

**CONTRACT MANAGEMENT COMMITTEE MEETING
LORAIN PORT AUTHORITY
June 11, 2013**

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

Board Members: Mrs. Cook, Noland; Messrs. Davila (6:36 p.m.) and Nielsen (6:43 p.m.).

Staff: Richard Novak, Executive Director
Yvonne Smith, Accountant
Ralph Bruening, Events Coordinator and Facilities Manager

Guests: None

I. **Roll Call** - The meeting was called to order at 6:32 p.m. by Bradly Mullins, with roll call indicating a quorum present.

II. **Disposition of Contract Meeting Minutes** - The minutes of January 8, 2013 Contract Management Committee Meeting minutes were presented for approval. Motion by Mr. Brown to accept the minutes. Support by Ms. Carr. Motion carried.

III. **Report of Chairman –**

1. Ferry Terminal Building Office Furniture Contract. Mrs. Smith indicated that she prepared a spreadsheet to show a comparison of the proposed costs for the furniture for our new offices. She indicated that it was put together to show that we were comparing apples to apples. Mrs. Smith also indicated that the amount had to be kept under \$25,000.00 so that formal bids would not have to be completed. Some quotes were over the \$25,000.00 amount and the staff recommends that those be eliminated. The City Desk is a used furniture company. The remaining companies are Bobel's Office Plus and Commercial Works. Bobel's Office Plus is a Steelcase product and they were able to give the Agency a very good government price. This is top of the line furniture with a lifetime guaranty and they are local. Commercial Works' product is made in China. According to the quote given, Commercial Works' quote is for their top of the line product. The staff is recommending Bobel's Office Plus. Commercial Works is a Cleveland Company, which may have hidden costs. Mr. Sommers made a motion to recommend to the Board to contract with Bobel's Office Plus for office furnishings for the Ferry Terminal Building. Seconded by Ms. Carr. Motion carried.

2. Carnegie Library Agreement. Mr. Novak stated in April 2013, the Board authorized us to accept the transfer of property from The City of Lorain to the Lorain Port Authority for the old Streator Park (Carnegie) Library. At that time, we did not have an Agreement. This Agreement is in your packet and is being given to you for informational purposes. Mr. Bosky put this together. Along with that, a Resolution was prepared authorizing the Lorain Port Authority to enter into an Agreement with the Black River Historical Society. The Agreement is in the process of being completed. The City asked if the Board would provide Mr. Novak with

the authorization to work with Mr. Bosky in order to have that Agreement prepared because the City would like to close this deal next week. We did complete the environmental review of the property and there were no major issues. There is asbestos in the Building in the tile floor. It is not an issue if you do not disturb it. There is also asbestos in the heating system. There is a dirt floor section, which needs to be cleaned up. Estimates have already been given to clean this portion up. There is also lead based paint; those reports have been turned over to the Architect for the Historical Society to review. From the Port Authority's standpoint, there is nothing liable on our part. Mr. Novak stated he talked to the USEPA about the mechanics of this once we accept the transfer; we have the Report to stand behind. That Report absolves the Agency of everything. If there is a major problem, that would go into a superfund category and we would be eligible to receive monies for clean-up. The City has the funds to do the necessary clean-up. That is an issue that needs to be resolved between the City and the Historical Society. They have loan monies as part of the Brownfield Grant that they have. We have a Resolution that would allow us to prepare the Agreement and close out this Project. Mr. Mullins made a clarification that this Resolution would authorize Mr. Novak to discuss with the Historical Society and the City. This would be a transfer of property. There were some deed restrictions; however, these are not as stringent now due to a Court order. Mr. Novak is asking the Board to work with legal counsel to prepare the necessary Agreements with the City that would now go between the Lorain Port Authority and the Black River Historical Society. Mr. Nielsen stated that the Committee would like to see the Agreement before authorization to sign is given. Mr. Novak stated that he and Mr. Brosky will work on the Agreement and bring it back to the Board for review.

3. Horseshoe Casino Agreement. Mr. Novak stated that a draft agreement for the Horseshoe Casino was presented. This Agreement is for the Agency to receive \$15.00 of free slots play for anyone that rides the Jet Express. The insurance requirements have been increased to name the Horseshoe Casino as an additional insured. This went from \$2 million for the bus lines to \$5 million for us. The Agency has that in place. There was concern concerning a "Borrowed Servant," onboard the Jet Express. This is someone that is not employed by the Jet Express. Insurance needed to be placed on that aspect. Mr. Williamson, Jr. made a motion to recommend to the Board the Horseshoe Agreement upon legal counsel reviewing this Agreement. Seconded by Ms. Carr. Motion carried.

IV. Other Business - None.

V. Adjournment - There being no further business to come before the Contract Management Committee, Ms. Carr made a motion to adjourn. Support by Mr. Sommers. The meeting was adjourned at 6:57 p.m.

Bradly Mullins, Chairman
Contract Management Committee

Richard M. Novak, Executive Director