TIME & PLACE

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

ATTENDANCE

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

GUESTS

Mike Cooper with the Jr. Sail Program and Phil Friese from the Parks & Recreations Board were in attendance.

MINUTES

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

REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- Park Department West Lot Project
  - Have begun installation of all electrical and lighting.

- 300 Dock Re-decking Project
  - All dock boxes have been removed.
  - Electricians examining lighting for removal.
  - Larsen-Danielson Construction Co. have begun to set up.
  - Discussed the various materials to be used.

- The 2018 list of MCPA accomplishments has been forwarded to the Mayor’s office per the boards request which will be implemented for Michigan City promotions.

- Reviewed ‘Winter Projects’ list from the December 17th meeting:
  - Hydraulic trailer has developed a leak; will be working to make necessary repairs.
    - In progress - tbd
  - Re-decking small barge and adding floatation’s for increased stability.
    - Completed
    - Completed
Making some repairs to large forklift.
  ✓ In progress

Painting of skiff and trailer racks.
  ✓ In progress

Repairs to ice machine.
  ✓ Delayed; exploring new refrigeration options.

Clean and purge the Trail Creek shop.
  ✓ Completed

REPORT FROM ASSISTANT HARBORMASTER

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

- Submitted a revised copy of the 2019 Board of Directors Calendar and Staff listing.
- Reviewed the 2019 New Customer listing
  o Have gained a total of forty-seven (47) customers to date.
- The 2017/18 State Board of Accounts audit has been completed; it was noted to follow proper protocol & procedure when transferring funds to Capitol Improvements.

COMMITTEE REPORTS

1. On behalf of the Budget and Financial Oversight Committee, Aaron Garrett reviewed the bills to be paid.
   
   Upon motion made by Aaron Garrett, seconded by John Haynes, the board unanimously approved all bills to be paid.

2. On behalf of the Claims and Insurance Committee, John Haynes had nothing to report.

3. On behalf of the Port Operations, Personnel and Marina Policy Committee, Sam Ferguson had nothing to report.

4. On behalf of the Boater Communications and Special Events Committee, Dan Messina informed the board he had received numerous inquiries regarding the repairs to the draw bridge and how it would affect boaters. Harbormaster Frame informed him that although the press release had indicated a date of April 15th, Marquiss Electric, who is overseeing the project, has projected a completion date of April 1st which should not impact boaters.

5. On behalf of the Master Planning and Special Projects Committee, Bruce Manner informed the board, in a recent meeting with Edgewater Resources they discussed designing a functional bathhouse for the SPM Project. They are currently working with The Public Restroom Co., and if reasonable, we may be able to purchase a prefab building directly from the company as opposed to putting the project out for bid. By having a private company do the installation, it could cut our costs.
   
   • Attended the Park Board meeting where the 4th Quarter, M.O.U. and Year End reports were discussed.
   
   • They received a grant in the amount of $70,000.00 which was matched by the City.

6. On behalf of the Advertising & Public Relations Committee, Agnes Meer had nothing to report.
REPORT FROM ATTORNEY

Attorney Joe Zaknoen reported on the following:

- **Loss Prevention Committee** met to review issues needed to be addressed in moving forward with the annual report under the Internal Controls Policy. In lieu of creating a new report, it was suggested to update and summarize the prior one.

- Will look into the statutes for bidding on a Public Works project.
  - Mr. Manner discussed usage of the current bathhouse during the decision making and or installation of a new SPM bathhouse.

- Have not received any new communications from the attorneys regarding the personal injury case.

- As the **Oversight Committee** deals with capitol equipment and its identification, Mr. Johns made an inquiry in which Mrs. Pawlicke assured the board that a comprehensive listing is kept.

OLD BUSINESS

There was no old business to discuss during this meeting.

NEW BUSINESS

There was no new business to discuss during this meeting.

ADJOURNMENT

Upon motion made by John Haynes, seconded by Aaron Garrett, the board adjourned the meeting at 5:34 p.m.

Accepted by: ____________________________  Respectfully submitted, ____________________________

Tim Frame, Harbormaster  John Haynes, Board Secretary

Approved On: ____________________________

By: _________________________________

Sam Ferguson, Board President

There were no attachments to these minutes.
Minutes prepared by Kristen N. Winkelstern