

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
November 9, 2016**

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

Staff: Rick Novak, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Specialist

Guests: Rick Payerchin, Morning Journal

- I. **Roll Call.** The meeting was called to order at 7:14 p.m. by Chairman Carl Nielsen with roll call indicating a quorum present.
- II. **Disposition of Meeting Minutes:** Disposition of October 11, 2016 Regular Board Meeting Minutes as amended were presented for approval. Motion to accept the minutes by Mrs. Cook. Support by Mr. Mullins. Motion carried.
- III. **Report of Officers.**

A. Chairman

B. Executive Director.

1. LoCo'Yaks Sublease Riverside Marina. Mr. Novak stated a meeting was held between the LoCo'Yaks, Mr. Mullins and himself. A revised Agreement is presented to you today. Legal Counsel has been apprised of the new Agreement. Mr. Novak further stated that a two (2) year term has been proposed with a \$1.00 rental. Mr. Novak further explained the LoCo'Yaks would handle all the maintenance at the site. The roof is the Lorain Port Authority's responsibility and the interior of the building's maintenance would be the responsibility of the LoCo'Yaks. Mr. Novak informed the Board that this Lease is a two (2) year Lease and if a third year is requested, the Lease would be renegotiated. Mr. Novak continued that the Lighthouse Group made improvements by putting in new electrical in HVAC. Mr. Novak suggested reviewing this matter at the next Board Meeting in December, 2016.

2. Camaco Project Update. Mr. Novak stated he and Ms. McClelland have been working with Camaco. Mr. Novak explained the site has been cleared for their expansion. Mr. Novak stated this will be a 68,000 square foot expansion. Mr. Novak informed the Board that the sales tax exemption has been approved. Mr. Novak further explained the Lorain Port Authority will

have ownership of the building and lease it back to them for the purposes of having the sales tax exemption.

IV. Report of Committees.

A. Contract Management Committee –

1. Electric & Gas Service Provider TPI Renewal. Mr. Novak stated we received the information from TPI, the supplier for gas and electric for us. Mr. Novak stated the Agency worked with them last year. Mr. Novak further stated the Agency saved approximately \$2,000.00 and this year will not be as much savings. A Motion was made by Mr. Mullins to enter into a two (2) year Contract with TPI Efficiencies to lower the Agency's electric and gas costs. Seconded by Ms. Carr. Motion carried.

2. Kelly's Island Ferry Project Update. Mr. Novak stated a meeting between ODOT and the Lorain Port Authority was held to discuss this matter. Mr. Novak distributed a handout showing the process that is involved in developing this Project.

3. 2016 Brownfield Grant Program Update. Ms. McClelland stated requests for proposals went out a few weeks earlier. Ms. McClelland further stated Mr. Zellers and Mr. Brown will be on the sub-committee to review those that have been submitted.

B. Strategic Development Plan Committee –

1. Coastal Management Grant Pre-Proposal. Ms. McClelland stated two (2) pre-proposals will be submitted. Ms. McClelland further stated one is for signage for our boat activities on the waterfront. This Grant is focused on getting people to the waterfront and on the waterfront. Ms. McClelland added that the second pre-proposal is to develop access from a new parking lot to be built near Camaco and a MetroPark Trail.

The public lot is to be for parking, for bike trail users and Camaco workers trailers to get them off the public streets.

C. Marketing & Public Affairs Committee –

1. Shuttle and Ferry Boat Seasonal Review. Mr. Nielsen stated this will be discussed at the next Regular Board Meeting.

2. Ice Sculpture Funds. Mr. Novak stated the Board agreed to furnish \$280.00 for the ice sculpture for the Christmas display. Mr. Novak would like to provide them with \$500.00 for their event. Mr. Nielsen agreed to this amount and the Board was receptive.

D. Financial Planning and Audit Committee –

1. Then and Now Certificate. Mrs. Smith explained this was for Traveler's Insurance for \$44,486.00.

Mr. Nielsen presented:

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

Ms. Carr made a Motion to accept Resolution No. 2016-56. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

Mr. Nielsen Presented:

A RESOLUTION TO APPROVE A RETROACTIVE ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL REVENUE USEPA BROWNFIELD ASSESSMENT GRANT (HAZARDOUS SUBSTANCE) FUND

Mrs. Cook made a Motion to accept Resolution No. 2016-57. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

Mr. Nielsen Presented:

A RESOLUTION TO APPROVE A RETROACTIVE ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL REVENUE USEPA BROWNFIELD ASSESSMENT GRANT (PETROLEUM) FUND

Mr. Nielsen made a Motion to accept Resolution No. 2016-58. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

E. ByLaws and Personnel Committee –

1. Mrs. Cook stated the Leave Donation by Mr. Novak to Mrs. Smith was discussed by the Committee and is being forwarded to the Board for 75 hours.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING LEAVE DONATION.

Mr. Davila made a Motion to accept Resolution No. 2016-59. Seconded by Mr. Zgonc.
Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

2. Mrs. Cook stated the salary increase for Ms. McClelland to \$40,000.00 starting next pay period is presented to the Board.

Mr. Davila made a Motion to accept salary increase to \$40,000.00 for Ms. McClelland.
Seconded by Mr. Bansek. Motion carried.

3. Mrs. Cook stated a salary adjustment of 3% for Mr. Novak, Mrs. Smith and Mrs. Van Wagnen is presented to the Board and will begin next pay period.

Ms. Carr made a Motion to accept the salary adjustment for Mr. Novak, Mrs. Smith and Mrs. Van Wagnen. Seconded by Mr. Nielsen.

V. Public Comments – None.

VI. Other Business. Mr. Zellers stated he would like to have pictures posted on the website of the Board Members. Mr. Mullins stated he would like shirts for the Board Members. Mr. Novak indicated that project is already being addressed.

VII. Adjournment.

There being no further business to come before the Board, Mr. Zellers made a motion to adjourn. Seconded by Mr. Mullins. Motion carried. The meeting was adjourned at 8:01 p.m.

Carl Nielsen, Chairman

Rick Novak, Executive Director