

**MICHIGAN CITY PORT AUTHORITY  
BOARD OF DIRECTORS**

**April 19, 2010**

**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**

President James Jaksa presided. Board members in attendance included Jonita Davis, Todd Dickard, John Haynes, Sam Johns and Dan Messina. Harbormaster Tim Frame, Assistant Harbormaster of Administration Mary Ann Pawlicke and Assistant Harbormaster of Operations Dan Hoepf were also in attendance.

Board member James Cadwell was unable to attend this meeting.

Attorney Jeffrey Katz was not asked to attend this meeting.

There were no guests in attendance.

**MINUTES**

Upon motion made by Dan Messina, seconded by John Haynes, the board approved the minutes to the previous meeting.

**BILLS**

Upon motion made by Todd Dickard, seconded by Sam Johns, the board approved payment of the bills as presented.

**REPORT FROM HARBORMASTER**

In regards to the seawall refacing project, Harbormaster Tim Frame reported on the following:

- Received permit for Millennium Plaza from the *Army COE*.
- Notice of Award has been forwarded to *Thatcher Foundations*.
- Awaiting the Performance Bond which we should receive by Wednesday, April 21<sup>st</sup>.
- At which time we can sign the Notice to Proceed.
- Start date approximately two and a half weeks.
- Anticipate completion by first of July.

Harbormaster Frame informed the board of the following:

- Despite high winds and choppy lake conditions, the Buffalo Bill fishing tournament was held as scheduled on Saturday, April 17<sup>th</sup>, however it was called early. There were approximately fifty (50) participants.
- Summer activities are underway as are various summer projects.
- When the water was turned on, we experienced some leaks at the fish cleaning station which have since been repaired.
- In an effort to conserve energy, all T-12 lighting has been replaced with T-8 in the restrooms and main lobby, and will do the same throughout the office. This upgrade will save an approximate forty percent in energy costs.

### **REPORT FROM ASSISTANT HARBORMASTERS**

Assistant Harbormaster of Operations Dan Hoepf reported on the following issues:

- Brass bushings on the fork lift have been replaced.
- Have launched approximately twenty (20) boats from Trail Creek marina, with about sixty (60) currently moored in the marina.
- Pilings for the Trail Creek docks are sufficient to hold main dock so it will not be necessary to install new ones, however angle braces will need to be installed to finger pier or they could potentially break off with the current.
- PCV caps to be installed on pilings.
- Safety report: the staff has completed 646 days (7,231 hours) without an incident and 1,682 days (18,699 hours) without a lost time accident.

Assistant Harbormaster of Administration Mary Ann Pawlicke reported the following:

- There are currently fifty (50) vacant slips in Washington Park Marina, ranging from 35' to 60'. Although we are still receiving some cancellations (it appears as though the majority are due to the selling of a boat), just as many inquiry's and new customers are assigned each week.
- With the availability of these slips, we will be able to rent to more transient boaters during the height of the season and scheduled events, and although we can certainly hold a slip for an incoming transient, Mrs. Pawlicke recommended that we do not advertise making reservations as it is still too soon to know what will be open during these events.

### **COMMITTEE REPORTS**

On behalf of the ***Budget and Financial Oversight Committee***, Sam Johns informed the board the committee met earlier today to review costs devoted to special events. Once the staff completes their report, the committee will review all options with the board.

Todd Dickard informed the board he spoke with Dan McGreal from *State Street Bank* in North Quincy, Massachusetts, who confirmed receipt of the notification regarding our bond payoff. Mr. McGreal will prepare a pay off letter and forward to Mr. Dickard upon its completion.

There was no report for the **Claims and Insurance Committee**.

On behalf of the **Master Planning and Special Projects Committee**, Sam Johns informed the board the *Army COE* has set aside funds for the trail creek dredge project and once the lab reports are completed by *Weaver Boos*, we will anticipate the *Army COE* to proceed at the end of the season.

Mr. Johns went on to inform the board he received a preliminary analysis from the *Army COE* regarding the damage sustained along the east pier seawall, stating although they have no available funds for repairs, it will not interfere with the trail creek channel or outer harbor. The seawall will be restored as soon as funding becomes available.

On behalf of the **Boater Communications and Special Events Committee**, John Haynes informed the board the cardboard for the cardboard boat dash is now available for pickup. Ed Buetner will be placing an advertisement in the *News Dispatch* advising people where it can be picked up along with entry and instruction information.

Mr. Haynes informed the board the first dock representative meeting of the season will be held on Saturday, May 8<sup>th</sup> at 10:00 a.m. in the board room.

On behalf of the **Port Operations, Personnel and Marina Policy Committee**, Sam Johns informed the board the committee met to discuss various options on how to increase winter storage usage. There were four (4) new policies discussed as follows:

**1. 2010 Customer Referral Discount Program**

- Any new slip holder who refers a new winter outside storage customer will receive a onetime \$300.00 discount on his slip for the following season.
  - Requirements:
    - Limit one (1) per slip holder
    - Referred storage customer must have signed contract and be paid in full prior to slip holder receiving their discount for the upcoming year.

Upon motion made by Sam Johns, seconded by Todd Dickard, the board approved the 2010 Customer Referral Discount Program as presented.

**2. First time Slip Holder Discount Program**

- New season slip holders (WPM, TCM, SPM) who sign for a summer/winter package deal will receive a onetime \$300.00 discount on the storage portion.
  - Requirements:
    - New slip holder's summer slip rental must be paid in full in order to receive the discount on their winter storage.
    - Applies to winter storage fees only; additional services not included.

Upon motion made by Sam Johns, seconded by Dan Messina, the board approved the 2010 New Slip Holder Discount Program as presented.

**3. 2010 Outside Rack Storage**

- The 2010 Winter Outside Rack storage price will be reduced to \$195.00.
  - Requirements:
    - Only boats 24' and under will apply on storage racks.
    - Single standing ground racks do not apply.

Upon motion made by Sam Johns, seconded by Jonita Davis, the board approved the reduction of outside rack storage for the 2010 winter season as presented.

**4. Winter Storage for Boat on Trailer @ Sprague Pointe Marina**

- Boats on a SINGLE AXLE trailer may be kept for winter storage at Sprague Pointe Marina for \$195.00.

Upon motion made by Sam Johns, seconded by John Haynes, the board approved a cost of \$195.00 for boat on trailer storage at Sprague Pointe Marina as presented.

On behalf of the **Public Relations and Advertising Committee**, Jonita Davis scheduled a committee meeting for Wednesday, April 28<sup>th</sup> at 1:30 p.m. to discuss how to advertise the new winter storage promotions along with options for event signage.

**OLD BUSINESS**

There was no old business to discuss at this meeting.

**NEW BUSINESS**

There was no new business to discuss at this meeting.

**ADJOURNMENT**

Upon motion made by Sam Johns, seconded by John Haynes, the board adjourned the meeting at 5:35 p.m.

Respectfully submitted,

\_\_\_\_\_  
John Haynes, Board Secretary

Approved On: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
James Jaksa, Board President