

Minutes of the Marina Board Meeting held Thursday, September 17, 2009, at 11:30 a.m., at House of Flavors Restaurant.

Present: Chairman Jack Bulger, Vice Chairman Dick Boes, members Avery Benedict, and Howard Hansen.

Absent: Member Kaye Holman.

Also present were City Manger John Shay, Interim Marina Manager Jim Christensen, and Recording Secretary Rachelle Enbody.

The meeting was called to order at 11:47 am.

There was no audience participation.

Moved by A. Benedict, seconded by H. Hansen, to approve the minutes from the meeting held 8/20/09, as printed. Motion carried.

Moved by D. Boes, seconded by A. Benedict, to accept the August 2009 Financial Reports. D. Boes questioned which lumber company would be used due to the closing of Lakeshore Lumber. J. Christensen explained that Lakeshore Lumber was convenient and local, but that big projects like the composite material used to refurbish the picnic tables was priced out and purchased from the least expensive source. The City has accounts with several companies in the area and is able to make purchases from any of them. It was also asked if the cell phone reimbursement paid to J. Gallie would now be reimbursed to J. Christensen. J. Shay answered that as a supervisor, J. Christensen will be reimbursed a set amount for his cell phone each month. It was also noted that the 2009 budgeted amount for the new transient dock would decrease due to the bids coming in lower than expected. D. Boes questioned if the City Council reviews the financial reports for the marina. J. Shay explained that the Finance Committee meets before each council meeting to review the bills to be paid by the city and that the City Council approves all bills for payment at each City Council meeting. (\*note: the Finance Committee Chairperson is also a member of the Marina Board) The financial figures that are provided to the Marina Board have already been approved by the City Council and are provided to the Marina Board for informational purposes only. Motion carried.

J. Christensen gave the Managers Report. The recent Labor Day weekend was the busiest that J. Christensen has experienced in his ten years at the marina. There were 180 boats in the marina both Friday and Saturday nights and the seawall was also filled. The transient dock project is expected to begin October 5, 2009, with a completion date of May 13, 2010. (The low bid from J. E. Kloote in the amount of \$826,440.66 was approved by City Council on 8/31/09). There will be a pre-construction meeting on September 28<sup>th</sup> to go over all the details of the project. The majority of the project is expected to be completed this fall with the concrete and restoration work being completed in the spring of 2010. The board then discussed various details of the project. The 2010 Seasonal Contracts were sent out September 1<sup>st</sup>, with the first payment due by October 30<sup>th</sup>. It was asked if the City could request more seasonal slips with the addition of the new transient dock. J. Shay explained that the Waterways Commission requires substantial completion of the project before the request can be made and that he is planning to make the request for additional seasonal slips in the future. J. Christensen completed and returned the paperwork necessary to begin the process for certification as a Clean Marina. A final site inspection is required. J. Christensen is working on getting the required permit copies together and can then schedule the final inspection. There are already forty to fifty marinas on Lake Michigan that are certified and the Ludington Municipal Marina will benefit from certification.

The fish decorations for the end of each dock were put up and J. Christensen has received a lot of compliments. August boat numbers are down six percent from 2008, but so far the September numbers are up one hundred and sixty five percent over last year. The month of August was cold and wet, showing that the weather plays a huge factor with regards to boat numbers. By the end of August, the marina had sold approximately 87,000 gallons of gasoline, compared to approximately 90,000 gallons sold in all of 2008. Conversely, diesel sales are down more than ten thousand gallons from last year which J. Christensen attributes to the DNR boat not purchasing as much fuel as it did in past seasons due to state budget cuts. The irrigation system along Loomis Street has been removed in anticipation of the construction and the parts from the system were saved for future replacement needs. Transient dock engineer Mark Lee requested Greene Electric to disconnect electrical power to Annie's Dock so the dock can be removed prior to the new dock construction. New plantings of perennial mums were placed at the end of each dock. Annual plantings are being replaced with perennials to help save money by not having to buy new annual plants each year. The position of marina manager has been advertised and J. Christensen stated he has submitted a resume for the position. J. Shay explained that currently the City is in the process of interviewing and hiring a new City Attorney and that the interview process for the marina manager's position will not begin until after a new City Attorney has been hired. Until a new marina manager is hired, J. Shay stated that J. Christensen will remain the interim manager. The board then discussed qualifications they would like to see in a marina manager.

J. Shay updated the board members on what has transpired with regards to the marina manager's position. Originally, when J. Shay presented the personnel committee with the news of Jim Gallie's retirement, the committee wanted to change the position from a full-time position to a seasonal, contracted position. A controversy then followed from members of the public, city councilors, and seasonal boaters. A new meeting was held, including J. Bulger and D. Boes from the marina board. After much discussion about the position, it was determined that the marina manager position will remain as a full time employee of the city. The committee wanted some assurances that there would be more activity of the position in the winter, so many of the duties performed currently by R. Enbody will be turned over to the new manager including preparation of monthly marina board packets and the annual report. J. Shay stated that the city has received thirty eight applications to date and will probably interview five or six candidates. He also stated in the new job description that the new manager will be responsible for the implementing the Central Reservation System required by the state. J. Bulger added that the mayor was quite expressive about apologizing for not asking the marina board first and for the controversy that was caused. J. Shay stated that if he had known the personnel committee's suggestion would be to have the marina manager as a contracted position, he would have come to the board first for their input before going to the personnel committee.

J. Bulger commented on the correspondence from two seasonal boaters. He felt that the letters are in agreement that the management over the past several years has done a great job and boaters are happy.

D. Boes asked about the stone that is being removed in order to put in the new transient seawall. J. Shay explained the original plan was to use the medium sized stone removed from the marina for the Loomis Street breakwall project. The breakwall bids (that were bid at the same time as the transient dock) came in over budget. The breakwall needs small, medium, and large stone and Hallack Contracting is attempting to crush some of the medium stone from the marina into small stone in order to save money, rather than the City having to buy the small stone. If the stone can be crushed cheaply and efficiently, it may still be possible to proceed with the breakwall project.

The meeting was adjourned at 12:36pm.