

Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Zoom

Tuesday, December 8, 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: None

I. Roll Call

A. The meeting was called to order at 7:09 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Report of Officers

A. Chairman

1. Correspondence received:

a. Mr. Brown said he had no correspondence. Today we executed the sale of the California Avenue property to Mr. Tony Horn's business with the approval of Mr. Brosky. He is also coordinating the sale of a second property with Mrs. Trudy Salim.

B. Executive Director

1. Mr. Brown said he had nothing else to report.

C. Economic Development Director

1. Ms. McClelland said she had nothing to report.

III. Report of Committees

A. Contract Management Committee

1. ADA Accessible Kayak/Canoe Launch Proposal: Mr. Zellers said we received three proposals. We've decided to get more info from Diamond Waterfronts and Aquatic Custom Services. They both offer the Z Dock System. After we

have a Zoom meeting with the two companies, we will come back in January with an update. The contract committee should be able to make a recommendation to the full board at that time.

2. 2021 Litter Control Contract: Mr. Zellers said it is the same contract as presented in 2020. The committee recommended the full board approve the contract.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE MURRAY RIDGE PRODUCTION CENTER, INC. FOR THE GENERAL CLEAN-UP OF LITTER AND DEBRIS GROUNDS SERVICES FOR PROPERTIES OWNED BY THE LORAIN PORT AUTHORITY.

Mr. Davila moved to approve Resolution No. 2020-33. Second by Mr. Veard. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

3. 2021 Lighthouse Tour Agreement: Mr. Zellers said this is the last agreement reviewed tonight. The committee recommended approving it with the start date of May 15, 2021. Mr. Sommers moved to amend the start date of the contract to May 15, 2021. Second by Mr. Bansek. Motion carried.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE LORAIN LIGHTHOUSE FOUNDATION, INC. REGARDING THE PROVISION OF THE 2021 SHUTTLE BOAT SERVICE TO THE LORAIN LIGHTHOUSE.

Mr. Kuzsnir moved to approve Resolution No. 2020-34 with the amendment. Second by Mr. Zellers. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

B. Strategic Development Plan Committee

1. Mr. Kuzsnir said he had no report.

C. Marketing and Public Affairs Committee

1. Mr. Bansek said there will be a meeting in January prior to the regular meeting.

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. September 2020 Financial Statement: Mrs. Smith said she was able to go over the financials with Mr. Davila digitally and over the phone. Mr. Davila said he reviewed fixed expenses. He examined the payroll and who is getting paid by the port authority, including employees and contract labor. Mr. Davila said everything else looks good. Mr. Davila moved to approve the September financials. Second by Mr. Bansek. Motion carried.
2. October 2020 Financial Statement: Mr. Zgonc moved to approve the October financials. Second by Mr. Nielsen. Motion carried.
3. November 2020 Financial Statement: Mr. Bansek moved to approve the November financials. Mr. Sommers seconded. Motion carried.
4. Marine Patrol Year End Activity Report: Mrs. Smith said the year-end report had a lot of information packed in it. She said no citations were issued by our officers this year, but they did issue warnings. Mr. Bansek finds it amazing that no citations were issued. Mr. Mullins agreed and remembered only one citation the year prior.
5. 2021 Marine Patrol Grant: Mrs. Smith said this is the 2021 request for the Marine Patrol Grant. Mr. Brown said he's talking to the Lorain Police Chief about some salary and administrative questions. The grant is due December 15. Mr. Brown explained with how the resolution is worded, he has the discretion to file the application and not accept it if we receive it, or not apply at all if he doesn't receive satisfactory answers to his questions. He said the Marine Patrol is a vital component for safety, especially with the Coast Guard reductions. He just wants to be sure we're administering the grant correctly and still have the police department's support. Mr. Mark Tomlin was promoted to sergeant and he will not be a marine patrol officer next year. We want to be

sure we have someone dedicated because the in-kind contribution and budgeting for the grant.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS AND WATERCRAFT FOR FUNDING THE 2021 MARINE PATROL ASSISTANCE GRANT PROGRAM.

Mr. Zellers moved to approve Resolution No. 2020-35. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 7 Nays: 2 Abstain: 0 Resolution Passed

6. Correction: Mrs. Smith said we had a budget amendment in May 2021. In the supporting document she budgeted an advance when you can only budget transfers. She is requesting a motion to correct Resolution 2020-15, which is for the budget amendment. Mr. Davila moved to make the amendment. Second by Mr. Mullins. Motion carried.

F. Bylaws and Personnel Committee

1. 2021 Employee Compensation: Mr. Sommers referred to Mr. Brown. Mr. Brown said every December we talk about staff compensation for the upcoming year. Because we're on Zoom and broadcast live, it makes it more difficult to have an executive session. We can do so if needed. He said had a conversation with Mr. Nielsen, Mr. Mullins and Mr. Sommers prior to tonight's meeting. With no one requesting an executive session, Mr. Brown continued by saying the first part is fairly simple. He is requesting a 3% cost of living increase for Mrs. Smith, Mr. Brown, Mrs. Van Wagnen and Mrs. Leyva-Smith. The deeper conversation is about Ms. McClelland. She started as an intern and worked her way up. Ms. McClelland has furthered her education and Mr. Brown believes the Port was instrumental in that. He said our strategic plan includes employee retention and training. Ms. McClelland earned a new certification this year as an economic development specialist. Mr. Brown said as they attend more events and as Ms. McClelland makes more presentations, people are starting to take notice. When people take notice in

the industry, they start offering jobs. Mr. Brown said one area where our organization is lacking is that we don't have a transition plan in place. Given time and experience, Mr. Brown said he thinks Ms. McClelland could be the next director. She's at \$62,000 right now, but there were a couple of items to consider. One item is to identify Ms. McClelland's actual starting date. Mr. Brown wants to honor the time when she was a 50/50 employee between the city and the port. This allows for additional vacation time. The second item is a pay increase. He recommends changing Ms. McClelland's title to assistant director. With that title would come the authority to be a signatory and the next in charge if Mr. Brown is out of town. If approved, we will be updating the flow chart, our bylaws and the job descriptions. Mr. Brown said he researched salaries and he is asking make Ms. McClelland's 2021 salary \$72,000. In total, including all employees, this is a 5.8% increase from base salary. He sees it as giving the organization stability and keeping our people in place. Mr. Mullins said they looked at what it would cost to replace Ms. McClelland if she left and finding talent right now is extremely difficult. He sees the promotion as a win-win for the organization and said it keeps the positive momentum going into 2021. Mr. Zgonc asked about her current title and responsibilities. Mr. Brown said Ms. McClelland will still do the same job and focus on economic development. The economic development division of our organization will be under Ms. McClelland on the flow chart. Mr. Zgonc recommended an additional \$5,000. Mr. Mullins said over 5% is typical for a promotion and her additional responsibilities were taken into consideration before tonight's meeting. Mr. Bansek said he agrees with Mr. Nielsen and Mr. Mullins. He said Ms. McClelland brings a lot to the table and we want to hold on to her and her homegrown knowledge. Mr. Brown said he also spoke with Ms. McClelland and everyone was comfortable. We want to keep our talent here. Mr. Brown thinks highly of Ms. McClelland and thinks we have a great team. Everyone is happy who interacts with her. Mr. Zellers said it's well deserved. He wants next year to talk about employee compensation sooner than the December meeting. As economic development gets stronger and

stronger, maybe we can develop a bonus structure based on economic development. Mr. Mullins said we may not be able to do bonuses as a port authority, but he wants to look into it, too. Mr. Brown said it couldn't be a commission, but we may be able to set a bonus amount. He said we can look into staff compensation earlier next year, too. Mr. Sommers said he wants the discussion to start in October 2021. Mrs. Smith reminded Mr. Brown about an adjustment to vacation time. Mr. Brown said this year with COVID-19 has taught us a lot and one thing we learned is that the office is pretty efficient. And now that we're working remotely and have salary employees, time off is a valuable commodity. He wants to reward the salary port employees with an extra week off. Currently, people working at the Port do not get a fifth week of vacation until the 25th year. Mr. Brown is asking the board to amend the policy to add a fifth week of vacation after 15 years of service for salary employees. Mr. Sommers agreed and moved for the fifth week of vacation after 15 years. Mr. Veard seconded. Motion carried. Mr. Kuzsnir then moved to approve the wage increases as presented. Second by Mr. Sommers. Motion carried. Mr. Davila said he didn't like that the financial committee didn't meet before the employee compensation recommendation was made. How can we be sure we have the funds to pay for this? In future, he wants it to go to the financial committee first. Mr. Mullins said he and Mr. Nielsen spoke with Mr. Brown and felt the money was there. Mr. Brown said he would not have come to the board if he didn't feel so strongly that we could afford it. With it being such an odd year, he reached out to board leadership and the bylaws committee chair, but we can do that differently moving forward. He thinks even through COVID-19 we've maintained a healthy budget. Mr. Davila said he's also concerned with what other businesses or industries are doing. Are other companies also giving raises? The schools are actually laying off employees. Mr. Mullins said it's hit different industries in different way. He and Mr. Bansek said their industries are doing fine. Mr. Mullins said the goal is to reward hard work and this is a promotion and he sees it as a fair offer. It's a competitive market out there for people with talent.

IV. Other Business

A. None.

V. Public Comment

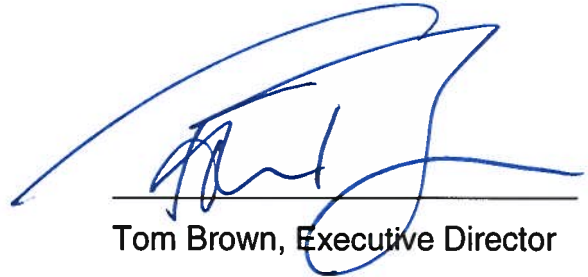
A. None.

VI. Adjournment

A. There being no further business to come before the board, Mr. Bansek moved to adjourn. Mr. Zellers seconded. Meeting adjourned at 7:51 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director