

**Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Port Office
Tuesday, October 11, 2022, at 7:00 p.m.**

Board of Directors: Ms. Bonilla and Kiraly; Messrs. Mullins, Nielsen, Scott,
Veard and Zellers (7)

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

Guests: None

I. Roll Call

A. The meeting was called to order at 7:03 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. September 13, 2022, Regular Board Meeting: Mrs. Leyva-Smith said there were no changes or corrections. Motion by Mr. Zellers. Second by Ms. Bonilla. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence received: Mr. Brown said the police auxiliary sent over tickets for their 50th Anniversary Celebration. Unfortunately, it's the same night as Mr. Bob Earley's recognition, Oct. 20. We will be sending our regrets to the auxiliary, and we'll send another calendar invite for Mr. Earley's event.

B. Executive Director

1. Neil Sommers: Mr. Mullins said he wanted to take a moment to reflect on the great man Mr. Neil Sommers was. The board and staff took a moment of silence. After, Mr. Brown concurred with Mr. Mullins. He said we closed the

office and attended the funeral service. We sent a sandwich tray and we're going to donate to one of the selected charities.

2. Property Transfer Update: Mr. Brown said we finalized the transfer of 3807 West Erie. Tow Boat USA is the new tenant. Mr. Brown said he's happy with the outcome. The site was cleaned up quickly and they're hard at work getting it ready. Mr. Brown wants to do a ribbon cutting when Mr. John Piskura is ready. The other transfer was the former city garage, 114 E. 35th Street. The paperwork got lost on the third floor of City Hall for a while, but Mr. Brown signed the paperwork today and should get the deed tomorrow. The final deed will go to Melrose Park, LLC. They have a good business plan in place to clean up the property. He said it's another success story.
3. Navigational Aids Grant Request Application: Mrs. Leyva-Smith said this is a grant we've applied for and received in the past. We unfortunately weren't successful the last couple attempts, including 2020 during COVID, but she said she is compiling an application to replace some of our most weathered buoys. The ones she is applying for are in public spaces on Lake Erie, such as Lakeview Beach, Hot Waters Marina, and Century Beach and Park. There is no limit specified, so Ms. Leyva-Smith said she is applying for 10 buoys, half "no boat" and half "no wake." Mr. Zellers asked if we were still able to place buoys this year? Mrs. Leyva-Smith said yes, this would just replace what we already have as they see a lot of ware and tear. Mr. Brown explained that because the buoys we maintain are private aids to navigation, we are responsible for placing and removing them. The US Coast Guard places and removes navigational buoys.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE A NAVIGATIONAL AIDS GRANT REQUEST APPLICATION.

Ms. Kiraly moved to approve Resolution No. 2022-22. Second by Mr. Nielsen. Roll call vote as follows:

Ayes: 7

Nays: 0

Abstain: 0

Resolution Passed

V. Report of Committees

A. Contract Management Committee

1. King Fishery Lease Agreement: Mr. Brown said this is an annual agreement. There is about 5 feet of overlap for their boat dock where it encroaches on our property at the south end of Black River Landing. We have a small dollar amount lease to recognize the partnership. We've considered a multi-year lease, but it is simple enough to present this once a year.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW AN AGREEMENT WITH KING FISHERY TO LEASE A PORTION OF THE GROVE SITE FOR TEMPORARY STORAGE OF COMMERCIAL FISHING VESSELS.

Mr. Nielsen moved to approve Resolution No. 2022-23. Second by Mr. Zellers. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution Passed

2. Chris Haynes Creative Content Contract: Mr. Zellers said Mr. Chis Haynes is our social media marketing guy. Mr. Haynes is interested in negotiating his contract, but he was a no-show tonight. The goal is to bring Mr. Haynes in for a joint Contract Management and Strategic Development Plan Committee. Mr. Mullins said it could be the Marketing and Public Affairs Committee, too, or a committee of the whole.
3. Riverside Building Lease: Mr. Zellers said this is on hold until we can update the lease language with Mr. Brosky. Mr. Nielsen asked if a special call would be needed for this lease? Mr. Mullins said it would depend on Mr. Jeff Neal's needs, too.

B. Strategic Development Plan Committee

1. Mr. Mullins said there is no report other than wanting to have a meeting to talk about the branding of Black River Landing and the organization as a whole.

C. Marketing and Public Affairs Committee

1. Mr. Nielsen said Ms. Kiraly brought up some great points about the website and agreed a work session would be good to hash out some of the ideas.

D. Financial Planning and Audit Committee

1. 2021 Audit: Mrs. Smith said the audit is complete. We had absolutely no issues. This is why they gave us the option of an exit conference, and we chose to not have one. Everything went well. The auditors really like that we're able to send them our documents digitally. It saves us time and money. The audit is available for review on the auditor of state's website. Mr. Nielsen said we have good audits because of Mrs. Smith's great practices.
2. Accepting Rates and Amounts for Calendar Year 2023: Mrs. Smith said this is from the county auditor. The estimated amount is the same as this year, which is \$840,104. She is requesting approval.

Mr. Mullins presented:

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES FOR CALENDAR YEAR 2023 AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

Ms. Bonilla moved to approve Resolution No. 2022-24. Second by Ms. Kiraly. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution Passed

3. September 2022 Financial Statement: Ms. Bonilla said she had a chance to review the bank reconciliation, receipts and deposits with Mrs. Smith and everything is in order. She recommended approval of the financials. Mr. Zellers moved to approve the financial statement. Second by Mr. Veard. Motion carried.
4. Then and Now: Mrs. Smith said she had one addition to the agenda, which is a then and now certificate. She explained that for the Port and Park Bike Trail Station on Lakeside Avenue, we want to include two bench swings that we already have on order. The issue is when the order was placed it wasn't from the right fund, so when Mrs. Smith opened a new purchase order to the correct fund, it became a then and now because the order had already been placed. The amount is more than \$3,000, which requires board approval. Mrs. Smith said this is mostly in an effort to not get pinched by the auditors in the future.

Mr. Mullins presented:

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

Ms. Kiraly moved to approve Resolution No. 2022-25. Second by Mr. Veard. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution Passed

E. Bylaws and Personnel Committee

1. Bylaws update: Ms. McClelland said the bylaws update will be brought back next month for further discussion after a few more tweaks. She thanked everyone for the great discussion during the committee meeting.

VI. Other Business

A. None.

VII. Public Comment

A. None.

VIII. Executive Session: Purpose of property disposition

- A. Mr. Scott moved to enter executive session. Second by Ms. Kiraly. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Motion carried

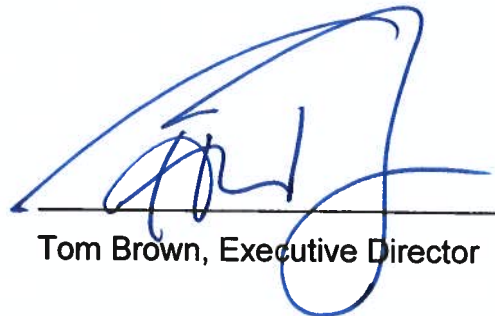
Mr. Veard moved to exit executive session. Second by Mr. Zellers. Motion carried.

IX. Adjournment

- A. There being no further business to come before the board, Mr. Scott moved to adjourn. Ms. Kiraly seconded. Meeting adjourned at 7:39 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director