

## VERMILION PORT AUTHORITY

November 9, 2017 - 6:30pm @ Vermilion Municipal Complex, 687 Decatur, Vermilion, OH

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

*Also Present:* B. Yancar, PORT OPERATIONS MGR.; F. Loucka, COUNCIL REPR

---

**R. Strauss MOVED;** D. Miklos seconded to approve the minutes of the October 12, 2017 meeting. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

### **CORRESPONDENCE:**

B. Yancar reported recently the Sandusky Bay Company did some changes with pipes so the entire line down to Huggy's is plastic. They asked Bill Yancar if the Port Authority would like to provide them with a cash contribution towards their bill, or a reduction in lease payment. P. Corogin pointed out the lease has them paying for 100 percent of the maintenance. It was noted that a formal direct request was never made to the Port Authority for their contribution towards this bill. Therefore, the board wasn't in favor of contributing since the lease has been in place for a long time.

B. Yancar was in receipt of correspondence which needs the Port Chairman's signature to put Mayor Eileen Bulan on the Natural Resources Assistance Council. This helps her network with people and helps with grants.

**B. Carrick MOVED;** P. Corogin seconded to authorize Chairman, Todd Sommer to affix his signature to the correspondence. Vote 5 YEAS. **MOTION CARRIED.**

B. Yancar noted there was conversation between Randy and Todd relating to the fact that the Parks Board used Clarion as advertisement for the park levy but they are doing nothing to maintain it. B. Yancar said the Port maintains lawn care and the trash.

**T. Sommer MOVED;** D. Miklos seconded to recommend asking the Parks Board if they would like to maintain the green space on Clarion. Vote 4 YEAS; 1 ABSTENTION (Corogin). **MOTION CARRIED.**

B. Yancar asked the Port members if they wanted to keep the vermilionportauthority.com domain name for a fee. P. Corogin said the city had lost its domain name in the past so the port grabbed theirs. However, every year they have renewed it. After discussion, it was agreed by the members to allow the Port Operations Manager to manage handling this from here on out.

P. Corogin said they received correspondence from Attorney Stumphauzer noting the Haverfield invoice issue has been closed.

**B. Miklos MOVED;** T. Sommer seconded to reimburse P. Corogin in the amount of \$103.26 for the money he spent to maintain the Vermilion domain name in the past. Roll Call Vote 4 YEAS; 1 ABSTENTION (Corogin). **MOTION CARRIED.**

### **FINANCIAL REVIEW:**

B. Yancar submitted for review the Statement of Cash from Revenue and Expense, and Fund 214 (Vermilion Port Authority Special Revenue) has an ending balance of \$43,382.54 as of the end of August. The total revenues through November are \$225,743.00, excluding leases. He reported he has received some payments towards the 2018 leases, but they were not included in the total revenue amount. In 2017, they collected in leases the amount of \$23,365. What is not recurring in these numbers is the bench project (\$11,785) and the kayak grant (\$40,000 – Lake Erie Electric) because it isn't part of the normal revenue stream. The normal revenue stream this year has increased by \$40,000 as it's a total of \$197,323.00. P. Corogin stated in 2015 the revenue was \$164,000 and in 2016 it was \$157,000. He asked where the additional revenue came from this year. B. Yancar said it was basically from Water Works for the full summer season. They don't have a year to date expense reporting yet, but they are hoping to receive it soon. When they close the books at the end of the year they are going to reclassify the 411 (Port Authority Capital) account, as there is one final \$10,000 loan payment. This account was established specifically for the Water Tower loan and since it's paid off they will add approximately

\$17,000 to the 214 account as far as revenue goes. Next year, when they have the Duck Race this will go into the 214 Account. However, the total in fund 411 is uncertain at this time until they get an up to date accounting of the fund. B. Yancar said he is figuring it will be closer to \$26,000.

B. Yancar provided members with a monthly recap of lease deposits. He noted the Water Works lease payments had a 10 percent increase compared to 2016. He reported year to date dock revenue for McGarvey's Landing is down 20 percent. The S.S. Launch Ramp is up about 5 percent. In total of all areas they are up about 5.4 percent. P. Corogin praised B. Yancar for his financial reporting in 2017.

B. Yancar reported the kayak/canoe dock will be shipped to the city on November 15. It will be shipped fully assembled on a flatbed (wide load). Storage of the dock was discussed and T. Sommer said they could possibly store it on Jerusalem Road. G. Fisher suggested storing it at the Service Center with the approval of the Service Director. She thought it would be better to keep it behind the locked fence area. B. Yancar said he would contact T. Valerius to see if they could ship and store it at the Service Center.

### **PORT OPERATIONS REPORTS/OLD BUSINESS:**

B. Yancar provided the members with potential/actual projects for Water Works, McGarvey's Landing, South Street Ramp, Exchange Street, Clarion Drive, and general as submitted: (Red print shows additional discussion and updates since last month's meeting)

#### Water Works Marina:

1. Inspected catch basins black top for possible repair. Black top sunk around basins, Tony V. checking on free repair patch by city or Herk. **City work on water lines has caused multiple cleanups of debris from driveway and catch basins.**
2. Valley Harbor has pulled docks. **Dock 5/6 has a leak in the steel tank. Due to location of leak, we will install a steel strap and 1 additional float to resolve the issue. Dock #16 needs a weld repair to the upright bracket. Will be repaired in the Spring.**
3. **We have winterized the entire facility.**
4. **The new backflow preventer that was installed in the vault will not be pulled. The vault is equipped with a heater and an alarm system to protect the existing and new equipment installed by the Water Department during their upgrade.**
5. **Last trash pickup on 11/11/17, then "on call"**
6. **Terry Pena has winterized irrigation system.**

#### McGarvey's' Landing:

1. **We have winterized the entire facility, including the backflow preventer.**
2. **Our memorial benches have been delivered and placed in their respective locations. Checking on City Code for securing Benches. Processed invoice to facilitate payment. Balance of the encumbered dollars on the P.O. will be cancelled.**
3. **Last trash pickup on 11/14/17, then "on call"**
4. **Terry Pena has winterized irrigation system.**

#### South Street Ramp:

1. **It is recommended that we buy a battery backup for our system due to phones now being powered by our computers router (\$150).**
2. **Work boat has a leak in the port side pontoon. Crack in welds are present on brackets for deck. No other leakage is apparent, at this time. We are looking at further analysis of leakage and weld repair costs with Doug Reer on Sunday 8/13/17. We pulled the pontoon at Valley Harbor**

and did a more thorough inspection. The weld cracks were more extensive than first seen and a 24" crack was found along the inner wall of the port pontoon. ~~Doug Reer can repair for around \$300/\$350 (2 days) + approx. \$150 in tools/mat.~~ Bill M. will donate his time to disassemble and reassemble the pontoon at Valley Harbor. Dave Phillips is donating his time and equip. to do the heavy work. The Police Dept. will split the cost of repair, since they are a major user. **Work boat and Work pontoon have been pulled and winterized. Pontoon repair work will be done in the spring.**

5. **We have winterized the entire facility, including the backflow preventer.**
6. **I touched base with Randy Ohley again, about our interest in installing a restroom/trailer facility to complete the ADA kayak project. He is agreeable, with an acknowledgement that we would require a lift/pump station for sewage disposal. Contacted the Building Dept. (Bill Difucci) to find out process sequence. We need plans for the facility before we can proceed.**
7. **Randy Ohley had electrical lines run "in house" (Chris Jansen) at the Kayak area, for 2 new security lights and eventually, the drop for the outlets and lockable breaker box. An additional benefit is that the lines run are heavier than the original and will allow for additional capacity that can be used for the ADA restroom facility proposal.**
8. **Landscaping Committee (PC, DC, BM, BY) met at the Kayak site to evaluate location. 3-7 trees identified for removal. Quotes from Eco tree and Edwards, both are \$3,000.00 for an 8 hr. day. Dana has ordered 2 new trees for planting in Late September. **Trees (2) will cost \$760.00, working with Brian Keller to secure an appropriation/P.O.****
9. **Last trash pickup on 11/15/17, then "on call"**
10. **We will now be responsible for installing and pulling the courtesy docks that are owned by Ken King. I have contacted Dave Phillips and determined costs for this additional work.**
11. **In addition to normal Jet Ski dock storage, we picked up a floating Boat dock for storage.**

#### Clarion Drive:

1. **Must replace 6x6 posts (4<sup>th</sup> from south end of bulkhead).**
2. **Have 3 new potential Lease candidates. Lease renewals sent out with return request for "by 11/15/17".**
3. **We have winterized the entire facility, including pulling backflow preventer. Water shut off at street by Chris Griesel.**
4. **Tow Boat US has paid their 2018 dockage fee in full. (\$2,800)**
5. **Must pull dock extension from bulkhead at north end.**
6. **Last trash pickup on 11/11/17, then "on call"**
7. **Terry Pena has winterized irrigation system.**

#### Exchange Street:

1. **All 3 dock spaces will be "Lease Only", starting 2018.**
2. **New Lease Customer (Terry Broadly), SD North has been leased for the 2018 Season @ \$2450.00 (35'). Pd. \$1,225.00.**
3. **Vulysteke/Costell has paid half of their 2018 dockage fee. (\$1,190)**
4. **We have winterized the entire facility, including pulling backflow preventer. Water shut off at street by Chris Griesel.**

All Other:

1. Haverfield invoice balance. Email Teresa Mosley /Peter Corrigan. Peter will check. Issue closed via communication Peter Corrigan/ken Stumphauzer.
2. VPA Facebook page recovery with B. Carrick. Brian is now the Account Administrator.
3. Tony requested an update on 9/8/17 of cost for the upgrade. Tony stated that the City would want a certified Electrician to perform the work. Contacted Scott Bartolome for quote (440-897-8116). Scott will try to make time to review locations and requirements ASAP.
4. George Phillips Memorial – collected \$1785.00 in donations. No additional contributions since last meeting.
5. We were granted remission by the Erie County Auditor for the late fee on Property Taxes (Sandusky Bay property) - (\$360.20).
6. Centurylink will change our billing to exclude all services except basic phone, so that we can continue forwarding 967-7087 to our new number. We were being billed \$141.00 per month for the full array of equipment and services. The remaining services should be in the \$45.00 area. Upon further examination of “Telephone” expenses, I found that we were charged approx. \$1600.00 for fiber installation and that our monthly usage fee is \$537.50 from now on. An appropriation for \$6,000 was applied to the 214 operating account the Finance Dept. A second look has been taken by Mayor Bulan and Finance, Finance has indicated that our charge will be substantially less than the \$537.50 determined by Joe Pinter.
7. FYI – we are receiving jet ski docks for winter storage.
8. FYI - We have 2 (1 of which is sketchy) old operational hand held marine radios. They are shorter range than the older ones that no longer work. Communication with Customers is more difficult due to poor reception.
9. Have a late season request for extended dockage for a fisherman who wants to move his boat to a more convenient location. He is docked at McGarvey’s until 11/15/17.
10. Port Insurance Company looking for additional information regarding all docks owned by the Port Authority. We are covered for liability claims but not for damage to the docks. Finance is providing dock valuations.
11. A professional Kayaker visited our City on 10/27/17. She has been boating the Great Lakes since March of this year. The vermilion Police Boat guided her in on the last leg of the visit. We should determine our position regarding non-profit organizations.
12. VPN request sent to Joe Pinter on 11/2/17. Pinter indicated completion of planned “City Level” installation on 11/5/17. I have restated our requirements on 11/6/17 per his email request. If we don’t get VPN, we will experience major problems.
13. Water Tower light. Called Tideland to check on possibility of Coast Guard signal to our unit (G Grob?). Did a recycle of the breakers and the light is functioning normally.
14. Call from Joanne Howley regarding setup at McGarvey’s for December 2, 2017. Fire pits, stage, safety area designation.

**NEW BUSINESS:**

B. Yancar submitted a 2018 budget proposal previously to the board for their consideration. He proposed shutting off the Port Authority’s 967 phone number so they don’t get charged for forwarding the number. T. Sommer told B. Yancar he did a nice job on the 2018 budget.

**P. Corogin MOVED**; D. Miklos seconded to accept the 2018 budget as prepared. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

**R. Strauss MOVED**; P. Corogin seconded to approve the expenses due Bill Yancar in an amount not to exceed \$250.00. Vote 5 YEAS. **MOTION CARRIED**.

**ADJOURNMENT:**

T. Sommer adjourned the meeting upon no further discussion.

**NEXT MEETING:**

March 8, 2018 @ 6:30pm; Meeting Place - Ramp Office, 777 W. River