

**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.

Cynthia Lokovich, CAP-OM
Recording Secretary