

Manistee Harbor Commission Agenda

Tuesday, October 16, 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
- Minutes of August 21, 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
- Chair – Annual Report to City Council

New Business

- Set Meeting Dates for 2019
- 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

**HARBOR COMMISSION MINUTES
MEETING OF AUGUST 21, 2018**

A meeting of the Manistee Harbor Commission was held on Tuesday, August 21, 2018 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee MI 49660.

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

No quorum present.

ADJOURNMENT

At the call of the Vice-Chair the meeting adjourned at 1:14 p.m.

Next meeting is scheduled for October 16, 2018 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

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 10/09/18)**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	89 = \$3,560	144 = 5,760	79 = \$3,160	98 = \$3,920	173 = \$6,920	2 = \$80	= \$
Daily Permits	15 = \$150	75 = \$750	92 = \$920	121 = \$1,210	695 = \$6,950	77 = \$770	= \$
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

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

MANISTEE CITY HARBOR COMMISSION

2019 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. Meetings are held in the Second Floor Conference Room, City Hall at 1 p.m.

January 15, 2019
July 16, 2019

April 16, 2019
August 20, 2019

June 18, 2019
October 15, 2019

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

Posted October 18, 2018

Cynthia J. Lokovich, Secretary
Manistee Harbor Commission

2019

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	3	4	5						1	2							1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	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			24	25	26	27	28	29	30	28	29	30						
													31																
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		
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31		
							30																						
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		
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28		
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31						