

VILLAGE OF NORTHPORT  
WATERFRONT COMMITTEE  
SPECIAL MEETING via ZOOM  
November 10, 2020 1PM

MEMBERS PRESENT: Cook, Harper, Gremel

STAFF PRESENT: Scott, Edmondson, Holtz

PUBLIC PRESENT: None

PUBLIC COMMENT: None

DISCUSSION/ACTION ITEMS:

1. STATUS OF DOCKHOUSE/ "C" DOCK: The Harbor Master reports that the remainder of the items in the Dock House need to be removed and that should be completed by the end of next week. The delay has been caused by COVID-19 as her daughter has tested positive and both she and her daughter are under quarantine. The computers will be taken to the Village Office. The rest of the equipment, including the microwave and the table and chairs, the drawers from the cabinets will be put in the Boater's Lounge, plus anything that could possibly be damaged during moving of the Dock House. The Boater's Boxes on "C" Dock will be removed by Marcus and Chase beginning tomorrow. Susan has all the keys and lock combinations for the Boater's Boxes. The computer in the Harbor Master office in the Village Office needs to be connected to the internet (Kent Holton can do).
2. HIRING NEW HARBOR MASTER: According to Zip Recruiter the majority of harbor masters (HM) in the US range between \$31,500 and \$49,500 per year. Michigan ranks #26 out of 50 states for HM salaries. Another firm, the Economics Research Institute, has information indicating that the average HM salary in the US is \$31,449 (\$15.00/hr) plus an average bonus of \$563. Our current HM made \$53,970 this year but that number includes what she made for her cleaning duties (\$16,470). Research shows that in most marinas, the HM is responsible for any cleaning duties, including bathrooms. According to Mr. Harper the dock hands clean the bathrooms at the Charlevoix marina. Gremel mentioned that it may be possible to recruit a HM from Florida as many of them would like to be up north for the summer (April to November) The consensus of opinion however is that our position should be year round as there are many duties to be completed in the off months.

We need a HM that will manage all aspects of the harbor and the staff and be proactive in promoting an attractive and professionally run marina.

The current thinking of the committee is that the salary range should be between \$42,000 and \$49,000 plus benefits to begin at the 90 day mark assuming this is a fulltime position.

The committee also discussed making cleaning of the bathrooms part of the dock hands responsibilities. A schedule should be worked out so that the bathrooms are cleaned beginning at 6 AM each day on a rotating basis or volunteer basis among the dock hands. This would fix the overlap in schedules that has occurred in the last few years.

Once approved, the job description will be published in the Enterprise and the Record-Eagle. The Record-Eagle will also place our ad on Monster.com. Mr. Harper also has contact numbers for many of the area harbor masters/marinas and will put the word out to them that we are in need of a HM.

Interviews would probably be done via ZOOM. Finalist(s) would be interviewed in person.

PUBLIC COMMENT: None

ADJOURNMENT: Motion made, seconded and ROLL CALL Unanimous