



**Concord Township-City of Painesville
Joint Economic Development District (JEDD)
Board Meeting Minutes
January 11, 2019
8:00 AM**

I. Call to Order:

The Concord Township-City of Painesville Joint Economic Development District (JEDD) Board met on Friday, January 11, 2019, at Concord Township Hall located at 7229 Ravenna Rd., Concord Township, Ohio. **Mr. Richard Frenchie** called the meeting to order at 8:04 am.

II. Roll Call:

Roll Call: Painesville City Representative, **Mr. Doug Lewis**-YES; Concord Township Representative, **Mr. James O'Leary**-YES; Painesville City Council Representative, **Ms. Christine Shoop**-YES; UH Representative, **Mr. Richard Frenchie**-YES.

Others in Attendance: JEDD Legal Counsel, **Mr. Mike Lucas**, (Wiles & Richards); and JEDD Administrator, **Ms. Rita McMahon**

III. Approval of Minutes:

Mr. Richard Frenchie entertained a motion to approve the 12/14/18 meeting minutes. **Ms. Christine Shoop** moved for approval; **Mr. Doug Lewis** seconded. **VOTE:** All in favor of approval (4 Ayes).

IV. Board Organization:

- ❖ **Mr. Richard Frenchie** stated Mr. James O'Leary resigned as the JEDD Board Chairman at the end of last year and thanked him for doing a wonderful job leading the JEDD. He indicated Mr. James O'Leary was appointed by the Concord Township Trustees to fill the Concord Township representative seat on the JEDD Board.
- ❖ **Mr. Richard Frenchie** asked the Board for a nomination for the position of Chairman of the JEDD Board. **Mr. James O' Leary** entertained a motion to nominate Mr. Chris Galloway as Chairman of the JEDD Board, **Ms. Christine Shoop** seconded. **VOTE:** All in favor of approval (4 Ayes).
- ❖ **Mr. Chris Galloway** accepted the position as JEDD Board Chairman. Mr. Richard Frenchie stepped down from the Chairman role and Mr. Chris Galloway assumed the Chairman position and began leading the meeting.
- ❖ **Mr. Chris Galloway** opened up nominations for the position of Vice Chairman of the JEDD Board. **Mr. James O'Leary** entertained a motion to nominate Mr. Richard Frenchie as Vice Chairman of the JEDD Board. **Ms. Christine Shoop** seconded. **VOTE:** All in favor of approval (5 Ayes).
- ❖ **Mr. Chris Galloway** opened up nominations for the position of Treasurer of the JEDD Board. **Mr. Richard Frenchie** entertained a motion to nominate Mr. James O'Leary as Treasurer of the JEDD Board. **Mr. Doug Lewis** seconded. **VOTE:** All in favor of approval (5 Ayes).
- ❖ **Mr. Chris Galloway** opened up nominations for the position of Secretary of the JEDD Board. **Mr. Doug Lewis** entertained a motion to nominate Ms. Christine Shoop as Secretary of the JEDD Board. **Mr. James O'Leary** seconded. **VOTE:** All in favor of approval (5 Ayes).
- ❖ **Mr. Chris Galloway** asked if there are provisions regarding Board Officer positions rotating. Ms. Rita McMahon stated yes there is and will be addressed later in today's meeting under New Business, Bylaws Review.

V. Board Member Correspondence:

- ❖ **Mr. Chris Galloway** asked each Board member if they had any correspondence to share with the Board:
 - ♦ Ms. Christine Shoop – None
 - ♦ Mr. James O'Leary – None
 - ♦ Mr. Richard Frenchie – None
 - ♦ Mr. Doug Lewis – None
- ❖ **Mr. Chris Galloway** stated Mr. Andy Rose and himself met with members of the Port Authority, Team NEO and a representative of Fives Landis on Discovery Lane. Fives is an international, French based company. They have a sister operation in South Beloit, Illinois, however, their division located in Concord Township has the faster growing segment of the business. We stressed if there are any internal discussions in the future about combining the two facilities or expanding the Concord facility, we would like them to reach out to us. Discussions went well.
- ❖ **Mr. Chris Galloway** stated they do have concerns with power irregularity/First Energy. If they shut down for a minute, they have to reset all their equipment and it becomes a problem for them. As JEDD partners, this is a good reminder to resolve the electrical issue.
- ❖ **Mr. Chris Galloway** stated Fives Landis was given JEDD information. They are open to becoming a member. Discussed, in general terms, the incentives the JEDD has available. A very good first start to potentially bring in a new JEDD member.



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VI. Department Reports:

A. FINANCE – Mr. James O'Leary, Treasurer

- ❖ **Mr. James O'Leary** stated the monthly statement, through November 30, 2018, as well as the JEDD spreadsheet completing 2018 is in the JEDD meeting packet. Last year ended at \$86,951.00.
- ❖ **Ms. Rita McMahon** stated the \$86,951.00 reflects almost \$7,000.00 more than the estimated year-end balance. The total JEDD revenue for 2018 was \$1,104,890.40, up 5.87% from the previous year. The JEDD's total take of that was \$85,509.95, which was up from \$80,943.00. Revenues have been increasing.
- ❖ **Ms. Rita McMahon** stated there is an on-going issue with balancing to the City of Painesville's number, however, she thinks she found the issue and will be meeting with Mr. Andy Unedic next week to resolve the issue so the books can be closed out.

B. ECONOMIC DEVELOPMENT COMMITTEE

- ❖ **Ms. Rita McMahon** stated the committee has not met recently.
- ❖ **Mr. Chris Galloway** stated we continue to have interest from outside entities. The permits for the supermarket have been issued, however, the landlord and the bank are working to resolve issues. The ball is in their court.
- ❖ **Mr. Chris Galloway** stated Mr. Andy Rose had an inquiry from a broker interested in space in our area for a regional grocer. They are interested in occupying an existing location and have no interest in building a new space. Mr. Chris Galloway requested that Mr. Andy Rose follow up with the broker to notify them a grocer could still be coming in but there are currently rumors of issues.
- ❖ **Mr. Andy Rose** stated Crile Hardware is relocating down the road from their current location, north of Drug Mart, in the February/March 2019 time frame. We have been working with Mr. Matt Wilson of Anchor Real Estate, the broker for the Crile Hardware space. There is great interest in the corner properties on Gold Court. Anticipating that within the next six months we should know more.
- ❖ **Ms. Heather Freeman** stated Home2 Suites engineers reached out regarding clarification on traffic impact studies, and they were redirected to the Lake County Engineer's Office. Home2 Suites is working on construction documents. Holiday Inn Express anticipates opening mid-late April 2019.
- ❖ **Mr. Chris Galloway** stated Fives hosts large-scale meetings and are responsible for 200 room nights at Quail Hollow Resort a year. In addition, they rent meeting space and use Quail's catering services for their onsite locations.
- ❖ **Mr. Chris Galloway** stated we, as a community, are concerned about the status of Quail Hollow Resort. The ownership group of Quail have brought in architects to look at the building. Mr. Chris Galloway believes the ownership group is analyzing all their properties and then will decide which properties are worth upgrading. The Township is prepared to step in to assist in finding a new owner or redevelop the property if it comes to that.
- ❖ **Mr. Doug Lewis** suggested to reach out to Wendy's again given all the recent development in the corridor.
- ❖ **Mr. Chris Galloway** stated Wendy's concern in the past was their close proximity to their Chardon location. A Wendy's restaurant in the corridor would serve the Concord area and the highway, however, Wendy's was concerned about the impact it would have on their Chardon location.
- ❖ **Mr. Chris Galloway** stated we continue to reach out to various groups. The upcoming ICSC will be important as it relates to meeting with a third hotel location that has showed interest in Concord. In addition, it will be an opportunity to touch base with other service businesses we have met with in the past that may have an interest as growth continues to move forward.

VII. Old Business:

A. JEDD MEMBERSHIP RECRUITMENT

- ❖ **Ms. Rita McMahon** stated she has been talking with the Taiwan Buddhist Group. They are selling their 6.75 acre parcel and are represented by Hanna Commercial Real Estate. Ms. Rita McMahon has inquired about information relative to the property. This has been an ongoing active recruitment.
- ❖ **Ms. Rita McMahon** stated there has been a rumor that there is a gas line that runs through the property. She has searched extensively and is unable to find any recorded easements on the property. If there is a gas line, it is not in a recorded easement. However, what she did find is the person that donated the property to the Taiwan Buddhist Group apparently was involved in gas lines throughout Northeast Ohio and now has lawsuits against him.
- ❖ **Ms. Rita McMahon** indicated there has been no recent activity with the Perry Blossom Group, but she plans to reach out to them in the future.



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B. WEBSITE UPDATE

- ❖ **Ms. Rita McMahon** reviewed the Marshfield Group quote with the Board. To make the JEDD website more user friendly from the backend, the cost is \$1,265.00. Mr. Andy Rose and myself met with Blackbird Digital. They would be happy to update the JEDD website and put it in a similar format as Concord's site. Blackbird would have to rebuild the JEDD website to accomplish the update. Wordpress, the user friendly interface, has an annual maintenance cost attached to it. There would be no hosting costs as this item would be go under Concord Township's domain. Blackbird's cost to update the JEDD website is \$4,920.00 and the ongoing annual cost is \$1,440.00.
- ❖ **Ms. Rita McMahon** reiterated if the decision was made to go with Blackbird, there would be an upfront cost of \$4,920.00 versus Marshfield, which is proposing to make user friendly adjustments for \$750.00. The annual fee for Marshfield is \$240.00 with an annual hosting fee of \$275 versus \$1,440.00 with Blackbird. We would obtain a more sophisticated website with Blackbird but at a much greater cost.
- ❖ **Ms. Rita McMahon** commented Blackbird's update would allow freedom to update text and photos on the JEDD website with ease and at our leisure. With the Marshfield Group, the photos would be static, but we would be able to update text content. Additional changes required by Marshfield would be billed at a \$50.00/hour rate.
- ❖ **Ms. Rita McMahon** stated three changes were made to the website last year. There are a number of changes we currently need to make because we have added more members and changed officers. The idea is to make the changes with one of the proposals. If the decision is to not go with either proposal, we will keep the website as is and have Marshfield make all the changes for us.
- ❖ **Ms. Christine Shoop** stated Blackbird will always be available to us in the future. Does not see an immediate benefit at this time.
- ❖ **Ms. Rita McMahon** stated unlike Concord's site, the JEDD website is not used significantly and does not anticipate significant increase in usage. If the site was more robust, we may see a slight increase in traffic on the site.
- ❖ **Ms. Rita McMahon** stated there is a JEDD page on Concord's site. We make updates to this page as needed.
- ❖ **Mr. Chris Galloway** suggested to obtain a cost to migrate the JEDD site to Concord's website. There may be a cost saving to add additional subpages to the existing JEDD page found on Concord's site. Keep the JEDD web address, but have it redirected to the JEDD page of the Concord site.
- ❖ **Ms. Christine Shoop** stated another advantage to redirecting the JEDD website to Concord's site is reducing staff time to enter content on one site rather than two locations.
- ❖ **Mr. Chris Galloway** stated when the JEDD Board was established a JEDD website was created to establish a creditable entity.
- ❖ **Mr. James O'Leary** made a motion to explore a quote from Blackbird Digital for absorbing the JEDD website under the Concord Township website. If the quote does not exceed \$1,265.00, the JEDD will move forward with this project. **Ms. Christine Shoop** seconded. **VOTE:** All in favor (5 Ayes).
- ❖ **Mr. Chris Galloway** stated if the quote exceeds \$1,265.00, we will revisit this topic.

C. QUAIL DEVELOPERS INCENTIVE AGREEMENT RECONSIDERATION - VOTE

- ❖ **Mr. Mike Lucas** advised the Board that Resolution No. 2018-05 and the previous Economic Development Agreement have been rescinded (see Section 2 of Resolution No. 2019-01 and Section 10 of the revised January 11, 2019 Economic Incentive Agreement).
- ❖ **Mr. Mike Lucas** stated Quail Developers initial expenditure for the infrastructure is significantly higher than originally anticipated, therefore, the dollar amount has been increased to \$10,000.00 from \$8,000.00 in the previous agreement. In addition, we did not put a cap as to when construction has to begin on the proposed project.
- ❖ **Ms. Rita McMahon** stated when the incentives were first started, the initial discussion was to provide funding to encourage development and participation in the JEDD. The Economic Development Committee met and discussed the structure of those incentives and thought it was important to connect a timeframe to the participant and the incentive. The timeframe discussion was subsequent to this particular request, but will be a part of future incentive conversations.
- ❖ **Ms. Rita McMahon** stated Quail Developers is moving forward with this development. They have talked about clearing before the March 31st deadline as well as having a development plan available prior to ICSC so the JEDD can assist in marketing their property. If all works out, Ms. Rita McMahon will put together a marketing brochure that will specifically target the Quail Developers property and take it to ICSC.
- ❖ **Mr. Doug Lewis** moved to approve Resolution No. 2019-01 to enter into an economic incentive agreement with Quail Developers, Inc. to provide a limited reimbursement of \$10,000.00 to Quail Developers, Inc. for the Lake County project improvement assessment made for the design and construction of a turn lane at Crile Road in Concord Township. **Mr. James O'Leary** seconded. **VOTE:** All in favor (5 Ayes).



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VIII. New Business:

A. BYLAWS REVIEW

- ❖ **Ms. Rita McMahon** communicated there are a number of items she identified within the Bylaws that should be revisited. Some issues are the length of terms, number of consecutive officer terms and how some items are processed. Rather than discuss the Bylaws items in a Board Meeting, would like the Board to identify two Board members and form a committee to review the Bylaws and present any revisions/suggestions to the Board in a future meeting.
- ❖ **Mr. James O'Leary** and **Mr. Doug Lewis** volunteered to be on the Bylaws Committee.

B. EASTERN LAKE COUNTY CHAMBER AWARD LUNCHEON 1/25/19

- ❖ **Ms. Rita McMahon** asked the Board members if they would like to attend the Eastern Lake County award luncheon on 1/25/19. She plans to attend and if anyone would like to attend she will register them.
- ❖ **Mr. Doug Lewis** stated Ms. Christine Shoop and himself will probably attend under the City of Painesville but will confirm.
- ❖ **Mr. James O'Leary** stated he would like to attend but will check his schedule to confirm.
- ❖ **Mr. Chris Galloway** stated he is unable to attend due to Concord Township's Strategic Planning Meeting held on the same day but encourages others to attend.
- ❖ **Mr. Chris Galloway** asked Ms. Rita McMahon if she could attend Concord Township's Strategic Planning Meeting to discuss JEDD business. Ms. Rita McMahon agreed to attend Concord Township's Strategic Planning Meeting.

C. SET 2019 MEETING DATES

- ❖ **Ms. Rita McMahon** stated under the Bylaws, the JEDD Board is to meet at least quarterly. After the quarterly meeting dates are set, the JEDD Board meeting dates must be posted on Concord Township's and the City of Painesville's bulletin boards and websites.
- ❖ **Mr. Chris Galloway** stated the Board established the following 2019 JEDD Board quarterly meeting dates:
 - January 11, 2019
 - April 12, 2019
 - July 12, 2019
 - October 11, 2019

IX. Executive Session for Purposes of Imminent Litigation

- ❖ **Mr. James O'Leary** entertained a motion to enter into Executive Session for purposes of imminent litigation. **Mr. Doug Lewis** seconded. **ROLL CALL VOTE: Mr. Doug Lewis-YES, Mr. Richard Frenchie-YES, Mr. James O'Leary-YES, Ms. Christine Shoop-YES, Mr. Chris Galloway-YES.**
- ❖ **Mr. James O'Leary** entertained a motion to close Executive Session for purposes of imminent litigation. **Mr. Richard Frenchie** seconded. **VOTE: All in favor (5 Ayes).**

X. Future Meeting Dates:

- ❖ **Mr. Chris Galloway** set the next Board meeting date for April 12, 2019 at 8:00 am.

Mr. James O'Leary entertained a motion to adjourn the Board meeting. **Mr. Doug Lewis** seconded. **VOTE: All in favor (5 Ayes).**

The Board meeting was adjourned at 9:40 a.m.



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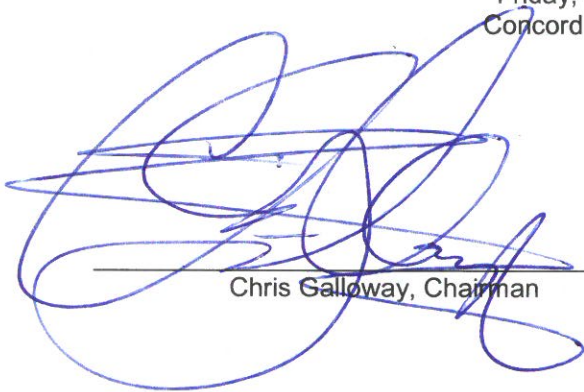
Calendar for 2019

Meeting(s) scheduled below are subject to change:

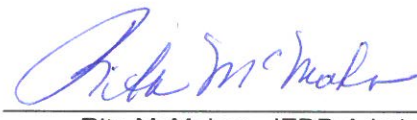
Friday, April 12, 2019 at 8:00 am
Concord Township Hall Meeting Room

Friday July 12, 2019 at 8:00 am
Concord Township Hall Meeting Room

Friday, October 11, 2019 at 8:00 am
Concord Township Hall Meeting Room



Chris Galloway, Chairman



Rita McMahon, JEDD Administrator