

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
January 10, 2017**

Board of Directors: Ms. Carr, Mrs. Cook; Messrs. Bansek, Davila,
Mullins, Nielsen, Zellers

Staff: Rick Novak, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Specialist
Mike Brosky, Esq.

Guests: Rick Payerchin, Morning Journal
Mary Springowski
Jerry Doniven
Tom Brown, Executive Director Elect

I. **Roll Call.** The meeting was called to order at 7:19 p.m. by Chairman Carl Nielsen with roll call indicating a quorum present.

II. **Disposition of Meeting Minutes:** Disposition of February 9, 2016 Regular Board Meeting Minutes were presented for approval. Motion to accept the Minutes by Ms. Carr. Support by Mr. Mullins. Motion carried.

Disposition of December 13, 2016 Regular Board Meeting Minutes were presented for approval. Motion to accept the Minutes by Ms. Carr. Seconded by Mr. Bansek. Motion carried.

Disposition of December 20, 2016 Special Board Meeting Minutes were presented for approval. Motion to accept the Minutes by Mr. Mullins. Seconded by Ms. Carr. Motion carried.

III. **Report of Officers.**

A. Chairman

1. Correspondence received – None.

B. Executive Director.

1. Long EDA Contract 2017. Mr. Novak stated last year when the Agreement was presented it was not expressed as a two (2) year Agreement so he wanted to have the Board review this. Mr. Novak stated Tim Long's compensation is \$12,000.00 per year for his general services that he provides the Agency as a Consultant with our economic development related projects.

The Agency is working with Mr. Long on the Camaco Project, Clover Project and Hotel Project. Mr. Zellers queried if the annual amount could ever rise above the \$12,000.00 and Mr. Novak stated not without Board approval. Mr. Novak further stated on some projects a special fee will be built in.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING AN EXTENSION FOR PROFESSIONAL SERVICES RENEWAL AGREEMENT WITH LONG-ECONOMIC DEVELOPMENT ADVISORS, LLC (LEDA).

Ms. Carr made a Motion to accept Resolution No. 2017-01. Seconded by Mr. Zellers. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution passed

2. Facilities Maintenance (Part-time) Employee. Ms. McClelland stated this position would be a newly created position and would oversee maintenance jobs for the site. Ms. McClelland stated Mr. Ken Kramer was interviewed for this flexible part-time position. The rate would be \$20.00 per hour setting a maximum number of hours per year. Mr. Novak further stated interviews have taken place in the past and Mr. Kramer seems to be the most qualified. Mr. Zellers made a motion to accept the job description, create the position and accept the maximum amount of \$20,000.00. However, no decision was made on hiring of an individual. The Board recommended that the staff advertise/expand its search for the position. Seconded by Mr. Bansek. Roll call vote as follows:

Ayes: 6 Nays: 1 Abstain: 0 Motion carried

IV. Report of Committees.

A. Contract Management Committee – Mr. Mullins stated the meeting this evening was to discuss the threshold for the Executive Director to make a purchase and send this item to the ByLaws Committee.

Mr. Nielsen turned the floor over to Ms. McClelland to discuss the Annual Task Orders. Ms. McClelland prepared a listing of the hourly pricing for each Company.

Ms. McClelland stated the hourly rates did not change for Firelands Electric from last year, though these rates would be updated March 1st and may stay the same or change. Ms. Carr made a Motion to accept Firelands Electric for the Annual Task Order for Electrical. Seconded by Mr. Zellers. Motion carried.

Ms. Carr made a Motion to accept Lucas Plumbing for the Annual Task Order for Plumbing/HVAC. Seconded by Mrs. Cook. Motion carried.

Motion to accept Fischer & Associates for the Annual Task Order for Architecture concerns were presented over the hourly price received. It was requested that other hourly rates be explored. Motion tabled.

Motion made to accept KS Engineering for the Annual Task Order for Marine Engineering. Motion tabled.

Mr. Zellers made a Motion to accept Quality Sprinklers for the Annual Task Order for Irrigation. Seconded by Ms. Carr. Motion carried.

Mr. Zellers made a Motion to accept Bramhall Engineering for the Annual Task Order for Engineering firm did not submit hourly rates to be presented at the meeting. Seconded by Ms. Carr. Motion carried.

The Contract Committee has recommended raising the threshold for obtaining written quotes from \$2,500.00 to \$5,000.00. The issue was recommended to the ByLaws and Personnel Committee.

B. Strategic Development Plan Committee – Mr. Novak stated he had a meeting with representatives of Kelley's Island. Mr. Novak stated the meeting went extremely well. Mr. Novak further stated we will be obtaining drawings for the previously constructed Ferry and they are working with ODOT and a Consultant to review the plans and inspect the project. He further indicated that the Contract used for the Jet Express will serve as a template. Mr. Zellers made a recommendation to send this matter of fees to the Contract Committee.

Ms. McClelland stated two (2) Grants were applied for through ODNR Coastal Management for the Waterfront Trail Access Point and one for parking lot enhancements in coordination with the Camaco Project.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES OFFICE OF COASTAL MANAGEMENT FOR THE OHIO COASTAL MANAGEMENT ASSISTANCE GRANT PROGRAM.

Mr. Mullins made a Motion to accept Resolution No. 2017-02. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution passed

C. Marketing & Public Affairs Committee – Ms. McClelland stated Mrs. Smith

and she had a telephone meeting with a company and they are getting back to them on details.

D. Financial Planning and Audit Committee – Mrs. Smith informed the Board that the Agency's Credit Card Account has been compromised. This Account has now been closed.

Retroactive Transfer of Funds from the Fireworks Special Revenue Fund to the General Fund. A retroactive revenue fund for \$73.00 for the fireworks was still open and Mrs. Smith would like to transfer this Special Revenue fund to the General fund.

Mr. Nielsen presented:

A RESOLUTION TO APPROVE A RETROACTIVE TRANSFER OF FUNDS FROM THE FIREWORKS SPECIAL REVENUE FUND TO THE GENERAL FUND.

Mr. Bansek made a Motion to accept Resolution No. 2017-03. Seconded by Mr. Zellers. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution passed

August 2016 Financials. Mr. Zellers made a Motion to accept the August 2016 Financials. Seconded by Ms. Carr. Motion carried.

September 2016 Financials. Mr. Zellers made a Motion to accept the September 2016 Financials. Seconded by Ms. Carr. Motion carried.

October 2016 Financials. Mr. Zellers made a Motion to accept the October 2016 Financials. Seconded by Ms. Carr. Motion carried.

November 2016 Financials. Mr. Zellers made a Motion to accept the November 2016 Financials. Seconded by Ms. Carr. Motion carried.

Amend the Official Certificate of Estimated Resources 2017. Mr. Davila made a Motion to Amend the Official Certificate of Estimated Resources. Seconded by Mrs. Cook. Motion carried.

2017 Amended Temporary Budget Appropriations. Mrs. Smith stated she added the new USEPA Brownfield Assessment, Special Revenue fund along with the Grant amount of \$200,000.00.

Mr. Nielsen presented:

A RESOLUTION AMENDING THE TEMPORARY BUDGET APPROPRIATIONS FOR THE LORAIN PORT AUTHORITY FOR CALENDAR YEAR 2017.

Ms. Carr made a Motion to accept Resolution No. 2017-04. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution passed

Then & Now Certificate – None.

E. ByLaws and Personnel Committee – Mr. Novak stated the threshold is up to \$5,000.00 and is discretionary. Anything above that \$5,000.00 would require three (3) written quotes and review by the Chair of the Contract Committee. Motion by Mr. Mullins to accept. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 6 Nays: 1 Abstain: 0 Motion carried.

V. Public Comments – None.

VI. Other Business. Mrs. Smith discussed January 31, 2017 for a Financial Planning & Audit Committee Meeting along with a Contract Management Committee Meeting at 6:00 p.m.

Mr. Nielsen stated a fee waiver is required for the Train Station for a point in time for a Retirement Party. Mr. Mullins made a Motion for a Fee Waiver for the Train Station for a future date to be determined. Seconded by Ms. Carr. Motion carried.

VII. Adjournment.

There being no further business to come before the Board, Mr. Mullins made a motion to adjourn. Seconded by Mr. Nielsen. Motion carried. The meeting was adjourned at 8:37 p.m.



Carl Nielsen, Chairman



Rick Novak, Executive Director