

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 Wednesday, December 6, 2016 at 2:00 PM with the following members present:

John Ryan Jack Kohl II Dominic Bellino James Wyatt, Jr.

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

Directors absent: TN Bhargava, Neil Mann Jr., David Dix

Chairman Jack Kohl called the December 6, 2016 meeting to order approximately 2:15 PM and welcomed everyone to the meeting.

Meeting Minutes - A motion was made by Mr. Ryan to approve the meeting minutes for the special meeting of November 8, 2016, seconded by Mr. Bellino. All voted in favor and the motion carried.

Meeting Notice: Ms. Fierle stated the meeting legal notice was advertised in the Record Courier on Sunday, November 27, 2016.

Term Expirations - Chairman Kohl stated that we have three directors with term expirations as of December 31, 2016. They are Directors Bellino, Ryan and Mann. Directors Bellino and Ryan were re-appointed by the Portage County Commissioners on November 29th. Director Mann has decided to resign from the board. The Portage County Commissioners ran an ad in the Record Courier to find new board members.

Financials - Ms. Fierle went over the bank reconciliations and treasurer's report as of October 31, 2016. A motion was made by Mr. Wyatt to accept the financial reports as presented, seconded by Mr. Ryan. All voted in favor and the motion carried.

Ms. Fierle explained the budget report as of October 31, 2016. A motion was made by Mr. Bellino to accept the budget report as presented, seconded by Mr. Wyatt. All voted in favor and the motion carried.

Portage Development Board President's report - Mr. Ehrhart talked about several projects that the Portage Development Board is working on. He also spoke of the project wins that PDB had for 2016 and how he believes 2017 will be.

Legal Counsel, Denise Smith's report – Attorney Smith explained the letters received from the Ohio Department of Taxation and the legal firm representing the Kent City School District. The Kent City School District sent a letter to the Ohio Department of Taxation stating they are against the tax exemption being approved for the KSU Center for Philanthropy and Alumni Engagement building which the Port Authority owns. The Ohio Department of Taxation sided with KSU and the Portage County Port Authority and approved the exemption.

Finance-Audit Committee – Mr. Bellino stated that the committee met prior to the board meeting and recommended a 2017 budget to the board. This will be talked about later in the meeting.

DISCUSSION ITEMS

Ravenna Property Update – Chairman Kohl stated that he, Mr. Ryan and Mr. Ehrhart have been meeting with developers to come up with ideas for the property. So far we haven't come up with anything. After much discussion it was decided that Mr. Ehrhart and Mr. Bellino should meet with the YMCA to see if they would have any interest in the property.

Ten Year Anniversary Report – Chairman Kohl stated that we need to get a nice marketing piece to distribute celebrating the ten year anniversary of the Port Authority. Ms. Fierle stated that Ms. Luttner, Portage Development Board's Marketing Specialist had several quotes from companies for the PDB report. Sue Mackle has done PDB's reports for the last several years and has done an excellent job. She quoted the port with \$1,200. The other quotes Ms. Lutter received were over \$3,000. Printing is an additional amount for all of them. The board of directors agreed that this is a great idea. Chairman Kohl stated that we need to include a good definition of what a port authority is along with including all our projects. List of all the present and past directors with their photos. We also need to include a nice investment summary and history of the port.

Agreement between the PCPA and the PDB – Chairman Kohl stated that he would like to continue the agreement with the PDB. He explained that the PDB is asking for \$15,000 this year vs the \$10,000 in previous years. The Port would also continue to pay an investment amount of \$5,000 and 25% of the project fees. Chairman Kohl stated that PDB does a great job and it would cost more for the port to get their own staff person. It was agreed that the port authority should move forward with the agreement at \$15,000 along with the \$5,000 investment and 25% of the project fees.

Responsible Contractor - Director Wyatt stated that he would like the Port Authority to move forward to approve the responsible contractor agreements. He stated that he's been working with Director Dix on this and they got the forms/agreements that the Development Finance Authority of Summit County uses. The directors agreed we can move forward with this. Ms. Fierle stated that she can put this on the next agenda. Attorney Smith asked Ms. Fierle to forward the documents over to her so she can get them prepared.

CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS

Appropriation – 2017 Budget –A motion was made by Mr. Bellino to approve the 2017 budget as presented by the Finance Committee, seconded by Mr. Ryan. All voted in favor and the motion carried. Approved by Resolution 16-004.

2017 Chairman –A motion was made by Mr. Bellino to elect Mr. Ryan as chairman for 2017, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 16-005.

2017 Vice-Chairman – A motion was made by Mr. Kohl to elect Mr. Bellino as vice-chairman for 2017, seconded by Mr. Wyatt. All voted in favor and the motion carried. Approved by Resolution 16-006

2017 Secretary/Treasurer – A motion was made by Mr. Bellino to appoint Diana Fierle as Secretary/Treasurer for 2017, seconded by Mr. Ryan. All voted in favor and the motion carried. Approved by Resolution 16-007.

2017 Assistant Secretary/Treasurer – A motion was made by Mr. Wyatt to appoint Taylor Luttner as Assistant Secretary/Treasurer for 2017, seconded by Mr. Ryan. All voted in favor and the motion carried. Approved by Resolution 16-008.

Surety Bonds – A motion was made by Mr. Wyatt to authorize the purchase of surety bonds for the Secretary/Treasurer, Assistant Secretary/Treasurer, Director Bellino and Chairman Ryan, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 16-009.

Hosting – A motion was made by Mr. Bellino to authorize the purchase of items necessary for the hosting of Portage County Port Authority functions and meeting expenses for 2017 not to exceed \$1,000, seconded by Mr. Wyatt. All voted in favor and the motion carried. Approved by Resolution 16-010

Legal notices – A motion was made by Mr. Bellino to authorize payments in 2017 to the Record Publishing Company/Dix Communications for Legal Notices of the Portage County Port Authority meetings not to exceed \$1,000, seconded by Mr. Ryan. All voted in favor and the motion carried. Approved by Resolution 16-011.

Marketing/Advertising – A motion was made by Mr. Bellino for authorization of Marketing/Advertising and Sponsorship opportunities for the Portage County Port Authority in 2017 not to exceed \$2,500, seconded by Mr. Ryan. All voted in favor and the motion carried. Approved by Resolution 16-012.

Ohio Port Authority Council Dues – A motion was made by Mr. Bellino to authorize payment of dues to the Ohio Port Authority Council in 2017 not to exceed \$200, seconded by Mr. Ryan. All voted in favor and the motion carried. Approved by Resolution 16-013.

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 Authority for the year 2017, seconded by Mr. Wyatt. All voted in favor and the motion carried. Approved by Resolution 16-014

Ohio Port Authority Council – A motion was made by Mr. Bellino to appoint Mr. Ryan and Mr. Wyatt as the Portage County Port Authority appointments to the Ohio Port Authority Council for 2017, 2018 and 2019, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 16-015

Ohio Port Authority Council Meetings – A motion was made by Mr. Wyatt to authorize Portage Development Board President and the Secretary/Treasurer to attend the Ohio Port Authority Council meetings in 2017, as their time allows, and receive reimbursement, seconded by Mr. Bellino. All voted in favor and the motion carried. Approved by Resolution 16-016

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. Kohl. All voted in favor and the motion carried. Approved by Resolution 16-017.

Agreement between the Portage County Port Authority and the Portage Development Board – A motion was made by Mr. Kohl to enter into and approve the terms and expenditures of an agreement between the Portage County Port Authority and the Portage Development Board for fiscal years 2017 to 2019, seconded by Mr. Wyatt. All voted in favor and the motion carried. Approved by Resolution 16-018.

Contract with Sue Mackle for the design and development of a 10 year anniversary marketing brochure - A motion was made by Mr. Ryan to enter into a contract with Sue Mackle of Mackle Graphic Design for the design and development of a 10 year anniversary marketing brochure, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 16-019

Journal Entries - December 6, 2016

It was moved by Mr. Ryan, 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 2017. Said amount shall be paid upon invoice from PDB billed after the project fee is collected by the PCPA.

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 authorizes Director John Ryan to be added as signatory on the PCPA bank accounts along with those already authorized including Secretary-Treasurer Diana Fierle, Assistant Secretary Taylor Luttner and Director Dominic Bellino.

It was moved by Mr. Ryan, seconded by Mr. Wyatt that the following journal entry be approved. All voted in favor and the motion carried.

Journal Entry - appointing Mr. Bellino, Mr. Kohl and Mr. Dix to the Finance-Audit Committee for 2017. Any member of the Board of Directors may serve as alternate to the committee as needed.

A motion was made by Mr. Kohl, seconded by Mr. Wyatt that the following journal entry be approved. All voted in favor and the motion carried.

Journal Entry – PCPA is appointing one director Mr. Bellino to the Board of Directors of the Portage Development Board. The director is to attend the quarterly meetings of the Portage Development Board and other committees he/she wishes to serve on. Any member of the Board of Directors may serve as alternate to the committee as needed.

A motion was made by Mr. Bellino, seconded by Mr. Ryan that the following journal entry be approved. All voted in favor and the motion carried.

Journal Entry – Meeting schedule for 2017.

2017 Meeting Schedule

Board of Directors: Tuesday, March 7, 2017 @ 2:00 PM

Finance/Audit Committee: Tuesday, June 6, 2017 @ 1:15PM

Board of Directors: Tuesday, June 6, 2017 @ 2:00PM

Tax Budget Hearing: Tuesday, June 6, 2017 @ 2:05PM

Board of Directors: Tuesday, September 5, 2017 @ 2:00PM

Finance/Audit Committee: Tuesday, December 5, 2017 @ 1:15PM

Board of Directors: Tuesday, December 5, 2017 @ 2:00PM

CORRESPONDENCE

The port authority directors reviewed the correspondence received. No action necessary.

RESOLUTION NO. 16-004
MEASURE

RE: PORT AUTHORITY FISCAL 2017 APPROPRIATION

It was moved by Dominic Bellino, seconded by John Ryan that the following Resolution be adopted:

WHEREAS, the Portage County Budget Commission has provided the Official Certificate of Estimated Resources for 2017 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, 2017 as follows:

**PORTAGE COUNTY PORT AUTHORITY
2017 Budget**

| <u>Estimated Beginning Balance</u> | <u>Amount</u> |
|------------------------------------|-----------------|
| Checking Account | \$160,000.00 |
| Money Market Account | \$129,900.00 |
| Special Activities | <u>\$530.00</u> |
| Total Estimated Balance | \$290,430.00 |

Description

Revenues

| | |
|-----------------------------|-------------------|
| 2017 - Cascades Admin. Fees | \$.00 |
| 2017 - Plaza Schroer Fees | \$1,000.00 |
| 2017 - KSU Fees | <u>\$6,000.00</u> |
| Total Revenues | \$7,000.00 |

Total Estimated Resources **\$297,430.00**

Expenses

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

| | |
|---------------------------|-------------|
| Contract Services | \$20,000.00 |
| 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 | \$1,000.00 |
| Membership Dues | \$5,200.00 |
| Advertising/Marketing | \$5,500.00 |
| 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 | <u>\$1,000.00</u> |
| Total Expenses | \$93,886.00 |

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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION NO. : 16-005

RE: JOHN RYAN ELECTED CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2017.

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

RESOLVED, that John Ryan is elected to preside at all regular and special meetings in 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea;
David Dix, absent; Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-006

RE: DOMINIC BELLINO ELECTED VICE-CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2017.

It was moved by Jack Kohl II, seconded by James A. Wyatt Jr. 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 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

Resolution: 16-007

RE: APPOINT DIANA FIERLE AS SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2017.

It was moved by Dominic Bellino seconded by John Ryan 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 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-008

RE: APPOINT TAYLOR LUTTNER AS ASSISTANT SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2017.

It was moved by James A. Wyatt Jr., seconded by John Ryan 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 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-009

RE: AUTHORIZE THE PURCHASE OF SURETY BONDS FOR THE SECRETARY-TREASURER, ASSISTANT SECRETARY-TREASURER, DIRECTORS DOMINIC BELLINO AND JOHN RYAN OF THE PORTAGE COUNTY PORT AUTHORITY.

It was moved by James A. Wyatt Jr., seconded by Jack Kohl II 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 Directors Dominic Bellino, John Ryan and the Assistant Secretary Treasurer Taylor Luttner 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 and Directors Dominic Bellino and John Ryan 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; 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:

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|-------------------------|--------------------|---------------------------|--------------------|
| T.N. Bhargava, absent; | Jack Kohl II, yea; | Dominic Bellino, yea; | David Dix, absent; |
| Neil Mann, Jr., absent; | John Ryan, yea; | James A. Wyatt, Jr., yea; | |

RESOLUTION: 16-010

RE: AUTHORIZATION FOR THE PURCHASE OF ITEMS NECESSARY FOR THE HOSTING OF PORTAGE COUNTY PORT AUTHORITY FUNCTIONS AND MEETING EXPENSES FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.

It was moved by Dominic Bellino, seconded by James A. Wyatt Jr. 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 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-011

RE: AUTHORIZATION FOR PAYMENT TO THE RECORD PUBLISHING COMPANY/DIX COMMUNICATIONS FOR LEGAL NOTICES OF THE PORTAGE COUNTY PORT AUTHORITY MEETINGS IN 2017.

It was moved by Dominic Bellino, seconded by John Ryan 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/Dix Communications for various legal notices published in the Record-Courier Newspaper of the Board of Directors' regular and special meetings throughout the year 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-012

RE: AUTHORIZATION FOR MARKETING/ADVERTISING AND SPONSORSHIP OPPORTUNITIES OF THE PORTAGE COUNTY PORT AUTHORITY IN 2017.

It was moved by Dominic Bellino, seconded by John Ryan 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 2017 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:

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|-------------------------|--------------------|---------------------------|--------------------|
| T.N. Bhargava, absent; | Jack Kohl II, yea; | Dominic Bellino, yea; | David Dix, absent; |
| Neil Mann, Jr., absent; | John Ryan, yea; | James A. Wyatt, Jr., yea; | |

RESOLUTION: 16-013

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

It was moved by Dominic Bellino, seconded by John Ryan 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 2017. The Board of Directors noted that the dues may increase for 2017, to be decided by the Ohio Port Authority Council; now therefore be it
- RESOLVED,** that the Board of Directors authorizes payment not to exceed \$200 for dues in 2017 or in the amount determined in 2016 or 2017 by the Ohio Port Authority Council; 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:

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|-------------------------|--------------------|---------------------------|--------------------|
| T.N. Bhargava, absent; | Jack Kohl II, yea; | Dominic Bellino, yea; | David Dix, absent; |
| Neil Mann, Jr., absent; | John Ryan, yea; | James A. Wyatt, Jr., yea; | |

RESOLUTION: 16-014

RE: AGREE TO ENTER INTO AN AGREEMENT WITH THE PORTAGE COUNTY PROSECUTOR FOR LEGAL SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2017.

It was moved by Jack Kohl II, seconded by James A. Wyatt, Jr. 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 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-015

RE: APPOINTMENT OF DIRECTORS JOHN RYAN AND JAMES A. WYATT, JR. AS THE PORTAGE COUNTY PORT AUTHORITY APPOINTMENTS TO THE OHIO PORT AUTHORITY COUNCIL FOR 2017, 2018 AND 2019.

It was moved by Dominic Bellino, seconded by Jack Kohl II 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. The Board of Directors note that term of this appointment is three (3) years but they agreed to revisit this appointment yearly:

2017 Appointments: **John Ryan** **James A. Wyatt Jr.**
jryan@htbnk.com wyattway1956@sbcglobal.net

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. 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent;
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-016

RE: AUTHORIZE PORTAGE DEVELOPMENT BOARD PRESIDENT/PORT AUTHORITY EX OFFICIO MEMBER BRADFORD R. EHRHART AND SECRETARY-TREASURER DIANA FIERLE TO ATTEND OHIO PORT AUTHORITY COUNCIL MEETINGS IN 2017 (AS THEIR SCHEDULE ALLOWS) AND RECEIVE REIMBURSEMENT.

It was moved by James A. Wyatt Jr., 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 R. Ehrhart and Secretary Treasurer Diana Fierle to travel for regular and special meetings of the Ohio Port Authorities Council throughout 2017 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-017

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 Jack Kohl II 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-018

RE: ENTER INTO AND APPROVE THE TERMS AND EXPENDITURES OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY PORT AUTHORITY AND THE PORTAGE DEVELOPMENT BOARD FOR FISCAL YEAR 2017 TO 2019

It was moved by Jack Kohl II, seconded by James A. Wyatt, Jr. that the following resolution be adopted:

- WHEREAS,** the Portage Development Board is private, not-for-profit corporation which provides economic development programs for the business community of Portage County; and
- WHEREAS,** the Portage Development Board agrees to furnish and the Portage County Port Authority agrees to purchase the use of space and services in accordance with the Terms and Conditions set forth in the attached Agreement, now therefore be it
- RESOLVED,** that the Board of Directors agree to enter into an agreement for services with the Portage Development Board, 217 South Chestnut Street in Ravenna, Ohio in the amount of \$15,000 per year for services and \$5,000 annual contribution per calendar year beginning January 1, 2017, and will continue in effect until December 31, 2019; and be it further
- RESOLVED,** that this Agreement shall renew automatically for a one (1) year term beginning January 1, 2020 and each January 1 thereafter, unless either party notifies the other party in writing of its intention to not renew this agreement at least sixty (60) days prior to the end of the current term. Such notice of intent to not renew may be delivered by regular U.S. mail, 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:

T.N. Bhargava, absent; Jack Kohl II, yea; Dominic Bellino, yea; David Dix, absent
Neil Mann, Jr., absent; John Ryan, yea; James A. Wyatt, Jr., yea;

RESOLUTION: 16-019

RE: AGREE TO ENTER INTO A CONTRACT WITH SUE MACKLE OF MACKLE GRAPHIC DESIGN FOR THE DESIGN AND DEVELOPMENT OF A 10 YEAR ANNIVERSARY MARKETING BROCHURE FOR THE PORTAGE COUNTY PORT AUTHORITY.

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

- RESOLVED,** that the Board of Directors enters into a Contract for the design and development of a 10 year anniversary marketing brochure for the Portage County Port Authority for 2006-2016 at a cost not to exceed twelve hundred dollars (\$1,200.00); 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:

| | | | |
|-------------------------|--------------------|---------------------------|-------------------|
| T.N. Bhargava, absent; | Jack Kohl II, yea; | Dominic Bellino, yea; | David Dix, absent |
| Neil Mann, Jr., absent; | John Ryan, yea; | James A. Wyatt, Jr., yea; | |

There being no further business to come before the Board, the meeting of December 6, 2016, 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, 2016.

Absent

T.N. Bhargava

John Ryan

Dominic Bellino
Vice-Chairman

Jack Kohl II
Chairman

Absent

Neil Mann, Jr.

Absent

David Dix

James A. Wyatt, Jr.

Diana Fierle
Secretary-Treasurer