

City Council

Regular Meeting Minutes

Monday, November 3, 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 C (Roll Call Vote Required)

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

- A. Council will be requested to approve the City Council Regular and Workshop Minutes of October 20, 2014.
- B. Bills totaling \$4,240,957.46 for the period ending November 4, 2014 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to award the Substation Maintenance Contract to Electric Power Systems, EPS, in the amount of \$147,468 for five (5) years.
- D. Council will be asked to reimburse Covert Township for electric services at the Covert Township “master meter” and Covert Township water tower, paid to Indiana Michigan Power, in the amount of \$4,369.22.
- E. Council will be asked to consider the following regarding Packard Park:
 - 1) Approve a bench and grill to be installed at Packard Park.
 - 2) Approve the text on the plaque.
- F. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 08-27-2014 Housing Commission Minutes
 - 2) 09-09-2014 Parks Commission Minutes
 - 3) 09-16-2014 LHBM Minutes
 - 4) 09-29-2014 BPU 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 the approval of a five (5) year license agreement with SoHa Surf Shop, LLC for the operation of a standup paddleboard and kayak rental service on the city's South Beach, near the blue stairs.

Background Information: The City Council will be asked to consider approval of a five year license agreement with the SoHa Surf Shop, granting approval of a standup paddleboard and kayak rental service on the South Beach, adjacent to the blue stairs.

At the June 16, 2014, the City Council approved a one year license agreement with SoHa Surf Shop, which allowed the shop to rent stand-up paddleboards and kayaks at the South Beach. The rental concept was reviewed and approved by the city's Parks Commission. After the first season of operation reported total rental revenue of \$18,308.94, with a 5% of gross revenues paid to the city (\$915.45 was paid to the city.) For the 2015 season, Mr. Chris Campbell, SoHa Surf Shop, has requested a renewal of the license agreement. Mr. Campbell has proposed the following changes to the agreement: 1) Campbell has requested a five (5) year license agreement, 2) Campbell has requested that he be allowed to place a temporary storage rack, near the city's blue stairs, to house his equipment, 3) Campbell has requested the licensed area be limited to the beach area near the city's blue stairs, 4) Campbell has agreed to increase his annual payment to the city, from 5% to 15% of gross revenues.

Throughout the 2014 summer season, the city's staff observed the standup paddleboard and kayak rental service. No problems and/or complaints were received about the operation, and Campbell was very agreeable to any suggestions from the city's representatives.

Chris Campbell spoke about his business and the license agreement.

Moved by Patterson to approve a five (5) year license agreement with SoHa Surf Shop, LLC for the operation of a standup paddleboard and kayak rental service on the city's South Beach, near the blue stairs. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried.

7. Council will be asked to consider a one year agreement with the Greater South Haven Area Chamber of Commerce, for the management and oversight of the city's farmers' market operations.

Background Information: The City Council will be asked to consider a one year agreement with the Greater South Haven Area Chamber of Commerce, for the management and oversight of the city's farmers' market operations.

The agreement seeks to place management of the farmers' market, which operates from May 1st through October 31st on Wednesdays and Saturdays at the Huron Street pavilion, into the Chamber of Commerce's staff's control. The Chamber of Commerce will manage a

website, promote the market, take applications, assign vending/parking/staging spaces to the vendors, ensure the market is open for the standard hours of operation, secure payments from vendors, provide customer service to vendors and the public, along with other duties. The agreement seeks to provide the Chamber of Commerce with \$12,500 for its services. The agreement further provides that the city shall pay the Chamber of Commerce 50% of any vendor license fees in excess of a total of \$12,500 for the 2015 Farmers' Market season. Finally, the agreement provides an allowance of up to \$1,500 in total marketing and promotion expenses.

For the past several months, the city's staff has been in negotiations with the Chamber of Commerce, with the intent of having the chamber's staff take over the management of the farmers' market. The Chamber of Commerce is in the process of adding a full-time staff member, so the additional market duties could be absorbed by this staff member. This agreement allows for farm market customer service throughout the calendar year. Over the past two years, the city's staff has received complaints from vendors and the public that customer service, related to the market, was down. Staff anticipates that contracting with the Chamber of Commerce will improve the customer service to the market vendors and members of the public, by providing consistent onsite market management and year round vendor and customer support. Staff has found that similar management agreements are used for public farmers' markets in Midland, Petoskey, Sparta, Brighton, Howell, and Grand Haven.

Kathy Wagaman answered questions and spoke about the farmers' market.

Moved by Fitzgibbon to approve a one year agreement with the Greater South Haven Area Chamber of Commerce, for the management and oversight of the city's farmers' market operations. Seconded by Gruber.

Voted Yes: All. Motion carried.

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

Mike Henry – Updated Council on Van Buren County.

Tyler Dotson – Spoke about the school board.

9. City Manager's Comments

10. Mayor and Councilperson's Comments

Klavins – Spoke about Holiday Lights fundraiser.

Arnold – Good job Andy! Make sure to vote.

Patterson – Make your voices heard and vote. Happy Veteran's Day early.

Fitzgibbon – Good job Andy. Spoke about bridge construction.

Gruber – Go Andy! Spoke about Halloween.

Kozlik Wall – Thanks Andy. Reminder about leaves and sticks.

Burr – No Comment.

11. Adjourn

Moved by Patterson to adjourn. Seconded by Fitzgibbon.

Voted Yes: All. Motion carried. Meeting adjourned at 7:27 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Michelle Coffey". The signature is written in a cursive, flowing style.

Michelle Coffey
Deputy City Clerk

Approved by City Council: **November 17, 2014**