

VERMILION PORT AUTHORITY MEETING MINUTES

October 8, 2020 – 6:30 p.m. @ Vermilion Municipal Complex

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

Dave Miklos, Chairman called the meeting of October 8, 2020 to order.

APPROVAL OF MINUTES:

R. Strauss MOVED: H. Riddle seconded to approve the meeting minutes of September 10, 2020. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

CORRESPONDENCE: None.

FINANCIAL REVIEW:

B. Yancar provided the Port members with a recap of the Statement of Cash from Revenue and Expense for the period ending August 31, 2020. He conveyed in Fund 214 “Vermilion Port Authority Special Revenue” the net revenue YTD is \$144,420.40 and the net expenses YTD is \$90,029.10, and the unexpended balance is \$73,850.93. The ending balance is \$70,514.05.

He reported the carryover balance in Fund 411 “Port Authority Capital” was \$20,946.22 and with the \$15,000 they received in grant donations this brings their total to \$34,358.72. Total encumbrances are \$8,812.50 leaving an ending balance of \$25,546.22. He noted that all vendors for the restroom project is in the system and they are set up to be paid.

He provided the board with the Street-End/Submerged Land/Riverside Drive Lease Payments and Deposit Recap spreadsheet. He noted they have collected two of the three leases and the third one is committed, so they are filled at Exchange Street. He said all the leases for Clarion and Water Works have been sent out for renewal and the people are aware they need to respond by October 31.

He proceeded to review the Cash Position Deposit Recap spreadsheet of all revenue year to date through October, including rent and lease payments, and marinas. With both Accounts (214 & 411) the Port Authority is sitting on \$176,954.86 total cash in.

He addressed the 2020 Dock Revenue by reporting that McGarvey’s Landing in August brought in revenue of \$613.00 and \$496.00 in September, with a 2020 year

to date total of \$1,211.00. He noted they are down -89.54%. He said they broke a three-year record at Water Works in September as they collected \$10,185 and he stated the 2020 year to date totals 52,716.08. The three-year average is \$49,065.07 and they are up 7.44%. He said the South Street Launch Ramp collected \$4,044.00 in September and the 2020 year to date totals \$45,836.00. The three-year average is \$29,288.50 and they are up 56.50%.

He provided the board with solid revenue projections through December 31, 2020. Revenue year to date in the 214 Operating account is \$162,578.00 and there is \$15,000.00 in the 411 Capital account bringing a total of \$177,578.00. The revenue projection in fund 214 is \$15,445.30. He is only projecting \$1,000 at South Street and the remaining revenue projections are the actual lease payments which is a solid number. He said the total revenue for the year excluding the carryover is projected at \$178,023.30 and with the total generated throughout the year including the carryover of \$19,459.63, the total 2020 cash on hand is \$197,482.93. In the 411 account the total is \$35,946.22 and they anticipate spending all of this for the restroom project. He addressed the expenses and from the 9/30/2020 report the actual expenses are \$101,340.58 and the total expense projection for the end of the year is \$62,572.76. He said the city has control of items such as electric, computer, internet, insurance, etc. There is an assumption the city will expend its budget on the items they have control over which amounts to \$35,653.37. It also includes the debt payment for McGarvey's Landing. The Port controlled expenses relate to items in his activity report that he would like to do, which amount to a projected expense of \$26,919.39. He said they have the money to redo the roof at Water Works which is something he feels they should do; one less project to work on next year. He said they had four brand new high-intensity parking lot lights that were donated to the Port, so he would like to buy four more. He said they will end up after expenses with a projected carryover of \$33,569.59 – taking into consideration all the items they would like to address before year end. R. Strauss asked if his projected expense total includes the pedestal lifts. B. Yancar said it did include this and they brainstormed and felt they can make something look aesthetically pleasing with a simple 4x4 box, which can be done for about \$200. The wiring was inspected and there is no issue. The pedestal to the south at some point might fail, but it is not a safety issue.

D. Miklos addressed the Water Works roof replacement project and asked which company he was looking at to do the project. B. Yancar said ADT and they can either do a metal or shingle roof. The project was quoted based on the metal roof. R. Strauss said they do not want to see exposed fasteners, so this would be his concern. B. Yancar said it would be a 28 gauge 50-year metal warranty and ADT would do either roof for the price. R. Strauss told him that Owens-Corning has a product called Duration Shingles that has a 50-year warranty, so he may want to check on this.

R. Strauss MOVED; T. Sommer seconded to authorize Bill Yancar to proceed with getting the roof replaced at Water Works in an amount not to exceed \$3,000. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

ACTIVITY REPORT:

B. Yancar provided the activity report to the board which outlines active and completed projects at Water Works Marina, McGarvey's Landing, South Street Ramp, Clarion Drive, Exchange Street, and all other.

He said he has been approached from different sources on whether the Port Authority has the additional capability to store boats or jet skis. He has been asked that if somebody buys a jet ski dock does the Port have some place to put it. He said a couple locations such as where they used to have the mother dock would be a candidate, and he would like to approach Kenny King on his abandoned property. He thought they could work out a deal to rent/lease the property. T. Sommer said he would like them to use the asphalt as much as possible, so where they are storing the floating docks behind the office, they could store the docks there as well. B. Yancar said it is not that they would be storing the docks, but these people want them installed in the river for the season. R. Strauss said he should investigate this.

B. Yancar said with the carryover they may have the money to build the boardwalk they talked about which is around \$8,000. R. Strauss said they could break even if they could use McGarvey's again.

B. Yancar addressed the pedestal parts and said they have consumed their backup inventory of repair parts. He said they can go back to Eaton Corporation and restock their pedestal parts which would be around \$750.00, which is in the projected \$26,000.

R. Strauss MOVED; D. Miklos seconded to authorize Bill Yancar to purchase the pedestal parts in an amount not to exceed \$750.00. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

B. Yancar said they did an audit this year which came out perfectly. Additionally, he said the existing tile in the existing restroom is damaged and/or missing in multiple areas and oxidized in others. He did not know what the floor in the existing restroom would cost. R. Strauss said they cannot get the oil epoxy, but the latex epoxy is good if they can grind the floor if it is thin. They will have the painter look at it and they can give Bill a price.

R. Strauss MOVED; D. Miklos seconded to approve the repairs of the existing restroom floor in an amount not to exceed \$1,800. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

D. Miklos asked if there was any thought to painting the restroom exterior because it is two toned currently. R. Strauss said if they paint split faced block, they could have a bigger problem because it is treated to repel water. T. Sommer said he was not offended by it.

B. Yancar said all the leases have been sent out and there are three others that include: Sandusky, Ferry, and Toledo street end leases. He said these are five-year leases with incremental increases each year. Traditionally, they increase by \$10.00 each year. He said if the board agrees with this incremental increase then he will redo the leases and send them out. He said the only thing that would change is the Ferry Street lease (Chez) as they want to eliminate verbiage about installing a boat dock.

D. Miklos MOVED; H. Riddle seconded to proceed with the \$10.00 incremental fee increase on the leases for the next five years. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

RAMP RESTROOM EXPANSION PROJECT UPDATE:

R. Strauss updated the members on the ramp restroom expansion project and noted the door swings in rather than out as they were sent the wrong door buck, but as long as they don't have more than 50 people in the bathroom it is legal to swing it in on a commercial building. He said it works better and the hinges will not be worn due to weather and there is plenty of room for people to get in with a wheelchair. He said the plumbers will be there tomorrow to do their second rough in and the electricians should be there next week to do their final rough in. He will then have the carpenters come in to put up the wall sheeting and ceiling. He asked the board what color they prefer on the walls. The board felt a light grey would be nice because it is a small space. He said he is getting a sample of shakes in a beige color, so it matches the block. He asked the board if they can put it up if they like it. R. Strauss said he would like both doors painted in a beige color too. The board expressed they were good with his suggestions. D. Miklos asked budget wise are they still on track. R. Strauss said as of now they are below, and he feels they will remain in good shape.

EXPENSE REIMBURSEMENT:

D. Miklos MOVED; T. Sommer seconded to approve Bill Yancar's expenses for ground fault plugs in the amount of \$84.99. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

ADJOURNMENT:

D. Miklos adjourned the meeting after no further discussion.

NEXT MEETING:

Regular Meeting: November 12, 2020 @ 6:30pm at Vermilion Municipal Complex, 687 Decatur Street, Vermilion,
Ohio

Transcribed by Gwen Fisher, Certified Municipal Clerk