

Manistee Harbor Commission Agenda

Tuesday, October 15, 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 August 20, 2019

Unfinished Business

- None

Reports

- Harbormaster
- City Manager

New Business

- Discussion on Creating Harbor Recreation Plan for Grant Applications
- Annual Report to City Council on Wednesday, November 6, 2019

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 AUGUST 20, 2019**

A meeting of the Manistee Harbor Commission was called to order by the Chair on Tuesday, August 20, 2019 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 Tom Swedenborg	✓		
Commissioner Tracey Lindeman	✓		
Commissioner Alex Zaccanelli	✓		
Commissioner - <i>Vacancy</i>	---	---	---
City Manager Thad Taylor	✓		

OTHERS PRESENT: None

APPROVAL OF AGENDA

MOTION by Alex Zaccanelli, 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 Fritz Boehm, second by Tracey Lindeman, to approve the minutes for July 16, 2019 as presented. Voice vote - motion carried.

UNFINISHED BUSINESS

Riverbank Erosion. The City’s Engineer of Record (Spicer Group) was requested to prepare immediate, short-term, and long-term plans for riverbank erosion. Attempts have been made to schedule a meeting with the Corps of Engineers. Immediate needs have been taken care of, some covered by insurance. Discussed funding for long-term repairs, recent Town Hall meeting in Ludington attended by the City Manager, and other City impacts from high water levels.

No Wake Zone Signs. At tonight’s City Council meeting Tim Kozal is requesting that Council take action to authorize the purchase of 20 additional No Wake Zone signs. There are no budgeted funds to cover the \$1,600 cost. Enforcement is by the Manistee County Sheriff’s Office but more signs at the harbor entrance and along the river channel should help. Commission members encouraged aggressive enforcement; a few citations could deter future violators.

STAFF REPORTS

Harbormaster – Good month at the marina. Hops & Props in September will help numbers. Pumping lots of fuel. Lost one staff member who is going back to school. Frank Post will fill in part-time and one employee from last year will also fill in. Laura Brennan will be back next year.

Met with insurance adjustor on the estimated \$9,400 in repairs needed following the July 20 storm damage. Spicer will look at ways to prevent water issues in the future. Dock numbers have been painted, piling caps have been installed, dock fenders/bumpers are scheduled to be shipped tomorrow. Lost a couple of piling caps to wind; needs to find a way to better secure them.

Boat launch revenue is down. The auto-attendant was down again for repairs. Back in operation and will now be credit card only. Parking lots are being patrolled for compliance.

Tom Swedenborg acknowledged that the ramps are being cleaned routinely by the DPW but perhaps they can consider scoring the concrete to eliminate the slippery surface.

Discussed seasonal launch ramp rates. These have not been adjusted in several years. Tim Kozal will review other area launches for prices and asked the Harbor Commission to consider increasing the rates in 2020.

MOTION by Alex Zacczanelli, second by Fritz Boehm to recommend to City Council that seasonal launch rates be increased to \$45 in 2020. Voice vote – motion carried.

NEW BUSINESS - None

PUBLIC COMMENTS - None

OTHER COMMENTS

- Tom Swedenborg – Parks Commission takes an annual tour of park facilities. Would Harbor Commission like to do the same? No interest at this time.

ADJOURNMENT

Next meeting is scheduled for October 15, 2019 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 Tracey Lindeman 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	46 = \$1,840	152 = \$6,080	17 = \$680	475 = \$19,000
Daily Permits	0 = 0	19 = \$190	144 = \$1,440	34 = \$340	335 = \$3,350	319 = \$3,190	851 = \$8,510
Annual Total							1,326 = \$27,510

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							1,825 = \$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							1,770 = \$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							2,126 = \$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							1,648 = \$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							1,855 = \$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							2,000 = \$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							3,286 = \$29,720

MANISTEE CITY HARBOR COMMISSION

2020 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 1:00 p.m.

January 21, 2020
July 21, 2020

April 21, 2020
August 18, 2020

June 16, 2020
October 20, 2020

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

Posted October 17, 2019

Cynthia J. Lokovich, Secretary
Manistee Harbor Commission

2020

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
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24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29			
31																			30	31								
September							October							November							December							
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27	28	29	30																									

Holidays: yellow Harbor Commission Meeting Dates: lightgreen