

Harbor Commission

Regular Meeting Agenda

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



City of South Haven

1. Call to Order

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

2. Approval of Agenda

3. Approval of Minutes: September 17, 2013 Regular Meeting

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

5. Marina Reports

6. Black River Park Master Plan

7. Marina Facility Rental

8. Dredging Update

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Secretary, Harbor Commission

Harbor Commission

Regular Meeting Minutes

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



City of South Haven

1. Call to Order

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

2. Approval of Agenda

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

All in favor. Motion carried.

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

Motion by Silverman, second by Pyle to approve the August 20, 2013 Regular Meeting Minutes as written.

All in favor. Motion carried.

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

None at this time.

5. Marina Reports

VandenBosch reviewed the Marina Reports; noted trends with Seasonal and Transient Marina Revenues and remarked that boat launching a little low this calendar year, VandenBosch suggested leaving the gate to the launch open during the off season, as there was not enough revenue to justify keeping it closed.

After questions from Stephens and Silverman regarding the dredging costs and the notes regarding operational expenses, staff was directed to request of the Finance Director a breakdown of operational expenses for the fiscal years 2012 and 2013, to be brought before the commission at the next regular meeting.

6. Marina Rates

The board is being asked to decide whether the city should stay with the rates as they stand; staff has requested that we go to the Waterways rate schedule for transient rentals due to ease of using the state reservation system. It also would make the transient rates simpler. Moving to Column D of the Waterways rate schedule would mean an increase. Reineck questioned what affect this increase would have on revenues.

Staff's recommendation is to keep seasonal rates as they are.

Discussion ensued regarding the pros and cons of having two sets of rates, one for the North, South and Maritime Museum Marinas and another (lower) for Black River Park Marina due to it having less amenities. Reineck noted that the overall increase being suggested is about ten percent (10%). Pyle disagrees with what she feels is devaluing of the Black River Park Marina by decreasing the fees. Pyle feels that the product being marketed is the same; you are still at South Haven and can take part in all that is offered here. Strong pointed out the long dark walk across that parking lot to the restrooms and that the further up the river you are, the slips value goes down, whether you are renting or buying.

VandenBosch noted that he has also provided a Boat Launch fees comparison for commissioners' information although the staff recommendation is to keep boat launch fees the same. VandenBosch pointed out that John Marple, the Marina Manager, has suggested some discounts which are not included in the resolution. VandenBosch suggested that the commission look at the marketing plan before getting into the rate setting.

The commission skipped Item seven (7) at this time to discuss Item eight (8).

8. Marina Marketing Plan

VandenBosch indicated Marple's memo regarding the marketing plans he would like to implement. Since slips are in the greatest demand from June 15 through August 15 the intent is to increase weekend rates during that period.

VandenBosch pointed out that timing is not an issue; this could be brought back to the next meeting. Discussion ensued regarding the pros and cons of specificity in wording of the resolution. It was suggested that a simple, flexible plan be created which allows the Marina Manager to act according to what is actually happening in the marinas regarding transient rentals.

Discussion of loyalty discounts and various ways to implement an awards program led to Marple pointing out such discounts as a very common technique used by hotels. Accountability (city manager approval) and flexibility (for the Marina Manager to react to the market as it comes along) are keys to a loyalty or award program. Marple suggested rewriting the paragraph in the resolution "market conditions" to allow for that flexibility.

Discussion of the rocky beginning of the season, minor issues with dredging and with opening of the new marina. Marple would like to have another year to get their feet on the ground before new rates are implemented. Wants to be sure everything is running well before increasing slip rates; Silverman supports maintaining the current rates, establishing what the value is and setting the rates accordingly.

Pyle reminded of the letter received at the last meeting with twenty (20) plus signatures regarding setting a senior rate for the boat launch and suggested "purchase a seasonal launch pass prior to March 1st and get the senior discount." Silverman asked whether there are people who are not coming because of the one hundred (100) dollar pass cost. Pyle said people are going to Saugatuck and St. Joseph to launch and suggested charging \$75.00 instead of \$100.00 to seniors purchasing early.

VandenBosch questioned whether there is support among the commission for the lowered seasonal rates, noting that City Council will ultimately make the decision. Reineck said he believes there is some value in that; our seasonal launch passes are higher than most other places.

VandenBosch asked if there is a standard for being a "senior". Pyle noted that for the Department of Natural Resources it is age sixty-five (65). Reineck suggested decreasing the launch pass cost across the board, "It is not just the seniors that struggle to meet those fees." Reineck believes the city needs to get their fees in line with other ports. The question of whether Black River Park Marina transient folks are paying their slip fee plus their launch fee. Discussion of whether there would be benefit in an across the board cut as suggested by Reineck.

Motion by Pyle to offer a senior discount for those sixty-five and over of twenty-five (25) dollars off the one hundred (100) dollar seasonal launch pass at Black River Park Marina. Second by Reineck.

Yeas: Pyle, Reineck, Stephens, Strong, Arnold.

Nays: None

Silverman abstained.

Motion carried.

Motion by Silverman to recommend to the City Council the adoption of a Resolution Setting the seasonal and transient slip rates at South Haven Municipal Marinas with the following changes:

- Resolution page 1. Amend the paragraph beginning "Now, therefore, be it resolved . . ." to read "Now, therefore, be it resolved that the South Haven Municipal Marina and Boat Launch Rates for 2014 be set as follows."

- Resolution page 2. Add Black River Park seasonal launch pass discounted to seniors age sixty-five (65) and over at \$75.
- Resolution page 2. Amend the first sentence of the paragraph above the heading Transient Slip Fees to read: "The marina manager may request in writing from the city manager special rates for slips to improve occupancy."
- Resolution page 3. Under the heading Commercial Use of Black River Park, amend the second sentence to read: "Commercial launching is defined as the launching of watercraft available for hire." and the last sentence to read: "Annual Rental License for Each Motorized Vessel: \$50."

Second by Stephens.

All in favor. Motion carried.

During discussion VandenBosch explained that the North Side Marina continues to be treated as seasonal and the South Side Marina as transient but if there are open slips available on the North Side staff can rent them as transient.

Marple said we have an excellent facility and excellent location. Suggested that the three (3) facilities that are downstream from the bridge be branded; South Haven has "location, location, location"; close to the lake, close to restaurants, bars and shops that everyone can walk to. "We need to tell that boater all the things that are within walking distance of the boat slips."

Marple said there is already a move toward branding of our facilities as a Maritime District; to incorporate our rich maritime heritage into marketing. Yachting Magazine named South Haven one of the top ten ports in the world. All of these need to be used to promote our marinas, according to Marple.

Marple contends that the names North Side and South Side Marinas are boring and suggests the facilities be renamed in conjunction with the branding of the Maritime District. Marple suggested "Donahue Docks, named for the lighthouse keeper, the one-legged guy, that's historical, that's exciting!" What the marinas are named is not the point; the city needs to create a comprehensive program, moving forward from today, according to Marple. Marple informed that the way to do the branding is to hire it out. He has a quote for seven hundred fifty dollars (\$750) to create the logo and decent prices for a good website and new brochures for the boat shows later this year.

Marple reiterated that the Marina Manager needs the flexibility to provide rates and discounts to fill those docks; show the value, give the boaters a loyalty program. Noted that transient boaters spend \$250 to \$350 per day when they are in town. While Marple does not

have all the ideas or plans he stated that, “We need to move forward fairly quickly. We should have things in place before the boat shows.”

Marple would like to try advertising for a year to *Scuttlebutt* magazine which is distributed free in marinas to see what kind of response we get from the boaters. Marple does not want to advertise until the branding and renaming have been done.

Regarding Black River Park boaters, Marple suggested providing a couple of picnic areas until such time as Harbor Commission and Planning Commission get their five year Master Plan in place. For a small investment in tables and grills the amenities at Black River Park could be improved. That will not please everybody but will show that the city is not ignoring the folks at Black River Park. Pyle noted it shows progress.

In response to a question regarding what the next step should be Marple thinks if it is the opinion of this board that staff should start a marketing program the board needs to give city staff some direction. Marple would like to come back with two (2) or three (3) proposals from professionals on what they would suggest to have an effective marketing program before the boat shows. Silverman supports securing those proposals and submitting them as early as possible for review. Maybe have a workshop meeting and take some real action for moving forward.

Pyle questioned whether Marple has gotten feedback. Marple said after the early glitches the majority of the Maritime Museum and North Side seasonal boaters are happy. What needs to be done is look after our facilities. When the Maritime Museum folks saw the new building down the street they felt their facilities need some work.

Marple said, “If you look at reviews for Old Harbor Inn you will see there are some complaints regarding rooms that have not been refurbished; those rooms are discounted.”

Stephens asked whether Marple has been sending out the electronic survey as has been done in the past to which Marple replied yes.

Stephens asked if Marple is going to increase participation at boat shows. After suggestions from the board, Marple pointed out the problem with the August dates is obvious, but he does plan to attend the two shows he attended last year.

7. Marina Facility Rental

VandenBosch looked into Zoning and liquor regarding renting out marina facilities for events.

VandenBosch sought information from an event planner and some of the suggestions are:

- Staffing events at the beginning and end. This provides for a welcome, and for a quick inspection at the end. If cleaning is needed the staff person may order that. Also may be a need for changes in the room set up/furnishings for different events.
- The planner's observation was that the weekend rate was very low - \$500 for Friday or Saturday event for North Side in the evening.
- Also noted that both the North and South marina facilities could be rented. Over time as word got out that we were renting that it could be rented quite a bit. Due to the shortage of facilities to rent and the beauty of the marinas the city has a very good combination to market.

VandenBosch considered having a city rental manager but pointed out that the city does not have a city department that could do that. Noted that having someone other than the Marina Manager could create conflicts thus the city is looking at having the Marina Manager do this over the winter. VandenBosch would like a chance to rewrite the policy and start negotiations with the Marina Manager to manage marina rentals.

Silverman thinks it would be very hard to discuss until we see recommended language. Silverman provided information with rental policies and procedures of other municipalities.

Motion by Silverman to table Marina Rental until next meeting and then look at a more specific plan. Second by Reineck. Arnold noted staff should feel free to begin negotiations with Marple.

All in favor. Motion carries.

9. Marina Capital Improvement Plan

Marple listed off thirty-three issues which boaters have complained about and explained that a good number of the major issues have been addressed while others have been started.

Marple wants to develop a plan to continually maintain and upgrade our facilities.

- Some work has been done at the Maritime Museum Marina so would like to finish that and rehab the existing restrooms (takes care of several of the listed complaints).
- South Side Marina facility is a little dated and needs a new roof, better ventilation & heating in the bathrooms.
- North Side Marina: Dock Boxes. Flotation System at the far end on the where the steel sheeting is so boaters could use it for dinghies and jet skis.

- Wants to get a powerful internet system working for next year. Would solve another major complaint.

The costs of improvement Marple listed are what he can do the work for; going out for bid will cost more money. Black River Park is not in Marple's proposal due to the Master Plan that is being developed. Continual improvement makes folks happy and provides a good source of income for the city, according to Marple.

VandenBosch will use this information to put a budget together to bring back to this board. Thinks the metal roof at the Southside may already be budgeted for 2014, which Marple feels will dramatically improve the looks of that facility.

Pyle questioned whether grants should start to be researched for the Maritime Museum. Marple noted that VandenBosch is the grant guy; Marple is just identifying the need. Marple said whether we get grants or not we need to move forward in improving the facilities. We got the gas line in, once we get those gas grills in and the kitchen, clean up those bathrooms and get a canopy system, they will be really happy. Would like to have it be like what the Maritime Museum has done.

Should do something about fencing at some point, needs some signage "boaters only" around the basin.

Member and Staff Comments

VandenBosch gave an update on Black River Park's Master Plan. There is a need for a restroom near the docks/launch/river as well as a fish cleaning station.

Old Harbor Moorings came in and revised their request with no extension of docks or pilings and we followed the procedure and were able to issue a permit.

Pyle questioned how we could entertain the extension of the Nichol's dock area and this one is not allowed to extend. VandenBosch noted that the Nichols dock was not going to go over the city project lines, whereas the Old Harbor Moorings was already out too far and then wanted to extend further.

Update on the dredging. Silverman said the last dredgers left an area near the north of the Idler that is only 4' in places. The Army Corps does not communicate much but VandenBosch has heard them on the radio and Strong said they were working today. VandenBosch noted the area which Silverman indicated was not shallow before the city's dredger did his work. VandenBosch will check soundings and get back with the board.

Pyle asked when Grow America will be taking the bag system away. VandenBosch believes it will be in November or December. They do plan to come back and excavate on north and

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south sides there is some riprap that needs to be put back up. Black River Park marina will also be done with an excavator.

Adjourn

Motion by Strong, second by Stephens to adjourn at 7:44 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of September 30, 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	200	84,845	85,045	120,055	-35,010

NOTES ON OPERATIONAL EXPENSES:

Operational Expense does not include depreciation of approximately \$133,000 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	200				359,939

	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	42,175	9,604				107,708

Black River Park Revenues

Black River Park Revenue
As of September 30, 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	8,801	27,033	1,300	38,174	34,209	3,965

Note: Operational Expense does not include depreciation of approximately \$50,000 per year.
Operational Expenses do not include large construction expenses.

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

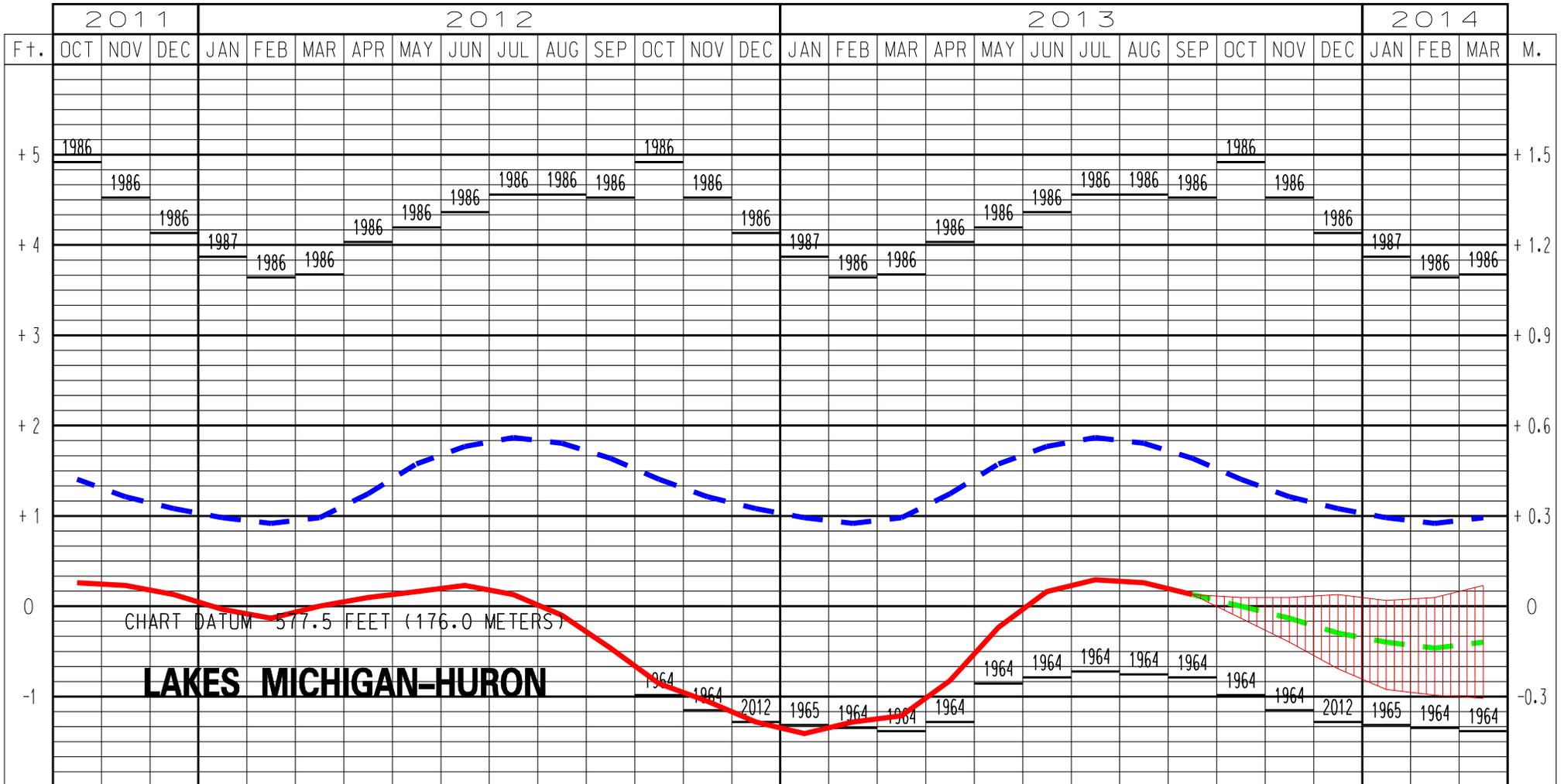
Boat Launching & Parking Fees Revenue													Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	0	0	0	1,289	4,160	7,725	13,459	7,941	5,917	1,808	0	0	42,299
2008	0	0	0	831	2,768	5,172	11,030	10,046	4,709	2,170	0	0	36,726
2009	0	0	0	370	3,378	5,558	10,738	7,704	8,311	812	0	0	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	0				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	50				11,350

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	0				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	2,199				10,837

LAKES MICHIGAN-HURON WATER LEVELS - OCTOBER 2013



LEGEND

LAKE LEVELS

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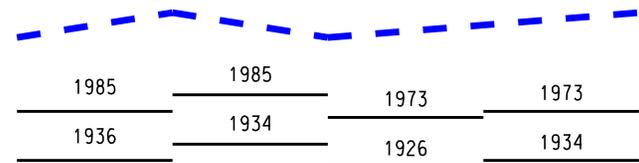
PROJECTED



AVERAGE **

MAXIMUM **

MINIMUM **



** Average, Maximum and Minimum for period 1918-2012

September 27, 2013

TO: Harbor Commission

FR: Paul VandenBosch

RE: Black River Park Master Plan

The Black River Park Master Plan is available for Harbor Commission review and eventual recommendation to City Council.

A master plan is a guide for future implementation. It is intended to coordinate future improvements.

This plan was reviewed by the Parks Commission and Planning Commission.

If the Harbor Commission is satisfied with the plan, it may recommend approval to the City Council for approval of the master plan.

The Harbor Commission has indicated that it desires to begin improvements by building a fish cleaning station. Upon approval of the master plan by City Council, Harbor Commission could then direct staff to have cost estimates and detailed plans for a fish cleaning station drawn up for the purpose of seeking grant funding.

When cost estimates are available, the Harbor Commission could then consider which parts of the master plan should be included in Phase I improvements, and then a grant application could be prepared for City Council approval. At the same time, the Harbor Commission could begin to plan its budget for construction funding.

Staff Recommendation:

Recommend the Black River Park master plan to City Council.

Black River Park Master Plan

Black River Park Enhancement:

During the spring of 2013, the city of South Haven contracted with Abonmarche to assess developing a new fish cleaning station within Black River Park. As part of the process, it was determined that the development of a master plan for the park was necessary to determine the best placement of the new fish cleaning station as well as a plan that meets the following objectives:

- Increases parking at the facility.
- Improves traffic flow.
- Improves pedestrian connectivity throughout the area.

Abonmarche prepared two options and presented them on June 18, 2013 at the Harbor Commission Meeting. Comments from this meeting on the proposed plans included:

- Add an exit lane to the boat launch one way entrance drive stacking lane so if someone needed to get out of line prior to entering the gated area they would have an exit route.
- Both Options relocated the main entrance to just north of the dredged spoils site to allow direct access into the gated launch area and a stacking lane. The road splits to provide un-gated access to marina. In Option B Dunkley Avenue terminated with a cul-de-sac turn around. One commissioner noted that many fishermen visit the store near the corner of Dunkley to pick up bait etc. and it would be difficult for them to turn around. The request was made to have Dunkley continue into the parking facility as secondary access rather than dead end.
- There was much discussion over best location for Fish Cleaning station – in Option A the station was within the boat launch facility near the existing kayak launch and in Option B the fish cleaning station was located at the parking lot within the new dredged spoils area. Some liked fish cleaning within park others felt best moved to dredge site since weigh ins after tournaments occur off site and the free access into dredged spoils parking area would work best.

Input from the meeting was used to prepare a revised concept that was presented at a Public Input Session on July 16, 2013. Comments and recommendations from the meeting included:

- Adding a unisex restroom unit to fish cleaning station and the additional cost.
- Everyone agreed that the fish cleaning station should be located within the dredged spoils site but that a drop off/unloading area should be provided so fishermen do not have to carry coolers from trailer parking to facility for cleaning fish.
- Agreement that an additional restroom facility at dredged spoils site would be preferred.
- Discussed specifics for fish cleaning station including micro-bacterial board tabletop.
- Mentioned that two fish scalars were desired instead of one if the budget allowed.

Further revisions were made to the plan per above comments and a single revised plan was presented to the Parks Board on August 13, 2013. Comments and recommendations from the meeting included:

- A preference to minimize amounts of pavement. Prefer to have dredged spoils site remain gravel or other percolating material.
- Requested additional landscaping, seeding and trees be added to the area south of the water filtration plant (area noted for future expansion) so that it looks more like a park.
- Requested more picnic tables to be added along the river at the west side of the park.

We revised the plan to include the additional lawn area and plant material. At the scale of the Master Plan we did not add specific table locations but noted in the presentation that

additional picnic tables should be included. The revised plan was presented to the Planning Commission on September 5, 2013. Comments from the meeting included:

- Discussion of the dredged spoils site and the current plan to cap the spoils with gravel and use for parking. It was mentioned that gravel is not allowed per city ordinance.
- Discussion followed as to the need to allow spoils to dry out.
- Discussion as to plans to stripe a gravel lot with parking spaces – mentioned that marking was shown just to give an idea of the numbers of vehicles that could utilize the facility.
- Discussion of is there really a need for additional parking within facility – stated that dredged spoils site has unofficially been used for additional parking for years and the capped surface could provide ample overflow parking for downtown events not occurring in conflict with fishing events.

**City of South Haven
Marina Facility Rental Policy**

1. Availability – General.

The Southside and Northside Municipal Marina facilities are generally available for rental from October 15 to March 30. The Marina Manager may approve rentals outside of this period upon determining that the proposed event will not materially interfere with use by boaters and the general public.

2. Daily Rental Rates.

Afternoon/Evening Events (access to the facility after 2:00 p.m. with a closing time no later than 11:00 p.m.)

Monday - Thursday	\$100
Friday and Saturday	\$500
Sunday	\$300

Mid-Day Events (access to the facility after 8:00 am with a closing time prior to 2 p.m.)

Monday - Thursday	\$50
Friday and Sunday	\$75
Saturday	\$100

South Haven based nonprofit and social groups may rent the facilities at a 50% discount. For purposes of this section, a group is considered “South Haven based” if it regularly holds meetings, organizes events, or engages in group activities in or within ____ miles of the City, or if at least ____% of its members live in that area. The City may hold meetings and other community events in the marina facilities at no charge.

3. Rental Application.

To apply for a rental reservation, please fill out an application and return it to the Marina Manager along with a deposit in the amount specified below. The Rental Manager’s Office is located at the address of [address], South Haven, Michigan 49090. Applications are available in the Marina Manager’s Office and online at: [website]. To determine whether a marina facility has vacancies on the desired date, please contact [person’s name] at [phone number].

4. Deposit.

The security deposit for each rental is \$500 plus 50% of the applicable rental rate. After the event, if there is no damage to the facility and it has been cleaned to the satisfaction of the Marina Manager, the full amount of the deposit will be returned. If repair or cleaning is required, the cost of repair and/or cleaning will be deducted from the deposit. If costs exceed the deposit, the renter will be responsible for the difference.

5. Approval and Reservation.

The Marina Manager will not reserve a rental date until the deposit has been paid. Upon receipt of the application and payment of the deposit, the Marina Manager will review the application and, if acceptable, will reserve the facility for the date requested.

6. Cancellation.

If you need to cancel your event, please contact the Marina Manager as soon as possible. If an

event is cancelled and the facility is rebooked for the same timeslot, the Marina Manager will refund the deposit minus a \$200 administration fee. If an event is cancelled and the facility is not rebooked, the Marina Manager will refund whatever is left of the deposit after subtracting: (1) the amount of rent lost due to the cancellation; and (2) a \$200 administration fee.

7. Final Payment.

Final payment is due one week prior to the event. If timely payment is not received, the Marina Manager may cancel the event and rent the facility to another applicant. If the Marina Manager cancels the event, the renter's deposit will be refunded in accordance with the terms and conditions in Section 6. If the Marina Manager does not cancel the event, the full amount of the deposit will be retained as rent, and the renter will be required to pay additional amounts if the facilities are damaged or require cleaning after the event concludes.

8. Requirements.

The following requirements apply to event rentals:

A. General Requirements. The closing time of the event shall be 11 p.m. or earlier, and the marina facility shall be vacated prior to that time. The renter must remain on site during the entire event and have a copy of the rental agreement with him or her at the marina.

B. Prohibited Activities. The following activities are prohibited:

- i. Smoking in the marina building.
- ii. Consuming or selling alcoholic beverages, except when approved by resolution of the City Council.
- iii. Bringing animals of any kind into the marina building.
- iii. Decorating the facilities with anything other than easily disposable paper decorations, except with prior approval of the Marina Manager.

C. Early Termination of the Event. The renter and the event participants must comply with all applicable laws and regulations, including City ordinances and policies. The Marina Manager reserves the right to terminate an event and order that the facilities be vacated based on legal violations, including but not limited to the following:

- i. Violations of the City's noise ordinance.
- ii. Violations of fire safety regulations, including regulations relating to maximum building capacity and egress from the building. All exits, aisles, and hallways must be maintained in an unblocked condition as open areas.
- iii. Violations of the City's regulations regarding alcohol and tobacco.

D. Renter Responsibilities and Obligations. The renter agrees to the following:

- i. The renter must pay for any loss paid or owed by the City or the Marina Manager (including their officers, employees, agents, or assigns) as a result of the event. "Loss" means a monetary amount paid or owed for any reason, including for example: judgments, settlements, fines, replacement costs, staff compensation, decreases in property value, and expenses incurred in defending a legal claim.
- ii. The renter, or a caterer hired pursuant to Section 9, is responsible for fully cleaning the marina facility to the satisfaction of the Marina Manager at the conclusion

of the event.

9. Food Service.

Renters may bring food and permitted beverages to serve in the marina facility. The renter is responsible providing tablecloths, tableware, and serving utensils. The renter is responsible for fully cleaning the marina facility to the satisfaction of the Marina Manager. If the renter wishes to host a catered event, the caterer must be identified on the rental application. The caterer shall agree to fully clean the facility after the event to the satisfaction of the Marina Manager. The Marina Manager reserves the right to deny the use of any caterer that has previously failed to comply with the terms and conditions of this Policy.

10. Parking.

During the period between October 15 and April 15, individuals attending an event at a marina facility are free to park in the spaces normally reserved for marina boaters. During the remainder of the year, [specify where patrons should park _____].

October 8, 2013

TO: Harbor Commission

FR: Paul VandenBosch

RE: Post-Dredge Soundings

I have included a copy of the draft post-dredge soundings in the agenda. The sounding map is prepared in order to direct the contractor on where additional dredging is required to complete the contract. Our contract specifies dredging in the North Side and South Side Marinas, and the Turning Basin to 8 feet below low water datum (577.5 ft). The contract accepts plus or minus 0.5 feet as an acceptable range for completion and payment. When reading the soundings, areas which are 570 ft or lower are acceptable in the marinas and Turning Basin. When areas are higher than 570 ft, the contractor will do additional dredging.

Note that within the Friends Goodwill Channel the depth was specified to 12 feet below low water datum, so in that area, 566 feet (or lower) is an acceptable depth.

The upper Black River, upstream from Dyckman Bridge was dredged for a target depth of 5.85 feet below low water datum, which is based on the Harbor Commission policy for dredging depth in this area. In the upper Black River, 572.15 is an acceptable depth. Additional dredging is planned in the Black River Park marina.

Above the Dyckman Bridge, our efforts were focused on the center of the channel. The intent was not to dredge from the end of docks to the end of docks, but to clear a central channel. This channel may be located offset to one side or the other based on natural river depths. The width of the channel changes, getting narrower as one moves upriver.

There is an area of concern in the Federal Channel near the Idler. There appears to have been a large amount of material deposited in the Federal Channel since the Army Corps sounded the channel in March. The post-dredge soundings show a bottom level of 572 feet, which is only 5.5 feet below low water datum. In March, the Army Corps soundings show a depth of 9.5 to 11 feet below low water datum for this area. The source of this material has not been determined, however it may have come from the City dredging contract work. We will have the contractor address this shoaling when they return.

The contractor is planning to return to the harbor later this month to complete the additional work.



NO.	REVISION DESCRIPTION	BY	DATE



SHEET TITLE:	
DESIGNED BY:	DIL
DESIGNER BY:	CAK
P.M. REVIEW:	
QA/QC REVIEW:	
DATE:	9-27-13
SCALE:	HORZ: 1"=40' VERT: N/A
NO. OF SHEETS:	12-0712
SHEET NO.:	1 of 7

**NORTHSIDE MARINA
POST DREDGE**

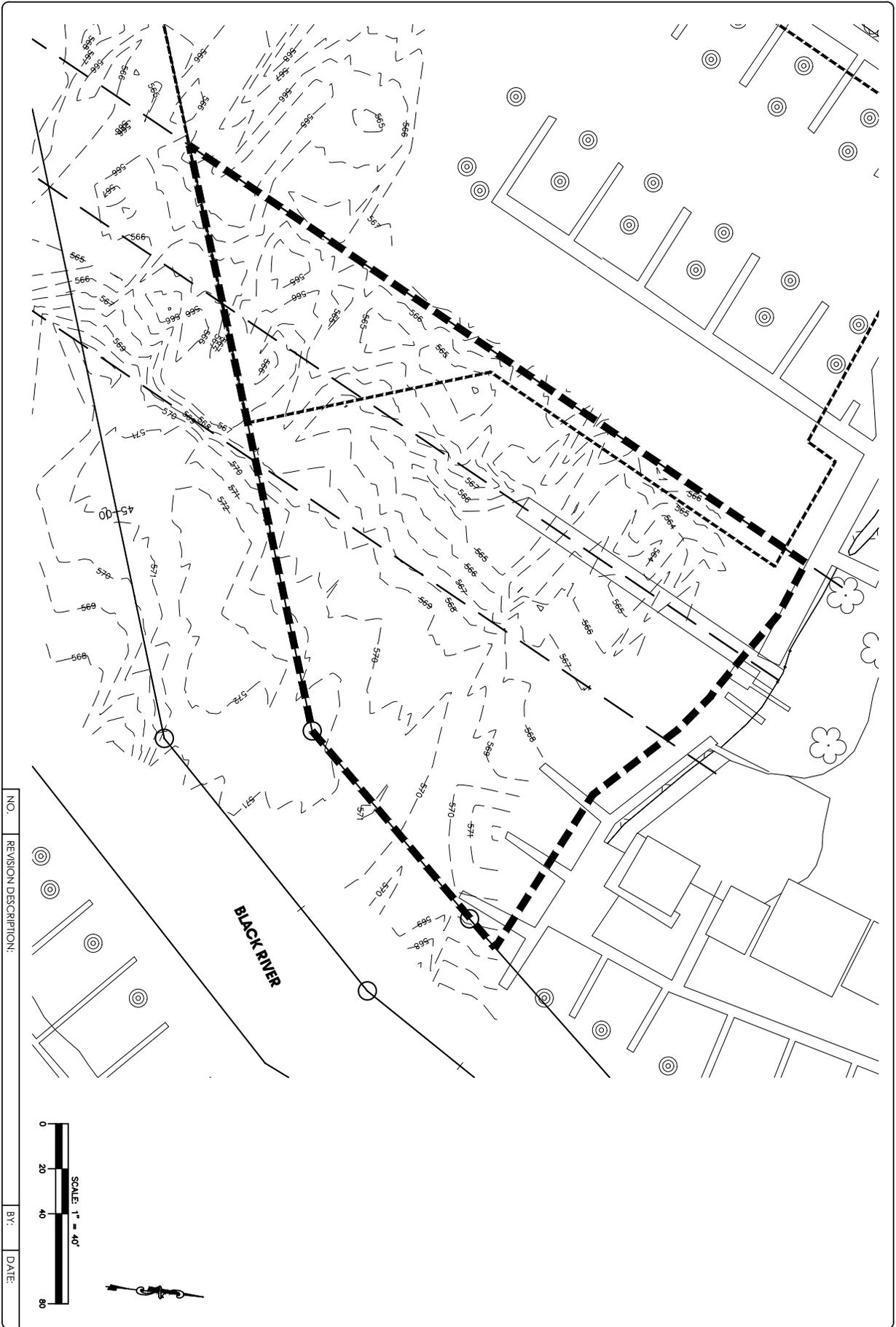
PROJECT:
**CITY OF SOUTH HAVEN
BLACK RIVER
MAINTENANCE DREDGING**

ABONMARCHE
Confidence By Design

75 West Main Street
Benton Harbor, MI 49022
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F 269.927.1017

Manistee, MI
South Haven, MI
Portage, IN

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NO.	REVISION DESCRIPTION	BY	DATE



SHEET TITLE:	
DESIGNED BY:	DIL
DESIGNER:	CAK
P&M REVIEW:	
QA/QC REVIEW:	
DATE:	9-27-13
SCALE:	HORZ: 1"=40'
	VERT: N/A
ADJ. JOB #:	
SHEET NO.	12-0712

**TURNING BASIN
POST DREDGE**

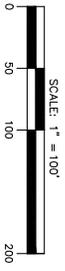
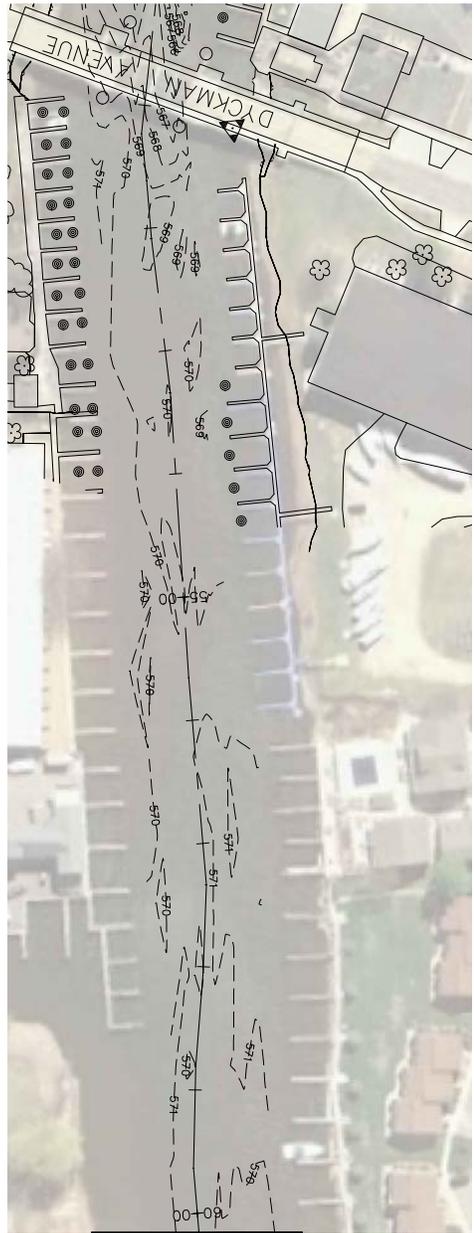
PROJECT:	CITY OF SOUTH HAVEN BLACK RIVER MAINTENANCE DREDGING
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NO.	REVISION DESCRIPTION

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SHEET NO.
4 of 7

NO. 12-0712
DATE: 9-27-13
SCALE: HORZ: 1"=100'
VERT: N/A

DESIGNED BY: DL
DRAWN BY: CKM
P.M. REVIEW: CKM
QA/QC REVIEW: CKM

SHEET TITLE:
**UPPER RIVER
POST DREDGE**

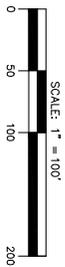
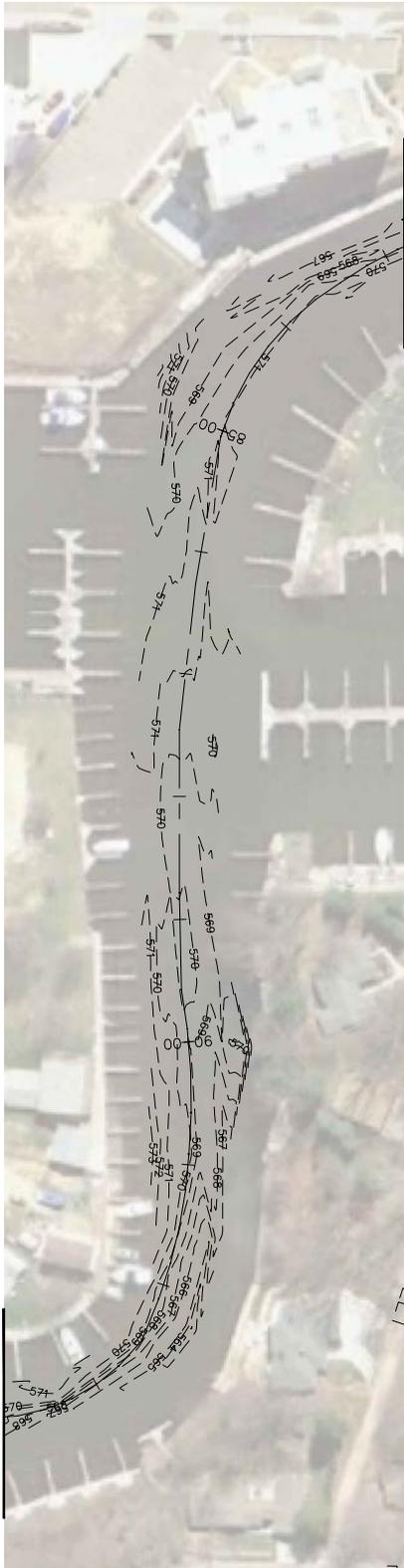
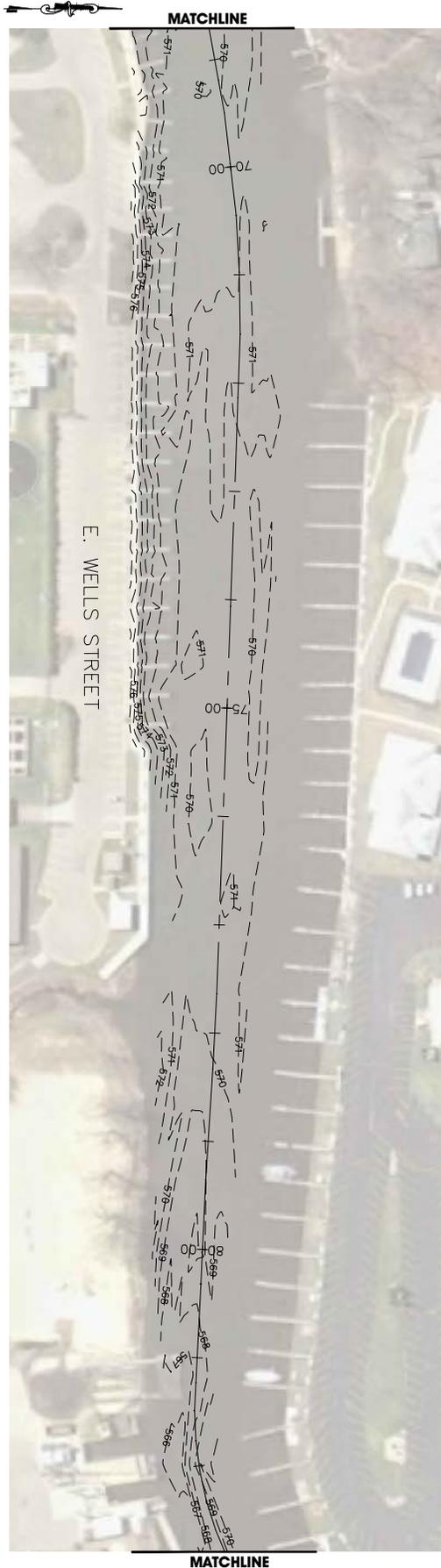
PROJECT:
**CITY OF SOUTH HAVEN
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MAINTENANCE DREDGING**

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NO.	REVISION DESCRIPTION	BY	DATE

SHEET TITLE:
UPPER RIVER POST DREDGE

DESIGNED BY: **DIL**
 CHECKED BY: **CAK**
 DATE: **9-27-13**
 SCALE: **HORZ: 1"=100'**
VERT: N/A
 PROJECT NO: **12-0712**
 SHEET NO: **5 of 7**

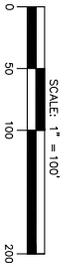
PROJECT:
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NO.	REVISION DESCRIPTION	BY	DATE

SHEET TITLE: **UPPER RIVER POST DREDGE**

DESIGNED BY: **DL**

DESIGNER BY: **CAK**

P.M. REVIEW: **CAK**

QA/QC REVIEW:

DATE: **9-27-13**

SCALE: **HORZ: 1"=100'**
VERT: N/A

ACI JOB # **12-0712**

SHEET NO. **6 of 7**

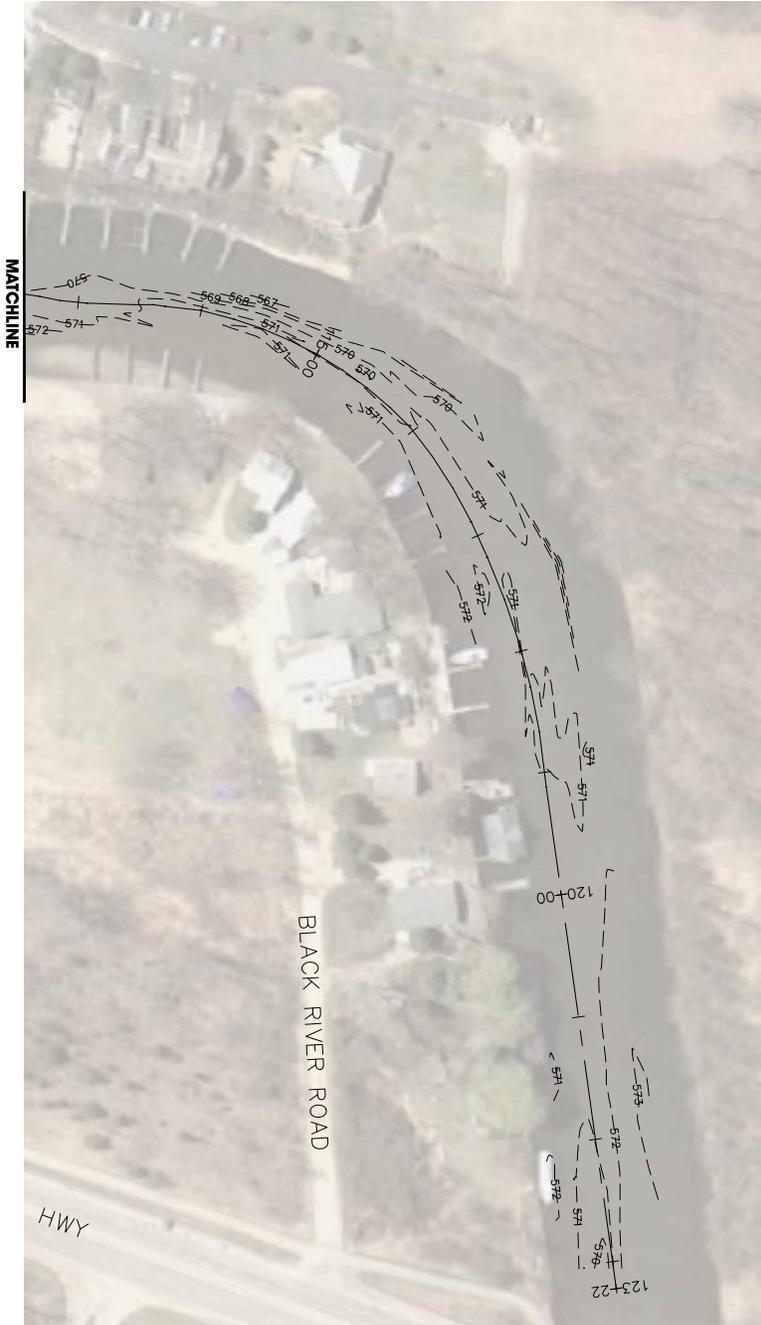
PROJECT: **CITY OF SOUTH HAVEN
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MAINTENANCE DREDGING**

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NO.	REVISION DESCRIPTION

BY	DATE

SHEET TITLE:	UPPER RIVER POST DREDGE
DRAWN BY:	DLL
DESIGNED BY:	CKM
P.M. REVIEW:	
QA/QC REVIEW:	
DATE:	9-27-13
SCALE:	HORZ: 1"=100'
	VERT: N/A
ACI JOB #	12-0712
SHEET NO.	7 of 7

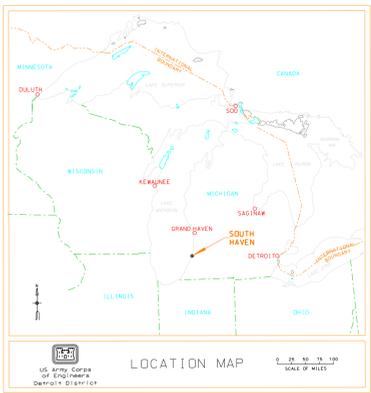
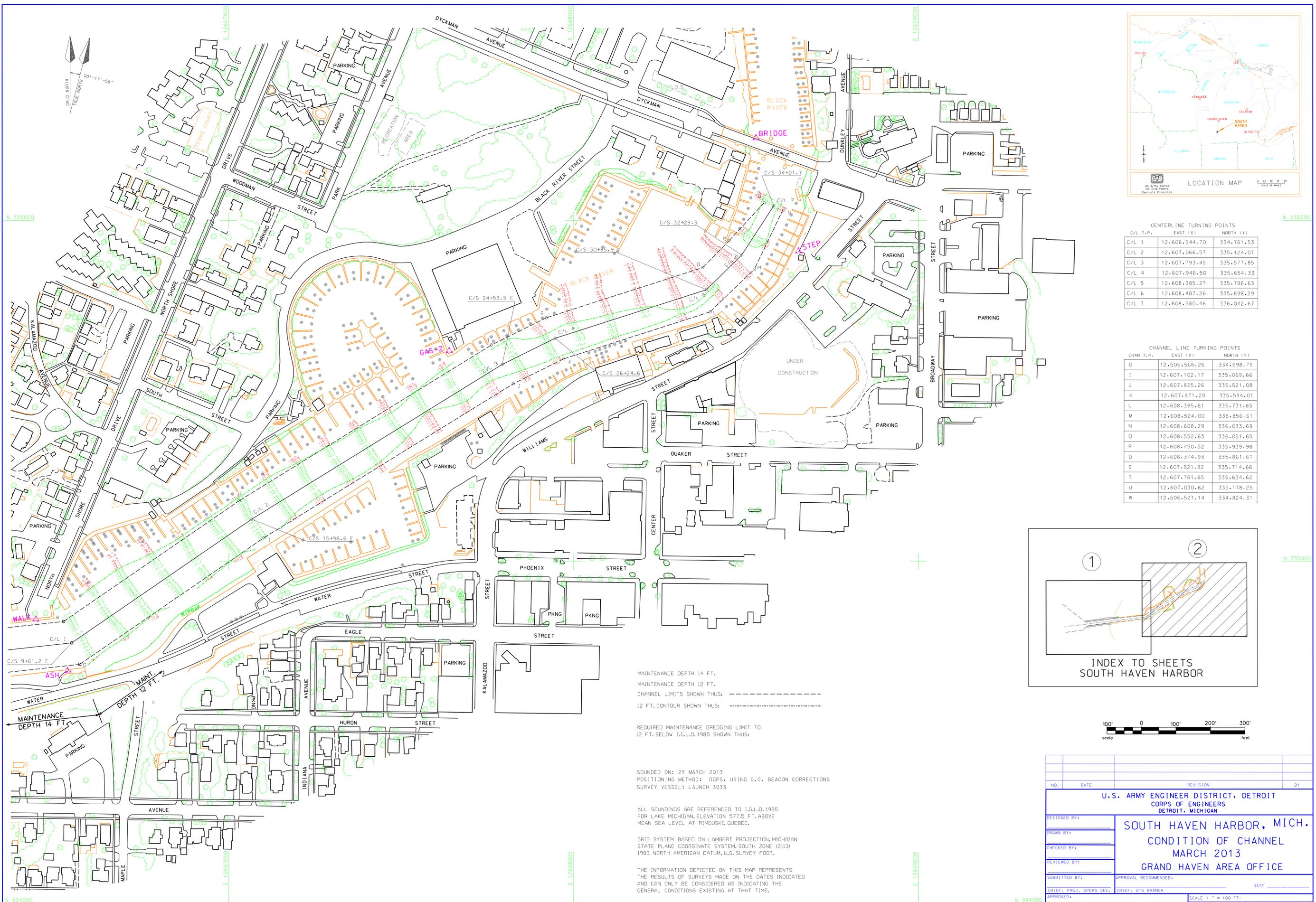
PROJECT:	CITY OF SOUTH HAVEN BLACK RIVER MAINTENANCE DREDGING
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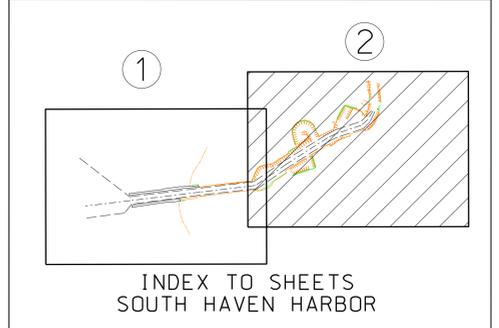


CENTERLINE TURNING POINTS

C/L T. P.	EAST (X)	NORTH (Y)
C/L 1	12,606,544.70	334,761.53
C/L 2	12,607,066.57	335,124.07
C/L 3	12,607,793.45	335,577.85
C/L 4	12,607,946.50	335,654.33
C/L 5	12,608,385.27	335,796.63
C/L 6	12,608,487.26	335,898.29
C/L 7	12,608,580.46	336,042.67

CHANNEL LINE TURNING POINTS

CHAN T. P.	EAST (X)	NORTH (Y)
G	12,606,568.26	334,698.75
I	12,607,102.17	335,069.66
J	12,607,825.26	335,521.08
K	12,607,971.20	335,594.01
L	12,608,395.61	335,731.65
M	12,608,524.00	335,856.61
N	12,608,608.29	336,033.69
O	12,608,552.63	336,051.65
P	12,608,450.52	335,939.98
Q	12,608,374.93	335,861.61
S	12,607,921.82	335,714.66
T	12,607,761.65	335,634.62
U	12,607,030.62	335,178.25
W	12,606,521.14	334,824.31



MAINTENANCE DEPTH 14 FT.
 MAINTENANCE DEPTH 12 FT.
 CHANNEL LIMITS SHOWN THUS: ---
 12 FT. CONTOUR SHOWN THUS: - - -

REQUIRED MAINTENANCE DREDGING LIMIT TO 12 FT. BELOW I.G.L.D. 1985 SHOWN THUS: ---

SOUNDED ON: 29 MARCH 2013
 POSITIONING METHOD: DGPS, USING C.G. BEACON CORRECTIONS
 SURVEY VESSEL: LAUNCH 3033

ALL SOUNDINGS ARE REFERENCED TO I.G.L.D. 1985 FOR LAKE MICHIGAN, ELEVATION 577.5 FT. ABOVE MEAN SEA LEVEL AT RIMOUSKI, QUEBEC.

GRID SYSTEM BASED ON LAMBERT PROJECTION, MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (2113) 1983 NORTH AMERICAN DATUM, U.S. SURVEY FOOT.

THE INFORMATION DEPICTED ON THIS MAP REPRESENTS THE RESULTS OF SURVEYS MADE ON THE DATES INDICATED AND CAN ONLY BE CONSIDERED AS INDICATING THE GENERAL CONDITIONS EXISTING AT THAT TIME.



NO.	DATE	REVISION	BY
U.S. ARMY ENGINEER DISTRICT, DETROIT CORPS OF ENGINEERS DETROIT, MICHIGAN			
DESIGNED BY:	SOUTH HAVEN HARBOR, MICH. CONDITION OF CHANNEL MARCH 2013 GRAND HAVEN AREA OFFICE		
DRAWN BY:			
CHECKED BY:			
REVIEWED BY:			
SUBMITTED BY:			
APPROVAL RECOMMENDED:	DATE		
CHIEF, PROJ. OPERS. SEC.	CHIEF, QTS BRANCH		
APPROVED:	P.E.		
CHIEF, CONST. OPNS. SECTION		SCALE 1" = 100 FT.	
		CADD FILE NAME	SHC02013.DGN
		SHEET 2 OF 2	DRAWING NUMBER

DATE OF PHOTOGRAPHY
12 MAY 1995