

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
May 9, 2017**

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

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

Guests: Angel Arroyo, Jr. City Council
Kelsey Leyva, Office Manager, Lorain Port Authority
Chris Smith
Patt Leyva
David Leyva
Stephanie Leyva
Rick Payerchin, Morning Journal

- I. **Roll Call.** The meeting was called to order at 7:00 p.m. by Chairman Brad Mullins with roll call indicating a quorum present. Mr. Mullins introduced a new tradition with the Board Meetings to stand and say the Pledge of Allegence.

New Board Member and Staff Introductions. Mr. Mullins turned the floor over to Mr. Brown. Mr. Brown introduced the new Board Member, Matt Kusznr who gave a short synopsis of himself. Mr. Brown further explained an Office Manager position has been filled. Kelsey Leyva was introduced and she gave an overview of herself.

- II. **Disposition of Meeting Minutes:** Disposition of April 11, 2017 Regular Board Meeting Minutes were tabled to the next meeting. Ms. Carr made a motion to table the April 11, 2017. Seconded by Mr. Zellers. Motion carried.

III. **Report of Officers.**

A. Chairman

1. Correspondence received. Mr. Mullins described an e-mail received from Lorain International Festival asking the Board to waive the traditional fees associated with the stage and event at Black River Landing. The organization stated they are a non-profit entity and would like to celebrate the cultural history of Lorain. Mr. Mullins asked a question to Mr. Brown if the Lorain International Organization will be paying for the electric. Mr. Brown has contacted the President, he has not returned his calls and

emails but in every conversation that has been the ongoing fee structure. Mr. Mullins made a motion to include the cost of electric. Seconded by Mr. Nielsen. Motion carried.

2. Letter from Lorain High School Band and Orchestra Boosters indicating they have been invited to the National Puerto Rican Parade in New York City on Sunday, June 11, 2017. Mr. Zgonc made a Motion to contribute \$500.00 to the Band and Boosters for this event. Seconded by Mr. Zellers. Motion carried.

B. Executive Director.

1. Mr. Brown stated Ms. Carr indicated a Secretary for the Board was not voted upon during elections last Board Meeting. Ms. Carr made a Motion to nominate Mr. Brown for the Secretary position. Seconded by Mr. Nielsen. Motion carried.
2. Mr. Brown indicated the Port Authority is sponsoring a table for the Historical Society.
3. The Lighthouse Foundation contacted Mr. Brown for authorization for a chalk walk in conjunction with Oberlin College and Lorain City Schools on the Black River Landing site July 8, 2017.
4. The Rick Novak plaque is ready for a photo op in the Rick Novak Classroom at Lorain High School.
5. Firefish would like to be put on the agenda in a future meeting to discuss the poles and an ongoing art piece.
6. Mr. Brown stated maintenance quotes come in very slowly. When the quotes do come in, they are very high.
7. Mr. Brown stated a Memorandum of Agreement was prepared and a Resolution was prepared with the United States Coast Guard and the Lorain Port Authority. The Marine Patrol vessel, operations and storage within the United States Coast Guard Lorain Station. The USCG was very cooperative.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE UNITED STATES COAST GUARD.

Ms. Carr made a Motion to accept Resolution No. 2017-22. Seconded by Ms. Cook. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

IV. Report of Committees.

A. Contract Management Committee –

1. Spectrum Lease. Mr. Brown indicated the Lorain Port Authority has had an ongoing partnership with Spectrum. Mr. Brown is recommending this partnership continue. Mr. Zgonc asked the nature of Spectrum's business and Mr. Brown answered it was a School for autistic students and other services. This organization is in the City Center and they take special needs children and have a catering service and run our snack stand during different events.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH SPECTRUM CONSULTING SERVICES, LLC. FOR THE LEASE OF SPACE WITHIN THE FERRY TERMINAL BUILDING, SUBJECT TO LEGAL COUNSEL APPROVAL.

Ms. Carr made a Motion to accept Resolution No. 2017-23. Seconded by Mr. Bansek. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

2. Lighthouse Agreement. Mr. Brown indicated there has been some confusion between the Lighthouse Group and the Lorain Port Authority concerning pricing. Availability of obtaining a Captain is vital. Ms. McClelland added that the Agreements in the past have been several, now it is one Agreement.

Mr. Mullins 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 2017 SHUTTLE BOAT SERVICE TO THE LORAIN LIGHTHOUSE.

Mr. Nielsen made a Motion to accept Resolution No. 2017-24. Seconded by Mr. Zgonc. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

3. 2017 Rates Private Tours and Lighthouse Tours. Ms. McClelland stated there has been a large demand for private tours. All pricing has been

outlined in the Rules and Regulations for Lighthouse Special Event Rental. This has been agreed upon with the Lighthouse Foundation and the Lorain Port Authority. She also stated this will be made available on the website.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE APPLICATION AND RATES FOR PRIVATE LIGHTHOUSE TOUR TRIPS.

Ms. Carr made a Motion to accept Resolution No. 2017-25. Seconded by Mr. Zellers. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

4. 2017 Rates River Private Tours. Ms. McClelland stated all the information is stated on the Private Shuttle Boat Tour Application.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE APPLICATION AND RATES FOR PRIVATE RIVER TOUR TRIPS.

Mr. Bansek made a Motion to accept Resolution No. 2017-26. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

5. Morning Journal. Ms. McClelland stated advertising for The Morning Journal is being considered. She indicated over the summer months \$10,000.00 has been used on advertising with The Morning Journal. This year we are looking at \$8,000.00 worth of advertising over the summer months, which is May through October. This would include online advertising and print. Mr. Mullins made a Motion to continue advertising with The Morning Journal according to the budget. Seconded by Barb Cook.

Ayes: 8 Nays: 1 Abstain: 0 Motion carried

6. Interns. Ms. McClelland stated this is in conjunction with Leadership Lorain County. Last summer we had Macy Szucs intern for the summer months. Leadership Lorain County provides 50% of the cost of the intern. We are anticipating having an intern during this summer at 30 hours per week focusing on website and marketing.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH LEADERSHIP LORAIN COUNTY IN REGARDS TO SUMMER INTERN STAFFING.

Ms. Carr made a Motion to accept Resolution No. 2017-27. Seconded by Mrs. Cook.
Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

7. ROTR Intern Agreement. Mr. Brown indicated a summer intern for Rockin' On the River is vital. A gentleman interested in this position has applied and is the only applicant. Mr. Mullins indicated this intern would also cover other events.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH FALLS RIVER CONCERTS (ROCKIN' ON THE RIVER) AND OTHER PORT EVENTS RELATIVE TO SUMMER INTERN STAFFING.

Mr. Nielsen made a Motion to accept Resolution No. 2017-28. Seconded by Ms. Carr.
Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

B. Strategic Development Plan Committee – No report.

- C. Marketing & Public Affairs Committee –** Mr. Bansek stated this item is going along very well but slow. The website is currently being updated. "Kelsey Leyva, our new Office Manager, will be working on the new website and should be completed by Memorial Day. Ms. McClelland indicated that was an unrealistic time frame if other projects were to still be prioritized higher. Bansek stated an emphasis will be made on advertising private tours. Concerning the website, content needs to be developed for it to be finished, which is the time consuming part. As of right now, the new website can be viewed through links provided. Mr. Brown asked Mr. Bansek to clean up the old website. Ms Carr would like the old edits updated. Website was reviewed immediately during the meeting and changes/updates made.

1. Mr. Mullins indicated that Mrs. Smith and Mr. Davila will be condensing the financials to two (2) pages within the Regular Board. However, the full financial statements will be an attachment for those board members who may want to review the financial reports in greater detail.
2. Bank Reconciliation Report for April 2017. Mr. Davila reviewed the Bank Reconciliation report and found no discrepancies.

3. Financial Statements for April 2017. Ms Carr made a motion to accept the April 2017 Financial Statements. Seconded by Mr. Zgonc. Motion carried.
4. Then and Now Certificate. This Then & Now Certificate is for South Shore Dredge & Dock to install the buoys and docks for the Port.

Mr. Mullins presented:

A RESOLUTION TO APPROVE APPROPRIATIONS (THEN AND NOW CERTIFICATE) FOR THE LORAIN PORT AUTHORITY.

Ms. Carr made a Motion to accept Resolution No. 2017-29. Seconded by Mr. Nielsen. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution passed

- 5 Shuttle Boat Captain's Report. Mrs. Smith stated as of the Board meeting there are eight (8) captains.

E. ByLaws and Personnel Committee – No Report.

V. Other Business.

Ms. Carr made a Motion to go into Executive Session for the purpose of discussing Property Disposition and Potential Litigation.

Ms. Carr made a Motion to go into Executive Session. Seconded by Mr. Zgonc. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Motion carried

Mr. Davila made a Motion to return to Regular session. Seconded by Ms. Carr. Motion carried.

VI. Public Comments – None.

VII. Adjournment.

There being no further business to come before the Board, Ms. Carr made a motion to adjourn. Seconded by Mrs. Cook. Motion carried. The meeting was adjourned at 9:15 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director