

Lorain Port Authority
Board of Directors
Regular Meeting
Tuesday, July 9, 2019, at 7:00 p.m.

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

Staff: Tom Brown, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Specialist
Kelsey Leyva, Office Manager
Sydney Krauth, Intern

Guests: None

I. Roll Call

A. The meeting was called to order at 7:00 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. **June 11, 2019, Regular Board Meeting:** Without question, Mr. Zellers moved to approve the minutes. Second by Mr. Bansek. Motion carried.

IV. Report of Officers

A. Chairman

1. Website Presentation: Intern Sydney Krauth introduced herself to the board. She majors in marketing at the University of Cincinnati. She explained that she made a few changes to the website. She added a lot of new pages based on the strategic plan. Mr. Brown said Ms. McClelland challenged Sydney and she has put in a lot of time and effort. Ms. Krauth continued by explaining the financing project. She went through our resolutions and found all related to financing. The webpage includes what the project was, a description of it, and the type of financing used. They're listed in order of date. There was already an incentive and financing page, but Sydney said she added PACE and TIF financing pages to specifically

describe those items. It explains in depth how the programs work and the advantages of using it. She created a map to define the PACE district. Lorain is the main city and everything touching it make up the district. Sydney also created a Brownfields Post-Cleanup Development page about the grants and different assessments done with the grants. It includes a diagram on the sites, phases and asbestos surveys and goes more in depth on completed projects. She took photos to add to the page. Stoveworks, Lorain Historical Society, Areawide Planning project are examples. She's currently working on an opportunity zones page and one other webpage. The board asked when she joined the Port. Ms. Krauth said she started the Monday after Memorial Day. Ms. McClelland said a lot of research and time was put into this. The bond financing page is a huge step, as well as the opportunity zones. She'll be creating a lot from scratch. Mr. Mullins asked about tracking time invested into financing. Ms. McClelland said there is a spreadsheet that will continue to be updated as we complete more projects. Mr. Mullins said that information is critical to showing our experience in financing projects. Ms. McClelland said there is a lot to be done, but it's a great first step. Mr. Mullins asked if Ms. Krauth had experience in web design. She said not really, but she watched tutorials and was familiar with excel to compile the information. Mr. Mullins said she did fantastic and is looking forward to seeing what else she accomplishes this summer.

2. Correspondence: Mr. Brown said he handled a few minor items.

B. Executive Director

1. International Festival Wrap-up Report: Mr. Brown said he's happy to report that although opening day was shaky with repairs, working with Mr. Don Nickerson was a breeze. No issues with scheduling. Attendance seemed to be up, and weather was good. Electrical issues were fixed by Firelands on short notice. International Association did great cleaning up. Partnership was a wild success this year.

2. FireFish Festival 2019: Mr. Brown said FireFish is meeting with the city to be more coordinated this year. They're asking again to burn the fish in our south lot. We've allowed it the last few years. They're also asking for and sending out donation/sponsorship packets. Mr. Zellers asked what the ask is. Mr. Brown said the sponsorship levels are all over. Mr. Zellers asked what we did last year. Mr. Brown said last year was in kind. They're asking anywhere from \$500 and up. Mr. Brown said he brought it up for discussion. Last year we had a sculpture in our south lot. Our in-kind is always larger than initially anticipated. He guessed the same would happen this year, but he wanted to present it to the board. Mr. Zgonc moved to stay with the in-kind donation for 2019. Mr. Zellers seconded. Motion carried.
3. High School Intern Report: Mr. Brown said Jason and Rachel were from Westlake and Solon. Rachel Zhang is a rising junior. Jason Zhang rising senior. They helped with record retention. It's amazing what they did in three weeks' time. They completed marketing projects with Lil. We liked them so much we offered them the opportunity to come back and work. We also presented them with a financial gift to help with school. They did great at reception. They were on the Marine Patrol boat today. They gave each staff member an individual letter of thanks. They worked 120 hours, free to the Port Authority. They felt the internship was that important. It was a fun three weeks. Mrs. Smith added she was so impressed with their professionalism and work ethic as high schoolers.

V. Economic Development Director

- A. PACE Workshop Report: Ms. McClelland said the workshop was on June 19. It was our first economic development focused event. It was held at the Antlers Building on Washington Avenue, highlighting John Viard's project. The project was accepted by the ESID board. Forty-six (46) people attended the workshop and she's happy with the turnout. Community members and surrounding community members attended, which is a good strategy to grow the ESID. Business owners, NOPEC, our financial advisor and a legal expert

also attended. It was a well-received event. Five leads came from the event. Ms. McClelland said they seem to be promising leads, good fits for the financing types. Time invested into the workshop was minimal and it included a catered breakfast. Mr. Mullins asked if more would be planned in the future? Ms. McClelland said yes, as it's part of the strategic plan. NOPEC hits a niche for small businesses, but we may need a larger lender if we get a bigger project. Mr. Brown said we sent personal invites to city reps. Some sent people to represent them. Mr. Mullins asked about helping Avon. Ms. McClelland said we have to expand by contingent communities to get to Avon or Avon Lake. We would need to get a project in Sheffield Lake or Sheffield. It could be a small pilot project worth \$100 or LED lights.

- B. National Brownfield Conference:** Ms. McClelland said she mentioned this at the last meeting. We were notified we are speakers at the national conference. 435 people submitted and only 20-25% get chosen to speak. Mr. Mullins congratulated Ms. McClelland. Mr. Brown said it was supposed to be two speakers initially, but it was changed to one and will be led by Ms. McClelland. It's in December in Los Angeles, California. This is a big stepping stone. Two big things the CDFA talk about are highlighting success and talking about it. We're setting ourselves up for success.

VI. Report of Committees

A. Contract Management Committee

1. Mr. Zellers had nothing to report.

B. Strategic Development Plan Committee

1. Mr. Kuszniir said he had nothing additional to report. Mr. Brown said we will soon need to talk about the stage top. He contacted three firms to submit quotes for cost analysis and structure. We're thinking permanent. They're coming up with concepts and a price point. Mr. Zellers asked for a time table. Mr. Brown said he believes our current top could last one more year. Mr. Zellers clarified the goal is new by 2021. Mr. Brown said he thinks that is achievable. Mr. Bansek asked if designs were done previously? Mr. Brown explained that fizzled. There is some sponsorship

interest. He sees an opportunity for a green room or a more secure stage. Talked about working in lighting and sound with a yearly contract. Corporate sponsors are looking at the site. Mr. Mullins mentioned a large-screen TV being a part of the design. Mr. Brown said when we do it he wants to do it right.

C. Marketing and Public Affairs Committee

1. Mr. Bansek said he had nothing to report.
2. Mr. Brown said he had a couple of magazine ad requests. One comes out in Feb-March and the other is December. He is considering purchasing an ad. He will review with Mr. Bansek before moving forward.
3. Mr. Mullins asked about fireworks. Mr. Brown said he heard no negatives and a couple good positive reviews. Three vendors set up at Black River Landing during the display.

D. Grounds Maintenance and Capital Improvements Committee

1. Mr. Nielsen said he's waiting on Victory Park property transfer. Mr. Brown said he officially got the deed today, July 9. Mr. Nielsen said he would call to set a committee meeting date. The sidewalks were redone by the city.
2. We got feedback on our paint quotes from Pat Pijor. We're waiting on an answer regarding the finish coat. The two lowest quotes were the best prepared, according to the former ODOT inspector Mr. Pijor. He said any of the ones submitted were suitable proposals. We're hoping this will be on the next meeting agenda.
3. Mr. Brown provided a pier lights update. We don't know if it was a storm or the down pole that caused the outage, but everything was rewired and is now working. It's well-lit. We had concerns it was related to the LED upgrade, but it was not. One light pole blew over in the spring and will soon be repaired.

E. Financial Planning and Audit Committee

1. June 2019 Financial Statement: Mrs. Smith said Mr. Kuszniir reviewed the reports and expenditures. Mr. Kuszniir said everything looked good. Mr. Sommers moved to approve. Mr. Kuszniir seconded. Motion carried.

2. 2020 Temporary Budget: Mrs. Smith said this is due July 20. She reduced the amount in maintenance and capital at this point because you can't include any carryover.

Mr. Mullins presented:

A RESOLUTION TO APPROVE THE 2020 ANNUAL BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE LORAIN PORT AUTHORITY.

Motion by Mrs. Cook to approve Resolution No. 2019-26. Second by Mr. Roberto. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

3. Then and Now Certificate: Mrs. Smith said there were no then and now's requiring board approval.

F. Bylaws and Personnel Committee

1. Mrs. Cook said she had nothing to report.

VII. Other Business

- A. None.

VIII. Public Comment

- A. None.

IX. Executive Session: Purposes of Property Disposition

- A. Mr. Davila moved to enter executive session. Second by Mr. Nielsen. Roll call vote carried unanimously with nine (9) ayes.

Mr. Sommers moved to exit executive session. Second by Mr. Nielsen.

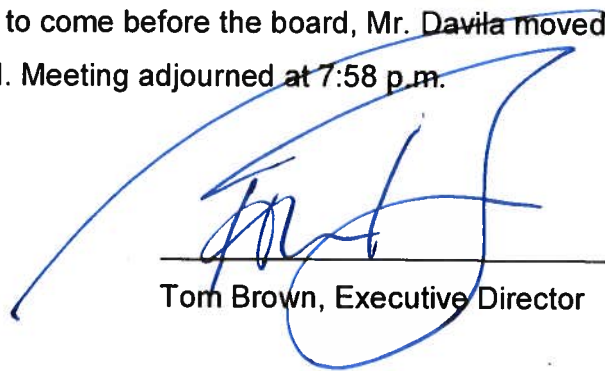
Motion carried.

X. Adjournment

- A. There being no further business to come before the board, Mr. Davila moved to adjourn. Mr. Zellers seconded. Meeting adjourned at 7:58 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director