



The Director attended the 12<sup>th</sup> Annual Logistics Conference for NEOTEC. He presented the PowerPoint presentation from that conference. Major shipments delayed from the east coast may open up shipping on the west coast. Inland ports are becoming more prominent with an increase in rail traffic. There is potential in Portage County with the Turnpike, rail access and available land.

The Director advised that the Articles of Incorporation for the Portage Development Board have been completed and presented to the Board of Commissioners. Attorney George Sarkis will file the Articles with the Secretary of State and the IRS for the formation of this Board. The Board of Commissioners appears to embrace the idea. The Articles call for 10-11 designated Directors (public officials) and 25 private sector members, for a total Board of 36 members. The function of the Portage Development Board of Directors is to dictate the mission of the organization, to expand on current Portage County Department of Economic Development marketing and efforts with greater flexibility. The Director added that Portage County needs a greater presence and noted that the office has no materials to distribute and present for Portage County – there is a real lack of material. Steve Pacquette has agreed to make a presentation to the Directors on the Stark Development Board on their experiences since their creation in 1986.

Director Bhargava asked if the RZB could be used for the Fairmount Project in Kent? The Director responded yes, that is possible. It would be an excellent project for the infrastructure. The Director has mentioned the project to the Commissioners but has had no conversations with the City officials. Director Bhargava added that he was recently appointed to the Minority Business Advisory Council by Governor Strickland and noted that the Council has an ambitious program statewide. He wondered if the funding could be used for minority businesses? The Director responded perhaps, but it would have to be a large sum of money to make it worthwhile.

Director Ulik added that the Council of Ohio Port Authorities is discussing becoming a more formal organization with by-laws etc. The Portage Port now pays \$100 dues per year; the Council is considering increasing dues and formalizing the current structure. The next meeting is in late October.

Director Chema asked for an update on the legislation relative to adoption of SB 353 as there was an effort to repeal or change this legislation. Director Ulik responded that the rollback of the amendment is October 17, 2009. The Portage County Port Authority is not affected as the legislation only applies to maritime ports. He added that the cost of legal representation was paid by the larger Ohio Port Authorities.

D. Internal Auditor - Vacant (Carol Kurtz retired September 1, 2009)

E. Representative to the Ohio Port Authority Council (July 2009 meeting) – No report

Director Ulik reminded the Board that the Council is considering a restructure of the organization. The Ohio Department of Development does not have contact with the Council since they see this as a conflict of interest.

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Information Technology Director Brian Kelley stated that the Governor has created the *Connect Ohio* initiative to expand broadband internet access throughout Ohio by identifying a strategic plan by county based on internet needs. Stimulus funds are available for this initiative although no telecommunication providers are pursuing funding for this project in Portage County for either residential or business. The county is attempting to get funding at a county site in Streetsboro that has no internet access. The infrastructure could also service other companies. KSU and the city of Kent are investigating a “wireless cloud” that would extend over the city and entire campus would benefit residents and economic development efforts. There are ongoing meetings that may identify funding for a project. Portage County is above average in our internet access even with some dead zones in areas like Hiram, Garrettsville and some parts of southern Portage County. Director Chema would be interested in being involved with this project. Director Bhargava offered to have the City of Kent’s Economic Director Dan Smith to contact Director Chema.

Director Chema asked if Director Kelley has had a conversation with a Cleveland community. Mr. Kelley responded that he has had conversations with a community. Director Chema stated that this community received about \$32 million from the FCC to do a Rural/Urban Health Care Bank. Perhaps Robinson Memorial Hospital may be involved in such an endeavor.

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ITS Director Brian Kelley stated that the Port Authority received 27 proposals to the RFQ for the redesign of the Portage County Port Authority Website and the Department of Economic Development. Those proposals were analyzed based on experience, qualifications, scope of work and their public sector experience in regards to other websites they have designed for other Port Authorities and/or Departments of Economic Development.

Based upon the Committee’s evaluation, it is recommended that the following selected companies be evaluated further by the Port Authority and Office of Economic Development:

1. The Impact Group – Ohio based company. Designed NEOTEC site
2. Diversa – Kent, Ohio company with web design and marketing experience
3. Civic Plus – premier public sector website design company in the United States
4. CBOSS, Inc.– Mahoning County website design/hosting company with considerable public sector experience
5. Delta Development – Pennsylvania company with considerable public sector/economic development experience.

The Committee recommends that this list of five now be evaluated and that three of these companies selected to meet with the Port Authority and Office of Economic Development, and ITS to further discuss their qualifications, estimated costs, and project timeline. The Directors agreed that the Committee should meet individually with these companies to discuss needs and obtain a

cost estimate. The companies were not ranked because of the way in which the proposals were submitted. Director Bhargava noted that the Kent firm appears to have mostly marketing experience. Director Bhargava noted that Civic Plus is located out of state and wondered if that is an issue. Mr. Kelley responded no. Director Bhargava asked if Christine Brown [Marketing Resources & Results, Inc] responded to the RFQ? Mr. Kelley responded no, Ms. Brown was contacted and advised that she thought her company was not qualified and did not have the technical capability to respond. Mr. Kelley stated that the Board of Directors can negotiate and hire a firm under a \$25,000 cost unless the company is on the state contract listing. Mr. Kelley added that the Board of Directors should be able to get a quality product under \$25,000.

There would be a sharing of the cost with the Portage County Department of Economic Development. Director Ulik stated that the Board of Directors must decide whether or not to have two separate websites; perhaps the Portage Development Board could have a link to the Portage County Port Authority on their website? He suggested that the Committee interview the three companies and make a final recommendation to the Board of Directors.

Director Bhargava stated that he contacted NEOTEC to determine if they were satisfied with the design provided by the Impact Group and was told that NEOTEC is very satisfied with the final website design. Director Ulik also talked to NEOTEC and they were very pleased, highly recommending the firm.

Director Chema stated that his web people reviewed the proposals and noted that any of the top five companies could easily provide this service. He believes that the Port Authority should be a link under the Portage Development Board. Director Wyatt agreed that the local companies should be interviewed, keeping the funding close to home. Directors McDonald and Mann also agreed; Director Mann stated that he has hired Diversa for his marketing and website design. Diversa is a good company. Director Kohl agreed and stated that most people have no idea what the Port Authority does. Director Ulik stated that he would like to encumber a contract by the end of the year.

The Directors agreed that the Committee should interview CBOSS, the Impact Group and Diversa.

Director Ulik recommended that the Directors think about how the Port Authority Board of Directors wants to function with the Portage Development Board.

Motion by Jack Kohl to authorize the Port Authority Subcommittee (Directors McDonald and Dix, PCDED Director Bill Ulik, and Director of the Portage County Information Technology Department Brian Kelley) to interview CBOSS, Inc., The Impact Group and Diversa for the Portage County Port Authority Website Design and accept the subcommittee recommendation as to the hire of the website design in an amount not to exceed \$15,000 (the Port Authority Share)/Resolution 09-05.

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Director Todd Peetz, Portage County Regional Planning Commission, is attending today to update the Board of Directors on Portage County Brownfield Projects. Mr. Peetz explained that the Commission is working with the PCDED, Hiram College, Cities of Kent and Ravenna and Ravenna

and Franklin Townships to inventory and assess potential Brownfield sites for grant funding through the Ohio EPA. He noted that Portage County has not yet taken advantage of the available Brownfield funding. The Regional Planning Commission is writing a grant and would like a letter of support for an Inventory and Assessment Grant for Portage County. The Board of Directors agreed to provide such support noting that they believe that a better understanding of brownfield issues and resulting future clean-up efforts will enhance our community's health and welfare, will help restore job opportunities for residents and will protect our natural environment, particularly our water resources. The increasing number of commercial and industrial sites vacated due to the economic downturn and the decline of manufacturing poses a problem for all residents in Portage County, resulting in job loss and the need to travel farther to find employment opportunities. Directors Kohl and Chema spoke in favor of this grant application.

Director Peetz added that up to three members of the Board of Directors will participate on the Advisory Committee to provide input on the prioritization of brownfield assessments after the initial inventory is completed. The Board of Directors may also provide advice on the eventual re-use of the site(s) after Phase I and II assessments are done/Resolution 09-06.

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**Amendment of By-Laws to include Ex-Officio Authority and Duties**

Chairman Bhargava noted that the current by-laws do not include any definition of the duties for the Ex Officio Bill Ulik.

Director Chema suggested that the by-laws be amended to include the Portage County Department of Economic Development Director as the Ex Officio of the Board of Directors. Mr. Chema also suggested that the Board of Directors consider the PCDED Director as the Executive Director of the Port Authority. Mr. Ulik responded that he does represent himself as the Port Authority director when marketing the current programs. Director Chema suggested that the Secretary-Treasurer and Director Ulik prepare a draft revision to the by-laws for this recommendation.

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The Port Authority By-Laws Article VI, Annual Budget, Appropriations and Contracts, Section 4.Audits: The Board of Directors shall have an audit performed annually by an independent certified Public accountant or by the Auditor of State. Internal Auditor Carol Kurtz has retired and the Board of Commissioners will not be replacing that position. The Board of Directors agreed that the Secretary-Treasurer should send out a Request for Qualifications to firms as prepared by the State Auditor for auditing services for 2009 for a December decision by the Board of Directors/09-07

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**CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS**

The Board of Directors approved payment for Director Bill Ulik's attendance at the September 1, 2009 NEOTEC Ohio Logistics Conference in Akron/Motion by Steven P. McDonald, seconded by Neil Mann, Jr. to authorize the Portage County Port Authority to pay \$225.00 for the Portage County Department of Economic Development Director William Ulik to attend the September 1, 2009 NEOTEC Ohio Logistics Conference and Golf Outing at the Firestone Country Club in Akron.

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The Board of Commissioners adopted Resolution 09-0846 designating Portage County, Ohio as a Recovery Zone under Section 1400u-1 of the Internal Revenue Code for the Purpose of Issuing Recovery Zone Economic Development Bonds or Recovery Zone Facility Bonds and Designating the Portage County Port Authority as Agent of the County for Issuing said Bonds for the Portage County Department of Economic Development. The Board of Directors must accept the designation of the Portage County Port Authority as the issuer of all Recovery Zone Bonds for projects located within the County of Portage/09-008

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**CORRESPONDENCE**

The Board of Directors received the August 18, 2009 Official Certificate of Estimated Resources from the Portage County Budget Commission.

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**RESOLUTION NO. 09-005**

**RE: AUTHORIZE PORTAGE COUNTY PORT AUTHORITY SUBCOMMITTEE TO INTERVIEW CBOSS, INC., THE IMPACT GROUP AND DIVERSA FOR THE PORTAGE COUNTY PORT AUTHORITY WEBSITE DESIGN AND ACCEPT THE SUBCOMMITTEE RECOMMENDATION AS TO THE HIRE OF THE WEBSITE DESIGNER IN AN AMOUNT NOT TO EXCEED \$15,000.**

It was moved by Jack Kohl, seconded by Thomas V. Chema that the following Resolution be adopted:

**WHEREAS,** the Portage County Port Authority Board of Directors desires an update of the Port Authority website in conjunction with the website for the Portage County Department of Economic Development; and

**WHEREAS,** the Board of Directors approved an 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 by adopting Resolution 09-004 on June 2, 2009; and

**WHEREAS,** the Board of Directors created 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 to review the qualifications received and present their recommendation to the Board of Directors at the Board of Directors' September 1, 2009 meeting; and

**WHEREAS,** the Board of Directors met today and accepted the recommendation of the Subcommittee that they interview the top three firms for the website design: CBOSS Inc., The Impact Group and Diversa; now therefore be it

**RESOLVED,** that the Board of Directors authorizes the Port Authority Subcommittee (Directors Steven P. McDonald and David Dix, Portage County Department of Economic Development Director Bill Ulik, and Director of the Portage County Information Technology Department Brian Kelley) to interview CBOSS Inc., The Impact Group and Diversa for the Portage County Port Authority Website Design; and be it further

**RESOLVED,** that the Board of Directors will accept the subcommittee recommendation as to the hire of the website designer in an amount not to exceed \$15,000, which is the maximum Portage County Port Authority share; 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, yea;    |   |   |
| David Dix, absent;       |   | Jack Kohl, yea;          |   |   |
| Neil Mann, Jr., yea;     |   | Steven P. McDonald, yea; |   |   |
| James A. Wyatt, Jr.; yea |   |                          |   |   |

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**RESOLUTION NO. 09-006**

**RE: AGREE TO SUPPORT THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION'S PURSUIT OF A UNITED STATES EPA BROWNFIELDS ASSESSMENT GRANT.**

It was moved by Jack Kohl, seconded by Thomas V. Chema that the following Resolution be adopted:

**WHEREAS,** the Portage County Regional Planning Commission is pursuing a United States EPA Brownfields Assessment Grant in order to inventory and assess brownfields in the City of Ravenna, Ravenna Township, and Franklin Township, Portage County, Ohio; and

**WHEREAS,** the Portage County Port Authority Board of Directors strongly believes that a better understanding of brownfield issues and resulting future clean-up efforts will enhance

our community's health and welfare, will help restore job opportunities for residents and will protect our natural environment, particularly our water resources; and

**WHEREAS,** the increasing number of commercial and industrial sites vacated due to the economic downturn and the decline of manufacturing poses a problem for all residents in Portage County, resulting in job loss and the need to travel farther to find employment opportunities; and

**WHEREAS,** the brownfield initiative can be a major effort to revitalize the business atmosphere of Portage County and a step in counteracting the economic decline; now therefore be it

**RESOLVED,** that the Portage County Port Authority Board of Directors fully supports the Portage County Regional Planning Commission's pursuit of a United States EPA Brownfields Assessment Grant in order to inventory and assess brownfields in the City of Ravenna, Ravenna Township, and Franklin Township in Portage County, Ohio; and be it further

**RESOLVED,** that no more than three members of the Board of Directors will participate on the Advisory Committee to provide input on the prioritization of brownfield assessments after the initial inventory is completed. The Board of Directors may also provide advice on the eventual re-use of the site(s) after Phase I and II assessments are done; 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;  
David Dix, absent;  
Neil Mann, Jr., yea;  
James A. Wyatt, Jr.; yea

Thomas V. Chema, yea;  
Jack Kohl, yea;  
Steven P. McDonald, yea;

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**RESOLUTION NO. 09-007**

**RE: AUTHORIZE REQUEST FOR QUALIFICATIONS (RFQ) FOR AUDITING SERVICES.**

It was moved by Jack Kohl, seconded by Thomas V. Chema that the following resolution be adopted:



**WHEREAS,** Section 4 of the Portage County Port Authority By-Laws states that "The Board of Directors shall have an audit performed annually by an independent certified Public accountant or by the Auditor of State"; now therefore be it

**RESOLVED,** that the Board of Directors authorizes the Secretary-Treasurer to prepare and send a Request for Qualification for auditing services to firms as recommended by the State Auditor for auditing services for 2009 for a December decision by the Board of Directors; 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, yea;    |   |   |
| David Dix, absent;       |   | Jack Kohl, yea;          |   |   |
| Neil Mann, Jr., yea;     |   | Steven P. McDonald, yea; |   |   |
| James A. Wyatt, Jr.; yea |   |                          |   |   |

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|   |   |   | <b>RESOLUTION</b> | <b>No. 09-008</b> |

**RE: A RESOLUTION ACCEPTING DESIGNATION BY THE PORTAGE COUNTY BOARD OF COMMISSIONERS OF THE PORTAGE COUNTY PORT AUTHORITY AS THE AGENT OF THE COUNTY FOR ISSUING RECOVERY ZONE ECONOMIC DEVELOPMENT BONDS OR RECOVERY ZONE FACILITY BONDS FOR THE PORTAGE COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT**

It was moved by Thomas V. Chema, seconded by Steven P. McDonald that the following resolution be adopted:

**WHEREAS,** the American Recovery and Reinvestment Act of 2009 revised the Internal Revenue Code to create Recovery Zone Bonds which must be issued for projects in a Recovery Zone; and

**WHEREAS,** the issuance of Recovery Zone bonds instead of traditional tax-exempt bonds can potentially promote job creation and economic recovery in areas particularly affected by employment decline, significant poverty, increased home foreclosures, or general economic distress; and

**WHEREAS,** under Code Section 1400U-1(a)(3)(A), the State of Ohio has allocated \$15,868,000 of its Recovery Zone Bond volume cap limitation to Portage County, with \$6,347,000 of that allocation being allocated for the issuance of Recovery Economic Development Bonds and \$9,521,000 being allocated for the issuance of Recovery Zone Facility Bonds; and

**WHEREAS,** before the County issues any Recovery Zone Bonds, this Board of Commissioners must designate the area in which a capital project is financed by Recovery Zone Bonds as a Recovery Zone; and

**WHEREAS,** Portage County, as a whole, is currently economically distressed as a result of the recent economic conditions and (i) the unemployment rate has risen from 6.5% in July 2008 to 10.8% in July 2009, (ii) home foreclosures (Sheriff Sales) have increased 15% for the first half of 2009, and have more than tripled in the last decade, and (iii) sales tax revenue has decreased 3.58% for the first eight months of 2009 compared to the first eight months of 2008, thereby demonstrating a deterioration in the retail sales market; and

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution 09-0846 on September 15, 2009 designating the Portage County Port Authority as the issuer of all Recovery Zone Bonds for projects located within the County of Portage; now therefore be it

**RESOLVED,** that the Board of Directors accepts the designation of the Portage County Port Authority as the issuer of all Recovery Zone Bonds for projects located within the County of Portage; 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;  
David Dix, absent;  
Neil Mann, Jr., yea;  
James A. Wyatt, Jr.; yea

Thomas V. Chema, yea;  
Jack Kohl, yea;  
Steven P. McDonald, yea;

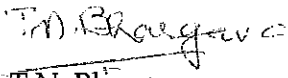
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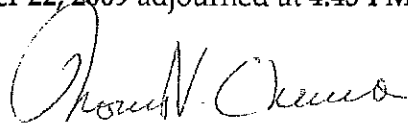
**SCHEDULED MEETING DATES**

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

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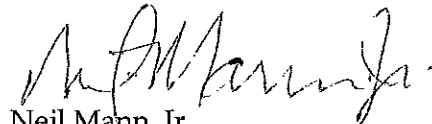
We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors' meeting on September 22, 2009. There being no further business to come before the Board, the official meeting of September 22, 2009 adjourned at 4:45 PM.


  
T.N. Bhargava

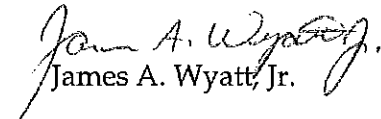
  
Thomas V. Chema

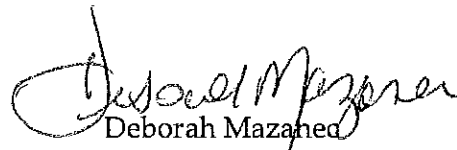
ABSENT  
David Dix

  
Jack Kohl

  
Neil Mann, Jr.

  
Steven P. McDonald

  
James A. Wyatt, Jr.

  
Deborah Mazanec  
Secretary-Treasurer

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