

**BOARD MEETING MINUTES**  
**Wednesday, October 10, 2012, 8:00 AM**  
**299 E. Sixth Street, SY-101 Conference Room, Cincinnati, OH 45202**

**1. CALL TO ORDER**

Mr. Budig called the Port of Greater Cincinnati Development Authority Board of Directors meeting to order at 8:01 a.m.

**BOARD MEMBERS PRESENT:**

Budig, Otto  
Dunn, Marty  
Greiwe, Rick  
Handy, Clark  
Jacobs-Horton, Lydia  
Smith, David  
Williams, Tom

**EXCUSED:**

Marmer, Lynn  
Wright, Shane

**STAFF:**

Brunner, Laura  
Boggs Muething, Paula  
Chamlee, Jason  
Hall, Darin  
Karimi, Marjorie  
Recht, Chris  
Robb, Deborah  
Thomas, Susan

**GUESTS:**

Barrett, Maria – PGCDA, Financial Consultant  
Paul, Gail – PGCDA, Media Consultant  
Stephens, Sam – City of Cincinnati  
Wallace, Jeff – Parsons Brinkerhoff

**2. WELCOME AND INTRODUCTIONS**

Mr. Budig acknowledged and welcomed guests.

**3. APPROVAL OF MINUTES**

Mr. Budig asked Board members if there were any additions or modifications to the September 12, 2012 Board of Directors meeting minutes. Hearing none, he asked for a motion to adopt the meeting minutes.

#### 4. **REAL ESTATE REUTILIZATION (Community Revitalization)**

*Paula Boggs Muething, VP of Real Estate Reutilization and General Counsel*

Focus Neighborhoods Strategy – Partnerships update: On behalf of the Landbank, the Port Authority has retained Liz Blume of the Community Building Institute at Xavier University (“CBI”) to provide a tiered, phased analysis of the short- and long-term focused neighborhoods. This analysis will provide a housing and redevelopment strategy for each of the long-term neighborhoods, as well as recommended steps to progress these communities toward realizing their housing strategies and goals.

CBI will provide the targeted communities with ongoing technical and capacity building assistance as needed. An initial meeting will be held with each community to determine where they are in creating their housing and redevelopment strategies, to identify focus areas, and determine the appropriate next steps. Within 30 days of commencing this work, CBI will provide a status report on each community providing an assessment of the current strategy, critical partners, funding availability or gaps, and recommended next steps for each community. CBI will continue assessment and analysis in order to finalize housing and redevelopment strategies, provide implementation support, and develop a long-term community assistance plan.

As reported last the month, the Port Authority has established a collaborative relationship with Local Initiatives Support Coalition (LISC) and the STRIVE Partnership (STRIVE) in order to determine steps to be taken to leverage work in “shared” neighborhoods. STRIVE has committed to working in all of the focus neighborhoods within the City of Cincinnati to increase accessibility to Every Child Succeeds and top-tier kindergarten. STRIVE will provide access to the education and socio-economic data it maintains on FactsMatter.org and will allow the Port Authority to incorporate that data into the CAGIS technology upgrade and data accessibility project. LISC has applied for a \$60,000.00 grant on behalf of the Landbank from the Annie E. Casey Foundation for the benefit of the CAGIS project.

In order to leverage the work with the missions of STRIVE and LISC, the Port Authority has committed to focusing property acquisition and blight remediation work in areas that will allow the creation of safe routes to schools. The Port Authority will analyze how its tools and resources can impact mobility, which is one of three issues that most affects school attendance. All organizations have committed to building community will around shared goals and to engage in regular discussions regarding the work in these neighborhoods.

Collaboration efforts are in the early stages; however, the Port Authority is certain relationships with these three groups will provide an opportunity to be transformational in the target areas. The Port Authority will manage these efforts through its engagement with CBI. It is anticipated, however, within the next year there will be the need for an additional staff person.

As a result of these current and future activities, it was agreed that the name change in this focus area from “Real Estate Reutilization” to “Community Revitalization” would be more reflective of these efforts and provides balance in what the Port Authority is doing in the area of real estate redevelopment.

Moving Ohio Forward Demolition Grant Program – Outreach and Risk Management: The Port Authority has proactively engaged in several community outreach sessions with representatives from jurisdictions throughout Hamilton County. Also, the Port Authority has conducted 16 one-on-one meetings with various municipal and township representatives to discuss the Moving Ohio Forward process and requirements; and, has presented at several community council meetings and four community-based organizations, including the Homeownership Preservation Group, Cincinnati Preservation Association, Home Builders Association, and the CDC Association of Greater Cincinnati.

Each of the jurisdictions has been provided a guide to Blight and Nuisance Abatement by Governmental Action. The Port Authority has also created a one-page chart to assist jurisdictions in determining whether their target properties are eligible for the program, which has been helpful in educating jurisdictions about the appropriate and necessary protocols for participation.

Risk management efforts have been established for exceptionally protective insurance standards. The Port Authority has increased its own insurance limits, as well as set aggressive and comprehensive coverage requirements for contractors. Other risk management tactics include the hiring of a consultant to provide demolition oversight and ensure program compliance, sharing information and best practices with the Cuyahoga and Lucas County Land Reutilization Corporations, and creating a Demolition Work Flow Chart and a Demolition Checklist that sets forth step-by-step procedures to ensure successful and timely execution throughout our administration of the demolition process.

The Port Authority has implemented processes and procedures to solicit vendors for demolition contracting.

CAGIS Data Accessibility Project: CAGIS, which is a joint enterprise of the City of Cincinnati and Hamilton County, obtains and maintains the largest free and publicly accessible property data system in Hamilton County. CAGIS will use its existing system to house additional data to include social, economic, and other property-specific information.

In order to progress this project, the Landbank has engaged Dr. Xinhao Wang, Professor of Planning and the Co-Director for the Joint Center for Geographic Information Systems and Spatial Analysis with the University of Cincinnati. Additionally, the Port Authority has become an associate member of CAGIS which allow access to individualized desktop platforms.

The project goal is to create a data system that can be easily used to explore the panoply of property and community specific information such as population, socioeconomic and education data, housing, crime, foreclosure filings, tax delinquency, and property maintenance violations. Users of the upgraded system will be able to generate data tables and maps.

The project will be a one-stop for identifying vacant and abandoned properties, but will also serve as an early warning system to provide a means for preventing further abandonment. The completed project will compile data from the following sources in order to ensure accessibility to accurate and up-to-date data:

U.S. Census Bureau  
City of Cincinnati Police Department and other participating police departments

Hamilton County Health Department  
Hamilton County Auditor  
Hamilton County Recorder  
Hamilton County Clerk of Courts  
Hamilton County Sheriff's Department  
City of Cincinnati Property Maintenance Code Enforcement Division and other participating building departments  
Greater Cincinnati Water Works  
STRIVE Partnership  
Community Building Institute at Xavier University  
University of Cincinnati Economics Center

**5. REAL ESTATE DEVELOPMENT**

*Darin Hall, VP of Real Estate Development*

Jordan Crossing: The Port Authority continues gathering data to firm the budget and execute the project as planned. It is anticipated that all pertinent data will be available in the next few weeks and an update will be provided at the November 14 Board meeting.

Roselawn Urban Youth Academy: In conjunction with Major League Baseball and the Cincinnati Reds, an urban youth baseball academy will be built at Roselawn Park. The Port Authority is scheduled to meet with representatives from the Cincinnati Reds management office to discuss how the Port Authority can leverage its tools for this project.

**6. PUBLIC FINANCE**

*Susan Thomas, VP of Public Finance*

Kenwood Towne Place – In September, the administrative process following the foreclosure sale was completed, and Spyder Station LLC, an affiliate of Phillips Edison, received the deed to the property. The proceeds of the foreclosure sale were distributed according to the order approved by the court. A portion of these proceeds were payable to the trust for the Port Authority issued bonds. The trustee used these funds to pay the past due principal and interest on the bonds and other outstanding expenses of the trust.

Separate from the foreclosure process, an affiliate of Phillips Edison became the sole holder of the Port Authority issued bonds related to the Kenwood project.

On September 27, 2012, the petition for trustee direction and the associated appeal filed by the Port Authority were dismissed from the courts in Minnesota upon the request of the Trustee and the Port Authority.

The Port Authority continues to work with the new owner of the property and the bonds to restructure certain aspects of the transaction and make arrangements for the completion, management, and maintenance of the public parking garage owned by the Port Authority.

The Minnesota litigation has been dismissed in its entirety, both the underlying petition and appeal. Over the back of the foreclosure, money was received by the trust which allowed the Port Authority to bring the Trust current, including payment of all past due principal and

interest on the bond and the receipt of the Port Authority's past due annual administrative expense.

Cincinnati Mills: This project is proceeding at the discretion of the bondholder, who has chosen to work with the current property owner. The current property owner continues to work on tenanting the facility. Until the bondholder changes strategy or the municipalities decide to pursue corrective enforcement action on non-financial issues at the facility, the Port Authority will continue to monitor.

## 7. FINANCIAL REPORT

*Maria Barrett, CPA/Financial Consultant*

September Financial Summary: September results of operations include a \$167,251 receivable from the Kenwood Towne Place trust for the 2012 administrative fee and administrative expense reimbursements, which amounts are \$51,075 and \$116,176, respectively.

For the month, total revenues of \$227,111 exceeded operating expenses of \$174,530 by \$52,581. The only unusual expense item was a small loss on the abandoned furniture and fixtures at 1014 Vine Street. The total of the new leasehold improvements is approximately \$12,000, which has yet to be paid (waiting on final bill).

Last month the accounting department worked with the Hamilton County Land Reutilization (HCLRC) team to get much of the operational platform in place, including purchase order and accounts payable systems.

The Kenwood Towne Place past due administrative fees and reimbursement of administrative expenses was received last week.

2012 Audit Update: The Port Authority has been designated a Tier 1 audit client by the Auditor of State (AOS). Tier 1 organizations are large, complex and/or high profile, which due to public finance activities, the Port Authority was placed in this category. Additionally, there are Tier 1 audit firms.

The AOS plans to outsource the audit as done previously, and will place it on their open bid list the week of October 15. The Port Authority is in the process of responding to their information request for the Request for Proposal. For efficiency purposes, the successful bidder will also assume the audit for the HCLRC.

## 8. COMMUNICATION

*Gail Paul, Media Consultant*

### Projects:

- Short-term: infusion of branded content to [cincinnatiport.org](http://cincinnatiport.org) – addition of transportation tab and updated photographs of project focus areas. Add new project information in Public Finance operation. In the longer term, we will adopt a process by which to complete structural and aesthetic changes to the site that embraces social media and content from partner organizations/communities and legislators.

- Presentation: Develop 15-minute remarks and a PowerPoint focusing on Port Authority inclusion initiative (Develop by October 23 for joint networking event of African American and Hispanic chambers of commerce, at which Laura is keynote. About 100 members of the two chambers are expected to attend)
- Develop several concept display ads that tout regional transportation assets and efficiencies exploring cost-sharing with private operators.

**Media:**

- Tuesday Oct. 9 meeting with Kevin LeMaster / Building Cincinnati. Pursue enhanced working relationship with this blog journalist and explore future projects.
- Tuesday Oct. 9 meeting with Business Courier national sales/marketing team. Opportunity to benchmark economic development marketing projects and campaigns through American City Business Journal publications and news products.
- Will explore progress of industry newsheet development underway at Business Courier – can Port Authority contribute to a Transportation industry newsheet under Courier flag?
- Honor request this fall by Enquirer editorial board for Port Authority presentation.

**9. PRESIDENT’S REPORT**

*Laura Brunner, President/CEO*

The Port Authority is at the intersection of having a great team and focus, and a dedicated Board of Directors and is geared to put actions into place.

The 2013 budgeting process will be conducted over the next several weeks, including securing funding to move forward with the work the Port Authority has been asked to do. Once these processes are completed, they will be shared with the Board of Directors.

**10. CHAIRMAN’S REPORT**

*Otto Budig, Jr., Board Chair*

Joseph Zimmer: Mr. Zimmer has decided to resign from the Port of Greater Cincinnati Development Authority’s Board of Directors. The Port Authority and Board is greatly appreciative of Mr. Zimmer’s service.

**Executive Session: Motion:** Marty Dunn made a Motion pursuant to Ohio Revised code 121.22 (G)(3) to adjourn the meeting of the Board of Directors of the Port of Greater Cincinnati Development Authority and to go into executive session for the sole purpose of a conference with an attorney or attorneys for the Port of Greater Cincinnati Development Authority concerning disputes involving the Port Authority that are the subject of pending or imminent court action. Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors. The motion was approved unanimously by roll call vote.



The Board adjourned into executive session at 8:55 a.m. The Board came out of executive session and reconvened its Board of Directors meeting at 9:10 a.m.

**11. ADJOURNMENT**

**Motion:** Marty Dunn moved to adjourn the Board of Directors meeting at 9:11 a.m. The motion was seconded by Clark Handy, and was approved unanimously.

Respectfully,

Laura N. Brunner  
Secretary