

Harbor Commission

Regular Meeting Agenda

Tuesday, January 15, 2013
5:30 p.m., City Hall Council Chambers
South Haven City Hall



City of South Haven

1. Call to Order

Roll Call: Chairman Jeff Arnold, Vice-Chairman Mary Stephens, Fred Jeffers, Cathy Pyle, Alan Silverman, Daniel Strong, Greg Sullivan.

2. Approval of Agenda

3. Approval of Minutes: December 18, 2012 Meeting

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

5. Marina Reports

6. Dredging

7. Fish Cleaning Station

8. General Comments

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Secretary, Harbor Commission

Harbor Commission

Regular Meeting Minutes

Tuesday, December 18, 2012
5:30 p.m., City Hall Council Chambers
South Haven City Hall



City of South Haven

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

Present: Jeffers, Pyle, Silverman, Stephens, Strong, Arnold
Absent: Sullivan

2. Approval of Agenda

Motion by Silverman, second by Stephens to approve the Agenda moving Item # 8 ahead of Item # 5.

All in favor. Motion carried.

3. Approval of Minutes: October 16, 2012 Meeting

Motion by Stephens, second by Silverman to approve the October 16, 2012 Regular 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.

8. Marina Marketing

Marple gave a presentation on Marina marketing which he proposes to do in conjunction with the Maritime Museum. The proposal includes attending a Strictly Sail show in Chicago and another boat show in Grand Rapids.

Marple shared the cost for booth equipment, entrance fees and employee costs. Once the first capital costs (equipment) are expended the annual cost will be about half what the total will be the first year.

The Commission discussed the funding sources for the marketing effort, which will be through the Marina Fund. There was also discussion of how Marple will track response to the marketing program. Discussion ensued regarding the need for marketing during slow economic times.

Motion by Silverman to recommend that the City provide the funding and approval necessary for attendance at both the Chicago Strictly Sale show and the Grand Rapids boat show. Second by Strong.

After discussion, Arnold called the question.
Aye: Jeffers, Pyle, Silverman, Strong, Arnold
Nays: Stephens

Motion carried.

Marple updated the commission on seasonal renewals, noting that he has heard concern expressed regarding water levels. Marple believes there will be a significant economic impact due to the water levels. Silverman pointed out that while he has a contract to get his slip dredged it will not do him much good if he cannot get up the river.

5. Marina Reports.

VandenBosch gave an overview of the Marina Reports.

VandenBosch pointed out Black River Park revenues as better than any year in quite a while; keeping the parking lot open longer is an experiment to see if there is value in keeping the gate functioning year round.

Pyle noted that a fishing event got moved at the last minute and boaters were not prepared to pay the launch/parking fees. Those with boats had to launch at Riverbend Boat Club, according to Pyle, and many participants fish from Black River Park banks, and do not launch boats. Quite a number of river fishermen were inconvenienced and upset.

VandenBosch noted that revenue received between October 15 and December 5, which is up from revenues in previous years.

6. Charter Fishing

VandenBosch reminded the board that Chad Bard of a charter fishing enterprise has requested to operate a charter fishing business out of a South Side Marina slip. VandenBosch noted that the marina slip fee has been doubled for this commercial use.

VandenBosch noted that he has heard concerns regarding the cleaning of fish and run off from that activity into the river. Bard stated he normally cleans the fish on the boat and dispose of the remains off-site. Bard will call the Department of Natural Resources and learn if there are rules regulating that activity and will get back to VandenBosch with that information. If cleaning the fish on the boat is a problem Bard stated he can use the provided cleaning stations instead.

Motion by Pyle to recommend that City Council permit Chad Bard and IT-IL-DO Charters, LLC to move into the South Side Marinas as a commercial enterprise. Second by Jeffers.

Silverman asked if VandenBosch was looking for an approval of the enterprise or of the contract.

After discussion Pyle amended her motion.

Motion by Pyle, second by Stephens to recommend that City Council approve the Charter Fishing License Agreement with Chad Bard and IT-IL-DO LLC.

All in favor.

Motion carried.

7. Dredging

- a. Museum Marina
- b. Permitting
- c. North Side/South Side Marina
- d. Main Channel (upstream from Bridge)
- e. Lake Michigan and Outer Channel

VandenBosch updated the commission with the information that some contamination was found which will necessitate retesting. There was discussion regarding beach replenishment. VandenBosch is concerned with the response time of the Department of Environmental Quality which is reported to be slow since he is hoping to get the request for proposal out in early January.

VandenBosch noted that because of timing, this proposal was taken to City Council last night and was approved. Bid specifications will be put together and the terms will include language noting that dredging cannot commence until the permit is acquired. That permit covers the North and South side assuming the permit arrives time for the work to be done.

VandenBosch noted that dredging at the Museum Marina is going on now; that project may be done by the end of the year. Dredging will continue through December or until it is done, unless there is a blizzard. VandenBosch arranged that if the maximum amount of 3,400 cubic yards of dredge spoils is not reached during the Marina portion of the project, the project will move up and do more outside of the area initially indicated.

Abonmarche is putting together bid documents for the main channel; according to VandenBosch, volume estimates were based on VandenBosch's soundings from last April. Upriver, VandenBosch's plan is to have a 40' wide channel dredged because the river is really shallow there and this plan should reduce the number of estimated yards. VandenBosch noted this bid should be ready to go by the time the city receives the permit.

Silverman's concern is determining what will be accomplished. Immediately West of the marina line as shown; that depth was approx. 4 to 4.5 feet. That is an area that needs dredging and that is not shown there. VandenBosch explained that this estimate was put together by taking the soundings done in late March and early April and applied the dredging depth policy 5.7' below low water datum. Those were the areas that we identified as being within that policy and bid specs on this area have not been started yet.

VandenBosch pointed out the aerial photo of Lake Michigan in the agenda packet, where the 14' calculations were used. Jeffers asked what the city has to do for the dredging to happen. VandenBosch said a funding source has to be identified and city staff is in talks to try to make the dredging happen.

In an effort to keep boaters up to date, VandenBosch wrote a memo for Marple with information for the boaters. VandenBosch noted that the Department of Natural Resources asked for answers regarding dredging so VandenBosch put together a report. VandenBosch hopes to get the job done right and before May 1st. The city is going to try to do everything but the channel but if a funding source can be identified, VandenBosch would like to have the channel dredged, also.

VandenBosch indicated that the River Maintenance Fund shows that the Harbor Commission did a pretty good estimate; the numbers are not too far off of our Capital Improvement plan, according to VandenBosch.

Silverman asked if there has been any further discussion about assessment at the City level. VandenBosch said there has not but now that there is a little better idea of what the project might be it is probably a good time to find out if City Council supports this proposal. VandenBosch reviewed the process for special assessments.

Discussion ensued regarding the placement of the dredge spoils. The city engineer has been asked to apply for a permit to place the spoil in the flood plain. The elevation distance is very minimal so if that permit is obtained, North and South side marina dredging spoils will be placed at the site of the old electric barn, spread out and covered with clean top soil and used for overflow parking. VandenBosch noted that due to contamination, a restrictive covenant is required on the site. VandenBosch gave the commission an overview of the contamination issue, including acceptable numbers in comparison to the actual numbers.

9. General Comments

There were none.

Member and Staff Comments

Strong: Asked for update on the North Side Marina

Pyle: Asked where the fish cleaning station will be.

Silverman: Wondered if there has been any interest from any other fishing boats on the South Side Marina.

Pyle: Asked if the Chamber and Visitor's Bureau have been contacted about sharing expenses and the equipment for the boat shows.

10. Adjourn

Motion by Strong, second by Stephens to adjourn at 6:40 p.m.
All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of December 31, 2012

Fiscal Year Ending in	Revenue	Operational	Net
Seasonal	Transient	Total	Expense
			Revenue
2002	234,236	161,984	396,220
2003	259,840	166,084	425,924
2004	280,151	167,907	448,058
2005	282,245	170,944	453,189
2006	300,819	173,817	474,636
2007	343,171	170,869	514,040
2008	368,408	168,362	536,770
2009	377,955	166,674	544,629
2010	350,635	161,584	512,219
2011	314,270	140,546	454,816
2012	330,660	151,046	481,706
2013	17,460	66,404	83,864

NOTES ON OPERATIONAL EXPENSES:

Operational Expense does not include depreciation of approximately \$88,000 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 \$25,627 annually.

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

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

City of South Haven
 Black River Park Fund - Fund 545
 For the period ended December 31, 2012

<i>Revenues:</i>	<i>Month Actual</i>	<i>YTD Actual</i>	<i>2012-13 Adpoted Budget</i>
State Grant	\$ - # \$	-	\$ -
Charges for Service	347	52,198	145,500
Interest and Rents	12	94	3,000
Other Revenue	-	72	-
Total Revenues	\$ 359 # \$	\$ 52,364	\$ 148,500

<i>Expenses:</i>	<i>Month Actual</i>	<i>YTD Actual</i>	<i>2012-13 Adpoted Budget</i>
Personnel Costs	\$ -	\$ 21,687	\$ 43,021
Supplies	-	399	3,400
Admin/Computing/Equipment Fees	2,042	12,254	24,508
Contractual Services	141	5,777	26,500
Utilities	621	4,850	7,702
Other Services and Charges	748	4,785	9,600
Repairs and Maintenance	-	3,222	9,000
Capital Outlay	-	-	-
Operating Transfers Out to 296	-	5,800	5,800
Total Expenses	3,552	58,773	129,531
Depreciation	-	-	46,000
Total Expenses and Depreciation	\$ 3,552	\$ 58,773	\$ 175,531

Net Fund Change	\$ (3,193)	\$ (6,410)	\$ (27,031)
Retained Earnings June 30		\$ 640,318	
Less Net Capital Assets		\$ (515,894)	
Net Undesignated Reserves		\$ 124,424	
Add Seasonal Rentals paid but not posted to income yet		\$ 44,036	
Deduct Expenses paid in advance, not posted to expense yet			
Add(Deduct) Amount due to/ from Beach, Rev earned but not in cash		\$ 239	
Add Accounts Payable owed but not paid yet		\$ 1,231	
Adjusted Undesignated Reserves		\$ 163,520	
Cash & Investments Balance at month end		\$ 163,520	
Projected Cash Balance at Fiscal Year End (Depreciation is a NON-cash expense)		\$ 143,393	

Black River Park Revenues

Black River Park Revenue
As of December 31, 2012

Fiscal Year Ending	Seasonal Dock	Transient Dock	Boat Launch & Parking fees	Seasonal Launch Permit	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	6,545	7,114	37,269	930	51,858	58,773	-6,915

Note: Operational Expense does not include depreciation of approximately \$46,000 per year.
Operational Expenses do not include large construction expenses.

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	147	54,320

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

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

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

Terminals

This screen shows an overview of all active terminals in the selected company.



TPG/ SOUTH HAVEN GROUP

Showing data from 2012-12-01 to 2012-12-31

Generate

Add grouping

Status	Terminal	Communication (User's Time)	Balance	Last Voltage	Events	Collections	Transactions	Currency
	SHVN-01	1/7/2013 11:49:50 AM	3 <input type="text"/>	13.7	31	133.00 (11)	161.00 (23)	USD

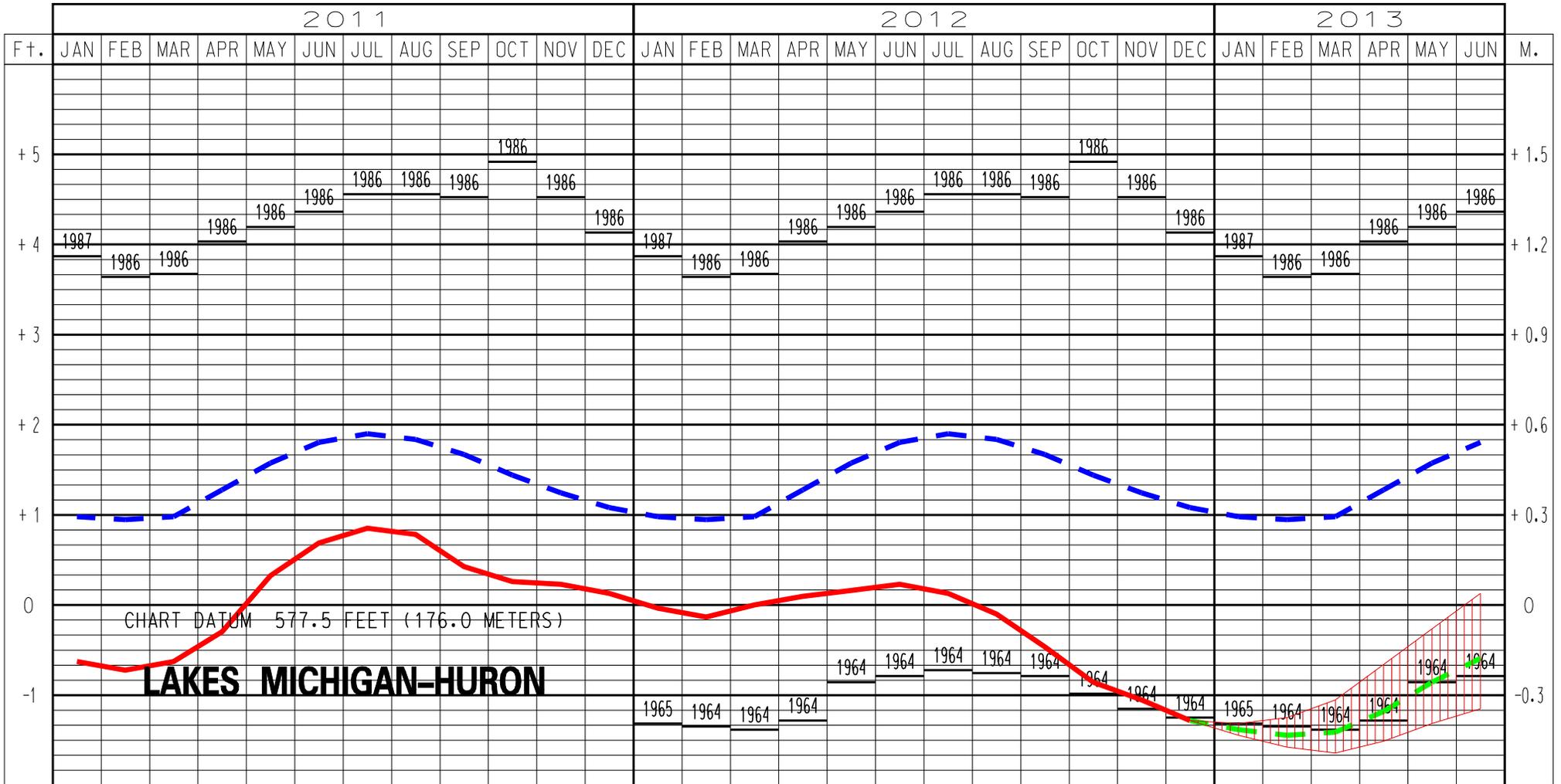
Companies	Groups	Terminals	Total Simms
1	1	1	0

Balance	Collections	Transactions	Currency
3.00	133.00 (11)	161.00 (23)	USD

City of South Haven Municipal Marinas
Seasonal Slip Availability

Available Slips					
	January, 2013	November, 2012	October, 2012	April, 2012	
North Side Marina	21	21	24	35	
Museum Marina	7	8	9	13	
Black River Park Marina	24	25	25	27	
Reserved Slips					
		November, 2012	October, 2012	April, 2012	Total Slips
North Side Marina	76	76	73	62	97
Museum Marina	23	22	21	17	30 (includes headwall)
Black River Park Marina	36	35	35	33	60
Seasonal Slip Occupancy					
		November, 2012	October, 2012	April, 2012	
North Side Marina	78%	78%	75%	64%	
Museum Marina	77%	73%	70%	57%	
Black River Park Marina	60%	58%	58%	55%	

LAKES MICHIGAN-HURON WATER LEVELS - JANUARY 2013



LEGEND

LAKE LEVELS

RECORDED

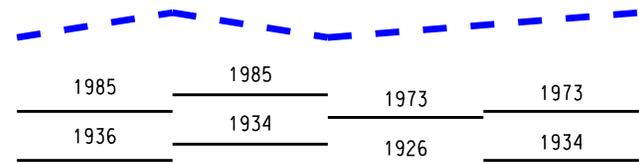
PROJECTED



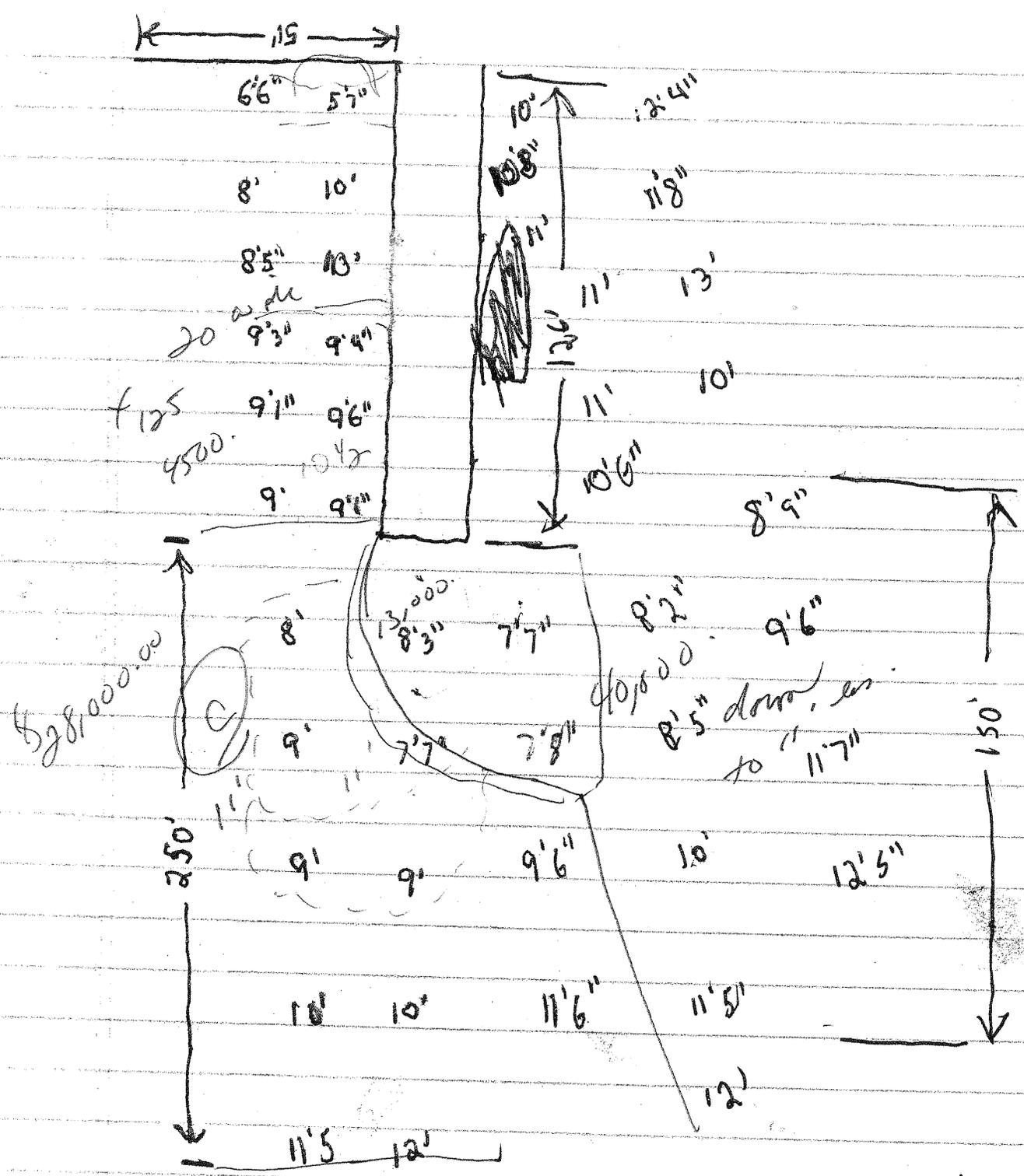
AVERAGE **

MAXIMUM **

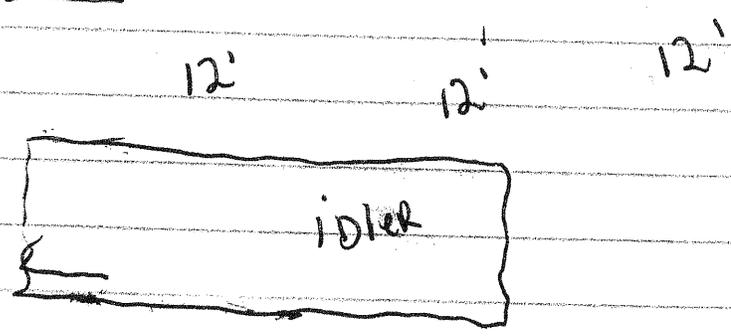
MINIMUM **



** Average, Maximum and Minimum for period 1918-2011



Steve King
 616-836-9211
 QA Gilmore?



January 4, 2013

TO: Harbor Commission

FR: Paul VandenBosch

RE: Dredging Needs in South Haven Harbor

The contractor has completed the dredging at the Museum Marina. We will be doing final soundings in the marina and will then close out the contract.

Last year, I had discussed with the Michigan Maritime Museum the possibility of working with the contractor to do work in the Museum dock area and approaches. I offered to allow the dredge spoil to be off-loaded at the Street Garage site and disposed of at the Electric Barn site together with the Municipal Marina dredge spoil.

Yesterday, I met with Patti Reinert of the MMM, who had just received soundings of the Museum docks and approach area. She identified some areas for dredging and had received cost estimates from the dredging contractor. The volumes of spoil and costs were higher than the Museum had anticipated. I do not have exact numbers, but I believe the cost to dredge the approach to the Friends Goodwill dock was about \$30,000. I understood this to be the bare minimum amount of work that needed to be done to allow the Friends Goodwill to operate.

Patti asked for funding assistance to complete this dredging. I stated that we do not have a budget for this work.

Patti also noted that the pierhead area is shallow and needs dredging, and wondered when we will be dredging that area. Once again, I stated that this work is not budgeted.

The current status of our dredging work is that we have submitted a permit for the North Side/South Side dredging project, and are working on a bid for that project. The Marina Fund will be the funding source for that project.

We are putting together a permit application for the Main Channel, which includes the Upper Harbor and the Federal Channel out into Lake Michigan. We hope to complete the application and submit to the DEQ and Army Corps by the end of the month. We intend to prepare a bid for dredging the Upper Channel later this year. Due to the time needed to obtain a permit, and due to the prohibition on dredging in May and June, it is unlikely that we could begin dredging before July 1.

The River Maintenance Fund currently has about \$70,000. In previous meetings, Harbor Commission had discussed using these funds to dredge the Upper Harbor (upstream from the Dyckman Bridge). Our intent was to write the bid for Upper Channel Dredging to come in under the \$70,000 amount.

We have also discussed the need for dredging at the pierhead area, however did not identify

a funding source. The Harbor Commission has not yet had discussions about additional work in the Turning Basin to benefit the Friends Goodwill.

In the December 4, 2012 report to the Waterways Commission, I identified dredging needs in South Haven Harbor. The new work which has been identified by the MMM soundings provided yesterday was not included in that estimate.

We have updated the estimate on dredging at the pierheads to \$250,000, based on more accurate estimates of the volume of dredge spoil. The current level of dredging need in the Harbor is:

\$70,000	Upper Harbor
\$250,000	Federal Harbor Pierheads
\$30,000	Turning Basin
\$70,000	Additional Turning Basin Work
\$420,000	Total Dredging Needs in South Haven Harbor

December 19, 2012

TO: Harbor Commission

FR: Paul VandenBosch

RE: Fish Cleaning Stations

I am requesting a short discussion on fish cleaning stations, including problems, areas for improvement and desired upgrades to fish cleaning stations.

Are current fish cleaning stations working for the fisherman?

What improvements might be needed?

Hours of operation?

Upgrades to equipment?

Locations?

Rules?

What problems have we had?

A new fish cleaning station or upgrade existing?

Where should it be located?