

Harbor Commission

Regular Meeting Agenda

Tuesday, August 21, 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: June 19, 2012 Meeting

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

5. Marina Reports

6. Dredging Permit Proposal

7. Marina Management

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Harbormaster

Harbor Commission

Regular Meeting Minutes

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



City of South Haven

1. Call to Order

Present: Jeffers, Pyle, Silverman, Sullivan, Stephens, Strong, Arnold
Absent: None

Also present: John Marple, Marina Manager

2. Approval of Agenda

Motion by Stephens, second by Silverman to approve the agenda as presented. All in favor.
Motion carried.

3. Approval of Minutes: June 19, 2012 Meeting

Motion by Silverman, second by Sullivan to approve the June 19, 2012 regular meeting minutes as corrected. All in favor. Motion carried.

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

None at this time.

5. Marina Reports

John Marple, Marina Manager updated the board on the condition of the marinas, which have been kept up well by Abshire; he has encountered very few issues with such things as electrical and plumbing. Updated the board on one area of concern; the electrical system. Boaters have complained of insufficient voltage at some pedestals and Marple knows the ones at the Maritime Museum are about twenty-five years old because he was Harbor Master when those pedestals were installed. Marple gave kudos to the City Electrical Department for quick response times to check things out when there has been an electrical issue. According

to Russ Puckett Electrical Services there is no problem with the amount of electric coming into the facility itself. Marple updated the board on when Russ Puckett will be in the marinas again; Puckett is coming down this week to see if the electrical problem is with the pedestals.

Marple updated the board regarding the Queen's Cup event, noting that he was very proud of the staff at the Municipal Marina during this event, especially given that staff had to deal with a new boss who had only been there two (2) days or so. Marple feels that the weak link at the marinas is lack of training, since there is not much training prior to the season. Marple is working on updating job descriptions for positions at the marinas, noting Abshire only had one job description: "everyone does everything". Marple found that some of the seasoned staff are great at customer service. Marple has one person who is in charge of cleaning and is a wizard at keeping everything clean. Marple has instituted a reservation desk; based on his experience at managing Old Harbor Inn, "You have to call the State" is not the right way to go about making reservations when a potential client calls into the marinas.

Marple updated the board regarding the transient marina, which seems to be empty most of the time. Marple advanced some possible theories, including customer service and the economy, both of which may have had a small part to play. Marple strongly suggested that there be more emphasis on attracting boaters. Given our location and the condition of the facilities, including that the City will have a new marina facility at the North Marina next year, the City needs to market this great property. After questions from the board, Marple noted that VandenBosch has a list of marketing ideas, Marple has a list of ideas and they are both open for suggestions. Marple stated, "These boaters are a great asset to our City".

Marple explained that marina staff are lacking in training, not in their ability to carry out their jobs; "We are working on that (training) daily".

Marple updated the board on marina staff attire, stating that he hates the lime green t-shirts. Marple, with the agreement of VandenBosch and City Manager Dissette, has some nice polo shirts on order, which should arrive soon but unfortunately probably not in time for the visit from the Waterfront Commission this week.

After questions from the board, Marple confirmed that Marina staff is doing all of the reservations in-house, including making the reservations online at the State web site after getting the information needed from the caller. Marple believes these boaters need to be treated as potential guests. Marple has some concerns about the administrative part of how the State does the reservations but the front-end, taking a reservation on line, is relatively simple. Marple feels comfortable with staff handling that; Marple is not comfortable telling folks, "You have to call the State". Some potential customers are not computer savvy; some are out on the lake with no access to the Internet when they call in. City staff needs to be friendlier, according to Marple.

Sullivan asked about the electric pedestals at the Maritime Museum; Sullivan thought Abshire had started replacing the pedestals and wondered if the replacements needed are already budgeted. Marple said the original pedestals on the head dock on the North Side were put in twenty-five years ago when he was Harbor Master. Marple noticed that some of the dock

lights were out and contacted Russ Puckett Electrical Services, who has been able to get most of the lights going. Marple noted that there are a lot of thirty amp services while many newer boats require fifty amp services. After further discussion, Marple noted that the South side pedestals were upgraded this year; VandenBosch confirmed that those pedestal replacements were budgeted for. Marple explained to the board that the City has a great facility; there needs to be investment in upgrades to keep our marinas attractive. Silverman said many marinas are also having this problem; the electric services were not designed for the electric draw of some of the bigger boats; some of them are running five (5) air conditioners.

Silverman thanked Marple for taking over the Marina Manager position and for his immediate realization of the importance of the Queen's Cup. Marple was also thanked for sitting down with one of the South Haven Yacht Club members who was a volunteer for the Harbor and Marina Division and for the long hours they worked, doing incredible planning. As a result when approximately one-hundred seventy-five boats entered our harbor they had better accommodations than many other harbors could have provided. Every boat was identified as it came in; instructed where to go; if arrival was after dark the new arrival was led in by a dinghy. Silverman also updated the board and staff that the comments and accolades he has received have been extraordinary; that Marple did a great job and his staff did a great job under Marple's direction. Silverman told the board that he left to participate in the race with no worries, knowing everything was under control.

Chairman Arnold noted that as a City Council member he has heard nothing but positive comments.

Marple noted that the initial rush of fifty big boats was bedlam and during that time he looked upriver and another fifteen were coming down the river; simultaneously he got a message that sixty-five more were right behind the fifteen. Marple described it as Intense but noted that everybody did a terrific job.

VandenBosch gave an overview of the financial reports included in the agenda packet. VandenBosch noted that the Transient Marina revenue is coming in differently than it did in the past, with a delay of a month or so from the time when the State gets their money until it filters down to the City. Silverman asked whether the revenues are being tracked on a "cash received basis" which VandenBosch responded is correct.

Silverman asked if there is anything in particular to which VandenBosch attributes the increase in revenue; VandenBosch agreed with board members who pointed out the good weather and the good fishing. Pyle thinks the checks and balances of the new system are contributing, also. VandenBosch noted that the beach parking revenues are much better, and attributed some of that to there being more parking spaces on South Beach. The new meters are working well and a record was set on boat launch fees which VandenBosch cannot explain.

VandenBosch directed the board's attention to a thank-you note which was received from the Kalamazoo Sail & Power Squadron because they were permitted to do vessel safety checks at the public launch ramp of Black River Park.

VandenBosch commented on Lake levels.

VandenBosch updated the board on the pending visit by the Waterways Commission which is doing a video on how to market a marina and requested that South Haven participate. The commission will be in South Haven on Thursday. Silverman commented positively on Marple's focus on marketing the transient marina.

VandenBosch also updated the board on bids received for the North Side Marina facility; the low bidder came in lower than the architects estimate.

6. 423 Williams St, Boat Lift Site Plan

VandenBosch noted that this plan is on the land side of the harbor lines, so it does not encroach into the harbor. VandenBosch reviewed the Site Plan Review application.

Motion by Silverman that the Harbor Commission make findings as to questions 1, 2, 3 and 4 and recommend that the project be approved. Second by Stephens. All in favor. Motion carried.

7. Bridge Response

Video monitoring system and warning lights will be added to the bridge during the rehabilitation project which should begin this fall and as funding becomes available. Jeffers asked about a specific date but although the City Managers goal is to have the work done during the off-season sometimes things come up; noted that the bridge will be open and unusable and perhaps closed to boat traffic while the work is being done.

8. Dredging Permit Proposal

VandenBosch pointed out to the board that the emergency permit application is the same one used for regular dredging but the Corps may respond more quickly. VandenBosch explained about some of the issues regarding permits; VandenBosch asked for quotes from Abonmarche, an engineering firm, they gave us a 3-part bid which VandenBosch explained. Abonmarche's recommendation was to not do the Federal Navigation Channel unless we have to, because we may have a chance for them to come back. VandenBosch is hoping to authorize Abonmarche to go ahead with Section 1 & 2 because it takes a year to a year and a half to get these permits.

Stephens asked if the City is resolved not to pursue Army Corps permit; VandenBosch said that is his recommendation. Silverman suggested considering acquiring a permit for the pier heads; Stephens supported that suggestion. There was some discussion regarding boats

running aground, particularly during the Queen's Cup. Silverman suggested dredging pier head to pier head and 50-to 100 feet each side of the pier heads.

The board discussed whether doing some of the dredging ourselves would mean that the Army Corps would not come in to dredge in the future; VandenBosch noted that is speculation. There was discussion regarding dredging, fishing, the wall that is planned, sediment traps and if the cost is related to whether you have property to put the spoils on. There was discussion regarding testing; VandenBosch noted that this request asks Abonmarche to do more than the last firm did previously. VandenBosch asked if there is consensus to add the pier head shoaling as a separate request. Silverman supported that due to the positive impact of Friends Good Will to the community; if they get locked out they might leave South Haven. Silverman also noted that it is very important for the City to maintain that channel.

Motion by Silverman that an additional permit be obtained to dredge the area generally described as between the pier heads and extending east and west of the area between the pier heads to provide an ample opening into the harbor. Second by Stephens. All in favor. Motion passes.

Member and Staff Comments

Silverman noted that the Queen's Cup was a success due to the cooperation of many entities.

VandenBosch hopes to schedule a meeting between the Harbor Commission and the North Side boaters tentatively scheduled for August 11, 2012 at 10:00 a.m. After discussion, that date was changed to August 18, 2012 at 10:00 a.m. because August 9 through 12 is Blueberry Festival. The discussed turned to the reasons for meeting with the boaters. VandenBosch asked the board about including transients and discussion found the board in agreement that the transients are among the ones we need to market, so VandenBosch will invite the transient boaters.

Pyle had questions about the fish cleaning station: "Is the fish cleaning station open? What are the hours?" VandenBosch noted that the current grinder cannot handle the salmon and the sewer got clogged. Staff is looking into acquiring a new larger grinder. The current one is 17 year old and needs replacing. Pyle suggested step-by-step instructions be posted in the fish cleaning station. Pyle has gotten a lot of complaints about the dead carp in the drainage ditch along the celery pond; right by the bike trail. VandenBosch explained that the Department of Environmental Quality required the city to put in a rock dam to maintain the level of the celery pond, so the carp cannot get into the celery pond and those already in the pond area cannot get out. VandenBosch will check into the drainage situation.

Strong mentioned an issue of a potential customer calling for a charter for the next day which would require an early bridge opening at 6:00 a.m. String called the Police Department at 4:00 p.m. and no one was there; the call got sent to Van Buren County Dispatch and

resulted in quite a run around. Strong pointed out that this is a potential problem for someone who does not have the names and personal numbers of the bridge tenders as Strong does.

Silverman inquired about applications for Marina Manager and whether Marple has an interest.

Adjourn

Motion by Silverman, second by Stephens to adjourn at 6:39 p.m. All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of July 31, 2012

Fiscal Year Ending in	Revenue		Operational	Net
	Seasonal	Transient	Expense	Revenue
2002	234,236	161,984	369,081	27,139
2003	259,840	166,084	403,463	22,461
2004	280,151	167,907	429,353	18,705
2005	282,245	170,944	479,287	-26,098
2006	300,819	173,817	517,881	-43,245
2007	343,171	170,869	471,088	42,952
2008	368,408	168,362	493,906	42,864
2009	377,955	166,674	492,039	52,590
2010	350,635	161,584	485,399	26,820
2011	314,270	140,546	521,900	-67,084
2012	330,660	151,046	427,390	54,316
2013	0	40,344	42,782	-2,439

NOTES ON OPERATIONAL EXPENSES:

Operational Expense does not include depreciation of approximately \$88,000 per year.
Operational Expenses do not include large construction expenses.
Operational Expenses do not include the annual transfer to the River Maintenance Fund of approximately \$25,627 annually.

Seasonal Marina Revenue												Calendar Year	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
2007	58,007	147,702	34,975	42,960	23,115	-3,846	6,199	1,554	703	1,100	22,348	19,285	354,102
2008	60,795	185,520	32,325	36,210	19,130	16,761	820	50	0	6,550	26,799	900	385,860
2009	44,784	185,069	32,390	25,955	31,150	23,488	843	50	850	900	27,990	1,000	374,469
2010	13,035	218,460	41,530	20,235	5,050	20,692	0	434	350	200	29,812	1,000	350,798
2011	43,222	157,210	38,473	31,230	12,498	-158	800	1,950	400	1,100	17,625	8,865	313,215
2012	31,810	178,650	44,840	14,750	31,795	-1,925	0	0	0	0	0	0	299,920

Transient Marina Revenue												Calendar Year	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
2007	0	0	0	8,528	11,494	39,340	56,647	48,986	10,983	1,553	-41	0	177,490
2008	0	0	0	11,657	8,957	29,620	53,315	53,501	11,385	630	0	0	169,065
2009	0	0	0	11,972	10,994	24,877	55,645	39,835	22,176	1,301	0	0	166,800
2010	0	0	0	8,445	9,029	25,154	52,730	40,107	8,654	1,299	0	0	145,418
2011	0	0	0	373	16,162	21,221	47,565	41,459	12,635	515	0	0	139,930
2012	0	0	0	4,684	12,448	31,740	40,344	0	0	0	0	0	89,216

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

<i>Revenues:</i>	<i>Month Actual</i>	<i>YTD Actual</i>	<i>2012-13 Adpoted Budget</i>
State Grant	\$ -	\$ -	\$ -
Charges for Service	18,419	18,419	145,500
Interest and Rents	19	19	3,000
Other Revenue	26	26	-
Total Revenues	\$ 18,463	\$ 18,463	\$ 148,500

<i>Expenses:</i>	<i>Month Actual</i>	<i>YTD Actual</i>	<i>2012-13 Adpoted Budget</i>
Personnel Costs	\$ 6,088	\$ 6,088	\$ 43,021
Supplies	94	94	3,400
Admin/Computing/Equipment Fees	2,042	2,042	24,508
Contractual Services	89	89	26,500
Utilities	49	49	7,702
Other Services and Charges	1,062	1,062	9,600
Repairs and Maintenance	3,208	3,208	9,000
Capital Outlay	-	-	-
Operating Transfers Out	-	-	5,800
Total Expenses	12,632	12,632	129,531
Depreciation	-	-	46,000
Total Expenses and Depreciation	\$ 12,632	\$ 12,632	\$ 175,531

Net Fund Change	\$ 5,831	\$ 5,831	\$ (27,031)
Retained Earnings	June 30 unadjusted	\$ 664,115	
Less Net Capital Assets		\$ (541,437)	
Net Undesignated Reserves		<u>\$ 122,678</u>	
Add Seasonal Rentals paid but not posted to income yet		\$ 38,729	
Deduct Expenses paid in advance, not posted to expense yet			
Deduct Amount due from Beach, Rev earned but not transferred to cash			
Add Accounts payable owed but not paid yet		\$ 4,223	
Add Wages & Payroll tax payable owed but not paid yet		<u>\$ -</u>	
Adjusted Undesignated Reserves		<u>\$ 171,462</u>	
Cash & Investments Balance		<u>\$ 171,462</u>	

Black River Park Revenues

Black River Park Revenue
As of July 31, 2012

Fiscal Year Ending	Seasonal Dock	Transient Dock	Boat Launch & Parking fees	Seasonal Launch Permit	Revenue Total	Operational Expense	Net Revenue
2007	84,563	9,480	42,544	10,471	147,058	90,412	56,646
2008	96,484	11,143	37,896	10,053	155,576	97,145	58,431
2009	93,239	9,240	37,261	11,922	151,662	99,992	51,670
2010	84,432	9,249	38,478	10,183	142,342	90,883	51,459
2011	66,393	8,658	42,038	3,859	120,948	113,430	7,518
2012	73,619	10,711	55,134	10,097	149,561	129,949	19,613
2013	3,745	3,567	9,692	1,200	18,204	12,632	5,572

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

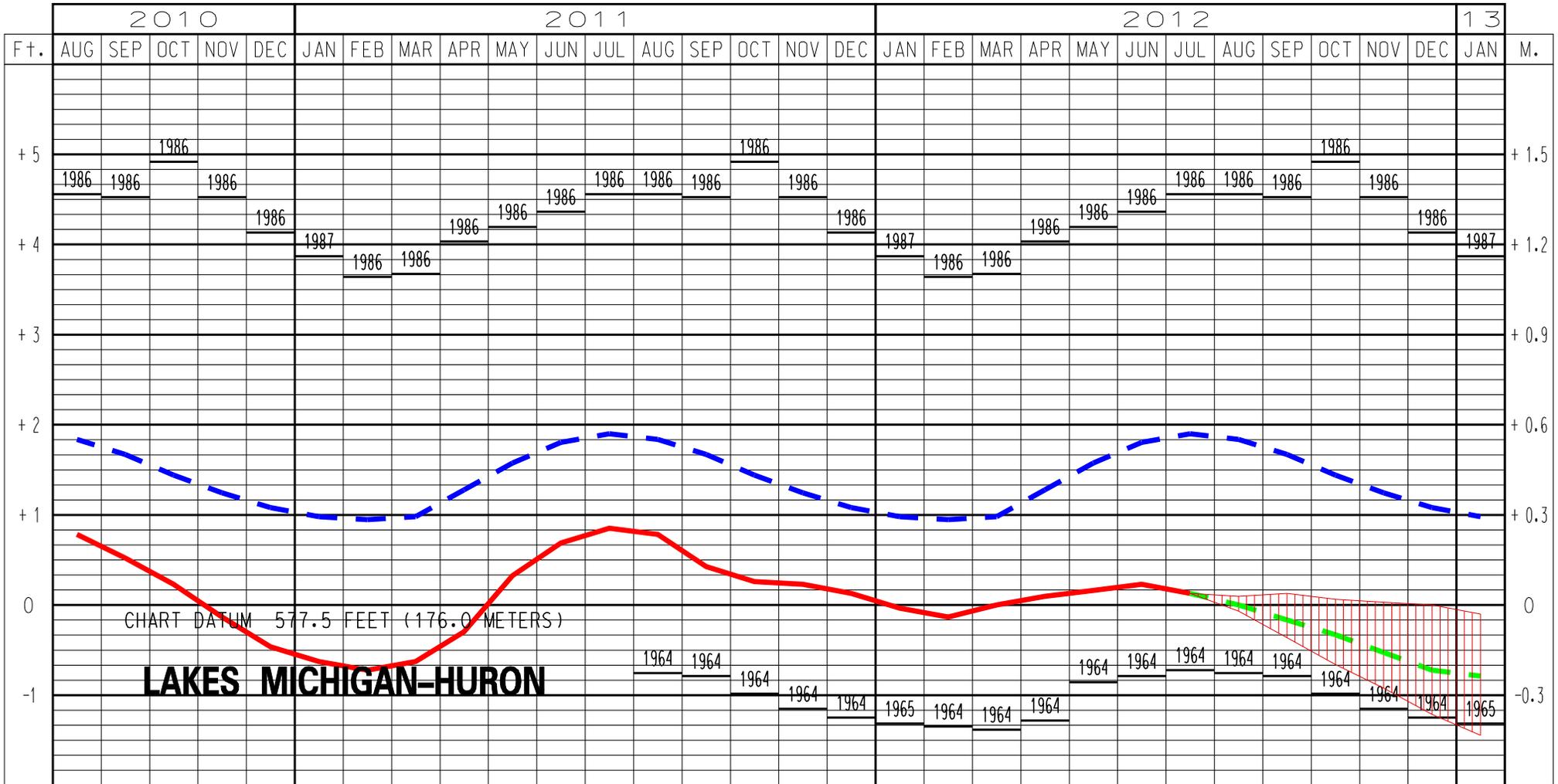
	Boat Launching & Parking Fees Revenue												Calendar Year Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
2007	0	0	0	1,289	4,160	7,725	13,459	7,941	5,917	1,808	0	0	0	42,299
2008	0	0	0	831	2,768	5,172	11,030	10,046	4,709	2,170	0	0	0	36,726
2009	0	0	0	370	3,378	5,558	10,738	7,704	8,311	812	0	0	0	36,871
2010	0	0	0	527	6,102	4,284	13,972	11,844	2,799	2,186	0	0	0	41,714
2011	0	0	0	126	4,301	6,870	19,145	10,345	7,373	1,221	0	0	0	49,381
2012	0	0	0	0	7,000	10,050	9,692	0	0	0	0	0	0	26,742

	Launching - Seasonal Permit Revenue												Calendar Year Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
2007	0	0	0	2,261	4,157	2,749	1,453	0	0	0	0	0	0	10,620
2008	0	0	0	1,885	3,743	2,972	1,620	0	0	0	0	0	0	10,220
2009	0	0	0	2,770	4,924	2,608	640	0	0	0	0	0	0	10,942
2010	0	0	0	1,370	7,158	1,015	1,546	0	75	0	0	150	0	11,314
2011	0	0	0	610	75	1,403	1,222	0	0	75	0	0	0	3,385
2012	0	0	0	600	6,620	1,580	1,200	0	0	0	0	0	0	10,000

	Seasonal Dock Revenue												Calendar Year Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
2007	9,140	27,530	6,155	11,695	12,270	5,762	0	0	250	400	5,200	4,787	0	83,189
2008	7,940	45,315	9,400	11,905	12,675	-1,388	0	0	200	2,000	5,009	1,655	0	94,711
2009	6,865	41,215	7,085	9,125	4,990	15,095	0	0	0	0	5,000	0	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	0	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	0	70,684
2012	3,995	20,485	9,585	6,440	18,500	1,655	3,745	0	0	0	0	0	0	64,405

	Transient Dock Revenue												Calendar Year Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
2007	0	0	0	169	1,303	1,986	3,988	2,672	984	0	0	0	0	11,102
2008	0	0	0	329	1,562	1,609	2,571	2,904	1,204	303	0	0	0	10,481
2009	0	0	0	0	483	1,776	2,444	3,796	1,332	0	0	0	0	9,831
2010	0	0	0	0	748	930	2,657	2,479	746	0	0	0	0	7,560
2011	0	0	0	0	818	1,958	4,492	2,190	1,181	23	0	0	0	10,662
2012	0	0	0	0	604	2,221	3,567	0	0	0	0	0	0	6,392

LAKES MICHIGAN-HURON WATER LEVELS - AUGUST 2012



LEGEND

LAKE LEVELS

RECORDED

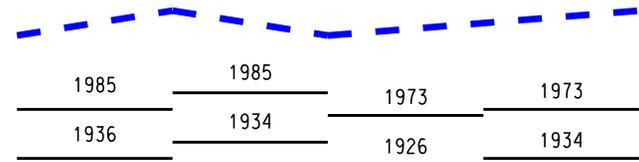
PROJECTED



AVERAGE **

MAXIMUM **

MINIMUM **



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

August 14, 2012

TO: Harbor Commission

FR: Paul VandenBosch

RE: Dredging Permits

At the last Harbor Commission meeting, staff received a recommendation to have dredging permits prepared for the North Side and South Side marinas, the main channel upriver from the Dyckman Bridge, and the shoal area just outside the pierheads.

I received some additional information from the Army Corps of Engineers, and am requesting that the Harbor Commission consider including the entire federal channel in the dredging permit instead of just the shoal area outside the pierheads.

Paul Vandenbosch

From: O'Bryan, Thomas W LRE <Thomas.W.O'Bryan@usace.army.mil>
Sent: Wednesday, July 18, 2012 8:35 AM
To: Paul Vandenbosch
Cc: Wright, David L LRE; Rose, Steven S LRE; Strum, Marie T LRE; O'Bryan, Michael K LRE; Schropp, Chris C LRE
Subject: Re: South Haven sheet 2 (UNCLASSIFIED)

This is a concern for other harbor communities also that have done this and the answer is no it would not effect your status. In my opinion it shows you are willing to help out and be a great partner therefore if we do get a break in funding your community will be on the list for funding.

You can always dredge just a portion of the federal harbor.

We would be glad to assist in the permit process in you need help.

Feel free to contact me with any questions.

Thomas W. O'Bryan, PE
Chief, Lake Michigan Area Office
(616)842-5510 ext 25523
Mobile: (616)340-5795

----- Original Message -----

From: Paul Vandenbosch [<mailto:pvandenbosch@south-haven.com>]
Sent: Wednesday, July 18, 2012 06:58 AM
To: O'Bryan, Thomas W LRE
Subject: RE: South Haven sheet 2 (UNCLASSIFIED)

Tom;

If the City of South Haven were to get a dredging permit for the area currently in the federal harbor, would we rank lower or be disqualified from future federal dredging projects?

We would like to be prepared to deal with shoals, especially at the sandbar just outside the pierheads, but we can't afford to dredge the whole channel. I am just wondering if there might be any reason the federal government would remove us from dredging lists if we start to spot dredge problem areas on our own.

Paul VandenBosch
Project Manager
City of South Haven
539 Phoenix Street
South Haven, MI 49090
269-637-0775 desk
269-637-5319 fax
pvandenbosch@south-haven.com

-----Original Message-----

From: O'Bryan, Thomas W LRE [mailto:Thomas.W.O'Bryan@usace.army.mil]
Sent: Wednesday, May 16, 2012 9:17 AM
To: Paul Vandenbosch
Cc: Wright, David L LRE; Rose, Steven S LRE; Schropp, Chris C LRE; Bouwhuis, Brian J LRE; Mahoney, Maureen H. (Mollie) LRE
Subject: RE: South Haven sheet 2 (UNCLASSIFIED)

Classification: UNCLASSIFIED
Caveats: NONE

The only option that I am aware of would be to apply for a dredging permit from the USACE and the State of Michigan and perform the dredging with your own resources. We have expedited permits for other communities to dredge the federal channel so if this is the route that you decide to take the sooner the better for applying for a permit.

The USACE does not have funding for the dredging at South Haven Harbor this year or any year in the near future as we many priorities across the country that compete for the federal tax dollars and in the Great Lakes region we only currently receive minimal funds for the commercial ports let alone shallow draft harbors like South Haven

Feel free to contact me for any further assistance.

Tom O'Bryan
616-842-5510 ext 25523
Cell 616-340-5795

-----Original Message-----

From: Paul Vandenbosch [mailto:pvandenbosch@south-haven.com]
Sent: Wednesday, May 16, 2012 9:00 AM
To: O'Bryan, Thomas W LRE
Subject: RE: South Haven sheet 2 (UNCLASSIFIED)

Tom;

At last night's Harbor Commission meeting, we reviewed the soundings and have a concern about the shoal area just outside of the pierheads, where the soundings are identified at roughly 10.6 feet.

Our tall ship, the Friends Goodwill draws 9 feet, and we expect a number of sailboats to arrive during the Queen's Cup race which would be affected by a 10 foot depth.

Are there any options to remove this shoal area prior to the June 29 Queens Cup race?

Thanks

Paul VandenBosch
Project Manager
City of South Haven
539 Phoenix Street
South Haven, MI 49090
269-637-0775 desk
269-637-5319 fax
pvandenbosch@south-haven.com