

# Manistee Harbor Commission Agenda

Tuesday, September 1, 2020 at 1:00 p.m. – Municipal Marina Open Space  
480 River Street, Manistee MI 49660

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## Call to Order

## Approval of Agenda

## Public Comments on Agenda Items (5-minute limit)

## Approval of Minutes

- Minutes of January 21, 2020

## Unfinished Business

- Marina Dock Replacement Update
- No Wake Signs Update
- Shoreline Stabilization Project Update

## 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 JANUARY 21, 2020

A meeting of the Manistee Harbor Commission was called to order by the Chair on Tuesday, January 21, 2020 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 Alex Zaccanelli	✓		
Commissioner Tracey Lindeman	✓		
Commissioner - <i>Vacancy</i>	---	---	---
City Manager Thad Taylor	✓		

### **OTHERS PRESENT**

Rob Carson – County Planner

### **PUBLIC HEARING**

Chair Swedenborg opened the Public Hearing at 1:01 p.m.

Thad Taylor introduced Rob Carson, County Planner, to the Commission. Tim Kozal explained the process for approving the Harbor Recreation Plan, which includes the public hearing.

There being no additional comments from the public, Chair Swedenborg closed the Public Hearing at 1:03 p.m.

### **APPROVAL OF AGENDA**

*MOTION* by Ty Cook second by Alex Zaccanelli, to approve the agenda as submitted. Voice vote - motion carried.

### **PUBLIC COMMENTS ON AGENDA ITEMS**

- None

### **ELECTION OF OFFICERS**

As required in the bylaws, the election of officers shall occur at the first meeting of each calendar year and officers shall take office upon selection and shall hold office for a term of one year.

For the position of Chair:

Alex Zaccanelli nominated Tom Swedenborg; nomination supported by Tracey Lindeman.

There being no further nominations, all voted in favor of Tom Swedenborg as Chair.

For the position of Vice-chair:

Ty Cook nominated Fritz Boehm; nomination supported by Alex Zaccanelli.

There being no further nominations, all voted in favor of Fritz Boehm as Vice-chair.

### **APPROVAL OF MINUTES**

*MOTION* by Tim Kozal, second by Alex Zaccanelli, to approve the minutes for the December 10, 2019 as presented. Voice vote - motion carried.

### **UNFINISHED BUSINESS**

Rob Carson, County Planner, introduced the *Resolution of Adoption* of the Harbor Recreation Plan. Responding to a question he advised that the plan addresses and meets all the State of Michigan guidelines.

The Harbor Commission accepted the *Resolution of Adoption* with correction to the location of the meeting in paragraph seven, from the Council Chambers to the Conference Room.

Yeas: 6      Nays: 0      Absent: 1

### **STAFF REPORTS**

#### ***Harbormaster.***

- With the Harbor Recreation Plan approval, the pieces are falling into place to apply for the grants to get the remaining docks replaced – that’s the goal.
- No Wake Zone signs should arrive anytime. City staff will post.

***City Manager.*** Provided copies of 2019 Highlights booklet.

- Discussed high water levels and shoreline erosion.
  - Council passed a resolution asking Governor Whitmer to declare the shoreline a disaster. She hasn’t made that declaration but did respond.
  - Governor’s office has reached out to FEMA and were informed that the State must exhaust resources before any Federal relief would be available.
  - MML is aware of issue and in contact with State Legislators.
  - February 11, 2020 Council work session shoreline erosion will be discussed.
  - Concern over flooding on Fifth Avenue.

### **NEW BUSINESS**

- Annual Review of Bylaws - *MOTION* by Alex Zaccanelli, second by Tim Kozal to accept the bylaws with the change to the City logo. Voice vote – motion carried.
- Annual Review of Strategic Plan – *MOTION* by Tracey Lindeman, second by Tim Kozal to adopt the Strategic Plan, with section 5.1.2 removed, for another 3 years with yearly reviews. Voice vote – motion carried.

- Annual Review of Member Roster – *MOTION* by Tim Kozal, second by Tracey Lindeman to approve the roster as presented. Voice vote – motion carried.

**PUBLIC COMMENTS**

- None.

**OTHER COMMENTS**

- None

**ADJOURNMENT**

Next meeting is scheduled for April 21, 2020 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 1:50 p.m.

*Draft – km*

*Kelly McColl*  
Recording Secretary

**BOAT LAUNCH REVENUES****2012 - 2013 Rate Structure: \$5 / Daily, \$35 / Seasonal****2013 - 2016 Rate Structure: \$10 / Daily, \$40 / Seasonal****2020 Rate Structure: \$10 / Daily, \$45 / Seasonal****2020 BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	16 = \$720	111 = \$4995	89 = \$4005	51 = \$2295	= \$	= \$	= \$
Daily Permits	0 = \$	101 = \$1010	154 = \$1540	233 = \$2330	= \$	= \$	= \$
<b>Annual Total</b>							= \$

**2019 BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	69 = \$2,760	62 = \$2,480	129 = \$5,160	46 = \$1,840	152 = \$6,080	17 = \$680	<b>475 = \$19,000</b>
Daily Permits	0 = 0	19 = \$190	144 = \$1,440	34 = \$340	335 = \$3,350	319 = \$3,190	<b>851 = \$8,510</b>
<b>Annual Total</b>							<b>1,326 = \$27,510</b>

**2018 BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	89 = \$3,560	144 = 5,760	79 = \$3,160	98 = \$3,920	173 = \$6,920	7 = \$280	<b>590 = \$23,600</b>
Daily Permits	15 = \$150	75 = \$750	92 = \$920	121 = \$1,210	695 = \$6,950	237 = \$2,370	<b>1,235 = \$12,350</b>
<b>Annual Total</b>							<b>1,825 = \$35,950</b>

**2017 BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	42 = \$1,680	148 = \$5,920	79 = \$3,160	99 = \$3,960	146 = \$5,840	19 = \$760	<b>533 = \$21,320</b>
Daily Permits	0	86 = \$860	101 = \$1,010	226 = \$2,260	534 = \$5,340	290 = \$2,900	<b>1,237 = \$12,370</b>
<b>Annual Total</b>							<b>1,770 = \$33,690</b>

**2016 BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	113 = \$4,520	63 = \$2,520	102 = \$4,080	91 = \$3,640	159 = \$6,360	35 = 1,400	<b>563 = \$22,520</b>
Daily Permits	41 = \$410	72 = \$720	106 = \$1,060	229 = \$2,290	732 = \$7,320	383 = 3,830	<b>1,563 = \$15,630</b>
<b>Annual Total</b>							<b>2,126 = \$38,150</b>

**BOAT LAUNCH REVENUES****2012 - 2013 Rate Structure: \$5 / Daily, \$35 / Seasonal****2013 - 2016 Rate Structure: \$10 / Daily, \$40 / Seasonal****2020 Rate Structure: \$10 / Daily, \$45 / Seasonal****2015 FIRST STREET BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	84 = \$3,360	69 = \$2,760	78 = \$3,120	106 = 4,240	109 = \$4,360	52 = \$2,080	<b>498 = \$19,920</b>
Daily Permits	31 = \$310	39 = \$390	64 = \$640	219 = 2,190	338 = \$3,380	459 = \$4,590	<b>1,150 = \$11,500</b>
<b>Annual Total</b>							<b>1,648 = \$31,420</b>

**2014 FIRST STREET BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	35 = \$1,400	113 = \$4,520	95 = \$3,800	126 = \$5,040	159 = \$6,360	22 = \$880	<b>550 = \$22,000</b>
Daily Permits	0	65 = \$650	100 = \$1,000	198 = \$1,980	687 = \$6,870	255 = \$2,550	<b>1,305 = \$13,050</b>
<b>Annual Total</b>							<b>1,855 = \$35,050</b>

**2013 FIRST STREET BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	39 = \$1,365	78 = \$2,730	54 = \$1,890	104 = \$4,160	224 = \$8,960	23 = \$920	<b>522 = \$20,025</b>
Daily Permits	14 = \$70	137 = \$685	109 = \$545	199 = \$1,990	734 = \$7,340	285 = \$2,850	<b>1,478 = \$13,480</b>
<b>Annual Total</b>							<b>2,000 = \$33,505</b>

**2012 FIRST STREET BOAT LAUNCH REVENUE**

	<b>PRESEASON</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>TOTALS</b>
Seasonal Permits	31 = \$1,085	89 = \$3,115	69 = \$2,415	150 = \$5,250	96 = \$3,360	8 = 280	<b>443 = \$15,505</b>
Daily Permits	0	114 = \$570	137 = \$685	687 = \$3,435	1,279 = \$6,395	626 = \$3,130	<b>2,843 = \$14,215</b>
<b>Annual Total</b>							<b>3,286 = \$29,720</b>