

City Council

Regular Meeting Minutes

Monday, December 15, 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 Patterson to approve the agenda. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

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

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

- A. Council will be requested to approve the City Council Minutes of December 1, 2014.
- B. Bills totaling \$923,076.97 for the period ending December 16, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to consider acceptance of a donated Sequoia tree, for placement in Stanley Johnston Park, by Mr. Jon Jillson.
- D. Council will be asked to consider the following regarding the Center for the Arts fire escape replacement:
 - 1) Award the base bid and Alternate # 2 to David Noosbond for a total amount of \$20,020.
 - 2) Award the exit door removal and replacement (Alternate # 1) to Wagenmaker Construction for the amount of \$8,890.
- E. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 05-27-2014 SHARA Minutes
 - 2) 07-14-2014 BRA Minutes
 - 3) 07-14-2014 LDFA Minutes

A Roll Call Vote was taken:

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

Motion carried.

BOARD APPOINTMENTS

- 6. Council will be asked to appoint Mary Whiteford to fill a 4 year term on the DDA Board, expiring in 2018.**

Moved by Patterson to appoint Mary Whiteford to fill a 4 year term on the DDA Board, expiring in 2018. Seconded by Kozlik Wall.

Voted Yes: All. Motion carried.

- 7. Council will be asked to appoint Sue Frederick to fill a 4 year term on the DDA Board, expiring in 2018.**

Moved by Fitzgibbon to appoint Sue Frederick to fill a 4 year term on the DDA Board, expiring in 2018. Seconded by Gruber.

Voted Yes: All. Motion carried.

NEW BUSINESS

- 8. Council will be asked to receive the 2014 Comprehensive Annual Financial Report presentation.**

Background Information: The City of South Haven's annual audit has been completed for the fiscal year ended June 30, 2014. Mr. Doug Vredevelde from the City's independent auditing firm Vredevelde Haefner, LLC will present an overview of the Comprehensive Annual Financial report and respond to any questions the City Council may have. Below is a link to the audit report that is posted on the City's website.

http://www.south-haven.com/pages/finance/pdf/2014_South_Haven_CAFR.pdf

Doug Vredevelde – Spoke about the 2014 Comprehensive Annual Financial Report.

- 9. Council will be asked to affirm the design choice for the 2015-2017 beach parking sticker.**

Background Information: The City Council will be asked to affirm the design choice for the 2015-2017 beach parking sticker.

The current beach parking sticker was designed by a local graphic designer, who has since left the community. That design was used as part of a three-year period that included the 2012, 2013, and 2014 summer seasons. As a result of the original designer's relocation, staff contracted with Lambrix Designs, Inc. to develop the beach parking sticker design for the 2015, 2016, and 2017 summer season. Lambrix Designs, Inc. has completed numerous projects for the city, including the city's economic development packet, and the graphics for the city's website and DIG SoHa website.

The process to select the new beach parking sticker design began in June, 2014. Staff initially met with the design consultant and requested ten sticker design proposals. Once

received, staff chose five designs to present to the beach parking sticker committee. The committee was comprised of three City Council members. The committee met to review the five designs, at which time, three designs were chosen and small revisions were requested. The committee met once again prior to the December 1st City Council meeting to review the revised sticker designs. One sticker design was chosen and is being recommended to City Council for confirmation.

Once the design is selected, staff will begin the process of ordering the stickers, preparing a mailing to announce the new design, and delivering the stickers for the 2015 summer season. The stickers which will be ordered will have outdoor durability, which is planned to last up to three years.

Moved by Patterson to affirm the design choice for the 2015-2017 beach parking sticker.
Seconded by Arnold.

Voted Yes: All. Motion carried.

10. Council will be asked to introduce a code amendment to repeal Chapter 58, Article II, Division 3 of the City's Code of Ordinances.

Background Information: The City Council will be asked to consider a motion to introduce a code amendment that, if approved, will repeal Chapter 58, Article II, Division 3 of the city's Code of Ordinances. If the amendment is approved, the Liberty Hyde Bailey Museum (LHBM) can consolidate the governance of the museum.

Over the past year, the city's staff and attorney have actively worked with representatives from LHBM. During that time, it has been noted that LHBM has two governing bodies. The LHBM is a public board which is created by ordinance that consists of up to seven members appointed by the City Council. The LHBM also has a Memorial Fund, which is a private non-profit corporation. The non-profit was created for the purpose of promoting and improving the museum. Many of the LHBM board members are active in the non-profit, and the functions of the two bodies overlap. For many months, staff and the attorney have worked with LHBM to determine the most prudent way to address the museum's management structure. Staff recommends this approach, as it allows for continued local control, but provides LHBM with greater flexibility (e.g., this approach allows LHBM to recruit members from the city and from outside of the city and adopt new bylaws which allow for greater fundraising opportunities.)

The proposed ordinance amendment will strike Chapter 58, Article II, Division 3 of the city's Code of Ordinances, which is the portion of the code that establishes the LHBM Board. If approved, the ordinance amendment allows the city to establish a new governing structure at the LHBM, through a contract agreement with the LHBM non-profit. If the code amendment is approved, staff will immediately supply the contract agreement to the City Council for consideration. In addition to the code changes and contract for service, LHBM will be asked to adopt new bylaws, which reflect the various changes to operations.

Please note; the ordinance amendment preserves the LHBM's status as a public park. However, the ordinance amendment makes clear that the LHBM's oversight will be provided by the City Council, instead of the city's Parks Commission.

Finally, the LHBM Board has actively considered the proposed changes, and has voted to recommend the changes. Attached is a cover letter from LHBM which endorses the proposed changes.

Moved by Fitzgibbon to introduce a code amendment to repeal Chapter 58, Article II, Division 3 of the City's Code of Ordinances. Seconded by Patterson.

Voted Yes: All. Motion carried.

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

- A. Special Event 2014-56, Warm Your Heart "Bridge Sit/Island Sit".**
- B. Special Event 2014-59, South Haven Farmer's Market 2015.**
- C. Special Event 2014-57, Break the Ice 5k and Kid's Frosty Dash.**
- D. Special Event 2014-58, Daily Lunch Combo at Dyckman Park.**
- E. Addendum to Special Event 2014-49, Ice Breaker 2015.**

Item A: Special Event 2014-56, Warm Your Heart "Bridge Sit/Island Sit

Background Information: Bridge Sit has been held on Dyckman Bridge every year. Due to the bridge being closed, We Care I.N.C. is requesting use of the "island" for this event. Cosy FM will do 12 hours of live broadcasting with various community leaders and groups scheduled. Approximately \$8,000 was raised for We Care's Heat Assistance Fund last year, and the hope is to raise that much or more this year. This event will take place on February 28, 2015 from 7:00 am to 7:00 pm.

Moved by Patterson to approve Special Event 2014-56 Warm Your Heart "Bridge Sit/Island Sit. Seconded by Klavins.

Voted Yes: All. Motion carried.

Item B: Special Event 2014-59, South Haven Farmer's Market 2015

Background Information: The City of South Haven in care of the Chamber of Commerce will present the South Haven Farmer's Market in 2015. Vendors will be under the pavilion and in the parks area. This event will take place every Wednesday and Saturday from May until October in 2015 from 8:00 am to 2:00 pm.

Kathy Wagaman – Spoke about the Farmer's Market.

Moved by Fitzgibbon to approve Special Event 2014-59, South Haven Farmer's Market 2015. Seconded by Kozlik Wall.

Voted Yes: All. Motion carried.

Item C: Special Event 2014-57, Break the Ice 5k and Kid's Frosty Dash

Background Information: Break the Ice 5k and Kid's Frosty Dash is ready for Council approval. This event is a 5k walk/run and also a kid's small walk/run dash. This event will be put on by the High/Middle School cross country track and field. The event will be timed with age groups and awards. All proceeds from the race will go directly to South Haven Public Schools. This event will take place on Saturday, January 31st, 2015 from 8:00 am to 12:00 pm.

Lindsay Hagg – Spoke about her event.

Moved by Kozlik Wall to approve Special Event 2014-57, Break the Ice 5k and Kid's Frosty Dash. Seconded by Klavins.

Voted Yes: All. Motion carried.

Item D: Special Event 2014-58, Daily Lunch Combo at Dyckman Park.

Background Information: The Foundry Hall wants to sponsor a free concert event at Dyckman Park on December 19, 2014 from 6:00 pm to 9:00 pm. This event is named: Daily Lunch Combo at Dyckman Park.

Ben Holt – Spoke about this event.

Moved by Gruber to approve Special Event 2014-58, Daily Lunch Combo at Dyckman Park. Seconded by Patterson.

Voted Yes: All. Motion carried.

Item E: Addendum to Special Event 2014-49, Ice Breaker 2015

Background Information: In response to requests from residents and business owners from the North Side, the Chamber is seeking approval on an addendum to the original Special Event application. This would include a one hour loop with 9 bus stops identified with signage and marketed on event brochure. There will be no cost for those riding the shuttle.

Kathy Wagaman – Spoke about the addendum.

Moved by Fitzgibbon to approve an addendum to Special Event 2014-49, Ice Breaker 2015. Seconded by Kozlik Wall.

Voted Yes: All. Motion carried.

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

13. City Manager's Comments

14. Mayor and Councilperson's Comments

Kozlik Wall – No comment

Gruber – No comment

Fitzgibbon – Spoke about leaf pick-up

Patterson – Happy Holidays and be safe!

Arnold – Happy Holidays and be safe!

Klavins – Happy Holidays and be safe!

Burr – Spoke about bridge being on schedule. Happy Holidays. See you next year!

15. City Council will be asked to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(a) for annual personnel evaluation for the City Manager.

Moved by Kozlik Wall to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(a) for annual personnel evaluation for the City Manager. Seconded by Fitzgibbon.

A Roll Call was taken:

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

Nays: None

Motion carried. Council adjourned into closed session at 7:42 p.m.

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

Voted Yes: All. Motion carried. Council returned to open session at 7:58 p.m.

16. Adjourn

Moved by Patterson to adjourn. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Meeting adjourned at 7:58 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey
Deputy City Clerk

Approved by City Council: January 5, 2015