

## VERMILION PORT AUTHORITY MEETING MINUTES

November 12, 2020 – 6:30 p.m. via ZOOM

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

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Dave Miklos, Chairman called the meeting of November 12, 2020 to order.

### APPROVAL OF MINUTES:

**R. Strauss MOVED:** H. Riddle seconded to approve the meeting minutes of October 8, 2020. Roll Call Vote 5 YEAS. **MOTION CARRIED.**

### CORRESPONDENCE:

B. Yancar noted the Port Authority received correspondence from the US Army Corps of Engineers relative to the Statistical Port Boundary Project. R. Strauss said this was the same thing they received a year or two ago and it's the same boundaries. D. Miklos said it is all the same, so there really should not be anything else they need to do with this. B. Yancar said he will respond to them that there are no changes. D. Miklos agreed and advised him to move forward.

B. Yancar said he received a communication relative to a request to have a Catfishing Tournament in the Vermilion River in 2021. They looked at two different dates of when nothing else was happening in the city, but he has not had an opportunity to talk to the Chamber of Commerce or Main Street Vermilion. He said they are looking at June 26, 2021 which does not conflict with Fish Festival or Father's Day. He will move forward with this date if the board agrees and there are no conflicts with the Chamber or Main Street. The board stated they had no problem with this date.

B. Yancar said another communication he received was from Main Street Vermilion as they are planning a "Magnet Fishing Event". They are proposing an event where people come in with magnets and they would look for metallic things in the river and would fish from the bridge. He said the following are the people Main Street Vermilion will need to talk to as the decision makers/coordination points:

- Harbor Master – Capt. Graham regarding events involving the river and or harbor.
- Q.S.& Lube – Regarding use of the McGarvey's Landing Parking lot by non-Customers.
- City – General Permission
- State? – Use of the Liberty Ave Bridge.
- VPA:
  - Water Works – Not available and off limits as it is during the season
  - Clarion Bulkhead – Not available and off limits as it is during the season

- McGarvey's Landing Bulkhead – Not available and off limits as it is during the season
- Exchange Street Park – Not available and off limits as it is during the season
- South Street Ramp – Available for Launching boats and parking of launch trailers.
  - Magnet Fishing available from entire shoreline.
  - All Docks – Not available for Fishing.
  - Vehicle parking TBD day of event based on Launch Ramp business level – they need some way to control

P. Corogin said he received a phone call from Larry Drouhard who has purchased Jon Clark's home on the river (the old Snell Fishing Building). He said Jon Clark had a relationship with the Port Authority because they have boundaries by the utility building and they were storing Jon's docks up in the parking lot at the ramp because he has done some things for the Port. He said Larry would like to talk with the Port members about an ongoing relationship like what Jon had and to be a good neighbor. He said if the members recall, the property line on Jon Clark's boundary on the river is where the Port's handicap dock goes into the property line, so Jon was accommodating and agreed to work together. P. Corogin said he would forward Larry's contact information to Bill Yancar.

### **FINANCIAL REVIEW:**

B. Yancar provided the Port members with a recap of the Statement of Cash from Revenue and Expense for the period ending September 30, 2020. He conveyed in Fund 214 "Vermilion Port Authority Special Revenue" the net revenue YTD is \$162,706.05 and the net expense YTD is \$103,227.27, and the unexpended balance is \$78,938.41 with an ending balance of \$70,625.79.

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 brought the total to \$34,358.72. Total encumbrances are \$16,375.58 leaving an ending balance of \$17,125.84.

He provided the board with the Street-End/Submerged Land/Riverside Drive Lease Payments and Deposit Recap spreadsheet. He noted the current leaseholders have renewed and paid. The balance of street ends will be sent out in February to request payment, so he will not see any money in 2020 for this. He also reconstructed renewal letters for the street ends for Parsons Landing, Sandusky Bay, and the Vermilion Boat Club. These are not due until 2021. He said all the leases for Clarion and Water Works have been renewed and all have been paid except for one, but he has made communication with this individual and will continue to follow up. They have received \$9,150 in total from their first half of leaseholders.

He proceeded to review the Cash Position Deposit Recap spreadsheet of all revenue year to date through November including rent and lease payments, and marinas. He

reported the total in the 214 account is \$176,787.51 and in the 411-account the total is \$15,000, with a grand total of \$191,787.51.

He addressed the 2020 Dock Revenue by reporting they finished up at Water Works Marina at a total of \$53,133.08 through October. The three-year average is \$50,118.07 and they are up 6.02%. He said the South Street Launch Ramp collected a total YTD of \$48,679.00 and they are up 66.21%. The three-year average is \$29,288.50. He said they brought in \$90.00 in October at McGarvey's Landing and the three-year total average is \$11,895 and they only collected \$1,300 YTD, so they are down 89%. In summary, all dock revenue is up by \$19,239.07 (22.94%).

He provided the board with a revenue projection through December 31, 2020, which was presented last month. He updated the projection report because last month he projected they would have an additional \$15,445.00, but he modified it because he accidentally had included Clarion (police boat). He said this money comes from a grant and he will not receive it until 2021. The revised projected revenue is \$14,695.30, so they expect the 2020 to be \$177,276.00. He said they currently are at \$176,787.51, so they are on target to meet or exceed the projected balance.

He reported the projected revenue for South Street was \$1,000, but he is already at \$5,177.00 and he still has a couple weekends to receive additional revenue. The total projected revenue was \$14,695.30 and currently it stands at \$14,481.15. He thinks the cumulative carryover will be around \$32,819.59. He said the great weather and fishing really contributed to their revenue in 2020.

He said some items they planned on doing in 2020 will be carried over to 2021. He said he has been working closely with the finance director in developing the projected budget for 2021 and they are identifying carryover projects. The money for project funding is 2020 money, but it will not be spent out of budget, but carryover money in 2021. The finance director agrees and understands what the port is doing, so this will not be an issue in 2021. The budget reflects only 2021 revenue and normal expenses. He has identified the 2020 projects as carryover in 2021. He said they plan on doing a roof replacement at Water Works, a ramp walkway at McGarvey's, the electrical parts from Eaton, and maybe even the restroom floor, which he may put into the capital account. He will send the list of the carryover projects to the board as soon as it is completed.

### **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.

R. Strauss addressed the roof at Water Works as the board gave him approval to move forward last month. He asked if the decision is to go with a metal roof. B.

Yancar said he received approval of the dollars, but it is contingent upon going back to ADT to get more detail on the components of the material they will use. R. Strauss said the metal that was quoted was for 28 gauge and this is basically pole barn roofing, but 24 gauge is what you would use on a commercial building or even a house. He did not think they wanted exposed fasteners. He suggested an Owens Corning Duration Shingle which is a 50-year roof. P. Corogin agreed that if this is a metal roof, they will not want exposed fasteners.

B. Yancar said he updated the activity report under Water Works. He added #13 because when they pulled the docks they identified that all grit on the dock surfaces is not sufficient and it is a slip hazard, so they will repaint and regrit all the docks next year before they are put in.

He reported they pulled the handicap docks, so Water Works is completed. He said he talked with a couple board members and they would like to move forward in 2020 with lighting at South Street from a security and safety standpoint. He said one friend of the Port donated four (4) LED flood light fixtures and they would like to install them as soon as possible because he is down to one (1) light and it is very dark at night. He received a quote from two companies and the lesser of the two is Satellite and they would install it for no more than \$700.

**P. Corogin MOVED**, D. Miklos seconded to proceed with the lights in an amount not to exceed \$750. Vote 5 YEAS. **MOTION CARRIED**.

B. Yancar said he updated the kayak activity as last year in November they did not have any activity, but this year they have already had 20 launches.

### **2021 BUDGET REPORT:**

B. Yancar provided a 2021 Projected Revenue and Expense Budget Recap spreadsheet. He said last year they put in \$19,000 for McGarvey's, but they did not include any income for 2021. He said they want to be realistic as they don't know what they are going to generate in income. He presented a proposed 2021 revenue of \$168,973.10. On the expense side, he included what the board approved for the 2020 budget and what the actual budget is YTD, and then the proposed for 2021. He noted they worked well with the finance director when preparing this budget. He said they are matching the revenue with the expected expenses for the year. He said he reduced labor by \$5,000 in the budget.

R. Strauss commended B. Yancar on being conservative on the budget and told him he did a nice job. He said he noticed he was optimistic about the launch ramp having a great year for fishing and weather. B. Yancar said it is higher than what they have had in the past, but they are still holding back a little. He commented that Huron is putting in kayak docks, so they are not sure what impact this will have on them.

P. Corogin thought the budget report was a very nice layout and a lot of thought was given, and it was easy to read. He commended him for a nice job well done. T. Sommer seconded Peter's sentiments.

**D. Miklos MOVED**, P. Corogin seconded to approve the 2021 Budget as presented. Vote 5 YEAS. **MOTION CARRIED**.

**EXPENSE REIMBURSEMENT:**

**P. Corogin MOVED**, D. Miklos seconded to approve the reimbursement of Bill Yancar's expenses in the amount of \$147.42. Roll Call Vote 5 YEAS. **MOTION CARRIED**.

**RAMP RESTROOM EXPANSION PROJECT UPDATE:**

R. Strauss reported that the plumbing and electrical inspections are scheduled for tomorrow. He said the painter could not do some of the epoxy work due to the weather, but it has now been completed. They still have grab bars and the mirror to be installed. He said there are only two bills for the plumbing and electrical he is not aware of, but if he includes them as they were proposed along with other items that were not budgeted which include a \$450 bill from the city for their builders risk insurance (\$100 was budgeted), \$391 for permits that were charged by the city for outside inspections and a plans examination fee, and a bill for around \$600 for the flood survey work, in addition to extra shutoff's and asking the plumber to fix a leaky backflow preventor - the total project is about \$4,000 under what they originally budgeted. B. Yancar said they will not deplete their capital account which is great. R. Strauss said there was a complaint about the water pressure at the building, so they looked at running a new water line which was \$10,000, but he received a price from a plumbing contractor for a 10 horsepower, 14 gallon pressurizer system which would be installed in the sewage treatment facility that would increase the water pressure if they needed it. The cost quoted was around \$1,900. He said they do not need to do this now, but it is something they could look at if needed next year and he does not imagine the price increasing that much. It will help with pressure washing goose droppings, etc. He said there would be a small charge for the electrical contractor for the power of this unit.

P. Corogin commended R. Strauss on the nice job of the restroom as it looks great! The board expressed the same sentiments. B. Yancar commended all the contractors who were involved with the project.

**ADJOURNMENT:**

D. Miklos adjourned the meeting after no further discussion.

**NEXT TENTATIVE MEETING:** Regular Meeting: March 18, 2021 @ 6:30pm at a location to be determined.