

Warren County Port Authority

Meeting Minutes

January 30, 2012

Opening:

The meeting of the Warren County Port Authority was called to order at 5:04 pm on January 30, 2012 at the Warren County Administration Building, Commissioners' Conference Room, by Warren County Port Authority Vice Chairman Steve Wilson.

Present:

Warren County Port Authority Board Members: Mr. Bolton, Mr. Gully, Mrs. Hreben, Ms. Riendl-Johnson, and Mr. Wilson

Warren County Economic Development Staff: Martin Russell

Other Attendees:

Caleb Bell – Bricker and Eckler

Sean Fraunfelter – Port's Contract Accountant

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 Mrs. Hreben and seconded by Mr. Gully to accept the October 17, 2011 minutes as presented by staff. The motion passed with a unanimous voice vote.**

C. Executive Director's Report

- Executive Director Martin Russell requested the Board approve the reappointment of two Board members, Mr. Steve Wilson and Mrs. Jill Hreben, to new four-year terms. Each had agreed to continue to serve on the Warren County Port Authority, Mr. Wilson an original member of the Port and Mrs. Hreben completing the term once held by former Port member, Doug McNeil. The Port's motion, if approved, would then need passed in resolution form by the Warren County Commissioners as directed by the Port's bylaws. **A motion was offered by Mr. Gully and seconded by Mr. Bolton to appoint Steve Wilson and Jill Hreben to new four year Warren County Port Authority terms expiring in 2016 and for staff to request via resolution the appointments' approval by the Warren County Board of Commissioners. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell requested the Board appoint officers for 2012. Each of the current officers expressed an interest in maintaining their current position **A motion was offered by Mrs. Hreben and seconded by Ms. Reindl-Johnson to appoint Greg Sample, Steve**

Wilson and Dave Gully the Chairman, Vice-Chairman and Fiscal Officer respectively. The motion passed with a unanimous voice vote.

- Executive Director Martin Russell requested that Contract Accountant, Sean Fraunfelter, discuss the financial reports for October – December 2011 with the Board. Several of the revenues and expenses surrounded the Corridor 75 Park development. Monies received were to pay debt service on the park as well the Port's yearly fee for issuing the debt. Expenditures spent were to maintain legal counsel as the development is being processed through foreclosure proceedings. **A motion was made by Mr. Gully and seconded by Mrs. Hreben to accept the October – December 2011 Port Finance Reports as presented. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell requested Contract Accountant, Sean Fraunfelter, to present to the Board Resolution 2012-02, a resolution setting the Port's preliminary budget for 2012. Mr. Fraunfelter took into account revenues/expenditures based off past projects and the potential continuation of the Sinclair Scholarship fund. As the year progresses, adjustments and Board changes to the budget may be warranted based off prospect flow. **A motion was offered by Mr. Bolton and seconded by Mrs. Hreben approving Resolution 2012-02, the Warren County Port Authority's 2012 Budget Resolution. The motion passed with a unanimous roll call vote.**
- Executive Director Martin Russell requested the Board renew its contract with Sean Fraunfelter as the Port's Contract Accountant. Mr. Fraunfelter's fees have remained consistent for the new contract and Mr. Russell expressed his positive interactions working with Mr. Fraunfelter. **A motion was offered by Ms. Reindl-Johnson and seconded by Mr. Hreben to authorize Executive Director Martin Russell to sign into a new contract with Fraunfelter Accounting Services. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell gave an update on his travels to Arizona highlighting the success of Franklin Yards. Mr. Russell also discussed his upcoming trip to Washington, D.C. as part of Railroad Day to promote the continued coordination of transportation modes for area businesses. Mr. Russell also detailed the upcoming Dayton Development Coalition Fly-In and that he was researching the costs factors associated with this annual event. Mr. Russell briefed the Board on recent changes inside of the State of Ohio as it relates to job creation/economic development. JobsOhio has stood itself up and is attempting to push more responsibility to local organizations within SW Ohio to be responsive to economic development needs. Mr. Russell is working with both the Dayton Development Coalition and Cincinnati USA to better understand their protocols moving forward. Staff will continue to update the Board on these and other issues pertaining to interactions made on behalf of the Port Authority.

D. Old Business

- Executive Director Martin Russell informed the Board regarding the latest happenings involving the VH Monroe Development (Corridor 75 Park) in Monroe. Since the previous meeting, Huntington Bank and Mr. Smyjunas have agreed to file a joint motion to have a receiver placed over the development. The receiver chosen was Mr. Rothschild out of the Columbus market. A meeting is scheduled between the receiver, the City of Monroe and the Port to discuss plans for the development. Staff will keep the Board apprised of any new happenings at the development and if any action of the Port Board will be required.

- Executive Director Martin Russell gave the Board an update on prospects that were considering a partnership with the Port Authority. If all projects came to fruition, the Port could assist with the creation of over 700 jobs and significant capital investment. Staff will continue to update Board members on the progress of each project and if/when action from the Board is required to move the project forward.

E. New Business

- Executive Director Martin Russell presented Resolution 2012-01 to the Port Board. This resolution authorizes staff to enter into agreements with the Warren County Board of Commissioners and the Sinclair Community College Foundation to provide a scholarship fund for Warren County residents attending Sinclair's Courseview Campus. The County will provide the Port with over \$56,000 to send directly to the scholarship program. **A motion was offered by Mr. Hreben and seconded by Mr. Gully to approve Resolution 2012-01. The motion passed with a unanimous roll call vote, Ms. Reindl-Johnson abstaining.**

F. Executive Session

- **A motion was offered at 5:50 pm by Ms. Reindl-Johnson and seconded by Mr. Bolton to enter into executive session for "consideration of information by employers seeking location, relocation, expansion, improvement, or preservation of business within the jurisdiction of the port authority". The motion passed a unanimous roll call vote.**
- **A motion was offered at 6:23 pm by Ms. Reindl-Johnson and seconded by Mr. Bolton to exit executive session for "consideration of information by employers seeking location, relocation, expansion, improvement, or preservation of business within the jurisdiction of the port authority". The motion passed a unanimous roll call vote.**

Adjournment:

At 6:25 pm, a motion was made by Mr. Gully and seconded by Mr. Wilson to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting will be scheduled on the Port's new quarterly system unless otherwise deemed necessary before due to project/prospect timelines.

Minutes submitted by: Martin Russell

Approved by: Martin Russell