

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

**May 22, 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 Amanda Beutner, Chad Childers, Sam Ferguson, John Haynes, Bruce Manner and Dan Messina. Harbormaster Tim Frame, Assistant Harbormaster of Administration Mary Ann Pawlicke, and Attorney Joe Zaknoen were also in attendance.

**GUESTS IN ATTENDANCE**

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

**MINUTES**

Motion by Chad Childers, seconded by Bruce Manner, 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:

- Staff continues to make repairs throughout the marina resulting from winter weather. No unexpected issues have arisen at this time.
- Boaters seem to be launching their boats later this year but the boat-launch schedule is filling up fast.
- A few summer staff started working the past two weekends. All summer staff will begin on Wednesday. A third party Dock Attendants Class has been arranged for all summer staff. Class to include instruction for tying up boats to dock, operating the fuel pumps and other marina related tasks.

**REPORT FROM ASSISTANT HARBORMASTER OF ADMINISTRATION**

Assistant Harbormaster Mary Ann Pawlicke reported on the following:

- Office staff is extremely busy issuing parking permits now that the Parks Department has been checking for permits. Information about the Coast Guard National Safe Boater Week was sent to all boaters.
- Motion by Bruce Manner, seconded by Amanda Beutner to move the meetings for July to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month. Motion passed unanimously.

**COMMITTEE REPORTS**

***Budget and Financial Oversight Committee***

- Sam Ferguson reviewed the May 22, 2023 Claims Docket.

Port Authority	\$	214,721.46
Port Authority EFT	\$	6,737.78
Capital	\$	57,973.50
<b>Total</b>	<b>\$</b>	<b>279,432.74</b>

- Motion by Sam Ferguson, seconded by Amanda Beutner, 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 security personnel are staffed and operating 24/7, NO WAKE signs were posted.

**Boater Communications and Special Events Committee**

- The Shriners sponsored a 2-day fishing tournament that was successful.
- Committee met with Tim Frame to discuss Dock Rep Committee. A survey will be sent to all boaters to generate interest in the committee and future meeting to be held.

**Master Planning and Special Projects Committee**

- There was no report from the committee at this time.
- Board discussed status of SP Peninsula and Bathhouse. A committee to be assigned to evaluate direction of the projects.

**Advertising and Public Relations Committee**

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

**REPORT FROM THE ATTORNEY**

- Joe Zaknoen reported that he has completed the updates to the employee handbook. A new Section 6 was added which incorporated the Internal Controls Policy into to the handbook. Motion by John Haynes, seconded by Sam Ferguson to approve the new version of the Employee Handbook. Motion passed unanimously.

**NEW BUSINESS**

- There was no new business to discuss.

**OLD BUSINESS**

- There was no old business to discuss.

**COMMENTS FROM THE PUBLIC**

- Bob Kelsey reported that the Hoosier Coho Club and 2 other groups sponsored a children's fishing tournament and cookout on Sunday, May 21 and 107 children attended the event.

**ADJOURNMENT**

Motion by John Haynes, seconded by Amanda Beutner, to adjourn the meeting at 5:27 p.m.

Accepted by: TF  
Tim Frame, Harbormaster

Respectfully submitted, Dan Messina  
Dan Messina, Board Secretary

Approved On: 6/5/23

By: [Signature]  
Socrates Gray, Board President