

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS**

November 16, 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

Board President Sam Ferguson presided. Board members in attendance included Amanda Beutner, Chad Childers, John Haynes, Socrates Gray, Bruce Manner and Dan Messina. Harbormaster Tim Frame and Assistant Harbormaster of Administration Mary Ann Pawlicke were in attendance along with Attorney Joe Zaknoen.

GUESTS IN ATTENDANCE

There were no guests in attendance.

MINUTES

Upon motion made by Bruce Manner, seconded by Chad Childers, the board approved the minutes to the previous meeting.

REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- *Larsen-Danielson* Re-decking Project
 - Approximately 30% of the old decking has been stripped from the 400 & 500 docks.
 - Expecting another delivery of lumber.
 - Electrician has pulled wire from 400 & 500 docks.
 - Expecting delivery of electrical boxes and pedestals this week.
 - Poured concrete to elevate sidewalk at 600 dock.
- Wi-Fi Updates
 - Met with IT Dept. to review new reconfigurations. Explained specifics to the board.
- Winterization services have basically been completed with two vessels remaining in marina.
- Pulling safety ladders and installing the de-icers.
- Christmas lights have been installed for the ***Festival of Lights***.
 - Annual ***Snowflake Parade*** is scheduled for December 5th at 4 p.m.

- Repairs that were being made to a cracked column along the catwalk have been completed. In addition, the left-over debris along pier and materials behind the Yacht Club have been cleared away by the contractor. This was for a previous job that had been cancelled earlier in the spring.

REPORT FROM ASSISTANT HARBORMASTER OF ADMINISTRATION

Assistant Harbormaster of Administration Mary Ann Pawlicke reported on the following:

- As 2021 renewal notices had been previously mailed out, we are currently in the process of collecting slip deposits.
- 2021 **MCPA** pocket calendars are available.
- Holiday closings: Week of November 23rd through November 30th. and December 16th through January 4th.

COMMITTEE REPORTS

1. On behalf of the **Budget and Financial Oversight Committee**, Socrates Gray reported on the following:

- Reviewed 2021 Budget
 - Included a three (3%) percent raise for hourly, salary and existing personnel.
 - 2021 will add an extra payroll week (*from 26 to 27*) which applies to year-round and salary personnel.
 - Raised budget \$151,000.00 due to an upswing in slip rentals this year.
 - Had an increase in contractual services such as lawn maintenance and off-duty police officers.
 - Recommended a Capital Improvement budget of \$1.5 million to cover re-decking project and any change orders along with updates to the marina key/gate system and **NIPSCO**.
 - Any unused monies would stay in the Capital improvement fund.

Upon motion made by Socrates Gray, seconded by Amanda Beutner, the board unanimously passed the 2021 Budget for the salary order as presented.

Upon motion made by Socrates Gray, seconded by Amanda Beutner, the board unanimously approved the 2021 Budget for allocating \$1.5 million in the Capital Improvement Fund as presented.

- Ms. Beutner presented her ideas for a revenue increase of slip rates as they had not been raised in many years. Although the consensus was not to make any immediate increases, the board decided to revisit at a later date.
- Mr. Gray reviewed the bills to be paid.

Upon motion made by Socrates Gray, seconded by Amanda Beutner, the board unanimously approved bills to be paid in the amount of \$475,322.50 as presented.

2. On behalf of the **Claims and Insurance Committee**, John Haynes informed the board the 2021 insurance coverage will be presented with Charlie Keene of *General Insurance Services* during the next meeting.
3. On behalf of the **Port Operations, Personnel and Marina Policy Committee**, Sam Ferguson reviewed Mayor Perry's November 13th *Executive Order* moving all in-person city government meetings to go to virtual/electronic meetings as no in-person meetings should occur. This order excludes the Water & Sanitary Dept. and the Port Authority.
 - As such, Mr. Ferguson went on to recommend that we conduct one final meeting on December 14th to conclude year-end business; then resume to one meeting per month January through April as previously approved by the board.

Upon motion made by Socrates Gray, seconded by Amanda Beutner, the board unanimously approved to resume limited meetings as presented.

- Mr. Ferguson informed the board that Attorney Zaknoen has been with the **MCPA** for approximately four years with no rates increases and has handled issues without fanfare; as such a recommendation was made to retain him as our attorney on a two (2) year contract.

Upon motion made by Dan Messina, seconded by Bruce Manner, the board unanimously approved to retain Attorney Joseph Zaknoen as the **MCPA** legal representative for an additional two (2) year term as stated.

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 had nothing to report.
6. On behalf of the **Advertising and Public Relations Committee**, Amanda Beutner had nothing to report.

REPORT FROM THE ATTORNEY

Attorney Joe Zaknoen reported on the following:

- During the last couple meetings Mr. Manner informed the board Mayor Perry along with the park board had given permission for a film to be made in Washington Park and asked Attorney Zaknoen to look into whether or not any portion will be filmed on **MCPA** property and what needs to happen in terms of insurance.
 - Atty. Zaknoen has been informed that the Park Dept. will advise the filmmaker to contact us should our property need to be included; they also have a fee schedule contingent upon whether it is a for-profit or not-for-profit educational venture.
- Internal Control Policy (ICP)
 - A report was circulated to the committee for their pre-approval; findings will be circulated during the December 14th meeting.
 - Inclusions will be to work more with employee evaluations regarding material thresholds pursuant to Indiana statutes.
 - Will review ethics and conflict of interest for upgrades and clarification.
 - No major changes this year as the **ICP** is being adhered to; there have been no new employees or vendors this year; all whom receive the **ICP** is encouraged to read it thoroughly.
 - The **MCPA** is under no high risk of loss due to a continuing paper trail or risk of being compromised.
 - We remain closely tied to the City Controller's office in regard to bill pay and check requests, all which are first approved by the Board of Directors.

OLD BUSINESS

There was no old business to be discussed during the meeting

NEW BUSINESS

Mr. Ferguson established a nominating committee for the 2021 slate of officers as follows:

- Bruce Manner, Chairman
- Dan Messina
- Amanda Beutner

ADJOURNMENT

Upon motion made by John Haynes, seconded by Socrates Gray, the board adjourned the meeting at 5:47 p.m.

Accepted by: _____
Tim Frame, Harbormaster

Respectfully submitted, _____
John Haynes, Board Secretary

Approved On: _____

By: _____
Sam Ferguson, Board President

There were no attachments for this meeting
Minutes prepared by Kristen N. Winkelstern