



Bylaws Committee Meeting  
Of the Board of Harbor Commissioners (BHC)  
Of the City of Milwaukee

Meeting Minutes of Wednesday, June 1, 2022 – 8:00 a.m.  
Port Milwaukee – 2323 S. Lincoln Memorial Drive  
In-Person

**In Attendance:**

BHC Bylaws Committee: Commrs. Diane Diel (Chair), Kathleen Smith, Claude Krawczyk

Adam Tindall-Schlicht – Port Milwaukee  
Matt Gwiazdowski – Port Milwaukee  
Eric Polzin – Port Milwaukee  
Steven Paczesny – Port Milwaukee  
Jackie Q. Carter – Port Milwaukee  
Brian Kasprzyk – Port Milwaukee

Maria Cartier – Port Milwaukee  
Jazmine Jurkiewicz – Port Milwaukee  
John Dermeyer – Port Milwaukee  
Selena Cole – Port Milwaukee  
Ron San Felippo – BHC  
Gregory Bird – Community Member

- I. BHC BYLAWS COMMITTEE CALLED TO ORDER** ..... Chair Diane Diel  
a. Commr. Diel called the meeting to order at 8:04 a.m.

**II. ACTION ITEMS**

- a. **Review, consider and recommend Harbor Commission Bylaw changes**..... Members  
The committee reviewed and discussed the BHC Bylaws. Port staff comments and suggestions were provided by Port Director Tindall-Schlicht. Specific ideas were reviewed. The following represents updates and/or revisions:

**SECTION 1 – INTRODUCTION AND PURPOSE:**

Hyperlinks referencing Wisconsin State Statute and the Milwaukee City Charter were added.

**SECTION 2 – MEMBERS:**

The structure of the BHC members was specified – (7) members, six (6) of whom are appointed by the Mayor and one (1) of whom is the Milwaukee Common Council’s Public Works Committee Chairperson or her/his designee.

**SECTION 3 – OFFICERS OF THE BOARD:**

(A) The President:

- (2) Duties: Updated to include hyperlink referencing Wisconsin State Statute.

(C) The Secretary:

- (1) Appointment was amended: The Municipal Port Director typically serves as the Secretary on behalf of the Harbor Commission.

Updated to include hyperlink referencing Wisconsin State Statute.

(D) The Assistant Secretary was added:

1. Appointment. The Board shall employ an Assistant Secretary who shall not be one of its members and who shall be appointed pursuant to the City’s civil service system in accordance with Sections 30.37(5) and 63.18-63.53 of the Wisconsin Statutes and other

pertinent provisions of law, regulations or ordinances. The Administrative Assistant typically serves as the Assistant Secretary on behalf of the Harbor Commission.

- 2. Duties. The Secretary shall perform the following duties:
  - a. Any and all functions of the Secretary as so designated by the Harbor Commission or the Secretary.

**SECTION 4 – BOARD COMMITTEES:**

(A) Standing Committees:

(1) and (2) Economic Development and Marketing Committee were combined.

(B) Finance and Personnel Committee:

(3) Updated to reflect that review will occur as needed rather than on an annual basis.

(4) Capital improvements was added.

(6) (section added) To immediately form, on the President’s behalf, if and as necessary, an Employee Appeal Committee in accordance with State Statute Section 63.44, City Service Commission (CSC) and Department of Employee Relations (DER) requirements, and the Port Milwaukee Employee Handbook.

(C) Economic Development and Marketing Committee: Committees were combined

(3) and (4) jurisdiction and duties were combined.

(4) Language modified to include advertising the Port of Milwaukee domestically and internationally.

**SECTION 5 – BOARD PROCEDURES:**

(C) Meeting Procedures

(1) Quorum: updated meeting format to include video or other electronic participation

(2) Referral of Matters: Updated to include (c) other circumstances in which routine matters do not require committee review.

(5) Voting: Updated to include potential violation of Chapter 303 of the Milwaukee Code of Ordinances

**SECTION 6 – CONTRACTS AND PURCHASING**

(A) Applicable Law: Updated to include hyperlink referencing Wisconsin Statutes.

**SECTION 8 – SIGNATORIES**

Date and signature section added.

The draft containing the updates and/or revisions is expected to be reviewed at the next Bylaws Committee meeting which is currently scheduled for Wednesday, August 3, 2022 at 8:00 a.m.

- III. **ADJOURNMENT** ..... Chair Diane Diel  
 Commr. Krawczyk’s motion to adjourn the Board of Harbor Commissioners Bylaws Committee meeting was seconded by Commr. Kathleen Smith and carried by the following vote:  
**AYES:** Commrs. Diel, Krawczyk, Smith  
**NAYS:** None

The Board of Harbor Commissioners Bylaws Committee meeting was adjourned at 9:19 a.m.