

## VERMILION PORT AUTHORITY MEETING MINUTES

March 3, 2022 – 6:30 p.m.

Roll Call: Dave Miklos, Peter Corogin, Larry Drouhard. Absent: J. Hauck,  
H. Riddle  
*Present:* B. Yancar, PORT OPERATIONS MGR; Steve Herron,  
Council Rep.  
*Guest:* Mayor Forthofer

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Gwen Fisher, Certified Municipal Clerk called the meeting of March 3, 2022 to order at 6:30 p.m.

### Appointment of Chairman and Vice Chairman:

**D. Miklos MOVED;** L. Drouhard seconded to appoint Peter Corogin as Chairman for 2022. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

**D. Miklos MOVED;** L. Drouhard seconded to appoint Heidi Riddle as Vice Chair for 2022. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

P. Corogin welcomed Larry Drouhard as the newest member to the Vermilion Port Authority. He felt he would bring youth, energy, and commitment to the river and the role they play to the community, and he is looking forward to working with him.

He noted for the record that he received calls from Jonathan and Heidi that they were unable to attend the meeting.

### APPROVAL OF MINUTES:

**D. Miklos MOVED;** P. Corogin seconded to approve the minutes of December 7, 2021. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

### Financial Review:

B. Yancar provided a recap of the Statement of Cash from Revenue and Expense at the close of December 31, 2021. He reported the Port closed with \$77,885.16, so the carryover at the beginning of January 1, 2022 was the same amount. In the 214 operating account the beginning balance was \$77,886.38, which is up \$27,000 from the prior year. The net revenue year to date is \$2,709.17, which is the Sandusky Bay payment. The net expense to date is \$16,414.27, which is way up as the usual expenses are about \$1,500 - \$1,800. Reasoning for this is because they have cash, the city chose to pay the property tax bill for the full year of 2022 in one payment rather than splitting it, so this is \$14,500 by itself. There was a \$1,000 charge to the Port for legal services as last year they asked for clarification as far as who manages their money, which was found to be the Port. He said the unexpended balance is \$64,181.28 and they have only encumbered \$5,154.14 for utilities, telephone – anything he doesn't manage, but is in the budget for Amy Hendricks to manage. The ending cash balance is \$59,027.14. The 411 Capital account has a beginning balance of \$21,506.84, which is \$11,800 over what they started with in 2021. The

unexpended balance and ending balance are the same amount of \$21,506.84. In total, the Port's carryover is \$99,393.22. He said this is cash only and it has nothing to do with the Port Authority budget. Back in November they submitted their budget to Amy and upon her review and management, her budget was approved by City Council in the amount of \$199,636.88 and the Port proposed \$203,009.00, so her budget was a little less, but she had the benefit of two months of reports after they submitted their budget. He noted the Port does change the budget throughout the year and this year they have some major projects that were not included in the budget.

He advised the Port members that he included in his distribution of reports some samples of his daily and monthly reports. He said the Port must maintain records that are auditable by the state and the city.

He noted there was no reporting this month for Water Works and McGarvey's. However, South Street collected \$150.00 for winter storage of docks. There was no reporting year-to-date under Special Events, Donations & Miscellaneous Revenue. He included reporting on Sandusky Bay rental payments, and they paid the Port their first half payment of the \$14,500.00. They will collect the second half when it is normally due, so he will bill them again in June or July.

He said they have all new leases for Riverside, which are five-year leases, and they have not received any payments year-to-date. They also have Clarion Drive leases and one customer moved on to a different location, so the Port will need to approve refunding as this customer was paid in full in 2021. He said he received a replacement for this spot, and it has been paid in full. He said they will need to increase the budget for the Port Authority for refunds because they did not anticipate this and it is an additional expense, but they already have the revenue, so it will balance out to zero. He noted they have collected \$9,000.00 in 2021 in preparation for the full lease price in 2022. He also received payments in 2022 to the tune of \$3,937.50. The total 2022 value of the Clarion leases is \$13,875.00. He said the Riverside leases are due in April. He said there are three docks/leases at Exchange Street, which are yearly leases. They have received two of those payments in 2021, and one payment in 2022, so in total they have collected \$6,387.50. The total value of the Riverside leases is \$13,500. According to the Deposit Recap Sheet, the Port has deposited year-to-date \$19,409.23, which includes the marinas, Sandusky Bay, and the leases they have collected so far.

P. Corogin explained that B. Yancar enhanced some of the report formats and encouraged Larry Drouhard to meet with Bill Yancar to review the information.

Mayor Forthofer said B. Yancar alluded to legal bills early in his report and explained that for years there was a lot of back and forth on who was responsible for paying what and who controls the budget, so he brought in the law director last year to advise them what was going on as the Port Authority is unique and separate from the city. The law director clarified the Port Authority is its own organization and calls its own shots as far as the finances go. B. Yancar said it freed up some cash they need on a yearly basis rather than an accrual of this being done towards a final debt payment they have to pay off for McGarvey's Landing, which is \$1 million.

### **Port Operations Activity Report:**

B. Yancar provided the board members with an updated activity report for 2022 outlining minor and critical projects. He noted multiple items on the activity report require board approval or a decision to proceed at a later date.

#### **Water Works Marina:**

B. Yancar said in 2020 the Port Authority determined the “Clear Well Project”, and steps were taken that changed water flow. As a result, in the change in water flow on top of the Clear Well, the Port exited all the runoff onto their grounds and as a result it completely trenched an area that was supposed to be for picnic tables, and it created a swampy area. It killed the grass and deteriorated the landscaping, so they are anxious to move on this project to pipe all of the same water and exit it totally into the river. The project is approximately \$12,000, but they had an anonymous donor that wanted to see it back to its former glory, so he received approval from the City, and they are allowing them \$6,000, but they need board approval for this project. He noted that Justin Miller is the contractor on the project.

**P. Corogin MOVED;** D. Miklos seconded to approve to use the tentative donation up to \$6,000 and to approve the money from the city in the amount of \$6,000 to proceed with the Clear Well Project and allowing B. Yancar to change the budget with the city to accomplish this. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

B. Yancar explained this time of year they perform repairs on the floating docks and there are two welding repairs needed and he estimated it will cost \$2,000 or less. This amount is budgeted, but he needs board approval.

**D. Miklos MOVED;** P. Corogin seconded to approve not to exceed \$2,000 to repair the Water Works floating docks. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

B. Yancar said due to high water over the past few years, they used to construct over the handicap area of the bridge, but they do not need this anymore, so he thinks it is important to do some housework at the Pavilion. They have excess lumber material that is stored under the Pavilion and if it sits there it will deteriorate and it may start attracting critters. P. Corogin said they will get this area cleaned up and noted some of the parking bumpers are cracked, so it will be addressed as well. B. Miklos asked if this is budgeted for. B. Yancar said it is day to day stuff.

#### **McGarvey's Landing:**

B. Yancar said they have to use the facility on a timely basis so they're ready for customers on May 1. There is pedestal and general opening work needed.

#### **South Street Ramp:**

B. Yancar explained many of the wooden posts lining the parking lot need replaced, so they are looking to purchase used posts. If you factor in labor, posts, transportation, and equipment he needs board approval up to \$2,000.

**P. Corogin MOVED;** D. Miklos seconded to approve post replacement at South Street Ramp in an amount not to exceed \$2,000. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

B. Yancar noted the big project at South Street is shore remediation and they received estimates from a company for all the work. There are three areas involved including the trestle to the water outlet in back of the sewage plant and from that outlet to the metal work piling, and from the other side of the piling up to the courtesy dock on the main dock, and then the last project would be from the other side of the main dock up to Kenny King's property. The first section is from the outlet all the way up to the courtesy dock at the main dock and the estimate is \$26,250.00. Upon contacting the company relative to the quote, they received in 2021, he determined their stone went up four percent and fuel costs increased. The company said they would hold the price, but preferred not to do just Stage #1, but also to do Stage #2, so instead of \$26,250.00, this would add an additional \$6,650.00 to complete Stage #2 which is from the west side of the courtesy dock to the King Property. He said they have processed this through the Army Corp, ODNR, and EPA. The company can start the work as soon as possible. D. Miklos asked if they would be doing anything with the piling where it was falling in at the one corner. B. Yancar said his plan was to maybe get Tony to do a small welding project, so they could put in some rip rap behind the piling, so eventually they can put soil in for planting. P. Corogin said they have the money and they have lost the land. B. Yancar said they have lost up to 10' in some areas. B. Miklos asked if there was anyway to reclaim any of this. B. Yancar said they will put in armor stones, and it looks like they may get back into the river by 4' through this process.

**D. Miklos MOVED;** L. Drouhard seconded to approve Stage #1 and #2 for the South Street remediation of the riverbank in an amount not to exceed \$32,900.00. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

B. Yancar said another project is dealing with the trees as they are losing trees due to erosion, so he talked to a company who takes them down and disposes them, which will cost around \$2,500. He said they already did the kayak area, and the other two areas include behind the Wastewater treatment plant to the trestle and from the west side of the main dock up to Kenny King's property. He said he is holding off on these as it's not critical. They removed the trees that were dead and that were a problem. They may have to do some stump removal.

He said last year they were contacted by Lorain Solid Waste as they have a Seabin unit. He said the City of Lorain has installed them and there are two more available to Vermilion at no cost. They tried to see Lorain's operation of the Seabin's last year, but they did not have the opportunity, so this year once Lorain installs theirs, they will get a group to go look at it. He said they would need to make a determination of where they want to put the Seabin. It requires major utilities, and it doesn't appear

to be a lightweight unit, and he isn't sure how it has to be mounted, so he is still gathering information. There is nothing in the budget for this, but there is no expenditure.

He addressed the design/build/change building materials storage area behind container. He said it would be nice to have a second container that he would not like to store out in the open because it attracts critters, etc.

P. Corogin asked if he need authorization on the tree removal for the second phase. B. Yancar said he doesn't need it now as it is not a priority.

#### Clarion Drive:

B. Yancar said they have a new patron for the open spot at Clarion, so he needs board approval to refund the original patron in the amount of \$2,250.00.

**P. Corogin MOVED;** L. Drouhard seconded to approve refunding the original patron in the amount of \$2,250.00. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

#### Exchange Street:

B. Yancar explained for Larry's benefit that the Port has long dock north and long dock south at Exchange Street – three boats. He said long dock south has finally bit the dust, so work repairs are needed. He said he would like to replace long dock south with their one remaining Kenny King dock, which is a full 30' and which is identical to the one they replaced long dock north with, so he is requesting board approval for \$2,500. This will include welding and repair to convert it and David Phillips said he has an extra gangway and will be installed approximately 6' to 8' north of current location on bulkhead. The move will open south space to allow for larger boat dockage.

**P. Corogin MOVED;** D. Miklos seconded to approve the repairs of the dock at Exchange Street in an amount not to exceed \$2,500.00. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

B. Yancar said the Port will reapply for additional funds from Cabela's. Last year they received a \$2,000 grant to put in a handicap slab at the kayak area.

He said each year they have a fundraising event – Duck Race/golf cart. He asked the Port if they wished to continue with the normal Duck Race or continue on with a golf cart or jet ski fundraiser. He was in favor of doing the golf cart fundraiser this year locally. P. Corogin said the historic annual fundraiser was the Duck Race and the proceeds went towards the water tower. Due to Covid, they took a break from the Duck Race and did the golf cart and had very nice results. It seemed like the

board members felt it was easier to do. However, they lost the enthusiasm of an event down at McGarvey's, so he wanted to make sure they were doing the right thing because he felt the community enjoyed the Duck Race, but maybe it has run its course. D. Miklos wondered if they could do both – still have an event, but not to all the presale tickets for the Duck Race or sell the presale on the golf cart and add 50 more tickets to increase their revenue, and then instead of pulling the winner at the Woollybear, they race the ducks for that too. He thought they could combine both. He thought they should get their ducks in a row early, so they are not pulling something together in August. P. Corogin agreed that pulling it together late is where they challenged everybody. B. Yancar said they need to make sure they have the resources to do the setup of the Duck Race. Upon further discussion, P. Corogin asked the board to put thought into this and come back next month to make a decision.

B. Yancar said the Port needs to determine the date for “Dancing at the Dock”. He said Terry Kitchen is okay with Saturday, July 23, 2022. L. Drouhard asked how the participation is for this event and B. Yancar said they had about 300 people last time.

**P. Corogin MOVED**; D. Miklos approved the date for “Dancing at the Dock” for July 23, 2022. Roll Call Vote 3 YEAS. **MOTION CARRIED**.

B. Yancar said they determined the date for the Poker Run for June 19, 2022. He said they draw in about 125 people.

**P. Corogin MOVED**; D. Miklos seconded to approve the date for the Poker Run for June 19, 2022. Roll Call Vote 3 YEAS. **MOTION CARRIED**.

B. Yancar said he distributed a proposed payroll sheet for staff members. He said the only change is that he was doing a two-level pay for Bill McCarthy, but he would like to do the same for Bob Collingwood. He said his starting date is pay period ending 3/18/2022 – the actual start date will be March 7, 2022.

He said there have been suggestions to assign a board member to a responsibility area for observation. P. Corogin said in the past they did this, and the assignments would include: Drouhard – Riverside; McGarvey's – Miklos; Water Works – Riddle; South Street – Hauck; all areas of oversight – Corogin.

B. Yancar said he was contacted by a radio station relative to advertising on the radio. He said it will cost around \$2,000, but the Port is already advertising through Lake Erie Shores and Islands, Main Street, Chamber of Commerce, V-Town, and Photojournal, so he didn't see where radio will enhance anything, so he will respond no thank you. The board agreed with his decision.

B. Yancar said in 2021, the board approved repairs to the Ports golf cart. The repair was accomplished in 2021, but the company did not invoice the Port to date. He will need permission to proceed with payment in 2022, once he receives an invoice.

Mayor Forthofer said Port Authority board member Jonathan Hauck was nominated and accepted to be the contact point with the Army Corp for the 2023 West Pier Reconstruction. The Army Corp made it clear they only wanted one point of contact – beyond Jonathan there are three other groups that will assist in providing input, one of which is the Port Authority, a Parks and Recreation Board member, as well as Erie Metro Parks. D. Miklos asked how the East Pier fared with the ice jam. Mayor Forthofer said from what they heard everything turned out good.

**P. Corogin MOVED;** D. Miklos seconded to adjourn into executive session to discuss personnel matters (compensation). Roll Call Vote 3 YEAS. **MOTION CARRIED.**

Upon conclusion of executive session, P. Corogin called the regular meeting back to order.

**P. Corogin MOVED;** D. Miklos seconded to approve a pay increase for Bill Yancar at \$30.00 per hour with a start date effective March 7, 2022, and to approve the pay rates for the following: Bill McCarthy - \$20.00 (Mtce.) – \$15.00 (Non-Mtce.); Ed Sergel - \$15.00; Bob Collingwood - \$20.00 (Supv.) – \$15.00 (Non-Supv.); Arron Blas - \$13.00. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

**D. Miklos MOVED;** L. Drouhard seconded to adjourn the meeting. Roll Call Vote 3 YEAS. **MOTION CARRIED.**

Next meetings: The Port Authority will meet April 14 and May 19, 2022 at 6:30 p.m. at the Vermilion Municipal Court Complex, 687 Decatur Street, Vermilion, Ohio.

*Transcribed by Gwen Fisher, Certified Municipal Clerk*