

**HAMMOND PORT AUTHORITY
BOARD OF DIRECTORS
MINUTES OF REGULAR MEETING
MARCH 5, 2024
hammondportauthority.com**

Members Present

Kristin Cantrell	Chairman
Rosemary Wojdyla	Vice Chairman
Thomas E. Kuhn	Secretary/Treasurer
Diane Kaminsky	Member

Members Absent

Eva Huerta	Member
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Hammond Port Authority Personnel Present

Niko Sullivan	Interim Port Authority Director
Julia Pustek	Finance Director
Jamie Huck	Marina Director
Ashley Gordish	Bookkeeper and Board Recording Secretary
Steve Sersic	Attorney- Smith Sersic
Kevin Smith	Attorney- Smith Sersic

Others Present

Milan Kruszynski	Hammond Sanitary District
Chief Jeff Smith	Hammond Fire Department

Call to Order and Roll Call

The March 5, 2024 meeting of the Hammond Port Authority Board of Directors was called to order by Chairman Cantrell at 4:30pm. Chairman Cantrell, Vice Chairman Wojdyla, Secretary/Treasurer Kuhn, and Member Kaminsky are present and in person. Member Huerta is absent.

Chairman Cantrell called for the approval of minutes.

D. Kaminsky made a motion to approve the minutes of February 20, 2024 as presented. R. Wojdyla seconded the motion.

Discussion: None.

Yes: D. Kaminsky, R. Wojdyla, T. Kuhn, K. Cantrell

No: None.

Motion passes, 4 approve.

Chairman Cantrell called for the Director’s Report.

Interim Port Authority Director N. Sullivan reported on the following:

N. Sullivan announced that she will be presenting the Director’s Report for the next few months until a Director is named. At the Hammond Marina, the bubbler systems are currently being dismantled for the season. These were placed around the docks and the boats that were a part of the in-water winter storage. Currently the water temperature is 40°F and rising, and the Lake Michigan water levels are low. We have a deep launch ramp here at the Thomas M. McDermott Sr. Hammond Marina. With that being said, the corners and areas along the bin wall and fuel dock tend to get sandy and too shallow for some boats and slipholders. In the not so distant future, we will need to apply for a permit to hydraulically dredge specific areas of the marina. Then, we will take the sand to replenish the beach. On March 14, 2023 we had 299 total slipholders. As of today, we have 301 total slipholders. Next, a Lost Marsh Golf Course update. A warm spring and nice weather has pushed up the course opening as long as the ground temperature continues to rise. We normally look at an April 1st opening day, but we are hoping to push it up to sometime during the week of March 25th. Mechanical equipment prepping is going on at the golf course. New tee markers have been ordered, and they will be picked up tomorrow. Staff will be painting them this week. Finally, a Wolf Lake/Wolf Lake Memorial Park/Amoco Park/Forsythe Park/Splash Pad/Conservatory Trails update. Staff continues to do spring cleaning as the winter garbage and dead vegetation is being cut and cleared. The Port will be interviewing for seasonal summer time positions. If you have any neighbors, friends, or kids that are 16 years or older that would like to apply, applications can be found online or at the Hammond Marina main office. The following positions are available at the Hammond Marina: ship store/deli, fuel dock attendant, security, docks and grounds, and certified lifeguards. The following positions are available at Lost Marsh Golf Course: pro shop supervisor, pro shop POS, food & beverage, grounds, starters & rangers, and security. The following positions are available for the parks staff: aquatic center, maintenance, security, and event staff.

Chairman Cantrell presented the Chairman’s Report.

The Executive Session of the Hammond Port Authority of March 5, 2024 began at 4:00p.m., Chairman Cantrell, Vice Chairman Wojdyla, Secretary/Treasurer Kuhn, and Member Kaminsky are present. Member Huerta is absent. Four members are present and in person, and one member is absent. The subject matter considered were matters for the discussion of strategy with respect to:

1. Contractual Concerns
2. Initiation or Pending litigation
3. Personnel matters

Pursuant to IC 5-14-1.5-6.1(b) (2) (B), (D), (9). The Board certifies that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

Chairman Cantrell called for the Construction Projects Update.

Secretary/Treasurer T. Kuhn reported on the following:

Clark Athletic Fields Development Infrastructure- The project continues to progress. K. Smith reported on a meeting yesterday in regards to making contact with the property owners about the plan approval process and what the covenants are. D. Button reported that the infrastructure is expected to be done in April.

Fire Station #2- This project is making great progress.

Marina Administrative Offices/Clipper Room and Boater Facilities Building New Roof- This project is out for quotes now. They are due March 14th at 2pm at the Hammond Marina. We are expecting to award the project at the next board meeting on March 19, 2024.

Fuel Dock Underground Storage Tank Update- We are going to apply to IDEM for the underground storage tank reimbursement program.

N-Dock Update- We are planning on putting out a public bid in March or April for this project.

McDermott Way at Casino Center Drive Update- Nies Engineering will be getting us some information soon so we can bid the project. We are expecting plants for materials to open early, hopefully sometime in April. Ideally, this project will be completed before the boating season begins.

Chairman Cantrell called for Old Business.

There was no old business to discuss.

Chairman Cantrell called for New Business.

D. Kaminsky made a motion to Re-establish Lost Marsh Point of Sale at all Locations which includes a pro shop point of sale fund (for 2 point of sale drawer) of \$300.00 each, a cash bank fund in the amount of \$3,000.00, a concession stand and an on the course cart sales & Bar/Liquor fund (for 4 point of sale drawers) of \$200.00 each, and a liquor cash fund in the amount of \$7,000. T. Kuhn seconded the motion.

Discussion: None.

Yes: D. Kaminsky, R. Wojdyla, T. Kuhn, K. Cantrell

No: None.

Motion passes, 4 approve.

R. Wojdyla made a motion to Re-establish Wolf Lake Point of Sale at all Locations. D. Kaminsky seconded the motion.

Discussion: R. Wojdyla mentioned that this recommendation is for the petty cash fund, point of sale drawers, and event ticket drawers amounting to \$1,700.00.

Yes: D. Kaminsky, R. Wojdyla, T. Kuhn, K. Cantrell

No: None.

Motion passes, 4 approve.

D. Kaminsky made a motion for the approval of the Wolf Lake Pavilion Use Agreement for the Horseshoe Casino Yearly Family Picnic on July 30, 2024. R. Wojdyla seconded the motion.

Discussion: D. Kaminsky added that the Horseshoe shall occupy the park on July 29, 2024 to setup the various picnic areas and tents until cleanup is achieved by 1pm on August 2, 2024. 1,500 people are expected to attend with a maximum attendance not to exceed 3,600. The Horseshoe Casino will be responsible for paying for the Hammond Police and Fire Personnel as well.

Yes: D. Kaminsky, R. Wojdyla, T. Kuhn, K. Cantrell

No: None.

Motion passes, 4 approve.

D. Kaminsky made a motion to Correct and Convert Excess Sick Days to Vacation Days per the Port Authority Employee Handbook. T. Kuhn seconded the motion.

Discussion: D. Kaminsky added that once an employee exceeds 75 sick days, then 6 sick days will be converted to 1 vacation day. This correction covers the years 2020 through 2023. These days must be used by March 31, 2025.

Yes: D. Kaminsky, R. Wojdyla, T. Kuhn, K. Cantrell

No: None.

Motion passes, 4 approve.

Chairman Cantrell called for the approval of Purchase Orders.

R. Wojdyla made a motion to approve the Purchase Orders as follows:

- 626 – Marina Operations
- 628 – Embarkation
- 630 – Lost Marsh Golf Course
- 631 – Parks
- 708 – Payroll
- Electronic Transfers

D. Kaminsky seconded the motion.

Discussion: None.

Yes: D. Kaminsky, R. Wojdyla, T. Kuhn, K. Cantrell

No: None.

Motion passes, 4 approve.

Chairman Cantrell called for Public Comment.

There was no public comment.

Chairman Cantrell announced the Next Meeting.

The next regular meeting of the Hammond Port Authority is scheduled for Tuesday, March 19, 2024. These meetings will be held at 701 Casino Center Drive, Hammond, IN 46320. The Board may attend in person or by Zoom with the stipulations adopted in Resolution 21-03

approved by the Board on July 27, 2021. The Executive Session will begin at 4:00p.m, the Construction Meeting will begin at 4:15p.m. And the Regular meeting will begin at 4:30p.m.

Chairman Cantrell called for a motion to adjourn the meeting.

T. Kuhn made a motion to adjourn the meeting. D. Kaminsky seconded the motion.

Discussion:

Yes: D. Kaminsky, R. Wojdyla, T. Kuhn, K. Cantrell

No: None.

Motion passes, 4 approve.

The March 5, 2024 Board of Directors meeting adjourned at 4:40pm.

EXECUTIVE SESSION MEMORANDUM

The Executive Session of the Hammond Port Authority of March 5, 2024 began at 4:00p.m., Chairman Cantrell, Vice Chairman Wojdyla, Secretary/Treasurer Kuhn, and Member Kaminsky are present. Member Huerta is absent. Four members are present and in person, and one member is absent. The subject matter considered were matters for the discussion of strategy with respect to:

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