The Board of Directors of the Portage County Port Authority met in Regular Session in the Portage Development Board/Portage County Port Authority office located at 217 S. Chestnut Street in Ravenna, Ohio on Tuesday, December 5, 2017 at 2:00 PM with the following members present:

John Ryan Jack Kohl II Dominic Bellino David Dix Lisa Anne Cotten

 **Also present:** Denise Smith, Portage County Prosecutor’s Office; Brad Ehrhart, Portage Development Board; Diana Fierle, Secretary/Treasurer

**Directors absent:** Constance Hawke, James A. Wyatt Jr.

Chairman John Ryan called the December 5, 2017 meeting to order approximately 2:03 PM and welcomed everyone to the meeting.

**Meeting Minutes -** A motion was made by Mr. Dix to approve the meeting minutes for the meeting of June 6, 2017, seconded by Mr. Bellino. All voted in favor and the motion carried.

 **Resignation -**  Chairman Ryan stated that due to personal family issues, Mr. Wyatt resigned from the Port Authority Board of Directors effective December 31, 2017. The Portage County Board of Commissioners is in the process of looking for a replacement.

**Meeting Notice:** Ms. Fierle stated the meeting legal notice was advertised in the Record Courier November 26, 2017 for the Finance/Audit Committee and the Board meeting.

**Financials -**  Ms. Fierle went over the bank reconciliations and treasurer’s report as of October 31, 2017 with the amount of money in each bank account for a total of $270,987.96. A motion was made by Mr. Kohl to accept the financial reports as presented, seconded by Mr. Dix. All voted in favor and the motion carried.
Ms. Fierle explained the budget report as of October 31, 2017 by going over the revenues and expenses. The amounts in the budget report match the total amount of our reconciliation and treasurer reports. A motion was made by Mr. Dix to accept the budget report as presented, seconded by Mr. Kohl. All voted in favor and the motion carried.

**Portage Development Board President’s report -**  Ms. Fierle stated that Brad is not here because he is meeting with a group regarding a very large project. Ms. Fierle did state that we have several projects being worked on by PDB. Mr. Ryan mentioned that PDB was working with a couple large projects in Aurora but for some reason the companies decided not to use the Port Authority and we don’t know why. Mr. Ryan stated that maybe they didn’t want to provide any financials that would be open to the public.

**Legal Counsel, Denise Smith’s report** – Attorney Smith mentioned the e-mail she sent to the board about HB 455 to attend meetings by video conference and teleconference. Ms. Fierle stated that she attended the Ohio Council of Port Authority meeting and that some of the ports like this new HB and some are not. Attorney Smith gave some examples of how this would work as an advantage for a port authority. Mr. Bellino stated that you would need the equipment. Ms. Fierle stated that we can’t do video conference but we could do conference calling. Mr. Ryan stated that it’s good to know that is available. Ms. Fierle asked if we would need a resolution to pass this and Attorney Smith stated yes we would. Attorney Smith stated that she would look at this further since the directors have an interest. Mr. Ryan stated it looks like we would have to adopt the second page. Attorney Smith stated that she would review the statute to make sure there weren’t any changes.

**Finance-Audit Committee** – Mr. Bellino stated that the committee met prior to the board meeting at 1:15pm and reviewed all the financials and recommended a 2018 budget to the board. This will be talked about and approved later in the meeting. Mr. Bellino also stated that we spent $275.00 to remove a tree that fell on someone’s house. The homeowner wanted the Port Authority to pay for the repairs to the house. Our insurance company pushed back and it appears the homeowners insurance company is going to take care of paying for the repairs to the house. The Port Authority paid the expense of cutting down the tree. Mr. Bellino recommended that we have someone take a look at the other trees on our Ravenna property to see if they would also need removed before something like this happens again. Mr. Kohl explained the neighbors that are around the property. He also stated that we’ve lost two trees now in the last couple years. He stated that we have a ring of ash trees around the old fence and ash trees are dying. Mr. Kohl stated that maybe we can work with the management company there to jointly take care of any other trees that might need removed. ***A motion was made by Mr. Kohl to ratify Chairman Ryan’s decision to hire Dominic’s Tree Service to cut down the tree that landed on the neighbor’s property on Highland Street at a cost of $275.00, and also to have the other trees on the property checked, seconded by Mr. Bellino. All voted in favor and the motion carried.***

**Special Committee Reports - None**

**DISCUSSION ITEMS**

**Preferred Contractor Policy** – Ms. Fierle gave the history of the Preferred Contractor Policy that was brought to us by Mr. Wyatt. She stated that she put it back on the agenda to see if it is something the directors want to move forward with. It was also take a lot of monitoring of employees and taxes which the PDB or the PCPA do not have the manpower for. Attorney Smith stated that it would actually be a liability to the port authority. This would take a lot of time and the port would probably have to find someone and pay them to perform all the monitoring. Attorney Smith stated that it does have good goals and good suggestions for a contractor, but also a lot of restrictions and rules for the contractor. Mr. Bellino stated that we don’t have the staff or time to monitor the projects or the contractors. Ms. Fierle stated that the Portage Development only have three staff members and we definitely don’t’ have the manpower or the skills needed to take this on. Mr. Kohl stated that it would add more complexity to our financial packages. The directors do not wish to move forward with this policy at this time but would revisit at a later date of needed. ***A motion was made by Mr. Bellino to table this policy until needed then could be reviewed again, seconded by Mr.Dix. All voted in favor and the motion carried.***

**CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS**

**Appropriation – 2018 Budget** – Mr. Ryan stated this budget was approved by the finance committee. Mr. Bellino explained the draft budget. Mr. Bellino requests that it be approved as presented. A motion was made by Mr. Kohl to approve the 2018 budget as presented by the Finance Committee, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 17-004.

**2018 Chairman** –A motion was made by Mr. Kohl to elect Mr. Ryan as chairman for 2018, seconded by Mr. Bellino. All voted in favor and the motion carried. Approved by Resolution 17-005.

**2018 Vice-Chairman *–*** A motion was made by Mr. Dix to elect Mr. Bellino as vice-chairman for 2018, seconded by Ms. Cotten. All voted in favor and the motion carried.Approved by Resolution 17-006

**2018 Secretary/Treasurer –** A motion was made by Mr. Dix to appoint Diana Fierle as Secretary/Treasurer for 2018, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 17-007.

**2018 Assistant Secretary/Treasurer** – A motion was made by Mr. Dix to appoint Taylor Luttner as Assistant Secretary/Treasurer for 2018, seconded by Mr. Bellino. All voted in favor and the motion carried. Approved by Resolution 17-008.

**Surety Bonds –** A motion was made by Mr. Kohl to authorize the purchase of surety bonds for the Secretary/Treasurer, Assistant Secretary/Treasurer, Director Bellino and Chairman Ryan at a cost of $425.00, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 17-009.

**Hosting –** A motion was made by Mr. Kohl to authorize the purchase of items necessary for the hosting of Portage County Port Authority functions and meeting expenses for 2018 not to exceed $500, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 17-010

**Legal notices –** A motion was made by Mr. Kohl to authorize payments in 2018 to the Record Publishing Company/GateHouse Media for Legal Notices of the Portage County Port Authority meetings not to exceed $1,000, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 17-011.

**Marketing/Advertising *–*** A motion was made by Mr. Kohl for authorization of Marketing/Advertising and Sponsorship opportunities for the Portage County Port Authority in 2018 not to exceed $2,500, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 17-012.

**Ohio Port Authority Council Dues *–*** A motion was made by Mr. Kohl to authorize payment of dues to the Ohio Port Authority Council in 2018 not to exceed $200, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 17-013.

**Portage County Prosecutor’s Agreement –** A motion was made by Mr. Kohl to enter into an agreement with the Portage County Prosecutor’s office for legal services for the Portage County Port Authorityforthe year 2018, seconded by Mr. Dix. All voted in favor and the motion carried.Approved by Resolution 17-014

**Ohio Port Authority Council *–*** A motion was made by Mr. Kohl to appoint Mr. Ryan and Ms. Cotten as the Portage County Port Authority appointments to the Ohio Port Authority Council for 2017, 2018 and 2019, seconded by Mr. Bellino. All voted in favor and the motion carried. Approved by Resolution 17-015

**Ohio Port Authority Council Meetings *–*** A motion was made by Mr. Kohl to authorize Portage Development Board President and the Secretary/Treasurer to attend the Ohio Port Authority Council meetings in 2018, as their time allows, and receive reimbursement, seconded by Mr. Bellino. All voted in favor and the motion carried. Approved by Resolution 17-016

**Ohio Public Records Law –** A motion was made by Mr. Bellino to appoint Secretary-Treasurer Diana Fierle and Assistant Secretary-Treasurer Taylor Luttner as the designees to attend training programs and seminars about Ohio’s Public Records Law, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 17-017.

**Journal Entries - December 5, 2017**
**It was moved by Mr. Bellino, seconded by Mr. Kohl that the following journal entry be approved. All voted in favor and the motion carried.**Journal Entry - PCPA shall pay to PDB the sum of twenty-five percent (25%) of the total amount of project fees received by the PCPA in 2018. Said amount shall be paid upon invoice from PDB billed after the project fee is collected by the PCPA for 2018.

**It was moved by Ms. Cotten, seconded by Mr. Kohl that the following journal entry be approved. All voted in favor and the motion carried.**

Journal Entry - appointing Mr. Bellino, Mr. Ryan and Mr. Dix to the Finance-Audit Committee for 2018. Any member of the Board of Directors may serve as alternate to the committee as needed.

**A motion was made by Mr. Dix, seconded by Mr. Kohl that the following journal entry be approved. All voted in favor and the motion carried.**Journal Entry – Meeting schedule for 2018 for Board of Director’s meeting and Finance/Audit Committee meeting. Mr. Ryan requested that Finance/Audit meeting be moved from 1:15pm to 1:30pm.

**2018 Meeting Schedule**Board of Directors: Tuesday, March 6, 2018 @ 2:00 PM

Finance/Audit Committee: Tuesday, June 5, 2018 @ 1:30PM
Board of Directors: Tuesday, June 5, 2018 @ 2:00PM
Tax Budget Hearing: Tuesday, June 5, 2018 @ 2:00PM
Board of Directors: Tuesday, September 11, 2018 @ 2:00PM

Finance/Audit Committee: Tuesday, December 4, 2018 @ 1:30PM
Board of Directors: Tuesday, December 4, 2018 @ 2:00PM

 **CORRESPONDENCE**

The port authority directors reviewed the correspondence received which was the Official Certificate of Estimated Resources from the Portage County Budget Commission. No action necessary.

**RESOLUTION NO. 17-004 - RE: PORT AUTHORITY FISCAL 2018 APPROPRIATION MEASURE**

It was moved by Jack Kohl II, seconded by David Dix that the following Resolution be adopted:

**WHEREAS,** the Portage County Budget Commission has provided the Official Certificate of Estimated Resources for 2018 for the Portage County Port Authority; and

**WHEREAS,** Article VI, Section 2 of the Rules and Regulations of the Portage County Port Authority requires that Port Authority funds be appropriated; now therefore be it

**RESOLVED,**  by the Portage County Port Authority Board of Directors that funds are set aside for Port Authority expenditures during the fiscal year ending December 31, 2018 as follows:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  **PORTAGE COUNTY PORT AUTHORITY** |
| **2018 Budget** |
|  |
|  |  |  |
|  | **Estimated Beginning Balance** | **Amount** |
|  | Checking Account | $139,000.00 |
|  | Money Market Account | $129,900.00 |
|  | Special Activities | $530.86 |
|  | Total Estimated Balance | $269,430.86 |
|  |  |  |
|  | **Description** |  |
|  | **Revenues** |  |
|  | 2018 - Cascades Admin. Fees | $.00 |
|  | 2018 - Plaza Schroer Fees | $900.00 |
|  | 2018 - KSU Fees | $6,000.00 |
|  | Total Revenues | $6,900.00 |
|  |  |  |
|  | **Total Estimated Resources** | **$276,330.86** |
|  |  |  |
|  | **Expenses** |  |
|  | Employee Full-time Salaries  | $0.00 |
|  | PERS | $0.00 |
|  | Medicare | $0.00 |
|  | Workers Compensation | $0.00 |
|  | Health Benefits | $0.00 |
|  |  |  |
|  |  |  |
|  | Contract Services | $24,000.00 |
|  | Special Projects | $50,000.00 |
|  | Property Maintenance | $3,500.00 |
|  | Training/Meeting Expenses | $1,000.00 |
|  | PDB – 25% of Project Fees | $1,500.00 |
|  | Bank Fees – Checking  | $36.00 |
|  | Transportation | $500.00 |
|  | Membership Dues | $5,200.00 |
|  | Advertising/Marketing | $5,000.00 |
|  | Real Estate Taxes | $0.00 |
|  | Telephone | $0.00 |
|  | Postage | $0.00 |
|  | Rent | $0.00 |
|  | Professional/Technical/Insurance Services | $5,000.00 |
|  | Other Services | $0.00 |
|  | Materials & Supplies | $150.00 |
|  | Photocopy & Printing Supplies (Copier) | $0.00 |
|  | Food Supplies/Meetings/Events | $500.00 |
|  | **Total Expenses** | **$96,386.00** |

 |

 and be it further;

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Constance Hawke, absent; Jack Kohl II, yea; Dominic Bellino, yea;

David Dix, yea; John Ryan, yea; Lisa Anne Cotten, yea;
James A. Wyatt Jr, absent

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**RESOLUTION NO.: 17-005

RE: JOHN RYAN ELECTED CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2018.**

It was moved by Jack Kohl II, seconded by Dominic Bellino that the following resolution be adopted:

**RESOLVED,** that John Ryan is elected to preside at all regular and special meetings in 2018 for a term of one year or until the next organizational meeting of the Board; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, yea; Dominic Bellino, yea;
David Dix, yea; John Ryan, yea; Lisa Anne Cotten, yea;
James A. Wyatt, Jr; absent

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**RESOLUTION NO.: 17-006

RE: DOMINIC BELLINO ELECTED VICE-CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2018.**

It was moved by David Dix, seconded by Lisa Anne Cotten that the following resolution be adopted:

**RESOLVED,** that Dominic Bellino is elected Vice-Chairman of the Board of Directors of the Portage County Port Authority for the year 2018 or until the next organizational meeting of the Board, to preside at all regular and special meetings when and while the Chairman shall vacate the Chair, when so acting shall have all the powers of the Chairman; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, yea ; Dominic Bellino, yea;

David Dix, yea; John Ryan, yea; Lisa Anne Cotten, yea;
James A. Wyatt Jr, absent

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**RESOLUTION NO.: 17-007**

 **RE: APPOINT DIANA FIERLE AS SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2018.**

It was moved by David Dix, seconded by Jack Kohl II that the following resolution be adopted:

**RESOLVED,** that Diana Fierle is appointed by the Board of Directors of the Portage County Port Authority as Secretary-Treasurer of the Board for the year 2018 or until the next organizational meeting of the Board; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, yea; Dominic Bellino, yea;

David Dix, yea; John Ryan, yea; Lisa Anne Cotten, yea;

James A. Wyatt Jr, absent

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**RESOLUTION NO.: 17-008

 RE: APPOINT TAYLOR LUTTNER AS ASSISTANT SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2018.**

It was moved by David Dix, seconded by Dominic Bellino that the following resolution be adopted:

**RESOLVED,** that Taylor Luttner is appointed by the Board of Directors of the Portage County Port Authority as Assistant Secretary-Treasurer of the Board for the year 2018 or until the next organizational meeting of the Board. The Assistant Secretary-Treasurer shall serve in the absence of the Secretary-Treasurer and shall have all of the powers, responsibilities and authority of the Secretary-Treasurer when operating in this capacity; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, yea; Dominic Bellino, yea;

David Dix, yea; John Ryan, yea; Lisa Anne Cotten, yea;

James A. Wyatt Jr, absent

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**RESOLUTION NO.: 17-009**

 **RE: AUTHORIZE THE PURCHASE OF SURETY BONDS FOR THE SECRETARY-TREASURER, ASSISTANT SECRETARY-TREASURER, VICE-CHAIRMAN AND CHAIRMAN OF THE PORTAGE COUNTY PORT AUTHORITY.**

It was moved by Jack Kohl II, seconded by David Dix to approve the following:

**WHEREAS,** Article IV, Section 10 of the Port Authority By-Laws requires that: “Checks, drafts, notes, bonds and other instruments requiring the payment of sums of money shall be executed with two signatures: one being of the Chairman or other director, and the other being the Secretary-Treasurer. The Board of Directors may at any time or from time to time designate one or more of its members or any other employee or officer to execute any such instrument for and on behalf of the Authority.”; and

## WHEREAS, the Board of Directors have agreed and designated the Chairman, Vice-Chairman or the Assistant Secretary Treasurer to sign as secondary signatory on the Port Authority bank accounts; now therefore be it

**RESOLVED,** in accordance with Section 7 (B) of the By-Laws, the Board of Directors authorizes the purchase of surety bonds for the Secretary-Treasurer, Assistant Secretary-Treasurer, Chairman and Vice-Chairman, and be it further

**RESOLVED,** that the purchase is to be made from the Edward H. Sutton Insurance Agency, Inc., P.O. Box 271, Aurora, Ohio 44202, in an amount of $100/$125 per year for each $5000 Surety Bond not to exceed $425.00 (total); and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea:

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

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**RESOLUTION NO.: 17- 010

RE: AUTHORIZATION FOR THE PURCHASE OF ITEMS NECESSARY FOR THE HOSTING OF PORTAGE COUNTY PORT AUTHORITY FUNCTIONS AND MEETING EXPENSES FROM JANUARY 1, 2018 THROUGH DECEMBER 31, 2018.** It was moved by Jack Kohl II, seconded by David Dix that the following Resolution be adopted:

**WHEREAS,** the Board of Directors hosts various meetings and functions throughout the year for which they must authorize the purchase of items necessary for those events; and

**WHEREAS,** in accordance with the Auditor of the State of Ohio Bulletin 2004-002, which requires “that expenditures of public funds for coffee, meals, refreshments, or other amenities have prior authorization by the appropriate legislative authority”; now therefore be it

**RESOLVED,**  that the Portage County Port Authority Board of Directors does hereby authorize the purchase of items necessary to host various meetings and events throughout the year 2018 in a total amount not to exceed $500; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

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# RESOLUTION NO.: 17-011

# RE: AUTHORIZATION FOR PAYMENT TO THE RECORD PUBLISHING

# COMPANY/GATEHOUSE MEDIA FOR LEGAL NOTICES OF THE PORTAGE COUNTY PORT

# AUTHORITY MEETINGS IN 2018.

It was moved by Jack Kohl II, seconded by David Dix that the following Resolution be adopted:

**RESOLVED,**  that the Portage County Port Authority Board of Directors does hereby authorize payment to the Record Publishing Company/Gatehouse Media for various legal notices published in the Record-Courier Newspaper of the Board of Directors’ regular and special meetings throughout the year 2018 in a total amount not to exceed $1,000; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

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#  RESOLUTION NO.: 17-012RE: AUTHORIZATION FOR MARKETING/ADVERTISING AND SPONSORSHIP OPPORTUNITIES OF THE PORTAGE COUNTY PORT AUTHORITY IN 2018.

It was moved by Jack Kohl II, seconded by David Dix that the following Resolution be adopted:

**RESOLVED,**  that the Portage County Port Authority Board of Directors does hereby authorize marketing/advertising and sponsorship opportunities of the Portage County Port Authority throughout the year 2018 in a total amount not to exceed $2,500; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent ; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

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**RESOLUTION NO.: 17-013

RE: AUTHORIZE PAYMENT OF DUES TO THE OHIO PORT AUTHORITY COUNCIL.**

It was moved by Jack Kohl II, seconded by David Dix that the following resolution be adopted:

**WHEREAS,** Ohio Governor Voinovich’s Executive Order 98-09V created the Ohio Port Authority Council consisting of one House Representative (ex-officio capacity), one Senate Representative (ex-officio capacity), one ODOT Representative, one Ohio Department of Development Representative, and one member from each Port Authority, as designated by the Chairman. Council members are appointed by the Governor and serve three (3) year terms; and

**WHEREAS,** that the Board of Directors agreed to join the Ohio Port Authority Council at a current cost not to exceed $200 for 2018. The Board of Directors noted that the dues will increase from $100 to $200 for 2018, as determined by the Ohio Port Authority Council in October 2017; now therefore be it

**RESOLVED,** that the Board of Directors authorizes payment not to exceed $200 for dues in 2018; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

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**RESOLUTION NO.: 17-014**

 **RE: AGREE TO ENTER INTO AN AGREEMENT WITH THE PORTAGE COUNTY PROSECUTOR FOR LEGAL SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2018.**

It was moved by Jack Kohl II, seconded by David Dix that the following resolution be adopted:

**RESOLVED,** that the Board of Directors enters into a Fee Agreement for Legal Services from the Portage County Prosecutor for the Port Authority for the year 2018 at a cost of Five thousand dollars ($5,000.00); and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

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# RESOLUTION NO.: 17-015

**RE: APPOINTMENT OF DIRECTORS JOHN RYAN AND LISA ANNE COTTEN AS THE PORTAGE COUNTY PORT AUTHORITY APPOINTMENTS TO THE OHIO PORT AUTHORITY COUNCIL FOR 2017, 2018 AND 2019.**

It was moved by Jack Kohl II, seconded by Dominic Bellino that the following Resolution be adopted:

**WHEREAS,**  the Portage County Port Authority was created by the Portage County Board of Commissioners in April 2002 by Resolution No. 02-0372 under Section 4582 of the Ohio Revised Code; and

**WHEREAS,** the Ohio Port Authorities Council was created by Executive Order 98-09V; now therefore be it

**RESOLVED,**  that the Portage County Port Authority Board of Directors makes the following appointments for the Portage County Port Authority representative to the Ohio Port Authorities Council for the year 2017, 2018 and 2019. The Board of Directors note that term of this appointment is three (3) years but they agreed to revisit this appointment yearly:

**2018 Appointments: John Ryan Lisa Anne Cotten**

 and be it further

**RESOLVED,** that the Board of Directors authorizes the Directors to travel to regular and special meetings of the Ohio Port Authorities Council throughout 2017, 2018 and 2019. The Board of Directors also authorizes reimbursement of the Directors’ travel expenses in accordance with the Port Authorities’ Travel and Expense Reimbursement Policy; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

\* \* \* \* \*

**RESOLUTION NO.: 17-016**

**RE: AUTHORIZE PORTAGE DEVELOPMENT BOARD PRESIDENT/PORT AUTHORITY EX OFFICIO MEMBER BRADFORD EHRHART AND/OR SECRETARY-TREASURER DIANA FIERLE TO ATTEND OHIO PORT AUTHORITY COUNCIL MEETINGS IN 2018 (AS THEIR SCHEDULE ALLOWS) AND RECEIVE REIMBURSEMENT.**

It was moved by Jack Kohl II, seconded by Dominic Bellino that the following Resolution be adopted:

**RESOLVED,** that the Board of Directors authorizes Portage Development Board President/Port Authority Ex Officio member Bradford Ehrhart and/or Secretary Treasurer Diana Fierle to travel for regular and special meetings of the Ohio Port Authorities Council throughout 2018 on their behalf, as their schedule allows. The Board of Directors also authorizes them to spend the night prior to the meetings when the meetings begin prior to 10:00 AM in the morning and authorizes reimbursement of the travel expenses in accordance with the Port Authorities’ Travel and Expense Reimbursement Policy; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

\* \* \* \*

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent;

\* \* \* \* \*

# RESOLUTION NO.: 17-017

# RE: IN ACCORDANCE WITH OHIO SUBSTITUTE HOUSE BILL 9 (126TH GENERAL ASSEMBLY) APPOINT SECRETARY-TREASURER DIANA FIERLE AND ASSISTANT SECRETARY-TREASURER TAYLOR LUTTNER AS THE DESIGNEES TO ATTEND TRAINING PROGRAMS AND SEMINARS ABOUT OHIO’S PUBLIC RECORDS LAW.

It was moved by Dominic Bellino seconded by David Dix that the following Resolution be adopted:

**WHEREAS,** Ohio Substitute House Bill 9 (126th General Assembly) requires a public office to adopt a public records policy in compliance with Ohio’s Public Records Law for responding to public requests for information; and

**WHEREAS,** Ohio law requires that elected and appointed officials attend a three hour seminar about Public Records Law but also allows the official to appoint a designee; now there for be it

**RESOLVED,**  that the Portage County Port Authority Board of Directors does hereby appoint Secretary-Treasurer Diana Fierle and Assistant Secretary-Treasurer Taylor Luttner as the Board’s designees to attend the required training in accordance with Ohio Substitute House Bill 9 (126th General Assembly) and authorize reimbursement of all travel expenses in accordance with the Port Authority’s Travel and Expense Reimbursement Policy; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Constance Hawke, absent; Jack Kohl II, Yea; Dominic Bellino, Yea;

David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;

James A. Wyatt Jr, absent

\* \* \* \* \*

I, Secretary-Treasurer of the Board of Directors of the Portage County Port Authority do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Directors duly adopted December 5, 2017 and appearing upon the official records of said Board, Volume \_\_\_, page\_\_\_\_\_\_.

There being no further business to come before the Board, the meeting of December 5, 2017, a motion was made by Mr. Ryan to adjourn the meeting, seconded by Mr. Bellino, all in favor. The meeting adjourned at 3:00PM. We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors’ regular meeting on December 5, 2017.

Absent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Constance Hawke John Ryan
 Chairman

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Dominic Bellino Jack Kohl II

Vice-Chairman

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Lisa Anne Cotten David Dix

\_Absent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
James A. Wyatt Jr. Diana Fierle

 Secretary-Treasurer