City of Alpena Harbor Advisory Committee Regular Monthly Meeting

4:30 p.m., Thursday, May 6, 2021

This meeting will be in person for the committee members.

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

Harbor Advisory Committee
Thu, May 6, 2021 4:30 PM - 6:00 PM (EDT)

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Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA/ MODIFICATIONS

APPROVAL OF PRIOR MEETING MINUTES-March 2, 2021 and April 6, 2021

HARBORMASTER'S REPORT

BUSINESS:

- 1. Corrective Action Plan Status Update Committee/Staff
- 2. Marina Priorities- Committee/Staff
 - Master Plan Development Overview Survey Development Eric Szymanski, NEMCOG Master Plan Facilitator
- 3. Fresh Waves

PUBLIC COMMENT

MEMBER COMMENTS

STAFF COMMENTS

NEXTMEETING:

Date: Thursday, June 3, 2021 4:30pm Topics for Discussion: Master Plan / Capital Projects

ADJOURNMENT

City of Alpena Harbor Advisory Committee

Meeting Minutes 4:30 p.m., Tuesday, March 2, 2021

The meeting was called to order at 4:30 p.m.

Committee members present: Ed Retherford, Al Moe, Wayne Lewis, Tanner Kostelic, Don LaBarre, Jason Luther.

Steve Wilson arrived at 4:34 p.m., Jeremy Winterstein arrived at 5:04 p.m.

Staff present: Shannon Smolinski, Rich Sullenger, Steve Shultz, Andrea Kares

Others present: Anne Gentry (DDA) Rich McTaggert (Thunder Bay Shores Marine)

APPROVAL OF AGENDA-Motion by LaBarre, Second by Moe, Motion carried.

APPROVAL OF MINUTES-FEBRUARY 2, 2021-Motion by Retherford, Second by Lewis, Motion carried.

HARBORMASTER'S REPORT:

After discussion with Anne Gentry (DDA), DDA is going to try to get a bike rack or two down at the marina. As well as adding some additional hanging baskets located around the marina. There is also a possibility of painting the boards of the fish cleaning station with children as part of the community art project. A survey will be put together in the next week or so and will be distributed out to the HAC members to review and supply feedback.

BUSINESS:

1. Corrective Action Plan Status Update – Cleaning, maintenance and upkeep is listed in Rich McTaggert's contract with the City. There is some signage that the City needs to address and some dock areas that will need attention. There will also be a shed that will get demoed as well as painting some lights. If a window is broke, it needs to be fixed in a reasonable manner. Sullenger added that maintenance has not been a high priority at the marina for a while and over the past few years, compliance with the contract was not

pushed. The City is trying to get things addressed and get the Marina to a spot where it needs to be and to stay that way. Docking slip rental and storage fees are currently under discussion with staff and more reporting on this will be brought to the committee.

2. a. Short Term

• Fee Schedule Review – Rates-Monthly Rates

Smolinski emailed all members this morning the rates from the DNR. The monthly rate has not been following the budget on how the rate is determined. McTaggert has a rate of \$478.00 a month that is being charged at the marina. The rate in the City's budget is based off of the transient. Rogers City rates are comparable to our rates. 30-35% of the slip rental. A seasonal base rate is considered at 24 foot average and is about \$1050 for the year. Currently 62 of the docks are rented at this time. There has been quite a jump in rates this year as indicated on previous email from what is being paid right now to what rate 8 and 9 are this year. Using the average \$1050 per slip and then take the expenses out that are being paid to run the marina based off of what the City is paying out and what Rich McTaggert is paying is up over \$1200. A slight rate increase this year will be discussed at the next meeting. All committee members felt charging 35 % per month so it can get adjusted in the budget was agreeable.

b. Long Term

• Master Plan Development

Currently waiting on prices to put together a master plan for the marina. A survey will also be put together and sent out to all of the seasonal boaters to take online to gain input on what people would like to see at the marina.

3. City CIP/Budget Status

As the CIP stands everything went through and the City is currently working on the budget and pushing for as much as we can for the marina.

4. Website Review

The marina website was currently updated to showcase the community and offer a more warming and inviting atmosphere with some bright colorful pictures that people had emailed to the City. Some more pictures are expected to be submitted by committee members and possibly linking DDA's page, the library and some of the City maps to showcase more amenities.

5. Committee Applications

Two new members were welcomed and appreciated to showcase more diversity on the committee. Roll call was called to find out what kind of boat or boating experience each committee member has in order to know where to request information when needed.

Ed Retherford - Powerboat, Charter Boat Captain

Al Moe Dean- Powerboat

Wayne Lewis- Sailboat, Racing Sailboats
Steve Wilson- Sailboat, Racing Sailboats

Tanner Kostelic- Sailboat

Don LaBarre - Sailboat

Jason Luther - Sailboat

Jeremy Winterstein Powerboat, Fisherman

PUBLIC COMMENT:

No public comment provided

MEMBER'S COMMENTS:

LaBarre questioned if a kayak launch there has ever been considered. Sullenger stated that there has never been any interest in adding a kayak launch at the marina but feels anything that can increase usage at the marina is a great asset. Those are the types of things that are encouraged to be mentioned for the marina's master plan. Moe has been asked about the marina's Wi-Fi. Password access to Wi-Fi is being looked at for the boaters who obtain slips. There is guest Wi-Fi now at the marina but the more people that get on it starts to limit accessibility. IT is currently checking into it and seeing how Wi-Fi can be made available.

PUBLIC COMMENT

No public comment provided

NEXT MEETING: Set for April 6, 2021 at 4:30 p.m.

ADJOURNMENT: Motion by Moe, Second by Kostelic

City of Alpena Harbor Advisory Committee

Meeting Minutes 4:30 p.m., Tuesday, April 6, 2021

The meeting was called to order at 4:30 p.m.

Committee members present: Al Moe, Wayne Lewis, Tanner Kostelic, Don LaBarre, Steve

Wilson, Jason Luther.

Committee members absent: Ed Retherford, Jeremy Winterstein

Staff present: Shannon Smolinski, Rich Sullenger, Steve Shultz, Rachel Smolinski

Others present: Anne Gentry (DDA) Rich McTaggert (Thunder Bay Shores Marine)

HARBORMASTER'S REPORT:

The harbor master plan was approved for this fiscal year not next fiscal year and is currently in the works. Weed spraying is set up to be done three times a year. Dates for this year are June 8, July 7 and August 3.

BUSINESS:

1. Corrective Action Plan Status Update –Wilson questioned how Rich McTaggert gets paid. Shannon stated that all dockage gets paid to Rich. The City gets rent from the building (around \$2500.00 a month), roughly 4-5 thousand dollars for the lift rental and any of the \$50.00 launch permits if sold at City Hall (averaging around \$4,000 a year). The money received from the lift rental goes directly back into the City's equipment fund to enable the City to be able to perform maintenance and repairs to the lift and eventually replace. According to the financial report his income is \$250,000. Wilson referenced McTaggert's contract and states that the City does major repairs and McTaggert does minor repairs. Shannon stated that the City does major capital repairs for example putting in new docks, building a new building, master plan, sidewalk, infrastructure. Capital is considered anything over \$5000.00 but then repairs can be at that amount as well. In the

contract it states that McTaggert is responsible for the upkeep of the building, minor maintenance repairs and issues at the marina. Wilson asked when Thunder Bay Shores Marine contract was up with Shannon replying August 31 of this year. Wilson asked if this was for renewal of the contract or if all these items stated are supposed to be completed in 5 months and then the contract ends? Rachel Smolinski stated that McTaggert is bound by the terms in his contract now and one of the major things he says is that he has never had to do this before but that is the reason things are the way they are out there. Rachel added that she is not impressed with the corrective action plan that the City received back from Thunder Bay Shores Marine. It is expected that McTaggert address all the things in the correction action plan with a timeline and if there are things that McTaggert is disputing specifically that needs to be further discussed the City can do that with McTaggert but does not feel that this information has been received. As far as the contract, if anyone would like to see that the City will provide the complete contract to the committee. Moe requested the contact. Lewis questioned if he has a tenant, and the façade came off the apartment that would be the landlord's responsibility to fix it. Shannon replied that McTaggert is responsible for maintaining the entire marina and some of that is the exterior of the buildings. If a piece of façade is coming off a building, McTaggert is the marina manager and responsible for the marina maintenance. A piece of façade that is hanging and flapping in the wind needs to be addressed by using a ladder and nailing it back down. That is part of the marina maintenance. Kostelic questioned the docks getting power washed and stained. Shannon stated that the City was going to cooperate with McTaggert and get this done but McTaggert does not want to do it. The City was going to buy the materials because it is a capital improvement and provide that to him for him to get the docks stained over the summer. Wilson questioned if painting the pedestals is the right thing to do because some of them need repairs and replacing them would be a city item in which Shannon stated yes, that would be a capital item. Wilson added that power washing the docks sounds like it should be done but never heard of docks getting stained. Moe feels like its too late too stain docks, that should have been done 30 years ago. Shannon stated that we are trying to make the docks last. Moe feels power washing the docks once a season would be good. Shannon asked if members would be opposed to maintaining their own slip area in which Wilson and Lewis stated they pretty much already do but do not know if everyone would be capable of doing that. Wilson states in the spring the docks should be power washed, and any loose screws tightened after that you do it yourself or tell the dock hand you need a board screwed down. Shannon stated there are a lot of maintenance things that just never happened. Wilson questioned if the plan was to have McTaggert do this between now and August 31 and then what happens? Shannon stated that the City wants to see a significant amount of this work done before June 1 before the boaters start getting there including the docks being clean, boards secured down so there is not a safety issue, garbage picked up, significant amount of the flower beds taken care of. Any of the trash cans with a sailboat on them is the marina's responsibility of emptying. All the other trash cans are maintained by the City. Moe questioned what the break down was in the income amount that McTaggert receives. Shannon stated the income that was shared is everything that McTaggert took in in income last year and his expenses come out of that such as paying his employees, rent of building etc. Shannon added that a breakdown from the financial report can be shared with the committee members. Rachel emailed all the members the copy of the contract and Shannon will be emailing out the financial report sometime tomorrow. LaBarre questioned if McTaggert does not fulfill the City's corrective plans is that considered a breach of contract? Shannon stated that McTaggert is under contract under August 31 and are working through the correction action whatever decisions that need to be made while working through the plan will be made as needed. Preparations are being made in case the City needs to step forward and take over operations. The City is asking him to step up and show the City that he is willing to do what the contract asks him to do, yes. At this point, no definite decisions have been made as to what is going to happen with the next contract.

2. Advertising Options – Currently advertising is only offered in one magazine at the Brown Trout. Transient docking was only at 10 percent occupancy last year. Looking for ways to increase transient traffic and to sell the marina with all of the highlights around the area. For example: downtown entertainment, dining, and grocery store all within walking distance. LaBarre suggested Boat US does marketing projects for marina and working with convention and visitor bureaus and partnering up with them to get the marina out there. LaBarre felt that having a comprehensive website that is clean and effective and some form of social media presence that advertises the marina. Wilson suggested

installing a web cam at the marina.

3. Marina Regulations – Wilson stated that people do have grills in the back of their boats. Shannon will run that by the Fire Department to check if there is an ordinance on that. LaBarre added maybe specify coal or gas grill to allow it. Shannon added that the Dock master's office could also be renamed to Boater's Lounge and under Cleanliness of Pier: add in language that states all items to be removed from docks at the end of the season. Hoses, etc. Wilson questioned what is considered long-term parking? LaBarre suggested a pass that goes on your car to notify them you are a boater and not just a random vehicle parked there so the vehicle is not towed and makes contact information more accessible. Under the cruising the marina section Lewis suggested changing wording to the boat has an auxiliary engine it must be used. Shannon added that she is going to request for police to patrol down by the marina for loud noise.

4. Marina Priorities

- Master Plan Development Survey Development NEMCOG can do the marina's master plan as part of the City belonging to their organization. NEMCOG will be partnering with the engineering department on getting the plan completed. Shannon is working on getting a survey done which would facilitate what work needs to be done at the marina. Shannon asked the committee members if they had any additional questions that are important to the marina that need to be surveyed about. LaBarre suggested the amenities that are listed under the slip fees. Internet, drinking water etc. One of the important questions would be what additional amenities would be important for someone who is coming into the marina? For example: public restrooms, picnic tables, etc. Eventually there will have to be a public meeting and the marina would be a great spot.
- 5. Welcome Packet Review Committee discussion on the first draft of the welcome packet. Shannon is waiting on responses from downtown restaurants on adding their menu to the booklet. So far there has been two responses. LaBarre suggested adding on the library link for internet to the packet. MBank also needs to be added on under the

Bank ATM as they are the closest to the marina. Wilson also added that some people do not understand across Harbor Drive so maybe change that to for example: 1/8 of a mile.

PUBLIC COMMENT: No public comment provided

MEMBER'S COMMENTS: LaBarre hopes the marina does not rent out jet skis

STAFF COMMENTS: None

NEXT MEETING: Set for May 4th, at 4:30 p.m.

ADJOURNMENT: Motion by Lewis, Second by Wilson



Marina Grounds

- Clean up and/or remove all debris from the area Partially completed
- Flower beds need to be weeded and pruned Done by Prattscape/City of Alpena
- Area lawn/Picnic areas need to be mowed and trimmed Partially completed
- Shoreline needs to be trimmed and riprap weeded Not done
- Prune and remove voluntary shrubs Not done, City of Alpena volunteered to assist
- Repair lights which are broken or not working City of Alpena Thunder Bay Electric is working on repairs. Need boats moved to complete
- Paintlight poles
- Clean (power wash) walkway and picnic areas Not done
- Replace/Repair all deficient/damaged signs City of Alpena has some signs that need to go up. Getting them on the schedule to be done
- Replace cracked and deficient sidewalk
- Trim tree line between marina and plant
- Trim trees around marina
- Repaint trash cans

Screening Wall Area

- Clean up all debris from the area Partially completed
- Flower beds need to be weeded and pruned Done by Prattscape/City of Alpena
- Area lawn/Picnic areas need to be mowed and trimmed Partially completed
- Shoreline needs to be trimmed and riprap weeded Not done
- Prune and remove voluntary shrubs Not done, City of Alpena to assist
- Repair bollards which are broken or not working City of Alpena Thunder Bay Electric is working on it. Replacement light arrived Friday
- Clean (power wash) walkway and picnic areas Not done
- Straighten/Repair/Clear decorative fence at north end of walkway



Transient Dock Entrance

- Clean up debris from the area Partially completed
- Refresh landscape remove overgrown juniper bushes, etc. Done by City of Alpena
- Straighten/Level sign Not done
- Develop screening option for the fuel tank area
- Clean up debris from dive shed area and dispose of properly Partially completed
- Straighten/Repair/Clear around the dive shed fence Done by City of Alpena
- Shoreline needs to be trimmed and riprap weeded Not done
- Prune and remove voluntary shrubs Not done, City of Alpena to assist
- Power wash walkways Not done
- Flower beds need to be weeded, pruned, and refreshed Done by Prattscape / City of Alpena

Dive Shop Shed

- Clean up debris from the area Partially completed
- Optional Demo shed Done by City of Alpena, finish restoration next week

Transient Dock

- Clean up debris from the area including stray hoses and lines -Partially completed
- Repair loose boards and post- Not done
- Power wash docks Not done
- Seal docks Not done
- Repair all lights including utility hookups Need evaluated and flagged
- Gas Shack Not done
 - Cleaned out
 - Broken window fixed
 - Power wash exterior
 - o Paint the door
 - o Clean up around the fuel pumps hoses reeled up, pumps cleaned, etc.
- Repair/Clean/Paint the utility hookups Not done
- Repair/Replace informational or warning signage on docks City to install
- Cut off broken post so they are flush and not a safety hazard- Not done



Seasonal Dock

- Clean up debris from the area including stray hoses and lines Partially completed
- Repair loose boards and post- Not done
- Power wash docks Not done
- Seal docks Not done
- Repair all lights including utility hookups Not done
- Repair/Clean/Paint the utility hookups Not done
- Repair/Replace informational or warning signage on docks- Not done
- Cut off broken post so they are flush and not a safety hazard Not done
- Power wash and seal colored concrete

Courtesy/Launch Ramp Docks

- Clean up debris from the area including stray hoses and lines Not done
- Repair loose boards and post Not done
- Power wash docks Not done
- Seal docks Not done
- Repair all lights Not done
- Repair/Replace informational or warning signage on docks City of Alpena has sign to replace
- Cut off broken post so they are flush and not a safety hazard Not done

Boater's Lounge

- Clean up debris from the area *Not done*
- Clean the mechanical area Not done
- Clean windows and remove old stickers Not done
- Repair exit sign Not done
- Clean/Patch/Paint walls
- Fix missing/broken floor tiles Not done
- Fix loose base trim Not done
- Fix broken lights Not done
- Update the brochure racks Not done
- Review IT equipment and dispose of if not needed Working with IT
- Replace missing plate covers on electrical Not done



Out of site bin for the fuel slips – Not done

Men's Room

- Clean up debris from the area Not done
- Deep clean the entire room Not done
- Clean up the mechanical/supply room Not done
- Install shelving for supplies
- Replace missing fascia Not done
- Repair vinyl paneling Not done
- Clean and paint vent covers Not done
- Remove all defunct equipment from the walls/area Not done
- Paint doors
- Replace Exit sign with lit sign Not done
- Replace water heater (on-demand?)

Women's Room

- Clean up debris from the area Not done
- Deep clean the entire room Not done
- Repair vinyl paneling Not done
- Clean and paint vent covers Not done
- Remove all defunct equipment from the walls/area Not done
- Paint doors
- Caulk/Repair the corner of the HC shower Not done
- Replace Exit sign with lit sign Not done



Fish Cleaning Station

- Clean up debris from the area Not done
- Steam clean the entire building top to bottom Not done
- Install new hoses at all the cleaning stations City of Alpena installed
- Replace signs Not done
- Paintwalls
- Paint door
- Fix the "Alpena, Michigan" lettering on the exterior sign Steelheaders are looking into it.

Store /Shop Building

- Clean up debris from the area Partially completed
- Fix ceiling light covers Partially completed
- Fix ceiling tiles Partially completed
- Wash windows Remove all clutter Partially completed
- Repair all broken windows
- Replace all missing fixture covers Exterior and interior
- Paintfloor
- Clean/Paint walls
- Fix broken siding Not done
- Fix missing facia Not done
- Replace and paint shop door Partially
- Clean/Repair/Paint building exterior
- Clean up and organize merchandise –dust shelves, wipe down merchandise, etc.
 Partially
- Remove old payphone Have permission from Frontier for removal

Shop Area

- Clean up debris from the area Partially completed
- Fix (or remove if no longer needed) exterior air cabinet Done by City of Alpena
- Repair fence around air cabinet cut tree if needed Done by City of Alpena
- Trim the cedar hedge around the dumpster fence City of Alpena to complete
- Repair dumpster area fence Partially completed
- Remove all voluntary trees/shrubs from the cedar hedge City of Alpena to complete
- Build appropriate barricade/ fence at launch pad area



Breakwall Walkway

- Clean up and/or remove all debris from the area Partially completed
- Flower beds need to be weeded and pruned Not done
- Shoreline riprap weeded Not done
- Prune and remove voluntary shrubs City of Alpena to complete
- Repair lights which are broken or not working Thunder Bay Electric working on now for the City of Alpena
- Paint light poles
- Paint railing
- Clean (power wash) walkway Not done
- Replace/Repair all deficient/damaged signs Not done
- Replace cracked and deficient sidewalk
- Replace bench seat boards Rotary is replacing with new

Questions for City of Alpena Marina Master Plan

1.	How often do you utilize the City of Alpena Marina during the boating season? a. Daily b. Weekly c. Monthly d. Yearly
2.	Where is your residence located? a. City of Alpena b. Alpena Township c. Green Township d. Long Rapids Township e. Maple Ridge Township f. Ossineke Township g. Sanborn Township h. Wellington Township i. Wilson Township j. A different County k. A different State l. Other
3.	What are the ages of you and your family members that participate in using the City Marina? a. 0-5 b. 6-12 c. 13-20 d. 21-40 e. 41-60 f. 61+
4.	Would you recommend the City Marina to family or friends? a. Yes b. No
5.	Would you be opposed to Multi-County promotion of the City Marina? a. Yes b. No
6.	Would you be opposed to out of State promotion of the City Marina? a. Yes b. No

7. How do you feel the City of Alpena Marina is maintained? a. Poorly b. Fair c. Good d. Extremely Good e. Excellent 8. How would you rate the interconnectedness of the City Marina to other facilities you would like to visit? a. Poorly b. Fair c. Good d. Extremely Good e. Excellent 9. Do you and your family believe non-motorized transportation should play a role in the future development of the City Marina? a. Yes b. No 10. Would you use Wi-Fi services if offered at the City Marina? a. Yes b. No 11. What do you feel are some strengths of the City Marina? 12. What do you feel are some weaknesses of the City Marina? 13. What do you feel are some of the biggest opportunities to the City Marina? 14. What do you feel are some of the biggest threats to the City Marina? 15. What improvements do you feel are needed at the City Marina? 16. What if any transportation improvements do you feel need to be made? 17. What if any new or expanded developments or facilities do you want the City

18. What activities do you participate in at the City of Alpena Marina?

Marina to offer?

19. Which of the following amenities should be included in the Marina?					
	Fuel Pump out Electrical Showers/bathrooms Fish cleaning facility Marine store on site Mechanics on site Boat lift and boat launch Grocery store in close proximity Restaurants in close proximity Playground on site Concert venue on site		Tennis/ pickle ball/basketball courts in close proximity Great Lakes Maritime Heritage Center in close proximity Taxi cabs available Courtesy bikes Shopping in close proximity Winter storage on site Fiberglass boat repair can be arranged. Boat trailer parking on site High Speed Internet Other (explain):		



Alpena Downtown Development Authority

124 E. Chisholm Street

Alpena, MI 49707

May 4, 2021

City of Alpena

Re: Fresh Waves 2021 Location Request

I am writing to request approval to install eight free-stranding structures to host vibrant pieces of public art as a part of the Alpena Downtown Development Authority's (DDA) Fresh Waves project this summer. Each structure will have two posts that will be planted in the ground and 4' by 8' signboard attached to each side, where artists would paint their artwork. We are hoping to have up to eight of these structures installed in the grassy area near the large parking lot in the Alpena Boat Harbor on Harbor Drive (see attached map). Meridian Contracting would be fabricating and installing the structures early to mid-July, and artists would be panting them during the week of Brown Trout Festival (July 18 to July 25).

The Alpena DDA is currently accepting applications from artists to paint up to four panels as a part of our 2021 Fresh Waves installation. The Alpena DDA Marketing & Promotions Committee will be reviewing all artist applications at the end of May and selecting which artwork to feature on the panels.

The DDA started its Fresh Waves project in 2019 as a way to bring vibrant, one-of-a-kind artwork to the downtown district. So far we have commissioned three murals in the downtown, and this year, we are hoping to bring additional public art to the Alpena Boat Harbor as a way to beautiful the area, draw additional pedestrian traffic, and create a unique outdoor gallery area where visitors and locals can enjoy unique, inspiring artwork. You can learn more about the project and view this year's artist application here: https://www.downtownalpenami.com/fresh-waves-mural-project.html

If approved, the Alpena DDA would be responsible for any maintenance on the structures. The structures would also be able to be moved to a different location if needed in the future.

If you need any additional information, please let me know.

Thank you for your consideration!

989.356.6422

anneg@alpena.mi.us

Anne Gentry
Executive Director

www.downtownalpenami.com





Staggered structures along the streeth of grass at entrana to harbor

599

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