

# **City of Alpena Harbor Advisory Committee**

## **Meeting Minutes 4:30 p.m., Tuesday, April 6, 2021**

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

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

Committee members absent: Ed Retherford, Jeremy Winterstein

Staff present: Shannon Smolinski, Rich Sullenger, Steve Shultz, Rachel Smolinski

Others present: Anne Gentry (DDA) Rich McTaggart (Thunder Bay Shores Marine)

### **HARBORMASTER'S REPORT:**

The harbor master plan was approved for this fiscal year not next fiscal year and is currently in the works. Weed spraying is set up to be done three times a year. Dates for this year are June 8, July 7 and August 3.

### **BUSINESS:**

1. Corrective Action Plan Status Update –Wilson questioned how Rich McTaggart gets paid. Shannon stated that all dockage gets paid to Rich. The City gets rent from the building (around \$2500.00 a month), roughly 4-5 thousand dollars for the lift rental and any of the \$50.00 launch permits if sold at City Hall (averaging around \$4,000 a year). The money received from the lift rental goes directly back into the City's equipment fund to enable the City to be able to perform maintenance and repairs to the lift and eventually replace. According to the financial report his income is \$250,000. Wilson referenced McTaggart's contract and states that the City does major repairs and McTaggart does minor repairs. Shannon stated that the City does major capital repairs for example putting in new docks, building a new building, master plan, sidewalk, infrastructure. Capital is considered anything over \$5000.00 but then repairs can be at that amount as well. In the

contract it states that McTaggart is responsible for the upkeep of the building, minor maintenance repairs and issues at the marina. Wilson asked when Thunder Bay Shores Marine contract was up with Shannon replying August 31 of this year. Wilson asked if this was for renewal of the contract or if all these items stated are supposed to be completed in 5 months and then the contract ends? Rachel Smolinski stated that McTaggart is bound by the terms in his contract now and one of the major things he says is that he has never had to do this before but that is the reason things are the way they are out there. Rachel added that she is not impressed with the corrective action plan that the City received back from Thunder Bay Shores Marine. It is expected that McTaggart address all the things in the correction action plan with a timeline and if there are things that McTaggart is disputing specifically that needs to be further discussed the City can do that with McTaggart but does not feel that this information has been received. As far as the contract, if anyone would like to see that the City will provide the complete contract to the committee. Moe requested the contact. Lewis questioned if he has a tenant, and the façade came off the apartment that would be the landlord's responsibility to fix it. Shannon replied that McTaggart is responsible for maintaining the entire marina and some of that is the exterior of the buildings. If a piece of façade is coming off a building, McTaggart is the marina manager and responsible for the marina maintenance. A piece of façade that is hanging and flapping in the wind needs to be addressed by using a ladder and nailing it back down. That is part of the marina maintenance. Kostelic questioned the docks getting power washed and stained. Shannon stated that the City was going to cooperate with McTaggart and get this done but McTaggart does not want to do it. The City was going to buy the materials because it is a capital improvement and provide that to him for him to get the docks stained over the summer. Wilson questioned if painting the pedestals is the right thing to do because some of them need repairs and replacing them would be a city item in which Shannon stated yes, that would be a capital item. Wilson added that powerwashing the docks sounds like it should be done but never heard of docks getting stained. Moe feels like its too late too stain docks, that should have been done 30 years ago. Shannon stated that we are trying to make the docks last. Moe feels power washing the docks once a season would be good. Shannon asked if members would be opposed to maintaining their own slip area in which Wilson and Lewis stated they pretty much already do but do not know if everyone would be capable of doing that.

Wilson states in the spring the docks should be power washed, and any loose screws tightened after that you do it yourself or tell the dock hand you need a board screwed down. Shannon stated there are a lot of maintenance things that just never happened. Wilson questioned if the plan was to have McTaggart do this between now and August 31 and then what happens? Shannon stated that the City wants to see a significant amount of this work done before June 1 before the boaters start getting there including the docks being clean, boards secured down so there is not a safety issue, garbage picked up, significant amount of the flower beds taken care of. Any of the trash cans with a sailboat on them is the marina's responsibility of emptying. All the other trash cans are maintained by the City. Moe questioned what the break down was in the income amount that McTaggart receives. Shannon stated the income that was shared is everything that McTaggart took in in income last year and his expenses come out of that such as paying his employees, rent of building etc. Shannon added that a breakdown from the financial report can be shared with the committee members. Rachel emailed all the members the copy of the contract and Shannon will be emailing out the financial report sometime tomorrow. LaBarre questioned if McTaggart does not fulfill the City's corrective plans is that considered a breach of contract? Shannon stated that McTaggart is under contract under August 31 and are working through the correction action whatever decisions that need to be made while working through the plan will be made as needed. Preparations are being made in case the City needs to step forward and take over operations. The City is asking him to step up and show the City that he is willing to do what the contract asks him to do, yes. At this point, no definite decisions have been made as to what is going to happen with the next contract.

2. Advertising Options – Currently advertising is only offered in one magazine at the Brown Trout. Transient docking was only at 10 percent occupancy last year. Looking for ways to increase transient traffic and to sell the marina with all of the highlights around the area. For example: downtown entertainment, dining, and grocery store all within walking distance. LaBarre suggested Boat US does marketing projects for marina and working with convention and visitor bureaus and partnering up with them to get the marina out there. LaBarre felt that having a comprehensive website that is clean and effective and some form of social media presence that advertises the marina. Wilson suggested

installing a web cam at the marina.

3. Marina Regulations – Wilson stated that people do have grills in the back of their boats. Shannon will run that by the Fire Department to check if there is an ordinance on that. LaBarre added maybe specify coal or gas grill to allow it. Shannon added that the Dock master's office could also be renamed to Boater's Lounge and under Cleanliness of Pier: add in language that states all items to be removed from docks at the end of the season. Hoses, etc. Wilson questioned what is considered long-term parking? LaBarre suggested a pass that goes on your car to notify them you are a boater and not just a random vehicle parked there so the vehicle is not towed and makes contact information more accessible. Under the cruising the marina section Lewis suggested changing wording to the boat has an auxiliary engine it must be used. Shannon added that she is going to request for police to patrol down by the marina for loud noise.

#### 4. Marina Priorities

- Master Plan Development – Survey Development – NEMCOG can do the marina's master plan as part of the City belonging to their organization. NEMCOG will be partnering with the engineering department on getting the plan completed. Shannon is working on getting a survey done which would facilitate what work needs to be done at the marina. Shannon asked the committee members if they had any additional questions that are important to the marina that need to be surveyed about. LaBarre suggested the amenities that are listed under the slip fees. Internet, drinking water etc. One of the important questions would be what additional amenities would be important for someone who is coming into the marina? For example: public restrooms, picnic tables, etc. Eventually there will have to be a public meeting and the marina would be a great spot.

5. Welcome Packet Review – Committee discussion on the first draft of the welcome packet. Shannon is waiting on responses from downtown restaurants on adding their menu to the booklet. So far there has been two responses. LaBarre suggested adding on the library link for internet to the packet. MBank also needs to be added on under the

Bank ATM as they are the closest to the marina. Wilson also added that some people do not understand across Harbor Drive so maybe change that to for example: 1/8 of a mile.

PUBLIC COMMENT: No public comment provided

MEMBER'S COMMENTS: LaBarre hopes the marina does not rent out jet skis

STAFF COMMENTS: None

NEXT MEETING: Set for May 4<sup>th</sup>, at 4:30 p.m.

ADJOURNMENT: Motion by Lewis, Second by Wilson