

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
DULUTH SEAWAY PORT AUTHORITY  
DECEMBER 18, 2024  
10 A.M.**

THE FOLLOWING IS AN ABBREVIATED CAPSULE OF THE MINUTES OF THE MEETING. IT IS NOT INTENDED TO BE COMPLETE OR TO QUOTE VERBATIM. THE FULL MINUTES ARE ON RECORD AT THE PORT AUTHORITY AND ARE AVAILABLE FOR TRANSCRIPTION.

Pursuant to due notice, a Regular Meeting of the Duluth Seaway Port Authority was held on Wednesday, December 18, 2024, at 10 a.m. in the administration office at 802 Garfield Avenue, Duluth, Minnesota.

**I. ROLL CALL**

Present: President Yvonne Solon, Vice President Patrick Boyle, Secretary Mike Jugovich, Treasurer Nancy Norr, Commissioners Tony Sertich and Jerome Johnson. Absent: Commissioner Brian Murphy.

Also present: Legal Counsel Steve Overom, Executive Director Deborah DeLuca, Chief Financial Officer Kevin Beardsley, Sr. Executive Assistant & HR Coordinator Becky McMillan, Director of Communication & Marketing Jayson Hron, Director of Building & Facilities Dean Lembke, Director of Trade & Business Development Kate Ferguson, Director of Government & Environmental Affairs Jeff Udd, Sr. Accountant Shellie Golden, Accountant Sheryl Toland, Jonathan Lamb of Lake Superior Warehousing Company, Carlo Cuesta and Julie Sand of Creation in Common and Rick Revoir.

**II. APPROVAL OF MINUTES**

1. Regular Meeting, October 2, 2024 – Unanimously Approved

**III. REPORT OF TREASURER**

1. Other

**IV. COMMITTEE REPORTS**

1. Budget & Finance
2. Legislative, Governance, Personnel & Administration

**V. DEPARTMENT REPORTS**

1. Trade & Business Development
2. Government & Environment
3. Communication & Marketing
4. Building & Facilities

**VI. ACTION ITEMS (Resolutions)**

**1. Berths 10 & 11 Change Order No. 3**

**RESOLUTION NO. 33-24**

Johnson/Jugovich moved approval and Res. 33-24 unanimously adopted.  
(See attached Resolution).

**2. Berths 10 & 11 Change Order No. 4**

**RESOLUTION NO. 34-24**

Sertich/Jugovich moved approval and Res. 34-24 unanimously adopted.  
(See attached Resolution).

**3. Airpark Lot 18, Block 4 Rear Yard Variance Plumbers & Steamfitters Local #11**

**RESOLUTION NO. 35-24**

Norr/Sertich moved approval (Johnson abstained) and Res. 35-24 adopted.  
(See attached Resolution).

**4. Airpark Lot 1, Block 2 Rear Yard Variance Kings Landing, LLC**

**RESOLUTION NO. 36-24**

Norr/Johnson moved approval and Res. 36-24 unanimously adopted. (See attached Resolution).

**5. Minnesota Power Electrical Line Easement**

**RESOLUTION NO. 37-24**

Sertich/Boyle moved approval (Norr abstained) and Res. 37-24 adopted.  
(See attached Resolution).

**6. WTTC Land Management Co./Northland Constructors Access Agreement**

**RESOLUTION NO. 38-24**

Johnson/Jugovich moved approval and Res. 38-24 unanimously adopted.  
(See attached Resolution).

**7. Policy re Commissioner Position Description and Composition Matrix**

**RESOLUTION NO. 39-24**

Boyle/Sertich moved approval and Res. 39-24 unanimously adopted. (See attached Resolution).

**8. Policy Amendment re Telephone/Interactive Technology Meeting Attendance**

**RESOLUTION NO. 40-24**

Sertich/Johnson moved approval and Res. 40-24 unanimously adopted.  
(See attached Resolution).

**VII. BUDGETED ITEMS UNDER \$25,000 – See Purchase Order Report**

**VIII. GENERAL DISCUSSION**

1. Creation in Common Organizational Assessment Presentation

Boyle/Sertich moved to close the meeting to the public pursuant to Minnesota Statutes 13D.05 Subd. 3(a) to evaluate the performance of all of the individuals who are subject to its Authority through an organizational assessment report prepared by Creation in Common.  
Discussion held.

Johnson/Boyle moved to re-open the meeting.

**RESOLUTION NO. 41-24**

Sertich/Boyle moved to approve the Legislative, Governance, Personnel & Administration Committee's recommendation of a 5% salary increase for the executive director and Res. 41-24 unanimously adopted.

2. Other

**IX. OTHER MATTERS**

1. Future Board Meetings: January 29, February 26, March 26

Meeting Adjourned by President Solon



Mike Jugovich, Secretary