

City Council

Regular Meeting Agenda

Tuesday, September 2, 2014
7:00 p.m., Council Chambers



1. Call to Order

2. Invocation

- Moment of Silence

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 August 18, 2014.
- B. Bills totaling \$1,338,097.67 for the period ending September 3, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award the professional services contract for community outreach and coordination, related to the city's Core City Secondary Electric Reconstruction project, to Abonmarche in the amount of \$33,720.
- D. Council will be asked to award storm drainage improvements for Indiana Ave. and Eagle St. to Brad Thomas Excavating in the amount of \$37,202.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 06-17-2014 Harbor Minutes
 - 2) 06-25-2014 Housing Minutes
 - 3) 07-10-2014 Planning Commission Minutes
 - 4) 07-15-2014 LHBM Minutes

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

UNFINISHED BUSINESS

6. Council will be asked to consider the following regarding a zoning ordinance amendment to provisions of the Single Family Dwellings of the B-3 Zoning District:

- A. Hold public hearing regarding a zoning ordinance amendment to provisions of the Single Family Dwellings of the B-3 Zoning District.

B. Approve a zoning ordinance amendment to provisions of the Single Family Dwellings of the B-3 Zoning District.

NEW BUSINESS

- 7. Council will be asked to award Bid #2014-02: Phoenix Road Substation to Kent Power in the amount of \$606,796.**
- 8. Council will be asked to consider Resolution 2014-35 Declaration of intent to make public improvements; tentative designation of special assessment district; notice of public hearing for the Dyckman Avenue Reconstruction Project.**
- 9. Council will be asked to consider approval of a contract agreement with South Haven Public Schools for the placement of a School Resource Officer in the public school system.**

10. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda
(You will be given up to 5 minutes to address your concerns.)

11. City Manager's Comments

12. Mayor and Councilperson's Comments

13. Adjourn

RESPECTFULLY SUBMITTED,



Brian Dissette, City Manager

City Council

Special Closed Meeting Minutes

Monday, August 18, 2014
6:00 p.m., Council Chambers



1. Call to Order by Mayor 6:00 p.m.

2. Roll Call

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

3. Council will be asked to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; 15.268; Sec. 8(d) to discuss the possible acquisition of property and the opinion of the city attorney that constitutes material exempt from disclosure under state law.

Moved by Gruber to go into closed session pursuant to Michigan Open Meetings Act; Public Act No. 267 of 1976; 15.268; Sec. 8(d) to discuss the possible acquisition of property and the opinion of the city attorney that constitutes material exempt from disclosure under state law. Seconded by Patterson.

A Roll Call was taken:

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

Motion carried. Council adjourned into closed session at 6:06 p.m.

Moved by Patterson return to open session. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Council returned to open session at 6:59 p.m.

4. Adjourn

Moved by Fitzgibbon to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 6:59 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Michelle Coffey", is written over the printed name.

Michelle Coffey
Deputy City Clerk

Approved by City Council: **DRAFT**

City Council

Regular Meeting Minutes

Monday, August 18, 2014
7:00 p.m., Council Chambers



1. Call to Order by Mayor 7:00 p.m.

2. Invocation – Moment of Silence

3. Roll Call

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

4. Approval of Agenda

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

Voted Yes: All. Motion carried.

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

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

- A. Council will be requested to approve the City Council Minutes of August 4, 2014.
- B. Bills totaling \$1,352,804.29 for the period ending August 19, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award contractual services for the Cross Connection Control Program to HydroDesigns in the amount of \$995 per month or \$11,940 per year.
- D. Council will be asked to award contractual services for the Phase II Environmental Assessment and Asbestos Removal Specification to Villa Environmental Consultants, Inc., in the amount of \$16,800.
- E. Council will be asked to award the Novar System upgrade to TES, Inc. in the amount of \$34,000.
- F. Council will be asked to approve the 2014 street resurfacing contract with Michigan Paving & Materials Company in the amount of \$313,309.20.
- G. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 03-24-2014 ZBA Minutes
 - 2) 05-19-2014 BPU Minutes
 - 3) 06-10-2014 BPU Committee Minutes
 - 4) 07-16-2014 Airport Authority Minutes

A Roll Call Vote was taken:

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

Motion carried.

NEW BUSINESS

6. Council will be asked to consider Special Event 2014-46, South Haven High School Homecoming Parade to be held September 25, 2014 at 5:00 p.m.

Background Information: SHHS 2014 Homecoming Parade and RAM Rally Special Event is a parade through downtown culminating in a Pep Rally event at Ratcliffe Field. The Pep Rally would include Field House Tours, marching band and cheerleading presentations, football team introductions and possibly community tailgating (serving of food). Events will conclude with an "extinguishing" of the opposing team's mascot (The Comets) by SHAES fire truck.

This event will take place on Thursday, September 25th, 2014 with an alternative rain date, for parade only, on 9/26/14. The event will start at 5:00 pm and will end at 7:30 pm.

Moved by Kozlik Wall to approve Special Event 2014-46, South Haven High School Homecoming Parade to be held September 25, 2014 at 5:00 p.m. Seconded by Gruber.

Voted Yes: All. Motion Carried.

7. Council will be asked to introduce a zoning ordinance amendment to provisions of the Single Family Dwellings of the B-3 Zoning District.

Background Information: In January of 2014, the planning commission held a public hearing on certain amendments to the B-3 Waterfront Business zoning district. One amendment included provisions to allow single family homes on individual lots in the B-3 zone. This ordinance amendment was adopted by the City Council on March 17, 2014.

Upon closer review, the City Council determined that modifications were required to the amendment to clarify that no lot splits for single family homes will be allowed in the B-3 zone and the special use requirement that the parcel could not be used for another permitted use could not be the result of any action of the property owner. These amendments were drafted by the city attorney and forwarded to the planning commission for review.

At the July planning commission meeting, a public hearing was held after which the planning commission decided that additional adjustments to the text were needed. There were no public comments received at that meeting.

The subcommittee and staff worked with the city attorney to refine the amendments. It was the opinion of the city attorney and staff that the changes made are not of a severity which required a second public hearing. A resolution recommending City Council adoption of the amendment was made at the August 7, 2014 meeting

Moved by Patterson to introduce a zoning ordinance amendment to provisions of the Single Family Dwellings of the B-3 Zoning District. Seconded by Fitzgibbon.

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

Bob Gable – Thanked City Manager Dissette and Mayor Burr for looking at Monroe Blvd.

9. City Manager’s Comments

Dyckman Open House is Wednesday, August 20, 2014 from 5-7 p.m.

10. Mayor and Councilperson’s Comments

Kozlik Wall: Blueberry Fest was wonderful. Kudos to City employees on clean up once again.

Gruber: No Comment.

Fitzgibbon: Spoke about bridge open house.

Patterson: Spoke about bridge open house.

Arnold: Spoke about Homecoming Parade.

Klavins: Spoke about biking event last weekend.

Burr: Spoke about proposed State park.

11. Adjourn

Moved by Kozlik Wall to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 7:20 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey
Deputy City Clerk

Approved by City Council: **DRAFT**

**CITY OF SOUTH HAVEN
SEPTEMBER 3, 2014**

	PREPAID	CURRENT	TOTAL
101-GENERAL FUND	\$ 103,816.29	\$ 34,851.48	\$ 138,667.77
202-MAJOR STREET FUND	\$ 96.36		\$ 96.36
203-LOCAL STREET FUND	\$ -	\$ -	\$ -
204-STREET FUND	\$ -	\$ 8,691.57	\$ 8,691.57
226-GARBAGE/REFUSE FUND	\$ -	\$ -	\$ -
250-DOWNTOWN DEVELOPMENT	\$ -	\$ 580.78	\$ 580.78
251-LDFA #1	\$ -	\$ -	\$ -
252- LDFA #2	\$ -	\$ -	\$ -
253-LDFA #3	\$ -	\$ -	\$ -
260-BROWNFIELD AUTHORITY	\$ -	\$ -	\$ -
265-NARCOTICS UNIT	\$ 40.97	\$ -	\$ 40.97
266-POLICE TRAINING	\$ 62.02	\$ -	\$ 62.02
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	\$ -	\$ 356.25	\$ 356.25
402-CAPITAL PROJECTS #2	\$ -	\$ 7,936.38	\$ 7,936.38
466- PAVILION AND ICE RINK	\$ -	\$ -	\$ -
545-BLACK RIVER PARK	\$ 161.91	\$ 140.00	\$ 301.91
577-BEACH FUND	\$ 32.31	\$ 170.75	\$ 203.06
582-ELECTRIC FUND	\$ 48,885.22	\$ 94,097.09	\$ 142,982.31
591-WATER FUND	\$ 985,918.62	\$ 1,415.10	\$ 987,333.72
592-SEWER FUND	\$ 2,945.19	\$ 13,950.54	\$ 16,895.73
594-MUNICIPAL MARINA	\$ 26,816.75	\$ 1,608.88	\$ 28,425.63
636-INFORMATION SERVICES	\$ 66.58	\$ 739.91	\$ 806.49
661-MOTOR POOL	\$ 1,902.52	\$ 1,394.90	\$ 3,297.42
677-SELF INSURANCE	\$ 69.30	\$ -	\$ 69.30
703-TAX FUND	\$ -	\$ -	\$ -
718-TRUST & AGENCY	\$ 1,350.00	\$ -	\$ 1,350.00
750-EMPLOYEE WITHHOLDING	\$ -	\$ -	\$ -
TOTAL	\$ 1,172,164.04	\$ 165,933.63	\$ 1,338,097.67

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
08/14/2014	1	48580	003304	APPRAISAL PLUS GROUP, INC.	3,500.00
08/14/2014	1	48581	000190	BAKER, WILLIAM	24.98
08/14/2014	1	48582	MISC	BOB SZMUTKO	7.00
08/14/2014	1	48583	000309	A.D. BOS OFFICE COFFEE SERVICE	72.02
08/14/2014	1	48584	000430	CENTURY LINK	101.20
08/14/2014	1	48585	000498	COMCAST	23.62
08/14/2014	1	48586	003127	ADAM DE BOER	65.71
08/14/2014	1	48587	000843	FRONTIER	285.94
08/14/2014	1	48588	000994	HAPA LLC	5,708.15
08/14/2014	1	48589	001114	HUTSELL, RODNEY	18.36
08/14/2014	1	48590	001120	HYDRO DESIGNS INC	995.00
08/14/2014	1	48591	001288	KONE INC	267.30
08/14/2014	1	48592	001435	LULL, DEBORAH	136.64
08/14/2014	1	48593	001848	NORTH SHORE PEST CONTROL INC	50.00
08/14/2014	1	48594	MISC	RICHARD BARRETT	14.00
08/14/2014	1	48595	002188	ROME'S STANDARD SERVICE INC	580.45
08/14/2014	1	48596	002206	RYAN RUMLER	37.04
08/14/2014	1	48597	002513	STEEL CENTER SUPPLY CO	274.97
08/14/2014	1	48598	002728	USA BLUE BOOK	561.31
08/18/2014	1	48599	003305	ALL SEASONS MARINE	182.64
08/18/2014	1	48600	000177	AUTOWARES INC	136.20
08/18/2014	1	48601	003302	BEARCLAW COFFEE CO	652.55
08/18/2014	1	48602	003286	BRAD THOMAS EXCAVATING, INC.	3,022.98
08/18/2014	1	48603	001134	IDEXX DISTRIBUTION INC	135.09
08/18/2014	1	48604	MISC	LAKEWOOD PHOTO & IMAGING	350.00
08/18/2014	1	48605	001373	LAWN BOYS INC	248.00
08/18/2014	1	48606	001544	MENARDS	1,326.17
08/18/2014	1	48607	003153	BOB MILLER	127.68
08/18/2014	1	48608	001848	NORTH SHORE PEST CONTROL INC	100.00
08/18/2014	1	48609	002132	RELIABLE DISPOSAL INC #646	2,111.16
08/18/2014	1	48610	002155	RIDGE AND KRAMER AUTO PARTS	183.85
08/18/2014	1	48611	002645	TRACTOR SUPPLY CREDIT PLAN	298.08
08/18/2014	1	48612	002665	TREECORE	25,482.50
08/18/2014	1	48613	002724	UPS STORE #5080	184.54
08/18/2014	1	48614	002757	VAN BUREN COUNTY TREASURER	1,767.50
08/18/2014	1	48615	002932	WINDEMULLER ELECTRIC, INC	702.00
08/18/2014	1	48616	002949	WOLVERINE HARDWARE	1,099.18
08/19/2014	1	48617	000505	COMPTON INC	26,526.50
08/19/2014	1	48618	000715	SHAUN EISNER	86.24
08/19/2014	1	48619	001610	MICHIGAN GAS UTILITIES	922.67
08/19/2014	1	48620	001640	MICHIGAN RURAL WATER ASSOC	290.00
08/19/2014	1	48621	001953	PAVELEK, CYNTHIA M	500.00
08/19/2014	1	48622	002949	WOLVERINE HARDWARE	1,118.31
08/20/2014	1	48623	UB REFUND	HOME BUILDERS FINANCE INC	544.21
08/20/2014	1	48624	UB REFUND	HOPSON, CHRISTOPHER J	2,110.00
08/20/2014	1	48625	UB REFUND	HUITRON GALLEGOS, TOMAS	22.41
08/20/2014	1	48626	UB REFUND	PLEASANT, NICOLAS	221.07
08/20/2014	1	48627	UB REFUND	WASS III, DUDLEY C	41.69
08/21/2014	1	48628	000162	ASR HEALTH BENEFITS	69.30
08/21/2014	1	48629	000177	AUTOWARES INC	47.62
08/21/2014	1	48630	003195	BLUE CARE NETWORK	53,156.99
08/21/2014	1	48631	000286	BLUE CROSS BLUE SHIELD OF MICHIGAN	588.47
08/21/2014	1	48632	000346	BRUSH ENTERPRISES	228.13
08/21/2014	1	48633	003264	BTS TELECOM	2,362.00
08/21/2014	1	48634	003180	COPS HEALTH TRUST	11,954.83
08/21/2014	1	48635	000624	DELTA DENTAL OF MICHIGAN	4,727.87
08/21/2014	1	48636	000843	FRONTIER	1,019.58
08/21/2014	1	48637	MISC	JON ISOM	1,500.00
08/21/2014	1	48638	001387	LERMA INC	75.00
08/21/2014	1	48639	001405	LINCOLN NATIONAL LIFE INS CO	2,780.79
08/21/2014	1	48640	001544	MENARDS	908.80
08/21/2014	1	48641	001610	MICHIGAN GAS UTILITIES	1,226.24
08/21/2014	1	48642	001657	MICHIGAN TOWNSHIP SERVICES	1,086.75
08/21/2014	1	48643	001848	NORTH SHORE PEST CONTROL INC	50.00
08/21/2014	1	48644	002155	RIDGE AND KRAMER AUTO PARTS	141.89
08/21/2014	1	48645	002418	SOUTH HAVEN SMALL ENGINES	766.86
08/21/2014	1	48646	003297	SPECTRUM HEALTH MEDICAL GROUP	382.46
08/21/2014	1	48647	002645	TRACTOR SUPPLY CREDIT PLAN	29.99
08/21/2014	1	48648	002792	VERIZON WIRELESS	2,377.44
08/21/2014	1	48649	MISC	MIKE NOFS	825.00
08/25/2014	1	48650	MISC	DALE KROPF	500.00
08/25/2014	1	48651	MISC	JULIA BURNETT	256.94
08/26/2014	1	48652	000843	FRONTIER	2,737.98
08/26/2014	1	48653	000994	HAPA LLC	16,339.85
08/26/2014	1	48654	001196	JOHN'S STEREO INC	5.99
08/26/2014	1	48655	MISC	MICH DEPT OF LIC & REG AFFAIRS	130.00
08/26/2014	1	48656	001642	MICHIGAN SECTION AWWA	200.00
08/26/2014	1	48657	001948	PAT'S PRONTO PRINT	189.00

08/27/2014 10:49 AM
User: ksteinman
DB: South Haven

CHECK REGISTER FOR CITY OF SOUTH HAVEN
CHECK DATE FROM 08/22/2014 - 08/22/2014

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 FIFTH THIRD BANK					
08/22/2014	1	57(E)	000087	AMERICAN ELECTRIC POWER	<u>981,356.41</u>
1 TOTALS:					
Total of 1 Checks:					981,356.41
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					<u>981,356.41</u>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
08/26/2014	1	48658	002262	SEA TECHNOLOGY	546.00
08/26/2014	1	48659	002724	UPS STORE #5080	78.38
08/26/2014	1	48660	003110	KELLI STEINMAN	117.60
08/26/2014	1	48661	002949	WOLVERINE HARDWARE	1,282.15

1 TOTALS:

Total of 82 Checks:	191,906.81
Less 1 Void Checks:	1,099.18
Total of 81 Disbursements:	190,807.63

User: ksteinman
DB: South Haven

BANK CODE: 1 CHECK DATE: 09/03/2014 INVOICE PAY DATE FROM 09/03/2014 TO 09/03/2014

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
09/03/2014	1	48662	000014	ABONMARCHE CONSULTANTS INC	9,726.58	5
09/03/2014	1	48663	000050	ALEXANDER CHEMICAL CORP	1,695.00	1
09/03/2014	1	48664	000058	ALLEGAN COUNTY SHERIFF'S OFFIC	1,792.00	1
09/03/2014	1	48665	003073	ALS GROUP USA, CORP	590.00	1
09/03/2014	1	48666	003302	BEARCLAW COFFEE CO	289.45	1
09/03/2014	1	48667	000418	CDW GOVERNMENT INC	864.21	3
09/03/2014	1	48668	000471	CITY PLUMBING & HEATING CO	370.00	1
09/03/2014	1	48669	000502	COMMUNITY ANSWERING SERVICE	868.70	1
09/03/2014	1	48670	000505	COMPTON INC	10,654.72	1
09/03/2014	1	48671	003280	DELTA STAR	77,995.00	1
09/03/2014	1	48672	003168	ELWOOD STAFFING	1,450.40	2
09/03/2014	1	48673	000764	FASTENAL COMPANY	18.06	1
09/03/2014	1	48674	003065	FOSTER SWIFT COLLINS & SMITH PC	4,215.81	5
09/03/2014	1	48675	000847	FUEL MANAGEMENT SYSTEM	8,005.43	1
09/03/2014	1	48676	000872	GEMPLER'S	286.50	1
09/03/2014	1	48677	003149	GRO AMERICA	1,496.95	1
09/03/2014	1	48678	000974	HACH COMPANY	736.58	1
09/03/2014	1	48679	001007	HARDESTY & HANOVER, LLP	7,936.38	1
09/03/2014	1	48680	001031	HAVEN HEATING AND AIR CONDITIONING	417.00	2
09/03/2014	1	48681	001196	JOHN'S STEREO INC	127.94	1
09/03/2014	1	48682	001246	KENDALL ELECTRIC INC	21.12	1
09/03/2014	1	48683	001467	MARK A MANNING	8,870.00	1
09/03/2014	1	48684	001500	MATERIALS TESTING CONSULTANTS	2,181.50	1
09/03/2014	1	48685	001766	MUZZALL GRAPHICS	130.89	1
09/03/2014	1	48686	MISC	NICOLE GUMINSKI	630.00	1
09/03/2014	1	48687	003052	PERCEPTIVE CONTROLS INC	447.50	1
09/03/2014	1	48688	002002	PLUMBER'S PORTABLE TOILETS	140.00	1
09/03/2014	1	48689	002020	POWER LINE SUPPLY CO	4,168.28	6
09/03/2014	1	48690	MISC	PREFERRED PLUMBING	930.50	2
09/03/2014	1	48691	003017	PROGRESSIVE/AE	5,611.20	1
09/03/2014	1	48692	002114	RATHCO SAFETY SUPPLY INC	300.90	1
09/03/2014	1	48693	002182	ROCK 'N' ROAD CYCLE	14.99	1
09/03/2014	1	48694	003143	ROLAND ELECTRIC LLC	90.00	1
09/03/2014	1	48695	003068	SCHINDLER ELEVATOR CORP	763.08	1
09/03/2014	1	48696	003284	SOUTH HAVEN TRANSER STATION-4298	19.36	1
09/03/2014	1	48697	002478	STAPLES ADVANTAGE	670.21	3
09/03/2014	1	48698	002644	TRACE ANALYTICAL LAB INC	820.00	2
09/03/2014	1	48699	002701	ULINE	3,481.39	1
09/03/2014	1	48700	003306	UNDERGROUND PIPE & VALVE	562.72	1
09/03/2014	1	48701	002728	USA BLUE BOOK	1,273.77	5
09/03/2014	1	48702	002777	VANDERZEE MOTORPLEX	331.47	1
09/03/2014	1	48703	002860	WEBB CHEMICAL SERVICE CORP	4,938.04	1

Num Checks: 42

Num Stubs: 0

Num Invoices: 67

Total Amount: 165,933.63

08/27/2014 10:43 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 09/03/2014 - 09/03/2014
 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
109456 40463	ABONMARCHE CONSULTANTS INC MONROE BLUFF RESTORATION DESIGN PE 101-751-801-000	08/11/2014 ksteinman	09/03/2014	162.38 162.38	0.00	P	Y 08/26/2014
109457 40464	ABONMARCHE CONSULTANTS INC ENGINEERING SERVICES FOR 2014 SUMM 204-446-801-000-0159	08/11/2014 ksteinman	09/03/2014	7,501.20 7,501.20	0.00	P	Y 08/26/2014
109459 40465	ABONMARCHE CONSULTANTS INC NEWCOME BEACH ACCESS 101-751-802-000	08/11/2014 ksteinman	09/03/2014	1,623.75 1,623.75	0.00	P	Y 08/26/2014
109449 40466	ABONMARCHE CONSULTANTS INC CITY HALL REMODELING- CUSTOMER SER 101-265-975-000-0147	08/11/2014 ksteinman	09/03/2014	83.00 83.00	0.00	P	Y 08/26/2014
109458 40467	ABONMARCHE CONSULTANTS INC PUBLIC SAFETY BUILDING- LANDSCAPE 401-301-980-000-0145	08/11/2014 ksteinman	09/03/2014	356.25 356.25	0.00	P	Y 08/26/2014
SLS 10022035 40588	ALEXANDER CHEMICAL CORP CHEMICALS 592-559-741-000	08/14/2014 ksteinman	09/03/2014	1,695.00 1,695.00	0.00	P	Y 08/26/2014
7/28/14 40468	ALLEGAN COUNTY SHERIFF'S OFFIC FIREWORKS COVERAGE 101-301-802-001	07/28/2014 ksteinman	09/03/2014	1,792.00 1,792.00	0.00	P	Y 08/26/2014
20-1408170-0 40469	ALS GROUP USA, CORP OTHER CONTRACTUAL 592-560-802-000	08/13/2014 ksteinman	09/03/2014	590.00 590.00	0.00	P	Y 08/26/2014
14-0005 40470	BEARCLAW COFFEE CO COFFEE SUPPLIES 594-776-741-000	07/22/2014 ksteinman	09/03/2014	289.45 289.45	0.00	P	Y 08/26/2014

08/27/2014 10:43 AM
 User: ksteinman
 DB: South Haven

INVOICE REGISTER REPORT FOR CITY OF SOUTH HAVEN
 INVOICE DUE DATES 09/03/2014 - 09/03/2014
 JOURNALIZED OPEN AND PAID
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
NR00714 40472	CDW GOVERNMENT INC TONER 636-258-727-000	08/11/2014 ksteinman OFFICE SUPPLIES	09/03/2014	443.91 443.91	0.00	P	Y 08/26/2014
NJ24662 40473	CDW GOVERNMENT INC TONER 636-258-980-001	07/25/2014 ksteinman COMPUTER HARDWARE	09/03/2014	296.00 296.00	0.00	P	Y 08/26/2014
NJ30512 40474	CDW GOVERNMENT INC CABINET 101-294-980-000	07/25/2014 ksteinman OFFICE EQUIPMENT & FURNITURE	09/03/2014	124.30 124.30	0.00	P	Y 08/26/2014
027680 40471	CITY PLUMBING & HEATING CO PREVENTATIVE MAINTENANCE 101-301-931-000	07/30/2014 ksteinman REPAIRS/MAINT-BUILDS & STRUCTR	09/03/2014	370.00 370.00	0.00	P	Y 08/26/2014
475308182014 40475	COMMUNITY ANSWERING SERVICE ANSWERING SERVICES 101-350-802-000	08/18/2014 ksteinman OTHER CONTRACTUAL SERVICES	09/03/2014	868.70 868.70	0.00	P	Y 08/26/2014
71425 40597	COMPTON INC UNDERGROUND CONDUIT 582-558-802-000 582-002-211-156	07/24/2014 ksteinman OTHER CONTRACTUAL SERVICES RETAINAGE- COMPTON	09/03/2014	10,654.72 5,970.00 4,684.72	0.00	P	Y 08/27/2014
POI001445 40596	DELTA STAR TRANSFORMER PHOENIX ROAD SUBSTATIO 582-558-988-001-0163	06/09/2014 ksteinman ELECTRICAL SYSTEM EQUIPMENT	09/03/2014	77,995.00 77,995.00	0.00	P	Y 06/30/2014
704108 40476	ELWOOD STAFFING STAFFING 101-751-802-000	08/21/2014 ksteinman OTHER CONTRACTUAL SERVICES	09/03/2014	592.00 592.00	0.00	P	Y 08/26/2014
696971 40477	ELWOOD STAFFING STAFFING 101-751-802-000	08/13/2014 ksteinman OTHER CONTRACTUAL SERVICES	09/03/2014	858.40 858.40	0.00	P	Y 08/26/2014

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
MISOU10139							
40593	FASTENAL COMPANY SPANNER DRIVE 250-729-974-018-0150	08/11/2014 ksteinman	09/03/2014	18.06	0.00	P	Y 08/26/2014
		CAPITAL PROJECTS		18.06			
655387							
40478	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	08/13/2014 ksteinman	09/03/2014	355.59	0.00	P	Y 08/26/2014
		PROFESSIONAL/CONSULTING FEES		355.59			
655375							
40479	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	08/13/2014 ksteinman	09/03/2014	50.00	0.00	P	Y 08/26/2014
		PROFESSIONAL/CONSULTING FEES		50.00			
655374							
40480	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	08/13/2014 ksteinman	09/03/2014	50.00	0.00	P	Y 08/26/2014
		PROFESSIONAL/CONSULTING FEES		50.00			
655372							
40481	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	08/13/2014 ksteinman	09/03/2014	3,634.54	0.00	P	Y 08/26/2014
		PROFESSIONAL/CONSULTING FEES		3,634.54			
655371							
40482	FOSTER SWIFT COLLINS & SMITH PC ATTORNEY SERVICES 101-209-801-000	08/13/2014 ksteinman	09/03/2014	125.68	0.00	P	Y 08/26/2014
		PROFESSIONAL/CONSULTING FEES		125.68			
1422701							
40591	FUEL MANAGEMENT SYSTEM FUEL	08/15/2014 ksteinman	09/03/2014	8,005.43	0.00	P	Y 08/26/2014
	101-301-748-000	MOTOR FUEL		2,446.09			
	204-447-748-000	MOTOR FUEL		99.62			
	591-558-748-000	MOTOR FUEL		33.20			
	592-558-748-000	MOTOR FUEL		33.20			
	101-728-748-000	MOTOR FUEL		79.97			
	101-371-748-000	MOTOR FUEL		40.69			
	582-558-748-000	MOTOR FUEL		737.47			
	101-751-748-000	MOTOR FUEL		889.02			
	101-276-748-000	MOTOR FUEL		47.81			
	582-558-748-000	MOTOR FUEL		163.96			
	591-558-748-000	MOTOR FUEL		46.12			
	577-751-748-000	MOTOR FUEL		170.75			

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	GL Distribution						
	101-446-748-000	MOTOR FUEL		981.28			
	591-559-748-000	MOTOR FUEL		161.68			
	592-559-748-000	MOTOR FUEL		370.43			
	591-558-748-000	MOTOR FUEL		297.29			
	592-558-748-000	MOTOR FUEL		297.30			
	661-450-748-000	MOTOR FUEL & LUBRICANTS		1,063.43			
	592-558-748-000	MOTOR FUEL		46.12			
1020261279							
40594	GEMPLER'S SUPPLIES	08/15/2014 ksteinman	09/03/2014	286.50	0.00	P	Y 08/26/2014
	101-446-741-000	OPERATING SUPPLIES		244.00			
	591-558-741-000	OPERATING SUPPLIES		18.20			
	101-265-741-000	OPERATING SUPPLIES		24.30			
GA-072422							
40483	GRO AMERICA WASTE HAUL	08/11/2014 ksteinman	09/03/2014	1,496.95	0.00	P	Y 08/26/2014
	592-559-802-000	OTHER CONTRACTUAL SERVICES		1,496.95			
8987459							
40535	HACH COMPANY LAB SUPPLIES	08/19/2014 ksteinman	09/03/2014	736.58	0.00	P	Y 08/26/2014
	592-559-741-000	OPERATING SUPPLIES		736.58			
2804.00 X 13							
40485	HARDESTY & HANOVER, LLP ENGINEERING SERVICES DYCKMAN AVE/B	08/07/2014 ksteinman	09/03/2014	7,936.38	0.00	P	Y 08/26/2014
	402-202-988-010	MAJOR STREET UPGRADES		7,936.38			
5126							
40486	HAVEN HEATING AND AIR CONDITIONING SOUTH SIDE MARINA REPAIRS	07/15/2014 ksteinman	09/03/2014	156.00	0.00	P	Y 08/26/2014
	594-776-931-000	REPAIRS/MAINT-BLDS & STRCTRES		156.00			
5189							
40487	HAVEN HEATING AND AIR CONDITIONING 2ND AVE SUBSTATION	08/13/2014 ksteinman	09/03/2014	261.00	0.00	P	Y 08/26/2014
	582-558-729-001	OTHER CLOTHING & SUPPLIES		261.00			
10042123							
40488	JOHN'S STEREO INC TONER AND LAMINATING SHEETS	08/13/2014 ksteinman	09/03/2014	127.94	0.00	P	Y 08/26/2014
	594-776-727-000	OFFICE SUPPLIES		127.94			

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S102901288.001							
40489	KENDALL ELECTRIC INC LAMP 582-558-933-000	08/14/2014 ksteinman	09/03/2014	21.12	0.00	P	Y 08/26/2014
		REPAIRS/MAINTENANCE - EQUIPM		21.12			
423							
40490	MARK A MANNING ATTORNEY SERVICES 101-210-801-000	08/12/2014 ksteinman	09/03/2014	8,870.00	0.00	P	Y 08/26/2014
		PROFESSIONAL/CONSULTING FEES		8,870.00			
0049852							
40491	MATERIALS TESTING CONSULTANTS GEOTECHNICAL SERVICES FOR DYCKMAN 204-446-801-000-0158 592-558-801-000-0158	08/15/2014 ksteinman	09/03/2014	2,181.50	0.00	P	Y 08/26/2014
		GEOTECHNICAL SERVICES FOR DYCKMAN AVE		1,090.75			
		GEOTECHNICAL SERVICES FOR DYCKMAN AVE		1,090.75			
74112							
40492	MUZZALL GRAPHICS PAY REQUEST/REQUISITIONS 101-265-727-000	08/14/2014 ksteinman	09/03/2014	130.89	0.00	P	Y 08/26/2014
		OFFICE SUPPLIES		130.89			
1							
40484	NICOLE GUMINSKI FRAMED PORTRAITS 101-301-802-000	08/26/2014 ksteinman	09/03/2014	630.00	0.00	P	Y 08/26/2014
		OTHER CONTRACTUAL SERVICES		630.00			
10983							
40493	PERCEPTIVE CONTROLS INC RADIO REPLACEMENT AT TRILER PK LIF 592-569-933-000-0068	07/29/2014 ksteinman	09/03/2014	447.50	0.00	P	Y 08/26/2014
		REPAIRS/MAINTENANCE - EQUIP		447.50			
250320							
40589	PLUMBER'S PORTABLE TOILETS RENTALS 545-776-802-000	08/19/2014 ksteinman	09/03/2014	140.00	0.00	P	Y 08/26/2014
		OTHER CONTRACTUAL SERVICES		140.00			
5854477							
40494	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	08/19/2014 ksteinman	09/03/2014	522.35	0.00	P	Y 08/26/2014
		REPAIRS/MAINTENANCE - EQUIPM		522.35			
5854590							
40495	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	08/19/2014 ksteinman	09/03/2014	15.91	0.00	P	Y 08/26/2014
		REPAIRS/MAINTENANCE - EQUIPM		15.91			

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5855073 40496	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	08/20/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	09/03/2014	86.40 86.40	0.00	P	Y 08/26/2014
5852600 40497	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001	08/12/2014 ksteinman OTHER CLOTHING & SUPPLIES	09/03/2014	1,144.00 1,144.00	0.00	P	Y 08/26/2014
5852605 40498	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-729-001	08/12/2014 ksteinman OTHER CLOTHING & SUPPLIES	09/03/2014	1,158.00 1,158.00	0.00	P	Y 08/26/2014
5854702 40590	POWER LINE SUPPLY CO MAINTENANCE SUPPLIES 582-558-933-000	08/19/2014 ksteinman REPAIRS/MAINTENANCE - EQUIPM	09/03/2014	1,241.62 1,241.62	0.00	P	Y 08/26/2014
9036 40499	PREFERRED PLUMBING SOUTH SIDE MARINA REPAIRS 594-776-931-000	07/23/2014 ksteinman REPAIRS/MAINT-BLDS & STRCTRES	09/03/2014	520.50 520.50	0.00	P	Y 08/26/2014
8585 40500	PREFERRED PLUMBING AFTER HOURS SERVICE CALL- 594-776-931-000	05/10/2014 ksteinman SOUTH SI REPAIRS/MAINT-BLDS & STRCTRES	09/03/2014	410.00 410.00	0.00	P	Y 06/30/2014
00151712 40501	PROGRESSIVE/AE BSH TRAFFICE STUDY 101-446-802-000	08/11/2014 ksteinman OTHER CONTRACTUAL SERVICES	09/03/2014	5,611.20 5,611.20	0.00	P	Y 08/26/2014
146906 40502	RATHCO SAFETY SUPPLY INC GALVANIZED POST 101-446-741-000	08/06/2014 ksteinman OPERATING SUPPLIES	09/03/2014	300.90 300.90	0.00	P	Y 08/26/2014
40489 40503	ROCK 'N' ROAD CYCLE TIRE AND TUBE 594-776-741-000	07/30/2014 ksteinman OPERATING SUPPLIES	09/03/2014	14.99 14.99	0.00	P	Y 08/26/2014

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8103790427 40592	SCHINDLER ELEVATOR CORP INSPECTION SERVICE 591-559-802-000	08/01/2014 ksteinman	09/03/2014	763.08 763.08	0.00	P	Y 08/26/2014
0000002240 40505	SOUTH HAVEN TRANSER STATION-4298 MSW, ENVIRONMENTAL FEES, FUEL RECO 592-559-802-000	08/15/2014 ksteinman	09/03/2014	19.36 19.36	0.00	P	Y 08/26/2014
7122553756-000001 40506	STAPLES ADVANTAGE SUPPLIES 591-558-727-000 592-558-727-000 101-447-727-000 101-446-727-000 582-558-727-000 101-446-741-000	08/15/2014 ksteinman	09/03/2014	61.70 11.54 11.54 11.55 11.55 11.54 3.98	0.00	P	Y 08/26/2014
7122553756-000002 40507	STAPLES ADVANTAGE SUPPLIES 591-558-727-000 592-558-727-000 101-447-727-000 101-446-727-000 582-558-727-000	08/15/2014 ksteinman	09/03/2014	419.99 83.99 84.00 84.00 84.00 84.00	0.00	P	Y 08/26/2014
7122457592-000001 40518	STAPLES ADVANTAGE SUPPLIES 101-215-727-000 101-265-727-000 101-371-727-000	08/14/2014 ksteinman	09/03/2014	188.52 119.56 14.98 53.98	0.00	P	Y 08/26/2014
126188 40508	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 592-560-802-000	05/30/2014 ksteinman	09/03/2014	635.00 635.00	0.00	P	Y 06/30/2014
127155 40509	TRACE ANALYTICAL LAB INC CHEMICAL ANALYSIS 592-560-802-000	08/11/2014 ksteinman	09/03/2014	185.00 185.00	0.00	P	Y 08/26/2014

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61079931 40595	ULINE TRASH BAGS 101-751-741-000	08/22/2014 ksteinman OPERATING SUPPLIES	09/03/2014	3,481.39 3,481.39	0.00	P	Y 08/27/2014
5001581 40510	UNDERGROUND PIPE & VALVE DETECTABLE WARN SURFACE 250-729-974-018-0151	07/31/2014 ksteinman CAPITAL PROJECTS	09/03/2014	562.72 562.72	0.00	P	Y 08/26/2014
402039 40511	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	07/21/2014 ksteinman OPERATING SUPPLIES	09/03/2014	506.95 506.95	0.00	P	Y 08/26/2014
423022 40512	USA BLUE BOOK LAB SUPPLIES 592-559-727-000	08/13/2014 ksteinman OFFICE SUPPLIES	09/03/2014	243.21 243.21	0.00	P	Y 08/26/2014
421840 40513	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	08/12/2014 ksteinman OPERATING SUPPLIES	09/03/2014	70.35 70.35	0.00	P	Y 08/26/2014
405688 40514	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	07/24/2014 ksteinman OPERATING SUPPLIES	09/03/2014	405.57 405.57	0.00	P	Y 08/26/2014
409101 40515	USA BLUE BOOK LAB SUPPLIES 592-559-741-000	07/29/2014 ksteinman OPERATING SUPPLIES	09/03/2014	47.69 47.69	0.00	P	Y 08/26/2014
4414 40516	VANDERZEE MOTORPLEX CV BOOT REPAIR 661-450-741-003	08/08/2014 ksteinman REPAIR & MAINT SUPPLIES	09/03/2014	331.47 331.47	0.00	P	Y 08/26/2014
414738 40517	WEBB CHEMICAL SERVICE CORP FERRIC CHLORIDE SOLUTION 592-559-741-000	08/08/2014 ksteinman OPERATING SUPPLIES	09/03/2014	4,938.04 4,938.04	0.00	P	Y 08/26/2014

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	66	# Due:	0	Totals:	165,843.63	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				<hr/>	165,843.63	0.00	

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			34,851.48	0.00		
	204 - STREET FUND			8,691.57	0.00		
	250 - DOWNTOWN DVLP AUTHORITY			580.78	0.00		
	401 - CAPITAL PROJECTS FUND 1			356.25	0.00		
	402 - CAPITAL PROJECTS FUND 2			7,936.38	0.00		
	545 - BLACK RIVER PARK FUND			140.00	0.00		
	577 - BEACH FUND			170.75	0.00		
	582 - ELECTRIC FUND			94,097.09	0.00		
	591 - WATER FUND			1,415.10	0.00		
	592 - SEWER FUND			13,950.54	0.00		
	594 - MARINA FUND			1,518.88	0.00		
	636 - INFORMATION SERVICES FUND			739.91	0.00		
	661 - MOTOR POOL FUND			1,394.90	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	002 - LIABILITIES			4,684.72	0.00		
	202 - CITY TREASURER			7,936.38	0.00		
	209 - ASSESSOR			4,215.81	0.00		
	210 - LEGAL & PROFESSIONAL			8,870.00	0.00		
	215 - CITY CLERK			119.56	0.00		
	258 - DATA PROCESSING			739.91	0.00		
	265 - BUILDINGS & GROUNDS			253.17	0.00		
	276 - CEMETERY DEPARTMENT			47.81	0.00		
	294 - CATV BROADCASTING			124.30	0.00		
	301 - POLICE			5,594.34	0.00		
	350 - INFORMATION CENTER			868.70	0.00		
	371 - BUILDING INSPECTIONS			94.67	0.00		
	446 - HIGHWAYS & STREETS			15,828.86	0.00		
	447 - ENGINEERING			195.17	0.00		
	450 - EQUIPMENT MAINTENANCE			1,394.90	0.00		
	558 - OPERATIONS			91,465.62	0.00		
	559 - TREATMENT			11,454.89	0.00		
	560 - IPP PROGRAM			1,410.00	0.00		
	569 - LIFSTATIONS - SOUTH HAVEN T			447.50	0.00		
	728 - ECONOMIC DEVELOPMENT			79.97	0.00		
	729 - DOWNTOWN DEVELOPMENT			580.78	0.00		
	751 - PARK DEPARTMENT			7,777.69	0.00		
	776 - OPERATIONS			1,658.88	0.00		



City of South Haven

Department of Public Works

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

MEMORANDUM

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

From: Larry Halberstadt, PE, City Engineer

Date: September 2, 2014

RE: Core City Secondary Project, Community Outreach and Coordination Services

Background Information

Over the past year, the City has been preparing for phase 1 of the "Core City Secondary Project". This project involves reconstruction of 240 volt, single phase electric services to approximately 330 customers located east of Monroe Blvd, west of Center St, north of South Haven St, and south of Huron St. The service lines to most of these customers are constructed through rear and side yard areas.

The City has hired Kent Power to complete construction of the phase 1 work. It is anticipated that they will be starting in September with a contract completion anticipated by December 31, 2014. Because most of the construction will occur on private property, this project will have a direct impact on customers and property owners. In order to ensure that the project moves forward in a smooth manner, a high level of communication with impacted property owners is needed. Typically, city staff and GRP Engineering, Inc. work together on projects to provide this service. In addition to the Core City Secondary Project, the City anticipates three additional projects with construction start dates in September or October (Phoenix Road Substation, Bascule Bridge Rehabilitation, and Dyckman Avenue Reconstruction). City staff will be busy working on these other critical projects.

In order to ensure that an adequate effort is made to serve the needs of the customers and property owners within the project area, staff has requested a proposal from Abonmarche to provide community outreach and coordination services during phase 1. The attached proposal outlines the services that are proposed. The primary purpose is to ensure that customers and property owners know what to expect both before and during the project and to assist in addressing any concerns related to tree trimming, tree removal, and yard restoration during and after the construction.

In addition to these services, Abonmarche has been working with City staff to obtain pricing for videotaping services throughout the project area. This service is critical to ensure that unwarranted claims are not made against the City for damage to private property that is not caused by Kent Power. To date, they have received one quotation from Construction Video Media, Inc. in the amount of \$36,875. Due to the high price of this quotation, alternate bids are being solicited prior to selecting a vendor.

Memorandum

September 2, 2014

Core City Secondary Project, Community Outreach and Coordination Services

Page 2 of 2

At their August 25 regular meeting, the Board of Public Utilities recommended that City Council award a professional services contract for community outreach and coordination to Abonmarche in the estimated amount of \$33,720.

Recommendation:

City Council should be requested to review the Abonmarche Proposal at their September 2, 2014 meeting. If they concur with the Board of Public Utilities, they should move to award the professional services contract for community outreach and coordination to Abonmarche in the estimated amount of \$33,720.

Support Material:

Abonmarche Proposal Letter

August 21, 2014

Roger Huff, PE, Public Works Director
City of South Haven
1199 8th Avenue
South Haven, Michigan 49090

Larry Halberstadt, PE, City Engineer
City of South Haven
1199 8th Avenue
South Haven, Michigan 49090

Re: Proposal for Professional Services – Core City Secondary Upgrade, Phase I

Dear Mr. Huff and Mr. Halberstadt:

Abonmarche is pleased to present this proposal for community outreach and coordination services for the City's core secondary line reconstruction project. As a full service professional services firm with over 35 years assisting clients throughout western Michigan and northern Indiana, our seasoned staff has the experience and capacity to assist the City of South Haven with the project planning, meeting facilitation and communication items necessary to ensure the project's success. While this project has great potential to improve the quality of life of the community's residents by improving electrical service within the core community, it also has the potential to be incredibly disruptive to residents in the impacted work area unless significant coordination and communication efforts are made during the project from before work starts until the end of construction.

We understand that this project has been previously designed by GRP Engineering and successfully awarded to Kent Power for construction of the new facilities. It is anticipated that all construction related inquiries regarding pay estimates, change orders, design revisions, and other electrical technical questions will be administered by GRP Engineering and not involve Abonmarche. GPR Engineering will serve as the construction manager for the project while Abonmarche's role will solely be focused on community outreach, dealing with property owner concerns, and potential community issues and concerns.

SCOPE OF SERVICES AND FEES

Pre-Construction Activities

Abonmarche will coordinate several pre-construction communication activities to give the project the best possible start. The items below outline the tasks associated with the pre-construction communication phase of the project.

95 West Main Street
Benton Harbor, MI 49022
269.927.2295

361 First Street
Manistee, MI 49660
231.723.1198

503 Quaker Street
South Haven, MI 49090
269.637.1293

750 Lincoln Way East
South Bend, IN 46601
574.232.8700

341 Airport North Office Park
Fort Wayne, IN 46825
260.497.8823

A. Kickoff Meetings/Planning..... \$0

Abonmarche staff will develop information for a communications strategy and coordinate a kickoff meeting with GRP Engineering, City Representatives, and Kent Power to review the project intent and clearly identify roles and responsibilities on this important project. In addition to completing a kickoff meeting, a site walkthrough will be completed with the Project Team to review areas of concern, potential access points, and general property information associated with the proposed construction. Abonmarche will also meet with individuals performing the tree trimming aspect of the project to assess their work plan and ensure sufficient resources are available to meet the needs of the project team and expectations of the community.

B. Project Informational Letter..... \$1,000

After the planning/kickoff meetings and walkthroughs are completed, a project information letter will be completed and sent out to the impacted project area. This letter will provide project introduction to the property owners that will be affected. Information items such as schedule, reasoning for completing the project, what to expect during construction, public open house meeting dates, and project contact information should be thought about or included in this letter. We would expect the city to assist in the mailing of the letter to the project area as defined by City staff, GRP Engineering, and Kent Power. Technical aspects of project will be provided by GRP Engineering and general project information will be provided by Abonmarche.

C. Public Open House Meetings..... \$3,000

Abonmarche staff will hold two open house meetings with city residents. One meeting will be held in the evening during the week, to allow working residents the time to attend. A second meeting will be held on a Saturday, to give an opportunity for seasonal residents to have their questions answered as well. Abonmarche staff will be available for questions, comments, or to address concerns at both meetings. We will provide materials that outline the project’s scope and how residents can expect to be impacted, as well as contact information. We would encourage the property owners to sign up on a project email distribution list that would provide project updates and schedule throughout the project time frame. Another useful item would be to provide a “core upgrade” email address (i.e. coreupgrade@south-haven.com) to be used for questions or concerns. This email address would be forwarded to appropriate city staff and an Abonmarche staff member for distribution to the project team.



Construction Activities

Abonmarche will play an active role in communications and facilitation between members of the project team with findings and observations resulting from resident and property owner comments and public meetings. On these types of projects, communication and outreach during construction is critical. There are so many moving pieces, so it's important that there is someone whose job it is to keep track of who's doing what and when, and to make sure everyone else is kept up to date.

The anticipated construction schedule based on the Core City Secondary Upgrade Phase 1 Bid documents has a construction time frame of September to December (4 months). The below tasks are expected and priced to be 4 months in duration.

A. Individual Property Review and Property Owner Meetings \$6,800

Abonmarche staff will complete a site walk through with the Kent Power, GRP Engineering, and City representatives as needed before each area/phase begins. Included with this task are individual property owner meetings if the property owner requests additional meetings to review items and impacts to their property.

B. Weekly Progress Meetings \$10,120

Abonmarche will participate in weekly progress meetings with the contractor, City Staff, GRP Engineering, and Kent Power. The meeting will outline previous week's work, outline work and schedule for the next week, for purposes of developing communication material, relaying property issues to the project team and getting info to report back on identified property issues. The information that is gathered during the meeting will be critical for providing notifications to impacted residents for the following week regarding construction impacts and service shutoffs. It is anticipated that the construction timeframe is 16 weeks, and this task includes 16 progress meetings. Progress meetings and onsite follow-up is estimate at 6 hours for the Abonmarche staff each week.

C. Property Inspection and Onsite Facilitation \$7,300

Abonmarche will have landscape architects and construction technicians available onsite completing tasks and communication efforts related to the work schedule, service interruptions, restoration issues, etc. as the project progresses including relaying information back to project manager, documenting issues and concerns, delivering door hanger notifications based on discussions during the progress meeting. Notifications will be aimed at providing additional information to residents regarding if and what type of work will be performed in the area and include reminders for project contact information and project update information for the City's website.



D. Communication Updates..... \$3,000

Abonmarche will develop project updates from the weekly progress meetings and provide to City Staff to post to the City Website or any dedicated media. A summarized project status report can also be provided to the email list that was collected during the project open houses. Public Safety will be added to the distribution list to inform of areas with potential service interruptions.

E. Tree Trimming Facilitation and Coordination..... \$2,000

Abonmarche will work with the project team, the City's tree trimming contractor, and residents throughout the project to both inform people what is allowed by the City in terms of tree removal and limbing related to the electrical grid, make sure residents are informed as to what work will be occurring to the trees on their property as well as coordinating other trees which property owners may want to come down which are also threats to the community's electrical system.

F. Restoration..... \$TBD

The restoration clause, as outlined in the contract, is vague and confined to the "backfilling and tamping" of impacted areas. Realizing that the restoration outlined in the contract may not always meet with the needs of the City, Abonmarche will meet with City staff to determine if further steps need to be taken on a case-by-case basis. For any warranted additional work, Abonmarche will use local contractors on a competitive bid basis. As the extent and amount of this activity is not known, it will be handled on a case by case basis and all costs approved by the City before being incurred.

Additional Activities

Below is a summary of the fees associated with each task.

Tasks	Fees
Kickoff Meetings/Planning	\$0
Project Informational Letter	\$1,000
Public Open House Meetings	\$3,000
Property Review	\$6,800
Weekly Progress Meetings	\$10,120
Property Inspection and On-Site Facilitation	\$7,800
Communication Updates	\$3,000
Tree Trimming Facilitation and Coordination	\$2,000
Restoration	TBD
Total	\$33,720



The above scope uses the construction timeframe from September to December (4 months) as basis in developing the scope and fees. If additional construction administration is needed after December (such as restoration, property issues) the original scope will need to be reviewed and additional work authorized prior to completion. Your signature in the space provided below will serve as authorization to proceed with this project.

Thank you for the opportunity to work with the City of South Haven. We look forward to assisting you with this project. If you have any questions, please do not hesitate to contact me at (269) 252-8980 or via email at tmcghee@abonmarche.com.

Sincerely,
ABONMARCHE



Tony McGhee
Business Development Director

Authorized By

Date

cc:	Brian Dissette	City of South Haven
	Christopher J. Cook, P.E.	Abonmarche
	Timothy R. Drews, P.E.	Abonmarche
	Jason W. Marquardt, P.E.	Abonmarche





City of South Haven

Department of Public Works

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

MEMORANDUM

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

From: Larry Halberstadt, PE, City Engineer

Date: September 2, 2014

RE: Indiana Avenue and Eagle Street Drainage Improvements

Background Information

The City of South Haven operates various storm sewer drainage systems to convey runoff from road rights-of-way in order to prevent street flooding. There are three catch basins located near the intersection of Indiana Avenue and Eagle Street that intercept street runoff and convey water to the Black River via a series of storm sewer pipes. One of the adjacent property owners has reported that the catch basins are ineffective in collecting all of the runoff flowing north along Indiana Avenue.

City staff has reviewed the issue and witnessed the issues that occur in this vicinity. During a heavy rainfall, runoff will bypass the catch basins and run across the corner of a private driveway, across public sidewalk, and over the edge of the bluff that lies along the south side of Water Street. This is leading to the risk of increased erosion along the bluff line.

Staff has reviewed various options to address the runoff issue. Because the catch basins are at the intersection, there are various utility conflicts that limit the type of improvements that can be made, without undertaking a full street reconstruction. In order to ensure that storm water runoff is redirected to the catch basins, rather than overtopping the bluff, a plan has been developed to replace two catch basins, including oversize inlet grates. In addition, the pavement in the intersection area will be removed and replaced in order to adjust the grades and to permit construction of new curb and gutter. Grades in back of the curb and gutter will also be raised in an effort to contain runoff within the street and direct it to the new catch basins. This will also ensure that the sidewalks do not flood during heavy rainfalls, as they do currently.

Abonmarche has completed a construction plan for the proposed work, and we have obtained quotes from three local contractors. Brad Thomas Excavating of Grand Junction, Michigan has provided the lowest quote in the amount of \$37,202.00. Brad Thomas has successfully completed two projects in the South Haven area during the past summer. The Monroe Bluff Restoration was completed in June of this year and the Green Street Branch Drain project for the Van Buren County Drain Commissioner was completed in early August. Brad Thomas Excavating has indicated that they could complete the drainage improvements during October.

Memorandum

September 2, 2014

Indiana Avenue and Eagle Street Drainage Improvements

Page 2 of 2

Recommendation

City Council should be requested to review the improvements at their September 2, 2014 meeting. If they desire to see the improvements completed, they should award the work to Brad Thomas Excavating in the estimated amount of \$37,202.00.

Attachments

Drainage Improvements Plan

Tabulation of Bids

CITY OF SOUTH HAVEN

INDIANA AND EAGLE DRAINAGE IMPROVEMENTS

SOUTH HAVEN, MI

CITY OF SOUTH HAVEN OFFICIALS

MAYOR	ROBERT BURR
CITY MANAGER	BRIAN DISSETTE
CITY ENGINEER	LARRY HALBERSTADT, PE
CITY COUNCIL MEMBER – WARD ONE	GAIL PATTERSON
CITY COUNCIL MEMBER – WARD ONE	VICKIY KOZLIK WALL
CITY COUNCIL MEMBER – WARD TWO	JEFF ARNOLD
CITY COUNCIL MEMBER – WARD TWO	CLARK GRUBER
CITY COUNCIL MEMBER – WARD THREE	ANDY KLAVINS
CITY COUNCIL MEMBER – WARD THREE	SUZIE FITZGIBBON

LOCAL UTILITIES

GAS:
 MICHIGAN GAS UTILITIES
 TODD SUBKA
 1708 EATON DRIVE
 GRAND RAPIDS, MI 49417
 (616) 844-7519

SEWER & WATER:
 CITY OF SOUTH HAVEN
 PUBLIC WORKS
 RON DOTSON
 1199 8TH AVENUE
 SOUTH HAVEN, MI 49090
 (269) 637-0719

ELECTRIC:
 CITY OF SOUTH HAVEN
 ELECTRIC DEPT.
 KIM HASTY
 1199 8TH AVENUE
 SOUTH HAVEN, MI 49090
 (269) 637-0756

CABLE:
 COMCAST
 JOE SCHOPF
 11921 EAST M-89
 RICHLAND, MI 49083
 (269) 203-7199

TELEPHONE:
 FRONTIER COMMUNICATIONS
 LARRY SPEECE
 601 N. US-131
 THREE RIVERS, MI 49093
 (269) 273-0383

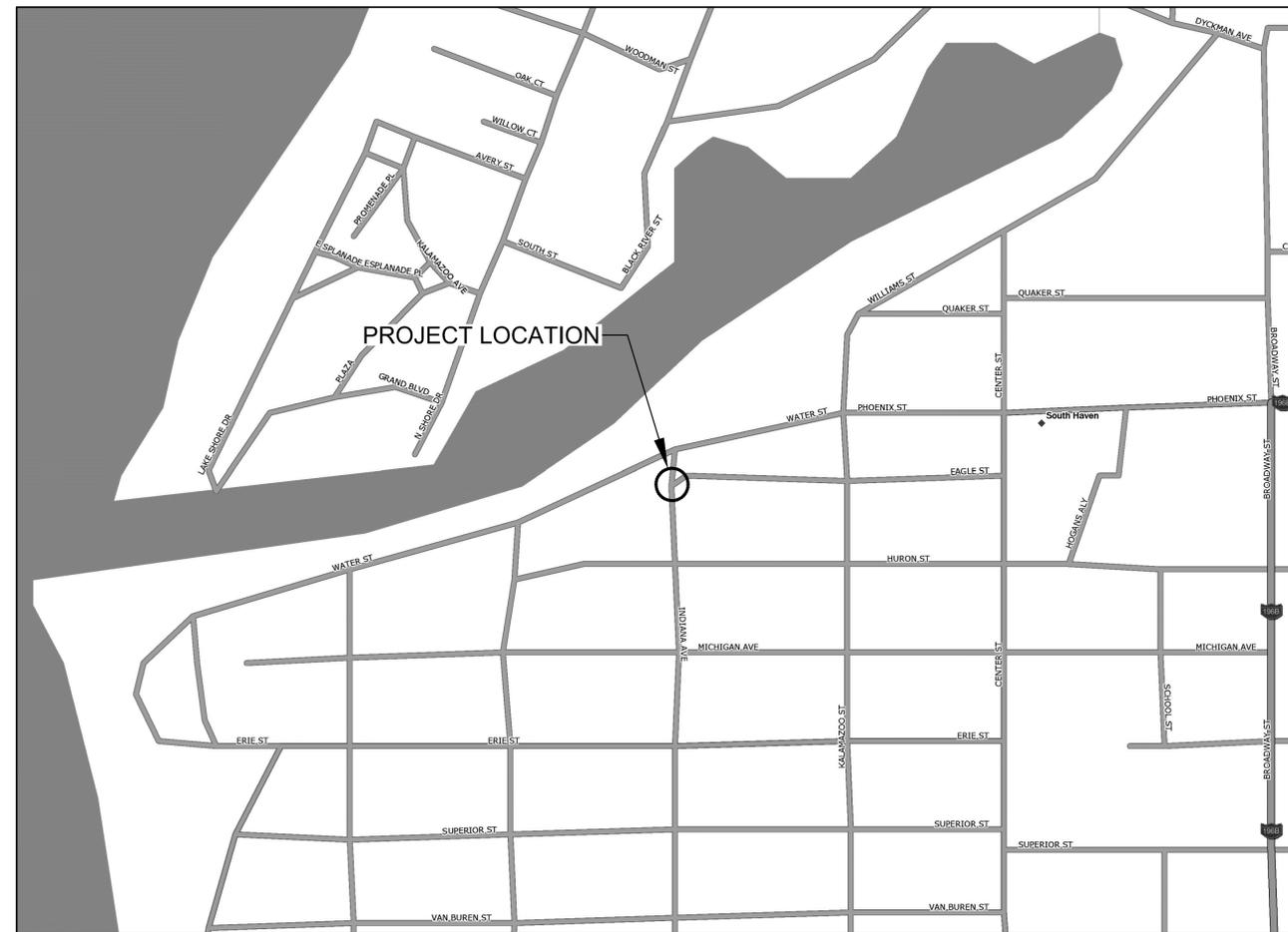
CALL MISS DIG

1-800-482-7171 OR 811

FOR PROTECTION OF THE UNDERGROUND UTILITIES, THE CONTRACTOR SHALL CALL MISS DIG A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING CONSTRUCTION OPERATIONS. MEMBERS WILL BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS DIG" ALERT SYSTEM.



Know what's below.
Call before you dig.



PROJECT LOCATION MAP

NOT TO SCALE

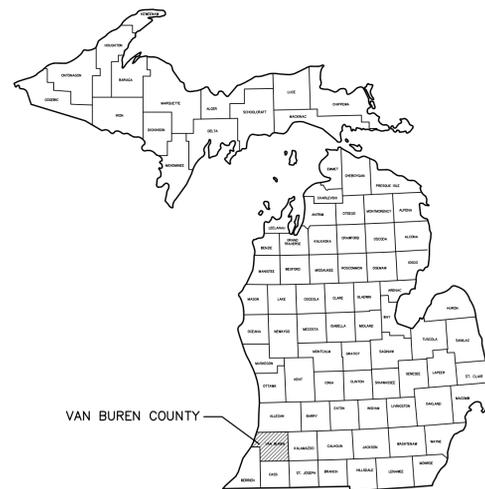
MDOT STANDARD PLAN SERIES

- R-1 DRAINAGE STRUCTURES
- R-7 COVER B
- R-15 COVER K
- R-18 COVER Q
- R-28 SIDEWALK RAMP AND DETECTABLE WARNING DETAILS
- R-29 DRIVEWAY OPENINGS & APPROACHES AND CONCRETE SIDEWALKS
- R-30 CONCRETE CURB AND CONCRETE CURB & GUTTER
- R-96 SOIL EROSION & SEDIMENTATION CONTROL MEASURES
- R-100 SEEDING AND TREE PLANTING

TRAFFIC AND SAFETY STANDARD PLANS

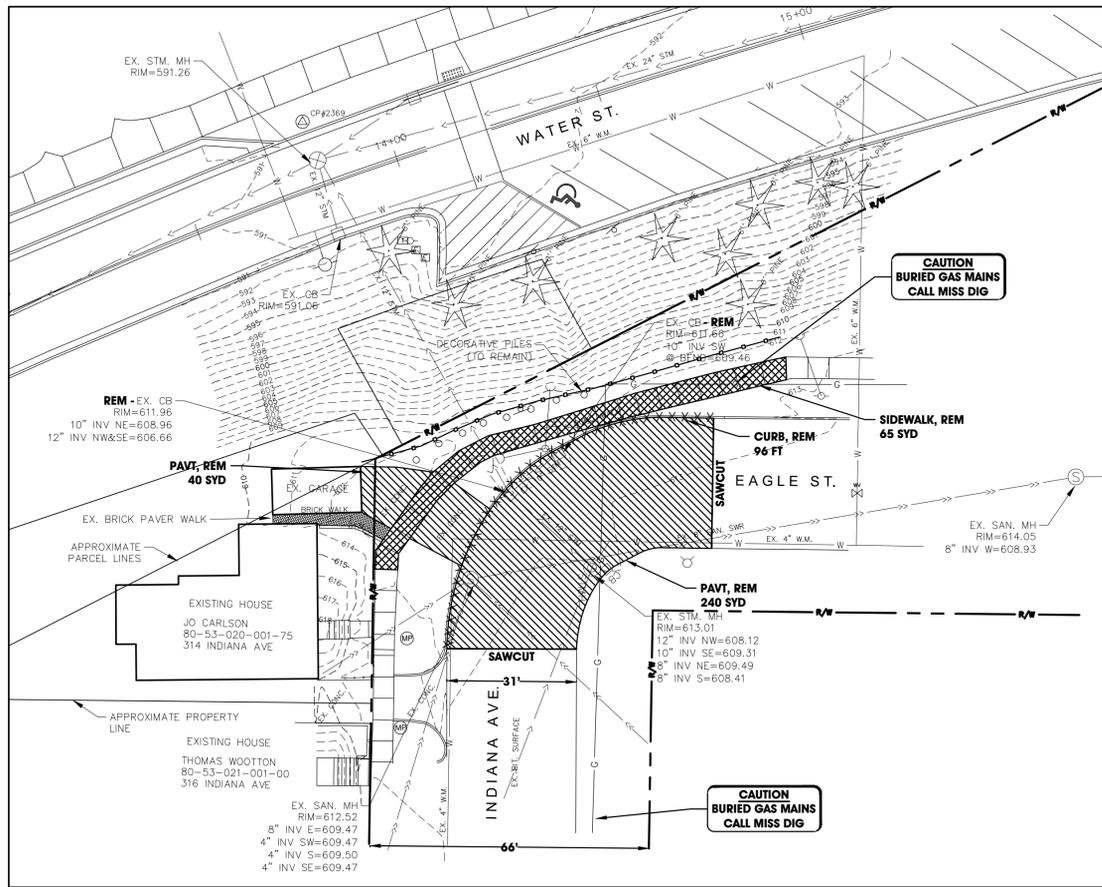
- WZD-100-A GROUND DRIVEN SIGN SUPPORTS FOR TEMPORARY SIGNS *
- WZD-125-E TEMPORARY TRAFFIC CONTROL DEVICES*

* DENOTES SPECIAL DETAIL

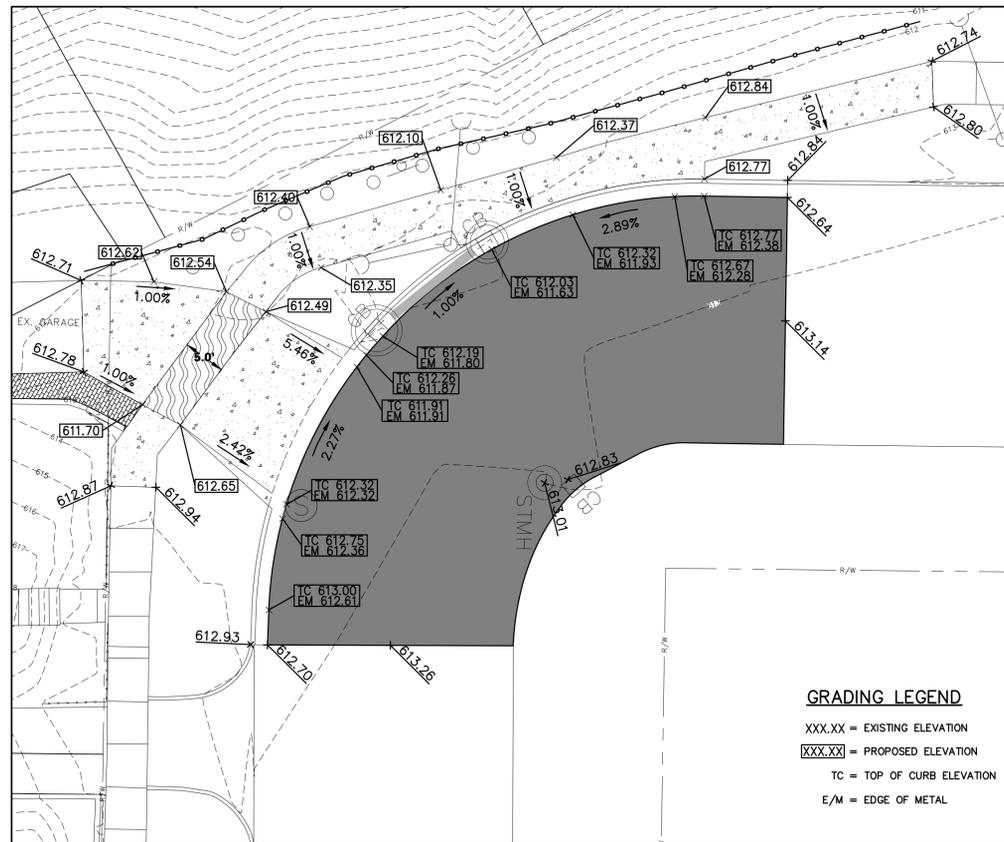


COUNTY KEY

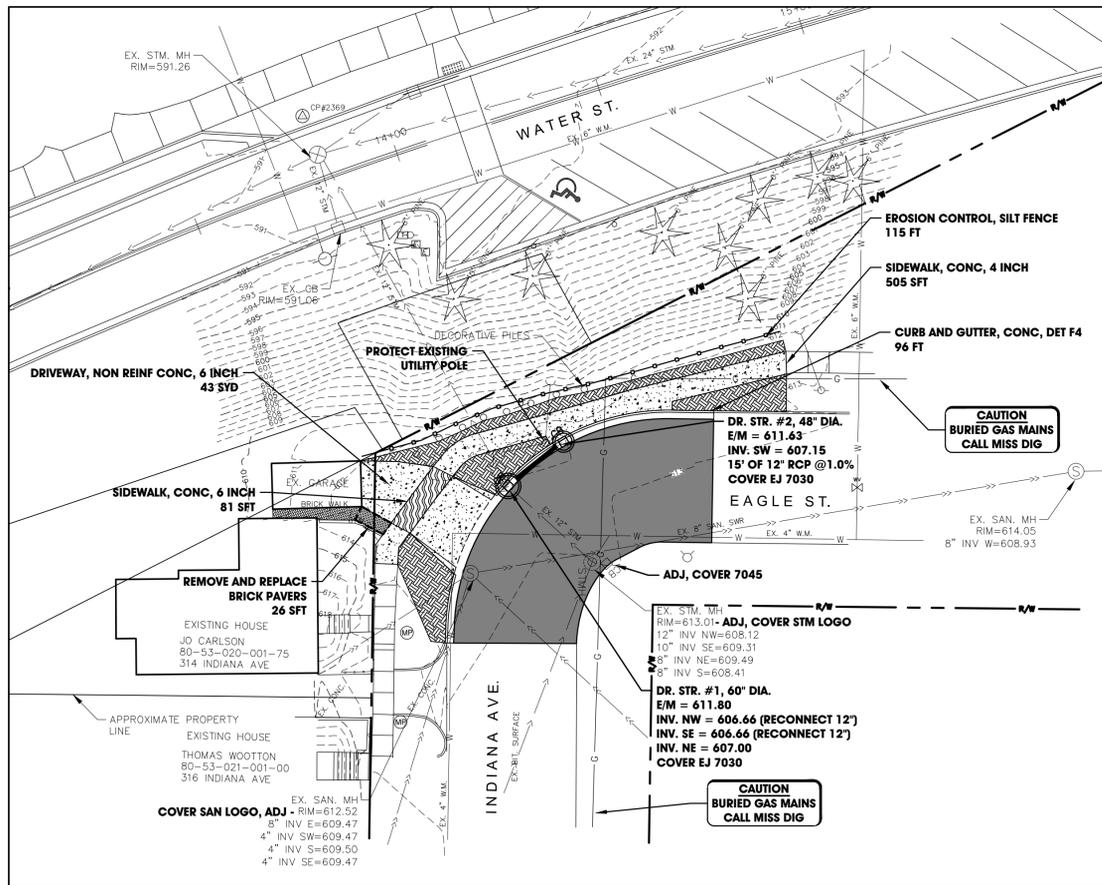




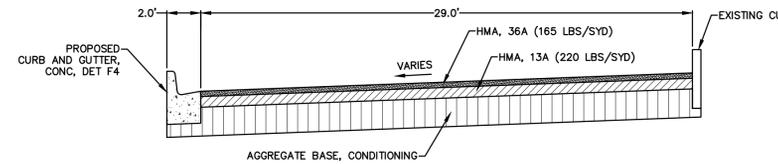
REMOVALS
SCALE: 1"=20'



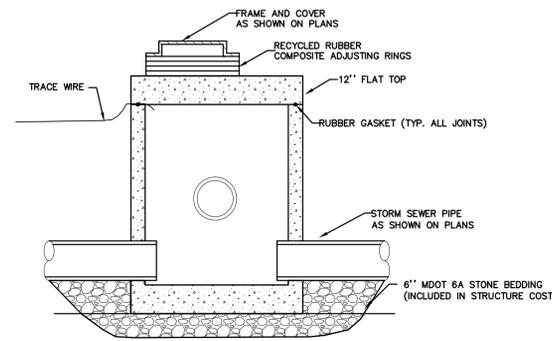
GRADING DETAIL
SCALE: 1"=10'



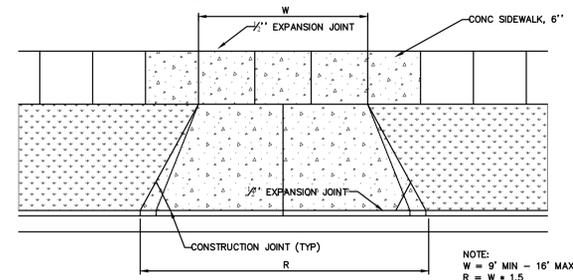
PROPOSED IMPROVEMENTS
SCALE: 1"=20'



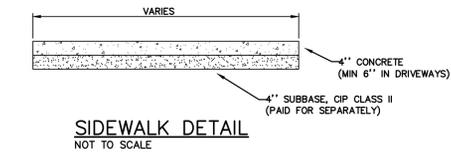
PAVEMENT CROSS SECTION
SCALE: 1"=5"



STORM MANHOLE (FLAT TOP)
NOT TO SCALE



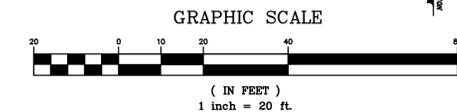
RESIDENTIAL DRIVE OPENING
NOT TO SCALE



SIDEWALK DETAIL
NOT TO SCALE

HATCH LEGEND

[Hatch Pattern]	PROPOSED CONCRETE	[Hatch Pattern]	PROPOSED SLOPE RESTORATION, TYPE B
[Hatch Pattern]	SIDEWALK, CONC, 6 INCH	[Hatch Pattern]	PROPOSED PAVEMENT
[Hatch Pattern]	SIDEWALK, REM	[Hatch Pattern]	PAVT, REM
[Hatch Pattern]	XXXX CURB, REM		



GRAPHIC SCALE
(IN FEET)
1 inch = 20 ft.

- NOTE:**
- MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2012 EDITION SHALL PREVAIL, UNLESS INDICATED OTHERWISE.
 - CONSTRUCTION PLANS BASED ON TOPOGRAPHIC SURVEY PREPARED BY MCE.
 - PAVT, REM SHALL INCLUDE ALL REMOVAL OF PAVEMENT AND UNDERLYING MATERIALS NEEDED TO CONSTRUCT NEW PAVEMENT CROSS SECTION.
 - EXISTING AGGREGATE BASE SHALL BE REGRADED AND COMPACTED FOR HMA PAVING. 10 CYDS OF AGGREGATE BASE SHALL BE INCLUDED IN THE PAY ITEM FOR AGGREGATE BASE CONDITIONING FOR THE AREA ADJACENT TO NEW CURB AND GUTTER. NEW AGGREGATE MATERIAL SHALL BE MDOT 22A.
 - CURB, REM SHALL INCLUDE REMOVAL OF GUTTER IF FOUND BENEATH EXISTING HMA PAVEMENT.
 - REMOVE AND REPLACE BRICK PAVERS SHALL BE COMPLETED AT LOCATIONS SHOWN ON THE PLANS AND SHALL CONSIST OF ALL LABOR, EQUIPMENT AND MATERIALS REQUIRED TO REMOVE EXISTING BRICK PAVERS, SALVAGE AND REPLACEMENT. PAYMENT FOR ANY SAW-CUTTING SHALL BE INCLUDED IN THE BRICK REMOVAL AND REPLACEMENT PAY ITEM. ALL EXCESS BRICK PAVEMENT MATERIALS SHALL BECOME PROPERTY OF CONTRACTOR AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACING ANY DAMAGED BRICKS BEYOND SALVAGING.
 - SLOPE RESTORATION, TYPE B SHALL BE INSTALLED PER MDOT STANDARD SPECIFICATIONS AND SHALL INCLUDE TOPSOIL, FERTILIZER, SEED, AND MULCH BLANKET.
 - TEMPORARY TRAFFIC CONTROL SHALL BE INSTALLED TO COMPLETE THE PROJECT SO THAT TRAFFIC IS PASSABLE AT ALL TIMES. ANY ROAD CLOSURES SHALL BE APPROVED BY THE CITY PRIOR TO CLOSING.
 - CITY OF SOUTH HAVEN LOGO COVERS SHALL BE INSTALLED ON ALL EXISTING MANHOLES WITHIN PROJECT AREA.
 - PLACE INLET PROTECTION FABRIC DROPS ON STORM SEWER INLETS TO PREVENT SEDIMENT AND DEBRIS FROM ENTERING THE STORM SEWER SYSTEM.

Item Description	Unit	Sht 2 Quantity
Mobilization, Max \$5,000	Ls	1
Temporary Traffic Control	Ls	1
Curb, Rem	Ft	96
Pavt, Rem	Syd	280
Sidewalk, Rem	Syd	65
HMA, 36A	Ton	20
HMA, 13A	Ton	26
Curb and Gutter, Conc, Det F4	Ft	96
Sidewalk, Conc, 4 inch	Sft	505
Sidewalk, Conc, 6 inch	Sft	81
Subbase, CIP	Cyd	12
Aggregate Base, Conditioning	Syd	225
Dr Structure Cover, Adj, Case 1	Ea	3
Dr Structure, 48 inch dia	Ea	1
Dr Structure, 60 inch dia	Ea	1
Dr Structure Cover, Logo, Stm	Ea	1
Dr Structure Cover, Type EJ 7030	Ea	2
Dr Structure Cover, Type EJ 7045	Ea	1
Driveway, Nonreinf Conc, 6 inch	Syd	43
Remove and Replace Brick Pavers	Sft	26
Slope Restoration, Type B	Syd	100
Erosion Control, Inlet Protection, Fabric Drop	Ea	3
Erosion Control, Silt Fence	Ft	115

ABONMARCHÉ
Engineering
Land Surveying
Architecture
Community Planning
Landscape Architecture
Development Services

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

CONFIDENTIAL - ABONMARCHÉ CONSULTANTS, INC.

**INDIANA AVE. / EAGLE ST.
DRAINAGE IMPROVEMENTS**

**PROPOSED IMPROVEMENTS
AND DETAILS**

DRAWN BY: DJL
DESIGNED BY: JWM
PM REVIEW: TRD
QA/QC REVIEW: TRD
DATE: APRIL 2014
SCALE:

SIGNATURE:
DATE:

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

SCALE:
HORIZ: 1"=20'
VERT: N/A

ACI JOB # 14-0157
SHEET NO.

**Indiana and Eagle Drainage Improvements
 Tabulation of Bids Received by The City of South Haven**

tem No.	Pay Item	Qty	Units	Brad Thomas Excavating		Jensen's Excavating		Compton, Inc.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization, Max 50,000	1	Lump Sum	\$ 3,200.00	\$ 3,200.00	\$ 1,610.00	\$ 1,610.00	\$ 5,000.00	\$ 5,000.00
2	Temporary Traffic Control	1	Lump Sum	750.00	\$ 750.00	1,680.00	\$ 1,680.00	2,500.00	\$ 2,500.00
3	Curb, Rem	96	Ft	3.50	\$ 336.00	9.15	\$ 878.40	8.00	\$ 768.00
4	Pavt. Rem	280	Syd	3.00	\$ 840.00	7.90	\$ 2,212.00	7.00	\$ 1,960.00
5	Sidewalk, Rem	65	Syd	3.00	\$ 195.00	16.50	\$ 1,072.50	10.00	\$ 650.00
6	HMA, 36A	20	Ton	202.00	\$ 4,040.00	168.00	\$ 3,360.00	120.00	\$ 2,400.00
7	HMA, 13A	26	Ton	202.00	\$ 5,252.00	160.00	\$ 4,160.00	120.00	\$ 3,120.00
8	Curb and Gutter, Conc, Det F4	96	Ft	22.00	\$ 2,112.00	39.55	\$ 3,796.80	35.00	\$ 3,360.00
9	Sidewalk, 4 inch	505	Sft	6.00	\$ 3,030.00	6.25	\$ 3,156.25	4.00	\$ 2,020.00
10	Sidewalk, 6 inch	81	Sft	7.00	\$ 567.00	8.45	\$ 684.45	6.00	\$ 486.00
11	Subbase, CIP	12	Cyd	6.50	\$ 78.00	23.50	\$ 282.00	25.00	\$ 300.00
12	Aggregate Base, Conditioning	225	Syd	1.50	\$ 337.50	3.42	\$ 769.50	15.00	\$ 3,375.00
13	Dr Structure Cover, Adj, Case 1	3	Each	240.00	\$ 720.00	390.00	\$ 1,170.00	450.00	\$ 1,350.00
14	Structure, San. MH, 48 in. Dia	1	Each	1,950.00	\$ 1,950.00	5,993.00	\$ 5,993.00	3,000.00	\$ 3,000.00
15	Structure, San. MH, 60 in. Dia	1	Each	3,010.00	\$ 3,010.00	4,800.00	\$ 4,800.00	4,500.00	\$ 4,500.00
16	Structure Cover, Logo San	1	Each	635.00	\$ 635.00	735.00	\$ 735.00	800.00	\$ 800.00
17	Structure Cover, Logo Stm	1	Each	635.00	\$ 635.00	735.00	\$ 735.00	800.00	\$ 800.00
18	Dr Structure Cover, Type EJ 7030	2	Each	950.00	\$ 1,900.00	1,160.00	\$ 2,320.00	1,500.00	\$ 3,000.00
19	Dr Structure Cover, Type EJ 7045	1	Each	815.00	\$ 815.00	940.00	\$ 940.00	1,500.00	\$ 1,500.00
20	Driveway, Nonreinf Conc, 6 inch	43	Syd	54.00	\$ 2,322.00	12.75	\$ 548.25	45.00	\$ 1,935.00
21	Remove and Replace Brick Pavers	26	Sft	15.00	\$ 390.00	68.00	\$ 1,768.00	30.00	\$ 780.00
22	Slope Restoration, Type B	100	Syd	35.00	\$ 3,500.00	6.00	\$ 600.00	15.00	\$ 1,500.00
23	Erosion Control, Inlet Protection, Fabric Drop	3	Each	100.00	\$ 300.00	241.00	\$ 723.00	100.00	\$ 300.00
24	Erosion Control, Silt Fence	115	Ft	2.50	\$ 287.50	4.25	\$ 488.75	3.00	\$ 345.00
TOTAL					\$ 37,202.00		\$ 44,482.90		\$ 45,749.00

Harbor Commission

Regular Meeting Minutes

Tuesday, June 17, 2014, 5:30 p.m.
Council Chambers, South Haven City Hall



City of South Haven

1. Call to Order by Stephens at 5:30 p.m.

Present: Pyle, Reineck, Silverman, Strong, Sullivan, Stephens
Absent: Arnold

Also present: Tony Marsala, Fire Marshall; John Marple, Marina Manager

2. Approval of Agenda

Motion by Silverman, second by Reineck to approve the agenda as presented.

All in favor. Motion carried.

3. Approval of Minutes: May 20, 2014 Regular Meeting

Motion by Reineck, second by Sullivan to approve the May 20, 2014 regular meeting minutes.

All in favor Motion carried.

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

None at this time.

5. Marina Reports

VandenBosch reviewed the Marina Reports.

Stephens asked why Black River Park Operating Expenses are higher than usual which VandenBosch explained as dredging and contractual services.

Strong asked about the dredge spoil site, noting it is graveled and gated. VandenBosch noted that the caution tape is there because the site is very dusty.

June 17, 2014
Harbor Commission
Regular Meeting Minutes

There may be some drainage work yet to be done near the waste treatment plant, VandenBosch noted, but the work is largely complete.

VandenBosch commented on lake levels and the Coast Guard's *Auxiliary's* 40th anniversary.

6. 2015 Queen's Cup Agreement and Special Event Request

VandenBosch noted that we will be providing 2015 Queen's Cup participants with dockage for two nights; hopefully at a lower cost than last year. Participants will have full access of the South Marina and rafting will be permitted there and in the Museum Marina. Displaced boats will be able to move to the Municipal Marina at the transient rate and will be provided water, electric, etc. If slips are available in the North Side Marina, we will allow displaced yacht club members or participants to go there, again at the transient rate.

Reineck asked if anything is different than last year's agreement. VandenBosch noted that there are differences, because we are only renting out the South Side Marina while last year we also rented out the Museum Marina. VandenBosch noted there was more municipal marina staff time involved last year, which will likely be carried by the yacht club and race committee with assistance from marina staff.

Todd Needham, Commodore of Yacht Club. Stated this will be a more scaled back version with less hoopla; last year those boats got here and crews headed into town, in spite of the club having beer tents and entertainment set up. "It's quite an influx for the city of South Haven."

Silverman asked if this agreement is acceptable to the yacht club, to which Needham responded that it is. Silverman noted, for the record, that he is a member of the Yacht Club but does not feel this precludes him from voting.

Motion by Silverman, second by Strong to recommend approval of the agreement by City Council.

All in favor. Motion carried.

7. Fireboat Discussion

VandenBosch asked Silverman to introduce the discussion.

Silverman noted that the commission has had this discussion several times. The commission has been told that the fire boat is kept on land due to covering inshore lakes but no one can identify any inshore lakes it serves. Silverman feels the boat needs to be in our marina ready to assist in case of a fire. In the past there have been two (2) fires and in neither case was the boat in the water; if it had been in the water it

June 17, 2014
Harbor Commission
Regular Meeting Minutes

could have provided service. Silverman does not understand why the boat is not in the marina, in the harbor, during the time the marina is open.

Tony Marsala, Fire Marshall. Agreed that we have talked about this in the past. Noted that the fire boat did respond to the fire by the gas docks. Indicated that cost is one of the reasons the fire boat is not in the water. Due to the material the pontoons are made from, the boat needs to be protected from the elements and also needs to be on a lift so the out drives can be out of the water. After questions, Marsala explained that since the motor is not one that can be lifted out of the water, debris, zebra mussels, and such can get in there.

Silverman asked the length and weight of the fire boat to which Marsala responded that it is nineteen feet (19') long and while he does not know the weight, he can find out. Silverman asked about the cost of everything needed to keep the boat in the water, then queried, "Why does it need to be covered?" Marsala said to protect the vessel from the elements, due to the material the pontoons are made from. Silverman noted that there are covers called Chaps®; custom covers can be made for the pontoons. Silverman has seen them used for similar boats in the Caribbean. Silverman has personal experience with a PVC® boat, with pontoons covered with Sunbrella® Chaps®; after eight years the chaps were removed and the PVC® looked absolutely brand new.

Silverman commented that the budget seems fairly limited, but if the boat requires a less expensive lift and if we had someone who does canvas work construct those Chaps®, we could provide both for under \$10,000 and improve the safety of the harbor.

Marsala noted that in years past the fire department was unable to get a dock. VandenBosch said a dock can be provided but the issue might be the lift. Marsala said in recent years we have been told we might be able to get a dock, although further back, there was no dock available. Silverman said that might be a budget issue; between zero dollars (\$0) and a budget amount the city should be able to find a dock. Silverman commented that there are monetary issues but not insurmountable issues.

Reineck asked whether all personnel are trained to use the boat. Marsala said all the full-time people except two new staff are trained. Marsala is responsible for that training; noted that paid on-call people do not necessarily have training to operate the boat.

Stephens asked, "If a dock, lift and Chaps® were available, would you be open to putting the boat in the water?" Marsala said he would be open to that but the request would have to go to the Chief. Marsala pointed out that there would have to be protocol of how to get personnel to the boat and the boat in the water.

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VandenBosch asked whether the dive team uses the fire boat. Marsala said they have used it as a dive platform but not on a regular basis.

Strong asked how far out in Lake Michigan would your responsibility be for a boat on fire. Marsala said the policy has been the shoreline, but there is no set responsibility; decisions would be on a per case basis. Marsala referenced a fire he was on that was about three (3) miles out.

Sullivan asked where the boat is stored to which Marsala responded that it is on a trailer inside at the fire station. Sullivan asked about the difference in times to get the boat in the water from the station and time to get personnel to the boat in the water. Marsala said that study would have to be done; noted that there would be variables involved such as staff on call and where the dock would be located. On questioning, Marsala stated that he would be happy to look into current costs of lifts, and other needs for getting and keeping the fire boat in the water.

Silverman asked who funds their budget to which Marsala responded that it is funded by South Haven Area Emergency Services (SHAES) Authority which is composed of several townships and the City of South Haven. Marsala noted that the various jurisdictions are aware that the authority needs to fund equipment that is essential in one jurisdiction but may not be needed in one or the other jurisdictions. Examples cited by Marsala include tankers for township fires are not needed in the city, while ladder trucks are not utilized in the townships but are necessary in the city. That is understood and the authority has never had a problem with funding specialized equipment.

Stephens asked what action should be taken by the Commission. VandenBosch said getting the estimated costs is an action item. Once that cost is known, a dock can be located, perhaps by the auxiliary docks, but there are other areas that can be considered.

Marsala brought up the timing factor noting that how much time it takes to get the boat under way will depend on where the slip is; getting staff to that vessel; whether the bridge is up with some dock locations and getting the cover off versus hooking the trailered boat to a truck and getting it into the water. Silverman noted that the covers he referred to are left in place, not removed to get underway. Marsala pointed out that the instrumentation would need to be protected while the boat is docked. Now it is stored inside all the time and when it is outside, when we have it at special events, we cover the instrumentation with a tarp to prevent soiling by geese and other possible damage.

Silverman asked if the Harbor Commission, absent any negative information (such as it is quicker to drop the boat into the water than to send the personnel to the boat) would request that the Chief undertake whatever study is necessary to determine the costs associated with having the boat in the harbor and take steps to fund those costs.

Stephens asked if the Commission would be interested in asking for that time information. Marsala said he can go back to the archives to see actual times. Silverman asked if all we should do is pull that information (the time it takes to get the boat in the water and the costs of the lift and covers) rather than spend a lot of time on new information. Marsala offered to do a time study specifically for right now. Silverman said that would give us more information so we could be in a better position to make a request. VandenBosch said we could have slips available at the North Side Marina or Black River Park; if there is an advantage to be at one or the other it would be good to know.

Marsala noted parking is also an issue. Strong recommended Black River Park as being closest to the fire station. Marsala said launch ramp could be busy with twenty-five (25) people in line that we need to get around.

Silverman noted that he recently installed a lift and had to choose between types so would be happy to share the information he has. Marsala will find out and gather whatever information needed to help make a decision. Stephens asked if it is too much to ask for dock space at Black River Park.

Discussion ensued regarding a recent call where someone fell out of a vessel; Marsala stated he was out of state when that happened, but he can get exact times from the time the call came in until the vessel was underway. Pyle pointed out that the call occurred during a pretty quiet time with no wait to get through the gate or to an open launch ramp. Strong noted during festivals it can be very hard to get underway.

At the Commission's request, Marsala will bring the information discussed to the next meeting.

8. Surge Suppression

VandenBosch said he struggled to find information until he discovered the correct search term; "wave attenuation." Informed the Commission that a wave attenuator looks like a dock only deeper and in the area where we have had problems, we have talked about putting a dock to use as a headwall; we may be able to "kill two birds with one stone." Silverman asked whether the headwall dock be east-west or perpendicular. VandenBosch stated it would be parallel to the shore from the end of the dock, aligned with the dock and running along the shore. VandenBosch said to continue the headwall to the west, he would ask someone else to design it, seems like it would be possible based on things he has seen on the Internet.

Silverman said it would angle back towards the shore and would break up the waves. Reineck commented, "As long as it didn't deflect toward the opposite side." VandenBosch said removing the wave attenuator during winter would be an issue. Silverman said he has heard of a fabric wave attenuator; does not know if anyone ever tried it, used it or funded it. Believes it would have been attached to the dock

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structure but below the water. If you are creating a dock and want to create some wave attenuation, you may be using the same philosophy as a wave attenuator, but have a variety of products to use.

Reineck said some do not work, some work but not so well and some work very well. VandenBosch noted that he is not saying any of these will work but there are far more options than he knew about; did not look for fabric wave attenuators but thinks he needs to add that to his search. There are some odd items that look like ears that look like they might work. VandenBosch wants to ask someone who knows if these work with waves or with swells. Silverman asked how serious the thought of extending the headwall is; VandenBosch said it is serious but a ways out there as far as funding.

Silverman wonders if we identify the problem, provide some aerials and dimensional drawings to these various companies and ask them how they would recommend installing their product if that would be helpful. Noted the various options probably all work differently and then have each company price out the installation. We could have the manufacturer saying this is what will work best, and this is what it will cost. Strong said we would want to find out whether a particular type can it be left in the water or not. Silverman debated the various types of wave breaker and the differences it might be to take them out seasonally.

VandenBosch will look into sending out letters and searching for fabric. It was noted that said Kenosha, Wisconsin was listed as one of the places where a study was done. Perhaps other harbor masters could provide some feedback. VandenBosch will ask for references.

Member and Staff Comments

Pyle: Asked about the invoicing on the buoy to which VandenBosch responded that LimnoTech is going to be handling it, but if someone wants to provide a donation it could be done through the city as VandenBosch expects some donors will want the donation as a tax deduction.

Pyle: Commented on installing more dinghy docks since people upriver are bringing their dinghies. Discussion ensued regarding metering the dinghy docks; additional locations where dinghy docks could be located and VandenBosch noted that quite a few potential dinghy dock locations were identified in our Pedestrian, Bicycle & Paddle Plan, but all of them have not been put in place. VandenBosch will send the Commission a link to that plan.

Stephens: Asked what the long term plan is for putting in additional dinghy docks. VandenBosch said quite a few were installed but the North Side and Maritime Museum marinas are not done. VandenBosch noted that staff's focus was on the North Side Marina facility for some time. The Commission will be looking at prioritizing capital improvements at the strategic plan meeting.

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Adjourn

Motion by Strong, second by Pyle to adjourn at 6:33 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

SOUTH HAVEN HOUSING COMMISSION
Regular Meeting
Warren Senior Community Center
540 Williams Street, South Haven, Michigan 49090
June 25, 2014

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

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

INVOCATION: Commissioner Rev. Aaron Cobbs delivered the invocation.

PUBLIC COMMENTS: None.

CONSENT AGENDA: 1) Minutes of the Regular Meeting May 28, 2014. 2) Current Operating Expenses - \$46,452.97; 3) Homeownership Expenses - \$0.00; 2011 Capital Fund - \$0.00; 2012 Capital Fund - \$878.75; 2013 Capital Fund - \$0.00; and ; 2014 Capital Fund - \$0.00. 4) Administrative Reports for Approval: Occupancy and Waiting List Reports; Monthly Investment Report; Delinquent Accounts Report; Accounts Receivable Balance Due Report; Petty Cash Report; and Income and Expenditures Report for May 2014. 5) Material Disposition. 6) Correspondence: None. 7) Other Reports: None.

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

UNFINISHED BUSINESS: 1) Status Report Updating and Adapting the HDC: Executive Director Fullar reported that he met with attorneys Sperry and Bowman on June 24, 2014. The attorneys were asked to proceed with the needed board structuring changes. New HDC Board Members will be needed in the upcoming months. 2) Status Update on the Development of the Trespass and Barring Policy: Executive Director reported no further progress to report at this time. A 30 day notice to residents will be required. 3) Process to Update the Personnel Policy Hand book: Executive Director Fullar reported that he received and is reviewing the hand book and will distribute the handbook draft at the next regular Housing Commission meeting.

NEW BUSINESS: 1) Resolution No. 14-05, Write-Off Bad Debts FYE 2014:

Resolution No. 14-05

Write-Off Bad Debts FYE 2014

WHEREAS, the South Haven Housing Commission in an effort to perform bookkeeping clean up to remove delinquent account bad debts, and

WHEREAS, delinquent account bad debts will be written off by resolution, and

WHEREAS, the herein listed delinquent account bad debts will be removed from Housing Commission current tenant accounting and the Housing Commission will pursue these accounts for collection,

NOW THEREFORE BE IT RESOLVED, by the Housing Commission of the City of South Haven, Michigan, which the following former tenant accounts are written off for FYE 2014,

2033

effective June 30, 2014: Account Number: 0028-09 in the amount of \$338.85; Account Number: 0013-12 in the amount of \$1,058.77; and Account Number: 0008-11 in the amount of \$1,558.26; Totaling \$2,955.88.

It was moved by Commissioner Rev. Cobbs to approve the foregoing Resolution No. 14-05 as introduced and read; Seconded by Commissioner Thomson. All votes in favor. Thereupon Chairperson Ladewski declared said motion carried.

2) Utility Allowance Update: Executive Director Fullar reported that the Utility Allowance update is under way.

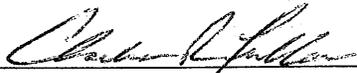
EXECUTIVE DIRECTOR'S REPORT: Executive Director Fullar reported that he has been in communication with Teresa Mahone-Jordan who has expressed an interest to serve on the Housing Commission board. She will submit a Boards and Commissions Application to the city for the appointment process.

COMMISSIONER'S COMMENTS: None.

ADJOURNMENT: It was moved by Commissioner Rev. Cobbs to adjourn; Seconded by Commissioner Thomson. All votes in favor. Motion carried. Meeting adjourned at 6:00 p.m.

Respectfully submitted:

Approved August 27, 2014



Charles R. Fullar, Secretary

Eugene Ladewski, Chairperson

Planning Commission

Regular Meeting Minutes Thursday, July 10, 2014 7:00 p.m., Council Chambers



City of South Haven

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

2. Roll Call

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

Motion by Heinig, second by Smith to excuse Wall.

All in favor. Motion carried.

3. Approval of Agenda

Motion by Heinig, second by Miles to approve the agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – June 5, 2014

Motion by Smith, second by Heinig to approve the June 5, 2014 regular meeting minutes as written.

All in favor. Motion carried.

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

None at this time.

6. New Business – Public Hearings

- a) **A zoning ordinance text amendment to clarify the provisions of zoning ordinance section 901-17 which allows one family detached dwellings to be permitted by special use permit in the B-3, Waterfront Business Zone.**

Anderson introduced the item and reminded the Planning Commission of the January of 2014 public hearing on certain amendments to the B-3 waterfront Business zoning district.

One amendment included provisions to allow single family homes on individual lots in the B-3 zone. This ordinance amendment was adopted by the city council on March 17, 2014.

Upon closer review, the city council determined that modifications were required to the amendment to clarify that no lots splits for single family homes will be allowed in the B-3 zone and the special use requirement that the parcel could not be used for another permitted use could not be the result of any action of the property owner.

Anderson noted that City Council wants some clarifications to some language and additional language added. This amendment deletes the previous amendment and inserts new language.

These are the proposed changes City Council has suggested.

One family detached dwellings by special use permit, subject to the following conditions:

- a. The applicant must show that the proposed use will be of substantial benefit to the city of South Haven and the waterfront business community.
- b. The applicant must show that no other permitted use is possible on the lot due its size or configuration.
- c. The applicant's inability to use the lot for another permitted use cannot be self-created, for example, but not for limitation, created by the sale of a portion of the property or adjacent property.
- d. Special use permits shall not be granted under this subsection for any lot created by lot split after January 1, 2014.
- e. The site plan submitted with the application must satisfy all additional requirements for special use permits in Section 1502 of this ordinance.

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

All in favor. Motion carried.

Paull called for comment. There were none.

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

All in favor. Motion carried.

Peterson asked if a split would be allowed. Paull said it never really was, but this just reinforces that. The idea of allowing single family homes was not to cut the lots up, but to allow a use of lots that are too small for a business use.

Smith commented that the proposed amendments, a. through e. make sense to him.

Motion by Heinig, second by Miles to recommend approval of the following amendments (a through e) to the Zoning Ordinance to City Council:

One family detached dwellings by special use permit, subject to the following conditions:

- a. The applicant must show that the proposed use will be of substantial benefit to the city of South Haven and the waterfront business community.
- b. The applicant must show that no other permitted use is possible on the lot due its size or configuration.
- c. The applicant's inability to use the lot for another permitted use cannot be self-created, for example, but not for limitation, created by the sale of a portion of the property or adjacent property.
- d. Special use permits shall not be granted under this subsection for any lot created by lot split after January 1, 2014.
- e. The site plan submitted with the application must satisfy all additional requirements for special use permits in Section 1502 of this ordinance.

All in favor. Motion carried.

b) A request from Tom Brussee to amend the official zoning map to rezone .35 acres (15,319 square feet) at 38 Northshore Drive from the B-3, Waterfront Business Zone to the R1-A Single Family Residential zone. The parcel number for the subject property is 80-53-823-002-10.

Anderson read and introduced this request. Reminded commissioners that Brussee withdrew a previous request and submitted a new application. Anderson recommended that the planning commission review the application and narrative and carefully consider public comments before making any decision in this matter. Noted that any motion should be made in the format of a recommendation to city council.

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

All in favor. Motion carried.

Matthew VanDyke, Law Firm of Miller Canfield, and 277 South Rose Street, #5000, Kalamazoo, Michigan 49007: Van Dyke represents the applicant, Tom Brussee. Stated that he and Brussee mapped this request out regarding the tenets of the Zoning Ordinance. The parcel is located in a distinctly residential area; the Master Plan calls for a resort type use and, the way that is defined, is consistent with the Zoning Ordinance. The property is best used for the requested use and is consistent with both the Zoning Ordinance and the Master Plan.

Paull called for questions.

Smith asked if VanDyke understood the amendment just recommended for passage. VanDyke responded, "Yes, we are asking for something completely consistent with the Zoning Ordinance and Master Plan.

Paull asked what the potential uses could be to which VanDyke responded that any of the R1-A uses plus the ability to split. Paull asked if VanDyke was aware that Mr. Brussee wanted to split this land before and the only reason for the zoning to be changed is so it could be split. VanDyke feels this request satisfies the requirements; B-3 is inconsistent with surrounding area. The requested rezoning is consistent with the Master Plan; the primary B-3 uses are not usable on the site because of the site dimensions and parking requirement. "We think R1-A is the proper zoning for this area and that is why we are asking for it."

Paull asked if VanDyke knows if the objective is to split the property to which VanDyke responded, "We don't know; we are hoping to leave ourselves as many options as possible."

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

All in favor. Motion carried.

Paull called for discussion from the commission.

Heinig noted that the current zoning on three sides is B-3; the commission did not want to compromise that particular zoning district. It seems that this request takes a chunk of the B-3 out so this parcel never could be used for that purpose again. And it is located in an area where B-3 uses are intended, along the river.

Smith stated that he struggled with this since he knows the history of this lot but also noted that there is a lot of residential around there. Peterson commented that it was nice to have a business there. Frost enumerated several restaurants that used to be located in that neighborhood, noting that there are none now. Smith pointed out that the area has changed.

Webb noted the owner could still build a single family dwelling there; he just wouldn't be able to split it. Paull explained that assuming City Council approves the amendment we recommended, the owner would only be able to build a single family dwelling. Frost asked, "Can you imagine the size of dwelling that could be built there?" Paull said B-3 does not limit the owner much; the zone certainly allows him to build a house on the property. Paul does not see the public advantage of the split. Miles suggested that the rezoning would provide splits with smaller houses.

Paull pointed out that the B-3 zone typically consisted of fairly large pieces of property. "The idea of being able to split it up into smaller parcels flies in the face of the original intent of B-3 zoning."

Smith asked whether City Council would have to approve this to which Anderson responded, "Yes, this is a zoning ordinance amendment."

Attorney Van Dyke informed that the way he and the owner have looked at it, even with the additional property across the street, this parcel would not work with any of the B-3 uses. On the Planned Unit Development, the mixed use requirement is extremely difficult to comply with on this particular site. That entire part of the community is residential right now; while VanDyke understands how B-3 makes some sense, going north along North Shore Drive, that is residential property, and the only reasonable use of this parcel is as residential.

Heinig questioned the proposed text change in light of this request. Anderson said when the parcel for parking was sold it did not constitute a lot split. The ordinance language is that the applicant's hardship cannot be self-imposed. This is really a discussion for the Planning Commission whether that sale of the parking lot parcel counts as a split.

Smith said that is not my understanding; the commission knows it was two distinct lots.

VanDyke noted that under the language just passed, we would not satisfy the requirement "inability to use the lot for another intended use cannot be self-created." Part of the argument was based on the owner selling the property across the street.

Paull interjected that the property across the street has no application whatsoever and that the commission is looking at Brussee's property.

Frost asked whether the applicant owned and sold the parking lot parcel to which VanDyke responded yes. Frost noted that amendment c. (The applicant's inability to use the lot for another permitted use cannot be self-created, for example, but not for limitation, created by the sale of a portion of the property or adjacent property) does not state a date, as in amendment d. (Special use permits shall not be granted under this subsection for any lot created by lot split after January 1, 2014).

Webb asked what the City Council's intent is. Anderson explained that Council wants to ensure that the smallness or uniqueness of the lot is not created by the owner. Webb asked whether the applicant would be able to build a single family home right now to which Anderson responded yes, with a special use permit.

Frost said the point he is making is that amendment 17.c. stating that one family dwellings "cannot be self-created" does not say "after Jan. 1, 2014". Frost noted that if the applicant were to sell this property someone else could build a single family home here because they did not create this problem. Frost's rationale is that the amendment, as approved, would allow some arrangement to be made using a straw man, to circumvent the ordinance.

Frost asked if the commission can revise the previous motion to which Paull responded, "Yes, as a separate action, not while considering this one."

Motion by Miles, second by Peterson to table this item until the text amendment to the Zoning Ordinance is resolved.

Discussion ensued among the commissioners whether a change to the text amendment must come before another public hearing. Paull noted that the intention has been lost along the way. Webb agreed. Anderson asked the commissioners if the issue is the desire for a point of time on this amendment, subsection c. Commissioners did not state a preference.

Tom Brussee, Owner/applicant: "We've owned that property for a period of time and looked into the commercial uses; studied the ordinance very closely; spoke with previous owners. As a restaurant, it was a great spot; unfortunately it was not economically feasible. It's a shame but it is the truth. We like to think things can stay the same but that's not the reality."

Brussee stated that he has not had one inquiry on that property since about 2008 regarding using that parcel for a commercial use. Noted that people understand that the city has done a

wonderful job on the main downtown area and a restaurant away from the downtown cannot compete. "On a busy weekend like last week, if you wanted to go to Fish Tails you would have had to park three (3) miles away. Brussee continued, "I know people are emotional about this issue; I appreciate that. Change is tough! But moving ahead we are trying to do the right thing. I think that my neighbors understand that we are sensitive to that. When we tore that building down it was a mess, it was full of asbestos. I just can't have my hands tied." Brussee pointed out, "With one lot we might end up with the monstrosity. I would rather see two homes there that fit with the environment. We don't need a sore thumb. I appreciate this town. That area supports two well-designed homes with lots of green space, with the proper setbacks. It will be beautiful. Brussee noted that he needs it to be marketable, that he understands that is not the commission's problem, but that is why they are looking for that flexibility.

Paull reminded that there is a motion on the table and called the question.

A roll call vote was taken on the motion to table this item until the amendment issue is resolved:

Yeas: Heinig, Miles, Peterson, Stimson, Webb, Frost, Paull.

Nays: Smith.

Motion carried.

As suggested in previous discussion there was a motion by Heinig, second by Miles, to withdraw the recommendation of the language amendments to the Zoning Ordinance in Agenda Item 6a.

Paull requested a roll call vote regarding withdrawing the recommendation of language amendments to City Council.

Yeas: Miles, Peterson, Smith, Stimson, Webb, Frost, Heinig, Paull

Nays: None

Motion carried.

7. Other Business

a) Site Plan Review for new Goodwill Store, 340 73 ½ Street

Anderson noted that Goodwill Industries of Southwestern Michigan has made application to build a new facility at 340 73 ½ Street. The structure will be just over seven thousand (7,000) square feet and the use is permitted in the Zoning Ordinance. Anderson requested site plan review by the planning commission and the appropriate city departments. While the review from the Police Department did not get here in time to be included in the packet, Anderson noted that they reported no issue with the plan. Anderson also noted that the applicant and architect are working with the city engineer to correct things that were at issue. The missing items Anderson requested of the applicant have mostly been submitted. Still outstanding are larger island landscape coverage, a lighting detail and some setback issues. Anderson stated that side set back and landscaping variances will be sought. If the variances are approved the application will be set for approval.

Heinig asked if Anderson is comfortable with recommending approval with contingencies or should we delay. Anderson responded that the building department would not issue a building permit until the engineering issues are resolved; we are not responsible for the engineering end of things. Anderson noted that the big issue is the variances; if they get the variances they will be able to resolve the issues with the engineering department. Anderson is okay with approval with contingency of getting the variances, noting, "It is your decision; if you want to see it again with everything complete that is your call."

Paull pointed out that part of the problem creating the need for variances is this building is going into an area with the new overlay zone. Paull noted and Anderson agreed that they cannot speculate on what the board of appeals will do. Paull said he hates to pre-approve things without seeing the final plan, "even though I sit on the board of appeals."

Motion by Miles to postpone action on this request until the ZBA acts.

Kristopher Nelson, Schley Architects. 4200 South 9th Street, Kalamazoo, representing the owner: "We hope this is a project that is going to bring more value to the community on a parcel that has been vacant for a while now." Nelson is aware of items that came up in the review due to this project being in the new overlay district, noting that is where the variances will be needed. Nelson hopes to get an approval contingent on the variances.

Nelson had large scale plans on a tripod which he used to point out the various areas of the plan, noting that he tried to accommodate all the B-4 requirements without the overlay zone. By doing so, with a narrow site to work with, he tried to accommodate the setbacks as much as possible. Nelson noted that he pushed the building up on the site due to the neighboring building being only ten feet (10') from the property line. Noted that the loading dock is on an angle in the back area; had to cock it to allow access in that area. Nelson pointed out that that the site does not have the width to accommodate everything in the overlay zone. Nelson expressed that he knows that it is not the planning commission's job to approve the variances at this meeting.

Nelson drew the commissioners attention to the elevations, noting that the front façade is facing 73 ½ Street.

Nelson explained that one of the bigger things to work out in the engineering has to do with the storm water system. Through the process of working with the city and county engineers we learned this property is in the area of the county drain. We understood that the county would have approval. As such we went through the county and they have already approved it, with storm drain calculations, and Halberstadt has requested those items and we have sent them to him for his records. We are not trying to slide something by; we have gone through the approval process but we are trying to move things along.

Nelson stated he is hoping for at least a contingent approval, pointing out that they are not asking for everything to be excluded in our variance request; specifically the setback requirements, green belt area and building.

Paull noted there is an open motion on the floor to postpone a recommendation until the resolution of the variance requests.

The open motion by Miles to postpone action on this request until the next meeting was seconded by Peterson.

Stimson asked Anderson when the Zoning Board of Appeals (ZBA) meeting is to which Anderson responded July 28th, the last Monday of month, and the next Planning Commission meeting is August 7th.

Paull called the question. All in favor. Motion carried.

b) Review of Draft Noise Ordinance amendments, City Code Article II, Sections 30-27 through 30-36; Set public hearing date

Anderson noted that the sub-committee has been working on these amendments since March. They have talked with the city's mayor, the police chief, and directors/managers of the City Housing Commission and Old Harbor Village. They had a demonstration of decibel levels, which was very informative. Anderson thanked the subcommittee (Brian, Larry, Dave and Terri) for all their work on this.

Anderson pointed out that the biggest change in this ordinance is the decibel levels. The current ordinance had a number of different decibel levels depending on where the businesses were and the type of adjacent uses (residential next to commercial and commercial next to industrial, industrial next to residential and so forth). This community is so homogeneous that it made more sense to have just two zones; Industrial and Residential/Commercial. The sub-committee proposed for Residential/Commercial a maximum daytime decibel reading of seventy (70). The current approved level is ninety (90) and the difference between the two is very noticeable, according to Anderson. In the evening the old ordinance allowed seventy-five (75) decibels and the subcommittee propose dropping that down to sixty (60). Anderson noted that sixty (60) is what is being enforced right now in areas of Residential/Commercial mix.

Other changes were permitting only ambient noise from 1:30 a.m. to 7:00 a.m. That is the normal street noise, cars, quiet talking; it does not allow loud music and loud talking. From 11:00 p.m. to 1:30 a.m., dropping to ambient noise is seen in other resort areas in the state. In the industrial zone we had allowed decibel levels of ninety (90) going down to seventy-five (75) in evening. We are keeping Industrial at seventy-five (75) throughout the entire twenty-four (24) hours; that has not been an issue.

Anderson noted that the noise ordinance has been simplified it. "We kept hearing it was too hard to enforce, too complicated. We also get complaints of people using high-pitched leaf blowers and lawn mowers. Lawn maintenance and snow removal allowed for two hours at a time." Anderson noted that according to the old noise ordinance, you could only mow your lawn during the day. The sub-committee decided it was too restrictive.

Anderson noted that there will have to be a public hearing; everyone involved, bar owners, etc. will be encouraged to attend, comment or send their comments. "We may have more than one public hearing on this but we would like to start that process."

Anderson explained that police enforcement does not want to change ordinances in middle of the summer season. Thus it would be good to get it adopted so next year by the

summer season it is in place. That gives plenty of time to let owners know and help them understand the changes to the ordinance.

Paull thanked the members of the subcommittee for their work; resolving issues of recordable sounds levels, enforcement, perceived sound levels. Paul gave an example of an issue that will come up and we will get complaints about: "I notice the lawn maintenance companies that maintain my neighbors' yards, they arrive early and the noise continues all day; albeit on different lawns. It is more than two hours so we will have to decide how we are going to interpret that." Paull believes the new ordinance is way less complicated than before which Paull thinks is an improvement. "It will be easier for police to enforce and citizens to understand."

By consensus it was directed for the zoning administrator to set the first public hearing on August 7, 2014.

c) Discussion of mini-storage expansion at 1505 2nd Avenue

This was a question whether the planning commission should decide this request or if it should instead go to the zoning board of appeals (ZBA).

Anderson was approached by the owner of the mini storage to put 1 ½ more units in place at 1505 2nd Avenue. Noting that this is not a permitted or special use in the B-2 zone, Anderson researched and found that in 1999 this facility was first approved through the use variance process. The board approved it based on no other use fitting there. Since then, there were extensions. The last extension was in 2005 as a special use under the "other similar uses" provision. Whether this is done as a special use or a use variance, the request has to go to the Planning Commission first.

Anderson noted that additional units could be allowed through the use variance process as was done initially or we could keep it at Planning Commission and hold a special use hearing as has happened the last couple times of expansion. The special use was permitted through Sec. 801-59 of the Zoning Ordinance which allows the Planning Commission to permit special uses through this process. Because it was already there, the previous zoning administrator must have felt that it was a similar use. Anderson does not have a problem doing this either way, but "I do feel that this may more likely is an issue for Planning Commission with the special use permit. This makes it a little easier, instead of going back to the use variance, since it hasn't been used for this property since 1999."

Heinig asked if the Planning Commission will be doing a site plan review to which Anderson responded, "Yes, we would have to have a site plan review either way."

The commissioners decided by consensus to have this application come to the Planning Commission for special use review.

Additional Item 6a. Discussion on rescinding the motion made for agenda item 6a.

Paull noted that this item now sits in limbo. "What do you wish to do?"

Anderson noted that since this is an advisory commission this decision does not rest with the Planning Commission. "Do we want to add additional language or not? Anderson asked the board. "If you do, we will need to have a public hearing on that at the next meeting."

Paull proposed going down the table and see what issues with language or otherwise members have. Then they will formulate a small committee to come up with the appropriate changes at the next Planning Commission mtg.

Anderson reminded that the applicant's inability to use his property cannot be created by himself. Frost noted again that someone could sell off the piece of property and now it is not the person who created the problem applying. Frost noted that the committee should look at that as well. "We need to put a time frame on this for start and at least look at the idea of someone creating a work-around for the date."

Stimson asked, "If we change this, do we need to go back to the city attorney? Anderson explained that the city attorney would work with her on any changes the planning commission drafts.

Anderson pointed out that the current language actually takes care of the lot split issue John mentioned; maybe we need to have a realistic time frame or language that clarifies self-created.

Anderson noted that if that is the intent of the commission, she could work with the attorney to come up with language. Miles pointed out that in the township there is a ten year law. Peterson asked if the discussion is regarding B-3 to which Anderson responded yes.

Webb asked how we got here stating: "This was very simple. We were trying to allow single family homes and I don't know how this got so complicated, but that was our purpose." Paull agreed, "That's right, it was so property that is in the B-3 and is too small to have a business, could still have a house built on it. The other intent should be if you have a piece of property that is big enough for a business, the city doesn't want you to split the land and use it for houses."

Frost noted we need to look at these new amendments. For this particular property, it could potentially be two lots that could both seat a house but not quite big enough to put a business on it. Frost thinks the wording should be, "Unless the lot isn't able to be used as a business". He went on, "You can't put a business on this particular property, but it could be split and the owner allowed to put a house or two on it". Anderson said City Council was very interested in having people not be able to split lots regardless of original size. Anderson also noted that the attorney came up with the January 1, 2014 date. "Thus, if you have a lot split that was recorded by Jan. 1, 2014 the potential is there for a lot split."

Frost noted, "That's fine if that is city council's goal, they understand that on this property and maybe others, they are just under the size needed for a business, they are making it so you can only put a single house on it and that is all." Anderson agreed that is their intention. Smith asked if we are just supposed to draft text the way city council wants it with no planning commission input. "It is the Planning Commission that comes up with

this language, and recommends it to City Council”, Anderson responded. “You have direction from city council and you should consider that but I don’t expect you to recommend adoption of an amendment you don’t feel you can live with”.

Anderson said there are more issues here than just the one thing. Hoped it would be a little fix but think that is not the case.

Paull asked the applicant when he sold the corner property. Brussee said a year ago. Paul noted, “We’ve got to be able to move forward. The proposal is creating a monster.”

Anderson stated that there was no lot split with this property. The parcel across the street which was sold was always a separate piece of property. The issue here is determining if the property as it now exists is self-created.

The Planning Commission set up a sub-committee to further study the amendment and possibly draft replacement language. Frost, Heinig, Paull and Webb volunteered for the committee.

8. Commissioner Comments

Anderson: Wants to get the vendor and vicious dog ordinances wrapped up this summer. After the adoption of the Master Plan, a subcommittee got through about half the recommended zoning ordinance amendments before becoming side tracked by other projects. Anderson would like to pick that up and start working on that again in the fall.

Stimson: Would like to be on that committee.

9. Adjourn

Motion by Smith, second by Miles to adjourn at 8:35.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

LIBERTY HYDE BAILEY MUSEUM BOARD OF TRUSTEE MEETING MINUTES

Tuesday

July 15, 2014

7:15 PM

Board Members Present: Anne Long, Joan Hiddema, Olga Lewis, Cindy McAlear

Board Members Absent: David Fenske (Excused) and Robin Reva (Excused)

City Council Representative Present: Clark Gruber

LHBM Director Present: John Linstrom LHBM Facilities Manager Absent: Bill Lundy (Excused)

Anne Long, LHBM Board Chair, called the meeting to order. Anne called for a motion to accept the LHBM Board of Trustee Meeting Minutes from the June 17, 2014 meeting.

It was moved by Joan Hiddema to accept the minutes from the June 17, 2014 LHBM Board of Trustee Meeting. Seconded by Clark Gruber. Motion Carried.

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

CHECKING ACCOUNT:	\$21,807.99
DEPOSITS:	\$4,904.00
EXPENSES:	\$3,413.57
ENDOWMENTS:	\$18,094.99

LIBERTY HYDE BAILEY MUSEUM DIRECTOR'S REPORT – JOHN LINSTROM

OLD BUSINESS

1. The Brassica Garden is planted and looks lovely, thanks to David Fenske. The Garden of Pinks and the Marie Dissette Herb Garden still do not have anyone assigned to care for them. Irene Day went out to check on the South Haven Experiment Station roses next to the old Baars Printing building, only to find them ripped up and lying on the ground. This is an unfortunate loss of history.
2. Lead abatement/repainting – aside from the south porch area, which is still in need of encapsulation as of 7/13/14, the abatement and first coat is done.
3. "Onamanni: Bailey in the Boundary Waters, 1886": July 3 – August 16. The opening reception doubled as July's Sunday Social on July 13, 2014 and was well attended with over 50 people in attendance. The birch bark canoe is on loan from the Michigan Maritime Museum. We need to

be careful to maintain proper environmental conditions for this exhibit, and to make sure that all museum procedures are followed with regards to security to insure the safety of this canoe and the exhibit.

4. The trip to Graphic Conservation in Chicago to get a quote on restoration of the Bailey land deed and the Bailey Family Library Collection is expected within the next month.
5. Local Food Dinner with Frederick L. Kirschenmann – we have sold 60 tickets so far and the cutoff date will be July 23 for having all reservations in. Please encourage people to get their tickets now.
6. Bailey's Budding Naturalists – the July session is underway and we have received glowing feedback from parents and students. Thanks to Children's Learning Coordinator, Rebecca Linstrom, for recruiting these following volunteer leaders with teaching experience to lead the "off-hour" for each program day to supplement the Kalamazoo Nature Center Program: Joan Bonnette, Julie Leavitt, Anne Long, Pat Lucchesi, Russ Schipper and even Rebecca Linstrom, herself. Thank you Volunteers! Registration was very successful: the 6-8 year-old group had 19 for the June session and 20 for the July Session. The 9-11 year-old group reached 17 in June and 13 in July.
7. We need to find out the date for the next Sunday Social so we can start planning for it. John will talk to Skip about it.

It was moved by Joan Hiddema to send Andru Bemis \$50 for playing his music during the July 13th Sunday Social. Seconded by Olga Lewis. Motion Carried.

NEW BUSINESS

1. Outreach to nurseries and farms – Intern Becky Nahin, has been focusing on this and hopes to have a goal of 20 strong contacts by the end of July. These contacts could be called upon for program leadership, program participation, advertising and other support. Becky's internship with the LHBM will be completed at the end of July, 2014.
2. Eagle Scout Project – Leo Gleiss is working to beautify and improve the southeast corner of the Nature Trail that borders the hospital parking lot. Plans include a picnic table or other rustic seating, removal of dead bush plantings, planting a border of native trees/shrubs and signage and other improvements to make the hospital lot entrance to the trail more intentional. Intended completion is late August.
3. Chemical Bank has chosen LHBM as their non-profit organization to reach out to help on October 13, 2014. They would like to send a crew of volunteers to do whatever is needed to benefit our museum on that date. Anne Long and John Linstrom will meet to discuss how we can best use this opportunity presented to us.
4. John's last day at the museum will be Saturday, August 16, 2014. His official resignation from the LHBM Director's position will be August 18, 2014. Details are being discussed with the Executive Committee and the Collaboration Center about John working in a limited contractual capacity as an Intellectual Advisor. An intentional "interim period" has been discussed as well, in preparation for hiring the next director. He will be available to advise this process.

5. John stated in his report that, "This museum has been a blessing to me, and I have done my best to reciprocate that blessing through my work here. Bailey's story deserves to be told, and much of the work being done here is of the highest order of service to this community and to the world. Thank you for the opportunity to be a part of this evolving story".

NEW BUSINESS

1. Mary Campbell (Grant Writer) – Anne Long and John Linstrom met with Mary Campbell and she will be helping to create a template to write up the National endowment for the Humanities Grant that is due in 2015. We will be asking for monies to cover the restoration and preservation of the Bailey Family Library Collection that John Linstrom has acquired for us this year..
2. Discussion of stipend for Derek Nightingale. Derek Nightingale has been working on our collections at the museum for three days. Anne Long asked the Board if it was Ok if she gave him a ticket to the Fred Kirschenmann Dinner as stipend for his work. It was approved by the board.
3. Anne Long informed the board that Melanie Gleiss would be interested in being on the LHBM Board of Trustees once we are designated a non-profit board. This news was greeted warmly.

CONTINUING BUSINESS

1. By-Laws: Anne Long discussed the changes that were made in the new by-laws since the last special meeting of the board.

It was moved by Joan Hiddema to approve the By-Laws with minor changes to them by John Linstrom and Anne Long. Seconded by Olga Lewis. Motion Carried.

FLOOR

1. Anne Long brought up a concern about sending out so many newsletters and the cost of printing and postage. Joan Hiddema, treasurer, assured the board that there is money for this. A discussion followed about putting extra newsletters in the Library, HASH, Title Office and about talking to the Maritime's Director about how she uses their newsletters and new member application forms when new people move into the community. We discussed sponsoring a meeting with all the non-profits, in the winter time, to get to know each other and how we can help each other out.
2. John Linstrom reminded the board about the museum's fall hours and that Joan Bonnette would be coming in to exhibit her butterfly collection, August 27 – September 20. John will meet with Joan and see if a different date would be available for her and how this exhibit should be handled.
3. Olga Lewis talked about some interesting articles that she found in the newspaper about carving gourds and farming food in the forest. Olga would also like to donate her LHB Lilies to the museum and have them in planted in a special plot to multiply. The old school desks on display

in the museum were also discussed and Olga was reassured that she could have them whenever she would like but they looked nice on exhibit where they were now.

4. Anne Long reported that the museum had a buyer for a bookcase that was in the building. The buyer will take care of moving it out of the museum and shipping it.

It was moved by Joan Hiddema to sell the Eastlake Bookshelf to Bill Brown for \$1,600. Seconded by Olga Lewis. Motion Carried.

It was moved by Joan Hiddema to adjourn. Seconded by Clark Gruber.

8:35PM

Respectfully submitted by,

Cindy McAlear, Board Secretary



Proposed Amendments to the Provisions for Single Family Dwellings to the B-3 Zoning District

Background Information:

In January of 2014, the planning commission held a public hearing on certain amendments to the B-3 Waterfront Business zoning district. One amendment included provisions to allow single family homes on individual lots in the B-3 zone. This ordinance amendment was adopted by the City Council on March 17, 2014.

Upon closer review, the City Council determined that modifications were required to the amendment to clarify that no lot splits for single family homes will be allowed in the B-3 zone and the special use requirement that the parcel could not be used for another permitted use could not be the result of any action of the property owner. These amendments were drafted by the city attorney and forwarded to the planning commission for review.

At the July planning commission meeting, a public hearing was held after which the planning commission decided that additional adjustments to the text were needed. There were no public comments received at that meeting.

The subcommittee and staff worked with the city attorney to refine the amendments. It was the opinion of the city attorney and staff that the changes made are not of a severity which required a second public hearing. A resolution recommending City Council adoption of the amendment was made at the August 7, 2014 meeting.

Recommendation:

At the August 18, 2014 meeting, City Council members may introduce the zoning ordinance amendment to the public. No action is required at this time unless Council members have concerns with the amendment which need to be directed back to the planning commission for further consideration.

At the September 2, 2014 City Council meeting, the members may elect, through a simple majority vote, to adopt the zoning amendment as presented, deny the amendment or adopt the amendment with some modifications. If the amendment is adopted, it will become effective ten (10) days after the City Council vote. A draft ordinance for the amendment is included in this packet.

Attachments:

Resolution to City Council
Proposed Zoning Ordinance Section 901 amendment (Attachment A)

Respectfully submitted,

Linda Anderson
Zoning Administrator

**PLANNING COMMISSION
CITY OF SOUTH HAVEN**
Van Buren and Allegan Counties, Michigan

Motion by Commissioner Frost and Second by Commissioner Miles to approve the following resolution:

RESOLUTION 2014- 0002

**RESOLUTION APPROVING AND RECOMMENDING CITY COUNCIL
ADOPTION OF A ZONING ORDINANCE TEXT AMENDMENT TO
ORDINANCE SECTION 901-17**

Whereas, after providing notice in accordance with the Michigan Zoning Enabling Act, 2006 PA 110, as amended, MCL 125.3101 *et seq.* (the "MZEA"), and the City of South Haven Zoning Ordinance, the Planning Commission held a public hearing on July 10, 2014, to receive and consider public comment on the zoning ordinance text amendment and to review the information and materials available relating to the rezoning request; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. After reviewing the information, materials and comments available in relation to the proposed text amendment (See Attachment A), pursuant to and in accordance with the MZEA and the factors and criteria provided by Section 2501 of the South Haven Zoning Ordinance, the Planning Commission makes the following finding:

The Planning Commission determines that the proposed amendment to zoning ordinance section 901-17 is appropriate with the intent of both the zoning ordinance and master plan for the City of South Haven. It also finds that the amendments as presented will encourage the residential use of certain existing properties in the B-3 Zone without being deleterious to existing and future marine based businesses.

2. The Planning Commission approves the amendment as submitted, (Case No. 2014-0009) and recommends that the City Council adopt the amendment.

3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners: Paull, Heinig, Webb, Frost, Peterson, Stimson, Kozlik-Wall, Miles

NAYS: Commissioners: None

ABSTAIN: Commissioners: None

ABSENT: Commissioners: Smith

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

As its Recording Secretary, I certify that this is a true and complete copy of a resolution adopted by the Planning Commission of the City of South Haven, Van Buren and Allegan Counties, Michigan, at a meeting held on August 7, 2014.

Date: August 8, 2014

Marsha Ransom

Marsha Ransom, Recording Secretary

ATTACHMENT A

CITY OF SOUTH HAVEN
Van Buren and Allegan Counties, Michigan

ORDINANCE NO - ____

AN ORDINANCE TO AMEND THE ZONING ORDINANCE TO ALLOW FOR ONE FAMILY DETACHED DWELLINGS IN THE B-3 WATERFRONT BUSINESS ZONE.

The City of South Haven Ordains:

Section 1. Amendment. Section 901 of the South Haven Zoning Ordinance, regarding uses in the B-3 zoning district, is amended to read as follows:

SECTION 901. USE REGULATIONS

Land, buildings or structures in this zoning district may be used for the following purposes only, subject to the review and approval of a site plan by the Planning Commission:

1. Automatic teller machines when inside a building and accessory to another use.
2. Beaches and recreation areas, either municipal or private by special use permit.
3. Boat launching ramp.
4. Campgrounds, subject to compliance with the standards and procedures for establishing a Planned Unit Development as regulated in Article XIII.
 - a. The minimum size of the campground shall be 3 acres.
 - b. Thirty percent of the campground shall be dedicated to open space for the common use of the residents. For purposes of calculating the open space percentage, areas set aside for common recreational use may be included; driveways and parking areas shall be excluded.
 - c. There shall be a traffic route which does not pass through a residential area, connecting the campground entrance with a public street with a minimum right of way of 80 feet in width.
 - d. The campsites shall be set back from the property line a minimum distance of 30 feet.
 - e. A recreational unit may be located at the campground for no more than 21 consecutive nights. After 5 nights out of the campground, the recreational unit may return again for no more than 21 consecutive nights. A recreational unit shall not be located on the premises of a campground for more than 42 nights in any calendar year. Storage of recreational units for more than 21 days is not permitted in a campground.
 - f. The recreational units (excluding tents) located at the campground shall be validly licensed as vehicles or trailers, and shall at all times be legal for use on roads and highways without requiring any special permits. The maximum allowable trailering width of a recreational unit is 96 inches. The campground owner shall establish the maximum allowable length of a recreational unit based on the available turning radii in the campground.
 - g. There shall be a security fence surrounding the campground, with a minimum height of 6 feet. There shall be security gates at the entrances.
 - h. Accessory uses and structures are allowed as part of the campground under the following conditions:
 1. Allowed uses are convenience store, snack bar, laundromat, or similar uses.
 2. The accessory use is intended for use of occupants of campground only.
 3. The accessory use must be centrally located in the campground, it shall not abut or adjoin a public street.
 4. No signs advertising the accessory use shall face public streets.
 5. The accessory use shall cease business operation when the campground is closed for the season; the accessory use shall only be open for business when the campground is operating.
 6. One structure is allowed to be used as an office.
 7. One mobile home is allowed in a campground as a caretaker's residence.
 - i. Home occupations are not permitted within the campground.

Ordinance No. ____

- j. Campgrounds shall be licensed by the State of Michigan, including as required in Act 368 of 1978, the Public Health Code. The City may enforce the provisions of the Public Health Code.
 - k. A Planned Unit Development shall not be licensed as both a campground and a seasonal mobile home campground.
 - l. The maximum number of sites per acre of total campground area is 12 sites per acre.
 - m. The minimum area of each site is 1,300 square feet.
 - n. All driveways and parking areas shall be paved with bituminous or concrete paving. Two paved parking spaces shall be provided for each campsite.
 - o. Each entrance and exit to and from the campground shall be located at least 25 feet distant from adjacent property located in any single-family residential district.
 - p. There shall be no vehicle access to the campground except through designated common driveways, unless an access for use only by emergency vehicles is approved as a condition of development approval.
 - q. Screening shall be provided alongside yards, rear yards and any part of the parcel which abuts a public or private right of way. Screening shall be maintained in a living condition and shall consist of 1) a compact hedge of deciduous or evergreen trees which reach a minimum of 5 feet in height and 5 feet in width after one growing season; or 2) a solid wall or tight board fence 6 feet in height.
 - r. The campground owner or applicant must research and show proof that the campground will not overload available roadways, utilities and drainage, including a study which estimates peak loads and shows that there is excess capacity in city utilities, streets and drainage to service the campground.
 - s. The City Fire Marshal may prohibit campfires as part of site plan approval.
- 5. Convenience store.
 - 6. Dwelling above permitted use according to the standards in Section 601.16.
 - 7. Marinas and marine services.
 - 8. Miniature or par-3 golf course.
 - 9. Motels, hotels or resort motels or hotels when authorized as a special land use (see Section 1510.22 and Section 1738).
 - 10. Parking lots by special use permit.
 - 11. Planned Unit Development which contains a mix of land uses including any use permitted by right in this district and one or more of the following land uses according to the requirements of Article XVIII:
 - a. Attached and semi-detached dwelling units including dwellings known as townhouses or condominiums, among other names, subject to conformance with the following standards:
 - 1. Each dwelling unit shall have one floor at ground level.
 - 2. No more than 4 dwelling units shall be attached in any construction group, or contained in any single structure, except that where the roof ridge lines and building facades of any four 4 consecutive units are staggered or offset by at least 10 feet, then a maximum of 8 units may be permitted.
 - 3. The site plan shall be so planned as to provide ingress and egress directly onto a major or minor thoroughfare, except when the Planning Commission finds, upon review of the site plan, that ingress and egress directly onto an adjacent minor street will not be detrimental to the harmonious development of the adjacent properties.
Where feasible, the Planning Commission may require that ingress-egress to parking facilities be provided from adjacent alleys so as to minimize curb cuts directly onto the major or minor thoroughfares.
 - 4. The site plan shall be so planned as to recognize yard and general development relationships with adjacent land uses. The Planning Commission may recommend physical features to be provided which will insure harmony in these relationships.
 - b. Multiple-family dwellings and apartments where not all the units are at ground level.

12. Private clubs, fraternal organizations, lodge halls and convention halls.
13. Recreation centers and facilities by special use permit.
14. Restaurants, lounges or other places serving food or beverage, except those having the character of a drive-in.
15. Retail uses.
16. Accessory buildings and structures customarily incidental to the above uses.
17. One family detached dwellings by special use permit, subject to the following conditions to be demonstrated by the applicant:
 - a. The proposed use will be of substantial benefit to the City and the waterfront business community.
 - b. No other use permitted in this zoning district is possible on the lot due its size or configuration.
 - c. The inability to use the lot for another use permitted in this zoning district was not the result of an action taken after January 1, 2014, by the applicant or any predecessor in interest in the property.
 - d. Special use permits shall not be granted under this subsection for any lot created by lot split occurring after January 1, 2014.
 - e. The site plan submitted with the application must satisfy all additional requirements for special use permits in Section 1502 of this ordinance.

Section 2. Effective Date. This ordinance shall take effect 10 days after its adoption or upon its publication in the *South Haven Tribune*, whichever occurs later.

Robert G. Burr, Mayor

CERTIFICATION

As the Clerk of the City of South Haven, Michigan, I certify that this Ordinance was adopted by the South Haven City Council on _____, 2014; and the same was published in a paper of general circulation in the City, being the *South Haven Tribune*, on _____, 2014.

Amanda Morgan, City Clerk

Planning Commission Hearing: _____ July 10, 2014
 Planning Comm'n Recommend: _____ August 7, 2014
 City Council Introduction: _____, 2014
 City Council Adoption: _____, 2014
 Publication: _____, 2014



City of South Haven

Department of Public Works

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

MEMORANDUM

To: Brian Dissette, City Manager
Roger Huff, DPW Director
Bill Conklin, Electric Engineer

From: Larry Halberstadt, PE, City Engineer

Date: September 2, 2014

RE: Phoenix Road Substation Improvements, Award of Construction Contract

Background Information

In 2013, the Board of Public Utilities reviewed and adopted a five-year plan for the Electric Distribution System. This study reviewed the City of South Haven's substations and distribution system for equipment and conductor capacity issues, voltage and VAR flow issues, projected 5 and 10 year load growth, and assessed the physical condition of the electrical system. The report provided recommendations for electrical system projects to significantly improve system reliability. These projects will provide usable circuit & substation backfeed capabilities, will rebuild lines with failing hardware, will fix problems with open-wire secondary and associated connections, and will decrease system VAR flow.

The study identifies Project #101 which includes installation of a second 12/16/20 MVA transformer and two underground substation exits at the Phoenix Road Substation at an estimated cost of \$1,350,000.

Earlier this year, the Board and City Council reviewed and awarded contracts for procurement of equipment for the Phoenix Road Substation project. On July 8, 2014, the City opened bids for the construction contract. This contract includes labor and all materials not being supplied by the City of South Haven. The City received three bids for this project. The low bid from Kent Power is in the amount of \$606,796.00. GRP Engineering, Inc. has reviewed the bids and recommended award to Kent Power. Kent Power anticipates being able to begin work on the project by mid-September and completing the work by December 31, 2014.

Memorandum

September 2, 2014

Phoenix Road Substation Improvements, Award of Construction Contract

Page 2 of 2

Based upon information currently available, the total cost for implementing the Phoenix Road Substation Improvement Project is estimated as follows:

Item	Selected Vendor	Cost
12/16/10 MVA Transformer	Delta Star, Inc.	\$318,331
15 kV Circuit Breakers (4)	ABB Ltd.	\$75,060
69 kV Circuit Switcher (1)	Siemens USA	\$34,785
Voltage Regulators (6)	GE	\$89,166
Substation Construction ¹	Kent Power	\$606,796
Engineering; Construction Administration	GRP Engineering, Inc.	\$132,000
69kV Metering	Indiana-Michigan Power Company	\$94,900
TOTAL PROJECT COST		\$1,351,038

¹ Pending contract award

At their August 25 regular meeting, the Board of Public Utilities recommended that City Council award Bid #2014-12: Phoenix Road Substation to Kent Power in the estimated amount of \$606,796.00.

Recommendation:

City Council should be requested to review the bids at their September 2, 2014 meeting. If they concur with the Board of Public Utilities, they should move to award Bid #2014-02: Phoenix Road Substation to Kent Power in the estimated amount of \$606,796.00.

Support Material:

Bid Tabulation – Phoenix Road Substation Construction
Bid Recommendation Letter – GRP Engineering, Inc.

BID TABULATION

OWNER:
CITY OF SOUTH HAVEN
1199 8TH AVE
SOUTH HAVEN, MI 49090

PHOENIX RD SUBSTATION

ENGINEER:
GRP ENGINEERING, INC.
660 CASCADE W PARKWAY SE
SUITE 65
GRAND RAPIDS, MI 49546

BIDDERS	BID SECURITY	ADD 1 & 2	TOTAL CONTRACTOR BASE BID PRICE	REMARKS
Kent Power 90 Spring St Kent City, MI 49330	10%	YES	\$606,796.00	Start Construction Mid September Complete 12/31/14
Newkirk Electric, Inc. 1875 Roberts Street Muskegon, MI 49442	5%	YES	\$611,537.00	
Rauhorn Electric, Inc. 17171 23 Mile Rd. Macomb, MI 48042	10%	YES	\$685,160.00	
The Hydaker-Wheatlake Company 420 N. Roth Street Reed City, MI 49677				No Bid

This is to certify that at 2:00p.m., local time on Tuesday, July 22, 2014, the bids tabulated herein were publicly opened and read.

GRP Engineering, Inc.

By: 

 Robert A. Shelley, P.E.

July 24, 2014
13-0646.01

Mr. Roger Huff
South Haven DPW
1199 8th Ave
South Haven, MI 49090

**RE: Phoenix Rd Construction
Bid Recommendation**

Dear Roger:

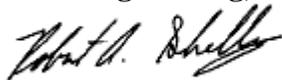
GRP Engineering, Inc. has completed reviewing the bids submitted for the construction of the addition to the Phoenix Rd Substation. Three of the four bidders solicited for bids replied to the bid request. Kent Power submitted the low bid for the project in the total amount of \$606,796.00.

Kent Power Inc. has successfully completed other similar projects in the past for South Haven and for other GRP clients. Therefore GRP Engineering, Inc. recommends that South Haven accept the low bid from Kent Power.

Kent Power took no major exceptions to the bid documents however they did propose a slightly different construction schedule. Their proposed schedule has construction starting mid-September with completion by the end of the year. This schedule does not adversely affect the project. The bid tabulation is attached to this letter.

Please contact me at 616.942.7183 should you have any questions regarding this evaluation.

Sincerely,
GRP Engineering, Inc.



Robert A. Shelley, P.E.
Electrical Engineer

Memorandum:

Date: August 27, 2014

To: Brian Dissette, City Manager

From: Steve Oosting, Senior Civil Engineer

Re: Dyckman Avenue Reconstruction

I am pleased to report the engineering department has completed the plans and bidding documents for the Dyckman Avenue Reconstruction project. The following report provides a summary of the project including scope, budget and special assessments, schedule, and next steps for authorization.

Background

The recent sanitary sewer system study undertaken by Abonmarche during 2013 has revealed multiple points of collapsing sewer pipes below Dyckman Avenue between the Black River and Park Avenue. Portions of this sewer appear to be remaining from the original construction in year 1900. Given the age of the sewer, the collapsing condition is not surprising. These conditions support the conclusion that the sewer needs to be replaced.

The watermain within this same area (from the Black River to Park Ave) dates to the 1930's if not before (records are inconclusive). The City water department has an established repair history on this watermain already, and several other downtown area projects in recent years have revealed these circa 1930's cast iron watermain pipes to be very brittle and subject to breaking and leaking. These conditions support the conclusion that the watermain also needs to be replaced.

These utilities are located below the road, therefore replacing them requires a complete pavement removal and road reconstruction, including a traffic closure and detour. For the current fiscal year, this project was given priority over the ongoing water and sewer replacement efforts on Kalamazoo Street of recent years because of the planned improvements on the Dyckman Avenue bridge. The intent is to complete the road and utility work within Dyckman Avenue while the bridge is closed this winter, in order minimize the overall traffic disruption.

Project Scope

This project will be a complete reconstruction of Dyckman Avenue from the bridge to Park Avenue, and will also include new asphalt pavement from Park Ave to North Shore Drive. The block from Park to North Shore does not have the same underground utility needs, but is included in the project for the purpose of completing the pavement all the way to the end of the road. The section from Park to the bridge will include all new sanitary sewer, storm sewer, watermain, curb & gutter, driveway aprons, and asphalt pavement.

The project will also include new pavement in the parking lot at Maritime Museum. This property is owned by the city, and combining the parking lot repaving with the road project provides a cost effective way to address the crumbling pavement on the site.

The existing sidewalks are in relatively good condition and will remain in place, but miscellaneous broken or uneven pieces will be replaced. The existing sidewalks will also be upgraded with new ADA compliant curb ramps at each crosswalk.

Project Cost and Funding Sources

This project was planned in the current FY2015 budget which has been adopted by the City Council. With design work now completed and bids in hand a summary of the project costs is provided below:

	Construction Bid Amount	5 Percent Contingency	Professional Services	Estimated Total	Special Assessment
Water Fund	\$ 174,542.41	\$ 8,727.12	\$ 12,646.84	\$ 195,916.37	\$ 43,635.60
Sewer Fund	\$ 206,917.61	\$ 10,345.88	\$ 12,646.84	\$ 229,910.33	\$ 51,729.40
Street Fund	\$ 654,729.93	\$ 32,736.50	\$ 37,940.52	\$ 725,406.95	\$ 0.00
Total	\$ 1,036,189.95	\$ 51,809.50	\$ 63,234.20	\$ 1,151,233.65	\$ 95,365.01

The special assessment amount noted above is proposed based on the same practice that the City has followed for other recent water and sewer reconstruction projects, that being an assessment for 25% of the cost of water and sewer work. This practice has been consistently followed for the projects on Kalamazoo Street in 2013 and 2012, along with South Haven Place in 2009, Superior Street in 2008, and others in prior years. The only water and sewer reconstruction projects in recent years which have not included special assessments are those which received state or federal grant funds which preclude the use of special assessments. This was the case in the recent downtown projects on Phoenix Street and Williams Street.

As a related matter, the City has submitted an application to the Michigan Department of Environmental Quality (MDEQ) for grant assistance with several water and sewer related projects, through the MDEQ's Stormwater, Asset Management, and Wastewater (SAW) program. The SAW grants have not yet been announced, but if South Haven is selected the City could receive reimbursement for Dyckman Avenue engineering costs, presently estimated at approximately \$35,000. The engineering for this project has been completed by City staff, and the SAW grant could be used to reimburse the City for those eligible staff costs. Therefore, the proposed special assessment does not include engineering costs, in anticipation of a potential SAW grant award.

Schedule

This project is scheduled for construction from October 15, 2014 through May 15, 2015.

Approval Process

Chapter 72 of the Code of Ordinances outlines a process by which the City Council may levy special assessments for public improvements. This process requires two public hearings and a series of resolutions. If the City Council wishes to proceed with the project as described above, the approval process would include the following steps:

September 2nd Regular City Council Meeting

- Adopt 1st resolution (the 1st resolution declares intent, designates the district boundary, and schedules a public hearing).

September 15th Regular City Council Meeting

- Conduct 1st public hearing.
- Adopt 2nd and 3rd resolutions (together, the 2nd and 3rd resolutions approve the plans and cost estimate, confirm the district boundary, present the roll, and schedule a 2nd public hearing).

October 6th Regular City Council Meeting

- Conduct 2nd public hearing.
- Adopt 4th resolution (the 4th resolution confirms the roll and establishes the number of installments and interest rate for repayment.).
- Award Construction Contracts.

If the City Council desires to proceed with the project as presented, each of the approvals noted above will be needed, beginning with the attached resolution on September 2nd.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION 2014-35

DYCKMAN AVENUE RECONSTRUCTION PROJECT

DECLARATION OF INTENT TO MAKE PUBLIC IMPROVEMENTS;
TENTATIVE DESIGNATION OF SPECIAL ASSESSMENT DISTRICT;
NOTICE OF PUBLIC HEARING

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 Tuesday, September 2, 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 Home Rule Cities Act, Act No. 279 of the Public Acts of Michigan of 1909 as amended (the "Act"), and Ordinance No. 833A as amended by Ordinance 853 (the "Ordinance") of the City of South Haven ("the City") provides the authority and the procedures by which the City may establish a special assessment district and impose special assessments against property for the cost of certain public improvements; and

WHEREAS, there exists in the City a need for reconstruction of Dyckman Avenue underground watermain and sanitary sewer utilities between the Black River and Park Avenue, as described on Exhibit A (the "Public Improvements").

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the City Council intends to proceed pursuant to the Ordinance to make the Public Improvements.
2. That the City Council has directed the City Manager to prepare a report setting forth the need for the Public Improvements, the extent and cost thereof, the portion of the cost to be borne by the City at large and the portion to be assessed to benefited lands and the lands to constitute the special assessment district to be so assessed, and to submit the report to the Council together with plans for the Public Improvements.
3. That the report and plans and the estimate of cost have been filed with the City Clerk.
4. The cost of the Public Improvements is estimated to be one million one hundred fifty one thousand two hundred thirty three and 65/100 dollars (\$1,151,233.65) of which the estimated sum of ninety five thousand three hundred sixty five and 01/100 dollars (\$95,365.01) shall be paid by special assessments assessed within the special assessment district benefited by the proposed Public Improvements and the estimated sum of one million fifty five thousand eight hundred sixty eight and 64/100 dollars (\$1,055,868.64) shall be paid by the City.

5. The special assessments, when confirmed will be payable in 15 installments, together with interest on the unpaid balance.
6. That the City Council hereby tentatively designates a special assessment district known as the Dyckman Avenue Reconstruction Project Special Assessment District, consisting of certain parcels of property described as set forth in the Notice of Public Hearing attached as Exhibit A hereto, which descriptions are incorporated herein by reference, and against which parcels all or a portion of the cost of said Public Improvements shall be assessed.
7. That the City Council shall hold a public hearing on Monday, September 15, 2014, at 7:00 p.m. local time at the City Hall to hear and consider objections to the proposed Public Improvements, the special assessment district tentatively designated herein, and all other matters relating to said proposed Public Improvements.
8. That the City Clerk shall cause to be published a notice of the public hearing in a newspaper of general circulation within the City, at least ten (10) days prior to the public hearing. Proofs of publication of such notice shall be filed with the City Clerk.
9. That the City Clerk, at least ten (10) days prior to the date of the public hearing, shall send a notice of the public hearing by first class mail addressed to each record owner of, or party in interest, of each parcel of property to be assessed, at the address shown for such owner or party in interest upon the last city tax assessment records, as supplemented by any subsequent changes in the names or addresses of the owners or parties listed therein.
10. The form of the notice of the public hearing shall be substantially as set forth in Exhibit A hereto.
11. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded to the extent of the conflict.

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 2nd day of September, 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

EXHIBIT A

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

NOTICE OF PUBLIC HEARING
DYCKMAN AVENUE RECONSTRUCTION PROJECT
SPECIAL ASSESSMENT DISTRICT

NOTICE IS HEREBY GIVEN that the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, intends to make certain public improvements (the "Public Improvements") which consist of the following project located in the City of South Haven:

Reconstruction of street and underground utilities: including but not limited to;

Reconstruction of the water distribution system, including but not limited to installation of new water mains and services within the right of way, and removal of existing water mains and services with the right of way, and related improvements;

Reconstruction of the wastewater collection system, including but not limited to the installation of new sewer mains and services within the right of way and removal of existing sewer mains and services within the right of way, and related improvements;

Street reconstruction, including but not limited to storm sewer and drainage improvements, removal of existing roadway materials, installation of new sand subbase, gravel base, bituminous pavement, concrete curb and gutter, concrete driveway approaches, concrete curb ramps for barrier free access to existing sidewalks, and miscellaneous repairs to existing sidewalks, and related improvements.

The public improvements will be made on Dyckman Avenue from Park Avenue to the Black River.

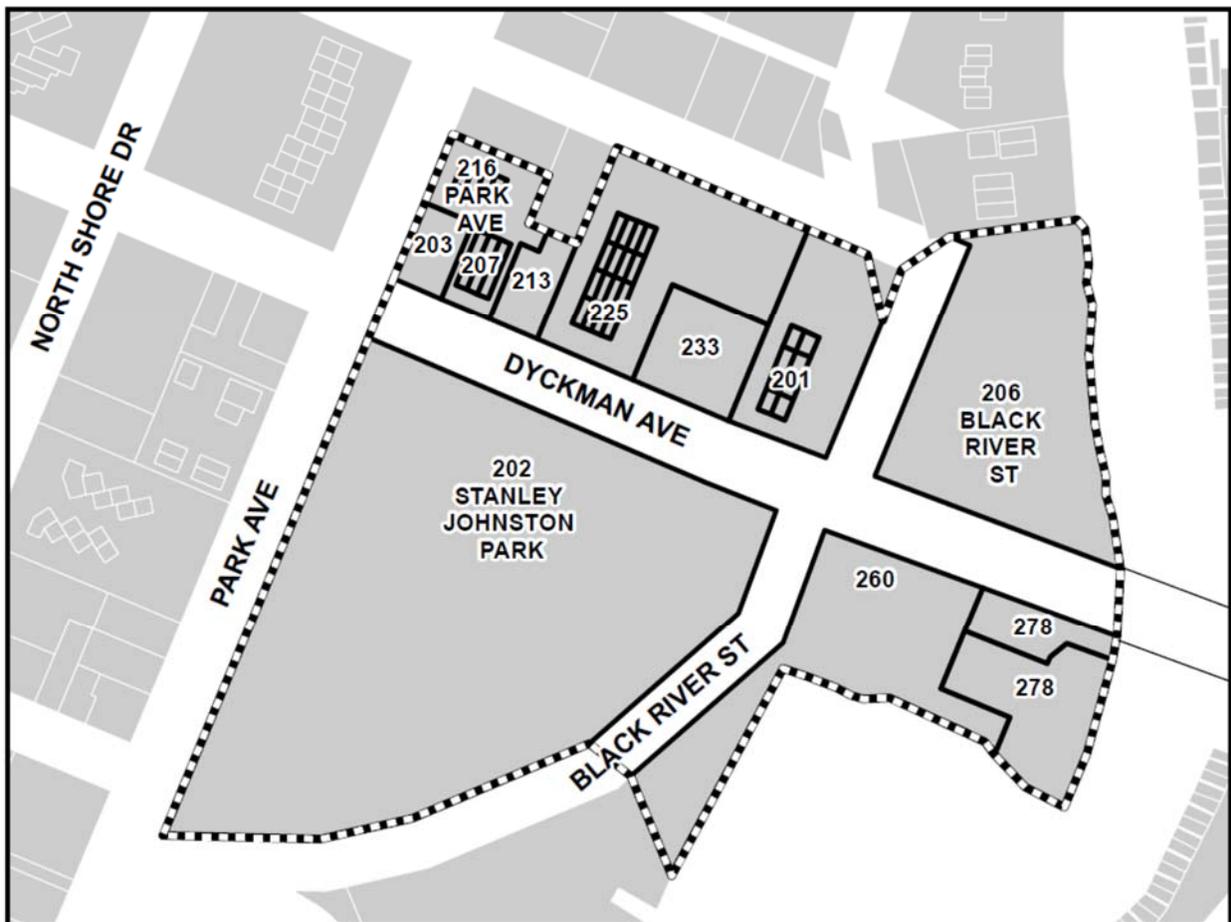
The City Council has resolved its intention to proceed pursuant to Ordinance No. 833A as amended by Ordinance 853 to make said Public Improvements in the City. The City Council has tentatively determined that a portion of the cost of said Public Improvements shall be specially assessed against each of the following described lots and parcels of land, which together comprise the proposed Dyckman Avenue Reconstruction Project Special Assessment District:

Property located in the City of South Haven, Van Buren County, Michigan, described as follows:

Parcel Number	Address	Parcel Number	Address
80-53-743-100-00	202 DYCKMAN AVE	80-53-714-003-90	225 DYCKMAN AVE # 09
80-53-714-011-01	203 DYCKMAN AVE	80-53-714-004-00	225 DYCKMAN AVE # 10
80-53-727-001-00	207 DYCKMAN AVE 1	80-53-714-004-25	225 DYCKMAN AVE # 11
80-53-727-002-00	207 DYCKMAN AVE 2	80-53-714-004-20	225 DYCKMAN AVE # 12
80-53-727-003-00	207 DYCKMAN AVE 3	80-53-714-004-30	225 DYCKMAN AVE # 13
80-53-727-004-00	207 DYCKMAN AVE 4	80-53-714-004-40	225 DYCKMAN AVE # 14
80-53-727-005-00	207 DYCKMAN AVE 5	80-53-714-004-50	225 DYCKMAN AVE # 15
80-53-727-006-00	207 DYCKMAN AVE 6	80-53-714-004-60	225 DYCKMAN AVE # 16

80-53-727-007-00	216 PARK AVE #7	80-53-714-016-01	233 DYCKMAN AVE
80-53-727-008-00	216 PARK AVE #8	80-53-708-001-00	201 BLACK RIVER ST # 01
80-53-727-009-00	216 PARK AVE #9	80-53-708-002-00	201 BLACK RIVER ST # 02
80-53-727-010-00	216 PARK AVE #10	80-53-708-003-00	201 BLACK RIVER ST # 03
80-53-714-018-00	213 DYCKMAN AVE	80-53-708-004-00	201 BLACK RIVER ST # 04
80-53-714-003-10	225 DYCKMAN AVE # 01	80-53-708-005-00	201 BLACK RIVER ST # 05
80-53-714-003-21	225 DYCKMAN AVE # 02	80-53-708-006-00	201 BLACK RIVER ST # 06
80-53-714-003-30	225 DYCKMAN AVE # 03	80-53-708-007-00	201 BLACK RIVER ST # 07
80-53-714-003-40	225 DYCKMAN AVE # 04	80-53-708-008-00	201 BLACK RIVER ST # 08
80-53-714-003-50	225 DYCKMAN AVE # 05	80-53-716-014-00	206 BLACK RIVER ST
80-53-714-003-60	225 DYCKMAN AVE # 06	80-53-718-002-00	260 DYCKMAN AVE
80-53-714-003-70	225 DYCKMAN AVE # 07	80-53-718-100-10	278 DYCKMAN AVE
80-53-714-003-80	225 DYCKMAN AVE # 08	80-53-718-100-01	278 DYCKMAN AVE

The boundaries of the Dyckman Avenue Reconstruction Project Special Assessment District are shown on the following map:



TAKE NOTICE that the City Council of the City of South Haven will hold a public hearing on Monday, September 15, 2014 at 7:00 p.m. local time in the City Hall located at 539 Phoenix Street, South Haven, Michigan 49090 to hear and consider any objections to the proposed Public

Improvements, the proposed special assessment district, and all other matters relating to said Public Improvements.

TAKE FURTHER NOTICE that if objections are filed by owners of property in the Special Assessment District which will be required to bear more than fifty percent (50%) of the cost of Public Improvements, a resolution determining to proceed shall be adopted by the affirmative vote of at least five (5) members of the City Council.

TAKE FURTHER NOTICE that the plans and estimates of cost for the Public Improvements are on file with the City Clerk for public examination.

PROPERTY SHALL NOT BE ADDED TO THE PROPOSED SPECIAL ASSESSMENT DISTRICT AND THE ORIGINAL ESTIMATE OF COST SHALL NOT BE SUBSTANTIALLY INCREASED WITHOUT FURTHER NOTICE AND PUBLIC HEARING.

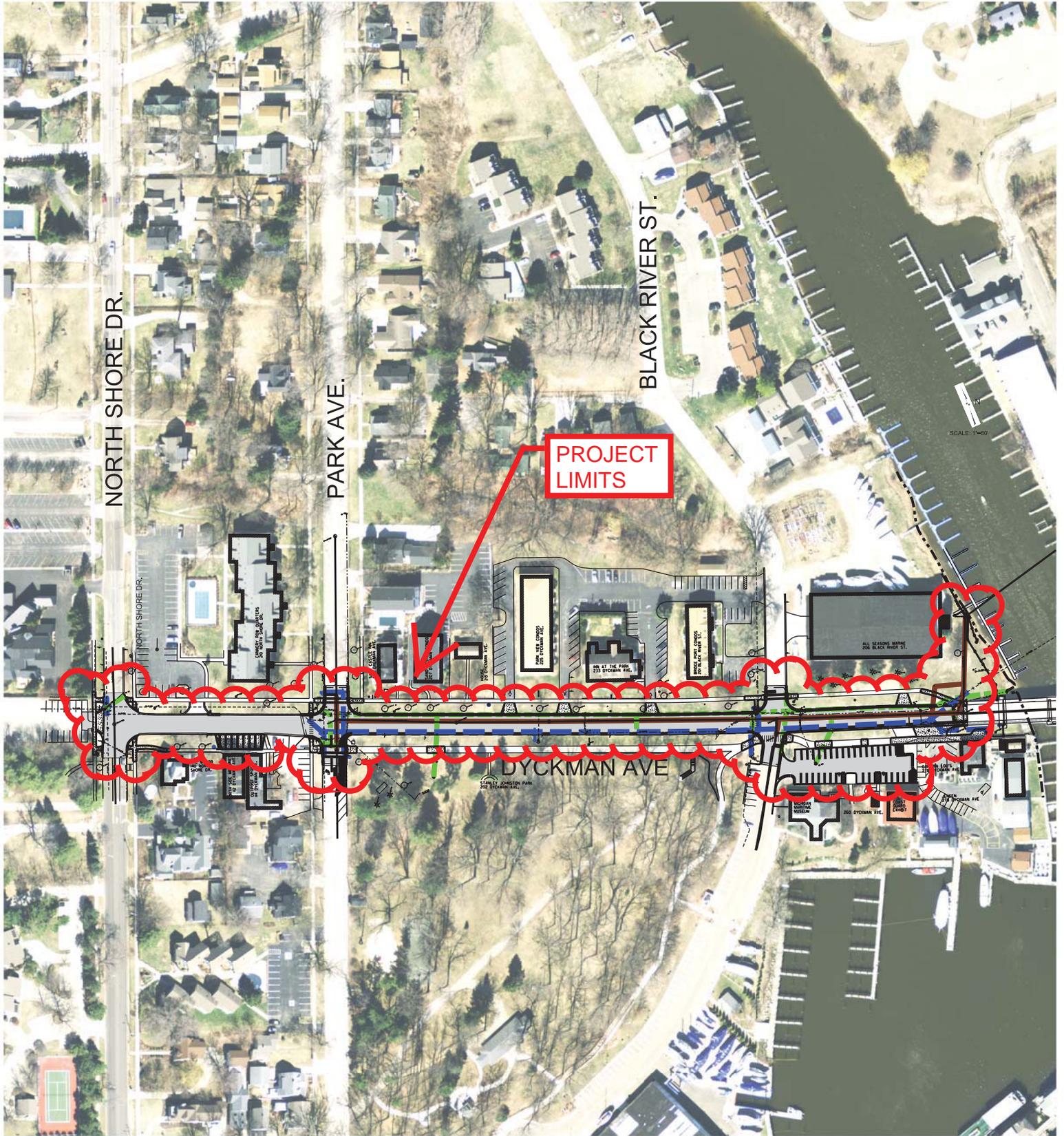
TAKE FURTHER NOTICE that on a future date notice will be given and a second public hearing will be held specifically regarding the assessment roll and the assessments against each parcel in the special assessment district and that an owner or other person having an interest in the real property must file an appearance and protest at that public hearing in order to appeal the amount of their special assessment to the Michigan Tax Tribunal.

This notice was authorized by the City Council of the City of South Haven.

FOR FURTHER INFORMATION PLEASE CONTACT:

City Hall
City of South Haven
539 Phoenix Street, South Haven, Michigan 49090
Telephone (269) 637-0700

Amanda Morgan, Clerk
City of South Haven



NORTH SHORE DR.

NORTH SHORE DR.

PARK AVE.

BLACK RIVER ST.

PROJECT LIMITS

DYCKMAN AVE

SCALE: 1"=50'



Agenda Item 9

School Resource Officer Contract Consideration

Background Information:

The City Council will be asked to consider approval of a contract agreement for the placement of a School Resource Officer into the South Haven Public Schools.

The City's management staff and members of the South Haven Police Department (SHPD) have actively explored the feasibility of contracting police services, in the form of a School Resource Officer (SRO), to the South Haven Public Schools (SHPS) and determined the service can be provided without negatively impacting the City of South Haven. In the past, the City had provided the SRO position, which consisted of providing a Police Officer into the schools during regularly scheduled school days, to assist with security and student engagement.

Over the past several years, the full-time SRO has been removed from school service, due to budget cuts experienced by the SHPS. During that time period, the City's staff has actively engaged in discussions with the SHPS representatives about the possibility of the SRO agreement being resumed, but with a requirement that cost recovery be provided to the City by the SHPS. The City had provided the SRO for approximately seven years at no cost to the SHPS. The SHPD had found the SRO to be very busy addressing concerns at the SHPS and the program to be beneficial to the overall community.

Recently Police Chief Martin was able to engage the SHPS about the SRO, and was able to negotiate an agreement which will provide a full-time SRO during the school year and provide the City with \$52,000 per year, for each of the two years described in the agreement. The payment amount covers approximately 70-75% of the cost of a full time officer (depending on seniority of the officer selected.) The agreement allows the SRO to be used by the Police Department for regular duty during breaks in the school year.

The benefit to the SHPS is more responsive police coverage throughout the school year. Some of the benefits to the City of South Haven are:

- The recovery for the cost of services, which have been provided by the City of South Haven
- Improved safety for SHPS students and staff
- Infusion of \$52,000, per year, to the City's budget
- Enhanced intergovernmental cooperation

As proposed, this service can be provided to the SHPS without impacting the current collective bargaining agreements with the police bargaining unit. Staff believes that the contract will be positive for the City of South Haven and the SHPS. Further, staff does not

plan to add a full-time officer to fill this position. Staffing the position will be accommodated using the existing staff levels. Over the next year, management will monitor the agreement and determine if an additional staff member is needed due to increased work load, overtime, or a reduction in standard police services.

Recommendation:

The City Council should consider a motion to approve a contract agreement with South Haven Public Schools for the placement of a School Resource Officer into the public school system.

Support Material:

Police Chief SRO Memo
DRAFT Police Services Agreement

South Haven Police Department

Memorandum

To: City Manager Dissette

From: Chief Martin

In Re: Police Service Contract for South Haven Public Schools

Date: August 26, 2014

The City of South Haven and the South Haven Public Schools (SHPS) have been diligently working on a proposal that includes a service contract that will allow shared funding of a dedicated South Haven Police Officer to the public schools on a daily basis. This contract outwardly displays a commitment by the City of South Haven and the SHPS the safety, security, personal growth and development of youth in our community. Below is a brief roadmap of how we got to the possibility of this contract becoming reality:

- In December of 2010 a contract was agreed upon for the SHPS to partially fund a School Resource Officer (SRO/liaison) for the balance of the 2010 and all of the 2011 and 2012 school year
- The SHPS backed out of the agreement within three weeks of agreeing to the agreement due to shrinking budgets. There has been no officer assigned to the SRO/liaison position since September of 2011.
- Since Dr. Herrera's arrival as School Superintendent, he and I have been engaged in talks surrounding the importance of a SRO/liaison officer to teach, mentor, provide safety/security guidance and inspiration to students of the South Haven school system
- Dr. Herrera and I worked together to craft a DRAFT contract which outlines most anticipated functions of the position.
- The position will be involved in every public school controlled by SHPS
- The bulk of the work will focus on the middle school and high school
- The contract calls for the position to be seventy-five percent (75%) funded by SHPS and the officer assigned will be assigned to duties by the chief of police during the summer, winter and spring breaks

I feel that this position is the first step in forging a strong and lasting relationship with the schools and the students attending SHPS and is mutually beneficial to the school system and the City of South Haven

POLICE SERVICES AGREEMENT

This Police Services Agreement is made as of September 2, 2014, between the City of South Haven, a Michigan municipal corporation, the principal business of which is 539 Phoenix Street, South Haven, Michigan 49090 (the "City") and South Haven Public Schools, the principal business address of which is 554 Green St., South Haven, Michigan 49090 (the "SHPS").

RECITALS

- A. The SHPS has requested that the City provide School Liaison services within its properties including the enforcement of State Statutes and City and Township Ordinances.
- B. The City is amenable to accommodating the SHPS's request in accordance with the terms and conditions of this Agreement.

TERMS AND CONDITIONS

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

1. School Liaison Services.

- (a) Beginning September 3, 2014, the South Haven Police Department, a department of the City (the "SHPD"), shall provide School Liaison services within the properties of the SHPS. Such services shall include general law enforcement and police protection, (including, vehicle patrol, state law and City and Township Ordinance enforcement, and investigation) Law Related Counseling and Law related education (See Attachment A Roles and Responsibilities). Except as otherwise provided in paragraph 3 below, such services shall be provided each school day and at special events.
- (b) Officers assigned to the SHPS will abide by all SHPS policies and rules unless proper enforcement of the law and/or safety of students and staff necessitate deviation of such policies or rules.
- (c) The SHPD shall assign one fully sworn, full-time officer to provide police services within the SHPS properties not less than 40 hours per week while school is in session through the 2012 – 2013 school year.
- (d) The SHPD shall be responsible, without cost to the SHPS, for providing all equipment and supplies necessary for its officers to perform police services within the SHPS properties as required by this Agreement.
- (e) The SHPD shall be responsible, without cost to the SHPS, for providing a vehicle to its officer to enable the officer to perform police services as required by this Agreement. The SHPD shall not be reimbursed for mileage or other vehicle related expenses.
- (f) At all times during the performance of police services under this Agreement, the City and the SHPS agree that the SHPD, its officers and employees, shall be acting and discharging its duties as an independent contractor and not as an employee, agent of, or a partner or joint venture with the SHPS. The City and SHPS acknowledge and agree that the independent contractor arrangement provided by this Agreement is contractual and is terminable at will by either party.

- 2. Control. The City and the SHPD shall supply the needed vehicle, equipment, supplies and officer to provide the police services listed in paragraph 1 above. The City will deploy, command and oversee such vehicle, equipment and officer. The SHPS shall have no rights to command or direct any SHPD officer or the use or operation of any SHPD vehicles, equipment or supplies. The SHPD is solely responsible for the training of its officers.

3. Deployment. In any situation, the SHPD, in consideration of its established guidelines, procedures and policies, shall determine how to deploy its officer, vehicles and equipment and the SHPS shall have no right to do so. Nothing in this Agreement shall provide the SHPS any priority in such deployment. In cases of emergency, as determined by the Chief of the SHPD, police services provided to the SHPS under paragraph 1 above may be interrupted. Such interruption shall not be deemed a breach of the terms and conditions of this Agreement.
4. Insurance. The City, without expense to the SHPS, shall be responsible for maintaining liability and vehicle insurance on all SHPD officers and vehicles. Copies of such policies shall be made available to the SHPS upon its request.
5. Compensation.
 - (a) The SHPS shall pay the City a fee of \$ \$52,000.00 for services provided by the SHPD under this Agreement for each school year 2014/2015 For school year 2015/2016, such fee shall remain the same.
 - (b) Payments for each school year shall be made by the SHPS to the City in 3 equal installments on or before September 30, December 31 and April 30 of each year.
6. SHPS Requirements.
 - (a) The SHPS shall provide the SHPD officer performing police services under paragraph 1 above a secure office area within one of the SHPS facilities.
7. Term.
 - (a) This Agreement shall commence on September 3, 2014, and terminate on June 15, 2016. After June 15, 2016, this Agreement is subject to renewal by the parties on the same terms and conditions.
 - (b) This Agreement may be terminated by the City or the SHPS upon 90 days written notice.
 - (c) Upon termination of this Agreement, neither party shall have any further obligations, except for: (i) obligations occurring prior to the date of termination, and (ii) obligations or promises made in this Agreement which is expressly made to extend beyond the term of this Agreement.
8. Semi-Annual Meeting. The SHPS Administration shall meet on a semi-annual basis with the Chief of the SHPD, or his or her designee, to discuss law enforcement issues as related to the SHPS. The dates for such meetings shall be in January and June. The June 2015 meeting will provide for discussion on extending and/or amending this Agreement.
10. Breach of Agreement.
 - (a) The parties agree that if there is any claimed default of the terms and conditions of this Agreement, notice of such claimed default shall be provided in writing to the claimed defaulting party. The claimed defaulting party shall be given a reasonable chance to respond and the parties will attempt to rectify the claimed default amongst themselves prior to initiating litigation.
 - (b) All remedies in this Agreement are cumulative of all other remedies available at law or in equity. Remedies may be exercised simultaneously or sequentially. The failure initially to use any remedy is not a waiver of that remedy. The failure of either party to act upon any breach of this Agreement shall not be deemed a waiver of that breach.
 - (c) To the extent not otherwise prohibited by law, the prevailing party in any action brought pursuant to or to enforce any provision of this Agreement shall, in addition to any other remedies, be entitled to recover its actual costs, including without limitation, actual reasonable attorneys fees, incurred to bring, maintain or defend such action from the first demand through any and all appellate proceedings, and jurisdiction and venue of any action brought pursuant to or to enforce this Agreement shall be solely in the state courts in Van Buren County, Michigan.

11. Indemnification. To the extent permitted by law, the City shall be responsible for any claims, liability and damages arising from any and all services performed by the SHPD within the SHPS properties under this Agreement, and will defend, indemnify, and hold harmless the SHPS therefrom except for any claims, liability or damages resulting from any negligence or wrongdoing on the part of the SHPS. Nothing in this Agreement shall be construed to waive or limit any immunity from, or limitation on liability available to either party under applicable constitutional, statutory or other law. The requirements of this paragraph shall survive the expiration or termination of this Agreement for a period of 3 years.

12. Assignment Prohibited. Neither party may assign this Agreement, or its rights, privileges, duties or obligations, without the others prior written consent.

13. Interpretation. This is the entire agreement between the parties as to its subject matter. This Agreement may not be modified except in writing signed by the parties. Its interpretation shall not be affected by any course of dealing. The captions are for convenience and form no part of this Agreement, but the recitals are an integral part of this Agreement. This Agreement shall be construed as if it were mutually drafted.

14. Governing Law. To the extent permitted by law, jurisdiction and venue pertaining to any action arising from or pursuant to this Agreement shall be with the state courts in Van Buren County, Michigan.

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

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

CITY OF SOUTH HAVEN

SOUTH HAVEN PUBLIC SCHOOLS

By: _____
Robert G. Burr, Mayor

By: _____
Bryan Lewis, SHPS Board President

By: _____
Amanda Morgan, Clerk

By: _____
Robert Herrera, Superintendent, SHPS

School Resource Officer Roles and Responsibilities

- To prevent juvenile delinquency through close contact with students and school personnel.
- To establish liaison with school principals, faculty and students.
- To inform the students of their rights and responsibilities as citizens.
- To provide liaison between students and social agencies that provide needed services.
- To act as a liaison resource to the principal in investigating criminal law violations occurring in the school or on school property.
- To participate in campus activities, student organizations and athletic events when invited and feasible.

- To protect lives and property for the citizens and public school students.
- To enforce federal, state and local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education policies and administrative regulations regarding student conduct.
- To investigate criminal activity committed on school property.
- To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of the student.

- Abide by school board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsive to the chain of command of the law enforcement agency in all matters relating to employment and supervision.
- Encourage individual and small group discussions about law enforcement related matters with students, faculty and parents as described in the Teaching, Educating And Mentoring (TEAM) program.
- Refrain completely from functioning as a school disciplinarian. The School Resource Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
- Serve as a member of the school Student Services Committee and will be familiar with all community agencies that offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
- Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.