



St. Joseph Recreational Harbor Authority  
St. Joseph River Yacht Club  
Marina Drive, St. Joseph, MI 49085

**AGENDA**  
**August 30, 2017**  
**12:00 PM**

**Call to Order**

**Order of Business**

1. Minutes from July 26th Meeting
2. Financials

**Old Business**

3. Parking Situtation

**New Business**

**Reports**

4. Marina Manager's Report

**Public Comments**

**Board Member Comments**

**Adjournment**



# Agenda Item

**TO:** Recreational Harbor Authority

**FROM:** Andrew Peters, Marina Manager

**RE:** Minutes from July 26th Meeting

**MEETING DATE:** August 30, 2017

**City of Saint Joseph Recreational Harbor Authority**  
July 26, 2017 meeting at Saint Joseph River Yacht Club

Present: Glenn Zerler, Bill Marohn, Ken Zimmerman, Tom Zellers, Mike Dumke, John Hodgson and Allan Westmaas.

Also Attending: Andrew Peters

The minutes of the June meeting were approved as presented.

The financial reports were reviewed. There were questions about the fuel sales and fuel costs. Andrew Peters said that merchandise purchased for the marina store has been charged to the fuel cost account, which distorts the numbers. That will be corrected. Mike Dumke requested information on the number of gallons sold in recent years. Andrew agreed to supply that information.

The party for Paul McTavish, celebrating 40 years of service at the marina, was enjoyed by about 45 people. All the members of the Harbor Authority chipped in \$30 each to pay for the food.

Andrew said that the season has been unusually rainy and cool, which has curtailed boating activity. He also noted that the number of “loopers” coming through has so far been down. The water level is about one and a half feet from an all-time high. There are 45 people on the waiting list for slips.

Westmaas moved that we buy a new Gator utility vehicle for a cost of about \$10,000. The present Gator is “beyond repair”. Dumke supported and the motion carried.

Andrew reported that our gas price of \$3.59 per gallon is above local competition. The sprinkler system in front of the office is installed and working well. It cost \$2,996.47. We got three bids to install a hand-rail on the stairs by the rest rooms.

The lowest bid was \$1,950.00. The work will be completed in August. Three new trees will be planted this fall to replace those that had to be taken down.

The meeting was adjourned by unanimous consent.

Respectfully submitted,

Allan J. Westmaas



# Agenda Item

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**TO:** Recreational Harbor Authority  
**FROM:** Andrew Peters, Marina Manager  
**RE:** Financials  
**MEETING DATE:** August 30, 2017

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Attached please find the following financial reports for the period ending July 31, 2017:

Comparative Balance Sheet  
Revenue & Expenditure Report  
Outstanding Receivables

*Action requested:* Receive reports.

**ATTACHMENTS:**

- Bal Sheet Jul 2017 (PDF)
- Rev & Exp Jul 2017 (PDF)
- Accts Rec Jul 2017 (PDF)

Fund 594 Marina Fund

GL Number	Description	PERIOD ENDED 07/31/2016	PERIOD END 07/31/20
*** Assets ***			
594-000.000-002.000	Savings - Chemical Bank	414,138.58	485,136.6
594-000.000-002.500	Cash Reserves - Designated	0.00	150,000.0
594-000.000-004.000	Imprest Cash	400.00	400.0
594-000.000-040.000	Accounts Receivable - General	1,896.00	2,706.0
594-000.000-084.690	Due From Employee Health Care Fund	0.00	2,000.0
594-000.000-107.000	Inventory	13,814.79	18,427.7
594-000.000-130.000	Land	129,789.00	129,789.0
594-000.000-132.000	Land Improvement	1,707,846.33	2,830,080.8
594-000.000-133.000	Accum Dep - Land Improvements	(1,058,976.80)	(1,250,740.3)
594-000.000-136.000	Buildings, Additions, Improve	1,820,846.45	554,213.3
594-000.000-137.000	Accum Dep Buildings Improve	(477,177.54)	(202,550.0)
594-000.000-140.000	Equipment	310,038.17	116,583.6
594-000.000-141.000	Accum Depr Equipment	(185,498.26)	(91,432.3)
594-000.000-144.000	Equipment - Yard and Storage	0.00	170,759.2
594-000.000-145.000	Accum Dep - Equipment Yard & Storage	0.00	(73,756.5)
594-000.000-148.000	Vehicles	22,215.00	24,548.0
594-000.000-149.000	Accum Deprec Vehicles	(4,443.00)	(11,219.0)
<b>Total Assets</b>		<b>2,694,888.72</b>	<b>2,854,946.0</b>
*** Liabilities ***			
594-000.000-202.000	Accounts Payable	0.00	5,235.0
594-000.000-207.000	Notes Payable	69,444.00	55,555.0
594-000.000-214.203	Due to Local Streets	0.00	(55.4)
594-000.000-214.731	Due to Employee Retirement	0.00	162.5
594-000.000-228.000	Due to State of Michigan	46.32	49.2
594-000.000-257.000	Accrued Wages Payable	10,659.26	0.0
594-000.000-258.000	Accrued Vacation/Sick	12,432.47	12,432.4
<b>Total Liabilities</b>		<b>92,582.05</b>	<b>73,378.9</b>
*** Fund Balance ***			
594-000.000-382.000	Assigned for Future Dredging	100,000.00	150,000.0
594-000.000-390.000	Unrestricted Fund Balance	2,525,175.43	2,610,230.8
<b>Total Fund Balance</b>		<b>2,625,175.43</b>	<b>2,760,230.8</b>
<b>Beginning Fund Balance</b>		<b>2,625,175.43</b>	<b>2,760,230.8</b>
<b>Net of Revenues VS Expenditures</b>		<b>(22,868.76)</b>	<b>21,336.2</b>
<b>Ending Fund Balance</b>		<b>2,602,306.67</b>	<b>2,781,567.1</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,694,888.72</b>	<b>2,854,946.0</b>

Attachment: Bal Sheet Jul 2017 (3807 : Financials)

User: Sara

PERIOD ENDING 07/31/2017

DB: ST JOSEPH

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	AVAILABLE BALANCE	% BI US
Fund 594 - Marina Fund							
Revenues							
Dept 000.000							
594-000.000-609.000	Application Fees	960.00	900.00	900.00	800.00	100.00	88.8
594-000.000-642.000	Sales	8,750.63	9,000.00	9,000.00	1,279.98	7,720.02	14.2
594-000.000-649.000	Fuel Revenue	146,170.43	155,000.00	155,000.00	33,465.31	121,534.69	21.5
594-000.000-651.300	Parking Machine Fees	9,320.00	8,000.00	8,000.00	2,934.00	5,066.00	36.6
594-000.000-651.400	Annual Park Passes	5,870.00	6,000.00	6,000.00	455.00	5,545.00	7.5
594-000.000-653.100	Seasonal Dock Rental	278,843.96	280,000.00	280,000.00	102.00	279,898.00	0.0
594-000.000-653.200	Guest Dock Rental	31,778.38	30,000.00	30,000.00	6,153.54	23,846.46	20.5
594-000.000-653.300	Winter Storage Rental	139,824.92	140,000.00	140,000.00	1,872.00	138,128.00	1.3
594-000.000-653.400	Launch Fees	2,370.00	0.00	0.00	0.00	0.00	0.0
594-000.000-665.000	Interest Earned	604.19	500.00	500.00	53.55	446.45	10.7
594-000.000-695.000	Miscellaneous Revenue	539.00	100.00	100.00	45.00	55.00	45.0
Total Dept 000.000		625,031.51	629,500.00	629,500.00	47,160.38	582,339.62	7.4
TOTAL REVENUES		625,031.51	629,500.00	629,500.00	47,160.38	582,339.62	7.4
Expenditures							
Dept 775.000-Marina Activities							
594-775.000-702.000	Salaries - Regular Full time	109,272.79	80,500.00	80,500.00	10,570.73	69,929.27	13.1
594-775.000-703.000	Overtime-Regular	7,120.51	7,800.00	7,800.00	472.21	7,327.79	6.0
594-775.000-706.000	Salaries - Regular Part-time	10,502.52	16,000.00	16,000.00	1,562.48	14,437.52	9.7
594-775.000-709.000	Other Compensation	1,360.00	2,400.00	2,400.00	200.00	2,200.00	8.3
594-775.000-710.000	Longevity	3,800.00	4,000.00	4,000.00	0.00	4,000.00	0.0
594-775.000-715.000	FICA - Employer	9,879.31	8,600.00	8,600.00	949.65	7,650.35	11.0
594-775.000-716.000	Health Insurance Premiums	11,200.00	18,100.00	18,100.00	1,100.00	17,000.00	6.0
594-775.000-717.000	Life Insurance	153.03	300.00	300.00	0.00	300.00	0.0
594-775.000-718.000	Pension Contribution	9,635.84	7,800.00	7,800.00	0.00	7,800.00	0.0
594-775.000-719.000	Workers Compensation	5,079.48	3,900.00	3,900.00	0.00	3,900.00	0.0
594-775.000-720.000	Unemployment Insurance	900.00	1,100.00	1,100.00	0.00	1,100.00	0.0
594-775.000-740.000	Supplies	37,921.15	20,000.00	20,000.00	197.04	19,802.96	0.9
594-775.000-741.000	Fuel & Oil	109,372.66	170,000.00	170,000.00	7,661.49	162,338.51	4.5
594-775.000-742.000	Resale Supplies	7,462.14	11,000.00	11,000.00	318.82	10,681.18	2.9
594-775.000-801.000	Professional Services	16,447.44	13,500.00	13,500.00	214.50	13,285.50	1.5
594-775.000-825.000	Administrative Expense	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.0
594-775.000-850.000	Communications	4,830.12	5,000.00	5,000.00	400.47	4,599.53	8.0
594-775.000-900.000	Printing & Publishing	599.00	0.00	0.00	0.00	0.00	0.0
594-775.000-910.000	Insurance Premiums	9,957.32	10,000.00	10,000.00	0.00	10,000.00	0.0
594-775.000-920.000	Public Utilities	22,798.54	24,000.00	24,000.00	1,003.69	22,996.31	4.1
594-775.000-930.000	Routine Maintenance	10,991.93	19,000.00	19,000.00	0.00	19,000.00	0.0
594-775.000-958.000	Misc Taxes	5,964.76	6,800.00	6,800.00	642.90	6,157.10	9.4
594-775.000-960.000	Bank Charges	5,267.93	5,000.00	5,000.00	530.12	4,469.88	10.6
594-775.000-968.000	Depreciation	79,459.59	0.00	0.00	0.00	0.00	0.0
594-775.000-974.000	Land Improvements	0.00	20,000.00	20,000.00	0.00	20,000.00	0.0
Total Dept 775.000-Marina Activities		489,976.06	464,800.00	464,800.00	25,824.10	438,975.90	5.5
Dept 900.000-General Capital Outlay							
594-900.000-930.000	Reserved for Dredging	0.00	50,000.00	50,000.00	0.00	50,000.00	0.0
Total Dept 900.000-General Capital Outlay		0.00	50,000.00	50,000.00	0.00	50,000.00	0.00

Attachment: Rev & Exp Jul 2017 (3807 : Financials)

PERIOD ENDING 07/31/2017

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2017	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017	AVAILABLE BALANCE	% BI US
Fund 594 - Marina Fund							
Expenditures							
Dept 905.000-Debt Service							
594-905.000-991.000	Principal	0.00	13,900.00	13,900.00	0.00	13,900.00	0.0
Total Dept 905.000-Debt Service		0.00	13,900.00	13,900.00	0.00	13,900.00	0.0
TOTAL EXPENDITURES		489,976.06	528,700.00	528,700.00	25,824.10	502,875.90	4.8
Fund 594 - Marina Fund:							
TOTAL REVENUES		625,031.51	629,500.00	629,500.00	47,160.38	582,339.62	7.4
TOTAL EXPENDITURES		489,976.06	528,700.00	528,700.00	25,824.10	502,875.90	4.8
NET OF REVENUES & EXPENDITURES		135,055.45	100,800.00	100,800.00	21,336.28	79,463.72	21.1
BEG. FUND BALANCE		2,625,175.43	2,760,230.88	2,760,230.88	2,760,230.88		
END FUND BALANCE		2,760,230.88	2,861,030.88	2,861,030.88	2,781,567.16		

Attachment: Rev & Exp Jul 2017 (3807 : Financials)

Population: All Records  
Includes Outstanding Invoices/Payments as of 07/31/2017

\*\* GL ACCOUNT NUMBER:594-000.000-040.000

CUST ID	NAME	INVOICE #	INVOICE DATE	SERVICE DATE	ITEM	DESCRIPTION	BALANCE
RICHARDS, CHUCK SUSAN	RICHARDS, CHUCK & SUSAN	0000006021	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
KAUFFMAN, JEFF	KAUFFMAN, JEFF	0000006022	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
FODO, JOE	FODO, JOE	0000006023	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
FISKARS, ERIK	FISKARS, ERIK	0000006024	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
SAILOR, DEBRA & MOLITOR,	SAILOR, DEBRA	0000006027	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
BATSON, ANDREW H	BATSON, ANDREW H	0000006029	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
YONKER, JASON C	YONKER, JASON C	0000006031	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
MC LANE, JERRY	MC LANE, JERRY	0000006032	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
KLEINHAMPLE, KEN & JANET	KLEINHAMPLE, KEN & JAN	0000006033	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
MOORE JR, PATRICK RAY	MOORE JR, PATRICK RAY	0000006034	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
FLORES, CARLOS A	FLORES, CARLOS A	0000006036	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
DEVENEY, MICHAEL	DEVENEY, MICHAEL	0000006040	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
SINGER, DEBRA	SINGER, DEBRA	0000006044	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
GATCHELL-GOFF, BETSY	GATCHELL-GOFF, BETSY	0000006048	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
EPPELHEIMER, ROBERT	EPPELHEIMER, ROBERT	0000006049	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
DAVIDSON, KENNETH	DAVIDSON, KENNETH	0000006051	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
EDWARDS, MICHAEL	EDWARDS, MICHAEL	0000006052	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
ENGELHARDT, JACK	ENGELHARDT, JACK	0000006055	7/1/2017	7/1/2017	594-01	APPLICATION FEE	20.00
LUTZ, ROBERT B	LUTZ, ROBERT B	0000006065	6/30/2017	6/30/2017	594-05	CRADLE STORAGE	180.00
BALLESTEROS, CHRIS	BALLESTEROS, CHRIS	0000006066	6/30/2017	6/30/2017	594-05	CRADLE STORAGE	180.00
GOFF, JOHN	GOFF, JOHN	0000006067	6/30/2017	6/30/2017	594-05	CRADLE STORAGE	180.00
CAROLLA, JAMES	CAROLLA, JAMES	0000006074	7/5/2017	7/5/2017	594-03	HAUL OUT/STORAGE/LAUNCH	948.00
CAROLLA, JAMES	CAROLLA, JAMES	0000006074	7/5/2017	7/5/2017	594-02	SEASONAL DOCK RENTAL	102.00
VANDENBURGH, DAVID	VANDENBURGH, DAVID	0000006102	7/12/2017	7/12/2017	594-05	CRADLE STORAGE	84.00
BALLESTEROS, CHRIS	BALLESTEROS, CHRIS	0000006106	7/17/2017	7/17/2017	594-05	CRADLE STORAGE	168.00
GOFF, JOHN	GOFF, JOHN	0000006107	7/17/2017	7/17/2017	594-05	CRADLE STORAGE	168.00
ROSENBLUM, LAWRENCE	ROSENBLUM, LAWRENCE	0000006108	7/17/2017	7/17/2017	594-05	CRADLE STORAGE	168.00
THIENEMAN, MICHAEL	THIENEMAN, MICHAEL	0000006109	7/17/2017	7/17/2017	594-05	CRADLE STORAGE	168.00
					TOTAL BALANCE	---->	2,706.00

\*\* GL ACCOUNT NUMBER:594-000.000-040.000

TOTAL BALANCE ----> 0.00

FUND SUMMARY  
GL Account Number: 594-000.000-040.000 2,706.00

GRAND TOTALS ----> 2,706.00

Attachment: Accts Rec Jul 2017 (3807 : Financials)





# Agenda Item

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**TO:** Recreational Harbor Authority

**FROM:** Andrew Peters, Marina Manager

**RE:** Parking Situation

**MEETING DATE:** August 30, 2017

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Plan to discuss the parking issues around the marina.



# Agenda Item

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**TO:** Recreational Harbor Authority

**FROM:** Andrew Peters, Marina Manager

**RE:** Marina Manager's Report

**MEETING DATE:** August 30, 2017

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Fuel Prices  
 Pier 33:  
 Gas:\$3.65  
 Diesel:\$2.50

West Basin Marina  
 Gas:\$3.83  
 Diesel:\$2.63

Update on railing by heads  
 The railing at the heads has been completed with a cost of \$1,950.00

Update on Gator  
 A new John Deere gator was purchased, they accepted our gator as a trade-in. Total cost with trade-in: \$7,663.88

Fuel Numbers to date:  
 7/1/2016-8/29/2016: 22,471.98 gallons for \$70,925.02

7/1/2017-8/29/2017: 19,723.15 gallons for \$63,677.81

Fuel numbers are down from 2016 by: 2,748.83gallons; \$7,247.21

The amount of "Loopers" coming through this area has greatly increased since last month, averaging 3 per day for the last 2 weeks.