

**Lorain Port and Finance Authority  
Board of Directors  
Regular Meeting  
Port Office  
Tuesday, February 14, 2023, at 7:00 p.m.**

**Board of Directors:** Ms. Bonilla and Kiraly; Mrs. Silva Arredondo; Messrs.  
Nielsen, Scott, 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 7:00 p.m. by Vice Chairman Carl Nielsen with roll call indicating a quorum present.

**II. Pledge of Allegiance**

**III. Disposition of Meeting Minutes**

A. October 11, 2022, Contract Management Committee Meeting: Mr. Zellers moved to approve the meeting minutes. Second by Mrs. Silva Arredondo. Motion carried.

B. November 8, 2022, Contract Management Committee Meeting: Mr. Veard moved to approve the meeting minutes. Second by Ms. Kiraly. Motion carried.

C. January 10, 2023, Regular Board Meeting: Mrs. Leyva-Smith said she had two corrections. She said the acronym eGFI was corrected to GCFI, and "225-minute show" was corrected to "25-minute show." Mr. Scott moved to approve the meeting minutes as corrected. Second by Mr. Zellers. Motion carried.

**IV. Report of Officers**

**A. Chairman**

1. Correspondence received:

- a. Mr. Brown said we received two reappointment letters for board members. City council approved them last week. One was for Mr. Zellers and the other was Mr. Zgonc. Mr. Brown congratulated them on being approved for another term. Mr. Nielsen thanked the board members for giving another four (4) years. Mr. Zellers said he's honored and believes it's a great group to be a part of.
- b. Mr. Brown said we received an update letter from the Board of Liquor Control. Lorain City Council also approved our liquor license application last week with no objections. No public hearing required. Mr. Brown went and got fingerprinted.
- c. Mr. Brown said we received eight (8) construction manager at risk submissions through our request for proposals. He's excited to see that much interest. The de facto committee ranked the submissions and they will be interviewing the top four (4) tomorrow afternoon. Mr. Brown said he's hoping to be back before March and might have a special call.

## **B. Executive Director**

1. Riverside Park Lease Amendment: Mr. Brown said in your packet what you'll see is an amendment that city council unanimously approved it last week. He and Ms. McClelland presented. We are in a 50-year lease with the city for Riverside park and the lease previously said any additions or improvements could be for recreation only. We worked with the city and their law director for quite some time and they changed it to "commercial and/or recreational." We're asking for the same approval tonight to accept the lease as amended. The lease started in 1991. We can then complete negotiations with the interested parties. Mrs. Silva Arredondo asked about the name of the organization and how it appears on resolutions verses our marketing materials? Mr. Brown said the state and federal government recognizes us as Lorain Port Authority. It's our legal name.

Mr. Nielsen presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS  
DESIGNEE TO ENTER INTO A LEASE AMENDMENT WITH THE CITY OF  
LORAIN FOR RIVERSIDE PARK.**

Mr. Zellers moved to approve Resolution No. 2023-02. Second by Mr. Zgonc. Roll call vote as follows:

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

2. Picnic Table Replacement Plan: Mr. Brown said we have somewhere between 30-50 picnic tables between all of our sites. Wood picnic tables age and we maintain them yearly. With the advent of the poly coated steel swings, we've explored the some company's picnic tables. A good wood picnic would be \$300-350. The poly coated would be about \$850 each. He thinks it's a good test project. If it works, we can gradually start replacing all of the wood ones. Some will make it to the dumpster this year and some will be rebuilt. There is a freight component as well, but he still thinks it's a good idea. We can choose any color. Mr. Nielsen said the composite tables are too heavy. At Rockin' on the River, people move the tables all over the site. He asked about a fundraiser to sponsor picnic tables. Mr. Brown said he thinks we can add it to our brochure, but he doesn't really want another program because then people might ask where their table is and it's been moved. Mr. Nielsen said maybe not now. He does agree with ordering some new and doing away with the worn-out wooden ones. Some of the wooden ones are a hazard. He wants to explore a fundraising component for future tables. Mr. Zellers clarified Mr. Nielsen was talking about plastic composite when he referred to the ones that are too heavy. Mr. Nielsen said yes. You need a forklift to move it. Mr. Zellers asked for the price of the composite tables. Mrs. Leyva-Smith said the poly coated tables would be \$850. She didn't get prices for composite plastic tables as they warp and are hard to move. The poly coated ones are about 255 lbs. and the wooden ones are around 200 lbs. Mr. Brown said we've had varying degrees of success with composite. Some benches warped, and others needed rebuilt. Mr. Zgonc asked why we're buying picnic

tables? Mrs. Leyva-Smith explained the ones we have are nearing their end of life, and couple fell apart even after repairs made by Mr. Ed Abel. Mr. Brown said we have some pieces and parts in the storage container, and another one fell apart recently. We haven't bought tables in more than five years. It's becoming a picnic table junk yard. Mr. Zgonc wondered if now was the right time with our redevelopment plan ongoing. Mr. Brown said we'll need picnic tables either way, for International Festival and The Summer Market. We likely won't need as many after the permanent stage is installed, but he anticipates another half dozen being retired this year. He wanted to get board input before moving forward. We'll get six this year and test them out. They have a 20-year warranty.

### **C. Assistant Director**

1. Inclusive Project Planning update: Ms. McClelland said this is the grant with Team NEO through which we did the market study on the Pellet Terminal site, BRL South and the boat launch. We are finally going out for requests for proposals on all three sites. She didn't want anyone to be surprised. They're hoping for a good reach and press coverage. It should be out next week and will be out for a couple of months. Then we'll be reviewing those at the end of April/early May. We're hoping to get some submittals on each of the sites for redevelopment opportunities. Based on market study, we're targeting manufacturing for the boat launch, housing for Black River Landing South and recreational/multi-use for the Pellet Terminal site. Mr. Zellers asked about city hall? Ms. McClelland said it is on the table.

## **V. Report of Committees**

### **A. Contract Management Committee**

1. 2023 Independence Day Fireworks Display: Mrs. Leyva-Smith said at our last meeting, the board voted to increase the budget to \$25,000 and negotiate at that amount. We heard back, and American Fireworks indicated the revised program would get us back up to 25 minutes. Unfortunately, the 10" shells are a thing of the past as they are impossible to source. They added a large number of the largest diameter shells, those being 5-8 inches, and he thinks it

will be the best display at this budget. It's an additional 152 shells. Mr. Brown said he reached out to Rozzi Fireworks who did the Bonaminio show. They're very interested, but he was concerned about finding a local crew. We haven't received a proposal yet. He thinks we should move forward with American Fireworks. Mr. Veard moved to approve the revised proposal. Second by Mr. Nielsen. Motion carried.

2. 2023 Lighthouse Tours Agreement: Mrs. Leyva-Smith said in the past we had different breakdowns for compensation whether it was a Lighthouse Tour, a Lighthouse Dinner or private event. To streamline accounting and statistics, we proposed a flat rate of \$110 per hour. They reviewed and accepted it with the caveat of fractional hours being billed in 15-minute increments at a rate of \$27.50. Mr. Zellers asked how we pay the captains? Mrs. Leyva-Smith said the captains turn in a timesheet to her, which she then approves and forwards to Mrs. Smith for payment. Mr. Zellers asked if the captains were also paid in 15-minute increments. Mrs. Leyva-Smith said yes. Ms. McClelland said we also have an internal policy where the captain will get paid for a minimum of four (4) hours regardless of the number of trips they run. Mr. Scott asked about our previous conversation about charging more? Ms. McClelland said this is a better setup for everyone. Mr. Brown said we previously got \$10 per lighthouse tour ticket sold. The new setup incentivizes them to fill the boats. Ms. McClelland said when we ran the numbers, this not only streamlined the operation but also gives us the opportunity to see higher revenues.

Mr. Nielsen presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE LORAIN LIGHTHOUSE FOUNDATION, INC. REGARDING THE PROVISION OF THE 2023 SHUTTLE BOAT SERVICE TO THE LORAIN LIGHTHOUSE.**

Mr. Zellers moved to approve Resolution No. 2023-03. Second by Ms. Kiraly. Roll call vote as follows:

**Ayes: 8**

**Nays: 0**

**Abstain: 0**

**Resolution Passed**

3. 2023 History Tours Agreement: Mrs. Leyva-Smith said she met with Ms. Barb Piscopo and Ms. Madison Maniaci with the Historical Society. They want to dial back from six days a month to four days a month as they're prepping for the 100<sup>th</sup> anniversary of the 1924 tornado next year. They're also a spotlight at the International Festival this year and don't want to be spread too thin. We have four June trips, three in July, and four August tours planned this year on Sundays and Fridays. They were happy with the current agreement and requested the same this year.

Mr. Nielsen presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE LORAIN HISTORICAL SOCIETY REGARDING THE 2023 HISTORY BOAT TOURS.**

Mr. Zgonc moved to approve Resolution No. 2023-04. Second by Mr. Veard. Roll call vote as follows:

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

4. 2023 Shuttle Boat Captain Agreement: Mrs. Leyva-Smith said the Captain Training is scheduled for February 28. She said she has six captains returning and is waiting to hear back from one more, so she anticipates seven this year. She will be interviewing a potential new captain tomorrow. This is the same agreement passed last year, with the same rate of \$25 per hour. Mr. Zellers asked what the ideal number of captains is? Mrs. Leyva-Smith said we had about seven or eight when she first started at the Port in 2017. She prefers that many as it doesn't spread anyone too thin and provides a lot of coverage. Ms. McClelland said the more the better. Our trips are limited to the number of captains we have and their availability.

Mr. Nielsen presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN INDEPENDENT CONTRACTOR AGREEMENT WITH SHIP CAPTAINS RELATIVE TO THE OPERATION OF THE SHUTTLE BOAT VESSELS IN 2023.**

Mrs. Silva Arredondo moved to approve Resolution No. 2023-05. Second by Ms. Bonilla. Roll call vote as follows:

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

**B. Strategic Development Plan Committee**

1. Mr. Mullins was absent.

**C. Marketing and Public Affairs Committee**

1. Mr. Nielsen said he had no report.

**D. Financial Planning and Audit Committee**

1. 2022 Annual Financial Statement: Mrs. Smith said the committee went through this prior to the regular board meet. The committee recommended approval by the full board. She said the first seven pages are the notes, which goes into details about who we are and how we were established, etc. Mrs. Smith said we're in good financial shape. Mr. Scott moved to approve. Second by Mr. Veard. Motion carried.
2. January 2023 Financial Statement: Mrs. Smith said she and Ms. Bonilla reviewed everything. Mr. Zellers moved to approve. Second by Mr. Veard. Motion carried.
3. 2023 Permanent Budget: Mrs. Smith said this was reviewed during the committee meeting and the committee recommended full board approval. On the spreadsheet we have the 2020, 2021, and 2022 actual budget and the 2023 proposed budget. At the end of 2022, the general fund had a balance of \$854,697.60 going into 2023. Carryover encumbrances totaled \$37,071, for an unencumbered balance of \$817,625.65. Revenues totaled \$992,304. Mrs. Silva Arredondo said the revenues are lower than last year. Mr. Brown said we had a property sale and the Kelley's Island project last year. Mrs. Smith said we expect more in real estate taxes as well. The expenditures for the general fund are \$1,107,091. Our carryover into 2024 is projected to be \$739,910.60. Then we have the brownfield Assessment Grant we were awarded in 2022. On page four, the Marine Patrol Fund was zeroed out. Page five is the Inclusive Project Planning Grant. She pointed out that you don't

have to budget advances, but she wanted to show there will be no carryover. Then we have the Kelley's Island Project. It is complete. In total, we received \$390,854.54 in fees. The Port and Park Bike Trail wasn't able to be completed in 2022, so that goes into 2023. For the stage project, we received \$995,000 from the county in December 2022. Also, on page one in 2022, there is \$1,260.60 in donations and contributions. She meant to move those funds, but she had to have surgery and was out. That will be transferred into the stage fund after the budget is approved. Mr. Scott said Mrs. Smith does a remarkable job. He asked if we could see what we budgeted versus what we spent? Mrs. Smith said yes. Mr. Scott said even if it's this year, he wants to see what we spend versus what we propose. We will add a column to the spreadsheet. The stage fund has call centers to further define the expenditures, so you'll see "stage architect", "stage fundraiser, stage construction manager and stage. Mr. Zgonc asked if the city is going to put any money into the stage project? Mr. Brown said we may be on the agenda February 20. We'll make a presentation to their committee. We asked for more than what we got from the commissioners.

Mr. Nielsen presented:

**A RESOLUTION MAKING PERMANENT APPROPRIATIONS OF THE LORAIN PORT AUTHORITY FOR CALENDAR YEAR 2023.**

Mr. Scott moved to approve Resolution No. 2023-06. Second by Ms. Kiraly. Roll call vote as follows:

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

4. Coastal Management Assistance Grant Advancement of Funds Repayment Extension: Mrs. Smith said this is the first of two repayment extensions for special revenue funds we have. It extends the repayment deadline to December 31, 2023.

Mr. Nielsen presented:

**A RESOLUTION TO APPROVE A REPAYMENT EXTENTION FOR THE ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL**



**REVENUE COASTAL MANAGEMENT PORT AND PARKS LAKE ERIE BIKE TRAIL STATION FUND.**

Mr. Zgonc moved to approve Resolution No. 2023-07. Second by Mr. Zellers. Roll call vote as follows:

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

**5. Inclusive Project Planning Grant Advancement of Funds Repayment**

Extension: Mrs. Smith said this is for the Inclusive Project Planning grant. It will be repaid by the end of this year.

Mr. Mullins presented:

**A RESOLUTION TO APPROVE A REPAYMENT EXTENTION FOR THE ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL REVENUE INCLUSIVE PROJECT PLANNING GRANT FUND.**

Mrs. Silva Arredondo moved to approve Resolution No. 2023-08. Second by Ms. Kiraly. Roll call vote as follows:

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

**E. Bylaws and Personnel Committee**

1. Mr. Veard said he had no report.

**VI. Other Business**

A. None.

**VII. Public Comment**

A. None.

**VIII. Executive Session: Property Disposition**


Motion by Mr. Veard to enter executive session. Second by Ms. Bonilla. Roll call vote as follows:

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

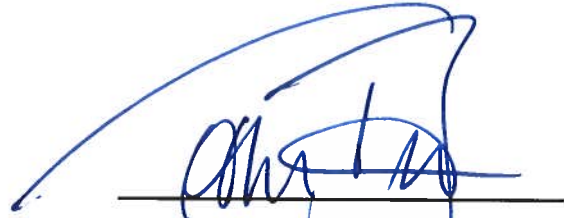
Mr. Zgonc moved to exit executive session. Second by Mr. Veard. Motion carried.

**IX. Adjournment**

**A.** There being no further business to come before the board, Mr. Scott moved to adjourn. Ms. Bonilla seconded. Meeting adjourned at 8:04 p.m.



Carl Nielsen, Vice Chairman



Tom Brown, Executive Director