

# Manistee Harbor Commission Agenda

Monday, April 23, 2018 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 16, 2018
- Minutes of February 20, 2018

## Unfinished Business

- Marina Patio
  - Design Committee Report
  - Finance Committee Report

## Reports

- Harbormaster
- City Manager – Launch Ramp Revenue Report

## New Business

- Review of Last Season's Occupancies
- Implementation of an Active Sales/Marketing/Facebook Program
- Day Dock / Guest Dock Program
- Marina Infrastructure – Address Continuing Deterioration

## 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 16, 2018**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, January 16, 2018 at 1:00 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 Fritz Boehm	✓		
Commissioner Ty Cook			✓
Commissioner Tim Kozal	✓		
Commissioner Jim Smith	✓		
Commissioner Alex Zaccanelli	✓		
Commissioner Glenn Zaring	✓		
Commissioner Roger Zielinski	✓		
City Manager Thad Taylor	✓		

**OTHERS PRESENT:**        None

**APPROVAL OF AGENDA**

*MOTION* by Roger Zielinski, second by Fritz Boehm, to approve the agenda as submitted. 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:

Jim Smith nominated Ty Cook

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

For the position of Vice-Chair:

Alex Zaccanelli nominated Fritz Boehm (declined)

Fritz Boehm nominated Alex Zaccanelli

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

**APPROVAL OF MINUTES**

*MOTION* by Roger Zielinski, second by Jim Smith, to approve the minutes for the October 17, 2017 meeting as presented. Voice vote - Motion carried.

*MOTION* by Roger Zielinski, second by Jim Smith, to approve the minutes for the December 5, 2017 meeting as presented. Voice vote - Motion carried.

## STAFF REPORTS

**Harbormaster.** Funds are available to repair the gas dock; planning for spring construction by Swidorski. Waterways grants require a 50% match and there are no funds available to apply for grants. The annual HVAC inspection of the marina facility was completed.

Zielinski asked if there would be any cost savings if the City leased out the marina operations. City Manager noted there is generally no cost savings.

Zaring asked if there was an opportunity to apply for Local Revenue Sharing Board grant funds. Zielinski advised that this would be an application under other funds and there are no funds available for other grants.

**City Manager.** Nothing to report.

## UNFINISHED BUSINESS

- Legal Opinion on Patio Use. Tim Kozal spoke verbally with the City Attorney and received the opinion that there are no issues to post a sponsorship. City Attorney also had no issues to close off the patio to marina users only but does not recommend it. *MOTION* by Fritz Boehm, second by Roger Zielinski to move this item forward for Council consideration and approval of the Marina Patio Sponsorship project. Voice vote – Motion carried.

## NEW BUSINESS

- Annual Review of Bylaws. *MOTION* by Roger Zielinski, second by Glenn Zaring, to accept the bylaws as presented; no changes are required. Voice vote – Motion carried.
- Annual Review of Strategic Plan. *MOTION* by Roger Zielinski, second by Glenn Zaring to continue with the current plan. Voice vote – Motion carried.
- Annual Review of Member Roster. *MOTION* by Fritz Boehm, second by Roger Zielinski to approve the roster as updated. Voice vote – Motion carried.

PUBLIC COMMENTS None

## OTHER COMMENTS

- Roger Zielinski and Jim Smith updated the commission on the fisheries meeting held in Ludington last weekend. Discussion on fish planting/stocking. State continues their Great Lakes research.

## ADJOURNMENT

Next meeting is scheduled for April 17, 2018 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

*MOTION* to adjourn by Roger Zielinski, second by Fritz Boehm at 1:30 p.m.

*Draft – cl*

Cynthia Lokovich, CAP-OM  
Recording Secretary

## HARBOR COMMISSION MINUTES MEETING OF FEBRUARY 20, 2018

A special meeting of the Manistee Harbor Commission was held on Tuesday, February 20, 2018 at 1:00 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.

Roll Call	Present	Excused Absence	Unexcused Absence
Commissioner Fritz Boehm	✓		
Commissioner Ty Cook	✓		
Commissioner Tim Kozal	✓		
Commissioner Jim Smith	✓		
Commissioner Alex Zaccanelli	✓		
Commissioner Glenn Zaring		✓	
Commissioner Roger Zielinski	✓		
City Manager Thad Taylor	✓		

**OTHERS PRESENT:** DDA Director Tyler Leppanen, Manistee News Advocate Writer Ashlyn Korienek

**PUBLIC COMMENTS ON AGENDA ITEMS**

None

**UNFINISHED BUSINESS**

*Marina Patio Area – Formal Development and Implementation of Funding Initiative.* At the Call of the Chair this special meeting was requested to move forward on the patio funding initiative. The Chair would like to discuss the preparation of plans and specs, formulation of fundraising process, discuss potential grant program with Tyler Leppanen and form committees if necessary. At their meeting of February 6, 2018 City Council authorized the Harbor Commission to solicit sponsorships to fund the paving of the marina patio area. It was the consensus of Council to allow use of the patio for the public at large. Following discussion MOTION by Roger Zielinski, second by Alex Zaccanelli that the patio area will remain open to the public. Voice vote – Motion carried.

Fritz Boehm arrived at 1:10 p.m.

Chair Ty Cook appointed two committees:

- **Financing Committee:** Chair Glenn Zaring, Fritz Boehm and Alex Zaccanelli. Committee will work on the design and costs of the project.
- **Design Committee:** Ty Cook, Roger Zielinski and Jim Smith. A Chair was not confirmed. Committee will work on funding options and research patronicity grants. Harbor Commission members were asked to create a short list of potential donors in the next week or so for this committee’s use.

CLARIFICATION REQUESTED BY CINDY

DDA Director Tyler Leppanen discussed patronicity grants available through MEDC. In order to apply you would need specs, cost estimates, and amount of available funding.

Discussed use of the existing ramp to access the patio area, use of the concrete option, and previous information prepared by the City Engineer.

**PUBLIC COMMENTS**

None

**OTHER COMMENTS**

- Ty Cook – requested season end financials for the marina.

**ADJOURNMENT**

Next meeting is scheduled for April 17, 2018 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

*MOTION* to adjourn by Jim Smith, second by Tim Kozal at 1:30 p.m.

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****2018 BOAT LAUNCH REVENUE****(As of 04/09/18)**

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

**2017 BOAT LAUNCH REVENUE****(As of 10/9/17)**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	42 = \$1,680	148 = \$5,920	79 = \$3,160	99 = \$3,960	146 = \$5,840	19 = \$760	<b>533 = \$21,320</b>
Daily Permits	0	86 = \$860	101 = \$1,010	226 = \$2,260	534 = \$5,340	290 = \$2,900	<b>1,237 = \$12,370</b>
<b>Annual Total</b>							<b>\$33,690</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>

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

**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>