

**ANNUAL MEETING  
BOARD OF COMMISSIONERS  
DULUTH SEAWAY PORT AUTHORITY  
MARCH 26, 2025  
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, March 26, 2025, at 10 a.m. in the administration office at 802 Garfield Avenue, Duluth, Minnesota.

**I. ROLL CALL**

Present: President Yvonne Solon, Treasurer Nancy Norr (Zoom), Commissioners Jerome Johnson, Brian Murphy and Ida Rukavina (Zoom). Absent: Vice President Patrick Boyle and Secretary Mike Jugovich.

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 Government & Environmental Affairs Jeff Udd, Sr. Accountant Shellie Golden, Accountant Sheryl Toland, Mark Schill of Praxis Strategy Group and member of the public Brian Hanson (Zoom).

**II. APPROVAL OF MINUTES**

1. Regular Meeting, February 26, 2025 – Unanimously Approved

**III. REPORT OF TREASURER**

1. Financial Statement ending February 28, 2025

**RESOLUTION NO. 10-25**

Norr/Johnson moved approval, roll call taken and Res. 10-25 unanimously adopted.

**IV. COMMITTEE REPORTS**

1. Budget & Finance – FY 2026 Budget

**RESOLUTION NO. 11-25**

Norr/Johnson moved approval, roll call taken and Res. 11-25 unanimously adopted.

2. Legislative, Governance, Personnel & Administration
3. Nominating Committee (Deferred to Item X)

**V. DEPARTMENT REPORTS**

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

**VI. ACTION ITEMS (Resolutions)**

**1. Employee Handbook Update**

**RESOLUTION NO. 12-25**

Johnson/Rukavina moved approval, roll call taken and Res. 12-25 unanimously adopted. (See attached Resolution).

**2. Special Taxing District Levy**

**RESOLUTION NO. 13-25**

Murphy/Jugovich moved approval, roll call taken and Res. 13-25 unanimously adopted. (See attached Resolution).

**3. Bank Designation**

**RESOLUTION NO. 14-25**

Norr/Johnson moved approval, roll call taken (Murphy abstained) and Res. 14-25 adopted. (See attached Resolution).

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

1. Erie Pier Sand Sale – Northland Constructors

**VIII. GENERAL DISCUSSION**

1. Strategic Planning Update & Discussion
2. Other

**IX. OTHER MATTERS**

1. Future Board Meetings: April 30, May 28, June 25

**X. ELECTION OF OFFICERS**

1. Nominating Committee Report

**RESOLUTION NO. 15-25**

Johnson/Norr moved acceptance of the Nominating Committee's recommendations for officers for the term April 1, 2025 to March 31, 2026.

President – Patrick Boyle  
Vice President – Mike Jugovich  
Secretary – Yvonne Solon  
Treasurer – Brian Murphy  
Assistant Treasurer – Ida Rukavina

Roll call taken and Res. 15-25 unanimously adopted.


**RESOLUTION NO. 16-25**

Solon/Johnson moved approval to close the Regular Meeting per the attorney-client privilege for strategic planning discussions with the attorney. Roll call taken and Res. 16-25 unanimously adopted.

**RESOLUTION NO. 17-25**

Johnson/Murphy moved approval to reopen the Regular Meeting. Roll call taken and Res. 17-25 unanimously adopted.

Meeting Adjourned by President Solon

  
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Mike Jugovich, Secretary