

VERMILION PORT AUTHORITY

February 4, 2019 – 7:00pm @ South Street Boat Ramp, Vermilion, Ohio

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

*Also Present:* B. Yancar, PORT OPERATIONS MGR. & Bill McCarthy

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Bill Yancar called the meeting to order and asked for a moment of silence for the family of Cliff German in the recent passing of his son Mike German.

Bill Yancar entertained a motion for a Chairman and Vice Chairman for 2019.

P. Corogin MOVED; T. Sommer seconded to nominate Randy Strauss as Chairman and Dr. Dave Miklos as Vice Chairman for 2019. Discussion: B. Carrick said he would like to table this until the next meeting to clarify some things. The board didn't entertain the motion to table. Roll Call Vote 5 YEAS. MOTION CARRIED.

APPROVAL OF MINUTES:

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

CORRESPONDENCE/OPEN (Audience) DISCUSSION:

Jonathan Hauck of VTown Insider was present to give an overview on a phone app that could help promote tourism with their events. He has partnered with Main Street, the Vermilion Chamber of Commerce, Ritter Public Library, Friends of Harbortown, and the City of Vermilion on their events and put them on one website. They have had success in traffic as they have over 45,000 visits to the sites and 85,000 returned visits and 6,000-page clicks. They charge for advertising similar to a print publication and it's consolidated in one space. He reviewed the site with the port members. He said they offer banner ads as well, and can do a Facebook push, and notifications go to everybody that downloads the app. They have restaurants, coupons, shops, and activities calendar on the site. They can include the boat ramp/kayak ramp as well, and a marina page for the Vermilion Port Authority. They can include subcategories for boat launches. He conveyed that over 60% who download the app are from the outside of Vermilion, so this would help market and promote the Port Authority. They could include a tab addressing open boat slips, so it potentially would be more organized for people coming in. They also pick a business of the week and each time they encourage people to download the app. Pertaining to the Port Authority they can highlight their events as well. The site is informational, so he tries to keep the prices low. Therefore, the company ad posted in all sub-categories Annual Fee is \$300. They can come up with a cost to create an internal reservation system if desired. They also offer digital coupons which is another big drive of the site, so he didn't know if there were times the Port Authority would like to offer incentives to increase their boat slip occupancy. He noted they also have 550 followers on their Facebook page and people can go right to link to get to their site. Additionally, changes to the activities calendar can be updated and edited if needed. They would customize the calendar based on the events the Port Authority would have. He usually charges \$30 per event, but if they pay the annual fee of \$300 he would put on five events free. He explained that how the coupon campaign works is that if you want to do one for six months it could be cheaper than one coupon campaign per year. R. Strauss said the port members will discuss this and get back to them later.

Mary Hoholski, Kayak Event Coordinator of the Vermilion Port Authority reported that the Paddle Fest Poker Run will be held on June 16, 2019. Launch time begins at 9:00 am and 9:30 am and sign in starts at 8:30am. They modified the waiver this year to switch the times for launching into two different times so everyone doesn't show up at one time. This event will not interfere with the Crazy Craft event, which is on Saturday. She also has a form letter which requests donations for the Paddle Fest Poker Run. They would like to make up a shirt logo which could include the compass with the paddle design. She asked if the port members would prefer putting the Vermilion Port Authority or the City of Vermilion on the logo. R. Strauss didn't have a problem with putting the Vermilion Port Authority on the logo which includes Paddle Fest Poker Run on it. They didn't put the year on the logo, so it can be used year after year. This would be a pre-order separate from the registrations, so they don't have an over stock of shirts. She will bring the logo back to the members once it has been designed. She also asked for ideas for gift bag fillers. The port Authority doesn't really have to do anything besides the parking. She also talked about a Vermilion River Fun Paddle event they would like to hold on the Port Appreciation Day on August 18.

**P. Corogin MOVED**; D. Miklos seconded to support the Paddle Fest Poker Run for June 16, 2019 and the Vermilion River Fun Paddle on the Port Appreciation Day on August 18, 2019. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

Mary Hoholski said she and Bill Yancar met with Caitlin MacBride on a fundraising event to benefit the Leukemia and Lymphoma Society that would bring in a lot of publicity to the city. B. Yancar said it would require some manhours and there would be a modest expense. Dates of interest would be September 7 or the 21<sup>st</sup>. She would like to have a small relay race with the potential route starting at the dock area and they would go around the railroad bridge and come back. This isn't set in stone at this time. She will bring additional information to the board later.

B. Yancar reported the Port Authority is in receipt of letters requesting resolutions from the City of Vermilion as required by the Ohio Department of Natural Resources (ODNR) and the Army Corps of Engineers for a shore structure. R. Strauss questioned if this was in the city limits or if it was in the township. B. Yancar noted that G. Fisher prepared the necessary resolutions for signature.

**D. Miklos MOVED**; T. Sommer seconded to approve the Resolution 2019SLL-001 (Duggal – 13301 Lake Road) and Resolution 2019SLL-002 (Hug – 13215 Lake Road). Roll Call Vote 5 YEAS. **MOTION CARRIED**. *(Clerk's Note: G. Fisher contacted James Schilens of ETS on 2/5/2019 to inquire whether this property was in the township or city limits. Upon research, J. Schilens notified the clerk to advise that both properties are in the township and the Erie County Commissioners would need to approve these Resolutions. Therefore, this issue stands null and void through the Vermilion Port Authority).*

#### **FINANCIAL REVIEW:**

B. Yancar provided the port members with the November 2018 Statement of Cash from Revenue and Expense and reported that the beginning balance in Fund 214 "Vermilion Port Authority Special Revenue" was \$7,721.07. The net revenue year to date was \$187,983.26. At the end of November, the year to date encumbrance was \$8,639.22, leaving an ending balance of \$37,953.52. The year-end revenue jumped to \$191,400.88, which makes the ending balance around \$41,000. D. Miklos asked if they will be in the black. B. Yancar said there is nothing unusual, so he is thinking they will start out at around \$13,000. He noted that the final board approved budget for 2019 was included in the members packet.

## PORT OPERATIONS REPORT:

B. Yancar provided the board with his activity report as of February 4. He noted that all items are active projects. They have repairs that were approved in the 2019 budget. He said the first repairs will be done at Exchange as both docks need work and they must assure access for their lease customers by May 1, 2019. B. Carrick said that the floats should be under warranty, so they should talk to the flotation guy. Secondly, they will work on Water Works Marina because it's a simple repair. Also, a courtesy dock pedestal needs repaired at the South Street Ramp, which must immediately be secure for safety. B. Carrick asked if the ones at McGarvey's is powered at this time and B. Yancar said no. B. Yancar thought they should start these repairs as soon as the weather changes. P. Corogin asked when they started the first payroll last year and B. Yancar said it was mid-April. B. Yancar said they have a little bit of time at Water Works for repairs due to no major issues until June. He said they increased the labor budget because they knew they had repairs, so they have \$67,100 in the budget for labor.

The port members reviewed correspondence they received from the finance director who requested amendment of the port's budget for 2019 to include the establishment of a contingency of at least \$16,000 per year. He said Council will approve \$195,000 in the Port Authority's budget for 2019. P. Corogin asked how she got to the \$195,000 and B. Yancar said the finance director is anticipating that the revenue projection should cover \$195,000. He said they have changed the requisition process where they are entered in quarterly and are closed by the end of the quarter. He noted the finance director can change the budget based on what she sees in the revenue stream.

P. Corogin said he is against starting before April 15. B. Carrick said they can always decide at the March meeting. R. Strauss said there needs to be a list of items that must be done and how many manhours they should have. B. Yancar said they already approved the money for these repairs. He said he would also like to give all the restrooms a fresh coat of paint prior to opening. He said he doesn't know how extensive the dock repairs will be, so he would like to get ahead of things. R. Strauss said if the money is in the budget and they start a couple weeks early than how would it be hurting them, especially if the repairs need to be done either way. B. Carrick said they just need to make sure manhours don't eat up their budget. B. Yancar said he will keep an eye on the manhours. P. Corogin said they want to avoid overtime. He asked how much is in the budget to allow these repairs. B. Yancar said \$4,700 is budgeted to repair two plus docks (labor and material/outside-inside labor). He's not talking about opening the port, but getting the repairs done to meet the initial deadlines. \*The port members agreed in giving B. Yancar the go ahead on starting these repairs. D. Miklos said they can discuss this again at the March meeting.

R. Strauss noted in November 2018 they made a motion to increase transient dockage at Waterworks and McGarvey's in 2019 and asked for an update. B. Yancar said they are raising dock rates to \$2.00 for overnights, but some other marinas in their off days have reduced rates at \$1.50 a ft. He wanted to get the boards feelings on this. T. Sommer said he was a no on giving discounts.

**Schedule of events:** Determined as follows:

- Dancing at the Docks: July 26, 2019 @ 7:30pm
- Port Appreciation Day: Tentative August 18, 2019 @ 3:00pm
- Kayak Events: Poker Run – June 16, 2019 @ 9:00 & 9:30 am (Groups)

Restroom Project:

R. Strauss provided an ADA Restroom Addition Proposal for the Vermilion Port Authority for the restroom addition to the existing facility located at 777 West River Road. P. Corogin said there are grant opportunities the port can utilize. The deadlines are February 1 and August 1 to apply for these grants. The proposal came in at \$30,927, and they applied for \$10,000 from the Whiteman Weber Foundation and E. Bulan will apply for another grant. He noted the port must put forth something and he thought maybe they could find some money through donations. R. Strauss reviewed the proposal in depth and reviewed another proposal for the Vermilion Port Authority for the shower and restrooms at the Waterworks Docks in the amount of \$1,350 for the existing shower and baths behind the Water Department to grind the concrete floor and apply two coats of epoxy on floor. He said they need to do this work before the people start using those restrooms. P. Corogin asked if there was money in the budget to work with. B. Yancar said it depends on the long dock repairs. R. Strauss said they probably wouldn't need to start the restrooms until April or May.

Budget 2019

B. Yancar reviewed the Port Authority Bond for the McGarvey's Landing Project. R. Strauss said they could approach council about reducing the amount, so they can discuss it with F. Loucka the Council Representative for the Port Authority. P. Corogin said he would like to cut this payment down.

VTown Insider – B. Yancar said they have a \$3,300 advertising budget and the finance director bumped it to \$4,200. B. Yancar said he would like to review the VTown Insider to see how much duplication it would be with what they already do. R. Strauss said they will give him the go ahead to spend the \$300 for VTown Insider at his discretion.

Executive Session:

**B. Miklos MOVED**; P. Corogin seconded to adjourn into executive session to discuss personnel matters (compensation). Roll Call Vote 5 YEAS. **MOTION CARRIED**.

**ADJOURNMENT:**

R. Strauss adjourned the meeting upon no further discussion at the end of Executive Session.

NEXT MEETING:

March 14, 2019 @ 6:30pm at Ramp Office, 777 W. River Road, Vermilion, OH

-Gwen Fisher, Certified Municipal Clerk