

# Manistee Harbor Commission

*Established - November 1931*

70 Maple Street, Manistee, Michigan 49660

## Agenda

Tuesday, January 19, 2016 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)**

### **Election of Officers**

### **Approval of Minutes**

- Minutes of October 20, 2015

### **Staff Reports**

- Harbormaster
- City Manager – Annual Highlights

### **Committee Reports**

- Marketing Committee

### **Unfinished Business**

- Promotional Flier for Marina Facilities
- Pay Tube at Arthur Street Launch Ramp

### **New Business**

- Annual Review of Bylaws
- Annual Review of Strategic Plan

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

### **Comments by Harbor Commissioners**

- Fishery Report

### **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 OCTOBER 20, 2015**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, October 20, 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 the Vice-Chair.

<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 Jim Smith	✓		
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 Roger Zielinski, second by Dave Bachman, to approve the minutes for the July 21 and August 18, 2015 meetings as presented. Voice vote - Motion carried.

**STAFF REPORTS**

***Harbormaster.*** Fairly decent season at the Marina. State of Michigan inspection in late August resulted in a requirement for a shutoff valve on the gas line coming out of the bulkhead wall and some revised signage; at an estimated cost of \$5,000 and with a deadline of November 1. An extension has been requested; the contractor anticipates completion by November 15. Laura and Frank will be back next year. Facility has been winterized. Might look for additional charter boat captains to book seasonal slips next year. Captain Mark was a good customer and charter boats are no longer prohibited. The finance department has agreed to parcel out the electrical bill at the marina as this service appears to supply other lighting and park areas.

Discussed the launch ramp revenue report; the finance department will be completing marina reports in the near future. Ty Cook reported that the State fisheries report shows the salmon population is down 75% and is one of the reasons for lower numbers of fishermen. Believes

invasive species started the fishery decline. The decline in fisheries will affect many aspects of the community. Briefly discussed piling and deck maintenance. Boaters are charged \$100 if they damage the docks.

### **COMMITTEE REPORTS**

- Marketing Committee – Gave away three free nights this summer at the marina. Bikes were a nice added feature; one additional bike was given to the marina from Mark Wittlieff. Reviewing past marketing efforts and costs to see if there is a good return on investment. Has an opportunity to participate in the VCB publication again this year.
- Promotional Flier for Marina Facilities – was a project undertaken by Shelly Memberto to revamp a previous flier created when the new facilities were opened. Zaccanelli suggested a bulk mailing of the flier to registered boaters in the State of Michigan. Extensive discussion on the need to work cooperatively with other stakeholders in the City like the Parks Commission, DDA, Chamber, CVB and AES. Marketing the marina would benefit all these groups and perhaps they could share in the cost of a flier.

### **UNFINISHED BUSINESS**

- Pay Tube at Arthur Street Launch Ramp – DPW Director Jeff Mikula reports that this will be ordered this winter and installed prior to the 2016 season. Roger Zielinski said there are options available at Wahr Hardware and that Manistee Welding can craft a pay tube.

### **NEW BUSINESS**

- Set Meeting Dates for 2016 – *MOTION* by Dave Bachman, second by Jim Smith to schedule January 19, April 19, June 21, July 19, August 16, and October 18 as meeting dates for 2016. Voice vote – Motion carried and meetings will be posted.

### **PUBLIC COMMENTS**

- None

### **OTHER COMMENTS**

- Cindy Lokovich – Shelly Memberto has advised that she will not renew her position application. Shelly's term ends October 31 and will leave two vacancies on the Harbor Commission.
- Cindy Lokovich – The Harbor Commission is scheduled to present their annual report to Council on November 4, 2016. Harbormaster Dave Bachman was asked to report on behalf of the Harbor Commission.

### **ADJOURNMENT**

Next meeting is scheduled for January 19, 2016 at 1:00 p.m. in the Second Floor Conference Room, City Hall. *MOTION* to adjourn by Roger Zielinski second by Dave Bachman at 1:48 p.m.

*Draft - cl*

Cynthia Lokovich, CAP-OM  
Recording Secretary



# MANISTEE HARBOR COMMISSION

## BYLAWS AND RULES OF PROCEDURE

### **Section 1. NAME.**

The name of the Commission shall be the "Manistee Harbor Commission."

### **Section 2. PURPOSE.**

The purpose of the Commission shall be to implement and carry out provisions of Chapter 266 of the Manistee Code of Ordinances. (As may be amended from time to time.)

### **Section 3. MEMBERSHIP OF THE COMMISSION.**

The membership of the Commission shall consist of seven (7) members appointed by the City Council, one of whom shall be the Harbormaster. They shall serve three (3) year terms. The City Manager shall be a non-voting ex-officio member of the Commission.

### **Section 4. OFFICERS.**

4.1 Selection: The Commissioners shall elect a chair, and a vice-chair. The election shall take place during the first meeting of each calendar year. Officers shall be selected by majority vote of the Commissioners. Recording Secretary services will be provided by the Executive Secretary in the City Manager's Office.

4.2 Tenure: The Officers shall take office upon selection and shall hold office for a term of one year, or until their successors are selected and assume office.

### **Section 5. OFFICER DUTIES.**

5.1 CHAIR. The Chair shall:

- a.) Preside at all meetings.
- b.) Appoint committees.
- c.) Periodically meet with City department staff.
- d.) Appoint an acting recording secretary for a meeting in which the recording secretary is absent.
- e.) Perform such other duties as may be ordered or authorized by the Harbor Commission.

5.2 VICE-CHAIR. The Vice-Chair shall:

- a.) Act in full capacity of the Chair in the absence of the Chair.
- b.) In the event of a vacancy in the position of Vice-Chair, the Harbor Commission shall then select a successor to the office of Vice-Chair from its membership for the unexpired term.

5.3 SECRETARY. The Secretary shall:

- a.) Execute documents in the name of the Harbor Commission as authorized by the Harbor Commission.
- b.) Be responsible for the minutes of each meeting and shall have them appropriately distributed.
- c.) Track attendance and make reports to the City Manager as specified in Section 6.3 of these bylaws.
- d.) Perform such other duties as the Harbor Commission may determine.

## **Section 6. VACANCIES, REMOVAL, ABSENCES.**

6.1 Vacancies: Vacancies shall be filled for unexpired terms in the same manner as original appointments.

6.2 Removal: A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon.

6.3 Absences: In order to maintain the maximum participation of all appointed Harbor Commission members at all scheduled meetings, the following is the attendance guide and Board member replacement policy for “excused” or “unexcused” absences:

- a) When appointed, each Commission member should state his/her willingness and intention to attend each scheduled meeting of the Harbor Commission.
- b) In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board member from attending the scheduled meeting; the Commission Chair or staff liaison to the Harbor Commission should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
- c) If any Commission member is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Commission member shall be reported in writing to the City Manager. The City Manager will contact the Commission member in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.
- d) There will be no limit on the number of consecutive “excused absences” for any Commission member. However, if the Commission member is repeatedly absent for

at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Commission member in writing and question the member's continued ability or interest to be on the Commission. The Commission member will be considered for appointment nullification when the absences total six in the calendar year.

- e) The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

## **Section 7. MEETINGS.**

7.1 Regular Meetings: As directed in Chapter 266 of the Manistee Code of Ordinances the Commission shall meet at least quarterly during each year, and more frequently as needed. The date and time of each meeting will, where practicable be agreed upon by the consensus of the Commission members and such City staff as may be assigned to meet with the Commission. Meeting times and locations shall be posted and open to the public with time set aside at each meeting to receive public comment. All actions taken by the Commission shall be recorded by the Secretary and filed with the Manistee City Clerk. All meetings and Commission business shall comply with the Open Meetings laws of the State of Michigan.

Meetings can be cancelled by the Chair if there are no agenda items or if it is predetermined that a quorum will not be present. Special meetings may be called by or at the request of the Chair or any two members. Meetings shall be held after due notice to all members and the public.

7.2 Quorum: Four members shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting when a quorum is present by acting to approve the minutes of the meeting at which the quorum was not present.

7.3 Order of Business: The Chair or their designee shall prepare an agenda for each meeting and the order of business shall follow in an orderly manner according to the agenda. A designated period for public comment shall be allowed. A time limit for discussion and/or comment may be set by the Chair.

7.4 Parliamentary Procedure: Parliamentary procedure in Harbor Commission meetings, when needed, shall be governed by Roberts' Rules of Order.

## **Section 8. EXPENSE REIMBURSEMENT.**

Commissioners shall be reimbursed by the City of Manistee for all pre-approved out of pocket expenses incurred in carrying out the official business of the Commission. The City Manager or his designee shall be responsible for the preapproval process.

**Section 9. CONFLICT OF INTEREST.**

In the event that business being carried out by the Commission may have a personal or financial impact on a member of the Commission or their immediate family, or any corporation or business of which a Commissioner is an officer or director, the Commission member must disclose the conflict of interest and refrain from voting on that particular business. If any question of whether or not a conflict exists cannot be determined by the Commission, then the matter of the question shall immediately be referred in writing to the Manistee City Attorney for consultation and recommendation.

**Section 10. CHANGES OR AMENDMENTS.**

Bylaws shall be reviewed annually during the first meeting of the year. All changes or amendments to the Bylaws must be approved by the majority of the Commissioners. Such changes or amendments must be presented to the Commission in writing for consideration and may not be voted upon until the following regularly scheduled meeting. Upon approval by the Commission, the Bylaws, showing the proposed amendment, shall be submitted to the Manistee City Council for final approval.

The foregoing Bylaws were duly adopted at a regular meeting of the Manistee Harbor Commission held 9/16/91; amended 5/06/96; amended 4/4/06; amended 8/3/09 amended 5/10/11; amended 2/19/13.

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Cynthia J. Lokovich, Secretary          Dated

Approved by the Manistee City Council:

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Mayor Colleen Kenny                          Dated

**City of Manistee  
Harbor Commission  
Strategic Plan  
2013 – 2016**



**Adopted January 21, 2014**

## Strategic Plan Purpose and Use

Manistee's Harbor is an important gateway to the City of Manistee and Manistee County. Approximately 1,000 jobs directly rely upon the use of the harbor for commercial navigation. The harbor is traditionally one of the most significant in the entire Great Lakes for landings of migratory species of trout and salmon, a \$4 billion industry in Michigan. The harbor is also the attraction and destination for countless events, vacations, beach-goers, shoppers, joggers and for people who simply want to escape to our Lake Michigan and Manistee River shores.

This is the first Strategic Plan of the Manistee Harbor Commission. The Commission created under the Codified Ordinances – Part Two Administrative Code, Chapter 266 of the City of Manistee

Consistent with that charter and the Strategic Plan of Manistee's City Council, it is the intent of the Harbor Commission that this Strategic Plan:

- Covers the period 2013 – 2016 and be subject to annual review and update as conditions warrant.
- Serve as the "guiding light" for decisions and stewardship of the City's harbor and harbor facilities.
- Provides a vehicle for input from all interests as well as recommendations to City Council and City government about needs and priorities involving Manistee's harbors.

We are pleased to offer this Strategic Plan for input and participation by all who have an interest in the City of Manistee's harbor.

Sincerely,

Dave Bachman, Harbormaster

Ty Cook

Rosemary Daniels

Mitch Deisch, Ex-Officio

Shelly Memberto

Thom Smith

Alex Zaccanelli

Roger Zielinski

The image shows seven handwritten signatures in blue ink, each written over a horizontal line. The signatures correspond to the names listed on the left: Dave Bachman, Ty Cook, Rosemary Daniels, Mitch Deisch, Shelly Memberto, Thom Smith, and Roger Zielinski. The signatures are written in a cursive style.

## **Purpose of the Harbor Commission**

It is important for all interests in the City of Manistee's harbor to understand the purposes of the City's Harbor Commission. The City's Codified Ordinance establishes that the Harbor Commission's purposes are to provide recommendations to City Council concerning:

- Operation, maintenance and policy about the City Municipal Marina and City owned boat launches
- Improvements involving the City Municipal Marina and boat launches
- Acquisition of waterfront property, wharves and docks
- Use of waterways, channels, municipal docks and other city navigational facilities
- Ordinances/rules regarding public safety

## **Relationship to City Strategic Plan**

In addition to the City Charter, the City of Manistee's Strategic Plan establishes an important focus for the Harbor Commission. Specifically, the current Strategic Plan of the City establishes that the vision of the City is to be "a community of choice along the Lake Michigan shoreline" and that a strategic goal is to have the "finest port facilities" along the Lake Michigan coast. In forming its strategic plan, the Harbor Commission is mindful of this vision and goal that establish overarching direction for the City.

## **What Does the Manistee "Harbor" Include?**

In keeping with the City Charter and Strategic Plan of the City, the Harbor Commission is concerned with:

- The Municipal Marina located on the Manistee River Channel
- The Arthur Street boat launch and fishing pier located on Manistee Lake
- The 9<sup>th</sup> Street Boat Launch located on Manistee Lake
- All developments, improvements and the safe use and operations involving the Manistee harbor from its point of entry through the Federally owned navigation structure into Manistee Lake within the physical boundary of the City.

It's important to note that the Harbor Commission does not currently become involved with beach or park maintenance or signage.

## **Strategic Goals**

The Strategic Goals of the Harbor Commission encompass the 2013 – 2016 period and will be addressed as noted in the following:

## **Commission Representation**

**Goal:** To identify, recruit and develop representation on the Harbor Commission that reflects a cross-section of participation by key stakeholders and/or stakeholder groups.

**Action:** Beginning in 2013, continue the open process to seek nominations to fill vacant Commission positions but also ensure contact is made with key stakeholder groups such as: U.S. Coast Guard; Manistee County Sheriff's Department; downtown businesses with a relationship to the harbor; the Little River Band of Ottawa Indians and others. In addition, the Commission will also encourage all interests to provide input and participate in meetings of the Commission, including an annual seasonal kickoff meeting, and assist the Commission in achieving its goals.

## **Facility Improvements**

**Goal:** Consistent with the City's priority on universal access, seek funding beginning in 2014 to widen the skid piers at the First Street Boat Launch to support both universal access and safety in general.

**Action:** Pursue funding with AES support beginning in 2014.

**Goal:** To continue to pursue opportunities to improve the 9<sup>th</sup> Street Boat Launch at such time as long-term arrangements for use of adjacent property can be made to enable and justify site improvements.

**Action:** Request AES to assist in facilitating renewal of discussions with private property owners toward a long-term access agreement enabling pursuit of grant funding for site improvement.

**Goal:** To make the 1<sup>st</sup> Street Boat Launch Auto Attendant user friendly.

**Action:** A new kiosk will be in place in 2014 to distribute stickers. In the event the system is not functioning the Commission will pursue an envelope-self pay facility that relies upon the integrity of launch users.

## **Participation and Collaboration**

**Goal:** To encourage and lead in "around the Lake" discussions with neighboring communities to support a unifying plan for the Lake regarding access and development and use of complimentary facilities.

**Action:** Begin/renew discussions in 2014 with facilitation support of AES.

**Goal:** To assess and pursue added opportunities which enhance use and enjoyment of the harbor and generate revenues for harbor facilities.

**Action:** Beginning in 2014, identify a "menu" of possibilities for enhancement with initial priority on the potential installation and rental of mooring balls to support transient boating, increased tourism, and revenue generation. Discuss with users and other communities to identify best practices.

**Goal:** Encourage cooperation among Manistee County's three port communities (Manistee, Onkama, and Arcadia) and expand marketing efforts.

**Action:** Develop a tri-port collaborative to work with the Manistee County Visitors Bureau to promote our coastline and the three unique harbor resources available. Additionally, explore options for a “Sister City” program with communities on Wisconsin’s coastline for possible boater reciprocity. Review possibilities of “Welcome” signage at port entries.

### **Forward Looking**

**Goal:** To engage Commission members and all harbor interests in discussions that form the basis for new goals and areas of focus that may include but not be limited to:

- Linkages between the work of the Commission and economic development priorities, such as implementation of the Peninsula Plan.
- Ways to further promote the harbor and capture more market share
- An expansion of seasonal dockage in keeping with promotion that brings more boaters to our Harbor
- Ways to address vandalism and ongoing maintenance needs
- Understanding “best practices” for Harbor Commissions and Harbor Commission accomplishments in other ports
- Leveraging all resources to encourage boater safety and voluntary boat safety inspections