MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS

January 14, 2019

TIME & PLACE

The regular meeting of the Michigan City Port Authority Board of Directors was called to order at 5:00 PM in the Port Authority board room.

ATTENDANCE

Board President Sam Ferguson presided. Board members in attendance included Aaron Garrett, Sam Johns, Bruce Manner, and Dan Messina. Harbormaster Tim Frame and Assistant Harbormaster of Administration Mary Ann Pawlince were in attendance along with Attorney Joe Zaknoen.

Board members John Haynes and Agnes Meer were unable to attend this meeting.

GUESTS

Guest in attendance was: Colin Hassenger of Edgewater Resources

MINUTES

Upon motion made by Aaron Garrett, seconded by Dan Messina, the board unanimously approved the minutes to the previous meeting.

GUEST COMMENTS

Bid openings for re-decking the 300 Dock will be completed at tonight’s meeting so Harbormaster Frame gave a short description of what the bids are to include: The re-decking project includes replacing the deck material on the 300 Dock. The current wooden deck boards are secured by carriage bolts which makes repairs complicated. The new imported decking material will require a stringer to be run, but the deck boards will be fastened by 3” stainless steel screws, allowing repairs to be quicker, as well as making access to utilities underneath dock much easier. Each bid is to include a base bid, which requires the project to be completed by May 1, 2019, and an alternate bid which would start after October 14, 2019 and be completed by mid-December 2019. Each bid is for the same project and same scope with different timelines.

President Sam Ferguson and Mr. Hassenger informed the board about whether resolving any issues found with the utilities is included in the bid. Any problems found with the utilities and subsequent repairs would be a separate item. The belief is that if there was a problem it would have already presented itself. The bids include demolition, removal, legal disposal, furnishing of new product, and clean-up.

Board President Sam Ferguson asked Attorney Zaknoen to begin the bid opening. The first bid opened was from:

JCI BRIDGE GROUP
La Porte, Indiana
Base Bid - May 1, 2019 completion date.......................... $330,000.00
Alternate Bid – December 16, 2019 completion date........ $375,000.00
The second bid opened was from:

**LARSON-DANIELSON CONSTRUCTION**
La Porte, Indiana
Base Bid – May 1, 2019 completion date.................. $244,646.00
Alternate Bid – December 16, 2019 completion date....... $248,113.00

The third bid opened was from:

**LA PORTE CONSTRUCTION COMPANY, INC.**
La Porte, Indiana
Base Bid – May 1, 2019 completion date............... $ 575,000.00
Alternate Bid – December 16, 2019 completion date..... $575,000.00

The fourth bid opened was from:

**GARIUP CONSTRUCTION COMPANY**
Gary, Indiana
Base Bid – May 1, 2019 completion date.................. $263,700.00
Alternate Bid – December 16, 2019 completion date..... $278,700.00

Discussion ensued regarding having engineering and legal reviews by Edgewater Resources and Attorney Zaknoen to see if they meet all specs and, if so, revisit moving forward with the project at the next meeting in two weeks.

**REPORT FROM HARBORMASTER**

- Harbormaster Frame informed the board that he has been contacted by the Army Corps of Engineers regarding repair of the detached break-wall which is showing its age. They requested use of the same area for loading and unloading material that was used during a previous project. A Right of Entry form will be reviewed by the MCPA Board Attorney. A walk through of the proposed repair and storage areas with ACOE representatives and the Harbormaster is scheduled for Tuesday, January 15, 2019.

- Harbormaster Frame also provided an update on the parking lot project. All concrete work has been completed. They are currently leveling the parking area and installing sub-base and excavating and contouring the bioswale. Once that is completed, work will be paused until spring when asphalt and permeable pavers will be installed. The project is currently ahead of schedule.

- Mr. Johns asked if we had any updates regarding the Park Department Master Plan. Harbormaster Frame responded that there is an upcoming meeting to discuss how to move forward with the remainder of the items in the plan. Currently, it appears that the project is on hold until after Labor Day of 2019.

- Harbormaster Frame informed the board that the current project at our Trail Creek facility is an update of the small barge to make it lighter by installing diamond plate in place of the wood deck.

**REPORT FROM ASSISTANT HARBORMASTER**

Assistant Harbormaster of Administration Mary Ann Pawlicke reported on the following:

- Conflict of Interest statements were handed out to each board member. They need to be signed and returned.

- 2019 Calendars with MCPA Board Meeting dates, pay dates and holidays were passed out.
• Assistant Harbormaster Pawlicke stated that the seven boats inventoried on the Abandoned Boat list last year has been reduced to four. Three of the balances were paid in full. Of the remaining four boats, we are waiting for pertinent information on one from the state of Illinois.

• As of today, we have 37 new customers. Last year at the end of January we had only 33.

• Four tickets are still available for the Mayor’s Ball. If you are interested, contact Assistant Harbormaster Pawlicke.

• The boat auction has been scheduled for April 15, 2019.

**COMMITTEE REPORTS**

1. On behalf of the *Budget and Financial Oversight Committee*, Aaron Garrett reviewed the bills to be paid.

   • Aaron Garrett made a motion that bills in the amount of $25,671.84 be paid, but there was a question from Sam Johns regarding the payment of an invoice in the amount of $2,784.52 for services rendered by Edgewater Resources being paid from the Operating account. It was decided that the check for the contested amount of $2,784.52 be voided and a new one be drawn from the Capital Improvement account. Since no one seconded the original motion to pay the bills, a new motion was presented by Mr. Garrett to pay bills in the amount of $22,887.32. The motion was seconded by Sam Johns. The motion passed unanimously.

   • Mr. Garrett also stated that a Certificate of Deposit in the amount of $250,000.00 comes due for renewal at the end of the week. Morgan Stanley Bank of Salt Lake City Utah has offered 2.75% for 24 months. Mr. Garrett presented a motion to renew the CD at that rate. Motion was seconded by Sam Johns. The motion passed unanimously.

2. On behalf of the *Claims and Insurance Committee*, Bruce Manner informed the board that the Park Board had two new members: Christina Espar and Kent Lange.

3. On behalf of the *Port Operations, Personnel and Marina Policy Committee*, Sam Ferguson reported the following:

   • Board President Sam Ferguson stated that during the next meeting he will present the 2019 member re-assignments to MCPA Board Committees.

   • Reminded board that the Internal Control Policy will need to be renewed by the end of February.

   • Mr. Ferguson also stated that at the last meeting, Mr. Johns had presented a list of 28 items accomplished by the MCPA that he felt were enhancements to the city of Michigan City and a motion was made by Mr. Manner that some of those should be somehow publicized. Mr. Ferguson stated that the motion has not been forgotten, but he would like to take some time to reflect on how and what will be presented.

   • Mr. Ferguson stated that at a previous meeting, bids for a new SPM bath house were opened, and that they were considered exceedingly high. At the request of the MCPA board, Edgewater was asked to review and advise of changes for re-bid. Suggestions made by Edgewater and the possibility of using a prefabricated building are currently being researched; as information becomes available it will be shared with the board.

   • Mr. Johns made a motion to seek bid estimates for the engineering and work that takes the board through the bid package process to be brought to the board for approval. Bruce Manner seconded the motion. The motion passed unanimously.
• Some discussion regarding accounting procedures ensued.

4. On behalf of the Boater Communications and Special Events Committee, Dan Messina had nothing to report.

5. On behalf of the Master Planning and Special Projects Committee, Sam Johns had nothing to report, but did mention that the ‘Visit Indiana’ program had recommended the Michigan City Lakefront/Lighthouse in its top 10 places to visit.

6. There was no report for the Advertising & Public Relations Committee.

REPORT FROM ATTORNEY

Attorney Joe Zaknoen reported on the following:

• The Right of Entry for the Army Corps of Engineers regarding the break-wall repair appears to be a simple, straightforward document and poses no problem.

• Harbor Country Adventures; Kayak proposal
  o Reported that he had not yet received the signed Slip License Agreement, and if he gets no response from Mr. Tieri soon, he will call him.

• Attorney Zaknoen reported that he intends to meet with the Loss Prevention Committee (MCPA Board President Ferguson, Mrs. Agnes Meer, and Port Authority staff) regarding the report from the State Board of Accounts to assess any developments or issues that may need attention before the February 28, 2019 deadline.

• Attorney Zaknoen also reiterated that the Abandoned Boat Auction is set for April 15, 2019, and that it will require advertising on two separate occasions.

OLD BUSINESS

Mr. Johns asked whether the Marquette racing sculls were still in operation. Harbormaster Frame noted that he was not aware that they were being used and will investigate. Mr. Johns suggested that if they are not being used, that they be removed from MCPA property.

NEW BUSINESS

There was no new business to discuss during this meeting.

ADJOURNMENT

President Ferguson reminded members that the next Michigan City Port Authority Board of Directors meeting is scheduled for January 28, 2019 at 5:00 PM.

Upon motion made by Aaron Garrett, the board adjourned the meeting at 5:58 p.m.
There were no attachments to these minutes.
Prepared by Rosemary Bunton