

Warren County Port Authority

Meeting Minutes

June 20, 2016

Opening:

The meeting of the Warren County Port Authority was called to order at 5:32 pm on June 20, 2016 at the Warren County Administration Building, Room 128B by Warren County Port Authority Chairman, Greg Sample.

Present:

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

Warren County Economic Development Staff: Martin Russell, Matt Schnipke & Brian Beaudry (Intern)

Other Attendees: Larry Hollingshead – Resident

Caleb Bell – Counsel

Sean Fraunfelter – Port 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

- **Mr. Bolton made a motion, seconded by Ms. Reindl-Johnson to approve the meeting minutes from both the January 29, 2016 and March 23, 2016 meetings. The motion passed unanimously using a voice vote of all present Board members. There were no meeting minutes February, April or May. Those meetings were cancelled due to lack of business.**

C. Finance Reports

- Port accountant, Mr. Sean Fraunfelter, reviewed the financial reports encompassing December 2015 – May 2016. He outlined a few key incomes and expenses including the SCA and ARCS projects as well as the Brian Beaulieu Chamber Alliance event. Mr. Fraunfelter stated that the Port brought in nearly \$400,000 in 2015, which is a great year. Ms. Laine asked how this compared to other Port Authorities. Mr. Fraunfelter said to his knowledge it is nearly four times greater. Overall, he stated that the financial activity was healthy. **Ms. Laine made a motion, seconded by Ms. Reindl-Johnson to approve the December 2015, January 2016, February 2016, March 2016, April 2016 and May 2016 regular financial reports. The motion passed with a unanimous voice vote of all present Board members.**

D. Executive Director's Report

- Executive Director, Martin Russell, updated the Board on activities from the Warren County Chamber Alliance. He overviewed the successful Economic Outlook Breakfast. Mr. Brian Beaulieu returned to speak and over 300 people attended.

- Mr. Russell overviewed the success of the fly-in as well. The 2016 fly-in saw nearly 50 community leaders including elected officials travel to Washington D.C. to meet with various agencies and Congressional Members and their staff. As a result of the fly-in, one of the legislative policy items gained a co-sponsor from Congressman Renacci. This was likely a result from the Warren County meetings with his office. Mr. Russell asked if any other fly-in attendees would like to add comments. Mr. Larry Hollingshead responded that he found the process to be very beneficial and helped to prioritize needs around the County.
- Mr. Russell also mentioned that the Chamber Alliance is working on the State level advocacy trip for November of 2016. The Capitol Drive will advocate for various State level issues and follow up on items from the 2016 Capitol Budget bill. That bill brought over \$2.1 million dollars to Warren County for community projects. Mr. Bolton shared his enthusiasm of the progress made. Ms. Laine also wished to thank Mr. Chris Pozzuto from the City of Springboro for all of his work in the organization of these events.
- Finally, Mr. Russell gave a brief update on a few projects being worked on by the Port. He outlined discussions being had with the State of Ohio regarding the prison lands along State Route 63. These discussions surround potential uses and development for this acreage when the State decides to sell the land. Mr. Russell highlighted the Peter's Cartridge project which continues to move forward and preliminary discussions with IDI about another building in Park North.

E. New Business

- Mr. Fraunfelter reviewed the Port's annual compilation report. He stated that it is complete and has been submitted. He also reviewed the current Port Audit. He said that it will be completed by June 30th, and as of now there appears to be no citations. However, he will not know for sure until after the audit is complete.
- Mr. Fraunfelter introduced a resolution for the initial 2017 budget. He noted a few areas of increase to meet higher project volume and increased activities related to the Chamber Alliance. He stated that an initial budget is required, but could be amended if needed later in the year. **Mr. Gully made a motion, seconded by Ms. Laine, to approve the initial WCPA 2017 budget resolution as presented. The motion passed by a 5-0 roll call vote of all present Board members.**
- Executive Director, Martin Russell, explained to the Board that Mr. Gully will be retiring at the end of July. Therefore, a new Board member will need to be appointed to assume his seat. Mr. Russell stated that since Mr. Gully occupies the Commissioner's permanent seat on the Board, it may make sense to appoint Mr. Gully's replacement as County Administrator to the Board upon his retirement. **Mr. Bolton made a motion, seconded by Ms. Reindl-Johnson to appoint Mr. Gully's replacement as Warren County Administrator or interim County Administrator to the Board. The motion passed using a voice vote with Mr. Gully abstaining.** Mr. Russell stated that the Commissioners must also pass a resolution, and staff will begin the necessary paperwork. Mr. Gully will continue his term of service as a Board member and Treasurer until his retirement.
- Mr. Russell introduced a resolution to the Board regarding the expansion of Victory Wholesale in Springboro. Victory Wholesale is expanding by constructing a new 200,000 square foot warehousing facility. The Port Authority is providing a sales-tax exemption for this deal in a similar structure to previous sales-tax deals. Mr. Russell shared that the Port's fee for this project

is nearly \$50,000. **Mr. Gully made a motion, seconded by Ms. Reindl-Johnson, to approve Resolution #2016-05 as presented. The motion passed by a 5-0 roll call vote of all present Board members.**

- Mr. Russell introduced a resolution to the Board regarding the construction of a new spec. building at Park North in Monroe. IDI has continued to grow at Park North in Monroe and the Port is enthusiastic about this on-going partnership. This deal is structured similarly to other buildings in the Park North development and the Port will be offering a sales-tax exemption. The Port's fee for this deal will be nearly \$30,000. **Mr. Bolton made a motion, seconded by Ms. Laine, to approve Resolution #2016-06 as presented. The motion passed by a 5-0 roll call vote of all present Board members.**
- Mr. Russell introduced a resolution to the Board regarding the expansion of Mane, Inc. in Lebanon. Mane is expanding by constructing a new 75,000 square foot manufacturing and warehouse facility. The Port Authority is providing a sales-tax exemption for this deal in a similar structure to previous sales-tax deals. Mr. Russell shared that the Port's fee for this project is nearly \$110,000. **Ms. Reindl-Johnson made a motion, seconded by Mr. Bolton, to approve Resolution #2016-07 as presented. The motion passed by a 5-0 roll call vote of all present Board members.**

F. Executive Session

- **None.**

G. Other Business

- Executive Director Martin Russell sincerely thanked Mr. Gully for his service on the Board. He stated that Mr. Gully's expertise has been integral in allowing the Port to grow and thrive. Mr. Gully shared sentiments that he has enjoyed working with all members of the Board and that he feels the Port as well as Warren County is in good hands with the current leadership. Each Board member thanked Mr. Gully for his service and expressed their enjoyment in working with him. Mr. Russell shared with Mr. Gully a memento of thanks for his years of service and wished him well in future endeavors.

Adjournment:

There being no other business, at 6:15 pm, Mr. Gully made a motion, seconded by Mr. Bolton, 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