

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS**

December 14, 2020

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.

ATTENDANCE

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

Board member Socrates Gray was unable to attend this meeting.

GUESTS IN ATTENDANCE

There were no guests in attendance.

MINUTES

Upon motion made by John Haynes, seconded by Amanda Beutner, the board approved the minutes to the previous meeting.

REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- *Larsen-Danielson* Re-decking & Electrical Project
 - New decking installed on one-half of all three docks; all wood has been delivered and is now on site.
 - Wiring is in place on all three docks.
 - Outlet boxes to shore power have been installed on the 400 dock.
 - Electrical boxes for the 500 dock arrived today.
 - Electrical pedestals have been mounted along the 600 dock.
 - Distribution boxes arriving by end of month.

- Payment has been allocated to **NIPSCO** for the new transformer; we are awaiting their schedule for installation.

- All dock boxes removed from the 400, 500 & 600 docks are in the process of being rehabbed; those in disrepair will be replaced in the spring.

- Christmas lights are on and will remain on until the first week of January.

REPORT FROM ASSISTANT HARBORMASTER

Assistant Harbormaster of Administration reported on the following:

- Billing has been processed for the 1st installment of slip fees.
- Office closing Wednesday, December 16th and will reopen on Monday, January 4th.

COMMITTEE REPORTS

1. On behalf of the **Budget and Financial Oversight Committee**, Bruce Manner reviewed the bills to be paid; there were two dockets that needed to be signed.

Upon motion made by Bruce Manner, seconded by Chad Childers, the board unanimously approved all bills to be paid; first docket in the amount of \$95,963.38 and the second docket in the amount of \$11,483.95.

2. On behalf of the **Claims and Insurance Committee**, John Haynes presented the 2021 insurance coverage from *General Insurance Services*.

PREMIUM COMPARISON

	<u>2020</u>	<u>2021</u>
Package	\$ 41,397.00	\$ 43,888.00
Business Auto	\$ 3,253.00	\$ 3,444.00
Workers Compensation	\$ 13,816.00	\$ 14,046.00
Bumbershoot	\$ 13,905.00	\$ 15,101.00
Marine Operators	Included	Included
Commercial General Liability	Included	Included
Protection & Indemnity	Included	Included
Public Officials	\$ 3756.00	\$ 3,756.00
Storage Tank Pollution	\$ 921.00	\$ 921.00
Cyber Liability	\$ 2,257.00	\$ 2,430.00
TOTAL PREMIUM	\$ 79,305.00	\$ 83,586.00
Optional Terrorism (TRIA)	\$ 445.00	\$ 442.00

Premiums assumes continued membership in *Michigan Boating Industries Association (MBIA)*
Includes all applicable taxes and fees.

Upon motion made by John Haynes, seconded Dan Messina, the board declined optional terrorism coverage.

Upon motion made by John Haynes, seconded by Amanda Beutner, the board unanimously approved the 2021 **GIS** policy in the amount of eighty-three thousand five hundred eighty-six (\$83,586.00) dollars pending review.

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 had nothing to report.
5. On behalf of the **Master Planning and Special Projects Committee**, Bruce Manner informed the board as the Park Board has ceased in-house meetings and are going virtual, he will not be participating during this time. Mr. Manner also recommended that next year we revisit projects that had been placed on hold and possibly get them back into play.
6. On behalf of the **Advertising and Public Relations Committee**, Amanda Beutner had nothing to report.

REPORT FROM THE ATTORNEY

Attorney Zaknoen reported on the following:

Reviewed the annual report concerning compliance with the *Internal Control Policies & Procedures* of the **MCPA**.

- Loss Prevention Committee:
 - Attorney Joseph Zaknoen: Chairman
 - Sam Ferguson: Board President
 - Chad Childers: Board Member

The Committee interviewed management on two occasions and reviewed control activities. The Committee concluded all **MCPA** controls functioning as intended and there is no evidence of personnel not abiding by loss prevention policies.

Upon review of the policy, a motion was made by Bruce Manner, seconded by Chad Childers, the board unanimously approved the *Internal Control Policy* update as presented.

OLD BUSINESS

Attorney Zaknoen presented the nominating committee for the 2021 slate of officers as follows:

- Bruce Manner, Chairman
- Dan Messina
- Amanda Beutner

The 2021 Slate of officers was presented as follows:

- President: Sam Ferguson
- Vice President: Bruce Manner
- Secretary: Dan Messina
- Treasurer: Socrates Gray

A roll call vote was taken: Amanda Beutner, **aye**: Chad Childers, **aye**: Sam Ferguson, **aye**: Socrates Gray, **absent**: John Haynes, **aye**: Bruce Manner, **aye**: Dan Messina, **aye**.

NEW BUSINESS

There was no new business to discuss during this meeting.

ADJOURNMENT

Upon motion made by John Haynes, seconded by Bruce Manner, the board adjourned the meeting at 5:42 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