

VERMILION PORT AUTHORITY

March 8, 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.

APPROVAL OF MINUTES:

T. Sommer MOVED; R. Strauss seconded to approve the minutes of January 9, 2019. Discussion: R. Strauss said he was unable to make this meeting since it was not a pre-planned meeting and wanted to clarify this since he was listed as being 'Not Present'. G. Fisher said she still has to note for the record when a board member is not present, so if in the future they go back to those minutes for a specific purpose they will know who was in attendance for those discussions. P. Corogin said he also would like to clarify under the Financial Review on January 9, that the proposed budget "expenses" reflects an increase from \$175,205.59 to \$179,334.59 (*emphasis on expenses*). Roll Call Vote 5 YEAS. MOTION CARRIED.

ELECTION OF VICE CHAIRMAN:

D. Miklos MOVED; R. Strauss seconded to appoint B. Carrick as Vice Chairman for 2018. Roll Call Vote 4 YEAS; 1 ABSTENTION (Carrick). MOTION CARRIED.

CORRESPONDENCE/OPEN (Audience) DISCUSSION:

Vermilion resident Tim Johnson said he got involved with Hank Parker, a well-known professional bass fisherman in the United States who airs on ESPN and created Hank Parker's Outdoor Magazine. Hank Parker would like to shoot a television show out of a local port here. The show would shoot six times on ESPN and six times on the Outdoor Channel. They need a sponsor and before he went anywhere else he wanted to come to the Port Authority or Chamber to consider sponsoring this event. Hank Parker is one of the biggest names in sport fishing out there and he would draw a lot of attention to the area, and this would be primarily for walleye fishing. He is a Bassmaster Classic champion and he wants to shoot a walleye fishing show on Lake Erie sometime in May. The sponsorship fee is \$5,000. T. Sommer thought somebody could house Hank Parker and his crew. Tim Johnson said he offered him a boat to use but he will be using his 23" Bay boat. He noted that Bobby Williams will be filming the show. He along with another local resident will be doing this show out of one of the ports. He understands they will pay for their own lodging and meals, and all they are looking for is the \$5,000 sponsorship fee to shoot the show. They will showcase the town, the port, and the fishery out of the port. P. Corogin said it would be difficult for the Port Authority to sponsor this fee, but maybe they could ducktail in with the Chamber and Main Street Vermilion. R. Strauss thought possibly the dealerships in town may want to sponsor on the travel tourism side. D. Miklos said the timeframe is tight if this is happening in May. T. Johnson said they also need to work around his times. They will let them know within two weeks of coming so the word doesn't spread too soon. He will put Bobby Williams in contact with someone from the city. P. Corogin said Main Street and the Chamber should be consulted (Marilou Suszko and Sandy Coe) and he would be happy to coordinate this. However, he didn't know how the Port Authority could justify \$5,000, but they could offer the ramp with no fee. T. Johnson said the walleye fishing industry is the largest growing fishing industry in the world right now and something needs to be done to draw fisherman to this port in Vermilion. The lack of parking at the ramp was brought up by Bill McCarthy and T. Johnson said in Lorain they have shuttled people. T. Johnson said this is a good way to bring attention to this Port. P. Corogin said they need to get in touch with Main Street and the Chamber because they are the parties who know how to get sponsors from the businesses. B. Carrick said he was willing to help in anyway and he doesn't see how as a

community they can't get this done. P. Corogin said he would contact Marilou and Sandy tonight to set up a time for them all to meet. The Port Authority was in agreement on helping to get this going.

P. Corogin noted that Port Authorities are required to submit an annual report to the Director of the Ohio Development Services Agency (Development). This report shall collect information regarding the projects and activities of the Port Authority during the previous calendar year. He said that Bill Yancar is handling this report on behalf of the Vermilion Port Authority.

B. Yancar addressed two letters the Port Authority received requesting donations towards the Chamber for \$85.00 and Vermilion in Bloom for \$100. This is done on a yearly basis.

R. Strauss MOVED; T. Sommer seconded to approve the donation to the Chamber of Commerce for \$85.00 and a \$100.00 donation to Main Street Vermilion (Vermilion in Bloom). Roll Call Vote 5 YEAS. MOTION CARRIED.

FINANCIAL REVIEW:

B. Yancar submitted a revised copy of the budget that recognizes everything the board approved to date. It also realigns the accounts to the original way of accounting. There is no financial impact in doing so. The budget doesn't include increasing the budget for the kayak installation and for the repairs of the pump out dock.

P. Corogin addressed the third page of the 2018 Projected Revenue and Expense Budget Recap spreadsheet and noted the revised 2018 projected revenue in fund 214 as \$176,924.00 and in fund 411 the projected revenue is \$10,500.00 bringing the total projected revenue for 2018 at \$187,424.00. B. Yancar said the 411 account will roll into the 214 account. The 2018 Projected Expenses in the 214 fund is \$179,334.59. He said there will be a best practice in 2019 on how they develop budgets per the finance director. He said there is \$16,000 left in fund 411 that will be transferred to fund 214. He noted the PERS hadn't been deducted previously which is \$8,000. He said the budgetary numbers are not official, but it could be close. He can't tell the board what specifically impacted it at this point. He should have more information by the next meeting, but would email the board if he has additional information prior to the next meeting.

D. Miklos asked what the unexpended balance is; is this money that will come back to them? B. Yancar said this is before they take out the encumbrances. This is what generates their balances. P. Corogin said once he finds out the difference in numbers from November to December then he would like a little recap so the board knows. B. Yancar didn't feel their revenue is too far off and \$239,000 is showing as the year-to-date revenue. D. Miklos thought maybe they could track their expenses on some type of accounting software and wondered if this was feasible since they don't always get real time numbers. P. Corogin thought it was a waste of time because you would be turning the port operations into an accounting function, but he thought his point was warranted. R. Strauss said they seem to have a general idea. D. Miklos said it's not always what they expect and they would hope it wouldn't turn around and bite them. B. Carrick said it shouldn't be too difficult in tracking their expenses. B. Yancar said they don't receive electrical or phone bills so it's not always easy to track all their expenses. A lot of the bills are redirected to the finance department. P. Corogin told B. Yancar that he's pretty much on top of everything and is doing a good job. B. Yancar said the finance director is determined for all departments to have records and reports on a timely basis. G. Fisher said the finance director is committed to getting these reports to council on a timely basis as well and feels confident she will do a good job. D. Miklos said they have big decisions on projects and they just need to know if they can pay for them.

Bill Yancar said their biggest cost is payroll, but noted McGarvey's will be paid off this year. B. Carrick didn't think all of it was being paid off. The improvement portion will, but not the

property stated B. Yancar. P. Corogin said they are working their way out of some of their debt, which will free up some money for them in the future. It looks like they are going into the year with around \$18,000. P. Corogin asked what he is projecting for McGarvey's. B. Yancar said they got \$12,000 last year and he is projecting \$11,000 for this year for the Quaker Steak Threshold 2% payment.

- SS Office Building Repairs to Soffit/Roof - B. Yancar said they should discuss the repairs on the Ramp Office and T. Sommer said it's estimated around \$5,000 for the mansard. There is moisture and over a period of time it can rot and you cannot cover it up.

T. Sommer MOVED; P. Corogin seconded to approve the expenditure of \$5,000 to replace the mansard at the SS Office. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

- ADA Kayak Dock Bulkhead Installation - B. McCarthy said they need to discuss whether they want to go with steel sheeting or riprap. P. Corogin said they reviewed the location with Justin Miller and B. McCarthy had explained his idea of an 8x8 pad and the receiver concrete has to be beefier. Many ideas were thrown around from Justin Miller and David Phillips and they came up with an idea of a 10x10 pad, so D. Phillips could drive his excavator on it. J. Miller and Bill McCarthy came up with an idea of putting in sheet piling and then pour a pad and make it one closed system. P. Corogin said that J. Miller went to Americut and didn't get a good reception of scraps. If they do sheeting they will need a permit from ODNR. He said they could do a pad and protect the corners with riprap and then maybe determine after a couple years if they need sheet piling. He noted that J. Miller doesn't have a price as of yet, but said it would be a week job for him. Therefore, he will work up a price with a concrete pad with the riprap. B. Carrick said in talking with Herk he might have some sheets, but felt riprap would be more cost effective. Upon much discussion, P. Corogin said they would have Justin Miller give them a lump sum price on what he discussed. B. Carrick said it's great they will have a handicap dock but they should discuss a handicap sidewalk to get there because it's gravel. T. Sommer said there is a Mobi-mat they put at the city beach and they may be able to get one through a grant. B. Carrick said his estimate for a 10x10 concrete pad is \$4,000 - \$5,000, but if they throw in the riprap option his estimate is \$6,000 - \$7,000. B. Yancar said for all three projects they have \$7,000 available. P. Corogin said they will come back with a firm price in April. B. Yancar said they may have additional revenue from the Kayak group in events they may be bringing to Vermilion, including donations. P. Corogin said they should have a meeting with the Kayak girls to discuss fundraising and advise them how the Port is short on funds, so maybe they can help. Handicap signage was also discussed.

- Pump out Dock Repair to Waterworks - B. Yancar said the assumption is the tank and the rest of the docks are intact. This repair would be to the attaching framework on the dock and break wall repairs. The estimate from Kuhn Fabricating was \$3,432.00, which excludes welding; the estimate from Intertek LLC is \$3,550.00, which includes all welding, labor, and galvanizing. B. McCarthy received an estimate from Ahner Fabricating for \$2,781.00, including welding, labor, and galvanizing.

T. Sommer MOVED; D. Miklos seconded to approve the quote from Ahner Fabricating in an amount of \$2,781. Roll Call Vote 7 YEAS. **MOTION CARRIED**.

- Kayak To Do List - B. Yancar provided the port members with a proposed Kayak "To Do" list, which is attached hereto and incorporated herein as part of the official minutes. In support of the new kayak facility and the goose droppings they will need power and water. The pole will support any electrical they have. The wire and two new security lights were run and electrical service will be run down the pole. If they are running a line underground then Chris Jansen from Waterworks can do the work. However, they need to dig a trench and would need to approach the service director for approval to have Chris run the electrical connections. They need to secure pedestal (1 or 2) or equivalent related fixtures for utilities connections. They

have one Clarion Street dock style pedestal in a container and they may want a second pedestal near the boat parking lot for “kitchen” utilities for Appreciation Day and Kayak related festivities. B. Carrick asked if they will allow anyone to fish off the kayak dock and B. Yancar said no and they will post signs.

P. Corogin said they need to establish some sort of a budget for these projects, but noted most of it can be done in house. B. Yancar said ‘all other’ items listed on the “To Do” list are suggestions for the board to think about. T. Sommer suggested purchasing weed killer from Rural King. B. Yancar said they may want to consider putting the dumpster in another location. T. Sommer also suggested running fishing line down the dock posts at the end of the season which will keep the geese away. P. Corogin said the cardboard Coyotes are a goose poo deterrent. B. Yancar said he put security cameras on the list and is in favor of having them at all of their locations. Further discussed ensued and P. Corogin asked him to research and investigate security camera suggestions and come back to the board with his recommendations.

-Clarion Drive - B. Yancar said he contacted all the lease holders and three leases were not renewed. They only have 99’ of open dock space. They have two new lease holders and one paid in full for the season. T. Sommer asked when the last increase was done at Clarion because they need open dialogue on this. B. Yancar said at Exchange all three dock spaces will be “Lease only”. He noted that Pinter paid half of their 2018 dockage fee. The board said they need to review this. P. Corogin asked if they would want a pontoon to dock at Clarion. R. Strauss thought it would take up two spaces. P. Corogin said somebody in the Lagoons has a pontoon lift and it needs to be removed, so he may be looking for a spot. Several options were discussed and the board didn’t have a problem with leasing the space at Clarion if this person was interested. D. Miklos suggested advertising the open space on the Port’s Facebook page. B. Carrick said their Facebook page has disappeared and isn’t certain why. P. Corogin said if they have a Facebook page they need to incorporate rules on what they post and decide on an administrator, and clarify how it’s managed. It needs to be Port Authority related postings. B. Yancar asked if they still want the Go Daddy website for vermillionportauthority.com. The board didn’t think the site was necessary because they are on the city’s website and if they have a Facebook page this should be sufficient. However, they said a decision didn’t need to be made at this point.

B. Yancar wanted to make sure they have a ‘Log Policy’ in place. He said if any of the logs are in the Lagoons then the Port Authority doesn’t get involved. Also, if floaters don’t pose a threat then they will not address them. T. Sommer said G. Adams has said he will haul a log if it’s in the navigational channel and will haul to the ramp. It was noted that they didn’t believe the boat could go under the bridge. B. Yancar said floaters/dead heads posing a threat can be towed to the SS Ramp for disposition. If Port employees are used to accomplish tow, cost will be shared by the Port and Police Department. He said processed logs that are junk wood will be offered to the public “free of charge”. All split lumber will be “sold” to the Public. T. Sommer suggested selling the logs for \$25 per bundle which covers the labor of splitting them. It was determined that if the logs are processed then they need to establish a selling price. B. Yancar thought the deal was that the Port would handle the logs with ‘Blue’. P. Corogin said if a log is in the channel and posing a threat and the police boat can’t get it, then the Port will retrieve the logs.

B. Yancar provided the board with a startup list of the employees for the 2018 boating season. He said he increased Bob and Tanner’s pay rate by \$1.00. P. Corogin asked the board to discuss when they wanted B. Yancar to start on the payroll for 2018. B. Yancar said they had talked about mid-April. T. Sommer said the 15th has been the norm in the past. B. McCarthy said in the past they have spent time doing dock work starting April 1, weather depending. P. Corogin said they should try for April 16 weather depending. B. Yancar said he will relay to the kayak ladies that the target date for installation of the kayak dock will be around Memorial Day.

B. Yancar submitted his expenses to the board in the amount of \$139.45 for miscellaneous office supplies, file boxes, and straps to secure the docks.

D. Miklos MOVED; R. Strauss seconded to approve the expenses submitted by Bill Yancar in the amount of \$139.45. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

-ADA Restroom Building - T. Sommer discussed the ADA Restroom Building and said the target price of selling the building is around \$15,000. He noted that economically locating the building behind the ramp office is the most accessible. He wants to make sure the building department will permit them locating the building 5' to 6' feet off the ramp office. He said it's a like-use type of building and they only occupy it six months out of the year. T. Sommer told the board not to worry about the install of the building. R. Strauss reviewed his budget that he prepared in 2012 to add an 8' handicap addition to the ramp office. He noted to relocate the pumps will be an expense. B. Carrick prepared a cost analysis of various options, which also included prevailing wage scenarios that he reviewed thoroughly with the board. His costs estimated varied on all options from \$41,047 - \$45,675.60. Much discussion followed on a location along with the summary of the project. D. Miklos said this may be a project they would need to get a loan on because they don't have this money in their budget as the cost estimates seem pretty high. P. Corogin asked B. Carrick to firm up his prices according to locations and the discussion at hand. T. Sommer said the handicap ramp price proposal seems high and he will have his guy give him a number. He said the proposed location doesn't impede on their parking lot. R. Strauss said if B. Carrick firms up the numbers they won't change a lot from his proposal. P. Corogin said because they don't have funding they have time to hone in on the utilities and electrical issues. B. Carrick said he really needs to talk to the city on some of these things. P. Corogin said there will be a significant investment in this restroom. T. Sommer said with the foundation and ramp they may be around \$25,000, but as far as water/sewer and electricity, he wouldn't know what the estimate would be. D. Miklos asked the board if they would consider doing a loan for this project. R. Strauss offered to review B. Carrick's estimates. P. Corogin said they need to narrow the project down to a location and firm up the numbers, and then they can review it again next month.

B. Carrick wondered if they could scan documents that are presented to the board and attach it with the meeting minutes. P. Corogin asked G. Fisher if this is something she does with other boards. G. Fisher said they receive a lot of documents with all boards and commissions, including council, and if she scanned all documents to be attached to the minutes, then all that information would be sent to the newspapers and anyone on the distribution list. She noted she files all documentation by year, which is always accessible. She said the minutes are the official record of proceedings. P. Corogin thought it would be tough to request this.

B. Carrick addressed electrical issues at McGarvey's which is caused by the parks maintenance of the flower beds, and the fact that outlets aren't working. He wondered if this is something the parks maintenance department can handle. P. Corogin said this is really the volunteers from Vermilion in Bloom. B. Yancar said it's just dirt around them so they can address this and P. Corogin confirmed they can clean it up. B. Carrick said the sprinklers go off around 9:00 - 10:00 p.m. and should go off at a different time. P. Corogin said the sprinklers are on a timer and they can program it. R. Strauss said you don't want to water during the night because it can cause disease and fungus in the grass. He suggested talking with Terry Pena on the ideal time to water. P. Corogin said they will contact Terry Pena on his recommendation.

ADJOURNMENT:

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

NEXT MEETING:

April 12, 2018 @ 6:30pm; Meeting Place - Ramp Office, 777 W. River