

Harbor Commission

Regular Meeting Agenda

Tuesday, July 21, 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: May 19, 2015 Regular Meeting

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

5. Fish Cleaning Station Grant Application, Concept Plan

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Secretary, Harbor Commission

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.

Harbor Commission

Regular Meeting Minutes

Tuesday, May 19, 2015, 5:30 p.m.
Council Chambers, South Haven City Hall



City of South Haven

1. Call to Order

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

2. Approval of Agenda

Motion by Stephens, second by Pyle to approve the May 19, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

3. Approval of Minutes: April 21, 2015 Regular Meeting April 21, 2015 Workshop Meeting

Motion by Stephens, second by Pyle to approve the April 21, 2015 regular meeting minutes and the April 21, 2015 workshop meeting 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. Black River Park Accessible Launch

VandenBosch noted that we are close to the deadline for permitting by the Department of Environmental Quality (DEQ) and wanted the board to have a chance to review the plan and suggest any modifications.

VandenBosch explained that the launch area needs to be usable by dinghies as well as kayaks; there is plenty of free space and we are working on getting cleats and tie-offs that will work on this. The dock is a floating dock and there is a pivoting mechanism so it will move

with the surface of the river. The parking nearest is paid parking and there is also free parking a little further away.

A brief discussion ensued regarding sidewalks and preventing vehicles from driving on sidewalks.

VandenBosch noted that the water trail sign is going to be relocated as the existing sign is in the middle of what will be new sidewalk. The existing drainage, including catch basins, will be utilized via some sloping of the soil to allow this water to continue to move.

VandenBosch explained the kayak launch is a \$100,000 project with a \$50,000 match. The launch will be pulled out in winter.

The schedule indicates October construction; the submittal will be sent to the DEQ soon; they will finish the design in June or July; bid it out in July, and begin construction in August to October.

6. South Haven Municipal Marina Website

VandenBosch explained staff has been working hard on designing the website; volunteers and staff have been doing photography. It is a work in process but getting better. Open to comments tonight or at any time by email.

There are pages that describe the marinas; then we have the “call to action” pages with step-by-step instructions to get a reservation which can be done via telephone call or email. The seasonal page has some promotional language, links to the marinas and phone or email contact information.

The activities section of the website promotes our marinas by showing what boaters can do within walking distance with interactive map. VandenBosch clicked through the various areas of the website.

Suggestions and comments:

- Information on safety and safe fueling
- Budget Travel, a global site, named Packard Park one of nine “secret” beaches
- Information on local tournaments.
- Links to Visitor’s Bureau website.

VandenBosch stated that the focus of this website is to attract boaters to the marinas and show how attractive our downtown and activities are.

7. Marina Reports

VandenBosch reviewed the Marina reports.

Member and Staff Comments

Sullivan: Commented on the bridge warning lights and noted that he didn't hear the bells. VandenBosch stated everything was operational yesterday.

Arnold: At the ribbon cutting when the tender brought the bridge down the stop light remained green. VandenBosch will make sure they check that.

Stephens: Asked if they have video. VandenBosch said there is one in the tender's cabin; they can see upriver and downriver. We are looking to connect to the security system but have to run internet to the bridge tender's station.

Sullivan: Asked if there is any thought to having rafts for kayaks and renting space. VandenBosch said it has been talked about but the constraint is budget. This is something that could easily be added later.

VandenBosch: Distributed maps for boaters, noting maps will be available at the marinas and have been brought to lodging facilities where staff were happy to receive them. Regarding any errors, VandenBosch noted we are making changes as they are brought to our attention.

Adjourn

Motion by Sullivan, second by Stephens to adjourn at 6:07 p.m.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of June 30, 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	432,603	153,874	586,477	419,246	167,230

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	1,345	16,760	9,510	2,135	60							389,235

	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	2,829	7115	7,571	7,319	14,017	19,833							58,684

Black River Park Revenues

Black River Park Revenue
As of June 30, 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	43,770	6,779	104,910	6,598	162,057	96,753	65,304

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year 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	50	6,288	6,604							12,942

Launching - Seasonal Permit Revenue

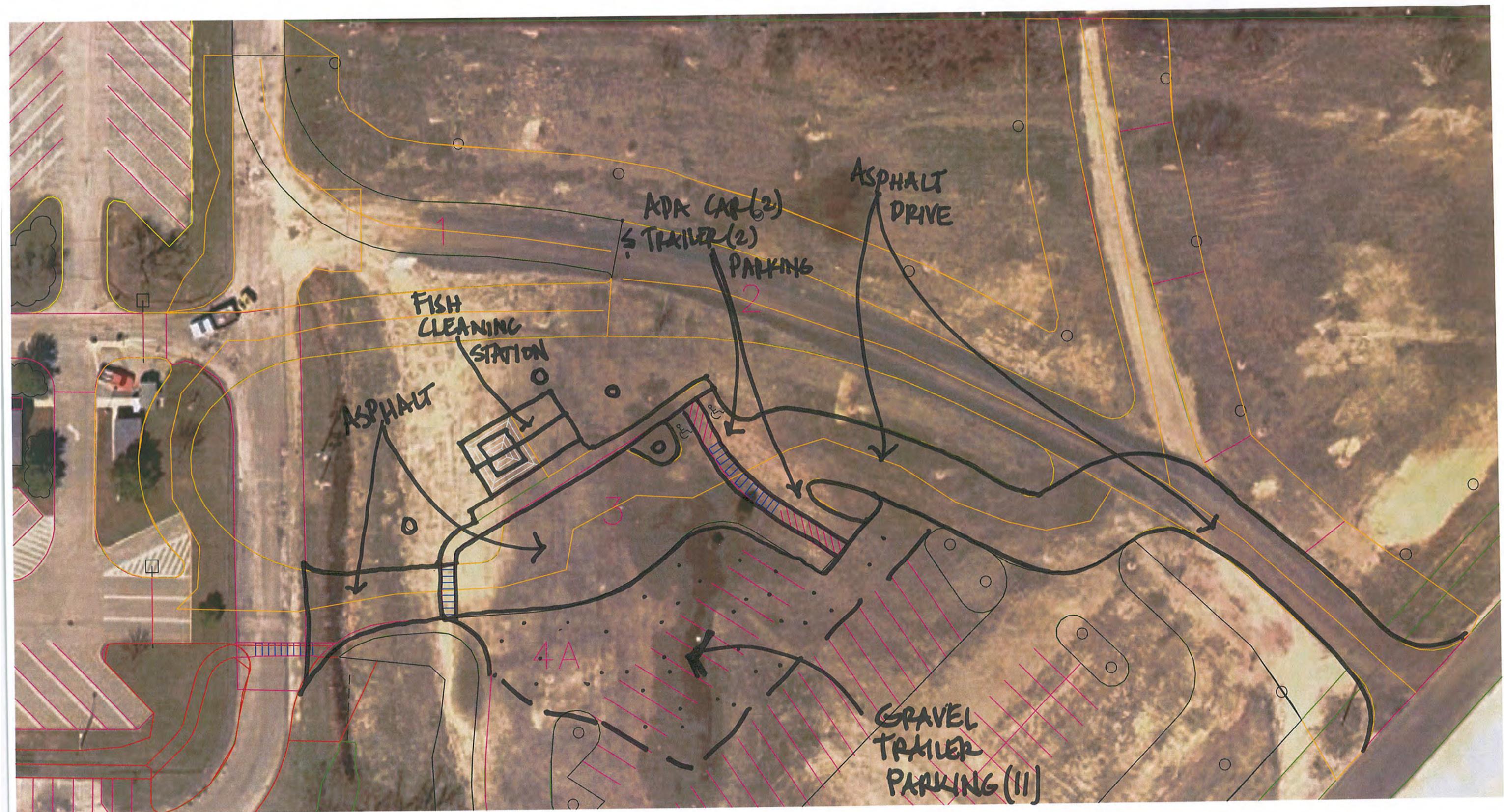
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year Total
2007	0	0	0	2,261	4,157	2,749	1,453	0	0	0	0	0	10,620
2008	0	0	0	1,885	3,743	2,972	1,620	0	0	0	0	0	10,220
2009	0	0	0	2,770	4,924	2,608	640	0	0	0	0	0	10,942
2010	0	0	0	1,370	7,158	1,015	1,546	0	75	0	0	150	11,314
2011	0	0	0	610	75	1,403	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	75	75	1,629	1,850	1,525							5,154

Seasonal Dock Revenue

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year 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	9,105	-3,800	5,395	12,230	1,775							91,010

Transient Dock Revenue

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year 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



FISH CLEANING STATION · SOUTH HAVEN · BLACK RIVER PARK · PROPOSED SITE PLAN



SOUTH ELEVATION
SCALE: 3/16" = 1'-0"

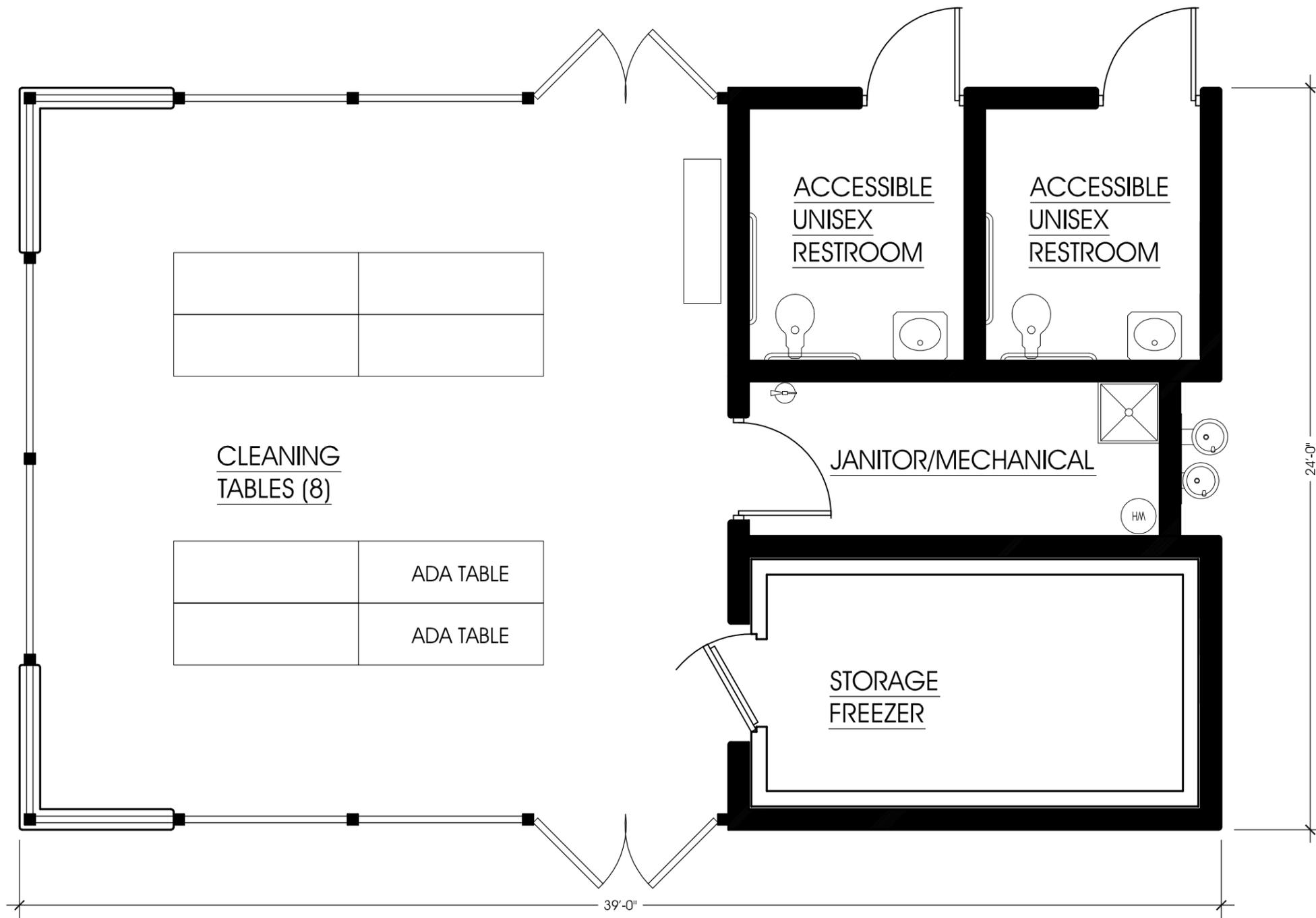


WEST ELEVATION
SCALE: 3/16" = 1'-0"

SHEET TITLE:

**SOUTH HAVEN
BLACK RIVER PARK
PROPOSED
FISH CLEANING STATION**

DRAWN:	ALC
DESIGNER:	ALC
REVIEW:	
QA/QC:	
DATE:	2014
SCALE:	As Noted
ACI JOB #	P15-0537
SHEET NO.	A2.1



FLOOR PLAN
SCALE: 1/4" = 1'-0"

936 sf

SHEET TITLE:

**SOUTH HAVEN
BLACK RIVER PARK
PROPOSED
FISH CLEANING STATION**

DRAWN: **ALC**

DESIGNER: **ALC**

REVIEW:

QA/GC:

DATE: **2014**

SCALE:

As Noted

ACI JOB #

P15-0537

SHEET NO.

A1.1

MEMORANDUM

DATE: July 8, 2015

TO: Paul VandenBosch

FROM: Joelle Regovich

RE: Waste Disposal Options – New BRP Fish Cleaning Station

For a proposed new fish cleaning station in Black River Park, an alternate method of fish waste disposal is being sought over the current grinder method. Providing a freezer for fish remains to keep smell down and reduce wastewater treatment plant burden, with an outside party picking up is currently being explored.

Because of maintenance and nuisance issues, the Great Lakes Fisheries Trust will partially fund fish cleaning stations only if the City can demonstrate it has a design that will effectively dispose of waste. As part of that design, the City must supply “proof via agreements with and/or letters from local health departments and/or waste management facilities that the waste will be disposed of in a statutorily compliant and satisfactory manner”.

Below are potential options available for fish waste disposal. After reviewing, please let me know which one you would like to pursue and I will seek out the appropriate agreement letters.

1. Dispose of fish waste in Type II municipal solid waste landfill.
2. Seek out a composting facility which will accept fish waste.
The DEQ allows fish offal to be composted. They provide a list of registered composting facilities, and we can contact several to see who will accept fish waste. This method would also be a selling point for the City to promote itself as environmentally friendly.
3. Bury fish waste.
Up to 1,000 gallons of material may be buried on an acre of a site, used only once, and covered with at least two feet of soil. Other restrictions apply.
4. Create an agreement with local farmers for disposal of fish remains. Fish can be used in land application of crops or in composting piles. Since South Haven has a large farmers market, it already has a large network of farmers to approach.

Potentially in a few years, the fish remains could be picked up by Huron Tackle Company in Manistee. This business uses fish offal in the production of pet foods and has the capacity to process more than it currently does. South Haven would have to demonstrate sufficient volume, plus other cities along the coast would have to enter into an agreement for pickup services in order for Huron Tackle to incur the expense of pickup at South Haven. We'd have to come up with an idea of the volume of fish waste being produced at Black River Park to start the process. It's a good solution for down the road, but not quite ready for the grant application at this point.



Black River Park - Fish Cleaning Station - Grant Estimate

Date: 2015-7-6

Job #: P15-0537

	Item Description	Quantity	Unit	Unit Bid Price	Total Bid Price
1	Fish Cleaning Station with Restrooms	1	LS	\$ 250,000.00	\$ 250,000.00
2	Demolition of existing FCS	1	LS	\$ 7,500.00	\$ 7,500.00
3	Mobilization	1	LS	\$ 12,500.00	\$ 12,500.00
5	Aggregate Base, 8 inch	1920	SYD	\$ 6.00	\$ 11,520.00
6	Aggregate Base, 2 inch	485	SYD	\$ 3.00	\$ 1,455.00
7	2.5" HMA 13A Leveling	360	TON	\$ 75.00	\$ 27,000.00
8	1.5 HMA LVSP Top	315	TON	\$ 85.00	\$ 26,775.00
10	Sidewalk 4 inch	1300	SFT	\$ 4.00	\$ 5,200.00
11	Sidewalk 6 inch	0	SFT	\$ 5.00	\$ -
12	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	30	FT	\$ 6.00	\$ 180.00
13	Pavt Mrkg, Ovly Cold Plastic, Handicap Symbol	2	EA	\$ 100.00	\$ 200.00
14	Restoration	3000	SYD	\$ 3.00	\$ 9,000.00
15	Storm Improvements	1	LS	\$ 15,000.00	\$ 15,000.00
17	Machine Grading	8	STA	\$ 1,500.00	\$ 12,000.00
18	Landscaping Trees	4	EA	\$ 400.00	\$ 1,600.00
19	Erosion Control, Silt Fence	550	FT	\$ 2.00	\$ 1,100.00
20	Signage	1	LS	\$ 5,000.00	\$ 5,000.00
	Subtotal			\$	\$ 386,030.00
	Contingency				10%
	Construction Total			\$	\$ 424,633.00
	Eng. Fees (15%)			\$	\$ 63,694.95
	Total			\$	\$ 488,327.95

Items that are not included within this estimate

- 1 Utilities are not included in this cost
- 2 No new lift station
- 3 Lighting Improvements

Paul Vandebosch

From: Tony McGhee <tmcghee@abonmarche.com>
Sent: Monday, August 26, 2013 10:30 AM
To: Paul Vandebosch
Cc: Brian Disette
Subject: Fish Cleaning Station

Just an FYI for you guys – article from Ludington newspaper

Salmon season in Manistee

New fish-cleaning station dedicated as fishing heats up

BRIAN MULHERIN - DAILY NEWS STAFF WRITER

Thursday, August 22, 2013

No two cities are exactly alike.

While Ludington and Manistee share terrific salmon fisheries, what works for one sometimes doesn't work for the other. In Ludington, salmon remains are ground up and processed at the wastewater treatment plant. That approach wouldn't work in Manistee for two reasons: first, the city's main line back to its water treatment plant from its boat launch runs right under River Street. Piping salmon waste under the city's main drag probably wouldn't be popular in the heat of the summer.

The second reason is mercury. Manistee doesn't process its wastewater in the same type of plant as Ludington and it was put on notice by the Department of Environmental Quality that fish waste contained mercury. So the city landfilled 340 tons a year of fish waste. That wasn't a great solution and neither were the large dumpsters where fish sat and baked and waited to be collected.

In 2002, City Manager Mitch Deisch sent out a memo noting the problems with Manistee's current fish-cleaning station. Eleven years later, a new station was dedicated near First Street Beach.

How did Manistee solve its two problems? Buckets and a pet food supplier.

The fish waste at Manistee's new cleaning station is placed in buckets, which fishermen empty into barrels in a large walk-in cooler. The barrels are collected by a company called Huron Tackle Co., which puts the fish waste through food-grade grinders and produces 40-pound ingots of material that go into pet foods.

The new \$225,000 facility was funded by the City of Manistee with a \$75,000 grant from the Great Lakes Fisheries Trust.

Pat Bentley, a board member with the Manistee County Sport Fishing Association, said the city brought together representatives of his group, the DPW and designers from the city's engineering firm, Abonmarche, to talk about the features a new station would need.

The facility has large cutting boards, splash guards so people don't get their neighbors dirty while cleaning fish, a large cooler washout area and a walk-in cooler to accommodate the barrels for the company taking the fish waste. There are also restrooms and a drinking fountain.

Bentley said his group wrote a letter of support for the project, as did the Michigan DNR and the Little River Band of Ottawa Indians.

"It's a great spot for people to clean their fish," Bentley said.

Deisch said the Great Lakes Fisheries Trust Fund worked with the city on the project and the result is the beautiful new blue building that overlooks the Manistee River near First Street Beach.

Marty Holtgren, a biologist with the Little River Band of Ottawa Indians and a member of the Great Lakes Fisheries Trust Fund's scientific advisory team, said fisheries biologists spend a lot of time standing around stinky fish cleaning stations.

There might be days when the new station has some odor, but Holtgren said he's never seen a nicer fish cleaning station.

He said the project in Manistee met two of the Great Lakes Fisheries Trust Fund's goals — preserving the ecosystem and keeping people in touch with natural resources through improved access.

He noted that the project follows some popular piers and access sites added in Manistee Lake, Portage Lake and Arcadia over the last few years.

"We are doing some good things here in Manistee with the resources we have," Holtgren said.

Michigan DNR Fisheries Chief Jim Dexter, who made a trip from Lansing for the dedication ceremony said it's a "Grade-A" facility that will convince people to make Manistee their port for salmon fishing. He said he was particularly impressed that the facility would get some educational signage related to the Explore the Shore campaign.

"I can't think of another cleaning site with an educational component," Dexter said.

Tony McGhee

Abonmarche

T 269.927.2295 ext 130

C 269.252.8980

F 269.927.4639

W www.abonmarche.com

Follow Abonmarche on Facebook: www.facebook.com/abonmarche Please consider the environment before printing this e-mail. **CONFIDENTIALITY NOTICE:** This e-mail and any attachments are for the exclusive and confidential use of the intended recipient. If you are not the intended recipient, please do not read, distribute or take action in reliance upon this message. If you have received this e-mail in error, please notify us immediately by return mail or at the telephone number indicated above and promptly delete this message and its attachments from your computer system. We do not waive any work product privilege by the transmission of this message.