

Manistee Harbor Commission

Established - November 1931

70 Maple Street, Manistee, Michigan 49660

Agenda

Tuesday, April 15, 2014 at 1 p.m. – Second Floor Conference Room, City Hall

Call to Order

Approval of Agenda

Public Comments on Agenda Items (5 minute limit)

Approval of Minutes

- Minutes of January 21, 2014

Staff Reports

- Harbormaster
- City Manager

Committee Reports

- Marketing Committee

Unfinished Business

- None

New Business

- None

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 JANUARY 21, 2014

A regular meeting of the Manistee Harbor Commission was held on Tuesday, January 21, 2014 at 1 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 Daniels	✓		
Commissioner Memberto	✓		
Commissioner Smith	✓		
Commissioner Zaccanelli	✓		
Commissioner Zielinski	✓		
City Manager Mitch Deisch	✓		

OTHERS PRESENT: CVB Maralee Cook, AES Director Kathy Morin, Manistee News Advocate Eric Sagonowsky

APPROVAL OF AGENDA

MOTION by Roger Zielinski, second by Alex Zaccanelli to approve the agenda as presented. Voice vote - Motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

Maralee Cook – Thought AES report was nicely done.

ELECTION OF OFFICERS

As required in the bylaws, the election of officers shall occur at the first meeting of each calendar year and officers shall take office upon selection and shall hold office for a term of one year.

For the position of Chair:

Alex Zaccanelli nominated Thom Smith

No further nominations. All voted in favor of Thom Smith as Chair.

For the position of Vice-Chair:

Rosemary Daniels nominated Shelly Memberto

No further nominations. All voted in favor of Shelly Memberto as Vice-Chair.

APPROVAL OF MINUTES

MOTION by Alex Zaccanelli, second by Rosemary Daniels to approve the minutes for the October 15, 2013 meeting as presented. Voice vote - Motion carried.

STAFF REPORTS

Harbormaster / City Manager. Dave Bachman not able to attend today but supplied information to the Commission via email regarding damages at the marina due to frozen water lines.

Mitch Deisch reported that the USACOE is optimistic about higher water levels for 2014. Marina dredging paperwork has been completed and is slated to be completed in March/April weather permitting. Materials removed from the larger western slips will be deposited at the compost area. Repair work at the marina is expected to be completed prior to the start of the boating season and is covered by insurance with a \$250 deductible. Sensors will be replaced with new technologies allowing notification capabilities. General discussion on water freeze-ups, potholes, and snow plowing.

COMMITTEE REPORTS Update provided by the Marketing Committee:

1. Decided to try marketing slips for the shoulder seasons at a lower price. The first attempt will target veterans and will utilize the mailing list for Tight Lines for Troops. Limited scope for this first year.
2. Discussed using promotional sites like Up North Live to offer discounts in the shoulder seasons. Using the LRRCR as a sponsor is being investigated.
3. Press release will be going out soon and continues to work with the CVB.

In other discussion:

- Ty Cook noted that there is a lot of outdated and bad information on the web. Will send a list to the City Manager who will check with IT personnel to see if there is a way to delete or update information.
- Two visits from cruise ships are anticipated in August. Ty Cook would like to see some sort of “meet and greet” scheduled. Chamber Victorians in Person used to do this.
- Ty Cook suggested dockage or mooring balls along the north side of the river channel adjacent to Memorial Park. Roger Zielinski will work with the Parks and Beautification Commission on this idea.
- The wet triangle area next to the marina facility needs to be addressed. Drainage still an issue and the area should be made more attractive.
- Ty Cook suggested welcome signage to be located in the harbor. This is the third entrance way to our community. USACOE regulates signage on their navigational structures which would complicate these locations. Maralee Cook said the CVB is willing to discuss and suggested that Pure Michigan might also be an option. City has used Amor Signs in the past to provide signage concepts. Deisch suggested that Katherine Kenny, Maralee Cook, Ty Cook and Dave Bachman meet with Amor to look at concepts and costs.
- Briefly discussed DDA Design Committee concept of two-way traffic on River Street.
- Roger Zielinski sees a revenue opportunity by creating a section of the parking lot at First Street for long term parking of boats, trailers, campers, etc.

UNFINISHED BUSINESS

Kathy Adair-Morin of the Alliance for Economic Success presented the draft Strategic Plan for the Harbor Commission. The purpose of this exercise is to align the Harbor Commission goals with the City's Strategic Plan. Reviewed past minor changes and discussed what the document will mean to the Harbor Commission.

MOTION by Alex Zaccanelli, second by Rosemary Daniels to adopt the Harbor Commission Strategic Plan. Voice vote – Motion carried.

NEW BUSINESS

Annual Bylaw Review: Consensus that no changes were needed at this time.

PUBLIC COMMENTS

None.

COMMENTS BY HARBOR COMMISSIONERS

Roger Zielinski and Ty Cook asked about the Peninsula Plan. City Manager advised that the plan includes private marinas on private property and would not be under the jurisdiction of the Harbor Commission.

ADJOURNMENT

Next meeting is scheduled for Tuesday, April 15, 2014. *MOTION* by Roger Zielinski, second by Rosemary Daniels to adjourn at 2:15 p.m.

Respectfully submitted,

Cindy Lokovich, Recording Secretary