

**ANNUAL MEETING
BOARD OF COMMISSIONERS
DULUTH SEAWAY PORT AUTHORITY
MARCH 22, 2017
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, the Annual Meeting of the Duluth Seaway Port Authority was held on Wednesday, March 22, 2017, at 10:00 a.m. in the Administration Building at 1200 Port Terminal Drive.

I. ROLL CALL

Present: Vice President Ray Klosowski, Treasurer Rick Revoir (attended via conference call, disconnected at 11:47 a.m.), Secretary Norm Voorhees (arrived at 10:45 a.m.), Tony Sertich, Yvonne Solon (arrived at 10:05 a.m.), Patrick Boyle and Pete Stauber (departed at 12:40 p.m.).

Also present: Executive Director Vanta Coda, Legal Counsel Robert Maki, Executive Assistant Becky McMillan, Chief Financial Officer Kevin Beardsley, Government & Environmental Affairs Director Deb DeLuca, Director of Business Development Kate Ferguson, Facilities Manager Jason Paulson, Public Relations Director Adele Yorde, Director of Port Planning and Resiliency Jim Sharrow, Staff Accountant Shellie Golden, Accounting Analyst Sheryl Toland, Administrative Assistant Anne Mann, Ron Brochu of BusinessNorth, Brooks Johnson of the Duluth News Tribune and Mike Jugovich St. Louis County Commissioner.

II. APPROVAL OF MINUTES

1. Regular Meeting, January 26, 2017

Sertich/Boyle moved approval, motion unanimously carried.

III. COMMITTEE REPORTS

1. Personnel-Administration Committee

Employee Handbook

RESOLUTION NO. 8-17

Revoir/Sertich moved approval, motion carried and Res. 8-17 unanimously adopted. (See attached Resolution).

Executive Director Contract – Original Contract Discussion and Approval

RESOLUTION NO. 9-17

Sertich/Stauber moved approval, motion carried and Res. 9-17 unanimously adopted.

Boyle/Solon moved to close the meeting, motion carried unanimously. In response to a media inquiry, Mr. Maki confirmed that Minnesota Statute allows for the closed session with no requirement of prior notice for the media. Meeting then closed. Note: Mr. Coda departed the closed session for a portion of the session.

Meeting reopened and Mr. Maki stated the law requires what happened in the closed session be available to the news media after the meeting and commissioners agreed that media is invited to listen to the recording.

Executive Director Contract – Vote on Modifications

RESOLUTION NO. 10-17

Solon/Voorhees moved approval with modification of adding the catch up provision of the Director's proposed contract (Paragraph 8), motion carried and Res. 10-17 unanimously adopted. (See attached Resolution).

2. Budget & Finance Committee

RESOLUTION NO. 11-17

Sertich/Boyle moved approval of the FY 2017-18 budget, motion carried and Res. 11-17 unanimously adopted.

3. Nominating Committee (Deferred to Item X)

IV. REPORT OF TREASURER (Deferred to last item)

V. DEPARTMENT REPORTS

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

VI. ACTION ITEMS (Resolutions)

1. Annual Stormwater Permit Management

RESOLUTION NO. 12-17

Voorhees/Solon moved approval, motion carried and Res. 12-17 unanimously adopted. (See attached Resolution).

2. SEH Master Services Agreement

RESOLUTION NO. 13-17

Sertich/Solon moved approval, motion carried and Res. 13-17 unanimously adopted. (See attached Resolution).

3. Berth 10 Engineering Services

RESOLUTION NO. 14-17

Stauber/Boyle moved approval, motion carried and Res. 14-17 unanimously adopted.
(See attached Resolution).

4. Special Taxing District Levy

RESOLUTION NO. 15-17

Voorhees/Sertich moved approval, motion carried and Res. 15-17 unanimously adopted.
(See attached Resolution).

5. Arrangement Letter for Annual Audit

RESOLUTION NO. 16-17

Solon/Sertich moved approval, motion carried and Res. 16-17 unanimously adopted. (See attached Resolution).

6. 4435 Building Lease – United Piping Inc.

RESOLUTION NO. 17-17

Voorhees/Boyle moved approval, motion carried and Res. 17-17 unanimously adopted.
(See attached Resolution).

VII. BUDGETED ITEMS UNDER \$15,000

1. Lift Bridge Business Card Holders – L&M Radiator, Inc.
2. Altec Roof Repairs – A.W. Kuettel
3. Bathroom Pipe Installation in Security Office – Belknap Plumbing & Heating Co.
4. Legislative Services Agreement for 2017 Session – Flaherty & Hood
5. Engraving Services for Name Plates – Nummi Jewelers
6. Contract for Green Marine Verification Services – Randolph Helland
7. Architectural Services for Bathroom Design (Debottlenecking) – Krech & Ojard
8. Appraisal Fees for Lot 20, Block 4 at Rearrangement of Airpark – Ramsland & Vigen
9. Rail Switch Snow Removal – Lakehead Constructors
10. Duluth Cargo Connect Promotional Pens – Mellin Promotional
11. Rail Maintenance – Switch #2 Repairs – Lakehead Constructors
12. Quarterly Sprinkler Maintenance – Summit Fire Protection
13. Soil & Groundwater Testing for Electrical Substation Project – Twin Ports Testing
14. Electrical Project Change Order No. 1 Lighting Circuits – Benson Electric Co.
15. Electrical Project Change Order No. 2 Lift Station & Cabinet Credit – Benson Electric
16. Lake Superior Magazine Advertising Contract
17. Contract for Snow Shoveling Services at DSPA Office – Goodwill Industries
18. Website Updates for Port Authority – Flint Group

- 19. Ship Reporting/Port Promotion Services Contract – Ken Newhams
- 20. Additional Server Storage – CW Technology
- 21. Duluth Cargo Connect Phase II Deliverables – Emaginations
- 22. Container Inspection Area:
 - * a. Emergency Fence Installation – Dairyland Fence - *\$24,200
 - b. Electrical Work – Stack Bros.
 - c. Security System Upgrade – Summit Fire Protection
 - d. Installation of Camera System – Summit Fire Protection
 - e. Locks and Keys – Northern Door & Hardware

VIII. GENERAL DISCUSSION - None

IX. OTHER MATTERS

- 1. Future Board Meetings: April 26, May 24

X. ELECTION OF OFFICERS

- 1. Nominating Committee Report

RESOLUTION NO. 18-17

Stauber/Voorhees moved acceptance of the Nominating Committee's recommendations for officers for the term April 1, 2017, to March 31, 2018:

President – Ray Klosowski
Vice President – Rick Revoir
Secretary – Tony Sertich
Treasurer – Yvonne Solon
Assistant Treasurer – Norm Voorhees

Motion carried and Res. 18-17 adopted.

IV. REPORT OF TREASURER

- 1. Financial Statement ending, February 28, 2017

RESOLUTION NO. 19-17

Solon/Voorhees moved approval, motion carried and Res. 19-17 unanimously adopted (Sertich out of the room at time of vote).

Meeting Adjourned: Voorhees/Sertich


Norm Voorhees, Secretary