

# City Council

## Regular Meeting Minutes

Monday, February 6, 2017  
7:00 p.m., Council Chambers



1. **Call to Order by Mayor Burr @ 7:00 p.m.**
2. **Invocation – Pastor Craig Massey – Hope Reformed Church**
3. **Roll Call**

Present: Jeff Arnold, Andy Klavins, Vickiy Kozlik-Wall, Steve Schlack, Scott Smith, Robert Burr

Absent: Clark Gruber

Moved by Arnold, seconded by Smith, to excuse councilmember Gruber due to personal reasons.

Voted Yes: All. Motion carried.

4. **Approval of Agenda**

Moved by Klavins, seconded by Schlack, to approve the agenda.

Voted Yes: All. Motion carried.

5. **Consent Agenda: Items A through J (Roll Call Vote Required)**

Moved by Smith, seconded by Klavins, to approve the consent agenda as follows:

- A. Council will be asked to approve the regular City Council minutes for January 16, 2017.
- B. Council will be asked to approve invoices totaling \$1,866,008.48 for the period ending February 5, 2017 to be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve the Historical Society of South Haven's request to place a temporary sign on the backstop at Kid's Corner playground.
- D. Council will be asked to award the purchase of three Ford Police Interceptor Utility vehicles with the manufacturer's options as noted from Woodhams Ford, in the amount of \$30,694 each for a total purchase amount of \$92,082.
- E. Council will be asked to award the purchase of two patrol vehicles with the manufacturer's options as noted from Woodhams, Ford in the amount of \$26,574 each for a total purchase amount of \$53,148.
- F. Council will be asked to approve the invoice from Compton, Inc. in the amount of \$39,539.47.

- G. Council will be asked to approve the invoice from Metron-Farnier, LLC in the amount of \$48,680.58.
- H. Council will be asked to approve Change Orders No. 1 through 3 for the North Shore Drive Reconstruction Project with Milbocker & Sons, Inc. in the total amount of \$62,346.25.
- I. Council will be asked to approve Change Order Nos. 2 and 3 for the Monroe Boulevard and Indian Grove Lift Station Reconstruction Project with Kalin Construction Company, Inc. in the total amount of \$238,755.67.
- J. Council will be asked to accept the following meeting minutes:
  - 1) October 18, 2016 Harbor Commission minutes;
  - 2) October 31, 2016 Zoning Board of Appeals minutes;
  - 3) November 16, 2016 Airport Authority minutes;
  - 4) December 13, 2016 South Haven Area Recreation Authority minutes

A Roll Call Vote was taken:

Yeas: Arnold, Klavins, Kozlik-Wall, Schlack, Smith, Burr

Nays: None

Motion carried.

#### NEW BUSINESS

#### **6. Council will be asked to approve the following Special Events:**

- a. **Special Event 2017-01, Maritime Boat Show 2017, to be held on June 17, 2017 from 10:00 a.m. until 4:00 p.m., in the Michigan Maritime Museum parking lot and parkway.**

Ashley Deming of the Michigan Maritime Museum gave a brief description of the event, as well as clarified the reason for the request to expand the event area to include the parking lot outside of the museum.

Moved by Arnold, seconded by Kozlik-Wall, to approve Special Event 2017-01, Maritime Boat Show 2017, to be held on June 17, 2017 from 10:00 a.m. until 4:00 p.m., in the Michigan Maritime Museum parking lot and parkway.

Voted Yes: All. Motion carried.

- b. **Special Event 2017-02, North Shore Elementary 5K/Field Day, to be held on June 12 from 9:30 a.m. until 11:30 a.m., with an alternate date of June 13, 2017, along a route through the downtown area detailed in the attached documents.**

**City Manager Brian Dissette spoke on behalf of South Haven Public Schools, giving a brief description of the event. Dissette informed the Council that the event has been reviewed by staff from the departments most impacted by the event. The event will stretch into Casco Township, and as such the City will be in contact with the Allegan County Road Commission regarding the route. Otherwise, staff has no concerns with this event.**

Moved by Smith, seconded by Arnold, to approve Special Event 2017-02, North Shore Elementary 5K/Field Day, to be held on June 12 from 9:30 a.m. until 11:30 a.m., with an

alternate date of June 13, 2017, along a route through the downtown area detailed in the attached documents.

Voted Yes: All. Motion carried.

- c. Special Event 2017-03, South Haven Jazz Festival, to be held on September 15 and 16, 2017 from 5:00 p.m. until 10:00 p.m. in Dyckman Park, with a rain location of the Huron Pavilion.**

Lawrence Brown gave a brief description of the festival. This will be the festival's first year, and Mr. Brown made clear that nothing planned will interfere with the Farm Market. The festival is aiming to include six to eight jazz groups, with the potential for four acts on Friday and four on Saturday. A wide variety of artists have been invited in an effort to attract a diverse audience. The event is being conducted by Foundry Hall.

Moved by Arnold, seconded by Smith, to approve Special Event 2017-03, South Haven Jazz Festival, to be held on September 15 and 16, 2017 from 5:00 p.m. until 10:00 p.m. in Dyckman Park, with a rain location of the Huron Pavilion.

Voted Yes: All. Motion carried.

- d. Special Event 2017-04, South Haven Steelheader Fishing Tournament, to be held from May 19 until May 21, 2017 at the Municipal Marina.**

Mayor Burr spoke briefly about the event, and gave a short history.

Dissette confirmed that staff has no concerns with the event.

Moved by Smith, seconded by Klavins, to approve Special Event 2017-04, South Haven Steelheader Fishing Tournament, to be held from May 19 until May 21, 2017 at the Municipal Marina.

Voted Yes: All. Motion carried.

- e. Special Event 2017-05, Warm Your Heart "Island Sit," to be held on February 25, 2017 from 7:00 a.m. until 7:00 p.m. at the Welcome Traffic Island on Phoenix St.**

Dissette gave a brief description of the event, and offered an anecdote to illustrate the impact that the event's sponsor, WE CARE, has had on the community. The organization will be asked to remind volunteers to be careful of traffic, and police will patrol the area to ensure that there is no interference with traffic.

Councilmember Kozlik-Wall mentioned the concern of merchants in the area about the potential for solicitation of foot traffic in and out of the storefronts. Dissette responded by offering to contact WE CARE with the concern.

Moved by Klavins, seconded by Schlack, to approve Special Event 2017-05, Warm Your Heart "Island Sit," to be held on February 25, 2017 from 7:00 a.m. until 7:00 p.m. at the Welcome Traffic Island on Phoenix St.

Voted Yes: All. Motion carried.

**7. Council will be asked to consider the following actions related to annual lease agreements and special event consideration at the Liberty Hyde Bailey Museum and the South Haven Center for the Arts:**

- a. Council will be asked to consider a motion to approve Resolution 2017-07, a resolution approving an annual lease agreement with the Liberty Hyde Bailey Museum, for use at the 903 S Bailey Avenue location. The agreement, if approved by the Council, will formally acknowledge and allow the Liberty Hyde Bailey Museum, a local nonprofit organization, to host events which may include alcohol service.**

Dissette informed the Council that this agreement is similar to an agreement approved at the January 16 meeting. The agreement gives the organization permission to hold events at which alcohol can be served, and also ensures that the proper procedures are followed and insurance is in place for such events.

Moved by Smith, seconded by Arnold, to approve Resolution 2017-07, a resolution approving an annual lease agreement with the Liberty Hyde Bailey Museum, for use at the 903 S Bailey Avenue location. The agreement, if approved by the Council, will formally acknowledge and allow the Liberty Hyde Bailey Museum, a local nonprofit organization, to host events which may include alcohol service.

Voted Yes: All. Motion carried.

- b. Council will be asked to consider a motion to approve Resolution 2017-08, a resolution approving an annual lease agreement with the South Haven Center for the Arts, for use of the 600 Phoenix Street location. The agreement, if approved by the Council, will formally acknowledge and allow the South Haven Center for the Arts, a local nonprofit organization, to host events which may include alcohol service.**

Moved by Arnold, seconded by Klavins, to approve Resolution 2017-08, a resolution approving an annual lease agreement with the South Haven Center for the Arts, for use of the 600 Phoenix Street location. The agreement, if approved by the Council, will formally acknowledge and allow the South Haven Center for the Arts, a local nonprofit organization, to host events which may include alcohol service.

Voted Yes: All. Motion carried.

**8. Council will be asked to consider a motion to approve Resolution 2017-09, a resolution to amend the city's Utility Policy to authorize installment payments of water and sewer system availability charges.**

Dissette summarized the installment payment option. If an individual who opts for installments fails to pay at any point, the unpaid amount will be held as a lean against the property and be applied to the property owner's taxes.

Councilmember Kozlik-Wall asked whether or not this was a loan from the City, or from a third party. Dissette responded that this is fully funded by the City.

Councilmember Klavins asked if this charge will appear as a line item on tax bills. Dissette confirmed that it will, and that South Haven Charter Township and Casco Township are doing the same.

Councilmember Smith asked how month-to-month payments will be handled. City Engineer Larry Halberstadt responded that the charge will be paid yearly instead of monthly.

Moved by Smith, seconded by Klavins, to approve Resolution 2017-09, a resolution to amend the city's Utility Policy to authorize installment payments of water and sewer system availability charges.

Voted Yes: All. Motion carried.

**9. Council will be asked to introduce an ordinance amending the sanitary sewer rates for the city's various utility components.**

Dissette summarized the reasons for undertaking the various capital improvement projects that are underway. Dissette then explained the reasons for the rate increase as they relate to the projects, as well as the specifics of the proposed new rates.

Public Works Director Bill Hunter presented a comparison of the proposed new rates against those of neighboring communities in Grand Haven, Kalamazoo, and St. Joseph.

Dissette gave examples of dollar amount increases to specific properties of councilmembers and City staff, based on past sewer usage.

Mayor Burr briefly discussed the consequences of potential system failures had the capital improvement projects and their funding not been committed to.

Moved by Schlack, seconded by Kozlik-Wall, to introduce an ordinance amending the sanitary sewer rates for the city's various utility components.

Voted Yes: All. Motion carried.

**10. Council will be asked to consider a motion to schedule a workshop session to begin the annual priority setting process.**

Dissette proposed March 6 at 5:30 p.m., and March 13 at 6:00 p.m., as the dates for the annual priority setting workshop.

Councilmembers agreed to these dates and times.

**11. Council will be asked to approve the renewal of the license agreement with IT-IL-DO Charters, LLC for charter fishing boat operations at the Southside Municipal Marina.**

Assistant City Manager Kate Hosier explained the license agreement, as well as the business of IT-IL-DO Charters, LLC.

Councilmember Klavins asked whether or not the tour boat from previous years is also included in this agreement. Hosier and Dissette responded that it is not, and that due to a clerical oversight the tour boat agreement will be brought to the next Council meeting.

Moved by Arnold, seconded by Schlack, to approve the renewal of the license agreement with IT-IL-DO Charters, LLC for charter fishing boat operations at the Southside Municipal Marina.

Voted Yes: All. Motion carried.

## **12. Interested Citizens in the Audience Will Be Heard on Items Not on the Agenda**

Marilyn Dopp, 17019 68<sup>th</sup> Street, expressed her concerns about the Icebreaker festival over the prior weekend. Ms. Dopp had concerns about the volume of the music coming from the Black River Tavern, as well as what she described as intoxicated individuals. Ms. Dopp is also concerned about an intoxicated driver that she was behind as she was leaving town. Ms. Dopp is worried about the image that is being portrayed of South Haven.

Tara Rolston, Bigby Coffee (South Haven), thanked everyone in town for the warm welcome and a successful first year. Ms. Rolston asked if the City would consider a change to the signage ordinance to allow for the occasional display of a feather flag or 2x3 yard stakes.

## **13. Police Chief's Update to City Council**

Chief of Police Natalie Thompson addressed Ms. Dopp's concerns with the Icebreaker festival from a police perspective. Thompson also gave a general update on the department, as well as introduced Officer Michael Ledger to the Council.

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

Dissette turned the floor over to Hosier to introduce the City's new Planning and Zoning Administrator, Jenna Levin. Levin briefly introduced herself and discussed her background.

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

Councilmember Klavins thanked Dissette and the City's staff for their efforts in securing the construction bonds, as well as for doing so in the most fiscally conservative way possible.

Councilmember Smith also thanked staff for their work regarding the construction bonds. Smith also thanked the representatives from the various special events that were approved for turning in their applications early.

Councilmember Kozlik-Wall expressed her satisfaction with the Icebreaker festival.

Mayor Burr reminded everyone of the 24 hour telephone number, 637-5151, which can be used to report non-emergency concerns to the police.

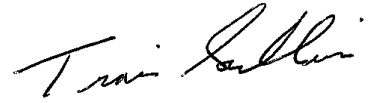
## **16. Adjourn**

Moved by Klavins, seconded by Kozlik-Wall, to adjourn the meeting.

Voted Yes: All. Motion carried, meeting adjourned at 8:05 p.m.

City of South Haven  
Regular Meeting Council Minutes  
City Hall, Council Chambers  
7:00 p.m., Monday, February 6, 2017

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Travis Sullivan". The signature is written in a cursive style with a prominent initial "T".

**Travis Sullivan**  
**City Clerk**