PORT & RESOURCE RECOVERY DEPARTMENT

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DEAN R. HAEN
DIRECTOR

MINUTES OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, July 30, 2018**
at the Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:
The meeting was officially called to order by President Tom Klimek at 10:30 am.

2) Roll Call:

Present:	President Tom Klimek Commissioner Pete Diemer Commissioner Bernie Erickson Commissioner Tim Feldhausen Commissioner Bryan Hyska Commissioner Wes Kornowske Commissioner Mike Vizer Commissioner Hank Wallace
Excused:	Commissioner Ron Antonneau
Also Present:	Dean Haen, Brown County P&RR Mark Walter, Brown County P&RR Chad Doverspike, Brown County P&RR Patti Cole, Brown County P&RR Paul Spillers, Tetra Tech Troy Gawronski, Foth Companies Jim and Sylvia Graefe, Interested Residents of Green Bay

3) Approval/Modification – Meeting Agenda
A motion to approve the Agenda was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.

4) Approval/Modification – Minutes of June 11 Meeting
A motion to approve the minutes of June 11, 2018 was made by Tim Feldhausen and seconded by Mike Vizer. Unanimously approved.

5) Announcements/Communication
Dean Haen introduced the newest member of the Harbor Commission (HC): Pete Diemer. The rest of the Commissioners introduced themselves.
Mr. Haen announced that the Tall Ships Festival will return to the Port of Green Bay on July 26-28, 2019.

6) 2nd Quarter Budget Performance Reports

Mr. Haen reported on the 2nd Quarter Budget Status, comparing the YTD Actual Revenue and Expenses to the Annual Budget figures. **A motion to approve the 2nd Quarter Budget Performance Report was made by Mike Vizer and seconded by Tim Feldhausen.** Unanimously approved.

7) 2019 Budget

Mr. Haen presented an overview on the Port & Resource Recovery Department Budget for 2019. The budget is flexible and there could be changes made in each step along the way toward its approval in November.

Under the Port, upon approval of an End-Use Plan for Renard Island, implementation will begin. The future use of the Pulliam Plant as an industrial port property will continue to be pursued.

The recent announcement of the 2019 Tall Ships Festival prompted discussion whether to include money in the budget to promote and assist with the Festival and cruise ships. In the past the port's involvement has gone from sponsoring and hosting the whole event to sponsoring a ship in exchange for port-related assistance to PMI. Most recently a tent was provided for the Port, there was a banner for the Port and promotional items were given away. In addition to having a tent, the Port could sponsor an event (for $5,000), such as a "Sail Away" or a reception at the dock. Discussion occurred about whether or not to budget for a sponsorship role, and if so how much should be budgeted. Would the benefit justify the cost? Who would be invited? The event could be a reward for our Terminal Operators and Stakeholders. It would be easier to change the budget now, than to make a budget adjustment later. This would give more time to look at sponsorship opportunities, and ways to promote the Port and generate excitement for cruise ship visits. The Harbor Commissioners recommended adding an amendment of $5,000 for contracted service fees to the budget.

Mr. Haen also presented the Statement of Funds for the Port of Green Bay, comparing the Actual Balances to the Projected Balances for Revenue and Expenses half way through 2018.

Changes to Rates and Fees for dredging and leases were noted. It was noted that some language changes were suggested for the lease contracts at the last meeting.

New Department Initiatives, such as beneficial use for dredging materials, and progress on Grant Details were shared. There were some questions about Harbor 217 interest earned, Land Acquisition protections, and PFM investments for the Port. Mr. Haen interpreted details as the Budget was examined.

A motion to approve the 2019 Budget with the modification to include $5,000 for Tall Ships and cruise ships was made by Mike Vizer and seconded by Wes Kornowske. Unanimously approved.

8) Public Relations RFP

Mr. Haen shared the draft of the Request for Proposal (RFP) for a vendor for strategic public communications. Details, Terms, Attachments and Scoring were discussed. Mr. Haen invited the commissioners to be part of the selection committee process and to fill in score sheets for the submissions.

A motion to approve the Public Relations RFP was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.

9) Letters of Support for Soo Locks
The drafts of letters of support for the Soo Locks to the US President and to the Governor of Wisconsin were discussed. Because the US Congress passed a bill to fund the Soo Locks at 100% in 1996, there would be no need for local contributions to the project. The Harbor Commission expressed support for the Soo Locks project; Mr. Haen noted that the letter should not mention contributions by states. **A motion to approve the Letters of Support as modified was made by Tim Feldhausen and seconded by Hank Wallace.** Unanimously approved.

10) Kurtz Brothers Beneficial Reuse - Report of Findings
Kurtz Bros, Inc. conducted an analysis of Chemicals of Concern (COC) in the sediment managed by the Port of Green Bay, and compared the results to the Wisconsin DNR restrictions and to the standards of neighboring states. The state of Wisconsin does not have concentration levels established for beneficial reuse of dredging material. Because sampling results were variable, and the WDNR limits for COC vary per beneficial use project, reuse exemptions would need to be determined on a per-project basis. Chemical analysis showed that the sediment could be reused beneficially for specific applications provided it meets the criteria for WDNR permits, and there were an ongoing Sampling and Analysis Plan (SAP) developed by a Workgroup that included the Port, WDNR and Stakeholders. Staff will work on formation of the workgroup to eventually determine the SAP in hopes of establishing expanded beneficial use opportunities.

11) Bay Port Plan Modification
The DNR has requested a new document for the Bay Port Confined Disposal Facility Management Plan that would merge and include all of the previous approvals and permits since 1996 in one spot.

12) Bylsby Avenue
Earlier this year, Brown County leased the full 12 acre Bylsby Avenue site to GLC Minerals. As part of the lease agreement, Brown County was to complete the sedimentation pond and finish the full stockpile area for lease. Staff did not foresee leasing the full property and the 2018 budget had only $15,000 to continue the work in progress. Staff has spent nearly $36,436 in contract service and is seeking a bid to complete the work. New revenue from the lease will be $30,084 in 2018 and increasing annually by the set schedule. Future rent revenue will more than offset the one-time upfront cost of completing Bylsby. A budget adjustment will be necessary to complete this project.

13) Status of Pulliam Plant
Last month Mr. Haen and President Tom Klimek met with Robindale Energy (owners of Fox River Terminals and C Reiss Coal Co.) to express interest in the property. The Port is interested in making sure the Pulliam Property is used for its highest and best use as port-related industrial property. This may or may not involve Port ownership. In addition, the Port would like to see port growth opportunities. Port growth will be key to accessing any port-related infrastructure grants. Next week Mr. Haen and President Klimek will meet with State Representative Eric Genrich to discuss interest in the property. Discussion about potential opportunities and users for the property followed.

14) Renard Island End Use RFP
Five proposals were received and narrowed to three firms to be interviewed. All of the proposals represented multiple firms working cooperatively to meet the project requirements. The project team selected SmithGroup JJR as the contractor for the project and a contract is being finalized. A grant agreement from the Wisconsin Coastal Management Program was delayed due to a federal delay in awarding funding to the states.

15) Tonnage Report
Mr. Hean reported that the June tonnage was in line with last year.

16) Director's Report
Mr. Haen reported that the annual meeting of the Wisconsin Commercial Port Association (WCPA) will be held on August 16-17 in Superior, WI, with speakers on freight movement, intermodal connections, and the Department of Transportation. https://www.wcpaports.org/annual-meetings

The Great Lakes–St. Lawrence Seaway (GLSLS) Economic Impacts Study results were released on July 18, 2018. There were significant findings on the growth of jobs, income, and revenue throughout the Great Lakes. A roll out of Press Releases with the results for individual states and Ports will follow. http://greatlakesseaway.org/economy

17) Acknowledgement of Bills
A motion to acknowledge the payment of bills was made by Bryan Hyska and seconded by Hank Wallace. Unanimously approved.

18) Such Other Matters as Authorized by Law – *Update*
There will be **no meeting in August.**
The next meeting is **scheduled for September 10.**

19) Adjourn
A motion to adjourn the Harbor Commission meeting at 12:05 pm was made by Tim Feldhausen and seconded by Wes Kornowske. Unanimously approved.

Tom Klimek, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department