

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

November 19, 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, 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 Jeff Lowe and Sam Lowe.

MINUTES

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

GUEST COMMENTS

There were no guest comments at this time.

BILLS

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

REPORT FROM THE HARBORMASTER

Harbormaster Tim Frame informed the board the staff has begun installing the holiday lights for the *Annual Festival of Lights* that will commence on Saturday, December 1st at 5:00 p.m. following the chili cook-off and many additional activities that the Park & Recreations Department has planned.

Sam Johns suggested investigating converting the seasonal lights into an LED System due to the manpower it takes to install the Port Authority's current lighting each year, along with the additional savings. James Jaksa reiterated that an analysis should be conducted during the 1st quarter of the amount of energy used, and then implement the new lighting for the 2008 season.

Harbormaster Frame informed the board there are seven (7) boats remaining in Washington Park Marina as part of the 'After Season Docking' program.

Harbormaster Frame informed the board as part of our new marina software system, programmer Symon Lobsang had incorporated a graphical interface not only for Washington Park and Trail Creek summer slips and racks, but also completed graphics for the Trail Creek winter storage, consequently the staff has been able to organize the layout of all vessels accordingly.

REPORT FROM THE ASSISTANT HARBORMASTERS

Assistant Harbormaster of Operations Bob Kavanaugh informed the board in conjuncture with the marina graphics that are now available, the staff has rearranged some of the trailers that are being stored to make room for seventeen (17) additional winter storage boats.

Assistant Harbormaster Kavanaugh reported a total of two hundred and fifteen (215) boats have been hauled out for the winter season with six (6) additional boats remaining due to either low water depths or after season docking privileges. He went on to inform the board he will present a winter service report of the last three (3) years at the next meeting.

Assistant Harbormaster Kavanaugh reported the staff has completed a total of 933 days and 10,605 hours without a lost time accident.

Assistant Harbormaster of Administration Mary Ann Pawlicke reviewed the *Board of Directors and Committee Assignments* sheet and requested any updates to be submitted at this time. In addition a listing of the 2008 meeting dates was handed out.

COMMITTEE REPORTS

On behalf of the **Budget and Financial Oversight Committee**, James Baldwin informed the board the petty cash fund of \$2,500.00 has been deposited. Mr. Baldwin also informed the board the 2007 income from transient boaters was \$37,000.00.

On behalf of the **Claims and Insurance Committee**, Linda Simmons informed the board she will submit a spreadsheet of the data for the 2008 insurance costs from *General Insurance, Co.* at the first meeting in December.

On behalf of the **Master Planning and Special Projects Committee**, Sam Johns reported that permits have been completed for the Washington Park Basin Dredge project and bid packages are prepared and ready for release.

Mr. Johns addressed the issue of the Port Authority's current pump-out equipment (two stationary and one portable system), requesting they be replaced as they continue to break down and cause delays and potential environmental hazards. He informed the board two (2) companies had submitted bids as follows:

1. Edson Company - \$31,530.00
2. KECO Co. - \$32,115.00

Mr. Johns recommended KECO Co. due to its stainless steel construction and gallons per minute capacity along with an additional one year warranty.

Upon motion made by Sam Johns, seconded by John Quinn, the board authorized Harbormaster Tim Frame to purchase a pump-out system through KECO Co. not to exceed an amount of \$35,000.00 which includes installation fees.

Harbormaster Frame informed the board the old equipment would be salvaged for parts replacement for the Trail Creek equipment, which is an older version of KECO's equipment. He went on to discuss the various features of the new system.

Upon motion made by Sam Johns, seconded by John Quinn, the board approved the expansion of the trail creek study by *Abonmarche Co.*, not to exceed an amount of \$65,000.00.

Mr. Johns reminded the board that some time ago, the National Parks Service notified the City that they intended to relinquish responsibility of the Michigan City Lighthouse and gave until January 8, 2008 for the City to decide to take over the structure. Mr. Johns suggested a study be conducted regarding its present condition, ownership costs and historical requirements prior to a decision being made.

Upon motion made by Sam Johns, seconded by James Cadwell, an amount of \$13,500.00 was granted to *Abonmarche Co.* to complete an evaluation of the lighthouse.

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 had nothing to report.

OLD BUSINESS

There was no old business to report at this meeting.

NEW BUSINESS

There was no new business to report at this meeting.

GUESTS COMMENTS

Trail Creek Marina slip holder, Sam Lowe submitted a memorandum from Gregory T. Hembree of the Indiana Joint Forces Headquarters informing of Mr. Lowes deployment to Iraq next month. Mr. Lowe requested that the board consider granting the following concessions:

1. Waive payment of the \$200 non-refundable deposit for the 2008 season.
2. Waive payment of the rental fee for the 2008 season.
3. Waive payment of the non-refundable deposit for the 2009 season.
4. Maintain slip holder status during time of deployment.
5. Re-assign a slip in the Washington Park Marina basin upon return for the 2009 season.

Upon discussion the board agreed that reserving Mr. Lowe's current slip would not be a problem, but could not guarantee an opening in Washington Park, however Harbormaster Frame stated a transfer could be completed at that time.

Upon motion made by James Baldwin, seconded by John Quinn, the board waived Mr. Lowe's 2008 slip fees and agreed to reserve his trail creek slip upon his return.

Mr. Jeff Lowe, Sam Lowe's father and a Washington park slip holder on the 400 dock expressed his objections with the M.C.P.A. paying the costs for a marina dredge. He expressed his concerns that as the sand was expelled due to the Water Department's pump-out project, it should be removed at the expense of the contractor who put it there as they were in violation.

The board agreed to speak with a representative of the Water & Sanitation Department.

ADJOURNMENT

Upon motion made by John Quinn, seconded by James Baldwin, the board adjourned the meeting at 5:30 p.m.

Respectfully submitted,

James Cadwell, Board Secretary

Approved On: _____
Date

By: _____
James Jaksa, Board President