

## Warren County Port Authority

### Meeting Minutes

January 22, 2018

#### Opening:

The meeting of the Warren County Port Authority was called to order at 3:04 pm on January 22, 2018 at the Warren County Administration Building, Room 350 by Warren County Port Authority Executive Director, Martin Russell. Quorum was not present until 3:11 and the roll call was taken at 3:22pm.

#### Present:

**Warren County Port Authority Board Members:** Mr. Bolton, Ms. Laine (3:11pm), Mr. Layer, Ms. Reindl-Johnson (3:11pm), & Ms. Zindel.

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

#### Other Attendees:

Caleb Bell, Nic Gordon & Doug Shevelow – Counsel (Bricker & Eckler)

Sean Fraunfelter – Port Contract Accountant

Andy Brossart (3:07pm) – Bradley Payne Advisors

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

Brad D’Agnillo – The Kleingers Group

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 December 6, 2017 meeting were reviewed. **Ms. Reindl-Johnson made a motion, seconded by Ms. Laine to approve the minutes from the December 6, 2017 meeting as presented. The motion passed with a unanimous voice vote of present Board members.**

#### C. Board Reappointments

- Mr. Russell stated that two Board members, Tammy Laine and Greg Sample, have terms expiring in March of 2018. Both have been contacted and have agreed to serve another term on the Board. Mr. Russell asked if there were any questions or comments. **Ms. Reindl-Johnson made a motion, seconded by Mr. Layer to reappoint Ms. Laine and Mr. Sample for another term**

**on the Port Authority Board. The motion passed using a voice vote of present Board members with Ms. Laine abstaining.**

#### **D. Finance Reports**

- Mr. Fraunfelter reviewed the finance reports from November and December of 2017. He noted activity in the Chelsea Mall and VH Monroe Bond accounts due to the refinancings which took place in late 2017. Also, Mr. Fraunfelter highlighted the lodgings tax starting to come in each month and then being wired to the Trustee for the Sports Complex Project. Overall, he stated the finance reports are healthy and look regular. **Mr. Bolton made a motion, seconded by Ms. Zindel to approve the finance reports from November and December 2017. The motion passed with a unanimous voice vote of present Board members.**

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

- Mr. Russell gave a brief update on Chamber Alliance events and advocacy issues. He updated the Board on work being done for the upcoming 2018 Fly-In. He provided the dates which are May 14-16. He said the structure of the event is shaping up well and the White House is holding time for a networking event on the Monday evening and a business event on the Wednesday morning. Mr. Russell shared that a breakfast is confirmed with Congressman Chabot as well.
- Mr. Russell updated the Board about efforts of the Chamber Alliance and its corresponding taskforce that received and ranked projects from around the County for the State Capital Budget. He shared that the State received 8 projects from Warren County and the legislators are currently working to prepare their final lists. Staff has been working with the State offices to provide any last minute information needed. To date, it appears all 8 projects are eligible and moving forward.
- Mr. Russell updated the Board on the efforts to bring collaborative transit solutions to the County. He shared that a meeting is scheduled in two days' time which will bring together various communities, businesses, and transit agencies to start talking about solutions along the I-75 corridor. He said this structure is being pursued in keeping with the Board's directive of making transit solutions holistic of the County. Mr. Russell said he will have a more detailed update at the next meeting.
- Mr. Russell, Mr. Bell & Mr. Brossart discussed the Bond Fund with the Board. Mr. Russell said the conversation needs to continue and many more questions need to be answered, but the Bond Fund continues to look like a great possibility and opportunity. He shared the need for accumulating deals up-front so the fund can open with a large pool of projects. Mr. Brossart stated his belief that Warren County could start a fund that would be stronger other funds around the State when those funds first started. Discussion was also had about getting the fund rated towards the end of 2018.
- Mr. Russell & Mr. Schnipke provided an update on a few projects. Mr. Russell shared a few financing opportunities which could be rolled into the bond fund and also stated that Peters Cartridge appears ready to move forward. Mr. Schnipke shared conversations had with companies in Franklin and a few possible projects in Preble County. He said these projects should be coming sometime in the spring. Further, he said the Middletown Cardiovascular project is ready to move forward and he expects that project to be ready for the February meeting.

## F. Old Business

- None.

## G. New Business

- Mr. Schnipke introduced Resolution #2018-01 which adopts a video and teleconferencing policy for the Board. This policy was discussed at the December meeting and Mr. Bell has crafted in the desired changes. **Ms. Zindel made a motion, seconded by Ms. Reindl-Johnson, to approve Resolution #2018-01 as presented. The motion passed 5-0 with a roll call vote of present Board members.**
- Mr. Schnipke then introduced Resolution #2018-02 which approved an amendment to the construction administrator contract with Kleingers. Mr. Schnipke explained that this amendment was necessary due to a change made during the bid process. He said the special inspections lab was originally contemplated to be procured by the general contractor but it changed to be directly procured by the Port. This amendment ensures that Kleingers retains responsibility for the special inspections lab. **Mr. Bolton made a motion, seconded by Mr. Layer, to approve Resolution #2018-02 as presented. The motion passed 5-0 with a roll call vote of present Board members.**
- Mr. Schnipke stated that due to this change, an RFQ was sent out for special inspections labs for the sports complex. He said four responses were received and staff worked with Kleingers and the CVB to score the submittals. Mr. Schnipke briefly ran through each submittal and stated the most qualified firm in staff's opinion was Terracon. The Board didn't have any questions and agreed with staff's scoring. **Ms. Laine made a motion, seconded by Ms. Reindl-Johnson, to approve Terracon as the most qualified firm for special inspections lab. The motion passed with a unanimous voice vote of present Board members.**
- Mr. Russell presented Resolution #2018-03. This resolution approves Terracon as the special inspections lab for the Sports Park and authorizes staff to enter into necessary agreements. **Ms. Zindel made a motion, seconded by Mr. Layer, to approve Resolution #2018-03 as presented. The motion passed 5-0 with a roll call vote of present Board members.**
- Mr. Russell stated the construction bids were opened for the sports complex project in mid-December. He said seven bids were received and after review, the lowest responsive and responsible bidder was determined to be Conger Construction Group after the desired alternates were selected. He reviewed the recommendation letter provided by Kleingers in the packet and stated that staff could go through the bids if there were questions. Ms. Zindel said there shouldn't be much to review as the bid should be mainly driven by pricing unless the contractor was not responsive. He therefore introduced Resolution #2018-04 which approves Conger Construction Group as the general contractor for the Warren County Sports Park. **Ms. Zindel made a motion, seconded by Ms. Reindl-Johnson, to approve Resolution #2018-04 as presented. The motion passed 5-0 with a roll call vote of present Board members.**
- Mr. Russell introduced Aaron Reid from the United Way of Warren County and he gave the first of three presentations which came out of the fall event. Mr. Reid's project is to work with school districts and businesses to help introduce students to job openings here in Warren County. Mr. Reid is seeking funds to assist with the salary of a coordinator who would concentrate on enhancing these relationships. The Board had a few questions and Mr. Russell said follow up would be conducted and discussed at the February meeting.

- Mr. Russell introduced Bill Staler from Lifespan. H gave the second of three presentations which came out of the fall event. Mr. Staler’s project is to work with businesses to provide financial literacy for employees. He said Lifespan views financial literacy as a strategic retention initiative. The funding being sought would also go toward additional staffing to provide this financial literacy to area businesses. The Board had a few questions and Mr. Russell said follow up would be conducted and discussed at the February meeting.
- Mr. Russell introduced Jerri Langworthy from the United Way and she gave the final of three presentations which came out of the fall event. Ms. Langworthy’s project is to provide literacy packets to kindergarten and other early childhood literacy initiatives. She said past packets have been funded only through grants. She said the packets include age-appropriate books and help children begin reading at a younger age. Ms. Langworthy is seeking funds to assist in building literacy packets. The Board had a few questions and Mr. Russell said follow up would be conducted and discussed at the February meeting.

#### **H. Other Business**

- None.

#### **Adjournment:**

There being no other business, at 5:11 pm, Ms. Zindel made a motion, seconded by Mr. Layer, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is scheduled for the fourth Monday of February at 3:00pm.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell