

**Lorain Port Authority
Board of Directors
Regular Meeting
Tuesday, November 12, 2019, at 7:00 p.m.**

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

Staff: Tom Brown, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Director
Kelsey Leyva, Office Manager
Mike Brosky, Attorney

Guests: Erin Stack, Girls Give Back
Brian Stack, Girls Give Back
Rick Payerchin, Morning Journal

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. **March 12, 2019, Regular Board Meeting:** Without question, Mr. Zellers moved to approve the minutes. Second by Mrs. Cook. Motion carried.

B. **October 15, 2019, Regular Board Meeting:** Without question, Mr. Zellers moved to approve. Mr. Kuznir seconded. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence: Mr. Brown said he handled most items internally. One is the Lorain County Chamber of Commerce's Holiday Reception on Thursday, December 5th. The Port has historically sponsored tickets for board and staff to attend. We will need to know in the next week or so who wants to attend so we can arrange tickets.

2. Second: There is nothing official, but the new Main Street Lorain organization is coming to life. Mr. Brown is on Board and Ms. McClelland

is on the economic committee. He believes staying active with that group is in line with our strategic plan. At the appropriate time Mr. Brown said he would likely bring a membership request to the board. The group had a mix and mingle event last week and in the first day raised about \$5,000 in membership. Great group of energetic people to enhance the district.

B. Executive Director

1. Mr. Brown said the Port Authority has made a new friend in Mrs. Erin Stack and she has an exciting announcement about a new event coming to Lorain and Black River Landing. Mrs. Stack introduced herself and explained she is a cofounder of the Summer Market. It started in 2006 in Avon Lake. The event is a shopping event that was at Veterans Park in Avon Lake. It's a fundraiser. They developed a non-profit call Girls Give Back. Mrs. Stack said she has four daughters and so does her partner. For the entire 14 years, all proceeds have been donated to families and organizations in need. One of their bigger projects was the Gift of Home. Three families were chosen as recipients: one of the families had a mother dying of cancer, one was the mother of six children and the other had a stroke at age 35. The non-profit completed mini home makeovers and sent the family away for the weekend to places like Khalahari. The purpose was not to just give them things but make them a comfortable space and restore their spirit. They also completed "give away days" where the volunteers would get together, divvy up about \$6000, and in an hour randomly give it away around Avon Lake. Then they would come back and talk about the experience. They've done that three times. They're also developing relationships with other organizations. Mrs. Stack Said they're now donating to Blessings House. The charitable event draws 1,200-1,500 people from all over Ohio and surrounding states. Last year she and her partner decided it would be the last year in Avon Lake for a multitude of reasons. They were at a turning point with what they wanted to do with the event. At first, they were both ready to close up shop and move on. Instead, Mrs. Stack is now starting a Winter Market. It's taking

place in a few weeks. She searched for the perfect venue and happened upon the new Shipyards Event Center. She said it's perfect. Mr. Mullins confirmed the building is owned by Mr. Tony Giardini. Through Mrs. Stack's research, she continued looking at Lorain. She visited Black River Landing a few times since July and thought it could be the Summer Market's new home. Mrs. Stack said she visited with staff and loved Mr. Brown's philosophy of wanting to bring people to the site. She said the Port could be charging more. Summer Market is that way, too, with low vendor fees. Since then, Mrs. Stack has spoken with Mr. Bob Earley, Ms. Barb Piscopo, the Mayor and his secretary. She said her two-week experience in Lorain has been better than her 14 years in Avon Lake. She's excited to bring event down here and connect with several businesses, organizations and people. Mr. Mullins asked what she sells. Ms. Stack said about 350 people apply to be vendors. They select the top 100 vendors, who sell anything from antiques to salvage to jewelry to food. They curate a good show with variety. A lot of vendors come from other areas and states. Mrs. Stack said she believes Cleveland is saturated with events. Part of the draw of Summer Market is they branch out even further. A few of the Summer Market vendors have visited Black River Landing to help with the decision process. Another change is the dates. Normally it's Friday and Saturday, but she understands it can't be Friday. She talked with Mr. Earley and he is willing to work with her. The plan is to do Saturday and Sunday. Mr. Earley is offering the use of his tents and golf carts. The vendors love the space and the group hopes to utilize the river throughout the event. She sees a lot of opportunities at Black River Landing. They've never been this close to the water. The dates are July 18 and 19, 2020. Mr. Brown said staff will collaborate with the Girls Give Back to make it a stellar first year. Mr. Mullins confirmed the market is only one weekend. Mrs. Stack said Friday night was normally their biggest night. Mr. Mullins asked about food and drink. Mrs. Stack said they will have food. She doesn't want to grow it too much too quickly,

but she is considering a farmers' market. She is also looking forward to using the stage. She hopes to find a music sponsor to get some fun acts. They've never had alcohol before. They would have had to fence the whole site in Avon Lake. They have very high standards and pay careful attention to the look of the event, even when considering food truck vendors. She would like to have alcohol and has considered talking to local businesses like Speak of the Devil. Mrs. Stack doesn't want beer tents but could possibly see a prosecco bar or craft beers. Mr. Mullins welcomed the group to Black River Landing. Mrs. Stack said even though it's a shopping event, the event is about doing good. She looks forward to finding ways to help the community while here. Mr. Brown encouraged the board and staff to visit the Summer Market website to learn more.

2. Mr. Brown said he has no report but is thankful for the board and staff.

C. Economic Development Director

1. Brownfields Grant: Ms. McClelland said this is for the Brownfield Grant application. She briefly mentioned this at last month's meeting and how we were considering our options on ways to apply. She and Mr. Brown have had discussions with our consultant and other parties involved and believe the best path forward is to apply by ourselves. That is the way we have applied for funding since 2012. The resolution allows us to apply for \$300,000 in Brownfield assessment funds. It would be for a three-year period and would allow us to continue the work we've been doing for the City of Lorain. Mr. Zellers asked about the different options and wonders why this is the best path forward. Ms. McClelland said we spoke to US EPA directly. They said to keep on the same path and that is the right path. Reason two, we talked with all parties involved. We've been working with our consulting firm on this grant for months. We were approached to partner late, so we didn't exactly have the time to change the grant. We were down one path too far. If we had more time, it may have been different. Mr. Zgonc asked who the partner was. Ms. McClelland said it would have been a coalition with the County and potentially others. Mr.

Brown said he spoke with Don at the County and there are no hard feelings. They were having the same problem as they were also working on the same grant. We received two previous allocations. We have it down to a system that is quick and efficient. We may have a joint coalition application in the future.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE USEPA FOR A BROWNFIELDS ASSESSMENT GRANT.

Mr. Zellers moved to accept Resolution No. 2019-35. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution Passed

V. Report of Committees

A. Contract Management Committee

1. Mr. Zellers said he had no report.

B. Strategic Development Plan Committee

1. Mr. Kuszniir said he had no report.

C. Marketing and Public Affairs Committee

1. Mr. Nielsen said there was no report.

D. Grounds Maintenance and Capital Improvements Committee

1. Mr. Nielsen again said he had no report.

E. Financial Planning and Audit Committee

1. October 2019 Financial Statement: Mr. Davila said the reports look good. Mrs. Cook moved to approve. Mr. Davila seconded. Motion carried.
2. 2020 Request for Marine Patrol Grant: Mrs. Smith said this is the request for the 2020 Marine Patrol Grant through the Ohio Department of Natural Resources. We will apply for the full amount. We will use the in-kind services as our match.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS AND WATERCRAFT FOR FUNDING THE 2020 MARINE PATROL ASSISTANCE GRANT PROGRAM.

Mr. Kuszniir moved to accept Resolution No. 2019-36. Mr. Davila seconded. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution Passed

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

F. Bylaws and Personnel Committee

1. Lorain Port Authority Personnel Policy Update: Mrs. Cook turned the floor over to Mrs. Smith. Mrs. Smith said we went over all of the proposed changes during the committee meeting. Most of the changes were clerical, cleaning it up and adding in the salary employee designation. The major part was updating our credit card policy. The state decided with House Bill 312 that they wanted policies strengthened considerably. They wanted to know who the authorized users are, that custody and control was in place, that there was a sign out sheet, written policies and procedure, and itemized receipts. Mrs. Smith found a template, worked with Mr. Brown and then sent it to Mr. Brosky. If Mrs. Smith uses the card, Mr. Brown signs off on her purchase. All other credit card users go to Mrs. Smith. Mrs. Cook moved to approve. Mr. Davila seconded. Motion carried.

VI. Other Business

- A. Mr. Brown said Ms. McClelland will soon present at the National Brownfield Conference. This goes with our grant funding and our strategic goals. Lorain is coming up in conversation, so us being out there telling our story is a positive. Mr. Zellers asked where the conference was. The conference is in LA. As a result, we will need to change the meeting date. It should be on the

10th, but we could go early or later. After a short discussion, the board decided on Wed., Dec. 4 at 7 p.m. Staff will send out a calendar reminder.

- B. Mr. Brown said there will be a Strategic Plan update at the next meeting.
- C. Mr. Brown noticed people are coming early. He recommended considering having the meeting at 6:30 p.m. versus 7 p.m. Mr. Davila said the advantage of having it at 7 p.m. is we can schedule committee meetings prior. Board members were encouraged to think it over for a vote at the next meeting.

VII. Public Comment

- A. None.

VIII. Adjournment

- A. There being no further business to come before the board, Mr. Davila moved to adjourn. Mr. Kuszniir seconded. Meeting adjourned at 7:30 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director