

**MICHIGAN CITY PORT AUTHORITY  
Board of Directors Meeting Minutes**

**May 8, 2023**

The regular meeting of the Michigan City Port Authority Board of Directors was called to order at 5:00 p.m. by President Socrates Gray in the Port Authority board room.

**ATTENDANCE**

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

**GUESTS IN ATTENDANCE**

Phil Freese, MC Parks & Recreation Board; Bob Kelsey, Slip 331.

**MINUTES**

Motion by John Haynes, seconded by Dan Messina, to approve the minutes of the previous meeting. Motion passed unanimously.

**COMMENTS FROM THE PUBLIC**

- There were no comments from the public.

**REPORT FROM HARBORMASTER**

Harbormaster Tim Frame reported on the following:

- The electrical upgrade project on the 700 & 800 dock and the punch list of repairs has been completed.
- A recent lighting storm appears to have burnt out the controller for the gates and the North Bathrooms. Stanley Security will be onsite May to address the issue.
- A breaker at the 600 Dock may or may not have been affected by the same storm. It has been noticed that the breaker has tripped after significant rain storms. Staff to monitor breaker for need repair/replacement.
- This past Sunday, it was discovered that there was no gas at the fuel dock. Vendor did deliver fuel by 9am on Sunday. It is suspected that the sensor inside the tank malfunctioned and needs replacement.
- Staff repositioned and repaired the floating dock that was affected by ice in the marina during the winter.
- Staff is currently raising/lowering piers, replacing rub rails and launching boats in Trail Creek when scheduled.

**REPORT FROM ASSISTANT HARBORMASTER OF ADMINISTRATION**

Assistant Harbormaster Mary Ann Pawlicke reported on the following:

- There were 38 boats from the recent fishing tournament that stayed anywhere from two days to two weeks at the marina.
- Office staff is very busy working with boaters to find available slips because the marina is almost at capacity. Requests are coming in from owners with bigger boats needing 50 AMP service.
- Staff is also confirming the boaters have signed their Slip License Agreements prior to issuing this season's parking stickers.

**COMMITTEE REPORTS**

**Budget and Financial Oversight Committee**

- Sam Ferguson reviewed the May 8, 2023 Claims Docket.

Port Authority	\$	155,443.92
Port Authority EFT	\$	0.00
Capital	\$	0.00
<b>Total</b>	<b>\$</b>	<b>155,443.92</b>

- Motion by Bruce Manner, seconded by John Haynes, to approve all bills to be paid. Motion passed unanimously.

**Claims and Insurance Committee**

- There was no report from the committee at this time.

**Port Operations & Personnel & Marina Policy**

- Socrates Gray reported that all seasonal employees have been hired. One seasonal employee is working Security from the hours of 4pm – 10pm seven days per week. Beginning May 15, additional security will be onsite from 10pm – 5am seven days per week.

**Boater Communications and Special Events Committee**

- There was no report from the committee at this time.

**Master Planning and Special Projects Committee**

- There was no report from the committee at this time.

**Advertising and Public Relations Committee**

- There was no report from the committee at this time.

**REPORT FROM THE ATTORNEY**

- Joe Zaknoen reported that he was wrong in stating that the Port Authority did not have an Employee Handbook. The Port Authority does have an Employee Handbook that is modeled closely with the City Employee Manual. He recommends remaining consistent the Employee Manual. He doesn't feel that anything needs to be changed except adding the recently approved changes to the Internal Controls Policy. Once he has finished drafting the additions to the Handbook, he will provide a copy to the Board for review.

**NEW BUSINESS**

- There was no new business to discuss.

**OLD BUSINESS**

- There was no old business to discuss.

**COMMENTS FROM THE PUBLIC**

- There was a concern shared regarding the availability of office staff after hours for visiting boaters.

**ADJOURNMENT**

Motion by John Haynes, seconded by Chad Childers, to adjourn the meeting at 5:23 p.m.

Accepted by:

  
\_\_\_\_\_  
Tim Frame, Harbormaster


Respectfully submitted,

  
\_\_\_\_\_  
Dan Messina, Board Secretary

Approved On:

  
\_\_\_\_\_  
5/24/23

By:

  
\_\_\_\_\_  
Socrates Gray, Board President