



**HARBOR COMMISSION MINUTES
MEETING OF JULY 11, 2012**

A regular meeting of the Manistee Harbor Commission was held on Wednesday, July 11, 2012 at 1:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee MI 49660.

Roll Call	Present	Excused Absence	Unexcused Absence
Commissioner Bachman	✓		
Commissioner Cook		✓	
Commissioner Kriskywicz		✓	
Commissioner Schrock	✓		
Commissioner Seng		✓	
Commissioner Spencer	✓		
Commissioner Zielinski	✓		
City Manager Mitch Deisch		✓	

OTHERS PRESENT: None.

APPROVAL OF AGENDA

MOTION by Zielinski, second by Bachman to approve the agenda as presented. Motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS None.

APPROVAL OF MINUTES

MOTION by Schrock, second by Bachman to approve the minutes for the June 20, 2012 meeting as presented. The Chair reported that the motion was approved by a 3 to 1 vote and that he should be noted as opposed. His reasons for opposition will be discussed later in the meeting.

STAFF REPORTS

Harbormaster. Boat traffic census rising; always light before the Fourth of July holiday and then picks up afterward. Marina is short-staffed but Marina Manager has not advertised to replace an open position. Discussed various technology items like surveillance cameras, marine traffic gadget, camera purchased for Facebook postings. Harbor Commission Chair would like to see year to year comparison numbers for the marina.

Marina Manager. Not in attendance.

COMMITTEE REPORTS

Marketing & Promotion Committee. Location map and cork board has been acquired for the marina facility. No committee report provided.

UNFINISHED BUSINESS

Marina Building – Final Cost Numbers. City Manager Mitch Deisch was unable to attend today and advised by email that the requested information will be provided once it is available.

Schrock noted that it's been three weeks since the information was requested. Bachman felt that "this door was closed" at the last meeting. Schrock wants the final numbers to find out how close we came to the January numbers. Also questioned bills being paid as repairs; hopes it wasn't finishing up new construction. Schrock requested that this information be distributed to the Harbor Commission as soon as possible and prior to the next meeting of the Harbor Commission.

Marina Building – Maintenance Costs. No discussion.

Dredging – Zielinski reported that at last night's Council work session the City Manager reported that the U.S. Army Corps of Engineers said that they have funds budgeted for next year to dredge the river channel in Manistee. Zielinski thinks Manistee is sitting pretty good for the future. Dredge removed 62,000 cubic yards of material from the mouth of the harbor.

NEW BUSINESS

Measuring Success – Launch / Marina Usage. Chair Spencer requested that the City generate various reports on a routine basis to help with marketing efforts. Bachman noted that quarterly reports are already generated and that he will share them with the Harbor Commission. Spencer would prefer to see reports generated at the close of each month detailing the number of boats, fuel sales, how many boats are launched, etc.; also giving an historical perspective. Bachman noted that we have done everything we can do to make the marina desirable. Marina Manager has not shared results from boater survey cards at this time; however verbal reviews are good. Bachman will work with the Finance Director to produce expense and revenue reports for the fiscal year end and share them with the Harbor Commission. Less than 20 tickets have been written at the launch ramp this year. Much better compliance by boaters.

PUBLIC COMMENTS None.

COMMENTS BY HARBOR COMMISSIONERS

Dave Bachman – Commended Marina Manager for going above and beyond the call of duty when a complaint was received on cleanliness of the DDA restrooms. Parks crew was off duty and marina employee did not respond so the facility was closed. Frank Post came in on his own time and cleaned the facility. Having Mr. Post as a Marina Manager has really taken a lot of responsibility off of Bachman’s shoulders but he would really prefer that the Parks Department take ownership of this facility.

Rick Schrock – Marina Manager has provided greater level of leadership to marina staff as well.

Ross Spencer – Noted what he felt was an incorrect statement by the City Manager in last month’s minutes that the DDA had commented that the marina was not providing space to the DDA businesses for promotional materials. Mr. Spencer checked with the DDA and he heard that the comment came from a Councilperson while campaigning. DDA member Barry Lind indicated that it was the business owner’s responsibility to provide promotional materials to the marina for display. Mr. Spencer said Travis Alden of the MSDDA is clear on how the system works.

Secretary – Distributed copies of Chapter 266 Board of Harbor Commissioners Ordinance as adopted by the Manistee City Council on June 19, 2012.

ADJOURNMENT

MOTION by Zielinski, second by Bachman to adjourn at 1:44 p.m.

Respectfully submitted,



Cindy Lokovich, Recording Secretary

- c. Harbor Commission Members
Manistee City Council
City Clerk/Bulletin Board