City of Alpena Harbor Advisory Committee

Regular Monthly Meeting 4:30 p.m., Tuesday, August 3, 2021

This meeting will be in person.

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/806980949

You can also dial in using your phone.

United States: +1 (312) 757-3121

Access Code: 806-980-949

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA/ MODIFICATIONS

APPROVAL OF PRIOR MEETING MINUTES-July 1, 2021

HARBORMASTER'S REPORT

BUSINESS:

- 1. Corrective Action Update Committee/Staff
 - a. Boater's Lounge Shannon
 - b. Evaluating Priorities
- 2. Master Plan Committee/Staff
 - a. Survey Results Eric and Shannon
 - i. List Five Projects
 - b. Charette Review Eric
 - c. User Questions Shannon
- 3. Operations Updates- Shannon
- 4. Marina Pride Committee

PUBLIC COMMENT

MEMBER COMMENTS

NEXT MEETING: Date: August 9, 2021

Date: August 9, 2021 Topics for Discussion: Charette

ADJOURNMENT

City of Alpena Harbor Advisory Committee

Meeting Minutes 4:30 p.m., Thursday, July 1, 2021

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

Committee members present: Ed Retherford, Al Moe – left at 5:00 p.m., Wayne Lewis, Tanner

Kostelic, Don LaBarre, Steve Wilson, Jason Luther, Jeremy Winterstein - left at 5:45 p.m.

Committee members absent: None

Staff present: Shannon Smolinski, Steve Shultz, Cassie Stone

Others present: Anne Gentry (DDA) Eric Szymanski (NEMCOG)

APPROVAL OF AGENDA -Motion by Moe, Second by Lewis, Motion carried to modify the

agenda by moving up the Brown Trout Festival when Peggy Donakowski arrives.

APPROVAL OF MINUTES -June 3, 2021 -Motion by Wilson, Second by Lewis, Motion carried.

BUSINESS:

1. Corrective Action Plan Status

- a. Lighting There is currently \$15,000 available in this fiscal year for lighting upgrades at the marina. Shannon is proposing to submit for a \$5,000.00 match grant to exchange out the lighting on the breakwall with high efficiency LED lighted bollards. Bollards cost \$900.00 each. There might be something else available that could be more cost effective commercial grade that would be dark sky compatible that could be used. Motion made by Moe, seconded by Retherford to pursue the grant to establish bollard lighting on the breakwall. Winterstein stated that when coming into the harbor there is a light out on the left hand side of the Second Avenue Bridge.
- b. Boater Lounge Shannon asked if anyone on the committee or boaters would consider adopting the boater's lounge to help refurbish it. Committee members are going to go take a look at the lounge and get together a plan to figure out what needs

to be done to make it bright and an inviting spot. Shannon stated a fresh coat of paint and new flooring would do wonders in there. The members agreed to ask around and see if anyone would be interested in forming a Marina Pride Committee and that topic will be added to next meeting's agenda. Shannon has a meeting with Steve from the Alpena News who will be doing a article on the marina that will be published in Saturday's paper around the time the marina survey is made public. Winterstein suggested the fish cleaning station is a big expense to steam clean and to keep up and it might be more cost effective to allow people with the access code to be able to utilize it that use the marina docks and launch and not just walk ins to use the station or a fee could be applied to use it. Shannon stated that there is a need for a steam cleaner and power washer that could be used almost daily at the marina. New signage has been ordered for the fish cleaning station.

2. Master Plan

- a. Charette Agenda and Procedure review Eric from NEMCOG stated that he broke up the key stakeholders into roundtable sessions for the charette so people would feel more involved in the process. Monday, August 9th from 6:30-8:30 was chosen by the members for the charette date with the public. Shannon stated that she is hoping to have people from a lot of different groups for input. Shannon explained how she broke the marina down into eight different locations so people could give their opinion of each location and what idea they would like moving forward.
- 3. Brown Trout Festival Peggy Donakowski No show
- 4. Summer Parking Shannon stated people just park boats on the marina grounds to have a spot to park them for free but people pay \$1400.00 and up to be able to park their boats at the marina. If members want to start charging a fee for parking, Shannon explained that she would have to take it to council for approval. Members discussed different ways fees could be charged.

PUBLIC COMMENT: None

MEMBER'S COMMENTS: None

MOVED TO CLOSED SESSION AT 5:45 P.M.

OPEN BACK UP TO OPEN SESSION, Motion by Lewis, Second by LaBarre

NEXT MEETING: Set for August 3, 2021 at 4:30 p.m.

ADJOURNMENT: Motion by Wilson, Second by LaBarre



Marina Grounds

- Clean up and/or remove all debris from the area Completed with City Assist
- Flower beds need to be weeded and pruned Completed City
- Area lawn/Picnic areas need to be mowed and trimmed Completed with City
 Assist
- Shoreline needs to be trimmed and riprap weeded In Works
- Remove voluntary shrubs Completed City
- Clean (power wash) walkway and picnic areas Completed/Ongoing City
- Replace/Repair all deficient/damaged signs City Partial

Screening Wall Area

- Clean up all debris from the area Completed
- Flower beds need to be weeded and pruned Completed City
- Area lawn/Picnic areas need to be mowed and trimmed -Completed with City Assist
- Shoreline needs to be trimmed and riprap weeded Completed City
- Prune and remove voluntary shrubs Completed City
- Clean (power wash) walkway and picnic areas Partial City

Transient Dock Entrance

- Clean up debris from the area Completed
- Refresh landscape remove overgrown juniper bushes, etc. Completed City
- Straighten/Level sign Need Brackets Made
- Clean up debris from dive shed area and dispose of properly Completed
- Straighten/Repair/Clear around the dive shed fence Completed/Removed
- Shoreline needs to be trimmed and riprap weeded Working on it
- Prune and remove voluntary shrubs Completed
- Power wash walkways Completed
- Flower beds need to be weeded, pruned, and refreshed Removed

Dive Shop Shed

 Clean up debris from the area and out of shed. (Shed to be demolished by City) -Completed



Transient Dock

- Clean up debris from the area including stray hoses and lines Completed
- Repair loose boards and post Partial City
- Power wash docks
- Seal docks
- Repair all lights in utility hookups Thunder Bay Electric working on it
- Gas Shack
 - Cleaned out Completed
 - o Broken window fixed Ordered, will be here Monday
 - Power wash exterior
 - Paint the door
 - Clean up around the fuel pumps hoses reeled up, pumps cleaned, etc.
 -Done
- Repair/Clean/Paint the utility hookups -
- Repair/Replace informational or warning signage on docks
- Cut off broken post so they are flush and not a safety hazard City needs plates

Seasonal Dock

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

Courtesy/Launch Ramp Docks

- Clean up debris from the area including stray hoses and lines Completed
- Repair loose boards and post
- Power wash docks
- Repair all lights Thunder Bay Electric Completed
- Repair/Replace informational or warning signage on docks- Completed City
- Cut off broken post so they are flush and not a safety hazard



Boater's Lounge

- Clean up debris from the area Completed Private
- Clean the mechanical area Partial
- Clean windows and remove old stickers Completed
- Repair exit sign
- Clean/Patch/Paint walls Harbor Advisory Committee (HAC) Planned Project
- Fix missing/broken floor tiles HAC Planned Project
- Fix loose base trim HAC Planned Project
- Fix broken lights HAC Planned Project
- Update the brochure racks
- Replace missing plate covers on electrical
- Out of site bin for the fuel slips

Men's Room

- Clean up debris from the area Completed
- Deep clean the entire room Completed
- Clean up the mechanical/supply room Partial
- Install shelving for supplies
- Repair vinyl paneling
- Clean and paint vent covers
- Remove all defunct equipment from the walls/area
- Paint doors
- Replace Exit sign with lit sign

Women's Room

- Clean up debris from the area Completed
- Deep clean the entire room Completed
- Repair vinyl paneling
- Clean and paint vent covers
- Remove all defunct equipment from the walls/area
- Paint doors
- Caulk/Repair the corner of the HC shower
- Replace Exit sign with lit sign



Fish Cleaning Station

- Clean up debris from the area Completed City
- Steam clean the entire building top to bottom Completed City
- Install new hoses at all the cleaning stations Completed City
- Replace signs
- Paint walls
- Paint door
- Fix the "Alpena, Michigan" lettering on the exterior sign Removed

Store /Shop Building

- Clean up debris from the area Completed
- Fix ceiling light covers
- Fix ceiling tiles
- Wash windows Remove all clutter Completed
- Repair all broken windows
- Replace all missing fixture covers Exterior and interior
- Paint floor
- Clean/Paint walls
- Fix broken siding
- Fix missing facia
- Replace and paint shop door Completed
- Clean/Repair/Paint building exterior

Shop Area

- Clean up debris from the area Completed
- Fix (or remove if no longer needed) exterior air cabinet Completed City
- Repair fence around air cabinet cut tree if needed Completed/Removed City
- Trim the cedar hedge around the dumpster fence
- Repair dumpster area fence Completed
- Remove all voluntary trees/shrubs from the cedar hedge



Breakwall Walkway

- Clean up and/or remove all debris from the area Completed
- Flower beds need to be weeded and pruned
- Shoreline riprap weeded Completed City
- Prune and remove voluntary shrubs Completed City
- Clean (power wash) walkway

Charrette Agenda

1. Introduction

- a. Brief Description of CIP & Current Projects
- b. Purpose of the Charrette
- c. Introduce Key Stakeholders
- d. Expectation & Goals of the Charrette
 - i. Improvements, Project Goals, time frames, funding source, etc
- e. Rules for Charrettes
 - i. All ideas are good ideas
 - ii. Respect everyone's time
 - iii. Everyone Participates
 - iv. Final decisions are consensus based

2. Breakout Session

- a. Groups discussion, Power point, White Board, needs facilitators whether board members or staff.
- b. Stay on track of goals, time frames, funding source, etc.
- 3. Brief Synopsis of Findings
- 4. Additional Public input
- 5. Information on further scheduling of a Public Input Session & Open House Meeting



Copy of City of Alpena Marina User Survey General Information

The City of Alpena is currently working to establish a City of Alpena Marina Master Plan. We hope you will take the time to fill out the survey in order to participate in the public input portion of the plan. The Harbor Advisory Committee highly values the opinions of those who choose to use the Marina full-time or part-time. From your opinions, we will update future goals, objectives, and action strategies for the Marina. Gathering public input is vital to the planning process, so we thank you for your time! If you are filling out a printed version of this survey, please return it to the City Hall.

* 1. What type of City of Alpena Marina User are you? Please select one.		
Cassand Hase	 Recreational User - Boating/Sailing related 	
Seasonal User	Recreational User - Non Boating/Sailing	
Launch User	User	
* 2. What is your age range?		
☐ 17 and under	40-49	
18-29	50-64	
○ 30-39	○ 65 and older	

*3. How would you describe yourself? Ple	ease choose all that apply.
Year-round resident of the City of	City of Alpena Business Owner
Alpena	Resident of Montmorency, Presque Isle
Seasonal resident of the City of Alpena	or Alcona County
Year-round resident outside of the City of Alpena, but within Alpena County	Resident in a county other than Alpena Montmorency, Presque Isle or Alcona County
Seasonal resident outside of the City of	
Alpena, but within Alpena County	Resident in different state
* 4. What service improvements would you Marina? Please choose all that apply.	ou like to see at the City of Alpena
Improved Marketing, Outreach &	Improved policies and procedures
Education	Improved refuse and recycling access
Improved accommodations for community events	I don't think any improvements are needed at the City Marina
Improved youth outreach and education	
Other (please specify)	
5. What activities do you take place in whall that apply.	ile using the City Marina? Please choose
Events	Sight Seeing
Sailing	Enjoying nature/the view
Fishing	Watersport Activities
Exercising in and around the Marina (Biking, Walking, etc)	Snorkeling or Scuba Diving
Paddle Sports in and around the Marina	
Other (please describe)	

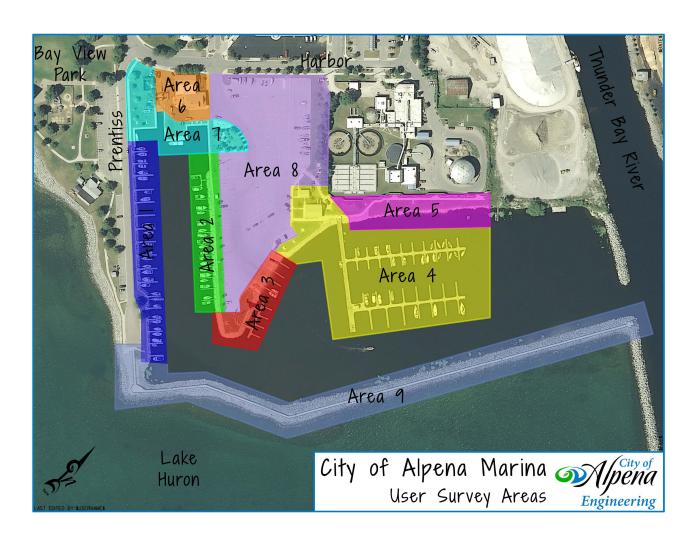
6. How often are you at the City of Alpena Marina?
Daily
○ Weekly
○ Monthly
A few times per year
* 7. What are 3 things you like about the Marina? (3 most liked assets)
1.
2.
3.
* 8. What are 3 things you dislike about the Marina? (3 most disliked assets)
1.
2.
3.
9. What are two items you would like to see change as soon as possible?
1.
2.
10. As part of the overall improvements, the City of Alpena is considering a name change for the marina. Would you recommend any of the following?
City of Alpena Marina
Alpena Marina
Alpena Harbor
Alpena Small Boat Harbor
Other (please specify)

11. When looking for a marina for a vacation, where do you look for information on making a decision about where to stay?
General Internet Search sites (google, yahoo, etc.)
Boater specific websites (please specify)
Periodicals and Magazines (please specify)
MDRN Website
Social Media (Facebook, twitter)
Specify Type & Any Additional
* 12. What criteria do you consider when you are looking for a marina or harbor to stay at? (Please choose all that apply)
Location
Ease of access to area amenities and attractions
Onsite facilities and amendities
Availability of fuel/gas
Location to shopping district
Location to restaurants and eateries
Available entertainment and activities
Other (please specify)

- * 13. Overall, how do you feel about the services you received at the marina:
- O Very Good No Improvements needed.
- Ogood Some minor changes needed.
- Adequate Substantial changes needed at the time.
- Fair Major changes are needed within the existing marina.
- O Poor Need to completely reconsider how the marina is operated.

Explanation or Comment:

City of Alpena Marina Map - Area 1 Seasonal Floating Docks



14. Do you feel Area 1 - Seasonal Floatin	ng Docks area is:
 Very Good - No work needed. Good - Some minor maintenance is needed. Adequate - Substantial maintenance needed at the time. 	 Fair - Major maintenance or minor upgrades needed. Poor - Need for major reconstruction or refurbishment.
15. What improvements do you feel nee Floating Docks?	ed to be completed in Area 1 - Seasonal
No work required	Repair/Replace Fenders
General Cleaning	Complete Dock Replacement
Power Washing	Repair Utility Pedestals
General Maintenance	Repair Boardwalk
Sealing Deck Boards	Replace Boardwalk Lighting
Repair/Replace Dock Boards	
Other (please specify)	
16. What additional infrastructure/amenit Floating Docks needs?	ies do you believe Area 1 - Seasonal

City of Alpena Marina Map - Area 2 Seasonal Fixed Docks



17. Do you feel that Area 2 - Seasonal Fixed Docks is:

- O Very Good No work Needed
- Good Some minor maintenance needed.
- Adequate Substantial maintenance needed at the time.
- Fair Major maintenance or minor upgrades needed.
- Poor Need for major reconstruction or refurbishment

18. What improvements do you feel r Fixed Dock?	need to be completed in Area 2 - Seasonal
No Work required	Repair/Replace Fenders
General Cleaning	Complete Dock Replacement
Power Washing	Repair Utility Pedestals
General Mainenance	Repair Boardwalk
Sealing Deck Boards	Replace Boardwalk Lighting
Repair/Replace Dock Boards	
Other (please specify)	
19. What additional improvements/ame Fixed Docks need?	enities do you believe Area 2 - Seasonal

City of Alpena Marina Map - Area 3 Courtesy and Launch Docks



20. Do you feel Area 3 - Courtesy and Launch Docks is:

- Very Good No work needed
- Good Some minor maintenance needed.
- Adequate Substantial maintenance needed at the time.
- Fair Major maintenance or minor upgrades needed.
- Poor Need for major reconstruction or refurbishment

21. What improvements do you feel r Launch Docks?	need to be completed in Area 3 - Courtesy and
No work required	Repair/Replace Fenders
General Cleaning	Complete Dock Replacement
General Maintenance	Repair Utility Pedestals
Sealing Deck Boards	Repair Boardwalk
Repair/Replace Deck Boards	Replace Boardwalk Lighting
Other (please specify)	
22. What additional infrastructure/ame Launch Docks needs?	enities do you believe Area 3 - Courtesy and

City of Alpena Marina Map - Area 4 - Transient Docks & Boater's Amenities



23. Do you feel that in Area 4 the Transient Docks are:

- Very Good No work Needed
- Good Some minor maintenance needed.
- Adequate Substantial maintenance needed at the time.
- Fair Major maintenance or minor upgrades needed.
- Poor Need for major reconstruction or refurbishment

24. Do you feel that in Area 4 the Boater's	s Restrooms are:
 Very Good - No work Needed Good - Some minor maintenance needed. Adequate - Substantial maintenance needed at the time. 	 Fair - Major maintenance or minor upgrades needed. Poor - Need for major reconstruction or refurbishment
25. Do you feel that in Area 4 the Boater's	s Lounge is:
 Very Good - No work Needed Good - Some minor maintenance needed. Adequate - Substantial maintenance needed at the time. 	 Fair - Major maintenance or minor upgrades needed. Poor - Need for major reconstruction or refurbishment
26. Do you feel that in Area 4 the Fish Cle Very Good - No work Needed Good - Some minor maintenance	Fair - Major maintenance or minor upgrades needed.
needed.Adequate - Substantial maintenance needed at the time.	 Poor - Need for major reconstruction or refurbishment
27. What improvements do you feel need Transient Dock?	to be completed in Area 4 - to the
No work required	Repair/Replace Fenders
General Cleaning	Complete Dock Replacement
General Maintenance	Repair Utility Pedestals
Sealing Deck Boards	Repair Boardwalk
Repair/Replace Deck Boards	Replace Boardwalk Lighting
Other (please specify)	

28. What additional infrastructure/ameniti Transient Docks and Boater's Amenities	ies do you believe are needed in Area 4 -
29. What improvements do you feel need Restrooms in Area 4?	d to be completed to the Boater's
No work required	General Maintenance
General Cleaning	Refurbishment/Remodeling
Power Washing	
Other (please specify)	
30. What improvements do you feel need in Area 4?	d to be completed to the Boater's Lounge
No work required	General Maintenance
General Cleaning	Refurbishment/Remodeling
Power Washing	
Other (please specify)	
31. What additional infrastructure/amenition would benefit from?	es do you believe the Boater's Lounge

32. What improvements do you feel ne Station in Area 4?	ed to be completed to the Fish Cleaning
No work required	General Maintenance
General Cleaning	Refurbishment/Remodeling
Power Washing	
Other (please specify)	
	ould be charged for access to use the Fish ce and upkeep. What is your opinion of the
Agree a fee should be charged	
O Disagree a fee should be charged	
O not use/neutral	
34. If a fee were to be established for the you be willing to pay for access to the fac	

City of Alpena Marina Map - Area 5 - Screening Wall Area



35. Do you feel that in Area 5 the Screening Wall Area is:

- O Very Good No work Needed
- Good Some minor maintenance needed.
- Adequate Substantial maintenance needed at the time.
- Fair Major maintenance or minor upgrades needed.
- Poor Need for major reconstruction or refurbishment

36. What improvements do you fe Wall Area?	eel need to be completed in Area 5 - Screening
No work required	General Maintenance
General Cleaning	Concrete Repairs
Power Washing	
Other (please specify)	
37. What additional infrastructure/a Area 5 - Screening Wall area?	amenities do you feel need to be completed in

City of Alpena Marina Map - Area 6 - Marina Shop/Maintenance Building



38. Do you feel that in Area 6 the Marina Shop/Maintenance Building is:

- O Very Good No work Needed
- Good Some minor maintenance needed.
- Adequate Substantial maintenance needed at the time.
- Fair Major maintenance or minor upgrades needed.
- Poor Need for major reconstruction or refurbishment

39. What improvements do you feel need Ship/Maintenance Building	to be completed in Area 6 - Marina
No work required	General Repairs
General Cleaning	Refurbish/Remodel Facility
Power Washing	Reconstruction of Facility
General Maintenance	
Other (please specify)	
40. What additional infrastructure/amenities Shop/Maintenance Building needs?	es do you believe Area 6 - Marina
41. Have you ever used the mechanical se	rvice/shop offered onsite?
○ Yes	
○ No	
42. If yes, How would you rate the service	es you received?
 Very Good - Satisfied with the goods and services recieved. 	 Fair - Unsatisfied with the goods and services received.
 Good - Some minor issues or items unavailable, but overall satisfied. 	 Poor - Very unsatisfied with the goods and services received.
 Adequate - Needs met, but not to expectation. 	
43. If you have concerns about the goods or can you please describe or comment.	services received at the Marina Shop

44. Would you consider and operational mechanical shop and store an essential part of the full-service marina?
○ Yes
○ No
Explanation or Comment:
45. Have you ever used the travel lift service offered onsite?
○ Yes
○ No
46. If yes, how would you rate the services you received with the travel lift?
Very Good - No work needed Fair - Major maintenance or minor
Good - some minor maintenance needed.
Adequate - Substantial maintenance needed at the time Poor - Need for major reconstruction or refurbishment.
47. If you have concerns with the travel lift services received can you please explain?
48. Would you consider the travel lift an essential part of the full-service marina?
○ Yes
○ No
Explanation or Comment:

City of Alpena Marina Map - Area 7 - Prentis Street Entryway

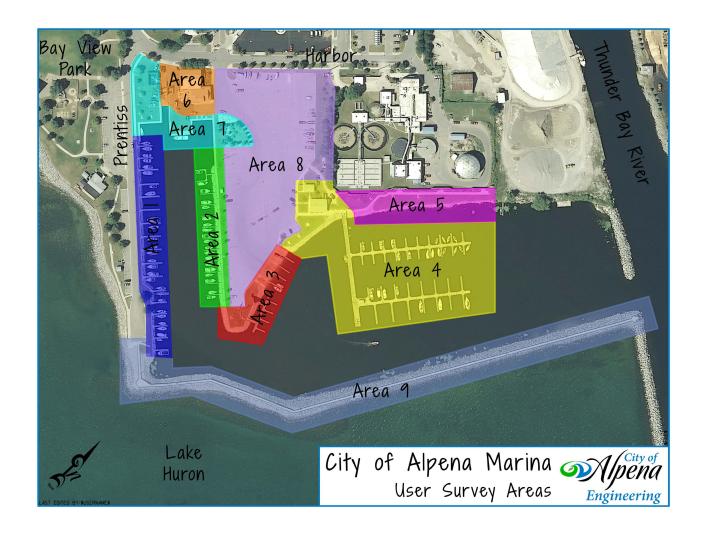


49. Do you feel Area 7 - Prentis Street Entryway is:

- O Very Good No work needed
- Good Some minor maintenance needed.
- Adequate Substantial maintain needed at the time.
- Fair Major maintenance or minor upgrades needed.
- Poor Need for major reconstruction or refurbishment.

50. What improvements do you Entry Way?	ı feel need to be made in Area 7 - Prentis Street
No work required	General Maintenance
General Cleaning	Concrete Repairs
O Power Washing	
Other (please specify)	
51. What additional infrastructure Street Entryway needs?	e/amenities do you believe this Area 7 - Prentis

City of Alpena Marina Map - Area 8 - Parking Lot & Overflow Area



52. Do you feel Area 8 - Parking Lot & Overflow is:

- O Very Good No work needed
- Good Some minor maintenance needed.
- Adequate Substantial maintain needed at the time.
- Fair Major maintenance or minor upgrades needed.
- Poor Need for major reconstruction or refurbishment.

and Overflow area?	nents do you feeld need? ?	d to be compled	in Area * - Parking lot
No work required	d	Concrete Repairs	
○ General Cleaning	g	Pavement Repairs	
General Mainten	ance	Complete Resurfacing	
Other (please specify	')		
54. What additional in Overflow area needs?	nfrastructure/amenitie	es do you believe	Area - 8 Parking &
overall wants and need planning process will facilities. Your input in Plan, future projects,	al): The City of Alpena eds of the marina. An in be future meetings reg is very important in ass and overall needs of t ep you updated and in	ntricate part of the garding projects sisting the develon he Marina. Please	his Master Plan, and needs of the opment of the Master e, provide an email
Email Address			