

Manistee Harbor Commission Agenda

Tuesday, July 16, 2019 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 June 18, 2019

Unfinished Business

- Riverbank Erosion
- No Wake Zone Signs

Reports

- Harbormaster – Marina Operations
- City Manager – Boat Launch Revenue

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 JUNE 18, 2019

A meeting of the Manistee Harbor Commission was called to order by the Vice-Chair on Tuesday, June 18, 2019 at 1:00 p.m. in the Boater's Lounge, Manistee Municipal Marina, 480 River Street, Manistee MI 49660.

Roll Call	Present	Excused Absence	Unexcused Absence
Commissioner Fritz Boehm	✓		
Commissioner Ty Cook	✓		
Commissioner Tim Kozal	✓		
Commissioner Tom Swedenborg		✓	
Commissioner Tracey Lindeman	✓		
Commissioner Alex Zaccanelli	✓		
Commissioner - <i>Vacancy</i>	---	---	---
City Manager Thad Taylor	✓		

OTHERS PRESENT: Roger Zielinski

APPROVAL OF AGENDA

MOTION by Ty Cook, second by Tracey Lindeman, to approve the agenda as submitted. Voice vote - motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

- None

APPROVAL OF MINUTES

MOTION by Tim Kozal, second by Tracey Lindeman, to approve the minutes for April 16, 2019 as presented. Voice vote - motion carried.

Alex Zaccanelli arrived at 1:07 p.m.

UNFINISHED BUSINESS

Marina Dock Repairs. Substantial completion of the project, small punch list items left to complete. Braces were installed to stabilize pilings. Welds still need painting. The contractor has removed their barge from the water. Project timeline did not adversely impact marina operations.

Riverbank Erosion. Spicer Group is working to identify immediate needs and long range options. Contacted the U.S. Army Corps of Engineers regarding their previous wave study. Could be a significant financial burden on the City. High water issues also affecting Arthur Street launch ramp and the City's final SSO. The inflow of water at the SSO is the City's highest concern right now. The Corps anticipates water levels to continue to rise. City Manager is attending a meeting tomorrow at the Ludington City Hall being held by the Michigan Sea Grant regarding high water levels in the Great Lakes.

STAFF REPORTS

Harbormaster.

- Marina Operations – Preparing for the end of this fiscal year. Open space rental income has doubled from the budget estimate. Fuel sales are down and dockage is down more than half. Expenses are also down this year so the budget should be pretty good at the end of June. Last year we had 9 seasonal slips; this year we only have 3 so far. Marina is fully staffed this year. Gas dock kiosk experienced some power issues with high water flooding the conduit underneath the kiosk; this will be moved to above water level. Marina staff will be painting numbers on the docks as time and weather allows. Looking to purchase caps for the pilings either through insurance coverage or under this year's operational budget. There are no funds for marketing this year. Still 3,300 followers on the marina's Facebook page. Seasonal docks should be advertised on the page.
- River Channel No Wake Zone – Manistee River channel was reviewed for no wake zone signs. An additional 12 large and 8 small signs are needed along the channel. No wake zones are enforced by the Sheriff's Department.

City Manager.

- Boat Launch Revenue – Revenue is down, the auto-attendant was out of operation for a few weeks, looking at replacement in the next few years.

NEW BUSINESS

- None.

PUBLIC COMMENTS

- None.

OTHER COMMENTS

- Ty Cook – Great job on the dock replacement, use this as a key to market the marina. Boaters will be impressed. Photos of the new docks were put on Facebook last week.
- Tim Kozal – News Advocate did a nice article on the dock project. Will offer the marina facility to the Tight Lines for Troops committee for next year.

ADJOURNMENT

Next meeting is scheduled for July 16, 2019 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION to adjourn by Tim Kozal, second by Alex Zaccanelli at 1:30 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****2019 BOAT LAUNCH REVENUE**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	69 = \$2,760	62 = \$2,480	129 = \$5,160				
Daily Permits	0 = 0	19 = \$190	144 = \$1,440				
Annual Total							

2018 BOAT LAUNCH REVENUE

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	89 = \$3,560	144 = 5,760	79 = \$3,160	98 = \$3,920	173 = \$6,920	7 = \$280	590 = \$23,600
Daily Permits	15 = \$150	75 = \$750	92 = \$920	121 = \$1,210	695 = \$6,950	237 = \$2,370	1,235 = \$12,350
Annual Total							\$35,950

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

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

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