

# ***City of St. Clair Harbor Commission***

## ***Meeting Minutes***

December 20, 2014

### **I. Call to order**

Chairman McCartney called to order the regular meeting of the Harbor Commission at 9:02 am on December 20, 2014 at Pine Shores Golf Course meeting facility.

### **II. Roll call**

Secretary Bill Schwarz conducted a roll call. The following persons were present: Dan McCartney, Kathy Darmstatter, Dennis Bucholz, Bill Schwarz, Dan Lockwood, Councilman Mitch Kuffa, and Harbormaster Stephanie McCartney. Excused absence of Bernie Kuhn, Paul Lydy, and Keith Winn was noted and carried.

### **III. Approval of minutes from last meeting**

Secretary Bill Schwarz distributed the minutes from the last meeting via email. The minutes were approved as per second distribution. Dan Lockwood motioned/Kathy Darmstatter supported. Passed unanimously.

### **IV. Financial Report**

- a) The Harbormaster informed the commission that the financials were still not prepared by the city to close out the 2014 season. It was mentioned that city hall was close to wrapping up the financials, but no distribution date for the commissioners was known for the meeting. There was frustration among the commissioners around this delay. The Harbormaster suggested that she would entertain a motion for a special meeting in January to review the financials, but no motion was made.
- b) Addendum as of December 22, 2014: The financials for the harbor will be released to the commissioners during the week of January 12, 2015 as per Mike Booth.

### **V. Old business**

- a) Camper sites

Campsites are operational. Eight of the nine sites have a working utility pedestal. The last pedestal should be in by the 2015 season. The item was backordered. A lively debate ensued over the per day pricing of the sites for the 2015 season. It was decided to have pricing be \$60 per night per site. The reservation system will be handled manually at the harbor.

b) Staffing adjustments

The Harbormaster will be working closely with the hourly schedule for the 2015 to accommodate the wage increase, this will include the security schedule. This is projected to be a revenue neutral event. 1300 total hours was projected for the employees in 2015

c) Trailer storage

The following will be added to the seasonal contract moving forward: “There will be no trailer storage allowed with or without boats on any of the harbor grounds. Trailers left on harbor property will be towed by the “city” by Burgett’s Towing at owner’s expense.” Motion by Dan Lockwood/seconded by Mitch Kuffa for the addition. All commissioners present approved of the added language.

d) Bathroom renovation

Mitch Kuffa obtained a probable cost estimate from Ames Plumbing Services. The estimate came to \$68,000. It was then recommended that a set of drawings be obtained to continue the assessing of the costs.

**VI. New Business**

None

**VII. Harbormaster’s Report**

The Harbormaster attended the RBEC/Harbormaster meeting recently to review new ideas around harbor safety, marketing, and human resources. Stephanie commented that the meeting was very beneficial and productive. Results of the harbor survey by transients was also distributed and discussed. The overall theme was positive.

**VIII. Public Comments**

None.

**IX. Commission Comments**

Bill Schwarz: Commissioner Schwarz gave an update to the PWC slips. The completion of the project will be determined by the timing of the DEQ permit that was required for final installation. This permitting is being completed by city hall. There is no timeline for this completion. There also was concern over the winter position of the yet to be installed equipment at the harbor. The commission was assured by city hall earlier in the year that the equipment would be moved to a more favorable location by

the end of the year. It was agreed that this item would be under Old Business in the future until completion.

Addendum to PWC slips: A conversation with Mike Booth on December 22, 2014 added the following visibility. LeAnn of Rowe Inc is assisting the permitting process. A conversation with Paul Peterson of DNR has been ongoing to determine ADA compatibility. Barring any unforeseen hurdles, the permit should be in place to have the slips available by the 2015 as per Mike Booth. The equipment will be moved and secured by year end, too.

Dan McCartney: There will be two new harbor commissioners for 2015 that will be filled by city hall in January.

Thank you to Dan Lockwood and Paul Lydy for there decades of service to the City of St. Clair via the harbor commission.

## **X. Adjournment**

Chairman McCartney adjourned the meeting at 10:13 am. Motion by Bill Schwarz and seconded by Dennis Bucholz. **The next meeting will be March 7, 2015 at Pine Shores Golf Course starting at 9:00 am.**

Minutes submitted by: Bill Schwarz

### **Remaining 2014-15 Harbor Commission Meeting Schedule**

March 7, 2015 – Pine Shores Golf Course

April 25, 2015 – St. Clair Boat Harbor

June 27, 2015 – St. Clair Boat Harbor

August 22, 2015 – St. Clair Boat Harbor