

City of St. Clair Harbor Commission

Meeting Minutes

August 22, 2015

I. Call to Order

Chairwoman Goyette called to order the regular meeting of the Harbor Commission at 9:00 am on August 22, 2015 at the St Clair Boat Harbor.

II. Roll Call

Chairwoman Goyette conducted a roll call. The following persons were present: Jane Goyette, Dennis Bucholtz, Keith Winn, Jim Harkins, City Manager Mike Booth and New Harbor Master Katie Stepp. Absent were: Bernie Kuhn and Bill Schwarz.

III. Approval of the minutes from the last meeting

Minutes from the last meeting were distributed. The minutes were approved as per distribution. Dennis Bucholtz motioned/Keith Winn supported. This passed unanimously.

IV. Financial Report

Mike Booth gave a comprehensive report on the harbor financials through August 13, 2015. He noted expenses which were at 66% of budget and revenues which were at 70% of budget. Additionally, Mike indicated that fuel revenues were down \$130,000 from last year at this time, but we still have the balance of the year to finish.

Discussion continued relative to the repair of the roll up curtains. Chairwoman Goyette produced a copy of a quote from 2010 for curtain repairs and will obtain an updated quote from vendors.

Keith Winn questioned the timeframe for filling the cracks and re-stripping the parking lot. It was decided that the work will be done after Labor Day.

V. Old Business

A. PWC – Mike Booth reviewed the PWC project. Here is his update:

- ◆ Topographic survey is complete
- ◆ The site plan is complete
- ◆ Public comment period is complete with an encroachment issue that has been resolved
- ◆ The Army Corps of Engineers will complete section 408 of the permit by October 2015
- ◆ Sidewalk adjustments need to be made
- ◆ Parts for ADA compliance need to be obtained
- ◆ Quotes for installation need to be obtained

B. Bathroom Remodel

Chairwoman Goyette indicated that the cost estimate to remodel the bathrooms is in the neighborhood of \$68,000.

Discussion focused on spending \$800 for the remodel plans, if one, the estimate was too high to proceed with the remodel and two, can we obtain contractors to give us quotes to refurbish instead of remodel. Jim Harkins made a motion to rescind the approval to spend the \$800 for the remodel plan, which was supported by Keith Winn. This passed unanimously. Dennis Bucholtz indicated that he will look into contractors who can supply bids for refurbishing the bathrooms and bring them back to the Commission.

VI. New Business

A. Dock Boxes Proposal

Dave Woods submitted a dock box proposal including, how the process would work, a survey of marina boaters and possible dock box configurations. (Copy Attached) Discussion took place with Dave, directing him to create a cardboard mockup of dock box footprints, for both dock 5 and dock 1 or 2. This will be reviewed at the next meeting.

B. Following by-laws meeting schedule (Quarterly)

Chairwoman Goyette suggested that we follow the Commission by-laws and schedule quarterly meetings. After discussion, it was agreed that we would schedule meetings on October 17, 2015, February 20, 2016, May 21, 2016 and July 16, 2016. It was noted that we could always schedule an emergency meeting if necessary.

VII. Harbormaster Report

A. Mardi Gras

Chairwoman Goyette indicated that the Mardi Gras party was a great success, no empty slips in the marina and revenue of \$1136 was generated. A suggestion was made to obtain local restaurant participation in the future.

B. City Manager

Mike Booth introduced the newly appointed Harbor Master Ms. Katie Stepp. He indicated that she is a very organized person and highly detail orientated. The Harbor Master Katie Stepp indicated that there was a new information board by the office, covering weekly and monthly news events in the area. Discussion proceeded with round table ideas involving the future direction of the marina. Some of the ideas to look at are:

- ◆ Customer service
- ◆ Harbor Aesthetics such as tree, grass, flower bed and harbor entrance maintenance
- ◆ Trash pickup issues
- ◆ Fuel prices
- ◆ North wall slip scheduling and pricing (New Business at the next meeting)
- ◆ Hours of operation after labor day

- ◆ Harbor rules on fishing, music and quite time
- ◆ Boat slip usage
- ◆ Coin operated washer/dryer
- ◆ New events such the "Taste of St. Clair" at the marina, with the Harbor Master indicating the Antique boat show is interested in returning to St Clair.

City Manager Mike Booth indicated that 24 hour security, provided by the Community College criminal justice students, will stop after Labor Day because of their school schedule. An option is to install combination locks on the restroom doors and have periodic police patrols until the marina closes on October 15, 2015. Everyone agreed with this solution. Mike also brought up the yearend close out party. After discussion, it was decided to cancel the party because of past participation levels. The cancelation notice will be posted at the office and the issue will be revisited next year.

VIII. Public Comments

- A. Improve Tree and flower bed maintenance
- B. Canadian Thanksgiving is October 12, 2015, lets encourage the Canadian boaters to celebrate here.

IX. Commission Comments

Keith Winn asked the status of the camper fee reduction issue. Mike Booth indicated that he would follow up with him.

X. Next Meeting

The next meeting will be at the St. Clair Boat Harbor, October 17, 2015, starting at 9:00 am.

XI. Adjournment

Jim Harkins motioned to adjourn the meeting, supported by Dennis Bucholtz. This passed unanimously. The meeting adjourned at 11:11 am.

Minutes respectfully submitted by: Jim Harkins

Here how it would work:

St. Clair Boat Harbor retains the right to choose where to buy the boxes, choose the size, etc.

St. Clair Boat Harbor will mount all boxes, assuring proper location and installation.

Seasonal boaters who do request a dock box simply go to the Harbor Master Office, report which dock slip it is to be mounted on and pay for the dock box in full.

All Dock Boxes will be secured with a personal lock.

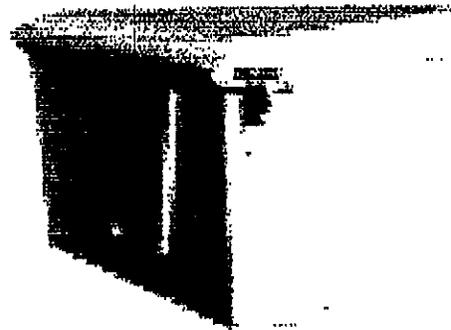
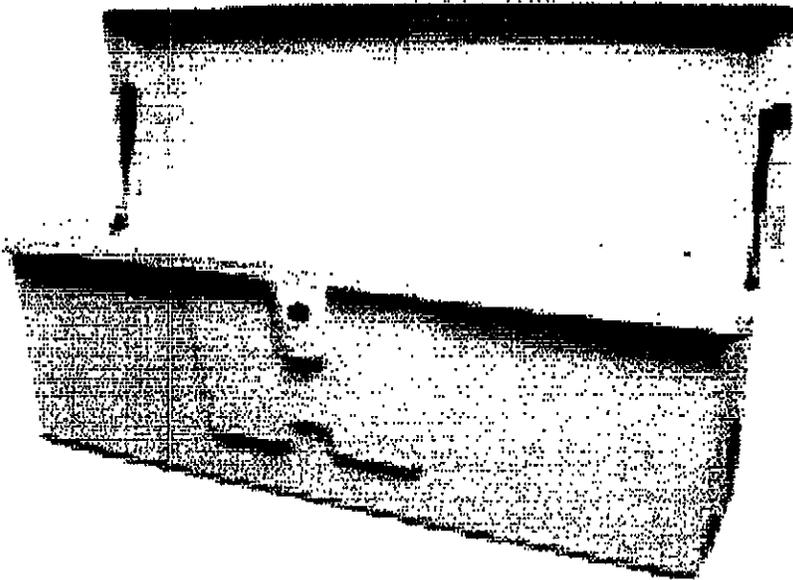
If a boater leaves, they take the box with them.

St. Clair Boat Harbor Dock Box Survey

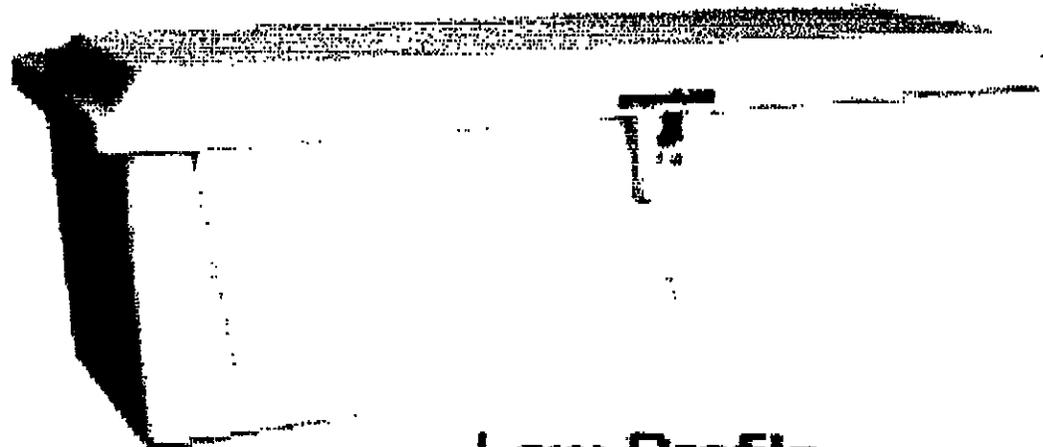
Dock One	Yes	No	N/A
Slip One	✓		
Slip 2		✓	
Slip 3			✓
Slip 4	✓		
Slip 5	✓		
Slip 6	✓		
Slip 7			✓
Slip 8	✓		
Slip 9	✓		
Slip 10	✓		

Dock 5	Yes	No	N/A
Slip One			✓
Slip 2			✓
Slip 3			✓
Slip 4			✓
Slip 5	✓		
Slip 6	✓		
Slip 7	✓		
Slip 8			✓
Slip 9			✓
Slip 10			✓
Slip 11			✓
Slip 12			✓
Slip 13			✓
Slip 14	✓		

Dock 2	Yes	No	N/A
Slip One			✓
Slip 2			✓
Slip 3			✓
Slip 4			✓
Slip 5			✓
Slip 6			✓
Slip 7	✓		
Slip 8			✓
Slip 9			✓
Slip 10			✓
Slip 11			✓
Slip 12			✓
Slip 13	✓		
Slip 14			✓
Slip 15			✓
Slip 16			✓
Slip 17			✓
Slip 18	✓		
Slip 19	✓		
Slip 20			✓



Triangle



Low-Profile



Seat-Top