

**City of Alpena  
Harbor Advisory Committee  
Regular Monthly Meeting  
4:30 p.m., Thursday, September 21, 2023**

**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://cms3.revize.com/revize/alpenami/government/city\\_boards\\_2/HAC\\_meeting\\_agendas\\_and\\_minutes.php](https://cms3.revize.com/revize/alpenami/government/city_boards_2/HAC_meeting_agendas_and_minutes.php)

<https://meet.goto.com/840038917>

You can also dial in using your phone.

**Access Code:**

**840-038-917**

**United States:**

**[+1 \(571\) 317-3122](tel:+15713173122)**

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

## **Agenda**

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA/ MODIFICATIONS

APPROVAL OF PRIOR MEETING MINUTES – June 1, 2023

BUSINESS:

1. Critical Issues List – *Shannon*

HARBORMASTER'S REPORT

1. New Employee
2. Dock Update
3. Fuel Update
- 4.

PUBLIC COMMENT

MEMBER COMMENTS

STAFF COMMENTS

NEXT MEETING:     Date: TBD  
                          Topics for Discussion: Advertising

ADJOURNMENT

# City of Alpena Harbor Advisory Committee

## Meeting Minutes 4:30 p.m., Thursday, June 1, 2023

The meeting was called to order at 4:31 p.m.

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

Committee members absent: Brian Peterson, Rick Konecke

Staff present: Shannon Smolinski, Rachel Smolinski, Steve Shultz, Cassie Stone

Staff absent: Anne Gentry

APPROVAL OF AGENDA – *Motion made by Moe, Second by Lewis* to approve the agenda, motion carried.

APPROVAL OF MINUTES – May 11, 2023 – *Motion by Lewis, Second by Luther* to approve the minutes as presented, motion carried.

### BUSINESS:

1. Election of Officers – *Motion made by Wilson, Second by Lewis*, to continue the officers as currently presented, motion carried.

2. Commercial Business SOP – Shannon stated that this all got started because she was approached by a United States Coast Guard Officer explaining that if commercial businesses were run out of the marina, then they need to be registered. When Shannon checked with the State of Michigan this is considered a livery boat which means the boat changes possession from the registered owner to someone else who is using it and it needs to be permitted that way. Shannon added the current SOP that was provided to the members states all state, federal and local guidelines must still be met which means they need to be registered as a livery boat for the State of Michigan. To be a livery boat in the State of Michigan you need to have a dry dock inspection as well as the dockside inspection. These inspections are to make sure the boat is sound and safe

to be on the water. The dockside inspection is annual, and the dry dock inspection is every three years or upon transfer of the boat. Shannon stated her understanding is that both boats that are interested in being an air -b-n-b in the marina have already gone through this process. Currently in the City's standard operating procedure a renter is not allowed to leave the dock with boat unless it is a registered charter captain. LaBarre questioned if Boat Bed and Breakfast was a term that the state wanted us to use or a self-made title. Shannon stated that Boat Bed and Breakfast is the actual way the United States Coast Guard refers to them. LaBarre also questioned if the general liability insurance of not less than one million was standard procedure for the City in which Shannon stated yes it was. LaBarre also said the roman numeral under the Insurance Requirements section was incorrect and needed to be corrected. ***Motion made by Kostelic, Second by Moe*** to recommend the correction under the insurance requirement section of the Commercial Business SOP and for the City Manager to approve it, Motion carried. The SOP will also be shared with City Council.

3. Annual Critical Issues List – Shannon asked the members at the last meeting to put together a list of things that need to be taken care of. Lewis reported a water leak and Shannon stated the parts came in today and the leak is fixed, and the water is back on for the 100-200 docks. Luther suggested no fishing signage be posted. Members agreed that would be hard to stop since it's been going on for so long. Shannon suggested maybe post it on all of the slips "No Fishing, Boaters Only" to deter people from being on the docks. Shannon is going to put up a couple of "Fishing Prohibited" signs. There is a guard's group of 140 people coming into Alpena that would like to participate in a community project while they are here and Shannon is going to reach out to them and see if they would be willing to paint the railings. Wilson also suggested having them paint the light poles but Shannon said she is going to have the dockhands paint those. Shannon is going to contact Thunder Bay Electric and let them know the green light is out at the marina. Kostelic asked when the weeds were going to get sprayed. Shannon believes it is scheduled to be done on June 6<sup>th</sup>. LaBarre suggested if any members notice something that needs attention to let Shannon know.

HARBORMASTER'S REPORT: Shannon stated the dockhands have planted all the flowers at the marina and the hanging baskets went up today. Shannon added there are two flower beds that are still available to be adopted. One bed is by the launch and one is by the screening wall. Shannon stated she had twelve young men come from Troup 92 that weeded, spread mulch and

trimmed bushes. They did a phenomenal job out there and if anyone knows any of the young men that are part of Troup 92 to please shake their hand and thank them on behalf of the marina and the Harbor Advisory Board for all their hard work. Shannon will be out of town for the week of June 18<sup>th</sup>. Shannon is going to have an automatic reply set up on her email that will let everyone know who to contact in her absence. Shannon stated for members to contact Cassie and she can let members know if Kooter or Kyle is working at the marina if a need arises. Shannon is looking into other ideas to avert the geese. The geese machine is currently turned off. Shannon is going to start tomorrow charging people a \$50.00/day penalty that did not get a hold of her regarding their boat going in and needing more time. Rachel and Shannon are going to contact the City Attorney on what options the City has in removing boats off the grounds that have been there for a long time.

PUBLIC COMMENT:                   None

MEMBERS COMMENT:               None

STAFF COMMENT:                   None

NEXT MEETING:                   July 6, 2023, meeting is cancelled. Next meeting is to be determined.

ADJOURNMENT:                    ***Motion by Lewis, Second by Kostelic***, motion carried.

## **MARINA – CRITICAL ISSUES LIST**

- Water line > finish drips
- Board replacement
- Check discharge pump out out/fix
- Sharpen/repair fish grinders
- Pull red poles by fish cleaning station/left one
- Frame where trailer sits/pour concrete/topsoil by flag
- Edge all sidewalks- Edge sidewalks with wire wheel
- Trim trees brush on wall
- Weed bushes/have kids work on wall
- Tree with small berries on wall by end. Pull
- Trim
- Power wash picnic tables on end by screen wall
- Pull hanging dead baskets
- Wood ruffraff
- Find color & paint for boating house/blue chips
- Screw down all loose boards with correct screws
- Cleats and fenders make sure are tight.
- 402 403 404 405/ spud pulled up and shift to level
- Change fuel filters/ teach Kyle 2.0 to change prices
- Take dog run signs down and have kids repaint
- Pull weeds by flower bed on main dock
- Count how many hanging baskets and give to Shannon to order next year.
- Check utility pedestal by shop for power by dock
- Pull goose calls
- Bring rusty hook up to shop
- Weed fence line
- High heat paint for grills

- Weed boater lounge flower bed
- Harbor Street clean up/edge
- Edge all parking lot with wire wheel
- Weed boat launch area
- Courtesy dock sweep
- Pull weed/riffruff by courtesy dock
- Straighten grills/paint
- Check catch basin
- Check water supply by compressor building
- Pull weeds in rip rap by flag area
- Replace bumpers with rub rail
- Paint front of maintenance building/navy blue
- Corner in front & lift station/fix
- Railing by view scopes/cement cracking at base
- Graffiti by view scopes/or the cement in place cracked cement blue railing. Chunk of cement missing at seam/trip hazard.