



**Concord Township-City of Painesville
Joint Economic Development District (JEDD)
Board Meeting Minutes
December 9, 2022
8:00 AM**

I. Call to Order:

The Concord Township-City of Painesville Joint Economic Development District (JEDD) Board met on Friday, December 9, 2022, at Concord Township Hall located at 7229 Ravenna Rd., Concord Township, Ohio. Mr. Chris Galloway called the meeting to order at 8:07 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)

III. Approval of Minutes:

- ❖ **Mr. Doug Lewis** moved to approve the September 9, 2022 meeting minutes. **Ms. Christine Shoop** seconded. **VOTE:** All in favor of approval (4 Ayes – Mr. Morgan McIntosh abstained).

IV. Board Member Correspondence:

Reappointment of Morgan McIntosh

- ❖ **Mr. Chris Galloway** stated that Morgan McIntosh was reappointed to the JEDD Board as the Concord Township Representative.
- ❖ **Mr. Chris Galloway** entertained a motion to accept the reappointment of Morgan McIntosh to the JEDD Board as Concord Township's Representative. **Ms. Christine Shoop** moved to approve the motion. **Mr. Doug Lewis** seconded. **VOTE:** All in favor of approval (4 Ayes – Mr. Morgan McIntosh abstained).
- ❖ **Mr. Morgan McIntosh** thanked the Board and expressed his gratitude for serving on the Board.

PEP Annual Election Ballot

- ❖ **Ms. Rita McMahon** stated PEP is our insurance company. They have a process to allow members to vote on who is on their Board of Directors. It is the Board's choice to send in a vote or not.
- ❖ **Mr. Chris Galloway** entertained a motion to authorize Rita McMahon to research the four candidates and to cast the ballot on the behalf of the JEDD organization, keeping in mind the nature of our governance. **Mr. Ray Sines** moved to approve the motion. **Ms. Christine Shoop** seconded. **VOTE:** All in favor (5 Ayes).
- ❖ **Mr. Doug Lewis** stated Don Buczek is a very good candidate for the PEP Board. He has been a finance director for a long time and would do an excellent job if elected.

V. Department Reports:

A. FINANCE – Mr. Morgan McIntosh, Treasurer

Revenue and Expense Worksheet

- ❖ **Mr. Morgan McIntosh** stated the total revenue through November is \$1,146,801. JEDD revenue through November was \$89,050 and JEDD operating expenses through November were \$44,600, Painesville's revenue was \$256,020 and Concord's revenue was \$768,059. Ninety-two percent of the year's estimate was collected. If we receive an annual average, we should reach our projected \$1.25 million. Things are as we expected.
- ❖ **Ms. Rita McMahon** stated we have \$100.00 revenue listed as Other Income for the month of November. We redeemed points on our credit card. Because we do not have a balance on our credit card, they sent us a check for \$100.00 instead of applying it as a credit to our account.

2022 JEDD Budget Adjustment – VOTE

- ❖ **Ms. Rita McMahon** stated there is a minor adjustment to the 2022 budget. We budgeted \$2,800 for our insurance. The actual amount of the insurance came in at \$2,801, and we pay this premium in December 2022 for coverage beginning January 1, 2023. Even though expenses are going to be well under the total budgeted, I propose we make the adjustment to \$2,810. Everything else is going to come within the original budget.
- ❖ **Mr. Chris Galloway** stated he will entertain a motion to amend the 2022 budget, Insurance line item from \$2,800 to \$2,810, as outlined by Rita McMahon. **Mr. Ray Sines** moved to approve the motion. **Ms. Christine Shoop** seconded. **VOTE:** All in favor (5 Ayes).



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V. Department Reports:

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

2023 JEDD Budget – VOTE

- ❖ **Ms. Rita McMahon** stated we are estimating the year-end revenue balance to be around \$256,000, which is approximately a \$33,000 increase over the beginning balance in 2022. Our total receipts in November were estimated to be \$1,247,000. I believe we will be closer to \$1,250,000. We will be very close to meeting our revenue amount for 2022.
- ❖ **Ms. Rita McMahon** stated she worked with Andy Unetic before he left and discussed what was happening in the JEDD for 2023. In 2023, we anticipate SDC, Ordinance Technologies and a potentially the ice cream store and car wash to be added to our receipts. As a result, we are estimating new revenue for 2023 at \$1,370,000. We have a good chance to come close to that.
- ❖ **Ms. Rita McMahon** stated the proposed 2023 budget is similar to previous years budgets. Legal Counsel, Economic Development, Administrative Expense, Office Expense and Dues, Subscriptions & Memberships line items remain the same as 2022's budget. See the yellow box on the 2023 budget for the Marketing/Economic Development breakdown. NMS has indicated an \$18/month increase so that is reflected on the budget. Not sure if we will have an audit this year, but have added an Audit Expense line item.
- ❖ **Mr. Chris Galloway** stated he will ask the audit team if they plan to audit the JEDD in 2023.
- ❖ **Ms. Rita McMahon** stated the Insurance line item has been increased about 15% based on the increase we saw this year. Travel has been bumped up due to high travel expenses this year compared to previous years. Overhead Expense, which are the monies we pay to the Regional Income Tax Agency, and the amounts for the City of Painesville and Concord Township are all percentages of the amount of revenue we were anticipating based on the \$1.37 million.
- ❖ **Ms. Rita McMahon** stated as our year-end balance continues to increase, at some point we may want to consider an investment, e.g., CD, with some of our money.
- ❖ **Ms. Rita McMahon** stated the City of Painesville sent a notification that there was an overpayment of income tax to the JEDD in 2021. As a result, there has been a request for a refund. It is not under the COVID legislation. It has to do with a contracting company that worked here but did not do work for two months, however, they paid us for the two months they did not work here. The City of Painesville will handle the refund and deduct it from our receipts.
- ❖ **Mr. Chris Galloway** asked the question if the JEDD has received any refund request under the COVID law in 2021.
- ❖ **Mr. Andy Rose and Ms. Rita McMahon** both stated no refund requests have been made under the COVID law. The above refund is the first we know of, and it is not COVID related.
- ❖ **Mr. Chris Galloway** stated we should discuss a potential CD and investing
- ❖ **Ms. Rita McMahon** stated she would research investment opportunities and present her findings at the next meeting.
- ❖ **Mr. Doug Lewis** made a motion to approve the 2023 JEDD budget. **Mr. Morgan McIntosh** seconded. **ROLL CALL VOTE: Mr. Ray Sines-YES; Mr. Doug Lewis-YES; Mr. Morgan McIntosh-YES; Ms. Christine Shoop-YES; Mr. Chris Galloway-YES**

Resolution 2022-02 Discussion

- ❖ **Ms. Rita McMahon** stated this is the resolution that the Board approved at the last meeting, which authorized me to be a signatory on the bank account, for administrative purposes, but to not write and/or sign checks. Fifth Third Bank rejected the resolution stating they would not authorize me to be a signatory if I did not have all the rights and privileges that were allowed under the bank's account.
- ❖ **Ms. Rita McMahon** stated the reason the resolution was created was to make it easier to access information with the bank. What role does the Board want to take in relation to this?
- ❖ **Ms. Christine Shoop** questioned why we bank with Fifth Third.
- ❖ **Ms. Rita McMahon** stated the JEDD has always used Fifth Third, and they have been very cooperative. There are currently several bank options to choose from in Concord.
- ❖ **Mr. Chris Galloway** stated Fifth Third Bank was chosen because it was the bank Concord Township used.
- ❖ **Mr. Chris Galloway** recommends to not make any changes at this time. More than likely all banks will have the same requirements in place as Fifth Third. This is not directed toward Rita, but from an internal control process and for our protection against fraud and otherwise, I would recommend we do not authorize the additional privileges to the Administrator. Because we are then discussing loosening those controls for the sake of convenience. I believe that would be a bad model. In addition, the auditors may question why we loosened the controls.



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V. Department Reports:

A. FINANCE – Mr. Morgan McIntosh, Treasurer

Resolution 2022-02 Discussion (Continued)

- ❖ **Mr. Morgan McIntosh** stated his experience with signatures on checks and endorsements is that it is not an active situation, it is more of a retroactive circumstance. The banks are not looking to see which checks are officially authorized and as a result, unauthorized checks get cashed. To Chris's point, maybe it is right to say that is not really an active first line of defense, it is more on the retributive side of things where you clean up your mess after the fact. So maybe it makes sense to not increase the signatory privileges.
- ❖ **Mr. Mike Lucas** stated the JEDD can leave the resolution in place because it was never executed, therefore, having no impact.

B. ECONOMIC DEVELOPMENT COMMITTEE

- ❖ **Ms. Rita McMahon** stated the Economic Development Committee has not met since the last Board meeting.
- ❖ **Mr. Chris Galloway** stated he requested a meeting with Concord's trustees to discuss the JEDD's activities and focus. We updated the other two trustees on the corridor area and where the JEDD stands. The feedback received from the trustees was to continue the current path we are on. They are not looking to change plans and concepts in terms of economic development and are pleased with the trajectory.
- ❖ **Mr. Morgan McIntosh** stated Rita McMahon did an introduction to the trustees January 2021 (about a year into his service) to recap the JEDD activities. When you think of everything that has gone into the JEDD and all the conversations within the community, there is actually quite a bit. A lot of that has been digested over the years. The conversation with the four of us, answering questions and explaining how economic development is a slow role within the JEDD District came after I attended ICSC, so I could speak to those conversations as well. The trustees have a lot of trust and faith in the JEDD Board and organization. They support the JEDD Board's direction, consequently, they do not see a need to do anything differently.
- ❖ **Ms. Rita McMahon** stated she plans to schedule an Economic Development Committee meeting in January 2023 now that Concord's support for the work we have been doing is confirmed. Painesville will have a new Economic Development Director at that time, so the plan is to invite her as well. In the past, we have taken a more global approach to the JEDD. However, I am finding through working with NextSite and property owners that we probably need to start focusing on specific properties and create targeted marketing materials for those properties. In addition, focus on some of industrial as well. Having specific marketing materials will help up us at ICSC.
- ❖ **Mr. Doug Lewis** stated from what Painesville has been doing, that is huge. Painesville has hired architects and have sat down with both developers/property owners and architects discussing what Painesville would like to see on the properties. In doing so, the hope is to get the developers/property owners agreement and then it is much easier to take the plan and market it. For example, we worked with an architect and a developer to give us a concept on how we could lay out the property along SR 44, at the interchange site. That has been very beneficial in going out to companies and telling them exactly what we anticipate when the interchange goes in. The hotel project in Painesville would not have happened if we did not present them with a concept plan.
- ❖ **Mr. Chris Galloway** stated it would be very important for either Rita McMahon or Andy Rose to reach out to Quail Hollow hotel owners and obtain an agreement from them to allow us to do such a thing.
- ❖ **Mr. Morgan McIntosh** has been hearing there is more and more interest in the Quail Hollow hotel site. Heather Freeman mentioned this property in our staff meeting, so discuss with her.
- ❖ **Mr. Andy Rose** stated he has a meeting next week to discuss the property. The owners have been quietly marketing the property. Also, they have cleared their Fire Department discrepancies and had an evaluation on the restaurant and catering. After the evaluation was completed, we have been receiving inquiries on zoning.
- ❖ **Mr. Morgan McIntosh** stated there has been talk of everything from renovating the facility to demoing it and different levels of housing. These conversations have been persistent for the last year.
- ❖ **Ms. Rita McMahon** stated she has been contacted by two developers asking about the status of the property.
- ❖ **Mr. Chris Galloway** stated if they are putting money into the property, it does not sound like there is a preference to demo it.



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B. ECONOMIC DEVELOPMENT COMMITTEE (Continued)

- ❖ **Mr. Morgan McIntosh** stated that it was almost a year ago when someone asked him about how would we feel about housing. More of it has been about utilizing the facility.
- ❖ **Mr. Chris Galloway** stated it would be a big win for the community to restore it back to a quality hotel, restaurant/bar and banquet facility.
- ❖ **Mr. Morgan McIntosh** stated residents would be thrilled with that outcome.
- ❖ **Mr. Chris Galloway** stated that is somewhat good news, and we can set up meetings with the various hotel people to make them aware this is back on the market again.
- ❖ **Ms. Rita McMahon** stated she will follow up on this.
- ❖ **Mr. Doug Lewis** asked if Concord is using TIFs.
- ❖ **Mr. Andy Rose** stated yes, Concord has five TIFs in place now. We use every tool in the box.
- ❖ **Mr. Chris Galloway** stated there are just slightly over 800 TIFs across Lake County.

VI. Old Business:

A. JEDD MEMBERSHIP RECRUITMENT

Fifth Amendment

- ❖ **Ms. Rita McMahon** stated the Fifth Amendment to the JEDD contract has been approved by both the City of Painesville on November 21, 2022 and Concord Township on December 7, 2022. After the minutes are approved from the Concord Township meeting, I will send everything down to the State of Ohio for authorization. This adds two parcels to the JEDD, giving us a total of 19 parcels in the JEDD. Considering we started with four, that is significant.
- ❖ **Ms. Rita McMahon** stated we have two or three outstanding petitions right now for additional properties that would go into the JEDD. That continues to be a focus for Andy Rose and myself. At the beginning of next month, we will officially have these two parcels.

B. ICSC 2023 – MAY 21-23, 2023

- ❖ **Ms. Rita McMahon** stated the hotel registration usually opens in mid-February. Our next meeting will not be until March, therefore, looking for direction from the Board as to where to book hotel reservations. Treasure Island is the least expensive of the hotels. Currently, we have three people registered, myself, Chris and Christine. Do we want to add additional people from Painesville and Concord or make revisions? It is easier to make the hotel reservations all at the same time, but changes can be made up to two weeks prior.
- ❖ **Mr. Chris Galloway** stated when the hotel registration opens up he will discuss options with Rita McMahon. In the meantime, he will reach out to other Lake County communities to see where they are planning to stay. I believe it works well when we are all at the same place because we can network and share transportation.

C. WEBSITE ANALYTICS ANNUAL UPDATE

- ❖ **Ms. Rita McMahon** stated there are two graphics in your meeting packet that show website traffic for the year. On the graphic with the pie chart, pages 1, 4, 8 and 9 are for the JEDD. What I thought was interesting is the average time on a page. The page with the highest amount of time is the JEDD demographics page followed by the member benefit page. We have been posting information we get from NextSite on the website, so obviously that has been a real benefit to people.
- ❖ **Mr. Chris Galloway** asked if the Business Directory page has been updated?
- ❖ **Mr. Andy Rose** stated yes, Heather Freeman just recently updated the Business Directory.
- ❖ **Ms. Rita McMahon** stated I believe moving the JEDD information to Concord's website has been beneficial for the JEDD and Concord Township.
- ❖ **Ms. Christine Shoop** stated it also manages the frustration of the people that are trying to find what they are looking for from a customer perspective.

VII. New Business:

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

- ❖ **Ms. Rita McMahon** stated the current RC-3 is a standard records disposal based on our records retention program. We will be eliminating a number of paper copies and documents, maintaining electronic versions of our financial records and agendas, etc. There is nothing on the current RC-3 that is different from previous years.



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VII. New Business:

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

- ❖ **Ms. Christine Shoop** moved to adopt the Records of Certificate Disposal (RC-3). **Mr. Morgan McIntosh** seconded. **VOTE: All in favor (5 Ayes).**

B. INSURANCE RENEWAL - VOTE

- ❖ **Ms. Rita McMahon** stated Public Entities Pool of Ohio is the same insurance as we had last year. The premium increased just shy of \$100 for the year. I reviewed the document and it is the same level of coverage we have had in the past years and includes a bond of faithful performance for our Treasurer. I would recommend renewal of the 2023 insurance proposal.
- ❖ **Mr. Ray Sines** made a motion to approve the renewal of the Public Entities Pool of Ohio insurance policy for 2023. **Ms. Christine Shoop** seconded. **VOTE: All in favor (5 Ayes).**

C. ADMINISTRATOR CONTRACT / RESOLUTION 2022-03 – VOTE

- ❖ **Ms. Rita McMahon** stated this contract and fee structure is the same as last year.
- ❖ **Mr. Morgan McIntosh** made a motion to approve Resolution 2022-03, 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. **Ms. Christine Shoop** seconded. **VOTE: All in favor (5 Ayes).**

D. NMS CONTRACT – VOTE

- ❖ **Mr. Chris Galloway** stated as Rita McMahon previously mentioned, NMS is increasing their monthly fee \$18 per month.
- ❖ **Ms. Rita McMahon** stated this contract is for a two-year time frame, running through the end of 2024. NMS has been very supportive and thorough. We have also been very fortunate to have the same accountant for the past seven years.
- ❖ **Mr. Doug Lewis** made a motion to approve the agreement for accountancy services for 2023-2024. **Mr. Ray Sines** seconded. **VOTE: All in favor (5 Ayes).**

VIII. Set 2023 Meeting Dates:

- ❖ **Mr. Chris Galloway** stated Rita McMahon is proposing the 2023 meeting dates found on the agenda. The Board discussed the dates and made some revisions. The 2023 meeting schedule is as follows:
 - March 17, 2023
 - June 9, 2023
 - September 15, 2023
 - December 8, 2023

IX. 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 to enter into Executive Session for purposes of pending litigation and economic development. **Mr. Morgan McIntosh** 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. **Mr. Ray Sines** made a motion to close Executive Session for purposes of pending litigation and economic development. **Mr. Morgan McIntosh** seconded. **VOTE: All in favor (5 Ayes).**

Mr. Chris Galloway entertained a motion to adjourn the Board Meeting. **Mr. Ray Sines** moved to adjourn the December 9, 2022 Board meeting. **Mr. Morgan McIntosh** seconded. **VOTE: All in favor of approval (5 Ayes).**

The Board Meeting was adjourned at 10:02 a.m.



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Meeting(s) scheduled below are subject to change:

March 17, 2023
June 9, 2023
September 15, 2023
December 8, 2023

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