

The Board of Directors of the Portage County Port Authority met in the Portage County Regional Planning Commission Conference Room located at 124 North Prospect Street in Ravenna, Ohio on Tuesday, June 2, 2009 at 2:10 PM with the following members present:

T.N. Bhargava                      David Dix                      Jack Kohl  
James A. Wyatt                      Steven P. McDonald

Absent: Directors Thomas V. Chema and Neil Mann, Jr.

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Also Present: Attorney Denise Smith; Portage County Department of Economic Development Director Bill Ulik; Portage County IT Director Brian Kelley; Secretary-Treasurer Deborah Mazanec; Assistant Secretary Diana Fierle

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**APPROVAL OF OFFICIAL MINUTES**

Motion by Jack Kohl to approve the March 3, 2009 Board of Directors' Regular Meeting minutes, as presented. Seconded by David Dix. All in favor, motion carries.

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**REPORTS AND COMMUNICATIONS**

- A. Chairman T.N. Bhargava – No comments at this time
  
- B. Secretary-Treasurer Deborah Mazanec  
Ms. Mazanec reported a checking account balance of \$18,371.72 as of April 30, 2009 and a Money Market Account balance of \$129,407.96 as of April 30, 2009. Ms. Fierle noted that she received an additional \$3,093.75 today for the Cascades Admin Fee.
  
- C. PCDED Director Bill Ulik
  1. Ulik informed the Board of Directors that he has had inquiries about working capital loans available in Ohio. He is steering the companies to the correct state program for assistance.
  
  2. Mr. Ulik reported that he has one inquiry from a company that has narrowed down its site selection to either Portage County or Cuyahoga County.

3. On Thursday, June 4<sup>th</sup>, Mr. Ulik will meet with the Fairmont Redevelopment Properties to discuss Port Authority financing for the downtown development project. Representatives will also meet with the Summit County Port Authority. The downtown project steering committee will meet next week.

T.N. Bhargava stated that this project still includes a hotel/convention center and is now about a \$40-50 million project.

4. The Board of Commissioners has authorized the hire of Roetzel & Andress for a 501 (C) 3 designation for the Portage County Department of Economic Development or the new Portage Development Board. Director Kohl asked what the advantage of being a 501 (C) 3 would be and the Director responded flexibility. Mr. Ulik has looked at other similar entities and analyzed each for the Board of Commissioners. He hopes to present the stakeholders with his vision by this fall.
5. The business retention calling program is an important one, which will attract and keep businesses here.
6. NEOTEC, which includes nine Ohio counties, is contracting with an international consulting firm about site selection. Representatives will be in northeast Ohio for a tour of the NEOTEC counties to attract foreign investment. The \$50,000 cost will result in a minimum of 12 qualified leads.
7. NEFCO reviewed the EDA stimulus projects, which included two Portage County projects neither of which was ranked high enough for funding.

D. Legal Counsel Denise Smith – Attorney Smith has nothing to report at this time.

E. Internal Auditor Carol Kurtz – Ms. Kurtz was unable to attend due to other duties.

F. Representative to the Ohio Port Authority Council – No meeting held

Director Jack Kohl reported that he attended a Roetzel & Andress seminar about Brownfield's. He is working on the White Rubber demolition project with Family & Community Services and Portage County. He is confident that the demo project will move forward. Mr. Ulik noted that Regional Planning Commission Executive Director Todd Peetz is pursuing a Brownfield Assessment Grant and that collaboration is the key to approval. All parties must work together.

Chairman Bhargava also noted that there are lots of Kent demolition planned to build a fraternity row, with collaboration with Kent State and the City. Director Kohl agreed that the city and university are working well together.

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2:30 PM The Board of Directors recess to the FY 2010 Tax Budget Public Hearing.

\* \* \* \* \*

The Board of Directors of the Portage County Port Authority convened the FY 2010 Tax Budget Public Hearing in the Portage County Regional Planning Commission Conference Room located at 124 North Prospect Street in Ravenna, Ohio on Tuesday, June 2, 2009 at 2:30 PM with the following members present:

T.N. Bhargava                      David Dix                      Jack Kohl  
James A. Wyatt                      Steven P. McDonald

\* \* \* \* \*

Also Present: Attorney Denise Smith; Portage County Department of Economic Development Director Bill Ulik; Portage County IT Director Brian Kelley; Secretary-Treasurer Deborah Mazanec; Assistant Secretary Diana Fierle

\* \* \* \* \*

The public hearing was called to order by Chairman Bhargava. Secretary-Treasurer Mazanec confirmed that the meeting was advertised in the Record Courier Newspaper on Friday, May 22, 2009 in accordance with the state Sunshine Laws and the Port Authority Bylaws and on display in the Portage County Port Authority's Office and the Portage County Auditor's Office for public viewing since May 22, 2009.

The Directors reviewed the Draft 2010 Tax Budget, as presented.

Mr. Ulik asked where the Admin Fees for the Cascades project comes from. Diana Fierle responded that the Portage County Port Authority gets one-half of the fees paid to the Summit County Port Authority. Director McDonald asked how Delta Systems is doing. Mr. Ulik responded that the company had some downturn but is doing well.

Motion by Jack Kohl to adjourn the public hearing at 2:33 PM, hearing no comment from the public. Seconded by Steven P. McDonald, all in favor, motion carries.

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2:34 PM The Board of Directors reconvened.

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After holding the required Public Hearing, Resolution to adopt the Portage County Port Authority Tax Budget for FY 2010/Resolution 09-003.

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**DISCUSSION**

Brian Kelley, Information Technology Department Director for Portage County, is attending today to present and discuss the draft RFQ for the re-design of the Portage County Port Authority website and the Department of Economic Development. Attorney Denise Smith noted that there is not an advertisement requirement for this project.

After reviewing the draft document, the Board of Commissioners adopted a Resolution to accept the bid specs and move forward/Resolution 09-004.

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**RESOLUTION NO. 09-003 - RE: ADOPTION OF PORTAGE COUNTY  
PROPOSED TAX BUDGET FOR YEAR 2010.**

It was moved by Steven P. McDonald, seconded by Jack Kohl that the following Resolution be adopted:

**WHEREAS,** the Portage County Port Authority Proposed Tax Budget for 2010 was on display for public viewing at the offices of the Portage County Port Authority and the Portage County Auditor on May 22, 2009, prior to the date of the public hearing; and

**WHEREAS,** a public hearing on the Portage County Port Authority Proposed Tax Budget for 2010, as required by ORC 5705.30, was held on June 2, 2009 after being duly publicized on May 22, 2009 in a newspaper of general circulation (Record-Courier); now therefore be it

**RESOLVED,** that the Portage County Port Authority Proposed Tax Budget for 2009 be and hereby is adopted, and that a copy of this resolution and two copies of the Portage County Proposed Tax Budget for 2010 be signed by the Portage County Port Authority Board of Directors and forwarded to the County Auditor; 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.

Roll Call Vote as Follows:

\* \* \* \* \*  
T.N. Bhargava, yea; Thomas V. Chema, absent;  
David Dix, yea; Jack Kohl, absent;  
Neil Mann, Jr., absent; Steven P. McDonald, yea;  
James A. Wyatt, Jr.; yea  
\* \* \* \* \*

**PORTAGE COUNTY PORT AUTHORITY  
2010 Tax Budget**

<u>Estimated Beginning Balance</u>	<u>Amount</u>
Checking Account	\$9,000.00
Money Market Account	<u>\$129,600.00</u>
Total Estimated Balance	\$138,600.00

**Description**

Revenues

May 2010 - Cascades Admin. Fees	\$2,937.50
Nov. 2010 - Cascades Admin. Fees	<u>\$2,937.50</u>
Total Revenues	\$5,875.00

**Total Estimated Resources** **\$144,475.00**

Expenses

Employee Full-time Salaries	\$0.00
PERS	\$0.00
Medicare	\$0.00
Workers Compensation	\$0.00
Health Benefits	\$0.00

Contract Services	\$600.00
Training/Meeting Expenses	\$500.00
Transportation	\$500.00
Membership Dues	\$15,950.00
Advertising/Marketing	\$2,000.00
Telephone	\$0.00
Postage	\$0.00
Rent	\$0.00
Professional & Technical Services	\$500.00
Other Services	\$300.00

Materials & Supplies	\$200.00
Photocopy & Printing Supplies (Copier)	\$0.00
Food Supplies	<u>\$400.00</u>

**Total Expenses** **\$20,950.00**

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**RESOLUTION NO. 09-004**

**RE: APPROVE BID SPECIFICATIONS FOR A REQUEST FOR QUALIFICATIONS (RFQ)  
TO SOLICIT QUALIFIED FIRMS TO ASSIST THE PORTAGE COUNTY PORT**

**AUTHORITY BOARD OF DIRECTORS IN A RE-DESIGN OF THE PORT AUTHORITY WEBSITE.**

It was moved by Steven P. McDonald, seconded by Jack Kohl that the following Resolution be adopted:

**WHEREAS,** the Portage County Port Authority Board of Directors desires an update of the Port Authority website; now therefore be it

**RESOLVED,** that the Board of Directors approves the RFQ (Request for Qualifications) to solicit qualified firms to assist the Portage County Port Authority Board of Directors in the re-design of the Port Authority's website in conjunction with the Portage County Department of Economic Development's website; and be it further

**RESOLVED,** that the Board of Directors authorizes the advertisement of the RFQ in the Record-Courier Newspaper and on the Portage County website; and be it further

**RESOLVED,** that the Directors agree that a contract will be negotiated with one of the respondents in an amount not to exceed \$20,000; and be it further

**RESOLVED,** that a subcommittee including Directors Steven P. McDonald and David Dix, PCDED Director Bill Ulik, and the Director of the Portage County Information Technology Department Brian Kelley will review qualifications received and present their recommendation of three firms to the Board of Directors at the Board of Directors' September 1, 2009 meeting; and be it further

**RESOLVED,** that this Resolution 09-004, adopted today supersedes Resolution 09-002, adopted March 3, 2009; 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 as Follows:

*	*	*	*	*
T.N. Bhargava, yea;		Thomas V. Chema, absent;		
David Dix, abstained;		Jack Kohl, yea;		
Neil Mann, Jr., absent;		Steven P. McDonald, yea;		
James A. Wyatt, Jr.; yea				
*	*	*	*	*

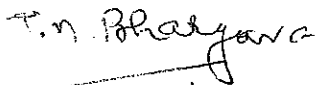
**SCHEDULED MEETING DATES**

The next regular meeting is scheduled for Tuesday, September 1, 2009 at 2:00 PM

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We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors' meeting on **June 2, 2009**. There being no further business to come before the Board, the official meeting of **June 2, 2009** adjourned at **2:50 PM**.

T.N. Bhargava

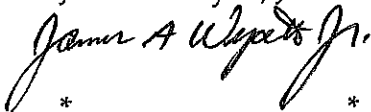


David Dix

ABSENT

Neil Mann, Jr.

James A. Wyatt, Jr.

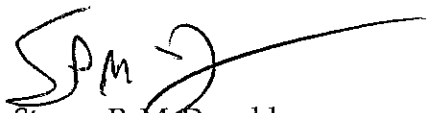


ABSENT

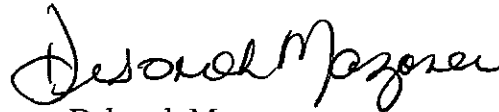
Thomas V. Chema



Jack Kohl



Steven P. McDonald



Deborah Mazanec

Secretary-Treasurer

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