

ORDINANCE NO. 23-250

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR AGREEMENT WITH TOWBOAT MARINE, LLC (D.B.A. LAKE ERIE TOWING) OF SANDUSKY, OHIO, FOR THE OPERATION & MANAGEMENT OF THE PAPER DISTRICT MARINA; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, the Paper District Marina Facility located at 611 W. Shoreline Drive consists of a transient marina, office, restrooms, and grounds and the City has contracted with Towboat Marina, LLC d.b.a. Lake Erie Towing of Sandusky, Ohio for the operation and management of the Paper District Marina since the 2016 season; and

WHEREAS, the City Commission approved an agreement with Towboat Marine, LLC (d.b.a. Lake Erie Towing) of Sandusky, Ohio, for the operation & Management of the Paper District Marina, as well as approved a new fee schedule for the Paper District Marina, by Ordinance No. 21-196, passed on December 13, 2021; and

WHEREAS, the agreement with Towboat Marine, LLC (d.b.a. Lake Erie Towing) was for the calendar year 2022, with an option for calendar year 2023, and this agreement expires December 31, 2023; and

WHEREAS, the City issued a Request for Proposals (RFP) on October 10, 2023, for the operation of the Paper District Marina for a period of three (3) years in which Towboat Marine, LLC of Sandusky, Ohio, was the only proposer to submit a proposal which was evaluated by a selection committee and based upon the company's experience, availability, and ability to keep the facility operating and staffed, along with the strong and successful partnership the proposer has had with the City over the past eight (8) years, was determined to be the lowest and best proposer; and

WHEREAS, the term of the new agreement is for a three (3) year period with an option to extend for up to three (3) additional one (1) year terms; and

WHEREAS, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute the agreement before the commencing date of January 1, 2024; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of Municipal Departments, including the Department of Recreation, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio, finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take

PAGE 2 - ORDINANCE NO. 23-250

immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into an agreement with Towboat Marine, LLC (d.b.a. Lake Erie Towing) of Sandusky, Ohio, for the operation and management of the Paper District Marina beginning January 1, 2024 through December 31, 2026, with an option to extend for up to three (3) additional one (1) year terms, consistent with the Request for Proposals and the proposal submitted by Towboat Marine, LLC (d.b.a. Lake Erie Towing) of Sandusky, Ohio, a copy of which is marked Exhibit "A" and attached to this Ordinance and specifically incorporated as if fully rewritten herein.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



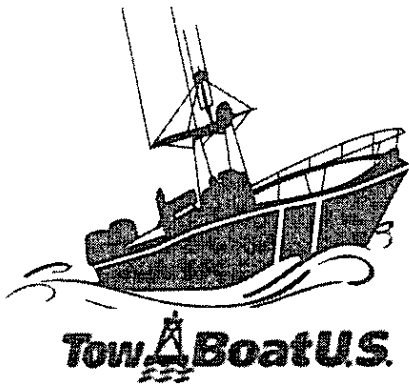
RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS
CLERK OF THE CITY COMMISSION

Passed: December 11, 2023



Towboat Marine LLC

Sandusky, Ohio 44870 ~ (419) 627-8634

towboatmarine@gmail.com

10/24/23

City of Sandusky

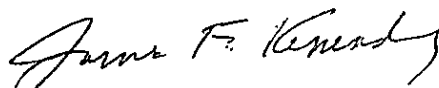
240 Columbus Ave

Sandusky, Ohio 44870

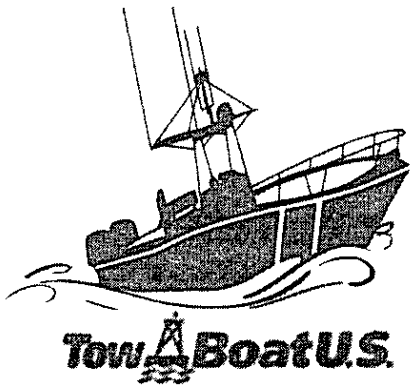
RE: RFP for Paper District Marina 2023

The following attached documents are the RFP for the Operation of the Paper District Marina. Our company "Towboat Marine" has been operating the marina for the City since April of 2016. The marinas revenues have grown since our first year and have been consistent with the number of docks. Our company & employees are well trained in the maritime industry and deal with various situations at the marina. The marina is a great fit for both of us and we look forward to continuing working for the City of Sandusky. Our Primary Residence is across the street from the Paper District Marina on Water Street and our Towboat US Operations Facility is located 3 blocks from marina also on Water Street, with access to all of our equipment to operate marina efficiently. We have taken the past 8 years to fine tune the operation and utilized everything we have to offer to benefit the City and to continue to welcome boaters into downtown Sandusky.

Please consider our proposal so we can continue this great relationship.


James F Kennedy

Towboat Marine / TOWBOAT US Sandusky



Towboat Marine LLC

Sandusky, Ohio 44870 ~ (419) 627-8634

towboatmarine@gmail.com

Contact Information

Re: Names/ Place of Resident Info. / Business Location Info.

Company / Corporation

Towboat Marine LLC / TOWBOAT US Sandusky (DBA previous Lake Erie Towing)

1020 W. Water Street

Sandusky, Ohio 44870

Phone: 419-627-8634

Owner / Operations Manager/ Captain

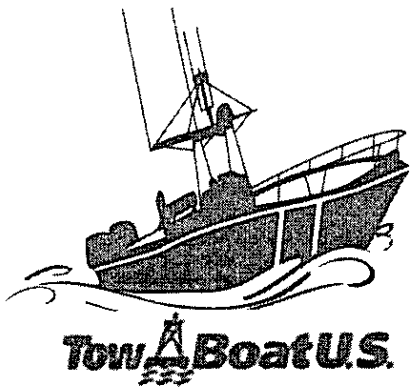
James F. Kennedy

415 W. Water Street

Sandusky, Ohio 44870

Phone: 419-366-1655

Marina Email: paperdistrictmarina@gmail.com



Towboat Marine LLC

Sandusky, Ohio 44870 ~ (419) 627-8634

towboatmarine@gmail.com

Marketing Strategy

TBM will continue to network with boaters by welcoming them into downtown to enjoy everything the amenities the city has to offer. TBM will continue to work / help with the Rec. Dept on events at the PDM & downtown.

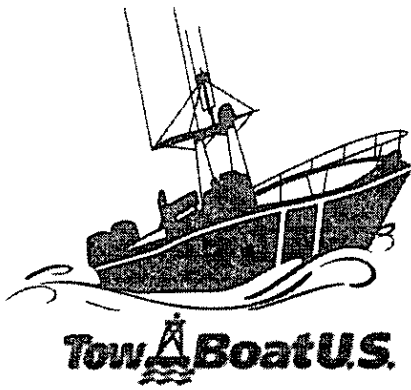
TBM will continue to utilize the Social Media platform which is already in place through Facebook.

TBM will continue to network with local marinas and make decisions which best fits the growth of downtown by continuing to promote the Sandusky Waterfront

TBM will continue to utilize our connection through TOWBOAT US such as the “Life Jacket Loaner Program” to keep the Paper District Marina on the Map with our a well know national organization.

TBM will continue to stay in touch with Federal, State & Local Agencies to work with them on Safe Boating and to continue the PDM as a safe destination.

TBM will continue to focus on the “Overnighter Market” by spreading the word to come stay the evening at the marina and enjoy everything Sandusky has to offer. TBM has formed a great relationship with quite a few groups / boating clubs from other areas of Lake Erie. Overnighters come in for weekend visits and by continuing this connection with overnighters is a great benefit for revenue.



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Past Revenue 2023, 2022, 2021

Here is the 2023 info

Paper District Marina Receipts: \$ 154568.55

Paper District Marina - 4 Hours Transient : 3037 Boats

Paper District Marina - Overnight Transient : 540 Boats

Paper District Marina - Seasonal Docks: 24 Boats

Paper District Marina - Seasonal Jet ski : 6 Boats

Here is the 2022 info

Paper District Marina Receipts: \$ 145805.80

Paper District Marina - 4 Hours Transient : 3076 Boats

Paper District Marina - Overnight Transient : 442 Boats

Paper District Marina - Seasonal Docks: 27 Boats

Paper District Marina - Seasonal Jet ski : 10 Boats

Here is the 2021 info

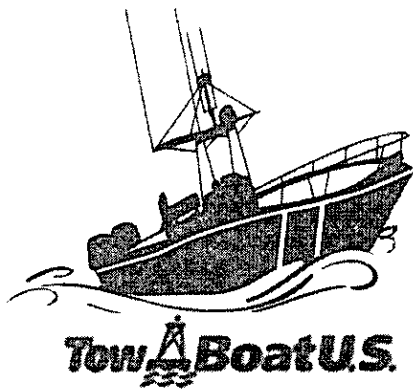
Paper District Marina Receipts: \$ 121,000.00

Paper District Marina - 4 Hours Transient : 3491 Boats

Paper District Marina - Overnight Transient : 431 Boats

Paper District Marina - Seasonal Docks: 27 Boats

Paper District Marina - Seasonal Jet ski : 8 Boats



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towboatmarine@gmail.com

References for PDM

1. Judge - Tygh Tone - Erie County Judge

419-239-8542

2. Michael Young - Cedar Point Marina, Assistant Manager

419-370-9005

3. Jake Dunfee - Owner, Shrock's Marina / Rescue Marine

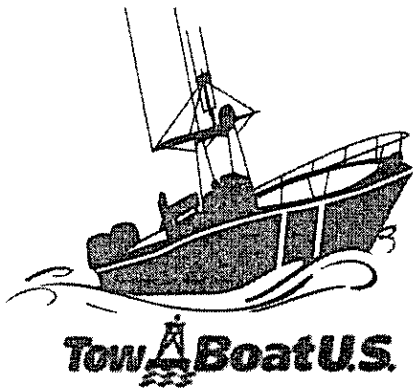
419-341-0048

4. Supervisor Brett Trump - ODNR Watercraft Sandusky

567-356-0009

5. CO Colt Fairchild - US Coast Guard Marblehead

563-663-4422



Towboat Marine LLC

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towboatmarine@gmail.com

Rates for 2024 - 2026

4 Hour - Transient Dock Rates

4 Hour Transient - No Power & Water Cash - \$ 15 .00 Credit Card - \$ 18.00

4 Hour Transient - 41' & Above Cash - \$ 20.00 Credit Card - \$ 25.00

4 Hour Transient - Power & Water Cash - \$ 20.00 Credit Card - \$ 25.00

4 Hour Transient Jet ski Cash - \$ 5.00 Credit Card - \$ 8.00

Overnight Rates (Check-out Noon) Length Overall (LOA)

Overnight Cash - \$ 2.00 per foot / per night

Credit Card - \$ 2.10 per foot / per night

Overnight Jet Ski less than 12' Cash - \$ 15.00 per night

Credit Card - \$ 18.00 per night

Weekly Rate - 24' and less (LOA) \$ 225.00

Weekly Rate - 25' - 31' (LOA) \$ 275.00

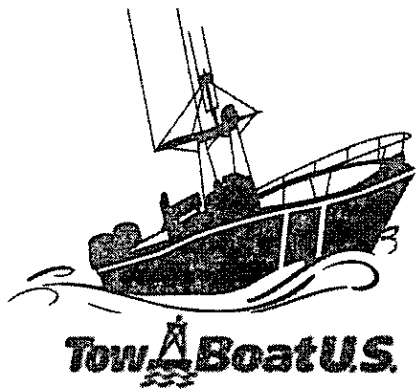
Weekly Rate - 32' - 42' (LOA) \$ 350.00

Weekly Rate 43' and Greater (LOA) \$ 500.00

Starts 1st Monday after September 10th and Ends 1st Sunday after May 1st.

Rates for 2027 - 2029

4 Hour Transient Dock Rates & Overnight Rates could vary slightly in the future depending on market value. We anticipate the rates being the same for years to come. If a change is needed, it will be approved and discussed with City Rec. Dept / City Mgr. prior to any modification before the oncoming season.



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Rates for 2024-2026 Seasons

Seasonal Rates - 27 Boats & 12 Jetski Docks

30' Seasonal Dock	\$ 2300.00
36' Seasonal Dock	\$ 2,950.00
40' Seasonal Dock	\$ 3200.00
Jet Ski on 12 Jet Docks	\$ 750.00
Jet Ski / Inflatable RHIB or similar dingy style 12' or less in water (same slip)	

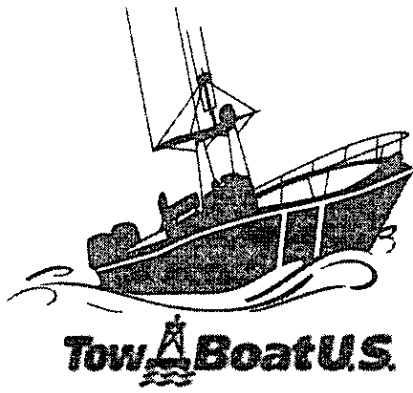
\$ 525.00 per Jet ski /RHIB

Rates for 2027-2029 Seasons (Pending Approval)

Seasonal Rates

30' Seasonal Dock	\$ 2450.00
36' Seasonal Dock	\$ 3100.00
40' Seasonal Dock	\$ 3350.00
Jet Ski on 12 Jet Dock	\$ 800.00
Jet Ski / Inflatable RHIB or similar dingy style 12' or less in water (same slip)	

\$ 575.00 per Jet ski /RHIB



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Additional Information for Qualification

TBM currently holds the FCC license call sign WQB366 for the property to operate the marine radio to communicate with boaters

TBM will continue to keep the Recreational Department Informed about local issues with other marina such as “Electric Shock” and other safety concerns.

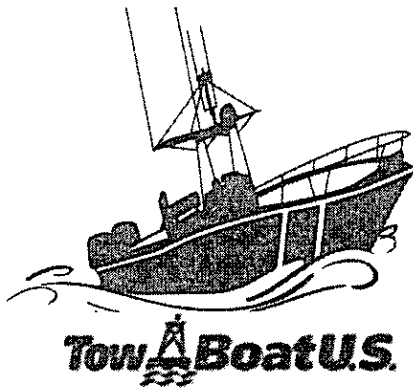
Attempts on our part will made to limit exposure of liabilities on the TBM & the City, by staying informed & knowing the facility. In June 2021 TBM met with SFD with a walk through of the facility, with training on shutting off power to docks

TBM has been operating the marina since 2014 with boat traffic and revenue increasing every season of operation

TBM will continue to be active in the Ohio Clean Marina Program and stay informed with the State of Ohio rules & regulations

TBM will continue to keep an eye of the facility in off hours during the evening and off season as we have done in the past

TBM has worked with the different department such as maintenance, water and even SPD in the best interest of the City to resolve various issues that arrive.



Towboat Marine LLC

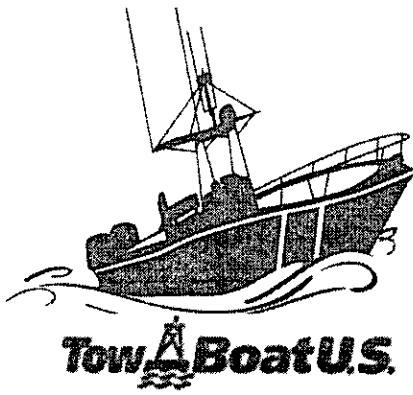
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towboatmarine@gmail.com

Staffing Requirements

Crew Needed: We currently have in place the full / part time crew for the 2024 season & future seasons. Some of our crew has been with us for years. We have a solid base of part-time dockhands which come in every weekend and do an excellent job for the marina. We have a long list of college students that fill the void during the busy summer months. Most of them return year after year and if schooling prevents them from helping us for the summer we fill the position and add to our great portfolio of part-timers. Our captains keep a good eye on the operating and help our with training. The following is a good base we utilize in training.

Crew Training: We will design a program based off of our On-Water Assistance / Towing Company. In this training program we will work with the crew, present & new hires in properly training everyone. We will stress the word "Safety" to all. One of our philosophies is: "Don't become part of a problem". Here are some of the following items we will focus on: safety issues, properly assisting boaters docking a boat, knot tying, collecting dock fees, & speaking with our guests / boaters with about where to go & what downtown has to offer.



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Rate Proposal for the Paper District Management by Towboat Marine

Please note this rate schedule is almost identical to the past with some fine tuning. This slight adjustment has to do with the increase of pedestrian traffic in downtown due to the Bike Pathway, Jackson St. Pier and all the New Downtown Amenities the City has welcomed.

- 1. City get first 10,000.00**
- 2. TBM receives next \$ 35,000.00 (Same as Past Years)**
- 3. After the first \$ 45,000.00 in gross sales City & TBM will split the revenues 50/50 (same)**
- 4. TBM will also receive 3 Seasonal docks at no additional cost which is up and above the agreed upon Seasonal # of Docks.**
- 5. Bathrooms - Prior to the final 50 / 50 Revenue Split. TBM will get reimbursed from the Marina Account (Civista Bank 107) of Funds spent on the Cleaning Company. Note the past 2 years it has been approximately \$ 2305.80 for Monday & Saturday Service Mid May - September. If 3 day a week service is needed Reimbursement amount will go up / vary.**
- 6. Note on Page 5 of RFP total amount of Jet Ski docks is Currently 12 owned by the City since 2014 at PDM. History Fact: in 2016 4 docks were removed as they were empty / not utilized. The Jetski docks will all Utilized / leased for 2024. The area was reconfigured and the space was utilized to fit all docks so that it doesn't effect transient or seasonal area.**

Please Consider the following:

We also request the RFP on page 6 paragraph 1 be modified to: " not to exceed a total of 6 year extension" (3 years plus 6 year extension)