

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
October 11, 2016**

Board of Directors: Ms. Carr, Mrs. Cook; Messrs. Brown, Mullins,
Zellers and Zgonc

Staff: Rick Novak, Executive Director
Tiffany McClelland, Economic Development Specialist
Mike Brosky, Esq.

Guests: Mr. Rick Payerchin, Morning Journal
Mr. Mitch Fallis

- I. **Roll Call.** The meeting was called to order at 7:05 p.m. by Vice-Chairman Brad Mullins with roll call indicating a quorum present.
- II. **Disposition of Meeting Minutes:** Disposition of June 14, 2016 Regular Board Meeting Minutes, July 12, 2016 Regular Board Meeting Minutes, July 19, 2016 Special Board Meeting and September 13, 2016 Regular Board Meeting Minutes were presented for approval. Motion to accept the Minutes by Mr. Brown. Seconded by Ms. Cook. Motion carried.

Disposition of August 9, 2016 Regular Board Meeting Minutes were presented for approval. Motion to accept the minutes by Mr. Brown. Support by Ms. Cook. Motion carried.

III. **Report of Officers.**

A. **Chairman.**

1. Correspondence received.

- a. Letter from Mayor Ritenauer concerning reappointment to the Board of Directors of the Lorain Port Authority for Carl Nielsen. Motion to receive and file by Mr. Brown. Seconded by Ms. Carr. Motion carried.
- b. Letter from Mayor Ritenauer concerning reappointment to the Board of Directors of the Lorain Port Authority for Barbara Cook. Motion to receive and file by Mr. Brown. Seconded by Ms. Carr. Motion carried.

B. **Executive Director.**

1. Mr. Novak stated on the Agenda there are two submerged land leases. One is for OIP Lorain II Limited at 2715 East Erie Avenue, Lorain, Ohio

and the other is for Robert Taylor at 2635 East Erie Avenue, Lorain, Ohio. These are for the Overlook Apartments. There are plans in your packet to review. They would like to make improvements to the shoreline due to the fact that they have a considerable amount of erosion happening.

Mr. Novak further stated that as a Port Authority with jurisdiction in this area the Board is required to review these. Submerged land lease required we need to let ODNR know that these two areas that will be improved will not be needed for Port purposes.

Mr. Mullins presented:

A RESOLUTION FINDING THAT CERTAIN DESCRIBED SUBMERGED LAND ABUTTING THE CITY IS NOT NECESSARY FOR THE CONSTRUCTION OR MAINTENANCE OF VARIOUS IMPROVEMENTS FOR OIP LORAIN II LIMITED AT 2715 EAST ERIE AVENUE, LORAIN, OHIO.

Mr. Zeller made a Motion to accept Resolution No. 2016-49. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 6 Nays: 0 Abstain: 0 Resolution passed

Mr. Mullins presented:

A RESOLUTION FINDING THAT CERTAIN DESCRIBED SUBMERGED LAND ABUTTING THE CITY IS NOT NECESSARY FOR THE CONSTRUCTION OR MAINTENANCE OF VARIOUS IMPROVEMENTS FOR ROBERT TAYLOR, 2635 EAST ERIE AVENUE, LORAIN, OHIO.

Ms. Carr made a Motion to accept Resolution No. 2016-50. Seconded by Mrs. Cook. Roll call vote as follows:

Ayes: 6 Nays: 0 Abstain: 0 Resolution passed

2. Kelly's Island Ferry Project Update. Mr. Novak stated at the last Board meeting a presentation was given regarding the proposal for Kelly's Island Ferry Boat Project and partnership with the Vermilion Port Authority. Subsequently the staff filed an application with ODOT in order for the Port Authority to be the administrative source for potential Ferry service expansion with newer vessels with Kelly's Island Boat Line Company. Mr. Novak stated Mr. Zellers and he had a meeting with ODOT and the Vermilion Port Authority and representatives of the Kelly's Island Ferry Service to see if everyone was willing to work cooperatively. The final result is everyone agreed to work together cooperatively develop this project. Mr. Novak further stated The Lorain Port Authority is the lead Agency and will be moving forward. Mr. Novak stated The Lorain Port

Authority will enter into an Agreement with the two above entities and will hold 51% (fifty-one percent) of the vessel. Mr. Novak stated The Vermilion Port Authority will have no ownership in the vessel. Mr. Novak added it will take eighteen (18) months to two (2) years to build the vessel. Mr. Zellers stated The Lorain Port Authority will never use this vessel, like the Jet Express is used. And thus this will need to be taken into consideration for negotiation purposes.

3. SCORE Update. Mr. Novak stated the Board approved to have SCORE come into Lorain and be at The Lorain Port Authority. Mr. Novak stated people are signing up already for their sessions. Mr. Mullins asked if this was on Facebook. Ms. McClelland answered yes.

V. Report of Committees.

A. Contract Management Committee –

Mr. Mullins stated he would like Ms. McClelland to prepare another spreadsheet on all Contracts for next year (2017).

1. 2017 Lawn Maintenance. Ms. McClelland stated the current provider's Contract is only for one (1) year and a decision needs to be made whether we will be going with the same company (Schill). Mr. Mullins stated that we will be requesting proposals from companies that can accommodate The Port Authority and making sure the specifications include accommodating concerts and events. Mrs. Cook stated Brickman merged with another Company from Toledo, Ohio. This is to be reviewed and discussed in Committee.

B. Strategic Development Plan Committee –

1. Grant Application – ODNR Navigational Aids. Ms. McClelland explained this is for replacing the buoys along Lake Erie and the River. She further described that the buoys are located at the Marina Beach and Lakeview Beach. Ms. McClelland stated this year all of the buoys had to be replaced so instead of waiting until all of them are unusable, we are hoping to get into a cycle to replace roughly 25% (twenty-five percent) each year through the grant Ms. McClelland further stated there is a Grant that replaces the buoys. Mr. Mullins questioned last year's cost for replacing the buoy's and Ms. McClelland informed the Board that the amount was \$5,000.00 for all of the buoys. Ms. McClelland stated the new buoys have been in the water one (1) year and although they do not all need replaced, we are starting the process of recycling the worst out each year. Some are now damaged and need to be replaced. Mr. Brown suggested entering into recycling the damaged buoys.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE A NAVIGATIONAL AIDS GRANT REQUEST APPLICATION.

Ms. Carr made a Motion to accept Resolution No. 2016-51. Seconded by Mrs. Cook. Roll call vote as follows:

Ayes: 6 Nays: 0 Abstain: 0 Resolution passed

2. Grant Application – ODNR Navigational Aids. Ms. McClelland stated that the request for qualifications proposal is being reviewed by the USEPA.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE USEPA FOR A BROWNFIELD ASSESSMENT GRANT.

Mr. Brown made a Motion to accept Resolution No. 2016-52. Seconded by Mr. Zellers. Roll call vote as follows:

Ayes: 6 Nays: 0 Abstain: 0 Resolution passed

C. Marketing & Public Affairs Committee –

1. & 2. Agency Website/Ticketing Review/Summary and Reservation System. Ms. McClelland stated the Agency website has a direct correlation with the ticketing system or a reservation system. Ms. McClelland also stated the accounting end of the Vendini system is concerning to Mrs. Smith. Ms. McClelland stated Vendini is a great system as it gives out a lot of information and has made our ticketing aspect run very smoothly other than on the accounting end. Ms. McClelland also stated that our Vendini contract expires in December 2016. She pointed out that we can either renew in December 2016 for 2017 or make a decision for the new system and switch to have that ready for 2017. She has looked at approximately ten (10) ticketing systems to switch to in 2017. Third party systems generally need a gateway, which creates dilemmas on the accounting side. Ms. McClelland stated we are also reviewing the full needs of accountability of the ticketing process for audit purposes. Our decision on a ticketing system will need to be made in coordination with any changes to be made to the website contents management system. Mr. Brown indicated that the Board would likely follow the suggestion/direction of the staff for a system. Mr. Mullins stated a meeting should be established.

3. Site Rental Review. Ms. McClelland stated the site rental review ties into the process of renting the facilities. She further stated that this should be able to be done on our website in the future hence the discussion of a reservation system being put in place with a new ticketing system. Mr. Mullins would like this to be sent to the Contract Management Committee for review.
4. Jet Express Indians World Series. Ms. McClelland stated the Agency is looking at doing a trip with the Jet Express if the Indians make it to the World Series. Mr. Novak stated he has been in contact with Lolly the Trolley organization to discuss transportation from the Rock Hall of Fame to Progressive Field.

D. Financial Planning and Audit Committee –

1. Then and Now Certificate. Mr. Novak stated there are none.
2. Resolution accepting amounts and rates for Calendar Year 2017.

Mr. Novak stated the Board passed a tentative budget in July 2016 and this is the proposed budget for 2017.

Mr. Mullins presented:

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES FOR CALENDAR YEAR 2017 AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

Ms. Carr made a Motion to accept Resolution No. 2016-53. Seconded by Mrs. Cook. Roll call vote as follows:

Ayes: 6 Nays: 0 Abstain: 0 Resolution passed

3. Resolution Ratifying Expenditures and Authorizing Revision to 2016 Operating Budget. Mr. Novak stated this would include the Jet Express and to accommodate the personnel issue discussed in the By-Laws and Personnel Committee.

Mr. Mullins presented:

A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2016 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.

Mrs. Cook made a Motion to accept Resolution No. 2016-54. Seconded by Mr. Zellers. Roll call vote as follows:

Ayes: 6 Nays: 0 Abstain: 0 Resolution passed

E. ByLaws and Personnel Committee – Mr. Novak stated the initial resolution was amended concerning sick/vacation acceptance of time to include compensation that was not included previously in the amount of One Thousand Nine Hundred Sixty Nine Dollars and 92/100 (\$1,969.92), which includes hourly wages and retirement obligations for Ms. McClelland for her services when employed by Lorain Development Corporation.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING ACCEPTANCE AND TRANSFER OF SICK LEAVE AND VACATION BENEFITS AND INCLUDING COMPENSATION FOR HOURS WORKED AND RELATED BENEFITS RECEIVED.

Ms. Carr made a Motion to accept Resolution No. 2016-55. Seconded by Mr. Zgonc. Roll call vote as follows:

Ayes: 6 Nays: 0 Abstain: 0 Resolution passed

V. Other Business.

Mr. Novak stated that the Agency will be paying Sharon Novak an increased rate to Fourteen Dollars (\$14.00) from Ten Dollars (\$10.00) per hour until Mrs. Smith returns to work.

Mr. Novak stated Saturday July 1, 2016 is the proposed date for 2017 fireworks. There are details that need to be worked out first. The July 1, 2016 date coincides with a Rock-n-the River concert. Mr. Novak also stated the change of date for 2017 may provide cooperative opportunity with the Lorain County MetroParks because of heavy usage of the site during the Fireworks display.

Mr. Novak stated the African American Community would like an African flag displayed at Black River Landing.

Mr. Novak stated there was a request for a donation from Light-up Lorain Committee to do an ice sculpture for \$290.00. Ms. Carr made a Motion to approve the cost for donating money for a clear ice sculpture. Seconded by Mrs. Cook. Mr. Mullins abstained due to conflict of interest. Motion carried.

VI. Adjournment.

There being no further business to come before the Board, Ms. Carr made a motion to adjourn. Seconded by Mr. Brown. Motion carried. The meeting was adjourned at 8:30 p.m.

Brad Mullins, Vice-Chairman

Rick Novak, Executive Director