

**Lorain Port and Finance Authority**  
**Board of Directors**  
**Joint Committee Meeting**  
**Bylaws & Personnel and Financial Planning & Audit Committees**  
**Tuesday, November 30, 2021, at 5:00 p.m.**  
**Port Office**

**Bylaws Committee:** Messrs. Sommers, Mullins (5:04 p.m.), Veard and Zgonc (4)  
**Financial Committee:** Ms., Bonilla; Messrs. Kuznir, Sommers and Zellers (4)

**Board Members:** Mr. Nielsen (5:05 p.m.)

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

**Guests:** None

**I. Roll Call**

A. The committee meeting was called to order at 5:00 p.m. by Bylaws and Personnel Committee Chairman Neil Sommers and Financial Planning & Audit Committee Chairman Matthew Kuznir with a roll call indicating a quorum present for both committees.

**II. Disposition of Meeting Minutes**

- A. November 12, 2019, Bylaws & Personnel Committee Meeting: Mr. Veard moved to approve the minutes. Second by Mr. Zgonc. Motion carried.
- B. January 25, 2021, Financial Planning & Audit Committee Meeting: Mr. Zellers moved to approve the minutes. Ms. Bonilla seconded. Motion carried.

**III. Report of Chairman**

A. December 2021 Budget Amendment: Mr. Kuznir turned the floor over to Mrs. Smith. She said she wanted to start with 2022. We've had a temporary budget in place since July. At this point, she sees no sense in doing another one until we close the year and know the actual carryover. The permanent

2022 budget is usually passed in February. Mr. Brown said in the past we've passed a second temporary budget which can be somewhat confusing. (Mr. Mullins 5:04 p.m.) This year we've streamlined the process. We're covered through March 31, 2022, with our current temporary budget and are skipping an unnecessary step. Mrs. Smith said she would walk through a few changes pertaining to the budget amendment. (Mr. Nielsen 5:05 p.m.) While copies of the report were printing, Mr. Kuszniir asked what the difference was between the board packet documents and tonight's handout? Mrs. Smith said the handout is an updated balance of each line item. The shorter handout starts with the revenues in the general fund. It gives you each line item as well as what was brought in and what is outstanding. To the far right is the year-to-date percentage we've received so far. Mrs. Smith said not to worry that property taxes was at 90% because if you go down to Intergovernmental (Homestead rollback) you see \$95,000 that came in. It's an oddity between the state and county auditors and how they want you to budget the funds. You basically just combine the two line items. Then you have the ODNR Submerged Land Lease line item. It should come in any day now. Miscellaneous revenue was a covid-19 workers compensation that they sent back to everybody. Then under recreational fees, we didn't do quite as well as projected so it will be reduced. Under sale of lots we sold another piece of property, so we'll be asking for that line item to be increased by \$64,500. Oasis Marinas is paid up for this year. Mrs. Smith said she's still working on receiving a refund from CenturyLink for \$1,500. Under Black River Landing, we have not rented as much as in the past. Other Charges for Services Misc. was the LoCo 'Yaks and King Fishery lease agreements. Under Economic Development, we're still expecting a \$10,000 payment from Ms. Radhika Reddy. For Kelley's Island, we always leave everything in there until the end of the year. Once we close the year, we move what we know we're going to be receiving for that project into next years' budget. Contributions and donations are the swing sponsorships. For the Bonaminio Family we budgeted \$30,000 and ended up not needing that much, so we'll be reducing

that line item. Mr. Mullins asked if we were paid back by the Bonaminio Family? Mrs. Smith said yes. The matching amount is in the expense report. She said the Paddle Enhancement Grant and Marine Patrol Grant reimbursements came in. The Inclusive Project Planning Grant is in process. Mrs. Smith said the city should be making their payment any day now. For the KIFBL Project, we're hoping to get most of the federal funds in this year to avoid needing another federal single audit next year. The Port and Park Bike Trail Station match amount has been appropriated. Mr. Mullins asked if we only collected \$171,111 of the \$283,000, we budgeted? Mrs. Smith said the \$283,000 is the remaining balance of what we will be getting in fees but until we close the year, she always leaves the full contract amount in case we receive another payment in December. She said if we receive no additional payments this year, about \$112,000 will carry over to next year's revenues. Mr. Brown said it's fluid. We didn't experience any loss. We expected to have all the payments in by July but there were delays with the vessel. Mr. Kuszniir asked if the \$3,600 under Miscellaneous non-operating (Rockin' on the River) needed to be included in the budget amendment? Mrs. Smith explained it did not because it's a custodian fund. Moving on to appropriations, they are up to date as of today. Mrs. Smith said starting with the general fund, we have reserved for encumbrances which are purchase orders carried over from last year to this year. Final appropriation is the fourth column over. The unencumbered balance is what is available to be spent. On the far right is the percentage of year-to-date expenditures for that particular line item. Other professional and technical services is for when we sometimes need security. The one identified as (Shuttle Boat) is for captain services. The next line item is supplies and materials for the shuttle boats, which includes everything from fuel to maintenance items and accessories. The next line item is electric, and Mrs. Smith doesn't anticipate the entire purchase order to be used, so it will be closed at the end of the year. The salaries figures include pay through this coming Friday. Under Salaries (economic development), Mrs. Smith said she's requesting an additional \$1 in that account due to rounding error. Staff

doesn't have the authority to change line items related to personnel without board approval. She said we're pretty healthy. Travel and transportation, for example, only spent 37 percent of the appropriated amount. Phone is at 55 percent. Mrs. Smith said we live on a carryover. The county allows government entities to run on their temporary budget until April 1. Mr. Mullins asked if appropriations were adjusted based on previous years? Mrs. Smith said yes. Mr. Brown said staff has started going through and closing unnecessary purchase orders. We should end up with more than our estimated carryover. Mrs. Smith said rents and leases is pretty standard. The ODNR Submerged Land Lease has to stay the same. Then you have Army Corps of Engineers. We're still working on that because we use pier offsets for that, but it should be complete before year-end. We haven't used anything in Accounting and Legal (economic development). A lot of these line items are at 50-some percent, so we're in good shape. Dues and fees we're about done with for the year and it's at 88 percent. We have purchase orders open for any foreseeable maintenance items. In Capital, we have almost \$14,000 unencumbered. Mrs. Smith said we are finished with the Marine Patrol payroll as of Friday. It has already been processed. Mr. Zellers asked about Capital Outlay and what that is? Mrs. Smith said those are usually large projects. Mr. Brown said he considers it an infrastructure repair or improvement. It's bigger than a maintenance issue. Mr. Mullins asked how long the Marine Patrol operates? Mrs. Smith said we are required to go through Labor Day. But you can go longer if you have funding left. The report is due by December 15. The boat was taken from the water today or tomorrow. Mr. Mullins asked if the money could be used toward any marine patrol need? Mrs. Smith said we'd have to ask for permission from ODNR to change our budget we submitted to them. She said the officers have everything they need. Mr. Brown said the program should be going to the Lorain Police Department. Mrs. Smith said even if we spent every penny, we'd have more than \$600,000 in carryover dollars. Looking at the budget amendment, under recreational fee, we need to change it to \$12,800. Sale of lots needs to be increased to \$68,500. Black

River Landing was \$6,000 but we need to up that to \$18,000 because Mr. Bob Earley paid yesterday for the 2022 season. Lorain Lighthouse, we'd like to increase that to \$13,839. We initially projected \$10,00 but they did very well this year. Contributions and donations are the funds for the swings. We also need to budget the \$22,500 we received from the Bonaminio Family. The next page starts expenditures. Mrs. Smith said everything is staying the same except for Dues and Fees (ferry boat). We initially had \$10,000 projected and that was changed to \$0. Mr. Brown said the Jet Express didn't really run this year. One trip went to the Cleveland Browns Game, but two got cancelled. The Jet Express handled ticket sales and advertising, and we want to continue that moving forward. It was nothing gained, and nothing lost this year. Mr. Zellers asked about the electricity figures? Mr. Brown said electricity was impacted by COVID-19. Mrs. Smith said Oasis Marinas also took over the Black River Wharf portion of the bill. Everything else basically stayed the same as we had it. Salaries (economic development) need \$1. Auditing Services (economic development) was also reduced from \$2,000 to \$0. Additionally, we are requesting to create the ESID Fund to allow for better tracking year to year. Mr. Brown said it's a legal requirement for our Energy Special Improvement District. We have to show what fees come in and where they are. It's one extra line item. Mrs. Smith said we've already received \$2,500 this year. Kelley's Island will move over once we close. Same for the Port and Parks Bike Station. The goal is to present this to the full board for approval on December 14. Mr. Zellers said we look to be in very good shape. Mr. Kusznir said this isn't the final conversation about the 2022 budget. Mr. Brown said in 2022 we're going to ask to reintegrate economic development payroll and expenses back into one. He and Ms. McClelland's activities overlap, so it's not as easy to track the difference. It's sort of confusing and sometimes silly. Ms. McClelland said that's why we have to ask for \$1. It wouldn't be necessary if the accounts were together. Revenues will still be tracked separately. Mr. Zellers moved to approve the December budget

amendment with the additional \$12,000 from Mr. Earley. Second by Mr. Sommers. Motion carried.

- B. 2022 Employee Compensation:** Mr. Sommers asked if there was a need for executive session. Mr. Nielsen said yes. Mr. Zgonc moved to enter executive session. Second by Mr. Veard. Roll call vote as follows:

**Ayes: 3            Nays: 0            Abstain: 0            Motion Carried**

The staff was excused for the executive session. Mr. Veard moved to exit executive session. Second by Mr. Zgonc. Motion carried. Following the executive session, Mr. Sommer said there was a recommendation from the committee for a 5 percent wage increase and two additional holiday days for staff in 2022. Mr. Veard moved to recommend the 5 percent wage increase and two additional holidays to the full board for approval. Second by Mr. Zgonc. Motion carried.

**IV. Other Business**

- A. None.**

**V. Adjournment**

- A. There being no further business to come before the Bylaws & Personnel and Financial Planning & Audit Committees, Mr. Zellers moved to adjourn. Ms. Bonilla seconded. The motion carried and the meeting adjourned at 6:11 p.m.**

  
Neil Sommers, Chairman (Bylaws)

  
Tom Brown, Executive Director

  
Matthew Kuszniir, Chairman (Financial)