

Harbor Commission

Regular Meeting Agenda

Tuesday, February 21, 2012
5:30 p.m., City Hall Council Chambers



City of South Haven

1. Call to Order

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

2. Approval of Agenda

3. Approval of Minutes: January 17, 2012 Regular Meeting

4. Election of Officers

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

6. Financial Report

7. Marina Discounts

8. Strategic Plan

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Harbormaster

Harbor Commission

Regular Meeting Minutes

Tuesday, January 17, 2012
5:30 p.m., City Hall Council Chambers



City of South Haven

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

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

2. Approval of Agenda

Motion by Arnold, second by Sullivan to approve the agenda with the addition of:

- o 6a. A resolution recommending use of the Harbor Maintenance Fund
- o 6b. Election of a chair and vice chair.

All in favor. Motion carried.

3. Approval of Minutes - November 15, 2011 Regular Meeting

Motion by Strong, second by Sullivan to approve the November 15, 2011 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

There were none.

5. Financial Report

VandenBosch gave an overview of the financial report, noting there is not much financial action this time of year. VandenBosch pointed out that there were deposit dollars which came in for seasonal dock rentals for 2012.

VandenBosch indicated the silhouette of a coyote which he hopes to use at the Black River Park to scare the geese away. The City of St. Joseph has had success using similar silhouettes near the Carousel on Silver Beach and at the marina.

VandenBosch updated the commission on the construction of the new North Marina clubhouse which will not begin until October 15, 2012. VandenBosch noted that planning for the project is moving along.

VandenBosch reviewed the State Reservation System and noted that city staff is working on the steps to get the state system implemented. One question yet to be answered is whether the City only implements the system in the South Marina or does more than that. One aspect is that the State has to receive information from the City regarding how many slips and where they are located to put into their database before the City can do anything. VandenBosch said staff is moving towards a resolution with the state.

VandenBosch noted that staff has been working with Carrie Brantley on marketing the marinas. Stephens asked whether the City would be attending the Grand Rapids Boat Show. Abshire noted that there is a fee to participate and the City will not pay the fee. A paid and an unpaid participant cannot get in free under the non-profit. VandenBosch explained the financial aspects, noting that the Maritime Museum gets in free and will take some of our brochures there and perhaps to Chicago and another show.

Regarding the Queen's Cup, VandenBosch noted that there has not been a lot of activity recently; that will probably pick up early in the spring. The various committees met intensively before the snow birds left for the season.

Stephens asked whether the seasonal boaters have been notified of the construction start date. VandenBosch noted that an e-mail was sent out to the full mailing list when that decision was made in mid-November 2011.

6. 2012 Meeting Schedule

VandenBosch said this is a standard meeting date resolution required by the Open Meetings Act. VandenBosch reviewed the dates in case of conflicts with holidays but other than December 18, which is fairly close to Christmas, did not really see any conflicts. The regular scheduled meeting dates for 2012 are as follows:

- o January 17, 2012
- o February 21, 2012
- o March 20, 2012
- o April 17, 2012
- o May 15, 2012
- o June 19, 2012
- o July 17, 2012
- o August 21, 2012
- o September 18, 2012
- o October 16, 2012
- o November 20, 2012
- o December 18, 2012

Motion by Arnold, second by Sullivan to approve Resolution 12-01, a resolution setting Harbor Commission meeting dates for 2012.

All in favor. Motion carried.

6a. Use of the Harbor Maintenance Fund

VandenBosch noted that there is a Harbor Maintenance Fund which is available to fund maintenance on rivers but is being used by the federal government for other things although it was paid for by harbor freight company's fees. This resolution calls for a law to be passed to give the Army Corps of Engineers money to dredge harbors. Stephens asked if that fund is designated for commercial harbors. VandenBosch said no, "but it is paid for by commercial freight fees." VandenBosch noted that there is a Great Lakes Coalition which has been working on this for some time.

Stephens asked if this resolution would be passed to City Council. VandenBosch responded that this resolution will be sent to our representation in the United States Congress: Representative Upton, Senator Stabenow and Senator Levin.

Motion by Strong to approve Resolution 12-02, a resolution calling for use of the Harbor Maintenance Fund. Second by Arnold.

All in favor. Motion carried.

6b. Vote for Chair and Vice-Chair

VandenBosch noted that he received a voice mail from Jeffers stating that since he would not be able to attend meetings for a while Jeffers did not feel it was right for him to continue as chair. VandenBosch stated that he usually likes to receive such notice in writing, so he is just passing on the message as he received it. After discussion, the commission decided to table any decision until the next meeting.

Motion by Arnold, second by Strong to table the vote for Chair and Vice-Chair until the next meeting.

All in favor. Motion carried.

7. Wave Absorbers

VandenBosch asked Abonmarche whether there was anything that could be done to control the wave/swell issue at the South Beach. The short answer, according to VandenBosch, is that we could control the swells by installing wave absorbers; which would extend out to the sides and consist of rip-rap, which would include both demolition and construction. Although actual pricing has not been done, VandenBosch feels it could be a possible one million

dollar project. VandenBosch cautioned that the commission and staff would want to keep that in mind; that the City needs and wants to have a wave absorber; they have been installed in other places. VandenBosch will notify the Army Corps of Engineers that the City does have a problem and would like to have a wave absorber. Staff may try to write a grant. If the Army Corps is funded and looking for projects; the city might get in a queue to get something like this done. VandenBosch noted that there is an Army Corps meeting coming up in February; and that any time he has reason to correspond with the Corps he will mention that we have a problem with swells that could be solved with a wave absorber.

Strong said he came into Saugatuck harbor on a very rough day and when he hit those absorbers the swells were flattened right out. String noted that while he hardly believed it, it really helped. The board discussed the affect of waves on the South Marina. Abshire noted that it is pretty bad; when there are straight westerly winds the folks in the South Marina do not get any sleep due to the rocking and rolling.

VandenBosch said he does not know how the city could fund something like the wave absorber; he does not think anyone wants a special assessment on such a project. VandenBosch suggested that maybe the federal government will do something.

8. Marina Audit

VandenBosch noted that the three items; record-keeping (how many boats are in the harbor how many nights and the financial tie to the revenue/deposits made), discounting and staff hiring, are the main focus after staff's review of the audit findings.

VandenBosch noted that the city will be putting in *fiber internet* sometime in the summer of 2012; staff is in the process of responding to the request by boaters for hard wired internet access.

Reservation System. VandenBosch noted that many people reserve slips ahead of time. The Reservation System includes every transaction including credit card point of sale; it is in an accounting system that requires staff, at the end of every shift, to count their till and report any shortage/overage. VandenBosch noted that this is a very important part of the operation.

Ticket and Database System. VandenBosch said if the city does not adopt the State Reservation System on the Northside Marina, Museum Marina and Black River Park, some changes will have to be made in the current ticket system for those locations. Tickets with numbers on them are written up for every boat in the harbor; VandenBosch noted that if there are errors on a numbered ticket, employees should void it and not destroy it, as has been done in the past. Mistake tickets will be added into the database. Short term dockage will be a separate item in the database.

Stephens had questions about where the new record keeping will be implemented. VandenBosch said there will be some training in March which VandenBosch and Abshire will attend. The city has to get computers and get our inventory (number of docks) into the State's Database. VandenBosch noted that there is a lot to be done before April 15, the first day of

the boating season. At this point, VandenBosch explained, staff cannot tell whether just the Southside Marina will implement the state system or whether other city marinas will be included.

VandenBosch said the City Marinas will have to pay a fee to the company that implements this program for every boater. VandenBosch noted that staff is looking at a variety of different options right now. Stephens has some concerns about continuing to use the ticket system.

Discounting. Discounts will be submitted in writing to city management before use. VandenBosch noted there really are not many discounts and in the future the only ones to be used must be approved by city management.

Staff Hiring. VandenBosch said the Human Resource Director will review and approve all hires prior to employment.

VandenBosch noted that auditors come in and look for specific things and some of the findings were errors in the audit which Abshire can explain. VandenBosch opened the meeting for Abshire to respond to those and to air her concerns.

Abshire noted that she has reviewed the audit and made several pages of notes; she stated that the system in use right now has room for improvement. This system was put together by Abshire and another staff member due to a request from the State of Michigan. The state wanted information on boat size; whether the boat is power or sail and the length of stay. Abshire noted that staff used a model from the state. In keeping records, some staff entered the amount of money and some did not; Abshire pointed out that there was nothing requested or required by the state about money/fees at that time.

Abshire said the auditors did not have the right number of boat slips and noted that the Finance Director would like to see everything match and if there is a discrepancy that there be a note why.

The ticket numbers are out of sequence because they are shared between all the marinas and Black River Park. The tickets were kept in one place and when another location needed tickets, staff would grab a stack and take them to that location. Abshire stated that there will have to be a way to keep track of the numbering if this system continues to be used. Abshire also said if the City continues to use this system, all transactions need to be entered on a daily basis rather than on an "as time allows" basis.

Abshire noted that the auditors found fees not being consistent but there are so many variables with how the fees are determined. For example, a boat might come in and there are no slips available for the size the boat is, so Abshire will assign them to a longer slip and charge them a fee between the two.

Some of the things that the auditors considered errors were things Abshire just had in her head. She said maybe there should be a daily journal of these events; currently Abshire makes notes or just remembers things.

Abshire noted that when a boater comes in, they have already paid a whole night's stay as a deposit. If they stay for four days they only pay for three at the time they arrive. Abshire explained that when some boaters came in for a short time and then decided they wanted to stay the rest of the season, Abshire worked with someone in the Finance Department to figure out a fair fee to charge them. These situations would account for at least some of the discrepancies noted in the audit.

An overcharge found by the auditors, according to Abshire, was charged correctly but recorded incorrectly in her Excel spreadsheet due to a copy error.

Early deposits boaters paid for the 2012 boating season do not, properly, show up in the 2011 revenues and the \$1,000 a 125' boat gave her does not match the typical fee charged, which accounts for some of the discrepancies as well.

Abshire noted that she counts transients that are here for a few hours as a boater day, and pointed out that they generally come in, do some shopping, have lunch, and stock up with groceries and beer, then head out, which contributes to the city's revenues. Cancellations are not counted as a boat day because although they had a reservation, they did not come; they did not fill out the boater registration.

Regarding the maintenance position, Abshire stated she had discussed this hire with the City Manager. The maintenance person saved the City quite a bit of money by doing repairs and maintenance that would have had to be done by a contractor and paid for at a much higher rate.

VandenBosch said staff looked at the auditors comments and were able to focus in on just the items we proposed as a response and we are making a good effort to address those issues. By April 15, we should be ready for some improvements for the 2012 season.

9. Strategic Plan

VandenBosch noted that it is getting near budget time; looking at the Strategic Plan helps in zeroing in on items that need to be done which might need to be funded through the budget. VandenBosch asked for comments and changes which could be discussed tonight or at the next meeting.

Sullivan asked if the items we have accomplished could be removed. VandenBosch said he can go through and mark those that have been accomplished and provide the information in the next agenda. Strong said we could go over it next month after VandenBosch has cleaned up the Strategic Plan; at that time we can determine what is left to do.

Stephens said she would like to see the process go faster next month than it has in the past. Strong said two things he is concerned about: 1.) *upgrade of electrical wiring* and how it could be communicated to the private marinas that it is a safety issue and needs to be addressed. Strong mentioned seeing boats with electric cords running from somewhere on the dock or land on to a boat in a slip. Strong also pointed out that there is nothing about 2.) *safe*

refueling in our bylaws. Most marinas as old as Strong's are old and not up to code. Stephens said that is an excellent question. VandenBosch said he sent out letters last year and got about a 50% response. VandenBosch noted that probably the mailing needs to be repeated every year. Last year's mailing was mainly done in an attempt to educate about direct fueling. We could use that list to send a reminder about proper refueling and about electrical upgrades. VandenBosch reiterated the question of how to encourage marinas to upgrade wiring noting that private ones probably do not want others to tell them what to do. VandenBosch agreed it would be good to have a statement encouraging the upgrade of electrical wiring; but it needs to be done diplomatically. If you see electrical problems as you go down the river, let VandenBosch know and he will try to contact people. Sullivan said it is important to make people aware of the dangers of outdated electrical wiring, similar to what the Harbor Commission did with the direct fueling issue.

VandenBosch said one thing that can be done is make marina owners aware that the City is having its electric system tested on an annual basis; maybe that would encourage them to do the same kind of a test. Letting people know there is such a service in town might be helpful. VandenBosch said the City could run a news brief noting that the City has done this, using Russ Puckett, for marine safety reasons. Sullivan noted that private marinas have to do cross-contamination water tests every year; maybe we should be required to do electrical inspections. VandenBosch noted that once a new installation is approved there is no further inspection required by the city. When something needs repair, you have to get it inspected, and then the inspector tells you what you have to do. Stephens said if there is a need for help gathering more marina names and contact information she could help with that. VandenBosch said he could possibly put a notice in the Waves, the newsletter that is sent out to all the utility customers. Strong suggested rules concerning marine vessels; perhaps a poster that private marinas could post on their bulletin board. Stephens said we have a poster we can use. VandenBosch will write a news item to be put in the Waves, and closer to spring we can talk about the poster.

Member and Staff Comments

There were none.

Adjourn

Motion by Arnold, second by Sullivan to adjourn at 6:32 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of January 31, 2012

Fiscal Year Ending in	Revenue		Operational	Net
	Seasonal	Transient	Expense	Revenue
2002	234,236	161,984	369,081	27,139
2003	259,840	166,084	403,463	22,461
2004	280,151	167,907	429,353	18,705
2005	282,245	170,944	479,287	-26,098
2006	300,819	173,817	517,881	-43,245
2007	343,171	170,869	471,088	42,952
2008	368,408	168,362	493,906	42,864
2009	377,955	166,674	492,039	52,590
2010	350,635	161,584	485,399	26,820
2011	314,270	140,546	521,900	-67,084
2012	62,550	102,174	239,457	-74,733

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												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
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	0	0	0	0	0	0	0	0	0	0	0	31,810

Transient Marina Revenue	Calendar Year												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
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	0	0	0	0	0	0	0	0	0	0

MARINA
BREAKDOWN OF REVENUE EXPENSE CATEGORIES

Account #	Fund	Activity	Object	Account Description	Rev Category	Exp Category	month actual	prior year mtd	Cur YTD actual	Cur YTD budg	Pri YTD actual	Annual Budget
594-000-566-005	594	000	566	STATE GRANT	State Grant		0	0	4,194.36	4,194.00	156.25	4,194.00
594-000-608-000	594	000	608	OTHER FEES	Other		0	0	1,820.00	3,000.00	1,898.00	3,000.00
594-000-645-000	594	000	645	SALES	Other		0	0	3,146.92	4,000.00	3,217.26	4,000.00
594-000-665-000	594	000	665	INTEREST INCOME	Interest and Rents		29.29	972.55	4,132.22	10,000.00	5,942.73	10,000.00
594-000-665-594	594	000	665	MARKET VALUE ADJUSTMENTS	Interest and Rents		0	0	0	0	0	0
594-000-667-003	594	000	667	SEASONAL DOCK RENTAL	Charges for Service		31,810.00	43,221.50	62,550.00	350,000.00	75,017.99	350,000.00
594-000-667-004	594	000	667	TRANSIENT DOCK RENTAL	Charges for Service		0	0	102,174.11	160,000.00	102,790.40	160,000.00
594-000-690-000	594	000	690	SUNDRY-MISC OPERATING REVENUE	Other		46.5	698.9	1,545.80	0	1,604.30	0
594-776-703-000	594	776	703	SALARIES & WAGES - FULL-TIME	0 Personnel Costs		0	597.99	524.8	9,549.00	3,863.08	9,549.00
594-776-704-000	594	776	704	SALARIES & WAGES - PART-TIME	0 Personnel Costs		0	0	30,067.03	48,403.00	30,866.47	48,403.00
594-776-708-000	594	776	708	OVERTIME - FULL-TIME	0 Personnel Costs		0	0	0	0	289.01	0
594-776-709-000	594	776	709	OVERTIME - PART-TIME	0 Personnel Costs		0	0	102.94	65	361.12	65
594-776-710-000	594	776	710	HEALTH/DENTAL INSURANCE	0 Personnel Costs		0	103.76	121.1	1,980.00	671.85	1,980.00
594-776-712-000	594	776	712	WORKERS COMPENSATION	0 Personnel Costs		0	0	1,096.80	1,639.00	1,293.08	1,639.00
594-776-713-000	594	776	713	PAYROLL TAXES	0 Personnel Costs		0	43.83	2,347.01	4,361.00	2,694.86	4,361.00
594-776-713-001	594	776	713	UNEMPLOYMENT COMPENSATION	0 Personnel Costs		0	33.49	1,701.93	4,188.00	2,668.43	4,188.00
594-776-713-002	594	776	713	LIFE & DISABILITY INSURANCE	0 Personnel Costs		0	7.88	12.92	97	41.61	97
594-776-716-000	594	776	716	EMPLOYER MERS CONTRIBUTIONS	0 Personnel Costs		0	0	0	103	0	103
594-776-727-000	594	776	727	OFFICE SUPPLIES	0 Supplies		0	0	636.37	900	83.4	900
594-776-729-001	594	776	729	OTHER CLOTHING & SUPPLIES	0 Supplies		0	0	118	400	0	400
594-776-741-000	594	776	741	OPERATING SUPPLIES	0 Supplies		0	0	2,508.08	5,200.00	4,628.47	5,200.00
594-776-742-000	594	776	742	SMALL TOOLS	0 Supplies		0	0	42.53	300	213.96	300
594-776-748-000	594	776	748	MOTOR FUEL	0 Supplies		0	0	0	0	3.19	0
594-776-801-000	594	776	801	PROFESSIONAL/CONSULTING FEES	0 Contractual Services		0	0	8,529.40	9,100.00	0	9,100.00
594-776-802-000	594	776	802	OTHER CONTRACTUAL SERVICES	0 Contractual Services		3,600.00	3,356.83	31,815.81	70,000.00	35,183.98	70,000.00
594-776-803-000	594	776	803	CREDIT CARD FEES	0 Contractual Services		7.95	35	2,671.23	5,000.00	3,723.13	5,000.00
594-776-850-000	594	776	850	TELEPHONE	0 Other Services and Charges		266.24	24.86	1,765.41	3,000.00	1,073.13	3,000.00
594-776-855-000	594	776	855	POSTAGE	0 Other Services and Charges		0	0	0	100	0	100
594-776-860-000	594	776	860	TRAVEL/CONFERENCES/TRAINING	0 Other Services and Charges		0	0	669.79	700	281.98	700
594-776-870-000	594	776	870	PAYMENT IN LIEU OF TAXES	0 Other Services and Charges		2,195.84	2,245.58	15,370.80	26,350.00	15,719.10	26,350.00
594-776-900-000	594	776	900	PRINTING/PUBLISHING	0 Other Services and Charges		0	0	0	6,000.00	0	6,000.00
594-776-921-000	594	776	921	UTILITIES - ELECTRIC	0 Utilities		341.94	359.9	11,146.61	20,000.00	12,995.01	20,000.00
594-776-922-000	594	776	922	UTILITIES - WATER & SEWER	0 Utilities		541.72	530.9	5,894.72	11,000.00	6,368.08	11,000.00
594-776-923-000	594	776	923	UTILITIES - GAS	0 Utilities		123.34	74.82	1,077.96	1,700.00	821.18	1,700.00
594-776-931-000	594	776	931	REPAIRS/MAINT-BLDS & STRCTRES	0 Repairs and Maintenance		0	0	1,385.82	11,000.00	11,663.42	11,000.00
594-776-932-000	594	776	932	REPAIRS/MAINTENANCE - OTHER	0 Repairs and Maintenance		0	0	1,535.50	2,000.00	1,243.03	2,000.00
594-776-933-000	594	776	933	REPAIRS/ MAINTENANCE - EQUIP	0 Repairs and Maintenance		0	0	122.49	1,200.00	1,112.59	1,200.00
594-776-941-000	594	776	941	MOTOR POOL FEES	0 Internal Service Fees		150	149.75	1,050.00	1,800.00	1,048.25	1,800.00
594-776-942-000	594	776	942	INFORMATION SERVICES FEES	0 Internal Service Fees		476.08	476.08	3,332.60	5,713.00	3,332.60	5,713.00
594-776-944-000	594	776	944	BUILDING AUTHORITY LEASE	0 Other Services and Charges		8,402.50	8,402.50	58,817.50	100,830.00	58,817.50	100,830.00
594-776-957-000	594	776	957	CONCESSION EXPENSE	0 Other Services and Charges		0	0	1,938.40	3,000.00	2,384.90	3,000.00
594-776-958-000	594	776	958	SUBSCRIPTIONS/MEMBERSHIPS	0 Other Services and Charges		0	0	0	200	0	200
594-776-964-000	594	776	964	BOATERS REFERRAL BONUS	0 Other Services and Charges		0	0	200	0	0	0
594-776-968-000	594	776	968	DEPRECIATION EXPENSE	0 Depreciation		0	0	0	88,000.00	0	88,000.00
594-776-969-101	594	776	969	ADMIN FEES - GENERAL FUND	0 Internal Service Fees		4,279.41	4,279.41	29,955.95	51,353.00	29,955.95	51,353.00
594-776-969-111	594	776	969	POLICE DEPART FEES-GEN FUND	0 Internal Service Fees		744.17	744.17	5,209.15	8,930.00	5,209.15	8,930.00
594-776-975-000	594	776	975	BUILDINGS/ADDS/IMPROVEMENTS	0 Capital Outlay		0	0	17,688.04	20,000.00	0	20,000.00
594-776-975-011	594	776	975	NORTH SIDE MARINA UPGRADE	0 Capital Outlay		2,765.00	1,050.00	60,457.36	60,000.00	6,041.63	60,000.00
594-776-979-001	594	776	979	YARD EQUIPMENT	0 Capital Outlay		0	0	0	0	0	0
594-776-980-000	594	776	980	OFFICE EQUIPMENT & FURNITURE	0 Capital Outlay		0	0	0	0	0	0
594-965-999-296	594	965	999	OPER TRANS OUT - RIVER MAINT	0 Operating Transfer Out		0	0	0	25,627.00	15,438.00	25,627.00

Black River Park Revenues

Black River Park Revenue
As of January 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	16,954	7,886	38,084	1,297	64,221	67,919	-3,698

Note: Operational Expense does not include depreciation of approximately \$46,000 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 \$4,200 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	0	42,299
2008	0	0	0	831	2,768	5,172	11,030	10,046	4,709	2,170	0	0	0	36,726
2009	0	0	0	370	3,378	5,558	10,738	7,704	8,311	812	0	0	0	36,871
2010	0	0	0	527	6,102	4,284	13,972	11,844	2,799	2,186	0	0	0	41,714
2011	0	0	0	126	4,301	6,870	19,145	10,345	7,373	1,221	0	0	0	49,381
2012	0	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	0	10,620
2008	0	0	0	1,885	3,743	2,972	1,620	0	0	0	0	0	0	10,220
2009	0	0	0	2,770	4,924	2,608	640	0	0	0	0	0	0	10,942
2010	0	0	0	1,370	7,158	1,015	1,546	0	75	0	0	150	0	11,314
2011	0	0	0	610	75	1,403	1,222	0	0	75	0	0	0	3,385
2012	0	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	0	0	0	0	0	0	0	0	0	0	0	3,995	

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	0	0	0	0	0	0	0	0	0	

BLACK RIVER PARK
BREAKDOWN OF REVENUE EXPENSE CATEGORIES

Account #	Fund	Activity	Object	Account Description	Rev Category	Exp Category	month actual	prior year mtd	Cur YTD actual	Cur YTD budg	Pri YTD actual	Annual Budget
545-000-566-002	545	000	566	STATE GRANT-LAUNCH/PARK	State Grant		0	0	0	0	0	0
545-000-566-003	545	000	566	FISHERIES TRUST GRANT	State Grant		0	0	0	0	0	0
545-000-608-000	545	000	608	OTHER FEES	Other		0	0	0	0	0	0
545-000-645-000	545	000	645	SALES	Charges for Service		0	0	505	500	464.75	500
545-000-653-000	545	000	653	BOAT LAUNCHING & PARKING FEES	Charges for Service		0	0	38,084.00	38,000.00	30,741.00	38,000.00
545-000-653-001	545	000	653	LAUNCHING-SEASONAL PERMIT	Charges for Service		0	0	1,297.00	10,000.00	1,771.00	10,000.00
545-000-665-000	545	000	665	INTEREST INCOME	Interest and Rents		17.54	27.23	178.5	500	222.9	500
545-000-665-395	545	000	665	INTEREST INCOME - DDA	Interest and Rents		0	0	0	0	0	0
545-000-667-003	545	000	667	SEASONAL DOCK RENTAL	Charges for Service		3,995.00	3,740.00	16,954.47	85,000.00	12,408.75	85,000.00
545-000-667-004	545	000	667	TRANSIENT DOCK RENTAL	Charges for Service		0	0	7,886.25	10,000.00	5,881.75	10,000.00
545-000-667-016	545	000	667	LEASE AGREEMENT - MILLER	Interest and Rents		0	0	0	2,500.00	2,517.61	2,500.00
545-000-678-296	545	000	678	LOAN REPAYMENT	Operating Transfer In		0	0	0	0	0	0
545-000-690-000	545	000	690	SUNDRY-MISC OPERATING REVENUE	other		0	67.2	59.4	0	134.4	0
545-776-703-000	545	776	703	SALARIES & WAGES - FULL-TIME	0 Personnel Costs		0	119.6	456.82	2,398.00	1,168.01	2,398.00
545-776-704-000	545	776	704	SALARIES & WAGES - PART-TIME	0 Personnel Costs		0	0	19,875.20	34,988.00	19,113.53	34,988.00
545-776-708-000	545	776	708	OVERTIME - FULL-TIME	0 Personnel Costs		0	0	57.78	69	0	69
545-776-709-000	545	776	709	OVERTIME - PART-TIME	0 Personnel Costs		0	0	960.45	145	130.61	145
545-776-710-000	545	776	710	HEALTH/DENTAL INSURANCE	0 Personnel Costs		0	20.76	62.99	456	156.5	456
545-776-712-000	545	776	712	WORKERS COMPENSATION	0 Personnel Costs		0	0	708.96	1,182.00	908.02	1,182.00
545-776-713-000	545	776	713	PAYROLL TAXES	0 Personnel Costs		0	8.79	1,632.78	2,876.00	1,559.04	2,876.00
545-776-713-001	545	776	713	UNEMPLOYMENT COMPENSATION	0 Personnel Costs		0	6.69	717.02	2,415.00	1,005.86	2,415.00
545-776-713-002	545	776	713	LIFE & DISABILITY INSURANCE	0 Personnel Costs		0	1.58	2.98	19	9.18	19
545-776-716-000	545	776	716	EMPLOYER MERS CONTRIBUTIONS	0 Personnel Costs		0	0	0	21	0	21
545-776-727-000	545	776	727	OFFICE SUPPLIES	0 Supplies		0	0	0	200	0	200
545-776-729-001	545	776	729	OTHER CLOTHING & SUPPLIES	0 Supplies		0	0	0	300	0	300
545-776-741-000	545	776	741	OPERATING SUPPLIES	0 Supplies		0	0	1,104.54	2,200.00	484.4	2,200.00
545-776-742-000	545	776	742	SMALL TOOLS	0 Supplies		0	0	0	200	175.31	200
545-776-748-000	545	776	748	MOTOR FUEL	0 Supplies		0	0	324.08	500	167.27	500
545-776-801-000	545	776	801	PROFESSIONAL/CONSULTING FEES	0 Contractual Services		0	0	0	500	0	500
545-776-802-000	545	776	802	OTHER CONTRACTUAL SERVICES	0 Contractual Services		966	1,482.64	7,557.90	24,000.00	15,448.07	24,000.00
545-776-803-000	545	776	803	CREDIT CARD FEES	0 Contractual Services		42	42	1,340.09	2,000.00	989.41	2,000.00
545-776-850-000	545	776	850	TELEPHONE	0 Other Services and Charges		136.61	56.75	927.02	1,200.00	643.91	1,200.00
545-776-855-000	545	776	855	POSTAGE	0 Other Services and Charges		0	0	0	100	0	100
545-776-860-000	545	776	860	TRAVEL/CONFERENCES/TRAINING	0 Other Services and Charges		0	0	0	250	223.1	250
545-776-870-000	545	776	870	PAYMENT IN LIEU OF TAXES	0 Other Services and Charges		610.42	656.42	4,272.90	7,325.00	4,594.90	7,325.00
545-776-900-000	545	776	900	PRINTING/PUBLISHING	0 Other Services and Charges		0	0	0	100	0	100
545-776-921-000	545	776	921	UTILITIES - ELECTRIC	0 Utilities		76.87	54.91	1,576.53	2,600.00	1,615.38	2,600.00
545-776-922-000	545	776	922	UTILITIES - WATER & SEWER	0 Utilities		321.03	314.52	2,506.69	4,500.00	2,466.96	4,500.00
545-776-923-000	545	776	923	UTILITIES - GAS	0 Utilities		38.04	37.41	308.73	550	273.36	550
545-776-931-000	545	776	931	REPAIRS/MAINT-BUILDS & STRCTRE	0 Repairs and Maintenance		0	0	835.33	1,000.00	447.67	1,000.00
545-776-932-000	545	776	932	REPAIRS/MAINTENANCE - OTHER	0 Repairs and Maintenance		0	0	112.5	500	60	500
545-776-933-000	545	776	933	REPAIRS/MAINTENANCE - EQUIP	0 Repairs and Maintenance		0	0	0	7,000.00	586.5	7,000.00
545-776-942-000	545	776	942	INFORMATION SERVICES FEES	0 Internal Service Fees		155.25	155.25	1,086.75	1,863.00	1,086.75	1,863.00
545-776-957-000	545	776	957	CONCESSION EXPENSE	0 Other Services and Charges		0	0	116.8	700	250	700
545-776-958-000	545	776	958	SUBSCRIPTIONS/MEMBERSHIPS	0 Other Services and Charges		0	0	0	0	0	0
545-776-968-000	545	776	968	DEPRECIATION EXPENSE	0 Depreciation		0	0	0	46,000.00	0	46,000.00
545-776-969-101	545	776	969	CHARGES FOR SERV - GEN FUND	0 Internal Service Fees		1,568.17	1,249.25	10,977.15	18,818.00	8,744.75	18,818.00
545-776-969-111	545	776	969	CHARGES FOR SERV - GF - POLICE	0 Internal Service Fees		318.92	318.92	2,232.40	3,827.00	2,232.40	3,827.00
545-776-975-000	545	776	975	BUILDINGS/ADDITIONS/IMPROVE	0 Capital Outlay		8,165.00	0	8,165.00	3,500.00	3,574.00	3,500.00
545-776-980-000	545	776	980	OFFICE EQUIPMENT & FURNITURE	0 Capital Outlay		0	0	0	150	0	150
545-965-999-296	545	965	999	OPER TRANS OUT - RIVER MAINT	0 Operating Transfer Out		0	0	0	5,547.00	4,171.00	5,547.00

February 13, 2012

TO: Harbor Commission

FR: Paul VandenBosch

RE: Marina Discount Rates

In the past, Harbor Commission has discussed using discount rates and has encouraged discounts as a marketing tool. Staff has used discounts based on past practices and has attempted to use discounts to increase occupancy and revenues for the marinas.

Based on a recommendation from the auditors, we would like to move toward a policy of Harbor Commission and City Council approval of discount rates. This is the first year that the rates have been put in writing and presented to the Harbor Commission. In the future, we expect to include discount rates in the resolution setting marina rates.

Staff is requesting review and comment of the discount rates so that we can include them in our marketing efforts.

2012 Marina Discounts

Transient Discounts

1. Pre Memorial Day and Post Labor Day Special, stay 4 nights get the 3rd night free.
2. If a smaller boat willingly occupies a larger slip because that's the only slip available then staff deducts 2' from the overall length. For ex. If a 27' boat rents a 40' slip we charge them as a 38' boat. This makes it more acceptable to the customer. (Note that this discount is subject to change for those boats using the state reservation system, because the state reservation system charges by actual boat length)
3. If there has been an incident of major confusion at no fault of the boat but do to staffs error, the Manager is authorized to offer a courtesy coupon which entitles the boater to one complimentary nights stay.

Seasonal Discounts

1. After August 15, a Remainder of Season discount will be made available. A seasonal slip may be rented for the remainder of the season, with the fee calculated as the number of days remaining until October 15 times the minimum Waterways Transient rate (column 1) for the length of boat.

2012 Transient Rate Schedule for Michigan State Waterways Sponsored Facilities

Slip Length	1	2	3	4	5
25	\$15	\$27	\$29	\$38	\$50
26	\$16	\$28	\$30	\$39	\$52
27	\$16	\$29	\$31	\$41	\$54
28	\$18	\$30	\$32	\$42	\$56
29	\$18	\$31	\$33	\$44	\$58
30	\$19	\$32	\$35	\$45	\$60
31	\$20	\$36	\$39	\$47	\$62
32	\$20	\$37	\$40	\$48	\$64
33	\$21	\$38	\$41	\$50	\$66
34	\$21	\$39	\$43	\$51	\$68
35	\$22	\$41	\$44	\$53	\$70
36	\$23	\$42	\$49	\$54	\$72
37	\$24	\$43	\$50	\$56	\$74
38	\$24	\$44	\$51	\$57	\$76
39	\$25	\$49	\$57	\$59	\$78
40	\$26	\$50	\$58	\$60	\$80
41	\$27	\$52	\$59	\$62	\$82
42	\$28	\$53	\$61	\$63	\$84
43	\$28	\$54	\$62	\$65	\$86
44	\$29	\$55	\$64	\$66	\$88
45	\$30	\$57	\$65	\$68	\$90
46	\$31	\$63	\$71	\$74	\$92
47	\$32	\$64	\$73	\$75	\$94
48	\$32	\$65	\$74	\$77	\$96
49	\$33	\$67	\$76	\$78	\$98
50	\$37	\$68	\$78	\$80	\$100
51	\$38	\$69	\$79	\$82	\$102
52	\$39	\$71	\$81	\$83	\$104
53	\$39	\$72	\$82	\$85	\$106
54	\$41	\$73	\$84	\$86	\$108
55	\$42	\$75	\$85	\$88	\$110
56	\$43	\$76	\$87	\$90	\$112
57	\$44	\$78	\$88	\$91	\$114
58	\$44	\$79	\$90	\$93	\$116
59	\$46	\$80	\$91	\$94	\$118
60	\$53	\$82	\$93	\$96	\$120
61	\$54	\$89	\$101	\$104	\$122
62	\$55	\$91	\$102	\$105	\$124
63	\$56	\$92	\$104	\$107	\$126
64	\$56	\$93	\$106	\$109	\$128
65	\$57	\$95	\$107	\$111	\$130
66	\$58	\$96	\$109	\$112	\$132
67	\$59	\$98	\$111	\$114	\$134
68	\$60	\$99	\$112	\$116	\$136
69	\$61	\$101	\$114	\$117	\$138
70	\$61	\$102	\$116	\$119	\$140
71	\$62	\$104	\$117	\$121	\$142
72	\$63	\$105	\$119	\$122	\$144
73	\$64	\$107	\$120	\$124	\$146
74	\$65	\$108	\$122	\$126	\$148
75	\$65 per ft	\$1.46 pef ft	\$1.65 per ft	\$1.70 per ft	\$2 per ft.

Strategic Planning

Strategic Planning is putting together a priority list for how the resources of the organization should be used over the next year or two.

Strategic Planning Process Steps:

1. Update mission of organization
2. Identify and prioritize major issues/goals
3. Design strategies to address issues/goals
4. Establish action plans (objectives, resource needs, roles and responsibilities)
5. Write the above in a strategic plan document
6. Develop and authorize a budget for the year
7. Use the strategic plan and budget as an operating document through the year
8. Conduct the organization's year-one operations
9. Evaluate and update the strategic plan document

Definitions:

Goals

Goals are specific accomplishments in order to achieve some larger, overall result, for example, the mission of an organization.

Objectives

Objectives are specific accomplishments needed to achieve the goals in the plan. Objectives are usually "milestones" along the way when implementing the strategies.

Strategies or Activities

These are the actions and methods required to achieve the goals.

Tasks

People are assigned various tasks required to implement the plan. Together, a number of tasks may make up an activity.

Resources and Budgets

Resources include the people, materials, technologies, money, etc., required to accomplish the strategies and tasks. The costs of these resources are depicted in the form of a budget.

Characteristics of Goals and Objectives:

Goals and Objectives Should Be Specific:

For example, it's difficult to know what someone should be doing if they are to pursue the goal to "work harder". It's easier to recognize "Write a paper".

Goals and Objectives Should Be Measurable:

It's difficult to know what the scope of "Writing a paper" really is. It's easier to appreciate that effort if the goal is "Write a 30-page paper about a specific subject".

Goals and Objectives Should Be Realistic:

Even if one does accept responsibility to pursue a goal that is specific and measurable, the goal won't be useful if, for example, the goal is to "Write a 30-page paper in the next 10 seconds". The goals and objectives must also be realistic in terms of budget.

Goals and Objectives Should Be In a Time Frame:

A strategic plan is a time sensitive document. Completion of the objectives and activities should happen in a coordinated manner. Identifying target dates is a good way to coordinate these activities.

Build in Accountability (Regularly Review Who's Doing What and By When?)

Plans should specify who is responsible for achieving each result, including goals and objectives. Dates should be set for completion of each result, as well. Responsible parties should regularly review status of the plan. Be sure to have someone of authority "sign off" on the plan, including putting their signature on the plan to indicate they agree with and support its contents. Include responsibilities in policies, procedures, job descriptions, performance review processes, etc.

February 8, 2012

TO: Harbor Commission

FR: Paul VandenBosch

RE: Harbor Commission Strategic Plan Items: Staff Recommendation

1. Harbor Commission will review River Maintenance Capital Improvement Plan in early 2012
2. Harbor Commission will review Marina Budget in early 2012
3. Staff will implement State Reservation System prior to 2012 boating season
4. Staff will perform soundings and maintenance dredging in March, April and May, 2012
5. Harbor Commission will hold Emergency Services Harbor Coordination meeting in April, 2012
6. Staff will inventory and evaluate signage along river during 2012 boating season
7. Staff will purchase bicycles and locks for use as loaner bikes at South Side Marina prior to 2012 boating season
8. Staff will complete installation of pay terminal at Black River Park
9. Staff will re-apply for River Channel dredging permit in 2012
10. Staff will complete North Side Marina Facility by April 15, 2013

HARBOR COMMISSION STRATEGIC PLAN
Approved November 16, 2010
With Progress as of February 6, 2012

Mission Statement

In the performance of its duties the Harbor Commission shall remain committed to the continuous improvement of the Black River Harbor by taking a long term view of the harbor's capacity, its navigability, its value to the community, and its 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.

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. ONGOING

Develop a checklist that outlines the steps to be used in assessing the need for dredging and the process of dredging. WE HAVE DEVELOPED A CAPITAL PLAN FOR DREDGING WHICH SHOULD BE REVIEWED ANNUALLY

Maintain valid permits for maintenance dredging.

TURNING BASIN: JUNE 29, 2015

MAIN CHANNEL: DECEMBER 31, 2012

WE MUST APPLY FOR A CHANNEL DREDGING PERMIT THIS YEAR

Dredging is one element of a comprehensive Black River maintenance program that must be ongoing. WE HAVE DEVELOPED A CAPITAL PLAN FOR DREDGING

Develop recommendations for maintaining ingress and egress to the harbor, including adequate depth at the pierheads. WE HAVE MONITORED WATER DEPTH AT HARBOR ENTRANCE AND HAVE COMMUNICATED WITH ARMY CORPS

2. Electrical Utilities

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

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. DIRECT FUELING EDUCATION CAMPAIGN
- Develop an educational campaign that can be used in local schools, boater safety classes, in the newspaper and other outlets. DIRECT FUELING EDUCATION CAMPAIGN
- 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. SHAES LETTER AUTHORIZES COUNTY TO ENFORCE DIRECT FUELING
- 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". NOT SURE IF THIS WAS DONE
- Pass a city ordinance against direct fueling. WE FOUND THAT SHAES HAS THIS AUTHORITY UNDER THE FIRE CODE AND NO ORDINANCE IS REQUIRED

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. WE HAVE MET ANNUALLY FOR TWO YEARS

Encourage agencies to maintain oil absorbant equipment to manage emergencies. WE HAVE ABOUT 80 FEET OF OIL ABSORBANT BOOM AT CITY HALL FOR EMERGENCIES

Consider replacing the fireboat with a boat adequate for use in the harbor and in Lake Michigan. NO ACTION

5. Erosion and Contaminants

Work with the DEQ, DNR, Drain Commission, farmers and other entities to ensure proper procedures are followed to reduce erosion and contaminants in the river in the City and upstream from the City. HAVE CONTACTED VARIOUS GROUPS SUCH AS VAN BUREN CONSERVATION DISTRICT AND BLACK RIVER GROUP

Review procedures to respond to fuel and contaminant spills. NO ACTION

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

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.

Determine if a new location for the existing boat launch location at Black River Park would improve traffic flow.

Determine if additional docks are needed in the river based on demand.

Look at the feasibility of moving the Black River Park launch ramps downstream away from the corner.

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

NO ACTION ON THESE ITEMS

7. Public Access

Support public access and use.

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

Traffic at the launch area can be dangerous, identify safety improvements.

NO ACTION ON THESE ITEMS

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.

NO EVALUATION OF SIGNAGE HAS BEEN DONE

B. Municipal Marina Facilities

1. Municipal Marina Facilities

Promote quality facilities at all municipal marinas.

The Southside Marina has excellent facilities (showers and restrooms, lounge and meeting rooms, picnic areas, etc) for its boaters. Similar quality facilities should be provided to all other Municipal Marinas.

The City should move forward expeditiously with the construction of a new facilities building at the Northside Marina. Support use of grant funding to replace the existing facility. ONGOING

The City should upgrade and expand the restroom/shower facilities at the Museum and Black River Park Marinas, adding a lounge area. These are likely to be long term projects. NO ACTION

At Black River Park Marina and the Museum Marina, add a roof and screen walls to the new deck. All facilities should be handicap accessible. Boaters should be surveyed first to determine if this meets their needs. NO ACTION

Promote availability of bicycles for boater use at the municipal marinas. NO ACTION

C. Infrastructure

1. Develop a Capital Improvement Plan

A capital improvement plan should be developed for each of the marinas. The Harbor Commission should review the plan and identify projects that it would like to see completed. The plan should include a budget and timeline for such improvements. NO ACTION

Review the River Maintenance capital improvement plan. THIS WAS DONE IN 2011 AND WILL BE DONE AGAIN IN 2012 AS PART OF BUDGET REVIEW

2. Dinghy Docks and Paddle Craft Facilities

Fully 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. DONE?

<http://www.south-haven.com/csh%20folder/csh/Pages/Communications/PlansReportsStudies.html>

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

Add a dinghy dock at the Musuem Marina. NO ACTION

Try to design dinghy docks so they would be usable for a river launch service if one becomes available. NO ACTION

3. Harborwalk

Complete the Harborwalk to include signage, lighting, benches, landscaping etc.
WILLIAMS STREET PORTION HAS BEEN RECONSTRUCTED

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. CITY COUNCIL ROLE

Improvements are needed on the public easements in front of Old Harbor Inn and through Mariner's Dockage and Pier's End Cove. SOME MINOR IMPROVEMENT AND MAINTENANCE HAS BEEN DONE

Complete Harborwalk to create a unified concept by adding better way finding signs, paving materials, improve interpretative plaques etc. THIS NEEDS TO BE DONE, ONGOING

Encourage a cooperative maintenance agreement between the City and the Michigan Maritime Museum. NOT SURE WHAT THIS MEANS

4. Green Space/Views

The Commission recommends that the city retain and acquire, when available, adequate public space along waterfronts. These areas should be maintained and developed for open green space and public access. ONGOING RECOMMENDATION

5. Former Street Garage

Add a sea wall extension and dinghy dock at the former street garage, encouraging natural sea walls. GRANT APPLICATIONS HAVE BEEN SUBMITTED BUT DENIED, PROJECT WILL BE RESUBMITTED

D. Planning

1. Future Development and Impact on Safe Navigation

The Harbor Commission supports a detailed Harbor study that would update existing material from the 2001 Smith Group JJR report. To accomplish this we need to hire a competent and professional consultant to determine the capacity of the Black River Harbor and to provide guidance for future policy and decision making with a 10 year outlook. NO ACTION

The South Haven City Council should authorize a forward looking study of our Harbor to determine if additional slips and/or services are needed. Is our Harbor at capacity (defined as its ability to safely handle its current usage)? If not, how many additional boats can it handle given its current configuration? Are additional slips needed? If so, where should they be located? If it is at capacity based upon current configuration, are there modifications that would permit increased capacity? NO ACTION

Consider funding a comprehensive professional study. The study should look at where are we and where do we want to be in the next 5 to 10 years. This study should be delayed at this time due to the unusual economic conditions until a certain level of economic normalcy returns to the harbor. In the interim, contact area schools, colleges and universities seeking their help with acquiring accurate data on size, quantity and frequency of use of vessels using the Black River. Analyze the new numbers from the study with a focus on the last paragraph on page 4 of the JJR memorandum of 4/23/2001 which discusses the capacity of the river based on channel widths. NO ACTION

Additionally the needs assessment should look at existing facilities to determine if they currently serve our needs, how they could be modified to best serve our needs today and what needs to be changed to best serve our future needs? NO ACTION

A process needs to be defined, created, promoted and followed setting development goals and criteria based on consideration of our harbor size, location and boating and community concerns. NO ACTION

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 ONGOING

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. ONGOING

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. ONGOING

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. EXISTING POLICY

Participate in any discussion regarding the Celery Pond property. NO ONGOING DISCUSSION

The Harbor Commission should have a role in any changes that affect marinas, river or harbor. ROLE IS DEFINED IN CITY CODE

3. Natural Environment Preservation

Allow for innovative development without totally eliminating the vegetation and public access in the Black River around the present canoe launch area. NO DEVELOPMENT PROPOSED THAT I KNOW OF

We need to be proactive on waterfront development for example Sherman Hills. The City needs to determine how the river needs to be protected when a development is purposed. ONGOING

Work with DNRE and other entities regarding environmental issues for the entire Black River Watershed. ONGOING

Encourage all marinas to acheive Clean Marina Status. NO ACTION

4. Effects of Development and Loss of Marine Services

Assess whether we have adequate marine services in the harbor, including fueling, haul out, storage, marine repair service, marine parts and supply, dockage (seasonal and transient) and pump out facilities. If some services appear to be lacking, encourage private businesses to provide them. If private businesses are unable to provide the services or stop providing needed services, consider municipal services. THIS COULD BE AN ANNUAL DISCUSSION ITEM

E. Funding

1. Ongoing Dredging Project Funding

Investigate other sources of revenue for dredging. NO ACTION

Recommend an increase from 3% to 6% of marina revenues set aside for the River Maintenance budget. HC MAY RECOMMEND IN 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. CITY COUNCIL BUDGET AUTHORITY

Request funding from the DDA to allocate toward harbor maintenance. NEEDS TO BE REQUESTED AGAIN IN 2012

Determine if the current method of calculating special assessments for dredging is equitable and or if changes are needed. NO ACTION BECAUSE NO SPECIAL ASSESSMENT IS PROPOSED

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. ONGOING

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. ROLE IS DEFINED IN CITY CODE

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

- Future waterfront developments should be specifically assessed 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.

ONGOING

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. NO ACTION

Establish an FM radio station for the harbor. NO ACTION

Install bulletin boards at the boat launch. NO ACTION

2. Marina Management

Evaluate management of municipal marinas. COMPLETED

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. SOME SURVEYS HAVE BEEN DONE, MORE WORK IS NEEDED

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

PACKAGES HAVE BEEN PROVIDED TO SEASONAL BOATERS, INFORMATION AND DISCOUNT CARDS HAVE BEEN PROVIDED TO TRANSIENTS

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

Improve on-going staff training. ONGOING

Encourage development of a marina and harbor marketing plan on an annual basis. SOME MARKETING WORK HAS BEEN DONE ALTHOUGH THERE IS NO PLAN THAT STATES WHAT WILL BE DONE

The Commission needs to schedule annual meetings at the marinas to hear concerns and suggestions for improvements of services. STAFF CAN SCHEDULE IF COMMISSION DESIRES

Meet with seasonal boaters to gather feedback about needs, concerns, wants etc. STAFF CAN SCHEDULE IF COMMISSION DESIRES

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. NOT CLEAR WHAT SHOULD BE COMMUNICATED

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. THIS WAS DONE IN 2011, ONGOING

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. NO LIST OF BOATERS AVAILABLE