



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

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**I. Call to Order:**

The Concord Township-City of Painesville Joint Economic Development District (JEDD) Board met on Friday, July 12, 2019, at Concord Township Hall located at 7229 Ravenna Rd., Concord Township, Ohio. **Mr. Chris Galloway** called the meeting to order at 8:04 am.

**II. Roll Call:**

**Roll Call:** Painesville City Representative, **Mr. Doug Lewis**-NO; Business Representative, **Mr. Richard Frenchie**-YES; Concord Township Representative, **Mr. James O'Leary**-YES; Painesville City Council Representative, **Ms. Christine Shoop**-YES; 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 4/12/19 meeting minutes. **Mr. Richard Frenchie** seconded. **VOTE:** All in favor of approval (3 Ayes, **Ms. Christine Shoop** abstained).

**VI. Board Member Correspondence:**

None

**V. Department Reports**

**A. FINANCE - Mr. James O'Leary, Treasurer**

- ❖ **Mr. James O'Leary** stated all financial reports, March – June 2019, as well as the Budget Revenue & Expenses year-to-date are all in good standing.
- ❖ **Ms. Rita McMahon** stated we were under budget for ICSC this year, spending just under \$3,000.00.
- ❖ **Ms. Rita McMahon** stated she is tracking expenses and the JEDD is approximately three percent ahead of last year.
- ❖ **Mr. James O'Leary** stated the 2017-2018 audit is complete and the JEDD received a stellar report.

**B. ECONOMIC DEVELOPMENT COMMITTEE**

- ❖ **Ms. Rita McMahon** stated the Economic Development Committee met after ICSC and presented information that was taken to ICSC. The team at ICSC advertised various properties we are trying to promote.
- ❖ **Ms. Rita McMahon** stated the committee has identified strategic follow-up that has to be completed, such as the grocer for Gristmill. At this time, there is no final grocer deal. Although potential grocer deal discussion is pending, we are following up on other prospective opportunities. The potential opportunities can also be directed to the seven-acre parcel.
- ❖ **Ms. Rita McMahon** stated they had a very good meeting with Marriott. Since then, there have been two follow-ups with their local brokers. Mr. Andy Rose and herself have a meeting scheduled with a local broker on 7/23/19 to follow-up on.
- ❖ **Ms. Rita McMahon** stated she is following up on a couple of fitness opportunities (Orange Theory and LA Fitness) that expressed an interest and are looking for a small space in the JEDD area.
- ❖ **Mr. Andy Rose** stated both Orange Theory and LA Fitness communicated although there are several fitness centers in the area, they are only servicing 14-16% of the population, so there is much room for growth.
- ❖ **Ms. Rita McMahon** stated they obtained additional new contacts as well as renewing old contacts. Talked with some developers, particularly as it relates to the seven-acre parcel. Fairmont Properties still has an interest and are continuing follow up with them and keeping communication lines open.
- ❖ **Ms. Rita McMahon** met with Tim Horton and is following up with them as well.
- ❖ **Ms. Rita McMahon** stated she has attended ICSC four times and this is by far the best conference she has been to in terms of the contacts, responses and meetings. They were very focused and the experience was positive. Overall, it was a very good conference with great opportunities.
- ❖ **Ms. Christine Shoop** stated, from the Painesville side, Ms. Cathy Beiterman was very pleased with the conference for many of the same reasons stated above and has had several follow-up meetings.
- ❖ **Ms. Rita McMahon** stated for next year we should do something similar. Focus on who we send and spend one full day at the conference (on Monday).





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- ❖ **Mr. Andy Rose** stated the economy has come back and developers are willing to spend money on projects.
- ❖ **Mr. Chris Galloway** stated the brands that are thriving and surviving are now starting to expand and getting aggressive.
- ❖ **Ms. Christine Shoop** recognized there was a new buzzword of "opportunity zones." When "opportunity zone(s)" was used in their dialogue at meetings, developers perked up. One particular business has set up a segment of their company to deal with only opportunity zones.
- ❖ **Mr. Chris Galloway** stated there is a Columbus ICSC meeting in August that will be giving an update on opportunity zones. He recommends the Economic Development Committee identify 1-2 people to attend the Columbus meeting. Regarding the ICSC Chicago Deal Making Conference in October, he asked Ms. Rita McMahon to contact Mr. Eric Risinger to see if this would be a good opportunity to follow up with Fresh Thyme if the old Reider's space is still vacant.
- ❖ **Ms. Christine Shoop** stated Ms. Cathy Bieterman and herself discussed the possibility of attending the ICSC Columbus meeting.
- ❖ **Ms. Rita McMahon** stated Mr. Eric Risinger was invaluable at several of our ICSC meetings this year. He helped bridge the tables and brought good knowledge and information to the meetings, particularly Marriott. Ms. Rita McMahon will follow up with Mr. Eric Risinger regarding ICSC meetings.

**VI. Old Business:**

**A. UPDATE RECORDS RETENTION SCHEDULE - VOTE**

- ❖ **Ms. Rita McMahon** stated a few items have been identified to add to the Records Retention Schedule, they are Insurance Claim Files, Insurance Policies and Lawsuits. In October, we will have a records destruction list for the Board's approval.
- ❖ **Mr. James O'Leary** entertained a motion to approve the Records Retention Schedule as presented. **Ms. Christine Shoop** seconded. **VOTE:** All in favor of approval (4 Ayes).

**B. JEDD MEMBERSHIP RECRUITMENT**

- ❖ **Ms. Rita McMahon** stated membership recruitment has been an ongoing process and have been in discussions with a couple of interested parties. The issue is income tax with many potential members. One business we have been in discussions with do not have an existing income tax and are concerned about the impact it will have on their employees and their morale. For that reason, they are not interested in a JEDD membership at this time. However, they have left the door open and may reconsider if something in their organization changes in the future.
- ❖ **Ms. Rita McMahon** stated we continue to reach out to vacant properties as we have done in the past and trying to get those parcels to sign petitions.
- ❖ **Mr. Andy Rose** stated he has requested a meeting with Mr. Mark Georgie, owner of two vacant properties on Gold Court. Now is the attractive time to get the vacant properties into the JEDD.
- ❖ **Mr. Chris Galloway** recommended Mr. Andy Rose try to obtain a follow up meeting with the broker that was interested in the Crile Hardware property that is now vacant.

**C. WEBSITE UPDATE**

- ❖ **Ms. Rita McMahon** stated she communicated with the Board that the JEDD website was moved to Concord's website, per the Board's approval. We moved content/photos from our previous website and updated the content. Mr. Chris Galloway suggested we update the photos to be more focused on who our members are. We are currently in the process of obtaining new images. The plan is to take seasonal images of JEDD members and update the website pages frequently to keep the website fresh in addition to keeping us active from a searchability standpoint.

**D. BUXTON UPDATE**

- ❖ **Ms. Rita McMahon** stated all communities and the Port Authority decided not to follow through on the joint venture with Buxton. The venture is too pricey for the two remaining entities.
- ❖ **Ms. Rita McMahon** stated she talked with Buxton at ICSC and said he will keep in touch and reach out perhaps in the fall to possibly budget for next year.
- ❖ **Ms. Christine Shoop** stated that Buxton does not usually give separate ID's like they were willing to do for Lake County. This was a big departure for Buxton in terms of their normal procedure. Maybe they will find a way in the future to make it worthwhile for all parties.
- ❖ **Mr. Chris Galloway** asked Ms. Rita McMahon to reach out to all entities involved in the fall to ask if they would reconsider the joint venture and look at their 2020 budgets. Also, include Chardon, Madison, and Perry. If there is enough interest, we can reach out to Buxton again.





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- ❖ **Ms. Rita McMahon** stated there will be changes in leadership and potential direction at the Port Authority in the future. As a result, we may be looking at a different outcome in terms of support from the Port Authority.
- ❖ **Mr. James O'Leary** suggested we present this information at the next Eastern Chamber Conference meeting.
- ❖ **Ms. Rita McMahon** stated she will schedule a meeting with Ms. Linda Reed and Ms. Cathy Biertman to promote.

**VII. New Business:**

**A. REVIEW OF OFFICER POSITIONS PER UPDATED BYLAWS**

- ❖ **Ms. Rita McMahon** stated the revised Bylaws were approved at the last Board meeting. One of the approved changes were how officers are to transition. Every position, other than the Chairman, has a two-year cycle in a position. After review, Mr. Richard Frenchie, in the role as Vice-Chairman, is outside of the Board position cycle. He has been Vice-Chairman since 2015 and is now in his fourth year. Mr. Richard Frenchie's term is up at the end of 2019 as well. To come into compliance with the amended Bylaws, a suggestion would be to appoint Mr. Doug Lewis as the Vice-Chairman to allow him to transition into the position while Mr. Richard Frenchie is on the Board.
- ❖ **Mr. Richard Frenchie** stated he would so resign his position as Vice-Chairman of the JEDD Board.
- ❖ With great reluctance, **Mr. James O'Leary** made a motion to accept the resignation of Mr. Richard Frenchie as Vice-Chairman of the JEDD Board. **Ms. Christine Shoop** seconded. **VOTE:** All in favor (4 Ayes).
- ❖ **Mr. James O'Leary** made a motion to appoint Mr. Doug Lewis as Vice-Chairman of the JEDD Board in order to come into compliance with the current Bylaws. **Mr. Richard Frenchie** seconded. **VOTE:** All in favor (4 Ayes).

**B. AUTHORIZATION OF ICSC EXPENSES 2019 - VOTE**

- ❖ **Mr. Chris Galloway** stated per ORC, in order to properly expend expenses for ICSC, the JEDD Board is required to take a vote of authorization.
- ❖ **Ms. Rita McMahon** stated this vote of authorization is something that we learned during the audit. While the Board has always authorized the expenditures associated with ICSC, it has never been specific as to what those expenditures are. Going forward, I am requesting a vote authorizing the 2019 ICSC expenses, which include but not limited to airfare, hotel, meals, transportation, parking and registration. This would include all conference expenses.
- ❖ **Mr. Chris Galloway** entertained a motion as outlined by the JEDD Administrator. **Mr. James O'Leary** made a motion to approve 2019 ICSC expenses to include, but not limited to, airfare, registration, transportation, meals, parking, hotel, conference fees and any other related expenses. **Ms. Christine Shoop** seconded. **VOTE:** All in favor (4 Ayes).
- ❖ **Ms. Rita McMahon** stated we should have a similar type of motion if the Board authorizes expenses for 2020 ICSC. The Board will be asked to identify who they would like to send to 2020 ICSC at the October Board meeting to take advantage of early registration. At the same time, the Board could vote on authorized expenses, if needed, when the 2020 budget will be set.
- ❖ **Ms. Rita McMahon** stated the Board authorized an expenditure up to \$750.00 to cover the costs for Mr. Eric Risinger's ICSC registration. Two days prior to the conference, it was determined that Mr. Eric Risinger was not registered. As a result, we registered him, incurring a \$825.00 registration fee (the early bird registration fee was no longer available). Mr. Eric Risinger paid all the remaining conference expenses.
- ❖ **Ms. Christine Shoop** made a motion to authorize the additional \$75.00 ICSC registration fee for Mr. Eric Risinger. **Mr. James O'Leary** seconded. **VOTE:** All in favor (4 Ayes).

**C. NEXTSITE PROPOSAL**

- ❖ **Ms. Rita McMahon** stated we met with NextSite at ICSC. NextSite is similar to Buxton and will give us access to data. However, in addition to data access they represent their clients to the developers and/or businesses. A proposal is found in your meeting packet and describes two payment options.
- ❖ **Mr. Chris Galloway** stated he likes their model, but the issue remains they dominate the southern part of the country and may not have local contacts in this region.
- ❖ **Ms. Rita McMahon** stated on page 13 of their proposal they identify where they are scheduled to go in the next 12 months. They have a dot in Ohio but do not list the Ohio Conference. They are trying to get into the Northeast market. They are a group we may want to keep in mind in the future, but do not believe the timing is right at this time.
- ❖ **Mr. Chris Galloway** stated if we were to consider NextSite in the future the fees would have to be significantly reduced to prove themselves in this marketplace.
- ❖ **Ms. Christine Shoop** asked if this would be an opportunity to approach other cities (like Buxton).





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- ❖ **Ms. Rita McMahon** stated she does not believe NextSite would be interested in sharing their services with other entities because their goal is to get site specific (i.e. seven acre parcel).
- ❖ **Mr. Chris Galloway** stated if we send one to two people to the Columbus ICSC conference, we can ask around to see if anyone has used NextSite's services.
- ❖ **Mr. James O'Leary** stated if NextSite does not have relationships with developers, it does not help us.
- ❖ **Mr. Andy Rose** reiterated that if we used NextSite in the future he would want them to concentrate on Concord Township, especially if we could turn it into an opportunity cost where we could get a reduction in fees for them to crack the Northeast market.
- ❖ **Mr. James O'Leary** stated if we plan to do that, he would want to bring Painesville along since they are our partner.
- ❖ **Ms. Rita McMahon** stated she will contact NextSite to let them know where we currently stand and that the door is not closed for the future.

**D. OTHER BUSINESS: JEDD TAX INCREASE**

- ❖ **Mr. Chris Galloway** stated a resident of Concord Township approached Ms. Rita McMahon about the idea of the JEDD Board to consider a tax increase from 1.75% to 2% to allow the extra funds to be utilized for the new Fire Station. The 1.75% tax is the lowest in the area which makes us more competitive than our neighboring community's income taxes.
- ❖ **Mr. James O'Leary** stated this has been previously discussed and the Board's position has been to keep this as business friendly as possible and that is why the tax has been kept at the 1.75% rate. However, he is open to hear discussion on this matter.
- ❖ **Mr. Chris Galloway** stated we are looking at one quarter of one percent and Concord Township getting 75% of that after JEDD and expenses. The low amount that would be received will not have a financial impact to change the Fire Station project.
- ❖ **Mr. James O'Leary** stated it is a creative way to look at the project and always good to explore all options, however, does not believe it serves the JEDD's purpose of trying to develop the economic climate in our area for businesses.
- ❖ **Mr. Chris Galloway** stated his position moving forward would be no action regarding the tax increase at this time unless a formal request is received from Concord Township and Painesville.
- ❖ **Ms. Christine Shoop** reiterated Ms. Rita McMahon's statement earlier in the meeting regarding a particular business concerned about income tax and the effect it will have on their employees.
- ❖ **Ms. Rita McMahon** stated the best way to increase revenue is to increase JEDD membership. There is continued growth and are already three percent above last year at this time. A tax increase would not be the right move at this time from an economic development standpoint.
- ❖ **Mr. Chris Galloway** stated we continue to add partners and over time this will begin to develop into more revenue.

**VIII. Executive Session for Purposes of Pending Litigation:**

- ❖ **Mr. Chris Galloway** entertained a motion to enter into Executive Session for purposes of pending litigation. **Mr. Richard Frenchie** moved for approval; **Ms. Christine Shoop** seconded. **ROLL CALL VOTE:** 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 pending litigation. **Ms. Christine Shoop** seconded. **ROLL CALL VOTE:** Mr. Richard Frenchie-YES, Mr. James O'Leary-YES, Ms. Christine Shoop-YES, Mr. Chris Galloway-YES.

**IX. Next Regular Meeting Date:**

- ❖ **Ms. Rita McMahon** stated she would not be able to attend the Board Meeting scheduled for October 11, 2019 so she is suggesting October 4, 2019 or October 25, 2019.
- ❖ **Mr. James O'Leary** stated the next Board meeting will be held on October 25, 2019 at 8:00 am.
- ❖ **Ms. Rita McMahon** stated the budget will be provided at the October 25, 2019 meeting.

**Mr. James O'Leary** entertained a motion to adjourn the Board meeting. **Ms. Christine Shoop** seconded. **VOTE:** All in favor (4 Ayes).

**The Board meeting was adjourned at 9:28 a.m.**



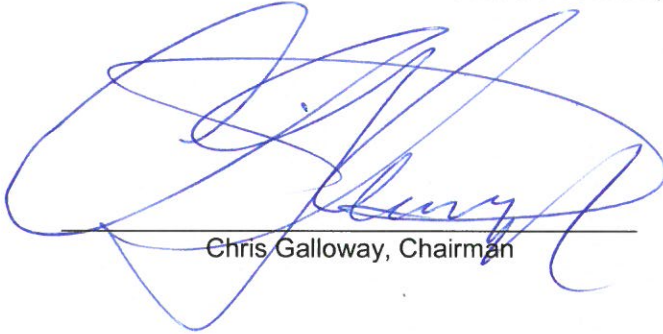
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**Calendar for 2019**

***Meeting(s) scheduled below are subject to change:***

Friday, October 25, 2019 at 8:00 am  
Concord Township Hall Meeting Room



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Chris Galloway, Chairman



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Rita McMahon, JEDD Administrator