

Warren County Port Authority

Meeting Minutes

January 5, 2016

Opening:

The meeting of the Warren County Port Authority was called to order at 12:06 pm on January 5, 2016 at the Warren County Administration Building, Room 332 by Warren County Port Authority Vice-Chairman, Steve Wilson.

Present:

Warren County Port Authority Board Members: Mr. Bolton, Mr. Gully, Ms. Reindl-Johnson, Mr. Sample (12:09), and Mr. Wilson.

Warren County Economic Development Staff: Martin Russell & Matt Schnipke

Other Attendees: Larry Hollingshead – Resident

Penny Rike – The Partnership Alliance

Chelsey Levingston – Dayton Daily News

Adam Jones – Workforce Investment Board of Butler|Clermont|Warren

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 minutes from the November 5, 2015 meeting. The motion passed with a unanimous voice vote.**

C. Financial Reports

- Port Secretary, Matt Schnipke reviewed the financial reports for the months of October and November. The activity was normal on both. Mr. Schnipke highlighted a few items such as a new deposit agreement fee (\$20,000) along with the true-up fee of the latest IDI project (\$109,759.15). The fee of \$7,075 from Butler County revenue sharing on the YMCA is an annual fee. Mr. Schnipke pointed out the appearance that it was charged twice in 2015, but explained that one was the 2014 fee which did not arrive until 2015 due to the closing being late in 2014. **Mr. Gully made a motion, seconded by Ms. Reindl-Johnson, to accept the finance reports from October and November 2015 as presented. The motion passed with a unanimous voice vote.**

D. Executive Director's Report

- Executive Director, Martin Russell, provided the Board with an update on a few projects. He shared that Park North building 8 will continue to provide growth as new tenants are identified.

- Mr. Russell also shared a few items related to the Chamber Alliance. During the Capital Drive day to Columbus, Office of Budget and Management Director, Tim Keen, expressed his excitement to work with the Warren County Chamber Alliance during the Capital Budget process. Upon returning from the Capital Drive, the Alliance formulated a process for vetting capital budget requests. A taskforce of 13 community leaders was formed and heard each presentation. The taskforce members comprised of business, government, and non-profits from around the entire County. Currently, submissions are being finalized for the State and will be submitted within the next week.
- Mr. Russell shared details about the upcoming 2016 Fly-In to Washington D.C. He stated that the dates are now confirmed (April 26-28) and that the three days will feature a networking event, meetings with elected officials, and meetings with specific agencies and staff members. Mr. Russell stated that the networking event may include a dinner at the Canadian Embassy. Mr. Wilson said he has attended events at that Embassy and they were very enjoyable. This model will be the same that produced such positive results in 2015. Mr. Russell expressed his thanks to the Board for their leadership in allowing staff to assist with these important advocacy issues which benefit the County.

E. Old Business

- **None**

F. New Business

- Executive Director, Martin Russell, requested the Board review resolution #2016-01. This resolution is an amendment to the Park North Building 4 lease approved by Resolution #2013-09. IDI has now identified a tenant to fill that space, which will require tenant improvements. This is similar to other deals the Port has done with IDI. There will be a true-up payment after calculations for improvements are complete. Mr. Russell stated future projects that require amendments will be handled administratively by staff. This method (as approved for the Park North 8 lease) will be more time sensitive. **Mr. Wilson made a motion, seconded by Mr. Ficke, to approve resolution #2016-01 as presented. The motion passed by a 6-0 roll call vote of all present Board members.**
- Executive Director Martin Russell requested the Board approve Port Resolution #2016-02. This resolution would continue the scholarship for Sinclair Community College. The scholarship is annually allocated to Sinclair's Courseview campus and is designed to reduce the cost for Warren County residents to attend classes at the Courseview campus. Mr. Russell stated that staff is being proactive this year in presenting the resolution. The Commissioners have not yet approved the monies, but upon that approval, the Port will be ready. **Mr. Gully made a motion, seconded by Mr. Wilson, to approve Port Resolution #2016-02 as presented. The motion passed by a 5-0 roll call vote of present Board members with Ms. Reindl-Johnson abstaining.**

G. Executive Session

- **At 12:24 pm, Mr. Sample made a motion, seconded by Mr. Wilson to enter executive session for negotiations. At 12:39 pm, Ms. Reindl-Johnson made a motion, seconded by Mr. Wilson to exit executive session.**

H. Other Business

- Mr. Russell inquired the Board their preference on a fund for the Small Business Development Alliance (SBDA). The Small Business Development Center (SBDC) currently reimburses the Port for Angie's staff time. That money does not sit in the SBDA sub-account, but rather in the operating fund. Mr. Russell has been asked by the SBDC if the Port can provide those "give-back" monies for training costs not budgeted for by the SBDC. Previously, the Board requested a specific plan on how the money would be used. **Mr. Wilson made a motion, seconded by Mr. Gully, that staff will have discretion up to \$10,000 to reimburse the SBDC for pertinent expenses related to their operation. Mr. Russell must keep the Board apprised of activity in his Executive Director Reports. The motion passed with a unanimous voice vote.**

Adjournment:

There being no other business, at 12:52 pm, Mr. Gully made a motion, seconded by Mr. Wilson, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is not scheduled at this time.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell