

# Harbor Commission

## Regular Meeting Agenda

Tuesday, January 20, 2015, 5:30 p.m.  
Council Chambers, South Haven City Hall



City of South Haven

**Please note that the meeting will be held in South Haven City Hall, Council Chambers.**

1. Call to Order

Roll Call: Chairman Jeff Arnold, Vice-Chairman Mary Stephens, Cathy Pyle, Tim Reineck, Alan Silverman, Tim Stegeman, Greg Sullivan.

2. Approval of Agenda

3. Approval of Minutes: December 16, 2014 Regular Meeting

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

5. Marina Reports

6. 2015 Meeting Schedule

7. North Beach Paddle Lane

8. Black River Park Marina Management Proposal

9. Strategic Plan

10. Dredging Capital Improvement Plan

Member and Staff Comments

Adjourn

SOUTH HAVEN CITY HALL IS BARRIER FREE AND THE CITY OF SOUTH HAVEN WILL PROVIDE THE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES FOR PERSONS WITH DISABILITIES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON SEVEN (7) DAYS NOTICE TO THE SOUTH HAVEN CITY HALL.

RESPECTFULLY SUBMITTED,  
Paul VandenBosch  
Secretary, Harbor Commission

# Harbor Commission

## Regular Meeting Minutes

Tuesday, December 16, 2014, 5:30 p.m.  
Council Chambers, South Haven City Hall



City of South Haven

### 1. Call to Order by Jeff Arnold at 5:30 p. m.

Present: Sullivan, Pyle, Reineck (arrived 5:34 p.m.), Stegeman, Stephens, Arnold  
Absent: Silverman

Also present: John Marple, Marina Manager

### 2. Approval of Agenda

Motion by Stegeman, second by Stephens to approve the December 16, 2014 Harbor Commission Agenda as written.

All in favor. Motion carried.

### 3. Approval of Minutes:     **September 16, 2014 Regular Meeting**   **September 30, 2014 Workshop Meeting**

Motion by Stephens, second by Pyle to approve the minutes of the September 16, 2014 regular meeting and the September 30, 2014 workshop meeting as written.

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, noting record revenue for seasonal revenue since 2007.

Stephens questioned what VandenBosch attributed the record revenue to, the new marina building or having the billing done by the finance department. VandenBosch conceded the record revenue could be attributed to both, as well as increased marketing.

Stephens asked when the gate was removed from Black River Park this year to which VandenBosch responded it was in early November. VandenBosch noted that leaving the gate up longer the previous season did not seem to contribute much to revenue.

VandenBosch noted Lake Michigan levels are currently above average.

## **6. Strategic Plan**

VandenBosch noted that the board made it almost all the way through the Strategic Plan in previous meetings and he hopes to get through this tonight so it can be rewritten and brought back to the board for review.

Beginning on page 32 with the Capital Improvement Plan, VandenBosch noted that three percent (3%) of revenues get transferred to the River Maintenance budget. VandenBosch would like to come back with a Capital Improvement Plan for dredging, noting that we estimated that dredging upstream from the bridge could be done for about \$50,000 per year. VandenBosch then pointed out that the last quote from the Army Corps (to dredge the approach to the harbor in Lake Michigan and the former federal channel) was \$360,000. While this was a rough estimate, according to VandenBosch, if the Harbor Commission were to add that responsibility (which we really don't want) if the Army Corps has given it up, that would change our Capital Improvement Plan quite a bit. VandenBosch stated that he does not think our municipal marinas can afford to give that much to River Maintenance. We have to maintain our structures, our docks and at the same time make them attractive to boaters, so there is a limit. So we need to come back and discuss a Capital Improvement Plan for Dredging. We can leave it at (three) 3 to six percent (6 %) for now but will need to discuss this again.

VandenBosch explained the Downtown Development Authority (DDA) capture along the river shoreline and the DDAs contribution to river maintenance.

In response to a question regarding special assessments and equity, VandenBosch stated that such assessments have been done in the past and before you can decide if it is equitable you need to look at what you are dredging and who benefits.

VandenBosch requested comments and concerns regarding dredging. Stegeman asked for clarification that VandenBosch is referring to dredging in the channel, not the slips themselves, to which VandenBosch responded that Stegeman is correct. Stegeman said, "Assuming dredging needs to be done in the channel, the slip owner has to dredge their slip, so it would be double the cost." VandenBosch stated that he had a slip dredging fee of four hundred dollars (\$400) for one dock, just as an example, and stated that it had to be dredged every two (2) to three (3) years. Stegeman asked whether the city facilitates individual slip owners to get their slips done at the same time. VandenBosch said the city did try to advertise the ability to do that, and some did, but not many, noting that the dredger this year was slow, so it was probably a good thing he did not do that many slips. The City was willing to take the spoil from private dredging; "We tried, but it was not very successful."

Stegeman asked about the spoils recently being placed the park which will eventually be a parking lot, and whether the city has identified a place to put spoils in the future. VandenBosch responded that the Army Corps can do beach replenishment or pump it out into Lake Michigan but the city cannot. So we do not have a dredge spoil site except for the hill on Blue Star Highway, which is starting to become a valuable piece of property, except it has been a landfill and a dredge spoil site. VandenBosch said he has been looking for a potential site but the city does not have the money and questioned whether the River Maintenance Fund could be used, since we are currently building up that fund.

Stephens asked, "At what point do we decide to do a special assessment? We aren't being crunched with the high water but we do need to build up the dredging fund." VandenBosch commented that talking about a capital improvement plan is one step toward building up the dredging fund. VandenBosch does not want to say we need a special assessment, but we do need money to do the dredging.

In response to a question by Stephens regarding what has prompted special assessments in the past, VandenBosch said we usually seem to be in an emergency situation and then we have to do a rapid response. "First you need a permit, which takes three (3) to six (6) months; then the dredging has to be bid out; and you need to have the money. In the past, according to VandenBosch, there have been problems with special assessments because the dredging projects were focused upriver so the boaters downriver were not particularly happy with being assessed.

Reinick asked if there is a point in time to expand the responsibility of assessments to other than boat and boat slip owners, to which VandenBosch responded that there is that fairness issue. VandenBosch explained that the DDA money does come from all properties along the river in the Downtown, which is not a lot, about \$10,000 per year. Reinick said, "\$10,000 doesn't seem that much compared to slip owners doing four (4) to five (5) hundred dollars each." Discussion ensued regarding the overall depth expected after a dredging with VandenBosch explaining that upriver of the bridge depth is limited by water and sewer mains. "After we dredge we should see seven (7) feet with the height of the water right now. When sediment starts coming back in, then we will see five (5) or even four (4) feet.

Stegeman asked about silt traps to which VandenBosch responded that there is one at the end of Kentucky Avenue and one just upstream of the boat launch. "We have not maintained those recently; we put our money toward major dredge projects. Commissioner Sullivan has reminded us about dredging the silt traps frequently, but the question is whether they are effective, and how effective, and we don't really know; we spent all our money on dredging."

Stegeman noted that at the special assessment hearings you get competition between sailboat and power boat owners regarding how deep to dredge.

Sullivan questioned the relevance of highlighted items in the strategic plan and VandenBosch noted that he highlighted ongoing items.

After a question from Stephens, VandenBosch noted that he will bring review of the Capital Improvement Plan on the next Harbor agenda.

Reviewing Harbor Budget Policies, which needs to be done annually, VandenBosch noted that all assessment categories should identify a budget and funding mechanism, then informed that it is not legal in Michigan to assess new development for their potential impact on the harbor, prompting him to amend the statement regarding future water developments, replacing the word assessed with the word reviewed.

Regarding Marketing and Communication, VandenBosch noted we have tried to contact marina owners, managers and users, but still attempting to develop ways to communicate safety information to boaters. VandenBosch thinks establishing an email list is almost impossible, but perhaps something where people can ask to be included on an email broadcast would work.

After a brief discussion of whether there is an app that could be used to encourage subscription to updates by boaters, VandenBosch noted that while bulletin boards have been installed at the North and South Marinas, he is not sure there is one at the Black River Park boat launch. Stephens commented that there is a bulletin board near the kayak launch. VandenBosch noted that there is also a public safety sign near the boat launch. Pyle believes it would be good to have upcoming events posted near the fish cleaning station so word of mouth can spread. VandenBosch will try to include a bulletin board in one of the grants coming up for Black River Park.

Discussing Marina Management, VandenBosch said a survey was done and he will have to bring the results to the board. Stegeman asked how communication was divided between transient and seasonal boaters. John Marple, Marina Manager, informed that transient boaters may fill out a comment card and when notices for seasonal boaters are sent out a customer satisfaction questionnaire is included.

Stegeman asked if ideas were identified from the input on the cards and questionnaires to which VandenBosch responded that we have in the past. "We've had a lot of changes at the Northside Marina, much of it based on those surveys," VandenBosch informed. Pyle asked if something could be included in the mailings to seasonal boaters about leaving the trailers in Black River Park, to which VandenBosch agreed.

Following a question about whether welcome packages are being distributed, VandenBosch said this has been done this very well; maps are provided with all the restaurants and gifts have been given to the boaters. VandenBosch noted that John Marple, Marina Manager, is going to talk about marketing ideas later in this meeting.

Stephens asked whether transient boaters are also getting such information to which Marple responded that the South Haven/Van Buren County Convention and Visitors Guide is made available which has the restaurants listed and the menus are also available on site. "One thing we want to do this year is to create an interactive map of our downtown shopping. The city has created a very good downtown map that we can use as the base for the interactive map. It's pretty, it's colorful! It's very easy to negotiate and view. This will be at all our marinas."

Stephens, thinking of customer service and repeat business, wondered if it would be reasonable to give the transient boaters a welcome packet, asking, "Is that something other marinas do?" Marple feels that the welcome packages in the past may not provide the value boaters want to see. "In the area of customer service, we can do a lot of stuff that boaters recognize as value, as opposed to a koozie and pencil." Marple's ideas are a little different than traditional views; in his business across the street certain techniques are used to show value, which cannot be done at the marinas, because of city rules.

Marple said he is planning, in branding the Maritime District, to create a Maritime Brew coffee package; a couple of coffee cups with a package of coffee would be a nice gift for the transient boater. We are finding that seasonal boaters, more than anything else, want the bathrooms to be absolutely spotless. Marple also noted that the Southside Marina needs a gas grill like is available at the Northside Marina, which Marple noted seems like it means more than the pencil or ball cap.

VandenBosch noted that staff training is an ongoing item, as is encouraging development of a marina and harbor marketing plan.

Annual meetings at the marinas to hear concerns and comments regarding improvement of services; currently plans are to have a party-like event with refreshments.

Concerning river stakeholders, VandenBosch noted that the Capital Improvement Plan calls for communication with the City and its boards and commissions, DEQ, DNR, the Drain Commission, farmers, and boaters to ensure we maintain a high quality harbor, including sedimentation, e-coli and other water quality issues.

VandenBosch also pointed out that the Capital Improvement plan indicates that the Clean Marina program should be promoted to harbor marinas and as a marketing approach. VandenBosch will find out exactly what that entails such as whether there is something that needs to be renewed.

VandenBosch does not believe that agendas have been posted at the marinas but that is something we can do that at least during the summer.

Stephens requested that boater survey results be brought to the Harbor Commission for their review.

VandenBosch will take these comments, rewrite a draft Strategic Plan and bring back to the Harbor Commission for review.

## **7. Black River Park Canoe/Kayak Launch Grant**

VandenBosch said this item should have come to Harbor Commission first but staff only found out about it two (2) weeks before it was due and had to get City Council approval before it could be applied for. "This is a handicap accessible launch ramp with rollers," per VandenBosch, which allows anyone, not just a person with handicaps, an easier way to launch their watercraft and get it back out of the water without getting their feet wet." The

cost is \$113,000, which VandenBosch is hoping to convince the City Manager is a General Fund item as opposed to funds coming from the Black River Park fund. VandenBosch noted that there is a big push from the governor to create a water trail up and down the coast and in the rivers, such as the Black River, with high quality take-out and launch areas for paddle craft. "The city applied and we will see; maybe we will be able to do this in the fall." Reineck asked if this is totally state funded, to which VandenBosch responded that it is half state funded and we hope to get the match from the General Fund. Reineck thinks it should have an attendant, to which VandenBosch noted that it presumes the person using it knows their capabilities. VandenBosch said award of this grant would include some of the sidewalk that is included in the Black River Park Master Plan, so little by little the master plan is being pieced together.

## **8. Marketing Plan**

VandenBosch said the main thing we are going to do instead of going to Strictly Sail and Grand Rapids boat shows is to brand the marina facilities and build the website, to use the money for that instead as soon as possible. VandenBosch credited Marple with putting together a marketing plan which he will be happy to present and take comments.

John Marple, Marina Manager: It is time to pause and look at the resource we have and brand it for a variety of reasons, noting that he is doing this for his motel as well. Currently going out for support for new interpretive signs; hopes Steelheaders will join us since one of the signs is theirs.

Various components necessary to take the next step forward: brand the marina facilities in South Haven; create a logo; come up with little funny terms to create a certain image that people will begin to understand is the South Haven Municipal Marina, in conjunction with funding which is where the Strategic Plan comes in.

Marple's concern is where the boating industry is going; it is changing dramatically and will change dramatically as time goes on. Marple feels the boating public is aging and the city needs to be ready and prepared to confront the future, which may be connected to kayaking and other non-motorized activities. "There is a need to improve our facilities and our value to the public. We've done some rebounding on our revenues in three years; we're in a really good spot to do the proper marketing for the marinas." Marple wants to have a fairly nice website in place for our boating public with reservation systems, interactive mapping, really great pictures.

Pyle asked if that map will include the Kal-Haven Trail and right through town to which Marple responded that we need to get the public out to the trail head. Pyle said her observation is that the public cannot get to the trailhead; they cannot find it from in front of their store. Pyle stressed, "Make sure that you include that information." Marple indicated that the city is going to have to increase the mapping and signage. Marple mentioned the asset the city has for mapping in the city's GIS Tech.

Reineck noted that this port has always been a very active fishery but this is changing. We may be facing a very serious decline. Marple asked if what we are facing is like what

happened twenty (20) years ago when the perch disappeared. Reineck shared that there is a big issue that is already starting in Lake Huron. There was a brief discussion regarding the alewives. Tim Stegeman sees it a little differently than Reineck does and it was noted that the next three (3) to four (4) years will be very telling.

Stegeman said you are talking about a focus on off-shore boaters. While Stegeman thinks our marina facilities are pretty good he noted that the Heritage Water Trail and the Two Rivers Coalition are entities that the city should make an effort to join as a community. "On a side note they have some really nice signs that are metal and they keep the river clean." The signs are about eighty dollars (\$80) apiece and Stegeman thinks the city should get some of those for down at the harbors.

Marple noted that a mile and a half down the river there is a transformation that occurs. While Marple's motel and the marinas are in a very vibrant part of the area, up to the city limits the vibe drastically changes. "It is beautiful up there; that is where these millennials want to be; the non-motorized water and bike trails is part of, a very vital part, of our future in this town. We do have to incorporate that in our whole plan."

VandenBosch encouraged commissioners, as they are out and about, to take notice of the Harbor Walk signage being redone by the Maritime Museum and others. They are working on replacing the signs which cost \$1,000 each and they are looking for sponsors. Marple noted there is a sign up by Old Harbor Inn that you can see. Marple is hoping to have twenty (20) total frames built this winter so we can have twelve (12) to fifteen (15) up in the spring. Pyle asked if sponsoring a sign is a one-time commitment or an ongoing one. Marple said based on his experience they maybe have to be replaced every twenty-five (25) years or so. Stephens asked what materials they are using. Marple said we have used the modern technology for the covering on the description so the signage will not fade. Marple said the photos, the new signs look very similar to the old ones – but the materials used to make them are supposed to be bullet-proof. Stephens asked what the brand is on the material. Marple suggested Stephens contact Deb Davison with the city and Patti Reinert at the Museum for that information.

## **9. Marina Audit**

VandenBosch stated that this year the items identified during the audit are much smaller in magnitude and in some cases the problems have already been corrected. The DNR state system is kind of a moving target, according to VandenBosch, who noted that the state has made some changes again, which are probably going to work, but while we refer to a certain column in their table of slip prices, their reservation system is more complex than that so "I have to add some wording to explain that the city follows their system." Work needs to be done on the marina's refund-processing method. "Having people go to City Hall is probably the cleanest but not the most customer friendly way to do it. We need to give staff the ability to make some type of refund. We may have to talk about that one."

VandenBosch noted that auditors need more documentation included. "No transient discounts were provided so the auditors couldn't do the report they wanted to do." After

calling for any concerns or comments, VandenBosch stated he is pretty happy compared to last year and thinks this is a big improvement.

Stephens asked what reservation system is used at Black River Marina to which VandenBosch said it is a paper system, noting that the boat launch has staff at the gate that focus mostly on the gate but they use a paper system and we want to upgrade that. Stephens asked if staff is looking at an online system to which VandenBosch responded that he will be bringing something to the commission next month.

### **Member and Staff Comments**

Pyle requested an update on the bridge project. VandenBosch noted there are detailed updates on the website. Pyle commented work is progressing almost around the clock. Arnold said the mayor said last night (at City Council) they are on schedule. VandenBosch informed that scouring was found in one of the bridge piers had sediment taken away fifteen (15) to seventeen (17) feet deep. A change order was made to fill it with debris/concrete due to the erosion issues.

Sullivan asked whether Kal-Haven Bikes has or is pursuing a (Department of Environmental Quality (DEQ) or Army Corps permit for a marina. VandenBosch said we have not gotten anything for a Zoning Permit. A drawing we have seen shows roughly thirty (30) slips across from Oak Harbor, right along the Kal-Haven Trail next to the Moose Lodge is Dave Nixon's campground. That may be coming before us.

Sullivan asked if it goes to Zoning first to which VandenBosch responded that when application is made for Zoning, the application comes to Harbor Commission first. VandenBosch commented that the access drive does not appear to be satisfactory for commercial business and there may be wetland/floodplain issues. The applicant had resolved most of the list VandenBosch had. Discussion ensued regarding obtaining the DEQ permit before the granting of a Zoning permit.

Stegeman thanked the Harbor Commission for supporting the project he spearheaded a year and one-half (1 ½) ago for the offshore buoy.

Stephens thanked Stegeman for spearheading that.

Sullivan echoed Stephens comment.

### **Adjourn**

Motion by Stephens, second by Reineck to adjourn at 6:48 p.m.

All in favor. Motion carried.

**RESPECTFULLY SUBMITTED,**

December 12, 2014  
Harbor Commission  
Regular Meeting Minutes  
draft

Marsha Ransom  
Recording Secretary



Marina Fund Revenue

Marina Fund Revenue  
As of December 31, 2014

Fiscal Year Ending in	Revenue		Operational		Net
	Seasonal	Transient	Total	Expense	Revenue
2002	234,236	161,984	396,220	369,081	27,139
2003	259,840	166,084	425,924	403,463	22,461
2004	280,151	167,907	448,058	429,353	18,705
2005	282,245	170,944	453,189	479,287	-26,098
2006	300,819	173,817	474,636	517,881	-43,245
2007	343,171	170,869	514,040	471,088	42,952
2008	368,408	168,362	536,770	493,906	42,864
2009	377,955	166,674	544,629	492,039	52,590
2010	350,635	161,584	512,219	485,399	26,820
2011	314,270	140,546	454,816	521,900	-67,084
2012	330,660	151,046	481,706	427,390	54,316
2013	377,199	89,267	466,466	599,418	-132,952
2014	402,337	154,894	557,231	535,339	21,892
2015	43,368	93,410	136,778	217,474	-80,697

**NOTES ON OPERATIONAL EXPENSES:**

Operational Expense does not include depreciation of approximately \$133,000 per year. Operational Expenses do not include large construction expenses. Operational Expenses do not include the annual transfer to the River Maintenance Fund of approximately \$21,080 annually.

**Operating Expense excludes reimbursable dredging costs**

	Seasonal Marina Revenue												Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	58,007	147,702	34,975	42,960	23,115	-3,846	6,199	1,554	703	1,100	22,348	19,285	354,102
2008	60,795	185,520	32,325	36,210	19,130	16,761	820	50	0	6,550	26,799	900	385,860
2009	44,784	185,069	32,390	25,955	31,150	23,488	843	50	850	900	27,990	1,000	374,469
2010	13,035	218,460	41,530	20,235	5,050	20,692	0	434	350	200	29,812	1,000	350,798
2011	43,222	157,210	38,473	31,230	12,498	-158	800	1,950	400	1,100	17,625	8,865	313,215
2012	31,810	178,650	44,840	14,750	31,795	-1,925	0	200	1,050	3,940	11,420	850	317,380
2013	29,476	169,790	80,125	37,555	28,362	14,431	0	0	750	7,735	7,300	7,545	383,069
2014	328,765	5,389	22,415	950	13,080	8,408	3,918	4,814	12,360	10,495	5,300	6,481	422,375
2015													0

	Transient Marina Revenue												Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	0	0	0	8,528	11,494	39,340	56,647	48,986	10,983	1,553	-41	0	177,490
2008	0	0	0	11,657	8,957	29,620	53,315	53,501	11,385	630	0	0	169,065
2009	0	0	0	11,972	10,994	24,877	55,645	39,835	22,176	1,301	0	0	166,800
2010	0	0	0	8,445	9,029	25,154	52,730	40,107	8,654	1,299	0	0	145,418
2011	0	0	0	373	16,162	21,221	47,565	41,459	12,635	515	0	0	139,930
2012	0	0	0	4,684	12,448	31,740	40,344	21,935	4,392	0	-267	0	115,276
2013	0	706	3,502	2,466	3,689	12,501	33,066	40,527	17,724	843	359	542	115,924
2014	2,236	4,453	5,894	6,520	10,785	31,946	42,313	40,590	9,691	816	0	0	155,243
2015													0



Black River Park Revenues

Black River Park Revenue  
As of December 31, 2014

Fiscal Year Ending	Boat Launch & Parking fees	Seasonal Launch Permit	Seasonal Dock	Transient Dock	Revenue Total	Operational Expense	Net Revenue
2007	84,563	9,480	42,544	10,471	147,058	90,412	56,646
2008	96,484	11,143	37,896	10,053	155,576	97,145	58,431
2009	93,239	9,240	37,261	11,922	151,662	99,992	51,670
2010	84,432	9,249	38,478	10,183	142,342	90,883	51,459
2011	66,393	8,658	42,038	3,859	120,948	113,430	7,518
2012	73,619	10,711	55,134	10,097	149,561	129,949	19,613
2013	71,440	9,150	47,844	10,980	139,414	102,155	37,259
2014	85,510	12,987	47,487	10,550	156,534	143,867	12,667
2015	30,828	1,625	13,900	6,598	52,951	53,013	-62

Note: Operational Expense does not include depreciation of approximately \$50,000 per year.  
Operational Expenses do not include large construction expenses or Transfer to River Maintenance Fund of approximately \$5,800 annually

Boat Launching & Parking Fees Revenue													Calendar Year	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
2007	0	0	0	1,289	4,160	7,725	13,459	7,941	5,917	1,808	0	0	42,299	
2008	0	0	0	831	2,768	5,172	11,030	10,046	4,709	2,170	0	0	36,726	
2009	0	0	0	370	3,378	5,558	10,738	7,704	8,311	812	0	0	36,871	
2010	0	0	0	527	6,102	4,284	13,972	11,844	2,799	2,186	0	0	41,714	
2011	0	0	0	126	4,301	6,870	19,145	10,345	7,373	1,221	0	0	49,381	
2012	0	0	0	0	7,000	10,050	19,667	9,346	4,702	2,376	1,031	112	54,285	
2013	56	0	91	637	3,671	6,154	14,069	12,964	4,874	3,081	14	0	45,611	
2014	0	0	0	866	5,519	6,100	11,176	13,249	5,160	1,243	0	0	43,313	
2015													0	

Launching - Seasonal Permit Revenue													Calendar Year	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
2007	0	0	0	2,261	4,157	2,749	1,453	0	0	0	0	0	10,620	
2008	0	0	0	1,885	3,743	2,972	1,620	0	0	0	0	0	10,220	
2009	0	0	0	2,770	4,924	2,608	640	0	0	0	0	0	10,942	
2010	0	0	0	1,370	7,158	1,015	1,546	0	75	0	0	150	11,314	
2011	0	0	0	610	75	1,403	1,222	0	0	75	0	0	3,385	
2012	0	0	0	600	6,620	1,580	1,200	0	0	-270	0	0	9,730	
2013	0	100	400	2,400	3,900	3,250	1,050	200	50	0	0	100	11,450	
2014	100	75	175	1,875	4,500	2,425	1,275	250	0	0	0	100	10,775	
2015													0	

Seasonal Dock Revenue													Calendar Year	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
2007	9,140	27,530	6,155	11,695	12,270	5,762	0	0	250	400	5,200	4,787	83,189	
2008	7,940	45,315	9,400	11,905	12,675	-1,388	0	0	200	2,000	5,009	1,655	94,711	
2009	6,865	41,215	7,085	9,125	4,990	15,095	0	0	0	0	5,000	0	89,375	
2010	3,740	30,265	19,680	11,325	15,585	-1,163	1,650	0	0	0	4,650	2,369	88,101	
2011	6,550	22,995	3,740	7,215	8,505	8,720	727	3,707	0	1,680	2,175	4,670	70,684	
2012	3,995	20,485	9,585	6,440	18,500	1,655	3,745	0	0	600	2,000	200	67,205	
2013	3,070	24,760	11,180	6,850	17,300	1,735	55	985	0	800	4,700	2,650	74,085	
2014	49,950	-430	-1,870	8,490	11,425	8,755	1,870	0	200	4,660	4,500	2,670	90,220	
2015													0	

Transient Dock Revenue													Calendar Year	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
2007	0	0	0	169	1,303	1,986	3,988	2,672	984	0	0	0	11,102	
2008	0	0	0	329	1,562	1,609	2,571	2,904	1,204	303	0	0	10,481	
2009	0	0	0	0	483	1,776	2,444	3,796	1,332	0	0	0	9,831	
2010	0	0	0	0	748	930	2,657	2,479	746	0	0	0	7,560	
2011	0	0	0	0	818	1,958	4,492	2,190	1,181	23	0	0	10,662	
2012	0	0	0	0	604	2,221	3,567	2,325	1,125	98	0	0	9,939	
2013	0	0	0	0	163	1,873	3,815	4,435	808	74	0	0	11,168	
2014	0	0	0	0	911	2,944	2,412	3,592	194	0	400	0	10,453	
2015													0	



**HARBOR COMMISSION  
OF THE CITY OF SOUTH HAVEN  
COUNTIES OF VAN BUREN AND ALLEGAN, MICHIGAN**

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**RESOLUTION NO. 15-01**

**A RESOLUTION SETTING MEETING DATES FOR 2015**

Minutes of a regular meeting of the Board of Directors of the Harbor Commission of the City of South Haven, Allegan and Van Buren Counties, State of Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan, on January 20, 2015, at 5:30 p.m., local time.

Present, Boardmembers: \_\_\_\_\_

Absent, Boardmembers: \_\_\_\_\_

The following preamble and resolution were offered by Boardmember \_\_\_\_\_ and supported by Boardmember \_\_\_\_\_.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The regular meetings of the Harbor Commission for 2015 are hereby scheduled for the following dates:

- January 20
- February 17
- March 17
- April 21
- May 19
- June 16
- July 21
- August 18
- September 15
- October 20
- November 17
- December 15

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Paul VandenBosch, Harbormaster

**CERTIFICATION**

STATE OF MICHIGAN    )  
  ) ss.  
COUNTY OF VAN BUREN)

I, Marsha Ransom, the duly qualified and acting Secretary of the Harbor Commission of the City of South Haven, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board at a meeting held on January 17, 2012, the original of which is on file in the office of the Harbormaster. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this January 20, 2015.

\_\_\_\_\_  
Marsha Ransom, Secretary

## Paul Vandenbosch

---

**From:** Brian Dissette  
**Sent:** Thursday, January 08, 2015 12:16 PM  
**To:** Paul Vandenbosch; Larry Halberstadt  
**Cc:** Roger Huff; Deb Davidson  
**Subject:** RE: North Beach Non-Motorized Watercraft Lane Request

Larry & Paul,

As the request for the non-motorized watercraft lane is considered by your respective boards, please ask the boards to focus their consideration on whether or not the lane is a good fit for the North Beach. While the request is predicated on the city's grant application, I encourage the boards to focus on whether the lane is a good thing for the North Beach and the users of the beach. Please let the board members know that consideration of the grant status is secondary to how the city plans and uses the North Beach.

If the boards are supportive of the non-motorized watercraft lane, then the city will incorporate the concept into the North Beach grant application. However, if the boards are not supportive of the non-motorized watercraft lane, then the city will not incorporate the concept into the grant application, and will research alternatives to boost the grant application score.

Please let me know if there are any questions and/or concerns. Please feel free to share this correspondence with your board members.

Thank you for the time and attention.

Brian Dissette

---

**From:** Brian Dissette  
**Sent:** Wednesday, December 17, 2014 4:25 PM  
**To:** Paul VandenBosch; Larry Halberstadt  
**Cc:** Roger Huff; Deb Davidson  
**Subject:** North Beach Non-Motorized Watercraft Lane Request

Paul & Larry,

Please see the attached file related to the city's North Beach. The attached file requests the Harbor Commission and Park Commission to consider a plan to add a non-motorized watercraft lane at the city's North Beach.

Please review the attached file at your earliest convenience. Please let me know when the item will be sent to the boards for consideration.

Please let me know if you have any suggested edits to the file.

Thanks for the time and attention.

Brian Dissette

■ Brian Dissette // City Manager

City of South Haven // Office (269) 637-0750

City Hall // 539 Phoenix Street, South Haven, MI 49090 // [www.south-haven.com](http://www.south-haven.com)

# MEMORANDUM

DATE: December 16, 2014

TO: Brian Dissette, City of South Haven  
Deb Davidson, City of South Haven

FROM: Kate Genellie, Abonmarche

CC: Tony McGhee, Abonmarche

RE: Update on the City's Michigan Natural Resources Trust Fund grant application for North Beach improvements

The final scores were received for the MNRTF grant application, and the City's application received a score of 340 points. In previous years, that score would have qualified the City's North Beach project for funding. However, because the state put much more money into acquisitions projects this year, rather than into development projects like the North Beach improvements, the cut-off score for funding was much higher than in previous years. Only projects scoring 380 points and above were funded.

Looking ahead to next year, we have several recommendations that we believe will gain the City's grant application enough points to put it among the top scoring projects, increasing the North Beach improvement project's chances of being funded. These recommendations are based on a debrief conversation Abonmarche staff held with the MDNR to determine areas where it would be possible to increase the project's score in the evaluation process. These are the only areas identified where the City would be able to increase its existing score as the application has maxed out all other possible points.

The first is in a section called "Priority Project Types of the MNRTF Board." The board gives points to projects that focus on trails and water trails. This year, the North Beach project qualified as a secondary trail amenity, earning the grant application 10 points in this particular category, out of a maximum of 50 points. With some changes made to the North Beach project, next year's grant application could gain another 40 points, putting the grant application up to 380 points. This was the one area which was identified where the project could gain the necessary points to significantly increase its chance of being funded. The changes that would gain the grant applications points, according to Michigan Department of Natural Resources staff, are as follows:

- Link to an existing water trail. A water trail already exists on Lake Michigan's coast, so Abonmarche will work with the trail's organizers in order to have North Beach included on the trail map.
- The beach's already planned mobimat will be extended to the water.
- A designated launch area for non-motorized watercraft would need to be identified on the beach and related signage installed
- Kayak/canoe storage areas
- Water trail signage.
- Approximately 4-5 parking spots would be specified for kayak/canoe unloading and trailer parking.

The other area where the City's grant application could gain points is in the area of "Universal Access Design." The City's grant application received 10 points in this area, out of a maximum of 30. To try to increase to the maximum points possible we would:

- Abonmarche will set up public meetings with City residents, and representatives of persons with disabilities. Our goal is to make North Beach as accessible as possible.
- Abonmarche will look over the North Beach project with representatives from the Michigan Department of Natural Resources, and attempt to discover areas that can be improved. We will take these recommendations to the City for consideration.

With these changes, Abonmarche is confident the City will be funded during next year's grant application process. If you would like to pursue a new application with this revised strategy, we can begin working on the project at the beginning of the year to be ready for the April 1<sup>st</sup> submission. We would recommend beginning with meetings with both the Park and Harbor Commissions before proceeding to broader community meetings and finally City Commission approval. We would also recommend doing a web based meeting soliciting public input to allow property owners and other interested parties who are unable to make the local meetings the opportunity to comment on the revised plan/approach.

If you have any comments or questions, please do not hesitate to contact me at (269) 926-4554 or via email at [kgenellie@abonmarche.com](mailto:kgenellie@abonmarche.com)





# City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499  
Telephone (269) 637-0700 • Fax (269) 637-5319

**December 17, 2014**

**To: Paul VandenBosch, Larry Halberstadt**  
**CC: R. Huff, D. Davidson, City Council**  
**From: Brian Dissette, City Manager**  
**Re: North Beach Non-Motorized Craft Lane**

I am requesting the city's Harbor Commission and Park Commission consider plans to add a non-motorized watercraft lane for the city's North Beach Park. The lane is intended to provide access to Lake Michigan for small non-motorized watercraft (e.g., kayaks, stand up paddleboards, and/or canoes.) If the plan is deemed acceptable, I am requesting both the Harbor Commission and Park Commission offer motions of support for the plan.

Attached is an illustration of the proposed lane, which would be located near the northern boundary of the North Beach. The lane would be marked using buoys, similar to the lane at the city's South Beach (at the Blue Stair location.)

The request for the non-motorized watercraft lane is predicated on the city's efforts to secure grant funding, for the reconstruction of the public infrastructure at the North Beach. For the past two years, the city has sought grant funds from the Michigan Natural Resources Trust Fund (MNRTF.) Each of those grant applications has been denied, due to limited MNRTF funding. In an effort to boost the city's grant application score, and increase the likelihood of the grant being awarded, the city and Abonmarche, our engineering consultant, have consulted with the Michigan Department of Natural Resources (MDNR) on possible changes to the city's grant application. The MDNR oversees the MNRTF grant process, and was able to provide some guidance on how to improve the application. The MDNR has indicated that a non-motorized watercraft lane, which connects to Lake Michigan, is likely to result in additional points for

the city's grant application. As a result, staff anticipates the lane addition may be helpful in securing MNRTF grant funding for the North Beach project.

To view the proposed plan for the North Beach, please click the following link:

[http://south-haven.com/pages/communications/projects/north\\_beach.pdf](http://south-haven.com/pages/communications/projects/north_beach.pdf)

Attached is correspondence from Abonmarche which notes the MDNR's desire to see a connection to Lake Michigan. Included in the Abonmarche correspondence is a description of how the city can improve the grant scoring. The highest recommendation is to add the non-motorized watercraft lane. As a result, I am requesting both the Harbor Commission and Park Commission offer support for the proposed non-motorized watercraft lane plan.

Thank you for the time and attention. Please let me know if there are any questions and/or concerns.

Attachments:

DRAFT Non-Motorized Watercraft Map

Abonmarche Correspondence RE: North Beach Grant

2014 South Haven MNRTF Grant Application

# Proposed Kayak SUP Lane North Beach - South Haven, MI



All Swim Area buoys are approximately 150 feet from shore.

- Swim Area Buoys
- Kayak / SUP Lane Buoys

Proposed Kayak/SUP Lane  
Buoy Spacing  
Approximately 50 ft

Concession Stand  
& Restrooms

North Beach  
Buoy Spacing  
Approximately 250 ft

**LAKE MICHIGAN**

**NORTH BEACH**

**BLACK RIVER**

**SOUTH BEACH**



Water St

**Michigan Natural Resources Trust Fund Application**

**Organization: City of South Haven**

**TF14-0213**

**Section A: Applicant Site and Project Information: North Beach Park**

<b>*Is the application for site development <u>or</u> land acquisition?</b> <input checked="" type="checkbox"/> Development Acquisition			
<b>*Name of Applicant (Government Unit)</b> City of South Haven		<b>*Federal ID Number</b> 38-6004594	<b>*County</b> Van Buren County
<b>*Name of Authorized Representative</b> Brian Dissette		<b>*Title</b> City Manager	
<b>*Address</b> 539 Phoenix St		<b>*Telephone (269) 637-0750</b>  <b>Fax(269) 637-5319</b>	
<b>*City</b> South Haven	<b>*State</b> MI	<b>*ZIP</b> 49090	<b>*E-mail</b> bdissette@south-haven.com
<b>*State House District</b> District 66	<b>*State Senate District</b> District 21		<b>*U.S. Congress District</b> District 6

<b>*Proposal Title (Not to exceed 60 characters)</b> North Beach Park Improvements
---

<b>*Proposal Description</b> Improvements to the park will increase access for visitors while protecting natural resources for future generations. The improvements to the park consist of beach enhancements for better accessibility. The park will see numerous enhancements and new amenities in order to increase accessibility to the recreational opportunities and improve the park experience of residents and visitors alike.
--

<b>*Address of Site</b> 45 Lakeshore Drive	<b>*City, Village or Township of Site</b> South Haven	<b>*Zip</b> MI
<b>*County in which Site is located</b> Van Buren	<b>*Town, Range and Section Numbers of Site Location</b> <i>Letters must be upper-case: (examples: T02N, R13E, 22)</i> (Town) T01S (Range)R17W (Section)03	<b>*Latitude/Longitude at park entrance</b> 42.405565 -86.280626
<b>*Park Name</b> North Beach Park		

**Michigan Natural Resources Trust Fund Application**

**Organization: City of South Haven**

**TF14-0213**

**Section B: Project Funding and Explanation of Match Sources**

**SOURCES OF MATCHING FUNDS**

**PROJECT COST AMOUNTS**

<b>*Grant amount requested (round to the nearest hundred dollars)</b>	\$300,000.00
<b>Total Match</b>	\$442,300.00
<b>Total Project Cost</b>	\$742,300.00
Percentage of match commitment ( <b>Must be at least 25% of total project cost</b> )	59%
a) General Funds or Local Restricted Funds (Applicant's own cash)	\$442,300.00
b) Force Account Labor/Materials (Applicant's own paid labor or materials)	
c) Federal or State Funds	

*You have entered a value for item c). Please provide the information below for each federal or state program from which matching funds will be provided. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND RECREATIONAL TRAILS PROGRAM (RTP) ARE THE ONLY FEDERAL FUNDS THAT CAN BE USED AS MATCH:*

* (1) Program Name	*Administering Agency	
*Contact Name for Administering Agency	*Telephone	*Amount

**\*Type of Funds**

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

**\*Is documentation containing the scope of work and budget for the other grant funds included with application?**

Yes No

**\*Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?**

Yes No

Check to add program information for additional State of Federal funds that will be used as Match.

**Michigan Natural Resources Trust Fund Application**

**Organization: City of South Haven**

**TF14-0213**

**Section B: Project Funding and Explanation of Match Sources**

(2) Program Name	Administering Agency	
Contact Name for Administering Agency	Telephone	Amount

Type of Funds

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

Is documentation containing the scope of work and budget for the other grant funds included with application?

Yes No

Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?

Yes No

Check to add program information for additional State of Federal funds that will be used as Match.

(3) Program Name	Administering Agency	
Contact Name for Administering Agency	Telephone	Amount

Type of Funds

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

Is documentation containing the scope of work and budget for the other grant funds included with application?

Yes No

Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?

Yes No

d) Cash Donations

**Michigan Natural Resources Trust Fund Application**

**Organization: City of South Haven**

**TF14-0213**

**Section B: Project Funding and Explanation of Match Sources**

*You have entered a value for item d). Please list the individual sources and the amounts to be donated below.*

SOURCE	AMOUNT
*	
<i>Total</i>	\$0

\*Is a letter of intent from each donor included with the application?  
Yes No

e) Donated Labor and/or Materials

*You have entered a value for item e). Please include each item to be donated, the source, dollar value, and how the dollar value was determined.*

ITEM	SOURCE	DOLLAR VALUE	VALUATION METHOD
*			
<i>Total</i>		\$0	

\*Is a letter of intent from each donor included with application?  
Yes No

f) Donated Land Value (acquisition applications only)

*You have entered a value for item f). Please describe how the value of the land donation was determined.*

\*

\*Is a letter from the landowner committing to the donation of a portion of fair market value and any conditions placed upon their commitment included with application?  
Yes No



Section C2: Project Details

Michigan Natural Resources Trust Fund Application

Organization: City of South Haven

TF14-0213

Section D: Justification of Need

- \*1) If you are submitting multiple acquisition or development applications, what is the priority for this application? (1 = highest) 1
  
- \*2) What page(s) of your recreation plan is the need for the proposed project discussed? From: 89 To: 104  
*If proposed project is on only one page, please enter the page number in both boxes*
  
- \*3) What was the date(s) of public meeting to discuss submission of the grant application? 3/17/2014  
 Additional dates: See narrative
  
- \*4) Did you gather public input from individuals with disabilities, their families, or advocates? No  Yes
  
- \*5) Are you the primary provider of recreation services to any surrounding communities, as documented in your recreation plan? No  Yes   
 List Communities: South Haven Charter Township
  
- \*6) Was the application developed through collaboration with adjacent communities or school districts?  No  Yes

**Michigan Natural Resources Trust Fund Application**

**Organization: City of South Haven**

**TF14-0213**

**Section E: Application History and Stewardship**

0

**NO**      **YES**

\*1) Questions 1 is for *acquisition applications only - for development projects, leave blank and move to question 2.* Is the applicant financially solvent to complete the acquisition transaction without any third party assistance (i.e. loans, lines of credit, same day closings, etc.) until partial reimbursement and final audit is completed (approximately 180 days after closing)?  
If yes, please provide documentation that supports this.

\* 2) Has applicant received DNR recreation grant(s) in the past?

✓

If yes, does applicant currently have an open, active grant?

✓

\*3) Has applicant closed, sold, or transferred any parkland or recreation facilities in the past 5 years?

✓

\*4) Does applicant have a known unresolved conversion of grant-assisted parkland? (a conversion is a change from public outdoor recreation use to some other use)

✓

\*5) Does applicant have a "residents only" policy for this park or other parks or recreation facilities?

✓

\*6) Do you now or do you intend in the future to charge an entrance fee to the project site?

✓

If yes, fee schedule and policy for reduced entrance fees for low-income users included with application?

If yes, attach supporting Documentation on Required Attachments page.

\*7) What is the applicant's current year budget for parks and recreation?

\$568,000.00

\*8) What are the estimated operation and maintenance costs associated with the project?

\$26,500.00

**Comments:**

Currently the City of South Haven has two open DNR grants. The first is for the Elkneburg Park project located along Elkenburg Street in the southern portion of the community. The proeject was substantially complete during the 2013 construction season. There was additional money available in the budget after bids were recieved for the initial scope so the City undertook some wish lsit items for the park not included in the initial design. This work has been bid and will be completed by memorial day. Secondly, the City has received a DNR grant to connect the Van Buren Trail into downtown South Haven and to the Kal-Haven Trail. The project has been designed, permitted, and bid for construction. Work will begin in March of 2014 and be completed in June of 2014.

## Housing Development Fund Grant Agreement

	<u>NO</u>	<u>YES</u>	<u>UNKNOWN</u>
*1) Does the applicant, landowner, or others have knowledge that any portion of the property is or has been used for industrial purposes, including manufacturing and/or minerals' processing or extraction (sand, gravel, oil, or gas) at this time or in the past?	✓		
*2) Does the applicant, landowner, or others have knowledge that any portion of the property is currently being used or has been used in the past for a gas station, motor vehicle service or repair facility, commercial printing facility, dry cleaners, photo developing lab, junkyard, landfill, waste treatment, storage, processing or recycling or disposal facility?	✓		
*3) Does the applicant, landowner, or others have knowledge that any of the following are or have in the past been stored, discarded, or used on the property – automotive or industrial batteries, pesticides or other chemicals used in agricultural practices, paints, industrial waste, or other chemicals in drums or other containers?	✓		
*4) Does the applicant, landowner, or others have knowledge that fill dirt or other fill material of unknown origin is on this property or has in the past been placed on the property?	✓		
*5) Does the applicant, landowner, or others have knowledge of any evidence of leaks, spills, or stains from a substance other than water at this time or in the past?	✓		
*6) Does the applicant, landowner, or others have knowledge that there are or have in the past been waste disposal pits, lagoons, or ponds on the property?	✓		
*7) Does the applicant, landowner, or others have knowledge that there are at this time or have in the past been registered or unregistered storage tanks on the property?	✓		
*8) Does the applicant, landowner, or others have knowledge that contaminated groundwater lies below the property?	✓		
*9) If there is a water well on the property, does the applicant, landowner, or others have knowledge that contaminants have been identified in the well that exceeded legal standards or has the well been identified as contaminated by a government agency?	✓		

Housing Development Fund Grant Agreement

- \*10) Has the landowner been notified about any current violations of environmental laws pertaining to activities on the property or does applicant, landowner, or others have knowledge about past violations? ✓
- \*11) Has the landowner been notified of any environmental assessments of the property that identified a) the presence of hazardous substances, petroleum products, or contamination; or b) the need for further assessment? ✓
- \*12) Does the applicant, landowner, or others have knowledge that any hazardous substances, unidentified waste materials, tires, or automotive or industrial batteries have been dumped above ground, buried, or burned on the property? ✓
- \*13) Is the property listed on any federal or state list of contaminated sites, including the site of a leaking underground storage tank? ✓
- \*14) Does the applicant, landowner, or others have knowledge that any of the adjoining properties are currently being used or have been used in the past for the purposes listed in the previous questions 1-13? ✓
- \*15) Has an environmental assessment been completed for the site?  
If yes, provide the most current on the Required Attachments page. ✓
- \*16) Are permits required for the development of the site?  
If yes, please complete the following table: 

<u>NO</u>	<u>YES</u>	<u>UNKNOWN</u>
	✓	

TYPE OF PERMIT	PERMITTING AGENCY	EFFORTS TAKEN TO OBTAIN PERMIT OR DETERMINING PERMIT REQUIREMENTS
Soil Erosion Control	Van Buren County	Permits will be obtained upon notification of grant awards
Joint Permit	MDEQ/USACE	Permits will be obtained upon notification of grant awards

If **'Yes'** or **'Unknown'** was selected for any of the questions on this page, please explain here:  
Both Soil Erosion Control and Joitn Permit are standard permits for this type of project. The City and it's engineering consultant have successfully

Housing Development Fund Grant Agreement

---

obtained permits and completed projects with similar scopes on numerous occasions and securing them for the proposed project is not expected to be an issue

Michigan Natural Resources Trust Fund Application

Organization: City of South Haven

TF14-0213

Section G: Natural Features of The Project Site

To the best of your knowledge, does the project site include:

\*Great Lakes shoreline or Great Lakes connecting water frontage?

No  Yes

If yes, name of Great Lake or Great Lakes connecting water:

Lake Michigan

How many linear feet of shoreline or frontage?

1600

\*Inland lake frontage?

No Yes

If yes, name of water body:

What is the size of the total water body in acres?

How many linear feet of frontage are on site?

\*River and/or tributary frontage?

No  Yes

If yes, name of water body:

Black River

How many linear feet of frontage?

750

Is the river or tributary a state natural river or a federally dedicated wild and scenic river?

No Yes

\*Wetland acreage or frontage?

No Yes

If yes, please list the number of acres of the type(s) of wetland(s) on site:

Marsh	Bog	Dune and swale complex
Prairie	Forest	Boreal Forest
Fen	Shrub	Type unknown

Is documentation of type and quality with application?

No Yes

If yes, source of information:

\*Other water acreage or frontage?

No Yes

If yes, name of other water body:

Is the entire water body completely within the site boundaries?

No Yes

How many linear feet of frontage or acres of water are on site?

\*Sand dunes?

No Yes

If yes, list the number of acres of sand dunes on the site:

Critical Not designed as critical, or designation unknown

Is documentation of type and quality provided with application?

No Yes

If yes, source of information:

\*Dedicated state or federal listed wilderness or dedicated natural area or Pigeon River County State Forest land or inholding?

No Yes

If yes, name of area:

How many acres on site?

Michigan Natural Resources Trust Fund Application

Organization: City of South Haven

TF14-0213

Section G: Natural Features of The Project Site

**\*Rare species or any other significant feature as defined by the Michigan Natural Features Inventory?**

No  Yes

If yes, list species or feature and status.

if too many to list here, include in the application narrative.

Population/range locations denoted on site plan or other map?

No  Yes

Section H: Wildlife Values of The Project Site

*Will the proposed park or park development:*

\* **Protect wildlife habitat** (for example, breeding grounds, winter deeryards, den sites)? ✓ **No Yes**

If yes, list species:

How many acres of habitat does the site provide?

\* **Act as a wildlife corridor between existing protected areas or buffer an existing protected area?** ✓ **No Yes**

If yes, name the existing park(s) or protected area(s):

How many acres are currently in protected status?

Is documentation of the ecological value of adjacent protected areas and/or the ability of the project site to act as a corridor/buffer provided with application? No Yes

If yes, source of information:

Michigan Natural Resources Trust Fund Application

Organization: City of South Haven

TF14-0213

Section I: Natural Resource Recreation Opportunities

Will the proposed park or park development provide new or additional:

\*Water recreation opportunities? No  Yes

\*Motorized recreation opportunities (ORV and/or Snowmobile)?  No Yes

\*Hunting Opportunities?  No Yes

If yes, what seasons will be available? (for example, deer/firearm)

How many acres will be available for hunting?

\*Fishing opportunities? No  Yes

If yes, what type of fishing opportunities will be provided? (species/methods)

Lake Perch/Lake Trout/Whitefish/Salmon/Yellow Perch/Walleye; line and rod

\*Bird watching or other nature viewing opportunities? No  Yes

If yes, what species can be viewed?

Please see attached list of bird species which can be viewed from North Beach Park

\*Nature interpretation or education opportunities?  No Yes

If yes, how are the interpretation or education opportunities provided? (check all that apply)

- Interpretive signage  Part time or volunteer naturalist
- Interpretive brochures  Full time naturalist
- Nature center

Have you formed a partnership with another organization to provide interpretive/educational services? No Yes

If yes, name of organization

Provided examples of interpretive materials, descriptions of classes, and other documentation on the interpretive/educational services provided with application:

Michigan Natural Resources Trust Fund Application

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Section J: Public Access Opportunities

\* Will the site be open to the general public?

No  Yes

List the hours open to the public:

	From	To	Closed
Sunday	Sunrise	11 PM	
Monday	Sunrise	11 PM	
Tuesday	Sunrise	11 PM	
Wednesday	Sunrise	11 PM	
Thursday	Sunrise	11 PM	
Friday	Sunrise	11 PM	
Saturday	Sunrise	11 PM	
Holidays	Sunrise	11 PM	

Comment:

How will the public reasonably able to access this site?

- Automobile
- Boat
- Public Transportation
- Motorized Trail
- Non-Motorized Trail including Mountain Bike and Hiking Trails
- Sidewalk or Pathway
- Other (describe)

Michigan Natural Resources Trust Fund Application

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Section K: Trails

\* Is the proposed site a trail?

No  Yes fontYes

Who is the primary intended user? (Check one)

- Hikers/Pedestrians                      Road Bicyclists                      Equestrians
  - Mountain Bicyclists                      Cross-Country Skiers                      Snowmobilers
  - Other motorized vehicle                      Other, explain:
- users

Who are the secondary users?

- Hikers/Pedestrians                      Road Bicyclists                      Equestrians
  - Mountain Bicyclists                      Cross-Country Skiers                      Snowmobilers
  - Other motorized vehicle                      Other, explain:
- users

Is the trail connected to another trail(s) or part of a larger trail network?

No Yes

If yes, what is the name of the network?

How long is the trail?

- Total linear feet
- Linear feet bituminous (paved)
- Linear feet boardwalk (if applicable)
- Linear feet sidewalk
- Linear feet other hard surface

What is the width of the trail?

- Linear feet

Application Narrative

\*I. Project Justification and Support:

Improvements and amenity upgrades to North Beach Park are a critical component to the City's efforts to provide more diverse, community-wide, recreational opportunities to area residents and visitors as it is one the highest used parks within the community's entire parks system. Improvements and upgrades to the community's park system were ranked as the highest priority by the City Commission during a recent budget planning session

For years, South Haven's beaches were mostly visited by local residents and persons from surrounding counties. However, over the past few years, the people visiting the community's two public beaches on Lake Michigan has fundamentally changed as more persons from out-of-state have learned what area residents have always known and flocked to these beautiful natural resources. This overall trend is in-line with what is being seen throughout the state's lakefront communities. Out-of-state travelers now account for the majority of leisure travel spending in Michigan, according to state data. This shift occurred in 2010 and continued into 2011, according to the most recent data available. Data show that out-of-state visitors in 2011 spent more money on leisure travel in Michigan (\$6.8 billion) than state residents did (\$6.2 billion). Call it the Pure Michigan effect.

While the trend of people utilizing the area's natural resources has had a significant impact on the economy and the quality of life for local residents, the pressure of this increased usage has placed focus on upgrades and improvements needed in the park to sustain and further capitalize on this positive trend. In its current state, the park does not meet the requirements of the Americans with Disabilities Act nor national safety regulations for playground equipment. The restroom facilities are currently in need of upgrades. The lack of accessible paths in the park, coupled with the condition of the terrain, makes it inaccessible for persons in wheelchairs or difficulty walking. The playground is also inaccessible and does not meet national safety requirements. The proposed improvements address these issues by installing universally accessible beach mats, adding accessible walkways, renovating and reconfiguring the restroom facilities, and new playground equipment. This project will improve access to the City's most prized asset - Lake Michigan.

North Beach Park serves as a center piece of activity in the community and is utilized by a diverse group of residents of all age levels. Improving the park's amenities will enable more people to utilize and enjoy North Beach Park. Needed North Beach Park improvements are delineated in the City of South Haven's Recreation Plan (pages 89, 90, and 104) which was developed in collaboration with South Haven Charter Township, and South Haven Public Schools.

\*II. Project Description:

The proposed improvements to North Beach Park fall into two primary categories, beach enhancements and access improvements. The work planned to improve the park was planned with an emphasis on little to no disruption to the existing natural resources. The beach area will see numerous enhancements and new amenities in order to increase accessibility and recreational opportunities resulting in an improvement to the experience of visitors. The overall project will be completed through two phases.

Phase I of the project will focus on improving accessibility in the park as well as amenity upgrades and a significant increase in accessibility to the beach area itself for persons with physical handicaps and limited mobility. All of this will be done in a manner which reduces user impact on the parks natural resources. Beach access will be enhanced through the installation of seasonal, accessible beach mats and a transfer platform on both the north and south end of beach area. A new beach promenade will include the construction of a 12'

Application Narrative

concrete walk. The playground area will have an accessible walkway mat and accessible play equipment to replace the current equipment which is neither universally accessible nor does it meet current safety standards. An accessible connection to the pier will provide for emergency access, service vehicles access, and an accessible pedestrian walkway connecting the beach and parking lot to the channel walk.

The proposed entryway/parking improvements will improve traffic flow within the park, create additional parking, and increase pedestrian safety by reducing conflicts. These roadway improvements include curb bump outs, crosswalks, additional and reconstructed sidewalk, and new curbed islands with dune grass stabilization to reduce soil erosion, additional street lights, and a new park entry sign.

Phase II will focus on improvements to the concession and restroom areas as well as additional safety improvements to the park. The concession area will be rebuilt with a more efficient footprint for improved services and improved accessibility. The concession and restroom area last received any significant investment a number of years ago and improvements are critical to the continued viability of the park.

The overall project scope was developed in order to ensure the greatest amount of public access to the park area while having a minimal impact on the environment and maintaining the natural, aesthetic qualities of the resource. Universal accessibility was at the forefront of the design strategy and taken into consideration for the location, placement and design of all amenities and enhancements. The proposed project places significant emphasis on ensuring that people of all abilities are able to enjoy the amenities of the park to the fullest possible extent, including the ability to access the Lake, and all amenities and improvements being proposed.

\*III. Natural Resource Access and Protection:

Lake Michigan has received national acclaim as one of the most beautiful places in America . Renowned for its crystal blue waters and sandy beaches, visitors from across the country are drawn to the recreational opportunities provided by communities on Michigan’s “sunset coast.” North Beach Park offers this sought-after recreational experience, be it swimming, beach volleyball, fishing from the pier, or leisurely enjoying the park. The proposed improvements to North Beach Park will enhance access to the beach’s amenities , ensuring that people of all abilities are able to fully experience the park. The City is committed to maintaining the natural resources of North Beach Park and all proposed development will adhere to this assurance through low-impact design, such as utilizing bituminous paving, energy efficient fixtures, water conserving measures, and recycled materials whenever possible.

North Beach is designed to be as natural as possible with little need for maintenance and the proposed improvements were designed with the intention of maintaining the park’s natural feel . Currently, the Public Works Department staff operates a beach cleaner that picks up litter from the beach while simultaneously re-depositing the sand. Given the difficult financial situation affecting communities throughout Michigan , the proposed project was designed in a manner which would not result in an increase in the maintenance or operation costs beyond the levels currently being committed by the City of South Haven’s Public Works Department and Parks and Recreation Departments. This is important given the constant pressure on municipal budgets. As the park is already within the City’s park system, operation and maintenance of the park will continue to be under the Parks and Recreation Department’s jurisdiction. Should additional expenses be incurred due to operating or maintaining the project, the City of South Haven Parks and Recreation budget will meet the added expenses.

Application Narrative

Seasonal residents contribute significantly to the use of City of South Haven's recreational amenities. A report from the Assessor's Office depicts the homestead residents versus the non-homestead residents. The information provided gives the number of residential parcels (1,989) and those claiming 100% Homestead (1,091). Using these figures, an approximation of the number of non-homestead households is 900 or 45%. Using 2.7 as the average of residents per household, an approximate number of seasonal residents is 2,430. Documentation supporting the service area is included in the application as Attachment D.

\*IV. Other Information:

Understanding the value of recreation and its impact on quality of life, the City of South Haven is seeking to increase recreational opportunities for its residents and is dedicated to investing resources in ensuring recreational amenities are available to everyone who wishes to utilize them. The City does not require an entrance fee to North Beach or any public park; however, there is a fee to use the parking lot should a person choose to drive to the park. However, to encourage the use of the park by persons with special needs or physical limitations, the City has mandated that the barrier-free parking spaces in the parking lot are exempt from paying the fee. Additionally, park users who enter the park by either non-motorized or Public Transportation means are not charged a fee. North Beach is accessible by methods other than a vehicle, such as walking or bicycling. Attachment E contains a map showing trail connection to a regional trail system. Plans are in process to further increase the non-motorized accessibility to the park by building a trail to connect Van Buren State Park which is south of the City to existing non-motorized paths in the community. Work on the new trail is slated to be completed during the first half of 2014.

The City considers recreation to be an important land-use and has not closed, sold, or transferred control of any parkland or recreation facilities and has strict provisions in the City Charter regarding its parkland, including the approval of no less than two-thirds of the electorate population for the sale of any parkland. There are no parks within the City's park system that have a residents only policy.

The Van Buren County Health Department conducts water tests weekly at the public beaches. Should any of the tests fail, due to high levels of bacteria, for example, the City will be notified and instructed to post the necessary signs for temporary closure. No health or safety concerns are present.

## Michigan Natural Resources Trust Fund Application

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### Required Attachments for Development Projects

All location maps, site development plans, boundary maps, and other graphic information must be clear, legible, detailed, and appropriately labeled. Grants Management staff use these materials to help evaluate your application and to find and evaluate many of the sites. We must also photocopy many of the graphic materials in black-and-white; be sure that what you submit will photocopy legibly. **Please do not submit aerial photographs for location maps, site development plans, or boundary maps.**

#### REQUIRED CONTENT FOR DEVELOPMENT APPLICATIONS

**\* Site Development Plan:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_Site\\_Plan\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_Site_Plan_Updated_05_12_2014.pdf)

**\* Project Location Map(s):**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachProjectLocationMap.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachProjectLocationMap.pdf)

**\* Advance Notice of the public meeting** for public comment and to pass the resolution for the application:

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_HPPublicHearingAffidavit.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_HPPublicHearingAffidavit.pdf)

**\* Minutes of the Public Meeting** held for public comment and to pass the resolution for the application:

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_Meeting\\_Minutes\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_Meeting_Minutes_Updated_05_12_2014.pdf)

**\* Certified Resolution:** from the highest governing body:

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_Certified\\_Resolution\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_Certified_Resolution_Updated_05_12_2014.pdf)

**\* Notice of Intent Form and copy of letter transmitting form** to regional clearinghouse to the regional clearinghouse:

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_SHMNRTFNoticeofIntent.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_SHMNRTFNoticeofIntent.pdf)  
[https://secure1.state.mi.us/mirgs/\\_Upload/6703\\_2-\\_SHMNRTFNoticeofIntentAlleganCounty.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703_2-_SHMNRTFNoticeofIntentAlleganCounty.pdf)

**\* Photographs of the site** - digital images, combine into one file

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachPhotosofSite.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachPhotosofSite.pdf)

**\* Site Control Form and Deed** (commitment letter to transfer property, for development projects)

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_MNRTF\\_Documentation\\_of\\_Site\\_Control\\_Legal\\_Description\\_and\\_Copy\\_of\\_Deed\\_Updated\\_05\\_22\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_MNRTF_Documentation_of_Site_Control_Legal_Description_and_Copy_of_Deed_Updated_05_22_2014.pdf)

**\* Documentation of local match sources**, (if required in Section A1 of the application form)

Michigan Natural Resources Trust Fund Application

Organization: City of South Haven

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Required Attachments for Development Projects

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachMNRTFDocumentationofLocalMatchSources.doc](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachMNRTFDocumentationofLocalMatchSources.doc)

\* **Boundary Map(s)** delineating the legal boundaries of the park site(s) outlined in **red**; show easements in **green**:

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachBoundaryMap.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachBoundaryMap.pdf)

\* **Preliminary floor plans and elevation drawings for the proposed structures**, if applicable

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_Preliminary\\_Floor\\_Plans\\_and\\_Drawing\\_Elevations\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_Preliminary_Floor_Plans_and_Drawing_Elevations_Updated_05_12_2014.pdf)

**ADDITIONAL INFORMATION FOR DEVELOPMENT APPLICATIONS:**

**Letter(s) of commitment and support for the project:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703\\_3-\\_1LettersofSupport.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703_3-_1LettersofSupport.pdf)

**Documentation justifying a larger service area**, if applicable

**Document Source:**

**Correspondence regarding regulatory permitting issues**, if applicable:

**Document Source:**

**Expert documentation, to support the project**

**Document Source:**

**Letter for Universal Design** (development projects)

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_SHMNRTFPublicInput.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_SHMNRTFPublicInput.pdf)

**Environmental Report** if applicable based on Property Checklist of application form

**Document Source:**

January 9, 2015

TO: Harbor Commission

FR: Paul VandenBosch

RE: North Beach Watercraft Lane

Harbor Commission has been asked to review a proposal to add a watercraft lane to the North Beach. Because this request involves watercraft, the Harbor Commission has been asked to provide comment and recommendation on this proposal.

As Harbormaster, I would ask the Harbor Commission to consider the following:

The proposed kayak lane is next to adjacent private property.

The lane is near the concession stand, an attractive location for beachgoers to place towels and sun themselves.

North Beach is extremely busy with swimmers and beachgoers on warm weather days. The area near the water is often fully covered by beachgoers and their towels, umbrellas, and beach gear.

Swimmers do not seem to stay out of boating lanes.

North Beach has considerable wave action in windy conditions.

Breaking waves can cause paddlers to lose control of their boats, and boats rolling in surf conditions are dangerous to swimmers.

Adding a buoyed a watercraft lane may allow motorized watercraft to use the lane, unless there are ordinance changes.

Currently the Van Buren County Marine Patrol has authority over watercraft on Lake Michigan. It is unclear who would enforce Parks rules on boaters who temporarily store their boats on North Beach. There are no dedicated staff or lifeguards at North Beach. City Police would have authority, but have many other duties as well and are not able to maintain a full time presence at the beach.

December 29, 2014

TO: Harbor Commission

FR: Paul VandenBosch

RE: Black River Park Amendment to Marina Manager Agreement

The attached amendment to marina manager agreement would add Black River Park Boat Launch management to the HAPA, LLC (John Marple) marina management contract.

The current contract with HAPA covers management of municipal marinas (South Side, North Side, Maritime and Black River Park Marina) with a compensation of \$62,200 (plus inflationary increases). The contract continues through November, 2017.

The amendment to marina manager agreement would add management oversight responsibilities for maintaining the boat launch gates, maintaining the fish cleaning station, cleaning of Black River Park rest rooms and brushing of docks.

The compensation for management of these items is \$6,000 per year to HAPA. Note that the City also pays HAPA an amount based on cost of labor and materials to perform these services.

Currently the Black River Park rest rooms are cleaned by Parks personnel. The rest rooms are being cleaned once a day, however we have found that it is important to clean early in the morning and again after the boaters have used the facilities in mid-morning. We would like to move cleaning of the Black River Park restroom to marina staff.

One of the items identified as shortcomings in the audit was that marina payments made at Black River Park were not entered into the marina computer system, instead a paper receipt system was used. This contract would allow for a computerized marina payment system at Black River Park.

We currently have two staff working at Black River Park. Mr. Marple has indicated that he will consider hiring staff for the marina operation.

Over the past three seasons, Mr. Marple has provided a high quality level of customer service at the municipal marinas, and has increased revenues as a result of his management.

Recommendation:

Recommend approval of the Black River Park Boat Launch management addendum.

**1<sup>st</sup> AMENDMENT TO SOUTH HAVEN  
MARINA MANAGER INDEPENDENT CONTRACTOR AGREEMENT**

This is the 1<sup>st</sup> Amendment to the South Haven Marina Manager Independent Contractor Agreement, dated as of November 5, 2012, between the City of South Haven (the "City") and HAPA, LLC ("HAPA") and is intended to add to the list of services to be provided by HAPA and to the compensation paid HAPA.

1. HAPA shall have the following additional duties:

HAPA shall ensure that the Black River Park Boat Launch and Celery Pond Creek Fishing Area restroom(s) are maintained in a clean and sanitary condition as set forth in paragraph 11 below. HAPA shall provide general maintenance for the Black River Park Boat Launch as set forth in Paragraph 7 above and shall brush the docks and sidewalks daily. HAPA shall also ensure that the Black River Park Boat Launch fish cleaning station is maintained in a clean and sanitary condition, including but not limited to regularly cleaning the fish cleaning station, checking for proper operation, removing fish when the station is overloaded, and any other tasks necessary to maintain a clean and sanitary condition. HAPA shall also coordinate with electrical and other contractors for repairs and maintenance to the Black River Park Boat Launch. HAPA shall check the gates and parking terminal for proper operation daily, replace broken gate boards, and contact and coordinate with an electrical contractor, or the parking terminal contractor, if the gate or pay terminal is not working properly.

2. The City shall pay HAPA an additional \$6,000 per year paid in the same manner as other compensation under the 2012 Agreement.

3. All other terms of the 2012 Agreement shall remain fully in effect.

The parties have signed this Agreement as of December \_\_\_\_, 2014.

CITY OF SOUTH HAVEN

HAPA, LLC

By: \_\_\_\_\_  
Robert Burr, Mayor

By: \_\_\_\_\_  
John L. Marple, Owner

By: \_\_\_\_\_  
Amanda Morgan, City Clerk

Date signed: \_\_\_\_\_, 2014

Date signed: \_\_\_\_\_, 2014

**SOUTH HAVEN MARINA MANAGER  
INDEPENDENT CONTRACTOR AGREEMENT**

This South Haven Marina Manager Independent Contractor Agreement (“Agreement”) is made as of Nov. 5 2012, between the City of South Haven, a Michigan municipal corporation, the principal business address of which is 539 Phoenix Street, South Haven, MI 49090 (the “City”), and HAPA, LLC, a Michigan limited liability company, the principal business address of which is 515 Williams Street, Suite 9, South Haven, MI 49090 (“HAPA”).

RECITALS

- A. The City intends to contract with HAPA as an independent contractor to serve as its Marina Manager according to the terms and conditions of this Agreement.
- B. HAPA has previously served as the City’s Marina Manager, and the City selected HAPA among other applicants responding to the request for proposal for such services dated June 1, 2012, and incorporated by reference and attached as **Exhibit A**.
- C. HAPA intends to contract with the City as an independent contractor to serve as the City’s Marina Manager according to 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:

**Article I  
Independent Contractor**

- 1.1. Engagement. The City contracts with HAPA to provide the services described below as an independent contractor for the compensation and upon the terms and conditions set forth in this Agreement. HAPA was retained, in part, because of the list of personnel provided in its response to the request for proposal.
- 1.2. Independent Contractor. HAPA is and for all purposes shall continue to be an independent contractor while performing the services under this Agreement. HAPA and each of its members and employees, are not employees, servants, agents of, or partners, or joint ventures with the City. The City shall provide an IRS Form 1099 to HAPA for all compensation it pays to HAPA for each applicable tax year. HAPA shall be solely responsible for federal, state, or local taxes, including payroll, social security and withholding taxes from amounts the City pays to HAPA for its services. The City shall have no tax responsibility for amounts it pays to HAPA for services performed by HAPA.

**Article II  
Services**

- 2.1. Duties and Responsibilities. HAPA shall provide all marina management services for the operation and maintenance of the City’s four municipal marinas in accordance with the City’s generally accepted operating practices and policies, including, without limitation, the following:
  - (a) HAPA shall serve as the Marina Manager for the City, and shall perform the duties of such position as directed, required and permitted by state law, the City Charter, the City’s Code of Ordinances, the City’s operating policies and procedures, the directions of the City Manager and this Agreement.
  - (b) HAPA shall fulfill its duties in an efficient and conscientious manner, exercising its discretion, judgment and authority consistent with the best interests of the City, and in compliance with all applicable laws, rules, regulations, orders and directives of any agency or official of competent jurisdiction.

(c) This Agreement specifies the services to be performed by HAPA. HAPA remains free to determine and arrange the time and manner of performance of such services within the overall schedules established by this Agreement and the City.

(d) HAPA shall be responsible for the management of the City's North Side, South Side, Museum, and Black River Park Marinas (except the Black River Park Boat Launch) (collectively, the "Marinas"). Management of the Marinas shall include, but is not limited to the following responsibilities:

(1) Within the budget established by this Agreement, hiring, training, terminating and supervising of staff and employees for the Marinas, creating work schedules, and job descriptions for staff positions reasonably necessary to carry out the duties and responsibilities of marina management. HAPA shall hire all marina staff as HAPA employees or subcontractors, and provide year round staffing for the Marinas to ensure timely response to customer inquiries.

(2) Manage all financial transactions related to the Marinas, including operating cash registers and point of sale equipment, processing credit card transactions, collecting charges and fees, and receipt and deposit of cash for reservations and the sale of goods and services at the Marinas. HAPA shall charge the slip fees set annually by City Council subject to the Michigan State Waterways Commission minimum fee schedule. Any discounts shall first be approved by the City Council.

(3) Manage and maintain the Marinas' slip reservation system, including slip assignment and boater registration, seasonal and transient slip reservations, and maintain slip reservation waiting lists. Communicate the annual slip inventory and block out days to the Michigan State Reservation System and other state entities as may be required. Prepare marina rate change requests for City Council approval.

(4) Provide prompt, friendly and courteous customer service to boaters and others using the Marinas. aiding boaters with reservations, entering or leaving the Marinas, docking, providing general assistance, making radio contact with arriving boaters, and providing and maintaining the sewage pump-out system.

(5) Organize and participate in boater meetings among both seasonal and transient slip-holders and other customers throughout the boating season.

(6) Evict boaters and remove boats when slip rental payments are delinquent, as necessary.

(7) Provide general maintenance for Marina equipment, grounds and facilities at the City's expense. This includes ensuring that all Marinas' facilities, structures and property, including, without limitation, the walkways, docks, parking lots, picnic areas, and buildings are maintained in good repair, free of graffiti, and in a structurally or mechanically sound and sanitary condition. Weekly, HAPA shall inspect all dock areas including the utilities serving docks and slips. HAPA shall arrange for and document an annual inspection of Marina electrical systems by a licensed electrician.

(8) HAPA shall supervise all service personnel and outside contractors hired to ensure proper maintenance of facilities.

(9) Provide mowing, cleaning of grounds, gardening and other general landscaping activities for the aesthetic maintenance of the Marina grounds, and remove floating debris from the Marinas.

- (10) Ensure that the Marinas restroom facilities are maintained including public restrooms located at the Marinas, in a clean and sanitary condition removal of trash and the emptying of the trash receptacles, the sweeping and mopping of the restroom floors as necessary to keep them free of sand, dust and grime, the cleaning and sanitizing of all toilets, showers, sinks, mirrors, and counter surfaces, and the re-stocking of all restroom supplies, including bathroom paper, soap and towels. Restrooms at the west end of the South Side Marina, north side of North Side Marina and Black River Park are to be made open to the public.
- (11) Create and implement a marketing plan for the development of the Marinas. The plan shall include: provisions for the maintenance of a Marinas website; plans for attendance and participation at various boat shows to promote the Marinas; organizing and promoting events to promote the Marinas; maintenance of customer contact information, including mailing addresses, telephone numbers and email addresses. The plan shall be submitted annually to the City Council.
- (12) HAPA shall annually create a safety and security plan, and an emergency response and preparedness plan, and adequately train staff on the contents and procedures of such plans. The emergency response and preparedness plan shall provide for potential medical, fire and other emergency situations threatening the health, safety, and welfare of Marina and its customers.
- (13) Create a Marinas maintenance plan, including recommendations for long term capital improvements HAPA believes are in the best interest of the Marinas. The plan shall be submitted in a timely manner to provide adequate input to City Council in the annual budget process.
- (14) Manage the Marinas in a manner to minimize the negative effects of marina management on the City's natural resources. This shall include preparing monthly reports to the Michigan Department of Environmental Quality in accordance with state laws, rules, regulations, and permits or licenses.
- (15) Subject to the approval of the City Manager, administer vending contracts related to the operation of the Marinas, including garbage removal, landscaping, vending and ice machines.
- (16) Supervising the winterizing of the Marinas' facilities and equipment in accordance with the City's policies and procedures. Winterization shall include: shut off electric power; drain and shut off water; stack picnic tables; strap down covers on pedestals; any other end of season preparations as reasonably needed.
- (17) Prepare and submit to City Council, such reports and accountings as may be requested including, without limitation, a monthly report including at least the following: revenue, routine and non-routine expenses, variance between expenses and budget, current slip occupancy and an historical comparison, traffic volume and an historical comparison, marketing promotions and results of marketing plan to date, capital improvements recommended and completed, insurance claims outstanding, any outstanding litigation, maintenance logs, information related to any safety or environmental incidents.
- (18) Assist City staff and others with the several festivals or special events which draw boaters to the City and fill Marina slips.
- (19) Subject to the approval of the City Manager, preparing budgetary requests to City Council for the Marinas.

- (20) Any other duties as directed from time to time by the City Manager.
- 2.2. Hours of Operation. The Marinas are open from April 15 to October 15. The hours of operation shall be a minimum of 8 a.m. to 5 p.m.. During July and August, hours will be increased to 8 a.m. to 8 p.m. Phones will be covered a minimum of 8 hours a day during the off-season (October 16 to April 14). HAPA shall provide an after-hours contact person available via telephone, whose number shall be posted at the Marinas. Marina facilities shall be open to inspection by City personnel during standard hours of operation and at other times upon reasonable advance notice.
- 2.3. Supplies and Other Fees. Supplies reasonably necessary for marina management, including office and other administrative supplies, maintenance supplies and other amenities within budget are to be procured by HAPA and paid for by the City from the City's Marina Fund, in accordance with the provisions of Article III of this Agreement. The City shall pay all utility and refuse removal fees.
- 2.4. Customer Service and Attire. HAPA shall operate the facility in a good, orderly, safe, clean, and sanitary condition to provide high quality facilities and services to its customers so as to maximize the revenues and minimize the expenses of the Marinas. HAPA shall develop and maintain procedures to measure employee performance and customer satisfaction, including provisions for a survey of seasonal and transient boaters. HAPA shall establish an attire policy for its employees working at the Marinas, the cost of which shall be included in the annual budget as a City expense.
- 2.5. Work Product. All reports, work sheets, plans, tables, supportive data, documents, and other materials, whether produced or stored on paper, electronically or otherwise, which are produced by HAPA in the course of and for the purpose of performing services for the City according to this Agreement are the property of the City. The City may obtain copies of any of this material on paper, electronic disk, or any other format requested by the City which HAPA is capable of producing, and the City shall pay the nominal cost of reproducing such documents in the requested format. Except to the extent disclosure is required by applicable law, HAPA shall not disclose its work product to any third party without the City Manager's prior approval. The requirements of this paragraph shall survive the expiration or termination of this Agreement.
- 2.6. Liability Insurance. The City may, but is not required to, obtain and maintain liability insurance which provides coverage for HAPA for its good faith acts in the performance of its duties under this Agreement at the same levels that it provides for City department heads.
- 2.7. Compliance with Laws. HAPA will serve as the City's Marina Manager in accordance with generally accepted operating practices for persons in similar positions and maintain compliance with applicable laws, rules, regulations, ordinances, orders, permits, and licenses required by any governmental agency of competent jurisdiction. In addition, HAPA shall be responsible for obtaining and maintaining all required permits, licenses and other approvals relating to the Marinas and its responsibilities as Marina Manager under this Agreement.
- 2.8. Assistance by City Staff. Subject to approval by the City Manager, City employees, including public works, police and fire employees, shall be made available to aid HAPA in the performance of its responsibilities under this Agreement during normal City business hours upon its request. Except for City emergency response personnel responding to calls for emergency assistance, the City Manager shall approve such requests for assistance if deemed reasonable.
- 2.9. Computer and Cell Phone. HAPA shall be responsible for providing a laptop computer and a cellular phone(s) equipped with basic voice services, at its sole cost and expense, for its use in the performance of its responsibilities under this Agreement. Computers used in marina facilities shall be provided by the City.
- 2.10. Equipment. Except as otherwise provided under this Agreement, the City shall provide HAPA with the equipment within budget and necessary to perform its responsibilities under this Agreement.

**Article III**  
**Annual Budget and Compensation**

3.1. Annual Budget. The annual budget for the Marinas for the initial term of this Agreement shall not exceed \$2,141,818. Subsequent budgets will be set by the City Council through the normal budget process as required by state law and City Charter, with input provided by HAPA. The budget is sufficient to cover all aspects of management of the Marinas. HAPA shall monthly submit to the City, an itemized list of expenditures incurred during the regular operation of the Marinas. The City shall pay the budgeted expenditures.

3.2. Costs and Reimbursements.

(a) The annual budget includes costs related to HAPA's employment of staff, and benefits, unemployment insurance, worker's compensation insurance, and payroll taxes. All employment costs shall first be paid by HAPA, and HAPA shall invoice the City monthly for reimbursement within the annual budget. The City reserves the right to require adequate proof of employment costs, including detailed information relating to hours worked, and services performed. Payments to HAPA employees shall occur according to HAPA's standard payroll procedures. Other than reimbursing HAPA for its employment expenditures, the City has no role in hiring, training, or compensating HAPA employees.

(b) HAPA shall invoice the City monthly for all costs and expenses incurred in the day-to-day operation of the Marinas, including for illustration only, employment costs, offices supplies, supplies needed for routine maintenance of the Marinas facilities and grounds, restroom and facilities amenities, and routine marketing materials which are within the budget provided by section 3.1 of this Agreement. Invoices are payable 30 days upon receipt, and may be made with the compensation payment as provided in section 3.5.

(c) The City reserves the right to dispute any amount or expenditure invoiced by HAPA, and to request receipts and other documents sufficient to establish the necessity for such expenditures. In case of such dispute, the City shall pay the portion not in dispute and shall detail the reasons it questions or disputes the remainder of any invoice. Any dispute shall be resolved in accordance with remedies and procedures provided in section 5.7 of this Agreement.

3.3. Incentive.

(a) As an incentive to increase marina revenues, the City shall pay a bonus to HAPA equal to 5% of the additional marina revenue exceeding the 2012-2013 Marina Fund Revenue budget line "Charges for Service". Charges for Service is made up of the City of South Haven budget lines Seasonal Dock Rental Revenue and Transient Dock Rental Revenue. The additional revenue amount shall be calculated annually as Fiscal Year Actual Revenue in the Charges for Service budget line, less the 2012-2013 Budgeted Amount (\$510,000). The bonus shall be calculated as 5% of the additional revenue and paid to HAPA in September following the end of the fiscal year.

(b) As an incentive to reduce expenditures, the City shall pay a bonus to HAPA equal to 5% of the unexpended personnel cost based on the 2012-13 budgeted Personnel Cost amount of \$62,118. The unexpended personnel cost amount shall be calculated annually as the 2012-2013 Personnel Cost Adopted Budget amount of \$62,118 less the annual Actual Personnel Cost. The bonus shall be calculated as 5% of the Unexpended Personnel Cost and paid to HAPA annually in September of each year.

3.4. Annual Financial Review. An independent review of Marina financial records is required. The City shall hire an independent auditor to conduct the audit, and HAPA shall cooperate at all times in during the auditor's review. The cost of the financial review shall be borne by the City.

3.5. Compensation. The City shall pay to HAPA \$62,200 for the initial year of this Agreement for its services in twelve equal monthly installments. Payments shall be made on the 15th of the month. Compensation shall increase by 2.5% each fiscal year in which this Agreement is effective.

**Article IV  
Term and Termination**

4.1. Term. This Agreement shall begin on the date first written above and shall end five years from the date first written above.

4.2. Termination. The City may terminate this Agreement for any reason or no reason at all, upon 30 days written notice to HAPA. Prior to termination, the City shall first notify HAPA that it is considering such action and the date and time of the City Council meeting at which such action will initially be considered so that HAPA may address the City Council. HAPA may terminate this Agreement upon 90 days written notice to the City.

4.3. Effects of Termination. 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 are expressly made to extend beyond the term of this Agreement. Upon receiving the City's notice of termination not requested by or agreed to by HAPA, HAPA shall immediately discontinue all services (unless the notice directs otherwise). Upon payment for services accepted by the City, HAPA shall deliver copies of all data, reports, summaries, and such other materials it has accumulated in performing its obligations under this Agreement, whether completed or in process.

**Article V  
Miscellaneous**

5.1. Insurance.

(a) Throughout the term of this Agreement, or any renewals thereof, HAPA shall obtain and maintain all necessary and appropriate insurance policies covering the negligent and wrongful acts of its employees and agents, including comprehensive commercial general liability insurance, in an amount not less than \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate and Workers Compensation insurance covering all HAPA members and employees. All policies shall name the City as an insured, or additional insured and certificate holder. HAPA shall provide any and all necessary unemployment and workers' disability compensation coverage. Upon request, HAPA shall provide copies of all insurance policies to the City, together with copies of certificates of insurance showing the premiums to be fully paid.

(b) Such insurance shall provide that it may not be canceled or materially modified without thirty (30) days advance written notice to the City, sent to the Risk Manager with a copy to the City Manager at the address first written above. All certificates shall quote the insuring agreement and all exclusions as they appear on the policies.

5.2. Indemnification. To the extent permitted by law, the City (defined for purposes of this paragraph to include the City's officers and employees) and HAPA shall indemnify each other, and hold each other harmless, from any demand, claim, judgment, award, legal proceeding, or loss of any kind arising from or pursuant to this Agreement, except where caused by negligence or wrongdoing of the City or HAPA. The requirements of this paragraph shall survive the expiration or termination of this Agreement for a period of 3 years.

5.3. Assignment Prohibited. HAPA may not assign this Agreement or its rights, privileges, duties, or obligations without the City's prior written approval.

5.4. 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 (in the case of the City, such modification shall require City Council approval). 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.

5.5. Publication, Reproduction and Use of Material. The City shall have unrestricted authority to publish, disclose and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. The requirements of this paragraph shall survive the expiration or termination of this Agreement.

5.6. 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.

5.7. Disputes. The parties shall have all remedies available under applicable laws, rules, regulations and court rules. However, no lawsuit may be filed unless the parties have first exchanged detailed written explanations of their respective positions and have met to reach a resolution. A responding party shall respond to any initial notice of a dispute within 14 calendar days of receiving that first notice. A meeting shall be held within 21 calendar days after that written response.

5.8. Waiver. Neither party's waiver of a breach of any provision of this Agreement shall operate as or be construed to be a waiver of any subsequent breach of the same or another provision.

5.9. 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

HAPA, LLC

By: Robert Burr  
Robert Burr, Mayor

By: John L. Marple  
John L. Marple, Owner

By: Amanda Morgan  
Amanda Morgan, City Clerk

**Exhibit A**

**Request for Proposal for Marina Management Services**

## **INTRODUCTION**

HAPA, LLC respectfully submits a proposal for management services as an independent contractor to operate the City's Municipal Marinas excepting the Black River Park Launch Facility for a contract period of five years. The proposal contains the following provisions:

1. Five year term of the management contract commencing November 1, 2012;
2. Annual Compensation for the position of Marina Manager;
3. First year budget for all staffing including all costs related to employees including all administrative costs related to but not limited to unemployment, workman's compensation, employer's share of FICA. Such budget to be reviewed on an annual basis to insure proper staffing of the facility;
4. Description of Duties anticipated to be perform under the Contract;
5. Description of City's Responsibilities under the proposed Contract; and
6. General Overview of overall operation of the facilities.

## **CONTRACT TERM**

The term of the contract would be for five years. Termination by the City of South Haven may be given with 30 days advance notice to HAPA, LLC without cause. City to reimburse HAPA for any costs related to such termination that was made prior to the 30 day advance notice. HAPA may terminate the contract for any reason by providing a three month notice to the City.

## **ANNUAL COMPENSATION**

Annual compensation to HAPA, LLC shall be \$60,000.00 yearly with a 2.5 percent increase for each fiscal year of the contract. Further, a prorated share of all increased revenues directly generated by increased transient or seasonal boating activity shall be negotiated prior to the commencement of this contract.

## **ANNUAL BUDGET**

The annual staffing budget for the first year of operation under the terms of this proposal shall be as follows:

1. First year budget not to exceed 85,820.00.
2. Staffing budget includes all costs related to employment at the Facilities including all employer's share of any benefits, unemployment, workman's compensation, liability insurance, and employer's share of FICA.
3. Annual budget to be reviewed on a yearly basis to insure that there is proper staffing at the Facilities to the satisfaction of the City. The annual budget may be revised based on the City's expectation of proper staffing of the Facilities and the agreement of Management.
4. Annual budget anticipates staffing of marketing personnel for a 12 month period with no less than eight hour day coverage seven days a week.

## **DESCRIPTION OF DUTIES**

HAPA, LLC's responsibilities acting under the terms and conditions of the contract shall be as follows:

1. HAPA shall employ all staff necessary to carry out the terms of this contract.
2. HAPA shall be responsible for all training, creating work schedules, job descriptions, supervision, and if necessary termination for all staff related to the Marina Facilities.
3. HAPA shall supply year-round staffing for the Facility to insure that all phone call inquiries, emails and other communications related to the operation of the Facilities shall be responded to in a timely and professional manner.
4. All administrative duties related to the seasonal boater contracts including marketing, securing payment and necessary documentation.
5. All administrative duties related to the transient boating community including taking inquiries, marketing, securing reservations, registration, and customer service while the transient boater is within the Harbor.
6. Maintaining any and all waiting list of potential seasonal and transient boaters.

7. Preparing all reports as dictated by the City including monthly reporting of boating activity to the State of Michigan, Harbor Commission and the City Council.
8. Managing all financial transactions related to the Facilities as directed by the City including all credit card transactions, reservations, cost of goods sold, lending program, consumable supplies, and other related transactions.
9. Submit on a timely basis invoices for all costs related to the Facilities including consumable supplies purchased on behalf of the City, professional services, marketing materials and any other such costs related to the operation of the Facility.
10. Submit an annual recommendation to the City for capital expenditures, capital improvement, long term maintenance issues, and any other related disciplines that HAPA has determined would be in the best interest of the Facilities long term viability. The report shall be submitted as directed by the City for implementation with its annual budget.
11. Create a Marketing Plan for presentation to the City for its determination and approval. The report shall be submitted in a timely manner to insure proper implementation with the City's annual budget.
12. Ensure that all Marina Facilities including docks, buildings, picnic areas, parking remain in good and safe repair and in a sound and sanitary condition.
13. Insure that there is proper daily maintenance and cleaning of all Facilities including bathrooms, hallways, offices, docks, common areas, picnic areas and any other component of the City's Facilities.
14. Insure that all consumable supplies are in inventory to properly maintain all Facilities including but not limited to bathroom tissue, hand towels and coffee.
15. Supervise all service personnel and outside contractors to insure the proper maintenance of the facilities. Such personnel include but are not limited to plumbers, electrical and HVAC.
16. Properly maintain all landscaping at all Facilities.
17. Maintain a proper inventory of hand tools and other equipment necessary to carry out the intent of this Contract.
18. Supervise all winterization of the Facilities.
19. Acknowledge that all work product created by HAPA during the term of the Contract belongs to the City.
20. Administrate all vending contracts subject to the approval of the City including ice, garbage removal, landscaping, and vending machines.
21. Any other duties as directed from time to time by the City. In the event that such other duties increase the cost of properly fulfilling the intent of this Contract, the City shall reimburse HAPA for those costs.

#### **PROPOSED CITY RESPONSIBILITES UNDER THE CONTRACT**

This proposal for the management of the Facilities is predicated on the City assuming certain related costs and administrative tasks involved with the proper administration of the Marinas including but not limited to the following:

1. Payment of all material costs related to the continued operation of the Facilities including:
  - a. Consumable supplies such as daily resupply of bathroom amenities, boater amenities, and maintenance items such as light bulb replacement, trash bags, and any other supplies deemed necessary to carry out the intent of this Contract by HAPA. Payment may be made either through separate invoices directly to the City or invoices supplied by HAPA for supplies purchased on the City's behalf. City reserves the right to challenge any and all expenditures made on behalf of the City by HAPA.
  - b. Payment of all uniform costs as determined by the City to be appropriate.
  - c. Payment of all marketing materials previously approved by the City under the terms of this Contract.
  - d. Payment of all invoices for major purchases of any kind that was necessary to carry out the intent of the contract.

2. Provide in a timely manner direction to HAPA of all materials changes in management direction so HAPA can continue to fulfill its obligations under the Contract in a manner deemed timely and appropriate.
3. Maintain Liability Insurance in proper amounts to insure coverage for HAPA when fulfilling the duties under the terms of the Contract in a good faith manner.
4. Provide assistance to HAPA by other City Staff and service providers to insure proper maintenance and upkeep of the Facilities.
5. The City recognizes that HAPA shall be free to determine and arrange the time and manner of performance on the terms of the Contract.

#### **ATTACHMENTS**

1. General Information Concerning HAPA, LLC
2. Key Personnel with Resumes Attached
3. General Description of Staffing Policies

**1. General Firm Information:**

HAPA, LLC has been performing property management services since 2005.

**2. Contact Information**

John L Marple  
269-637-8480  
800-433-9210  
[info@oldharborinn.com](mailto:info@oldharborinn.com)  
[johnmarple@hotmail.com](mailto:johnmarple@hotmail.com)  
515 Williams Street  
Suite 9  
South Haven, Mi 49090

**3. Corporate and Ownership Structure:**

Current form of business entity is a limited liability company. Company is in the process of transferring its assets to a closed corporation.

**4. Principals of the Firm**

Single Member Limited Liability Company – John L Marple – Sole Proprietor

**5. Firm's Years in Business**

Seven Years in property management. Other experience with over forty years of service including Attorney at Law, previous City of South Haven employment including building and planning, harbor, parks and more.

**6. Memberships in Trade/Business Associations**

Michigan Bar Association

**Resumes and Description of Experience of Key Personal**

- a. John Marple – Manager/Owner – Statement of Qualifications Attached.
- b. Mary Jane Pickell - Accounting
- c. Duane Marlink – Maintenance – Resume Attached
- d. Leah Simonson – Sales/Marketing – Resume Attached
- e. Taylor Hollis – Sales/Marketing – Resume Attached

**HARBOR COMMISSION STRATEGIC PLAN**  
**Draft from December 16, 2014 Meeting**

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**Mission Statement**

In the performance of its duties the Harbor Commission shall remain committed to the continuous improvement of South Haven Harbor by taking a long term view of the harbor's capacity, it's navigability, it's value to the community, and it's use by both public and private interests, and shall assure the health, safety and enjoyment of the harbor by providing recommendations for its maintenance and operation. South Haven Harbor includes the Lake Michigan approach, pier channel, main harbor and the Black River within the City limits.

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**Goals and Objectives**

**A. Safety and Navigation**

1. Dredging Needs of the Harbor

Assess the river conditions and prepare to perform maintenance dredging as necessary. Develop recommendations for maintaining ingress and egress to the harbor, including adequate depth at the pierheads.

Develop an implementation plan that outlines the steps to be used in assessing the need for dredging and completing dredging.

Maintain valid permits for maintenance dredging.

Support obtaining grants or other funding that becomes available for harbor dredging or other safety improvements. Request funding for Army Corps dredging programs from federal legislators.

2. Electrical Utilities

Encourage all marinas and boat owners to upgrade their electrical wiring if they are making any electrical improvements.

Encourage the City to maintain marina electrical systems to appropriate codes and standards.

3. Fueling of Marine Vessels

The Commission has identified the direct fueling of boats as a major safety concern and has developed the following action steps to educate the public and enforce the laws regarding direct fueling:

- Work with marina managers and commodores to have signs posted clearly explaining how and where boaters may fuel their boats.
- Develop an educational campaign that can be used in local schools, boater safety classes, in the newspaper and other outlets.
- Enlist support of the Van Buren County Sheriff Marine Patrol along with SHAES and South Haven Police to educate boaters on the dangers and laws regarding direct fueling. Encourage warnings before citations and fines.
- Send a letter to the State expressing concern and requesting a statement on the back of the Marina Operating Permit (MOP) stating: "Direct Fueling is against the law and can lead to revocation of this MOP".
- Provide the fire code letter from the SHAES Executive Director to marinas.

#### 4. Emergency Services

Promote a close working relationship with the Sheriff Marine Patrol, Coast Guard, Coast Guard Auxiliary, South Haven Police Department and South Haven Area Emergency Services. Meet at least annually to discuss mutual issues related to harbor safety.

Review procedures to respond to fuel and contaminant spills.

Encourage agencies to maintain oil absorbent equipment to manage emergencies.

#### 5. Erosion and Contaminants

Work with the DEQ, DNR, Drain Commission, Conservation District, farmers and other entities to ensure proper procedures are followed to reduce erosion, contaminants and other environmental issues in the river in the City and upstream from the City.

Support testing for E. coli and work to resolve any related issues.

#### 6. Harbor Traffic Flow and Safety

Identify ways to improve traffic flow especially on weekends and during special events

Ensure that the channel between the harbor lines is kept clear of natural obstructions, anchored boats and barges, and all new docks and headwalls.

Add a light to the bridge that will signal to boaters when the bridge is closing.

#### 7. Public Access

Support public access and use of South Haven Harbor.

Explore installation of a mast hoist for people launching sail boats at the boat launch.

Encourage safe use and operation of the Black River Park Boat Launch.

## 8. Signage

Evaluate the current signs and upgrade/remove as necessary. Locate signs strategically so as not to block valued views.

Increase the number of No Wake signs, including adding signs at the bridge and at the Southside Marina.

## **B. Municipal Marina Facilities**

### 1. Municipal Marina Facilities

Promote quality facilities at all municipal marinas.

Support upgrade and expansion of the facilities at Maritime Marina, South Side Marina and Black River Park Marina.

All facilities should be handicap accessible.

Support the availability of bicycles for boater use at the municipal marinas.

## **C. Infrastructure**

### 1. Capital Improvement Plan

Annually review the Capital Improvement Plan.

### 2. Dinghy Docks and Paddle Craft Facilities

Support the Pedestrian, Bicycle and Paddle Plan which was adopted by the City Council on 2/16/2009. Improve existing dinghy docks and access at the Dyckman bridge.

Clean out and trim Celery Pond creek to create a small craft launch site and dinghy dock.

Add a dinghy dock at the Museum Marina.

Try to design dinghy docks so they would be usable for a river launch service if one becomes available.

### 3. Harborwalk

Complete the Harborwalk to include signage, lighting, benches, landscaping etc.

Find and analyze the original plan for the Harborwalk to determine if the plan has been fully implemented. If it has not continue implementing the plan.

Improvements are needed on the public easements through Mariner's Dockage and Pier's End Cove.

Complete Harborwalk to create a unified concept by adding better way finding signs, paving materials, improve interpretative plaques etc.

Encourage a cooperative maintenance agreement between the City and the Michigan Maritime Museum.

Support promotion of the Maritime District.

### 4. Green Space/Views

Support the acquisition and retainage of public space along waterfronts. These areas should be maintained and developed for open green space and public access.

### 5. Former Street Garage

Add a sea wall extension and dinghy dock at the former street garage, encouraging natural sea walls.

## **D. Planning**

### 1. Future Development and Impact on Safe Navigation

The Harbor Commission supports a detailed Harbor study that would update existing material from the 2001 Smith Group JJR report. To accomplish this we need to hire a competent and professional consultant to determine the capacity of the Black River Harbor and to provide guidance for future policy and decision making with a 10 year outlook.

The South Haven City Council should authorize a forward looking study of our Harbor to determine if additional slips and/or services are needed. Is our Harbor at capacity (defined as its ability to safely handle its current usage)? If not, how many additional boats can it handle given its current configuration? Are additional slips needed? If so, where should they be located? If it is at capacity based upon current configuration, are there modifications that would permit increased capacity?

Consider funding a comprehensive professional study. The study should look at where are we and where do we want to be in the next 5 to 10 years. This study should be delayed at this time due to the unusual economic conditions until a certain level of economic normalcy returns to the harbor. In the interim, contact area schools, colleges and universities seeking their help with acquiring accurate data on size, quantity and frequency of use of vessels using the Black River. Analyze the new numbers from the study with a focus on the last paragraph on page 4 of the JJR memorandum of 4/23/2001 which discusses the capacity of the river based on channel widths.

Additionally the needs assessment should look at existing facilities to determine if they currently serve our needs, how they could be modified to best serve our needs today and what needs to be changed to best serve our future needs?

A process needs to be defined, created, promoted and followed setting development goals and criteria based on consideration of our harbor size, location and boating and community concerns.

Continue to monitor and provide guidance on the new waterfront park extension east of the Steelheader's fishing wall and its impact on safety and navigation

Any additional waterfront development or development affecting the waterfront must be scrutinized very carefully, both before, during and after the planned construction. In advance of any construction the impact upon the harbor (which includes the Black River to the City limits) by the project as well as the proposed methods of construction of the project (remember Sherman Hills) must be carefully examined and evaluated. The impact on boat traffic (if, for example, additional slips are proposed) and the impact upon navigation must be evaluated. Of concern is erosion of soils flowing into the river caused by poor and unsupervised developments.

As proposals for the development are presented, the Harbor Commission will consider issues of need, safety, navigational hazards and environmental concerns and make appropriate recommendations.

## 2. Development Approval Role

All projects using harbor maintenance funds and all developments along the river should come before the Harbor Commission for their recommendation.

The Harbor Commission should have a role in any changes that affect marinas, river or harbor.

## 3. Natural Environment Preservation

Encourage all marinas to achieve Clean Marina Status.

## **E. Funding**

### **1. Ongoing Dredging Project Funding**

Investigate other sources of revenue for dredging.

Recommend an increase from 3% to 6% of marina revenues set aside for the River Maintenance budget.

Recognize the need for additional funding for dredging and allocate some of the tax collection from the increased assessments of property and homes on the river for dredging.

Request funding from the DDA to allocate toward harbor maintenance.

Determine if the current method of calculating special assessments for dredging is equitable and or if changes are needed.

### **2. Capital Improvement Plan**

The Commission duties include an annual review of this plan along with the Black River Maintenance document. As part of that review recommendations must be made in a timely manner.

### **3. Harbor Budget Policies**

It is the duty of the Commission to review and make recommendations to the annual River Maintenance, Marina Fund and Black River Park budgets in a timely manner so they can be considered during the budget adoption process of the City Council.

All assessment categories should identify a budget and funding mechanism. Consider for example:

- Future waterfront developments should be specifically reviewed for their impact on the harbor.
- Establish a broad based assessment (as broad as possible) to fund the maintenance of the harbor.
- Analyze the current income from the operation of the Municipal Marinas and Public Launch site to get a full understanding of the usage and to determine an appropriate contribution to harbor maintenance.

## **F. Marketing and Communication**

### **1. Emergency Communication**

Be in a position to communicate safety information for ongoing and emergency issues with marina owners, managers and users. Develop ways to communicate safety information with boaters.

Establish an email list or app for contact with boaters and harbor stakeholders.

Install bulletin boards at the boat launch.

Place updates on projects and grant applications on bulletin boards.

## 2. Marina Management

Evaluate management of municipal marinas.

There needs to be more communication with transient and seasonal boaters using marina facilities and the boat launch. Create and distribute feedback cards to survey customer service and desired amenities. Do customer satisfaction surveys on a regular basis and conduct appropriate follow up.

Send customer satisfaction surveys with invoices to seasonal boaters.

Include welcome packages with information on the City and local businesses, gifts and coupons. Inform boaters where they can rent bicycles and vehicles.

Install informational bulletin boards at all municipal marinas to inform boaters and the public of events, phone numbers, tourist information etc.

Improve on-going staff training.

Encourage development of a marina and harbor marketing plan on an annual basis.

Include nonmotorized watercraft and users in the harbor marketing plan.

The Commission needs to schedule annual meetings at the marinas to hear concerns and suggestions for improvements of services.

## 3. River Stakeholders

Communicate with the City and its boards and commissions as well as the DEQ, DNR, Drain Commission, farmers, boaters etc. to ensure we maintain a high quality harbor, including water quality issues.

Promote the Clean Marina program to harbor marinas and as a marketing approach for the harbor.

Participate in Heritage Water Trail and Two Rivers Coalition organizations.

Use bulletin boards at marinas and boat launch to post Harbor Commission meeting schedule, agendas and Harbor Commission contact information.

#### 4. Survey and Feedback Procedures

Survey boaters and slip owners to determine what services they want and how it should be provided. Gather feedback and implement changes on dredging and other issues.

Survey all boaters, slip owners and marina owners regarding river maintenance and safety issues. Use an email list to inform and listen to river stakeholders.

December 22, 2014

TO: Harbor Commission

FR: Paul VandenBosch

RE: Dredging Capital Plan

The attached capital plan is an attempt to estimate the long term cost to maintain dredging depths in South Haven Harbor and the annual revenue required to support those expenses. The plan includes a number of assumptions.

### Revenues

The revenue assumption is based on 2012 revenue from the Black River Park Fund, Marina Fund and DDA. 2012 was the year of highest transfer of revenue from these funds to the River Maintenance Fund (the fund which supports dredging).

In addition, the "Other Revenue" line was used to add an amount to balance out revenues and expenditures. The "Other Revenue" line is the missing revenue needed to cover the expenses above the current level of contribution to the River Maintenance Fund.

### Expenses

The year after a major dredging, no expenses are expected. Then, for three years, spot dredging of \$10,000 per year is estimated. Every fifth year, a major dredging project is projected.

River Dredging refers to dredging upriver from the Dyckman Bridge to 5.85 feet below low water datum. The project cost is estimated at \$200,000. This is a rough estimate based on previous experience.

The Channel Dredging refers to dredging the federal channel from the Dyckman Bridge to Lake Michigan to a level of 14 feet below low water datum. No marina dredging is included in this estimate. The project cost is estimated at \$350,000, based on an estimate provided by the Army Corps to dredge the 2014 river bottom profile.

The capital improvement plan does not include an adjustment for inflation. It is assumed that both expenses and revenues will increase with inflation.

This plan does not include permitting and engineering expenses, which can be significant.

Dredging Capital Plan

Year	1	2	3	4	5	6	7	8	9	10	11	12	2012	2013
<b>Revenues</b>														
Black River Park Fund	5,547	5,547	5,547	5,547	5,547	5,547	5,547	5,547	5,547	5,547	5,547	5,547	5,547	5,800
Marina Fund	25,627	25,627	25,627	25,627	25,627	25,627	25,627	25,627	25,627	25,627	25,627	25,627	25,627	21,080
DDA Contribution	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Special Assessments														
Other Revenue	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000		
Interest Income		2,083	4,009	5,972	7,975	38	2,122	4,048	6,013	8,017	80	2,165		
Revenue Total	104,174	106,257	108,183	110,146	112,149	104,212	106,296	108,222	110,187	112,191	104,254	106,339		
<b>Expenses</b>														
Spot Dredging		10,000	10,000	10,000			10,000	10,000	10,000			10,000		
River Dredging					159,000					159,000				
Channel Dredging					350,000					350,000				
Expenses Total	0	10,000	10,000	10,000	509,000	0	10,000	10,000	10,000	509,000	0	10,000	1,088,000	
Annual Balance	104,174	96,257	98,183	100,146	-396,851	104,212	96,296	98,222	100,187	-396,809	104,254	96,339		
Fund Balance	104,174	200,431	298,614	398,760	1,910	106,122	202,418	300,641	400,827	4,018	108,272	204,612		
Average Annual Expense	90,667													

River Dredging is upstream from the Dyckman Bridge  
Channel Dredging is from the Dyckman Bridge to Lake Michigan  
No Marina Dredging is included in these estimates

## Paul Vandenbosch

---

**From:** O'Bryan, Thomas W LRE <Thomas.W.OBryan@usace.army.mil>  
**Sent:** Thursday, September 18, 2014 3:27 PM  
**To:** Paul Vandenbosch  
**Cc:** Wright, David L LRE; Tapp, James D (Jim) LRE; O'Bryan, Thomas W LRE  
**Subject:** RE: South Haven condition survey (UNCLASSIFIED)

Classification: UNCLASSIFIED

Caveats: NONE

Paul, if you want to use this process it does take a long time as the agreement needs to go to Washington. So the sooner we start the better. A letter of intent would have to be submitted and that letter will have to follow a very stringent format. So if you plan to do this let us know and we will send a sample letter to follow. Also we would like to review the letter before final submission.

We can accept funds to do dredging outside our authorized channel, but only if in conjunction with doing work in our channel and magnitude of outside dredging is limited in comparison to the Federal channel dredging (and adjacent to the Federal dredging to some extent). If you are considering this for the future, you will want to plan accordingly - i.e., the USACE probably couldn't accept the funds if only the marina dredging were being proposed.

Tom O'Bryan  
616-842-5510 ext 25523  
Cell 616-340-5795

-----Original Message-----

**From:** O'Bryan, Thomas W LRE  
**Sent:** Wednesday, September 17, 2014 9:51 AM  
**To:** 'Paul Vandenbosch'  
**Cc:** Wright, David L LRE; Tapp, James D (Jim) LRE  
**Subject:** RE: South Haven condition survey (UNCLASSIFIED)

Classification: UNCLASSIFIED

Caveats: NONE

Absolutely we can reduce the depth to meet the funds available. Typical mod/demob cost is hard to say but I would say in the range of 20,000 to 55,000 depending on how close the contractors are when they bid on the project.

The minimum cost for the project would be what can you afford and we can tailor the project around those funds but 100,000 would be better. We have done it for others as low as 30,000 but we only dredged 4,000 cys and had a contractor very close to that project location.

As far as the municipal dredging not in the federal channel I would say yes but I have copied my upper management in Detroit to help confirm that answer.

Thanks for the questions.

Tom O'Bryan  
616-842-5510 ext 25523

Cell 616-340-5795

-----Original Message-----

From: Paul Vandebosch [mailto:pvandebosch@south-haven.com]  
Sent: Wednesday, September 17, 2014 9:42 AM  
To: O'Bryan, Thomas W LRE  
Subject: [EXTERNAL] RE: South Haven condition survey (UNCLASSIFIED)

Tom;

A few questions on a contributed funds agreement process:

Can we reduce the depth to reduce the cost of the project? For example, if the project depth on sheet one is normally a project depth of 14 feet, can we request a project depth of 12 foot to reduce cost?

What is a typical mobilization cost?

What would you recommend as a minimum project cost? \$50,000? \$100,000?

Can a contributed funds agreement process be used to dredge municipal marinas? We don't need this currently but if it could be done under the process we may be interested in the future.

Thanks

Paul Vandebosch  
Assistant City Manager/Harbormaster

City of South Haven  
pvandebosch@south-haven.com  
269-637-0775 Desk  
269-637-5319 Fax  
539 Phoenix Street  
South Haven, MI 49090

-----Original Message-----

From: O'Bryan, Thomas W LRE [mailto:Thomas.W.OBryan@usace.army.mil]  
Sent: Tuesday, August 26, 2014 11:51 AM  
To: Paul Vandebosch  
Cc: Wright, David L LRE; Tapp, James D (Jim) LRE; Schropp, Chris C LRE; Gerczak, David M LRE  
Subject: RE: South Haven condition survey (UNCLASSIFIED)

Classification: UNCLASSIFIED  
Caveats: NONE

Paul,

At this time we do not have any funds in the FY15 Presidents budget for dredging in South Haven. As you most likely know we are having funding issues for shallow draft harbors, (South Haven being one of those).

I have talked to upper management in the Detroit District office and would say likelihood of getting funding via a work plan (if there is such a thing next FY) is pretty low.

If the City of South Haven would like to enter into a contributed funds agreement with us under which they provide their funding to the USACE for us to contract to dredge then we should start that process very soon as that does take some time to ensure the work could be contracted for and completed prior to the cities event.

We have done this before with other shallow draft harbor communities and have been successful. I am sure you would like to know how much it would cost, I would use a ballpark of \$10 per cubic yard, the quantity in South Haven at this time to project depth of 14 feet is 16,000 cys on sheet one and project depth of 12 feet on sheet 2 at 17,000 cys for a total dredge quantity of 35,000 cys at \$10 per cy would be \$350,000. Obviously we can always dredge just to your needs and not all of the federal channel. I am estimating high just so there are no surprises later. We have gotten some bids this year for about \$7 per cy but have to include mod and demob.

Another solution is for the City to obtain a dredging permit for the Federal Navigation Channel and contract it thru your own processes. This has also been done by shallow draft communities. Your next question would be how much saving would that amount to. The contract may be the same dollar amount but the USCAE will have a fee to do this work which would include preparing the contract documents, advertising, awarding, doing prior and after surveys, and administering the contract documents.

Let us know how you would like to proceed and feel free to call me to discuss.

Tom O'Bryan  
616-842-5510 ext 25523  
Cell 616-340-5795

-----Original Message-----

From: Paul Vandebosch [mailto:pvandebosch@south-haven.com]  
Sent: Friday, August 22, 2014 10:08 AM  
To: O'Bryan, Thomas W LRE  
Subject: [EXTERNAL] RE: South Haven condition survey (UNCLASSIFIED)

Tom;

In 2015 South Haven will be hosting the finish of the Queen's Cup, the South Shore Yacht Club's annual sailboat race.

In order to be prepared for this event, the City of South Haven would like to know if there is an opportunity to contract with the Army Corps to perform Spring 2015 maintenance dredging in the approach and channel of the South Haven pierheads.

Our main concern is the depth in Lake Michigan just outside the pierheads, however the channel may also be an issue.

The event starts on June 26, 2015. Our goal would be to have the approach dredged out to the maintenance depth of 14 foot in the area where breaking waves can become a problem near the pierheads. However, based on Spring 2015 soundings we may have additional areas of concern.

Our budget is somewhat limited but we are very motivated to make sure there are no problems for this event.

Is there a possibility that we can contract with the Army Corps to have work performed in Spring 2015?

Paul VandenBosch  
Assistant City Manager/Harbormaster

City of South Haven  
pvandenbosch@south-haven.com  
269-637-0775 Desk  
269-637-5319 Fax  
539 Phoenix Street  
South Haven, MI 49090

-----Original Message-----

From: O'Bryan, Thomas W LRE [mailto:Thomas.W.O'Bryan@usace.army.mil]  
Sent: Tuesday, April 29, 2014 8:59 AM  
To: Paul Vandenbosch; Brian Dissette  
Cc: Schropp, Chris C LRE; Bouwhuis, Brian J LRE  
Subject: FW: South Haven condition survey (UNCLASSIFIED)

Classification: UNCLASSIFIED  
Caveats: NONE

Attached is the condition survey that was completed at South Haven on 25 April 2014. It is also posted on our web site.

Tom O'Bryan  
616-842-5510 ext 25523  
Cell 616-340-5795

-----Original Message-----

From: Schmidt, Eric D LRE  
Sent: Tuesday, April 29, 2014 7:11 AM  
To: Holly, Donald D LRE; Cusimano, Derek H LRE; Tapp, James D (Jim) LRE; Mahoney, Mollie H (Mollie) LRE; Kempisty, Bill J LRE; Imbrunone, Jon T LRE; Kelley, Crystal A LRE; Rose, Steven S LRE; Wright, David L LRE; O'Bryan, Thomas W LRE; Schropp, Chris C LRE  
Subject: South Haven condition surevy (UNCLASSIFIED)

Classification: UNCLASSIFIED  
Caveats: NONE

Good Morning,

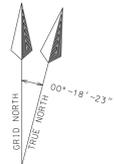
Attached is the condition survey for South Haven harbor, conducted on April 25th, 2014.

v/r  
Eric Schmidt

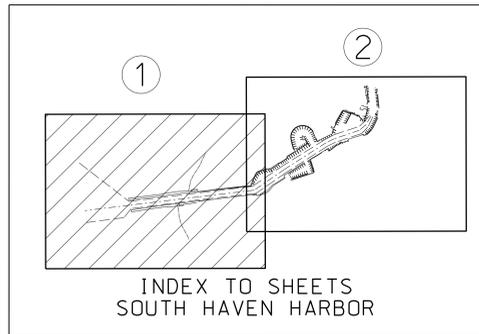
Civil Engineer Technician  
Army Corps of Engineers  
Lake Michigan Area Office  
307 S Harbor Dr  
Grand Haven, MI 49417  
(616) 842-5510 ext. 25528

DATE OF PHOTOGRAPHY  
12 MAY 1995

N 336000  
E 12603000



E 12604000

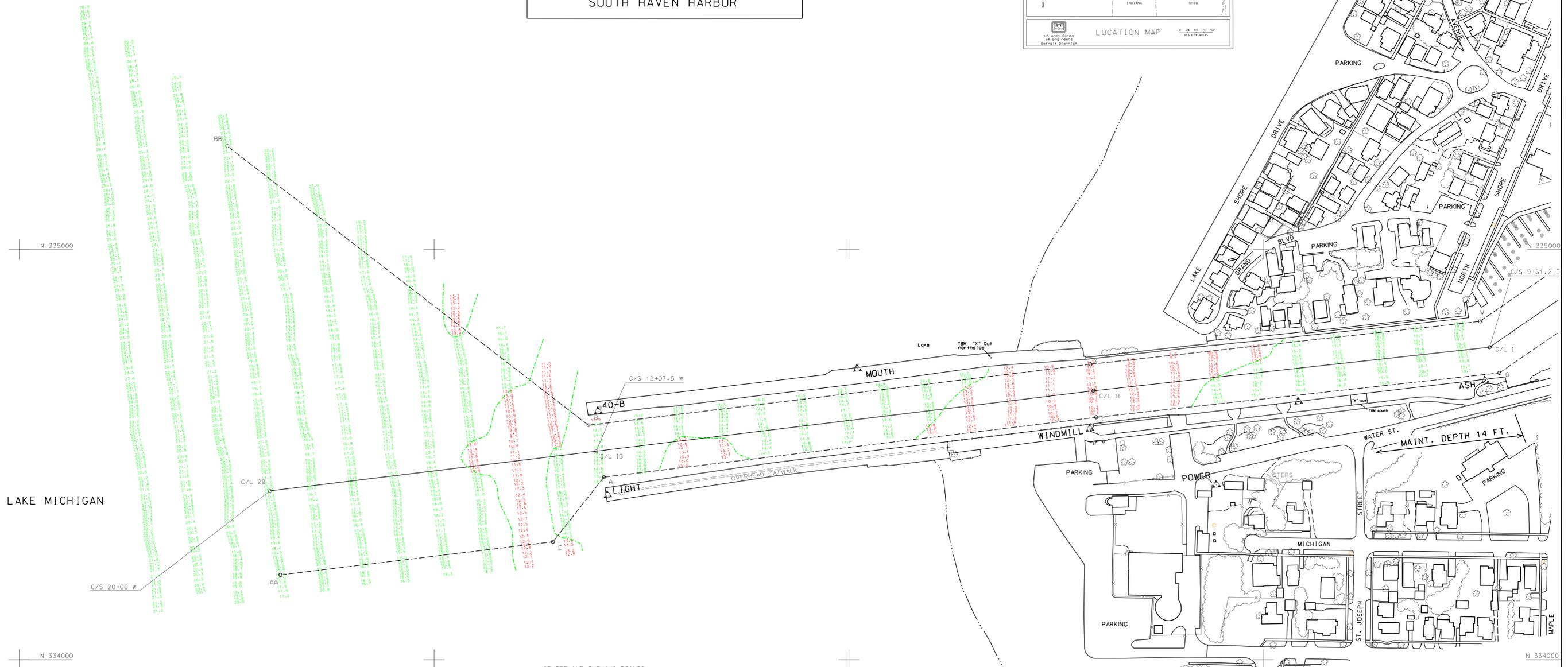


E 12605000



100' 0 100' 200' 300'  
Scale feet

E 12606000



LAKE MICHIGAN

N 334000

CENTERLINE TURNING POINTS

C/L T.P.	EAST (X)	NORTH (Y)
CL 1B	12,604,390.95	334,508.07
CL D	12,605,589.44	334,655.29
CL 1	12,606,544.70	334,761.53
CL 2B	12,603,604.36	334,411.44

CHANNEL LINE TURNING POINTS

CHAN T.P.	EAST (X)	NORTH (Y)
AA	12,603,629.89	334,206.61
BB	12,603,501.54	335,251.45
A	12,604,409.67	334,444.88
B	12,604,372.24	334,571.26
E	12,604,286.54	334,287.27
F	12,605,596.62	334,590.69
G	12,606,568.26	334,698.75
W	12,606,521.14	334,824.31
X	12,605,582.25	334,719.89

SOUNDED ON: 25 APRIL 2014  
POSITIONING METHOD: DGPS, USING C.G. BEACON CORRECTIONS  
SURVEY VESSEL: LAUNCH 3033

ALL SOUNDINGS ARE REFERENCED TO I.G.L.D. 1985 FOR LAKE MICHIGAN, ELEVATION 577.5 FT. ABOVE MEAN SEA LEVEL AT RIMOUSKI, QUEBEC. HYDRAULIC CORRECTOR OF 0.3 FT. APPLIED.

GRID SYSTEM BASED ON LAMBERT PROJECTION, MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (2113) 1983 NORTH AMERICAN DATUM, U.S. SURVEY FOOT.

THE INFORMATION DEPICTED ON THIS MAP REPRESENTS THE RESULTS OF SURVEYS MADE ON THE DATES INDICATED AND CAN ONLY BE CONSIDERED AS INDICATING THE GENERAL CONDITIONS EXISTING AT THAT TIME.

VERTICAL WATER LEVEL READINGS WERE TAKEN FROM A FIXED GAGUE MARK ALONG THE SHEET STEEL WALL NEAR CROSS SECTION 9+00 IN SOUTH HAVEN HARBOR, MI.

MAINTENANCE DEPTH 14 FT.  
CHANNEL LIMITS SHOWN THUS: ---  
14 FT. CONTOUR SHOWN THUS: - - - - -

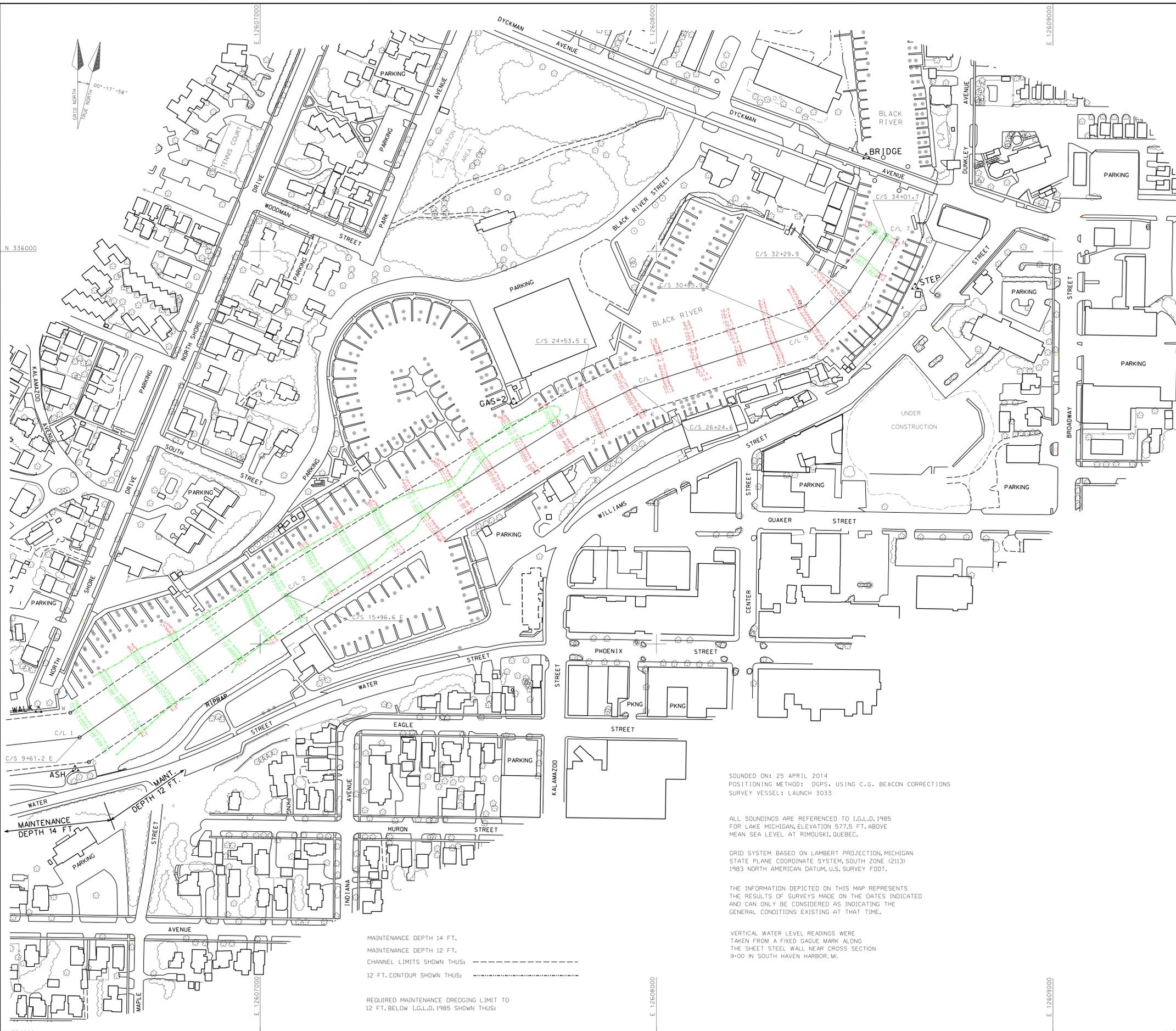
NO.	DATE	REVISION	BY
<b>U.S. ARMY ENGINEER DISTRICT, DETROIT</b> <b>CORPS OF ENGINEERS</b> <b>DETROIT, MICHIGAN</b>			
DESIGNED BY:		<b>SOUTH HAVEN HARBOR, MICHIGAN</b> <b>CONDITION OF CHANNEL</b> <b>APRIL 2014</b> <b>GRAND HAVEN AREA OFFICE</b>	
DRAWN BY:			
E.D.S.:			
CHECKED BY:			
REVIEWED BY:		APPROVAL RECOMMENDED: _____ DATE _____	
SUBMITTED BY:		CHIEF, QTS BRANCH	
CHIEF, PROJ. OPERS. SEC.		DATE	
APPROVED:		SCALE 1" = 100 FT.	
CHIEF, CONST. OPNS. DIVISION		CADD FILE NAME: SHC01G14.DGN	
P.E.		DRAWING NUMBER	
SHEET 1 OF 2			

E 12603000

E 12604000

E 12605000

N 334000

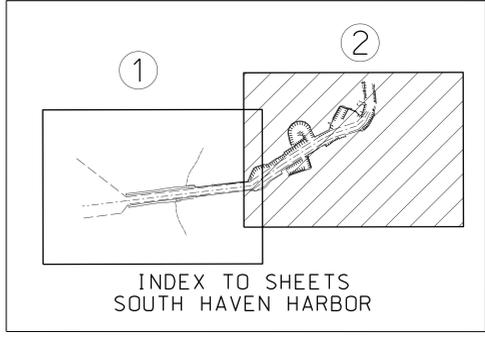


CENTERLINE TURNING POINTS

C/L T.P.	EAST (X)	NORTH (Y)
C/L 1	12,606,544.70	334,761.53
C/L 2	12,607,066.57	335,124.07
C/L 3	12,607,793.45	335,577.85
C/L 4	12,607,946.50	335,654.33
C/L 5	12,608,385.27	335,796.63
C/L 6	12,608,487.26	335,898.29
C/L 7	12,608,580.46	336,042.67

CHANNEL LINE TURNING POINTS

CHAN T.P.	EAST (X)	NORTH (Y)
G	12,606,568.26	334,698.75
I	12,607,102.17	335,069.66
J	12,607,825.26	335,521.08
K	12,607,971.20	335,594.01
L	12,608,395.61	335,731.65
M	12,608,524.00	335,856.61
N	12,608,608.29	336,033.69
O	12,608,552.63	336,051.65
P	12,608,450.52	335,939.98
Q	12,608,374.93	335,861.61
S	12,607,921.82	335,714.66
T	12,607,761.65	335,634.62
U	12,607,030.62	335,178.25
W	12,606,521.14	334,824.31



SOUNDED ON: 25 APRIL 2014  
 POSITIONING METHOD: DGPS, USING C.G. BEACON CORRECTIONS  
 SURVEY VESSEL: LAUNCH 3033

ALL SOUNDINGS ARE REFERENCED TO I.G.L.D. 1985  
 FOR LAKE MICHIGAN, ELEVATION 577.5 FT. ABOVE  
 MEAN SEA LEVEL AT RIMOUSKI, QUEBEC.

GRID SYSTEM BASED ON LAMBERT PROJECTION, MICHIGAN  
 STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (2113)  
 1983 NORTH AMERICAN DATUM, U.S. SURVEY FOOT.

THE INFORMATION DEPICTED ON THIS MAP REPRESENTS  
 THE RESULTS OF SURVEYS MADE ON THE DATES INDICATED  
 AND CAN ONLY BE CONSIDERED AS INDICATING THE  
 GENERAL CONDITIONS EXISTING AT THAT TIME.

VERTICAL WATER LEVEL READINGS WERE  
 TAKEN FROM A FIXED GAUGE MARK ALONG  
 THE SHEET STEEL WALL NEAR CROSS SECTION  
 9+00 IN SOUTH HAVEN HARBOR, MI.

MAINTENANCE DEPTH 14 FT.  
 MAINTENANCE DEPTH 12 FT.  
 CHANNEL LIMITS SHOWN THUS: - - - - -  
 12 FT. CONTOUR SHOWN THUS: - - - - -

REQUIRED MAINTENANCE DREDGING LIMIT TO  
 12 FT. BELOW I.G.L.D. 1985 SHOWN THUS: - - - - -



NO.	DATE	REVISION	BY
<b>U.S. ARMY ENGINEER DISTRICT, DETROIT</b> <b>CORPS OF ENGINEERS</b> <b>DETROIT, MICHIGAN</b>			
DESIGNED BY:	<b>SOUTH HAVEN HARBOR, MICH.</b> <b>CONDITION OF CHANNEL</b> <b>APRIL 2014</b> <b>GRAND HAVEN AREA OFFICE</b>		
DRAWN BY:			
CHECKED BY:			
REVIEWED BY:			
SUBMITTED BY:			
CHIEF, PROJ. OPERS. SEC.	CHIEF, DTS. BRANCH	DATE	
APPROVED:	APPROVAL RECOMMENDED:		
P.E.		SCALE 1" = 100 FT.	
CHIEF, CONST. OPNS. SECTION		CADD FILE NAME	SHEET 2 OF 2

DATE OF PHOTOGRAPHY  
 12 MAY 1995

Project Name: South Haven Dredging Projects  
 Project Number: 12-0712  
 Calculated by: Corey A. Kadow, P.E.  
 Date: 4/29/2013

### Change Order #1 - Quantity Breakdown

<b>Northside Marina</b>	<b>-8' LWD</b>	<b>UNIT</b>
Volume based on City provided bathymetric survey:	7400	CYD
Bid volume currently in plans, construction documents, and contract:	7500	CYD
Volume based on Abonmarche bathymetric survey (4-15-13):	8100	CYD
Proposed quantity change to overall contract:	600	CYD
Proposed \$ amount change to overall contract (at \$22.89/CYD bid price)	<b>\$13,734.00</b>	<b>DOLLARS</b>

<b>Southside Marina</b>	<b>-8' LWD</b>	<b>UNIT</b>
Volume based on City provided bathymetric survey:	1380	CYD
Bid volume currently in plans, construction documents, and contract:	1500	CYD
Volume based on Abonmarche bathymetric survey (4-15-13):	1450	CYD
Proposed quantity change to overall contract:	-50	CYD
Proposed \$ amount change to overall contract (at \$22.89/CYD bid price)	<b>-\$1,144.50</b>	<b>DOLLARS</b>

<b>TURNING BASIN AREA</b>	<b>-8' LWD</b>	<b>UNIT</b>
Volume based on City provided bathymetric survey:	300	CYD
Bid volume currently in plans, construction documents, and contract:	0	CYD
Volume based on Abonmarche bathymetric survey (4-15-13):	600	CYD
Proposed quantity change to overall contract:	600	CYD
Proposed \$ amount change to overall contract (at \$22.89/CYD bid price)	<b>\$13,734.00</b>	<b>DOLLARS</b>

<b>FRIENDS GOODWILL CHANNEL</b>	<b>-12' LWD</b>	<b>UNIT</b>
Volume based on City provided bathymetric survey:	2285	CYD
Bid volume currently in plans, construction documents, and contract:	0	CYD
Volume based on Abonmarche bathymetric survey (4-15-13):	2990	CYD
Proposed quantity change to overall contract:	2990	CYD
Proposed \$ amount change to overall contract (at \$22.89/CYD bid price)	<b>\$68,441.10</b>	<b>DOLLARS</b>

<b>UPPER BLACK RIVER (CITY LIMITS - DYCKMAN AVE. BRIDGE)</b>	<b>-5.85' LWD</b>	<b>UNIT</b>
Volume based on City provided bathymetric survey:	3200	CYD
Bid volume currently in plans, construction documents, and contract:	0	CYD
Volume based on Abonmarche bathymetric survey (4-15-13):	6950	CYD
Proposed quantity change to overall contract:	6950	CYD
Proposed \$ amount change to overall contract (at \$22.89/CYD bid price)	<b>\$159,085.50</b>	<b>DOLLARS</b>

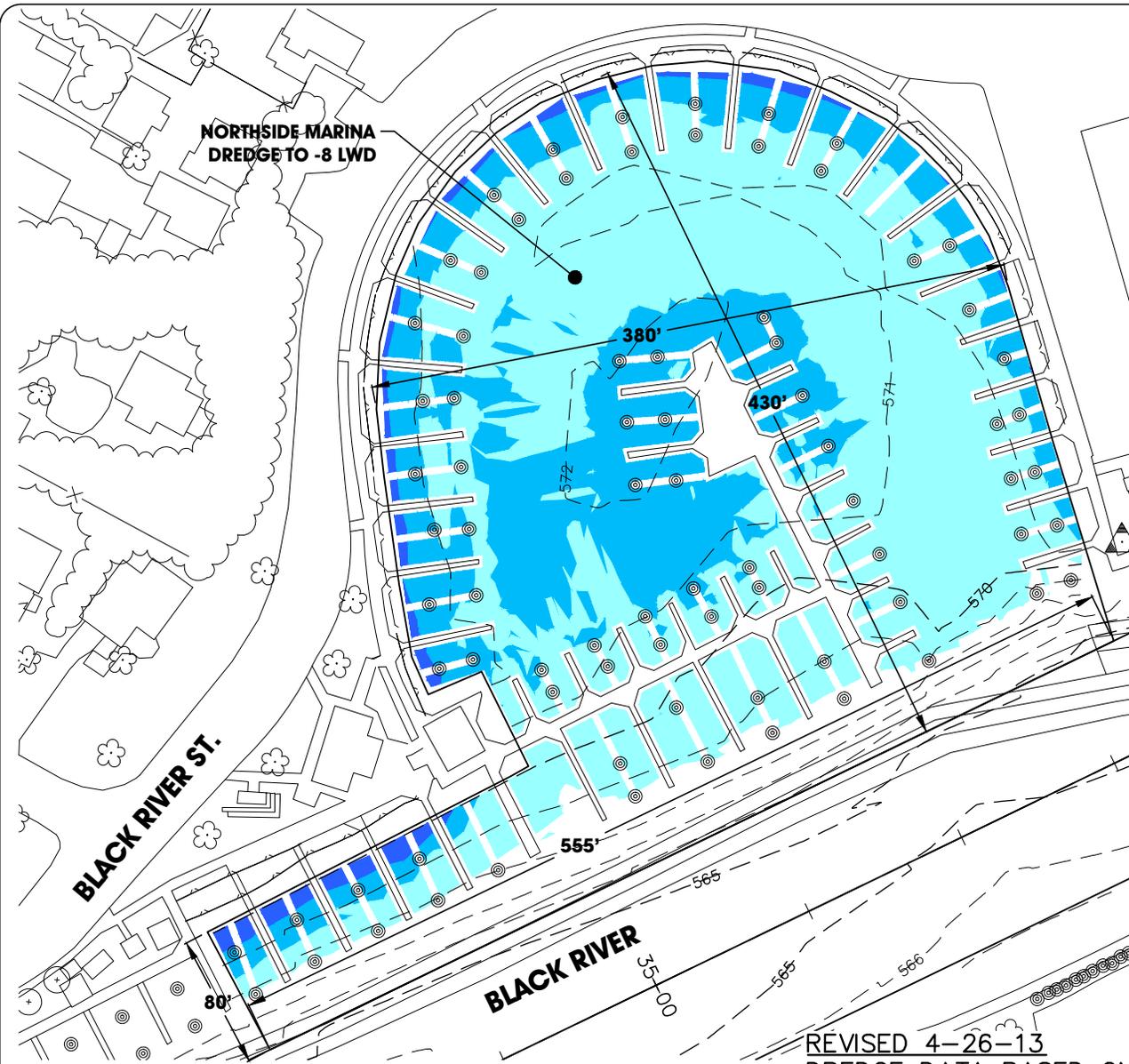
#### CONTRACT STATUS

<b>Original Contract Amount (Northside &amp; Southside Marinas) =</b>	<b>\$236,653.00</b>
<b>Previous Change Orders =</b>	<b>\$0.00</b>
<b>Previous Contract Amount =</b>	<b>\$236,653.00</b>
<b>Net Change (This Change Order) =</b>	<b>\$253,850.10</b>
<b>Current Contract Amount =</b>	<b>\$490,503.10</b>

#### Notes:

*City Commission has already approved a change in the contract in the amount of \$86,000 on March 5th, 2013 for the addition of the Turning Basin area and Friends Goodwill Channel*

E:\CIVIL\_3D\ENG\12-0712 SOUTH HAVEN MAINT DREDGING.dwg | 12-0712 MARINA DREDGE.dwg, 3, 4/29/2013 4:15:15 PM, dlarson, 1:1



Item Description	Unit	Quantity
Mobilization, Max. \$10,000	LS	1
Soil Erosion and Sedimentation Control Measures	LS	1
Excavation / Dredging and Disposal	Cyd	<del>7,500</del>

**NOTES:**  
 MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2012 EDITION SHALL PREVAIL, UNLESS INDICATED OTHERWISE.  
 ANY EXCESS/UNSUITABLE MATERIAL SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND THEY SHALL BE RESPONSIBLE FOR THE PROPER DISPOSAL OF THIS MATERIAL.  
 DEWATERING, IF REQUIRED, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND NO EXTRA PAYMENT SHALL BE MADE THEREFORE.

MAX. CUT	MIN. CUT	COLOR
5.65'	4.00'	
4.00'	2.00'	
2.00'	0.00'	

OHWM = 581.50  
 LWD = 577.50

**NOTE:**  
 ALL ELEVATIONS SHOWN REFERENCE VERTICAL DATUM IGLD 85.

**DATUM CONVERSIONS:**  
 (NGVD 29 - 0.48 = NAVD 88)  
 (NGVD 29 - 0.95 = IGLD 85)  
 (NAVD 88 - 0.47 = IGLD 85)



95 West Main Street  
 Benton Harbor, MI 49022  
 T 269.927.2295  
 F 269.927.1017

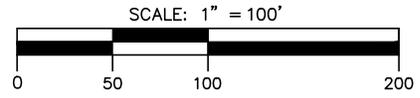
Manistee, MI  
 South Haven, MI  
 South Bend, IN  
 Fort Wayne, IN

Engineering  
 Architecture  
 Land Surveying  
 Marina/Waterfront  
 Community Planning  
 Landscape Architecture  
 Development Services

REVISED 4-26-13  
 DREDGE DATA BASED ON  
 BATHYMETRIC SURVEY (4-17-13)

PREPARED FOR:  
**CITY OF SOUTH HAVEN**  
**MARINA MAINTENANCE DREDGING**

COPYRIGHT 2012 - ABONMARCHÉ CONSULTANTS, INC.



SCALE: 1"=100'
JOB #: 12-0712
SHEET 3 OF 6

E:\CIVIL\_3D\ENG\12-0712 SOUTH HAVEN MAINT DREDGING.dwg, 4/29/2013 4:15:21 PM, dlarson, 1:1

Item Description	Unit	Quantity
Soil Erosion and Sedimentation Control Measures	LS	1
Excavation / Dredging and Disposal	Cyd	1,500-
		1,450

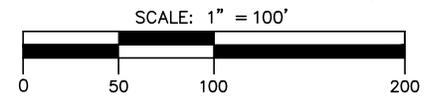


MAX. CUT	MIN. CUT	COLOR
3.84'	2.00'	
2.00'	1.00'	
1.00'	0.00'	

OHWM = 581.50  
LWD = 577.50

**NOTE:**  
ALL ELEVATIONS SHOWN REFERENCE  
VERTICAL DATUM IGLD 85.

**DATUM CONVERSIONS:**  
(NGVD 29 - 0.48 = NAVD 88)  
(NGVD 29 - 0.95 = IGLD 85)  
(NAVD 88 - 0.47 = IGLD 85)



95 West Main Street  
Benton Harbor, MI 49022  
T 269.927.2295  
F 269.927.1017

Manistee, MI  
South Haven, MI  
South Bend, IN  
Fort Wayne, IN

Engineering  
Architecture  
Land Surveying  
Marina/Waterfront  
Community Planning  
Landscape Architecture  
Development Services

REVISED 4-26-13  
DREDGE DATA BASED ON  
BATHYMETRIC SURVEY (4-17-13)

PREPARED FOR:  
**CITY OF SOUTH HAVEN**  
**MARINA MAINTENANCE DREDGING**

COPYRIGHT 2012 - ABONMARCHE CONSULTANTS, INC.

SCALE: 1"=100'

JOB #: 12-0712

SHEET 4 OF 6

E:\CIVIL\_3D\ENG\12-0712 SOUTH HAVEN MAINT DREDGING.dwg | 12-0712 MARINA DREDGE.dwg, TURNING BASIN 12 LWD, 4/29/2013 4:15:26 PM, dlanson, 1:1



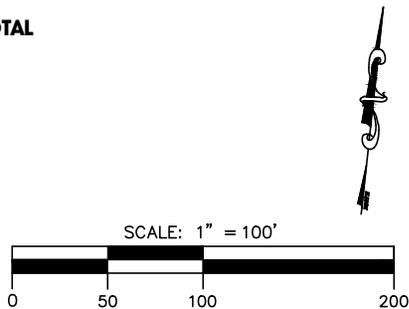
**FRIENDS GOODWILL CHANNEL**  
**565.50 (-12 LWD)**  
**ADDITIONAL DREDGE VOLUME = 2,285 CYDS**  
**2,990**

MAX. CUT	MIN. CUT	COLOR
8.24'	6.00'	
6.00'	4.00'	
4.00'	2.00'	
2.00'	0.00'	

**TURNING BASIN DREDGE AREA**  
**569.50 (-8 LWD)**  
**DREDGE VOLUME = 388 CYDS**  
**600**

**3,590 CYDS TOTAL**

**MUSEUM MARINA**  
**PERMIT DREDGE AREA**



**FRIENDS GOODWILL CHANNEL**  
**DREDGE TO -12 LWD**

**REVISED 4-26-13**  
**DREDGE DATA BASED ON**  
**BATHYMETRIC SURVEY (4-17-13)**



95 West Main Street  
 Benton Harbor, MI 49022  
 T 269.927.2295  
 F 269.927.1017

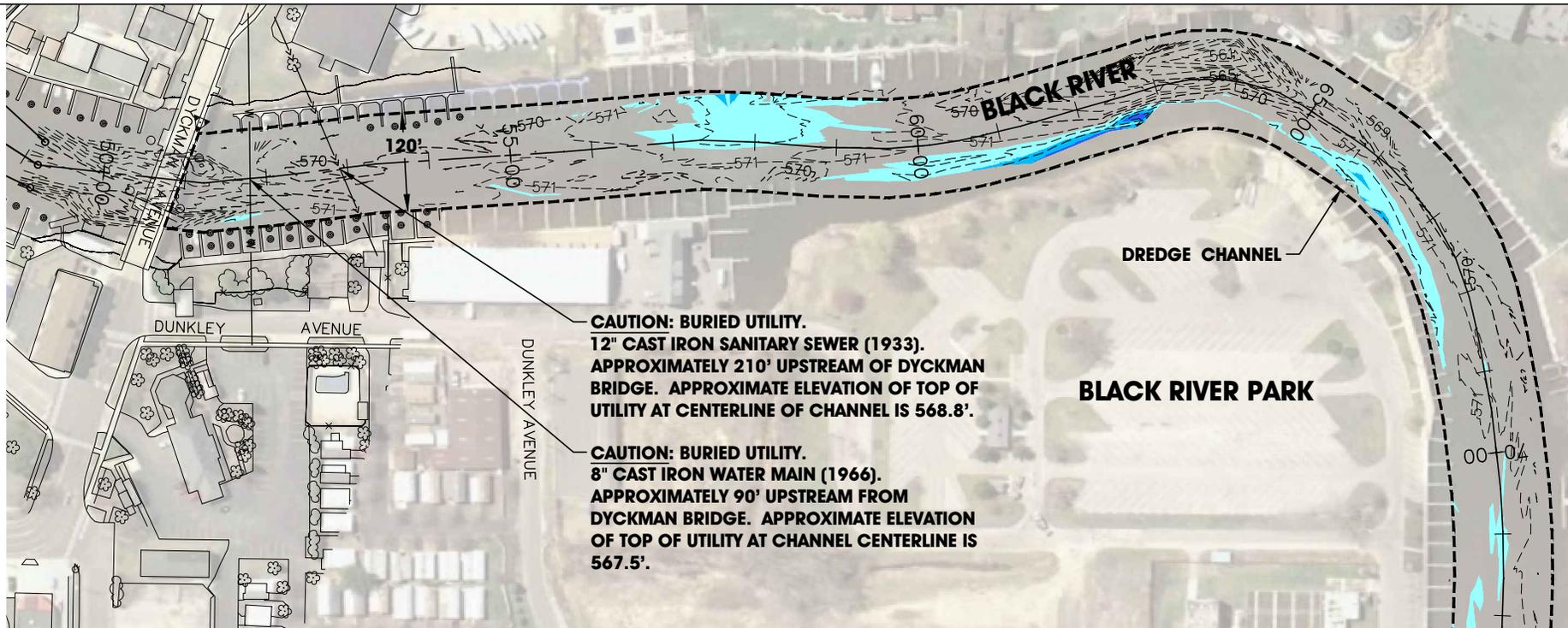
Manistee, MI  
 South Haven, MI  
 South Bend, IN  
 Fort Wayne, IN

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 Land Surveying  
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 Community Planning  
 Landscape Architecture  
 Development Services

PREPARED FOR:  
**CITY OF SOUTH HAVEN**  
**MARINA MAINTENANCE DREDGING**

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 81

SCALE: 1"=100'
JOB #: 12-0712
SHEET 1 OF 1



**CAUTION: BURIED UTILITY.**  
**12" CAST IRON SANITARY SEWER (1933).**  
 APPROXIMATELY 210' UPSTREAM OF DYCKMAN BRIDGE. APPROXIMATE ELEVATION OF TOP OF UTILITY AT CENTERLINE OF CHANNEL IS 568.8'.

**CAUTION: BURIED UTILITY.**  
**8" CAST IRON WATER MAIN (1966).**  
 APPROXIMATELY 90' UPSTREAM FROM DYCKMAN BRIDGE. APPROXIMATE ELEVATION OF TOP OF UTILITY AT CHANNEL CENTERLINE IS 567.5'.

MAX. CUT	MIN. CUT	COLOR
3.30'	2.00'	
2.00'	1.00'	
1.00'	0.00'	

PROPOSED DREDGE TO 571.65 (-5.85 LWD)  
 = ~~440~~ CYDS (THIS SHEET)  
 1,500  
~~3,200~~ CYDS TOTAL  
 6,950

OHWM = 581.50  
 LWD = 577.50

**NOTE:**  
 ALL ELEVATIONS SHOWN REFERENCE  
 VERTICAL DATUM IGLD 85.

**DATUM CONVERSIONS:**  
 (NGVD 29 - 0.48 = NAVD 88)  
 (NGVD 29 - 0.95 = IGLD 85)  
 (NAVD 88 - 0.47 = IGLD 85)

REVISED 4-26-13  
 DREDGE DATA BASED ON  
 BATHYMETRIC SURVEY (4-17-13)

**SEE SHEET 2**



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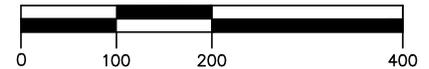
Engineering  
 Architecture  
 Land Surveying  
 Marina/Waterfront  
 Community Planning  
 Landscape Architecture  
 Development Services

PREPARED FOR:  
**CITY OF SOUTH HAVEN**  
**BLACK RIVER**  
**MAINTENANCE DREDGING**

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SCALE: 1" = 200'



SCALE: 1"=200'

JOB #: 12-0712

SHEET 1 OF 3

PROPOSED DREDGE TO 571.65 (-5.85 LWD)  
 = ~~500~~ CYDS (THIS SHEET)  
 1,945  
~~3,200~~ CYDS TOTAL  
 6,950

OHWM = 581.50  
 LWD = 577.50

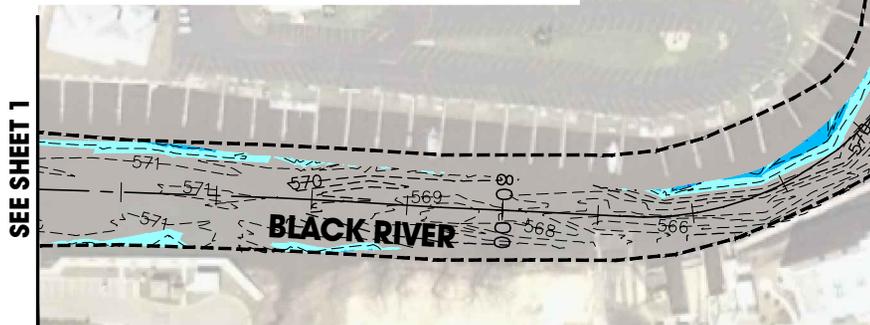
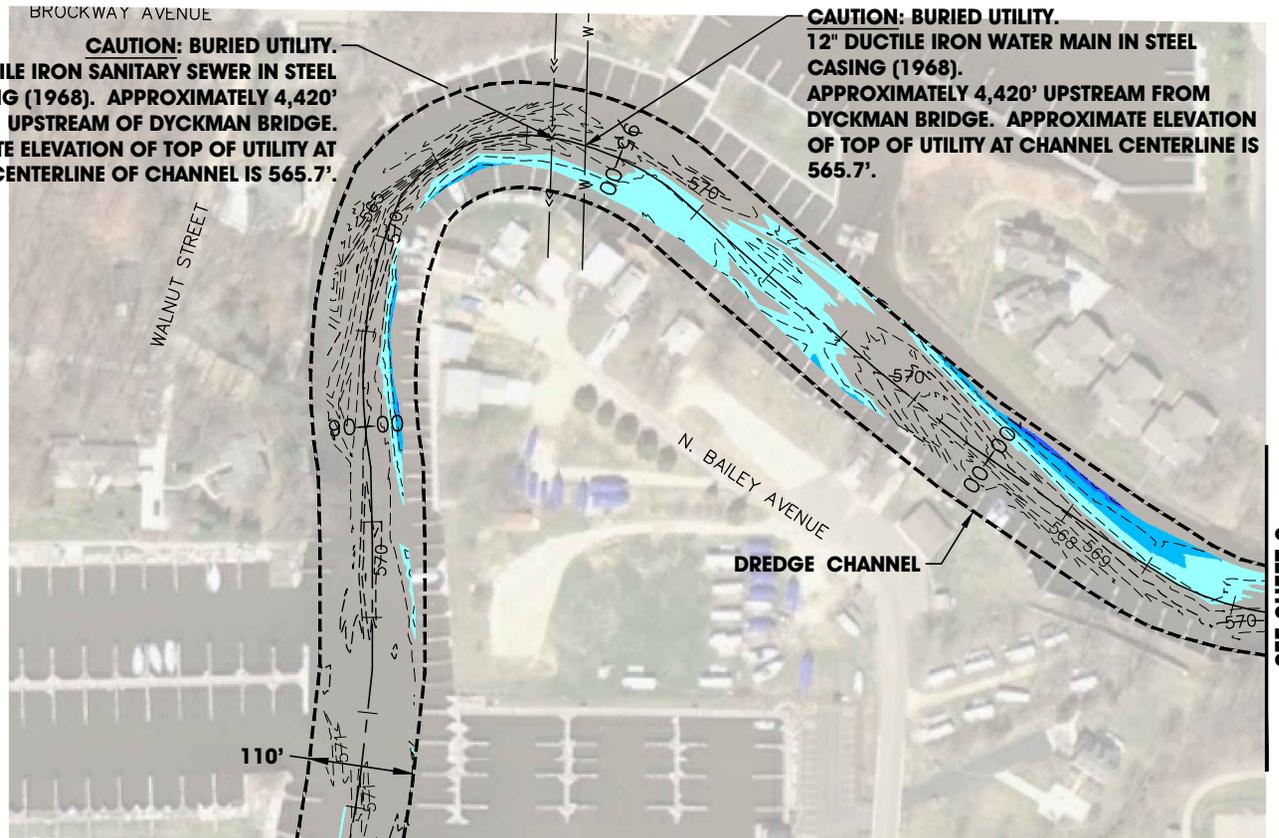
NOTE:  
 ALL ELEVATIONS SHOWN REFERENCE  
 VERTICAL DATUM IGLD 85.

DATUM CONVERSIONS:  
 (NGVD 29 - 0.48 = NAVD 88)  
 (NGVD 29 - 0.95 = IGLD 85)  
 (NAVD 88 - 0.47 = IGLD 85)

MAX. CUT	MIN. CUT	COLOR
3.30'	2.00'	
2.00'	1.00'	
1.00'	0.00'	

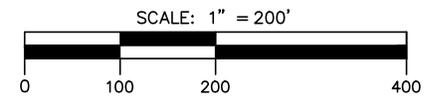
**CAUTION: BURIED UTILITY.**  
**16" DUCTILE IRON SANITARY SEWER IN STEEL CASING (1968). APPROXIMATELY 4,420' UPSTREAM OF DYCKMAN BRIDGE. APPROXIMATE ELEVATION OF TOP OF UTILITY AT CENTERLINE OF CHANNEL IS 565.7'.**

**CAUTION: BURIED UTILITY.**  
**12" DUCTILE IRON WATER MAIN IN STEEL CASING (1968). APPROXIMATELY 4,420' UPSTREAM FROM DYCKMAN BRIDGE. APPROXIMATE ELEVATION OF TOP OF UTILITY AT CHANNEL CENTERLINE IS 565.7'.**



SEE SHEET 3

REVISED 4-26-13  
 DREDGE DATA BASED ON  
 BATHYMETRIC SURVEY (4-17-13)



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PREPARED FOR:  
**CITY OF SOUTH HAVEN**  
**BLACK RIVER**  
**MAINTENANCE DREDGING**

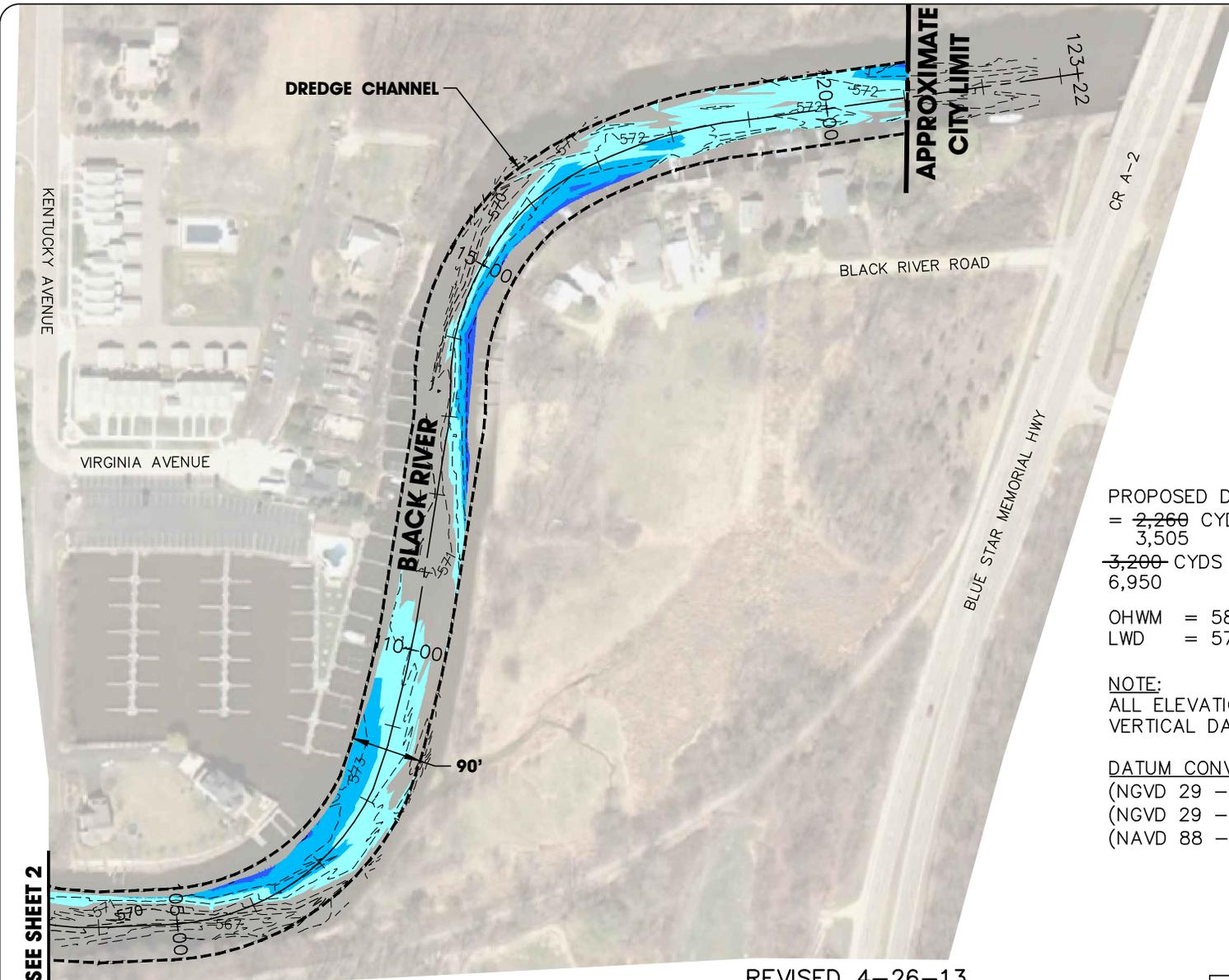
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SCALE: 1"=200'

JOB #: 12-0712

SHEET 2 OF 3

E:\CIVIL\_3D\ENGL\12-0712 SOUTH HAVEN MAINT DREDGING.dwg, 3.4/29/2013 4:07:09 PM, dlanson, 1:1

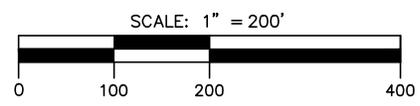


MAX. CUT	MIN. CUT	COLOR
3.30'	2.00'	Blue
2.00'	1.00'	Light Blue
1.00'	0.00'	Very Light Blue

PROPOSED DREDGE TO 571.65 (-5.85 LWD)  
 = ~~2,260~~ 3,505 CYDS (THIS SHEET)  
~~3,200~~ 6,950 CYDS TOTAL  
 OHWM = 581.50  
 LWD = 577.50

**NOTE:**  
 ALL ELEVATIONS SHOWN REFERENCE  
 VERTICAL DATUM IGLD 85.

**DATUM CONVERSIONS:**  
 (NGVD 29 - 0.48 = NAVD 88)  
 (NGVD 29 - 0.95 = IGLD 85)  
 (NAVD 88 - 0.47 = IGLD 85)



SEE SHEET 2



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REVISED 4-26-13  
 DREDGE DATA BASED ON  
 BATHYMETRIC SURVEY (4-17-13)

PREPARED FOR:  
**CITY OF SOUTH HAVEN**  
**BLACK RIVER**  
**MAINTENANCE DREDGING**  
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SCALE: 1"=200'  
 JOB #: 12-0712  
 SHEET 3 OF 3