

**PORTAGE COUNTY PORT AUTHORITY
BOARD OF DIRECTORS MEETING
Tuesday, December 5, 2006
Regional Planning Commission Conference Room
124 North Prospect Street, Ravenna, Ohio
2:00 PM**

I. CALL TO ORDER - ROLL CALL

Meeting advertised in the Record-Courier Newspaper on Sunday, November 26, 2006

II. APPROVAL OF OFFICIAL MINUTES

November 13, 2006 Board of Directors' Special Meeting

III. REPORTS AND COMMUNICATIONS

- A. Chairman Thomas V. Chema
- B. Secretary-Treasurer
- C. Other
- D. Legal Counsel Denise Smith
- E. Standing Committee Reports – None
- F. Special Committee Reports – None

**IV. CONSIDERATION OF ORGANIZATIONAL RESOLUTIONS
ELECTION OF OFFICERS**

- A. Chairman
- B. Vice Chairman
- C. Appointment of Secretary-Treasurer Deborah Mazanec
Commissioners approved this appointment with Journal Entry #11 adopted 11/28/06,
should the Board of Directors desire to make such appointment
- D. Appointment of Assistant Secretary Diana Fierle
Commissioners approved this appointment with Journal Entry #11 adopted 11/28/06,
should the Board of Directors desire to make such appointment
- E. Enter into agreement with the Portage County Prosecutor's Office for legal services from
January 1, 2007 through December 31, 2007
- F. Resolution authorizing the purchase of items in an amount not to exceed \$100 necessary
for the hosting of Portage County Port Authority functions and meeting expenses from
December 5, 2006 through December 4, 2007 (Organizational meeting)
- G. Resolution authorizing payment for meeting notices advertised in the Record-Courier for
the year 2007 in an amount not to exceed \$100.
- H. Resolution recommending appointment of Director Bhargava by the Governor of Ohio to
the Ohio Port Authorities Council.

A draft correspondence to the Governor is included for Board review and comment.

DISCUSSION: ECONOMIC DEVELOPMENT IN PORTAGE COUNTY

Attending:

1. Terry Moser, Moser Construction
2. Dan Smith, Executive Director, Kent Area Chamber of Commerce

V. CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS

- A. Resolution approving a Travel and Expense Reimbursement Policy
- B. Approval necessary to pay the \$5.75 invoice from the Record Publishing Company for the legal notice of the December 5, 2006 meeting.
- C. Website Contract – Sy Thompson
 - a. Approve Sy Thompson’s contract and payment schedule - Legal Counsel Denise Smith is reviewing the proposed contract
 - b. Approve Domain name of “portageport.com”
 - c. Approve domain registration for 3 years @ \$9.00 per year, total \$27.00
 - d. Approve who should be listed as contact for Port Authority as domain owner.
 - e. Select and approve a website design – Please visit www.portagecentral.com/port to look at the various versions of the design that Mr. Thompson has prepared.
- D. Website Content – What does the Board of Directors want included on the site?
 - a. Meeting Minutes
 - b. By-Laws and Policies
 - c. Schedule of Regular and Special Meetings
 - d. Agendas

VI. CORRESPONDENCE

- A. Chairman Chema sent correspondences to Township Trustees and City and Village Mayors offering to meet to discuss opportunities and tools available through the Port Authority.
 - a. The City of Aurora has asked for a meeting sometime in January 2007 with Port Authority representatives, the Mayor, Law Director and Utilities Director.
- B. November 30, 2006 email from the Ohio Port Authority Council
 - a. The next Port Authority Council Meeting is Thursday, January 18, 2007
 - b. Invitation from the Cincinnati USA Partnership to attend a seminar on December 7, 2006 in Cincinnati
 - c. November 16, 2006 meeting agenda
 - d. Treasurer’s Report
 - e. November 16, 2006 Ohio Port Authority Council Meeting Notes

VII. NEXT SCHEDULED MEETING DATE: TUESDAY, MARCH 6, 2007

VIII. ADJOURNMENT

Please Add to the Agenda

December 5, 2006

1. Revised resolution to appoint Director T.N. Bhargava as the Portage County Port Authority representative to the Ohio Port Authority Council.

Elizabeth Balawender of the Ohio Port Authority Council has advised that the Governor does NOT need to make the appointment of the local representatives to the Council. The Council will accept the Portage County Port Authority recommendation.

2. Attorney Denise Smith provides a draft agreement between the Board of Directors and Sy Thompson for Consulting Services. (Approved by Resolution 06-020, adopted November 13, 2006)
3. The Portage County Budget Commission presents the Certificates of the County Auditor that the total appropriations of the Portage County Port Authority do not exceed the Official Estimate of Resources for 2006 and 2007.