



COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST AMENDMENT

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan amendment.

All community recreation plan amendments are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Department of Natural Resources (DNR). To be eligible for grant consideration, plan amendments must be submitted to the DNR prior to the grant application deadline **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan.

PLAN AMENDMENT FORMAT

Plan amendments **must** consist of either:

- 1.) A complete, revised plan with a letter of explanation that indicates what aspects of the original plan have been revised and how; or
- 2.) Revised or additional pages to the approved recreation plan, with an explanation of where the new pages fit within the original plan. If the amendment is to be inserted into the existing plan, it must be similar in format to the approved plan and indicate the location for insertion.

Name of Plan: <u>Recreation Plan 2013-2017</u>	Date Current Plan Expires: <u>12/31/2017</u>
List the community names (including school districts) covered by the plan	County Month and year plan adopted by the community's governing body
<u>City of South Haven</u>	<u>Allegan and Van Buren</u> <u>2/4/13</u>
<u>South Haven Public Schools</u>	<u>Allegan and Van Buren</u> <u>1/9/13</u>
<u>South Haven Charter Township</u>	<u>Van Buren</u> <u>2/13/13</u>
<u>South Haven Area Recreation Authority</u>	<u>Allegan and Van Buren</u> <u>1/15/13</u>

PLAN AMENDMENT ELEMENT

INSTRUCTIONS: Please check each box to certify that the listed information is included in the plan amendment submittal.

☒ **DESCRIPTION OF THE PLANNING PROCESS**

☒ **DESCRIPTION OF THE PUBLIC INPUT PROCESS**

- ☒ Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- ☒ Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment
- Date of the Notice 2-1-15
- Type of Notice Newspaper Ad
- Plan Location City Hall, City Clerk's Office
- Duration of Draft Plan Public Review Period (Must be at Least Two Weeks) 21 Days
- ☒ Copy of the Notice for the Public Meeting Held after the Two-Week Public Review Period and Before the Plan's Adoption by the Governing Body(ies)
- Date of Notice 2-22-15
- Name of Newspaper South Haven Tribune
- Date of Meeting 2-23-15
- ☒ Copy of the Minutes from the Public Meeting

☒ AMENDED GOALS AND OBJECTIVES

☒ OTHER ELEMENTS: If the plan amendment includes other updated plan elements, list and briefly describe.

PLAN AMENDMENT ELEMENT

1. Marina and Harbor Recreation Plan Amendment

2.

3.

PLAN AMENDMENT ADOPTION DOCUMENTATION

Plans **must** be adopted by the highest level *governing body* (i.e., city council, county commission, township board). If planning is the responsibility of a Planning Commission, Park and Recreation Commission, Recreation Advisory Board or other local Board or Commission, the plan should **also** include a resolution from the Board or Commission recommending adoption of the plan by the governing body.

The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.

Items 1, 3 and 4 below are **required** and must be included in the plan.

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

- ☒ 1. Official resolution of adoption by the governing body dated: 2-23-15
- ☒ 2. Official resolution of the Harbor Commission or Board, recommending adoption of the plan by the governing body, dated: 2-17-15
- ☒ 3. Copy of letter transmitting adopted plan to County Planning Agency dated: 2-24-15
- ☒ 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: 2-24-15

OVERALL CERTIFICATION

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for


(Local Unit of Government)

above and as set forth by the DNR.

includes the required content, as indicated

City Manager City of South Haven 2-24-15
Authorized Official for the Local Unit of Government Date

This completed checklist must be signed and submitted with a locally adopted recreation plan to:

GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL
RESOURCES
PO BOX 30425
LANSING, MI 48909-7925

DNR USE ONLY - APPROVAL

The recreation plan is approved by the DNR and the community (ies) covered by the plan, as listed on page 1 of this checklist is/are eligible to apply for recreation grants through

By: _____ Date _____
Grants Management _____ Date _____

City of South Haven

Marina and Harbor Recreation Plan Amendment
February 23, 2015



Harbor and Marina Amendments to the Recreation Plan

In order to include Harbor and Marina Recreation Planning in the City's Recreation Plan, the City of South Haven amends the existing 2013 Recreation Plan to add the following documents:

Harbor Commission Strategic Plan, as approved by the South Haven Harbor Commission on January 20, 2015. This document is included as an addendum at the end of Section 6.A., "City of South Haven Goals, Objectives, Capital Improvements and Action Program".

South Haven Municipal Marina, Black River Park and River Maintenance Capital Improvement Plan, as approved by the South Haven Harbor Commission on September 16, 2014. This document is included as an addendum at the end of the "Capital Improvement Schedule" section.

HARBOR COMMISSION STRATEGIC PLAN

As Approved on January 20, 2015

Mission Statement

In the performance of its duties the Harbor Commission shall remain committed to the continuous improvement of South Haven Harbor by taking a long term view of the harbor's capacity, it's navigability, it's value to the community, and it's use by both public and private interests, and shall assure the health, safety and enjoyment of the harbor by providing recommendations for its maintenance and operation. South Haven Harbor includes the Lake Michigan approach, pier channel, main harbor and the Black River within the City limits.

Goals and Objectives

A. Safety and Navigation

1. Dredging Needs of the Harbor

Assess the river conditions and prepare to perform maintenance dredging as necessary. Develop recommendations for maintaining ingress and egress to the harbor, including adequate depth at the pierheads.

Develop an implementation plan that outlines the steps to be used in assessing the need for dredging and completing dredging.

Maintain valid permits for maintenance dredging.

Support obtaining grants or other funding that becomes available for harbor dredging or other safety improvements. Request funding for Army Corps dredging programs from federal legislators.

2. Electrical Utilities

Encourage all marinas and boat owners to upgrade their electrical wiring if they are making any electrical improvements.

Encourage the City to maintain marina electrical systems to appropriate codes and standards.

3. Fueling of Marine Vessels

The Commission has identified the direct fueling of boats as a major safety concern and has developed the following action steps to educate the public and enforce the laws regarding direct fueling:

- Work with marina managers and commodores to have signs posted clearly explaining how and where boaters may fuel their boats.
- Develop an educational campaign that can be used in local schools, boater safety classes, in the newspaper and other outlets.
- Enlist support of the Van Buren County Sheriff Marine Patrol along with SHAES and South Haven Police to educate boaters on the dangers and laws regarding direct fueling. Encourage warnings before citations and fines.
- Send a letter to the State expressing concern and requesting a statement on the back of the Marina Operating Permit (MOP) stating: "Direct Fueling is against the law and can lead to revocation of this MOP".
- Provide the fire code letter from the SHAES Executive Director to marinas.

4. Emergency Services

Promote a close working relationship with the Sheriff Marine Patrol, Coast Guard, Coast Guard Auxiliary, South Haven Police Department and South Haven Area Emergency Services. Meet at least annually to discuss mutual issues related to harbor safety.

Review procedures to respond to fuel and contaminant spills.

Encourage agencies to maintain oil absorbent equipment to manage emergencies.

5. Erosion and Contaminants

Work with the DEQ, DNR, Drain Commission, Conservation District, farmers and other entities to ensure proper procedures are followed to reduce erosion, contaminants and other environmental issues in the river in the City and upstream from the City.

Support testing for E. coli and work to resolve any related issues.

6. Harbor Traffic Flow and Safety

Identify ways to improve traffic flow especially on weekends and during special events

Ensure that the channel between the harbor lines is kept clear of natural obstructions, anchored boats and barges, and all new docks and headwalls.

Add a light to the bridge that will signal to boaters when the bridge is closing.

7. Public Access

Support public access and use of South Haven Harbor.

Explore installation of a mast hoist for people launching sail boats at the boat launch.

Encourage safe use and operation of the Black River Park Boat Launch.

8. Signage

Evaluate the current signs and upgrade/remove as necessary. Locate signs strategically so as not to block valued views.

Increase the number of No Wake signs, including adding signs at the bridge and at the Southside Marina.

B. Municipal Marina Facilities

1. Municipal Marina Facilities

Promote quality facilities at all municipal marinas.

Support upgrade and expansion of the facilities at Maritime Marina, South Side Marina and Black River Park Marina.

All facilities should be handicap accessible.

Support the availability of bicycles for boater use at the municipal marinas.

C. Infrastructure

1. Capital Improvement Plan

Annually review the Capital Improvement Plan.

2. Dinghy Docks and Paddle Craft Facilities

Support the Pedestrian, Bicycle and Paddle Plan which was adopted by the City Council on 2/16/2009. Improve existing dinghy docks and access at the Dyckman bridge.

Clean out and trim Celery Pond creek to create a small craft launch site and dinghy dock.

Add a dinghy dock at the Museum Marina.

Try to design dinghy docks so they would be usable for a river launch service if one becomes available.

3. Harborwalk

Complete the Harborwalk to include signage, lighting, benches, landscaping etc.

Find and analyze the original plan for the Harborwalk to determine if the plan has been fully implemented. If it has not continue implementing the plan.

Improvements are needed on the public easements through Mariner's Dockage and Pier's End Cove.

Complete Harborwalk to create a unified concept by adding better way finding signs, paving materials, improve interpretative plaques etc.

Encourage a cooperative maintenance agreement between the City and the Michigan Maritime Museum.

Support promotion of the Maritime District.

4. Green Space/Views

Support the acquisition and retainage of public space along waterfronts. These areas should be maintained and developed for open green space and public access.

5. Former Street Garage

Add a sea wall extension and dinghy dock at the former street garage, encouraging natural sea walls.

D. Planning

1. Future Development and Impact on Safe Navigation

Develop a plan that outlines future dredging, maintenance, working and spoils area (where a barge pulls up and offloads), including purchase of a permanent spoils site.

Continue to monitor and provide guidance on the new waterfront park extension east of the Steelheader's fishing wall and its impact on safety and navigation

Any additional waterfront development or development affecting the waterfront must be scrutinized very carefully, both before, during and after the planned construction. In advance of any construction the impact upon the harbor (which includes the Black River to the City limits) by the project as well as the proposed methods of construction of the project (remember Sherman Hills) must be carefully examined and evaluated. The impact on boat traffic (if, for example, additional slips are proposed) and the impact

upon navigation must be evaluated. Of concern is erosion of soils flowing into the river caused by poor and unsupervised developments.

As proposals for the development are presented, the Harbor Commission will consider issues of need, safety, navigational hazards and environmental concerns and make appropriate recommendations.

2. Development Approval Role

All projects using harbor maintenance funds and all developments along the river should come before the Harbor Commission for their recommendation.

The Harbor Commission should have a role in any changes that affect marinas, river or harbor.

3. Natural Environment Preservation

Encourage all marinas to achieve Clean Marina Status.

E. Funding

1. Ongoing Dredging Project Funding

Investigate other sources of revenue for dredging.

Recommend an increase from 3% to 6% of marina revenues set aside for the River Maintenance budget.

Recognize the need for additional funding for dredging and allocate some of the tax collection from the increased assessments of property and homes on the river for dredging.

Request funding from the DDA to allocate toward harbor maintenance.

Determine if the current method of calculating special assessments for dredging is equitable and or if changes are needed.

2. Capital Improvement Plan

The Commission duties include an annual review of this plan along with the Black River Maintenance document. As part of that review recommendations must be made in a timely manner.

3. Harbor Budget Policies

It is the duty of the Commission to review and make recommendations to the annual River Maintenance, Marina Fund and Black River Park budgets in a timely manner so they can be considered during the budget adoption process of the City Council.

All assessment categories should identify a budget and funding mechanism. Consider for example:

- Future waterfront developments should be specifically reviewed for their impact on the harbor.
- Establish a broad based assessment (as broad as possible) to fund the maintenance of the harbor.
- Analyze the current income from the operation of the Municipal Marinas and Public Launch site to get a full understanding of the usage and to determine an appropriate contribution to harbor maintenance.

F. Marketing and Communication

1. Emergency Communication

Be in a position to communicate safety information for ongoing and emergency issues with marina owners, managers and users. Develop ways to communicate safety information with boaters.

Establish an email list or app for contact with boaters and harbor stakeholders.

Install bulletin boards at the boat launch.

Place updates on projects and grant applications on bulletin boards.

2. Marina Management

Evaluate management of municipal marinas.

There needs to be more communication with transient and seasonal boaters using marina facilities and the boat launch. Create and distribute feedback cards to survey customer service and desired amenities. Do customer satisfaction surveys on a regular basis and conduct appropriate follow up.

Send customer satisfaction surveys with invoices to seasonal boaters.

Include welcome packages with information on the City and local businesses, gifts and coupons. Inform boaters where they can rent bicycles and vehicles.

Install informational bulletin boards at all municipal marinas to inform boaters and the public of events, phone numbers, tourist information etc.

Improve on-going staff training.

Encourage development of a marina and harbor marketing plan on an annual basis.

Include nonmotorized watercraft and users in the harbor marketing plan.

The Commission needs to schedule annual meetings at the marinas to hear concerns and suggestions for improvements of services.

3. River Stakeholders

Communicate with the City and its boards and commissions as well as the DEQ, DNR, Drain Commission, farmers, boaters etc. to ensure we maintain a high quality harbor, including water quality issues.

Promote the Clean Marina program to harbor marinas and as a marketing approach for the harbor.

Participate in Heritage Water Trail and Two Rivers Coalition organizations.

Use bulletin boards at marinas and boat launch to post Harbor Commission meeting schedule, agendas and Harbor Commission contact information.

4. Survey and Feedback Procedures

Survey boaters and slip owners to determine what services they want and how it should be provided. Gather feedback and implement changes on dredging and other issues.

Survey all boaters, slip owners and marina owners regarding river maintenance and safety issues. Use an email list to inform and listen to river stakeholders.

South Haven Municipal Marina, Black River Park and River Maintenance
Capital Improvement Plan
Fall, 2014

Project, Project Cost	Current Year FY 2014 Local Expense/Match	Year 1 FY 2015 Local Expense/Match	Year 2 FY 2016 Local Expense/Match	Year 3 FY 2017 Local Expense/Match	Year 4 FY 2018 Local Expense/Match	Year 5 FY 2019 Local Expense/Match
Marina Fund						
South Side Building Renovation \$300,000.00	Apply for Waterways Harbor Infrastructure Grant 1,250	Design and Bid Specifications 50,000	Construction Fall/Winter 2016 150,000			
Maritime Dock Replacement \$300,000.00			Apply for Waterways Harbor Infrastructure Grant 2,000	Design and Bid Specifications 50,000	Construction Fall/Winter 2018 150,000	
South Side Dock Extension and Wave Attenuation Study \$100,000.00	Apply for Waterways Harbor Preliminary Engineering Study Grant 750	Perform Study 50,000				
South Side Dock Extension Project \$300,000.00				Apply for Waterways Harbor Infrastructure Grant 2,000	Design and Bid Specifications 50,000	Construction Fall/Winter 2019 150,000
South Side Headwall Electric Upgrade \$50,000.00		Apply for Waterways Harbor Infrastructure Grant 2,000	Design and Bid Specifications 5,000	Construction Fall/Winter 2016 12,500		
Marina Dredging			Marina Dredging 40,000		Marina Dredging 40,000	
Staff Managed Improvements \$25,000 per year	25000	25,000	25,000	25,000	25,000	25,000
Total Marina Fund Annual Capital Expense	27,000	127,000	222,000	89,500	265,000	175,000

Black River Park Fund

Fish Cleaning Station \$165,000.00	Apply for Great Lakes Fisheries Trust Grant 750	Design and Bid Specifications 24,000	Construction Fall/Winter 2016 15,000			
Driveway Improvements \$300,000.00	Apply for Waterways Boating Access Infrastructure Grant 1,500	Design and Bid Specifications 18,000	Construction Fall/Winter 2016 150,000			
Boat Launch Ramp Dock Replacement, Landscaping, Amenities \$50,000.00	Apply for MNRTF Small Development Grant and Recreation Passport 2,000	Design, Bid Specifications, Installation 7,500	Construction Fall/Winter 2016 12,500			

Black River Boat Launch Restroom Renovation	Apply for MNRTF Small Development Grant and Recreation Passport	Design and Bid Specifications	Construction Fall/Winter 2016					
\$45,000.00	750	6,000	11,250					
Boat Launch/Marina Restroom, Showers				Apply for Waterways Harbor Infrastructure Grant	Design and Bid Specifications	Construction Fall/Winter 2019		
\$300,000.00				2,000	50,000	150,000		
Staff Managed Improvements \$25,000 per year	10,000	10,000	10,000	10,000	10,000	10,000		10,000
Total Black River Park Fund Annual Capital Expense	15,000	65,500	198,750	12,000	60,000	160,000		
River Maintenance Fund								
Pierhead Dredging	Pierhead Dredging, Contract with Army Corps					Pierhead Dredging, Contract with Army Corps		
	40,000					40,000		
Turning Basin Dredging		Turning Basin Dredging, Contract with Army Corps			Turning Basin Dredging, Contract with Army Corps			
		40,000			40,000			
Black River Dredging				Upper Harbor Channel Dredging				
				200,000				
Total River Maintenance Fund Annual Capital Expense	40,000	40,000	0	200,000	40,000	40,000		

South Haven Marina and Harbor Recreation Plan Amendment

Description of the Planning Process

Harbor Commission Strategic Plan

The South Haven Harbor Commission discussed and considered the strategic plan as an agenda item in a regularly scheduled public meeting on September 16, 2014. The board met for a workshop session on September 30, 2014 to discuss the strategic plan. The board discussed the strategic plan as an agenda item in a regularly scheduled public meeting on December 16, 2014.

Harbor Commission Capital Improvement Plan

The South Haven Harbor Commission reviewed a draft Marina and Harbor Capital Improvement Plan on August 19, 2015 in a regularly scheduled public meeting. The Harbor Commission approved the Capital Improvement Plan on September 16, 2015 in a regularly scheduled public meeting.

Harbor Commission Recommendation to City Council

The South Haven Harbor Commission approved a resolution recommending the adoption of the Marina and Harbor Recreation Plan Amendment to City Council on February 17, 2015.

South Haven City Council Public Hearing on the Recreation Plan Amendment

The South Haven City Council held a public hearing to hear public comment on the Recreation Plan Amendment at a public meeting on February 23, 2015. There were no comments.

South Haven City Council Approval of Recreation Plan Amendments

The South Haven City Council approved a resolution approving the Recreation Plan Amendment at a public meeting on February 23, 2015.

Description of the Public Input Process

Recreation Plan Amendment, Document Availability

On January 30, 2015, the Recreation Plan Amendment was made available to the public at the Office of City Clerk, with paper copies available at the Customer Service Desk at South Haven City Hall, 539 Phoenix Street, South Haven. On January 30, 2015, the Recreation Plan Amendment was posted on the City's website at www.south-haven.com, with a link from the front page.

Public Notice of Document Availability and Notice of Public Hearing

An advertisement of the availability of the Recreation Plan Amendment at the customer service desk at South Haven City Hall was published in the South Haven Tribune on February

1, 2015. This advertisement also provided public notice of a public hearing to consider public comment on the Recreation Plan Amendment.

Summary of Responses Received

No members of the public made comment at the public hearing held by South Haven City Council on February 23, 2015.

City Council

Regular Meeting Agenda

Monday, February 23, 2015
7:00 p.m., Council Chambers



1. Call to Order
2. Invocation – Moment of Silence
3. Roll Call
4. Proclamation – Albemarle Corporation
5. Approval of Agenda

6. Consent Agenda: Items A thru D (Roll Call Vote Required)

(All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. Unless requested by a Council Member or a citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and considered separately.)

- A. Council will be requested to approve the City Council Minutes of February 2, 2015.
- B. Bills totaling \$ 1,316,589.19 for the period ending February 24, 2015 be approved and forwarded to the Clerk and Treasurer for payment.
- C. Council will be asked to approve a proposal by Abonmarche to perform dredging permit application services for a dredging permit in the Turning Basin.
- D. Council will be asked to receive the following administrative reports and approved minutes to be placed on file:
 - 1) 05-05-2014 CBA Minutes
 - 2) 11-19-2014 Airport Authority Minutes
 - 3) 11-19-2014 Housing Commission Minutes
 - 4) 12-16-2014 Harbor Commission Minutes
 - 5) 12-17-2014 Housing Commission Minutes
 - 6) 12-18-2014 BPU Special Minutes
 - 7) 01-13-2015 Parks Minutes

If a member of the public wishes to address any of the following items listed on the agenda they will be given a chance to speak prior to Council discussing the item. They will be given up to 5 minutes to address their concerns.

UNFINISHED BUSINESS

7. Council will be asked to consider a motion to prohibit animals from entering the Huron Street Pavilion during the hours of operation for the city's Farmers' Market, with the exception of guide and service animals.

NEW BUSINESS

8. Council will be asked to consider approval of a Declaration and Notice to close out the Van Buren Trail grant.
9. Council will be asked to consider Special Event 2015-02, Festival of Cars/Kruisin for Kylie to be held June 6, 2015.
10. Council will be asked to consider the following regarding the South Haven Recreation Plan:
 - A. Hold a public hearing regarding the proposed amendment.
 - B. Approve Resolution 2015-06, a resolution amending the South Haven Recreation Plan.
11. Council will be asked to consider a motion to schedule a workshop session to begin the annual priority setting process.
12. Council will be asked to consider Resolution 2015-07, a resolution authorizing the City Manager to apply for a Michigan Natural Resources Trust Fund Grant for North Beach Improvements.
13. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda
(You will be given up to 5 minutes to address your concerns.)
14. City Manager's Comments
15. Mayor and Councilperson's Comments
16. Adjourn

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "B. Dissette", written over a horizontal line.

Brian Dissette, City Manager

Affidavit of Publication

State of Michigan County of Van Buren) SS

TARA WILKINSON, being duly sworn and says that she is the advertising consultant of The South Haven Tribune, a newspaper published, printed and circulated in the County of Van Buren, State of Michigan; That the affixed printed notice has been printed and published in said newspaper 1 times. Same being on the following days, to wit:

2-1-15

SH Tribune

Signature

Ta

Subscribed and sworn to me this

2nd Day of FEB A.D. 2015

Stacey Smith

NOTARY PUBLIC, Van Buren County, MI
My commission expires 10/27 2017

Bill amount _____

The South Haven Tribune
308 Kalamazoo St.
South Haven, MI 49090
269-637-1104
classifieds@southhaventribune.com

CITY OF SOUTH HAVEN PUBLIC HEARING NOTICE

The City of South Haven will hold a public hearing to consider an amendment to its five year Recreation Plan. The public hearing will be held at the meeting of South Haven City Council on Monday, February 23, 2015, at 7:00 p.m. at South Haven City Hall, 539 Phoenix Street, South Haven, Michigan.

The amendment would add the Harbor Commission Strategic Plan and the South Haven Municipal Marina, Black River Park and River Maintenance Capital Improvement Plan to the Recreation Plan. If accepted by the State of Michigan, this amendment would make the City of South Haven eligible to apply for recreational grants for marina and harbor improvements.

The document is available on the City of South Haven website, south-haven.com, under "Recreation Plan Amendments". A copy of the document is available for public review at the customer service desk at City Hall. Public comment is encouraged and time will be made available for comments during the public hearing at the time and location listed above.

Paul VandenBosch
Harbor Master

STACEY SMITH
Notary Public, State of Michigan
County of Allegan
My Commission Expires Oct. 27, 2017
Acting in the County of VAN BUREN

Affidavit of Publication

State of Michigan County of Van Buren) SS
TARA WILKINSON, being duly sworn and says that she is the advertising consultant of The South Haven Tribune, a newspaper published, printed and circulated in the County of Van Buren, State of Michigan; That the affixed printed notice has been printed and published in said newspaper 1 times. Same being on the following days, to wit:

2-22-15

SH Tribune

Signature

Ta

Subscribed and sworn to me this

23rd Day of FEB A.D. 2015

Stacey Smith

NOTARY PUBLIC, Van Buren County, MI
My commission expires 10/27 2017

Bill amount _____

The South Haven Tribune
308 Kalamazoo St.
South Haven, MI 49090
269-637-1104
classifieds@southhaventribune.com

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Paul VandenBosch
Harbormaster

STACEY SMITH
Notary Public, State of Michigan
County of Allegan
My Commission Expires Oct. 27, 2017
Acting in the County of Van Buren

EXCERPT OF DRAFT MINUTES

At a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in City Hall located at 539 Phoenix Street, South Haven, Michigan, on the 23rd day of February, 2015, commencing at 7:00 p.m.

Present: Arnold, Gruber, Klavins, Patterson

Absent: Fitzgibbon, Kozlik Wall, Burr

1. After concluding certain matters of the agenda, Councilmember Klavins announced that the next order of business was Item 10: **Council will be asked to consider the following regarding the South Haven Recreation Plan:**

A. Hold a public hearing regarding the proposed amendment.

B. Approve Resolution 2015-06, a resolution amending the South Haven Recreation Plan.

Background Information: In late 2014, we were made aware that the MDNR will require that cities applying for Waterways grants must include a reference to planning for marinas in their Recreation Plan.

Our 2014 Marina Capital Improvement Plan identifies the following 2015 grant applications:

South Side Marina Building Renovation

South Side Marina Dock Extension and Wave Attenuation Study

Black River Park Driveway Improvements.

We are busy preparing these applications, anticipating a spring application date. In order to be eligible for these grants, the MDNR is requiring a statement in the Recreation Plan regarding harbor planning.

In order to avoid a delay in applying for grants for these projects, staff proposes to amend the Recreation Plan to include two existing plans which have been approved by the Harbor Commission.

The Harbor Commission Strategic Plan is a description of goals and recommendations for improvement of South Haven Harbor.

The South Haven Municipal Marina, Black River Park and River Maintenance Capital Improvement Plan is a five year plan showing a number of improvement projects to those facilities, and potential grant sources for those projects.

Item A: Hold a public hearing regarding the proposed amendment.

Moved by Gruber to open a public hearing regarding the proposed amendment to the South Haven Recreation Plan. Seconded by Patterson.

Voted Yes: All. Motion carried.

No public comment

Moved by Arnold to close the public hearing regarding the proposed amendment to the South Haven Recreation Plan. Seconded by Patterson.

Voted Yes: All. Motion carried.

Item B: Approve Resolution 2015-06, a resolution amending the South Haven Recreation Plan.

Moved by Patterson to approve Resolution 2015-06, a resolution amending the South Haven Recreation Plan. Seconded by Arnold.

Voted Yes: All. Motion carried.

The foregoing is a true and exact excerpt of the minutes of a regular meeting of the City Council held on the 23rd day of February, 2015.

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTIES OF ALLEGAN AND VAN BUREN)

I, Michelle Coffey, the duly qualified and acting Clerk of the City of South Haven, do hereby certify that the foregoing is a true and complete excerpt of the minutes of the City Council at a regular meeting held on February 23, 2015, the original of which is on file in the office of the City Clerk. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 25th day of February, 2015.

M. G. Coffey

Michelle Coffey, Deputy City Clerk

CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 2015-06

A RESOLUTION AMENDING THE SOUTH HAVEN RECREATION PLAN

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 February 23, 2015 at 7:00 p.m. local time.

PRESENT: Arnold, Gruber, Klavins, Patterson

ABSENT: Fitzgibbon, Kozlik Wall, Burr

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

WHEREAS, South Haven City Council has reviewed the proposed amendments to the Recreation Plan; and,

WHEREAS, South Haven City Council held a public hearing at 7:00 p.m. on February 23, 2015 to hear comments from any interested person; and,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of South Haven adopts the attached Marina and Harbor Amendment to the Recreation Plan.

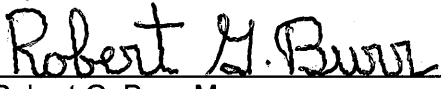
BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: Arnold, Gruber, Klavins, Patterson

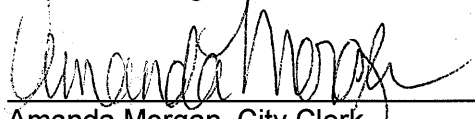
Nays: None

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 23rd day of February 2015, 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

HARBOR COMMISSION
CITY OF SOUTH HAVEN
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

RESOLUTION NO. 15-02

A RESOLUTION RECOMMENDING THE MARINA AND HARBOR AMENDMENT
TO THE SOUTH HAVEN RECREATION PLAN

Minutes of a regular meeting of the Harbor Commission of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090, February 17, 2015 at 7:00 p.m. local time.

PRESENT: Arnold, Pyle, Stephens, Stegeman

ABSENT: Reineck, Silverman, Sullivan

The following preamble and resolution was offered by Member Stegeman and supported by Member Pyle.

WHEREAS, South Haven Harbor Commission has reviewed the proposed amendments to the Recreation Plan; and,

NOW THEREFORE BE IT RESOLVED, that the Harbor Commission recommends to the City Council of the City of South Haven the adoption the attached Marina and Harbor Amendment to the Recreation Plan.


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

RECORD OF VOTE:

Yeas: Arnold, Pyle, Stephens, Stegeman

Nays: -none-

RESOLUTION DECLARED ADOPTED.


Paul VandenBosch, Harbormaster


Marsha Ransom, Recording Secretary

Harbor Commission

Regular Meeting Minutes

Tuesday, February 17, 2015, 5:30 p.m.
Council Chambers, South Haven City Hall



City of South Haven

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

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

2. Approval of Agenda

VandenBosch requested the addition of a Recreation Plan Amendment Resolution as Item #11.

Motion by Stegeman, second by Stevens to approve the February 17, 2015 Regular Meeting Agenda with the addition of Item #11, Recreation Plan Amendment Resolution.

All in favor. Motion carried.

3. Approval of Minutes: January 20, 2015 Regular Meeting

Motion by Stevens, second by Stegeman to approve the January 20, 2015 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

There were none.

5. Marina Reports

VandenBosch reviewed the Marina Reports, noting revenue, expenses and cash and investment balances.

6. Reducing Erosion and Sedimentation

VandenBosch welcomed Matt Meersman and pointed out that we are always looking for ways to reduce sedimentation and the need to dredge the harbor and it sounds like one of the best ways we can do that is support the work that the Conservation District is doing.

Matt Meersman, Van Buren Conservation District: Stated he was here three (3) years ago in regards to wetlands. Spoke about the big announcement in St Joseph in regards to the six million dollars (\$6,000,000) in funding brought in for the St. Joseph River watershed. Noted that the Conservation District is doing something in the village of Paw Paw with a bunch of other partners, explaining that there are two scales; the St. Joseph River watershed falls into the big scale and Paw Paw is on the smaller scale, but the model still fits and works.

Meersman: "If we care about the water we have to think about the watershed. We get out in the landscape; there is a lot of agricultural property on the rivers. Farming practices are not all of it; there is an urban part, too, roads and rooftops."

Meersman spoke to wetland loss as a huge part of the issue of sedimentation. "Studies show that fifty-two percent (52%) of the wetlands of the Black River have been lost." Spoke about what functions the wetlands serve and noted that forty-three percent (43%) of sediment retention has been lost. "We still have sediment issues. We've lost sixty-one percent (61%) of our ability to hold floodwaters. Meersman noted that monitoring reflects what was seen years ago; the corridor is largely vegetated but there is a lot of bank erosion. "This is instream erosion; the water getting into the channel and the channel not being able to handle the volume. A lot of the sediment is from the stream channel itself." Preventing clean water from dumping into the river includes things like rain gardens and farming practices; according to Meersman cover crops is the main thing the conservation district pushes. "A non-commodity crop you don't intend to harvest planted before and after the main crop you plan to harvest; even planting a cover crop around blueberry bushes provides something to keep roots in the soil all year long, prevents weed overgrowth and the roots going down into the soil helps promote infiltration," Meersman noted.

Meersman then informed the board about the Paw Paw River project, noting that Maple Lake is the center piece of the village of Paw Paw. "It's a manmade lake; the south branch of the Paw Paw River is heavily drained; there has been wetland loss, the water is slow and the lake is filling with sediment." Meersman pointed out that past practice was to dredge the lake pile the dredge spoils nearby but with so many prohibitions and restrictions of where dredge spoils could be put that dredging became too costly. Meersman then explained the project that was undertaken in Paw Paw. The village took fifty thousand dollars (\$50,000) of tax money and put that up as a cash match and applied for a grant to do a watershed project with the Van Buren Conservation District to do outreach to the farmers in the area. "We have a cost share program, not unlike federal programs that are out there." Meersman noted that there is a long line to get into the federal money, with the money the village put up the conservation district was able to get cover crops planted in the first year.

"We used an airplane to fly over and plant cover crops in four hundred sixty (460) acres. We have a tool in the Paw Paw watershed; you can go online and draw a line around the area where you have the cover crops planted and you can see how much sedimentation has been prevented. With seven thousand dollars (\$7,000) we kept about forty thousand (40,000) tons of sediment from getting into the south branch of the Paw Paw River. Although we only have this fifty thousand (\$50,000) for now, we can get these guys started and then they can get in line for National Resources Conservation Services (NRCS) money."

Meersman stated that while the money awarded to the St. Joe watershed won't help the Black River watershed any, it will help the Paw Paw River get in line. "We just need to put together a group of partners to make an application for a grant." Meersman noted that it's the Regional Conservation Partnership Program, which is like a grant. "Say you could come up with \$20,000 and get some partners; it doesn't have to be a cash match, it could be time or resources. It's not a grant; it's money that is dedicated for Black River Watershed farmers and it makes the line a lot shorter than a state grant. You're not competing with the entire state."

Meersman suggested looking at this as a challenge. "You need a champion, could it be the Harbor Commission?" Meersman does not know who or what organization might be here for the Black River watershed and noted that for the St. Joseph watershed it was the Friends of the St. Joe River which was able to bring in partners.

"Another possibility is that half or more of your watershed is in Van Buren County; the Van Buren County drain commissioner has been working with us on a project which was piloted in the same area as the land that drains into Maple Lake." According to Meersman, a lot of the Black River watershed is heavily drained and people who live along a drain have to pay a drain assessment when work is done in that drain. Most of that work is dredging out the drain, along with culverts under roads, bank stabilization, etc. Meersman noted that drain tax, historically, was based on acres; if you had a ten (10) acre parcel you paid twice as much as the neighbor with the five (5) acre parcel. "Now there are tax classes to address who gets more benefit. New data exists now and we more accurately determine that assessment." For example, Meersman gave the following example: take two two-hundred acre parcels; one used for road crops and the other for hunting land, fallow land. "Now we are able to look at land cover data instead of tax class. We can tell how many acres are used for agriculture and how much of that is covered with greenhouses and how much is natural land. That's a start, but management practices now will make the difference in how the property is assessed. Conventional tillage or using cover crops or no-till; we have models to determine how much is being done on each property. The difference in tax status based on practice reinforces good behavior."

Meersman also noted that the Black River watershed has two counties that drain into the Black River and pointed out that the St. Joseph watershed had two states that drain into the St. Joe River. "It creates challenges but it can happen. We have identified who these farmers are, and actually gone out and talked to them about what they can do and how it can help them. This could be a model for something to be done up here."

Pyle asked who does the assessing and whether they go out into the field. Meersman responded that assessing is all done at a computer; GIS programs are used along with a simple multiplication formula done in an assessment program. Pyle questioned whether this information is updated annually to which Meersman responded that yes, it is. "It's not exact, but it really helps, depending on how things change. There is a review process and the farmers can come in annually and it will change according to what they are planting and how they are managing."

Stegeman commented that he thinks it was six million eight hundred thousand dollars (\$6.8M) that St. Joe got.

7. Turning Basin Permit Proposal

VandenBosch noted that the city's dredging permit for the turning basin expires on June 28, 2015. One of our strategic plans is to keep a permit in place. VandenBosch contacted Abonmarche to put together a proposal for such a dredging permit and explained the various costs included in the proposal, noting that part of the bid is for sixteen thousand dollars (\$16,000) and one part is time and material. VandenBosch noted that it takes quite a bit of time to get a permit and we may not have a permit by June; his recommendation is get started and get that permit application going.

Motion by Stevens that VandenBosch move forward with pursuing a permit for maintenance dredging, sediment testing, dredge spoils site selection assistance and MDEQ/USACE (Michigan Department of Environmental Quality/United States Army Corps of Engineers) permit application preparation for the turning basin and Friends Good Will channel which is expiring on June 6, 2015. Second by Pyle.

Stegeman asks about the cost of the sample analysis, as he feels it is a little out of line, and wondered if VandenBosch can work with Abonmarche on that. VandenBosch said he will ask that they get a quote from a local company for the sediment sample analysis. Stegeman said most samples go to a lab up north and includes extraction; we have a local guy who did it for one hundred dollars (\$100) a sample, so we could probably cut that bill by seventy-five percent (75%). VandenBosch agreed that would reduce the cost.

All in favor. Motion carried.

8. Dredging Capital Plan

VandenBosch added engineering (putting together bid specs for dredging, and doing soundings before and after, contractor oversight); permitting and river and federal channel dredging engineering. VandenBosch told the board, "We need to be putting away about \$140,000 per year; based on past experience that is roughly our cost to maintain what we formerly maintained and the federal channel which the Army Corps is abandoning."

Stegeman asked the average depth to which dredging is done and VandenBosch noted that that figure is different upriver of the bridge than downriver and the turning basin is usually dredged to about eleven (11) or twelve (12) feet. Stegeman noted we have one deep draft sailboat in the harbor and asked what it draws to which Stephens responded eight feet nine inches (8'9").

VandenBosch commented on last month's discussion of a different strategy which would include docks in the project and stated that he does not know how that would affect the cost but will talk to Abonmarche. "At the moment," VandenBosch stated, "I would like Abonmarche to focus on our grant projects and the turning basin. There will be savings for dock owners but the question is, are they willing to pay an assessment for it? A lot of details need to be worked out."

Stephens commented that we need to be putting in place a plan to set aside a lot of money to do this project. VandenBosch agreed and went over the figures for the dredging and the engineering costs.

Discussion ensued regarding special assessments. Stegeman asked what kind of outline we would have for a workshop and how assessments would be done. VandenBosch explained it has been done by number of docks in the past, but that he needs to think about how to put such a project together noting that it is not only the assessment side, but the funding side and how to get dredging done on a regular basis. "We've reacted in an emergency situation so many times," VandenBosch commented, "What is the best way to maintain a regular maintenance dredging schedule?" VandenBosch noted that he is not sure we need to react quickly because of Lake Michigan high water, adding, "We may need to dredge the one mound we have in the turning basin, but I think talking about a future dredging plan now is good preparation in case the Lake level changes." VandenBosch pointed out that we need to figure out the most cost-effective way to dredge and put together some options. Stevens asked if we should put together a sub-committee to brainstorm. VandenBosch is open to a special meeting or a sub-committee to discuss how to move forward and put a plan in place. Stevens thinks we should be proactive as opposed to reacting. VandenBosch pointed out there are so many people out of town right now, maybe it would be good to start in April. Stevens said it would be good to know what other harbors do. Stegeman said our biggest hurdle is that we are not a commercial harbor any more.

VandenBosch spoke about the Small Harbor Coalition he is a part of which is trying to find a solution. VandenBosch noted that he needs to start using some of his contacts to see what other people are doing, stating that the city has hired out dredging and talked to the Army Corps, which is fairly inexpensive, but the Corps only wants to do the federal channel. Stegeman said our advantage is that our harbor is small as opposed to other harbors which are more spread out. VandenBosch said he needs to learn a bit about dredging before we start meeting with other people and talking about assessments.

Motion by Stevens to have a workshop in April to determine how to move forward. Second by Pyle.

All in favor. Motion carried.

Stegeman suggested if we have no business in April we could substitute the workshop or couple them together.

Stegeman noted that we know we have the turning basin mound and the other issue at the channel mouth.

9. Budget

VandenBosch pointed the board to page thirty-two (32) of the packet, Marina Fund Budget, and noted that we need money in the next fiscal year to do the work that we are applying for grant funding this year. The necessary reserve fund make it impossible to do the last four (4) items on the list.

VandenBosch also pointed out the handout he provided for the board regarding grants staff is working on right now.

VandenBosch explained the budgeting process, and asked for a motion, noting that goes to the city manager who then takes it to City Council.

Motion by Pyle to recommend the 2015 budget as presented. Second by Stevens.

All in favor. Motion carried.

10. Customer Satisfaction Surveys

VandenBosch suggested the board look at the customer satisfaction surveys and discuss the results next month, noting that he did not put the surveys in the agenda packet due to personal information included.

Stegeman asked if this is a cross-section or all we received and who received surveys. Marple said, "Surveys were sent to all seasonal boaters, and yes, this is all we received." After a question, Marple explained that there are comment cards for the transient boaters to fill out and commented that he needs to increase the emphasis for next year.

Stegeman asked what the return rate is of responses. Marple said we are touching two hundred (200) seasonal boaters; we are about at ten percent (10%). Marple said some of the comments have been emphasized verbally towards him and other members of the staff. "An example is that we have been asked to put paper towel dispenser in the boater restrooms. The way the bathrooms are designed will make it difficult to find a good spot. The most serious incident we had was to have a seasonal boater's dog attack another dog at the marina and I had to ask the folks not to bring their dog anymore and we did lose a seasonal boater. That was the most serious incident we had. "Now some of the boaters have rambunctious dogs, on occasion," Marple said, "I haven't discussed this with VandenBosch yet; some long term boaters, one in particular, his dog is on the edge of a little bit obnoxious, for lack of a better word, and some of the boaters don't appreciate it."

Stegemen suggested using something like <https://www.surveymonkey.com/> in the future for the boater surveys as it is easier to collate the data. Pyle commented that there might be more responses. Discussion ensued regarding using an internet survey.

Motion by Stephens to move discussion of the surveys to the March meeting. Second by Stegeman.

All in favor. Motion carried.

11. Recreation Plan Amendment Resolution

VandenBosch found out in December that to get our waterways grant, which includes the Black River Park driveway, Southside marina and dock engineering, we have to include the harbor in our Recreation Plan. VandenBosch has put together our capital plan and strategic plan and packaged it as a Recreation Plan Amendment. This amendment will be going to City Council on Monday and if approved we are going to try to get it together and package it as the deadline is March 1, 2015. As part of that, VandenBosch noted, the Harbor Commission would have to recommend adoption of the Recreation Plan Amendment

Motion by Stegeman to recommend to City Council the adoption of Resolution Number 15-02, a resolution recommending the Marina and Harbor Amendment to the South Haven Recreation Plan. Second by Pyle.

Discussion ensued regarding a change that was recommended by the commission at the last meeting, which appears in the meeting minutes on page nine (9) of the packet, which Stephens does not see in this amendment. After discussion, VandenBosch said he made that change and thinks he may have provided the wrong version as a handout. Stevens expressed concern with approving the amendment without that verbiage; Stegemen pointed out that we approved the minutes and it is in the minutes.

Member and Staff Comments

Stegeman: Thursday of this week is the Steelheaders membership meeting at 7:00 pm at South Haven Moose. Jay Wesley is to give an update on the Great Lakes Fisheries. In May we have Dan O'Keefe, the Salmon Ambassadors guy for the Michigan State University Extension; they do the tracking of the tags in the noses of fish that people turn in. It will give an idea where the fish caught in South Haven are originating.

Pyle: Spoke about the need to be sure everyone knows how important the fishermen are; we need to protect that as well as tourism. Stegemen noted that the fishing is changing and we need to be sure people know this is still a destination harbor for fishing. Pyle feels we are going in the right direction with the fish cleaning station upgrade.

Pyle: Asked when the docks will be put in to which VandenBosch responded, "April 1, 2015 as long as the ice is gone."

Marple: Informed that a large number of the stands for the interpretive signs are on order so they can be installed this spring.

Arnold: Noted our next meeting is St. Patrick's Day. VandenBosch noted that he has at least one item on the agenda already.

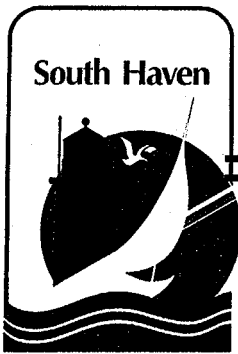
Adjourn

Motion by Stegeman, second by Stephens to adjourn at 6:37 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499
Telephone (269) 637-0775 • pvandenbosch@south-haven.com

February 24, 2015

Doug Cultra
County Administrator
County of Van Buren
219 Paw Paw St.
Paw Paw, Michigan 49079

Good Morning;

The City of South Haven recently adopted an amendment to the Five Year Recreation Plan.

This amendment is the Marina and Harbor Amendment to the Recreation Plan.

The intent of this document is to provide information to the public so that the City may use comment and input from the public in developing its plans, and may establish its priorities and plans in an open way, using a public process.

Additionally, the five year recreation plan is required for eligibility for grants administered by the Department of Natural Resources, Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Waterways Fund.

Prior to submitting the document to the Department of Natural Resources, we are required to provide your agency with a copy of the adopted Recreation Plan and Amendments. The plan may be found at the City of South Haven website at www.south-haven.com. I have included a paper copy of the plan with this correspondence. Please feel free to contact me with any questions at 269-637-0775.

Sincerely;

Paul VandenBosch
Harbormaster
City of South Haven



City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499
Telephone (269) 637-0775 • pvandenbosch@south-haven.com

February 24, 2015

Southwest Michigan Planning Commission
376 West Main Street, Ste 130
Benton Harbor, Michigan 49022

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Harbormaster
City of South Haven