

Harbor Commission

Regular Meeting Agenda

Tuesday, September 17, 2013
5:30 p.m., City Hall Council Chambers
South Haven City Hall



City of South Haven

1. Call to Order

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

2. Approval of Agenda

3. Approval of Minutes: August 20, 2013 Regular Meeting

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

5. Marina Reports

6. Marina Rates

7. Marina Facility Rental

8. Marina Marketing Plan

9. Marina Capital Improvement Plan

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Secretary, Harbor Commission

South Haven City Hall is barrier free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Hall.

Harbor Commission

Regular Meeting Minutes

Tuesday, August 20, 2013
5:30 p.m., City Hall Council Chambers
South Haven City Hall



City of South Haven

1. Call to Order

Roll Call:

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

2. Approval of Agenda

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

All in favor. Motion carried.

3. Approval of Minutes:

- June 18, 2013 Regular Meeting
- July 16, 2013 Regular Meeting
- July 16, 2013 Workshop

Motion by Stephens, second by Reineck to approve the June 18, 2013 Regular Meeting minutes, the July 16, 2013 Regular Meeting minutes and the July 16, 2013 Workshop minutes.

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

VandenBosch reviewed the Marina Reports with the board.

Silverman hopes that by the end of the season the Marina Manager can join us and provide an analysis of what has been done in the past and what the manager thinks should be done in the future to increase revenues. Silverman also suggested a careful look at transient charges; noted that most municipal marinas are charging more.

Arnold wondered if, with the low water issues experience this spring, more should have been done throughout the season to let people know that the water levels were higher than they were initially.

Pyle said "Pure Michigan" marketing has a focus of staying close to home; we are seeing families that are not staying so local coming from further away. Expressed the need to be sure the community, as a whole, is being marketed well.

Reineck noted weather, fuel prices and lousy fishing as reasons for the lower numbers of transients and day launchers this year. Pyle pointed out that their business sold more seasonal passes this year; people seem to like the gate system better when used with the seasonal pass. Asked whether the commission can see a report on how many passes are being used. Reineck pointed out that the price of fuel is greater here in South Haven than in adjacent ports.

6. Old Harbor Moorings

One of the applicants distributed a handout regarding the Old Harbor Moorings' request.

VandenBosch introduced the application; noted that there is a drawing with the harbor lines indicated, but not the proposed pilings, so it is hard to tell whether the dock extensions are within the harbor lines or not. Not sure the application has all the information we need to make a decision.

Silverman asked which line the commission is to use when considering projects, the project line or the harbor line to which VandenBosch responded, "The city project lines." Silverman asked which is shown here. VandenBosch indicated that Mitchell & Morse Surveys are showing the federal harbor line, not the city project line, according to the drawing included in the packet. Silverman noted that the City project lines seem to coincide with the Federal Harbor lines.

VandenBosch pointed the commission to the drawing on page thirty-eight (38) of the agenda packet; the illustration appears to show at least some docks going beyond the harbor lines. The applicant noted that there used to be floating docks, but when we replaced those, we got permission from the Army Corps of Engineers to extend those two docks. VandenBosch asked if all the docks are being proposed to extend five (5) feet. Reineck asked whether the request to extend all the docks five (5) feet means the two at the end would be ten (10) feet beyond the harbor lines.

Tom Hudson, Treasurer; Old Harbor Moorings: Noted that with the low water and dredging there continues to be erosion. The board wanted to make the project more attractive to the association members by extending the docks. Silverman pointed out there is a provision that he believes does not allow the commission to approve structures that extend beyond the harbor line, in which case non-conforming docks being replaced or rebuilt would be required to extend less.

VandenBosch pointed the commissioners to page twenty-eight (28) of the agenda packet; there are questions (findings) which the Harbor Commission needs to consider. All questions must be answered "no" for a project to be approved. Number One (1) asks "Does any portion of the proposed project extend beyond the City Project Lines?"

Reineck asked if in reconstructing the sea wall there will be some space lost, to which Hudson responded that every time a sea wall is put in, there is a little loss because the new sea wall has to be put in front of the existing seawall.

Discussion ensued regarding docks across the river from Old Harbor Moorings; those docks appear to need replacement. Reineck observed that the docks across the river look structurally unsound.

Strong commented that his biggest issue with extending the Old Harbor Moorings docks further than they are is that no other marina in the river has boats that stick out past the docks further. Strong indicated that some boats extend ten (10) feet beyond the docks and questioned if the proposed extension of the Moorings docks means the association members will put in even bigger boats and stick out even further.

Silverman has personal concerns about impeding the traffic as it waits for the bridge in that area; however he noted that concern is somewhat irrelevant because he cannot get past the ordinance.

Stephens noted that any proposed development is supposed to include certain information for the board to consider. VandenBosch said he would normally include a written recommendation; in this case he recommends that this board recommend that the Planning Commission deny this request because of the extension of the docks.

Jim Fulton, President, Old Harbor Moorings. Showed an as built drawing and asked which line is the City project line and which is the federal harbor line. VandenBosch responded that he would ask the applicant that question. Fulton noted that his understanding is that the city project line goes to the corner of Nichols dock, ten (10) feet inside the harbor lines, and from that point corresponds with the federal harbor line.

Motion by Strong to table this request until we are provided with more information. Silverman said if those lines are the same then it would seem to me that we can accept that as their

representation. On that basis the board has no ability to approve it. Silverman would like to put it off for a month, if it would benefit the applicant; otherwise, it should be denied.

Fulton pointed out that the association board has Department of Environmental Quality (DEQ) and Corps of Army Engineers permits. Silverman noted that he does not know what the DEQ's or the Corps' criteria are but one of Harbor Commissions' concerns is navigation, which is why the Commission has no authority to approve this proposal.

For lack of a second, Strong withdrew his motion.

Motion by Stephens to deny the application from Old Harbor Moorings, based on information received.

Silverman asks for amended motion with specifics.

Motion by Stephens to deny the application from Old Harbor Moorings, based on the fact that the application shows that the proposed project extends beyond the City project lines. Second by Silverman.

(An Aye vote is a vote to deny the request.)

Ayes: Stephens, Reineck, Silverman, Strong, Arnold
Nays: Pyle

Motion carried.

7. Marina Facility Rental

VandenBosch noted we have a new facility, the Northside Marina Building that is only used six (6) months out of the year. There have been requests to use it for a variety of events. VandenBosch pointed out that during the time the Northside and Southside Marinas are closed, it is possible the marina buildings could be rented out or made available for groups use the facilities.

VandenBosch has compiled some policies for the Commission to review and comment on.

There were questions and discussions regarding heating the facility; VandenBosch noted that the type of heating in the Northside building requires some time to heat up.

Pyle questioned the caterers cleaning, noting that for many events the caterers are not still there when the event ends, and recommended a cleaning deposit with the responsibility for clean-up and a clean-up deposit on the person doing the renting.

Silverman asked whether VandenBosch has looked at other facilities. VandenBosch looked into Shadowlands in the City of St. Joseph which is located near the Children's Museum and carousel.

Silverman wondered about permitting alcohol. VandenBosch said it is permitted at Shadowlands, but he is not sure whether it will be permitted here.

In regards to occupancy Silverman asked if the fire department occupancy determination is appropriate to determine occupancy for the facility.

There were questions about the city being involved in approving the caterers. VandenBosch noted that Shadowlands gets part of their revenue from the catering. Silverman would like to leave the catering and cleaning the responsibility of the renter, and the city not in the business of approving caterers.

Discussion ensued regarding allowing local people to have a place to meet. Stephens suggested a resident and non-resident rate.

Reineck did not see how renting out this facility would work without alcohol. Whether there would be additional liability expense was discussed. VandenBosch said he has asked for some help on that and has not gotten any information back. Pyle noted that Harborfest had a tent where alcohol was served by special permit. After discussion VandenBosch noted that the city's liability policy is a blanket policy, the question would be whether this additional use would be included.

There was discussion of the parking being ample off-season. Silverman noted the disadvantage of having to go outside to use the restroom; suggested some sort of canopy or covering for the walkway. VandenBosch noted that the plan is for all city facilities to be shoveled. VandenBosch noted the lack of facilities for seminars and training.

VandenBosch noted the commission has provided him with a lot of helpful information and will bring more information back next month after doing more research. Strong asked about requests to use the facility and VandenBosch noted that there have been some events held there already. Discussion ensued regarding the differences in the size and furnishing between the North and South marina facilities.

8. General Comments

There were none.

Member and Staff Comments

VandenBosch gave the commission a dredging update, noting that the private dredger is mostly moved out but will be back with excavators for some areas that were too low to use

the pipes efficiently. Corps of Army Engineers has said they will be coming, probably next week, and will be focusing on the pier heads.

Fidelman withdrew his request due to it being late in the season. VandenBosch noted Fidelman may return with his request next year.

VandenBosch updated the commission regarding the Dyckman Bridge repairs; the bridge will not be open for boats between October 15th and April 1st; depending on the contractor. The bridge will be closed to pedestrian and vehicular traffic October 1st to April 1st. VandenBosch noted that a contractor has not yet been selected. Pyle wondered if boats that do not need the drawbridge up will be able to get through; VandenBosch responded that will likely depend on what repairs are being done at the time. Stephens asked if there will be a detour for vehicular traffic, to which VandenBosch said there will be signs to direct people around the bridge. Reineck suggested widening the sidewalk. VandenBosch responded that the city applied for grants twice, with a wider sidewalk, which was an additional \$800,000. We had to take the sidewalk widening out to get the grant for the repairs and upgrades. Arnold noted that the sidewalk was brought up at council and it is being looked into. Discussion ensued regarding the specifics of the planned project. VandenBosch commented that the hydraulic and electric components are the main focus, as well as replacement of the deck.

Pyle commented regarding the dredging that there were many problems with the pipes floating up under boats. There were some damage complaints and Pyle wondered how the city is handling the complaints. VandenBosch noted that people are referred to the contractor and told if the contractor does not give satisfaction to call the city back. VandenBosch stated that he hasn't gotten any call backs. Pyle said she is aware of some who are working through their insurance companies and if that fails, they plan to contact the contractor.

Arnold noted that Council was made aware that one of the residents whose house is behind the new North Side Marina facility had a problem with the view. VandenBosch said the complainant was at Harbor Commission meetings and workshops some years ago; she was opposed to the project. VandenBosch pointed out that the city did change the plans to a single story instead of two stories partly because of the complainant's comments and also because of the cost of Americans with Disabilities Act (ADA) requirements for an elevator to a second story. Silverman recalls the complainant's primary focus as the second story. Reineck pointed out that he hears that that the complainant is unhappy, but if he has a property across the road from the lake and someone builds on the lake and blocks his view; that is just the way it is.

Pyle asked about surveys to the boaters, to which VandenBosch responded we should be getting updates from the Marina Manager on what he has been doing to get information from the boaters.

Silverman asked for rate comparables. VandenBosch asked which marinas are good comparables. Silverman noted the rates for municipals vary; he will provide VandenBosch with a list of what he has been charged for a thirty (30) foot sailboat

Adjourn

Motion by Reineck, second by Silverman to adjourn at 6:35 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of August 31, 2013

Fiscal Year Ending in	Revenue	Operational	Net		
Seasonal	Transient	Total	Expense	Revenue	
2002	234,236	161,984	396,220	369,081	27,139
2003	259,840	166,084	425,924	403,463	22,461
2004	280,151	167,907	448,058	429,353	18,705
2005	282,245	170,944	453,189	479,287	-26,098
2006	300,819	173,817	474,636	517,881	-43,245
2007	343,171	170,869	514,040	471,088	42,952
2008	368,408	168,362	536,770	493,906	42,864
2009	377,955	166,674	544,629	492,039	52,590
2010	350,635	161,584	512,219	485,399	26,820
2011	314,270	140,546	454,816	521,900	-67,084
2012	330,660	151,046	481,706	427,390	54,316
2013	377,199	89,267	466,466	599,418	-132,952
2014	0	75,241	75,241	92,976	-17,735

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 \$21,080 annually.

Operating Expense excludes reimbursable dredging costs

	Seasonal Marina Revenue												Calendar Year Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2007	58,007	147,702	34,975	42,960	23,115	-3,846	6,199	1,554	703	1,100	22,348	19,285	354,102
2008	60,795	185,520	32,325	36,210	19,130	16,761	820	50	0	6,550	26,799	900	385,860
2009	44,784	185,069	32,390	25,955	31,150	23,488	843	50	850	900	27,990	1,000	374,469
2010	13,035	218,460	41,530	20,235	5,050	20,692	0	434	350	200	29,812	1,000	350,798
2011	43,222	157,210	38,473	31,230	12,498	-158	800	1,950	400	1,100	17,625	8,865	313,215
2012	31,810	178,650	44,840	14,750	31,795	-1,925	0	200	1,050	3,940	11,420	850	317,380
2013	29476	169,790	80,125	37555	28,362	14,431	0	0					359,739

	Transient Marina Revenue												Calendar Year Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2007	0	0	0	8,528	11,494	39,340	56,647	48,986	10,983	1,553	-41	0	177,490
2008	0	0	0	11,657	8,957	29,620	53,315	53,501	11,385	630	0	0	169,065
2009	0	0	0	11,972	10,994	24,877	55,645	39,835	22,176	1,301	0	0	166,800
2010	0	0	0	8,445	9,029	25,154	52,730	40,107	8,654	1,299	0	0	145,418
2011	0	0	0	373	16,162	21,221	47,565	41,459	12,635	515	0	0	139,930
2012	0	0	0	4,684	12,448	31,740	40,344	21,935	4,392	0	-267	0	115,276
2013	0	706	3,502	2466	3,689	12,501	33,066	42175					98,105

Black River Park Revenues

Black River Park Revenue
As of August 31, 2013

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	71,440	9,150	47,844	10,980	139,414	102,155	37,259
2014	1,040	6,602	27,033	1,250	35,925	26,103	9,821

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

Transfer to River Maintenance Fund of approximately \$5,800 annually

Boat Launching & Parking Fees Revenue													Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	0	0	0	1,289	4,160	7,725	13,459	7,941	5,917	1,808	0	0	42,299
2008	0	0	0	831	2,768	5,172	11,030	10,046	4,709	2,170	0	0	36,726
2009	0	0	0	370	3,378	5,558	10,738	7,704	8,311	812	0	0	36,871
2010	0	0	0	527	6,102	4,284	13,972	11,844	2,799	2,186	0	0	41,714
2011	0	0	0	126	4,301	6,870	19,145	10,345	7,373	1,221	0	0	49,381
2012	0	0	0	0	7,000	10,050	19,667	9,346	4,702	2,376	1,031	112	54,285
2013	56	0	91	637	3,671	6,154	14,069	12,964					37,642

Launching - Seasonal Permit Revenue													Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	0	0	0	2,261	4,157	2,749	1,453	0	0	0	0	0	10,620
2008	0	0	0	1,885	3,743	2,972	1,620	0	0	0	0	0	10,220
2009	0	0	0	2,770	4,924	2,608	640	0	0	0	0	0	10,942
2010	0	0	0	1,370	7,158	1,015	1,546	0	75	0	0	150	11,314
2011	0	0	0	610	75	1,403	1,222	0	0	75	0	0	3,385
2012	0	0	0	600	6,620	1,580	1,200	0	0	-270	0	0	9,730
2013	0	100	400	2,400	3,900	3,250	1,050	200					11,300

Seasonal Dock Revenue													Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	9,140	27,530	6,155	11,695	12,270	5,762	0	0	250	400	5,200	4,787	83,189
2008	7,940	45,315	9,400	11,905	12,675	-1,388	0	0	200	2,000	5,009	1,655	94,711
2009	6,865	41,215	7,085	9,125	4,990	15,095	0	0	0	0	5,000	0	89,375
2010	3,740	30,265	19,680	11,325	15,585	-1,163	1,650	0	0	0	4,650	2,369	88,101
2011	6,550	22,995	3,740	7,215	8,505	8,720	727	3,707	0	1,680	2,175	4,670	70,684
2012	3,995	20,485	9,585	6,440	18,500	1,655	3,745	0	0	600	2,000	200	67,205
2013	3,070	24,760	11,180	6,850	17,300	1,735	55	985					65,935

Transient Dock Revenue													Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	0	0	0	169	1,303	1,986	3,988	2,672	984	0	0	0	11,102
2008	0	0	0	329	1,562	1,609	2,571	2,904	1,204	303	0	0	10,481
2009	0	0	0	0	483	1,776	2,444	3,796	1,332	0	0	0	9,831
2010	0	0	0	0	748	930	2,657	2,479	746	0	0	0	7,560
2011	0	0	0	0	818	1,958	4,492	2,190	1,181	23	0	0	10,662
2012	0	0	0	0	604	2,221	3,567	2,325	1,125	98	0	0	9,939
2013	0	0	0	0	163	1,873	3,815	2,787					8,637

September 3, 2013

TO: Harbor Commission

FR: Paul VandenBosch

RE: Marina Rates

Attached is a marina rate comparison of municipal marinas which participate in the MDNR Marina Reservation System on Lake Michigan.

Grand Haven, Traverse City and Petoskey are the best comparables to the South Haven marinas downstream from the Dyckman Bridge. East Jordan may be a good comparable for Black River Park.

Grand Haven, Traverse City and Petoskey follow the Waterways Commission rate schedule column D.

As part of the grant agreement with MDNR Waterways for the North Side Marina renovation (as well as earlier grants), the agreement states:

"The City shall request, no more than once annually, approval to vary from fee rates set by the Michigan State Waterways Commission."

The requirement to use Waterways rates (or get written approval) applies to all South Haven Municipal Marinas. We are not required to follow Waterways rates, but it is strongly suggested, and we should be getting written approval for any rate changes.

Based on review of these comparable rates, staff has the following recommendations:

Transient Rates:

Adopt the Michigan State Waterways Commission Rate Schedule, Column D for South Side Marina, North Side Marina and Museum Marina. North Side and Museum Marinas will still remain seasonal, but we occasionally rent empty slips as transients, so we need a price for them.

For Black River Park, staff recommends the Michigan State Waterways Commission Rate Schedule Column C.

I recommend writing the resolution so that as this rate schedule is amended by Waterways, South Haven' rates automatically follow.

Seasonal Rates:

While it would be desirable to use Waterways seasonal rates, there is a fairly large jump up or down between South Haven rates and the Waterways seasonal rate columns. Staff does not recommend such a large change to seasonal rates.

Staff recommendation on seasonal rates is not to change them from the 2013 rates.

Black River Park Boat Launch

No changes are recommended to Black River Park Boat Launch rates.

2013 Marina Rate Comparison – MDNR Reservation System Harbors on Lake Michigan
 Seasonal Rates

Slip Length	New Buffalo	South Haven NSM	South Haven MM	South Haven BRP	Grand Haven	Traverse City	East Jordan	Petoskey
20	x						1,420	
21	x						1,491	
22	x						1,562	
23	x						1,633	
24	x			1,655		2,544	1,704	
25	x						1,775	
26	x						1,846	
27	x					2,862	1,917	
28	x						1,988	
29	x						2,059	
30	x	2,915		1,870	4,000	3,180	2,130	2,430
31	x						2,232	
32	x						2,336	
33	x						2,409	
34	x						2,516	
35	x	3,395				3,710	2,590	
36	x						2,736	
37	x						2,849	
38	x	3,725					2,964	3,154
39	x						3,081	
40	x	3,950	3,795				3,200	
41	x						3,321	
42	x					4,578	3,444	3,570
43	x						3,569	
44	x						3,652	
45	x	4,390					3,735	3,960
46	x						3,864	
47	x						3,948	
48	x						4,080	
49	x						4,214	
50	x	4,925				5,450	4,300	
51	x						4,386	
52	x						4,472	
53	x						4,558	
54	x						4,644	
55	x						4,730	
56	x						4,816	
57	x						4,902	
58	x						4,988	
59	x						5,074	
60	x	5,790				6,600	5,160	5,520
61	x						86/sf	

2013 Marina Rate Comparison – MDNR Reservation System Harbors on Lake Michigan
 Transient Rates

Boat Length	New Buffalo	South Haven SS	South Haven BRP	Grand Haven	Traverse City	East Jordan	Petoskey
20		32.25	32.25			32	32
21		32.25	32.25			32	32
22		32.25	32.25			32	32
23		32.25	32.25			32	32
24		32.25	32.25			32	32
25	29	32.25	32.25	32	32	30	32
26	30	32.25	32.25	34	34	31	34
27	31	32.25	32.25	35	35	33	35
28	32	32.25	32.25	36	36	34	36
29	33	33.50	33.50	37	37	35	37
30	35	36.00	36.00	39	39	37	39
31	39	37.50	37.50	41	41	38	41
32	40	39.00	39.00	42	42	40	42
33	41	40.25	40.25	43	43	41	43
34	43	41.00	41.00	45	45	42	45
35	44	42.75	42.75	46	46	43	46
36	49	44.25	44.25	50	50	45	50
37	50	45.75	45.75	51	51	46	51
38	51	47.25	47.25	52	52	47	52
39	57	48.00	48.00	58	58	51	58
40	58	51.25	51.25	59	59	53	59
41	59	52.25	52.25	61	61	54	61
42	61	53.75	53.75	62	62	55	62
43	62	54.75	54.75	64	64	57	64
44	64	56.25	56.25	65	65	58	65
45	65	59.00	59.00	67	67	60	67
46		59.50	59.50	68	68	63	68
47		61.25	61.25	70	70	64	70
48		62.75	62.75	71	71	65	71
49		64.25	64.25	73	73	67	73
50		72.00	72.00	74	74	68	74
51		73.00	73.00	75	75	69	75
52		74.00	74.00	77	77	71	77
53		75.25	75.25	78	78	72	78
54		76.50	76.50	80	80	73	80
55		80.25	80.25	81	81	75	81
56		82.00	82.00	83	83	76	83
57		83.00	83.00	84	84	78	84
58		84.50	84.50	86	86	79	86
59		86.00	86.00	87	87	80	87
60		1.75/ft	1.75/ft	89	89	82	89
61				90	90	83	90
62				92	92	84	92
63				93	93	86	93
64				95	95	87	95
65				96	96	88	96
66				98	98	90	98
67				99	99	91	99
68				101	101	92	101
69				102	102	94	102
70				104	104	95	104
71				105	105	97	105
72				107	107	98	107
73				108	108	99	108
74				110	110	101	110
75				1.48/ft	1.48/ft	1.36/ft	1.48/ft

2013 Marina Rate Comparison – South Haven and MDNR Waterways Rates
 Transient Rates

Boat Length	2013	2013	Difference	Waterways	Difference
	South Haven Transient Rate	Waterways Column D		Column C	
20	32.25	32	-0.25	30	-2.25
21	32.25	32	-0.25	30	-2.25
22	32.25	32	-0.25	30	-2.25
23	32.25	32	-0.25	30	-2.25
24	32.25	32	-0.25	30	-2.25
25	32.25	32	-0.25	30	-2.25
26	32.25	34	1.75	31	-1.25
27	32.25	35	2.75	33	0.75
28	32.25	36	3.75	34	1.75
29	33.50	37	3.5	35	1.5
30	36.00	39	3	37	1
31	37.50	41	3.5	38	0.5
32	39.00	42	3	40	1
33	40.25	43	2.75	41	0.75
34	41.00	45	4	42	1
35	42.75	46	3.25	43	0.25
36	44.25	50	5.75	45	0.75
37	45.75	51	5.25	46	0.25
38	47.25	52	4.75	47	-0.25
39	48.00	58	10	51	3
40	51.25	59	7.75	53	1.75
41	52.25	61	8.75	54	1.75
42	53.75	62	8.25	55	1.25
43	54.75	64	9.25	57	2.25
44	56.25	65	8.75	58	1.75
45	59.00	67	8	60	1
46	59.50	68	8.5	63	3.5
47	61.25	70	8.75	64	2.75
48	62.75	71	8.25	65	2.25
49	64.25	73	8.75	67	2.75
50	72.00	74	2	68	-4
51	73.00	75	2	69	-4
52	74.00	77	3	71	-3
53	75.25	78	2.75	72	-3.25
54	76.50	80	3.5	73	-3.5
55	80.25	81	0.75	75	-5.25
56	82.00	83	1	76	-6
57	83.00	84	1	78	-5
58	84.50	86	1.5	79	-5.5
59	86.00	87	1	80	-6
60	1.75/ft	89		82	
		90		83	
		92		84	
		93		86	
		95		87	
		96		88	
		98		90	
		99		91	
		101		92	
		102		94	
		104		95	
		105		97	
		107		98	
		108		99	
		110		101	
		1.48/ft		1.36/ft	
	Sum:		159	Sum:	-27
	Average:		3.975	Average:	-0.675

2013 Marina Rate Comparison – South Haven and MDNR Waterways Rates
 Seasonal Rates

Slip Length	2013 South Haven NSM	2013 South Haven MM	2013 South Haven BRP	2013 Waterways Rate 1	2013 Waterways Rate 2	2013 Waterways Rate 3	2013 Waterways Rate 4	2013 Waterways Rate 5
20								
21								
22								
23								
24			1,655	2,544	2,064	1,944	1,704	1,392
25								
26								
27								
28								
29								
30	2,915		1,870	3,180	2,580	2,430	2,130	1,740
31								
32								
33								
34								
35	3,395			3,710	3,080			
36								
37								
38	3,725			4,104	3,420			
39								
40	3,950	3,795		4,360	3,680			
41								
42								
43								
44								
45	4,390			4,905	4,275			
46								
47								
48								
49								
50	4,925			5,450	4,900			
51								
52								
53								
54								
55								
56								
57								
58								
59								
60	5,790							

Boat Launch

New Buffalo		
Boat Launch Fee		
7	Under 27'	Michigan Resident/Boat
10	27-36 foot	Michigan Resident/Boat
25	36 foot and over	Michigan Resident/Boat
12	Under 27'	Non-Michigan Resident/Boat
20	27-36 foot	Non-Michigan Resident/Boat
35	36 foot and over	Non-Michigan Resident/Boat

New Buffalo		
Seasonal Pass		
40	Under 27'	Michigan Resident/Boat
50	27-36 foot	Michigan Resident/Boat
60	36 foot and over	Michigan Resident/Boat
80	Under 27'	Non-Michigan Resident/Boat
100	27-36 foot	Non-Michigan Resident/Boat
120	36 foot and over	Non-Michigan Resident/Boat

St Joe	
5	Boat Launch Per Day
35	Boat Launch Seasonal Pass

Saugatuck	
7	Boat Launch Per Day
20	Boat Launch Annual Pass

Holland – Kollen Park	
7	Daily
35	Seasonal

Grand Haven	
10	Daily
60	Seasonal Resident
70	Seasonal Non-resident
45	Senior Resident (62)
60	Senior Non-resident (62)

South Haven – Black River Park	
7	Daily Launch
100	Seasonal Launch Pass
50	10 Launch Tokens

All,

Attached are the 2013 rates for Michigan State Waterways sponsored facilities that were approved by the Department and the Waterways Commission on Friday, October 27th in St. Joseph. There were some slight increases in both transient and seasonal fees. Here are a couple of notes:

Transient Rates:

1. The transient rates are now lettered, "A" through "E". There has been some confusion the last two years so it was determined to remove the numbers from the list. The old standard rate that most marinas use is within column "C". This would have been rate "2" last year. An additional rate was added between the lowest two rates this year to give a sixth level of funding. There was consideration that some facilities felt there was a significant drop between the two lowest rates, therefore Rate "B" was added.
2. You have the ability to set your rates based on what you feel works best for your community/facility. Once you have identified the rate, please forward this information back to me in order to track which column your facility is operating under.
3. If you are on the Central Reservation System (CRS), it is imperative that you get your rates into Christa Sturtevant directly at your earliest convenience. Otherwise, it will be assumed that you are okay with the old "standard" rate, which is now called "C".
4. Transient rates are being adjusted to have a consistent per foot rate. This is taking longer to do because the changes would impact the smaller and larger boats significantly within in a given year. The approach is to do this incrementally and to have it in place for 2014.
5. You can adjust your transient rates within the season if you feel so inclined to do so. If you are a member of the CRS through the Department, this information would be required as part of your beginning inventory. If you are not on CRS, you can make the adjustment according to your needs. Again, please notify me when you plan on having a change so we can track these efforts on a statewide basis.

Seasonal Rates:

1. The Seasonal Rates were adjusted slightly as well. Like the transient rates, seasonal rates are being adjusted to have a consistent per foot rate. The discrepancy between the per foot rates is considerable as it relates to seasonal rates. In most cases, the later rates were adjusted slightly either up or down to reach this goal. The approach is to do this incrementally and to have it in place for 2015.
2. As with transient rates, you are allowed to charge the appropriate rate that best fits your amenities/needs of your facility, as long as you are approved to have seasonal slips.

3. All grant agreements require Department approval for seasonal slips. Once the Department has approved the number of seasonal slips, unless there is a conditional term placed on the approval, the community/state facility can use that number for seasonal slips indefinitely unless otherwise noted by the Department.
4. As with the transient slips, you are required to send us your rate schedule for seasonal slips. Unless there are extenuating circumstances to go outside of these attached rates, we consider any rate move within this amount to be acceptable. Consideration should be given for private marina impacts so that municipal and state facilities are not in adverse competition with these locations for seasonal dockage.

If you have any questions, please either call me at 517 241 2054 or email me at flemingj@michigan.gov. I apologize if you have had difficulty in contacting me. I have inherited two grant programs (snowmobile and ORV) and they have occupied a lot of my time and travel this fall.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

October 18, 2012

TO: Michigan State Waterways Commission
FROM: Ronald A. Olson, Chief, DNR Parks and Recreation
SUBJECT: Waterways Fees

The Department of Natural Resources (DNR) is in the process of the third year of reviewing Transient and Seasonal rate structures. The DNR has supported the development of 67 communities with Waterways funds through the Grant-In-Aid program. These grants require the community to adhere to certain operational constraints once the construction side of the project has been completed.

In these agreements between local communities and the DNR, it states that all tariffs or rate schedules for facilities developed with Waterways funds must be approved by the DNR. Financially, the Waterways fund only supports the development of boating facilities and does not provide monies for base operations. It is up to the communities to support their facilities and to reserve any net revenues for operations and future development.

Historically, the DNR has set the rates for the community. Mechanisms, such as the Consumer Price Index and private marina surveys, helped guide potential annual fee increases. There were only two transient rates, and seasonal rates were based upon which shoreline a community resided along. By setting the fees and requiring a marina to adhere to the rates of a particular area, the community lost some flexibility in setting their rates as it applied to local market value. Communities were allowed to request variances to their assigned rates and often they chose this option. The variances were approved by the DNR with advice from the Waterways Commission.

For the past two years, the DNR has allowed communities to adjust their rates along a greater spectrum of fees. This allows the communities to determine which fees are appropriate for the amenities and local demand, and not on past pricing models. Rates are submitted to the DNR for verification purposes. Communities are also allowed to change transient rates within the season to help assist with marketing and drawing boats into the marina that may otherwise not attend. The communities have embraced the new measure for applying rates and the DNR has recognized a level of efficiency of removing the majority of variance requests.

The state is also reverting back to the slip size for transient and seasonal vessels beginning in the 2014 season. This was pushed back a year, because the Central Reservation System is going to have a new vendor and system in place by that time, and should make the transition smoother.

By switching the fee structure to the size of the slip, it eliminates the need to know the exact length of the vessel and all of their attachments and allows for easier assignment of slips by the staff. Transient rates can vary from \$0 to \$0.19 per foot. Due to the small variance in rates, realignment of these rates by the 2014 season should be in place without significant impacts to the boaters.

Seasonal slips are currently assigned by the size of the slip. The issue with the seasonal rates has to do with the discrepancies between the per foot rates within a designated rate plan. Seasonal slips can vary from \$4 - \$15 per foot depending on which particular plan a community uses.

In order to align a per foot rate between the different sizes, steps have been taken to raise the amount for smaller vessels and either remain current or lower for larger vessels. The majority of boats, which moor at the facilities, will see a slight increase and the overall amount would increase from 2012 to 2013 if the communities remain under the same rate plan.

Staff recommends approving the 2013 rate structures for Seasonal and Transient mooring.

Time for discussion will be allotted on the October 26, 2012 Agenda.

2013 Transient Rates

Michigan State Waterways Commission

Slip Length	A	B	C	D	E	F
25	\$19	\$22	\$30	\$32	\$40	\$51
26	\$20	\$23	\$31	\$34	\$42	\$53
27	\$20	\$24	\$33	\$35	\$43	\$55
28	\$21	\$25	\$34	\$36	\$45	\$57
29	\$22	\$26	\$35	\$37	\$46	\$59
30	\$23	\$26	\$37	\$39	\$48	\$62
31	\$23	\$27	\$38	\$41	\$50	\$64
32	\$24	\$28	\$40	\$42	\$51	\$66
33	\$25	\$29	\$41	\$43	\$53	\$68
34	\$26	\$30	\$42	\$45	\$54	\$70
35	\$26	\$31	\$43	\$46	\$56	\$72
36	\$27	\$32	\$45	\$50	\$58	\$74
37	\$28	\$33	\$46	\$51	\$59	\$76
38	\$29	\$33	\$47	\$52	\$61	\$78
39	\$29	\$34	\$51	\$58	\$62	\$80
40	\$30	\$35	\$53	\$59	\$64	\$82
41	\$31	\$36	\$54	\$61	\$66	\$84
42	\$32	\$37	\$55	\$62	\$67	\$86
43	\$32	\$38	\$57	\$64	\$69	\$88
44	\$33	\$39	\$58	\$65	\$70	\$90
45	\$34	\$40	\$60	\$67	\$72	\$92
46	\$35	\$40	\$63	\$68	\$74	\$94
47	\$35	\$41	\$64	\$70	\$75	\$96
48	\$36	\$42	\$65	\$71	\$77	\$98
49	\$37	\$43	\$67	\$73	\$78	\$100
50	\$38	\$44	\$68	\$74	\$80	\$103
51	\$38	\$45	\$69	\$75	\$82	\$105
52	\$39	\$46	\$71	\$77	\$83	\$107
53	\$40	\$47	\$72	\$78	\$85	\$109
54	\$41	\$48	\$73	\$80	\$86	\$111
55	\$41	\$48	\$75	\$81	\$88	\$113
56	\$42	\$49	\$76	\$83	\$90	\$115
57	\$43	\$50	\$78	\$84	\$91	\$117
58	\$44	\$51	\$79	\$86	\$93	\$119
59	\$44	\$52	\$80	\$87	\$94	\$121
60	\$46	\$53	\$82	\$89	\$96	\$123
61	\$47	\$54	\$83	\$90	\$98	\$125
62	\$48	\$55	\$84	\$92	\$99	\$127
63	\$49	\$55	\$86	\$93	\$101	\$129
64	\$49	\$56	\$87	\$95	\$102	\$131
65	\$50	\$57	\$88	\$96	\$104	\$133
66	\$51	\$58	\$90	\$98	\$106	\$135
67	\$52	\$59	\$91	\$99	\$107	\$137
68	\$52	\$60	\$92	\$101	\$109	\$139
69	\$53	\$61	\$94	\$102	\$110	\$141
70	\$54	\$62	\$95	\$104	\$112	\$144
71	\$55	\$62	\$97	\$105	\$114	\$146
72	\$55	\$63	\$98	\$107	\$115	\$148
73	\$56	\$64	\$99	\$108	\$117	\$150
74	\$57	\$65	\$101	\$110	\$118	\$152
75 ft or greater	\$0.77	\$0.88	\$1.36	\$1.48	\$1.60	\$2.05

2013 Seasonal Rates

Michigan State Waterways Commission

Slip Length	2013 Rate 1	2013 Rate 2	2013 Rate 3	2013 Rate 4	2013 Rate 5	2013 Rate 6	2013 Rate 7	2013 Rate 8	2013 Rate 9	2013 Rate 10
20	\$2,120	\$1,720	\$1,620	\$1,420	\$1,160	\$1,020	\$960	\$880	\$760	\$700
21	\$2,226	\$1,806	\$1,701	\$1,491	\$1,218	\$1,071	\$1,008	\$924	\$798	\$735
22	\$2,332	\$1,892	\$1,782	\$1,562	\$1,276	\$1,122	\$1,056	\$968	\$836	\$770
23	\$2,438	\$1,978	\$1,863	\$1,633	\$1,334	\$1,173	\$1,104	\$1,012	\$874	\$805
24	\$2,544	\$2,064	\$1,944	\$1,704	\$1,392	\$1,224	\$1,152	\$1,056	\$912	\$840
25	\$2,650	\$2,150	\$2,025	\$1,775	\$1,450	\$1,275	\$1,200	\$1,100	\$950	\$875
26	\$2,756	\$2,236	\$2,106	\$1,846	\$1,508	\$1,326	\$1,248	\$1,144	\$988	\$910
27	\$2,862	\$2,322	\$2,187	\$1,917	\$1,566	\$1,377	\$1,296	\$1,188	\$1,026	\$945
28	\$2,968	\$2,408	\$2,268	\$1,988	\$1,624	\$1,428	\$1,344	\$1,232	\$1,064	\$980
29	\$3,074	\$2,494	\$2,349	\$2,059	\$1,682	\$1,479	\$1,392	\$1,276	\$1,102	\$1,015
30	\$3,180	\$2,580	\$2,430	\$2,130	\$1,740	\$1,530	\$1,440	\$1,350	\$1,140	\$1,080
31	\$3,286	\$2,697	\$2,511	\$2,232	\$1,829	\$1,581	\$1,457	\$1,395	\$1,178	\$1,116
32	\$3,392	\$2,784	\$2,592	\$2,336	\$1,888	\$1,632	\$1,504	\$1,440	\$1,216	\$1,152
33	\$3,498	\$2,871	\$2,673	\$2,409	\$1,947	\$1,683	\$1,584	\$1,485	\$1,254	\$1,188
34	\$3,604	\$2,958	\$2,754	\$2,516	\$2,006	\$1,734	\$1,632	\$1,530	\$1,292	\$1,224
35	\$3,710	\$3,080	\$2,835	\$2,590	\$2,065	\$1,785	\$1,680	\$1,610	\$1,330	\$1,260
36	\$3,888	\$3,240	\$2,952	\$2,736	\$2,124	\$1,872	\$1,728	\$1,656	\$1,368	\$1,296
37	\$3,996	\$3,330	\$3,034	\$2,849	\$2,183	\$1,924	\$1,813	\$1,702	\$1,406	\$1,332
38	\$4,104	\$3,420	\$3,154	\$2,964	\$2,242	\$2,014	\$1,862	\$1,786	\$1,444	\$1,368
39	\$4,251	\$3,588	\$3,276	\$3,081	\$2,340	\$2,106	\$1,950	\$1,833	\$1,482	\$1,404
40	\$4,360	\$3,680	\$3,400	\$3,200	\$2,400	\$2,200	\$2,000	\$1,920	\$1,520	\$1,440
41	\$4,469	\$3,772	\$3,485	\$3,321	\$2,460	\$2,296	\$2,091	\$2,009	\$1,558	\$1,476
42	\$4,578	\$3,864	\$3,570	\$3,444	\$2,520	\$2,394	\$2,184	\$2,100	\$1,596	\$1,512
43	\$4,687	\$4,042	\$3,698	\$3,569	\$2,623	\$2,494	\$2,279	\$2,150	\$1,634	\$1,548
44	\$4,796	\$4,136	\$3,828	\$3,652	\$2,728	\$2,552	\$2,376	\$2,244	\$1,672	\$1,584
45	\$4,905	\$4,275	\$3,960	\$3,735	\$2,835	\$2,655	\$2,430	\$2,295	\$1,710	\$1,620
46	\$5,014	\$4,416	\$4,094	\$3,864	\$2,944	\$2,714	\$2,484	\$2,392	\$1,748	\$1,656
47	\$5,123	\$4,559	\$4,183	\$3,948	\$3,055	\$2,820	\$2,538	\$2,444	\$1,786	\$1,692
48	\$5,232	\$4,704	\$4,320	\$4,080	\$3,120	\$2,880	\$2,592	\$2,496	\$1,824	\$1,728
49	\$5,341	\$4,802	\$4,410	\$4,214	\$3,185	\$2,940	\$2,646	\$2,548	\$1,862	\$1,813
50	\$5,450	\$4,900	\$4,500	\$4,300	\$3,250	\$3,000	\$2,700	\$2,600	\$1,900	\$1,850
51	\$5,559	\$5,049	\$4,590	\$4,386	\$3,315	\$3,060	\$2,754	\$2,652	\$1,938	\$1,887
52	\$5,668	\$5,200	\$4,732	\$4,472	\$3,380	\$3,172	\$2,808	\$2,704	\$1,976	\$1,976
53	\$5,777	\$5,300	\$4,823	\$4,558	\$3,445	\$3,233	\$2,862	\$2,756	\$2,014	\$2,014
54	\$5,886	\$5,454	\$4,914	\$4,644	\$3,510	\$3,294	\$2,916	\$2,808	\$2,052	\$2,106
55	\$6,050	\$5,555	\$5,005	\$4,730	\$3,575	\$3,355	\$2,970	\$2,860	\$2,090	\$2,145
56	\$6,160	\$5,656	\$5,152	\$4,816	\$3,640	\$3,416	\$3,080	\$2,912	\$2,184	\$2,184
57	\$6,270	\$5,757	\$5,244	\$4,902	\$3,705	\$3,477	\$3,135	\$2,964	\$2,280	\$2,223
58	\$6,380	\$5,858	\$5,336	\$4,988	\$3,770	\$3,538	\$3,190	\$3,016	\$2,378	\$2,262
59	\$6,490	\$5,959	\$5,428	\$5,074	\$3,835	\$3,599	\$3,245	\$3,068	\$2,478	\$2,301
60	\$6,600	\$6,120	\$5,520	\$5,160	\$3,900	\$3,660	\$3,300	\$3,120	\$2,520	\$2,340
Over 60 ft	\$110 per ft	\$102 per ft	\$92 per ft	86 per ft	65 per ft.	\$61	\$55 per ft	\$52 per ft	\$42 per ft	\$39 per ft.

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 13-xx

A RESOLUTION SETTING THE SEASONAL
AND TRANSIENT SLIP RATES AT SOUTH HAVEN MUNICIPAL MARINAS

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on _____, 2013 at 7:30 p.m. local time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Member _____ and supported by Member _____.

WHEREAS, the Michigan State Waterways Commission establishes recommended fees for both transient and seasonal moorings for state governing Municipal Marinas; and

WHEREAS, the local units of government must maintain rate structures at or above for transient and seasonal rates in compliance with terms and conditions of previously executed grant-in-aid contracts for state grant assistance in facility development; and

WHEREAS, the Harbor Commission has reviewed and recommends the following rates; and

WHEREAS, the City Council concurs with the recommendations as forwarded to the Council by the Harbor Commission.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the South Haven Municipal Marina and Boat Launch Rates be set as follows:

Seasonal Dock Rates

The following seasonal dock rates will be in effect at the City operated facilities:

<u>Slip #'s</u>	<u>Slip Size in Ft.</u>	<u>Amount</u>
Northside Marina		
41-52, 65-68	30	\$2,915
57 thru 64	35	\$3,395
88-96	38	\$3,725
1 thru 10	40	\$3,950
53-56	45	\$4,390
11-40, 83-87	50	\$4,925
69 thru 82	60	\$5,790

Resolution No. 13-xx

Museum Marina		
1 thru 30	40	\$3,795
Black River Park		
1 thru 20	24	\$1,655
21 thru 62	30	\$1,870
Boats greater than the rate assigned will be charged per additional foot		\$115
Reservation Fee		\$5.00
Black River Park Seasonal Launch Pass		\$100
Black River Park 10 Launch Tokens		\$50
Black River Park Daily Launch		\$7

The following discounts may be applied to seasonal boater fees, subject to approval of the marina manager:

A first year discount of \$500 may be offered to new seasonal boaters.

Shallow draft slips or unused slips may be rented for use of dinghies and small boats at \$1,000 per dinghy/boat per season.

If, after the the deadline for payment for the season, there appears to be a lack of boats to fill longer slips, the marina manager may rent slips to shorter boats at a rate equal to the boat length plus one half the difference of the slip length and boat length.

The marina manager may request in writing from the city manager special rates for slips with extraordinary conditions such as surge, shallow draft or other conditions which make the slip difficult to rent. The marina manager may apply those rates after receiving written approval from the city manager.

Transient Slip Fees

Transient slip fees at the North Side Marina, South Side Marina and Museum Marina are the current year rates approved by the Michigan State Waterways Commission, Column D.

Transient slip fees at the Black River Park Marina are the current year rates approved by the Michigan State Waterways Commission, Column C.

Transient Discount Rates

The following discounts may be applied to transient boater fees, subject to approval of the marina manager:

- a. Pre-Memorial Day and Post-Labor Day Special, stay 4 nights get 3 nights free.

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

Commercial Use of Black River Park

Black River Park Boat Launch Commercial Launching

Commercial launching is defined as the launching of rented boats or other marine service for hire.

Commercial launching at Black River Park Boat Launch shall be permitted only with a license agreement and subject to the following fees:

Annual License fee: \$100

Annual Motorized Rental License For Each Vessel: \$50

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Robert Burr, Mayor

Amanda Morgan, City Clerk

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2012-43

A RESOLUTION SETTING THE SEASONAL
AND TRANSIENT SLIP RATES AT SOUTH HAVEN MUNICIPAL MARINAS

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on October 15, 2012 at 7:00 p.m. local time.

PRESENT: Arnold, Fitzgibbon, Gruber, Klavins, Kozlik Wall, Patterson, Burr

ABSENT: None

The following preamble and resolution was offered by Member Fitzgibbon and supported by Member Kozlik Wall.

WHEREAS, the Michigan State Waterways Commission establishes recommended fees for both transient and seasonal moorings for state governing Municipal Marinas; and

WHEREAS, the local units of government must maintain rate structures at or above for transient and seasonal rates in compliance with terms and conditions of previously executed grant-in-aid contracts for state grant assistance in facility development; and

WHEREAS, the Harbor Commission has reviewed and recommends the following rates; and

WHEREAS, the City Council concurs with the recommendations as forwarded to the Council by the Harbor Commission.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the South Haven Municipal Marina and Boat Launch Rates be set as follows:

Seasonal Dock Rates

The following seasonal dock rates will be in effect at the City operated facilities:

<u>Slip #'s</u>	<u>Slip Size in Ft.</u>	<u>Amount</u>
Northside Marina		
41-52, 65-68	30	\$2,915
57 thru 64	35	\$3,395
88-96	38	\$3,725
1 thru 10	40	\$3,950
53-56	45	\$4,390
11-40, 83-87	50	\$4,925
69 thru 82	60	\$5,790

Resolution No. 2012-43

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Museum Marina		
1 thru 30	40	\$3,795
Black River Park		
1 thru 20	24	\$1,655
21 thru 62	30	\$1,870
Boats greater than the rate assigned will be charged per additional foot		\$115
Reservation Fee		\$5.00
Black River Park Seasonal Launch Pass		\$100
Black River Park 10 Launch Tokens		\$50
Black River Park Daily Launch		\$7

The following discounts may be applied to seasonal boater fees, subject to approval of the marina manager:

A first year discount of \$500 may be offered to new seasonal boaters.

Shallow draft slips or unused slips may be rented for use of dinghies and small boats at \$1,000 per dinghy/boat per season.

If, after the the deadline for payment for the season, there appears to be a lack of boats to fill longer slips, the marina manager may rent slips to shorter boats at a rate equal to the boat length plus one half the difference of the slip length and boat length.

The marina manager may request in writing from the city manager special rates for slips with extraordinary conditions such as surge, shallow draft or other conditions which make the slip difficult to rent. The marina manager may apply those rates after receiving written approval from the city manager.

Transient Slip Fees

The following transient slip fees will be in effect at the City operated facilities:

Boat Size	Transient Rates
1-24 feet	\$ 32.25
25 feet	\$ 32.25
26 feet	\$ 32.25
27 feet	\$ 32.25
28 feet	\$ 32.25
29 feet	\$ 33.50
30 feet	\$ 36.00
31 feet	\$ 37.50

32 feet		\$ 39.00
33 feet	\$ 40.25
34 feet		\$ 41.00
35 feet		\$ 42.75
36 feet		\$ 44.25
37 feet	\$ 45.75
38 feet		\$ 47.25
39 feet		\$ 48.00
40 feet		\$ 51.25
41 feet	\$ 52.25
42 feet		\$ 53.75
43 feet		\$ 54.75
44 feet		\$ 56.25
45 feet		\$ 59.00
46 feet	\$ 59.50
47 feet		\$ 61.25
48 feet		\$ 62.75
49 feet		\$ 64.25
50 feet		\$ 72.00
51 feet	\$ 73.00
52 feet		\$ 74.00
53 feet		\$ 75.25
54 feet		\$ 76.50
55 feet		\$ 80.25
56 feet	☐\$ 82.00
57 feet		\$ 83.00
58 feet		\$ 84.50
59 feet		\$ 86.00
60 feet and over		\$1.75 per ft.
		\$ -
Temporary Rate	Under 40'	\$ 7.25
For two hours	Over 40'	\$ 12.00
		\$ -
Black River Park all Slips		\$ 23.25

The following discounts may be applied to transient boater fees, subject to approval of the marina manager:

- a. Pre-Memorial Day and Post-Labor Day Special, stay 4 nights get 3 nights free.
- b. After July 15, a Remainder of Season discount will be made available. A seasonal slip may be rented for the remainder of the season, with the fee calculated as the number of days remaining until October 15 times the minimum Waterways Transient rate (column 1) for the length of boat.

Commercial Use of Black River Park

Black River Park Boat Launch Commercial Launching

Commercial launching is defined as the launching of rented boats or other marine service for hire.

Commercial launching at Black River Park Boat Launch shall be permitted only with a license agreement and subject to the following fees:

Annual License fee: \$100

Annual Motorized Rental License For Each Vessel: \$50

Black River Park Marina Commercial Use of Slips

Subject to the approval of the marina manager, and subject to a license agreement with the City of South Haven, commercial uses may be permitted at slips at Black River Park Marina, subject to the following fees:

Annual License fee: \$100 plus the seasonal slip fee or transient slip fee.

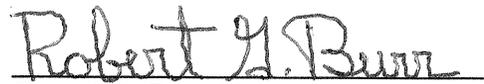
BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: Arnold, Fitzgibbon, Gruber, Klavins, Kozlik Wall, Patterson, Burr

Nays: None

RESOLUTION DECLARED ADOPTED.


Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 15th day of October, 2012, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq*).


Amanda Morgan, City Clerk

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2011-16

A RESOLUTION APPROPRIATING FUNDS AND
AUTHORIZING A WATERWAYS GRANT AGREEMENT

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on March 21, 2011 at 7:30 p.m. local time.

PRESENT: Arnold, Bemis, Klavins, Kozlik Wall, Patterson, Burr

ABSENT: Fitzgibbon

The following preamble and resolution was offered by Member Kozlik Wall and supported by Member Arnold.

BE IT RESOLVED THAT the City of South Haven accepts the terms of Agreement as received from the Michigan Department of Natural Resources and Environment, and that the City agrees, but not by way of limitation, as follows:

1. To appropriate the sum of Eight Hundred Fourteen Thousand Two Hundred dollars (\$814,200.00) to match the Eight Hundred Fourteen Thousand Two Hundred dollars (\$814,200.00) State grant authorized by the Department.

2. To maintain satisfactory financial accounts, documents, and records, and to make them available to the Department for auditing at reasonable times.

3. To construct the facilities and provide the funds, services, and materials as may be necessary to satisfy the terms of the Agreement.

4. To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations.

5. To establish and appoint the City Manager to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms.

6. To enforce all State statutes and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the City pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.

7. To comply with all terms of the Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

Resolution 2011-16

- 1 -

WATERWAYS GRANT AGREEMENT

Harbors and Docks – Mooring Construction

THIS WATERWAYS GRANT AGREEMENT (the "Agreement") is made as of April 5, 2011, between the City of South Haven, VAN BUREN COUNTY, MICHIGAN (the "City") and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, a principal department of the State of Michigan (the "Department").

WHEREAS, the City is an important center of recreational boating activity and serves as a refuge point for shallow-draft recreational vessels;

WHEREAS, the City has asked that the Department assist the City in the construction of a new harbormaster building including demolition of the existing office/restroom and shower building at the City of South Haven Northside Marina (the facilities);

WHEREAS, the City and Department jointly participated in the engineering study for the preparation of plans and specifications for the facilities; and

WHEREAS, the Department is willing to assist the City to construct the facilities, which are estimated to cost One Million Six Hundred Twenty-eight Thousand Four Hundred dollars (\$1,628,400.00), with the Department agreeing to pay 50% of the estimated cost, and is not to exceed Eight Hundred Fourteen Thousand Two Hundred dollars (\$814,200.00).

NOW, THEREFORE, in consideration of the Agreement's mutual promises and undertakings, the parties agree as follows:

1. The Department shall:

(a) grant to the City a sum of money equal to 50% of the cost of construction of the facilities called for by the plans and specifications, including final engineering costs, but not to exceed Eight Hundred Fourteen Thousand Two Hundred dollars (\$814,200.00). The final reimbursement amount to the City, minus the project management fee, will be Seven Hundred Eighty-nine Thousand Seven Hundred Seventy-four dollars (\$789,774.00). The words "plans and specifications" shall mean the plans and specifications developed for the City for the facilities prepared by a consulting firm duly licensed to perform professional services within the State of Michigan (the "State").

(b) release State funds as reimbursement according to the following:

Acceptance by the City of this Agreement, written Department approval of final plans and specifications (bidding documents), receipt of all necessary permits, award of contract to a competent contractor (licensed in the State of Michigan) to accomplish the work called for by the plans and specifications following bidding procedures acceptable to the Department and City, and receipt of payment reimbursement requests.

The final ten (10) percent shall be paid upon completion of work and receipt of progress payment requests from the contractor that are approved for payment by the designated project manager. The final ten (10) percent of State funds shall be paid upon completion of the project and 60 days after receipt of project cost documentation to the Department by the City or completion of an audit of the expenditures for the facilities by the Department, whichever occurs first.

(c) make the resources of the Department and the experience gained by the Department operating similar boating projects available to the City.

(d) provide for the routine inspection of the facilities, including all equipment and buildings.

2. The City shall:

(a) immediately appropriate the sum of Eight Hundred Fourteen Thousand Two Hundred dollars (\$814,200.00) for the project, which represents fifty (50) percent of the total cost of the project work called for by this Agreement. Any additional funds needed to complete this work, called for in this Agreement, shall be provided by the City.

(b) construct the facilities to the satisfaction of the Department, and to provide the funds, services, and materials necessary to satisfy this Agreement. There shall be no deviation from the plans and specifications without the express written consent of Chief of the Recreation Division. Proceeding with unauthorized changes shall result in excluding the work from State fund eligibility. Upon completion of the project, a final set of "as built" plans shall be submitted to the Department on a CD in an appropriate format.

(c) use all funds granted by the Department to this Agreement solely for the conduct and completion of the project work within three (3) years from the date of this Agreement. The City shall maintain satisfactory financial accounts, documents and records, and shall make them available to the Department for auditing at reasonable times. The City

shall retain all accounts, documents, and records for the facilities for not less than three (3) years following completion of construction.

(d) permit Department review and approval of all professional services agreements, project contracts, bidding documents, specifications and final engineering drawing plans before being sent out to bid. The Department must approve all change orders before being initiated. The Department shall have a representative on the selection panel for all contracts.

(e) ensure that all premises, buildings, and equipment-related procedures comply with all applicable State and Federal regulations for employee and public safety and with all applicable construction codes. All facilities shall comply with the barrier free design requirements of the Utilization of Public Facilities by Physically Handicapped Act, MCL 125.1351 *et seq.* The City shall submit a written report to the Department annually in which any safety issues, identified through inspections, are listed and compliance procedures are outlined. If the Department determines the City has failed to correct any safety issues, the Department will have the necessary work completed and the City shall pay 105% of the cost of the work.

(f) construct the facilities authorized under this Agreement, and the land and water access ways to those facilities, only in accordance with the plans and specifications approved by the Department.

(g) certify to the best of its knowledge and belief that the City and any principal, agent, contractor, and subcontractor of the City:

(1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any State or Federal agency.

(2) have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property within a three-year period preceding this Agreement.

(3) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses.

(4) have not had one or more public transactions (Federal, State, or local) terminated for cause or default within three years preceding this Agreement.

(5) will comply with all applicable requirements of all Federal and State laws, rules, executive orders, regulations, and policies governing this program.

3. After the facilities are constructed, the City shall:

(a) establish or assign a competent and proper agency of the City to operate the facilities, to regulate the use of the facilities, and to provide for maintenance for the facilities to the satisfaction of the Department.

(b) provide to the Department for approval, a complete tariff schedule containing all charges to be assessed against watercraft utilizing the facilities and to provide any amendment to the schedule to the Department for approval before becoming effective. Any fee schedule adopted by the City shall provide for sufficient income to defray operating and maintenance expenses of the project exclusive of depreciation. The City shall not impose fees for the use of the facilities unless they have been specifically approved by the Department in writing. Any net revenues accruing from the operation of the facilities shall be separately accounted for and reserved in a restricted fund by the City for the future maintenance or expansion of the facility or, with the Department's approval, for the construction of other recreational boating facilities. The City shall request, no more than once annually, approval to vary from fee rates set by the Michigan State Waterways Commission.

(c) enforce all State statutes and local ordinances pertaining to marine safety, licensing of watercraft, and the dispensing of marine fuel within the City.

(d) furnish the Department, upon request, detailed statements covering the annual operation of the facilities, including boat traffic, income, and expenses for the 12 months ending December 31 of each year.

(e) hold the State of Michigan and the Department harmless from damages or any suits brought against the City due to construction, maintenance or operation of the facilities.

(f) maintain throughout the life of this Agreement suitable signs for both land and water approaches designating this project as having been constructed by the City and the Department. The size, color, and design of these signs shall be approved by the Department before being constructed.

(g) adopt the ordinances or resolutions as required to effectuate this Agreement. The City shall forward certified copies of all the ordinances and resolutions to the Department before their effective date.

(h) participate in the State Harbor Reservation System for the life of facilities.

(i) provide, upon the Department's request, one seasonal boat slip at no cost for Department-owned vessels.

4. Facility improvements are held in perpetuity. Perpetuity is defined as life of facilities. Life of facilities is defined as a minimum of 20 years from latest grant award. The City may request release from grant obligations after 20 years from date of last executed grant agreement.

5. The City shall comply with all State statutes applicable to the facilities, including wage rates.

6. The City must submit all reports, documents, or actions required by this Agreement to the Chief of the Recreation Division, Department of Natural Resources and Environment, P.O. Box 30257, Lansing, Michigan 48909. The City must submit invoices for reimbursement within ninety (90) days of invoice date.

7. Nothing in this Agreement shall be in any way construed to impose any obligation of whatsoever nature, financial or otherwise, upon the Department for the operation or maintenance of any recreational boating facilities.

8. All of the facilities constructed pursuant to this Agreement, or pursuant to any amendments or extensions of this Agreement, shall be reserved in perpetuity by the City for the exclusive use and/or rental, on a daily basis, by the operations of transient recreational watercraft, unless otherwise authorized in writing by the Department.

9. Commercial operations of any type shall not be permitted to regularly use any of the facilities or to be located on the facilities without the prior written approval of both the City and the Department.

10. The facilities and the land and water access ways to the facilities shall be open to the public at all times on equal and reasonable terms, and that no individual shall be denied access to, or the use of, the facilities on the basis of race, color, religion, national origin, or ancestry contrary to the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 *et seq.* or the Persons with Disabilities Civil Rights Act 1976 PA 220, MCL 37.1101 *et seq.*, and any violation of this requirement shall be a material breach of contract, subject to penalties as provided in this Agreement.

In connection with this Agreement, the City shall:

(1) comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101 *et seq.*, and all other Federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The City agrees to include this covenant, not to discriminate in employment, in every subcontract entered into for the performance of this real estate contract. A breach of this covenant is a material breach of this Agreement.

(2) send, or its collective bargaining representative shall send, to each labor union representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative its commitments under this Agreement.

11. The City represents that it possesses good and clear title to all lands involved in this project, and that it will defend any suit brought against either party which involves title, ownership, or specific rights, including appurtenant riparian rights of any lands connected with or affected by this project.

12. The facilities constructed under this Agreement shall not be wholly or partially conveyed, either in fee or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the title, ownership, or right of maintenance or control by the City without the Department's prior written approval.

13. Any failure by the City to abide by any of the conditions, promises, or undertakings contained in this Agreement shall constitute a material breach of this Agreement. A material breach of this Agreement could result in an "ineligibility" status with all Department-administered grant programs until the breach is corrected. Further, a material breach of this Agreement by the City shall entitle the Department to the following options:

(a) To purchase the facilities and the right of access over City property to the facilities at the existing value of the facilities, less any financial contribution made by the

Department. The value of the facilities shall be determined by three competent appraisers; one to be selected by the City, one to be selected by the Department, and the third to be selected by the first two appraisers. The Department and the City shall equally share the total fees of these appraisers, including expenses. The appraisal shall be limited to the value of the facilities for the construction, repair, or rehabilitation in which the facilities are located. No value shall be assigned to the right of access to the facilities over City property. The Department shall have ninety (90) days from the date of receipt of the appraisals within which to exercise its option. If the Department does not exercise the option within that period, the City shall pay to the Department a sum equal to the total financial contribution made by the Department towards the construction or maintenance of the facilities.

(b) To accept from the City a sum equal to the total financial contribution made by the Department for the construction or maintenance of the facilities.

14. This Agreement shall not be effective until the Michigan Legislature appropriates the State funds for the facilities and the State Administrative Board approves their release.

15. The Department's rights under this Agreement shall continue in perpetuity.

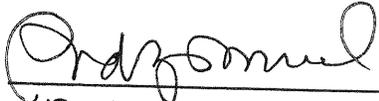
16. Failure of either party to insist on the strict performance of this Agreement shall not constitute waiver of any breach of the Agreement.

17. This Agreement represents the entire agreement between the parties and supersedes all proposals or other prior agreements, oral or written, and all other communications between the parties.

18. No amendment to the Agreement shall be binding upon the parties unless it is in writing and signed by a duly authorized representative of both parties.

IN WITNESS WHEREOF, the parties execute this Agreement by the signatures of their duly authorized representatives.

WITNESSES:



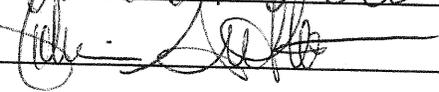
Paul VandenBosch

CITY OF SOUTH HAVEN

By: 

Brian Dissette
Title: City Manager





MICHIGAN DEPARTMENT OF
NATURAL RESOURCES AND
ENVIRONMENT

By: 

Ronald A. Olson, Chief
Recreation Division



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



RODNEY A. STOKES
DIRECTOR

April 5, 2011

Mr. Paul VandenBosch
Project Manager
City of South Haven/City Hall
539 Phoenix Street
South Haven, MI 49090-1399

Dear Mr. VandenBosch:

Enclosed are two (2) copies of an Agreement between the City of South Haven and the Michigan Department of Natural Resources (DNR). Also enclosed are two (2) copies of a Resolution for adoption by the City authorizing execution of the Agreement.

Please do not put a date on the first page of the Agreement, but I ask that you sign both copies of the Agreement, and return all copies of the Agreement along with the Resolution to my attention for Department signatures. The DNR, Parks and Recreation Division, will date the Agreement once it is fully executed, and return a signed copy for your files.

If, after reviewing these materials, you have any questions, do not hesitate to call me.

Sincerely,

Paul R. Petersen
Waterways Grant Program Manager
Parks and Recreation Division
P.O. Box 30257
Lansing, Michigan 48909-7757
517-335-3033

Enclosures

September 3, 2013

TO: Harbor Commission

FR: Paul VandenBosch

RE: Marina Facility Rental Policy

From October 15 to April 15 the marina facilities are unused. With the construction of the new North Side Marina building, we have had inquiries on use of the building for events and gatherings. The type of gatherings that might be expected are business meetings, wedding rehearsal dinners, other dinner gatherings, local nonprofit and social groups, and meetings related to City of South Haven business.

Staff is working to put together a policy on rental of the facilities, and requests Harbor Commission review of this policy. While our main focus is on the North Side Marina, rental of the South Side Marina could also be considered.

It is unknown at this time whether serving of alcohol could be permitted. Staff is researching this. Until this is known, the policy below will assume that alcohol is not allowed. If alcohol could be permitted, the policy should be amended to reflect terms to control serving of alcohol and security issues.

The policy is being reviewed by the zoning administrator to determine what type of zoning approvals will be required.

Marina Facility Rental Policy

The facilities are available from October 15 to March 30. Outside of this period, the facility may be available if the event time is approved by the marina manager.

The number of persons attending an event is limited to 50 persons at any one time. (Building occupancy is 54).

The closing time of events shall be 11 p.m. or earlier. The marina facility shall be vacated prior to the closing time.

Cleaning and Damage Deposit Requirement:

A date will not be reserved until a deposit has been received. The cleaning and damage deposit amount is equal to the value of half of the expected room rent plus a \$500 security deposit. A deposit is required to reserve the marina facility. If the facility has been cleaned to the satisfaction of staff, and there are no damages, the full amount of the security deposit (\$500) will be returned within 30 to 45 days after the event. If there are damages or cleaning is required, the cost of repair and/or cleaning will be deducted from the deposit amount and the remainder will be returned to the client within 90 days of the event.

Cancellation:

If you need to cancel your event, please contact City staff as soon as possible. The deposit, minus an administration fee of \$200, is refundable only if we are able to rebook the marina facility.

Final Payment:

Final payment is due one week prior to the event. Access to the facility will be prohibited without final payment before the event.

Food Service:

Clients may bring food and beverages to serve in the marina facility. The client is responsible for providing tablecloth, tableware and serving utensils. The client is responsible for fully cleaning the marina facility to the satisfaction of City staff.

No caterer shall serve food at a marina facility except for caterers approved in advance by the City. The caterer shall provide tablecloth, tableware and serving utensils. The caterer shall agree to fully clean the facility after the event to the satisfaction of City staff.

Parking:

During the period October 15 to April 15, parking is available in the spaces reserved for marina boaters.

Pricing

Afternoon/Evening Events (access to the room after 2pm with a closing time later than 2:00 p.m.)

Monday - Thursday	\$100
Friday and Sunday	\$200
Saturday	\$300

Mid-Day Events (access to the facility after 8am with a closing time prior to 2 p.m.)

Monday - Thursday	\$40
Friday and Sunday	\$60
Saturday	\$80

South Haven based nonprofit and social groups may rent the facilities at 50% off the rental rate.

City of South Haven meetings approved by the City Manager are at no charge.

Staff is requesting Harbor Commission review of the Marina Facility Rental Policy.

Some considerations which affect rental of marina facilities during the off-season:

Heat: The building would have to be heated during winter. Originally we assumed that we would be turning the heat down to about 60F during the winter to save on heating expense. Because the heating system is hot water in-floor heating, it takes about a day to get up to temperature. So we would likely need to heat at a higher temperature than we had anticipated during the winter season. Revenues from rental will eventually need to cover this additional cost.

Restroom Access: Guests would need to walk outside on the marina deck area to get to the restrooms. There is one indoor restroom that can be used, but this may not be adequate. There would be a need for snow removal on the marina deck. There is a code to the lock on the marina restroom doors, which guests would have to punch in to access the restroom.

Tables: There would likely be a need to switch the furniture from lounge mode to table mode. One solution would be to use the round outdoor tables and chairs, moving them indoors for the winter. Some of the couches and lounge chairs would need to be moved either to the laundry room or to another location for storage.

There would likely be a need for inspection and cleaning of restrooms and other facilities by the City on a regular basis even if others are responsible for cleanup for individual events.

Security: If serving of alcohol is eventually permitted, some means of controlling guests when there are parties with alcohol is required. It may be possible to require the caterer to manage this with catering staff.

Management of the Facilities

Typical management tasks include deposits, scheduling, cancellations, room setup, inspection and cleaning. Potentially this could be managed outside of the City.

Paul Vandenbosch

From: Linda Anderson
Sent: Wednesday, August 28, 2013 1:48 PM
To: Paul Vandenbosch
Cc: Brian Dissette
Subject: occupancy Northside Marina

Tony Marsala just told me that the maximum public occupancy for the marina is 58 if the reception desk and kitchen areas are included and 54 if those areas are omitted.

■ [Linda S. Anderson//City Planner//Zoning Administrator](#)

City of South Haven // Office (269) 637-0760

Building Services Department, 539 Phoenix Street, South Haven, MI 49090 // www.landerson@south-haven.com

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



City of South Haven

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

MEMORANDUM

To: Paul VandenBosch
From: Linda Anderson
Re: Proposed Marina Facility Rental
Date: September 4, 2013

Staff has been asked to identify any zoning or city code regulations which would regulate the renting of the marina buildings. After careful review of the regulations, no requirements were found specifically pertaining to this use and no zoning review would be required. There are general regulations which apply to all activities in the city, including this rental of public facilities. Most notable among these regulations are the noise and litter ordinances, sign and exterior lighting regulations and the overcrowding prohibition. Persons or groups renting the facility will need to be aware of and agree to comply with these regulations in advance of the rental.

If you need anything further, please let staff know.

To: Paul VandenBosch

From: John Marple

**Re: Proposed Marketing Plan
South Haven Municipal Marinas**

Overview: Current City of South Haven rates and procedures as well as the boating market as a whole present an interesting challenge for transient facilities. While weekends remain strong weekdays (Sunday through Thursday) have average to low occupancy throughout the season. Further, while I have no real data to back up this impression, it appears that small boats (below 40') are not traveling nearing as much as the larger boats. In speaking with many of the boaters it appears that traditional cruising (for a week or more) has dropped significantly. The cost of fuel, the economy and other factors certainly play a part.

Marketing Plan

Overview: At this time I do not believe we need to increase our marketing efforts for seasonal docks at the facilities. 2013 brought 37 new boaters into the Municipal Marinas. We are receiving inquiries already for next year. There is a small waiting list for small docks at the Northside and only two seasonal docks essentially remain at the Maritime Museum facilities. This Marketing Plan should be reviewed in conjunction with the Capital Expenditure Plan which seeks to rehabilitate the existing facilities and enhance the appearance of the marinas as a whole.

Branding:

Most marketing professionals recommend a branding of a product for any effective marketing program (think "Coke"). Once the branding has been completed you want to stay consistent with the overall marketing efforts to provide an easily recognizable product for the boating public.

For the City's marinas I offer the following three recommendations to facilitate the branding of the facilities to help promote the City's Marina Enterprise Fund utilizing three distinct factors:

Maritime District:

The Chamber of Commerce, Visitor's Bureau, Parks Commission, Maritime Museum, Downtown Development Authority and Historical Society and more have all recommended to the City Council that the area surrounding our harbor from pier head to pier head up to the drawbridge be designated the "Maritime District." This would include all three facilities below the drawbridge, the Harborwalk, Riverfront Park and

Lighthouse. The idea is to create a distinctive area within the City to foster the rich maritime history of South Haven.

To that end I suggest the following, which I know would be controversial, but I believe would help in the overall marketing of the facilities. Rename each of the facilities in a manner that reflects the historical background of the port. I suggest that we rename the Northside Marina (very boring) as the Maritime Docks, the Museum Docks the Museum Docks and the Southside Marina in honor of Captain Donahue, lighthouse keeper for over 35 years receiving his “commission” after the civil war.

In conjunction with renaming the facilities to recognize the Maritime District, there are efforts to revitalize the existing displays that provide an historical narrative of the harbor, new signage downtown to point to the way to the maritime district and more.

Top Ten Port:

Yachting Magazine named South Haven a top ten port. Why not use that designation in the marketing efforts?

Location, Location, Location:

Any marketing campaign needs to emphasize its best attributes that distinguishes its product from others. South Haven has a unique combination of “locations” that should be included in any branding program being:

1. Location: Easy access to major ports in southern Lake Michigan; and
2. Location: Quick, painless dockage upon entering the port; and
3. Location: Close access to Restaurants, etc.

Recommendation: Utilize the three factors above to create a “brand” for the Municipal Marinas and then create an advertising program centered on that theme. Once completed utilize the program as follows:

Specific Recommendations:

Seasonal Dockage is doing just fine. The specific marketing listed below will emphasize transient only.

Web Site:

We need a website separate and apart from the City website.

First of all, try to find the link to the marina page, it is two deep in a dropdown menu (which does not work well on a phone or tablet).

<http://south-haven.com>

Hint: Departments – Parks and Recreation - Marinas

We could put together a Municipal Marina website, a South Haven Harbor website or a South Haven Maritime District website promoting the entire harbor and downtown area, in cooperation with other South Haven organizations and websites.

Boat Shows:

Last year we attended two boat shows, the Strictly Sail and the Grand Rapids Boat Show. I believe we should do the same this year with one exception. We “piggy backed” onto the Maritime Museum’s booth in Grand Rapids which was not in the main room of the boat show. Recommend paying for a booth in the main boat show.

Discounted Weekday Rates:

To increase occupancy during the week we should show value to the boating public. That means that the transient rates for weekdays (Sunday through Thursday) should be lower than weekends. Further, we should look at discounting multiple day stays at the facility.

Discounted multi-day stays:

Based on occupancy on any given day, a card or other type of notification could be used to entice boats already in the harbor to stay another day for a discounted rate.

Increased Weekend Rates:

In order to increase income I would suggest that the Harbor Commission review the weekend rates at the Marinas. In the peak period of June 15th – August 15th there is a great demand for transient dockage. I have heard no adverse comments on the pricing for dockage; in fact I have heard how reasonable the rates are in comparison with other facilities. Remember we are competing with not lonely Michigan Waterways’ facilities but public and private throughout the lower Lake Michigan area.

Award Program for repeat visitors:

Many hotel chains feature a system that awards repeat visitors. We may want to consider a “free” night after ten night stays.

Increased Marketing Emails

We have a growing email list from previous transient boaters, yacht clubs and others where we can directly market to those who have visited or inquired about the marinas. Professionally designed emails should bring those who have expressed interest in the past to the Marinas.

Regional Advertising:

Many Marinas advertise in regional boating magazines. For instance, Great Lakes Scuttlebutt’s recent issue had 27 different facilities advertising in the Marketplace section. The advertising size runs from a quarter page to a full page. Once the branding has been completed I would suggest a professionally prepared print advertising be

produced and “test” the market with a series of advertisements to see what, if any, response we get. Below are the rates for the advertising:

MARKETPLACE RATES <i>(back half of magazine)</i>				
	<i>1x</i>	<i>3x</i>	<i>6x</i>	<i>4 color</i>
Full page	\$2400	\$2000	\$1600	+\$400
½ page	\$1200	\$1000	\$800	+\$300
¼ page	\$600	\$500	\$400	+\$100
⅛ page	\$300	\$250	\$200	+\$50

Recommendation: Try a sample regional advertising on a one-year basis to evaluate effectiveness. Prepare the advertising copy to be published for the winter boat show season.

2013 Improvements

In 2013 the following improvements were made to the facilities:

Southside Marina

1. Power wash all decking
2. Water treat all decking
3. Paint all railings and doors
4. Paint office and reception area
5. Refinished and treated picnic tables
6. Repainted fire hose housings
7. New coffee station
8. Steam clean carpets
9. Replace Hand Dryers
10. Painted public restrooms
11. Installed emergency ladders

Maritime Museum

1. Extend Gas Line to Shelter
2. Install new on demand hot water heater
3. Temporary gas grill
4. Landscaping
5. Install new ladders to individual docks and emergency areas
6. New Hand Dryers

Northside Marina

1. Power wash all decking
2. Water seal all decking
3. Install Landscaping
4. Restriped parking areas and creation of new parking system
5. Installed new boater's ladders
6. Installed Emergency Ladders
7. Installed toilet paper dispensers, trash receptacles, soap dispensers, and baby changing station.

Proposed Capital Improvements

Overall: The three facilities on the downstream side of the bridge should be renovated over a period of five years or so. Emphasis should be placed on the Maritime Museum Docks as the other two facilities are either brand new or in excellent shape. Many of the proposed improvements are designed to “brand” the facilities so that each are recognizable to the boating public as well as improve the “ambiance and conveniences” of the facilities.

Currently Black River Park is being reviewed under a master plan process. Therefore, little attention has been given to the area. However, staff strongly suggests that as we move forward to the next boating season to construct two picnic areas for the use of seasonal boaters for their exclusive use.

Southside:

Overview: The Southside Marina suffers from a few design defects as well as age. The roof needs replacement, the bathroom lack sufficient air handling and drainage, and the

building could use a paint job. Finally the “party deck” could use sun screening and gas grills to improve appearance and amenities. Overall condition is excellent, public and boaters’ baths are in very good condition except as identified above.

1. Bathrooms:
 - a. Ventilation and heat in bathrooms; and
 - b. Drainage in hallway of bathroom facilities.
2. New roof: Metal roof with tear off and repair @ approximately \$12 - 15.00 a square foot. Approximately 6,850 sq.ft. = \$100,000.00.
3. Gas Grills for boaters @ \$2 – 10,000.00
4. Refinish wood bead board @ \$2,500.00
5. Sunshades for party deck: Install two patio umbrella systems on the party deck that matches the ones that will be constructed at the Maritime and Northside Docks.
<http://www.patiofurniturebuy.com/luxury-9-feet-wide-patio-umbrella-lmpxmulti5r27/>
6. Paint building @ Approximately \$20,000.00
7. New Electrical Pedestal for Headdock to accommodate one or two additional large watercraft.
8. Cable TV.
9. New Carpet @ Approximately \$2,000.00

Northside:

Overview: The Northside marina’s new facility has dramatically improved the facilities. Other areas of the facility could be improved over time to keep the look fresh, accommodating and modern. Recommended improvements are as follows:

1. Renovate the center deck with gas grills and patio umbrella @ \$8,500.00
2. Floating dock system for east end of marina by steel retaining wall @ approximately \$32 - 37.50 sq.ft. Recommended size is 75’ X 38’ = \$57,350.00. Could accommodate up to 16 personal watercraft @ approximately \$3,600 per unit. The floating docks could be phased in over a number of years. Rentals in the area of \$1,000 seasonal would provide a payback of five years or less.
3. Construction of dock box bases for the slips in front of the new building.
4. Fencing: This past season the Northside Marina has generated a ton of pedestrian traffic. Some consideration should be given to fencing to shield the area from that traffic. At a minimum, signage should be placed to reduce the number of pedestrians on the basin’s sidewalk by the seasonal boaters.

Maritime Museum

1. Rehabilitate bathrooms and showers @ \$6,000.00. The existing toilets, sinks are in good condition but the accessories, fixtures, ventilation need attention. The proposed improvements Include:
 - a. Heat and ventilation for bathroom and showers;
 - b. New fixtures
 - c. Upgrade accessories
 - d. Tile Walls – Should the determination be made to tile the walls of the existing facilities the cost would be approximately \$6,240.00 based on \$10.00 a square foot.

2. Rehabilitate Decking on headwalls and docks approximately 7,600 square feet including:
 - a. Consider redecking entire dock area @ \$3.00 square foot for deck material utilizing composite decking. Counterbracing as needed.
 - b. Total material cost estimated @ \$38,000.00.
 - c. Installation @ \$30,000
3. Upgrade Landscaping and lighting: The entrance and boardwalk to the municipal docks could use additional lighting. The same holds true for the party deck. Rather inexpensive (\$170.00) "Marine" led lighting could be installed to improve safety and appearance. In addition, some thought should be made of installing fencing on the front and west side of the property thereby creating a more secure and private space for the boaters. We currently have quite a few visitors from All Seasons Marine that use the property for dog runs. Suggested style would be a four foot fence similar to the back fence installed on Williams Street.



4. Rehabilitate Party Deck:
 - a. Paraflex Multiflex five umbrella configuration @ \$5,090 complete with base and umbrella covers. Cost of installation about \$750.00. Total = \$6,000.



<http://www.patiofurniturebuy.com/luxury-9-feet-wide-patio-umbrella-lmpxmulti5r27/>

- b. Installation of grills and bar area @ \$10,000.00.
5. Investigate enlarging restroom facilities. There appears to be sufficient room underneath the existing roof to increase restroom facilities. The plan would be to add two complete bathrooms instead of the existing separate facilities due to the size restrictions of the existing patio roof.
6. Rehabilitate outside of existing bathrooms. The current concrete block walls could be clad by a number of finishes depending on the theme that is chosen. The majority of the boaters at the Maritime seem to like the Key West idea so my suggestion is to clad the building with cedar siding and stain similar to that color scheme at the Southside Marina. Cost for cladding the existing building would be approximately \$4,000.00
7. New outdoor furniture. The Maritime Museum's new improvements include patio furniture that is quite attractive and certainly appears durable.

Black River Park

Currently Black River Park is being reviewed for a complete rehabilitation by the City of South Haven including the construction of a new fish cleaning station. Therefore, current suggestions are based on the boat docks and parking areas of the park.

Recommendations

1. Power wash and seal all finger piers;
2. Create picnic areas in several different locations along the shoreline. There are several areas that could be carved out along the shore wall to create picnic areas for boaters. Two picnic tables, shade and gas grills would be placed on wood decks, concrete or increase the pebble stone to provide for a shaded area to grill and hang out.



3. Paint, Landscape around bathrooms.

Conclusion:

A systematic plan to improved existing facilities should be implemented to keep the marinas competitive in the market place. The proposed plan utilizes resources in a manner to upgrade existing facilities while insuring that the existing development remains in good shape. Emphasis has been placed on the Maritime Docks due to their condition and the fact that Black River Park is currently being reviewed for redevelopment under a Master Plan. By implementing a five year capitalization plan expenses can be controlled on a yearly basis based on a predetermined plan.

PROPOSED CAPITAL EXPENDITURE PLAN
SOUTH HAVEN MUNICIPAL MARINA

YEAR	SOUTHSIDE MARINA	NORTHSIDE MARINA	MARITIME MUSEUM	BLACK RIVER PARK	ESTIMATED COST OF CAPITAL IMPROVEMENTS
2014	<p>Gas Grills Refinish Bead Board Water Seal Docks New Electrical Pedestal for Headdock</p> <p>Estimated Cost @ \$12,000</p>	<p>Construct Dock Box Frames in front of new building Cost TBD Water Seal Docks</p> <p>Install Floatation Dock System in a Phased In System</p> <p>Not in estimated cost of capital improvements</p>	<p>Rehabilitate Existing Bathrooms Install Grills and Kitchen Install Party Deck Umbrellas Power wash and seal docks</p> <p>Estimated Cost @ \$22 – 25,000 (seven seasonal slips)</p>	<p>Construct 2 Picnic Areas including Shade System Power wash and seal docks</p> <p>Estimated Cost @ \$11,000.00 (six seasonal slips)</p>	<p>\$48,000 Or Eleven 40' Seasonal Slips</p>
2015	<p>Install Patio Umbrella System</p>	<p>Install Exterior Lighting Around Steps to Basin</p> <p>Increase</p>	<p>Install landscaping and lighting and fencing New Patio</p>	<p>Black River Park Master Plan</p>	<p>\$36,000 Or Eight 40' Seasonal Slips</p>

	New Ventilation and Heating in Bathrooms Estimated Cost \$24,000.00	Floatation Docks	Furniture Estimated Cost @ \$12,000		
2016	Replace Existing Roof with New Metal Roof Estimated Cost \$100,000	Increase Floatation Docks	Clad Existing Bathroom Building Estimated Cost \$6,000		
2017		Install Patio Umbrella System on Outer Deck New Deck Furniture	Rehabilitate Existing Docks		
2018	Paint Building		Construct new bathroom Facilities		