

**Lorain Port and Finance Authority  
Board of Directors  
Regular Meeting  
Port Office  
Tuesday, December 13, 2022, at 7:00 p.m.**

**Board of Directors:** Ms. Kiraly; Mrs. Silva Arredondo; Messrs. Mullins, Nielsen,  
Scott, Veard, Zellers and Zgonc (8)

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

**Guests:** None

**I. Roll Call**

A. The meeting was called to order at 7:00 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

**II. Pledge of Allegiance**

**III. Disposition of Meeting Minutes**

A. February 13, 2018, Grounds Maintenance & Capital Improvements

Committee: Mr. Nielsen moved to approve the meeting minutes. Second by Mr. Veard. Motion carried.

B. September 10, 2019, Grounds Maintenance & Capital Improvements

Committee: Mr. Nielsen moved to approve the meeting minutes. Second by Mr. Zellers. Motion carried.

C. November 8, 2022, Regular Board Meeting: Mr. Veard moved to approve the meeting minutes. Second by Ms. Kiraly. Motion carried.

**IV. Report of Officers**

**A. Chairman**

1. Correspondence received: Mr. Brown said there was no correspondence.

**B. Executive Director**

1. Black River Landing Liquor Permit Research: Mr. Brown said we've had discussions in the past about having our own liquor permit. We've engaged

Mr. Brosky and Mr. Mark Meyers out of the Columbus area. He used to run the division of liquor control for the State of Ohio and is the guru in this field. We thinks it makes a lot of sense moving forward to have more control of the site as it expands. We do have a few questions, including needing one person to put their name on the application. That person would ultimately be responsible for the permit. It requires a lot of personal information. If it is a port employee, we want that person to be insulated through the Port Authority. Mr. Zellers asked why we need one? Mr. Brown said we end up having nonprofits coming in, so we have to pass around paperwork to be able to allow them to sell liquor currently. For span of control, we think it would be better to have one permit, and it would include the Train Station. Mr. Mullins asked if it could be an LLC? Mr. Brown said he's researching that option with Mr. Brosky. He will come back with a pros and cons list. Mrs. Silva Arredondo asked if revenues would come to the port? Mr. Brown said yes, we're thinking long-term. We want to get started but not rush.

**C. Assistant Director**

1. Amendment for Altenheim Bond: Ms. McClelland said this is an amendment for a bond we did in 2012. Altenheim is asking for the amendment. We did this in 2018 for them to refinance. They have to go back out to the market again. It's a procedural matter.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AMENDMENTS RELATING TO THE ELIMINATION OF THE LONDON INTERBANK OFFERED RATE (LIBOR); AND AUTHORIZING AND APPROVING RELATED MATTERS.**

Mr. Veard moved to approve Resolution No. 2022-33. Second by Mr. Nielsen. Roll call vote as follows:

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

2. JobsOhio Grant Agreement Amendment: Ms. McClelland said the JobsOhio grant we have is and Inclusive Project Planning Grant in conjunction with Team NEO and the city. We originally wanted to be done by this month. We

got delayed in sending out the request for proposals while deciding whether to do that or not. The market study didn't have great results, but we did put together the RFPs and just got that back. We just want an extension through December 2023 to give us a chance to go out to market and see what comes back. Mr. Scott moved to approve the extension. Second by Mr. Zellers. Motion carried with seven ayes and one abstention by Ms. Kiraly due to the appearance of a conflict of interest.

## V. Report of Committees

### A. Contract Management Committee

1. 2023 Litter Control Contract: Mr. Zellers turned the floor over to Mrs. Leyva-Smith. She said Murray Ridge Production Center provides litter control services at our various properties and they are keeping their prices the same for 2023. Mr. Mullins asked if they clean the Pier, too. Mrs. Leyva-Smith said yes. May-September is twice a week, April and October is once a week and November-March is once a month. Mr. Zellers confirmed this is a single year contract. He asked if we needed to go back out for bids eventually? Mr. Brown said we approached them about a multi-year contract, and they were not interested. This is more of a partnership. Mr. Scott said he was on the board previously for 12 years and could be on it again, so he wished to abstain due to the appearance of a conflict of interest.

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. Zgonc moved to approve Resolution No. 2022-34. Second by Ms. Kiraly. Roll call votes as follows:

**Ayes: 7                      Nays: 0                      Abstain: 1                      Resolution Passed**

2. 2023 AAble Rents Stage Top Agreements: Mrs. Leyva-Smith the only difference in the pricing is to the leaning quote to include a repair. The repair

is \$540. Having the repair in-house through AAble Rents should save us money in freight. Mr. Mullins asked for the total of the four contracts. Mrs. Leyva-Smith said \$18,763. Mr. Veard moved to approve. Second by Ms. Kiraly. Motion carried.

3. Crow's Nest Digital Media Contract: Mr. Brown said Mr. Chis Haynes gave a presentation last month. He provided a scope of work that was included in the board packet. He's ready to go. We think it's a great value. Mr. Nielsen said the Lighthouse has cameras now and they likely would give us access to them.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A ONE YEAR AGREEMENT WITH CHRIS HAYNES DBA CROW'S NEST DIGITAL MEDIA FOR MARKETING AND MEDIA PRODUCTION SERVICES AT A MONTHLY RATE OF \$1,500.00.**

Mr. Nielsen moved to approved Resolution No. 2022-35 as amended. Second by Mrs. Silva Arredondo. Roll call vote as follows:

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

**B. Strategic Development Plan Committee**

1. Mr. Mullins said he had no report.
2. Mr. Brown said they have engaged a few funding organizations and are searching for corporate sponsorships. A committee meeting might be needed in January. This company would help us with fundraising. In Bloom is the name of the company. Mrs. Silva Arredondo said she was on a different board that did this process, and she thinks it helped tremendously. Mr. Mullins said people are interested in knowing what our goal is. He's been saying as much as possible. Mr. Scott asked what our timeline is? Mr. Brown said it's fluid. At this point, we've gone past the threshold of our bid requirements and have to go out for qualifications. We're requesting qualifications and will score the architectural firms. We consulted with Mr. Brosky, and he agrees we need to go out for advertised qualifications. Mr. Zgonc asked where we're at now with the budget, \$10 million, \$15 million? Mr. Brown said until we get a

schematic design, we won't have true numbers. He thinks we'll have to take a tiered approach and do this in stages. The market has been very volatile. Mr. Zellers said after this the next step is hiring a construction manager. They estimate 3-4 months for the schematic design. October is our goal for set work. Mr. Zellers said we need to get this architecture thing done. By next January we need the Construction Manager at Risk locked up. He thinks it's premature to say next October for set work. Mr. Brown said we may have to identify the top items and start with that or go back to the architects and say what does \$3 million get us. Mr. Zellers said probably by May we'll have realistic numbers. Mr. Zgonc asked what Mr. Robert Maschke did besides the conceptual? Mr. Zellers explained they also put together a budget. Bialosky will be helping with the architectural design. Mrs. Silva Arredondo asked about the phase we're in. Mr. Zellers said we have enough money for the engineering to get to the next step. We will be fundraising in the meantime.

**C. Marketing and Public Affairs Committee**

1. Mr. Nielsen said he didn't have a report. He asked about when we start discussions with the Jet Express? Mr. Brown said in January we'll start working on setting a calendar.

**D. Financial Planning and Audit Committee**

1. 2022 November Financial Statement: Mr. Scott moved to approve the financial statement. Second by Mr. Veard. Motion approved.

**E. Bylaws and Personnel Committee**

1. Bylaws Update: Ms. McClelland said we started looking over the bylaws in October. Mr. Brosky reviewed them, and the staff is happy with the changes. It was a lot of legalese updating and cleaning up language. Nothing crazy different. We made it very clear to understand and interpret. Mrs. McClelland said we left the legal language about a majority of board members needing to live or work in the city. Mr. Scott moved to approve the bylaws as updated. Second by Mr. Nielsen. Motion carried.
2. Drone Policy Discussion: Ms. McClelland said we have drones that fly over our sites regularly. People want to capture wildlife and events. Sometimes

people break the rules and fly over people during events. No action is needed tonight. Right now, she just wanted to start the conversation. We don't have many options unfortunately. We can't regulate airspace. We could say you're not allowed to take off from port property. But they can launch anywhere and still fly over our sites. Another option is requiring permission. It would be very difficult to manage. We could add signage, but none of our options fully solve the problem. Mr. Scott said he thinks it's a nonissue because we're so close to the water. Mr. Mullins said people were taking off in the middle of a crowd during International Festival. He thinks they need our permission to do that and be registered. He said you're also not allowed to fly under the bridge either. During events, he wants the operators to be licensed. Mr. Nielsen said at BrewFest a guy was flying a drone at head level. Mr. Zellers suggested adding it into our event application. Ms. McClelland said we're redoing the event application right now anyways, so we can include that moving forward so at least for events, we'll know who is flying the drone. The responsibility would then be on the renter. Mr. Mullins still wants signs on the property, at least at the gates. Ms. McClelland asked what the signs would say? Mr. Nielsen agreed with adding language to the rental application and doesn't think signs would do much. The final consensus was to not have signs.

**VI. Other Business**

A. None.

**VII. Public Comment**

A. None.

**VIII. Executive Session: Property Disposition and Personnel**

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

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

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

Mr. Nielsen moved to approve 2023 compensation as discussed. 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. Zellers seconded. Meeting adjourned at 8:16 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director