



319 Black River Lane
Lorain, Ohio 44052
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lorainport.com

DATE: July 6, 2023
TO: Board of Directors
FROM: Brad Mullins, Chairman, Boards of Directors
SUBJECT: Meeting Notice

Please be advised that a Regular Board Meeting has been scheduled for 7:00 p.m. on

Tuesday, July 11, 2023

Location:
Lorain Port and Finance Authority
319 Black River Lane
Lorain, OH 44052

cc: Mayor/Administration
City Council
Media



Lorain Port and Finance Authority

Board of Directors Regular Meeting
Tuesday, July 11, 2023, at 7:00 p.m.
Port Office

AGENDA

- I. Roll Call
- II. Pledge of Allegiance
- III. Disposition of Meeting Minutes
 - A. June 13, 2023, Regular Board Meeting
- IV. Report of Officers
 - A. Chairman
 - 1. Correspondence received:
- V. Report of Committees
 - A. Contract Management Committee
 - B. Strategic Development Plan Committee
 - C. Marketing and Public Affairs Committee
 - D. Financial Planning and Audit Committee
 - 1. Temporary Budget Appropriations for 2024: Resolution No. 2023-__
Staff Presenter: Tiffany McClelland, Assistant Director
 - E. Bylaws & Personnel Committee
- VI. Other Business
- VII. Public Comment
- VIII. Executive Session: Purpose of Property Disposition
- IX. Adjournment

Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Port Office
Tuesday, June 13, 2023, at 7:00 p.m.

Board of Directors: Ms. Bonilla; Messrs. Mullins, Nielsen, Veard, Zellers and Zgonc (6)

Staff: Tom Brown, Executive Director
Tiffany McClelland, Assistant Director
Kelsey Leyva-Smith, Office Manager
Mike Brosky, Esq., Port Attorney

Guests: None

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 9, 2023, Regular Board Meeting: Mrs. Leyva-Smith said there were no corrections. Mr. Nielsen moved to approve the meeting minutes. Second by Mr. Veard. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence received:

a. Lorain County Labor Agency \$500 Stage Project Donation: Mr. Brown said Mr. John Gallo came in with their event application and then offered \$500 to our stage project. We expressed our gratitude.

B. Executive Director

1. Drone Policy: Mr. Brown said we've been operating under FAA guidelines. At the second Rockin' on the River show, we had someone flying low and illegally. He showboated on social media asking us to hire him. He never called despite Mr. Brown's request to speak to him. Mr. Chris Haynes is

licensed and reached out to FAA for us. We engaged the police department and Lieutenant Thompson was just trained in drones and was ready to go if needed. We came up with a drone policy to adopt. Drone users must receive prior written permission from the director. When we have Wish You Were Here, we have 6-8 drones all over the site. It's hard to track them all. Any policy is tough to enforce at times, but it's easier if we see where it came from. We're going to invest in signs and put them on the cigarette butt posts. Enforcement might be tough depending on the officer or drone flyer, but we're going to do our best. They do not want you to try to capture the drone. Mr. Nielsen said we have a policy that says we don't allow drones without written permission. Without having a policy, are we more exposed? Mr. Brosky said we could have issues if we didn't enforce it properly. Last year there was a guy at BrewFest flying at eye level. Mr. Brosky said just because we don't have a policy doesn't mean we're liable. Mr. Nielsen said he thinks we need the policy. Mr. Mullins said he thinks we need it, too. Mr. Brown said we can change the policy if needed as we go along. We will post on the website and install signs on the site. Another option is a no fly zone during the summer months, but we would have to do a lot. Mr. Zellers moved to adopt the official drone policy. Second by Mr. Veard. Motion carried. Two minor changes, spelling error, for events, and written permission during events.

2. Mile Marker 00 Ribbon Cutting Wed., June 21st at 11:00 a.m.: Mr. Brown said the Mile-Marker Bike Trail Station is predominately done. We're waiting on grass to grow. The city did a project other there recently, so we'll clean it up a bit. ODOT is excited and so is the Lorain County Metro Parks. We'll send out invites. Mr. Brown said it has been well received and turned out nice.
3. Lorain International Festival June 23-25, 2023: Mr. Brown said this is the last full weekend in June. The organizers have been sort of quiet this year, great crowds last year. Come on down and support.
4. Independence Day Fireworks Display: Tues., July 4, 2023, at 10:00 p.m.: Mr. Brown said we're getting a lot of calls about the display. A bathroom attendant will be at Black River Landing. Mr. Brown will be roaming the sites.

C. Assistant Director

1. Request for Proposals Update: Ms. McClelland said we have interviews scheduled for tomorrow with all of the firms who submitted. Mr. Zellers and Mr. Mullins will be involved. They will start at 9 am.

V. Report of Committees

A. Contract Management Committee

1. Presentation by Stacy Caddy: Mr. Zellers said we had a committee meeting before the regular meeting. A philanthropic consultant gave her presentation. Her name is Stacy Caddy. She's very interested in taking on the stage project. The committee felt more comfortable with Ms. Caddy than In Bloom. She would go out and talk to people based on a list of potential donors we provide. For four months, it will be a flat \$25,000 for the feasibility study. We would then do the heavy lifting to reached out to those who expressed interest. It would be \$3-6,000 per month. Committee recommended to the full board hiring Stacy Caddy.

B. Strategic Development Plan Committee

1. Mr. Zgonc said they met on May 24. It was decided to have the interviews as Ms. McClelland mentioned earlier.

C. Marketing and Public Affairs Committee

1. Mr. Nielsen said he had no report.

D. Financial Planning and Audit Committee

1. March 2023 Financial Statement: Ms. Bonilla said she met with Mrs. Smith and reviewed everything and completed a mini audit for April and May. Everything in order. Motion to approve Zellers. Second Veard. Motion carried.
2. April 2023 Financial Statement: Mr. Zellers moved to approve. Second by Mr. Zgonc. Motion carried.
3. May 2023 Financial Statement: Mr. Zellers moved to approve. Second by Mr. Veard. Motion carried.

E. Bylaws and Personnel Committee

1. Mrs. Silva Arredondo was absent and there was no report.

VI. Other Business

- A. Bockin' on the River:** The date is September 30. Mr. Brown said we're working on T-shirts and steins. We're planning a small Oktoberfest to see how it goes.
- B.** Mr. Zgonc asked about the Ukrainian flag and it being taken down. Mr. Brown said it was tattered and worn out. We could get another to replace it.
- C.** Mr. Brown said Jeremy Gornall is our summer intern.

VII. Public Comment

- A.** None.

VIII. Adjournment

- A.** There being no further business to come before the board, Mr. Veard moved to adjourn. Ms. Bonilla seconded. The meeting adjourned at 7:34 p.m.

Brad Mullins, Chairman

Tom Brown, Executive Director

RESOLUTION NO. 2023-

A RESOLUTION TO APPROVE THE 2024 ANNUAL BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE LORAIN PORT AUTHORITY.

WHEREAS, it is necessary, as per the Ohio Revised Code, when Levy funds are received, to provide budget appropriations for the Lorain Port Authority for calendar year 2024; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lorain Port Authority:

SECTION I. That the budget for the Lorain Port Authority, Lorain, Ohio for the fiscal year beginning January 1, 2024, as prepared by the Fiscal Officer and recommended by the Finance committee, be adopted as follows: (See attached sheet).

SECTION II. That the Chairman and/or Executive Director be and hereby are authorized and directed to certify said budget and transmit a copy of this resolution to all offices as required by law.

SECTION III. It is found and determined that all formal proceedings and actions of this Board concerning and relating to the passage of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, of the Ohio Revised Code.

Ayes:

Nays:

Abstain:

Adopted:

Brad Mullins, Chairman

Tom Brown, Executive Director

LORAIN PORT AUTHORITY

Description	Actual 2021	Actual 2022	July 11, 2023 Budget 2023	Temporary Budget 2024
Fund Classification: 1000 General				
Fund Balance 1/1	\$555,468.15	\$737,008.05	\$854,697.60	\$744,051.60
Fund Balance Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Prior Year Encumbrances	\$50,089.56	\$43,498.61	\$37,071.95	\$0.00
Unencumbered Balance 1/1	\$505,378.59	\$693,509.44	\$817,625.65	\$744,051.60
Revenues				
1000-110-0000 - General Property Tax - Real Estate	\$745,405.25	\$706,500.60	\$844,245.00	\$844,245.00
1000-490-0500 - Other - Intergovernmental{ODNR Submerged Land Lease}	\$18,086.50	\$0.00	\$36,200.00	\$36,200.00
1000-490-0800 - Other - Intergovernmental{Miscellaneous}	\$4,298.15	\$6,085.25	\$0.00	\$0.00
1000-490-2500 - Other - Intergovernmental{TIF}	\$0.00	\$0.00	\$0.00	\$0.00
1000-490-9000 - Other - Intergovernmental{Homestead and Rollback}	\$95,741.67	\$90,826.82	\$0.00	\$0.00
1000-523-0000 - Recreation Entry Fees	\$14,920.70	\$13,428.19	\$12,500.00	\$12,500.00
1000-531-8500 - Sale of Lots {Real Estate}	\$68,500.00	\$216,688.55		\$0.00
1000-590-0100 - Other - Charges for Services{2019 Spitzer then Oasis}	\$51,500.00	\$53,000.00	\$54,500.00	\$56,000.00
1000-590-0600 - Other - Charges for Services{CenturyLink/Lumen Leases}	\$0.00	\$3,000.00	\$1,500.00	\$1,500.00
1000-590-0700 - Other - Charges for Services{Black River Landing}	\$17,850.00	\$13,222.46	\$25,000.00	\$25,000.00
1000-590-0800 - Other - Charges for Services{Miscellaneous}	\$1,411.00	\$453.00	\$0.00	\$0.00
1000-590-2000 - Other - Charges for Services{Economic Development}	\$11,000.00	\$10,000.00	\$10,000.00	\$10,000.00
1000-590-4201 - Other - Charges for Services{KIFBL}	\$203,647.38	\$75,538.79	\$0.00	\$0.00
1000-590-5100 - Other - Charges for Services{Miscellaneous Income}	\$0.00	\$0.00	\$0.00	\$0.00
1000-590-7200 - Other - Charges for Services{Lighthouse}	\$13,839.00	\$10,755.00	\$12,500.00	\$12,500.00
1000-820-0000 - Contributions and Donations	\$12,500.00	\$20,000.00	\$0.00	\$0.00
1000-820-4300 - Contributions and Donations{Stage Project}		\$1,260.50		
1000-820-5500 - Contributions and donations{Bonaminio Family}	\$22,499.25			
1000-891-0000 - Other - Miscellaneous Operating	\$697.19	\$14,852.47		
1000-892-0750 - Other - Miscellaneous Non-Operating{Rockin' on the River}	\$10,000.00	\$0.00	\$0.00	\$0.00
Other Financing Sources				
1000-931-0000 - Transfers - In	\$0.00	\$1.32	\$0.00	\$0.00
1000-941-0000 - Advances - In	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$1,291,896.09	\$1,235,612.95	\$996,445.00	\$997,945.00
Expenditures				
1000-190-349-0000 - Other - Professional and Technical Services	\$576.00	\$0.00	\$0.00	\$0.00
1000-310-349-7000 - Other - Professional and Technical Services{River Tour}	\$15,937.50	\$14,191.90	\$15,000.00	\$0.00
1000-310-391-7100 - Dues and Fees{Ferry Boat}	\$0.00	\$0.00	\$0.00	\$0.00
1000-310-490-7000 - Other - Supplies and Materials{River Tour}	\$14,245.17	\$14,695.59	\$15,000.00	\$0.00

Description	2021	2022	2023	2024
1000-512-311-0000 - Electricity	\$35,425.75	\$36,992.28	\$40,000.00	\$25,000.00
1000-522-313-0000 - Natural Gas	\$4,382.20	\$6,253.84	\$6,500.00	\$6,500.00
1000-532-312-0000 - Water and Sewage	\$10,264.93	\$11,239.22	\$12,000.00	\$12,000.00
1000-735-132-0000 - Salaries - Administrator's Staff	\$230,576.32	\$305,656.40	\$344,000.00	\$344,000.00
1000-735-132-2000 - Salaries - Administrator's Staff{Economic Development}	\$70,529.04	\$10,657.38	\$0.00	
1000-735-211-0000 - Ohio Public Employees Retirement System	\$32,039.56	\$42,398.53	\$48,160.00	\$48,160.00
1000-735-211-2000 - Ohio Public Employees Retirement System{Economic Development}	\$10,813.51	\$1,986.93	\$0.00	
1000-735-213-0000 - Medicare	\$2,944.60	\$4,344.04	\$4,988.00	\$4,988.00
1000-735-213-2000 - Medicare{Economic Development}	\$1,000.13	\$249.47	\$0.00	
1000-735-221-0000 - Medical/Hospitalization	\$73,448.10	\$89,886.60	\$90,776.00	\$90,776.00
1000-735-221-2000 - Medical/Hospitalization{Economic Development}	\$9,761.40	\$887.40	\$0.00	
1000-735-222-0000 - Life Insurance	\$363.00	\$396.00	\$444.00	\$444.00
1000-735-225-0000 - Workers' Compensation	\$477.00	\$734.00	\$1,000.00	\$1,000.00
1000-735-229-0000 - Other - Insurance Benefits	\$3,440.00	\$4,740.67	\$5,000.00	\$5,000.00
1000-735-229-2000 - Other - Insurance Benefits{Economic Development}	\$351.06	\$126.83	\$0.00	
1000-735-240-0000 - Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1000-735-252-0000 - Travel and Transportation	\$1,506.20	\$9,860.04	\$12,000.00	\$12,000.00
1000-735-252-2000 - Travel and Transportation{Economic Development}	\$6,758.08	\$965.14	\$0.00	
1000-735-321-0000 - Telephone	\$11,043.02	\$11,985.53	\$12,000.00	\$12,000.00
1000-735-329-0000 - Other-Communications, Printing & Advertising	\$35,072.36	\$21,749.73	\$25,000.00	\$10,000.00
1000-735-329-2000 - Other-Communications, Printing & Advertising{Economic Devel}	\$207.50	\$0.00	\$0.00	
1000-735-329-5500 - Other-Communications, Printing & Advertising{Bonaminio Family}	\$22,424.25	\$0.00		
1000-735-329-8000 - Other-Communications, Printing & Advertising{Other Promotion}	\$3,398.95	\$3,558.24	\$4,000.00	\$4,000.00
1000-735-329-8800 - Other-Communications, Printing & Advertising {Fireworks}	\$0.00	\$22,075.00	\$25,075.00	\$25,075.00
1000-735-330-0000 - Rents and Leases	\$4,966.64	\$4,784.61	\$5,000.00	\$5,000.00
1000-735-330-6000 - Rents and Leases{ODNR Lease}	\$72,006.64	\$36,003.32	\$36,005.00	\$36,005.00
1000-735-330-6100 - Rents and Leases{CORPS Engineer Lease}	\$15,000.00	\$15,000.00	\$16,843.00	\$16,843.00
1000-735-341-0000 - Accounting and Legal Fees	\$0.00	\$0.00	\$3,000.00	\$3,000.00
1000-735-341-2000 - Accounting and Legal Fees{Economic Development}	\$635.50	\$0.00	\$0.00	
1000-735-343-0000 - Uniform Accounting Network Fees	\$3,504.00	\$3,792.00	\$3,800.00	\$3,800.00
1000-735-344-0000 - Tax Collection Fees	\$19,251.53	\$17,728.09	\$20,000.00	\$20,000.00
1000-735-345-0000 - Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00
1000-735-346-0000 - Engineering Services	\$0.00	\$0.00	\$5,000.00	\$5,000.00
1000-735-347-0000 - Planning Consultants	\$2,400.00	\$3,481.88	\$15,000.00	\$15,000.00
1000-735-347-2000 - Planning Consultants{Economic Development}	\$17,750.00	\$0.00	\$0.00	
1000-735-349-0000 - Other - Professional and Technical Services	\$14,448.00	\$17,251.50	\$20,000.00	\$20,000.00
1000-735-353-0000 - Liability Insurance Premiums	\$66,724.10	\$54,790.00	\$57,500.00	\$57,500.00
1000-735-391-0000 - Dues and Fees	\$7,307.34	\$10,484.49	\$14,000.00	\$14,000.00
1000-735-391-1500 - Dues and Fees{Bonds - Revenue}	\$0.00	\$0.00	\$0.00	\$0.00
1000-735-391-2000 - Dues and Fees{Economic Development}	\$1,633.32	\$405.20	\$0.00	\$0.00
1000-735-391-8500 - Dues and Fees{Real Estate}		\$5,931.18		

Description	2021	2022	2023	2024
1000-735-410-0000 - Office Supplies and Materials	\$4,174.50	\$3,994.60	\$5,000.00	\$5,000.00
1000-735-431-0000 - Repairs and Maintenance of Buildings and Land	\$174,146.71	\$191,549.16	\$190,000.00	\$140,000.00
1000-735-431-5300 - Repairs and Maintenance of Buildings and Land{GOOSE DOG}	\$1,114.16	\$621.22	\$1,500.00	\$1,500.00
1000-745-342-0000 - Auditing Services	\$9,491.50	\$9,860.50	\$0.00	\$0.00
1000-800-540-0000 - Machinery, Equipment and Furniture	\$172.02	\$2,541.76	\$3,500.00	\$3,500.00
1000-800-590-0000 - Other - Capital Outlay	\$63,799.00	\$69,006.47	\$50,000.00	\$50,000.00
Other Financing Uses				
1000-910-910-0000 - Transfers - Out	\$35,000.00	\$23,266.66	\$0.00	\$0.00
1000-920-920-0000 - Advances - Out	\$0.00	\$31,800.00	\$0.00	\$0.00
Total Expenditures	\$1,110,510.59	\$1,117,923.40	\$1,107,091.00	\$997,091.00

Fund Classification: 2051 USEPA Brownfield Assessment Grant

Fund Balance 1/1		\$0.00	\$0.00	\$0.00
Fund Balance Adjustments		\$0.00	0	
Prior Year Encumbrances		\$0.00	0	
Unencumbered Balance 1/1		\$0.00	\$0.00	

Revenues

2051-411-0000 - Federal - Restricted		\$0.00	\$500,000.00	
Other Financing Sources				
2051-931-0000 - Transfers - In				
2051-941-0000 - Advances - In				
Total Revenue		\$0.00	\$500,000.00	

Expenditures

2051-735-252-0000 - Travel and Transportation		\$0.00	\$6,500.00	
2051-735-300-0000 - Contractual Services		\$0.00	\$493,000.00	
2051-735-400-0000 - Supplies and Materials		\$0.00	\$500.00	
Other Financing Uses				
2051-920-920-0000 - Transfers - Out				
2051-920-920-0000 - Advances - Out				
Total Expenditures		\$0.00	\$500,000.00	

Description	2021	2022	2023	2024
Fund Classification: 2901 Inclusive Project Planning				
Fund Balance 1/1	\$0.00	\$20,900.00	\$22,459.00	\$0.00
Fund Balance Adjustments	\$0.00	\$0.00	\$0.00	
Prior Year Encumbrances	\$0.00	\$0.00	\$11,559.00	
Unencumbered Balance 1/1	\$0.00	\$20,900.00	\$10,900.00	
Revenues				
2901-490-065 - Other Intergovernmental {City of Lorain}	\$10,900.00	\$0.00		
2901-841-6600 - Capital Contributions {Jobs Ohio}	\$0.00	\$0.00	\$20,900.00	
Other Financing Sources				
2901-931-6700 - Transfers - In{Inclusive Project Planning}	\$10,000.00			
2901-941-6700 - Advances - In {Inclusive Project Planning}		\$31,800.00		
Total Revenue	<u>\$20,900.00</u>	<u>\$31,800.00</u>	<u>\$20,900.00</u>	
Expenditures				
2901-410-347-6700 - Planning Consultant {Inclusive Project Planning}	\$0.00	\$30,241.00	\$11,559.00	
2901-920-920-6700 - Advances - Out {Inclusive Project Planning}			\$31,800.00	
Total Expenditures	<u>\$0.00</u>	<u>\$30,241.00</u>	<u>\$43,359.00</u>	

Description	2021	2022	2023	2024
Fund Classification: 4202 Port & Parks Bike Trail Station				
Fund Balance 1/1	\$0.00	\$25,000.00	\$42,193.22	\$0.00
Fund Balance Adjustments	\$0.00	\$0.00	\$0.00	
Prior Year Encumbrances	\$0.00	\$0.00	\$0.00	
Unencumbered Balance 1/1	\$0.00	\$25,000.00	\$42,193.22	
Revenues				
4202-411-6300 - Federal - Restricted{Port & Parks Bike Trail Station}	\$0.00	\$9,228.27	\$40,771.73	
4202-490-6400 - Other Intergoermental {Metro Parks} Contributions	\$4,873.21	\$0.00	\$20,126.79	
Other Financing Sources				
4202-931-6300 - Transfer -In {Port & Park Bike Trail Station}	\$25,000.00	\$23,266.66	\$0.00	
Total Revenue	<u>\$29,873.21</u>	<u>\$32,494.93</u>	<u>\$60,898.52</u>	
Expenditures				
4202-800-500-6300 - Other - Capital Outlay {Port & Parks Bike Trail Station}	\$4,873.21	\$15,301.71	\$103,091.74	
Other Financing Uses				
2061-920-920-0000 - Advances - Out				
Total Expenditures	<u>\$4,873.21</u>	<u>\$15,301.71</u>	<u>\$103,091.74</u>	
Fund Classification: 4901 BRL Stage Capital Project				
Fund Balance 1/1		\$0.00	\$995,000.00	\$0.00
Fund Balance Adjustments		\$0.00	\$0.00	
Prior Year Encumbrances		\$0.00	\$0.00	
Unencumbered Balance 1/1		\$0.00	\$995,000.00	
Revenues				
4901-411-4300 - Federal - Restricted{Stage Project}		\$995,000.00		
4901-820-4300 - Contributions and Donations {Stage Project}		\$0.00		
Other Financing Sources				
4901-931-4300 - Transfer -In {Stage Project}			\$1,260.50	
Total Revenue		<u>\$995,000.00</u>	<u>\$1,260.50</u>	
Expenditures				
4901-800-346-4301 - Engineering Services {Stage Architect}			\$400,000.00	
4901-800-347-4302 - Planning Consultants {Stage Fundraiser}			\$100,000.00	
4901-800-349-4303 - Other Prof. &Tech. Svs {Stage Construction Manager}			\$100,000.00	
4901-800-590-4300 - Other - Capital Outlay {Stage Project}			\$396,260.50	
Other Financing Uses				

Description	2021	2022	2023	2024
4901-920-920-4300 - Advances - Out {Stage Project}				
Total Expenditures		<u>\$0.00</u>	<u>\$996,260.50</u>	