

**City of Alpena
Harbor Advisory Committee
Regular Monthly Meeting
5:00 p.m., Thursday, February 16, 2023**

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.

<https://meet.goto.com/569535805>

You can also dial in using your phone.

Access Code:

569-535-805

United States:

[+1 \(571\) 317-3122](tel:+15713173122)

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA/ MODIFICATIONS

APPROVAL OF PRIOR MEETING MINUTES – January 5, 2023

BUSINESS:

1. 2023 Dock Replacement – Proposal Review – *Shannon*
2. Complimentary Dockage Reports- Alpena Sheriff - *Shannon*
3. Travel Lift Services Agreement – *Shannon*

HARBORMASTER'S REPORT

PUBLIC COMMENT

MEMBER COMMENTS

STAFF COMMENTS

NEXT MEETING:

Date: March 2, 2023

Topics for Discussion: Commercial Business SOP/Advertising

ADJOURNMENT

City of Alpena Harbor Advisory Committee

Meeting Minutes 4:30 p.m., Thursday, January 5, 2023

The meeting was called to order at 4:31 p.m.

Committee members present: Wayne Lewis, Steve Wilson, Tanner Kostelic, Don LaBarre, Jason Luther, Brian Peterson

Committee members absent: Al Moe, Rick Konecke (excused per Shannon)

Staff present: Shannon Smolinski, Rachel Smolinski, Steve Shultz, Anne Gentry, Cassie Stone

APPROVAL OF AGENDA – Motion made by Lewis, Second by Kostelic, Motion carried.

APPROVAL OF MINUTES –December 1, 2022 – Motion by Wilson, Second by Moe, Motion carried.

BUSINESS:

1. 2022 Financial Update – Shannon provided the committee with the financial records for the marina from what was spent from January of last year until now. There was a lot of money that was spent on repairs during that time. Diesel sale numbers were up but so was the cost of the fuel, so those numbers are higher than anticipated. It doesn't look like we made any money, but everything is sitting in the tanks in inventory. Wilson asked if it was possible to figure out the number of gallons that were purchased. Shannon stated we could get that number from our quarterly tax report that we report to the state. Shannon explained that rent must be paid on every piece of equipment that is used and owned by the city. All equipment is in an equipment fund and rent is paid to that equipment fund to be able to use the equipment and that is how the equipment is maintained, bought, and sold. Transient dockage is going to help with money for the marina once we can get more traffic into the marina. We are only at 10-15 % transient right now but are hoping to be able to get to 50 % so we can depend less on the general fund. Marketing is going to hopefully help spread the word to increase the transient

dockage. Shannon added that the building rent is going to be down significantly which will mean some future projects will need to be scaled back or canceled. If requested Shannon can request to allocate more of the transient slips to seasonal slips but at this time, we still have availability, so the need is not there. Shannon is going to report a monthly update of the transient traffic numbers to the members throughout the year to show what percentages the marina is at as well as fuel sales.

2. Capital Improvement Projects – Shannon stated that we are continuing to ask for more grants. The boaters’ bathrooms at the marina are hoping to get started after Labor Day of 2024. Shannon added that she allocated a portion of the funds for this year and will be spread out over two fiscal years. Projects that are listed can still be cut out of the budget. Shannon is going to go to waterways and ask for the money this year to fix the fuel tanks and the following year ask them for the money to build the bathrooms.
3. Commercial Businesses/SOP Agreement – Shannon requested to table this item until next months meeting.
4. Lease Follow Up – Arlee and Reid from All Marine spoke about this being their second haul out season without Rich and being on their own. Arlee stated he thinks they need to look at rate adjustments for the upcoming season. The rates have stayed the same for the last four years and feel that they might be falling behind with inflation. With the increase of rates, they are hoping to get some more advertisement out to attract more business. Looking at hiring a new mechanic if all goes well for next year. Currently do not have reliable heat and hoping to get an oil burner or something put in Bay 3 to be able to get an earlier start on the season and for late fall. Arlee added they are way up on shrink wraps. It’s a good service to offer but it is only the two of them being able to provide it. Looking at raising the rates a couple dollars a foot to keep up with the inflation as well as raise their hourly service rate to match surrounding areas. Shannon stated that getting them heat in the back is high priority. The other renter was supposed to be open year round but now has closed for the season. Had this been known sooner the heat would have been put in the back. Hoping to have heat in for them for Spring.

HARBORMASTER'S REPORT: Shannon stated that some people broke into about six boats at the marina recently. Police caught them in the act but unfortunately were not able to get their hands on them but has a good idea who they were. There hasn't been a recent update on that yet by the officers. There will be a camera going up on the gas dock, one in the gas shack and going to try and get two down by the parking lot area. Shannon added that she spoke to every boater that was affected and all seemed very understanding and sympathetic. Next year there will be a policy change stating no ladders will be able to be left on site. If there is room in the garage some ladders may be able to be tagged and stored in there out of the way. Shannon added she will be sending out an email shortly asking who wants to re dock for the upcoming season. In February the seasonal invoices will be going out. \$100.00 slip deposit will be due at the end of February to hold the slip and the remainder will be due before the boat goes in for the season or by June 1st.

PUBLIC COMMENT: None

MEMBERS COMMENT: LaBarre asked if there was a plan for new trees to be planted to replace the ones that were just removed from Prentiss Street along the docks. Shannon stated that eventually yes and she is hoping that when people ask what they can get for the marina she is going to suggest donating a tree to be planted there. 1 ½ inch to 2 inch caliper trees were previously planted there but hoping for the new ones to be 4 inch.

STAFF COMMENT: None

NEXT MEETING: Next meeting will be February 2, 2023, at 4:30 p.m.

ADJOURNMENT: Motion by Lewis, Second by Peterson. Motion carried.

From: [Smolinski, Shannon](#)
To: [Stone, Cassie](#)
Subject: FW: 2023 Comp Docks
Date: Monday, February 13, 2023 9:57:55 AM
Attachments: [image001.png](#)

From: Erik Smith <smithe@alpenacounty.org>
Sent: Friday, February 10, 2023 1:42 PM
To: Smolinski, Shannon <shannons@ALPENA.MI.US>
Subject: Re: 2023 Comp Docks

Shannon,

Hopefully the following is what you were looking for.

The Sheriff's Office has utilized a complimentary dock provided by the City of Alpena to have our 25ft Safe Boat ready to respond. Typically, we have the boat in the water as soon as the ice leaves in the spring and it is docked until mid-late November. During this time, the boat is utilized for several search & rescue calls, medical calls, general boating emergencies, and events like the 4th of July fireworks. Having access to a dock at the City Marina drastically reduces response time in these emergencies. We understand that both the US Coast Guard and Michigan DNR also have boats docked at the harbor and have similar responses. However, the US Coast Guard only staffs the Alpena Station on weekends Memorial Day through Labor Day, and frequently the DNR doesn't have an officer available. For these reasons, we would like to continue docking our boat at the City of Alpena Harbor and continue to provide these services to our community.

Thank you for the consideration!

Respectfully,

Sheriff Erik W. Smith
Alpena County Sheriff's Office
4900 M-32 W.
Alpena, MI 49707
(989) 354-9871

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From: Smolinski, Shannon <shannons@ALPENA.MI.US>

Sent: Friday, February 10, 2023 8:24 AM

To: John Knapp <john.knapp.b0zh@statefarm.com>; Pete Wilson <pwilson@alpenaagency.com>; Erik Smith <smithe@alpenacounty.org>

Subject: 2023 Comp Docks

Good Morning All,

As you all are aware, your organizations are provided with complimentary services within the marina. In order to provide transparency to all of our users, I would like to implement a brief report from all of the organizations we are comping dockage to. It doesn't need to be complicated, just an overview of the services/ benefits you provided over the past year and any changes you are looking to provide in the future.

I would like to start these reports at our next few meetings.

Our meeting schedule is as follows:

February 16th

March 2nd

April 4th

Let me know which one matches your schedules.

Shannon Smolinski
Engineering Assistant / Harbormaster
City of Alpena
Engineering Department
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Alpena, MI 49707

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