Manistee Harbor Commission
Agenda

Tuesday, August 21, 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 July 17, 2018

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

Reports
- Harbormaster – Updates
- 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 JULY 17, 2018

A meeting of the Manistee Harbor Commission was held on Tuesday, July 17, 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: None

Tim Kozal arrived at 1:09 p.m.

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

APPROVAL OF MINUTES
MOTION by Roger Zielinski, second by Fritz Boehm, to approve the minutes for the June 19, 2018 meeting. Voice vote - Motion carried.

UNFINISHED BUSINESS
Marina Patio Area. Project hinges on insurance coverage of dock repairs.
- Design Committee – No report.
- Finance Committee – No report.

Day Dock / Guest Dock Program. No discussion.

STAFF REPORTS
Harbormaster. Staff will meet with the insurance adjustor/consultant tomorrow morning who will provide a program that will help track lost revenue since the seiche event. While revenue looks similar to last year at this point, it's because of advance bookings. The marina had to turn away 28 boats last week; this would have been significant revenue for the marina. Staff hopes that the insurance adjustor will give the go ahead to solicit bids for dock repairs. The gas dock kiosk repairs have been completed and were covered by insurance.

Two Community Foundation grants were submitted last week. If received, the marina grant would be used as a match to a Waterways Commission grant application next spring.

Reviewed and discussed marina budget for 2018-2019. The marina will have to live within the budget as approved by Council. If a line item exceeds the budgeted amount, funds from other line items must cover them. If the marina exceeds budgeted funds, the City Council would have to be approached to cover with additional funds from the general fund. Ty Cook would like to see the marina fund cover the cost of excavation and approach concrete for the patio project this fall. Mr. Kozal will meet with Jeff Mikula of the DPW to see if they can assist with labor for this project if the marina funds the cost of supplies.

Marina currently has four employees but he might hire one more to cover an employee when they leave in mid-August. A raise for the marina manager was approved in this year's budget.

Distributed copies of excerpts from the State's 2018 CAMIS Boater Survey. Out of 60 respondents, only 2 said they would not recommend our facility. Most common complaint was the condition of the docks. Respondents are not identified on the state's survey so contact is not possible.

Marina visitor dislocated her knee while exiting their boat – no fault of the marina facility. Broadside dockage needs to have two additional water lines installed. Kozal has requested additional walk-throughs by police officers due to an increase of vandalism in the area.

City Manager. Launch ramp revenue report distributed and reviewed.

NEW BUSINESS

- None.

PUBLIC COMMENTS

- None.

OTHER COMMENTS

- Tim Kozal – Boat ramp auto-attendant needs to be cleaned, paper sticking with all this humidity. Reminder of 100 foot luxury yacht that will dock at the marina broadside September 1. Golf cruise ship planned for 2020 but will dock at Seng's Marina.

ADJOURNMENT

Next meeting is scheduled for August 21, 2018 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION to adjourn by Fritz Boehm, second by Jim Smith at 1:40 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 08/01/18)

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	89 = $3,560	144 = 5,760	79 = $3,160	98 = $3,920	= $	= $	**= $**
Daily Permits	15 = $150	75 = $750	92 = $920	121 = $1,210	= $	= $	**= $**
Annual Total							**$**

2017 BOAT LAUNCH REVENUE

	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**

Updated: July 9, 2018

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**

Updated: July 9, 2018