



Board of Harbor Commissioners (BHC) Meeting Minutes  
Monday, June 20, 2022 – 8:00am  
In-Person Meeting  
Port Milwaukee – 2323 S. Lincoln Memorial Drive  
Milwaukee, WI 53207

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**BOARD COMMISSIONERS IN ATTENDANCE:**

Comms. Alderman Mark Borkowski (left meeting at 9:34 a.m.), President (Pres.) Tim Hoelter, Claude Krawczyk, Craig Mastantuono, Vice President (VP) Ron San Felippo, Diane Diel and Kathy Smith.

**OTHERS IN ATTENDANCE:**

Jonathan Fera	Keith Trafton
Lafayette Crump	Paul Bartolotta
Gregory Bird	Julie Raye
Joe Szczybialka	Maria Bartolotta
Dan Roufus	Bryan Wunar
Alex Carson	

**PORT MILWAUKEE STAFF IN ATTENDANCE:**

Jackie Q. Carter – Finance and Administration Officer  
Maria Cartier – Market Development Manager  
Matt Gwiazdowski – Engineering Technician IV  
Jazmine Jurkiewicz – Trade Development Representative  
Brian Kasprzyk – Chief Engineer  
Steve Paczesny – Civil Engineer III  
Eric Polzin – Harbor Master  
Selena Cole – Finance Specialist  
Adam Tindall-Schlicht – Port Director/Secretary

**I. BHC Meeting Called To Order**

Pres. Tim Hoelter called the June 20, 2022 meeting to order at 8:00 am.

**II. ACTION ITEMS**

a) **Election of the President and Vice President of the Harbor Commission**

Presented by Members

Following consideration and discussion by the Commissioners, Commr. Craig Mastantuono's motion to approve Tim Hoelter continuing in his role as President was seconded by Kathy Smith; Kathy Smith's motion to approve Ron San Felippo continuing in his role as Vice President was seconded by Craig Mastantuono and both approvals were carried by the following vote:

**AYES:** Comms. Borkowski, Diel, Krawczyk, Smith, Mastantuono, VP San Felippo and Pres. Hoelter

**NAYS:** None

b) **Approve Thursday, April 14, 2022 Meeting Minutes**

Presented by Pres. Hoelter

Following consideration and discussion by the Commissioners, Commr. Kathy Smith's motion to approve the February 10, 2022 minutes was seconded by Ron San Felippo and carried by the following vote:

**AYES:** Commrs. Borkowski, Diel, Krawczyk, Smith, Mastantuono, VP San Felippo and Pres. Hoelter

**NAYS:** None

c) **Approval of Purchase of SRW Acquisition, LLC**

Presented by BHC Finance Committee

Following consideration and discussion by the Commissioners, Commr. San Felippo's motion to approve the purchase of SRW Acquisition was seconded by Commr. Smith and carried by the following vote:

**AYES:** Commrs. Borkowski, Diel, Krawczyk, Smith, Mastantuono, VP San Felippo and Pres. Hoelter

**NAYS:** None

d) **Approval of Contract 681, Railroad Construction**

Presented by Brian Kasprzyk

*This contract award of a new vendor (to the Port) was discussed as potentially disputed due to bid responsiveness of the low bidder. All requirements were later provided and accepted; the flexibility is allowed.*

Following consideration and discussion by the Commissioners, Commr. Krawczyk made a motion to approve the low bidder, North Shore Track Services. Pres. Hoelter modified the motion, requiring that staff seek references and recommendations for the bidder. With recommendations from the Port of Duluth and possibly the State of Wisconsin, the contract should be awarded to the low bidder, North Shore Track Services. If there is no positive recommendation, a follow-up meeting should be scheduled. Commr. Krawczyk amended his motion per Pres. Hoelter's suggestions, which was seconded by Commr. Smith, and carried by the following vote:

**AYES:** Commrs. Diel, Krawczyk, Mastantuono, Smith, VP San Felippo and Pres. Hoelter

**NAYS:** None

Note: Commr. Borkowski was excused at 9:34 a.m.

**III. INFORMATIONAL UPDATES**

a) **Presentation from Milwaukee Police Department (MPD) Harbor Patrol**

Presented by Officer Joe Szczybalka & Officer Dan Roufus

Mr. Szczybalka presented information regarding the Harbor Patrol unit which is stationed at the Specialized Patrol Division at 4715 W Vliet. The unit's primary focus is enforcing Wisconsin Chapter 30 boating laws. The Harbor Patrol unit covers 350 nautical miles including Lake Michigan, the river system and on land during the off season. This includes the Port as well as commercial and residential areas adjacent to the waterways. The unit provides a visible, active presence and responds to calls for service on the water and adjacent to the waterways daily from 8:00 a.m. – 10:00 p.m. The unit partners with the Port, Milwaukee County Sheriff, U.S. Coast Guard, and Wisconsin Department of Natural Resources for any emergency trainings. An average of 60 search and rescue cases are conducted annually; 330 boat safety inspections, 550 hours of presentations and community events to educate boaters.

b) **Discussion on Pier Wisconsin Vehicular Traffic**

Presented by Commr. Claude Krawczyk

Commr. Krawczyk requested that Port staff look into the personal vehicle traffic at the Pier Wisconsin Cruise Dock between Discovery World and Harbor House located at 530 N

Harbor. After further investigation, it is believed that Port equipment servicing cruise ships (e.g. passenger buses, luggage buses, skid steer) is the primary cause of most of the marks. To prevent further damage and unsightly markings on the ground, industrial coating was recommended to protect the ground from equipment. Additionally, it was requested that bollard posts be placed in order to stop personal vehicles from entering the area. Staff will determine the best course of action.

#### **IV. PORT MILWAUKEE FINANCIAL REPORT – Jackie Q. Carter**

Ms. Carter discussed the Port's financial performance year-to-date. Milwaukee World Festival's (MWF) lease is on schedule. Salaries and wages show a difference – the Port added two positions, but there are 3 vacancies. Expenditures will start to increase in the 4<sup>th</sup> quarter. Billables and activity are down, but Port staff will keep monitoring. As activity picks up, some of that is expected to recover. Compared to last year, the Port is up 9% in revenues generated and down 12% in expenditures. Cruise ship activity has resulted in significant staff time and effort. Port staff is working to segregate that information to provide detail on the impact of cruising on the budget. Additionally, the Port is working to create balance for employees and maintain morale as well as exploring other cruise staffing possibilities and other adjustments going forward.

The delinquent accounts are still high, but they are continuing to decrease. Collection efforts include account reviews at every point of customer contact, sending letters and reaching out to executives. Most issues lie with customers that we no longer do business with.

#### **V. PORT MILWAUKEE ENGINEERING REPORT – Brian Kasprzyk**

Water levels are close to average; 2 feet lower than in 2020.

The sanitary sewer for Lake Express built in 2004 runs through the Coast Guard and serves their ship discharge as well as other buildings. Written notice was provided to the Coast Guard in 2020 regarding failure of one of the pumps in the lift station. The second pump failed recently. The lease states the Coast Guard is responsible for utilities on the property, including the lift station. The Coast Guard is taking action under the current lease. Once this is resolved, it's expected that the Coast Guard will want to revisit the terms of the lease. The Port will spend \$10-15,000 as a courtesy since the federal procurement process is lengthy. A temporary solution was put in place to maintain potable water operation at Lake Express. Both pumps will be repaired or replaced. Through the Waterway Restoration Partnership, approximately 70 visitors came to learn about the DMMF proposal. The current DMDF capacity is allocated to USACE (350,000 cy) and Port (160,000 cy). Used to date is 134,000 cy with 116,000 cy remaining for USACE and 10,000 cy with 118,000 cy remaining for the Port. Additionally, WE Energies has a portion (32,000 cy, up to 44,600 cy) set aside.

#### **VI. PORT MILWAUKEE TRADE DEVELOPMENT REPORT – Maria Cartier, Jazmine Jurkiewicz**

Per Ms. Cartier, tonnage is down 25%, likely due to decreased salt shipments. Steel was 150% above last year. Liquid cargo was up 24%. Overall, tonnage improved in May. Several conferences were attended. BreakBulk Europe was held in Rotterdam, Netherlands with over 9,000 visitors. Posidonia was held in Athens, Greece regarding international shipping with over 40,000 visitors. Jazmine attended Seatrade in Miami, FL and Cruise the Great Lakes in Duluth, MN. Lake Express kicked off their season on May 6<sup>th</sup> and reporting very

good attendance. At the half-year mark, web traffic has increased – 32% of activity is originally from social media, with 97% of social media activity consisting of Facebook. Non-cruise related public relations and exposure also continues to grow including articles and coverage in Urban Spelunking, Green Marine, TMJ4, American Journal of Transportation and Wisconsin Marine Historical Society.

Ms. Jurkiewicz continued with the FTZ update. Opportunities continue to grow. GXO is eager to activate. A potential opportunity exists with Viking Cruises, where FTZ use would be more efficient given supply chain issues. New signage provided by Pearl Seas and designed by Port Staff is now present at Pier Wisconsin. Inaugural visit plaques have been presented to cruise vessels in 2022. Viking's first arrival garnered local, national and international attention with more than 48 articles generated.

#### **VII. PORT MILWAUKEE OPERATIONS REPORT – Eric Polzin**

An overview was provided on the vessel activity – 16 salt, 11 steel, 1 limestone or slag, 34 cement or asphalt, 19 grain and 10 cruise vessels. US Coast Guard gave final approval of the Facility Screening Program on April 26<sup>th</sup>. The Cyber Security addendum was submitted with it, with progress expected in August. No further updates are available for the *Harbor Seagull*. Supply chain issues are affecting the progress, but it cannot sail until final installation of electrical. All work is being completed in-house with Operations saving approximately \$200,000 at the expense of time. Final work may be outsourced if necessary.

#### **VIII. PORT MILWAUKEE DIRECTOR'S REPORT – Adam Tindall-Schlicht**

The Port Director presented on several topics, including updates regarding recent meetings/activities. The 2021 annual report was released April 19, 2022. A Port tour was provided to Association for Supply Chain Management (ASCM) on April 20, 2022. The Port hosted Calli Berg, Director of Economic Development (Milwaukee County) for a "Port 101" on April 21, 2022. Work to establish a Port to Port relationship with the Port of Saguenay in Quebec continues. The Common Council approved the DeLong Conveyor over S. Carferry Drive on April 27, 2022. The Director is chairing the American Great Lakes Ports Association subcommittee on Formula Funding. The first cruise vessel of 2022 and the start of Lake Express Ferry sailing season was May 6, 2022. The first meeting with the new director of non-profit Harbor District occurred May 10, 2022, and meetings continue regularly. The All Port tenant quarterly meeting was held on May 23, 2022. Port staff "one on one" meetings with Port Director started May 31, 2022. The Director was appointed by Governor Evers to serve as one of two representatives of the Great Lakes Protection Fund – onboarding meeting occurred with Executive Director David Rankin on June 3, 2022. On June 8, 2022, the Director was selected by US Secretary of Transportation Pete Buttigieg to be on the Maritime Transportation System National Advisory Committee. The Port submitted a \$3 million Homeland Security (DHS) Port Security Grant application to address many recommendations in the 2021 DHS study of the Port. The Director continues to serve as Governor Evers' representative on SEWRPC; latest meeting was held on June 15, 2022. The Port "All Staff" Quarterly meeting/training was held on June 16, 2022. The Port will be hosting the summer meeting for the American Great Lakes Ports Association in July 2022, with federal and state officials expected to be in attendance.

**IX. ADJOURNMENT**

*Pres. Hoelter's motion for adjournment was seconded by Commr. Smith and carried by the following vote:*

**AYES:** Commrs. Diel, Krawczyk, Mastantuono, Smith, VP San Felippo and Pres. Hoelter

**NAYS:** None

Pres. Tim Hoelter adjourned the June 20, 2022 Board of Harbor Commissioner's meeting at 10:30 a.m.