

Harbor Commission

Regular Meeting Agenda

Tuesday, February 17, 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: January 20, 2015 Regular Meeting

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

5. Marina Reports

6. Reducing Erosion and Sedimentation

7. Turning Basin Permit Proposal

8. Dredging Capital Plan

9. Budget

10. Customer Satisfaction Surveys

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



City of South Haven

1. Call to Order

Present: Stegeman, Stephens, Sullivan, Arnold
Absent: Pyle, Reineck, Silverman

2. Approval of Agenda

Motion by Stegeman, second by Sullivan to approve the January 20, 2015 Harbor Commission Agenda as presented.

All in favor. Motion carried.

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

Motion by Stegeman, second by Sullivan to approve the December 16, 2014 Regular Harbor Commission Minutes 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 reports through December 31, 2014.

6. 2015 Meeting Schedule

VandenBosch noted that setting a meeting schedule is a requirement of the Open Meetings Act.

January 20
February 17
March 17

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

Motion by Stephens, second by Sullivan to approve the 2015 Harbor Commission Meeting Schedule as noted above.

Stegeman wondered, as the Harbor Commission is a recommending body to City Council, whether there is a need to meet if there is no pressing business. Arnold noted the board has canceled meetings in the past for lack of new business, citing October 2014.

All in favor. Motion carried.

7. North Beach Paddle Lane

VandenBosch explained that the city manager requested that the Harbor Commission review the proposed addition of a paddle lane to the North Beach. The City has been applying for a grant for North Beach improvements, and one way to achieve a higher ranking would be to participate in the state initiative for a stopping point for paddle craft.

Motion by Stegeman that the Harbor Commission is supportive of a non-motorized water craft lane for the North Beach. Second by Stephens.

Sullivan asked if there have been any incidents reported regarding the use of kayaks at the South Beach. VandenBosch noted he is not aware that there have been any serious incidents at the South Beach.

Sullivan asked who would enforce the watercraft use at the North Beach and whether the city ever considered using life guards. VandenBosch noted that the city used to have life guards and the advice we have been given by legal council is that by providing that service, any failure by the lifeguard can be used against the City in any legal action. Therefore the recommendation from legal counsel has been not to have lifeguards. VandenBosch noted a lifeguard program has been discussed several times but we have not restarted the lifeguard program. Sullivan asked about someone less than a lifeguard. VandenBosch noted that our Parks crews are there to clean, not for oversight of beach activities. Arnold noted that with the beach parking program and the flag system there are South Haven Area Emergency Services people on the beach periodically.

Stephens asked whether there have been issues with the lane on the South Beach. VandenBosch responded, "If you are asking about issues when the police are called in . . . " Stephens interjected, "No, I am asking regarding whether there have been issues with the

South Beach lane with jet skis.” VandenBosch said that he has seen some kayaks in the swimming area, but has not heard of any issues. Stegemen pointed out that this request is for a non-motorized lane. VandenBosch noted that boats are not allowed in the swimming area, but swimmers are not restricted in the watercraft lane area. VandenBosch also noted this activity is overseen by the Sheriff’s Marine Patrol.

Stephens stated that her opinion is that anything the city can do to attract kayakers is a good thing and noted that concept was brought up by John (Marple, Marina Manager) at our last meeting. “From a marketing perspective, this is a good idea,” according to Stephens.

Arnold called the vote.

All in favor. Motion carried.

8. Black River Park Marina Management Proposal

VandenBosch noted that Black River Park was not included when the city did the contract with John Marple, Marina Manager. John focused on the marinas. The city has two (2) seasonal city employees; they focus on the gate but also do maintenance; take payments in assistance to the Marina Manager; keep the fish cleaning station going and sell tokens and passes. The Parks Department cleans the restrooms and does the mowing and landscaping. That is how we are doing it now and it’s working fairly well though we have had some complaints regarding cleanliness of the restrooms. VandenBosch explained that Black River Park is a little different in the use of the restrooms than park restrooms. At the Marinas, the restrooms are cleaned in the morning, then again after the main rush at about 11 a.m. Parks is not able to do the “before and after the main rush” type of thing at Black River Park and people come through there at all times of day.

VandenBosch pointed out that this amendment is on Page 49 of the agenda packet. VandenBosch included the old contract in the packet for informational purposes. VandenBosch noted that the amendment assigns additional duties to HAPA as noted below:

1. 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

VandenBosch noted that the Marina staff are not city employees but the cost of labor for services provided by HAPA are paid by the city. The additional \$6,000 covers only the management. HAPA is already responsible for Marina Management.

This proposal does not include mowing, which would continue as a Parks Department service.

VandenBosch enumerated some of the goals connected with this amendment:

- Customer Service. HAPA has done a great job with customer service, reducing the need for the city to have someone in the Harbormaster position full time. VandenBosch stated he works as the Harbormaster but this is a small part of what he does.
- Cash Management. Black River Park is not on the Marina Computerized system; staff takes payments for transient and seasonal boaters and documents it in paper form, which then has to be put into the system. The auditor said those payments must be entered into the computer accounting system the same day that they are received. VandenBosch noted that city staff is not aware of any problems with losses related to cash management, but leaving cash overnight or longer is not the proper way to do it according to the auditors. The position that the launch workers have is going to change – that position is going to be a Marina worker, maybe at Black River Park, maybe North or South side. John says he'd be willing to hire current launch workers but their job will not be the same. John values the current launch workers as people that the boaters like to talk and communicate with; that's part of good service.
- Pay terminals. The gates are far more reliable than they used to be. VandenBosch expects them to work the way they are working and does not see a continued need for a gatekeeper who is at the gate half of the time and does maintenance half of the time. We have a busy launch and there will be times when we need a gate keeper during the busiest times, but not all season. The cost to staff the boat launch is not expensive; \$38,380 compared to launch revenues of \$58,000. VandenBosch explained, "We are making \$20,000 in profit over and above labor costs, but at the same time we have a level of service that is not really needed at the launch gate."

VandenBosch noted that he is interested in comments; if this change is to go through it has to go through City Council. "We may not save money with it but the hope is that it will result in better customer service and privatize the launch along with the marinas.

Motion by Stegemen, second by Sullivan that the Harbor Commission recommends approval of the management amendment as proposed by Paul VandenBosch, Harbormaster.

Discussion ensued regarding the use of the computer system at Black River Park; the possible use of a handheld credit card swiper and the logistics of employees meeting the boaters at the Black River Park Marina and doing the deposits at the marina daily. According to VandenBosch a daily deposit must be made and transactions have to be entered into the computer system each day.

Stephens asked if this stipulation will be part of the contractor agreement. VandenBosch said it is an audit finding that we are trying to resolve and part of the solution includes John Marple, Marina Manager (HAPA) having the supervision of the employees.

Sullivan commented that he thinks the Harbor Commission has been very happy with Marple's performance and questioned whether the two employees would be paid the same amount through this contract. VandenBosch said we have not discussed the rate of pay because of not wanting to limit Marple and noted that these are not high paying jobs so it will not be difficult to match their rate of pay. Sullivan asked for clarification that the pay gets passed on to the city and these employees may not be working as much at Black River Park but will have work. VandenBosch agreed, noting that other people may be sent to Black River Park to work and the two current employees will not be able to expect to spend all of their hours at Black River Park.

Arnold said the cleanliness of the restrooms was the only issue he was aware of and this change should remedy that. VandenBosch said he believes restroom cleanliness will be solved but he finds the goose excrement to be the biggest problem. General discussion ensued regarding the goose issue.

Stegeman said this is worth a try, noting that he is on the fence whether the Boat Launch is considered more of a parks than marina issue, suggested that this could be tried for a year or two and then if it does not work, back out of it. VandenBosch said he believes Marple has two (2) or three (3) years left and this amendment is attached to the original contract. Stegeman's concern is if there is a need for termination not having too many legal ramifications. Sullivan pointed out the original agreement allows termination for any or no reason at all. VandenBosch noted that as this amendment is written the amendment is just wrapped into the original contract.

Stegeman said we have two different things going on here; the marina for the larger boats and the river program (boat launch) is more of a parks idea. Stegeman would like to think of this amendment as a one or two year trial. VandenBosch said we are happy with the marina program as it is being run; it will probably take Marple time to work out how best to run Black River Park and optimize it. Sullivan noted the current contract ends in November 2017.

VandenBosch clarified that large scale property improvements are not under Marple's jurisdiction but that is still done through the city. There is a lot of coordination and staff is currently working on five (5) grants, three (3) of which affect this area. This amendment is just for the day to day management of the Black River Park Marina.

Stephens asked if the amendment cannot be written with an easy out in case we need to end this early. VandenBosch said that HAPA may terminate upon ninety (90) days written notice to the city. That is a pretty good out, according to VandenBosch.

Stegeman says the point is Marple has done a good job so far with marina management and if the increased scope of work related to the boat launch makes it impossible for him to continue to do that job as well, then we can remove the boat launch part of the contract without affecting the marina management. VandenBosch will take that issue to the city attorney for adding something to that effect before taking it to City Council.

Arnold called the vote.

All in favor. Motion carried.

9. Strategic Plan

VandenBosch noted that the Strategic Plan has been under review for quite some time. On page 65 is Section D which had been considered for deletion, subject to additional discussion and possible rewriting. VandenBosch said he hopes the Strategic Plan is in a form that can be approved, although we do not have a rewrite on Section D.

Motion by Stephens, second by Sullivan to approve the Harbor Commission Strategic Plan draft from Dec. 16, 2014.

Stegeman asked if we should delete that section. VandenBosch said he has no problem with it but there were questions about whether this is the Harbor Commission's role. Discussion was that section was put in the plan because of the proposed Celery Pond development and that it is no longer needed since that development is not going to happen.

Stegeman asked about dredging work space, identifying a piece of property. Noted that there are two types of dredging operations, the big ones with the pipes, and spot dredging. "We have some problems coming in the future with spot dredging; how do they get the spoils off the barge to sit and drain. We need to be working on this; fifty (50) years from now where is a barge going to sit? Where are they going to off-load the spoil? Where are they going to take it?"

VandenBosch noted we could add something under A. Safety and Navigation.

Motion by Stegeman, second by Stephens to add "Development of a plan that outlines future dredging, maintenance, work (where barge pulls up and offloads) and spoils area."

Discussion ensued regarding possible sites for off-loading dredge spoils. VandenBosch said the only way he thinks it will happen is to have access to the old city street garage property. Stegeman believes the Harbor Commission will have to designate an area and stick with it.

Stegeman also noted that we need a site for spoil disposal, and suggested adding “including purchase of permanent spoils site” at the end of the original motion and put under Dredging Needs of the Harbor.

Sullivan asked whether the Harbor Commission should continue to be concerned about Marine Services. Discussion ensued whether if current marina services go away, the city should have designated space for someone else or the city to provide those services. VandenBosch suggested “monitor marine services in the area and encourage their viability” under D1. Stephens asked how the Harbor Commission, as a recommending body, can do that. VandenBosch said it is beneficial to have that kind of recommendation in the Strategic Plan and pointed out that the statement that was removed was stronger in the city providing services and commented, “We don't want to compete with private services doing that.” Stegeman believes that if the city were to get into the fueling business, one of the two or both would probably stop selling fuel. “As a past commodore of the Yacht Club, I can tell you there isn't a lot of money to be made in selling fuel. You have the cost and maintenance of the pumps, and you have to have an attendant. When gas prices were high we were actually losing money.” Sullivan clarified that this allows the city to step in if we lose the marine services.

VandenBosch noted the following changes:

- Delete the “Harbor Study” paragraph on page 4
- Delete the “forward looking study” paragraph.
- Delete the “funding professional study” paragraph.
- Delete the “Needs Assessment” paragraph.
- Delete the “Process Needs to be Defined” paragraph.

Arnold called the vote on the following motion:

Motion by Stegeman, second by Stephens to add “Development of a plan that outlines future dredging, maintenance, work (where barge pulls up and offloads) and spoils area, including purchase of a permanent spoils site.”

All in favor. Motion carried.

10. Dredging Capital Improvement Plan

VandenBosch explained that these are not real numbers, but a “guesstimate” type plan. “The Revenue side is based on revenue from 2012, a high point in transfers to the River Maintenance Fund from the Marina Fund and Black River Park Fund. The “Other Revenue” line is the shortfall to cover the expenses listed below, based on our 2012 revenue.”

VandenBosch continued, “Based on past experience these numbers are about right, but probably will go up. The total estimated cost per year is \$90,000; we are short of revenue in the amount of \$63,000 per year.” VandenBosch stated he needs to add to the expenses about \$82,000 every five (5) years for dredging the turning basin and Friends Good Will

channel, adding, "This is probably a low estimate. Roughly \$100,000 more or less is what we need to be saving up each year to do the level of dredging we've see in the past."

Stephens asked where the dredge spoils will go to which VandenBosch responded that he hopes to get the Army Corps to do beach replenishment. Otherwise a private contractor would have to move it off-site. VandenBosch reminded of the potential of using the landfill site on Blue Star Highway.

Cost analysis could be done, according to VandenBosch, to determine whether having the contractor truck it away is more cost effective than doing beach replenishment.

Stephens noted that VandenBosch pointed out in the plan that this cost estimate does not include permitting and engineering expenses.

Stephens asked whether it is time to start discussion with watershed groups such as Two Rivers Coalition and the Conservation District to talk about preventing sedimentation. VandenBosch stated he is part of a state committee looking at the problems that harbors are facing, one of which is the Army Corps no longer doing the dredging of federal channels. VandenBosch is pushing for the state to take over what the Army Corps used to do. "The City of South Haven is looking at this before it is a problem; we have an idea what it is going to cost us. Many other harbors have not started to look at this," VandenBosch stated.

Stegeman commented that having a smaller harbor, in this case, is an advantage; "we don't have as much area to cover."

VandenBosch said staff is working with the Sustainable Harbors. "We are writing a grant to do look at feasibility of doing soundings using satellites, working with universities to find out if we can get soundings every spring, maybe even through the ice. We can have a heavy rain event and never know about shoaling until the first sailboat tries to get out."

Stegeman said maybe we need to recommend to City Council that they start putting some money toward this. VandenBosch asked about special assessments, noting that the city has one thousand (1,000) slips; a ten dollar assessment would bring in \$10,000 each year. That's an easy calculation, according to VandenBosch, who also commented that Silverman suggested six percent (6%) of Marina Fund revenue be transferred to the River Maintenance Fund. Sullivan stated six percent (6%) is what is in our Strategic Plan.

Stegeman talked about when he was on council and they first started talking about roads they wanted only a five (5) year millage. Staff and council decided to look at a twenty (20) year plan because it would get the folks on the side streets to vote in a twenty (20) year millage. "We did a lot of work, talking to people, and were able to get it done."

Stegeman thinks we can say, "It's not just the channel, but the slips themselves, that will be dredged." Stegeman thinks the majority of the slip holders would look at it as a type of insurance, the slip and the channel would be covered and they would be more willing to buy into it.

Stephens asked if the city can do private slips. VandenBosch explained that when you get a permit, you get permission to remove material; we already have to get permission from adjacent slip owners to dredge in their riparian area. VandenBosch noted that it takes different equipment to do the channel than to do slips, although that should not be a problem. Stephens asked about property rights to which VandenBosch responded that slip dredging would involve riparian rights, which is different than property rights. We would need permission from the property owner either way.

Stegeman said when he was Commodore of the Yacht Club the dredging permit had lapsed and he had to quickly get samples and the next day the river froze over. We spent about \$40,000 and it was done in conjunction with the city. Getting it all done in one package is always cheaper than doing it piecemeal. Stegeman said you can “sell” it as an insurance policy. Sullivan said there will be people who only need a foot deep so don’t want to pay. Stegeman agreed that the argument is always between power and sail.

VandenBosch asked if he should add this as a discussion item at the next meeting. Stegeman commented that you can present it and if it does not fly and problems come up later, then you can say, “Well, we tried to prevent this.” VandenBosch said someone can always find problems but it may be cheaper as one big contract.

Member and Staff Comments

Stegeman: Spoke about going to the Michigan Steelheaders and Salmon Fisherman’s President’s meeting in Lansing Saturday.

Stephens: Reminded about her interest in reviewing the boater surveys. VandenBosch will remind Marple.

Sullivan: Suggested bringing the Two Rivers Coalition person back to discuss prevention of sedimentation in the river. Stegemen noted that the city needs to get some local people in that group.

Adjourn

Motion by Sullivan, second by Stephens to adjourn at 7:05 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,
Marsha Ransom
Recording Secretary

HARBOR COMMISSION STRATEGIC PLAN
As Approved on January 20, 2015

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.

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

Develop a plan that outlines future dredging, maintenance, working and spoils area (where a barge pulls up and offloads), including purchase of a permanent spoils site.

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.

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

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: Arnold, Stegeman, Stephens, Sullivan

Absent, Boardmembers: Pyle, Reineck, Silverman

The following preamble and resolution were offered by Boardmember Stephens and supported by Boardmember Sullivan.

NOW, THEREFORE, BE IT RESOLVED THAT:

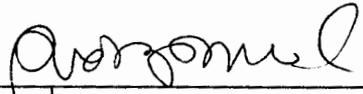
1. The regular meetings of the Harbor Commission for 2015 are hereby scheduled for the following dates:

- 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: Arnold, Stegeman, Stephens, Sullivan

NAYS: - none -

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 20, 2015, 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

Marina Fund Revenue

Marina Fund Revenue
As of January 31, 2015

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	402,793	95,190	497,983	240,457	257,526

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	359,425												359,425

	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	1,780	157,023
2015	0												0

Black River Park Revenues

Black River Park Revenue
As of January 31, 2015

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	80,205	6,598	119,256	56,527	62,730

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

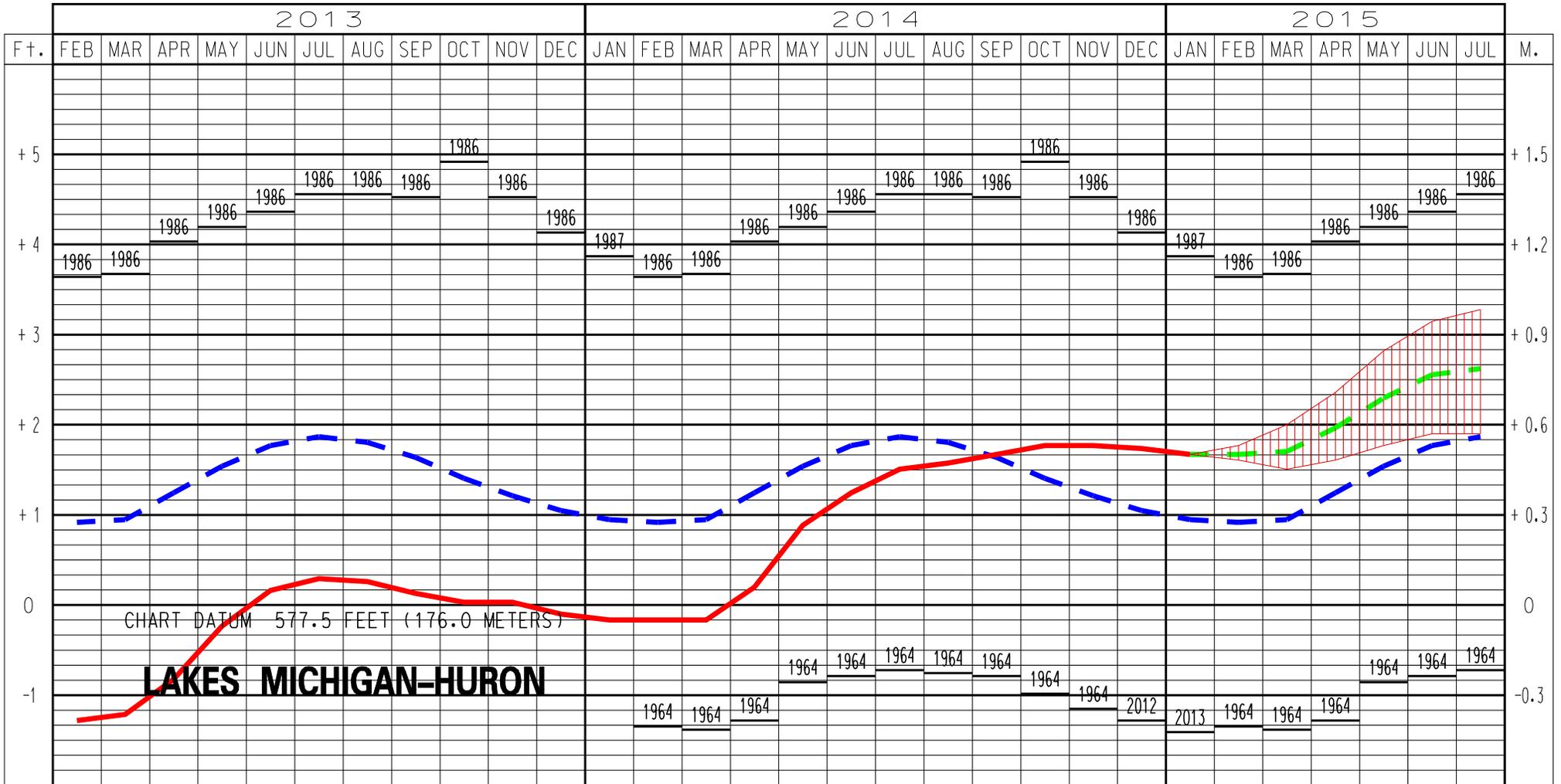
Boat Launching & Parking Fees Revenue													Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	0	0	0	1,289	4,160	7,725	13,459	7,941	5,917	1,808	0	0	42,299
2008	0	0	0	831	2,768	5,172	11,030	10,046	4,709	2,170	0	0	36,726
2009	0	0	0	370	3,378	5,558	10,738	7,704	8,311	812	0	0	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	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	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	66,305	0	0	0	0	0	0	0	0	0	0	0	66,305

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	0	0	0	0	0	0	0	0	0	0	0	0

LAKES MICHIGAN-HURON WATER LEVELS - FEBRUARY 2015



LEGEND

LAKE LEVELS

RECORDED

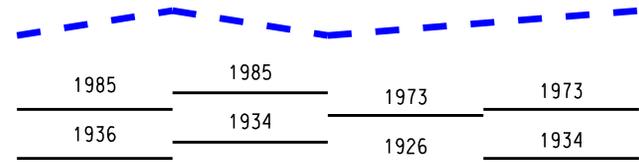


PROJECTED

AVERAGE **

MAXIMUM **

MINIMUM **



** Average, Maximum and Minimum for period 1918-2013

City of South Haven, Dredging Permit Inventory

02/06/15

577.5 ft (ILGD85)

Approval Date	Name	Permit Number	Area	Cubic Yards	Expiration Date	Depth Below Low Water Datum	Dredging Type	Spoil Area	
DEQ	04/05/13	Black River Channel	13-80-0007-P	Lake MI to City Limits	20,000	04/05/18	14 and 5.85	Hydraulic or Mechanical	Dunkley, Blue Star locations
ACE	04/12/13	Black River	LRE-1999-530040-S13	Lake MI to Dyckman	17,650	04/12/18	14	Hydraulic Dredging	
ACE	04/16/13	Black River	LRE-1999-530040-S13	Dyckman to City Limits	2,350	04/16/18	5.85	Mechanical	
ACE	04/16/13	Black River	LRE-1999-530040-S13	Dyckman to City Limits	2,350		5.85 ft BLWD to 577.5 (IGLD)	Mechanical	Dunkley, Blue Star locations
ACE	04/22/13	Black River (Correction)	LRE-1999-530040-S13	Dyckman to City Limits	2,350		5.85 ft BLWD	Mechanical	Three upland locations
ACE	04/30/13	Black River Channel	LRE-1999-530040-S13	Lake MI to City Limits	17,650	04/12/18	14 ft BLWD	Hydraulic	Lake Michigan Beach Replenishment
DEQ	03/25/13	Northside/Southside	12-80-0059-P	Northside/Southside	9,950	03/25/18	8 ft BLWD (To 569.5)	Hydraulic or Mechanical	Black River Park-Dunkley
ACE	04/04/13	Northside/Southside	LRE-1988-530112-L12	Northside/Southside	9,950		8 ft BLWD (To 569.5)	Hydraulic or Mechanical	Black River Park-Dunkley
ACE	06/30/10	Turning Basin	LRE-1992-530040-L10	Turning Basin, Dyckman Bridge	4,885	12/31/15	10.5 ft, to 567 BLWD To 571 under Dyckman Bridge	Mechanical	Black River Park-Dunkley
DNRE	06/29/10	Turning Basin	10-80-0020-P		8,906	06/29/15	To 568.5		Black River Park-Dunkley
ACE	04/05/13	Turning Basin	LRE-1992-530040-L10				Permit Modification	Hydraulic	LRE-1992-530040-L10

February 2, 2015

Paul VandenBosch
City of South Haven
539 Phoenix Street
South Haven, MI 49090

RE: Proposal for Maintenance Dredging Permit Services
Maritime Marina, Turning Basin, and Friends Goodwill Channel
South Haven, MI

Dear Mr. VandenBosch:

At the request of the City of South Haven, Abonmarche is pleased to present the following proposal for maintenance dredging permit services within the Maritime Marina, Turning Basin, and Friends Goodwill Channel in South Haven, MI. We understand that maintenance dredging may be required at these locations over the next 5 years to provide safe navigational depths for the users of these facilities. The City's current Michigan Department of Environmental Quality (MDEQ) permit #10-80-0020-P expires on June 6th, 2015. The current United States Army Corp of Engineers (USACE) permit #LRE-1992-530040-L10 is set to expire on December 31st, 2015. The following outlines the scope of work and associated costs to perform testing, assist the City with the determination of a dredge spoils disposal site(s), and prepare and file a permit application with the MDEQ and the USACE.

Sediment Testing:

In order to determine where the proposed dredge material can be placed, sediment testing will need to be performed. A total of six sediment samples are expected within the proposed dredging area. Sediment samples will be taken to a maximum depth of two feet into the bottom sediments at each dredge location. Given the relatively shallow nature of the proposed sediment samples, it is anticipated that samples will be collected by personnel from a small vessel.

Laboratory analysis of sediment samples will then be performed in accordance with MDEQ-LWMD requirements for dredging projects. Initially, all sediment samples will be subjected to sieve grain size analysis using U.S. Standard sieve numbers 10, 40, 100, and 200 to determine the percentage of both sandy and fine material in order to determine whether additional laboratory analysis for other parameters will be necessary. Should sieve analysis indicate that less than 90% of the materials are retained on the Number 200 sieve (less than 90% sand), additional laboratory analysis will be conducted in accordance with Rule 118 of Part 115, Solid Waste Management, of the Natural

Resources and Environmental Protection Act (NREPA), P.A. 451 of 1994 as amended. Based upon our experience we expect that the additional laboratory analysis will be necessary. For permit application purposes, the additional sample parameters will consist of metals analysis for arsenic, cadmium, copper, lead, mercury, selenium, and zinc. Laboratory analysis will also be required for polynuclear aromatic compounds (PNAs) for permitting purposes. For potential landfill disposal approval purposes, laboratory analyses will also include barium, chromium, silver, and polychlorinated biphenyls (PCBs).

Typically, Rule 118 requires that sediment samples be subjected to both total concentrations and leachable concentrations utilizing either the Toxicity Characteristic Leachate Procedure (TCLP) or the Synthetic Precipitation Leaching Procedure (SPLP). Due to its less aggressive pH in the procedure, it is recommended that any samples requiring leachate testing be subjected to the SPLP rather than the TCLP. For budgeting purposes, the expense for analyzing all six samples for both total metal concentrations and SPLP's has been included in this cost. TCLP test costs have not been included in the price below, and will be considered an additional cost if required for potential landfill acceptance.

Upon receipt of final laboratory results, a brief letter report will include a discussion of sediment sampling methodology and laboratory analytical results, a physical description of sediments collected, a sample location map, tabulation of all laboratory data with a comparison to established MDEQ cleanup criteria, and finally laboratory results.

Cost:

Project Planning/Coordination, Equipment and Supplies, Sediment Sampling, Data
Tabulation, and Report Preparation:
\$2,750

Laboratory Analysis of Six Sediment Samples:
\$4,400

Please note that the laboratory cost stated above assumes having to run a full leachate analysis on ALL samples for ALL parameters. We expect this to be a conservative approach and will invoice the city as per actual costs from the environmental subconsultant.

Dredge Spoils Site Selection Assistance:

We will work directly with City staff to help identify a disposal site for the proposed dredge material. An accurate estimate of effort associated with task is dependent upon many factors, therefore, we propose a time & materials format this this portion of the project. An initial budgetary estimate of 40 hours has been allocated. Should this task involve additional time above and beyond the initial 40 hours, we will proceed only on upon approval from the City.

Cost: \$4,800 (Estimated Time & Materials)



MDEQ/USACE Permit Application:

We will prepare the necessary detail drawings for the MDEQ/USACE Joint Permit Application (JPA), including project location, existing conditions, sediment testing locations, proposed plan with cross sections, and estimated dredge material volume. In addition, we will prepare and submit the JPA to the regulatory agencies.

Cost: \$4,500

These costs do not include permit application filing fees, bathymetric survey, any supplemental permit attachments (adjacent property owner approval, additional sediment testing (if required), etc.), or addressing concerns and/or requests for additional information from the MDEQ/USACE. These additional services will be performed on a time and material basis at our standard billing rates and will only be undertaken with prior approval. We also understand that the City will assist in the selection of a final disposal site(s) for the dredge spoils, and provide us with the adjacent property owner information around the areas where work is to be performed.

Your signature in the space provided will authorize us to commence with work on the project. Should you have any questions or comments regarding this proposal, please feel free to contact me at our office.

Sincerely,

ABONMARCHE

Christopher J. Cook, P.E.
President/CEO

CAK

cc: Corey A. Kandow, P.E., Abonmarche
Timothy R. Drews, P.E., Abonmarche

Accepted By: _____ (Signature) _____
(Printed Name) (Date)



Dredging Capital Plan

Year	1	2	3	4	5	6	7	8	9	10	11	12	2012	2013
Revenues														
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	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000		
Interest Income		2,123	2,489	5,063	7,687	-15	2,108	2,473	5,046	7,671	-32	2,091		
Revenue Total	136,174	138,297	138,663	141,237	143,861	136,159	138,282	138,647	141,220	143,845	136,142	138,265		
Expenses														
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				
Turning Basin		100,000					100,000					100,000		
Engineering and Permitting	30,000	10,000			20,000	30,000	10,000			20,000	30,000	10,000		
Expenses Total	30,000	120,000	10,000	10,000	529,000	30,000	120,000	10,000	10,000	529,000	30,000	120,000	Total over period	1,548,000
Annual Balance	106,174	18,297	128,663	131,237	-385,139	106,159	18,282	128,647	131,220	-385,155	106,142	18,265		
Fund Balance	106,174	124,471	253,135	384,372	-767	105,392	123,674	252,321	383,541	-1,614	104,528	122,793		
Average Annual Expense	129,000													

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

2016 Marina Fund Budget Items

Cumulative	Marina Fund	931	932	933	964	975	979	980	801			
	Requested By	RM-BS	RM-O	RM-E	Marketing	Building Additions	Yard Equip	Office Equip	Prof./Cons. Fees			
20,000	Annual Repairs	20,000	10,000	5,000	5,000						Reserve for unexpected repair	
20,000												
70,000	Fall 2014 CIP	50,000							50,000		South Side Building Renovation	Design and Bid Specifications
70,000												If grant is awarded
120,000	Fall 2014 CIP	50,000							50,000		South Side Dock Extension, Wave Att. Study	Perform Study
120,000												If grant is awarded
122,000	Fall 2014 CIP	2,000							2,000		South Side Headwall Electric Upgrade	Apply for Waterways Grant
122,000												
147,000	Fall 2014 CIP	25,000	25,000								Staff Managed Improvements	
147,000												
157,000	Harbormaster	10,000			10,000						Marketing, Brochures, Website, Photography	
157,000												
172,000	Harbormaster	15,000		15,000							South Side Electric Pedestals, new and replacement	
172,000												
176,000	Harbormaster	4,000					4,000				Boater Bikes	
176,000												
186,000	Harbormaster	10,000	10,000								North Side Redeck Steel Docks	
186,000												
186,000	Harbormaster	0				0					Marina Automatic Door Locks (public rest rooms)	20,280
186,000												
186,000	Harbormaster	0				0					Marina Security Cameras	65,643
186,000												
186,000	Harbormaster	0				0					Maritime Museum Dinghy Dock	15,000
186,000												
186,000	Harbormaster	0				0					Code Blue Security Call Boxes	40,000
186,000												
	TOTAL	186,000	45,000	20,000	5,000	10,000	0	4,000	0	102,000		

400,000	Annual Operation Expense	413,372	Undesignated Reserves Before Capital Expenses
239,500	2017 CIP Funding Need	186,000	Capital Expenses
		227,372	Undesignated Reserves After Capital Expenses
100,000	25% Operation Expense		
119,750	50% 2017 CIP Funding Need		
219,750	Reserve Fund Target		

2016 Black River Park Fund Budget Items

Cumulative	Black River Park Requested By	931 RM-BS	932 RM-O	933 RM-E	964 Marketing	975 Building Additions	979 Yard Equip	980 Office Equip	801 Prof./Cons. Fees			
12,000	Annual Repairs	12,000	5,000	5,000	2,000							Reserve for unexpected repair
12,000												
36,000	Fall 2014 CIP	24,000							24,000	Fish Cleaning Station	Design and Bid Specifications	If grant is awarded
36,000												
54,000	Fall 2014 CIP	18,000							18,000	Driveway Improvements	Design and Bid Specifications	If grant is awarded
54,000												
61,500	Fall 2014 CIP	7,500							7,500	Boat Launch Dock Replacement	Design and Bid Specifications	If grant is awarded
61,500												
67,500	Fall 2014 CIP	6,000							6,000	Restroom Renovation	Design and Bid Specifications	If grant is awarded
67,500												
77,500	Fall 2014 CIP	10,000	10,000									Staff Managed Improvements, paint, sealing, grills, furniture, etc.
77,500												
83,500	Harbormaster	6,000							6,000	BRP Marina Management	If approved by CC	
83,500												
83,500	Harbormaster	0				0				Code Blue Security Call Boxes	14,000	
83,500												
83,500	Harbormaster	0				0				Security Cameras	25,000	
83,500												
	TOTAL	83,500	5,000	15,000	2,000	0	0	0	0	61,500		

110,000 Annual Operation Expense	210,744 Undesignated Reserves Before Capital Expenses
200,750 2017 CIP Funding Need	83,500 Capital Expenses
	127,244 Undesignated Reserves After Capital Expenses
27,500 25% Operation Expense	
100,375 50% 2017 CIP Funding Need	
127,875 Reserve Fund Target	

GL Number	Description	2013-14 Amended Budget	2013-14 Activity	12/31/2014 Amended Budget	YTD As Of 12/31/2014	2014-15 Projected	2015-16 REQUESTED	
--- Estimated Revenue ---								
594-000-543-000	STATE DREDGING FUNDS	0.00	52,918.82	0.00	0.00	0.00	0.00	
594-000-566-005	STATE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
594-000-608-000	OTHER FEES	2,910.00	0.00	1,000.00	0.00	1,000.00	1,000.00	
594-000-645-000	SALES	4,329.92	1,393.75	4,000.00	3,245.00	4,000.00	4,000.00	
594-000-665-000	INTEREST INCOME	5,000.00	270.96	2,000.00	1,590.87	2,000.00	2,000.00	
594-000-665-594	MARKET VALUE ADJUSTMENTS	0.00	(6,266.25)	0.00	0.00	0.00	0.00	
594-000-667-003	SEASONAL DOCK RENTAL	380,000.00	389,428.85	350,000.00	43,367.50	400,000.00	400,000.00	
594-000-667-004	TRANSIENT DOCK RENTAL	160,000.00	157,293.52	160,000.00	93,410.22	160,000.00	160,000.00	
594-000-690-000	SUNDRY-MISC OPERATING REVENUE	1,500.00	2,292.20	3,000.00	1,174.00	3,000.00	3,000.00	
594-000-699-401	TRANSFER IN - CAPITAL PROJ 401	0.00	0.00	0.00	0.00	0.00	0.00	
Total Estimated Revenue:		553,739.92	597,331.85	520,000.00	142,787.59	570,000.00	570,000.00	
--- Appropriations ---								
594-776-703-000	SALARIES & WAGES - FULL-TIME	4,597.00	70,647.58	473.00	82.02	473.00	951.39	FT CITY EMPLOYEE CHARGES THRU PR ONLY
594-776-704-000	SALARIES & WAGES - PART-TIME	48,403.00	22,993.86	78,980.00	49,484.06	78,980.00	82,000.00	ALL HAPA WAGES - PT CITY EMPLOYEES THRU PR
594-776-708-000	OVERTIME - FULL-TIME	0.00	0.00	0.00	0.00	0.00	0.00	
594-776-709-000	OVERTIME - PART-TIME	65.00	3.62	271.00	0.00	271.00	5.40	
594-776-710-000	HEALTH/DENTAL INSURANCE	670.00	39.04	0.00	22.50	0.00	55.34	
594-776-710-001	PAYMENT IN LIEU OF INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
594-776-712-000	WORKERS COMPENSATION	1,730.00	3,528.37	14.00	1,924.81	14.00	14.30	
594-776-713-000	PAYROLL TAXES	4,054.00	38.99	33.00	28.32	33.00	64.61	
594-776-713-001	UNEMPLOYMENT COMPENSATION	2,551.00	27.40	21.00	16.98	21.00	32.25	
594-776-713-002	LIFE & DISABILITY INSURANCE	24.00	0.56	0.00	0.53	0.00	1.08	
594-776-716-000	EMPLOYER MERS CONTRIBUTIONS	24.00	4.18	0.00	6.39	0.00	17.05	
594-776-727-000	OFFICE SUPPLIES	900.00	578.86	500.00	314.87	500.00	600.00	
594-776-729-001	OTHER CLOTHING & SUPPLIES	400.00	0.00	0.00	330.00	0.00	330.00	
594-776-741-000	OPERATING SUPPLIES	5,200.00	9,134.90	10,000.00	6,733.21	10,000.00	10,000.00	
594-776-742-000	SMALL TOOLS	300.00	515.10	0.00	87.47	0.00	500.00	
594-776-748-000	MOTOR FUEL	200.00	106.73	0.00	0.00	0.00	200.00	
594-776-801-000	PROFESSIONAL/CONSULTING FEES	62,200.00	70,799.82	67,000.00	35,694.44	67,000.00	172,000.00	HAPA services, SS design and bid, SS dock extension, SS electric grant app
594-776-802-000	OTHER CONTRACTUAL SERVICES	17,800.00	124,558.57	5,000.00	13,038.37	18,000.00	18,000.00	
594-776-802-000-0154	OTHER CONTRACTUAL SERVICES	30,000.00	16,239.66	0.00	0.00	0.00	0.00	dredging
594-776-803-000	CREDIT CARD FEES	15,000.00	13,014.61	15,000.00	6,439.04	15,000.00	15,000.00	
594-776-850-000	TELEPHONE	5,000.00	3,455.55	16,968.00	1,040.93	16,968.00	16,968.00	includes electric repay for wifi
594-776-855-000	POSTAGE	0.00	0.00	0.00	7.00	0.00	0.00	
594-776-860-000	TRAVEL/CONFERENCES/TRAINING	4,000.00	3,554.19	700.00	0.00	700.00	700.00	
594-776-870-000	PAYMENT IN LIEU OF TAXES	26,350.00	26,350.08	18,200.00	9,100.02	18,200.00	18,200.00	
594-776-900-000	PRINTING/PUBLISHING	3,700.00	3,593.17	2,000.00	1,523.30	2,000.00	3,000.00	
594-776-921-000	UTILITIES - ELECTRIC	20,000.00	14,614.66	20,000.00	11,210.29	20,000.00	20,000.00	
594-776-922-000	UTILITIES - WATER & SEWER	21,000.00	17,976.41	21,000.00	9,295.99	21,000.00	21,000.00	
594-776-923-000	UTILITIES - GAS	3,000.00	3,237.00	5,000.00	1,351.37	5,000.00	5,000.00	
594-776-931-000	REPAIRS/MAINT-BLDS & STRCTRES	15,000.00	9,398.91	20,000.00	9,002.61	20,000.00	45,000.00	
594-776-932-000	REPAIRS/MAINTENANCE - OTHER	4,000.00	2,445.64	2,000.00	1,065.30	2,000.00	20,000.00	
594-776-933-000	REPAIRS/ MAINTENANCE - EQUIP	12,000.00	637.05	0.00	549.00	0.00	5,000.00	
594-776-941-000	MOTOR POOL FEES	1,844.00	1,844.04	2,710.00	1,354.98	2,710.00	2,710.00	Larry's schedule
594-776-942-000	INFORMATION SERVICES FEES	6,591.00	7,266.00	7,000.00	3,499.98	7,000.00	7,000.00	
594-776-944-000	BUILDING LEASE	70,581.00	70,581.00	70,581.00	35,290.50	70,581.00	70,581.00	
594-776-957-000	CONCESSION EXPENSE	4,000.00	3,330.00	4,000.00	918.70	4,000.00	4,000.00	
594-776-958-000	SUBSCRIPTIONS/MEMBERSHIPS	300.00	75.00	300.00	0.00	300.00	300.00	
594-776-964-000	MARKETING	8,000.00	3,548.79	6,000.00	1,030.00	6,000.00	10,000.00	
594-776-968-000	DEPRECIATION EXPENSE	133,300.00	125,550.91	133,300.00	0.00	133,300.00	133,300.00	
594-776-969-101	ADMIN FEES - GENERAL FUND	25,000.00	25,000.00	25,000.00	12,499.98	25,000.00	25,000.00	
594-776-969-111	POLICE DEPART FEES-GEN FUND	5,000.00	5,000.00	5,000.00	2,500.02	5,000.00	5,000.00	
594-776-975-000	BUILDINGS/ADDS/IMPROVEMENTS	0.00	750.49	0.00	2,031.39	0.00	0.00	
594-776-979-001	YARD EQUIPMENT	0.00	0.00	0.00	0.00	0.00	4,000.00	
594-776-980-000	OFFICE EQUIPMENT & FURNITURE	0.00	519.34	0.00	0.00	0.00	500.00	
Total OPERATIONS		562,784.00	660,960.08	537,051.00	217,474.37	550,051.00	717,030.42	
TRANSFERS OUT								
594-965-999-296	OPER TRANS OUT - RIVER MAINT	21,080.00	21,080.00	21,080.00	10,540.02	21,080.00	21,080.00	
Total TRANSFERS OUT		21,080.00	21,080.00	21,080.00	10,540.02	21,080.00	21,080.00	
Grand total Expenses		583,864.00	682,040.08	558,131.00	228,014.39	571,131.00	738,110.42	
Net Income (Loss)		(30,124.08)	(84,708.23)	(38,131.00)	(85,226.80)	(1,131.00)	(168,110.42)	
Retained Earnings Beginning 7-1			2,391,029.95			2,389,898.95	2,221,788.53	
Less Net Capital Assets			(2,261,515.80)			(2,128,215.80)	(1,994,915.80)	
Net Undesignated Reserves Ending 6-30			129,514.15			261,683.15	226,872.73	
			ACTUAL			PROJECTED	NEW BUDGET	

GL Number	Description	2013-14 Amended Budget	2013-14 Activity	12/31/2014 Amended Budget	YTD As Of 12/31/2014	2014-15 Projected	2015-16 REQUESTED	
--- Estimated Revenue ---								
545-000-566-002	STATE GRANT-LAUNCH/PARK	0.00	0.00	0.00	0.00	0.00	0.00	
545-000-566-003	FISHERIES TRUST GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
545-000-608-000	OTHER FEES	0.00	0.00	0.00	0.00	0.00	0.00	
545-000-645-000	SALES	500.00	440.00	500.00	233.00	500.00	500.00	
545-000-653-000	BOAT LAUNCHING & PARKING FEES	50,000.00	47,486.50	50,000.00	30,828.25	50,000.00	50,000.00	
545-000-653-001	LAUNCHING-SEASONAL PERMIT	10,000.00	10,550.00	10,000.00	1,625.00	10,000.00	11,000.00	
545-000-665-000	INTEREST INCOME	500.00	149.61	500.00	19.97	500.00	100.00	
545-000-667-003	SEASONAL DOCK RENTAL	80,000.00	77,032.50	80,000.00	13,900.00	80,000.00	80,000.00	
545-000-667-004	TRANSIENT DOCK RENTAL	8,000.00	12,986.70	8,000.00	6,598.00	8,000.00	13,000.00	
545-000-667-016	LEASE AGREEMENT - MILLER	2,500.00	0.00	2,500.00	5,012.70	2,500.00	2,500.00	
545-000-690-000	SUNDRY-MISC OPERATING REVENUE	100.00	0.00	0.00	10,000.00	10,000.00	0.00	SH Industrial Fund SHARC Grant
545-000-699-101	OPER TRANS IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	
Total Estimated Revenue:		151,600.00	148,645.31	151,500.00	68,216.92	161,500.00	157,100.00	
545-776-703-000	SALARIES & WAGES - FULL-TIME	1,596.00	2,534.52	3,219.00	1,102.23	3,219.00	2,895.46	City DPW employee time
545-776-704-000	SALARIES & WAGES - PART-TIME	36,173.00	26,829.50	28,949.00	16,591.60	28,949.00	29,000.00	
545-776-708-000	OVERTIME - FULL-TIME	71.00	371.80	400.00	62.02	400.00	740.71	
545-776-709-000	OVERTIME - PART-TIME	149.00	2,978.35	3,760.00	986.84	3,760.00	1,462.41	
545-776-709-001	OVERTIME - PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	
545-776-710-000	HEALTH/DENTAL INSURANCE	412.00	1,009.21	1,134.00	331.78	1,134.00	821.77	
545-776-710-001	PAYMENT IN LIEU OF INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
545-776-712-000	WORKERS COMPENSATION	1,238.00	740.78	711.00	812.68	711.00	839.64	
545-776-713-000	PAYROLL TAXES	2,889.00	2,491.94	2,459.00	1,428.71	2,459.00	546.79	
545-776-713-001	UNEMPLOYMENT COMPENSATION	1,539.00	1,306.38	1,205.00	637.30	1,205.00	156.82	
545-776-713-002	LIFE & DISABILITY INSURANCE	14.00	18.44	23.00	8.54	23.00	21.46	
545-776-714-010	CAR ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	
545-776-716-000	EMPLOYER MERS CONTRIBUTIONS	15.00	349.21	218.00	85.92	218.00	343.16	
545-776-727-000	OFFICE SUPPLIES	200.00	0.00	200.00	0.00	200.00	200.00	
545-776-729-001	OTHER CLOTHING & SUPPLIES	100.00	120.84	100.00	0.00	100.00	130.00	
545-776-741-000	OPERATING SUPPLIES	2,000.00	3,156.05	2,000.00	2,390.02	3,000.00	3,200.00	
545-776-742-000	SMALL TOOLS	200.00	0.00	200.00	0.00	200.00	200.00	
545-776-748-000	MOTOR FUEL	500.00	106.12	500.00	49.83	500.00	500.00	
545-776-801-000	PROFESSIONAL/CONSULTING FEES	5,000.00	1,464.64	5,000.00	107.13	5,000.00	67,500.00	
545-776-802-000	OTHER CONTRACTUAL SERVICES	12,184.00	61,443.93	4,000.00	5,580.39	10,160.00	10,160.00	Must include Total Parking Solutions maint contract costs for BRP terminals
545-776-803-000	CREDIT CARD FEES	3,000.00	2,813.53	3,000.00	1,280.52	3,000.00	3,000.00	2160
545-776-850-000	TELEPHONE	2,000.00	1,366.45	2,000.00	56.23	2,000.00	2,000.00	
545-776-855-000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	
545-776-860-000	TRAVEL/CONFERENCES/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	
545-776-870-000	PAYMENT IN LIEU OF TAXES	7,250.00	7,250.04	7,250.00	3,625.02	7,250.00	7,250.00	
545-776-900-000	PRINTING/PUBLISHING	100.00	265.87	100.00	0.00	100.00	300.00	
545-776-921-000	UTILITIES - ELECTRIC	2,652.00	3,649.67	3,500.00	1,829.33	3,500.00	3,700.00	
545-776-922-000	UTILITIES - WATER & SEWER	4,500.00	4,991.24	6,000.00	3,139.60	6,000.00	6,000.00	
545-776-923-000	UTILITIES - GAS	550.00	509.11	550.00	272.27	550.00	550.00	
545-776-931-000	REPAIRS/MAINT-BUILDS & STRCTRE	1,000.00	120.00	1,000.00	0.00	1,000.00	5,000.00	
545-776-932-000	REPAIRS/MAINTENANCE - OTHER	5,000.00	0.00	5,000.00	0.00	5,000.00	15,000.00	
545-776-933-000	REPAIRS/MAINTENANCE - EQUIP	1,500.00	7.42	1,500.00	0.00	1,500.00	2,000.00	
545-776-942-000	INFORMATION SERVICES FEES	2,150.00	2,150.00	2,500.00	1,249.98	2,500.00	2,500.00	
545-776-957-000	CONCESSION EXPENSE	700.00	0.00	700.00	63.50	700.00	700.00	
545-776-958-000	SUBSCRIPTIONS/MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	0.00	
545-776-968-000	DEPRECIATION EXPENSE	50,300.00	49,720.40	50,300.00	0.00	50,720.00	50,300.00	
545-776-969-101	CHARGES FOR SERV - GEN FUND	18,818.00	18,818.00	18,818.00	9,409.02	18,818.00	18,818.00	
545-776-969-111	CHARGES FOR SERV - GF - POLICE	3,827.00	3,827.00	3,827.00	1,913.52	3,827.00	3,827.00	
545-776-975-000	BUILDINGS/ADDITIONS/IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00	List out any capital projects by adding additional lines here so we can assign project codes
545-776-980-000	OFFICE EQUIPMENT & FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	
Total operations		167,627.00	200,410.44	160,123.00	53,013.98	167,703.00	239,663.22	
545-965-999-296	OPER TRANS OUT - RIVER MAINT	5,800.00	5,800.00	5,800.00	2,899.98	5,800.00	5,800.00	
545-965-999-401	OPER TRANS OUT - CAP PROJ FUND	0.00	0.00	0.00	0.00	0.00	0.00	
Total transfers out		5,800.00	5,800.00	5,800.00	2,899.98	5,800.00	5,800.00	
Grand total Expenses		173,427.00	206,210.44	165,923.00	55,913.96	173,503.00	245,463.22	
Net Income (Loss)		(21,827.00)	(57,565.13)	(14,423.00)	12,302.96	(12,003.00)	(88,363.22)	
Retained Earnings Beginning 7-1			570,415.01			558,412.01	470,048.79	
Less Net Capital Assets			(416,853.19)			(366,553.19)	(316,253.19)	
Net Undesignated Reserves Ending 6-30			153,561.82			191,858.82	153,795.60	
			FY 14 ACTUAL		FY 15 PROJECTED		NEW BUDGET	

GL Number	Description	Amended Budget	2013-14 Activity	Amended Budget	YTD As Of 12/31/2014	2014-15 Projected	2015-16 REQUESTED
--- Estimated Revenue ---							
296-000-566-000	STATE GRANT-DREDGING	0.00	0.00	0.00	0.00	0.00	0.00
296-000-665-000	INTEREST INCOME	0.00	1,725.00	0.00	0.00	0.00	0.00
296-000-665-001	INT INCOME - SPECIAL ASSESS	0.00	0.00	0.00	0.00	0.00	0.00
296-000-672-000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
296-000-672-500	DREDGING ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
296-000-690-000	MISC OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
296-000-699-250	OPERATING TRANS IN-DWTN DEV	10,000.00	10,000.00	10,000.00	4,999.98	10,000.00	10,000.00 in DDA budget
296-000-699-545	TRANSFER IN-BLACK RIVER PARK	5,800.00	5,800.00	5,800.00	2,899.98	5,800.00	5,800.00
296-000-699-594	OPER TRANS IN - MARINA	21,080.00	21,080.00	21,080.00	10,540.02	21,080.00	21,080.00
Total Estimated Revenue:		36,880.00	38,605.00	36,880.00	18,439.98	36,880.00	36,880.00

GL Number	Description	Amended Budget	2013-14 Activity	12/31/2014 Amended Budget	YTD As Of 12/31/2014	2014-15 Projected	2015-16 REQUESTED
--- Appropriations ---							
296-774-741-000	OPERATING SUPPLIES	500.00	0.00	500.00	0.00	500.00	500.00
296-774-802-000	OTHER CONTRACTUAL SERVICES	0.00	15.97	0.00	0.00	0.00	0.00
296-774-932-000	REPAIRS/MAINTENANCE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
296-774-974-006	DREDGING	55,000.00	0.00	20,000.00	0.00	20,000.00	20,000.00
Total Appropriations:		55,500.00	15.97	20,500.00	0.00	20,500.00	20,500.00

dredging costs expected?