

**Lorain Port and Finance Authority**  
**Board of Directors**  
**Regular Meeting**  
**Port Office**  
**Tuesday, April 12, 2022, at 7:00 p.m.**

**Board of Directors:** Ms. Bonilla; Messrs. Kuszniir, Mullins, Nielsen, Scott, Veard  
(7:11 p.m.), Zellers and Zgonc (8)

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

**Guests:** Frank Sipkovsky, Lorain Lighthouse Foundation

**I. Roll Call**

A. The meeting was called to order at 7:05 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

**II. Pledge of Allegiance**

**III. Disposition of Meeting Minutes**

- A. August 18, 2021, Committee of the Whole Meeting Minutes: Mrs. Leyva-Smith said she corrected the record retention schedule number in the bottom right corner. Mr. Nielsen moved to approve the minutes. Second by Mr. Zgonc. Motion carried.
- B. March 8, 2022, Regular Board Meeting Minutes: Mr. Zellers moved to approve the meeting minutes. Second by Mr. Nielsen. Motion carried.

**IV. Report of Officers**

**A. Chairman**

1. Election of Officers: Mr. Brown said the yearly elections are upon us. Secretary is historically held by the executive director. Chairman and vice chair are also open for candidates. Mr. Mullins nominated Mr. Brown as secretary. Second by Mr. Nielsen. There were no other nominations. Following a voice vote the motion carried. Mr. Mullins then nominated Mr. Nielsen as vice chair. Mr. Zellers seconded. Mr. Nielsen asked if Mr. Kuszniir

was interested. Mr. Kuszniir said given his new position as the Director of Building, Housing and Planning for the City of Lorain, he's not sure if he can. (7:11 p.m. Mr. Veard) City Law Director Pat Riley hasn't given his advice yet concerning Mr. Kuszniir's position on the board and his new position with the city. There were no other nominations. With a voice vote the motion carried and Mr. Nielsen was named vice chairman for another year. Mr. Brown then opened the floor for chairman nominations. Mr. Zellers nominated Mr. Mullins. Mr. Nielsen seconded. There were no other nominations stated. Following a voice vote the motion carried for Mr. Mullins to serve as chairman for another year. Mr. Zellers said the board appreciates the hard work of the three elected officers. Mr. Mullins thanked Mr. Zellers and the board.

**2. Correspondence received:**

- a. Lorain Local Magazine: Mr. Brown said we sponsored at the \$500-700 range previously. Mrs. Leyva-Smith has written for them. He wanted board input. Mr. Nielsen said he advertises in it and thinks it's a quality product. They have an online version and a limited print quantity. Mr. Nielsen thinks we should invest in the community. Mr. Mullins recommend Mr. Brown handle it. Mr. Brown said he would get copies for the board.
- b. Summer Golf Outings: Mr. Brown said we did a couple of golf outings last year and it was a nice way to use promo money for team building. The first is July 11 for Lorain County Chamber of Commerce at Elyria Country Club. The second is July 18 for Leadership Lorain County. Reach out if you have any interest and we'll start compiling 4-person teams.

**B. Executive Director**

1. Rockin' on the River Schedule and Volunteer List: Mr. Brown said we had the annual press conference. Great schedule again this year. A sign-up sheet to volunteer is going around. We anticipate getting a nice easy-up tent near the stage so we're prominent. Then we'll take the opportunity to throw t-shirts between bands and call it a night after that. Our goal is two-fold this year: we're promoting BRL/our events and promoting our stage project. We will need additional volunteers on opening night for our fundraiser May 27, 2022.

2. Lighthouse Foundation request for Train Station: Mr. Brown said Mr. Frank Sipkovsky is here. Six years ago, they had a concert event and want to do so again on Wednesday, July 27 in our Train Station. They are requesting a rental fee waiver. They paid a deposit and for security. Mr. Zgonc moved to waive the rental fee. Second by Mr. Nielsen. Motion carried.
3. Victory Park Event Recap: Mr. Brown said we had a nice 100-year celebration of the statue at Victory Park. Mr. Sipkovsky was one of the speakers. We had nice floral arrangements and a wreath. Veterans and historians were involved. We were 100 years to the minute of the parade they had when they first dedicated the park. Luckily we had decent weather. The Ohio Senate sent, and we received today, a dedication from the General Assembly of the Ohio Senate. We're happy and proud to be a part of it. Mr. Zellers said the Ukrainian flag looks good there.

## V. Report of Committees

### A. Contract Management Committee

1. September 2, 2021, Contract Management Committee Meeting Minutes: Mr. Zellers said the Contract Management Committee had past minutes needing approval. Mrs. Leyva-Smith said with the audit of 2021 ongoing, we wanted to get these minutes approved to provide the auditors the signed/approved version. Mr. Veard moved to approve the minutes. Second by Mr. Nielsen. Motion carried.
2. Plans for stage: Mr. Brown said the proposal for the permanent stage is getting wrapped up. A topic that has come up is what we want as far as modeling. Renditions are crucial for the fundraising and future presentations. Creating a 3D model is an undertaking. We've received a number of quotes. Mr. Brown said he likes the digital version. It creates a 1.5-2-minute movie. It would give a birds-eye view, panning the site. It would show the entire site instead of a static model, which we'd have to store later. The low end was around \$15,000 for the static model and the 3D digital version was around \$20,000. Mr. Mullins asked if this is for advertising and fundraising? Mr. Brown said yes. He thinks the digital model gives us a farther reach and is

more modern. He opened the floor to other opinions. Ms. McClelland said she agrees with Mr. Brown. Mr. Zellers said he thinks this is something we need to do. Anyone we're going to talk to about being a donor, they're going to want to see it. Ms. McClelland said the digital was potentially 11 weeks. Mr. Brown said the gambler in him wants to try some of his ideas, but he doesn't want to regret not getting it later. Mr. Nielsen confirmed we would own the video. Mr. Brown said yes. Mr. Mullins said he's done it once, and it allows for a consistent message. He thinks it shows a level of sophistication. Mr. Brown said the number was provided by the partner Bialosky Cleveland trusts. Mr. Mullins and Mr. Zellers suggested a not to exceed \$25,000. Mr. Zellers moved to give Mr. Brown the opportunity to negotiate a digital model up to \$25,000, pending legal approval. Mr. Nielsen seconded. Motion carried.

**B. Strategic Development Plan Committee**

1. Mr. Kuszniir said he had no report.

**C. Marketing and Public Affairs Committee**

1. March 9, 2021, Joint Marketing & Public Affairs and Strategic Development Plan Committee Meeting Minutes: Mr. Nielsen moved to approve the minutes. Second by Ms. Bonilla. Motion carried.

**D. Financial Planning and Audit Committee**

1. March 2022 Financial Statement: Mr. Kuszniir said he was unable to meet with Mrs. Smith to review March financials. It will be held until next month.
2. Audit of 2021 underway: Mrs. Smith said the audit of 2021 has begun. Board members will get an email from an Ohio Auditor.
3. Then and Now: Mrs. Smith said she passed out a sheet in front of you this evening. We should have done this in January, but we didn't meet, and then it was an oversight. This involved the Lorain County Metro Parks and the Bike Trail. It has been corrected moving forward.

Mr. Mullins presented:

**A RESOLUTION TO APPROVE APPROPRIATIONS (THEN AND NOW CERTIFICATE) FOR THE LORAIN PORT AUTHORITY.**

Mr. Zellers moved to approve Resolution No. 2022-07. Second by Mr. Zgonc. Roll call vote as follows:

**Ayes: 8                      Nays: 0                      Abstain: 0                      Resolution Passed**

**E. Bylaws and Personnel Committee**

1. Mr. Sommers said he had no report.

**VI. Other Business**

A. Mr. Zgonc asked if we ever approached Lorain City Schools for interns? Mr. Brown said he didn't think so. Usually there are programs that seek out interns and place them, but it's worth pursuing.

B. Mr. Kusznr said it's been an honor to serve on the board. He thanked everyone. Mr. Mullins said Mr. Kusznr has been an asset on the board. He's glad to gain an ally at city hall. Mr. Brown said he also sees Mr. Kusznr as a partner. We will continue to support Mr. Kusznr. It's an easy transition for us.

**VII. Public Comment**

A. None.

**VIII. Executive Session: Purposes of Property Disposition**

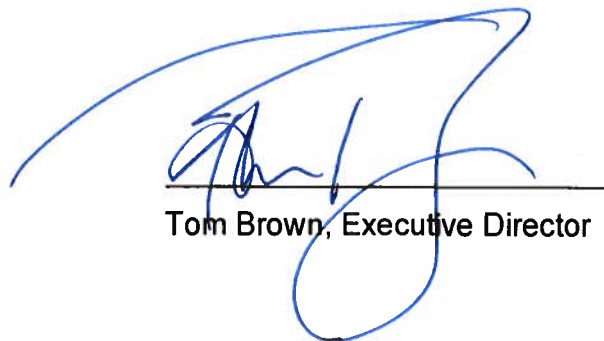
A. Mr. Zellers moved to enter executive session. Second by Mr. Zgonc. Roll call vote as follows:

**Ayes: 8                      Nays: 0                      Abstain: 0                      Motion Carried**

B. Mr. Scott moved to exit executive session. Second by Mr. Veard. Motion carried.

**IX. Adjournment**

A. There being no further business to come before the board, Mr. Scott moved to adjourn. Mr. Kusznr seconded. Meeting adjourned at 8:16 p.m.

  
Brad Mullins, Chairman  
Tom Brown, Executive Director