

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS**

December 14, 2009

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, 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.

Attorney Jeffrey Katz attended this meeting.

There were no guests in attendance.

MINUTES

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

BILLS

Upon motion made by John Haynes, seconded by James Cadwell, the board approved payment of the bills as presented by Todd Dickard.

REPORT FROM HARBORMASTER

During the previous meeting, Harbormaster Tim Frame discussed the use of the dry-sail hoists located behind *Harbor Grill*, stating of the two (2); only one (1) was in working condition. Harbormaster Frame reported that the annual maintenance costs which must be provided under certification, are approximately \$1,500.00, and this season, only one (1) customer signed up to use it. The Harbormaster went on to report that the cost to replace was approximately \$2,500.00 per hoist, and although the *Star Fleet Regional* has requested usage of these during their district championship race next August, it was his recommendation they were not cost effective and would like to do away with the dry-sail program altogether. Sam Johns shared the Harbormasters views stating as he has seen no evidence of regular usage since their initial installation, he felt any inoperable equipment should not be displayed by the Port Authority, and suggested that one be removed but maintain the other for future needs we may have.

Mr. Johns went on to say although the board agreed to contribute to the sailing organizations in the amount of \$7,000.00 for 2010, he felt the Port Authority could not support every program that makes a request and these groups need to look to other local businesses for financial assistance.

James Jaksa agreed and suggested the inoperable hoist be removed during the refacing project of the seawall at Millennium Plaza.

Harbormaster Frame reported that the *Indiana Department of Environmental Management (IDEM)* informed him that as part of the clean marine program, all marinas are now to follow under Rule No. 6 regarding storm water run-off. A notice of intent (NOI) has been submitted to **IDEM**, they in turn will issue a letter of sufficiency at which time we have one (1) year to institute an **SW3P** (storm water pollution prevention plan). Harbormaster Frame is currently working in conjunction with the county surveyor and MS4 coordinator. At some point new drain filters will need to be installed as well as monthly maintenance checks; costs should be covered under the city's MS4 program.

REPORT FROM ASSISTANT HARBORMASTERS

Assistant Harbormaster of Operations Dan Hoepf had nothing to report during this meeting.

Safety report updated since last week:

- 551 days (6,403 hours) without an incident.
- 1,582 days (17,853) without a lost time accident.

Assistant Harbormaster of Administration Mary Ann Pawlicke informed the board we had received some 2009 satellite pictures of both Washington Park and Trail Creek Marinas taken by our programmer Symon Lobsang, which will be displayed in the board room.

COMMITTEE REPORTS

On behalf of the **Budget and Financial Oversight Committee**, Todd Dickard informed the board he and Assistant Harbormaster Pawlicke are working on the yearend financial report to be submitted at the next meeting. Mr. Dickard also suggested that the committee meet along with Mrs. Pawlicke after the first of the year to assemble a report indicating the annual expenditures the Port Authority has assisted with in the various events as we don't always place an actual dollar amount upon approval to support these programs due to the many assumed costs, i.e. dumpsters and port-o-pots.

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

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

On behalf of the **Boater Communications and Special Events Committee**, John Haynes had nothing to report.

On behalf of the **Port Operations, Personnel and Marina Policy Committee**, Dan Messina reported the committee met on Wednesday to discuss a proposal submitted by Nora Atkins from *Strategic Management Company* to evaluate the efficiency of the office staff. Mr. Messina stated the committee agreed they still had pertinent questions and would come back with their decision as to whether or not to pursue job appraisals at the January 11th meeting. Although Mr. Johns recommended an evaluation should be conducted during the height of the boating season, Mr. Messina said this question was addressed and it was the consensus of the committee to pursue an action immediately.

In reference to *Dockside Café*, Mr. Messina informed the board he spoke with Park Superintendent Jan Orlich who has expressed an interest in renting the property for 2010. She intends to review the previous contract and meet to discuss after the holidays. Should the Park Department decide to secure the Café, the Port Authority will not pursue bids for next season.

On behalf of the **Public Relations and Advertising Committee**, Jonita Davis had nothing to report.

OLD BUSINESS

Attorney Jeffrey Katz informed the board bid notices will be published in the *News Dispatch* this weekend for the Millennium Park Seawall Refacing Project; sealed bids will be received until 5:00 p.m. on January 11th, 2010 in the Michigan City Port Authority office and publicly opened during the regular board meeting.

As chairman of the nominating committee, Sam Johns presented their recommendation for the 2010 Board of Directors slate of officers as follows:

- **James Jaksa: President**
- **James Cadwell: Vice President**
- **John Haynes: Secretary**
- **Todd Dickard: Treasurer**

By unanimous decision, Attorney Jeff Katz approved nominations for the entire slate of officers as presented.

NEW BUSINESS

Mr. Jaksa asked the board to submit any requests to chair or serve on a particular committee if interested; which he evaluate and present at a future meeting.

ADJOURNMENT

Upon motion made by John Haynes, seconded by Todd Dickard, the board adjourned the meeting at 5:20 p.m.

Respectfully submitted,

John Haynes, Board Secretary

Approved On: _____
Date

By: _____
James Jaksa, Board President