

**City of Alpena
Harbor Advisory Committee
Regular Monthly Meeting
4:30 p.m., Thursday, February 3, 2022**

This meeting will be in person at City Hall in the Council Chambers.

The packet for this meeting can be found on our website at:

https://www.alpena.mi.us/government/city_boards_2/HAC_meeting_agendas_and_minutes.php

The public is welcome to alternately join the meeting from your computer, tablet or smartphone.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/275255413>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 275-255-413

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA/ MODIFICATIONS

APPROVAL OF PRIOR MEETING MINUTES-January 6, 2022

BUSINESS:

1. Operations Updates- *Shannon*
 - *SOP – Complimentary Slip Procedures*
 - *SOP – Harbor Advisory Committee Bylaws*
2. Election of Officers - *Committee*
3. Critical Issues – *Shannon*
 - *Progress Report*
 - *Newsletter*

HARBORMASTER'S REPORT

- Marina Tech
- Management Software
- MEDC / MMYG NextFactor – Pure Michigan Tourism Recovery

- Reservations
- Ice Fest - Skating Rink
- Goose Management
- Seasonal Billing Status

PUBLIC COMMENT

MEMBER COMMENTS

STAFF COMMENTS

NEXT MEETING: Date: March 3, 2022

ADJOURNMENT Topics for Discussion: Master Plan

City of Alpena Harbor Advisory Committee

Meeting Minutes
4:30 p.m., Thursday, January 6, 2022

The meeting was called to order at 4:33 p.m.

Committee members present: Ed Retherford, Wayne Lewis, Steve Wilson, Tanner Kostelic, Don LaBarre, Jason Luther, Jeremy Winterstein

Committee members absent: Al Moe

Staff present: Shannon Smolinski, Steve Shultz, Cassie Stone

Others present: Anne Gentry

APPROVAL OF AGENDA –Motion by Winterstein, Second by Wilson, Motion carried.

APPROVAL OF MINUTES – December 2, 2021 – Sentence in the Harbormaster’s Report should read - A lot of work has been done to the fixed docks this fall once the *boats were moved.

Motion by Wilson to approve minutes as amended, Second by Retherford, Motion carried.

BUSINESS:

1. Operations Update
 - SOP – Complimentary Slip Procedures – Discussed other marinas and if/who they comp dockage to. It is agreed that law enforcement is necessary for immediate response and for safety and having quick access. We could continue to operate how it has been but if it gets to that point that we need additional dockage slips boats could be shifted around to different locations in the marina. Youth boats (Alpena Sailing and Sea Scouts) have both agreed to sweat equity in exchange for dockage. Law enforcement needs to be able to be accommodated as much as possible and could be potentially moved to the courtesy docks. A final version of the SOP will be typed up for the next meeting and will possibly be voted on. We will send out an email to the parties involved in this matter with a copy of the SOP inviting them with the opportunity to provide their input at the next HAC meeting.

- SOP – Harbor Advisory Committee Membership and Procedures – A draft copy for the potential by-laws will be provided for the next HAC meeting. It was suggested that there should be verbiage listed that states the chair person should run the meeting. Election of officers will also have to be decided on in the future.

2. Critical Issues – Shannon –

- Progress Report – There has been work being done on the store. Walls have been sealed and will eventually get painted and windows are being re-caulked. Trying to hold off on a lot of repairs in case we are awarded grant money. Members are invited to come to the marina to view the work that is being done. The old office was removed which opened up the building. Will be sending out bills around the first of February. A \$100.00 deposit must be received by the end of February to reserve a slip. Sending out soon the request for tenants in order to get the marina store and shop occupied and hopefully get a couple small businesses in there. The bubblers are run year round in the marina to save the docks. Cost is \$1600 to \$2000 a month to run them. The utility bills at the marina are \$40,000 a year.

PUBLIC COMMENTS: None

MEMBER’S COMMENTS: Wilson stated Shannon is doing a great job. LaBarre added Brian, from Nowicki’s Sausage Shop, might possibly donate the food truck for a work bee at the marina to feed the help. Wilson stated the navigation lights at the entrance of the marina are both out again.

STAFF COMMENTS: None

HARBORMASTER’S REPORT: Shannon stated the DNR took new drone footage of the marina to view courtesy of the State of Michigan. Shannon added that she has a call into Mary Beth to try and get a promotional campaign started for the marina. The bollard specs are ready to go out on the walkway hopefully next week. Shannon has been asked by the City Manager to present to council a six month update on the harbor. Hoping to have the Master Plan ready as well to present to council at that time.

NEXT MEETING:

Set for February 3, 2022, at 4:30 p.m.

ADJOURNMENT:

Motion by Retherford, Second by Lewis

Bylaws
City of Alpena
Harbor Advisory Committee

The following rules of procedure are hereby adopted by the Harbor Advisory Committee of the Alpena Marina to advise the City of Alpena on matters dealing with, but not limited to, the operations, regulations, and improvements of the marina and its grounds.

Section 1.0 RESPONSIBILITIES

- 1.1 The Harbor Advisory Committee and Harbormaster shall:
- (a) Be responsible for recommending directives of the Alpena Marina.
 - (b) Advise and assist the Harbormaster and Municipal Council in the establishment of general planning and policy.
 - (c) Be responsible for representing all users of the Alpena Marina.

Section 2.0 MEMBERSHIP

2.1 The Harbor Advisory Committee shall strive to represent all users of the Alpena Marina. For this reason, efforts will be made to have wide representation of all users and shall strive to have a representative from each of the following:

- (a) Seasonal Sail Boaters
- (b) Seasonal Power Boaters
- (c) Day Use Boaters
- (d) Charter Captains
- (e) General Community Member
- (f) Youth Member

2.2 In the event of an opening on the committee, efforts will be made to solicit new membership from representatives of a category not represented or underrepresented to fill the committee vacancy. If multiple applications are received, the committee will review all applications and, if warranted, interview any candidates in order to submit a recommendation to the City Manager for filling the vacancy. The City Manager shall have the final decision on membership recommendation to the City Council. City Council will have the final decision on the appointment to the Harbor Advisory Committee.

Section 3.0 LEADERSHIP

- 3.1 Selection. At the regular meeting in January of each year, the Harbor Advisory Committee shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for re-election.
- 3.2 Tenure. The Chair, Vice-Chair, and Secretary shall take office immediately following their selection and shall hold office for a term of one (1) year or until their successors are selected and assume office.
- 3.3 Duties. The Chair shall preside at all meetings, appoint subcommittees, and perform such

other duties as may be ordered by the Committee.

The Vice-Chair shall act in the capacity of Chair in case of absence; and in the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Harbor Advisory Committee shall select a successor to the office of vice-chair for the unexpired term.

The Secretary if a recording secretary is not available shall execute correspondence in the name of the Committee, perform the duties hereinafter listed, and shall perform such other duties as the Harbor Advisory Committee may determine. All communications, petitions, and reports shall be addressed to the Harbor Advisory Committee and delivered or mailed to the Harbormaster's office and reported to the Committee by the Secretary.

Section 4.0 MEETINGS

- 4.1 Regular Meetings. Meetings of the Harbor Advisory Committee will generally be held the first Thursday of each month at Alpena City Hall and announced at least three (3) working days prior to the meeting. When the regular meeting day falls on a legal holiday, the Harbor Advisory Committee shall select a suitable alternate date in the same month. Meeting schedule will be voted upon annually and posted on the Harbor Advisory page of the City of Alpena's website.
- 4.2 Special Meetings. Special meetings may be called at the request of the Harbormaster, the Chair, or at the written request to the Secretary by a majority of the members. Notice of special meetings shall be given by the Harbormaster or other designated staff to the members of the Harbor Advisory Committee at least three working days prior to such meeting and shall state the purpose and time of the meeting.
- 4.3 Public. All regular and special meetings, records, and accounts shall be open to the public.
- 4.4 Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and the taking of official action for all matters.

All members have the right to vote.

Whenever a quorum is not present at a regular or special 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 at which a quorum is present, by approval of the minutes of that meeting at which a quorum was not present.

- 4.5 Order of Business: Agenda. An agenda for each meeting and the order of business shall be as follows:

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA/MODIFICATIONS

APPROVAL OF PRIOR MEETING MINUTES

BUSINESS

PUBLIC COMMENT

MEMBER COMMENTS

STAFF COMMENTS

HARBORMASTER'S REPORT

ANNOUNCEMENT OF NEXT MEETING

ADJOURNMENT

- 4.6 Minutes. The secretary of the Harbormaster shall be responsible for the minutes of each meeting and shall have them posted to the Harbor Advisory page of the City of Alpena's website.
- 4.7 Motions. Motions shall be restated by the chair before a vote is taken. The name of the maker and supporter of a motion shall be recorded.
- 4.8 Voting. Voting shall be by voice and shall be recorded by yeas and nays. Roll call votes will be recorded only upon request by a member of the Committee.
- 4.9 Committee Action. Action suggested by the Harbor Advisory Committee on any matter shall not be implemented until proposer approval has been obtained by the governing parties. (i.e., Harbormaster, City Manager, Municipal Council)
- 4.10 Parliamentary Procedure. Parliamentary procedure in meetings shall be governed by Robert's Rules of Order, except where state statute or local ordinance direct otherwise. Harbormaster shall act in the stead of the Parliamentarian.
- 4.11 Recordings of Meetings.
- (a) All meetings shall be recorded.
 - (b) All recordings of meetings shall be maintained at City Hall until such time as the minutes for the particular meeting are formally approved by the Committee, or until such time as either the Harbor Advisory Committee or City Council completes final action on an issue included in the recording upon which it has final disposition.
 - (c) The Harbor Advisory Committee will retain recordings of any meetings issue or petition for any period of time. Previous meeting minutes will be available on the Harbor Advisory Committee Website. Please note: The approved meeting minutes are the only official record of the meeting. Meeting recordings are for informational purposes only.
- 4.12 Attendance Policy. In the event that a Member has unexcused absences from either three (3) consecutive regular Harbor Advisory Committee meetings, or from 60% of all (special and regular) Harbor Advisory Committee meetings in any twelve (12) month period the Harbormaster and/or Chair shall discuss the attendance record with the member and report their findings along with any extenuating circumstances to the commission. A recommendation for dismissal of the Committee member may be forwarded to the Mayor and City Council unless the Committee acts within 60 days of the receipt of the chairman's

report to overturn such recommendation upon a finding that the Committee member will demonstrate satisfactory attendance in the future.

Section 5.0 MATTERS TO BE CONSIDERED BY THE HARBOR ADVISORY COMMITTEE

- 5.1 The following matters shall be presented for advisement at a meeting of the Committee:
- (a) Such matters as the Harbormaster, City Manager, or City Council shall find it advisable or essential to receive consideration by the Harbor Advisory Committee.
 - (b) Suggestions for policies and procedures governing the Alpena Marina
 - (c) Development and prioritizing of infrastructure projects for the Alpena Marina
 - (d) Recommendations on behalf of the users for the operation of the Alpena Marina
 - (e) Formulate and report its findings as needed to City Council

Section 6.0 MATTERS TO BE ACTED UPON BY STAFF ON BEHALF OF THE COMMITTEE

- 6.1 The Harbormaster shall take action or make recommendations in the name of the Harbor Advisory Committee in accordance with such plans, policies, and procedures as are approved or established by the Harbor Advisory Committee.
- 6.2 Authorization. The Harbor Advisory Committee staff may consist of the Harbormaster and such other personnel as appointed by the City Manager.
- 6.3 Implementation of Plans. The Harbormaster shall recommend to the Harbor Advisory Committee whatever action is necessary for plans with respect to:
- (a) Rules and Regulations of the Alpena Marina
 - (b) Capital Improvements to the Alpena Marina
 - (c) Operations of the Alpena Marina
 - (d) Finances of the Alpena Marina
- 6.4 Public Relations. The Harbormaster shall:
- (a) Officially present the Committee's recommendations to the legislative body.
 - (b) Officially represent the Harbor Advisory Committee at conferences, interdepartmental meetings of the municipal government, and serve generally as a liaison between the Harbor Advisory Committee and the public.
 - (c) Encourage development in accord with master and comprehensive plans.
 - (d) Cooperate with public and private agencies and with individuals on behalf of the Alpena Marina and the Harbor Advisory Committee.
 - (e) Supply information for and encourage interested public agencies and citizen organizations in programs to promote public understanding and approval of the Alpena Marina.
 - (f) Accept other responsibilities as may be directed by the Committee, legislative body,

or chief executive.

Section 7.0 AMENDMENTS

7.1 These rules may be amended at any regular or special meetings by a two-thirds vote of the members present.

ADOPTED:
AMENDED:

, Chair

Date

CITY OF ALPENA

STANDARD OPERATING POLICY

SUBJECT: Alpena Marina
Complimentary Dockage

SOP No.: _____

Date Issued: _____

Effective Date: _____

Revised Date: _____

Copies to: Mayor, Council Members, Harbor Advisory Committee, Department Heads,
Supervisors, and All City Employees

STATEMENT OF POLICY:

Purpose: The City of Alpena allots a certain number of complimentary slips within the Alpena Marina. The purpose of this policy is to establish the City's policy on who will be allotted complimentary slips and what, if any, compensation will be required in exchange for said dockage.

I. POLICY ALLOWING COMPLIMENTARY DOCKAGE

It is the City's philosophy and policy that it is in the best interest of the City to designate a certain number of complimentary slips annually for the betterment of the marina and the community both now and in the future.

Complimentary dockage shall only be granted if slips are available on a first come first served basis in accordance with the hierarchy described in Section IV, Subsection A.

Organizations who wish to be considered for complimentary dockage shall petition the Alpena Marina annually for consideration and availability. Determinations will be made in accordance with the following procedures.

II. POLICY DESIGNATING WHO WILL BE ALLOWED COMPLIMENTARY DOCKAGE

A. Youth Boating and Sailing Organizations

Youth boating and sailing organizations shall be defined as an organized group which encourages individuals under the age of 18 to learn about boating skills and promote activities

within the boating community with the hope it will encourage future marina users. Examples of this group could include, but not be limited to, the following

- Alpena Youth Sailing
- Boy Scouts of America Sea Scout Program

B. Law Enforcement

Law enforcement agency means an entity that is established and maintained in accordance with the laws of federal, state, or local government that is authorized by law to appoint or employ law enforcement officers. Law enforcement agency includes a public body corporate that is authorized by the laws of this state to appoint or employ law enforcement officers. Examples of this group could include, but not be limited to, the following:

- United States Coast Guard
- Michigan DNR
- Alpena County Sheriff

C. Other Entities

At the discretion of the Harbormaster, other entities may request and be granted complimentary dockage within the Alpena Marina. These entities can include, but are not limited to research facilities including:

- NOAA
- Governmental Fisheries Divisions
- Educational Institutions

D. Winter Storage Customers

At the discretion of the Harbormaster, non-seasonal winter storage customers who will be winter storing their boat within the Alpena Marina will receive up to two days of complimentary dockage to decommission and two days of complimentary dockage to recommission their vessel. Any additional time will be charged at the current standard or special rates.

III. COMPENSATION

A. Youth Boating and Sailing Organizations

In exchange for any dockage or services performed by the Alpena Marina, it is the expectation of the youth boating or sailing organization members to preform “sweat equity” on the marina grounds to compensate for the waived fees. The hours of service due the marina will be calculated from the amount due divided by the current hourly rate of the seasonal employees from the Department of Public Works. Hours worked will be verified and agreed upon by both the leader(s) of the youth organization and the Harbormaster.

IV. TERMINATION OF COMPLIMENTARY DOCKAGE

A. Procedure for Termination of Complimentary Dockage

Complimentary dockage shall be continued upon annual review until such a time as the slip is necessary for paying users need occupancy. If the situation becomes apparent that the next occupancy will require the need to occupy a complimentary slip, the Harbormaster will notify the complimentary slip holder of the situation as soon as possible.

The complimentary slip holder will have two options:

1. Prepare to vacate the slip so it is available for rental.
2. Pay seasonal dockage to continue occupancy.

B. Order of Hierarchy

If it becomes necessary to terminate complimentary dockage to accommodate paying customers, the following hierarchy has established to establish the order which groups will lose dockage.

1. Winter Storage Customers
2. Other Entities
3. Youth boating and sailing organizations
4. Law Enforcement

City Manager