

Harbor Commission

Regular Meeting Agenda

**Tuesday, October 16, 2012
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, Fred Jeffers, Cathy Pyle, Alan Silverman, Daniel Strong, Greg Sullivan.

2. Approval of Agenda

3. Approval of Minutes: September 18, 2012 Meeting

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

5. Marina Reports

6. Recreation Plan

Member and Staff Comments

Adjourn

RESPECTFULLY SUBMITTED,
Paul VandenBosch
Harbormaster

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, September 18, 2012
5:30 p.m., City Hall Council Chambers



City of South Haven

1. Call to Order by Arnold at 5:42 p.m.

Roll Call:

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

2. Approval of Agenda

Motion by Stephens, second by Jeffers to approve the September 18, 2012 Harbor Commission agenda with the addition of 5a.Chad Bard, Charter Boat, after Marina Reports.

All in favor. Motion carried.

3. Approval of Minutes: August 21, 2012 Meeting

Motion by Sullivan, second by Stephens to approve the August 21, 2012 Harbor Commission 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 gave an overview of the Marina Reports.

Jeffers asked when the docks will be pulled out, to which VandenBosch responded that Pyle has asked that we keep the docks in the water as long as possible.

Stephens asked what VandenBosch can attribute the increased revenue to and VandenBosch listed good weather, good fishing, seasonal cards and the new gate.

VandenBosch noted that the lower lake levels are a concern and the main thing affecting the depth of the river. While many complaints have been received the City is unable to dredge deeper due to a conflict with the sanitary sewer. Traditionally, the dredging has been done to 5.7' below the low water datum. While the middle of the river is pretty good; there are a couple of spots, especially in the bends, which are particular problems, according to VandenBosch.

Sullivan asked what it would take to get dredging done and VandenBosch explained the application process, bid documents, and which areas could be dredged. Abonmarche has been asked for a proposal to put together bid documents for dredging the Museum, North and South Marinas. In addition to that VandenBosch hopes to try to spot dredge at Slipaway Cove and widen the river out by the boat launch. VandenBosch explained that the process leading to dredging is already underway. Exactly what gets done still has to be determined, but VandenBosch asserted that the Municipal Marinas can and will be done.

Sullivan asked what problems there have been in the Municipal Marina due to the water levels; VandenBosch said problems have mostly been with sailboats with deep draft. VandenBosch noted the dredging of the marinas will be done out of the Marina Fund and half of the application work will be paid for out of the Marina Fund as a way to share costs. VandenBosch would like to include spot-dredging if possible.

The board discussed assessments for dredging, those who will choose to opt out and when the various areas could be dredged. VandenBosch has talked to DK Construction, which has said they would have time during the winter to do the dredging. VandenBosch suggested maybe the Museum Marina and turning basin could be done in the winter. That would give assurance to the Friends Good Will.

5a. Chad Bard, Charter Boat Captain Proposal

VandenBosch introduced Captain Chad Bard of a local charter boat business. VandenBosch noted that Bard is thinking of bringing another boat into South Haven and asking to put a floating dock at Riverfront Park for the use of the charter fishing boat.

Bard noted this is his seventh season; there is a big demand in South Haven. Having another boat available would increase the number of people coming to South Haven.

VandenBosch said the proposal is to put in a floating dock with two walkways that pivot. There is some surge there; and while the current floating dock is a dinghy dock which isn't designed very well because the whole dock has leverage at the two mounting points, Bard assured that he can bring in a better designed dock. Bard said what he is proposing will look nice and be well-designed; we are professional, we pay for everything and ensure safety and

hold the City harmless. Bard's business carries \$500,000 of liability insurance, which is a lot, but if you need it increased that is not a problem and simple to do.

Stephens noted that usually when the Commission considers things like this we have a diagram and site plan to look at. There was discussion of the possibilities of location, security and that the boat would not be beyond the headwall of the marina. VandenBosch noted that one option is that the charter boat captain installs it, while the other is that the marina could install a head dock. The area being considered is fairly deep because it is on the main channel. There is a shortage of deep slips in the marinas. VandenBosch if the City would consider putting in a head dock the City could rent space to charter boats.

Bard asked what arrangement the City has with Vanderzee which VandenBosch said Vanderzee pays \$1,500 per year.

Bard said his proposal is a win-win situation for everyone; he is willing to work with the City and would like his business to be more visible. Sullivan has an issue with the jet-ski operation and the river has gotten crowded down there. VandenBosch said we had talked about putting Charter Boats at Southside but the concern is putting them near boats that have people sleeping in them, charter boats go out early and come back late. Sullivan suggested a touch-and-go spot in the South Side. Sullivan does not like to see the commercialization of anything west of the South Marina.

Jeffers suggested designating some slips on the South Side for charter boats. Bard commented that is what he initially wanted and he would be willing to pay \$4 grand to rent the slip; that is what his business pays in Grand Haven. Bard says he thinks renting a slip will work even better than putting in the head dock. Stephens asked whether we could have a conversation about designating some slips for charter boats. VandenBosch explained that perhaps the City could look at putting some transient slips on the North Side and explained how the Waterways grant requires the City to have a designated number of transient slips. If charter fishing boats are to be accommodated at the South Side there will have to be transient slips elsewhere. VandenBosch noted it is a complicated situation but it can be done.

Arnold said one of City Council's priorities is for the South Side to become a destination. Arnold would like to see some other options. Bard's response was, "If you would just let us put a boat in the last slip, the one no one wants, then others will want to do something similar they could come back to the Harbor Commission and get permission".

VandenBosch suggested asking the Marina Manager to look at the idea and give his input. VandenBosch suggested talking about the concept to other people and the Harbor Commission could talk about this proposal next month. VandenBosch noted it would be a good way to show that South Haven is a fishing destination, not just a recreational boating destination.

Several members made comments about keeping the commercialization of the South Side to a minimum.

6. 412 Walnut Street

Vandenbosch explained the application and noted that he saw no concerns; the proposed pilings are well within harbor lines. It seems to be a fairly minor project. VandenBosch recommends that the Harbor Commission approve it. There was discussion regarding why it was being done, which VandenBosch did not know, and whether the aerial on page thirty (30) of the packet shows the harbor lines in red, which VandenBosch confirmed as correct.

Motion by Sullivan, second by Stephens to approve the application as submitted.

All in favor. Motion carried.

7. Marina Rates

VandenBosch noted that the only thing that is changing is the text about discounts. One change is a promotion for new seasonal boaters to get a one-time discount of \$500 and after the first year we hope they come back for many years. It also includes a proposal for shallow draft slips to be used for inflatables, dinghies and other small boats.

VandenBosch said in the past if people come in and requested a slip longer than their boat, Abshire would take two feet off the length of the slip (if one was available) just to lessen the blow a little bit. What is being proposed for seasonal slips is that the Marina Manager could sell longer slips and charge a rate equal to the boat length plus one half the difference between the slip length and boat length.

This document also gives the Marina Manager the ability to request special rates with the written approval of the City Manager. This would be for extraordinary conditions such as surge, shallow draft or other conditions that make the slip difficult to rent. VandenBosch noted that he hopes to see this used infrequently but applied when appropriate.

VandenBosch noted that Transient Slip fees are the same. A new remainder of season discount has been proposed; after July 15 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 for the length of the boat.

VandenBosch outlined the possibilities for Commercial Use of Slips at Black River Park. Sullivan questioned if there are any prohibitions at Black River Park for commercial use of slips. The Marina Manager will have to use discretion in indicating where charter or commercial boats may be located.

Sullivan asked whether boat launch fees should be increased. VandenBosch noted that keeping the gate up all year may bring in more revenue. VandenBosch noted it is a good time to start thinking about whether there should be a transfer from the boat launch fees to

the River Maintenance Fund. This is a budget issue so VandenBosch will try to speak with Finance Director and City Manager closer to budget time.

Motion by Stephens, second by Jeffers to approve the Resolution setting the seasonal and transient slip rates at South Haven Municipal Marinas as presented.

All in favor. Motion carries.

8. Marina Manager Contract

VandenBosch gave an overview of the contract and how it works; the Marina Manager's business, HAPA, LLC, will contract with the City of South Haven with details outlined in the South Haven Marina Manager Independent Contractor Agreement. The Marina Manager will hire employees who will be HAPA employees, not City of South Haven employees. VandenBosch noted that there are still some cost lines that have not been filled out; still waiting for the Finance Director to provide those figures.

VandenBosch noted that there are two incentives for the Marina Manager: 1.) increased revenue over the previous year and 2.) keep the personnel cost lower than the budgeted amount.

Jeffers inquired about customer satisfaction; VandenBosch detailed several customer service activities that the Marine Manager has to do which will provide feedback.

There was discussion about the attire of employees. VandenBosch detailed who will pay for the shirts and type of shirts.

VandenBosch said it is a very busy time and it has been difficult for VandenBosch to get responses to complete the details of the contract; the City Attorney is reviewing the draft contract at present.

9. Customer Satisfaction Survey

The board discussed some of the responses included in the compilation of the last survey and noted that this is very helpful feedback.

Member and Staff Comments

VandenBosch: Will be out of town for two weeks.

Sullivan: Noted that a boater complained that he was seldom able to find staff at the pump-out facility, and requested a coin operated or honor box so he could put in the money and do the pump-out himself.

Sullivan: Asked what City Council has been thinking regarding the South Beach.

Arnold noted that one of City Council's priorities for this year is to make the South Beach a destination point; there are several possible improvements for the pavilion/restroom area that are being considered.

Sullivan: Interested in what is happening with the grant for the City Garage area.

VandenBosch noted it is a resubmission of the grant, which was turned down. Arnold said the resubmission sounds like a similar plan but a rock wall instead of a metal wall.

Jeffers: Wondered what will happen regarding Pero's equipment.

Sullivan: Wondered whether we should begin looking at the Strategic Plan again.

Jeffers: Regarding Chad's proposal, we do need to protect the harbor and the first impression when boaters come in.

Arnold: Shares everyone's concerns and also wondered why Vanderzee was given space and wonders where it will end. Jeffers noted that renting transient slips on the south side to charter fishing and moving some transient slips to the north side could be an option. VandenBosch agreed this is something to look at. There was discussion of rates for the seasonal slips for a commercial renter.

Adjourn

Motion by Stephens, second by Sullivan to adjourn at 7:15 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Marina Fund Revenue

Marina Fund Revenue
As of September 30, 2012

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	1,250	66,671	67,921	131,068	-63,148

NOTES ON OPERATIONAL EXPENSES:

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

Seasonal Marina Revenue

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year Total
2007	58,007	147,702	34,975	42,960	23,115	-3,846	6,199	1,554	703	1,100	22,348	19,285	354,102
2008	60,795	185,520	32,325	36,210	19,130	16,761	820	50	0	6,550	26,799	900	385,860
2009	44,784	185,069	32,390	25,955	31,150	23,488	843	50	850	900	27,990	1,000	374,469
2010	13,035	218,460	41,530	20,235	5,050	20,692	0	434	350	200	29,812	1,000	350,798
2011	43,222	157,210	38,473	31,230	12,498	-158	800	1,950	400	1,100	17,625	8,865	313,215
2012	31,810	178,650	44,840	14,750	31,795	-1,925	0	200	1,050	0	0	0	301,170

Transient Marina Revenue

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Calendar Year Total
2007	0	0	0	8,528	11,494	39,340	56,647	48,986	10,983	1,553	-41	0	177,490
2008	0	0	0	11,657	8,957	29,620	53,315	53,501	11,385	630	0	0	169,065
2009	0	0	0	11,972	10,994	24,877	55,645	39,835	22,176	1,301	0	0	166,800
2010	0	0	0	8,445	9,029	25,154	52,730	40,107	8,654	1,299	0	0	145,418
2011	0	0	0	373	16,162	21,221	47,565	41,459	12,635	515	0	0	139,930
2012	0	0	0	4,684	12,448	31,740	40,344	21,935	4,392	0	0	0	115,543

Black River Park Revenues

Black River Park Revenue
As of September 30, 2012

Fiscal Year Ending	Seasonal Dock	Transient Dock	Boat Launch & Parking fees	Seasonal Launch Permit	Revenue Total	Operational Expense	Net Revenue
2007	84,563	9,480	42,544	10,471	147,058	90,412	56,646
2008	96,484	11,143	37,896	10,053	155,576	97,145	58,431
2009	93,239	9,240	37,261	11,922	151,662	99,992	51,670
2010	84,432	9,249	38,478	10,183	142,342	90,883	51,459
2011	66,393	8,658	42,038	3,859	120,948	113,430	7,518
2012	73,619	10,711	55,134	10,097	149,561	129,949	19,613
2013	3,745	7,017	33,715	1,200	45,677	32,918	12,759

Note: Operational Expense does not include depreciation of approximately \$46,000 per year.
Operational Expenses do not include large construction expenses.
Operational Expenses do not include the annual transfer to the River Maintenance Fund of approximately \$5,800 annually

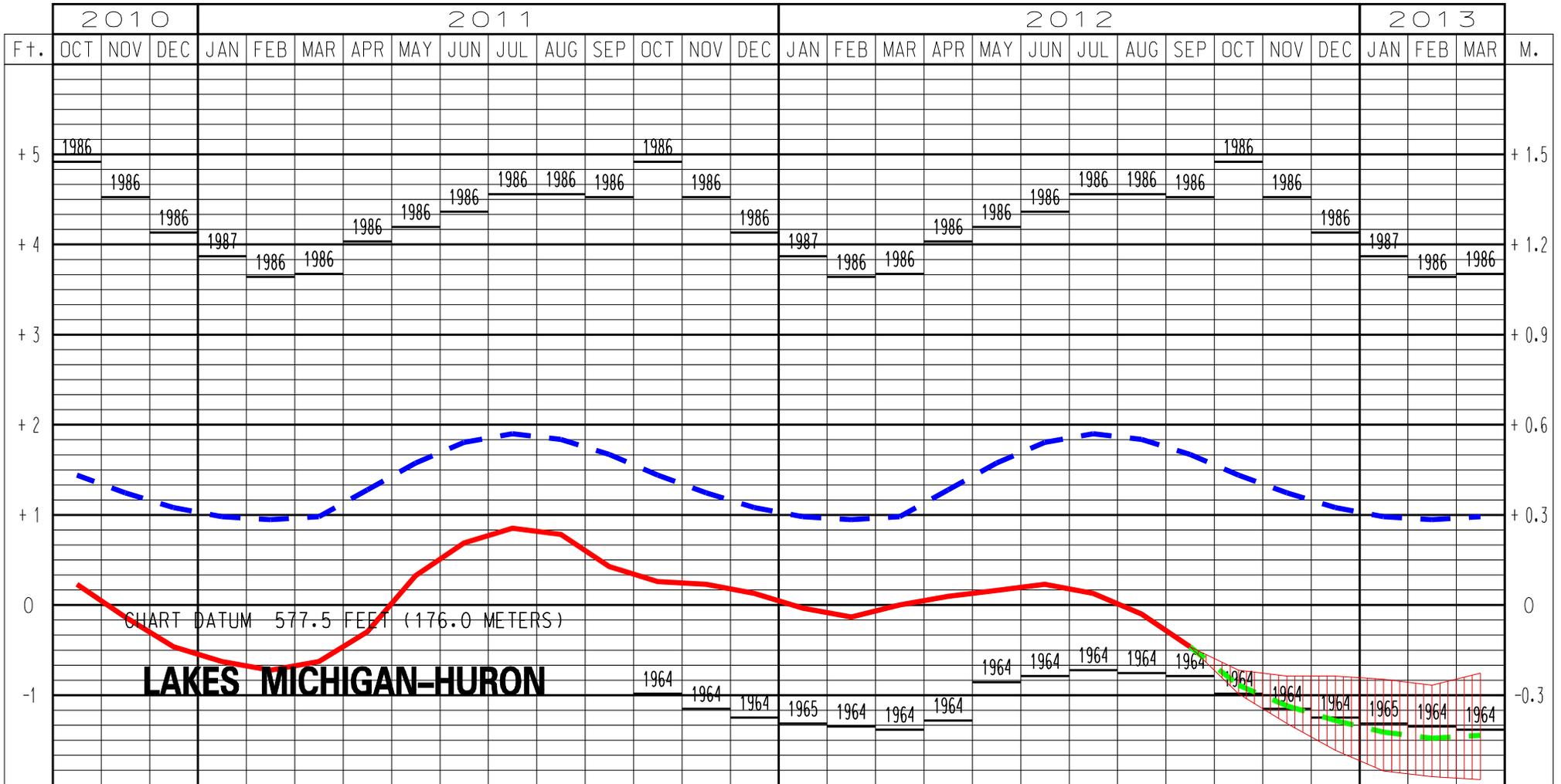
Boat Launching & Parking Fees Revenue													Calendar Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	0	0	0	1,289	4,160	7,725	13,459	7,941	5,917	1,808	0	0	42,299
2008	0	0	0	831	2,768	5,172	11,030	10,046	4,709	2,170	0	0	36,726
2009	0	0	0	370	3,378	5,558	10,738	7,704	8,311	812	0	0	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	0	0	0	50,765

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	0	0	0	10,000

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	0	0	0	64,405

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	0	0	0	9,842

LAKES MICHIGAN-HURON WATER LEVELS - OCTOBER 2012



LEGEND

LAKE LEVELS

RECORDED

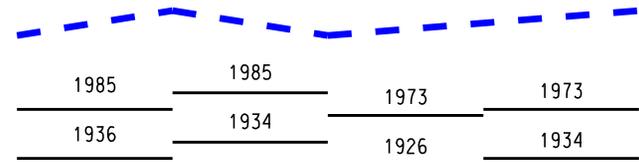
PROJECTED



AVERAGE **

MAXIMUM **

MINIMUM **



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



City of South Haven

Department of Public Works

DPW Building • 1199 8th Ave. • South Haven, Michigan 49090
Telephone (269) 637-0737 • Fax (269) 637-4778

Memo

To: Harbor Commission
From: Brandy Gildea
Parks and Recreation Supervisor
Date: October 8, 2012
Re: 2013 -2018 MDNR 5- Year Recreation Plan

Staff has prepared a draft of the 5 - Year Recreation Plan and is requesting that the Harbor Commission review the plan, especially areas that focus on the marinas and harbor. Staff is interested in any comments, requests or concerns that the Harbor commission may have with the plan.

A 5- Year Recreation Plan is a requirement of the State of Michigan in order for a jurisdiction to be eligible for grant funding. The intent of the plan is that any potential grant-funded goals and/or projects should be included in the plan in order to improve chances that a project will be selected by state grant agencies. This plan is being prepared together with the South Haven Township, SHARA and South Haven Public Schools. These groups will be separately working on their portion.. The Parks Commission will review the plan, hold public hearings, take comments from the public and other boards into consideration, and will recommend a final plan back to City Council.

Support Material:
(Please click on the following links to view the drafts)

[Recreation Plan Draft](#)
[Recreation Inventory Draft](#)

Key notes about the drafts

- *Areas highlighted in yellow are for the city to fill in at a later date*
- *Areas highlighted in pink are areas for SHARA to review and update*
- *Areas highlighted in red are areas for the South Haven Township to review and update*
- *Areas highlighted in green are areas for the South Haven Public Schools to review and update*