

VERMILION PORT AUTHORITY

November 8, 2018 - 6:30pm @ 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.; F. Loucka, CITY COUNCIL REP.

P. Corogin called the November 8, 2018 meeting to order.

APPROVAL OF MINUTES:

R. Strauss MOVED; D. Miklos seconded to approve the minutes of October 11, 2018. Roll Call Vote 5 YEAS. MOTION CARRIED.

CORRESPONDENCE/OPEN (Audience) DISCUSSION:

Wrenna Harris was present to observe the board for her college class.

FINANCIAL REVIEW:

B. Yancar provided the port members with the September 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 at the end of September was \$168,026.64; the net expenses YTD were \$128,260.38 - leaving an ending balance of \$39,673.83, which is \$5,000 more from the Port's last meeting. The 411 "Port Authority Capital" fund has an ending balance of \$3,114.47. There are no plans to touch this fund as they will start building the fund which can be used towards future capital projects.

Pursuant to the Deposit Recap Sheet, B. Yancar noted they took in \$26,205.81 and in the month of October they took in \$4,736.06, and \$2,996.00 in November. The YTD revenue totals \$158,472.26. This amount reflects then South Street Launch Ramp, Water Works Marina, McGarvey's Landing, Events/Misc. Rev., Donations, and the Sandusky Bay payments.

The monthly recap of lease deposits year-to-date for Clarion Drive and Street/Riverside total \$30,033.75. Therefore, the total revenue collected is \$188,506.01. The projected revenue for 2018 was \$187,424. He noted all leases were mailed in September and half the lease payments were due back by October 31. To date, all lessees have paid their first half lease payments. T. Sommer asked B. Yancar if he contacted each lessee regarding their payment and due date and B. Yancar said he did follow up with each lessee. The lease for Riverside doesn't get mailed until January for collection in January/February.

B. Yancar reported on the following dock revenue for 2018 compared to three-year averages and last year's revenue for the following: Water Works Marina dock revenue year to date totals \$46,127.05. In September, they received \$6,877.00 with a three-year average of \$47,953.31, so they are down 3.81% according to the three-year average. The McGarvey's Landing dock revenue year to date totals \$16,480.50 as they received \$86.00 in the month of October. The three-year average is \$19,403.67, so they are down about 15.07% according to the three-year average. The South Street Launch Ramp dock revenue for the month of October totaled \$1,911.00 which amounted to \$31,682.00 in total revenue year to date - three-year average is \$25,598.67, so they are up 23.76%. In recapping the total dock revenue in 2017 compared to 2018, they are down for all three locations about \$677.59 or -0.71%.

T. Sommer advised B. Yancar that Tim McCann would like to dock at McGarvey's Landing in 2019 and thought it would be worthwhile to approach him. B. Carrick asked if they could potentially put a boat or two more at McGarvey's more than just transient. B. Yancar noted he didn't get a chance to investigate this, but it may be a possibility that he will research.

B. McCarthy asked if they were able to keep track of the kayak dock revenue and B. Yancar said he will begin tracking this revenue starting in 2019.

B. Carrick MOVED: D. Miklos seconded to approve the financials as submitted. The port members asked him to email them the October financials. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

PORT OPERATIONS REPORT:

B. Yancar provided the board with his activity report as of November 8. He advised that the water plant clearwell issue caused them to lose the huge pine tree as it blew over due to the possible saturation of the ground. R. Strauss addressed Docks #3, #4, #5 and #6 as they need significant repair prior to reinstallation in 2019. B. Yancar said they need to include the repair costs in the budget. Further discussion followed on dock repairs.

P. Corogin addressed the sign restoration at the South Street Ramp and McGarvey's Landing and stated that B. Yancar is exploring the idea of asking art students from the Vermilion High School to work on them as a winter project.

Restroom Project: B. Yancar said the Port Authority needs to agree on a restroom concept. He provided a list of pros/cons to upgrade the existing facility at the South Street Ramp or a trailer concept that is ADA compatible. He wasn't certain about the trailer esthetics. T. Sommer said the trailer could be put on the property with no problem and they can meet the ADA ramp situation as the current ADA ramp at the Ramp office needs to be addressed as well. B. Yancar said he doesn't have anything against the trailer concept, but he thought upgrading the existing facility will have hose cleanable surfaces with minimal exterior maintenance. He has all applications to move forward, but he needs to know which concept they are leaning towards. Permit costs will be waived through the city. However, the Port Authority will have to incur any professional services that are needed. Also, a permit from ODNR could cost between \$450-\$600. P. Corogin asked the members their thoughts on what concept they would rather have. R. Strauss favored the ADA port a john they had available this year at the South Street Ramp. B. Yancar said he is planning on putting the port a john back again next year. He said if they upgrade the existing facility they need to make it ADA accessible as it currently has no handrails and they need to enhance the lighting, etc. T. Sommer said his only concern with the trailer concept is where they can catch the sanitary. Bill McCarthy said they may be able to put in a force main that goes over to the sewer plant. Randy Strauss really didn't want to see another temporary type of building but would rather have a permanent type structure. T. Sommer said it comes down to how they present it and what will serve the players, and then they need to look at the budget. P. Corogin said he has done research on some grants and is cautiously optimistic that they can get some money for the restrooms, so he is hoping he can drum up some interest at the Erie County Community Foundation along with other foundations that can be melted in with a match. He thought they could raise some money this year to do this project if it's in the \$20,000 - \$25,000 range. R. Strauss thought this was a safe number depending if they must build in prevailing wage. B. Carrick said cost wise he thought adding on would be most effective because they would have to upgrade their electrical system. He said they should wait until the first of the year to see how much money they have and if they can get a matching grant.

P. Corogin said they should work up a budget for both options and D. Miklos agreed they need to work up budgets for each project so they can make a better-informed decision. P. Corogin asked T. Sommer to work up a budget encompassing everything for the trailer option. He asked everyone if they were in favor of livening up the restrooms at the launch ramp and B. Carrick felt two restrooms at the launch ramp were advantageous. B. McCarthy said the porta john really helped this season and feels they have the need at the launch ramp. B. Yancar said they have families that camp out until the early morning hours. After much discussion, the port members agreed to compiling budgets to upgrade the existing restrooms at the South Street Launch Ramp. T. Sommer said they need to figure out what location better serves their customers and cautioned that there could be issues within the floodplain. They also need to figure out where to tie into the sanitary. B. Carrick said he would work on a comprehensive budget and R. Strauss will also get some prices from his subs. P. Corogin asked B. Yancar where he would like to see the restroom and B. Yancar said he would like to add to the existing restroom at the launch ramp as they have the hose out option. P. Corogin said once they obtain prices they can decide whether they can afford to do this restroom project.

Waterworks Restroom – D. Miklos said he ran into somebody who commented on the Waterworks Restrooms who they thought were fabulous. R. Strauss said they may want to do something with the floors and put a partition in the shower with a lock. P. Corogin asked the members if they were in favor of renovating the Waterworks restroom and the members felt this wasn't a high priority but discussed exploring flooring options, developing specifications and pricing it out. R. Strauss said he can get a flooring contractor to look at the existing floor and then get suggestions on what is the best flooring product. He didn't think they would need any plumbing changes. T. Sommer said he would also talk with the person who did his garage floor.

Advertising – B. Yancar had an opportunity offered to him from Lake Erie Shores & Islands to put in an ad in their travel guide. Through investigation, he found that in 2014 the Port Authority was spending \$2,200 - \$2,400 for advertising and this year they spent a \$1,000, so they have been cutting back on a regular basis. He feels they have real need to get out into the general public to attract more business and he didn't think they could accomplish this through the Vermilion Photojournal with their general circulation. They can continue to use them for local events and general advertising. He mentioned that Lake Erie Shores & Islands are on social media and twitter, and have an online presence and website, along with the distribution of 375,000 books. So, for \$750 they could have an ad in their book as well as being listed under their boating and map detail. Therefore, he recommended to the Port members to proceed with this \$750 advertising as they have room in their budget.

T. Sommer MOVED; D. Miklos seconded to approve advertising in the 2019 Lake Erie Shores & Islands Travel Guide for an expenditure of \$750.00. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

Resolution 2018SLL-002 – The Port Authority received a request for a resolution as required by the Ohio Department of Natural Resources (ODNR) and the Army Corps of Engineers for a shore structure on the submerged lands of Lake Erie adjacent to the property: PP#: 0100001102040 (4372 Edgewater Drive – Cope).

D. Miklos MOVED; T. Sommer seconded to adopt Resolution 2018SLL-002 for Cope – 4372 Edgewater Drive. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

2019 Proposed Budget Items:

Camera Installation - B. Yancar addressed high dollar projects for 2019 which includes camera installation. He said Dale Reising provided a camera install program for the South Street Ramp, McGarvey's Landing, and Waterworks Marina. He reviewed all proposed locations with the port members. He explained the McGarvey's Landing location was proposed to be mounted on the handicap dock pole and he recommended they install a camera at this location first as they can get a view of the whole boardwalk and Clarion which could help the Port Authority pick up revenue as they will have a consistent watchful eye on McGarvey's. Further discussion ensued on the technical aspect of the camera installation and wiring. B. Yancar said initially when they installed the camera system at the South Street Launch Ramp they hit a few bumps, but with additional learning on the camera process he thinks from a security standpoint it's all very positive.

D. Miklos MOVED; B. Carrick seconded to include \$1,000 in the 2019 budget for the camera installation at McGarvey's Landing. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

Dock Repairs for 2019 - B. Yancar provided the port members with a list of extended dock repairs at Waterworks (estimated cost - \$4,000) and Exchange (estimated cost - \$700), which includes manhours and materials.

T. Sommer MOVED; D. Miklos seconded to include \$4,700 in the 2019 budget for dock repairs at Waterworks and Exchange. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

Kayak Parking Lot - B. Yancar said if the Port Authority chooses to upgrade the parking lot near the kayak dock it could cost around \$16,000. P. Corogin said they would need to determine if this would be a high priority project. T. Sommer said he would rather see them repave the main parking lot at the launch ramp. B. Yancar said he proposed \$2,000 for repairing and patching the main parking lot.

Audit Expenses - B. Yancar conveyed that the finance director feels the Port Authority needs to budget at least \$1,000 for audit expenses in 2019.

D. Miklos MOVED; T. Sommer seconded to budget \$1,000 for audit expenses in 2019. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

Reimbursement Expense - Port Operations Manager- **D. Miklos MOVED**; T. Sommer seconded to approve the reimbursement of expenses submitted by Bill Yancar in the amount of \$353.02. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

2019 Budget Review:

B. Yancar said according to the 2019 projected income based on everything they know, they are pretty much at the same place they were in 2018, which is estimated at \$187,666.25. They will continue to deposit \$3,000 from the duck race each year into the capital fund (411) to build the fund. Maintenance and repair items included in the budget is the norm.

T. Sommer MOVED; R. Strauss seconded to increase the transient dockage rates at Waterworks and McGarvey's in 2019 from \$1.75 to \$2.00 per/foot, which could increase their revenue by \$8,958.01. *Discussion:* The last time rates were increased were about five years ago. R. Strauss had no problem with increasing the rates if they weren't pricing themselves out. T. Sommer noted the Yacht Club is at \$2.00 and this amount seems to be in line with surrounding marinas. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

T. Sommer MOVED; R. Strauss seconded to approve the 2019 Projected Revenue and Expense Budget as submitted by Bill Yancar, Port Operations Manager, with additional costs in the amount of \$7,450 as discussed and voted on above. Roll Call Vote 5 YEAS. MOTION CARRIED.

P. Corogin conveyed that the Lagoons Waterways Committee has been asked to review and make recommendations relative to the proliferation of floating docks, jet skis, rafting boats, multiple number of boats docked at one residence, and watercraft docked perpendicular to docks. When the code was written years ago there weren't jet skis or floating docks; now it's a way of life on the river. These are designed to be perpendicular to a bulkhead. The problem comes in when people have a jet dock and put a 30' boat on it which sticks out into the waterway, or if a person has a 50' dock and has four jet docks and a 28" boat. There is a Lagoons issue that the number of feet you can have cannot exceed the width of your dock according to the old rules. The Lagoons has a special zoning district. There has been no enforcement in the Lagoons and there are about six violators. The Lagoons Trustees are looking at ways on how to enforce this due to complaints to the City, so the Mayor has asked the Port Authority to provide guidance and review the ordinance and come up with some recommendations. R. Strauss said they can make a recommendation to city council who would have to amend the ordinances.

B. McCarthy asked what the ordinance states now and R. Strauss explained as the code reads - there is no rafting of boats except on a temporary basis up to 72 hours. B. Carrick addressed Section 1282.10 of the Codified Ordinances that states: (b) No dock, pier or structure shall extend into the navigable waterway more than forty feet (excluding any distance cut back into the shoreline or riverbank to accommodate such dock or pier. (c) The length of any dock or pier shall not exceed twenty-five percent of the width of the navigable waterway at that point (exclusive of any cutback referred to in subsection (b) hereof).

P. Corogin said some challenges they have is when the Lagoons was platted in the 30s there is inconsistencies of where some lots go out into the Lagoons, so you have some lots that have ownership further out beyond what they're saying you must do, so it becomes an issue. As an example, he said T. Sommer lives on a federal channel and has 25' out into the river according to his deed. B. Carrick asked how they define navigable channel; is it a navigable federal channel? P. Corogin said the Lagoons is not federal and enforcement falls under law enforcement.

R. Strauss said the Port Authority can relay to City Council that they don't have an issue with what the Lagoons is proposing. P. Corogin said the Lagoons zoning goes south of bridge as well.

F. Loucka said the Lagoons should be treated separately because it's a private waterway. B. Carrick said he would rather table this matter now and put a set of eyes on it.

P. Corogin said when the ordinance was written there were no jet skis, and the Lagoons is asking how they should address a jet ski issue. When this code was written there were wood docks that would be tied up parallel to the bulkhead and now you have perpendicular docks. The Lagoons would like a recommendation to review and revise the ordinance on how it would be enforced. R. Strauss said under the Boat Dockage definition it defines "Watercraft" as meaning any pleasure boat, other vessel, raft or any other object designed to float upon the surface of the water. Therefore, he believes jet skis would fall under this meaning. He thought the Lagoons should go to City Council rather than the Port Authority. G. Fisher said she could possibly research codes from other communities. She said they could put this on a Council committee agenda in early 2019 at a request made directly to City Council. P. Corogin said he would relay this to the Lagoons Association.

In closing, the port members discussed closing for the season and B. Yancar said they will continue to take phone calls, collect mail, make bank deposits, etc. P. Corogin said B. Yancar will still be doing things for the Port Authority well beyond November 15 and it's not fair that he isn't compensated for performing these jobs. T. Sommer asked B. Yancar to monitor these duties and track his hours during the winter months and report to the Port Authority in March or the next time they meet. R. Strauss said they need to discuss what would be fair to compensate him for these additional hours. P. Corogin said he will meet with Bill Yancar over the next couple of weeks to talk about how many hours he thinks he will put in over the winter months.

ADJOURNMENT:

B. Carrick MOVED; P. Corogin seconded to adjourn the meeting upon no further discussion. Vote 5 YEAS. **MOTION CARRIED.**

NEXT MEETING:
TBD for March 2019

-Gwen Fisher, Certified Municipal Clerk