

**Lorain Port Authority
Board of Directors
Regular Meeting
Zoom
Tuesday, July 14, 2020, at 7:00 p.m.**

Board of Directors: Messrs. Davila, Kuszniir, Mullins, Nielsen, Sommers, Veard, Zellers and Zgonc (8; Mr. Bansek was absent.)

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

Guests: Mayor Jack Bradley

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 (skipped)

III. Disposition of Meeting Minutes

A. **June 9, 2020, Regular Board Meeting:** Mr. Mullins asked if there were any questions, changes or corrections. Ms. Leyva said she corrected the date in the bottom right corner. Mr. Davila moved to approve as corrected. Mr. Nielsen seconded. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence received:

- a. Mr. Brown said he wanted to report on July Fourth. We had great coordination with the mayor's office and police chief. Everything went smooth. We received great feedback. Everyone was happy to have a little normalcy.
- b. On Friday we received notice about being awarded the paddle grant. It's a \$32,000 grant through ODNR for a handicap, ADA accessible kayak launch ramp at Riverside Park next to the LoCo 'Yaks building.

Once we get the grant guidelines, we'll start working on that for next season. It is on our wish list for repairs, as well as the boardwalk.

We're researching that now and are in the process of repairing a few boards. Mr. Mullins asked when work would start. Mr. Brown said he is collecting quotes and working with Mr. Nate Moyer to prepare for the grant, but he's hoping to do everything in the spring.

- c. In addition to that we received a \$15,000 grant for "no wake" signs. It's been an issue with new boaters and jet skis who don't know about the wake rules within the harbor. Six (6) additional "no wake" signs will be installed. We worked with Marine Patrol to figure out the locations with LoCo Yaks to protect paddlers and shorelines. The signs will be prepared by City of Lorain sign shop. We're probably going to add to the grant and purchase three more signs for inside the harbor. After the signs are installed, we'll make announcements, send out a press release and have a one-week grace period, but then Marine Patrol officers will issue citations.
- d. The Lorain Historical Society is having a Golf Outing on Saturday, August 29. He is planning on donating as they are a great partner and wants to put together a scramble team. Anyone interested can contact Tom. He will send out details.

B. Executive Director

- 1. Strategic Plan Update (Postponed): Mr. Brown said we're going to hold off. We planned on it this month, but it's harder without being able to meet in person. The hope is to wait until we can convene in person. With the elimination of TIF and us not getting a cooperative agreement there are a lot of dramatic changes and some shifting on our end. He and Ms. McClelland are working on the pivots and how those will come together. They want to make a presentation and want board input at that time. They're also working with CDFA because we've got a plan in place and a few major benchmarks slated for year one and year two just aren't going

to happen. The plan is to come back to this in August or September. It's just a little harder to make presentations over Zoom.

2. Oasis Marinas at Port Lorain report: Mr. Brown turned the floor over to Nate Moyer and Kirk. Nate is the General Manager at Oasis Marinas at Port Lorain. Mr. Brown said he and Mr. Moyer talk almost daily. The partnership has been great. He turned the floor over to Mr. Moyer for the year-one report. Mr. Moyer said he wanted to highlight some updates, general occupancy numbers, what the marina is looking like, some feedback and future plans for this year and next. It was a bit of a cautious start to the season with the weather and COVID-19, but boat sales are through the roof. The marina has been busy. Recent upgrades include the boaters lounge. It was a complete overhaul inside while the fence outside was taken down and the landscaping was cleaned up. Mr. Moyer said it has been a hit and the transient boaters love it. It's also available for gatherings. The first is a celebration of life on Sunday. Additional outdoor seating is also in the works, but they've held off on that considering the circumstances. Restaurant upstairs got a facelift from top to bottom. He worked with Mr. Jim Andrews and his team on the updates. Improvements include new sliding glass doors and commercial water heaters. More upgrades are planned for the exterior and those will be tackled as the year goes on. Mr. Mullins asked if that included painting the building and roof. Mr. Moyer said yes. The whole building needs a fresh coat. Outside on docks is where most of the focus was directed. About 4,500 linear feet of old rotted boards were replaced. In addition to that about 1,500 feet of edge guard has been added. They continue to add that as needed throughout the season. Mr. Moyer said the marina now has an open and clean atmosphere on the docks. They removed about 6,400 cubic yards of homemade accommodations on the docks as the rules limit those options. In the beginning of the season, the water system was repaired to 100% capacity. Emergency electrical repairs were also addressed. In general, the electrical system is in pretty good shape. Mr. Moyer said he and his

staff have relied heavily on Snag-A-Slip for transient boaters. So far, over 500 transient bookings through the app. Some people stay for as long as a week or two. Mr. Moyer said Upkeep is their facility management software. It tracks work orders, including who is assigned to the job and the time. Open Path is the dock access control system. It provides remote, phone and Bluetooth access in addition to the fobs. Mr. Moyer said the system is great for transient boaters arriving late in the evening. Marina Go is another app they currently use. He added the technology piece is a big part of what they do. Eventually all systems will be talking to each other. When considering occupancy, they are down a little from last year, but Mr. Moyer said that was to be expected. They are down about 10% with 242 boats currently occupied. The average length of vessel is 28 feet. Very high gas sales and low diesel sales. There are 19 charters operating out of the harbor. Mr. Moyer said they try to help advertise and promote those operations. On average, a charter captain brings 25-35 people into Lorain a week. For annual revenues, they're just shy of \$600,000. They're forecasting to end the year at about \$725,000. A big proponent of this is fuel sales. Fuel prices are down and that's good for the boaters. General feedback from Snag-A-Slip shows a 4.5 rating from nine reviews. All slip holders will receive a survey in August to list feedback on 4-5 general questions with an open-ended option to share concerns or wish list items. Mr. Moyer said some structural issues with the 4x10 boards need to be replaced. Materials have been slow, so they're hoping to start by mid-August. This will enhance the structural integrity. Spring and summer storms have hit the marina pretty hard, so this will help add a few years to the life of the dock system. They're also developing a business plan for the Black River Wharf. LoCo 'Yaks have their kayak rentals there for now, but the hope is to move kayak rentals in-house in 2021. Credit card machines will be installed there as well as a retail section in the building. Mr. Moyer said they were close to securing a brewery in the former marina office but that slowed down in March-April. Conversations with the owner

will be revisited in 2021. They also want to add more amenities for the charter captains and their customers. Lastly, they will be the flagship location for Freedom Boat Club next year. It's the same group on Colorado Avenue. Mr. Moyer said they're excited about the developing partnership. He thanked Mr. Brown for the great partnership and help in making the first 6 months successful. Mr. Mullins asked about drag racers in the parking lot on Sunday evenings. Mr. Moyer said that was an issue earlier in the summer. Their security addressed it directly twice, once involving Lorain police, but they haven't had any issues since May. Mr. Mullins complimented the boater's lounge and commended Mr. Moyer for their efforts.

3. The Summer Market Reminder: Mr. Brown said the event is this Saturday and Sunday. They worked with the Lorain County Public Health District and have a standard list of requirements they will enforce. That was posted on our Facebook today. The organizers are excited. Mr. Brown thinks they're going to wow a lot of people. The times are Saturday, July 18 from 4-9:30 p.m. and Sunday, July 19 from 9-4:30 p.m.
4. Lorain County Metro Parks Bike Trail Easement: Mr. Brown said we talked about this a few months ago. The way the grant dollars lined up, the Lorain County Metro Parks decided to hold off then and revisit the easement now. It's not tied to any grant. Mr. Brown said he walked the site with their director Mr. Jim Ziemnik to go over some ideas. They need a two-foot easement onto our property which is the vacant lot at corner of Lakeside and Colorado Avenues. We have two signs at that corner right now. The sign to the east and the flag poles will be removed. The Metro Parks will pay to move all of that. One sign will be salvaged and the other will be replaced. The flag poles have been a maintenance nightmare for years and will be eliminated. Three trees will be removed, and they will add six trees back. We get to pick the species and location. The Mile-Long Pier will be mile-marker 00 on the bike trail. Mr. Brown said the hope is to have a dedication this fall. We'll soon be able to hop on our bikes and ride

all the way past Kipton into Huron. It's about 39 miles of uninterrupted bike path. Mr. Brown said this is another key feature to bring people to Lorain. There's plenty of parking at the pier, and we can make it a trail head. He doesn't think the two-foot easement is a lot of ask for. The three feet for landscaping and feathering will come back to us. The easement was reviewed by Mr. Mike Brosky and Mr. Brown thinks we should go for it. Mr. Zellers thanked Mr. Brown for advance notice. The drawings were clear and provided great information.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO TRAIL EASEMENT AGREEMENTS WITH THE LORAIN COUNTY METROPOLITAN PARK DISTRICT FOR THE CREATION OF THE MILE MARKER 00 TRAIL HEAD AT LAKESIDE LANDING.

Mr. Zellers moved to approve Resolution 2020-21. Second by Mr. Davila. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution Passed

5. Lorain Caboose Update and Request to Move: Mr. Brown said he recently attended a Lorain Tourism Committee Meeting. They're hard at work stripping paint. Certain areas will need additional work. They have had some issues with vandalism. They want to move the Caboose closer to building. Mr. Brown said we've committed electrical ad fencing and some other items, but he doesn't want to do any project twice. He also doesn't want sand blasting near building. Mr. Brown said he just wanted to ensure there were no objections to him working directly with the committee to eventually move it closer. They'll redo tracks, move it and provide landscaping. Then we'll provide fence, water and electric. Mr. Mullins asked about the permanent location. Mr. Brown said originally it was going to be parked behind flag poles, but now they want it more behind the building. He offered to create a map and send it out. For us, it's probably a better location in some respects. They're looking to do fundraising, but COVID-19 has prevented a lot. We'll likely order bandanas.

6. Phragmite Management Plan: Mr. Brown said we worked with Hull & Associates last year and the US Army Corps of Engineers allowed us to use our submerged land lease payment to conduct a phragmite study. In some areas the phragmites are 10-12 feet high. If you walk the berm, in some areas you can't feel wind or see the lake. He sees it as somewhat of a safety issue. We now have a 5-year study to take care of the phragmite through Hull & Associates. We just got that plan approved by USACE. We would then enter a 5-year agreement with Hull. They would remove phragmite in sections, use and approved herbicide and then add or plant native plants. That's how you force out phragmite. For the Port, it'll add to the tourist feature. Birders and photographers love the Dike Disposal Site. We spend a lot to brush hog the phragmite, too.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A CONTRACT WITH HULL & ASSOCIATES, INC FOR THE PURPOSE OF EXECUTING A PHRAGMITES MANAGEMENT PLAN AT THE LORAIN PORT AUTHORITY'S CONFINED DISPOSAL FACILITY (CDF) LOCATED AT LAKESIDE AVENUE, LORAIN, OHIO., PENDING THE FINAL APPROVAL OF THE US ARMY CORPS OF ENGINEERS (USACE).

Mr. Sommers moved to approve Resolution 2020-22. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 8 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. Brown said Mr. Bansek had no report.

D. Grounds Maintenance and Capital Improvements Committee

1. Mr. Nielsen said he had no report.

E. Financial Planning and Audit Committee

- 1. June 2020 Financial Statement: Mr. Kusznr said he met with Mrs. Smith on Friday to go over financials. He said he reviewed the June financials, and everything looks good. The audit is also going well. Mrs. Smith doing a great job. Mr. Sommers moved to approve the financial statement. Mr. Kusznr seconded. Motion carried.
- 2. 2021 Temporary Budget: Mrs. Smith said she sent a note, too, due to us meeting through Zoom. We approve the next year’s budget each July. We usually only budget the general fund because any special revenue fund or grant we presume we’re going to finish it this year. You really don’t want to guess and cut yourself short, so will likely revisit and revise in December. As temporary for 20201, revenues are \$1,117,041. Appropriations are \$1,115,175.85. She also sent out the five-year plan for the budget but the only thing we’re voting on is the temporary budget for 2021.

Mr. Mullins presented:

A RESOLUTION TO APPROVE THE 2021 ANNUAL BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE LORAIN PORT AUTHORITY.

Mr. Davila moved to approve Resolution No. 2020-23. Second by Mr. Zellers. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution Passed

F. Bylaws and Personnel Committee

- 1. Mr. Sommers said he had no report.

VI. Other Business

- A. Mr. Brown said we have three interns this year. We hit the jackpot because they’re all great. Cecelia Dillion is from Leadership Lorain County and Jimmy and Rachel are from the group in Cleveland. Staff is finding projects although it is a little difficult this year with fewer events. They’re creating marketing tools and doing social media work. We’re keeping them distanced and masked up. It’s an odd year but they’re doing great. He would like for the board to meet them and wondered if we could move the August 11 meeting to

August 4 or August 18. Mr. Sommers said he's out August 4. Mr. Zellers will be unavailable August 4, too. Mr. Brown said he can send a poll out. Mr. Davila asked if it would be a Zoom meeting? Mr. Brown said we'll probably keep it at August 11.

B. Mr. Davila asked if we capitalized on the funds for COVID-19? Did we have any expenses? Mr. Brown said we haven't had to change or invest a lot. He thinks it's more for private business owners at this time. We've invested in some safety measures but so we can use it later if there are funds left over. The city received \$3 million.

C. Mr. Mullins asked if there was any update on Rockin' on the River? Mr. Brown said he and Mr. Earley attended a Mentor Concert, and then it went to level three. That changes everything basically. We're not sure how Mentor does it. We'd love to figure something out, but it has to make sense for everybody. The bands and sound guys and food vendors are hurting, too.

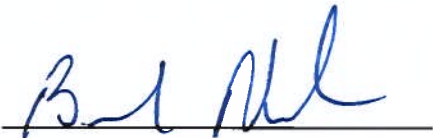
D. Mr. Davila asked about hotel in light of the situation. Mr. Brown said it's losing a lot of money. People aren't renting rooms across the country. Sunset and fireworks event sold out. Rooms sold out July 4th! Big milestone for them. As events come back, it'll be easier to fill. Right now, it's about surviving. Dodie's Dockside is doing well, as well as Game On and the bakery. Mr. Mullins said the rooftop event was fantastic. Ms. Reddy is working full time at the hotel.

VII. Public Comment

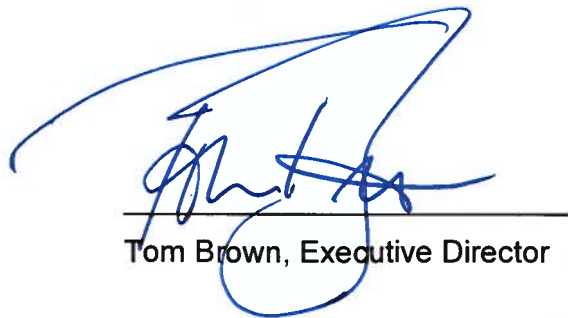
A. None.

VIII. Adjournment

A. There being no further business to come before the board, Mr. Nielsen moved to adjourn. Mr. Davila seconded. Meeting adjourned at 7:53 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director