

CITY OF MARQUETTE

Policies and Procedures for

PRESQUE ISLE MARINA, CINDER POND MARINA MOORING FIELD AND LAUNCHING FACILITIES

City Code section 52 Waterways and Beaches outlines rules of marinas, waterways, harbors and vessels. In support of these Ordinances, the following policies and procedures are observed:

SEASON SCHEDULE

Presque Isle Marina, Cinder Pond Marina and mooring field will open May 1st of each calendar year and close on November 1st, depending on weather or ice conditions. Vessels must be placed and removed within those dates.

FACILITY SPECIFICS

Boats using marina facilities must be seaworthy and shall not constitute a fire hazard. Any boat deemed a hazard by a competent authority shall be removed from marina immediately.

Seasonal vessels leaving the marina overnight should log the trip with marina staff on forms available in the marina office. Slip shall be available for let to transient boaters if a seasonal vessel is out of the marina for more than 24 hours

City of Marquette reserves the right to board your vessel in cases of emergency due to sinking, fire, and other conditions that would cause damage to City property or environmental damage. City marina staff will only board your vessel after attempts to reach you, the owner, by conventional means have been unsuccessful. By signing slip rental agreement you agree to hold the City of Marquette harmless for incidental damage caused to your vessel in such an emergency.

Personal property may be stored in a dock box or on boat. Dock box shall be a triangular box approximately 54.5" x 32.25" x 29.5" and commercially manufactured for marina application. Dock boxes must be mounted per direction of marina staff.

All vessels must fit within the limits of their assigned slip. No part of the vessel (to include anchor, bow pulpit, bow sprit, outboard motor, fishing gear, swim platform, tender, etc.) may extend beyond end of finger pier or inner end of main dock utility pylon.

Slip holders are permitted to moor one "tender" (dinghy or jet ski) in their slip providing there is adequate space for it. In situations of doubt, the marina manager will decide if adequate space exists. Slip holders shall provide a copy of tender registration and proof of insurance. Tender shall be registered and insured under slip holder's name prior to mooring tender.

Refueling from containers larger than six-gallon capacity is prohibited in marinas, mooring field and boat launching facilities.

Sub-leasing, short-term rentals or loaning of slips is not permitted in marinas or mooring field.

PARKING

Slip holders at Cinder Pond Marina will be issued two numbered temporary parking passes for the 30 designated parking spots at Mattson Park. Marina staff will enforce violations and maintain a log of numbered parking passes. General and handicap parking spots are not designated to specific slip holders and the police will enforce handicap parking violations.

Vehicles using City launch ramps with season passes or daily launch passes may park in designated spaces for launch ramps. Guests of launch ramp users may park in non-reserved parking spaces at Mattson Park parking lot and non-reserved parking spaces at Presque Isle Park near the launch ramp parking lot. Launch ramp parking rules are enforced by marina staff.

No reserved parking is available to mooring field buoy holders, with exception of a 15-minute parking space near the dinghy storage beachhead (behind waste-water pumping station). Mooring field buoy holders may utilize non-reserved parking spaces at the Mattson Park parking lot.

SEASONAL SLIPS WAITING LISTS PROCEDURES

1. Boaters on a waiting list will be charged the posted rate by residency.
2. A fee will be required for each different slip-length waiting list on which a boater would like to be placed.
3. Waitlist fee(s) will be paid when a boater initially applies for a particular waiting list.
4. Boaters will be sent a reminder to pay annual waitlist fee before each season by given deadline. If information and payment is received on time, applicant will remain on list. If payment is not received by said date, his/her name will be removed from the list completely and boater must reapply paperwork and payment to get back on the list according to date of re-application.
5. Each season, after slip renewal due date, waiting list persons will be called by a representative of the City in order to fill slip openings. Waiting list applicants are not guaranteed a slip offer. Waiting list persons that refuse a slip offer will be removed from the list and must resubmit waitlist application and appropriate fee. If removed from the list for any reason, persons wishing to reapply will be placed at the bottom of the list based upon the date of re-submission paperwork.
6. Waiting list candidates who accept an available slip will receive a deduction of one year paid waitlist fee from the initial year seasonal rate.
7. Waiting list candidates who accept an available slip may remain on other waiting lists, if desired, and renew annually.

SEASONAL SLIP ASSIGNMENTS

1. The process of renewing slips begins when the Parks and Recreation Department mails application packets to previous year slip holders.
2. Recipients of the application packet desiring to renew slip at any City marina must return packet material, payment and required documents as stipulated to the Parks and Recreation Department within the deadline period. Slips are not renewed without payment; there are no exceptions.
3. Marina staff may assign a slip to applicant based on applicant meeting published guidance of the marina. Unless there are extenuating circumstances as determined by the Director, applicant may assume they will receive a slip and it will be the same slip occupied the previous year.
4. The marina manager will act for the Director of Community Services when so designated.
5. Boat may not be placed in slip until all required documents have been received. If boat is placed in slip without required documents, slip holder will be fined the posted slip penalty rate daily.
6. If a slip occupant makes modifications to boat such that boat no longer fits within slip as defined by

marina rules, boater must remove modifications or vacate slip at managers discretion.

7. Slip openings during boating season: In the event that a seasonal slip holder does not intend to use their slip assignment for any portion of the boating season, or if slip is declared vacant for failure to pay slip fee, slip holders within the marina will be given first priority to shift into it. This is for same slip-size moves only.
 - a. Presque Isle and Cinder Pond are treated as two separate marinas and “free” movement between them is prohibited under this procedure. A slip holder from one marina must be on waiting list for the other marina and is given no special priority.
 - b. Slip holders wishing to relinquish their slip for any portion of boating season must notify the marina manager in writing of their intention.
 - c. In the event a boat owner wishes to cancel the slip rental lease prior to July 1 of any year, boat owner shall be entitled to a 50% refund of the fee paid. Cancellations after that date shall not entitle boat owner to any refund.
 - d. Slip holders are required to notify marina manager in writing of their desire to change slips within size.
 - e. Marina manger will prioritize slip-change request list by date of application and categorize by slip size.
 - f. Applicants for in-size relocation will be given 48 hours to relocate their boat.
 - Once contacted, applicant must accept or reject relocation immediately.
 - Marina Manager will attempt to contact applicant for up to **two** business days.
 - Failure to locate slip-change applicant within two business days will necessitate the marina manager move to the next applicant.
 - Once all applicants for relocation are exhausted, any slip remaining is available to waitlist applicants.
 - g. Switching slips within marina slip holders is allowed by mutual arrangement by slip holders but must be approved by marina manager.
 - h. Once a slip holder relocates to a new slip, either larger or within size, the old slip is declared vacant and procedure for slip openings applies.
8. When a slip is declared vacant (for this purpose all internal moves are finished), the marina manager will notify first applicant on waiting list by telephone.
 - a. Slip waiting list is ordered by date of application and slip size request and maintained by Community Services office staff.
 - b. It is applicant’s responsibility to ensure application is complete and current, especially concerning telephone contact information, e-mail addresses and second contact person as applicable.
 - c. Should contact information be inaccurate (unable to contact applicant) marina manager will move to next applicant in order.
 - d. Marina manager will spend no more than 24 hours in an effort to contact an applicant.
 - Messages left on telephone voicemail are considered contact.
 - If applicant does not respond within **two** business days, the marina manager moves to next applicant.
 - Marina manager will keep a written record of all attempts to contact, refusal or acceptance of slip, including date and time of contact, etc.
 - e. Once contacted by marina manager, slip applicant must make an immediate decision to either accept or reject the offered slip. “I’ll get back to you. Let me think about it,” are not acceptable answers.
 - f. Applicants rejecting a slip or unable to be contacted will be removed from the waiting list. To be restored to the list, applicants must complete a new application and pay the applicable wait list fee.
 - g. Applicants accepting the offered slip have five business days to provide payment to Parks and Recreation Department.
 - h. In the event waiting list is exhausted without any applicant accepting a slip, remaining slips are

vacant and become available to the general public.

9. Copies of waiting lists for all marinas by slip sizes will be posted at all marinas consistent with privacy protection procedures.
10. The Director of Community Services is the final authority for this procedure and the marina manager his delegated representative.

MOORING FIELD

All vessels must fit within the limits of their assigned mooring buoy. No part of vessel (to include anchor, bow pulpit, bow sprit, outboard motor, fishing gear, swim platform, tender, etc.) may extend beyond the end of the limits of their respective mooring field area. (See Addendum)

There will be no loaning, sub-leasing, short-term rental or use of other mooring balls in the field for any reason.

Proper pennants are required for mooring use. (City of Marquette does not provide pennants)

- Pennants must be ¾ inch diameter line – 10 feet in length, 3 strand nylon, or double braid polyester. Line must have chafe gear sleeving to prevent abrasion. Vessel owner is responsible in the event of pennant failure.
- City of Marquette assumes no liability for personal injury or property damage which may result from pennant attachment or use of mooring tackle installed and maintained by the City of Marquette.
- Mooring Field users shall not tamper with or attach any item to any City of Marquette mooring equipment including buoy, chain, clevises, pins, bolts, etc. Any attachments or alterations to City equipment will be removed at owner's expense and may result in loss of future mooring.

Dinghy storage will be assigned by marina manager or his designee. A dinghy shall have identification tag with associated buoy number. A dinghy stored without identification tag or outside of assigned area will be removed at the owner's expense. Dinghy shall be removed within one week of end of published mooring season. If dinghy owner fails to remove, dinghy will be removed at owner's expense. The City of Marquette assumes no liability for loss or damage to dinghy.

Mooring field waiting list will be established and maintained by office staff using identical procedure to marina slip waiting lists.

VESSEL OWNERSHIP AND PARTNERSHIP POLICY

1. Original vessel owner and slip renter:
 - a. Defined as person or persons identified on Marina Slip Rental Agreement and boat registration as vessel's owner(s) prior to slip assignment for first-year mooring at one of Marquette municipal marinas or mooring field.
 - b. Sale of any portion of vessel, other than an equal share owner as defined below, shall be considered as sale of the whole boat. Since slips and mooring buoys cannot be sold or transferred, new owner(s) must restart slip selection process or find new dockage or mooring.
 - c. In the event original vessel owner is deceased during season, slip may pass to an immediate family member for duration of current boating season. After current season is finished, vessel owner must vacate slip. Should vessel owner want to retain slip, they must go through slip selection process. Unless joint ownership was established.
 - d. Immediate family members are defined as spouse, mother, father, brother, sister, son or

daughter.

2. Proof of vessel ownership and verification:

Vessel owner must verify ownership by presenting vessel's current registration and/or bill of sale (if state registration is not yet available) and/or title, current proof of insurance documents, or International Documentation validation. An ownership verification request can occur at any time prior or during slip rental season as requested by marina management personnel. All required documents must be in vessel owner's name.

3. Vessel partnerships for slip use:

- a. When establishing a new vessel partnership, **original slip renter** must retain a minimum of an **equal share** of vessel to retain rental of slip. Equally shared ownership requires verification through a notarized bill of sale and/ or notarized legal document identifying equal partners. Shared ownership verification must include all parties on a current registration, title and insurance documents as stated above within seven days of sale. Once equal partnership and ownership is verified, original slip renter has seven days to update annual slip rental agreement to include all partnership name(s) and demographics.
- b. Failure to verify equal ownership and/or failure to update annual rental agreement may result in surrender of slip within 15 days from verification request date and seasonal rental may be forfeited.
- c. If verified original owner of vessel has less than an equal interest in vessel, the vessel must vacate slip within four days and will be viewed and assessed as a transient vessel.
- d. If original owner/renter becomes deceased and vessel reverts to a majority ownership outside of the immediate family, vessel must vacate slip within four days and will be viewed and assessed as a transient vessel. Note: A daily transient rate for a long-term stay will be at discretion of Harbor Advisory Committee and marina management personnel

RESPONSIBILITY AND LIABILITY

All owners and their guests are expected to follow City of Marquette's marina policies as well as all State and Federal laws and rules of safety. Failure to abide by marina rules and/or State and Federal Laws may result in legal prosecution of vessel owner and/or guest(s). Substantiated violations may require vessel and owners to vacate slip and forfeit balance of annual slip rental fee.

EMERGENCY TELEPHONE NUMBERS

911 IS RECOMMENDED FOR ALL POLICE AND FIRE EMERGENCIES

Marquette Police Department	911
Marquette Fire Department	911
Ambulance Service, Central Dispatch	911
UP Health System, Marquette Hospital	906-449-3000
US Coast Guard, Marquette	906-226-3312