

Manistee Harbor Commission Agenda

Tuesday, January 21, 2020 at 1:00 p.m. – Second Floor Conference Room,
70 Maple Street, Manistee MI 49660

Call to Order

Public Hearing

- Harbor Recreation Plan

Approval of Agenda

Public Comments on Agenda Items (5 minute limit)

Election of Officers

Approval of Minutes

- Minutes of December 10, 2019

Unfinished Business

- Harbor Recreation Plan Adoption

Reports

- Harbormaster
- City Manager

New Business

- Annual Review of Bylaws
- Annual Review of Strategic Plan
- Update Member Roster

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
SPECIAL MEETING OF DECEMBER 10, 2019**

A meeting of the Manistee Harbor Commission was called to order by the Chair on Tuesday, December 10, 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: Kyle Storey (Manistee County Planner I/Zoning Administrator)

APPROVAL OF AGENDA

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

Alex Zaccanelli arrived at 1:05 p.m.

PUBLIC COMMENTS ON AGENDA ITEMS - None

APPROVAL OF MINUTES

MOTION by Tracey Lindeman, second by Tim Kozal, to approve the minutes for October 15, 2019 as presented. Voice vote - motion carried.

NEW BUSINESS

Discussion on Five-Year Harbor Recreational Plan

- Kyle Storey reviewed Five-Year Harbor Recreational Plan page by page with Commissioners, asking for suggestions and/or corrections.
- Various suggestions and corrections were noted. Kyle will be reviewing and making necessary changes along with others that may come up in the required 30 day public review.
- Future project rankings were discussed and recorded by Kyle.
- DNR suggestions, which had been included in the document, were reviewed.
- Timeline for the Waterways Grant application was mentioned.

Contingent on the amendments suggested today, the consensus of the Commission is to move the draft to City Council for approval on January 7, 2020.

PUBLIC COMMENTS - None

OTHER COMMENTS

- Appreciation was expressed and congratulations offered on her retirement to Recording Secretary, Cindy Lokovich.

ADJOURNMENT

Next meeting is scheduled for January 21, 2020 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION to adjourn by Alex Zaccanelli, second by Tracey Lindeman at 2:14 p.m.

Draft - km

Kelly McColl
Recording Secretary



Manistee City

5-Year Recreation Harbor Plan

Prepared by: Manistee County Planning Department - Winter 2019

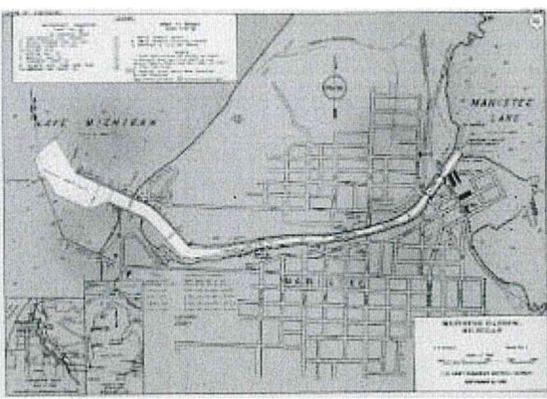
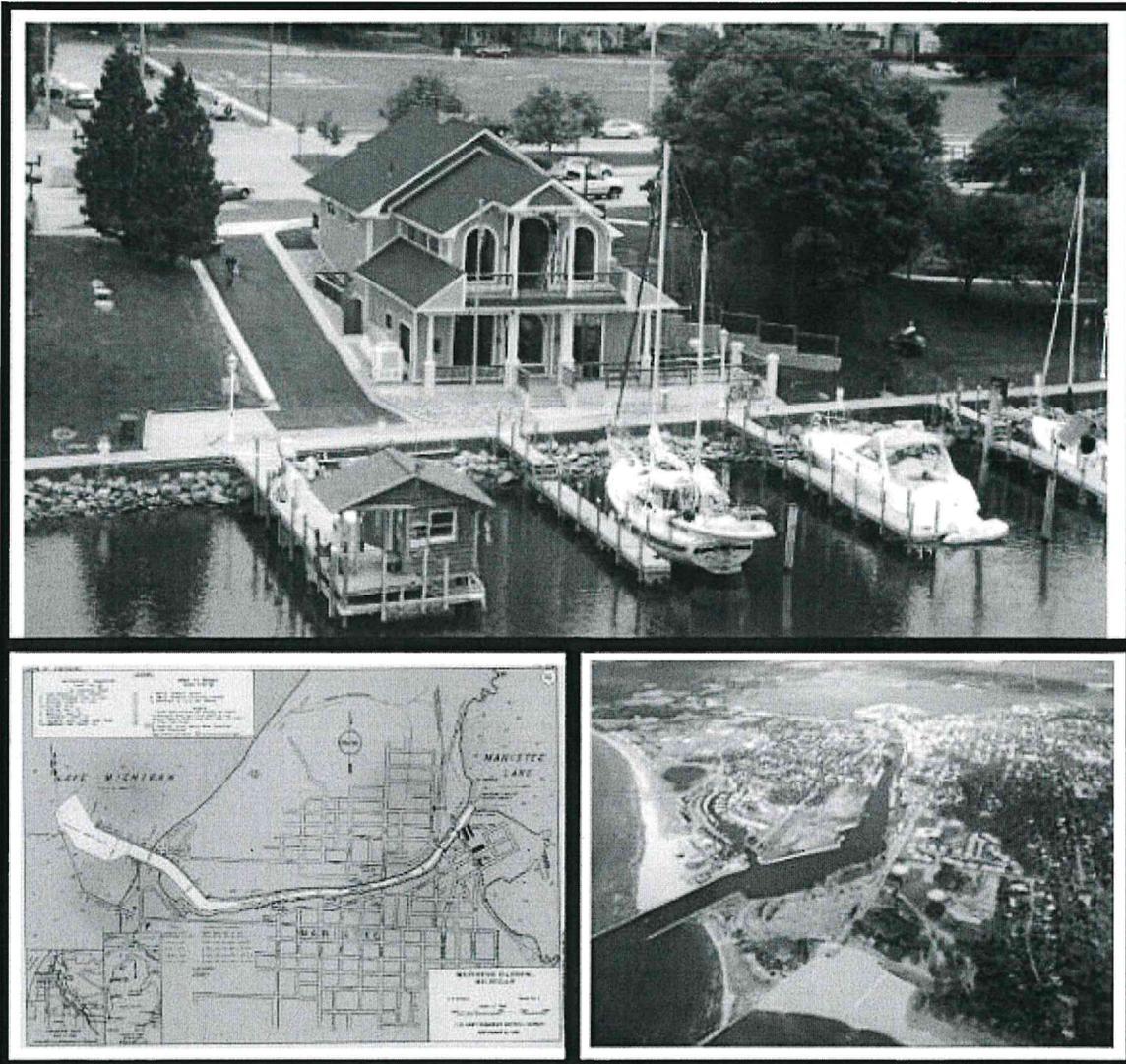
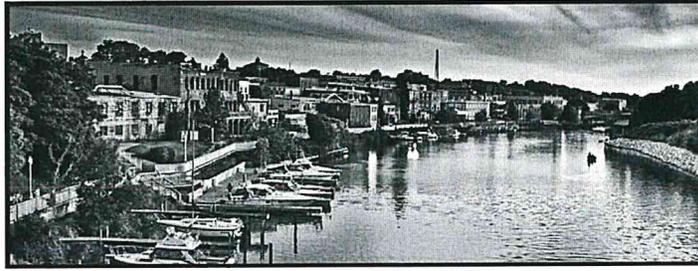


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Executive Summary

Name of Facilities

The Manistee Municipal Harbor is located on Lake Michigan within a thirty mile radius of Ludington to the South and Frankfort to the North. The City of Manistee is a historical city branded the 'Victorian Port City' with a robust Historic District and Commission. The ornate victorian architectural infrastructure and mystique stems from the vigorous industry and subsequent wealth from the late 1800's. Industry has since transitioned from lumber to manufacturing utilizing railroad transportation and shipping corridors as major modes of transportation.

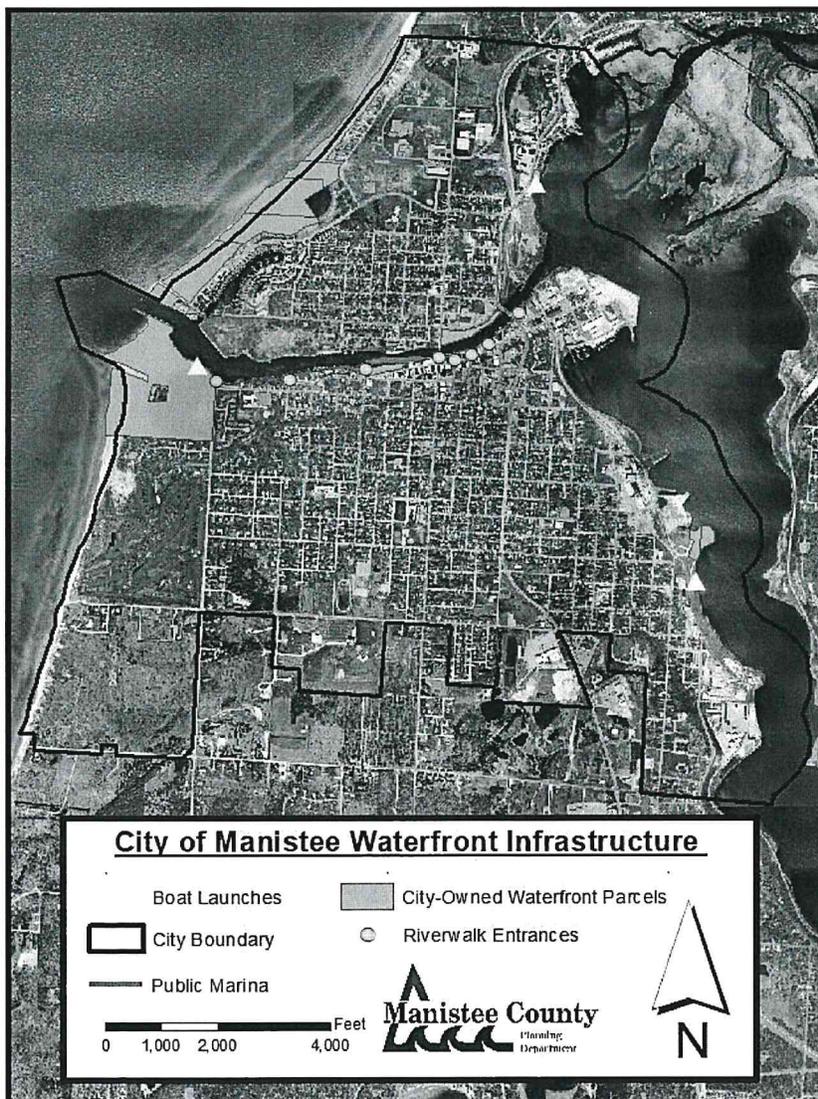
The Manistee City Municipal Marina is a City owned and operated property. This is located on the Harbor and within walking distance to sandy Lake Michigan beaches, playgrounds, restaurants, shops, grocery and hardware stores, theaters, free summer concerts, museum and the library. One of the best features of the Manistee Municipal Marina and Riverwalk is the fact it is handicap accessible, allowing everyone to enjoy it. There are ramps at both ends of the Riverwalk including at First Street Beach and next to the US-31 bridge.

Three main bodies of water directly affect the City. The Western boundary of the City is Lake Michigan which the City owns and maintains approximately one mile of beach front for recreational use. The Eastern boundary is Manistee Lake. The City is divided into Northern and Southern portions by the Manistee River Channel. The Channel is used primarily for transit from Lake Michigan to Manistee Lake and back for pleasure boaters, private/commercial fishing and freighter access to industries located along the Manistee lakeshore. There is over 1.5 miles of riverwalk along the Manistee River Channel attracting an active and outdoorsy syndicate.

Many visitors find Manistee a great destination during the summer months to visit the Manistee North Pierhead lighthouse, the Manistee County Historical Museum, as well as numerous beaches. Further, Countywide recreation sites include around 276

miles of rivers and streams and 25 miles of Lake Michigan Shoreline making Manistee a water lover’s key destination. Accessing Chicago by boat is feasible, as well as Milwaukee, Traverse City and other Lake Michigan coastal towns.

The image at right showcases different 3 different priority zones within Manistee City limits that are considered in this Harbor Plan in numerical order. The green outline, Number 1, is the **Lake Michigan** shoreline. The purple, Number 2, showcases the **Manistee River Channel** which has significant marina, draw bridge and riverwalk infrastructure. The light blue, Number 3, defines **Manistee Lake** area that is located within the City Boundary including a deep water port, marinas, and boat launches.



The graphic at left depicts waterfront infrastructure owned by the City of Manistee outlined in black polygon line; yellow triangles depict boat launches; green circles are Riverwalk Entrances; the light blue outline showcases parcels owned by the City; red line is the City-owned Marina. This infrastructure showcased on this map is subject to definition and inventory in subsequent pages. These areas are of highest priority for the City of Manistee to maintain and plan future improvements or upgrades if feasible.

Lake Michigan Zone



General Purpose of Facilities

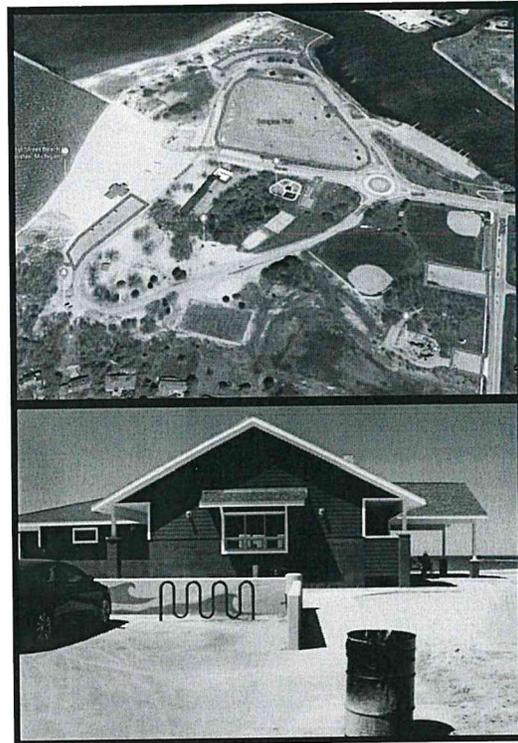
<u>Zone 1</u>	<u>Purpose</u>
70 Acres	<ul style="list-style-type: none"> ● 5 recreational park sites including: <ul style="list-style-type: none"> ○ Rocket Park, Douglas Park, Lighthouse Park, First St. Dog Park, Rotary Park ● 1st Street Beach: Public access, concession area, bathroom facility ● Viewing deck, 7 pavillion sites, picnic benches, grills, large parking lots ● 1st Street Boat Launch area ● Baseball fields, tennis, volleyball & basketball courts, kids play sets
<u>Zone 2</u>	<u>Purpose</u>
68 Acres	<ul style="list-style-type: none"> ● North Pierhead Lighthouse ● Large parking areas ● Pavillion sites, picnic benches, kids play sets ● Man Made Lake and North Beach access ● Public beach abutting residential development along Dunes Drive

The Lake Michigan Zone, showcased in above left graphic is comprised of mostly recreational facilities for citizens to partake in. These facilities require routine year round maintenance of different infrastructure, structures and property. Many residents and tourists frequent these areas in the warm weather months while the colder weather months see a significant drop off in usage. Although the seasonal transitions affect the amount of people enjoying these zones; it doesn't fully eradicate the necessary maintenance measures to keep these facilities in good working condition. Residences make up the remaining City owned beach and water frontage which has seen significant rising water levels in recent years.

Lake Michigan: Zone 1

Size of Facilities

1st Street Beach area as showcased in the top right image, is the largest City-owned recreation area to maintain being over 60 acres in size. The parking area itself is around 6.5 acres of parking spaces, located in red highlighted areas. Around 6,000 feet of road surrounds the area with native plants abounding. These areas are constantly in the ebb and flow of being covered in some sort of material whether it be sand or snow. This puts a large strain on the City's fleet of maintenance vehicles to keep these spaces in clean and safe condition for patrons to enjoy. Recreation related facilities at this site include the following: beach house, ball fields, basketball courts, bike racks, concert site, dog run, drinking water, fish cleaning, fishing area, playground equipment, tennis courts, and volleyball nets.



City owned Beach frontage on this site is nearly 2,000 feet long which requires combing and regular upkeep. This includes removing debris from large storms, glass



from tourists, and other miscellaneous items that find their way onto the beach. Structural infrastructure on this recreation site include the following: 7 beachfront pavilions/gazebos and viewing station invite guests to enjoy the outdoors with benches, picnic area and outdoor grills for public usage. Further, public restrooms, and a concession stand round out the structural infrastructure maintained by the City of Manistee.

ADA Accessibility

Universal access from the parking areas is made possible through sidewalk ramps for individuals in need. Beach house has ADA compliant doorways and restrooms. 1st street boat launch has no stairs and is accessible via a minimal grade ramp. The site has universal access to anglers of all abilities as well. There are sections of boardwalk on beach that extend from concrete to hard pack sand at waters edge.

Lake Michigan: Zone 2

Size of Facilities

The **North Pierhead Lighthouse**, at right towers about 40 feet above the drastic Lake Michigan coastline. The pier is over 1,200 feet long and around 35 feet wide with a 15 foot tall elevated catwalk for keepers to access this still active lighthouse. It is accessible via 5th Avenue beach public access and is a tourist destination for many different visitors. The wave action and constant rising of lake levels as well as harsh winters are cause of concern for the maintenance of the pier, catwalk and lighthouse itself. While the Lighthouse is not universally accessible, plans are for a tour of the structure will be available on the City's web page for people of all abilities. Pedestrian traffic and fishing are permitted on pier.



Manistee is a recreation friendly town with beach access and water activities being a main interest. **5th Avenue Beach area** is located on the North side of Manistee at the West end of Fifth Avenue on Lake Michigan. A beach house, shown in the left image, has concessions, drinking water, public restrooms, indoor seating, fireplace, shower facility, free WiFi and vending. Two garage doors open up in the summer and provides an open air feeling at the facility. Other beach amenities at this facility include: playground area, picnic area, emergency call and info station, grills, and pavillions. City owned Lake Michigan frontage up to **Man Made Lake** creates over a mile and a quarter of publicly owned beach. Access to this site is on the North end through the North Beach Access Park and the South by Fifth Ave. Beach which includes bike racks, car parking and waterfront access.

ADA Accessibility

Universal access from the Beach House to the beach includes ramps, and wider doorways. Universal access to the Man-Made Lake beach area is currently achieved through a plank walkway leading from the parking lot through the trees to the beach. A universally accessible boardwalk from the parking lot at North Beach Access leads to viewing platforms, at right, overlooking Lake Michigan which have built in benches and a telescope.



Manistee River Channel Zone



General Purpose of Facilities

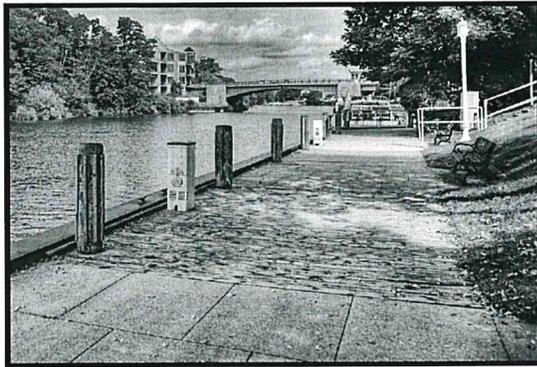
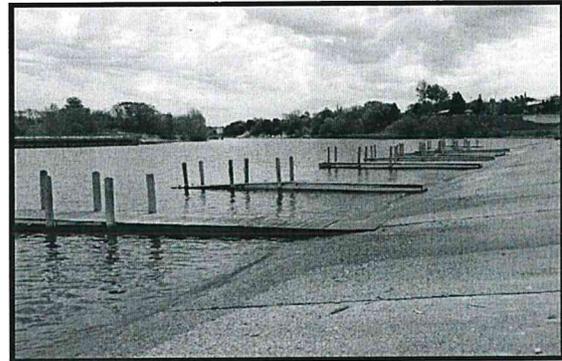
<u>Zone 1</u>	<u>Purpose</u>
<u>25 Ft. Deep</u>	<ul style="list-style-type: none"> • Deep Draft Commercial Harbor receiving sand, gravel, limestone, coal • Regionally significant receiving port on the Great Lakes Lighthouse
<u>Zone 2</u>	<u>Purpose</u>
<u>23 Ft. Deep</u>	<ul style="list-style-type: none"> • Access to Residential condominium complexes including Harbor Village • Home to the U.S. Coast Guard Station Manistee, 2 prominent beaches
<u>Zone 3</u>	<u>Purpose</u>
<u>23 Ft. Deep</u>	<ul style="list-style-type: none"> • Residential riverfront access on Northside of channel • Access to Fishing Charters, Riverfront Hotel on Southside of channel
<u>Zone 4</u>	<u>Purpose</u>
<u>23 Ft. Deep</u>	<ul style="list-style-type: none"> • Access to City of Manistee Municipal Marina on Southside • Access to Downtown Development Authority and Historic District
<u>Zone 5</u>	<u>Purpose</u>
<u>23 Ft. Deep</u>	<ul style="list-style-type: none"> • Access to Manistee Lake Industries via operational bridges including: <ul style="list-style-type: none"> ◦ Martin Marietta Co., Morton Salt, Rieth-Riley, Packaging Co. of America, Pier 31 Marina, Seng Marina, Tondu Energy Center

The Manistee River Channel Zone, showcased in the above graphic is comprised of recreational facilities for citizens to partake in as well as a transportation mechanism for large vessels. The river channel needs constant maintenance in regards to dredging when the water levels get too low. City infrastructure along the channel is also subject to seasonal transitions and impending maintenance thereof.

River Channel Zones

Size of Facilities

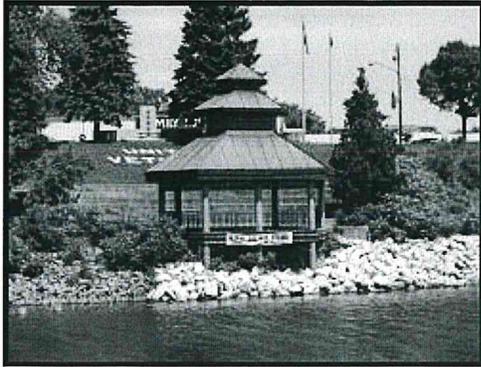
1st Street Boat launch, at right, is the primary launch for access to Lake Michigan. It is a pay facility. The money collected at this facility and other boat launches are earmarked for repair, maintenance and improvements to the facility and compliance is enforced by the Manistee Police. The First Street launch is constantly being upgraded and improved. Recent work included widening skid piers. The length of of access is nearly 50 yards with a parking lot available.



The Manistee River Channel area has **5 Riverwalk entrances** with access to and Downtown businesses. The **Riverwalk** runs along the south Manistee River bank behind a major portion of the Central Business District along River Street. The riverwalk extends East to the U.S.-31, or Memorial, bridge and West to Lake Michigan. The walkway includes: benches, planters, fishing piers, historical markers and a Net Shed Museum along the riverwalk. Other features include: benches, bike racks, drinking water, fishing area, parking, picnic area, public restrooms, walking workout route.

The **Manistee Municipal Marina** offers 18 seasonal dockage spots, 17 transient dockage spots with slips up to 60', broadside to 100' available. Amenities include: electricity (30 & 50-amp), boaters lounge, dockside water hookups, dog run, grilling and picnic areas, laundry facilities, benches, bike racks, drinking water, fishing area, meeting room, vending walking workout route, public restrooms sewage pump-out and security cameras. Also, a rentable open space situated on the main level of the Municipal Marina is a bright space with breathtaking views.





A main staple in the City of Manistee is **Veterans Memorial Park**, at left, where there is a stone monument and flag to commemorate those lost in battle. 27 Hackberry Trees along Memorial Drive commemorate the same number of soldiers from Manistee lost in World War II. There is a large parking area serving the park and the Central Business District and is home to a Saturday farmer's market run by the Downtown Development Authority. Some features of the

Park include: benches, gateway sign, bike racks, concert site, fishing area, parking, vending and gazebo area.

The City of Manistee operates two separate bridges through town including the **Maple Street Bridge & Memorial Bridge**. These bridges utilize City staff and personnel for maintenance and operation in order to keep these in good working condition. The City also owns around 2,200 feet of **shoreline** along the river channel, at right, that is experiencing high levels of erosion in recent years. This shoreline abuts commercial and residential properties alike and is where certain section of high-risk riverwalk exist.



ADA Accessibility

One of the best features of the Manistee Municipal Marina is the Universal Accessibility Lift, image bottom left, to assist boaters for use by the general public and not limited to boaters staying at Marina. All main entrances to Marina and door hardware are compliant with ADA guidelines. Upgrades to the First Street Launch Ramps were made in 2010 and four of the eight ramps are now Universally Accessible. Veterans Memorial Park has ramps from the parking lot to the gazebo, vending, benches and fishing area. Access to the Manistee Riverwalk with optional ramps leading down to the waterfront provides accessible feature for all users looking to enjoy the space.



Manistee Lake Zone



General Purpose of Facilities

<u>Zone 1</u>	<u>Purpose</u>
	<ul style="list-style-type: none"> ● Launching boats to Manistee Lake for recreational usage ● Accessible pier for fishing and viewing wildlife ● Marina space for boats to park ● Explore the Shores placards providing pertinent information
<u>Zone 2</u>	<u>Purpose</u>
	<ul style="list-style-type: none"> ● Launching boats to Manistee Lake for recreational usage ● Marina space for boats to park ● Deep water port for large vessels to dock

The Manistee Lake Zone is showcased in above left graphic. Both zones have many private marina access areas as well as a public boat launch each. Zone 1 has a nice ADA accessible pier showcased in the above right photograph. Zone 2 sees more large vessel traffic as there is a deep water port while also providing nice ground to access for temporary anchorage. Lastly, Explore the Shores Program, in the bottom right photo above, showcases specific information pertaining to the historical context, recreational capabilities and wildlife information of the Zone 1 area.

Manistee Lake Zone

Size of Facilities

The **Arthur Street boat launch**, at right, received the 2010 Great Lakes Fishery Trust Grant which improved:

entrance/exit to facility, designated mooring area and docking for small boats, improved and enlarged ramps, expanded parking lot and a reconfigured lot for trailer parking.

Ways to utilize this facility, though no kiosk, include a daily pass, or a seasonal sticker which can be purchased from the City of Manistee at City Hall.



The **9th Street boat launch**, below, includes a dock and insubstantial parking area. This area was established in 1987 and hasn't seen much upgrades since then. The parking area is unpaved with stone aggregate at the base material. The boat ramp is quite steep leading into the water although this is negated at times due to variant



high lake levels. The dock is in questionable condition with some of the boards deteriorating thus causing safety concerns. The lighting on site is minimal which makes this site considerably unsafe. There is no kiosk or any other form of payment capture on site therefore, no charge for use of this area. Restroom facilities and security cameras do not exist on this site as well.

ADA Accessibility

Arthur Street boat launch area, at right, has universally accessible fishing dock and pier and restrooms. The dock is at a minimal grade making it easy for individuals to access the waterway. The 9th street boat launch doesn't have anything in the capacity of ADA accessible areas and is a great candidate for significant site upgrades.



Site Development Plan

Below, the City of Manistee defines documented locations, showcased as evaluated priorities, where residents can access waterways, within City limits, and their required upgrades. These areas should be addressed in the next 5 years to make the space viable for current and future usage. The City of Manistee would like to present our 5-Year Recreation Harbor Plan as follows:

PRIORITY	ACTION	COST
<u>High</u>	<ul style="list-style-type: none"> • Dock replacement (5) and Miscellaneous sea wall repairs at <u>Municipal Marina</u> • ADA accessible improvements at <u>Marina</u> kiosk • Replace fuel tanks at <u>Marina</u> • <u>1st St. Harbor</u> overlook retaining wall and Bank erosion protection 	\$400,000 \$25,000 \$65,000 \$490,000
<u>Medium</u>	<ul style="list-style-type: none"> • <u>Marina</u> patio and drainage improvements • Upgrade existing <u>Riverwalk</u> lighting • <u>Veterans Memorial Park</u> improvements 	\$12,000 \$25,000 \$400,000
<u>Low</u>	<ul style="list-style-type: none"> • <u>1st St. parking lot</u> heavy rehab and stormwater management • Install <u>Arthur St. Boat Launch</u> Automated Pay Station • Replace <u>1st boat launch access</u> automated pay station • <u>Riverwalk</u> extensions • <u>9th St. boat</u> dock and parking lot improvements • Install <u>9th St. boat launch</u> access automated pay station 	\$600,000 \$25,000 \$25,000 \$200,000 \$300,000 \$25,000



Site Development Summary: Lake Michigan Shoreline

The Manistee Municipal government would like to move in the direction to grow and sustain the needs of recreational focused visitors and residents. The following list, though not exhaustive, pinpoints specific development projects on the Lake Michigan property. The coast of Lake Michigan is a dramatic and attractive area within the City of Manistee. It is a gathering place for residents and tourists alike. The expansive sunsets and well maintained beach make this area a unique staple of the City. Being quite accessible to the Downtown area is also attractive. The graphic below showcases definable project zones and development needs/opportunities.

Zone 1

- Replace breakwall on West Side of 1st Street beach
- Update 1st St. beach parking lot to have more than one entry/exit point
- Manage flow of run-off water from 1st St. beach parking lot
- Concert area at 1st St. beach area

Zone 2

- Bike path
- Advertise and host more events at 5th St. beach
- Update playground at 5th Ave. beach



Site Development Summary: Manistee Municipal Marina

Overall, the Manistee Municipal Marina would like to maintain the assets it already has, while moving in the direction to grow and sustain the needs of boaters. The following list, though not exhaustive, pinpoints specific development projects on the Marina Boathouse property. This area is a high traffic area for recreational tourism. The graphic at bottom of the page showcases definable project zones.

Zone 1:

- Update ADA Ramp on Boardwalk with slip resistant material on surface
- Replace deteriorating wood retaining wall
- Address Lighting Issues/Seating/Fencing

Zone 2:

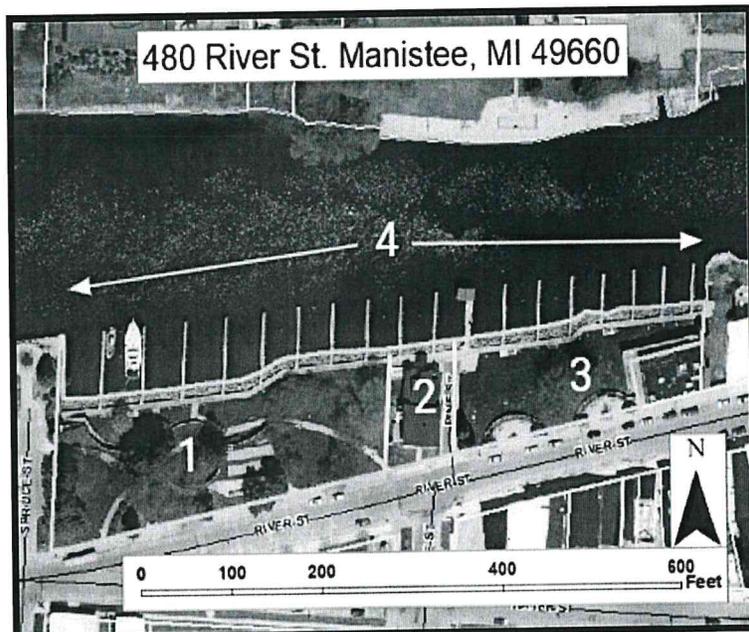
- Maintenance room flooding concerns- surface drainage improvements
- Install Outdoor patio on West side of Marina

Zone 3:

- Install Runoff mitigation landscaping including new materials and native plant species
- Replace underground Storage Tank

Zone 4:

- Replace gas kiosk for universal accessibility lift
- Dock improvements including upgrading utilities
- Update light poles along the Riverwalk
- Replace remaining old docks and make them adjustable



Site Development Summary: Veterans Memorial Park

Overall, the City Manistee would like to acknowledge current and past service members through a nice park area. The following list, though not exhaustive, pinpoints specific development projects on the Veterans Memorial Park property. The graphic at bottom of the page showcases definable project zones.

Zone 1:

- Install Sidewalk along the South Side of Parking Area/Patio Area
- Install more trash receptacles

Zone 2:

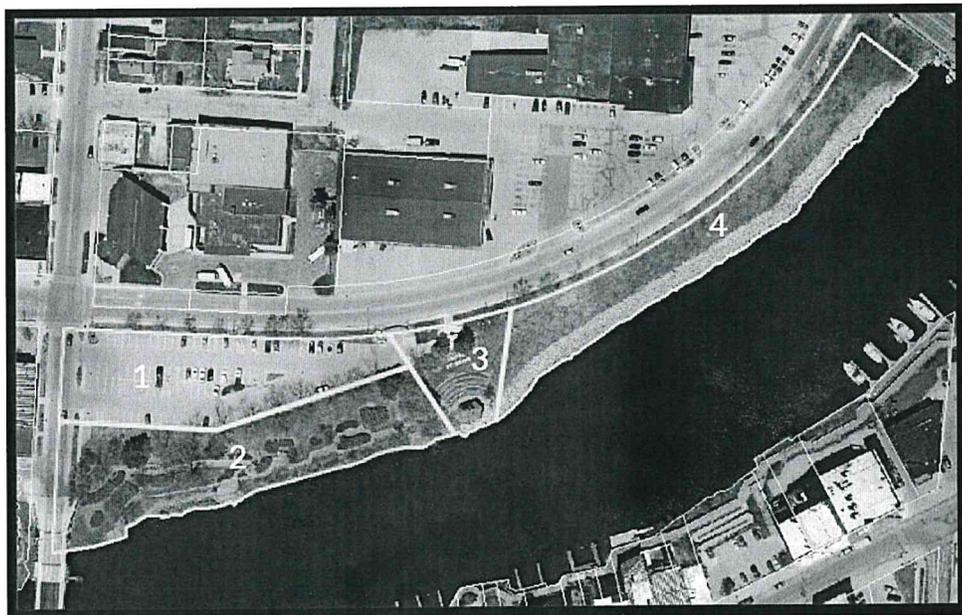
- Vegetation replacement/retaining walls replacement
- Walkway issues/maintenance/extend riverwalk

Zone 3:

- Gazebo Maintenance/Replace older wood
- Sitting Area upgrades

Zone 4:

- Erosion Control/Add Vegetation
- Extend riverwalk



Site Development Summary: Manistee Lake Area

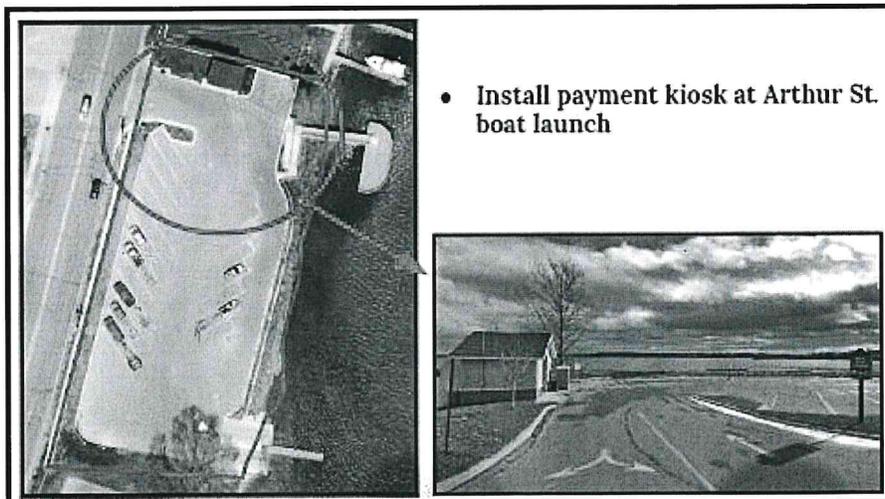
There are two City owned Boat Launches that maximize the opportunity for recreational pursuits on Manistee Lake. The City of Manistee would like to maintain and enhance City owned boat launch spaces in these areas. Overall, the 9th Street Boat Launch needs some serious work compared to the Arthur Street boat Launch. The following list, though not exhaustive, pinpoints specific development projects on the 9th St. Boat launch and 1st St. Boat launch property. The graphics below showcase the two individual project zones with aerials.

9th St. Boat Launch

- Update dock at 9th St. boat launch
- Install kiosk at 9th St. boat launch
- Install security cameras at 9th St. boat launch
- Install bathroom at 9th St. boat launch
- Install proper lighting at 9th St. boat launch
- Add improved boat launch
- Install payment kiosk at Arthur St. boat launch



Arthur St. Boat Launch



Marketing, Events, & Partnerships

Currently, the City of Manistee participates with local advertising in local print and participates in the Manistee County Visitors Guide. The City and Marina work with DDA and Chamber of Commerce offering event space for rent. The Harbor welcomes and supports all types of partnerships including corporate, non-profit, education, government, religious, philanthropic, etc. The Harbor maintains and operates its own Facebook, and website: www.manisteemi.gov uploading event videos and photos. It also works with the DNR offering the online reservation system. The City of Manistee participates in the Redevelopment Ready Communities program through the Michigan Economic Development Corporation as well as Project Rising Tide.

Our annual event schedule is as follows:

EVENT NAME	DATE
Tightlines for Troops	Mid-May
Farmers Market	Saturdays in Warm Months
Tuesday Night Concert Series	Tuesdays in Summer
Jaycees: Themed Concerts	Thursdays in Summer
4th of July Parade	July 4th
Forest Festival	July 4th-July 7th
Run the Pier 5K Race	Early August
Catamaran Regatta	Early August
Grapes on the River	Early August
Labor Fest (Rock 'n' Blues)	Late August
Hops and Props Festival	Late September
Victorian Sleighbell Parade	Early December

Annual Maintenance Schedule

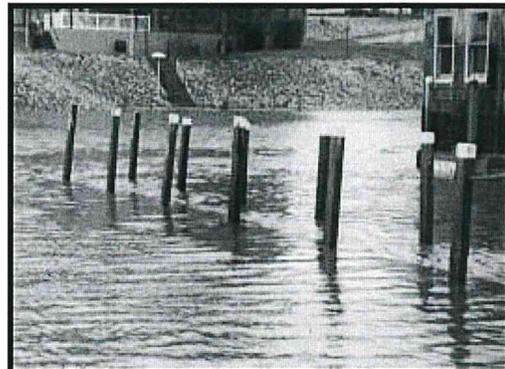
Below is a sample budget for the Manistee Municipal Marina from 2019:

Receipts	\$168,963	Other Receipts	\$16,704
Gasoline, Diesel, Oils	\$108,443	Ice Sales	\$2,382
Transient Slip Dockage	\$48,992	Insurance Recoveries	\$9,577
Seasonal Slip Dockage	\$7,956	Interest	\$205
Commercial Slip Dockage	\$3,572	Rentals	\$4,540
Total Receipts		\$185,667	

Annual Disbursements	\$131,171	Other Disbursements	\$56,549
Fuel and Oil	\$98,457	Utility Bills (electric, heat, water, sewer)	\$10,526
Salaries, Wages, Fringes	\$26,627	Telephone/Communications	\$425
Administrative Charges	\$6,087	Credit Card Fees	\$5,540
		Repair & Maintenance	\$19,606
		Insurance	\$820
		Taxes (Fuel, Sales and/or Payroll)	\$19,632
Total Disbursements		\$187,720	

Net Income/(Loss) **(\$2,053)**

The City of Manistee experienced around a \$2,000 loss for the year 2019 due to some unexpected events in the repairs and maintenance area of the budget. The Manistee Harbor experienced an uncommon seiche event, right, in 2018 displacing many gallons of water and damaging many boat slips along the Channel. The City Municipal Marina disbursed around \$20,000 for repair and maintenance while recovering only around \$10,000 making up a large portion of said net loss for 2019.



Maintenance/Replacement Schedule

Small-Scale Infrastructure

EQUIPMENT REPLACEMENT	PRIORITY	PROJECTED COST
Existing riverwalk lighting upgrades	2	\$20,000
Replace/improve automated pay stations	3	\$100,000

MINOR INFRASTRUCTURE	PRIORITY	PROJECTED COST
City Harbor buildings repair/maintenance	Annual	\$10,000
Wood retaining walls repair/rehab	Annual	\$2,500
Riverwalk/boardwalk/sidewalk repairs	Annual	\$10,000
Marina Patio and Drainage improvements	2	\$12,000

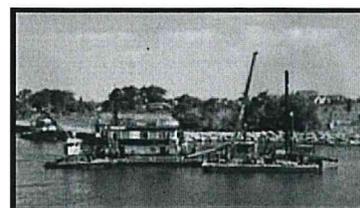
Large-Scale Infrastructure Replacement Schedule

PROJECT	PRIORITY	PROJECTED COST
Replace fuel tanks at Municipal Marina	1	\$65,000
1st St. Harbor overlook retaining wall and bank protection	1	\$490,000
Dock replacement (5) and misc. sea wall repairs at Marina	1	\$400,000
Veterans Memorial Park Improvements	2	\$400,000
1st St. parking lot heavy rehab and stormwater management	3	\$600,000
9th St. boat dock and parking lot improvements	3	\$300,000
Riverwalk extensions	3	\$200,000

Dredging

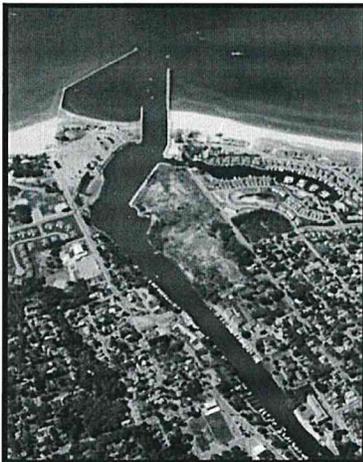
The City of Manistee contracts with the **Army Corps of Engineers** to manage the Harbor dredging cycle, at bottom right. According to the Army Corps of Engineers, “approximately 40,000 to 70,000 cubic yards of material must be dredged on a 2 to 3 year cycle. The harbor was last dredged in 2016.

Maintenance dredging was completed in 2018.” Dredged material ends up being placed “where needed” including 1st Street Beach area and 5th Avenue Beach area.



Supporting Documentation / Agencies

The **Manistee County Recreation Plan** outlines priority sites in the City including The Explore the Shores program which addresses access to water. All Explore the Shore sites are universally accessible and have adequate information signs, at right. Barrier-free access means visitors who are physically limited by disabilities and families with small children can safely enjoy and explore the natural beauty and resources of Manistee.



The **City of Manistee Harbor Commission** is charged with overseeing in an advisory capacity the marina, boat launch and related waterfront facilities. They provide recommendations to City Council concerning: operation, maintenance and policy about the City Municipal Marina and City owned boat launches; improvements involving the City Municipal Marina and boat launches; acquisition of waterfront property, wharves and docks; use of waterways, channels, municipal docks and other city navigational facilities, ordinance/rules regarding public safety.

Manistee is part of the **The Michigan Clean Marina Program** which was established in 2001 as a public-private partnership to create a voluntary program to assist marina and harbor operators in identifying and implementing best practices. The program has received support from Michigan Sea Grant, the Michigan Department of Environmental Quality – Michigan Coastal Zone Management Program, the National Oceanic and Atmospheric Administration and the Environmental Protection Agency through the Great Lakes Restoration Initiative.



Contact Information

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- **City Engineer** - Shawn Middleton, *PE CFM*
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- **City Manager** - Thad Taylor
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- **County Planner** - Kyle Storey
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MANISTEE HARBOR COMMISSION
BYLAWS AND RULES OF PROCEDURE

Section 1. NAME.

The name of the Commission shall be the "Manistee Harbor Commission."

Section 2. PURPOSE.

The purpose of the Commission shall be to implement and carry out provisions of Chapter 266 of the Manistee Code of Ordinances. (As may be amended from time to time.)

Section 3. MEMBERSHIP OF THE COMMISSION.

The membership of the Commission shall consist of seven (7) members appointed by the City Council, one of whom shall be the Harbormaster. They shall serve three (3) year terms. The City Manager shall be a non-voting ex-officio member of the Commission.

Section 4. OFFICERS.

4.1 Selection: The Commissioners shall elect a chair, and a vice-chair. The election shall take place during the first meeting of each calendar year ~~in January~~. Officers shall be selected by majority vote of the Commissioners. Recording Secretary services will be provided by the Executive Secretary in the City Manager's Office.

4.2 Tenure: The Officers shall take office upon selection and shall hold office for a term of one year, or until their successors are selected and assume office.

Section 5. OFFICER DUTIES.

5.1 CHAIR. The Chair shall:

- a.) Preside at all meetings.
- b.) Appoint committees.
- c.) Periodically meet with City department staff.
- d.) Appoint an acting recording secretary for a meeting in which the recording secretary is absent.
- e.) Perform such other duties as may be ordered or authorized by the Harbor Commission.

5.2 VICE-CHAIR. The Vice-Chair shall:

- a.) Act in full capacity of the Chair in the absence of the Chair.
- b.) In the event of a vacancy in the position of Vice-Chair, the Harbor Commission shall then select a successor to the office of Vice-Chair from its membership for the unexpired term.

5.3 SECRETARY. The Secretary shall:

- a.) Execute documents in the name of the Harbor Commission as authorized by the Harbor Commission.
- b.) Be responsible for the minutes of each meeting and shall have them appropriately distributed.
- c.) Track attendance and make reports to the City Manager as specified in Section 6.3 of these bylaws.
- d.) Perform such other duties as the Harbor Commission may determine.

Section 6. VACANCIES, REMOVAL, ABSENCES.

6.1 Vacancies: Vacancies shall be filled for unexpired terms in the same manner as original appointments.

6.2 Removal: A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon.

6.3 Absences: In order to maintain the maximum participation of all appointed Harbor Commission members at all scheduled meetings, the following is the attendance guide and Board member replacement policy for “excused” or “unexcused” absences:

- a) When appointed, each Commission member should state his/her willingness and intention to attend each scheduled meeting of the Harbor Commission.
- b) In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board member from attending the scheduled meeting, the Commission Chair or staff liaison to the Harbor Commission should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
- c) If any Commission member is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Commission member shall be reported in writing to the City Manager. The City Manager will contact the Commission member in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.
- d) There will be no limit on the number of consecutive “excused absences” for any Commission member. However, if the Commission member is repeatedly absent for

at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Commission member in writing and question the member's continued ability or interest to be on the Commission. The Commission member will be considered for appointment nullification when the absences total six in the calendar year.

- e) The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

Section 7. MEETINGS.

7.1 Regular Meetings: As directed in Chapter 266 of the Manistee Code of Ordinances the Commission shall meet at least quarterly during 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 members and such City staff as may be assigned to meet with the Commission. Meeting times and locations shall be posted and open to the public with time set aside at each meeting to receive public comment. All actions taken by the Commission shall be recorded by the Secretary and filed with the Manistee City Clerk. All meetings and Commission business shall comply with the Open Meetings laws of the State of Michigan.

Meetings can be cancelled by the Chair if there are no agenda items or if it is predetermined that a quorum will not be present. Special meetings may be called by or at the request of the Chair or any two members. Meetings shall be held after due notice to all members and the public.

7.2 Quorum: Four members shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting when a quorum is present by acting to approve the minutes of the meeting at which the quorum was not present.

7.3 Order of Business: The Chair or their designee shall prepare an agenda for each meeting and the order of business shall follow in an orderly manner according to the agenda. A designated period for public comment shall be allowed. A time limit for discussion and/or comment may be set by the Chair.

7.4 Parliamentary Procedure: Parliamentary procedure in Harbor Commission meetings, when needed, shall be governed by Roberts' Rules of Order.

Section 8. EXPENSE REIMBURSEMENT.

Commissioners shall be reimbursed by the City of Manistee for all pre-approved out of pocket expenses incurred in carrying out the official business of the Commission. The City Manager or his designee shall be responsible for the preapproval process.

Section 9. CONFLICT OF INTEREST.

In the event that business being carried out by the Commission may have a personal or financial impact on a member of the Commission or their immediate family, or any corporation or business of which a Commissioner is an officer or director, the Commission member must disclose the conflict of interest and refrain from voting on that particular business. If any question of whether or not a conflict exists cannot be determined by the Commission, then the matter of the question shall immediately be referred in writing to the Manistee City Attorney for consultation and recommendation.

Section 10. CHANGES OR AMENDMENTS.

Bylaws shall be reviewed annually during the first meeting of the year. All changes or amendments to the Bylaws must be approved by the majority of the Commissioners. Such changes or amendments must be presented to the Commission in writing for consideration and may not be voted upon until the following regularly scheduled meeting. Upon approval by the Commission, the Bylaws, showing the proposed amendment, shall be submitted to the Manistee City Council for final approval.

The foregoing Bylaws were duly adopted at a regular meeting of the Manistee Harbor Commission held 9/16/91; amended 5/06/96; amended 4/4/06; amended 8/3/09 amended 5/10/11; amended 2/19/13.

Cynthia J. Lokovich 2/19/13
Cynthia J. Lokovich, Secretary Dated

Approved by the Manistee City Council:

Colleen Kenny 3/5/13
Mayor Colleen Kenny Dated

2016-
2019

City of Manistee
Harbor Commission
Strategic Plan

Prepared with the assistance from the
Alliance for Economic Success
2016-2019

Purpose of the Harbor Commission

It is important for all interests in the City of Manistee's harbor to understand the purpose of the City's Harbor Commission. The City's Codified Ordinances establishes that the Harbor Commission's purposes are to provide recommendations to City Council concerning:

- Operation, maintenance and policy about the City Municipal Marina and City owned boat launches.
- Improvements involving the City Municipal Marina and boat launches.
- Acquisition of waterfront property, wharves, and docks.
- Use of waterways, channels, municipal docks and other City navigational facilities.
- Ordinances/rules regarding public safety.

What Does the Manistee "Harbor" include?

In keeping with the City Charter and Strategic Plan of the City, the Harbor Commission is concerned with:

- All City owned boat launches.
- All developments, improvements, and the safe use and operations involving the Manistee harbor from its point of entry through the Federally owned navigation structure into Manistee Lake within the physical boundary of the City.

It is important to note that the Harbor Commission does not currently become involved with beach or park maintenance or signage.

What are we proud of?

- New marina facility.
- Spectacular view as you approach the marina.
- Welcome sign at the Harbor entrance.
- New United States of America flag.
- Positive feedback from users of the marina about the facility and the quality of staff that the marina employs.

What are some of the issues that the marina faces?

- Slow use of the facility at the beginning and end of the season.
- Significant factors affect the marina business that are beyond our control such as the weather, changing fishery industry, changing types of users in the boating industry in general (trailer versus docking).
- Maintenance of the docks is a struggle due to cash flow issues.
- Need a good picture of the operating expenses because the budget isn't clear on what those expenses are.
- Deficit of about \$40,000.00 a year.

What are our opportunities that we could take advantage of?

- More fishing tournaments especially in the shoulder season before July/August.
- Early and late season deals (reduced rates, pay for 2 days get the 3rd day free, etc.)
- Increase/Improve marketing efforts with a couple of ideas including developing a welcoming packet for marina users and arranging for shuttles to the casino.
- Develop a sister city program with Kewanee, Wisconsin and/or other partners with neighboring ports.
- Reach out to key stakeholders/groups/organizations such as the Chicago Yacht Club to tap into the opportunities that the Mackinac Race presents.
- Update the website.
- Create opportunities and improve efforts to create a meaningful interaction with the downtown area.
- Create an Explore the Shores kayak/canoe launch site.

What is our goal?

GOAL:

To make the Harbor profitable.

What are the strategies and actions we are going to take to achieve our goal?

BOARD COMPOSITION

1. Strategy:

Ensure that the Board is composed of a wide variety of stakeholders.

1.1. Action Item(s):

- 1.1.1. ORDINANCE REVIEW: Evaluate, and take action to revise, the Ordinance to ensure that it allows for a wide variety of stakeholders.
- 1.1.2. RECRUITMENT: Each current Board member will continuously ask key stakeholders to apply for a Board position.

2. Strategy:

Work to ensure that the infrastructure of the marina is well maintained and replaced when needed promptly to ensure that the facility is meeting the demands of the users.

2.1. Actions Item(s):

- 2.1.1. SKID PIERS: Ensure that the skid piers are maintained on a regular basis as part of the City's capital improvement plan.
- 2.1.2. DOCKS: Evaluate and identify docks that need repairing and establish a schedule and allocate funds to have the work done.
- 2.1.3. BOAT LAUNCHES: Evaluate, identify priorities, and support efforts to maintain the City owned boat launches (1st Street and Arthur Street).

PROFITABILITY

3. Strategy:

Understand the Marinas profitability and take steps to rectify the outcome of the evaluation.

Action Item(s):

- 3.1.1. LOSS REVENUE: Identify loss revenue opportunities.
- 3.1.2. REVENUE SOURCES: Identify potential revenue sources such as grants and philanthropy.
- 3.1.3. EXPENSES: Evaluate the budget to determine actual expenses in order to identify ways to reduce those expenses.

EXPANDING REVENUE STREAMS

4. Strategy:

Identify opportunities to expand the revenue stream of the marina.

Action Items:

- 4.1.1. TRANSIENT USERS NEEDS: Understand the needs, and competition for, transient users.
- 4.1.2. CHANGE OF FOCUS: Work to change the focus of the harbor from fisheries dependent to transient users.
- 4.1.3. EARLY & LATE SEASON: Increase the use of the Marina in the early and late seasons.

COLLABORATION

5. Strategy:

Collaborate with strategic partners.

Action Item(s):

- 5.1.1. Lead the effort to have "around the lake" discussions in order to understand ...
- 5.1.2. Form a sister's marina relationship with Kewanee, Wisconsin.
- 5.1.3. Reach out to key stakeholders/groups/organizations (such as the Chicago Yacht Club and the associated Mackinaw Race event) to tap into the opportunities.

MARKETING & PROMOTION

6. Strategy:

Improve marketing and promotion efforts to include not only the fisheries industry but also the tourism industry.

Action Item(s):

- 6.1.1. Update the website.
- 6.1.2. Strengthen the marina's relationship and impact to the downtown district.
- 6.1.3. Update information in the Manistee County Visitors Guide.

MANISTEE CITY HARBOR COMMISSION MEMBER ROSTER

NAME	PHONE	ADDRESS	E-MAIL	TERM / APPOINTED
Tyler Cook	231-723-4387 (h) 231-714-8543 (m)	373 Second Street Manistee MI 49660	cook.jt38@yahoo.com	10/31/22 / (05/11)
Alex Zaccanelli	231-398-0351 (h) 231-864-3373 (w)	457 Fourth Street Manistee MI 49660	alex@bearlakeinsurance.com	10/31/22 / (2/13)
Tracey Lindeman	231- (h) 856-297-0859 (m)	308 River Street Manistee MI 49660	tlindeman@comcast.net	10/13/20 / (05/19)
Fritz Boehm Vice-Chair	231-723-7207 (h) 231-510-5339 (w)	P. O. Box 634 200 Cutter Ridge Drive Manistee MI 49660	putterpop@yahoo.com	10/31/21 / (03/16)
Tom Swedenborg Chair	231-690-9971 (m) 231-723-0114 (h)	562 First Street Manistee MI 49660	tmswede@gmail.com	10/31/21 / (10/15)
Vacancy				
Tim Kozal Harbormaster	231-723-2533 (w) 269-929-3141 (m)	City Hall	tkozal@manisteemi.gov	Position required in bylaws / (04/17)
Thad Taylor (Non-Voting Ex-Officio)	231-398-2801 (w)	City Hall	ttaylor@manisteemi.gov	City Manager / (04/15)
Kelly McColl Recording Secretary	231-398-2801 (w)	City Hall	kmccoll@manisteemi.gov	Position required in bylaws / (12/19)