

Warren County Port Authority

Meeting Minutes

March 7, 2011

Opening:

The meeting of the Warren County Port Authority was called to order at 5:05 pm on March 7, 2011 in the Warren County Administration Building, Room 128B by Warren County Port Authority President Greg Sample.

Present:

Warren County Port Authority Board Members: Mr. Bolton (5:08 pm), Mr. Ficke, Mrs. Hreben, Mr. Sample, Ms. Reindl-Johnson and Mr. Wilson

Warren County Economic Development Staff: Martin Russell

Other Attendees:

Tom Ariss – Warren County Commissioner

Dennis Begue – NEC Chamber

Matt Eisenbraun – Small Business Development Center

John Harris – NEC Chamber

Larry Hollingshead – Private Citizen/Arts & Culture Center Board

Angie Morgan – NEC Chamber

A. Approval of Agenda

The agenda and additional resources were distributed to the board for review and consideration without disapproval.

B. Approval of Minutes

- **A motion was offered by Mr. Wilson and seconded Mr. Ficke to accept the February 7, 2011 minutes as presented by staff. The motion passed with a unanimous voice vote.**

C. New Business

- *To be sensitive of time for the representatives of the Northeast Cincinnati (NEC) Chamber and the Small Business Development Center, the Port staff asked if it would be acceptable to rearrange the agenda to allow the NEC and their partners to present to the Board before moving into the Executive Director's report. The Board concurred with that request*

The NEC Chamber presented to the Port Board regarding their efforts to establish a Small Business Development Center (SBDC) within Warren County. A SBDC is a collaborative effort led by the Ohio Department of Development to provide start-up and existing businesses with technical assistance pertaining to business plans, modeling and other needs. Currently, individuals looking to receive assistance from the nearest SBDC must travel or meet with representatives from Butler, Clermont or Hamilton Counties.

As part of the “Jobs Bill” passed by the US Congress in 2010, the NEC Chamber along with the Hamilton (City of) SBDC applied and was granted the opportunity to start a SBDC located within the NEC Chamber’s offices in the City of Mason, Warren County. To stand up and maintain this new SBDC in Warren County, the NEC is meeting with local governments and private businesses throughout Warren County to secure funding partnerships for the current/ongoing phases of this project. The NEC and their partners have already met with the Board of Trustees for Deerfield Township and the City Council of Mason. They are also working to establish an audience with the City of Lebanon and individuals representing private lending institutions.

The NEC Chamber was presenting to the Port Board to request funding for this initiative. Mr. Bolton requested information pertaining to perceived quantity of business contacts the SBDC expected over the next year and he was referred to the materials supplied by Mr. Eisenbraun as to his estimates of people to be assisted. Mr. Sample posed a question pertaining to the funding of other SBDC(s) in the area. Mr. Eisenbraun stated that each SBDC is different, but that his Middletown (Butler County) office was sponsored fifty percent by the City of Middletown on an annual contribution.

Following the presentation and the posed questions, Executive Director Martin Russell commented to the NEC Chamber and their partners that he would get in touch with them at a later date to discuss the feedback from the Board.

D. Executive Director’s Report

- Executive Director Martin Russell discussed the financial reports for January 2011. Mr. Russell discussed that there had been little activity during the month of January in the Port’s Operating Fund beyond ongoing payments made for legal expenses. **A motion was offered by Ms. Reindl-Johnson and seconded by Mr. Wilson to accept the January 2011 financial report as presented. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell requested the Board amend the 2011 Budget Certificate passed at the meeting held in February of 2011. This certificate is a good faith estimate of revenue and expenses for the Port annually and the \$56,200 for Sinclair Community College Courseview was omitted from the first certificate presented. **A motion was offered by Ms. Reindl-Johnson and seconded by Mrs. Hreben to approve the amended 2011 Budget Certificate of the Warren County Port Authority to include the \$56,200 for Sinclair Community College Courseview. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell discussed that the next Port meeting would take place at E-Beam Services. It was hoped that March’s meeting would be conducted at their facility, but travel schedules precluded that from occurring on that date. Calendars have been cleared and the April 4th Port Board meeting will be held at their facility. More details and directions will follow as the meeting date approaches.

- Executive Director Martin Russell requested any available Port Board member attend the “big check” presentation for Sinclair Courseview. The ceremony denotes the County Commissioners’ desire to assist Warren County residents attend higher education environments at Sinclair. By ORC the County Commissioners allocate funds to the Port, which in turn forwards the scholarship to the College. The check presentation will be held on March 15, 2011 at 9 am in the Commissioners’ Meeting Room.
- Executive Director Martin Russell presented an update on the Security and Exchange Commission’s proposed rule change on “municipal advisors”. As requested by the Board at the last meeting, staff sent a letter to the SEC and to the Port’s congressional delegation discussing our concerns over this proposed rule. It appears that there are several government bodies doing likewise and it appears the board overseeing these rule changes in adjusting their stance. More information will follow as additional insight is learned by staff on this matter.
- Executive Director Martin Russell discussed with the Board generating a separate Port logo, letterhead, envelopes and website different from that had by the Warren County Economic Development Office. The goal of this action would be to demonstrate separation between each body and their deliverables. **A motion was offered by Mr. Wilson and seconded by Ms. Reindl-Johnson authorizing staff to generate a Port logo, order letterhead/envelopes and to establish a Port website for an amount not to exceed \$500. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell requested to attend the Dayton Development Coalition’s Fly In scheduled for early May in Washington, D.C. It was discussed that this would allow staff to interact with his peers at this event and to work with other community leaders to advocate for defined regional needs with our federal elected officeholders. **A motion was offered by Mr. Wilson and seconded by Mr. Ficke that Executive Director Martin Russell attends the Dayton Development Coalition Fly In on May 2-4 for an amount not to exceed \$1500. The motion passed with a unanimous voice vote.**

E. Old Business

- Executive Director Martin Russell gave a brief update on the Warren County Sports Complex project. The Warren County Convention and Visitors Bureau (CVB) continues to work with the state delegation to get the 1% hotel tax increase into the 2011 State of Ohio budget. If successful, the CVB anticipates that they would issue bonds and begin moving dirt towards the beginning of fall 2011. Staff will keep the Board apprised of any next steps or actions that need to be legislatively addressed.

F. Executive Session

- **A change was made to the agenda and it was decided not necessary to enter into executive session to discuss legal matters.**
- **A motion was offered at 6:10 pm by Mr. Wilson and seconded by Ms. Reindl-Johnson to enter into executive session to discuss potential property acquisition pertaining to the Towne Mall in the City of Middletown. The motion passed with a roll call vote; Mr. Sample abstained from the vote and left the Board meeting to avoid any conflict of interest.**

- **A motion was offered at 6:25 pm by Ms. Reindl-Johnson and seconded by Mr. Bolton to exit executive session where discussions were held regarding potential property acquisition pertaining to the Towne Mall in the City of Middletown. The motion passed with a roll call vote.**

Adjournment:

At 6:26 pm, a motion was made by Mr. Bolton and seconded by Mr. Ficke to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is scheduled to be at 5:00 pm on April 4, 2011 at E-Beam Services located at 2775 Henkle Drive, Lebanon, 45036.

Minutes submitted by: Martin Russell

Approved by: Martin Russell