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

Guests in attendance included Chad Childers (Tony’s Outboards), Mike Cooper and Patty Pond (Jr. Sail) and Phil Friese with the Parks & Recreations Board.

MINUTES

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

REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- Franklin Street Bridge Project:
  - Hope to see bridge operation tests begin by end of week.
  - Conducting clean up along with removal of barricades & fencing to have functional by Friday, March 29th.

- West Lot Parking lot Project
  - Have been moving stone and installing walkways.
  - No decision has been made regarding landscape bids.

- 300 Dock Re-Decking Project
  - Approximately one-third of the way through; on schedule.

- Charter boats have been arriving;
  - Begun removal of de-icers and installation of safety ladders.

- Park Dept. Master Plan
  - Seventy-five (75%) percent of drawings completed; no additional schedule changes at this time.
• Reviewed ‘Winter Projects’ list:
  o Hydraulic trailer had developed a leak;
    ▪ Necessary repairs have been completed.
  o Re-decking small barge and adding floatation’s for increased stability.
    ▪ Completed
  o Making some repairs to large forklift.
    ▪ Bearings & bushing repairs completed.
  o Painting of skiff and trailer racks.
    ▪ In progress weather permitting
  o Repairs to ice machine.
    ▪ Exploring new refrigeration options.
  o Clean and purge the Trail Creek shop.
    ▪ Completed

• ACOE Break wall Project
  o Recently met with contractors at a pre-bid meeting.
  o Job going out for bid for the resurfacing work on north end along with stone replacement.

REPORT FROM ASSISTANT HARBORMASTER
Assistant Harbormaster of Administration Mary Ann Pawlicke reported on the following;

• Marina sticker (parking passes & permits) packets being prepared to distribute.

• Reviewed the 2019 New Customer listing indicating a total of fifty-eight (58) to date.

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 Dan Messina, the board unanimously approved all bills to be paid.

   • Mr. Garrett presented the 2018 Year-end Financial Report.

   Upon motion made by Aaron Garrett, seconded by Sam Johns, the board accepted the 2018 Financial Report as presented and approved a transfer of an additional fifty-one thousand ($51,000.00) dollars to Capital Improvement.

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 had nothing to report.

5. On behalf of the Master Planning and Special Projects Committee, Bruce Manner reported on the following:

   • In conjunction with the re-decking of the 300 dock, it was suggested that the electrical also be looked into for a possible upgrade. Harbormaster Frame discussed Electric Shock Drowning (ESD), in regard to faulty wiring and electrical ‘leakage’. Upon review, Mr. Manner made a recommendation to explore this more thoroughly.
Upon motion made by Bruce Manner, seconded by Sam Johns, the board unanimously approved for *Edgewater Resources* to investigate **ESD** protection for the 300 dock.

- **Sprague Pointe Marina bathhouse**
  - The Committee met with Roger Protraz to pursue a more reasonable cost below 150K. The new drawings indicated a change in materials, square footage and overall design. Additional changes were suggested by the committee and once analyzed, Mr. Protraz will submit a new cost proposal.
  - Mr. Johns recommended the design be made for easy maintenance of the building.

6. On behalf of the **Advertising & Public Relations Committee**, Agnes Meer reported on the following:

- The **MCPA** has donated five hundred ($500.00) dollars to the **MCPD Donation Fund**.
- Mr. Johns had some comments about the website and discussed various improvements and updates.
- Mr. Johns informed the board that *Freedom Boat Club* held their annual kick-off at *Wolf's Marine* in Benton Harbor, Michigan last weekend; the **B&E Marine Boat Show** was held this past weekend.

**REPORT FROM ATTORNEY**

Attorney Joe Zaknoen reported on the following:

- **Loss Prevention Committee** previously met to review issues needed to be addressed in moving forward with the annual report under the Internal Controls Policy;
  - Staff was interviewed and found to be working as intended.
  - Personnel is abiding by policies and found no suspected violations or losses.
  - State Board of Accounts concluded their audit of 2017 and found no discrepancies.
  - Everyone affiliated with the **MCPA** should receive a copy of the policy.

Upon motion made by John Haynes, seconded by Agnes Meer, the board unanimously accepted the Internal Control Policy report and extended the due date to March 18, 2019.

- Abandoned Boat Auction is scheduled for April 15th.

**GUEST COMMENTS**

Mr. Friese discussed various issues the Park has experienced in the past in regards to counterfeit parking stickers.

As we are considered the **CoHo Capitol of the World**, Mr. Childers requested the addition of public access areas for fishing.

**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 6:00 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