

**MICHIGAN CITY PORT AUTHORITY  
BOARD OF DIRECTORS MEETING**

**March 5, 2007**

***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.

***PRESIDING OFFICER & ATTENDANCE***

President James Jaksa presided. Board members in attendance included James Baldwin, John Haynes, Sam Johns, John Quinn and Linda Simmons. Harbormaster Tim Frame, Assistant Harbormaster of Administration Mary Ann Pawlicke and Assistant Harbormaster of Operations Bob Kavanaugh were also in attendance.

Board member James Cadwell was unable to attend this meeting.

Attorney Jeffrey Katz was not asked to attend this meeting.

Guests in attendance included Mike Hampel from the Charter Boat Association, Carl Stopczynski from Fuzzy Bear Charters and Tom Milcerak from the Michigan City Park Department Board of Directors.

***GUEST COMMENTS***

There were no guest comments at this time.

***MINUTES***

Upon motion made by Sam Johns, seconded by John Quinn, the board approved the minutes to the previous meeting.

***BILLS***

Upon motion made by John Quinn, seconded by Sam Johns, the board approved payment of the bills as presented.

***REPORT FROM HARBORMASTER***

Harbormaster Tim Frame informed the board the tractor (w/ front bucket attachment and rear draw blade), has been delivered to Trail Creek Marina; however the power broom is still on back-order and once received, *Riggs's Mower* will install.

Harbormaster Frame informed the board installation of the DSL internet server has been completed at Trail Creek; a VPN Box (virtual private network) still needs to be installed at the main office so Assistant Harbormaster Kavanaugh will be able to access the system on a secured connection.

Harbormaster Frame informed the board he spoke with a representative from *Access Unlimited* regarding the handicapped lift; they have experienced another delay with the hydraulic pump, but should have it repaired by Wednesday and shipped out by Friday, March 9, 2007.

### **REPORT FROM ASSISTANT HARBORMASTERS**

Assistant Harbormaster of Operations Bob Kavanaugh reported the staff has completed 689 days, 7,607 hours without a lost time accident. He went on to inform the board the staff is completing preparations for the commencement of the 2007 season.

Assistant Harbormaster of Administration Mary Ann Pawlicke informed the board the annual spring launch packets will be mailed to our winter storage customers the week of March 12<sup>th</sup>, and the customer information packets, along with the *2007 Rules & Regulations* booklet should be available by March 15<sup>th</sup>.

Assistant Harbormaster Pawlicke submitted a sample contract from the new marina software program, explaining each contract will be printed and signed when the slip holder picks up their permits and passes. In addition, pet registration cards will be filed and referenced in the system.

### **COMMITTEE REPORTS**

On behalf of the Budget and Financial Oversight Committee, James Baldwin informed the board that two (2) CD's are due on March 16<sup>th</sup> and he is advising they be rolled over to the money market account. As Yvonne Hoffmaster is currently on vacation, Mr. Baldwin will submit a letter stating his request to the bank advising them to contact City Controller John Schaffer if they have any questions. Mr. Baldwin went on to inform the board a third CD will be due in the near future and he will seek advisement from the board at that time.

On behalf of the Claims and Insurance Committee, Linda Simmons had nothing to report.

On behalf of the Master Planning and Special Projects Committee, Sam Johns commended the staff for their progress at Sprague Pointe Marina. Mr. Johns informed the board that Congressman Donnelly is supporting our effort with the Trail Creek dredge project.

On behalf of the Boater Communications, Special Events and Advertising Committee, John Haynes had nothing to report.

On behalf of the Port Operations, Personnel and Marina Policy Committee, John Quinn informed the board the committee met with members of the Charter Boat Association prior to this evening board meeting to discuss the following issues:

- Extended season for charters: March 1<sup>st</sup> thru November 30<sup>th</sup>
- Ice Machines: Providing 20 lb bags.
- Fish Station: Install new grinders.
- Signage
- 700 Dock: Painting piers
- Handicapped Lift

During this meeting, Mr. Quinn explained if the season was extended, it was with the knowledge that many amenities, such as water hook-up, restroom services and security would not be available as this is still considered to be 'off-season'.

Upon motion made by John Quinn, seconded by James Baldwin, the board approved to extend the boating season to Charters from March 1<sup>st</sup> thru November 30<sup>th</sup> at no additional cost.

**OLD BUSINESS**

Linda Simmons agreed to attend the next Michigan City Parks & Recreation Department Board of Directors meeting.

**NEW BUSINESS**

There was no new business to discuss at this meeting.

**GUEST COMMENTS**

In reference to the early arrival, Mike Hampel stated on behalf of Steve Kreighbaum, a fellow charter boater had attempted to schedule a launch, but had been denied as the forklift would not be available until April 1<sup>st</sup>. Assistant Harbormaster of Administration Mary Ann Pawlicke assured him this was an untrue statement and although Trail Creek Marina would not be extending their hours until April 1<sup>st</sup>, launches could be scheduled at any time Monday thru Friday.

**ADJOURNMENT**

Upon motion made by John Quinn, seconded by Sam Johns, the board adjourned the meeting at 5:15 p.m.

Respectfully submitted,

\_\_\_\_\_  
James Cadwell, Board Secretary

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

By: \_\_\_\_\_  
James Jaksa, Board President