



MINUTES

**Special Meeting of the Board of Directors
Tuesday, June 27, 2023**

**City of Hamilton Commissioner's Board Room, Sixth Floor, 345 High Street, Hamilton,
OH 45011
2:00 p.m.**

Meeting called to order:

Chair Brad Evans Denise Quinn called the meeting to order at 2:00 p.m.
David Fehr took roll.

ROLL CALL:

Brad Evans
Denise Quinn
Matt Bockhorst
Dona Canaan (on phone)

Absent:

Brian Fox
Robert Schmidt
Tim Egloff

Staff Present:

David Fehr, Development Director
Brenda Todd-Finnell, Development Program Coordinator

Others Present:

Stacey Dietrich Dudas, City of Hamilton
Jody Gunderson, Economic Development Director, City of Hamilton
Jen Patterson, Assistant to City Manager, City of Monroe

Meeting Minutes

Mr. Fehr stated that since this is a special meeting, previous meeting minutes will not be reviewed.

Approval for the Finance Report

Mr. Fehr stated that since this is a special meeting, we will not be approving the financial report.

Discussion, review and potential adoption of the proposed Strategic Plan Agreement for the Butler County Port Authority from Envision Group, LLC.

Mr. Fehr stated that March 21, 2023, the Port Authority passed a resolution stating that the Port Authority wanted to put out an RFP to prepare a Strategic Plan and utilize consultant services for that reason. We published a legal ad on March 27th, 2023 and proposals were due back to the Port Authority on April 14th, 2023. We received 7 responses to the RFP so we felt like that was a good number of applicants. We had a sub-committee of; Tim Egloff, Denise Quinn, Matt Bockhorst to review those submitted proposals. Based on initial review of the 7 responses with the sub-committee and staff, we came up with 3 finalist. The 3 finalist were: Harry Eadon and Mark Barbash – Consultant Partnerships, The Montrose Group, and Envision LLC. We then conducted video conference interviews with each of the finalists which gave all parties involved a chance to ask questions. We put a sheet in the packets stating the prices of each consultant for your review, although the price was not the driving factor for this project. The group we picked was in the middle of the price ranges we received. Being respectful of the budget, we picked a company that was in the middle of the price range given. One of the 7 proposals was disqualified due to being over budget.

Mr. Fehr stated that after the vetting process, we did settle on Envision Group, LLC. We asked Envision to write a typical contract. A copy of this contract is in your packet in which a few revisions were suggested and Envision made said revisions.

Mr. Fehr typed a sample resolution if the board chooses to proceed. He suggests modifying the contract from Envision to July 1, 2023. The original draft of the contract stated June 15th, 2023. Envision did agree to the July 1st start date.

Mr. Bockhorst stated that the committee and staff spent quite a bit of time on vetting this project, researching, and came up with unanimous with Envision as the preferred consultant to use. References were checked on all consultants.

Mr. Fehr stated the consultants would like to start phase 1 within the next 30 days and they will be working up to phase 2, 3, and 4. The end of October 2023 is the suggested end time for this project.

Mr. Fehr asked if there were any questions from the board, staff or audience.

Mr. Bockhorst made a motion to approve resolution 2023-08 to move forward with Envision Group, LLC for the Strategic Plan for the Butler County Port Authority with the amendment that the project start date would be July 1st, 2023. Mr. Evans seconded the motion.

Roll Call: Mr. Bockhorst – yea
 Mr. Evans – yea
 Ms. Canaan – yea
 Ms. Quinn – yea



Motion Carries.

Public Comments: none

Mr. Evans read Resolution 2023-08 – the Butler County Port Authority enter into agreement with Envision Group, LLC., for Strategic Plan consulting services.

All in favor.

Mr. Bockhorst made a motion to adjourn the meeting, Mr. Evans seconded the motion. All in favor.

Adjourning Meeting

Motion Approved: 4-0

Motion Carries.

Meeting Adjourned at 2:12 p.m.

These minutes represent a summary of these proceedings, are retained in accordance with the Port's Records Retention Policy, and may be obtained upon written request. Any charges associated with preparing any available recording transcript shall be borne by the person requesting.

Hamilton, Ohio
June 27, 2023

Chair – Brad Evans

Secretary – Brenda Todd-Finnell