

Warren County Port Authority

Meeting Minutes February 26, 2018

Opening:

The meeting of the Warren County Port Authority was called to order at 3:03 pm on February 26, 2018 at the Warren County Administration Building, Room 349 by Warren County Port Authority Executive Director, Martin Russell. Quorum was present.

Present:

Warren County Port Authority Board Members: Mr. Bolton, Ms. Laine (3:06pm), Mr. Layer, Ms. Reindl-Johnson & Ms. Zindel.

Warren County Economic Development Staff: Martin Russell, Matt Schnipke & Brian Beaudry.

Other Attendees:

Nic Gordon – Counsel (Bricker & Eckler)

Sean Fraunfelter (3:05pm) – Port Contract Accountant

Andy Brossart – Bradley Payne Advisors

Phil Smith & Ben Huffman – Warren County Convention & Visitors Bureau

Jennifer Patterson – City of Monroe

Larry Hollingshead – Resident

A. Approval of Agenda

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

B. Approval of Minutes

- The meeting minutes from the January 22, 2018 meeting were reviewed. **Ms. Reindl-Johnson made a motion, seconded by Ms. Zindel to approve the minutes from the January 22, 2018 meeting as presented. The motion passed with a unanimous voice vote of present Board members.**

C. Finance Reports

- Mr. Fraunfelter reviewed the finance report from January of 2018. He highlighted the annual administrative expense paid to the Commissioners which covers staff time of the Economic Development Office. Mr. Fraunfelter also pointed out the incoming membership dues of the Warren County SBDA which were around \$20,000. Finally, he noted the continued flow of activity through the Warren County CVB fund of the lodgings tax. He said all is operating smoothly. **Ms. Laine made a motion, seconded by Ms. Reindl-Johnson to approve the**

January 2018 finance report as presented. The motion passed using a voice vote of present Board members.

D. Executive Director's Report

- Mr. Russell provided an update on the Warren County Chamber Alliance. He shared that the Alliance continues to prepare for the 2018 Fly-In to D.C. He said the schedule is starting to take shape as networking events are firming up. Also, he said this year's event will be the best attended of any year past. Mr. Russell said the Warren County elected delegation is being contacted and that various agency/department meetings are being scheduled as well.
- Mr. Russell updated the Board on the Alliance's efforts pertaining to the Capital Budget. He said of the eight projects submitted to the State, it appears that 6 will be granted funds in the range of \$2.7 million. Mr. Russell said this does not include funding for every project; however, it does account for a bigger chunk of a smaller overall pool of funds compared to the last cycle. Mr. Russell said conversations are still being had in an attempt to include the remaining two projects into the bill or find other funding sources.
- Mr. Russell provided an update on discussions being had surrounding transit issues facing the County. He shared that the working group continues to meet and discuss ways in which a basic route can be stood up along the I-75 corridor which would service various municipalities and private sector businesses. He said the next meeting is coming up at the end of the week and the discussions of funding will continue.
- Mr. Russell provided an update on discussions surrounding the creation of a bond fund. He said that Bricker & Eckler have been working with Andy Brossart and a banking institution to formulate the necessary structure. He gave a brief overview of the benefits a bond fund would bring to the Board. He said a follow up meeting will be scheduled immediately after the current Board meeting to serve as a deep-dive conversation and educational opportunity. He stated that Caleb Bell and Andy Brossart will have a presentation and will answer questions of how a bond fund would be set up and operate.
- Mr. Russell inquired if the Board had objections of allowing Mr. Schnipke to carry a second credit card. He said that many occasions have arisen due Mr. Russell no longer being located in the same physical office space as other Port staff, where a second card would have been convenient. He stated that Mr. Schnipke's card activity would also be monitored by the Port's accountant to ensure that it is being used appropriately. The Board agreed that it would be convenient and saw now issue with allowing a second card. **Mr. Layer made a motion, seconded by Mr. Bolton, to approve the issuance of a second credit card for Mr. Schnipke as Secretary. The motion passed with a unanimous voice vote of present Board members.**
- Mr. Russell and Mr. Schnipke then provided the Board an update of current and prospective projects around both Warren and Preble Counties.

E. Old Business

- Mr. Russell re-introduced the topic of fall event presentations. He stated that Mr. Beaudry has worked with the applicants from the fall event to answer questions posed by the Board. Mr. Beaudry provided a brief recap of each project received through the fall event and the answers to follow up questions of the Board.

- The Board discussed at length the qualities of each project and decided that the projects submitted by Ms. Langworthy and Mr. Staler were not in line with the workforce objective of the event. The proposal received by Mr. Reid and collaborative partners was however deemed appropriate. The Board discussed various scenarios of increasing private sector dollars into the project as that would show true collaboration. The Board asked Mr. Beaudry to propose that the Port Authority would fund an up-front flat fee of \$25,000 to the United Way of Warren County and then match up to an additional \$25,000 in private sector funds on a dollar for dollar basis. This would be incentive for current and future private sector companies to join and grow the proposal. Mr. Beaudry said he would propose that scenario to the United Way and if accepted, work with counsel to draft an agreement for the disbursement of funds.
- Mr. Russell shared details of the upcoming groundbreaking of the Warren County Sports Complex with the Board. He said the date had been set as March 20th from 11:30am-12:00pm. He stated that it would be nice to have as many Board members as possible in attendance. He said RSVPs will be taken and he expects between 50-100 people in attendance.

F. New Business

- Mr. Schnipke introduced Resolution #2018-05 to the Board. This resolution calls for the approval of a term sheet and other documents related to the Middletown Cardiovascular project. He stated that this project would be a sales-tax exemption deal in the same vein as previous projects. Mr. Schnipke said the building would be a two-story medical office with Middletown Cardiovascular in one-level and the remaining space leased by Premier Health. Mr. Schnipke stated that Port's fee on the project would be \$21,000. **Ms. Zindel made a motion, seconded by Ms. Reindl-Johnson to approve Resolution #2018-05 as presented. The motion passed 4-0 with a roll call vote of present Board members. Ms. Laine abstained from the vote.**
- Mr. Schnipke then introduced Resolution #2018-06 to the Board. He explained that this resolution would authorize the recording of an easement for a hiker/biker trail on the Sports Complex property. He explained that this easement was thought to be recorded already; however it was never officially completed. He said the easement would allow for any responsible party to construct the path at a future date. **Mr. Bolton made a motion, seconded by Ms. Reindl-Johnson to approve Resolution #2018-06 as presented. The motion passed 5-0 with a roll call vote of present Board members.**
- **At 4:14pm, Ms. Zindel made a motion, seconded by Ms. Reindl-Johnson to enter into Executive Session to consider the purchase of property for public purpose. Mr. Gordon, Mr. Fraunfelter as well as the Port's staff were admitted to stay. The motion passed 5-0 with a roll call vote of present Board members.**
- **At 4:30pm, Ms. Reindl-Johnson made a motion, seconded by Ms. Zindel to exit Executive Session.**

G. Other Business

- None.

Adjournment:

There being no other business, at 4:30pm, Ms. Zindel made a motion, seconded by Ms. Reindl-Johnson, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is scheduled for the fourth Monday of March at 3:00pm.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell