



**Concord Township-City of Painesville  
Joint Economic Development District (JEDD)  
Board Meeting Minutes  
September 18, 2020  
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, September 18, 2020, 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; Painesville City Council Representative, **Ms. Christine Shoop**-YES; Concord Township Representative, **Mr. Morgan McIntosh**-YES; Business Representative, **Mr. Ray Sines**-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. Ray Sines** entertained a motion to approve the 6/19/2020 meeting minutes. **Mr. Doug Lewis** seconded. **VOTE:** All in favor of approval (5 Ayes).

**IV. Board Member Correspondence:**

- ❖ **Mr. Chris Galloway** asked the each Board Member for their input regarding correspondence.
- ❖ **Mr. Ray Sines** stated he had nothing to report at this time.
- ❖ **Mr. Doug Lewis** stated he had nothing to report at this time.
- ❖ **Ms. Christine Shoop** stated she has nothing to report at this time.
- ❖ **Mr. Morgan McIntosh** stated the Concord Board of Trustees announced a grocery store will be coming into the Township. We had a constructive meeting with the grocery store owners. It will be a full service grocery store under the name of Lucky's Market. We are excited about the store.
- ❖ **Mr. Chris Galloway** stated he has nothing to report at this time.

**V. Department Reports:**

**A. FINANCE – Mr. Morgan McIntosh, Treasurer**

- ❖ **Mr. Morgan McIntosh** stated the JEDD has \$163,365.00 in the bank account. We are not spending a lot money, as we did not go to ICSC this year. We made a payment to NextSite in June 2020, which will be paid annually each June for the remaining two years in contract. Painesville has received a total of \$168,194.00 income tax and Concord \$500,583.00 through August. The figures are off by about 4% from last year.
- ❖ **Ms. Rita McMahon** stated we will need to complete the 2021 budget at the next JEDD meeting. If there is anything that needs to be addressed, please advise.

**B. ECONOMIC DEVELOPMENT COMMITTEE**

- ❖ **Ms. Rita McMahon** stated the Economic Development Committee has not met since the last JEDD Board meeting. However, there are some reports from NextSite in your packet that show a baseline analysis of activity at certain locations within the corridor/JEDD area. In addition, rebound reports are also included and show what happens as a result of coming out of COVID's lockdown. The Crile Crossing Baseline Report shows the level of activity around 2,500-4,000 visits a day prior to the shutdown as well as other information such as active days/times, length-of-stay and travel patterns. The Rebound Reports shows that in the last several months there was a significant decline but is rebounding to about 2,500-3,000 visits a day. They are getting back to where they were previously, but not 100% there yet. This shows us the activity is beginning to pick back up again.
- ❖ **Ms. Rita McMahon** stated Mr. Charles Branch commented that he has not seen this level of rebound in other communities.
- ❖ **Ms. Rita McMahon** stated the other reports are for the Holiday Inn Express. They have rebounded to just about where they were pre-COVID. They also had a big spike in March as well which could correlate to the Crile Crossing spike in March. There was an event at SPIRE during this time.
- ❖ **Mr. Morgan McIntosh** stated he was talking with residents that take their children to SPIRE regularly and they commented that SPIRE attracts out-of-town visitors. As a result, hotels are sold out all the way to the Mayfield area when there is a big event held at SPIRE.
- ❖ **Ms. Rita McMahon** stated NextSite will issue another quarterly report at the end of this month. We will see if we continue to trend in the right direction.
- ❖ **Mr. Chris Galloway** stated he spoke with the manager at Holiday Inn Express in June 2020 and stated business was doing well.



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**B. ECONOMIC DEVELOPMENT COMMITTEE (Continued)**

- ❖ **Mr. Doug Lewis** stated the other industry that helps our area is the wine country. He spoke with the Lake County Visitors Bureau and they said the new hotels in the Madison area are having record years because people are still going to the wineries.
- ❖ **Ms. Rita McMahon** stated she recently participated in a CoStar webinar. Included in your packet is CoStar's quarterly report, which provides a lot of information of where we are throughout the state, our national economy and the Cleveland area. Office, industrial and retail are included in the handout. The Employment Change by Industry, on page 3, shows the 2020 gains and losses nationally. There is a rebound, but it is not uniform. This will influence the market.
- ❖ **Ms. Rita McMahon** stated she also participated in an ICSC webinar yesterday regarding the office market. Currently, the office market is in flux and there is no clear sign of what is going to happen in the future. In large urban markets, they are seeing a reduction in the office market (e.g., New York City, San Francisco). New York City's current office occupancy rate is 10%. They anticipate a growth in the suburban market but predict some employees will continue to work from home. Employees will work from home when they have task-oriented work and go into the office for community tasks such as meetings, presentations and collaborative work. There will still be office space, but how it is laid out and designed will be different. Currently, most office space is 70% offices and 30% collaborative space. They think these percentages will reverse in the future.
- ❖ **Ms. Rita McMahon** stated this is something we may want to stay on top of if we want to encourage office space in the corridor. It will probably be one to two years down the road, but we may see an uptick in demand in the marketplace.
- ❖ **Mr. Chris Galloway** stated Lake County is an interesting case study because we have a diversity of industries between retail, commercial, service and light/heavy manufacturing. Lake County's general fund revenue from 2019 to 2020 is up 6.7%. Despite those couple of months, there has been a rebound, and Lake County is doing well comparative to other markets. So, if there is push to leave downtown and come back to the suburbs, I believe we are well positioned to be able to capture those jobs. To this point, I am still weary of 2021 in terms of commercial property tax base and what will happen. Sales tax is currently up. This does not include transit (e.g. Laketrans).
- ❖ **Ms. Christine Shoop** asked if they differentiate between purchasing online versus going to the store.
- ❖ **Mr. Chris Galloway** stated it is not broken out that way, but could tell during the slowdown the counties that had large retail bases and those that did not.
- ❖ **Mr. Chris Galloway** stated the other weakness to watch in the marketplace is the fallout when incentive and unemployment checks run out.

**VI. Old Business:**

**A. JEDD MEMBERSHIP RECRUITMENT**

- ❖ **Ms. Rita McMahon** stated there is no recruitment at this time.
- ❖ **Ms. Rita McMahon** stated during the strategic planning portion at the last meeting, we discussed engaging an architect to assist us with identifying opportunities for different types of businesses to envision how they could fit in a particular location. I received quotes from two different architectural firms to provide design concepts on the seven-acre parcel in the JEDD. This will help prospects envision what could be there. The proposals are from City Architecture and Onyx, both around \$3,000.00. We currently have a company that is considering the seven-acre parcel and we could use this as a test case to help them visualize what the property could look like. Looking for direction from the JEDD Board.
- ❖ **Mr. Doug Lewis** stated, just for the Board's information, Painesville has used Onyx in the past. They created concept plans for downtown Painesville to give people a perspective as to what could be there as well as creating concepts for SR 44 by Shamrock to give perspective as to what could go in there. We have had good experience with Onyx, but City Architecture is excellent too. City Architecture did the City of Painesville's downtown plan in addition to Painesville's transportation and streetscape plan.
- ❖ **Ms. Rita McMahon** stated she has worked with both firms in the past and both are very good and will produce a quality product. Both proposals include essentially the same services. City Architecture's quote is \$2,750.00 and Onyx's quote is \$3,000.00. There are adequate resources in the JEDD budget to cover this cost.
- ❖ **Mr. Chris Galloway** entertained a motion to give the JEDD Administrator authority to enter into an agreement with the firm of her choice after further discussion with both firms. **Ms. Christine Shoop** made the motion to give the JEDD Administrator authority to enter into an agreement with the firm of her choice after further discussion with both firms. **Mr. Doug Lewis** seconded. **ROLL CALL VOTE: Mr. Doug Lewis-YES; Mr. Ray Sines-YES; Ms. Christine Shoop-YES; Mr. Morgan McIntosh-YES; Mr. Chris Galloway-YES.**
- ❖ **Mr. Ray Sines** stated it makes a lot of sense to do this. This will provide potential investors with a visual representation of what Concord envisions on the property in addition to saving them money on developing a concept.



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**A. JEDD MEMBERSHIP RECRUITMENT (Continued)**

- ❖ **Mr. Chris Galloway** stated this is our first opportunity to do something like this. Humans are visual creatures. For us to step in with our knowledge of the property and how we think it could work could be very helpful in the process.
- ❖ **Mr. Doug Lewis** stated, more importantly, potential investors want to see the layout and what could go around them. Because what goes around them brings additional people in.
- ❖ **Ms. Rita McMahon** stated City Architecture's proposal includes a massing plan and an ability to see how it would fit in an overall site. She will talk to both firms again, but City Architecture may be the firm to go with based on the visualization of how the whole plan works together.
- ❖ **Mr. Morgan McIntosh** thanked the JEDD on Concord Township's behalf for supporting the marketing of that parcel.

**B. WEBSITE ANALYTICS**

- ❖ **Ms. Rita McMahon** stated Mr. Doug Lewis asked the question, at the January Board Meeting, if we have looked at website usage statistics as it relates to integrating the JEDD website into Concord's site. We ran a baseline report showing the activity of this year, up to September 8, 2020. There is activity. This is presented to you now for baseline information purposes, and we will do semi-annual reviews to show you where we are at and do comparisons over time.

**VII. New Business:**

**A. RECORDS DISPOSAL APPROVAL – VOTE**

- ❖ **Ms. Rita McMahon** stated the Records Disposal is part of our annual review of all of our public records based on our approved Records Retention Schedule with the State of Ohio. We are proposing to eliminate paper versions of various records from 2014-2018 as seen on the back of the RC-3 form. We will still maintain electronic versions of things like our agendas, Board packets, financial reports, etc. As the acting Records Retention Committee, we will need a vote to proceed with the proposed records disposal.
- ❖ **Ms. Christine Shoop** entertained a motion to approve the 2020 Certificate of Records Disposal (RC-3) for the JEDD. **Mr. Morgan McIntosh** seconded. **VOTE:** All in favor of approval (5 Ayes)

**B. EXPIRING TERM – MS. CHRISTINE SHOOP**

- ❖ **Ms. Rita McMahon** stated Ms. Christine Shoop's term is expiring at the end of this year.
- ❖ **Mr. Chris Galloway** stated the City of Painesville will have to make a decision on who to appoint.

**C. DISCUSSION OF FINANCIAL AND INSURANCE CONTRACTS**

- ❖ **Ms. Rita McMahon** stated both the financial and insurance contracts are up for renewal. Our financial contract has been with NMS for approximately ten years. In the past, we have done two-year contracts. Our current cost is \$220.00 a month. In the past when we have gone out for financial RFP's, however, the only response we have received was from NMS. My question to the Board is does the JEDD want to go out for a financial RFP or obtain a proposal from NMS for another two years of service?
- ❖ **Mr. Doug Lewis** stated to ask NMS for a proposal to see what increase they may be proposing for the upcoming years.
- ❖ **Ms. Christine Shoop** stated that with the current pandemic, there could be other companies that may be interested.
- ❖ **Mr. Chris Galloway** stated it has been about six years since our last RFP. Because we are so small, NMS was the only response we received. NMS may be doing this as a civic duty.
- ❖ **Mr. Doug Lewis** stated that because the JEDD is so small, we may not get a lot of interest.
- ❖ **Ms. Rita McMahon** stated, particularly during this pandemic, we have had a total of 4-5 transaction a month. This is very typical, except when we go to ICSC.
- ❖ **Ms. Rita McMahon** stated NMS's increases have been \$10-20 a month.
- ❖ **Mr. Chris Galloway** stated he likes Mr. Doug Lewis's approach to obtain a proposal from NMS.
- ❖ **Ms. Rita McMahon** stated she will obtain a proposal from NMS and share it with the Board. If the Board does not think the proposal is reasonable, we can go out for an RFP.
- ❖ **Ms. Rita McMahon** stated if we bring it in-house for me to do, I will need an increase in my stipend and it will probably be more than what NMS is currently charging.
- ❖ **Mr. Chris Galloway** stated we like to have an outside firm, a separate set of eyes, reviewing our financials.



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**C. DISCUSSION OF FINANCIAL AND INSURANCE CONTRACTS (Continued)**

- ❖ **Ms. Rita McMahon** stated NMS has been working out really well. There has been several times where the accountant has caught an error. It is a valuable check and balance.
- ❖ **Ms. Rita McMahon** stated our insurance contract is up. We are currently with Love Insurance in the Ohio Plan. Love Insurance is an authorized representative of the Ohio Plan, which is a government cooperative insurance. They only serve local government. I have identified one other plan that is similar but is not the Ohio Plan.
- ❖ **Mr. Chris Galloway** stated he believes the JEDD went with the Ohio Plan because that is the plan Concord was on as well. At the end of last year, I brought up the idea of exploring other insurance companies but it was too late in the process. There are other municipal insurances that we can review.
- ❖ **Ms. Rita McMahan** stated The Public Entities Pool of Ohio is used by the JEDD in Perry Township.
- ❖ **Mr. Andy Rose** stated he was still unsure if OTARMA was available to the JEDD.
- ❖ **Ms. Rita McMahan** stated we know there is at least one entity that could give us a proposal. If the Board agrees, I could obtain proposals for the Ohio Plan as well as The Public Entities Pool of Ohio.
- ❖ **Mr. Chris Galloway** stated he would like to obtain proposals from both and OTARMA if possible.
- ❖ **Ms. Christine Shoop** stated she is in agreement with Mr. Chris Galloway to obtain other insurance proposals.
- ❖ **Ms. Rita McMahon** stated she will prepare an insurance RFP if the remainder of the Board agrees. The JEDD Board consensus is to create an insurance RFP.

**VIII. Executive Session for Purposes of Pending Litigation and Economic Development:**

- ❖ **Mr. Chris Galloway** entertained a motion to enter into Executive Session for purposes of pending litigation and economic development. **Ms. Christine Shoop** made a motion for approval. **Mr. Ray Sines** seconded. **ROLL CALL VOTE: Mr. Doug Lewis-YES; Mr. Ray Sines-YES; Ms. Christine Shoop-YES; Mr. Morgan McIntosh-YES; Mr. Chris Galloway-YES.**
- ❖ **Ms. Christine Shoop** made a motion to close Executive Session for purposes of pending litigation and economic development. **Mr. Doug Lewis** seconded. **VOTE: All in favor (5 Ayes)**

**XI. Next Meeting:**

- ❖ **Mr. Chris Galloway** stated the next JEDD Board Meeting is on December 4, 2020.
- ❖ **Ms. Rita McMahon** stated the JEDD Board will have to approve the budget at the December 4, 2020 Board Meeting. She will send the proposed budget to the Board for their review around mid-November.

**Mr. Ray Sines** entertained a motion to adjourn the September 18, 2020 JEDD Board Meeting. **Ms. Christine Shoop** seconded. **VOTE: All in favor of approval (5 Ayes).**

**The Board meeting was adjourned at 9:32 a.m.**

**REVISED - Calendar for 2020**

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

December 4, 2020

All meetings will begin at 8:00 am at the Concord Township Hall Meeting Room unless otherwise notified.

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Chris Galloway, Chairman

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Rita McMahon, JEDD Administrator