

Minutes of the Bay St. Louis Harbor Commission

Date: Tuesday, June 24, 2014

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

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

Commissioners Present: Lee Seal, presiding; Ken Barbor, Vice Chair, Rod Ward, Charles LaFleur, J.P. Compretta, Chet LeBlanc, Chris Roth and Mike Hemsley, alternate.

City Officials Present: Chuck Fortin, Harbormaster, Buz Olsen, Community Development, Don Rafferty, City Attorney and Paula Fairconnetue, Secretary

The meeting was called to order by Commissioner Seal.

APPROVAL OF MINUTES

RE: June 24, 2014

Commissioner LaFleur moved, seconded by Commissioner Compretta, to approve the minutes of the Harbor Commission meeting held June 24, 2014, with corrections.

A vote was called for with the following response:

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

VOTING NAY: None

Guest: Jason Chiniche

RE: Harbor Update

Jason reported that the harbor is 99% complete. The contractor is doing troubleshooting on a few electrical pedestals. The CORP of Engineers is doing some work south of the vehicular ramp, between the bridge and the RR tracks. They're relaying drainage pipes that were inadvertently installed across private property that they did not have authorization to do. Construction work at the harbor has been delayed because they shut the power off to the site in order to complete their work. The contractor at the harbor is doing a few things on site that doesn't require power. The paving was completed last week and there are a few miscellaneous things they're working on. The power will be back on Friday whether or not the CORP is complete with their project or not. Buz Olsen has already discussed the matter with the power company.

There was an inspection of the site last Friday, everything look good except a few small items. Stripping still needs to be done in the parking lot, but that can be scheduled for a later date. The fire system was tested. A few items won't be installed at opening. The entrance sign will come in mid-July; the umbrella tables that were approved in change order #6 should ship the first week of July. Landscaping is still outstanding and was being worked on today.

Training for the fuel system, pump-out station and power pedestals will be scheduled for this week or early next week. Jason will submit the substantial completion and the punch list items to the Commission for acceptance at next week's meeting. The contractor was given 45 days on the substantial completion to complete the items, because there are a few long lead items on the list, including the entrance sign and railing along the ramp.

Harbormaster Report

Chuck Fortin reported that the tanks are equipped with mechanical style pumps that have to be adapted to the Ruby System, an all points of sale adaptable tracking system that will be used

at the harbor. The rest of the equipment for the fuel dock is in, including the Veeder Root System. The system is a fuel tank level gauge that pinpoints leaks and monitor fuel and water levels in the tanks. He's also working with AT&T to get phone line connections in the harbormaster's office.

Approximately 30 slips have been leased so far. A boating club from Louisiana is coming down for Harbor Fest. Several boaters called to come over for the festival. He's also received calls for Cruisin the Coast. An ice dispenser will be located at the fuel dock and will be stocked with 10 lb. bags of ice and 10-lb block ice. According to the mayor, the dock hand will be an in-house employee. Duties of the dock hand include staying on top of keeping the harbor clean.

The parking lot stripping work is scheduled for Monday, June 30th.

A quote on fuel cost was given to the Commission that Chuck received from a local vendor.

The Harbormaster will start receiving boats at the harbor on Saturday morning, June 28th. He will contact Boat U.S., and any local franchise who would be interested in having a boat at the harbor to assist boaters.

Chuck contacted the Coast Guard regarding opening the RR Bridge for boaters. The Coast Guard was not aware of any issues with CSX RR Bridge not opening for boaters, or of any complaints. He was informed that according to regulations CSX is required to open the bridge for trains within 10 miles. They monitor channel 13 and the cell# 228-591-0136 is directly to the bridge operator. The Coast Guard requested to be informed of any issues.

OLD BUSINESS

Marketing RFP

Commissioner Seal reported that he and Buz Olsen met with the Tourism Board and was informed by the board that they will keep its commitment to the Harbor. Commissioner Seal informed the Tourism Board that a web page was needed for the harbor and the Tourism Bureau agreed to pay for the web page. The Harbor Commission will hire an agency to develop a web page for the harbor and have the invoice sent to the Tourism Bureau for payment. The agency has approximately \$7,000.00 remaining to fulfill their \$15,000 pledge to the harbor. The Tourism Board was excited about the harbor and consider it a tier I asset in marketing our area.

Commissioner Seal reported that AdLib Communications sent an email officially withdrawing from taking any promotional part in the opening of the harbor, due to a full July schedule, but would be interested in doing promotions for the harbor on future campaigns.

Consensus of the Commission was to have the Harbormaster and Marketing Sub-Committee, Chuck LaFleur and Chris Roth, meet with AdLib Communications and the Focus Group to discuss developing a web page for the harbor and cost.

Commissioner Seal called for a motion to affirm a meeting with the two advertising agencies.

MOTION TO AUTHORIZE MEETING WITH ADVERTISING AGENCIES

RE: Web Page Development /Promotion of the Harbor

Commissioner Ward moved, seconded by Commissioner LaFleur, to authorize a meeting between the Harbormaster, Harbor Commission Marketing Subcommittee and AdLib Communications and The Focus Group advertising agencies, to discuss development of a web page for the harbor and cost. The Committee will report back to the commission.

A vote was called for with the following response:

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

VOTING NAY: None

EXECUTIVE SESSION

MOTION TO DETERMINE THE NEED TO GO INTO EXECUTIVE SESSION

Commissioner Compretta moved, seconded by Commissioner LeBlanc, to determine the need to go into executive session.

A vote was called for with the following response:

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

VOTING NAY: None

MOTION TO GO INTO EXECUTIVE SESSION

Commissioner Compretta moved, seconded by Commissioner Barbor, to go into Executive Session to discuss proposals for the Fuel Dock & Bait Shop.

A vote was called for with the following response:

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

VOTING NAY: None

MOTION TO COME OUT OF EXECUTIVE SESSION

Commissioner Compretta moved, seconded by Commissioner Barbor, to come out of Executive Session with no action having been taken.

A vote was called for with the following response:

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

VOTING NAY: None

Chairman Seal called the meeting back into session.

RECOMMENDATION TO REJECT PROPOSAL

RE: Fuel Dock/Bait Shop Operator

Commissioner Roth moved, seconded by Commissioner Compretta, to recommend that the City Council reject the proposal submitted by the Murphy Family to operate the fuel dock and bait shop, due to non-responsive proposal.

A vote was called for with the following response:

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

VOTING NAY: None

AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS

RE: Harbor Bait Shop

Commissioner Roth moved, seconded by Commissioner Compretta, to authorize advertisement of Request for Proposals for vendor service to operate a bait shop only.

A vote was called for with the following response:

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

VOTING NAY: None

The Commission discussed the issue of whether the RFP should include operating the Bait Shop on a barge/ boat, or should the vendor be allowed to operate at a designated spot on land.

The Harbormaster recommended not including vendor location in the advertisement and see what kind of feedback we receive from interested parties.

RECOMMENDATION FOR HARBORMASTER TO OPERATE FUEL DOCK

Commissioner Ward moved, seconded by Commissioner LaFleur, to recommend that the city place the Harbormaster in control of dispensing fuel at the harbor.

A vote was called for with the following response:

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

VOTING NAY: None

MOTION TO ADJOURN

Commissioner Ward moved, seconded by Commissioner LaFleur, to adjourn the Harbor Commission meeting of June 24, 2014, there being no further business to discuss.

A vote was called for with the following response:

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

VOTING NAY: None