



## **MINUTES**

**Special Meeting of the Board of Directors  
Monday, February 12th, 2024  
City of Hamilton Council Chambers, First Floor, 345 High Street, Hamilton, OH  
2:30 p.m.**

**Meeting called to order:**

Chair Brad Evans called the meeting to order at 2:30 p.m.  
David Fehr took roll.

**ROLL CALL:**

Brad Evans  
Denise Quinn  
Matt Bockhorst  
Dona Canaan  
Brian Fox  
Robert Schmidt  
Tim Egloff

Absent: none

Staff Present: David Fehr, Development Director  
Brenda Todd-Finnell, Development Program Coordinator

Others Present: Stacey Dietrich Dudas, City of Hamilton  
Cathi Evans, General Counsel, Millikin Fitton  
Don Dixon, Butler County Commissioner  
Judi Boyko, Butler County Administrator  
Nicholas Lingenfelter, PLK  
Michael Dean, Dinsmore & Shohl  
Nathaniel Kaelin, City of Fairfield  
Greg Kathman, City of Fairfield  
Emil Liszniansky, Envision Group  
Tom Moeller, Envision Group

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**Meeting Minutes**

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

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**Approval for the Finance Report**

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

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### **Consider Resolution 2024-01, Adopt Strategic Plan for the Butler County Finance Authority**

Mr. Bockhorst stated that a Strategic Planning sub-committee was formed about a year ago. The committee realized that an outside party would need to be hired to assist with this plan. After soliciting RFP's for this project, a selection of the Envision Group was made and began in July 2023. At the January 2024 meeting, a draft document for the plan was presented. Emil Liszniansky, Envision Group thanked everyone for their participation. They had 15 stakeholder interviews overall. Moving forward, the Strategic Plan will be used as a guideline for the board, however, it is not an absolute.

Mr. Evans read the resolution 2024-01 Adopt Strategic Plan for the Butler County Finance Authority. Whereas the Butler County Finance Authority Completed a Strategic Plan process and plan document that identifies the future service offerings to be provided by the Finance Authority and an operational staffing plan to provide services; and Whereas, the Finance Authority utilize a Request for Proposal process to obtain professional services; and Whereas, the Envision Group, LLC., and the Finance Authority Strategic Plan Subcommittee prepare a Strategic Plan and presented the Plan at a public meeting held in conjunction herewith on January 23, 2024. Therefore, be it resolved; the Butler County Finance Authority adopts the Strategic Plan.

Mr. Bockhorst made a motion to approve resolution 2024-01. Mr. Egloff seconded the motion.

Roll Call:      Mr. Bockhorst – yea  
                     Mr. Evans – yea  
                     Ms. Canaan – yea  
                     Ms. Quinn – yea  
                     Mr. Fox – yea  
                     Mr. Schmidt – yea  
                     Mr. Egloff - yea

Motion Carries. 7-0

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### **Consider Resolution 2024-02 – PLK Communities Project in Hamilton**

PLK Communities presented at the last meeting regarding a multi-family project called Water Cove located on the west side of Hamilton. This project is 20.75 acres and approximately 20 buildings and the project are to construct 272 (2 and 3 bedroom) apartments. PNC bank has been lined up as the lender for this project and the developers are in a time crunch to get started. Mr. Evans has stepped out the room for this portion of the discussion. Mr. Bockhorst stated that there is a packet in the binders regarding this project. Nicholas Lingenfelter with PLK Communities spoke on the project was available for any questions. Mr. Lingenfelter mentioned that this will add more affordable housing to the area. Pat Woodside attorney with Frost, Brown, Todd LLC spoke to the board and stated that the assistance needed for this





project is mainly the sales tax exemption for construction materials. The ground where the project will be constructed will be leased to the Finance Authority and the project will be constructed on behalf of the Finance Authority by the developer and the project facilities and the land will be leased back to the developer to operate and maintain. The other element of this project is for the bond issuance which the terms of the bond will mirror the private loan. This will be a Finance Authority facility, owned by the Finance Authority and financed through the Finance Authority which is a standard transaction. The timeline for completion is approximately 20 months and the developers are ready to start as soon as possible. Joshua Smith spoke as a community representative. Mr. Smith spoke on behalf of the City of Hamilton and stated that he endorsed everything that Mr. Lingenfelter said earlier in the meeting. Mr. Smith mentioned that with the increase in hospitality industries around the City of Hamilton in the last couple of years that it has also increased the need for clean, safe, affordable housing for the employees of this industry. Mr. Bockhorst stated that this parcel was first platted in 1993 and has been a long vacant property after several attempts at developing it and this project will be a great asset in targeting a current need that the city of Hamilton does not currently have and feels it is a good project. An analysis of the project was given to each board member in their binders.

Mr. Schmidt read the resolution 2024-02, Authorizing the issuance and sale of Finance Authority revenue bonds in a maximum principal amount of \$42,000,000 for the purpose of financing the costs of acquiring, constructing and otherwise improving "Finance Authority facilities", for the benefit of PLK Hamilton I, LLC or its permitted affiliates, successors or assigns; authoring the execution and delivery of a ground lease agreement, a capital lease agreement, a construction services agreement, a recognition agreement, a bond advance and assignment agreement, a bond purchase agreement, an indemnity agreement, and other related agreements in connection with the transaction; and approving the provision of an Ohio sales and use tax exemption certificate for the purchase of building and construction materials incorporated in the project; and authorizing and approving related matters.

Mr. Schmidt made a motion to approve resolution 2024-02. Ms. Canaan seconded the motion.

Roll Call:      Mr. Bockhorst – abstained  
                     Mr. Evans – not present in room  
                     Ms. Canaan – yea  
                     Ms. Quinn – yea  
                     Mr. Fox – yea  
                     Mr. Schmidt – yea  
                     Mr. Egloff - yea

Motion Carries. 5-0-2

Mr. Evans returned at 2:50pm

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**Executive Session (began 2:51 p.m.) – Recession**

Mr. Fox read to recess regular session and enter Executive Session for the purpose of discussing the employment, compensation, or other personnel related items of an employee.

Mr. Evans made the motion. Ms. Canaan seconded the motion.

Roll Call: Mr. Egloff – yea  
Mr. Evans - yea  
Ms. Quinn – yea  
Mr. Fox – yea  
Mr. Bockhorst – yea  
Ms. Canaan – yea  
Mr. Schmidt - yea

Motion carries. 7-0.

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Mr. Evans made a motion to come out of the Executive Session, Mr. Egloff seconded the motion.

Roll Call: Mr. Egloff – yea  
Mr. Evans - yea  
Ms. Quinn – yea  
Mr. Fox - yea  
Mr. Bockhorst – yea  
Ms. Canaan – yea  
Mr. Schmidt - yea

Motion carries. 7-0.

(Executive Session ended at 4:00 p.m.)

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**Mr. Evans read Resolution 2024-03, for the employment of a Butler County Finance Authority Executive Director – Joshua A. Smith and approving other matters related thereto.**

Mr. Evans made a motion to approve resolution 2024-03. Ms. Canaan seconded the motion.

Roll Call: Mr. Bockhorst – yea  
Mr. Evans – yea  
Ms. Canaan – yea  
Ms. Quinn – yea  
Mr. Fox – yea  
Mr. Schmidt – yea  
Mr. Egloff - yea



Motion Carries. 7-0

**Consider Resolution 2024-04 for the formation of a three (3) member CEO on-boarding sub-committee**

Removed from the agenda.

**Conflict of Interests**

Mr. Fehr asked the board members to turn their conflict of interests forms located in their binders to Brenda Todd-Finnell as soon as possible.

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Next meeting – Tuesday, March 19<sup>th</sup>, 2024, at 8:30am.

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**ADJOURNMENT**

Mr. Fehr asked for a motion to adjourn.

Mr. Evans motioned to adjourn.  
Ms. Egloff seconded the motion.

Meeting adjourned 4:05 p.m.

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These minutes represent a summary of these proceedings, are retained in accordance with the Finance Authority 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  
February 12, 2024

  
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Chair – Brad Evans

  
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Secretary – Brenda Todd-Finnell