

## VERMILION PORT AUTHORITY

September 14, 2017 - 6:30pm @ Vermilion Municipal Complex, 687 Decatur, Vermilion, OH

Roll Call: D. Miklos; T. Sommer; R. Strauss, B. Carrick (late arrival) Excused: P. Corogin  
Also Present: B. Yancar, PORT OPERATIONS MGR.; F. Loucka, COUNCIL REPR

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**D. Miklos MOVED**; R. Strauss seconded to approve the minutes of the August 10, 2017 meeting. Roll Call Vote 3 YEAS. **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 \$33,768.70. The ending balance in fund 411 (Port Authority Capital) is \$15,492.89. They will take the final water tower installation from this fund which will leave approximately \$5,000 in the fund. All the proceeds from the Duck Race get deposited in the 411 account. T. Sommer said the Port will need to figure out what to do with this money in the future once the water tower installments are paid in full. B. Yancar reported the year to date revenue is \$139,381.22. He reviewed the expense report and noted they are down \$2,500 from 2016 relative to salaries and are down \$5,000 in personal services. He noted the Port's budget was \$199,314.47 which was up from last year.

He provided members with a monthly recap of lease deposits. Riverside in a total amount of \$9,320 and Clarion Drive totals \$8,830 with a total amount received of \$18,150. The year to date deposits total \$206,326.67. The total deposit for special events, donations and miscellaneous revenue is \$71,067.00.

He reported year to date dock revenue for McGarvey's Landing is \$14,771.75 and Water Works received \$46,071.64. The S.S. Launch Ramp to date has received \$22,328.00.

T. Sommer asked if the honor system for boat night was working. He suggested putting up a sign saying, "Honor System - Boat Night Special - \$5", rather than the \$20.

### **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. Updated Wi-Fi network Password is Anchor 2017. No movement of new repeaters/routers for Wi-Fi\_\_33 upgrade to be installed in pedestals.
2. 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.**
3. Ferry Street End issue. Issue is leakage, replacement of backflow preventer and reinstall meter. People involved: Dana/water supply for sprinkler system, Chez/water supply for sprinkler system. Charlie Griesel/pit unlock, VPA/mtce. Responsibility, Gross Plumbing/possible repair agent (could not give an estimate due to perceived requirements regarding safety when working in a confined area (vault). Contacted Strittmather Plumbing (did original installation) who will evaluate and quote on Monday 6/12/17. 967-4254, 866-202-3898. Final disposition, Ron Strittmather contacted by Peter after missed apt. and entire plumbing issue completed the next day. Have not received billing as of 7/12/17. Received test report from Howard Plumbing for back flow preventer. **Have not been billed by Strittmather as of 8/28/17.**
4. Pump out is broke down again, no vacuum. We will look into it. **Pump out has been repaired.**

5. Dock #16 needs a weld repair to the upright bracket. Customer got a scratch from a projecting bolt. Incident report filled out. His insurance company (Progressive) contacted the office and left a message. Paperwork submitted to the city/Ann Maiden to contact our Insurance Carrier. We have installed a buoy permanently to the dock until weld repairs can be made in the fall. **Our insurance company is paying the claim/repair.**
6. Ordered lanterns for long boats. Per Gordon, boats 10' in Federal Channel must have light or move per Coast Guard. **Received lanterns and using per above criteria.**
7. **Pedestal between #16 and #17 docks has bad ballast. Ordered thru Eaton. Eaton sent wrong electrical kit, will reorder.**

#### McGarvey's' Landing:

1. Box installed in utility building on NE wall, where we agreed. Wi-Fi installation will begin soon, routers (3) will be installed in pedestals, wire will be run thru existing conduit with assist by BM. We now have WIFI from the Utility Building to the kiosk. A second router will be installed in the kiosk that will cover from the kiosk to QS&L. A wire will have to be run to the kiosk; the existing phone line does not work. We were asked to install an electrical outlet in the box for the router in the Utility Building. Cameras are approx. \$1000. **We were billed \$400.00 for the Wi-Fi cabinet installed in the utility building by Joe Pinter. Router will be installed in Kiosk for balance of area coverage**
2. Pump out system started up. No vacuum due to break in line.

#### South Street Ramp:

1. We have been invoiced \$1,979.98 by Joe Pinter for Computer/Installation/Data Transfer Service. This will not be paid until "services" are completed. Still no ability of users to access files under their own ID. No ability to print from second terminal. We are closer to final implementation of the computer upgrade project. Waiting to remote connection where Joe will complete the transfer of files to individual Dock Masters. We now have access for the Dock Masters to their individual accounts. We also have access to the City Office printer for bulk printing. We still have some fine tuning to do. Joe has been paid. **Also, 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 that first seen and a 24" crack were found along the inner wall of the port pontoon. Doug Reer can repair for around \$300/\$350 (2 days) + approx. \$150 in tools/matl. 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.**

#### Clarion Drive:

1. Must replace 6x6 post (4<sup>th</sup> from south end of bulkhead).
2. **Have a potential Lease candidate (Randy Reith) for 2018 season. Feedback from Randy was identifying 2 issues: 1.) Space between vessel and bulkhead. 2.) Smell coming from sanitary station. Have an additional inquiry for 60' (thru Jan at Power Boat) for Bill Gribble.**

#### Exchange Street:

1. Potential Lease was not successful. Customer got dockage on Rocky River. **New Lease Customer (Terry Brualdi), SD North has been leased for the 2018 Season @ \$2450.00 (35'). All 3 dock spaces will be "Lease Only", starting 2018.**

All Other:

1. Haverfield invoice balance. Email Teresa Mosley /Peter Corrigan. Peter will check
2. Had a meeting with Mary Hoholski, Patty Kishman and Nancy Carr-Gonzalez. Reviewed proposed site for installation, movie of Dock Master Canoe/Kayak launching, proposed installation layout. Got a 100% buy in to our proposal. Patty Kishman mentioned, as a side note, does Dock Master have tilted end roller ramp as an option (not diminishing 100% approval of existing proposal). Further, sent site pictures, dimensions, and all requirements to Dock Doctors for final estimate of cost and delivery. All aspects of the project are complete including final decision on colors, inclusions, submission to Fund Advisor at LEE of proposal. Peter will front the down payment to get the ball rolling until the finances are released from LEE (\$40,750). The final \$ are dependent on final freight calc. A new project has surfaced that is associated with the new facility. We are looking in to installing 2 pedestals to compliment the facility. One of the pedestals will be for having power to operate a pump, to pump river water for dock cleaning. One pedestal will be to provide electricity for events at the general location. I have contacted Randy Ohly at the Sewage Treatment Plant for permission to tap in to his security light. Randy will also fast track his upgrade to the entire Plants lighting and security systems. Requested quote from Strittmather and Satellite for electrical work. Mary Gonzalez 772-979-1706, kayak ramp interview by Photo Journal on hold. **We have a change order #1, for the Dock, the Gangway will now be 6' wide with a handrail on the right side and an ADA curb on the other side. Decking will be same as on dock. Composite shoe and tread plate will be added. ADA Curbing will be added to the entire assembly. N/C \$ on change order!! Bill M. requested 15' spud bars instead of 10'. Change order was reviewed with Peter Corogin and Kayak Committee for approval. We are now looking at connecting a water line to the base of the security light pole; this would be tied to the Water Treatment building nearest the fence. The electric will be run down the same pole ending in a twist lock receptacle to prevent unauthorized usage. The line will then be run to the furthest northern parking lot post with the same receptacle. Still waiting for quotes from Strittmather and Satellite for plug/light/running new overhead lines to the poles. 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. Further details of Landscape Committee findings attached.**
3. VPA Facebook page recovery with B. Carrick.
4. **Revised Dancing on the Dock date to 9/15/17 instead of 9/16/17 from 7 to 10 PM. Distributing posters around city. Band will be located in parking lot near the container. A dance area will be designated in front of the band. A guest dance organization will perform.**
5. **Port Appreciation Day was August 20, 2017 from 3PM until? Gordon was the Grill Master, Board Members and Dock Masters provided support both physical and financial. Crowd was smaller due to boaters picking up food and leaving. Event was a complete success.**
6. Part 1. Conducted a complete electrical inspection with Ed Henderson as directed by Building Inspector Bill DiFucci per Tony Valerius. Was prep. for City Council Meeting. We had a 100% failure rate for all locations.  
  
Part 2. Council deferred subject to the Port Authority. Tony V. very anxious to make change to GFI breakers. Contacted 3 Electrical Contractors for estimates (Strittmather – Satellite – Calahan)  
  
Part 3. Although I reported that the City would pick up the Electrical Inspection Cost, it looks like Tony V. thinks it should be picked up by the Port. Tony also thinks the Port should pay for the upgrade. Budget !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

Part 4. Strittmather has declined to quote on the Project. Satellite has not returned several calls for update. Calahan has quoted (\$12,470/\$18,491) A secondary conversation with Garth Grob yielded the following: since the breaker replacement is not a new installation, it does not require a certified electrician to install. **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. Will contact Scott Bartlome for quote (440-897-8116).**

7. George Phillips Memorial – collected \$835.00 in donations to the Port General Fund (214 acc.) from funeral envelopes. **Carrick has collected additional \$950.**
8. We will salvage the 4x4 material and dispose of the rest at Main Street Vermilion storage area. Had a talk with Marylou about upgrading the handouts to our Customers.
9. Security Metrix, Justin Udell on PCI compliance. **Working on our compliance with Ipayment.**
10. **Photo Journal Ad for Duck Race and Dancing on the Docks was \$260.**
11. Duck Dash 500 2017 Gross Sales incl. 50/50      \$11,482.00:
12. Expenses to date:

- 1<sup>st</sup> place winner - \$1,000 – Del Sauer (donated \$500 back to the VPA)
- 2<sup>nd</sup> place winner - \$500 - Betty Blakley
- 3<sup>rd</sup> place winner - \$250 – Jessica Kast
- Top ticket Seller - \$100 – Zac Hoenig
- Top Business Seller – \$100 - QS&L
- **Top Board Member Seller – Our Appreciation – Carrick**
- Expenses to date:

1. Prizes - \$1,450.00
2. Ducks - \$864.00
3. Ad - \$200.00
4. Duck Decorations/etc. – \$167.00
5. Silicone - \$50.00

Current Total - \$2,731.00

Current Net - \$8,751.00

#### **NEW BUSINESS:**

T. Sommer noted the signs are deteriorating at McGarvey's and the Ramp and wondered if they could touch them up with paint. B. Yancar said he would look into this and noted the work can be done next year.

T. Sommer noted the ramp office building was supposed to be converted to restrooms, but they use it for an office and conference room which will stay. He noted he has a building that the Port members may want to look into that have handicap accessible restrooms. They can look to see if there is some place they can put this type of building at the Municipal Ramp area. He will bring drawings to the next meeting for the members to review.

**D. Miklos MOVED**; R. Strauss seconded to approve the expenses due Bill Yancar in an amount not to exceed \$611.25. Vote 4 YEAS. **MOTION CARRIED**.

**ADJOURNMENT:**

T. Sommer adjourned the meeting upon no further discussion.

**NEXT MEETING:**

October 12, 2017 @ 6:30pm; Meeting Place - Ramp Office, 777 W. River