

# Manistee Harbor Commission

*Established - November 1931*

70 Maple Street, Manistee, Michigan 49660

## Agenda

Tuesday, October 15, 2013 at 1 p.m. – Second Floor Conference Room, City Hall

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### **Call to Order**

### **Approval of Agenda**

### **Public Comments on Agenda Items (5 minute limit)**

### **Approval of Minutes**

- Minutes of July 16, 2013
- Minutes of August 20, 2013

### **Staff Reports**

- Harbormaster – Marina Reports for August & September
- City Manager – Boat Launch Revenue Report

### **Committee Reports**

- None

### **Unfinished Business**

- Strategic Plan Review – AES Office

### **New Business**

- 2014 Meeting Schedule

### **Public Comment (5 minute limit)**

### **Comments by Harbor Commissioners**

### **Adjourn**

Commissioners are encouraged to participate in the preparation of the monthly agendas for Harbor Commission meetings. Please contact the City Manager's Office at least two weeks prior to the scheduled meeting to discuss agenda items.

**HARBOR COMMISSION MINUTES  
MEETING OF JULY 16, 2013**

A regular meeting of the Manistee Harbor Commission was held on Tuesday, July 16, 2013 at 1 p.m. in the Marina Open Space, 480 River Street, Manistee MI 49660.

<b>Roll Call</b>	<b>Present</b>	<b>Excused Absence</b>	<b>Unexcused Absence</b>
Commissioner Bachman	✓		
Commissioner Cook			✓
Commissioner Daniels	✓		
Commissioner Memberto			✓
Commissioner Smith	✓		
Commissioner Zaccanelli	✓		
Commissioner Zielinski			✓
City Manager Mitch Deisch	✓		

**OTHERS PRESENT:** Manistee News Advocate Reporter Eric Sagonowsky, AES Director Kathy Adair-Morin

**APPROVAL OF AGENDA**

*MOTION* by Alex Zaccanelli, second by Rosemary Daniels to approve the agenda as presented. Voice vote - Motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**APPROVAL OF MINUTES**

*MOTION* by Dave Bachman, second by Rosemary Daniels to approve the minutes for the June 18, 2013 meeting as presented. Voice vote - Motion carried.

**STAFF REPORTS**

***Harbormaster.*** Harbormaster Dave Bachman reported that the marina season is going well. Marina has not been full but the boaters have been happy with the facility and service. Upcoming special events like Friday’s Grapes on the River and the Salmon Splash fishing tournament will impact the marina. Discovered diesel fuel in the containment area of the underground fuel storage tank. A leaking fitting was found and repaired. The containment area was cleaned up and passed its quarterly inspection.

***City Manager.*** City Manager Mitch Deisch is working with the Finance Department on routine tracking of launch ramp fees and revenue to provide a monthly report to the Harbor Commission.

City continues to see good compliance at the boat launch. The fish cleaning station should be at substantial completion and functioning by Tuesday, July 23, 2013. No concerns at Arthur Street. Couple of popped boards on the west skid pier at First Street will be repaired. Water levels are coming up. Auto-attendant card reader went down yesterday. It has been repaired and is operational. A spare unit is available. Not many tickets have been written this year. No complaints on the increased launch ramp fees that went into effect July 1.

### COMMITTEE REPORTS

AES Director Kathy Adair-Morin was present and advised that their office will work with the Harbor Commission on August 20, 2013 on their role to support and advance the City's Strategic Plan. Please plan on the August meeting taking a little more time to work through this process. It is important that all members of the Harbor Commission take part in this process.

### UNFINISHED BUSINESS

Discussed marketing efforts by the marina. Participating again this year in the 9&10 News/DDA program.

Alex Zaccanelli reported that he had not yet scheduled vessel inspections. Dave Bachman asked that this not occur during peak season and would prefer after Labor Day and not during Century Boat Show. Work with Marina Manager Frank Post on possible dates.

### NEW BUSINESS

None.

### PUBLIC COMMENTS

None.

### COMMENTS BY HARBOR COMMISSIONERS

City Manager Mitch Deisch looking forward to the strategic planning process. This could be a template for all City boards and commissions.

### ADJOURNMENT

Next meeting is scheduled for Tuesday, August 20, 2013 and will be dedicated to a strategic planning process. The meeting will be held in the Marina Open Space, 480 River Street.

*MOTION* by Rosemary Daniels, second by Alex Zaccanelli to adjourn at 1:30 p.m.

Respectfully submitted,

DRAFT - cl

Cindy Lokovich, Recording Secretary

## HARBOR COMMISSION MINUTES MEETING OF AUGUST 20, 2013

A regular meeting of the Manistee Harbor Commission was held on Tuesday, August 20, 2013 at 1 p.m. in the Marina Open Space, 480 River Street, Manistee MI 49660.

Roll Call	Present	Excused Absence	Unexcused Absence
Commissioner Bachman	✓		
Commissioner Cook	✓		
Commissioner Daniels	✓		
Commissioner Memberto		✓	
Commissioner Smith	✓		
Commissioner Zaccanelli	✓		
Commissioner Zielinski	✓		
City Manager Mitch Deisch	✓		

**OTHERS PRESENT:** Manistee News Advocate Reporter Eric Sagonowsky, AES Director Kathy Adair-Morin and Tim Ervin

This meeting was dedicated to the strategic planning process; no routine business items were addressed.

### **Strategic Planning Session**

- I. What are the purposes of the Strategic Plan and how will it be used?
- II. What are the purposes of the Harbor Commission?
  - A. Founding goals (Chapter 266-Board of Harbor Commissioners)
  - B. City Council Strategic Plan
  - C. Related plans and strategies
- III. What are the strategic issues, opportunities and priorities?
- IV. What priorities are appropriate for the Harbor Commission?
  - A. Recommendations about operation, maintenance, policy and improvements for city marina and boat launches
  - B. Recommendations on acquisition of waterfront property, wharves and docks
  - C. Recommendations on use of waterways, channels, municipal docks and other city navigational facilities
  - D. Recommendation of ordinances / rules regarding public safety
- V. What are the three-year goals and objectives?
- VI. What are the measures and indicators of success?

### **Next Steps**

- AES creates draft strategic plan
- Draft plan is reviewed/finalized with the Harbor Commission at the October 15, 2013 meeting

ADJOURNMENT

Next meeting is scheduled for Tuesday, October 15, 2013 in the Second Floor Conference Room, City Hall.

*MOTION* by Rosemary Daniels, second by Roger Zielinski to adjourn at 2:45 p.m.

Respectfully submitted,

DRAFT - cl

Cindy Lokovich, Recording Secretary

DRAFT

# Manistee Municipal Marina

## Number of Boats

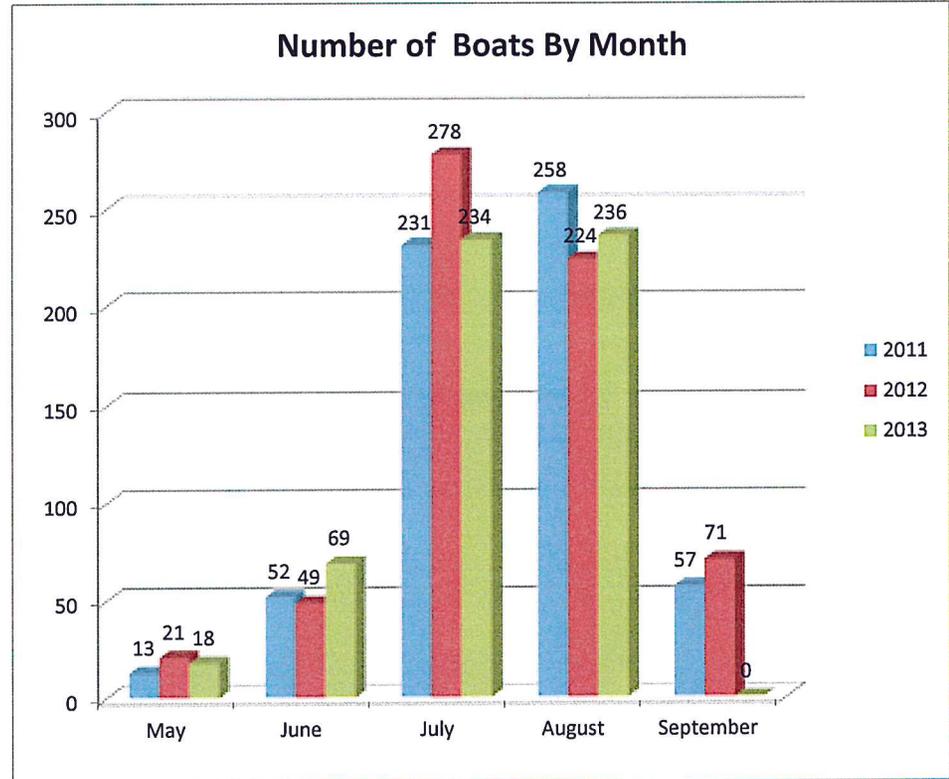
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0-19 Feet	0	0	1	4	1
20-29 Feet	4	16	62	97	33
30-39 Feet	2	23	108	93	12
40-49 Feet	1	4	47	52	5
50+ Feet	1	4	8	7	1
Seasonal	5	5	5	5	5
<b>Totals</b>	<b>13</b>	<b>52</b>	<b>231</b>	<b>258</b>	<b>57</b>

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30-39 Feet	4	14	132	67	22
40-49 Feet	3	12	43	31	9
50+ Feet	1	2	15	8	5
Seasonal	5	7	7	8	7
<b>Totals</b>	<b>21</b>	<b>49</b>	<b>278</b>	<b>224</b>	<b>71</b>

## Number of Boats

<b>2013</b>	May	June	July	August	September
0-19 Feet	2	1	2	2	
20-29 Feet	5	10	43	87	
30-39 Feet	6	37	127	101	
40-49 Feet	2	15	46	30	
50+ Feet	0	2	8	9	
Seasonal	3	4	8	7	
<b>Totals</b>	<b>18</b>	<b>69</b>	<b>234</b>	<b>236</b>	<b>0</b>



# Manistee Municipal Marina

Number of Boat Days

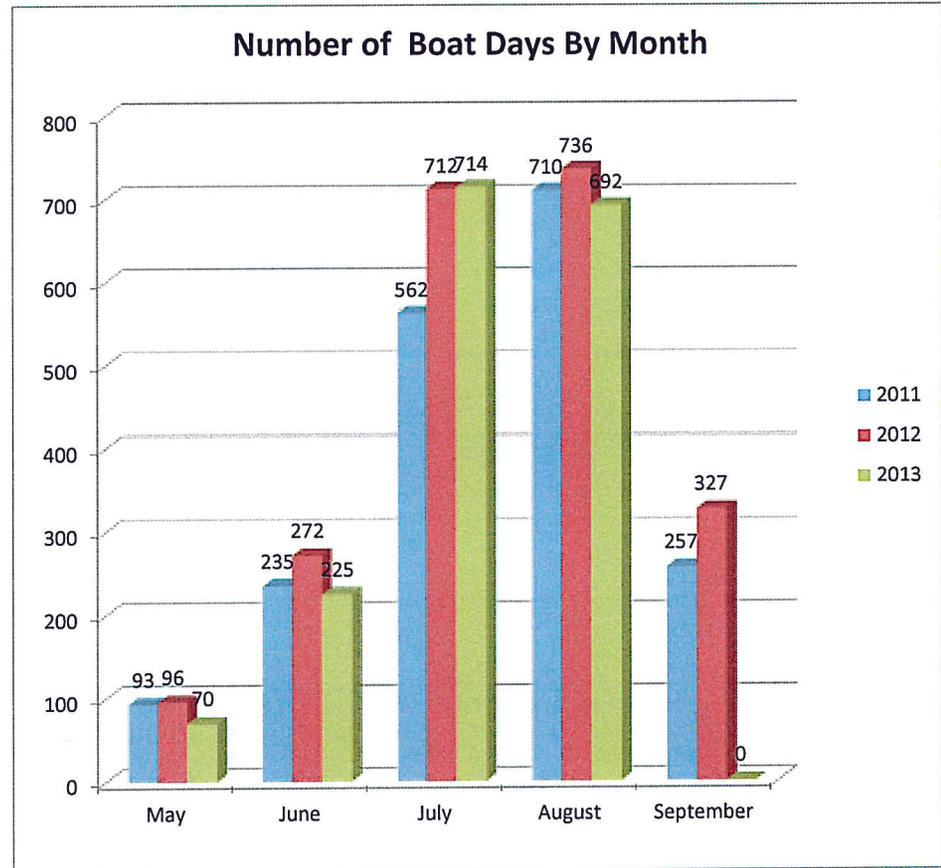
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<b>2011</b>					
0-19 Feet	0	0	1	6	2
20-29 Feet	6	27	137	314	74
30-39 Feet	6	37	193	148	16
40-49 Feet	5	5	63	77	9
50+ Feet	1	16	13	10	1
Seasonal	75	150	155	155	155
<b>Totals</b>	<b>93</b>	<b>235</b>	<b>562</b>	<b>710</b>	<b>257</b>

Number of Boat Days

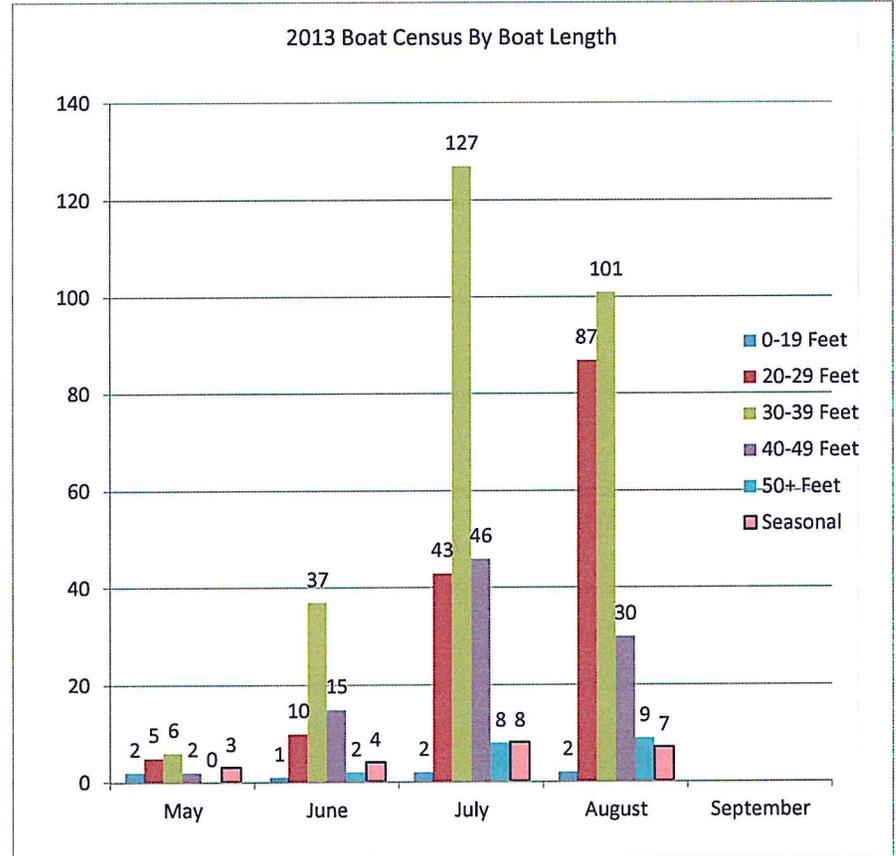
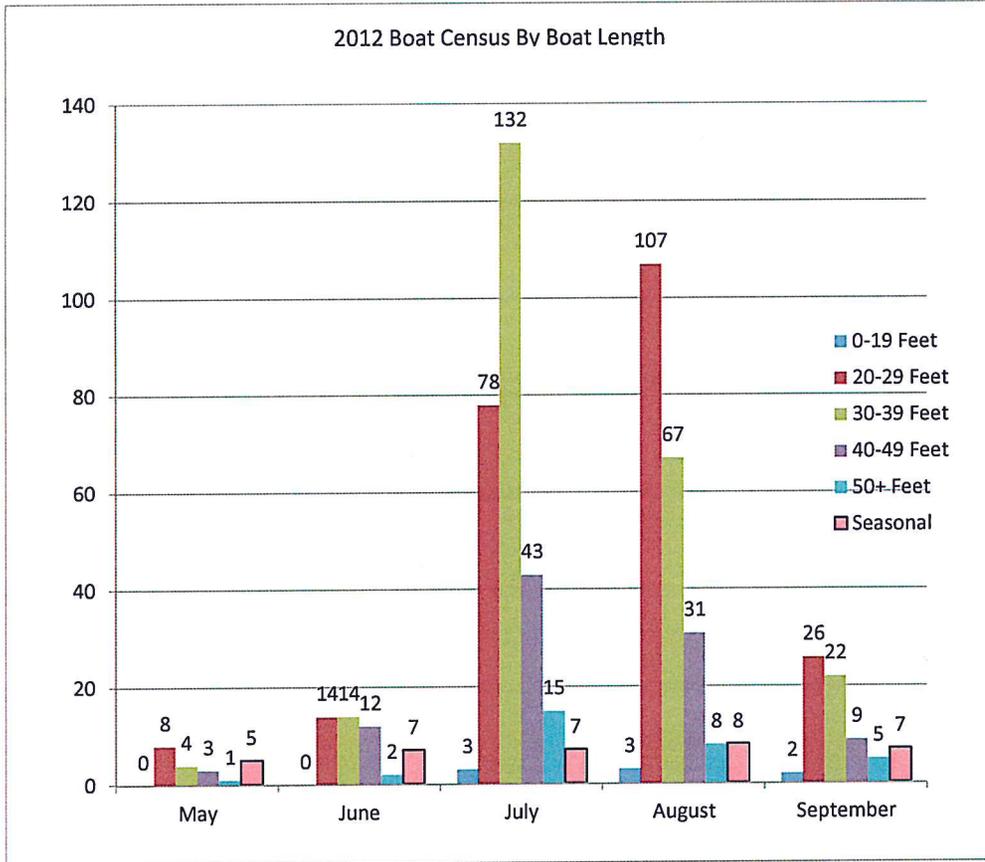
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<b>2012</b>					
0-19 Feet	0	0	14	6	3
20-29 Feet	11	23	177	323	55
30-39 Feet	6	20	217	100	35
40-49 Feet	3	17	65	48	10
50+ Feet	1	2	22	11	7
Seasonal	75	210	217	248	217
<b>Totals</b>	<b>96</b>	<b>272</b>	<b>712</b>	<b>736</b>	<b>327</b>

Number of Boat Days

	May	June	July	August	September
<b>2013</b>					
0-19 Feet	4	1	5	4	
20-29 Feet	5	11	126	260	
30-39 Feet	14	63	245	162	
40-49 Feet	2	27	77	40	
50+ Feet	0	3	21	16	
Seasonal	45	120	240	210	0
<b>Totals</b>	<b>70</b>	<b>225</b>	<b>714</b>	<b>692</b>	<b>0</b>



# Manistee Municipal Marina



**NOTE:** The aforementioned numbers do not reflect the seasonal boats at the Manistee Municipal Marina.

## Seasonal Dockage

5 Slips for Private Individuals

United States Coast Guard

Michigan Department of Natural Resources

# Manistee Municipal Marina

## Boaters Survey's for May 2013

How would you rate your experience in Manistee (1-Lowest to 5-Highest)	Avg. Score	Number of Returned Cards:	26
Docking and cast off assistance	4.73		
Pump out and fueling services	5.00		
Were the marina staff courteous and displayed professionalism	4.85		
Marina lounges were clean and orderly	5.00		
Marina restrooms and showers were clean and well maintained	5.00		
The overall condition and level of maintenance of the marina	4.88		
Are you likely to return to Manistee Municipal Marina	4.50		
Will your recommend our Marina to your friends or other boaters	4.73		

### What made you Choose Manistee?

On the advice of a local Boater and Skipper Buds Cruising Guide	Right place, right time, entertaining fun stuff to do.
Read about it on Great Lakes Cruising Club Web Page	A conveient Port between Ludington and Frankfort
Recommended By Fellow Boaters At Harbor View Marina	Good Stop Off Point
Clean Looking and Close to activities	Weather (2)
We come here all the time	Vacation
Recommended Stop in Cruising Guide	Itinerary
Recommended by Boaters	Location
On our route-Cruised Eastern Shore of Lake Michigan	Travel
Michigan Harbor Guide, Skipper Bud	Recommended
To Visit a port we last cruised through in 2008	Been here before
Wind, waves, fog, fatigue	Fog
<b>Your comments /suggestions are welcomed!</b>	Great Loop

### While in Manistee, did you

Buy Groceries	15
Buy Hardware	2
Visit Museums	5
Go to Casino	1
Walk the River Walk	23
Go to the Beaches	4
Eat on Boat	16
Eat at a Restaurant	18

helpful staff

Nicest facility we have stayed at. Thank You

Best showers ever, congrats, a very very nice marina.

\* Highly unlikely since on "Americas Great Loop" trip and just completed. Heading Home.

This is nicest marina yet from St. Clair Shores to here (Lake Huron, Straits, Lake Michigan)! Very Nice

Don't care for the automated plumbing!

A wonderful experience, friendly, courteous and helpful staff. We look forward to our next visit.

One of the cleanest and most up to-date marinas we have visited on our great loop trip.

Very courteous and helpful staff. Will recommend to others. Thanks!

Best Marina Ever. We have been to Beaver Is. Worst Harbor Springs, Charlevoix and Leland.

Air Conditioned lounge and bathrooms/showers TOO cold. Many comments from other boaters also.

Severly understaffed. Poor radio communications. Staffed appeared frazzled and un-organize due to 2 or 3 boats showing up at once.

Temp in lounge was cold. Need to Slightly turn down the AC.

Great Harbormaster!!! (Clean, Clean, Clean) Thank You from Mueller Tyme

Frank and crew were awesome-great and friendly. Dan & Sharon Daun

Excellent as always

Great Marina, lovely town.

Excellent facility-I will enjoy returning-

Thank You

Enjoyed our Stay. Beautiful Lounge!

Gas is higher than Ludington, Dryer is Very poor.

Laurs's crew training is outstanding.

The new maring bldg is first rate.

Went Golfing! Great Staff!

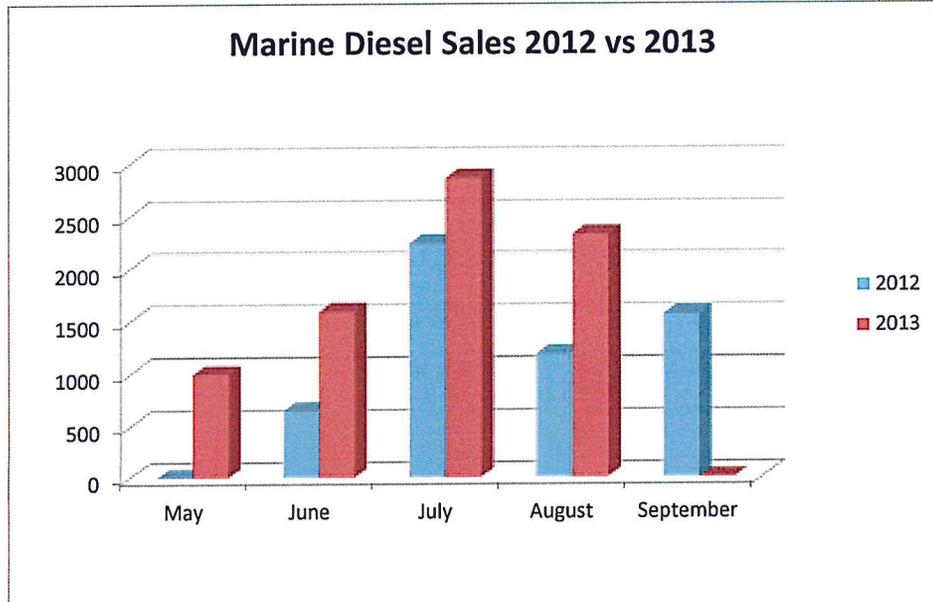
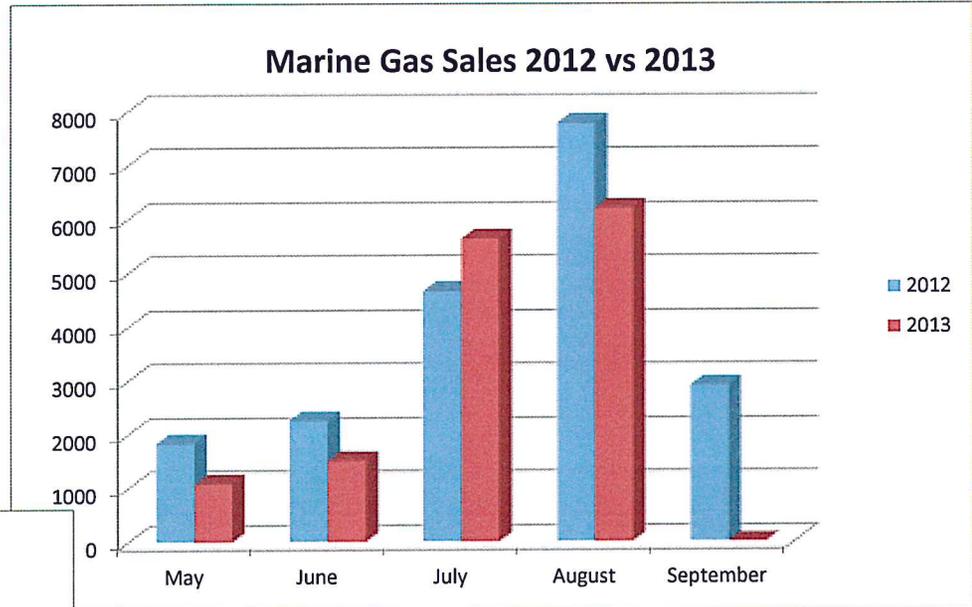
A great marina in the center of town.

# Manistee Municipal Marina

## Commodities Sold as of 2012 vs 2013

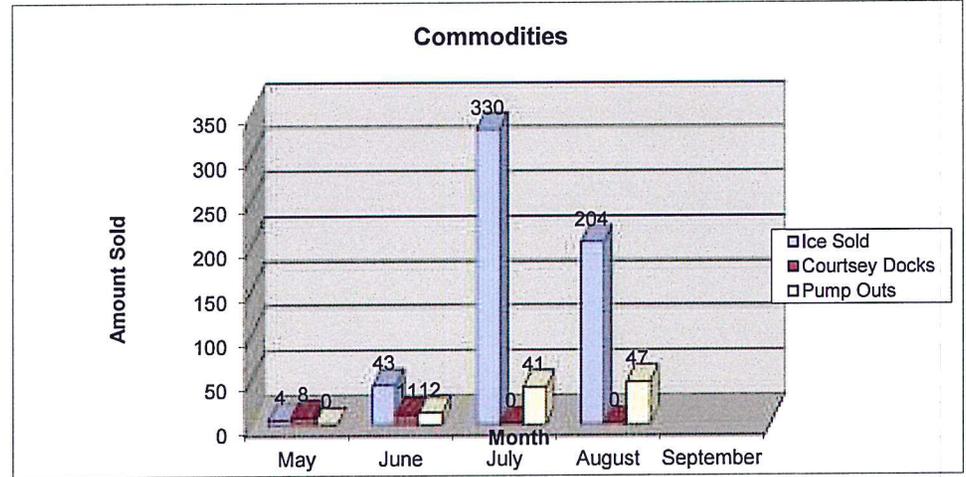
	2012		2013	
	Gas	Diesel	Gas	Diesel
May	1,840	0	1,080	1,000
June	2,262	650	1,512	1,595
July	4,661	2,239	5,635	2,859
August	7,772	1,184	6,200	2,322
September	2,904	1,559	0	0
<b>Total Gallons</b>	<b>19,439</b>	<b>5,632</b>	<b>14,427</b>	<b>7,776</b>

Fuel Numbers from Bills of Lading



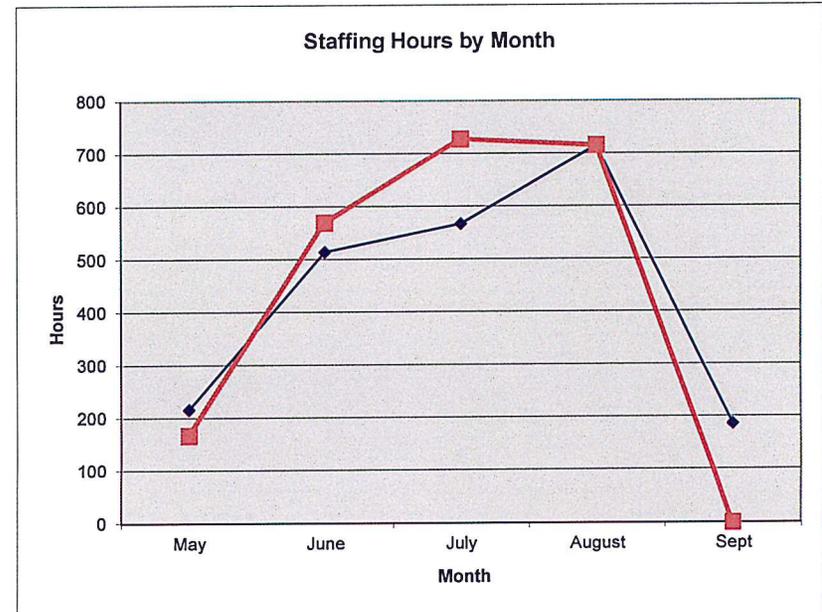
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Ice Sold	10	38	394	290	61
Courtsey Docks	0	13	43	41	8
Pump Outs	3	11	34	19	21
<b>2013</b>					
Ice Sold	4	43	330	204	
Courtsey Docks	8	11	Policy Change	0	
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## Marina Staffing Hours 2012 and 2013

Staffing Hours by Month						
Year	May	June	July	August	Sept	Total
2012	216	514	567	715	186.5	2198.5
2013	168	570	728	716	0	2182



## Scheduled Shifts and Open Hours for 2013

5/15 to 6/10	6/11 to 9/2	9/4 to 9/29
8am-2pm 2pm-6pm	8am-3pm 3pm to 10pm 10am-6pm	8am-3:30pm 3:30pm-6pm
	7 days a wk.	
<b>Open Hours</b> 8am-6pm	<b>Open Hours</b> 8am to 10pm	<b>Open Hours</b> 8am-6pm

# Manistee Municipal Marina

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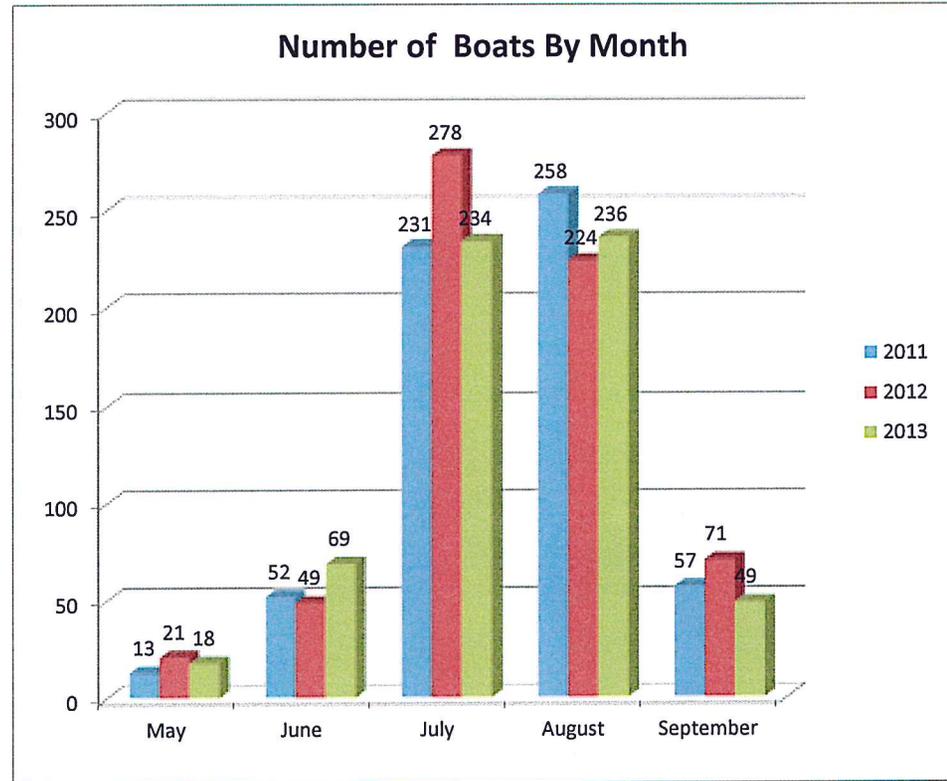
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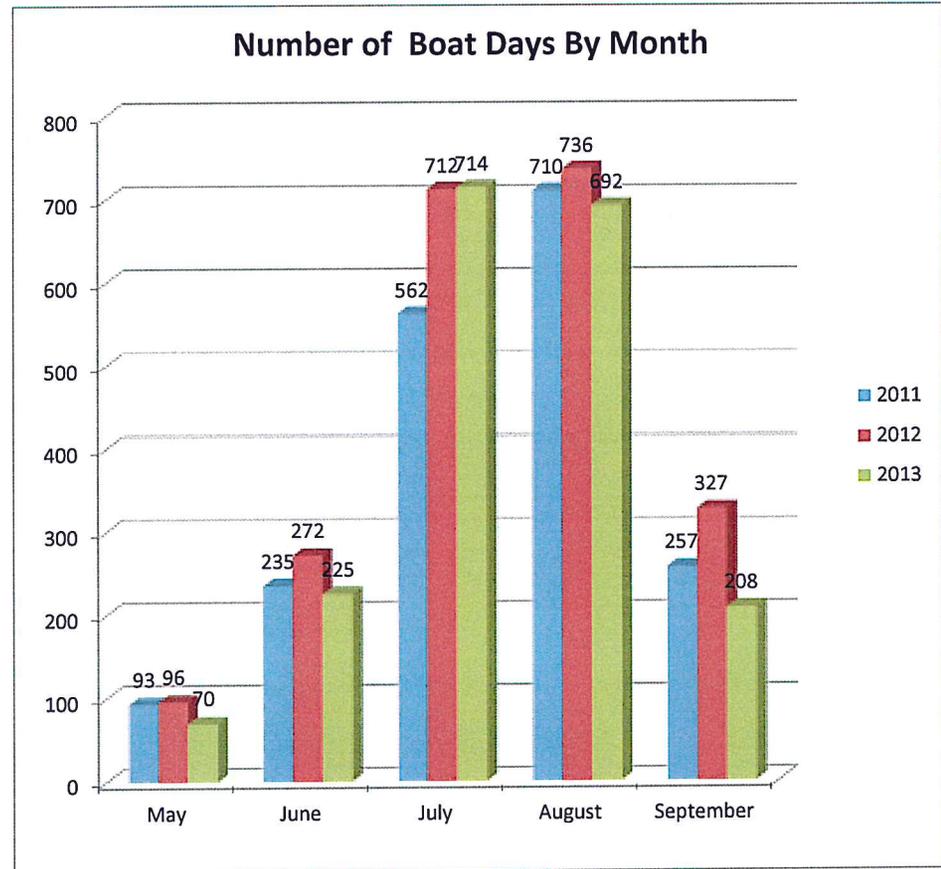
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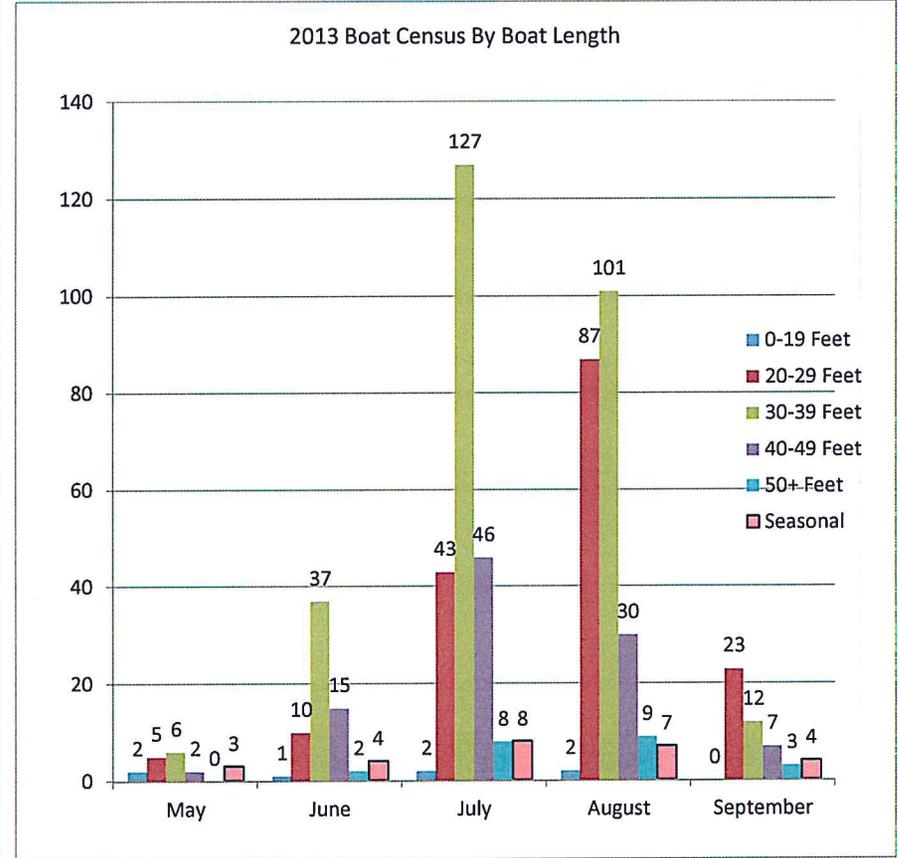
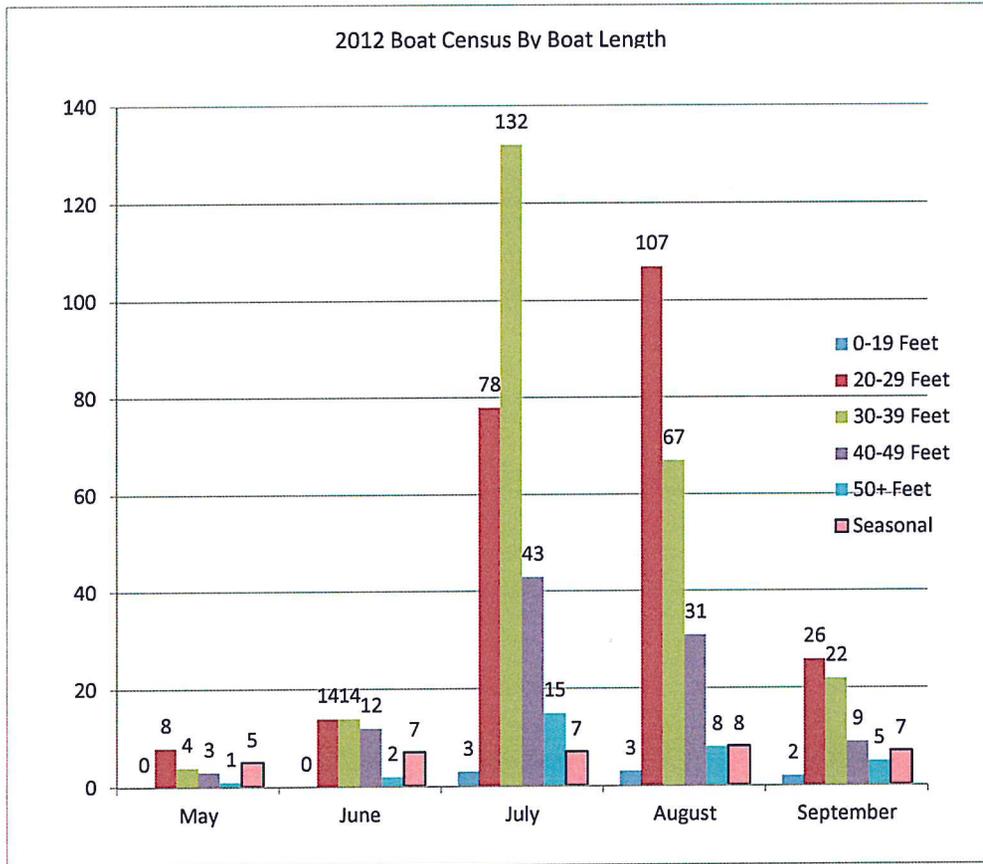
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# Manistee Municipal Marina



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## Seasonal Dockage

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Michigan Department of Natural Resources

# Manistee Municipal Marina

## Boaters Survey's for May 2013

### How would you rate your experience in Manistee (1-Lowest to 5-Highest)

	Avg. Score
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Were the marina staff courteous and displayed professionalism	5.00
Marina lounges were clean and orderly	5.00
Marina restrooms and showers were clean and well maintained	5.00
The overall condition and level of maintenance of the marina	5.00
Are you likely to return to Manistee Municipal Marina	5.00
Will your recommend our Marina to your friends or other boaters	5.00

Number of Returned Cards: 2

### What made you Choose Manistee?

Dropped of Crew  
Planned

### While in Manistee, did you

Buy Groceries	0
Buy Hardware	0
Visit Museums	0
Go to Casino	0
Walk the River Walk	1
Go to the Beaches	0
Eat on Boat	1
Eat at a Restaurant	2

### Your comments /suggestions are welcomed!

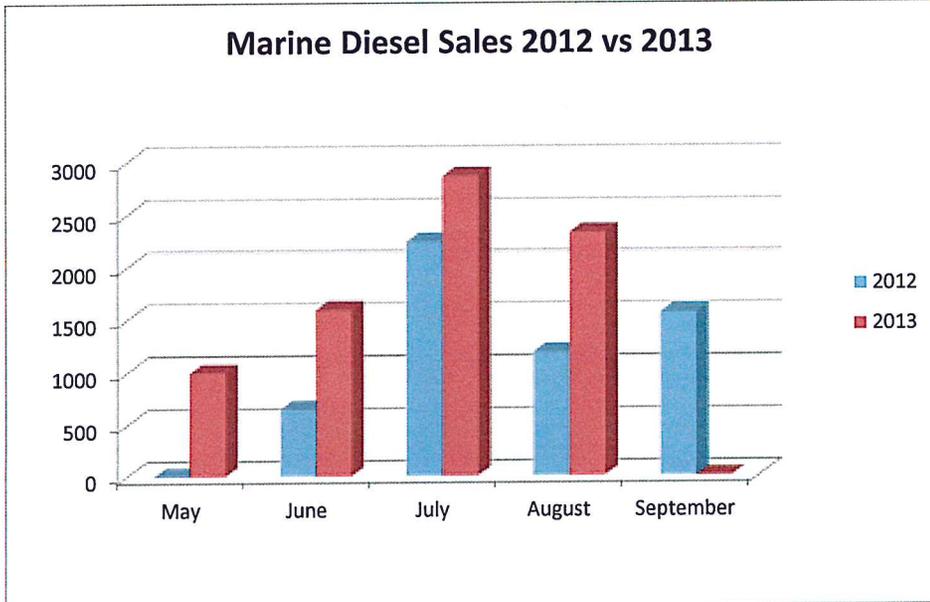
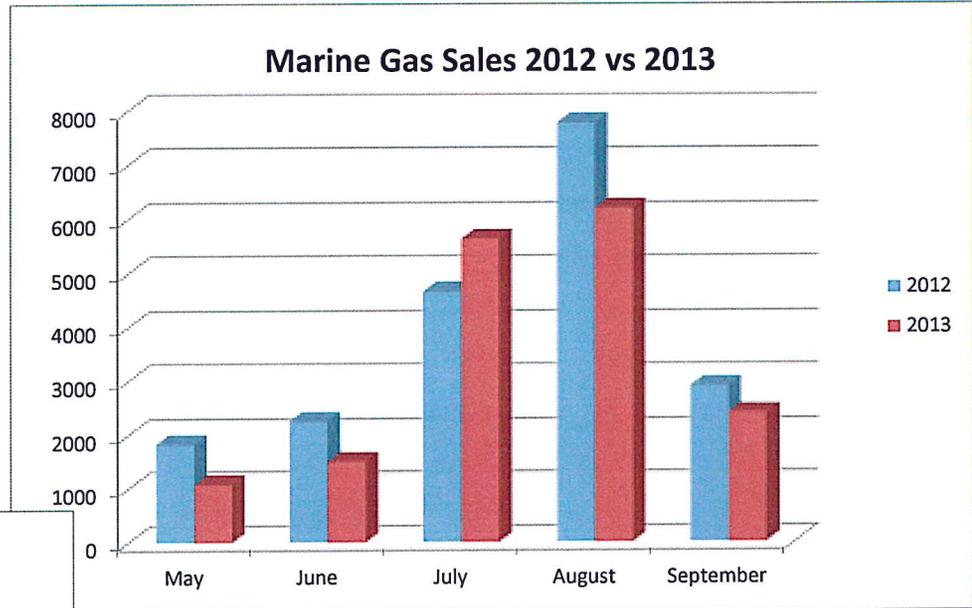
Very Well Done!  
Best intro to area I have experienced. Thanks Laura

# Manistee Municipal Marina

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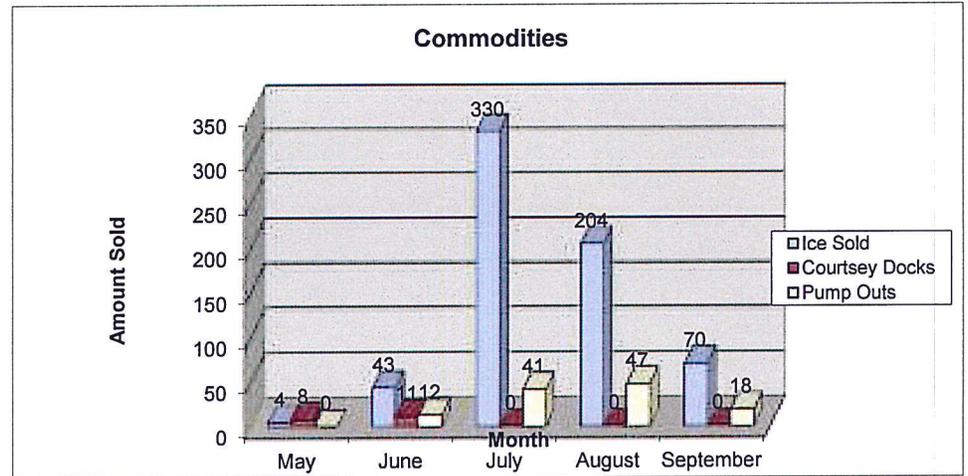
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Fuel Numbers from Bills of Lading



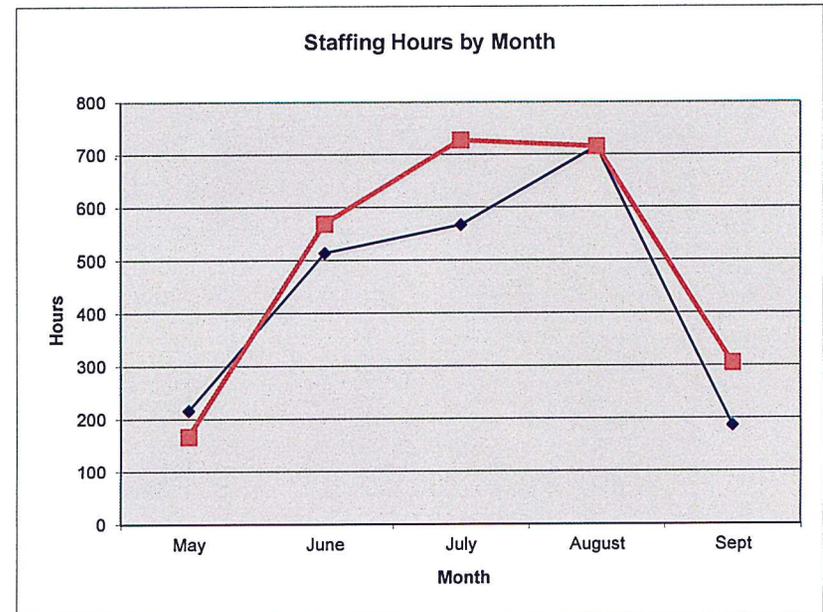
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Staffing Hours by Month						
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2013	168	570	728	716	306	2488



## Scheduled Shifts and Open Hours for 2013

5/15 to 6/10 8am-2pm 2pm-6pm	6/11 to 9/2 8am-3pm 3pm to 10pm 10am-6pm 7 days a wk.	9/4 to 9/29 8am-3:30pm 3:30pm-6pm
Open Hours 8am-6pm	Open Hours 8am to 10pm	Open Hours 8am-6pm

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

2013 - 2014 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	<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>

**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>

**2014 FIRST STREET BOAT LAUNCH REVENUE**

	PRESEASON	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
Seasonal Permits							
Daily Permits							

Updated: October 1, 2013

# 2014

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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