

VERMILION PORT AUTHORITY

March 14, 2019 – 7:00pm @ South Street Boat Ramp, Vermilion, Ohio

Roll Call: P. Corogin; R. Strauss; D. Miklos; B. Carrick. Not Present: T. Sommer

Also Present: B. Yancar, PORT OPERATIONS MGR; F. Loucka, COUNCIL REPR; Bill McCarthy; Mayor Forthofer

Chairman R. Strauss called the meeting of March 14, 2019 to order.

APPROVAL OF MINUTES:

D. Miklos MOVED; P. Corogin seconded to approve the minutes of February 4, 2019. Discussion: B. Carrick questioned whether the minutes should reflect that per E. Bulan's recommendation the Port Authority had to contribute \$5,000 towards the restroom project in accordance to the grant. P. Corogin said they committed to \$5,000 on the application, but they don't know if they're getting the grant. B. Yancar didn't believe this was discussed in the meeting and B. Carrick said it was. G. Fisher said she didn't pick up on the \$5,000 portion from the meeting recording and without her being present at this meeting, she couldn't say one way or another. R. Strauss said they can address this in the discussion tonight during the restroom portion. G. Fisher said if they want to address this tonight in their discussions she will add it into the minutes under the restroom project. Roll Call Vote 3 YEAS; 1 NAY (Carrick)5 YEAS.
MOTION CARRIED.

CORRESPONDENCE/OPEN (Audience) DISCUSSION:

Norm Ruess of Riverside Marina and Dry Dock said four years ago the Port Authority got a grant to dredge the river south of the bridge and he knows the grant was used, but he was inquiring about using the 'Open Lake Dumping Permit'. The river is starting to silt back, in front of his marina and he will need to do some dredging. He did get a permit for upland dredging but it's about three times the cost and rather than overlap permits he thought the Port Authority has a permit in effect that he could use. In the future if they got a permit to maintain the entire watershed, as he understands the Port Authority controls the channels in the Lagoons and has permits for dredging. He wondered if the Port Authority could possibly charge an administrative fee as a revenue stream; maybe \$1.00 per cubic yard to cover the cost of the permit. He will do the dredging himself. P. Corogin said they would need to look at the permit to see how many cubic yards they're allowed to do. B. McCarthy said usually the dredging permit is for the natural channel of the river and once you get past Valley Harbor the channel narrows down to 50'; from the bridge to Valley Harbor is 70', and from the bridge north it's 100' wide. B. Carrick thought everything south from the bridge was non-navigable water, so there's no federal channel. B. McCarthy said it's the natural flow of the river. R. Strauss asked B. Yancar and B. McCarthy to check to see if N. Ruess could use the permit. It was noted the Lagoons has their own permit. P. Corogin said they need to check on the cubic yards because if they use it all up then they're out. B. McCarthy asked N. Ruess if he had a maintenance dredging permit and N. Ruess said yes and he just renewed it, but it's for upland dumping. N. Ruess said he can't dredge until June. R. Strauss said they will investigate this and will get back to him. If the Port Authority can help, then they will bring this issue back to next month's meeting.

FINANCIAL REVIEW:

B. Yancar reported the finance department closed 2018. He conveyed that according to the Statement of Cash from Revenue and Expense (1/1/2018 to 12/31/2018), Fund 214 (Verm Port Authority Spec Rev) had a beginning cash balance of \$7,721.07 and at the end of 2018 they had an ending balance of \$14,153.54. Fund 411 (Port Authority Capital) had a beginning balance of \$16,774.89 and an ending balance of \$3,761.22. He said they spent the money for repairs, cameras, and work around the kayak dock. They averted some of the duck dash money back into this account. Again, the beginning balance in Fund 214 for (1/1/2019) is \$14,153.54 and the current ending balance is \$6,844.02 which is due to encumbrances for utilities, taxes, phone bills, and balloon payments. He said the McGarvey's taxes came due, so the finance department encumbered this money to make the payment, but he did receive a check from Sandusky Bay in February that will reflect this amount which will bring them back closer to the \$14,000.

B. Yancar said this year there will be an audit, so he put together some working documents, including Deposit Logs for Water Works, McGarvey's Landing, and the South Street Ramp. It will include lease deposits, season pass deposits, pump outs, miscellaneous and ice, cash, and credit card deposits. He noted there is a new business in town for jet ski rentals. B. McCarthy said there will be four jet skis and they will have their own contract and will hold the city harmless and will hold his own insurance. This business will offer guided tours.

B. Yancar prepared a new form for a Monthly Launch Recap/South Street Launch Ramp, which is a daily report of operations, which will assist in the audit, as well as a request made to him from the board on keeping track of the number of kayakers. Also, if the Port Authority gets the grant it requires tracking of information. He said another new form entitled "Daily Launch Report" South Street Launch Ramp gives them the ability to track every day. He also provided the board members with a deposit log sheet that tracks special events, donations, and miscellaneous revenue. They will record things like the Poker Run on this form. He also provided a year-to-date sheet for Sandusky Bay recording lease payments and taxes. He said they will break out the deposits monthly for the SS Launch Ramp, Water Works Marina, McGarvey's Landing, Events, Donations, and Sandusky Bay in a Deposit Recap Sheet. He reported year-to-date they have deposited \$16,009.55. The next sheet he presented was a Deposit Recap for Clarion Drive and Water Works Lease Payments. The total lease amount due for 2019 is \$15,150 and they did sell out all their leases for Clarion. He noted that 50% of the lease price was received in 2018 and they will collect the remaining balance in 2019. Therefore, they collected \$8,225 to date and there is an outstanding balance of \$6,925 owed. The next spreadsheet presented was a deposit recap for street-end/submerged land/Riverside lease payments. He said there are two spots open and they will pursue them. He also provided a monthly recap of all lease deposits. Additional new forms include: Cash Position Deposit Recap Sheet (All Revenue) and a Long Term/Seasonal Lease Detail.

He noted additional forms include Dock Revenue, 2019 compared to 3-year average and last years revenue for Water Works Marina, McGarvey's Landing, and the S.S. Launch Ramp. P. Corogin complimented B. Yancar for getting his arms around these new forms as it makes it easier to comply with the Finance Director's request on the audit. He told B. Yancar that he has done a really nice job!

PORT OPERATIONS REPORT:

B. Yancar provided the board with his activity report as of March 14, which is completely up to date. He addressed an item under Exchange Street as one of the dock brackets on the bulkhead needs replaced.

He noted the VPA Events have been finalized to date:

Schedule of events: Determined as follows:

- Dancing at the Docks: July 26, 2019 @ 7:30pm – Terry Kitchen will confirm
- Port Appreciation Day: August 18, 2019 @ 3:00pm
- Kayak Events: Poker Run – June 16, 2019 @ 9:00 & 9:30 am (Groups)
- Duck Dash 500: September 8, 2019 @ 6:30pm
- Leukemia & Lymphoma Society Paddle/Kayak Charity Event: September 21, 2019

OLD BUSINESS:

Port Managers Early Start – R. Strauss conveyed the start time for Bill Yancar is two months early (2/18/19 – 4/15/19) @ 10 hours per week. If he uses any of the employees prior to the start date of April 15, 2019 and there is allowance in the budget then the Port Authority doesn't have a problem with this if he doesn't exceed manhours, as they don't want to pay overtime. B. Yancar noted they never pay overtime.

VTown Insider App - B. Yancar said this is a free app that must be downloaded, and the Port Authority paid \$300 for this app, which breaks down to banners. He said the Port Authority is in five of the banners, which include: events, water activities, local marinas, formal marinas, and town information, which links to the city website. There is a total of 14 banners. There are other things the Port can get into, but he would like to stay with what they have until he gets a better handle on the expenses associated with advertising. He said the Port can have their own banner (Vermilion Port Authority) down the road and once they get their cameras settled in, then they can tie in a webcam. There is another thing called coupons which provides an electronic discount for whatever. There is also a thing called pushes which highlights events. Also, everything on VTown gets pushed to the VTown FB page and eventually they could push to the Port's FB page. He expressed concern about the overall commitment to manage this, so he is looking into it and if he gets to the point where he can manage it properly then FB is the way to go. R. Strauss said they had also talked about getting the word out about the app to their visitors. B. Yancar said they print a sticker that has the WIFI code on it and he was thinking they could put a link identifying VTown on it. B. Carrick asked if they could include putting dock availability on VTown. B. Yancar said so far, he would prefer they would call the Port, but he will keep an open mind on doing this once he gets a handle on it.

Ramp Restroom Addition/Grant Status:

B. Yancar referred to his Activity Report which acknowledges receipt from the Erie County Foundation of the grant request for \$10,000 and a tentative response time of approximately mid-May, as well as the second grant request processed with Michelle Wightman/Karrie Wieber Charitable Foundation for \$10,000; response should be late April/early May.

P. Corogin said each grant is basically the same, but with the second grant they needed more detail on the financial information. R. Strauss and Peter Corogin thanked B. Yancar for getting the grant application in before the due date. It was noted the Port could turn down the grant if they couldn't do the project, as they are not obligated if they need to come up with another \$5,000. B. Yancar said it's based on the upgrade of the ramp restroom facility.

R. Strauss addressed the restroom floors for Water Works and asked the board if they wanted to do any more on this because they would want to do the work before the season opens. He said the floors need to be ground and re-epoxied. The epoxy is loose from the concrete and he

thought the price was exceptionally low and he will make sure this is the price to do the work. B. McCarthy said the epoxy is almost coming up completely in the shower. B. Carrick asked if there is money in the budget and asked what the cure time is for the epoxy. R. Strauss said it should cure in about four to five days and if they want to get moving on this before the season then he will get with the contractor to get the firm price. The price given was \$1,350 for the floor. D. Miklos asked if they can verify the price by next month's meeting prior to deciding whether they want to proceed with this project. R. Strauss said he would get the price and this issue would be tabled to next month's meeting.

McGarvey's Loan (Balloon Payment) – R. Strauss said the Finance Director wanted the Port Authority to increase the budget by \$16,000, but they're not sure how to handle this. He questioned if this would need to go before City Council. B. Yancar said the finance director would like them to start accruing \$16,000 per year. He said there is a \$390,000 balloon payment due in 20 years, so this is where the \$16,000 comes in. B. Miklos said the question is whether they can use some of this money to operate with for some capital improvements and refinance at the end for the balloon payment. B. Carrick said if the recommendation is for \$16,000 per year do they need to follow the request. Mayor Forthofer said its money the Port Authority owes the taxpayers, but if the Port Authority has another proposal then they can present it. R. Strauss said it comes down to what will they need to do if they have other issues come up. Mayor Forthofer said his recommendation would be to come up with a plan and run it by the Finance Director and if it's feasible then it can go before City Council. F. Loucka said the Finance Director is concerned about this balloon payment. G. Fisher wondered if this was something A. Hendricks could run by Sudsina & Associates. F. Loucka said the Finance Director said she was going to do this, so he will follow up with her on this. Mayor Forthofer said the city is going to see if they can get a better bond rating and if so, then they will have more to borrow, so maybe this is something they can negotiate with regards to refinancing. D. Miklos said the question would be if they can take the balloon payment in 20 years and refinance it again. F. Loucka said its more interest down the road. R. Strauss said he would like a plan worked out between the Port Authority and the City.

Vermilion Lagoon Dockage - R. Strauss acknowledged an email he received from B. Carrick questioning why the Port Authority was involved in this matter. He asked G. Fisher if the Port Authority needed to prepare a resolution to support the Lagoons request for modification of Ordinance 86-41, to allow perpendicular parking of watercraft up to 15' in length rather than the 12'. G. Fisher said if the Port Authority is only supporting their recommendation, then they just need to make a motion of support of this request. R. Strauss conveyed this change would apply to the Lagoons area only, RL-1 (north of the bridge).

D. Miklos MOVED; P. Corogin seconded to authorize a motion of support of the perpendicular parking of watercraft up to 15' in length. Discussion: G. Fisher explained that F. Loucka will present this matter to City Council in committee as the Port Authority Representative, and if Council agrees, they will authorize legislation to be prepared to amend this section of the ordinance. B. Carrick said he would like to put a set of eyes on the boats that are there, and if council goes for this then he doesn't think it should go into effect immediately because people have already planned for boat slips this year, so it should take effect during the next boating season. He said it's a city ordinance, so he doesn't think it's the ports matter to address. G. Fisher said it's merely a motion of support stating the Port Authority is okay with their request. She said Council does motions of support on different matters, which just means they agree to something. Mayor Forthofer agreed the Port Authority doesn't have the jurisdiction, but it just endorses the Port Authority's support to allow this to happen. R. Strauss agreed to endorsing their request. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

Navigational Aid – Wireless Antenna - R. Strauss said the Mayor had contacted him regarding this matter because a company was questioning whether they could put a wireless antenna on one of the water towers. He said they had solicited for some companies to do something on the navigational aid, but the only concern is that the Port Authority would like some additional income if they allow them to put an antenna on there. His personal concern is that it's not ugly or horrible looking because it is the city's landmark. Mayor Forthofer said he hasn't heard any more on this, but he would like to be prepared to answer them when they contact him again. P. Corogin said he personally does not have any interest in seeing something on the water tower as this is the city's icon image, unless they understand exactly what it is. B. Carrick agreed, but also thought they should see what financial means they could get from it and what the device is. R. Strauss thought they should be willing to entertain an idea if the rest of the Port Authority was in favor of this. The board agreed as such.

McGarvey's #1 Pedestal - B. McCarthy conveyed that the #1 pedestal at McGarvey's took a pretty good beating from the ice and they found pieces and parts in the ice. He discussed options to deflect and shield the ice in the future. R. Strauss asked what the cost would be, and the board asked him to pursue whether they should take #1 pedestal off and put a yellow plate over it. B. Yancar thought it would cost around \$300. D. Miklos said he would be in favor of removing #1 pedestal and winterizing the others in place. R. Strauss asked them to investigate a bracket or consider pulling the pedestal; the less expensive option. After further discussion, it was noted that this issue will be reviewed at next month's meeting.

Executive Session:

D. Miklos MOVED; P. Corogin seconded to adjourn into executive session to discuss personnel matters (discipline). Roll Call Vote 4 YEAS. **MOTION CARRIED**.

ADJOURNMENT:

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

NEXT MEETING:

April 11, 2019 @ 6:30pm at Ramp Office, 777 W. River Road, Vermilion, OH

-Gwen Fisher, Certified Municipal Clerk