

**Lorain Port and Finance Authority**  
**Board of Directors**  
**Regular Meeting**  
**Port Office**  
**Tuesday, December 12, 2023, at 6:00 p.m.**

**Board of Directors:** Ms. Bonilla and Kiraly; Mrs. Silva Arredondo; Messrs.  
Mullins, Nielsen, Scott, Veard, Zellers and Zgonc (9)

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

**Guests:** None

**I. Roll Call**

A. The meeting was called to order at 6:11 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

**II. Pledge of Allegiance**

**III. Disposition of Meeting Minutes**

A. October 24, 2023, Special Board Meeting: Mr. Veard moved to approve the meeting minutes. Second by Mrs. Silva Arredondo. Motion carried.

**IV. Report of Officers**

**A. Chairman**

1. Correspondence received:

a. Mr. Brown said he handled all correspondence.

**B. Executive Director**

1. Stacy Caddey Recommendations: Mr. Brown said he and Ms. McClelland have had a few Zoom calls about the next steps. We need to work on the steering committee. We need participation from the board. One or two board members need to be on the committee and lend that leadership and expertise. They will then reach out to the people in the feasibility study who were willing to be on the steering committee, and then likely name a co-chair from the private sector. Once we have the full steering committee we get to

work. Mr. Brown said he hopes to start meeting in mid-January. Mr. Brown said he and Ms. McClelland were thinking more aggressively on the timeline, but Ms. Caddey said mid-January. Mr. Kiraly said she would love to be considered. Mr. Zellers said he would volunteer. Mr. Mullins volunteered, too. Mr. Brown said we were looking for two, but three is even better. A board member would need to be one of the co-chairs. Who would want to be a co-chair? This would be a pretty involved position. Ms. McClelland said ideally the committee would have 8 people. It can go up to 10. It shouldn't be all board members. Mr. Brown will be one. Then four other people from the list we're compiling of interested people. Mr. Zellers said he thinks the Mayor's name needs to be up there. Ms. McClelland said the mayor and council people were on the list, but they were removed because it was recommended we not include political figures. Mr. Brosky suggested Tony Gallo. Ms. McClelland said we can add back anyone the board feels strongly about. Mr. Zellers asked about the director of the Lorain County Port Authority? Mr. Brown said we can ask him. Mr. Zellers said he thinks we need to get the county involved. Ms. Caddey said if we want a larger reach, we need people outside Lorain County. Mr. Brown said Linda Corrigan is who dressed up at the concerts, she used to be a fundraiser for University Hospitals. Ms. McClelland said this doesn't have to be decided tonight, but we want to zero in on the board member commitments. Ideally, the board members would be the co-chairs of the fundraising committee. The hope is they can find committee members by the start of January and by mid-January we want to schedule the first fundraising meeting. Tonight, we need to decide the board members who will be on the committee. Mr. Brown said Ms. Kiraly, Mr. Zellers and Mr. Mullins will be included in the committee emails moving forward.

### **C. Assistant Director**

1. Economic Development Resolution: Ms. McClelland said in 2020, we passed a resolution in line with our strategic plan to take the economic development dollars generated by the port authority and set it aside for economic development related activities. Those funds have been sitting in a pot

because they're restricted. There is roughly \$700,000 in the fund today. We are at a crossroads. The money that could potentially go toward the stage project is currently restricted. This resolution would rescind the 2020 resolution so we no longer have any restricted funds. Mr. Brown said the stage forced this hand a little faster. He said we also weren't taking any expenses out anymore. Ms. Kiraly asked why we passed the resolution? Ms. McClelland said it was to build a fund specifically for economic development. When we started our strategic plan in 2020, the goal was to become more self-sufficient and potentially eventually have a loan or bond fund reserve. Mr. Zellers said the idea was if we had a large enough fund, Ms. McClelland could do economic development full time. Mr. Brown said the accounting also became difficult, and then we were only adding to it and not taking any out.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO RESCIND RESOLUTION NUMBER 2020-26 FOR THE SET ASIDE OF ANY ECONOMIC DEVELOPMENT RELATED REVENUES TO BE USED FOR THE PURPOSES OF ECONOMIC DEVELOPMENT RELATED ACTIVITIES.**

Mr. Zellers moved to approve Resolution 2023-21. Second by Mr. Nielsen. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

## **V. Report of Committees**

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

1. Murray Ridge Litter Control Contract: Mr. Zellers said the committee met tonight before the regular meeting. The committee recommended the full board approve the proposed contract.

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. Veard moved to approve Resolution No. 2023-22. Second by Mr. Scott. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

2. Trolls Under the Bridge Lease Discussion: Mr. Zellers said we lease space to them in our concession stand for shaved ice in the summer. Their lease is \$200 a month. They're asking to not pay during the winter months. The committee is recommending staying with the \$200 a month. We feel it is a bargain. Mr. Brown will talk to Rockin' on the River about fees this coming season. Ms. Bonilla moved to approve keeping the lease payment at \$200 per month throughout the year. Second by Mrs. Silva Arredondo. Motion carried.
3. Stage Architects Proposal: Mr. Zellers said this we need to have the architects under contract by the start of January so we can have the drawings and documents ready to go out to bid by June 2024 to break ground in fall 2024. The committee recommends Mr. Brown have the ability to negotiate the final wording with a price not to exceed \$986,250. In particular, he thinks we need to look at insurance requirements and have Mr. Brosky review the proposal. Mr. Brosky said the other party wants to take out the arbitration clause. He said we want to ensure it's in Lorain County if litigation comes up. Mr. Zellers said he wants to push back on prices a bit. We would like the full board's approval to get started. Mrs. Smith said the purchase order normally includes extra for the reimbursables. Mr. Zellers said we can include wiggle room. Mr. Brown said we can phase the approach. We just need to get them drawing. We can open future purchase orders. Mr. Zgonc said the timeline in the contract isn't right. Mr. Zellers said it isn't and that will be corrected. Whiting Turner said the permit drawings need to be done by 6-18-24.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH BIALOSKY CLEVELAND FOR THE NEXT PHASE OF ARCHITECTURE AND ENGINEERING SERVICES FOR THE BLACK RIVER LANDING AMPHITHEATER PROJECT.**

Mr. Zellers moved to approve Resolution No. 2023-23. Second by Ms. Kiraly. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

**B. Strategic Development Plan Committee**

1. Mr. Zgonc said he had no report.

**C. Marketing and Public Affairs Committee**

1. Mr. Nielsen said he had no report.
2. 2023 Shuttle Boat Statistics: Mrs. Leyva Smith said we scheduled 215 trips this season and of those 39 were cancelled, so we ran a total 176. Our total passenger count was 3,052. We ran 35 more trips this year than in 2022. The Water Taxi ran 24 times and there were a total of 1,483 riders. Mrs. Leyva Smith clarified the Water Taxi passengers are included in the total passenger count. Most of the Water Taxi passengers picked up the boat at Black River Landing. Over the last five years, the cost of insurance as steadily gone up. Overall, this season was similar to last in that we lost about the same amount of money. Mr. Mullins said he thinks the boats had more passengers per trip this season. Mrs. Leyva Smith said yes, we had an average of 10 per trip. The average cost per trip this year was about \$225. The average hourly cost was just under \$85. Mr. Scott asked how we break even? Mr. Mullins said charge people. Mrs. Leyva Smith said yes, we either need to raise the price of the trips or somehow have more. Additional sponsors is another possibility.
3. Crow's Nest Digital Media Agreement: Mr. Brown said this is Chris Haynes. He manages our social media and YouTube pages. Our numbers are doing well and the pages are popular. We have another camera on order so we'll soon have two 24-hr cameras. He recommends an additional year at the same rate of \$1,500 a month or \$18,000 annually.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A ONE YEAR EXTENSION 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 approve Resolution No. 2023-24. Second by Mrs. Silva Arredondo. Roll call votes as follows:

**Ayes: 9                      Ayes: 0                      Abstain: 0                      Resolution Passed**

**D. Financial Planning and Audit Committee**

1. November 2023 Financial Statement: Ms. Bonilla said she reviewed the financials and everything looks great. Mrs. Smith said we're on track as we get toward the end of the year. Mr. Scott moved to approve the November financials. Second by Mr. Veard. Motion carried.
2. Inclusive Project Planning Grant Advancement of Funds Extension: Mrs. Smith said we have two special revenue grant funds she isn't sure will be done by year end, so she's requesting an extension for repayment. We think the Inclusive Project Planning Grant will close by year end, so the next resolution covers us if it does close. This extension is through March 2024. Ms. Kiraly abstained due to the appearance of a conflict of interest.

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.**

Mr. Veard moved to approve Resolution No. 2023-25. Second by Mr. Nielsen. Motion carried.

**Ayes: 8                      Nays: 0                      Abstain: 1                      Resolution Passed**

3. Transfer of Funds from Inclusive Project Planning Fund to the General Fund: Mrs. Smith said this is the resolution to pay back the general fund if the grant closes before the end of the year. We're going to have a balance of \$1,936.25

remaining. Ms. Kiraly abstained due to the appearance of a conflict of interest.

Mr. Mullins presented:

**A RESOLUTION TO APPROVE A TRANSFER OF FUNDS FROM THE INCLUSIVE PROJECT PLANNING SPECIAL REVENUE FUND TO THE GENERAL FUND.**

Mr. Nielsen moved to approve Resolution 2023-26. Second by Mr. Veard. Roll call vote as follows:

**Ayes: 8                      Nays: 0                      Abstain: 1                      Resolution Passed**

4. Port and Parks Bike Trail Station Advancement of Funds Extension: Mrs. Smith said we probably won't close this until early January 2024. The advancement of funds will need an extension as a result.

Mr. Mullins 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.**

Ms. Kiraly moved to approve Resolution No. 2023-27. Second by Mr. Zgonc. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

5. 2024 Temporary Budget: Mrs. Smith said we do this in December as it allows us to operate through the first part of the year until we close 2023.

Mr. Mullins presented:

**A RESOLUTION TO APPROVE THE 2024 TEMPORARY APPROPRIATIONS FOR THE LORAIN PORT AUTHORITY.**

Mr. Zellers moved to approve Resolution No. 2023-28. Second by Mrs. Silva Arredondo. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

6. Budget Amendment: Mrs. Smith said this is due to the Port and Parks Bike Trail Grant. She needs to add in the revenue and expense of \$6,260.03 in that fund.

Mr. Mullins presented:

**A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2023 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.**

Mr. Zellers moved to approve Resolution No. 2023-29. Second by Ms. Kiraly. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

**E. Bylaws and Personnel Committee**

1. Mrs. Silva Arredondo said the committee met before the meeting. They had an executive session. She asked the board to adopt the committee recommendation for the cost of living increases for the staff authorized by the chair. Mr. Scott moved to approve. Second by Ms. Bonilla. Motion carried.

**VI. Other Business**

- A. Mr. Mullins asked about Oasis Marinas. Mr. Brown said the issues decreased with weather and the temporary gate. The permanent one should be ready in the next few weeks. There's going to be some public backlash. We'll publish our release as needed. We're still working with the marina on plans for next year. Mrs. Silva Arredondo asked about Erie Steak and Seafood. Mr. Brown said they're still transitioning out. Mr. Zgonc asked if we're leasing the restaurant to Mr. Jim Andrews. Mr. Brown said no, Oasis handles that lease.

**VII. Public Comment**

- A. None.

**VIII. Executive Session: Property Disposition**

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

**Ayes: 9                      Nays: 0                      Abstain: 0                      Motion Carried**



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

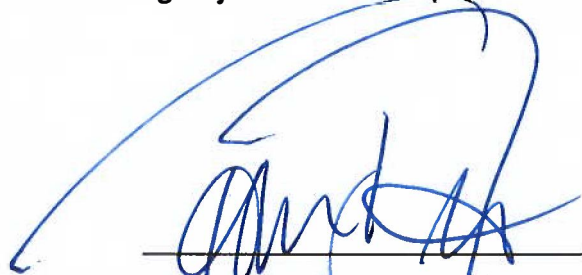
**IX. Adjournment**

A. There being no further business to come before the board, Mr. Scott moved to adjourn. Mr. Veard seconded. The meeting adjourned at 7:16 p.m.



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Brad Mullins, Chairman



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Tom Brown, Executive Director