



**Concord Township-City of Painesville  
Joint Economic Development District (JEDD)  
Board Meeting Minutes  
September 15, 2023  
8:00 AM**

**I. Call to Order:**

The Concord Township-City of Painesville Joint Economic Development District (JEDD) Board met on Friday, September 15, 2023, at Concord Township Hall located at 7229 Ravenna Rd., Concord Township, Ohio. **Mr. Doug Lewis** 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**-ABSENT.

**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 June 9, 2023 meeting minutes. **Ms. Christine Shoop** seconded.  
**VOTE:** All in favor of approval (4 Ayes).

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

- ❖ **Ms. Christine Shoop** stated she had no business/correspondence to report.
- ❖ **Mr. Morgan McIntosh** stated Heather Freeman, Andy Rose, Mike Lucas and himself had a meeting with the people from Concord Real Estate (Chris Hondlik, John Monroe, Tony Coyne and Bill West). They were exasperated with Concord Township because they felt we have been discouraging interested entities from purchasing Concord Real Estate's properties within the Township. In the end there was a meeting of the minds on how we move forward. Overall, the meeting went fairly well.
- ❖ **Mr. Morgan McIntosh** stated, prior to meeting with Concord Real Estate, we had a couple of meetings this spring and summer with people interested in Concord Real Estate's land, and it got back that we were discouraging, pulling incentives, etc. We proved the point, at least on the Concord Township side, that we are not in the position to give a lot of incentives, and if people are not willing to join the JEDD, we do not have much to give them. Every meeting was conducted in teams, and it was made abundantly clear that while certain uses were not particularly desired on the land, it was totally up to Concord Real Estate and the perspective client to agree on a deal, and Concord Township would not stop the deal. It appeared that the real estate side was not being as candid with the legal side because when we reiterated that, the legal side appeared to be surprised.
- ❖ **Mr. Andy Rose** stated we (Heather Freeman, Rita McMahon and myself) are meeting with Chris Hondlik on September 20, 2023 to discuss opportunities, marketing and how we move forward.
- ❖ **Mr. Morgan McIntosh** stated it seems like they are still asking a lot for the land, from our perspective. They expressed there was interest in putting a 105,000 square foot warehouse next to the Township's property. Speaking as their neighbor, that is not what we really want adjacent to us, but reiterated if they make a deal, then that is it. The warehouse owner mentioned their other opportunities were substantially less expensive (\$45,000/acre less).
- ❖ **Ms. Christine Shoop** asked if we have design capabilities if they do want to put up a warehouse building.
- ❖ **Ms. Heather Freeman** stated there is no design review for the RD2 district, but there are some basic requirements to screen rooftop mechanical equipment.
- ❖ **Ms. Rita McMahon** stated there are design review requirements in the deed restrictions in that particular subdivision.
- ❖ **Mr. Morgan McIntosh** stated, to that point, the Trustees are holding an in-service meeting to discuss economic development with the zoning boards next week. We have had some new members rotate on our boards, and we have not talked about economic development in substance.
- ❖ **Mr. Morgan McIntosh** stated in 2017 the Zoning Commission put forth the zoning to do some of the Town Center amendments, but the Trustees did not move forward. We may want to pull some pieces out of there and begin reamending the zoning because that overlay district probably addressed a lot more of those factors. At this point, a lot of that is untouched. So, we plan to update our zoning boards in hopes they will pick up some work from that and address some of the issues one by one rather than a mass zoning amendment.
- ❖ **Mr. Morgan McIntosh** stated the car wash and ice cream properties are cleared. Now that it is cleared you can see Sheetz, which will open this fall.





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**IV. Board Member Business/Correspondence (Continued):**

- ❖ **Ms. Rita McMahon** stated I have been invited to the meeting to discuss the JEDD and economic development.
- ❖ **Mr. Morgan McIntosh** stated the Concord Board of Trustees have committed to the vision in spirit but have not taken it up as an issue. In 2021, Rita McMahon and Heather Freeman gave a presentation to the Board regarding the Town Center history. This upcoming meeting will be set up like a panel discussion so the zoning boards can interact with the Trustees and talk through questions. It is more like a workshop to discuss what is in place and gain continuity.
- ❖ **Mr. Ray Sines** stated he had no business/correspondence to report.
- ❖ **Mr. Doug Lewis** stated all the Painesville projects are continuing to move forward, some a little slower than others due to the cost of materials. Sheetz had their grand opening and did a nice job with the design of the building, particularly to the entry way on Richmond Street. We have received a lot of positive comments. With that, we have additional development in the Richmond Street corridor which will be announced in the near future.

**V. Department Reports:**

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

**Revenue and Expense Worksheet**

- ❖ **Mr. Morgan McIntosh** stated so far through August, we have collected \$815,660, Concord \$546,442, Painesville \$182,147 and the JEDD is taking in \$63,649. Current collections are about \$101,000 a month. If we continue, we will collect about \$1.2 million for the year. Estimated revenue is \$1.37 million. If there are no changes, we will be about \$146,000 under budget. So slightly less than 2022 is what we are on track for.
- ❖ **Mr. Morgan McIntosh** stated there were several large net profit payments that will not be paid from University Hospital. While the amount University Hospital is paying is equal to or greater than what Lake Health and University combined paid last year, there has been a reduction in the amount the medical offices have paid, so they are no longer paying or have reduced contributions by about 20%. SDC's opening has been delayed.
- ❖ **Ms. Rita McMahon** stated Jim Teknipp and I met with Bill Parkinson, Painesville's Finance Director, to discuss the income tax and what is going on. There is still no exact answer on what happened in March when we had to give a refund back. Bill Parkinson did contact RITA and received information regarding the comparison between 2022 and 2023, who is paying and who is not. The big change is not in terms of what the hospitals have been paying, but rather some of the doctors have not been doing as much work with the hospital and changes in the net profits. We will end up below what we originally estimated because we estimated three-quarters of a year with SDC and that did not happen. It will affect our budget projection for 2024. We will be around what we made last year.

**STAR Ohio Investment**

- ❖ **Mr. Morgan McIntosh** stated our investments are doing fairly well, and we are getting some nice returns.
- ❖ **Ms. Rita McMahon** stated the total year-to-date returns made is \$1,879.11 in a three-month period.

**2021-2022 Audit**

- ❖ **Ms. Rita McMahon** stated our audit is completely 100% clean, everything is in compliance. The audit is currently in draft form and not for publication until 10 days have passed (to make any comments or ask questions). An AUP (Agreed Upon Procedure) audit was completed this year. Next cycle will be a full audit.

**Credit Cards and Banking**

- ❖ **Ms. Rita McMahon** stated Chris Galloway mentioned at a previous meeting that his credit card was denied because it reached its limit at ICSC. As a result, Chris Galloway asked me to look at other financial institutions to see if we could obtain a better deal. Here is what I learned from each institution contacted:
  - **Fifth Third Bank** - The bank manager stated the bank requires a resolution from our Board as well as a formal request if we want to raise our current credit card limit.
  - **Key Bank** - They would happy to have us as their client, however, in order to get a credit/purchasing card, they require a minimum of \$50,000 in transactions per year. The JEDD is nowhere near that figure.





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

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

**Credit Cards and Banking**

- **Huntington Bank and First Federal Lakewood Bank** - Representatives from both institutions said there is no guarantee that we would receive a \$10,000 credit card limit with them because we do not have history with their banks. They no longer look at how much money is in the bank account, but rather how many credit card transactions are made. The more transactions, the greater likelihood of raising the limit.
- ❖ **Ms. Rita McMahon** stated most credit card limits for small businesses start between \$5,000-\$10,000. The reasoning is, if we put money in their bank, we can take the money out at any time. There is no guarantee we will keep the money in the account. After talking with all the bank representatives, my recommendation is to stay with Fifth Third Bank. Right now, we have two credit cards, one in my name and one in Chris Galloway's name. My credit card has a \$7,500 limit on it because I do most to the purchasing for the JEDD. Chris Galloway's card has a \$2,500 limit. I can ask Fifth Third to adjust the limits or we can ask for a limit increase.
- ❖ **Mr. Morgan McIntosh** stated if we hit our limit or are close to it every month, then the bank would be more willing to increase the limit. Currently, we hit our limit one time a year (for ICSC).
- ❖ **Ms. Rita McMahon** stated that is correct. We never hit the total \$10,000 limit, just Chris Galloway's limit.
- ❖ **Mr. Morgan McIntosh** stated maybe we should just rebalance the limits.
- ❖ **Ms. Christine Shoop** asked Rita McMahon if she ever reached her limit.
- ❖ **Ms. Rita McMahon** answered no.
- ❖ **Ms. Christine Shoop** suggested to think about a credit union, for example Painesville City Credit Union or Lake County.
- ❖ **Mr. Morgan McIntosh** stated he believes rebalancing the limits is the way to go. Would we still hit limits if we rebalance? A lot of time has been spent researching to find out it is not an option. For one time a year I do not have a problem getting reimbursed for travel and meeting expenses. The reimbursement process is simple and efficient.
- ❖ **Ms. Christine Shoop** stated now that we are aware of the situation, it is just a matter of managing the cards.
- ❖ **Ms. Rita McMahon** stated if we decide to send four people to ICSC next year, registration is around \$800/person so we will be pushing \$4,000 on the credit card for that.
- ❖ **Ms. Christine Shoop** stated, with the knowledge that we now have, my vote is keep the credit limits as is and manage it from that perspective.
- ❖ **The remainder of the Board** agreed keep the credit limits as they currently are, with no rebalance change.

**PEP Insurance Renewal**

- ❖ **Ms. Rita McMahon** stated the PEP insurance renewal came in. On the forms, they are asking who the JEDD designated representatives are for the organization. As in the past it is Chris Galloway and myself. That form has been returned. We have asked for an insurance quote by November 1<sup>st</sup> so we can include that in the 2024 budget.

**ICSC Membership Renewals**

- ❖ **Ms. Rita McMahon** stated all ICSC memberships have been renewed with the exception of Ray Sines. Membership dues used to be \$50/year and now it is \$125/year, so you will see an adjustment in the budget for next year relative to that.

**B. ECONOMIC DEVELOPMENT COMMITTEE**

**Future Land Use of Quail Hollow Hotel**

- ❖ **Mr. Doug Lewis** stated Rita McMahon put together a draft RFP for the Quail Hollow Hotel site, which is included in your Board packet, to obtain input from the Board to finalize it.
- ❖ **Mr. Rita McMahon** stated, as discussed briefly at the last meeting, Andy Rose and I had a call with the current manager of the Quail Hollow facility about us doing an RFP, what their status was and what they planned to do with the property. They want to sell the property and currently have an insurance claim filed regarding the sink holes. They are working with the insurance company to repair at least the one sink hole that is under the building, so they can stabilize the building.
- ❖ **Ms. Rita McMahon** stated the manager said their company is in favor of this type of approach. One of the challenges they have had is the limited zoning. The thought was we could hire a company to give us a market analysis of potential good uses for this property. We could give that information to the Township, and they could use that information to evaluate if they want to make changes to that zoning code section to maybe expand to some of the uses that may be appropriate for that property. Right now, what is currently there is what a property owner is permitted to do there.





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

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**Future Land Use of Quail Hollow Hotel**

- ❖ **Ms. Rita McMahon** stated she talked with a couple of economic development consultants who do this kind of work, and they are interested in responding to the RFP if we go that route.
- ❖ **Mr. Doug Lewis** questioned if this is the right approach. I am of the opinion to tell potential owners what you want on the site and provide a drawing reflecting that. Otherwise, it could be something totally different. This what we have done in Painesville lately, we tell people what we want at various locations. We hire an architect to show us what the property would like and then market that to developers, rather than bring someone in and then develop a plan. We have done that in the past and many times the developers have a different idea than we did.
- ❖ **Mr. Morgan McIntosh** stated broadly speaking, Concord Township does not have a concise answer to that. Everything we have seen come towards us and/or any peripheral conversation regarding that property revolves around residential. It's either resurrecting it as a hotel, converting the structure into some type of senior living, or going with more of the residential that surrounds Quail. It all seems to surround that type of use.
- ❖ **Mr. Doug Lewis** stated that is my question. I would not want a senior assisted living facility. From an ambulance and fire service standpoint, your fire department will be responding frequently. If an RFP is completed, you can then at least provide some direction as to what the Township would like to see at that site.
- ❖ **Ms. Christine Shoop** asked the question if the property is in the JEDD.
- ❖ **Ms. Rita McMahon** stated the property is in the JEDD district but they are not a JEDD member.
- ❖ **Ms. Christine Shoop** recommended that they become a JEDD member before we hire an economic development consultant. To Morgan McIntosh's point, the Concord Trustees have not discussed what they want. We are an arm of Concord Trustees to help with economic development, no questions asked. However, we do not have a direction from the Trustees and believe we need that to prior to moving forward.
- ❖ **Mr. Morgan McIntosh** stated we do want to see something on that property. We have the comp plan and the Risinger conceptuels, which focuses on Capital Parkway, SR 44, Auburn and Crile Road. When all of that was done, as a whole, that was a viable hotel in a state of decline, now it is a vacant hotel, completely abandoned. That is the curve ball, so to speak. We have not taken that question up. The last comp plan was in 2015, so we are getting to that 10-year point.
- ❖ **Mr. Morgan McIntosh** stated the Quail property owners are doing the bare minimums to keep the building standing. The sink holes have become an issue and now nobody wants to touch it.
- ❖ **Mr. Andy Rose** stated the problem with the sink hole is that they built over a storm main that runs under the building. Lake County allowed them to put the building on top of the large storm main, which has since failed and that caused the washout out and the sink hole. There is an insurance claim filed for roughly \$6 million for this issue.
- ❖ **Mr. Doug Lewis** stated because of what I just heard, Concord will have to rezone the property. Concord needs to know what they want on that property to move forward with rezoning and to bring something else in. Medical or mixed-use could be possibilities for this site. Giving a consultant an idea as to what Concord would like to see on the property and what they are willing to do from a zoning standpoint is important information to provide.
- ❖ **Ms. Rita McMahon** stated part of the reason I suggested this approach is because there is no consensus or idea of what to do with the property. If the idea is to do a medical office building but it's not feasible from a marketing standpoint, then we have gone down a rabbit hole that cannot be executed. So, my suggestion is to go out to the marketplace right now and identify what are the kinds of things that would be suitable for this location. Get that list and give it to the Trustees. There is no commitment.
- ❖ **Mr. Morgan McIntosh** stated, to your point, the Trustees need that information to answer the questions Doug Lewis is asking.
- ❖ **Ms. Rita McMahon** stated to create any incentives, etc., for this property, they would need to be in the JEDD.
- ❖ **Ms. Rita McMahon** stated the only uses we have identified, up to this point in time, from the local folks has been residential.
- ❖ **Mr. Morgan McIntosh** stated residential does not do anything for us. We had a hotel that was economically contributing taxes to Concord Township, so it would be nice to see something that would either join the JEDD or increase that contribution.





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

**B. ECONOMIC DEVELOPMENT COMMITTEE**

**Future Land Use of Quail Hollow Hotel**

- ❖ **Ms. Rita McMahon** stated if this approach is acceptable to the Board, I will finalize the Quail Hollow RFP document and have the Economic Development Committee and legal counsel review it. Upon completion, I will send it out to obtain proposals. At the next Board meeting we can possibly review the proposals and decide if the JEDD is willing to spend their monies to make this happen.
- ❖ **All Board Members** agreed with the above approach and to move forward.

**VI. New Business:**

**A. ELECTION OF OFFICERS FOR 2024-2025 – VOTE**

- ❖ **Ms. Rita McMahon** stated we usually vote on officers in December, however, I am asking you to consider this now because under our insurance we have the Faithful Performance Bond for the Treasurer. Morgan McIntosh will be termed out as Treasurer, so I would like to the Board to vote on a new Treasurer before our insurance renewal so that the new Treasurer is named specifically in our policy.
- ❖ **Ms. Rita McMahon** stated in your packet is a list of the various officers. Right now, Doug Lewis is the Vice Chairperson, Ray Sines is the Secretary and Morgan McIntosh is the Treasurer. A suggestion is to have Doug Lewis become the Treasurer because he is currently a signer on the checks, and it will be an easy transition. However, that is the Board's decision. The Board needs to nominate a new Treasurer, Secretary and Vice Chairperson.
- ❖ **Ms. Christine Shoop** recommended Doug Lewis as Treasurer, Morgan McIntosh as Vice Chairperson and herself as Secretary.
- ❖ **Ms. Rita McMahon** stated in her discussions with Chris Galloway, he is willing to continue to hold the Chairman position.
- ❖ **Mr. Doug Lewis** confirmed the officer positions would be Chris Galloway for Chairperson, Morgan McIntosh for Vice Chairperson, Christine Shoop for Secretary and Doug Lewis for Treasurer.
- ❖ **Mr. Ray Sines** made the motion to nominate officers for 2024-2025 as follows: Chris Galloway for Chairperson, Morgan McIntosh for Vice Chairperson, Christine Shoop for Secretary and Doug Lewis for Treasurer. **Ms. Christine Shoop** seconded. **ROLL CALL VOTE: Mr. Ray Sines-YES, Mr. Doug Lewis-YES, Mr. Morgan McIntosh-YES, Ms. Christine Shoop-YES.**
- ❖ **Ms. Rita McMahon** stated the new officer positions will become effective January 1, 2024.

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

- ❖ **Mr. Doug Lewis** stated the Certificate of Records Disposal is in your packet with a list showing records that would be disposed of.
- ❖ **Mr. Ray Sines** made a motion to approve the Certificate of Records Disposal (RC-3) and dispose of those records. **Mr. Morgan McIntosh** seconded. **ROLL CALL VOTE: Mr. Ray Sines-YES, Mr. Doug Lewis-YES, Mr. Morgan McIntosh-YES, Ms. Christine Shoop-YES.**

**VII. Old Business:**

**A. JEDD MEMBERSHIP RECRUITMENT**

- ❖ **Ms. Rita McMahon** stated we are still talking to three property owners about joining the JEDD. They are all in various states of discussion. The former Chapin property, which is adjacent to the Community Center on Auburn Road, has been sold to a company that plans to build a hotel on that site. I sent them a development agreement draft that reviews incentives and JEDD membership. I have not heard back from them to date. They are working on other projects, and they told us this is a sometime in 2024 project.

**Redirected JEDD Domains**

- ❖ **Ms. Rita McMahon** stated when users tried to connect to the JEDD website using the old JEDD domain, an error was received. We have redirected the old site, and now it goes directly to the JEDD page on Concord's website.





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

**B. NEXTSITE REPORTS – JULY 2023**

- ❖ **Mr. Doug Lewis** stated there are a number of NextSite reports in your packet.
- ❖ **Ms. Rita McMahon** stated there is a lot of interesting data within those reports. In addition, NextSite has entered into an agreement with AlphaMap, which is a map collection entity. The two extra reports on the table are additional types of reports that AlphaMap can create, which NextSite could not provide previously. The example report on Sheetz shows the type of demographics/information the company is looking for and then gives you the information on where the community is so you can see if it will be a fit or not for a particular type of use. The other Gristmill piece shows where people are coming from and foot traffic. NextSite is going to start using this type of information for some of the end users we are going after.
- ❖ **Ms. Rita McMahon** stated she followed up with Charles Branch regarding the status of ICSC follow ups. Charles Branch is still working with five developers that are looking at our corridor. Otis Development, who we met with at ICSC, is scheduling a fall visit to our corridor. He is also working with GPK, STNL, Wilson and Ridge Properties, so there is interest.
- ❖ **Ms. Rita McMahon** stated she asked Charles Branch about attending other ICSC events. He thought it was a good move but does not think the New York show is a good fit for us because they are focused on the New York/Boston corridor. He suggested Chicago could be a good show for us to attend and another event hosted by Retail Live. Retail Live is not an ICSC entity, but it is a similar type of trade show that is focused solely on retailers and restaurants. They have an annual one-day event in Indianapolis. This year the event is November 16<sup>th</sup>. The information I am passing around shows the entities that will be at the show. It is very fast food and retail oriented, which is not necessarily what we are looking for but it may be worthwhile to attend. Charles Branch will be attending this event for the first time this year. We could wait and get feedback from him if we do not want to attend this year. If you want to send someone this year, the Board needs to decide.
- ❖ **Mr. Doug Lewis** stated he thinks it would be better to let Charles Branch go to the Retail Live event this year. We have a lot of local reps in the area for the retailers attending the show.
- ❖ **Ms. Christine Shoop** stated she agrees with Doug Lewis. Let Charles Branch give us a report back after the show.
- ❖ **Mr. Doug Lewis** stated if the Retail Live event is worth it, we can schedule it for next year.
- ❖ **Mr. Morgan McIntosh** stated we talked at ICSC about attending the Chicago show for sure.
- ❖ **Ms. Rita McMahon** stated I can budget for the Retail Live and Chicago ICSC shows for next year.
- ❖ **Mr. Ray Sines** stated if we have someone to send to Retail Live this year we should send them to build information.
- ❖ **Mr. Morgan McIntosh** stated he could attend and will talk with Chris Galloway to see if could also attend.
- ❖ **Ms. Christine Shoop** asked if it would add value to send a Concord representative and Painesville representative?
- ❖ **Mr. Doug Lewis** stated yes. There are some different companies out there that we have not even seen at ICSC. The big question is if they are looking at this area or Ohio.
- ❖ **Ms. Christine Shoop** stated back to your original statement, let Charles provide feedback. If Chris Galloway and Morgan McIntosh attend, will that be enough feedback and we do not need to send someone from Painesville. Are you (Doug Lewis) comfortable with them representing Painesville as well?
- ❖ **Mr. Doug Lewis** stated yes, he would be comfortable with Chris Galloway and Morgan McIntosh representing Painesville.
- ❖ **Ms. Christine Shoop** stated Rita McMahon needs to contact Chris Galloway to see if he wants to go. We have two Board members that say let Charles Branch attend and provide feedback and two Board members saying to send someone this year. Let Chris Galloway be the deciding vote.
- ❖ **Mr. Morgan McIntosh** stated why wouldn't we attend, it is not that far. If Chris Galloway cannot attend then maybe Andy Rose could attend.
- ❖ **Ms. Rita McMahon** stated the general registration closes September 30<sup>th</sup> at \$347/person. Late registration goes up to two days before at \$397/person and onsite registration for \$427/person.
- ❖ **Ms. Christine Shoop** stated if Doug Lewis decides he wants to send a Painesville representative, then she could go.
- ❖ **Ms. Rita McMahon** stated she has another commitment and cannot attend.



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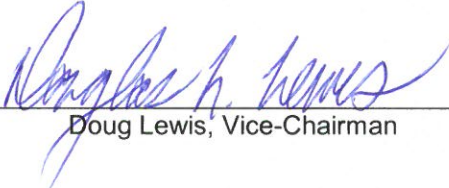
**Mr. Ray Sines** moved to adjourn the September 15, 2023 JEDD Board Meeting. **Ms. Christine Shoop** seconded. **VOTE:** All in favor of approval (4 Ayes).

The Board Meeting was adjourned at 9:18 a.m.

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

December 8, 2023

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

  
\_\_\_\_\_  
Doug Lewis, Vice-Chairman

  
\_\_\_\_\_  
Rita McMahon, JEDD Administrator