



AUGUST 31, 2021

Meeting was opened at 7:02 PM by Harbor Commission President, Ken Poirier.

The Pledge of Allegiance was recited immediately following the opening of the meeting.

Roll call of participants: K. Poirier, B. Zentgrebe, D. Harper, J. Sroka, R. Grammatico, C. Henry, Liaison R. Lange, and K. Trowhill. Absent: C. Thurston.

Meeting Agenda:

Commissioners were invited to review the July meeting minutes and Poirier opened the floor for discussion about the minutes. None being raised Henry made a motion to approve the minutes; which was seconded by Harper. The motion was passed.

Letters received: HM Trowhill stated no letters received.

Grammatico enquired if Trowhill heard from two guest boaters whom he spoke with who provided positive feedback surrounding the harbor, their experience at the harbor and the staff.

Guests wishing to speak: Village President R. Mach took the floor to highlight a desire to reconnect with the Commission and to raise issues the Village is currently undertaking.

Financial Report: Zentgrebe read aloud the financial report for August 2021. A motion made by Grammatico and seconded by Henry was passed that bills be paid.

Committee reports:

The five-year plan development: Sroka stated the group was not able to meet prior to the Commission meeting.

The Near-Term Project Planning and Funding: Harper said the meeting was not able to occur prior to the Commission meeting.

Harbormaster Report: Trowhill informed the Commission and guests of the sources reached and information obtained about the sidewalk at the main deck of the harbor. A preliminary bid was received of Sanilac Cement. The proposed date for construction would be in October of 2021. Discussion was about the bid process and the project ensued. Sroka stated three bids would be required. Further discussion was raised by Mach, Sroka and Grammatico about the

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runoff and the flow of water which starts from Lake Street down to the corner of the entrance to the dock system of the harbor. The issue of a dye test was raised by Sroka. Upon discussion it was determined the Village and the Harbor would conduct a dye test to determine the 'path of least resistance' from the top of Lake Street at Main to the lake.

Trowhill presented financial data from Square surrounding the three months use of this platform as a cash register to reflect monthly break down of the flow into the system from sales at the harbor. Trowhill discussed that this platform allows staff to map cash and credit sales, as well as to map and track employee hours and payroll. Trowhill invited the Commissioners to review Square as a potential payroll tool via the app as an independent third party and taking it out of the hands of the harbormaster altogether.

Trowhill presented Great Lakes Hydrological data in the form of the monthly NOAA/USGS surveys.

Old Business: The State of the Harbor Presentation was raised by Poirier and discussed by Trowhill. Trowhill states she is ready to present and would like a public forum with community stakeholders present.

New Business: Budget Review YTD- Poirier proposed the Commission use the next regularly scheduled meeting of the Commission to begin the budget formation for 2022.

Pontoon search update: Sroka stated he had looked at several that were sub-par. Sroka stated he made contact with a company that can provide tubes and a platform to create a harbor specific boat to meet the needs of the harbor.

MBA membership: Sroka proposed the Commission join Michigan Boaters Association and extolled the benefits to the Commission of being a member. There was discussion from the members surrounding the benefits and Poirier stated Sroka may be in a better position to assume the lead on the membership as he has been a member and has already made contacts in the industry. Sroka made the motion to join MBA. Harper seconded and the motion passed.

Policy/Operations Manual: Sroka proposed the Commissioners begin to build policy to direct the day-to-day operations of the harbor. Trowhill informed the Commissioners she had already created policies to reflect the operations based upon research, harbors from around the country, and her experience in the certification classes she attended. Sroka stated he felt the Commissioners should be more involved in this process and that the current policies were not known to the Commissioners, creating a vacuum about how and what happens at the harbor.

The discussion for the next meeting surrounding policy will focus on the reservation system. Sroka would like the Commission to build policy around the DNR system, while Trowhill stated the current DNR system was not effective to the purposes of Port Sanilac. Further discussion will occur at the next regularly scheduled open meeting.

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Planning for year-end close out: Discussion was had by members about using the September meeting to begin to review the close down of the harbor at the end of the season. Final water testing, fuel dock, and improvements to put down for next year to be discussed and checklist to insure completion of the close and prep for 2022 season.

9/28 Meeting. Poirier invited Zentgrebe to run the September meeting as Poirier will be unavailable for that meeting. Zentgrebe agreed to assume that role.

Poirier asked if there were any other items not on the agenda to be discussed. No further discussion was raised. A motion was made by Harper to close the meeting. It was seconded by Grammatico and the motion was carried. The meeting ended at 9:11 PM.