

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
December 9, 2014**

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

Staff: Richard M. Novak, Executive Director
Yvonne Smith, Accountant
Mike Brosky, Esq.

Guests: Rick Payerchin, Morning Journal
Evan Goodenow, Chronicle Telegram
Gail Bonsor
Donald Kaspar, LSYC Board
Ryan Pinter, LSYC Commodore

- I. **Roll Call.** The meeting was called to order at 7:51 p.m. by Chairman Carl Nielsen with roll call indicating a quorum present.
- II. **Disposition of Meeting Minutes:** Disposition of November 12, 2014 Regular Board Meeting Minutes were presented for approval. Motion to accept the minutes by Mr. Williamson, Jr. Support by Mr. Mullins. Motion carried.

Disposition of November 26, 2014 Special Board Meeting Minutes were presented for approval. Motion to accept the minutes by Mrs. Cook. Support by Mr. Mullins. Motion carried.

III. **Report of Officers.**

A. Chairman

1. Correspondence received. Mr. Novak stated correspondence was received from the Lorain County Solid Waste Committee indicating the Agency was awarded \$20,000.00 under their Recycling Grant Program. This amount will be used for the Pavilion Project. Mr. Nielsen thanked Mr. Bansek for his assistance with this matter.

B. Executive Director

1. Ohio Port Council Ohio Department of Transportation Request for Qualifications – Vertical Building Program. Mr. Novak stated the Ohio Council of Port Authorities is a consortium of all the Ports, which are located in the

State of Ohio. The meetings are held on a quarterly basis. This Council is sanctioned by the State. ODOT is looking for other entities to assist them in some of their construction projects. Currently, there are two Port Authorities working on projects for ODOT and they are the Toledo Lucas County Port Authority and the Cleveland Cuyahoga County Port Authority. Several other Ports would like to get involved with this endeavor. The Council is requesting qualifications from various Port Authorities around the State to administer, manage and construct on ODOT's behalf various projects that would be located throughout the State of Ohio. There are a few projects in our area, which would be a maintenance facility in Grafton and another project in the Medina area. In order for us to qualify for this, we had to prepare an application, request for qualifications and explain all the experience we have associated with building vertical buildings. Not all Port Authorities do this, there are Port Authorities that do only the financing, etc. Our Port Authority has experience in this from the Transportation Building, Ferry Terminal Building and the pier project even though that was not a vertical building. Were we to do this, a fee can be collected at 7 percent (7%). The proposal has been submitted and hopefully we will be successful.

2. Request for Proposals Black River Landing. The Strategic Development Plan Committee made a recommendation to ask the Board to approve the Request for Proposals to be sent. This encompasses the southern portion of Black River Landing. Mr. Novak stated the stage has been set to pursue Proposals. Mr. Bansek made a motion to proceed with Request for Proposals for the Southern portion of Black River Landing. Seconded by Mr. Brown. Motion carried.

3. Schedule of Records to be Destroyed. Mr. Mullins questioned if all of these documents fall within the destroy timetable. Mr. Novak stated the timetable was listed on the RC-2 Form, Schedule of Records Retention and Disposition, which was submitted. Mr. Mullins made a motion to accept the Schedule to Destroy Records. Seconded by Mrs. Cook. Motion carried.

4. Lorain County Solid Waste "District Market Development Grant." This was discussed in the "Correspondence Section" of these Minutes.

Mr. Nielsen presented:

A RESOLUTION SUPPORTING THE CITY OF LORAIN, OHIO'S EFFORTS TO ESTABLISH A "COMMUNITY ENTERTAINMENT AND ARTS DISTRICT" IN THE DOWNTOWN AREA.

Mr. Bansek made a Motion to accept Resolution No. 2014-48. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

IV. Report of Committees.

A. Contract Management Committee – No Report.

B. Strategic Development Plan Committee – Mr. Sommers stated this was discussed above. See B (2.) above.

C. Marketing & Public Affairs Committee – No Report.

D. Financial Planning and Audit Committee –

1. Bank Reconciliation Report for October and November. Mr. Davila and Mrs. Smith were unable to review these. These were deferred to the next meeting.

2. Financial Statements for October and November 2014. Mr. Sommers made a motion to accept the October 2014 Financial Report. Seconded by Mr. Williamson, Jr. Motion carried.

Mrs. Cook made a motion to accept the Financial Report for November 2014. Seconded by Mr. Nielsen. Motion carried.

3. Then and Now Certificate. Mrs. Smith stated this is for Lakeland Management on two change orders. An agreement on these two (2) items had been reached.

Mr. Nielsen presented:

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

Mr. Sommers made a motion to accept Resolution No. 2014-49. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

4. Temporary Budget Appropriations for 2015.

Mr. Nielsen presented:

A RESOLUTION AMENDING THE TEMPORARY BUDGET APPROPRIATIONS FOR THE LORAIN PORT AUTHORITY FOR CALENDAR YEAR 2015.

Mr. Brown made a motion to accept Resolution No. 2014-50. Seconded by Mr. Bansek. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed.

5. Marine Patrol 2014 Year End Activity Report. Mrs. Smith reviewed the Report stating there were only five (5) citations and arrests, 230 warnings, 2 boat accidents, seven (7) search and rescue cases with six (6) lives saved. The Marine Patrol is getting more involved in the Black River Clean-up Events and other events and they continue to help with the Cleveland Airshow security. Boater education programs have increased this past year.

6. 2015 Marine Patrol Program Application. Mrs. Smith stated she needed Board approval to apply for the grant.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES, DIVISION OF WATERCRAFT FOR FUNDING THE 2015 MARINE PATROL PROGRAM.

Mr. Williamson, Jr. made a motion to accept Resolution No. 2014-51. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

7. Lorain National Bank – Depository Agreement for Deposit of Public Funds.
Mr. Sommers made a motion to approve the Deposit of Public Funds. Seconded by Mr. Mullins. Motion carried.

E. By-Laws and Personnel Committee. Mrs. Cook stated additions are being made to the ByLaws and Personnel Booklet about the Travel and Overtime Hours. Mr. Brown made a motion to accept the additions. Seconded by Ms. Carr. Motion carried.

Mr. Brown made a motion to accept a performance based wage adjustment for 2014 as recommended by the ByLaws and Personnel Committee, which would be a retroactive increase up to a 2.5% and a 2% wage increase beginning January 1, 2015. Seconded by Ms. Carr. Motion carried.

V. Public Comments

Donald Kaspar with the Lorain Sailing and Yacht Club Board and Ryan Pinter Lorain Sailing and Yacht Club Commodore concerning Grants. Mr. Novak stated he would contact the City and get back to them.

Gail Bonsor presented invitations to the Board members for the International Tree and Train Display.

VI. Other Business – Executive Session

Mrs. Cook made a motion to enter Executive Session for the purpose of discussing Personnel. Mr. Nielsen seconded the motion. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

Mr. Davila made a motion to return to Regular Session. Seconded by Mr. Mullins. Motion carried.

VII. Direct Deposit.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE BYLAWS RULES AND REGULATIONS FOR THE AGENCY.

Mr. Brown made a motion to accept Resolution No. 2014-52. Seconded by Mr. Nielsen. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

VIII. Adjournment.

There being no further business to come before the Board, Mr. Brown made a motion to adjourn. Seconded by Mr. Nielsen. Motion carried. The meeting was adjourned at 8:23 p.m.

Carl Nielsen, Chairman

Richard M. Novak, Executive Director