

# Manistee Harbor Commission

*Established - November 1931*

70 Maple Street, Manistee, Michigan 49660

## Agenda

Tuesday, June 17, 2014 at 1 p.m. – Marina Open Space, 480 River Street

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### Call to Order

### Approval of Agenda

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

### Approval of Minutes

- Minutes of April 15, 2014

### Staff Reports

- Harbormaster
- City Manager – Launch Ramp Revenue Report

### Committee Reports

- Marketing Committee
  - Update on Harbor Entrance Sign
  - North Riverwalk Mooring Balls
  - Sister City in Wisconsin
  - Cruise Ship Welcome
  - Mackinaw to Chicago Race Event
  - Suggested committee meetings with DDA, Chamber, VCB

### Unfinished Business

- Arthur Street Launch – Pay for Use Facility
- Backup Pay Tube at First Street Launch
- Ninth Street Launch Ramp
- Camping in First Street Launch Ramp Parking Lot

### 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 APRIL 15, 2014**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, April 15, 2014 at 1 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 Daniels		✓	
Commissioner Memberto			✓
Commissioner Smith	✓		
Commissioner Zaccanelli	✓		
Commissioner Zielinski	✓		
City Manager Mitch Deisch	✓		

**OTHERS PRESENT:** Amor Sign Studios Tom Amor, Manistee News Advocate Eric Sagonowsky

**APPROVAL OF AGENDA**

*MOTION* by Roger Zielinski, second by Dave Bachman 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 Roger Zielinski to approve the minutes for the January 21, 2014 meeting as presented. Voice vote - Motion carried.

**STAFF REPORTS**

**Harbormaster.** Met with Laura on marina staffing. Marina scheduled to open May 15. Two college students will not be coming back this season; will be looking to hire three new employees. New equipment for the State reservation system has been installed. Swidorski will begin dredging operations next Monday. In exchange for additional work, Swidorski will be allowed to dredge from the land. He will also use a barge to hammer in lifted pilings. All restoration work in the marina facility has been completed.

**City Manager.** Several years ago the Harbor Commission discussed the Arthur Street launch ramp as a pay for use facility. At that time the Harbor Commission recommended it stay as a no fee facility. The City Manager is requesting that the Harbor Commission revisit this subject. The auto-attendant at First Street ramp is working satisfactorily now but the City Manager is also recommending that we install a pay tube as recommended by a former Harbor Commission member to cover those times that the auto-attendant is down. He would recommend that a similar pay tube system be installed at the Arthur Street ramp and use the same fee structure. An annual permit would allow launching at both facilities. Staff is considering purchasing launch ramp stickers earlier to allow use of them as Christmas or birthday presents. Ninth Street Launch Ramp is still a priority but we still need to resolve property issues and secure funding. Discussed camping at the First Street Launch Ramp parking lot. These items will be discussed on the next agenda.

**COMMITTEE REPORTS** Ty Cook introduced Tom Amor from Amor Sign Studios who presented a proposal for a harbor entrance sign. The location had been moved from the north side of the river to the south side near First and Cherry. This location could pose some problems due to buried concrete. Estimated cost is \$1,897.40 and the size is 5’x10’. The Marina budget has about \$2,100 left in this year’s marketing line item.

MOTION by Alex Zaccanelli, second by Ty Cook to go ahead with the sign project. Roll call vote – Motion carried.

<b>ROLL CALL VOTE</b>	<b>YEAS</b>	<b>NAYS</b>	<b>ABSTAIN</b>
COMMISSIONER BACHMAN	✓		
COMMISSIONER COOK	✓		
COMMISSIONER DANIELS	-	-	-
COMMISSIONER ZACCANELLI	✓		
COMMISSIONER MEMBERTO	-	-	-
COMMISSIONER SMITH	✓		
COMMISSIONER ZIELINSKI	✓		

Committee would like to continue discussion on future projects:

- North Riverwalk Mooring Balls
- Sister City in Wisconsin
- Cruise Ship Welcome
- Mackinaw to Chicago race event

Committee tried a targeted mailing to veterans involved in the Tight Lines for Troops offering reduced shoulder season rates. Zero responses.

Ty Cook will make first contacts for the sister city program and will take to the Marketing Committee.

The Marketing Committee was also suggested to meet with DDA, Chamber and CVB representatives to discuss possible collaborative efforts on these programs.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENTS**

None.

**COMMENTS BY HARBOR COMMISSIONERS**

Alex Zaccanelli asked the Manistee News Advocate Reporter to let the public know that the frozen water damage at the Marina facility has been completely restored and the facility is ready for the new season.

**ADJOURNMENT**

Next meeting is scheduled for Tuesday, June 17, 2014.

*MOTION* by Alex Zaccanelli, second by Roger Zielinski to adjourn at 1:50 p.m.

Respectfully submitted,

*Draft - cl*

Cynthia Lokovich, CAP-OM  
Recording Secretary

**2012 - 2013 Rate Structure: \$5 / Daily, \$35 / Seasonal**

**2013 - 2014 Rate Structure: \$10 / Daily, \$40 / Seasonal**

**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	<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>

**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	<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>

**2014 FIRST STREET BOAT LAUNCH REVENUE (as of June 9, 2014)**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	35 = \$1,400	113 = \$4,520	26 = \$1,040				
Daily Permits	0	65 = \$650	37 = \$370				

**2015 FIRST STREET BOAT LAUNCH REVENUE**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits							
Daily Permits							

## Cindy Lokovich

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**From:** Dave Bachman  
**Sent:** Friday, May 23, 2014 1:09 PM  
**To:** City Marina  
**Cc:** Cindy Lokovich  
**Subject:** FW: Blount dockage request - Manistee 2014

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

These are the 2014 dates

DB

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**From:** Cassie Doyle [<mailto:cassie@blountsmallshipadventures.com>]  
**Sent:** Monday, June 24, 2013 5:00 PM  
**To:** Dave Bachman  
**Subject:** Blount dockage request - Manistee 2014

June 24, 2013

**To:** Mr. Dave Bachman-Harbor Master  
Manistee City Dock  
70 Maple Street  
Manistee, MI 49660

**Phone:** 231-723-1552/231-398-2810  
**Fax:** 231-398-2012 / 231-723-5410  
**Email:** [dbachman@manisteemi.gov](mailto:dbachman@manisteemi.gov)

**From:** Cassie Doyle – Operations Manager  
Blount Small Ship Adventures

**RE:** Dockage request for 2014 in Manistee

Dear Mr. Bachman,

I am contacting you in regards to Blount Small Ship Adventures' scheduled visits to Manistee in 2014. We would like to make dock arrangements at your facility again on the dates listed below.

**Ship's Particulars:**

MV Grande Caribe	Length: 184'	Draft: 6'6"	Flag: US
MV Grande Mariner	Length: 184'	Draft: 6'6"	Flag: US

<b><u>Vessel:</u></b>	<b><u>Dates and Times:</u></b>	
Grande Caribe	Arrive: August 16, 2014	@1230-1800
Grande Mariner	Arrive: September 10, 2014	@1230-1800

At your earliest convenience, please confirm the availability of the above schedule. Also, please confirm the rate for the 2014 season.

I can be reached by fax at 401-247-2350, by e-mail at [cassie@blountsmallshipadventures.com](mailto:cassie@blountsmallshipadventures.com) or by phone at 800-556-7450.

Thank you, we look forward to hearing from you and to working with you again.

Best Regards,

Cassie Doyle  
Operations Manager

Cassie Doyle  
Operations Manager

**Blount Small Ship Adventures**

*Go where the big ships cannot.*

461 Water Street, Warren, RI 02885

p. 800.556.7450 f. 401.247.2350

[cassie@blountsmallshipadventures.com](mailto:cassie@blountsmallshipadventures.com)

[www.blountsmallshipadventures.com](http://www.blountsmallshipadventures.com)

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## Cindy Lokovich

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**From:** Dave Bachman  
**Sent:** Friday, May 23, 2014 11:00 AM  
**To:** Cindy Lokovich  
**Subject:** FW: Blount dockage request - Manistee - 2015

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

You often ask for this info  
So, here you go  
db

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**From:** Cassie Doyle [<mailto:cassie@blountsmallshipadventures.com>]  
**Sent:** Thursday, May 22, 2014 4:05 PM  
**To:** Dave Bachman  
**Subject:** Blount dockage request - Manistee - 2015

May 22, 2014

**To:** Mr. Dave Bachman-Harbor Master  
Manistee City Dock  
70 Maple Street  
Manistee, MI 49660

**Phone:** 231-723-1552/231-398-2810  
**Fax:** 231-398-2012 / 231-723-5410  
**Email:** [dbachman@manisteemi.gov](mailto:dbachman@manisteemi.gov)

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<b><u>Vessel:</u></b>	<b><u>Dates and Times:</u></b>	
Grande Caribe	Arrive: June 14, 2015	@1230-1800
Grande Mariner	Arrive: September 11, 2015	@1230-1800

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Thank you, we look forward to hearing from you and to working with you again.

Best Regards,

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Operations Manager

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*Go where the big ships cannot.*

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[www.blountsmallshipadventures.com](http://www.blountsmallshipadventures.com)

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