



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

Meeting Minutes of Wednesday, August 3, 2022 – 8:00 a.m.
Port Milwaukee – 2323 S. Lincoln Memorial Drive
In-Person

COMMITTEE MEMBERS IN ATTENDANCE

Harbor Commissioner Diane Diel (Chair)
Harbor Commissioner Kathleen Smith
Harbor Commissioner Claude Krawczyk

OTHERS IN ATTENDANCE

Adam Tindall-Schlicht – Port Milwaukee	Peter Daniels – Port Milwaukee
Matt Gwiazdowski – Port Milwaukee	Selena Cole – Port Milwaukee
Jackie Q. Carter – Port Milwaukee	Ron San Felippo – Harbor Commissioner
Brian Kasprzyk – Port Milwaukee	Alexander B. Carson – City Attorney’s Office
Maria Cartier – Port Milwaukee	Paula Olson – Port Milwaukee
Jazmine Jurkiewicz – Port Milwaukee	Gregory Bird – Community Member

- I. **BHC BYLAWS COMMITTEE CALLED TO ORDER** Chair Diane Diel
 - a. Commr. Diel called the meeting to order at 8:00 a.m.

- II. **ACTION ITEMS**
 - a. **Approve June 1, 2022 Bylaws Committee Meeting Minutes** Chair Diane Diel
Commr. Krawczyk’s motion to approve the June 01, 2022 Bylaws Committee Minutes was seconded by Commr. Smith and carried by the following vote:
AYES: Commrs. Diel, Smith and Krawczyk
NAYS: None
 - b. **Review, consider and recommend changes to Harbor Commission Bylaws**Members
The following represents updates and/or revisions:

SECTION 1 – INTRODUCTION AND PURPOSE:

- Incorporate an “updated and approved by date marker” – reflective of the date that the Harbor Commission in full passes any bylaw changes.
- Clarifying language about certain sections and chapters.
- Hyperlinks referencing Wisconsin State Statute, Milwaukee City Charter and the Code of Ordinances added to the Bylaws.

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.

Motion brought forward by Commr. Krawczyk, as seconded by Commr. Smith. The following language clarification was unanimously approved following discussion and review:

1. Removal of the word “typically” in description of Board of Harbor Commissioner Secretary.
2. Clarification was made by City Atty. Carson that the civil service language in the Secretary description is consistent with Wisconsin Statute. Therefore, it should remain in the BHC bylaws.

(D) The Assistant Secretary was added and reads as follows:

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.

- Removal of the word “employ” and “typical” in the Assistant Secretary Position description.
- Removal of the last sentence that designates the title of Administrative Assistant.
Adopted description:
The Port Director shall appoint an Assistant Secretary who shall not be a member of the Harbor Commission and who shall be appointed pursuant to the City’s Civil Service System in pertinent provisions of law, regulations or ordinances.
- 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.

Motion brought forward by Commr. Krawczyk, as seconded by Commr. Smith. Unanimously approved following discussion and review.

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 section 63.44 of the Wisconsin Statute, City Service Commission (CSC) and Department of Employee Relations (DER) requirements, and the Port Milwaukee Employee Handbook.

1. Word order change to reflect the City Attorney representative's recommendation.
2. Electronic links will be added as appropriate.

(C) Economic Development and Marketing Committee: Committee title has been updated.

- Capital Improvements language included under Economic Development and Marketing 34.19 Committee as well as under the Finance and Personnel Committee. Specifies that Capital Improvement discussions could take place also updated to specify headers were combined and updated in the Bylaws.

Motion brought forward by Commr. Krawczyk, as seconded by Commr. Smith. Unanimously approved following discussion and review.

(3) and (4) jurisdiction and duties were combined and have been included in the role of the Joint Economic and Development Committee.

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

Motion by Commr. Krawczyk and seconded by Commr. Smith to change the language to "promoting and marketing" and delete the word "advertising". Unanimously approved following discussion and review.

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

1. Date and signature section added.
2. Middle initials will be added for particular BHC members per discussion.

Commr. Krawczk motion to approve all above changes and recommend adoption of the Bylaws for consideration by the full Board of Harbor Commissioners at its next meeting. The motion was approved by the following vote:

AYES: Commrs. Smith, Krawczyk and Diel

NAYS: None

As such, the Bylaws Committee has unanimously adopted a proposed set of revisions to the Harbor Commission Bylaws.

- 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 8:34 a.m.