

**LORAIN PORT AUTHORITY**  
**Contract Management Committee Meeting**  
**January 9, 2018**

**Committee:** Ms. Carr (5:52 p.m.); Messrs. Kuszniir, Zellers and Zgonc

**Board Members:** Mrs. Cook

**Staff:** Tom Brown, Executive Director  
Yvonne Smith, Accountant  
Tiffany McClelland, Economic Development Specialist  
Kelsey Leyva, Office Manager  
Mike Brosky, Legal  
Lil, Goose Dog

**Guests:** John Schrenk  
Dennis Flores  
Rick Payerchin, Morning Journal

- I. **Roll Call.** The meeting was called to order at 5:32 p.m. by Chairman Al Zgonc with roll call indicating a quorum present.
- II. **Disposition of Meeting Minutes:** None to be disposed of at this time.
- III. **Report of Chairman.**

**Chairman**

1. 2018 Grounds Maintenance Contract. Mr. Zgonc stated prior discussion was had and there is consideration for selection. Mr. Brown stated the pool for this particular issue was not as wide as we would have liked. A recommendation was not able to be made at the December meeting. The lowest bid, the second lowest bid and the third lowest bid were interviewed by Mr. Brown and Ms McClelland. There were concerns about the lowest bid and after checking references, those concerns were verified. That group was eliminated from consideration. Our current contractor, Brian-Kyles, was the third lowest bidder and we are aware of how they performed last year. The third company, MTC Horticulture Services, was the second lowest bidder and upon interviewing and checking references we believe we have found the company we need. They have degrees in horticulture, they run some commercial properties, factory properties and the factory gentleman could not recommend them high enough and the property owner challenged this group to freshen up his site and get creative. They indicated they wanted this bid. They have 14 employees. They have a plan in sight as to how they are going to attack our site this spring and what additional equipment they are going to purchase for our site. Mrs. Cook asked if heavy duty grass seed was going to be used and

Mr. Brown indicated he was not sure of the type of seed but they indicated the different area would be addressed. Mr. Brown stated this contract would be approximately \$64,000.00. This contract will be for one (1) year with two (2) additional one (1) year options. MTC Horticultural is the name of the company and they are fully aware that this needs to be done by mid-May 2018. Mrs. Smith stated \$64,628.00 is the amount and this is well within our budget to do this. Mr. Brown stated Brian-Kyles, who was our landscaper/lawn maintenance company last year did not accept the challenge of sprucing up the flower beds, etc.

Mr. Zellers asked for a Motion to recommend to the full Board the acceptance of the MTC Horticultural bid. Seconded by Mr. Kuszniir. Motion carried.

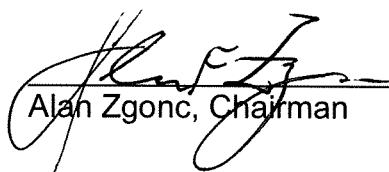
2. Spectrum Consulting Services Train Station Rental Proposal. Mr. Zgonc informed the Committee that Spectrum Consulting Services is interested in managing the Train Station for the 2018 season. Mr. Brown stated that this is a unique calendar. Mr. Brown suggested we allow Spectrum, for one (1) year, to manage the Train Station or increase the pricing from \$200.00 to \$400.00 and \$400.00 to \$800.00 to have funds to clean the facility. Keys are another issue. A manager would be of great benefit.

Mr. Zellers made a Motion to send to the Board raising the rates for rental of the Train Station at Black River Landing from \$200.00 deposit to \$400.00 deposit and from \$400.00 rental to \$800.00 rental on weekends. Ms. McClelland informed the Committee of Lakeview Park's prices and we will still be below them. Mr. Brown stated he will speak with Spectrum about them managing the Train Station. Mr. Kuszniir seconded the Motion. Motion carried.

**Other Business – None.**

#### **IV. Adjournment.**

There being no further business to come before the Contract Management Committee Meeting, Ms. Carr made a motion to adjourn. Seconded by Mr. Kuszniir. Motion carried. The meeting was adjourned at 6:05 p.m.

  
Alan Zgonc, Chairman

  
Tom Brown, Executive Director