

CONTRACT MANAGEMENT COMMITTEE MEETING
Lorain Port Authority
November 5, 2014

Committee: Ms. Carr; Messrs. Mullins, Sommers, Williamson, Jr.

Board Members: Messrs. Bansek and Nielsen

Staff: Richard Novak, Executive Director
Yvonne Smith, Accountant

Guests: Rick Payerchin, The Morning Journal

- I. **Roll Call** - The meeting was called to order at 7:35 p.m. by Committee Chairman Brady Mullins. Roll call indicated a quorum was present.
- II. **Disposition of Minutes.** The minutes of July 8, 2014 Contract Management Committee Meeting were presented for approval. Motion by Mr. Williamson, Jr. to accept the minutes. Support by Ms. Carr. Motion carried.
- III. **Report of Chairman.**
 - A. Purchasing/Bid/Quote Form. Mr. Mullins expressed the Form is excellent. Ms. Carr volunteered as an alternate to reviewing this form and signing when Mr. Mullins is unavailable.
 - B. Purchasing/Bid/Quote Thresholds. These are readily seen on the Form for ease.
 - C. Government Purchasing. Mr. Novak explained if there is Government quoting available, then the Lorain Port Authority should use the quote. The bidding process will not be followed when purchasing through the Government.
 - D. Rockin' on the River Contract. Mr. Novak put together the Contract and Mr. Brosky reviewed the Contract. Bob Earley and his wife have also reviewed the Contract and have no problems with it. Some minor changes were made. This is a one-year Contract with two (2) one-year options. Mr. Mullins question if Mr. Earley was going to allow tickets to be passed out for sponsors, etc. Mr. Novak believed Mr. Earley was planning on doing so.
 - E. Forge Industries. Mr. Novak stated this item is associated to a piece of property on East 28th Street, Lorain, Ohio. This is a small project. Forge Industries is donating the property to the Lorain Port Authority. The City is providing a micro-loan to this gentleman for \$5,000.00 to \$10,000.00 to cover the cost for an appraisal for the property. The Lorain Port Authority would be the owner of the Building and for \$1.00

per month we lease it to him for a two (2) year period. He repays the micro-loan that he will receive from the City and in turn he will fix the building up, bring it up to code, repair the windows, clean up the site and pay the property taxes. At the end of two (2) years, he may buy the property for \$1.00. This will be a home repair business, offices, and storage. All the paperwork has been sent to Mr. Brosky for review.

F. Grounds Maintenance/Landscaping. Mr. Mullins indicated the Contracts for Brickman remain the same and suggested we move forward and reissue the contracts. The Committee recommended moving forward with the Contracts.

IV. Other Business. None.

V. Adjournment. There being no further business to come before the Contract Management Committee Meeting Mr. Sommers made a motion to adjourn. Support by Mr. Williamson, Jr. Motion carried. The meeting was adjourned at 8:02 p.m.

Brad Mullins, Chairman

Richard M. Novak, Executive Director