

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
DULUTH SEAWAY PORT AUTHORITY  
DECEMBER 17, 2015  
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 TAPE AT THE PORT AUTHORITY AND ARE AVAILABLE FOR TRANSCRIPTION.

Pursuant to due notice, the Regular Meeting of the Duluth Seaway Port Authority was held on Thursday, December 17, 2015, in the Administration Building at 1200 Port Terminal Drive.

**I. ROLL CALL**

Present: President Steve Raukar, Vice President Ray Klosowski, Secretary Norm Voorhees, Treasurer Rick Revoir, Commissioners Tony Sertich and Yvonne Prettnier Solon.  
Absent: Assistant Treasurer Chris Dahlberg.

Also present: Executive Director Vanta Coda, Legal Counsel Robert Maki, Executive Assistant Becky McMillan, Chief Financial Officer Kevin Beardsley, Trade Development Director Ron Johnson, Government & Environmental Affairs Director Deb DeLuca, Director of Business Development Kate Ferguson, Director of Port Planning and Resiliency Jim Sharrow, Facilities Manager Jason Paulson, Public Relations Director Adele Yorde, Administrative Assistant Anne Mann, Staff Accountant Shellie Golden, Accounting Analyst Sheryl Toland and Jonathan Lamb of Lake Superior Warehousing Co.

**II. APPROVAL OF MINUTES**

**Regular Meeting, October 29, 2015**

Voorhees/Sertich moved approval, motion unanimously carried.

**III. REPORT OF TREASURER**

**Financial Statement ending, October 31, 2015**

Solon/Klosowski moved approval, motion unanimously carried.

**IV. COMMITTEE REPORTS - None**

**V. DEPARTMENT REPORTS**

1. Government/Environmental Affairs (DeLuca)
2. Trade Development (Johnson)
3. Business Development (Ferguson)
4. Port Planning (Sharrow)
5. Facilities Management (Paulson)
6. Public Relations (Yorde)

**VI. ACTION ITEMS (Resolutions)**

**1. Record Retention Schedule Adoption**

**RESOLUTION NO. 51-15**

Solon/Sertich moved approval, motion carried and Res. 51-15 unanimously adopted. (See attached Resolution).

**2. Managing Agent Agreement – Exhibit A Amendment No. 1**

**RESOLUTION NO. 52-15**

Voorhees/Revoir moved approval, motion carried and Res. 52-15 unanimously adopted. (See attached Resolution).

**3. Port Development Assistance Grant 99713 – Amendment No. 3**

**RESOLUTION NO. 53-15**

Sertich/Revoir moved approval, motion carried and Res. 53-15 unanimously adopted. (See attached Resolution).

**4. 1120 Garfield Avenue/Silver Shed Phase II Site Assessment**

**RESOLUTION NO. 54-15**

Solon/Klosowski moved approval, motion carried and Res. 54-15 unanimously adopted. (See attached Resolution).

**5. Restoration of the St. Louis River Estuary**

**RESOLUTION NO. 55-15**

Voorhees/Solon moved approval, motion carried and Res. 55-15 unanimously adopted. (See attached Resolution).

**6. 2016 Legislative Services**

**RESOLUTION NO. 56-15**

Solon/Sertich moved approval, motion carried and Res. 56-15 unanimously adopted. (See attached Resolution).

**7. Dock C&D Contract Modification - LHB**

**RESOLUTION NO. 57-15**

Voorhees/Revoir moved approval, motion carried and Res. 57-15 unanimously adopted. (See attached Resolution).

**8. Dock C&D Change Order No. 4 Lunda Construction Co.**

**RESOLUTION NO. 58-15**

Klosowski/Sertich moved approval, motion carried and Res. 58-15 unanimously adopted. (See attached Resolution).

**9. Burglar, Fire, Sprinkler Supervisory Alarm Systems**

**RESOLUTION NO. 59-15**

Solon/Sertich moved approval, motion carried and Res. 59-15 unanimously adopted. (See attached Resolution).

**10. Port Terminal LED Street Lighting**

**RESOLUTION NO. 60-15**

Klosowski/Solon moved approval, motion carried and Res. 60-15 unanimously adopted. (See attached Resolution).

**11. Water Main Improvement**

**RESOLUTION NO. 61-15**

Voorhees/Sertich moved approval, motion carried and Res. 61-15 unanimously adopted. (See attached Resolution).

**VII. BUDGETED ITEMS UNDER \$15,000**

1. Dock C&D Change Order No. 3 – Lunda Construction Co. - \$9,349
2. Raise Storm Sewer Manhole – Stack Brothers - \$750
3. Administration Building Interior Painting – Saarela & Son Painting - \$524
4. East Warehouse Sprinkler System Accelerator Replacement – Summit Fire Protection - \$1,000
5. Como Switch Rail Maintenance – Lakehead Constructors - \$1,500
6. Promotional Flashdrives – Mellin Promotional Advertising - \$555
7. Quarterly Stormwater Compliance Assistance – Barr Engineering Co. - \$4,300
8. Inspection and Roof Repairs for DSPA Buildings – AW Kuettel & Sons - \$6,500
9. Winter Switch Maintenance at #8, 10 & 11 – Lakehead Constructors - \$500
10. Winter Switch Maintenance at Lake States – Lakehead Constructors - \$300
11. Winter Switch Maintenance at Lake Superior Warehousing – Lakehead Constructors - \$1,500
12. Snow Removal from Rail Switches – Lakehead Constructors - \$6,300
13. 4435 Bldg. Sprinkler Head Installation – Summit Fire Protection - \$1,500
14. Quarterly Inspection of DSPA Fire System – Summit Fire Protection - \$1,800
15. FTZ 51 Bldg. New Hydrant Installation - Stack Bros. - \$11,200

- 16. Master Drawings of Utilities at Port Terminal and Airpark - TKDA - \$950
- 17. Computer Aided Design Software – En Pointe Technologies - \$1,216
- 18. Rail Track Inspections for Nov/Dec – Lakehead Constructors - \$1,600
- 19. Electronic Banking Module – Summit Group Software - \$1,690
- 20. FTZ 51 Bldg. New Hydrant Sheet Piling Installation – Stack Bros. - \$11,000

**VIII. GENERAL DISCUSSION**

- 1. Other

**IX. OTHER MATTERS**

- 1. Future Board Meetings: January 28, February 25

Meeting Adjourned: Sertich/Voorhees



Norm Voorhees, Secretary