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DATE: August 5, 2021
TO: Board of Directors
FROM: Brad Mullins, Chairman, Board of Directors
SUBJECT: Meeting Notice

Please be advised that a Regular Board Meeting has been scheduled for 7:00 p.m. on

Tuesday, August 10, 2021

Location:
Lorain Port and Finance Authority
319 Black River Lane
Lorain, OH 44052

cc: Mayor/Administration
City Council
Media

Lorain Port and Finance Authority
Board of Directors Regular Meeting
Tuesday, August 10, 2021, at 7:00 p.m.
Port Offices

AGENDA

- I. Roll Call
- II. Pledge of Allegiance
- III. Disposition of Meeting Minutes
 - A. April 13, 2021, Regular Board Meeting
- IV. Report of Officers
 - A. Chairman
 - 1. Correspondence received
 - B. Executive Director
 - 1. Marie Bonaminio Fireworks Celebration September 4, 2021
Staff Presenter: Tom Brown, Executive Director
 - 2. Stage Top Update
Staff Presenter: Tom Brown, Executive Director
 - 3. Events Update
Staff Presenter: Tom Brown, Executive Director
- V. Report of Committees
 - A. Contract Management Committee
 - B. Strategic Development Plan Committee
 - C. Marketing and Public Affairs Committee
 - D. Financial Planning and Audit Committee
 - 1. Budget Amendment: Resolution No. 2021-__
Staff Presenter: Yvonne Smith, Accountant
 - E. Bylaws & Personnel Committee
- VI. Other Business
- VII. Public Comment
- VIII. Executive Session
- IX. Adjournment

Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Zoom
Tuesday, April 13, 2021, at 7:00 p.m.

Board of Directors: Messrs. Bansek, Kuszniir, Mullins, Nielsen, Scott, Veard, Zellers and Zgonc (8)

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

Guests: None

I. Roll Call

A. The meeting was called to order at 7:01 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. March 9, 2021, Regular Board Meeting: Mrs. Leyva-Smith said she corrected the date in the bottom left corner from 2020 to 2021 prior to tonight's meeting. Mr. Zgonc moved to approve the meeting minutes as corrected. Second by Mr. Zellers. Motion carried.

IV. Report of Officers

A. Chairman

1. Election of Officers: Mr. Brown said he sent an email out about this in March. It is now time to set officer positions, including secretary, chair and vice chair. He opened the floor to nominations for secretary, which is typically held by the executive director. Mr. Mullins nominated Mr. Brown. Mr. Kuszniir seconded. With no other nominations, a voice vote was taken. The motion carried unanimously. Mr. Brown then opened the floor to chair nominations. Mr. Zellers nominated Mr. Mullins. Mr. Nielsen seconded. With no other nominations, a voice vote was taken. The nomination passed unanimously.

Mr. Brown the opened the floor for vice chairman. Mr. Zellers asked if Mr. Nielsen was interested. Mr. Nielsen said yes. Mr. Zellers nominated Mr. Nielsen as vice chair. Mr. Mullins seconded. With no other nominations, a voice vote was taken. The nomination passed unanimously.

2. Correspondence received:

- a. U.S. Army Engineer District Detroit Letter: Mr. Brown said he included a letter from USACE District Detroit. The synopsis is in the past we've done Jet Express trips to Cleveland. In order to do that, we had to have an agreement in place to use that dock. USACE is asking for a compensation package. Mr. Brown recommended notifying USACE we are not interested in the dock this year. We haven't been to Cleveland in a while due to COVID-19. If something comes up, we can reengage then. We do not know if we can do anything with the Jet this year. Mr. Mullins asked for clarification. Mr. Brown said the issue is it's not an essential service and the threshold of passengers is too low. We're keeping conversations open and hoping to get it back this year. Mr. Brown said we're also keeping a pulse on COVID-19 restrictions and hope to have maybe a BrewFest Cruise or something else on the Jet. Mr. Mullins asked about the length of the contract. Mr. Brown said it would be a \$3,600 yearly fee. Mr. Zellers suggested maybe reaching out for a per dock fee. Mr. Brown said he would keep dialogue going.
- b. BrewFest Sponsorship Request Letter: Mr. Brown said the BrewFest Committee sent a sponsorship request letter. He said he has explained to the group before that the board sees this as a partnership, but they wanted to ask again. The group had to cancel last year and are looking forward to bringing it back. Mr. Nielsen moved to approve the sponsorship. Second by Mr. Bansek. Motion carried.

B. Executive Director

1. Marine Patrol Update: Mr. Brown said there is a simple MOU between us and the LPD. We need to be able to deputize our Marine Patrol Officers. Chief Cel Rivera and Sherriff Phil Stammitti had a relationship and that changed when

Chief Rivera retired. We've been working on the MOU now for three months. Mr. Brown said he reached out to the Sherriff's office, and they will not sign it. The Sherriff's office is going to be reaching out to work with us directly. Long story short, we'll have to have a special call if this gets done. If no MOU, we can't accept the grant. As much as we like to provide the service, we are not interested in becoming a full-fledged police authority. Sherriff's Office could be the grant holder. City was not interested in taking over the Marine Patrol. The MOU has to do with our site. Everything we do here has police approve. Liquor licenses, security, event planners talk to LPD to determine number of officers needed. The city is convoluting a very simple MOU. Sherriff's Office won't sign off if the city isn't involved. Tied up in legal. We can't have a ROTR or Roverfest without the police department involved. We can have a special call if we get the grant and MOU completed. This shows it's a lot easier for a law enforcement agency to handle a grant like this.

2. Mr. Brown said during the stage top installation, it was noted that one concrete pillar had degraded. It is structurally sound, but we don't want to take any chances. He reached out to Gary Fischer. Mr. Fischer met with Ruhlin Company and came up with a plan for the repair. One pillar and an electrical issue will be addressed. He is requesting an increase in his threshold to \$15,000, this one time, and give him the authority to correct the issues before Memorial Day. It's about a week of work. He doesn't want to put it off until May. Mr. Nielsen moved to increase Mr. Brown's threshold to complete the stage project before Memorial Day. Second by Mr. Veard. Motion carried.

C. Assistant Director

1. JobsOhio Inclusive Project Planning Program: Ms. McClelland said this was not in the board packet. This was very last minute. Last year we worked with JobsOhio and Team NEO to get our projects more attention. Emphasis the need to get dollars into the city of Lorain to see why our properties aren't getting any attention. We applied for a grant last year based on their guidance. One of the main issues is we've done RFPs and get no proposals

back. What are we missing? One of the fundamental things was we need to have a market analysis for the city, so developers know what to expect. JobsOhio has awarded us funding through the inclusive project planning program. Three target properties, pellet terminal, south acreage of BRL and 24-acre parcel near boat launch facility. Publicly held properties with no good attention in the last 10 years. \$42,800. Awarded 50% of that. The city has agreed to go half with us. 6-month process. It will show us what is feasible and what the market dictates. We wanted them to tell us commerce, what kind of industries we should be targeting. The goal is to... Rep Joe Miller... They want to take the next step and go back to the market to get proposals back. Realistic expectation of what could be on these properties. Mr. Mullins said he thinks Ms. McClelland is spot on. Developers always as for feasibility studies. It will show us how much housing, retail, dining is feasible and at what rate. Getting down to the nitty gritty. Mr. Brown said one, we budgeted this. We knew we were applying. Also, this will help developers. Radhika spent \$30,000 on a hotel feasibility study. If someone comes here, we can hand them what we have, and it will save time and money.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR THEIR DESIGNEE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) BY AND BETWEEN THE CITY OF LORAIN, LORAIN PORT AUTHORITY AND JOBSOHIO FOR THE PURPOSE OF CONTRACTING WITH PROFESSIONAL SERVICES, PENDING MINOR NONSUBSTANTIVE CHANGES AND LEGAL COUNSEL APPROVAL.

Mr. Bansek moved to approve Resolution No. 2021-08. Second by Mr. Scott. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution Passed

V. Report of Committees

A. Contract Management Committee

1. 2021 History Tours Agreement: Mr. Zellers said he had no report and turned the floor over to Mrs. Leyva-Smith. She explained the port authority and Lorain Historical Society partner to offer History Excursions, which usually sell out each year. This is the same agreement we passed in 2020.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE LORAIN HISTORICAL SOCIETY REGARDING THE 2021 HISTORY BOAT TOURS.

Mr. Kusznr moved to approve Resolution No. 2021-09. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution Passed

B. Strategic Development Plan Committee

1. Mr. Kusznr said he had no report.

C. Marketing and Public Affairs Committee

1. Mr. Bansek turned the floor over to Mr. Brown.
2. Mr. Brown thanked Mr. Bansek for his time on the board in case he isn't reappointed. He mentioned a marketing project between Mr. Bansek and Mr. Nielsen. We programmed dollars into it and created T-shirts and koozies advertising Black River Landing. Mr. Nielsen said the original thought was a T-shirt cannon. Mr. Bansek said the first year would be giveaways and the next year would be raffles to raise money for the stage. Mr. Mullins asked if they have printers and things ready. Mr. Brown passed out design examples and said to give feedback and mark which one(s) you like. Mr. Kusznr confirmed there would be no copyright issues.

D. Grounds Maintenance and Capital Improvements Committee

1. Mr. Nielsen said Mr. Brown touched on a few issues that will be addressed. The festival site is looking good but needs minor tune-ups. There was minor graffiti, but the pavilions look good. Steel components on Train Station will be painted. The wood components on picnic pavilion will be power washed and re-stained. Two bench swings have been installed. Mr. Nielsen ordered a

swing, and a total of three are on order. The swing sponsorship packet is coming together. So far people love them. Mr. Mullins asked about the timetable? Mr. Brown said it's about 6-8 weeks for shipping and MTC Horticultural Services does the install. It takes about one day, plus 24 hours to set. It's \$2,500 for the sponsorship. We have a map for colors and locations.

E. Financial Planning and Audit Committee

1. March 2021 Financial Statement: Mr. Kuszniir said Mrs. Smith sent him the financial documents to review digitally. Everything looks good. Mr. Zellers moved to approve the March 2021 Financial Statement. Second by Mr. Veard. Motion carried.
2. Paddling Enhancement Grant Advancement of Funds: Mrs. Smith said this is needed in relation to the Paddling Enhancement Grant we were awarded. This is a reimbursable grant, meaning we pay for the expenses upfront and are paid back after the project is complete.

Mr. Mullins presented:

A RESOLUTION TO APPROVE AN ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL REVENUE ODNR PADDLING ENHANCEMENT GRANT FUND.

Mr. Zellers moved to approve Resolution No. 2021-10. Second by Mr. Kuszniir. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution Passed

F. Bylaws and Personnel Committee

1. No report.

VI. Other Business

- A. Mr. Zellers said he would like to have something for Mrs. Barb Cook, Mr. Roberto Davila and Mr. Bansek. He also suggested pictures be taken of the new board members.

VII. Public Comment

- A. None.

VIII. Adjournment

- A.** There being no further business to come before the board, Mr. Bansek moved to adjourn. Mr. Zellers seconded. Meeting adjourned at 8:01 p.m.

Brad Mullins, Chairman

Tom Brown, Executive Director

RESOLUTION NO. 2021-__

A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2021 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.

WHEREAS, through its operations it is necessary to amend the Lorain Port Authority Operating Budget for 2021 to ratify expenditures and to request an amended Certificate of Estimated Resources from the County Auditor.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lorain Port Authority:

SECTION I. That the expenditure of funds pertaining to the amendment and hereby ratifying and that the Executive Director is hereby authorized to amend the Lorain Port Authority Operating Budget for 2021.

SECTION II. That pursuant to said budget amendment, transfer of and appropriation of funds, the Executive Director is also authorized to request an amended Certificate of Estimated Resources from the County Auditor.

SECTION III. It is found and determined that all formal proceedings and actions of this Board concerning and relating to the passage of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, of the Ohio Revised Code.

Ayes:

Nays:

Abstain:

Adopted:

Brad Mullins, Chairman

Tom Brown, Executive Director