

VERMILION PORT AUTHORITY

April 12, 2018 - 6:30pm @ Vermilion Municipal Complex, 687 Decatur, Vermilion, OH

Roll Call: T. Sommer; B. Carrick; P. Corogin; R. Strauss; D. Miklos

Also Present: B. Yancar, PORT OPERATIONS MGR.; F. Loucka, CITY COUNCIL REP.

APPROVAL OF MINUTES:

T. Sommer MOVED; D. Miklos seconded to approve the minutes of March 8, 2018. Roll Call Vote 5 YEAS. MOTION CARRIED.

CORRESPONDENCE/OPEN (Audience) DISCUSSION:

Dale Reising currently of the Vermilion Police Department said the Mayor has reassigned him for the IT duties of the city as deemed necessary. He is looking into purchasing two cameras with the idea of mounting them on the South Street Boat Ramp office. He received quotes for a super high definition 4K camera and the second one is cheaper and is high definition as well, but not as high definition as the other. The key is to capture license plates and faces of people to protect the investment of the kayak ramp. He said people will vandalize and he is the IT guy they send out to get the videos, so his suggestion would be to get the best cameras because it's great seeing somebody doing it rather than getting a blurry face. With the high definition cameras they will get the person and hopefully will get a conviction out of it. He brought the company i2C Technologies in before as they currently have eight cameras on the fire building which is on a centralized server and which dispatch monitors live. These cameras go towards that same system, so they will be able to add these two cameras onto the system and dispatch can monitor as well. They would like to add an additional monitor so the Dock Master can also monitor the situation. They are trying to centralize all the security cameras throughout the city instead of having multiple, then dispatch can watch. They are looking at hopefully adding some down at McGarvey's and Waterworks, so the Dock Master can watch it along with dispatch. There's also Main Street who is looking to get some cameras and they would be able to tap into those cameras through live stream. However, they won't be able to record on those. They are looking at putting one on the Lighthouse and another on Quaker Steak looking south at the bridge and water tower. This project is in the infancy stage and the idea is to get it all centralized. The pricing of the cameras is through state bid and the system is based on two servers, so if one server completely fails it automatically has an instant backup and it comes up live on the other server. Maybe next year they can add additional cameras.

Bill Yancar said they are putting an extensive investment in the kayak ramp, so from the standpoint of managing this site which is out of view, they are anticipating a significant amount of traffic in this area. In addition, there are a lot of people who do night time kayaking so they would like monitor the area. This camera will pick up traffic coming in by capturing license plates. When they get VPN they can dial in.

D. Reising explained the camera lenses are fixed but they can digitally zoom in and move within the picture itself. Also, with the quote he would be doing the cable runs and the Port would have to purchase the wires. There would be an additional cost if they were to have the company do the runs. Therefore, it would be a cost savings if the Port purchased a large cabling box so he could run the cable. B. Yancar thought the wire would be around \$200.

D. Miklos asked if the server is the city server infrastructure or separate. D. Reising said it's a separate server dedicated to the CCTV network. D. Miklos asked if the Port has to purchase or rent anything else. D. Reising said its city owned as the fire department purchased it last year.

P. Corogin asked if there were monthly fees that will be charged to the Port Authority. D. Reising said there is an optional yearly maintenance fee which is 10% of the actual invoice cost from the company. The port can opt into it later or choose not to, but with the yearly maintenance fee, if there are any issues, the company will come out and fix it with no questions.

D. Miklos asked what the lifespan of the cameras is and D. Reising was unsure. F. Loucka said it appears the maintenance fee would be around \$223. D. Miklos asked if there was a one year warranty and D. Reising said everything is covered this year; it would not be covered next year. He explained the server runs for about 20-30 day retention, but they will do some slight server modification to expand this, but once they add the cameras they are still looking at about a 20 day recording retention. If there is an issue, they can pull it out from retention. B. Yancar said Main Street Vermilion is looking to put a camera at McGarvey's so they may be able to tap into that and may not need another camera. He said the priority is at the South Street Boat Ramp at this point.

P. Corogin asked if there is monitor costs involved. D. Reising said they will see if there is another monitor in the city they can repurpose, but they would essentially be going from a single computer screen to a dual computer screen because within the program they can log into the server to monitor the port cameras only.

D. Miklos asked if there is a one-time license fee and D. Reising said there is. D. Miklos said they have had challenges with IT in the past and questioned if there will be IT support throughout the city. D. Reising said the long term solution for IT is that the Mayor would like to bring in a whole company to manage the city; the problem is the budget situation. The Mayor has gotten a couple rough ideas on having somebody manage the system, but it's three to four times more than what they have been paying, so he has been tasked to come up with an idea on how to create an IT budget this year, which will involve costs across the board for all departments. How they will specifically split this up; he is making it simple and justifiable as possible per person because it goes from volunteer fireman, patrolman, street employees, and essentially anyone who has an email address. There's going to be additional costs coming to establish an IT budget, so the long term solution is bringing in a company to manage this, but it's just figuring out how they can do that for next year. D. Miklos wants to make sure they have IT coverage before making this investment because they have had multiple challenges in the past. D. Reising said he has been given the task to handle these issues, with the exception of Thursday's when he's on the road for the Police Department. He is trying to make sure everyone's productivity is at its best.

P. Corogin asked B. Yancar on how this will fit within their budget. B. Yancar said he will explain this under his financial review, but feels they have the monies for the cameras. It's just whether they think this is a high enough priority to spend the money. He said the new organization that Mayor Forthofer has set up has already demonstrated to be good through D. Reising as he had addressed all his issues right away and has not had to wait six months.

D. Reising said the cabling needs to be rerun at the Kiosk at McGarvey's Landing to help with the Wi-Fi because the existing cabling isn't working, so if they purchase the box of cable it will help with other projects as well. Also, the VPN is high on the priority list but they are looking into purchasing additional licenses within the city. He is working with the mayor on this currently.

Kayak Ramp-

Mary Hoholski, Kayak Event Coordinator was present to discuss the Paddle Fest Poker Run event. She provided the port members with a copy of the donation letter that she would like approval on to ask for donations for their Paddle Fest Poker Run event which will be held on June 17. This event has already been coordinated with the Chamber of Commerce. She

explained the registration begins at 9:00 a.m. and the event would start at 9:30 a.m. The event would start at the ramp and would they will head south to the Route 2 bridge and then would come back. They're expecting the race to be done by noon before the parade begins. They will not interfere with boaters and there will be five spotters on the river that will hand out poker cards. Each kayak will stop at each spotter to obtain a card. When they return back to the ramp each person is checked in and whoever has the top three poker hands will receive prizes. They are keeping it sweet and simple. It was brought to her attention that people wanted fun activities rather than just racing.

B. Yancar said Mary is telling businesses that if they make a donation for the raffle or prizes, their business will be recognized on a Facebook event page with a link back to their own website and in press releases, and on all event promotion. Press releases will be sent to the Vermilion Photojournal, Morning Journal, Chronicle Telegram, Sandusky Register, and local TV stations. As a part of the City of Vermilion, the Port Authority is tax exempt and they will provide the business with a receipt of their donation. M. Hoholski said the entry fee is \$20, but early registration by June 10 is only \$15 per person. They will advertise that a bonus will be given to the first 50 people who register. They are hoping to bring in a lot of money to make improvements at the kayak ramp. The proceeds will go to the Port Authority as they would like to improve the dock area. The parking issue was addressed and it was noted there is about 20 spaces available at the ramp and there are about 52 spaces available at the upper parking area. M. Hoholski said a lot of times vehicles bring more than one kayak and they can try to get a memo out to ask people to carpool to help with the parking. She said if this event doesn't seem to work on this date, then next year they can decide if they need to pick a different day to host the event. This date was the consensus that it would be a good time to try hosting this event. R. Strauss said the people that come into town to kayak may also want to visit the Fish Festival.

D. Miklos MOVED; R. Strauss seconded to accept the proposal submitted by Mary Hoholski to host the Festival of the Fish Paddle Fest Poker Run on Sunday, June 17, 2018 at 9:30 a.m. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

M. Hoholski asked if she could have a display at the ramp which offers items to visitors. P. Corogin asked her to work this out with Bill Yancar.

M. Hoholski also presented to the members a flyer for a fundraising event that will be held on May 11, 2018 at 6:00 p.m. at Paper Moon Winery in Vermilion. She explained that Tracy Lynn Martin will give a presentation as she is the first person to circumnavigate the three largest Great Lakes in North America while battling Rheumatoid Arthritis. Traci's goal is to inspire others who are struggling with chronic illness or disabilities to "Never Give Up!" Proceeds will benefit Traci's 2020 expedition 2.0 to circumnavigate all 5 Great Lakes. Space is limited to 50 people. For tickets and information, people may call 440-396-6009.

Vermilion Lagoons

P. Corogin explained that Lee Howley, Chairman of Vermilion Lagoons, asked the Port Authority if they would submit a letter to the U.S. Army Corp of Engineers to request an extension of the expiration date of the Department of the Army Permit No. 2008-01332 for an additional two years to June 10, 2019. In addition, as a result of the late winter conditions and high river flow, the Port Authority also requested permission to dredge this season between May 1 and June 10, 2018. An extension will allow the continuation of maintenance dredging of the Vermilion Lagoons and, therefore, will ensure the water will continue to be navigable for small craft.

R. Strauss MOVED; D. Miklos seconded to authorize this request be sent to the U.S. Army Corp of Engineers. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

FINANCIAL REVIEW:

B. Yancar provided the Port members with a complete set of the 2017 financial closing. He reviewed the Statement of Cash and Revenues. The beginning balance in Fund 214 as of January 1, 2017, started in the whole at \$1,364.00 and their net revenue was \$245,727, net expenses were \$236,641 and the unexpended balance was \$7,721.00. The year-end opening encumbrances were \$4,154.00. The cash in the bank was \$3,567.00. The beginning balance in Fund 411 was \$15,493 and the year to date revenue was \$11,482. The expenses (final payment to the water tower) totaled \$10,200, so the unexpended balance is \$16,774. At this time there are no encumbrances so the cash balance is \$16,774.89 in the capital account. He noted the former finance director was going to move the 411 account to the 214 account, but upon research by Amy Hendricks, it is evident that this legally can't be done because this is a capital account and this is where the expenditure should come from. So capital improvements will come out of this account, so they should deplete the account on those types of things. It was noted the duck race proceeds will be deposited in the 214 account and will be recorded under event income.

B. Yancar reviewed the Quaker Steak and Lube (Sandusky Bay, LTD) lease payments for 2018. He already processed a property tax with them which is up to date. P. Corogin asked about their rent override. B. Yancar said with regards to the 2% he has had no communications, but thought it didn't happen till May or June.

B. Yancar referred to the Street-End/Submerged Land/Riverside Lease Payments and Deposits Recap and noted that everyone is paid up. As far as the street ends, (three people at Exchange) they are totally paid for. The last ones which include the Sandusky Street End, Ferry Street End, and Toledo Street End aren't due until this week. He already received the Sandusky Bay lease payment. He referred to the Clarion Drive and Water Works Lease Payments and Deposit Recap spreadsheet and thinks they have tentatively closed out Clarion.

B. Yancar provided the members with the final draft of the proposed budget which includes what the members approved last month. The board approved the Soffit and the Water Works Pump out Dock. He said they had noted that their income was going to be \$187,424, which includes the Duck Race. They have pretty much assigned this as what their budget is going to be and they have a net of \$308.41. P. Corogin thanked B. Yancar for doing a nice job on the budget and the members concurred.

D. Miklos MOVED; T. Sommer seconded to accept the final budget as presented on April 12, 2018. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

B. Yancar addressed his activities list and noted under Water Works Marina they did receive a quote for \$150 for the repairs of Dock #5 and 6 which has major deterioration to bottom of steel tank float. He noted they will split the costs with the police department for the work that needs to be done on the pontoon boat. B. McCarthy explained in detail as to what work needs to be done.

B. Yancar reported the Kayak Dock will be taken to Valley Harbor on April 18 for assembly, and they will bring it to the South Street Ramp for install. He said the soffit repair on the South Street Ramp office will be coordinated with T. Sommer.

B. Yancar asked if they could get the Parks Department to perform the lawn care on Clarion, but after talking with D. Corogin it was determined the Parks Department budget was cut by \$20,000. It was also noted that Clarion wasn't considered a park, but D. Corogin thought next year it would go to the parks. T. Sommer advised B. Yancar that the deck at Clarion needs to be power washed. There are a lot of low areas on the deck that may need to be addressed.

B. Yancar reported he provided Gross and Strittmather with a complete list of the Backflow Preventers (8) so it can be quoted as a package or individually.

B. Yancar addressed the events for 2018 and said Dancing at the Docks in 2017 was on September 15. However, he needed the board to establish the date for 2018 for either September 7 or September 14. After discussion on all events, the port members chose the following dates:

Dancing at Docks - September 7 @ 7:00 p.m.

Appreciation Day - August 19 @ 3:00 p.m.

Kayak Dedication - June 3 @ 2:00 p.m. (Dock to be installed around May 16)

Paddle Fest Poker Run – June 17 @ 9:00 a.m. for registration; event starts at 9:30 a.m.

Duck Race – September 9 @ 6:30 p.m.

M. Hoholski said her brother is donating two pallets of pavers for a walkway to the kayak dock. She said they are looking for people to sponsor Coyotes to keep the geese away. She noted in the fall, the nursery Sandy Jordan works for will donate perennials to the Port.

B. Yancar noted he updated the city site, so the forms for registrations are current.

B. Carrick asked if the sign facing Clarion had been removed with the old phone number. B. Yancar said the sign is coming down.

B. Yancar noted that Kate the Marketing Manager at Quaker Steak and Lube is trying to promote Bike Night for Wednesdays. In prior discussions, the port members had suggested a \$5.00 Bike Night rate that can be worked into a fee for QS&L, leaving space for potential transient customers and they have 320' to work with. He said QS&L would like to extend their space for free for their customers. T. Sommer suggested renting it for the whole night at either \$50 or \$100. B. McCarthy said QS&L used to pay \$100 a week, \$400 a month and they didn't have to schedule a Dock Master. The port members were in agreement to the \$100 a week.

Security Cameras –

B. Yancar said he would like to purchase two cameras and the big ticket items are already provided for and they have \$16,000 they can use toward this expenditure.

R. Strauss MOVED; T. Sommer seconded to proceed with the purchase of the cameras in the amount of \$2,232.04. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

B. Carrick said he would like to see a prioritized list of all costs, including electrical upgrades. D. Miklos believed the electrical issue is grandfathered in. B. Yancar said he isn't proposing anything other than the cameras at this point.

B. McCarthy addressed the kayak dock as they were previously looking at an 8'x10' pad at a cost of around \$6,000, but they have dropped the pad down to 8'x5' at a cost of \$3,300, which includes all riprap and erosion fabric. B. Yancar noted there were some surface scratches on the top deck of the kayak dock. He wrote a letter and submitted pictures to the company.

P. Corogin addressed an estimate the Port received from A. Miller Excavating for the Kayak Launch System Foundation in an amount of \$3,375.

D. Miklos MOVED; T. Sommer seconded to approve the estimate of A. Miller Excavating in the amount of \$3,375 for the Kayak Launch System Foundation. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

D. Miklos MOVED; T. Sommer seconded to approve the expenses submitted by Bill Yancar in the amount of \$161.90. Roll Call Vote 5 YEAS. MOTION CARRIED.

Hank Parker ESPN Update -

P. Corogin reported that Hank Parker pulled out from the television shoot.

ADA Restroom Building -

B. Carrick said he met with the city this week and the city engineer is working on the flood plain issues, so he will reconvene next month with additional information.

P. Corogin reported that Bill Yancar will start back to work for the Port Authority on April 16. He thanked Bill Yancar for all his hard work.

ADJOURNMENT:

T. Sommer MOVED; D. Miklos seconded to adjourn the meeting upon no further discussion.

NEXT MEETING:

May 10, 2018 @ 6:30pm; Meeting Place - Ramp Office, 777 W. River