

**Monthly Meeting of the Ottawa Port District  
January 20, 2012 - 8:00 a.m.  
City Hall, Ottawa**

Meeting Minutes:

1. Roll Call

Board Members Present-Keith Conrad, Thomas Haeberle,  
William Franklin, Sr., Charles Sheridan, John Stone, Katie Troccoli

Board Members Absent-Eric Miskell

2. Reading and Approval of Minutes

Deferred to February Meeting

3. Hearing of Citizens

No Action

4. Financial Report and Payments of Claims

Treasure Troccoli reported that we have no claims or payments to make at this time. It was noted that the intergovernmental loan from the City of Ottawa has been approved by the Council and a check will be provided to the Port District when our account has been set up.

5. Communications

No Action

6. Individual Member Reports

No reports at this time

7. Old Business

**Update/ Selection of Seal and Website Design Firms**

Chairman Conrad reported that 4 firms replied to the RFQ. Diane Stelken, Adventure 3, MCS, and Fast Print. A motion was made, and unanimously passed, to form a marketing committee consisting of Chairman Conrad and Treasure Troccoli to meet with 3 firms and choose one to work with the District. The

committee will have the chosen firm attend the next meeting to begin work on the required items.

#### **Update/ Selection of Financial Institution**

Chairman Conrad passed out correspondence from The First National Bank of Ottawa and Ottawa Savings Bank. A motion was made by John Stone and a Second by Charles Sheridan to choose Ottawa Savings Bank as the District's Financial Institution. 4 yes votes (Stone, Sheridan, Tricolli, Franklin), 2 abstain (Conrad, Haeberle) Motion Passed

#### **Update/ Selection of Legal Counsel**

Vice Chairman Haeberle made a motion to retain Mr. Richard Burton as Counsel for the District, Second by Charles Sheridan, 6 yes, Motion Passed

#### **8. New Business**

##### **Presentation/ Discussion with Seneca Port District Member**

Due to the approaching inclement weather the discussion with Mr. Bill Steep was postponed until our next meeting.

##### **Other New Business**

Mr. Burton advised that an Oath of Office is needed for the Board

Mr. Burton advised that a Bond for the Treasure is needed

Discussion was had regarding correspondence to all parties within the District to announce the District and ask them to inform the board of future developments within the District borders. It was decided to send a formal letter out after the new Seal is designed.

Discussion was had regarding a Tax ID for the District. The Chairman will discuss this with Mr. Burton and obtain an ID.

#### **9. Introduction and Adoption of Resolutions and Ordinances**

No Action

#### **10. Adjournment**

A motion was made, and a second to adjourn at approximately 9:00 AM  
Motion Passed

The next meeting is Friday February 17, 2012