

**Lorain Port Authority  
Board of Directors  
Regular Meeting  
Train Station  
Tuesday, June 9, 2020, at 7:00 p.m.**

**Board of Directors:** Messrs. Bansek, Davila, Kuszniir, Mullins, Nielsen, Sommers,  
Veard, Zellers and Zgonc

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

**Guests:** Mayor Jack Bradley

**I. Roll Call**

A. The meeting was called to order at 7:05 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

**II. Pledge of Allegiance**

**III. Disposition of Meeting Minutes**

A. **May 12, 2020, Regular Board Meeting:** Mr. Mullins asked if there were any questions, changes or corrections. Ms. Leyva explained she corrected a couple of typos and one spelling error prior to tonight's meeting. Mr. Bansek moved to approve with the changes. Second by Mr. Sommers. Motion carried.

**IV. Report of Officers**

**A. Chairman**

**1. Correspondence received:**

a. Mr. Brown said he forwarded an email to board members at the sender's request. He thanked everyone for following social distancing and said he could hook up a microphone if anyone had trouble hearing.

**B. Executive Director**

1. Barb Cook Commendation: Mr. Brown said with every swearing in of a new board member we have a commendation resolution for the exiting board member. Mrs. Barb Cook was on our board for 20 years and served dutifully. Given her length of service, Mr. Brown said he wanted to do something special, so he called Mrs. Cook to possibly have a cookout in July if the COVID-19 situation has improved. The staff is working on a thankyou gift, too.

Mr. Mullins presented:

**A RESOLUTION COMMENDING BARB COOK FOR HER OUTSTANDING SERVICE, DEDICATION AND COMMITMENT TO THE LORAIN PORT AUTHORITY.**

Mr. Davila moved to approve Resolution No. 2020-16. Second by Mr. Bansek. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

2. History Excursion Agreement: Mr. Brown said this is the same agreement as in previous years. We have a great partnership with the Lorain Historical Society. These tours usually sell out. We're waiting for the governor's restrictions to be lifted. Right now, Dave Covell from health district is estimating 10 people on the boat. The boats are almost ready to go, and Coast Guard inspections are next week. They take people on the two-hour tour and touch on the historical significance of the Black River.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE LORAIN HISTORICAL SOCIETY REGARDING THE 2020 HISTORY BOAT TOURS.**

Mr. Zgonc moved to approve Resolution No. 2020-17. Second by Mr. Zellers. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

3. Reseal Parking Lots at Oasis Marinas: Mr. Brown said the deadline to submit proposals was Friday, June 5 for the Oasis site. We split it into Lot A and Lot B. Mr. Brown threw out the lowest level bids because you get

what you pay for with these types of projects. The three or four top ones are what he distributed. Lot A is the long lot put in with ARRA money. It needs crack filled, resealed and restriping. Lot B is in front of Erie Steak & Seafood. That lot is in more disrepair. We wanted proposals to repair potholes, reseal and restripe. He expected this lot to cost more. We used builder's exchange and received nine proposals back. His recommendation was Ohio Paving with Griffith as the second. It's a \$5,000 difference. The recommendation is based on the detailed quote by Ohio Paving. In lot B they have partial depth repair of 72.75 square feet, and full asphalt pave and repairs on other areas of 869.5 square feet for 942.25 in repairs. No one else even gets to 400-square feet of repairs. It would be a better bang for the buck. He's open to calling to get a few recommendations for Ohio Paving but it was the most comprehensive quote. Mr. Brown said he is open to questions or comments. He brought this now to get the work on the calendar. Everyone is getting up and running now and the schedules are getting filled up. The sooner we come to conclusions, the sooner the work can start. Mr. Mullins asked about how quickly they could start. Mr. Brown said maybe about 2 weeks. Mr. Mullins asked about coordinating with the businesses. Mr. Brown said he would work with Mr. Nate Moyer and the company. Mr. Zellers asked about Hart. Mr. Brown said it wasn't as comprehensive of a quote and only 300-sq foot. They didn't include crack filling either. Mr. Zellers asked if he based his opinion on proposals or if there were interviews. Mr. Brown said no interviews have occurred yet. We could do that, but he would request a committee and special board meeting in the next two weeks. Mr. Mullins asked about the heat. Mr. Brown said heat isn't a problem, usually cold weather is an issue. Mr. Davila asked about the difference in the quotes. Mr. Brown said some were much less detailed. When we only did a reseal in the past, it didn't last. We need crack fill, too. Mr. Davila asked if we specified what we wanted in the proposal. Mr. Brown said yes, most companies asked a lot of questions. Most of the quotes are about 70-100

prevent more for lot B. Mr. Mullins asked about any guarantees. Mr. Brown said no one listed any warranties. Mr. Somers said usually, no. Mr. Zellers asked if there was a prevailing wage issue. Mr. Brown said we don't have to adhere to that for this informal process. We aren't using federal funds and it's under the \$150,000 threshold. Mr. Veard said he has done this work and there isn't a guarantee. He just recommended it be dry. Mr. Brown said he called around and those are the top two.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH OHIO PAVING FOR PROFESSIONAL SERVICES RELATIVE TO THE REPAIR, CRACK FILL AND RESEALING OF LORAIN PORT AUTHORITY OWNED PARKING LOTS AT 301 LAKESIDE AVENUE IN LORAIN, PENDING AN INTERVIEW MEETING WITH OHIO PAVING.**

Mr. Nielsen moved to approve Resolution No. 2020-18. Second by Mr. Zellers. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

4. Asian Pacific Islander American Public Affairs Association Community Education Foundation Interns: Mr. Brown said we partnered with this organization last year and they sent us two high school interns. It was a three-week internship and the students were great. The organization is having a hard time finding locations. They haven't sent a contract yet, but it is at no cost to port authority. We just manage the students and find them projects to work on. We had a great experience with them last year. Very smart students. Two rising seniors would join us for three weeks. Mr. Davila moved to approve. Second by Mr. Zellers. Motion carried.

**C. Economic Development Director**

1. Leadership Lorain County Intern: Ms. McClelland said this is a college intern we've had for about five or six years in a row. Our new intern started June 8. Cecelia Dillion is a student at Ashland University. She works 30

hours a week for 10 weeks. They started a little late due to the pandemic. We were approached about a second intern, but three is plenty for us. The resolution allows us to have the college intern for 10 weeks. Mr. Mullins asked if the position was paid. Ms. McClelland said yes, the rate is \$10 per hour. We split that with Leadership Lorain County, so the cost to us is \$1,500 for the entire summer. Mr. Mullins asked about the intern's job duties. Ms. McClelland said the college intern handles the front office and works on marketing and economic development related projects. She keeps an ongoing list of projects.

Mr. Mullins presented:

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

Mr. Bansek moved to approve Resolution No. 2020-19. Second by Mr. Zellers. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

2. Economic Development Resolution: Ms. McClelland said no formal action will be taken tonight but this is on the agenda to start the discussion. She drafted a resolution to give a starting point and said it's related our strategic plan and our economic development revenue. The strategic plan said any funds collected related to economic development; we're supposed to reinvest that back into economic development related endeavors. The resolution includes preliminary language to ensure the dollars coming into our agency are put back into economic development. Ms. McClelland said there are also future opportunities on the horizon, but we need dollars to make them happen. One potential avenue is a character-based lending program. The Ohio EDA has also issued more money for the revolving loan funds. Third is an Ohio site inventory program. She doesn't want opportunities to come and go without us

having the funding in the right place at the right time to develop additional programs. That's the base outline. Ms. McClelland said she's happy to discuss it tonight or throw it to committee. She's hoping to bring this back on the July agenda. Mr. Brown said he'd almost prefer it to go to committee. This resolution supports the goals in our strategic plan, and he thinks it is needed. We can take these fees and make sure they're not absorbed into the general fund. Mr. Mullins asked about it potentially affecting our nonprofit status. Mr. Brosky said it won't affect the Port's tax status for the levy. Ms. McClelland said this is not meant to create a separate organization. This is just separating funds. It helps make sure the fees generated by economic development stay dedicated to economic development. Mr. Bansek questioned having 100% go to the fund but then rescinded as Mr. Brown explained this wouldn't affect the levy amount we receive. Mr. Kuszniir said clarified a resolution is necessary to define the separate fees and what fund they go to. Mr. Davila clarified that if we pass a resolution for economic development fees, we would need to pass another one any time we wanted to use the fees for a different project. Mr. Nielsen recommended a joint committee meeting between strategic development plan and contract management. Mr. Brown said financial would be beneficial, too. Mr. Mullins said it will have to be specific language. Mr. Nielsen said he's concerned about the "all" part of it, but he's willing to discuss it. He moved to send it to a committee of the whole. Second by Mr. Bansek. Motion carried.

3. PACE Workshop Webinar: Ms. McClelland said she was going to offer the board to attend, but it has been cancelled to technical difficulties. The seminar we had last year is similar to what would have taken place, except it would have been all online. We refer in-person when possible.

## **V. Report of Committees**

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

1. Mr. Zellers said he had no report.

2. Mr. Brown said we are in the final year of our landscape proposal contract. He wants to ask our current provider for a new contract. We're very happy. He's not sure we need to go through the proposal process again. Mr. Mullins asked if it would be for three years. Mr. Brown said he would like it to be three years.

**B. Strategic Development Plan Committee**

1. Mr. Kuszniir said he met with Mr. Brown and Ms. McClelland a few weeks ago to talk about the strategic committee and its place moving forward. We want to have board training. It's perfect timing with a new board member. We're hoping for something in February. He's looking for recommendations or suggestions, or a meeting to has things out.

**C. Marketing and Public Affairs Committee**

1. Mr. Bansek said he had no report.

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

1. Stage Concrete Extension: Mr. Nielsen said there is a larger mosh pit. Mr. Brown said we've had a lawn issue in front of the stage in years passed. It has been reseeded multiple times. We're waiting on the landscape company to grade and reseed. The hope is that as restrictions ease, we can have concerts starting in July. Mr. Brown said we're very happy with it. We hosted the services for Veteran Sam Felton that featured live music and a celebration of life. It was great. Construction started right after. Mr. Brown thinks it'll be less maintenance moving forward.
2. Victory Park: Mr. Brown said it's been so wet the site couldn't be seeded. The red and blue lights are in. The lawn had been graded and just needs seeded. It will keep improving. We may have a rededication in the future. Overall, we're happy with the progress.

**E. Financial Planning and Audit Committee**

1. May 2020 Financial Statement: Mrs. Smith said she met with Mr. Davila to go over financials. She asked if there were any questions? Mr. Davila asked for a status on the audit. Mrs. Smith said she checked in this past week and sent over a few items the next day. The cost is much less this



year. Mr. Davila moved to approve the financials. Second by Mr. Kuszniir. Motion carried.

2. **Budget Amendment:** Mrs. Smith said the first item is the income from the TIF agreement with the city for \$21,874. On page three, with the parking lot project we needed more in capital. We want to take it up by \$40,000. It gives us a little wiggle room. Mr. Brown said the budget passed earlier this year was pretty spot on, but we didn't anticipate the additional cost for Oasis Marinas. We're on budget and had a comfortable carryover. Mrs. Smith said the other item is on page four. We cut the Marine Patrol budget because we're using in-kind as the match this year. They had carryover of around \$4,400. That was added that to the salaries line item. It must be for man-power hours on the water. Mr. Mullins asked if that included the water taxi? Mr. Brown said no, this would only be Marine Patrol hours. Mr. Davila asked if COVID would affect our revenues. Mr. Brown said not really. We spend less in electric and wear and tear on the site. So far, we might be saving a little. We might come up with a new price point for boat tours and are working with the county health district. The city took a positive stance on the fireworks and we're planning to move forward. We want to give some normalcy to the summer. Mr. Brosky asked Mr. Brown to forward the contract, but we should have language that allows us the ability to cancel or postpone due to the circumstances.

Mr. Mullins presented:

**A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2020 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.**

Mr. Sommers moved to approve Resolution No. 2020-20. Second by Mr. Bansek. Roll call vote as follows:

**Ayes: 9                      Nays: 0                      Abstain: 0                      Resolution Passed**

**F. Bylaws and Personnel Committee**



1. Mr. Brown asked if there was any interest in the position of chair of the Bylaws & Personnel Committee. Mr. Sommers indicated he would like to serve as chair. A new list of the committees and members will be distributed.

## **VI. Other Business**

- A. Mr. Bansek asked about the ability to run our boats with 10 passengers. Mr. Brown said yes, that was approved by the health district and we have a wedding scheduled for June 19. We're basically following the charter fishing recommendations. Staff is also exploring ways to offer private tours for 10 people at a slightly different rate.
- B. Mr. Brown said he will likely report more on this in July, but we were able to get approval from the US Army Corps of Engineers to use our offset funds for a phragmite study. Hull & Associates came up with a 5-year comprehensive plan to get rid of the phragmite. It would be \$15,000 a year. They would do mowing, treatment, reseeding and introducing native plants to block the phragmite from coming back. We're hoping USACE approves the plan and then we pay for berm mowing and Hull to manage phragmite. We want to be able to walk the berm, see the lake, and feel the breeze. Phragmite are sometimes 12-feet tall. The great part is we don't have to bid. We're just waiting for approval from USACE.
- C. Mr. Mullins asked about the water taxi. Mr. Brown said we'll pick certain dates and try to run the taxi.
- D. Mr. Zellers shouted out to the LPA staff and volunteers at the fishing tournament. He said we made Lorain very proud. Mr. Brown said it was very successful joint tournament. The top boat was 84 pounds. That's 10 fish in two days. Second place was mid-70s. It was an odd tournament with a drive-thru weigh-in, but it would out well. They were so happy to kick off their season with us. Anytime we can showcase Lorain is a good opportunity. Lots of visitors come early to fish. Mr. Mullins said Friday was beautiful and the guys gave great compliments. Ms. McClelland said Second Harvest and Ardick Seafood are working together to help feed local families, too.

**VII. Public Comment**

A. Mr. Bradley said he wasn't sure if we had any COVID-19 related expenses, but the senate and house passed legislation and they're anticipating 3.3 million for any expenses such as retrofitting or signs. If we provide receipts, then they can help supplement expenses. It can go toward law enforcement for overtime, too. Mr. Brown asked about a timeline? Mr. Bradley said it might be from March 23 forward. The money has to be spent before the end of the year.

**VIII. Executive Session: Property Disposition:**

Mr. Bansek moved to enter executive session. Second by Mr. Nielsen. Roll call vote as follows:

**Ayes: 9                  Nays: 0                  Abstain: 0                  Motion Carried**

Mr. Nielsen moved to exit executive session. Second by Mr. Zgonc. Motion carried.

**IX. Adjournment**

A. There being no further business to come before the board, Mr. Nielsen moved to adjourn. Mr. Davila seconded. Meeting adjourned at 8:33 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director