

**MICHIGAN CITY PORT AUTHORITY  
BOARD OF DIRECTORS**

**July 6, 2020**

**TIME & PLACE**

The regular meeting of the Michigan City Port Authority Board of Directors was called to order at 5:00 p.m. on the Port Authority 200 dock patio.

**ATTENDANCE**

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

Mr. Ferguson welcomed the new members and explained meeting procedures.

**GUESTS**

Guests in attendance included Mike Cooper (*MCYC Jr. Sail*).

**MINUTES**

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

**REPORT FROM HARBORMASTER**

Harbormaster Tim Frame reported on the following:

- Marina Wi-Fi network has been upgraded by replacing antennae's; still working out some connection issues.
- Modifications were made to the dockside pump-out system which shortened the time it takes to provide the weekly service by approximately two and a half hours.
- Discussion regarding annual slip holder down-payment:
  - Due to this years' **COVID-19** pandemic, a total of twenty-two (22) boaters made the decision not to renew their slips this season due to health concerns and social distancing. As the **MCPA** was not under any restrictions to open as scheduled on April 1<sup>st</sup>, the **MCPA** made no amendment to the refund policy (*description below*).

**REFUNDS**

*The initial \$200 deposit is non-refundable. Refund of rental fees will be made on a prorated basis beginning April 1<sup>st</sup> thru May 31<sup>st</sup>. Requests made as of June 1<sup>st</sup> **will not** be granted and slip, rack or other space will be forfeited.*

- As a gesture of goodwill on the part of the Port Authority, the staff recommended that the two hundred (\$200.00) dollar (*non-refundable*) down payment be credited to these slip holders should they return for the 2021 boating season. The amount of lost revenue would total four thousand four hundred (\$4,400.00) dollars.

Upon motion made by Socrates Gray, seconded by Chad Childers, the board unanimously approved a credit of the two hundred (\$200.00) dollar down payment for the 2021 season as presented.

- Mr. Gray informed the board he had recently been approached by a slip holder who was involved in an accident that has laid him up for a time and consequently, is now unable to use his dock this season and had inquired about the possibility of a refund. Upon discussion, Attorney Zaknoen suggested that in allowing refunds based upon personal adversities of any nature, could open up a 'can of worms' and advised that these exceptions should not be recognized or the **MCPA** would find themselves in a situation of refunding fees for a plethora of reasons that are unsubstantiated to our business practices.
- Harbormaster Frame reported that each year the **MCYC** submits a request for rafting privileges during the season's major racing events. A list of tentative event dates and services required was submitted.

***MCYC PHRFaction Race:***

- Scheduled for August 8<sup>th</sup> & 9<sup>th</sup>
- Approximately thirty-five (35) yachts participating.
- Host Harbor **MCPA** to provide rafting privileges along the City dock at no charge to participants.

***TRI-State Race:***

- Scheduled for September 6<sup>th</sup> & 7<sup>th</sup>
- Approximately thirty-five (35) yachts participating.
- 1 Security Guard
- Host Harbor **MCPA** to provide rafting privileges at no charge to participants.
- The **MCPA** would be identified as a major sponsor.

The necessary insurance requirements will be submitted as has been requested during past events.

Upon motion made by John Haynes, seconded by Amanda Beutner, the board unanimously approved the **MCYC** racing proposal for docking as presented.

**REPORT FROM ASSISTANT HARBORMASTER**

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

- 2020 New Customers = One hundred thirty-one (131).
- 2020 Cancellations = One hundred six (106).
- We are almost at capacity for Washington Park Marina with only twenty-three (23) vacant slips.
- Reviewed details of all bills being submitted for payment.
  - Mrs. Pawlicke explained these procedures for the benefit of the new board members.

**COMMITTEE REPORTS**

1. On behalf of the ***Budget and Financial Oversight Committee***, Mary Ann Pawlicke reviewed the bills to be paid.

Upon motion made by Bruce Manner, seconded by John Haynes, the board unanimously approved all bills to be paid.

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. On behalf of the ***Boater Communications and Special Events Committee***, Dan Messina informed the board a Dock Representative meeting will be held on Saturday, July 11<sup>th</sup> @ 10 a.m. on the 300 patio.
5. On behalf of the ***Master Planning and Special Projects Committee***, Bruce Manner reported on the following:
  - Continuing with re-decking project as the 200 & 300 docks and walkway have been completed.
  - Also continuing with electrical updates throughout the marina.
    - *Harbormaster Frame gave a synopsis of ongoing projects along with the bid process to bring the new members up to date.*
  - Touched base on improvements to the Sprague Pointe Marina bathhouse.
  - Briefly touched base upon the *Redevelopment Commission* and the *Park Departments Masterplan* which is currently on hold.
6. There was no report for the ***Advertising and Public Relations Committee***.

### **REPORT FROM THE ATTORNEY**

Attorney Joe Zaknoen reported on the following:

- Had previously filed lawsuits against three (3) former customers with past due accounts.
  - 1<sup>st</sup> suit was settled.
  - 2<sup>nd</sup> suit ended with a default judgment and was dismissed.
  - 3<sup>rd</sup> suit secured judgement due to a property lien; received full amount due of \$2,603.82.
- The annual compliance for our *Internal Control Policy & Procedures* was due in February. A meeting had been scheduled with the committee but as one of the members is no longer on the board, a new committee needs to be organized. The policy is in place to prevent any type of internal fraud.
- A letter was received from former board member Sam Johns expressing his gratitude for the many years he was able to serve the **MCPA**.

### **OLD BUSINESS**

There was no old business to discuss during this meeting.

### **NEW BUSINESS**

Harbormaster Frame informed the board that over the holiday weekend a fire had occurred on one of the vessels located on the 800 dock that had an overheated bow thruster. The **MCFD** arrived on scene and the situation was minimized. In addition, several weeks ago a vessel on the 300 dock experienced an engine fire.

**MCFD** reviewed their procedures and checked all extinguishers throughout marina and were satisfied with all.

**GUEST COMMENTS**

Mr. Cooper discussed the **MCYC** Jr. Sail Program and stated that this year enrollment is down by half due to the **Covid-19** health concerns. He went on to review the Yacht Club membership and thanked the board on behalf of the **MCYC** for their continued support.

**ADJOURNMENT**

Upon motion made by John Haynes, seconded by Socrates Gray, the board adjourned the meeting at 6:07 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