

VERMILION PORT AUTHORITY MEETING MINUTES

March 12, 2020 – 6:30 p.m. @ Vermilion Municipal Complex, 687 Decatur Street,
Vermilion

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

Gwen Fisher, Certified Municipal Clerk called the meeting of March 12, 2020 to order.

ELECTION of CHAIRMAN/VICE CHAIRMAN:

P. Corogin MOVED; R. Strauss seconded to appoint Dave Miklos as Chairman for 2020. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

D. Miklos MOVED; P. Corogin seconded to appoint Todd Sommer as Vice Chairman for 2020. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

APPROVAL OF MINUTES:

H. Riddle MOVED; D. Miklos seconded to approve the meeting minutes of November 7, 2019. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

CORRESPONDENCE:

Bill Yancar reported he submitted the Minority Business Enterprise (MBE) Quarterly Report which came from the state that was due January 30, 2020.

FINANCIAL REVIEW:

B. Yancar provided the port members with a Statement of Cash from Revenue and Expense as of 1/1/2019 – 12/31/2019. According to the statement, the beginning balance for 2019 in Fund 214 ‘Vermilion Port Authority Special Revenue’ was \$14,153.54. The ending balance for 2019 was \$18,123.74, which was \$3,970.20 over the 2019 starting balance. D. Miklos asked what the remaining encumbrance of \$1,335.89 was for. B. Yancar said accounts are setup for utilities, so it probably equates to anticipated expenses for year end. In the 411 Fund ‘Port Authority Capital’ there was a beginning balance in 2019 of \$3,761.22 with an ending balance of \$20,946.22, which is an impact from the two grants the Port received along with the Duck Race.

The Statement of Cash from Revenue and Expense from 1/1/2020 to 1/31/2020 has a beginning balance of \$19,459.63 in Fund 214 ‘Vermilion Port Authority Special Revenue’, which was an increase from the encumbrance of the \$1,335.89. This is

\$5,306.99 over from what they started off with in 2019. B. Yancar noted that YTD Net Revenue is \$2,898.13, which is due to lease and rent payments in January. The YTD Encumbrance is \$2,883.67. He explained to the newest VPA member Heidi Riddle that they set up purchase orders in anticipation of making a purchase. That amount is taken away from the budget which is called encumbered. So, when they spend it then it becomes an actual expense. At the end of January, the ending balance in Fund 214 is \$18,223.88. There has been no activity in the capital account (Fund 411), so they're still sitting on \$20,946.22, which is \$17,185.00 over the 2019 start.

He provided port members with a Deposit Recap Sheet for year 2020, which includes all revenue deposited for South Street Launch Ramp, Water Works Marina, McGarvey's Landing, Events/Misc. Rev (incl cash & CRCD), Donations/All Areas, and Sandusky Bay (Quaker Steak & Lube monthly lease payments of \$2,553.65 and \$9,656.41 for property taxes). To date, they have taken in \$14,763.71 from transactions with Sandusky Bay. There was special income of \$145.64 collected.

The next deposit recap spreadsheet reviewed was for the Clarion Drive and Water Works Lease Payments. He noted the Police Boat is at Water Works, but it's the only lease there, so he accumulated it with the Clarion Drive Lease Payments. To date, the value of the leases at Clarion total \$15,750.00. The customers are required to pay 50% prior to the year end to show they are going to still be with the Port the following year. Therefore, in 2019 he collected \$7,037.50, but he has not collected any lease payments for Clarion or the Police Boat in 2020, but he anticipates by May 1 he will collect an additional \$8,712.50. Notices have been sent to all lease holders advising them of the due date and amount due. Consistently the leases are usually paid on time.

He reviewed the Street-End/ Submerged Land/Riverside Lease Payments and Deposits Recap Spreadsheet for 2020. He explained that street-ends include Toledo Street and Ferry Street, and these are five-year leases, which happens to be a yearly payment. The value of this category of leases, which includes Riverside Drive is \$13,730.00; so far in 2019 he collected \$3,637.00 and in 2020 he collected \$2,250.00, so the total collected on 2020 leases is \$5,887.00 leaving a balance due for the 2020 leases of \$7,843.00. Again, notices have been mailed informing them of the due date.

He said to recap all revenue for 2020, he collected \$225.00 for a reservation that was made at Water Works Marina. The lease income deposited YTD is \$17,384.35.

The following accounting pertains to dock revenue for Water Works Marina, McGarvey's Landing and the South Street Launch Ramp for 2019:

Water Works Marina totaled \$50,413.51; 3-Year Average - \$49,770.73; percentage increase of 1.29% over the 3-year average. Comparing 2018 to 2019, they jumped \$4,183.21 with a percentage increase of 9.05%.

McGarvey's Landing totaled \$1,421.00; 3-Year Average - \$18,189.00; percentage decrease of -92.19% due to high water. Comparing 2018 to 2019, they decreased by \$15,059.50 with a percentage decrease of -91.38%.

S.S. Launch Ramp totaled \$36,317.50; 3-Year Average - \$31,884.83; percentage increase of 13.90% over the 3-year average. Comparing 2018 to 2019, they increased by \$3,381.50 with a percentage increase of 10.27%.

In recap of all marina's comparing 2018 to 2019, the total difference is (\$7,494.79); with a percentage decrease overall of -7.84%.

2020 Projects w/Potential Spring 2020 Start Dates:

B. Yancar provided port members with 2020 Projects that will require board approval once the projects are prioritized.

His number one priority is the South Street & McGarvey's Landing Signage Restoration. The company performing the restoration will pick up the signs and restore them upon board approval. He noted that both signs will cost \$1,250.

R. Strauss MOVED; P. Corogin seconded to approve the funds in the amount of \$1,250 for the restoration of the South Street and McGarvey's Landing Signage. Roll Call Vote 4 YEAS. **MOTION CARRIED**.

Secondly, B. Yancar addressed his next priority of the Exchange Street Repair Short Dock North as it has been identified of having a leak, so work needs to be performed to determine the extent of the repairs. Additionally, the South Street Ramp Mother Dock has also been identified as having a leak. This is a high priority to repair due to mother is a critical component of the courtesy dock complex assembly. Repairs were done last year, but by season end it was on the bottom. He conveyed these two dock repairs are of equal priority. He estimated repairs at \$300/\$1,200 depending on the extent of the leaks (patch vs. rebuild).

P. Corogin MOVED; D. Miklos seconded to approve funds in an amount not to exceed \$1,000 to put forth toward repairs on both the Exchange Street Short Dock North and the S.S. Ramp Mother Dock. Roll Call Vote 4 YEAS. **MOTION CARRIED**.

B. Yancar proceeded to address the Water Works Marina (Water Plant Clearwell Runoff) issue that has had previous multiple discussions. He updated the service director by advising him that the VPA Board has determined that the installation of a catch basin to collect runoff, piped from several designated existing ports would be the best option. He asked him to communicate with the Water Plant in prioritizing this project. They were trying to do this project in 2019 but they did not get to it, so the VPA would encourage completion of this project as soon as possible to allow for recovery of landscaping in preparation for the 2020 Boating Season.

He reported on the Water Works Roof Repair and said it seems they're financially unsure of the Water Tower repairs and if the VPA is supposed to be part of the solution, or if City Council is proceeding with the repairs. D. Miklos asked the status on the

prior repairs performed on the W.W. Roof and an estimate on how long the repairs would last. B. Yancar said it stopped the leaks but didn't think it was a long-term solution. The estimate for repair is \$2500/\$3000. The biggest issue pertains to a section of the roof that is rotted, but it's on the overhang and exposed.

He said the Exchange Street Relocation/Redesign of Long Dock has been put on hold because it's not critical. He noted he leased out Long Dock South at 30'. In addition, the Exchange Street Park Brick Walkway Repair/Replacement project has been identified by the Parks Department. However, this project is not in the budget for 2020, so it's on hold. R. Strauss asked if Parks Supervisor Mark Weisenberger is aware that if something happens and they decide to move forward on the project that they should give the VPA time to get their new lines installed. B. Yancar expressed all this to him.

He addressed the S.S. Ramp Restroom Expansion and conveyed they had an anonymous donation of \$10,000 with the possibility of an additional donation (not determined yet). They secured \$5,000 from the Erie County Community Foundation and another secured grant of \$5,000 from the Dorn Foundation Charitable Impact Fund. He applied for a \$10,000 grant in 2020 from the Whitman Wieber Charitable Foundation. He counseled with E. Bulan on this grant as last year they were rejected.

R. Strauss reported that he submitted the permits for the flood water permits and met with Bramhall Engineering as they had to get the water marks and flood zones. They paid \$700 for this work. With this information, he met with the Building Inspector to finalize the permits. It takes about a month, so they should hear in about two weeks on whether they're approved. He said they need to get an architect to complete the drawings. P. Corogin said that Tom Bodde will do the drawings. He said if they are doing the building it would be nice to improve the roof line. He recommended pricing it out just like how it was designed in January of 2019 with the same roof line. They can always request an alternate roof design and he could possibly raise the money if it's reasonable. R. Strauss said they may want to consider cutting back the overhang on the northwest side because he's worried about the overhang being close to the curb and being hit. R. Strauss said he obtained several bids that were outrageously high. He showed a treated 2 x 4 wet wall up against the building and they were going to use plywood, and then use epoxy paint with the interior (floors/walls), so it was easy to clean. However, he found out they can't do this because it's in the flood plain and it can't be anything that absorbs water, so they can do metal studs for this wall. B. Yancar asked if it could be totally block. R. Strauss said no because they must bring the plumbing up behind the wall and block would cost a lot more money. Additionally, they can't have a floor drain, but he said they need to have one in this bathroom. They would need to design something so if the flood waters are above the floor drain, the pump to the sanitary system would shut off. He thought this could be done with a float switch within the exiting crock. B. Yancar said B. McCarthy had the other component with running the water line down to the street and Strittmather doing the plumbing. P. Corogin said this will cost about \$8,500. R. Strauss didn't think this was necessary. B. Yancar said currently it's being serviced by the external yard hydrant as the one at the restroom broke (the valve that goes into the ground). He

was able to take it apart and tap it down, so he's hoping the water released and they didn't freeze up anything. P. Corogin said it seems like they have three backflow preventers that get them down there and each of them lose 10% or 12%. It was questioned if they really have three backflow preventers. P. Corogin said that B. McCarthy has researched it and they end up with three backflow preventers in play. R. Strauss asked who administers this for the City of Vermilion. Mayor Forthofer said it's the building department. R. Strauss asked why they need three preventers and P. Corogin said it has been said they have to. B. Yancar will confirm where the three are.

P. Corogin asked the VPA if they are in favor of doing the S.S. Ramp Restroom project this year. R. Strauss said an architect needs to put his stamp on the project. P. Corogin thought T. Bodde could get the drawings done fast. B. Yancar said they need to use the grant money as they had a year extension on spending the grant money, and if they don't use it then the money goes back.

B. Yancar said they need to upgrade the restroom for ADA certification of the existing facility and to expand the facility to include a second ADA restroom to accommodate continued growth in usage from the Boat Launch customers and ADA Kayak Launch customers.

R. Strauss said he should have the flood zone permits before the next VPA meeting, and once they receive the drawings, they can obtain city permits. B. Yancar said once the VPA approves the project he will sit down with the Finance Director to review all the pertinent information relative to purchase orders, invoices, and anything else relative to the project.

P. Corogin MOVED: D. Miklos seconded to proceed with the restroom expansion project at the S.S. Ramp based on the 2019 drawings and authorizing Tom Bodde to redo the drawings so they can get them stamped and obtain all building permits for a total project cost of \$32,000, by which the proceeds will come from the grants obtained. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

P. Corogin said this is a big milestone for the VPA as they haven't done a big project since they redid Water Works several years ago. This is exciting for the VPA which will be recognized by a lot of people. He commended Bill Yancar for doing a great job on the grants!

B. Yancar addressed the S.S. & McGarvey's UPS (uninterruptable power supply) by saying that Rich Pozywak (LifeCare Tech Rep) has identified three areas where "Access Points" are unprotected from power failure and power surges. The three areas include S.S. Ramp, McGarvey's and Water Works. The recommendation is to have these areas protected at a cost of \$370 per area/per unit. The area/unit for the Water Works would be absorbed by the Water Plant. The two remaining areas/units would be at VPA expense. (Note: access points are required for network wireless connections/services.) He said they lost WIFI at Water Works and they took a lot of flak from the customers. B. Yancar explained that LifeCare will retrofit the existing equipment and he authorized a new power source/electrical protector for South Street. The access points must be renewed at McGarvey's. He said these are limited

access points that are being retrofitted, so where they used to have access at Water Works through the one that was in the Water Plant, the new one will only cover internal to that building. Same thing with South Street where they were able to get WIFI even in the upper parking lot. The one they're going to get retrofitted with is limited access and it will only be in the building itself. D. Miklos asked why. B. Yancar said it seems that when they analyzed the equipment it was found there is a need for external. Mayor Forthofer said he met with Richard Pozywak two days ago and he mentioned that the access points that were serving those areas were by the previous IT person and put in as internal access points that were serving external, but they weren't protected, and they need redone. It's on the list of things to do and they can probably do this for \$5,000 to provide outside access. However, he conveyed the City is in the process of putting in water meters throughout the city and the system for collecting data from those meters will be a city-wide WIFI, which the VPA might be able to ride off. B. Yancar said the \$5,000 also includes cameras at all locations. He said there is another security grant he will be applying for through FEMA, but he needs to get the current technology that is compatible with the city and he wants cameras that have movement and zooming capabilities at all locations. He said they might piggyback on this grant with Sandusky. He said the application due date for this grant is April 15. This matter was tabled until they hear back on whether they receive a grant.

Mayor Forthofer said if the VPA is interested in a Cadillac camera system, then he thinks they're following the right path. His high priority is to make sure WIFI access is available throughout Vermilion, including all the merchants and visiting residents, but if the VPA wants this done this year, then the grant may be the route to go.

D. Miklos asked if there is a cost estimate to do just Water Works. B. Yancar said not at this time. Mayor Forthofer said it would be cost effective to do all locations. R. Strauss said if they don't get a grant it's important to address Water Works for their customers. D. Miklos expressed that it's unfortunate they spent money not long ago, which turned out to be the wrong system. B. Yancar pointed out that they never footed a bill for Water Works. D. Miklos said they bought the equipment to go down there. P. Corogin said there seems to be interest in making sure they have WIFI at Water Works and asked if B. Yancar could find out if there would be a breakout price. B. Yancar said he would pursue this request.

B. Yancar addressed the Dredging Grant and said this was not a priority with the water levels. They still must do all the pre-grant stuff and he will need to find out a cost as it will need board approval.

Mayor Forthofer addressed the Water Tower repairs to the foundation. He said a Councilman made observation that there might be work that needed to be done. Therefore, they had an engineering appraisal and there were recommendations presented to Council. He said he was uncertain as to what bucket this money should come from and he would give that to Council. G. Fisher and F. Loucka conveyed that City Council approved the expenditure for the repairs and the administration will need to determine which fund to take it from. F. Loucka said the money should be encumbered from the city's general fund for the repairs,

without contribution by the VPA as this is city property. The Port Authority wasn't even mentioned. G. Fisher said if the VPA was responsible for paying for these repairs, then they would have needed to make the motion to approve the expenditure for repairs. It was Council's intent to take the money from the general fund, said Loucka.

Activity Report:

B. Yancar provided the VPA with an updated Activity Report. He said he will continue to pursue the Water Works water issue with T. Valerius and G. Baker. P. Corogin said according to the report, G. Baker indicated the project was still intended for 2019 completion. It was noted the project was not committed to. P. Corogin said this is their second season with this washing out their area. B. Yancar said it has taken his toll and they are about 4" lower than the actual platform and it keeps sinking, and the water coming down doesn't help.

R. Strauss addressed the L.E.S.I. invoice for \$750 for the 2020 magazine ad inclusion (distribution 100,000). B. Yancar said this amount is in the budget for advertising but he needs board approval.

R. Strauss MOVED; D. Miklos seconded to approve the expenditure of \$750 for the 2020 Lake Erie Shores and Islands magazine advertisement. Roll Call Vote 4 YEAS.
MOTION CARRIED.

P. Corogin conveyed that Ruthie Botten was retiring from taking care of the flowers at the Launch Ramp under the pear tree and by the sign, but she decided to come out of retirement and will take care of the flowers another year. The VPA will need to prepare the soil. He said Wendy Hammer will take care of the other garden at the other end.

2020 Events to Schedule:

- . Dancing at the Docks with Terry Kitchen will be held on July 18, 2020 at 7:30 p.m.
- . Duck Dash – VPA scheduled tentatively for September 13, 2020
- . Leukemia Fund Raiser – Scheduled for August 8, 2020 (VPA donating kayak dock only)
- . VPA Appreciation Day – VPA cancelled for 2020 due to not being well-attended in 2019

Recap of Grants:

Whitman/Wieber Charitable Foundation – Amount Requested - \$10,000 (Submitted); Response time is Late April/Early May.

Paddling Enhancement Grant – Application not submitted due to conflict.

Trash Free Waters Grant – Amount Requested - \$5,587; Trash Receptacles at all VPA locations. Response Time – Mid/Late May. Containers will be of like-kind to existing receptacles, including domes

Maritime Assistance Funding – Do not meet eligibility requirements

FEMA 2020 Port Security Grant – Security Cameras for all VPA locations. Application deadline is April 15, 2020.

NEW BUSINESS:

D. Miklos addressed the Coronavirus Planning/Awareness that was listed on the activity report. B. Yancar said he is anticipating they will need to deal with this, especially at South Street since they get a lot of people through there.

B. Yancar noted there is a budget in place for overall labor.

He also noted last year they did three different versions of entry ramps to the floating dock due to high water. He wants a classy safe one at the height that will service the whole season. P. Corogin agreed that some days it was out of the water and some days it was in the water and it got slimy, so if he could make a ramp that would serve the whole summer that would be nice.

Mayor Forthofer said after last year and trying to secure an icebreaker and finding out the city was at a disadvantage as far as there being only one provider, he took the initiative to investigate passive icebreaking and what options the city might have. He had a conversation with the Army Corp and others, and they started to review a study that was done in 1986 as far as river ice and what devices might be considerable for the city. He told them the river is a very active recreational boat waterway in the summer, so anything they do can't interfere with that. He said they will continue discussing alternatives. R. Strauss asked what passive icebreaking is. Mayor Forthofer said it could be an obstacle in the river that breaks ice as it moves through. There's also heated lines they use. There are things that don't require activity that can break the ice. They're trying to sell this monitoring system that will watch the ice and will tell when it's getting too much pressure and getting too dangerous.

H. Riddle asked if there was a long-range plan for accessing the dock at McGarvey's or do they not have money to do anything. B. Yancar said the major obstacle is that it's a slip hazard, but they don't have pedestals in place and if they put them in they're not sure about the integrity of the electrical system and whether the water system gets compromised because of the high water, so it's a lot of expense to get the place started up, so they concluded last year it wasn't safe, so they didn't elect to do anything and they quarantined the whole area while the water was up. D. Miklos said the problem this year even if they built the area up to walk on it, you still don't have power because all the crocks fill with water, so safety, shock, electrocution, hazard come into play. H. Riddle said she was aware a lot of the marina's are putting the GFI's in and they seem to be okay. P. Corogin explained that the pedestals sit on a stainless-steel box, which is open to the bottom, so when

the water levels are high it's filled with water. D. Miklos explained that the Boat Club has their pedestals sitting on concrete piers and the pedestals sit on top of that, so they don't have the issue where all the wiring is sitting directly in water. P. Corogin said this maybe something they will have to consider some day. R. Strauss said the VPA looked at numerous options, but it was too costly. P. Corogin said in the Photojournal it was reported that the water levels are higher now but coming this summer the levels should be a little bit lower than last year, which is encouraging as it might get lower before the Duck Race.

In closing, P. Corogin welcomed Heidi Riddle and said she will make a good addition to the VPA as she has a lot of sailing, nautical and boating experience in the Great Lakes and beyond.

EXECUTIVE SESSION:

P. Corogin MOVED; D. Miklos seconded to adjourn into Executive Session to discuss personnel matters as it relates to compensation. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

ADJOURNMENT:

Chairman D. Miklos adjourned the meeting upon no further discussion at the conclusion of Executive Session.

NEXT MEETING:

Regular Meeting: April 9, 2020 @ 6:30pm at Vermilion Municipal Complex, 687 Decatur Street, Vermilion, OH

Transcribed by: Gwen Fisher, Certified Municipal Clerk