# MICHIGAN CITY PORT AUTHORITY Board of Directors Meeting Minutes

## April 3, 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, Sam Ferguson, John Haynes, Bruce Manner, and Dan Messina. Board member Amanda Beutner was absent. Harbormaster Tim Frame, Assistant Harbormaster Mary Ann Pawlicke, Assistant Harbormaster of Operations Brian Jackson, and Attorney Joe Zaknoen were also in attendance.

## **GUESTS IN ATTENDANCE**

Slip 512 - Joe Dabkowski, Phil Freese, MC Parks & Recreation Board; Council Member Paul Przybylinski.

## **MINUTES**

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

# **COMMENTS FROM THE PUBLIC**

 Boater shared concern about PVC plastic pipe that protrudes in the 500 Dock pavilion area. MCPA staff to review and make necessary repair.

# REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- Dredging of the Trail Creek ramp by Paragon Integrated Services is in progress. There was an issue concerning the removal of the dredged material that has since been resolved. Permit for this project is in force until April 15<sup>th</sup> and trucks are coming in to remove material.
- The Washington Park ramp was inspected and the north ramp is unusable at this time. Paragon Integrated Services was asked to review and provide an estimate to dredge the ramp. After conferring with legal counsel, Donkersloot & Sons and J&B Excavating were also asked to provide an estimate for the project. Due to the timing of the project and available vendors, Harbormaster requested the Board consider setting a "not to exceed price" to complete dredging of the Washington Park ramp. Harbormaster would then award project to prevailing vendor so that the project can be completed in a timely fashion.
- Boats in winter storage at the dry stacks in Trail Creek have been removed.
- The water department began turning on the water throughout the marina.
- Piling covers and Rub Rail strips are being repaired prior to the arrival of boats.
- Motion by Dan Messina, 2<sup>nd</sup> by Chad Childers to approve an amount not to exceed \$25,000.00 to be used to complete dredging of the Washington Park ramp. Motion passed unanimously.
- MCPA continues to seek alternative methods to help prevent sand erosion in the ramps.

# REPORT FROM ASSISTANT HARBORMASTER OF ADMINISTRATION

Assistant Harbormaster Mary Ann Pawlicke reported on the following:

- The office has been fielding phone calls and providing people with marina stickers and ramp passes.
- Only three 35 ft. slips remain unassigned in the Washington Park Marina. There are 8 slips available in Trail Creek for seasonal rental.

## **COMMITTEE REPORTS**

## **Budget and Financial Oversight Committee**

Sam Ferguson reviewed the April 3, 2023 Claims Docket.

\$ 33,658.23
\$ 21,555.18
\$ 0.00
\$ 12,103.05
\$

 Motion by Sam Ferguson, seconded by Chad Childers, 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 10 employees have been hired for marina operations. There are three returning seasonal employees that began working today.

## **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 distributed the FINAL VERSION of the Annual Report for Internal Controls
  to the Board. In summary, it was found that the controls are working as intended with no material losses
  or problems found from the State Board of Accounts.
- Attorney also shared that he will begin the review of the Employee Handbook. Socrates Gray announced
  that there will be a committee from the Board to review and provide feedback on any changes.

# **NEW BUSINESS**

There was no new business to discuss.

### **OLD BUSINESS**

There was no old business to discuss.

Socrates Gray, Board President

## **COMMENTS FROM THE PUBLIC**

Phil Freese reported that the Parks and Recreation Board of Directors will meet this week.

## **ADJOURNMENT**

Motion by John Haynes, seconded by Chad Childers, to adjourn the meeting at 5:20 p.m.

Accepted by: Tim Frame, Harbormaster	Respectfully submitted,
	Ban modelia, Board Cooletary
Approved On:  By:	