



**Concord Township-City of Painesville
Joint Economic Development District (JEDD)
Board Meeting Minutes
April 12, 2019
8:00 AM**

I. Call to Order:

The Concord Township-City of Painesville Joint Economic Development District (JEDD) Board met on Friday, April 12, 2019, at Concord Township Hall located at 7229 Ravenna Rd., Concord Township, Ohio. **Mr. Chris Galloway** called the meeting to order at 8:01 am.

II. Roll Call:

Roll Call: Painesville City Representative, **Mr. Doug Lewis**-YES; Business Representative, **Mr. Richard Frenchie**-YES; Concord Township Representative, **Mr. James O'Leary**-YES; Painesville City Council Representative, **Ms. Christine Shoop**-NO (present by telephone); Lake County Auditor, Chairman of the Board, **Mr. Chris Galloway**-YES.

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

III. Approval of Minutes:

Mr. James O'Leary entertained a motion to approve the 1/11/19 meeting minutes. **Mr. Richard Frenchie** seconded. **VOTE:** All in favor of approval (4 Ayes).

Mr. Chris Galloway stated Mr. James O'Leary will leave the Board Meeting early, therefore, agenda items that require a vote will be addressed in the first half of the meeting. The minutes will reflect the amended meeting agenda order.

VI. Old Business:

C. BYLAWS REVIEW - VOTE

- ❖ **Mr. Chris Galloway** stated a committee reviewed the Bylaws and made revisions to include updates and clarification. Mr. Galloway asked the Board for their comments/questions.
- ❖ **Mr. Richard Frenchie** asked for clarification regarding member terms.
- ❖ **Mr. Galloway** confirmed members can serve two four-year terms and that members could potentially serve additional time if appointed to complete a term.
- ❖ **Ms. Rita McMahon** stated the provision regarding members serving two four-year terms is not in our Bylaws, however, it is in the Ohio Revised Code, which regulates the JEDD.
- ❖ **Ms. Rita McMahon** stated the biggest change in the Bylaws is the length of time the members can serve as an officer and who is eligible to sign checks.
- ❖ **Mr. James O'Leary** stated the review committee thought the original Bylaws were well written so only minimal changes were required. They only addressed the issues that had arisen to clear up those minor items, in practice, that became more difficult under the old Bylaws. The amended Bylaws have corrected those issues.
- ❖ **Mr. James O'Leary** made a motion to approve the Bylaws as amended. **Mr. Doug Lewis** seconded. **ROLL CALL VOTE:** **Mr. Doug Lewis**-YES; **Mr. Richard Frenchie**-YES; **Mr. James O'Leary**-YES; **Mr. Chris Galloway**-YES.

B. WEBSITE UPDATE

- ❖ **Ms. Rita McMahon** stated the Board authorized her to work the Mr. Andy Rose to incorporate the JEDD website into Concord's website. Mr. Andy Rose and herself met with Blackbird Digital, and they can merge the JEDD site into Concord's site without much cost involved (it was less expensive than Marshfield's quote).
- ❖ **Ms. Rita McMahon** spoke with Mr. Tom Marshfield and he raised questions regarding how much traffic we want driven to the JEDD site as well as searchability. Blackbird confirmed we could get less traffic going under Concord's site as opposed to keeping the JEDD website as its own entity. Currently, the JEDD website does not get much traffic.
- ❖ **Mr. James O'Leary** stated he is concerned about future increased traffic as the corridor continues to develop and does not want to miss a potential opportunity to save pennies to loose dollars.
- ❖ **Ms. Christine Shoop** stated since we reference the current JEDD website on flash drives/literature to attract developers it may be a good idea to keep the website independent so we do not miss an opportunity.
- ❖ **Mr. Chris Galloway** stated he understands the concerns, however, believes any interactions will be driven through the Board and/or the Township. Interested parties are looking for a community rather than a JEDD. In his opinion, keep the current URL and move the current JEDD website to Concord's site.



**Concord Township-City of Painesville
Joint Economic Development District (JEDD)
Board Meeting Minutes
April 12, 2019
8:00 AM**

- ❖ **Mr. Doug Lewis** confirmed interested parties are looking at communities rather than JEDDs. When doing economic development, communities are promoted because that is what interested parties are looking at. If there are additional benefits, then they are referred to the JEDD. The City of Painesville has their economic development page within Painesville's website. Maintain the JEDD URL to make the transition seamless. Another thing that drives traffic to websites is if it is not static. If users go into the website on a regular basis, this will bring searchability up on the list.
- ❖ **Mr. Chris Galloway** stated it would be easy for staff to add information and update JEDD information on a regular basis if it was on Concord's site versus having to outsource revisions. In turn, the JEDD website would become more robust.
- ❖ **Mr. Doug Lewis** stated he will make the JEDD link prominent on the City of Painesville website.
- ❖ **Mr. Chris Galloway** stated maintaining the JEDD URL and having it go seamlessly into the Concord's site will benefit the user because they can review other things on Concord's site (i.e. Zoning).
- ❖ **Mr. Richard Frenchie** stated we should integrate the JEDD website into Concord's site. If it does not work in our favor, we can revert back.
- ❖ **Ms. Rita McMahon** stated she will move forward with merging the JEDD website into Concord's website.

V. Department Reports:

C. ICSC PREPARATION

- ❖ **Ms. Rita McMahon** stated Ms. Christine Shoop, Mr. Doug Lewis, Mr. Andy Rose and herself will be attending ICSC this year. She has been working with Mr. Eric Risinger and Barb on updating documents for the conference. Mr. Eric Risinger has offered to attend ICSC if the JEDD is willing to pay for his conference registration and renew his ICSC membership (he will pay for travel, hotel, meals and personal expenses).
- ❖ **Mr. James O'Leary** entertained a motion to approve the JEDD pay for the costs to renew Mr. Eric Risinger's ICSC membership and RECON registration fee, not to exceed \$750.00. **Mr. Richard Frenchie** seconded. **VOTE:** All in favor of approval (4 Ayes).

D. BUXTON

- ❖ **Ms. Rita McMahon** stated because of Buxton's high costs (\$30,000/annually), Ms. Cathy Biertman has contacted some of the major communities in Lake County, Painesville, Concord/JEDD, Mentor, The Lake County Ohio Port & Economic Development Authority (Wickliffe/Willowick/Kirtland), and Willoughby, to discuss the concept of sharing Buxton's services. Mr. Andy Rose and herself had a telephone conference with Buxton and discussed their new Scout product. The product is robust and has a lot of good information. We were impressed with the Scout product as well as all of the other communities in attendance.
- ❖ **Ms. Rita McMahon** stated Buxton has offered to provide one license to Lake County with five separate individual logins. If all five entities participate, the cost will be approximately \$6,000.00/year for each entity. The Lake County Ohio Port & Economic Development Authority indicated they would be willing to hold the license and each entity would reimburse them. Mr. Andy Rose and herself believe this is a worthwhile proposal to update our data.
- ❖ **Ms. Rita McMahon** stated the proposal is a three year commitment, but with an opt out at the end of each year without penalty.
- ❖ **Mr. Andy Rose** stated he is in discussions with Mr. Mark Rantala regarding establishing an MOU between the five entities stating all entities are in or all entities are out.
- ❖ **Mr. James O'Leary** entertained a motion to give the JEDD Administration the option to proceed on behalf of the JEDD Board to join an MOU with the Lake County Ohio Port & Economic Development Authority for a three-year commitment for Buxton's services along with a request to Concord Township to consider paying for half of the Buxton's cost. **Mr. Richard Frenchie** seconded. **VOTE:** All in favor of approval (4 Ayes).

VIII. Executive Session for Purposes of Pending Litigation:

- ❖ **Mr. James O'Leary** entertained a motion to enter into Executive Session for purposes of pending litigation. **Mr. Chris Galloway** seconded. **ROLL CALL VOTE:** **Mr. Doug Lewis-YES, Mr. Richard Frenchie-YES, Mr. James O'Leary-YES, Mr. Chris Galloway-YES.**
- ❖ **Mr. Doug Lewis** entertained a motion to close Executive Session for purposes of pending litigation. **Mr. Richard Frenchie** seconded. **VOTE:** All in favor of closing Executive Session (3 Ayes-Mr. James O'Leary left the meeting).
- ❖ **Mr. Richard Frenchie** entertained a motion to re-enter into the regular session of the JEDD Board Meeting. **Mr. Doug Lewis** seconded. **VOTE:** All in favor of re-entering into the regular session of the JEDD Board Meeting (3 Ayes).



**Concord Township-City of Painesville
Joint Economic Development District (JEDD)
Board Meeting Minutes
April 12, 2019
8:00 AM**

IV. Board Member Correspondence:

- ❖ **Ms. Rita McMahon** stated a letter was received from Mr. Mike Lucas stating the ability of Mr. Chris Galloway to remain the JEDD Chairman after his recent appointment as Lake County Auditor.

V. Department Reports:

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

- ❖ **Ms. Rita McMahon** stated the expenses are inline. There will be travel expenses for RECON. The incoming revenues are above what is estimated, therefore, we are about 10% over for the first quarter of the year.
- ❖ **Ms. Rita McMahon** stated the JEDD audit will be coming up in the near future
- ❖ **Ms. Rita McMahon** stated the 2018 year-end financial statement was sent to the State of Ohio and will be used as the basis of the audit. We are in good financial position for the end of 2018. An electronic copy of the 2018 year end financial statement will be sent to the Board.
- ❖ **Ms. Rita McMahon** explained the \$8.36 balance listed under Expenditures/Marketing Grant on the Budget Revenue & Expenses worksheet is listed separately so we know how much of the \$1,000.00 grant was used. This balance will be used in the future.

B. ECONOMIC DEVELOPMENT COMMITTEE

- ❖ **Ms. Rita McMahon** stated the committee met about a month ago and discussed their approach to ICSC. The development focus is on the seven acre parcel and the properties located between Capital Parkway and the Buddhist property between Auburn Road and SR 44.
- ❖ **Ms. Rita McMahon** stated Mr. Andy Rose and herself met with Marous Development Group to discuss the seven acre property. They expressed some interest and will follow-up with additional information to them.
- ❖ **Ms. Rita McMahon** stated Ms. Cathy Biertman and herself have reached out to about dozen development entities, and as a result have three appointments set up for at ICSC. She is hoping to set up a couple more appointments prior the conference. Mr. Eric Risinger is also working on gaining appointments from his end.
- ❖ **Ms. Rita McMahon** stated she is trying to obtain information from Quail Developers regarding their commercial building to be built. Would like to look at some more specific retailers for this site. In addition, she is trying to schedule a meeting with Marriott because they have expressed interest in the past. They will not focus on the back half of the proposed Town Center properties due to the pending litigation.
- ❖ **Mr. Andy Rose** stated he has been in discussions with the receivers, Friedman & Associates, for Gristmill. He will be meeting with Friedman at ICSC. Gristmill is slated to go to Sheriff's sale in the near future.
- ❖ **Ms. Rita McMahon** stated she has reached out to Fresh Thyme and Earthfare and both will be at ICSC.

VI. Old Business:

A. JEDD MEMBERSHIP RECRUITMENT

- ❖ **Ms. Rita McMahon** stated there is nothing new at this point.

VII. New Business:

A. UPDATE RECORDS RETENTION SCHEDULE

- ❖ **Ms. Rita McMahon** stated as we purged our records, we discovered a couple of items that we would like to revise in the Records Retention Schedule. Currently, we are lumping insurance claims and insurance policies under contracts, which are kept for eight years. Keeping the old insurance policies for eight years does not make a lot of sense, so we referred to what the Township has listed in their schedule. If there is claim filed, the records are kept for 10 years after final settlement. Insurance policies are kept for three years after expiration if all claims are settled. The lawsuits category (records are kept for five years after decision) was added because of our pending litigation. We will add this item to the next agenda and present it to the Board for a vote.



**Concord Township-City of Painesville
Joint Economic Development District (JEDD)
Board Meeting Minutes
April 12, 2019
8:00 AM**

B. 2018 YEAR END REPORT

- ❖ **Ms. Rita McMahon** stated she attended the Concord Township Strategic Planning Meeting at the end of January. She presented 2018 accomplishments, 2018 revenues and expenses and the focus for 2019.
- ❖ **Mr. Chris Galloway** stated when the Gristmill Sheriff's Sale is complete, the JEDD should look at this as an opportunity to provide incentive information and get this property into the JEDD.
- ❖ **Ms. Rita McMahon** stated we have an incentive where we could potentially rebate some of the property owners the net profit. We also have incentives for the individual businesses. We could potentially give them a couple of years of rebates on their income tax.

X. Next Regular Meeting Date:

- ❖ **Ms. Rita McMahon** stated she would not be able to attend the Board Meeting scheduled for October 11, 2019.
- ❖ **Mr. Chris Galloway** stated the next Board meeting is July 12, 2019 at 8:00 am. We can reschedule the October 11, 2019 meeting at the July 12th meeting.

Mr. Richard Frenchie entertained a motion to adjourn the Board meeting. **Mr. Doug Lewis** seconded. **VOTE:** All in favor (3 Ayes).

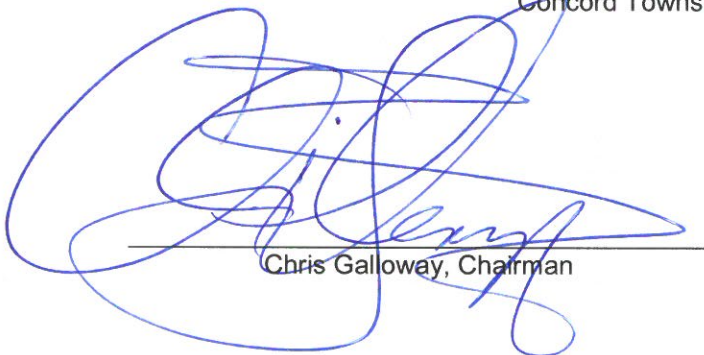
The Board meeting was adjourned at 9:09 a.m.

Calendar for 2019


Meeting(s) scheduled below are subject to change:

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