

## **Warren County Port Authority**

### **Meeting Minutes**

**February 4, 2013**

#### **Opening:**

The meeting of the Warren County Port Authority was called to order at 5:32 pm on February 4, 2013 at the Warren County Administration Building, Room 128B by Warren County Port Authority Chairman Greg Sample.

#### **Present:**

**Warren County Port Authority Board Members:** Mr. Ficke, Mr. Gully, Ms. Reindl-Johnson and Mr. Sample

**Warren County Economic Development Staff:** Martin Russell

#### **Other Attendees:**

Caleb Bell – Bricker and Eckler

Sean Fraunfelter – Port's Contract Accountant

Quinten Harris – Bricker and Eckler (SBDA Vice-Chair)

Larry Hollingshead – Warren County Resident

Chris Pozzuto – City of Springboro (SBDA Chairperson)

Joe Schiesler – Director, Warren County SBDC

#### **A. Approval of Agenda**

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

#### **B. Approval of Minutes**

- **Mr. Gully made a motion seconded by Ms. Reindl-Johnson to approve the Port's minutes from December 19, 2012 as submitted. The motion passed with a unanimous voice vote.**

#### **C. Executive Director's Report**

- Executive Director Martin Russell discussed the election of Port officers for 2013. All current officers have agreed to serve in their capacity for 2013 if approved by the Board. **Ms. Reindl-Johnson made a motion that was seconded by Mr. Ficke to elect Greg Sample, Chairman, Steve Wilson, Vice-Chairman, and Dave Gully, Treasurer, of the Warren County Port Authority. The motion passed with a unanimous voice vote.**

- Executive Director Martin Russell requested the representatives of the Warren County Small Business Alliance give the Port Board an update on the Small Business Development Center. Chris Pozzuto, Quinten Harris and Joe Schiesler gave the Board an update on all of the public, private and non-profit organizations that have joined the Alliance (26 in total) as of the date of the meeting. The SBDC center officially opened in early January and is housed at the Warren County Career Center. Mr. Schiesler is making calls on Alliance members to make sure he learns their specific needs from the SBDC and to receive referrals of prospective companies looking for assistance. The Alliance thanked the Port for the Board's willingness to host the financial component of the SBDC operations and looks forward to a long-term and positive relationship assistance existing small businesses and entrepreneurs.
- Executive Director Martin Russell requested Mr. Fraunfelter give the Board a report on the Port's financials between September and December 2012. Mr. Fraunfelter discussed expenses pertaining to legal fees associated with prospects and revenue received by the Port from past projects like E-Beam, the Atrium YMCA and others. **Mr. Ficke made a motion, seconded by Ms. Reindl-Johnson, to accept the September, October, November and December 2012 Finance Reports as presented to the Board. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell requested Mr. Fraunfelter give the Board an update on the Audit Report/Management Letter presented to the Port. Only one issue regarding the audit was brought to Port staff for review and correction. Regarding the Corridor 75 Park, certain land parcels were recorded incorrectly relating to their dedication to the City of Monroe. Mr. Fraunfelter has worked to correct that matter to the satisfaction of the auditors. **Mr. Ficke made a motion, seconded by Mr. Gully, to accept the Audit Report and Management Letter as submitted to the Board. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell gave the Port Board a brief update on the activities of the Warren County Chamber "Alliance". The group has met several times to discuss the need of Chambers to work more closely together on advocacy, communication and other items like business education items. It is staffs' desire to work with all Chambers here in the near future to create a working framework where each Chamber agrees to partner with one another to move this concept into an actual working initiative.

#### **D. Old Business**

- Executive Director Martin Russell gave the Port Board an update on the 71/123 project. The Port has engaged Poggemyer Design to design the alignment and placement of the sewer out to the project area. The company has been working hard through the weather and delivered preliminary designs to be reviewed by the Port and the City of Lebanon.
- Executive Director Martin Russell presented Resolution #2013-01 to the Port Board for their approval. This resolution will authorize staff to sign into a Ground Lease, Project Lease and other items pertaining to the Miami Valley Gaming development at Union Road and St. Rt. 63 in Turtlecreek Township. **Mr. Gully made a motion, seconded by Ms. Reindl-Johnson, to approve Resolution #2013-01. The motion passed with a unanimous roll call vote.**

#### **E. New Business**

- Executive Director Martin Russell requested Mr. Fraunfelter present the 2013 Warren County Port Authority Initial Budget, Resolution #2013-02, to the Board. This is an annual process placing a framework around what staff believe will be the revenue and expenses of the Port during 2013. If additional expenses or revenue occur during the year, an amended budget document will be presented at that time. **Ms. Reindl-Johnson made a motion, seconded by Mr. Gully, to approve Resolution #2013-02. The motion passed with a unanimous roll call vote.**

#### **F. Executive Session**

- **None**

#### **Adjournment:**

At 6:45 pm, Mr. Gully made a motion, seconded by Mr. Ficke, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is scheduled for March 18, 2013 unless otherwise changed by need or lack of business.

Minutes submitted by: Martin Russell

Approved by: Martin Russell