

Manistee Harbor Commission

Established - November 1931

70 Maple Street, Manistee, Michigan 49660

Agenda

Tuesday, July 16, 2013 at 1 p.m. – Municipal Marina Open Space

Call to Order

Approval of Agenda

Public Comments on Agenda Items (5 minute limit)

Approval of Minutes

- Minutes of June 18, 2013

Staff Reports

- Harbormaster
- City Manager

Committee Reports

- Strategic Planning with AES (Memberto, Zielinski, Daniels)

Unfinished Business

- None

New Business

- None

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 City Manager's Office at least two weeks prior to the scheduled meeting to discuss agenda items.

**HARBOR COMMISSION MINUTES
MEETING OF JUNE 18, 2013**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, June 18, 2013 at 1 p.m. in the Municipal Marina Boaters Lounge, 480 River Street, Manistee MI 49660.

Roll Call	Present	Excused Absence	Unexcused Absence
Commissioner Bachman		✓	
Commissioner Cook	✓		
Commissioner Daniels	✓		
Commissioner Memberto	✓		
Commissioner Smith	✓		
Commissioner Zaccanelli	✓		
Commissioner Zielinski	✓		
City Manager Mitch Deisch	✓		

OTHERS PRESENT: Manistee News Advocate – Eric Sagonowsky

APPROVAL OF AGENDA

MOTION by Shelly Memberto, second by Rosemary Daniels to approve the agenda as presented. Voice vote - Motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

None.

APPROVAL OF MINUTES

MOTION by Alex Zaccanelli, second by Rosemary Daniels to approve the minutes for the April 16, 2013 meeting as presented. Voice vote - Motion carried.

STAFF REPORTS

Roger Zielinski arrived at 1:10 p.m.

Harbormaster. Dave Bachman was unavailable for this meeting; Marina Manager Frank Post and Laura Brennan provided an update on the marina season since it's opening on May 15. Prior to the meeting Mr. Post provided his memorandum on fee recommendations on marina incentive programs and the marina report. Extensive time was devoted to the discussion of the memo and an email from Dave Bachman/Ed Bradford on incentive programs. Mr. Post noted this is a point to begin discussions. No action would be taken until the next season.

Discussion Points: recommended incentive programs, transient versus seasonal dockage, charges per boat length versus dock length, marina marketing, State Waterways Commission sets limitations on fee structures when a community accepts grant funding, increasing seasonal slips, shoulder season incentives, other area marinas, courtesy dock (general consensus to not charge for the use as goodwill), distributed boater packet that is delivered upon arrival (please let Mr. Post know if you see anything that needs to be added or updated), the need to acquire email addresses so marketing emails can be sent out periodically. City Manager Deisch noted that operational decisions are to be made by Dave Bachman as Harbormaster but recommendations can be made by the Harbor Commission.

MOTION by Ty Cook, second by Rosemary Daniels that the Harbor Commission recommends Harbormaster Dave Bachman obtain the necessary information from the State of Michigan regarding how to increase marina revenues by discounting docks for multiple nights; increase the number of seasonal slips; reduce seasonal rates during the shoulder seasons; and other opportunities to offer incentives and increase revenues. Voice vote - Motion carried.

Mr. Post advised that he would share information he received on the video conference he attended last fall. Hard copy provided to the secretary who will scan and send to the Harbor Commission. Rosemary Daniels thought it would be appropriate that invitations to events like this and other conferences be opened to the Harbor Commission members for educational purposes.

Mr. Post reviewed the marina reports as presented in the agenda packet.

City Manager. City Manager Mitch Deisch reported that the final permit application has been completed for marina dredging. Approximately \$23,000 in emergency funds was approved by the State with approximately \$7,000 of those funds used for permit costs. That will leave approximately \$15,000 to use for dredging. It will take until the end of summer to receive the permit so dredging will not occur until after the marina season in the fall or early next spring. The dredge permit will be good for five years so if additional funds become available more dredging could occur in the future.

Boat Launch Update – 216 dailies have been sold through the auto-attendant and 152 seasonal passes have been sold. Rates will increase as of July 1: \$35 to \$40 for seasonal and \$5 to \$10 for daily passes. Good voluntary compliance so far this year at the launch and no issues with the auto-attendant. Maralee Cook worked with the Manistee County Visitors Bureau on press releases and advertising in the Lakeland Boating magazine that the Manistee Harbor has depth and can accommodate larger boats. Substantial completion for both the Fish Cleaning Station and the Beach Pavilion is anticipated in early July.

COMMITTEE REPORTS

Shelly Memberto, Roger Zielinski and Rosemary Daniels volunteered to work with the AES Office to create a Harbor Commission strategic plan. City Manager reported that the AES will work with the Harbor Commission to draft a plan. There was no interest from Onkama or Arcadia for a joint venture. Manager's Office will work on finding an acceptable date.

UNFINISHED BUSINESS

Alex Zaccanelli will work with Frank Post to schedule a boater inspection day at the marina.

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

COMMENTS BY HARBOR COMMISSIONERS

Thank you to hard working marina attendants, facilities look great.

ADJOURNMENT

Next meeting is scheduled for Tuesday, July 16, 2013.

MOTION by Alex Zaccanelli, second by Rosemary Daniels to adjourn at 2:30 p.m.

Respectfully submitted,

DRAFT - cl

Cindy Lokovich, Recording Secretary