

**PORT COMMISSION MINUTES  
AUGUST 21, 2014**

Be it remembered that a regular meeting of the Port Commission of the City of Long Beach, Mississippi, was begun and held at the City Hall Meeting Room, 201 Jeff Davis Avenue, in said City at 5:00 o'clock p.m., Thursday, August 21, 2014, it being the time, date, and place fixed for holding said meeting.

There were present and in attendance on said Commission and at the meeting the following named persons: Commission President Phil Kies, Secretary Don Deschenes, Commissioners Susan Nicolais, Vernon Ehlers, Joseph P. Yott, Sr., Roger Ladner, Barney Hill, Stan Snodgrass, Port Attorney James C. Simpson, Jr., Harbormaster Bill Angley, and Deputy City Clerk Stacey Dahl.

Absent the meeting was Commissioner John Casey.

There being a quorum present and sufficient to transact the business of this meeting, the following proceedings were had and done.

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The meeting was called to order and it was the consensus of the commission to recognize Mr. Bill Angley for a portion of his Harbormaster's report regarding a request by new lessees, Mr. and Mrs. Smith, to live aboard their boat on Pier 2 Slip 35.

Based upon the recommendation of the Harbormaster, Commissioner Ehlers made motion seconded by Commissioner Nicolais and unanimously carried to approve the aforesaid request.

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Commissioner Nicolais made motion seconded by Commissioner Snodgrass and unanimously carried to approve minutes of the Port Commission, as follows:

- Regular minutes dated July 17, 2014, as submitted

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The Commission recognized Mr. Ron Robertson, Project Manager, Broaddus and Associates, with project updates, as follows:

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Long Beach Port Commission  
Phil Kies, President

August 21, 2014

**RE: Project Updates:**

1. **CIAP- Harbor Master Plan.**  
USACE continues their 408 and permit review. A. Garner Russell and M. Costelli are working on Design and development of bid packages for harbor improvement projects. Advertisement for bids for the construction of Bulkhead Improvements (tie-backs) is planned August 25, 2014.
2. **Bulkhead B.I.G. Project** AGR Engineering is working on design and bid package for improvements along the new north shore bulkhead. A time extension has been requested because the Grant period of Performance on this project ends on September 30, 2014.
3. **Isaac Repairs.** Cobb Environmental has completed the construction work on the harbor Fueling station. Contractor, Dyke Parnell, was the low bidder on the last launch pier construction. Rip-Rap replacement and Dredging will begin as soon as permits are received.
4. **Appeal FEMA Decision (\$80,000 reduction) on Launch Ramps.** The appeal letter from LBPC was mailed to MEMA on May 12, 2014. The city has not heard anything on this appeal.

Please contact me at your convenience with any questions.

**Best Regards,**

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There was no action required or taken regarding the aforesaid report.

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The Commission recognized Mr. Reed Guice, The Guice Agency. Considerable discussion was held regarding numerous concepts and strategies proposed for marketing the Long Beach Harbor. It was the consensus of the commission to appoint a committee to further discuss marketing with Mr. Guice. There was no formal action taken.

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There came on for discussion the Bait Shop/Fuel Lease; whereupon Commissioner Ladner made motion seconded by Commissioner Nicolais and unanimously carried to spread the Proof of Publication, as follows:

**Proof of Publication**

STATE OF MISSISSIPPI  
COUNTY OF HARRISON

Before me, the undersigned Notary of Harrison County, Mississippi personally appeared Crista Brackett who, being by me first duly sworn, did depose and say that she is a clerk of The Sun Herald, a newspaper published in the city of Gulfport, in Harrison County, Mississippi, and the publication of the notice, a copy of which is hereto attached, has been made in said paper 2 times in the following numbers and on the following dates of such paper, viz:

- Vol. 130 No., 294 dated 23 day of July, 2014
- Vol. 130 No., 297 dated 27 day of July, 2014
- Vol. \_\_\_\_\_ No., \_\_\_\_\_ dated \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_
- Vol. \_\_\_\_\_ No., \_\_\_\_\_ dated \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_
- Vol. \_\_\_\_\_ No., \_\_\_\_\_ dated \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_
- Vol. \_\_\_\_\_ No., \_\_\_\_\_ dated \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_
- Vol. \_\_\_\_\_ No., \_\_\_\_\_ dated \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Affiant further states on oath that said newspaper has been established and published continuously in said county for a period of more than twelve months next prior to the first publication of said notice.

JUL 30 2014 Crista Brackett  
Clerk

Sworn to and subscribed before me this 28 day of July, A.D., 2014

[Signature]  
Notary Public

\*The Sun Herald has been deemed eligible for publishing legal notices in Jackson County to meet the requirements of Miss. Code 1972 Section 13-3-31 and 13-3-32



**LEGAL NOTICE REQUESTS FOR PROPOSALS**

Long Beach Port Commission Operation of a Marine Fuel Facility and Bait Shop. Please submit proposals to the Long Beach Harbormaster no later than 5 o'clock p.m. Friday, August 15, 2014, 5:00 p.m. Contact Information: Long Beach Harbormaster P.O. Box 922 Harbormaster Building South Cleveland Avenue Long Beach, MS 39560 (228) 863-4795

**1.0 Purpose:** The Long Beach Port Commission is soliciting proposals for operation of a Marine Fuel Facility and a Bait Shop to be located in the Long Beach, Mississippi municipal recreational harbor located at the southern extension of Cleveland Avenue. Separate proposals for either the Fuel Facility or the Bait Shop will also be considered.

**2.0 Scope of Work:** The operation will consist of providing Marine Fuel and live and frozen bait to harbor tenants and to the public at pre-determined regular operating hours.

**2.1 Marine Fuel:**

- 1. Two new operating fuel pumps and 2' fuel storage tanks will be provided by the Long Beach Port Commission.
- 2. Operator is responsible for routine maintenance of the pumps and the tanks in order to maintain compliance with applicable laws and regulations.
- 3. Both regular (a minimum of 20 octane no-sulfur) and marine low sulfur diesel fuel are required.

**2.2 Bait Shop:**

- 1. Minimum operating hours will be in accordance with Mississippi Department of Marine Resources' regulations for Bait Shops.
- 2. Permits, insurance, misc. Lessee will be required to obtain and maintain.
- 3. City of Long Beach operating permit, all necessary state and federal permits.
- 4. Commercial General Liability insurance with waterfront exclusion, dated or Marine General Liability in the amount of \$1,000,000 per occurrence/ \$2,000,000 aggregate.
- 5. Commercial Auto Liability covering all owned, hired, and non-owned autos \$1,000,000.
- 6. Commercial Umbrella \$1,000,000.
- 7. Pollution Liability \$1,000,000.
- 8. All policies to waive subrogation against Long Beach Port Commission.
- 9. All policies to provide for 30 days notice of cancellation to Long Beach Port Commission.
- 10. Monthly sales tax receipts must be furnished to the Port Commission.
- 11. Regulations.
- 12. Proposers must have a working knowledge of all federal, state and municipal regulations regarding the operation of these types of facilities that include, but are not limited to the following:

**3.0 Proposal:**

- 1. The proposal should address, but are not limited to, the following items:
  - 3.1 Individual/Company profile
  - 3.2 Contact Information for person submitting proposal
  - 3.3 Brief Individual/Company background
  - 3.4 Relevant experience (Last of prior experience for either or both of these services will not disqualify an applicant)
  - 3.5 Services Proposed
  - 3.6 Details of proposed Fuel services
  - 3.7 Details of proposed Bait Shop services
  - 3.8 Proposed/Desired Term of Lease
  - 3.9 Hours and Mode of Operations
  - 3.10 Dates prepared to commence operation for each of the requested retail sales operations
  - 3.11 Proposed Payment Structure
  - 3.12 Proposed type and/or level of payment, e.g. % of gas gross/net sales, constant monthly payments, etc.
  - 3.13 The bait shop lease payment should be a fixed monthly payment.
- 3.7 References
- 3.8 Cite references with relevant knowledge of individual/company
- 3.9 Evaluation and Award Process
- 3.10 Evaluation
- 3.11 Evaluation of the proposal will be made by the Long Beach Port Commission. Evaluation will include verbal presentation, questions, and answers to the Port Commission at the regular Port Commission meeting on Thursday, August 21, 2014, beginning at 5:00 o'clock p.m. at the Long Beach City Hall Meeting Room, 201 Jefferson Avenue, Long Beach, MS.
- 3.12 The proposal that provides the best overall value to the harbor tenants, boating public, and the City of Long Beach will be selected.
- 3.13 Award Criteria
- 3.14 Proposal Selection will be made as soon as possible after proposal presentations.
- 3.15 Disclosure - Proprietary Agreement
- 3.16 Details of the terms of the proposal will be kept confidential to the Long Beach Port Commission and the City of Long Beach

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Gulfport Harbor Fuel & Bait, Inc  
dba The Tackle Box  
PO Box 413  
Gulfport, MS 39502  
(228) 248-2248  
[thetacklebox@cableone.net](mailto:thetacklebox@cableone.net)

City of Long Beach, Mississippi  
Port Commission  
201 Jeff Davis Avenue  
Long Beach, MS 39560

August 5, 2014

Re: Intent to renew lease

Dear President Kies and Port Commissioners:

Please consider this letter my official notice of intent to renew my lease with the City of Long Beach Port Commission to operate the bait concession and fuel facility within the harbor. I am requesting to renew my contract under similar terms as previously agreed upon with adjustments to compensation for use of the portable office building owned by the City of Long Beach. Thank you in advance considering this request and if you have any questions or concerns before the August 21<sup>st</sup> meeting I am available at (228) 234-5961.

Warm Regards,



Justin M. Roland, President  
Gulfport Harbor Fuel & Bait, Inc.

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The Commission recognized Mr. Justin Roland, current lessee; whereupon considerable discussion was held regarding negotiations for his continuance as the Bait Shop/Fuel lessee. After review of current lease and input from the commission and lessee, the Port Attorney was directed to draft a lease for formal presentation at the September, 2014, meeting of the commission.

Upon continued discussion and time constraints regarding lease approval by the Port Commission and the Board of Aldermen, Commissioner

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Nicolais made motion seconded by Commissioner Hill and unanimously carried to extend the current Bait Shop/ Fuel Lease under the current terms for one (1) month, through September 30, 2014.

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Commissioner Nicolais made motion seconded by Commissioner Deschenes and unanimously carried to approve Budget Amendments, as follow:

To: Mayor  
City of Long Beach Board of Alderman  
City of Long Beach Port Commission  
From: Long Beach Harbor Master  
Subject: Budget Amendment

Respectfully request a budget amendment from Capital to 445-611200 Harbor Maintenance in the amount of 3,000.00 dollars to cover over maintenance projects that are a safety/ emergency fix. There are numerous rotten deck boards far more than one person can replace on their own. The fuel building need repairs and strengthening to be ready in case of another hurricane in the event it needs to be moved. Weather station sensors are in need of overhaul and or replacement. Which record daily weather data and is used by NOAA and us during a storm.

  
William Angley

Long Beach Harbor Master

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**City of Long Beach  
Budget Amendment Request**

Fund Name \_\_\_\_\_  
Department # \_\_\_\_\_  
Department Name \_\_\_\_\_

Harbor \_\_\_\_\_  
445 \_\_\_\_\_  
Harbor Operations \_\_\_\_\_

Date \_\_\_\_\_  
Budget Entry # \_\_\_\_\_  
8/19/2014 \_\_\_\_\_

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Harbor Maintenance 445-611200	2,000		3,000	5,000
Fund Balance	-		(3,000)	-

Amendment to increase the budget for Harbor Maintenance from Fund Balance to make repairs in the Harbor

Amendment #31

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To: Mayor

City of Long Beach Board of Alderman

City of Long Beach Port Commission

From: Long Beach Harbor Master

Subject: Budget Amendment

Respectfully request a budget amendment from Capital to 445-62 Service in the amount of 8,500.00 dollars to cover over run of services. Electrical and Engineering account due to electrical increases, engineering for projects not covered by FEMA.

William Angley

Long Beach Harbor Master

**PORT COMMISSION MINUTES  
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**City of Long Beach  
Budget Amendment Request**

Fund Name  
Department #  
Department Name

Harbor  
445  
Harbor Operations

Date  
Budget Entry #  
8/19/2014

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Engineering Fees 445-621100	-		5,500	5,500
Electric Utilities 445-626004	25,000	15,000	3,000	43,000
Fund Balance	-	-	(8,500)	

Amendment to increase the budget for Engineering Fees and Electric Utilities from Fund Balance to make repairs in the Harbor

Amendment #32

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Commissioner Ladner made motion seconded by Commissioner Nicolais and unanimously carried to approve the FY 2015 Budget, as follows:

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**Budget Worksheet FY 2015  
420 PORT AND HARBOR OPERATIONS**

		FY 2014	FY 2015	\$ Diff	% Diff
		Budget	Budget		
REVENUES					
420	CASH	1,502	10,000	8,498	
420	DOCKAGE FEES	240,000	255,000	15,000	
420	RENTS	50,000	62,000	12,000	
420	SALES TAX	18,000	18,000	-	
420	DELINQUENT CHARGES	3,000	3,000	-	
420	STORE SALES	1,000	500	(500)	
	<b>TOTAL REVENUES</b>	<b>313,502</b>	<b>348,500</b>	<b>34,998</b>	<b>11.16%</b>

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**Budget Worksheet FY 2015  
445 PORT AND HARBOR OPERATIONS**

**FY 2014    FY 2015**  
**Budget    Budget    \$ Diff    % Diff**

60 PERSONAL SERVICES					
445	600100	WAGES AND SALARIES	170,000	173,900	3,900
445	600400	OVERTIME	-	-	-
445	601300	LONGEVITY PAY	400	420	20
445	601900	STATE RETIREMENT	16,200	25,700	9,500
445	602200	FICA TAXES	12,000	13,200	1,200
445	602300	VISION INSURANCE	-	100	100
445	602400	DENTAL INSURANCE	900	900	-
445	602500	LIFE INSURANCE	600	600	-
445	602600	HEALTH INSURANCE	24,000	22,500	(1,500)
TOTAL PERSONAL SERVICES			224,100	237,320	13,220

**5.90%**

61 SUPPLIES					
445	610100	CLEANING AND JANITORIAL	1,000	1,000	-
445	610400	OFFICE SUPPLIES	100	100	-
445	610700	OPERATING SUPPLIES	200	500	300
445	611000	BUILDING MAINTENANCE	100	500	400
445	611200	HARBOR MAINTENANCE	2,000	3,000	1,000
445	611300	MOTOR VEHICLE REPAIRS	-	500	500
445	611800	MACHINERY/EQUIPMENT	-	-	-
445	612200	EQUIPMENT MAINTENANCE	-	-	-
445	612500	UNIFORMS	-	500	500
445	614000	GASOLINE, OIL, AND GREASE	500	1,000	500
445	617000	STORE PURCHASES	100	100	-
TOTAL SUPPLIES			4,000	7,200	3,200

**80.00%**

62 OTHER CHARGES/SERV					
445	620800	ADMINISTRATIVE SERVICE FEES	32,802	32,802	-
445	620900	CONTRACTUAL FEES	-	-	-
445	621100	ENGINEERING FEES	-	2,000	2,000
445	621300	LEGAL FEES	5,000	2,000	(3,000)

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445	621700	MAINTENANCE CONTRACTS	2,400	2,400	-	-
445	622100	PROFESSIONAL FEES	-	-	-	-
445	622300	TRAINING	-	-	-	-
445	624200	SALES TAX	18,000	18,000	-	-
445	626000	UTILITIES	1,000	1,200	200	-
445	626001	TELEPHONE UTILITIES	1,200	2,400	1,200	-
445	626004	ELECTRIC UTILITIES	25,000	40,000	15,000	-
445	626101	LEGAL ADVERTISING	-	-	-	-
445	626500	PRINTING AND BINDING	-	-	-	-
TOTAL OTHER CHARGES/SERV			85,402	100,802	15,400	18.03%
TOTAL PORT AND HARBOR OPERATIONS			313,502	345,322	31,820	10.15%

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Commissioner Nicolais made motion seconded by Commissioner Yott and unanimously carried to approve payment of invoices, as follows:

- Docket #HBR080514, as submitted
- Docket #HBR081914, as submitted.

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Commissioner Nicolais made motion seconded by Commissioner Ladner and unanimously carried acknowledging receipt of the July, 2014, Revenue/Expense report.

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# PORT COMMISSION MINUTES

## AUGUST 21, 2014

The Commission recognized Mr. Bill Angley for the Harbormaster's report, as follows:

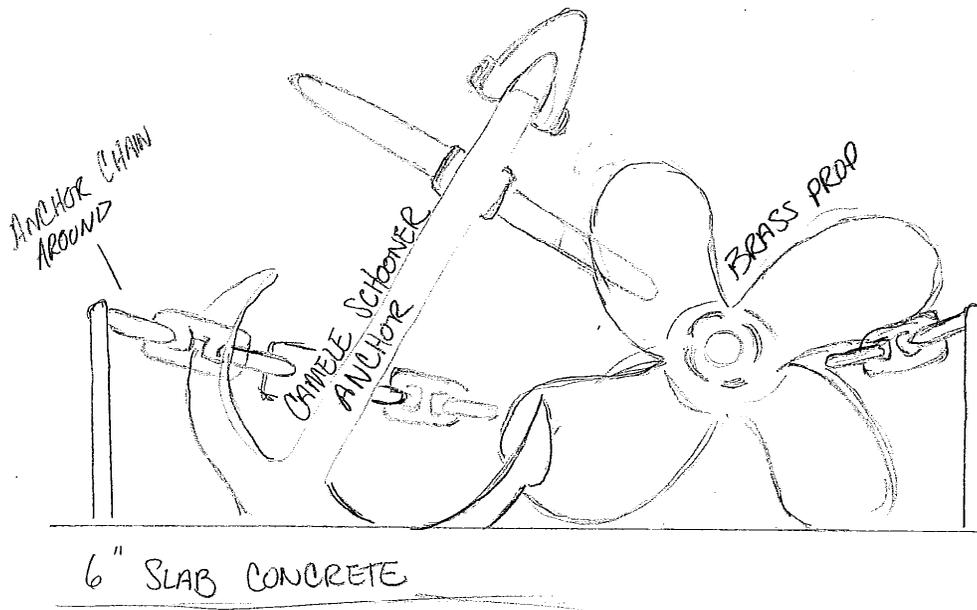
### Harbor Master Report

August 21, 2014

- Flag Pole and Seaman Memorial Sketch next page
- Advertisements in Coast Angler and MS Wildlife Quotes
- Currently requesting quotes for a maintenance and hurricane contract for electrical pedestals
- WIFI Repeater: Units are available for purchase inexpensively and would add a positive feature to harbor and may also be BIG qualified.
- Electrical quotes out to put outlet at bottom of building to facilitate pumping out to sewer
- Have contractor repairing and replacing rotten or broken boards will be complete today
- Have a contractor repairing and making fuel building stronger to withstand to constant movement will start in a week and be complete in 2 weeks awaiting lumber
- Will now be hiring two full time guards to replace guards leaving
- Final launch pier under construction
- Need more Signage for boat trailer and vessel owner parking so we are ahead when restaurant opens
- 10 minutes bait shop parking sign are need to stop issues with parking around shop that is causing unneeded traffic problems
- Harbor rules sign for piers
- Boat trailer lot stripes
- Curb stripes
- Need a contract for chevron towing to pick up and replace fuel building
- Need a contract for bait shop trailer in event of storm
- Water faucets (change with brass)when funds are available
- Recommend live aboard status for new slip renters Mr. and Mrs. Smith Pier 2 Slip 35 with a 55 for motor trawler
- 4 Live Aboard (Welch, Kilner, Smith, Haley)
- June 141 of 213
- July 147 of 213

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LOCATION BY NEW FLAG POLE BASE  
CURRENTLY GOING BY BIG & FUEL  
STATION



**PORT COMMISSION MINUTES  
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# **COASTAL ANGLER** *Magazine*

***Long Beach Harbor 2014/2015 Proposal***

**Full Page Advertisement-**

12 (Twelve) Full Page Ads (October - September 2015)	
Normal Rate: (\$835.00/mo x 12= \$10,020.00)	\$10,020.00
Discount Rate: (\$700.00/mo x 12= \$8,400.00)	\$8,400.00
Savings:	<u>\$1,620.00</u>

- \* 12 month contract paid in full will receive 10% off the total costs
- \* Contracts paid every quarter will receive 5% off the total costs

<b>Full Page</b>	
<b>Total 12 Month Cost:</b>	<b>\$8,400.00</b>
<b>Total Savings:</b>	<b>\$1,620.00</b>



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There being no further business to come before the Port Commission at this time, Commissioner Ladner made motion seconded by Commissioner Hill and unanimously carried to adjourn until the next regular meeting in due course.

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APPROVED:

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PHIL KIES, PRESIDENT

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DATE

ATTEST:

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STACEY DAHL, DEPUTY CITY CLERK