



**Concord Township-City of Painesville
Joint Economic Development District (JEDD)
Board Meeting Minutes
December 10, 2021
8:00 AM**

I. Call to Order:

The Concord Township-City of Painesville Joint Economic Development District (JEDD) Board met on Friday, December 10, 2021, 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: Business Representative, **Mr. Ray Sines**-YES; Painesville District Employee Representative, **Mr. Doug Lewis**-YES; Concord Township Representative, **Mr. Morgan McIntosh**-YES; Painesville City Representative, **Ms. Christine Shoop**-YES; Lake County Auditor, Chairman of the Board, **Mr. Chris Galloway**-YES.

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

III. Approval of Minutes:

- ❖ **Ms. Christine Shoop** requested to amend her statement on the 9/10/2021 JEDD Board minutes found on page two, V. Department Reports, A. Finance, to *potentially fewer* gaps rather than no gaps.
- ❖ **Mr. Doug Lewis** moved to approve the 9/10/2021 meeting minutes as amended. **Mr. Ray Sines** seconded. **VOTE:** All in favor of approval (5 Ayes).

IV. Board Member Correspondence:

- ❖ **Mr. Chris Galloway** stated the Board received a letter from the City of Painesville to reappoint Ms. Christine Shoop to the JEDD Board as the City of Painesville Representative.
- ❖ **Mr. Doug Lewis** moved to accept the appointment from the City of Painesville to reappoint Ms. Christine Shoop to the Concord-Painesville JEDD Board as the City of Painesville Representative. **Mr. Chris Galloway** seconded. **VOTE:** All in favor of approval (5 Ayes).
- ❖ **Mr. Chris Galloway** congratulated Mr. Morgan McIntosh on his new role as President of the Lake County Township Association.

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

VI. Department Reports:

A. FINANCE – Mr. Morgan McIntosh, Treasurer

Revenue and Expense Worksheet

- ❖ **Mr. Morgan McIntosh** stated we are having the best year we have had in a while. We collected \$1,104,452, 93% of the budget through November, so we should exceed our budget amount. We need to collect about \$70,500 to make it to budget. We have been collecting over \$100,000 each month. For perspective, in 2020 we collected \$1,014,800; 2019 we collected \$1,063,300; 2018 was \$1,014,169. Its been a good year for the JEDD, and we have new businesses coming in next year, so I believe we can expect that to continue. The split has been as follows: the JEDD has received \$85,755, Painesville \$246,548 and Concord \$739,644.
- ❖ **Mr. Chris Galloway** asked if we need to do anything with the Marketing Grant (PCIC) negative figure of \$8.36 found on the Revenue & Expenses worksheet (reconcile it or move it to another fund?).
- ❖ **Ms. Rita McMahon** stated the \$8.36 is what remains from the \$1,000 grant money we received. It is in our account and listed on the worksheet as a way to keep track of what we have left from the grant. They have not asked us to return the \$8.36 so no action is required. We will probably take it off the 2022 worksheet.



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A. FINANCE – Mr. Morgan McIntosh, Treasurer (Continued)

2021 Budget Adjustment

- ❖ **Ms. Rita McMahon** stated because we are anticipating receiving more revenue than we had originally budgeted, we have to adjust our total budget so our expenditures do not exceed the budget. The line items in blue on the 2021 Year-End Budget Adjustment worksheet are the items I am proposing we adjust. The first item is the Financial Expenses. I'm proposing to take that item to \$3,000. Usually the December payment for NMS gets paid in January and the January payment gets paid in January, so we end up with a slightly higher amount. The Overhead Expense, Concord Township and City of Painesville expenses are a subject of what I anticipate the total amount of revenue may be. I estimated a little high in anticipation that we would not end up in a deficit.
- ❖ **Mr. Chris Galloway** asked if we should adjust the revenue as part of the budget?
- ❖ **Ms. Rita McMahon** stated yes, the \$1,201,476 should be considered an adjustment.
- ❖ **Mr. Chris Galloway** stated let's call it \$1,200,000 and add a line item for Revenue in the amount of \$1,200,000 to the budget adjustment in addition to moving over the year-end budget adjustment \$222,976.
- ❖ **Ms. Rita McMahon** stated we budgeted \$55,000 for Marketing/Economic Development and we only spent \$15,000, so that line item has been reduced to \$20,000. The \$2,800 for Insurance is to cover what the proposed insurance amount is for this year (we pay 2022 insurance in 2021). The total increase in the budget is \$2,720.
- ❖ **Mr. Doug Lewis** moved to approve the 2021 Budget Adjustments as presented. **Mr. Ray Sines** seconded. **VOTE:** All in favor of approval (5 Ayes).

2022 JEDD Budget

- ❖ **Ms. Rita McMahon** stated the 2022 Proposed Budget Summary handout outlines the line items and changes made for the 2022 proposed budget. Year-end revenue carryover balance estimation is \$268,100, which is an increase of \$45,124 from the beginning of 2021. Total receipts for 2021 is estimated to be \$1,201,476, a 2.25% increase over what was originally budgeted. After discussions with Andy Unetic, along with the fact of a few new potential businesses contributing, we are estimating the new 2022 revenue will be \$1,250,000. The expenses have not changed very much from 2021. We kept the Marketing/Economic Development line item at \$55,000. On the budget draft you can see the 2022 Marketing/Economic Development breakdown. The Financial Services line item has been increased to \$3,210 to hopefully avoid a budget adjustment next year. Administrative Expense line item remains the same. There is no audit in 2022 so that line item is zero. Insurance has been increased to \$2,800 anticipating a slight increase for next year. Travel & Meeting Expenses has been increased to pay for three people to attend ICSC. We still have three registrations on account with ICSC. Office Expense and Dues, Subscriptions & Memberships remains the same. The Legal Counsel proposed budget is at what was approved last year, based on the ongoing court case. Distributions for Regional Income Tax Agency, Painesville and Concord are all functions of the proposed revenue of \$1,250,000. Note that if we spend 100% of the budget, expense exceeds revenue by \$2,260, but we have almost a \$300,000 carryover, so we will be okay.
- ❖ **Mr. Doug Lewis** stated the summary was very good. With revenues coming in and increasing, partially because of the good job the JEDD is doing in attracting and bringing in new business, I am proposing an increase in \$300/month for the JEDD Administrator. If we need to offset that, we can reduce the Marketing/Economic Development line item \$3,600 to balance the budget, reduce the Marketing/Economic Development line item by \$6,000, and we will basically have a balanced budget. We keep building up the reserves, so we have the funds to do this. I am putting this proposal out to the Board for discussion.
- ❖ **Ms. Christine Shoop** stated she agrees with Doug Lewis and believes the offer is fair.
- ❖ **Mr. Doug Lewis** stated we are seeing a lot of results based on work load. It takes an extensive amount of time and specific person to be able to do this well.
- ❖ **Mr. Morgan McIntosh** thanked Doug Lewis for making that point and would absolutely agree. He can attest that Andy Rose is in conversations with Rita McMahon on a regular basis.
- ❖ **Ms. Christine Shoop** moved to approve amending the 2022 JEDD Budget by increasing the Administrative Expense to \$18,600. **Mr. Morgan McIntosh** seconded. **VOTE:** All in favor of approval (5 Ayes).
- ❖ **Mr. Chris Galloway** stated the bottom expense line will now be \$1,255,860.
- ❖ **Mr. Chris Galloway** entertained a motion to approve 2022 JEDD Budget as amended. **Ms. Christine Shoop** moved to approve the 2022 JEDD Budget as amended. **Mr. Chris Galloway** seconded. **ROLL CALL VOTE:** **Mr. Ray Sines-YES; Mr. Doug Lewis-YES; Mr. Morgan McIntosh-YES; Ms. Christine Shoop-YES; Mr. Chris Galloway-YES.**



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B. ECONOMIC DEVELOPMENT COMMITTEE

- ❖ **Ms. Rita McMahon** stated the Economic Development Committee has not met since the last JEDD Board meeting. Based on conversations with various businesses and gaining a better understanding of what they are looking for, I recommend updating the JEDD marketing material. My goal is to update the marketing literature in 2022 with intentions of scheduling and Economic Development Committee meeting in the first quarter of 2022.

VII. Old Business:

A. JEDD MEMBERSHIP RECRUITMENT

- ❖ **Ms. Rita McMahon** stated we have had activity. There is one company that is ready to come into the JEDD. The Township BZA approved a second company that has agreed to come into the JEDD (the Sheetz proposed to go on the corner of SR 44 and Capital Parkway). In addition, we have ongoing conversations with Dr. Mohseni and anticipate her signing the petition. We have had some conversations with a medical use entity that is looking at a fairly large campus-type development that would be in the JEDD area, which is part of the Concord Real Estate parcels. They are anticipating coming back to Concord and the JEDD with some proposals next week.
- ❖ **Mr. Andy Rose** stated Ordnance Technology Service purchased the old Avery building from Lake Health/UH and are currently revamping their new site. If everything goes well, they should open in late February 2022. Forty-four new jobs will be created. They will be a nice addition to the JEDD.
- ❖ **Mr. Andy Rose** stated we have laid out some incentives, along with the State, to another Geauga County company that we have been courting for quite some time. Lake County has withdrawn. The company sent a strongly worded letter against Lake County. Mr. Rose would like to send a letter to soften the situation.
- ❖ **Ms. Rita McMahon** stated she has concerns about sending a letter.
- ❖ **The Board** discussed what steps should be taken at this time relative to the Geauga County business. It was agreed that the JEDD will wait and see what the business's next step will be based on the information they received from the County.
- ❖ **Ms. Rita McMahon** stated Andy Rose and herself have been in ongoing conversations with the realtor that represents Marriott. They are still looking in this area. We have recommended the Smyke parcel (on the corner of Auburn Road and Capital Parkway).
- ❖ **Mr. Chris Galloway** stated he believes this is the place for the Marriott because the Township could potentially give them signage on their property on SR 44 as part of an agreement. They get the signage they desire and the benefit of being located on what is going to be on a "hot" corner.
- ❖ **Mr. Doug Lewis** stated the Marriott has approached Painesville as well. They are looking at parcels near Gander Mountain and another property off of SR 44 near Jackson Street.
- ❖ **Mr. Chris Galloway** stated when we attend ICSC, the Marriott should be one of our main sit-downs. We should discuss what is coming into that sector of the JEDD area, making it clear to them this is the place to be and that there is a desirable three-acre parcel available.
- ❖ **Ms. Rita McMahon** stated the Chapin property is also still in play for the Marriott. This is a six-acre parcel, but this may be more feasible option given what is happening with land prices. The thought process is to buy it all and turn around and sell three of the six acres.
- ❖ **Ms. Rita McMahon** will contact the realtor to discuss the Smyke property as a potential location.
- ❖ **Mr. Andy Rose** stated business at Lucky's is steady and the owners are happy with business. They are adjusting stock to fit the customer base. They should know by early January about the liquor store approval.

B. ICSC DECEMBER 2021 RECAP – CALL FROM CHARLES BRANCH

- ❖ **Ms. Rita McMahon** stated we will call Charles Branch to receive an update on the December 2021 ICSC Conference and what he did on our behalf.
- ❖ **Mr. Charles Branch** stated there was not quite as many attendees as anticipated. From our perspective, we had a very good conference and are already receiving follow up calls. We sat down with many realtors and showed them opportunities in the JEDD and Painesville areas.
- ❖ **Mr. Charles Branch** stated he will provide Rita McMahon with a list of the retailers NextSite met with at the Conference to share with the Board.
- ❖ **Mr. Charles Branch** stated the Conference was much different than what they are used to, but it was still very productive. We look forward to having JEDD members attend the May 2022 ICSC Conference.
- ❖ **Mr. Charles Branch** stated NextSite is planning to attend the Texas ICSC Conference in February 2022. The smaller Conferences are coming back, and we expect to attend 10-12 in 2022.
- ❖ **Mr. Charles Branch** stated he is excited about the follow up conversations and will keep Rita McMahon updated.



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B. ICSC DECEMBER 2021 RECAP – CALL FROM CHARLES BRANCH (Continued)

- ❖ **Ms. Rita McMahon** communicated to Charles Branch that there is a lot of activity here. We have a couple of new businesses, Sheetz being one of them, that I will send you information on so that you can share it with realtors and retailers.
- ❖ **Mr. Charles Branch** stated it is great to hear about the Sheetz moving forward. This will be a big catalyst for the JEDD area. People are actively pursuing and getting aggressive, which is a positive momentum.
- ❖ **Ms. Rita McMahon** stated Lucky's Supermarket has been opened for several months and would like a report on them. We like to see where they are drawing from and what they are doing. This will also be a good catalyst for some of the other retailers in the area.
- ❖ **Mr. Charles Branch** stated he will provide a report on Lucky's.
- ❖ **Ms. Rita McMahon** asked if ICSC May 2022 is anticipating to be back to a full Conference.
- ❖ **Mr. Charles Branch** stated the expectation is full steam ahead for the ICSC May 2022 Conference.
- ❖ **Mr. Morgan McIntosh** stated the ICSC Conference dates are May 22-24, 2022.
- ❖ **Mr. Doug Lewis** stated registration is now open.
- ❖ **Mr. Charles Branch** stated NextSite will be keep pushing forward and will have follow up calls next week and into next year. We will keep the Board updated.

C. ICSC 2022

- ❖ **Ms. Rita McMahon** stated we can start registering people for the May 2022 ICSC Conference. How many people do we anticipate sending. We have three registrations on file from 2020. As done in the past, I can register three people and change the attendees if needed in the future.
- ❖ **Mr. Chris Galloway** stated to register three people. At the first 2022 JEDD Board meeting, we can register another attendee if necessary. I believe the May 2022 ICSC Conference will be a big conference with a lot of activity. Our area is starting to accelerate and there is a lot of interest.
- ❖ **Mr. Doug Lewis** stated he believes the companies have been waiting. They have been looking for sites and now it is going to be the time to pull the trigger. What the JEDD has done to attract new business will make a huge difference to someone that is looking.
- ❖ **Ms. Christine Shoop** asked if the JEDD would pay for three attendees and Painesville would pay for one attendee as done in the past.
- ❖ **Ms. Rita McMahon** stated yes, the JEDD would pay for three people and Painesville one. She will reregister the same three people as originally listed. We can decide in March 2022 who will be attending in May. Attendees can be changed up to two weeks prior to the conference.
- ❖ **Mr. Chris Galloway** suggested to begin looking for hotel deals and select a hotel sooner than later.
- ❖ **Ms. Christine Shoop** suggested to make hotel reservations for four people and cancel in the future if needed.
- ❖ **Ms. Rita McMahon** stated she will work on registration and hotel reservations.

D. WEBSITE ANALYTICS SEMI-ANNUAL UPDATE

- ❖ **Ms. Rita McMahon** stated the website analytics are in your packet. The activity is similar to what we have seen in the past and what we expected them to be. Does the Board want to continue to receive website updates semi-annually or move to annually?
- ❖ **Mr. Chris Galloway** stated receiving website analytics once a year will be fine.
- ❖ **Mr. Morgan McIntosh** stated if the objective of the website is for informational purposes rather than promoting the JEDD and web traffic, then I would agree with Chris Galloway.
- ❖ **Ms. Rita McMahon** stated we wanted to make sure people could find us. We have determined the website has been simple for users to find us. It is a place to find contact information easily. The website has not been used as marketing tool.

VIII. New Business:

A. AGREEMENT WITH STEVEN DOUGLAS CORP. AND ENDLESS DISCOVERY HOLDINGS / RESOLUTION 2021-02 - VOTE

- ❖ **Mr. Chris Galloway** stated Resolution 2021-02, A Resolution by the Board of Directors Authorizing the Concord Township-City of Painesville Joint Economic Development District to Enter into a Written Agreement with the Steven Douglas Corp., and Endless Discovery Holdings, LLC, to Establish in Part the Imposition of a Defined Income Tax and Rate to be Assessed for Certain Real Property Located within the JEDD District, was discussed in Executive Session. This Resolution has been prepared by Legal Counsel. Similar resolutions have been passed by Concord and Painesville and now the JEDD is the last body to act on it.



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A. AGREEMENT WITH STEVEN DOUGLAS CORP. AND ENDLESS DISCOVERY HOLDINGS / RESOLUTION 2021-02 – VOTE (Continued)

- ❖ **Mr. Chris Galloway** entertained a motion to approve Resolution 2021-02, A Resolution by the Board of Directors Authorizing the Concord Township-City of Painesville Joint Economic Development District to Enter into a Written Agreement with the Steven Douglas Corp., and Endless Discovery Holdings, LLC, to Establish in Part the Imposition of a Defined Income Tax and Rate to be Assessed for Certain Real Property Located within the JEDD District. **Mr. Morgan McIntosh** moved to approve Resolution 2021-02, A Resolution by the Board of Directors Authorizing the Concord Township-City of Painesville Joint Economic Development District to Enter into a Written Agreement with the Steven Douglas Corp., and Endless Discovery Holdings, LLC, to Establish in Part the Imposition of a Defined Income Tax and Rate to be Assessed for Certain Real Property Located within the JEDD District. **Ms. Christine Shoop** seconded. **ROLL CALL VOTE: Mr. Ray Sines-YES; Mr. Doug Lewis-YES; Mr. Morgan McIntosh-YES; Ms. Christine Shoop-YES; Mr. Chris Galloway-YES.**

B. INSURANCE RENEWAL - VOTE

- ❖ **Ms. Rita McMahon** stated we moved from the Ohio Plan to the Public Entities Pool of Ohio. There is a slight increase in insurance (a little over a \$100/year increase) because we asked them to do a Faithful Performance of Duty, instead of a bond, for Morgan McIntosh. We are at the basic liability limits, but we do have the option of increasing the limits. Given where we are at, I do not believe we need to increase our liability limits.
- ❖ **Ms. Christine Shoop** stated we are not like a city where we would have certain liabilities, therefore, does not see the need to increase the liability limits.
- ❖ **Mr. Doug Lewis** moved to approve the 2022 insurance renewal with Public Entities Pool of Ohio. **Ms. Christine Shoop** seconded. **VOTE: All in favor of approval (5 Ayes).**

C. ADMINISTRATOR CONTRACT / RESOLUTION 2021-03 – VOTE

- ❖ **Mr. Chris Galloway** stated we have budgeted for an increase so we will have to make an adjustment to the Administrator contract. In Article 2, Compensation, adjust the compensation from \$1,200 to \$1,500. I will write the new figure on the contract and initial it. No changes to the contract otherwise.
- ❖ **Ms. Rita McMahon** concurred there are no changes to contract other than compensation. It is one-year contract like past years. She thanked the Board.
- ❖ **Mr. Doug Lewis** moved to approve Resolution 2021-03, A Resolution by the Board of Directors Authorizing the Concord Township-City of Painesville Joint Economic Development District to Enter into an Agreement to Renew the Appointment of Aislinn Consulting, LLC as its Administrator, with the amendment discussed. **Mr. Ray Sines** seconded. **VOTE: All in favor of approval (5 Ayes).**

D. SELECTION OF OFFICERS FOR 2022-2023 - VOTE

- ❖ **Mr. Chris Galloway** stated the Board needs to select new officers.
- ❖ **Ms. Rita McMahon** stated Christine Shoop can no longer fill the Secretary role, Doug Lewis can continue as Vice Chairman and Morgan McIntosh can continue as Treasurer.
- ❖ **Mr. Chris Galloway** stated he would accept a nomination to redesignate Mr. Morgan McIntosh as JEDD Board Treasurer. **Mr. Doug Lewis** moved to approve to redesignate Mr. Morgan McIntosh as JEDD Board Treasurer for 2022-2023. **Ms. Christine Shoop** seconded. **VOTE: All in favor of approval (5 Ayes).**
- ❖ **Mr. Chris Galloway** stated he would accept a nomination for Mr. Ray Sines to become the Secretary of the JEDD Board. **Ms. Christine Shoop** moved to approve to Mr. Ray Sines as the Secretary of the JEDD Board for 2022-2023. **Mr. Doug Lewis** seconded. **VOTE: All in favor of approval (5 Ayes).**
- ❖ **Mr. Chris Galloway** stated he would accept a nomination for Mr. Doug Lewis as the Vice Chairman of the JEDD Board. **Ms. Christine Shoop** moved to approve to Mr. Doug Lewis as the Vice Chairman of the JEDD Board for 2022-2023. **Mr. Ray Sines** seconded. **VOTE: All in favor of approval (5 Ayes).**
- ❖ **Mr. Doug Lewis** motioned to reaffirm Mr. Chris Galloway as the Chairman of the JEDD Board. **Ms. Christine Shoop** seconded. **VOTE: All in favor of approval (4 Ayes – Mr. Chris Galloway abstained).**



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IX. Next Meeting Dates:

- ❖ **Ms. Rita McMahon** stated we scheduled the 2022 meeting dates quarterly (March, June, September and December) as we have done this past year.
- ❖ **Mr. Chris Galloway** stated he would accept a motion to establish March 11, 2022, June 10, 2022, September 9, 2022 and December 9, 2022 as our 2022 meeting dates and allow the JEDD Administrator to advertise as such. **Ms. Christine Shoop** made a motion to approve the set 2022 meeting dates as written in the December 10, 2022 agenda. **Mr. Doug Lewis** seconded. **VOTE:** All in favor of approval (5 Ayes).

Mr. Chris Galloway entertained a motion to adjourn the Board Meeting. **Ms. Christine Shoop** moved to adjourn the December 10, 2021 Board meeting. **Mr. Ray Sines** seconded. **VOTE:** All in favor of approval (5 Ayes).

The Board Meeting was adjourned at 9:35 a.m.

Calendar for 2022

Meeting(s) scheduled below are subject to change:

March 11, 2022
June 10, 2022
September 9, 2022
December 9, 2022

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

Chris Galloway, Chairman
Rita McMahon, JEDD Administrator