

# Manistee Harbor Commission

*Established - November 1931*

70 Maple Street, Manistee, Michigan 49660

## Agenda

Tuesday, December 4, 2012 at 1:00 p.m. – Second Floor Conference Room

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### **Call to Order**

### **Meet & Greet, New Member Introductions**

### **Approval of Agenda**

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

### **Approval of Minutes**

- Minutes of October 17, 2012 Meeting

### **Staff Reports**

- Harbormaster
- City Manager

### **Committee Reports**

- None

### **Unfinished Business**

- None

### **New Business**

- Meeting Dates for 2012

### **Public Comment (5 minute limit)**

### **Comments by Harbor Commissioners**

### **Adjourn**

Commissioners are encouraged to participate in the preparation of the monthly agendas for Harbor Commission meetings. Please contact the Chair at least two weeks prior to the scheduled meeting to discuss agenda items.

**HARBOR COMMISSION MINUTES  
MEETING OF OCTOBER 17, 2012**

A regular meeting of the Manistee Harbor Commission was held on Wednesday, October 17, 2012 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee MI 49660.

<b>Roll Call</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Commissioner Bachman	✓		
Commissioner Cook	✓		
Commissioner Kriskywicz	✓		
Commissioner Schrock	✓		
Commissioner Seng		✓	
Commissioner Spencer	✓		
Commissioner Zielinski	✓		
City Manager Mitch Deisch		✓	

**OTHERS PRESENT:** Tom Smith, Finance Director Ed Bradford, Eric Sagonowsky of the Manistee News Advocate

Rick Schrock introduced Mr. Tom Smith. City Council appointed Mr. Smith last evening to the Harbor Commission. His term will begin November 1, 2012.

**APPROVAL OF AGENDA**

*MOTION* by Cook, second by Kriskywicz to approve the agenda as presented. Motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

None received.

**APPROVAL OF MINUTES**

*MOTION* by Bachman, second by Spencer to approve the minutes for the September 19, 2012 meeting as presented. Motion carried.

**STAFF REPORTS**

***Harbormaster.*** Season is over at the Municipal Marina. Harbormaster reviewed the marina report as provided in the agenda packet.

Roger Zielinski arrived at 1:14 p.m.

Bachman advised that he has contacted Abonmarche to prepare a dock repair estimate for the four west docks and has asked that they submit a grant application to the Waterways Commission. Matching grant funds have not yet been identified. Met with Risk Management representatives and they are recommending that we install a ground fault warning system at the marina at an estimated cost of \$5,000-\$6,000. Bachman has requested that this be included in the Waterways Commission grant application.

**City Manager.** City Manager not in attendance but provided his report by email dated 10/16/12 and included updates on Arthur Street Launch Ramp, marina expenditures, First Street fish cleaning station and auto-attendant closed down for the season, and low water levels.

**Finance Director.** Harbor Commission requested that the Finance Director attend to discuss the General Acceptable Accounting Principles that dictate how the City performs accounting procedures. Commissioner Schrock had several questions regarding the financial future of the marina fund and paying back the water and sewer loan. Finance Director Ed Bradford responded to the questions.

Commissioner Schrock is still looking for a clearer understanding of the true cost of the marina project and future repairs and maintenance costs. Commissioner Bachman replied that he is unsure of future plans for building repairs and maintenance. Building Inspector Mark Niesen has been given the responsibility for overseeing all facility repairs and maintenance and Bachman will be working with Mark and the City will accept future bills for repairs and maintenance.

Commissioner Cook questioned the status of the patio. Commissioner Bachman said he would prefer having cement in this location and will continue to work in this direction with the assistance of Jon Rose. The project is estimated to cost \$9,000.

Commissioner Schrock asked if funds were available to undertake Ninth Street launch ramp improvements once ownership issues are addressed. Finance Director Bradford said his recommendation would be to search out two grant applications so that one can be used to leverage the other and that the local match be close to nothing.

Ross Spencer left the meeting at 1:25 p.m. and Rick Schrock assumed the Chair position.

Commissioner Schrock questioned the cost to purchase furniture for the marina open space. Finance Director Bradford responded that hopefully future rentals of the space will cover this added expense. The Finance Department is handling rentals and Commissioner Bachman advised that Frank will handle cleaning of this space during the marina season and that the Parks Department will handle cleaning this area during the off season. The room will be available for rent year-round. Commissioner Schrock asked if administrative costs to the marina would increase with these increased responsibilities and Finance Director Bradford responded, "probably not." Discussed the need to better promote and market this facility.

Ed Bradford left at 1:31 p.m.

## COMMITTEE REPORTS

*Marketing & Promotion Committee.* No report. Commissioner Cook resigned from this committee. It was noted that according to bylaws committees are selected by the Chair and when a new chair is selected, committees could be reappointed.

## UNFINISHED BUSINESS

*Marina Building – Final Cost Numbers.* Previously discussed.

*Discussion – Financials for the Marina Enterprise Fund.* Previously discussed.

## NEW BUSINESS

*Request for Chairman to Step Down.* Not addressed as Chair Spencer had placed this item on the agenda and had left the meeting. Mr. Spencer was not reappointed to the commission by City Council last evening.

MOTION by Cook, second by Zielinski that those remaining Harbor Commissioners offer their thanks and appreciation to those members leaving the Harbor Commission and wish them continued success in their service to this community. Motion carried.

## PUBLIC COMMENTS

None received.

## COMMENTS BY HARBOR COMMISSIONERS

None received.

## ADJOURNMENT

Meeting adjourned at the Call of the Chair at 1:37 p.m.

Respectfully submitted,

DRAFT

Cindy Lokovich, Recording Secretary