**HARBOR COMMISSION MINUTES:**

**May 11th, 2020**

**PRESENT: Hansen, Bronkema, Wiltse, Blesma, Orschel, Berck**

**ABSENT: Fisher**

**CALL TO ORDER: Meeting called to order at 7:03 P.M.**

**APPROVAL OF MINUTES:**

1. **Regular Harbor Commission meeting held March 9th, 2020: Commissioner Blesma motioned and Commissioner Berck seconded to approve minutes from the regular meeting March 9th, 2020. All members present voting yes. Motion carried.**

**REPORTS:**

1. **Harbormaster Singleton presented the monthly report to the Commission.**
2. **Council: Trustee Bronkema provided a council report to the Harbor Commission.**
3. **Treasurer: Harbormaster Singleton provided up to date FY2020-2021 revenue and expenditure report.**

**CITIZENS COMMENT:** **0 citizen comment**

**OLD BUSINESS:**

1. **Harbormaster Singleton updated Commission with information on the Harbor’s break wall progress. A meeting with GEI engineer Andy Smit was scheduled for May 13th at the Harbor. Commissioner’s Blesma and Orschel were invited to join in on meeting.**
2. **Green infrastructure/Watershed bio-swale update (Watershed Center Grand Traverse Bay) approved by commission**
3. **Security camera update to install 4 new cameras (budgeted for FY2020) recommended to use same company**
4. **Dock raising, refurbishing, and repairing**
5. **Cancelled pavilion events through May 30th**
6. **Marina pro system upgraded, and onsite training completed**
7. **All staff trained and certified as class “C” UST operators (fuel boats)**
8. **Quarterly Underground Storage Tank inspection (RW Mercer)**
9. **Installed safety shield and moved credit card machine to access window in the fuel dock office**

**NEW BUSINESS:**

1. **3 potable water pipes (1 T connection and 2 ball valves) broken and currently being repaired under docks**
2. **1 copper overhead water pipe in mens restroom split at joint and needs repair**
3. **Electrical pedestals inspected and serviced upper and lower harbor**
4. **Signage around the entire facility informing boaters and public of CDC and State social distancing guidelines**
5. **Conducted training with 2020 staff on social distancing and cleaning procedures**
6. **Motion was made by Commissioner Berck and second by Commissioner Orschel to keep the Harbor closed through May 28th. All Commissioners present voting yes (6/0)**
7. **Harbormaster Singleton provided a “first safe phase” of opening the Harbor prior to the extended closure Harbor Commissioners voted on:**
	* 1. **Hours 8am-4pm for employees**
		2. **Office hours 8am-4pm, no access inside for the public, installed plexiglass barrier at window, chip reader for credit card located at window access**
		3. **Seasonal boaters and immediate family recommended by harbor**
		4. **Highly discourage transient boaters (Exception due to extreme wx, medical conditions that are non-covid, boat or mechanical casualties) until Governors EO expires**
		5. **Launch ramp open with restrictions of preparing boats on trailers to launch a minimum distance of 20’ apart**
		6. **6-foot distance from other people at all times (Except for people that live in the same household staying together on boats)**
		7. **Maximize a safe distance from Harbor Staff working**
		8. **Recommended that all boaters and families wear face masks entering the bath house facility or any enclosed area such as the day room or port-a-johns**
		9. **Pavilion no large gatherings**
		10. **No portable sewage pump out**
		11. **No drinking fountains**
		12. **No catching a boat lines unless of an emergency**
		13. **No in-person advanced reservations, only call or email office**
		14. **Make appointment for fuel dock/local sewage pump out (2 boats max, no getting off boat unless emergency or paying bill)**
		15. **No outside vendors or contractors, harbormaster permission will be needed**
		16. **PPE is available to all employees (gloves, masks, hand sanitizer, eye protection), requiring employees wash hands thoroughly and often throughout the day**
		17. **Implementing social distancing between employees and the wearing of masks in vehicles and enclosed spaces**
		18. **Disinfecting bath house and showers once a day (both sides closed while cleaning)**
		19. **Bath house and showers open with social distancing implemented, disinfectant supplied for shower users to spray down before and after shower**
		20. **4 port-a-john on site (not maintained by staff)**
		21. **Regularly disinfecting of frequently used items and surfaces**
		22. **Reduced work staff of seven a day working**
		23. **Hand sanitizer stations located throughout the harbor and facility**
		24. **Staff fills out appropriate covid-19 health check screening paperwork and conduct daily assessment of workplace hazards**
		25. **Finally, and most importantly, boaters must strictly adhere to social distancing rules for our staff. Understand that we have a relatively small staff and an infection among any of them will result in quarantining of all employees and partial or total closure of the harbor.**
8. **A special meeting was agreed on by all commissioners and scheduled to take place at 7pm May 28th to discuss what the Harbor Commission should do and when to open the harbor and facilities to its boaters.**

**CORRESPONDENCE:**

**ADJOURNMENT: Meeting adjourned at 8:12 P.M.**