

Minutes of Bay St. Louis Municipal Harbor Commission

Date: Tuesday, September 27, 2016

Location: Bay St. Louis Conference Center, 588 Main Street, Bay St. Louis

The meeting convened at 3:00 p.m.

Commissioners Present: Ken Barbor, Chair, Chris Roth, Vice Chair; Charles LaFleur, J.P. Compretta, Seal

City Officials Present: Chuck Fortin, Harbor Master and Paula Fairconnetue, Secretary

The meeting was called to order by Ken Barbor, Chair.

APPROVAL OF MINUTES

RE: August 28, 2016

A motion was made by Commissioner LaFleur, duly seconded by Commissioner Roth, to approve the minutes of August 28, 2016, with corrections.

A vote was called for with the following response:

VOTING AYE: LaFleur, Compretta, Barbor, Roth and Seal

VOTING NAY: None

Guest: Jason Chiniche, City Engineer

RE: Harbor Projects

Wave Screen

A Pre-Con meeting with the contractor was held. The permit has been issued and all materials are available. The contractor has coordinated with the Coast Guard. The contractor needs approximately six parking spaces for setup at the harbor. He will fabricate the vinyl sheeting and whalers in 40' sections from the barge to install the wave screen. The day markers will be relocated according to the shift of the harbor entrance. The contractor is scheduled to drive two (2) pilings per day, with a two week completion time of installing 40' long pilings.

Liquidated damages on the project is \$500 per day.

B.I.G. Grant

The grant information was submitted to DMR on September 17th. Also, a small application was submitted for the Clean Vessel Act Grant for improvements to the pump out station.

Warranty Issues

The city attorney will meet with the harbor master and city engineer to review the warranty issues at the harbor and determine how to move forward.

Pedestrian Ramp/Grant Funding

The City has to request a Section 408 Review from the Corp of Engineer, which is a federal guideline to see what impact a proposed project will have on a federal project. Once approval is given by the Corp of Engineers, we can look at moving forward with the pedestrian ramp project.

The Boater Infrastructure Grant will be used for the development on the south side of the harbor,

which includes a Laundromat, harbor master office and other amenities, and Tidelands funds will serve as match for the project.

Harbor Master's Report

Chuck Fortin submitted the Occupancy Report and Financial Report for review by the Commission. (SEE EXHIBIT A)

Financial Discussion

Chuck Fortin reported that he and the commission previously discussed that a capital operating account with beginning balance of \$125,000 will be established. Beginning with the new fiscal year, a capital maintenance account will be opened with a \$5,000 balance. On April 1st and October 1st of each year, amounts in excess of \$125,000 in the operating account will be transferred to the capital maintenance account.

During discussion, the commission acknowledged that they needed to see exactly what line items were included in the new budget.

Employee Pay - The board is waiting on Council confirmation on a rate increase for the harbor master. Beginning December 1st the new workplace law will limit working hours. A new schedule will need to be drafted for harbor employees.

Events

The Category 6 concert went well; the Bulls on the Beach Event will have to answer to DMR, the Coast Guard and CSX and Homeland Security regarding their pyrotechnics show. The Fire Chief spoke with the people involved and was the fireworks would be done off a barge with normal fireworks. At no time was exploding gas cans discussed.

Chuck reported that Buoy's has been great to work with and he doesn't know what happened with this event. DMR feels that approval is needed from the City and the Department of Marine Resources before any pyrotechnic shows can take place.

Consensus of the Commission is that approval is needed from the Coast Guard as well, before approval is issued from the city. Specific language about pyrotechnic shows should be added to the application form, which should require a signature from the fire and police departments.

The Harbor master will draft application with inclusion of pyrotechnic shows with proof of insurance.

Cruisin the Coast has reserved 30 parking spaces at the harbor lot to use as part of the car show. There will be no entertainment at the harbor.

Old/New Business

Selling Bait – Distributors do not provide freezers; freezers cost approximately \$500 and need to be functional to outdoor exposure. Chuck noted that this would not be a money maker on your return. It would take 9-10 months to recoup your spending.

Motion to Adjourn

Commissioner LaFleur moved, duly seconded by Commissioner Roth to adjourn the Harbor Commission meeting of September 27, 2016, there being no further business to discuss.

A vote was called for with the following response

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

VOTING NAY: None

Bay St Louis Municipal Harbor												
Occupancy and sales		Quarter 1-2016				Quarter 2-2016				PRIOR		
		Jan 1	Feb 1	Mar 1	Q1Average%	April	May 1	June 1	Q2 Average %	YTD	YTD	
Total slips		163	163	163		163	163	163				
Occupied		105	100	103		111	118	132				
Vacant		58	63	60		52	45	31				
Occupancy %		65	62	63	63	68	72	81	73	68	46	
60' Slips		10	10	10		10	10	10				
Occupied		9	8	9		8	8	9				
Vacant		1	2	1		2	2	1				
Occupancy %		90	80	90	87	80	80	90	83	85	68	
50' Slips		23	23	23		23	23	23				
Occupied		21	21	21		22	23	23				
Vacant		2	2	2		1	0	0				
Occupancy %		94	94	94	94	96	100	100	97	95	71	
45' Slips		22	22	22		22	22	22				
Occupied		17	13	13		14	19	20				
Vacant		5	9	9		8	3	2				
Occupancy %		75	60	60	65	65	80	90	78	71	40	
40' Slips		32	32	32		32	32	32				
Occupied		15	17	16		18	20	22				
Vacant		17	15	16		14	12	10				
Occupancy %		45	55	50	50	57	64	70	63	56	44	
35' Slips		66	66	66		66	66	66				
Occupied		34	33	35		39	38	48				
Vacant		32	33	31		27	28	18				
Occupancy %		50	50	53	51	60	58	73	63	57	31	
25' Slips		10	10	10		10	10	10				
Occupied		9	8	9		10	10	10				
Vacant		1	2	1		0	0	0				
Occupancy %		90	80	90	87	100	100	100	100	93	93	

	Quarter 3-2016			Q3Average%	YTD%	Quarter 4 2016			Q4 Average %	YTD Average %
	July 1	August 1	Sept 1			OCT 1	1-Nov	1-Dec		
Total slips	163	163	163			163	163	163		
Occupied	136	134	129							
Vacant	27	29	34							
Occupancy %	84	82	79	82	73					
60' Slips	10	10	10			10	10	10		
Occupied	9	9	9							
Vacant	1	1	1							
Occupancy %	90	90	90	90	87					
50' Slips	23	23	23			23	23	23		
Occupied	22	21	23							
Vacant	1	2	0							
Occupancy %	96	95	100	97	95					
45' Slips	22	22	22			22	22	22		
Occupied	20	20	20							
Vacant	2	2	2							
Occupancy %	90	90	90	90	78					
40' Slips	32	32	32			32	32	32		
Occupied	29	29	22							
Vacant	3	3	10							
Occupancy %	90	90	70	83	63					
35' Slips	66	66	66			66	66	66		
Occupied	46	45	46							
Vacant	20	21	20							
Occupancy %	70	69	70	70	59					
25' Slips	10	10	10			10	10	10		
Occupied	10	10	9							
Vacant	0	0	1							
Occupancy %	100	100	90	97	92					

CITY OF BAY ST. LOUIS
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

450-MUNICIPAL HARBOR FUND

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATING						
450-000-250-001 DMR PIER/HARBOR GRANT	444,000	8,000.00	16,557.50	0.00	427,442.50	3.73
450-000-250-002 FESTIVAL/RENTAL REVENUE	2,000	0.00	600.00	0.00	1,400.00	30.00
450-000-250-003 SLIP RENTAL REVENUE	230,000	23,622.03	223,568.19	0.00	6,431.81	97.20
450-000-250-004 SLIP UTILITY/CLEAN MARIN	55,000	2,105.63	46,029.64	0.00	8,970.36	83.69
450-000-250-005 FUEL SALES	221,500	19,147.33	186,914.09	0.00	34,585.91	84.39
450-000-250-006 TRANSIENT DOCKAGE REVENUE	18,000	642.87	13,033.37	0.00	4,966.63	72.41
450-000-250-007 CREDIT CARD PROCESSING	6,000	609.50	6,647.97	0.00 (647.97)	110.80
450-000-250-008 ICE SALES	2,500	167.48	2,269.12	0.00	230.88	90.76
TOTAL OPERATING	979,000	54,294.84	495,619.88	0.00	483,380.12	50.63
GRANTS						
450-000-257-017	0	0.00	0.00	0.00	0.00	0.00
450-000-257-018 LATE FEE REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	0.00	0.00	0.00	0.00	0.00
INTEREST						
450-000-290-000 INTEREST INCOME	200	0.00	86.73	0.00	113.27	43.37
TOTAL INTEREST	200	0.00	86.73	0.00	113.27	43.37
OTHER						
450-000-300-000 OTHER INCOME	100	83.63	1,760.07	0.00 (1,660.07)	1,760.07
450-000-300-302 TRANSFER IN	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	100	83.63	1,760.07	0.00 (1,660.07)	1,760.07
CAPITAL						
450-000-399-000 BEGINNING CASH BALANCE	125,000	0.00	0.00	0.00	125,000.00	0.00
TOTAL CAPITAL	125,000	0.00	0.00	0.00	125,000.00	0.00
TOTAL REVENUE	1,104,300	54,378.47	497,466.68	0.00	606,833.32	45.05

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 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

450-MUNICIPAL HARBOR FUND

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
HARBOR EXPENSE						
PERSONNEL SERVICES						
450-120-400-000 PAYROLL	115,720	8,474.22	95,027.45	0.00	20,692.55	82.12
450-120-401-000 OVERTIME PAYROLL EXPENSE	500	0.00	49.05	0.00	450.95	9.81
450-120-403-000 PERS	19,115	1,175.94	15,626.26	0.00	3,488.74	81.75
450-120-404-000 FICA	8,891	648.29	7,273.48	0.00	1,617.52	81.81
450-120-405-000 EMPLOYEE INSURANCE	15,957	1,402.92	16,126.51	0.00	169.51	101.06
450-120-405-001 HEALTH INS 20% INCR	0	0.00	0.00	0.00	0.00	0.00
450-120-406-000 UNEMPLOYMENT	200	0.00	0.00	0.00	200.00	0.00
450-120-407-000 WORKERS' COMPENSATION	2,000	0.00	1,335.94	0.00	664.06	66.80
TOTAL PERSONNEL SERVICES	162,383	11,701.37	135,438.69	0.00	26,944.31	83.41
CONTRACTUAL SERVICES						
450-120-500-000 AUDIT FEES	1,000	0.00	0.00	0.00	1,000.00	0.00
450-120-501-000 BANK FEES	6,000	0.00	5,370.60	375.00	254.40	95.76
450-120-510-000 COMPUTER/SOFTWARE	3,000	0.00	1,552.50	0.00	1,447.50	51.75
450-120-512-000 ENGINEERING-GRANT REIMB	24,000	0.00	22,442.50	0.00	1,557.50	93.51
450-120-513-000 EQUIPMENT RENTAL	1,000	0.00	0.00	0.00	1,000.00	0.00
450-120-516-000 GENERAL INSURANCE	12,000	0.00	11,035.53	0.00	964.47	91.96
450-120-526-000 REPAIRS & MAINT - EQUIPM	3,000	857.95	2,673.88	0.00	326.12	89.13
450-120-526-005 R&PP	6,000	2,988.00	3,555.66	107.96	2,336.38	61.06
450-120-528-000 REPAIRS & MAINT - VEHICL	1,000	630.00	745.14	0.00	254.86	74.51
450-120-530-000 TELEPHONE	6,000	349.65	3,984.44	0.00	2,015.56	66.41
450-120-531-000 UTILITIES	35,000	7,070.53	36,051.86	0.00	1,051.86	103.01
450-120-533-000 WORKSHOPS, SEMINARS, TRA	500	0.00	0.00	0.00	500.00	0.00
450-120-538-000 MEMBERSHIP DUES	0	0.00	0.00	0.00	0.00	0.00
450-120-539-000 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
450-120-542-000 OPERATING EXPENSES	6,000	383.00	5,698.06	0.00	301.94	94.97
450-120-543-000 PUBLICATIONS	500	0.00	0.00	0.00	500.00	0.00
450-120-544-000 LEGAL FEES	2,000	0.00	820.00	0.00	1,180.00	41.00
450-120-549-000 JANITORIAL SUPPLIES	3,000	30.34	971.84	150.83	1,877.33	37.42
450-120-550-000 LS - HARBOR ACCOUNT	0	0.00	0.00	0.00	0.00	0.00
450-120-561-000 TRAINING	0	0.00	0.00	0.00	0.00	0.00
450-120-568-000 MEDICAL EXPENSES	75	0.00	0.00	0.00	75.00	0.00
TOTAL CONTRACTUAL SERVICES	110,075	12,309.47	94,902.01	633.79	14,539.20	86.79
SUPPLIES						
450-120-600-000 HARBOR INDIRECT EXPENSE	60,000	0.00	60,000.00	0.00	0.00	100.00
450-120-612-000 OFFICE SUPPLIES	1,000	0.00	164.08	0.00	835.92	16.41
450-120-613-000 OPERATING SUPPLIES	7,000	88.66	2,939.99	443.19	3,616.82	48.33
450-120-614-000 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
450-120-615-000 UNIFORMS	2,500	306.07	2,111.02	0.00	388.98	84.44
450-120-616-000 FUEL PURCHASE EXPENSE	155,000	27,647.08	148,046.84	0.00	6,953.16	95.51
TOTAL SUPPLIES	225,750	28,041.81	213,261.93	443.19	12,044.88	94.66

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 AS OF: AUGUST 31ST, 2016

450-MUNICIPAL HARBOR FUND

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
450-120-900-000 CAPITAL EXPENSE	420,000	0.00	0.00	0.00	420,000.00	0.00
450-120-900-001 TRANSFERS OUT TO O&M	0	0.00	0.00	0.00	0.00	0.00
450-120-900-901 ENDING CASH BALANCE C&M	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	420,000	0.00	0.00	0.00	420,000.00	0.00
TOTAL HARBOR EXPENSE	918,208	52,052.65	443,602.63	1,076.98	473,528.39	48.43
TOTAL EXPENDITURES	918,208	52,052.65	443,602.63	1,076.98	473,528.39	48.43
REVENUE OVER/ (UNDER) EXPENDITURES	186,092	2,325.82	53,864.05 {	1,076.98}	133,304.93	28.37