



**Concord Township-City of Painesville  
Joint Economic Development District (JEDD)  
Board Meeting Minutes  
June 11, 2021  
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, June 11, 2021, at Concord Township Hall located at 7229 Ravenna Rd., Concord Township, Ohio. **Mr. Chris Galloway** called the meeting to order at 8:01 am. Chairman Chris Galloway is out of town at an auditor's conference and is attending the JEDD Board meeting via telephone. For purposes of an efficient meeting, Chairman Chris Galloway handed the meeting over to Vice Chairman Doug Lewis to officiate.

**II. Roll Call:**

**Roll Call:** Business Representative, **Mr. Ray Sines**-YES; Concord Township Representative, **Mr. Morgan McIntosh**-YES; Painesville City Representative, **Ms. Christine Shoop**-YES; Painesville District Employee Representative, **Mr. Doug Lewis**-YES; Lake County Auditor, Chairman of the Board, **Mr. Chris Galloway**-YES.

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

**III. Approval of Minutes:**

**Mr. Ray Sines** moved to approve the 3/19/2021 meeting minutes. **Ms. Christine Shoop** seconded. **VOTE:** All in favor of approval (5 Ayes).

**IV. Board Member Correspondence:**

- ❖ **Ms. Rita McMahon** stated the JEDD was included in a recent PEP Insurance brochure welcoming us to their insurance family. The brochure was passed around for the Board to review.

**V. Department Reports:**

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

- ❖ **Mr. Morgan McIntosh** stated we are ahead of budget with a balance of around \$200,000. We have not spent a lot of money because we did not attend ICSC this year and the economy shut us down.
- ❖ **Ms. Rita McMahon** stated the JEDD audit is almost complete. We have not received the final audit report but everything came out fine. We are currently on a two-year audit cycle, however, they are moving small entities, like us, to three-year cycles. We are hopeful that in our auditor's management letter to us that the JEDD will be moved to a three-year cycle.
- ❖ **Ms. Christine Shoop** asked for an update on the PEP grant.
- ❖ **Ms. Rita McMahon** stated Mr. Andy Rose and herself have not come up with anything that is eligible at this time, particularly since the COVID situation is evading. Most of the items discussed previously were COVID related, so we are trying to find something that is appropriate.
- ❖ **Ms. Christine Shoop** asked if we cannot find something appropriate for Concord Township, can the grant be used for Painesville?
- ❖ **Ms. Rita McMahon** stated yes, the grant could be used for Painesville as long as it is tied to the JEDD.

**B. ECONOMIC DEVELOPMENT COMMITTEE**

- ❖ **Ms. Rita McMahon** stated the Economic Development Committee has not met since the last JEDD Board meeting, so there is no update at this time.

**VI. Old Business:**

**A. JEDD MEMBERSHIP RECRUITMENT**

- ❖ **Ms. Rita McMahon** stated there are currently three ongoing discussions with properties regarding joining the JEDD. We hope to have petitions for two entities in the near future. We anticipate one additional business coming into the community that will be going into an existing vacant building within the JEDD. We should hopefully see some good expansion over the next six months.





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**B. ICSC 2021**

- ❖ **Ms. Rita McMahon** stated that ICSC 2020 was canceled and has been rescheduled for December 2021. In addition, ICSC had a virtual event in May 2021. Mr. Charles Branch participated on our behalf. The virtual event was a lot of presentations with no networking. Mr. Branch communicated they have been doing networking on their own and there is a strong interest in JEDD/Concord and Painesville.
- ❖ **Ms. Rita McMahon** stated she watched a webinar on ICSC 2021. The meeting will be held December 5-7, 2021 and will be a much smaller event than historically been the case. Normally, there is approximately 35-40,000 in attendance but are only expecting 20-25,000 people at this point. They are expecting lower attendance in December because there will be a full show in May 2022. The first day of the December event will be a reception day/networking events, and the next two days will be the show hours. The December event fee has been reduced from \$695 to \$395. Registration for the December event begins July 12, 2021. All of our dues have been extended to the end of the year.
- ❖ **Ms. Rita McMahon** asked the Board if the JEDD should attend the December show. We currently have three registrations that are prepaid from last year's canceled event and are still on account with ICSC at the \$695 rate. Have reached out to ICSS to find out if we do not attend the December event, would our registrations carry over to May 2022 or do we need to request a refund.
- ❖ **Ms. Rita McMahon** stated she reached out to Mr. Charles Branch for his input on the December event. Most of his clients will not be attending in December but plan to attend in May because they believe that meeting will be more productive. NextSite will be in attendance and have a booth in December. They can set up meetings for us, if we want, whether we attend or not.
- ❖ **Ms. Rita McMahon** stated some believe the December show will be a big opportunity for people to get back together to network. So, there may be a lot of people that attend, however, at this point we do not know the rate of attendance. Need direction from the Board for this particular December event.
- ❖ **Ms. Rita McMahon** stated the webinar she watched was geared toward vendors rather than members. ICSC is controlling how the booths are set up so vendors cannot bring their own displays. This is to cut down on the amount of time in the convention center to reduce the spread of COVID.
- ❖ **Mr. Doug Lewis** stated if there is as limited number of people or communities going to ICSC in December, but the vendors are still there, we could potentially have a much better opportunity to meet with them.
- ❖ **Ms. Christine Shoop** stated that previously we were considering cutting back our attendance. If we attend December's event, maybe send just one person. Before we commit to sending anyone, we need to see the vendor list. If the event is smaller and there are vendors there we want to meet with, Mr. Doug Lewis is right, this could be an excellent opportunity. However, if the right vendors for the JEDD are not there, we will probably want to just attend the May conference and pass on the December event.
- ❖ **Ms. Rita McMahon** stated based on the webinar, ICSC believes nationwide representation will be good. We can hold off until we get a list of vendors, which will be published on their website by August, and decide in September. The downside is getting hotel rooms and increased travel expenses. To obtain a hotel link, we have to register, so we cannot book a hotel unless we are registered.
- ❖ **Ms. Rita McMahon** stated the JEDD is looking more for developers (e.g. industrial, office, health care). We have pivoted away from the retail.
- ❖ **Mr. Doug Lewis** stated Painesville is 50/50 regarding developers and recruiting companies.
- ❖ **Mr. Morgan McIntosh** stated if the JEDD attends in December, we should go with a targeted purpose.
- ❖ **Mr. Chris Galloway** stated that is sounds like a decision to make after we know the vendor attendees. If we attend, we should not send more than two people. If that is the case, we pay the discounted rate for this session and push the three registrations that we already have with them to next year to reduce that cost since we already paid for it in a previous budget.
- ❖ **Mr. Ray Sines** stated the merger between Lake Health and University Hospitals is going to create a great opportunity for the area. If we want to get in early on that and investigate what is out there, this is something we should consider. Believes we will see major expansions.
- ❖ **Ms. Rita McMahon** confirmed she will review the vendor list when available and present to the Board. We can make a formal decision at our September 10, 2021 meeting. Will keep an eye on flights and hotel prices/availability.





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**C. NEXTSITE REPORTS**

- ❖ **Ms. Rita McMahon** stated NextSite has no new reports at this time. Mr. Charles Branch is working closely with developers and is anticipating to have someone coming here this summer to view the area. Mr. Charles Branch will be here next Wednesday to tour the area again since it has been about a year and a half since he last visited. The new grocery store in the area is a positive because it shows more investment in the area.
- ❖ **Mr. Doug Lewis** stated the UH merger is huge as well and communicated NextSite should be informed of the merger.
- ❖ **Ms. Cathy Bieterman** stated she will be meeting with Mr. Charles Branch on Wednesday to discuss opportunities.

**VII. New Business:**

**A. CERTIFICATE OF RECORDS DISPOSAL (RC-3) - VOTE**

- ❖ **Mr. Doug Lewis** stated there is a Certificate of Records Disposal in your meeting packet that will need a motion to dispose of the records identified.
- ❖ **Ms. Rita McMahon** stated this is per our approved public records. We do this annually to stay on top of our records.
- ❖ **Ms. Christine Shoop** made a motion to approve the Certificate of Records Disposal (RC-3). **Mr. Morgan McIntosh** seconded. **VOTE:** All in favor of approval (5 Ayes).

**B. WEBSITE ANALYTICS SEMI-ANNUAL UPDATE**

- ❖ **Ms. Rita McMahon** stated there was concern about website traffic when we moved the JEDD website to Concord Township's site. The analytics shows an increase in traffic from the end of October – May 2021 compared to our previous report. We peaked in March, and we had a lot of calls and activity in that timeframe as well. We think it was a good move and will continue to track every six months.
- ❖ **Mr. Doug Lewis** stated he finds it interesting the average view time is 1:19, but the JEDD main page is 2:19 and the business development page is 3:31, which is double and triple the average view times of users going on looking for business opportunities, so that is good.

**DISCUSSED UNDER NEW BUSINESS - NOT ON THE AGENDA**

- ❖ **Mr. Chris Galloway** discussed the new legislation regarding those being forced to work at home because of the pandemic. A House Bill passed to allow those taxpayers not commuting to the office to clawback dollars, going back one year. The Senate has a bill that is going to be for two years and allow those who are telecommuting versus being in a physical city, to, a.) not be taxed, and b.) get a rebate. Because this will impact the JEDD, would like to recommend that Ms. Rita McMahon meet with Mr. Andy Unetic to discuss what this will look like for the JEDD. Would like to figure out some analysis of what percentage of our workforce within the JEDD through this point in 2021 have been telecommuting and therefore not subject to payroll tax. This information will be helpful because both communities (Concord and Painesville) will have to put aside money of their share of JEDD revenue potentially to return some of that. Because the JEDD is healthcare heavy, I do not believe the JEDD will have endure a big impact. From a budget standpoint, an analysis would be good to review at our September meeting to understand what that may look like.
- ❖ **Mr. Chris Galloway** stated the State has not yet determined the impact on individual cities or statewide. This only impacts people that live in a township. For example, if you work in Mentor and live in Willoughby, and now you work in Willoughby, the employee will still owe that tax but it will just be to Willoughby rather than Mentor.
- ❖ **Mr. Chris Galloway** stated the House and the Senate will reconcile because one is for a year and the other is for two years. There is the potential that people, for example, have been working in a city and now work in a township for the last two years will be able to go back to the city in which they originally worked and ask for their percentage of tax back.
- ❖ **Mr. Doug Lewis** stated that will have a huge detrimental impact on cities.
- ❖ **Ms. Rita McMahon** confirmed she will get in touch with Mr. Andy Unetic to obtain an analysis for September's meeting.

**VIII. Next Meeting Dates:**

- ❖ September 10, 2021 and December 10, 2021 – No discussion.



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

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

**Ms. Christine Shoop** moved to adjourn the June 11, 2021 Board meeting. **Mr. Ray Sines** seconded. **VOTE: All in favor of approval (5 Ayes).**

The Board Meeting was adjourned at 9:21 a.m.

**Calendar for 2021**

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

September 10, 2021  
December 10, 2021

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