

Manistee Harbor Commission

Established - November 1931

70 Maple Street Manistee, Michigan 49660

Agenda

Wednesday July 11, 2012 at 1:00 PM – Second floor Conference Room

Call to order

Approval of Agenda

Public Comments on Agenda Items (5 minute limit)

Approval of Minutes

- Minutes of June 20, 2012 Meeting

Staff Reports

- Harbor Master
- Marina Manager

Committee Reports

- Marketing & Promotion

Unfinished Business

- Marina Building – Final Cost Numbers, City Manager
- Marina Building- Maintenance Costs, City Manager

New Business

- Measuring Success – Launch/Marina usage

Public Comment (5 minute limit)

Comments by Harbor Commissioners

Adjournment

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

**HARBOR COMMISSION MINUTES
MEETING OF JUNE 20, 2012**

A regular meeting of the Manistee Harbor Commission was held on Wednesday, June 20, 2012 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 Kriskywicz	✓		
Commissioner Schrock	✓		
Commissioner Seng	✓		
Commissioner Spencer	✓		
Commissioner Zielinski	✓		
City Manager Mitch Deisch	✓		

OTHERS PRESENT: Marina Manager Frank Post

APPROVAL OF AGENDA

Consensus to approve the agenda as presented.

Roger Zielinski arrived at 1:03 p.m.

PUBLIC COMMENTS ON AGENDA ITEMS None.

APPROVAL OF MINUTES

MOTION by Bachman, second by Seng to approve the minutes for the May 16, 2012 meeting as presented. All in favor – motion carried.

STAFF REPORTS

Marina Building Progress/Punch List. No report.

Harbormaster. Dave Bachman provided an update on employee numbers, marina maintenance, seasonal slips, crimes along the Riverwalk, and webcams. Marina Manager will be ordering three security cameras for outside the marina building. Security cameras are already in place inside the building. Bachman has had conversations with other marina owners along the Riverwalk and encouraged them to consider installing security cameras. Low occupancy at the marina which is typical for this part of the season. Created a sliding scale for seasonal slip rates.

Marina Manager Frank Post arrived at 1:11 p.m. and continued the update on security cameras and maintenance activities. Provided Commission with copies of informational packets provided to each boater as they arrive. Packets include Clean Marina pledge, boater survey card, and several informational pages. Mr. Post asked that the Harbor Commission review the information being provided for accuracy and completeness.

Discussed comment by the Downtown Development Authority (DDA) that space at the marina has not been given for DDA promotional brochures. Ty Cook met several times with the MSDDA Marketing Committee and offered space to all DDA members. Frank Post has worked with the CVB, Chamber and several downtown businesses to make sure DDA information is provided to the boaters.

City Manager. Auto-attendant is working since the validator was replaced. Marina provided a backup location to buy daily passes. Discussed considering an upgrade or replacement of this equipment in the next budget cycle to take advantage of better and more efficient technology. Rick Schrock felt that when the auto-attendant was not functioning properly it was a hassle for and penalized the boater. Suggested an alternate or fallback plan to collect fees; something similar to U.S. Forest Service pay tube. Dave Bachman noted that compliance is significantly higher now that the auto-attendant is located at the entrance.

Dredge contractor is in the area but the start date is not known. It will take 3-4 weeks to remove the materials and place them in the 8-12 foot contour south of the First Street Beach area.

Confirmed that there is no commercial fishing or nets in the Manistee area this year.

COMMITTEE REPORTS

Marketing & Promotion Committee. No report. Excellent article in Lakeland Boating written by Maralee Cook. Visitors and Convention Bureau reported that the weekend following the public release of this article their website had 647 new hits.

Ordinance Committee. Don't believe what you read in the paper. Council did not combine the Harbor Commission and the Parks & Beautification Commission. Council adopted Chapter 266 amendments as proposed by the Council Ordinance Committee. Ordinance will take effect ten days after the published notice. Ross Spencer said that the Harbor Commission made a ton of attempts but was shut off from participation in this process and the new ordinance is a done deal.

UNFINISHED BUSINESS

Marina Building – Cost / Final Acceptance. Rick Schrock requested final financial report on the marina project. City Manager advised that the City has received its final reimbursement from the Waterways Commission for the marina facility, signifying that the project reached compliance with all State of Michigan grant requirements. Bachman advised that all punch list items are done but they are still working on some of the other items. Ty Cook had three items he would like to see addressed: 1.) security thumb locks on restroom doors should be removed (City Manager will follow-up and email response to Commission), 2.) shoddy workmanship where membrane was replaced for the deck, 3.) open ends on deck sleepers should be covered. Frank Post noted that the entry door was not caulked when replaced.

NEW BUSINESS

First Street Boat Launch Issues. Reviewed past boater courtesy issues. Bachman and Deisch have talked to several boaters and most issues have been resolved. Pushed skid piers in as far as we can, no reported launching incidents. Low water could create issues later in the season for

larger boats. Sign is needed to designate the deepest water launch. Suggestion made to mark the edge of the shelf somehow so that boaters know where the edge is. Signs being installed for the barrier free parking spaces.

Computer – Boater’s Use. General consensus that this is not a necessary expense, most boaters either have their own laptop, iPad or smartphone and the marina provides wireless access.

PUBLIC COMMENT None.

COMMENTS BY HARBOR COMMISSIONERS

Secretary – Advised that City Manager Mitch Deisch and several staff members will be traveling to Big Rapids on Wednesday, July 18, 2012 with the Mayor and Council for Mayors Exchange Day activities and will not be able to participate in the July 18, 2012 meeting of the Harbor Commission. The Harbor Commission chose to reschedule the July meeting to Wednesday, July 11, 2012 at 1 p.m.

ADJOURNMENT

Meeting adjourned at the call of the chair at 2:15 p.m.

Respectfully submitted,

DRAFT

Cindy Lokovich, Recording Secretary

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