



319 Black River Lane
Lorain, Ohio 44052
440.204.2269
lorainportauthority.com

DATE: January 8, 2021
TO: Board of Directors
FROM: Brad Mullins, Chairman, Board of Directors
SUBJECT: Meeting Notice

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

Tuesday, January 12, 2021

Location:
Zoom (online)
Watch Live via YouTube
https://www.youtube.com/channel/UCy0bG6ihndcJYtpV48vi__A

cc: Mayor/Administration
City Council
Media

Lorain Port and Finance Authority

Board of Directors Regular Meeting
Tuesday, January 12, 2021, at 7:00 p.m.
Zoom

AGENDA

- I. Roll Call
- II. Disposition of Meeting Minutes
 - A. November 10, 2020, Regular Board Meeting
- III. Report of Officers
 - A. Chairman
 - 1. Correspondence received
 - B. Executive Director
 - C. Economic Development Director
- IV. Report of Committees
 - A. Contract Management Committee
 - 1. ADA Accessible Kayak/Canoe Launch Proposal: Motion to approve
Staff presenter: Kelsey Leyva-Smith, Office Manager
 - B. Strategic Development Plan Committee
 - C. Marketing and Public Affairs Committee
 - D. Grounds Maintenance and Capital Improvements Committee
 - E. Financial Planning and Audit Committee
 - F. Bylaws & Personnel Committee
 - 1. Personnel Policies Update
Staff Presenter: Yvonne Smith, Accountant
- V. Other Business
- VI. Public Comment
- VII. Adjournment

Lorain Port and Finance Authority
Board of Directors
Regular Meeting
Port Office
Tuesday, November 10, 2020, at 7:00 p.m.

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

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

Guests: Mayor Jack Bradley

I. Roll Call

A. The meeting was called to order at 7:01 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. **October 13, 2020, Regular Board Meeting:** Mr. Mullins asked if there were any questions, changes or corrections. Mrs. Leyva-Smith said she had to update her name to reflect her recent marriage. Mr. Sommers moved to approve the minutes as corrected. Mr. Kuzsnir seconded. Motion carried.

IV. Report of Officers

A. Chairman

1. Correspondence received:

a. Mr. Brown said the Winterfest Committee reached out about a parade taking place on November 28. This year Main Street, Growth Corp, Lorain Proud and others are all collaborating. The Train Station will be like a shopping window. The International Trees and Trains Display will be ready for viewing but no one will be allowed inside. The group is building a temporary Santa's house in the picnic pavilion. They're

doing their best to keep a safe distance and be creative to bring people down here.

- b. Yesterday was Mile Marker 00 Ribbon Cutting at Oasis Marinas at Port Lorain for the Lorain County Metro Parks' bike trail. Mr. Brown said he plans to ride the trail in the future. Mr. Jim Ziemnik was very complimentary to the Port and our partnership. Mr. Brown is meeting with Mr. Ziemnik and a design team tomorrow to discuss enhancing the site further.
- c. Veterans Day is tomorrow. In figuring out COVID-19 adjustments, Mr. Brown was approached by the Veterans Council. The group normally has a ceremony in the building but no everyone was comfortable. It is now being changed to an outdoor, drive-thru event. Radio station WOBL will be broadcasting the ceremony for veterans. It will be condensed for live radio, but vets are happy. The event will be right around the Train Station, using our three flag poles.

B. Executive Director

1. 2020 Grounds Maintenance Report: Mr. Brown said by the time you talk about the projects, garbage services, repairs, site maintenance and capital improvements, it's about a \$350,000 haul this year. This is good because we're on budget. We pivoted in many ways due to COVID-19 and he thinks the Port is in a good place. Mr. Brown said we caught up this year and got ahead of the curve in some ways. Black River Landing saw a lot of improvement. We started the year with the painting of steel components. One missed area will be rectified, but overall, very good quote and happy with the turnout of the project. All the tan steel was repainted. The stage top was repaired which add several years to its lifespan. Mr. Brown said we also added concrete to the front of the stage to prevent the muddy mess that used to happen when it rained. Areas where tree roots had affected the walking trail at Black River Landing were repaired. A new camera system was installed in the Train Station. The old ones were outdated and clunky. BCT Alarm Services updated the whole

system and 10 cameras are now viewable through an app and a website. Recently the Lorain Police Department approached us to add additional cameras, through their system, to our festival site with funding from the CARES Act. They will be adding four cameras to the picnic pavilion and the footage goes right to police dispatch. We do get vandalism on the site occasionally, so Mr. Brown said he's happy to have a police presence at Black River Landing even if it's digitally. It should be up and running on a couple of weeks. We also consolidated fire alarm companies so now both buildings are managed by BCT Alarm Services. We did a lot of irrigation repairs at Black River Landing. Mr. Brown said the light on the large flagpole behind the office was done last year but the LED was too bright and became a nuisance to some people across the river, so we had a new ground light installed last week. Moving on to the Black River Wharf, the front sign was redone by an eagle scout. He replaced the barn siding, power washed it, and repainted it to look new. Mr. Brown said as part of our agreement with Oasis Marinas we also completed a few projects over there this year. Aluminum gangplanks were installed on all docks and have been well received by boaters. We also tackled the jet ski docks and some landscaping updates. The Port will be reimbursed by Oasis in the next year for the landscaping area around the building. The entire marina parking lot was also redone. Lakeside Landing saw changes related to our partnership with Lorain County Metro Parks and Mile Marker 00 of the bike trail. Three flag poles and signs were removed but a new sign was added. Mr. Brown said a future project may involve adding bike racks at the location. Lakeside Landing also saw concrete repairs, including the leveling of a bench. The old water fountains/pumps that were previously used during Port Fest were removed from the property, too. Dead trees were removed from the site and a storm took out about two trees and many branches. The phragmite mitigation project at the Dike Disposal Site started, too. The area was sprayed. Once the phragmite is removed, new native plants will be added. Victory Park received tree removal, lawn

treatment and new landscaping around the monument. The bent utility pole was removed and replaced by underground electric. Up lighting of the trees and flag poles was added, too. Next year, we plan to reseed the grass in front of the office. It's very drought susceptible and an invasive bug affected it this year. Mr. Brown said he wanted it done this fall but timing and weather didn't work out. We're planning on the spring and considering a small irrigation system to help keep it green. There are also areas of grass around the office that don't grow, so those will be addressed as well. Mr. Brown suggested tackling the Black River Wharf parking lot and having it crack-sealed and coated. He opened the floor to suggestions or recommendations. Mr. Mullins said 10 lights are out on the pier. Mr. Brown said we're navigating a warranty issue with Shiffler, the installer. The driver they installed has had numerous problems. We requested all new and are waiting for a response. Mr. Bansek said he did preliminary work after the intern's marketing survey. The cost would be between \$12,000-27,000. He talked with Ms. McClelland and they think we can use social media and technology to our advantage. Mr. Bansek sees it as less money and a greater impact. We could run three or four educational ads for around \$2,500 instead of investing in a survey that people may not respond to. Where he works, the surveys they distribute receive around a 12% response rate. Mr. Bansek said he doesn't want to spend \$12,000-27,000 for a 12% return. He wants to take this to committee. Mr. Zgonc asked about the street signs at Victory Park. He thinks it detracts from the site. Mr. Brown said the traffic set up is a bit new, but we'll keep on it. Our logo shows well on the new blue flag.

2. Swings Project: Mr. Brown said in traveling to different places it sparked a new idea for the Port. We have sponsor programs, like the benches and flag poles. He wants to test run a new program. Mr. Brown said we have great views, so he contacted a company about poly-coated steel swings. The concept going forward is we're going to install two swings. One will be at the top of the hill at Black River Landing looking at the Bascule Bridge

and the other will be at Lakeside Landing. The swing are about 6-feet long and can fit three people. The company gave us a good price for bulk. It's about \$1,400 for the swings and freight. We're working an install price. Each swing has a plaque, and the first two will say "Take a moment to enjoy the view" with our new full-color logo. Mr. Brown thinks they'll be wildly popular. Oasis Marinas loves the idea. They want to add swings to the flower beds along the pier. It also invites community involvement. A decision that needs to be made is what color swings we plan to use. We ordered one yellow and one orange, but every color of the rainbow is available. Mr. Brown wants Roy G. Biv, in order, along each of our sites. This option is Tom's Taste the Rainbow. The swings aren't that close to each other, but it would represent all of the colors. Ms. McClelland said orange and blue swings would be down the pier, matching Oasis Marinas colors. Mr. Brown said Erie Shore Wave Runners uses orange for their branding, too. Ms. McClelland presented a Google map with tentative swing locations. She explained that she and Mr. Brown agreed it would be better to establish locations and color options rather than let it be a free for all. They walked around Black River Landing to gauge the best views. The second color scheme option is "Tasteful by Tiffany." She keeps the blue and orange on the pier and then has sunset colors in order along Lakeside Landing. Then at Black River Landing the swings would be yellow and blue to match the Port's colors. Mr. Brown said he likes both but wanted board input. He thinks people will embrace this and enjoy it. Mr. Mullins asked about the cost. They said \$1,400 but we're working on the install price to establish a price point for sponsorships. Mr. Zgonc asked if the cost would be similar to flagpole sponsorships? Mr. Brown said yes. Ms. McClelland said the locations are also up for debate. Mr. Brown said Riverside Park has some challenges with the raised boardwalk blocking views, but he is open to suggestions. Mr. Kuszniir asked about where the first swings are going? Mr. Brown said the first will on the hillside at Black River Landing and the other will be at Lakeside Landing. Mr. Mullins said if

people are paying for it, they'll probably want to pick the color, too. Mr. Bansek said he is one for color uniformity, so we don't create a potential problem if people want to get too creative. Mr. Sommers said it's a great idea and Mr. Bansek agreed. Mr. Brown said we have time to decide. Once they arrive, we could have the yellow swing installed at Black River Landing in case the board goes with "Tasteful by Tiffany." To install the swings, they'll dig post holes, pour concrete and it's good to go. We should have first ones in 3-4 weeks and hope to install them as soon as possible. After we get the first two installed, we can take pictures, get a sponsorship package together, advertise and then off we go. Mr. Brown said the only missing colors would be green and purple. We have about a month to ponder color schemes. Mr. Zellers said Brad had a good point about people investing and getting to pick the color. He also agrees with Mr. Bansek's point and suggested a list of five colors or so to pick from. Maybe a different color scheme at different locations. Mr. Mullins asked about the maintenance. Mr. Brown said they're relatively maintenance free, but we may factor that into the sponsorship fee. Mr. Zgonc asked if an upgrade was a possibility. Mr. Brown said for us this swing is the top option. Mr. Sommers asked if it could be power washed if needed. Mr. Brown said yes. They have strong poly coating.

- 3. ODNR Coastal Management Assistance Grant Program:** Mr. Brown said we were lucky enough to get an award. We submitted a preapplication and they approved it and encouraged us to apply for a full grant. The proposal we submitted was for a \$100,000 grant, which is a 50/50 grant. We're going to partner with the Lorain County Metro Parks, and we would each contribute \$25,000. What they envision where the flagpoles used to be at Lakeside Landing is some type of open area, cleaning up the bluff, an observation area with probably a bike repair station. Mr. Brown said he plans to meet with Mr. Jim Ziemnik and his design team Thursday morning. The application is due in December.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE AN APPLICATION WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES OFFICE OF COASTAL MANAGEMENT FOR THE OHIO COASTAL MANAGEMENT ASSISTANCE GRANT PROGRAM.

Mr. Bansek moved to approve Resolution No. 2020-30. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

4. Navigational Aids Grant Request Application: Mrs. Leyva-Smith said each year we attempt to receive replacement buoys through the ODNR Navigational Aids Grant Program. In the prior years we've received six to seven buoys to maintain the markers we manage on the shores of Lake Erie. Mrs. Leyva-Smith said she put together the application and is looking for board. There is no monetary investment involved. Applications are based on the location of the buoys and how much they contribute to safe boating. We're required to maintain the buoys by placing them and removing them each year, and this is something we already do annually.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO FILE A NAVIGATIONAL AIDS GRANT REQUEST APPLICATION.

Mr. Sommers moved to accept Resolution No. 2020-31. Second by Mr. Zellers. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

C. Economic Development Director

1. Kelleys Island Ferry Boat Line Project Update: Ms. McClelland said the keel lay started in early August. The keel lay is basically a bunch of metal in piles so the Coast Guard can look and see the steel they're cutting for the vessel. There are weekly project meetings to go over photos and project details. Up until August it was a lot of engineering and ordering of the parts. Things are moving pretty quickly. Trough the month of August metal was cut and in September the boat starts coming together.

Everything on top of the jig is part of the vessel. It isn't a long build process. They take a lot of photos and keep us in the loop through every step. September saw a lot of cutting of parts. Everything is numbered with where the piece is going and how it's getting welded together. A door was cut out for the passenger compartment. In October, compartments started taking form. The boat is being built in four sections and two are completely done. The other two are in construction. Ms. McClelland said we lucked out because the vessel was going to be built outside until they were going to assemble it, but they signed a few contracts before ours and now our boat is being built completely inside. This year they've experienced a record number of hurricanes, but it hasn't affected our build schedule. Mechanics, including the engine and piping, are in the underside of the vessel. In November Ms. McClelland said she traveled to do an inspection with the entire team. Everything is going great. A slight alteration was needed, and it can be taken care of, so the timing of the trip was great. If other components had been added it could have been a larger issue. The pilot house is on now. A crane will be used at the end to attach the topmost piece. Four individuals from Kelleys Island attended the team inspection. Based on the 14 project milestones, six have been completed and four have been paid for. This equals about 44% of the contract. Ms. McClelland said it's coming together quickly, and construction is a little ahead of schedule. Piping has started and painting started this week. Everyone is extremely happy. We are in a really good place right now with milestones and the project schedule. There have been 12 hurricanes so far, but we were not set back any days. Mr. Mullins asked about completion date. Ms. McClelland said construction will be done May 21, 2021 and then it will arrive by June 28. Mr. Brown said drive shafts are on a little bit of a hold and that's what is holding up the schedule. Mr. Mullins congratulated Ms. McClelland on the project progress.

2. Inclusive Project Planning Grant: Ms. McClelland said this Inclusive Project Planning Grant is currently available through JobsOhio. We've

been working with city to get one of these grants. How it works is JobsOhio has pre applications go through their regional partners. For us that is Team NEO. Ms. McClelland said we've been working closely with Team NEO because they want to try to help Lorain. Together they've been trying to determine the best approach to move Lorain forward. They also wanted to identify the priority sites. Basically, it includes the pellet terminal site, south end of Black River Landing and then the 24 acres of Port property near the boat launch. The grant is specifically focused on a scope of assistance. In looking at that scope, Ms. McClelland said she and Mr. Max Upton with the city noticed we've never really had a marketing industry study. What is the city going to be next? What can the market bear? In conversations with Team NEO they agreed a market study would be a great idea. Team NEO is highly encouraging us to submit a preapplication for a market study on the three sites identified as priority. JobsOhio has not yet made it clear how the money flows, so Team NEO brought in one of their partners. Ms. McClelland said they had a great conversation about what a market study would look like, what information we would get out of it, if it would benefit the City of Lorain and who it would benefit. That group is going to provide a proposal for what a market study would cost. The grant is a maximum of \$20,000 and it's a 50 percent match. They think the study will exceed that amount. At some point soon, likely by December, we, along with the city, need to come up with \$20,000 to match for this. City of Lakewood did this a few years ago and it brought large developers to the table. This is one step to hopefully get additional funding later. No action needed tonight. Mr. Zellers said it sounded like a great idea. Mr. Zgonc asked about the pellet terminal. Ms. McClelland clarified it's the two finger piers. Mayor Bradley said the city supports it. Team NEO is excited about working with Ms. McClelland and Mr. Upton.

- 3. Port Property Zoning:** Ms. McClelland said this is something we need to talk about quickly because the city is adopting a new zoning code for the city. It's prevalent to us, before the code is accepted, to make sure we're

happy with the zoning of our properties. Black River Landing and the area down to the boat launch is currently proposed to be zoned as MU, or mixed use. Ms. McClelland wants to be sure it's the use we want for it. It'll be a little bit easier to get ahead of it rather than trying to change the zoning again later. Previous board conversations about the future of the 24 acres was typically related to an industrial development and not a mixed-use development. She suggested maybe calling a committee meeting to discuss this in greater detail. Ms. McClelland said industrial is the current zoning of the 24 acres and she wants it to stay industrial. Mr. Brown agrees. He thinks changing the zoning to mixed used now could limit future opportunities. Mr. Brown said not dirty industry. Mr. Kuszniir recommended the topic go to the Strategic Development Plan Committee. He also asked when the city was meeting to discuss zoning? Mayor Bradley said the third work session is on Thursday. He recommended talking to Mr. Upton sooner than later. Mr. Kuszniir asked if the zoning request would be before or after the market study. Ms. McClelland said Mr. Upton has done a lot to update Lorain's zoning so they're probably not going to wait for market study. We may end up having to change a property's zoning in the future, but it's easier to switch to mixed use than to switch to industrial. Mr. Mullins and Mr. Sommers agree with keeping the 24 acres industrial. Mr. Kuszniir asked if it was just a few parcels. Ms. McClelland said yes, we're talking about the 24 acres near boat launch. Not all our properties changed. Mr. Brown said a lot on Alabama Avenue might be affected, too. Kuszniir said he trusts Ms. McClelland and Mr. Brown's direction with preferred zoning. He agrees it's long overdue. Mr. Sommers asked what Ms. McClelland needs from the board? Ms. McClelland sad she's looking for guidance or a recommendation from the board. Mr. Zellers clarified the area is from the railroad bridge south. Ms. McClelland said yes. Mr. Mullins said it sounds like it would be mostly the same south of the bridge. Mr. Brown said the former Lorain Yacht Club he wants to stay B-2. Mr. Veard said it's easier to go down then up with

zoning. The board supports the direction recommended by Ms. McClelland and Mr. Brown.

4. PACE: Mr. Brown said Ms. McClelland presented at Elyria City Council last night and they want to join our ESID. Elyria Township will soon be offering PACE Financing, too. We're talking with Vermilion and Avon Lake as well. Mr. Brown said the Energy Special Improvement District is growing rapidly. Mr. Mullins asked if Elyria Township allowed us to work with anyone in the county? Ms. McClelland said we need to get Sheffield Lake involved but we're almost there.

V. Report of Committees

A. Contract Management Committee

1. MTC Horticultural Services Proposed 2021-2023 Grounds Maintenance Contract: Mr. Zellers said the committee met before the full board meeting to talk about the proposed contract. The committee recommended accepting the contract for roughly the same price as before. No objections.

Mr. Mullins presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH MTC HORTICULTURAL SERVICES FOR PROFESSIONAL SERVICES RELATIVE TO THE 2021, 2022 AND 2023 LAWN MOWING AND GROUNDS MAINTENANCE OF LORAIN PORT AUTHORITY PROPERTIES.

Mr. Sommers moved to approve Resolution No. 2020-32. Second by Mr. Zgonc. Roll call vote as follows:

Ayes: 9 Nays: 0 Abstain: 0 Resolution Passed

B. Strategic Development Plan Committee

1. Mr. Kuszniir said he had no report.

C. Marketing and Public Affairs Committee

1. Mr. Bansek said he will follow up with Mr. Brosky with a question he has related to the levy committee.

D. Grounds Maintenance and Capital Improvements Committee

1. Mr. Nielsen said we had a great presentation earlier tonight.

E. Financial Planning and Audit Committee

1. September 2020 Financial Statement: Mrs. Smith said she was unable to meet with a board member to review the financials, so both September and October will be held until December.
2. October 2020 Financial Statement: Held until December.

F. Bylaws and Personnel Committee

1. Mr. Sommers said he had no report.

VI. Other Business

- A. Mayor Bradley asked about the Port getting involved with the park across the street from the Water Department. He said we did great with Victory Park. Mr. Brown said he'll get back to the Mayor. He's happy to collaborate and contact our landscaping group to come up with a concept. The Port taking on more property may be difficult, but he thinks he can give ideas for maintenance solutions.

VII. Public Comment

- A. None.

VIII. Adjournment

- A. There being no further business to come before the board, Mr. Davila moved to adjourn. Mr. Bansek seconded. Meeting adjourned at 8:24 p.m.

Brad Mullins, Chairman

Tom Brown, Executive Director

RESOLUTION NO. 2021-__

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH _____ FOR PROFESSIONAL SERVICES RELATIVE TO THE ADDITION OF ADA ACCESSIBLE HAND-POWERED WATERCRAFT LAUNCH INFRASTRUCTURE AT RIVERSIDE PARK THROUGH THE 2020 PADDLING ENHANCEMENT GRANT PROGRAM.

WHEREAS, the State of Ohio through the Department of Natural Resources Waterways Safety Fund administers financial assistance for public boating access; and,

WHEREAS, the Lorain Port Authority received Thirty-Two Thousand One Hundred Seventy-Five Dollars (\$32,175.00) through the ODNR Division of Parks and Watercraft 2020 Paddling Enhancement Grant Program; and,

WHEREAS, the cost associated with the launch infrastructure and installation shall not exceed \$_____.

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

SECTION I. The Executive Director and/or his Designee is hereby authorized to enter into an agreement with _____ for professional services related to the installation of the ADA accessible kayak/canoe launch infrastructure.

SECTION II. That said contract for professional services shall not exceed \$_____.

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 adapted 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 §121.22, of the Ohio Revised Code.

Ayes:

Nays:

Abstain:

Adopted:

Brad Mullins, Chairman

Tom Brown, Executive Director



Proposal

at Cornerstone Landscaping Inc.

Client Name: Lorain Port and Finance Authority
Project Name: Lorain Port and Finance Authority
Jobsite Address: OH
Estimate ID: EST1698509
Date: Feb 21, 2020

Billing Address: 138 alabama avenue lorain, OH 44052

- Deliver and install below items
- Quote based on firm but penetrable mud bottom and water depth less than 5 feet.
- Contractor to utilize adjacent parking lot for delivery and staging of installation.

Kayak Launch - 1 way **\$27,122.50**

4	EZ DOCK DOCK SECTION, 80" x 10' - 208010	
20	EZ DOCK Coupler Set, w/ Nylon Rod, Dog Bones - 301100	
1	EZ DOCK GANGWAY, GEN4 KIT, AL, 5' x 12' WITH HDW & DECKING - G400512	
1	EZ DOCK Gangway Roller Kit for PVC Pipe, 3' wide - 300300	ROLLER KIT, GANGWAY, FOR PVC PIPE
1	EZ DOCK Hinge AL Gangway, Abutment Side, 60" - G200465	
1	EZ DOCK Transition Plate, Gangway to Dock, AL, 5' - G200550	TRANSITION PLATE, AL, 5'
6	EZ DOCK Curbing, Plastic, BR, Standard - 35116	
50	EZ DOCK BOLT, FLAT PHIL, FOR PE GANGWAY TRUSS & CURB, 5/16-18 x 3", 18-8 SS - 80530SS	
4 EA	EZ DOCK BRACKET, PILING, SD POLY FOR 3.5" WITH RUBBER COUPLER - 135350	
4	EZ DOCK PIPE, 2 - 3/8" OD, 10 GA, x 16', GALV - 1160250	
1	EZ DOCK EZ-Port Max Entry, BE - 206030PW	
1	EZ DOCK EZ Port Max, EXT, BE - 206031PW	EZ PORT MAX EXTENSION
1	EZ DOCK Transfer Bench Kit, EZ-Launch, AL - 5008900	

1	EZ DOCK Hinge, EZ-Launch to Dock, Vert Pin, SS (2PR) - 100757SS	
1	EZ DOCK Coupler Set, Max Port to Max Port, 2 PR - 301208	
1	EZ DOCK Roller Kit Upgrade, Port Max to Kayak Launch - RK-040	ROLLER UPGRADE KIT, PORT MAX ENTRY, TO KAYAK LAUNCH
1	EZ DOCK Roller Kit Upgrade, Port Max Extension to Kayak Launch - RK-041	ROLLER UPGRADE KIT, PORT MAX EXTENSION, TO KAYAK LAUNCH
4	EZ DOCK Hardware Connector, Male, w/ 5/8" SS Nut - 201040SS	
2	EZ DOCK Hardware Connector w/ SS female w/ bolt EZ-LAUNCH p/n - S21141SS	
1	EZ DOCK RAIL SET, KAYAK LAUNCH, ENT, LWR, LT - 500900L	
1	EZ DOCK EZ Launch Ext. RIGHT one-way (looking from water toward dock) (no ports) - 500901R	

Delivery/Install	\$1,500.00
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Subtotal	\$28,622.50
Taxes	\$0.00
Estimate Total	\$28,622.50

Payment terms:

50% Down payment required to reserve product and or schedule project, and balance due at job completion.

Dock or boat lift projects: All items are special order and must be paid for in full up front. Labor, Sales tax or other balances are due upon completion of install or delivery of product if we do not install. All special order items are non-refundable.

3% fee added to all payments made with credit card or debit cards.

Cornerstone Landscaping, Inc. and its associates are committed to providing the finest quality products and services in the industry today.
 ~ Jeremy Jones, President

Thank you for the opportunity to quote this project. If you have any questions, please contact our office at 330-882-5296. We look forward to working with you.

Agreement

This agreement for professional services is by and between Cornerstone Landscaping, Inc. and the individual or company stated on this document. In consideration of the mutual covenants set forth herein and intending to be legally bound both parties agree to services outlined herein. Company shall provide the services outlined and the customer agrees to pay company as outlined. Invoices shall be submitted as outlined herein and are due upon receipt. All past due invoices will be subject to a finance charge of 1.5% monthly. Furthermore, if invoices are not paid promptly, Company may suspend or cancel further services. Any attorney fees, court costs or other costs incurred by company in collection of delinquent accounts will be paid by Customer. No change in general scope of services will be allowed unless a change order is signed and submitted to Company in writing. Change orders will be an extra charge over and above original estimate. We cannot predict or control weather and therefore are not responsible for delays in job completion due to weather. Company can alter payment terms for any reason. We cannot be responsible for damage to underground irrigation, wires, cables, utilities, pipes, drains, or otherwise unless Customer marks such items and makes Company aware of such items. We cannot be responsible for any damage for cracking whatsoever to concrete driveways. Client / Customer agrees that title to all products with right

of repossession for default shall remain with Company until price is paid in full.

This proposal is valid for 30 days from date of quote and is respectfully submitted by assigned Cornerstone Landscaping, Inc associate.

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

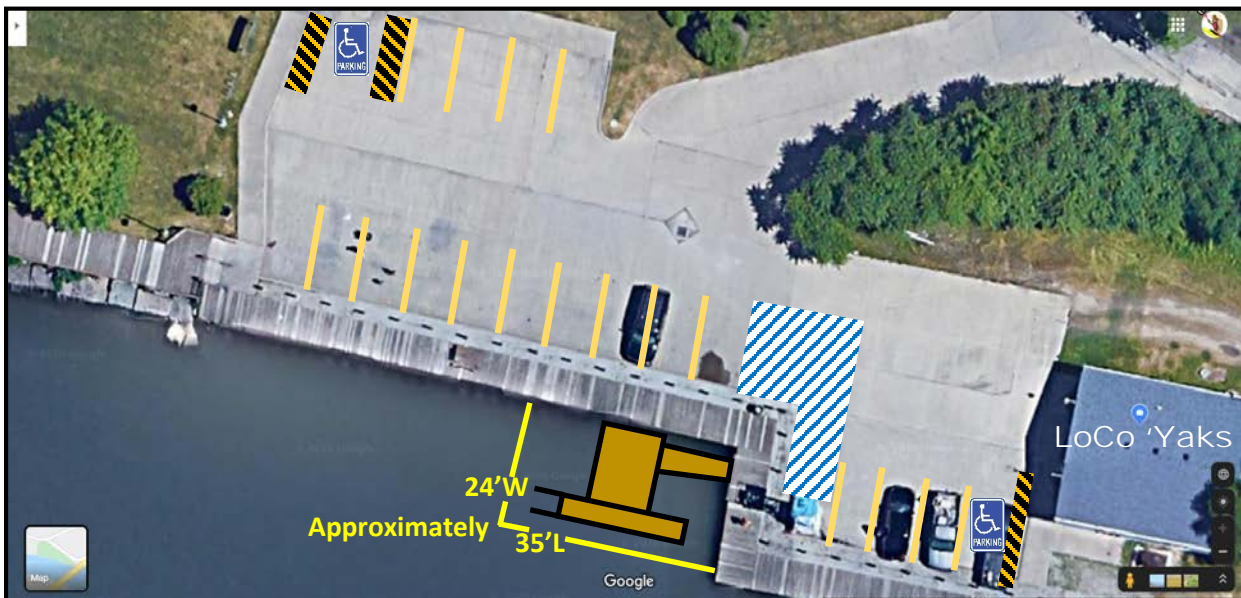
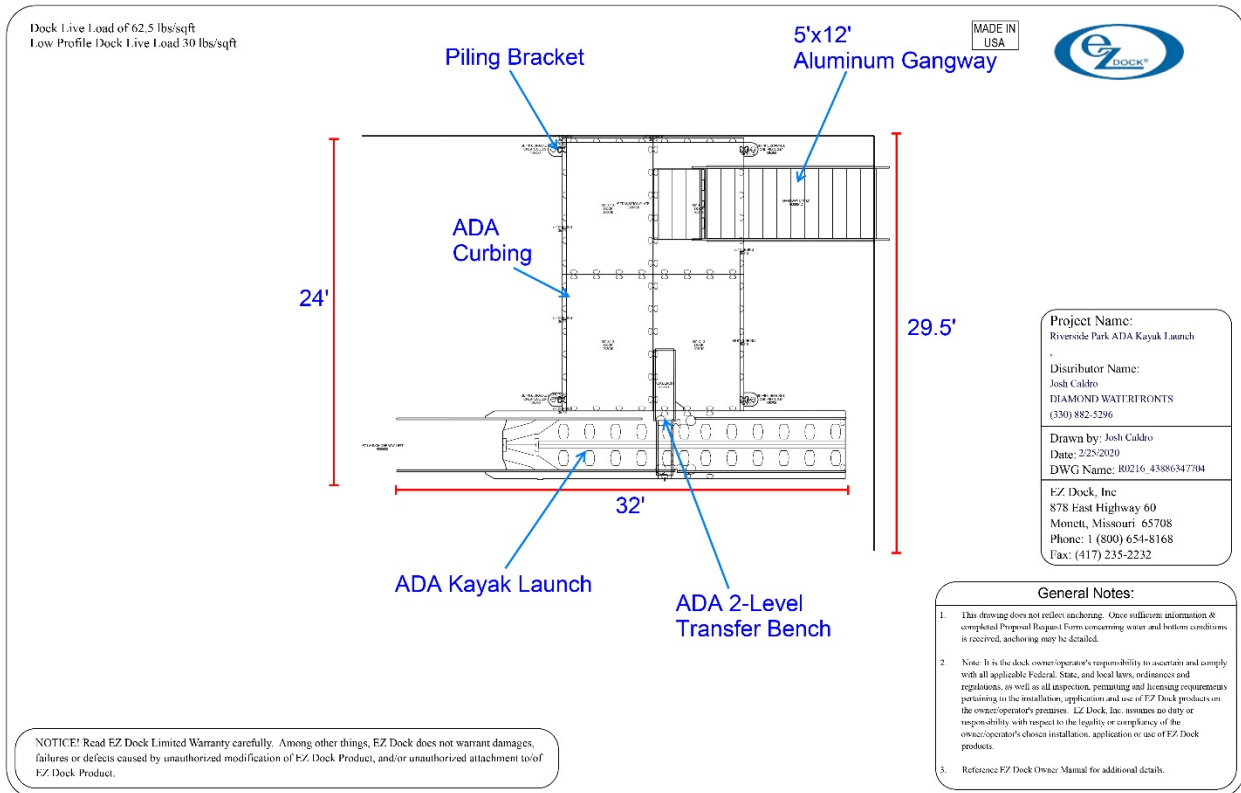
Signature Date: _____

Signature Date: _____

SCHEMATIC DESIGN

RIVERSIDE PARK ADA SMALL BOAT ACCESS

ADA KAYAK/ CANOE ONE-WAY LAUNCH SPECIFIC TO RIVERSIDE PARK'S L-SHAPED WALL



Lorain Port Authority Personnel Policy

~~August 11, 2020~~ January 12, 2020

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Introduction

The Personnel Policies have been created as a guideline for employment at the Lorain Port Authority. They are not to be interpreted as a contract of employment. Employment with the Lorain Port Authority is voluntarily entered into; and you, as an employee are free to resign at will. Similarly, the Lorain Port Authority may sever the employment relationship at any time, with or without cause.

With enactment of these revised Personnel Policies, all previous personnel policies shall cease to be effective. These Personnel Policies shall remain in effect until modified, added to, deleted from or changed by action of the Board of Directors of the Lorain Port Authority.

The Lorain Port Authority Personnel Policies are designed to help fulfill the mission of the Lorain Port Authority in its efforts to develop the City of Lorain and its waterfront, for uses which benefit the citizens of Lorain.

This manual supersedes all other personnel policies in effect whether by resolution, written memo or past practices.

This Personnel Policy applies to all employees of the Lorain Port Authority. It is intended to provide you with information regarding the Lorain Port Authority's expectations, services, benefits, policies, and procedures for the sound management of agency operation and staff performance. The information contained in this Personnel Policy is general in nature and intended to represent guidelines for employment with the Lorain Port Authority. The policy is not inclusive of all matters affecting your employment.

The Lorain Port Authority may from time to time distribute new policies that provide further information on the Lorain Port Authority's expectations, services, benefits, or procedures. These policies shall be considered part of the Personnel Policy and will be required to be signed off on by the employee.

The provisions of the Policy are formulated, interpreted, implemented, and administered by the Executive Director and are subject to revision, in whole or in part and with or without notice, at any time by the Executive Director of the Lorain Port Authority in consultation with the Bylaws and Personnel Committee.

Recommendations regarding a formulation of a new policy or the revision of an existing policy may be initiated by the Executive Director, the Bylaws and Personnel Committee, or the Board of Directors. Employees may also submit to the Executive Director for consideration any suggestions regarding a policy.

If you have any questions regarding any provision of the Personnel Policy, please contact the Executive Director for more information.

Formulation of Personnel Policies

General Statement of Policy

The Board of Directors, Executive Director and Staff recommend and share the responsibilities for implementing policies. The major functions of these groups are respectively; policy making, administration, and practice. The Board of Directors has a responsibility for consideration and approval of personnel policies. The Executive Director provides leadership in the development of the policies and is responsible for their implementation in relation to the total agency program. The staff has responsibility for contributing to these policies as they relate to professional practice and individual professional practice and individual professional development.

Formulation of Personnel Policies

The Board of Directors is the final authority, approving the contents of personnel policies and subsequent revisions upon the recommendation of the Bylaws and Personnel Committee.

The policies are administered by the Executive Director.

The Executive Director is responsible:

1. To ensure that the Lorain Port Authority is in compliance with all Federal and State Laws, Agreements and Policies which define the requirements, documenting time and leave.
2. To ensure that the Lorain Port Authority practices, and methods satisfy the need for accountability to the Federal and State Governments.
3. To make decisions on matters for which authority has not otherwise been delegated.
4. The Executive Director has the authority to give raises to the staff at his discretion when provided for in the budget and approved by the Board of Directors.

The Bylaws and Personnel Committee periodically reviews the Personnel Policies as they relate to changing local and national conditions.

All Lorain Port Authority personnel are responsible for reading, understanding, and following these policies.

Review of Personnel Policies

It is essential that prompt consideration be given to misunderstandings of the personnel policies. The following steps are to be followed by a Lorain Port Authority employee who wishes to seek a second opinion of misunderstanding of these policies. The employee discusses the situation with the Executive Director, or in the case of the Executive Director, with the Bylaws and Personnel Committee.

Employment of Personnel

Lorain Port Authority Responsibility

The Board of Directors of the Lorain Port Authority shall approve all job descriptions, and qualifications for positions, after review and recommendation by the Bylaws and Personnel Committee. Applicants with suitable qualifications will be considered for each position.

The Executive Director is responsible for providing to the employees the written Personnel Policy and other relevant information about the Lorain Port Authority.

The Executive Director shall require a written acceptance from the employee of receipt of the manual.

Employee's Responsibility

An employee is held responsible for truth and accuracy of information presented to the Executive Director or Board of Directors in consideration of employment. Falsification on the employment application may lead to termination.

The employee agrees at the time of employment to abide by the Personnel Policies of the Lorain Port Authority.

Unsatisfactory performance of job assignments or lack of professional skills may result in dismissal at any time, although the Lorain Port Authority may terminate your employment at any time with or without cause.

Employment Categories

Salary employees are full time employees with benefits in the policy.

Regular full-time employment is equivalent to office hours as set by the Lorain Port Authority. Employees will be paid for hours worked. Absence will be paid according to this policy.

Part-time employment, and temporary employment, seasonal employment refers to any regularly scheduled employment that is less than the designated full work week. Part-time employees are paid on an hourly basis. Benefits in this Policy Manual are not available to part-time, temporary or seasonal employees.

Conduct of Employees

As an employee, the Lorain Port Authority has a right to expect you to conduct yourself appropriately while on the job and for you to attend work on a regular and timely basis. The Lorain Port Authority also has a right to expect you to conduct yourself away from the job in such a manner so that you will neither bring disrepute to the Lorain Port Authority nor will such conduct affect the performance of your work or your work relationship with other Lorain Port Authority employees.

The Lorain Port Authority will employ discipline, up to and including involuntary separation from employment, which is appropriate for the gravity of the misconduct (or lack of timely attendance) and your work record. You will be notified of any such action and it will be documented in your personnel file.

Personnel Records

The Executive Director keeps personnel records in a locked file at the offices of the Lorain Port Authority. These records are confidential and available only to the Executive Director and appropriate personnel, and other as provided by Ohio Public Records Law. Employees may review their personnel records through a verbal request to the Executive Director, and may correct any incorrect information in their record by submitting corrections to the Executive Director in writing. The Executive Director may request correction to the Bylaws and Personnel Committee.

The personnel record may contain:

1. Application, resume and employment materials including letters of reference, confirmation and acceptance of employment, and material on personal interviews.
2. Copies of evaluation and information on special agency or professional assignments.
3. Record of salary.
4. Copies of license, diploma and other credentials, where appropriate.
5. Position description, including duties, supervision, subordinates and special work conditions.
6. Commendations.
7. Documentation of attendance at workshops, staff training, additional formal training, and seminars.
8. Documentation of orientation to mission, policies, procedures, etc.
9. Disciplinary actions.
10. Documentation of citizenship and employment eligibility.
11. Written material related to termination including final evaluation and letters of reference to prospective employers.

Personnel files will be retained pursuant to Ohio Law, but will be removed to “Former Personnel” files after termination of the employee.

Promotions

Whenever a vacancy occurs or a new position is established, the best qualified person will be sought to fill said position. Staff members are encouraged to indicate an interest in any vacancies which occur or for transfer within the Agency. Full consideration of the abilities of all current staff for open positions in the Lorain Port Authority will be rendered by the Executive Director or Personnel Committee where applicable. This does not limit the Lorain Port Authority's ability to seek outside applicants for employment.

Drug & Alcohol Testing

Employees are subject to testing following a workplace accident or workers' compensation eligibility claim injury that occurs during the employee's work hours or if reasonable cause determination has been made for testing.

Office Hours

Office hours will be established to meet the needs of the Lorain Port Authority. The offices of the Lorain Port Authority shall be Monday through Friday from 8:30 a.m. to 4:30 p.m. Staff schedules will be arranged to cover those hours by the Executive Director.

Overtime and Compensatory Time

Eligible employees under the Fair Labors Standard Act are eligible for compensatory time off at a rate of 1 ½ hours for every hour worked in excess of 40 hours in a calendar week. The Executive Director reserves the right to change your work schedule to work flextime so as to not accrue overtime liability to the Lorain Port Authority. Overtime work must be scheduled and taken with the approval of the Executive Director.

Pay Period on Bank Holiday

In the event that an agency pay period falls on a bank holiday and the bank cannot deposit funds for the agency's payroll, then payroll deposits may be made on the proceeding day.

Outside Employment

Any employee contemplating rendering services to or seeking employment with persons or agencies in addition to the Lorain Port Authority shall first secure written approval from the Executive Director. The Executive Director must secure written approval from the Bylaws & Personnel Committee. The employee will be permitted to seek employment elsewhere where his /her job duties of the other employment does not conflict with Lorain Port Authority interest. The Bylaws & Personnel Committee

will determine if outside employment presents a conflict of interest with the Lorain Port Authority interests.

Lay-off

Lay-off is the temporary or permanent removal from a position as a result of reorganization, lack of funds, lack of work, or abolishment of positions, all within the discretion of the Board of Directors.

Employment at Will

Ohio's Employment at Will Doctrine: Either the employee or the employer can terminate the employment relationship at any time. You are an employee at will. Title VII prohibits discrimination in all areas of the employer/employee relationship on account of sex, race, color, religion and national origin.

Resignation

Resignation is the voluntary termination of employment by the employee. The Lorain Port Authority requires written notice of resignation of not less than one (1) month from the Executive Director and any other full-time employee.

Weather Guidelines

During inclement weather, the Executive Director has sole discretion on determining closure of the Lorain Port Authority offices. The Executive Director may also use the Lorain Police Department and County Sheriff guidelines for closure regarding levels of inclement weather. In order to receive pay for the time employees are not working because the office is closed, employees must use vacation, personal time or compensatory time.

Healthcare

Health care is a major benefit of employment through which the Lorain Port Authority provides you and your eligible dependents with major medical, hospitalization, prescription drugs and vision after a thirty (30) day waiting period if you are a full-time employee. Participating employees enrolled will contribute 10% of the current premium cost per month as an automatic payroll deduction.

Employees enrolled and contributing to the current Health Benefits Plan are eligible for reimbursement for any out-of-pocket health-related expense incurred that is not covered under the current Health

Benefits Plan. Employee will provide proof of payment detailing patient name, date(s) of service, providers name, description of service and requested reimbursement amount (using the Medical Reimbursement form), to the Accounting Department for reimbursement. Employees enrolled in a Family Plan are eligible for a maximum of One Thousand Five Hundred (\$1,500.00) reimbursement dollars per calendar year; and employees enrolled in a Single Plan are eligible for a maximum of Five Hundred (\$500.00) reimbursement dollars per calendar year. Employees will not be paid for any remaining reimbursement dollar balance for expenses not incurred at the end of the calendar year, nor will any remaining reimbursement dollar balance for expenses not incurred be carried-over to the next calendar year.

A full detail of your plan is provided in a separate benefit plan booklet. You are urged to carefully review the benefit plan booklet and familiarize yourself with the coverage you are provided. The Lorain Port Authority may change the benefits provided you under the plan at their discretion.

Life insurance

The Lorain Port Authority may provide life insurance for employees enrolled in the Health Benefits plan.

Holidays

The following holidays shall be observed during which time the offices will be closed.

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

In the event any of the above holidays fall on a Saturday or Sunday, the Lorain Port Authority offices shall be closed either the preceding Friday or the following Monday.

These paid holidays shall not be considered hours worked for purposes of determining overtime compensation for employees entitled to on the circumstances and as specified in this policy.

Hourly employees who are required to work on a Lorain Port Authority observed holiday due to business necessity or work emergency will be eligible to apply for compensatory time off or additional pay.

Workers' Compensation

If an employee sustains a job-related injury or illness, he/she may be eligible to receive benefits from the Bureau of Workers' Compensation. Employees should immediately inform the Executive Director when an injury occurs. Employees may also contact the Executive Director for assistance with completing the necessary forms and filing for Workers' Compensation benefits.

Leaves

Vacation Leave

Annual vacation with pay is provided for salary and regular full-time staff members.

Effective 1-1-2021 salaried employees will be credited with 4 weeks of Vacation Time (20 days) on January 1 of each calendar year. After 15 years of service this will increase to 5 weeks per year. Salaried employees are not permitted to carry over vacation leave from year to year. Vacation time accrued prior to January 1, 2020 will remain with the salaried employees who have previously earned it. This time may be scheduled off with approval of the Executive Director at the employee's request.

~~You~~ Hourly employees are eligible for paid vacations according to the following schedule:

1. After 1 full year of service, 2 weeks (10 days) lump sum.
2. Beginning year 2 of service the calculation is 3.08 hours per pay period.
3. After 6 full years of service, 3 weeks (15 days) calculated at 4.62 hours per pay period.
4. After 12 full years of service, 4 weeks (20 days) calculated at 6.15 hours per pay period.
5. After 24 full years of service, 5 weeks (25 days) calculated at 7.69 hours per pay period.

Vacation leave will only accrue for those calendar months in which you are paid for 5 or more days. Time off the payroll will be used in determining your years of service. While on lay-off or leave of absence for any reason, you will not be given credit towards "years of service" for purposes of computing vacation leave.

Vacations shall be arranged with the Executive Director and confirmed by him/her in advance. In the case of the Executive Director, the Executive Director shall advise the Chairman, Vice Chairman, or in their absence, the Chairman of the ByLaws and Personnel Committee of his/her intent to utilize vacation and personal leave.

Time off while on vacation leave will not be considered hours worked for purposes of computing overtime compensation.

Personal Leave

In addition to Lorain Port Authority observed holidays, salary and full-time employees may choose two (2) paid personal days off to be taken during the calendar year, effective January 1 of each year. However; in order to be eligible to receive these personal days, an employee must have worked six consecutive months prior to receiving those days. Personal days must be approved by the Executive Director prior to being used. Personal days are not permitted to be carried over from year to year.

Time off while on personal leave will not be considered hours worked for purposes of computing overtime compensation.

When an employee separates from employment, if an employee has not taken all of the personal days, he/she is not entitled to payment for unused days.

Sick Leave

Salary and full-time employee of the Lorain Port Authority shall be entitled to pay sick leave at the rate of 3.69 hours for each pay period.

Upon your written request you will be paid for accumulated sick leave if said requested sick leave is approved by the Executive Director for your illness, injury and/or sickness. The Executive Director and the Bylaws & Personnel Committee may request a physician's statement regarding the use of sick leave for an employee who is repeatedly absent because of illness or when absence exceeds five (5) days.

Sick leave will accumulate year to year. Request for sick leave beyond accumulated days must be made in writing to the Executive Director or in the case of an Executive Director seeking such sick leave to the Bylaws & Personnel Committee, and they will have the sole authority to grant extended use of sick leave, without pay, beyond the accumulated days. If your sick leave is fully utilized in any given year, the employee may elect in writing to use the employee's vacation time that has not been used if approved in writing by the Executive Director or in the case of an Executive Director by the Bylaws & Personnel Committee.

Sick leave will not be considered hours worked when computing overtime compensation due to an employee, if any. Upon departure of employment, an employee shall not be entitled to any payment of accumulated sick leave. No sick leave or payment in lieu of accrued sick leave shall be granted to an employee upon his/her retirement or termination of employment.

Employees who were previously employed by a government agency within Ohio but were not compensated for accrued sick leave upon separation from employment with that agency may be credited with a maximum of five (5) days of such leave for use during employment with the Lorain Port Authority. Employees who accrued sick leave while employed by a government agency outside Ohio but were not compensated for accrued sick leave upon separation from employment with such agency may be credited with one-half of the total days of the accrued sick leave, up to a maximum of 5 days, for use during employment with the Lorain Port Authority.

Medical Leave (FMLA)

General Provisions

It is the policy of this port authority to grant up to 12 weeks of family and medical leave during any 12 month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.

Eligibility

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

The employee must have worked for the Lorain Port Authority at least twelve (12) months, or fifty-two (52) weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

The employee must have worked at least 1,250 hours during the twelve month period immediately before the date when the leave would begin.

Type of Leave Covered

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

- The birth of a child and in order to care for that child;
- The placement of a child for adoption or foster care;
- To care for a spouse, child, or parent with a serious health condition (described below); or
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the essential functions of the employee's position.

A serious health condition is defined as a condition, which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Examples of a serious health condition include: heart attacks, or other serious heart conditions, most cancers, strokes, appendicitis, pneumonia, and ongoing pregnancy and prenatal care. Generally, a chronic or long-term health condition which, if left untreated, would result in a period of incapacity of more than three (3) days, would be considered a serious health condition.

Employees with questions about what illnesses are covered under this FMLA policy or under the Lorain Port Authority's sick leave policy are encouraged to consult with the Executive Director or By Laws and Personnel Committee.

The Lorain Port Authority may require an employee to provide a doctor's certification of the serious health condition at the time that leave is requested, periodically during the leave, and prior to returning to work following leave. The certification process is outlined in the "Sick Leave" section.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Lorain Port Authority may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications. An eligible employee can take up to 12 weeks of leave under this policy during any 12 month period. The Lorain Port Authority will measure the twelve month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy (except that the Lorain Port Authority will not measure back before August 5, 1993). Each time an employee takes leave, the Lorain Port Authority will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee used four weeks of FMLA leave beginning February 1, 1994, four weeks beginning June 1, 1994, and four weeks beginning December 1, 1994, the employee would not be entitled to any additional leave until February 1, 1995. On February 1, 1995, the employee would be entitled to four weeks of leave.

If a husband and wife both work for the Lorain Port Authority, and each wished to take leave for the birth of a child, adoption or placement of a child in foster care, or to take care of a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a total of 12 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the Lorain Port Authority will continue the employee's health and life insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the Lorain Port Authority will require the employee to reimburse the Lorain Port Authority the amount it paid for the employee's health insurance premium during the leave period. If the employee does not return at the end of the leave period, the employee's notification of his/her intent not to return will be a COBRA qualifying event. The employee should consult the Lorain Port Authority Staff Counsel regarding COBRA rights.

Employee Status After Leave

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.

The Lorain Port Authority may choose to exempt certain highly compensated employees from this requirement and not return to the same or similar positions.

Use of Paid and Unpaid Leave

If the employee has accrued paid leave, the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a family member, must use all paid vacation, personal, or sick leave prior to being eligible for unpaid leave. For example, if an employee has earned one week of vacation leave and one week of sick leave, the employee would be able to take two weeks paid and 10 weeks unpaid leave under this policy.

An employee taking leave for the birth of a child must use paid sick leave for physical recovery following childbirth. The employee may then use all paid vacation, personal or parental leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12 month period.

The Lorain Port Authority may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For the birth, adoption or foster care of a child, the Lorain Port Authority and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Lorain Port Authority before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The Lorain Port Authority may require certification of the medical necessity as discussed in "Sick Leave" section.

Certification of the Serious Health Condition

The Lorain Port Authority may ask for certification of the serious health condition. The employee should try to respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation leave. Medical certification may be provided by using the Medical Certification Form which is available from the Executive Director.

Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medication condition, the certification must also include a statement that the employee is unable to perform essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be necessary. If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

Periodically during an employee's leave, the Lorain Port Authority may require the employee to provide continuing certification of the employee's serious health condition, or the serious health condition of an employee's family member and the need for the employee to take care for that family member. In addition, if the leave is for the employee's own serious health condition, the employee may be required to provide certification of the employee's ability to perform the essential functions of the employee's position prior to returning to work after leave.

The Lorain Port Authority has the right to ask for a second opinion if it has reason to doubt a certification. The Lorain Port Authority will pay for the employee to get certification from a second doctor, which the Lorain Port Authority will select.

If it is necessary to resolve a conflict between the original certification and the second opinion, the Lorain Port Authority will require the opinion of a third doctor. The Lorain Port Authority and the employee will jointly select the third doctor, and the Lorain Port Authority will pay for the opinion. This third opinion will be considered final.

Procedure for Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to the Executive Director, with a copy to the Bylaws & Personnel Committee.

When an employee plans to take leave under this policy, the employee must give the Lorain Port Authority thirty (30) days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Lorain Port Authority's operations.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Lorain Port Authority receives notice.

While on leave, employees are required to report periodically to the Lorain Port Authority regarding the status of the medical condition, and their intent to return to work.

Funeral (Bereavement) Leave

As salary and full-time employee, funeral leave with pay will be granted to you for up to a maximum of three (3) work days in order for you to arrange or attend the funeral of a member of your immediate family, which includes spouse, child, parent, brother, sister, parent-in-law, daughter-in-law, son-in-law, grandchild, grandfather and grandmother.

An employee may reserve for later use one of the three days paid bereavement leave in order to handle legal matters made necessary by death.

If additional time is needed for some other member of your family, the time must be taken as sick leave, paid vacation or compensatory time.

Part-time employees are eligible for unpaid bereavement leave as needed.

All funeral leave time must be reviewed and approved by the Executive Director or Bylaws & Personnel Committee. Funeral leave will not be considered hours worked for computing overtime.

Leave Donation

When appropriate, donation of leave may be considered on a case by case basis as determined by the Executive Director when an employee is stricken with a catastrophic injury or illness.

Military Leave

Military leave will be decided individually pursuant to Federal and State Law.

Jury Duty or Witness

To serve on a jury is a privilege provided each of us under the United States Judicial System. If you are called for jury duty, you are urged to respond enthusiastically.

As a full-time employee, you will be paid at the base rate of pay for each scheduled workday which you are required to spend at court. In order to permit the appropriate schedule of work in your absence, you must review the anticipated jury duty schedule with your supervisor as soon as you receive notice to report for jury duty. Any fees you receive from the court for jury duty shall be turned over to the Lorain Port Authority.

If you are subpoenaed as a witness for Lorain Port Authority business, you will be paid for all missed time you would have been scheduled to work whether you are a full-time or salaried employee or a part-time employee. If you are subpoenaed as a witness for civil matters not involving your own personal business, you will be paid for all missed time. If you are called as a witness for matters involving your own personal business, you may use accumulated vacation, personal days or compensatory time. You should notify your supervisor as soon as you are notified that you will be called as a witness or must be present as a party to a proceeding.

While on jury duty, or subpoenaed time for other than Lorain Port Authority business, these hours will not be considered hours worked for purpose of computing overtime.

Leaves for Other Purposes

Unpaid leaves of absence will be considered by the Executive Director for periods of up to ninety (90) days. Criteria to be used in such decisions include: the purpose of the request; length of employment; plans to remain with the Lorain Port Authority after leave; whether arrangements can be made for covering the employee's job during his/her absence; and fairness in sharing this opportunity among all staff who are interested and eligible. During a leave of absence without pay, vacation and sick leave time may not be accrued. And, during an unpaid leave period, employees are responsible for full financial employee and Lorain Port Authority contributions for health insurance, retirement and other employer contributed insurance programs. All of the above benefits are up to the discretion of the Executive Director or in the case of the Executive Director, the Bylaws & Personnel Committee.

Should an employee contest a decision by the Executive Director regarding a request for unpaid leave of absence, then the employee shall submit a letter stating the reasons for contesting the decision. The Executive Director shall in turn submit the letter to the Bylaws and Personnel Committee for their consideration. The decision by the Bylaws and Personnel Committee shall be the final decision regarding the matter.

Retirement

Ohio Public Employees Retirement System (OPERS)

Because Lorain Port Authority employees are public employees, all employees of the Lorain Port Authority are required to participate in the Ohio Public Employees Retirement System (OPERS).

You are required to have a set percent of your gross earnings deducted from each pay check, which is forwarded to OPERS to your personal account. Your contribution to OPERS is deducted from the gross amount of your wages before federal and state taxes are calculated. In addition, the Lorain Port Authority contributes a percent of your gross earnings to OPERS for each pay period.

Information explaining the OPERS program, contribution rates, and the benefits available to you upon retirement are available from the Executive Director.

Deferred Compensation

You also are eligible to voluntarily participate in the Ohio Public Employees Deferred Compensation Program. This program permits you to set aside a specific amount of your earnings each pay period to be invested under a variety of options selected by you. Your contribution to this program is deducted from your gross wages before federal and state taxes are calculated, and the earnings received on your Deferred Compensation Program investments are currently not taxed until you withdraw them from the Program.

Information regarding this program, the investment options available to you, and how to participate, are available from the Executive Director.

Attendance at Conferences

Continuing education is in the best interest of both you and the Lorain Port Authority. The Lorain Port Authority may pay for in advance, or reimburse you for the full costs of seminars, or other educational programs pertaining to Lorain Port Authority activities which are approved in advance by the Executive Director or the Bylaws & Personnel Committee.

This benefit extends to the costs of educational activities which will help improve your performance in your present position, or which will prepare you for a better position with the Lorain Port Authority

Travel Policy

When employees traveling on behalf of the agency, the following procedures should also be applied:

- Employees will only be reimbursed for the shortest and most direct route to their destination. Attach map.
- Employees shall verify items are in stock with retailers prior to traveling to a retailer to purchase goods on behalf of the agency.
- Employees shall remit a copy of the receipt for purchases from a retailer verifying evidence of purchase. If no purchase is made, a reason stating such shall accompany the travel reimbursement request.
- As standard practice, the employee shall utilize his/her best efforts to utilize the nearest vendor for purchasing items.
- The employee shall make his/her best effort to request reimbursement for travel reimbursement every two weeks.
- Unreasonable travel time, modes of travel, and undocumented travel may not be reimbursed.
- Request for travel reimbursement beyond three (3) months will not be approved unless due to extreme circumstances.

Management shall be responsible to review travel forms and reimbursement request for compliance with these regulations.

When employees are traveling out of town, the Lorain Port Authority will use the General Services Administration (GSA) per diem rates and calculation or direct reimbursement with receipt(s).

Use of Privately–Owned Automobile

When it is necessary for staff to drive their own automobile on authorized Lorain Port Authority business, the Lorain Port Authority allows mileage reimbursement at the allowed IRS approved standard mileage rate and will reimburse tolls and parking with receipts attached to the expense report. Employees shall utilize the Expense Report to report the date, destination, business purpose, miles, tolls and travel. Employees will attach a map to verify the distance. All reimbursement travel, in excess of 50 miles must be approved by the Executive Director.

Frequent Flyer Miles

Should a staff member traveling on behalf of the agency receive frequent flyer miles or other related travel benefit or incentive, these benefits are the property of the Lorain Port Authority.

Credit Card Policy

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.
2. The Lorain Port Authority will not obtain or maintain any debit cards.
3. Credit cards will be established in the name of the Executive Director, Lorain Port Authority with a maximum credit limit not to exceed \$8,000.00.
4. The Executive Director will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Lorain Port Authority, and to determine which store credit card accounts the Lorain Port Authority will utilize.
 - The Executive Director is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
 - The Executive Director is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.

- The Executive Director or Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card. Lorain Port Authority personnel using a credit card must notify the Executive Director or Fiscal Officer when they become aware that a card is lost or stolen.

Credit cards will be kept in the office of the Fiscal Officer and may be signed out to authorized Lorain Port Authority personnel from time to time as necessary. The credit card should be promptly returned to the office of the Fiscal Officer once the purchases or return from travel for which it was checked out have been made.

5. Credit cards may be signed out only to the following Lorain Port Authority personnel:
 - Executive Director
 - ~~Economic Development Director~~ Assistant Director
 - Fiscal Officer
 - Office Manager
6. A credit card may not be used by anyone other than the individual to whom it is signed out.
7. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
8. The Board of Directors authorizes the use of Lorain Port Authority credit cards for use in connection with Lorain Port Authority related activities and for only those types of expenses that are for the benefit of the Lorain Port Authority that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops, economic development events, and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budgetary guidelines.
9. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase. When the Fiscal Officer is the authorized user the itemized receipt will be submitted to the Executive Director.
10. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Lorain Port Authority personnel engaging in misuse of a credit card will be responsible to reimburse the Lorain Port Authority for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
11. If a credit card is lost or stolen, or if any Lorain Port Authority personnel become aware of unauthorized or fraudulent use of any of the Lorain Port Authority's credit card accounts, the same must be reported immediately to the Executive Director or Fiscal Officer.
12. All monthly credit card statements and other correspondence associated with the credit

card accounts will be sent to the Fiscal Officer Lorain Port Authority. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.

13. On an annual basis, the Fiscal Officer will submit a report to the Lorain Port Authority Board of Directors regarding all credit card rewards received by the Lorain Port Authority.

Cellular Phone Policy

Employees should make every effort to avoid using cellular phones for personal calls. While personal use is strongly discouraged, the agency usually recognizes that it is sometimes inevitable.

The Lorain Port Authority does not provide agency owned cellular phones or service plans. The Executive Director, Accountant, ~~Economic Development Specialist~~ Assistant Director and Office Manager positions will be compensated Three Hundred and Seventy-Five Dollars (\$375.00) annually as a stipend to reimburse those staff members for agency usage on their personal cellular phones. To be eligible for this stipend the employee must have an active cellular number on file with the Lorain Port Authority.

Internet and Email Usage

The internet and email are intended to be used primarily for business purposes and any personal use that interferes with an employee's duties is not permitted. Further, transmittal of email that is disruptive to the work environment, inappropriate for the workplace, unprofessional, or which could embarrass or compromise the integrity of the Lorain Port Authority or its administration may result in discipline, up to and including termination. The internet and email system are Lorain Port Authority's property and employees should have no expectation of privacy when using either the internet or email. The Lorain Port Authority reserves the right to monitor the network for inappropriate or prohibited uses. In addition, employees should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property.

Petty Cash Policy

The Lorain Port Authority has established petty cash fund to purchase small incidental items. The maximum amount of petty cash is \$200.00.

Employees must complete the Petty Cash Request form and obtain prior approval from the executive director for any purchases.

Employees may utilize these funds for purchases up to \$100.00 for each transaction. Only one withdraw at any time.

On the day of or the next business day after the purchase, the employee must attach the original receipt and return the unused amount of cash. This must balance. It is the employee's responsibility to ensure petty cash is accurate.

The Lorain Port Authority is a tax-exempt local government. Therefore, taxes will not be reimbursed.

All cash and receipts must be kept in the fireproof safe in the accounting office.

A representative will reconcile and reimburse petty cash quarterly and at year end. All transactions should be completed by December 15th of each year.

Public Records Policy

Access to information concerning the conduct of the people's business is a right of every person in the state. Records of the Lorain Port Authority which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to: Lorain Port Authority, Attention: Executive Director, 319 Black River Land, Lorain, OH 44052. Telephone (440) 204-2269.

The public may view the records they have requested at all reasonable times during regular business hours of this office. If they wish to view public records of our office, we will promptly make them available to them. If they wish to receive copies of our records, we will provide them within a reasonable period of time. "Promptly" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for a legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records

requested; the proximity of the location where the records are stored; or the complexity of the legal review); we will inform you of this change.

The person requesting the records has the right not to:

Disclose their identity to the Lorain Port Authority (they will be given a “public records request number” which we will use to track our communications and response(s))

Provide our office with a written request: or

Provide a reason why they want the request of these records

If any portion of their request for records must be denied because the records are exempt from disclosure under the law, we will inform them which records they have requested are not public by clearly marking the portion “redacted” or we will explain which portion of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

If a request is denied because it is overbroad, ambiguous, or doesn’t reasonable identify our records, we will provide them with information about how our records are maintained and if they wish, we may revise their request for records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the Lorain Port Authority, currently this fee is \$.05 per page and \$1.00 per CD-ROM. In addition, actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request. It is the policy of the Lorain Port Authority to waive charges to a requester for duplication of the first 5 pages.

Sexual Harassment

Sexual harassment of any kind will not be tolerated. This includes unwelcome sexual advances or requests for sexual favors; other verbal or physical conduct of a sexual nature when made explicitly or implicitly a term or condition of employment, promotion, or retention, or which has the purpose or effect of interfering with an employee’s work performance; and creation of an offensive working environment including graphic displays of a sexual nature in any form. Such conduct may result in disciplinary action, which may include dismissal.

Any employee who feels that he or she is a victim of sexual harassment should immediately report the matter to the Executive Director, or if the Executive Director is involved, report to the chairperson of

the Bylaws & Personnel Committee. The complaint will be investigated. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint

Domestic Violence

All information is to remain confidential and may only be disclosed if requested or consented to by the employee making such claim, or ordered by a court of administrative agency or otherwise required by an applicable Federal or State Law.

Definition: A biological child, adopted, foster, or stepchild.

Domestic Violence: Physical harm, bodily assault, or the infliction of fear or imminent physical harm, bodily injury or assault between family or household members. Sexual assault of one family or household member by another family or household member.

Emergency Health Condition: A sudden generally unexpected occurrence or set of circumstances related to a person's health which requires immediate action and is typically short term in nature.

Family member: Parent, Step Parent, Sister, Brother, Parent in Law, Spouse, Grandparent, Minor, Dependent Child and Child.

Household Members: Person residing in same home that have reciprocal duties to and to provide financial support for one another. Does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.

Employees are encouraged to judiciously use their accrued leave options in a manner that best protects them from the risk.

Domestic Violence, Sexual Assault, or Stalking Leave

Victim means a person against whom domestic violence, sexual assault, or stalking has been committed. This leave is available to employees who are victims or to employee's family member (child, spouse, parent, parent in law, grandparent, or a person who has a dating relationship) who are victims of domestic violence, sexual assault, or stalking. Leave may be taken in blocks of time, intermittently or on a reduced schedule. The amount of leave that an employee may take is restricted to a reasonable amount of time but is not specifically limited as to time or length under the law.

Employees may take leave with or without pay for domestic violence, sexual assault, or stalking leave for the following reasons:

1. To seek law enforcement assistance, legal assistance, or to prepare for participation in any legal proceeding.
2. To seek health care treatment for physical or mental injuries for them or a family member.

3. To participate in safety planning to temporarily or permanently relocate or to take other action to ensure the safety of the family member(s).
4. The request for this form of leave must be documented through an attorney, advocacy group, minister, medical or other related professional. A written statement that the employee or employee's family member is a victim domestic violence, sexual assault, or stalking must be provided.

Paid leave is a benefit provided to employees offers employees financial protection in the event of personal or family injury.

Employees are encouraged to judiciously use their accrued leave option in a manner that best protects them from the risk of any financial loss associated with unexpected and/or extended absence from work.

Employees will be allowed to use vacation leave without advance approval when the employee is requesting the use of vacation leave to respond to family care emergencies or for emergency health care conditions.