

Lorain Port and Finance Authority
Board of Directors
Contract Management Committee Meeting
Port Office
Tuesday, November 10, 2020, at 6:30 p.m.

Committee Members: Messrs. Kuszniir, Nielsen, Sommers, Zellers and Zgonc

Board of Directors: Messrs. Bansek (6:42 p.m.), Davila (6:34 p.m.), Mullins (6:38 p.m.)
and Veard

Staff: Tom Brown, Executive Director
Tiffany McClelland, Economic Development Director
Yvonne Smith, Accountant
Kelsey Leyva-Smith, Office Manager
Lil, Goose Dog

Guests: None.

I. Roll Call

A. The meeting was called to order at 6:30 p.m. by Chairman Jeff Zellers with roll call indicating a quorum present.

II. Disposition of Meeting Minutes

A. September 8, 2020, Contract Management Committee Meeting: Without question, Mr. Sommers moved to approve the meeting minutes. Second by Mr. Zgonc. Motion carried.

III. Report of Chairman

A. Chairman

1. MTC Horticultural Services Proposed 2021-2023 Grounds Maintenance

Contract: Mr. Zellers said we're here to talk about the grounds maintenance contract. Mr. Brown said the last time we went out to bid was in 2017. What has happened in the past is companies underbid the project and then can't handle the sites. MTC Horticultural Services came in very highly recommended at just under \$65,000. They struggled a bit in year one. It was a lot more mulch than anticipated and we added some additional property. In 2018 we decided to open additional purchase

orders for extra projects and that helped MTC in years two and three. We've always been pleased with their performance. They work hard and they're very competitive with prices. Only a handful of issues in three years. Always rectified promptly. The site always passes the bridge test when driving by. We're very happy and have a great relationship. Mr. Brown said the new contract has few additions. The additional include an extra treatment for hand weeding and fall cleanup and additional mowing in the fall. After it's all said and done, this new 3-year contract is a 2.75 percent increase that is locked in for three years. Mr. Zellers confirmed it's a fixed amount and Mr. Brown said yes, the contract would be \$74,405 in 2021, 2022 and 2023. Mr. Sommers said Black River Landing always looks nice. Mr. Zellers asked if the terminology was correct in the resolution language. Mrs. Smith said yes, the resolution had been used for many years. Mr. Nielsen moved to recommend it to the full committee. Mr. Zgonc second. Motion carried.

IV. Other Business

- A.** Mr. Brown brought up the Lorain Rotary Sunset Pier Project and their recent ask for us to be their fiduciary. After talking with Mrs. Smith and considering the options, she and Mr. Brown agreed it didn't make sense for us to accept donations on the Rotary's behalf as it complicates the process. The circumstances are different when we have a grant in place, such as our acting as the fiduciary for the Kelleys Island Ferry Boat Line Project. Mr. Brown said it would be possible for us to act as fiduciary for the Rotary Club, but we would need to negotiate a fee. The project is to build an 800-foot pier on the west side of Lakeview Park. Mr. Brown said the Rotary Club is receiving donations, but he and Mrs. Smith don't want to act as fiduciary for them until a grant is secured. Mr. Zellers confirmed KIFBL Project was different because that project already had a federal grant in place. Mr. Brown said yes. The Rotary Club applied for a grant that's distributed in 2022. Mr. Zellers asked if Mr. Brown's opinion would change if a grant was involved. Mr. Brown said yes, his feelings would change if Rotary had the funding behind it. It is

premature for the Port to get involved at this time. Mr. Veard said part of the problem is they want to do samples. Mr. Zgonc asked if we have the staff and time to focus on the Rotary project. Mr. Brown said yes. Mr. Brown said he plans to start researching what the structure would look like if they got the grant funding. Mr. Sommers asked where the pier would go. Mr. Brown said it would be west of Lakeview Beach. Mr. Zgonc asked where this would fit in our strategic plan. Mr. Brown said it would if we could establish a fee structure for managing the project.

V. Adjournment

- A. There being no further business to come before the board, Mr. Sommers moved to adjourn. Second by Mr. Zgonc. Meeting adjourned at 6:45 p.m.



Jeff Zellers, Chairman

Tom Brown, Executive Director