



# DELAWARE COUNTY *Ohio*

## TRANSPORTATION IMPROVEMENT DISTRICT

### Board of Trustees

#### Chairman

Chris Bauserman, PE, PS  
*Delaware County Engineer*

#### Vice Chairman

Michael Frommer, PE  
*Delaware County Administrator*

#### Secretary/Treasurer

Seiji Kille  
*Deputy County Administrator*

#### Public Members

Patrick Blayney, PE  
Tom Price

#### Legislative Members

Andrew Brenner  
*Ohio House of Representatives*  
Rick Carfagna  
*Ohio House of Representatives*

## Meeting Minutes May 30, 2018

### Meeting Type:

Inaugural/Organizational Meeting

### Location:

101 North Sandusky Street, Delaware, Ohio 43015 – First Floor Meeting Room

### Board Members in attendance:

Representative Andrew Brenner, Ohio House District 67

Representative Rick Carfagna, Ohio House District 68

Mike Frommer

Seiji Kille

Tom Price

Pat Blayney

### Guests:

Rob Riley

Aric Hochstettler

Commissioner Jeff Benton

Anthony Botkin

Sarah Dinovo

Jane Hawes

### **Call to Order:**

Meeting was called to order by Representative Brenner at 9:00 AM. The Pledge of Allegiance was led by Representative Brenner. Introductions of the Board were made. Representative Brenner turned the meeting over to Mike Frommer.

### **Comments:**

Frommer stated he was excited to have a Transportation Improvement District in the County, citing how much of a collaboration tool it will be with municipalities and private developers.

Commissioner Benton thanked Representatives Brenner and Carfagna for their quick responses to the meeting invitation with the application deadline for TID funding from ODOT the next day.

Riley stated he was excited to see the TID come to fruition. The TID will be a powerful tool for development.

### **Resolutions:**

**Resolution 2018-01:** Adopting Bylaws of the Delaware County Transportation Improvement District  
Hochstettler stated that the bylaws were largely taken from the Licking County TID and generally provide for everything the TID needs to do.

A motion for approval was made by Frommer, seconded by Price. Roll called vote:

Frommer           Aye

Kille               Aye

Price               Aye

Blayney           Aye

Motion carried.

**Resolution 2018-02:** Electing Initial Officers for the Delaware County Transportation District  
The board discussed the officer positions. A motion was made by Blayney to elect Chris Bauserman  
Chairperson, seconded by Kille. Roll call vote:

Frommer        Aye  
Kille            Aye  
Price            Aye  
Blayney         Aye

Motion carried.

A motion for approval was made by Blayney to elect Mike Frommer as Vice-Chairperson, seconded by Kille.  
Roll call vote:

Frommer        Aye  
Kille            Aye  
Price            Aye  
Blayney         Aye

Motion carried.

A motion for approval was made by Blayney to elect Seiji Kille as Secretary-Treasurer, seconded by Price. Roll  
call vote:

Frommer        Aye  
Kille            Aye  
Price            Aye  
Blayney         Aye

Motion carried.

Frommer acknowledged acting chair position and introduced first resolution.

**Resolution 2018-03:** Establishing a Reasonable Method Whereby the Public May Determine the Time and  
Place of All Regularly Scheduled Meetings of the Board and the Time, Place and Purpose of all Special and  
Emergency Meetings of the Board.

The board discussed the benefit of having monthly scheduled meetings and then cancel any unneeded  
meetings. The Board agreed on regular meetings the second Wednesday of each month at 9:30 AM in the  
Hearing Room of the Commissioners' Office (101 N Sandusky Street, Delaware, OH 43015) starting on July 11,  
2018.

A motion for approval was made by Kille, seconded by Blayney. Roll call vote:

Frommer        Aye  
Kille            Aye  
Price            Aye  
Blayney         Aye

Motion carried.

**Resolution 2018-04:** Approving a Program of Projects for the Delaware County Transportation Improvement District and Authorizing an Application for ODOT TID Funding

A motion for approval was made by Price, seconded by Blayney. Roll call vote:

Frommer	Aye
Kille	Aye
Price	Aye
Blayney	Aye

Motion carried.

**Discussion Items:**

**TID Priorities and Funding Plan:** Riley went over a handout of the program of projects (9 total project totaling \$51 million, both active and planned projects). He stated the TID would expedite certain projects like turn lanes for new developments by allowing the use of the site contractor instead of competitive bidding.

A question about how the Board would prioritize projects was asked. Riley stated that the Engineer's office would recommend project from their prioritized list.

County contributions to the TID was discussed. Riley stated that the financial plan prepared by the Engineer's Office has a placeholder amount of \$400,000 per year as the annual pledge by the County Commissioners. Larger projects would need supplemental amounts (more than the project \$400,000/year) either from the Commissioners or municipalities.

The Board collectively remarked that the Board will need to be brought up to speed on the Engineer's Road Program.

Riley broke down the TID Financial Plan expenses. Riley proposed that an administrative fee could be captured with a 2-3% fee of a project total to help generate cash and recover costs. A need for an accountant and legal (outside of Aric Hochstettler) fees is included in the Operating Expenses and budgeted at \$50,000 beginning in 2019, increasing by \$5,000 per year. The TID would be subject to an audit by the State. Hochstettler stated that officers of the TID would need to be bonded for insurance purposes.

A motion was made by Pat Blayney, seconded by Price to direct Kille put out an RFP for accounting services and investigate setting up bank accounts for TID funds. Roll call vote:

Frommer	Aye
Kille	Aye
Price	Aye
Blayney	Aye

**Official seal and website:** Riley handed the Board a variety of options for logos for the TID. A motion by Price, seconded by Blayney was made to adopt options #1 and #9 as the (Interim) logo for the TID. Roll call vote:

Frommer	Aye
Kille	Aye
Price	Aye
Blayney	Aye

Motion carried.

**Audio/video recordings:** A discussion of the Board wanting to audio and/or visual recording the meetings in the future occurred. Hochstettler was directed to prepare a resolution for the next meeting by the Chair without objection.

**Adjournment:** A motion was made by Blayney, seconded by Kille to adjourn the meeting. Roll call vote:

Frommer	Aye
Kille	Aye
Price	Aye
Blayney	Aye

Motion carried, meeting adjourned at approximately 10:30 am.

Minutes by: Dinovo/Riley

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Board Approval of Minutes:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Si Kille, Secretary-Treasurer