

**LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
January 12, 2016**

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

Staff: Rick Novak, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Specialist
Mike Brosky, Esq.

Guests: Rick Payerchin, Morning Journal
Pamela Carter, Third Ward Councilwoman
Angel Arroyo, Sixth Ward Councilman

- I. **Roll Call.** The meeting was called to order at 7:05 p.m. by Chairman Carl Nielsen with roll call indicating a quorum present.

The Board welcomed Jeff Zellers to the Board and Mr. Brown congratulated him.

- II. **Disposition of Meeting Minutes:** Disposition of December 8, 2015 Regular Board Meeting Minutes were presented for approval. Motion to accept the minutes by Mr. Davila. Support by Mr. Mullins. Motion carried.

- III. **Report of Officers.**

A. Chairman

1. Correspondence received. Fee waiver letter received from Lorain County Organized Labor. Mr. Novak explained this is for the Labor Day Festival for Sunday September 4, 2016. Last year was a pass on the event and they would like to hold the Festival this year in 2016. We asked them to put a fee waiver request letter together for the Board. This Festival has been held for many years. There will be some logistical issues due to Bob Earley conducting a concert on Friday and Saturday evenings that weekend, however, if they work together that weekend it will all run smoothly. Motion to grant the fee waiver made by Mr. Brown. Seconded by Ms. Carr. Motion carried.
2. Committee Assignments. Mr. Nielsen stated the Committee Heads are still the same other than Ms. Carr will be the Chairman for the Strategic Development Plan Committee. He further stated the Committee Heads are going to pick their own team and coordinate those choices with Mr.

Novak. Mr. Novak will send out the current Committees to each Board Member.

B. Executive Director.

1. Commendation for Neil Sommers. Mr. Novak stated Neil Sommers resigned from the Board because of his duties associated with work. Mr. Novak further stated Mr. Jeff Zellers is now filling that position.

Mr. Nielsen presented:

A RESOLUTION COMMENDING NEIL SOMMERS FOR HIS OUTSTANDING SERVICE, DEDICATION AND COMMITMENT TO THE LORAIN PORT AUTHORITY.

Mrs. Cook made a Motion to accept Resolution No. 2016-01. Seconded by Mr. Nielsen. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed

2. Season Passes for Mr. Sommers. Mr. Nielsen and Mr. Novak would like to present Mr. Sommers with two (2) season passes for Rockin' on the River 2016. Motion to present Mr. Sommers with two (2) season passes for Rockin' on the River 2016 made by Mr. Nielsen. Seconded by Ms. Carr. Motion carried.
3. Rockin' on the River Update. Mr. Novak stated he has been working with Mr. Earley on 20 dates this year. We have been working on sponsorships throughout the Community with various Companies and organizations and we would like to have the Lorain Port Authority contribute as a sponsor. Mr. Novak stated the amount would be \$5,000.00. This is to be tabled until after the budget meeting.

IV. Report of Committees.

A. Contract Management Committee –

1. Mr. Mullins stated Mr. Novak and himself put the Lawn Mowing and Maintenance out for bid. Mr. Mullins commended Mr. Novak and the staff for doing an outstanding job. The scope of work was very accurate and very detailed. There were five (5) bidders. The low bidder was Schill Landscaping at \$62,000.00 from Brickman who was charging a flat \$70,000.00. This is an \$8,000.00 savings. Mr. Novak and Mr. Mullins visited Schill Landscaping facility and Mr. Mullins was extremely impressed. Schill Landscaping is very eco friendly and are very aware of the Concert Series this summer.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH SCHILL LANDSCAPING & LAWN CARE SERVICES, INC. FOR PROFESSIONAL SERVICES RELATIVE TO THE 2016 LAWN MOWING GROUNDS MAINTENANCE OF LORAIN PORT AUTHORITY PROPERTIES.

Mr. Davila made a Motion to accept Resolution No. 2016-02. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 1 Resolution passed
(Mr. Mullins Abstained
Due to appearance of
Conflict of Interest)

2. Kayak Launch Project Update. Ms. McClelland stated one bid was \$500.00 the other was \$2,200.00 this is for the Kayak Launch by the Jackalope. Mr. Nielsen stated this would entail pouring pea size gravel creating an area for launching kayaks and stand up paddle boats. We have the permission from the Army Corps of Engineers and hopefully this will be completed by April 22, 2016.

B. Strategic Development Plan Committee – No report.

C. Marketing & Public Affairs Committee –

1. Vendini Ticketing Update. Ms. McClelland stated she spoke to Vendini about various changes. Training and set-up will start after Vendini signs off on it. March 1, 2016 is the deadline due to the fact that Mr. Earley has that deadline to be working with this – selling season tickets.

D. Financial Planning and Audit Committee –

1. 2015 Year End Status Update. Mrs. Smith stated there is a large packet in front of each Board Member which is the 2015 detailed financials as well as the Fund Summary Report that is on the very top for December 2015 but also has the years financials. Carry over funds are listed. The General Fund has \$325,054.54 and the Marine Patrol Fund has \$820.16.
2. Then and Now Certificate. None that need Board approval.

E. ByLaws and Personnel Committee – No report.

V. Public Comments – None.

VI. Other Business.

Executive Session for the purpose of discussing Property Disposition.

Mr. Mullins made a Motion to go into Executive Session. Seconded by Mr. Nielsen. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Motion carried.

Mr. Mullins made a Motion to return to Regular session. Seconded by Ms. Carr. Motion carried.

VII. Adjournment.

There being no further business to come before the Board, Ms. Carr made a motion to adjourn. Seconded by Mr. Mullins. Motion carried. The meeting was adjourned at 9:00 p.m.

Carl Nielsen, Chairman

Rick Novak, Executive Director