

Manistee Harbor Commission Agenda

Tuesday, June 21, 2016 at 1:00 p.m. – Second Floor Conference Room,
70 Maple Street, Manistee MI 49660

Call to Order

Approval of Agenda

Public Comments on Agenda Items (5 minute limit)

Approval of Minutes

- Minutes of April 19, 2016

Staff Reports

- Finance Director on Budget
- Harbormaster
- City Manager – Boat Launch Revenue Report

Unfinished Business

- Parking Ordinance
- Marketing Flier

New Business

- Jim Snoeyink of the Non-Motorized Transportation Committee / Kayak launch

Public Comment (5 minute limit)

Comments by Harbor Commissioners

Adjourn

Strategic Plan Action Items:

- 1.1.1 Ordinance Review
- 1.1.2 Recruitment – *completed*
- 2.1.1 Skid Piers
- 2.1.2 Docks
- 2.1.3 Boat Launches
- 3.1.1 Loss Revenue
- 3.1.2 Revenue Sources
- 3.1.3 Expenses
- 4.1.1 Transient Users Needs
- 4.1.2 Change of Focus
- 4.1.3 Early & Late Season
- 5.1.1 Around the Lake Discussions
- 5.1.2 Sister Marina
- 5.1.3 Reach Out to Key Stakeholders for Opportunities
- 6.1.1 Update Website Info
- 6.1.2 Marina Relationships / Downtown District
- 6.1.3 Update Information in Visitors Guide

**HARBOR COMMISSION MINUTES
MEETING OF APRIL 19, 2016**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, April 19, 2016 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.

Roll Call	Present	Excused Absence	Unexcused Absence
Commissioner Dave Bachman	✓		
Commissioner Fritz Boehm	✓		
Commissioner Ty Cook	✓		
Commissioner Jim Smith	✓		
Commissioner Alex Zaccanelli	✓		
Commissioner Glenn Zaring	✓		
Commissioner Roger Zielinski	✓		
City Manager Thad Taylor	✓		

OTHERS PRESENT: AES-Tamara Buswinka, Sarah Mason

APPROVAL OF AGENDA

MOTION by Dave Bachman, second by Roger Zielinski, to approve the agenda as presented. Voice vote - Motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

- None

STRATEGIC PLAN UPDATE / ADOPTION

Alliance for Economic Success Facilitator Tamara Buswinka reviewed the current working draft for revisions. Questions and comments were received. Complete rewrite, will add back in the section on Purpose of the Harbor Commission from the previous version. Action items are to be used as a checklist to be worked on over the next three years.

MOTION by Roger Zielinski, second by Glenn Zaring to adopt the 2016-2019 Strategic Plan for the Harbor Commission with the noted corrections. Voice vote – motion carried.

Ms. Buswinka will make the corrections and send the final document to the Harbor Commission Secretary for distribution.

APPROVAL OF MINUTES

MOTION by Dave Bachman, second by Jim Smith, to approve the minutes for the January 19, 2016 and the February 24, 2016 meetings as presented. Voice vote - Motion carried.

STAFF REPORTS

Finance Director on Budget. Not in attendance due to illness.

Harbormaster. Season just getting started at the Marina, slated to open May 16. Hiring new staff to replace those not returning this year. Tight Lines for Troops event will be held at the marina that same weekend. Discussed past hiring practices and training for marina staff. Clean Marina designation expires this fall. Bachman would like to continue to maintain this standard. There is a cost of \$1,000 for the designation inspection.

MOTION of support by Jim Smith, second by Fritz Boehm to work toward maintaining the Clean Marina designation. Voice vote – Motion carried.

City Manager. City Manager Thad Taylor presented launch ramp revenue updates to the Harbor Commission as of April 1, 2016. Sale of seasonal stickers has picked up this past week.

UNFINISHED BUSINESS

- Pay Tube at Arthur Street Launch Ramp – Pay tube was installed in early April. Officers have been asked to educate for a couple of weeks before issuing tickets. This new program has been advertised in the News Advocate and posted on Facebook.
- Discussion on marketing flier. Previous flier was created by Maralee Cook following the completion of the marina and mailed/distributed to boaters and boat shows. Hard to gauge the results of marketing efforts. Bachman advised that the only ad he has authorized this year was in the Visitors Guide. Discussed updating the flier. AES has offered to promote any news releases and events through their office. Glenn Zaring prepared the news release for Tight Lines for Troops and will share with the AES and City Facebook page.

NEW BUSINESS

- Discussion on parking ordinance. Current ordinance does not address concerns of Harbor Commission members to address those not paying to launch and then driving away so that the vehicle is not in the lot to be ticketed. Too many people skating through the system. Current ordinance does not support tickets being written and hard to enforce in court. Dave Bachman will work with the City Attorney to draft another ordinance to address these issues. The draft will be shared with the Harbor Commission and then taken to the Council Ordinance Committee, with final action to adopt by the City Council.

PUBLIC COMMENTS

- Sarah Mason is new to the community and lives in Harbor Village. Considering a complimentary business in the city for paddle boat rentals and lessons. She is a certified instructor and would like to work with the City on locations. Bachman felt an ideal location would be in the basin between the south pier and the stub pier. Idea is in research stage and Ms. Mason will meet with the City Manager following this meeting to discuss how to move forward. Harbor Commission supported this concept.

OTHER COMMENTS

- Ty Cook – Noted that Ludington Marina has two docks designated for charter boats. Bachman has actively solicited additional charter boats, but received no requests. We have no waiting list for seasonal slips therefore the State would have to approve renting to a charter boat at the regular rate. If any member knows of a charter captain that is looking for a slip, please have them contact Dave.
- Glenn Zaring – What are our demographics? Do we have data on the use of charter v. pleasure boating? Where do we see growth? What trends are other harbors seeing? Brief discussion on these questions and the role of the Harbor Commission.
- Jim Smith – Met with Manistee National and they are interested in providing a discount coupon or golf package for marina customers. Discussed this and other opportunities for area businesses. Items like these could be added to the promotional flier. The marina used to provide bags to boaters that included information about the area; Bachman will talk to the marina manager about starting this up again.
- Dave Bachman – He will work with Maralee Cook on drafting a new flier with input from other Harbor Commission members to include marketing ideas.
- Dave Bachman – Update on cruise ships: Reserved four days last year, never showed so we received no payment. Port stops are very weather dependent. The current arrangement is that the company will call the day before to reserve a spot on the wall. Cruise ships are not a very good source of revenue but they are a draw and nice to see when in port.
- Jim Smith welcomed Fritz Boehm and Glenn Zaring to the Harbor Commission.

ADJOURNMENT

Next meeting is scheduled for June 21, 2016 at 1:00 p.m. in the Second Floor Conference Room, City Hall. *MOTION* to adjourn by Jim Smith second by Dave Bachman at 2:06 p.m.

Draft - cl

Cynthia Lokovich, CAP-OM
Recording Secretary

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

2013 - 2016 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	443 = \$15,505
Daily Permits	0	114 = \$570	137 = \$685	687 = \$3,435	1,279 = \$6,395	626 = \$3,130	2,843 = \$14,215
Annual Total							\$29,720

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	522 = \$20,025
Daily Permits	14 = \$70	137 = \$685	109 = \$545	199 = \$1,990	734 = \$7,340	285 = \$2,850	1,478 = \$13,480
Annual Total							\$33,505

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	550 = \$22,000
Daily Permits	0	65 = \$650	100 = \$1,000	198 = \$1,980	687 = \$6,870	255 = \$2,550	1,305 = \$13,050
Annual Total							\$35,050

2015 FIRST STREET BOAT LAUNCH REVENUE (As of 10/06/15)

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	84 = \$3,360	69 = \$2,760	78 = \$3,120	106 = 4,240	109 = \$4,360	52 = \$2,080	498 = \$19,920
Daily Permits	31 = \$310	39 = \$390	64 = \$640	219 = 2,190	338 = \$3,380	459 = \$4,590	1,150 = \$11,500
Annual Total							\$31,420

2016 BOAT LAUNCH REVENUE (As of 5/31/16)

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits	113 = \$4,520	63 = \$2,520					
Daily Permits	41 = \$410	72 = \$720					
Annual Total							

Cindy Lokovich

From: Dave Bachman
Sent: Monday, April 25, 2016 9:03 AM
To: Cindy Lokovich
Subject: FW: Harbor Commission and Non-Motorized Transportation Committee Collaboration

Good morning:

This person from the non-motorized commission would like to be added to our agenda for the next harbor commission

Can you add him please

Thanks

Db

From: Jim Snoeyink [<mailto:jssnoeyink@gmail.com>]
Sent: Monday, April 18, 2016 10:15 PM
To: Dave Bachman
Subject: Harbor Commission and Non-Motorized Transportation Committee Collaboration

Mr. Bachman,

My name is Jim Snoeyink and I am a member of the Manistee Non-Motorized Transportation Committee. One of the items on our list of actions is the addition of a zero entry launch at one of the city launch sites for use by kayak enthusiasts with disabilities. We are also looking into signage for kayakers who may venture into the Manistee area while they are kayaking along the Lake Michigan shoreline. If possible I would like to talk to you and members of the Harbor Commission about any opportunities for the two groups to work together on these possible projects.

Currently on both the Lake Michigan Water Trails and the Michigan Water Trails websites their maps show the water trail going as far as the 1st street ramps for kayakers. I think the city of Manistee has a lot to offer in the way of dining and lodging for those making the trip along the shores of Lake Michigan.

I would like to thank you and the members of the Harbor Commission for taking this matter under consideration.

Jim Snoeyink