

Manistee Harbor Commission Agenda

Tuesday, June 19, 2018 at 1:00 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 April 23, 2018

Unfinished Business

- Marina Patio
 - Design Committee Report
 - Finance Committee Report
- Day Dock / Guest Dock Program

Reports

- Harbormaster – (Update on seiche damages/seasonal losses at marina, seasonal slip numbers, grant matches, etc.)
- City Manager – Launch Ramp Revenue Report

New Business

- Other

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 APRIL 23, 2018

A meeting of the Manistee Harbor Commission was held on Monday, April 23, 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

APPROVAL OF AGENDA

MOTION by Roger Zielinski, second by Jim Smith, to approve the agenda as submitted. Voice vote - Motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

- None

APPROVAL OF MINUTES

The Recording Secretary requested wording clarification on the draft minutes from February 20, 2018. Following discussion *MOTION* by Roger Zielinski, second by Alex Zaccanelli, to approve the minutes for the January 16, 2018 and the February 20, 2018 meetings. Voice vote - Motion carried.

UNFINISHED BUSINESS

Marina Patio Area.

- Design Committee – No update. Tim Kozal distributed design cost estimate from Spicer. Ty Cook recommended that some sort of outdoor lighting be included in the design.
- Finance Committee – No update. Timing of patio project will be impacted by recent seiche event that damaged many docks at the marina.

STAFF REPORTS

Harbormaster. Reviewed revenue and expense reports from last season. Rental income on the open space was higher than anticipated. Laura Brennan will manage the marina again this year and three staff members returning from last year. Five new applications are being reviewed. Marina reports being sent to the state.

Marina season will be impacted by the seiche event from April 13, 2018; damage assessment continues. Initial reports indicate 30% of the docks are damaged or gone. Insurance coverage has

been confirmed. Water did not enter the facility; no report on how the gas dock kiosk fared, water rose halfway up the structure. Plans to repair the USCG dock first. Researching potential emergency Waterways grant; using the insurance money as a grant match to repair the remaining docks. Researching any obligations from previous Waterways grants; would a payback be required if the property was sold. Slip rates are set by the state.

City Manager. Reviewed launch ramp revenue report. Auto-attendant at the launch ramp will be installed soon, machine is weather dependent.

NEW BUSINESS

- *Review of Last Season's Occupancies* – Ty Cook provided his observations on last season's occupancies. Discussed marketing, water levels, adjustable/floating docks, and replacement of pilings. Rates were raised on transient docks last year – seasonal rates were not raised.
- *Implementation of an Active Sales/Marketing/Facebook Program* – Discussed mailer to advertise for seasonal docks. Waterways will be asked if they allow commercial dockage for seasonal docks and if they would pay a premium. Riverfront leases were renewed with a 3% increase each year. We need to determine the level of repairs first to drive how we move forward. The Marina Manager has already confirmed five seasonal docks. Facebook posts will continue with no boosted posts.
- *Day Dock / Guest Dock Program* – Temporary dockage is already allowed along the wall. Ty Cook suggested a designated space and a press release to advertise the space. Alex Zaccanelli suggested contacting downtown merchants to sponsor a dock for the season. Signs could be posted acknowledging the merchants.
- *Marina Infrastructure – Address Continuing Deterioration* – No discussion, all projects are on hold until repairs are completed from the seiche event.

PUBLIC COMMENTS

- None

OTHER COMMENTS

- Thad Taylor - Responding to a statewide port initiative economic study of port impacts to the state.
- Catamaran racing event will be back this summer.
- Tight Lines for Troops event scheduled for May could be impacted by the damages at the marina. Committee researching options.
- Discussed shoulder season rates.

ADJOURNMENT

Next meeting is scheduled for June 19, 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 Alex Zaccanelli at 1:50 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****2018 BOAT LAUNCH REVENUE****(As of 06/01/18)**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	89 = \$3,560	144 = 5,760	= \$	= \$	= \$	= \$	= \$
Daily Permits	15 = \$150	75 = \$750	= \$	= \$	= \$	= \$	= \$
Annual Total							\$

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	533 = \$21,320
Daily Permits	0	86 = \$860	101 = \$1,010	226 = \$2,260	534 = \$5,340	290 = \$2,900	1,237 = \$12,370
Annual Total							\$33,690

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	563 = \$22,520
Daily Permits	41 = \$410	72 = \$720	106 = \$1,060	229 = \$2,290	732 = \$7,320	383 = 3,830	1,563 = \$15,630
Annual Total							\$38,150

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	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

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

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**

	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

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