

**Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Port Office
Tuesday, November 10, 2020, at 7:00 p.m.**

Board of Directors: Messrs. Bansek, Davila, Kuszniir, Mullins, Nielsen, Sommers, Veard and Zellers and Mr. Zgonc

Staff: Tom Brown, Executive Director
Tiffany McClelland, Economic Development Director
Yvonne Smith, Accountant
Kelsey Leyva-Smith, Office Manager
Michael Brosky, Esq., Attorney

Guests: Mayor Jack Bradley

I. Roll Call

A. The meeting was called to order at 7:01 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. October 13, 2020, Regular Board Meeting: Mr. Mullins asked if there were any questions, changes or corrections. Mrs. Leyva-Smith said she had to update her name to reflect her recent marriage. Mr. Sommers moved to approve the minutes as corrected. Mr. Kuszniir seconded. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence received:

a. Mr. Brown said the Winterfest Committee reached out about a parade taking place on November 28. This year Main Street, Growth Corp, Lorain Proud and others are all collaborating. The Train Station will be like a shopping window. The International Trees and Trains Display will be ready for viewing but no one will be allowed inside. The group is building a temporary Santa's house in the picnic pavilion. They're

doing their best to keep a safe distance and be creative to bring people down here.

- b. Yesterday was Mile Marker 00 Ribbon Cutting at Oasis Marinas at Port Lorain for the Lorain County Metro Parks' bike trail. Mr. Brown said he plans to ride the trail in the future. Mr. Jim Ziemnik was very complimentary to the Port and our partnership. Mr. Brown is meeting with Mr. Ziemnik and a design team tomorrow to discuss enhancing the site further.
- c. Veterans Day is tomorrow. In figuring out COVID-19 adjustments, Mr. Brown was approached by the Veterans Council. The group normally has a ceremony in the building but not everyone was comfortable. It is now being changed to an outdoor, drive-thru event. Radio station WOBL will be broadcasting the ceremony for veterans. It will be condensed for live radio, but vets are happy. The event will be right around the Train Station, using our three flag poles.

B. Executive Director

- 1. 2020 Grounds Maintenance Report: Mr. Brown said by the time you talk about the projects, garbage services, repairs, site maintenance and capital improvements, it's about a \$350,000 haul this year. This is good because we're on budget. We pivoted in many ways due to COVID-19 and he thinks the Port is in a good place. Mr. Brown said we caught up this year and got ahead of the curve in some ways. Black River Landing saw a lot of improvement. We started the year with the painting of steel components. One missed area will be rectified, but overall, very good quote and happy with the turnout of the project. All the tan steel was repainted. The stage top was repaired which adds several years to its lifespan. Mr. Brown said we also added concrete to the front of the stage to prevent the muddy mess that used to happen when it rained. Areas where tree roots had affected the walking trail at Black River Landing were repaired. A new camera system was installed in the Train Station. The old ones were outdated and clunky. BCT Alarm Services updated the whole

system and 10 cameras are now viewable through an app and a website. Recently the Lorain Police Department approached us to add additional cameras, through their system, to our festival site with funding from the CARES Act. They will be adding four cameras to the picnic pavilion and the footage goes right to police dispatch. We do get vandalism on the site occasionally, so Mr. Brown said he's happy to have a police presence at Black River Landing even if it's digitally. It should be up and running in a couple of weeks. We also consolidated fire alarm companies so now both buildings are managed by BCT Alarm Services. We did a lot of irrigation repairs at Black River Landing. Mr. Brown said the light on the large flagpole behind the office was done last year but the LED was too bright and became a nuisance to some people across the river, so we had a new ground light installed last week. Moving on to the Black River Wharf, the front sign was redone by an eagle scout. He replaced the barn siding, power washed it, and repainted it to look new. Mr. Brown said as part of our agreement with Oasis Marinas we also completed a few projects over there this year. Aluminum gangplanks were installed on all docks and have been well received by boaters. We also tackled the jet ski docks and some landscaping updates. The Port will be reimbursed by Oasis in the next year for the landscaping area around the building. The entire marina parking lot was also redone. Lakeside Landing saw changes related to our partnership with Lorain County Metro Parks and Mile Marker 00 of the bike trail. Three flag poles and signs were removed but a new sign was added. Mr. Brown said a future project may involve adding bike racks at the location. Lakeside Landing also saw concrete repairs, including the leveling of a bench. The old water fountains/pumps that were previously used during Port Fest were removed from the property, too. Dead trees were removed from the site and a storm took out about two trees and many branches. The phragmite mitigation project at the Dike Disposal Site started, too. The area was sprayed. Once the phragmite is removed, new native plants will be added. Victory Park received tree removal, lawn

treatment and new landscaping around the monument. The bent utility pole was removed and replaced by underground electric. Up lighting of the trees and flag poles was added, too. Next year, we plan to reseed the grass in front of the office. It's very drought susceptible and an invasive bug affected it this year. Mr. Brown said he wanted it done this fall but timing and weather didn't work out. We're planning on the spring and considering a small irrigation system to help keep it green. There are also areas of grass around the office that don't grow, so those will be addressed as well. Mr. Brown suggested tackling the Black River Wharf parking lot and having it crack-sealed and coated. He opened the floor to suggestions or recommendations. Mr. Mullins said 10 lights are out on the pier. Mr. Brown said we're navigating a warranty issue with Shiffler, the installer. The driver they installed has had numerous problems. We requested all new and are waiting for a response. Mr. Bansek said he did preliminary work after the intern's marketing survey. The cost would be between \$12,000-27,000. He talked with Ms. McClelland and they think we can use social media and technology to our advantage. Mr. Bansek sees it as less money and a greater impact. We could run three or four educational ads for around \$2,500 instead of investing in a survey that people may not respond to. Where he works, the surveys they distribute receive around a 12% response rate. Mr. Bansek said he doesn't want to spend \$12,000-27,000 for a 12% return. He wants to take this to committee. Mr. Zgonc asked about the street signs at Victory Park. He thinks it detracts from the site. Mr. Brown said the traffic set up is a bit new, but we'll keep on it. Our logo shows well on the new blue flag.

- 2. Swings Project:** Mr. Brown said in traveling to different places it sparked a new idea for the Port. We have sponsor programs, like the benches and flag poles. He wants to test run a new program. Mr. Brown said we have great views, so he contacted a company about poly-coated steel swings. The concept going forward is we're going to install two swings. One will be at the top of the hill at Black River Landing looking at the Bascule Bridge

and the other will be at Lakeside Landing. The swing are about 6-feet long and can fit three people. The company gave us a good price for bulk. It's about \$1,400 for the swings and freight. We're working an install price. Each swing has a plaque, and the first two will say "Take a moment to enjoy the view" with our new full-color logo. Mr. Brown thinks they'll be wildly popular. Oasis Marinas loves the idea. They want to add swings to the flower beds along the pier. It also invites community involvement. A decision that needs to be made is what color swings we plan to use. We ordered one yellow and one orange, but every color of the rainbow is available. Mr. Brown wants Roy G. Biv, in order, along each of our sites. This option is Tom's Taste the Rainbow. The swings aren't that close to each other, but it would represent all of the colors. Ms. McClelland said orange and blue swings would be down the pier, matching Oasis Marinas colors. Mr. Brown said Erie Shore Wave Runners uses orange for their branding, too. Ms. McClelland presented a Google map with tentative swing locations. She explained that she and Mr. Brown agreed it would be better to establish locations and color options rather than let it be a free for all. They walked around Black River Landing to gauge the best views. The second color scheme option is "Tasteful by Tiffany." She keeps the blue and orange on the pier and then has sunset colors in order along Lakeside Landing. Then at Black River Landing the swings would be yellow and blue to match the Port's colors. Mr. Brown said he likes both but wanted board input. He thinks people will embrace this and enjoy it. Mr. Mullins asked about the cost. They said \$1,400 but we're working on the install price to establish a price point for sponsorships. Mr. Zgonc asked if the cost would be similar to flagpole sponsorships? Mr. Brown said yes. Ms. McClelland said the locations are also up for debate. Mr. Brown said Riverside Park has some challenges with the raised boardwalk blocking views, but he is open to suggestions. Mr. Kuszniir asked about where the first swings are going? Mr. Brown said the first will be on the hillside at Black River Landing and the other will be at Lakeside Landing. Mr. Mullins

said if people are paying for it, they'll probably want to pick the color, too. Mr. Bansek said he is one for color uniformity, so we don't create a potential problem if people want to get too creative. Mr. Sommers said it's a great idea and Mr. Bansek agreed. Mr. Brown said we have time to decide. Once they arrive, we could have the yellow swing installed at Black River Landing in case the board goes with "Tasteful by Tiffany." To install the swings, they'll dig post holes, pour concrete and it's good to go. We should have first ones in 3-4 weeks and hope to install them as soon as possible. After we get the first two installed, we can take pictures, get a sponsorship package together, advertise and then off we go. Mr. Brown said the only missing colors would be green and purple. We have about a month to ponder color schemes. Mr. Zellers said Brad had a good point about people investing and getting to pick the color. He also agrees with Mr. Bansek's point and suggested a list of five colors or so to pick from. Maybe a different color scheme at different locations. Mr. Mullins asked about the maintenance. Mr. Brown said they're relatively maintenance free, but we may factor that into the sponsorship fee. Mr. Zgonc asked if an upgrade was a possibility. Mr. Brown said for us this swing is the top option. Mr. Sommers asked if it could be power washed if needed. Mr. Brown said yes. They have strong poly coating.

- 3. ODNR Coastal Management Assistance Grant Program:** Mr. Brown said we were lucky enough to get an award. We submitted a preapplication and they approved it and encouraged us to apply for a full grant. The proposal we submitted was for a \$100,000 grant, which is a 50/50 grant. We're going to partner with the Lorain County Metro Parks, and we would each contribute \$25,000. What they envision where the flagpoles used to be at Lakeside Landing is some type of open area, cleaning up the bluff, an observation area with probably a bike repair station. Mr. Brown said he plans to meet with Mr. Jim Ziemnik and his design team Thursday morning. The application is due in December.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES OFFICE OF COASTAL MANAGEMENT FOR THE OHIO COASTAL MANAGEMENT ASSISTANCE GRANT PROGRAM.

Mr. Bansek moved to approve Resolution No. 2020-30. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

4. Navigational Aids Grant Request Application: Mrs. Leyva-Smith said each year we attempt to receive replacement buoys through the ODNR Navigational Aids Grant Program. In the prior years we've received six to seven buoys to maintain the markers we manage on the shores of Lake Erie. Mrs. Leyva-Smith said she put together the application and is looking for board support. There is no monetary investment involved. Applications are based on the location of the buoys and how much they contribute to safe boating. We're required to maintain the buoys by placing them and removing them each year, and this is something we already do annually.

Mr. Mullins presented:

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

Mr. Sommers moved to accept Resolution No. 2020-31. Second by Mr. Zellers. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

C. Economic Development Director

1. Kelleys Island Ferry Boat Line Project Update: Ms. McClelland said the keel lay started in early August. The keel lay is basically a bunch of metal in piles so the Coast Guard can look and see the steel they're cutting for the vessel. There are weekly project meetings to go over photos and project details. Up until August it was a lot of engineering and ordering of the parts. Things are moving pretty quickly. Through the month of August metal was cut and in September the boat starts coming together.

Everything on top of the jig is part of the vessel. It isn't a long build process. They take a lot of photos and keep us in the loop through every step. September saw a lot of cutting of parts. Everything is numbered with where the piece is going and how it's getting welded together. A door was cut out for the passenger compartment. In October, compartments started taking form. The boat is being built in four sections and two are completely done. The other two are in construction. Ms. McClelland said we lucked out because the vessel was going to be built outside until they were going to assemble it, but they signed a few contracts before ours and now our boat is being built completely inside. This year they've experienced a record number of hurricanes, but it hasn't affected our build schedule. Mechanics, including the engine and piping, are in the underside of the vessel. In November Ms. McClelland said she traveled to do an inspection with the entire team. Everything is going great. A slight alteration was needed, and it can be taken care of, so the timing of the trip was great. If other components had been added it could have been a larger issue. The pilot house on now. A crane will be used at the end to attach the topmost piece. Four individuals from Kelleys Island attended the team inspection. Based on the 14 project milestones, six have been completed and four have been paid for. This equals about 44% of the contract. Ms. McClelland said it's coming together quickly, and construction is a little ahead of schedule. Piping has started and painting started this week. Everyone is extremely happy. We are in a really good place right now with milestones and the project schedule. There have been 12 hurricanes so far, but we were not set back any days. Mr. Mullins asked about completion date. Ms. McClelland said construction will be done May 21, 2021 and then it will arrive by June 28. Mr. Brown said drive shafts are on a little bit of a hold and that's what is holding up the schedule. Mr. Mullins congratulated Ms. McClelland on the project progress.

2. Inclusive Project Planning Grant: Ms. McClelland said this Inclusive Project Planning Grant is currently available through JobsOhio. We've

been working with city to get one of these grants. How it works is JobsOhio has pre applications go through their regional partners. For us that is Team NEO. Ms. McClelland said we've been working closely with Team NEO because they want to try to help Lorain. Together they've been trying to determine the best approach to move Lorain forward. They also wanted to identify the priority sites. Basically, it includes the pellet terminal site, south end of Black River Landing and then the 24 acres of Port property near the boat launch. The grant is specifically focused on a scope of assistance. In looking at that scope, Ms. McClelland said she and Mr. Max Upton with the city noticed we've never really had a marketing industry study. What is the city going to be next? What can the market bear? In conversations with Team NEO they agreed a market study would be a great idea. Team NEO is highly encouraging us to submit a preapplication for a market study on the three sites identified as priority. JobsOhio has not yet made it clear how the money flows, so Team NEO brought in one of their partners. Ms. McClelland said they had a great conversation about what a market study would look like, what information we would get out of it, if it would benefit the City of Lorain and who it would benefit. That group is going to provide a proposal for what a market study would cost. The grant is a maximum of \$20,000 and it's a 50 percent match. They think the study will exceed that amount. At some point soon, likely by December, we, along with the city, need to come up with \$20,000 to match for this. City of Lakewood did this a few years ago and it brought large developers to the table. This is one step to hopefully get additional funding later. No action needed tonight. Mr. Zellers said it sounded like a great idea. Mr. Zgonc asked about the pellet terminal. Ms. McClelland clarified it's the two finger piers. Mayor Bradley said the city supports it. Team NEO is excited about working with Ms. McClelland and Mr. Upton.

- 3. Port Property Zoning:** Ms. McClelland said this is something we need to talk about quickly because the city is adopting a new zoning code for the city. It's prevalent to us, before the code is accepted, to make sure we're

happy with the zoning of our properties. Black River Landing and the area down to the boat launch is currently proposed to be zoned as MU, or mixed use. Ms. McClelland wants to be sure it's the use we want for it. It'll be a little bit easier to get ahead of it rather than trying to change the zoning again later. Previous board conversations about the future of the 24 acres was typically related to an industrial development and not a mixed-use development. She suggested maybe calling a committee meeting to discuss this in greater detail. Ms. McClelland said industrial is the current zoning of the 24 acres and she wants it to stay industrial. Mr. Brown agrees. He thinks changing the zoning to mixed used now could limit future opportunities. Mr. Brown said not dirty industry. Mr. Kuszniir recommended the topic go to the Strategic Development Plan Committee. He also asked when the city was meeting to discuss zoning? Mayor Bradley said the third work session is on Thursday. He recommended talking to Mr. Upton sooner than later. Mr. Kuszniir asked if the zoning request would be before or after the market study. Ms. McClelland said Mr. Upton has done a lot to update Lorain's zoning so they're probably not going to wait for market study. We may end up having to change a property's zoning in the future, but it's easier to switch to mixed use than to switch to industrial. Mr. Mullins and Mr. Sommers agree with keeping the 24 acres industrial. Mr. Kuszniir asked if it was just a few parcels. Ms. McClelland said yes, we're talking about the 24 acres near boat launch. Not all our properties changed. Mr. Brown said a lot on Alabama Avenue might be affected, too. Kuszniir said he trusts Ms. McClelland and Mr. Brown's direction with preferred zoning. He agrees it's long overdue. Mr. Sommers asked what Ms. McClelland needs from the board? Ms. McClelland sad she's looking for guidance or a recommendation from the board. Mr. Zellers clarified the area is from the railroad bridge south. Ms. McClelland said yes. Mr. Mullins said it sounds like it would be mostly the same south of the bridge. Mr. Brown said the former Lorain Yacht Club he wants to stay B-2. Mr. Veard said it's easier to go down then up with

zoning. The board supports the direction recommended by Ms. McClelland and Mr. Brown.

4. PACE: Mr. Brown said Ms. McClelland presented at Elyria City Council last night and they want to join our ESID. Elyria Township will soon be offering PACE Financing, too. We're talking with Vermilion and Avon Lake as well. Mr. Brown said the Energy Special Improvement District is growing rapidly. Mr. Mullins asked if Elyria Township allowed us to work with anyone in the county? Ms. McClelland said we need to get Sheffield Lake involved but we're almost there.

V. Report of Committees

A. Contract Management Committee

1. MTC Horticultural Services Proposed 2021-2023 Grounds Maintenance Contract: Mr. Zellers said the committee met before the full board meeting to talk about the proposed contract. The committee recommended accepting the contract for roughly the same price as before. No objections.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH MTC HORTICULTURAL SERVICES FOR PROFESSIONAL SERVICES RELATIVE TO THE 2021, 2022 AND 2023 LAWN MOWING AND GROUNDS MAINTENANCE OF LORAIN PORT AUTHORITY PROPERTIES.

Mr. Sommers moved to approve Resolution No. 2020-32. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

B. Strategic Development Plan Committee

1. Mr. Kuszniir said he had no report.

C. Marketing and Public Affairs Committee

1. Mr. Bansek said he will follow up with Mr. Brosky with a question he has related to the levy committee.

D. Grounds Maintenance and Capital Improvements Committee

1. Mr. Nielsen said we had a great presentation earlier tonight.

E. Financial Planning and Audit Committee

1. September 2020 Financial Statement: Mrs. Smith said she was unable to meet with a board member to review the financials, so both September and October will be held until December.
2. October 2020 Financial Statement: Held until December.

F. Bylaws and Personnel Committee

1. Mr. Sommers said he had no report.

VI. Other Business

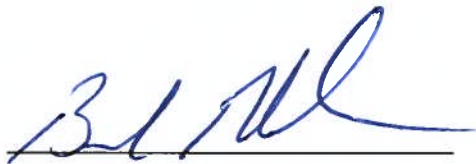
- A. Mayor Bradley asked about the Port getting involved with the park across the street from the Water Department. He said we did great with Victory Park. Mr. Brown said he'll get back to the Mayor. He's happy to collaborate and contact our landscaping group to come up with a concept. The Port taking on more property may be difficult, but he thinks he can give ideas for maintenance solutions.

VII. Public Comment

- A. None.

VIII. Adjournment

- A. There being no further business to come before the board, Mr. Davila moved to adjourn. Mr. Bansek seconded. Meeting adjourned at 8:24 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director