

City Council

Regular Meeting Agenda

Monday, August 4, 2014
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation

- Pastor Scott Hollebrands – Capstone Community Church of the Nazarene

3. Roll Call

4. Approval of Agenda

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

(All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. Unless requested by a Council Member or a citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and considered separately.)

- A. Council will be requested to approve the City Council Minutes of July 21, 2014.
- B. Bills totaling \$2,157,228.52 for the period ending August 5, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award the Optimist Tot Lot restroom renovation contract to Olsen Brothers Construction, in the amount of \$29,459.
- D. Council will be asked to award the North Marina landscape improvements contract to Olsen Brothers Construction, in the amount of \$8,328.00 and to Exterior Site Services, in the amount of \$6,970.00.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 06-17-2014 LHBM Minutes
 - 2) 06-18-2014 Airport Minutes

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

BOARD APPOINTMENTS

6. Council will be asked to appoint Teresa Jordan to fill a 5-year term on the Housing Commission, expiring in 2018.

UNFINISHED BUSINESS

7. Council will be asked to consider the following regarding Riveer industrial facilities tax exemption:

- A. Hold public hearing regarding Riveer industrial facilities tax exemption.**
- B. Approve Resolution 2014-34, a resolution granting Riveer an industrial facilities tax exemption.**

NEW BUSINESS

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

- A. Consider Special Event 2014-43, Rotary Pancake Breakfast to be held August 31, 2014.**
- B. Consider Special Event 2014-44, Back in the Day 2015 to be held July 18, 2015.**

9. 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.)

10. City Manager's Comments

11. Mayor and Councilperson's Comments

12. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

DRAFT

City Council

Regular Meeting Minutes

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



1. **Call to Order by Mayor 7:00 p.m.**
2. **Invocation by Bernice Thomas – Greater Faith Community Church.**
3. **Roll Call**

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

Moved by Arnold to excuse Councilmember Kozlik Wall for personal reasons. Seconded by Patterson.

Voted Yes: All. Motion carried.

Moved by Gruber to excuse Councilmembers Fitzgibbon due to illness. Seconded by Klavins.

Voted Yes: All. Motion carried.

4. **Approval of Agenda**

Moved by Patterson 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 Arnold to approve the Consent Agenda as follows:

- A. Council will be requested to approve the City Council Minutes of July 7, 2014.
- B. Bills totaling \$514,712.85 for the period ending July 20, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award the bid for the Van Buren Trail pavement marking project to PK Contracting in the amount of \$4,150.00.
- D. Council will be asked to approve a contract with Appraisal Plus Group, Inc. for assessing and land division services.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) Parks Commission: Minutes, April 8, 2014.
 - 2) Brownfield Redevelopment Authority: Minutes, November 11, 2013.

- 3) Planning Commission: Minutes, June 5, 2014.
- 4) Local Development Finance Authority: Minutes, April 14, 2014.

A Roll Call Vote was taken:

Yeas: Arnold, Gruber, Klavins, Patterons, Burr
Nays: None

Motion carried.

NEW BUSINESS

- 6. Council will be asked to consider Resolution 2014-33: A Resolution setting a public hearing date of August 4, 2014 for consideration of an application for an Industrial Facilities Exemption Certificate requested by Petter Investments Inc. dba Riveer.**

Background Information: The tax exemption request, which totals approximately \$75,783, is for real construction and new personal property acquired by the company. The applicant notes that the company anticipates creating 15 new jobs at their facility, and retaining 34 jobs, as a result of the project. The company indicates that the construction and personal property is for the creation of an engineering department office, which required space and office equipment.

Riveer was founded in 1983. Riveer features a range of wash rack systems, along with industrial and military grade pressure washers. The company makes products which are designed to keep equipment clean, combat corrosion, and reclaim as much water as possible.

The estimated total value of the Industrial Facilities Tax Exemption Certificate for Riveer is \$9,906 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 Gruber to approve Resolution 2014-33: A Resolution setting a public hearing date of August 4, 2014 for consideration of an application for an Industrial Facilities Exemption Certificate requested by Petter Investments Inc. dba Riveer. Seconded by Arnold.

Voted Yes: All. Motion carried.

- 7. City Council will be asked to approve Special Event 2014-42: Blueberry Festival 5k/10k (August 9, 2014).**

Background Information: This 5k /10k race is scheduled for August 9th, 2014 during the Blueberry Festival weekend. The race will start at 7 am and end at approximately 11 am. The number of people expected to run in this race is 1,500.

The sponsoring Organization for this event is South Haven Health Systems and like in years past they request to have police officers staffed that day to escort the race. They request to have one officer in the lead and one behind.

Moved by Patterson to approve Special Event 2014-42: Blueberry Festival 5k/10k (August 9, 2014) contingent upon receipt of proof of insurance. Seconded by Arnold.

Voted Yes: All. Motion carried.

8. City Council will be asked to approve a lease agreement with Frost Law Office, PLC for the use of the Michigan State Police Post, located at 720 La Grange Street.

Background Information: The South Haven Michigan State Police Post was closed for operation by the State of Michigan. At that time the ownership of the building at 720 LaGrange Street reverted from the State of Michigan to the City of South Haven. In the past two years, the city has made improvements to the building (e.g., painting, cleaning, updating the wiring,) which allowed the South Haven Police Department to temporarily operate from the building, while the Police/Fire Complex was rebuilt. Since the South Haven Police Department vacated the building at 720 LaGrange Street has been empty. Recently, Mr. John Frost, Frost Law Office PLC, approached city officials about purchasing the building, to be used as office space for their law office. At this time, the city cannot sell the site due to title issues. The city holds title to a portion of the overall site, with the State of Michigan still holding title to the back parking lot and storage building. Should the city acquire title to the full site, Frost Law Office PLC may have an interest in purchasing the overall site.

The lease agreement is a one year agreement, and has a monthly cost of \$800. The lease allows for annual renewals, but cannot extend beyond five years. The lease agreement does require the city to provide water, sewer, electric, and gas utilities. The tenant shall provide telephone and other communications and data services. The tenant shall be responsible for all exterior and interior maintenance and repairs. The agreement allows the tenant to deduct the costs of any repairs (but not maintenance) it makes to the premises from monthly rent; provided that the tenant submits paid invoices or documentation to the city. Any repairs which exceed \$500 must be approved in advance by the city.

The lease agreement requires the tenant to obtain and maintain a general liability insurance policy, with a minimum of \$1,000,000 per occurrence, for the building, which holds the city as an additionally insured. Should the city acquire title to the full MSP site, and should the tenant desire to purchase the site, and the City Council desire to sell the site, the agreement includes a credit of up to 50% of the lease payments to be applied towards the purchase of the site.

Given that the facility is currently vacant, and that the city has no immediate plans for the site, staff recommends approval of the lease agreement. Approval of the agreement allows for a local business to expand, and fills a vacant facility.

Moved by Gruber to approve a lease agreement with Frost Law Office, PLC for the use of the Michigan State Police Post, located at 720 La Grange Street. Seconded by Klavins.

Voted Yes: All. Motion carried.

9. 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.)

Marilyn Miller, 119 South St – voiced concerns with the construction of the marina facility and its impact on her property.

10. City Manager's Comments

11. Mayor and Councilperson's Comments

Gruber: Nice to see the upgrades to the camera system.
Patterson: Thanked Mrs. Miller for her comments. Thanked City staff for helping make this summer safe and enjoyed by many.
Arnold: No comments.
Klavins: Town was packed this last weekend. Apologized to Mrs. Miller for not responding to her call.
Burr: No comment.

12. 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(e) to discuss trial or settlement strategy with its attorney.

Moved by Patterson to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; 15.268; Sec. 8(e) to discuss trial or settlement strategy with its attorney. Seconded by Klavins.

A Roll Call Vote was taken:
Yeas: Arnold, Gruber, Klavins, Patterson, Burr
Nays: None

Motion carried. Meeting adjourned into closed session at 7:35 p.m.

Moved by Gruber to return to open session. Seconded by Arnold.

Voted Yes: All. Motion carried. Council returned to open session at 7:53 p.m.

Moved by Klavins to approve the July 16, 2014 proposed agreement to be finalized by the attorneys as discussed in closed session. Seconded by Patterson.

Voted Yes: All. Motion carried.

13. Adjourn

Moved by Arnold to adjourn. Seconded by Klavins.

Voted Yes: All. Motion carried. Meeting adjourned at 7:54 p.m.

RESPECTFULLY SUBMITTED,



Amanda Morgan, CMC
City Clerk

City of South Haven
Regular Meeting Council Minutes
City Hall, Council Chambers
7:00 p.m., Monday, July 21, 2014

DRAFT

Approved by City Council: **DRAFT**

CITY OF SOUTH HAVEN

AUGUST 5, 2014

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 106,272.27	\$ 59,973.29	\$ 166,245.56
202-MAJOR STREET FUND	\$ -	\$ -	\$ -
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ 16,365.16	\$ 12,682.28	\$ 29,047.44
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ 1,823.48	\$ 8,555.60	\$ 10,379.08
251-LDFA #1	\$ -	\$ -	\$ -
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ 15.90	\$ -	\$ 15.90
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	\$ -	\$ -	\$ -
396- DDA DISTRICT #2	\$ -	\$ -	\$ -
401-CAPITAL PROJECTS	\$ -	\$ 70,216.00	\$ 70,216.00
402-CAPITAL PROJECTS #2	\$ -	\$ 14,287.71	\$ 14,287.71
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 268.52	\$ 960.00	\$ 1,228.52
577-BEACH FUND	\$ 856.59	\$ 815.84	\$ 1,672.43
582-ELECTRIC FUND	\$ 929,240.12	\$ 199,297.84	\$ 1,128,537.96
591-WATER FUND	\$ 1,392.99	\$ 17,543.78	\$ 18,936.77
592-SEWER FUND	\$ 2,185.34	\$ 90,325.25	\$ 92,510.59
594-MUNICIPAL MARINA	\$ 15,228.94	\$ 591.86	\$ 15,820.80
636-INFORMATION SERVICES	\$ -	\$ 3,358.08	\$ 3,358.08
661-MOTOR POOL	\$ 5,243.80	\$ 9,196.36	\$ 14,440.16
677-SELF INSURANCE	\$ 69.30	\$ -	\$ 69.30
703-TAX FUND	\$ 587,062.22	\$ -	\$ 587,062.22
718-TRUST & AGENCY	\$ 3,400.00	\$ -	\$ 3,400.00
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 1,669,424.63	\$ 487,803.89	\$ 2,157,228.52

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
08/05/2014	1	48387	000010	AB SPRING SERVICE INC	1,957.71	0.00	1,957.71	1
08/05/2014	1	48388	000014	ABONMARCHE CONSULTANTS INC	13,951.42	0.00	13,951.42	8
08/05/2014	1	48389	000050	ALEXANDER CHEMICAL CORP	3,625.00	1,400.00	2,225.00	4##
08/05/2014	1	48390	000065	ALLIED MECHANICAL SERVICES INC	510.00	0.00	510.00	1
08/05/2014	1	48391	000174	AUTO GLASS BY GOBLES	762.14	0.00	762.14	2
08/05/2014	1	48392	000229	BEAVER RESEARCH COMPANY	798.20	0.00	798.20	1
08/05/2014	1	48393	000337	BRONSINK & BOS EQUIPMENT	232.93	0.00	232.93	1
08/05/2014	1	48394	000346	BRUSH ENTERPRISES	4,560.85	0.00	4,560.85	7
08/05/2014	1	48395	000372	C.C. JOHNSON & MALHOTRA PC	1,744.27	0.00	1,744.27	1
08/05/2014	1	48396	000418	CDW GOVERNMENT INC	161.09	0.00	161.09	2
08/05/2014	1	48397	000471	CITY PLUMBING & HEATING CO	675.00	0.00	675.00	1
08/05/2014	1	48398	000484	COASTAL LANDSCAPING INC	3,577.00	0.00	3,577.00	8
08/05/2014	1	48399	000505	COMPTON INC	23,962.65	0.00	23,962.65	5
08/05/2014	1	48400	000606	DE LISLE ASSOCIATES LTD	4,665.00	0.00	4,665.00	1
08/05/2014	1	48401	000608	DE SAL EXCAVATING INC	67,044.71	0.00	67,044.71	1
08/05/2014	1	48402	000637	DICKINSON WRIGHT	10,925.00	0.00	10,925.00	1
08/05/2014	1	48403	000716	EJ USA INC	3,676.25	0.00	3,676.25	3
08/05/2014	1	48404	003168	ELWOOD STAFFING	1,184.00	0.00	1,184.00	2
08/05/2014	1	48405	003287	EPIC SPORTS	659.47	0.00	659.47	1
08/05/2014	1	48406	000772	FENCE CONSULTANTS OF WEST MICH	1,398.00	0.00	1,398.00	1
08/05/2014	1	48407	003193	FISHBECK, THOMPSON, CARR & HUBER	2,012.50	0.00	2,012.50	1
08/05/2014	1	48408	000847	FUEL MANAGEMENT SYSTEM	8,662.90	0.00	8,662.90	1
08/05/2014	1	48409	000922	GRANICUS, INC	3,938.40	0.00	3,938.40	2
08/05/2014	1	48410	003250	GREAT LAKES SCUTTLEBUTT	500.00	0.00	500.00	1
08/05/2014	1	48411	000963	GRP ENGINEERING INC	5,000.00	0.00	5,000.00	1
08/05/2014	1	48412	001007	HARDESTY & HANOVER, LLP	14,287.71	0.00	14,287.71	1
08/05/2014	1	48413	001107	HULL LIFT TRUCK INC	74.30	0.00	74.30	1
08/05/2014	1	48414	001171	J & L ORCHARD SUPPLY LLC	389.76	0.00	389.76	1
08/05/2014	1	48415	001248	KENNEDY INDUSTRIES INC	12,054.41	0.00	12,054.41	1
08/05/2014	1	48416	003067	KONE CRANES INC	267.30	0.00	267.30	1
08/05/2014	1	48417	001346	LAKEWOOD INC	70,216.00	0.00	70,216.00	1
08/05/2014	1	48418	001373	LAWN BOYS INC	2,300.00	0.00	2,300.00	1
08/05/2014	1	48419	001467	MARK A MANNING	10,080.00	0.00	10,080.00	1
08/05/2014	1	48420	001500	MATERIALS TESTING CONSULTANTS	5,156.33	0.00	5,156.33	1
08/05/2014	1	48421	001675	MIDWEST CIVIL ENGINEERS INC	830.00	0.00	830.00	1
08/05/2014	1	48422	003291	MORPHO TRUST USA	2,057.00	0.00	2,057.00	1
08/05/2014	1	48423	001766	MUZZALL GRAPHICS	157.54	0.00	157.54	1
08/05/2014	1	48424	001902	OPTIMIZATION SOLUTIONS	1,250.00	0.00	1,250.00	1
08/05/2014	1	48425	001939	PARKWAY ELECTRIC &	3,149.56	0.00	3,149.56	1
08/05/2014	1	48426	002002	PLUMBER'S PORTABLE TOILETS	140.00	0.00	140.00	1
08/05/2014	1	48427	002020	POWER LINE SUPPLY CO	179,679.74	0.00	179,679.74	13
08/05/2014	1	48428	003017	PROGRESSIVE/AE	700.00	0.00	700.00	1

07/30/2014 09:18 AM
User: ksteinman
DB: South Haven

CHECK PROOF FOR CITY OF SOUTH HAVEN

BANK CODE: 1 CHECK DATE: 08/05/2014 INVOICE PAY DATE FROM 08/05/2014 TO 08/05/2014

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
08/05/2014	1	48429	003143	ROLAND ELECTRIC LLC	91.86	0.00	91.86	1
08/05/2014	1	48430	002267	SECANT TECHNOLOGIES	3,029.00	0.00	3,029.00	4
08/05/2014	1	48431	002286	SHARE CORP	741.55	0.00	741.55	1
08/05/2014	1	48432	002361	SMITH'S CONCRETE CUTTING	989.40	0.00	989.40	2
08/05/2014	1	48433	003132	SOUTH HAVEN HEALTH SYSTEM	611.60	0.00	611.60	1
08/05/2014	1	48434	002453	SPENCER MANUFACTURING, INC	410.00	0.00	410.00	2
08/05/2014	1	48435	002478	STAPLES ADVANTAGE	1,422.78	0.00	1,422.78	7
08/05/2014	1	48436	002701	ULINE	3,481.33	0.00	3,481.33	1
08/05/2014	1	48437	002822	WAGNER'S PLUMBING & HEATING	479.50	0.00	479.50	2
08/05/2014	1	48438	002843	RON WASHEGESIC	120.00	0.00	120.00	1
08/05/2014	1	48439	002848	WATCON INC	874.23	0.00	874.23	1
08/05/2014	1	48440	002883	WEST MICHIGAN DOCUMENT	90.00	0.00	90.00	2
08/05/2014	1	48441	002931	WILTSE FENCING & KENNELS, INC	7,498.50	0.00	7,498.50	1
08/05/2014	1	48442	002936	WINKEL'S COMMUNICATION INC	390.00	0.00	390.00	1

Num Checks: 56 Num Stubs: 0 Num Invoices: 114 Total Amount: 487,803.89

Denotes that check has vendor credit applied.

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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
241970018 39942	AB SPRING SERVICE INC REPAIRS 661-450-935-000	07/16/2014 ksteinman	08/05/2014	1,957.71	0.00	P	Y 07/29/2014
	REPAIRS/MAINTENANCE - VEHICLES			1,957.71			
109255 39841	ABONMARCHE CONSULTANTS INC ENGINEERING SERVICES FOR 2014 SUMM 204-446-801-000-0159	07/10/2014 ksteinman	08/05/2014	3,662.00	0.00	P	Y 07/28/2014
	PROFESSIONAL/CONSULTING FEES			3,662.00			
109273 39892	ABONMARCHE CONSULTANTS INC CITY HALL REMODELING- CUSTOMER SER 101-265-975-000-0147	07/15/2014 ksteinman	08/05/2014	576.25	0.00	P	Y 07/28/2014
	BUILDINGS/ADDITIONS IMPROVE			576.25			
109253 39905	ABONMARCHE CONSULTANTS INC MONROE BLUFF RESTORATION DESIGN PE 101-751-801-000	07/10/2014 ksteinman	08/05/2014	902.00	0.00	P	Y 07/28/2014
	PROFESSIONAL/CONSULTING FEES			902.00			
109252 39909	ABONMARCHE CONSULTANTS INC PHOENIX & CENTER TRAFFIC SIGNAL 250-729-974-018-0150	07/10/2014 ksteinman	08/05/2014	469.60	0.00	P	Y 06/30/2014
	CAPITAL PROJECTS			469.60			
109254 39910	ABONMARCHE CONSULTANTS INC PAYROLL REVIEW SERVICES 250-729-974-018-0150	07/10/2014 ksteinman	08/05/2014	4,586.00	0.00	P	Y 06/30/2014
	CAPITAL PROJECTS			4,586.00			
109312 39947	ABONMARCHE CONSULTANTS INC VAN BUREN TRAIL PAVEMENT MARKINGS 250-729-974-018-0127	07/21/2014 ksteinman	08/05/2014	1,500.00	0.00	P	Y 07/29/2014
	CAPITAL PROJECTS			1,500.00			
109311 39948	ABONMARCHE CONSULTANTS INC VAN BUREN TRAIL 250-729-974-018-0127	07/23/2014 ksteinman	08/05/2014	2,000.00	0.00	P	Y 07/29/2014
	CAPITAL PROJECTS			2,000.00			
109327 39953	ABONMARCHE CONSULTANTS INC CITY HALL REMODELING 101-265-975-000-0147	07/24/2014 ksteinman	08/05/2014	255.57	0.00	P	Y 07/30/2014
	BUILDINGS/ADDITIONS IMPROVE			255.57			

07/30/2014 10:14 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 08/05/2014 - 08/05/2014
 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
SLS 10020573 39906	ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000	07/08/2014 ksteinman OPERATING SUPPLIES	08/05/2014	1,695.00 1,695.00	0.00	P	Y 07/28/2014
SCL 10005469 39907	ALEXANDER CHEMICAL CORP DEPOSIT REFUND 592-559-741-000	07/03/2014 ksteinman OPERATING SUPPLIES	08/05/2014	(800.00) (800.00)	0.00	P	Y 07/28/2014
SCL 10005570 39908	ALEXANDER CHEMICAL CORP DEPOSIT REFUND 592-559-741-000	07/10/2014 ksteinman OPERATING SUPPLIES	08/05/2014	(600.00) (600.00)	0.00	P	Y 07/28/2014
SLS 10020882 39940	ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000	07/16/2014 ksteinman OPERATING SUPPLIES	08/05/2014	1,930.00 1,930.00	0.00	P	Y 07/29/2014
116093 39952	ALLIED MECHANICAL SERVICES INC TESTED BACKFLOW PREVENTERS 591-559-933-000	06/30/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	08/05/2014	510.00 510.00	0.00	P	Y 06/30/2014
WO 9000002514 39876	AUTO GLASS BY GOBLES WINDSHIELD 661-450-935-000	07/17/2014 ksteinman REPAIRS/MAINTENANCE - VEHICLES	08/05/2014	485.14 485.14	0.00	P	Y 07/28/2014
WO 9000002488 39877	AUTO GLASS BY GOBLES WINDSHIELD 661-450-935-000	07/01/2014 ksteinman REPAIRS/MAINTENANCE - VEHICLES	08/05/2014	277.00 277.00	0.00	P	Y 07/28/2014
0215204-IN 39849	BEAVER RESEARCH COMPANY SUPPLIES 591-558-741-000 582-558-741-000 101-446-741-000	07/17/2014 ksteinman OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES	08/05/2014	798.20 199.55 199.55 399.10	0.00	P	Y 07/28/2014
52008 39837	BRONSINK & BOS EQUIPMENT SUPPLIES 661-450-741-003	07/24/2014 ksteinman REPAIR & MAINT SUPPLIES	08/05/2014	232.93 232.93	0.00	P	Y 07/28/2014

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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
6590 39842	BRUSH ENTERPRISES REPAIRS 661-450-935-000	07/22/2014 ksteinman	08/05/2014	224.85 224.85	0.00	P	Y 07/28/2014
	REPAIRS/MAINTENANCE - VEHICLES						
6589 39843	BRUSH ENTERPRISES REPAIRS 661-450-935-000	07/22/2014 ksteinman	08/05/2014	65.00 65.00	0.00	P	Y 07/28/2014
	REPAIRS/MAINTENANCE - VEHICLES						
6554 39873	BRUSH ENTERPRISES REPAIRS 661-450-935-000	07/11/2014 ksteinman	08/05/2014	78.50 78.50	0.00	P	Y 07/28/2014
	REPAIRS/MAINTENANCE - VEHICLES						
6568 39878	BRUSH ENTERPRISES REPAIRS 661-450-935-000	07/15/2014 ksteinman	08/05/2014	65.00 65.00	0.00	P	Y 07/28/2014
	REPAIRS/MAINTENANCE - VEHICLES						
6562 39879	BRUSH ENTERPRISES REPAIRS 661-450-935-000	07/15/2014 ksteinman	08/05/2014	327.58 327.58	0.00	P	Y 07/28/2014
	REPAIRS/MAINTENANCE - VEHICLES						
6564 39943	BRUSH ENTERPRISES REPAIRS 661-450-935-000	07/15/2014 ksteinman	08/05/2014	891.70 891.70	0.00	P	Y 07/29/2014
	REPAIRS/MAINTENANCE - VEHICLES						
6567 39944	BRUSH ENTERPRISES REPAIRS 661-450-935-000	07/15/2014 ksteinman	08/05/2014	2,908.22 2,908.22	0.00	P	Y 07/29/2014
	REPAIRS/MAINTENANCE - VEHICLES						
7/8/14 39898	C.C. JOHNSON & MALHOTRA PC ENGINEERING SERVICES 592-559-801-000	07/08/2014 ksteinman	08/05/2014	1,744.27 1,744.27	0.00	P	Y 06/30/2014
	PROFESSIONAL/CONSULTING FEES						
8566352 39867	CDW GOVERNMENT INC SUPPLIES 636-258-727-000	06/26/2014 ksteinman	08/05/2014	91.01 91.01	0.00	P	Y 06/30/2014
	OFFICE SUPPLIES						

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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
MW21660 39870	CDW GOVERNMENT INC TONER 636-258-727-000	07/02/2014 ksteinman OFFICE SUPPLIES	08/05/2014	70.08 70.08	0.00	P	Y 07/28/2014
027546 39864	CITY PLUMBING & HEATING CO MAINTENANCE AGREEMENT 101-265-802-000	07/14/2014 ksteinman OTHER CONTRACTUAL SERVICES	08/05/2014	675.00 675.00	0.00	P	Y 07/28/2014
QX11575 39850	COASTAL LANDSCAPING INC LANDSCAPE INSTALLATION 101-751-802-000	06/12/2014 ksteinman OTHER CONTRACTUAL SERVICES	08/05/2014	100.00 100.00	0.00	P	Y 06/30/2014
QX11576 39851	COASTAL LANDSCAPING INC LANDSCAPE INSTALLATION 101-751-802-000	06/12/2014 ksteinman OTHER CONTRACTUAL SERVICES	08/05/2014	320.00 320.00	0.00	P	Y 06/30/2014
QX11946 39852	COASTAL LANDSCAPING INC MULCH 101-751-741-000	07/24/2014 ksteinman OPERATING SUPPLIES	08/05/2014	132.00 132.00	0.00	P	Y 07/28/2014
QX11729 39853	COASTAL LANDSCAPING INC MULCH 101-751-741-000	06/25/2014 ksteinman OPERATING SUPPLIES	08/05/2014	132.00 132.00	0.00	P	Y 06/30/2014
QX11574 39854	COASTAL LANDSCAPING INC HYDRANGEA, BOXWOOD & BLUE GRASS 101-751-741-000	06/12/2014 ksteinman OPERATING SUPPLIES	08/05/2014	330.00 330.00	0.00	P	Y 06/30/2014
QX11945 39855	COASTAL LANDSCAPING INC MULCH 101-751-741-000	07/24/2014 ksteinman OPERATING SUPPLIES	08/05/2014	429.00 429.00	0.00	P	Y 07/28/2014
QX11944 39856	COASTAL LANDSCAPING INC MULCH 101-751-741-000	07/24/2014 ksteinman OPERATING SUPPLIES	08/05/2014	264.00 264.00	0.00	P	Y 07/28/2014

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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
QX11573 39934	COASTAL LANDSCAPING INC MULCH 101-751-802-000	06/12/2014 ksteinman	08/05/2014	1,870.00	0.00	P	Y 06/30/2014
		OTHER CONTRACTUAL SERVICES		1,870.00			
71417 39885	COMPTON INC PVC FORCE MAIN BREAK AT 2ND/VETERA 582-561-802-000	07/16/2014 ksteinman	08/05/2014	6,694.00	0.00	P	Y 07/28/2014
		OTHER CONTRACTUAL SERVICES		6,694.00			
71405 39891	COMPTON INC WATER TAPS 7221 & 7231 LAKEVIEW/MI 591-563-802-000	07/08/2014 ksteinman	08/05/2014	3,950.00	0.00	P	Y 07/28/2014
		OTHER CONTRACTUAL SERVICES		3,950.00			
71422 39950	COMPTON INC CONCRETE REPLACEMENT HOGANS ALLEY 582-558-802-000	07/18/2014 ksteinman	08/05/2014	3,139.00	0.00	P	Y 07/29/2014
		OTHER CONTRACTUAL SERVICES		3,139.00			
71419 39951	COMPTON INC DRIVEWAY APRONS ON MONROE ST 582-558-802-000 591-558-802-000 592-558-802-000	07/17/2014 ksteinman	08/05/2014	9,359.65	0.00	P	Y 07/29/2014
		OTHER CONTRACTUAL SERVICES		1,871.93			
		OTHER CONTRACTUAL SERVICES		3,743.86			
		OTHER CONTRACTUAL SERVICES		3,743.86			
71426 39955	COMPTON INC HYPAC COMPACTOR OLD DPW LOCATION 545-776-802-000	07/22/2014 ksteinman	08/05/2014	820.00	0.00	P	Y 07/30/2014
		OTHER CONTRACTUAL SERVICES		820.00			
36405 39866	DE LISLE ASSOCIATES LTD ASBESTOS ABATEMENT @ WWTP 592-559-931-000	07/21/2014 ksteinman	08/05/2014	4,665.00	0.00	P	Y 07/28/2014
		REPAIRS/MAINT-BUILDS & STRCTRS		4,665.00			
PAY APP #5 39956	DE SAL EXCAVATING INC KALAMAZOO ST RECONSTRUCTION PHASE 592-558-802-000-0126 204-002-211-133	07/17/2014 ksteinman	08/05/2014	67,044.71	0.00	P	Y 06/30/2014
		OTHER CONTRACTUAL SERVICES		64,044.72			
		RETAINAGE-DE SAL EXCAVATING		2,999.99			
938666 39939	DICKINSON WRIGHT ATTORNEY SERVICES	07/17/2014 ksteinman	08/05/2014	10,925.00	0.00	P	Y 06/30/2014

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 08/05/2014 - 08/05/2014
 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
	101-210-801-000	PROFESSIONAL/CONSULTING FEES		10,925.00			
3706820							
39861	EJ USA INC SUPPLIES 591-558-741-000	04/30/2014 ksteinman	08/05/2014	351.98	0.00	P	Y 06/30/2014
		OPERATING SUPPLIES		351.98			
3706868							
39865	EJ USA INC SUPPLIES 591-558-741-000	04/30/2014 ksteinman	08/05/2014	991.90	0.00	P	Y 06/30/2014
		OPERATING SUPPLIES		991.90			
3738259							
39933	EJ USA INC SUPPLIES 591-558-741-000	07/25/2014 ksteinman	08/05/2014	2,332.37	0.00	P	Y 07/29/2014
		OPERATING SUPPLIES		2,332.37			
687882							
39847	ELWOOD STAFFING STAFFING SERVICES 101-751-802-000	07/23/2014 ksteinman	08/05/2014	592.00	0.00	P	Y 07/28/2014
		OTHER CONTRACTUAL SERVICES		592.00			
680831							
39897	ELWOOD STAFFING STAFFING SERVICES 101-751-802-000	07/16/2014 ksteinman	08/05/2014	592.00	0.00	P	Y 07/28/2014
		OTHER CONTRACTUAL SERVICES		592.00			
13013617							
39954	EPIC SPORTS PORTABLE WIRELESS SCOREBOARD ELKEN 101-751-975-000-0146	07/15/2014 ksteinman	08/05/2014	659.47	0.00	P	Y 07/30/2014
		BUILDINGS/ADDITIONS IMPROVE		647.59			
		SHIPPING		11.88			
34561							
39946	FENCE CONSULTANTS OF WEST MICH FENCE INSTALLATION ELKENBURG PARK 101-751-801-000-0146	07/23/2014 ksteinman	08/05/2014	1,398.00	0.00	P	Y 07/29/2014
		PROFESSIONAL/CONSULTING FEES		1,398.00			
310618							
39893	FISHBECK, THOMPSON, CARR & HUBER TASTE/ODOR TREATMENT 591-559-801-000	07/14/2014 ksteinman	08/05/2014	2,012.50	0.00	P	Y 07/28/2014
		PROFESSIONAL CONSULTING FEES		2,012.50			
1419601							
39949	FUEL MANAGEMENT SYSTEM FUEL 101-301-748-000	07/15/2014 ksteinman	08/05/2014	8,662.90	0.00	P	Y 07/29/2014
		MOTOR FUEL		3,035.86			

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 08/05/2014 - 08/05/2014
 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						
	204-447-748-000	MOTOR FUEL		33.96			
	591-558-748-000	MOTOR FUEL		11.32			
	592-558-748-000	MOTOR FUEL		11.32			
	101-728-748-000	MOTOR FUEL		104.28			
	101-371-748-000	MOTOR FUEL		46.73			
	582-558-748-000	MOTOR FUEL		881.77			
	101-751-748-000	MOTOR FUEL		1,121.36			
	101-276-748-000	MOTOR FUEL		51.61			
	582-558-748-000	MOTOR FUEL		172.47			
	591-558-748-000	MOTOR FUEL		48.51			
	592-558-748-000	MOTOR FUEL		48.51			
	591-558-748-000	MOTOR FUEL		441.07			
	592-558-748-000	MOTOR FUEL		441.08			
	577-751-748-000	MOTOR FUEL		68.38			
	101-446-748-000	MOTOR FUEL		547.58			
	591-559-748-000	MOTOR FUEL		160.97			
	592-559-748-000	MOTOR FUEL		237.69			
	661-450-748-000	MOTOR FUEL & LUBRICANTS		1,198.43			
55991							
39937	GRANICUS, INC	06/17/2014	08/05/2014	2,252.40	0.00	P	Y
	MONTHLY MANAGED SERVICE	ksteinman					06/30/2014
	101-294-802-000	OTHER CONTRACTUAL SERVICES		2,252.40			
56034							
39938	GRANICUS, INC	06/17/2014	08/05/2014	1,686.00	0.00	P	Y
	MONTHLY MANAGED SERVICE	ksteinman					06/30/2014
	101-294-802-000	OTHER CONTRACTUAL SERVICES		1,686.00			
531487							
39896	GREAT LAKES SCUTTLEBUTT	07/10/2014	08/05/2014	500.00	0.00	P	Y
	1/2 PAGE , COLOR ADVERTISEMENT	ksteinman					07/28/2014
	594-776-900-000	PRINTING/PUBLISHING		500.00			
20140510							
39932	GRP ENGINEERING INC	07/07/2014	08/05/2014	5,000.00	0.00	P	Y
	ENGINEERING SERVICES	ksteinman					07/29/2014
	582-558-802-000	OTHER CONTRACTUAL SERVICES		5,000.00			
2804.00 X 12							
39929	HARDESTY & HANOVER, LLP	07/08/2014	08/05/2014	14,287.71	0.00	P	Y
	ENGINEERING SERVICES THRU 6/27/14	ksteinman					06/30/2014
	402-202-988-010	MAJOR STREET UPGRADES		14,287.71			

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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
S-0104326 39872	HULL LIFT TRUCK INC PARTS 661-450-741-003	07/17/2014 ksteinman	08/05/2014	74.30	0.00	P	Y 07/28/2014
	REPAIR & MAINT SUPPLIES			74.30			
21384 39875	J & L ORCHARD SUPPLY LLC CEMENT 582-558-741-000	07/21/2014 ksteinman	08/05/2014	389.76	0.00	P	Y 07/28/2014
	OPERATING SUPPLIES			389.76			
555375 39941	KENNEDY INDUSTRIES INC STAINLESS STEEL ENCLOSURE 592-569-973-001 592-569-973-001 592-569-973-001	07/18/2014 ksteinman	08/05/2014	12,054.41	0.00	P	Y 07/29/2014
	PUMP.COM ENCLOSURE 48 X 36			11,124.00			
	PUMP.COM LOURERS			918.00			
	FREIGHT			12.41			
221517657 39880	KONE CRANES INC MAINTENANCE 101-265-802-000	07/01/2014 ksteinman	08/05/2014	267.30	0.00	P	Y 07/28/2014
	OTHER CONTRACTUAL SERVICES			267.30			
PAY APP #12 39882*	LAKEWOOD INC PUBLIC SAFETY PROJECT 401-301-980-000-0145 401-002-211-114	06/19/2014 ksteinman	08/05/2014	70,216.00	0.00	P	Y 06/30/2014
	POLICE/FIRE COMPLEX			73,912.00			
	CONT RETAINAGE-LAKEWOOD			(3,696.00)			
CLIP32549 39945	LAWN BOYS INC TREES 582-558-802-000 101-446-802-000	06/18/2014 ksteinman	08/05/2014	2,300.00	0.00	P	Y 06/30/2014
	OTHER CONTRACTUAL SERVICES			600.00			
	OTHER CONTRACTUAL SERVICES			1,700.00			
396 39894	MARK A MANNING ATTORNEY SERVICES 101-210-801-000	07/14/2014 ksteinman	08/05/2014	10,080.00	0.00	P	Y 07/28/2014
	PROFESSIONAL/CONSULTING FEES			10,080.00			
0049635 39840	MATERIALS TESTING CONSULTANTS PAVEMENT CORINGS AND SOIL BORINGS 204-446-801-000-0159	07/10/2014 ksteinman	08/05/2014	5,156.33	0.00	P	Y 07/28/2014
	PROFESSIONAL/CONSULTING FEES			5,156.33			

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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						
05-10228							
39839	MIDWEST CIVIL ENGINEERS INC	07/03/2014	08/05/2014	830.00	0.00	P	Y
	TOPOGRAPHIC SURVEY OF DYCKMAN AVEN	ksteinman					07/28/2014
	204-446-801-000-0158	PROFESSIONAL/CONSULTING FEES		830.00			
81816							
39871	MORPHO TRUST USA	07/02/2014	08/05/2014	2,057.00	0.00	P	Y
	ANNUAL MAINTENANCE	ksteinman					07/28/2014
	101-301-802-001	SERVICE CONTRACTS		2,057.00			
73907							
39846	MUZZALL GRAPHICS	07/23/2014	08/05/2014	157.54	0.00	P	Y
	EMPLOYEE ABSENCE REPORTS	ksteinman					07/28/2014
	101-227-727-000	OFFICE SUPPLIES		118.16			
	582-561-727-000	OFFICE SUPPLIES		27.56			
	591-561-727-000	OFFICE SUPPLIES		5.91			
	592-564-727-000	OFFICE SUPPLIES		5.91			
0312							
39931	OPTIMIZATION SOLUTIONS	07/21/2014	08/05/2014	1,250.00	0.00	P	Y
	COAGULATION FEED CONTROL	ksteinman					07/29/2014
	591-559-802-000	OTHER CONTRACTUAL SERVICES		1,250.00			
72642							
39884	PARKWAY ELECTRIC &	07/11/2014	08/05/2014	3,149.56	0.00	P	Y
	REPAIRS	ksteinman					07/28/2014
	101-751-802-000-0160	OTHER CONTRACTUAL SERVICES		3,149.56			
249854							
39935	PLUMBER'S PORTABLE TOILETS	07/22/2014	08/05/2014	140.00	0.00	P	Y
	RENTALS	ksteinman					07/29/2014
	545-776-802-000	OTHER CONTRACTUAL SERVICES		140.00			
5846130							
39857	POWER LINE SUPPLY CO	07/22/2014	08/05/2014	41.88	0.00	P	Y
	MAINTENANCE SUPPLIES	ksteinman					07/28/2014
	582-558-933-000	REPAIRS/MAINTENANCE - EQUIPM		41.88			
5846129							
39858	POWER LINE SUPPLY CO	07/22/2014	08/05/2014	293.00	0.00	P	Y
	MAINTENANCE SUPPLIES	ksteinman					07/28/2014
	582-558-933-000	REPAIRS/MAINTENANCE - EQUIPM		293.00			
5846128							
39859	POWER LINE SUPPLY CO	07/22/2014	08/05/2014	317.21	0.00	P	Y
	MAINTENANCE SUPPLIES	ksteinman					07/28/2014

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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	Jrnlized Post Date
	GL Distribution 582-558-933-000			317.21			
5844659 39887	POWER LINE SUPPLY CO OKONITE REF QUOTE 39-40237-007 582-558-988-000	07/16/2014 ksteinman	08/05/2014	146,767.83	0.00	P	Y 07/28/2014
		1/C 500 CLASS B COPPER C-RD-SS-220		146,767.83			
5844653 39888	POWER LINE SUPPLY CO OKONITE REF QUOTE 39-40237-007 582-558-988-000	07/16/2014 ksteinman	08/05/2014	29,450.82	0.00	P	Y 07/28/2014
		1/C 500 CLASS B COPPER C-RD-SS-220		29,450.82			
5843997 39889	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-988-000	07/15/2014 ksteinman	08/05/2014	1,135.06	0.00	P	Y 07/28/2014
		ELECTRICAL SYSTEM CONSTR		1,135.06			
5844076 39890	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001	07/15/2014 ksteinman	08/05/2014	936.50	0.00	P	Y 07/28/2014
		OTHER CLOTHING & SUPPLIES		936.50			
5844075 39899	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	07/15/2014 ksteinman	08/05/2014	62.00	0.00	P	Y 07/28/2014
		REPAIRS/MAINTENANCE - EQUIPM		62.00			
5844074 39900	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001	07/15/2014 ksteinman	08/05/2014	186.00	0.00	P	Y 07/28/2014
		OTHER CLOTHING & SUPPLIES		186.00			
5843999 39901	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	07/15/2014 ksteinman	08/05/2014	313.44	0.00	P	Y 07/28/2014
		REPAIRS/MAINTENANCE - EQUIPM		313.44			
5843998 39902	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	07/15/2014 ksteinman	08/05/2014	21.70	0.00	P	Y 07/28/2014
		REPAIRS/MAINTENANCE - EQUIPM		21.70			
5844000 39903	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	07/15/2014 ksteinman	08/05/2014	7.98	0.00	P	Y 07/28/2014
		REPAIRS/MAINTENANCE - EQUIPM		7.98			

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INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 08/05/2014 - 08/05/2014
 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
5847340 39925	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	07/25/2014 ksteinman	08/05/2014	146.32	0.00	P	Y 07/29/2014
		REPAIRS/MAINTENANCE - EQUIPM		146.32			
00151459 39874	PROGRESSIVE/AE TRAFFIC ANALYSIS 101-446-802-000	07/11/2014 ksteinman	08/05/2014	700.00	0.00	P	Y 07/28/2014
		OTHER CONTRACTUAL SERVICES		700.00			
210 39895	ROLAND ELECTRIC LLC REPLACED BAD BREAKER 594-776-931-000	07/09/2014 ksteinman	08/05/2014	91.86	0.00	P	Y 07/28/2014
		REPAIRS/MAINT-BLDS & STRCTRES		91.86			
INVO56966 39869	SECANT TECHNOLOGIES REACTIVE SUPPORT 636-258-801-000	06/30/2014 ksteinman	08/05/2014	63.00	0.00	P	Y 06/30/2014
		PROFESSIONAL/CONSULTING FEES		63.00			
INVO57000 39913	SECANT TECHNOLOGIES REACTIVE SUPPORT 636-258-801-000	07/08/2014 ksteinman	08/05/2014	129.00	0.00	P	Y 07/28/2014
		PROFESSIONAL/CONSULTING FEES		129.00			
INVO57054 39914	SECANT TECHNOLOGIES REACTIVE SUPPORT 636-258-801-000	07/15/2014 ksteinman	08/05/2014	63.00	0.00	P	Y 07/28/2014
		PROFESSIONAL/CONSULTING FEES		63.00			
INVO56744 39936	SECANT TECHNOLOGIES REACTIVE SUPPORT 636-258-801-000 636-258-802-000 636-258-850-002	06/30/2014 ksteinman	08/05/2014	2,774.00	0.00	P	Y 06/30/2014
		PROFESSIONAL/CONSULTING FEES		1,160.00			
		OTHER CONTRACTUAL SERVICES		1,494.00			
		INTERNET FEES		120.00			
882703 39838	SHARE CORP SUPPLIES 592-558-741-000	07/18/2014 ksteinman	08/05/2014	741.55	0.00	P	Y 07/28/2014
		OPERATING SUPPLIES		741.55			
8229 39860	SMITH'S CONCRETE CUTTING SAW CUT 582-558-802-000	07/17/2014 ksteinman	08/05/2014	492.00	0.00	P	Y 07/28/2014
		OTHER CONTRACTUAL SERVICES		492.00			

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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
8241 39927	SMITH'S CONCRETE CUTTING ERIE AND EAGLE ST SAW CUTS 591-558-802-000	07/24/2014 ksteinman	08/05/2014	497.40 497.40	0.00	P	Y 07/29/2014
1 39881	SOUTH HAVEN HEALTH SYSTEM PHYSICALS ACCT #1014143 101-301-801-011 101-446-801-000 577-751-801-000 592-559-801-000 592-560-801-000	07/07/2014 ksteinman	08/05/2014	611.60 150.32 89.32 267.96 97.76 6.24	0.00	P	Y 07/28/2014
9946 39862	SPENCER MANUFACTURING, INC REPLACED WARNING LIGHTS 661-450-935-000	07/14/2014 ksteinman	08/05/2014	85.00 85.00	0.00	P	Y 07/28/2014
9941 39904	SPENCER MANUFACTURING, INC REPAIRED VACUUM TRUCK CHUTE 661-450-741-003	07/09/2014 ksteinman	08/05/2014	325.00 325.00	0.00	P	Y 07/28/2014
7120548404-000001 39833	STAPLES ADVANTAGE SUPPLIES 101-446-727-000 101-447-727-000 591-558-727-000 592-558-727-000 582-558-727-000	07/12/2014 ksteinman	08/05/2014	133.90 26.78 26.78 26.78 26.78 26.78	0.00	P	Y 07/28/2014
7120384128-000002 39834	STAPLES ADVANTAGE SUPPLIES 101-253-727-000	07/02/2014 ksteinman	08/05/2014	11.49 11.49	0.00	P	Y 07/28/2014
7120384128-000001 39835	STAPLES ADVANTAGE SUPPLIES 101-253-727-000 636-258-727-000	07/02/2014 ksteinman	08/05/2014	191.74 23.75 167.99	0.00	P	Y 07/28/2014

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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
7120373819-000001							
39836	STAPLES ADVANTAGE SUPPLIES	07/02/2014 ksteinman	08/05/2014	128.92	0.00	P	Y 07/28/2014
	591-558-727-000	OFFICE SUPPLIES		12.14			
	591-558-727-000	OFFICE SUPPLIES		12.14			
	101-446-727-000	OFFICE SUPPLIES		12.13			
	101-447-727-000	OFFICE SUPPLIES		12.13			
	582-558-727-000	OFFICE SUPPLIES		12.13			
	591-558-741-000	OPERATING SUPPLIES		13.65			
	592-558-741-000	OPERATING SUPPLIES		13.65			
	101-446-741-000	OPERATING SUPPLIES		13.65			
	101-447-741-000	OPERATING SUPPLIES		13.65			
	582-558-741-000	OPERATING SUPPLIES		13.65			
7120407919-000001							
39844	STAPLES ADVANTAGE SUPPLIES	07/02/2014 ksteinman	08/05/2014	491.86	0.00	P	Y 07/28/2014
	101-202-727-000	OFFICE SUPPLIES		6.89			
	101-227-727-000	OFFICE SUPPLIES		484.97			
7120845573-000001							
39845	STAPLES ADVANTAGE SUPPLIES	07/14/2014 ksteinman	08/05/2014	399.15	0.00	P	Y 07/28/2014
	101-202-727-000	OFFICE SUPPLIES		250.15			
	101-227-727-000	OFFICE SUPPLIES		18.74			
	101-265-727-000	OFFICE SUPPLIES		130.26			
3234579742							
39912	STAPLES ADVANTAGE SUPPLIES	06/21/2014 ksteinman	08/05/2014	65.72	0.00	P	Y 06/30/2014
	101-301-727-000	OFFICE SUPPLIES		65.72			
60094935							
39886	ULINE BLACK TRASH BAGS	07/11/2014 ksteinman	08/05/2014	3,481.33	0.00	P	Y 07/28/2014
	101-751-741-000	OPERATING SUPPLIES		3,481.33			
16923							
39848	WAGNER'S PLUMBING & HEATING REPAIRS	07/17/2014 ksteinman	08/05/2014	344.17	0.00	P	Y 07/28/2014
	577-751-802-000	OTHER CONTRACTUAL SERVICES		344.17			
16938							
39926	WAGNER'S PLUMBING & HEATING REPAIRS	07/23/2014 ksteinman	08/05/2014	135.33	0.00	P	Y 07/29/2014

07/30/2014 10:14 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 08/05/2014 - 08/05/2014
 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
	577-751-802-000	OTHER CONTRACTUAL SERVICES		135.33			
537604							
39928	RON WASHEGESIC CAMERA SEWER 592-558-802-000	07/23/2014 ksteinman OTHER CONTRACTUAL SERVICES	08/05/2014	120.00	0.00	P	Y 07/29/2014
14937							
39883	WATCON INC SUPPLIES 591-559-741-000	07/07/2014 ksteinman OPERATING SUPPLIES	08/05/2014	874.23	0.00	P	Y 07/28/2014
42917							
39868	WEST MICHIGAN DOCUMENT SHREDDING SERVICE 101-265-802-000	07/03/2014 ksteinman OTHER CONTRACTUAL SERVICES	08/05/2014	45.00	0.00	P	Y 07/28/2014
41868							
39911	WEST MICHIGAN DOCUMENT SHREDDING SERVICE 101-301-802-000	04/30/2014 ksteinman OTHER CONTRACTUAL SERVICES	08/05/2014	45.00	0.00	P	Y 06/30/2014
2							
39930	WILTSE FENCING & KENNELS, INC ALUMINIZED CHAIN LINK FENCING AT 2 101-371-809-023-0156	07/28/2014 ksteinman BUILDING DEMOLITIONS	08/05/2014	7,498.50	0.00	P	Y 06/30/2014
3314							
39863	WINKEL'S COMMUNICATION INC RADIO SYSTEM MAINTENANCE 582-558-802-000 591-558-802-000 592-558-802-000 101-446-802-000	07/01/2014 ksteinman OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES OTHER CONTRACTUAL SERVICES	08/05/2014	390.00	0.00	P	Y 07/28/2014
# of Invoices:	112	# Due:	0	Totals:	489,203.89	0.00	
# of Credit Memos:	2	# Due:	0	Totals:	(1,400.00)	0.00	
Net of Invoices and Credit Memos:					487,803.89	0.00	
* 1 Net Invoices have Credits Totalling:					(3,696.00)		

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN

INVOICE DUE DATES 08/05/2014 - 08/05/2014

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 FUND ---							
	101 - GENERAL FUND			59,973.29	0.00		
	204 - STREET FUND			12,682.28	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			8,555.60	0.00		
	401 - CAPITAL PROJECTS FUND 1			70,216.00	0.00		
	402 - CAPITAL PROJECTS FUND 2			14,287.71	0.00		
	545 - BLACK RIVER PARK FUND			960.00	0.00		
	577 - BEACH FUND			815.84	0.00		
	582 - ELECTRIC FUND			199,297.84	0.00		
	591 - WATER FUND			17,543.78	0.00		
	592 - SEWER FUND			90,325.25	0.00		
	594 - MARINA FUND			591.86	0.00		
	636 - INFORMATION SERVICES FUND			3,358.08	0.00		
	661 - MOTOR POOL FUND			9,196.36	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	002 - LIABILITIES			(696.01)	0.00		
	202 - CITY TREASURER			14,544.75	0.00		
	210 - LEGAL & PROFESSIONAL			21,005.00	0.00		
	227 - PERSONNEL			621.87	0.00		
	253 - FINANCE			35.24	0.00		
	258 - DATA PROCESSING			3,358.08	0.00		
	265 - BUILDINGS & GROUNDS			1,949.38	0.00		
	276 - CEMETERY DEPARTMENT			51.61	0.00		
	294 - CATV BROADCASTING			3,938.40	0.00		
	301 - POLICE			79,265.90	0.00		
	371 - BUILDING INSPECTIONS			7,545.23	0.00		
	446 - HIGHWAYS & STREETS			13,234.39	0.00		
	447 - ENGINEERING			86.52	0.00		
	450 - EQUIPMENT MAINTENANCE			9,196.36	0.00		
	558 - OPERATIONS			270,645.42	0.00		
	559 - TREATMENT			13,777.42	0.00		
	560 - IPP PROGRAM			6.24	0.00		
	561 - ADMINISTRATION			6,727.47	0.00		
	563 - OPERATIONS - CASCO TOWNSHI			3,950.00	0.00		
	564 - OPERATIONS - SOUTH HAVEN TW			5.91	0.00		
	569 - LIFSTATIONS - SOUTH HAVEN T			12,054.41	0.00		
	728 - ECONOMIC DEVELOPMENT			104.28	0.00		
	729 - DOWNTOWN DEVELOPMENT			8,555.60	0.00		
	751 - PARK DEPARTMENT			16,288.56	0.00		
	776 - OPERATIONS			1,551.86	0.00		

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
07/18/2014	1	48290	000043	AIRGAS USA, LLC	56.13
07/18/2014	1	48291	000048	AL VAN HUMANE SOCIETY	1,750.00
07/18/2014	1	48292	000136	APPROVED FIRE PROTECTION CO	1,302.00
07/18/2014	1	48293	000177	AUTOWARES INC	146.38
07/18/2014	1	48294	000309	A.D. BOS OFFICE COFFEE SERVICE	41.81
07/18/2014	1	48295	000346	BRUSH ENTERPRISES	3,242.37
07/18/2014	1	48296	000430	CENTURY LINK	96.81
07/18/2014	1	48297	003288	DUCY'S GENERAL STORE	233.00
07/18/2014	1	48298	000718	ELECSYS INTERNATIONAL CORP	267.00
07/18/2014	1	48299	003065	FOSTER SWIFT COLLINS & SMITH PC	4,035.81
07/18/2014	1	48300	000843	FRONTIER	633.91
07/18/2014	1	48301	003056	MICHAEL LEDGER	15.90
07/18/2014	1	48302	MISC	MAURITA FLAUGH	230.00
07/18/2014	1	48303	001544	MENARDS	229.35
07/18/2014	1	48304	001848	NORTH SHORE PEST CONTROL INC	50.00
07/18/2014	1	48305	003292	SHE'S SEW CRAZY	77.50
07/18/2014	1	48306	002418	SOUTH HAVEN SMALL ENGINES	479.95
07/18/2014	1	48307	MISC	TIC TOC STUDIOS	2,500.00
07/18/2014	1	48308	002645	TRACTOR SUPPLY CREDIT PLAN	369.58
07/18/2014	1	48309	002724	UPS STORE #5080	43.35
07/18/2014	1	48310	002800	VILLAGE MARKET #869	429.65
07/18/2014	1	48311	002971	YOUTH DEVELOPMENT COMPANY	591.00
07/18/2014	1	48312	000505	COMPTON INC	16,365.16
07/18/2014	1	48313	001288	KONE INC	1,517.30
07/18/2014	1	48314	001841	NOOSBOND, DAVID	10,800.00
07/18/2014	1	48315	MISC	NORTH STAR MECHANICAL	495.00
07/21/2014	1	48316	000285	BLOOMINGDALE COMMUNICATIONS	1,017.94
07/21/2014	1	48317	MISC	BRANDON HINZ	1,265.08
07/21/2014	1	48318	MISC	BRET MORGAN	427.18
07/21/2014	1	48319	000540	COTTAGE HOME	125.85
07/21/2014	1	48320	MISC	DAVID GRIESSEL	1,349.57
07/21/2014	1	48321	MISC	DOUGLAS HARPER	1,333.07
07/21/2014	1	48322	MISC	DUANE SNYDER	1,238.01
07/21/2014	1	48323	MISC	E & H AUTO SALES	3,295.19
07/21/2014	1	48324	MISC	EDGEWORKS CO.	1,720.00
07/21/2014	1	48325	MISC	LAKE ARVESTA FAMRS LLC	159.10
07/21/2014	1	48326	003294	MIKE HILL CONSTRUCTION	137.60
07/21/2014	1	48327	001911	OTTAGAN PLUMBING & TESTING INC	612.60
07/21/2014	1	48328	MISC	PIER VIEW NORTH, LLC.	585.27
07/21/2014	1	48329	MISC	RICHARD BURLINGHAM	388.09
07/21/2014	1	48330	003131	SOUTH HAVEN FAMILY CAMPGROUND	2,114.02
07/21/2014	1	48331	MISC	SOUTH HAVEN YACHT CLUB	2,305.73
07/21/2014	1	48332	MISC	STEVE ENDERS	949.22
07/21/2014	1	48333	MISC	TOM HENKEL	874.10
07/21/2014	1	48334	000162	ASR HEALTH BENEFITS	69.30
07/21/2014	1	48335	003195	BLUE CARE NETWORK	53,156.99
07/21/2014	1	48336	000286	BLUE CROSS BLUE SHIELD OF MICHIGAN	588.47
07/21/2014	1	48337	003180	COPS HEALTH TRUST	11,954.83
07/21/2014	1	48338	000624	DELTA DENTAL OF MICHIGAN	4,623.54
07/21/2014	1	48339	003056	MICHAEL LEDGER	46.55
07/21/2014	1	48340	001405	LINCOLN NATIONAL LIFE INS CO	2,638.27
07/21/2014	1	48341	001519	MC DANIEL, KEVIN	400.00
07/21/2014	1	48342	003058	NATALIE THOMPSON	51.52
07/22/2014	1	48343	000059	ALLEGAN COUNTY TREASURER	4,064.13
07/22/2014	1	48344	001329	LAKE MICHIGAN COLLEGE	34,290.21
07/22/2014	1	48345	002410	SOUTH HAVEN MEMORIAL LIBRARY	11,330.52
07/22/2014	1	48346	002415	SOUTH HAVEN PUBLIC SCHOOLS	338,918.94
07/22/2014	1	48347	002757	VAN BUREN COUNTY TREASURER	197,270.74
07/23/2014	1	48348	UB REFUND	BLAIR, JEANNINE M	400.00
07/23/2014	1	48349	MISC	CHICAGO AVENUE LLC	286.89
07/23/2014	1	48350	MISC	CIGANEK RICHARD & PHYLLIS	878.16
07/23/2014	1	48351	UB REFUND	COVINGTON, JESSICA E	97.18
07/23/2014	1	48352	UB REFUND	GALLEGOS, JUAN	78.26
07/23/2014	1	48353	UB REFUND	ROGER MARCY BUILDERS LLC	66.80
07/23/2014	1	48354	MISC	ROUSH RAYMOND & MARILYN	22.63
07/23/2014	1	48355	UB REFUND	WILSON, BETTY L	37.18
07/24/2014	1	48356	UB REFUND	CITY OF SOUTH HAVEN	505.02
07/24/2014	1	48357	000843	FRONTIER	936.83
07/24/2014	1	48358	000994	HAPA LLC	14,011.87
07/24/2014	1	48359	001610	MICHIGAN GAS UTILITIES	2,952.21
07/24/2014	1	48360	001917	OVERISEL LUMBER COMPANY	38.36
07/24/2014	1	48361	003207	PARKMOBILE USA, INC.	10.36
07/24/2014	1	48362	MISC	RANDALL G BARR	300.00
07/24/2014	1	48363	002792	VERIZON WIRELESS	2,897.37
07/25/2014	1	48364	003126	8TH DISTRICT COURT	300.00
07/25/2014	1	48365	MISC	ACURA VALUATION, INC.	350.00
07/25/2014	1	48366	000843	FRONTIER	693.45
07/25/2014	1	48367	001086	HOME CITY ICE COMPANY, THE	51.80

Check Date	Bank	Check	Vendor	Vendor Name	Amount
07/25/2014	1	48368	001162	INTERSTATE BATTERY SYSTEMS	141.95
07/25/2014	1	48369	001326	LAKE EFFECT JAZZ BIG BAND	500.00
07/25/2014	1	48370	001544	MENARDS	636.16
07/25/2014	1	48371	001848	NORTH SHORE PEST CONTROL INC	30.00
07/25/2014	1	48372	001863	NTH CONSULTANTS, LTD	1,823.48
07/25/2014	1	48373	002155	RIDGE AND KRAMER AUTO PARTS	258.52
07/25/2014	1	48374	002513	STEEL CENTER SUPPLY CO	58.42
07/25/2014	1	48375	002645	TRACTOR SUPPLY CREDIT PLAN	89.98
07/25/2014	1	48376	002949	WOLVERINE HARDWARE	220.01
07/29/2014	1	48377	UB REFUND	FIRST MISSIONARY BAP	37.47
07/29/2014	1	48378	MISC	FRONTIER COMMUNICATIONS, INC.	7,806.36
07/29/2014	1	48379	UB REFUND	GALVAN, REBECCA	170.84
07/29/2014	1	48380	UB REFUND	HAZARD, MARGO	62.23
07/29/2014	1	48381	UB REFUND	JOHNSON, MARK L JR	81.83
07/29/2014	1	48382	UB REFUND	MATHER, LUCAS W	79.58
07/29/2014	1	48383	UB REFUND	MILLER, KENNETH J	69.82
07/29/2014	1	48384	UB REFUND	MITCHELL, JEANNETTE	579.61
07/29/2014	1	48385	UB REFUND	SCHAFFRATH, CYNTHIA J	82.42
07/29/2014	1	48386	UB REFUND	UPLINGER, MARSHA M	110.03

1 TOTALS:

Total of 97 Checks:	763,053.67
Less 0 Void Checks:	0.00
Total of 97 Disbursements:	<u>763,053.67</u>

07/30/2014 10:12 AM
User: ksteinman
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 07/23/2014 - 07/23/2014

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
07/23/2014	1	54(E)	000087	AMERICAN ELECTRIC POWER	<u>906,370.96</u>
1 TOTALS:					
Total of 1 Checks:					906,370.96
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					<u>906,370.96</u>



MIDWEST CIVIL ENGINEERS, INC.
ENGINEERING • SURVEYING • ARCHITECTURE

13560 76th Street
South Haven, MI 49090
<http://www.midwestcivilengineers.com>

Phone: 269-637-9205
Fax: 269-637-9206

July 16, 2014

Regarding: Optimist Tot Lot
Restroom Renovation Project

Brian Dissette
City Manager
City of South Haven
539 Phoenix Street
South Haven, Michigan 49090

Dear Mr. Dissette:

After reviewing the three bids submitted for the project we would like to take this opportunity to submit our written recommendations concerning the awarding of the contract.

Of the three bids received, the bid from Olsen Brothers Construction, although not the low bidder, was most complete and responsive to the requirements. One large requirement being that the renovation be contained within the existing walls of the structure that stands currently at the Optimist Tot Lot.

Therefore, with knowledge that Olsen Brothers Construction is qualified and capable of performing the work as specified, it is recommended that a contract be awarded to Olsen Brothers Construction.

Sincerely,

Brian Peterson
Midwest Civil Engineers

MCE MIDWEST CIVIL ENGINEERS, INC.

Optimist Tot Lot Restroom Renovation Project

Bailey and East Wilson Streets, South Haven, Michigan

<u>Contractor</u>	<u>Bid Amount</u>	<u>Notes</u>
O'Sullivan Builders	\$14,175	Quote is for demolishing existing structure and building new. Also, quote does not include cost of door, door hardware, plumbing fixtures or ancillary restroom fixtures.
Olsen Brothers Construction	\$29,459	Quote includes basic overlay of roof. Alternate option of removing and replacing existing roof at cost of \$3,594.
V&A Construction	\$50,925	Quote includes basic overlay of roof AND the alternate of removing and replacing existing roof. The cost of removing and replacing is quoted as \$4,350. If simple overlay was chosen over replacement, actual quote total would be \$46,575



July 30, 2014

Mr. Brian Dissette
City of South Haven
539 Phoenix Street
South Haven, MI 49090

RE: City of South Haven
North Side Parking Lot – Rain Garden/Landscape Improvements
Recommendation for Award

Dear Brian:

On June 20, 2014, we received quotes for the North Side Parking Lot – Rain Garden/Landscape Improvements project. The project consists of removal of pavement in front of three parking spaces along Black River Street adjacent to the North Side Marina building, and creation of rain gardens/landscape beds. In addition, a new sidewalk ramp will be constructed to the building. Due to the specialty work to be performed, the project has been divided into two (2) contracts as follows:

Contract #1: Hardscape items and removals
Contract #2: Landscape items and Landscape removals/relocations:

Quotes were solicited from nine (9) contractors. Copies of all of the quotes received are attached, and are summarized below.

BID SUMMARY

Contract #1

<u>Prepared By:</u>	<u>Total Amount</u>
Olson Brothers Company ¹	\$ 8,328.00
Jensen's Excavating ²	\$ 8,975.00

¹ – includes Alternate 1 and voluntary alternate
² – includes Alternate 1

Contract #2

<u>Prepared By:</u>	<u>Total Amount</u>
Exterior Site Services ¹	\$ 6,970.00
Coastal Landscaping, Inc. ²	\$10,470.00

¹ – includes Alternate 1
² – includes Alternate 1

After review, we have found all of the contractors to be qualified and their quotes to be properly prepared and responsive. Abonmarche recommends that the city award the contracts as follows:

Contract #1 – Olson Brothers Company
Contract #2 – Exterior Site Services

If City Council approves the award of these contracts, construction will begin on October 1st and be complete by October 15th. Should you have any questions or comments, please feel free to contact me at our office.

Sincerely,

ABONMARCHE



Timothy R. Drews, P.E.
Vice President

TRD/jkr





June 19, 2014

City of South Haven
539 Phoenix Street
South Haven, Michigan 49090

Attn: Kathy Burczak
Abonmarche

Subject: South Haven Marina
North Side Parking Lot

Olson Brothers Company (OBC) is pleased to provide this proposal for the South Haven Marina North Side Parking Lot in South Haven, Michigan. Specifically, our proposal is based upon performing the proposed work:

Contract #1, Base Bid

This proposal includes labor, equipment, and material as detailed on plan dated June 2014. Olson Brothers will perform the work as detailed above for the price of **\$ 5,748.**

Alternate #1

Perform the work as detailed on the plan dated June 2014. Olson Brothers will perform the work as detailed above for the price of **\$ 3,828.**

Alternate #2

Perform the work as detailed on the plan dated June 2014. If concrete is used, deduct (**\$748.**) from the base bid.

Voluntary Alternate

Saw, form and pour to the existing asphalt. Deduct (**\$1,248.**) from the base bid.

Payment:

A detailed monthly invoice will be provided and payment shall be due within 20 days from the date of the invoice. A service charge of 1½% per month will be added to all balances not paid within (30) thirty days of invoice. This represents an annual rate of 18%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorney fees and court costs.

Guarantee Period:

OBC will provide a standard one-year guarantee on all materials and workmanship performed for this project. On specific systems installed, OBC will provide guarantees to the extent provided by the manufacturers and installation contractors.

Please indicate your agreement with the scope of work and the terms as detailed above by signing below and returning a copy to our office.

Mark Dibble
Olson Brothers Contractors

(print name)
Dated _____

Dated _____



15400 72nd Street • South Haven, MI 49090
TEL (269)-637-5642 FAX (269)-637-9322
www.JensensExcavating.com

Proposal

Job No.: 14-171

To: OWNER	Date: 06/20/14
City of South Haven	Location: North Side Parking Lot, City of South Haven
Department of Public Works	Phone: 637-0737
1199 8 th Avenue	Email/Fax: 637-4778
South Haven, MI 49090	Architect: Abonmarche, dated 06-11-14

We hereby submit specifications to:

Site Plan Improvements Contract #1 (Base Bid)..... \$5,410.00

- Saw cut existing asphalt and concrete sidewalk as shown
- Remove asphalt, concrete curb & gutter and sidewalk
- Install 70-lf of 8" x 24" straintg curb as shown
- Backfill with aggregate base
- Install new concrete curb & gutter, sidewalk and ADA ramp as shown
- Patch area between curb and asphalt with 4" HMA mix as shown

Alternates: (Alternate options modify the base bid above, initial to accept or decline)

Accept / Decline

- **Alternate #1:** Conduits, Sidewalk and Ramp.....**ADD \$3,565.00** /
- Patch area between curb and asphalt with 6" thick concrete in lieu of HMA.....**DEDUCT\$ 380.00** /

Exclusions

- Permits or fees
- Survey or construction staking
- Landscape materials and plantings
- Additional topsoil, seed, or mulch

We Propose hereby to furnish material and labor – complete in accordance with specifications for the sum of:

Five thousand four hundred ten and 00/100 (Base Bid)..... Dollars (\$5,410.00)

Payment shall be made as follows: Progress payments net 30 days, a Service Charge of 1.5% per month on unpaid balance.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn if not accepted within thirty (30) days.

Acceptance of Proposal – The above prices, specifications and conditions are hereby accepted. I authorize the work as specified. Payment will be made as outlined above

Authorized Signature

Date: _____



Date: 6-18-14

Landscape Budget For : North Side Parking Lot
City of South Haven

Base Bid For Contract # 2 Improvements

Scope and Description of Proposal

The price for services, labor and material included in this proposal pertain to the sheet titled "Proposed Landscape Plan Raingarden / Landscape Improvements ACI Job# 13-0827"

<u>Item Number</u>	<u>Description</u>	<u>Qty</u>	<u>Price Ea</u>	<u>Total Price</u>
1	Construct Stone Wier Around Catch Basin	1	\$ 225.00	\$ 225.00
2	<u>Remove and Relocate Prennials and Shrubs as Shown on Sheet</u>			
	- Relocate existing Gerald Darby Iris	1	\$ 55.00	\$ 55.00
	- Relocate existing Itea (5)	1	\$ 75.00	\$ 75.00
	- Relocate existing Serviceberry and Relocate to Elkenburgh Park	1	\$ 150.00	\$ 150.00
	- Remove Existing Carex	1	\$ 25.00	\$ 25.00
	- Remove Existing Tara	1	\$ 25.00	\$ 25.00
3	Add Shredded Mulch to Newly Planted Areas	1	\$ 420.00	\$ 420.00
4	Install New Shade Trees, Perennials and Ornamental Grasses			
	- Install Acer Rubrum (4" Cal)	4	\$ 725.00	\$ 2,900.00
	- Install Cornus Sericea (No. 7)	5	\$ 70.00	\$ 350.00
	- Install Fesutca O. Glauca 'Elijah Blue' (No. 1)	33	\$ 10.00	\$ 330.00
	- Install Miscanthus Sinensis 'Graziella' (No. 5)	5	\$ 35.00	\$ 175.00
	- Install Perovoskia Atriplicifolia (No. 2)	9	\$ 13.00	\$ 117.00
	- Install Rudbeckia Fulgida S. ' Goldstrum' (No. 2)	46	\$ 13.00	\$ 598.00
5	Install Washed Gravel in Raingarden Area	1	\$ 220.00	\$ 220.00
Alternate 1	- Install Separate Irrigation Zone in Raingarden Area	1	\$ 750.00	\$ 600.00
	- Bore Under Walkway	1	\$ 155.00	\$ 155.00
Misc.	- Remove existing gravel and inall planting soil for trees	1	\$ 550.00	\$ 550.00
Total Bid Price				\$ 6,970.00

Coastal Landscaping, Inc.

Coastal Landscaping Inc
 P.O. Box 182
 South Haven, MI 49090

(269)637-4601
 coastallandscape@gmail.com
 http://coastallandscapinginc.net

Proposal

Date	Proposal No.
06/19/2014	1228
Exp. Date	
	06/30/2014

Address

City of South Haven
 539 Phoenix St.
 South Haven, MI 49090

Service address

N. side parking city of S.H.

Date	Activity	Quantity	Rate	Amount
06/19/2014	Landscape Installation: North Side Parking Lot City of South Haven Job#13-0827 (Contract #2) 1. Construct stone weir around catch basin 2. Remove and relocate perennial/ shrubs as shown on sheet: Proposed landscape plan rain garden/ landscape improvements 3. Add shredded mulch to newly planted areas to maintain 3" depth per details on sheet 4. Install new shade trees, perennials and ornamental grasses per plan and details per sheet 6. Install washed stone for rain garden areas	1	8,970.00	8,970.00
06/19/2014	Irrigation installation labor: North side parking lot city of South Haven Job#13-0827 (Contract #2 Alternate - 1) 1. Add irrigation to rain garden area - tie in to existing system and add separate zone with ability to shut off separate from other system	1	1,200.00	1,200.00
06/19/2014	Irrigation installation labor: North side parking lot city of South Haven Job#13-0827 (Contract #2 Alternate - 1) 2. Bore under walkways if needed	1	300.00	300.00
06/19/2014	Terms: 50% non-refundable deposit to schedule work. Remainder due at completion of work. Work to be as specified above any alterations or deviations must be in writing.			
			Total	\$10,470.00

Please sign and return the estimate to coastallandscape@gmail.com. We look forward to doing business with you.

Accepted By

Accepted Date

LIBERTY HYDE BAILEY MUSEUM BOARD OF TRUSTEE MEETING MINUTES

Tuesday

June 17, 2014

7:05 PM

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

City Council Representative Present: Clark Gruber (Excused)

LHBM Director Present: John Linstrom LHBM Facilities Manager Present: William Lundy

Guests Present: Painters; Tyrone Zimmerman & David Noosbond, Amy Cook from Abonmarche Consultants and Skip Nagelvoort from the Collaboration Center.

Anne Long, LHBM Board Chair, called the meeting to order.

Tyrone Zimmerman, David Noosbond and Amy Cook were asked to report on the painting of the LHB museum. Amy Cook representing Abonmarche consultants explained the problems that Tyrone Zimmerman and David Noosbond have encountered as they have been scraping the paint off the building. They have been able to scrape off 70 to 80 percent of the lead paint but the remainder, because of age, has adhered to the wood. They are going to use an encapsulating paint that will cover the lead paint and smooth out any gouges to the siding. Because of this the painting will take longer than expected. They expect to be done within the next 6-8 weeks. The city is aware of the changes and has approved to pay for them.

Amy Cook also addressed that we have requested that the barn be emptied of all painting equipment for the Garden Club's Garden Walk on July 12, 2014. She said that they will have everything out of the barn by July 5th, a week ahead of the scheduled Garden Walk. They will also have all equipment removed from the grounds so it will be presentable for guests.

Anne called for a motion to accept the LHBM Board of Trustee Meeting Minutes from the May 20, 2014 meeting.

It was moved by Joan Hiddema to accept the minutes from the May 20, 2014 LHBM Board of Trustee Meeting. Seconded by Robin Reva. Motion Carried.

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

CHECKING ACCOUNT: \$20,215.48

DEPOSITS: \$5,125.25

EXPENSES: \$3,775.60

ENDOWMENT: \$18,090.86

LIBERTY HYDE BAILEY MUSEUM DIRECTOR'S REPORT- JOHN LINSTROM

OLD BUSINESS

1. Living Collections: Community Gardens are assigned and payments for lot rentals are trickling in. Anne's Wednesday Weeders have been doing a great job keeping the gardens tidy. Debbie Owens has added to the Garden of Bellflowers and Wes and Iza Stephens have added to the Garden of Larkspurs, thanks to funding from the South Haven Garden Club. David Fenske's Heirloom Kitchen Garden is looking great: the development of the Brassica Garden is delayed due to painting. The Garden of Pinks and the Marie Disette Herb Garden still do not have anyone assigned to care for them. Irene Day, a committed Wednesday Weeding Volunteer, is contacting a couple of rose specialists to help us transplant the two South Haven Experiment Station's roses to the Bailey grounds – a project that is garnering interest in the community.
2. "Soil and Sky: The Original Artwork of Victoria Howard". The exhibit was well received, with several original art pieces sold with a percentage to benefit the museum.
3. "Onamanni: Bailey in the Boundary Waters, 1886" will be displayed June 25th – August 16th. John has made trips to Bois Forte Heritage Museum and to Cornell University to gather materials for the exhibit. Loans from the L. H. Bailey Hortorium include Bailey's red vasculum, given to him by Lucy Millington in South Haven; a photograph of Bailey with said vasculum in 1882; Bailey's pocket journal of 1886; a bound collection of all of Bailey's writings on the genus Carex up to 1886; and a series of high-quality digital images of Bailey's mounted Carex specimens from the Onamanni expedition. Digital reproductions from the Cornell University Rare and Manuscript Library include all the known photographs from the Onamanni expedition, a number of articles relevant to the expedition written by Bailey, and illustrations intended for publication in the (unpublished) book "Onamanni: An Outing", along with a number of pages from the manuscript. The Bois Forte Heritage Museum aided in identifying places and people in the photographs supplied by Cornell University.
4. A trip is being planned with intern Becky Nahin and former Collections Manager Derek Nightingale to Graphic Conservation in Chicago (as per Robin Reva's advice) to get a quote on restoration of the Bailey land deed and the Bailey Family Library Collection.
5. The first Summer Sunday Social was a big success in raising awareness for the museum.
6. Local Foods Dinner with Frederick L. Kirschenmann: Tickets are printed and available - \$60 for members and \$70 for nonmembers. Plans, vendors, etc. are being finalized. Museum Member, Maynard Kaufman has agreed to help organize a time for Fred to meet with local farmers, separate from the July 30th evening event.

NEW BUSINESS

1. Bailey's Budding Naturalists is underway. We have volunteers signed up to lead almost every day during the sessions not run by the Kalamazoo Nature Center. The first day was successful with the 6-8 year old group full for the June Session but several spots are still open for the 9-11 year olds. There are still openings for the July Session but we do have it half full with registered participants.
2. Second Sumer Sunday Social is set for July 13th. Skip and Mary Nagelvoort are going to handle the refreshments. The Social will double as an Opening Reception for the "Onamanni Exhibit" and will be geared more toward volunteers and potential volunteers.
3. Revising Board Bylaws and clarification of relationship with the City. The City of South Haven is in the process of approving our new lease agreement, and would like to clarify the distinction between the City and the Board of Directors of our private 501(c)(3) nonprofit. The Leopold Center has given their bylaws as a template to both accommodate this change and to prepare for our next stages of institutional growth. Skip Nagelvoort of the Collaboration Center has met with Chair, Anne Long and John to work through some of these changes.

NEW BUSINESS

1. Transition from City Board to Foundation Board Lead by Skip Nagelvoort. Skip explained that we need to form a new non-profit board for the LHBM that will not be connected with the City of South Haven anymore. The City is asking that we have a City Council Representative and two city residents on the board with a total of nine members completing the board. Skip pointed out that there are three sections to this:
 - A. Number One: Revision of the Bylaw. There will be a Governance committee, this committee will nominate new trustees and have power to delegate. There will also be specialty committees formed for membership and annual fund drive.
 - B. Number Two: Have an 18 month Transition Plan in place for when John Linstrom leaves in the fall. We will need more committees, more volunteers and possibly a full time director. It would also be wise to have an advisory committee of 3-4 people who are not on the board.
 - C. Number Three: Have a new vision for LHBM. We have to elevate our thinking on how special the LHBM is. Bring in State and National people to work with us. Examples: make the LHBM a Road Scholar destination place and talk to Paul Yack from the Michigan State Parks about having a trail that connects the Bailey Homestead to the new River State Park Facility.

There will be a special LHBM Board of Trustee Meeting on Tuesday, June 24th. The board was charged with reading and digesting these Bylaws. They will be discussed in depth at the June 24th meeting.

The LHBM Board of Trustees will be voting on these Bylaws at the next scheduled Board of Trustee Meeting on July 15th, 2014.

CONTINUING BUSINESS

1. July 30th Local Foods Dinner with Fredrick L. Kirschenmann: We have a credit card machine now. Let people know that they can buy their tickets with a credit card machine at the museum.

FLOOR

1. Olga Lewis shared a notice that she had written up for the Bailey Nature Trail. It is in a form of a flier to be handed out to places like the Wellness Center, Visitor Center, City Hall and South Haven B & B. A little more work is needed on it before it will be distributed to these places.
2. Cindy McAlear reported that the LHBM membership is up to 146 members. The list of names for the Second Sunday Social is complete. It will be held on July 13, 2014. Skip & Mary Nagelvoort will be doing the refreshments. The envelopes are all addressed and ready to be mailed out soon.

It was moved by Joan Hiddema to adjourn. Seconded by John Linstrom.

8:40 PM

Respectfully submitted by,

Cindy McAlear, LHBM Board Secretary

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

June 18, 2014

The Chairman, Ren Wright called a regular meeting of the South Haven Area Regional Airport Authority Board to order at 7:30 PM in the terminal building. Roll Call: Todd Jensen, Barbara Rose, Fred Bower, Jon Woodhams, Dave Johnson, and Ren Wright. Excused: Don Woodhams, Ken Ratzlaff and Charles E. Smith. Absent: Clark Gruber and David Orr.

Agenda: Moved by Ren Wright, seconded by Todd Jensen to approve the Agenda, approved.

Public Comments: None.

Todd Jensen moved and Barbara Rose seconded to approve the Consent Agenda:

- A. Minutes of the May 21, 2014 Authority meeting be approved.
 - B. Bills from May 22, 2014 through June 18, 2014 totaling \$31,276.02 be approved.
 - C. Manager's report dated June 18, 2014 be approved.
- A roll call vote was taken; Yeas: Jensen, Rose, Bower, Woodhams, Johnson and Wright.
Nays: None. Approved.

Committee Reports: None.

Old Business: Todd Jensen requested the status of the no parking signs on hangar H-1. Dave Johnson reported with the manager's report that the FAA obstructions have been mitigated and that the taxiway rehab project is on hold until it is re-bid in the spring of 2015, due to the bid coming in 15.69% above the engineer's estimate.

New Business: Dave Johnson submitted with the manager's report the MDOT-AERO 3 year inspection report which included a recommendation to trim trees on the runway 23 approach before they become obstructions. Manager will get a cost estimate from Mead & Hunt to do an approach survey on the runway 23 approach.

Election of Officers: Ren Wright moved and Barbara Rose seconded to elect Ren Wright, Chairman, Todd Jensen, Vice-Chairman, Dave Johnson, Secretary, and Nancy Kelley, Treasurer, approved.

Member Comments: Ren Wright requested we get staff shirts for personnel working at the fly in, Jon Woodhams to contact Rotary with some concerns regarding charging working personnel for breakfasts.

Public Comment: Mrs. Golder asked if the survey on the runway 23 approach affected her property and if anyone would be on her property.

Ren Wright moved to adjourn the meeting at 7:50 pm, seconded by Jon Woodhams, adjourned.



City of South Haven

BOARD AND COMMISSION APPLICATION

Name TERESA MAHONE Jordan Phone [Redacted]

Address [Redacted]
Street City State Zip

E-Mail Address [Redacted]

Resident of City? (Circle One) Yes No If Yes, how long: 60 yrs

Board or Commission Applying for: S. Haven Housing Commission

Qualifications: 13 yrs working w/ low income families to help them acquire safe & affordable housing. Also have assisted w/ emergency services for food, gas, propane & fuel oil. Certified by MSHDA as a financial capability & home to budget education counselor

I believe I can benefit the City of South Haven by serving on a board and commission because: of my extensive background in housing & leading. Also budget & credit counseling experience. I am also very familiar with the community

Signature [Handwritten Signature]

Date 6.30.14

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

For Office Use Only:	
Appointed	_____
Term Expires	_____
Letter Mailed	_____

ward 1

OK
[Handwritten initials]



Agenda Item 7

Riveer IFT Approval

Background Information:

The City Council will be asked to consider approval of an Industrial Facilities Tax Exemption Certificate for Petter Investments, Inc., dba Riveer, located at 233 Veterans Blvd.

The tax exemption request, which totals approximately \$75,783, is for real construction and new personal property acquired by the company. The applicant notes that the company anticipates creating 15 new jobs at their facility, and retaining 34 jobs, as a result of the project. The company indicates that the construction and personal property is for the creation of an engineering department office, which required space and office equipment.

Riveer was founded in 1983. Riveer features a range of wash rack systems, along with industrial and military grade pressure washers. The company makes products which are designed to keep equipment clean, combat corrosion, and reclaim as much water as possible.

The estimated total value of the Industrial Facilities Tax Exemption Certificate for Riveer is \$9,906 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 2014-34: A Resolution which grants approval of an Industrial Facilities Exemption Certificate requested by Petter Investments, Inc., dba Riveer.

Support Material:

Staff Report – Riveer IFT
Resolution 2014-34

MEMORANDUM

DATE: July 30, 2014

TO: Brian Dissette, City Manager

FROM: Connie Phillips-Thompson, Deputy Assessor

SUBJECT: Resolution to approve an Industrial Facilities Tax Exemption Application for Petter Investments Inc. dba Riveer

Petter Investments Inc. dba Riveer has filed an application for an Industrial Facilities Tax Exemption Certificate on June 12, 2014 with a location of 233 Veterans Blvd. The application listed the estimated cost of real construction at \$59,487 and the estimated cost of the acquisition and installation of machinery and equipment at \$16,296 (rounded).

Petter Investments Inc. expects to retain 34 jobs and create 15 new jobs at this facility as a result of this project.

The estimated 12 year tax savings is \$9,906.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2014-34

A RESOLUTION APPROVING AN APPLICATION FOR
ISSUANCE OF INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
AS REQUESTED BY PETTER INVESTMENTS INC. dba RIVEER

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 August 4, 2014 at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City of South Haven has, on June 12, 2014 received an application from Petter Investments Inc. dba Riveer, for issuance of an Industrial Facilities Exemption Certificate pursuant to Act 198, Public Acts of 1974, as amended; and

WHEREAS, the application is for real property consisting of new construction at an estimated cost of \$59,487 and personal property acquisition and installation consisting of machinery and equipment at an estimated cost of \$16,296 with a total estimated cost of \$75,783 with a project location of 233 Veterans Blvd in the City of South Haven; and

WHEREAS, pursuant to Act 198, P.A. 1974, M.C.L. 207.551 et seq., after a duly- noticed public hearing held on June 19, 1995 the City of South Haven by resolution established Industrial Development District No. 95-02 within which the applicant's project is located; and

WHEREAS, Petter Investments Inc. dba Riveer has filed an application for an Industrial Facilities Exemption Certificate with respect to new facility project for real and personal property within Industrial Development District No. 95-02; and

WHEREAS, before acting on said application, the City of South Haven conducted a public hearing on this date, August 4, 2014 in the City Council Chambers at 539 Phoenix Street during the Council meeting which commenced at 7:00 p.m. local time, and the assessor and affected taxing units were given written notice and were afforded an opportunity to be heard; and

WHEREAS, the Applicant has reported to the City that project construction and installation of machinery and equipment had not begun earlier than six (6) months before June 12, 2014, the date of receipt by the City of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the project is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create, or prevent the loss of employment in the City of South Haven; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of South Haven is estimated to be less than five (5) percent of an amount equal to the sum of the SEV of the City of South Haven plus the SEV of real and personal property thus exempted.

BE IT THEREFORE RESOLVED, that:

1. The City Council of the City of South Haven finds and determines that the granting of the requested Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act 198, Public Acts of 1974 and Act 255, Public Acts of 1978, will not have the effect of substantially impeding the operation of the City of South Haven or impairing the soundness of a taxing unit which levies taxes in the City of South Haven.

2. The application and Agreement as to terms and conditions, of Petter Investments Inc. dba Riveer for the Industrial Facilities Exemption Certificate with respect to the project which the certificate is applied for on the following described parcel of real property situated within Industrial Development District No. 95-02, to wit:

Real property as described in Attachment A hereto, an integral part hereof (Tax Parcel Number 80-53-867-006-10) be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force and effect for a period of twelve (12) years; and

BE IT FURTHER RESOLVED, that the application shall be forwarded to the Michigan Department of Treasury, State Tax Commission, for review and approval; 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 4th day of August, 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

Memo

To: Brian Dissette
City Manager

From: Jeannine Blair
Special Events Coordinator

Date: July 23, 2015

Re: Rotary Pancake Breakfast
2014-43

The South Haven Rotary Club is requesting permission for use of the pavilion in the Huron Street Parking lot on Sunday, August 31, 2014 to hold the annual Rotary pancake breakfast. Grills, a trailer, misc. equipment, tables and chairs will be on-site.

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY	
Special Event #	<u>2014-43</u>
Date Received	<u>7/18/14</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.

Initial

July 15, 2014
Date

CONTACT INFORMATION

Event Title: Rotary Pancake Breakfast

Sponsoring Organization: South Haven Rotary Club

Applicants Name: Don Hodgman

Telephone #: 269-214-0883 Phone # During Event: 269-214-0883

E-mail Address: cdhodgman@yahoo.com

Other contacts for/during event

Name: _____ Telephone: _____

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Under the pavilion in the Huron Street Parking Lot

Date(s) Requested: Sunday, August 31, 2014 Alternative Date(s): _____

Start Time: 8:00 am End Time: Noon

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

Number of people expected to attend: 150

EVENT DESCRIPTION

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

The South Haven Rotary Club is requesting permission for use of the pavilion in the Huron Street Parking lot on Sunday, August 31, 2014 to hold the annual Rotary pancake breakfast. Grills, a trailer, misc equipment, tables and chairs will be on-site.

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 Set up will take place on Saturday, immediately following the close of the Farmers Market at approx. 2:00 p.m. The Rotary volunteers will use the farmer's market equipment to close off the parking under the pavilion.

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

Event Command Post. Mark location on maps.

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

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

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

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

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

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

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

Fireworks/pyrotechnics site. Mark location on maps.

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

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

Name: _____ Telephone: _____

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

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

Name: _____ Telephone: _____

Live animal sites. Mark location on maps and describe: _____

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

ADDITIONAL EVENT INFORMATION

Liquor License

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

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

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

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

Date: _____ Time: _____
Date: _____ Time: _____
Date: _____ Time: _____

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

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

CITY SERVICES

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

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

Will vendors be using electric utilities: Yes No

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

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

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

Additional fire information: Mark all that apply

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

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

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

INSURANCE

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

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

REMINDERS

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

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

INDEMNIFICATION AGREEMENT

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

Applicants Signature

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 Don Hodgman

Date Requested _____

Organization/Committee South Haven Rotary Club

Mailing Address _____

Office/Main Phone _____

Cell Phone _____

EVENT: Rotary Pancake Breakfast DATE of EVENT: _____

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

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

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

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

Borrower's Signature: _____

Authorized by: _____

Memo

To: Brian Dissette
City Manager

From: Jeannine Blair
Special Events Coordinator

Date: July 23, 2014

Re: Back in the Day – Unity in the Community
2014-44

This event is scheduled for July 18th 2015. This will be a community event that provides music, free food, games for the youth and a candle light vigil in remembrance for the late and present community families they have lost. They will be celebrating their 10th year for this event in 2015.

Due to public safety concerns voiced by staff and members of the public, the applicant has opted to revise the event application and has agreed to strike the proposed fireworks portion of the event. No fireworks are planned as part of this event.

Insurance will be provided closer to the event.

CITY OF SOUTH HAVEN

Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # 2014-44

Date Received 7/23/14

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

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

A new application must be submitted each year.

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

T.S.
Initial

7-21-14
Date

CONTACT INFORMATION

Event Title: Back in the Day/unity in the community

Sponsoring Organization: Sutton

Applicants Name: Tony Sutton

Telephone #: (269)906-5406 Phone # During Event: 269-906-5406-269-366-0473

E-mail Address: Adeline.Sutton@hotmail.com

Other contacts for/during event

Name: Same Telephone: _____

Name: Same Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: Elkenburge Park South Haven

Date(s) Requested: 7-18-2015 Alternative Date(s): 7-25-15

Start Time: 8am End Time: 10pm candle light visual

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

Number of people expected to attend: 200

EVENT DESCRIPTION

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

a community event that provides music free food games for the youth/in Remembrance for the late and present community families this will be the 10th year

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 west end of ^{Kalamazoo St} Humphrey Street indianay/Humphrey

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. ~~will consider being that this will be the 10th year for the event~~ Due to safety concerns, fireworks are being taken off app.

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: _____

N/A

Live animal sites. Mark location on maps and describe: _____

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

ADDITIONAL EVENT INFORMATION

Liquor License

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

City of South Haven Liquor License Application

Michigan Liquor Control Commission Website

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

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

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

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

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

CITY SERVICES

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

If yes, explain: _____

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

Name: _____ Telephone: _____

Will vendors be using electric utilities: Yes No

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

Will you require additional police services: Yes No

If yes, explain: _____

Will you require additional fire/ambulance services: Yes No

If yes, explain: _____

Additional fire information: Mark all that apply

- Tents *personal shade* 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

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

Cones and Barricades Request Form

Requester's Name Tony Sutton
 Date Requested 7-18-15
 Organization/Committee Back in the Day.
 Mailing Address 318 Lyon St
South Haven mi 49090
 Office/Main Phone 269-906-5406
 Cell Phone Same

EVENT: _____

DATE of
EVENT: _____

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

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

BARRICADES	Quantity	Drop Off Location <i>(Please Print Legibly)</i>	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
	8	Humphrey St	269-906-5406	7-18-2015	7-19-2015
				8 AM PM	AM 10 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: Tony Sutton

Authorized
by: _____