

## **Minutes of Bay St. Louis Municipal Harbor Commission**

**Date:** Tuesday, March 18, 2014

**Location:** Bay St. Louis Central Fire Station Training Room, 543 Main Street, Bay St. Louis.

The meeting of the Bay St. Louis Municipal Harbor Commission convened at 3:00 p.m.

**Commissioners Present:** Chairman Lee Seal, presiding, Charles LaFleur, Rod Ward, J.P. Compretta, Chet LeBlanc, Chris Roth and Mike Hemsley, alternate.

**Absent:** Commissioner Ken Barbor

**City Officials Present:** Buz Olsen and Paula Fairconnetue

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The meeting was called to order by Commissioner Seal.

### **APPROVAL OF MINUTES**

#### **RE: February 18, 2014**

Commissioner LaFleur moved, seconded by Commissioner LeBlanc, to approve minutes of the Harbor Commissioner held Tuesday, February 18, 2014, as presented.

A vote was called for with the following response:

VOTING YEA: LaFleur, LeBlanc, Seal, Roth, Compretta and Ward

VOTING NAY: None ABSENT: Barbor

### **APPROVAL OF MINUTES**

#### **RE: February 25, 2014**

Commissioner LaFleur moved, seconded by Commissioner Ward, to approve minutes of the Harbor Commissioner held Tuesday, February 25, 2014, as presented.

A vote was called for with the following response:

VOTING YEA: LaFleur, LeBlanc, Seal, Roth, Compretta and Ward

VOTING NAY: None ABSENT: Barbor

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### **Guest: Myrna Green, Tourism Bureau**

#### **RE: Harbor Promotions**

Myrna gave a status report on the two boat shows that she and Commissioner LaFleur attended in Biloxi and New Orleans. She received 15 preliminary applications at the boat shows and noted that boat owners are very interested in coming to our harbor. The commission also agreed to have a booth at the Gulfport Boat Show scheduled for April 3<sup>rd</sup> through 6<sup>th</sup>.

Myrna suggested to the commission that this may be time to submit another press release to the media announcing that slip rental applications are available.

The Commission is working on having the slip rental applications available in April.

**Guest: Jason Chiniche**

**RE: Harbor Update**

Jason reported that the harbor is approximately 82% complete. The contractor is driving piles for the Day Pier and placing rocks in the parking lot area. All utilities are installed except for the power pedestals, which installation will begin next week.

A site visit of the Harbor was tentatively set for Tuesday, March 25th at 4:30 pm for the Commission and City Officials.

Discussion was had on selecting a design for the entrance sign to the harbor. Consensus of the Commission was to choose the archway concept to keep signage consistent with Rutherford Pier sign.

Commissioner Seal called for a motion to accept the chosen design.

## **MOTION TO ACCEPT ARCHWAY DESIGN**

**RE: Harbor Entrance Sign**

Commissioner Compretta moved, seconded by Commissioner LeBlanc, to accept the archway design for the entrance sign to the harbor.

A vote was called for with the following response:

VOTING YEA: LaFleur, LeBlanc, Seal, Roth, Compretta and Ward

VOTING NAY: None ABSENT: Barbor

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## **OLD BUSINESS**

### **Operating Budget**

Commissioner Seal compiled a draft of the operating budget with an estimated projection of \$102,000 revenue for the first year. Expenditures will include the three major items, personnel, supplies and fees, which is approximately 80% of expenses; employee salaries are projected at \$97,000; supplies and fees are projected at 15% of expenses, with a projected net loss for the first year estimated at an amount between \$20,000 and \$50,000.

The Commission will review the preliminary budget for discussion at the next meeting.

### **Harbor Master Resumes**

Commissioner Seal appointed a three man subcommittee to review resumes and select the top applicants to present to the mayor. Subcommittee members are Chet LeBlanc, Rod Ward and Lee Seal. Remaining board members were asked to review the resumes and give their input. The Mayor and Harbor Commission officers will interview candidates.

## **REQUEST FOR PROPOSALS**

The Commission reviewed the RFP for marketing services and made corrections to the document.

Commissioner Seal called for a motion to accept the RFP for marketing services.

**MOTION TO ACCEPT RFP**

**RE: Marketing Services**

Commissioner Roth moved, seconded by Commissioner Ward, to accept the Request for Proposals for Marketing Services for the harbor, with corrections.

A vote was called for with the following response:

VOTING YEA: LaFleur, LeBlanc, Seal, Roth, Compretta and Ward

VOTING NAY: None ABSENT: Barbor

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**Lottery Process**

Commissioner Seal drafted a preliminary list of rules for the lottery.

After a lengthy discussion on the process of assigning slips, the Commission determined that an applicant should be allowed several slip choices in the event that a requested slip has already been assigned.

**MOTION TO ACCEPT LOTTERY PROCESS**

**RE: Initial Slip Assignment**

Commissioner Compretta moved, seconded by Commissioner LeBlanc, to allow applicants to submit their first three (3) slip choices in the lottery to guarantee they would receive one of their selected locations.

During discussion, the Commission determined that an applicant should also be given the choice of pier and slip.

The motion was amended to read as follows:

**MOTION AMENDED**

**RE: Initial Slip Assignment**

Commissioner Compretta moved, seconded by Commissioner LeBlanc, to amend the motion to allow applicants to submit their first three (3) slip choices designated by pier and slip appropriate to the size of the vessel.

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The Commission requested a special meeting with the City Council to approve an Amendment to Ordinance No. 547 to allow a lottery for initial assignment of slips, and for approval of the Request for Proposals for Marketing Services.

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**Fuel Dock/Bait Shop**

During discussion of accepting proposals to sublet the fuel dock and bait shop, the Commission determined that a bidder would be allowed to submit a proposal on one bid item, or both items. Further discussion was had on the process of selling gasoline and operations of the fuel dock.

**MOTION TO ADJOURN**

Commissioner Compretta moved, seconded by Commissioner LaFleur, to adjourn the Harbor Commission meeting of March 18, 2014, there being no further business to discuss.

A vote was called for with the following response:

VOTING YEA: Compretta, LaFleur, Ward, LeBlanc, Roth and Seal

VOTING NAY: None ABSENT: Barbor