

## City Council

### Regular Meeting Minutes

Monday, February 17, 2014  
7:00 p.m., Council Chambers



#### 1. Call to Order

#### 2. Invocation

- Pastor Jeffrey Dick – First Congregational

#### 3. Roll Call

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

Absent: Fitzgibbon

Moved by Kozlik Wall and seconded by Patterson to excuse Councilmember Fitzgibbon for personal reasons.

Voted Yes: All. Motion Carried.

#### 4. Approval of Agenda

Moved by Kozlik Wall to approve the agenda. Seconded by Patterson.

Voted Yes: All. Motion Carried.

#### 5. Consent Agenda: Items A thru C (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 following City Council Minutes:
  - 1) Regular Meeting Minutes: February 3, 2014.
  - 2) Workshop Meeting Minutes: February 10, 2014.
- B. Bills totaling \$801,841.49 for the period ending February 18, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve a 2014 employment agreement with the City Manager, Brian Dissette.
- D. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
  - 1) 09-09-2013 BRA Minutes
  - 2) 11-25-2013 BPU Minutes
  - 3) 12-05-2013 Planning Commission Minutes
  - 4) 12-17-2013 Harbor Commission Minutes

5) 01-09-2014 Planning Commission Minutes

A Roll Call Vote was taken:

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

Nays: None

Voted Yes: All. Motion Carried.

NEW BUSINESS

**6. Council will be asked to consider Resolution 2014-06, a resolution authorizing the City Manager to apply for a Michigan Department of Natural Resources grant for Optimist Tot Lot Improvements.**

*Background Information:* Discussions with City Staff, particularly the Parks Department, led to the decision to make improvements to Optimist Tot Lot Park. Users of the park and residents of the neighborhood have voiced the need for a climbing structure at the park. Also, it was suggested that while making improvements to the park, installation of a rubber playground surface underneath the new and existing equipment also be completed. As a result of the improvements, the City of South Haven anticipates a surface that is resilient, attractive, slip-resistant, requires less maintenance, and is ADA compliant. The new surface will allow use of the playground equipment by all users making it universally accessible. Universally-designed projects are a critical factor in MDNR scoring.

The funding request will be \$37,300, and the City's match of \$12,500 (25%) of a total \$49,800 project cost, during the 2014-2015 fiscal year.

The source of funds shall be from the City of South Haven Parks Department Capital Projects Fund.

Moved by Patterson, to approve Resolution 2014-06, a resolution authorizing the City Manager to apply for a Michigan Department of Natural Resources grant for Optimist Tot Lot Improvements. Seconded by Arnold.

Voted Yes: All. Motion Carried.

**7. Council will be asked to consider the approval of a grant amendment and budget adjustment for the Elkenburg Park grant.**

*Background Information:* After working with residents and the Parks Commission, staff requested an amendment of the Elkenburg Park grant to add a number of items and use up the remaining grant dollars.

- Addition of new playground equipment and safety surface to be installed with a community build (no installation fee) with supervision by a Certified Playground Installer.
- Security Camera System.
- Bike Racks
- Additional bleachers – the new basketball court amenities have become very popular and the existing bleachers are not servicing the number of users.
- Park Decorative Sign
- Players Benches

Moved by Patterson, to approve a grant amendment and budget adjustment for the Elkenburg Park grant. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

**8. Council will be asked to consider the following items regarding SHAES:**

**A. Resolution 2014-07, a resolution to amend ambulance rates and charges.**

**B. Resolution 2014-08, a resolution to amend fees for fire fighting operations.**

*Background Information:* The City Council will be asked to authorize the City Manager to issue a farm lease agreement for the city's property in Casco Township.

The City of South Haven owns approximately 96 acres of farmland in Casco Township, located north of 103<sup>rd</sup> Street and 71<sup>st</sup> Street. The property is generally known as the "SHARP Park." The property was purchased by the City of South Haven using community donations for the development of a recreation facility. The SHARP property has been leased to the South Haven Area Recreation Authority "SHARA" for the development of a recreation facility. SHARA has discussed the property and noted that funds are not currently available to construct improvements to the site. As a result, SHARA has expressed support for the property being farmed during the 2014 farming season. The benefits to farming the property are twofold: 1) the farm lease will generate revenue; 2) the farming work will provide maintenance to the property, through the removal of trash/debris from the site, which has accumulated in recent years.

The city's staff has prepared an updated farm lease agreement, with Mr. Matthew Hamlin, which will pay \$160.00 per tillable acre. The lease provides for maintenance of the field, to be deducted from the lease amount. Further, the lease calls for GPS data to confirm the total tillable acreage of the property. The city's staff has met with Mr. Hamlin and found him to be in agreement with the terms of the lease. The city's staff has consulted with SHARA about the farm lease agreement, and found the board to be supportive of the farm lease. Finally, the city's staff has consulted with Casco Township's Assessor and confirmed that the farm lease agreement will force the SHARP site to be added to the township's tax roll. Staff has confirmed that the farm lease revenue should generate approximately \$9,500 in net revenue (after maintenance and tax expenses are paid.)

Should the lease agreement proceed, staff will plan to deposit the lease revenue into the SHARP account. A portion of the lease revenue will be used to pay the taxes for the SHARP property.

**Item A: Resolution 2014-07, a resolution to amend ambulance rates and charges.**

Moved by Kozlik Wall, to approve Resolution 2014-07, a resolution to amend ambulance rates and charges. Seconded by Klavins.

Voted Yes: All. Motion Carried.

**Item B: Resolution 2014-08, a resolution to amend fees for fire fighting operations.**

Moved by Patterson, to approve Resolution 2014-08, a resolution to amend fees for fire fighting operations. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

**9. City Council will be asked to consider adopting Fiscal Year 2014/2015 Priorities.**

*Background Information:* The City Council will be asked to adopt the annual priorities for the upcoming fiscal year 2014-15.

Attached is a listing of the priorities discussed at the City Council's priority setting workshop session, which was held on February 10, 2014. As part of the workshop session, Council members were asked to provide guidance to staff on their priorities for the City of South Haven. Those goals/priorities were described by the attendees in broad terms and then focused towards the upcoming fiscal year. The list indicates a strong commitment to addressing both the long-term and short-term needs of the community. Some of the highlights of the proposed priorities includes: improved roads and infrastructure, development of bike/pedestrian pathways, building improvements, and economic development.

Council has received a listing of the proposed annual priorities that intends to focus time and resources on for the fiscal year 2014-15.

Moved by Patterson, to adopt Fiscal Year 2014/2015 Priorities. Seconded by Klavins.

Voted Yes: All. Motion Carried.

**10. City Council will be asked to consider the approval of the SHARP farm lease.**

*Background Information:* The City Council will be asked to authorize the City Manager to issue a farm lease agreement for the city's property in Casco Township.

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The city's staff has prepared an updated farm lease agreement, with Mr. Matthew Hamlin, which will pay \$160.00 per tillable acre. The lease provides for maintenance of the field, to be deducted from the lease amount. Further, the lease calls for GPS data to confirm the total tillable acreage of the property. The city's staff has met with Mr. Hamlin and found him to be in agreement with the terms of the lease. The city's staff has consulted with SHARA about the farm lease agreement, and found the board to be supportive of the farm lease. Finally, the city's staff has consulted with Casco Township's Assessor and confirmed that the farm lease agreement will force the SHARP site to be added to the township's tax roll. Staff has confirmed that the farm lease revenue should generate approximately \$9,500 in net revenue (after maintenance and tax expenses are paid.)

Should the lease agreement proceed, staff will plan to deposit the lease revenue into the SHARP account. A portion of the lease revenue will be used to pay the taxes for the SHARP property.

Moved by Patterson, to approve the SHARP farm lease. Seconded by Kozlik Wall.

Voted Yes: All. Motion Carried.

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

No Public Comment

#### **12. City Manager's Comments**

#### **13. Mayor and Councilperson's Comments**

Klavins – No Comment

Arnold – No Comment

Patterson – Spoke about keeping safe the rest of this winter, spring is on the way.

Gruber – Spoke about software on Councilmember's computers.

Kozlik Wall – Spoke about ice safety on Lake Michigan.

Burr – Spoke about the DNR recently purchasing land that will help keep us bike friendly.

#### **14. Adjourn**

Moved by Kozlik Wall to adjourn. Seconded by Patterson.

Voted Yes: All. Motion carried. Meeting adjourned at 7:26 p.m.

RESPECTFULLY SUBMITTED,



Michelle Coffey,  
Deputy City Clerk

Approved by City Council: **March 3, 2014**