

City of Alpena Harbor Advisory Committee

Meeting Minutes 4:30 p.m., Thursday, April 7, 2022

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

Committee members present: Al Moe, Tanner Kostelic, Don LaBarre, Jason Luther, Jeremy Winterstein

Committee members absent: Ed Retherford, Steve Wilson, Wayne Lewis

Staff present: Shannon Smolinski, Steve Shultz, Anne Gentry, Cassie Stone, Rachel Smolinski
(5:04)

APPROVAL OF AGENDA –Agenda modified by Shannon to add a review of the fee schedule under the operations update section and a discussion on the budget. Motion to approve the additions of the agenda by Moe, Second by Luther, Motion carried.

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

BUSINESS:

1. Operations Updates – Shannon
 - Employees – Shannon stated as of next Friday, both of the marina techs will no longer be at the marina. We were already in the hiring process and have offered Andrew Senchuk a job. We also have an offer for another potential candidate. Kelton gave a month notice so he will be able to help train new employees. Shannon has also received a few applications for dock hands.
 - Budget – Approximately \$22,000 needs to be cut from this year’s budget. Hoping to offset some of that money with a façade grant for the marina building which would include siding two sides of the building and replacing the windows. Council has already committed to the fixed dock replacement, so members need to decide what they are willing to have cut. Members agreed to pull wayfinding signage from the entry sign coming

into the marina and the lighting from the brown poles on Prentiss Street (\$10,000 from signage and \$2,000 from lighting).

- Fee schedule – Preliminary budget is expected to be ready this week which will include the fee schedule. Fees have not changed for this year. Shannon has just cleaned up the schedule by adding missing verbiage and better clarification of boat sizes with rates that were never in the budget. Motion made by Moe, Seconded by Winterstein to recommend the fee schedule. Motion carried.

2. Master Plan–

- Master Plan Review – Shannon stated to get any grammar errors to Eric to get corrected. Eric has already made some corrections from Don. The master plan is a living document, and we could go back and explore other options in a year if not working out for us. Eric added that this plan is not like community master plans and recreation plans that have legal requirements.
- Master Plan Approval - Motion made by Luther, Seconded by Winterstein to approve the master plan as amended. Motion carried. Motion made by Winterstein, Seconded by Moe to recommend the master plan to Council for approval. Motion carried.

3. Marina Building Lease

- Presentation of Proposals – Arlee Barker from All Marina and Storage stated he will utilize bay 2 and 3 and the area behind the shop/hoist area for full service marine maintenance and repair. Bay 2 will be utilized as smaller repairs, equipment storage, workspace and put up a parts counter. Arlee anticipates hiring a full time employee to answer phones and sell retail supplies and accessories. Hoping to be back at the marina next week to start the season. If shop eventually gets heated, Arlee added they would work limited hours in the winter as well. Shannon is hoping to put in an oil burner.

- Phillippe Cabana, owner of Cochon LLC, recently moved to Alpena from Harbor Springs. The storefront will supply the community as well as boaters and offer common products sold in grocery stores as well as some not so common gourmet items. Will also sell beer and wine, food sales, ready to eat/pre-packed items, boat supplies that Arlee and Reid wouldn't normally carry. Will continually update products as needed. Is working with the DNR to be able to sell licenses. Would be open 7 days a week from Memorial Day to Labor Day till at least 6:00 p.m. or later depending on events that are going on. During the off season open 4 days, Thursday – Sunday. Wants to stay open all year long. Will be utilizing approximately 2000 square feet of the storefront. Coolers and freezers would be needed as well as shelving materials. Everything is ready to go just waiting to confirm the building occupancy from the city. Anticipating being open for Memorial Weekend. Will leave the parking as is currently to evaluate. Hoping to restripe this summer. Will need to hire employees that are 18 years or older to be able to sell under a liquor license.

Motion made by Kostelic to accept both lease proposals, Seconded by Winterstein. Motion carried.

HARBORMASTER'S REPORT:

- Grant Submission – The grant for the fixed dock replacement to waterways was submitted. Paul Peterson, grant administrator for the state of Michigan DNR waterways, has since passed away. Shannon was contacted to resend the grant as they were not able to access Paul's email. Hoping to hear grant results by June. In addition, a Fresh Wave Facade was put in for the marina building for a mural on one of the marina walls. Bollards are up and operational. It was mentioned that after the work was completed there was a mess left at the site. The contractor that did the electrical work went back to clean up the mess that was left there and the owner was very upset and expresses his apologies to the committee and to the city.

STAFF COMMENTS: Anne stated the legislation changed around the social district. The special nonprofit license rules have changed as well. If you have a special nonprofit license such as the Brown Trout Festival, you do not need to put the district into escrow. This means the city could put the parking lot into the social district. Motion for Shannon to approach the DDA with the memo for recommending the expansion made by Moe, seconded by Winterstein. Motion carried.

NEXT MEETING: Set for May 5, 2022, at 4:30 p.m.

ADJOURNMENT: Motion by Winterstein, Second by Luther. Motion carried.