

***Violet Township – City of Canal Winchester
Joint Economic Development District***

**Organizational Meeting of the Board of Directors
October 23, 2023, 11 am
Offices of the Violet Township Trustees
10190 Blacklick-Eastern Road NW, Pickerington, Ohio**

Meeting Purpose Statement: The purpose of the meeting was to hold an organizational meeting for the Joint Economic Development District of Violet Township and the City of Canal Winchester.

I. Call to Order

The meeting was called to order at 11:01 a.m.

II. Roll Call/Attendance Record

Attending were:

- Dr. Carri L. Brown, County Auditor, JEDD Board Member
- Ms. Lori Sanders, Violet Township Trustee, JEDD Board Member
- Mr. Michael Ebert, Mayor of Canal Winchester, JEDD Board Member
- Mr. Lucas Haire, Development Director, City of Canal Winchester
- Mr. Vince Utterback, Administrator, Violet Township (until 11:20 am)
- Mr. Price Finley, Esq., Public Finance Attorney, Bricker & Eckler

Mr. Utterback indicated the meeting was noticed by email and to the media by Violet Township. The group generally discussed how in the future both Violet Township and the City of Canal Winchester would notice JEDD meetings. Lucas Haire indicated that a webpage with the City of Canal Winchester could be created for the JEDD.

III. Election of Chair

Motion for the Election of Chair of the JEDD

Ms. Sanders made a motion to have Dr. Brown serve as Chair of JEDD, and it was seconded by Mr. Ebert.

Discussion: Dr. Brown indicated that she was happy to serve in the capacity of Chair and expected to attend all meetings.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Mr. Ebert, and Dr. Brown

The motion carried unanimously.

IV. Election of Officers

Motion for the Election of Vice-Chair and Secretary/Treasurer

Dr. Brown made a motion for Mr. Ebert to serve as Vice-Chair and Ms. Sanders to serve as Secretary/Treasurer. The motion was seconded by Mr. Ebert.

Discussion: Attorney Finley indicated that there are three members on the JEDD Board now, but there would eventually be five members in accordance with the contractual agreement between Violet Township and the City of Canal Winchester. Members representing a property owner and representing the business community would be added. Ms. Sanders indicated desire for the County Auditor or a representative of the County Auditor's Office to be a part of the Board over time. We reviewed the anticipated staggered terms of the Board members.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Dr. Brown, Mr. Ebert, and Ms. Sanders

The motion carried unanimously.

V. New Business – Five Resolutions for Approval

Five resolutions were presented by Dr. Brown for the Board to consider.

a. Resolution 2023-01 – Adopting Bylaws

Motion to approve Resolution 2023-01 – Adopting Bylaws

Ms. Sanders made a motion to approve Resolution 2023-01 – Adopting Bylaws, and it was seconded by seconded by Mr. Ebert.

Discussion: The group reviewed the bylaws as presented and understood that they could be amended if they remained consistent with the contractual agreement between Violet Township and the City of Canal Winchester.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Mr. Ebert, and Dr. Brown

The motion carried unanimously.

b. Resolution 2023-02 – Adopting Public Records Policy

Dr. Brown commented that public records requests need not be made in writing by a requestor, and she offered a minor change to wording so that the Secretary/Treasurer *may* offer a requestor a form for a request, rather than the Secretary/Treasurer *encouraging* a written request (see exhibit A) to be used.

Motion to approve Resolution 2023-02 – Public Records Policy

Ms. Sanders made a motion to approve Resolution 2023-02 – Public Records Policy, with the minor wording change proposed (relating to how the Secretary/Treasurer may offer a requestor a form), and it was seconded by seconded by Mr. Ebert.

Discussion: Attorney Finley noted Exhibit B documented the Records Retention Policy using the Ohio History Connection forms. Dr. Brown asked who served as counsel for the JEDD; Attorney Finley indicated that there was no requirement for counsel but if the JEDD believed it needed counsel, the Board would need to seek counsel. The forms and resolutions today were prepared by Mr. Finley’s firm and provided to both Violet Township and the City of Canal Winchester for review. Dr. Brown indicated that with public records requests, redactions are sometimes necessary, and counsel typically provides the sections of the ORC under which redactions are made.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Mr. Ebert, and Dr. Brown

The motion carried unanimously.

c. Resolution 2023-03 – Approving Insurance and Bond Coverage

Motion to approve Resolution 2023-03 – Approving Insurance and Bond Coverage

Mr. Ebert made a motion to approve Resolution 2023-03 – Approving Insurance and Bond Coverage, and it was seconded by seconded by Ms. Sanders.

Discussion: Attorney Finley noted the resolution approves the actions to obtain coverage and is aligned with the contract between Violet Township and the City of Canal Winchester. Follow-up paperwork is expected.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Mr. Ebert, Ms. Sanders, and Dr. Brown

The motion carried unanimously.

d. Resolution 2023-04 – Levying Income Tax and Approving the Income Tax Collection and Distribution Agreement

Motion to approve Resolution 2023-04 – Levying Income Tax and Approving the Income Tax Collection and Distribution Agreement

Ms. Sanders made a motion to approve Resolution 2023-04 – Levying Income Tax and Approving the Income Tax Collection and Distribution Agreement, and the motion was seconded by Mr. Ebert.

Discussion: Mr. Haire commented on several items that needed to be edited in the Income Tax Collection and Distribution Agreement to align with existing procedure and practices of the City of Canal Winchester. Mr. Finley highlighted how the resolution approved the income tax levy and authorized the Board Chair to sign the Income Tax Collection and Distribution Agreement (with any changes that are not substantially adverse to the JEDD) once Violet Township and the City of Canal Winchester signed the agreement. He went on to state that electronic signatures were acceptable.

The contractual agreement was reviewed. The income tax levy or the JEDD income tax rate would be the maximum income tax rate levied by the City of Canal Winchester, which is presently two percent.

In the event the City of Canal Winchester were to lower its income tax rate, the JEDD income tax rate would be adjusted to be equal to the new maximum rate levied by the City of Canal Winchester.

Roll call vote of the motion resulted as follows.
Voting aye thereon: Ms. Sanders, Mr. Ebert, and Dr. Brown

The motion carried unanimously.

e. Resolution 2023-05 – Establishing a Budget

Motion to approve Resolution 2023-05 – Establishing a Budget

Ms. Sanders made a motion to approve Resolution 2023-05 – Establishing a Budget, and the motion was seconded by Mr. Ebert.

Discussion: There was a general discussion about options to use a separate fiduciary fund or the creation of a segregated account. Dr. Brown commented how the resolution authorized 2023 appropriations, generally for contracted services up to the \$15,000 expected in 2023.

There should be a future meeting to organize a more detailed JEDD budget for 2024. The group believed details could be sorted out at a later point in time.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Mr. Ebert, and Dr. Brown

The motion carried unanimously.

VI. Other Business

There was general discussion about how the contract between Violet Township and the City of Canal Winchester allowed for an amount *not to exceed* 1% of gross revenues to pay for JEDD administrative costs with certain conditions, as noted on page 11 and in section C of the contract. Dr. Brown requested an executed copy of the contract just in case there were draft versions that differed slightly from the executed version.

There was general discussion about how approvals and budgeting would be needed early in 2024 for the ensuing fiscal year.

Motion to Approve the Date, Time, and Location of the Next Meeting

Ms. Sanders made a motion to approve the date, time, and location of the next meeting as January 29th, 11 am, at the Violet Township Offices. The motion was seconded by Mr. Ebert.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Mr. Ebert, and Dr. Brown

The motion carried unanimously.

VII. Adjourn

Motion to Adjourn

At 12:28 pm, Ms. Sanders made a motion to adjourn, and the motion was seconded by Mr. Ebert.

Roll call vote of the motion resulted as follows.

Voting aye thereon: Ms. Sanders, Mr. Ebert, and Dr. Brown

The motion carried unanimously, and the meeting was adjourned.