

**LORAIN PORT AUTHORITY  
Board of Directors  
Regular Board Meeting  
November 10, 2015**

**Board of Directors:** Ms. Carr, Mrs. Cook; Messrs. Bansek, Brown, Davila,  
Mullins, Nielsen, Sommers and Zgonc

**Staff:** Yvonne Smith, Accountant  
Tiffany McClelland, Economic Development Specialist

**Guests:** Rick Payerchin, Morning Journal

- I. **Roll Call.** The meeting was called to order at 7:01 p.m. by Chairman Carl Nielsen with roll call indicating a quorum present.
- II. **Disposition of Meeting Minutes:** Disposition of October 13, 2015 Regular Board Meeting Minutes were presented for approval. Motion to accept the minutes by Ms. Carr. Support by Mr. Davila. Motion carried.
- III. **Report of Officers.**

**A. Chairman**

1. Correspondence received. E-mail received from Kurt Hernon regarding Lorain Palace Theater Programming Sponsor. Mr. Nielsen explained the Lorain Palace is bundling their movies and they are looking for sponsors for the month. Mr. Nielsen suggested sending this to a Committee to review. Mr. Sommers made a motion to receive and file. Seconded by Mr. Zgonc. Motion carried.

**B. Executive Director.**

1. Brownfield Project Update. Ms. McClelland stated we are in the process of applying for the Grant, determination will be made in the Spring and funds attainable in September 2016. Mr. Nielsen stated a Resolution is needed.

Mr. Nielsen presented:

**A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE USEPA FOR A RENEWAL OF THE BROWNFIELDS ASSESSMENT GRANT.**

Mr. Brown made a Motion to accept Resolution No. 2015-38. Seconded by Ms. Carr.  
Roll call vote as follows:

Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution passed

2. U. S. Army Corps of Engineers Permit – Eastside Kayak Launch. Mr. Nielsen stated budgeting for this project would have to be reviewed and Ms. McClelland stated the permit is valid until 2017. This project still needs review for feasibility. Mr. Nielsen stated quotes would need to be obtained. Mr. Nielsen stated this issue is to be revisited in January 2016.

#### **IV. Report of Committees.**

##### **A. Contract Management Committee –**

1. & 2. Brickman Contract Renewal – Landscaping and Lawn Maintenance.

Mr. Mullins stated the Brickman Contract is two years old and he further stated that he wants to bid this Contract out again. Mr. Mullins further stated a few other contractors have contacted him stating they do the same scope of work. Mr. Mullins stated the work needs to be inclusive. Mr. Mullins stated he took a tour of the Schill facility in N. Ridgeville, Ohio. They have over 200 mowers and have a clean facility. Mr. Mullins also stated that he visited Brickman's facility as well. Mr. Brown stated going out for bid on this matter should have been done earlier than this.

3. Boat Launch Operator Contract Renewal. Mrs. Smith stated this is the same contract we have been doing with the exception that she expressed a one (1) year contract at this time. Mr. Brown inquired about this year's launch stats. Mr. Brown made a motion to table this matter to December 2015. Seconded by Mr. Zgonc. Motion carried.

**B. Strategic Development Plan Committee –** Mr. Sommers stated the Committee is not yet ready to call a Committee meeting.

##### **C. Marketing & Public Affairs Committee –**

1. Logo Update. Ms. Carr made a motion to accept the new logo as the official Logo of the Lorain Port Authority. Seconded by Mr. Mullins. Motion carried.

2. Cabela's Walleye Tournament. Mr. Nielsen stated all the information has not been compiled for this Tournament. Ms. McClelland reviewed the area impact and indicated this would be a two (2) day tournament.

##### **D. Financial Planning and Audit Committee –**

1. Bank Reconciliation Report for August 2015, September 2015 and October 2015. Mr. Davila stated that he reviewed and approved the Bank Reconciliations for August 2015, September 2015 and October 2015. He also reviewed the receipts and selected a number of expenditures for review. Everything was well documented and in order. .

2. Financial Statements for August 2015. Mr. Sommers made a motion to accept the August 2015 Financial Statements. Seconded by Ms. Carr. Motion carried

3. Financial Statements for September 2015. Mr. Davila made a motion to accept the September 2015 Financial Statements. Seconded by Mrs. Cook. Motion carried..

4. Financial Statements for October 2015. Ms. Carr made a motion to accept the October 2015 Financial Statements. Seconded by Mr. Mullins. Motion carried.

5. Budget Amendment. Mrs. Smith indicated that she will be changing the format for the Budget Amendments for ease in viewing. Mr. Nielsen stated this discussion on the 2015 Operating Budget came from the Financial Planning and Audit Committee Meeting prior to this Regular Board Meeting.

Mr. Nielsen presented:

**A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2015 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.**

Mr. Davila made a Motion to accept Resolution No. 2015-39. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution passed

5. Then and Now Certificate. Mrs. Smith stated there are two (2) and both of them are for the Jet Express.

Mr. Nielson presented:

**A RESOLUTION TO APPROVE APPROPRIATIONS (THEN AND NOW CERTIFICATE) FOR THE LORAIN PORT AUTHORITY.**

Mrs. Cook made a Motion to accept Resolution No. 2015-40. Seconded by Mr. Davila. Roll call vote as follows:

Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution passed

**E. ByLaws and Personnel Committee – No report.**

**V. Public Comments – None.**

**VI. Other Business.** Mr. Sommers stated his wife's class held their 50<sup>th</sup> Class Reunion this past summer utilizing two (2) boats going up the river. These trips received rave reviews.

Mr. Nielsen reached out to the Board Members to devise ways to increase ridership on the shuttle boats.

**VII. Adjournment.**

There being no further business to come before the Board, Ms. Carr made a motion to adjourn. Seconded by Mr. Davila. Motion carried. The meeting was adjourned at 7:47 p.m.

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Carl Nielsen, Chairman

Not Present at Meeting  
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Rick Novak, Executive Director