

**LORAIN PORT AUTHORITY**

**Board of Directors**

**Regular Board Meeting**

**August 15, 2017**

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

**Staff:** Yvonne Smith, Accountant  
Tiffany McClelland, Economic Development Specialist  
Kelsey Leyva, Office Manager

**Guests:** Rick Payerchin, Morning Journal  
Gail Bonsor  
Kelly Driscoll

**I. Roll Call**

The meeting was called to order at 7:03 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

**II. Disposition of Meeting Minutes**

The July 18, 2017, Regular Board Meeting Minutes were presented for approval. Mr. Nielsen moved to accept the minutes. Ms. Carr seconded the motion. Motion carried.

**III. Report of Officers**

**A. Chairman**

1. Correspondence received: Mr. Mullins said Connections Lorain County, a local group aiming to offer professional development opportunities for people ages 21-40 who live in, work in or care about Lorain County, is asking for a fee waiver to use the Train

Station free of charge on Oct. 20, 2017. Mr. Mullins asked for input from the board. Mr. Nielsen mentioned cleaning issues at the Train Station and people not cleaning up after using the building and bathrooms. He said the people may have good intentions, but they aren't meeting requirements and it's left up to the staff to either clean it or pay someone else to clean it. Mr. Nielsen suggested the deposit still be required and kept, in part or in total, if the cleaning requirements weren't met. He suggested a \$250 deposit, and Ms. McClelland explained the Port currently charges a \$200 deposit. Mr. Nielsen then asked if \$200 would cover the cost of having the building cleaned. Ms. McClelland said in general, the messes that need cleaned up would be covered by the \$200. Mr. Nielsen moved to waive the rental fee for Connections Lorain County and maintain the \$200 deposit, which will be returned to the group as long as the whole facility is cleaned to satisfaction. Mr. Davila seconded the motion. Motion carried.

**B. Executive Director**

1. Updated Resolution for Submerged Land Lease: Ms. McClelland explained the Ohio Department of Natural Resources requested an updated resolution regarding the submerged land lease in order to process the Kodman's application. A resolution regarding the same submerged land lease was initially passed on July 18, 2017.

Mr. Mullins presented:

**A RESOLUTION FINDING THAT CERTAIN DESCRIBED SUBMERGED LAND ABUTTING THE CITY IS NOT NECESSARY FOR THE CONSTRUCTION OR MAINTENANCE OF VARIOUS IMPROVEMENTS.**

Ms. Carr moved to accept Resolution No. 2017-39. Mr. Nielsen seconded the motion.  
Roll call vote as follows:

Ayes: 8

Nays: 0

Abstain: 0

Resolution Passed

2. Appropriations, Contracts and Expenditures changes: Ms. McClelland said the changes to the ByLaws are just recommendations. Mrs. Smith said the changes to the appropriations, contracts and expenditures section starts on page 13. She explained she left the mark-ups visible so all board members could see exactly what changes are being suggested. Ms. McClelland recommended sending the proposed changes to the ByLaws and Personnel Committee to be reviewed and changed as needed. Ms. Carr said sending it to committee would be the best course of action. Mr. Nielsen moved to send the proposed changes to the ByLaws and Personnel Committee. Ms. Carr seconded. Motion passed.
3. L.E.D. light project: Mr. Mullins asked if Mr. Brown went out for proposals. Ms. McClelland said no and explained the L.E.D. light project was added to the agenda to bring it to the attention of the full board. An energy audit was completed on all Lorain Port Authority properties and it found that if all the lights were switched to L.E.D. it would be a substantial savings in the long term. Ms. McClelland said the staff is considering having companies come out to do full energy audits and provide proposals and wanted to make sure this was an investment the board wants to make in the near future. Ms. McClelland said the budget appears to allow for the project within this year and next. Mr. Mullins asked if funds were set aside. Ms. McClelland said the audit that was already completed indicates the return will be a 5-year payback. Mr Nielsen and Mullins agreed it would save on maintenance issues. Mr.

Davila asked about the plan from here on as far as replacements. Ms. McClelland said the Ferry Terminal Building was not included in the energy audit. Black River Landing, the East Side Boat Launch, Riverside Park, Lakeside Landing, the Pier and the parking lots were included in the audit. Not just lights, but the fixtures would also be converted to L.E.D. The pole stays the same and the lights are retrofitted. Mr. Zgonc said the project made sense moving forward. Mr. Zellers agreed and made a motion to move forward with the project and bid process. Mr. Zgonc seconded the motion. Motion carried.

#### **IV. Report of Committees**

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

1. Mr. Zgonc said he and Mr. Zellers had a preliminary meeting with the staff on Aug. 2 where they discussed the discretion of the committee and the list of existing contracts. He said the committee is going to try to establish priorities and how they will review contracts as they move forward. The goal is to set a committee meeting at least a week before the regular meeting so the committee can review pertinent contracts. He suggested an 8:30 a.m. meeting the week before, September 5, so staff can get the committee up to date about which contracts need attention. Mr. Zgonc mentioned the landscape contract and needing to do something more long term. The L.E.D. light project and the Spitzer Marina contract also needs concentrated on, Mr. Zgonc said. Mr. Mullins mentioned looking at the Jet Express contract. Mr. Zgonc said Mr. Brown wanted to tackle that earlier for the 2018 season. Mr. Mullins also mentioned the Fireworks contract as a way to stay proactive. He said he appreciated the proactiveness of the committee.



2. Trees and Trains contract: Ms. McClelland said this is a contract that pops up every year. Gail Bonsor with the Lorain Growth Tourism Committee said this is the sixth year and passed out a sample of what the new brochure will look like. She said the event will be a little different this year because they wanted to make it more dramatic. The contract states the group will start setup on October 23 and will work around the Board of Elections and Veterans Day. Everything on the floor goes in after Veterans Day. Attendance was down a little bit in 2016 so the group is making the display a little different to change that. The trains will be on the outside perimeter of the room and the trees will be in the middle. The event has drawn 30-40,000 people in 6 years. This year is the third year for Model TRAINing Day. It's a completely free event with free door prizes, but hotdogs will be sold for a small fee. Attendees will learn all about model trains. Mr. Mullins said he got a train set for Christmas from his children thanks to the event. Mrs. Bonsor said she believes her group leaves the Train Station better than they found it. Ms. Carr moved to accept the Trees and Trains contract. Mr. Bansek seconded the motion. Motion carried.
3. Jet Express Agreement: Ms. McClelland said the agreement is between the Port and the City of Huron. This is something we've done for the last several years and is so the Jet Express makes an extra stop in Huron for one or two of the Browns Game trips. Huron sells tickets there and offsets some of our costs. Ms. Smith said it also helps us fill the boat.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE  
TO ENTER INTO AN AGREEMENT WITH THE CITY OF HURON, OHIO FOR THE**

**PROVISION OF JET EXPRESS EXCURSIONS FROM HURON TO LORAIN OR CLEVELAND DURING THE 2017 SEASON.**

Mr. Zgonc moved to accept Resolution No. 2017-40. Mr. Bansek seconded the motion.

Roll call vote as follows

Ayes: 8

Nays: 0

Abstain: 0

Resolution Passed

**B. Strategic Development Plan Committee**

1. Ms. Carr said she and Mr. Brown have had a few discussions about topics they want to run through the committee, but everything is too premature to discuss with the board. She expects a committee meeting in the next couple of months.

**C. Marketing and Public Affairs Committee**

1. Fireworks 2018: Mr. Mullins said the board needed to decide between July 4 and July 6 for the 2018 fireworks display date. Ms. McClelland said the date needs to be set now so staff can go out for proposals. This past year the Lorain County Metro Parks was involved and donated \$1,000 for the fireworks. They also schedule employees in advance to work the holiday. July 4, 2018, is a Wednesday. July 6, 2018, is a Friday. Ms. Carr said she personally prefers having the fireworks on July 4, Independence Day. A number of board members agreed with Ms. Carr. Mr. Zellers then moved to set the date at July 4. Ms. Carr seconded the motion. Motion carried.
2. Fall Levy Fundraiser: Ms. McClelland said this is something the staff was considering for the fall and recommended sending it to committee. Ms. Carr asked if our next levy would go on the May 2019 ballot. Mrs. Smith said there is a chance the levy could be on

the fall ballot, but Ms. Carr said she thinks it would be better to be during the primary. Ms. Carr said she doesn't know if a fundraiser this fall makes any sense because it's already the middle of August and she would rather wait until the early spring to do it right. She also doesn't want an overworked staff either. Mr. Nielsen agreed and said we don't have the time for a fall fundraiser. Mr. Nielsen mentioned the pouring date on Aug. 25 for Rockin' on the River. Ms. Carr said committee could address it at the end of this year or beginning of 2018. Mr. Mullins said October 2018 would offer a great opportunity for an Oktoberfest. Mr. Nielsen suggested sending the Spring Levy Fundraiser to committee as soon as possible. Mr. Zgonc moved to send it to the Marketing and Public Affairs Committee. Mr. Nielsen seconded the motion. Motion carried.

3. JobsOhio Magazine ad: Ms. McClelland said JobsOhio Magazine approached the Port about its annual magazine. It's an investing in Ohio magazine that is distributed throughout the state and country and has a wide reach. The magazine did a selling pitch and are getting ready to sell ads for next year's issue. They sent over the media kit, including pricing. Ms. McClelland said it would be a good opportunity to show who we are and what we do in a site selection magazine, but it is pricy. It's about \$9,500 for a 2-page ad. One full page is more than \$5,000. Mr. Mullins asked about the magazine's circulations. Ms. McClelland said the circulation is 15,000. JobsOhio receives 10,000 and 5,000 are mailed directly to those looking for site selections. Ms. Carr asked about the timing. Ms. McClelland said there is a little bit of time and is why she recommends it go to committee. She believes we're missing the development arm when marketing and most of our marketing currently focuses on what we offer recreationally. Mr. Mullins said



the prices are highly negotiable. Mr. Zellers moved to send it to the Marketing and Public Affairs Committee. Ms. Carr seconded the motion. Motion carried.

4. Cabela's Regional Walleye Tournament: Ms. McClelland said Cabela's approached the Port about coming back to Lorain for a regional event in their Master Walleye Circuit. We hosted the event in summer 2016. They sent over an agreement and are asking for a monetary donation, a provided meal, use of the site and launches, volunteers and hotel rooms. Ms. McClelland said she told the Cabela's planners that we would love to have them here but the budget is very tight. Cabela's responded by asking for the site, the building, volunteers and 12 hotel rooms instead. Ms. McClelland said that translates to about \$2,500 in funds and about \$10,000 in kind services between volunteers and our site. Two years ago the tournament brought about 65 teams. They're looking at have 200 participants, which would be about 100 teams. This year was the national tournament, which was 250 teams. This year the Port put \$25,000 toward the tournament. Ms. McClelland said she wanted to get a feel for if we wanted to pursue the proposal on the table. Mr. Mullins said he thinks it brings business to Lorain and brings good awareness to the Port Authority. He said it's something positive for the city. Mr. Davila asked if the organization was for profit or a non-profit. Ms. McClelland said she wasn't sure, but could look into it. Mr. Zgonc asked about the date of the tournament. Ms. McClelland said the tournament will take place the first weekend in May. Mr. Nielsen moved to provide the funds and in-kind services. Mr. Bansek seconded the motion. Motion passed
5. Christmas Pavilion Challenge: in conjunction with the Trees and Trains display, Ms. McClelland said the Port is considering doing a



Christmas Pavilion Challenge to bring more traffic to Black River Landing and utilize the pavilions during winter months. We would get local businesses or organizations to sponsor a pavilion or section of pavilions and decorate it for the Christmas season. Provides a festive, nicely lit, walkable area. It's a thought to utilize more of the facility during winter months. It's also an effort to help expand the Trees and Trains display. Mr. Davila moved to send the Christmas Pavilion Challenge to the Marketing and Public Affairs Committee. Ms. Carr seconded the motion. Motion carried.

**D. Grounds Maintenance and Capital Improvements Committee**

1. Mr. Nielsen said he and Mr. Zellers met last week and have a framework for the committee meeting and what needs to be discussed. He said a lot of it is going to be staff driven. Ms. McClelland said she talked to Mr. Brown about starting a list, site-by-site, and decide what needs attention at each site. The idea would be to walk each site with a checklist and then prioritize. Mr. Nielsen said our peak season is from May to October. He said he talked to Mr. Brown about cleaning and wanting the office cleaned more regularly. Mrs. Smith said Sharon Novak cleans the offices twice a month. Mr. Nielsen said he remembers a group using the Train Station gratis and it looking bad afterwards, which reflects on us. Ms. Smith said she believed Mr. Davila previously mentioned breaking down the cost of using the Train Station to include a cleaning fee. She also said the committee members may want to sit in on a financial committee meeting so they know how much funds they have to work with. Ms. Carr said the Maintenance and Financial committees will have to work together. Mr. Mullins said we need to get in the mode of preventive maintenance and not reactive. He said he's in favor of having a maintenance person to

be proactive. Mr. Nielsen said someone is needed in a seasonal position to make sure our facilities are ready.

**E. Financial Planning and Audit Committee**

1. Mr. Davila said he and Mrs. Smith met recently. He said he and Mrs. Smith set goals and believes the Port is on the right track. A print out of the set goals was passed out to all board members. Mr. Davila said the list is a draft and includes reviewing the budget and anticipating potential issues. Constantly looking at our expenditures. Every few years the auditor does come in and go over procedures with them. Mr. Mullins said he would like to see the committee take a more active role in forecasting and budgeting. He said he also likes the collaboration between different committees. Mr. Mullins thanked all committee members for their hard work and the progress made. Ms. Smith said she'd like the budget meeting to be on a different date than the actual board meeting to give ample time to meet and discuss everything.
2. Budget Amendment: Ms. Smith said the miscellaneous governmental fund was increased by \$280. The recreation fund was increased by \$8,700 for Rockin' on the River. The Lighthouse was also increased a little bit because trips are selling out and it's going to be a great year for them. On the expenditures, recreational dues and fees to Jet Express was increased by \$8,225. Dues and fees to Rockin' on the River was increased by \$475.

Mr. Mullins 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 moved to accept Resolution No. 2017-41. Mr. Zgonc seconded the motion.

Roll call vote as follows:

Ayes: 8

Nays: 0

Abstain: 0

Resolution Passed

3. June financials: Mrs. Smith said the budget adjustments by the executive director during the month of June was 21,255 in the general fund. \$11,225 was to accommodate the increase in ticket sales for Rockin' on the River Wish You Were Here concert. \$10,000 was moved from capital to maintenance to meet needs at the Port Authority's facilities. After the board of directors approved the budget amendment last month, Spitzer Marina was refunded their portion of the real estate taxes from 2010 to 2016 in the amount of \$288,336.17. At the beginning of June we had 1,054,554.65. For the month, revenues were \$28,067, expenditures were 466,546.46 and our ending balance was 616,075.19. Mr. Davila moved to approve the June financials. Mr. Zellers seconded the motion. Motion carried.
4. July Financials: Mrs. Smith said during the month of July Mr. Brown moved \$13,100 within the general fund. \$10,000 was moved from capital to maintenance to accommodate maintenance projects. \$2,000 accommodated the increase in travel, \$600 accommodated the increase in insurance and \$500 accommodated pay for the shuttle boat captains. Mr. Mullins asked if the increases to the maintenance account were expected to continue through the end of the season and Ms. McClelland said absolutely. When asked about a projected cost, Mrs. Smith said it depends on which projects get approval. When Mr. Mullins asked about what needs attention, Mrs. Smith explained a majority of the items that need addressed are smaller projects and not capital improvements. Ms. Carr moved to



accept the July 2017 financials. Seconded by Mr. Davila. Motion carried.

5. Then and Now: None that required board approval.

**F. ByLaws and Personnel Committee**

1. Mrs. Cook was not present. Ms. Carr said she would call Mrs. Cook to discuss objectives and priorities and set a meeting date. Mr. Zgonc asked about the ethics statement and when it needs to be signed by a board member. Ms. Carr said the document is to be signed when a new person joins the board. Mrs. Smith said she would check Port Authority records to ensure we have an ethics statement from everyone on the board.

**V. Public Comment**

- A.** Gail Bonsor said Brewfest attendance wasn't as great as they hoped but it's growing. Mr. Nielsen commended the group behind Brewfest for a job well done. Mrs. Bonsor said the group is meeting to discuss how to improve, what to change and how to cut back. Everything this year went well; the planners are pleased and they have received very positive feedback. Mrs. Bonsor said Brewfest would like to come back next year, if possible, on the second Saturday in August, hoping to make it a tradition. Left over sampling glasses and bags brought for board members to take home if they wanted. The glasses have the Port Authority logo on them as Brewfest didn't have a large sponsor this year. Mrs. Bonsor said the Train Station was cleaned, but she wasn't sure how to address the sticky bathroom floors. She said they may make the indoor bathroom for VIP ticket holders next year as the Brewfest committee paid to have port-o-johns cleaned but no one used them. Ms. Bonsor thanked the Port for its support. Mr. Nielsen strongly suggested the board support the partnership between the Port Authority and Brewfest. Mr. Mullins said it was a great

idea to bring the event to Black River Landing. Mr. Nielsen wants to consider being a partner next year. Mr. Mullins thanked Gail for her hard work.

- B. Kelly Driscoll, of Lorain, said she wanted a Fido House for the pier and the people who walk their dogs. The garbage can has been fixed. Mr. Mullins explained we have to order the Fido House but it's on the agenda.
- C. Mr. Zgonc mentioned the goose dung on Black River Landing. He said people complained to him previously about the issue and now people are saying the issue was alleviated. Mrs. Smith said the doggy water dish may be contributing to the lack of geese.
- D. Rick Novak, former Lorain Port Authority executive director, said thank you to the board members for dedicating and naming an area in Black River Landing after him. He said it feels great to walk down and look at it. He also said it was an honor working for the port authority and feels humbled. Mr. Mullins said the sign was well deserved.

## **VI. Executive Session**

Mr. Davila moved to enter executive session for the purpose of discussing property disposition. Mr. Zgonc seconded the motion. Roll call vote as follows:

Ayes: 8                      Nays: 0                      Abstain: 0                      Motion Passed

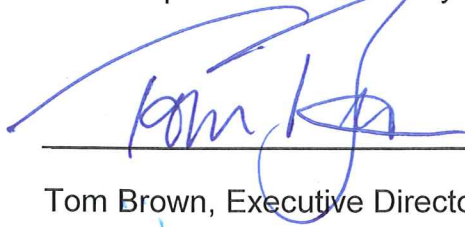
Mrs. Carr moved to exit executive session. Mr. Zellers seconded the motion. Motion passed.

## VII. Adjournment

There being no further business to come before the Board, Ms. Carr moved to adjourn. Mr. Davila seconded the motion. Motion passed unanimously. The meeting adjourned at 8:48 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director