

# Manistee Harbor Commission Agenda

Tuesday, July 19, 2016 at 1:00 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 21, 2016

## Staff Reports

- Harbormaster
- City Manager – Boat Launch Revenue Report

## Unfinished Business

- Parking Ordinance
- Marketing Flier

## New Business

- No Items

## 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 JUNE 21, 2016**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, June 21, 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.

| <b>Roll Call</b>             | <b>Present</b> | <b>Excused Absence</b> | <b>Unexcused Absence</b> |
|------------------------------|----------------|------------------------|--------------------------|
| 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:** Jim Snoeyink

**APPROVAL OF AGENDA**

*MOTION* by Fritz Boehm, second by Glenn Zaring, to approve the agenda as presented. Voice vote - Motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

- None

**APPROVAL OF MINUTES**

*MOTION* by Jim Smith, second by Dave Bachman, to approve the minutes for the April 19, 2016 meeting as presented. Voice vote - Motion carried.

**STAFF REPORTS**

***Finance Director on Budget.*** At the request of the Harbor Commission Finance Director Ed Bradford provided an overview of the current and upcoming budgets. Electrical billing was discussed and resolved. Also discussed services provided by other departments but not billed to the Marina. Reviewed debt service, two outstanding loans; not enough revenue to cover payments, requires subsidies from the Capital Improvement Fund. Takeaway – Budgets are tight, no funds to leverage any grants, any large unexpected expenditure puts on more pressure without capital outlay funds.

***Harbormaster.*** Marina doing better than average this year, staff has been trained and providing excellent service. One attendant will be leaving and will need to be replaced. Passed underground storage tank pressure test. Concerned with upcoming construction noise across the river; added a note on the State reservation system that construction is occurring in the area and could impact stay. Marina facility is in great shape, constant activity in the open space upstairs, discussed condition of docks and needed replacement.

**City Manager.** City Manager Thad Taylor presented launch ramp revenue updates to the Harbor Commission as of May 31, 2016. Compliance rate has been high, one written complaint from someone who did not see the sign and was ticketed at Arthur Street.

Roger Zielinski arrived at 1:12 p.m.

#### UNFINISHED BUSINESS

- Parking Ordinance – Dave Bachman will work with the City Attorney to draft another ordinance to address parking issues.
- Marketing Flier – Dave will work with Maralee Cook on drafting a new flier. No action on this. No budget for marketing until after July 1. Discussed crafting a flier from previous version, distribution, mailing to other marinas, strong presence on social media, fact that marketing is hard to track, and continued use of survey cards at marina.

#### NEW BUSINESS

- Jim Snoeyink of the Non-Motorized Transportation Committee approached the Commission regarding the addition of a zero entry launch at one of the City's launch ramps for use by kayak enthusiasts with disabilities. Discussed AES Explore the Shores program, estimated cost of \$22,000 and maintenance, where funding could from, opportunity for growth, and the need to pay the launch fee if located at a launch facility. Mr. Snoeyink will pursue the idea with AES, Parks Commission, and come back to the Harbor Commission. He noted that blue water signage would also be helpful. Mr. Snoeyink left the meeting at 1:42 p.m.

#### PUBLIC COMMENTS

- None

#### OTHER COMMENTS

- Fritz Boehm – USCG Auxiliary has requested permission to put brochures at the marina; pamphlet rack is open to all.
- Glenn Zaring – Toured the Riverwalk and Marina and found them to be pleasant and staff to be helpful. Discussed dissemination of area information. Bachman unsure if welcome packets are still provided but will check on this. (Following the meeting it was ascertained that welcome packets are prepared and distributed to boaters.) Discussed the need for a meeting with other area stakeholders at length. Attempts in the past have been unsuccessful. A meeting was suggested for off-season.
- Ty Cook – Fishing industry is dying, past time for groups to come together.

Ed Bradford arrived at 1:50 p.m. (see staff reports).

#### ADJOURNMENT

Next meeting is scheduled for July 19, 2016 at 1:00 p.m. in the Second Floor Conference Room, City Hall. *MOTION* to adjourn by Fritz Boehm second by Jim Smith at 2:14 p.m.

*Draft - cl*  
Cynthia Lokovich, CAP-OM  
Recording Secretary

**BOAT LAUNCH REVENUES****2012 - 2013 Rate Structure: \$5 / Daily, \$35 / Seasonal****2013 - 2016 Rate Structure: \$10 / Daily, \$40 / Seasonal****2016 BOAT LAUNCH REVENUE (As of 6/30/16)**

|                     | PRESEASON     | MAY          | JUNE          | JULY | AUGUST | SEPTEMBER | TOTALS |
|---------------------|---------------|--------------|---------------|------|--------|-----------|--------|
| Seasonal Permits    | 113 = \$4,520 | 63 = \$2,520 | 102 = \$4,080 |      |        |           |        |
| Daily Permits       | 41 = \$410    | 72 = \$720   | 106 = \$1,060 |      |        |           |        |
| <b>Annual Total</b> |               |              |               |      |        |           |        |

**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  | <b>498 = \$19,920</b>   |
| Daily Permits       | 31 = \$310   | 39 = \$390   | 64 = \$640   | 219 = 2,190 | 338 = \$3,380 | 459 = \$4,590 | <b>1,150 = \$11,500</b> |
| <b>Annual Total</b> |              |              |              |             |               |               | <b>\$31,420</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> |
| <b>Annual Total</b> |              |               |               |               |               |               | <b>\$35,050</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> |
| <b>Annual Total</b> |              |              |              |               |               |               | <b>\$33,505</b>         |

**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> |
| <b>Annual Total</b> |              |              |              |               |                 |               | <b>\$29,720</b>         |