

Manistee Harbor Commission

Established - November 1931

70 Maple Street, Manistee, Michigan 49660

Agenda

Tuesday, October 20, 2015 at 1 p.m. – Second Floor Conference Room,
70 Maple Street, Manistee MI 49660

Call to Order

Approval of Agenda

Public Comments on Agenda Items (5 minute limit)

Approval of Minutes

- Minutes of July 21, 2015
- Minutes of August 18, 2015

Staff Reports

- Harbormaster
- City Manager
 - Launch Ramp Revenue Report

Committee Reports

- Marketing Committee

Unfinished Business

- Promotional flier for Marina Facilities
- Pay Tube at Arthur Street Launch Ramp

New Business

- Set Meeting Dates for 2016

Public Comment (5 minute limit)

Comments by Harbor Commissioners

Adjourn

Commissioners are encouraged to participate in the preparation of the monthly agendas for Harbor Commission meetings. Please contact the City Manager's Office at least two weeks prior to the scheduled meeting to discuss agenda items.

HARBOR COMMISSION MINUTES MEETING OF JULY 21, 2015

A regular meeting of the Manistee Harbor Commission was held on Tuesday, July 21, 2015 at 1 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee MI 49660. The meeting was called to order by the Chair at 1:00 p.m.

| Roll Call | Present | Excused Absence | Unexcused Absence |
|------------------------------|---------|-----------------|-------------------|
| Commissioner Dave Bachman | ✓ | | |
| Commissioner Ty Cook | ✓ | | |
| Commissioner <i>Vacancy</i> | --- | --- | --- |
| Commissioner Shelly Memberto | ✓ | | |
| Commissioner <i>Vacancy</i> | --- | --- | --- |
| Commissioner Alex Zaccanelli | ✓ | | |
| Commissioner Roger Zielinski | ✓ | | |
| City Manager Ben Bifoss | | ✓ | |

OTHERS PRESENT: None

APPROVAL OF AGENDA

MOTION by Roger Zielinski, second by Dave Bachman, to approve the agenda as presented. Voice vote - Motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

- None

APPROVAL OF MINUTES

MOTION by Roger Zielinski, second by Dave Bachman, to approve the minutes for the June 16, 2015 meeting as presented. Voice vote - Motion carried.

STAFF REPORTS

Harbormaster. Top Line is reviewing marina electrical service, no report as of this date. Received two bikes for use at the marina, helmets and bike locks are included. Must sign a waiver form to sign out. Laura has offered drawings for a free night at the marina; three were turned down as they had previous plans and one was accepted today. Great story on the person who accepted today's free night; his first boating trip was to Manistee. He is retiring from boating and this trip to Manistee will be his last. Marina staff working out well again this year; will need to look at a couple of new employees next year. Provided projected marina strategic plan to the Waterways Commission, nothing planned in the near future due to lack of funds. The Waterways Commission was impressed with the new facility. Working with the DDA on Grapes on the River event this weekend. Shelly Memberto has a good contact with the Chicago to Mackinaw Race. Ty Cook will share his file information on past attempts to encourage stopping

in Manistee on the way home. Marina experienced some clean water seepage from the last rain storm. City received almost three inches of rain in forty-five minutes. No damage to the marina building, cleaned up internally.

City Manager. Launch Ramp Revenue report included in agenda packet (slow fishing season).

COMMITTEE REPORTS

- Marketing Committee - No report

UNFINISHED BUSINESS

- Boat inspections / safe boating class – Scheduled for August 8, 2015 from 9-3 p.m. in the Marina Open Space. Class will be free of charge. Shelly Memberto will post a notice of this class at the Little River Casino Resort.

NEW BUSINESS

- Discussion on ideas to capitalize on the presence of the Forest Festival next year. Do we do anything to promote the Marina when so many people are in town? Do we have a promotional brochure for the Marina? Ty Cook noted that a brochure was created when the facility was first opened and Jackpine might have the original artwork. Members of the Harbor Commission offered to distribute brochures during events or when they attend boat or fishing shows.

PUBLIC COMMENTS

- None

COMMENTS BY HARBOR COMMISSIONERS

- Roger Zielinski – Do we allow camping at First Street Beach? The Police Department will ask people to move along if it is obvious someone is camping as camping is not allowed. Bachman and Zielinski thought a camping area should be created, could be well received and a moneymaker.
- Roger Zielinski – Requested status of pay to launch tube at the Arthur Street launch ramp. Bachman advised that this is being handled by the Department of Public Works. Discussed loss of revenue and need for updated parking ordinance at the ramps.

ADJOURNMENT

Next meeting is scheduled for August 18, 2015 at 1:00 p.m. in the Second Floor Conference Room, City Hall. Motion to adjourn by Roger Zielinski second by Dave Bachman at 1:45 p.m.

Draft - cl

Cynthia Lokovich, CAP-OM
Recording Secretary

**HARBOR COMMISSION MINUTES
MEETING OF AUGUST 18, 2015**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, August 18, 2015 at 1 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee MI 49660. The meeting was called to order by the Chair at 1:00 p.m.

| Roll Call | Present | Excused Absence | Unexcused Absence |
|------------------------------|----------------|------------------------|--------------------------|
| Commissioner Dave Bachman | | ✓ | |
| Commissioner Ty Cook | | | ✓ |
| Commissioner <i>Vacancy</i> | --- | --- | --- |
| Commissioner Shelly Memberto | ✓ | | |
| Commissioner <i>Vacancy</i> | --- | --- | --- |
| Commissioner Alex Zaccanelli | ✓ | | |
| Commissioner Roger Zielinski | ✓ | | |
| City Manager Ben Bifoss | | ✓ | |

OTHERS PRESENT: Councilman Jim Smith

There was no quorum present, no actions were taken. Members in attendance discussed agenda items. Action items will be considered at the next regular meeting.

ADJOURNMENT

Next meeting is scheduled for October 20, 2015 at 1:00 p.m. in the Second Floor Conference Room, City Hall. Meeting adjourned at the Call of the Chair at 2:00 p.m.

Shelly Memberto, Chair
Acting Recording Secretary

2012 - 2013 Rate Structure: \$5 / Daily, \$35 / Seasonal

2013 - 2015 Rate Structure: \$10 / Daily, \$40 / Seasonal

2012 FIRST STREET BOAT LAUNCH REVENUE

| | PRESEASON | MAY | JUNE | JULY | AUGUST | SEPTEMBER | TOTALS |
|------------------|--------------|--------------|--------------|---------------|-----------------|---------------|------------------|
| Seasonal Permits | 31 = \$1,085 | 89 = \$3,115 | 69 = \$2,415 | 150 = \$5,250 | 96 = \$3,360 | 8 = 280 | 443 = \$15,505 |
| Daily Permits | 0 | 114 = \$570 | 137 = \$685 | 687 = \$3,435 | 1,279 = \$6,395 | 626 = \$3,130 | 2,843 = \$14,215 |
| Annual Total | | | | | | | \$29,720 |

2013 FIRST STREET BOAT LAUNCH REVENUE

| | PRESEASON | MAY | JUNE | JULY | AUGUST | SEPTEMBER | TOTALS |
|------------------|--------------|--------------|--------------|---------------|---------------|---------------|------------------|
| Seasonal Permits | 39 = \$1,365 | 78 = \$2,730 | 54 = \$1,890 | 104 = \$4,160 | 224 = \$8,960 | 23 = \$920 | 522 = \$20,025 |
| Daily Permits | 14 = \$70 | 137 = \$685 | 109 = \$545 | 199 = \$1,990 | 734 = \$7,340 | 285 = \$2,850 | 1,478 = \$13,480 |
| Annual Total | | | | | | | \$33,505 |

2014 FIRST STREET BOAT LAUNCH REVENUE

| | PRESEASON | MAY | JUNE | JULY | AUGUST | SEPTEMBER | TOTALS |
|------------------|--------------|---------------|---------------|---------------|---------------|---------------|------------------|
| Seasonal Permits | 35 = \$1,400 | 113 = \$4,520 | 95 = \$3,800 | 126 = \$5,040 | 159 = \$6,360 | 22 = \$880 | 550 = \$22,000 |
| Daily Permits | 0 | 65 = \$650 | 100 = \$1,000 | 198 = \$1,980 | 687 = \$6,870 | 255 = \$2,550 | 1,305 = \$13,050 |
| Annual Total | | | | | | | \$35,050 |

2015 FIRST STREET BOAT LAUNCH REVENUE (As of 10/06/15)

| | PRESEASON | MAY | JUNE | JULY | AUGUST | SEPTEMBER | TOTALS |
|------------------|--------------|--------------|--------------|-------------|---------------|---------------|------------------|
| Seasonal Permits | 84 = \$3,360 | 69 = \$2,760 | 78 = \$3,120 | 106 = 4,240 | 109 = \$4,360 | 52 = \$2,080 | 498 = \$19,920 |
| Daily Permits | 31 = \$310 | 39 = \$390 | 64 = \$640 | 219 = 2,190 | 338 = \$3,380 | 459 = \$4,590 | 1,150 = \$11,500 |
| Annual Total | | | | | | | \$31,420 |

MANISTEE CITY HARBOR COMMISSION

2016 MEETING SCHEDULE

Chapter 266 of the Manistee Code of Ordinances requires the Commission to meet at least quarterly each year, and more frequently as needed. The date and time of each meeting will, where practicable, be agreed upon by the consensus of the Commission and City Staff assigned to the Commission. Consensus to schedule quarterly meetings in January, April, July and October on the Third Tuesday of the month, and also during the Marina season in June and August. Additional meetings can be scheduled as necessary.

Tuesday, January 19, 2016 at 1 p.m. in the Second Floor Conference Room, City Hall.
 Tuesday, April 19, 2016 at 1 p.m. in the Second Floor Conference Room, City Hall.
 Tuesday, June 21, 2016 at 1 p.m. in the Second Floor Conference Room, City Hall
 Tuesday, July 19, 2016 at 1 p.m. in the Second Floor Conference Room, City Hall
 Tuesday, August 16, 2016 at 1 p.m. in the Second Floor Conference Room, City Hall
 Tuesday, October 18, 2016 at 1 p.m. in the Second Floor Conference Room, City Hall

This notice is given pursuant to provisions of the Michigan Open Meetings Act.

Posted _____, 2015

 Cindy Lokovich, Secretary
 Manistee Harbor Commission

cc. City Clerk
 City Website

| 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|----|----|----|----|----|---|--|
| January | | | | | | | February | | | | | | | March | | | | | | | April | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | | | | | | |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 27 | 28 | 29 | 30 | 31 | | | | | | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| May | | | | | | | June | | | | | | | July | | | | | | | August | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | |
| 29 | 30 | 31 | 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | |
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| September | | | | | | | October | | | | | | | November | | | | | | | December | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | | | | | | |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | |