

**Lorain Port and Finance Authority**  
**Board of Directors**  
**Regular Meeting**  
**Zoom**  
**Tuesday, January 12, 2021, at 7:00 p.m.**

**Board of Directors:** Messrs. Bansek, Kuszniir, Mullins, Nielsen, Sommers, Zellers and Zgonc (Mr. Veard was absent.)

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

**Guests:** None

**I. Roll Call**

A. The meeting was called to order at 7:00 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

**II. Disposition of Meeting Minutes**

A. November 11, 2020, Regular Board Meeting: Mrs. Leyva-Smith there were a few corrections to minor items such as typos and spelling errors. Mr. Sommers moved to approve the minutes. Second by Mr. Bansek. Motion carried.

**III. Report of Officers**

**A. Chairman**

1. Correspondence received:

a. Mr. Brown said he had a few last-minute items. One is an email from Mr. Rice. He is the gentleman who submitted an offer for our Lakeside property that we could not come to a consensus whether or not to sell that property. Mr. Rice asked that Mr. Brown bring it up again for consideration. Mr. Brown explained it wasn't on the agenda but that he would deliver the message. There is a standing offer on the one residential lot. Mr. Brown said he will create a link to send out tomorrow to highlight where the lot is located. We can then have it on the February agenda if the board wants.

- b. Mr. Brown said he received two copies of Lakeland Boating Magazine. He and Ms. McClelland did a phone interview with them in November or December and the February issue just came out. Mr. Brown said the article features really good quotes and photos of Black River Landing and all the things the port does. There's also a little piece on Oasis Marinas. It's a feature article is about different harbors in Lorain County. Mr. Brown said he will send the link to the February edition when it's available.
- c. Mr. Brown said he also received emails from the Mayor's Office. He congratulated Mr. Sommers who was reappointed to the board. He took over Ms. Connie Carr's term and now has four more years. Unfortunately, Mr. Roberto Davila's board position was not renewed. Mr. Brown said he will prepare a commendation resolution for next month's meeting. He explained there was a bit of confusion about political parties and who was eligible to be appointed as a board member. Mr. Vassie Scott is the new selection. Mr. Nielsen knows Mr. Scott, and he will be appointed as an independent. An ordinance passed in 1964 and amended in 1967 says we can't have more than five of any political party. With our current board, we have five democrats, three republicans and one independent. Mr. Mullins asked when it takes effect? Mr. Brown said Mr. Sommer's reappointment and Mr. Scott's appointment will go to council January 19. He will attend.

**B. Executive Director**

- 1. Mr. Brown said he's hoping to meet in person in February. We're getting better at this, but Zoom is not our first choice. The office was closed to the public and staff for a little while around Christmas out of an abundance of caution while he got over an illness. He tested negative for COVID-19 but wanted to be extremely cautious. Staff has been doing a mix of in-person and remote. If any employees want to work remotely, they can. Everyone masks up and takes precautions at the office. We have a good presence even though we're not open to the public. Hopefully as vaccinations go out, we'll see a brighter 2021. He and Ms. McClelland are preparing the 2020 year in

review report and strategic plan update. It's a bit of a pain to do on Zoom, so we're hoping for in person in February. But if not, it will be on Zoom.

### **C. Assistant Director**

1. Ms. McClelland said we've been working hard to expand the Energy Special Improvement District (ESID) to help more communities than just Lorain. She said she has been talking with two cities not touching Lorain geographically, so they were strategizing how to make the connection. Ms. McClelland said the great news is today the state legislature announced they passed a bill to change the language slightly about the ESID boundaries and how they have to be contiguous. So instead of every city having to touch a current ESID boundary, they switched it up so you can do anything contiguous in your county or cities and counties contiguous county. This has opened a huge door for us to now offer PACE financing throughout the entire county. It has been a struggle working with small townships that don't have immediate projects. Ms. McClelland said the bill was not passed as an emergency, so there is a 90-day waiting period for it to take effect. At the beginning of April, it takes full effect.

## **IV. Report of Committees**

### **A. Contract Management Committee**

1. ADA Accessible Kayak/Canoe Launch Proposals: Mr. Zellers said at last meeting we narrowed it down to two proposals for the kayak launch installation. Both offered the EZ Dock system. One was Diamond Waterfronts and the other was Aquatic Custom Services. We had questions about the distribution areas and if Aquatic Custom Services could sell products in Lorain, and it really became a moot point after they updated their proposal. Their price increased substantially and is now about 10% higher than Diamond Waterfronts. He wants to recommend to the full board the approval of the proposal from Diamond Waterfronts. Mrs. Leyva-Smith said she clarified a few items with Jeremy from Diamond Waterfronts. The slight price difference from the proposal submitted in the application and the current proposal is parts were updated to the most recent generation. Jeremy

adjusted the prices to be as close to the original as possible, and the difference is less than \$1. He also confirmed that the install would still be possible even if the water depth was great than 5 feet. They will mount off the seawall if needed. As long as there is no ice and we have the permit from US Army Corps of Engineers, installation could start as early as the first couple of weeks in March. Mr. Zellers confirmed the price is still \$28,622.50? Mrs. Leyva-Smith said yes. Mr. Brown said we also learned Aquatic Custom Services was not able to sell to us.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH DIAMOND WATERFRONTS FOR PROFESSIONAL SERVICES RELATIVE TO THE ADDITION OF ADA ACCESSIBLE HAND-POWERED WATERCRAFT LAUNCH INFRASTRUCTURE AT RIVERSIDE PARK THROUGH THE 2020 PADDLING ENHANCEMENT GRANT PROGRAM.**

Mr. Bansek moved to approve Resolution No. 2021-01. Second by Mr. Zellers. Roll call vote as follows:

**Ayes: 7                      Nays: 0                      Abstain: 0                      Resolution Passed**

**B. Strategic Development Plan Committee**

1. Mr. Kuznir said he had no report.

**C. Marketing and Public Affairs Committee**

1. Mr. Bansek said he scheduled a meeting with Mr. Brown and Ms. McClelland, but it was slowed by COVID-19, so they are rescheduling a time to meet.

There will be a committee meeting prior to our regular meeting in February.

**D. Grounds Maintenance and Capital Improvements Committee**

1. Mr. Nielsen said he had no report at this time.

**E. Financial Planning and Audit Committee**

1. Mr. Kuznir said he had no updates. He hopes to meet with Mrs. Smith before the next meeting to review financials. Mrs. Smith said the year-end financials should be ready by February.

2. Mrs. Smith said she's waiting for bond balance confirmation from the bonds that we have outstanding. She has one of four back so far and needs all of them before she can close the year and upload it to the state. Mrs. Smith said she's about 99% done with the notes to the financial statement. She's waiting on a few more pieces and once that's done, it'll be a quick finish. Mrs. Smith said she would contact Mr. Kuszniir to schedule a meeting once everything is ready. Mr. Bansek suggested making Mr. Kuszniir the chairman of the financial committee. Mr. Brown noted Mr. Kuszniir is also the chairman of the strategic committee. Mr. Mullins said he'll talk with Mr. Kuszniir and Mr. Brown and get back to everyone next month.
3. Mr. Brown said we'll also need to discuss the budget next month. He said the temporary budget seems to be fairly accurate so far.

#### **F. Bylaws and Personnel Committee**

1. Personnel Policies Update: Mrs. Smith said the changes to the document were made by motion by December 8, 2020 Regular Board Meeting, but she wanted to add them officially to the document. The first change is on page 12 under vacation, and it clarifies how the board approved it for salaried employees. The other two are the title change for Ms. McClelland on page 22 and page 23. The only additional change not included in the board packet is the name of our organization. She wants to update the cover to say Lorain Port and Finance Authority. Mr. Kuszniir asked if all instances of our name would be updated? Mr. Brown said yes, we'll need to go through the whole document, but we can still approve the changes from the December 8 meeting at this time and correct our name throughout the document later. The policy changes clarified Mr. Brown's vacation time. There were preliminary discussions to change it for hourly employees but that hasn't been addressed yet. Mr. Sommer moved to approve all changes presented by Mrs. Smith, including the organization name on the cover. Second by Mr. Zellers. Motion carried.
2. Mr. Brown said he forgot to mention Mr. Brosky's compensation at the December meeting. He does a great job for us as our attorney and Mr. Brown

wants to look at increasing Mr. Brosky's hourly rate to \$125. It is currently \$100. Mr. Brosky is always quick to help us and he really doesn't charge us for a lot of hours. Mr. Brown sees it as a small gesture on our part. We're very fortunate to have Mr. Brosky and to have him at this rate. Mr. Mullins clarified amount will increase from \$100 to \$125. Mr. Brown said yes. Mr. Zellers asked Mr. Brosky if the new rate would be enough? Mr. Brosky said yes, he would be satisfied. Mr. Brown said Mr. Brosky is loyal to the board. Mr. Bansek moved to increase Mr. Brosky's hourly rate to \$125. Second by Mr. Zellers. Motion carried.

**V. Other Business**

- A.** Mr. Mullins asked if Mr. Brown had heard anything from Mr. Bob Earley? Mr. Brown said yes, Mr. Earley is planning for a full season of Rockin' on the River. Mr. Earley is in contact with the health district often and with vaccines going out they're hopeful for the upcoming season. The concerts may not be full capacity, but Mr. Earley has a few strategies floating around. After losing last year, he may raise the tickets prices a dollar or two, but Mr. Earley is full systems go. He even has preliminary plans for an Oktoberfest in October as part of his schedule. Mr. Earley got his first round of the vaccine yesterday and is supposed to visit the office soon.
- B.** Mr. Kuszniir said he attended the Lorain City Charter Commission Meeting. He thinks there are a lot of unanswered questions. Do we, as an entity, have any skin in the game, potential changes to look out for, as far as people being reappointed or on our radar? Mr. Brown said we'll have to keep a pulse as they come up with documents. He'll consult with Mr. Brosky. A charter could change some of the processes, but we'll always be protected by the Ohio Revised Code. Mr. Brosky can help us navigate the changes. Mr. Brown thanked Mr. Kuszniir for bringing it up. We'll have to gauge it as we go along.

**VI. Public Comment**

- A.** None.


**VII. Adjournment**

A. There being no further business to come before the board, Mr. Zellers moved to adjourn. Mr. Bansek seconded. Meeting adjourned at 7:31 p.m.



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Brad Mullins, Chairman



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Tom Brown, Executive Director

