

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS**

May 3, 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 James Cadwell, 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 Jonita Davis 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 James Cadwell, seconded by Todd Dickard, 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

Harbormaster Tim Frame reported on the following:

- The Pro/Am and CoHo Classic Fishing Tournaments were held over the last couple of weekends in which both were well attended. We experienced the usual concerns which will be addressed at the next tournament committee meeting in two (2) weeks.
- Rick Smigielski from *Abonmarche Group* has been in contact with *Thatcher Foundations* regarding the Millennium Seawall refacing and are scheduled as follows:
 - Bringing supplies over the week of May 10th.
 - Bringing crane barge on May 17th.
 - Drive pilings on May 24th.

- New front door has been installed in main office. Features a single door with solar glass constructed for weather efficiency.
- Received various quotes for landscape improvements around the office and duck walk area. Have already removed the overgrown trees around the fish pond. The new design will feature day lilies and nearly wild rose along with prairie drop seed grass with a mixture of these flowers to be planted around the duck walk. The design theme matches that of the City's for our participation in the years American Bloom. Harbormaster Frame informed the board the lowest quote was received by *DeLau's Landscaping* at \$10,016.00 and recommended we commence with them.
- Harbormaster Frame informed the board he received confirmation from Rick Smigielski that *Weaver Boos Consultants* have the soil samples at the lab, however no report as yet.

Upon motion made by Sam Johns, seconded by James Cadwell, the board approved the expenditure of \$10,016.00 for landscaping to *DeLau's Landscaping Co.*

REPORT FROM ASSISTANT HARBORMASTER

Assistant Harbormaster of Operations Dan Hoepf reported on the following:

- Set thirty six (36) swim buoy's on Friday, April 30th, with twenty four (24) remaining.
- Will set sail buoy's for the Yacht Club on Tuesday, May 4th.
- Depth readings have been taken around the Coast Guard station to Franklin Street Bridge which average approximately twelve feet and from the Blue Chip gap to hoist well which is at four feet conservatively.
- Finish installing PCV caps on pilings at Sprague Pointe.
- Ramp steps to be repaired and leveled at the Washington Park ramp.
- Sand catchers installed along beach.
- There are approximately one hundred fifty (150) boats moored in Washington Park Marina and twenty five (25) in Trail Creek.
- Safety report: the staff has completed 660 days (7,399 hours) without an incident and 1,696 days (18,867 hours) without a lost time accident.

Assistant Harbormaster of Administration Mary Ann Pawlicke informed the board there were forty eight (48) vacant slips in Washington Park Marina.

COMMITTEE REPORTS

On behalf of the ***Budget and Financial Oversight Committee***, Todd Dickard informed the board we received confirmation from *Horizon Bank* that the five (5) bond series had been paid off in the amount of \$1,550,000.00. Mr. Dickard went on to discuss the balance of CD's remaining total \$750,000.00 with a remaining surplus fund of \$1,006,438.19. In addition, we also have a balance of approximately \$240,000.00 in the sinking fund which the bond ordinance requires us to keep.

Mr. Dickard reviewed a quarterly income statement that he and Mrs. Pawlicke have drafted which indicates the numbers for the 2010 budget and explains where we are in the first quarter compared to that of 2009. Mr. Dickard and Mrs. Pawlicke also calculated that expenses were comparable or lower for the first quarter compared to last years.

On behalf of the ***Master Planning and Special Projects Committee***, Sam Johns had nothing to report.

On behalf of the ***Claims and Insurance Committee***, James Cadwell had nothing to report.

On behalf of the **Boater Communications and Special Events Committee**, John Haynes reported Ed Buetner held a workshop on Saturday, May 1st to instruct participants of the card board boat race on the construction process; contestants were also able to pick up their cardboard at that time. Mrs. Pawlicke informed the board Attorney Jeff Katz has prepared the Release & indemnification Agreement to be signed by Mr. Buetner.

On behalf of the **Port Operations, Personnel and Marina Policy Committee**, Sam Johns informed the board different agencies seek support from the Port Authority for their various projects and events each season. The dilemma is there are no set limits as to what they may need or what we are prepared to give. The committee reviewed the individual type of support requested and the appropriate means in which to distribute. The staff has put together a budget for 2011 as a way to support the *Tri-State Race, Super Boat Grand Prix, City Fireworks Display* and the three (3) fishing tournaments; *Buffalo Bill, Pro/Am* and *CoHo Classic*. The 2011 budget will state what groups will receive funding, specifically what the funds are intended for and the amount they will receive for their event, for a total of \$6,300.00 in overall event expenses. The idea is that if an agency is not on the list then these resources will not be available to them.

Mr. Haynes stated he, as several board members, were unaware of the additional expense incurred by the Port Authority during these events. Mr. Jaksa explained that these expenses are there to maintain and protect our seasonal boaters and continue proper operation of the marina.

Upon motion made by Sam Johns, seconded by James Cadwell, the board approved to establish a budget line item to the 2011 budget, totaling \$6,300.00 in expenses, dedicated to support various non Port Authority events, specifically the *Tri-State Race, Super Boat Grand Prix, City Fireworks display, Buffalo Bill Steel headers, Pro/Am* and *CoHo Classic Fishing Tournaments*, in the amounts and for the purpose listed on document titled additional event expenses. The motion would cap the support the Port Authority will extend from our 2011 budget for all such requests.

Mr. Jaksa went on to clarify that the events stated within the motion are ongoing annual events and as it is the boards responsibility to approve the budget each year, these events can be modified or added to as necessary as part of that process.

On behalf of the **Public Relations and Advertising Committee**, Sam Johns informed the board the committee met to discuss new advertising ventures and complimented Ms. Davis on her enterprising ideas. Ms. Davis will submit a full report during the next meeting.

OLD BUSINESS

In reference to our new fuel provider, *Witham's*, Harbormaster Frame informed the board we've experienced a few problems but are working them out.

NEW BUSINESS

There was no new business to discuss during this meeting.

ADJOURNMENT

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

Respectfully submitted,

Approved On: _____
Date

John Haynes, Board Secretary

By: _____
James Jaksa, Board President