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Info. Technology  
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Inspection Services  
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Mayor's Office  
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Planning/Zoning  
(231)724-6702  
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Police Department  
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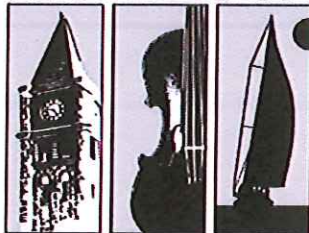
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Treasurer  
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# MUSKEGON



West Michigan's Shoreline City  
[www.shorelinecity.com](http://www.shorelinecity.com)

February 1, 2017

Re: Amendment to Leisure Services Master Plan – Hartshorn Marina (enclosed).

This is to inform you that there will be a public hearing before the City Commission at 5:30 p.m. on February 28, 2017 in the City Commission Chambers, at City Hall regarding the proposed amendment to the sections referencing the Hartshorn Marina areas of the Parks & Recreation Master Plan 2016. There will also be a meeting in the City Commission Chambers, First floor City Hall, 933 Terrace St., Muskegon, MI 49440 on February 20, 2017 from 2 p.m. to 3 p.m. so the public may review and ask any questions regarding the amendment and the grant for Hartshorn Marina.

We are NOT revising the entire plan at this time. The reason for proposed amendments to the Plan is to meet grant application guidelines for improvements to Hartshorn Marina which requires that any amendments to the Parks & Recreation Master Plan must be approved and submitted to the State of MI by March 1, 2017 in order to meet the grant submittal deadline of April 1, 2017.

An ad was placed in the Muskegon Chronicle on February 1, stating that the documents can be viewed at the Hackley Public Library, the City Clerk's Office, Planning Department and the Department of Public Works, and on the City website at [www.shorelinecity.com](http://www.shorelinecity.com). Another ad will be placed in the paper to remind the public of the public hearing before the City Commission at their meeting of February 28, 2017. City Commissioners will receive the proposed amendment as well as any comments that have been made prior to the public hearing and will be asked to approve the amendment after the public hearing.

Should you have any questions regarding this; please contact Kevin Santos, Highway and Marina Supervisor, at (231) 724-6908 or by email at [kevin.santos@shorelinecity.com](mailto:kevin.santos@shorelinecity.com) or myself at (231) 724-6760 or by email at [hope.mitchell@shorelinecity.com](mailto:hope.mitchell@shorelinecity.com).

Sincerely:

Hope Mitchell  
Code Coordinator, City of Muskegon

**CITY OF MUSKEGON  
PUBLIC NOTICE**

The City of Muskegon hereby gives Notice that there will be an amendment to the Hartshorn Marina areas of the Muskegon Parks & Recreation Master Plan 2016. The Plan amendment may be reviewed starting February 1, 2017 at the City Clerk's Office & Planning Departments in the Muskegon's City Hall, The Hackley Public Library, The Department of Public Works Building at 1350 E. Keating and online at [www.shorelinecity.com](http://www.shorelinecity.com). The City will also hold a public review and comment session on Monday, February 20, 2017 from 2 p.m. to 3 p.m. in the City Commission Chambers of Muskegon City Hall at 933 Terrace St. First Floor, Muskegon, MI 49440. The amendment is for Hartshorn Marina only so the City may apply for a grant with the State of MI. Information on the grant proposal will be available at the public review and comment session as well. The City Commission will be holding a public hearing on the amendment on February 28, 2017 at 5:30 p.m. in the City Commission Chambers of Muskegon City Hall, 933 Terrace St. First Floor, Muskegon, MI 49440 and approving the amendment after the public hearing.  
PUBLISH: February 1, 2017.

# RECREATION MASTER PLAN SUPPLIMENT

2017

## CITY OF MUSKEGON



### Public Access Harbor and Launch Ramps

Administered by the Department of Public Works, the marina division is responsible for the operation and maintenance of Hartshorn Marina, four boat launch ramps, moorings, and summer dry storage areas at Pere Marquette Park and Harbour Towne Beach.

Staff includes a Harbor Master, one administrative assistant, one facility manager, and eight seasonal staff to provide customer service and maintenance during the boating season.

#### Hartshorn Marina

The main harbor has 135 variable size slips, forty percent of which are designated as transient, and can be reserved through the DNR website or hotline. The DNR, Muskegon County Visitors Bureau, Fricano's "On The Lake", and other venues, provide the public/private partnership for promoting new business to the marina.

The facility includes a small Harbor Master's office for customer and hospitality services, adjoined by a main bathroom/shower facility; two picnic shelters, dockside storage, and individual shore power and potable water access.

As of 2016, a phased plan exists to replace the Harbor Master's office, which was built in 1960, and the adjoining bathhouse, with a single, multi-functional facility, including: underground irrigation, landscaping, office space, public ADA accessible bathrooms and showers, a guest laundry with kitchen/vending common, maintenance and professional space.

Replacement of the center floating pier is a critical phase of the plan. The "T-Dock" was constructed and installed in 1986, and has lost much of the original floatation. The center floating dock also needs considerable utility upgrades and repairs to make the structure code-compliant. The new structure should include ADA accessibility, mixed-size seasonal and transient slips, sanitary pump-out, and public access fishing piers.

## Launch Ramp Facilities

Muskegon maintains four public launch ramps along the southern shore of Muskegon Lake, which are from east to west: Fisherman's Landing, Hartshorn Launch, Grand Trunk, and the Jaycee's Launch (a.k.a. Cottage Grove). Each ramp includes a minimum of four launching lanes, floating docks, staging and parking areas, and portable public restrooms. Heavy usage during the boating season significantly increases wear to the infrastructures.

The marina fund purchased new launch ramp docks for Hartshorn and Cottage Grove in 2016, at a combined cost of \$39,080 dollars for 4 docks.

The Jaycee's Launch, Grand Trunk, and Fisherman's Landing will require the submerged concrete panel portions of the ramps replaced in the next five years. Pavement, and improved accessibility and lighting are needed at Grand Trunk.

A fish cleaning station is also highly desirable for at least one of Muskegon's public launch facilities.

Dredging the launch ramps is not anticipated over the next 5 to 10 years.

## Marina Maintenance Plan

Hartshorn is staffed with a full-time Harbor Master, facility manager and administrative assistant. The Harbor Master performs off-season inspections and facilitates repairs of the de-icing system, and other maintenance items as are required.

The seasonal marina aides assist customers, tourists and citizens, and perform most primary maintenance duties.

The Department of Public Works assists marina employees with more complex tasks, or those requiring heavy equipment and specialized knowledge of utilities.

Maintenance tasks include daily inspection of marina infrastructure, grounds maintenance, upkeep of the buildings and bath houses, customer requests for dock repairs or cleaning, repairing irrigation systems, and weed control.

The marina staff performs daily maintenance and cleaning of the main facility and grounds, and at each municipal launch ramps.

A separate mooring field with fifty buoys, and a smaller thirty-slip marina with primitive slippage (no power/water), are also maintained by marina staff.

**Maintenance and Salary Budget**  
**2016-2017**

<u>MAINTENANCE COST</u>	<u>2016</u>	<u>BUDGETED</u>	<u>CONTRACTUAL SERVICES</u>	<u>2016</u>	<u>BUDGETED</u>
OFFICE SUPPLIES		\$300	OTHER INSURANCE & BONDS		\$3,497
PUBLICATIONS & MEMBER		\$300	CONSULTING FEES		\$900
POSTAGE		\$250	CONTRACTUAL SERVICES		\$86,162
CLOTHING		\$500	AQUATIC NUISANCE		\$3,348
IRRIGATION SUPPLIES		\$350	PRINTING		\$600
TOOLS		\$500	ADVERTISING		\$500
MOTOR FUEL		\$100	Harbor Twn Slip Mnt Fees		\$2,000
MEDICAL SUPPLIES		\$50	Pigeon Key Slip Mnt Fees		
MISCELL MATERIAL & SUPPL		\$3,000	INDIRECT COST		\$5,549
COMPUTER SUPPLIES		\$300	copy machine		\$300
BUILDING SUPPLIES		\$1,500	VEHICLE RENTAL		\$9,830
CUSTODIAL SUPPLIES		\$900	CITY SERVICES FEE		\$11,612
EQUIPMENT SUPPLIES		\$150	BANK CHARGES		\$1,400
SEEDING & PLANATING SUP		\$500	TELEPHONE		\$2,500
	<b>TOTAL</b>	<b>\$8,700</b>	ELECTRICITY		\$26,000
<b>CONTRACTUAL SERVICES</b>	<b>2016</b>	<b>BUDGETED</b>	HEAT		\$650
OTHER INSURANCE & BONDS		\$3,497	WATER / SEWER		\$7,100
CONSULTING FEES		\$900			
CONTRACTUAL SERVICES		\$86,162		<b>TOTAL</b>	<b>\$64,941</b>
AQUATIC NUISANCE		\$3,348	<b>LAUNCH RAMP BUDGET</b>	<b>2016</b>	<b>BUDGETED</b>
PRINTING		\$600	CONTRACTUAL SERVICES		\$10,500
ADVERTISING		\$500	SALARY		\$1,000
Harbor Twn Slip Mnt Fees		\$2,000	MAINTENANCE		\$1,000
Pigeon Key Slip Mnt Fees				<b>TOTAL</b>	<b>\$12,500</b>
INDIRECT COST		\$5,549			
copy machine		\$300	<b>CIP EXPENSES</b>	<b>2016</b>	<b>BUDGETED</b>
			CRITICAL INFRASTRUCTURE		
			REPAIRS//EQUIPMENT		
			PURCHASES // T-DOCK		
VEHICLE RENTAL		\$9,830	ANNUAL REPAIR COSTS		\$22,300
CITY SERVICES FEE		\$11,612	DOCKS FOR GRAND TRUNK	<b>2017</b>	\$21,540
BANK CHARGES		\$1,400		<b>TOTAL</b>	<b>\$43,840</b>
TELEPHONE		\$2,500		<b>ANNUAL</b>	
ELECTRICITY		\$26,000		<b>TOTAL</b>	<b>\$194,923</b>
HEAT		\$650			
WATER / SLWER		\$7,100			
	<b>TOTAL</b>	<b>\$64,941</b>			

## Dredging

Dredging of the main Hartshorn basin, small boat basin, Cottage Grove and Grand Trunk launch ramps occurred in the spring of 2013. State of Michigan emergency dredging funds were allocated for most the expense.

The contract for Hartshorn Marina(s) and Cottage Grove stipulated that the city of Muskegon would store or dispose of analytically determined clean spoils in the city materials storage area.

The 5000 c/y removed from Grand Trunk was disposed of by the contractor.

DREDGING		
NAME	QTY YDS	LOCAL DISPOSAL
HARTSHORN MARINA	750	100%
COTTAGE GROVE LAUNCH	2000	100%
SMALL BOAT BASIN	1600	100%
SMALL BOAT BASIN	5000	0%
Total	9350	

Recent dredging of the small boat basin, and areas of the main harbor, combined with high water levels, negate the foreseen necessity of dredging within the respective historical window of fifteen years.

## MARINA CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan in order of priority

### HARTSHORN MARINA

Shoreline Protection	\$300,000
Upgrade or new Marina main building (multi-functional)	\$500,000
Parking Lot Lighting	\$150,000
Restroom Facilities with storage	\$250,000
Picnic Shelter	\$100,000
Picnic Tables	\$25,000
Grills	
Utilities	\$100,000
Paving	\$200,000
Boat Docks-Replace/Upgrade T-Dock, Mixed Seasonal/ Transient (or Trans) Slips	\$600,000
Fish Cleaning Station	\$75,000
Dingy Launch Ramp (2)	\$60,000
TOTAL	\$2,300,000

### GRAND TRUNK LAUNCH RAMP

Parking lot paving	\$200,000
Parking lot lights	\$150,000
Restroom Facilities with storage	\$500,000
Picnic Shelter(s)	\$100,000
Grills	
Picnic Tables	\$25,000
Utilities	\$125,000
Fish cleaning station	\$75,000
Launch Ramp Improvements	\$150,000
TOTAL	\$1,325,000

### FISHERMANS LANDING LAUNCH RAMP

Parking lot repairs	\$120,000
Restroom Facility with storage	\$200,000
Utilities	\$75,000
Launch Ramp Improvements	\$200,000
TOTAL	\$595,000
GRAND TOTAL	\$4,220,000

## Annual Maintenance Schedule

**Fall:** Marina staff completes cleaning and winterizing the main bath house facility and irrigation system before November 1. Seasonal “No Wake” and other informational buoys, and channel markers, are pulled from the water around the main marina, cleaned and stored. Picnic tables are services and stored, and dock boxes are cleaned and secured for winter weather. De-icing pumps and air lines are checked for problems.

Launch docks are also pulled from the water by November 1.

**Winter:** The limited staff works on off-season maintenance tasks, including picnic table repair and staining, and snow and ice control for paved areas of the marina and launch ramps. The de-icing system is checked weekly by the Harbor Master.

**Spring:** Marina aides begin maintenance work the first week of April in anticipation for the marina opening April 15. De-icing pumps are shut off and serviced, utilities are turned on and tested, and building and grounds maintenance begins. Channel markers and fairway buoys are also deployed, as are range-lights and entrance lights.

Launch ramp docks re-installed no later than May 1.

**Summer:** The marina is open seven days a week between Memorial Day and Labor Day weekends. Summer office hours assign seven marina aides to a three-shift rotation between 8 AM and 6 PM during the week and to 8PM on weekends. Grounds and building maintenance is performed daily; bathrooms and showers are cleaned hourly, and trash is removed from receptacles once per shift.

Other summer maintenance tasks include underground utility and storm water system/out-fall repairs, irrigation lines, tree trimming and removal, concrete sidewalk replacement, landscaping, power washing dock boxes or buildings, and pavilion and docks repairs. Repairs to the marina office and “T-Dock” are the most time-consuming and expensive summer maintenance projects.

## Marketing Plan

The marina shares advertising resources with “Fricano’s On the Lake” for marketing of both facilities. Space is also purchased on maps and brochures printed by the Muskegon County Visitors Bureau, and advertising via the city of Muskegon web page.

Linear dock space reserved as “Shoppers Docks” promote the marina while encouraging shopping and dining at near-by venues.

Annual events in and around the marina, including Muskegon Rebel Road bike event, and the Muskegon Irish Festival, boost transient numbers and promote sales.