

Warren County Port Authority

Meeting Minutes

July 23, 2018

Opening:

The meeting of the Warren County Port Authority was called to order at 3:02 pm on July 23, 2018 at the Warren County Administration Building, Room 350 by Warren County Port Authority Chair, Greg Sample.

Present:

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

Warren County Economic Development Staff: Martin Russell & Matt Schnipke

Other Attendees:

Caleb Bell – General Counsel (Bricker & Eckler)

Sean Fraunfelter – 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

- The Board reviewed minutes from the June 8th, 2018 meeting. **Mr. Bolton made a motion, seconded by Ms. Reindl-Johnson to approve the minutes of the June 8th, 2018 meeting as presented. The motion passed with a unanimous voice vote of present Board members.**

C. Finance Report

- Mr. Fraunfelter reviewed the finance reports for May and June 2018 with the Board. He highlighted a few key incomes from the Greenpoint Metals and IDI projects as well as District at Deerfield. Mr. Fraunfelter showed the expenses paid out of the various bond accounts as well as construction costs paid out for the CVB Sports Park project. Overall, he said the finances looked normal. **Mr. Layer made a motion, seconded by Ms. Reindl-Johnson to approve the finance reports for May and June 2018 as presented. The motion passed with a unanimous voice vote of present Board members.**

D. Executive Directors Report

- Mr. Schnipke shared an update on construction progress of the Warren County Sports Park. He said that all earth work is done on the west wing and that under drains are being installed currently. He said earth work on the east wing is now underway. He shared that the project is still on schedule; however the biggest challenge to date has been battling with wet soils on the site. He said that there have been change orders signed for an increased supply on lime kiln dust which acts as a drying agent in the soils and helps achieve the specified compaction ratios.

- Mr. Russell shared an update on the Chamber Alliance. He said that planning is underway for the 2018 Capitol Drive event, however; it may be pushed to January of 2019 due to the elections. He said that going after the elections in the lame duck session would likely be unproductive and it would make more sense to build relationships with any new faces in 2019.
- Mr. Russell also said the 2019 fly-in planning is underway. He shared a call had with Congressman Chabot's staff in D.C. The call outlined preliminary events for the fly-in both from the business and meeting standpoint as well as potential venues for networking opportunities. He said that a small planning group will be traveling to D.C. in the September/October timeframe to scout locations and conduct follow up meetings from the 2018 event.
- Mr. Schnipke shared that planning for the 2018 Western & Southern tennis tournament was going well. He said all catering and preparations for the suite have been taken care of and now the only remaining item is to continue filling tickets. He said attendance is already high and the Port is partnering with eleven sponsors for the tournament. Many of the sponsors are communities throughout the County and have been provided tickets to invite their business citizens.
- Mr. Russell and Mr. Schnipke shared a few project updates with the Board.

E. Old Business

- None.

F. New Business

- Mr. Fraunfelter shared an update on the audit. He said the audit from the prior two year period has been concluded and there were no findings or citations against the Port. The Board congratulated Mr. Fraunfelter and staff on this accomplishment.
- Mr. Schnipke also shared with the Board a document which was included in the packet. This document was an Auditor of State award and was given to Mr. Fraunfelter for his success during the audit process. The Board congratulated Mr. Fraunfelter on a job well done.
- Mr. Russell introduced Resolution #2018-20 to the Board. He said this resolution would authorize the third deal in the newly established Ohio Communities Accelerator Fund and is related to the refunding of the Racino TIF debt. This deal will refund that debt and reissue it via the bond fund. Mr. Russell said this debt is being purchased by the County Treasurer and will also take away the need to continually roll over the note each year which is what the previous structure allowed. Mr. Russell again reiterated the goal of bringing a project to the bond fund each month as the Port works towards getting 10 deals in the fund. **Ms. Zindel made a motion, seconded by Ms. Laine to approve Resolution #2018-20 as presented. The motion passed 6-0 with a roll call voice vote of present Board members.**

G. Executive Session

- **At 3:49pm, Ms. Reindl-Johnson made a motion, seconded by Ms. Zindel to enter into Executive Session to discuss the purchase of property for a public purpose. Personnel matters were also added to the executive session. The motion passed 6-0 with a roll call voice vote of present Board members.**
- **At 4:17pm, the Board exited Executive Session.**

H. Other Business

- None.

Adjournment:

There being no other business, at 4:17 pm, Ms. Laine 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 scheduled for the fourth Monday of August at 3:00pm.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell