

VERMILION PORT AUTHORITY MEETING MINUTES

August 13, 2020 – 6:30 p.m. @ Vermilion Municipal Complex

Roll Call: R. Strauss; D. Miklos; H. Riddle, T. Sommer; P. Corogin (via telephone)
Present: B. Yancar, PORT OPERATIONS MGR
Guests: Mayor Forthofer

Dave Miklos, Chairman called the meeting of August 13, 2020 to order.

APPROVAL OF MINUTES:

R. Strauss MOVED: T. Sommer seconded to approve the meeting minutes of July 23, 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 June 30, 2020, as the July report has not been closed to date. He conveyed the ending unencumbered balance in Fund 214 “Vermilion Port Authority Special Revenue” is \$38,284.69. They started off with a beginning balance of \$19,459.63. The ending balance in Fund 411 “Port Authority Capital” is \$34,946.22, which includes grants and donations totaling \$15,000. He said today he processed a requisition/purchase order for \$800.00 for engineering services, which will come out of the 411 Account.

B. Yancar reviewed the year to date Financial Recap of Cash Position spreadsheet of all revenue. This includes deposits up to August 10. Currently, the total in revenue for 2020 is \$136,533.56, which includes the \$15,000 that is in the 411 Capital Account, so operating is \$121,533.56.

He provided a month recap of the lease deposits for 2020 and there was one default of \$1,080, and the \$1,500 for the boat has been invoiced and processed.

He addressed the Dock Revenue - 2020 by reporting that in July, Water Works Marina collected \$16,000 and the three-year average was \$28,745.58, and so far, they have done \$23,595.01. This is down 16% for the three-year average. As far as McGarvey’s Landing there is nothing going on due to the high water. He will try to start it up for day trips as he is getting a lot of requests for large boats as they are receptive to being self-contained. They are just looking for a spot, so he reduced the rate and he is not offering restrooms. He would like to get the McGarvey’s bulkhead cleaned up as soon as possible. He is not planning on moving forward on the mesh as he feels the water will not be going into the parking lot. They still need to replace the post that was broken off in an accident, which is fully processed through the insurance company as they were invoiced for \$845.00 for the

replacement. The S.S. Launch Ramp collected \$11,042.50 in July. The three-year average is \$21,559.67 and this year to date they have collected \$33,477.00, so they are up 55%. He said South Street is carrying the whole show and they are hoping if the weather and fish stick around they will make it through the season successfully. In comparing 2020 to 2019 just at South Street they are up \$10,000 (41.49%). For all marina's they are up 7.90%.

R. Strauss said on the leases this year they collected \$16,600 compared to \$10,600 last year, so what is this difference based upon. B. Yancar said what they require in the prior year is that the leaseholder sends them 50%, and then the balance is collected in 2021. He said he had a new customer, so he received the whole lease amount this year and last year somebody forgot to pay their lease, so he received his lease amount. He said the difference is that sometimes they get the lease payments at different times. They will send out lease notices for 2021 in September of 2020.

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 explained at Water Works Marina they had a situation where both pumps went out and they worked with Strittmather Plumbing and Franklin Sanitation to pump out the pit because they had to remove several thousand gallons of water before they could even inspect the pit to see what was going on. He believes the cost of the pump out will be around \$350. As far as Lorain Armature they evaluated the electrical system and they got the pump for \$1,568.00 and Strittmather addressed all plumbing components of the process. He said it will be about \$500 for the backup pump. He said if the board approves the purchase, they will have it in operation for the weekend. D. Miklos asked how this expense fits in the overall picture of their budget. B. Yancar explained that he met with the finance director and they took the original budget and adjusted the revenue based on where they are and contingent on keeping the revenue stream going.

D. Miklos MOVED; R. Strauss seconded to approve the purchase of the sanitation pump for Water Works Marina in amount of \$1,568.00 to Lorain Armature. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

B. Yancar noted that Lake Erie Shores and Islands notified him they are going to carry over the Port Authority's account through 2021 at no charge, so this saves them \$750.00 in advertising. Additionally, they are offering Lake Erie Shores and Islands table umbrellas to the Port Authority and he is thinking about using them at the South Street Launch ramp, McGarvey's and Water Works.

D. Miklos asked if the camera was not bad. B. Yancar said the wire has been tested and it is bad, so it will be rewired, and the camera will be moved to the north.

RAMP RESTROOM EXPANSION PROJECT UPDATE:

R. Strauss updated the members on the ramp restroom expansion project, and since the meeting on July 23, building plans were finalized and they applied for permits on August 3. They received a corrections letter and a conditional approval on the permits. There are some items that need to be addressed such as a frost slab for the sidewalk – the code says you must protect the sidewalk so it does not heave where the door cannot open. He said if it heaves in the wintertime it will not matter because it is a seasonal use. He said if they must put a foundation in then it will be \$300 - \$500, so he is trying to avoid this. Also, according to Ohio Revised Code it talks about all public bathrooms must have tempered water – assuming they are talking about hot water. He explained they don't have hot water, so he is going on the fact that this is an existing building and all they are doing is adding another toilet and sink. He received a price for an instant hot heater which is anywhere from \$500 - \$700, so if they must do this, they could go with a 10-gallon electric water heater. He is hoping they can get by without needing to have to put this in since it is a seasonal use.

He said they will need to pay some permit fees for electrical and plumbing, and a plan review fee of \$160.

He said they met with the finance director a week ago to get a handle on paying the workers, and to get them a tax-exempt form. The purchase orders will be provided to the finance director so she can pay them when it comes due. The workers must become a city vendor and they must be paid electronically, so he sent them all this information. He said he is working as a volunteer for the Port Authority, so there will be no charges from him or his business. He gave an overview on the materials they will be using.

EXPENSE REIMBURSEMENT:

R. Strauss MOVED, D. Miklos seconded to approve Bill Yancar's expenses in an amount not to exceed \$93.79 for paint and an adaptor for the camera. Roll Call Vote 4 YEAS. **MOTION CARRIED.**

ADJOURNMENT:

D. Miklos adjourned the meeting after no further discussion.

NEXT MEETING:

Regular Meeting: September 10, 2020 @ 6:30pm at Vermilion Municipal Complex, 687 Decatur Street, Vermilion, Ohio

Transcribed by Gwen Fisher, Certified Municipal Clerk