

Harbor Commission

Regular Meeting Agenda

Tuesday, May 15, 2012
5:30 p.m., City Hall Council Chambers



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: April 17, 2012 Meeting

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

5. Marina Reports

6. Reservation System Reports

7. Strategic Plan Prioritization Report

8. Marina District

9. Marina RFP

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Harbormaster

Harbor Commission

Regular Meeting Minutes

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



City of South Haven

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

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

2. Approval of Agenda

Motion by Silverman, second by Pyle to approve the agenda as presented.

All in favor. Motion carried.

3. Approval of Minutes: March 26, 2012 Meeting

Motion by Jeffers, second by Strong to approve the March 26, 2012 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. Financial Report

VandenBosch reviewed the Financial Report. Silverman asked whether these are annual numbers or year-to-date. VandenBosch said they are annual numbers unless otherwise indicated.

VandenBosch noted that the charts on page 8 of the packet set up the income and expense in a business format. The Transient Marina has begun to use the State reservation system and the reservations are coming in. VandenBosch noted that it is fairly early in the season for Black River Park Marina. Noted that the new gate is scheduled to go in by the end of next week.

River Maintenance Fund. VandenBosch pointed out that two or three years ago the Harbor Budget was in a deficit position and the Harbor Commission put the Capital Improvement Plan into place and have climbed out of the deficit position. At present we have no dredging scheduled. Pyle asked about dredging before the Queen's Cup, recalling that there had been a question whether the equipment used for the preliminary soundings was adjusted properly; VandenBosch noted that he went out again to do soundings and there do not seem to be any significant differences so VandenBosch believes that his first readings were good readings. The Army Corps will be asked to come in if needed. The Board discussed whether the harbor will accommodate the deepest draft of the biggest boat coming in for the Queen's Cup. Strong noted that the water is not deep enough at the pier heads. Silverman said we will do more soundings May 22 and June 22 and boats will be docked according to their draft. Silverman noted that despite having less snow this year, his slip was deeper this year than last.

Silverman asked for an update on seasonal dockage. Abshire said the North side is three boats shy of last year. Black River Park has only twenty-four reservations and the Museum Marina only has fifteen. Last year we had close to 35 to 40 slips rented at Black River Park and 17 at the Museum. Abshire noted that reservations are still coming in.

6. Strategic Plan

VandenBosch noted that at the last meeting the Board went through the Strategic Plan; some were not present so may have some comments. VandenBosch distributed priority setting materials and noted that ten is the most you can assign to one item. Jeffers asked if assigning a ten indicates top priority which VandenBosch said is correct. Pyle and Silverman discussed setting up a time frame for completion to be added to the priorities next time. VandenBosch responded that this strategic plan is up for discussion today; if you want to add priorities. It could be approved but it is up to the board.

Jeffers asked for an update regarding the boat launch by the dinghy dock. VandenBosch explained that a grant was applied for to improve that area into a park but the City did not get the grant. That proposal has been resubmitted with changes and the City may get the grant this year.

Motion by Pyle to approve the Harbor Commission Strategic Plan dated March 2, 2012 with comments and changes as noted today. Second by Silverman. All in favor. Motion carried.

7. Seasonal Card and Discount Token Rates for Merchant Resale

Silverman asked what the seasonal card would cost; VandenBosch said the cards will cost \$100 and the merchant will keep \$10.

Abshire asked if the seasonal cards will be available at Black River Park; VandenBosch said that is not his decision to make. Abshire asked who is going to make that decision to which

VandenBosch responded, "The Marina Manager". Abshire stated that in that case discount cards would be sold at Black River Park.

Motion by Silverman to recommend that the seasonal cards and discount tokens be available for sale through local retail merchants at 10% below value. Second by Sullivan. All in favor. Motion carried.

The Board discussed how the discount cards would be distributed to the merchants, what kind of record keeping will be necessary and how the merchants would be billed.

8. Soundings and Dredging Capital Improvement Plan

VandenBosch pointed out the information and sounding maps and lake levels in the packet. The Harbor Commission has been working on the Capital Improvement Plan which is included on page 27. There have not been any major changes made to the plan. The plan on page 28 indicates the first two years' figures are actual; then there are the approved budget; the proposed budget and projected budget columns. Progress has been better than expected; as of June 30 we should have more money in the budget than anticipated. VandenBosch noted that this may be due to special assessments. VandenBosch noted that if we start to get close to \$200,000 in this fund we might want to start reducing contributions, but we are not there yet.

Silverman asked how long it takes to process a special assessment; VandenBosch said it takes two to three months to set it all up, but then the payments come in about a year later or over a number of years. VandenBosch said his recommendation if a special assessment is done is that it be done with one payment as there are costs involved with the financial side of sending out billings and so on.

Sullivan asked if we are still recommending an increase of 3% to which VandenBosch responded that whether or not to do an increase still needs to be looked at. When money is taken from the Marina Fund to give to the River Maintenance Fund, care needs to be taken to be sure there is enough left in the Marina Fund. Silverman asked if what we have recommended is not enough. Hochstedler said it is at 4%; for the 2013 fiscal year it is still at 4%.

Motion by Silverman, second by Pyle to recommend approval of the Resolution 02-2012, a resolution requesting funding for the dredging Capital Improvement Fund.

All in favor. Motion carried.

9. Budget

VandenBosch noted that a meeting was held on March 30 with the Marina Manager, Robin Abshire, regarding declining revenues and increasing costs. Page 30 shows the expenses. In a memo Abshire noted that for the Queen's Cup weekend, staff will be required to be present around the clock. Silverman pointed out that there will be volunteers who can take on many of the duties that staff normally does; there may actually be a savings regarding personnel expense. VandenBosch agreed.

VandenBosch noted that pages 31, 32 and 33 of the agenda packet includes an overview of each of the marinas with the previous year's history: actual 2007 through 2010-2011, with the Fiscal Year running from July 1 to Jun 30. Regarding the current year budget and Year-To-Date actual, VandenBosch noted that the current year projected budget is a best guess. Hochstedler noted that the projected budget shows what is left for Fiscal Year 2012. Hochstedler pointed out the Revenues sheet and noted that Expenses are in the section labeled Operations. Transfers Out includes things like a transfer from the Marina Fund to the River Maintenance Fund, according to Hochstedler.

VandenBosch asked if there were specific questions regarding the budget. Pyle noted that the charge for the Reservation System is \$10,000 and wondered how that expense is being paid. VandenBosch said it would be paid with credit card fees and fees paid at the City; believes that estimate of \$10,000 is very high because we do not have a lot of experience with this system. VandenBosch believes the cost will be closer to \$2,000 than \$10,000.

VandenBosch noted that raw budget worksheets follow up sheet 34. This is the same budget information in a different format. VandenBosch noted that the Marina Fund Summaries are a little easier to read.

Pyle asked if the marinas have enough staff for this season. Abshire said she just hired the last employees and the three who worked at Black River Park are returning.

Silverman noticed on the priority list there are duplications of items. Two lines that are about dredging could be combined. VandenBosch said this is set up to be used to prioritize in general; that is a change that could easily be made in the Strategic Plan. VandenBosch will write it up in a way that is easy to add up.

10. Request for Review: Marina Management RFP, Marina Management Contract

VandenBosch said the Marina Managers contract is up in October and we have been working on putting together a Request for Proposal (RFP). The model used is a single individual as a contractor who supervises City employees and the Marina Manager reports to the City Manager.

VandenBosch distributed a memo containing a list of problems with the Marina Manager Contract. VandenBosch would like to say that the way we wrote the Request For Proposal which is scheduled to go out May 1 is suitable; however he recommended that a different method be considered. This set up, with a contractor for the Marina Manager with City staff is not working well and VandenBosch is looking for advice.

Silverman said there are three proven methods of management. 1.) All employee method, which is very widespread 2.) All contract, all management and all personnel included in the contract with maintenance handled various ways. 3.) What we have is a hybrid with the Marina Manager being a contractor and the employees being City Staff. Silverman is not aware of other management situations that do it that way; it is unusual. At the very least the existing contract is deficient; these issues could be cleared up with a different contract that

would address them. But that does not change the conflict between having a manager as an independent contractor and the employees being city employees. Silverman said it is fundamental for the City to make a choice of what kind of management they want to have.

The board discussed with VandenBosch and Abshire the differences between bringing in a management team as opposed to all City employees or an independent contractor as manager with City employees as staff. The board also discussed how the City evolved to the present situation of having a Marina Manager who is a contractor with staff being City employees. Pyle stated a person is an independent contractor if they control what is being done. The Internal Revenue Service is very specific with what comprises a contractor who receives a 1099. The board discussed how the contract was initially drawn up by attorneys. Silverman said this was different since Abshire had a corporation. Pyle pointed out that Abshire is the company and is an employee of the company. Pyle noted that if the City has the control Abshire becomes an employee and advised that the City be very careful in handling the situation. Silverman said the question is whether the City would be best served to bring all of these responsibilities back in-house. After lengthy discussion Silverman said the two options are 1.) All City employees or 2.) A Request For Proposal to hire a management team which would contract all services with their own staff. VandenBosch noted that the current contract could be tweaked into a complete management and staffing proposal. Silverman said that may make sense because times are significantly different than they were in 2005 to 2006, and there has been an expansion of corporations operating on a good share of the lake's marinas.

Pyle asked if the City has a recommendation. VandenBosch said having an employee as Marina Manager is the easiest way to get back to something that works. While VandenBosch thinks it is worthwhile to put out a Request For Proposal, he also noted, "An employee as Marina Manager may be the final decision, but who knows? We might get a good proposal".

Silverman thinks the timeline of May 1st does not allow enough time to put this out for bid. Silverman recommends that the board put that decision off a month and perhaps between now and the next meeting hold a workshop on just this one issue, the Request For Proposal. In the interim each Commissioner can go through the contract. VandenBosch said the issue date of the Request for Proposal could be changed to June 1 to allow time to rewrite the document for a contract which consists of a manager and employee team.

The board discussed whether the contract and hiring of the Marina Manager is something the board should be involved in. Pyle thinks the Harbor Commission should be involved if decisions are being made that will affect the marina.

VandenBosch said issuing a Request For Proposal is something that is under the City Manager's authority until a contract is written; this is something this board could recommend to the City Manager. VandenBosch recommends that at the next meeting we get together and talk again. About 2 weeks prior to the meeting VandenBosch will send out a changed Request For Proposal. Silverman asked if the board thinks a workshop would be helpful before the next meeting. Pyle said if we have the request ahead of time the board can prepare for it. Sullivan noted he is not a great contract reader. VandenBosch said this item could be put on the regular agenda making it unnecessary to come in early. Pyle asked

what window of time is involved when you issue a Request For Proposal. VandenBosch said maybe two months.

Sullivan said the third alternative is to tweak the current contract. Silverman said it is fraught with the problems that Pyle mentioned and the City's experience has been that it has not worked well. VandenBosch will get another version out to the board in two weeks or less. Pyle asked if VandenBosch will give the Commission an idea of cost comparison VandenBosch said he can try to do that.

Member and Staff Comments

Silverman asked for an update of whether the City is on target with North Side Marina facility. VandenBosch said the State wanted some changes to the bid documents so the corrections have been made and sent back to the State which is reviewing the documents. VandenBosch stated that he had hoped to have a bid out in February so the project is behind schedule. The revised documents went to the State 3 to 4 weeks ago. The last review took 9 weeks so hopefully it will be less.

Jeffers asked if the City is going to go through with the North Side Marina this year. VandenBosch said when we get the documents back from the State, hopefully it can be put out for bid immediately with a hope to start October 15, 2012. VandenBosch said the first thing that has to happen is demolition; that is messy and dirty and not something the boaters want to be around.

The board discussed moving the boaters to the South side during demolition, asking if because the South side is all in the State reservation system would the City have to figure out some financial variables. VandenBosch said slips would have to be blocked out in the reservation system and hold those that are reserved. Abshire said we have to provide them a place to dock their boat; there would not be any money exchanged.

Silverman said the Yacht Club is hosting an open house; all Chamber members, downtown merchants and interested parties, to celebrate the Queen's Cup. Merchants have donated gifts for the silent auction. April 26 from 5 – 7 pm. RSVP the Yacht Club.

Adjourn

Motion by Pyle, second by Silverman to adjourn at 6:45 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of April 30, 2012

| Fiscal Year Ending in | Revenue | | Operational | Net | |
|-----------------------|----------|-----------|-------------|---------|---------|
| | Seasonal | Transient | 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 | 300,790 | 106,858 | 407,648 | 314,649 | 92,999 |

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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 270,050 | |

| | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,684 | |

City of South Haven
 Black River Park Fund - Fund 545
 For the period ended April 30, 2012

| <i>Revenues:</i> | <i>Month Actual</i> | | <i>YTD Actual</i> | <i>2011-12 Adpoted Budget</i> |
|-----------------------|---------------------|----------|-----------------------|-----------------------------------|
| State Grant | \$ - | # | \$ - | \$ - |
| Charges for Service | 6,440 | | 101,237 | 145,500 |
| Interest and Rents | 13 | | 223 | 3,000 |
| Other Revenue | - | | 59 | - |
| Total Revenues | \$ 6,453 | # | \$ 101,519 | \$ 148,500 |

| <i>Expenses:</i> | <i>Month Actual</i> | | <i>YTD Actual</i> | <i>2011-12 Adpoted Budget</i> |
|--|---------------------|--|-----------------------|-----------------------------------|
| Personnel Costs | \$ 2,150 | | \$ 26,823 | \$ 44,569 |
| Supplies | 377 | | 1,805 | 3,400 |
| Admin/Computing/Equipment Fees | 2,042 | | 20,423 | 24,508 |
| Contractual Services | 1,580 | | 12,626 | 26,500 |
| Utilities | 431 | | 5,747 | 7,650 |
| Other Services and Charges | 897 | | 7,711 | 9,675 |
| Repairs and Maintenance | 746 | | 1,694 | 8,500 |
| Capital Outlay | - | | 8,165 | 22,503 |
| Operating Transfers Out | - | | 5,547 | 5,547 |
| Total Expenses | 8,222 | | 90,541 | 152,852 |
| Depreciation | - | | - | 46,000 |
| Total Expenses and Depreciation | \$ 8,222 | | \$ 90,541 | \$ 198,852 |

| | | | | |
|--|------------|--|--------------------------|-------------|
| Net Fund Change | \$ (1,769) | | \$ 10,978 | \$ (50,352) |
| Retained Earnings June 30 | | | \$ 656,243 | |
| Less Net Capital Assets | | | \$ (541,437) | |
| Net Undesignated Reserves | | | <u>\$ 114,806</u> | |
| Add Seasonal Rentals paid but not posted to income yet | | | \$ 38,729 | |
| Deduct Expenses paid in advance, not posted to expense yet | | | | |
| Add Accounts payable owed but not paid yet | | | \$ 1,414 | |
| Add Wages & Payroll tax payable owed but not paid yet | | | <u>\$ 723</u> | |
| Adjusted Undesignated Reserves | | | <u><u>\$ 166,650</u></u> | |
| Cash & Investments Balance | | | <u><u>\$ 166,650</u></u> | |

Black River Park Revenues

Black River Park Revenue
As of April 30, 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 | 53,464 | 7,886 | 38,084 | 1,297 | 100,731 | 84,994 | 15,737 |

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 \$5,500 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Launching - Seasonal Permit Revenue | | | | | | | | | | | | | Calendar Year |
|-------------------------------------|-----|-----|-----|-------|-------|-------|-------|-----|-----|-----|-----|-----|---------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 2007 | 0 | 0 | 0 | 2,261 | 4,157 | 2,749 | 1,453 | 0 | 0 | 0 | 0 | 0 | 10,620 |
| 2008 | 0 | 0 | 0 | 1,885 | 3,743 | 2,972 | 1,620 | 0 | 0 | 0 | 0 | 0 | 10,220 |
| 2009 | 0 | 0 | 0 | 2,770 | 4,924 | 2,608 | 640 | 0 | 0 | 0 | 0 | 0 | 10,942 |
| 2010 | 0 | 0 | 0 | 1,370 | 7,158 | 1,015 | 1,546 | 0 | 75 | 0 | 0 | 150 | 11,314 |
| 2011 | 0 | 0 | 0 | 610 | 75 | 1,403 | 1,222 | 0 | 0 | 75 | 0 | 0 | 3,385 |
| 2012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Seasonal Dock Revenue | | | | | | | | | | | | | Calendar Year |
|-----------------------|-------|--------|--------|--------|--------|--------|-------|-------|-----|-------|-------|-------|---------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 2007 | 9,140 | 27,530 | 6,155 | 11,695 | 12,270 | 5,762 | 0 | 0 | 250 | 400 | 5,200 | 4,787 | 83,189 |
| 2008 | 7,940 | 45,315 | 9,400 | 11,905 | 12,675 | -1,388 | 0 | 0 | 200 | 2,000 | 5,009 | 1,655 | 94,711 |
| 2009 | 6,865 | 41,215 | 7,085 | 9,125 | 4,990 | 15,095 | 0 | 0 | 0 | 0 | 5,000 | 0 | 89,375 |
| 2010 | 3,740 | 30,265 | 19,680 | 11,325 | 15,585 | -1,163 | 1,650 | 0 | 0 | 0 | 4,650 | 2,369 | 88,101 |
| 2011 | 6,550 | 22,995 | 3,740 | 7,215 | 8,505 | 8,720 | 727 | 3,707 | 0 | 1,680 | 2,175 | 4,670 | 70,684 |
| 2012 | 3,995 | 20,485 | 9,585 | 6,440 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40,505 |

| 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 |

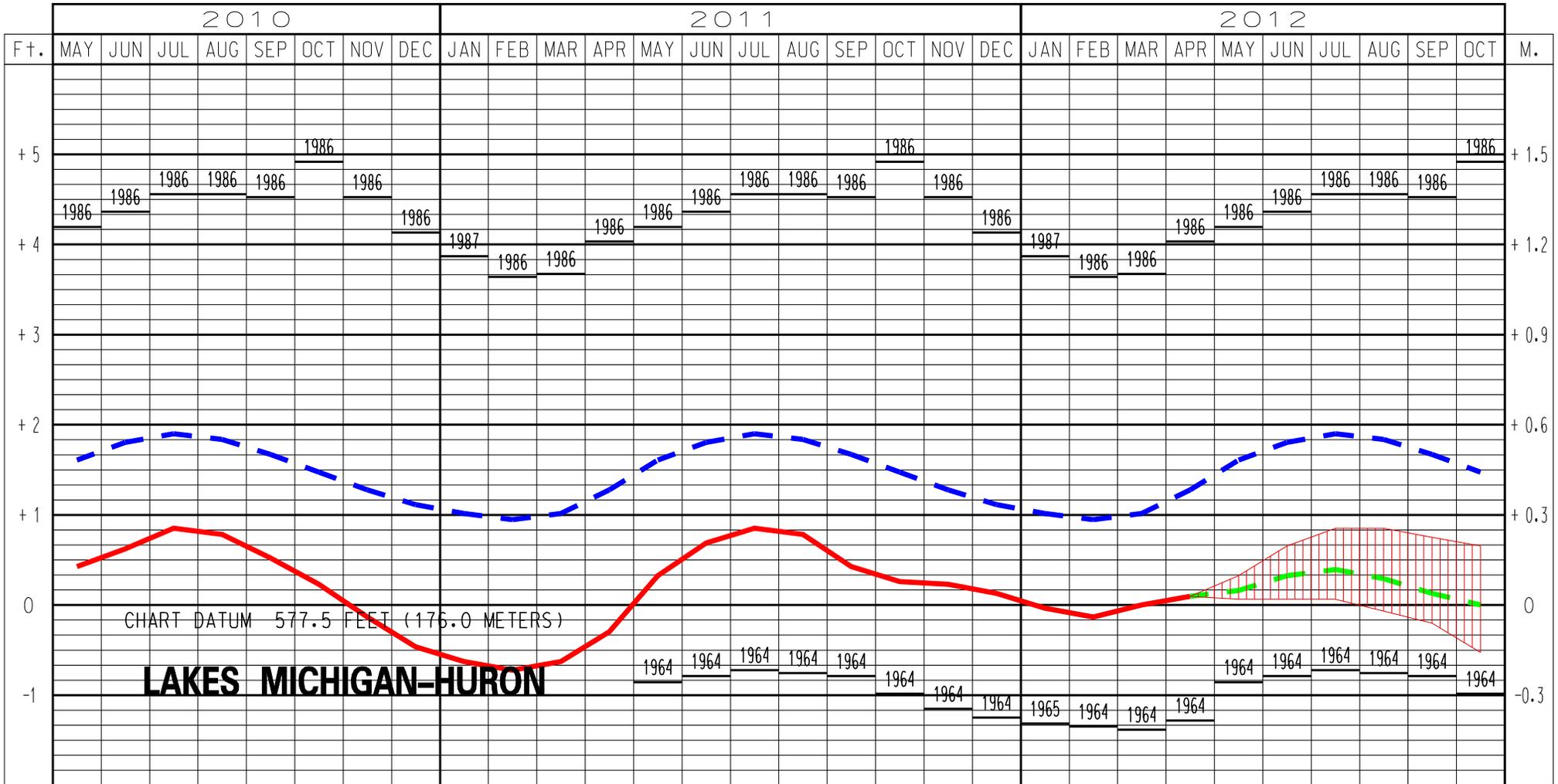
From: Deb Davidson
Sent: Wednesday, May 02, 2012 2:19 PM
To: Paul Vandenbosch
Subject: Harbor Comm request

Paul:
At today's DDA meeting, the board approved \$10,000 for dredging for the fiscal year 2012-2013. Their motion approved one year only.

g Debra Davidson// DDA Director/Communications
City of South Haven // Office (269) 637-0748
539 Phoenix Street, South Haven, MI 49090 // www.south-haven.com

The City of South Haven Cares. Print only when necessary.

LAKES MICHIGAN-HURON WATER LEVELS - MAY 2012



LEGEND

LAKE LEVELS

RECORDED

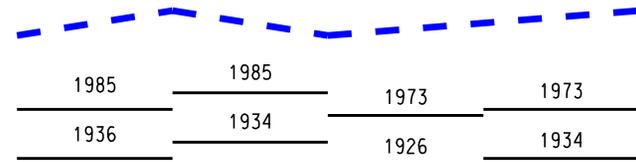
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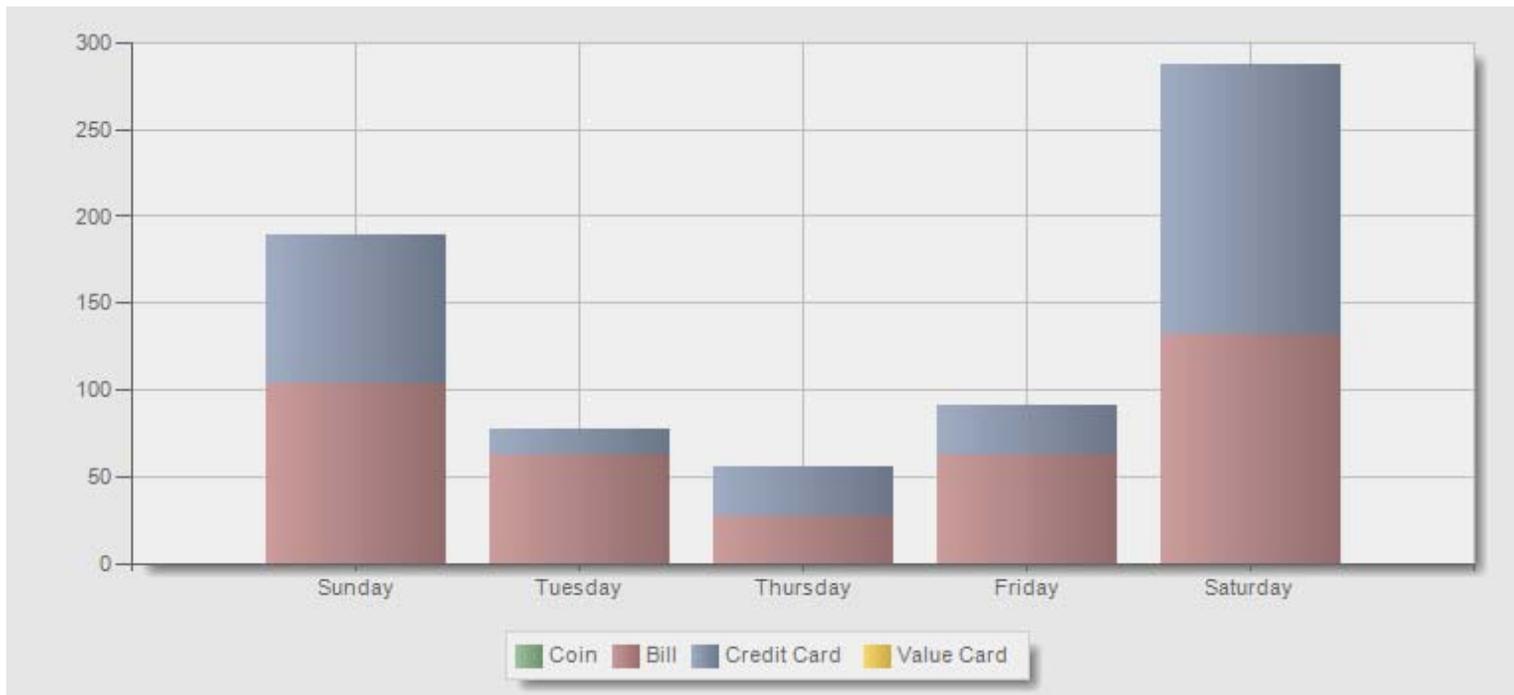
AVERAGE **

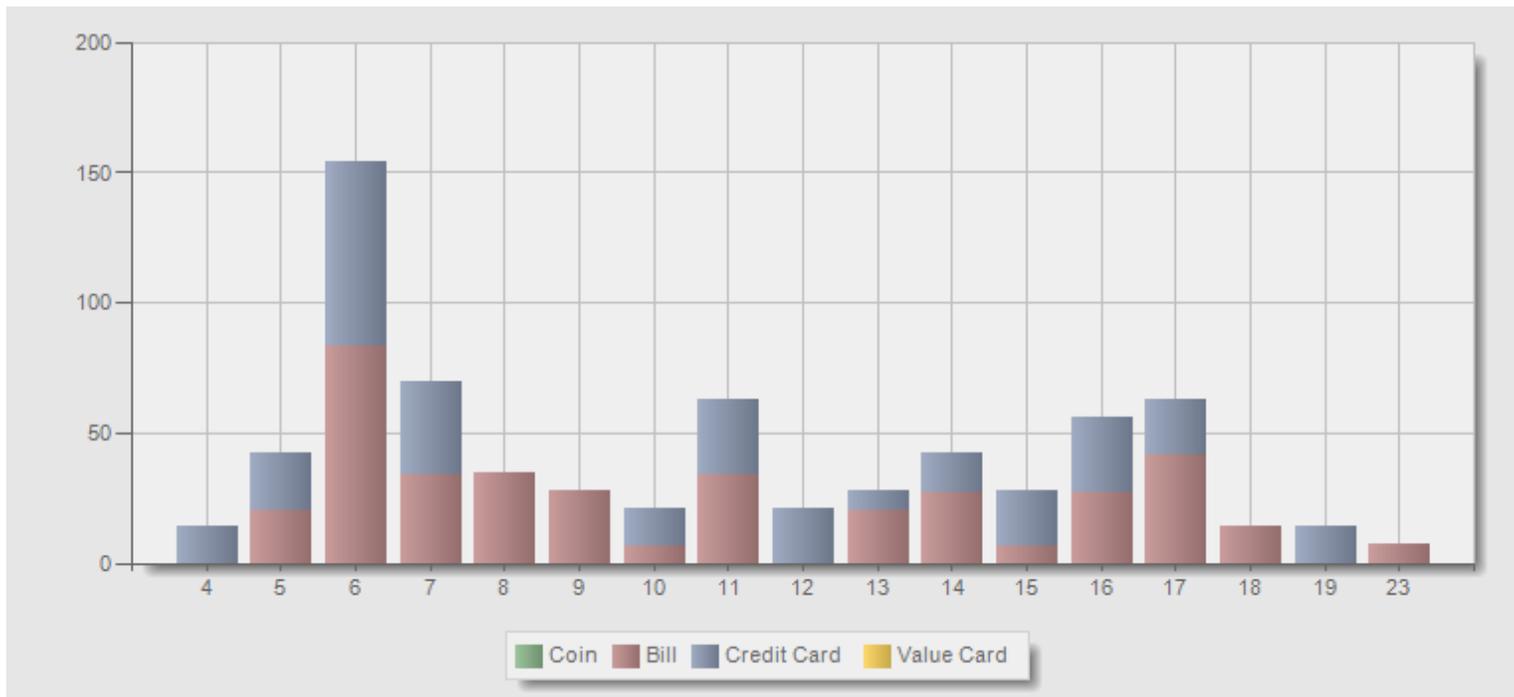
MAXIMUM **

MINIMUM **



** Average, Maximum and Minimum for period 1918-2010





Transaction Details

This screen shows the details of a terminal's transactions



Showing data from 5/1/2012 12:00:00 AM to 5/7/2012 11:59:59 PM

Viewing row(s) 1 to 30 of 100

Previous

Next

| Terminal | Terminal's Time | Valid from | Valid to | Payment type | Amount | Currency | Ticket Number | Mixed Payment | Cancelled | Tariff | Start Zone | No. of Zones | Time |
|----------|----------------------|----------------------|----------------------|--------------|--------|----------|---------------|--------------------------|--------------------------|--------|------------|--------------|------|
| SHVN-01 | 5/6/2012 7:52:56 PM | 5/6/2012 7:52:56 PM | 5/6/2012 11:59:56 PM | Credit Card | 7.00 | USD | 174 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 247 |
| SHVN-01 | 5/6/2012 6:07:35 PM | 5/6/2012 6:07:35 PM | 5/6/2012 11:59:35 PM | Bill | 7.00 | USD | 173 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 352 |
| SHVN-01 | 5/6/2012 5:56:45 PM | 5/6/2012 5:56:45 PM | 5/6/2012 11:59:45 PM | Bill | 7.00 | USD | 172 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 363 |
| SHVN-01 | 5/6/2012 5:38:14 PM | 5/6/2012 5:38:14 PM | 5/6/2012 11:59:14 PM | Bill | 7.00 | USD | 171 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 381 |
| SHVN-01 | 5/6/2012 4:43:51 PM | 5/6/2012 4:43:51 PM | 5/6/2012 11:59:51 PM | Bill | 7.00 | USD | 170 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 436 |
| SHVN-01 | 5/6/2012 1:28:59 PM | 5/6/2012 1:28:59 PM | 5/6/2012 11:59:59 PM | Bill | 7.00 | USD | 169 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 631 |
| SHVN-01 | 5/6/2012 1:08:20 PM | 5/6/2012 1:08:20 PM | 5/6/2012 11:59:20 PM | Bill | 7.00 | USD | 168 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 651 |
| SHVN-01 | 5/6/2012 11:54:26 AM | 5/6/2012 11:54:26 AM | 5/6/2012 11:59:26 PM | Bill | 7.00 | USD | 167 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 725 |
| SHVN-01 | 5/6/2012 11:31:55 AM | 5/6/2012 11:31:55 AM | 5/6/2012 11:59:55 PM | Credit Card | 7.00 | USD | 166 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 748 |
| SHVN-01 | 5/6/2012 11:20:45 AM | 5/6/2012 11:20:45 AM | 5/6/2012 11:59:45 PM | Credit Card | 7.00 | USD | 165 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 759 |
| SHVN-01 | 5/6/2012 10:57:12 AM | 5/6/2012 10:57:12 AM | 5/6/2012 11:59:12 PM | Credit Card | 7.00 | USD | 164 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 782 |
| SHVN-01 | 5/6/2012 8:46:39 AM | 5/6/2012 8:46:39 AM | 5/6/2012 11:59:39 PM | Bill | 7.00 | USD | 163 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 913 |
| SHVN-01 | 5/6/2012 7:50:04 AM | 5/6/2012 7:50:04 AM | 5/7/2012 12:00:04 AM | Credit Card | 7.00 | USD | 162 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 970 |
| SHVN-01 | 5/6/2012 7:28:23 AM | 5/6/2012 7:28:23 AM | 5/6/2012 11:59:23 PM | Credit Card | 7.00 | USD | 161 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 991 |
| SHVN-01 | 5/6/2012 7:24:26 AM | 5/6/2012 7:24:26 AM | 5/6/2012 11:59:26 PM | Credit Card | 7.00 | USD | 160 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 995 |
| SHVN-01 | 5/6/2012 7:22:38 AM | 5/6/2012 7:22:38 AM | 5/6/2012 11:59:38 PM | Bill | 7.00 | USD | 159 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 997 |
| SHVN-01 | 5/6/2012 7:11:57 AM | 5/6/2012 7:11:57 AM | 5/6/2012 11:59:57 PM | Bill | 7.00 | USD | 158 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1008 |
| SHVN-01 | 5/6/2012 6:58:50 AM | 5/6/2012 6:58:50 AM | 5/6/2012 11:59:50 PM | Bill | 7.00 | USD | 157 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1021 |
| SHVN-01 | 5/6/2012 6:56:07 AM | 5/6/2012 6:56:07 AM | 5/6/2012 11:59:07 PM | Bill | 7.00 | USD | 156 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1023 |
| SHVN-01 | 5/6/2012 6:36:02 AM | 5/6/2012 6:36:02 AM | 5/6/2012 11:59:02 PM | Bill | 7.00 | USD | 155 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1043 |
| SHVN-01 | 5/6/2012 6:26:03 AM | 5/6/2012 6:26:03 AM | 5/7/2012 12:00:03 AM | Credit Card | 7.00 | USD | 154 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1054 |
| SHVN-01 | 5/6/2012 6:16:40 AM | 5/6/2012 6:16:40 AM | 5/6/2012 11:59:40 PM | Credit Card | 7.00 | USD | 153 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1063 |
| SHVN-01 | 5/6/2012 6:10:21 AM | 5/6/2012 6:10:21 AM | 5/6/2012 11:59:21 PM | Bill | 7.00 | USD | 152 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1069 |
| SHVN-01 | 5/6/2012 6:06:48 AM | 5/6/2012 6:06:48 AM | 5/6/2012 11:59:48 PM | Bill | 7.00 | USD | 151 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1073 |
| SHVN-01 | 5/6/2012 6:00:07 AM | 5/6/2012 6:00:07 AM | 5/7/2012 12:00:07 AM | Credit Card | 7.00 | USD | 150 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1080 |
| SHVN-01 | 5/6/2012 5:58:47 AM | 5/6/2012 5:58:47 AM | 5/6/2012 11:59:47 PM | Credit Card | 7.00 | USD | 149 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1081 |
| SHVN-01 | 5/6/2012 5:20:09 AM | 5/6/2012 5:20:09 AM | 5/7/2012 12:00:09 AM | Credit Card | 7.00 | USD | 148 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 1120 |
| SHVN-01 | 5/5/2012 6:03:03 PM | 5/5/2012 6:03:03 PM | 5/5/2012 11:59:03 PM | Bill | 7.00 | USD | 147 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 356 |
| SHVN-01 | 5/5/2012 5:42:06 PM | 5/5/2012 5:42:06 PM | 5/5/2012 11:59:06 PM | Bill | 7.00 | USD | 146 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 377 |
| SHVN-01 | 5/5/2012 5:38:11 PM | 5/5/2012 5:38:11 PM | 5/6/2012 12:00:11 AM | Credit Card | 7.00 | USD | 145 | <input type="checkbox"/> | <input type="checkbox"/> | 0 | | 0 | 382 |



City of South Haven

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

Friday, March 16, 2012

The following is a description of the bridge operation schedule:

Dyckman Bridge will open to boat traffic on the hour and half hour as follows:

Monday – Thursday: 7:00 a.m. – 11:00 p.m.

Friday: 7:00 a.m. – Midnight

Saturday and Sunday: 6:00 a.m. – Midnight

Holidays: 6:00 a.m. – Midnight

The bridge tender will open on the hour and half hour when there are boats waiting in the river channel in the proximity of the bridge. Boaters may also call the bridge tender on VHF to request an opening on the hour and half hour. The bridge tender monitors Channel 9 and transmits on Channel 12.

In order to arrange for the bridge to be opened any other times (**minimum of a 3 hour notice**), please contact the South Haven Police Department at 269-637-5151 (*Mon – Fri 7am – 4 pm and Sat & Sun 7am – 3pm*). After hours (posted above) call center: 269-903-0979

DETAILED OPERATOR REPORT
 Operator: ROBIN ABSHIRE
 Location: MAIN OFFICE
 Park: SOUTH HAVEN MARINA
 Report Generated: May-07-2012 09:07 AM
 Transaction Date(s) and Time(s): Apr-12-2012 12:00 AM - May-07-2012 11:59 PM

Sale/Refund/ Adjustment Details

| Date | Cash Drawer ID | Recpt. ID | Item ID | Description | Qty | Unit Price | Res. Fee | Disc | Sub Total | Tax | Total Due | Paid | Ref. | Adj. | Paymt. ID / Adj. ID | Paymt. Type | Comments |
|-------------------------------------|----------------|-----------|---------|---------------------------------------|-----|------------|----------|--------|-----------|--------|----------------|-----------------|---------------|---------------|---------------------|-------------|----------|
| Customer: JEFF ECK [577215] | | | | | | | | | | | | | | | | | |
| 05/05/12 | 200616 | 5990355 | 5368034 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$149.00 | \$0.00 | \$0.00 | \$149.00 | \$0.00 | \$149.00 | \$149.00 | | | 3828920 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$149.00 | \$0.00 | \$0.00 | | | |
| Customer: JEFF ECK [1717802] | | | | | | | | | | | | | | | | | |
| 05/05/12 | 200616 | 5990343 | 5358450 | DOCKAGE - SEASONAL- RESERVATION FEE | 1 | \$5.00 | \$0.00 | \$0.00 | \$5.00 | \$0.00 | \$5.00 | \$5.00 | | | 3828917 | Cash | Sale |
| 05/05/12 | 200616 | 5990343 | 5368030 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$144.00 | \$0.00 | \$0.00 | \$144.00 | \$0.00 | \$144.00 | \$144.00 | | | 3828917 | Cash | Sale |
| | | | | | | | | | | | Total : | \$149.00 | \$0.00 | \$0.00 | | | |
| Customer: RYAN MILEY [1717795] | | | | | | | | | | | | | | | | | |
| 05/05/12 | 200611 | 5990303 | 5368004 | BOATING REGISTRATION - TRANSIENT (44) | 1 | \$32.25 | \$0.00 | \$0.00 | \$32.25 | \$0.00 | \$32.25 | \$32.25 | | | 3828886 | Cash | Sale |
| | | | | | | | | | | | Total : | \$32.25 | \$0.00 | \$0.00 | | | |
| Customer: LORI RHONDA [1717581] | | | | | | | | | | | | | | | | | |
| 05/04/12 | 200525 | 5988901 | 5367208 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$230.75 | \$0.00 | \$0.00 | \$230.75 | \$0.00 | \$230.75 | \$230.75 | | | 3828031 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$230.75 | \$0.00 | \$0.00 | | | |
| Customer: KEN LAGRAN [1717578] | | | | | | | | | | | | | | | | | |
| 05/04/12 | 200525 | 5988855 | 5367196 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$112.50 | \$0.00 | \$0.00 | \$112.50 | \$0.00 | \$112.50 | \$112.50 | | | 3828015 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$112.50 | \$0.00 | \$0.00 | | | |
| Customer: BILL MEYERS [1717573] | | | | | | | | | | | | | | | | | |
| 05/04/12 | 200525 | 5988848 | 5367173 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$210.00 | \$0.00 | \$0.00 | \$210.00 | \$0.00 | \$210.00 | \$210.00 | | | 3827989 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$210.00 | \$0.00 | \$0.00 | | | |
| Customer: JENNIFER HUNTER [1715458] | | | | | | | | | | | | | | | | | |
| 04/26/12 | 199798 | 5979507 | 5359479 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$169.00 | \$0.00 | \$0.00 | \$169.00 | \$0.00 | \$169.00 | \$169.00 | | | 3820265 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$169.00 | \$0.00 | \$0.00 | | | |
| Customer: DAN GIRVAN [1715453] | | | | | | | | | | | | | | | | | |
| 04/26/12 | 199798 | 5979505 | 5359474 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$193.25 | \$0.00 | \$0.00 | \$193.25 | \$0.00 | \$193.25 | \$193.25 | | | 3820259 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$193.25 | \$0.00 | \$0.00 | | | |
| Customer: JIM GARDNER [1715300] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978833 | 5358847 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$188.00 | \$0.00 | \$0.00 | \$188.00 | \$0.00 | \$188.00 | \$188.00 | | | 3819642 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$188.00 | \$0.00 | \$0.00 | | | |
| Customer: HOLLY BREESE [1715298] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978823 | 5358841 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$99.50 | \$0.00 | \$0.00 | \$99.50 | \$0.00 | \$99.50 | \$99.50 | | | 3819635 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$99.50 | \$0.00 | \$0.00 | | | |
| Customer: JOHN MELBY [1715296] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978814 | 5358833 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$99.50 | \$0.00 | \$0.00 | \$99.50 | \$0.00 | \$99.50 | \$99.50 | | | 3819625 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$99.50 | \$0.00 | \$0.00 | | | |
| Customer: GARY GARLOCK [1715291] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978810 | 5358826 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$149.00 | \$0.00 | \$0.00 | \$149.00 | \$0.00 | \$149.00 | \$149.00 | | | 3819619 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$149.00 | \$0.00 | \$0.00 | | | |
| Customer: TIM DROWSKI [1715280] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978752 | 5358787 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$221.00 | \$0.00 | \$0.00 | \$221.00 | \$0.00 | \$221.00 | \$221.00 | | | 3819576 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$221.00 | \$0.00 | \$0.00 | | | |
| Customer: PAUL SCHWAB [1715279] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978746 | 5358780 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$176.00 | \$0.00 | \$0.00 | \$176.00 | \$0.00 | \$176.00 | \$176.00 | | | 3819566 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$176.00 | \$0.00 | \$0.00 | | | |
| Customer: STEVE GARLINGS [1715277] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978736 | 5358772 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$188.00 | \$0.00 | \$0.00 | \$188.00 | \$0.00 | \$188.00 | \$188.00 | | | 3819560 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$188.00 | \$0.00 | \$0.00 | | | |
| Customer: BART BALE [922482] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978732 | 5358766 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$210.00 | \$0.00 | \$0.00 | \$210.00 | \$0.00 | \$210.00 | \$210.00 | | | 3819549 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$210.00 | \$0.00 | \$0.00 | | | |
| Customer: TODD CARLESS [1715274] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978728 | 5358764 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$158.75 | \$0.00 | \$0.00 | \$158.75 | \$0.00 | \$158.75 | \$158.75 | | | 3819546 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$158.75 | \$0.00 | \$0.00 | | | |
| Customer: DAVE GEERLINGS [529324] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978720 | 5358760 | BOATING REGISTRATION - TRANSIENT (-) | 1 | \$241.00 | \$0.00 | \$0.00 | \$241.00 | \$0.00 | \$241.00 | \$241.00 | | | 3819542 | Credit Card | Sale |
| | | | | | | | | | | | Total : | \$241.00 | \$0.00 | \$0.00 | | | |
| Customer: KEN BOST [1715270] | | | | | | | | | | | | | | | | | |
| 04/25/12 | 199752 | 5978716 | 5358740 | BOATING | 1 | \$182.00 | \$0.00 | \$0.00 | \$182.00 | \$0.00 | \$182.00 | \$182.00 | | | 3819536 | Credit Card | Sale |

Reservation Arrival Report
From: Monday, May-07-2012 To: Tuesday, May-22-2012
As of: Monday, May-07-2012 09:11 AM

Park Name: SOUTH HAVEN MUNICIPAL MARINA
Area: SOUTH SIDE MARINA
Facility Type: Marina Slip

Sub-Area:

| <u>Slip Type</u> | <u>Customer</u> | <u>Occupant</u> | <u>Reg. Id</u> | <u>Boat Name</u> | <u>MC#</u> | <u>L.</u> | <u>W.</u> | <u>D.</u> | <u>Arrival Dt</u> | <u>Depart Dt</u> | <u>Bal. Due</u> |
|------------------|-----------------|-----------------|----------------|-------------------|------------|-----------|-----------|-----------|-------------------|------------------|-----------------|
| TYPE 1 | ECK, JEFF | ECK, JEFF | 5368030 | THE ROD FATHER | | 30 | 10 | 4 | 16-May-12 | 20-May-12 | \$0.00 |
| TYPE 1 | ECK, JEFF | ECK, JEFF | 5368034 | THE ROD FATHER | | 30 | 10 | 4 | 16-May-12 | 20-May-12 | \$0.00 |
| TYPE 4 | MEYERS, BILL | MEYERS, BILL | 5367173 | BON ADVENTURE | | 40 | 12 | 4 | 15-May-12 | 20-May-12 | \$0.00 |

Report: Occupancy Report

Start Date: << < 05/07/2012 > >>

Park: SOUTH HAVEN MUNICIPAL MARII

Docks: All Docks

Facility Type: Marina Slip

Sub Areas: All

Prepare Report

Print Report

Clear

**Marina Slip Occupancy Report for
South Haven Municipal Marina
Monday, May, 07, 2012
As of: Monday, May-07-2012 08:58 AM**

NORTH SIDE MARINA

| <u>Slip Name</u> | <u>Slip Type</u> | <u>Occupant</u> | <u>Reg. Id</u> | <u>Arrive Date</u> | <u>Depart Date</u> | <u>Boat Req.</u> | <u>Boat Name</u> |
|---------------------------------|------------------|--------------------|----------------|--------------------|--------------------|------------------|------------------|
| 3 | TYPE 3 | BOURCIER , PATRICK | 5368119 | 15-Apr-12 | 16-May-12 | | BIRD DOG |
| Loop Total # Occupied Slip: 1 | | | | | | | |
| Harbor Total # Occupied Slip: 1 | | | | | | | |
| Park Total # Occupied Slip: 1 | | | | | | | |

Harbor Detail Report

From : 3/1/2012 To : 3/31/2012

| SC Id | Local Product ID | Customer Name | Arrive Date | Depart Date | Status | Trans Date | # of Slips | Gross CC Sale | CC Refund | CC Adj Sales | CC Adj Refund | Non CC Sales | Comm. Fee | Cancel Fee | Res Fee | CC Process Fee | Adjusted | | Harbor Revenue |
|---|------------------|------------------------|-------------|-------------|----------|------------|------------|----------------|-------------|--------------|---------------|--------------|-----------------|-------------|-----------------|----------------|-----------------|-------------|-----------------|
| | | | | | | | | | | | | | | | | | Comm. | Cancel. | |
| SOUTH HAVEN MUNICIPAL MARINA (50736) | | | | | | | | | | | | | | | | | | | |
| 5931792 | 5309385 | GEERLINGS JACK | 06/14/12 | 06/17/12 | Reserved | 03/01/12 | 3 | 125.00 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.50) | (9.00) | 0.00 | 105.50 |
| 5938842 | 5317320 | NEEUWSEN CLIFFORD | 06/14/12 | 06/17/12 | Reserved | 03/07/12 | 3 | 176.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.54) | (9.00) | 0.00 | 156.21 |
| 5939697 | 5318303 | BYLENGA CHERYL | 08/10/12 | 08/13/12 | Reserved | 03/09/12 | 3 | 161.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.24) | (9.00) | 0.00 | 141.51 |
| 5939763 | 5318371 | TAYLOR REGINA | 08/10/12 | 08/13/12 | Reserved | 03/09/12 | 3 | 161.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.24) | (9.00) | 0.00 | 141.51 |
| 5939832 | 5318463 | SCHOOLMEESTER PAUL | 08/10/12 | 08/13/12 | Reserved | 03/09/12 | 3 | 164.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.30) | (9.00) | 0.00 | 144.45 |
| 5941859 | 5320755 | HAMMOND RUSSELL | 08/10/12 | 08/13/12 | Reserved | 03/12/12 | 3 | 149.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.00) | (9.00) | 0.00 | 129.75 |
| 5944229 | 5323430 | VANDENBROUCKE ERIC | 08/10/12 | 08/12/12 | Reserved | 03/16/12 | 2 | 83.00 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (1.66) | (6.00) | 0.00 | 67.34 |
| 5944229 | 5323431 | VANDENBROUCKE ERIC | 07/24/12 | 07/27/12 | Reserved | 03/16/12 | 3 | 104.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.10) | (9.00) | 0.00 | 85.65 |
| 5947907 | 5327489 | SACKRISON BRUCE | 08/31/12 | 09/03/12 | Reserved | 03/21/12 | 3 | 169.25 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.39) | (9.00) | 0.00 | 148.86 |
| 5948066 | 5327666 | NAUTA CINDY | 08/31/12 | 09/03/12 | Reserved | 03/21/12 | 3 | 140.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.82) | (9.00) | 0.00 | 120.93 |
| Call Center | | | | | | | 29 | 1437.50 | 0.00 | 0.00 | 0.00 | 0.00 | (87.00) | 0.00 | (80.00) | (28.75) | (87.00) | 0.00 | 1,241.75 |
| 5931654 | 5309204 | GEURINK TOM | 06/14/12 | 06/17/12 | Reserved | 03/01/12 | 3 | 131.00 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.62) | (9.00) | 0.00 | 111.38 |
| 5931695 | 5309244 | MACHIELA JACK | 06/14/12 | 06/17/12 | Reserved | 03/01/12 | 3 | 149.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.00) | (9.00) | 0.00 | 129.75 |
| 5931702 | 5309266 | MACHIELA JACK | 06/14/12 | 06/17/12 | Reserved | 03/01/12 | 3 | 161.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.24) | (9.00) | 0.00 | 141.51 |
| 5936800 | 5314953 | MAST DAVID | 06/16/12 | 06/17/12 | Reserved | 03/04/12 | 1 | 49.00 | 0.00 | 0.00 | 0.00 | 0.00 | (3.00) | 0.00 | (8.00) | (0.98) | (3.00) | 0.00 | 37.02 |
| 5939802 | 5318426 | SCHUITEMAN MARK | 08/10/12 | 08/13/12 | Reserved | 03/09/12 | 3 | 161.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.24) | (9.00) | 0.00 | 141.51 |
| 5940169 | 5318809 | VAN DYKEN RANDY | 08/10/12 | 08/13/12 | Reserved | 03/09/12 | 3 | 128.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.58) | (9.00) | 0.00 | 109.17 |
| 5941617 | 5320492 | FOGG ROBERT | 08/10/12 | 08/12/12 | Reserved | 03/12/12 | 2 | 99.50 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (1.99) | (6.00) | 0.00 | 83.51 |
| 5942795 | 5321847 | DELHAYE FRANK | 06/15/12 | 06/17/12 | Reserved | 03/13/12 | 2 | 72.50 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (1.45) | (6.00) | 0.00 | 57.05 |
| 5942795 | 5321848 | DELHAYE FRANK | 06/15/12 | 06/17/12 | Reserved | 03/13/12 | 2 | 72.50 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (1.45) | (6.00) | 0.00 | 57.05 |
| 5942795 | 5321849 | DELHAYE FRANK | 06/14/12 | 06/17/12 | Reserved | 03/13/12 | 3 | 248.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (4.98) | (9.00) | 0.00 | 226.77 |
| 5947346 | 5326844 | SCHIERBEEK ED | 08/09/12 | 08/12/12 | Reserved | 03/20/12 | 3 | 120.50 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.41) | (9.00) | 0.00 | 101.09 |
| 5947399 | 5326897 | WILCOX STEVE | 07/01/12 | 07/07/12 | Reserved | 03/20/12 | 6 | 201.50 | 0.00 | 0.00 | 0.00 | 0.00 | (18.00) | 0.00 | (8.00) | (4.03) | (18.00) | 0.00 | 171.47 |
| 5947509 | 5327041 | CLARK BRYAN | 06/15/12 | 06/17/12 | Reserved | 03/20/12 | 2 | 72.50 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (1.45) | (6.00) | 0.00 | 57.05 |
| 5948093 | 5327704 | BROSOFSKI EDWARD BROSC | 07/26/12 | 07/30/12 | Reserved | 03/21/12 | 4 | 137.00 | 0.00 | 0.00 | 0.00 | 0.00 | (12.00) | 0.00 | (8.00) | (2.74) | (12.00) | 0.00 | 114.26 |
| 5950581 | 5330429 | DEYOUNG JIM | 08/17/12 | 08/25/12 | Reserved | 03/25/12 | 8 | 266.00 | 0.00 | 0.00 | 0.00 | 0.00 | (24.00) | 0.00 | (8.00) | (5.32) | (24.00) | 0.00 | 228.68 |
| 5953190 | 5333493 | NYKERK MARY | 06/14/12 | 06/17/12 | Reserved | 03/28/12 | 3 | 161.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.24) | (9.00) | 0.00 | 141.51 |
| Public Site | | | | | | | 51 | 2234.50 | 0.00 | 0.00 | 0.00 | 0.00 | (153.00) | 0.00 | (128.00) | (44.69) | (153.00) | 0.00 | 1,908.81 |

Harbor Detail Report

From : 3/1/2012 To : 3/31/2012

| SC Id | Local Product ID | Customer Name | Arrive Date | Depart Date | Status | Trans Date | # of Slips | Gross CC Sale | CC Refund | CC Adj Sales | CC Adj Refund | Non CC Sales | Comm. Fee | Cancel Fee | Res Fee | CC Process Fee | Adjusted | | Harbor Revenue |
|---|------------------|---------------|-------------|-------------|--------|------------|------------|---------------|-----------|--------------|---------------|--------------|-----------|------------|----------|----------------|---------------------------------|---------|----------------|
| | | | | | | | | | | | | | | | | | Comm. | Cancel. | |
| SOUTH HAVEN MUNICIPAL MARINA (50736) | | | | | | | | | | | | | | | | | | | |
| Park Total | | | | | | | 80 | 3672.00 | 0.00 | 0.00 | 0.00 | 0.00 | (240.00) | 0.00 | (208.00) | (73.44) | (240.00) | 0.00 | 3,150.56 |
| | | | | | | | | | | | | | | | | | Total Field Non CC Sales | | 0.00 |
| | | | | | | | | | | | | | | | | | Total Payment Due: | | 3150.56 |

Harbor Detail Report

From : 3/1/2012 To : 3/31/2012

Harbor Detail Report

From : 2/1/2012 To : 2/29/2012

| SC Id | Local Product ID | Customer Name | Arrive Date | Depart Date | Status | Trans Date | # of Slips | Gross CC Sale | CC Refund | CC Adj Sales | CC Adj Refund | Non CC Sales | Comm. Fee | Cancel Fee | Res Fee | CC Process Fee | Adjusted | | Harbor Revenue |
|---|------------------|-----------------|-------------|-------------|----------|------------|------------|----------------|-------------|--------------|---------------|--------------|----------------|-------------|----------------|----------------|----------------|---------------|----------------|
| | | | | | | | | | | | | | | | | | Comm. | Cancel. | |
| SOUTH HAVEN MUNICIPAL MARINA (50736) | | | | | | | | | | | | | | | | | | | |
| 5911597 | 5287088 | BOVEN JIM | 08/09/12 | 08/12/12 | Reserved | 02/20/12 | 3 | 104.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.10) | (9.00) | 0.00 | 85.65 |
| 5911599 | 5287089 | HUYSER DEBRA | 08/09/12 | 08/12/12 | Reserved | 02/20/12 | 3 | 125.00 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.50) | (9.00) | 0.00 | 105.50 |
| 5911606 | 5287105 | SMOES JODI | 08/09/12 | 08/12/12 | Reserved | 02/20/12 | 3 | 104.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.10) | (9.00) | 0.00 | 85.65 |
| 5911611 | 5287121 | MICHO TIM | 08/09/12 | 08/12/12 | Reserved | 02/20/12 | 3 | 104.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.10) | (9.00) | 0.00 | 85.65 |
| 5918094 | 5294023 | WRIGHT BRIAN | 07/26/12 | 07/29/12 | Reserved | 02/23/12 | 3 | 131.00 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (2.62) | (9.00) | 0.00 | 111.38 |
| Call Center | | | | | | | 15 | 570.25 | 0.00 | 0.00 | 0.00 | 0.00 | (45.00) | 0.00 | (40.00) | (11.41) | (45.00) | 0.00 | 473.84 |
| 5904371 | 5279246 | OROS MICHAEL | 08/09/12 | 08/12/12 | Reserved | 02/16/12 | 3 | 191.75 | 0.00 | 0.00 | 0.00 | 0.00 | (9.00) | 0.00 | (8.00) | (3.84) | (9.00) | 0.00 | 170.91 |
| 5908488 | 5283684 | VAN DE BURG TOM | 06/15/12 | 06/17/12 | Reserved | 02/18/12 | 2 | 72.50 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (1.45) | (6.00) | 0.00 | 57.05 |
| 5921975 | 5298286 | OSBORN RICHARD | 08/10/12 | 08/12/12 | Reserved | 02/25/12 | 2 | 102.50 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (2.05) | (6.00) | 0.00 | 86.45 |
| 5925235 | 5301785 | SKRZYCKI LISA | 08/10/12 | 08/12/12 | Reserved | 02/27/12 | 2 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | (6.00) | 0.00 | (8.00) | (1.50) | (6.00) | 0.00 | 59.50 |
| Public Site | | | | | | | 9 | 441.75 | 0.00 | 0.00 | 0.00 | 0.00 | (27.00) | 0.00 | (32.00) | (8.84) | (27.00) | 0.00 | 373.91 |
| Park Total | | | | | | | 24 | 1012.00 | 0.00 | 0.00 | 0.00 | 0.00 | (72.00) | 0.00 | (72.00) | (20.24) | (72.00) | 0.00 | 847.76 |
| Total Field Non CC Sales | | | | | | | | | | | | | | | | | | 0.00 | |
| Total Payment Due: | | | | | | | | | | | | | | | | | | 847.76 | |

Harbor Detail Report

From : 2/1/2012 To : 2/29/2012

Sheet1

Harbor Commission Prioritization of Strategic Plan Items

04/17/12

| | | | |
|----|---|---|--|
| 42 | A | 1 | Dredging Needs of the Harbor |
| 39 | A | 4 | Emergency Services |
| 31 | A | 6 | Harbor Traffic Flow and Safety |
| 24 | A | 5 | Erosion and Contaminants |
| 24 | E | 1 | Ongoing Dredging Project Funding |
| 21 | B | 1 | Municipal Marina Facilities |
| 19 | A | 3 | Fueling of Marine Vessels |
| 16 | A | 7 | Public Access |
| 15 | C | 5 | Former Street Garage |
| 12 | A | 2 | Electrical Utilities |
| 12 | C | 1 | Develop a Capital Improvement Plan |
| 12 | D | 1 | Future Development and Impact on Safe Navigation |
| 11 | C | 2 | Dinghy Docks and Paddle Craft Facilities |
| 10 | D | 3 | Natural Environment Preservation |
| 10 | F | 3 | River Stakeholders |
| 8 | A | 8 | Signage |
| 8 | F | 2 | Marina Management |
| 5 | D | 4 | Effects of Development and Loss of Marine Services |
| 4 | C | 4 | Green Space/Views |
| 3 | C | 3 | Harborwalk |
| 3 | E | 3 | Harbor Budget Policies |
| 0 | D | 2 | Development Approval Role |
| 0 | E | 2 | Capital Improvement Plan |
| 0 | F | 1 | Emergency Communication |
| 0 | F | 4 | Survey and Feedback Procedures |

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

RESOLUTION NO. 03-2012

A RESOLUTION RECOMMENDING A MARINA DISTRICT

Minutes of a regular meeting of the Harbor Commission of the City of South Haven, Allegan and Van Buren Counties, State of Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan, on May 15, 2012, at 5:30 p.m., local time.

Present, Boardmembers: _____

Absent, Boardmembers: _____

The following preamble and resolution were offered by Boardmember _____ and supported by Boardmember _____.

WHEREAS, due to its geographic location on Lake Michigan at the mouth of the Black River, South Haven has always been directly tied to its rich maritime history; and

WHEREAS, since the 1850's when South Haven was first settled, the area was deeply involved with commercial port activities including timber harvesting supplying raw timber to such locations as Chicago and Milwaukee; and

WHEREAS, the timber harvested in the local region led to the creation of valuable farm land that was cultivated by fruit farmers, who primarily grew peaches, blueberries, and apples which led to the expansion of the City as a farming and commercial water port; and

WHEREAS, the commercial shipping continued to thrive with the use of steam ships and schooners arriving in the City's port to transport local goods and commercial fishing; and

WHEREAS, since the early 1900s the tourist industry began in earnest through the development of theaters, a casino, an opera house and amusement parks as well as resorts all directly associated to the City's maritime port; and

WHEREAS, steamships carrying tourists from Chicago and elsewhere continued to utilize South Haven's maritime port until 1941; and

WHEREAS, the port has continued to provide significant economic base to the Community through its transformation from a commercial maritime port to that of a recreational port; and

Paul VandenBosch, Harbormaster

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan

Request for Proposal Management Services 2013-2015 South Haven Municipal Marina City of South Haven South Haven, Michigan



Request for Proposals
Issued **MayJune** 1, 2012

Respond By:
2:00 pm, Tuesday, July 31, 2012

Offered By:
City of South Haven
539 Phoenix Street
South Haven, MI 49090
(269)-637-0775 desk
(269)-637-5319 fax
www.south-haven.com

Request for Proposal – Management Services
City of South Haven Municipal Marina

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 - 1.2 Location

2. Description and Condition of Property
 - 2.1 North Side Marina
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 - 2.5 Black River Park Boat Launch
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RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan

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- 6.1 Submittal Procedures and Deadline
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Attachments

- 1. Proposal Cover Letter
- 2. Marina Aerial Photos and Diagrams
- 3. 2012 Schedule of Fees
- 4. Previous Marina Manager Contract
- 5. Expenditure and Revenue Reports
- 6. Centralized Reservation System Contract
- 7. Grant in Aid Agreements
- 8.
- 9. Marina Brochure

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan



1. South Haven Municipal Marina – Overview

1.1 Intent

The City of South Haven is requesting proposals for an operating agreement from qualified firms for management and staffing of ~~to manage~~ the South Haven Municipal Marina and Boat Launch as an independent contractor for the period Winter 20122013 to 2015 (three boating seasons).

The City's objectives are to attract the boating public to visit South Haven, to maintain an attractive marina facility that is clean, safe and which is operated and maintained to promote a sustainable boating environment and provide revenue for long term riverfront improvements.

Although the City is open to all proposals, it is expected that an independent contractor agreement will be entered into with a corporation for management of the City's four marinas and boat launch facility. Revenues from the facilities will be deposited into the City's bank account, and the, with the contracted corporationer will receiveing a paymentfee for services from the City for its services.

1.2 Location

South Haven is located on Lake Michigan, between Saugatuck and St. Joseph harbors. The South Haven Municipal Marina is located just inside the Black River Channel, about one half mile from Lake Michigan.

The marina operation includes four separate marina areas on both sides of the Black River, the South Side, North Side, Museum and Black River Park marinas. There is also a boat launch facility at Black River Park. The South Side marina is located on Water Street, the North Side and Museum marinas are located on Black River Street, and Black River Park marina is located on Dunkley Street. Please see the attached aerial photo in the appendix for locations.

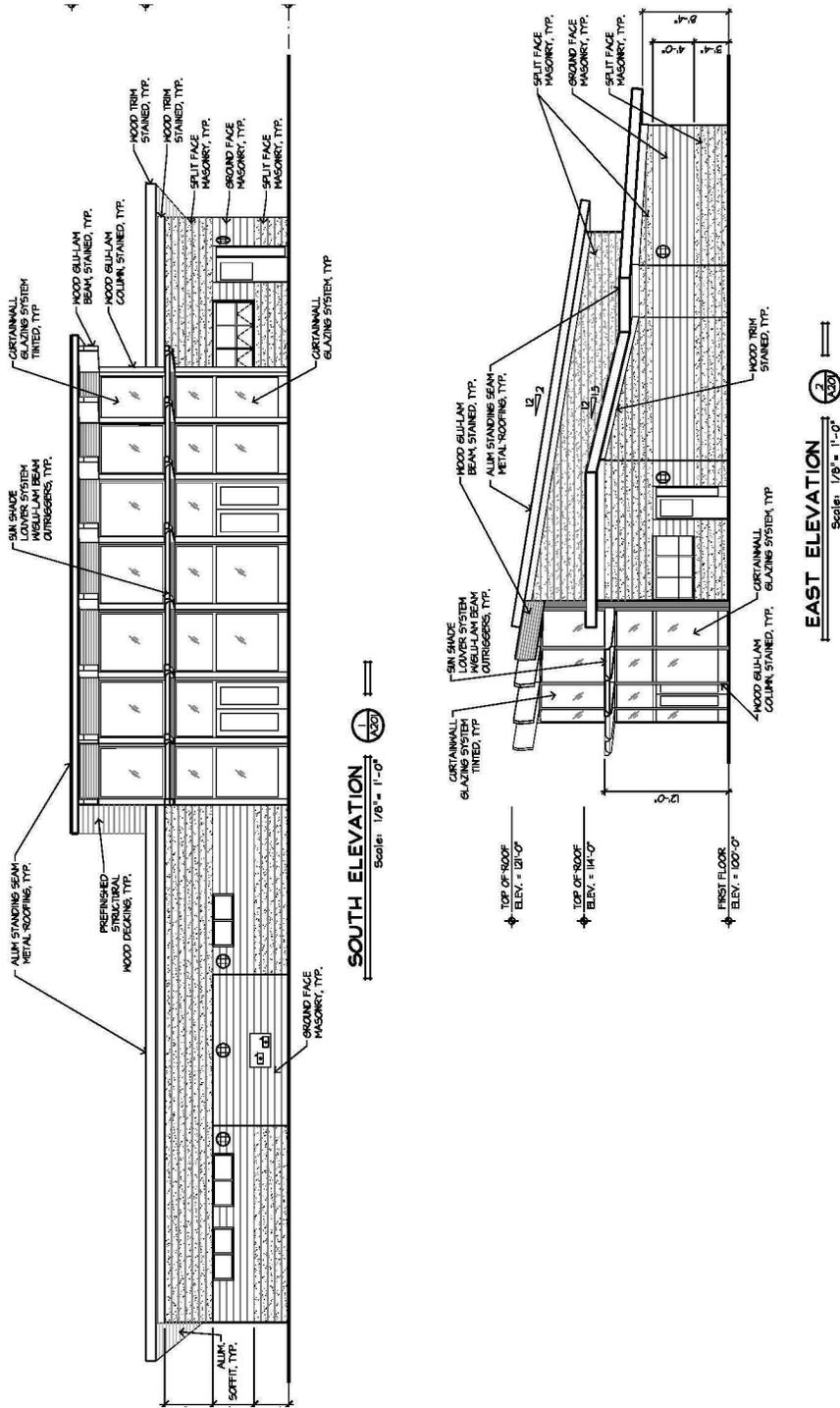
The South Haven Municipal Marina is within easy walking distance between downtown South Haven and public Lake Michigan beaches. The marina has easy access to Lake Michigan, about a half mile within the pierheads.

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan



North Side Marina

RFP for Management Services 2013-2015
 South Haven Municipal Marina, South Haven, Michigan



North Side Marina Project, 2012 Construction

2. Description and Condition of Property

| | |
|---------------------------------|---|
| <i>North Side Marina</i> | |
| Number of Slips | 97 |
| Construction | Much of the marina was reconstructed in 2004. A new bathhouse/office facility is planned for construction in 2012-2013 |
| Condition | Excellent |
| Material | Wood piers and docks, some steel piers and docks, concrete walkways |
| Draft | 6 feet plus |
| Electric | Dual 50 amp and quad 30 amp service to each slip on a pedestal. New in 2004 |
| Water | New in 2004, excellent condition |
| Parking | One space per seasonal boater, about 50 designated spaces. Additional public parking spaces to north of site. |
| Restroom | Three bathroom stalls each in mens and womens restrooms. Four showers. Facilities are dated but adequate, showers not ADA compliant. New restrooms, lounge and office are proposed to be constructed in FallSpring , 2012. |
| Office | A small office is adjacent to the restroom facility. |
| Other Amenities | Covered picnic area under a pavilion, open deck area at the end of the dock in the Horseshoe, fish cleaning station. |

| <i>North Side Marina Slip Inventory</i> | <i>Number of Slips</i> |
|--|-------------------------------|
| 30 foot | 28 |
| 35 foot | 11 |
| 40 foot | 6 |
| 45 foot | 11 |
| 50 foot | 19 |
| 55 foot | 9 |

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan

| | |
|---------|----|
| 60 foot | 13 |
| Total | 97 |

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan



South Side Marina

2.2 South Side Marina

| | |
|---------------------------------|---|
| <i>South Side Marina</i> | |
| Number of Slips | 34 slips plus 330 feet of headwall (about 8 additional boats) |
| Construction | About 12 years old |
| Condition | Good |
| Material | Wood piers and docks |
| Draft | 6 feet plus |
| Electric | Dual 30 amp, installed in 2001, good condition. Some replacement work needed. |
| Water | Good condition. |
| Parking | Eight parking spaces for seasonal boaters. Public parking to the west of site. |
| Restroom | Three bathroom stalls each in mens and womens restrooms for boaters. Handicap accessibility. Four shower stalls. Two unisex bathrooms on west side of building for public. Good condition. |
| Office | The main office is located at this marina. This office is in excellent condition and is used as the reservation hub. |
| Other Amenities | A boater's lounge is adjacent to the office, with laundry room. There is a waterfront deck and a covered picnic area, which is open to the public. A dinghy dock is located to the west of the facility. A jet ski excursion operator maintains a floating dock on the west side of the deck, near the dinghy dock. |

| <i>South Side Marina Slip Inventory</i> | <i>Number of Slips</i> |
|--|-------------------------------|
| 30 foot | 12 |
| 35 foot | 6 |
| 40 foot | 8 |
| 45 foot | 7 |
| 50 foot | 1 |

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan

| | |
|-----------|--------------|
| Head Dock | 8 (330 feet) |
| Total | 44 |

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan



Museum Marina

2.3 Museum Marina

| | |
|-----------------------------|--|
| <i>Museum Marina</i> | |
| Number of Slips | 26 slips plus 300' broadside dockage (about 8 additional boats) |
| Construction | Much of the marina was constructed in the early 1990's. |
| Condition | Good |
| Material | Wood piers and docks |
| Draft | 6 feet plus, some slips with less draft, but they are adequate for motorboats. |
| Electric | Dual 30 amp, installed in 2001, good condition. |
| Water | Good condition. |
| Parking | One space per seasonal boat slip. Additional public parking spaces to north of site. |
| Restroom | Two unisex bathrooms, two showers, good condition. |
| Office | No office on site. |
| Other Amenities | Adjacent to Maritime Museum, character vessels, Stanley Johnston Park. |

| <i>Museum Marina Slip Inventory</i> | <i>Number of Slips</i> |
|--|-------------------------------|
| 40 foot | 26 |
| Broadside | 300 feet (about 8 boats) |
| Total | 34 |

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan



Black River Park Marina

2.4 Black River Park Marina

| | |
|---------------------------------------|--|
| <i>Black River Park Marina</i> | |
| Number of Slips | 58 |
| Construction | Much of the marina was constructed in 2005. |
| Condition | Excellent |
| Material | Wood piers and docks |
| Draft | 4 feet, shallow draft vessels only |
| Electric | Dual 30 amp installed in 2001, good condition. |
| Water | Water service to each slip. Water service new in 2004. |
| Parking | One space per seasonal boater. Free parking adjacent to slips. Slips 1-20 are inside the boat launch gate, boaters obtain free pass. |
| Restroom | Excellent condition, two bathroom stalls each in the mens and womens restrooms. Handicap accessibility. Four shower stalls. Restrooms are located at the boat launch office. |
| Office | The boat launch office serves as the office for this marina. |
| Other Amenities | There is a roofed picnic area at the east end of the marina. There is a fish cleaning station at Black River Boat Launch. There is a free nonmotorized (canoe/kayak) launch. |

| <i>Black River Park Slip Inventory</i> | <i>Number of Slips</i> |
|---|-------------------------------|
| 24 foot | 20 |
| 30 foot | 38 |
| Total | 58 |

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan



Black River Channel to Lake Michigan



South Side Marina Dinghy Dock

2.5 Black River Park Boat Launch:

The boat launch facility has 10 launch ramps and 149 trailer parking spaces. An office, rest room and fish cleaning station are located at this facility. There is an automatic entry gate which takes cash and credit cards. The pay terminal and gate ~~will behave been~~ upgraded to a new installation in 2012.

2.6 Other Services

A pump out facility is located at the North Side marina. A \$5 fee is charged per pump out. The equipment is older but functional.

Wireless Internet: is available at all marinas except Black River Park. There is a subscription fee. The service is provided by Air2Access.

Trash Removal: there are dumpsters located at all marinas.

Vending Machines: there are ice and soft drink vending machines at the North Side, South Side and Black River Park.

Decks and common areas: there is a covered pavilion and an open deck area at the North Side marina. These areas are for boater's only. The South Side marina has a boater's lounge/lobby which is reserved for boaters, and a large waterfront deck and covered picnic space which are open to the public.

A jet ski excursion operator maintains a floating dock to the west of the South Side Marina deck, and may use a table on the deck or under the roof of the west end of the South Side Marina building.

2.7 Gratis Slips

There are five slips provided to local organizations at no charge.

Law Enforcement slips: At the Museum Marina, Slip #1 is reserved for the Conservation Officer, and Slip #2 is reserved for the County Sheriff water patrol. These slips are provided at no charge.

Sea Scouting slip: Slip #16 at the Museum Marina is reserved for the Sea Scouts. This slip is provided at no charge.

Coast Guard Reserve slips: Slips #91 and #92 at the North Side Marina are reserved for Coast Guard Reserve vessels. These slips are provided at no charge.

2.8 Festivals and Special Events

A number of festivals and special events occur during the summer season. Frequently these festivals draw boaters to South Haven and fill marina slips, however some festivals may impact marina operations and/or require use of slips and head wall for festival activities at no charge.

Harborfest: Harborfest occurs in early June. The South Side marina provides 2 complimentary slips for the dragon boats. In addition some of the headwall space is used for dragon boat staging. The streets are closed to parking at the South Side marina. The event is in close proximity to the marina and uses the deck and picnic area. Typically the marina is full during Harborfest.

Steelheaders Tournament: The tournament occurs in May. Typically the Steelheaders reserve the entire South Side marina and use the South Side headwall and riverfront deck for their tournament.

The **Independence Day Fireworks** brings many people to the South Haven waterfront. Please note that this event may or may not be scheduled on the date of July 4. Traffic will be heavy and parking will be difficult to find. There will be heavy boat traffic after the fireworks.

Blueberry Festival: The Blueberry Festival occurs in August and effects the South Side marina. Water Street is closed to traffic and parking. The festival events, including amplified music into the evening, are in close proximity to the South Side marina. The music acts use the Boater's Lounge as a changing area.

Classic Wooden Boat Show: This event uses slips at the Museum marina, and occurs in mid-July. A number of slips are reserved for wooden boats. The event is sponsored by the Michigan Maritime Museum, and the management firm is expected to coordinate dockage with the Museum.

Tall Ship festivals have occurred in the past, although none are currently planned for the near future. These festivals require use of the head dock for character vessels. Docks will be used by the public to view and board ships. There is typically at least 6 months notice that a festival will occur.

There is a weekly Thursday night concert at the west end of the South Side Municipal Marina. This event uses the covered picnic area and the open area of Riverfront Park to the west.

Character vessels may seek dockage at the municipal marinas, and often seek a reduction in docking fees. The management contractor may elect to waive or reduce his portion of the fee, and the City Council may elect to waive or

reduce its portion of the fee.

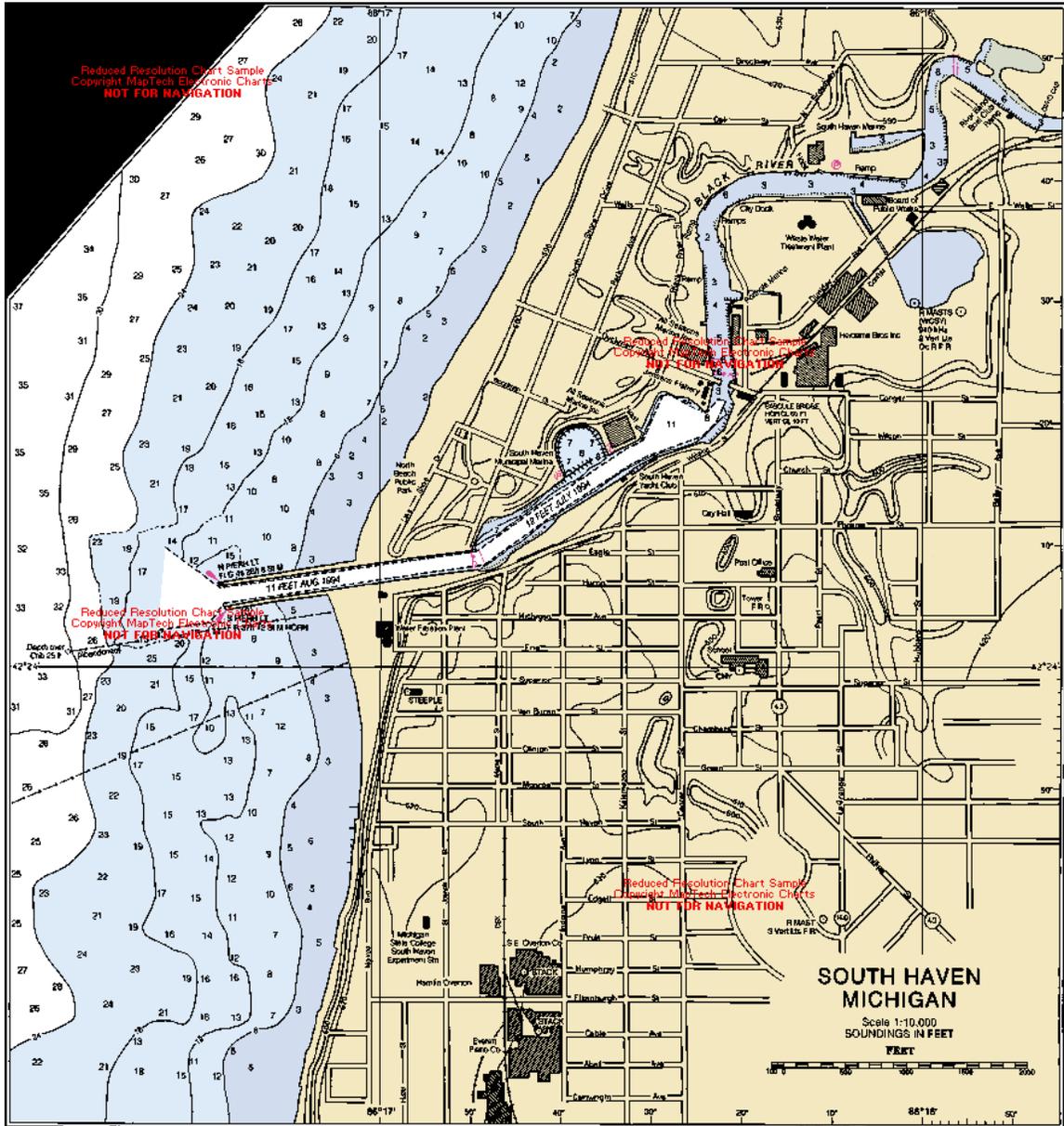
State or federally owned vessels occasionally seek dockage at the marina. Typically these are NOAA or DNR vessels requesting short term dockage of less than a few days. These vessels receive complimentary dockage.

Queen's Cup Sailboat Race: A sailboat race starts in Milwaukee and ends in South Haven. The South Side and Museum Marinas are reserved for this event on June 29 and 30, [2012](#). This race may end in South Haven again in upcoming years.

2.9 Construction

The North Side Marina restroom and office building is planned for reconstruction starting in October, 2012. The City hopes to schedule the work to be completed prior to April 15, 2013. The construction will begin with demolition of the North Side Marina building and will affect access to and operation of the North Side marina starting in October, 2012.

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan



South Haven Harbor, Nautical Chart

3. Conditions

3.1 Term of the Contract

The initial term of contract will be for one year, three years renewable annually for two additional years. The contract shall be automatically renewed for the second and third year unless notice is given by either the City or ~~management~~ contractor to terminate the annual extension renewal. Notice to terminate the annual extension renewal of the contract shall be provided by October 15 of the year preceding the extension renewal.

3.2 Areas of Operation

Please see attached aerial photos of the following facilities:

North Side Marina
South Side Marina
Museum Marina
Black River Park Marina
Black River Park Boat Launch

3.3 Independent Contractor Status

The relationship between City and ~~management~~ contractor is to be one of independent contractor, not employer/employee. ~~Marina personnel are to be employed by the City of South Haven, and the contractor shall hire, manage and supervise City employees.~~ The ~~management~~ contractor firm shall be a corporation. The management firm shall hire all marina staff as management firm employees or subcontractors.

3.4 Insurance and Indemnification Requirements

The ~~Offeror~~ contractor shall obtain and maintain all necessary and appropriate insurance policies covering its negligent and wrongful acts, including the following:

a. For any employees working for the ~~Offeror~~ contractor, Workers' Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$3,000,000 aggregate for Personal Injury, Bodily Injury, and Property Damage.

c. Commercial General Liability Insurance shall include an endorsement stating that the following shall be Additional Insureds: The City of South Haven, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

d. Cancellation Notice: The Insurance coverage described above, shall include

an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change, Ten (10) days for non-payment of premium, shall be sent to: Risk Manager, City of South Haven, 539 Phoenix St, South Haven, MI 49090.

e. The Licensee shall provide copies of all insurance policies upon the City's request, together with copies of certificates of insurance showing the premiums to be fully paid.

The ~~management contractor~~ contractor and ~~City~~ shall indemnify ~~each other~~ the City, and hold ~~each other~~ the City harmless, from any demand, claim, judgment, award, legal proceeding, or loss of any kind arising from or pursuant to this Agreement, ~~except where caused by negligence or wrongdoing of the City or management contractor.~~

3.5 Slip Fees

Slip fees are set annually by the City Council and are subject to the Michigan State Waterways Commission minimum fee schedule. The ~~management contractor~~ contractor shall apply the City Council approved slip fees to all customers. Any discount pricing shall be approved by the City Council prior to applying any discount.

3.6 Compliance with Agreements

The ~~management contractor~~ contractor shall operate the marina in a way which remains in compliance with the marina operating permit, grant in aid agreement and centralized reservation system contract with the state, which are included as attachments to this document. The contractor is required to use the State of Michigan reservation and point of sale system.

4. Management Responsibilities and Requirements

The ~~management contractor~~ contractor will operate the property and its facilities in a manner in accordance with the highest standards achievable consistent with the expressed plan, instructions and/or policies of the City of South Haven.

4.1 General Marina Operation Tasks

Typical marina operations tasks include but are not limited to:

Hiring, training and sSupervising marina staff

~~Compliance with established human resources policies of the City of South Haven~~

Preparing, sending and receiving seasonal boater contracts, payments and deposits

~~Training of marina staff, marina procedures~~

Operating point of sale equipment
Managing reservation system
Safety and emergency planning, training
Preparation of a Health and Safety Plan, marketing plan, maintenance plan
Participation in the budgeting process
Slip assignment and boater registration
Docking and boater assistance
Seasonal Slip reservation
Transient Slip reservation
Maintaining slip waiting lists
Radio contact with arriving boaters
Posting weather reports
Cleaning of restrooms and showers
Mowing and cleaning of grounds
Gardening of flowerbeds and landscaping
Marina website preparation and updating, all information property of the City
Trash removal
Collection of fees and charges
Cash management and deposit
Credit card charge capabilities
Removal of floating debris
Enforcement of dock improvement policy (dock boxes, ladders, etc.)
Evict boat owners as necessary, remove boats
Maintenance of sewage pump out system
Building upkeep and maintenance
Marketing
Attending boat shows for promotion of the marina

4.2 Hours of Operation and Staffing

Hours of operation shall be set by mutual agreement between the City and management contractor~~contractor~~. A manager shall be on site during hours of operation. When the manager is absent, the operation shall be under direction of a substitute who shall be an adult and capable of managing operations. There shall be an after-hours contact person available by phone, and the phone number shall be posted on site.

4.3 Supplies, User Fees, Taxes and Assessments

Operational supplies within budget are to be procured by the management contractor~~contractor~~ and paid for by the City. User fees, including utilities and refuse removal, are to be paid by the City.

4.4 General Repairs and Maintenance

The management contractor~~contractor~~ shall keep the property in good order and

shall make or manage all repairs which are the obligations of the City to slipholders including, but not limited to, interior and exterior cleaning, landscaping, painting, decorating, carpentry, and other normal maintenance and repair work. All dock areas shall be inspected weekly and maintained in a safe condition. All utilities serving the docks and slips shall be inspected weekly and maintained. The ~~management contractor~~ contractor will arrange for and document an annual inspection of marina electrical systems by a licensed electrician.

4.5 Books and Reports

A monthly report shall be provided by the ~~management contractor~~ contractor to the City including but not limited to the following:

- Revenue
- Expenses
- Financial variance report against budget – monthly / year to date
- Slip Occupancy, historical comparison
- Traffic volume, historical comparison
- Marketing promotions
- Annual marketing plan and measurement of results
- Non-routine expenses
- Capital Improvements
- Insurance claims
- Litigation
- Maintenance expenses
- Safety and environmental incidents

The City uses the State of Michigan reservation system and point of sale customer management system, which may be used to generate revenue and occupancy reports.

4.6 Annual Financial Review

An independent review of the marina financial records is required. The ~~management contractor~~ contractor must agree to cooperate with the auditing firm hired by the City.

4.7 Marketing and Customer Satisfaction

The ~~management contractor~~ contractor shall proactively and creatively market the boating opportunities at the marina. The ~~management contractor~~ contractor is to prepare and implement a marketing plan for the marina. The ~~management contractor~~ contractor shall develop a website as well as printed material that describes the services and facilities available at the marina. Organizing and promoting events to increase revenues is the responsibility of the ~~management contractor~~ contractor. The ~~management contractor~~ contractor shall work jointly with the City, as needed, to develop and implement marketing strategies that

promote City events to the financial benefit of the ~~management contractor~~.

The ~~management contractor~~ will maintain a list of customer contact information, including email addresses. The ~~management contractor~~ will develop and issue customer satisfaction surveys to gauge marina performance and to assist in improving marina operations. The contents of customer satisfaction surveys are subject to City review and approval prior to issuance. The customer satisfaction survey results will be provided to the City. The customer contact information shall be provided to the City.

4.8 Safety and Security

~~Management contractor~~ is to have an annual written safety and security plan for all operating facilities.

4.9 Public Restrooms

Restrooms at the west end of the South Side Marina, and at Black River Park are to be open to the public. Cleaning of restrooms are the responsibility of the marina staff as supervised by the ~~management contractor~~.

4.10 Inspection

Marina facilities are to be open to inspection by City representatives during operating hours and at other times upon reasonable notice.

4.11 Quality Assurance

The ~~management contractor~~ shall include procedures to measure employee performance, customer satisfaction and level of performance of contract requirements. A survey of seasonal and transient customers shall be done at least annually.

4.12 Evaluation Procedure

A method of evaluating the ~~management contractor~~'s performance will be developed by the City in coordination with the contractor, which specifies goals and measurable objectives.

4.13 End of Season / Start of Season

At the end of the season, the contractor is required to winterize and prepare the marina for the down season. The ~~management contractor~~ shall maintain the marina during the down season and prepare it for re-opening of the next boating season. End of season preparations include:

- Shut off electric power
- Shut off water, blow out lines
- Stack picnic tables

- Secure South Side Marina with chain link fence (provided by City)
- Strap down covers on pedestals
- Similar end of year preparations as needed

4.14 Representation at Boater Meetings

The ~~management contractor~~contractor shall organize and attend meetings of slipholders and customers several times during the boating season.

4.15 Customer Service and Operation Standards

The ~~management contractor~~contractor will operate the facility in a good, orderly, safe, clean, sanitary, and slightly condition, so as to provide high quality facilities and services to its customers and to maximize the earning of the underlying property.

4.16 Compliance with State and Federal Statutes

The ~~management contractor~~contractor will ensure that the facility is in compliance with all federal and local laws and regulations regarding the operation and management of the property.

4.17 Environmentally Responsible Operation

The ~~management contractor~~contractor shall take positive action to minimize negative effects on the natural environment. This shall include having a written procedures manual for responding to environmental incidents (spills, leaks, clean-ups, disposal).

4.18 Emergency Response and Preparedness Plan

The ~~management contractor~~contractor shall take appropriate measures to identify potential emergency situations and develop a plan of action for responding to the same. This requirement relates to potential medical, fire, and other emergency situations that threaten the health, safety and welfare of persons.

4.19 Exterior Signage

Changes to exterior signage must meet applicable codes and ordinances, and must be approved by the City prior to application for building permit, and prior to installation.

4.20 City Reservation Policy

Most reservations will be managed through the state reservation system, however some rendezvous event groups are reserved separately. The method of taking reservations and holding funds for reservations must follow a written reservation policy approved by the City. Any changes to the reservation policy must have prior approval by the City and shall be in writing.

4.21 Festival Cooperation

The ~~management contractor~~contractor shall cooperate and coordinate with festival activities as outlined in 2.8.

4.22 Provide Policy/Procedure Recommendations

The management firm may identify policies and procedures which could be improved and may notify City regarding suggestions for improvement.

4.23 Daily Deposits

Receipts shall be deposited in the City's bank on a daily basis.

5. Submission Requirements

5.1 Offeror/Contractor's Qualifications Cover Letter

The ~~offeror~~contractor shall submit a cover letter signed by an individual authorized to bind the proposing firm. The letter shall include the following information:

- General Firm Information
- Contact Information
- Corporate and ownership structure
- Name and contact information of the individual authorized to represent the company and in what capacity
- Principals of the firm
- List of the management personnel specifically assigned to the Marina
- Firm's years in business
- Memberships in trade/business associations

5.2 Statement of Experience

The ~~offeror~~contractor shall submit a statement of experience that summarizes the firm's experience managing marinas. In addition, the ~~offeror~~contractor shall provide a narrative highlighting prior management experience in the areas listed below:

- Resumes and description of experience of key personnel
- Marina size, location, amenities, maintenance program and type of operation
- Customer service
- Staffing policies
- Financial reporting and management systems
- Safety and security
- Marketing
- Community involvement
- Environmental protection and compliance
- Safety plan/employee training

5.3 References

The ~~offeror~~contractor shall provide reference letters as well as contact information from at least 3 references for whom similar or comparable services have been performed.

5.4 Proposal Narrative

The ~~offeror~~contractor shall provide the approach it will take to the management of the South Haven Municipal Marina. The approach should meet or exceed the scope of work outlined in this RFP. The narrative shall include an explanation of the fee proposal. The proposal shall include a statement of the

~~offeror~~contractor's proposed marketing activities for the marinas.

5.5 Fee Proposal

Each ~~offeror~~contractor shall propose a fee for management services on an annual basis.

The fee ~~will be paid by the City to~~ ~~to be paid to~~ the ~~management-~~contractor~~contractor, and~~ may be based on a lump sum, a percentage of revenue, or a combination of the two.

The City will entertain alternative fee proposals and incentive payments. The ~~offeror~~contractor shall clearly state what is covered by each alternative fee proposal and which expenses the ~~management-~~contractor~~contractor~~ expects the City to cover.

Fee proposals are subject to negotiation and further clarification prior to entering into a marina management contract.

5.6 Proposal Cover Sheet

The ~~offeror~~contractor shall include a copy of the attached Proposal Cover Sheet (see the last page of this document).

6. Procedures and Deadlines

6.1 Submittal Procedures and Deadline

Proposals submitted in response to the RFP shall completely and concisely address each of the requirements specified within the RFP. Firms interested in providing a proposal for operation and maintenance of the South Haven Municipal Marina should submit five (5) paper copies of the proposal packet, or one pdf copy to the following address:

Paul VandenBosch
Project Manager
City of South Haven
539 Phoenix Street
South Haven, MI 49090
pvandenbosch@south-haven.com

The deadline is 2:00pm, Tuesday, July 31, 2012.

6.2 Forms and Terms of Contract

The selected contractor and the City will ~~be required to~~ enter into a management contract for the services provided. The form of the contract will more fully describe the terms of the contractual relationship between the City and the selected ~~offeror/contractor~~. An example contract with the current marina management firm is available in Attachment A. The terms of the contract are subject to negotiation.

6.3 Negotiations

All proposals are intended to be the basis of negotiation. The City of South Haven reserves the right to:

- Cancel this solicitation or reject all proposals submitted
- Accept any proposal or alternate as submitted without negotiations
- Accept or negotiate with all proposals submitted which fall within a competitive range
- Require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration
- Reject submissions that contain conditions and/or contingencies that in the City's sole judgement make the submission indefinite, incomplete, non-responsive or otherwise unacceptable for award
- Waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any proposer
- Reject the submission of any proposer that has submitted a false or misleading statement
- Select for negotiation only the overall best proposal or alternate submitted, as

determined by the City

- Negotiate with one or more of the proposers in any manner it deems fit (such negotiations may be concurrent or sequential as the City deems fit)
- Following the conclusion of any negotiations solicit the best and final offer using an appropriate procedure
- Reopen negotiations after the best and final offer procedure if it is in the City's best offer to do so.

No proposer shall have any rights against the City arising at any stage of the solicitation from any negotiations that take place, or from the fact that the City does not select a proposer for negotiations. Proposers are advised that in no event will the City reimburse the proposer for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of the City not selecting a proposer to perform the work under this RFP.

6.4 Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Revenue and income enhancement
- Customer service experience and references
- Enhance number of visitors
- Protection of City's assets
- Operational capability of the proposer
- Proposer experience
- Management capability
- Personnel qualifications
- Ability and track record
- Understanding of marina operations as reflected in proposal narrative
- Understanding of marina maintenance requirements
- Marketing strategy

6.5 Contract Award

The City reserves the right to award a contract to other than the proposer offering the highest revenue to the City. The contract resulting from this solicitation shall be awarded to the qualified proposer whose proposal the City has determined to be the most advantageous to the City, based on negotiation and the evaluation criteria.

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan

6.6 Contact Information

All questions related to this RFP should be directed to:

Paul VandenBosch
Project Manager
City of South Haven
539 Phoenix Street
South Haven, MI 49090
269-637-0775 desk
269-637-2516 fax
pvandenbosch@south-haven.com

6.7 Attachments

Proposal Cover Letter
Marina Aerial Photos and Diagrams
2012 Schedule of Fees
~~Previous Marina Manager Contract~~
Expenditure and Revenue Reports
Centralized Reservation System Contract
Grant in Aid Agreements
Marina Brochure

| |
|--|
| <p style="text-align: center;">Management Services Proposal – South Haven Municipal Marina Proposal Cover Sheet</p> |
|--|

The undersigned proposes to manage the following marinas and facilities:

- South Side Marina
- North Side Marina
- Museum Marina
- Black River Park Marina
- Black River Park Boat Launch

~~The City desires to pay a marina manager for the above services.~~

~~The undersigned hereby proposes to manage the facilities for a lump sum annual fee of~~

~~_____ \$USD~~

~~_____

(Please write the amount in text here)~~

~~Please note that alternative proposals, such as a percentage of revenue or combination of lump sum and percentage of revenue will be considered, and such proposals should be clearly written in the narrative.~~

This proposal submitted in the name of:

Company: _____

Street Address: _____

City, State, Zip: _____

Signed: _____

Name (printed): _____

Title: _____

Phone: _____

Fax: _____

Email: _____

RFP for Management Services 2013-2015
South Haven Municipal Marina, South Haven, Michigan

Attachments

[South Side Marina Map](#)

[North Side Marina Map](#)

[Museum Marina Map](#)

[Black River Park Map](#)

[Marina Rate Resolution](#)

[Marina Discounts](#)

[Marina Manager Contract](#)

[Marina Financial Report, March 2012](#)

[Reservation System Agreement](#)

[Grant in Aid Agreement](#)

[Municipal Marina Brochure](#)