

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS**

January 13, 2020

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

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

Board President Sam Ferguson and member Dan Messina were unable to attend this meeting.

GUESTS

There were no guests in attendance.

MINUTES

Upon motion made by Aaron Garrett, seconded by Agnes Meer, the board approved the minutes to the previous meeting.

REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- 200 Dock Re-decking Project
 - Approximately sixty (60') feet remains along with the walk-way.
- Winter Projects
 - Christmas lights have been removed.
 - Maintenance staff intends to re-string.
 - Barge to be painted.
- 800 Dock **ESP** Electrical Project
 - Pre-construction meeting scheduled on 1/16/2020 with **MB Electric**.
 - Approval has been received from the City on the **EEO** package
 - Meeting also scheduled on 1/16/2020 with Colin Hassenger (**Edgewater Resources, LLC**).

REPORT FROM ASSISTANT HARBORMASTER

Assistant Harbormaster of Administration Mary Ann Pawlicke had nothing to report.

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 Agnes Meer, the board unanimously approved all bills to be paid.

Mr. Garrett informed the board that funds in the amount of six-hundred fifty-seven thousand two hundred thirty-three (\$657,233.00) dollars must be transferred from the Operating fund and allocated to the Capital Improvement fund.

Upon motion made by Aaron Garrett, seconded by Sam Johns, the board unanimously approved the transfer of funds from Operating to Capital Improvements as presented.

2. On behalf of the **Claims and Insurance Committee**, John Haynes had nothing to report.
3. There was no report for the **Port Operations, Personnel and Marina Policy Committee**.
4. There was no report for the **Boater Communications and Special Events Committee**.
5. On behalf of the **Master Planning and Special Projects Committee**, Bruce Manner had nothing to report.
6. On behalf of the **Advertising and Public Relations Committee**, Agnes Meer had nothing to report.

REPORT FROM THE ATTORNEY

Attorney Joe Zaknoen reported on the following:

- During the previous meeting the board examined the issue of high-water levels.
 - A proposed amendment was recommended to maintain the current refund policy:
 - The initial \$200.00 down payment is non-refundable; with a full return of remaining fees up to April 1st, or pro-rated return of fees up to May 31st.
 - **Amendment:** refunds would be considered should the Harbormaster consider the marina to be unsafe.
 - Option 1: Slip holder would be relocated to another 'safe' dock based upon availability.
 - Option 2: Slip holder may store their vessel at Trail Creek Marina, applying slip fees to storage fees.
 - Option 3: Refunds would be granted on a pro-rated basis after May 31st, contingent upon the slip holder's removal of vessel within ten (10) days of their request.
 - In addition, the **MCPA** would retain the right to move and or remove owner's vessel in case of an emergency.

Upon motion made by Sam Johns, seconded by Agnes Meer, the board unanimously approved the refund policy amendments as presented.

- The annual compliance for our *Internal Control Policy & Procedures* is due on February 28, 2020. A meeting was recommended to be scheduled with the committee (*consisting of Mr. Ferguson, Agnes Meer and Attorney Zaknoen*) along with the staff to discuss any new developments.
 - Mr. Manner suggested the Board of Directors handbook also be reviewed for compliance.

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 Aaron Garrett, seconded by Agnes Meer, the board adjourned the meeting at 5:11 p.m.

Accepted by: _____
Tim Frame, Harbormaster

Respectfully submitted, _____
John Haynes, Board Secretary

Approved On: _____

By: _____
Sam Ferguson, Board President

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