

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

August 20, 2007

TIME & PLACE

The regular meeting of the Michigan City Port Authority Board of Directors meeting 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, James Cadwell, 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.

Attorney Jeffrey Katz was not asked to attend this meeting.

Guests in attendance included Ken Alvey, Norm Schultz and Scott Westphal with the In-Water Boat Show, Ben Burmester, Don Dolezal, Patrick Donoghue Board Attorney for Parks & Recreation Department, Ellen Kubisz and Dan Radtke from Pioneer Pier.

MINUTES

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

GUESTS

Norm Schultz introduced Ken Alvey as his predecessor and new president of the *Lake Erie Marina Trade Association* (L.E.M.T.A), along with alumni, Scott Westphal. Mr. Schultz thanked the M.C.P.A. for their assistance with preparations for the boat show and looked forward to seeing everyone at the opening ceremonies on Thursday, August 23rd.

BILLS

Upon motion made by Sam Johns, seconded by John Quinn, the board approved payment of the bills as presented by Assistant Harbormaster of Administration, Mary Ann Pawlicke.

REPORT FROM THE HARBORMASTER

Harbormaster Tim Frame submitted a letter of appreciation to the board received from Bill Higbie of the *Dunes Cup VNA Hospice Regatta*, thanking the M.C.P.A. for their assistance in making the August 11th regatta a success.

Harbormaster Frame informed the board the *Annual Handicapped Outing* was held on Friday, August 17th and although the weather did not permit any excursions on the lake, boaters were still able to make a short cruise through trail creek and enjoy the picnic afterwards.

Harbormaster Frame submitted copies of the Dock Committee meeting held on Saturday, August 11th.

Harbormaster Frame informed the board the Michigan City In-Water Boat Show was to commence on Thursday, August 23rd at 12:00 p.m., with a **Grand Opening Ceremony and VIP/Press Luncheon** to be held at 1:00 p.m. He asked that everyone try to attend.

Harbormaster Frame informed the board the **Annual Boater Appreciation Picnic** was held on Saturday, August 18th, and submitted an attendance report stating the turnout was up from the last couple of years.

Harbormaster Frame informed the board he had received a final mock-up of the entrance sign for Sprague Pointe Marina; the sign will be 4' x 6' and take 3-4 weeks to complete.

Upon motion made by Sam Johns, seconded by Linda Simmons, the board approved payment of the Sprague Pointe Marina entrance sign.

REPORT FROM THE ASSISTANT HARBORMASTERS

Assistant Harbormaster of Operations Bob Kavanaugh informed the board the Trail Creek and maintenance staff has been busy with preparations for the boat show.

Assistant Harbormaster Kavanaugh reported the staff has completed 850 days, 9,611 hours without a lost-time accident.

Assistant Harbormaster of Administration Mary Ann Pawlicke submitted copies of the *2007 Port Authority Rules & Regulations* booklet, along with a list of revisions for the 2008 season. Assistant Harbormaster Pawlicke informed the board she is still waiting on a review from the Fire Department regarding the M.C.P.A. rules on the use of grills within the marina.

Assistant Harbormaster Pawlicke informed the board the office staff has been busy in anticipation of the In-Water Boat Show and Labor Day weekend.

Assistant Harbormaster Pawlicke informed the board; John Quinn will represent the Port Authority at the September 6th Parks & Recreation Department Board of directors meeting.

Assistant Harbormaster Pawlicke informed the board that due to the upcoming holiday weekend, the next board meeting will be held on September 10th.

COMMITTEE REPORTS

On behalf of the **Budget and Financial Oversight Committee**, James Baldwin submitted the proposal for the 2008 Budget, stating upon review, the board could make a motion at the next meeting.

On behalf of the **Claims and Insurance Committee**, Linda Simmons informed the board she would be scheduling a committee meeting with Tom Cipares of General Insurance to discuss the 2008 policy, sometime in October.

On behalf of the **Master Planning and Special Projects Committee**, Sam Johns, in regards to previous discussion of the Washington Park dredge fund, presented a resolution as follows:

“Whereas, the Army Corp. of Engineers has no jurisdiction within the Washington Park basin, whereas dredging the basin is the sole responsibility of the Port Authority of

Michigan City and whereas such dredge will be required on a regular and continuing basis, be it therefore resolved that the Washington Park basin dredging allotment be established as a part of the Capitol Development Fund, and be it further resolved that a start up of a \$200,000.00 deposit in 2007 to open the fund, with an annual net profit from the Michigan City In-Water Boat Show fund, will be placed in the Washington Park basin dredging allotment, beginning in 2008.”

Upon motion made by John Quinn, seconded by Sam Johns, the board amended the resolution to state the initial \$200, 000.00 deposit was not part of the resolution, but beginning in 2008, the net profits from the boat show fund, would be allotted to the Washington Park basin dredging fund.

Mr. Baldwin informed the board as this is an allotment and part of the existing Capitol Improvement Fund, the Washington Park Basin Dredge Fund would be segregated with monies going into both funds.

Upon motion made by Sam Johns, seconded by James Baldwin, the board approved the Washington Park Basin dredging fund resolution as presented.

Per discussion with Harbormaster Frame, Mr. Johns informed the board he presented him with information regarding a website program that seems promising for long range marina planning, which uses a device to calculate the economic impact of marinas and recreational boating communities. Contributors of the design and operation of the program are:

- **Recreational Marine Research Center**
- **Association of Marina Industries**
- **Great Lakes Commission**
- **National Marina Manufacturing Association**
- **United States Coast Guard**

Mr. Johns went on to recommend that Board President Jaksa grant approval for himself and Harbormaster Frame to pursue and investigate the potential of this program for the Port Authority.

On behalf of the **Boater Communications, Special Events and Advertising Committee**, John Haynes informed the board that the Boater Dock Committee meeting held on Saturday, August 11th was a positive meeting with a good attendance.

On behalf of the **Port Operations, Personnel and Marina Policy Committee**, John Quinn submitted & reviewed the employee job description for ‘*General Marina Maintenance*’, recommending the new description replace three (3) existing positions;

1. Marina Coordinator
2. Marina Laborer
3. Marina Groundskeeper

Mr. Quinn explained the reason for this was to give the Harbormaster and Assistant Harbormasters flexibility when assigning jobs.

Upon motion made by John Quinn, seconded by James Cadwell, the board approved the job description for General Marina Maintenance.

Mr. Quinn informed the board the committee will meet prior to the next board meeting on September 10th at 4:00 p.m. to discuss rules changes and personnel issues.

OLD BUSINESS

Mr. Baldwin recommended that a minimum annual payment of \$50,000.00 be deposited into the Washington Park Basin Dredging Fund stating if the net profits from the boat show does not meet this figure, the difference be supplemented by the Port Authority.

Upon motion made by James Baldwin, seconded by Linda Simmons, the board approved that the M.C.P.A. will contribute a minimum of \$50, 000.00 annually to the Washington Park Basin Dredging Fund whether from boat show net profits or through supplementing the difference.

NEW BUSINESS

There was no new business to report for this meeting.

GUESTS

Herb Philbrick, Vice Commodore of Sail for the Michigan City Yacht Club (M.C.Y.C.), requested permission to use the pavilion during the *Tri-State Race* on September 2nd & 3rd.

Upon motion made by John Quinn, seconded by James Cadwell, the board approved use of the M.C.Y.C. pavilion during the annual Tri-State Race.

Pat Donoghue, Judge Advocate with the M.C.Y.C., informed the board that although the Yacht Clubs property insurance policy is still current, there is a question of liability as the lease is no longer active, and only the food caterer will carry a certificate of insurance; the subject of liability falls to the Port Authority.

Upon motion made by John Quinn, seconded by James Baldwin, the board approved to amend the previous motion subject to review of the Port Authority's insurance policy by Committee Chairwoman, Linda Simmons.

Per Mr. Philbrick's request for a stage to be provided at the pavilion, Harbormaster Frame informed him he had been in contact with the *Parks & Recreations Department* regarding a stage they had supplied during the *Queens Festival*, and will find out if it is available during the upcoming Tri-State Race.

Mr. Philbrick informed the board; many sail boater's expressed concern over the channel depth. Harbormaster Frame informed him a depth reading had been taken a week ago along the wall leading out past the lighthouse and would provide him with a report.

Dan Radtke from Pioneer Pier inquired about the *Abonmarche* development program. Mr. Jakska informed him the *Army Corp. of Engineers* is scheduled to review the study on September 6th at which time any necessary revisions will be made and a draft will be prepared for publication.

ADJOURNMENT

Upon motion made by John Quinn, seconded by Linda Simmons, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

James Cadwell, Board Secretary

Approved On: _____
Date

By: _____
James Jaksa President