

**MICHIGAN CITY PORT AUTHORITY  
BOARD OF DIRECTORS**

**March 29, 2021**

**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, Socrates Gray and John Haynes. Harbormaster Tim Frame and Assistant Harbormaster of Administration Mary Ann Pawlicke were in attendance along with Attorney Joe Zaknoen.

Board member Bruce Manner was unable to attend this meeting.

**GUESTS IN ATTENDANCE**

Phil Friese (*Parks & Recreations Board*) and Cathi Rodgers (*Sol Market*) were in attendance.

**GUEST COMMENTS**

Ms. Rodgers, owner of *Black Book Connection, LLC*, presented her proposal for *Sol Market*, a farmer's market she would like to hold at the marina over the summer and touched upon the following points:

- ✓ Location in Marina west parking lot (map of layout was submitted).
- ✓ Thursdays from 3-8pm, June 3<sup>rd</sup> through September 2<sup>nd</sup>.
- ✓ Would include arts, crafts, food, produce etc.
- ✓ Approx. eighty (80) vendor spaces with no more than three (3) food trucks.
- ✓ Cost per space tbd.
- ✓ Musical artists
- ✓ Family activities
- Next Steps to include:
  - Meeting w/ **BOW** (open-air market license)
  - Determine fees/costs for use of lot and bathroom
  - Set-up/breakdown schedule to include clean-up
  - Determine signage needs and locations
  - Coordinate w/ **MCPD, MCFD** and Health Dept.
  - Review local and state guidelines and requirements.
  - Sponsorship and marketing plans
  - Special activities; non-profit fund raisers.

The board discussed their views and opinions during a **Q&A**.

Upon motion made by Chad Childers, seconded by Amanda Beutner, the board accepted the farmers market proposal pending City and Departmental approvals.

## MINUTES

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

## REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- Replacing concrete to repair the south ramp and ledge at Washington Park as well as at the 700-dock gate to alleviate puddling.
- *Larsen-Danielson* Re-decking & Electrical Project
  - 400, 500, 600 docks are completed.
  - New transformer has been installed along with distribution panels at the 700 dock.
  - Due to high water levels a new concrete pad was made to elevate the transformer at the fish station.
- Announced that effective Friday, March 23<sup>rd</sup>, Assistant Harbormaster of Operations, Dan Hoepf had resigned.

## REPORT FROM ASSISTANT HARBORMASTER

Assistant Harbormaster of Administration reported on the following:

- Washington Park Marina slips are now rented at one hundred (100%) percent capacity for the upcoming season; there are still a few 25-ft. docks available at Trail Creek & Sprague Pointe Marinas.
- In regard to the upcoming **Pro-Am** and **CoHo** Classic Fishing Tournaments, the **MCPA** has extended discounts to participants. For the period during April 22<sup>nd</sup> through May 2<sup>nd</sup>, Mrs. Pawlicke recommended a five (5%) percent discount on all fuel purchases and a ten (\$10.00) dollar per night transient docking fee as offered in past years.

Upon motion made by Socrates Gray, seconded by John Haynes, the board unanimously approved the 2021 tournaments discounts as presented.

- Mrs. Pawlicke went on to propose that a contract be made up for the **CoHo** Club requesting that they adhere to general maintenance issues such as properly closing marina gates due to safety concerns, the proper use and return of dock carts and trash clean-up. She has spoken with Attorney Zaknoen in this matter who has agreed to draw up an agreement.

## COMMITTEE REPORTS

1. On behalf of the **Budget and Financial Oversight Committee**, Socrates Gray reviewed the claims dockets to be paid:
  - **MCPA** Payment register = \$39,894.68
  - **MCPA** Capital Improvements = \$62,293.91

Upon motion made by Socrates Gray, seconded by John Haynes, the board unanimously approved all bills to be paid; total docket in the amount of \$102,188.59 as presented.

2. On behalf of the **Claims and Insurance Committee**, John Haynes had nothing to report.

3. On behalf of the **Port Operations, Personnel and Marina Policy Committee**, Sam Ferguson had nothing to report.
4. There was no report for the **Boater Communications and Special Events Committee**.
5. There was no report for the **Master Planning and Special Projects Committee**.
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:

- Discussed proposed changes to the **MCPA Internal Control Policies & Procedures**:
  - Resolution Amending certain Policies; Resolution No. 2021-03-29.1
    - Ethics Policy
      - Amended to include a new Section 5
        - **A member of the BOD shall insure that MCPA property is secure and used to benefit and advance the MCPA mission to serve the community and to maintain the property subject to its jurisdiction.**
    - Board of Directors Procedural Rules & Regulations
      - Amended to include a new Section 6, paragraph Article VIII
        - **To ensure that MCPA property is secure and used to benefit and advance the MCPA mission to serve the community and to maintain the property subject to its jurisdiction and to create an environment in which each person affiliated with the MCPA understands the obligation to ensure that MCPA property is secure and used to benefit and advance the MCPA mission to serve the community and to maintain the property subject to its jurisdiction.**
    - Standing & Ad **HOC** Committees
      - **There shall be a loss prevention Committee consisting of the BOD attorney who will function as the Chair and two BOD members appointed by the BOD President which will evaluate the internal control system for weaknesses as directed by the BOD; provide recommendations to the BOD to address any such weaknesses; review MCPA policies when necessary, make recommendations for changes so MCPA personnel can report suspected fraud and abuse of MCPA policies to the HM, the Chair and is warranted, the BOD.**
    - Responsibility Group Actions Policy
      - Amended to include a new Section 7
        - **Loss Prevention Committee**
    - Managerial Appraisal & Development
      - Amended to include a new Section 7 “Human Relations”.

Upon motion made by Chad Childers, seconded by Socrates Gray, the board unanimously approved the amendments to Resolution No. 2021-03-29.1 as presented by the attorney.

- Lease Agreement for Docksider Café’.
  - The 3-year lease was put out for bid.
  - Received only one bid from Base Camp who operated the Café for the last 3-years.
  - Lease to remain at \$1,000.00 per month.
  - Although financial report was not included, the board could possibly waive this as they had submitted it previously and we are familiar with their financial background.
  - Attorney Zaknoen to review and made a recommendation to accept their bid.

Upon motion made by Amanda Beutner, seconded by Socrates Gray, the board unanimously approved the bid from *Base Camp* for the lease of *Docksider Café* as presented, contingent upon legal review.

**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 John Haynes, the board adjourned the meeting at 5:48 p.m.

Accepted by: \_\_\_\_\_  
Tim Frame, Harbormaster

Respectfully submitted, \_\_\_\_\_  
Board Secretary

Approved On: \_\_\_\_\_

By: \_\_\_\_\_  
Sam Ferguson, Board President

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