

# Manistee Harbor Commission

*Established - November 1931*

70 Maple Street, Manistee, Michigan 49660

## Agenda

Tuesday, July 21, 2015 at 1 p.m. – Second Floor Conference Room,  
70 Maple 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 June 16, 2015

### **Staff Reports**

- Harbormaster – Update on Marina Electric Bill
- City Manager – Launch Ramp Revenue Report

### **Committee Reports**

- Marketing Committee – Bike Sponsorship / Racks / Storage

### **Unfinished Business**

- Boat Inspections / Safe Boating Class

### **New Business**

- Discussion on Ideas to Capitalize on Presence of Forest Festival

### **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 16, 2015**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, June 16, 2015 at 1 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee MI 49660. The meeting was called to order by Vice-Chair Alex Zaccanelli at 1:20 p.m.

<b>Roll Call</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Commissioner Dave Bachman	✓		
Commissioner Ty Cook	✓		
Commissioner <i>Vacancy</i>	---	---	---
Commissioner Shelly Memberto			✓
Commissioner <i>Vacancy</i>	---	---	---
Commissioner Alex Zaccanelli	✓		
Commissioner Roger Zielinski	✓		
City Manager Ben Bifoss		✓	

**OTHERS PRESENT:**       None

**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 Ty Cook, second by Roger Zielinski, to approve the minutes for the May 19, 2015 meeting as presented. Voice vote - Motion carried.

**STAFF REPORTS**

**Harbormaster.** Top Line is reviewing marina electrical service, no report as of this date, bill to be prorated for other services. Dock repairs were estimated between \$20,000 and \$50,000; funding not available. Hired someone to try and jet the pilings back down. They were unsuccessful so the pilings were cut off and all docks are now usable. This was a short term fix that will need to be addressed in the future when sufficient funds are available to replace docks with a floating system. In past years the DNR would not allow charter boats to use seasonal slips at the marina. This has changed and the DNR authorized the charter boat owned by Mark Chmura in a seasonal slip as long as this did not impact a local marina. Mark has paid for the full season and fish cleaning is not allowed onsite. The Harbormaster noted that having accepted state and federal grant funds the City Marina is not allowed to compete or negatively impact local private marinas.

The Michigan Waterways Commission is conducting their June meeting in the City of Manistee. The Commission will take a tour of launch ramp and marina facilities on Thursday, June 18, 2015 at 4 p.m. On Friday, June 19, 2015 the Waterways Commission will conduct their June meeting in the Marina Open Space, the public meeting begins at 9 a.m. Dave Bachman will email the itinerary to Harbor Commission members. This is an open public process, Harbor Commission members are welcome to attend. This is usually a good opportunity to promote future grant applications but there are no matching funds available and a grant application for dock replacement will not be submitted at this time.

*City Manager.* Launch Ramp Revenue report included in agenda packet.

### **COMMITTEE REPORTS**

Marketing Committee - Dave Bachman and Shelly Memberto:

- No confirmation from Shelly Memberto on a donation from the LRBOI.
- Alex Zaccanelli approached Patrick Kay of the DDA who said the DDA is looking at a bike rental system for the future in downtown.
- Dave Bachman said that he would donate a bike from the Police Department that could be used at the marina if we receive other donations.
- Remaining marketing funds in the current budget were used to repair the docks. No funds would be used on future magazine ads unless they see a return on the money already spent. Discussed advertising locally next spring. Hard to compete with the prices at other local private marina facilities.

### **UNFINISHED BUSINESS**

- Boat inspections / safe boating class – Alex Zaccanelli is looking at setting up another boat inspection opportunity along with a boating class later in the season. Dave Bachman said the USCG Auxiliary could use the west end of the marina and the USCG boat slip anytime during good weather for free boat inspections, just give him a heads up when something is scheduled. Use of the Marina Open Space for a safe boating class or a navigational class must be prescheduled with Heather Pefley in the Finance Department. It was recommended that the class be scheduled in the off season to lessen the impact on rentals of this facility.

**NEW BUSINESS** None

**PUBLIC COMMENTS** None

**COMMENTS BY HARBOR COMMISSIONERS** None

### **ADJOURNMENT**

Next meeting is scheduled for July 21, 2015 at 1:00 p.m. in the Second Floor Conference Room, City Hall. Motion to adjourn by Roger Zielinski second by Ty Cook at 2:00 p.m.

*Draft - cl*

Cynthia Lokovich, CAP-OM  
Recording Secretary

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

**2013 - 2015 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>
Annual Total							<b>\$29,720</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>
Annual Total							<b>\$33,505</b>

**2014 FIRST STREET BOAT LAUNCH REVENUE**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
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>
Annual Total							<b>\$35,050</b>

**2015 FIRST STREET BOAT LAUNCH REVENUE (As of 7/8/15)**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	84 = \$3,360	69 = \$2,760	78 = \$3,120	22 = \$880			
Daily Permits	31 = \$310	39 = \$390	64 = \$640	70 = \$700			
Annual Total							