

Manistee Harbor Commission Agenda

Tuesday, January 17, 2017 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)

Election of Officers

Approval of Minutes

- Minutes of October 18, 2016

Reports

- Harbormaster
- City Manager
- Marketing Vendor

Unfinished Business

- None

New Business

- Annual Review of Bylaws
- Annual Review of Strategic Plan
- Update Member Roster

Public Comment (5 minute limit)

Comments by Harbor Commissioners

Adjourn

Strategic Plan Action Items:

- 1.1.1 Ordinance Review
- 1.1.2 Recruitment
- 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
- 6.1.1 Update Website Info
- 6.1.2 Marina Relationships / DDA
- 6.1.3 Update Info in Visitors Guide

HARBOR COMMISSION MINUTES MEETING OF OCTOBER 18, 2016

A regular meeting of the Manistee Harbor Commission was held on Tuesday, October 18, 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 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:	None		

APPROVAL OF AGENDA

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

PUBLIC COMMENTS ON AGENDA ITEMS

➤ None

APPROVAL OF MINUTES

MOTION by Roger Zielinski, second by Glenn Zaring, to approve the minutes for the August 23, 2016 meeting as presented. Voice vote - Motion carried.

STAFF REPORTS

- **Harbormaster.** Marina is closed for the season, and it was a good season with more boat days than last year. Marina also achieved recertification as a Clean Marina (a five-year designation). Harbormaster would like to see more seasonal slip rentals. Discussed housing and other developments in the area that could help fill up slips in the marina and along the wall. No complaints this year on the fishery, no noticed decline. Discussed marina staff services and tips. No issues this year with the launch ramp auto-attendant.
- **City Manager.** Presented launch ramp revenue as of October 1, 2016. Revenues are the highest they've been in the past five years; in part due to charging at Arthur Street. Received a few complaints about charging launch ramp fee at Arthur Street.

UNFINISHED BUSINESS

- *Parking Ordinance* – Nothing to report.
- *Marketing* – Maralee Cook provided a quote to act as the Facebook Administrator for the Manistee Municipal Marina. Would need to follow the Council Purchasing Policy so two other bids were solicited but not returned. Following discussion *MOTION* by Roger Zielinski, second by Glenn Zaring, to document the solicitation of bids and if the only bid received is from Maralee Cook to pursue that as the apparent low bid. Voice vote – Motion carried.
- *Catamaran Racing Event* – City Manager Thad Taylor provided a status update on a proposed Catamaran Racing Association of Michigan event in August 2017. This item is on the Parks Commission agenda for this Thursday and if approved, will be on City Council's November 1 agenda. Consensus it is a good event to pursue; good exposure for the community.

NEW BUSINESS

- *2017 Meeting Dates* – Meetings are scheduled on an annual basis for quarterly dates and through the marina season on the third Tuesday at 1:00 p.m. The proposed dates for 2017 are: January 17, April 18, June 20, July 18, August 15 and October 17. *MOTION* by Glenn Zaring, second by Jim Smith, to adopt the 2017 Meeting Calendar as presented. Voice vote – Motion carried.

PUBLIC COMMENTS

- None

OTHER COMMENTS

- Dave Bachman – Thanked Alex Zaccanelli for completing the annual report to Council on behalf of the Harbor Commission.
- Jim Smith – Requested an update on this year's marina fuel sales. (Will be provided via email to the Harbor Commission.)

ADJOURNMENT

Next meeting is scheduled for January 17, 2017 at 1:00 p.m. in the Second Floor Conference Room, City Hall. *MOTION* to adjourn by Jim Smith, second by Glenn Zaring at 1:30 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.

Cynthia J. Lokovich 2/19/13
Cynthia J. Lokovich, Secretary Dated

Approved by the Manistee City Council:

Colleen Kenny 3/5/13
Mayor Colleen Kenny Dated

2016-
2019

City of Manistee Harbor Commission Strategic Plan

Prepared with the assistance from the
Alliance for Economic Success
2016-2019

Purpose of the Harbor Commission

It is important for all interests in the City of Manistee's harbor to understand the purpose of the City's Harbor Commission. The City's Codified Ordinances 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.

What Does the Manistee "Harbor" include?

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

- All City owned boat launches.
- 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 is important to note that the Harbor Commission does not currently become involved with beach or park maintenance or signage.

What are we proud of?

- New marina facility.
- Spectacular view as you approach the marina.
- Welcome sign at the Harbor entrance.
- New United States of America flag.
- Positive feedback from users of the marina about the facility and the quality of staff that the marina employs.

What are some of the issues that the marina faces?

- Slow use of the facility at the beginning and end of the season.
- Significant factors affect the marina business that are beyond our control such as the weather, changing fishery industry, changing types of users in the boating industry in general (trailing versus docking).
- Maintenance of the docks is a struggle due to cash flow issues.
- Need a good picture of the operating expenses because the budget isn't clear on what those expenses are.
- Deficit of about \$40,000.00 a year.

What are our opportunities that we could take advantage of?

- More fishing tournaments especially in the shoulder season before July/August.
- Early and late season deals (reduced rates, pay for 2 days get the 3rd day free, etc.)
- Increase/Improve marketing efforts with a couple of ideas including developing a welcoming packet for marina users and arranging for shuttles to the casino.
- Develop a sister city program with Kewanee, Wisconsin and/or other partners with neighboring ports.
- Reach out to key stakeholders/groups/organizations such as the Chicago Yacht Club to tap into the opportunities that the Mackinac Race presents.
- Update the website.
- Create opportunities and improve efforts to create a meaningful interaction with the downtown area.
- Create an Explore the Shores kayak/canoe launch site.

What is our goal?

GOAL:

To make the Harbor profitable.

What are the strategies and actions we are going to take to achieve our goal?

BOARD COMPOSITION

1. Strategy:

Ensure that the Board is composed of a wide variety of stakeholders.

1.1. Action Item(s):

- 1.1.1. ORDINANCE REVIEW: Evaluate, and take action to revise, the Ordinance to ensure that it allows for a wide variety of stakeholders.
- 1.1.2. RECRUITMENT: Each current Board member will continuously ask key stakeholders to apply for a Board position.

2. Strategy:

Work to ensure that the infrastructure of the marina is well maintained and replaced when needed promptly to ensure that the facility is meeting the demands of the users.

2.1. Actions Item(s):

- 2.1.1. SKID PIERS: Ensure that the skid piers are maintained on a regular basis as part of the City's capital improvement plan.
- 2.1.2. DOCKS: Evaluate and identify docks that need repairing and establish a schedule and allocate funds to have the work done.
- 2.1.3. BOAT LAUNCHES: Evaluate, identify priorities, and support efforts to maintain the City owned boat launches (1st Street and Arthur Street).

PROFITABILITY

3. Strategy:

Understand the Marinas profitability and take steps to rectify the outcome of the evaluation.

Action Item(s):

- 3.1.1. LOSS REVENUE: Identify loss revenue opportunities.
- 3.1.2. REVENUE SOURCES: Identify potential revenue sources such as grants and philanthropy.
- 3.1.3. EXPENSES: Evaluate the budget to determine actual expenses in order to identify ways to reduce those expenses.

EXPANDING REVENUE STREAMS

4. Strategy:

Identify opportunities to expand the revenue stream of the marina.

Action Items:

- 4.1.1. TRANSIENT USERS NEEDS: Understand the needs, and competition for, transient users.
- 4.1.2. CHANGE OF FOCUS: Work to change the focus of the harbor from fisheries dependent to transient users.
- 4.1.3. EARLY & LATE SEASON: Increase the use of the Marina in the early and late seasons.

COLLABORATION

5. Strategy:

Collaborate with strategic partners.

Action Item(s):

- 5.1.1. Lead the effort to have "around the lake" discussions in order to understand ...
- 5.1.2. Form a sister's marina relationship with Kewanee, Wisconsin.
- 5.1.3. Reach out to key stakeholders/groups/organizations (such as the Chicago Yacht Club and the associated Mackinaw Race event) to tap into the opportunities.

MARKETING & PROMOTION

6. Strategy:

Improve marketing and promotion efforts to include not only the fisheries industry but also the tourism industry.

Action Item(s):

- 6.1.1. Update the website.
- 6.1.2. Strengthen the marina's relationship and impact to the downtown district.
- 6.1.3. Update information in the Manistee County Visitors Guide.

MANISTEE CITY HARBOR COMMISSION MEMBER ROSTER

NAME	PHONE	ADDRESS	E-MAIL	TERM / APPOINTED
Tyler Cook Vice-Chair	231-723-4387 (h) 231-714-8543 (m)	373 Second Street Manistee MI 49660	cook.jt38@yahoo.com	10/31/19 / (05/11)
Alex Zaccanelli Chair	231-398-0351 (h) 231-864-3373 (w)	457 Fourth Street Manistee MI 49660	alex@bearlake-net.com	10/31/19 / (2/13)
Roger Zielinski	989-329-3081 (m) 231-299-5032 (m)	529 First Street Manistee MI 49660	rzielinski@manisteemi.gov	10/13/17 / (07/09)
Fritz Boehm	231-723-7207 (h) 231-510-5339 (w)	P. O. Box 634 200 Cutter Ridge Drive Manistee MI 49660	putterpop@yahoo.com	10/31/18 / (03/16)
Jim Smith	231-690-3948 (m)	353 First Street Manistee MI 49660	jsmith@manisteemi.gov	10/31/18 / (10/15)
Glenn Zaring	231-510-5283 (m)	321 Fifth Street Manistee MI 49660	gzaring@gmail.com	10/31/18 / (03/16)
Dave Bachman Harbormaster	231-723-2533 (w) 231-887-5053 (m)	City Hall	dbachman@manisteemi.gov	Position required in bylaws / (04/98)
Thad Taylor (Non-Voting Ex-Officio)	231-398-2801 (w)	City Hall	ttaylor@manisteemi.gov	City Manager / (04/15)
Cindy Lokovich Recording Secretary	231-398-2801 (w)	City Hall	clokovich@manisteemi.gov	Position required in bylaws / (09/94)

COMMITTEES APPOINTED BY THE CHAIR: