

**Lorain Port Authority
Board of Directors
Regular Meeting
Tuesday, June 11, 2019, at 7:00 p.m.**

Board of Directors: Mrs. Cook; Messrs. Bansek, Kuszniir, Mullins, Sommers, and Zgonc

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

Guests: Rick Payerchin

I. Roll Call

A. The meeting was called to order at 7:00 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Pledge of Allegiance

III. Disposition of Meeting Minutes

A. **January 8, 2019, Regular Board Meeting:** Without question, Mr. Kuszniir moved to approve. Second by Mrs. Cook. Motion carried.

B. **February 12, 2019, Regular Board Meeting:** Moved to approve by Mr. Kuszniir. Second by Mr. Bansek. Motion carried.

C. **April 9, 2019, Regular Board Meeting:** Mr. Sommers moved to approve. Second by Mr. Kuszniir. Motion carried.

D. **May 14, 2019, Regular Board Meeting:** Mr. Bansek moved to approve. Mrs. Cook seconded. Motion carried.

IV. Report of Officers

A. Chairman

1. Everett Query Idea Pitch: Mr. Mullins said he met Mr. Everett at Brew and Stew in Downtown Lorain. He will give a brief presentation about his ideas for the south end of Black River Landing. Mr. Query said he was inspired by his frequent trips through the park. It features a beautiful embankment with plants and wildlife. He thinks it would be really nice to be able to get

closer to the water. He brought a 3D display. It included the walking trail already on the site and a rounded pier the same level as the field. It would be about 25 feet over the water just beyond the edge of the river. He believes it will afford spectacular views of the bridges and Black River. He envisioned something substantial enough that it could potentially be used for events. Mr. Query went last summer to a wedding on a viewing platform at Cleveland Metroparks Zoo and he said it was spectacular. He thought it would be a wonderful addition to Black River Landing. There isn't much on the south end of BRL currently. Something like this may draw more attention to that area. Mr. Mullins was impressed by the effort and the thought put into the project. Money has been a conversation. He just wanted to plant a seed with the board and research some grant opportunities. It could even be two story to see further down the river. Mr. Query said he has a few resources to tap into to get an idea of relative cost. The shape would be reminiscent of the bow of a boat. It could support small events and allows a free flow of traffic. That was the inspiration for the shape. Mr. Brown said we wouldn't have to worry about boat traffic if we're on the shore line. This could potentially be added as a feature if a developer gets interested in the south end. The south end has been quiet for that reason – to develop and possibly mix in multi-use. Mr. Query said he doesn't see it being a tremendous disturbance. Mr. Brown said he doesn't see it as a disturbance, but a developer could be a secondary funding source. Mr. Mullins said he loves the idea. Mr. Sommers said he liked the design. Mr. Query highly recommended visiting a platform in Pittsburg that is a similar concept. From walkway to edge of the water is roughly 80 feet, at the point Mr. Query was looking at. There are a few ways to go about doing the railings. Mrs. Cook asked about the area it would take up. Mr. Mullins said it wouldn't take up any acreage. Mr. Query said this would actually add space not currently usable. Mr. Mullins and the board thanked Mr. Query for attending. He will be sending pictures of his replica to the Port Authority.

2. Strategic Plan Update: Mr. Brown deferred to Ms. McClelland. We are five months and one week into the strategic plan. She provided a bar graph to illustrate our progress. Yellow is the goal set by CDFA, and blue is our actual progress. We established a formal TIF agreement with the city. The change of leadership has delayed some items. Mayor Chase Ritenauer leaving has set us back a little bit, but Mr. Brown has already reached out to the interim mayor, Joe Koziura. Mr. Brown said he had great conversations with Mayor Ritenauer. We're remaining positive. Ms. McClelland said the second part is the internal mechanisms in the office. All staff members are focusing on their job description. She said it has helped her immensely with time. We ended the old TIF agreement with Long EDA and the City. Our getting the new agreement in place is a small win. It's between the City and LPA only. We'll get 4 percent from TIF project proceeds and are handling reporting in-house. The cap is \$50,000. That doesn't affect us at this point. We are incentivized to do TIF agreements for Lorain. Mr. Brown said this was a "must" item on our punch list, so he doesn't want to minimize the accomplishment. Action item three is rebranding and marketing efforts. We need to spend more time here. Some things we have done are updating website. Our intern will be focusing on it in the next month. No quarterly economic development newsletter yet, but the monthly newsletter by Ms. Leyva is being refocused to include more economic development, as well as recreation. Our intern is working on new Port Authority folders and marketing packets as well. They'll be printed in the near future. A strong presence on the internet is important, but handouts are important too. Mr. Brown said he and Ms. McClelland have done a great job of being at the right events and in front of the right people. Three weeks ago, a consulting firm was pitching to the city and us to be our economic development consultant. They asked for advice from us on how to create a PACE District. Mr. Brown sees the upcoming PACE Workshop on June 19 as a huge opportunity. Mr. Mullins mentioned wanting to get to the point where we can send emails out to

thousands of contacts. Ms. McClelland said she wants to make sure everything is in place before we start sending anything out, so we can answer any and all questions. Ms. McClelland said Ms. Leyva is handling shuttle boat tours and the facilities. Another area is building and enhancing partnerships. For example, we're now part of Team NEO. We attend a monthly meeting with all Economic Development professionals in Ohio. It opens the door for us to be in closer contact with Team NEO. It's putting us in the right room with the right people. Mr. Brown was asked to speak at a Team NEO event about the Broadway Building. Ms. Radhika Reddy was the speaker at the Historical Society Annual Meeting and the Lorain County Chamber of Commerce Economic Summit. Mr. Brown is reaching out to the Ohio Council of Port Authorities. Ms. McClelland is on the finance board. She mentioned board member training. OCPA saw that as a great idea to run with. This board will get more training, too. We applied for one assessment Brownfield Grant. We did not receive it. We already received it twice and we'll have it through this year. Five organizations in Ohio received funding. We plan to meet with them. We were not able to apply for cleanup grants on the Pellet Terminal Site, but we learned from it. The Brownfield Conference is about every 18 months. She and Mr. Brown felt strongly about presenting our story. Preliminary notice: we are short listed to go to a national conference to talk about Lorain's successes. If nothing else, we need to stay involved with US and Ohio EPA. Mr. Brown said the field was narrowed because we received the grant in the last two funding cycles and they wanted 50 percent new applicants. Ms. McClelland said we jumped a bit ahead of schedule with PACE financing due to the demand in the community. If interested at all, please attend the workshop June 19. We're excited to host with NOPEC, which is one of our plan objectives. NOPEC has been a great partner. We're also continuing to work with Summit County. We're talking to them about project involving new market tax credits. We're still updating policies. We're starting to go through board member orientation and

training for the board. Job descriptions have been established and professional development training has been established too. We're discussing a fee structure with our financial advisor now, too. Ms. McClelland said we went to the federal policy conference and the state conference on Ohio Opportunity Zones. We also submitted with the Ohio Economic Development Conference. They're looking for their speakers for their annual conference. We'll update you when we receive a response. We're working on Brownfield inventory and you'll hear more about it. We sent term sheets to specific projects for them to make the decision. Mr. Brown said he got a tip from Mrs. Mary Springowski about a pizzeria. Another building was bought, and related announcements are to come. That is another small victory. Ms. McClelland said we're still doing everything we did previously as well. Cabela's will be back in 2020 for a Regional Master Walleye Circuit. That will be coming for board approval soon. We're happy to have them back.

3. Correspondence: Mr. Brown said he handled a few minor things. We sponsored the fall and winter program for Lorain High.

B. Executive Director

1. Asian Pacific Islander American Public Affairs Association Community Education Foundation (APAPA-CEF) Summer Internship Program: Mr. Brown said he and his daughters attend a Chinese school in Westlake. This program wants to place children into an intern program. They pay the stipend. All we do is host the interns. The application was in the board packet, so the board can see what is involved. They want the students to get experience in the office. Both have a decent commute, but we'll be flexible. They'll work on filing and record retention and will start in the next two weeks. Mr. Mullins asked if we needed to follow any criteria? Mr. Brown said it's 120 hours, but we don't have to provide a specific program. They do their own program. They'll get government office experience. The program is having a hard time finding good government sponsors. Both students are rising juniors. One attends Solon High School.

V. Economic Development Director

- A. Kelley's Island Update:** Ms. McClelland said we are out to bid. So far, we have received a great response from around the country. There are 17 groups interested so far. We have the reach we were hoping for. We're working through the bidding process. Opening date is July 1. Our goal is to have a contract in place by the end of a July with a shipyard. It is a very ambitious goal. We'll see how it works out. There will likely be an update in July. A lot will need to fall in place with ODOT, Kelley's Island and the Port. Mr. Mullins asked about the timeline. Ms. McClelland said it's a 12-month build out. They need a boat in the water at Kelley's Island dock by September 2020.

VI. Report of Committees

A. Contract Management Committee

1. Mr. Zgonc had nothing to report.

B. Strategic Development Plan Committee

1. Mr. Mullins thanked Ms. McClelland for giving the Strategic Plan Update. He had nothing additional to report.

C. Marketing and Public Affairs Committee

1. Mr. Brown said the intern will likely present next month on the website.
2. Bansek said he had nothing to report.

D. Grounds Maintenance and Capital Improvements Committee

1. Mr. Davila said he had nothing to report.

E. Financial Planning and Audit Committee

1. April 2019 Financial Statement: Mr. Davila said he went over the records with Mrs. Smith and everything looked good. Current balance in general \$626,000. We will likely get taxes in the amount of about \$400,000. Mrs. Smith said they reviewed the bank reconciliation for April and May. They do a mini audit to review a few receipts and expenditures. Mr. Davila added there used to be outstanding checks, but direct deposit has helped mitigate that issue. Mr. Davila moved to approve. Second by Mr. Kusznir. Motion carried.

2. May 2019 Financial Statement: Mr. Davila moved to approve the May 2019 Financial Statement. Second by Mrs. Cook. Motion carried.
3. Budget Amendment: This amendment is related to the recently signed TIF agreement with the City of Lorain. In 2019, we will get an additional \$12,943. In 2020, we will receive \$27,918.

Mr. Mullins presented:

RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2019 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.

Motion by Mr. Somers to approve Resolution No. 2019-26. Second by Mr. Kuszniir. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 0 Resolution Passed

4. Then and Now (Tom Brown) Certificate: Mrs. Smith said there were no then and now's requiring board approval.

F. Bylaws and Personnel Committee

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

VII. Other Business

- A. None.

VIII. Public Comment

- A. None.

IX. Executive Session: Purposes of Property Disposition

- A. Mr. Davila moved to enter executive session. Second by Mr. Bansek. Roll call vote carried unanimously with seven (7) ayes.

Mr. Davila moved to exit executive session. Second by Mr. Bansek. Motion carried.

X. Adjournment

A. There being no further business to come before the board, Mr. Sommers moved to adjourn. Mr. Davila seconded. Meeting adjourned at 8:50 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director