

# **City of Alpena Harbor Advisory Committee**

## **Meeting Minutes 4:30 p.m., Thursday, March 3, 2022**

The meeting was called to order at 4:32 p.m.

Committee members present: Al Moe (Virtual), Wayne Lewis, Tanner Kostelic, Don LaBarre, Jason Luther, Jeremy Winterstein

Committee members absent: Ed Retherford, Steve Wilson

Staff present: Shannon Smolinski, Steve Shultz, Cassie Stone

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

APPROVAL OF MINUTES –February 3, 2022 – Motion by Winterstein, Second by Kostelic, Motion carried.

### **BUSINESS:**

1. Operations Updates – Shannon

SOP – Complimentary Slip Procedures – Shannon stated that a vote from members was needed to recommend to council for approval. Motion by Winterstein, Second by Lewis, Motion carried 5-0.

SOP Harbor Advisory Committee Bylaws – Members agreed on the meeting in May, every year for election of officers. Motion by Lewis, Second by Kostelic to approve the bylaws as amended with the date for elections to be held the first week in May. Motion carried 5-0.

2. Election of Officers – Committee – Agenda item tabled till the May meeting

3. Critical Issues – Shannon

Progress Report – Shannon stated the walls and ceiling have been painted in the shop. The lens covers for the lights have been located. The last major thing left to do is paint the floor. Cost to replace the windows in the storefront will be

under \$6000.00. If the building ends up being leased out year round the heat will need to be fixed. Should cost less than \$1000.00 for the small kitchenette in the boaters lounge, \$300.00 for cabinets, \$150.00 for a countertop and miscellaneous electrical and plumbing. Internet will be available both in the boaters lounge as well as out on the transient docks this summer. Shannon invited members to a sit in on a zoom software meeting next Tuesday.

Marina Store/Shop Lease – Shannon read comments from members that were absent from the meeting regarding their views. Steve stated established businesses do not have business plans and these tenants are our customers and we need to make it as easy as possible to be successful. Anne stated that DDA requires a business plan with any business grant but only need to submit one if they are in business for less than a year. Recruitment grants require a minimum of three year leases. Moe agreed with needing to work with people. LaBarre felt that the language is pretty typical with what he has previously seen and although working with people and being flexible is great he has seen businesses fail because they don't have any of these requirements. LaBarre also agreed that the lease time needs to be extended. Winterstein agreed as well with the longer lease time and possibly waiving the business plan in certain situations. Shannon stated if the City receives multiple interests a special meeting in March will be held with members to review the proposals, but the City also has a say in it as they will be in a contract with the lessee. Shannon is going to reach out to the legal department to see if it is a possibility to extend the contract time. Lewis suggested having the option to keep renewing the contract as long as things are going well. The City currently does have a one year lease with the option to renew at least five times. Shannon stated that Council has the final decision. In the business plan language it says "shall submit" possibly change wording to "may submit".

#### 4. Grant Recommendation – Shannon

April 1<sup>st</sup> waterways grants are due. The three big items for the grant projects

include fixed dock replacement, bathroom replacement and electrical upgrades. Shannon stated that she needs to make a recommendation to council to apply for these grant projects beginning with the fixed dock replacement project first at the March 21<sup>st</sup> council meeting to make the April 1<sup>st</sup> deadline. Motion made by Winterstein to make a recommendation to council to apply for the fixed dock replacement grant, Seconded by Kostelic. Additionally, a letter of support is needed from chairman LaBarre to attach to the council memo.

#### HARBORMASTER’S REPORT

- Marina Tech – Still looking for a marina tech. Hoping to receive a couple applications from people who are familiar with the operations of a marina.
- Management Software – Have been discussing software for the marina.
- Rural Development grant result – Did not get the rural development grant. A match of \$35,000 was needed if we were awarded the grant. Shannon is still going to request that amount in the budget. That amount would cover the heating system as well as the windows and possibly some restroom upgrades in the building.

PUBLIC COMMENTS:                      None

MEMBER’S COMMENTS:                None

STAFF COMMENTS:                    None

NEXT MEETING:                        Set for April 7, 2022, at 4:30 p.m.

ADJOURNMENT:                        Motion by Winterstein, Second by Lewis