

**VERMILION PORT AUTHORITY MEETING MINUTES**

May 14, 2020 – 6:30 p.m. @ Zoom Video Meeting

Roll Call: R. Strauss; P. Corogin; D. Miklos; H. Riddle; T. Sommer  
Present: B. Yancar, PORT OPERATIONS MGR; F. Loucka, COUNCIL  
REPR  
Guests: Mayor Forthofer

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Dave Miklos called the meeting of May 14, 2020 to order.

**APPROVAL OF MINUTES:**

**H. Riddle MOVED;** D. Miklos seconded to approve the meeting minutes of April 9, 2020. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

**CORRESPONDENCE:** None.

**FINANCIAL REVIEW:**

B. Yancar reported that the finance department has not closed April yet, so the only financials available are the ones he provided last month. He said to recap they started off with a carryover in the Operating account at \$19,460.00 and at the end of the period they had an unencumbered balance of \$20,495. The 411 Capital account started off with \$20,946 and they had minor expenses, so the unencumbered amount is \$19,946.00. He will rely on their inhouse revenue recap at this point.

B. Yancar said pursuant to lease collections they have received all but \$3,275. These leases are for Clarion, Water Works, and the Police boat. The outstanding amounts include \$1,500 for the police boat and another \$1,775, which is for the lease at Clarion which has been committed too, but the gentleman is out of state and will pay when he returns. As far as Riverside, they did receive an additional payment from Mr. Coyle, so he is paid for Lot 29, but Lots 30/35 are in default. He will offer these lots out to the public to see if anyone would like to pick up one.

He addressed the final cash position – not much activity apart from South Street. There was no additional income at Water Works or McGarvey’s Landing, but they did have a good month to date at South Street. The revenue collected year to date is \$56,339.77, which includes a \$10,000 donation from the Lorain Community Foundation, and they received a response from the Whitman Wieber Charitable Impact Fund. They asked for \$10,000, but received \$5,000, which was also deposited. Of the total \$29,000 picked up from the last reporting, \$15,000 went into the 411 Capital Account and the balance goes into the operating account.

He proudly announced that on May 2, 2020 they set a record as they launched 132 vessels between two employees. They took in over \$1,000 this day, which was amazing. They are hoping the next two days will pick up with the weather.

He provided a three-year comparison (2017, 2018, and 2019) to the current 2020 and they set a record in April for the South Street Boat Ramp. They took in \$3,024 and the three-year average was \$2,548, so they were up almost 19%. They are up 17% from 2019. If the fishing remains good, they might have a successful South Street. Comparing all items, including the South Street Ramp, Water Works, McGarvey's from 2019 – 2020, they are up about 4%. They will pick up expenses when they close April.

R. Strauss asked B. Yancar if he had to return any deposits. B. Yancar said they did not have to return any deposits, as they did not have any cancellations to date. Once he gets a reservation, he provides a full disclosure; meaning they do not have restrooms or showers, but they do provide other amenities.

### **ACTIVITY REPORT:**

B. Yancar said he sent the board an activity report and said there is one component on how they stand in the capital account. With the additional \$15,000 they received, the capital account should be sitting at almost \$35,000, so they are quickly approaching what is needed for the restroom. Although, he does not know if there will additional capital expenditures this year.

R. Strauss asked if the one fund was extended for another year. B. Yancar said he sent notification to the Erie County Foundation but has not yet received a response. He believes the money must be spent by August or September of 2020. R. Strauss said he should keep a close eye on this, as they may have to do a fast start, so they do not lose the funds. B. Yancar said he was going to suggest getting together with Randy to start looking at the plans on the remodeling process. He thought they should at least refurbish the existing bathroom at South Street because it will be upgraded anyway. The pump system needs to come out and they wanted to upgrade the commode and change the sink height and properly set floor drains. R. Strauss said once they start, they should complete this, but they need to at least move forward with spending this funding. B. Yancar agreed and said even if it meant securing materials.

R. Strauss understands the bathrooms are not open yet and believe it was the mayor's call. B. Yancar said the Erie County Health Department is making that call. B. Yancar said they can open them, but an attendant is required to sanitize after each use. Mayor Forthofer confirmed this statement. He said they opened the Comfort Station and they are doing the best they can. B. Yancar said maybe they can move forward with doing something similar at their restrooms.

B. Yancar noted the washrooms at Water Works has further deterioration in the utility room on the men's side. They may have to patch the area. He said they got the new long dock north completed as of today. It was repaired, painted, and undercoated and they also painted the other dock since they had the materials, so it is ready to go in. The only other dock (1-2) is not in because of the water depth as it is in the handicap area, which is lower and under water. The first reservation is not until June 17. He said the priorities are about opening and having everything ready to go.

D. Miklos asked if he had a good labor plan that he is managing with the state. B. Yancar said yes and as of right now he has only used 94 hours, which includes all projects, winterizations, building the new ramp, dock coatings, etc. He is hardly using any manhours at this point. D. Miklos said he is doing a good job with all the safety measures and managing the new normal.

### **RAMP RESTROOM EXPANSION PROJECT UPDATE:**

D. Miklos said they were waiting on an architect to approve the plans and wondered if they made any further headway with this. P. Corogin said they have funding and Tom Bodde is standing by if they want to go ahead with the enhanced roof design. He would probably help, but he is not supposed to stamp drawings without preparing them himself, so if they proceed with the current plan, they will need to find somebody to stamp those drawings. If they enhance it to be more architecturally pleasing, then T. Bodde would probably want to be involved.

D. Miklos asked if this was the only option for the enhanced roof design. P. Corogin said no, but T. Bodde was doing this without being paid, so they could shoot him some ideas, but he will only do so much without having some sort of compensation. D. Miklos said this is understandable. He asked Randy if he had anybody they could work with on the current drawings if they do not want to move forward with the enhanced roof design. R. Strauss said it would be nothing to expand the roof if they want a higher roof pitch. They would need to do the new restroom which would be an additional cost. He thought he did put in \$1,000 for an architect to look at their drawings and stamp them, so they can get a permit. D. Miklos asked if he had anyone that could potentially do this, and R. Strauss thought he would. D. Miklos asked the board how they stand with proceeding with an enhanced design or not. They need to decide sooner or later if they are on a deadline to utilize the grants. He feels he is for an enhanced design if it is cost effective, but he is not necessarily liking the one they have at this point. He understands the financial constraints as well. P. Corogin said he would be more than happy to approach T. Bodde and have him give them a price for coming up with a different roof design if that is the boards desire. H. Riddle thought this was better than taking it to someone else and giving them \$1,000. R. Strauss said an architect or engineer must seal the drawings. H. Riddle said she does not like taking someone else's work and paying another person to copy the work. D. Miklos said the work was done by Randy. T. Sommer would like to see if they can find another architect and if Randy has somebody in mind he would be okay with this as he doesn't want to put any burden on Tom Bodde if he is reluctant of doing the job. D. Miklos asked his opinion on an enhanced roof. T. Sommer said he is okay with anything as anything would be better than what they have down there now. He said they just need to go with something and get it done. R. Strauss said he would check into this and see how much it is going to cost and what will need to happen. He said he had figured to re-shingle this entire building but did not figure in tearing off the existing roof and building a new one over top, so it is up to the board what they want to do. He was just looking to expand the bathroom. He said B. Yancar had talked about changing the fixtures in the existing building, which isn't in the budget either, so it depends on what he has in mind in that existing section and how much money they will spend.

D. Miklos said they have talked about this enough, so if they can get it going that would be good. He thought the enhanced design would cost significantly more. R. Strauss said not really if they want to put a steeper pitch on it. He just needs to change a couple lines and have somebody redraw it and stamp it. D. Miklos asked the board what they want to do. R. Strauss said his thought is that it is a bathroom in the valley where people who will see it are the ones going in and out of boats. If they were downtown then he thinks it would be important to do something that enhances the look, but in this area they should look at what is going to be the best use and biggest bang for their buck to get a bathroom there. He just wants to make sure trailers will not rip off the roof design they had done, so they will need to cut it back. H. Riddle said she would like an enhanced roof and pitch but agrees with Randy that it is at the ramp. D. Miklos said they should move forward with an architect to take their existing design and certify it so they can get the project started. R. Strauss said he would move forward with this.

### **GRANTS:**

B. Yancar said they were looking for a grant for cameras which he reviewed with Eileen Bulan because he ended up with a 30-page instruction sheet with the application. This grant required an upfront commitment of matching funds.

D. Miklos asked the status on the ODNR Parking Lot grant and asked if they had to front 20%. B. Yancar said the Port Authority backed off this grant because they would have been competing with the City as the Main Street project was the other submission. The only grant opened is the trash grant of which he is waiting to hear on. This grant will provide enhanced trash receptacles.

### **EXPENSE REPORT:**

B. Yancar conveyed he needed to purchase a modest Brother Printer and Scanner as he has a lot of communications with the finance department that requires scanning. He ran this purchase through the finance department and the IT department to make sure it was compatible with the city, and it is also on the network. Additionally, he purchased grinding wheels and supplies from the Freight store to refurbish the tanks. The purchases totaled \$121.91.

**H. Riddle MOVED:** R. Strauss seconded to approve Bill Yancar's expenses for reimbursement in the amount of \$121.91. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

### **NEXT MEETING DATE:**

The next meeting is scheduled for June 11, 2020 @ 6:30 p.m. at a location to be determined. The board discussed the July 9 meeting date as the clerk has a conflict. Therefore, the board determined the meeting would be held July 23, 2020 at 6:30 p.m. Mayor Forthofer said they are on a day by day schedule due to COVID-19, and he was not sure they would be able to hold the Fish Festival and Third Thursday's are going month by month. He said he had to cancel the Memorial Day parade and it's really a sad time for summer events.

## DUCK DASH:

B. Yancar said they need to set a date in September for the Duck Race and according to the Army Corp reports they still may be able to use McGarvey's. R. Strauss said they typically do it the Sunday after Labor Day. Mayor Forthofer advised the Port members to check in with him prior to printing tickets, so he can check in with the Governor. B. Yancar said it would be nice to know by the next meeting. H. Riddle said she wrote down September 13 on her calendar. Therefore, the tentative date is September 13, which can be approved at the next meeting. R. Strauss said this date is Grandparent's Day, so maybe they could incorporate this in. D. Miklos said they also discussed moving the start time to earlier, which he would vote for as well. P. Corogin said he would vote for an earlier time. The board picked a tentative start time of 4:30 p.m.

H. Riddle asked if they ever considered putting any kind of planking at the docks at McGarvey's at a reduced rate and putting in no electricity. D. Miklos said it was cost prohibitive when they looked at this last year. They came up with five different proposals on different options and they were all cost prohibitive. T. Sommer said he has many cement blocks if anyone needs them. H. Riddle said it is a shame they cannot utilize this area and doesn't know how much the Vermilion Boat Club spent on their walkway. She thought they could have a narrower walkway and docks going to the walkway. B. Yancar said he could talk with the Boat Club to get some numbers from them. F. Loucka said McGarvey's has 10' of water and the access going to the parking lot was raised as an issue as they would step in water and mud. H. Riddle said she was talking about a couple ramps to the walkway, then you wouldn't have to fill in the entire dock with a huge walkway. B. Yancar said he would check into this.

R. Strauss said they had talked about the permits/applications for river dredging, which must be turned in by the first, so he asked B. Yancar if this were something he would be working on. B. Yancar said he put this on hold only because he was running out of time, but yes, they need to start on this. The board must vote to fund the pre-dredging expenses, testing of the water samples, etc. He will put this together. R. Strauss said one day he is assuming the water will go back down. B. Yancar said a couple people are going out on the break wall on the west side and it's building up on the northwest end of the break wall. Also, the area (Disbrow) across from Water Works is building up. R. Strauss said at the west side of the pier at one time they had to put buoys up. B. Yancar said he has not heard that is has impeded traffic.

H. Riddle said there is a huge tree stuck on the east end of the outer break wall and inner piers, so who would be responsible for making sure it disappears. She did not want anyone to hit it, so she did not know what the Port's part was on this. P. Corogin said this is outside the river. B. Yancar said he was instructed to only deal with things that were impeding traffic on the river or that would damage something.

**ADJOURNMENT:**

**R. Strauss MOVED;** P. Corogin seconded to adjourn the meeting. Vote 5 YEAS.  
**MOTION CARRIED.**

**NEXT MEETING:**

Regular Meeting: June 11, 2020 @ 6:30pm at location to be determined.

Transcribed by: Gwen Fisher, Certified Municipal Clerk