

Harbor Commission

Regular Meeting Minutes

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



City of South Haven

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

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

2. Approval of Agenda

Motion by Pyle, second by Stephens to approve the December 17, 2013 regular meeting agenda with the following amendment:

Move Item 8, Fishing Charter License Agreement, to follow Item 4.

All in favor. Motion carried.

3. Approval of Minutes: October 15, 2013 Regular Meeting

Motion by Stephens, second by Strong to approve the October 15, 2013 regular meeting minutes. Motion carried.

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

None at this time.

4a. Fishing Charter License Agreement

VandenBosch noted there have been no complaints about the charter fishing business which helped the city's South Marina revenue. VandenBosch suggested that the commission consider a three year contract with either party having the ability to cancel at the end of any season. The license agreement would stand if neither party initiated a cancellation.

Strong supported recommending that City Council make the license agreement a three year contract.

Stephens questioned changing the verbiage to which VandenBosch responded that the city attorney will be drafting the language to include the three year clause.

Motion by Stephens to recommend that city council approve the license agreement for a three year period, with a three year term which can be canceled by either party at the end of any season.

Second by Pyle.

All in favor. Motion carried.

5. Marina Reports

VandenBosch reviewed the Marina Reports. VandenBosch noted that having the state manage reservations costs the city fourteen percent (14%) and explained how that revenue flow works.

VandenBosch noted that most of the dredging expenses have come out of the river maintenance fund so there will be some budget adjustments once the dredging is complete. Pointed out that the marina funds will be in a rebuilding phase for a few years due to the expenses of the dredging.

Across West Michigan, according to Michigan's Central Reservation system, we do not see much lowering of overnight or transient marina numbers, according to VandenBosch; "South Haven has an issue with transient revenues going down."

VandenBosch updated the board regarding the audits being done on the marinas, along with all other city finances. There was an issue with cash handling and record keeping which the auditors want to see changed; they did not find that cash was missing, but do require daily cash out and deposit reports. VandenBosch expects to have that report for the next meeting.

Sullivan asked whether the revenue reports just show the income side to which VandenBosch responded that is correct, those reports are just revenue. VandenBosch noted that the city has not audited the state's payments to us, but maybe that should be done. In future, VandenBosch said, "We are going to have to have a daily report of the name and length of each boat in the harbor on a daily basis so the auditors can do what they need to do."

6. Fish Cleaning Station

VandenBosch said the questions facing the Harbor Commission are: "How much of this is going to be built and how much of it can the city get a grant for." VandenBosch recommended focusing on the fish cleaning station and the new drives; to apply for a grant we are in need of a concept plan and a budget. VandenBosch would like to see a \$200,000 to \$300,000 project, of which our match would typically be one-third (1/3) to one-half (1/2). Pyle asked whether a restroom could be added onto the fish cleaning station and

VandenBosch explained that the plan does allow for a restroom by the new fish cleaning station.

According to VandenBosch, he will ask Abonmarche to put together an itemized plan. Depending on the cost of the initial plan, additional items to consider adding on might be the larger parking lot by Dunkley and walkways within the park. If the numbers are too high, something might have to be scratched, and an itemized plan makes that simpler.

Stephens asked about who the grantor would be; VandenBosch believes it would be a fisheries grant but staff will look for any other grants that might be available. Stephens feels that if we could view the St. Joseph and Holland grants it would help determine what to include; VandenBosch responded that Abonmarche did those plans and he is counting on them to indicate what is best to request.

VandenBosch pointed out some berm work and tree transplanting has been done. There was discussion regarding when the large pile of spoils will be moved.

7. Weather Buoy

VandenBosch introduced the subject by noting that we are applying for a grant for fifty thousand (\$50,000) dollars; forty thousand (\$40,000) dollars of that goes toward the buoy. The LimnoTech Company sold this project at a Steelheader's meeting; the buoys give wave height, wind speed and direction from three (3) miles out instead of in the middle of the lake. There are temperature sensors at various levels as well as current sensors available although those are an additional cost. There is an annual maintenance cost and while we are trying to get more accurate numbers, City Council has committed five thousand (\$5,000) dollars per year and the county committed another five thousand (\$5,000) dollars. The Steelheaders have been acquiring letters of support and are hoping to get more financial commitments.

Arnold asked some questions regarding maintenance; VandenBosch said he is trying to nail down the details because the next step after this pre-proposal is to put together an operating agreement.

VandenBosch compared the NDBC (National Data Buoy Center) Buoy, which is located in the middle of the lake, gives an average of several readings over time, whereas the local buoy gives you an accurate real time reading. Sullivan asked where the information would be transmitted to; VandenBosch said it would be transmitted to NOAA (National Oceanic and Atmospheric Administration). Strong noted that there are phone numbers direct to the buoy.

Pyle explained the long process they use to try to come up with averages for people who contact their place of business asking for wave height, temperatures, wind direction, and "should we come fish?" Pyle said it would benefit a lot of people. VandenBosch noted that NOAA is where the city gets the readings for putting up the red flags on the beaches. Pyle can see this increasing revenue.

VandenBosch noted a resolution is included in the packet provided.

Motion by Pyle, second by Sullivan to support Resolution No. 01-2013 to support the grant application and to commit to operation and maintenance costs for a period of five years for a near shore weather buoy to be installed.

VandenBosch noted that the revenue portion will be worked out during the budget process.

All in favor. Motion carried.

8. Fishing Charter License Agreement

See 4A above.

9. 2014 Meeting Schedule

VandenBosch noted the list provided in the packet for Resolution No. 2013-2:

January 21
February 18
March 18
April 15
May 20
June 17
July 15
August 19
September 16
October 21
November 18
December 16

Motion by Sullivan, second by Stephens to accept the resolution No. 2013-2 setting meeting dates for 2014.

Member and Staff Comments

VandenBosch – Merry Christmas!

Strong – Merry Christmas!

Sullivan – What are we anticipating for the January and February meetings? VandenBosch said we will be preparing for the budget, the audit, and working on the Black River Park.

Stephens – Were questionnaires sent out to the seasonal boaters? VandenBosch asked Marple to do that, but does not know if he did it. Stephens said it is an important aspect of customer services.

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Adjourn

Motion by Strong, second by Stephens to adjourn at 6:14 p. m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary