

**Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Port Office
Tuesday, May 10, 2022, at 7:00 p.m.**

Board of Directors: Ms. Bonilla; Messrs. Mullins, Nielsen, Scott, Sommers,
Veard, Zellers and Zgonc (8)

Staff: Tom Brown, Executive Director
Tiffany McClelland, Assistant Director
Yvonne Smith, Accountant
Kelsey Leyva-Smith, Office Manager

Guests: None

I. Roll Call

A. The meeting was called to order at 7:04 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. April 12, 2022, Regular Board Meeting Minutes: Mr. Zellers moved to approve the meeting minutes. Second by Mr. Sommers. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence received:

a. Morning Journal Jog Request Letter: Mrs. Leyva-Smith said The Morning Journal is requesting to use the Train Station for their annual Journal Jog. Ms. Bonilla moved to approve the request. Second by Mr. Veard. Motion carried.

b. Lorain County JVS request letter: Mrs. Leyva-Smith said the Lorain County JVS is requesting the Black River Landing non-profit rate of \$1,400 instead of \$2,600 for their Senior Recognition Ceremony. as they are a tax-exempt entity. Mr. Zgonc moved to approve the non-profit rate for the Lorain County JVS. Second by Ms. Bonilla. Motion carried.

- c. Lorain County Labor Day Festival request letter: Mrs. Leyva-Smith said there's a request from the Lorain County Labor Organization to have their Labor Day Family Celebration on Sunday, September 4th. They want us to waive the rental fees for use of the site (still has to pay deposit). Mr. Zellers moved to approve the fee waiver. Second by Mr. Zgonc. Motion carried.

B. Executive Director

1. MTC Horticultural Services Contract Adjustment: Mr. Brown said fuel prices have gone up, and as a result MTC Horticultural Services has proposed a 5% bump this year to make up the difference. They use 70 gallons of fuel every time they mow our sites. Mr. Zellers moved to approve the proposed contract adjustment. Second by Mr. Sommers. Motion carried.
2. Concession Stand Lease: Mr. Brown said there was talk last month about the Riverside Park building. We are in contact with The Trolls Under the Bridge Shaved Ice. We took the old Spectrum lease from three years ago and used it as a baseline for the new lease. The rate is \$200 a month for the remainder of this year, and if they do well this summer, they can renew it for \$200 a month next year. At this moment they cannot operate during Rockin on the River concerts because Mr. Bob Earley has a strict no-competition clause with his food vendors. Mr. Earley has agreed if one of the vendors drops out, they'll be the first ones to replace them.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH TROLLS UNDER THE BRIDGE, LLC. FOR THE LEASE OF SPACE WITHIN THE FERRY TERMINAL BUILDING, PENDING LEGAL APPROVAL.

Mr. Nielsen moved to approve Resolution No. 2022-08. Second by Mr. Scott. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution Passed

3. Rockin' on the River Opening Night: Opening night is on the 27th. Board members are encouraged to sign up to volunteer. Mr. Brown talked about our

new tent and its location. Our custom tent is blue and white with our logo. It will be good to use indefinitely.

4. Historical Society Annual Meeting: The event includes a dinner and is planned for May 12th at LCCC. We paid for a table of eight and three seats taken. Reach out if you'd like to attend.

C. Assistant Director

1. Port infrastructure Development Program Grant: Ms. McClelland said that the grant application deadline is approaching. There's a specific section that allows for small ports that requires no match funding.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE FOR THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION MARITIME ADMINISTRATION FOR THE PORT'S INFRASTRUCTURE DEVELOPMENT PROGRAM.

Mr. Nielsen moved to approve Resolution No. 2022-09. Second by Veard. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution Passed

2. Infrastructure and Capacity Building Challenge Grants: Ms. McClelland said this is about the National Endowment for the Humanities (arts funding). We were approached by the owners of the Eagles Building to partner up to get a \$5 million grant. They put in \$4 million and would get a matching \$1 million dollars to develop out an art space. The deadline is approaching, and we need board support to move forward. Ms. McClelland is waiting for a true plan from the group before signing off and putting our name on the application.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE FOR THE FILING OF AN APPLICATION WITH THE NATIONAL ENDOWMENT OF THE HUMANITIES FOR THE INFRASTRUCTURE AND CAPACITY BUILDING CHALLENGE GRANTS: CAPITAL PROJECTS.

Mr. Zellers moved to approve Resolution No. 2022-10. Second by Mr. Sommers. Roll call vote as follows:

Ayes: 7

Nays: 1

Abstain: 0

Resolution passed

3. KIFBL Project Update: Ms. McClelland talked about the new vessel. The boat left Louisiana on April 18th. She discussed the travel path and said it took 10 days to get to Chicago. They left by May 2nd and arrived in Sandusky on May 6th. The vessel needs some repairs before it becomes operational.

V. Report of Committees

A. Contract Management Committee

1. December 14, 2021, Contract Management Committee Meeting Minutes: Mr. Zellers said the Contract Management Committee had past minutes needing approval. Mrs. Leyva-Smith said with the ongoing audit of 2021, 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. Leadership Lorain County Intern: Mrs. Leyva-Smith announced that the Port Authority will be accepting an intern named Emily from the Leadership Lorain County Program. Emily went to Avon High School and is currently attending The Ohio State University. She is very eager to work in a government office.
3. Insurance Savings: Mr. Brown says we managed to save \$19,074.35 in our overall annual premium.

B. Strategic Development Plan Committee

1. October 15, 2019, Strategic Development Plan Committee Meeting Minutes: Mrs. Leyva-Smith said no changes are needed and requested approval. Mr. Sommers moved to approve the minutes. Second by Mr. Nielsen. Motion carried.

C. Marketing and Public Affairs Committee

1. Mr. Neilson said he had no report.

D. Financial Planning and Audit Committee

1. March 2022 Financial Statement: Mr. Zellers moved to approve the March 2022 Financial Statement. Second by Mr. Scott. Motion carried.
2. April 2022 Financial Statement: Mr. Sommers moved to approve the April 2022 Financial Statement. Second by Mr. Scott. Motion carried.

3. Advancement of Funds Coastal Management Assistance Grant: Mrs. Smith said she needs to renew the next two items. We already passed an advancement of funds for both of these projects; the problem is that we thought we were going to be done by the end of June, but Mrs. Smith doesn't think we'll finish by then. Mrs. Smith believes that we need to redo these resolutions and extend the deadline to the end of December 2022.

Mr. Mullins presented:

A RESOLUTION TO APPROVE AN ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL REVENUE COASTAL MANAGEMENT PORT AND PARKS LAKE ERIE BIKE TRAIL STATION FUND.

Motion passed.

4. Advancement of Funds Inclusive Project Planning Grant: 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 AN ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL REVENUE INCLUSIVE PROJECT PLANNING GRANT FUND.

Mr. Sommers moved to approve Resolution No. 2022-13. Second by Mr. Zellers. 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

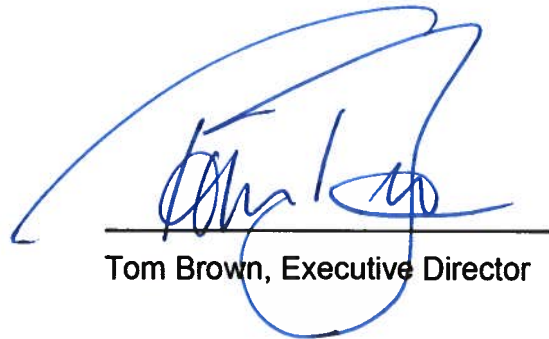
B. Mr. Scott moved to exit executive session. Second by Mr. Veard. Motion carried.

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