

**City of Alpena
Harbor Advisory Committee
Regular Monthly Meeting
4:30 p.m., Thursday, September 1, 2022**

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.

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/144013917>

You can also dial in using your phone.

Access Code:

144-013-917

United States:

[+1 \(408\) 650-3123](tel:+14086503123)

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA/ MODIFICATIONS

APPROVAL OF PRIOR MEETING MINUTES – August 4, 2022

BUSINESS:

1. Marketing and Advertising Update – *Committee / Shannon/MaryBeth Stutzman*
2. Commercial Businesses SOP/Agreement – *Please Hold*
3. Charter Captain Bathroom Access – *Rick/Shannon*
4. Student Committee Member - *Shannon*

HARBORMASTER'S REPORT

PUBLIC COMMENT

MEMBER COMMENTS

STAFF COMMENTS

NEXT MEETING: Date: October 6, 2022
 Topics for Discussion: Commercial Business SOP

ADJOURNMENT

City of Alpena Harbor Advisory Committee

Meeting Minutes 4:30 p.m., Thursday, August 4, 2022

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

Committee members present: Al Moe, Tanner Kostelic, Don LaBarre, Jason Luther, Rick Konecke

Committee members absent: Steve Wilson, Wayne Lewis

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

APPROVAL OF AGENDA – Motion to approve the agenda by Moe, Second by Kostelic, Motion carried.

APPROVAL OF MINUTES –June 2, 2022 – Motion by Kostelic, Second by Luther, Motion carried.

BUSINESS:

1. First Year Review – Shannon provided information in the packet for the Marina’s first year including trial balance financial reports and the Marina’s official occupancy reports that are provided by the state. Luther stated that most of the main concerns that were listed on the survey have been addressed over the summer with LaBarre adding that most of the things listed that were not are in the works or are actively getting sorted out. Shannon stated \$35,000 has been spent so far on repairs and maintenance. There were also some capital line items that were also done such as lighting on the break wall which cost around \$25,000. Income at marina comes from two major locations which is from seasonal rental and transient rental. Seasonal rental this season was above what was predicted by \$10,000 to \$15,000. Transient rental is low. The budget was based off of 25 percent occupancy for the season and the only time that percent was met was during the Brown Trout Festival in July. Working on updating phone numbers on

websites and getting more information out on the marina.

2. Marketing and Facebook Update – Shannon has been working on getting more information out to boaters by promoting the Downtown and surrounding businesses on the Facebook account. Wants to also work with Mary Beth and Anne from the DDA on getting an email list to be able to let people know the things that are offered in Alpena. Rick suggested looking into poker runs and go fast boat racing activities to bring a different variety of boaters to the area. Alpena needs to be named a destination. Members discussed marketing ideas and how to push Alpena and activities.

3. Commercial Businesses SOP/Agreement– Shannon explained that we will probably end up having to write a standard operating procedure for the commercial businesses that are operating out of the marina. The Coast Guard was in to talk to her and said we do not have all the information such as captains license, charter license, proof of insurance and proof of registration that is needed to be kept on file for all commercial businesses. Shannon included information in the packet for the members to review from other marinas and how they handle commercial businesses in their marinas. Not charging a fee was discussed as well as do we want to put a cap on how many we want to allow in the marina? As of right now there are two charter captains and an Airbnb at the marina. Shannon is going to have a first draft available for review for the next meeting.

HARBORMASTER'S REPORT: The Brown Trout is over. As far as Shannon is aware the fish cleaning station only backed up once. Parking was an issue and Shannon is hoping to work directly with the security for next year. The AB Crow is hopefully going to be out of the lot shortly. It is currently up for auction. The boater's lounge was completed a week later than anticipated. Steve Wilson and the Ying Ling Sailing Team donated enough money so a refrigerator was able to be purchased for the boater's lounge. The fueling system at the marina needs repairs that will cost roughly \$50,000 to \$100,000 to put in a couple short runs of pipe. There is some piping that is currently under a class action lawsuit that the marina has making it unable to be tested. If it can't be tested the marina will be unable to run the fuel system next year.

After Labor Day Shannon is going to drop the dock house hours back to a 6:00 p.m. close rather than the current 8:00 p.m. Shannon added that the phone at the marina rings back to her cellphone in the evenings, so she is still able to talk to boaters if they have questions after hours.

PUBLIC COMMENT: None

MEMBERS COMMENT: Kostelic questioned when the algae guy was coming to spray. Shannon said he was there on Tuesday. They were supposed to be here before Brown Trout in July but their boat broke down so and they were booked solid, so they had to wait to spray us at our next scheduled appointment in August. It should take a week to start seeing improvement. It cost \$1,300.00 each time it gets sprayed.

STAFF COMMENT: Shannon stated that she has received Jeremy Winterstein's resignation from the board.

NEXT MEETING: Next meeting will be September 1, 2022, at 4:30 p.m.

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

**APPLICATION FOR
APPOINTMENT TO
CITY BOARDS AND COMMISSIONS**

I AM INTERESTED IN THE FOLLOWING BOARD: _____

NAME: _____
(Please Print) (Last) (First) (Middle) (Maiden)

HOME ADDRESS: _____
(Number/Street) (City/Zip) (Telephone)

EMAIL ADDRESS: _____
(Home) (Work)

BUSINESS ADDRESS: _____
(Number/Street) (City/Zip) (Telephone)

MILITARY HISTORY: *(include honors received)*

CIVIC ACTIVITIES *(and any officer positions held)*

LIST NAMES, ADDRESSES AND TELEPHONE NUMBER OF THREE REFERENCES NOT RELATED TO YOU:



(Over)

EMPLOYMENT:

CURRENT EMPLOYER: _____
(Name of employing firm/owner)

(Number/Street) (City/State) (Zip) (Telephone)

FROM _____ TO _____

TITLE OF YOUR POSITION: _____

TYPE OF BUSINESS/ORGANIZATION: _____

BRIEF SUMMARY OF YOUR DUTIES AND RESPONSIBILITIES:

ADDITIONAL INFORMATION YOU WISH TO INCLUDE:
(Use separate sheet if necessary)

EXPLAIN WHY ARE YOU INTERESTED IN BEING A MEMBER OF THIS BOARD AND THE IMPACT YOU HOPE TO HAVE WITHIN THE CITY.

Most correspondence will be through email. Please indicate best email to contact.

EMAIL ADDRESS _____

I hereby certify that this form is true and accurate to the best of my knowledge.

(Signature) (Date)

PLEASE RETURN TO: Human Resources Director
Kathy Himes
208 N. First Avenue
Alpena, MI 49707
989-354-1714
kathyh@alpena.mi.us

