

**HARBOR COMMISSION AGENDA**  
**MEETING Monday, February 12, 2018**  
**BEGINS AT 7PM**  
**AT 315 BRIDGE ST, 231-264-9274**

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES
  - a. Harbor Commission Meeting held January 8, 2018
- 3) REPORTS
  - a. Staff – Interim Harbormaster Blackmore
  - b. Council – Doug Bronkema
  - c. Treasurer’s Report
- 4) CITIZENS COMMENTS
- 5) OLD BUSINESS
  - a. Michigan Ports Collaborative
- 6) NEW BUSINESS
  - a. Legacy Release Program Claim
  - b. Upper Harbor Phase 1 Seawall
  - c. Approve Gosling Czubak Professional Services Proposal – Harbor Dredging Proposal
  - d. Termination by Permittee
- 7) CORRESPONDENCE
  - a. Annual Calendar
- 8) ADJOURNMENT

**PUBLIC NOTICE ANNOUNCEMENT VILLAGE OF ELK RAPIDS**  
**NOTICE OF COMPLIANCE WITH ADA MEETINGS**

The Village of Elk Rapids shall provide reasonable auxiliary aids and services, such as signers for the hearing impaired and individuals with disabilities at meetings/hearings upon five (5) days’ notice to the Village. Individuals requiring auxiliary aids or services should contact the Village of Elk Rapids by writing or calling the following: William Cooper / PO Box 398, 315 Bridge St., Elk Rapids, MI 49629 / (231) 264-9274

With seven days advance notice, accommodations can be made for persons with disabilities and/or limited English speaking ability, and persons needing auxiliary aids of services of interpreters, signers, readers or large print.

Con siete días de anticipación, el alojamiento se pueden hacer las personas con discapacidad y / o capacidad limitada de habla Inglés, y las personas que necesitan ayudas auxiliares de servicios de intérpretes, los firmantes, lectores o en letra grande.

Với bảy ngày thông báo trước, phòng có thể được thực hiện cho người khuyết tật và / hoặc hạn chế khả năng nói tiếng Anh, và những người cần hỗ trợ các dịch vụ phụ trợ của thông dịch viên, những người ký tên, người đọc hoặc in lớn.

Nrog xya hnuv ua ntej daim ntawv ceeb toom, kev kho kom haum yuav ua rau cov neeg muaj kev tsis taus thiab / los yog tsis tau lus Askiv hais lus muaj peev xwm, thiab cov neeg hu ua deductible lwm yam kev pab ntawm cov kev pab cuam ntawm cov neeg txhais lus, signers, txawj nyeem ntawv los yog sau loj loj.

與7天前通知，住宿可以為殘疾人和/或有限的英語口語能力，並需要口譯，簽名，讀者或大型印刷服務的輔助器材的人的人進行。

او، قارئین، الاشارة بلغة مختصين، مترجمين توفير يمكن، ايام سبعة من مسبق اشعار وجود مع بطلاقة الانجليزية اللغة يتكلمون لالدين وهؤلاء، الخاصة الاحتياجات لذوي الحجم كبيرة حروف.

**DRAFT**

**HARBOR COMMISSION MINUTES: January 8, 2018**

**PRESENT:** Fisher, Hansen, Bronkema, Blesma

**ABSENT:** Berck, Reynolds, Wiltse

**CALL TO ORDER:** Meeting called to order at 7:00 P.M.

**APPROVAL OF MINUTES:**

- a. Regular Harbor Commission meeting December 11, 2017: Commissioner Bronkema motioned and commissioner Hansen seconded to approve minutes from the regular meeting on December 11, 2017. All members present voting yes. Motion carried.

**REPORTS:**

- a. Staff: Interim Harbormaster Blackmore reported that the renewal of the dredging permit is in process. A safety chain was installed to prevent any tripping hazards on the gas dock, due to the new height. Seasonal boater contracts are being received steadily. All harbor logs have been updated for the 2018 season. All staff was contacted from last year, about half plan to return. Harbor Days packets have been completed. Blackmore reported water levels have dropped keeping the docks safe for the Winter. Blackmore reported that Kurt Klynstra's Class A and B UST System Operator Certification has been renewed, and is good for another five years.
- b. Council: Bronkema reported on Council activities
- c. Treasurer: Financial report provided.

**CITIZENS COMMENT:** One citizen commented

**OLD BUSINESS:**

Report on where Eric left off with Heather Hettinger (fisheries biologist.): Blackmore shared where Crissman left off with the DNR with procedures on how to move forward with restoring the fish habitat. The DNR is willing to assist in the DEQ permit process if decided to go forward with restoring the fish habitat. This is a small factor whether the anglers return. Water levels and forage base play a huge part. Even though restoring this habitat would be helpful, it is not going to improve fishing in a significant way.

**NEW BUSINESS:**

Sunday Sunset Series: This year we will be hosting five concerts at the pavilion. They will be held on Sunday nights like we've done in the past. Starting at 7:00 P.M. and ending at 10:00 P.M. This year's lineup is;

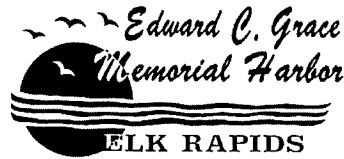
Jeff Brown (June 17)  
Brett Mitchell (June 24)  
Elizabeth River and Peter J Murphy (July 1)  
Kurt Westie (July 8)  
Petoskey Steel Drum Band (July 15)

Annual Report: As seasonal contracts are received their surveys and boater comments are being entered into the report. The 2017 review and 2018 goals are complete. As well as 2017 revenue stats and 2017 boat traffic.

**CORRESPONDENCE:** Provided Monthly Bulletin of Lake Michigan-Huron Water Levels.

**ADJOURNMENT:** Meeting adjourned at 7:30 P.M.





# Memo

Date: 02/12/2018  
To: Harbor Commission  
From: Tia Blackmore  
RE: Staff Report

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## **HARBOR UPDATE:**

1. Submitted 2018 Rates for Michigan State Waterways – Sponsored Facilities
2. Ordered parking passes, transient passes, and seasonal ramp passes
3. Submitted our 2018 ad for Michigan Maps (Antrim Chain of Lakes Maps)
4. Updated hours of operation
5. Private Aids to Navigation Application
6. Boater Bags are being ordered
7. Ordered Liberty Liability posters
8. Ordered navigational buoy
9. Cedar Street restrooms have been closed for the Winter
10. Visitors Guide ad submitted



**ELK RAPIDS HARBOR ACCOUNTS  
CASH BALANCE REPORT  
Monday, February 12, 2018**

**FUND 407 - HARBOR CAPITAL**

CASH BALANCE (241,147.82)

**FUND 594 - HARBOR ENTERPRISE**

CASH BALANCE 445,982.18  
CERT. OF DEPOSIT -  
PREPAID CONTRACTS 500,469.50  
TOTAL 946,451.68

**FUND 794 - HARBOR CONSTRUCTION**

CASH BALANCE 457,157.03

**FUND 795 - HARBOR DEBT**

CASH BALANCE 126,230.51

TOTAL 1,288,691.40

BALANCE 1/8/2018 897,754.16

CHANGE IN BALANCE FROM 1/8/18 390,937.24

REVENUE AND EXPENDITURE REPORT FOR ELK RAPIDS VILLAGE  
PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 02/28/2018	ACTIVITY		% BDGT USED
				FOR MONTH 02/28/2018	AVAILABLE BALANCE	
Fund 407 - HARBOR CAPITAL FUND						
Dept 000						
407-000-672-000	INTEREST	0.00	13.12	0.00	(13.12)	100.00
407-000-691-106	FROM/HARBOR/594	290,000.00	0.00	0.00	290,000.00	0.00
407-000-692-201	PEDESTAL REPLACEMENT GRANT	197,000.00	175,109.00	0.00	21,891.00	88.89
407-000-693-100	INSURANCE REFUND	0.00	2,467.14	0.00	(2,467.14)	100.00
407-000-699-000	PRIOR YR/ENDING CASH BALANCE	74,914.44	0.00	0.00	74,914.44	0.00
Net - Dept 000		561,914.44	177,589.26	0.00	384,325.18	
Dept 544 - HARBOR						
407-544-758-400	FUEL LINE REPLACEMENT	4,607.00	4,607.00	0.00	0.00	100.00
407-544-769-000	STRIPE PARKING LOT	4,718.00	4,718.23	0.00	(0.23)	100.00
407-544-964-000	WEED CONTAINMENT	5,000.00	3,541.04	0.00	1,458.96	70.82
407-544-973-000	DREDGING	77,419.00	77,418.95	0.00	0.05	100.00
407-544-975-100	STORAGE BUILDING	50,000.00	0.00	0.00	50,000.00	0.00
407-544-975-475	PEDESTAL REPLACEMENT	394,000.00	333,530.50	0.00	60,469.50	84.65
407-544-975-801	BATH HOUSE AIR CONDITIONING	20,000.00	19,727.08	0.00	272.92	98.64
407-544-975-802	MOWER/GARDEN POWER TOOLS	10,177.00	10,176.72	0.00	0.28	100.00
407-544-975-803	CREDIT CARD SOFTWARE/EQUIP	1,500.00	0.00	0.00	1,500.00	0.00
407-544-975-804	WI-FI UPGRADE	17,965.00	17,965.00	0.00	0.00	100.00
407-544-975-805	SIDEWALK MODIFICATION	5,000.00	4,525.00	0.00	475.00	90.50
407-544-975-806	BATH HOUSE UPGRADES	3,492.00	3,492.00	0.00	0.00	100.00
407-544-975-807	WEBCAM	2,000.00	0.00	0.00	2,000.00	0.00
407-544-975-808	FIVE-YEAR RECREATION PLAN	2,000.00	0.00	0.00	2,000.00	0.00
407-544-975-809	LIGHT POLE LED UPGRADE	13,950.00	13,950.00	0.00	0.00	100.00
407-544-981-300	TO/MOTOR VEHICLE/661	1,000.00	0.00	0.00	1,000.00	0.00
Net - Dept 544 - HARBOR		(612,828.00)	(493,651.52)	0.00	(119,176.48)	
Fund 407 - HARBOR CAPITAL FUND:						
TOTAL REVENUES		561,914.44	177,589.26	0.00	384,325.18	31.60
TOTAL EXPENDITURES		612,828.00	493,651.52	0.00	119,176.48	80.55
NET OF REVENUES & EXPENDITURES		(50,913.56)	(316,062.26)	0.00	265,148.70	620.78

594-544-759-500	POP PURCHASE	300.00	431.50	0.00	(131.50)	143.83
594-544-760-300	PROPANE	1,000.00	873.31	0.00	126.69	87.33
594-544-803-000	AUDITOR	1,300.00	1,350.00	0.00	(50.00)	103.85
594-544-818-000	CONTRACTUAL FEES	13,000.00	16,728.98	0.00	(3,728.98)	128.68
594-544-818-500	PROF SVC/SOFTWARE/SUPPORT	500.00	982.12	0.00	(482.12)	196.42
594-544-853-000	PHONE	3,300.00	2,736.98	0.00	563.02	82.94
594-544-854-000	CABLE FEES	9,000.00	14,346.82	293.06	(5,346.82)	159.41
594-544-855-000	CREDIT CARD PROCESSING FEES	12,000.00	10,877.78	0.00	1,122.22	90.65
594-544-864-000	TRAINING/CONFERENCES	2,000.00	1,805.54	0.00	194.46	90.28
594-544-880-000	COMMUNITY PROMOTION	2,500.00	1,679.00	0.00	821.00	67.16
594-544-900-000	PRINTING/PUBLICATION	3,000.00	2,957.44	0.00	42.56	98.58
594-544-910-000	INSURANCE/LIABILITY	8,500.00	8,345.39	0.00	154.61	98.18
594-544-920-000	UTILITIES	56,500.00	58,192.39	4,871.41	(1,692.39)	103.00
594-544-930-000	REPAIRS AND MAINTENANCE	23,000.00	22,808.51	0.00	191.49	99.17
594-544-932-200	PURCHASE LUMBER	5,000.00	544.00	0.00	4,456.00	10.88
594-544-941-000	RENT/BLDG/HARBOR/SUPPLIES	3,000.00	4,000.00	0.00	(1,000.00)	133.33
594-544-956-000	MISCELLANEOUS	1,500.00	1,467.65	0.00	32.35	97.84
594-544-958-200	HARBOR ACTIVITIES	3,500.00	3,200.00	0.00	300.00	91.43
594-544-965-200	TO/GEN/101/ADMIN	2,800.00	0.00	0.00	2,800.00	0.00
594-544-965-250	TR/TO/GEN CAP/401/DPW GARAGE UI	5,000.00	0.00	0.00	5,000.00	0.00
594-544-965-400	TO/HARBOR CAP/407	290,000.00	0.00	0.00	290,000.00	0.00
594-544-967-500	HARBOR CONTRACT REFUNDS	10,000.00	2,750.50	0.00	7,249.50	27.51
594-544-970-800	COMPUTER/SOFTWARE PURCHASE	4,000.00	3,850.00	0.00	150.00	96.25
594-544-972-400	SMALL EQUIPMENT	1,000.00	1,472.37	0.00	(472.37)	147.24
594-544-996-000	TO/HARBOR BOND DEBT/795	123,000.00	123,000.00	0.00	0.00	100.00
Net - Dept 544 - HARBOR		(1,167,614.00)	(841,348.35)	(5,164.47)	(326,265.65)	
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Fund 594 - HARBOR FUND:						
TOTAL REVENUES		1,255,712.48	1,062,616.55	0.00	193,095.93	84.62
TOTAL EXPENDITURES		1,167,614.00	841,348.35	5,164.47	326,265.65	72.06
NET OF REVENUES & EXPENDITURES		88,098.48	221,268.20	(5,164.47)	(133,169.72)	251.16



Fund 795 - HARBOR BOND DEBT FUND

Dept 000

795-000-672-000	INTEREST	0.00	246.76	0.00	(246.76)	100.00
795-000-691-115	FROM/HARBOR/594/CONTRACTS	123,000.00	123,000.00	0.00	0.00	100.00
795-000-699-000	PRIOR YR/ENDING CASH BALANCE	121,922.50	0.00	0.00	121,922.50	0.00
Net - Dept 000		244,922.50	123,246.76	0.00	121,675.74	

Dept 795 - HARBOR BOND DEBT

795-795-804-200	PROFESSIONAL SERV/ DEBT AGENT FEI	300.00	250.00	0.00	50.00	83.33
795-795-980-400	2012/CAP/IMP/REF/BOND/INT	23,689.00	23,688.75	0.00	0.25	100.00
795-795-980-450	2012/CAP/IMP/REF/BOND/PRIN	95,000.00	95,000.00	0.00	0.00	100.00
Net - Dept 795 - HARBOR BOND DEBT		(118,989.00)	(118,938.75)	0.00	(50.25)	

Fund 795 - HARBOR BOND DEBT FUND:

TOTAL REVENUES	244,922.50	123,246.76	0.00	121,675.74	50.32
TOTAL EXPENDITURES	118,989.00	118,938.75	0.00	50.25	99.96
NET OF REVENUES & EXPENDITURES	125,933.50	4,308.01	0.00	121,625.49	3.42

TOTAL REVENUES - ALL FUNDS	2,518,930.12	1,364,228.90	0.00	1,154,701.22	54.16
TOTAL EXPENDITURES - ALL FUNDS	1,899,431.00	1,453,938.62	5,164.47	445,492.38	76.55
NET OF REVENUES & EXPENDITURES	619,499.12	(89,709.72)	(5,164.47)	709,208.84	14.48





# Memo

Date: 02/12/2018  
To: Harbor Commission  
From: Tia Blackmore  
RE: Old and New Business

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## **Old Business:**

**Michigan Port Collaborative:** Sent out our contribution to Michigan Ports Collaborative for the port study. Will be beneficial to see the statistics that come from the study. We will receive the template in the Fall.

## **New Business:**

**Legacy Release Program Claim:** In June of 2017, MPA (Michigan Petroleum Association) and MACS (Michigan Association of Convenience Stores) initiated legislation that would encourage more cleanups of Underground Storage Tanks. Being that the State Senate and House passed the legislation it allowed owners/operators to seek reimbursement of 50 percent of the cost needed to clean up UST sites up to \$50,000 for leaks that occurred before December 2014. Due to the leakage of our Underground Storage Tank occurring on 11/16/14 we qualified for the reimbursement. All invoices were reconciled with the DEQ UST Authority Schedule of Costs codes. These invoices included Gosling Czubak, and RW Mercer Co with the total charges coming to \$39,692. After going through the application process, we were approved for the amount of \$27,878. With 50 percent being reimbursed, we are receiving \$13,939. Attached is the invoice with the remainder of the funds.

**Upper Harbor Phase 1 Seawall:** Upper Harbor Phase One is in need of seawall and sidewalk repair. I would like to pursue quotes from qualified engineers in this field to see how much a project of this size would cost. There's a possibility that we could get funding through a Waterways Grant.

**Gosling Czubak Professional Services Proposal – Harbor Dredging Proposal:** Every five years we have to renew our dredging permit. To do this we must get a bathymetric survey, sediment sampling and gradation testing, contaminant testing, and permit drawings. Attached is Gosling Czubak's proposal with detailed information on each of these.

**Termination by Permittee:** One of our boaters has passed away and under policy will be receiving their second 50% rental fee back. With this being a unique situation and the 2018 season not even starting yet, would it be appropriate to provide a full refund?



RICK SNYDER  
GOVERNOR



C. HEIDI GREYER  
DIRECTOR

January 17, 2018

VIA EMAIL

Village of Elk Rapids  
315 Bridge Street  
Elk Rapids, Michigan 49676

ATTENTION: Mr. Eric Crissman

SUBJECT: Review of Invoice Number 1  
LRP Claim Number LRP-18-080  
Facility ID 00005113, Edward C. Grace Memorial Harbor, Elk Rapids

The subject invoice has been reviewed and the result is as follows:

Invoice Summary	
Invoice Amount	\$39,692.00
Amount Approved	\$27,878.00
Amount Denied	\$11,814.00
<b>Payment Amount (50% of Amount Approved)</b>	<b>\$13,939.00</b>
Claim Summary	
Amount Paid on Claim Including this Invoice	\$13,939.00
Claim Balance	\$36,061.00

The reasons for the denied charges are as follows:

1. Charges for work and corrective actions performed prior to the confirmed release date of December 30, 2014, is an ineligible expense per Section 21510c of the Natural Resources and Environmental Protection Act (Part 215), 1994 PA 451, as amended. Therefore, \$10,270.00 is denied.
2. RW Mercer Invoice 319135 charge for additional wire and sensors to provide dispenser containment monitoring for existing Veeder-Root ATG is associated with repairs/retrofitting of existing petroleum tank system and is an ineligible expense per Part 215. Therefore, \$1,500.00 is denied.





# PROFESSIONAL SERVICES PROPOSAL

Maintenance Dredging Permit

Client: Elk Rapids Harbor  
Client's Agent: Tia Blackmore  
Address: 315 Bridge Street  
Elk Rapids, MI 49629

Date: January 26, 2018  
Re: Maintenance Dredging Permit  
From: Martin Graf

cc:

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Gosling Czubak Engineering Sciences, Inc. (GCES) is pleased to present the following proposal to provide professional services for the above referenced project. The Scope of Services and Proposed Fees are outlined below.

## Proposed Scope of Work

GCES proposes to perform the following services, as requested.

### 1.0 BATHYMETRIC SURVEY

#### 1.1 Scope of Service

Gosling Czubak will perform a Bathymetric survey to determine the depth of material that needs to be dredged. The survey limits include the main fairway from approximately the boat launch out to the entrance buoy markers. A base map showing the existing bottomland contours will be developed.

#### 1.2 Schedule and Fees

The estimated fee for these services is \$3,120. The estimated fee is based on the Harbor Commission providing a barge to assist in performing the survey and an operator to run the barge.

### 2.0 SEDIMENT SAMPLING AND GRADATION TESTING

#### 2.1 Scope of Service

Gosling Czubak will sample the proposed dredge material. A total of six samples will be taken throughout the proposed dredging area. Gradation testing will be performed on the samples to determine if additional testing for contaminants is necessary.

#### 2.2 Schedule and Fees

The estimated fee for these services is \$1,885. The estimated fee is based on the Harbor Commission providing a barge to perform the survey and an operator to run the barge.

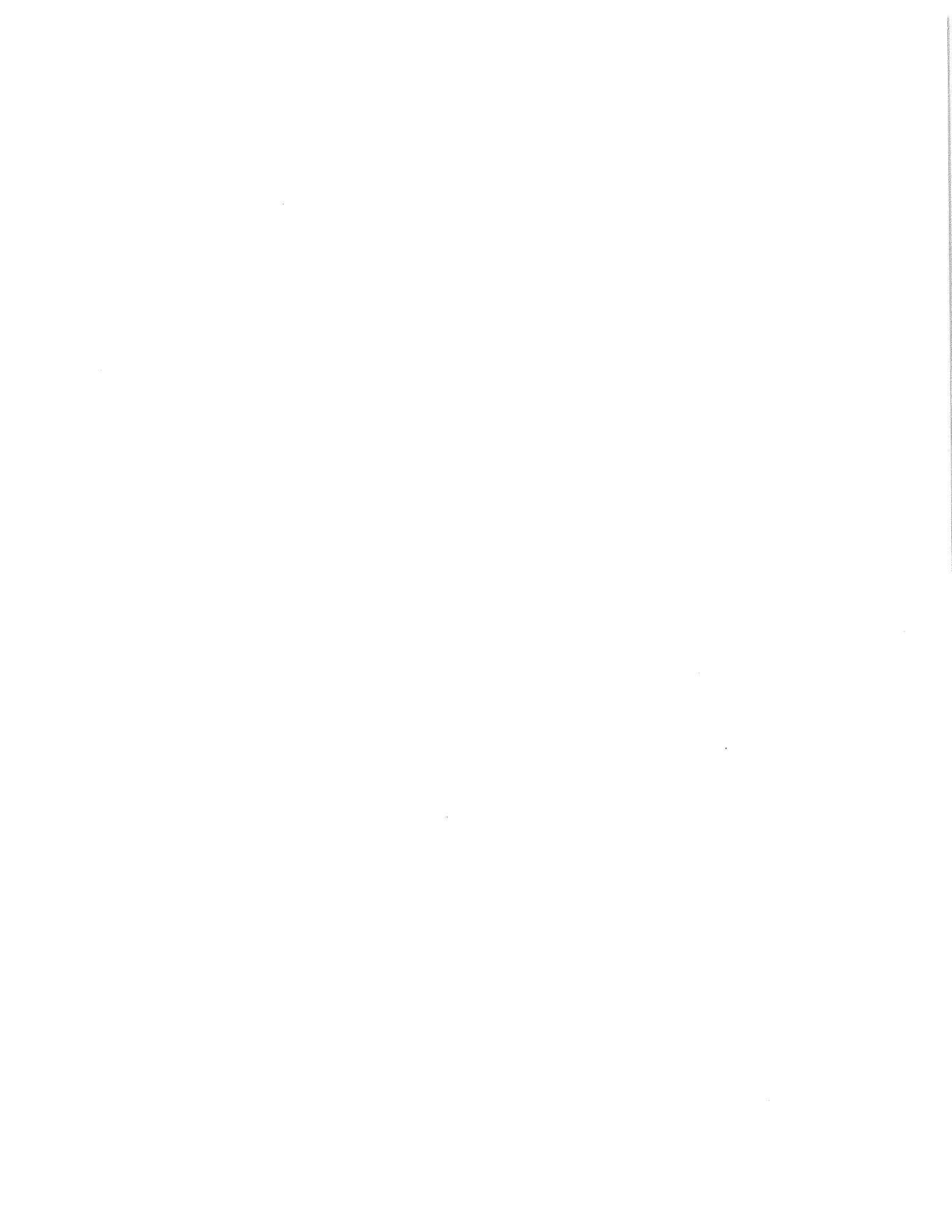
The total estimated fee for these combined services is \$8,695.

Please contact me with any questions regarding this proposal. If you would like us to proceed with the work, we will prepare and submit to you a Contract for Services to sign and return. We hope this proposal is acceptable to you. Please call us if our understanding of the project is not accurate, or if we can provide further assistance, at 231-946-9191.

Sincerely,



Martin A. Graf  
Project Manager





# CORRESPONDENCE

# ANNUAL CALENDAR

## January

- **Jan 1:**
- Daily office operations
- Check on bubblers
- Renew dredging permit every 5 years
- **Jan 2:**
- Daily office operations
- Check on bubblers
- Update all procedures, forms, logs, instructions:
  - Diesel Log
  - Gas Log
  - Harbor Parking Lot Trailer Log
  - Inventory
  - Maintenance Log
  - Money Log
  - Offsite Trailer Log (high school, police station)
  - Reservation Log
  - Seasonal Ramp Pass Log
  - Upper Harbor Reservations
  - Van Shuttle Log
  - Print off boats turned away sheet
- **Jan 3:**
- Daily office operations
- Check on bubblers
- Get any ad advertising done (ex. Michigan Maps, Visitors Guide through the Chamber)
- **Jan 4:**
- Daily office operations
- Check on bubblers
- Make sure everyone has the first season slip payment in, if not contact them.
- **Jan: 5**
- Daily office operations
- Check on bubblers
- Cross check pavilion reservations with the upcoming Summer calendar to prevent over booking
- **Jan: 6**
- Daily office operations

- Check on bubblers
- Update Annual Calendar
- **Jan: 7**
- Daily office operations
- Check on bubblers
- **Jan 8:**
- Daily office operations
- Check on bubblers
- Every two years put fuel out for bid
- **Jan 9:**
- Daily office operations
- Check on bubblers
- Contact last year's staff to see how many returnees
- **Jan 10:**
- Daily office operations
- Check on bubblers
- Harbormaster Monthly Report is due
- **Jan 11:**
- Daily office operations
- Check on bubblers
- Order Liberty Liability Poster
- **Jan 12:**
- Daily office operations
- Check on bubblers
- **Jan: 13**
- Daily office operations
- Check on bubblers
- **Jan: 14:**
- Daily office operations
- Check on bubblers
- **Jan 15:**
- Daily office operations
- Check on bubblers
- **Jan 16:**
- Daily office operations
- Check on bubblers
- **Jan 17:**
- Daily office operations
- Check on bubblers
- **Jan 18:**
- Daily office operations

- Check on bubblers
- **Jan 19:**
- Daily office operations
- Check on bubblers
- **Jan: 20:**
- Daily office operations
- Check on bubblers
- **Jan 21:**
- Daily office operations
- Check on bubblers
- **Jan 22:**
- Daily office operations
- Check on bubblers
- **Jan 23:**
- Daily office operations
- Check on bubblers
- **Jan 24:**
- Daily office operations
- Check on bubblers
- **Jan 25:**
- Daily office operations
- Check on bubblers
- **Jan 26:**
- Daily office operations
- Check on bubblers
- **Jan 27:**
- Daily office operations
- Check on bubblers
- **Jan 28:**
- Daily office operations
- Check on bubblers
- **Jan 29:**
- Daily office operations
- Check on bubblers
- **Jan 30:**
- Daily office operations
- Check on bubblers
- **Jan 31:**
- Daily office operations
- Check on bubblers
- Submit library reading at the end of the month

- The second seasonal slip fee for seasonal slip holders is due
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff Meetings on Tuesdays at 9:00 a.m.
  - Prepare Draft Minutes

## **February**

- **Feb 1:**
  - Daily office operations
  - Check on bubblers
  - Prep Annual Report:
    - Boater surveys
    - Five Year Capital Improvement Plan
    - Slips given up/ gone through
    - Transient Traffic
    - Fuel Sales in gallons
- **Feb 2:**
  - Daily office operations
  - Check on bubblers
  - Order parking passes, transient passes, and seasonal ramp passes (The Place)
- **Feb 3:**
  - Daily office operations
  - Check on bubblers
  - Order any needed merchandise (shirts/hats)
  - Make sure Annual Report is in the completion process
- **Feb 4:**
  - Daily office operations
  - Check on bubblers
- **Feb 5:**
  - Daily office operations
  - Check on bubblers
- **Feb 6:**
  - Daily office operations
  - Check on bubblers
- **Feb 7:**
  - Daily office operations
  - Check on bubblers
  - Post ad for dock attendants
- **Feb 8:**
  - Daily office operations

- Check on bubblers
- Get enlarged Harbor map and highlight seasonal and transient slips
- **Feb 9:**
- Daily office operations
- Check on bubblers
- **Feb 10:**
- Daily office operations
- Check on bubblers
- Harbormaster Monthly Report is due
- **Feb 11:**
- Daily office operations
- Check on bubblers
- **Feb 12:**
- Daily office operations
- Check on bubblers
- **Feb 13:**
- Daily office operations
- Check on bubblers
- **Feb 14:**
- Daily office operations
- Check on bubblers
- **Feb 15:**
- Daily office operations
- Check on bubblers
- **Feb 16:**
- Daily office operations
- Check on bubblers
- **Feb 17:**
- Daily office operations
- Check on bubblers
- **Feb 19:**
- Daily office operations
- Check on bubblers
- **Feb 20:**
- Daily office operations
- Check on bubblers
- **Feb 21:**
- Daily office operations
- Check on bubblers
- **Feb 22:**
- Daily office operations

- Check on bubblers
- **Feb 23:**
- Daily office operations
- Check on bubblers
- **Feb 24:**
- Daily office operations
- Check on bubblers
- **Feb 25:**
- Daily office operations
- Check on bubblers
- **Feb 26:**
- Daily office operations
- Check on bubblers
- **Feb 27:**
- Daily office operations
- Check on bubblers
- **Feb 28:**
- Daily office operations
- Check on bubblers
- Submit library reading at the end of the month
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff Meetings on Tuesdays at 9:00 a.m.
  - Prepare Draft Minutes

### **March**

- **March 1:**
- Daily office operations
- Check on bubblers
- New fiscal year starts
- **March 2:**
- Daily office operations
- Check on bubblers
- **March 3:**
- Daily office operations
- Check on bubblers
- **March 4:**
- Daily office operations
- Check on bubblers
- **March 5:**

- Daily office operations
- Check on bubblers
- **March 6:**
- Daily office operations
- Check on bubblers
- **March 7:**
- Daily office operations
- Check on bubblers
- Start to interview dock attendants
- **March 8:**
- Daily office operations
- Check on bubblers
- **March 9:**
- Daily office operations
- Check on bubblers
- **March 10:**
- Daily office operations
- Check on bubblers
- Harbormaster Monthly Report is due
- **March 11:**
- Daily office operations
- Check on bubblers
- **March 12:**
- Daily office operations
- Check on bubblers
- **March 13:**
- Daily office operations
- Check on bubblers
- **March 14:**
- Daily office operations
- Check on bubblers
- **March 15:**
- Daily office operations
- Check on bubblers
- **March 16:**
- Daily office operations
- Check on bubblers
- **March 17:**
- Daily office operations
- Check on bubblers
- **March 18:**



- Daily office operations
- Check on bubblers
- **March 19:**
- Daily office operations
- Check on bubblers
- **March 20:**
- Daily office operations
- Check on bubblers
- **March 21:**
- Daily office operations
- Check on bubblers
- **March 22:**
- Daily office operations
- Check on bubblers
- **March 23:**
- Daily office operations
- Check on bubblers
- **March 24:**
- Daily office operations
- Check on bubblers
- **March 25:**
- Daily office operations
- Check on bubblers
- **March 26:**
- Daily office operations
- Check on bubblers
- **March 27:**
- Daily office operations
- Check on bubblers
- **March 28:**
- Daily office operations
- Check on bubblers
- **March 29:**
- Daily office operations
- Check on bubblers
- **March 30:**
- Daily office operations
- Check on bubblers
- Michigan Fuel Tax (March 30<sup>th</sup>) submit by the 15<sup>th</sup> of following month
- **March 31:**
- Daily office operations

- Check on bubblers
- Submit library reading at the end of the month
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff Meetings on Tuesdays at 9:00 a.m.
  - Prepare Draft Minutes

## **April**

- **April 1:**
  - Daily office operations
  - Maintenance staff returns
  - Take bubblers out and take to storage
  - Take plastic off harbor signs
  - Put barge in water
- **April 2:**
  - Daily office operations
  - Open up mechanical building
  - Open up bathhouse, showers, and dayroom
  - Startup furnace in bathrooms, dayroom, and showers
  - Startup dehumidifier
  - Start washers and dryers (Barry DW)
  - Open up pavilion, open windows before turning on circuit breaker
- **April 3:**
  - Daily office operations
  - Install ladders
  - Put out life rings and fire extinguishers
  - Put big fish back up behind e-building
- **April 4:**
  - Daily office operations
  - Have fire extinguishers inspected and serviced
  - Get fire pump running and put it in the firehouse
- **April 5:**
  - Daily office operations
  - Raise and lower docks
- **April 6:**
  - Daily office operations
  - Raise and lower docks
- **April 7:**
  - Daily office operations
  - Raise and lower docks

- **April 8:**
- Daily office operations
- Raise and lower docks
- Put up weather station on the gas dock
- **April 9:**
- Daily office operations
- Raise and lower docks
- **April 10:**
- Daily office operations
- Harbormaster Monthly Report is due
- Raise and lower docks
- **April 11:**
- Daily office operations
- Raise and lower docks
- Put in red and green navigational lights
- **April 12:**
- Daily office operations
- Put in red and green navigational buoys
- **April 13:**
- Daily office operations
- Turn range lights on
- Put in no wake buoys in Elk Lake
- **April 14:**
- Daily office operations
- Put in swim buoys
- **April 15:**
- Daily office operations
- Contact RW Mercer for cash register and fuel service
- Contact Jeff Howland to get Marina Pro up
- **April 16:**
- Daily office operations
- Get dock carts from storage and put under e-building
- **April 17:**
- Daily office operations
- Get bikes from storage and put in bike rack by the office
- **April 18:**
- Daily office operations
- Put grills back under the e-building
- **April 19:**
- Daily office operations
- Bring propane lock box over from storage and put behind e-building

- **April 20:**
- Daily office operations
- Put brown trash containers into wood holders
- **April 21:**
- Daily office operations
- Get air conditioning units going in bathhouse and dayroom (MD Heating and Cooling)
- **April 22:**
- Daily office operations
- Have fuel pumps on gas dock started up
- Start-up pump-out station
- RW Mercer Quarterly inspections of UST
- **April 23:**
- Daily office operations
- Start water systems on docks and pavilion
- **April 24:**
- Daily office operations
- Put up no wake signs
- **April 25:**
- Daily office operations
- **April 26:**
- Daily office operations
- **April 27:**
- Daily office operations
- **April 28:**
- Daily office operations
- **April 29:**
- Daily office operations
- Put in irrigation screens get sprinklers going
- **April 30:**
- Daily office operations
- Submit library reading at the end of the month
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff Meetings on Tuesdays at 9:00 a.m.
  - Prepare Draft Minutes

## Daily Operations:

### Supervisors/Harbormaster

Open office  
Open windows  
Turn off night lights  
Turn fuel pumps on  
Print off Fuel Inventory  
Turn Marine Radio on  
Record Gas and Diesel amount sold and gallons  
Turn Marina Pro On  
Print off Dock Journal  
Count Register Money (\$200)  
Count Upper Harbor Money (\$45)  
Count Pizza Fund  
Count Ice (\$10)  
Count Petty Cash (\$103)  
Start Register  
Approve pumps  
Make weather board  
Make staff board  
Assign two dock attendants to showers and two to bathrooms  
Check email  
Check voicemail  
When dock journal is done highlight any departures, overdue transients, and any seasonal boaters that may have left  
On Mondays and Wednesdays make list for Mike (or maintenance) for portable pump-outs (\$20)  
If necessary do a trailer log  
Make list of Daily Transient Boaters reservations  
Check and see if there are any events in the Pav if so have D.A.'s set up  
Turn in time cards  
Turn in current daily, close daily, and envelope to Lorie daily  
Register Transient boaters  
Leak test off of V-Reeder  
Print off all registered transients for the day off of Marina Pro  
Write in the daily log at the end of the day  
Code Bills  
Take Reservations  
Order supplies  
Order Fuel  
Order Ice

### Dock Attendants/ Harbormaster

Put Recycling bin outside the office  
Open ice chest and put ice money in chest by e-building  
Turn on pump-out switch on gas dock  
Unlock all dock boxes on the gas dock  
Make sure all fittings are in sanitizing bucket  
Put up Valvtect and Clean Marina Flags  
Put up American Flag, State Flag, and ERYC Flag  
Open Pav Restrooms and clean (empty trash, empty sanny bags, clean toilets, mirrors, floors, sinks, vacuum)  
Do full Harbor ground trash run (office trash, pavilion, parking lot, e- building, bathhouse, shorelines, upper harbor phase 1 and 2)  
Make sure doggy bags are stocked  
Take recycling  
Open up bathhouse  
Run through showers  
Do dock journal  
Check Publics  
Clean spider webs off dock  
Clean power pedestals  
Weed  
Fuel boats  
Pump- outs  
Clean grills including grease trays  
Clean windows (bathhouse, pavilion, office, e-building, show cases)  
Clean facilities fully (Bathrooms @ 12, and Showers @ 2)  
Clean off benches around harbor grounds  
Empty cigarette trays (fill with new sand when necessary)  
Clean vehicles inside and out  
Clean picnic tables  
Service bikes  
Clean curbs of any debris  
Clean pavilion  
Clean pipe chases  
Organize tool room  
Power wash pavers (don't blow out the moss and sand in between)  
Clean service sink and laundry room  
Wash gazebo roofs  
Occasionally clean out the drains in each shower  
Clean or exchange shower curtains at least once a year  
Make sure all chemicals and supplies are stocked. If not take note and do an inventory report  
Portable Pump-Outs Monday and Wednesday  
Steph Handles Upper Harbor Launch Ramp

Shuttling
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**May**

- **May 1:**
- Daily office operations
- Years dredging is required, dredging should be becoming to an end beginning of May
- Water systems should be chlorinated and tested
- Plan Staff Meeting
- **May 2:**
- Daily office operations
- Prepare reservation sheets for opening day.
- Prepare Harbor Days Cancellation Policy sheets for opening day
- **May 3:**
- Daily office operations
- Change codes on bathhouse. Different codes for seasonal and transient boaters.  
Seasonal codes are different for every finger pier and shoreline.
- **May 4:**
- Daily office operations
- Order uniforms (Alfie)
- **May 5:**
- Daily office operations
- Get first schedule out
- **May 6:**
- Daily office operations
- **May 7:**
- Daily office operations
- **May 8:**
- Daily office operations
- **May 9:**
- Daily office operations
- **May 10:**
- Daily office operations
- Harbormaster Monthly Report is due
- **May 11:**
- Daily office operations
- **May 12:**
- Daily office operations
- **May 13:**
- Daily office operations
- **May 14:**
- Daily office operations

- **May 15:**
- Daily Operations
- Opening Day
- Training
- Pavilion is open for rental starting May 15<sup>th</sup> to June 14<sup>th</sup>
- **May 16:**
- Daily Operations
- **May 17:**
- Daily Operations
- New dock attendants need to attend training set up with Greg Klang (Date determining on when Greg Klang is available) Communicate with Barry at Clinch to make a full class.
- **May 18:**
- Daily Operations
- **May 19:**
- Daily Operations
- **May 20:**
- Daily Operations
- **May 21:**
- Daily Operations
- **May 22:**
- Daily Operations
- **May 24:**
- Daily Operations
- **May 25:**
- Daily Operations
- **May 26:**
- Daily Operations
- **May 27:**
- Daily Operations
- **May 28:**
- Daily Operations
- **May 29:**
- Daily Operations
- **May 30:**
- Daily Operations
- Assign DA of the month
- **May 31:**
- Daily Operations
- Submit library reading at the end of the month



- COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
- COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
- Staff Meetings on Tuesdays at 9:00 a.m.
- Prepare Draft Minutes

## June

- **Jun 1:**
- Daily Operations
- **Jun 2:**
- Daily Operations
- **Jun 3:**
- Daily Operations
- **Jun 4:**
- Daily Operations
- **Jun 5:**
- Daily Operations
- **Jun 6:**
- Daily Operations
- **Jun 7:**
- Daily Operations
- **Jun 8:**
- Daily Operations
- **Jun 9:**
- Daily Operations
- **Jun 10:**
- Daily Operations
- Harbormaster Monthly Report is due
- **Jun 11:**
- Daily Operations
- **Jun 12:**
- Daily Operations
- **Jun 13:**
- Daily Operations
- **Jun 14:**
- Daily Operations
- Pavilion is no longer for rent starting June 14<sup>th</sup> until Sept 15<sup>th</sup> – Oct.15<sup>th</sup>
- **Jun 15:**
- Daily Operations
- **Jun 16:**
- Daily Operations

- **Jun 17:**
- Daily Operations
- **Jun 18:**
- Daily Operations
- **Jun 19:**
- Daily Operations
- **Jun 20:**
- Daily Operations
- **Jun 21:**
- Daily Operations
- **Jun 22:**
- Daily Operations
- **Jun 23:**
- Daily Operations
- **Jun 24:**
- Daily Operations
- **Jun 25:**
- Daily Operations
- **Jun 26:**
- Daily Operations
- **Jun 27:**
- Daily Operations
- **Jun 28:**
- Daily Operations
- **Jun 29:**
- Daily Operations
- **Jun 30:**
- Daily Operations
- Michigan Motor Fuel Tax (June 30<sup>th</sup>) submit by the 15<sup>th</sup> of the following month
- Submit library reading at the end of the month.
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff meetings ever Tuesday at 9:00 a.m.
  - Sunday Sunset Concerts begin
  - Prepare Draft Minutes

## **July**

- **July 1:**
- Daily Operations
- **July 2:**

- Daily Operations
- **July 3:**
- Daily Operations
- **July 4:**
- Daily Operations
- Prepare for 4<sup>th</sup> of July, due to limited trailer space you will have to shuttle to off sight locations (high school)
- **July 5:**
- Daily Operations
- **July 6:**
- Daily Operations
- **July 7:**
- Daily Operations
- **July 8:**
- Daily Operations
- **July 9:**
- Daily Operations
- **July 10:**
- Daily Operations
- Harbormaster Monthly Report is due
- **July 11:**
- Daily Operations
- **July 12:**
- Daily Operations
- **July 13:**
- Daily Operations
- **July 14:**
- Daily Operations
- **July 15:**
- Daily Operations
- **July 16:**
- Daily Operations
- **July 17:**
- Daily Operations
- **July 18:**
- Daily Operations
- **July 19:**
- Daily Operations
- **July 20:**
- Daily Operations
- **July 21:**

- Daily Operations
- **July 22:**
- Daily Operations
- **July 23:**
- Daily Operations
- Put out parking and packet pick up signs last week of July for Harbor Days
- **July 24:**
- Daily Operations
- **July 25:**
- Daily Operations
- **July 26:**
- Daily Operations
- **July 27:**
- Daily Operations
- **July 28:**
- Daily Operations
- **July 29:**
- Daily Operations
- **July 30:**
- Daily Operations
- Assign DA of the month
- **July 31:**
- Daily Operations
- July Harbor Commission Meeting held in the pavilion in the past as an open boater forum
- Assign DA of the month
- Submit library reading at the end of the month
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff Meetings on Tuesdays at 9:00 a.m.
  - Sunday Sunset Concerts every Sunday
  - Prepare Draft Minutes

## **August**

- **Aug. 1:**
- Daily Operations
- Harbor Days! (first weekend of Aug)
- Assign dock attendants to certain locations
- Boaters should have packets only one vehicle per slip, you can only get into the harbor with your Harbor Days parking pass your seasonal pass will not work

- On Sat of Harbor Days take codes off restroom doors and 5pm to 12am dock attendants monitor the doors
- Harbor channel closes at 6pm and will approx. re-open at 11:45pm
- Gas dock and launch ramp will close at three on the Sat. of Harbor Days
- Right when the gas dock closes at three on Harbor Days Saturdays Fuel pumps must be wrapped with fire safety blankets.
- On Friday of Harbor Days get extra trash bins from the Waste Treatment Plant and put them on shorelines and around harbor grounds
- Place dock attendants on shorelines, finger piers, and gas dock during fireworks
- **Aug. 2:**
- Daily Operations
- **Aug. 3:**
- Daily Operations
- **Aug. 4:**
- Daily Operations
- **Aug. 5:**
- Daily Operations
- **Aug. 6:**
- Daily Operations
- **Aug. 7:**
- Daily Operations
- **Aug 8:**
- Daily Operations
- **Aug 9:**
- Daily Operations
- **Aug. 10:**
- Daily Operations
- Harbormaster Monthly Report is due
- **Aug. 11:**
- Daily Operations
- **Aug. 12:**
- Daily Operations
- **Aug. 13:**
- Daily Operations
- **Aug. 14:**
- Daily Operations
- **Aug. 15:**
- Daily Operations
- **Aug. 16:**
- Daily Operations
- **Aug. 17:**

- Daily Operations
- **Aug. 18:**
- Daily Operations
- **Aug 19:**
- Daily Operations
- **Aug. 20:**
- Daily Operations
- **Aug. 21:**
- Daily Operations
- **Aug. 22:**
- Daily Operations
- **Aug. 23:**
- Daily Operations
- **Aug. 24:**
- Daily Operations
- **Aug. 25:**
- Daily Operations
- **Aug. 26:**
- Daily Operations
- **Aug. 27:**
- Daily Operations
- Most college students return to school
- Assign DA of the month
- **Aug. 31:**
- Daily Operations
- Submit library reading at the end of the month
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff Meetings on Tuesdays at 9:00 a.m.
  - Prepare Draft Minutes

## **September**

- **Sep. 1:**
- Daily Operations
- Start to prepare proposed budget
- **Sep. 2:**
- Daily Operations
- **Sep. 3:**
- Daily Operations
- **Sep. 4:**

- Daily Operations
- **Sep. 5:**
- Daily Operations
- Most staff return to school
- **Sep. 6:**
- Daily Operations
- **Sep. 7:**
- Daily Operations
- **Sep. 8:**
- Daily Operations
- **Sep. 9:**
- Daily Operations
- **Sep. 10:**
- Daily Operations
- Harbormaster Monthly Report is due
- **Sep. 11:**
- Daily Operations
- **Sep. 12:**
- Daily Operations
- **Sep. 13:**
- Daily Operations
- **Sep. 14:**
- Daily Operations
- **Sep. 15:**
- Daily Operations
- **Sep. 16:**
- Daily Operations
- **Sep. 17:**
- Daily Operations
- **Sep. 18:**
- Daily Operations
- **Sep. 19:**
- Daily Operations
- **Sep. 20:**
- Daily Operations
- **Sep. 21:**
- Daily Operations
- **Sep. 22:**
- Daily Operations
- **Sep. 23:**
- Daily Operations

- **Sep. 24:**
- Daily Operations
- **Sep. 25:**
- Daily Operations
- **Sep. 26:**
- Daily Operations
- **Sep. 27:**
- Daily Operations
- **Sep. 28:**
- Daily Operations
- **Sep. 29:**
- Daily Operations
- **Sep. 30:**
- Daily Operations
- Michigan Motor Fuel Tax (Sept. 30<sup>th</sup>) submit by the 15<sup>th</sup> the following month
- Submit library reading at the end of the month
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Prepare Draft Minutes
  - Staff Meetings on Tuesdays at 9:00 a.m.

### **Off-Season Daily Office Operations:**

Check email  
 Check voicemail  
 Turn in library readings  
 Work on any permit renewals  
 Motor Fuel Tax Submissions  
 Put together Harbor Commission Packets  
 Get draft minutes done and get recording of meetings up on the website  
 Put any ads out  
 Pay and sign up for Advertising for the upcoming year  
 Order all passes (parking, transient, seasonal ramp)  
 Facility Info to the DNR  
 Re-new any Class A and B UST System Operator certifications  
 Contact returning staff  
 Prepare ad for new dock attendants  
 Get all Sunday concert contracts signed  
 Enter info into Annual Report  
 Make Harbor Days' notice sheet  
 Make Harbor Days parking and launch permit overview  
 Make Harbor Days bathhouse keys



Make Harbor Days Boat Lighting Contest Ballot  
Make Harbor Days parking pass  
Make Harbor Days check in sheet  
Take reservations for pavilion events  
Code Bills

## October

- **Oct. 1:**
- Daily Operations
- Start raising docks for the Winter
- **Oct. 2:**
- Daily Operations
- Take dock carts and bikes to storage
- Clean grills and put in storage
- Take propane box and tanks to storage
- **Oct. 3:**
- Daily Operations
- **Oct. 4:**
- Daily Operations
- **Oct. 5:**
- Daily Operations
- Clean and shut off refrigerators and empty office Culligan
- **Oct. 6:**
- Daily Operations
- **Oct. 7:**
- Daily Operations
- **Oct. 8:**
- Daily Operations
- **Oct. 9:**
- Daily Operations
- Power wash main docks
- **Oct. 10:**
- Daily Operations
- Winterize pop and ice machines
- Harbormaster Monthly Report is due
- **Oct. 11:**
- Daily Operations
- **Oct. 12:**
- Daily Operations

- **Oct. 13:**
- Daily Operations
- **Oct. 14:**
- Daily Operations
- **Oct. 15:**
- Daily Operations
- Harbor bottom clean up (Scuba North)
- Harbor closes Oct. 15<sup>th</sup>
- **Oct. 16:**
- Daily Office Operations
- Shrink wrap signs
- Cover remaining signs with plastic
- Take fish down and put in pavilion
- **Oct. 17:**
- Daily Office Operations
- Remove all back-flow preventers
- Have fuel lines blown back
- **Oct. 18:**
- Daily Office Operations
- Remove navigational buoys
- Remove swim buoys on memorial beach
- **Oct. 19:**
- Daily Office Operations
- Winterize pump-out
- Winterize gas dock
- **Oct. 20:**
- Daily Office Operations
- Remove navigational lights
- Shut off range lights
- **Oct. 21:**
- Daily office Operations
- Remove all chemicals and store in Village custodial closet
- **Oct. 22:**
- Daily Office Operations
- Replace posts

**Oct. 23:**

- Daily Office Operations
- Replace posts
- **Oct. 24:**

- Daily Office Operations
- Winterize air conditioning units
- **Oct. 25:**
- Daily Office Operations
- Remove all fire extinguishers and life rings
- **Oct. 26:**
- Daily Office Operations
- **Oct. 27:**
- Daily Office Operations
- Winterize pavilion
- **Oct. 28:**
- Daily Office Operations
- Winterize bathhouse
- Clean out drains in showers and wash vent
- **Oct. 29:**
- Daily Office Operations
- Water lines on the dock need to be winterized
- **Oct. 30:**
- Daily Office Operations
- Take in irrigation suction screens after sprinkler system has been blown out
- **Oct. 31:**
- Daily Office Operation
- Remove ladders
- Submit library reading
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
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## **November**

- **Nov. 1:**
- Daily Office Operations
- Clean memorial bathrooms and remove chemical from pipe chase so DPW can close down
- **Nov. 2:**
- Daily Office Operations
- Install bubblers
- **Nov. 3:**
- Daily Office Operations
- Install bubblers

- **Nov. 4:**
- Daily Office Operations
- Install bubblers
- **Nov. 5:**
- Daily Office Operations
- Check on bubblers
- **Nov. 6:**
- Daily Office Operations
- Check on bubblers
- **Nov. 7:**
- Daily Office Operations
- Check on bubblers
- **Nov. 8:**
- Daily Office Operations
- Check on bubblers
- **Nov. 9:**
- Daily Office Operations
- Check on bubblers
- **Nov. 10:**
- Daily Office Operations
- Check on bubblers
- Send out seasonal contracts before Thanksgiving (Lorie)
- Harbormaster Monthly Report is due
- **Nov. 11:**
- Daily Office Operations
- Check on bubblers
- **Nov. 12:**
- Daily Office Operations
- Check on bubblers
- **Nov. 13:**
- Daily Office Operations
- Check on bubblers
- **Nov. 14:**
- Daily Office Operations
- Check on bubblers
- **Nov. 15:**
- Daily Office Operations
- Check on bubblers
- **Nov. 16:**
- Daily Office Operations
- Check on bubblers

- **Nov. 17:**
- Daily Office Operations
- Check on bubblers
- **Nov. 18:**
- Daily Office Operations
- Check on bubblers
- **Nov. 19:**
- Daily Office Operations
- Check on bubblers
- **Nov. 20:**
- Daily Office Operations
- Check on bubblers
- Winterize barge and contact DPW to pull it out
- **Nov. 21:**
- Daily Office Operations
- Check on bubblers
- **Nov. 22:**
- Daily Office Operations
- Check on bubblers
- **Nov. 23:**
- Daily Office Operations
- Check on bubblers
- **Nov. 24:**
- Daily Office Operations
- Check on bubblers
- **Nov. 25:**
- Daily Office Operations
- Check on bubblers
- **Nov. 26:**
- Daily Office Operations
- Check on bubblers
- Send in yearly rates to the DNR
- Send facility information to DNR
- **Nov. 27:**
- Daily Office Operations
- Check on bubblers
- **Nov. 28:**
- Daily Office Operations
- Check on bubblers
- **Nov. 29:**
- Daily Office Operations

- Check on bubblers
- **Nov. 30:**
- Daily Office Operations
- Check on bubblers
- Submit library reading
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
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## **November**

### **Winterize All Equipment:**

#### **Fire Pump**

- Fuel stabilizer
- Check oil
- Drain water out of pump
- Take battery off pump and store

#### **Gator:**

- Wash and clean outside and inside
- Fuel stabilizer
- Oil change, oil filter, and lube

#### **Weed Trimmer, Leaf Blower, Chainsaw, Edger Trimmer, Push Mowers, and Bush Trimmer:**

- Clean each piece of equipment
- Check and repair any broken parts
- Put stabilizer in gas tanks

#### **Pressure Washer:**

- Put fuel stabilizer
- Check oil change if needed
- Drain water out of pump hose, and handle

#### **Barge:**

- Take barge to launch
- Take outboard motor off
- Have DPW pull out of water

- Take the drain plugs out of pontoons and drain water out of them put plugs back on or in e-building

## **December**

- **Dec. 1:**
  - Daily Office Operations
  - Check on bubblers
  - Update maintenance book yearly
- **Dec. 2:**
  - Daily Office Operations
  - Check on bubblers
  - Prepare capital improvements for the next year
- **Dec. 3:**
  - Daily Office Operations
  - Check on bubblers
  - Submit seasonal and transient rates to the DNR
- **Dec. 4:**
  - Daily Office Operations
  - Check on bubblers
  - Renew all permits certifications as they are received in the mail. Just renew everything with the same addresses otherwise things will get confusing. Most like going to be 120, 207, and 100 Cedar Street.
- **Dec. 5:**
  - Daily Office Operations
  - Check on bubblers
- **Dec. 6:**
  - Daily Office Operations
  - Check on bubblers
- **Dec. 7:**
  - Daily Office Operations
  - Check on bubblers
- **Dec. 8:**
  - Daily Office Operations
  - Check on bubblers
- **Dec. 9:**
  - Daily Office Operations
  - Check on bubblers
- **Dec. 10:**
  - Daily Office Operations
  - Check on bubblers
  - Harbormaster Monthly Report is due

- **Dec. 11:**
- Daily Office Operations
- Check on bubblers
- Renew any staff who have Class A and B UST Certification 5 years from dated certifications
- **Dec. 12:**
- Daily Office Operations
- Check on bubblers
- Book concerts/ entertainment
- **Dec. 13:**
- Daily Office Operations
- Check on bubblers
- **Dec. 14:**
- Daily Office Operations
- Check on bubblers
- **Dec. 15:**
- Daily Office Operations
- Check on bubblers
- Prep Harbor Days packets
- **Dec. 16:**
- Daily Office Operations
- Check on bubblers
- Print Harbor maps out
- Print Police Lot maps out for trailer parking
- **Dec. 17:**
- Daily Office Operations
- Check on bubblers
- Update hours of operations
- **Dec. 18:**
- Daily Office Operations
- Check on bubblers
- **Dec. 19:**
- Daily Office Operations
- Check on bubblers
- **Dec. 20:**
- Daily Office Operations
- Check on bubblers
- **Dec. 21:**
- Daily Office Operations
- Check on bubblers
- **Dec. 22:**



- Daily Office Operations
- Check on bubblers
- **Dec. 23:**
- Daily Office Operations
- Check on bubblers
- **Dec. 24:**
- Daily Office Operations
- Check on bubblers
- **Dec. 25:**
- Daily Office Operations
- Check on bubblers
- **Dec. 26:**
- Daily Office Operations
- Check on bubblers
- **Dec. 27:**
- Daily Office Operations
- Check on bubblers
- **Dec. 28:**
- Daily Office Operations
- Check on bubblers
- **Dec. 29:**
- Daily Office Operations
- Check on bubblers
- **Dec. 30:**
- Daily Office Operations
- Check on bubblers
- Submit seasonal and transient rates to the DNR
- **Dec. 31:**
- Daily Office Operations
- Check on bubblers
- Seasonal slip holders first 50% flip fee is due
- Submit Michigan Motor Fuel Tax by Dec 31<sup>st</sup>
- Submit Library reading
- Fuel leak test and Inventory reports should have been collected, put together and put in Harbor Fuel Inventory file.
  - COUNCIL MEETINGS: EVERY 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF THE MONTH
  - COMMISSION MEETINGS: EVERY 2<sup>ND</sup> MONDAY OF THE MONTH
  - Staff Meetings on Tuesdays at 9:00 a.m.
  - Prepare Draft Minutes