

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
April 11, 2017**

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

Staff: Tom Brown, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Specialist

Guests: Rick Payerchin, Morning Journal
Adam Mathews, Lorain Harbor Railroad
Gail Bonsor, Brewfest

- I. **Roll Call.** The meeting was called to order at 7:31 p.m. by Chairman Carl Nielsen with roll call indicating a quorum present.
- II. **Disposition of Meeting Minutes:** Disposition of March 14, 2017 Regular Board Meeting Minutes were presented for approval. Motion to accept the Minutes by Mrs. Cook. Support by Mr. Mullins. Motion carried.

III. **Report of Officers.**

A. Chairman

1. Correspondence received – Letter from The Coalition for Hispanic/Latino Issues and Progress Sponsorship. Mr. Davila explained this will be held on April 29, 2017. He further stated April 28 is a Sponsorship dinner and Mr. Brown indicated a representative will be there. Mr. Brown stated the sponsorship is \$500.00. Mr. Zgonc made a Motion to provide a sponsorship pledge. Seconded by Ms. Carr. Motion carried.
2. Letter from Lorain County Organized Labor: Fee Waiver asking for a fee waiver for their 22nd annual Labor Day celebration. Mr. Zgonc made a Motion to provide this organization a fee waiver. Seconded by Ms. Carr. Motion carried.
3. Mr. Brown indicated the Cabela's Fish Fry is June 8, 2017 and he distributed tickets for the Board Members to sell.

B. Executive Director.

1. Election of Officers. Mr. Nielsen stated Brad Mullins should be the next elected Chairman of the Board. Mr. Zgonc nominated Carl Nielsen as chairman of the Board. Mr. Nielsen declined the nomination. Ms. Carr

nominated Brad Mullins Chairman of the Board. Mr. Nielsen seconded that nomination. Mr. Brown asked for further nominations for the Chairman of the Board. None noted. Mr. Zgonc made a Motion to close nominations. Seconded by Mr. Nielsen.

Mr. Brown stated there is a vacancy of Vice-Chair. Mr. Brown opened nominations for Vice-Chair, Mrs. Cook nominated Mr. Davila, Mr. Nielsen nominated Connie Carr. Mr. Brown made a Motion to close nominations after there being no more nominations. Mr. Brown stated those in favor of Roberto Davila being the Vice-Chair decided by a hand vote is two (2), Barb Cook and Roberto Davila. All of those in favor of Connie Carr for Vice-Chair a hand vote was utilized and asked that the Board please raise their hand when voting yes, which equals six (6).

2. Independent Contractor Agreement Shuttle Boat Captains. Mr. Brown indicated there were some small corrections, clarification and insurance language.

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.

Ms. Carr made a Motion to accept Resolution No. 2017-17. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

3. Lorain Historical Society Agreement re: 2017 History Boat Tours.

Mr. Brown indicated this is the Agreement from last year with a few items reworked.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE LORAIN HISTORICAL SOCIETY REGARDING THE 2017 HISTORY BOAT TOURS.

Mr. Mullins made a Motion to accept Resolution No. 2017 - 18. Seconded by Mr. Bansek. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

4. 2017 Buoy and 2017 Dock Contracts \$5,600.00 each. Mr. Brown is Requesting authorization to enter into an Agreement for the dock and buoy installation. He further stated that local installers South Shore Dredge and Dock would be used due to mobilization fees. Ms. Carr made a Motion to authorize the Executive Director to enter into a Contract for installation of the dock and buoys. Seconded by Mr. Zgonc. Motion carried.

IV. Report of Committees.

A. Contract Management Committee –

1. Mr. Mullins stated the Committee met and it was decided not to change the Agent of Record for insurance at this time but instead open it up for RFP six (6) months from now. Mr. Nielsen mentioned the need to begin putting together a quote for Spitzer Marina. Mr. Nielsen added this should be part of Strategic Development.
2. Mr. Nielsen mentioned the need to begin putting together a quote for Spitzer Marina. Mr. Nielsen added this should be part of Strategic Development.

B. Strategic Development Plan Committee – Ms. Carr stated Mr. Brown and she met discussing a permanent stage top among other items.

C. Marketing & Public Affairs Committee – Mr. Nielsen questioned Mr. Bansek where the Web site was at and Mr. Bansek answered it was moving along. Mr. Bansek is interested in hiring professional photographers.

D. Financial Planning and Audit Committee –

1. March 2017 Bank Reconciliation Report. Mr. Davila reported that he has reviewed and approved the March 2017 Checking and Money Market bank account reconciliations.
2. March 2017 Financials. Ms. Smith reviewed the financials with the Board. Mr. Mullins made a Motion to accept the March 2017 Financials. Seconded by Mr. Bansek. Motion carried.
3. Then and Now Certificate. We do not have any Then and Now Certificates that require Board Approval.
4. Money Market Account. Mrs. Smith stated she would like to close the Money Market Account. Mr. Mullins made a Motion to close the Money Market Account at Huntington Bank formerly known as First Merit. Seconded by Mrs. Cook. Motion carried.

5. Checking Account. Mrs. Smith stated currently there is Mr. Novak, Mr. Nielsen, Mr. Brown and Mr. Mullins as signers. We would like to remove Mr. Novak. Ms. Carr made a Motion to remove Rick Novak from being a Signer on this checking account. Seconded by Mr. Mullins. Motion carried.
6. 2017 Budget Amendment. Mrs. Smith reported the Proposed Budget Amendment.

Mr. Nielsen presented:

A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2017 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.

Ms. Carr made a Motion to accept Resolution No. 2017-19. Seconded by Mr. Zgonc. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

7. 2017 Advancement of fund to USEPA Brownfield Hazardous Substance Grant.

Mr. Nielsen presented:

A RESOLUTION TO APPROVE AN ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO A SPECIAL REVENUE USEPA BROWNFIELD ASSESSMENT GRANT (HAZARDOUS SUBSTANCE) FUND.

Ms. Carr made a Motion to accept Resolution No. 2017-20. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

8. Marine Patrol Officer Wages. This item was deferred to ByLaws and Personnel Committee.
9. ODNR, Division of Parks and Watercraft 2017 Marine Patrol Grant. Mrs. Smith stated our Marine Patrol was one of the top five awarded amount again this year.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL

RESOURCES, DIVISION OF PARKS AND WATERCRAFT FOR THE 2017 MARINE PATROL PROGRAM.

Ms. Carr made a Motion to accept Resolution No. 2017-21. Seconded by Mr. Zellers. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

Mr. Brown informed the Board that a partnership is being negotiated between the Coast Guard, Coast Guard Station Lorain and the Marine Patrol. This will be a very advantageous partnership.

E. ByLaws and Personnel Committee – Mrs. Cook explained that the monetary compensation to our legal counsel has been increased to \$100.00 per hour. Mr. Nielsen made a Motion to accept the \$100.00 per hour pay. Seconded by Mr. Bansek. Motion carried.

Mrs. Cook further stated that an Office Manager's Position be established at a full time position and a salary of \$30,000.00 plus benefits. Mr. Mullins made a Motion. Seconded by Ms. Carr. Motion carried.

Mrs. Cook explained that the Marine Patrol Wages would be \$20.00 per hour and \$22.00 for the Supervisor. Ms. Carr made a Motion. Seconded by Mr. Zgonc. Motion carried.

V. Other Business. Pouring for Rockin' On The River. This year all of the proceeds will go for the levy campaign.

VI. Public Comments – None.

VII. Adjournment.

There being no further business to come before the Board, Mr. Mullins made a Motion to adjourn. Seconded by Ms. Carr. Motion carried. The meeting was adjourned at 8:06 p.m.



Carl Nielsen, Chairman



Tom Brown, Executive Director