

# Manistee Harbor Commission Agenda

Tuesday, April 18, 2017 at 1:00 p.m. – Second Floor Conference Room,  
70 Maple Street, Manistee MI 49660

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## **Call to Order**

## **Approval of Agenda**

## **Public Comments on Agenda Items (5 minute limit)**

## **Approval of Minutes**

- Minutes of January 17, 2017

## **Reports**

- Harbormaster – Welcome Public Safety Director Tim Kozal
- City Manager
- Marketing Vendor

## **Unfinished Business**

- None

## **New Business**

- Discussion on Ideas / Opportunities to Partner with DDA.
- Discussion on Ideas / Opportunities to Partner with Parks Commission.

## **Public Comment (5 minute limit)**

## **Comments by Harbor Commissioners**

## **Adjourn**

## **Strategic Plan Action Items:**

- 1.1.1 Ordinance Review
- 1.1.2 Recruitment
- 2.1.1 Skid Piers
- 2.1.2 Docks
- 2.1.3 Boat Launches
- 3.1.1 Loss Revenue
- 3.1.2 Revenue Sources
- 3.1.3 Expenses
- 4.1.1 Transient Users Needs
- 4.1.2 Change of Focus
- 4.1.3 Early & Late Season
- 5.1.1 Around the Lake Discussions
- 5.1.2 Sister Marina
- 5.1.3 Reach Out to Key Stakeholders
- 6.1.1 Update Website Info
- 6.1.2 Marina Relationships / DDA
- 6.1.3 Update Info in Visitors Guide

**HARBOR COMMISSION MINUTES  
MEETING OF JANUARY 17, 2017**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, January 17, 2017 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.

<b>Roll Call</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Commissioner Dave Bachman		✓	
Commissioner Fritz Boehm		✓	
Commissioner Ty Cook	✓		
Commissioner Jim Smith	✓		
Commissioner Alex Zaccanelli	✓		
Commissioner Glenn Zaring	✓		
Commissioner Roger Zielinski	✓		
City Manager Thad Taylor	✓		

**OTHERS PRESENT:** Marketing Vendor Maralee Cook, DDA Director Tyler Leppanen

**APPROVAL OF AGENDA**

*MOTION* by Roger Zielinski, second by Glenn Zaring, to approve the agenda as presented. Voice vote - Motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

- None

**ELECTION OF OFFICERS**

As required in the bylaws, the election of officers shall occur at the first meeting of each calendar year and officers shall take office upon selection and shall hold office for a term of one year.

For the position of Chair:

Ty Cook nominated Alex Zaccanelli

There being no further nominations, all voted in favor of Alex Zaccanelli as Chair.

For the position of Vice-Chair:

Alex Zaccanelli nominated Ty Cook

There being no further nominations, all voted in favor of Ty Cook as Vice-Chair.

**APPROVAL OF MINUTES**

*MOTION* by Roger Zielinski, second by Glenn Zaring, to approve the minutes for the October 18, 2016 meeting as presented. Voice vote - Motion carried.

## STAFF REPORTS

**Harbormaster.** No report – marina closed for the season.

**City Manager.** Copies of the 2016 Highlights booklet were distributed. Invited Harbor Commissioners to come to the Vogue on Friday, January 20 at 10:30 a.m. as the City of Manistee will be awarded the Redevelopment Ready Community certification. The City joins nine other Michigan communities that have achieved this status. According to the MEDC, “certification status provides a compelling sign that a community has removed development barriers and streamlined processes to be more competitive and attractive to investors.” General discussion on the program.

Discussed options to fill the Harbormaster position upon Dave Bachman’s retirement. City Manager is exploring options, an interim position is possible. This position is a non-paid position; Harbormaster duties are added to an existing position.

**Marketing Vendor.** Maralee Cook began administering the Marina’s Facebook page in December under a vendor agreement and provided a written report on how they will be moving forward to market the marina and the community. Bachman provided last year’s survey cards to her which included many positive comments. These comments will be shared on Facebook. Frank Post will continue as a Facebook page administrator also and will continue his posts as well. Discussed current budget and fiscal year. Discussed partnering with the DDA and local businesses to promote area events and other marketing opportunities through Facebook.

## UNFINISHED BUSINESS

- None

## NEW BUSINESS

- Annual review of Bylaws. *MOTION* by Roger Zielinski, second by Jim Smith to accept the bylaws as presented; no changes are required. All voted in favor – motion carried.
- Annual review of Strategic Plan. *MOTION* by Jim Smith, second by Roger Zielinski to continue with the current plan. All voted in favor – motion carried.
- Annual review of member roster. *MOTION* by Jim Smith, second by Glenn Zaring to approve the roster as presented. All voted in favor – motion carried.

## PUBLIC COMMENTS

- Tyler Leppanen – Lots of opportunities to partner with the DDA. Roger Zielinski suggested that Harbor Commission think of ideas to partner on. This will be added to the next agenda for discussion.

## OTHER COMMENTS

- Glenn Zaring – Has been a good year, Harbor Commission made great strides. Would like to

- see the new Harbormaster onboard as soon as possible.
- General discussion on Harbormaster position. Laura will be onboard again this year as the marina manager; the Harbormaster position provides general oversight to the marina.
  - Roger Zielinski and Jim Smith – Attended Fisheries Trust meeting last weekend and provided copies of handouts. Manistee harbor did well last year compared to others. Did not preach as much doom and gloom; plantings have decreased to offset the declining food source, but they are seeing an increase in natural/wild fish being caught. Manistee harbor received the highest rate of satisfaction in their user survey.
  - Ty Cook – The area needs a marketing group to promote the area, collaboration between several entities.
  - Glenn Zaring – Harbor Commission should be looking at seasonal news releases. City Manager requested that news releases be run through his office.
  - Maralee Cook – Suggests that a news release be prepared when the marina opens for the season.
  - Tyler Leppanen – Kathryn Kenny at the CVB says Manistee is #1 for fishing.
  - Jim Smith – Economic opportunities: area restaurants and businesses should provide menus, information and perhaps coupons or discounts to the marina for visitors.

#### ADJOURNMENT

Next meeting is scheduled for April 18, 2017 at 1:00 p.m. in the Second Floor Conference Room, City Hall.

*MOTION* to adjourn by Roger Zielinski, second by Ty Cook at 1:55 p.m.

*Draft - cl*

Cynthia Lokovich, CAP-OM  
Recording Secretary

**BOAT LAUNCH REVENUES****2012 - 2013 Rate Structure: \$5 / Daily, \$35 / Seasonal****2013 - 2016 Rate Structure: \$10 / Daily, \$40 / Seasonal****2017 BOAT LAUNCH REVENUE (As of 04/07/17)**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	42 = \$1,680						
Daily Permits	0						
<b>Annual Total</b>							

**2016 BOAT LAUNCH REVENUE**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	113 = \$4,520	63 = \$2,520	102 = \$4,080	91 = \$3,640	159 = \$6,360	35 = 1,400	<b>563 = \$22,520</b>
Daily Permits	41 = \$410	72 = \$720	106 = \$1,060	229 = \$2,290	732 = \$7,320	383 = 3,830	<b>1,563 = \$15,630</b>
<b>Annual Total</b>							<b>\$38,150</b>

**2015 FIRST STREET BOAT LAUNCH REVENUE**

	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	<b>498 = \$19,920</b>
Daily Permits	31 = \$310	39 = \$390	64 = \$640	219 = 2,190	338 = \$3,380	459 = \$4,590	<b>1,150 = \$11,500</b>
<b>Annual Total</b>							<b>\$31,420</b>

**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	<b>550 = \$22,000</b>
Daily Permits	0	65 = \$650	100 = \$1,000	198 = \$1,980	687 = \$6,870	255 = \$2,550	<b>1,305 = \$13,050</b>
<b>Annual Total</b>							<b>\$35,050</b>

**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	<b>522 = \$20,025</b>
Daily Permits	14 = \$70	137 = \$685	109 = \$545	199 = \$1,990	734 = \$7,340	285 = \$2,850	<b>1,478 = \$13,480</b>
<b>Annual Total</b>							<b>\$33,505</b>

**BOAT LAUNCH REVENUES****2012 - 2013 Rate Structure: \$5 / Daily, \$35 / Seasonal****2013 - 2016 Rate Structure: \$10 / Daily, \$40 / Seasonal****2012 FIRST STREET BOAT LAUNCH REVENUE**

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

**CITY OF MANISTEE  
PARKS COMMISSION  
MINUTES  
Thursday, March 16, 2017**

**Members Present:** Jason Sullivan, Erin Pontiac, Mark Tomaszewski, Ed Tegler, Lynn Vasquez

**Also Present:** Tyler Cook, Harbor Commission  
Alex Zaccanelli, Harbor Commission  
Jeff Mikula, Public Works Director  
Mickey McCann, Parks Leadman

A regular meeting of the Manistee Parks Commission was held on Thursday, March 16, 2017 at City Hall 2<sup>nd</sup> floor conference room. Meeting was called to order by Chair Ed Tegler at 5:30 p.m.

**Public Hearing**

None

**Citizen/Public Comment**

Tyler Cook and Alex Zaccanelli members of the Harbor Commission spoke on behalf of concerns at the City Marina. To the west of the marina building is a lawn patio area that is hard to be maintained. Asking for advice on drainage issue. Also, would like to see a transient boat slip installed on the northside of the river. Would be a great time for improvements if Oleson's project goes through. Idea to adopt islands at the parking lot by the fish cleaning station. Harbor Commission invited the members of the Parks Commission to attend one of their meetings. Cook and Zaccanelli then left the meeting.

**Approval of Minutes - Motion** by Sullivan, **second** by Pontiac to approve February 16, 2017 minutes and place on file. **Motion approved.**

**Correspondence**

None

**Committee Reports**

None

**OLD BUSINESS**

**Fifth Avenue Beach Concession**

Mikula updated the commission on the 5<sup>th</sup> Avenue Concession stand, Mr. Ronning will not be returning this upcoming season. Notice for new vendor will be advertised, contract is being updated by city attorney. We will have the same application process as in the past with the Parks Commission being involved in the interviews. Jason Sullivan, Lynn Vasquez and Ed Tegler will represent commission in the interview process. **Motion** by Vasquez, **second** by Quinn to support extending the contract for the First Street concessionaire up to three years with council approval.