

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
September 12, 2017**

Board of Directors: Ms. Carr, Mrs. Cook; Messrs. Bansek, Davila, Kuszniir, Mullins, Nielsen and Zgonc

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

Guests: Kevin Martin, Morning Journal
Howard Ross, Brewfest

I. Roll Call

The meeting was called to order at 7:03 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Disposition of Meeting Minutes

The August 15, 2017, Regular Board Meeting Minutes were presented for approval. Ms. Carr moved to accept the minutes. Mrs. Cook seconded the motion. Motion carried.

III. Report of Officers

A. Chairman

1. Correspondence received: Mr. Brown said he received an email from the Lorain Arts Council. They thought we had already waived the rental fee for their fundraiser at the Train Station on Saturday, September 16, 2017. In the past when we have waived the fee, the Arts Council has been a good tenant. He recommended waiving the fee again. Mr. Brown said it's helping Broadway and they're an

active partner. Mr. Nielsen said he thinks we should waive the fee. Ms. Carr moved to waive the rental fee for the Lorain Arts Council to use of the Train Station. Mr. Bansek seconded the motion. The motion passed.

B. Executive Director

Mr. Brown thanked the board members for scheduling and attending the committee meetings last week and said he had no resolutions to present to the board.

IV. Report of Committees

A. Contract Management Committee

1. Landscape Contract: Mr. Zgonc said the committee met September 5 and had great attendance. He said the first discussion centered around the landscape contract for the coming years. We were on a year-to-year arrangement previously, but the recommendation is to pursue a 3-year contract with a company in the area. In the second year, a snow removal piece for the second and third years would come into effect. Ms. Carr then moved to go forward with the bid process for a three-year contract, one-year initial term and two one-year renewal terms. Mr. Kuszniir seconded the motion. Motion passed.
2. L.E.D. Light Project: Mr. Zgonc said the committee believed the L.E.D. Light Project should be a go moving forward and wanted to bring it to the attention of the full board. Mrs. Cook asked if it was for the existing light poles or if the project would include adding new ones. Mr. Brown said it would replace current bulbs. He explained the assessment and grant are a way to become more energy efficient. Anything added in the future would then be L.E.D. as well.

Mr. Zgonc asked if this was just outdoor lighting and Mr. Brown said yes. There are 330-some outdoor fixtures among our properties. Mr. Zgonc moved to go forward with the L.E.D. Light Project. Ms. Carr seconded the motion. The motion passed.

3. Jet Express Contract: Mr. Zgonc said the desire is to start negotiations as early as possible for the 2018 season. Mr. Mullins suggested setting the meeting as soon as we can after the first of the year. Mr. Brown said he's hoping to meet before the end of the year.
4. 2018 Fireworks Display: American Fireworks Company has been the choice the last few years for the July Fourth fireworks display. Mr. Zgonc said the Port Authority will be going out for proposals for fireworks as well. Mr. Nielsen said he noticed when the Port Authority goes out to bid for fireworks and picks a new company, we're often dissatisfied and end up going back to American Fireworks. He said he knows we have to go out for bid, but said American seems to be the best and very competitive. Ms. Carr said we shouldn't necessarily go for the lowest bid, but rather for the lowest and best bid. Mr. Brown clarified and said it would be a three-year deal with three one-year options. If the company gives a consistent performance, then the board would have the option to go with them again. Ms. Carr then moved to go forward with the bid process for the 2018 Fireworks Display to secure a three-year contract with three one-year renewal options. Mr. Bansek seconded the motion. The motion passed.
5. Snow Removal: Mr. Zgonc said we currently pay about \$2,500.00 for snow removal. This year, we're going to go with who we have. In a few years, the hope is to have snow removal included with the landscape project.

B. Strategic Development Plan Committee

1. Ms. Carr said she had nothing to report and would work with Mr. Brown to schedule a meeting.

C. Marketing and Public Affairs Committee

1. FireFish Festival: Mr. Bansek said the committee met September 5, 2017, and had about six or seven discussion points. One recommendation is to continue sponsoring the FireFish Festival and match last year's donation of \$500. Mr. Bansek moved to make the donation. Mr. Zgonc seconded the motion. The motion carried.
2. Spring levy fundraiser: Mr. Bansek said the committee also discussed a Lenten spring levy fundraiser and planning a fish fry. Mr. Brown said he thought it was a good idea and is trying to nail down a date around the other fish fries to avoid competing with other organizations. He said the committee is also trying to establish a fall fundraiser with the idea of making both the spring and fall events annual.
3. JobsOhio: Mr. Brown said he was asked to negotiate the best possible deal with the best placement. The staff wanted to take an ad to market our financing capabilities. He said the JobsOhio representative said the best absolute deal was an opening two-page ad at the front of the magazine for \$9,500. Or a full-page ad on the page after table of contents is \$5,700. Mr. Brown said he would leave it up to the board's discretion, but thinks there is merit in getting the ad. It is a once a year publication, though Mr. Brown said he didn't want to rush into something if the board doesn't feel ready. He said we could pass this year and be prepared for next year as the Strategic Planning and Development Committee does have a lot coming. Mr. Bansek said he agreed with waiting and

being consistent. He said it would be hard to gauge value doing it that way, jumping in not entirely ready. Mr. Bansek said we might need the right people to help us decide and disseminate all the good information related to the Port Authority. Mr. Brown said he and Ms. McClelland attended a development and financing meeting September 7, 2017, in Columbus. He said an agenda item for the strategic committee will likely be a recommendation from he and the staff regarding honing our mission, creating what we need to be in the financing arm and finding our niche. Mr. Mullins said he agreed with Mr. Bansek and doesn't think the Port Authority is ready to move forward with the ad. Ms. Carr said we have to define our message to determine the right audience, especially when trying to spend that kind of money. Mr. Brown said the staff is in "self-assessment mode" and at some point, he plans to present a proposal to bring in experts to ensure the self-assessment is correct and headed in the right direction. Mrs. Cook asked about the circulation on the magazine. Mr. Brown said there are 100,000s of online subscribers, but he was unsure of the print subscriptions. He said he thought there was some bang to the buck, but if we're sending out an old message it may not be worth the investment. Mr. Bansek said it might be wise to start smaller with publications that aren't so large to feel it out and see what reaction we get. Mr. Brown said the first presentation at the conference in Columbus was about other port authorities who have changed their name or rebranded and are now self-sufficient, multi-million-dollar bond agencies. He said that presentation rung home with him and he and Ms. McClelland are now planning to meet with the former Summit County Port Authority (Development Finance Authority of Summit County). Ms. McClelland said we need to focus on our tool box, what we have in it and how to add more tools from other places. Mr. Bansek mentioned the committee had a brief discussion about

rebranding and differentiating ourselves from the Lorain County Port Authority. Mr. Brown said rebranding could be the recommendation after the self-assessment.

4. Brewfest: Mr. Brown said the committee recommended the board being a more active partner to improve and expand the event. He said the idea would be to have a few of our board members attend the Brewfest meetings. The event grew this year and Mr. Brown thinks it has the potential to grow even further. Howard Ross, a member of the Brewfest Committee, said the event definitely grew. This was the fourth year of event. Ross said the event did better at Black River Landing and said the site offers more than a lot of other venues. He said the feedback was nothing but positive and the goal has always been to make it a great event for the patrons, brewers and volunteers.
5. Pavilion Challenge: Mr. Brown said he's checking with the fire marshal to make sure everything is legal and will come back with a full report once he learns more. The Trees and Trains display is typically very popular first night and then wanes each week. What the Port Authority would like to do for those five weekends is bring a little magic for the kids and give people visiting the Trees and Trains one more thing to do. Mr. Brown said the idea is also to use the site at a time when it typically sits idle. At a minimum, Mr. Brown said he wants to decorate one pavilion. A full proposal including the budget will be presented next month.

D. Grounds Maintenance and Capital

1. Port Properties: Mr. Nielsen said the committee met Wednesday, September 6, 2017, and talked about having the staff put together a capital improvement list and then coordinating a date to walk all the

sites. He said Mr. Brown is going to do some digging and come back to the board with ideas as far as maintenance. Mr. Nielsen said we have a little bit of time since our peak season is winding down.

2. Train Station Cleaning: Mr. Nielsen said Mr. Brown is going to investigate some options and then bring them to the committee.
3. East Side Bathrooms: Mr. Nielsen said the East Side Bathrooms near the East Side Boat Launch need some attention before winter. He explained the sewage pumps weren't operating correctly and Lucas Plumbing, our preferred contractor, provided a quote for the scope of work. He said the recommendation from the committee is to address the issues in a timely manner before winter sets in. Ms. Leyva then explained there was some confusion at the committee meeting regarding language in the quote. On the first page under proposal conditions, there was a piece about having the breakers updated to accommodate the two new sewage pumps that need installed. It was unclear whether Lucas Plumbing would do the work or if the work needed to be done by an electrician prior to the sewage pump installation. Ms. Leyva said she spoke with a Lucas Plumbing representative and learned the breakers in the breaker box would need to be addressed first by an electrician, such as Firelands Electric. The quote from Lucas Plumbing is \$6,212.51. Other area plumbers were contacted, but only Lucas provided a quote. Mr. Nielsen then moved to allow Lucas Plumbing to complete the work necessary to fix the bathrooms. Mr. Davila seconded the motion. Motion passed.

E. Financial Planning and Audit Committee

1. Ms. Smith said the committee hasn't been able to meet because schedules haven't matched and Mr. Davila has been under the weather.
2. August Financials: Ms. Smith asked if anyone had any questions. Seeing no questions, Mr. Zgonc moved to accept the August financials. Mrs. Cook seconded the motion. Motion passed.
3. Then and Now Certificate: Mrs. Smith said a then and now certificate was needed.

Mr. Mullins presented:

A RESOLUTION TO APPROVE APPROPRIATIONS (THEN AND NOW CERTIFICATE) FOR THE LORAIN PORT AUTHORITY.

Ms. Carr moved to accept Resolution No. 2017-42. Mr. Bansek seconded the motion.
Roll call vote as follows:

Ayes: 8

Nays: 0

Abstain: 0

Resolution Passed

4. Levy funds: Mrs. Smith said Mr. Zgonc called in asking about the levy funds as far as what the auditor estimated and what we've collected. She explained the amount is a fluent number, so she created a spread sheet to help illustrate where we're at and what we've received in previous years. Mrs. Smith said in 2017, the auditor's office said we would get \$806,109 and we actually got 737,655.34, a difference of \$68,453. Mrs. Smith said our delinquent taxes are a little higher this year than in years past. She said we may get some of the delinquent taxes in 2018 that weren't paid in 2017. But if what we collected and the delinquent taxes are

combined, it is close to the auditor's initial projection. Mr. Zgonc appreciated Mrs. Smith's hard work.

F. Bylaws and Personnel Committee

1. Mrs. Cook said she had nothing to report yet.

V. Other Business

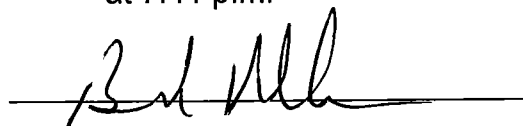
- A.** Mr. Zgonc said the Polish Fishermen and the Rotary Club gave a presentation September 11 to Lorain City Council about an observation pier they want to build on the west side. Mr. Nielsen asked about the newspaper saying the Port Authority endorsed the project. Mr. Brown said he was careful with the wording in letter, and he supported the concept. Mr. Zgonc asked if anything more formal was needed. Mr. Brown said he was informed about the presentation and was asked for a letter of support prior to the council meeting. He said the pier fell under the Port Authority's mission of increasing the public's access to our waterways. If they can raise \$12 million and further develop the waterfront, more power to them. Mr. Nielsen asked if we need to do more. Ms. Carr and Mr. Zgonc said we should wait until they ask.

VI. Public Comment

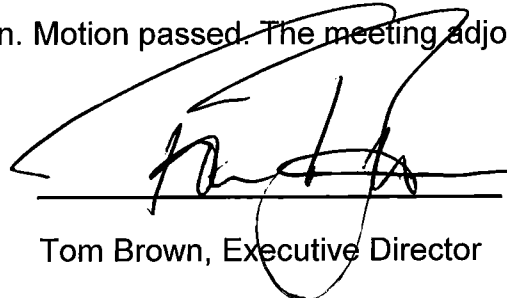
- A.** None.

VII. Adjournment

There being no further business to come before the Board, Mr. Davila moved to adjourn. Ms. Carr seconded the motion. Motion passed. The meeting adjourned at 7:41 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director