City Hall - IF REQUIRED		\$4,445
<b>Subtotal</b>	<b>\$56,084</b>	<b>\$60,529</b>
<b>Performance Bond Percentage:</b>	<b>Performance Bond</b>	
	\$658	\$658
<b>Grand Total</b>	<b>\$56,742</b>	<b>\$61,187</b>

Section 2. VARIANCES

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

Bid assumes that the existing City of South Haven conduit is viable and free of obstructions or damage. TKNS can not guarantee that the existing fiber will not be damaged or disturbed. TKNS will work with utmost caution to protect the existing facilities. Quote assumes existing duct for entire path and that no excavation is needed. TKNS is not an authorized Panduit installer and therefore the 20 year joint warranty is not applicable.

\*Alternate 1 pricing above is included in the event there is no available existing duct into City Hall. The scope of work for the alternate is approximately 100' of directional boring of new conduit into City Hall.

Section 3. SCHEDULE

Work is expected to start immediately following the awarding of this contract. The city is requiring the Work of this contract to be substantially completed by June 06, 2014.

Section 4. WARRANTY

State Terms: Conditions and Length of Warranty: TurnKey Network Solutions (TKNS) agrees to correct promptly, at TKNS's own expense, defects or deficiencies in the services performed under this

Agreement which appear prior to and during the period of one year from the date of total

completion of the services. The making good of all defects or deficiencies shall be executed at

such time as is mutually convenient to the customer and TKNS.

Section 5. BONDS/SECURITY & INSURANCE

The types and amounts of any required bonds/security and insurance are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.

Section 7. 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; be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid.

Section 8. 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 permitted either with, prior to, or after any delivery of materials.

Section 9. ADDRESSES

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

MAIL PURCHASE ORDER TO:

MAIL PAYMENT TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 10. BID SIGNATURE

This Bid is submitted in the name of: Fiber Optic Management LLC dba TurnKey Network Solutions  
Company

7020 Southbelt DR SE      Caledonia      MI      49073      616.455.9840  
Street Address                      City                      State                      Zip Code                      Phone

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

Signed this 25th day of April, 2014

BY Warren J Henderson  
(Signature)  
Warren J Henderson  
(Name Printed)  
President  
(Title)



# SECANT TECHNOLOGIES

*Computers, networking and whatever else comes next.*

6395 Technology Avenue, Kalamazoo, MI 49009  
269-375-8996 Fax: 269-375-4222 www.secantcorp.com

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**Proposal For:**

Mr. Steve Oosting  
City of South Haven  
Department of Public Works  
1199 8th Avenue  
South Haven, MI 49090

**Date:** 4/29/14  
**Quote #** 2403-1

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**Professional Services for Implementation of Public Wireless Network**

Project management of wireless network construction and commissioning including oversight of electrical contractor, fiber contractor, category 6 cabling contractor and telecom vendor. Assist in provisioning fiber data circuits and Internet bandwidth to support Public Wireless Network.

Network design and configuration of city network and WAN data circuits to support wireless network. Including fiber links to North Marina, Museum Marina, South Marina and Black River Marina, Water Filtration, Waste Water and City Hall. Configure bandwidth limits by traffic type on WAN to prevent network congestion.

Design and configuration of multiple virtual wireless networks including: Public Access, Marina Access, City Staff, Police and City Infrastructure. Allocation of network bandwidth to each virtual network and configuraton of network filtering and security rules. Configuefirewall and switch rules to isolate traffic between virtual networks.

Configuration individual access points including VLAN membership, bandwidth limits, user limits, uplink channel assignments and client channel assignments.

Configure utility pole NEMA enclosures including fiber transceiver settings, SFP installation and PoE Injector settings. Test each enclosure prior to field installation by contractors.

Supervise physical installation of access points including mounting, power and data connections, antenna alignment, signal strength adjustments and wireless meshing as required. Induct each access point into management portal and configure monitoring and alerting settings.

Perform post installation wireless survey and generate signal coverage maps. Perform network performance tests. Prepare network as-built documentation.

Perform owner training on end-user device configuration of City Staff, Police and Marina customer's equipment. Train on administration of Marina Customers Accounts. Prepare public facing documentation for Public and Marina network usage.

**Total Project \$ 41,150.00**

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CITY OF SOUTH HAVEN, MICHIGAN  
PROPOSAL FORM

BID NO: 2014-09

Section 1. Article(s) and/or services

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

Qty	Model	Description	Unit	Extended
28	MR66-HW	Meraki MR66 Cloud-Managed Acces Point 802.11n	\$ 740.43	\$20,732.04
28	LIC-ENT-3YR	Meraki LIC-ENT-3YR	\$ 171.00	\$ 4,788.00
2	MA-INJ-4-US	Meraki 802.3at Power over Ethernet Injector	\$ 84.93	\$ 169.86
31	ANT-10	5/7 dBi Multi-Band Omni Antenna Set	\$ 56.43	\$1,749.33
12	ANT-11	14 dBi, 5 GHz Sector Antenna	\$ 84.93	\$1,019.16
13	ANT-13	11 dBi, 2.4 GHz Sector Antenna	\$ 84.93	\$1,104.09
2	WS-C2960S-24PS-L	Catalyst 2960S 24 GigE PoE 370W, 4 x SFP LAN Base	\$1,821.19	\$3,642.30
9	GLC-LH-SMD=	GE SFP LX/LH Tranciever	\$ 567.17	\$5,104.53
			<b>Grand Total</b>	<b>\$38,309.31</b>

Section 2. VARIANCES

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

NONE

Section 3. SCHEDULE

Time is of the essence in fulfilling the obligations of this contract. The City is intending to award the contract on May 20, 2014 and is seeking delivery of the specified products as soon as possible. Bidder shall propose on the line below a number of days from the time of award to the time of delivery, which may be considered as a basis of award.

Bidder proposes to deliver the specified products within 5 to 10 days after contract award.

Section 4. WARRANTY

State Terms: Conditions and Length of Warranty: MR66-HW has a 1-Year Manufacturer Warranty,

WS-C2960X-24PS-L has Limited Lifetime Manufacturer Warranty

Section 5. BONDS/SECURITY & INSURANCE

The types and amounts of any required bonds/security and insurance are stated in the GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS AND INFORMATION TO BIDDERS.

Section 7. 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; be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid.

Section 8. 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 permitted either with, prior to, or after any delivery of materials.

Section 9. ADDRESSES

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

MAIL PURCHASE ORDER TO:

Secant Technologies  
6395 Technology Ave., Suite A  
Kalamazoo, MI 49009

MAIL PAYMENT TO:

Secant Technologies  
6395 Technology Ave., Suite A  
Kalamazoo, MI 49009

Section 10. BID SIGNATURE

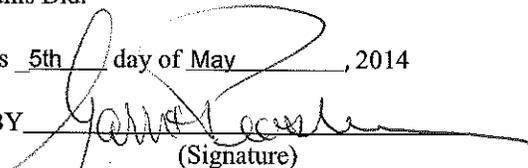
This Bid is submitted in the name of: Secant Technologies

Company

6395 Technology Avenue, Suite A Kalamazoo MI 49009 269-375-8996  
Street Address City State Zip Code Phone

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

Signed this 5th day of May, 2014

BY   
(Signature)

Garret Peaslee

(Name Printed)

Chief Executive Officer

(Title)

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-23

A RESOLUTION TO USE MARINA FUND MONIES TO REPAY THE COST OF PROVIDING  
WI-FI CAPABILITY TO MARINA USERS

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 19, 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 Board of Public Utilities has engaged in a project to construct and install facilities needed to serve the City's downtown and marina areas with facilities needed to provide Wi-Fi services; and

Whereas, the cost of that project is estimated to total \$212,000, 45 percent of which, or \$95,482, is the portion of the cost needed to serve the marina area (the "Marina Share"); and

Whereas, the marina fund will benefit from that construction and installation because it will make the marina more attractive to boaters and other users thereby increasing the numbers of those availing themselves of the marina facilities and paying fees to use the marina facilities; and

Whereas, the Board of Public Utilities intends to undertake and complete that project only if the City and the Downtown Development Authority commit to repaying the amounts expended by the Board of Public Utilities; and

Whereas, the City Council wishes to ensure that the Marina Fund repays the Marina Share.

Now, it is therefore resolved that:

1. When the Marina Fund accumulates funds in excess of those needed to pay the operation and maintenance costs of the City Marina, to pay required payments of principal and interest on any City Marina debt, plus meet any coverage requirements for such debt, those excess funds shall be transferred to the City's electric utility fund until the amount of \$95,482 in principal plus interest on the unpaid balance at the rate of 1.00% per year accrued from July 1, 2015, is paid in full.
2. Marina budgets shall ensure that amount can be paid in full no later than July 1, 2020.
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 19<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

**M E M O R A N D U M**

To: Brian Dissette, City Manager  
City of South Haven

From: Scott G. Smith, City Attorney

Re: Funding Wi-Fi Project

Date: February 17, 2014

The City is undertaking a project to provide Wi-Fi service to the marina and downtown business areas of the community by using ducts, poles and appurtenances of the City's electric utility. It is proposed that the electric fund advance the needed monies and be repaid at a suitable rate of interest by the Downtown Development Authority ("DDA") and Marina funds when funds are available to do so. At your request, we are writing to confirm our recent conversation during which we indicated that, if the appropriate resolutions are adopted by the City Council, the DDA Board and the Board of Public Utilities, this proposed approach is legally appropriate.

Section 13.1 of the City Charter authorizes the City to acquire, construct, own, operate, improve, enlarge, extend, repair and maintain public utilities. While fiber optic, Wi-Fi and other telecommunications facilities are not specifically listed, the lists of public utilities that is provided is clearly not an exclusive list. In addition, the City has the authority to operate a marina and to make improvements to its downtown. Currently, Wi-Fi access is nearly essential for businesses, residents and travelers so that those seeking to accommodate them in business districts or places like marinas seemingly need to provide Wi-Fi service in order to be viable.

Other local governments are oversizing ducts and creating opportunities for pole attachments to accommodate fiber optic and other communications lines, antennae and equipment. Street lighting systems, traffic signal systems, electric utility and other systems are being used to advance the funds needed to construct or install such facilities and then are repaid from license or rental fees, usage contracts or other funds paid by those using them.

If the marina is more attractive and therefore better utilized due to the availability of Wi-Fi service, its funds will be better able to pay for the construction and installation of the facilities. The same is true for the downtown area. Therefore these are legitimate expenses of both the marina and DDA funds. However, those funds lack the fund balances needed to pay for the initial construction and installation of the Wi-Fi facilities. Therefore, the electric fund can advance the monies to be repaid by the other funds. However, all the bodies act only through their resolutions, so resolutions acknowledging the repayment obligations are needed.

BOARD OF PUBLIC UTILITIES  
OF THE  
CITY OF SOUTH HAVEN

Board Member Winkel, supported by Board Member Burr, moved adoption of the following resolution.

Resolution No. 2014-09

A RESOLUTION TO ADVANCE ELECTRIC UTILITY FUNDS TO PAY THE COST OF  
PROVIDING WI-FI CAPABILITY TO DOWNTOWN AND MARINA USERS

Whereas, the Board of Public Utilities has determined the construction of facilities needed to serve the City's downtown and marina areas with facilities needed to provide Wi-Fi service (the "Project") could utilize some existing electric utility system facilities and is in the interest of the public health, safety and general welfare; and

Whereas, the cost of that project is estimated to total \$271,000, 56 percent of which is the portion of the cost needed to serve the Downtown Development Authority's downtown district (the "DDA Share") and 44 percent of which is the portion needed to serve Marina users; and

Whereas, the Board of Public Utilities intends to undertake and complete that project only if the City and the Downtown Development Authority commit to repaying the amounts expended by the Board of Public Utilities;

Now, it is therefore resolved that:

1. Funds from the electric utility fund may be used to pay the cost of designing, bidding, constructing and installing the Project and existing electric utility facilities may be used for the placement of lines, antennas and other project components.
2. However, no work shall begin on the Project until the Board of Directors of the Downtown Development Authority and the City Council have adopted resolutions, in forms acceptable to the City's legal counsel, approving repayment the DDA and Marina portions of the advanced funds with interest on the outstanding balance at the rate of 1.00% per annum accruing from July 1, 2015.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Yeas: Directors: Burr, Winkel, Stickland

Nays: Directors: None

Abstain: Directors: None

Absent: Directors: Henry

**CERTIFICATION**

As its Secretary, I certify that this is a true and complete copy of a resolution adopted by the Board of Public Utilities of the City of South Haven, Michigan, at a meeting held on February 21, 2014.

March 4, 2014

  
Lawrence Halberstodt Secretary

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN  
DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 2014-01

A RESOLUTION TO USE DOWNTOWN DEVELOPMENT AUTHORITY FUNDS TO REPAY  
THE COST OF PROVIDING WI-FI CAPABILITY TO DOWNTOWN USERS

Minutes of a regular meeting of the Downtown Development Authority 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 7, 2014 at 12:00 p.m. local time.

PRESENT: Braun, Burr, Marcoux, Newton, Zuckerman, Olson

ABSENT: Maxwell

The following preamble and resolution was offered by Member Newton and supported by Member Braun.

Whereas, the Board of Public Utilities has engaged in a project to construct and install facilities needed to serve the City's downtown and marina areas with facilities needed to provide Wi-Fi service; and

Whereas, the cost of that project is estimated to total \$212,182; 55 percent of which, or \$116,700, is the portion of the cost needed to serve the Downtown Development Authority's downtown district (the "DDA Share"); and

Whereas, the downtown district will benefit from that construction and installation because it will make the district more attractive to merchants, office occupants, shoppers and others, thereby increasing the numbers of those availing themselves of the downtown area; and

Whereas, the Board of Public Utilities intends to undertake and complete that project only if the City and the Downtown Development Authority commit to repaying the amounts expended by the Board of Public Utilities; and

Whereas, this Board of Directors wishes to ensure that the Downtown Development Authority funds are used to repay the DDA Share.

Now, it is therefore resolved that:

1. When the DDA Fund accumulates funds in excess of those needed to pay the operation and maintenance costs of the DDA, to pay required payments of principal and interest on any DDA debt, plus meet any coverage requirements for such debt, those excess funds shall be transferred to the City's electric utility fund until the amount of \$23,987 in principal plus interest on the unpaid balance at the rate of 1% per year accrued from July 1, 2015, is paid in full.

2. DDA budgets shall ensure that amount can be paid in full no later than July 1, 2020.

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

Yeas: Braun, Burr, Marcoux, Newton, Zuckerman Olson

Nays: None

RESOLUTION DECLARED ADOPTED.

  
Marsha Ransom, Secretary

## Memorandum

To: City Council  
From: Deb Lull, Human Resources Director  
Date: May 19, 2014  
Re: Economic Vitality Incentive Program – Unfunded Accrued Liability Plan

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The State of Michigan has mandated three sets of requirements in its Economic Vitality Incentive Program (EVIP) that cities must comply with in order to continue to receive revenue sharing. Part Three of the Economic Vitality Incentive Program addresses issues related to unfunded accrued liability (UAL) plans for pension and other post employment benefits (OPEB). Cities must submit a plan to the State by June 1, 2014 that outlines actions taken to address unfunded accrued liabilities in pension and OPEB (retiree insurance) plans. A copy of the City's plan is attached for your reference.

The pension unfunded accrued liability (UAL) as of December 31, 2012 is \$487,123, with a pension funded ratio of 97.9%. Actions taken to address the unfunded accrued liability in the pension plans include:

- Included language in two collective bargaining agreements to increase employee contributions from 3% of gross wages to 5% of gross wages over the life of a four-year contract. While the impact will not result in changes to the UAL it will lower normal pension costs for the employer.
- A bridged benefit was put into place for one employee group which reduced the benefit multiplier from 2.5% to 2.25%. The impact will reduce future liabilities.
- MERS reviews the funding status annually with an Annual Actuarial Valuation (AAV) and employer normal pension costs and amortization of unfunded accrued liability are adjusted based on the AAV. The City of South Haven makes the annual required contribution to the plan based on the information provided by MERS.

Going forward the City will continue to monitor and review its pension plans. As part of the review process the City requested a 25-year projection from MERS which will show the projected actuarial and market values of the assets and funded ratio over the next 25 years. Changes to the pension plans may be recommended based on the information provided.

The other post employment benefits (OPEB) for retiree insurance UAL as of June 30, 2013 is \$1,087,967, with a funded ration of 0%. The City's practice has been to pay for the retiree insurance liability as it comes due and has not set funds aside to pay for future liabilities. Actions taken to address the unfunded accrued liability in the OPEB plans include:

- Included language in one collective bargaining agreement that employees who retire after June 30, 2016 are not eligible for retiree insurance. The impact will be a significant reduction in the future liability for retiree insurance.

As with the pension plans the City will continue to monitor and review the plans. Future changes to the retiree insurance plans may be recommended based on the results of the review process.

It is recommended that Council approve Part Three of the Economic Incentive Plan – Unfunded Accrued Liability and authorize staff to submit the plan to the State by the June 1, 2014 deadline.

# Economic Vitality Incentive Program / County Incentive Program

## Category 3: Unfunded Accrued Liability Plan

EVIP (for eligible cities, villages or townships) and CIP (for eligible counties) are revenue sharing packages for municipalities. They include three categories of eligibility, each with its own set of requirements and deadlines, and offering 1/3 of the total available incentive revenue. By June 1, 2014, you need to submit a plan to address your unfunded liability to Treasury for Category 3 of EVIP. This sample template is meant to assist you in documenting your plan.

When your plan is complete, submit it along with certification form 5074 to the Department of Treasury, using the contact information on the form. The form can be found at [http://www.michigan.gov/documents/treasury/5074\\_434975\\_7.pdf](http://www.michigan.gov/documents/treasury/5074_434975_7.pdf).

### 1. MUNICIPALITY INFORMATION

Municipality Name:

Fiscal Year:

Pension UAL as reported in the most recent actuarial valuation:

Pension Funded Ratio: No Pension UAL

OPEB UAL as reported in most recent valuation:

OPEB Funded Ratio: No OPEB UAL

### 2. PENSION UAL – ACTIONS TAKEN

You may have a pension UAL only if you offer a defined benefit and/or a hybrid plan.

#### PLAN DESIGN CHANGES (CHECK IF APPLICABLE)

##### STRATEGY

**Adopted a Lower Tier of Benefits for New Hires (check all that apply):**

- Lowered multiplier from \_\_\_\_\_ to \_\_\_\_\_
- Removed Cost of Living Increases
- Removed Early Retirement Riders (i.e. 55/25, 50/25)
- Increased Vesting from \_\_\_\_\_ to \_\_\_\_\_
- Increased Normal Retirement Age from \_\_\_\_\_ to \_\_\_\_\_
- Other:

##### IMPACT

The long term impact of implementing a lower tier of benefits for new hires is that it reduces the future liability accrual because future benefits will be lower, and therefore less expensive, than the previous benefits offered.

Effective Date:

**Adopted a Defined Contribution Plan for New Hires**

**Effective Date:**

The long term impact of implementing Defined Contribution for new hires is that it eliminates the future accrual of liabilities for those benefits, since Defined Contribution does not have liabilities associated with the benefits.

**Adopted a Hybrid Plan for New Hires**

Multiplier:

Vesting:

FAC:

Normal Retirement Age:

Once the benefit structure is established, the defined benefit portion may not be increased and is not subject to collective bargaining.

Yes (MERS only)  No

**Effective Date:**

The long term impact of implementing a Hybrid Plan for new hires is that it reduces the future liability accrual because future benefits will be lower, and potentially less expensive, than the previous benefits.

**Bridged the Multiplier for Active Employees**

Bridged from: \_\_\_\_\_ multiplier

Bridged to: \_\_\_\_\_ multiplier

Final Average Compensation used: (check one)

Frozen (biggest impact)  Termination

**Effective Date:**

The impact for bridging a multiplier for active employees is immediate and not only reduces future liabilities, but also may reduce existing liabilities. Past service remains at the previous multiplier and all future service accrues at the new, reduced multiplier. New hires would receive the new bridged multiplier.

FUNDING (CHECK ALL THAT APPLY)

**STRATEGY**

**Contributed the Annual Required Contribution to Fund the Plan**

**IMPACT**

The actuarial determined minimum contribution is comprised of two pieces: **Employer Normal Cost** (present value of benefits allocated to the current plan year less any employee contribution), and **Amortization Payment of Unfunded Accrued Liability** (payment to reduce any shortfall between liability for past service and assets). Making the required minimum payments into the plan contributes towards the unfunded accrued liability.

**How will this action continue to be implemented and maintained?**

**Contributed Above the Minimum Required Amount**

Extra percentage above minimum:  
\_\_\_\_\_

Lump sum payment into plan:  
\_\_\_\_\_

Additional payments made into the plan go toward funding the unfunded accrued liability. In addition, those extra dollars are invested and have the ability to recognize market returns.

**How will this action continue to be implemented and maintained?**

### 3. PENSION UAL – NO ACTIONS TAKEN

NO ACTIONS HAVE BEEN TAKEN IN THE PAST

PLEASE EXPLAIN WHY NO ACTIONS HAVE BEEN TAKEN

### 4. OPEB UAL – ACTIONS TAKEN

You may have an OPEB UAL only if you offer retiree health insurance, or other post-employment benefits.

PLAN DESIGN CHANGES (CHECK ALL THAT APPLY)

#### STRATEGY

**Implemented Changes to Coverage Levels**

**Details:**

**Effective Date:**

#### IMPACT

Implementing changes to coverage and benefit levels reduces the total liability of the plan.

**Increased Co-Payments**

**Details:**

**Effective Date:**

Reduces the total liability of the plan.

**Modified Eligibility**

Reduces the total liability of the plan.

**Details:**

**Effective Date:**

**Implemented Defined Contribution Style Health Care**

*(i.e. MERS Health Care Savings Program)*

Eliminates OPEB liability for new hires. If active employees opt out, it reduces the current liabilities.

**Check all that apply:**

- New hires
- Offered conversion/incentive for employees (actives or retirees) to opt out of retiree healthcare

**Effective Date:**

**Eliminated Retiree Health Insurance Coverage for New Hires**

Eliminates OPEB liability for new hires.

**Details:**

**Effective Date:**

**FUNDING (CHECK ALL THAT APPLY)**

**STRATEGY**

**Established a qualified medical trust - OPEB Trust**

*(i.e. MERS Retiree Health Funding Vehicle)*

Contributions made to the Trust this year:

\_\_\_\_\_

Balance in the Trust: \_\_\_\_\_

**Effective Date:**

**IMPACT**

Assets in a qualified medical trust can be used to offset OPEB liability.

**How will this action continue to be implemented and maintained?**

## 5. OPEB UAL – NO ACTIONS TAKEN

NO ACTIONS HAVE BEEN TAKEN IN THE PAST

PLEASE EXPLAIN WHY NO ACTIONS HAVE BEEN TAKEN

## 6. OTHER ACTIONS THAT DO NOT QUALIFY FOR EVIP

### STRATEGY

**Closed the Defined Benefit Plan and Issued a Pension Obligation Bond to Fund the Plan**

Issued the bond at: (check one)

Actuarial Value  Market Value

Bond Amount: \_\_\_\_\_

### IMPACT

The proceeds of the bond are deposited and potentially will fully fund the unfunded accrued liability of the Plan. There is no guarantee that future unfunded liabilities may not occur.

**How will this action continue to be implemented and maintained?**

## POLICIES/BEST PRACTICES (CHECK ALL THAT APPLY)

### STRATEGY

**Limited Final Average Compensation**

Base wages only or (check all that apply)

Excluded or limited overtime

Excluded or limited PTO payouts

Excluded or limited sick leave payouts

### IMPACT

Limiting what is included in someone's final average compensation reduces the benefit amounts, therefore decreasing total liability. It also mitigates Final Average Compensation (FAC) padding/spiking, which could lead to the immediate development of UAL.

**Amortization of UAL – open DB Plan**

Decreasing the period in which UAL is spread over expedites the payoff.

Current Amortization Policy:  
\_\_\_\_\_ years

Is this amortization shrinking?

Yes  No

*(MERS shrinks the amortization schedule by  
1 year, every year)*

**Regular Actuarial Experience Study**

Regularly performing an actuarial experience study provides Plan oversight, governance and due diligence to ensure experience is close to assumptions.

Last study performed: \_\_\_\_\_

Scheduled every \_\_\_\_\_ years

*(MERS last Experience Study was performed in 2009)*

**Benefit Increases Policy**

By limiting when benefit increases can be done, this reduces the risk of developing UAL due to granting benefit enhancements that have not yet been paid for and/or prefunded.

Required to be \_\_\_\_\_% funded

## 7. ACTIONS THAT MAY BE TAKEN

To reduce Unfunded Accrued Liability in the future, plan design modifications may be made for new hires, including: retirement eligibility and vesting requirements, multipliers, cost-of-living increases, removal of early retirement riders, and increases to the retirement age. In addition, plan changes could be made for new hires, including adopting a hybrid or defined contribution plan. For active employees, bridging the current multiplier to a lower multiplier for future service could also be implemented.

Funding strategies may also be made, including: contributing the annual required contribution to the plan (required by the State Constitution), and contributing more than the minimum required contribution.

Best practice policies include: limiting what is included in the final average compensation calculation, reviewing/reducing the amortization period to pay off unfunded liabilities, performing a regular actuarial Experience Study, and creating a policy on when benefit increases can be made.

If retiree healthcare is offered, and there is OPEB unfunded liabilities, future actions that could be taken include: plan design modifications (i.e. changes to coverage levels, increased co-payments, eligibility modifications), plan type changes (i.e. implementing a defined contribution style health care), and funding strategies (i.e. establishing an OPEB trust and funding it).

## Economic Vitality Incentive Program/County Incentive Program Certification of Unfunded Accrued Liability Plan

Issued under authority of 2014 Public Act 34. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for Unfunded Accrued Liability Plan payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made readily available to the public, an Unfunded Accrued Liability Plan. The plan shall be made available for public viewing in the clerk's office or posted on a publicly accessible Internet site as required by 2014 Public Act 34.
2. Submit to Treasury an Unfunded Accrued Liability Plan, if selecting Option 1 of Part 2 below.

**City/village/township:** This certification, along with the Unfunded Accrued Liability Plan, **must be received by June 1, 2014**, to receive the June and August payments or on or before July 31, 2014, to receive the August payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

**County:** This certification, along with the Unfunded Accrued Liability Plan, **must be received by June 1, 2014**, (or the first day of a payment month) in order to qualify for that month's payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name		Local Unit County Name	
Local Unit Code		Contact E-Mail Address	
Contact Name	Contact Title	Contact Telephone Number	Extension
Website Address, if plan is available online			Date of Last Audited Financial Report
PART 2: STATEMENT OF UNFUNDED ACCRUED LIABILITIES			
Indicate the option that pertains to your local unit:			
<input type="checkbox"/> <b>1. Unfunded Accrued Liabilities Exist</b> A local unit who has unfunded accrued liabilities pertaining to pensions or other post-employment benefits must attach a plan as required by 2014 Public Act 34.			
<input type="checkbox"/> <b>2. No Unfunded Accrued Liabilities Exist</b> A local unit who does not have any unfunded accrued liabilities pertaining to pensions or other post-employment benefits must provide, in the box below, an explanation of why the local unit does not have any unfunded accrued liabilities.			
PART 3: CERTIFICATION			
<i>In accordance with 2014 Public Act 34, the undersigned hereby certifies to Treasury that the above mentioned local unit has produced an Unfunded Accrued Liability Plan and has made the plan available for public viewing in the city, village, township or county clerk's office, or has posted the plan on a publicly accessible Internet site. The Unfunded Accrued Liability Plan, if required, is attached to this signed certification.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b)		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b)	
Title		Date	

Completed and signed form (including required attachment, if selected option 1) should be e-mailed to: **TreasRevenueSharing@michigan.gov**

If you are unable to submit via e-mail, fax to (517) 335-3298, or mail the completed form and required attachment (if selected option 1) to:

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing MI 48909

TREASURY USE ONLY		
EVIP/CIP Eligible	Certification Received	EVIP/CIP Notes
Y      N	Plan Received	
Final Certification		