

City Council

Regular Meeting Agenda

Monday, June 16, 2014
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation

- Pastor Daryl Williams – Lily of the Valley

3. Roll Call

4. Approval of Agenda

5. Consent Agenda: Items A thru I (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 June 2, 2014.
- B. Bills totaling \$1,336,482.61 for the period ending June 17, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve contract modification #2 regarding the dredging project.
- D. Council will be asked to approve the dredging project's partial payment request #6.
- E. Council will be asked to approve a proposal for professional services from Abonmarche for summer paving projects, in the amount of \$50,200.
- F. Council will be asked to approve a proposal for professional services from Abonmarche for drainage improvements between Cherry Street and Bailey Avenue, in the amount of \$17,900.
- G. Council will be asked to approve a license agreement with Janny's Beach House for the placement of an awning at 517 Phoenix Street.
- H. Council will be asked to approve a budget adjustment for FY 2013-14.
- I. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 03-26-2014 Housing Commission Minutes
 - 2) 05-01-2014 Planning Commission Minutes

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

UNFINISHED BUSINESS

6. Council will be asked to approve an update to the utility rate ordinance.

NEW BUSINESS

7. **Council will be asked to consider the following Special Events:**
 - A. **Consider Special Event 2014-19, Festival of Trees to be held November 28, 2014 through December 8, 2014.**
 - B. **Consider Special Event 2014-33, 4th of July Parade on July 4th.**
8. **Council will be asked to approve a license agreement with SoHa Surf Shop, LLC.**
9. **Council will be asked to approve Resolution 2014-29, a resolution to amend the Personnel Policy.**
10. **Council will be asked to approve Resolution 2014-30, a resolution setting a public hearing for an industrial tax facilities exemption for Do-It Corporation.**
11. **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.)
12. **City Manager's Comments**
13. **Mayor and Councilperson's Comments**
14. **Adjourn**

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Regular Meeting Minutes

Monday, June 2, 2014
7:00 p.m., Council Chambers



1. **Call to Order by Mayor Burr at 7:00 p.m.**
2. **Invocation by Pastor Eric Jarvis – First Assembly of God**
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 Klavins.

Voted Yes: All. Motion carried.

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

Moved by Patterson seconded by Kozlik Wall to approve the Consent Agenda as follows:

- A. Council will be requested to approve the City Council Minutes of May 19, 2014.
- B. Bills totaling \$2,240,959.82 for the period ending June 3, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve the marina budget amendment.
- D. Council will be asked to award the video upgrade contract to TPC Technologies, Inc.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 03-26-2014 SHARA Minutes
 - 2) 04-08-2014 Library Minutes
 - 3) 04-28-2014 BPU Minutes

A Roll Call Vote was taken:

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

Motion carried.

UNFINISHED BUSINESS

6. Council will be asked to approve Resolution 2014-24, a resolution approving an Industrial Facilities Tax Exemption Certificate for System Components, Inc.

Background Information: The City Council will be asked to consider approval 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.

The applicant notes that the equipment described in the exemption request is a new Mazak Nexus machining center. The equipment is expected to increase the company's capacity and enhance their machining capabilities.

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.

Moved by Patterson to approve Resolution 2014-24, a resolution approving an Industrial Facilities Tax Exemption Certificate for System Components, Inc. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

7. Council will be asked to consider the following resolutions regarding the Fiscal Year 2014-15 Budget:

- A. Resolution 2014-25: A Resolution adopting the 2014-15 Fiscal Year Budget for Component Unit Funds of the City of South Haven, Michigan.**
- B. Resolution 2014-26: A Resolution adopting the 2014-15 Fiscal Year Budget for General, Special Revenue, Debt Service, Capital Projects and Fiduciary Funds of the City of South Haven, Michigan.**
- C. Resolution 2014-27: A Resolution adopting the 2014-15 Fiscal Year Budget for Enterprise and Internal Service Funds of the City of South Haven, Michigan.**
- D. Resolution 2014-28: A Resolution setting the 2014 Property Tax Millage.**

Background Information: The City Council will be asked to consider the adoption of the Fiscal Year 2014-15 Budget, as part of tonight's City Council meeting.

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 workshop sessions were held by the City Council to make sure the budget is reflecting 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 or can be obtained in print form at City Hall.

The City Charter requires a public hearing on the proposed budget, which was conducted at the May 19th regular meeting of the City Council. The City Charter requires adoption of a budget to occur at the first council meeting in June. For tonight's meeting, the City Council is requested to adopt the attached budget document for the Fiscal Year 2014-15.

Item A: Resolution 2014-25: A Resolution adopting the 2014-15 Fiscal Year Budget for Component Unit Funds of the City of South Haven, Michigan.

Moved by Fitzgibbon to approve Resolution 2014-25: A Resolution adopting the 2014-15 Fiscal Year Budget for Component Unit Funds of the City of South Haven, Michigan. Seconded by Patterson.

Voted Yes: All. Motion carried.

Item B: Resolution 2014-26: A Resolution adopting the 2014-15 Fiscal Year Budget for General, Special Revenue, Debt Service, Capital Projects and Fiduciary Funds of the City of South Haven, Michigan.

Moved by Patterson to approve Resolution 2014-26: A Resolution adopting the 2014-15 Fiscal Year Budget for General, Special Revenue, Debt Service, Capital Projects and Fiduciary Funds of the City of South Haven, Michigan. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

Item C: Resolution 2014-27: A Resolution adopting the 2014-15 Fiscal Year Budget for Enterprise and Internal Service Funds of the City of South Haven, Michigan.

Moved by Fitzgibbon to approve Resolution 2014-27: A Resolution adopting the 2014-15 Fiscal Year Budget for Enterprise and Internal Service Funds of the City of South Haven, Michigan. Seconded by Patterson.

Voted Yes: All. Motion carried.

Item D: Resolution 2014-28: A Resolution setting the 2014 Property Tax Millage.

Moved by Kozlik Wall to approve Resolution 2014-28: A Resolution setting the 2014 Property Tax Millage. Seconded by Patterson.

Voted Yes: All. Motion carried.

NEW BUSINESS

8. Council will be asked to consider Special Event 2014-28, Blueberry Festival to be held August 7-10, 2014.

Background Information: The special event application for the Blueberry Festival has been processed and is ready for City Council's approval. This years Blueberry Festival is scheduled for August 7 -10, 2014. The application appears to be in order and consistent with past applications, with an additional request to keep Water St. closed through Sunday evening for the tractor pull and a Sunday afternoon/evening concert. Streets to be closed are identified on the application. Blueberry Festivals insurance, naming the City of South Haven as "additionally insured" proof of insurance has been provided.

Brenda Daggett – Spoke about the Blueberry Festival activities.

Moved by Patterson to approve Special Event 2014-28, Blueberry Festival to be held August 7-10, 2014. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

9. Council will be asked to consider introduction of a utility rate ordinance.

Background Information: During this year's rate setting process, the Board of Public Utilities (BPU) approved an increase of 2% for the various components of the water utility rate and an increase of 4% for the various components of the sewer rate. There was a reduction in the commercial power electricity use rate from \$0.115/Kwh to \$0.11/Kwh. The average utility customer will see an increase in their monthly utility bill of approximately \$2.94.

Please review the attached Utility Bill Comparison report based on the average residential utility customer.

Regarding the Electric rates, as discussed in last year's rate setting meeting, our contract with American Electric Power (AEP) provides us with competitive pricing per kilowatt hour. However, the contract cannot prevent market forces from impacting the overall cost of power. Over the past several years the City has observed increases in the cost of purchased power from AEP. Staff is pleased to report that although the City was assessed \$121,947 during the annual rate adjustment for calendar year 2013, the charges will be offset by a portion of the credit balance on account with AEP from the previous year. Because of prior year rebate and a slight change in the cost of power, staff and the BPU have recommended no increase in electric rates for the upcoming fiscal year.

Moved by Fitzgibbon to approve the introduction of a utility rate ordinance. Seconded by Patterson.

Voted Yes: All. Motion carried.

10. Council will be asked to hold a public hearing regarding the Williams Street improvement project and the closing of the Downtown Infrastructure Area Benefit Grant.

Background Information: The City Council will be asked to hold a public hearing to consider citizen comments on the project closeout of the Downtown Infrastructure Area Benefit Grant, under the Michigan Community Development Block Grant Program, for the Williams Street improvement project.

In March 2011, the Michigan Community Development Block Grant Program awarded the City of South Haven a Downtown Infrastructure Grant in the amount of \$750,000. The grant provided funds to upgrade the infrastructure on Williams Street, located in downtown South Haven. Numerous areas of sidewalk along the street fell outside of ADA compliance standards making the area difficult to use for persons with disabilities. The project resulted in the reconfiguration of Williams Street, enabling multiple forms of traffic (car, bicycle, pedestrian) to efficiently and safely traverse throughout this portion of the downtown. Project work included widening sidewalks, restructuring curbs, burying utilities, reconfiguring parking, and establishing dedicated bicycle lanes.

The Williams Street Improvement project was completed in 2013 and shortly afterwards, the Michigan Economic Development Corporation (MEDC) conducted an onsite monitoring review of the city's records to determine compliance with applicable laws and regulations.

As one of the requirements of the grant closeout, the City Council must hold a public hearing to take citizen comments regarding the project.

Moved by Kozlik Wall to open the public hearing. Seconded by Patterson.

Voted Yes: All. Motion carried. Public hearing declared open.

No public comment.

Moved by Kozlik Wall to close the public hearing. Seconded by Patterson.

Voted Yes: All. Motion carried. Public Hearing Closed.

11. Council will be asked to hold a public hearing regarding the Phoenix Street Façade Improvement Project and the closing of the Michigan Community Development Block Grant.

Background Information: The City Council will be asked to hold a public hearing to consider citizen comments on the project closeout of the Michigan Community Development Block Grant (CDBG) Program for the Phoenix Street Façade Improvement Project.

In March 2011, the Michigan Community Development Block Grant Program awarded the City of South Haven a Downtown Façade Improvement grant. The grant provided \$148,455.69 in CDBG funds to two (2) property owners, to restore their building facades. The private match totaled \$49,485.23. The city acted as the governmental agency to accept

and dispend the funds. No city funds were used on the Phoenix Street Façade Improvement Project.

The Phoenix Street Façade Improvement Project was completed in July 2013 and shortly afterward, the Michigan Economic Development Corporation (MEDC) conducted an onsite monitoring review of the city's records to determine compliance with applicable laws and regulations. Based on the monitoring visit, there were no significant compliance issues.

The project resulted in improvements to two (2) buildings located at 509 and 517 Phoenix Street. Improvements include brick and mortar repairs, window and door replacements, painting, tile replacement, and awning replacement.

As one of the requirements of the grant closeout, the City Council must hold a public hearing to take citizen comments regarding the project.

Moved by Kozlik Wall to open the public hearing. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Public hearing declared open.

No public comment.

Moved by Kozlik Wall to close the public hearing. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Public Hearing Closed.

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

13. City Manager's Comments

14. Mayor and Councilperson's Comments

Klavins: Thanked Brian for being on top of issues that arise.

Arnold: Thanked chief for being proactive on noise ordinance. Reminder that the car show is this weekend.

Patterson: Thanked police department and city staff for working on the noise issues.

Fitzgibbon: Thanked chief for working on the noise ordinance.

Gruber: Citations were issued for noise this weekend. Congrats to the 2014 graduates. Happy Birthday Derrick.

Kozlik Wall: Spoke about seasonal bike cops. Kudos to chief for working on noise ordinance.

Burr: Reminder of the ribbon cutting on Friday. Reminder of the Waterfront Film Festival.

15. Adjourn

City of South Haven
Regular Meeting Council Minutes
City Hall, Council Chambers
7:00 p.m., Monday, June 2, 2014

Moved by Patterson to adjourn. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Meeting adjourned at 7:24 p.m.

RESPECTFULLY SUBMITTED,

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

Michelle Coffey
Deputy City Clerk

Approved by City Council: Draft

City Council

Special Meeting Agenda

Monday, June 02, 2014
6:00 p.m., Council Chambers



1. **Call to Order by Mayor Burr at 6:00 p.m.**
2. **Council will be asked to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; 15.268; Sec. 8(d) To discuss privileged attorney-client material exempt from disclosure under state or federal statute.**

Moved by Arnold to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; 15.268; Sec. 8(d) To discuss privileged attorney-client material exempt from disclosure under state or federal statute. Seconded by Klavins.

A Roll Call was taken:

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

Nays: None

Motion carried. Council adjourned into closed session at 6:02 p.m.

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

Voted Yes: All. Motion carried. Council returned to open session at 6:42 p.m.

3. **Adjourn**

Moved by Kozlik Wall to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 6:42 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey
Deputy City Clerk

CITY OF SOUTH HAVEN

JUNE 17, 2014

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 91,090.15	\$ 143,904.30	\$ 234,994.45
202-MAJOR STREET FUND	\$ 2,383.66	\$ 3,015.84	\$ 5,399.50
203-LOCAL STREET FUND	\$ 1,967.91	\$ -	\$ 1,967.91
204-STREET FUND	\$ 3,815.08	\$ 85.61	\$ 3,900.69
226-GARBAGE/REFUSE FUND	\$ 31,970.78	\$ -	\$ 31,970.78
250-DOWNTOWN DEVELOPMENT	\$ 13,896.92	\$ 403,882.84	\$ 417,779.76
251-LDFA #1	\$ 39.34	\$ -	\$ 39.34
252- LDFA #2	\$ 43.28		
253-LDFA #3	\$ 6,851.66	\$ -	\$ 6,851.66
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ 2,576.26	\$ 260.26	\$ 2,836.52
266-POLICE TRAINING	\$ -	\$ -	\$ -
296-RIVER MAINTENANCE	\$ -	\$ -	\$ -
363- CAPITAL BOND	\$ -	\$ -	\$ -
370- BUILDING AUTHORITY #2	\$ -	\$ -	\$ -
371-CAPITAL BOND DEBT SERV	\$ -	\$ -	\$ -
372-WATER PLANT FUND	\$ -	\$ -	\$ -
395-DDA DEBT SERVICE	\$ 175.00	\$ -	\$ 175.00
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ 236,977.64	\$ 236,977.64
402-CAPITAL PROJECTS #2	\$ -	\$ 5,180.89	\$ 5,180.89
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 1,743.77	\$ 132.00	\$ 1,875.77
577-BEACH FUND	\$ 2,469.81	\$ 10,743.99	\$ 13,213.80
582-ELECTRIC FUND	\$ 42,508.03	\$ 39,023.81	\$ 81,531.84
591-WATER FUND	\$ 66,090.06	\$ 13,443.37	\$ 79,533.43
592-SEWER FUND	\$ 143,253.73	\$ 15,747.70	\$ 159,001.43
594-MUNICIPAL MARINA	\$ 21,815.74	\$ 896.00	\$ 22,711.74
636-INFORMATION SERVICES	\$ 5,971.67	\$ 339.98	\$ 6,311.65
661-MOTOR POOL	\$ 10,089.10	\$ 4,278.40	\$ 14,367.50
677-SELF INSURANCE	\$ -	\$ -	\$ -
703-TAX FUND	\$ 9,561.31	\$ -	\$ 9,561.31
718-TRUST & AGENCY	\$ 300.00	\$ -	\$ 300.00
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 458,613.26	\$ 877,912.63	\$ 1,336,482.61

User: ksteinman
DB: South Haven

BANK CODE: 1 CHECK DATE: 06/17/2014 INVOICE PAY DATE FROM 06/17/2014 TO 06/17/2014

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
06/17/2014	1	47856	000010	AB SPRING SERVICE INC	398.36	0.00	398.36	1
06/17/2014	1	47857	000014	ABONMARCHE CONSULTANTS INC	35,976.56	0.00	35,976.56	9
06/17/2014	1	47858	000050	ALEXANDER CHEMICAL CORP	5,677.76	1,540.00	4,137.76	6##
06/17/2014	1	47859	000071	ALPHA-TRAN ENGINEERING CO	3,541.91	0.00	3,541.91	2
06/17/2014	1	47860	003184	ALTA EQUIPMENT COMPANY	126.54	0.00	126.54	1
06/17/2014	1	47861	000109	ANCHOR SIGNS	1,200.00	0.00	1,200.00	1
06/17/2014	1	47862	000337	BRONSINK & BOS EQUIPMENT	306.36	0.00	306.36	1
06/17/2014	1	47863	000346	BRUSH ENTERPRISES	1,083.65	0.00	1,083.65	2
06/17/2014	1	47864	000351	BS&A SOFTWARE INC	1,000.00	0.00	1,000.00	1
06/17/2014	1	47865	000372	C.C. JOHNSON & MALHOTRA PC	2,695.69	0.00	2,695.69	2
06/17/2014	1	47866	003145	CANNEY'S WATER TREATMENT	170.99	0.00	170.99	1
06/17/2014	1	47867	000418	CDW GOVERNMENT INC	250.41	0.00	250.41	1
06/17/2014	1	47868	000453	CHIEF SUPPLY CORP	382.56	151.57	230.99	3##
06/17/2014	1	47869	000475	CLARK HILL PLC	38.00	0.00	38.00	1
06/17/2014	1	47870	000505	COMPTON INC	19,400.50	0.00	19,400.50	3
06/17/2014	1	47871	000514	CONSTRUCTION ASSOCIATES INC	2,853.34	0.00	2,853.34	1
06/17/2014	1	47872	000533	CORNELISSE DESIGN ASSOC INC	2,776.19	0.00	2,776.19	2
06/17/2014	1	47873	000637	DICKINSON WRIGHT	21,052.00	0.00	21,052.00	1
06/17/2014	1	47874	000716	EJ USA INC	2,928.33	0.00	2,928.33	1
06/17/2014	1	47875	000719	ELECTION SOURCE	270.00	0.00	270.00	1
06/17/2014	1	47876	003168	ELWOOD STAFFING	1,065.60	0.00	1,065.60	2
06/17/2014	1	47877	003275	EMPCO, INC.	220.00	0.00	220.00	1
06/17/2014	1	47878	000738	ENVIRONMENTAL RESOURCE ASSOCIATES	118.00	0.00	118.00	1
06/17/2014	1	47879	000747	EVIDENT	639.00	0.00	639.00	1
06/17/2014	1	47880	003178	EXTERIOR SITE SERVICES/COTTAGE CARE	700.00	0.00	700.00	1
06/17/2014	1	47881	000847	FUEL MANAGEMENT SYSTEM	8,841.05	0.00	8,841.05	1
06/17/2014	1	47882	000872	GEMPLER'S	359.20	0.00	359.20	1
06/17/2014	1	47883	000974	HACH COMPANY	61.45	0.00	61.45	1
06/17/2014	1	47884	001007	HARDESTY & HANOVER, LLP	5,180.89	0.00	5,180.89	1
06/17/2014	1	47885	001107	HULL LIFT TRUCK INC	99.00	0.00	99.00	1
06/17/2014	1	47886	001134	IDEXX DISTRIBUTION INC	172.28	0.00	172.28	1
06/17/2014	1	47887	001171	J & L ORCHARD SUPPLY LLC	1,233.53	0.00	1,233.53	3
06/17/2014	1	47888	001186	JENSEN'S EXCAVATING INC	470.00	0.00	470.00	2
06/17/2014	1	47889	001189	JIM & TONI'S DRYCLEANERS	428.75	0.00	428.75	1
06/17/2014	1	47890	001196	JOHN'S STEREO INC	179.98	0.00	179.98	1
06/17/2014	1	47891	003248	KATERBERG VERHAGE, INC.	225,850.16	0.00	225,850.16	1
06/17/2014	1	47892	001246	KENDALL ELECTRIC INC	799.71	0.00	799.71	5
06/17/2014	1	47893	001311	KUSTOM SIGNALS, INC	340.89	0.00	340.89	1
06/17/2014	1	47894	001396	LEXIS NEXIS MATTHEW BENDER	40.44	0.00	40.44	1
06/17/2014	1	47895	001412	LITTLE OSCAR'S SCREEN PRINTS	150.00	0.00	150.00	1
06/17/2014	1	47896	001457	MAGLOCLEN	400.00	0.00	400.00	1
06/17/2014	1	47897	001467	MARK A MANNING	5,100.00	0.00	5,100.00	1
06/17/2014	1	47898	001575	MICHIANA SUPPLY INC	153.00	0.00	153.00	1

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
06/17/2014	1	47900	003033	MICHIGAN PAVEMENT MARKINGS LLC	3,325.15	0.00	3,325.15	3
06/17/2014	1	47901	001631	MICHIGAN POLICE EQUIPMENT CO	159.00	0.00	159.00	1
06/17/2014	1	47902	001691	MILBOCKER & SONS INC	349,444.18	0.00	349,444.18	1
06/17/2014	1	47903	003261	MIRACLE RECREATION EQUIPMENT	1,699.00	0.00	1,699.00	1
06/17/2014	1	47904	003276	MISSION COMMUNICATIONS, LLC	1,458.60	0.00	1,458.60	1
06/17/2014	1	47905	001863	NTH CONSULTANTS, LTD	1,823.48	0.00	1,823.48	1
06/17/2014	1	47906	001881	OFFICE MAX INC	86.97	0.00	86.97	1
06/17/2014	1	47907	001889	OLD DOMINION BRUSH	43.42	0.00	43.42	1
06/17/2014	1	47908	001907	OSMAN'S GREENHOUSE	1,014.00	0.00	1,014.00	2
06/17/2014	1	47909	001948	PAT'S PRONTO PRINT	514.28	0.00	514.28	1
06/17/2014	1	47910	003052	PERCEPTIVE CONTROLS INC	902.50	0.00	902.50	1
06/17/2014	1	47911	001988	PHOENIX ROAD ANIMAL HOSPITAL	260.26	0.00	260.26	1
06/17/2014	1	47912	003100	PLAYWORLD MIDSTATES	44,517.25	0.00	44,517.25	1
06/17/2014	1	47913	002002	PLUMBER'S PORTABLE TOILETS	132.00	0.00	132.00	1
06/17/2014	1	47914	002020	POWER LINE SUPPLY CO	25,068.43	0.00	25,068.43	17
06/17/2014	1	47915	003277	REMINGTON EXCAVATING	9,400.00	0.00	9,400.00	1
06/17/2014	1	47916	002158	RIETH-RILEY CONST CO, INC	1,351.25	0.00	1,351.25	1
06/17/2014	1	47917	002184	ROD'S PRINTS & PROMOTIONS	34.00	0.00	34.00	1
06/17/2014	1	47918	003143	ROLAND ELECTRIC LLC	196.00	0.00	196.00	1
06/17/2014	1	47919	003124	RPM MACHINERY	385.75	0.00	385.75	3
06/17/2014	1	47920	003237	SETON IDENTIFICATION PRODUCTS	338.20	0.00	338.20	1
06/17/2014	1	47921	002331	SINCLAIR RECREATION, LLC	52,000.00	0.00	52,000.00	1
06/17/2014	1	47922	002342	SKIDMORE'S	11,625.00	0.00	11,625.00	1
06/17/2014	1	47923	002361	SMITH'S CONCRETE CUTTING	416.88	0.00	416.88	1
06/17/2014	1	47924	003132	SOUTH HAVEN HEALTH SYSTEM	24.00	0.00	24.00	2
06/17/2014	1	47925	002431	SOUTHWEST MICH MGRS ASSOC	100.00	0.00	100.00	1
06/17/2014	1	47926	003278	SOUTHWESTERN MI EMERGENCY SERVICES	262.00	0.00	262.00	1
06/17/2014	1	47927	002446	SPAULDING MFG INC	575.62	0.00	575.62	1
06/17/2014	1	47928	003279	SPECTER INSTRUMENTS, INC.	395.00	0.00	395.00	1
06/17/2014	1	47929	002461	SPRING BROOK SUPPLY	18.59	0.00	18.59	1
06/17/2014	1	47930	002478	STAPLES ADVANTAGE	1,724.29	0.00	1,724.29	6
06/17/2014	1	47931	002513	STEEL CENTER SUPPLY CO	50.31	0.00	50.31	1
06/17/2014	1	47932	002529	STRAIN ELECTRIC COMPANY	640.00	0.00	640.00	1
06/17/2014	1	47933	002637	TOTAL PARKING SOLUTIONS INC	304.00	0.00	304.00	1
06/17/2014	1	47934	002644	TRACE ANALYTICAL LAB INC	105.00	0.00	105.00	1
06/17/2014	1	47935	002665	TREECORE	13,054.00	0.00	13,054.00	1
06/17/2014	1	47936	002800	VILLAGE MARKET #869	142.67	0.00	142.67	1
06/17/2014	1	47937	003254	WAUSAU TILE	744.74	0.00	744.74	1
06/17/2014	1	47938	002936	WINKEL'S COMMUNICATION INC	390.00	0.00	390.00	1
06/17/2014	1	47939	002977	ZEE MEDICAL, INC	111.30	0.00	111.30	1

Num Checks: 84 Num Stubs: 0 Num Invoices: 140 Total Amount: 877,912.63

Denotes that check has vendor credit applied.

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 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	Jrnlized Post Date
241480002 38904	AB SPRING SERVICE INC PARTS 661-450-935-000	05/28/2014 ksteinman	06/17/2014	398.36 398.36	0.00	P	Y 06/10/2014
108882 38905	ABONMARCHE CONSULTANTS INC CITY HALL REMODELING 101-265-975-000-0147	05/27/2014 ksteinman	06/17/2014	4,500.50 4,500.50	0.00	P	Y 06/10/2014
108853 38906	ABONMARCHE CONSULTANTS INC VAN BUREN TRAIL CONSTRUCTION ADMIN 401-751-972-000-0155	05/21/2014 ksteinman	06/17/2014	9,125.48 9,125.48	0.00	P	Y 06/10/2014
108888 38907	ABONMARCHE CONSULTANTS INC MONROE BOULEVARD SANITARY SEWER EX 592-558-801-000	05/28/2014 ksteinman	06/17/2014	6,635.00 6,635.00	0.00	P	Y 06/10/2014
108890 38908	ABONMARCHE CONSULTANTS INC PEDESTRIAN BRIDGE DESIGN- PER PROP 101-751-801-000	05/28/2014 ksteinman	06/17/2014	2,997.50 2,997.50	0.00	P	Y 06/10/2014
108887 38909	ABONMARCHE CONSULTANTS INC MONROE BLUFF RESTORATION DESIGN PE 101-751-801-000	05/28/2014 ksteinman	06/17/2014	2,003.58 2,003.58	0.00	P	Y 06/10/2014
108891 38910	ABONMARCHE CONSULTANTS INC INDIANA/EAGLE DRAINAGE IMPROVEMENT 101-445-801-010	05/28/2014 ksteinman	06/17/2014	1,500.00 1,500.00	0.00	P	Y 06/10/2014
108855 38911	ABONMARCHE CONSULTANTS INC VAN BUREN TRAIL SIGNAGE 401-751-972-000-0155	05/21/2014 ksteinman	06/17/2014	2,002.00 2,002.00	0.00	P	Y 06/10/2014
108818 38912	ABONMARCHE CONSULTANTS INC CITY HALL REMODELING 101-265-802-000	05/14/2014 ksteinman	06/17/2014	2,635.50 2,635.50	0.00	P	Y 06/10/2014

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
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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
108889 39038	ABONMARCHE CONSULTANTS INC PAYROLL REVIEW SERVICES 250-729-974-018-0150 CAPITAL PROJECTS	05/28/2014 ksteinman	06/17/2014	4,577.00 4,577.00	0.00	P	Y 06/11/2014
SLS 1001 38913	8774 ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000 OPERATING SUPPLIES	05/28/2014 ksteinman	06/17/2014	1,382.50 1,382.50	0.00	P	Y 06/10/2014
SLS 1001 38914	8502 ALEXANDER CHEMICAL CORP CHEMICALS 591-559-741-000 OPERATING SUPPLIES	05/19/2014 ksteinman	06/17/2014	2,912.76 2,912.76	0.00	P	Y 06/10/2014
SLS 1001 39041	9130 ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000 OPERATING SUPPLIES	06/05/2014 ksteinman	06/17/2014	1,382.50 1,382.50	0.00	P	Y 06/11/2014
SCL 1000 39042	5001 ALEXANDER CHEMICAL CORP DEPOSIT REFUND 592-559-741-000 OPERATING SUPPLIES	06/03/2014 ksteinman	06/17/2014	(300.00) (300.00)	0.00	P	Y 06/11/2014
5256 38915	ALPHA-TRAN ENGINEERING CO SERVICES ON 5/14/14 & 5/28/14 591-559-933-000 REPAIRS/MAINTENANCE - EQUIPM	06/03/2014 ksteinman	06/17/2014	1,922.84 1,922.84	0.00	P	Y 06/10/2014
5257 38916	ALPHA-TRAN ENGINEERING CO MATERIALS FOR FIBER ETHERNET SWITC 591-559-741-000 OPERATING SUPPLIES	06/03/2014 ksteinman	06/17/2014	1,619.07 1,619.07	0.00	P	Y 06/10/2014
I67689 38917	ALTA EQUIPMENT COMPANY TRANSMISSION FILTER 661-450-741-000 OPERATING SUPPLIES	05/16/2014 ksteinman	06/17/2014	126.54 126.54	0.00	P	Y 06/10/2014
514 38918	ANCHOR SIGNS PARK SIGN 101-751-975-000-0146 BUILDINGS/ADDITIONS IMPROVE	05/15/2014 ksteinman	06/17/2014	1,200.00 1,200.00	0.00	P	Y 06/10/2014

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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
49891 38919	BRONSINK & BOS EQUIPMENT REPAIRS/MAINTENANCE - EQUIP 661-450-933-000	05/30/2014 ksteinman	06/17/2014	306.36 306.36	0.00	P	Y 06/10/2014
6378 39024	BRUSH ENTERPRISES REPAIRS 661-450-741-003	06/04/2014 ksteinman	06/17/2014	801.42 801.42	0.00	P	Y 06/11/2014
6388 39030	BRUSH ENTERPRISES REPAIRS 661-450-935-000	06/05/2014 ksteinman	06/17/2014	282.23 282.23	0.00	P	Y 06/11/2014
096480 38920	BS&A SOFTWARE INC CASH RECEIPTING CUSTOMIZATION 101-253-802-000	06/01/2014 ksteinman	06/17/2014	1,000.00 1,000.00	0.00	P	Y 06/10/2014
05/27/14 38922	C.C. JOHNSON & MALHOTRA PC ENGINEERING SERVICES 592-560-801-000	05/27/2014 ksteinman	06/17/2014	792.85 792.85	0.00	P	Y 06/10/2014
5/27/14 38923	C.C. JOHNSON & MALHOTRA PC ENGINEERING SERVICES 592-559-801-000	05/27/2014 ksteinman	06/17/2014	1,902.84 1,902.84	0.00	P	Y 06/10/2014
90761TD 38921	CANNEY'S WATER TREATMENT BOTTLE WATER 101-301-802-000	05/16/2014 ksteinman	06/17/2014	170.99 170.99	0.00	P	Y 06/10/2014
LS27589 38924	CDW GOVERNMENT INC LEXMARK TONER 101-301-727-000	05/09/2014 ksteinman	06/17/2014	250.41 250.41	0.00	P	Y 06/10/2014
457946 38925	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	05/22/2014 ksteinman	06/17/2014	382.56 382.56	0.00	P	Y 06/10/2014

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
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029927 38927	CHIEF SUPPLY CORP UNIFORMS 101-301-729-000	05/16/2014 ksteinman	06/17/2014	(125.89) (125.89)	0.00	P	Y 06/10/2014
544486 38928	CLARK HILL PLC ATTORNEY SERVICES 101-210-801-000	06/05/2014 ksteinman	06/17/2014	38.00 38.00	0.00	P	Y 06/10/2014
051415 38929	COMPTON INC MISCELLANEOUS CONCRETE REMOVALS 101-446-802-000	05/16/2014 ksteinman	06/17/2014	16,769.50 16,769.50	0.00	P	Y 06/10/2014
051414 38930	COMPTON INC RETAINING WALL ON COURT ST 101-446-802-000	05/16/2014 ksteinman	06/17/2014	1,679.00 1,679.00	0.00	P	Y 06/10/2014
061413 39026	COMPTON INC WATER TAP COVERT TWP 44879 BLUE ST 591-565-802-000	06/05/2014 ksteinman	06/17/2014	952.00 952.00	0.00	P	Y 06/11/2014
022832 38931	CONSTRUCTION ASSOCIATES INC BUILDING INSPECTIONS 101-371-802-020	06/01/2014 ksteinman	06/17/2014	2,853.34 2,853.34	0.00	P	Y 06/10/2014
201220-EXTRAS #4 CD 39022	CORNELISSE DESIGN ASSOC INC LANDSCAPE ARCHITECTURE SERVICE- RE 250-729-974-018-0150	05/31/2014 ksteinman	06/17/2014	743.00 743.00	0.00	P	Y 06/11/2014
201220-09 CD 39023	CORNELISSE DESIGN ASSOC INC LANDSCAPE ARCHITECTURE SERVICE- RE 250-729-974-018-0150	05/31/2014 ksteinman	06/17/2014	2,033.19 2,033.19	0.00	P	Y 06/11/2014
927502 38932	DICKINSON WRIGHT ATTORNEY SERVICES 101-210-801-000	05/22/2014 ksteinman	06/17/2014	21,052.00 21,052.00	0.00	P	Y 06/10/2014

INVOICE DUE DATES 06/17/2014 - 06/17/2014

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3718428 38933	EJ USA INC SUPPLIES 591-558-741-000	06/04/2014 ksteinman OPERATING SUPPLIES	06/17/2014	2,928.33 2,928.33	0.00	P	Y 06/10/2014
23436 38934	ELECTION SOURCE 2015 SERVICE CONTRACT 101-191-802-000	05/27/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	270.00 270.00	0.00	P	Y 06/10/2014
659897 38935	ELWOOD STAFFING STAFFING SERVICES 101-751-802-000	05/29/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	592.00 592.00	0.00	P	Y 06/10/2014
664096 38936	ELWOOD STAFFING STAFFING SERVICES 101-751-802-000	06/03/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	473.60 473.60	0.00	P	Y 06/10/2014
3315 38937	EMPCO, INC. OFF THE SHELF EXAM 101-301-860-000	05/22/2014 ksteinman TRAVEL/CONFERENCES/TRAINING	06/17/2014	220.00 220.00	0.00	P	Y 06/10/2014
723505 38938	ENVIRONMENTAL RESOURCE ASSOCIATES LAB SUPPLIES 591-559-802-000	05/16/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	118.00 118.00	0.00	P	Y 06/10/2014
85954A 38939	EVIDENT SUPPLIES 101-301-741-000	05/22/2014 ksteinman OPERATING SUPPLIES	06/17/2014	639.00 639.00	0.00	P	Y 06/10/2014
12617 39043	EXTERIOR SITE SERVICES/COTTAGE CARE DUST CONTROL 594-776-802-000	06/09/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	700.00 700.00	0.00	P	Y 06/11/2014
1415101 38940	FUEL MANAGEMENT SYSTEM FUEL 101-301-748-000 101-728-748-000 101-371-748-000	05/31/2014 ksteinman MOTOR FUEL MOTOR FUEL MOTOR FUEL	06/17/2014	8,841.05 2,673.96 34.07 77.53	0.00	P	Y 06/10/2014

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 JOURNALIZED OPEN AND PAID
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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						
	582-558-748-000	MOTOR FUEL		910.87			
	101-751-748-000	MOTOR FUEL		1,096.60			
	101-446-748-000	MOTOR FUEL		1,078.37			
	101-276-748-000	MOTOR FUEL		66.67			
	591-558-748-000	MOTOR FUEL		582.14			
	592-558-748-000	MOTOR FUEL		582.13			
	577-751-748-000	MOTOR FUEL		50.24			
	591-559-748-000	MOTOR FUEL		91.67			
	582-558-748-000	MOTOR FUEL		158.45			
	591-558-748-000	MOTOR FUEL		44.57			
	592-558-748-000	MOTOR FUEL		44.57			
	592-559-748-000	MOTOR FUEL		329.39			
	661-450-748-000	MOTOR FUEL & LUBRICANTS		1,019.82			
1020159049 39033	GEMPLER'S CLOTHING 101-751-729-001	06/03/2014 ksteinman OTHER CLOTHING & SUPPLIES	06/17/2014	359.20 359.20	0.00	P	Y 06/11/2014
8847595 38941	HACH COMPANY LAB SUPPLIES 592-559-741-000	05/23/2014 ksteinman OPERATING SUPPLIES	06/17/2014	61.45 61.45	0.00	P	Y 06/10/2014
05/21/14 38942	HARDESTY & HANOVER, LLP ENGINEERING SERVICES 402-202-988-010	05/21/2014 ksteinman MAJOR STREET UPGRADES	06/17/2014	5,180.89 5,180.89	0.00	P	Y 06/10/2014
S-0102001 38943	HULL LIFT TRUCK INC PARTS 661-450-933-000	05/23/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	06/17/2014	99.00 99.00	0.00	P	Y 06/10/2014
277861922 38944	IDEXX DISTRIBUTION INC SUPPLIES 591-559-741-000	05/12/2014 ksteinman OPERATING SUPPLIES	06/17/2014	172.28 172.28	0.00	P	Y 06/10/2014
19857 38945	J & L ORCHARD SUPPLY LLC NOZZLE 661-450-741-003	05/05/2014 ksteinman REPAIR & MAINT SUPPLIES	06/17/2014	239.88 239.88	0.00	P	Y 06/10/2014

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20059 38946	J & L ORCHARD SUPPLY LLC CEMENT & PRIMER 582-558-741-000 OPERATING SUPPLIES	05/14/2014 ksteinman	06/17/2014	586.56 586.56	0.00	P	Y 06/10/2014
20041 38947	J & L ORCHARD SUPPLY LLC SUPPLIES 592-558-741-000 OPERATING SUPPLIES	05/13/2014 ksteinman	06/17/2014	407.09 407.09	0.00	P	Y 06/10/2014
29774 38948	JENSEN'S EXCAVATING INC PICKED UP CRUSHED CONCRETE 591-558-741-000 592-558-741-000 582-558-741-000 OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES	05/06/2014 ksteinman	06/17/2014	65.00 21.67 21.67 21.66	0.00	P	Y 06/10/2014
29905 38949	JENSEN'S EXCAVATING INC RELOCATED NEW METER PIT 101-446-802-000 OTHER CONTRACTUAL SERVICES	05/28/2014 ksteinman	06/17/2014	405.00 405.00	0.00	P	Y 06/10/2014
MAY 38950	JIM & TONI'S DRYCLEANERS LAUNDRY SERVICE 101-301-801-021 LAUNDRY & DRYCLEANING	06/01/2014 ksteinman	06/17/2014	428.75 428.75	0.00	P	Y 06/10/2014
10040911 38951	JOHN'S STEREO INC TONER 592-559-727-000 OFFICE SUPPLIES	06/03/2014 ksteinman	06/17/2014	179.98 179.98	0.00	P	Y 06/10/2014
PAY APP #3 38952*	KATERBERG VERHAGE, INC. VAN BUREN TRAIL 401-751-972-000-0155 401-002-211-155 WATER SYSTEM CONSTRUCTION RETAINAGE- KATERBERG VERHAGE	06/05/2014 ksteinman	06/17/2014	225,850.16 243,054.61 (17,204.45)	0.00	P	Y 06/10/2014
S1026696 38953	74.001 KENDALL ELECTRIC INC REPAIRS/MAINTENANCE - EQUIPM 582-558-933-000 REPAIRS/MAINTENANCE - EQUIPM	05/23/2014 ksteinman	06/17/2014	83.03 83.03	0.00	P	Y 06/10/2014
S1026366 38954	49.002 KENDALL ELECTRIC INC BATTERY	05/22/2014 ksteinman	06/17/2014	169.74	0.00	P	Y 06/10/2014

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 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
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	GL Distribution 591-559-741-000	OPERATING SUPPLIES		169.74			
S102683533.001 38955	KENDALL ELECTRIC INC ELECTRIC HEATER 592-559-933-000	05/30/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	06/17/2014	265.48 265.48	0.00	P	Y 06/10/2014
S102636649.001 38956	KENDALL ELECTRIC INC BATTERY 591-559-741-000	05/14/2014 ksteinman OPERATING SUPPLIES	06/17/2014	169.74 169.74	0.00	P	Y 06/10/2014
S102683533.002 39040	KENDALL ELECTRIC INC EQUIPMENT 592-559-933-000	06/06/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	06/17/2014	111.72 111.72	0.00	P	Y 06/11/2014
498673 38957	KUSTOM SIGNALS, INC SUPPLIES 101-301-741-000	05/21/2014 ksteinman OPERATING SUPPLIES	06/17/2014	340.89 340.89	0.00	P	Y 06/10/2014
59382244 38958	LEXIS NEXIS MATTHEW BENDER MOTOR VEHICLE LAWS 202-474-741-000	05/21/2014 ksteinman OPERATING SUPPLIES	06/17/2014	40.44 40.44	0.00	P	Y 06/10/2014
5/29/14 39039	LITTLE OSCAR'S SCREEN PRINTS POLO'S 591-559-729-001	05/29/2014 ksteinman OTHER CLOTHING & SUPPLIES	06/17/2014	150.00 150.00	0.00	P	Y 06/11/2014
34-2M112 38959	MAGLOCLLEN SUBSCRIPTIONS/MEMBERSHIPS 101-301-958-000	05/16/2014 ksteinman SUBSCRIPTIONS/MEMBERSHIPS	06/17/2014	400.00 400.00	0.00	P	Y 06/10/2014
382 38960	MARK A MANNING ATTORNEY SERVICES 101-210-801-000	06/03/2014 ksteinman PROFESSIONAL/CONSULTING FEES	06/17/2014	5,100.00 5,100.00	0.00	P	Y 06/11/2014
268413 39029	MICHIANA SUPPLY INC SUPPLIES 591-558-741-000	06/04/2014 ksteinman OPERATING SUPPLIES	06/17/2014	153.00 153.00	0.00	P	Y 06/11/2014

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
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866573 39013	MICHIGAN DEPT OF ENVIRO QUALITY BOB MILLER, 60 WATER ST 591-559-802-000 OTHER CONTRACTUAL SERVICES	05/09/2014 ksteinman	06/17/2014	35.00 35.00	0.00	P	Y 06/11/2014
11 39034	MICHIGAN PAVEMENT MARKINGS LLC WATER STREET 202-463-802-000 OTHER CONTRACTUAL SERVICES	05/21/2014 ksteinman	06/17/2014	352.50 352.50	0.00	P	Y 06/11/2014
12 39035	MICHIGAN PAVEMENT MARKINGS LLC WILLIAMS STREET 202-463-802-000 OTHER CONTRACTUAL SERVICES	05/21/2014 ksteinman	06/17/2014	1,982.90 1,982.90	0.00	P	Y 06/11/2014
10 39036	MICHIGAN PAVEMENT MARKINGS LLC SOUTH BEACH 577-751-802-000 OTHER CONTRACTUAL SERVICES	05/21/2014 ksteinman	06/17/2014	989.75 989.75	0.00	P	Y 06/11/2014
159656 38961	MICHIGAN POLICE EQUIPMENT CO SUPPLIES 101-301-741-000 OPERATING SUPPLIES	05/20/2014 ksteinman	06/17/2014	159.00 159.00	0.00	P	Y 06/11/2014
PAY REQ #9 38962	MILBOCKER & SONS inc PHOENIX STREET IMPROVEMENTS 250-729-974-018-0150 250-002-211-121 CAPITAL PROJECTS CONTRACT RETAINAGE -MILBOCKER	05/31/2014 ksteinman	06/17/2014	349,444.18 292,094.11 57,350.07	0.00	P	Y 06/11/2014
748579 38963	MIRACLE RECREATION EQUIPMENT PLAYER BENCHES 101-751-975-000-0146 BUILDINGS/ADDITIONS IMPROVE	05/07/2014 ksteinman	06/17/2014	1,699.00 1,699.00	0.00	P	Y 06/11/2014
40025010 38964	MISSION COMMUNICATIONS, LLC REPAIRS/MAINTENANCE - EQUIP 592-569-933-000-0061 592-569-933-000-0067 592-569-933-000-0081 592-569-933-000-0062 592-570-933-000 592-570-933-000-0051 REPAIRS/MAINTENANCE - EQUIP REPAIRS/MAINTENANCE - EQUIP REPAIRS/MAINTENANCE - EQUIP REPAIRS/MAINTENANCE - EQUIP REPAIRS/MAINTENANCE - EQUIP REPAIRS/MAINTENANCE - EQUIP	05/21/2014 ksteinman	06/17/2014	1,458.60 347.40 347.40 260.55 260.55 86.85 155.85	0.00	P	Y 06/11/2014

INVOICE DUE DATES 06/17/2014 - 06/17/2014

JOURNALIZED OPEN AND PAID

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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
594478 39037	NTH CONSULTANTS, LTD MATERIALS TESTING FOR PHOENIX ST I 250-729-974-018-0150	05/23/2014 ksteinman CAPITAL PROJECTS	06/17/2014	1,823.48 1,823.48	0.00	P	Y 06/11/2014
085874 38967	OFFICE MAX INC SUPPLIES 101-001-070-000 101-301-727-000	06/02/2014 ksteinman DUE FROM SHAES OFFICE SUPPLIES	06/17/2014	86.97 57.98 28.99	0.00	P	Y 06/11/2014
0058540-IN 38968	OLD DOMINION BRUSH EXTRACTION TOOL 661-450-935-000	05/12/2014 ksteinman REPAIRS/MAINTENANCE - VEHICLES	06/17/2014	43.42 43.42	0.00	P	Y 06/11/2014
000487 39027	OSMAN'S GREENHOUSE FLOWERS 101-751-741-000	05/27/2014 ksteinman OPERATING SUPPLIES	06/17/2014	706.70 706.70	0.00	P	Y 06/11/2014
000589 39028	OSMAN'S GREENHOUSE FLOWERS 101-751-741-000	06/04/2014 ksteinman OPERATING SUPPLIES	06/17/2014	307.30 307.30	0.00	P	Y 06/11/2014
6/6/14 38969	PAT'S PRONTO PRINT 2013 WATER QUALITY REPORT 591-559-900-000	06/06/2014 ksteinman PRINTING/PUBLISHING	06/17/2014	514.28 514.28	0.00	P	Y 06/11/2014
10885 38970	PERCEPTIVE CONTROLS INC RADIO CONFIGURATION AT 11TH AVE LI 592-569-933-000-0073 592-569-933-000-0061 592-569-933-000-0067	05/21/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP REPAIRS/MAINTENANCE - EQUIP REPAIRS/MAINTENANCE - EQUIP	06/17/2014	902.50 300.83 300.83 300.84	0.00	P	Y 06/11/2014
12930 38971	PHOENIX ROAD ANIMAL HOSPITAL TREATMENT FOR GASK 265-301-805-000	05/14/2014 ksteinman K-9 SERVICES & SUPPLIES	06/17/2014	260.26 260.26	0.00	P	Y 06/11/2014
14029 38972*	PLAYWORLD MIDSTATES BENCHES & TRASH CANS PER QUOTE 804	04/25/2014 ksteinman	06/17/2014	44,517.25	0.00	P	Y 06/11/2014

06/11/2014 01:10 PM
 User: ksteinman
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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 JOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	250-729-974-018-0150	CARNIVAL 6' BENCH		23,475.00			
	250-729-974-018-0150	CARNIVAL RECEPTACLE		23,733.00			
	250-729-974-018-0150	42 DOOR P CARNIVAL		3,240.00			
	250-729-974-018-0150	MUNICIPAL DISCOUNT		(7,628.00)			
	250-729-974-018-0150	FREIGHT		1,150.00			
	250-729-974-018-0150	DROP IN ANCHOR REMOVABLE BOLT		547.25			
248930 38973	PLUMBER'S PORTABLE TOILETS RENTALS 545-776-802-000	05/27/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	132.00 132.00	0.00	P	Y 06/11/2014
5829185 38974	POWER LINE SUPPLY CO EQUIPMENT 582-558-933-000	05/27/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	142.85 142.85	0.00	P	Y 06/11/2014
5829785 38975	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/28/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	132.90 132.90	0.00	P	Y 06/11/2014
5829174 38976	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/27/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	104.92 104.92	0.00	P	Y 06/11/2014
5829173 38977	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/27/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	57.98 57.98	0.00	P	Y 06/11/2014
5831454 38978	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	06/03/2014 ksteinman ELECTRICAL SYSTEM CONSTR	06/17/2014	1,066.56 1,066.56	0.00	P	Y 06/11/2014
5831588 38979	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/03/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	2,116.52 2,116.52	0.00	P	Y 06/11/2014
5831659 38980	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/03/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	960.86 960.86	0.00	P	Y 06/11/2014

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 06/17/2014 - 06/17/2014

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
5831455 38981	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/03/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	741.50 741.50	0.00	P	Y 06/11/2014
5830459 38982	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/30/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	288.98 288.98	0.00	P	Y 06/11/2014
5829172 38983	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	05/27/2014 ksteinman ELECTRICAL SYSTEM CONSTR	06/17/2014	6,368.02 6,368.02	0.00	P	Y 06/11/2014
5829448 38984	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	05/28/2014 ksteinman ELECTRICAL SYSTEM CONSTR	06/17/2014	2,114.96 2,114.96	0.00	P	Y 06/11/2014
5829467 38985	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/28/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	634.20 634.20	0.00	P	Y 06/11/2014
5829466 38986	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/28/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	2,303.84 2,303.84	0.00	P	Y 06/11/2014
5829817 38987	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	05/28/2014 ksteinman ELECTRICAL SYSTEM CONSTR	06/17/2014	5,762.14 5,762.14	0.00	P	Y 06/11/2014
5831854 38988	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	06/04/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	124.20 124.20	0.00	P	Y 06/11/2014
5831452 38989	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-741-000	06/03/2014 ksteinman OPERATING SUPPLIES	06/17/2014	482.04 482.04	0.00	P	Y 06/11/2014

06/11/2014 01:10 PM
 User: ksteinman
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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 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	Jrnlized Post Date
5829171 38990	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	05/27/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	06/17/2014	1,665.96 1,665.96	0.00	P	Y 06/11/2014
2290 38993	REMINGTON EXCAVATING RESTORATION OF NORTH BEACH/WOODMAN 577-751-802-000	05/16/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	9,400.00 9,400.00	0.00	P	Y 06/11/2014
7169671 39025	RIETH-RILEY CONST CO, INC COLD PATCH 101-446-741-000	06/02/2014 ksteinman OPERATING SUPPLIES	06/17/2014	1,351.25 1,351.25	0.00	P	Y 06/11/2014
5688 38994	ROD'S PRINTS & PROMOTIONS WOMENS EMB SPORT SHIRT 101-350-729-000	05/22/2014 ksteinman UNIFORMS	06/17/2014	34.00 34.00	0.00	P	Y 06/11/2014
170 38991	ROLAND ELECTRIC LLC REPLACE QUARTZ FIXTURES- SOUTH SID 594-776-931-000	05/22/2014 ksteinman REPAIRS/MAINT-BLDS & STRCTRES	06/17/2014	196.00 196.00	0.00	P	Y 06/11/2014
P04869 38995	RPM MACHINERY GASKET 661-450-933-000	06/04/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	06/17/2014	62.12 62.12	0.00	P	Y 06/11/2014
P04944 39031	RPM MACHINERY GASKET 661-450-933-000	06/06/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	06/17/2014	62.12 62.12	0.00	P	Y 06/11/2014
P04975 39032	RPM MACHINERY SUPPLIES 661-450-741-000	06/07/2014 ksteinman OPERATING SUPPLIES	06/17/2014	261.51 261.51	0.00	P	Y 06/11/2014
9324498214 38996	SETON IDENTIFICATION PRODUCTS SUPPLIES 582-558-741-000	05/14/2014 ksteinman OPERATING SUPPLIES	06/17/2014	338.20 338.20	0.00	P	Y 06/11/2014

06/11/2014 01:10 PM
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 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 JOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

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05/30/14 38998	SINCLAIR RECREATION, LLC PLAYGROUND EQUIPMENT OPTION ONE 101-751-975-000-0146	05/30/2014 ksteinman	06/17/2014	52,000.00	0.00	P	Y 06/11/2014
		PLAYGROUND EQUIPMENT- OPTION ONE		52,000.00			
5/22/14 38997	SKIDMORE'S ASPHALT PATCHING 101-446-802-000	05/22/2014 ksteinman	06/17/2014	11,625.00	0.00	P	Y 06/11/2014
		OTHER CONTRACTUAL SERVICES		11,625.00			
8179 38999	SMITH'S CONCRETE CUTTING SAW CUTS 591-558-802-000	05/24/2014 ksteinman	06/17/2014	416.88	0.00	P	Y 06/11/2014
		OTHER CONTRACTUAL SERVICES		416.88			
05/28/14 39001	SOUTH HAVEN HEALTH SYSTEM ACCOUNT # 1092817 101-301-802-000	05/28/2014 ksteinman	06/17/2014	12.00	0.00	P	Y 06/11/2014
		OTHER CONTRACTUAL SERVICES		12.00			
5/28/14 39002	SOUTH HAVEN HEALTH SYSTEM ACCOUNT # 1060589 101-301-802-000	05/28/2014 ksteinman	06/17/2014	12.00	0.00	P	Y 06/11/2014
		OTHER CONTRACTUAL SERVICES		12.00			
ANNUAL 39000	SOUTHWEST MICH MGRS ASSOC MEMBERSHIP PAUL VANDENBOSCH 101-172-958-000	05/30/2014 ksteinman	06/17/2014	100.00	0.00	P	Y 06/11/2014
		SUBSCRIPTIONS/MEMBERSHIPS		100.00			
5/5/14 39003	SOUTHWESTERN MI EMERGENCY SERVICES ACCOUNT # 659*0038296465 101-301-802-000	05/05/2014 ksteinman	06/17/2014	262.00	0.00	P	Y 06/11/2014
		OTHER CONTRACTUAL SERVICES		262.00			
11316DI 39004	SPAULDING MFG INC SUPPLIES 661-450-741-000	05/30/2014 ksteinman	06/17/2014	575.62	0.00	P	Y 06/11/2014
		OPERATING SUPPLIES		575.62			
1842106 39020	SPECTER INSTRUMENTS, INC. SOFTWARE MAINTENANCE 592-569-933-000	06/11/2014 ksteinman	06/17/2014	395.00	0.00	P	Y 06/11/2014
		REPAIRS/MAINTENANCE - EQUIP		395.00			

06/11/2014 01:10 PM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 JOURNALIZED OPEN AND PAID
 BANK CODE: 1 - CHECK TYPE: PAPER CHECK

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183237 39005	SPRING BROOK SUPPLY SUPPLIES 591-558-741-000	05/19/2014 ksteinman OPERATING SUPPLIES	06/17/2014	18.59 18.59	0.00	P	Y 06/11/2014
7118767132-000001 39006	STAPLES ADVANTAGE SUPPLIES 591-558-727-000 592-558-727-000 582-558-727-000 101-446-727-000 101-447-727-000 591-558-741-000 592-558-741-000 582-558-741-000 101-447-741-000 101-446-741-000	05/30/2014 ksteinman OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES	06/17/2014	285.55 39.20 39.20 39.21 39.21 39.21 17.90 17.90 17.90 17.91 17.91	0.00	P	Y 06/11/2014
7115438567-000001 39007	STAPLES ADVANTAGE SUPPLIES 101-301-741-000	05/24/2014 ksteinman OPERATING SUPPLIES	06/17/2014	146.89 146.89	0.00	P	Y 06/11/2014
7118422266-000001 39008	STAPLES ADVANTAGE SUPPLIES 101-301-741-000	05/24/2014 ksteinman OPERATING SUPPLIES	06/17/2014	62.75 62.75	0.00	P	Y 06/11/2014
7117962184-000001 39009	STAPLES ADVANTAGE SUPPLIES 101-301-727-000	05/13/2014 ksteinman OFFICE SUPPLIES	06/17/2014	75.04 75.04	0.00	P	Y 06/11/2014
7118803646-000001 39010	STAPLES ADVANTAGE SUPPLIES 101-202-727-000 101-265-727-000 101-371-727-000 592-559-727-000 636-258-727-000	05/30/2014 ksteinman OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	06/17/2014	997.68 124.86 408.87 29.98 93.99 339.98	0.00	P	Y 06/11/2014

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 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 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
71172205 39011	41-00001 STAPLES ADVANTAGE SUPPLIES 591-559-727-000	05/17/2014 ksteinman OFFICE SUPPLIES	06/17/2014	156.38 156.38	0.00	P	Y 06/11/2014
015408 39014	STEEL CENTER SUPPLY CO MAINTENANCE SUPPLIES 592-559-933-000	05/01/2014 ksteinman REPAIRS/MAINTENANCE - EQUIP	06/17/2014	50.31 50.31	0.00	P	Y 06/11/2014
116533 39012	STRAIN ELECTRIC COMPANY TROUBLESHOOT BREAKER PROBLEM 202-473-802-000	05/10/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	640.00 640.00	0.00	P	Y 06/11/2014
102586 39015	TOTAL PARKING SOLUTIONS INC CALE P & D PAPER 577-751-741-000	05/19/2014 ksteinman OPERATING SUPPLIES	06/17/2014	304.00 304.00	0.00	P	Y 06/11/2014
125947 39016	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 592-560-802-000	05/14/2014 ksteinman OTHER CONTRACTUAL SERVICES	06/17/2014	105.00 105.00	0.00	P	Y 06/11/2014
0443 39017	TREECORE TREE WORK 101-446-802-000 582-558-802-000	05/30/2014 ksteinman OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES	06/17/2014	13,054.00 1,352.00 11,702.00	0.00	P	Y 06/11/2014
05/26/14 39018	VILLAGE MARKET #869 FUEL 204-447-748-000 591-558-748-000 592-558-748-000	05/26/2014 ksteinman MOTOR FUEL MOTOR FUEL MOTOR FUEL	06/17/2014	142.67 85.61 28.53 28.53	0.00	P	Y 06/11/2014
462973 39044	WAUSAU TILE CUSTOM PRECAST CONCRETE BENCH CAPS 250-729-974-018-0150 250-729-974-018-0150	05/29/2014 ksteinman CUSTOM PRECAST CONCRETE BENCH CAPS SHIPPING	06/17/2014	744.74 646.82 97.92	0.00	P	Y 06/11/2014

06/11/2014 01:10 PM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 06/17/2014 - 06/17/2014
 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
3296 39019	WINKEL'S COMMUNICATION INC RADIO MAINTENANCE 582-558-802-000 591-558-802-000 592-558-802-000 101-446-802-000	05/01/2014 ksteinman	06/17/2014	390.00 97.50 97.50 97.50 97.50	0.00	P	Y 06/11/2014
0139383449 39021	ZEE MEDICAL, INC SUPPLIES 591-559-741-000	05/20/2014 ksteinman	06/17/2014	111.30 111.30	0.00	P	Y 06/11/2014
# of Invoices:	135	# Due:	0	Totals:	879,604.20	0.00	
# of Credit Memos:	2	# Due:	0	Totals:	(425.89)	0.00	
Net of Invoices and Credit Memos:				879,178.31	0.00		
* 2 Net Invoices have Credits Totalling:				(24,832.45)			

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 06/17/2014 - 06/17/2014

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						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			143,929.98	0.00		
	202 - MAJOR STREET FUND			3,015.84	0.00		
	204 - STREET FUND			85.61	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			403,882.84	0.00		
	265 - NARCOTICS FUND			260.26	0.00		
	401 - CAPITAL PROJECTS FUND 1			236,977.64	0.00		
	402 - CAPITAL PROJECTS FUND 2			5,180.89	0.00		
	545 - BLACK RIVER PARK FUND			132.00	0.00		
	577 - BEACH FUND			10,743.99	0.00		
	582 - ELECTRIC FUND			39,023.81	0.00		
	591 - WATER FUND			13,443.37	0.00		
	592 - SEWER FUND			16,987.70	0.00		
	594 - MARINA FUND			896.00	0.00		
	636 - INFORMATION SERVICES FUND			339.98	0.00		
	661 - MOTOR POOL FUND			4,278.40	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	001 - ASSETS			57.98	0.00		
	002 - LIABILITIES			40,145.62	0.00		
	172 - CITY MANAGER			100.00	0.00		
	191 - ELECTIONS			270.00	0.00		
	202 - CITY TREASURER			5,305.75	0.00		
	210 - LEGAL & PROFESSIONAL			26,190.00	0.00		
	253 - FINANCE			1,000.00	0.00		
	258 - DATA PROCESSING			339.98	0.00		
	265 - BUILDINGS & GROUNDS			7,544.87	0.00		
	276 - CEMETERY DEPARTMENT			66.67	0.00		
	301 - POLICE			6,399.60	0.00		
	350 - INFORMATION CENTER			34.00	0.00		
	371 - BUILDING INSPECTIONS			2,960.85	0.00		
	445 - DRAINS			1,500.00	0.00		
	446 - HIGHWAYS & STREETS			34,414.74	0.00		
	447 - ENGINEERING			142.73	0.00		
	450 - EQUIPMENT MAINTENANCE			4,278.40	0.00		
	463 - ROUTINE MAINTENANCE			2,335.40	0.00		
	473 - BRIDGES			640.00	0.00		
	474 - TRAFFIC SERVICES			40.44	0.00		
	558 - OPERATIONS			51,245.71	0.00		
	559 - TREATMENT			13,603.22	0.00		
	560 - IPP PROGRAM			897.85	0.00		
	565 - OPERATIONS - COVERT			952.00	0.00		
	569 - LIFSTATIONS - SOUTH HAVEN T			2,513.40	0.00		

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 06/17/2014 - 06/17/2014

JOURNALIZED OPEN AND PAID

BANK CODE: 1 - CHECK TYPE: PAPER CHECK

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	570 - LIFTSTATIONS - CITY			242.70	0.00		
	728 - ECONOMIC DEVELOPMENT			34.07	0.00		
	729 - DOWNTOWN DEVELOPMENT			346,532.77	0.00		
	751 - PARK DEPARTMENT			328,361.56	0.00		
	776 - OPERATIONS			1,028.00	0.00		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
05/29/2014	1	47795	UB REFUND	ALDRIDGE, SHANNON D	305.98
05/29/2014	1	47796	UB REFUND	CONSUMERS CREDIT UNION	48.01
05/29/2014	1	47797	UB REFUND	MAYS, ROBERT L	65.55
05/29/2014	1	47798	UB REFUND	REINHARDT, ALLEN R	26.92
05/29/2014	1	47799	UB REFUND	SHAH, RAVI C	95.85
05/29/2014	1	47800	UB REFUND	TOMSHACK, GERALDINE	70.26
05/30/2014	1	47801	000010	AB SPRING SERVICE INC	398.36
05/30/2014	1	47802	000177	AUTOWARES INC	399.69
05/30/2014	1	47803	003274	GUMINSKI, DUSTIN	156.80
05/30/2014	1	47804	000999	HARBOR TOWING, INC	75.00
05/30/2014	1	47805	001067	HI TEC BUILDING SERVICES	4,055.93
05/30/2014	1	47806	001544	MENARDS	2,096.97
05/30/2014	1	47807	001711	MML WORKERS' COMP FUND	80,877.00
05/30/2014	1	47808	003046	AMANDA MORGAN	32.48
05/30/2014	1	47809	001925	PACKARD, MICHAEL	290.92
05/30/2014	1	47810	002155	RIDGE AND KRAMER AUTO PARTS	219.09
05/30/2014	1	47811	002267	SECANT TECHNOLOGIES	380.25
05/30/2014	1	47812	002391	SOUTH HAVEN CHARTER TWSP	21,912.08
05/30/2014	1	47813	002507	STATE OF MICHIGAN-MDOT	95.00
05/30/2014	1	47814	003110	KELLI STEINMAN	16.24
05/30/2014	1	47815	002645	TRACTOR SUPPLY CREDIT PLAN	233.92
05/30/2014	1	47816	002724	UPS STORE #5080	12.36
05/30/2014	1	47817	002792	VERIZON WIRELESS	1,186.78
05/30/2014	1	47818	002949	WOLVERINE HARDWARE	185.47
06/02/2014	1	47819	000505	COMPTON INC	73,643.23
06/02/2014	1	47820	000519	CONSUMERS ENERGY	173.34
06/02/2014	1	47821	000843	FRONTIER	3,595.44
06/02/2014	1	47822	001893	OLSON BROTHERS CONTRACTORS	41.00
06/02/2014	1	47823	002344	ED SKJORDAL	300.00
06/02/2014	1	47824	002491	STATE OF MICHIGAN	6,802.09
06/02/2014	1	47825	002860	WEBB CHEMICAL SERVICE CORP	4,739.29
06/02/2014	1	47826	002757	VAN BUREN COUNTY TREASURER	9,561.31
06/04/2014	1	47827	000498	COMCAST	129.60
06/04/2014	1	47828	003213	DALE CLAYTON	76.73
06/04/2014	1	47829	001067	HI TEC BUILDING SERVICES	361.35
06/04/2014	1	47830	001286	KNOX, JARED	79.26
06/04/2014	1	47831	003047	ERIC SMITH	76.73
06/04/2014	1	47832	002424	SOUTH HAVEN/CASCO	85,756.14
06/06/2014	1	47833	000177	AUTOWARES INC	403.10
06/06/2014	1	47834	000290	BLUE STAR SUPPLY	16.04
06/06/2014	1	47835	000660	DOMESTIC LINEN-KALAMAZOO	2,323.67
06/06/2014	1	47836	000843	FRONTIER	58.00
06/06/2014	1	47837	001162	INTERSTATE BATTERY SYSTEMS	50.00
06/06/2014	1	47838	001544	MENARDS	426.25
06/06/2014	1	47839	002155	RIDGE AND KRAMER AUTO PARTS	68.03
06/06/2014	1	47840	002513	STEEL CENTER SUPPLY CO	262.09
06/06/2014	1	47841	002645	TRACTOR SUPPLY CREDIT PLAN	329.93
06/06/2014	1	47842	002843	RON WASHEGESIC	205.29 V
06/06/2014	1	47843	002949	WOLVERINE HARDWARE	449.97
06/06/2014	1	47844	UB REFUND	BARNAS, DANIEL F	69.69
06/06/2014	1	47845	UB REFUND	CONSUMERS CONCRETE C	392.82
06/06/2014	1	47846	UB REFUND	CONSUMERS CONCRETE C	115.69
06/06/2014	1	47847	UB REFUND	CORNER CHOCOLATE SHOP, THE	113.76
06/06/2014	1	47848	002843	RON WASHEGESIC	200.00
06/06/2014	1	47849	003226	WASHEGESIC, RONALD J. III	5.29
06/09/2014	1	47850	002386	SOUTH HAVEN AREA CHAMBER	60.00
06/09/2014	1	47851	002726	US BANK	175.00
06/09/2014	1	47852	000994	HAPA LLC	18,353.77
06/11/2014	1	47853	MISC	EXTREMEM WEATHER WALLS II	1,163.70 V
06/11/2014	1	47854	MISC	EXTREME WEATHER WALLS II	1,163.70
06/11/2014	1	47855	003070	WENDY HOCHSTEDLER	150.76

1 TOTALS:

Total of 61 Checks:	325,128.97
Less 2 Void Checks:	1,368.99
Total of 59 Disbursements:	323,759.98

06/11/2014 01:04 PM
User: ksteinman
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 06/02/2014 - 06/04/2014

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
06/02/2014	1	50(E)	003227	FIFTH THIRD BANK	111,826.86
06/04/2014	1	51(E)	003062	MCAAA	23,026.42
1 TOTALS:					
Total of 2 Checks:					134,853.28
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					134,853.28

May 28, 2014

TO: Brian Dissette

FR: Paul VandenBosch

RE: Dredging Contract Modification #2

When we initially set up the dredging project, the intent was to dredge Black River Park Marina as part of the project. When the dredge spoil volume calculations were done for Contract Modification #1, Black River Park Marina was inadvertently not included in the total volume.

During the dredging process, the City directed the contractor to include Black River Park Marina in the dredging. This led to an increase in dredge spoil volume over the contract amount, which was discovered after the work was completed.

Contract Modification #2 increases the contract amount by \$58,644.18. This reflects a measured 2,562 cubic yards of spoil removed at the contract price of \$22.89 per cubic yard.

The new contract amount including Contract Modification #2 is \$549,147.28.

Staff Recommendation:

Approve Contract Modification #2

APRIL 18, 2014

**CONTRACT MODIFICATION NO. 2
NORTH SIDE / SOUTH SIDE MARINAS – MAINTENANCE DREDGING PROJECT
CITY OF SOUTH HAVEN
ACI JOB#: 12-0712**

OWNER

CITY OF SOUTH HAVEN
539 PHOENIX STREET
SOUTH HAVEN, MI 49090

CONTRACTOR

GRO AMERICA
612 NORTH AVENUE NE
GRAND RAPIDS, MI 49503

**RE: Addition of Upper Black River Park Marina Slips
(2,562 CYD's x \$22.89/CYD)**

Original Contract Amount	\$	236,653.00
Net Change Previous	\$	253,850.10
Previous Contract Amount	\$	490,503.10
Net Change this Change Order	\$	58,644.18
New Contract Amount	\$	549,147.28

RECOMMENDED BY: GRO AMERICA



Jim Rosendall

4-18-2014
Date

RECOMMENDED BY: ABONMARCHE



Corey A. Kandow, P.E.

4-21-2014
Date

APPROVED BY: CITY OF SOUTH HAVEN

Brian Dissette

Date

P:_Projects\2012 PROJECTS\12-0712 South Haven Maintenance Dredging\Construction Admin\105 Contract Modifications\2014-04-18 Contract Mod #2.docx

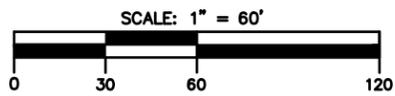
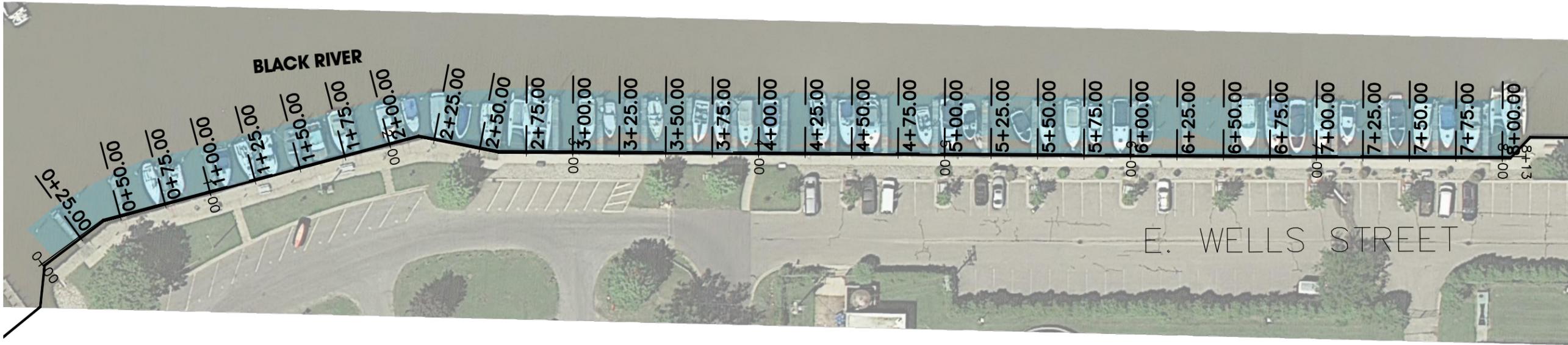
95 West Main Street
Benton Harbor, MI 49022
269.927.2295

361 First Street
Monroe, MI 49660
231.723.1198

503 Quaker Street
South Haven, MI 49090
269.637.1293

750 Lincoln Way East
South Bend, IN 46601
574.232.8799

341 Airport North Office Park
Fort Wayne, IN 46825
260.497.8823



NO.	REVISION DESCRIPTION:	BY:	DATE:

ABONMARCHÉ
Confidence By Design

95 West Main Street
Benton Harbor, MI 49022
T 269.927.2295
F 269.927.1017

Manistee, MI
South Haven, MI
South Bend, IN
Portage, IN

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PROJECT: **SOUTH HAVEN MAINTENANCE DREDGING**

SHEET TITLE: **BLACK RIVER PARK DREDGING**

DRAWN BY: **DJL**

DESIGNED BY:

PM REVIEW:

QA/QC REVIEW:

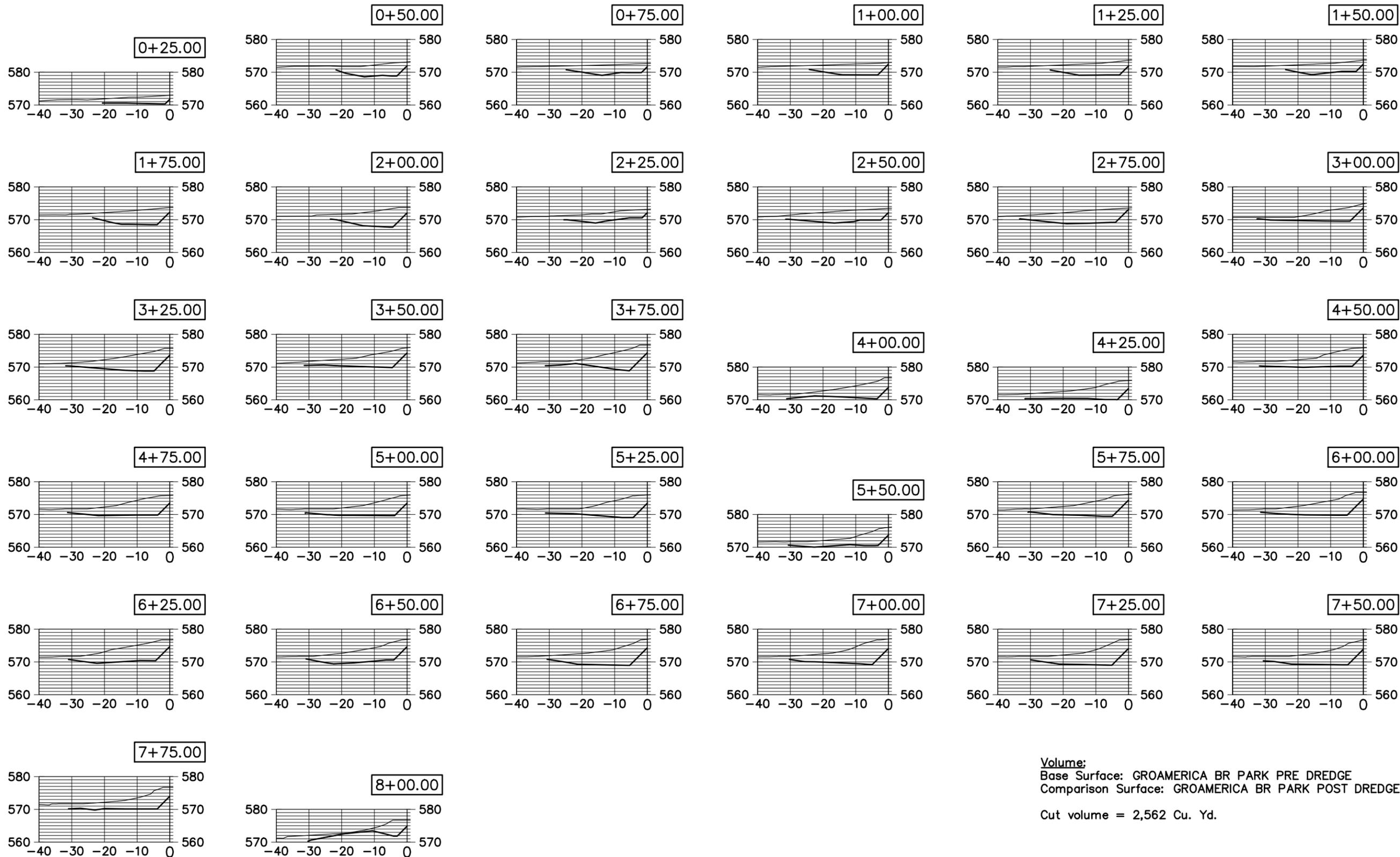
DATE: **4-07-14**

SCALE: **HORZ: 1"=60'**
VERT: N/A

ACI JOB # **12-0712**

SHEET NO.

E:\CIVIL_3D\ENG\12-0712 SOUTH HAVEN MAINT DREDGING.dwg, 11-17 (2), 4/9/2014 3:02:49 PM, dlarson, 1:1



Volume:

Base Surface: GROAMERICA BR PARK PRE DREDGE
 Comparison Surface: GROAMERICA BR PARK POST DREDGE

Cut volume = 2,562 Cu. Yd.

ABONMARCHÉ
 Confidence By Design

95 West Main Street
 Benton Harbor, MI 49022
 T 269.927.2295
 F 269.927.1017

Manistee, MI
 South Haven, MI
 South Bend, IN
 Portage, IN

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PROJECT:
**SOUTH HAVEN
 MAINTENANCE DREDGING**

SHEET TITLE:
**BLACK RIVER PARK
 DREDGING**

DRAWN BY:	DJL
DESIGNED BY:	
PM REVIEW:	
QA/QC REVIEW:	
DATE:	4-09-14
SCALE:	HORZ: 1"=30' VERT: N/A
ACI JOB #	12-0712
SHEET NO.	

NO.	REVISION DESCRIPTION:	BY:	DATE:

May 28, 2014

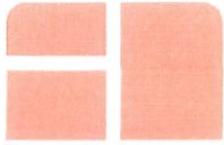
TO: Brian Disette

FR: Paul VandenBosch

RE: Dredging Partial Payment Request #6

The dredging contractor has completed removal of material in the river. The contractor is still working on grading and gravel at the Dunkley Street site.

The attached pay request includes all dredging work. It includes work outlined in Contract Modification #2. There remains about \$12,000 in work at the Dunkley site, and we are holding \$10,000 in retainage until completion of the Dunkley site.



ABONMARCHE

Confidence By Design

ENGINEERING
ARCHITECTURE
MARINA/WATERFRONT
SURVEYING
LANDSCAPE ARCHITECTURE
PLANNING

95 West Main Street
PO Box 1088
Benton Harbor, MI 49023
T 269.927.2295
F 269.927.1017

361 First Street
Manistee, MI 49660
T 231.723.1198
F 231.723.1194

503 Quaker St.
South Haven, MI 49090
T 269.637.1293
F 269.637.1390

www.abonmarche.com

SOUTH BEND, IN
FORT WAYNE, IN

MAY 15, 2014

**PARTIAL PAYMENT REQUEST NO. 6
NORTH SIDE / SOUTH SIDE MARINAS – MAINTENANCE DREDGING PROJECT**

FOR WORK COMPLETED THROUGH 05/15/14

CITY OF SOUTH HAVEN
539 PHOENIX STREET
SOUTH HAVEN, MI 49090

GRO AMERICA
612 NORTH AVENUE NE
GRAND RAPIDS, MI 49503

RE: 100% payment of NS, SS, TB, FGW, and Upper Black River. Also 75% payment of fabric and gravel work on Dunkley site.

Original Contract Amount	\$	236,653.00
Change Orders	\$	312,494.28
New Contract Amount	\$	549,147.28
Work Completed	\$	537,030.28
Less Retainage	\$	10,000.00
Amount Earned	\$	527,030.28
Less Previous Payments	\$	406,085.09

Amount Due Contractor This Payment: \$ 120,945.19

RECOMMENDED BY: GRO AMERICA



Jim Rosendall

5-13-2014
Date

RECOMMENDED BY: ABONMARCHE



Corey A. Kandow, P.E.

5-22-14
Date

APPROVED BY: CITY OF SOUTH HAVEN

Brian Dissette

Date

Owner: City of South Haven
 Project Name: North Side / South Side Marinas - Maintenance Dredging Project
 Project Number: 12-0712
 Date and Time: 2013-08-13

Contract Status

Item	Unit	Bid Quantity	Contractor's Unit Price	Awarded Contract	Change Order #1 Qty	Change Order #1 Total	Change Order #2 Qty	Change Order #2 Total	Current Total Project
1 Mobilization, Max. \$10,000	LS	1.00	\$ 10,000.00	\$ 10,000.00	0.00	\$ -	0.00	\$ -	\$ 10,000.00
2 Soil Erosion & Sedimentation Control Measures	LS	1.00	\$ 4,350.00	\$ 4,350.00	0.00	\$ -	0.00	\$ -	\$ 4,350.00
3 Excavation / Dredging and Disposal	CYD	9000.00	\$ 22.89	\$ 206,010.00	11090.00	\$ 253,850.10	2,562.00	\$ 58,644.18	\$ 518,504.28
4 Geotextile Separator	SYD	11600.00	\$ 0.05	\$ 580.00	0.00	\$ -	0.00	\$ -	\$ 580.00
5 Aggregate Surface Cse, 6 inch	SYD	11600.00	\$ 0.43	\$ 4,988.00	0.00	\$ -	0.00	\$ -	\$ 4,988.00
6 Slope Restoration	SYD	6500.00	\$ 1.65	\$ 10,725.00	0.00	\$ -	0.00	\$ -	\$ 10,725.00
TOTAL =			\$ 236,653.00	\$ 236,653.00		\$ 253,850.10		\$ 58,644.18	\$ 549,147.28

Pay Estimate #1	Placed Quantity	Contractor's Unit Price	Pay Estimate Qty	Pay Estimate Total
	0.75	\$ 10,000.00	0.75	\$ 7,500.00
	1.00	\$ 4,350.00	1.00	\$ 4,350.00
	5000.00	\$ 22.89	5000.00	\$ 114,450.00
	0.00	\$ 0.05	0.00	\$ -
	0.00	\$ 0.43	0.00	\$ -
	0.00	\$ 1.65	0.00	\$ -
Subtotal = \$ 126,300.00				
Less Retainage (10%) = \$ (12,630.00)				
Total = \$ 113,670.00				
Less Previous Payments = \$ -				
Amount Due to Contractor = \$ 113,670.00				

Pay Estimate #2	Placed Quantity	Contractor's Unit Price	Pay Estimate Qty	Pay Estimate Total
	1.00	\$ 10,000.00	1.00	\$ 10,000.00
	1.00	\$ 4,350.00	1.00	\$ 4,350.00
	8125.00	\$ 22.89	8125.00	\$ 185,981.25
	0.00	\$ 0.05	0.00	\$ -
	0.00	\$ 0.43	0.00	\$ -
	0.00	\$ 1.65	0.00	\$ -
Subtotal = \$ 200,331.25				
Less Retainage (10%) = \$ (20,033.13)				
Total = \$ 180,298.13				
Less Previous Payments = \$(113,670.00)				
Amount Due to Contractor = \$ 66,628.13				

Pay Estimate #3	Placed Quantity	Contractor's Unit Price	Pay Estimate Qty	Pay Estimate Total
	1.00	\$ 10,000.00	1.00	\$ 10,000.00
	1.00	\$ 4,350.00	1.00	\$ 4,350.00
	11175.00	\$ 22.89	11175.00	\$ 255,795.75
	0.00	\$ 0.05	0.00	\$ -
	0.00	\$ 0.43	0.00	\$ -
	0.00	\$ 1.65	0.00	\$ -
Subtotal = \$ 270,145.75				
Less Retainage (10%) = \$ (27,014.58)				
Total = \$ 243,131.18				
Less Previous Payments = \$(180,298.13)				
Amount Due to Contractor = \$ 62,833.05				

Pay Estimate #4	Placed Quantity	Contractor's Unit Price	Pay Estimate Qty	Pay Estimate Total
	1.00	\$ 10,000.00	1.00	\$ 10,000.00
	1.00	\$ 4,350.00	1.00	\$ 4,350.00
	16326.00	\$ 22.89	16326.00	\$ 373,702.14
	0.00	\$ 0.05	0.00	\$ -
	0.00	\$ 0.43	0.00	\$ -
	0.00	\$ 1.65	0.00	\$ -
Subtotal = \$ 388,052.14				
Less Retainage (10%) = \$ (38,805.21)				
Total = \$ 349,246.93				
Less Previous Payments = \$(243,131.18)				
Amount Due to Contractor = \$ 106,115.75				

Pay Estimate #5	Placed Quantity	Contractor's Unit Price	Pay Estimate Qty	Pay Estimate Total
	1.00	\$ 10,000.00	1.00	\$ 10,000.00
	1.00	\$ 4,350.00	1.00	\$ 4,350.00
	19085.00	\$ 22.89	19085.00	\$ 436,855.65
	0.00	\$ 0.05	0.00	\$ -
	0.00	\$ 0.43	0.00	\$ -
	0.00	\$ 1.65	0.00	\$ -
Subtotal = \$ 451,205.65				
Less Retainage (10%) = \$ (45,120.57)				
Total = \$ 406,085.09				
Less Previous Payments = \$(349,246.93)				
Amount Due to Contractor = \$ 56,838.16				

Pay Estimate #6	Placed Quantity	Contractor's Unit Price	Pay Estimate Qty	Pay Estimate Total
	1.00	\$ 10,000.00	1.00	\$ 10,000.00
	1.00	\$ 4,350.00	1.00	\$ 4,350.00
	22652.00	\$ 22.89	22652.00	\$ 518,504.28
	8700.00	\$ 0.05	8700.00	\$ 435.00
	8700.00	\$ 0.43	8700.00	\$ 3,741.00
	0.00	\$ 1.65	0.00	\$ -
Subtotal = \$ 537,030.28				
Less Retainage = \$ (10,000.00)				
Total = \$ 527,030.28				
Less Previous Payments = \$(406,085.09)				
Amount Due to Contractor = \$ 120,945.19				

Memorandum:

Date: June 11, 2014

To: Brian Dissette, City Manager

From: Steve Oosting, Senior Civil Engineer

Re: Professional Services for Summer Paving Project

With the new fiscal year soon approaching, the engineering department has been preparing for implementation of capital projects included in the budget. Some of the projects will have the engineering work performed by staff and others will require outside assistance to ensure timely completion. Engineering staff are currently working on the Dyckman Avenue project (which includes a full reconstruct of the road and city underground utilities), a fall paving project on Kentucky Avenue and Brockway Avenue, sidewalk projects shown on the capital improvements map, along with administrative closeout of the recently completed Phoenix Street and Kalamazoo Street projects.

With the projects noted above being completed by staff, the following streets have been grouped as one project to be completed with outside engineering assistance:

Wells	from North Shore to Park
Park	from Dyckman to Wells
Ravina	from Lyon to Elkenburg
Lyon	from Center to Ravina
Francis	from Phillips to Green
Delaware	from Monroe to West
Chippewa	from Monroe to West
West	from Delaware to Chippewa

These streets can all be grouped as one project because they are resurfacing projects which include primarily asphalt work, along with some minor concrete work. In an effort to expedite the implementation of these streets as a summer paving project, a proposal for engineering services has been obtained from Abonmarche. The attached proposal provides for the necessary engineering and administrative services to prepare the project plans, conduct a public bid process, and administer the construction contract. The project schedule would target a construction start near the end of August with construction completion in mid to late September. The total cost of professional services as outlined in this proposal is \$50,200.

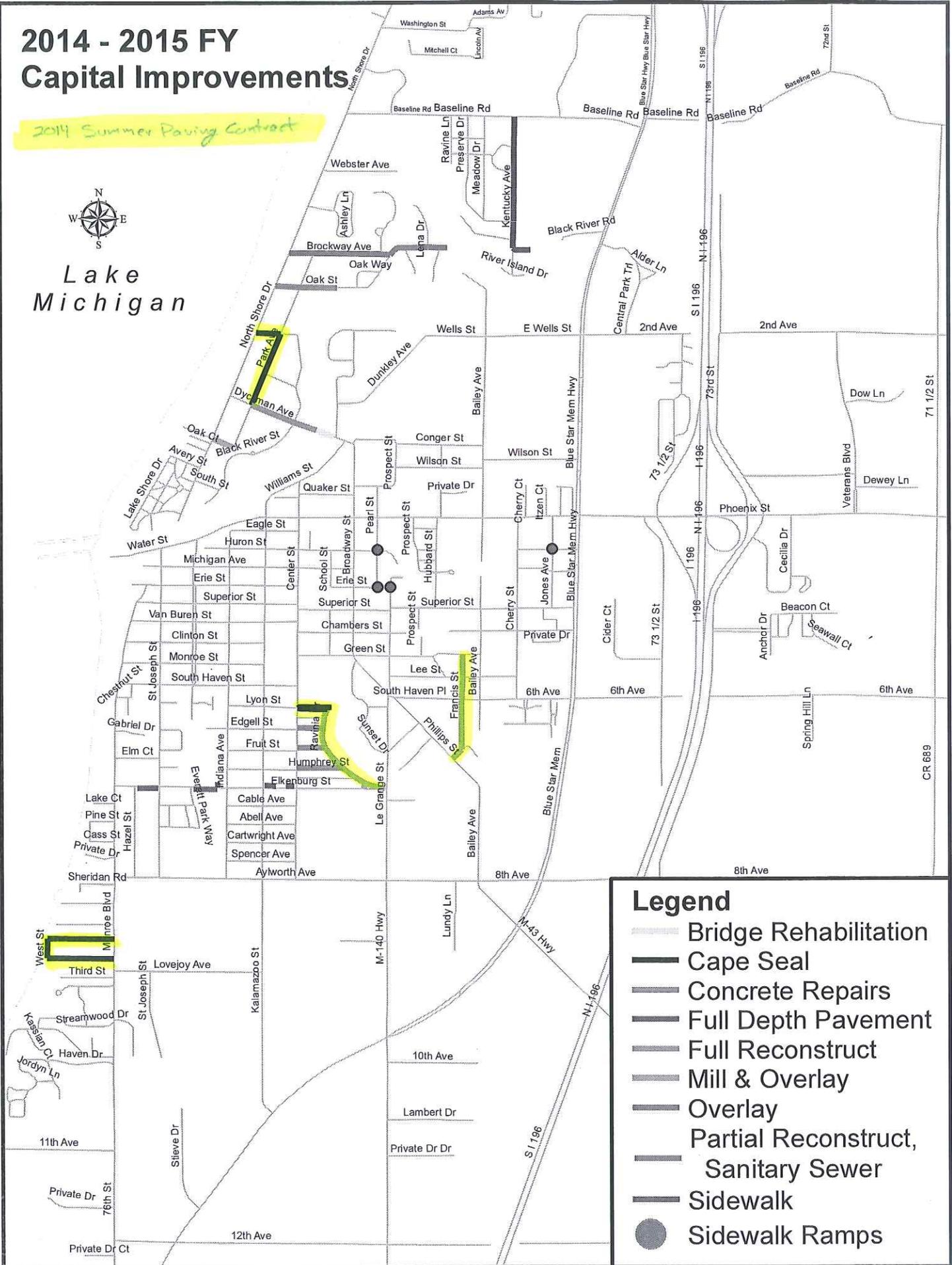
In order to proceed with the summer paving project as outlined above, the proposal for professional services would need to be approved at the June 16 City Council meeting.

2014 - 2015 FY Capital Improvements

2014 Summer Paving Contract



Lake Michigan



Legend

-  Bridge Rehabilitation
-  Cape Seal
-  Concrete Repairs
-  Full Depth Pavement
-  Full Reconstruct
-  Mill & Overlay
-  Overlay
-  Partial Reconstruct,
-  Sanitary Sewer
-  Sidewalk
-  Sidewalk Ramps

June 2, 2014

Mr. Steve Oosting
City of South Haven
1199 8th Avenue
South Haven, MI 49090

RE: Proposal for Professional Services
FY2014-2015 Street Resurfacing Projects

Dear Steve:

Abonmarche is pleased to present this proposal for Engineering Services related to the FY2014-15 Street Resurfacing Projects. With recent completion of numerous city construction projects, we are familiar with the design and construction administration efforts needed to successfully complete this type of project. The following will detail our understanding of the project, scope of services and fees.

We understand that the projects will consist of the following:

Wells Street – North Shore to Park
Park Avenue – Wells to Dyckman

This project includes pavement rehabilitation, minor sidewalk ramp improvements, replacement of the permanent traffic signs and markings within the limits identified above except the Park/Wells intersection. The project was estimated for an asphalt cape seal with a total project cost of \$43,000. Other options including an asphalt ultra-thin overlay or milling and resurfacing will also be compared, with a final recommended alternative to be determined.

Francis Street – Green to Phillips (M-43)

This project includes milling the existing surface, asphalt resurfacing, sidewalk ramp improvements, minor retaining wall work and replacement of the permanent traffic signs and markings within the limits identified above. The total project budget has been established at \$76,000.

Lyon Street – Center to Ravinia
Ravinia Drive – Lyon to Elkenburg

This project includes milling and resurfacing the existing asphalt pavement, sidewalk ramp improvements and replacement of permanent traffic signs and markings within the limits identified above. The total project budget has been established at \$133,000.

Delaware Court – Monroe Boulevard to West Street
Chippewa Court – Monroe Boulevard to West Street
West Street – Delaware to Chippewa

This project includes pavement rehabilitation, and replacement of permanent signs within the limits established above. The project was budgeted for a cape seal with a total project cost of \$40,200. Other options including an asphalt ultra-thin overlay or milling and resurfacing will be compared with a final recommended alternative to be determined.

SCOPE OF SERVICES

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

Preliminary/Final Design

1. Topographic survey work is being completed by others, and will be provided in AutoCad format for our use.
2. Pavement corings are being completed by others, and will be provided for our information.
3. Development of recommended pavement rehabilitation cross-sections. This will include meeting with the City to review alternatives for each project.
4. Intersection grading plans showing spot elevations and slopes for all ADA ramps at a scale of 1" = 10'.
5. Plan sheets including: title sheet, details, cross-sections, removal and plan sheets, and traffic maintenance plan (s).
6. Specifications and Special Provisions
7. Utility coordination including gathering information from utility companies and resolving conflicts as necessary.
8. Permit assistance, as necessary.
9. Quantities and Cost Estimates
10. Project meetings with city staff, as necessary.
11. Attendance at one (1) public meeting open house, if necessary.
12. Compiling the Plans and Specifications into bidding documents, including proper insurance and local bidder preference statements.



Bidding Phase

This is expected to include:

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

Construction Phase

The construction phase is anticipated to consist of:

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



FEES

Our fees to complete this project are proposed as follows:

<u>Phase</u>	<u>Fee</u>
Preliminary/Final Design	\$18,700
Bidding Phase	\$ 2,500
Construction Phase	<u>\$29,000</u>
TOTAL	\$50,200

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

SCHEDULE

The following schedule is anticipated for these projects:

Engineering Authorization	June 16, 2014
Advertise for bidding	July 10, 2014
Bid Opening	July 24, 2014
Construction Contract Award	August 4, 2014
Construction Start	August 11, 2014
Construction Complete	September 5, 2014

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

Sincerely,

ABONMARCHE



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

TRD/sdr



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

APPROVED BY:

DATE:





City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager

From: Larry Halberstadt, PE, City Engineer

Date: June 10, 2014

RE: Drainage Improvements between Cherry Street and Bailey Avenue

Background Information

Over the past year, staff has been working with property owners at 336 Cherry Street and 323 Bailey Avenue to address drainage concerns. The City maintains storm drains in Cherry Street, Cook Street and Michigan Avenue. These storm drains outlet into an open drainage ditch in the rear yard of 336 Cherry Street. The open drainage ditch carries water in a westerly direction across the rear yard of 323 Bailey Avenue. Storm runoff enters another enclosed drain that continues into Bailey Avenue and in a westerly direction.

Both of the property owners have expressed concerns about flooding that occurs along the open drainage ditch. Flooding occurs during larger rainfall events and is caused by the limited capacity of the outfall storm sewer at 323 Bailey Avenue. Because the drain carries runoff from public streets, it is providing a public benefit.

Abonmarche has developed a preliminary plan and cost estimate to enlarge the storm sewer inlet from a 15-inch diameter to an 18-inch diameter. It is anticipated that this improvement will relieve some of the flooding that occurs in the backyard of 323 Bailey Avenue. However, higher rainfall events will likely still cause some flooding. It is estimated that the construction cost for the improvements will be less than \$30,000. This amount has been budgeted for the 2014-15 fiscal year.

At the present time, staff from the City's Engineering Department are preparing design and bidding documents for several reconstruction and paving projects scheduled to begin in the fall of 2014. In order to ensure that the Cherry-Bailey Drainage improvements can be completed in a timely manner, it is recommended that Abonmarche be retained to provide professional services for this project.

Abonmarche has provided the attached proposal for professional services. The scope of services has been reviewed by staff and found to be acceptable. The fees will be charged on a time and material basis and are anticipated not to exceed \$17,900.

Memorandum

June 10, 2014

Drainage Improvements between Cherry Street and Bailey Avenue

Page 2 of 2

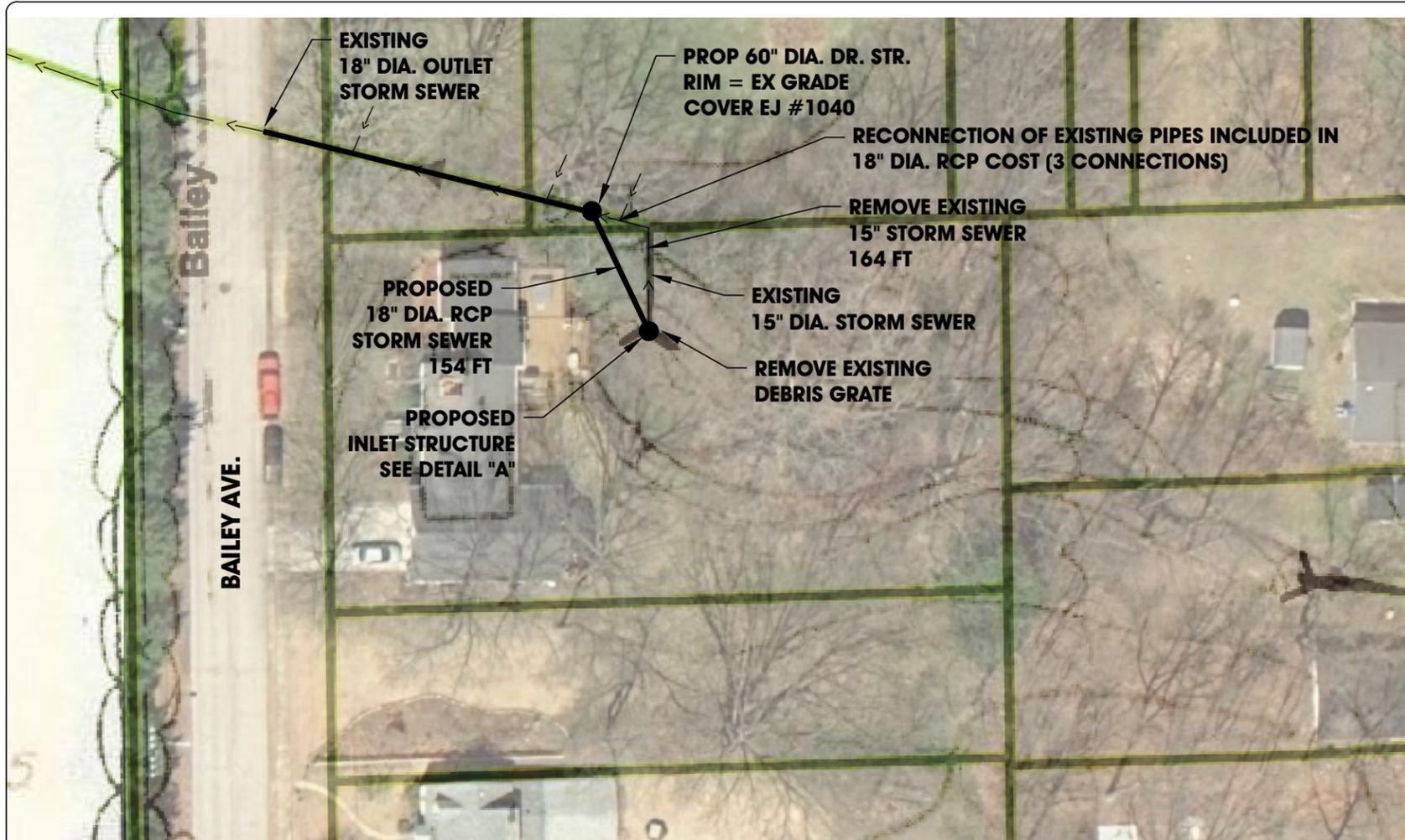
Recommendation

City Council should review and approve the proposal for professional services from Abonmarche at their June 16, 2014 regular meeting.

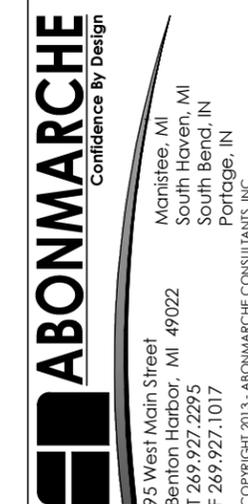
Attachments

Preliminary Improvement Plan

Abonmarche Proposal Letter



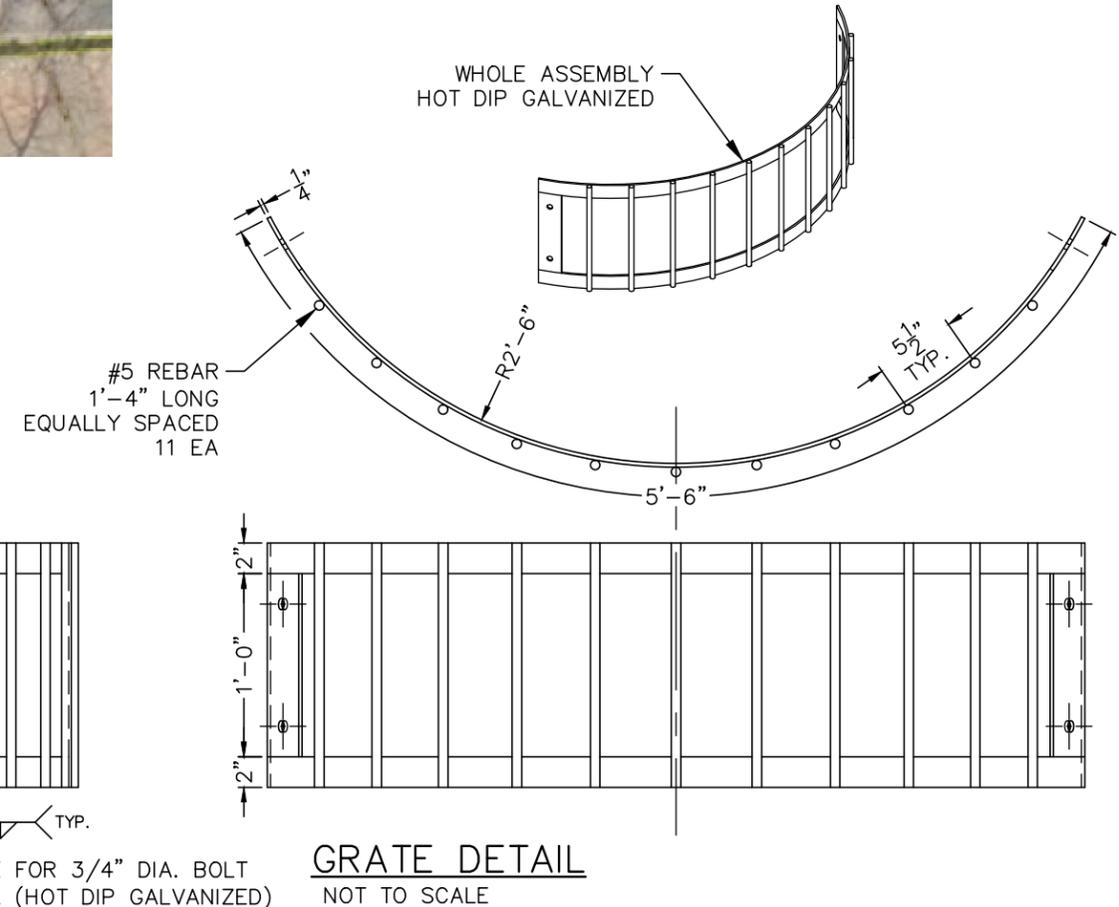
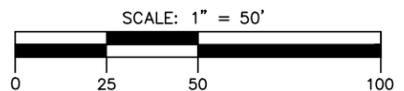
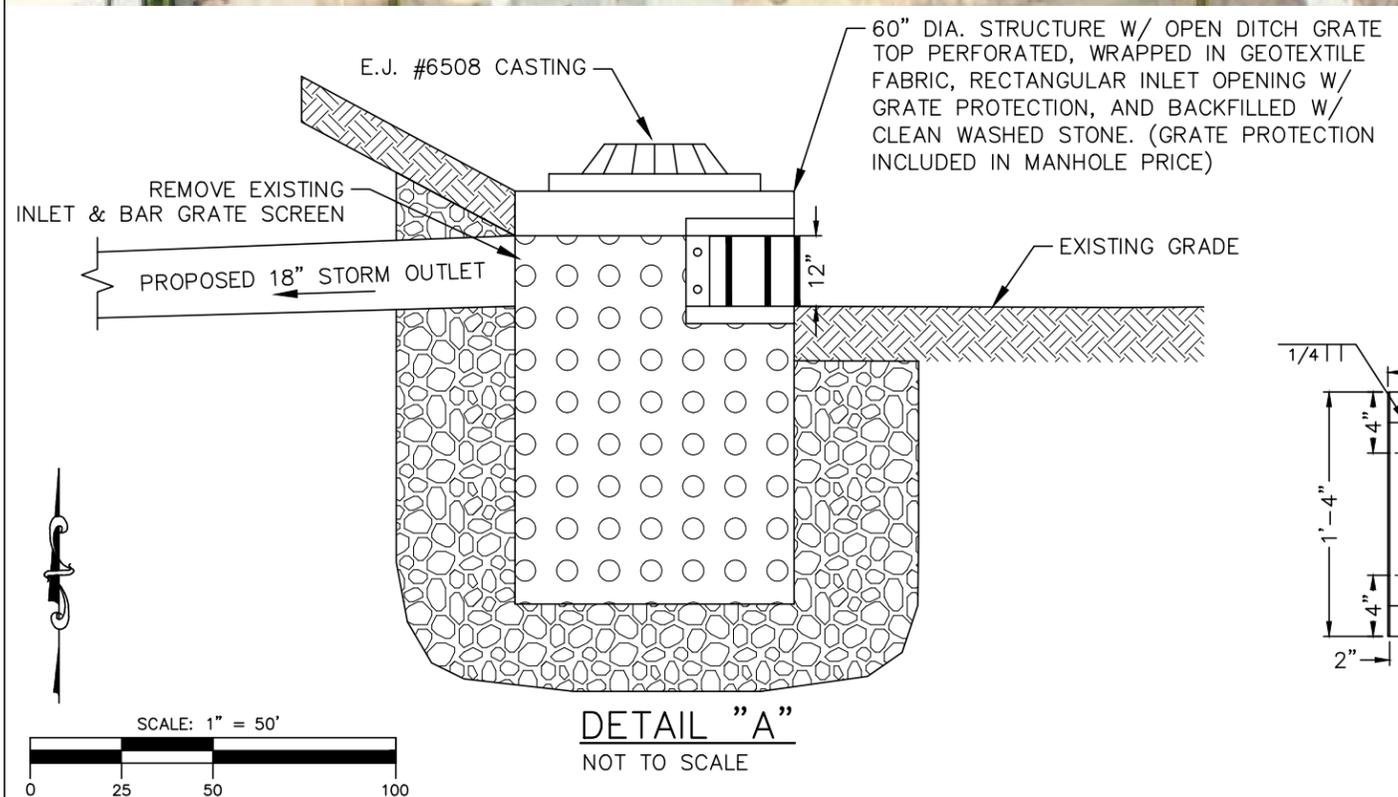
COST ESTIMATE					
ITEM #	DESCRIPTION	QTY	UNIT	\$	TOTAL
1	MOBILIZATION	1	LS	\$3,000.00	\$3,000.00
2	SITE GRADING	2	LS	\$2,500.00	\$5,000.00
3	SEWER, REM, LESS THAN 24 INCH	164	FT	\$10.00	\$1,640.00
4	BACKFILL, CLASS 6A	20	CYD	\$20.00	\$400.00
5	STRUCTURE COVER E.J. #6508	1	EA	\$500.00	\$500.00
6	STRUCTURE COVER E.J. #1040	1	EA	\$500.00	\$500.00
7	RESTORATION & MULCH BLANKET	50	SYD	\$10.00	\$500.00
8	GEOTEXTILE FABRIC	22	SYD	\$5.00	\$110.00
9	INLET STRUCTURE	1	EA	\$2,000.00	\$2,000.00
10	60 INCH DIA. DR. STRUCTURE	1	EA	\$2,000.00	\$2,000.00
11	STM.SWR.SVC. 18 INCH	154	FT	\$40.00	\$6,160.00
TOTAL COST					\$21,810.00



PROJECT:
**CITY OF SOUTH HAVEN
 CHERRY ST. / BAILEY AVE.
 DRAINAGE
 IMPROVEMENTS**

SHEET TITLE:
**OPTION 2
 IMPROVED INLET
 AND STORM SEWER**

DRAWN BY: **DJL**
 DESIGNED BY: **CAK**
 PM REVIEW:
 QA/QC REVIEW:
 DATE:
 SCALE:
 HORZ: 1"=50'
 VERT: N/A
 ACI JOB #
13-0770
 SHEET NO.



NO.	REVISION DESCRIPTION:	BY:	DATE:

May 16, 2014

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

RE: Proposal for Professional Services
Cherry & Bailey Drainage Improvements Project (Revised)

Dear Roger:

Abonmarche is pleased to present this proposal for professional services related to the Cherry & Bailey Drainage Improvements Project. With having recently completion several conceptual layouts, preliminary cost estimates, and several meetings with the home owner, we are familiar with the current issues related to this site. The following outlines the scope of work and associated costs to provide the necessary services to aid in the development of this project.

The project costs presented below reflect those charges attributed to collecting topographic survey, meeting with impacted property owners, generating easement related legal drawings, layout and final design, along with construction plans & specifications for bidding purposes. It is fully expected that the scope of work described herein can be accomplished for a time and materials cost. Only those costs actually incurred will be charged. However, project costs will not exceed the amounts indicated without your prior approval.

SCOPE OF SERVICES

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

Task #1: Topographic Survey

Completion of Topographic Survey along the drainage course from the existing storm outfall west of Cherry Street, to the storm structures located with Bailey Avenue. We anticipate a walk-thru with Ken Berry to field locate proposed structures prior to topographic survey work. Once staked, the survey work will consist of approximately a 50' wide topographic strip centered over the proposed sewer location. Any and all other existing drainage features located within this area will also be collected.

Task #2: Impacted Property Owner Meetings

This task will involve meeting with impacted property owners (potentially 5 properties) to discuss and negotiate easement rights. As time required for this task can vary greatly from property owner to property owner, an allotment of 2 hours/property has been established as a baseline. If this task requires additional time above and beyond the baseline amount, we will proceed on a time & materials basis with your approval.

Task #3: Legal Drawings for Obtainment of Easements

This task will consist of the preparation of multiple easement drawings (legal format) for use in filing for recordation. The fee for this task will vary depending on which alternative is selected and the number of easements needed. The dollar amounts quoted under the fees section is for 3 to 5 easement drawings.

Task #4: Layout / Final Design

This task will include a site meeting with Ken Berry to field located the location of the proposed storm sewer. Once located, final design drawings and specifications of the drainage improvements plan will be prepared.

Task #5: Bidding Phase

This task includes advertisement (cost of advertisement by the City), answering questions from contractors, issuing clarifications and addenda (if necessary), attendance at the bid opening, bid tabulation, recommendation of award/award of contract.

Task #6: Construction Phase

The construction phase is anticipated to consist of:

1. Construction Progress Meetings including meeting minutes as determined. Meeting minutes will be compiled and distributed to all attendees and other interested parties.
2. Construction inspection and testing as needed. The project duration is estimated to take approximately 2 weeks.
3. Construction administration using MDOT's Field Manager program including reviewing material submittals, daily pay item tracking, preparation of pay



estimates, contact modifications, complete file management, and initial follow-up on citizen complaints.

4. Construction staking, as needed.
5. Construction closeout including a final walk through, development of a punchlist, and providing as-built drawings.

FEES

Our fees to complete the Scope of Services will be charged on a time and materials basis as follows:

Task #1: Topographic Survey	\$2,000
Task #2: Property Owner Meetings	\$1,100 - \$1,500
Task #3: Legal Drawings for Easements	\$1,500 - \$1,900
Task #4: Layout / Final Design	\$3,500
Task #5: Bidding Phase	\$1,500
Task #6: Construction Phase	\$7,500
TOTAL	\$17,900

Your signature in the space provided below will serve as authorization to proceed with this project.

Thank you for the opportunity to provide this proposal. If you should have any questions or need additional information, please do not hesitate to contact me at our office.

Sincerely,

ABONMARCHE



Corey A. Kandow, P.E.
Senior Project Engineer



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

CAK

Authorized By

Date





License Agreement Request Janny's Beach House 517 Phoenix Street

City of South Haven

Background Information: Judy Haglund, the owner of Janny's Beach House, 517 Phoenix Street, is requesting a license agreement to install a store length awning on the front of her store. The awning will not have any wording or logo printed on it as the owner intends to place an identifying sign above the awning on the front of the store.

The awning will be 22 feet in length, four (4) feet long and extend three and one-half feet over the sidewalk.

Recommendation: Staff recommends approval of the license agreement.

Support Material:

Draft license agreement

Schedule A: Legal description of the property

Schedule B: Design and location of proposed awning

Proof of insurance

**LICENSE AGREEMENT
BETWEEN
THE CITY OF SOUTH HAVEN
AND
JANNY'S BEACH HOUSE
517 PHOENIX STREET**

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

RECITALS

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

B. Leaseholder has a leasehold interest in a building and land commonly known as 517 Phoenix Street, South Haven, Michigan ("Leaseholder's Parcel"), in which building Leaseholder conducts a business.

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Public Liability and Indemnity. The Applicant shall carry fire and casualty insurance with an extended coverage endorsement on any improvements placed on or constructed by Applicant on the Licensed Premises equal in amount to the full insurable value of the improvements required to be insured under this Agreement. The Applicant shall indemnify and hold harmless the City and its elected and appointed officials,

employees and agents from any liability for loss, damage, injury or other casualty to persons or property caused or occasioned by or arising from any act, use, omission, occupancy or negligence by or of the Applicant and any of his agents, servants, visitors, licenses or employees, occurring during the License Term or any extended term; and in case any action or proceeding is brought against the City or any of its elected or appointed officials, employees or agents by reason of any such claim, the Applicant, on a timely notice from the City shall resist or defend such action or proceeding by counsel employed by the Applicant which shall include the taking of all permissible appeals, unless full release of the City and its elected or appointed officials, employees or agents as aforesaid is obtained by way of settlement or compromise at the expense of the Applicant or Applicant's insurance carrier.

The Applicant shall furnish to the City certificates of insurance or other evidence acceptable to the City indicating that the Applicant maintains a policy or policies of insurance against damage to property in the minimum amount of Fifty Thousand and no/100 Dollars (\$50,000.00) and for bodily injury (including death), in the minimum amount of Three Hundred Thousand and no/100 Dollars (\$300,000.00) for injury to one (1) person, and Five Hundred Thousand and no/100 Dollars (\$500,000) for injury to more than one person, in one (1) accident or occurrence, naming the City as an additional insured. The Applicant shall pay all premiums there on and furnish evidence of payment to the City upon request.

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

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

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

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

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

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

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

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

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

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

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

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

use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.

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

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

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

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

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

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

IN WITNESS WHEREOF, the parties hereto have caused this License Agreement to be executed this 2nd day of June 2014.

Signed in the Presence of:

CITY OF SOUTH HAVEN
a Michigan home rule city

By: _____

Its: City Manager

LEASEHOLDER,
517 Phoenix Street

By: _____

Schedule A

Van Buren County Community Information Center

Parcel 80-53-770-008-20



Close This Window

Van Buren County Property Information

If you have Questions or find Incorrect Information Send an Email.

Jurisdiction: South Haven City

Plate Number: C281A

Owner Name: HAGLUND PROPERTIES LLC

Parcel Address: 517 PHOENIX ST
SOUTH HAVEN, MI 49090

Mailing Address: 517 PHOENIX ST
SOUTH HAVEN, MI 49090

Property Information

School District: 80010

Current Property Class: 201

Current Assessment: \$140,200

Previous Assessment: \$140,200

Taxable Value: \$140,200

Homestead %: 0%

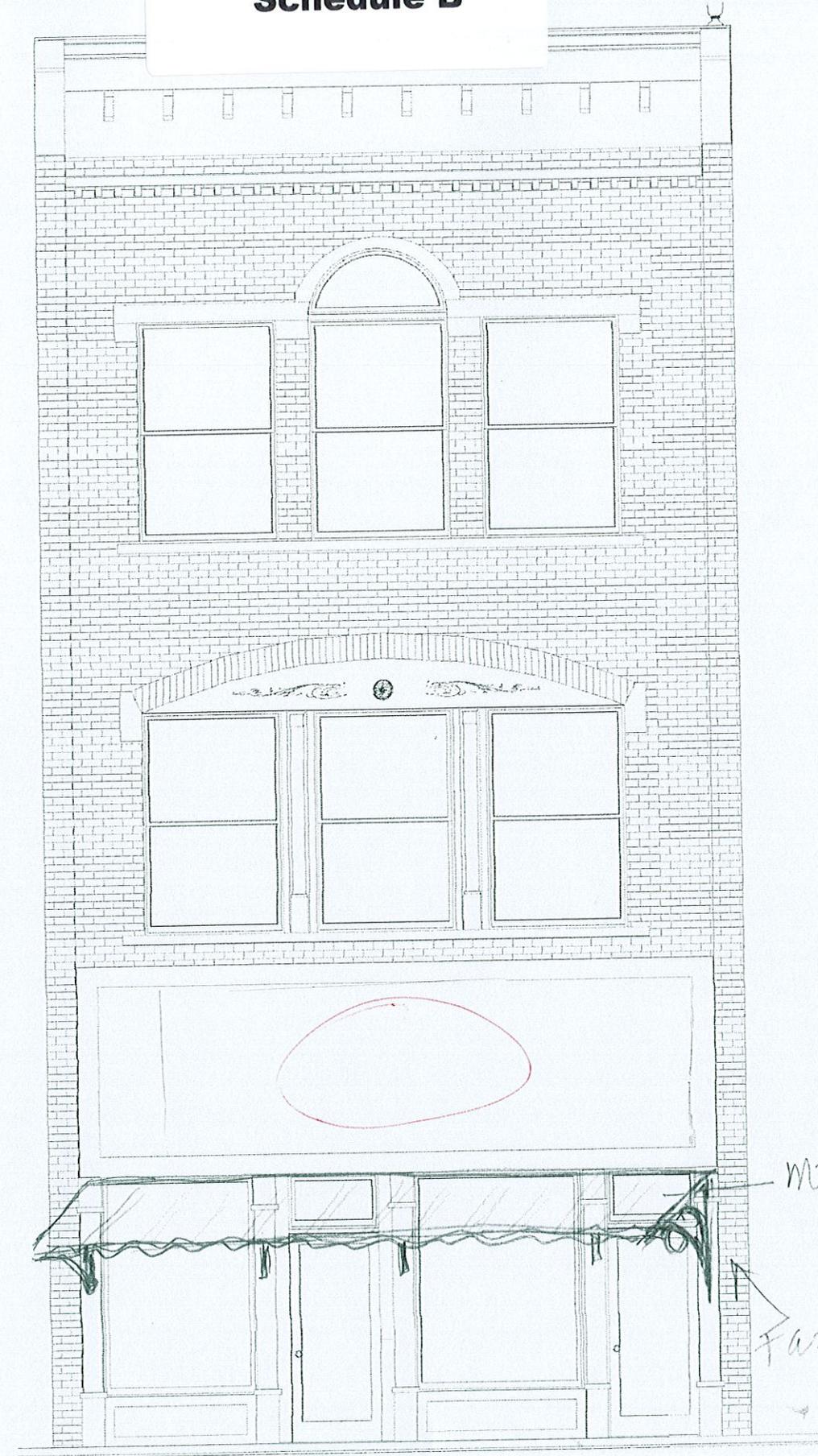
Calculated Acreage: 0.1

Legal Description

C281A 3-1-17 869-343 861-513 1111-870 1298-951 1320-713 1383-748 1466-456 E 22 FT OF LOT 8.
BLOCK 10 HALE CONGER & CO ADDITION.

Powered by Community Center™ software from the [Land Information Access Association](#)

Schedule B



Metal

Fancy Bracket



Awning similar to this
only spanning entire store
front.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/19/2014

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

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

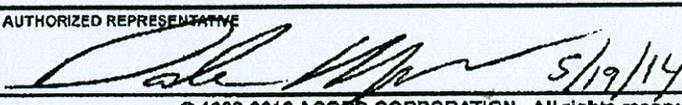
PRODUCER Dale Morgan Red Arrow Insurance Agency	CONTACT NAME: Dale Morgan
	PHONE (A/C, No, Ext): 269-637-6619 FAX (A/C, No):
E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE	
INSURER A: Fremont Insurance Co	
INSURED Haglund Properties LLC 517 Phoenix South Haven, MI 49090	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:
	NAIC #

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR LTR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG	X	B 0025405	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of South Haven MI as additional insured

CERTIFICATE HOLDER City of South Haven 539 Phoenix St South Haven MI 49090	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  5/19/14
--------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



City of South Haven

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

REPORT TO: Honorable Mayor and City Council
FROM: Wendy J. Hochstedler, Finance Director

SUBJECT: Fiscal Year 2013-14 Final Budget Adjustment
MEETING DATE: June 16, 2014

BACKGROUND: Section 8.6 of the City Charter permits revisions to the City Budget if the revenues or expenditures are not at the anticipated levels. There are a number of revenue and expenditure adjustments that need to be formally entered into the accounting system at this time.

This report represents all of the adjustments to be made to the budget for the entire fiscal year. It reflects various project expenses that were approved throughout the year by the City Council and also adjusts various revenue and expense items to their projected levels at June 30, 2014.

The report shows the original budget and amended budget amounts, along with the projected fund balance at the end of this fiscal year. Overall budgeted revenues increased by \$422,652 while budgeted expenses increased by \$559,444. This includes adjustments for changes in personnel costs, planned infrastructure projects that were either not completed last year, had major scope changes in the project or were not included in the original budget document and other unexpected repairs & maintenance items unplanned expenses. General Fund is expected to use approximately \$194,869 of reserves by the end of this fiscal year with a projected fund balance remaining of \$2,191,001 or 32% of annual expenditures.

RECOMMENDATION: It is recommended that the City Council approve the attached budget adjustment for the Fiscal Year 2013-14 and authorize the Finance Director/Treasurer to amend the Budget as stated within this report.

FISCAL EFFECTS: The fiscal effects are as stated and shown in this report.

Respectfully Submitted;

Wendy J. Hochstedler
Finance Director/Treasurer

CITY OF SOUTH HAVEN
SCHEDULE OF CITY BUDGETS
ORIGINAL AND AMENDED

Revenues and Expenditures by Fund and Activity

Fund Description	Activity	ORIGINAL	ORIGINAL	BUDGET	AMENDED	AMENDED	AMENDED	6/30/2013	6/30/2014
		Total Revenues	Total Expenditures	ADJUSTMENT	Total Revenues	Total Expenditures	FUND NET CHANGE	FUND BALANCE	FUND BALANCE
000 Revenues		\$ 6,458,976		92,125	\$ 6,551,101				
101 City Council	101		\$ 36,196	0		\$ 36,196			
101 City Manager	172		\$ 186,348	1,500		\$ 187,848			
101 Elections	191		\$ 23,238	0		\$ 23,238			
101 Treasurer	202		\$ 132,187	0		\$ 132,187			
101 Assessing	209		\$ 161,568	0		\$ 161,568			
101 Legal Counsel	210		\$ 150,000	13,500		\$ 163,500			
101 City Clerk	215		\$ 29,855	25,241		\$ 55,096			
101 Other Personnel	227		\$ 118,415	9,949		\$ 128,364			
101 Finance	253		\$ 64,730	4,155		\$ 68,885			
101 Building and Grounds	265		\$ 223,687	12,000		\$ 235,687			
101 Cemetery	276		\$ 136,918	9,000		\$ 145,918			
101 CATV	294		\$ 66,127	2,000		\$ 68,127			
101 Police	301		\$ 1,900,475	115,817		\$ 2,016,292			
101 Information Center	350		\$ 112,113	0		\$ 112,113			
101 Fire	339		\$ 479,384	0		\$ 479,384			
101 Building Services	371		\$ 269,806	10,000		\$ 279,806			
101 Animal Shelter	430		\$ 7,000	0		\$ 7,000			
101 Drains	445		\$ 113,198	(65,000)		\$ 48,198			
101 Highways & Streets	446		\$ 529,925	50,000		\$ 579,925			
101 Engineering	447		\$ 86,892	0		\$ 86,892			
101 Street Lighting	448		\$ 85,000	0		\$ 85,000			
101 Environmental Cleanup	622		\$ 1,500	0		\$ 1,500			
101 Hospital	635		\$ 103,297	0		\$ 103,297			
101 Senior Services	673		\$ 78,137	0		\$ 78,137			
101 Library	790		\$ 185,257	0		\$ 185,257			
101 Development	728		\$ 106,018	0		\$ 106,018			
101 Parks	751		\$ 442,642	101,419		\$ 544,061			
101 Recreation	777		\$ 15,000	0		\$ 15,000			
101 Museum	804		\$ 61,561	36,252		\$ 97,813			
101 Insurance and Bonds	851		\$ 65,000	10,000		\$ 75,000			
101 Other	895		\$ 79,806	(10,000)		\$ 69,806			
101 Debt Service	905		\$ 175,196	(54,539)		\$ 120,657			
101 Operating Transfers Out	965		\$ 232,500	15,700		\$ 248,200			
101 General Fund		\$ 6,458,976	\$ 6,458,976		\$ 6,551,101	\$ 6,745,970	\$ (194,869)	\$ 2,385,870	\$ 2,191,001
Special Revenue Funds									
202 Major Streets		\$ 316,466	\$ 334,407		\$ 316,466	\$ 377,726	\$ (61,260)	\$ 114,191	\$ 52,931
203 Local Streets		\$ 173,566	\$ 200,548		\$ 176,566	\$ 219,662	\$ (43,096)	\$ 66,417	\$ 23,321
204 Street Improvement Fund		\$ 990,473	\$ 1,030,991		\$ 990,473	\$ 1,036,991	\$ (46,518)	\$ 716,262	\$ 669,744
226 Garbage and Refuse		\$ 383,659	\$ 380,000		\$ 383,659	\$ 380,000	\$ 3,659	\$ 19,168	\$ 22,827
257 Budget Stabilization		\$ 50,000	\$ -		\$ 50,000	\$ -	\$ 50,000	\$ 111,658	\$ 161,658
265 Narcotics Fund		\$ 213,824	\$ 217,103		\$ 213,824	\$ 217,103	\$ (3,279)	\$ 69,685	\$ 66,406
266 Police Training Fund		\$ 4,500	\$ 4,500		\$ 3,500	\$ 3,500	\$ -	\$ 1,106	\$ 1,106
282 CDBG		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 12,753	\$ 12,753
296 River Maintenance		\$ 36,880	\$ 10,500		\$ 36,880	\$ 55,500	\$ (18,620)	\$ 25,506	\$ 6,886
730 Sick Pay Reserve		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 113,008	\$ 113,008
711 Cemetery Perpetual Care		\$ 9,500	\$ -		\$ 9,500	\$ -	\$ 9,500	\$ 258,556	\$ 268,056
Special Revenue Funds		\$ 2,178,868	\$ 2,178,049		\$ 2,180,868	\$ 2,290,482	\$ (109,614)	\$ 1,508,310	\$ 1,398,696
Component Units									
250 DDA Operating Fund		\$ 4,927,977	\$ 4,951,625		\$ 5,256,103	\$ 5,183,945	\$ 72,158	\$ 129	\$ 72,287
251 LDFA #1		\$ 189,632	\$ 187,699		\$ 189,632	\$ 210,699	\$ (21,067)	\$ 661,841	\$ 640,774
252 LDFA #2		\$ 34,456	\$ 28,244		\$ 34,456	\$ 28,244	\$ 6,212	\$ 238,993	\$ 245,205
253 LDFA #3		\$ 51,546	\$ 46,423		\$ 51,546	\$ 46,423	\$ 5,123	\$ 540,480	\$ 545,603
260 Brownfield		\$ 149,548	\$ 364,000		\$ 149,548	\$ 364,000	\$ (214,452)	\$ 1,185,183	\$ 970,731
Component Units		\$ 5,353,159	\$ 5,577,991		\$ 5,681,285	\$ 5,833,311	\$ (152,026)	\$ 2,626,626	\$ 2,474,600
Debt Service Funds									
363 2007 Capital Bond Debt Service		\$ 111,573	\$ 111,573		\$ 111,573	\$ 111,573	\$ -	\$ 1,316	\$ 1,316
370 Building Authority Debt Service #2		\$ 263,125	\$ 263,125		\$ 263,125	\$ 263,125	\$ -	\$ 30,761	\$ 30,761
371 2003 Capital Bond Debt Service		\$ 346,438	\$ 346,438		\$ 346,438	\$ 346,438	\$ -	\$ 32,256	\$ 32,256
395 DDA Debt Service		\$ 377,635	\$ 377,635		\$ 377,635	\$ 377,635	\$ -	\$ 414	\$ 414
396 DDA Debt Service #2		\$ 228,000	\$ 228,000		\$ 228,000	\$ 228,000	\$ -	\$ -	\$ -
Debt Service Funds		\$ 1,326,771	\$ 1,326,771		\$ 1,326,771	\$ 1,326,771	\$ -	\$ 64,747	\$ 64,747

CITY OF SOUTH HAVEN
SCHEDULE OF CITY BUDGETS
ORIGINAL AND AMENDED

Revenues and Expenditures by Fund and Activity

Fund	Description	Activity	ORIGINAL		BUDGET ADJUSTMENT	AMENDED		AMENDED FUND NET CHANGE	6/30/2013 FUND BALANCE	6/30/2014 FUND BALANCE
			Total Revenues	Total Expenditures		Total Revenues	Total Expenditures			
Capital Funds										
401	Capital Improvement Fund		\$ 3,883,400	\$ 4,202,400		\$ 3,883,400	\$ 4,202,400	\$ (319,000)	359,084	\$ 40,084
402	Capital Improvement Fund 2		\$ 1,900,600	\$ 2,218,800		\$ 1,900,600	\$ 2,115,197	\$ (214,597)	214,597	\$ -
466	Pavilion and Ice Rink		\$ 32,000	\$ 32,000		\$ 45,000	\$ 40,300	\$ 4,700	2,656	\$ 7,356
467	Sewer Rehab Fund		\$ 74,555	\$ -		\$ 61,956	\$ -	\$ 61,956	(61,956)	\$ -
498	Cemetery Improvement		\$ 7,000	\$ 7,000		\$ 7,000	\$ 7,000	\$ -	265,334	\$ 265,334
	Capital Funds		\$ 5,897,555	\$ 6,460,200		\$ 5,897,956	\$ 6,364,897	\$ (466,941)	\$ 779,715	\$ 312,774
Enterprise Funds										
582	Electric		\$ 13,966,404	\$ 15,274,286		\$ 13,966,404	\$ 15,274,286	\$ (1,307,882)	17,697,623	\$ 16,389,741
591	Water		\$ 3,580,696	\$ 4,112,337		\$ 3,580,696	\$ 4,112,337	\$ (531,641)	7,256,567	\$ 6,724,926
592	Sewer		\$ 2,319,449	\$ 2,590,137		\$ 2,319,449	\$ 2,590,137	\$ (270,688)	6,798,556	\$ 6,527,868
594	Marina		\$ 533,846	\$ 524,813		\$ 533,846	\$ 524,813	\$ 9,033	2,475,438	\$ 2,484,471
545	Black River Park		\$ 151,600	\$ 165,243		\$ 151,600	\$ 165,243	\$ (13,643)	627,980	\$ 614,337
577	Beach Parking		\$ 218,633	\$ 218,633		\$ 218,633	\$ 218,633	\$ -	119,316	\$ 119,316
	Enterprise Funds		\$ 20,770,628	\$ 22,885,449		\$ 20,770,628	\$ 22,885,449	\$ (2,114,821)	\$ 34,975,480	\$ 32,860,659
Internal Service Funds										
636	Information Services		\$ 281,678	\$ 287,332		\$ 281,678	\$ 287,332	\$ (5,654)	109,105	\$ 103,451
661	Motor Pool		\$ 775,939	\$ 934,782		\$ 775,939	\$ 934,782	\$ (158,843)	2,314,425	\$ 2,155,582
677	Self-Insurance Fund		\$ 362,210	\$ 291,000		\$ 362,210	\$ 291,000	\$ 71,210	730,502	\$ 801,712
	Internal Service Funds		\$ 1,419,827	\$ 1,513,114		\$ 1,419,827	\$ 1,513,114	\$ (93,287)	\$ 3,154,032	\$ 3,060,745
	Total		\$ 43,405,784	\$ 46,400,550		\$ 43,828,436	\$ 46,959,994			

CITY OF SOUTH HAVEN
SUMMARY BY FUND GROUP
FY 2014

Fund Group	Original Budget Revenues	Original Budget Expenditures	Budgeted Addition (Use) of Fund Reserves	Amended Budget Revenues	Amended Budget Expenditures	Amended Addition (Use) of Fund Reserves
General Fund	\$ 6,458,976	\$ 6,458,976	\$ -	\$ 6,551,101	\$ 6,745,970	\$ (194,869)
Special Revenue Funds	\$ 2,178,868	\$ 2,178,049	\$ 819	\$ 2,180,868	\$ 2,290,482	\$ (109,614)
Component Units	\$ 5,353,159	\$ 5,577,991	\$ (224,832)	\$ 5,681,285	\$ 5,833,311	\$ (152,026)
Debt Service Funds	\$ 1,326,771	\$ 1,326,771	\$ -	\$ 1,326,771	\$ 1,326,771	\$ -
Capital Funds	\$ 5,897,555	\$ 6,460,200	\$ (562,645)	\$ 5,897,956	\$ 6,364,897	\$ (466,941)
Enterprise Funds	\$ 20,770,628	\$ 22,885,449	\$ (2,114,821)	\$ 20,770,628	\$ 22,885,449	\$ (2,114,821)
Internal Service Funds	\$ 1,419,827	\$ 1,513,114	\$ (93,287)	\$ 1,419,827	\$ 1,513,114	\$ (93,287)
	\$ 43,405,784	\$ 46,400,550	(2,994,766)	\$ 43,828,436	\$ 46,959,994	(3,131,558)

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

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

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

INVOCATION: Commissioner Rev. Aaron Cobbs delivered the invocation.

PUBLIC COMMENTS: None.

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

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

2029

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

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

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

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

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

COMMISSIONER'S COMMENTS: None.

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

Respectfully submitted:

Approved April 23, 2014

Charles R. Fullar, Secretary

Eugene Ladewski, Chairperson

Planning Commission

Regular Meeting Agenda Thursday, May 1, 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: Frost, Heinig, Peterson, Wall, Webb, Paull
Absent: Miles, Smith

Motion by Wall, second by Frost to excuse Miles and Smith for personal reasons.

All in favor. Motion carried.

3. Approval of Agenda

Motion by Wall, second by Heinig to approve the May 1, 2014 Planning Commission regular agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – Regular meeting February 6 and workshop meeting March 6, 2014

Motion by Wall, second by Peterson to approve the February 6, 2014 regular meeting minutes and the March 6, 2014 workshop 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.

6. New Business – Public Hearings

At the request of Chairperson Paull, Anderson read the adopted rules for holding a public hearing.

Motion by Wall, second by Frost to open the public hearing.

All in favor. Motion carried.

a. Request from Gary Barner, of Barner Farms, South Haven, to operate a seasonal farm market at 708 La Grange Street.

Gary Barner, 65245 County Road 388, South Haven: Stated he wants to set up a seasonal produce market on the old Max 10 property.

In response to questions, Barner described a carport structure divided in thirds with two-thirds sale space and one-third enclosed space for storage of leftover produce and sales tables, etc. so he will not have to transport all of it back and forth daily. Stated he would be selling his own locally grown produce, such as corn, green beans and tomatoes. Will be open seven (7) days a week from 11:00 a.m. to 7 p. m.

Paull called for public comments on this issue. There were none.

Motion by Wall, second by Heinig to close the public hearing.

All in favor. Motion carried.

Anderson read the standards and recommended approval, with stipulations as outlined in the staff report, stating that the request complies with Sec. 1510.13.

Anderson noted there are no particular special conditions for farm markets listed in the ordinance. Since the applicant wants to run the farm stand for more than four (4) weeks a special use permit is required. Neighbors who called were agreeable and happy to see the stand proposed.

Paull called for discussion by the commissioners.

Peterson asked about parking. Wall likes the proposal and complimented the applicant on his delicious corn. Paull had questions regarding the fireworks stand that is usually there.

Anderson noted that the ordinance allows two uses and since the Max 10 building is currently empty, a fireworks stand could go in also. Anderson also pointed out that she has approved a few firework stand requests in other locations already this season.

Motion by Wall, second by Peterson to approve the special use request for Gary Barner of Barner Farms with the following conditions:

- 1.) The setback for any tents or covers shall be at least 15 feet from the property line.
- 2.) The area will be kept clear of all debris.
- 3.) Trash bins shall be provided but will need to be removed after hours.
- 4.) The stand shall be secured in the afterhours.
- 5.) Only one sandwich board sign is permitted on a property.

All in favor. Motion carried.

b. Request from John and Vickie Hannigan to construct an inground pool at their property at 711 North Shore Drive.

Frost stated that he may have a conflict of interest in this proposal and asked to be excused. Motion by Wall, second by Heinig to recuse Frost from this particular item. All ayes.

Motion by Heinig, second by Wall to open the public hearing.

All in favor. Motion carried.

Paull requested that the applicant present his request.

John (Jack) and Vickie Hannigan, 7981 Whiteburn Drive, Ada Michigan, and also own a condo in South Haven, purchased this property in January 2014 and would like to build a home on that property with a walkout story and request to build a pool on that property. Applicant feels this is the best place to put the pool; they have gone through the standards and made sure what we have designed is esthetically pleasing and according to the standards.

Paull asked the basic elevation of the pool deck.

Paul Fikse, Architect, Visbeen Architects, Grand Rapids, Michigan. Referring to a three-dimensional rendering of the proposed house and pool, determined that six hundred ten feet (610') is the street level and the pool is at about six hundred five feet (605') approximately. Fikse noted that adjacent homes are at about six hundred ten feet (610').

Peterson asked how far the pool extends over the bluff.

Hannigan noted the bluff is sloped so the lower level of the house is about ten feet (10') into the ground with the pool at the lower level, but there is still another drop-off and the ground will be graded and tiered.

Paull noted that there is a natural bluff line along there; "How far beyond that does the pool extend?"

Fikse pointed out that the pool is below the level of the first drop-off. The height from grade to the pool deck is about ten feet (10') from current grade, which is basically the depth of the story of the lower level. The pool is an edgeless pool and the fencing is down from the level of the pool, taking it out of the view of his client and the neighbors. When someone is sitting in the neighbor's yard the pool will not be visible. Similarly with the neighbors to the north, you also cannot see the pool when sitting in the neighbor's yard.

Hannigan feels this is a beautiful community and a beautiful piece of property and they are trying to develop something that fits properly into the property and feels it is something that can make the community proud. The architect looked at the project from the ordinance perspective, which states pools may be located in the side yard, which in this case would be the south side (since you wouldn't want a pool on the north side), and the pool would also be in the neighbors' side yard. The requested rear yard location, Fikse feels, is a benefit to all.

Paull asked for public comment.

David Wagner, 1337 Walters, Northbrook, Illinois, summer resident at 701 North Shore Drive for fifty-five (55) years. Stated that his family would love to tell the new neighbors all about how the pool should be and what color their house should be and that is not relevant. The factors Wagner feels are relevant are the environment, ecology and erosion factors. Stated that he remembers when the water was up against the bluff and his family put a steel protecting wall up because of concerns that the house (located to the south of the applicant's property) would slip into the lake. He suggesting that the applicant move the pool away from the lake for looks and because when things are so close to the bluff, when you look out, the neighbors would be seeing the neighbors. Thinks the planning commission should consider keeping things further away from the bluff. Feels the property will be devalued due to the view being obscured.

Cynthia Koch, 545 Sixth Street, Ann Arbor, Michigan and 717 North Shore Drive. Stated she is opposed to the pool for the following reasons: The natural beauty of the lake and the bluff will be spoiled for her and the twenty-four (24) families she rents to each year and for the people who walk by on the beach. The pool will be visible to anyone on the deck as they have an elevated porch. The artificial blue of pools will contrast to Lake Michigan's color, which changes constantly. Koch noted the pool will be seen from our deck, porch, front yard, steps and "aqua blue will be ever present when we are not inside. I don't know if you can imagine the bluff now but it is pristine with sea grasses, beautiful trees, lined with Victorian and Arts & Crafts houses. We live where we do have lots of pools and none are located in the front yard." Koch stated that she was told the lake side was the front yard; asked if there are other pools in front yards that are not on the beach. Stated that currently there is no noise except the lake noise and she is concerned that this will be a noisy place. If the pool were on the street side Koch could retreat to the lake side.

Paull stated that the lake side is not a front yard. Koch said Miss Anderson told her that. Anderson disagreed, noted that she would never have said that because the front yard issue is clearly stated in the ordinance. Anderson noted that due to confusion over the front and back yards on waterfront properties, the ordinance was amended recently, but before she worked for the city.

Dan Able. 8717 North National, Niles, Illinois. "When they drain the pool where is the water going to go? Into storm sewers or down the bluff, which will erode?" He is also concerned about safety, the fence around there and what they are going to do. They do not live here year round and wildlife and children may get in there. Pools are an attractive nuisance according Mr. Able.

Paull asked if the applicant had answers to any of the questions.

Hannigan stated that he had the property inspected by Prism Engineers; "it is not high risk or critical dune." Noted that the house is located according to regulations so as not in front of property lines; intentionally made sure the pool is not in the view of the neighbors. Stated that regulations were followed and that they are quite sensitive to the issue of noise. Hannigan noted they don't have a large family; they live in a condo and are very familiar with pools and noise. Stated they plan to live in this home up to nine (9) months a

year, maybe even twelve (12) months. Hannigan pointed out that they will be here in South Haven more often than many of the folks that may be around them.

The pool will have an automatic cover as well as the fence which will be in compliance with local and state ordinances regarding the enclosure of a pool according to the architect.

Cynthia Koch requested another opportunity to speak. The planning commissioners allowed her three (3) more minutes. She noted that the applicant said that putting the pool in the side yards would impact neighbors more than on the lake side, but she has an issue with why the street side, which is the back yard, was not considered. Per Paull, street side is the front yard and pools are not allowed in the front yard anywhere in the city.

Koch would like to see where the stair steps are which would give a clearer picture of the level of the pool. Has a question about the fence but will save that.

Dan Able requested permission to speak a second time. Stated the erosion zone comment by the applicant is incorrect. Says he has lived here for years and the pool is going to cause major erosion problems when it is drained.

Anderson clarified that high risk erosion districts and areas are designation by the DEQ (Department of Environmental Quality). The city does have some high risk area, but most are on the southern end of the city where Monroe Boulevard meets the city limits. This is not a high risk area, according to the DEQ.

Paull reiterated that this is true.

Jeff Segard, Contractor/Builder. Stated that this pool never gets completely drained; it is only drained down a little but the majority of the water is left in for the winter.

With no further comments offered, there was a motion by Heinig, second by Wall to close public hearing.

All in favor. Motion carried.

Paull called for discussion by the commissioners.

Motion by Wall, second by Heinig to recuse Frost from this particular item.

Wall stated that other pools have been built on the bluff before; "Is this equivalent to what we have seen before?" Anderson stated that she did not see a lot of difference; the issues are what they often hear, with the exception of the bluff issue. The property owner addressed the standards that applied. Addressing the standards of zoning ordinance section 1502, Anderson stated she did not find that there was anything that would be inconsistent with the surrounding area. She stated that this body has approved other pools along the lakeshore. There is noise even when there are families there without a pool. There should be no additional strain on public services. Application as submitted meets the site plan requirements of Article 4. The plans show the required fencing

according to zoning ordinance and the building code. The applicant will need a building permit, obviously.

Peterson stated that he can relate somewhat to the neighbors because he grew up on North Shore Drive and his parents still live there. Neighbors have a pool on the bluff, which is a little higher, they knew there was not going to be an obstruction, it doesn't look good and there is noise, but there are guidelines. Peterson stated he is not a fan of this himself, as suburbanization of the lakeshore, but that is neither here nor there. "Is this within the guidelines? It is." Peterson was out there and looked at it from all angles, was concerned with it being at the level of the house, but the house is going to be lowered. There is concern being voiced about not seeing the lake and lighthouse but seeing or hearing other people instead. The way it has been situated Peterson does not think it is going to be an issue.

Motion by Wall, second by Heinig to approve John and Vicky Hannigan's request to construct and in-ground pool at their property at 711 North Shore Drive.

Paull informed that the applicants will have to conform to all building codes and all other requirements, which will be scrutinized as the project goes along.

Wall: Wants the neighbors to know "we hear you, but it is no different than anywhere else in the city, there will be noise and laughter, but you have the biggest pool and noises right there on the beach. I understand you are concerned about the noise and the beautiful bluffs. Our bluffs are changing, times are changing and when people buy property their vision may be different than yours, or than the Planning Commission's views. That doesn't make yours wrong or theirs wrong." Wall expressed hope that the neighbors would form relationships, be neighbors; "Don't let this ruin a potential friendship."

Paull called for a vote.

All in favor. Motion carried.

7. Other Business – Site Plan Review

Joe Wiltgen requests a site plan review for a barge restaurant on the Black River just up river from the Idler Restaurant.

Motion and second to recuse Peterson due to conflict of interest.

All in favor. Motion carried.

Anderson introduced the request. This is a permitted use which does not need to provide parking because it is a water front business and they are exempted from parking. This request has been considered by the Harbor Commission and the Harbor Master and both recommended approved.

The access to the barge and other concerns have been reviewed by the city engineers, fire department and police department. The owner is currently working with the building official on final plans. There are utility connections to be determined but are allowed. The barge will be barrier free and it will connect to the dock. The applicant owns the dock the barge abuts. All reviews are completed; staff sought an attorney opinion and has been in

much contact with the Coast Guard. The building official has also been in contact with the state construction bureau for guidance in reviewing a water based structure. Anderson recommends that the site plan be approved with the conditions.

Heinig asked if stipulation #4 has been taken care of. Anderson explained that the initial recommendation of the Harbor Master was to deny the application. Since that, with further review, the Harbor Master changed his recommendation and that has all been taken care of.

Paull invited the applicant to speak.

Joe Wiltgen, 519 Virginia Avenue. Wiltgen says the plan is to bring a barge in next week and the restaurant will be built onsite.

Paull asked for a clarification regarding the parking issue. Anderson said that when Wiltgen moved from the dock to the barge that removed the pressure from the issue of parking.

Motion by Wall, second by Frost to approve the site plan for the barge restaurant on the Black River, upriver of the Idler with the following four conditions:

- 1.) Completion of the Wastewater Survey for Nonresidential Establishments.
- 2.) Final electric plan approval by the electric department.
- 3.) Further information will be needed as to fire detection systems, also emergency lighting and exit marking for the fire marshal.
- 4.) The building inspector requires that the plan show guardrails and maintain 44 inches of clear pathway along the length of the dock. Also work with the engineer and building official on plans for dock reconstruction prior to the issuance of any permits.

All in favor. Motion carried.¹

8. Commissioner Comments

Wall – none
Peterson – not one
Heinig - none

¹ The site plan approval by the planning commission is the last approval step required by a board, commission or council for this project. The restaurant is a permitted use in the B-3 Waterfront Business Zone and permitted uses only need site plan approval by the planning commission and that decision is final. Off-street parking is not required because the restaurant on a barge is considered a water-based use under zoning ordinance section 1800, 12-h, 1.

The applicant will need to obtain building code permits from city code officials as well as utility connection approval from the city engineer. Other miscellaneous reviews will be needed as the project progresses and both the applicant and city staff will be overseeing to make certain the codes and regulations of the city are met with this project.

Webb - none
Frost – none

Paull noted the commission has been working on a number of amendments to the city code in committee; “If anyone is anxious for anything to be done by the end of summer, it probably won’t happen this season.”

Anderson noted that Paull is referring to the noise ordinance; there will be sweeping changes coming, the subcommittee has met with the mayor, police chief, major owners of Old Harbor Village and the executive director from the Housing Commission, since they have two big units near the water. Police Chief advised that if we cannot have something in place by Memorial Day to wait until next year.

Paull said the police department provides significant noise education to local businesses prior to the season and if we try to change things now it will be confusing for both the business owners and the police officers. The city will wait until fall to enact anything. He added that the new ordinance will be much easier to enforce.

It appears the vendor ordinance only has one or two changes.

Council has also asked the planning commission to look at the animal control ordinance.

All proposed amendments will come back to the Planning Commission for review, public hearings and for the commission to make recommendations to City Council, which will probably occur in the fall.

Anderson noted that there is no business for next month at this point.

Paull is putting his two (2) cents worth in regarding the animal ordinance; the request for review is based on one complaint; the complaint has been addressed through the police but his objection comes from people wanting to require that pet owners build a fence around their back yard and requesting breed-specific ordinances. Paull stated he has issues with breed-specific ordinances because one of those breeds being targeted is the pit bull; Paull’s pit bull is diabetic sensitive and he needs the dog. The sub-committee will review it to see if the ordinance needs to be effectively changed and it will be brought to the Planning Commission later. Paul thinks it is an overreaction to one incident.

9. Adjourn

Motion by Wall, second by Peterson to adjourn at 8:05 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



Agenda Item 6

Utility Rate Setting Approval

Background Information:

The City Council will be asked to consider a motion to adopt the utility rate ordinance.

During this year's rate setting process, the Board of Public Utilities (BPU) approved an increase of 2% for the various components of the water utility rate and an increase of 4% for the various components of the sewer rate. There was a reduction in the commercial power electricity use rate from \$0.115/Kwh to \$0.11/Kwh. The average utility customer will see an increase in their monthly utility bill of approximately \$2.94.

Please review the attached Utility Bill Comparison report based on the average residential utility customer.

Regarding the Electric rates, as discussed in last year's rate setting meeting, our contract with American Electric Power (AEP) provides us with competitive pricing per kilowatt hour. However, the contract cannot prevent market forces from impacting the overall cost of power. Over the past several years the City has observed increases in the cost of purchased power from AEP. Staff is pleased to report that although the City was assessed \$121,947 during the annual rate adjustment for calendar year 2013, the charges will be offset by a portion of the credit balance on account with AEP from the previous year.

Because of the prior year rebate and a slight change in the cost of power, staff and the BPU have recommended no increase in electric rates for the upcoming fiscal year.

Recommendation:

Staff recommends that the City Council consider a motion to adopt the utility rate ordinance as presented.

Support Material:

Utility Rate Setting Ordinance
Utility Bill Comparison Report
Proposed Water Rates
Proposed Sewer Rates
FY 2015 City Residential Utility Bill Comparisons

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

ORDINANCE NO. ____

AN ORDINANCE TO AMEND RATES FOR THE CITY OF SOUTH HAVEN UTILITIES

The City of South Haven Ordains:

SECTION 1

That Section 86-36 regarding electric rates of the Code of Ordinances for the City of South Haven is hereby amended to read as follows:

Sec. 86-36. Electric rate structure.

The following are the electrical charges and rates for electrical service customers:

- (1) *Residential customers.* Basic electric charge: \$5.50/month; power usage rate: \$0.100/kWH; energy optimization surcharge \$0.001612/kWH.
- (2) *Commercial customers.* Basic electric charge: \$6.80/month; power usage rate: \$0.11/kWH; energy optimization surcharge \$0.002126/kWH.
- (3) *Commercial power customers.* Power usage rate: .0563/kWH; demand charge: \$11.95/kw; minimum demand: 15 kw/month; primary metered customers: rebate of two percent of kWH usage; energy optimization surcharge \$0.002126/kWH.
- (4) *Industrial and municipal customers.* Power usage rate: .0468/kWH; demand charge: \$11.95/kw; minimum demand: 15 kw/month; primary metered customers: rebate of two percent of kWH usage; energy optimization surcharge \$0.002126/kWH.
- (5) *Unmetered Security/Street Lighting.* 150 Watt Lights - \$9.00/Month. 250 Watt Lights - \$15.00/Month.

The Energy Optimization Surcharge shall terminate on December 31, 2015.

SECTION 2

That subsections 86-71 and 86-72 regarding water rates of the Code of Ordinances for the City of South Haven are hereby amended to read as follows:

Section 86-71. Standby charge.

The water standby service fee is based on the size of the water meter used or installed, is the minimum charge, is payable in advance, and is additional to the charge for water use. Such charge is to include the cost of debt service, capital replacement funding, capital improvement and the readiness to serve costs. Such charge is made whether or not the water meter is turned off. Such charges shall be as follows:

	Meter Size Inches	Plant Replacement	City Capital Improvement	Capital Replacement	Ready to Serve	Total
(1)	5/8" or 3/4" meter	\$19.07	\$4.04	\$1.92	\$6.75	\$31.78
(2)	1" meter	\$25.46	\$5.39	\$2.57	\$9.00	\$42.42
(3)	1 1/4" meter	\$36.41	\$7.70	\$3.64	\$12.87	\$60.62
(4)	1 1/2" meter	\$47.41	\$10.03	\$4.76	\$16.75	\$78.95
(5)	2" meter	\$67.73	\$14.34	\$6.79	\$23.94	\$112.80
(6)	3" meter	\$118.73	\$25.08	\$11.90	\$41.90	\$197.61
(7)	4" meter	\$177.85	\$37.64	\$17.89	\$62.85	\$296.23
(8)	6" meter	\$279.42	\$59.12	\$28.09	\$98.76	\$465.39
(9)	8" meter	\$439.16	\$93.02	\$44.09	\$155.24	\$731.51

Section 86-72. Water usage rate.

In addition to the standby charge for water, a usage charge is levied which is based solely on the amount of water which is registered on the water meter each billing period. This rate shall be as follows:

- (1) 1st 2,500 cubic feet: \$2.1700 per 100 cubic feet
- (2) Over 2,500 but not over 25,000 cubic feet \$1.9700 per 100 cubic feet
- (3) Over 25,000 cubic feet \$1.9100 per 100 cubic feet

SECTION 3

That Sections 86-171 and 86-172 regarding sewer rates of the Code of Ordinances for the City of South Haven are hereby amended to read as follows:

Section 86-171. Sewer standby service fees.

The sewer standby service fee is based on the size of the water meter used or installed, is the minimum charge, is payable in advance, and is additional to the charge for sewer use. Such charge is to include the cost of debt service, capital replacement funding, capital improvement and the readiness to serve costs. Such charge is made whether or not the sewer is in use.

	Meter Size (inches)	Debt Service	Capital Replacement	City Capital Improvement	Ready to Serve	Total
(1)	5/8" or 3/4" meter	\$ 5.73	\$ 2.02	\$ 6.14	\$ 8.39	\$ 22.28
(2)	1" meter	\$ 7.63	\$ 2.68	\$ 8.17	\$ 11.21	\$ 29.69
(3)	1 1/4" meter	\$ 10.95	\$ 3.83	\$ 15.26	\$ 16.05	\$ 46.09

(4)	1 1/2" meter	\$ 14.25	\$ 4.98	\$ 21.81	\$ 20.94	\$ 61.98
(5)	2" meter	\$ 20.36	\$ 7.12	\$ 29.90	\$ 29.85	\$ 87.23
(6)	3" meter	\$ 35.64	\$ 12.49	\$ 38.18	\$ 52.23	\$ 138.54
(7)	4" meter	\$ 53.47	\$ 18.73	\$ 57.27	\$ 78.37	\$ 207.84
(8)	6" meter	\$ 84.01	\$ 29.42	\$ 89.99	\$ 123.15	\$ 326.57

Section 86-172. Sewer usage rate.

(a) In addition to the standby service charge for sewer, a usage charge is levied which is based solely on the amount of water which is registered on the water meter each billing period. This rate is \$2.6800 per 100 cubic feet of water metered.

(b) The sewer usage volume charge for single-family and duplex residential structures for utility bills dated June 1 through September 30 will be based on the average monthly water use billed for the five month period from the November water meter readings through the April water meter readings with a minimum volume charge of 1,000 cubic feet per month. If a month's metered water use is less than the above referenced sewer usage volume calculation, that month's sewer usage volume charge will be based on the metered water use. For new connections with no history of usage, the minimum billing will apply.

SECTION 4

If any portion of this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining provisions of this ordinance.

SECTION 5

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

SECTION 4

This ordinance shall take effect ten (10) days after its adoption or upon its publication in the *South Haven Tribune*, whichever occurs later.

INTRODUCED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this 2nd day of June, 2014.

ADOPTED by the City Council of the CITY OF SOUTH HAVEN, MICHIGAN on this 16th day of June, 2014.

Robert G. Burr, Mayor

CERTIFICATION

I, Amanda Morgan, Clerk of the City of South Haven, Van Buren County, Michigan do hereby certify that the above Ordinance was adopted by the South Haven City Council on the 16th day of June, 2014; and the same was published in a paper of general circulation in the City, being the *South Haven Tribune*, on the ____ day of June, 2014.

Amanda Morgan, City Clerk

Ordinance No. ____

WATER RATES
FY 2015
PROPOSED CHANGES

WATER STANDBY RATES

Meter Size (Inches)	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
	Plant Repl	<i>Plant Repl</i>	Capital Imp	<i>Capital Imp</i>	Capital Repl	<i>Capital Repl</i>	R T S	<i>R T S</i>	Total	<i>Total</i>
		1.02		1.02		1.02		1.02		
5/8" & 3/4"	18.7	19.07	3.96	4.04	1.88	1.92	6.62	6.75	31.16	31.78
1"	24.96	25.46	5.28	5.39	2.52	2.57	8.82	9.00	41.58	42.41
1 1/4"	35.7	36.41	7.55	7.70	3.57	3.64	12.62	12.87	59.44	60.63
1 1/2"	46.48	47.41	9.83	10.03	4.67	4.76	16.42	16.75	77.4	78.95
2"	66.4	67.73	14.06	14.34	6.66	6.79	23.47	23.94	110.59	112.80
3"	116.4	118.73	24.59	25.08	11.67	11.90	41.08	41.90	193.74	197.61
4"	174.36	177.85	36.9	37.64	17.54	17.89	61.62	62.85	290.42	296.23
6"	273.94	279.42	57.96	59.12	27.54	28.09	96.82	98.76	456.26	465.39
8"	430.55	439.16	91.2	93.02	43.23	44.09	152.2	155.24	717.18	731.52

WATER USAGE RATES

	Current	Proposed	
		1.02	
1ST 2,500 cubic feet:	2.13	2.17	per 100 cubic feet
over 2,500 but not over 25,000 cubic feet:	1.93	1.97	per 100 cubic feet
over 25,000 cubic feet:	1.87	1.91	per 100 cubic feet

SEWER RATES
FY 2015
PROPOSED CHANGES

SEWER STANDBY RATES

Meter Size (Inches)	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	Current	<i>Proposed</i>	4.00%
	Debt Service	<i>Debt Service</i>	Capital Repl	<i>Capital Repl</i>	Capital Impr	<i>Capital Impr</i>	R T S	<i>R T S</i>	Total	<i>Total</i>	
		1.04		1.04		1.04		1.04			
5/8" & 3/4"	5.51	5.73	1.94	2.02	5.90	6.14	8.07	8.39	21.42	22.28	
1"	7.34	7.63	2.58	2.68	7.86	8.17	10.78	11.21	28.56	29.70	
1 1/4"	10.53	10.95	3.68	3.83	14.68	15.27	15.43	16.05	44.32	46.09	
1 1/2"	13.71	14.26	4.79	4.98	20.97	21.81	20.13	20.94	59.60	61.98	
2"	19.58	20.36	6.85	7.12	28.75	29.90	28.70	29.85	83.88	87.24	
3"	34.27	35.64	12.01	12.49	36.71	38.18	50.22	52.23	133.21	138.54	
4"	51.41	53.47	18.01	18.73	55.07	57.27	75.36	78.37	199.85	207.84	
6"	80.78	84.01	28.29	29.42	86.53	89.99	118.41	123.15	314.01	326.57	

	Current	<i>Proposed</i>	
SEWER USAGE RATE	2.58	2.68	per 100 cubic feet

Residential Utility Bill Comparison
 PROPOSED RATES EFFECTIVE JULY 1, 2014

4/23/2014

Monthly Usage in Cu. Ft.	1000		
Current Water Rate per 100 Cu. Ft.	2.13		
Proposed Water Rate per 100 Cu. Ft.	2.17	2%	1.02
Current Sewer Rate per 100 Cu. Ft.	2.58		
Proposed Sewer Rate per 100 Cu. Ft.	2.68	4%	1.04
Water Meter Size	5/8"-3/4"		
Monthly Electric Usage - KWH	750		
Current Rate per KWH	0.100		
Proposed Rate per KWH	0.100		

<u>City Customers</u>	Current	Proposed	Change	Percent Change
Water Usage	21.30	21.73	0.43	2.0%
Water Capital Replacement	1.88	1.92	0.04	2.0%
Water Ready-To-Serve	6.62	6.75	0.13	2.0%
Water Capital Improvement	3.96	4.04	0.08	2.0%
Water Plant Debt Service	18.70	19.07	0.37	2.0%
Sewer Usage	25.80	26.83	1.03	4.0%
Sewer Capital Replacement	1.94	2.02	0.08	4.0%
Sewer Ready-To-Serve	8.07	8.39	0.32	4.0%
Sewer Debt Service	5.51	5.73	0.22	4.0%
Sewer Capital Improvement	5.90	6.14	0.24	4.0%
Electric Usage	75.00	75.00	-	0.0%
Basic Electric Charge	5.50	5.50	-	0.0%
Total Utility Bill	180.18	183.12	\$ 2.94	1.6%
Total Water Bill	52.46	53.51	1.05	2.0%
Total Sewer Bill	47.22	49.11	1.89	4.0%
Total Electric Bill	80.50	80.50	-	0.0%

Memo

To: Brian Dissette
City Manager

From: Jeannine Blair
Special Events Coordinator

Date: May 28, 2014

Re: 2014 Festival of Trees
2014-19

This special event request is ready for City Council's approval. This event, sponsored by We Care I.N.C. is scheduled to start Friday, November 28, 2014. The event will start with a parade bringing Santa to kick-off the Festival of Trees event at City Hall, which will last through December 8, 2014.

Proof of insurance will be provided one month prior to the event.

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY	
Special Event #	<u>2014-19</u>
Date Received	<u>5-5-14</u>

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.

JJO
initial

04/30/14
Date

CONTACT INFORMATION

Event Title: 2014 Festival of Trees

Sponsoring Organization: We Care I.N.C.

Applicants Name: Linda J. Olsen, Exec. Director

Telephone #: 269-214-0168(e) Phone # During Event: Same

E-mail Address: linda@wecare-inc.org

Other contacts for/during event

Name: Courtney Waeahitner Telephone: 269-271-4953

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: City Hall, Basement

Date(s) Requested: 11/28/14 Thru 12/8/14 Alternative Date(s): _____

Start Time: _____ End Time: _____

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

Number of people expected to attend: 2,500 throughout festival week.

EVENT DESCRIPTION

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

Purpose of the week-long event: To provide "community building" activities, provide a traditional community holiday event, to assist in educating community re: We Care and the resources provided to residents. A week long festival for the above purposes and to raise funds for We Care so we may continue serving area families in need. This will be our 7th annual festival taking place at City Hall

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 HALL / Basement & hobby Area
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. *Signage requested for 30 days... on front lawn & at back entrance.*

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: *Use of electricity at City Hall*

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

Name: *We request the name of electrician the city uses.* 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: *Daily visit (drop in) to festival by officer on duty, if possible.*

Will you require additional fire/ambulance services: Yes No
If yes, explain: *Only if an emergency occurs - has not happened before over the last 6 years.*

Additional fire information: Mark all that apply

- Tents Concessions Exits Compressed Gases
 Extinguishers Electrical Exposed Flames
 Other: N/A

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
Will submit one month before festival.

REMINDERS

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

- Map(s) *indicating parade route & placement of barricades.*
 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

04/30/14
Date

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

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



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

Cones and Barricades Request Form

Requester's Name We Care T.N.C. Linda J. Olsen
 Date Requested 11/28/14 - 04/30/14
 Organization/Committee We Care T.N.C.
 Mailing Address 06321 Blue Star Hwy., So. Haven
MI 49090
 Office/Main Phone 269-637-4342
 Cell Phone 269-214-0168
linda@wecare-inc.org
 EVENT: Santa Parade DATE of EVENT: 11/28/14

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

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

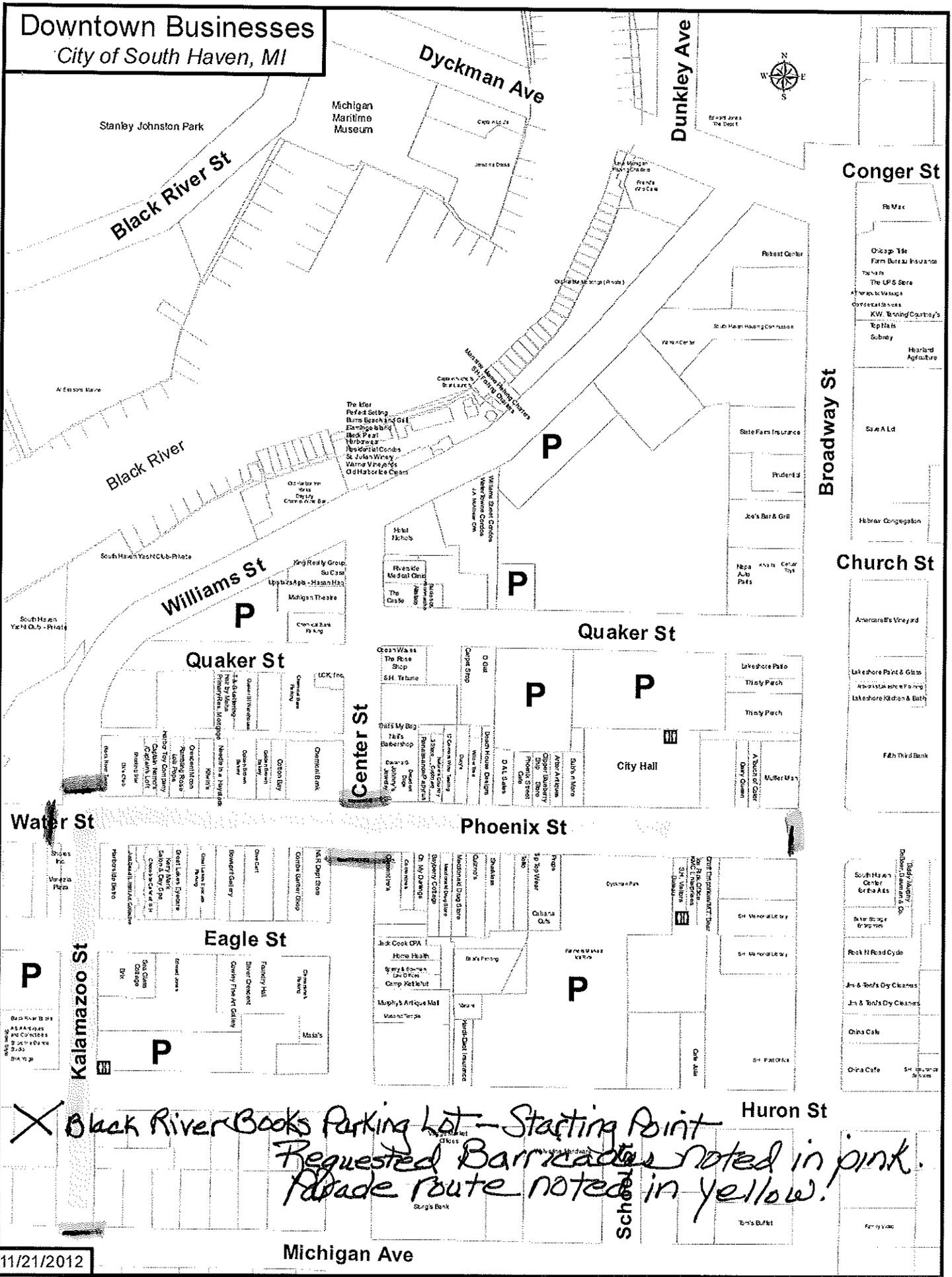
BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
	7	See Map.	Linda Olsen	6:00	17:00
			See above	AM PM	AM PM

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

Borrower's Signature: Linda J. Olsen Authorized by: _____

Downtown Businesses

City of South Haven, MI



X Black River Books Parking Lot - Starting Point
 Requested Barricades noted in pink.
 Parade route noted in yellow.

Memo

To: Brian Dissette
City Manager

From: Jeannine Blair
Special Events Coordinator

Date: June 10, 2014

Re: 4th of July Parade
Special Event 2014-33

This special event is ready for City Council's approval. This year the South Haven Kiwanis Club are sponsoring the parade which is scheduled for Friday, July 4th, 2014. The streets will need to be closed by 10:30 a.m. with the parade starting at 11:00 a.m. The parade route is identified on the event application.

Proof of insurance has already been provided.

RECEIVED JUN 10 2014

FOR OFFICE USE ONLY

Special Event # 2014-33
Date Received 6-10-14

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.

RO Initial 6/10/14 Date

CONTACT INFORMATION

Event Title: FOURTH OF JULY PARADE
Sponsoring Organization: KIWANIS of SOUTH HAVEN
Applicants Name: ROBERTA OTTO (President)
Telephone #: 269 639 2255 Phone # During Event: 269 313 1761
E-mail Address: bobbee.rottocpa.com

Other contacts for/during event

* Name: HAROLD FILBRANDT Telephone: 637-3087
Name: PETE WELLE Telephone: 637-3781
KEN OVERHOLSER 639-2965

EVENT SPECIFIC INFORMATION

Event Location: LC MOHR HIGH SCHOOL through downtown
Date(s) Requested: JULY 4, 2014 Alternative Date(s): _____
Start Time: 11:00 A.M. End Time: 1:00 P.M.

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

Number of people expected to attend: 5,000

EVENT DESCRIPTION

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

ANNUAL PARADE THAT INCLUDES
FLOATS, BANDS, CARS, FIRE TRUCKS
AND MORE

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 DURING PARADE - and BRIEF TIME BEFORE PHOENIX and SECTION OF BROADWAY REQUIRE

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

Event Command Post. Mark location on maps. HIGH SCHOOL

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

Portable toilet facilities. Mark locations on maps. How many? 2 at HIGH SCHOOL
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: _____ 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: at intersections

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

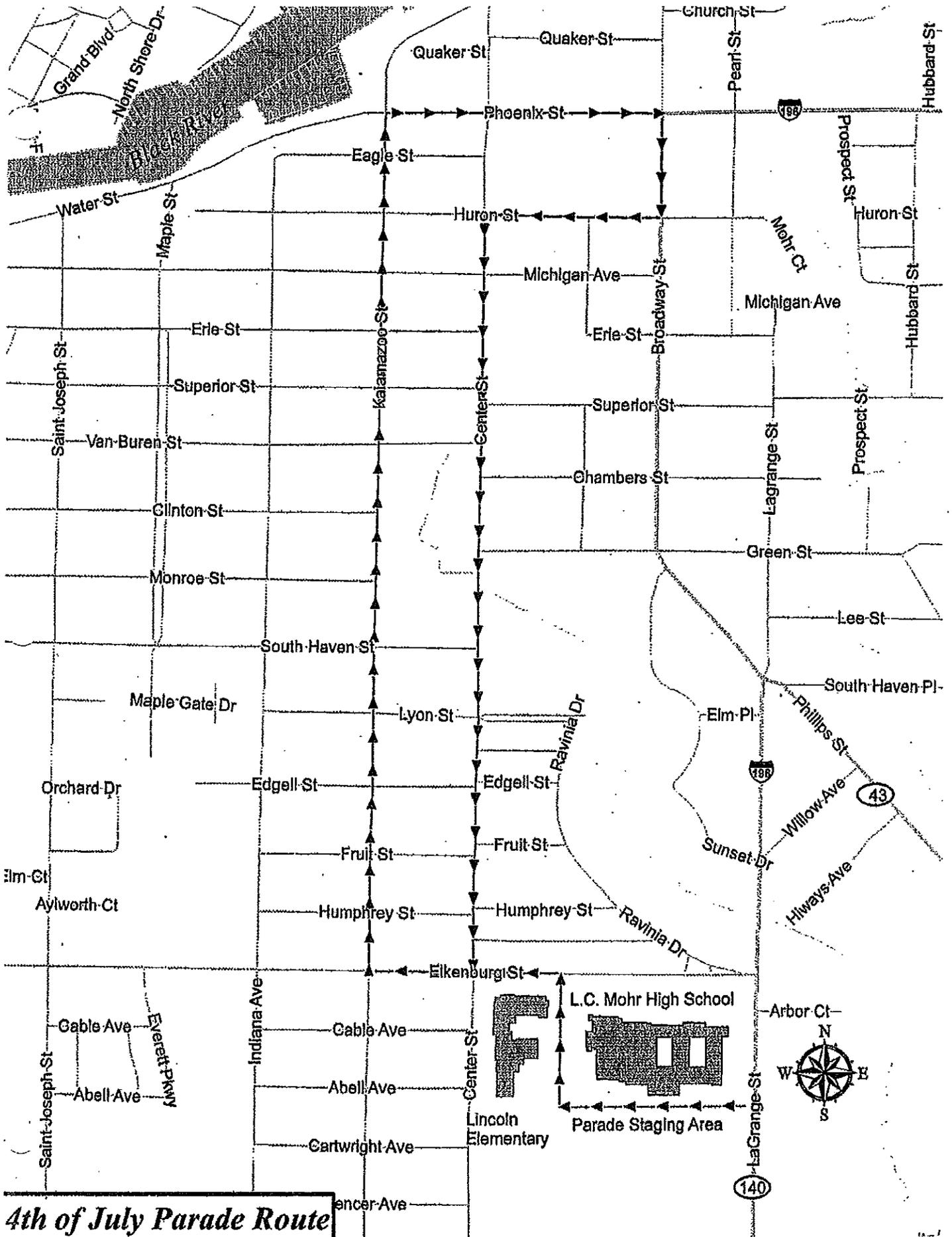
The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the City of South Haven, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising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

Rebecca A. Otto
Applicants Signature

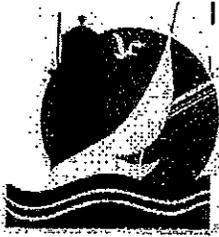
6/10/14
Date

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

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



4th of July Parade Route



Department of Public Works

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

Cones and Barricades Request Form

Requester's Name ROBERTA OTTO
 Date Requested JULY 4, 2014
 Organization/Committee KIWAUKS
 Mailing Address 352 Blue Star Hwy
So Haven MI 49090
 Office/Main Phone 269 639 2255
 Cell Phone 269 313 1761

EVENT: 4th of JULY PARADE

DATE of EVENT: July 4, 2014

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	300				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
	SEE ATTACHED				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: _____



Agenda Item 8

South Beach Rental Agreement

Background Information:

The City Council will be asked to consider approval of a one year license agreement with the SoHa Surf Shop, granting approval of a standup paddleboard and kayak rental service on the South Beach.

In March 2014, the City received a letter from the SoHa Surf Shop requesting that the City consider operation of a standup paddleboard and kayak rental service at South Beach. On May 8, the applicant, Chris Campbell, met with Chairperson Reinhart, Commissioner Moore, and members of City Staff to discuss and refine the beach rental proposal. At the June 10th regular meeting of the Parks Commission, the board approved a recommendation to allow the SoHa Surf Shop to operate the proposed standup paddleboard and kayak rental service at the South Beach.

The attached letter from SoHa Surf Shop and staff memorandum provide additional details on the beach rental proposal.

Recommendation:

The City Council should consider the approval of the beach rental proposal. If the proposal is acceptable, the City Council is asked to consider a motion to approve a one year license agreement with SoHa Surf Shop, LLC, for the operation of a standup paddleboard and kayak rental service on the South Beach.

Attachments:

Letter from SoHa Surf Shop
Memorandum from Paul VandenBosch
Draft License Agreement
Draft License Agreement Area Map

5/9/14

SoHa Surf Shop Proposal
518 Phoenix Street
South Haven, MI 49090

City of South Haven
South Haven, MI 49090

We at SoHa Surf Shop are requesting the city of South Haven approve a standup paddleboard (SUP) and kayak rental service with small retail tents located on South Haven, Michigan's south beach. SoHa Surf Shop is a downtown business that already attracts visitors to town through rentals and retail services. Its owners and managers have been apart of this community for more than 18 years now, and 8 of them have been as a retailer. We are already committed to this town and are interested in making this venture an additional long-term investment.

In order to supply the necessary information and merchandise for the public, we will require a tent be set up at south beach near the flag pole as well as by the blue stairs. These sites are easily accessible and will foster interest with pedestrians who may be passing by. The merchandise we may supply at these tents will include, but not be limited to, sunglasses, sunscreen, towels, toys, t-shirts, etc. A few of these select items, beach chairs and umbrellas for example, will also be put up for rent at a daily rate. No one currently supplies these items on south beach. South Beach's SoHa Surf Shop would also like to supply an informational section where flyers and event information for events and festivals can be shared and displayed to the public.

This rental business will begin on or around May 15th and run through September 15th. The business will open daily at 9:00 am and run until 7:00 pm. The final allowed rental time will be 6:00 PM, with the boards due back to the rental tent by 7:00 PM. Rentals will only be allowed on green to yellow flag days. Whenever a red flag day occurs, SUP and kayak rentals will not be allowed, however the business will still be able to sell merchandise and rent small items. The rental tents and all equipment will be taken down at night and returned to Soha Surf Shop. Every morning we will take the rental tents and equipment back down to the beach and set it up. There will be nothing left at the beach over night. The tents will be around 10 ft x 12ft. The rental tents are a four post pop up tent for day use. They collapse and fold up into something we can install and remove daily. Tents, rental equipment (Standup Paddleboards, Kayaks, Beach Chairs, Umbrellas), and merchandise will be carried by hand or pulled to location in a beach cart. The beach carts will be a simple Plastic cart with beach tires similar to a kids red wagon, but a little bit bigger. The boards, kayaks, and other equipment will be walked down blue stairs for setup. There is no motor, just physical pulling of the carts. We will not use an ATV or motorized vehicle on the sand.

We will provide 1-hour, 2-hour, and all-day rental options. Renters must be 18 years and old with valid ID, or 16 years of age with parent's written consent. Children can be on the equipment with a parent, but are not allowed to operate by themselves. Once the renter decides how long they would like to rent a board for, they will begin by reading and signing our waiver prior to our short lesson. Our waivers are provided through our insurer, K & K Insurance group, from Fort Wayne, Indiana. K & K Insurance group will provide us with a \$1 million per occurrence policy. Once complete, we will go through a short lesson and demonstration on all of the equipment, including use of leashes, lifejackets, whistles, and paddles. Upon completion of this lesson, the renter will be knowledgeable and comfortable enough to enter the water. All employees are trained on placing renters on the correct size board and are equipped to answer any questions. Once the renter is finished, they will return all supplies or be held liable for them.

This proposal will benefit south beach by adding services and merchandise for beach-goers. This proposal is a great way for our city to show that we are moving forward to meet the interests of our visitors and show we are a fun and active community. Many of our surrounding cities already have similar programs in place, running from St. Joe all the way up to Muskegon. This business will also promote city events and festivals, with flyers and information, hopefully increasing attendance to such events. Additionally, the city will make revenue from their percentage of total sales.

This venture would have some upfront expenses for SoHa Surf Shop. Here is the approximate breakdown of costs:

Standup Paddleboards /etc.....	\$12,000
Kayaks /etc.....	\$4,000
Rental Chairs/etc.....	\$500
Rental Tent /etc.....	\$2,000

Based on past rentals from the downtown store, we are hoping for \$60,000 in total revenue. We predict that sales from merchandise alone will account for close to half of this total and rentals with account for the other half. This business will also be subleasing beach rights through Dan Olsen, owner and operator of north beach concessions. Mr. Olsen currently has the sole rights to both north and south beach.

In regards to the tents, we will place one in the walled area, near where the concessions, bathrooms, and pavilion currently are. This tent will be placed so that it does not obstruct views of the pier or beach. With this placement, we hope to attract pedestrians and get them interested and excited about what we have to offer. The second tent will be by the blue stairs on the sand. This is near where renters can enter the water with the SUP's and kayaks as well as return equipment.

May 8, 2014

TO: Brian Dissette

FR: Paul VandenBosch

RE: South Beach Surf Shop

The City has received a request from Chris Campbell, SoHa Surf Shop, to sell merchandise and rent paddleboards and kayaks at the South Beach, as described in the attached proposal.

There would be two tent locations, one near the South Beach restroom, and one near the Personal Watercraft Lane, which is where the kayaks and paddleboards would be launched (see the attached map).

The tents, merchandise and rental watercraft would be installed each morning, and removed at the end of the day. The rental watercraft would be rolled to the Blue Stairs location on a hand cart.

The vendor will provide safety training and is responsible for halting rental use of watercraft when dangerous weather or wave conditions occur.

A license agreement has been prepared to allow operation of the surf shop. The City would receive 5% of gross revenue as a license fee. There are a number of requirements on training and safety for users of the boats. Operation could take place from 9am to 7pm.

The South Beach Concessionaire (Dan Olsen) has exclusive rights to concessions on South Beach. Dan has been consulted regarding the agreement and has indicated that he is in favor of the current agreement. His signature is required to show consent.

Parks Commission is being requested to review the proposal and make a recommendation on the proposal to the City Council.

Staff recommendation:

Make a recommendation to City Council on the proposed South Beach surf shop.

LICENSE AGREEMENT

This License Agreement is made as of _____, 2014, between the City of South Haven, a Michigan municipal corporation, the principal business address of which is 539 Phoenix Street, South Haven, MI 49090 (the "City"), and Soha Surf Shop, LLC, a Michigan corporation, the principal business address of which is 518 Phoenix Street, South Haven, MI 49090 (the "Licensee").

RECITALS

A. The City owns the property located on Lake Michigan commonly referred to as South Beach Park ("South Beach").

B. The Licensee wishes to operate a surf shop business on South Beach during the summer months that would rent kayaks, paddleboards, beach chairs, and umbrellas to the public and sell surf shop merchandise.

C. The City wishes to accommodate the Licensee's request in accordance with the terms and conditions of this Agreement.

TERMS AND CONDITIONS

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

1. License. The City licenses to the Licensee those portions of South Beach designated on the attached **Exhibit A** (the "Licensed Property") for its use in operating a surf shop business, subject to the terms and conditions of this Agreement and for no other purpose or use.
 - (a) This license is granted on an "AS IS" basis. The City makes no representations or warranties about the condition of the Licensed Property or its fitness for any purpose or use, and shall have no duty to maintain, repair, replace or improve any portion of such areas.
 - (b) Except as otherwise provided by this Agreement, no changes may be made to the Licensed Property and no permanent additions may be added to the Licensed Property without the City's prior written consent which the City may for any reason decline. At the expiration of this Agreement, or any renewal thereof, the Licensee shall return the Licensed Property to the condition it was in prior to the effective date of this Agreement. Any costs incurred by the City in the restoration of the Licensed Property to its pre-Agreement condition shall be charged to the Licensee.
2. Term. Unless terminated earlier pursuant to this Agreement, the term of the license shall commence at 7:00 a.m. on May 15, 2014, and expire at 8:00 p.m. on September 15, 2014. Lessee's obligations under Section 3 shall survive the expiration of the license or any subsequent renewal of the license. The license and this Agreement are subject to annual renewal by mutual agreement of the parties on the same terms and conditions.
3. License Fee. The Licensee shall pay to the City an annual license fee on October 15 of each year that this Agreement is in effect, based upon the gross annual revenue derived from the Licensee's operation of the surf shop business on South Beach. For purposes of this Agreement, "gross annual revenue" shall mean a portion of total revenue, including cash, check, credit card receipt or debit card receipt, paid on an annual basis to the Licensee for all goods and services sold or rented by the Licensee on South Beach. The License Fee shall be 5% of the gross annual revenue derived from operation of the surf shop business on South Beach. The Licensee shall submit a report showing gross annual

revenue to the City at the same it submits payment of the License Fee, and the report shall be subject to audit by the City.

4. Property Rights. This Agreement only grants a license to use the Licensed Property. This Agreement does not grant or convey to the Licensee any rights, title, or interest in the Licensed Property. The City retains all property rights in the Licensed Property.
5. Requirements of Licensee. This license is subject to the following terms and conditions:
 - (a) The Licensee's surf shop business shall consist only of selling surf shop merchandise (defined to mean T-shirts, flip flops, sunglasses, sunscreen, and other items, including food items, acceptable to the City and to Lake Michigan Concessions LLC) and renting kayaks, paddleboards, beach chairs, and umbrellas to the public for a fee. Prior to renting a kayak or paddleboard, the Licensee shall make reasonable efforts to ensure that each customer is capable of operating a kayak or paddleboard in a safe and suitable manner. These efforts shall include providing basic safety training and verifying that each renter is of a suitable age and physical condition to operate a kayak or paddleboard.
 - (b) The Licensee shall instruct its customers to operate the kayaks and paddleboards in the designated personal water craft lane. The Licensee shall be responsible for ensuring compliance with this requirement.
 - (c) The Licensee shall use reasonable judgment in determining whether to rent kayaks or paddleboards when it is apparent that weather or water conditions, including but not limited to wind conditions, undertows, frigid water, or rip currents make the use of such watercraft dangerous or unsuitable. The Licensee shall be solely responsible for warning customers of the dangers of hypothermia.
 - (d) The Licensee shall use reasonable judgment in setting rules regarding the use of life vests or other safety devices in conjunction with kayak and paddleboard rentals.
 - (e) The Licensee may install tents and storage equipment in the Licensed Tent Area, in accordance with plans and specifications approved in writing by the City. The Licensee shall be responsible for outfitting the tents with any equipment or utilities necessary for the operation of the surf shop business. The tents shall be removed in the evenings after hours of operation.
 - (f) The Licensee shall ensure that its operation of the surf shop and the use and operation of kayaks and paddleboards on Lake Michigan comply at all times with applicable local, state and federal laws, regulations, ordinances, orders, permits, and licenses.
 - (g) The Licensee may operate its business on the Licensed Property from 9:00 a.m. to 7:00 p.m., seven days per week, during the term of this Agreement.
 - (h) Pursuant to an agreement with the City dated May 11, 2009, Lake Michigan Concessions, LLC (the "Concession Operator") currently has an exclusive right to sell souvenirs and food items in the South Beach concession area and may only assign that right with the City's prior consent. Accordingly, before selling any surf shop merchandise on the Licensed Property, the Licensee shall enter into a sublicense agreement with the Concession Operator and provide the City with a copy of the sublicense agreement. The Licensee shall then obtain the Concession Operator's consent on the signature block below as proof of such sublicense agreement. The City consents to the Concession Operator's assignment of rights to the Licensee, subject to the terms and conditions of this Agreement. For purposes of clarification, the parties acknowledge that the Concessionaire shall not owe to the City any portion

of any fee that the Licensee pays to the Concessionaire under the terms of the sublicense agreement.

- (i) The Licensee shall make no representations to any person or entity as to any affiliation with, endorsement by, or sponsorship with the City. At no time during the term of this Agreement is the Licensee to be considered affiliated with the City. The City's logo shall not be used at any time for any purpose by the Licensee. On its rental agreement with customers, the Licensee shall conspicuously display a notice disclaiming any affiliation with the City. The notice shall read:

THE RENTAL OF KAYAKS AND PADDLEBOARDS IS OPERATED
EXCLUSIVELY BY SOHA SURF SHOP, LLC. THE CITY OF SOUTH
HAVEN HAS NO ROLE IN THIS OPERATION.

6. Loss Payment (Indemnification). The Licensee shall hold the City (defined for purposes of this paragraph to include the City's officers and employees) harmless from, defend it against (with legal counsel reasonably acceptable to the City), and pay for any loss paid or owed by the City arising from the Licensee's operation of the surf shop business or use of the Licensed Property. "Loss" means a monetary amount paid or owed for any reason, including for example: judgments, settlements, fines, replacement costs, staff compensation, decreases in property value, and expenses incurred in defending a legal claim.
7. Insurance. Throughout the term of this Agreement, or any renewals thereof, the Licensee shall obtain and maintain commercial general liability insurance with limits of not less than \$1,000,000.00 dollars per occurrence and \$3,000,000.00 dollars in the aggregate. All policies shall name the City (including its officers and employees) as an additional insured and certificate holder. Copies of certificates of insurance showing the coverage to be in place, that the premiums are fully paid, and that coverage cannot be terminated or modified except after 30 days prior written notice to the City, shall be provided to the City. Upon request, the Licensee shall provide the City with copies of the policies of insurance and all endorsements.
8. Assignment or Use by Others Prohibited. The Licensee may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement and may not allow any other person or entity to use the Licensed Property for any purpose without the City's prior written consent.
9. Termination. The license granted pursuant to this Agreement is terminable at the will of either the City Council or the Licensee. The City Manager may, upon a reasonable belief that a breach of this Agreement has occurred suspend the license granted by this Agreement, effective immediately. In case of suspension, Licensee may appeal such suspension to the City Council in writing. Upon receipt of the written appeal, the City shall give the Licensee written notice of the date and time of the next City Council meeting at which such appeal will be considered so that the Licensee may address the City Council. Upon the termination of this Agreement, the Licensee shall, unless the City otherwise consents by resolution of the City Council, without cost to the City, remove any temporary structure and restore the Licensed Property to the condition it was in prior to the date of this Agreement.
10. Breach. To the extent not prohibited by law, the prevailing party in any action brought to pursuant to or to enforce any provision of this Agreement shall, in addition to any other remedies, be entitled to recover its actual costs, including, without limitation, its actual reasonable attorney fees, filing fees, expert fees and other expenses incurred to bring,

maintain or defend any such action from its first accrual or first notice thereof through any appellate and collection proceedings. A party is a prevailing party if it improves its position from any offer made by the other party prior to filing the lawsuit. This provision shall not alter or affect any remedies under applicable court rules governing sanctions for rejected offers of judgment or case evaluation awards.

11. Miscellaneous.

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

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

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

CITY OF SOUTH HAVEN

SOHA SURF SHOP, LLC

By: _____
Robert Burr
Its: Mayor

By: _____

Its: _____

Date Signed: _____, 2014

By: _____
Amanda Morgan
Its: Clerk

Date Signed: _____, 2014

CONSENT:

By signing below, Lake Michigan Concessions, LLC consents to SOHA Surf Shop, Inc., using the beach area for the business described in this Agreement and acknowledges that it has entered into a sublicense agreement with SOHA Surf Shop, LLC.

LAKE MICHIGAN CONCESSIONS, LLC

By: _____

Its: _____

Date Signed: _____, 2014

EXHIBIT A
LICENSED PROPERTY

EXHIBIT A - LICENSED PROPERTY

Legend

- Swimming Buoys
- Personal Watercraft Lane
- Licensed Tent Area



Lake Michigan

BLUE STAIRS ACCESS TO LICENSED TENT AREA

Personal Watercraft Lane

LICENSED TENT AREA

Water St

Erie St.

Superior St

Van Buren St

Clinton St

Monroe St

South Haven St

LICENSED TENT AREA

Chestnut St

Monroe Blvd

St Joseph St

MEMORANDUM

To: Brian Dissette

From: Deborah Lull

Date: June 10, 2014

Subject: Revised policies for cell phones and use of employer-provided vehicle

A revised policy regarding city-provided cell phones and a new policy regarding personal use of a city-provided vehicle are attached for your consideration.

The cell phone policy has been revised to provide the city with the means to charge employees for roaming charges and other fees for personal calls that are either placed or received from outside our service area. The current policy allows only for a charge of \$0.06 per minute for personal calls. The policy also adds language that states that the employer-provided cell phone is to be used primarily for business purposes and defines acceptable personal use.

The personal use of city-owned vehicle policy is new and addresses non-business use of city-owned vehicles. The policy identifies the limits of personal use of a city-owned vehicle to commutes to and from work and restricts the use of the vehicle to only the employee. It provides notice to the employee that to and from commutes in a city-owned vehicle may result in a taxable benefit to the employee as detailed by the IRS. Finally, it identifies disciplinary measures for violating the policy.

It is recommended that the policies be presented to City Council at the June 16, 2014, meeting for Council's approval. A resolution to amend the personnel policies is also attached.

Please let me know if you would like additional information regarding either policy.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-29

A RESOLUTION TO AMEND SECTION 8.10 CELL TELEPHONE POLICY AND ADD SECTION
8.13 PERSONAL USE OF CITY-OWNED VEHICLE

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 June 16, 2014 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, City Council adopted Resolution 2011-17, a Resolution to repeal and recreate the personnel policies for employees of the City of South Haven on April 18, 2011; and

WHEREAS, staff has reviewed the policies and found that clarifications need to be made to Section 8.10 regarding Cell Telephone and a new policy, Section 8.13, is needed to address Personal Use of Employer-Owned Vehicles.

NOW, THEREFORE BE IT RESOLVED, that Section 8.10 and Section 8.13 of the Personnel policies for employees of the City of South Haven are hereby amended as follows:

Section 8.10 - Cell Telephone Policy

The City of South Haven has designated certain employees to have City-owned cell telephones. In order to ensure proper usage of these cell phones, the City of South Haven has adopted the following policy.

- A. The employer-provided cell phone is to be used primarily for business purposes, it is the property of the City of South Haven and personal use is discouraged. Acceptable personal use includes making or receiving an occasional personal call during business hours for an issue that requires immediate attention.
- B. All City issued cell phones will be on the 500 minute plan. It is understood that the first five hundred minutes, by plan, will be paid for by the City of South Haven, which may include incidental personal calls as well as business calls.
- C. Employees who use more than five hundred minutes in a month on a City cell phone shall pay for all phone calls above the five hundred minute threshold in any given month. The employee is responsible for all roaming and other additional charges.
- D. Any dispute in the determination of whether a call is considered personal or business shall be discussed with the individual cell phone user and his or her immediate supervisor.

- E. The City Manager may, at his discretion, adjust the number of minutes allowed per month for any employee, based upon needs of the business. An audit of previous usage will be requested as part of the review process.
- F. Employees who use their personal cell phone for business may, with the written approval of their Department Head, receive a monthly stipend to offset their out-of-pocket costs. The amount of the monthly stipend will be set by the City.
- G. There is no expectation of privacy regarding any information on a City-owned cell phone. The employer may access the information at any time and without notice. Cell phone records are public and may be released under a freedom of information (FOIA) request.
- H. Intentional damage or destruction of City-owned cell phones will not be tolerated. The user may be responsible for the replacement of a damaged or lost cell phone. The user may also face discipline for violating any part of this policy according to the City's progressive discipline policy, up to and including discharge from employment. An employee who violates any portion of the policy may lose the privilege of using a city cell phone.

Section 8.13 Personal Use of City-Owned Vehicle

The purpose for a written policy on personal use of a city-owned vehicle is to set rules on how employees may or may not use the city vehicle for non-business purposes. City vehicles are given to employees to take home for a variety of reasons. However, employees' use of city vehicles is not intended to exist without limitations.

Personal use of a city-owned vehicle is limited to commutes between the employee's home and work and an occasional personal errand on the way between the employee's home and work. Any other personal use of a city-owned vehicle is prohibited.

The personal use of a city-owned vehicle may result in a taxable benefit as detailed by the IRS.

Use of a city vehicle is restricted to the employee and non-employees, such as spouses, children, other relatives and friends, are not authorized to drive city vehicles.

Violations of this policy may result in the loss of use of a city-owned vehicle or in discipline up to and including termination.

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 16th day of June, 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

Section 8.13 Personal Use of City-Owned Vehicle

The purpose for a written policy on personal use of a city-owned vehicle is to set rules on how employees may or may not use the city vehicle for non-business purposes. City vehicles are given to employees to take home for a variety of reasons. However, employees' use of city vehicles is not intended to exist without limitations.

Personal use of a city-owned vehicle is limited to commutes between the employee's home and work and an occasional personal errand on the way between the employee's home and work. Any other personal use of a city-owned vehicle is prohibited.

The personal use of a city-owned vehicle may result in a taxable benefit as detailed by the IRS.

Use of a city vehicle is restricted to the employee and non-employees, such as spouses, children, other relatives and friends, are not authorized to drive city vehicles.

Violations of this policy may result in the loss of use of a city-owned vehicle or in discipline up to and including termination.

Section 8.10 - Cell Telephone Policy

The City of South Haven has designated certain employees to have City-owned cell telephones. In order to ensure proper usage of these cell phones, the City of South Haven has adopted the following policy.

- A. The employer-provided cell phone is to be used primarily for business purposes, it is the property of the City of South Haven and personal use is discouraged. Acceptable personal use includes making or receiving an occasional personal call during business hours for an issue that requires immediate attention.
- ~~A.B.~~ All City issued cell phones will be on the 500 minute plan. It is understood that the first five hundred minutes, by plan, will be paid for by the City of South Haven, which may include incidental personal calls as well as business calls.
- ~~B.C.~~ Employees who use more than five hundred minutes in a month on a City cell phone shall pay for all ~~personal~~ phone calls above the five hundred minute threshold in any given~~that~~ month. The employee is responsible for all roaming and other additional charges.
- ~~C.~~ An employee who exceeds their monthly usage shall go through their individual cell phone bill, mark and deduct all City of South Haven business calls, and remit the remainder (personal cell phone calls) in payment to the City of South Haven for their personal calls.
- D. Any dispute in the determination of whether a call is considered personal or business shall be discussed with the individual cell phone user and his or her immediate supervisor.
- E. The City Manager may, at his discretion, adjust the number of minutes allowed per month for any employee, based upon needs of the~~for~~ business. An audit of previous usage will be requested as part of the review process.
- F. Employees who use their personal cell phone for business may, with the written approval of their Department Head, receive a monthly stipend to offset their out-of-pocket costs. The amount of the monthly stipend will be set by the City.
- G. There is no expectation of privacy regarding any information on a City-owned cell phone. The employer may access the information at any time and without notice. Cell phone records are public and may be released under a freedom of information (FOIA) request.
- H. Intentional damage or destruction of City-owned cell phones will not be tolerated. The user may be responsible for the replacement of a damaged or lost cell phone. The user may also face discipline for violating any part of this policy according to the City's progressive discipline policy, up to and including discharge from employment. An employee who violates any portion of the policy may lose the privilege of using a city cell phone.



Agenda Item 10

Do-It Corporation IFT Introduction

Background Information:

The City Council will be asked to set a public hearing for consideration of an Industrial Facilities Tax Exemption Certificate for Do-It Corporation, located at 1201 Blue Star Highway.

The tax exemption request, which totals approximately \$1,328,228, is for new personal property acquired by the company. The applicant notes that the company anticipates creating 2-4 new jobs at their facility as a result of the project.

Do-It Corporation was founded in 1973. Do-It Corporation features a range of point-of-sale hang tab solutions. Do-It Corporation invented the hang-tab, and has grown into the largest hang tab manufacturer in the world. The company currently employs 62 staff members.

The estimated total value of the Industrial Facilities Tax Exemption Certificate for Do-It Corporation is \$43,437 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 2014-30: A Resolution which sets a public hearing for an Industrial Facilities Exemption Certificate requested by Do-It Corporation.

Support Material:

Staff Report – Do-It IFT
Resolution 2014-30

MEMORANDUM

DATE: June 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 Do- It Corporation

Do-It Corporation has filed an application for an Industrial Facilities Tax Exemption Certificate on June 3, 2014 with a location of 1201 Blue Star Hwy. The application listed the estimated cost of acquisition and installation of machinery and equipment at \$1,328,228. (rounded)

Do-It Corporation expects to retain 62 jobs and create 2-4 new jobs at this facility as a result of this project.

The estimated 12 year tax savings is \$43,437.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-30

A RESOLUTION SETTING A PUBLIC HEARING DATE
FOR CONSIDERATION OF AN APPLICATION FOR AN
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE REQUESTED BY
DO-IT CORPORATION

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 June 16, 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 June 3, 2014 the City of South Haven received an application from Do-It Corporation, Box 592, 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 1201 Blue Star Hwy; and

WHEREAS, an Industrial Development District, known as Industrial Development District No. 95-01, 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 Do-It Corporation on June 3, 2014, shall be conducted by the City Council on July 7, 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 16th day of June, 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