



**Concord Township-City of Painesville  
Joint Economic Development District (JEDD)  
Board Meeting Minutes  
March 17, 2023  
8:00 AM**

**I. Call to Order:**

The Concord Township-City of Painesville Joint Economic Development District (JEDD) Board met on Friday, March 17, 2023, 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**-ABSENT; 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. Ray Sines** moved to approve the December 9, 2022 meeting minutes. **Mr. Doug Lewis** seconded.  
**VOTE:** All in favor of approval (4 Ayes).

**IV. Board Member Business/Correspondence:**

- ❖ **Mr. Doug Lewis** commented that all did very well at the Eastern Lake County Chamber of Commerce.

**PEP / 2023 Coverage Changes & Loyalty Credit**

- ❖ **Ms. Rita McMahon** stated the JEDD received a letter indicating minor changes in our coverage regarding communicable disease, but there is no change in our cost. In addition, the JEDD received a one-time loyalty credit of \$293.93. The check has been deposited into our account.

**Fifth Third 2023 Bank Changes**

- ❖ **Ms. Rita McMahon** stated Fifth Third made minor changes to business accounts. The changes do not affect the JEDD.

**JEDD Domains Renewal**

- ❖ **Ms. Rita McMahon** stated we renewed our JEDD domains for 10 years through Lake County IT.

**V. Department Reports:**

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

**Revenue and Expense Worksheet**

- ❖ **Ms. Rita McMahon** stated revenues for the first three months of 2023 are slightly down from last year. The first three months of last year were also slow, but we came back in May. Our resources through the March distribution are \$233,773.00, of which the JEDD has obtained \$18,104.00. At this time last year we were at \$279,000.00. We are slightly below where we anticipated to be, but I am still comfortable we will meet our numbers.
- ❖ **Ms. Rita McMahon** stated our expenses are typical for this time of the year, for example, administrative, financial and legal services expenses.

**2022 Annual Financial Statement**

- ❖ **Ms. Rita McMahon** stated we ended the year in 2022 at \$270,548.00. Revenues through the year were estimated at 1,250,000.00 and came in at \$1,248,000.00, so were almost exactly on target to where we thought we would be. The financial statement was filed by the 2/28/2023 deadline.
- ❖ **Mr. Chris Galloway** stated he asked the state auditors what their plans are regarding a JEDD audit this year. They are looking into it.
- ❖ **Ms. Rita McMahon** stated she has not heard anything from the auditors, however, we did budget \$3,000.00 if an audit does occur. There has been discussion about moving entities like ours to every three years rather than every two years. However, we have not received notification of that either.





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**V. Department Reports (Continued):**

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

**Investment Opportunities**

- ❖ **Ms. Rita McMahon** stated at the last meeting she discussed the possibility of investing some of the \$270,000.00 plus JEDD dollars. There are several CD options available at various rates. We are eligible to participate in Star Ohio. STAR Ohio's overnight rate was 4.84%, and the annualized yield is at 4.94%. Also, business account CD's are another option. Most banks make the client come in for an appointment to discuss options with them. Nothing is posted online. That is the case with our bank, Fifth Third Bank. We can also look into First Federal of Lakewood. We would have to create a resolution to participate in an investment.
- ❖ **Mr. Ray Sines and Mr. Chris Galloway** suggested that Rita McMahon look into the STAR account opportunity further.
- ❖ **Mr. Chris Galloway** asked Mike Lucas to begin working on a resolution.
- ❖ **Ms. Rita McMahon** stated there will be a proposal ready for the June JEDD Board meeting.
- ❖ **Mr. Chris Galloway** stated if everything comes together quickly, we can hold a special meeting if we do not want to wait until June.
- ❖ **Ms. Rita McMahon** stated she will begin the process by doing some more research and working with Jim Teknipp to make this happen. Then we can decide how much we want to invest.
- ❖ **Mr. Chris Galloway** stated he has contact information for Robert Sprague's (Ohio Treasurer) regional representative and will pass along his information to help expedite the process.

**B. ECONOMIC DEVELOPMENT COMMITTEE**

**January 31, 2023 Meeting / Updated JEDD Marketing Material**

- ❖ **Ms. Rita McMahon** stated the Economic Development Committee met on January 31<sup>st</sup> to discuss marketing materials and changing our focus. Based on that, we talked about how we sell the JEDD and the corridor by focusing more on coming to Concord and the corridor. The JEDD is the tool to promote economic development. The draft brochure in your packet is a preliminary mock up. The cover will have Concord and corridor type pictures followed by the first page that will say, "Why Concord Township." As we learned from going to ICSC and talking to businesses, first and foremost they want to know about the region, the area and why they should be here. I am working with Heather Freeman and Andy Rose to create the "Why Concord?" entry page. The second page would talk about the economic development corridor and possibly include a map. The last page will be about the Concord-Painesville JEDD as the economic development tool. We are the entity that is helping to sell it and to make it happen. Before I come up with final content, I want to make sure the Board agrees that this type of document is acceptable.
- ❖ **Ms. Rita McMahon** stated the next step is to create individual flyers for properties we are trying to promote as well as creating a demographics page and an incentives page to add to the brochure. This will help to keep our documents up-to-date with ease and to create customized packets. The goal is to have everything ready for ICSC in May to have something newer to present. The brochure and flyers were the major focus of the meeting. I will send drafts of everything to the Committee for feedback so we can finalize before May.
- ❖ **Mr. Chris Galloway** stated if we have a special meeting, we can add the finalization of the brochure and the flyers to the agenda.
- ❖ **Ms. Rita McMahon** stated we are waiting to get spring images from various entities for the brochure cover.
- ❖ **Mr. Galloway** stated we can add a placeholder for pictures until we get the desired images. My thought was to use some of what you have but more along the lines of using some of the brands of prominent businesses, for example, a nice picture of the Holiday Inn Express and Starbucks. That was where I was going with it versus just showing we are a pretty community.
- ❖ **Ms. Rita McMahon** stated we talked briefly about the incentive package. Currently, we have a JEDD grant program that allows us to provide resources to JEDD participants. I am researching other JEDD's to see what incentives they provide to participants. I will come back with a tweak to our incentives, but it will not be significantly different. We are in-line with other JEDDs. We discussed capital investment for one grant program, but many other communities are talking about payroll grant programs. I believe we may want to switch to that type of program. I would like to play with some numbers before coming back to the Board with a recommendation.
- ❖ **Ms. Christine Shoop** stated the Committee discussed that the incentive dollar figures were too low. So, when we look at payroll, from a city tax perspective, that is the number.
- ❖ **Ms. Rita McMahon** stated she is reviewing all that information to see what is a good investment in terms of the corridor.





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**V. Department Reports (Continued):**

**B. ECONOMIC DEVELOPMENT COMMITTEE**

**January 31, 2023 Meeting / Updated JEDD Marketing Material**

- ❖ **Mr. Doug Lewis** stated Painesville's incentives are given to anybody with good reason. In many cases, incentives are used to help existing businesses and not just to attract new businesses.
- ❖ **Ms. Christine Shoop** asked if the JEDD has any incentives to entice existing businesses.
- ❖ **Ms. Rita McMahon** stated we have three incentive programs currently available for existing JEDD members. They are:
  1. Capital Investment (e.g. to make an upgrade)
  2. Payroll Tax Rebate
  3. Net Profit Rebate

**VI. Old Business:**

**A. JEDD MEMBERSHIP RECRUITMENT**

**Sheetz**

- ❖ **Mr. Chris Galloway** stated you have the signed Sheetz petition in your packet.
- ❖ **Ms. Rita McMahon** stated we also received the property owners petition as well because Sheetz is a lease situation. I have asked Andy Rose to get this in front of the Trustees to schedule a public hearing and have also sent the information to Doug Lewis. I would like to coordinate the two public hearings.
- ❖ **Mr. Andy Rose** stated he anticipates asking the Trustees at the April 3, 2023 Concord Staff Meeting to schedule a public hearing for May 3, 2023.
- ❖ **Ms. Rita McMahon** stated she will get the packet together and give to each entity to have on file.
- ❖ **Ms. Rita McMahon** stated we are in discussions with additional property owners who have indicated a willingness to consider joining the JEDD. We may get a petition or two from them. If so, we can add that to the public hearings.
- ❖ **Mr. Ray Sines** stated University Hospitals is moving ahead and making some changes at various locations, for example, moving all birthing related procedures to one facility. All health facilities are losing money right now. It is very difficult to find doctors and nurses and are up against the high costs of traveling nurses.
- ❖ **Mr. Doug Lewis** stated the City of Painesville is entertaining the idea of hiring 1-2 nurse practitioners that would be on staff to be available to the City, the County, the schools and potentially Lake Erie College employees (totaling around 15,000 people). There will be no cost and no copay to the patient, but will be an overall cost savings to the entities.

**B. ICSC 2023 – MAY 21-23, 2023 / JEDD REPRESENTATION AT ICSC**

- ❖ **Ms. Rita McMahon** stated there are currently four people registered for ICSC. From the JEDD the attendees are: myself, Chris Galloway, Morgan McIntosh and Doug Lewis. Susan Crotty, the Painesville Economic Development Director, will also be attending. Reservations are made for everyone for Saturday through Monday nights. Nobody is registered to stay the last day (Wednesday). If hotel accommodations need to be revised, let her know.
- ❖ **Mr. Chris Galloway** stated last year, he stayed the extra day. He will look at flights to see if it makes sense to have at least one person stay later in the day.
- ❖ **Ms. Rita McMahon** stated she spoke with Charles Branch with NextSite and discussed what we want to be looking at when we attend ICSC. He is beginning to make some appointments for us. Charles Branch will send an updated business leakage analysis to help with making appointments with entities other than what NextSite is setting up for us.
- ❖ **Mr. Chris Galloway** suggested he and Rita McMahon discuss in the near future a plan for ISCC appointments. Also, asked Rita McMahon to obtain a jpeg file of architectural drawings from Brandon Dines so we can drop images into the new marketing material showing the new businesses going in.
- ❖ **Mr. Chris Galloway** suggested that everyone should begin looking at airfare.
- ❖ **Ms. Rita McMahon** stated she has been talking with Susan Crotty on a regular basis about ICSC and will plan a meeting with NextSite to bring her up to speed.



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**VI. Old Business (Continued):**

**B. ICSC 2023 – MAY 21-23, 2023 / JEDD REPRESENTATION AT ICSC**

**Miscellaneous Business Items**

- ❖ **Mr. Chris Galloway** stated the County is going through a shift. Microsoft is pulling the plug on local server's email support. We are running out of runway in terms of support, warranty and security on our current servers at the County. This is basically forcing everyone to move to Office 365. As a result, the County is making plans to shift in that direction, hopefully by the end of this year. We are in the approval process stage. In talking with Nick Falcone, he stated the JEDD has several emails. I do not believe we use any of the JEDD emails other than Rita McMahon's. Asked Rita McMahon to talk with Nick Falcone to figure out what we want to keep and delete so we do not have to pay for extra Office 365's we are not using and to discuss how to handle the JEDD Administrator's email account.
- ❖ **Mr. Chris Galloway** stated the one nice thing about moving to Office 365 is that everything Microsoft related is included. However, this new subscription will be a major cost increase for the County.

The Board Meeting was adjourned at 9:00 a.m.

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

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