

LORAIN PORT AUTHORITY
Board of Directors
Regular Board Meeting
March 11, 2014

Board of Directors: Ms. Carr, Mrs. Cook; Messrs. Bansek, Brown, Mullins, Nielsen, Sommers and Williamson, Jr.

Staff: Richard M. Novak, Executive Director
Yvonne Smith, Accountant
Ralph Bruening, Events Coordinator/Facilities Manager
Michael Brosky, Esq.

Guests: Kelly Driscoll
Frank Sipkovsky – Port of Lorain Foundation
Rick Payerchin – Morning Journal

- I. **Roll Call.** The meeting was called to order at 7:03 p.m. by Chairman Carl Nielsen with roll call indicating a quorum present.

Mr. Nielsen asked Mr. Bruening to have the building material removed from the front walk by this weekend. Mr. Bruening stated he had hoped to have it removed by this evening. Mr. Bruening indicated he would have it removed by this weekend.

- II. **Disposition of Meeting Minutes:** Disposition of February 11, 2014 Regular Board Meeting Minutes were presented for approval. Motion by Mr. Brown to accept. Support by Mr. Mullins. Motion carried.

III. **Report of Officers.**

A. **Chairman**

1. Correspondence received. E-mail from We Care We Share thanking the Board for their assistance in the acquisition of the former El Centro Offices.

B. **Executive Director**

1. Spectrum Consulting Service, LLC Concession Lease Space – Ferry Terminal Building. Mr. Novak deferred this item to Mr. Sommers. Mr. Sommers stated that Spectrum had a proposal to operate the concession stand. Mr. Sommers stated the Strategic Development Plan Committee is asking the Board to approve the contract. Mrs. Smith indicated that the Committee wanted this contract to be a 1 year with option of another year renewal.

Mr. Brown made a Motion to amend the Resolution to include a two year Agreement with a second year renewal option. Seconded by Mr. Williamson, Jr. Motion carried.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH SPECTRUM CONSULTING SERVICES, LLC. FOR THE LEASE OF SPACE WITHIN THE FERRY TERMINAL BUILDING.

Mr. Brown made a motion to accept Resolution 2014-10. Seconded by Mr. Williamson, Jr. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed.

2. Port of Lorain Foundation Promissory Note. Mr. Novak stated there is a Resolution for the Board's consideration ratifying the provision of a Promissory Note to the Port of Lorain Foundation, Inc. The Lighthouse Lens is now in our building. There were cash flow difficulties due to reimbursement by the Ohio Cultural Commission. In order to have the Lens here for our Open House, the Port Authority issued the Port of Lorain Foundation a Promissory Note in the amount of \$6,000.00. Mr. Novak worked with legal counsel and the Chairman on the terms and the Note will be due on May 21, 2014. If they do not make the payment, interest will be charged.

Mr. Nielsen presented:

A RESOLUTION RATIFYING THE PROVISION OF A PROMISSORY NOTE TO THE PORT OF LORAIN FOUNDATION, INC.

Ms. Carr made a Motion to accept Resolution No. 2014-11. Seconded by Mr. Sommers. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed.

3. Jet Express. Mr. Novak indicated there are well over 13 trips this year. Prices are going up and an amendment to the agreement is needed. Mr. Brown made a motion to amend the original agreement and accept the 2014 Jet Express schedule. Seconded by Mrs. Cook. Motion carried.

4. Endorsement of Issue 18 – City of Lorain Temporary Tax Renewal.

Mr. Nielsen presented:

A RESOLUTION ENDORSING ISSUE 18 RENEWAL OF A TEMPORARY INCOME TAX FOR THE CITY OF LORAIN, OHIO.

Mr. Sommers made a Motion to accept Resolution No. 2014-12. Seconded by Mr. Bansek. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 1 Resolution passed.
(Tom Brown: Due to
Appearance of Conflict
of Interest)

5. Ferry Terminal Building Ribbon Cutting and Lighthouse Lens Unveiling. Mr. Novak indicated that the ribbon cutting ceremony will be held March 18, 2014 beginning at 10:00 a.m. with the actual ribbon cutting at 10:30 a.m. Betty Sutton, when she was in Congress, was instrumental in providing funds for the Jet and for this building. She is now head of the St. Lawrence Seaway. She will be in attendance as well as Marci Kaptur, the Mayor and representatives from ODOT, the Contractor and Architect. Many other people have been invited that are associated with this organization. This function will run from 10:00 a.m. to 5:30 p.m.

IV. Report of Committees

A. Contract Management Committee.

1. Murray Ridge Cleaning and Trash Pick-up. Mr. Bruening indicated Murray Ridge does the clean-up of the Parks. This year Murray Ridge and Gergley's Maintenance King and Tim from Fine Line Cleaning gave quotes. Only Murray Ridge presented a quote to include the Ferry Terminal Building. Murray Ridge will be cleaning the windows also.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE MURRAY RIDGE PRODUCTION CENTER, INC. FOR THE GENERAL CLEAN-UP OF LITTER AND DEBRIS GROUNDS SERVICES FOR PROPERTIES OWNED BY THE LORAIN PORT AUTHORITY FOR GENERAL OFFICE CLEANING OF THE FERRY TERMINAL BUILDING AND TRANSPORTATION CENTER AND FOR ADDITIONAL MAINTENANCE SERVICES AS REQUIRED.

Mr. Brown made a motion to amend the Resolution striking the Transportation Center. Seconded by Ms. Carr. Motion carried.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE MURRAY RIDGE PRODUCTION CENTER, INC. FOR THE GENERAL CLEAN-UP OF LITTER AND DEBRIS

GROUNDS SERVICES FOR PROPERTIES OWNED BY THE LORAIN PORT AUTHORITY FOR GENERAL OFFICE CLEANING OF THE FERRY TERMINAL BUILDING AND FOR ADDITIONAL MAINTENANCE SERVICES AS REQUIRED.

Mrs. Cook made a motion to accept Resolution No. 2014-13. Seconded by Mr. Brown. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed.

B. Strategic Development Plan Committee – Mr. Sommers stated the issue of Spectrum Consulting Services was discussed and the Contract with regard to renting out our facilities. A speedier return of the deposit was also discussed. Also discussed were in-kind services to be used for the waivers that are given.

C. Marketing & Public Affairs Committee –

1. Fee Waiver – Relay for Life – American Cancer Society. Mr. Bruening stated this is not a full waiver. The charge is one-half of the fee. Mr. Mullins made a Motion to grant the Waiver. Seconded by Mr. Bansek. Motion carried.
2. Launch Fee Waiver – Black River Clean-up. Mr. Bruening stated this is for the folks coming down on May 3, 2014 and May 4, 2014 for the Black River Clean-up partnering with LoCo'Yaks. Mrs. Smith stated that with our Contract with the Launch Ramp Operator, we still have to give him the \$1.00 he would have received, a kayak launch fee is \$2.00. Mr. Mullins made a Motion to grant the Launch Fee Waiver. Seconded by Mr. Nielsen. Motion carried.
3. Ribs on the River Update. Mr. Bruening stated it is progressing well. AC/DC Tribute Band is performing Friday night, Journey Tribute Band performing Saturday Night and Hard Day's night – Beatles Tribute Band on Sunday afternoon. Our website is up and running – Ribs on the River.com. The dates, again, are July 31, 2014 to August 3, 2014.
4. 4th of July Fireworks Contract. Mr. Bruening stated there is a fairly large difference between fireworks companies. Wolverine's proposal was the best with the most shell count, American Fireworks who we have been using for the past six or seven years came in second. Pyrotechnical, which had fireworks here previously came in with a limited number of shells.

Mr. Nielsen presented:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO A CONTRACT WITH WOLVERINE FIREWORKS DISPLAY, INC. FOR PROVISION OF PROFESSIONAL PYROTECHNICAL SERVICES FOR THE JULY 4, 2014 FIREWORKS.

Ms. Carr made a motion to accept Resolution 2014-14. Seconded by Mr. Sommers. Roll call vote as follows:

Ayes: 7 Nays: 0 Abstain: 1 Resolution Passed.
(Tom Brown – Due
To Appearance of
Conflict of Interest)

D. Financial Planning and Audit Committee.

- 1 – 2. Bank Reconciliation Report for February, 2014 and Financial Statement for February, 2014. Mr. Brown made a motion to accept the February , 2014 Bank Reconciliation Report and Financial Statement for February, 2014. Seconded by Mr. Williamson, Jr. Motion carried.
3. 2014 Permanent Budget Appropriations.

Mr. Nielsen presented:

A RESOLUTION RATIFYING EXPENDITURES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO REVISE THE 2014 OPERATING BUDGET, TRANSFER AND APPROPRIATE FUNDS AND REQUEST AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES FROM THE COUNTY AUDITOR.

Mr. Brown made a Motion to accept Resolution No. 2014- 15. Seconded by Mr. Nielsen.

Ayes: 8 Nays: 0 Abstain: 0 Resolution passed.

4. Then and Now Certificate. None.

E. By-Laws and Personnel Committee – No Report.

V. Public Comments. Frank Sipkovsky spoke and indicated that he represents the Lorain Lighthouse Foundation and to remind all of the Foundation’s upcoming fundraiser.

VI. Other Business.

1. Levy Update. Ms. Carr indicated things are going very well, fundraising is progressing. Mr. Sommers spoke with a gentleman from Lorain High School who runs the NJROTC Program for the Army. He is going to see about getting volunteers to work at the polls.

2. Clarification – Maximum Velocity Agreement. Mr. Novak stated at the last Board Meeting the Board authorized entering into an agreement with Maximum Velocity. This is in regards to social medial. For online updates, they are going to provide updates to the Lorain Port Authority Website and LinkedIn pages. This is

not to exceed four (4) hours per month. The folks at Maximum Velocity have agreed to incorporate this into the existing Agreement. Ms. Carr made a motion to accept this clarification. Seconded by Mr. Mullins. Motion carried.

VII. Adjournment.

There being no further business to come before the Board, Mr. Williamson, Jr. made a motion to adjourn. Seconded by Mrs. Cook. Motion carried. The meeting was adjourned at 7:43 p.m.

Carl Nielsen, Chairman

Richard M. Novak, Executive Director